



# REPORT

*From the office of the...*

## Horizons Conference Coordinator

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TO: Members of the Executive Board  
FROM: Emma Tomas  
SUBJECT: Horizons Conference Report 1  
DATE: February 7 2019

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### **YEARPLAN UPDATE**

Planning Team applications were promoted quite successfully (via Instagram, twitter, Facebook, and the MSU website) and am now interviewing applicants. There were 3-5 interviews given per position. I am very excited about the interest and questions I received about the positions, and the diversity of candidate experiences and skillsets. There were no changes in job descriptions or structure of the Planning Team, however I am hiring for two Outreach coordinators instead of one based on feedback from last year. I am finishing my budget and administrative trainings. I will continue planning the budget throughout the next few weeks once I meet with Housing & Conference Services.

### **SERVICE USAGE**

No students have accessed the service yet, that will not occur until staff hiring and delegate registration happens.

### **PAST EVENTS, PROJECTS & ACTIVITIES**

In the past few weeks, I promoted Planning Team applications, and was very happy with the engagement and interest. I have also been striving to familiarize myself with the inner workings of the MSU and Horizons specifically.

Since my contract only started February 1, 2019, I have had to complete many things before my contract began, in order to promote Planning Team applications as well as plan the Applicant's Workshop. I have been taking note of all meetings, trainings, and work done which leads to approximately 13 hours of work (one additional work week).

### **UPCOMING EVENTS, PROJECTS & ACTIVITIES**

I am currently collaborating with Spark, CLAY, FYC, and Maroons to create a two-part applicant's workshop. This will be taking place February 5<sup>th</sup> and 7<sup>th</sup> in various rooms on the 2<sup>nd</sup> floor of MUSC. We are very excited to be working with so many services, and hope that we will have a broader outreach this

year. We are hoping to have over 30 students, compared to last year's 6 students.

I have been interviewing Planning Team members this week. I hope to have a confirmed team before February 10<sup>th</sup>, 2019. I am excited but a little nervous about running interviews, but my hiring board (Connor MacLean and Adrianna Michell) has been enormously helpful in decision making and consultations.

**BUDGET**

No money has been spent yet and will be able to reference a more completed budget outline for next month.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
	TOTAL SPENT IN LINE	
	REMAINING IN LINE	
<b>TOTALS</b>		
TOTAL BUDGETED DISCRETIONARY SPENDING		
TOTAL ACTUAL DISCRETIONARY SPENDING		
REMAINING DISCRETIONARY SPENDING		

**VOLUNTEERS**

There are no volunteers for Horizons yet. I will be working hard to ensure the co-pairings of the Planning Team enable each member to grow, support one another, and be successful in their role. After hiring, I am excited to focus on bonding, collaboration, and goal-setting. I will be meeting with each member 1-on-1 to discuss their goals for the conference, how I can support them, as well as strengthen any foreseeable weaknesses they may have in that role.

**CURRENT CHALLENGES**

I am not experiencing any challenges at the moment. There is evidently a very large learning curve, but I am excited to continue growing in this role. I may have to reopen applications for the Volunteer & Logistics Planning role. I only received 4 applications for this role and want to ensure that the best candidate is chosen for such a demanding role.

## **SUCSESSES**

Working with 4 other services to create the Applicants Workshop has been very enjoyable. Although difficult to coordinate times for meeting, working with all so many other services showcase the impact of our unique perspectives.

I have had 3 emails since the beginning of January of students asking when Leadership Developer staff applications would be coming out. This is very exciting and shows the impact past conferences have had on delegates. Thankfully, this translated to many enthusiastic Planning Team applications and hopefully to General staff applications early in May as well.