



REPORT

From the office of the...

MSU CLAY Coordinator

TO: Members of the Executive Board
FROM: Giancarlo Da-Ré
SUBJECT: MSU CLAY Report 4
DATE: Tuesday June 11th 2019

YEARPLAN UPDATE

Much has happened since my last EB report. This will be better detailed in my “*Past Events, Projects & Activities*” section. The parts that I will be going over are listed below:

- March 28th - CLAY Coffeehouse*
- March 30th & April 7th - Anti-Oppressive Practice Training*
- May 4 - Second Staff Social*
- May 17-19th - CLAY Conference Training*
- May 24-26th - CLAY Conference Weekend*

The parts that will be detailed in my “*Upcoming Events, Projects & Activities*” include the following:

- *Staff Feedback*
- *Delegate Feedback*
- *Transition Reports and Future Recommendations*

Every moment and decision continued to be for our CLAY delegates. Every decision was made with their experience in mind by considering how our decisions would have a trickle-down effect on conference weekend. This never left anyone’s thoughts and helped us to navigate any and all problems that we encountered.

SERVICE USAGE

Delegates

This year we had roughly 100 delegates attend the CLAY Conference, which took place over the May 24-26th weekend at Camp Trillium Rainbow Lake. Of these roughly 100 delegates, 30 were fully subsidized and 2 were partially subsidized. These 30 delegates were registered either through their relationship with Empowerment Squared, Pathways Hamilton, The SPACE, The Boys & Girls Club of Hamilton, the YMCA, Four Directions in Dryden, or through their

completion of a subsidized spot request form, or from their direct communication with me. While this is a lower number of total delegates than the previous couple of years, I would still consider this to be one of the most successful CLAY Conferences since CLAY's conception in 1992.

This was also the first year that CLAY has worked with Four Directions in Dryden to reserve spots for Indigenous youth. Our fundraising efforts allowed us to fully cover the costs of these two delegates and their chaperone for flights to and from Thunder Bay and Toronto, their accommodations in Les Prince Hall, transportation back and forth from the airport, and the conference fees of the two delegates. A relationship has been created between the chaperone, (who is also a guidance counselor of Dryden Secondary School), and ISS/ISP in case these students begin to look at post-secondary education at McMaster in the next couple of years.

It was a huge success this year to have **re-built a relationship between CLAY and the HWDSB**. This was facilitated by Dave Heidebrecht, Jeff Wingard, Celeste Licorish, Shawn McKillop, Amber Aquin, Kristina Epifano and me. It is my recommendation that a meeting is set up between the new CLAY Coordinator and the HWDSB as early as possible to begin reaching out to high schools earlier. Delegate registration should not wait any later than early February to open. It is also my recommendation that the incoming CLAY Coordinator takes a larger role in developing relations with our Hamilton outreach partnering organizations so that the outreach Coordinators can focus more of their time on high school outreach trips. Our Outreach Coordinators worked extremely hard to get as many delegates as possible, and I think that next year we can reach higher numbers of delegates by beginning outreach calls and visits to high schools in February/March.

I sent emails in both April and May to delegates from the past couple of years (over 500 total) to let them know about registration. I later found out that this email was the sole reason one of the delegates came back this year. I don't believe that the turnover rate of the MSU should affect our long-term relationship with delegates at CLAY, and so I highly recommend that these emails are sent again next year by either next year's CLAY Coordinator or the Outreach Coordinators.

Staff

In terms of staff, we had a total of 51 McMaster undergraduate students at the conference. The breakdown is below:

- Coordinator (1)
- Volunteer & Logistics Coordinator (1)
- Events Coordinators (2)
- Leadership Developer Events Team (6)
- Media & Design Coordinator (1)
- Media Team (2)
- Leadership Developers (36)
- EFRT (2)

This year we had 12 session groups as can be seen by the above 36 Leadership Developers. This was essential and very appropriate for the number of delegates who attended the conference, as it allowed for session groups of roughly 8 students per group. It was also necessary to have more than 1 individual on the Media Team this year to assist with the Media & Design Coordinator throughout the weekend, and this allowed for a more cohesive media production for the weekend. Similarly, with EFRT, the frequency of EFRT calls during the 2018 conference suggested that it was necessary for 2 EFRT responders to be present at the CLAY conference this year. Albert and Asmaa were superstars the entire weekend, and it was incredibly calming to know that there were two experienced EFRT responders at the conference. This especially came in handy when a member of our staff team was advised to get x-rays on the night of the 25th and I was able to leave conference for a few hours for this.

PAST EVENTS, PROJECTS & ACTIVITIES

Beginning with the CLAY Coffeehouse, our Coffeehouse was a major success in a number of different ways. For one, we raised \$277.22, which is more than the amount of a single delegate fee for the conference. This means that we sent one full delegate to the conference through this event. We also created the environment at this event that we aim to create in our session room environments at CLAY, and that is a major accomplishment. I am extremely proud of Aisha Sallad and Lauren Frances for putting this Coffeehouse together, and for everyone who contributed to the success of this event.

Anti-Oppressive Practice Training

This training was facilitated by Alexii Hernandez on two separate days. Staff were able to attend 1 or the other, and dates took into consideration the fact that there were members of our team who needed to be at SRA meetings on Sundays. The training was 4 hours and mandatory for all staff. The interactive nature of the training was extremely helpful for the relatively new population of staff members that we had on our team.

Second Staff Social

This social was also a major success. Similar to the coffeehouse, we wanted to create an environment similar to the environment we would later aim to create at the CLAY Conference. This social was a collaborative effort between our Events Coordinators, Jillian Kew and Surabhi Sivaratnam, and our Volunteer & Logistics Coordinator, Moni Sadri. The social consisted of staff members working in groups to paint session group signs, events props, and photobooth materials for Conference weekend. We also provided pizza and released co-ships at the social which was very exciting. The social ended with board games and a movie. By the end of the night, the Events team had most of their materials completed and all of the session group signs were finished. These session group signs came in handy at Conference weekend when we needed an identifier for each session group. I would highly recommend re-creating these next year for the theme they decide to work with next year. This year we did not take the social off campus like last year, and while going off-campus was a nice addition in 2018, I don't think it is necessary for a successful social. I would highly

recommend also maintaining an environment where individuals can decide what they would like to do from a few different options. During the CLAY Conference there are multiple opportunities for delegates to decide their own level of participation through parallel programming, and this should be reflected in the social for our staff. I also think it is absolutely necessary to introduce co-ships in person at this social so that staff can begin to get to know one another before training weekend. Even subtle decisions like providing time for co-ships to get to know one another with a few helpful prompting questions at the social can go a long way to creating a healthy co-ship dynamic in at CLAY.

CLAY Conference Training

While CLAY training weekend can be very long and emotionally draining, similar to AOP training, this is absolutely mandatory for our staff to participate in. The training weekend fell over the May 17-19th weekend, should be an opportunity for staff to utilize what they have learned at AOP training. Similar to AOP training, this was extremely interactive, and we made it clear on multiple occasions that we would rather have our staff ask questions during training than not know how to respond to a situation at during conference weekend.

All three days of training were in Council Chambers in Gilmour Hall 111, and it is my recommendation to keep training here for future years. Having the training in this room is a nice reminder that the conference is only a week away and it helps to get staff in the headspace for conference. There are also rotation stations around MUSC on both the Saturday and Sunday and it is imperative to get the largest (4) rooms possible, since many of these rotations require acting out and discussions by facilitators and staff.

LIFT church came in both the Saturday and Sunday morning to provide pancakes, coffee and tea. This was a really nice start to both days since we had to start early and we wanted to ensure that if our staff were intending to eat breakfast, that there was food available. We also provided pizza lunch both the Saturday and Sunday of training. Even though I encouraged folks to bring their own snacks for the day, I would recommend for next year to increase the budget for lunch so that there is more food.

Below is a breakdown of the training weekend by day with notable mentions:

Friday May 17th

Friday training was only in the evening and consisted of radio training and Leadership Developer Logistics (LDL) training. Everyone who wore a radio during the CLAY conference was at radio training, including the Events team, the Media team, EFRT, all LDLs, the Volunteer & Logistics Coordinator and myself. We continued the idea of bringing in a couple radios for radio training to have our staff test them out in advance of the conference. LDL training was led by Moni after radio training, and he was amazing as always.

Saturday May 18th

Saturday training consisted of the following topics. The specifics of this training will be outlined in my transition report for next year. There is not one part of our training that I believe can be skipped over next year.

- *Conference Purpose*
- *Conference Policies*
- *Conference Key Concepts*
- *Camp Trillium FAQ*
- *Emergency Procedures*
- *What is an LD/LDL/LDE/Media Events member?*
- *Conference Schedule Run Through*
- *Introduction to Sessions & Full Sessions Training*

Sunday May 19th

Sunday training consisted of the following topics. The specifics of this training will be outlined in my transition report for next year. Similar to the topics covered in Saturday training, there is not one part of our training that I believe can be skipped over next year.

- *Peer Support Training*
- *Ramadan*
- *Washrooms*
- *Group Role Plays: Peer Support Rotation Training*
- *Muddy Situations*

It should also be mentioned that Peer Support Training and Peer Support Rotation Training was one aspect of training weekend where facilitation is incredibly important. I brought back Merima Menzildzic and Rachel Persaud to facilitate Peer Support Training with Moni Sadri, and the three of them were absolutely phenomenal. I am confident that this was the best Peer Support Training I have ever received, and I believe this was likely the best Peer Support Training ever delivered for CLAY. Without Merima, Rachel or Moni, it is likely that many of the topics covered would not have sunken in to our staff members, and this all translates into our delivery of the Conference weekend. I would recommend thinking about CLAY Peer Support Training far in advance to ensure that staff are properly trained for the potential situations and conversations they may be placed into.

The training section on Ramadan and Washrooms was also incredibly well done thanks to Nealob Kakar, Aisha Sallad and Moni Sadri. CLAY has fallen on Ramadan for the past couple of years and will likely fall on the CLAY weekend next year as well, so this training is imperative. The training on washrooms is also imperative since we have a gender-neutral washroom as well as a women's washroom in the main building of Camp Trillium. Both washrooms have a sink reserved for washing for anyone observing Ramadan.

Group Role Play Peer Support Rotation stations was also something that was absolutely necessary for the success of the CLAY Conference. There is a huge difference between listening to facilitators in a large room discuss a heavy topic,

and actually act out a facilitated scenario where you are prompted to respond to a situation you may encounter at CLAY. The facilitators including Moni Sadri, Rachel Persaud, Merima Menzildzic, Lauren Frances and Jessica Sadri-Gerrior for this portion of training were phenomenal.

CLAY Conference Weekend

CLAY Logistics

This CLAY Conference ran incredibly smoothly with little to no hiccups. This was thanks to our Volunteer & Logistics Coordinator as well as Paul Luciani, the rentals manager for Camp Trillium who has been incredibly accommodating for us over the past couple years. Without Moni Sadri, there is no way the conference would have run as smoothly as it did. Similar to previous years, Moni ensured that the delegate experience was prioritized above all else. This was reflected in his communication with his Logistics team, his assistance in transitioning delegates and staff between major events, sessions and meal times, as well as his improvisation when the schedule needed to be adjusted. This was very evident during our Session 7: Self Reflection, where many groups went over the 3 hours scheduled for that session. Moni transported lunches to all of these groups so that they would not have to finish their session early. This kind of delegate first mentality is absolutely crucial in order to deliver the vision we had sculpted over the past 6 months for conference. Due to the fact that Moni and I made ourselves available for both staff and delegates during the weekend, delegates felt comfortable coming up to both of us to chat throughout the weekend. As two individuals who are seen running around Camp Trillium a lot, we were extremely conscious of the fact that this might be a deterrent for delegates to ask us questions and hang out with us. At the end of the day, this conference is 100% for the delegates, and every decision we make should have their interest in mind. This was reflected in our decision to stream the last few minutes of the Toronto Raptors game on a large screen projector after the Saturday night Coffeehouse, after multiple requests from delegates. While the schedule for the conference has been decided weeks in advance, Moni helped to allow for a malleable and flexible schedule throughout the weekend to reflect the requests of our delegates. Moni also performed exceptionally well when I needed him to run our Saturday night goodnights and staff team debrief after I had to drive to Norfolk General Hospital for a staff to get x-rays. Along with his Volunteer & Logistics responsibilities, Moni helped me to push for a culture of self-care throughout the weekend at CLAY for the staff team. We finished debrief on the Friday night of conference at 11:59pm, which is earlier than any debrief I have ever been a part of at CLAY. This really helped us push for a culture of sleeping and self-care for our staff team. Simply put, Moni was nothing short of amazing, and CLAY has been extremely lucky to have had him on the staff team for the past 3 years.

Registration at IWC

Jillian Kew and Surabhi Sivaratnam, along with their amazing team of Leadership Developer Events members, delivered one of the smoothest series of conference events I have ever seen. It all began with registration at IWC throughout a well-oiled registration line where delegates could sign in and

collect their bag tags, lanyard and shirt. Using bag tags this year was incredibly helpful as opposed to masking tape in previous years, since the. Wristbands did not fall off the bags. These tags were generously donated by 1280. Having both Events Coordinators on the registration table as well as 3-4 other LDE members meant that the other LDE members were able to begin icebreaker games with delegates who had already signed in. This also allowed me the space to greet many of the individuals I had been emailing for months whom I had never met in person yet, which I was very grateful for.

It was also incredibly helpful to have members of our Board of Directors including, Sarah Figueiredo, Alexandria Johnston and Shemar Hackett assisting in the loading of delegate busses so that our busses could leave on time in the morning. It was unexpected that the IWC loop was completely blocked with trailers and trucks for construction, and our registration team worked to improvise for a seamless registration.

Theme Night

They made a huge effort to transform our recreation hall into an Arcade through use of props, basketball nets on walls, video games, foosball and air hockey tables and plenty of string lights. This was the first major event at CLAY, and it was evident in the work that went into the evening. Other activities that delegates could partake in was our Dance Floor, Photobooth station, Stargazing Tour, Candy Bar (with ingredient lists and packaged options for those with allergies), Cookie Decorating, Board Games and Oar Painting. There was a major effort to have options for everyone to partake in during the evening, and for those who did not want to partake in any of the event options scheduled for the night, we were open to feasible recommendations and requests that they had.

Camp Hour

We decided to try something new this year during Camp Hour and run an improv station at the bonfire area. This was a HUGE success. I heard from multiple staff and delegates that this was an incredibly popular station of Camp Hour. Along with the improv station, the sports field was also extremely popular, and those who wanted to use the hour to be active were able to do so at this station. We also made sure to have some of our staff hang around on the field in a more low-key environment for anyone who did not want to partake in the sports action, but still wanted to be in the vicinity. Besides sports games and the improv station, the bell tower was also utilized for music and arts. While delegates did not seem to want to play instruments at this station, we had lots of oars for them to paint and this provided another outlet for students to spend their free hour outside. Even when delegates were not able to find a station that they wanted to partake in, our events team was incredible open to their requests for activities that were not already provided. It was also a great idea to have all of our options so local between the bonfire, sports field and bell tower. This made it very easy for delegates to transition between different stations if they wanted to only be at one station for a shorter amount of time than our scheduled rotations. The fluidity of the schedule during Camp Hour is something that I would highly encourage for the Events Team to continue next year.

Keynote Speaker

Chukky Ibe delivered a phenomenal workshop for our delegates and staff to partake in on the Saturday morning of conference. It began with Chukky performing some of his own poetry, before asking for delegates and staff to take some time to write down 7 “I am” statements similar to the ones he had been using. As an example, one statement would be something like, “*I’m so cool, I can even chill the wind*”. Once everyone had done this, Chukky performed some more of his own poetry that would lead to an opportunity for delegates to come on stage and read out loud the statements they wrote down. At first, our delegates were extremely nervous to stand in front of everyone to perform, but the entire crowd cheered for each student who stood up, and the delegates began to empower each other to perform in front of one another. At least 20 delegates ended up standing in front of the crowd of roughly 150 individuals to read their statements. The room transformed into a space for delegates to perform statements that ranged in depth and complexity, allowing some delegates to even perform verses about their own struggles with their self-image and mental health. Every single delegate received roars of applause and cheer from the crowd. I was incredibly proud of every single delegate who stood in front of the crowd, and I was incredibly happy with the space that Chukky helped us to create for everyone who might not have felt like their voice mattered before that part of the conference. Chukky also was amazing at holding my phone throughout his entire talk with the Ava app open so that those in the crowd who required subtitles were able to see in front of them everything that was being said. The phone was passed with the microphone to each delegate for all of their performances. This event was incredibly moving and even emotional at times. It was one of my favourite moments of the conference, and I cannot thank Chukky enough for helping us to create that space for delegates to be their own raw selves on stage in front of so many new faces.

CLAY Conference Sessions

While we hit some obstacles along the way when developing sessions, this year’s CLAY sessions ended up being incredibly strong. Not only were session bags completely packed with a week before conference, but all of the sessions that we ended up using were logistically simple to facilitate and allowed for individualized facilitation within each session group. Never in my experiences with conference have session bags been completely packed and ready to go so early before conference, and this was a massive load off of my shoulders in the days leading up to conference. It was stressed during sessions training that each session group will require different combinations of activities and discussions for an optimal delegate experience, which translated into sessions being a guideline more than a strict set of activities for each group. This allowed for individualized discussions about the topics outlined in sessions based on the vibe that session groups had throughout the weekend. We also decided to use coloured carabiners this year for each of the different sessions so that session bags were easy to count and transport. This was incredibly helpful and should definitely be done again in the future. Moni was also a massive help in the development of these sessions, and without him we would not have been able to have sessions completed as early as we did.

One of the reasons CLAY sessions were as strong as they were this year was due to a strong foundation of CLAY sessions over the past couple of years for us to draw upon. With the exception of 1 activity during the Social Awareness session that was completely new, all session activities were adapted from previous years, either so that they were easier to facilitate or so that they would match our theme of the ArCLAYde. The new session activity was inspired by an improv activity that Nealob Kakar had previous experience with. The activity allowed for creative thought while also allowing for a healthy conversation around intersectionality, which from verbal feedback through many of the session groups was a large success. I would highly recommend for the future development of sessions that Sessions Coordinators use the feedback information that will be collected this year regarding sessions at conference. CLAY sessions will never be perfect, and while content is extremely important, in my opinion the method of facilitation by Leadership Developers in session groups is far more valuable. The success of each session will depend on how well the session is facilitated for each session group. Since every session group will be in a different space with different people, the facilitation for each session should be different to reflect those differences in the session group environment. This all stems back to sessions training and why that facilitation is so incredibly valuable. This should be heavily stressed again next year with the Planning Team, as sessions have the power to be incredibly empowering spaces for both delegates and staff. These sessions are spaces where delegates have the opportunity to share information with others for potentially the first time in their lives. Every aspect of our training translates into how these session group environments are facilitated, and every moment where staff are sharing the same space as delegates should be considered nothing less than a privilege.

CLAY Conference Media Team

Similar to every other aspect of conference, the Media Team at CLAY was nothing short of amazing. Kristy Liu and the rest of the media team worked tirelessly to capture and record every aspect of conference so that delegates and staff could have something to remember conference with. I want to give a massive shoutout to Kristy for her work throughout the entire year from our clean Sponsorship & Fundraising and Outreach packages, to the beautiful Conference Manuals everyone had for conference weekend, to all of the professional-looking lanyards we were able to wear and the gorgeous shirts everyone at conference wore for 3 days. Kristy put her whole heart into this conference and it showed in all of her work. She also put together a stellar video that was played at closing ceremonies. Considering the fact that this was the first time she had recorded and edited video, I was extremely impressed with the final result that was played for everyone.

The closing ceremonies video was something that I had multiple meetings with the MSU Comms team about before conference. The idea of placing the entire responsibility of creating, editing and delivering a gorgeous video in 1.5 days on one person is not realistic or sustainable for future years with the Media & Design position. Kristy and I worked with Connor MacLean to create a template for the conference video that could be adapted for each year so that the amount of

work required for this video was drastically reduced. I am very happy with the steps we made here because this work can translate over to the Horizons Conference as well and be used for future years. If this idea is built upon, the amount of work and stress that falls on the Media & Design Coordinator should continue to decrease in future years.

Overall, I am incredibly proud of the entire media team for their tireless hours of editing and work to cover media for the entire weekend at CLAY. Kristy absolutely blew my mind this year with her work.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

The only tasks that remain for CLAY 2019 is to create transition reports, and to create and release feedback forms to all staff and delegates involved in the 2019 CLAY Conference. This information will all be extremely helpful for next year's planning team given that there was no option for feedback from staff or delegates after the 2018 Conference.

All CLAY transition reports will be completed by the end of the month for each Planning Team position, and all staff and delegates will be contacted before the end of the month with an optional feedback form that will cover every aspect of conference.

I will also be including in my transition report for the incoming CLAY Coordinator all of my recommendations for the planning of the 2020 CLAY Conference.

BUDGET

CLAY Budget Overview

The CLAY budget was something that I was very conscious of this year, and very transparent about with both the incoming and outgoing VP Administration and VP Finance. The MSU committed to investing \$15K into the CLAY Conference, and the approved budget for CLAY was \$42K, meaning that if we spent \$42K, we were required to bring in a revenue of \$27K. This was malleable though so that whatever revenue was brought in by the CLAY Conference, our costs should not be over our Revenue + \$15K. This revenue is a combination of delegate fees (\$165 + HST = \$186.45 per delegate) and all of the money brought in through our Sponsorship & Fundraising efforts.

In order to understand the CLAY budget, it should be acknowledged that a large minority of our CLAY delegates rely on complete subsidization to attend our conference. This is a fundamental part of the CLAY Conference, and this year 30% of our delegates did not pay anything to attend the conference. Without our subsidization of their costs, these delegates would simply not be able to attend the CLAY Conference. Far too often is it seen that Conference and Camps for youth are only accessible and available for those who are financially able to access the conference. There are a few different ways that delegates were able to access a fully subsidized spot for the CLAY Conference: through one of the 5 offered spots to the YMCA, Empowerment Squared, Pathways

Hamilton, the Boys & Girls Club Hamilton and The SPACE, through our online subsidization request form (which only asks for contact information and no explanation as to why someone might be requesting a subsidized spot) and through direct communication with me via email. Many delegates who require subsidized spots for CLAY request these spots months in advance of the conference, when the majority of delegates who pay the full amount register in the week before conference. Due to this, the CLAY budget is highly dependent on how many delegates register that pay the full fee for the conference. Other factors in the CLAY budget are numbers for Delegate Manuals and Shirts, which must also be estimated in advance of knowing final delegate numbers so that everything is shipped in time for the Conference.

All that said, I am happy to say that the CLAY budget this year has fallen just around breaking even which is a HUGE accomplishment. Screenshots of the CLAY budget can be found below the *"Sponsorship & Fundraising"* section, which was arguably one of the aspects of the CLAY planning process that I was most proud of.

We had 68 delegates pay the full cost of the conference, which brought in **\$12,678.60**. The difference between the full cost of the conference and our total revenue from delegate costs and Sponsorship & Fundraising efforts was - **\$1,337.30**. This means that CLAY was overbudget by a little over a grand this year. It should be noted that the difference between CLAY being less than \$1000 overbudget was the cost of a new long-term pull-up banner which was \$360. It should also be noted that \$3629.72 of these costs were spent at the Underground on designs and printing, which are internal costs.

Sponsorship & Fundraising

Lauren Frances and Aisha Sallad absolutely killed it with Sponsorships and Fundraising. With a goal of \$10K, these two superstars raised **\$8223.67!** Without even knowing each other before being hired as co's in this position, not a single day went by without these two contacting local businesses, faculties and campus groups. Their last donation was received on the bus to CLAY on the Friday morning of conference for \$250 from a campus group! These two absolutely blew me away and put their whole entire hearts into this fundraising. I cannot stress how proud I am of them. From the Coffeehouse they put on at Bridges in March, to all their trips through Hamilton, to the phone calls and hundreds of emails sent, they simply killed it. It should also be noted that there were three \$1K donations made last year to CLAY from groups that were unable to make donations again this year to CLAY, meaning that if they had made those donations again we would have been well over the \$10K goal set out.

It is because of the work done by Aisha and Lauren that 30% of our delegates were completely subsidized. While it is easy to just see these as numbers on a report, almost all of these delegates at one point throughout conference weekend voiced to me how valuable CLAY was to them and how large of an impact CLAY had on their lives. I definitely think hitting \$10K is a goal that should be aimed for again in the future, and it is my recommendation that the CLAY Coordinator meets with the MSU President as soon as possible after being

hired for strategies and contacts within the McMaster community for CLAY fundraising.

One of our recent sponsorship accomplishments was raising over \$2500 in 12 hours to fund two Indigenous delegates from the Four Directions program in Dryden, Ontario to attend the conference. This fundraised money went towards the conference fees of the delegates, their round-trip plane tickets (for the two delegates and their chaperone), their accommodations in Les Prince Hall the night before and after conference and their transportation to and from Pierson Airport and McMaster University. This also would not have been possible without the support of McMaster's ISS and ISP in this process.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
6102-0121	CLAY - CAMP FEE	\$21,887.25
	Camp Trillium Contract	\$21,887.25
	TOTAL SPENT IN LINE	\$21,887.25
	REMAINING IN LINE	\$0.00
6102-0121	CLAY - TRANSPORTATION	\$2,938.00
	Busses	\$2,938.00
	TOTAL SPENT IN LINE	\$2,938.00
	REMAINING IN LINE	\$0.00
6102-0121	CLAY - EVENTS	\$1,034.51
	Keynote Speaker	\$600.00
	Fanny Packs	\$82.06
	Basketball nets	\$38.22
	Iron on T-Shirt transfer paper	\$11.99
	Betty crocker whipped frosting	\$5.91
	Popcorn Bags	\$20.94
	Candy for Candy Bar	\$59.34
	Marshmallows	\$25.94
	Cookies	\$40.15
	Paper Bags + Favor Bags	\$53.45
	Home Depot Wood + Dollarama Supplies	\$57.05
	Photo Paper	\$39.46
	TOTAL SPENT IN LINE	\$1,034.51
	REMAINING IN LINE	\$0.00

6102-0121	CLAY - ADVERTISING/PRINTING	\$3,629.72
	Sponsorship & Fundraising Package Promo	\$200.00
	Outreach Package Promo	\$200.00
	Staff Hiring Promo	\$200.00
	Delegate Registration Promo	\$150.00
	Coffeehouse Promo	\$200.00
	Social Media Promo	\$28.00
	Pull-Up Banner	\$360.00
	Lanyards	\$580.00
	Outreach/S&F Original Design + Printing	\$555.00
	S&F Second Round of Printing	\$236.80
	Coffeehouse Design + Printing	\$215.75
	Delegate Registration Printing	\$150.00
	Additional Booklets	\$23.40
	Nametags + Final Booklets	\$156.17
	Manuals	\$374.60
	TOTAL SPENT IN LINE	\$3,629.72
	REMAINING IN LINE	\$0.00
6102-0121	CLAY - SESSIONS	\$344.81
	Food Colouring	\$7.77
	Envelopes	\$15.98
	Coloured Beads	\$16.03
	Marbles	\$49.00
	Honeygram Crackers	\$9.48
	Popcorn	\$11.98
	Glow Face and Body Paint	\$26.99
	Popsicle Sticks	\$77.00
	Diapers	\$11.54
	Carabiners	\$14.79
	Dye/Spray Paint	\$38.25
	Sticky Notes	\$66.00
	TOTAL SPENT IN LINE	\$344.81
	REMAINING IN LINE	\$0.00
6102-0121	CLAY - TRAINING	\$471.42
	AOP External Hire	\$181.80
	Coffee for Training	\$44.05
	Lunch Day 1	\$123.43
	Lunch Day 2	\$122.14
	TOTAL SPENT IN LINE	\$471.42
	REMAINING IN LINE	\$0.00
6102-0121	CLAY - T-SHIRTS	\$2,484.53
	Staff Shirts	\$831.00
	Delegate Shirts	\$1,653.53
	TOTAL SPENT IN LINE	\$2,484.53
	REMAINING IN LINE	\$0.00

6102-0121	CLAY - STAFF APPRECIATION	\$499.00
	Exec Bonfire	\$120.00
	Exec Shirts	\$379.00
	TOTAL SPENT IN LINE	\$499.00
	REMAINING IN LINE	\$0.00
6102-0121	CLAY - LDL EXPENSES	\$1,001.08
	Mindfulness Centre Booking	\$79.10
	Radios	\$840.00
	Staff Social 2 Pizza	\$81.98
	TOTAL SPENT IN LINE	\$1,001.08
	REMAINING IN LINE	\$0.00
6102-0121	CLAY - YEAR-LONG EVENTS	\$2,949.25
	Adobe Subscription (during conference)	\$30.38
	Name Tag Sleeves	\$144.71
	Friday + Coffeehouse UM Coffee	\$100.00
	LP Housing & Conference	\$495.00
	Lyft rides Pierson --> Mac and back	\$134.15
	Round Trip Plane Tickets	\$2,045.01
	TOTAL SPENT IN LINE	\$2,949.25
	REMAINING IN LINE	\$0.00
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$37,239.57
TOTAL ACTUAL DISCRETIONARY SPENDING		\$37,239.57
REMAINING DISCRETIONARY SPENDING		\$0.00

SUCCESSSES

CLAY 2019 happened!! It was everything we could have hoped for and more!!

CLOSING

CLAY has always and will always hold an incredibly special place in my heart. It is a unique service that I have had the privilege of being able to work with for the past 3 years, and I am grateful for every moment I have had with it. The delegates, friends, and memories that I have gathered over these 3 years have no doubt shaped the person I am today, and the culture of unlearning I have been exposed to through CLAY has been a major stepping stone in my own personal journey of unlearning that I am grateful for. Having conversations with delegates during the conference who shared with me why CLAY was so valuable to them, reminded me of why I applied to this position in the first place, and why MSU CLAY is such a unique service. I want to thank everyone who made this journey a joy

to be a part of, and I am excited to begin conversations about CLAY for next year with the VP Administration and the incoming CLAY Coordinator once they are hired. I cannot put into words how much CLAY means to me, and so I can only say thank you, to the conference, to the challenges, and to the individuals I have met along the way who have changed my life. Thank you for everything.

Sincerely yours,

A handwritten signature in black ink, appearing to read 'G. Da-Ré', with a stylized flourish above the 'é'.

Giancarlo Da-Ré
CLAY 2018-2019 Conference Coordinator