

**Executive Board Meeting 18-05
Tuesday, July 17, 2018 @ 11:00am
MSU Boardroom, MUSC room 201**

Called to Order 11:02am

Present Bertolo, Epifano, Farah, Florean, Hackett, Roshan, Warwani
Late MacLean, Robinson
Absent
Others Present V. Scott (Recording Secretary), M. Wooder (MCD), Hilary Zorgdrager (Maccess Coordinator), Joshua Yachouh (Horizons Coordinator)

1. Adopt Agenda

Moved by Epifano, **seconded** by Florean to adopt the agenda, as presented.

Amendments

- Epifano – Add ‘Strike DRO Hiring Committee’

Moved by Epifano, **seconded** by Florean to adopt the agenda, as amended.

Passes Unanimously

MacLean arrived at 11:03am

2. Adopt Minutes

Moved by Hackett, **seconded** by Bertolo to adopt the minutes from Executive Board meetings 18-03 – June 19, 2018, and 18-04 – July 3, 2018, as circulated.

3. Maccess Report – Hilary Zorgdrager presented

- Zorgdrager summarized the report.

Questions

- Epifano stated that Zorgdrager was doing a great job, and that she was excited for this year.

4. Horizons Report – Joshua Yachouh presented

- Yachouh summarized the report.

Questions

- Florean asked what Yachouh felt would be necessary for Horizons to be better. Yachouh responded that they would need more time, adding that he was hired in February. He stated that they need to figure out how to have a better relationship with the Registrar via direct mail for delegate outreach.
- Warwani stated that the report mentioned that Horizons usually gets team members from science. Yachouh responded that the past couple of PTMs have been science students, but make sure that for the executive team there is a decent pick of people from different faculties.
- Farah stated that the timeline of the hiring was unique for this year and asked if transition was a barrier. Yachouh responded that he was fortunate with his transition as it was his sister who was the previous PTM. He stated that both conferences should be hired earlier so that they can gather their team and do orientation.
- Florean asked if there will be something for Horizons delegates later on. Yachouh responded that he was thinking of doing something the night before classes but needs to check the budget. He added that they

split the budget with Spark last year and could look into special funding for this year. He explained that a lot of students just walk around the Monday night before classes start, so this way they can just hang out with them.

- Roshan asked about peer support training. Yachouh responded that he will be meeting with the TRRA this week, and that some of the exec will be working on the content.
- Wooder stated that the night before classes hangout was a good idea, but it could be positioned as a first event for Spark instead of a last event for Horizons and this way they don't have to worry about people working outside of their contracts. He added that they should plan in advance of what they would like to see for that evening. Yachouh responded that this does open a broader conversation, as Horizons and Spark should be a handoff, but not everyone who does Spark did Horizons. He stated that it would be nice to get numbers, and that the two services can work collaboratively and have sessions different from each other.
- Florean asked if there could be an MSU rep at the University Fairs to talk to students to help recruit. Wooder responded that nothing was wrong with the suggestion but that wasn't the MSU's demographic target, even May at MAC. Wooder suggested modifying the registration plans based on the information for students instead of fighting the current. Yachouh stated that they set their registration based on external partners.
- Bertolo asked why they couldn't move the conference date. Yachouh stated that last year was the first year moving away from the civic holiday weekend and didn't see any reason to have it on one weekend over another. He explained that it was what was agreed upon in the contract in the moment, and no one followed up. He stated he wasn't sure if this will affect registration numbers.
- Wooder stated that they should book at 150 and therefore it's not a guessing game. This will be better alignment for cost structure and such. Yachouh responded that the most stressful part was number goals, through staff applications, delegate numbers, and sponsorship goals.

4. SCSN Report – report circulated

- Epifano stated that the service wasn't operational but was expected to submit reports.

Questions

- Bertolo stated that she didn't understand the collaboration between Frontier College and SCSN, as that wasn't part of SCSN's scope. She asked Epifano to follow up about that.
- Warwani asked for a more detailed report as this was the first report, and it was late and empty of details.
- Florean asked if the PTM had submitted a yearplan yet. Epifano responded that the due date was tomorrow.
- Bertolo stated that the campaign with MACycle and AWWCA looked good.

5. CLAY Report – Final – report attached

- Epifano went over the report with the Board. She noted that the PTM didn't update the budget from the end of conference.

Questions

- Florean asked if they knew how much was leftover in their budget. Epifano responded that CLAY went over their budget, and that Robinson was supposed to send an update on numbers.
- Florean asked if they planned on low numbers or registration. Epifano responded that they planned for both, as they lessened the group.
- Hackett pointed out that the PTM wrote about having a reunion with the remaining money. Epifano responded that that won't be happening.
- Bertolo asked why Crown Ward couldn't sponsor delegates. Epifano responded that she was looped into some of the conversation, but some of it had to do with timing and that it was planned late.
- Warwani stated that it was mentioned in the report that there was a change in structure.

- Florean asked if they didn't get funding from the HWDSB because the PTM was hired late. Epifano responded that it was based on the MSU's relationship with them. She explained that they're working on it, and if Rachel was hired earlier then they might have been able to reach out in time.
- Florean asked if they could reach out to other school boards. Epifano responded that CLAY did reach out to Ancaster and got some of those schools.

6. Diversity Services – report circulated

- Epifano went over the report with the Board.

Questions

- Bertolo stated that it was important for the PTM to talk to her about working with the MSU about the anti-distribution stance.
- MacLean asked about the proposed research and training coordinator position, and if they ran AOP training they would be paid. Epifano responded that when the PTMs facilitate training, it's included in their set hours for the week not as additional hours. She explained that if they were to look into this becoming a position then the conversation would have to be whether it should be paid or not.
- Florean asked when they would be having a discussion about continuing the AOP training. Epifano responded that this will be included in the service review. She explained that it began being housed within the MSU because EIO stopped helping the MSU put it on.

7. Macademics Report – report attached

- Epifano went over the report with the Board.

Questions

- Warwani stated that this was a good report.

8. Shinerama Report – report attached

- Epifano went over the report with the Board.

Questions

- Warwani stated that the report said the dog walk wasn't successful. She explained that she didn't even know that it had started yet as she has seen zero promotion for it. She asked Epifano to follow up about that.
- Florean asked if this was something they would continue to do, and if so they would need to increase promo. She added that they should be doing this for all of their events.

9. MACycle – report circulated

- Epifano went over the report with the Board.

Questions

- Florean asked if they opened applications for volunteers. Epifano responded that they typically don't have volunteers over the summer unless they're coming back from the previous year. She explained that they will be recruiting in August.
- Florean felt that this was something they should look into recruiting earlier for as summer was their busiest time of year. Epifano responded that the volunteer application was always open on a Google form.
- Florean asked about their budget. Epifano responded that the majority of purchases happened before the current fiscal year.

10. MAC Bread Bin Report – report attached

- Epifano went over the report with the Board.

11. PTM Yearplans

Moved by Epifano, **seconded** by Roshan that the Executive Board approve the following Part-Time Manager yearplans, as circulated:

- MAC Bread Bin
- FYC Coordinator

- Epifano stated that the Bread Bin PTM re-submitted their yearplan, and the FYC Coordinator answered the Board's questions via email.
- Florean stated that the point of the FYC Coordinator is to be support in case FYC needs it, and to help make ideas happen. She stated that she didn't know if having a musical was a good idea to welcome FYC and already have the plan.
- Roshan stated that the FYC Coordinator should have the conversation with FYC and see if they were willing to do the musical, and the Coordinator needs to allow FYC to have the autonomy on how to enhance student life.
- Warwani stated that she thought the Bread Bin Yearplan was sufficient enough, and there wasn't a point to get the PTM to add more to it.
- Florean stated that FYC should be about advocacy and didn't see how the musical should be a part of it. She explained that she has been involved with FYC the past couple of years, and they've done exam survival packages and whatnot. Florean felt that if they leave this in the yearplan she would be worried that the FYC Coordinator would start working on it.
- Farah stated that Florean's points were fair, and that the Board could direct Epifano to let the FYC Coordinator know that they shouldn't plan for the musical until after FYC has been elected.

Vote on Motion

Passes Unanimously

12. Discussion on Mac Bread Bin

- Epifano stated that the PTM wanted to change the logo, and then it got into a conversation about the possibility of changing the name as well. She explained that she, the PTM, and Wooder had a conversation about potential names as the Bread Bin doesn't say much about the service itself. Epifano stated that they came up with the MSU Food Collective Centre.
- Wooder stated that they have been resisting changing the Bread Bin logo over the years, as they didn't really know what the service was. He explained that they now have it figured out and that the Food Collective Centre was the driving force, and that it wouldn't take anything away from it.
- The Board agreed with the name and directed Epifano and Scott to look into changing the operating policy and job descriptions, and Wooder to work on the logo.

13. Discussion on August Meetings Dates

- Scott asked if the Board would like to do an extra meeting before Welcome Week, as currently the last meeting would be August 14 and it leaves too much time between meetings.
- The Board asked Scott to look into scheduling an additional meeting the week of August 20.

14. Strike DRO Hiring Board

Moved by Epifano, **seconded** by Warwani that the Executive Board strike a hiring board for the Deputy Returning Officer, consisting of the Vice-President (Administration), the Administrative Services Coordinator, the incoming Chief Returning Officer, and one (1) Executive Board member.

Nominations

- Hackett

Vote on Motion

Passes Unanimously

15. Committee of the Whole - Services

Moved by Epifano, **seconded** by Hackett that the Executive Board move into Committee of the Whole to discuss the Services that presented.

Passes Unanimously

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

Passes Unanimously

Rise and Report

- Epifano summarized what the Board discussed and will be giving feedback to the Services.

CLAY

- Epifano reported that the Board decided that if CLAY wants to do a reunion then the future PTM will need to plan ahead for the budget. The Board also suggested leaving a plan list of contacts for future sponsorships.

Maccess

- Epifano reported that the Board discussed the collaboration with Diversity Services for AOP training about intersectionality.

Horizons

- Epifano reported that the Board wished them luck with the conference.

Shinerama

- Epifano reported that the Board would like to see more promo for events. The Board would like to know how the reps are doing, and to follow up on engagement. The Board also would like Shinerama to look into transportation for shine day as there has been issues in the past with Blue Line Taxi and far distances.

16. Closed Session

Moved by Florean, **seconded** by Bertolo that the Executive Board move into Closed Session.

Passes Unanimously

17. Return to Open Session

Information and Questions

- Wooder reported that there is new paint at Union Market, and that they will see things like this roll out from UM all year. He added that a logo change may come to EB later at the end of the year.

- Scott reported that she has been working on Health and Dental promo, and admin items.
- Roshan reported that he would like some help from the Board with coming up with ideas for space within HSL. He felt that a letter from the MSU would be more weighted. Bertolo responded that she and Warwani were currently writing a budget submission for the University, so to please contact her and she can help.

Robinson arrived at 12:36pm

- Florean asked Roshan why the HSL has so many costs. Roshan responded that he didn't know, but from the past few meetings they expressed that they have to pay a lot of people to maintain the space and have three people who are paid throughout the day to open and close. He added that they are open to suggestions on how to help. Farah stated that they can help, and to just keep them in the loop.
- Robinson reported that he was at a Hire McMaster steering committee meeting, and that was why he was late. He stated that the committee has reached out to 240 new employers for co-ops inter-faculties.

18. Adjournment and Time of Next Meeting

Time of Next Meeting:

**Tuesday, July 31, 2018
11:00am
MSU Boardroom, MUSC 201**

Moved by Robinson, **seconded** by Florean that the Executive Board meeting be adjourned.

Passes by General Consent

Adjourned at 12:41pm

/vs