

Executive Board Meeting 17-03
Wednesday, July 6, 2017 @ 10:00am
MSU Boardroom, MUSC room 201

Called to Order 10:04am

Present Anas, Arnold, Ibe, Lee, Lightstone
Late Anbalagan, D'Souza, Zheng
Absent Deshpande
Others Present V. Scott (Recording Secretary), Kristina Epifano (AVP Services), Sutina Chou (SHEC Coordinator), Karan Chowdhury (Maroons Coordinator), Samantha Aung (EFRT Director), Richard Chen (MACycle Coordinator)

1. Adopt Agenda

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

Passes Unanimously

2. EFRT Report – Samantha Aung Presented

- Aung summarized the report.

Zheng arrived at 10:05am

Anbalagan arrived at 10:05am

D'Souza arrived at 10:07am

Questions

- Ibe asked Aung what she meant by having out-of-town volunteers. Aung responded that their responding team for the NAIG will consist of her seven executives, and two others who are in town that weekend. She stated it's usually those who want to practise or are writing their MCATS, and that it just helps ease the burden.
- Ibe asked if they were well-staff for the NAIG. Aung responded that she has worked with the staff to make sure that EFRT could provide the coverage they need. She added that they have two shifts running, and was able to pull from a pool of resources.
- Ibe stated that he was excited about the reunion with Alumni, and if they needed anything from them to make it the best, to let the Board know.
- Lightstone asked if everything was running smoothly, regarding expenses for the summer. Aung responded that they have been sponsored for \$18,000 for the summer, and that they will receive this money once an expense report has been put together. She added that their hope was to receive the funds by October reading week.

3. Macademics Report – report attached

Questions

- Lightstone stated that they have already spent 10% of their promo budget for advertising for exec, he felt that this was a bit much for that. He stated that he was concerned as this was a large portion of their budget as most of the things that Macademics does is advertising.
- Ibe asked if teaching awards are given out in the summer. Anbalagan responded that they weren't.
- Ibe stated that most of the awards are faculty-based, and he would like to see if there could be something to recognize the non-faculty teachers. He also asked about textbooks, and to see if there was a list of professors who have been nominated for or won the innovation award so that this can be passed on to the Campus Store.

4. Maccess Report – report attached

Questions

- Lightstone felt that this report was insufficient enough for two months of work. Anbalagan stated that the PTM has been working a lot by working on their yearplan and welcome week events, as well as doing exec applications. Anbalagan added that if the Board felt that the PTM wasn't doing enough she could sit down with them and chat about report expectations.
- Lee stated that Diversity Services was launching an accessibility flex plan and that it would be good to have Maccess be involved in this, and that it may mean more hours due to student consultation.

5. Macycle – Richard Chen Presented

- Chen summarized the report.

Questions

- Ibe stated that it was cool and exciting that the PTM was taking the past issues seriously, and fixing them. He asked about the bike auctions, and how the PTM intended to increase capacity when their stock was low. Chen responded that they are currently stocked up on parts, but they are waiting to see the sales go up for them. He added that the auctions aren't until September and October.
- Lightstone asked what the profit margin was on sold parts. Chen responded that it will be over 10%.
- Lightstone asked how everything was going since the PTM doesn't have any exec or volunteers. Chen stated that it has slowed down to a manageable pace, but when they first opened it was bad as they had been closed for so long.
- Lightstone asked if there were ways to make sure they don't have a gap between this and the next PTM, so that the new one won't be as overwhelmed. Chen stated that this was something they will still need to figure out. He added that they would need to recruit more volunteers.
- Anas stated that the PTM was doing an amazing job. He asked if they have a finalized price list. Chen responded that it will be posted soon.
- D'Souza asked what plans the PTM had for over the summer and what he was planning on doing to fix it. Chen responded that he will be making monthly reports on revenue, and that the cash register should be able to help track.
- Zheng asked what requirements does the PTM have for volunteers and how was he planning on increasing this number. Chen responded that in the past they didn't require volunteer applications, and that someone could just stop by and say that they were interested. He felt that this is due to a lack of promo and they will need to fix it.
- Anas stated that one of the current challenges right now was that volunteers don't know how to fix bikes, he asked if there was a way to get an external partner to help out with that. Chen responded that the bike shop that trained him was a not-for-profit, and that they would be happy to help out for a fee. Epifano added that she was currently working with Chen to make sure there was volunteer retention and that any influxes were being handled properly.

6. Maroons – Karan Chowdhury presented

- Chowdhury summarized the report.

Questions

- Ibe asked the PTM if there was any consideration for removing the low-demand events for Monday Night Lights. Chowdhury responded that they wanted to make something similar to Light up the Night, but bringing an outdoor movie. He stated that the stage would already be set up for the concert, so it wouldn't be hard to set up. Chowdhury added that in the past they have done a dance and it hadn't been the safest event so they want to introduce a headphone disco, that will have more security and Maroons presence.

- Ibe asked Chowdhury to report on the new executive structure. Chowdhury responded that by removing the PR and Social Coordinator positions it is set up for the whole team to work together on initiatives. He added that this increases the ability for collaboration and reach to students.
- Ibe asked if the survival guide would be a part of SOAR or different. Chowdhury responded that it would be different.
- Ibe stated that he was looking forward to the PTM reporting back about the success of Welcome Week and move-in events.
- D'Souza stated that Ath and Rec hired a street team last year. He asked if there were any plans to interact with them. Chowdhury responded that he reached out to them once he had his exec put together but hasn't received a reply. He added that this was in line with the support received last year. Chowdhury stated that the Maroons are working on a pitch to show Ath and Rec what they can bring to games, so that they could be supported. He's hoping to get the ball rolling by next Monday.
- Arnold stated that she liked the new direction taken for Monday night social. She asked why wasn't the first year initiative being carried over to this year. Chowdhury responded that it was a pilot project last year, and once it was done they looked over the pros and cons and they felt that that it wasn't warranted. He stated that this was a mentorship program and they didn't believe that only 25 people should benefit from it, and that they will be re-allocating resources from that project to support first years.
- Anas stated that he loves the school survival guide. He asked what the plan was for promotion as this should be a big thing. Chowdhury responded that he was working with Marina and Taha to figure this out.

7. PSL Report – report attached

Questions

- Lightstone stated that the report says that they were looking for space. He asked how would that work as he had spoken to the previous PSL coordinator and they expressed that it needs to be a private non-descript place. Anbalagan stated that they are looking into spaces with campus partners. She explained that it's about connecting with them to see if an agreement could be made.
- Anas asked if they could find out why there was a huge influx last year. Anbalagan responded that she would ask.

8. SHEC Report - Sutina Chou presented

- Chou summarized the report.

Questions

- D'Souza stated that Chou can talk to him if she needs anything regarding promotion materials. Chou stated that she knew she could have put a claim in, but it wasn't approved from the previous BoD and it came out of her budget. She added that if they can help her out that would be great.
- Ibe stated that it was fantastic that the re-structure was going well. He added that if more support was needed for her volunteers to let them know. Ibe stated that past PTMs of peer support services have brought up the fact that they don't feel as supported, and that they can't approach these services for themselves. He asked Chou to let the Board know what can be done to better support these PTMs. Chou responded that she doesn't know what protocols other services have, but with SHEC they have execs who are on-call, but also have debrief sessions with all volunteers. She added that she hasn't heard of anyone wanting to access the service but if they did they could use PSL. She added that she was worried about the PTMs who manage peer support services as it's hard to not take work home with them, and would love resources to help out. Anbalagan stated that some of the work that the TRRA does was to support PTMs. She added that they will be introducing these PTMs to external partners that can come in and do debriefing.

9. QSCC Report – report attached**Questions**

- Lee asked about Pride and why QSCC didn't attend. Anbalagan stated that the PTM reached out to Engiqueers and that they hadn't gotten back to him, so she suggested reaching out to other campus partners so that QSCC didn't have to do their float solo. Anbalagan stated that she advised him to get a refund back and to continue partnering with others.
- Lee asked if there was a way to make the PTM have everything set-up for the incoming PTM so that this couldn't happen again.
- Anas stated that two organizations should be able to partner up without going through hoops, and that they should be more collaborative.
- Lightstone stated that there wasn't a budget breakdown or timeline for activities happening. He would like to see more information on their report.

10. Close MSU Seat on Sponsorship & Donations Committee

- Deferred to next meeting

11. Close MSU seat on Programming Committee

Moved by D'Souza, **seconded** by Abalagan that the Executive Board close the MSU seat on the Programming Advisory Committee.

Nominations

- Ashvin Sharma
- Kanwarpreet Karwal
- Ignacio Luciani

Vote on Motion**Passes Unanimously**

- Executive Board voted by secret ballot
- Ashvin Sharma wins the MSU seat on the Programming Committee.

12. Close SRA Seats on Standing Committee

- Deferred to next SRA meeting.

13. Discussion on Clubs Integration

- Ibe went over the memo with the Board. He stated that he would like a thumbs up or down to give direction to the WWAC.
- Lightstone stated that he didn't understand the different between this and the old system.
- Ibe responded that this was completely new, and since Clubs do programming during Welcome Week but have had no funding this would be a great way to help out.
- The Board was in consensus to move forward with this.

14. TwelvEighty Floor Plan & Furniture Discussion

- D'Souza went over the memo and preliminary drawings with the Board. He asked for feedback so that it could be brought back to the architect.

- Lightstone asked about flooring, and what kind they would be getting due to the furniture being constantly moved around.
- D'Souza responded that they would be looking into acrylic tiles that would look like wood or tile, and that this would be more durable. He stated that he was going over everything with them today as furniture ordering takes about 6-8 weeks. He added that he will still be circulating everything when he receives them.
- Ibe stated that the stage and space will be closed during club nights. He asked if there was something they could do with sound and AV for Clubs to rent out.
- D'Souza responded that they don't have the budget for that at this stage. He stated that anything beyond flooring or the stage would have to be phase 2.

15. OPERATING POLICY – QSCC

- Lightstone stated that he was against adopting the operating policy as the PTM didn't explain what the added value was of changing the newcomers facilitation role and turning it into the group facilitation coordinator.
- Lee stated that there were still executives to facilitate discussion, so they didn't need someone just for that.
- Epifano stated that QSCC has a lot of diversity and the role of the group facilitation coordinator is there to help the others facilitate the specific groups outlined.
- Anas stated that volunteer retention has been hard, and this was a way to get them to be more engaged with the service.
- Anbalagan stated that the PTM has worked on this quite extensively, and it has been through a lot of consideration on how it could be sustained. She added that the PTM had many conversations with herself and the EIO.

Moved by Anbalagan, **seconded** by Anas that the Executive Board approve the changes to OPERATING POLICY – QSCC, as circulated and attached.

**In Favour: 7 Opposed: 0 Abstentions: 1
Motion Passes**

16. MAC Bread Bin – Good Food Box

- Ibe went over the memo with the Board. He explained he would like to see MAC Bread Bin start moving into the direction of delivering the Good Food Box. Ibe stated that he will be asking for a recommendation from the Executive Board to give direction to the service, from the VP Admin.
- Anas asked who would be doing the study.
- Ibe responded that the Coordinator would be putting the survey together by looking at sourcing and price points.
- Lee asked if this would be more responsibility for the Coordinator.
- Ibe responded that the goal is to have the Coordinator tell the Executive Board what would be possible, and what would need to be changed.
- Anas asked if the timeline was in the yearplan.
- Ibe responded that it was.
- Lee asked if there would be any food safety requirements when delivering outside of McMaster. He stated that they should see if faculty societies could be used as delivery points.
- Ibe stated that this would have to be looked into.
- Anbalagan asked if they would be changing the operating policy right away, or see how this goes.
- Ibe responded that he wasn't sure, and was hoping for a pilot run in August to see what was possible.
- The Executive Board agreed with the direction, and tasked the Vice-President (Administration) with the following items:

- 1) The Vice-President (Administration) will direct MAC Bread Bin to investigate options, and perform a feasibility study for a good food box delivery program.
- 2) The Vice-President (Administration) will direct MAC Bread Bin to develop a good food box delivery strategy.
- 3) The Vice-President (Administration) will direct MAC Bread Bin to advise on changes to MAC Bread Bin operating policy and service options.

17. Yearplans

Moved by Anbalagan, **seconded** by Anas that the Executive Board approve the following yearplans:

- FYC Coordinator
 - MAC Bread Bin Director
 - Maroons Coordinator
 - Peer Support Line Director
 - SHEC Coordinator
 - Shinerama Coordinator
 - Spark Coordinator
 - SWHAT Coordinator
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- Lightstone asked if they could get MAC Bread Bin to look into Starbucks giving away leftover food at the end of the day, in regard to them getting food from the hospital to distribute.
 - Anas stated that the FYC Coordinator mentioned working on an introduction to elections.
 - Lightstone stated that the Speaker would be a great resource for the FYC Coordinator on this subject. He added that the Coordinator spoke about spending their money on swag, and he wanted to make sure that they don't fall into the same issues with IRC and spend all their money on useless items. Lightstone pointed out that there was also mention of changing bylaws for having first year reps sitting on the SRA, he stated that this would require a constitution change.
 - Anas listed that some of Maroons items and Spark overlap, but they don't list each other as collaborative partners. He felt that these two services should work together on those events.
 - Ibe pointed out that he was a bit concerned about the Spark yearplan, as SSC will be reviewing their transition programs after Welcome Week and it's a niche that Spark occupies. He stated that he would like Spark to be a part of that review process. Ibe stated that yearplan comments about retention, and felt that this was worth re-assessing every year and sessions every week.
 - Anas stated that Spark was trying to centralize their sessions into MUSC, as well as reaching to off-campus students.

Vote on Motion

Passes Unanimously

Moved by Lightstone, **seconded** by Anas that the meeting be extended by 15 minutes beyond the two-hour mark.

Passes Unanimously

18. Closed Session

Moved by Anas, **seconded** by Zheng that the Executive Board move into Closed Session.

Passes Unanimously

19. Return to Open Session

Adjournment and Time of Next Meeting

Time of Next Meeting:

**Thursday, July 20, 2017
10:00am
MSU Boardroom, MUSC 201**

Moved by Zheng, **seconded** by Arnold that the Executive Board meeting be adjourned.

Motion Passes by General Consent

Adjourned at 12:15pm

/vs