



REPORT

From the office of the...

CLAY Coordinator

TO: Members of the Executive Board
FROM: Jonathan Davis
SUBJECT: CLAY Report 2
DATE: January 20th, 2016

UPDATE

CLAY 2016 is coming along well!

SERVICE USAGE

CLAY Committee meetings started this past week. The Sponsorship & Fundraising Committee meets on Monday nights this term, Sessions Committee on Wednesday evenings. Both of the initial meetings were well attended, with 20-30 participants in attendance. This is a great opportunity for McMaster students to get involved with CLAY (anyone is welcome to join a committee) and contribute to the planning of CLAY. We are so happy to see so many McMaster students engaging with the service.

CLAY Staff Team applications are set to go live this Friday! We are moving forward with hiring conference volunteers (LDs, SET, Media Set) much earlier this year for a number of reasons. (1) We will be able to facilitate team bonding much more effectively throughout March, rather than trying to bond a time during the exam period. (2) We will be able to better prepare LDs (particularly first-time LDs) for the conference via 1-1 check-ins and optional extra training sessions throughout March & April if they are hired early enough. (3) We will have a team of committed volunteers to aid in the process of conference promotion/outreach – helping to promote CLAY to a wide variety of interested parties.

PAST EVENTS, PROJECTS & ACTIVITIES

Planning Team/Exec Team Hiring:

I hired 10 Planning Team members out of a pool of 41 applicants in December (the most CLAY has ever had!). This process was incredibly difficult for me due to the highly qualified nature of candidate pool. As services such as CLAY (or other similar services) increase in popularity as CLAY has, I would recommend that the future PTMs include supplemental applications with the online application process. In retrospect, adding the supplemental application to the online application rather than to the interview would have aided in selecting interviewees from the very large pool of candidates

Site Selection:

Two suitable sites were contacted as host sites for CLAY 2016: Camp Trillium and Camp Muskoka, the latter being last year’s host site. Camp Trillium was recommended as the preferred host site by the previous Coordinator due to its proximity to Hamilton and very accessible nature. Unfortunately, this makes them the preferred conference site for a number of conferences, and they usually book more than a year in advance (obviously, further in advance than any CLAY Coordinator would be able to manage within their term). I am currently in talks with Camp Trillium in regards to the potential of booking for CLAY 2017.

Camp Muskoka has been booked for CLAY 2016. The camp staff are incredibly accomidating and have offered a very generous deal – we are very happy to be back at Camp Muskoka for a second year! A site visit in early January revealed new renovations, wheelchair accessible accomidations, and very flexible staff. While the camp is quite far from Hamilton, this site will allow for a very financially accomidating conference, and will allow many delegates to experience camp for the first time.

UPCOMING EVENTS, PROJECTS & ACTIVITIES

We are currently in the middle of planning a series of “LD Information Nights” – a series of presentation-style events where students can come out and learn about CLAY. We hope to reach out to a wide variety of students through these events, and prepare potential applicants for both the application process and the conference itself. I do not believe that inexperience with conference should act as a barrier to getting involved with CLAY, and we are actively working to break down that barrier for potential applicants.

I am also currently in the midst of planning Applicant’s Workshop (a large yearly workshop put on by CLAY, Spark and Horizons). Things are coming along well – we are all very excited to host a workshop that will help undergraduate students prepare not only for typical MSU-style interviews, but will help them with the skills they need to succeed in interviews throughout life.

BUDGET

McMaster Student's Union							
Dept. 0121 - CLAY							
For the Seven Months Ending November 30, 2015							
	Current	Prior Yr.	Current	Prior Yr.	Prior Yr.	Approved	% Budget
	Month	Month	YTD	YTD	YE	Budget	Used
	November	November	2015-16	2014-15	2014-15	2016	To Date
All:							
3301-0121 CLAY - CONFERENCE REVENUE			(13,557.74)	(17,168.42)	(17,168.42)	(19,000.00)	71.36%
3302-0121 CLAY - LEADER T-SHIRTS REVENUE			(2,130.00)	(640.00)	(640.00)	(300.00)	710.00%
3801-0121 CLAY - OTHER REVENUE			(6,888.45)	(1,266.80)	(1,906.80)	(4,000.00)	172.21%
5101-0121 CLAY - TELEPHONE		10.08	45.32	70.56	120.96	98.00	46.24%
5201-0121 CLAY - PHOTOCOPYING				0.66	0.66	12.00	0.00%
6102-0121 CLAY - ANNUAL CAMPAIGNS			34,043.08	44,179.86	44,772.27	39,000.00	87.29%
7001-0121 CLAY - WAGES	71.37		1,468.49	905.89	3,998.17	4,000.00	36.71%
7101-0121 CLAY - BENEFITS	3.17		125.53	72.32	303.88	360.00	34.87%
8501-0121 CLAY - HST/GST EXPENSE			1,539.02	303.59	303.59	132.00	1165.92%
Total All	74.54	10.08	14,645.25	26,457.66	29,784.31	20,302.00	72.14%

This is my November statement. The only things that have been paid for are my wages and a site visit to Camp Muskoka.

VOLUNTEERS

10 Planning Team/Exec Team Members are very driven and self-motivated individuals. They are the best. Couldn't ask for a better team. If you get the chance to meet any of them, I would highly suggest you introduce yourself. We had a staff retreat on the 10th – it was amazing. Woud highly recommend staff bonding days in the future.

We will have a whole big group of new volunteers in about a month and a half – so exciting!

CURRENT CHALLENGES

Putting together conference registration via the survey function on the MSU website is very challenging. The way it is currently set up does not lend itself very well to a registration function – a sentiment echoed by numerous previous conference coordinators for both CLAY and Horizons. Pauline is trying very hard to make what we have work well for this purpose, but I am a very strong advocate for changing this process. I believe that introducing a new registration function to the website, changing the functionality of the surveys, or moving registration to an external host could all be solutions which make this part of the conference process much easier for future coordinators to deal with.

SUCSESSES

CLAY 2016 is coming along great! I feel as though the changes we are making, though small, are important in sustainably growing this service while solidifying and validating it within the MSU.

OTHER

Excited to hear your feedback/answer any questions.