2013-2014 Executive Board Meeting

Topic:	Executive Board Meeting 13-15
Date & Time:	Thursday, November 7, 2013 9:00 am
Place:	MSU Boardroom, MUSC room 201

Items:	1)	Adopt Agenda	
	2)	Adopt Minutes EB 13-14	
	3)	MAC Farmstand Report	Karin Gordon
	4)	MTCG Report	Christina Monachino
	5)	SCSN Report	Josh Patel
	6)	YEARplans	D'Angela
	7)	Close Seat on Silhouette Board of Publication	Doucet
	8)	Sponsorship & Donations Committee Recommendations	Doucet
	9)	Committee of the Whole – Services Reports	D'Angela
	10)		
	11)		

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

Motions

6. **Moved** by D'Angela, seconded by __ that the Executive Board approve the YearPlans for the CRO, MACycle Coordinators, and PAC Coordinator for 2013-2014.

7. **Moved** by ___, seconded by ____ that the Executive Board close nominations for one (1) EB Member on the Silhouette Board of Publication.

8.a) **Moved** by Doucet, seconded by ____ that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to donate $250 to Mark Reilly.

8.b) **Moved** by Doucet, seconded by ____ that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to donate $100 to the Down Syndrome Association of Hamilton.

8.c) **Moved** by Doucet, seconded by ____ that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to sponsor DYE Hard for $220 in AVTek Equipment.

8.d) **Moved** by Doucet, seconded by ____ that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to sponsor the Canadian Conference on Student Leadership for a total of $300; $200 for Registration & Information Table and $100 for a full-page advertisement, pending approval of materials used.

8.e) **Moved** by Doucet, seconded by ____ that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to donate $100 to Ronald McDonald House on behalf of Bteh 3MT3.

8.f) **Moved** by Doucet, seconded by ____ that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to sponsor the International Women's and Children's Health Conference (IWCC) for $250, pending approval of materials used.

Executive Board Meeting 13-15
Thursday, November 7, 2013 @ 9:00am
MSU Main Boardroom, MUSC room 201

Call to order @ 9:05 a.m.

Present	Campbell ,D'Angela, Doucet, Harper, Leslie, Mallon, Wolwowicz
Late	Graham
Absent	Morrow
Others Present	J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (SLDC),

1. Adopt Agenda

Moved by Mallon, **seconded** by Campbell that the Executive Board adopt the agenda as amended.

Amendments

- D'Angela – Strike Hiring Committee for CLAY Coordinator

Vote to Adopt Agenda

Passes by General Consent

2. Adopt Minutes

Moved by Wolwowicz, **seconded** by Doucet that the Executive Board adopt the minutes from Executive Board Meeting 13-14 – October 24, 2013 as presented.

Passes Unanimously

3. Farmstand Report – Report Attached

- D'Angela updated the Board stating that Farmstand's contract goes until November 30. She also summarized the report for the Board.

Questions

- McGowan asked if they actually made $700 in revenue. Doucet explained that he thought that was revenue made.
- Doucet asked which events are going past term. D'Angela explained that it was the end of term potluck for the volunteers and executive.
- Mallon asked what the profit margin was on the salad bar. D'Angela stated that she will ask.

4. MTCG Report – Report Attached

- D'Angela stated that the Community Garden position is done for the year. She summarized the report for the Board. She updated them stating that she will be meeting with the rest of the stakeholders for the MTCG to discuss the agreement and the MSU's role involved.

Questions

- Doucet pointed out that this wasn't a very detailed report.

5. Yearplans

Moved by D'Angela, **seconded** by Wolwowicz that the Executive Board approve the YearPlans for the CRO, MACycle Coordinators, and PAC Coordinator for 2013-2014.

- D'Angela went over each yearplan briefly.
- Doucet stated that he reached out to the CRO and told her to get in touch with Wooder and the Communications Officer; he asked Wooder if she reached out to him.
- Wooder stated that he didn't have a conversation with her about promotions yet.
- Campbell stated that the CRO did a good job of running the FYC and By-Elections, considering the fact that she has been super stressed with everything put on her.
- D'Angela felt that promotions may be better communicated once the DRO gets into their role.

Vote on Motion

Passes Unanimously

6. Close Seat on Silhouette BOP

Moved by Doucet, **seconded** by D'Angela that the Executive Board close nominations for one (1) EB Member on the Silhouette Board of Publication.

Nominations

- Leslie

Vote on Motion

Passes Unanimously

7. Sponsorship & Donations Committee

Moved by Doucet, **seconded** by Campbell to move the following motions omnibus:

- **Moved** by Doucet, seconded by ____ that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to donate $250 to Mark Reilly.
- **Moved** by Doucet, seconded by ____ that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to donate $100 to the Down Syndrome Association of Hamilton.
- **Moved** by Doucet, seconded by ____ that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to sponsor DYE Hard for $220 in AVTek Equipment.
- **Moved** by Doucet, seconded by ____ that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to sponsor the Canadian Conference on Student Leadership for a total of $300; $200 for Registration & Information Table and $100 for a full-page advertisement, pending approval of materials used.
- **Moved** by Doucet, seconded by ____ that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to donate $100 to Ronald McDonald House on behalf of Bteh 3MT3.
- **Moved** by Doucet, seconded by ____ that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to sponsor the International Women's and Children's Health Conference (IWCC) for $250, pending approval of materials used.

Passes Unanimously

- Doucet went over each recommendation with the Board.

- D'Angela pointed out that the Canadian Conference for Student Leadership had received quite a bit of funding from SLEF.
- Scott pointed out that they knew this as it was put in their request package, but felt that the MSU would benefit from providing a sponsorship in order to get the presence of the MSU at the conference.

- Graham arrived at 9:24 am

- Wooder added that a giving a sponsorship as opposed to a donation is taking advantage of branding.
- D'Angela asked for an update on roundup.
- Doucet responded that for the month of December, i-Sci was chosen to have their round-up for the Boys and Girls Club of Hamilton.
- Wooder asked what the conditions were for applying for round-up
- Doucet explained that they wanted Clubs who are associated with registered charities. He explained that the Committee chose not to allow services to participate in the round-up process as students are already paying a levy to the MSU for this.
- Wooder informed everyone that in the Operating Policy for Sponsorship and Donations, Clubs are allowed to apply for and receive sponsorship for their events.

Vote on Motion

Moved by Doucet, **seconded** by Wolwowicz that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to donate $250 to Mark Reilly.

Passes Unanimously

Moved by Doucet, **seconded** by Wolwowicz that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to donate $100 to the Down Syndrome Association of Hamilton.

Passes Unanimously

Moved by Doucet, **seconded** by Wolwowicz that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to sponsor DYE Hard for $220 in AVTek Equipment.

Passes Unanimously

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Passes Unanimously

Moved by Doucet, **seconded** by Wolwowicz that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to donate $100 to Ronald McDonald House on behalf of Bteh 3MT3.

Passes Unanimously

Moved by Doucet, **seconded** by Wolwowicz that the Executive Board approve the recommendation from the Sponsorship & Donations Committee to sponsor the International Women's and Children's Health Conference (IWCC) for $250, pending approval of materials used.

Passes Unanimously

8. SCSN Report – Josh Patel presented

- Patel summarized the report.

Questions

- Doucet informed Patel that when they presented to City Council on Monday, they brought up the Discover Your City program to them and they loved it.
- Graham asked Patel to touch on Community issues and how the CAs are helping with the neighbourhood relationship dynamics. Patel responded that they didn't receive a lot of complaints in October. He informed the Board that the CAs have been going out and making people aware of the by-laws.
- D'Angela asked Patel to elaborate on the challenges of booking out the MUSC Atrium. Patel explained that for their event they wanted to book the Atrium and they were told that it was booked solid, so they had to move their event. During that week they found out that the space was occupied by one vendor and Patel felt that they could have been more accommodating.
- McGowan suggested partnering up with CFMU to collaborate on the Toy Drive, as they usually put one on for the community.

9. Committee of the Whole – Service Reports

Moved by Doucet, **seconded** by Wolwowicz that the Executive Board move into Committee of the Whole

Passes by General Consent

Moved by Mallon, **seconded** by Doucet to move out of Committee of the Whole and to Rise and Report.

Passed by General Consent

Rise and Report

- D'Angela reported that the Executive Board discussed the service reports from PAC, SHEC, SWHAT, and TAC. She gave the following feedback for each service:
  TAC - The promotional plan that was presented is a perfect model for how to appropriately promote a service/event. Jacob should continue his great work being an involved/informed member of the MSU. As well, he should open more seats on his committee at SRA 13J.
  SHEC - Re-evaluate where SHEC fits in within the grander scheme of things compared to other groups in MSU/on campus (i.e. where the gaps on campus are and where does that fit). Based on your findings, re-evaluate the executive structure (number of executives, roles/responsibilities) and write up a 'strategic mandate' to be included in next EB report (it would include: an outline of your current volunteer/exec structure, where you would want SHEC to go at the end of the year/in 1 year/in 5 years with some preliminary ideas on what you need to do to get there, what makes SHEC unique)
  PSL - Please provide feedback on any Residence promotions done (what strategies have you used? what are your next steps?) Focus on more promotion because it seems students aren't very aware of the service. Consider reaching out to other schools (e.g. Laurier/WLUSU) to see how they work and where their lines have gone (digital media? online chat function?). Please submit info on call length in next EB report (whatever is permissible) and outline any plans over exams period (promo, any thoughts on an hour extension, volunteers, etc)
  SWHAT - Great work on the increase in walk numbers! Explore the option of a better communication system (cost, feasibility, etc). As per your Operating Policy, please bring to the next EB meeting outlines of your radius for bus travel/walking. As well, please provide follow up communication surrounding the 3 day a week walk home and your approach to handling similar cases in the future.

10. Strike Hiring Committee for CLAY Coordinator

Moved by D'Angela, **seconded** by Doucet that the Executive Board strike a hiring committee for the CLAY Coordinator consisting of the Vice-President (Administration), the outgoing CLAY Coordinator, and one Executive Board member.

Nominations

- Mallon

Vote on Motion

Passes Unanimously

11. Information and Question Period

- Campbell reported that he will be meeting with the HSR later today to continue their negotiations. CASA Lobbycon will be coming up soon. Campbell updated the Board that the outlets and microwaves are taking a bit longer than expected and he will be following up with MUSC about that.
- Mallon reported that he and Jimmy Long are meeting to start working on the DeGroote Experience Survey. He added that they are still looking into DCS and trying to get the meetings to be open session.
- Wolwowicz asked how Trick or Eat went. D'Angela responded that they received 3,000 pounds of food.
- Wooder reported that the online chat with the President and Provost of McMaster University went well. He felt that they have built a really good relationship with that office, as up until recently it was always the MSU inviting them to come for a chat, but this time the MSU was approached to host. Wooder reported that there will be a SLEF expo in MUSC on November 20. This will be to showcase previous projects that have received funding in the past. Wooder announced that D'Angela will be on the Pres Page this week, and it's all about Pride and Diversity.
- Campbell updated the Board about MAPS. He explained that shortly after the SRA decision to make the MAPS-MSU agreement null and void, they followed up with MAPS by re-circulating the same proposed amendment from before. The MSU asked for feedback within thirty days, and that passed last week. Campbell added that he got a message from the University stating that they were waiting for the student groups to follow up with them, and that he told them that the issue has been resolved and that as far as the MSU is concerned if full-time students are charged MAPS fees while taking summer courses they are charging levies without consent.
- McGowan reported that they are currently discussing options about the Health Plan referendum, and will provide updates and clarification.
- Doucet stated that TwelvEighty had a good week last week, a lot of students showed up for Club Nights on Wednesday and Thursday. Campus Events will be announcing a show on Sunday at 8 pm. Doucet reported that he will be meeting with the Faculty Societies VP Finances and trying to get them to go to their constituents and getting feedback on Fall Break.
- Graham announced that he will be asking the Academic Affairs Council about Fall Break as well. He added that he would like to put together a new initiative this year and help plan a municipal lobbycon. Graham stated that they would like to hold it in January. Wooder stated that the best person to work with on that would be Brian McHattie, as he would have the connections necessary to help plan this event.
- Graham stated that courseware being sold is now being sold four cents cheaper because of copyright access. He explained it used to be ten cents per page, but now there is $26 ETF Fee.
- D'Angela announced that November 29 will be MSU Egg Nog. She explained that she will be sitting on the planning committee. D'Angela reported that she will be meeting with SSC and OCRC. D'Angela congratulated the SRA members who were acclaimed in their Faculty By-Election. D'Angela mentioned that she will be bringing forward a motion to discuss VLOGS.

12. Adjournment and Time of Next Meeting

Time of Next Meeting:

Thursday November 14, 2013
9:00 am
MSU Boardroom, MUSC room 201

Moved by Mallon, **seconded** by D'Angela that the meeting be adjourned.

Passes by General Consent

Meeting adjourned @10:32 a.m.

/vs

REPORT

From the office of the...

Mac Farmstand

TO:	Members of the Executive Board
FROM:	Karin Gordon
SUBJECT:	Mac Farmstand Report 2
DATE:	November 7th, 2013

UPDATE

Successful year at the farmstand. Looking to wrap off the year with some feedback and documentation for next year's Director. We will also be holding some cooking workshops, investing in the volunteer appreciation and social events. Doing as much prep for next year's director as possible.

SERVICE USAGE

MacFarmstand was regularly making 700 a week this year - up 200 from last year. This is primarily due to the salad bars which were a big hit.

PAST EVENTS, PROJECTS & ACTIVITIES

Weekly Markets Ending October 24th - set up, take down, selling tasty food.

Clubsfest - tabling with a new display board, free apples, brand new postcard size promo cards (return them to the stand for 50% an apple).

Sustainability Day - Part of the "Sustain Race", an activity for students requiring them to visit different locations on challenges to complete a variety of tasks designed to help promote different sustainable activities on campus

Salad Bar - Jordan is amazing. The salad bar continued to be a big hit. We did have a small hiccup with a new woman from the health department. We dealt with it internally by increasing our health standards eliminating prep at the market and borrowing hand washing stations from Paradise Catering. We're planning on addressing this fully during the break to keep the salad bar going next year.

Monthly Volunteer Meetings - Talking about different initiatives and projects. Getting feedback, sharing ideas, tasty seasonal food and icebreakers.

Final Market Week - Same beautiful market plus a cover band on both days, and the salad bar was back :-)

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Exec Meeting (Nov 4,5, or 6) - Meeting to discuss feedback for the stand, but primarily getting them more involved in running meetings/spearheading initiatives. Laying down expectations for the rest of the term.

Volunteer November Meeting (Nov 7 or 8th) - Discussing feedback for the stand, cooking workshops, potluck event and volunteer T-Shirts

CSR Feedback Meeting (Week of Nov 11) - Collecting feedback, tips and methods for accumulation into a CSR handbook. The consolidation of this knowledge will be handled by my Operations Exec, Michelle Mastinsek.

Cooking Workshop Meeting (Week of Nov 11)- Updates, developing a promotions plan, hammering out logistics and assigning tasks.

Cooking Workshop (End of November) - At the Hamilton Farmers Market cooking school, 2-3 hour workshop on simple, quick, cheap cooking techniques with seasonal ingredients. Followed/Preceded by a tour of the Hamilton Farmers Market, including which stands offer local produce. (In conjunction with MacBread Bin, and MTCG)

Potluck (First week of December) - Volunteers and Execs participate in a social event potluck of primarily seasonal produce. Icebreakers, likely some fun activities but mostly hanging out. We will be distributing our volunteer T-Shirts at this time.

Recipe Book - Working with SHEC we will provide some seasonal recipes for their recipe book in the new year.

Nutritional Workshop - PLanning for or implementing a workshop for the beginning of January. Focusing on easy ways to get your nutritional bases covered using lots of tasty produce.

New Farmer Relationship - Initating a conversation with my SUSTAIN 3A prof who is running a farm a 25 minute bike ride up the Rail Trail. I would like to talk to him about supplying for the Farmstand next year, his close proximity and interest in educating students on cooking, growing and involving them in experiential learning would be a huge asset to the Farmstand in upcoming years.

BUDGET

Spent: 717.49/2000, 36% of budget.

Largest expenditure up to this point: 463 on 1000 postcards for clubsfest – They weren't all used that day, but remaining cards have and are being distributed to SWC, SAS, SWELL and soon SHEC as well as replenishing other locations assuming supplies remain.

Upcoming expenditures include:
Produce and tools for the Cooking Workshops (Seeking sponsorship from Fortinos, collaboration with MTCG, MacBread Bin) T-shirts for about 25 volunteers.

Potential Expenditures include:
New Banners for MacFarmstand at Garden, in MSU windows
Extension Cord Covers

Unaccounted for Expenditures. Still have about $100 of personal expenses to be returned.

CURRENT CHALLENGES
Determining the best way to implement the salad bar next year.

1. Developing a Culinary Liaison position for Jordan in Hospitality Services. His passion about local student friendly food would be a huge asset to HS itself as well as MacFarmstand and the MSU. We will be meeting with Leigh in the next couple of weeks and later with Leigh's boss, before approaching the head of HS about creating a position for him to assist in creating culinary programming that emphasizes seasonal simple recipes, and increase the accessibility of these types of food on campus. (Including running the salad bar, and hopefully advocating for more seasonal ingredients in the specials prepared on campus, as well as preparing prepped foods for sale in bridges that students can purchase to eat at home.

2. Fulfilling requirements of my Job Description as Director to keep the MacFarmstand in the eye of the student population throughout the off season. While most services can bill up to 100 hours over the summer their "off season" the MacFarmstand and MTCG do not have this option. I believe this is an oversight. While we do have a month before and after the season starts there is planning and programming that could and should be occurring all throughout the year (while more of our volunteers are here) that we do not have the official status to conduct. We miss out on Clubsfest II and Frost Week, essentially cutting our recruitment opportunities in half. I'm not suggesting that we should have part time hours all year round, and certainly I don't expect to be paid for any extra hours I put in this year. I do however think that we need to have a director on staff and responsible (even if it's on billed hours) for the entirety of the school year. Our services and our students deserve that much at least. I hope you will take this under consideration.

3. Similarly, I'm wondering how much I should be planning for next year. Is it even appropriate to contact my prof about supplying the farmstand. I don't want to take too much away from my successor. I obviously wouldn't make any hard and fast decisions, but I don't want them to feel like I'm pulling the strings from behind them.

SUCCESSES
Definitely the Salad Bar, cheap, fresh food from someone who loves to talk about best ways to prep etc. Jordan was an incredible asset for the market. Do we have exec awards as the MSU?

Trip to Samsara Fields. Getting a chance to get our hands dirty, really make the connection to the farm, live 2 hours in the life and eat a truly farm fresh vegetarian meal -- it was incredible.

Volunteer recruitment and retention. We saw a huge increase in the number of volunteers who were interested in getting involved and who continued to stay involved all the way throughout the season.

Followers on Facebook. Our promotions exec this year really kept on top of things and took initiative. With his help we have reached 268 likes up from 100 the previous year.

OTHER
This has been an absolute pleasure for me. I'm looking forward to continuing work with you until the end of my term. It might be nice to be able to do another report to you in the new year, if I am permitted to continue on in a volunteer but still official capacity.

Thank you so much for your assistance throughout this year.

REPORT

From the office of the…

Student Community Support Network (SCSN)

TO:	Members of the Executive Board
FROM:	Joshua Patel
SUBJECT:	SCSN Report [2]

UPDATE
The SCSN had another great month full of programming. We ran Change Camp and Pumpkin Hike successfully. We've also had table hours to promote our service and what it has to offer.

SERVICE USAGE
Change Camp gave students the chance to discuss issues and important topics with community members and we had a very good attendance. We reached capacity at one point of the night. Our Pumpkin Hike also had very good attendance with 20 students coming out to the day carving and 35 students coming out to the hike. Our friendly-neighbourhood Community Assistants have also been doing their weekly patrols and made sure things are in order.

PAST EVENTS, PROJECTS & ACTIVITIES

Change Camp – great discussion. Community members, alumni and some university administration were present as well. Notes were taken during the event and a report is currently being generated by our external coordinator and promo coordinator. It should be completed in the next 2-3 weeks and will be distributed.

Pumpkin Hike – we had a pumpkin carving in the morning at the G.R. Allan Elementary School. A lot of the Maroons with some of their first year mentees were present along with some volunteers. At night, we had a hike along Caleb's trail and it went very well. The kids had a great time and the event organized contacted us to send her thanks.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Christmas Toy Drive – this year the SCSN is starting a new tradition where we will be collecting toys for the McMaster Children's Hospital. Parker Neale, Development Officer of Business & Community Engagement from the Children's Hospital will be helping us with the project. There hasn't been a similar event organized by McMaster so we're going to get in the festive season and give back to the Children's Hospital which is a part of our community. We'll also be advertising and collecting toys from residents in Westdale and this will foster positive relations between students and the community. We're thinking of ending this campaign with a coffee house in late November at My Dog Joe's where people will have the option of bringing a toy for entry. The SCSN's main job for this event will be to advertise the toy drive and organize the Coffee House. Toys will be collected at a dropbox at the MSU office and during table hours.

Pop the Bubble Tours – we will continue collaborating with the SSC's Pop the Bubble again to run more Discover Your City tours. Depending on the weather we'll be visiting indoor locations like the AGH or civic museums or outdoor locations like Locke Street, Art Crawl etc.

BUDGET
My budget is in good standing and I have no issues.

CURRENT CHALLENGES
No challenges so far. We had an issue with MUSC Admin to book out the atrium and consequently cancelled the Part Smart event we were trying to run in collaboration with Campus Events.

SUCCESSES
Change Camp and Pumpkin Hike went really well. Our Twitter and Facebook followers are increasing. We haven't received a lot of complaints from police and City since last report (kudos to students who are partying smart)

REPORT

From the office of the…

McMaster Teaching & Community Garden

TO:	Members of the Executive Board
FROM:	Christina Monachino
SUBJECT:	McMaster Teaching & Community Garden Report 2
DATE:	Thursday November 7th, 2013

UPDATE

- Term is officially up, just finishing up getting all documents together to be added to the MSU server
- The garden did very well this year, we had volunteer session run through to the end of the growing season with between (5-7 volunteers per session)
- Currently working on finalizing cooking workshops with Mac Farmstand for the winter

SERVICE USAGE

- Attendance to workshops was consistent throughout the term
- We produced a great deal of harvest this year – the number is hard to quantify due to the fact that volunteers picked things for themselves.

PAST EVENTS, PROJECTS & ACTIVITIES

- Workshops
- Gardening sessions
- Homecoming expo

UPCOMING EVENTS, PROJECTS & ACTIVITIES

- Cooking workshops
- Greenhouse clean-up

BUDGET

Final cost of irrigation system: $5085

- This was the only thing purchased in the month of October

CURRENT CHALLENGES

- Working out how to continue presence of the garden during the winter
- Working more with social media outlets to promote the MTCG

SUCCESSES

- The irrigation system

- The MTCG has been getting a lot of exposure and is being noticed by the community
- External groups have been contacting the MTCG – there are a lot of community members that are becoming more interested in the MTCG
- The support form the McMaster community and the ability to produce such a large amount of harvest for Mac Farmstand

YEARplan13

Department: *MACycle*

Date Submitted:

Prepared by: David Yoon & Jackson Waite

Date Revised:

Administered by:
Anna D'Angela, VP Administration
vpadmin@msu.mcmaster.ca or 905.525.9140 ex. 23250

Date Approved:

MISSION an overview

MACycle Co-op's mission is to encourage sustainable, alternative transportation to students by empowering them with the knowledge and ability to repair/maintain their own bicycles. We do this by teaching students how to fix their own cycles by utilizing specialty bicycle tools, providing bicycle parts (at cost) and by providing refurbished bicycles for an affordable price. This makes cycling a viable source of transportation for students and the McMaster community.

ROLES that individuals play

List all positions found within or in relation to your department including full-time and part time staff, as well as one of a few general volunteer roles if applicable and how their role intersects with yours.

	Name of Individual	Role(s)
1.	David Yoon	Co-Coordinator. Manager of MACycle.
2.	Jackson Waite	Same as above.
3.	Bosiah Balugan	Volunteer Mechanic. Assists in teaching mechanical skills to service users and repairing donated bicycles for sale.
4.	John Yoon	Same as above.
5.	Aleks Niedra	Same as above.
6.	Chris Slusar	Same as above.
7.	Steven Thomas	Same as above.
8.	Jeff Doucet	V.P. Finance. Assists in budget management and financial concerns relating to MACycle.
9.	Anna D'Angela	V.P Administration. Assists in co-ordinating MACycle with MSU employees and other services, to achieve organizational goals.
10.	MSU Accounting Dep't.	Assists in the resolution of invoices and other financial matters.

OBJECTIVES

Objective 1	Create an effective workspace in the new location.
Description	Set up and organize the new shop location in an effective format.
Benefits	This will directly benefit students and staff as an organized space will speed up repair times and lead to a more efficient operation.
Difficulties	Finding replacement furnishings for the shop pieces lost in the process of moving locations. Also, figuring out the most efficient way to organize the shop space while also maintaining the access points that Facility Service staff that also need access to the space.
Long-term	Hopefully by next year the shop will be laid out effectively and further action will not be necessary.
How	Rearranging furnishings and shop equipment will be an ongoing process as we will better understand how to utilize the space. Contracting work tables to be built will need to be done, and should be completed by the end of October or November at the absolute latest.
Partners	MACycle staff will be helpful for accomplishing this task as they will have ideas on how to arrange the shop properly. Our woodworker Rick Mattatall will build shop tables as he has done in the past for MACycle.

Objective 2	Create a reliable team of volunteers/executives.
Description	Build a team of volunteers/executives to improve shop performance and reduce load.
Benefits	By having a reliable team of volunteers/executives workload in the shop will be reduced, which will free up time to work on fixing bicycles for resale and performing administrative duties. As well, executive would be encouraged to conduct events/workshops and perform administrative duties.
Difficulties	Difficulties will include recruiting staff as in the past it has been hard to retain staff as the year goes on. As well, determining executive positions and their responsibilities will take much thought.
Long-term	This objective could be built upon next year by formalizing roles for executives and perform an actual hiring process for positions.
How	We will address this by maintaining better relationships with staff and create a better community at MACycle that will keep volunteers coming back. This will be an ongoing process that will take place throughout the entire year.
Partners	We can use other PTMs, the McMaster Cycling Club and general word-of-mouth to spread the word about positions and volunteer opportunities.

Objective 3	Sell all remaining bicycles at the shop.

Description	Finish refurbishing all remaining bicycles at MACycle and sell them to the community.
Benefits	This will benefit students as they will have the opportunity to obtain a low cost means of transportation. In addition this will create a revenue stream for MACycle and create additional storage/workspace.
Difficulties	The lack of shop time to repair the leftover bicycles in the first few months will be a problem. As the winter sets in the problem will be alleviated through the diminishing number of service users.
Long-term	This could potentially be built upon next year by having dedicated staff to repair the donated bikes during shop hours while the remaining staff provides regular MACycle service.
How	Fixing the sellable bicycles once there becomes adequate shop time to do so. We may also conduct *"build nights"* where we completely overhaul a bike after shop hours as a means to have sellable bicycles and to teach volunteers repair methods.
Partners	For the actual sale of the bicycles we will use social media and our website to advertise sellable bicycles and as such we will use the MSU's Social Media Co-coordinator's expertise to help make the initiative as successful as possible.

Objective 4	Create an inventory system to better prepare for part needs.
Description	Introduce methods of recording and analyzing inventory data.
Benefits	The benefits of this will be to better understand the inventory needs of the shop at specific times of the year and to have an appropriate inventory schedule to ensure there will be no shortages.
Difficulties	Difficulties will include having the time to perform the administrative duties during shop hours when there are many users to serve and in designing a system that will serve all of our needs.
Long-term	Potentially purchasing a specially designed enterprise resource planning (ERP) software. Otherwise fine tuning the system that will be in place.
How	We will start this process by switching manual records of inventory into digital records in Excel. This will be fully implemented by the end of October.
Partners	Maggie Gallagher, who has past experience in implementing similar systems with 1280 and Compass.

Objective 5	Switch manual records with electronic records.
Description	Switch manual records of sales, order and membership information into an electronic format.
Benefits	This will benefit the students as we will better be able to contact customers when we receive their parts and it will also help make sure our supplier is sending us all of our orders. A database of members will be useful for compiling mailing lists and for creating service usage data.

Difficulties	Difficulties will be in having the administrative time during shop hours to utilize this system.
Long-term	This could be built upon by using enterprise resource planning software (ERP), and customer relationship management software (CRM).
How	The steps we will take will be to create the various templates for the electronic records and teaching the staff how to use this new method. This should be completed by the end of October.
Partners	Maggie Gallagher, who has past experience in implementing similar systems with 1280 and Compass.

Objective 6	Create an appealing space in the new location.
Description	Furnish the new shop in a way that will make it more aesthetically appealing and provide a more welcoming environment than the stock storage space.
Benefits	This will make the shop more approachable and more enjoyable to work in.
Difficulties	Bicycle shops are notoriously dirty and putting up any sort of wall pieces will be difficult as we have cinderblock walls and a chain-link fence.
Long-term	This could be built upon next year by continuing to design the shop in an appealing manner.
How	Cleaning is always an ongoing process and procuring items for the shop will be ongoing as we decide which furnishings are appropriate for the space.
Partners	We will utilize The Underground print center and their design staff to create wall pieces and signage that will be effective in creating a good looking shop space.

Objective 7	Work with the McMaster Cycling Club.
Description	Make ties with the McMaster Cycling Club and work on mutual cycling efforts.
Benefits	The combination of these groups could yield a more cohesive cycling culture at McMaster and the possibilities of collaboration on cycling related events for the McMaster community.
Difficulties	Finding time to meet with the Cycling Club.
Long-term	This could be built upon next year by working with the club for more cycling related events and to do more work in promoting cycling to the McMaster community.
How	We will communicate with the executives and members of the McMaster Cycling Club and see what they are willing to work on.
Partners	The Clubs Co-coordinator will be able to provide more information on what we can do logistically with a MSU club.

GOALS to strive for

List 3 things that you would like to have prepared for the beginning of September
1) Bike Auction planned.
2) Full inventory of parts and tools.
3) Fully functional shop space.

List 3 things you would like to have completed during the fall term (1st)
1) Sold all remaining MACycle bicycles
2) Host a casual community ride.
3) Have a reliable team of executives and volunteers.

List 3 things you would like to have completed during the winter term (2nd)
1) Wheel building seminar.
2) Bicycles ready for sale for spring.
3) Train volunteers in repair through the refurbishing of leftover bicycles.

If you could jump to the end of your term and were asked to tell someone the highlights of what your department did over the course of the year, what would that include?

- Creating an electronic system where we will have better idea of shop inventory, inventory schedules, part sales and an electronic database of members to use for usage statistics.

- Implementing a strong social media platform on which to keep members up to date on the happenings at MACycle via *Facebook, Twitter,* etc.

- The knowledge that we helped hundreds of people fix their bicycles and that we are keeping a cycling as a means of transportation and recreation viable for students.

- Selling off bicycles that we've stored for years and thus creating useable storage space.

- Having trained volunteers to the point where they can work autonomously in the shop.

MASTER SUMMARY calendar and checklist

Summer (preparation)	- Set up shop in new location. - Acquire necessary inventory. - Refurbish bikes for sale in September
September	- Sell remaining bicycles. - Conduct the annual bike auction -Build a solid team of executives/volunteers.
October	- Start refurbishing any leftover bikes.

	- Finish switching to electronic records. - Get bench built
November	- Potentially have another bike auction. - Finishing refurbishing leftover bicycles.
December	- Christmas social. - Finishing refurbishing leftover bicycles.
January	- Wheel building seminar - Finishing refurbishing leftover bicycles.
February	- Wheel building seminar - Finishing refurbishing leftover bicycles.
March	- Bike auction if supply is great enough. - Finishing refurbishing leftover bicycles.
April	- Bike auction if supply is great enough. - Finishing refurbishing leftover bicycles.

Weekly	- Ensure adequate stock levels. - Ensure bills are paid on time. - Fix as many bikes as possible. - Keep members up to date on happenings through social media - Finish overhauling bikes to sell

COLLABORATION within the MSU

A. MACycle could collaborate with the Queer Students Community Centre on an initiative on creating a women and GLBTQ specific shop time alongside the Hamilton Womyn's Bike Collective. This could address an unmet need of McMaster students. From this we would gain the peace of mind that we are helping the entire McMaster population and not unintentionally excluding specific groups.

B. The Hamilton Womyn's Bike Collective and MACycle have discussed the idea of creating women and GLBTQ specific shop hours. This is a need as expressed by members of the collective and we both feel like MACycle could be a great space for this to occur. From this we could gain a more diverse user base of MACycle and could benefit a group whose needs have not been met elsewhere. This would also help get MACycle get recognition outside of the usual McMaster community.

FINAL COMMENTS

YEARplan13

Department:
Elections

Date Submitted:
October 11th, 2013

Prepared by:
Lindsey Huff, CRO

Date Revised:

Administered by:
Anna D'Angela, VP Administration
vpadmin@msu.mcmaster.ca or 905.525.9140 ex. 23250

Date Approved:

The YEARplan is a way of getting down on paper what you and your department intend to accomplish over the course of your year. It will isolate the specific goals that you wish to accomplish, and the objectives that need be achieved. It will give your supervisor an understanding of the direction you wish to take with your department, and identify areas where support can be given. When completed, the YEARplans will collectively reinforce the goals and visions of your department, and allow the respective members to focus their attention on areas of importance within the MSU.

1. Read over the YEARplan.
2. Complete your YEARplan in soft copy (on computer).
3. E-mail the first draft of the YEARplan to vpadmin@msu.mcmaster.ca by July 2nd, 2013.
4. The VP Administration will provide feedback on your YEARplan. Use this feedback to revise your draft into a final plan.
5. E-mail the final draft of the YEARplan to vpadmin@msu.mcmaster.ca by July 29th, 2013.

The final copy will be submitted to the Executive Board for review and approval at the August 6th meeting.

If for some reason you do not believe you can complete your YEARplan by the date indicated, please contact the Vice-President Administration in order to arrange a suitable extension (contact information above

MISSION an overview

We will seek to provide fair and unbiased elections (First Year Council, SRA Generals, SRA By-elections and Presidentials) for the MSU and its constituents, full time students enrolled in 18 units or more. We also seek to provide electoral services, in the form of hosting online elections, to any campus party who seeks our service.

ROLES that individuals play

List all positions found within or in relation to your department including full-time and part time staff, as well as one of a few general volunteer roles if applicable and how their role intersects with yours.

	Name of Individual	Role(s)
2	Jane Leyland	Works in student records, contact to build voters lists
3	Victoria Scott	Admin Assistant, takes minutes at fines meetings
4	Anna D'Angela	VP admin, first point of contact for PTMs
5	Michael Wooder	Incredible resource for promotions, creating ad campaigns and media relations
6	Dave Dedrick	Underground contact
7	Brian Lack	Runs Simply Voting, our online voting host
8	Saad Syed	DRO, collaborate and share the work load of elections
9	Elections Committee	An unbiased group of MSU members and SRA members. Helps to set rules and deliberate on fines
10	Poll Clerks	Paid employees that set up polls and run them throughout the polling period, trained and hired (typically) by the DRO

OBJECTIVES step by step

Objective 1	Pre-Campaigning Rules
Description	Create a set of rules detailing the specifics of what pre-campaigning includes. This will include: an outline of what a core team includes, a cap on how many people this can consist of, a definition of volunteers/supporters/team members, a cap on volunteers and a starting time for recruitment (when nomination period opens)
Benefits	This will help ensure that elections are fair for all candidates regardless of when they decide to run. It will also provide more clarification on a fairly grey area.
Difficulties	Defining something that is so subjective. Figuring out if it should be a cap on people, definitions or exactly what method the rules should be laid out in.
Long-term	This will be a trial year for the project, hopefully the rules will be successful and future EC members/CRO/DROs will build upon them as they do with current rules
How	-Draft up a version of the rules -send out to DRO/EC and VP Admin for comments -circulate to candidates via the website and all candidates meetings
Partners	-VP Admin -DRO -EC

Objective 2	On-Campus Polling Stations
Description	Work with the By-laws Commissioner (Gabe Jeyasingham) to remove the mandatory physical polling station on campus from the bylaws
Benefits	With voter turnout at polling stations being less than one percent and the role of poll clerks becoming less needed, we could better allocate the time and money to something else i.e. Promotions
Difficulties	Changing a by-law can always be difficult
Long-term	If no change in voter turnout is seen, the by-law can remain fixed
How	-speak with the DRO and EC about their opinions on the matter -meet with Gabe to discuss the possibility of changing this -draft up a proposal -present it through the proper channels
Partners	-SRA -Gabe Jeyasingham -EC/DRO

Objective 3	DRO Job Description
Description	With Elections now being hosted online, the need for poll clerks is becoming irrelevant. With the bulk of the DRO's job description being designated to Poll Clerk hiring, training and scheduling, we could better allocate this time to promotions or another specific area of elections
Benefits	With DRO being responsible for promotions, a lot more time will be allocated to this component hopefully leading to a higher voter turnout and nominations.
Difficulties	I currently do not know the process for changing a job description, so that will be a hurdle
Long-term	This will hopefully see the DRO spending their time in a more useful manner
How	-I'm currently looking into the process for changing a job description -speaking with the DRO to see their feelings towards the change -drafting up a proposal
Partners	-VP Admin -DRO

Objective 4	Presidential Week
Description	A week long presidential event held throughout the campaigning period. Working with other PTMs and Campus Events to create a week filled with debates, informal meet the candidates and potential a concert
Benefits	Voter Turnout and nominations should rise
Difficulties	Coordinating all the campus partners and finding the funds
Long-term	If successful, this can be built upon in future years to continue to ignite interest in elections
How	- decide what the week should look like (which events should be included) - Reach out to campus partners - Book appropriate space
Partners	-Campus events -1280 -<aroons (Inem) -Other interested PTMS -VP Admin -Michael Wooder -VP Finance

GOALS to strive for

List 3 things that you would like to have prepared for the beginning of September
1) Have September MUSC tables booked
2) Have Poll Clerk job description available on the website
3) Have the electoral calendar set

List 3 things you would like to have completed during the fall term (1st)
1) Renewed contract with Simply Voting
2) Have presidential promotions plan in place
3) Website de-cluttered and maintained

List 3 things you would like to have completed during the winter term (2nd)
1) Redefine the job description of the DRO
2) Remove the mandatory physical poll station
3) Complete an elections guide for incoming DRO/CRO

If you could jump to the end of your term and were asked to tell someone the highlights of what your department did over the course of the year, what would that include?

Having the highest presidential turnout. I would like to set up a promotional plan to create a "Presidential Week". The week will include the typical debates and informal meet the candidates, but also extend to include a concert held by campus events and the introduction of a new Elections logo that more accurately depicts the current Elections Department.

I would also like to have completed a successful negotiation with Simply Voting to secure a multi-year contract. This would save us money in the long run and the service has proved to be useful.

Created a pre-campaigning guide that is always in affect to provide clarity on this grey area.

MASTER SUMMARY calendar and checklist

Summer (preparation)	- update website - book MUSC tables for FYC - prepare FYC rules - all FYC promotions negotiated with Underground - Electoral calendar set - Poll Clerk job application available on the MSU website

September	- Run and Release FYC results - Book MUSC tables for October By-elections - set By-election rules - Meet with elections commitee
October	- October By-election - Book November By-election tables (if needed) - set presidential rules - create presidential promotional plan - Negotiate with simply voting for a multi-year contract
November	- open presidential nominations - release teaser campaign for presidentials - Run November By-election (if needed) - Work on new logo with underground
December	- have all presidential material prepared - negotiations with simply voting completed - Book MUSC tables for presidentials/SRA generals - Set rules for SRA Generals
January	- Run presidential week - Release presidential results - work with Gabe and Saad to redefine the DRO roll - complete an elections guide for the incoming CRO/DRO - Begin SRA generals
February	- Run and Release SRA general results/election - work on transition report - elections committee social
March	- organize office and archive - organize email account - finish transition report
April	- same as March

Weekly	- update website - hold office hours - have weekly meeting with DRO - work on elections guide

COLLABORATION within the MSU

Presidential Week!
This year I am hoping to create a whole week of buzz around Presidentials to help increase both voter turnout and nominations. For this, I hope to collaborate with multiple MSU Services, but in particular, MSU Campus Events and MSU Maroons. I've been in discussion with MSU Campus Events about the potential have hosting a small concert or talent night throughout the week. The

hope is that the candidates will attend and with this attached to the idea of presidentials, will increase the voters' interests. Secondly, the Maroons. They are a great promotional resource which I would like to use to host tables in MUSC and other means of promoting the week.

For SRA Generals, I would like to work with all interest SRA members to create a Vine campaign. I would like to make short videos of different members expressing why they ran, what their favourite project was, a favourite memory, or something relatable to the SRA. These will then be release through the MSU website, the Elections facebook page and twitter to help promote the upcoming SRA Generals.

FINAL COMMENTS leave nothing out

This year is really about rebranding Elections. The hope is to create a new logo that better depicts the Department in its current state and have that released in conjunction with Presidentials.

REPORT

From the office of the…

Chair of the Sponsorship and Donations Committee

TO:	Executive Board
FROM:	Jeffrey Doucet, MSU VP-Finance
SUBJECT:	Sponsorship and Donations Report
DATE:	Tuesday, October 15, 2013

Dear Executive Board,

I am writing to you to update you on the activities of the Sponsorship and Donations Committee. So far this year we placed greater emphasis on promotions which has resulted in a larger amount of Sponsorship and Donations requests.

Victoria worked with Underground to develop a new logo/poster which has been displayed around campus and on our website. As well, I have made an effort to reach out to faculty societies and inform their student groups about sponsorship opportunities.

So far this year we have recommended four sponsorships and six donation requests to Executive Board, totaling $2,720.

As well, I would like to take the time to thank Victoria for her help with the Sponsorship and Donations committee. There is more administrative work this year and she has helped me stay on top of everything and keep me organized.

If you have any questions, let me know.

Thanks,

Jeff