



REPORT

From the office of the...
EFRT Program Director

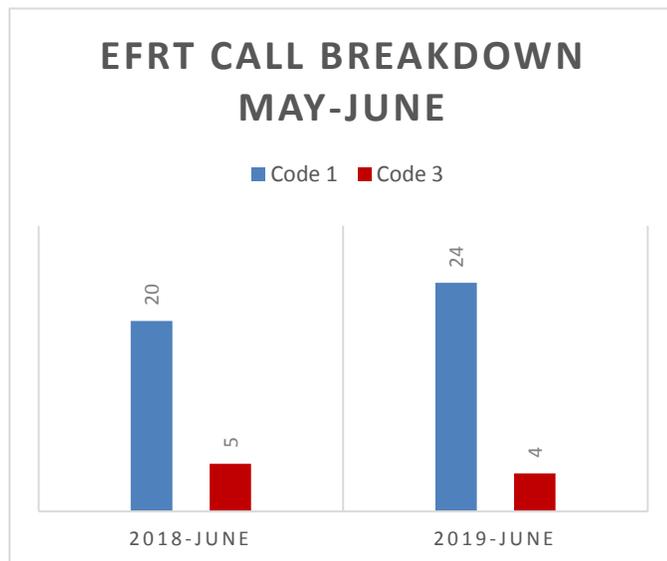
TO: Members of the Executive Board
FROM: Albert Huynh
SUBJECT: EFRT EB Report #1
DATE: June 18th 2019

YEARPLAN UPDATE

The focus for this EB report is the is transitioning EFRT into the new school year, with a new director and brand-new executive team. I have been working very closely to establish my new executive team and plan for the upcoming welcome week. I have also worked to establish their year plans and help them begin their initiatives for the rest of the new year. This includes new public relations campaigns as well as changes to our training program.

SERVICE USAGE

This included graph outlines the calls in the month May and half-way through June. This month held a normal amount of calls as last year. The highest call volumes were musculoskeletal and soft tissue injuries. This month we had 5 Code 3 ambulance calls. There is a marked decrease in calls compared to the school year, in which each month averaged 100 calls. EFRT had the opportunity to respond at the MSU CLAY conference, in which we received 3 calls Code 1 calls.



PAST EVENTS, PROJECTS & ACTIVITIES

For the first month and a half, I have been slowly creating new initiatives for the new year. EFRT has not run any new or major events within the past 1.5 months.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

We have our upcoming re-training and orientation process in August and September. I am in the process of creating a new capital request for the purchase of new EFRT bikes. EFRT currently has three bikes that we use to operate year-round. The bikes are currently in a state of disrepair, with many parts either broken or stolen.

BUDGET

| <i>ACCOUNT CODE</i> | <i>ITEM</i> | <i>BUDGET / COST</i> |
|---------------------------------------|------------------------------------|----------------------|
| 6300-0107 | EFRT - MAC SUMMER FUNDING EXPENSES | \$3,750.00 |
| | TOTAL SPENT IN LINE | \$3,040.00 |
| | REMAINING IN LINE | \$710.00 |
| 6804-0107 | EFRT - VOLUNTEER TRAINING | \$13,000.00 |
| | TOTAL SPENT IN LINE | \$12,600.00 |
| | REMAINING IN LINE | \$500 |
| 6501-0107 | EFRT - ADV. & PROMO. | \$3,200.00 |
| | TOTAL SPENT IN LINE | \$500.00 |
| | REMAINING IN LINE | \$2700.00 |
| 5315-0107 | EFRT - TEAM SUPPLIES | 10,000.00 |
| | TOTAL SPENT IN LINE | -2500.00 |
| | REMAINING IN LINE | -7500.00 |
| TOTALS | | |
| TOTAL BUDGETED DISCRETIONARY SPENDING | | \$3750.00 |
| TOTAL ACTUAL DISCRETIONARY SPENDING | | \$3040.00 |
| REMAINING DISCRETIONARY SPENDING | | \$710.00 |

The payments highlighted **RED** are predicted payments for the year. Advertising and promo are expected to be spent once my public relations coordinator has a solid idea of an advertising plan. Team supplies are going to be purchased sometime next week once I submit the purchase order. The previous EFRT director tried to set up a new EMR training course, however the cost total cost of the course is astronomically higher than predicted by the previous director. However, no solid plan has been put in place to address this issue.

VOLUNTEERS

Working with the new EFRT executive has been an interesting position. We are currently working to reshuffle roles and tasks throughout the exec team.

As a total executive team, we meet bi-weekly to ensure that we are kept on the right track. We also have several leadership positions through the summer team, in the role of the summer supervisor. Summer supervisors are expected to run shifts as well as complete small tasks around the office to improve the team experience throughout the summer year.

CURRENT CHALLENGES

I am having huge challenges with finance. The EFRT budget is in a state of total disarray, with many unpaid invoices to our partners. I am worried about how this may affect our relationships with these partners for the upcoming year. I have been working closely with the VP finance as well as the accounting department to sort this out.

First Aid: There are a few barriers to trying to maximize revenue for our first aid course. If EFRT wants to continue to increase our revenue, we need a spot on-campus that we can reliably teach in. MUSC administration has a policy that charges any course that takes place in the building. Building in the arts quad lack accessibility and is difficult to find rooms that accommodate the size of our courses (aside from lecture halls, which lack floor space to perform our hands-on activities).

EMR. EFRT use to complete in-house training through a line of EMR instructors. Unfortunately, the line of EMR instructors has been broken, and we currently lack EMR instructors for the next year. As a former executive, we have realized that our own team lacks the expertise and equipment to teach new EMR instructors to Red Cross Standards. The course that the previous director has set up takes up the entire training budget, which does not leave any room for our other certifications.

SUCSESSES

The summer EFRT program has been running smoothly with a few hiccups here and there. We currently are a small but closely knit team, and I am excited to see how this will affect the full team once we return to the school year. My executive team is fresh and excited to learn about the many logistical functions of EFRT. We are looking to revamp all of our team training to better reflect the environment and the individuals we are going to be serving on the McMaster campus.