



REPORT

From the office of the...

SHEC Coordinator

TO: Members of the Executive Board
FROM: Lynaea Filbey
SUBJECT: SHEC Report #1
DATE: July 2nd, 2019

UPDATE

Hello! I am very thrilled to be able to submit my first Executive Board report and share with you everything that SHEC has been up to in the recent months! While the space itself remains closed for the Spring/Summer, it has been a busy time for all of us behind the scene, and I know I can speak for my entire team when I say we are incredibly excited for the months to come. Enclosed in this report is a summary of the work we have done as well as the major successes and challenges SHEC has faced.

VOLUNTEERS

Though not as drastic as the organizational changes made two years ago, the hiring process and executive team structure has undergone some shifts since the beginning of my term. On the executive side of things, this year we have turned two of our coordinator positions into co-coordinator positions where we have two executive team members carrying out the responsibilities of the role. This was done primarily because the execs over the last two years in these positions have been stretched very thin between doing general work for the SHEC exec team and running a subcommittee. Thus, the executive team now consists of two Research & Advocacy Coordinators (Beverley Osei & Stephanie Dephoure) and two Events & Programming Coordinators (Sarah Hillson & Alisha Sharma) in addition to a Volunteer Coordinator (Lara Murphy) and a Promotions Coordinator (Michelle Yao, who is returning to the position after last year). While the hiring process was strenuous for the hiring board due to our immense number of applications, it was completely worth it as SHEC now has an executive team I am completely confident in. With this adjusted structure, there is a lot of learning and troubleshooting that will be undertaken by the executive team, but I have no doubt that the team is ready for the challenge.

Throughout the Winter 2018 semester, we also hired all of our non-first year volunteers. Importantly, I would like to note that we changed our interview process from a more conventional one-on-one structure, to a group interview structure. Through discussing with Adrianna and reflecting on the service's hiring process in general, I came to the conclusion that a group interview setting would allow us to better evaluate candidates for the Peer Support Volunteer Role. Because this role relies on volunteers having a willingness to learn, strong communication skills, and the ability to actively listen and engage with those around them, group interviews (with a one-on-one station, discussion

station, situational station, and activity station) allowed us to evaluate candidates in a more comprehensive way. It also provided the exec teams (outgoing and incoming) a chance to work together and share knowledge! The feedback from this process was overwhelmingly positive, especially from returning volunteers who compared it to their previous one-on-one SHEC interview experience. Furthermore, because we received upwards of 220 applications (more than double from the year before), group interviews allowed us to speak to more candidates.

Currently, the Peer Support team has around 45 volunteers, 19 who are returners. We decided to hire more volunteers than in previous years in order to encourage more engagement and participation in the other branches of the service. In recent years, most volunteers have exclusively been engaged with SHEC through their 3 hours a week acting as a Peer Support Volunteer in the space; we hope to encourage volunteers to participate in the Research & Advocacy and Events & Programming committees by reducing shifts in the space to 2 hours for volunteers who participate on a committee. We will be hiring first years in the fall; however, the exact number of first years we hire will depend on the number and quality of candidates (though it will likely be between 8-12).

For first year hiring, the following are tentative dates, subject to change and depending on when the training weekend will be:

- ✓ Applications open: August 19th
- ✓ Applications close: September 5th
- ✓ Interviews: September 7th-8th
- ✓ Offers made: September 10th
- ✓ Training weekend: TBD with VP Admin and the other Peer Support PTMs.

PAST EVENTS, PROJECTS & ACTIVITIES

Since being hired as coordinator, I have primarily focused on hiring and transitioning my team, becoming familiar with the MSU, engaging with SHEC's partners, and making plans for our large-scale 2019/20 projects.

Internally, I have focused firstly, on engaging in hiring (as I discussed above), and secondly, on successfully transitioning my executive team. Because we hired very early this year, by the time my term officially started, my execs had already begun working together and crafting a positive group dynamic. This transition has occurred both informally and formally through numerous group meetings and socials over the past few months. I also held a one-on-one meeting with each executive member in order to answer questions, share visions for the role, and assign tasks for the summer. Furthermore, I provided my executive team with my Year Plan and am now in the process of reading through their own year plans. I still plan on hosting a more comprehensive executive training session in the near future in order to finalize welcome week programming, team build, troubleshoot any early challenges, share summer progress, and prepare for the coming months!

I have also focused on getting to know partners that I will be working with, whether they be in the MSU, McMaster generally, or the larger Hamilton Community. Many of these meetings have been with the goal of starting to plan key year-long campaigns, like the

STI Blitz (with Student Wellness Centre and Hamilton Public Health), getting Naloxone into the space (with Hamilton Public Health), and Welcome Week Programming (other PTM's, SWELL, VP Admin, etc.). I have also had the opportunity to sit on two committees so far, PEP-AH (The Postsecondary Education Partnership — Alcohol Harms) and WW STAPC (Welcome Week Strategic Themes Advisory/Planning Committee). SHEC is also a partner with DrinkSmart and I have met with their representative and discussed alcohol harm reduction on campus.

I have also been updating the SHEC inventory, sorting through educational resources, and looking into more resources we could provide in the space (i.e. sustainable menstrual products, Naloxone). Furthermore, in collaboration with Lara, the SHEC Volunteer Coordinator, a survey was sent out to last years volunteers asking for feedback on their experience. This was fairly well responded to, and we received from really valuable information on what volunteers appreciate and wish was different.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

One of the most important upcoming events SHEC has is our September training. Since we have so many new volunteers this year, it is immensely important that we facilitate effective knowledge translation, provide volunteers with Peer Support skills, and maintain a fun and positive space that encourages volunteer engagement! While the date for Peer Support Training Weekend has not been finalized, my exec team has already started making plans regarding our training weekend. We hope to make it participation-based, fun, accessible, and informative. Last year, some volunteers felt unprepared during their transition to the role, so we hope to use training as a springboard project into facilitating a more seamless transition!

I have already mentioned some of our core projects for the year (in the STI Blitz and getting Naloxone kits in the space), but we also have projects like a Resource Roadmap and an Online Order system in the works. All of these projects, outlined more comprehensively in my year plan, require numerous partners and extensive summer planning. Thus, over the next few weeks, these will be the main focus of the SHEC executive team.

Finally, SHEC is preparing programming for Welcome Week. Our service is participating in numerous different welcome week events (i.e. Strategic Theme Outdoor Movie, Wellness Fair, acting as a consultant for promotional material, etc.). We also plan on releasing our own first year specific programming on Social Media, collaborating with Res Life to ensure there is a SHEC presence in residences, and tabling throughout the week with health education material, swag, and safe sex supplies.

BUDGET

Since it's summer and the space is closed, expenses are virtually non-existent at the moment. Since May and June were primarily planning months, I spent the majority of the time making plans, taking inventory, and starting to figure out how money would be allocated for the rest of the summer. Thus, while no money has been spent yet, I have a

fairly strong picture of where money will be spent over the summer in terms of (1) promotions/campaigns, (2) welcome week, (3) volunteer/exec appreciation, and (4) restocking resources. These expenses will start to be spent in July and August. Importantly, I plan to meet with Alex, VP Finance, in order to discuss a capital budget request in the next few weeks. We hope to make the SHEC front space less clinical in order to be a more welcoming, safe, and accessible environmental for all service users; however, I understand the complications that come with capital budget requests, and thus would like to discuss the best course of action in regards to these larger space change ideas with VP Admin, VP Finance, and my own execs. Some changes that have been bounced around by myself, the previous SHEC coordinator, my exec team, and the feedback of returning volunteers, are replacing the chairs/table with couches in the front space and making the lighting warmer and less harsh.

CURRENT CHALLENGES

Since I am a new PTM, most of my challenges have revolved around my own transition and the transition of my execs. While I was very lucky and Adrianna facilitated a thorough transition, I still have felt lost at times and needed to reach out for guidance from other MSU folks (especially VP Admin). I am still slightly intimidated by the finance portion of the role, and though I have become more comfortable with the monetary side of things, I know I will need to ask for help. Finally, one challenge I have had to face has been making sure to keep work and life separate, especially in regards to hiring when familiar faces have applied for positions and I have chosen to go another direction. This level of decision making is still new to me, and while I feel I have adjusted quickly, it can still be a little disorienting to be in a position of power.

SUCSESSES

One of the biggest successes I have had so far is in helping to plan the STI Blitz! This is something that SHEC has been trying to execute for years, and it hasn't been transformed into an actual plan until now! I also felt the group hiring process was a major success for me. It was a very long process, and there were numerous challenges I encountered due to the group interview format being completely new to SHEC. Despite this, I was able to maintain calm and relaxed throughout the planning and execution process, and we ended up hiring an absolutely fantastic team! Moving beyond volunteer hiring, I have also been especially thrilled with the cohesion of our executive team so far, and how enthusiastic each member is. They have already started going above and beyond and I am confident next year will be a blast because of it! Though less specific than the other successes I have outlined, I have also been very proud of the way I have managed my time, especially because SHEC began hiring in January. I managed to maintain balanced while hiring and being in a full-fledged academic semester with minimal stress.

Thank you so much for reading my report!

Lynaea Korol-Filbey