



## 2013-2014 Executive Board Meeting

**Topic:** Executive Board Meeting 13-11  
**Date & Time:** Thursday, October 3, 2013  
9:00 am  
**Place:** MSU Boardroom, MUSC room 201

**Items:**

1)	Adopt Agenda	
2)	Adopt Minutes	
3)	MAC Farmstand Report	Karin Gordon
4)	MTCG Report	Christina Monachino
5)	Shinerama/Terry Fox Report	Kyle Diab
6)	EFRT Report	Laura Fox
7)	QSCC Report	Jyssika Russell
8)	Capital Request – EFRT	Doucet
9)	Capital Expenditure - Silhouette	Doucet
10)		

**Objectives**

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

### Motions

- 8.a)** **Moved** by Doucet, seconded by \_\_\_\_ that Executive Board allocate \$2,750 for the purchase of 20 training Manikins for the Emergency Response Team.
- 8.b)** **Moved** by Doucet, seconded by \_\_\_\_ that Executive Board expend \$2,750 for the purchase of 20 training Manikins for the Emergency Response Team.
- 9.** **Moved** by Doucet, seconded by \_\_\_\_ that the Executive Board expend \$6,000 on The Silhouette website redevelopment.

**Executive Board Meeting 13-11**  
**Thursday, October 3, 2013 @ 9:00am**  
**MSU Main Boardroom, MUSC room 201**

**Call to order @ 9:05 a.m.**

**Present** Campbell, D'Angela, Doucet, Graham, Leslie, Mallon, Milani

**Late** Morrow, Wolwowicz

**Absent**

**Others Present** J. McGowan (General Manager), V. Scott (Recording Secretary), M. Wooder (SLDC), Kyle Diab (Shinerama/Terry Fox Coordinator), Jyssika Russell (QSCC Coordinator), Christina Monachino (MTCG Coordinator), Laura Fox (EFRT Director), Karin Gordin (MAC Farmstand), Jemma Wolfe (*The Silhouette* Executive Editor)

**1. Adopt Agenda**

**Moved** by Graham, **seconded** by Leslie that the Executive Board adopt the agenda as amended.

**Amendments**

- D'Angela – Add 'Strike Hiring Committee for DRO'
- D'Angela – Move MAC Farmstand and EFRT Reports to the end of the Reports

**Vote to Adopt Agenda**

**Passes by General Consent**

**9:07 a.m. – Morrow arrived**

**1. MTCG Report – Christina Monachino presented**

- Monachino summarized the report.

**2. Shinerama/Terry Fox Report – Kyle Diab presented**

- Diab summarized the report.

**Questions**

- Campbell stated that the Shine-off was awesome, and was wondering if there have been any conversations about the logistics for next year. Diab explained that they will be getting more speakers, and will be teaming up with Campus Events again to help out.

**9:11 a.m. – Wolwowicz arrived**

**3. QSCC Report – report attached**

- D'Angela summarized the report.

**4. MAC Farmstand – Karin Gordin presented**

- Gordin summarized report.

## 5. Capital Expenditure – Silhouette

**Moved** by Doucet, **seconded** by Mallon that the Executive Board expend \$6,000 on The Silhouette website redevelopment.

- Wolfe went over the memo with the Board.
- Milani asked what else the developer was providing since they are mainly a mobile developer.
- Wolfe responded that Ward is like the talent agency, and they contract out someone who develops websites.
- Doucet pointed out that the mock-ups provide what the new website would look like, along with the news articles, and the mobile application.

### Vote on Motion

**Passes Unanimously**

## 6. Strike Hiring Committee for DRO

- D'Angela explained that they are looking for a new DRO, so they need to strike a hiring committee for this position. Currently the structure is the Vice-President (Administration), the departing CRO, and an EB member, she felt it would be prudent to have the current CRO on the hiring committee because of the situation. She also recommended having the Administrative Assistant on the committee as they work with the Elections Department.

**Moved** by D'Angela, **seconded** by Leslie that the Executive Board strike a hiring committee for the DRO consisting of the Vice-President (Administration, the CRO, the Administrative Assistant, and one (1) EB member.

### Nominations

- Mallon

### Vote on Motion

**Passes Unanimously**

## 7. Information and Question Period

- Graham reported that the Systems Information Committee met yesterday. They had a meeting with Factor[e] to move on with future website development, and to see how many hours it would take to devote to website upgrades. All of this was spurred on by the Wiki proposal.
- Leslie announced that Humanities has their caucus meeting today at 4:30, and that they will be filming their VLOG.
- Wolwowitz asked if anyone was addressing the fact that there are veggies in the MTCG going to waste. D'Angela stated that they give a lot to MAC Farmstand to sell, but that they could see if Bridges or TwelvEighty needs some.
- Milani reported that the WT\*C meeting will be tomorrow at 2, and that Trans 101 is prepared.
- McGowan reported that they have taken direction from the SRA and MSU Incorporated Meeting and have advised MAPS and the University that the original agreement between the MSU and MAPS is null and void. He added that they are evaluating prices at Union Market, and they will be defining that further in the next couple of weeks. He assured that Board that they are still looking to be the best value on campus, but there are increased costs from the suppliers and they need to be passed on to the consumers.

- Milani asked someone to explain to her if the Transferability Agreement is still active, as she was told by Joey Coleman that voiding that agreement was risky and the MSU would have legal issues. Campbell explained that from their perspective there is no reason why voiding the 1986 MAPS MSU Agreement would nullify the Transferability Agreement. He explained that the agreements were separate, and it is speculative to say that it would be void. Campbell added that MAPS stated in their media release that MAPS intends to follow the terms. McGowan explained that a few years ago there was a Human Rights issue on campus that resulted in the Transferability Agreement being made with MAPS, the MSU, and the University. He stated that this is why the MSU believes that this wouldn't amalgamate the two agreements.
- Milani didn't see how this would affect the summer fee. McGowan explained that in parallel they have been trying to clean up the agreements anyway because of certain groups mentioned are no longer in practise, they are trying to streamline the process, but nothing was mentioned.
- Wooder reported that the HPSAG meeting will be held at Mohawk College next week. Homecoming promotions have been helping social media followings grow.
- Doucet stated that he has gotten more involved in TwelvEighty promotions and programming this year, and that they are trying to increase sales by offering \$11 pitchers on Tuesday nights. He added that he will be updating everyone soon about Welcome Week Financial Planning. Doucet reported that at Admincon they are looking at partnering with the University to try and get them to be more transparent with fees. He announced that new residence will be built soon, and the MSU is interested in partnering with them to see if there would be opportunities to put services in the space.
- Mallon suggested the possibility of taping the EB meetings and posting them on youtube. McGowan explained that if they tried to engage students and getting them to watch, it should be summaries of the meeting or the debates. He added that he doesn't know if it would be effective. Graham asked if Mallon liked the idea. Mallon explained that he likes the idea of having it open without having students having to read the minutes. D'Angela suggested that they work on live-streaming the SRA meetings first, and then work on this.
- D'Angela reported that SHEC will be hosting a Mental Illness Awareness Week.
- Campbell announced that the Student Wellness Education Lower Lounge (SWELL) opened. The President's Page is on summer fees, and will be updating the students on the situation with MAPS and the Ath & Rec fees. Homecoming Expo is on Friday, NFL Canada and Redbull will be at the Expo.

#### **8. EFRT Report – Laura Fox presented**

- Fox summarized the report.

#### **Questions**

- Wooder commended the EFRT team as he was faced with an emergency situation, and when called EFRT showed up within 30 seconds of the call.

#### **9. Capital Request - EFRT**

- Fox went over the memo with the board.
- Doucet explained that having a replacement schedule for the supplies makes sense as they shouldn't be making large expenditures every couple of years when things break. He stated that the chart is just to show what they are planning on doing with all of the supplies in EFRT so that the Directors don't always have to come to the Board and request money.
- Campbell asked if the cost recovery of the courses go towards the manikins.
- Doucet responded that they could conceptualize it, but currently they don't have an account for that to go to; all revenues go to their budget line.
- Wolwovicz asked how long they expect the manikins to last.
- Fox responded that as these are better quality manikins, she expects them to last quite awhile.
- D'Angela asked if these were used to train EFRT First Responders.

- Fox stated that they do.
- Doucet added that they are proposing to raise the amount of manikins bought because of the course growing.
- Wooder asked about the longevity of the electronic manikins and if they would still be able to be used once that part breaks down.
- Fox stated that she wasn't sure about the electronics, but that they could still use the manikins without the CPR monitor.

**a) Allocation**

**Moved** by Doucet, **seconded** by Morrow that Executive Board allocate \$2,750 for the purchase of 20 training Manikins for the Emergency Response Team.

**Passes Unanimously**

**b) Expenditure**

**Moved** by Doucet, **seconded** by Morrow that Executive Board expend \$2,750 for the purchase of 20 training Manikins for the Emergency Response Team.

**Passes Unanimously**

**10. Adjournment and Time of Next Meeting**

**Time of Next Meeting:**

**Thursday October 10, 2013  
9:00 am  
MSU Boardroom, MUSC room 201**

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

**Passes Unanimously**

Meeting adjourned @ 10:03 a.m.

/vs



# REPORT

*From the office of the...*

## Mac Farmstand

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TO: Members of the Executive Board  
FROM: Karin Gordon, Director of Mac Farmstand  
SUBJECT: Mac Farmstand Report 1  
DATE: October 3, 2013

### UPDATE

The farmers market is of course, nearly finished. Seems that we're doing well monetarily though, and we've had a huge amount of volunteer interest from welcome week. We're focusing on providing opportunities for students to eat healthy without spending a load of time and money.

### SERVICE USAGE

Through the summer during the semester we were regularly making about \$500 a week, more like \$300 for the few weeks between the end of the summer semester and the beginning of the fall semester. Now we usually make \$700 a week, certainly partly thanks to the new salad bar.

### PAST EVENTS, PROJECTS & ACTIVITIES

Weekly markets since June 18th.

Training volunteers and CSRs on the job once per semester. Set up, running the stand and take downs twice weekly.

Trip to Samsara Farms - A small group of volunteers drove out to our heirloom vegetable farm. We took a tour, and learnt about their organic farming methods. We helped prepare the garlic for market and enjoyed a delicious vegetarian meal, of fresh seasonal produce.

Salad Bar at Farmstand - Design your own salads at the stand both days, using fresh local produce by a trained chef.

### UPCOMING EVENTS, PROJECTS & ACTIVITIES

More Markets until October 30th

Cooking programming in conjunction with SUSTAIN 3A03.

Potentially Apple Picking and/or a Preserving workshop. Just need to find out how late we can go apple picking before we can pick dates.

## BUDGET

To date, I have spent about \$800 of my \$2,000 budget including some personal expenses I have yet to submit. I wound up buying too many pamphlets for welcome week, but we'll still be giving them out throughout the year. I'm planning to find some waiting areas that we can leave our promos (SWC, SAS, potentially associate dean's offices etc).

I would still like to be able to buy T-Shirts for our volunteers as an appreciation component. We should still have enough money left to be able to run lots of other events in conjunction with other MSU services.

## CURRENT CHALLENGES

We had been hoping to have room on campus for our cooking and preserving workshops. Bridges would only be available on the weekend, which is perhaps the best time for students. We need to have a hospitality services chef in there with us to supervise though, I feel kind of bad asking Leigh to come in on his days off. If you guys have any other ideas, I would appreciate the perspective.

## SUCSESSES

The salad bar has been a great success. I think people are generally really excited to have fresh, local prepared foods. We had made a gazpacho and a jam a week previously. I would like to see this evolve through bridges over the off season, ultimately culminating in the creation of some hospitality positions set aside for the creating of weekly seasonal recipes.

Initiation of cooking programming development through the sustainability class 3A03. When speaking with students during the summer and welcome week, cooking workshops were something that caught lots of interest. We're looking forward to partnering with the MTCG and MacBread Bin in addition to the sustainability class to bring new programming to McMaster students that will help them to feel more comfortable in the kitchen.

## OTHER

No pressure, but I don't really see too many of you guys at the stand too often. What can we do to make ourselves more accessible to you?

Someone suggested that part of the issue is that if you aren't going right back home, buying groceries becomes inconvenient due to lack of refrigeration. Thoughts?



# REPORT

*From the office of the...*

## McMaster Teaching & Community Garden

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TO: Members of the Executive Board  
FROM: Christina Monachino  
SUBJECT: McMaster Teaching & Community Garden Report 1  
DATE: Thursday, October 3<sup>rd</sup>

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### UPDATE

The garden is doing very well; we have been running two weekly gardening sessions with a good amount of participation through volunteer work (approximately 5-7 volunteers per session). The garden itself is growing well and we have a great deal of vegetables and herbs to offer to Mac Farmstand for sales. As we are well into the harvest season and can expect the garden to grow into the end of October, we are now focusing on larger scale workshops to keep the community engaged.

### SERVICE USAGE

- A lot of people have been participating and coming out to the garden
- We have been getting a lot of positive support from all areas of the community (students, faculty, residents and other university employees)
- There has been an overwhelming amount of things to harvest from the garden, which is great! Currently encouraging volunteers to pick some for themselves so it doesn't go to waste

### PAST EVENTS, PROJECTS & ACTIVITIES

- MTCG & Mac Farmstand Grand Opening
- Weekly volunteer sessions (and workshops)
  - These are small scale activities that we run while gardening with our volunteers
- Welcome Week Workshop – Seed Starting
  - Workshop with McKay residence – the Wellness residence
  - A small group of students came to the garden to learn about the MTCG and related services. We went through gardening basics and they had the opportunity to start a plant from seed.

### UPCOMING EVENTS, PROJECTS & ACTIVITIES

- Continuing with weekly volunteer sessions
- Pesto Making Workshop
- A joint event with Mac Farmstand and Mac Breadbin
- A possible end of harvest festival (end of October)

### BUDGET

- Most of the supplies for the MTCG have been purchased for the year
- Currently budgeting for upcoming events
- Looking into the costs for an irrigation system for the garden

#### CURRENT CHALLENGES

- A large challenge that I am now facing is working on an action plan to continue maintain a presence with the garden after my work term ends. Currently coming up with ideas for workshops that will be feasible during the winter months and collaborations with other services.
- Another challenge is that a lot of the vegetables go to waste due to the fact that we are only able to pick on Tuesdays and Wednesdays. After Wednesday evening much of the vegetables (especially tomatoes) that were not ready to be picked may become over ripened and will go bad during this time. I am currently encouraging volunteers and community members to pick some after Thursday so that most of it will not go to waste.

#### SUCSESSES

Volunteer and community outreach! A great deal of people now knows where the garden is and has been expressing interest in it. The amount of positivity and support that we are getting from the community is incredible. In addition, we have been getting a lot of suggestions and feedback from the community about the garden. Some of these suggestions we have been able to implement now, and others I am currently researching and documenting so that it may be possible in the future.

#### OTHER



# REPORT

*From the office of the...*

## Shinerama and Terry Fox

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TO: Members of the Executive Board  
FROM: Kyle Diab  
SUBJECT: Shinerama and Terry Fox Report 1  
DATE: October 3<sup>rd</sup>, 2013

### UPDATE

Both the Shinerama and Terry Fox campaigns are now at their conclusion (except Round Up for Terry Fox which will be described later). Both campaigns in the end were successful, in the amount of money raised as well as creating awareness for each cause. I am now in the process of wrapping up which includes gathering any last minute money coming in, sending back unsold merchandise, sending tax receipt information to the respective organizations, as well as writing my transition report.

### SERVICE USAGE

The best way to measure the use of this service is through participant numbers at the main events for each campaign (Shine Day and the Terry Fox Run). Shine Day proved to be a great success in terms of participant numbers. In 2012, according to the waivers signed and collected, there were 938 participants in total at Shine Day. In 2013, there were 1141 participants overall. A 200 participant jump, despite challenges such as the weather and the football game, is indicative of our team's push to spread awareness of Shinerama to all the first years and reps. For Terry Fox, participant count was at about 170.

### PAST EVENTS, PROJECTS & ACTIVITIES

In my year plan, one of my objectives was to run more summer fundraisers. However, because the faculties take such great initiative and run secondary fundraisers themselves, it proved difficult to run these events without having overlap. We still had presence at a couple events, such as a carnival on bayfront, to raise awareness for Shinerama and get donations as well. We also had the 50/50 raffle at the home opener which was new this year and raised a lot of money.

In terms of Welcome Week, we had the Monday Night Charity Casino in which we partnered with Campus Events to run. Students were able to purchase tickets to play casino style games and eventually enter raffles for a variety of prizes.

On Wednesday, we had the McMaster wide Shine Off, in which we brought back and revamped from previous years. In the past, it was a competition between Residences/SOCS to see who can clean their respective cars the fastest. Because no money was raised, and it was after Shine Day, there proved to be no point to the event

and it was decided to be cut last year. This year, we brought it back, however to the middle of the week, right after PJ Parade. Therefore it was able to be used as an awareness event, and get the students excited for Shine Day on that Saturday. Also, instead of 13 cars, we had one large vehicle (the Marauder Coach Bus). The students washed it as a team effort, and the rest of the first years and reps cheered them on. It was a great event, that turned into a massive dance party and everyone had fun. I believe this was a main reason for the increased participant turnout for Shine Day.

Bling Bling was a game run all week, in which both Residences and Faculties were involved and raised a lot of money. Each team had a bucket, and dimes in that bucket were positive points but any other money was negative. So the point was to get as many dimes while sabotaging other teams. Last year it was done with Residences, but the addition of Faculties proved to be very successful this year.

Finally, Shine Day was our main event, and despite the pouring rain and the football game conflict, it proved to be successful as well. As mentioned, it had the highest number of participants ever, and students really made the best of it despite the weather. Unfortunately there was no way of knowing how much we made from this specific event as most groups added the money with everything else they raised over the week.

Terry Fox Run was on September 15<sup>th</sup>, and went smoothly. Nothing major was changed from the event as it is usually pretty standard. We tried to increase promotion of the event with TV banners, coffee sleeves, posters, a banner on the MSU window etc. Participants were given water, a free willy dog coupon, and participant ribbons as a thank you for coming out.

#### UPCOMING EVENTS, PROJECTS & ACTIVITIES

In the month of October, Campus Store will be holding the Round Up campaign, in which each student will be asked if they want to round up their total to the nearest dollar and donate that amount to the Terry Fox Foundation.

#### BUDGET

Although there are still a couple of invoices I have yet to receive, the budget is on track for both campaigns and there is nothing major to note.

#### CURRENT CHALLENGES

The only challenge at the moment is trying to track cheques sent to the office from campaign sponsors. If there is an easier way to make sure the money gets to the right account then it should be noted for next year.

#### SUCSESSES

The announced total for the Shinerama campaign was \$127,000, however Marn and I believe to have reached \$130,000 when all is said and done. The announced goal was \$120,000, but my personal goal was \$130,000 which I hope we have reached.

For the Terry Fox run, we raised almost \$7500, however we still have the round up campaign for the month of October.



# REPORT

*From the office of the...*

## Emergency First Response Team

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TO: Members of the Executive Board  
FROM: Laura Fox  
SUBJECT: Emergency First Response Team Report 1  
DATE: October 3, 2013

### UPDATE

The month of September has been running smoothly for the EFRT. The increased call volume has led to an increased workload for responders, but the number of calls has begun to decrease since Welcome Week. The beginning of year retraining was successfully completed, and we also underwent a training with the Health Physics Department in September to put in place a protocol for radiation exposure emergencies. We have seen an increase in revenue in our SFA courses as measured in August from the past year. We are currently beginning the tryout process for the team with an increased number of applicants from the past several years, and are looking forward to the try out process and choosing new team members at the end of October.

### SERVICE USAGE

Since the beginning of the school year, the EFRT has received 146 calls. The EFRT has been able to divert 117 of these calls from Hamilton EMS, while 25 have been sent to the hospital via ambulance, and 4 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.

### PAST EVENTS, PROJECTS & ACTIVITIES

The EFRT successfully completed retraining of responders for the year, with alumni from various health professions such as paramedics and emergency physicians returning to run the training sessions. We have been managing well with the increased call volume seen during September and October, especially during Welcome Week. The EFRT was also able to participate in September's training with the Health Physics Department to ensure that proper protocols were in place in case of a radiation exposure emergency.

### UPCOMING EVENTS, PROJECTS & ACTIVITIES

The EFRT has begun the try out process for new responders on the team. So far we have narrowed the candidates down from 130 to 42 through CPR testing, SFA written tests, and an interview. We are currently preparing for the rest of the try out process, which includes an Orientation weekend with lectures and skills sessions, two weeks of practice nights, and a final weekend of testing. We are looking forward to having alumni come back and teach these skills sessions and assist with the evaluation process.

## BUDGET

The budget is currently on track from the summer months. Due to the large amount of supplies needed last year, it is possible that this budget line (5315-0107) may need to be increased again this year. One current challenge that the team is facing is the strain on senior responders in the months of September and October before choosing new responders for the team. Seniors have to run double the regular amount of shifts to make up for the lack of responders on the team, and it is therefore often difficult on responders, especially in the current year, when there are fewer senior responders than normal. This might lead to an overspending in the team recognition budget (6415-0107) by the end of the year due to the need to ensure responders are receiving deserved recognition for all the work they are putting in, but as for right now the budget is on track.

## CURRENT CHALLENGES

Currently things are running smoothly for the EFRT. We are in the process of compiling an inventory of EFRT equipment that is considered a capital asset, or over \$1,000. This will hopefully allow for a replacement plan to be developed to ensure that the PTM is aware of items that need to be replaced each year after the transition, and the length of time that each item has been used for.

## SUCSESSES

The EFRT has begun running ride outs with Hamilton EMS, allowing responders to shadow paramedics for a day and see the side of emergency care from a paramedic's point of view, and respond to calls outside of the campus community. This is especially exciting as the ride out program had been closed to non-health care professionals since 2008.

As mentioned above, the EFRT received 130 applicants to try out for the team, which is an increase in number when compared to the past several years, where it ranged from 80-100. The service has also seen an increase in revenue from SFA courses as well, which at the end of August was \$7,079.48 greater than the revenue in 2012.



# REPORT

*From the office of the...*

## QSCC

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TO: Members of the Executive Board  
FROM: Jyssika Russell  
SUBJECT: Queer Students Community Centre Report 1  
DATE: October 4, 2013

### UPDATE

The QSCC is off to an excellent start this year. Having now completed our welcoming events and premiered some new programs, we are currently looking ahead to MacPride in November, as well as our October Events.

### SERVICE USAGE

We have participated in training over 150 individuals in LGBTQ+ service provision, including our own volunteers, those of SHEC and Peer Support Line, as well as the Women and Trans\* Centre Committee. Having held one event per day from Sept 4-Sept 15, each event has attracted 4-20 participants, most being unique participants for each event. Our Newcomers meetings have been completely full, with 20-25 participants, and the centre has been physically full most of each day we have been officially open since the beginning of the term.

### PAST EVENTS, PROJECTS & ACTIVITIES

Because I was not in town in the summer, our events were limited to a board games day and some trips to Toronto Pride. We participated in outreach activities including Horizons Successfest, Welcome Day, Clubsfest, Graduate Resource Fair, and Mac Supports Take Back the Night.

Our welcome events included: Games Day, Movie Night, Billiards Night, Newcomers Night, and our Bayfront Picnic. We also coordinated group trips to Hamilton's Take Back the Night, Laffing My AIDS Out Comedy Night, and Supercrawl.

Most recently, we have premiered our book club "Between the Lines", which focuses on Queer intersectionality, reaching out to local book store Bryan Prince for a location.

We've also trained and hired all our volunteers for the semester, and have recently formalized our Peer Support Offerings, with a full day of specialized training for those volunteers. We have begun our test run of the Queer Convoy, which was outlined in our yearplan.

On Sept. 22, we participated in the AIDS Walk for Life; while we had a low turn out, our team raised over \$270 for the cause. Our Intramural teams have begun, with The Other team having 14 people show up for the inaugural dodgeball game, featuring SHEC volunteers. Finally, we have held our first trans\*-friendly swim in cooperation with Ath & Rec

#### UPCOMING EVENTS, PROJECTS & ACTIVITIES

For October, we will be participating in events including SWC's Mental Illness Awareness Week, International Coming Out Day, the Homecoming Festival, and Trick or Eat. We will be hosting our own events such as our annual Gayzer Tag and a Rocky Horror Picture Show Sing-a-long.

We will continue to plan MacPride, taking place in November 4-8. We are currently booking spaces and contacting campus partners to host events and fund certain projects.

#### BUDGET

We have used most of our training budget due to offering food for the longer, expanded volunteer training sessions, and the new Peer Support Training. We have also used some of our promotional budget because of our logo change over the summer.

We will be seeking some external funds to host MacPride this year, as the event has expanded significantly, and will need greater funds in the future to grow and be sustainable.

#### CURRENT CHALLENGES

Current challenges centre around space, specifically accessible space. We are seeking external locations outside MUSC to host our Newcomers Meetings, as well as searching for a larger space to accommodate a potential MacPride speaker.

#### SUCCESSSES

We have had the most successful welcome week in centre memory, with more events than ever. We have had several students reach out to us through email or other means to tell us personal stories of their positive experiences in the centre, which we consider a huge win and very encouraging.

#### OTHER

I'd like to thank the amazing QSCC Exec for being the driving force behind so many of our events, being innovative, providing new services, and being excellent role models within the centre. Our successes are because of their hard work and dedication.



Dear Executive Board,

This proposal is a request for a capital expenditure of \$2,634 to purchase 20 training manikins. The manikins that are currently in use for the SFA and CPR courses taught by the EFRT are in poor condition, as they have been in use for at least the past four years. Currently, there are 16 functioning manikins of the 25 originally purchased, most of which already contain some damage. Several have broken in two at recent first aid courses, rendering them non functional. This is a problem as the Red Cross requires a 1:1 participant to manikin ratio for their courses, and enrollment in the EFRT courses is generally higher than this (currently ~30 per course). The chart below details the three options for CPR manikins:

Model	Total Price (including tax and shipping)	# Manikins	Cardiac Monitor
Cardiac Canada (CC) CPR-AED Training Manikin with CPR monitor	2,634.28	20	Yes
CC CPR-AED Training Manikin without CPR monitor	2199.74	20	No
Actar D-Fib Manikin 25 pack	\$2564.98	25	No

(Left) Cardiac Canada Manikins

(Right) Actar D-Fib 25 pack



We propose the purchase of 20 CC CPR-AED Training Manikins with the CPR monitor. As shown in the picture, the CC manikins are more realistic to the eyes and touch than the Actars, which are the current brand of manikin being used. They also have the option of including a cardiac monitor that assesses the rate of compressions during CPR, which is crucial for effective CPR and is currently difficult for instructors to monitor, especially in larger classes. Further, the



CC manikins are built with a mechanism to ensure the correct force and depth of compressions is used.

The CC manikins with the CPR monitor would provide more effective instruction to participants and add to the professionalism of the first aid and CPR courses offered by the EFRT, as well as improve the CPR practice of the responders on EFRT. These first aid courses have grown substantially in the past several years, bringing in profit for the MSU and providing a valuable resource for McMaster students. We believe that the added benefits of the CC manikins with the CPR monitor far outweigh the slightly greater cost when compared with the older model.

As well, these manikins will be included in a replacement plan to ensure that the EFRT always has at least 30 manikins for first aid courses. The original Actars were purchased more than 5 years ago, indicating that they have outlasted their depreciation cycle and are due to be replaced. Shown below is a replacement plan for the mannequins. As you can see, they were first purchased five years ago and since then none have been replaced. They are now breaking quickly and not likely to last longer than another year or so. This plan will allow EFRT to replace 20 mannequins this year, and then subsequently purchase five mannequins a year. After two years EFRT will be able to maintain 30 mannequins on a consistent basis. The reason that EFRT is required to have 30 mannequins is because the demand and size of classes have grown since 2009.

EFRT Mannequins Replacement Plan									
Year	2009	2010	2011	2012	2013	2014	2015	2016	2017
Mannequins Purchased	25	0	0	0	20	5	5	5	5
Damaged Mannequins	0	0	0	0	-9	-10	-6	-5	-5
<b>Total Mannequins</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>36</b>	<b>31</b>	<b>30</b>	<b>30</b>	<b>30</b>

Thank you for your time and consideration,

Laura Fox  
 Program Director  
 Emergency First Response Team



# MEMO

*From the office of the...*

## Vice-President Finance

---

TO: Executive Board  
FROM: Jeffrey Doucet, Vice-President Finance  
SUBJECT: Website Redevelopment for *The Silhouette*  
DATE: September 27, 2013

---

To Members of the Executive Board,

In July, the SRA approved an allocation of \$10,000 dollars to redevelop *The Silhouette's* website. The \$10,000 was selected based on research that the Executive Editor, Jemma Wolfe, had done at other student newspapers across Canada.

Following the approval of the allocation, Jemma and I worked to draft a public Request-For-Proposal, which was released on July 22. The proposal was made publicly available on the MSU site and other relevant job boards for **two weeks**. When the proposal was closed down on Tuesday, August 6<sup>th</sup>, 2013 at midnight there were 8 firms that responded to *The Silhouettes RFP*.

Initially, these proposals ranged from \$14,000 to \$32,000 in cost. Following the receipt of the proposals, *The Silhouette* followed up with five companies. *The Silhouette* did not follow up with some companies because working with them would have presented severe logistical issues (three of the companies that submitted proposals were located outside of Canada).

*The Silhouette* followed up with five companies, and had extensive email communications. Some of the companies didn't respond, or didn't budge on price when we tried to simplify and re-explain what we were really requesting (some appeared think thought we wanted a website from scratch, rather than a WP modification). Of these five companies, only Ward, Simplistics, and Carbonated showed a continued interest in working with *The Silhouette* to meet their needs.

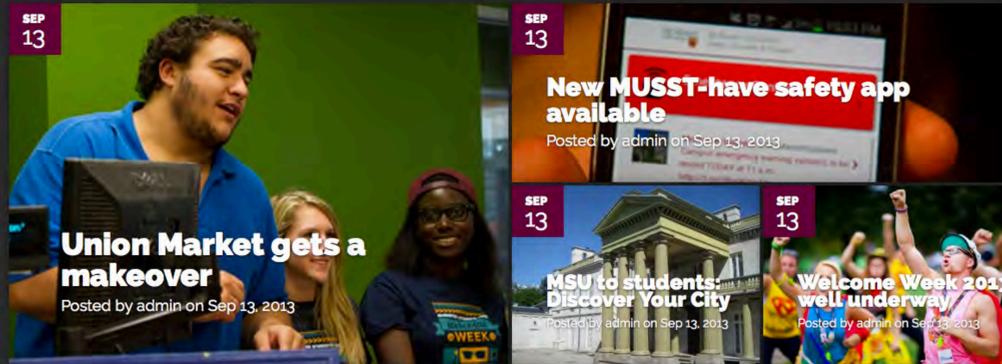
Ward Technology responded to the follow up questions in a timely manner and they responded with an adjusted proposal. Following the submission of an adjusted proposal, we met with them on August 27<sup>th</sup>, where they pitched their plan for the website. Following the meeting,

they agreed to design mockups of the website before entering into a complete contract. These mockups are attached to the document.

Ward Technology has quoted The Silhouette for \$9,200 + taxes. They have identified this as the **total maximum amount**, explaining that if the project moves along quicker than expected; the final price will be lower. Therefore, at this time we are requesting that EB expend up to \$6,000. We will come back to the Executive Board with an update midway through the project and a projected final cost.

Attached is the original quote, and updated estimate, as well as mockups submitted to *The Silhouette*.

			
<b>Estimate to: McMaster Student Union</b>			
1280 Main Street West			
Hamilton, Ontario, L8S 4S4			
	<b>Hrs/Quantity</b>	<b>Rate/Price</b>	<b>Subtotal</b>
<b>WordPress Theme deployment &amp; Customization</b>	92	\$ 100.00	<b>\$ 9,200.00</b>
		HST	<b>\$ 1,196.00</b>
		<b>Total Estimate</b>	<b>\$10,396.00</b>



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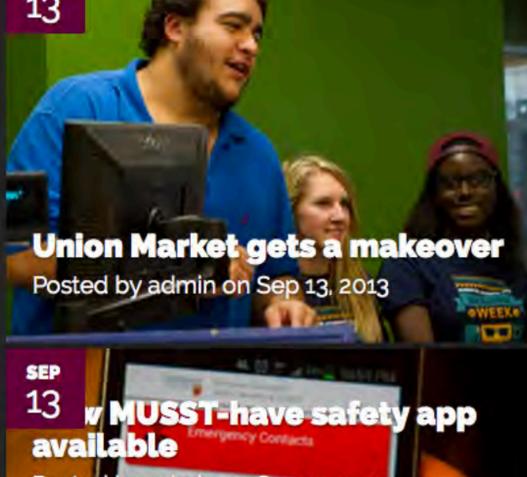
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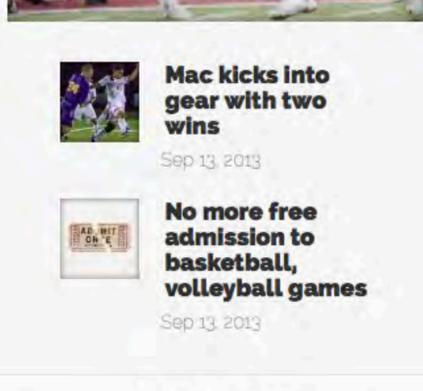
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Posted By admin on Sep 13, 2013 in NEWS | 2 comments

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"When the Starbucks went up on Main Street, we felt a bit of pressure," said Matthew Bergen, Union Market manager.

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"I was paying my own way through school, so I needed a job. I really liked the environment here and how it was student-oriented. Everyone was on the same level," he said. Bergen liked the student vibe so much that he applied to be manager twice.

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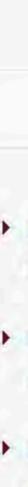
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Posted by admin on Sep 13, 2013



## Mac kicks into gear with two wins

Posted by admin on Sep 13, 2013

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## Mac football sits in unfamiliar territory

POSTED BY ADMIN ON SEP 13, 2013 IN FOOTBALL, SPORTS 0 COMMENTS

An undefeated record was what we saw this time last season so to experience two brutal losses in a row is not something that any Marauders fan will get used to. Especially not since the last couple of years have been the team's best record in school history. Saturday proved to be pretty close to rock bottom for the team as they lost to their rivals, the Western Mustangs, with a score of 58-15. "We definitely need to take things a...

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## Mac kicks into gear with two wins

POSTED BY ADMIN ON SEP 13, 2013 IN SOCCER, SPORTS 0 COMMENTS

After a successful season last year, winning the OUA Championships, the Marauders men's soccer team is back and hungry for another victorious season. But the team does not just have its sights on victory within the OUA. They are striving to win a medal at CIS Championships this year, especially after facing some bad luck in the opening round of the national championships last season. "I think we were a bit unlucky with our draw last...

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## No more free admission to basketball, volleyball games

POSTED BY ADMIN ON SEP 13, 2013 IN SPORTS 0 COMMENTS

Those looking to catch a basketball or volleyball game in Burrige Gymnasium this year could be in for a shock as they try to walk through the doors. For the past three years, McMaster students who wore maroon and presented their student card were given free admittance to basketball or volleyball games. The no-cost event was part of the Athletics and Recreation department's Colour Your Passion campaign. But as the department puts down...

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Twitter feed showing tweets from Sarah Janes, Mike Waddington, and The Silhouette.

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## Get Involved

### Contribute

The Sil is always looking for new writers and photographers. Each section holds a weekly meeting, where you can pitch an idea, take on a story assignment or just find out what the Sil is all about. No qualifications are required to contribute, but paid editorial positions involve an application process. Meetings are held in the Silhouette office, room B110 in the basement of the Student Centre.

Weekly meeting times for sections are as follows, in MUSC B110:

**Online/Multimedia:** Thursdays at 4:30 p.m.

**News:** Thursdays at 2:30 p.m.

**LifeStyle:** Tuesdays at 2:30 p.m.

**ANDY:** Tuesdays at 5:30 p.m.

**Sports:** Thursdays at 2:30 p.m.

**Opinions:** Tuesdays at 1:30 p.m.

**Photo:** Fridays at 12:00 p.m.

Look up your editors (not creepily though) [here](#).

### Inform

If you know of a story that might be of interest to McMaster students or the surrounding community, the Silhouette would love to hear about it. Our coverage tends to be McMaster-focused, though some sections range a little farther. Contact the editors of the appropriate section with ideas, or email [thesil@thesil.ca](mailto:thesil@thesil.ca) if you're unsure. We'd also love to hear your feedback on how we're doing.

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Author: admin

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Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged.

### What is it?

It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English.

### Where Does it Come From?

Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 of 'de Finibus Bonorum et Malorum' (The Extremes of Good and Evil) by Cicero, written in 45 BC.