



# REPORT

*From the office of the...*

## Spark Coordinator

---

TO: Members of the Executive Board  
FROM: Jane Luft  
SUBJECT: Spark Report 7  
DATE: Thursday, March 14<sup>th</sup>, 2019

---

### YEARPLAN UPDATE

The main updates since last report are that we ran a successful Applicants' Workshop in February; we are through 7/10 sessions of the term, and we are beginning to work on transitioning my incoming Coordinator into the role. We are also almost ready to release our third guidebook of the year; are planning a fifth and final event focused on Wellness; and are gearing up for the end-of-year activities. Our budget is pretty well going as expected at this point in the year, spending slightly over in Annual Campaigns and Adv. & Promotions.

A lot of the major events and projects on my Year Plan have been checked off and the remaining plans are primarily finishing this term's Sessions, 1 more event, and a year-end social.

### SERVICE USAGE

- 113 students enrolled in Sessions program
- 2-3 students per group consistently attending
- 30-40 students at applicants' workshop
- 2484 Facebook likes
- Completed 17 (of 20) unique sessions

### PAST EVENTS, PROJECTS & ACTIVITIES

**Sessions 3-7:** The sessions we've completed since last report were *Discover Your City, Opportunities, Academics, Support and Wellness, and Teamwork and Compromise*. We've received positive feedback on these sessions and are looking forward to running the remaining three sessions.

**Applicants' Workshop:** Run in collaboration with CLAY, Horizons, First Year Council and Maroons, this event was a big success! Maroons ran a Livestream Q&A about applications 2 days before the event which also worked as an effective promotional strategy. We also had Tanya Kett from the SSC come help with the written application component and were able to share some of

the SSC’s valuable resources. We had around 30-40 attendees and 10-15 volunteers. The event ran very smoothly and we received a lot of positive feedback about the usefulness of the workshop.

**Incoming Coordinator Transition:** Over the past few weeks, I have begun working with the incoming Spark Coordinator, Anika Spasov to begin transitioning her into the role. We discussed her ideas for next year and have begun talking about some of the core responsibilities of the role. I plan to continue meeting with her regularly in order to make sure she feels well prepared to take over in May.

**UPCOMING EVENTS, PROJECTS & ACTIVITIES**

**Team Social:** We are currently planning to have a team social on March 17<sup>th</sup> to show our volunteers our appreciation as well as provide them with an opportunity to engage with other Team Leaders they don’t see regularly. We are planning to have some food and play games on a software called Jackbox that I have. This will be a chill, drop-in event that will hopefully motivate volunteers to keep up their hard work for the last couple of weeks as a Team Leader.

**Guidebook #3:** Now in term 2, our Promotions & Publications Coordinator has developed a third guidebook of the year that has a focus on academics. We will be moving towards developing a smaller guidebook that can be used in future years as a template requiring little re-design and saving costs in the future. This third guidebook should be released very soon.

**Wellness Event:** This event is still in the midst of being planned, but our Events Coordinators are working hard to create a unique wellness/de-stress event specifically for first year students. We are looking at potentially providing snacks, therapy dogs, and other de-stressing activities. We hope that this will support first year students as they approach their final exams as well as increase Spark’s presence among the first year community.

**End-of-year Celebration:** A final gathering at the end of the term to show our huge thanks to the incredible team of volunteers. We will be hosting this event at TwelveEighty and providing dinner and appreciation gifts to our volunteers. This is always an enjoyable night and a lovely way to end the year.

**BUDGET**

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
5003-0125	TOTAL SPENT IN LINE	\$0.00
OFFICE SUPPLIES	REMAINING IN LINE	\$60.00
6102-0125	TOTAL SPENT IN LINE	\$3,231.04

ANNUAL CAMPAIGNS	REMAINING IN LINE	- \$231.04
6501-0125	TOTAL SPENT IN LINE	\$3,072.57
ADV. & PROMOTIONS	REMAINING IN LINE	-\$72.57
6802-0125	TOTAL SPENT IN LINE	\$725
LEADER TRAINING	REMAINING IN LINE	\$25.00
<b>TOTALS</b>		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$6,810.00
TOTAL ACTUAL DISCRETIONARY SPENDING		\$7,028.61
REMAINING DISCRETIONARY SPENDING		-\$218.61

Since last report, we have not spent much on anything as we had already purchased the necessary Sessions supplies at the start of the term and our last event didn't require us to spend any money. We did use about \$250 on the Discover Your City which provides students with the opportunity to see more of Hamilton and enjoy a treat or snack at a Hamilton café.

Upcoming costs for the final months of the year will include the last guidebook (around \$500), promotional materials for our final workshop of the year (\$200) and volunteer appreciation at the end of year (\$400). Considering these costs, I anticipate spending approximately \$800 over budget in Adv. & Promotional costs, around \$700 over in Annual Campaigns, and about \$350 over in Leader Training.

### **VOLUNTEERS**

Our volunteers are all incredible and we've been working really well over the past weeks of this semester. After adjusting to the loss of certain volunteers at the beginning of the term, we have been doing really well in terms of volunteer dynamics and are hosting a couple of socials soon to demonstrate our appreciation.

Our executive team is also planning a weekend hangout "retreat" later in March to bond and strengthen our team relationships before we finish off the year.

### **CURRENT CHALLENGES**

One challenge we are experiencing is communication with the Underground. I have been in contact with Kayla about ordering Spark and sent in the final intake form to both Kayla and Emilia (after receiving a design by Kayla) at the beginning of February but I still haven't heard anything back. I sent a follow-up email last week and am still waiting to hear back. I am hoping I hear back soon so we are able to get them made before the end of the year.

Other than this communication struggle, Spark is running quite smoothly and we have overcome a number of obstacles this past semester which I am quite proud of.

### **SUCSESSES**

All of our volunteers deserve a shoutout for dedicating their time every single week this year to support first year students. Spark volunteers are in for the long-haul as they run sessions all semester and continue to support their students even after the Sessions program ends. I'm so proud of all the amazing work they've done and how much every person has grown as a leader and mentor! It's been a great year and I'm incredibly proud of what Spark has accomplished this year.

### **OTHER**

Nothing else to report! As always, feel free to reach out if you have any feedback/questions at [spark@msu.mcmaster.ca](mailto:spark@msu.mcmaster.ca) or bring them up during Thursday's meeting. Thank you for taking the time to read my report.