

Executive Board Meeting 17-16
Tuesday, November 28, 2017 @ 12:30pm
MSU Boardroom, MUSC room 201

Called to Order 12:33pm

Present Ahmed, Anbalagan, Arnold, D'Souza, Lee, Lightstone

Late

Absent Anas, Deshpande, Ibe

Others Present J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (MCD), K. Epifano (AVP Services), Karan Chowdhary (Maroons Coordinator), Emmanuel Appiah (SCSN Coordinator), Lucia Lee (PSL Coordinator), Lauren McClinton (Maccess Coordinator)

1. Adopt Agenda

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

Amendments

- Lightstone – ratification of CRO & DRO

Moved by Lee, **seconded** by Arnold to adopt the agenda, as amended.

Passes Unanimously

2. Diversity Services Report – no report submitted

3. Maccess Report – Lauren McClinton presented

- McClinton summarized the report.

Questions

- Ahmed asked if McClinton had any plans for retaining volunteers. McClinton responded that their volunteers weren't declining, they had a low amount of applications. She explained that they will be upping their volunteer appreciation.
- Arnold praised McClinton on her hard work.
- Lightstone asked if there was any information on new attendees versus regulars to the space. McClinton responded that she didn't have that information as their logging system didn't have a way to do that due to confidentiality. Lightstone replied that the volunteer could use their discretion on marking down if the person was a return visitor.

4. Maroons Report – Karan Chowdhary presented

- Chowdhary summarized the report.

Questions

- D'Souza asked about their videos and if it was just Maroons participating. Chowdhary responded that they ask students if they were comfortable with being on campus, and they will be using it to promote their exam de-stressor events. D'Souza asked if the Coordinator could compile the information, and provide it to the MSU.
- Lightstone asked if the Maroons were planning on promoting the other exam de-stressors on campus. Chowdhary responded that they were not going out of their way to find the events, but if someone approached them with the information they could do so.

- Lightstone asked if there were issues for Maroons to pay for their suits, or was that expected. Chowdhary responded that the suits are paid for by the Maroons, but they were not expected to pay for the jersey's and t-shirts.

5. PSL Report – Lucia Lee presented

- L. Lee summarized the report.

Questions

- D'Souza asked how many crises calls did they have per month. L. Lee responded that it depended on the month. She stated that November felt like it was a heavy month, but didn't have all of the information just yet. She explained that she will have the stats available for her next report.
- Lightstone asked for L. Lee to compile the calls right before and after fall reading week. L. Lee stated that she could do that. Epifano added that if anyone from the Board would like to see usage numbers the PTM had put together a document for the Services Committee.
- Lightstone asked if there was an automated message that plays when the phone wasn't being answered. L. Lee responded that they don't, but they should.
- Arnold asked if the Coordinator was going above her hours. L. Lee stated that it was hard to quantify this as when supporting someone outside of the physical space it was hard to differentiate between Coordinator and friend. She stated that she knew she was overworking, but not by how much. L. Lee added that she knew it was a challenge and she was trying to find a way to approach this subject as it wasn't affected just her service.

6. SCSN Report – Emmanuel Appiah presented

- Appiah summarized the report.

Questions

- Anbalagan asked if the Coordinator could write a quick summary on what was challenging and successful about the event for the transition report.
- D'Souza praised Appiah on the work on the fair. He asked if there was anything that stood out from the focus group. Appiah responded that he could publish the results as he knew the VP Education would like that information. He stated that the biggest point made during the event was knowing tenant rights was not enough to help with interactions with their landlord, and asked for programming about how to communicate with landlords.
- Lightstone asked if it was possible for the Mohawk bylaw officers to hand out the door hangers during their rounds. Wooder responded that the bylaw officers don't knock on doors, they just ticket. He explained that he would not expect them to take on that ask.
- Ahmed asked for the promo budget for the next report.
- Lee asked for Appiah to go into more detail about the focus groups. He asked if Appiah was working with the AVP Municipal Affairs on recommendations for that. Appiah responded that the AVP was in attendance at the focus groups, and they didn't have plans to meet up and do anything with the information. He added that he could speak with her about this later, and see if she would like to go further with the info.

7. MACycle Report – report attached

Questions

- D'Souza stated that they should be doing inventory at the end of the year, and would like to see what they have before ordering more parts.
- Ahmed asked about the budget and that it looked like MACycle went over budget by \$3,000. Lightstone responded that their budget was \$4,000. D'Souza added that it was different because the parts counted as revenue.

- Lightstone asked if it would be possible to keep the service open for an additional two weeks due to the weather being nice. Anbalagan responded that she didn't think it would be possible due to the contract being done as of November 30.
- D'Souza stated that he would like to see what the Coordinator did for volunteer retention and appreciation.
- Ahmed stated that the Coordinator reported that 90% of his volunteers didn't know what they were doing. He asked if there was something that could be put in place, and if they knew how to fix it so that the Coordinator didn't have to constantly step in. Epifano responded that a part of the recommendation made was to implement a standardized training so that they could maintain consistency. She stated that it didn't happen this year, but moving forward they will need to have it implemented.
- D'Souza asked where the Coordinator got the number for a 60% mark-up. Epifano responded that she emailed the Coordinator about that and didn't get an answer.

8. QSCC Report – report attached

Questions

- Lightstone asked if they received training from EIO for positive space training. He asked if there were any collaborations with the TRRA for this. Anbalagan responded that QSCC has done hiring for their first cycle and that this was additional training. She stated that the TRRA wasn't involved.
- Arnold asked for more information on Pride Week considering how big it was. She felt that there wasn't enough information in the report.
- Lightstone stated that the description for the budget lines were missing.

9. TwelvEighty Job Description – Cafe Barista

- D'Souza went over the memos with the Board.
- Anbalagan asked if the job description was made in conjunction with the Operations Coordinator, as she didn't like how the job description was presented. She felt that this shouldn't be brought forward.
- D'Souza stated that it was, and he disagreed with her opinion.
- The Board discussed the implications of postponing the job description, so they decided to approve the job description in principle with the caveat that the updated job description would be circulated to the Board at the next meeting.

a) Job Description

Moved by D'Souza, **seconded** by Lee that the Executive Board approve the creation of the job description of TwelvEighty Café Barista in principle to be amended and circulated at the next EB meeting.

- Lightstone asked why the baristas would need smart serve if they weren't serving alcohol.
- D'Souza responded that right now that wouldn't be an issue, but later they may change their minds about selling specialty coffees that do have alcohol in them.

Passes Unanimously

b) Wage Review

Moved by D'Souza, **seconded** by Ahmed that the Executive Board approve the recommendation of the Wage Review Committee for the TwelvEighty Café Barista at level A on the wage grid.

Passes Unanimously

10. OPERATING POLICY – MACYCLE CO-OP

Moved by Anbalagan, **seconded** by Lightstone that the Executive Board approve the changes to OPERATING POLICY – MACYCLE CO-OP, as circulated and attached, per the recommendations from Services Committee.

- Epifano went through the Operating Policy with the Board.
- Anbalagan stated that she would like to amend Shop Coordinator to be Shop Mechanic, as mechanic was more specific and that they were looking for someone to repair the bikes. She felt that shop coordinator wasn't as direct and would attract those with management skills instead of repair skills.
- Epifano stated that the only concern she had about the proposal was that it didn't show that the position was also expected to maintain the shop and volunteers, but as long as it was outlined in the job description it wouldn't be a big deal.

Amendment

Moved by Anbalagan, **seconded** by Ahmed to amend section 2.2.4 to read "provide a workshop at least once per term..." and to amend the policy to have "Shop Coordinator" changed to "Shop Mechanic"

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

Amendment

Moved by Anbalagan, **seconded** by Ahmed to amend section 3.2 to read "to be hired by a hiring committee struck by Executive Board consisting of, outgoing Shop Mechanic, Vice-President (Administration), incoming MACycle Director, and one Executive Board member"

Passes Unanimously

Amendment

Moved by Lightstone, **seconded** by Lee to amend section 2.3.1 to read "to solicit donations..."

Passes Unanimously

Vote on Motion

Moved by Anbalagan, **seconded** by Lightstone that the Executive Board approve the changes to OPERATING POLICY – MACYCLE CO-OP, as circulated and attached, per the recommendations from Services Committee, as amended.

Passes Unanimously

11. Committee of the Whole – Services

Moved by Anbalagan, **seconded** by Arnold that the Executive Board move into Committee of the Whole to discuss the Services that presented the previous meetings. (Elections, MAC Farmstand)

Passes Unanimously

Moved by Anbalagan, **seconded** by Lightstone that the Executive Board move out of Committee of the Whole and to Rise and Report.

Passes Unanimously

Rise and Report

- Anbalagan reported that the Executive Board discussed the services that presented at the last meeting, and that the summaries will be circulated to the PTM.

Elections

- The Board reported that they felt that there weren't enough communications with relevant parties. The Board would like to see Elections to put in the external election contracts that if something went wrong with the lists, the onus would be on those would were using the service.

MAC Farmstand

- The Board reported that this was the final report. They would like to see what may happen to Farmstand when SAB opens with the grocery store. The Board asked if the hours could be changed for the next term.

12. Ratification of CRO & DRO

- Lightstone stated that this should be done, as the new CRO and DRO weren't ratified. He stated that the decision can then be taken to the SRA for them to ratify.

Moved by Lightstone, **seconded** by Ahmed that the Executive Board ratify Chloe Deraiche as the Chief Returning Officer, and Sarah Figueiredo as the Deputy Returning Office for the 2017-2018 academic year.

Passes Unanimously

13. Information & Questions

- Lightstone asked if they could work with services and clubs to make a centralized calendar for exam de-stressor events. Wooder responded that Arnold was already researching that, and doing it on the services' behalf. He stated that the concept of having clubs' events was interesting and that he would speak to the Clubs Administrator.
- Epifano stated that if anyone wanted to know about PSL usage to send her an email and she can update them. She reported that the CLAY survey was going out soon, and hopefully that will be wrapped up in time to bring in January.
- Arnold stated that her painting will be done for the 2018 academic year.
- Lightstone asked that they speak about the MSU long-term plan next semester.
- Anbalagan reported that hiring will be starting up again in January, and that they will be striking the hiring boards at the next EB meeting.
- Wooder reported that the Students of Distinction Awards are now up and being circulated. He explained that it will be rolled out over the next few weeks so that it doesn't overwhelm people. Wooder reported that the MSU Audited Statements were published in *The Silhouette* in their entirety online.

14. Adjournment and Time of Next Meeting**Time of Next Meeting:**

Tuesday, December 5, 2017

12:30pm

MSU Boardroom, MUSC 201

Moved by D'Souza, **seconded** by Ahmed that the Executive Board meeting be adjourned.

Passes Unanimously

Adjourned at 2:01pm

/vs