



## **Report of the Vice President (Clubs and Services) to SSMU Legislative Council**

*September 21<sup>st</sup>, 2012*

### PERSONAL

As it's so suddenly become fall, it's now the season of Council reports, motions, and referenda—still really excited to be working with you all!

### CLUBS, SERVICES, and INDEPENDENT STUDENT GROUPS

**Fall 2012 Activities Night Debrief:** Huge thanks again to all of you and the awesome volunteers who helped out. Over the two nights, about five thousand guests came through Activities Night—breaking all the attendance records of the past! I've gotten some great feedback from groups who appreciated having fewer people crammed into each room at once, but I still want to brainstorm with anyone who is interested about how we could potentially eliminate the entire pass system/huge lineup madness by using a larger space. Andrea, Activities Night Coordinator, had the cool idea of using the Brown building in addition to SSMU. Lots to think about! We will be having a debrief meeting with the execs and relevant staff in the coming weeks.

**Club Applications:** The Interest Group Coordinator received a big unexpected back-to-school rush of club applications in the past couple weeks—some really exciting ideas coming in from motivated students, really excited for Interest Group Committee to start looking them over!

**Office Allocations:** This was absolutely my biggest project since Activities Night. The 'orientation workshop' events last weekend I think were a great success; Wallace (Security Supervisor) and I went through all the most important office rules and brainstormed with the groups that came (1pm and 3pm sessions) how to share space within their offices (eg google calendars, regular meetings...). It's an awkward transition week now as the old groups who didn't reapply move out or groups that are moving between offices do so, but hopefully new groups will be settled in soon with their new door codes. I'm really excited about the new thematically-allocated offices and how some groups who were at the workshops decided to really reimagine their spaces, for example by moving out all the desks and putting shared tables in the middle and shelves around the walls instead. We took all the clubs who came to the orientation sessions on a field trip to the sub-basement to take their pick of the old furniture sitting around down there which was great—many took the old Haven bookstore shelves which have been sitting there for years, or stuff from the old Gerts or student lounge.

**Clubs workshops:** JP and I had our last clubs workshops this past week; in total, at least 150 groups sent representatives, so I feel like we got to speak directly to a solid number of clubs. They asked lots of great questions and gave invaluable feedback. Instead of going through a powerpoint presentation, we walked groups through where



to find everything we were talking about on the (very confusing) website, which was really useful; each workshop only took about half an hour and we provided pizza.

**Meetings with SSMU Services:** JP and I have been having budget meetings with all the 21 SSMU services! I've at least informally met with: Drivesafe, Savoy, FYC, the UGE, TVM, MSERT, MK, Nightline, the Flat, Musicians' Collective, Players, QM and MISN. We still have to have budget meetings with: the Plate Club, Elections SSMU?, Walksafe, MRSA, Volunteer service, SACOMSS, and Organic Campus. These are awesome and super-inspiring meetings and I'm really excited about forming positive relationships with the wonderful people who run the very cool & diverse cultures of SSMU's student-run services.

### PROJECTS/ONGOING ISSUES

**Club audits:** The scores are all in (Thanks Sandy!!!!!!!) and JP figured out a mail merge solution with Josh to be able to send out the audit results (on a scale from 0 to 5) to groups privately (hopefully soon) –most by far got 0's because they didn't fill them out. JP and I have been working a lot over the summer with SSMU's awesome accounting team to make "accounting kits" which should be available soon for groups to pick up to help them manage their bank accounts, reconcile/gather receipts, and generally better understand the audit process. We are also making the audits on a semesterly rather than annual basis so groups/club execs can begin to improve their scores immediately (rather than waiting a year) and don't have to save receipts from September all the way through May.

**New Executive Contact sheet/club database system:** This is something that is reaffirmed as an absolute need every single day. If anyone has ideas for an individual account-based system wherein groups could maintain an institutional memory track record for themselves (eg their constitution, meeting minutes...) and be more established from the SSMU bureaucratic oversight end (ie not google forms where several execs can report themselves for a single 'club'), please let me know!! (Like Vibe for clubs...?)

**SSMURBS:** The SSMU Room Booking System (affectionately known as SSMURBS by some of us) is a huge buggy mess; we have reported all the bugs in the system to a website developer and are waiting for improvements to be made. This will make a HUGE difference in Mary's, the full-time Events Administrator, workload, and in waiting time for groups' booking requests approvals.

**The "Club Hub" website:** Really excited to have space on the SSMU website now, but the content still needs to be posted! The idea behind this project—a new website based out of the main SSMU website/clubs and services section—is that the current SSMU C&S content is confused between "join clubs!"/clubs listings content and the resources and forms needed by club executives in a very confusing way. The SSMU C&S section will be redesigned for a better "join clubs!" perspective, while the Club Hub will be a



much more informative/descriptive resources aimed just at club executives. I hope a new FAQ's section will reduce the number of emails I receive in a day..!

**“Clubs and Services Representation/Resources” Info cards:** Finally printed! The C&S reps did an awesome job of distributing these to clubs at Activities Night! The idea behind this was prompted by a bunch of meetings with staff over the summer and my own front desk experience of handing out the “C&S resources” business cards last year; we put a space for the front desk staff to write notes if a club exec comes to the front desk with a specific question, they promote the Club Hub web address, and they list a lot of the relevant SSMU office staff who can provide great services to SSMU clubs!

## BUILDING

**Big upcoming projects:** Building committee has been working on lots of great projects to improve student spaces in the building, from an expansion of the Plate club's space and Musicians' Collective practice space in the sub-basement (work order in soon hopefully) to the Legal Information Clinic expansion which you've probably noticed in the Green Corner! Please feel free to ask questions about any of these; we've also been working on lots of improved signage and even a C&S history display board. Another big project is the purchase of a bunch of new lockers for clubs (these can make a huge difference for clubs' daily practices..!) in the sub-basement.

**Building committee:** I am still looking into formalizing a way for councilors to be on Building Committee! Hopefully will be bylaw suggestions soon.

**Sub-basement space audit:** Pauline and I have been exploring more of the storage space we have in the sub-basement (a strange maze of rooms and hallways...) to decide how to best allocate it in a less-confusing, more functional way. We discussed keeping several spaces empty to serve as temporary storage space for student groups/whatever comes up, but lots still needs to be cleared out post-Gerts-renovations first. Working on a form for groups to book a space like an office or meeting room to store stuff temporarily.

## COUNCIL & COMMITTEES

- Building Committee** – lots of homework..!
- Gardens & Grounds Committee** – Meeting soon!!
- Committee on Student Services** – Meeting soon!!
- C&S Reps**—hoping for a meeting next week!
- Interest Group Committee**—waiting for the members at large and then hopefully will have our first meeting hopefully next week!

## OTHER ONGOING & UPCOMING PROJECTS:

- Hoping to get a battery drop-off in the SSMU office through McGill Hazardous Waste, and we are exploring options with the Sustainability Coordinator (Dave) at Building Committee to have an e-waste drop-off too!



- I put a lot of time every week into basic website updates when something is found to be out of date.
- I've been looking into the idea of facilitating the SSMU services' on vibe..!
- Members-at-large on IGC
- Phone switcheroos in office moves (MSERT, TVM)
- Think about wine and cheese clubs mixer—delegating to C&S reps?
- Clubs Fair in Rez with C&S reps??
- Clubs council!!!!

Respectfully Submitted,

Allison Cooper