

#### Office of the Vice-President (Internal)

# Report to Executive Committee March 12<sup>th</sup>, 2014

## Publications

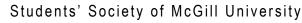
- > Yearbook:
  - Lots of promotion in the Listserv and social media
  - Submitting the Newsletter submission through DAR
  - It will be released through the Parent's Network who will be releasing an announcement using their resources; will be sent out at the end of March
    - Will have this submitted by the end of the week

### Sponsorship

- ➤ General:
  - Beer Contract:
    - Finalized the numbers for promo cases, free pints and Awards Ceremony budget
    - Will be bringing the Faculties in one at a time and trading their cheques with signatures for the revised beer contract
    - Already shared the numbers for each Faculty's distribution and everyone is satisfied
    - Will revise the Beer Contract next week
  - Sponsorship for Faculty Olympics is mainly finalized
    - Two main sponsors
    - Will work on last minute food sponsors
  - Contracts:
    - Started to work on this
    - The sample venue contract was drafted and is being used—we will add to it as we go along
    - Will be working on this with Ryan and Eric and making contracts for sponsorship too

## Communications

- Listserv:
  - Listserv
- Going well, this week might be sent out Tuesday just waiting on translation
- Will include Street Teams, Awards Application and Red and White Week
- ➢ General Communications
  - Website:
    - SQ.
  - Human Resources
    - SQ.





- General Communications:
  - Vandalism
    - Please spread word

#### Events

- Faculty Olympics
  - Going really well!
  - Finalizing the last details
  - Budget is looking really good
  - Final registration numbers will be known by tomorrow at 5:00PM
  - Please let me know if you will be in attendance, and if so when you will be around. Would love to have you but will be planning accordingly

## > <u>SSMU Awards Banquet:</u>

- Invitations to VIPs sent out
  - Suzanne, Masi and Di Grapa will not be able to make it
  - Everyone else will be there
  - PLEASE TRY TO CONVINCE SUZANNE TO COME
- Did lots of work on this with Pauline
- Meeting with Pauline, Wallace and Tania this week about event details tomorrow
- Meeting with Lev for the second time on Wednesday morning with Pauline and the co-chairs of SSPN
- Application has been released, due by **Tuesday March 28th at 5:00PM** please share this to as many people as possible!
- Will be meeting/emailing Katie to figure out Nominating Committee
- Will have a lot of stuff figured out by Wednesday and then we will start moving quickly to plan everything
- REALLY EXCITED!
- You will all have a "host" role—more details to come
- Red & White
  - Connected the Website Developer with DAR and will have them figure out the integration of registration to the website
  - Finalizing the stylistic elements of the website
  - Primary content is on the website
  - Twitter, Facebook and Instagram have been made, now looking to fill with content
  - Will be making a separate Facebook event for the Concert—graphic is almost finished
  - Meeting this week with stakeholders



#### Faculties & Associations

#### Internal

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► SSMEWS:

• SQ.

Student Health Campaign:

• SQ.

- Exam Time Stuff:
  - SQ.
- Internal/External Contact:
  - Terry Fox Foundation:
    - SQ.
- ➢ Committees:
  - SSPN
    - Going really well, have added new members (if you have friends then encourage them to join)
    - Will be meeting back as one group instead of sub-committees
  - Francophone Affairs
    - Conference went really well!
      - It was a great confernece, had wrap up meeting now just getting video, audio and pictures sorted
    - They are working on a blog post for the website, the video and photos are ready as well
    - Will spread around when blog post is finished
  - Athletics Roundtable
    - SQ.
  - Centraide
    - TVM video project

#### HR

SQ.

Submitted, with the utmost respect, Brian Farnan VP (Internal)