

# REPORT



*From the office of the...*

WGEN Coordinator

TO: Members of the Executive Board  
FROM: Jocelyn Heaton  
SUBJECT: Women and Gender Equity Network Report #7  
DATE:s Feb 12th, 2019

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## **UPDATE**

Since the last report we ran a three day campaign and in the process of finalizing and planning our last campaign of the year, Making Waves. Bodies are Dope was somewhat successful, although a miscommunication with the Underground resulted in our posters not being printed and we think event attendance may have been low, in part due to the lack of advertisement. We have a new promotions strategy for our upcoming campaign and have our promo out early to encourage more attendance this time around. Additionally, Nealob the incoming Coordinator has taken on extra responsibilities and is now being paid. Although general volunteer engagement has improved, we have had a lot of problems with volunteers skipping shifts and not letting the Volunteer Coordinator know far enough in advance about shift conflicts, resulting in us having to close the space for a few hours when no volunteers are present.

## **SERVICE USAGE**

### **Physical Space**

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 Feb 4th - 8th, 38.5% of intakes were completed reporting 29 space users. From Feb 11th - 15th, 38.5% of intakes were completed reporting 27 space users. From Feb 25th - Mar 1st, 38.5% of intakes were completed reporting 31 space users. From Mar 4th - 8th, 51.3% of intakes were completed reporting 31 space users. In this time we have received 1 disclosures of sexual assault. Given the low intake completion we assume that there are more users than counted accessing our space. We have offered the volunteers a deal that if they increase their intake completion up to 75% per week the exec gets to pie me in the face.

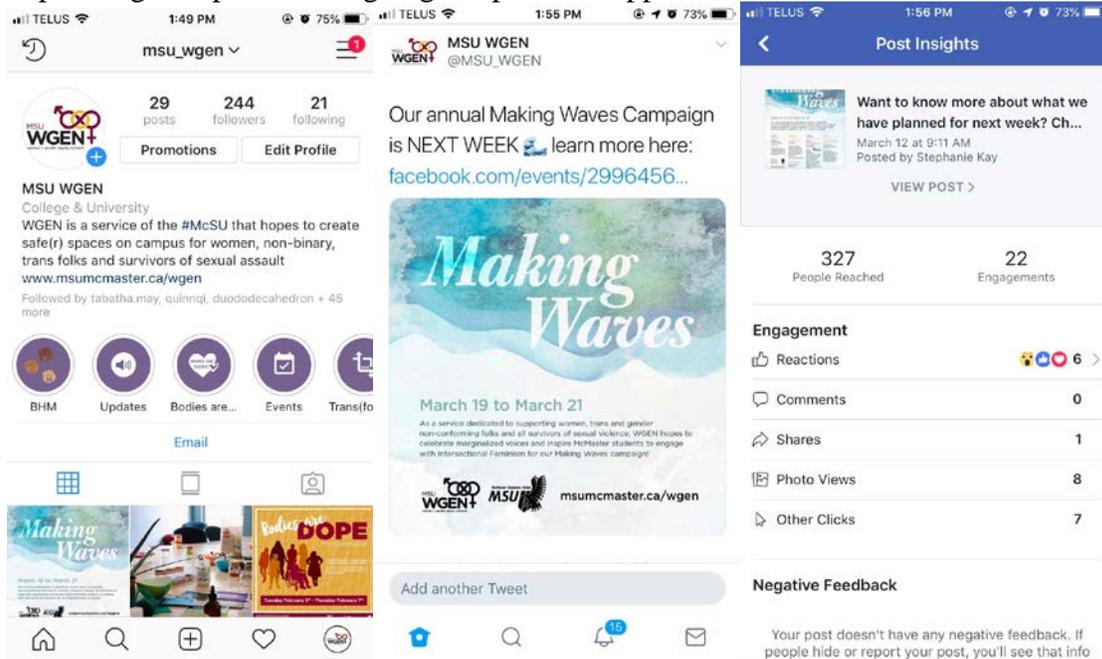
Since the last report we have seen a few isolated issues with volunteers and a more major issue with volunteers missing shifts which I will discuss below. Specifically we are having communication problems between volunteers and the Volunteer Coordinator resulting in missed shifts and volunteers being alone on shift.

### **Resources**

We have given out 3 books since the last report and 7 binders. We finally received our total shipment of binders from our sponsor gc2b and now have all sizes.

## Social Media

Our Facebook, Twitter and Instagram engagement has remained consistent, with increasing in engagement during our campaigns. We added a story highlight feature on Instagram which will hopefully keep people engaged and allow people to look back on content. We got 10 new likes on our FB page after launching our campaign this week and hope this goes up as we are going to open exec applications soon.



## PAST EVENTS, PROJECTS & ACTIVITIES

Since the last report we completed our Bodies are Dope campaign. As mentioned in the update we had issues with promotions and so event attendance was low. However, those who did attend gave very positive feedback and we had a few people interested in getting involved with executive positions. The Womanists Black and Gendered healing group was the most successful event of the week and we are grateful to them for running this collaboration campaign with us.

## UPCOMING EVENTS, PROJECTS & ACTIVITIES

Next week is Making Waves, a campaign on intersectional feminism. We have six events planned, two of which are more major speaking Events. Sandy Hudson, a co-founder of BLM Canada is coming on March 21st and Teddy Syrette, an Ojibwe Two-spirit activist and artist is coming on March 22nd.

## BUDGET

ACCOUNT CODE	ITEM	BUDGET / COST
6102-0308	OPIRG button maker	\$30.30
6102-0308	Trans(forming) Mac	474.13
6102-0308	MMPJ collaboration	87

<b>6102-0308</b>	<b>Bodies are Dope</b>	<b>306.94</b>
<b>6102-0308</b>	<b>Atrium Rental</b>	<b>382</b>
	<b>TOTAL SPENT IN LINE</b>	<b>\$1280.37</b>
	<b>REMAINING IN LINE</b>	<b>\$1519.63</b>
<b> </b>		
<b>6103-0308</b>	<b>Clubs Button maker</b>	<b>\$12</b>
<b>6103-0308</b>	<b>WGENius prizes and food</b>	<b>\$186.23</b>
<b>6103-0308</b>	<b>Clubsfest tables</b>	<b>\$20</b>
<b>6103-0308</b>	<b>Spooptacular props and food</b>	<b>118.85</b>
<b>6103-0308</b>	<b>Bounce check reimbursement</b>	<b>-36.79</b>
	<b>TOTAL SPENT IN LINE</b>	<b>\$300.29</b>
	<b>REMAINING IN LINE</b>	<b>\$699.71</b>
<b> </b>		
<b>6501-0308</b>	<b>Sponsorship poster</b>	<b>\$55.00</b>
<b>6501-0308</b>	<b>Website banners</b>	<b>\$55.00</b>
<b>6501-0308</b>	<b>Hiring graphics</b>	<b>\$75</b>
<b>6501-0308</b>	<b>WGENious package</b>	<b>\$75</b>
<b>6501-0308</b>	<b>Survivors</b>	<b>35.65</b>
<b>6501-0308</b>	<b>Black and Gendered</b>	<b>109.65</b>
<b>6501-0308</b>	<b>Spooptacular package</b>	<b>150</b>
<b>6501-0308</b>	<b>Trans(forming) Mac</b>	<b>275</b>
<b>6501-0308</b>	<b>Bodies are Dope</b>	<b>275</b>
<b>6501-0308</b>	<b>Miscellaneous charges</b>	<b>139.69</b>
	<b>TOTAL SPENT IN LINE</b>	<b>\$1294.99</b>
	<b>REMAINING IN LINE</b>	<b>\$205.1</b>

6494-0308	Mistaken charge (2017-2018)	420.63
6494-0308	Fall volunteer appreciation	70
6494-0308	Faculty Donation	-50
	<b>TOTAL SPENT IN LINE</b>	<b>440.63</b>
	<b>REMAINING IN LINE</b>	<b>\$309.37</b>
6804-0308	Training Weekend	\$273.16
6804-0308	Refresher Training	351.73
	<b>TOTAL SPENT IN LINE</b>	<b>\$624.89</b>
	<b>REMAINING IN LINE</b>	<b>\$75.11</b>
<i>TOTALS</i>		
<b>TOTAL BUDGETED DISCRETIONARY SPENDING</b>		<b>\$6,800.00</b>
<b>TOTAL ACTUAL DISCRETIONARY SPENDING</b>		<b>\$3809.91</b>
<b>REMAINING DISCRETIONARY SPENDING</b>		<b>\$2990.09</b>

## **VOLUNTEERS**

Our Safer(r) Space volunteers continue to improve their support and facilitation skills since our last training. Generally they are more engaged when execs check in on the space and there seems to be a better overall vibe. However, many volunteers miss shifts, or communicate on short notice they cannot attend. This has caused some problems with volunteers being alone or us needing to close the space for an hour when nobody can cover a shift. For this reason we have told volunteers they have to directly communicate with the Volunteer Coordinator when they need a cover so we can keep better track of when we need shift covers from the execs

Our Events Committee volunteers have improved a lot since my last report. They have attended all meetings and responded well when we reminded them of responsibility. I am hoping the campaign next week will run smoothly with their help.

I had to complete many of the tasks for our upcoming campaign without the support of my executive team due to a variety of personal and academic challenges requiring any of them to take breaks and step back from their roles for periods of time. I have felt the need to do a lot of extra work and reached out to full time staff for support during this time and was so happy to be supported here.

### CURRENT CHALLENGES

One of my main challenges right now is keeping myself and my team motivated so close to the end of the year. Many of my execs are busy and stressed and I need to make sure that extra work doesn't end up overwhelming me.

### SUCCESSSES

I think our main success since the last report has been the improvement in volunteer engagement and facilitation skills. Although we have people missing shifts, the mood of our volunteers is a lot better and I think volunteers and users are having a much better experience in the space

### OTHER

Campaign promo for next week!

**Making Waves**  
March 19 to March 22

MSU WGEN | MSU | msumcmaster.ca/wgen | MSU DIVERSITY SERVICES

Tuesday March 19	Wednesday March 20
Imagining Intersectionality 2:30pm to 3:30pm MUSC 203	beauDIYful (pt. 2) 11am to 1pm Clubspace
Black and Gendered 7pm to 8pm MUSC 204	Feminism in Film: A Documentary Screening 7:30pm to 10pm MUSC 204
Thursday March 21	Friday March 22
Keynote: Sandy Hudson on Post-secondary Activism 1:30pm to 3pm MUSC 311/313	Deconstructing Colonial Gender Narratives with Teddy Syrette 1:30pm to 3pm ISP Ceremonial Space LRW 1010