

**Executive Board Meeting 17-02**  
**Wednesday, June 22, 2017 @ 10:00am**  
**MSU Boardroom, MUSC room 201**

**Called to Order 10:10am**

**Present** Anas, Anbalagan, Arnold, Deshpande, D'Souza, Ibe, Lee, Lightstone, Zheng  
**Late** Ibe  
**Absent**  
**Others Present** J. McGowan (General Manager), E. Ferguson (Recording Secretary), Kristina Epifano (AVP Services), Taylor Bridges (CLAY Coordinator)

**1. Adopt Agenda**

**Moved** by Deshpande, **seconded** by Lee to adopt the agenda, as presented.

**Passes Unanimously**

**2. Adopt Minutes**

**Moved** by Anas, **seconded** by Zheng that the Executive Board adopt the minutes from Executive Board meeting 17-01 – June 7, 2017, as presented.

**Passes Unanimously**

**3. CLAY Report – Taylor Bridges Presented**

- Bridges summarized the report.

**Questions**

- Lightstone asked if Crown Ward sponsored delegates. Bridges responded yes. The delegates pay a reduced cost. She explained that there was a lot of difficulty communicating with Crown Ward because the McMaster liaison left and she had no access to the mailing list.
- D'Souza asked how many delegates and staff there were. Bridges stated that there were 153 delegates and 61 staff.
- D'Souza asked if there was any way to get the number of survey respondents to increase in the future. Bridges explained that she had posted it via Facebook and sent out the form through email. She suggested having some sort of incentive in the future for filling it out.
- Deshpande suggested preparing physical copies for the bus ride back.
- Lee congratulated Bridges. Lee asked what happened when someone needed medical attention. Bridges explained that in the past EFRT members were always on staff, but when they needed to leave it was hard on their coleader. To mitigate that issue, an EFRT staff came up to only deal with medical situations.
- McGowan asked if Bridges had any comments or suggestions for the location. Bridges explained that the location was nice and the one hour drive was much better than the three hour drive it had been in the past. The team was able to set up the day before because of the shorter drive. Bridges stated that the placement of the session rooms were in the middle of the cabin and could not be locked, which meant bringing materials back and forth every day. She suggested bringing a locked box in future years.
- Lightstone asked when Bridges was sending application feedback. Bridges responded that she was in the process of doing that.
- Deshpande asked for an update, whenever possible, on the relationship between CLAY and the Hamilton Wentworth District School Board.
- Bridges stated that she was meeting with them soon.

**Ibe arrived at 10:29am**

**Anbalagan declined the Chair**

**Ibe assumed the Chair**

**4. Diversity Services Report – report attached**

**Questions**

- Anas asked if someone could go more in depth about Sanctuary University.
- Deshpande explained that it is an anti-racism initiative. He had only been to one meeting on it and would report on it to the SRA when he knew more.
- D'Souza asked to have more clarification on providing AOP training to Welcome Week reps.
- Deshpande stated that it sounded from the report that they wanted honorariums to do the training.
- D'Souza stated that if the training would be for Welcome Week planners than that is under the scope of WWAC, not just the MSU, and potentially out of the scope of Diversity Services.
- Lightstone stated that if Diversity Services was comfortable doing the training, he thought it would be reasonable to ask faculty societies to help cover the costs.

**5. Horizons Report – report attached**

**Questions**

- D'Souza suggested having a discussion regarding honorariums for service executives.
- Lightstone stated that the budget in the report is 2016/2017. He asked D'Souza how much money they had for the current year. D'Souza explained that the sponsorships were where they should be.
- Deshpande asked to have a more comprehensive budget breakdown in the future.

**6. MAC Bread Bin Report – report attached**

**Questions**

- Lee asked Anbalagan how the Food Collective Centre was coming along. Anbalagan responded that they would be using Bridges again and three exterminator sessions had been set up.
- Lee asked Anbalagan who was paying for the exterminator. Anbalagan responded that Hospitality Services would be paying for it.
- Deshpande stated that Executive Board should have a future discussion about a rebrand for the service.

**7. MAC Farmstand Report – report attached**

**Questions**

- D'Souza asked Anbalagan if there had been and talk about collaborating with MAC Bread Bin to give them left over produce. Anbalagan stated that the Good Food Box and Lockers of Love wasn't running so they were looking into a collaborating with Good Shepard.
- Deshpande asked Anbalagan what the rationale was for the change of location and what strategies were being implemented to make up for the loss of revenue. Anbalagan explained that the space was allocated by MUSC. She stated that they were working on better promotional plan, but they were delayed when the promotions executive stepped down earlier in the summer.

- Lightstone asked Anbalagan why they weren't located outside during the summer. Anbalagan explained that the heat could potentially be damaging to the produce as well as a bad work environment for the employees.

#### **8. Shinerama Report – report attached**

##### **Questions**

- Deshpande asked Anbalagan if Shinerama reps were taking part in Welcome Week training. Anbalagan stated that anyone wearing a suit would be trained.
- Lightstone asked Anbalagan if the reps were getting shirts in addition to suits. Anbalagan stated that volunteers get shirts and executive get suits.
- Lee stated that he wanted to see details about Shine Day in the next report.

#### **9. Close MSU Seats on Committees**

**Moved** by Anbalagan, **seconded** by Anas that the Executive Board close nominations for one (1) MSU member on the Sponsorship and Donations Committee.

- D'Souza advised that the seat was not advertised and asked if it could be closed at the next meeting.

##### **Vote on Motion**

**Fails Unanimously**

#### **10. MACycle Executive Job Descriptions**

**Moved** by Anbalagan **seconded** by Anas that the Executive Board approve the creation of the MACycle Volunteer Coordinator, Events Coordinator, and Promotions Coordinator job descriptions, as circulated and attached.

- Anbalagan stated that the team should have been in place by May 30 but the process was moving slowly.
- Anas asked Anbalagan why the Events Coordinator was coordinating brands and creating a social media presence when that would typically fall to the Promotions Coordinator. Anbalagan explained that the two positions work in tandem and some functions overlap.
- Anas asked Anbalagan what type of events MACycle would host. Anbalagan responded that they could host night bike rides with lights, taking rides to Pier 8, and functions like that. Anbalagan clarified that the service ends in November.
- D'Souza stated that he saw a lot of potential for collaborating between Hamilton cycling groups and MACycle.
- Lightstone expressed concern that "Responsible for maintaining an appropriate and positive image of the MSU" was not appropriate to be on the job descriptions.
- Anbalagan stated that technically it is a responsibility of everyone within the MSU.
- Anas stated that he thought it would be appropriate for all job descriptions to include that responsibility. He stated that MACycle engages with a lot of community members.
- D'Souza stated that he was going to task the Coordinator to see how many MSU members use the service versus community members.
- Ibe stated that they should be cautious of the amount of paperwork that could cause.

- Lee stated that MACycle executives are often in a customer service role with members of the community and it made sense to be included for them.
- Lightstone noted that the Volunteer Coordinator had a financial and budgeting function under their major duties. He stated that he was not sure it was appropriate for a volunteer.
- Anbalagan stated that it would be an advisory role, not a decision making role.
- Anas asked if the MACycle Coordinator keeps a record of everything that is sold. D'Souza stated that he was meeting with the Coordinator that Friday to come up with an accounting system, because there was no proper system in the past.
- Deshpande stated concern that MACycle volunteers deal with money and the level of accountability there is with volunteers.
- D'Souza stated that the only POS should be the Coordinator.
- Anas noted that in the Operating Policy it states volunteers handle cash. He expressed concern that there is no record or receipts of purchases and that sales of parts do not seem to be standardized.
- Anbalagan stated that a conversation should be had on a broader scale of who should and should not be handling money.
- McGowan suggested talking to M. Gallagher and reporting back to EB.

**Vote on Motion**

**In Favour: 5 Opposed: 0 Abstentions: 1  
Abstained: Lightstone  
Motion Passes**

**11. PSL Executive Job Descriptions**

**Moved** by Anbalagan, **seconded** by Lee that the Executive Board approve the changes to the Peer Support Line Events Coordinator, and Promotions Coordinator job descriptions, as circulated and attached.

- Anbalagan explained that the rationale for bumping up the hours was to have more people on call and alleviate the stress that existed the previous year.
- Zheng asked Anbalagan if the on call staff had only been the Assistant Director and the Director in 2016/2017. Anbalagan responded yes.
- Zheng asked Anbalagan if they did not have enough volunteers. Anbalagan explained that they want to have one executive on call four days of the week, and rotate volunteers on the fifth day.

**Vote on Motion**

**Passes Unanimously**

**12. Yearplans**

**Moved** by Anbalagan, **seconded** by Lightstone that the Executive Board approve the following yearplans, as circulated:

- WWFC
- Horizons Coordinator
  
- Anbalagan explained that there was an oversight and Horizons did not have a change to submit a yearplan by the deadline.

- Anas asked Anbalagan what accessible sports were, in reference to the WWFC yearplan. Anbalagan responded that she would clarify that section with the Coordinator, but explained that the accessible sports event would probably be changed to a sit-down music event in TwelvEighty.
- Lightstone commended the yearplans. He stated that there seemed to be a lot going on for the WWFC and suggested doing regular check-ins to make sure she was doing well.

**Vote on Motion**

**Passes Unanimously**

**13. Education Department Job Descriptions + Wage Assignment**

**Moved** by Deshpande, **seconded** by Anbalagan that the Executive Board approve the creation of the Advocacy Project Assistant and Advocacy & Policy Research Assistant job descriptions, as circulated and attached.

- Deshpande stated that he really wanted to complete his team. He changed the name of the Advocacy Project Assistant to encompass the role responsibilities better.
- D'Souza was concerned about using the title 'assistant' because of their logistical and event planning responsibility. He suggested using the title Advocacy Project Coordinator.
- Deshpande stated that only positions that supervise others are given the title coordinator. He explained that they would be taking direction from the Education Team and himself before doing any planning.

**Vote on Motion**

**Passes Unanimously**

**Moved** by Deshpande, **seconded** by Lightstone that the Executive Board approve the Wage Review Committee's recommendation for the Advocacy Project Assistant and Advocacy & Policy Research Assistants, as circulated and attached.

- Deshpande advised that the wages would be bumped up in January.
- Anbalagan explained that the Advisory Project Assistant was bumped up to 10-12 hours because they will be taking a lot of direction from the Education Team.
- Lee stated that he was surprised the Research Assistant were not allotted more hours due to being in charge of a policy.
- Deshpande stated that he was unsure about how much time overseeing a committee would take up but he would keep an eye on it.

**Vote on Motion**

**Passes Unanimously**

**13. Adjournment and Time of Next Meeting**

**Time of Next Meeting:**

**Thursday, June 22, 2017  
10:00am  
MSU Boardroom, MUSC 201**

**Adjourned at 11:58am**

/ef