



REPORT

From the office of the...
MSU SWHAT Coordinator

TO: Members of the Executive Board
FROM: Swaleh Hussain
SUBJECT: MSU SWHAT Report 5
DATE: 4th December 2019

YEARPLAN UPDATE

SWHAT just concluded its November Walk-a-thon. We received 201 walks and will be donating the money to Food4Kids, Hamilton.

SERVICE USAGE

Service usage is standard. The busiest nights have been during the weekdays. As we move into the winter, there will be some days we might have to close operations due to icy conditions. One example is this past Sunday, December 1st. SWHAT will continue to operate through exams up until 18th December.

PAST EVENTS, PROJECTS & ACTIVITIES

The Directors of Public Relations have been able to secure a spot in the libraries for SWHAT Chocolate up until 18th December. The SWHATTED at Mac campaign got a lot of traction over walk-a-thon month which, in an unexpected turn of events, even helped boost interest in joining the service. We are in a good position to gauge whether we need to open up volunteer hiring in January or not, since there definitely is interest in the community should we need to hire more volunteers.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

SWHAT will be operating a pop-up booth in Thode library from December 9th to 12th and 16th to 18th. Thode is one of the busier libraries during the later hours of the night since it's open for 24 hours during exam season. We expect to be able to help students walking home late at night from the library. The pop-ups will be operating from 9pm to 1 am, which is usually our busiest time during regular operations. The pop-up will be staffed by one dispatcher and a team of two walkers. SWHAT will still be maintaining regular operations out of MUSC 234 from 7pm to 1am in addition to the Thode pop-up.

BUDGET

I had a meeting with Alex recently to transfer funds between budget lines to fit our spending needs. Exactly \$400 were deducted from the Advocacy and Promotions budget line and split between the Office Supplies and Volunteer Training budget lines.

<i>ACCOUNT CODE</i>	<i>ITEM</i>	<i>BUDGET / COST</i>
5003-0117	TOTAL SPENT IN LINE	\$632.41

Office Supplies	REMAINING IN LINE	\$367.59
6102-0117	TOTAL SPENT IN LINE	\$300.00
Annual Campaigns	REMAINING IN LINE	\$300.00
6501-0117	TOTAL SPENT IN LINE	\$762.05
Advocacy and Promotions	REMAINING IN LINE	\$337.95
6804-0117	TOTAL SPENT IN LINE	\$504.50
Volunteer Training	REMAINING IN LINE	\$195.50
6901-0117	TOTAL SPENT IN LINE	\$181.17
Travel and Conference	REMAINING IN LINE	\$318.83
TOTALS		
TOTAL BUDGETED DISCRETIONARY SPENDING		\$6000.00
TOTAL ACTUAL DISCRETIONARY SPENDING		\$2380.13
REMAINING DISCRETIONARY SPENDING		\$3619.87

VOLUNTEERS

Each executive is holding a volunteer appreciation event during December to offer our team a chance to socialize and destress.

I contacted Tolulope Ojo from the Equity and Inclusions Office to set up a date to provide Sexual Violence Response Training to our volunteer team. I believe equipping our volunteers, who are the first point of contact with the community we service, with appropriate resources available at McMaster and in the Hamilton community is beneficial to everyone.

CURRENT CHALLENGES

SWHAT currently has five functioning radios. I am certain we had more than five last year but I am not sure where they have been placed and there isn't any information in my transition report to indicate where they might be. Five radios are the minimum SWHAT requires to function per night; four radios for four walk teams and one radio for the dispatcher. For the Thode pop-up, we would need at least two more radios; one for the walk team and one for the dispatcher situated there. For the time being, I have contacted Security Services and they arranged a rental through Spectrum Communications for two radios for December. They also provided me a quote for the price of purchasing two radios (\$1956.39), which definitely is not going to fit into our budget this year. However, extra radios are a necessity in the event that a radio unexpectedly stops working on shift. I have talked to Sarah Figueiredo about looking into how many radios were purchased two years ago by Carly, the 2017-2018 Part-time Manager, and possibly contacting her and last

year's PTM, Sowmya, as well as other services such as EFRT if they know anything about the whereabouts. I think exploring these options before buying new radios might be the most cost-effective.

SWHAT has also run into some conflict with MAPS over sharing the space and mutual expectations of space usage, noise and cleanliness. Volunteers seem to be sensing MAPS' frustration with the team, which can be quite demoralizing. I have tried my best to remain transparent with MAPS and my executive team on the matter and have sent out multiple emails to the team reminding them about the expectation of cleanliness. Sarah and I are working on setting up a meeting with MAPS administration to come up with an official agreement on how to use the space, and balancing MAPS' day-time operations with SWHAT's night-time operations.

I am trying to book a room for SVRP Training in IAHS but they won't accept a booking request form without an approved EOHSS code. I submitted the event a while back but it's still under review. I would like it to be approved soon so we can go about finding a room, especially since Mohawk College and IAHS administration might decline giving us a space if we request it in January in order to schedule their own midterms. The training will tentatively be held on January 19th, 2020.