



2013-2014 Executive Board Meeting

Topic: Executive Board Meeting 13-13
Date & Time: Thursday, October 17, 2013
9:00 am
Place: MSU Boardroom, MUSC room 201

Items:

1)	Adopt Agenda	
2)	Adopt Minutes EB 13-11, EB 13-12	
3)	Diversity Services Report	Israa Ali
4)	MAC Breadbin Report	Ellen Yu
5)	MACycle Report	Jackson Waite & David Yoon
6)	PAC	Elyse Robichaud
7)		
8)		
9)		
10)		

Objectives

1)	Adopt Agenda
2)	Adopt Minutes
3)	Report
4)	Report
5)	Report
6)	Report
7)	
8)	
9)	
10)	
11)	Provide Information & Answer Questions
12)	Unfinished/Other Business
13)	Time of Next Meeting and Motion to Adjourn

Motions

Executive Board Meeting 13-13
Thursday, October 17, 2013 @ 9:00am
MSU Main Boardroom, MUSC room 201

Call to order @ 9:06 a.m.

Present Campbell, D'Angela, Doucet, Graham, Leslie, Mallon, Milani, Morrow, Wolwowicz

Late

Absent

Others Present J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (SLDC), David Yoon (MACycle Coordinator), Jackson Waite (MACycle Coordinator), Elyse Robichaud (PAC Coordinator), Israa Ali (Diversity Services Director)

1. Adopt Agenda

Moved by Morrow, **seconded** by Wolwowicz that the Executive Board adopt the agenda as amended.

Amendments

- D'Angela – Moved Diversity Services Report to the end of the Agenda

Vote to Adopt Agenda

Passes by General Consent

2. Adopt Minutes

Moved by Graham, **seconded** by Wolwowicz that the Executive Board adopt the minutes from Executive Board Meeting 13-11 – October 3, 2013 as presented.

Passes Unanimously

Moved by Graham, **seconded** by Mallon that the Executive Board adopt the minutes from Executive Board Meeting 13-12 – October 10, 2013 as presented.

In Favour: 7 Opposed: 0 Abstentions: 2
Abstained: Morrow, Milani
Motion Passes

3. MAC Breadbin Report – report attached

- D'Angela summarized the report. She added that the Program Coordinator, David Cheng, has been hired and they have already started working on all of the Meal Exchange programming.

4. MACycle Report – Jackson Waite and David Yoon presented.

- Waite summarized the report.

Questions

- McGowan asked if they have received a lot of calls or emails due to people not being able to find you on campus. Yoon stated that they do from time to time, but not as much as when they first moved. He explained that they put out a sandwich board during the day, and all of the information is on the website.

- D'Angela asked if they had a goal for the number of bike they would like to sell. Yoon stated that they just received 40-60 bikes from security, but they're not allowed to sell the bikes until they try to auction them off first and not until the end of October. He explained that they do belong to MACycle but the contract states that they have to try to auction them off first. Yoon pointed out that they are looking at having someone donate some bike in exchange for services as they are short on bikes.
- Wooder pointed out that Underground has now completed a seminar on how to affix signs on doors, so if they wanted a sign on the door they could do that.

5. PAC Report – Elyse Robichaud presented

- Robichaud summarized the report.

Questions

- Morrow asked how she recruited her volunteers. Robichaud responded that she knew a couple of first years who came to McMaster, so she recruited them and their friends.

6. Information and Question Period

- Graham explained that the Ministry of Training, Colleges, and Universities are promoting differentiation and gave an opportunity to universities to put together things that make them different from other universities. He explained he had a chance to speak with Paul Genest who is leading the effort. He gave the example that McMaster is pushing "Forward with Integrity", Undergraduate Experience, and Community Engagement. Graham stated that this is a benefit to students in unique ways, and that he will be meeting with this Provost to speak more about this. He will be getting more details from the University to see where they are going with that. He added that the Government of Ontario has proposed a few metrics on how well universities are doing, and are awarding funding on how well the universities are doing. Graham informed the Board that he will be doing a presentation at the SRA meeting about the research into the First Year Success Program. He added that he will be bringing it to Executive Board to discuss this as well.
- Milani reported that last week the Women and Trans* Centre Ad-Hoc Committee met to try and come up with a possible name for the Centre. She is hoping that at tomorrow's meeting they can come up with one.
- McGowan announced that they are working on website re-development with one of our partners to assist services. He informed the Board that they have been advised would be to revise the Ombuds Terms of Reference, this document was approved by the SRA and any future changes would need to go there.
- Wooder informed the Board the Graham will be featured on the Pres Page discussing teaching faculty and university funding. The MSU participated in HPSAG last week, and they discussed youth unemployment and transit. Hopefully at the next meeting there will be someone from the Ministry of Transportation.
- Doucet stated that it was his turn to write the report for the SRA this week, so all the updates are there. He added that he had a good meeting with the developers for the Silhouette website. It will most likely be launching in the second semester.
- D'Angela informed the Board that SCSN hosted Change Camp last night, and it was very successful. She added that they are thinking of having the next one downtown Hamilton to engage the community more. She updated everyone that they have hired Saad Syed as the new DRO. She thanked those who sat on the hiring committee and those who came out for the interviews. D'Angela informed the Board that she is currently working with Student Affairs to revise the MOU surrounding Welcome Week. She explained that when the orientation fee came in they signed an agreement with Student Affairs on how to deal with the levy properly; they would like to iron out the kinks and revise it.
- Campbell apologized for sending out the mysterious email about reading the reports for the meeting. He explained that he and D'Angela were discussing about putting the meeting time to good use and having a Committee of the Whole each week to discuss the previous week's services reports, and to come up with feedback on how the services are doing. Campbell explained that they are now five weeks away for

approving something for a referendum on the HSR and they are still working on them to come up with costing and commitment on a summer pass. Campbell informed that the Leadership Summit for Women is on Saturday, Midnight Madness is on Monday, and that he won't be here next week as the Board of Governors meeting is at the same time as EB.

7. Diversity Services Report – Israa Ali presented.

- Ali summarized the report.

Questions

- Doucet stated that since surveys are so easy to do online, they are overdone. He explained that there are other ways to get student input and feedback.
- Milani suggested going to other services and having a comment card from their volunteers.
- Campbell suggested having Diversity Services' volunteers run focus groups to get feedback.
- Milani stated that she didn't see many gender discussions on the events list for this year. Ali responded that they will be putting together events but some of them haven't been confirmed, so that's why they haven't been put on the events list yet.
- Morrow asked Ali to expand on 'take a seat; make a friend' in Residences. Ali responded that they will be doing this in residence and they needed resources from Diversity Services, and told them that they have an issue with storage so they choose to collaborate together if Residence provided the storage.

8. Adjournment and Time of Next Meeting

Time of Next Meeting:

**Thursday October 24, 2013
9:00 am
MSU Boardroom, MUSC room 201**

Moved by Morrow, **seconded** by Mallon that the meeting be adjourned.

Passes by General Consent

Meeting adjourned @ 9:43 a.m.

/vs



REPORT

From the office of the...

Diversity Services

TO: Members of the Executive Board
FROM: Israa Ali and Ana Qarri
SUBJECT: Diversity Services Report 1
DATE: Thursday, October 17, 2013

UPDATE

Diversity Services had launched with a fresh beginning this year. Its logo has been rebranded with the creation of new promotional material in addition to the creation of a new Facebook page and increased use of social networking mediums. The coordinators for the five pillars have been hired and submitted their individual year plans over the summer. A new Research, Informations and Promotions Coordinator has been hired at the beginning of the academic year and great potential is seen from there as well. Currently, we are in the process of creating committees that are holistically representative of the different faces within each of the pillars to ensure multiple perspectives are heard within that certain pillar. These committees will be aids in orienting the direction of each of the pillars this year. We are hoping to create a strong foundational base for Diversity Services on campus not only for this year but also for the upcoming years and we believe the first step to accomplishing that is to involve all those who are passionate about diversity and inclusiveness to participate in the overall implementation of service's projects. We hope to unite our efforts for the upcoming Diversity Week which is a new initiative that we anticipate will leave a deep echo amongst the student population. Overall, the service is beginning with the needed enthusiasm to move forward and ensure its objectives are optimally fulfilled.

PAST EVENTS, PROJECTS & ACTIVITIES

“I Believe in...” Campaign
“Take A Seat, Make a Friend” Campaign
“Welcoming Powwow” Collaboration with MFNSA
“Life as You know it Campaign” Collaboration with SAS and CFMU

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Leadership Summit for Women
Monthly Multiculturalism/Interfaith Booth Table at MUSC
White Ribbon Campaign

MultiCulturalism Coffeehouse
Multi-Faith Holocaust Collaborative Panel
Continuation of “Life as You Know it Campaign”
Diversity Newsletter Refined
Diversity Week
Establishing base for Mutlifaith Space
Collaborate with UAC and Hospitality Services
Inclusive Study Space
How to be an Ally Coffeehouse
Student Feedback Campaign onto Diversity Services
Review Bridges Menu
We are also open to new ideas as they arise...

BUDGET

So far the status of budgeting has been in good shape since not many campaigns have been established, a more accurate status will be determined by the end of the term.

CURRENT CHALLENGES

We are very eager to create a strong foundation for the service and because this service is heavily dependent on ensuring that students’ needs are met, we are hoping to create more awareness on the service itself and what avenues students can explore within the service that would assist them. The main challenge is the process to collecting these thoughts and then implementing them into action. One suggestion we thought of was launching a survey within the next weeks for all students as an opportunity for them to raise their concerns, and then get those interested to take an active role in implementing their ideas. However, we’re not certain of turnout and effectivity level.

SUCSESSES

Rebranding our logo in addition to our promotional efforts have attracted new and returning students towards the service and hence our goal towards raising awareness is on its way to being achieved. The service has established an enthusiastic coordinator team that has great potential. Furthermore, collaborating with diverse groups has been a great highlight so far as well. Moreover, “Take a Seat, Make a Friend” was the first of its kind at McMaster University and many students alongside faculty showed their happiness regarding this unique approach. In turn, the Residences have further contacted us for collaboration possibilities.

OTHER

This report is very brief and details may not be complete, please don’t hesitate to contact me for any questions or concerns.



REPORT

From the office of the...

MACBreadBin

TO: Members of the Executive Board
FROM: Ellen Zhuo Luan Xu
SUBJECT: MACBreadBin Report #1
DATE: October 17 ,2013

UPDATE

Our activities lately mainly revolve around Trick or Eat. We have divided our BreadBin volunteers into squads to promote the event with various methods, including making pins, distributing posters, putting stickers on Union Market coffee sleeves, and contacting other McMaster societies to recruit volunteers. Additionally, several our volunteers will be participating in Colour me Rad, a group activity in conjunction with MACGreen to raise money for saving Cootes paradise. On top of this, we have been distributing vouchers regularly and have also reached out to the student body during clubsfest and HOCO. We hope to further collaborate with other McMaster organizations on various events to promote and strengthen our service.

SERVICE USAGE

Since the start of September, volunteers have distributed 15 vouchers to students. The requests are rather low, so we are trying to promote the service overall to reach those in need. We have received 15 Good Food Box orders in the month of September and hope to increase our orders by advertising this service to students as well, especially those that are off campus.

PAST EVENTS, PROJECTS & ACTIVITIES

For the past one and a half months, BreadBin volunteers have been involved in distributing vouchers, updating our facebook page, packing good food boxes, and also participated in promotions during HOCO. Right now, all of our volunteers have grouped themselves into different squads to either make promotional items for Trick or Eat and also contacting different groups across campus (faculty societies, varsity teams etc) to sign up for Treat or Eat.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

We are hosting Trick or Eat on October 29th this year because Halloween falls during reading week. We will be sending out teams of volunteers from various groups at McMaster to collect non-perishable foods from Hamilton neighbourhoods. This year, we are supporting Living Rock, a food bank center that we have worked closely with in the past. Additionally, we are sending out several volunteers to help MacGreen with Color Me Rad on October 19th to raise money for Cootes Paradise. Currently, we are thinking

of teaming up with Teaching Garden and Farmstand to run a cooking show for students sometime in November.

We are also planning to broadcast our service so it will be more accessible to those in need by advertising what MACBreadBin has to offer on the MSU windows and by setting up information tables in MUSC.

BUDGET

Most of our spending as of late, have been focused on promoting our service efficiently, which includes TV ads, information cards, pins, and treats which come from Underground. We have spent around ¼ of our advertising and promotions budget and I'm planning on shifting the budgets so more money can contribute towards this aspect. We have also spent \$100 from our wages budget to restocking Breadbin shelves. I don't think we need to spend as much on food in the future, especially after receiving donations from Trick or Eat.

CURRENT CHALLENGES

Due to our large number of volunteers this year, it is difficult to hold meetings in the MSU committee room due to the lack of chairs. Some volunteers have to stand while others sit on the floor, which makes it difficult to create an optimal team atmosphere. Also with so many volunteers, their schedules often conflict and it is difficult to pick a perfect meeting time suitable for everyone.

SUCSESSES

We were able to successfully build a strong volunteer base consisting of 35 dedicated individuals passionate to help out. I've been getting emails regularly from other students who are interested in volunteering as well. Also we have hired 2 coordinators for Good Food Box and Meal Exchange.

In terms of promoting MACBreadBin, I would still work on it, but more people seem to know about it after HOCO, so our efforts would be considered successful.

OTHER

N/A



REPORT

From the office of the...

MACycle

TO: Members of the Executive Board
FROM: Jackson Waite & David Yoon
SUBJECT: MACycle Report #1
DATE: October 17, 2013

UPDATE

As of October 11, 2013, MACycle is running well. After an extremely busy first month of the academic year, service is finally slowing down to manageable levels. We are thus able to focus on using shop time to refurbish donated bikes for sale to the public.

SERVICE USAGE

Estimated over 200 memberships sold since April, 2013. Service about 15-30 customers daily throughout September.

PAST EVENTS, PROJECTS & ACTIVITIES

Past events this year include the Bicycle Auction. We have also been fixing and selling bikes as per usual.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

We will continue business as usual, fixing and selling bikes. Another bicycle auction is probable in November. We will also be putting together a few workshops in the wintertime as we decide what will be most useful for members.

BUDGET

Used 41.77% of yearly budget and are on track with last years spending as of August 31, 2013. Remaining budget will be used for parts.

CURRENT CHALLENGES

Fixing all the bicycles that users bring and fixing donated bicycles for resale. Switching methods of data entry.

SUCSESSES

We have fixed many bikes for people. Made significant revenue during the annual bike auction.



REPORT

From the office of the...

PAC

TO: Members of the Executive Board
FROM: Elyse Robichaud
SUBJECT: PAC Report: 1
DATE: Thursday, October 17th, 2013

UPDATE

The service has been quite successful over the past month and a half. As a committee, we were able to keep the posting times from the prior academic year, every Monday and Wednesday evening. I currently have 5 volunteers whom have been able to help out on a regular basis, even with midterm season now upon us.

SERVICE USAGE

Due to the fact that this is my first year working with PAC, I am unable to compare the usage of the service to last year however; there has been a large number of posters coming in from both MSU services as well as different clubs and events around campus. The first few weeks of September were the busiest for PAC, as the service does not run in the summer and many individuals wanted to get word of their clubs and services out fast.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Postering will continue on the scheduled days, even as midterms proceed. Along with this, we hope to allow the service to grow by introducing another branch to PAC: Promotional Workshops. To my understanding, the previous PAC PTM had started to introduce these however; we would like to continue on with this idea, hopefully recruiting a team of marketing volunteers to help out. Furthermore, we are working with the Finance Commissioner of the SRA to hopefully introduce a button maker into the MSU. Lastly, I would like to thank my volunteers for their dedication and help by hopefully taking them out for dinner.

CURRENT CHALLENGES

The transition from last year's PAC PTM to myself was a little rocky at first. I had to recruit a whole new team of volunteers and locate the posting boards upon my first route which took quite some time. Now that we are into things, PAC is running much more smoothly. Another small challenge deals with the duration of which posters are able to be posted for. I have had many individuals contact me in regards to studies that they are working on and volunteers that they are trying to recruit. They have handed in posters to be put up however; their studies are lengthy and some take up to even a year to be completed. Posting guidelines state that posters are only able to be posted for two weeks after their stamp date. As such, as we remove their expired posters, many individuals are getting frustrated saying that they had spent money on these and that their project was

nowhere near completed. I have sent over and explained the MSU's posting guidelines and I have been trying to introduce them to the different posting services around campus so that they are able to keep their posters up however; many are still aggravated that they now have to go and print new posters.

OTHER

I have set up a few meetings in hopes to discuss the future plans associated with PAC. I am also currently searching for a few more volunteers to help make weekly runs go by as fast as possible. I am still adjusting to my new role as the PAC PTM but I thoroughly enjoy the position as well as working for the MSU.