



# REPORT

*From the office of the...*

## Maccess Coordinator

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TO: Members of the Executive Board  
FROM: Lauren McClinton  
SUBJECT: Maccess Report #3  
DATE: September 19, 2017

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### **UPDATE**

Late August and early September have been full of service promotion at various MSU events, at our own Open House, through the posting of our volunteer applications, and through conversations with The Silhouette. Executive members have been hired, are being transitioned, and the year is definitely starting to pick up!

### **SERVICE USAGE**

Since last reporting, Maccess has had the chance to connect with students at a number of MSU events, as well as open our space to First Year Students during Welcome Week. We promoted our service during the Wellness Fair in a very busy Mills Plaza, as well as to a lecture hall of students and reps at Maroons Opening Ceremonies. Additionally, our facebook page has received an influx of messages regarding volunteer applications.

### **PAST EVENTS, PROJECTS & ACTIVITIES**

Over the past month, I've completed a number of my own projects, as well as ensured Maccess was present at some other service and MSU events.

At the time of my last report, I was just at the tail-end of completing executive hiring. Since that time, all executive team members have been hired, and are currently being (if not yet not already) transitioned into their roles.

Safe(r) Space Volunteer applications are now open, and close on September 18<sup>th</sup>, 2017. We had the opportunity to promote those applications to first year students recently at Maroons Opening Ceremonies on September 13<sup>th</sup>.

Over Welcome Week, we promoted Maccess at the Wellness Fair, as well as held an Open House. Our Open House came together relatively last-minute, and though it was held during Shine Day, a few students did still stop by to ask about about Maccess and our services!

Additionally, I've recently spoken with Sasha, News Editor for The Silhouette, regarding a piece she's writing on how Maccess has grown and evolved over the last few years.

### **UPCOMING EVENTS, PROJECTS & ACTIVITIES**

Our biggest current/upcoming project is hiring! We're hiring Peer Support Volunteers **and** Safe(r) Space Facilitators (details regarding these two positions under

“VOLUNTEERS”). Applications close on September 18<sup>th</sup>, with interviews scheduled for the following weekend, September 23<sup>rd</sup> & 24<sup>th</sup>. In order to offer the most accessible training experience possible, our training will take place partially online, as well as during the week of October 2<sup>nd</sup>. Our space will be open to visitors the first day following Reading Week, October 16<sup>th</sup>.

November brings Humans of Maccess – a promotional campaign we ran last year featuring our volunteers! Shooting for this campaign will take place in mid to late October, with the campaign going live in early November.

## BUDGET

This month, I purchased approximately \$40.00 in snacks and coffee from Union Market for our First Year Open House.

I’ve recently been informed Maccess has been granted \$2 000 in SLEF funding for a Resource Library in the areas of disability and accessibility! I’m looking forward to researching how to best spend this funding.

Here’s my most recent statement:

<b>McMaster Student's Union</b>							
<b>Dept. 0118 - MACCESS</b>							
<b>For the Three Months Ending July 31, 2017</b>							
	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	% Budget
	Month	Month	YTD	YTD	YE	Budget	Used
	July	July	2017-18	2016-17	2016-17	2018	To Date
All:							
5003-0118 MACCESS - OFFICE SUPPLIES					86.13	120.00	0.00%
5101-0118 MACCESS - TELEPHONE	10.92		32.76		76.44	120.00	27.30%
6102-0118 MACCESS - ANNUAL CAMPAIGNS					1,293.14	1,200.00	0.00%
6402-0118 MACCESS - AWARDS & MEETINGS					307.48	600.00	0.00%
6501-0118 MACCESS - ADV. & PROMO		5.00		5.00	1,611.12	3,000.00	0.00%
6603-0118 MACCESS - SPECIAL PROJECTS		25.00		25.00	862.85	1,200.00	0.00%
7001-0118 MACCESS - WAGES	805.30	885.67	2,220.31	885.67	5,784.69	8,000.00	27.75%
7101-0118 MACCESS - BENEFITS	75.77	64.47	178.98	64.47	393.56	500.00	35.80%
8001-0118 MACCESS - DEPRECIATION EXP.	105.99		105.99		1,849.21	240.00	44.16%
<b>Total All</b>	<b>997.98</b>	<b>980.14</b>	<b>2,538.04</b>	<b>980.14</b>	<b>12,264.62</b>	<b>14,980.00</b>	<b>16.94%</b>

## VOLUNTEERS

Though I have not made any changes to the volunteer structure this year, I have altered the way that we are hiring our volunteer positions. The two positions are very similar, though differ slightly in what is demanded of volunteers, as well as time required. Last year, Safe(r) Space Facilitators and Peer Support Volunteers were posted on the MSU jobs board separately, and ultimately were consolidated into the same position. This year, I’ve elected to treat these two positions similarly to the way that conference services hire LDs and LDLs. All applicants will be considered as Safe(r) Space Facilitators, with the opportunity to also be considered Peer Support Volunteers, as this position requires slightly more training and time. I’m excited about these changes and look forward to the way that they’ll streamline our hiring and training process.