

YEAR PLAN
MSU CLAY COORDINATOR
Giancarlo Da-Ré
2018-2019
November 22, 2018

OFFICE OF THE *MSU CLAY COORDINATOR*

INTRODUCTION

Dear Executive Board,

The more I think about and learn from the MSU CLAY conference, the more I believe in the power it holds within the McMaster community. Not only does this conference create meaningful connections between the MSU and organizations within the Greater Hamilton Area; it also creates incredibly valuable connections between staff and delegates, and delegates with each other. This is seen through the tangible long-term relationship that CLAY has with Hamilton organizations such as Empowerment Squared, the Hamilton Boys and Girls Club, NGen, CityKids and Pathways Hamilton, which I plan to continue working with for the upcoming 2019 CLAY conference. Beyond Hamilton organizations, CLAY also reaches out to district school boards across the Greater Hamilton Area. Restructuring the relationship that the MSU has with the *Hamilton-Wentworth District School Board* is something I look forward to working on with the *MSU VP Administration*.

Something I look forward to making a large theme of this year for is instilling that CLAY staff recognize the privilege that exists from simply sharing the same space as these delegates. This conference works diligently to provide a space for delegates to explore their own thoughts and feel comfortable learning about themselves. Without the sponsorship and fundraising that goes into this conference, there would not be the option for subsidized or partially subsidized delegate fees for delegates who would not otherwise have the opportunity to participate. Each delegate's experiences are specific to their walk of life, and CLAY aims to compliment that with the goal of providing each delegate with something unique that they can take back into their own communities.

Another major theme I look forward to surrounding the planning process with is a positive team dynamic. While the logistics of planning a conference is important, CLAY is built on the backbone of a healthy team dynamic and a supportive team. Having experienced the balance of supervising the logistics of CLAY 2018 while also supporting the Conference Coordinator and the staff team, I have seen how this balance can be accomplished, and this will be incorporated into the hiring of the CLAY Planning Team and General Staff.

Every move is calculated from now until May, including the Applicants Workshop in collaboration with MSU Spark, MSU FYC and MSU Horizons, all of our Fundraising efforts, and the delegate registration process, our general team AOP, Peer Support and Conference-specific trainings. I look forward to incorporating the perspectives of as many folks as possible during this journey and cannot wait for the final execution of the conference. This service holds a very special place of my heart, and I am excited to see the high caliber of conference planning reflect my vision for the upcoming year along with all members of the planning process.

Sincerely yours,

Giancarlo Da-Ré

November

OBJECTIVE		<i>Executive Team Hiring</i>	
<i>Date</i>		<ul style="list-style-type: none"> - Applications open from November 4th to November 18th, with interviews the week of November 26th 	
<i>Purpose</i>		<ul style="list-style-type: none"> - To hire 10 Planning Team members that will fill the roles of Volunteer & Logistics Coordinator (1) - Media & Design Coordinator (1) - Sponsorship & Fundraising Coordinator (2) - Outreach Coordinator (2) - Events Coordinator (2) - Sessions Coordinator (2) 	
<i>Challenges</i>		<ul style="list-style-type: none"> - The major challenges here are promotions and the scheduling of interview times. 	
<i>Strategy to Overcome Challenges</i>		<ul style="list-style-type: none"> - Utilizing a wide range of promotional platforms including Facebook, Instagram and word of mouth. - With regards to scheduling interview times, finding as many times as possible that work for all members of the hiring board and providing accommodations as necessary. 	
<i>Partners</i>		<ul style="list-style-type: none"> - MSU Communications Officer, MSU VP Administration, members of the hiring board. 	
OBJECTIVE		<i>Establishing Communication with External Parties</i>	
<i>Date</i>		<ul style="list-style-type: none"> - All of November 	
<i>Purpose</i>		<ul style="list-style-type: none"> - To establish communication lines with external parties for delegate registration and potential AOP facilitators. 	
<i>Challenges</i>		<ul style="list-style-type: none"> - Finding the appropriate contact for each organization 	
<i>Strategy to Overcome Challenges</i>		<ul style="list-style-type: none"> - Sifting through past communications, and working with the MSU VP Administration for appropriate contacts 	
<i>Partners</i>		<ul style="list-style-type: none"> - EIO, Pathways Hamilton, Boys & Girls Club, Empowerment Squared, CityKids, Crown Ward 	
OBJECTIVE		<i>Transitioning</i>	
<i>Date</i>		<ul style="list-style-type: none"> - All of November 	
<i>Purpose</i>		<ul style="list-style-type: none"> - To understand all of the roles for which I am hiring before I hire those individuals, and to have transitional material ready for when the Planning Team is hired. 	
<i>Challenges</i>		<ul style="list-style-type: none"> - Not having physical updated transition reports, and only having experienced one of the Planning Team roles I am hiring for. 	
<i>Strategy to Overcome Challenges</i>		<ul style="list-style-type: none"> - Making copies of the Google drive from last year which holds all valuable information including transition reports from the previous year (CLAY 2017). - Also meeting with every member of the Planning Team from CLAY 2018 to understand their roles better, what worked, what didn't work and what to know as the incoming Coordinator with respect to that role. 	
<i>Partners</i>		<ul style="list-style-type: none"> - All previous Planning Team members from CLAY 2018. 	
OBJECTIVE		<i>First Team Meeting</i>	
<i>Date</i>		<ul style="list-style-type: none"> - December 5th 	
<i>Purpose</i>		<ul style="list-style-type: none"> - To introduce all new Planning Team to each other, get to know each other and each role, learn about the upcoming year and implement next steps in the Planning Process. 	
<i>Challenges</i>		<ul style="list-style-type: none"> - Potentially finding a time that works for everyone 	
<i>Strategy to Overcome Challenges</i>		<ul style="list-style-type: none"> - Utilizing When2Meet to find the most optimal time for everyone to meet. 	
<i>Partners</i>		<ul style="list-style-type: none"> - All members of the incoming Planning Team. 	

<i>Personal Goal</i>	- To feel comfortable anticipating the struggles and challenges of each position on the Planning Team, and to have a team that I can love and place my entire trust in!!
-----------------------------	--

December	
OBJECTIVE	<i>Transitioning</i>
<i>Date</i>	- All of December
<i>Purpose</i>	- To ensure that all Planning Team members have been properly transitioned into their roles
<i>Challenges</i>	- This is during exams! Difficult to focus on things that are not academics during this time.
<i>Strategy to Overcome Challenges</i>	- This is a necessary part of each role and going through the each role's previous Google drive folder as well as meeting with past Planning Team members is both incredibly valuable and a motivating for members to begin their roles.
<i>Partners</i>	- Incoming and past Planning Team members.
OBJECTIVE	<i>Budgeting</i>
<i>Date</i>	- EARLY December
<i>Purpose</i>	- To create a budget outline for the year, and decide what the budget will look like for each Planning Team position so that they can create their timelines and begin planning accordingly
<i>Challenges</i>	- Understanding how budgeting worked last year, and also justifying purchases over subsidized delegate fees.
<i>Strategy to Overcome Challenges</i>	- Working with the outgoing Coordinator and previous Planning Team members to decide what is an appropriate budget to allocate to each Planning Team member. Working with MSU VP Finance to create a budgeting strategy that will help avoid concerns about subsidized delegate fees.
<i>Partners</i>	- Outcoming Coordinator, previous Planning Team, MSU VP Finance.
OBJECTIVE	<i>Ensuring that all Planning Team members have a timeline and plan for the holidays/upcoming year</i>
<i>Date</i>	- All of December
<i>Purpose</i>	- To ensure that come January we can hit the ground running, and any initial work has been completed for each position so they are ready to work come the new year.
<i>Challenges</i>	- Everyone celebrates the holidays differently and will be able to allocate different amounts of time towards CLAY when they are on break.
<i>Strategy to Overcome Challenges</i>	- Ensuring I am aware of the everyone's plan moving into the break and that all members feel confidence and comfortable with their own plans and timeline.
<i>Partners</i>	- Planning Team
OBJECTIVE	<i>Planning Team bonding</i>
<i>Date</i>	- All of December
<i>Purpose</i>	- To ensure that all Planning Team members are feeling comfortable with each other moving into the planning process
<i>Challenges</i>	- Exams and the holidays make it difficult for members to meet up with each other.
<i>Strategy to Overcome Challenges</i>	- Introducing the committee room to the team as a space they can all work in, and asking positions to meet with each other to create a plan before the holidays and to meet with me for approval so everyone has a steady plan moving into the break. (Ties into above objective)
<i>Partners</i>	- Planning Team
OBJECTIVE	<i>Fill EOHSS for all potential required events</i>
<i>Date</i>	- Over the Holidays

<i>Purpose</i>	- To get this out of the way early so that once these are approved, I can begin to book rooms for everything as early as possible.
<i>Challenges</i>	- May not be able to think about every potential event/meeting that will require EOHSS.
<i>Strategy to Overcome Challenges</i>	- Fill out as many as possible as this will save lots of time later and allow for room booking.
<i>Partners</i>	- AVP Services
OBJECTIVE	<i>Ensure an EFRT member is coming to CLAY</i>
<i>Date</i>	- Over the Holidays
<i>Purpose</i>	- Having an EFRT member at CLAY is incredibly important and has proven to be absolutely necessary in past years. - It would be ideal to get this out of the way early and know who is coming to introduce them to the team!
<i>Challenges</i>	- In the past this has been a free service, so unless that changes, this should not be a challenge.
<i>Strategy to Overcome Challenges</i>	- Sending an email over the break is easy to do, and with ample warning time, this should be helpful for EFRT to plan in advance.
<i>Partners</i>	- EFRT
Personal Goal	- To ensure that all members of the Planning Team feel adequately transitioned into their respective roles, and that everyone has a realistic yet challenging timeline and plan moving into the holiday break before January.

January

OBJECTIVE		<i>Room Bookings</i>
<i>Date</i>	- All of January	
<i>Purpose</i>	- All your EOHSS requests should be approved this month, so this would be a great time to book rooms!	
<i>Challenges</i>	- Times may change between now and your event dates.	
<i>Strategy to Overcome Challenges</i>	- Do the best to book rooms tentatively for now, and if changes need to happen later, adjust room bookings appropriately. Better to book earlier than later so rooms do not get booked up.	
<i>Partners</i>	- N/A	
OBJECTIVE		<i>Meeting at Schools and Organizations</i>
<i>Date</i>	- All of January	
<i>Purpose</i>	- To meet in person with representatives from all organizations as early as possible, establish contact and ensure everyone is on the same page for delegate registration next month.	
<i>Challenges</i>	<ul style="list-style-type: none"> - Transportation can be difficult, as well as working around everyone's schedules. - Also HWDSB connections are not strong and need to be thoroughly worked on. 	
<i>Strategy to Overcome Challenges</i>	<ul style="list-style-type: none"> - I will try to have a car, but the HSR should get members anywhere they need to be. - Outreach should be reaching out to all organizations over the break or during early January to set up a time that works for their representatives, and we should always be sending at least 3 members from the CLAY team to these meetings. - With regards to HWDSB, working with the MSU VP Administration to amend these relations and create a plan moving forward, where they ideally will let us promote our delegate registration to their students, as we would ideally like to reach out to Hamilton students before branching off. 	
<i>Partners</i>	- Outreach Coordinators, potentially MSU President, MSU VP Administration, Boys & Girls Club, NGen, Pathways Hamilton, CityKids, Empowerment Squared, various Greater Hamilton Area District School Boards.	
OBJECTIVE		<i>Applicants Workshop Planning</i>
<i>Date</i>	- Planning all through January	
<i>Purpose</i>	- To ensure that the workshop is planned with as much input and variety of perspective as possible, and that the workshop has a strong volunteer base with so many partnering MSU leadership services.	
<i>Challenges</i>	- Turnout has typically been low in the past and finding a date can have a large part in this.	
<i>Strategy to Overcome Challenges</i>	- Working with partners to pool resources so that we can have the greatest outcome possible of students. Gaining access to as many first year midterm dates as possible would be helpful for the planning of a date as well.	
<i>Partners</i>	- MSU FYC, MSU Spark, MSU Horizons, Planning Team	
OBJECTIVE		<i>Set Up Delegate Registration Online</i>
<i>Date</i>	- Anytime in January	
<i>Purpose</i>	- Make a plan on how subsidized fees will be allocated and accessed when delegate registration opens, as well as partial subsidies and full delegate fees.	
<i>Challenges</i>	- Making half and full subsidies an option for delegates without it being available to all delegates.	

<i>Strategy to Overcome Challenges</i>	- Work with Pauline to do this.
<i>Partners</i>	- Pauline Taggart
OBJECTIVE	<i>Planning Team Retreat</i>
<i>Date</i>	- January 12 th
<i>Purpose</i>	- To provide an opportunity for team bonding, team building and for everyone to feel more comfortable moving forward into the planning process together.
<i>Challenges</i>	- Perfect connections will not come instantly, and also choosing a date for this can be difficult
<i>Strategy to Overcome Challenges</i>	- Utilizing a When2Meet for the date, and doing my best to create a warm space with lots of string lights and snacks for everyone!
<i>Partners</i>	- Planning Team
OBJECTIVE	<i>Create & Release General Team Applications</i>
<i>Date</i>	- Create applications all through January, release applications January 27 th
<i>Purpose</i>	- To hire a full team consisting of Leadership Developers, Leadership Developer Events and Leadership Developer Media.
<i>Challenges</i>	- Coming up with new questions can be difficult, and this is a fast timeline.
<i>Strategy to Overcome Challenges</i>	- Utilizing strategies implemented in previous years to efficiently and democratically come up with creative new application questions
<i>Partners</i>	- Planning Team
Personal Goal	<ul style="list-style-type: none"> - To ensure that everyone is working at a pace that both they and I feel comfortable and confident in, and that we keep on track with timing. - Also that the Planning Team begins to feel more comfortable with each other. - We will be spending a lot of time together so I am looking forward to all these opportunities for everyone to be together.

February

OBJECTIVE	<i>Applications Marked and Interviews Offered</i>
<i>Date</i>	- Applications due February 10 th and interviews offered February 17 th
<i>Purpose</i>	- To teach Planning Team members how to mark applications, and to invite candidates for the second stage of the hiring process, interview weekend.
<i>Challenges</i>	- Having discrepancies in difficulty of marking and ensuring that everyone is on the same page for what an application worth each grade should look like.
<i>Strategy to Overcome Challenges</i>	- We will have a minimum of three sets of eyes on every application answer to decrease deviation in marking. - If there are any major discrepancies, we will take them up together. - Using a marking scheme and grading system with the opportunity to practice on sample answers that I will create during a team meeting.
<i>Partners</i>	- Planning Team
OBJECTIVE	<i>Execution of Applicants Workshop</i>
<i>Date</i>	- Likely sometime in February
<i>Purpose</i>	- To host a workshop that teaches McMaster students how to write an application and how to do an interview. - This is incredibly valuable as many McMaster students are new to the idea of group interviews and the typical MSU hiring process.
<i>Challenges</i>	- The highest ratio of facilitators to students is key here so students attending the workshop gain as much individual feedback as possible.
<i>Strategy to Overcome Challenges</i>	- Gaining as many volunteers from each leadership service participating in the execution as possible to increase the ratio of facilitators to students.
<i>Partners</i>	- MSU Spark, MSU FYC, MSU Horizons
OBJECTIVE	<i>Continue Visiting Delegate Sources</i>
<i>Date</i>	- All February
<i>Purpose</i>	- To continue meeting new potential delegates and delegate support systems so that they can learn about CLAY, and so that we can have delegates come to our conference
<i>Challenges</i>	- Connecting with delegates, proving to support systems and organizations that CLAY is beneficial to them
<i>Strategy to Overcome Challenges</i>	- Having at least three representatives come to each visit and doing heavy research on that organization or community prior to the visit to thoroughly understand how CLAY aligns with their values if we are asking them to send their students to our conference.
<i>Partners</i>	- Outreach Coordinators, other Planning Team members, Hamilton organizations listed earlier, various Greater Hamilton Area district school boards
OBJECTIVE	<i>Team Trip to Camp Trillium</i>
<i>Date</i>	- Sometime in February
<i>Purpose</i>	- This is incredibly valuable as both a team bonding event, as a motivation factor, as an opportunity to gauge the accessibility of different buildings for events, and for the team to meet our contact at Camp Trillium.

<i>Challenges</i>	<ul style="list-style-type: none"> - Finding a time to go together with as many members as possible, transportation, and weather conditions may not be great
<i>Strategy to Overcome Challenges</i>	<ul style="list-style-type: none"> - Utilizing a When2Meet, I will have a car and ideally at least one other person will have a car/van. - If the roads are not great, we will reschedule as it isn't worth the risk.
<i>Partners</i>	<ul style="list-style-type: none"> - Paul Luciani, Planning Team
OBJECTIVE	<i>Delegate Registration Opened</i>
<i>Date</i>	<ul style="list-style-type: none"> - Ideally the earlier the better!
<i>Purpose</i>	<ul style="list-style-type: none"> - To allow delegates to register for our conference
<i>Challenges</i>	<ul style="list-style-type: none"> - Gaining exposure to students across the Greater Hamilton Area. Also access to our partially or fully subsidized delegate fees is completely dependent on our sponsorship and fundraising.
<i>Strategy to Overcome Challenges</i>	<ul style="list-style-type: none"> - Promoting as much as possible to anyone we can who is in high school and letting as many organizations and district school boards as possible know that our registration is open. With regards to sponsorship and fundraising, making as much money as possible is the only option we have.
<i>Partners</i>	<ul style="list-style-type: none"> - Pauline Taggart, Outreach Coordinators, Sponsorship & Fundraising Coordinators
Personal Goal	<ul style="list-style-type: none"> - To have personally visited as many delegate sources as possible, and to work with the Sponsorship & Fundraising Coordinators to start raising as much money as possible.

March

OBJECTIVE	<i>Interview Hiring Weekend</i>
<i>Date</i>	- March 1 st – March 2 nd weekend
<i>Purpose</i>	- To execute the second part of the hiring process where applicants are invited to a series of interview stations where they will be interviewed both individually and as a part of a group.
<i>Challenges</i>	- This can be incredibly intimidating for applicants.
<i>Strategy to Overcome Challenges</i>	<ul style="list-style-type: none"> - This provides an opportunity to show applicants how welcoming we are by introducing ourselves to everyone in a nice open space with an ice breaker - I will personally go around to each interview group to check in on them and learn as many names as possible over that weekend.
<i>Partners</i>	- Planning Team
OBJECTIVE	<i>Finalize General Team</i>
<i>Date</i>	- March 3 rd
<i>Purpose</i>	- To have a final team of whom will be trained on AOP and conference-specific training prior to the execution of conference.
<i>Challenges</i>	<ul style="list-style-type: none"> - This can be a tedious process, and it is important to recognize tiers for equitable hiring, as well as ensuring that there is no power dynamic in the hiring of Leadership Developers and Leadership Developer Events. - It can also be difficult to choose co-ships.
<i>Strategy to Overcome Challenges</i>	<ul style="list-style-type: none"> - Ensuring that an appropriate tiering process is utilized, and that the voices of the Events Coordinators are heard. - There is no efficient way to choose co-ships beyond ensuring that at least one member of every co-ship has CLAY experience.
<i>Partners</i>	- Planning Team
OBJECTIVE	<i>Social #1</i>
<i>Date</i>	- Mid-March
<i>Purpose</i>	- To introduce the team to each other, allow for team bonding, release co-ships and announce committees for Sponsorship & Fundraising, Outreach, Events and Sessions.
<i>Challenges</i>	<ul style="list-style-type: none"> - This can be a difficult event to plan for the Volunteer & Logistics Coordinator, and it is easy to feel like staff may not have connected as well as you wished in their first interaction. - It can also be a very intimidating time for staff to meet each other for the first time.
<i>Strategy to Overcome Challenges</i>	<ul style="list-style-type: none"> - Offering the Volunteer & Logistics Coordinator as much help as they would like with this process, while still providing them with freedom of event planning. - Also having all Planning Team members interacting with staff and getting to know them as individuals is a great way to help everyone level out in their first interaction together.
<i>Partners</i>	- Volunteer & Logistics Coordinator, general staff team
OBJECTIVE	<i>Anti-Oppressive Practice Training</i>
<i>Date</i>	- Before exams begin.
<i>Purpose</i>	- This is an incredibly valuable training that is updated every year in collaboration with either Diversity Services or the Equity & Inclusion Office.

	<ul style="list-style-type: none"> - It is a mandatory training for everyone as it is specific to CLAY and the demographic of delegates at the CLAY conference.
<i>Challenges</i>	<ul style="list-style-type: none"> - It can be intimidating to ask questions in a room filled with individuals of varying degrees of education on social awareness.
<i>Strategy to Overcome Challenges</i>	<ul style="list-style-type: none"> - A major part of this training will be encouraging staff members to ask questions and learn together so that we are all prepared for the delegate demographic during the CLAY conference.
<i>Partners</i>	<ul style="list-style-type: none"> - EOI, MSU Diversity Services
Personal Goal	<ul style="list-style-type: none"> - To ensure that EVERYONE is leveling out during this training, and that all staff members, regardless of AOP training experience, feel comfortable asking questions and participating in the training.

April

OBJECTIVE	<i>Ensuring committees are fulfilling their responsibilities</i>
<i>Date</i>	- All of April
<i>Purpose</i>	- As we enter crunch time, assistance from committees becomes crucial and this can help alleviate a lot of the stress from Planning Team members
<i>Challenges</i>	- This will also be during exams which makes offering too much time difficult
<i>Strategy to Overcome Challenges</i>	- Being understanding with staff about academic commitments and helping out where I can.
<i>Partners</i>	- Planning Team, general staff team
OBJECTIVE	<i>Checking in on the progress of all Planning Team members</i>
<i>Date</i>	- All of April
<i>Purpose</i>	- Ensuring all Coordinator timelines are still on target
<i>Challenges</i>	- With exams this can be difficult and stressful for all Planning Team members
<i>Strategy to Overcome Challenges</i>	- Helping out as much as I can and providing positive feedback as often as possible
<i>Partners</i>	- Planning Team
OBJECTIVE	<i>Motivating the Planning Team</i>
<i>Date</i>	- All of April
<i>Purpose</i>	- This team has worked so incredibly hard, and it can be difficult at times to find reasons why we should put so much effort into this conference.
<i>Challenges</i>	- Motivating the team
<i>Strategy to Overcome Challenges</i>	- Reminding them everything we do is for the delegates - Helping them recognize what amazing jobs they have done so far and that we are all here for them.
<i>Partners</i>	- Planning Team
Personal Goal	- This is a month where the team will need some space to focus on academics, but also will need some motivation in continuing to put everything they have into this conference. - I will do my very best to continually remind them how incredible they are.

<h1>May</h1>	
OBJECTIVE	<i>Ensuring all areas of planning will be complete by Conference weekend</i>
<i>Date</i>	All May
<i>Purpose</i>	<ul style="list-style-type: none"> - Ensuring that sessions materials are purchased and organized, that logistics are smooth for all major conference transitions, that events organization is on target and they are receiving appropriate support from the rest of the team, that outreach is continuing to contact community groups with potential delegates, that media has a thorough plan moving into the conference, and that sponsorship and fundraising exhausts all last ideas and contacts any remaining potential sponsors.
<i>Challenges</i>	<ul style="list-style-type: none"> - Everyone will be feeling the crunch at this point, and communication can be challenging
<i>Strategy to Overcome Challenges</i>	<ul style="list-style-type: none"> - Utilizing planning committees and signing up staff members for shifts in advance. - Stepping in and aiding with hands-on work and communication where applicable and necessary.
<i>Partners</i>	<ul style="list-style-type: none"> - The entire staff team - MSU Financial Department (likely)
OBJECTIVE	<i>Following up with registered delegates and continuing to work on registering as many delegates as possible before conference weekend</i>
<i>Date</i>	Right up until the last day of registration
<i>Purpose</i>	<ul style="list-style-type: none"> - Our numbers will be determined by the amount of money we raise, so if we can raise money right up until the end, that could help bring delegates to the conference
<i>Challenges</i>	<ul style="list-style-type: none"> - Communication can sometimes be difficult here, and changing the numbers of delegates has an impact on other orders as well including # of t-shirts, lanyards, food, etc.
<i>Strategy to Overcome Challenges</i>	<ul style="list-style-type: none"> - Ensuring that I am maintaining that line of communication with community partners, parents/support groups, delegates and other contacts that have relevance to delegate registration.
<i>Partners</i>	<ul style="list-style-type: none"> - Paul Luciani from Camp Trillium - S&F Coordinators - Tracey Canaris – Crown Ward Contact - Dave Heidebrecht – Office of Community Engagement Manager - NGen, BGC, Pathways, Empowerment Squared - Outreach Coordinators, delegates, other registration-relevant contacts
OBJECTIVE	<i>Camp Trillium Visit</i>
<i>Date</i>	Sometime May 1-10 (3-4 weeks before conference)
<i>Purpose</i>	<ul style="list-style-type: none"> - Some exec may not have seen the camp layout before and are curious - This will be relevant to the planning of events programming - Team bonding
<i>Challenges</i>	<ul style="list-style-type: none"> - Finding a time that works with everyone’s schedules including Paul Luciani - Transportation - Weather
<i>Strategy to Overcome Challenges</i>	<ul style="list-style-type: none"> - We can use a doodle poll to see which time works best for everyone, and prioritize the timing around those who NEED to see the campsite for planning purposes. Everyone else can join if they would like but that is the primary purpose. - I will have access to a vehicle that can drive 5 including myself

<i>Partners</i>	<ul style="list-style-type: none"> - Paul Luciani – Camp Trillium contact - Executive Team
OBJECTIVE	<i>Staff Team Social #2</i>
<i>Date</i>	May 4th
<i>Purpose</i>	<ul style="list-style-type: none"> - To provide another opportunity for staff to get to know each other before conference weekend. The team social may have a focus on team support through a mix of low and high energy events. - I will push for this social to have some aspect that is off-campus to get the staff team in the mindset of working together in a new environment. - This may also be a good opportunity for S&F to work with V&L to try and turn an aspect of the evening into a fundraiser, also providing an opportunity to show staff members how important it is that we raise money, as every \$165 + tax is another delegate. - This will also be a very important moment for the V&L Coordinator, and can greatly improve their confidence in themselves moving into the weekend.
<i>Challenges</i>	<ul style="list-style-type: none"> - Ensuring that the event is fully accessible - Remaining within budget - Enough food is provided if that is an aspect of the social (dietary restrictions are taken into account)
<i>Strategy to Overcome Challenges</i>	<ul style="list-style-type: none"> - Visiting the event space in advance to ensure that it is fully accessible - Being aware of the budget during the planning of the event - Utilizing staff dietary information before ordering food
<i>Partners</i>	<ul style="list-style-type: none"> - V&L Coordinator - S&F Coordinator - Event Space contact - Food contact (if different than event space contact)
OBJECTIVE	<i>Staff Team Training</i>
<i>Date</i>	May 17 (LDL/Radio Training) May18-19 (General Staff Training)
<i>Purpose</i>	<p><u>LDL/Radio Training:</u></p> <ul style="list-style-type: none"> - To ensure anyone who is using a radio is appropriately trained on using the radios/charging radios, for the V&L Coordinator to build that community of trust, support and growth together. - I will also push for the V&L coordinator to provide personalized letters to LDLs at this time and cover topics of internal team support on top of logistics training, and to incorporate some kind of interactive part to the training. - Also ensuring that the entire LDL team is fully aware of the purpose of their role. <p><u>Staff Training:</u></p> <ul style="list-style-type: none"> - To ensure that staff members are properly trained on any and all relevant sessions, logistics and event programming of the conference weekend. - To ensure that staff members are well trained on the concept of peer support and how it is demonstrated at CLAY with delegates. (Staff will also have the opportunity to practice these skills through interactive session examples) - To ensure that staff are well-trained by facilitators from WGEN on relevant concepts for the conference and for interacting with delegates.

<i>Challenges</i>	<ul style="list-style-type: none"> - Ensuring there are no power imbalances among the team and that everyone feels supported and included throughout the weekend. - Ensuring that the training is complete and thorough while also creating an environment where individuals feel okay asking questions in a space where everyone comes from different conference/support experiences. - Ensuring anyone involved in a facilitation role is prepared. - Ensuring that no aspect of training is seen as more or less important than any other aspect of training.
<i>Strategy to Overcome Challenges</i>	<ul style="list-style-type: none"> - Being strict about the idea of power imbalances/addressing it explicitly. - Ensuring that all exec/folks who are helping to run a sessions training have been fully trained on that session. - Ensuring that all exec are also taking training seriously (being strict on this) and that events-specific programming is being taken as seriously as logistics and sessions by stressing the importance of this during training.
<i>Partners</i>	<ul style="list-style-type: none"> - V&L Coordinator - Events Coordinators - WGEN Coordinator – Jocelyn Heaton - Possibly SHEC Coordinator - Adrianna Michell
OBJECTIVE	<i>Ensuring that lanyards, name tags, and other last minute orders/materials are on track</i>
<i>Date</i>	Late April-Mid May
<i>Purpose</i>	<ul style="list-style-type: none"> - Everything will be a time crunch at this point, and they are all extremely important, so staying on top of this is absolutely crucial.
<i>Challenges</i>	<ul style="list-style-type: none"> - Numbers will depend on registration which will depend on fundraising - Communication in a time crunch can be frustrating and difficult as this will depend on multiple parties
<i>Strategy to Overcome Challenges</i>	<ul style="list-style-type: none"> - If budget allows, ordering extras in advance of everything
<i>Partners</i>	<ul style="list-style-type: none"> - The Underground (printing) - Other contacts if not the Underground for lanyards/name tags - Paul Luciani – Camp Trillium Contact - Executive Team
OBJECTIVE	<i>That the staff team is feeling completely supported and confident moving into conference weekend</i>
<i>Date</i>	Since the time of hiring until after conference
<i>Purpose</i>	<ul style="list-style-type: none"> - It is difficult to feel prepared to handle something or know what to do until you are in the moment. It's important that every individual on the staff team feels supported in some way
<i>Challenges</i>	<ul style="list-style-type: none"> - It's a large team, and checking in on every member can be difficult
<i>Strategy to Overcome Challenges</i>	<ul style="list-style-type: none"> - If time allows, individual check-ins - Utilizing exec members to assist in checking in with staff - Ensuring V&L and Events Coordinators are creating supportive environments for their respective internal teams
<i>Partners</i>	<ul style="list-style-type: none"> - Entire staff team
OBJECTIVE	<i>Execute CLAY conference</i>
<i>Date</i>	May 24-26
<i>Purpose</i>	<ul style="list-style-type: none"> - Six months of planning will come together into three days
<i>Challenges</i>	<ul style="list-style-type: none"> - Problems will arise in the moment that we are not planning for
<i>Strategy to Overcome Challenges</i>	<ul style="list-style-type: none"> - That's okay. Work through it as a team.

	<ul style="list-style-type: none"> - Up not out strategy, do not let delegates see problems
<i>Partners</i>	<ul style="list-style-type: none"> - Paul Luciani – Camp Trillium Contact - Executive Team
Personal Goal	<ul style="list-style-type: none"> - Do your best to ensure that everyone involved in the planning process feels valued. Check in on the team as often as possible. - Don't let anyone lose motivation or lose sight of the reason we are all working on this – the delegates - Help the team to live in the moment. Before you know it, conference weekend will be in the past.

<h1>June</h1>	
OBJECTIVE	<i>Delegate Feedback</i>
<i>Date</i>	- Sometime in June
<i>Purpose</i>	- Delegate feedback was not received last year and is incredibly beneficial for the growth of this conference as an MSU service
<i>Challenges</i>	- Not receiving many responses
<i>Strategy to Overcome Challenges</i>	- Those who wish to have their voices heard will have their opportunity here. - We will promote it to various organizations and also over social media.
<i>Partners</i>	- Delegates, Hamilton Organizations
OBJECTIVE	<i>Staff Feedback</i>
<i>Date</i>	- Sometime in June
<i>Purpose</i>	- Staff feedback was not received last year and is also valuable for the incoming team the following year to know how to improve and be better
<i>Challenges</i>	- Not receiving many responses
<i>Strategy to Overcome Challenges</i>	- Again, those who wish to have their voices heard will have that opportunity here - We will promote this appropriately to ensure all staff members have the opportunity to fill out a feedback form
<i>Partners</i>	- Planning Team
OBJECTIVE	<i>Planning Team Transitioning</i>
<i>Date</i>	- Sometime in June
<i>Purpose</i>	- This is something that was not formally done last year and is incredibly valuable for future teams who wish to refer to previous years - CLAY changes a lot every year, and so this should be updated every year
<i>Challenges</i>	- Motivating people to finish this
<i>Strategy to Overcome Challenges</i>	- Give them all of June to complete this which will be ample time
<i>Partners</i>	- Planning Team
OBJECTIVE	<i>Clean the Committee Room</i>
<i>Date</i>	- ASAP after conference
<i>Purpose</i>	- The committee room may not be in the best shape just after conference, and can probably use some cleaning up
<i>Challenges</i>	- This may require many hands..
<i>Strategy to Overcome Challenges</i>	- Bring more hands!! Invite as many CLAY staff as would like to help!
<i>Partners</i>	- Entire team
Personal Goal	- After a lot of planning, closure is important, so I want to ensure I allow the Planning Team to have a closing meeting for closure - I want to ensure the next team is set up nicely to preserve the longevity of MSU CLAY

Long-Term Planning

<i>Overarching Vision</i>	<i>Staff Team Dynamic</i>
<i>Description</i>	<ul style="list-style-type: none"> - Over recent years, there have been major strides taken to foster an environment where all members of the staff team respected as having equally valuable responsibilities for MSU CLAY. - This is not only hugely important for the hiring process of different positions, but also for the general respect given to members of the staff team from each other.
<i>Benefits</i>	<ul style="list-style-type: none"> - This allow all members of the staff team to feel comfortable doing the best they can in their role - Unites everyone in the same vision
<i>Year 1 Goals</i>	<ul style="list-style-type: none"> - Last year there was a role name change from Special Errands/Events Team (SET), to Leadership Developer Events (LDE). However, last year's conference still displayed examples of when the Leadership Developer Events team was taken advantage of. - This year I hope to utilize the conference-specific training weekend to highlight the importance of events so that they are seen without a doubt as valuable as the sessions at conference. - I also plan on incorporating this into our Staff Feedback Form after conference.
<i>Year 2 Goals</i>	<ul style="list-style-type: none"> - I hope that for the year following, there will be useful information provided in the Staff Feedback Form that will allow new strides to be taken for overseen obstacles and challenges this year.
<i>Year 3 Goals</i>	<ul style="list-style-type: none"> - <i>Year 2 Goals</i> repeats.
<i>Partners</i>	<ul style="list-style-type: none"> - Entire CLAY team

<i>Overarching Vision</i>	<i>Staff Team Training</i>
<i>Description</i>	<ul style="list-style-type: none"> - The staff team training weekend is updated and unique each year to reflect how peer support, logistics, sessions and event-specific training is specific to the CLAY conference and the delegate demographic.
<i>Benefits</i>	<ul style="list-style-type: none"> - Our staff need to be well-trained walking into conference weekend so that they can utilize the skills learned during these trainings to solve problems and be aware of their surroundings during conference.
<i>Year 1 Goals</i>	<ul style="list-style-type: none"> - To utilize the training outline built in place last year to create a new training schedule that will help preserve the longevity of a high-caliber conference. - Doing my best to ensure that the training is comprehensive without being overly intense. However, this is a fine line as there are a number of important scenarios our staff need to be prepared for during conference that are included in this training. - Working with representatives from identity-based services to include all necessary information into training that will be relevant to any and all scenarios during conference weekend. - To utilize the Staff Feedback Form to improve this training for following years.
<i>Year 2 Goals</i>	<ul style="list-style-type: none"> - To utilize the Staff Feedback Form from CLAY 2019 to improve the conference training for future years.
<i>Year 3 Goals</i>	<ul style="list-style-type: none"> - To utilize the Staff Feedback Form from CLAY 2020 to improve the conference training for future years.
<i>Partners</i>	<ul style="list-style-type: none"> - Various identity-based MSU services, general staff team

<i>Overarching Vision</i>	<i>Staff Team Support</i>
<i>Description</i>	- Conference weekend requires ample supervision over not only the logistics of the weekend, but the well-being the entire staff team.
<i>Benefits</i>	- Ensuring all staff members feel supported and confident in their roles both leading up to and during conference weekend
<i>Year 1 Goals</i>	<ul style="list-style-type: none"> - Providing staff with Planning Team and general team roles during conference weekend with freedom of control while also letting them know that I am always available for support. - Incorporating this into the Staff Feedback Form after conference weekend. - Ensuring that the Volunteer & Logistics Coordinator and Events Coordinators are balancing logistics with staff support appropriately - Including this as a major theme in the transition report for next year's team
<i>Year 2 Goals</i>	- Utilizing Staff Feedback Form and the transitioning process to ensure that this theme is carried forward and built upon in upcoming years.
<i>Year 3 Goals</i>	- <i>Year 3 Goals</i> repeat
<i>Partners</i>	- Entire CLAY team

<i>Overarching Vision</i>	<i>Community Engagement & Relations</i>
<i>Description</i>	<ul style="list-style-type: none"> - MSU CLAY is built upon years of relationships between the MSU, and a number of local organizations as well as district school boards in the Greater Hamilton Area. Without these relationships, there would be no delegates, which means there would be no conference.
<i>Benefits</i>	<ul style="list-style-type: none"> - These delegates are the most important part the CLAY conference, and are kept in mind with each and every decision made throughout the planning process to ensure a successful CLAY conference that reflects the delegate demographic.
<i>Year 1 Goals</i>	<ul style="list-style-type: none"> - Continuing to build upon previous relations with local Hamilton organizations and district school boards that have been trusted sources of delegates in the past. - Meeting with representatives from various local Hamilton organizations as soon as possible to better understand how CLAY can align its values with that of the organization. - Working with Outreach Coordinators to continue to reach out to new organizations and communities in Hamilton to reach as many potential delegates as possible. - Working to re-build the relationship that the MSU has with the Hamilton-Wentworth District School Board, which until last year were a large provider of delegates.
<i>Year 2 Goals</i>	<ul style="list-style-type: none"> - Recommending to the incoming Coordinator to reach out to local organizations as soon as possible to ensure that lines of communication are open with ample time before delegate registration opens. - Continuing to earn back the trust of the HWDSB so that we can reach delegates from their district school board. - Continuing to build upon all previous relations to preserve the longevity of CLAY and the relationships between the MSU and these organizations.
<i>Year 3 Goals</i>	<ul style="list-style-type: none"> - <i>Year 3 Goals repeats.</i>
<i>Partners</i>	<ul style="list-style-type: none"> - MSU VP Administration, Outreach Coordinators, CityKids, Pathways Hamilton, Boys & Girls Club, Empowerment Squared, NGen, HWDSB

Master Summary

<i>November</i>	<ul style="list-style-type: none"> - <i>Executive Team Hiring</i> - <i>Establishing Communication with External Parties</i> - <i>Transitioning</i> - <i>First Team Meeting</i>
<i>December</i>	<ul style="list-style-type: none"> - <i>Transitioning</i> - <i>Budgeting</i> - <i>Ensuring that all Planning Team members have a timeline and plan for the holidays/upcoming year</i> - <i>Planning Team bonding</i> - <i>Fill EOHSS for all potential required events</i> - <i>Ensure an EFRT member is coming to CLAY</i>
<i>January</i>	<ul style="list-style-type: none"> - <i>Room Bookings</i> - <i>Meeting at Schools and Organizations</i> - <i>Applicants Workshop Planning</i> - <i>Set Up Delegate Registration Online</i> - <i>Planning Team Retreat</i> - <i>Create & Release General Team Applications</i>
<i>February</i>	<ul style="list-style-type: none"> - <i>Applications Marked & Interviews Offered</i> - <i>Execution of Applicants Workshop</i> - <i>Continue Visiting Delegate Sources</i> - <i>Team Trip to Camp Trillium</i> - <i>Delegate Registration Opened</i>
<i>March</i>	<ul style="list-style-type: none"> - <i>Interview Hiring Weekend</i> - <i>Finalize General Team</i> - <i>Social #1</i> - <i>Anti-Oppressive Practices Training</i>
<i>April</i>	<ul style="list-style-type: none"> - <i>Ensuring committees are fulfilling their responsibilities</i> - <i>Checking in on the progress of all Planning Team members</i> - <i>Motivating the Planning Team</i>
<i>May</i>	<ul style="list-style-type: none"> - <i>Ensuring all areas of planning will be complete by Conference weekend</i> - <i>Following up with registered delegates and continuing to work on registering as many delegates as possible before conference weekend</i> - <i>Camp Trillium Visit</i> - <i>Staff Social #2</i> - <i>Staff Team Training</i> - <i>Ensuring that lanyards, name tags and other last minute order/materials are on track</i> - <i>That the staff team is feeling completely supported and confident moving into conference weekend</i> - <i>Execute CLAY conference</i>
<i>June</i>	<ul style="list-style-type: none"> - <i>Delegate Feedback</i> - <i>Staff Feedback</i> - <i>Planning Team Transitioning</i> - <i>Clean the Committee Room</i>