



REPORT

From the office of the...

WGEN Coordinator

TO: Members of the Executive Board
FROM: Jocelyn Heaton
SUBJECT: Women and Gender Equity Network Report #4
DATE:s October Nov. 5th, 2018

UPDATE

Since the last report we have been planning and executing our Spooptacular Halloween event, monitoring the Safe(r) Space usage, planning our upcoming Transforming Mac campaign and a few other miscellaneous tasks. I am happy to report that there have been no major struggles as of yet and we have been having success in many aspects of our operation. Spooptacular was very well attended and we received a lot of positive feedback. The Space has been fairly busy, although we do have some feedback from users to act on, which will be further explained below. Transforming Mac is coming together and we should be starting promotions by the Nov. 12th. We also have been working on various campus collaborations and updating our resource library.

SERVICE USAGE

Physical Space

Our space has been open for six weeks. In order to track usage, we have one volunteer per shift assigned to complete an intake form. Since the last report we have had four weeks of operation. From Oct. 1st - 5th, 54% of intakes were completed reporting 81 space users. From Oct. 15th - 19th, 44% of intakes were completed reporting 58 space users. From Oct. 22nd - 26th, 77% of intakes were completed reporting 88 space users. From Oct. 29th - Nov. 1st, 64% of intakes were completed reporting 43 space users. In this time we have received three disclosures of sexual assault. Given the low-moderate intake completion we assume that there are more users than counted accessing our space.

We have received some feedback from returning volunteers and space users that this year's volunteers are somewhat less engaged than in previous years. We plan to address this in some individual meetings the Volunteer Coordinator is setting up this month and in our January refresher training.

Resources

We have given out 2 books since the last report and 1 binder. However, we have had at least 3 requests for size large binders which we are currently out of. We are in contact with our sponsors regarding an incoming shipment of binder sand and are expecting it to come in soon.

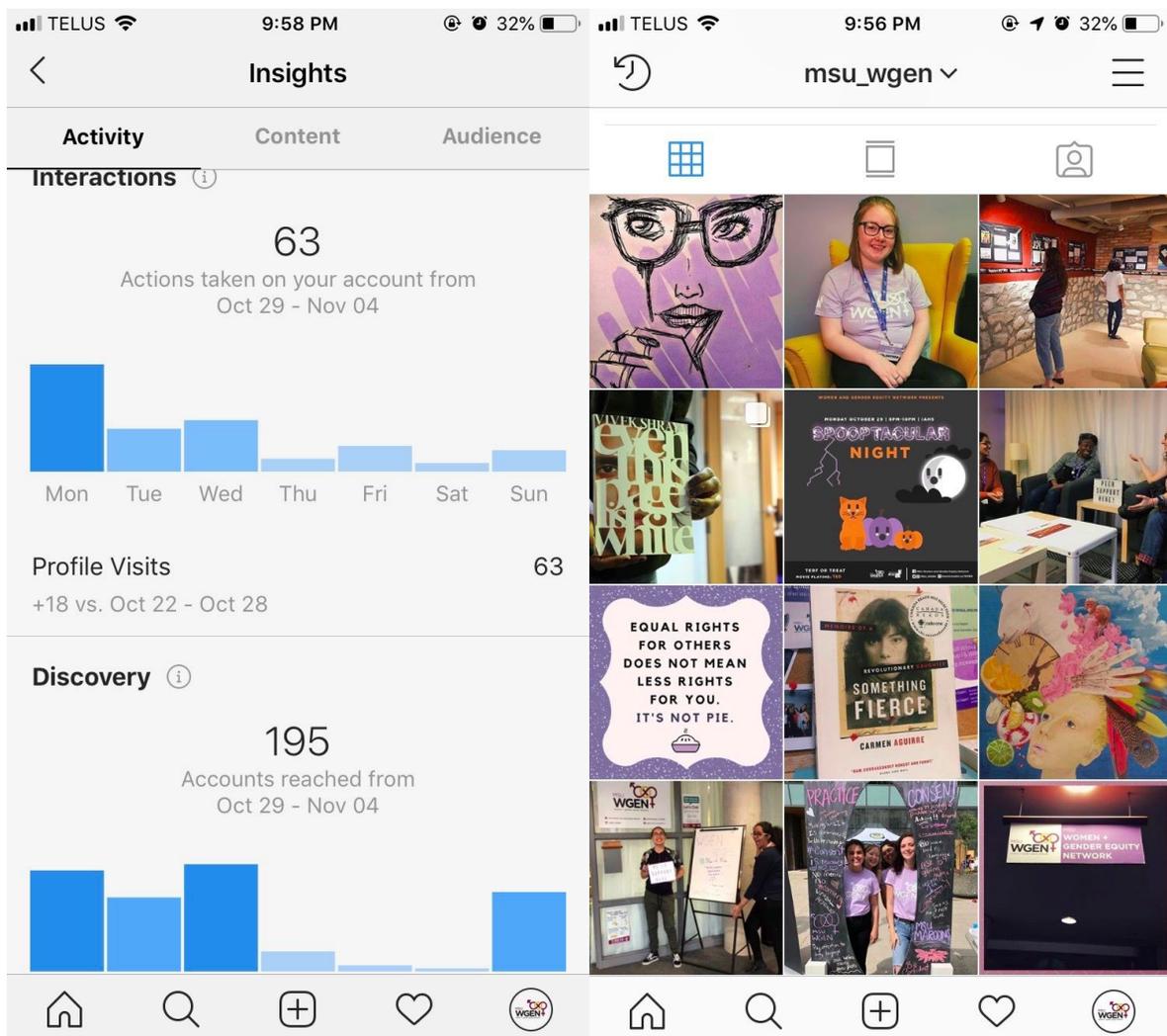


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Social Media

Our Facebook and Twitter engagement have stayed fairly constant since my last report, with spikes of usage around event times. However, I want to highlight our new Instagram. We have been operating the Instagram for approximately two months now and have had really wonderful engagement so far. Not only are we able to share our events and campaigns but we have started three consistent posting strategies. First, we post #wgenartists once a month to highlight women and non-binary artists at McMaster and in Hamilton. Second, we have #wgenreads where we highlight books from our resource library. Lastly, we have our volunteer highlights in which we share experiences from WGEN volunteers. We seem to be getting consistent engagement with this type of posting and will continue these strategies.



PAST EVENTS, PROJECTS & ACTIVITIES

Since the last report we have run one independent event called Spooptacular. The event was held on Oct. 29th and was our annual Halloween night of Feminist fun. We had a fun ‘TERF or treat’ activity in which attendees got to knock on doors and find some cary exclusionary feminists behind them, acted out by the lovely WGEN exec. If attendees could guess what was wrong with what we were saying behind the doors, they got candy. After the activity we also watched a movie and had some more snacks available. The event was very well attended with more than 30 students present at any given time. We also received positive feedback from attendees, many of whom this was their first WGEN event.



Many of our volunteers and executive attended the Tarana Burke keynote at Mohawk. Myself and two of my executives were also able to attend the McMaster meet and greet beforehand. Although we were not directly involved in the planning of this event, we were consulted throughout the process and kept in the loop. The event was wonderful and all those we heard from gained so much from Taranas incites into sexual violence survival.



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We also took part in a few collaboration events. First, Elizabeth, one of the Social and Political Advocacy executives attended an event on Oct. 19th called ????. The event was not ideal because it was during reading week and so attendance was low but we are glad we could be there to share our service with those who did attend. Second, we provided out peer support services at the Commit(men)t and Allyship event on Oct. 24th by a McMaster Student. Myself and Zainab, one of the Social and Political Advocacy executives attended the event and operated a remote and anonymous support text line for attendees. The event itself was wonderful and I want to shout out the organizer Maddison Brockbank for all her hard work in making the event happen. Our support services were not used at the event although some folks did express that our presence gave them comfort. Lastly, Sasha dn Nealob our Community Events and Planning team attended an event about Social Justice in Islam on Nov. 5th. The event was well attended and we were able to share our service with the attendees.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Our main project right now is planning our Transforming Mac week, which is an educational and community building week of trans focused programming. So far we have nine events planned and are awaiting the Underground designs for the campaign posters. We are in the process of reaching out to other MSU services and clubs for various collaborations and if pursued may request special projects funding for some events. We are also in contact with McMaster Muslims for Justice and Peace regarding a collaboration event in which we will be available to provide support to attendees of a keynote event about the intersection of survivorship and being religious. Additionally we are adding some new books to our resource library as requested by the Resources executives and have begun planning our term end volunteer appreciation.

BUDGET

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6102-0308	OPIRG button maker	6
6102-0308	OPIRG button maker	15
	TOTAL SPENT IN LINE	\$21
	REMAINING IN LINE	\$2779.00
6103-0308	Clubs Button make	\$12
6103-0308	WGENius prizes and food	\$186.23
6103-0308	Clubsfest tables	\$20
6103-0308	Spooptacular props and food	118.85
	TOTAL SPENT IN LINE	\$337.08



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	REMAINING IN LINE	\$662.92
6501-0308	Sponsorship poster	\$55.00
6501-0308	Website banners	\$55.00
6501-0308	Hiring graphics	\$75
6501-0308	WGENious package	\$75
6501-0308	Spooptacular package	150
	TOTAL SPENT IN LINE	\$410.00
	REMAINING IN LINE	\$1,90.00
6494-0308	Mistaken charge (2017-2018)	420.63
	TOTAL SPENT IN LINE	420.63
	REMAINING IN LINE	\$329.37
6804-0308	Training Weekend	\$273.16
	TOTAL SPENT IN LINE	\$273.16
	REMAINING IN LINE	\$426.84
<i>TOTALS</i>		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$6,800.00
TOTAL ACTUAL DISCRETIONARY SPENDING		\$1,369.77
REMAINING DISCRETIONARY SPENDING		\$5,430.23

The above budget is what I have recorded. The statements I have gotten from the Comptroller all match these numbers except for the budget line 6102-0308, Annual Campaigns. As indicated in my last EB report, WGEN spent Depreciation funding on some updated furniture and storage for the space. The total cost was \$912.7801 with tax. however, in my most recent statement there is a \$796.36 charge and I was told they were items purchased on the Visa card at Ikea. and that because they are all under \$1,000 they are expensed on my budget. This was not my understanding of how to costs would be expensed and I have contacted Scott to clarify the issue,



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VOLUNTEERS

Our Safer(r) Space volunteers have been in their roles for over a month now and so far we have been happy with their performance. In order to address some of the concerns and feedback expressed in the service usage section above. The Volunteer Coordinator is planning individual meetings with all volunteers in order to gage their experiences, answer questions and give them individual feedback.

Our Events Committee volunteers have helped us run both of our events this term and are now working hard on our upcoming Transforming Mac campaign. We have only had two official meetings with the Committee so far and therefore they have mostly been working on implementation of events and not the creation of events. I would like to get them more involved in the brainstorming process by having more consistent meetings moving forward.

As said in my previous reports I am very pleased with my executive team this year. They continue to show exemplary effort and communication and I am very grateful for all they do. I have given my executives a feedback link provided to me by Kristina in order to get feedback on myself for next term.

CURRENT CHALLENGES

As mentioned in the update, we have been operating fairly smoothly. But I am concerned about how we are going to implement the feedback from users about our volunteers. I think January training will be a good opportunity to address the issue I want a more immediate solution and to rectify an discomfort it has caused users in the meantime. The meeting with the Volunteer Coordinator mentioned above will address the first of those issues but I am still unsure how to address the users directly and am open to suggestions.

SUCSESSES

Spooptacular was our biggest success since the last report. The main reason this was a success is that it was attended by many new people who had not attended our events before. I chatted personally with a few of them and they seemed excited for future and some asked about ways to get involved. Additionally, as I have mentioned before I think the executive teams functioning is a success once again. I don't know if I can express how happy I am with them and everything they have done and truly am looking forward to what we have to come.

OTHER

N/A