

Executive Board Meeting 17-04
Thursday, July 20, 2017 @ 10:00am
MSU Boardroom, MUSC room 201

Called to Order 10:04am

Present Anbalagan, Anas, Arnold, D'Souza, Deshpande, Ibe, Lee, Lightstone

Late

Absent Zheng

Others Present V. Scott (Recording Secretary), M. Wooder (MCD), Kristina Epifano (AVP Services), Aditya Harchand (QSCC Coordinator), Nicole Yan (Shinerama Coordinator), Lillian Obeng (Diversity Services Coordinator), Dave Dedrick (Underground Media + Design Manager)

1. Adopt Agenda

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

Passes Unanimously

2. Adopt Minutes

Moved by Deshpande, **seconded** by Anas that the Executive Board adopt the minutes of Executive Board meetings 17-02 – June 22, 2017 and 17-03 – July 6, 2017, as circulated and amended.

Passes Unanimously

3. Diversity Services Report – Obeng presented the report

- Obeng summarized the report.

Questions

- Deshpande stated that the PTM was expected to facilitate the AOP training for a lot of people. He stated that they should talk about remuneration for that, as it will be going beyond the scope of responsibility.
- Preethi asked Obeng to send her a calendar of what she had planned from now until September.
- Deshpande suggested that Obeng put together a priority list for the year, and to look into which relationships need to be strengthened and which ones can just be for the year so that she's not overwhelmed with helping everyone.
- Lee asked if EIO was helping with AOP training. Wooder responded that they stopped putting on the training two years ago and then asked us not to charge for training.
- Anas stated that AOP training needed to be standardized and that someone else should be doing it, as he didn't think that Diversity Services should be putting this on for the entire University. He added that they should have a conversation about this as it needs to be addressed.
- Lightstone asked Obeng if she felt that the service would benefit by monetizing the training, like EFRT does with First Aid.
- Ibe felt that this conversation would best be held in Closed Session. He asked Obeng to bring forward the items that she would like discussed.
- Obeng stated that it wasn't just the training, it was also about creating it. She explained that she has started logging the hours that she and her Assistant Director have been putting into this. She added that she anticipated that this would be an intensive process but she didn't expect to have to strip it down and make it deliverable to 1,200 Welcome Week reps in half an hour.
- Anas stated that he was concerned that the training time was being shrunk, and that there was so much to learn. Obeng responded that this was mentioned in her report, and was mentioned to Michele Corbiel.

4. Horizons Report – report attached

Questions

- Ibe asked that praise be passed on to the PTM, and that it was exciting to see that they had passed their sponsorship goals. He highlighted the efforts of Hailey and Jacob, and suggested the idea of nominating them for the Student of Distinction Award.
- Anbalagan asked what was going on with filming. Wooder responded that they spoke about the value of money left in the budget for videography, and decided that the photographer would get the core necessities for each day.
- Anbalagan asked if the person would be receiving remuneration. Wooder responded that it was an existing position within Horizons, and this was recommended as there was no money in the budget to contract out video. He added that they have existing video footage for general materials that could be used for the next couple of years.

5. MAC Bread Bin Report – report attached

Questions

- Ibe praised Bread Bin. He stated that the Good Food Box delivery was part of his campaign, and the service has been receptive.
- D'Souza wondered if lockers of love over the summer was a good use of resources, and if perhaps the efforts and resources could be put elsewhere. Anbalagan stated that she had a conversation with the PTM, and stated that those who are in need are using it. She explained that more promo could be done.
- Lightstone asked if there was any way to make long-term relationships with conferences in order to get discounts. Ibe stated that for the conference Bread Bin went to, they do have that relationship. He explained that this was the third year that the Bread Bin PTM and exec have gone.
- Anbalagan asked the Board for feedback on when the PTM should do volunteer hiring. The Board felt that after Welcome Week would be the best time, but to have applications open before.

6. MAC Farmstand Report – report attached

Questions

- Anas asked Anbalagan if the PTM asked for permission before they went and got produce on their own. Anbalagan stated that she thought that they were using the same provider as last year, and wasn't aware that they were driving to the area to pick the items up.
- Lightstone asked about the operations coordinator being a paid position, and when the best time to address that would be. Anbalagan stated that it would have to happen in closed session.
- Lee stated that he would like to see a more detailed service usage section.
- Anas stated that he would like a more detailed budget, where they could see the breakdown between sales and revenue.
- Ibe asked D'Souza to look into the challenges of the local food discount card.
- Anas asked if there was a liability issue with the service driving to grab the produce. Wooder responded that there was potential, but it depends on the contract. He stated that it was a matter of making sure that the employees could drive and have insurance. He added that this is something that should be double-checked on the employment side.
- Wooder updated everyone on the tent expenditure. He stated that this will go into production soon and will be ready for the outside season.
- Ibe praised Farmstand. He stated that as long as the volunteers were going through the proper channels to get produce he was happy with the adaptability of the service.
- Anas stated that the PTM was having issues with the CSRs not being present. He asked if she was understaffed. Anbalagan stated that she has already spoken to the PTM about this, and that they're looking into it.

7. Maccess Report – report attached

- Anbalagan explained that she asked the PTM to submit a new report as the Board felt the last one wasn't sufficient.

Questions

- Deshpande stated that he would like to see social media engagement, and target goals in the next report.

8. Shinerama Report – Yan presented the report

- Yan summarized the report.

Questions

- Deshpande stated that Yan was going a great job, and should be thrilled that McMaster is number one in fundraising. He asked how she was finding access support for logistics for shine games, and if she had enough support. Yan responded that was something she was working on right now, and that it has been okay so far.
- Wooder thanked Yan and her team for their help in the MSU Golf Tournament.
- Lightstone suggested that Yan reach out to the GSA to see if they could help with the bottle drive, as there were more GSA members on campus right now than MSU.
- Lee congratulated Yan for her hard work. He suggested that D'Souza hook Shinerama up with the Chamber of Commerce to find locations.

9. Spark Report – report attached

- Anbalagan went over the report.

Questions

- D'Souza stated that L. D'Souza was doing an awesome job. He stated that for first year formal they should look into getting sponsorships with res life.
- Anas stated that in the report it said students would be put in groups prior to July 18. Wooder stated that that was probably a typo.
- Arnold stated that this was a very thorough and detailed report, and they look to be on track for the upcoming year. She stated that last year's formal was great, and felt that switching it to include a sit-down meal would be a big improvement.
- Anas stated that the Maroons are also doing things for first years, and he didn't see any mention of collaboration in the report.
- Ibe stated that he would like to see strategies for retention.

10. SWHAT Report – report attached**Questions**

- Deshpande asked if there was an update on space. Anbalagan stated that another service would like a different space, and that this was something they could discuss in closed session.
- Ibe asked how SWHAT was planning to be a part of Welcome Week. Anbalagan stated that they would be operating until 2am for Welcome Week and then go back to regular hours afterwards.

11. WGEN Report – no report submitted**12. Close MSU Seat on Sponsorship and Donations**

Moved by D'Souza, **seconded** by Anas that the Executive Board close one (1) MSU Seat on the Sponsorship & Donations Committee.

Nominations

- Selene Florean

Passes Unanimously

- Selene Florean won the MSU Seat on the Sponsorship & Donations Committee by acclamation.

13. Proposed Underground Media + Design Logo

Moved by Anas, **seconded** by Lightstone that the Executive Board approve the proposed logo for Underground Media +Design, as circulated and attached.

- Wooder and Dedrick over the details of the logo and the memo.
- D'Souza stated that he liked the new design and it was good to rebrand with the new structure in place.
- Ibe asked who owns the design.
- Wooder responded that the MSU does.

Vote on Motion**Passes Unanimously****14. WGEN Volunteer Job Description**

Moved by Anbalagan, **seconded** by Arnold that the Executive Board approve the changes to the WGEN Safe(r) Space Volunteer job description, as circulated and attached.

- Anbalagan stated that this was a minor change.

Vote on Motion**Passes Unanimously****15. QSCC Job Descriptions**

Moved by Anbalagan, **seconded** by Anas that the Executive Board approve the changes to the following QSCC job descriptions:

- Events Coordinator
 - Group Facilitation Coordinator
 - Newcomers Facilitator
 - Promotions Coordinator
 - Research and Resources Coordinator (new)
 - Social and Political Advocacy Coordinator
 - Trans Community Group Facilitator
 - Volunteer and Training Coordinator
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- Anbalagan stated that they changed the Operating Policy at the last meeting, so these job descriptions are reflecting those changes.
 - Harchand thanked Scott for all her hard work, and that she was patient and helpful with the process. He thanked Anbalagan for making him feel that QSCC was the only service in the MSU. Harchand went over the job descriptions with the Board.
 - Deshpande stated that the job descriptions looked great, but didn't see anywhere who was responsible for maintaining and cataloguing the library in the space.

- Harchand responded that this would fall under the Research and Resources Coordinator.
- Ibe asked what considerations did Harchand give to make sure of the long-term stability of the service.
- Harchand responded that a large part of what the previous PTM started last year has stayed. He stated that after speaking with them he decided that the service would be better off with two Social and Political Coordinators, as well as adding someone in to do the research for campaigns and managing the library. He added that he also looked into SHEC and Diversity Services executive structure and incorporated that.
- Deshpande stated that with the nomenclature of executive positions, he found that anyone who doesn't supervise volunteers/staff would be called executive, while those who did supervise were coordinators. He asked if this was what they were going with now.
- Harchand stated that all of the executives and volunteers will be part of the committee structure.
- Deshpande stated that a volunteer should only be reporting to one position as it creates a small chain of command, and it will get complicated if they don't.
- Scott responded to Deshpande by saying that she wasn't aware of the nomenclature when helping put the job descriptions together, as that direction wasn't given to her by the Operations Coordinator when they went on leave. She added that she would be happy to fix this.
- Deshpande asked if Harchand was willing to change this.
- Harchand responded that he stood behind all of the executives being called 'coordinator', but could look at it at a future date.

Vote on Motion

Passes Unanimously

16. TwelvEighty Capital Allocation & Expenditure Request

a) Allocation

Moved by D'Souza, **seconded** by Arnold that the Executive Board approve the Capital Allocation of \$4,964.16 for an eyewash station in the TwelvEighty kitchen, as recommended by the Health and Safety Committee.

- D'Souza stated that this was recommended by the Health and Safety Committee.
- Lightstone asked if it was possible to have this worked on at the same time as the café.
- Wooder responded that that was outside of the scope of the project.

Vote on Motion

Passes Unanimously

b) Expenditure

Moved by D'Souza, **seconded** by Anas that the Executive Board approve the Capital Expenditure of \$4,964.16 for an eyewash station in the TwelvEighty kitchen, as recommended by the Health and Safety Committee.

Passes Unanimously

17. Yearplans

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

- EFRT
- Anbalagan stated that this wasn't submitted on time, so this was why they were approving it now.
- Deshpande stated that it seemed short, with only two objectives.
- Anbalagan responded that she gave the PTMs the flexibility to add items on afterwards.

Vote on Motion

Passes Unanimously

18. Closed Session

Moved by Lee, **seconded** by Anas 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 Lightstone, **seconded** by Lee that the Executive Board meeting be adjourned.

Motion Passes by General Consent

Adjourned at 12:21pm

/vs