



REPORT

From the office of the...

SHEC Coordinator

TO: Members of the Executive Board
 FROM: Lynaea Filbey
 SUBJECT: SHEC Report #1
 DATE: August 12th, 2019

UPDATE

Hello! I am very excited share my second EB report with you, and I am looking forward to meeting with the members of the board later this week. As the space is still closed for the summer, much of the work we have been doing is more planning based. Since my first EB report, my executive team members have all submitted their year plans, and thus the details of our year have been fleshed out. For a summary of the work each executive member plans to do through the year, refer to the image below! This plan is vague and subject to change; however, it does highlight some of the projects we are most excited for as a service!

	GENERAL/ COORDINATOR	RAC	E&P	PROMOTIONS	VOLUNTEER
AUGUST	Welcome Week Programs		Party Culture Event	Promote WW events	
SEPTEMBER	<u>Clubsfest</u>	STI Awareness Campaign	Event about Election Platforms & Student Health	Promote hiring, SHEC's services	First Year Hiring September Training
OCTOBER	STI Blitz		- World Mental Health Day Event (Oct. 10) - Bob Ross Art Night - Party Culture Event pre-Hoco	Establish internal volunteer newsletter	
NOVEMBER	Implement Order Online / Pick Up System Internal Women's Health Conference	Harm Reduction: Study Drugs Campaign	- Coffee house with FCC - Menstrual Package Event - Naloxone Clinic	Establish #SHECreads, RAC mini-campaigns	
DECEMBER			<u>SHECares</u>		December Social
JANUARY	Start Executive Hiring Process for 2020/21	RAC-Led Campaign	- PCC Movie Night - Party Culture Event	Mini-Campaign on SHEC's core services	January Training
FEBRUARY		Health & the Environment Campaign	- Naloxone Clinic - De-stress Event - Guest Speaker Event	New Design Swag	
MARCH	Hire Volunteers for 2020/21		- Party Culture Event - Recipe Swap Event		
APRIL		Body Campaign	- SHECares - Movie Nights - Therapy Dogs	** Note: continuously promoting all RAC & E&P campaigns throughout!	End of Year Social

SERVICE USAGE

Since the service has been closed for the summer, we have had no service usage at this time. That being said, service-users are still engaging with us online, primarily through

our social media. Service-users have also been provided with health information through our small ‘Summer Resources’ campaign and infographics.

VOLUNTEERS

From a volunteer standpoint, the summer has been fairly quiet. Since the peer support volunteers are not working yet, there is little to report on that front (though there has been a decent amount of engagement on our Volunteer Facebook Group). The exec team has been really fantastic so far, and everyone has been eager to work! The team dynamic seems positive so far, and we are in the process of planning a full team meeting to occur before the start of the school year. While communication is inherently difficult in the summer with everyone having different home bases and schedules, each executive team member has been executing their roles effectively so far!

Though the majority of our hiring has been completed, we will be hiring ~10 first years early into the semester. The dates we plan to utilize for applications and group interview are as follows:

- ✓ Applications open: August 18th
- ✓ Applications close: September 4th
- ✓ Interviews: September 10th-11th
- ✓ Offers made: September 12th
- ✓ Training weekend: September 14th-15th

Earlier this summer, we conducted a survey of previous volunteers and provided them with the opportunity to give feedback on their experience with the service. Some of the key take-aways that will guide how we approach modifying the volunteer experience are as follows:

- Volunteers that participated on the RAC/E&P committees found their experiences incredibly valuable → we plan on looking to increase engagement
- Some volunteers felt as if the transition into their role was difficult and they weren’t adequately prepared to be on shift → we plan on having an exec in the space for the first week to ease transition; we also plan on having a more hands-on approach to September training
- Some volunteers wanted to bring laptops back → while we understand the sentiment behind volunteers wanting laptops on shift, we believe it makes the space more intimidating for service-users and encourages disengagement on shift
- Topics volunteers thought we should cover more: nutrition, peer support in more depth, male health, eating disorders, how to provide referrals to off campus resources, contraceptives
- A few volunteers cited dissatisfaction with the hierarchical dynamic within the service; I will speak to this more during the presentation.

PAST EVENTS, PROJECTS & ACTIVITIES

1. Ordering Supplies: One of the main things we have been working on over the summer is replenishing SHEC’s resources. I have been reviewing usage reports for the past couple years to make decisions on what to order, and have now replenished most of our health supplies. We have re-stocked our common items (i.e. condoms, pregnancy tests, menstrual products, etc.) and have ordered a few new things (including sustainable menstrual products). I have also been working in the back space to organize and sort the

2. *Sorting through Resources:* My exec team and I have placed a lot of focus on sorting through our resources in order to keep them updated. We have re-organized our library and eliminated resources that are out of date. We found there were a lot of resources designated as ‘self-help’ resources that did not really align with the perspectives and values SHEC holds. We have also identified short-comings in our resource library so we know the sorts of things we should purchase using our Reference Library budget line. Furthermore, I have put a lot of time into reviewing our Referral Binder and I have identified numerous shortcomings in it. To specify, some of the shortcomings identified were a lack of resources for certain areas (especially trans health, HIV/AIDS, and eating disorders), vague descriptions of resources, and out of date information. We are in the process of making it more accessible for volunteers while also updating the services included and its general organization.

3. *Collaborating with Partners on Large-Scale Projects:* We have continued working on implementing our year-long programs and goals in collaboration with our partners. We have started planning the STI Blitz promotional campaign with SWC, we have been working with public health to bring Naloxone into the space, and we have been collecting information and brainstorming interfaces for our Resource Roadmap.

4. *Horizons Successfest:* SHEC took part in Horizon’s Successfest. While I was out of province and unable to attend in person, Lara and Stephanie – 2 wonderful members of my exec team – represented SHEC at the event. They said it was a success and it exposed first years to SHEC, thus encouraging students to apply as a volunteer and/or utilize our space and its resources!

UPCOMING EVENTS, PROJECTS & ACTIVITIES

1. *September Training:* Since coming on as PTM, training is one of the things I have hoped to make the most improvements to. In order to run a successful training that prepares volunteers to provide resources and peer support, there are many things we have to do including planning group activities and bringing in experts to speak on different areas. One area we hope to focus on is accessibility/ableism, as this was a topic we realized had not been covered in previous trainings. Ableist language was also noted to be a concern during group interviews, and thus must be addressed before the space is opened. We also have been troubleshooting ways we can encourage our volunteers to think critically around health and the healthcare system through activities and training. We have invited and received confirmation that two Medical Students will be coming back to provide information on STI’s and sexual health in general; they were absolutely fantastic last year (a highlight of training in my opinion) and help ensure we are providing our volunteers with accurate and evidence-based information. This is especially important regarding topics like STI’s and contraception, which many people know about through common knowledge and personal experience, rather than research!

2. *Welcome Week:* Like for everyone involved in the MSU right now, Welcome Week is at the top of our mind! Planning programming, while stressful, is very exciting and SHEC has a few exciting projects going on. We have been ordering material for swag bags,

preparing research to present at the *Love Simon* movie night (we are speaking on the intersection of LGBTQ and sexual health), preparing our tabling material, working with Residence Life, and getting ready for the Services Fair. One thing I do need to focus on organizing is our participation in the peer support tents at the large-scale concerts and events.

3. *Residence Life Scavenger Hunt*: This Friday, we are participating in the Residence Life scavenger hunt in order to provide Welcome Week leaders with information on our service! It is incredibly important that we provide ROA/ROR's with accurate and up to date information on our service so they can pass it on to first years.

BUDGET

As it is the summer right now, we have very limited expenses; however, August will have more spending as events get underway and charges from Underground are completed. The main areas we will be spending for the summer are (1) Welcome Week (2) restocking resources (3) promotions (4) volunteer appreciation expenses and (5) space improvements.

Thus far, nothing has shown up on the budget yet as much of it was promotional from Underground that has not been charged to the account at this moment. Orders were mainly done in anticipation for Welcome Week and include things like promotional buttons in collaboration with EFRT, rave cards, and posters. In terms of general service promotions, we are able to re-use much of our promotional material (i.e. for hiring) from last spring.

The other purchases that have been made so far are in regards to health supplies; we have now replenished our stores of condoms, lubricant, and internal condoms for free from Public Health. Pregnancy tests have been ordered (though an invoice has not been sent yet). Band-aids and menstrual products will be ordered later today once I am able to borrow the MSU credit card.

Below, I have attached screenshots of a rough Financial Plan SHEC has laid out for the school year. While it is malleable and is in the process of being edited collaboratively with my exec team, I have nevertheless enclosed it below as it was a very useful exercise for my team:

STUDENT HEALTH EDUCATION CENTRE 2018-2019

EXPENDITURE			
ACCOUNT CODE	ITEM	BUDGET / COST	SPENDING DATE
5003-0116	SHEC - OFFICE SUPPLIES	\$110.00	
	General Office Supplies	\$110.00	TBD
	TOTAL SPENT IN LINE	\$110.00	
	REMAINING IN LINE	\$0.00	
5951-0116	SHEC - REFERENCE LIBRARY	350.00	
	Resources will be chosen by Research & Advocacy Committee (RAC)	350	August
	TOTAL SPENT IN LINE	\$350.00	
	REMAINING IN LINE	\$0.00	
6101-0116	SHEC - HEALTH SUPPLIES	1,500.00	
	Condoms	\$390.00	TBD
	Menstrual Products	\$120.00	July
	Sustainable Menstrual Products	\$50.00	July
	Pregnancy Tests	\$330.00	July
	Urine Cups	\$220.00	TBD
	Paper Bags	\$70.00	July
	Order Online / Pick Up System – Renting lockers, etc.	\$150.00	November
	Other (I.e. diapers, digit condoms, female condoms; ordered as needed)	\$70.00	TBD
	TOTAL SPENT IN LINE	\$1,400.00	
	REMAINING IN LINE	\$100.00	
6102-0116	SHEC - ANNUAL CAMPAIGNS	2,000.00	
	Welcome Week Wellness Fair — resources, rave cards, swag/stickers to ha	\$30.00	August
	Party Culture Programming — discretion of E&P Committee	\$250.00	September
	STI Blitz	\$50.00	October
	Art Support Night	\$100.00	November
	Coffee House Event — promo, food, etc.	\$100.00	November
	Supportive Study Space Event — promo, food	\$60.00	December
	SHECares — resources	\$200.00	December
	SHEC Week	\$400.00	February
	Naloxone Clinic	\$100.00	February
	Nutrition & Active Living Programming	\$200.00	March
	SHECares	\$200.00	April
	Up to Discretion of Events & Programming Coordinators	\$310.00	n/a
	TOTAL SPENT IN LINE	\$2,000.00	
	REMAINING IN LINE	\$0.00	
6494-0116	SHEC - VOLUNTEER RECOGNITION	2,200.00	
	December Volunteer Social	200.00	December
	End of Year Social	300.00	April
	Volunteer Swag (i.e. T-Shirts, Mugs, Bags, etc.)	600.00	September
	Volunteer Swag (i.e. T-Shirts, Mugs, Bags, etc.)	600.00	April
	Small Social Events throughout the Year	250.00	n/a
	Up to Discretion of Volunteer Coordinator	250.00	n/a
	TOTAL SPENT IN LINE	\$2,200.00	
	REMAINING IN LINE	\$0.00	
6501-0116	SHEC - ADV. & PROMO.	2,500.00	

6501-0116	SHEC - ADV. & PROMO.	2,500.00	
	SHEC Welcome Week Swag	\$250.00	August
	SHEC Space Videos	\$300.00	TBD
	Training Materials	\$60.00	September / April
	General Promotions — small informative campaigns for engagement	\$250.00	TBD
	RAC: STI Awareness — Standard Underground	\$200.00	September
	Online Resource Roadmap	\$150.00	TBD
	RAC: Study Drugs — Standard Underground	\$200.00	November
	Incentivization for Feedback Pathways from Student Body (prize)	\$35.00	December
	Hiring Promotional Material — Digi-lite Underground	\$75.00	February
	RAC: Campaign TBD — Standard Underground	\$200.00	February
	RAC: Health & the Environment — Digital Underground	\$150.00	March
	Social Media Engagement	\$100.00	TBD
	General Events Promotion	\$530.00	TBD
	TOTAL SPENT IN LINE	\$2,500.00	
	REMAINING IN LINE	\$0.00	
6804-0116	SHEC - TRAINING EXPENSE	\$1,500.00	
	Exec Training	\$120.00	August
	September Training — Food, room booking, etc.	\$400.00	September
	January Training — Food, room, excursion*	\$550.00	January
	Exec Training — Attending a conference, etc.	\$230.00	n/a
	Up to Discretion of Volunteer Coordinator	\$200.00	n/a
	TOTAL SPENT IN LINE	\$1,500.00	
	REMAINING IN LINE	\$0.00	

I will also provide a quick update on our capital budget requests. While SHEC was hoping to do significant renovations on the front space, in talking to Alex, it has come to my attention that we may not be able to do as many changes as we had hoped! My exec team and I are currently in the process of brainstorming and discussing more capital budget friendly ways we can improve the space, and I am also looking to do more formal planning in regards to the capital budget so the PTM next year can potentially make these changes! This has definitely proved to be a dream-big-whittle-down exercise, but we are still looking forward to making improvements to SHEC this year.

CURRENT CHALLENGES

The capital budget leads perfectly into one of the larger challenges I have faced since my last report, which is definitely understanding that, while making large ideas feasible can be a challenge, it is an important process that requires critical thinking and problem solving. Another challenge I have faced is realizing that, while I would like to, I can't say "yes" to everything; though I have people-pleasing tendency, for the health of myself and the service, it is important that I accept I need to say no to some events and opportunities. This is still difficult for me, but I have gotten better at it!

SUCCESSSES

I went home to BC for July to spend time with family and write my MCAT, so I was a little worried about my ability to remain engaged with my work over that time. Though it was busy, I managed to accomplish the work I needed to get done, keep up with emails, and keep lines of communication with my exec team open. While I may not have had a physical presence in the space at this time, through delegation and communication, I felt as if this time was still used effectively.

Another major success for me over the past few months was getting to read the year plans created by my executive team! My exec team has so many creative and exciting ideas, and I feel as if SHEC campaigns and events will be more accessible and interesting than ever. I was also incredibly excited to see the way in which our Research & Advocacy Coordinators are focusing not just on the research portion for their campaigns, but truly looking to advocate! One campaign I am particularly excited about is our Health & the Environment campaign which will not only provide students with health information, but will also bring attention to the intersections between health, sustainability, and the environment.

Thank you so much for reading my report (& sorry it got a little long)!

Lynaea Korol-Filbey