

Executive Board Meeting 18-12
Thursday, October 4, 2018 @ 11:30am
MSU Boardroom, MUSC room 201

Called to Order 11:31am

Present Bertolo, Epifano, Farah, Florean, Hackett, MacLean, Robinson, Roshan, Warwani

Late

Absent

Others Present

V. Scott (Recording Secretary), M. Woorder (MCD), Jocelyn Heaton (WGEN Coordinator), Jane Luft (Spark Coordinator), Sowmya Karthikeyan (SWHAT Coordinator)

1. Adopt Agenda

Moved by Warwani, **seconded** by Robinson to adopt the agenda, as presented.

Passes Unanimously

2. Spark Report – Jane Luft presented

- Luft summarized the report.

Questions

- Florean asked about the Spark Ambassador program and was wondering if Luft had spoken to the previous PTMs on how to improve the program. Luft responded that they haven't spoken to Wid but there are team members who were ambassadors previously who might have some insight on this.
- Epifano asked if Luft was planning on opening second term registration soon. Luft responded that they will probably be opening it in December. Luft added that they already have 45 students signed up.
- Bertolo asked if Luft did anything differently to promote to get the number of volunteers that they do. Luft responded that nothing has changed with promotions, and the number of volunteers is the same.
- Roshan asked if delegates have the option to sign up with a group of friends. Luft responded that they haven't thought about it but when friends go to sessions those students tend to come back more often.
- Woorder asked if from past experience if the service always sees an occurring drop-off each semester. Luft responded that they would have to look into it. Woorder suggested looking into the consistent drop-offs over time and possibly planning 240 students for each term to prepare. Luft responded that last year the number was increased to 240 with 12 students per group but then struggled to get students to register for second term. Luft stated that they brought the cap down to 200, but might leave it open for next semester.

3. WGEN Report – Jocelyn Heaton presented

- Heaton summarized the report.

Questions

- Woorder thanked Heaton for assisting for the tour.
- Epifano praised Heaton for doing a great job.

4. Diversity Services – report attached

- Epifano stated that Murong was at a PACBIC meeting. Went over report.

Questions

- Robinson wanted to know why volunteer hiring happened so late. Epifano responded that the position was hired late last year, so the volunteers couldn't get hired until after April.
- Warwani stated that it would be nice to see feedback forms giving out at the sessions as sending out links won't get as many responses.

5. SWHAT Report – report attached

- Epifano went over the report.

Questions

- Hackett wanted to know how many more volunteers it would take to alleviate stress.
- Warwani wanted to know if the PTM was tracking where the walks were, and it might help with a solution.
- Robinson asked for a more detailed budget breakdown in the report.
- Bertolo would like to see comparisons of service from previous years.
- Florean wanted to know by how much walks were increasing by and see what the Board could do to support SWHAT.
- The Board quickly discussed the safety concerns that students may have and to see what resources could be used to help the service out. An option of taking Uber back from walks so that volunteers are more available was brought up.

Sowmya Karthikeyan arrived

- Epifano asked Karthikeyan if they had thought of ways to prevent burnout amongst the volunteers. Karthikeyan responded that they will be looking into increasing the number of volunteers during the busy time of 9pm to 11pm or having a team member be on-call for one shift a month. Karthikeyan stated that they were still trying to gauge what October will look like as September was always a busy month for the service.
- Farah suggested not having a person on-call as they would need to give advance notice if they need to be called in, and that the service might have a difficult time getting that volunteer in. Farah stated that it wouldn't be fair to the volunteer if they're only given an hour's notice. Epifano stated that they can look into how other services do it.
- Epifano asked Karthikeyan to include the number of walks per week/night in the next report. Karthikeyan responded that the average has been six to seven walks per night.
- MacLean asked if they have the same people calling for walks. Karthikeyan responded that the service does have regulars and that they also have a lot of pre-requests.
- Florean asked if the service has to turn a lot of people away. Karthikeyan responded that they have turned only two people away based on the ETA of the walkers.
- Woorder asked how many volunteers would help out. Karthikeyan responded that for September they were lacking bodies to help out and that they have been very understaffed for male identifying volunteers. Karthikeyan added that they usually have volunteers drop off in September when they realize how busy the service actually is. Karthikeyan stated that they will have a full team soon though.
- Woorder asked how the shifts work. Karthikeyan responded that volunteers get four 4-hour shifts per month, and that it was difficult to ask them to commit more than that. Woorder stated that the best solution might be to add more people around peak times specifically and recruit those who are available for those times.
- Florean asked what a full team looked like. Karthikeyan responded that it was 30 volunteers, not including dispatchers, and eight volunteers for one night.
- Bertolo asked if people can fill out forms ahead of time asking for walks, and then the PTM can let the on-call volunteer know if they should come in or not. Karthikeyan responded that people can fill out forms, but sometimes they will receive one walk form.

- Epifano asked for location of walks. Karthikeyan responded that lately it's been Westdale and down Emerson, as well as Dalewood on the other side of Main St.

6. Committee of the Whole - Services

Moved by Epifano, **seconded** by _____ that the Executive Board move into Committee of the Whole to discuss the Services that presented the meeting before. (Maccess, Maroons, PCC, SCSN, SHEC)

Motion Fails due to no Seconder

7. Closed Session

Moved by Epifano, **seconded** by MacLean that the Executive Board move into Closed Session.

Passes Unanimously

8. Return to Open Session

Information and Questions

- Hackett asked about Committee of the Whole and if they were changing the structure. Farah responded that when they discussed it the previous week there wasn't a structure change of how they were using Committee of the Whole, but there was consensus is if someone wanted to talk about a specific service then they would move into the COTW otherwise they would just move on.
- Hackett asked Roshan what they will be doing with the feedback received from their event. Roshan responded that they will pass it along to Farah. Farah added that there will be a President's town hall about the Equity, Diversity and Inclusion Action Plan that was presented at the SRA. Farah added that events like this would great for feedback.
- MacLean stated that they would like to have a feedback form to share for the plan. Warwani responded that one was being drafted. Farah responded that there might be challenges with online feedback, but there should be a form when people are present to fill them out.
- Farah reported that they had a PACBIC meeting today. They stated that there were sentiments shared about this plan, as well as frustration on how it's being shared. Farah stated that it was alarming as PACBIC is to advise the president.
- Warwani reported that they have a meeting with Susan Seals Giroux, as there have been constituents having issues with academic advisors.
- Bertolo announced that today was the first day of advanced polling for municipal elections.
- Florean asked if the University will be releasing an official statement about the white paint being thrown on the pride crosswalk. Woorder responded that the 'official statement' gets blurry as the University technically released one about cleanup and investigation. Woorder stated that their opinion was that the University won't have anything more to say until the conclusion of the investigation. Woorder added that the MSU has already released their statement and have it posted on the MSU channels and resources.
- Robinson reported that they had spent a lot of time approving clubs' budgets with the Clubs Administrator.

9. Adjournment and Time of Next Meeting

Time of Next Meeting:

Thursday, October 18, 2018
11:30am
MSU Boardroom, MUSC 201

Moved by MacLean, **seconded** by Roshan that the Executive Board meeting be adjourned.

Passes by General Consent

Adjourned at 12:52pm

/vs