



REPORT

From the office of the...

SHEC Coordinator

TO: Members of the Executive Board
FROM: Adrianna Michell
SUBJECT: SHEC Report #2
DATE: July 31 2018

YEARPLAN UPDATE

There is not much to update since I last reported as we are closed for the summer. That being said, I am on track with my year plan. Some objectives during the summer months were more long term planning, which my team and I are in the early stages of doing.

SERVICE USAGE

N/A

PAST EVENTS, PROJECTS & ACTIVITIES

My team and I have been working to improve some of the resource content and have been going through our lending library and pamphlet inventory. We are reducing the amount of literature we offer in order to focus on quality over quantity.

We should have some new furniture going in the space soon! In order to better execute peer support, we will have more seating going in the back of our space this upcoming month.

Oh and we got 5,500 safer sex items (condoms) to put into the first year swag bags! (sorry maroons). This is really exciting as we can promote our service but more importantly demonstrate the importance of safe sex practices early on in their undergraduate career.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

As I write this report we have Horizons successfest this weekend. I will reflect on it in person, but my hope is that we will have engaged with first years, promoted our services, and let them know about volunteer opportunities! Training planning is underway! The first year hiring timeline is still the same as the one in my last report, but I've included it below.

- Applications open: August 20th
- Applications close: September 8th
- Interviews: September 10th-13th
- Offers made: September 14th

- Training weekend: September 15th-16th

Although homecoming is the same weekend and we have a short turn around for hiring, I think this is the best option for us. I'm also excited that we will have 2 general sessions with the peer support department. Welcome week planning has been underway as well. This year we will be much more present than before, which will be fun but also challenging. Trying to staff events with only 19 returning volunteers will be a tough. Still, I am very excited for the week and the opportunity to influence the messaging that reaches first years to positively and promote the importance of health and wellness.

BUDGET

I haven't spent much money yet since the service has been closed. Most of my expenses have been for promo and (exec) training. I plan to purchase some furniture and exhaust my office supplies line, along with a capital budget purchase for the space. Also, I have requested some volunteer appreciation items and additional promo items from underground, which are not yet reflected on the budget.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
Volunteer Rec	TOTAL SPENT IN LINE	2,500
	REMAINING IN LINE	2,455.64
Advertising & Promo	TOTAL SPENT IN LINE	2,500
	REMAINING IN LINE	2,252.50
FUTURE EXPENSE: Office Supplies	TOTAL SPENT IN LINE	110
	REMAINING IN LINE	0
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		10,460
TOTAL ACTUAL DISCRETIONARY SPENDING		10,460
REMAINING DISCRETIONARY SPENDING		10,168.14

VOLUNTEERS

My volunteer base is amazing! I'm so excited to have them all back and have them together at training! I can really only speak to my exec team, as they are the only volunteers working during the summer. My team is really great! They have been working so hard despite being spread out over the continent this summer. We have yet to all come together as a team, though, which makes assessing our working dynamic a challenge. The biggest challenge from a management standpoint has been communication. It is difficult to collaborate

when we are working exclusively through email, unable to meet in person. Also, they all have so many ideas that they are excited about, but I have had to try and streamline them into more achievable goals. So balancing their dreams and what is achievable has been a task.

CURRENT CHALLENGES

As stated previously, learning volunteer management has been a challenge for me. I have also found it tricky trying to navigate all the different campus partners and building those relationships. Welcome week planning has also been taking up a fair amount of time, and trying to figure out all the logistics of our programming has been tough. Still, all very exciting things!

SUCSESSES

5,500 condoms!! Woo! We also got our consent posters from a couple years ago redesigned since there was interest from a couple different departments. So there will be consistent consent messaging at Josh's welcome week programming and in residence buildings! Nothing specific but my team is just so amazing! They deserve all the high fives!

Thanks friends! Have a lovely day ☺