



2013-2014 Executive Board Meeting

Topic: Executive Board Meeting 13-16
Date & Time: Thursday, November 14, 2013
9:00 am
Place: MSU Boardroom, MUSC room 201

Items:

1)	Adopt Agenda	
2)	Adopt Minutes EB 13-15	
3)	Advocacy Report	Rebecca McDougall
4)	EFRT Report	Laura Fox
5)	MACgreen Report	Kaitlyn Jingco
6)	Maroons Report	Inem Etokudo
7)	QSCC Report	Jyssika Russell
8)	Committee of the Whole – Services Reports	D’Angela
9)		
10)		
11)		

Objectives

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

Motions

8. Moved by D’Angela, seconded by ____ that the Executive Board move into Committee of the Whole.

Executive Board Meeting 13-16
Thursday, November 14, 2013 @ 9:00am
MSU Main Boardroom, MUSC room 201

Call to order @ 9:04 a.m.

Present Campbell ,D'Angela, Doucet, Harper, Leslie, Mallon, Morrow, Wolwowicz

Late

Absent Graham

Others Present J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (SLDC), Jyssika Russell (QCSS Coordinator), Rebecca McDougall (Advocacy Coordinator), Inem Etokudo (Maroons Coordinator)

1. Adopt Agenda

Moved by Mallon, **seconded** by D'Angela that the Executive Board adopt the agenda as presented.

Passes Unanimously

2. Adopt Minutes

Moved by Harper, **seconded** by Doucet that the Executive Board adopt the minutes from Executive Board Meeting 13-15 – November 7, 2013 as presented.

In Favour: 8 Opposed: 0 Abstentions: 1
Motion Passes

3. Advocacy Report – Rebecca McDougall presented

- McDougall summarized the report.

Questions

- D'Angela asked how the Advocacy Street Team was doing this year. McDougall responded that they are doing very well. They have a new process of recruiting volunteers and it's working out well.
- McGowan asked how many delegates went to OUSA GA. McDougall responded that they had seven McMaster delegates.

4. Maroons – Inem Etokudo presented

- Etokudo summarized the report.

Questions

- McGowan asked where the de-stressor was being held. Etokudo responded that it will be at Alumni House.

5. QCSS Report – Jyssika Russell presented

- Russell summarized the report.

Questions

- Campbell commended Russell on doing a great job with MAC Pride Week.
- Doucet asked how many people came out to see the Speaker. Russell estimated it to be 70.

- McGowan asked what Queer Convoy was. Russell explained that it is an idea to have peer support volunteers to meet up with students outside of the centre and then help bring them in.
- McGowan asked if Russell had thought of bringing Campus Events to be more involved in Pride Week. Russell responded that she has spoken to them about it, and that it would be great to have them be more involved.
- Harper asked if they had any connection with Diversity Services. Russell responded that one of the QCSS executives is the Assistant Director for Diversity Services so they are able to help out a lot.

6. **EFRT – Report attached**

- D’Angela summarized the report.

7. **MACgreen – Report attached**

- D’Angela summarized the report.

8. **Committee of the Whole – Services Reports**

Moved by D’Angela, **seconded** by Campbell that the Executive Board move into Committee of the Whole to discuss service reports.

Passes by General Consent

Moved by Morrow, **seconded** by Wolwovicz that the Executive Board move out of Committee of the Whole and to Rise and Report.

Passes by General Consent

Rise and Report

- D’Angela reported that the Executive Board discussed the reports of SCSN, and Farmstand. MTCG is no longer a service of the MSU and therefore there wasn’t a follow-up to their report last week. The Executive Board had the following to say about each Service:
SCSN - Explore other schools to see if they have similar initiatives/programs/services and to see what they are doing (get new ideas? what can we do better? etc). Seek out opportunities to expand in to other parts of the city (look for events, opportunities that are outside of the Ward 1/downtown area). Consider the long term vision of SCSN, as to where you see the service going (more of a focus on the CA program, or greater emphasis on events/advocacy and involvement in the community).
Mac Farmstand - what is the long term plan or vision for “the salad bar” (seems to be dependent on one person). Consider new opportunities on campus for next year to still have that culinary aspect without focusing on one area given that it was a tremendous draw. In transition reports for next year, encourage and take advantage of the success of the prepared food and demonstrations. If there is still interest in running events after Nov 30th, should be done in partnership with services (not necessarily as "Mac Farmstand"). As well, if you want to have a serious conversation about the timeline of the service, that is possible and would be done at Executive Board.

9. **Information and Question Period**

- Mallon announced that Cicchi is back on the Assembly. Mallon and Long are still working on their survey. He reported that the DCS Town Hall was cancelled, and doesn’t know what’s going on with that yet.
- Morrow asked if they have received any nominations for the Students of Distinction Award, and if it was being promoted.

- Wooder reported that OUSA launched a survey for feedback. The Pres Page will feature Graham and the Provincial and Federal advocacy agenda. The National Student Loans Centre will be visiting campus to let students know about OSAP repayment information. The SLEF Funding expo will be held on November 20 in the MUSC Atrium.
- McGowan reported that Scott, Doucet, and he have been working on finalizing the Health Plan Referendum. The SRA set direction to hold the referendum to enhance the plan, and they are now updating the report and getting quotes to present back to the SRA shortly.
- Doucet added that the Health Plan report will be presented at the December 1 meeting. He reported that Campbell, McGowan, and he met with the HSR and had a productive discussion, and that they are hoping to hear back from them this week about their ideas. Doucet reported that there will be a new financial policy for a student groups from the University, and they are changing their expectations of what to expect from the Faculty Societies. He added that the MSU with the University will be working with the societies to help them transition.
- Campbell asked if the new financial policy will make faculty societies be audited or be left the same. Doucet explained that the concern wasn't the policy but the transition. He stated that some of the VP Finances of the groups hadn't been left enough information from previous years to provide if they were ever audited.
- Campbell asked if part of the financial structure won't be the University taking liberties and judging how they are spending the money. Doucet explained that some groups may need a public accountant to come in, but if everyone one is on a similar system they could probably bring in one firm. He added that the Universities won't be telling the societies how to spend their money.
- Harper reported that one of the main topics in the Health Sciences building is lounge renovations. He explained that they are hoping to put in a water fountain and that they have put in a request to the Sponsorship & Donations Committee. The Health Sciences Caucus has been holding their weekly office hours in the Health Sciences Lounge. Harper asked for a general update on the Communications Officer. Wooder responded that they have started targeting services that don't have their own promo team, and have scheduled meetings with managers to help them out. He stated that right now he has the Communications Officer working on winter promotions.
- D'Angela reported that she is doing the last round of Welcome Week workshops today. Eggnog will be on November 29 at 9 in TwelvEighty. There will be a Committee of the Whole discussions at the SRA meeting on VLOGS. D'Angela explained that she is still trying to find a way to run a social with the PTMs and SRA so that they can get more involved.
- Doucet reported that during question period at the SRA meeting he will be asking random members what they have been working on in their Committees.
- Campbell reported that he won't be at the SRA meeting because of CASA Lobbycon. He reported that there was a Faculty Mixer on Monday and all Faculty Society executives were invited and offered food and drink. He added that they are thinking of putting on a Faculty Olympics this year and that the Faculty Societies will participate.

10. Adjournment and Time of Next Meeting

Time of Next Meeting:

**Thursday November 21, 2013
9:00 am
MSU Boardroom, MUSC room 201**

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

Passes by General Consent

Meeting adjourned @10:22 a.m.

/vs



REPORT

From the office of the...

Advocacy Street Team

TO: Members of the Executive Board
FROM: Rebecca McDougall
SUBJECT: Advocacy Street Team Report 2
DATE: November 14, 2013

UPDATE

The Advocacy Street Team is currently working on using the feedback gathered from students during edYOUcation week to create a submission to the government regarding the areas of their education that students feel are currently lacking or in need of improvement. We intend on sending the puzzle pieces students created as well as media footage from the campaign. Furthermore, as Advocacy Coordinator, I attended the OUSA Fall General Assembly where policy papers on Student Success, Access and Ancillary Fees were passed. The Street Team will be informed regarding these papers to ensure they are knowledgeable about OUSA's activities. MSU Advocacy is also working in conjunction with all OUSA member schools to create a series of videos surrounding the concept of financial aid literacy and the OSAP process. The series of videos is tentatively called "Talking to Students about OSAP" and will involve the CFMU Outreach Coordinator talking to students around campus in order to gauge their knowledge of the financial aid process. Filming for this video will take place on November 7th, with the videos launching sometime in late November.

SERVICE USAGE

In terms of quantifying the usage of the service, our most recent numbers can be pulled from the edYOUcation campaign where we had over 100 participants log on to our Online Chat about Online Education and over 150 students provided feedback during our puzzle piece activity.

Furthermore, Advocacy has often struggled with volunteer retention and engagement, however we currently have around twenty volunteers who are actively participating in campaigns. We are keeping volunteers informed through the use of a Facebook page, Google Docs for collaboration and team bonding dinners and events.

PAST EVENTS, PROJECTS & ACTIVITIES

edYOUcation

edYOUcation occurred in September, however we are now in the process of using the feedback we received from students in order to create a submission to the Ministry of Training, Colleges and Universities to illustrate the concerns that McMaster has surrounding the quality of their education at McMaster.

Stop! You've Paid Enough

We had several potential illegal fees submitted online through our portal during the month of September. Spencer has been investigating these fees and is currently in contact

with various professors regarding how these fees are being charged to students. We should have an update soon regarding the validity of these fees.

OUSA Home Office Visit

OUSA visited McMaster on October 24th in order to chat with students about OUSA as well as meeting with a variety of other campus groups and administration. The visit was well received by students, who were eager to hear what OUSA is and how they are benefiting their campus experience.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

Talking to Students about OSAP

All OUSA member schools have been tasked with creating a video regarding financial aid literacy on our campuses. This series of videos entitled “Talking to Students about OSAP” will air in late November.

Promoting Teaching Awards

The Advocacy Street Team has also partnered with TAC in order to help promote the nomination period. Volunteers will be helping promote online as well as stationing tables in MUSC in order to promote that students can now nominate their favourite instructors or teaching assistants.

Wall of Debt

We have tentatively set the date for the Wall of Debt campaign: February 10-14. Wall of Debt will be a national campaign that all CASA member schools will be participating in. The campaign will feature a large display in the student centre where students can write the amount of debt they expect to graduate with on a brick, in turn creating a giant wall. The purpose of the campaign is to raise awareness surrounding student debt in Canada and what can be done to alleviate this toll on students.

BUDGET

Since the last report to the Executive Board, Advocacy has not spent any additional funds. Our current work with OUSA is mainly online and we are utilizing in-house resources in order to ensure the success of this video.

We will be using the remainder of the budget to fund large campaigns that will be occurring next semester.

CURRENT CHALLENGES

The Advocacy Street Team is currently not facing many challenges. We were having issues with getting the Newsletter in a format that we are satisfied with, however these issues have been resolved by the Communications Officer.

SUCSESSES

In the last report to EB, I highlighted the success of the edYOUcation campaign. Although this campaign was extremely successful, it is important to highlight that the large group of volunteers that Advocacy has obtained this year is the reason for this success. In comparison to past years, our volunteers are incredibly engaged and dedicated and will hopefully ensure the success of future campaigns.



REPORT

From the office of the...

Emergency First Response Team

TO: Members of the Executive Board
FROM: Laura Fox
SUBJECT: Emergency First Response Team Report 2
DATE: November 14, 2013

UPDATE

After a busy start to the semester, things are settling down somewhat for the EFRT. We have chosen eleven new members of the team after a long month and a lot of hard work and commitment from the current EFRT responders. The new rookies have already completed the first weekend of their training with the help of many alumni team members. We have also received the new manikins for the SFA/CPR courses in mid-October, and were able to use them for training the new rookies as well as the SFA/CPR courses, and they have been very useful. Call volume has remained high this month, with 16 calls this week alone.

SERVICE USAGE

Since the beginning of the school year, the EFRT has received 229 calls in total. The EFRT has been able to divert 180 of these calls from Hamilton EMS, while 42 have been sent to the hospital via ambulance, and 7 sent to the McMaster University Medical Centre via Security Services. The majority of these calls have been musculoskeletal or soft tissue, and have had a response time of less than 3 minutes. This is an increase in number of calls from last year at this time, up from .

PAST EVENTS, PROJECTS & ACTIVITIES

The EFRT has successfully completed the recruitment process and are now in the process of training eleven new members of the team. They are now completing their “shadow shifts” which will enable them to begin running shifts as responders. The Orientation and training weekends went smoothly, with many alumni returning to help evaluate and train the new members, and the current team members giving up many of their evenings and weekends in October to help out.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

The EFRT is now beginning the process of welcoming and integrating the new team members into the team. Upcoming events include the November training, which will

focus on common calls received during exam periods, such as general malaise, as well as the practice evaluation situation run by alumni members to ensure that team skills are maintained and up to standard. We will also be attending the Mixer conference at Queen's university, where representatives from the EFRT respond with members of other campus response teams to various situations.

BUDGET

The budget is currently on track for the year. We have used a large portion of the recognition budget, but due to all the work that the team puts in during the first several months, this is to be expected, and there should not be much spending of this budget for the rest of the semester.

CURRENT CHALLENGES

Currently things are running smoothly for the EFRT. It is always challenging to ensure that new members of the team feel welcome and are not overwhelmed, but senior responders have been doing a great job taking time out of their days to teach skills to the new responders and answer any questions that they may have.

SUCSESSES

The EFRT has maintained a high call volume throughout October and the beginning of November, which is up from last year at this time, indicating that the awareness and approachability of our service is still high.

As mentioned above, the EFRT had a high number of candidates apply for the team this year, and saw a high quality of skills in those candidates who participated in the entire process. We have now accepted eleven enthusiastic and hard working new members of the team, and look forward to training them through practice and experience over the next several months.



REPORT

From the office of the...

MACgreen

TO: Members of the Executive Board
FROM: Kaitlin Jingco
SUBJECT: MACgreen Report 2
DATE: November 15, 2013

UPDATE

MACgreen has just finished with some of our bigger projects, and we have a few more planned for the rest of the semester. Our ongoing programs (Used But Not Bruised, Think Recycle, Writing Instrument Recycling, Dish It Out!, MUSC Waste) are up and running, and we are in the process of getting their names and purposes out to the community to increase usage.

SERVICE USAGE

At Color Me Rad we were able to help get over 100 volunteers to the event, our Facebook likers has nearly doubled from the beginning of the year and our Sustainable Reuse Contest Event has about 50 people attending on Facebook. We will be able to further quantify our usage by the attendance of the Bike To The Bay event coming up.

PAST EVENTS, PROJECTS & ACTIVITIES

We just finished our work at Color Me Rad. We also ran environmental education booths at the Homecoming Expo and Sustainability day, and helped out with Threadwork's Clothing Swap.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

- Advertising and increasing usage of running Dish It Out!, Used But Not Bruised, Writing Tool Recycling, MUSC Waste and ThinkRecycle programs
- Bike To The Bay
- Sustainable Reuse Contest
- Fair Trade Brunch

BUDGET

We are looking to increase the usage of the advertising and promotions budget. We have begun our standing order with The Underground, so this should help.

CURRENT CHALLENGES

Right now, I'm having a bit of a hard time with getting everyone together. Midterms and differing class and extracurricular schedules make meeting very difficult. We mostly discuss things through Facebook, which does work to get things done. However, I need to figure something out to increase our meetings, improve relationships and overall strengthen the team.

SUCSESSES

Since the last meeting, MACgreen helped out with Color Me Rad that happened at Christie Conservation Area. We volunteered with clean up, registration and more, and with the McMaster outdoor club, we helped to recruit over 100 McMaster students with volunteering. Through this, we helped to raise about \$11000 towards Dundas EcoPark.

OTHER

One thought that I already spoke to Anna about, it that for next year, potential executive members should have specific job descriptions that they apply for. Applications for the exec team should also begin at the end of this school year, so that more preparation can be done in the summer. This year, a lot of time was spent throughout September selecting the team, selecting positions and then ensuring everyone knew what they were doing. We spent a lot of time on that, but next year, if these things could be dealt with already, we would have more time to focus on getting other things done.



REPORT

From the office of the...

MSU Maroons

TO: Members of the Executive Board
FROM: Inemesit Etokudo
SUBJECT: MSU Maroons Report 2
DATE: November 8th, 2013

UPDATE

The Maroons have continued to adhere to the goals that the service put in place at the beginning of the semester. We have continued to reach out and partner with various MSU businesses and services and University partners. In addition, the Maroons will be bringing back the Formal, themed Film Noir, and the planning process has been a great way to expand the Mentorship Program. Finally, the semester 1 Maroons GA will be taking place at the end of this month and will work to address the issue of rep attendance during semester 1.

SERVICE USAGE

[If you have a means of quantifying the use of your service, include here]

PAST EVENTS, PROJECTS & ACTIVITIES

- Homecoming Weekend – October 4th – 6th
 - o Homecoming Expo, Homecoming Concert and Homecoming Game
- Pumpkin Hike – October 25th
- Trick or Eat – October 30th
- MacPride Parade – November 4th
- Fall Preview – October 26th
- Official Launch of the Maroons Formal Promo Plan

UPCOMING EVENTS, PROJECTS & ACTIVITIES

- Maroons Formal – November 22nd
- Maroons General Assembly #1 – November 29th
- Mac Reconnector – February 2014
- Mentorship Finale – March 2014
- Maroons General Assembly #2 – March 2014
- Alumni and Maroons Exam Destressor

BUDGET

With the finances behind the Maroons formal solidified at this point, the budget is back on track. Every expenditure for the Formal is being plotted and followed closely in order to introduce a Formal line for the Maroons moving forward. I have met with both Maggie Gallagher and Jeff Doucet to aid in the progression of the budget. The second semester for the Maroons is far quieter in terms of expenditure for events; therefore, the budget is projected to be able to sustain the service.

Future expenses for the Maroons will include the implementation of two major events: Mac Re-Connector and Maroons Mentorship Coffeehouse. These events will be planned in order to meet the financial projections of the service.

CURRENT CHALLENGES

Rep Attendance:

- The Maroons GA has traditionally been a mandatory event
- Attendance for reps this semester has been lacking and as a result, I want to use the GA as a way to reinforce the importance of attendance throughout the team
- A way of doing so will be to keep the GA as an event mandatory; however, those who do not provide a valid reason for not being in attendance at least one week before the GA will need to have a meeting with myself and potentially the VP Administration to discuss the issue
- Rep attendance to all the events that the Maroons have done as a service thus far as been tracked and will be utilized as a tool to address this challenge

SUCSESSES

- The continuous release of the monthly Maroons Newsletter
- The continued planning of the Maroons Formal
 - o This event has been a very positive addition to the Mentorship Program as it has increased first year outreach
 - o Good promotional push for the formal through various Maroons media channels, including the MSU Website and campus wide TVs
 - o Partnering with Compass for the sales of the tickets
- Increased inter-service outreach
 - o The Maroons as a service has made a conscious effort to outreach to other MSU Services and Businesses
 - o We have worked with SCSN, QSCC and Campus Events since the last EB presentation.

OTHER

The formation of surveys in order to gather input for the Maroons is currently in progress.



REPORT

From the office of the...

QSCC

TO: Members of the Executive Board
FROM: Jyssika Russell
SUBJECT: Queer Students Community Centre Report 2
DATE: November 14, 2013

UPDATE

The QSCC has just finished hosting our most successful MacPride in our history, and we are looking to continue the momentum to close off the semester.

SERVICE USAGE

During our open hours, we have been busy, with most seats in the Centre being occupied in the afternoons. We have also had more library usage this semester than in past years.

During MacPride, we had excellent attendance at all of our events, with the following events having particularly notable attendance. Our Queer Speeding Date event attracted 45 participants, most being new to the Centre. The MacPride march had its biggest and loudest year, with the Maroons and Marauders joining a crowd exceeding 200 participants, up approximately 30% from last year. Our Drag show, normally attracting around 40-50 participants, hosted over 100 people, with many people being new to Centre events.

We also held our first ever Ally Training, which was completely booked within a few days of it being announced.

Regarding social media, we had 6,500 people see the MacPride event on Facebook, we have gained 82 Twitter followers since Welcome Week (total 482), 311 people joined the MacPride Event on Facebook, and we have gained 24 Facebook likes on our page. Our Facebook group has gained another 20 members, bringing us up to 356.

PAST EVENTS, PROJECTS & ACTIVITIES

Prior to MacPride, we have hosted successful events such as Gayzer Tag and our Rocky Horror Picture Show screening, both in October. We also had a successful second meeting of our book club, *Between the Lines*.

We were a partner in HRES' We Should Know Each Other event, meant to bring queer students, faculty, and staff together, and potentially establish a trans* social group and a queer faculty and staff group. We also hosted a well-received discussion at the SWELL on the intersections of queerness and mental health during Mental Illness Awareness Week.

Our MacPride events included: Queer Crafts, Drag 101, Queer Speed Dating, Pride March and Rally, Movie Night with Student Wellness Centre, Ally Training, Movie Night with Steel Cut Queer, Asexual Board Game Social, Gender Roles Discussion with Student Wellness, Drag Show, and a performance by S. Bear Bergman.

We also raised around \$800 for The Well's Name-Change fund, supporting trans* folks seeking name and gender changes on government documentation. We've also been able to strengthen our connections to The Well throughout the week, and we look forward to working with them on future events and collaborations.

All MacPride events (aside from the Steel Cut Queer Movie night) were organized by the QSCC executives and coordinator.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

In the aftermath of MacPride, we plan to take advantage of our momentum through our newcomers meetings and book club. We are also planning to host our annual Mario Kart tournament, a DDR games night, and board game nights.

Next semester, we would like to repeat some of our successful events of this semester, such as a form of our Speed Dating event, and have more mental health discussions.

BUDGET

To successfully expand MacPride, we have spent much more than past years. This will mean we will have to be careful about future expenditures, but with the reduction of costs for our spring mixer, we believe our budget will be balanced.

However, for a service with daily interaction with students, serving around 30-40 a day, we need greater funding in the future to be able to adequately serve our day-to-day needs in addition to campus-wide initiatives such as MacPride.

The QSCC is in the bottom four lowest-funded services, with the other three being committees (TAC, PAC, and FYC). To maintain and grow the service in its current direction, the funding needs to be on par with services such as SHEC and PSL, who similarly directly support students on a day to day basis, while also running campus-wide campaigns.

CURRENT CHALLENGES

MacPride was extremely taxing on myself, as the coordinator of the Centre. At this point, it's become too big for just one PTM to handle. In speaking with other campus partners, we believe having a MacPride planning committee is essential in growing the celebration, as well as lessening the burden on the QSCC PTM.

SUCSESSES

MacPride has been more successful than ever, and I have never seen so many allies come out to every MacPride event. Queer students, staff, faculty, and allies alike from all areas of campus and the greater community have been sending us messages and kind words thanking us for putting on the events, and the queer community at Mac has never been so cohesive, involved, and present.