



Summer Report to SSMU Council

September 17, 2009

Clubs and Services

Office space – I created a rubric outlining how office and locker space should be allocated. I then allocated office and locker space to 86 groups. The porters repainted all the offices. We gave out new codes and locker keys yesterday.

How to Run a Club. How to Run a Service – I updated the former and wrote the latter. I have put these on the website and printed copies to put on the shelf at the SSMU office. I have received a very positive response. I refer people to them often to answer their questions.

Activities Nights – Now two nights! I put in a lot of work to create a security plan, assign tables, field questions, create a waiting list, print and distribute passes, crowd control. The first night we had 1700+ people come through the building in 3 hours. Last year we had that in 5.

Service budgets and financials – I met with several services to educate them on their budget and SSMU's financial procedures. It is always important to walk them through the budgeting process so they understand their own budget and how it interplays with SSMU's annual budget. Over the next couple weeks, I will have met with all 19 of them.

Service reports - I sent out service reports to gather information as to the quality and necessity of our services. The input from these reports has allowed me to find storage space to The Flat, link up BSN with our VP UA to fight for the African Studies program, and include a better description of SSMU's budgeting process in How to Run a Service.

Tribune independence – I have been working with President Neilson and Editor-in-Chief Thomas Quail on arguments for independence for both SSMU and the Tribune, a timeline for independence, the referendum question, a potential budget, and other such issues. This will likely be going to referendum during a special referendum period in the Spring, in order to give the Tribune enough time to incorporate and campaign. However it would have to be approved by BoG. Professor Mendelson believes there will be resistance to signing a new MOA.

Nightline – I collaborated with Nightline to lower their base fee allocation from \$.25 to \$.05 per semester. Because Nightline still receives \$.40 per semester from the Referral Services Fee, the base fee allocation was excessive and remained unused by Nightline year to year. MFAS submitted a proposal for some of the money.

New clubs we approved in Exec: Challah for Hunger, Egyptian Student Association, Cinema Politica, Equal Voice (Youth Chapter), Speed Dating (full status), Buddhism Discussion and Meditation Group, World Vision, Students Supporting the Heart and Stroke Foundation, Chamanga, Dragon Boat Z (full status), Sketching Club, Students for Alternative Software Society, Global Agents for Change (interim), Painting Club (interim), Europe Club (interim), McGill Socialists Society (interim), and Soka Gakkai (full status)



Publications

Old McGill – I am trying to revamp the sales strategy of Old McGill. It's such a great publication, but it is not widely embraced on campus. We were hoping to sell books at Convocation in the spring, but could not due to restraints on Alumni. I have met with Alumni since to discuss this and coordinate a stronger working relationship. We have also renegotiated a deal with HF Photo. They have exclusivity for the photos of grads in the yearbook. In exchange they offer money for joint promotions with SSMU for Old McGill. Some have suggested the possibility of having a non-optoutable fee that would then give every graduate an Old McGill. Because printing so many would greatly reduce the cost per book, this would amount to around \$3.50 per semester (\$28 total for a 4 year program). I am looking for lots of feedback before making a decision either way about putting this to referendum. If you have an opinion on this, please let me know!

Handbook – I oversaw the two editors in the format and content of the handbook. Our CPM coordinated the advertisements in it. It is really great this year – I am very happy with it. We've been giving them out all over campus and receiving very positive feedback.

Building

Space Fee – I applied and was granted \$300 from the space fee to put flowers at the front entrance and \$2000 to put couches in the Cafeteria. I bought these items and set them up.

Flat screens – These free screens were installed in the beginning of August. Approximately \$4,000 was used from the Space Fee for the installation and software, and \$1,500 was used for the screens. We are planning to use the screens to put up announcements, event listings, and more.

Interior Signage – I have worked with Metalplas to get new interior signage for our building. These 18 signs are currently being printed. I also worked with our Communications and Publications Manager to design updated Go Maps. They are much better and clearer.

Exterior signage – I have been going between McGill and an architecture firm called Sport Media to get approval before producing a new exterior sign. Right now McGill is looking over some additional drawings they requested before approving the sign.

Parking – As per our lease with McGill:

For the first four years of this lease, the ASSOCIATION shall have the use and management of the parking spaces associated with the Building (i.e. parking spaces within and immediately outside the Building). The parties acknowledge that on June 1, 2009, the use and management of these parking spaces will revert to the University for the remaining two years of the lease and any renewals of the lease, the whole without prior notice or payment of an indemnity of any kind to the ASSOCIATION.

After repeated meetings with Jo-Ann Sciampacone, it was clear that McGill was behind schedule. They did not have the proper card-reader access. Thus SSMU continued to operate the parking



garage through the summer. Charging external people for parking brought in \$26,000 annually for SSMU. We have now lost this source of revenue. Our employees and tenants must also now pay McGill to park here. We have incorporated this loss of this source of revenue into our overall budget. It will not majorly affect anything.

Break-out room – I met with Donald Nycklass from McGill Facilities to discuss transforming the section of the cafeteria next to Lev Buhkman into a similarly formal meeting room. We are waiting on an estimate for the work we would like done. This project will hopefully be completed over winter break to afford the least interruption to normal operations in the cafeteria.

Energy usage – I met with Allen Aylwin to discuss how to lower energy usage in our building. We are using far too much energy, specifically heating. We are currently waiting on an estimate for how much an in-depth study would cost. The recommendations in such a study could reduce our energy usage up to 40%.

McTavish Street – SSMU worked with McGill Planning on the changes to McTavish Street, including attending a presentation and follow-up meeting to ensure SSMU's needs were being met.

Visibility and Communications

Forms – I have updated all of our forms for our clubs. I tried to make them easier to use, like clarifying that Interim Status Applications have three parts, etc. I set up the stand outside the SSMU office with all of our forms on it to enable students to easily get copies. I have also tried to make that section of the website a bit easier to use. I refer all clubs to that page of the website instead of attaching the forms. I am also looking into the possibility of getting all of our forms online. It would be easier for groups and more efficient for SSMU.

Engage McGill – I worked with Mark Ordonselli from McGill Public Affairs to launch www.mcgill.ca/engage/. This site compiles dozens of different volunteer and employment opportunities on campus in one easy-to-use site. I wrote the content for the volunteer and employment sections. Over the course of the summer, I also entered dozens of student-run events from the Faculty Associations and clubs into the event calendar. I will continue to maintain this website over the coming year.

FAQ Brochures – I worked with the other executives to produce seven brochures about general SSMU topics. These have been great.

Y-Intersection – I booked a table at the Y-Intersection for several days at the beginning of the year. This initiative was meant to raise SSMU's visibility and communication with students. We had lots of information about SSMU and SSMU events, gave out brochures, and answered the questions.

Events – We have planned two events which you are all invited to: Student Leader 5 a 7 on Tuesday September 22, and Meet and talk with your SSMU Execs and Councilors Wine and Cheese on



September 30 from 6 to 9. We hope these will provide networking opportunities to enhance the visibility and input into the SSMU.

Other

Book III – I submitted several Book III By-Law changes to the Executive Committee. These suggested changes ensured our By-Laws are coherent and consistent with what we actually do. For example, we eliminated the section on parking and forbade smoking in the building instead of permitting it.

Room Booking online – I have created an online room booking request form and calendar. I input a large majority of the events for the semester. The front desk finished up inputting the remaining ones. This should be launched this week. We hope this will ease the process of booking rooms in our building.

Controversial events on campus – We have scheduled a townhall on October 8th, at 5:30 pm, with Professor Mendelson, open to all students. We hope to discuss guidelines for deciding what events to permit on campus.

Long Term Plans and Goals

- Tribune Independence negotiations, campaign, referendum question, and BoG presentation
- Creating a referendum question about creating a fee to fund academic and volunteer teams to travel
- Creating forums, like to townhall, to have open, constructive dialogue between groups
- Working closely with Building Committee to create a 10-Year Plan for the Shatner Building, incorporating the principles, priorities, and plans for how the center of student life on campus should operate
- Working closely with Councilors and other students on helping them formulate motions to impact SSMU and get what they want out of their student experience
- Cleaning up the processes for room booking, exec sheets, etc., and making information more accessible in order to make running a club easier to do and understand
- Putting more jokes into my Exec Reports

Respectfully submitted,

Sarah Olle
Vice President (Clubs and Services)