



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

March 27th, 2014

PERSONAL:

Slightly changing the format of my reports from now on to include a day by day account of my schedule. The previous versions didn't reflect what my day-to-day duties are, instead focusing on large long-term projects which remained largely status quo between Council meetings.

OFFICE HOURS:

Tuesdays from 12-2

WEEKLY SCHEDULE:

Monday, 24th:

- Lunch + processed all pending cheque requests/signing officer forms (11:30-1:30)
- Executive Committee Meeting (1:30-4:30)
- GM/CS Meeting (4:30-5:30): Catch-up meeting between myself and the General Manager to discuss what happened while I was gone
- Steering Committee Meeting (5:30-6:30)
- Wrote a listserv + answered 632 emails woot (6:30-12:30)

Tuesday, 25th:

- Office Hours (12-2)
- Organic Campus meeting (2-3): Discussed finalizing HR Structure/amendments to their constitution
- Elections SSMU meeting (3-4): Discussed and planned the elections for the Clubs and Services Representatives
- Players Theatre meeting (4-5): Discussed recent fire code and safety issues in their space + contracts to external groups. A mass clean-up is planned with future recommendations from McGill's Fire Marshal
- Sustainability Committee meeting (5-6): Reviewed progress since last meeting and established time lines for recommendations to be presented to Council.
- Reviewed contingency budget (6-7): Prepared CS budgets for next year and reviewed potential cuts to be made
- Funding Committee meeting (7-9): Reviewed funding procedures, made recommendations for research over the summer to improve the process



- Read previous Exec/Council/committee meeting minutes, answered emails and cleaned office (9-12)

Wednesday, 26th:

- Lunch + answer emails/process forms (12-2)
- Organic Campus meeting (2-3): Met with the HR Advisor to review this
- Resolved a few club issues re: elections and room bookings (3-4)
- CS Researcher meeting (4-5): Reviewed completed research, discussed best options for Club Hub/myInvolvement, set goals for the end of the semester
- Medlife meeting (5-6): Met with them to go over amendments to their constitution
- MSA meeting (6-7): Met with them to go over sponsorship contract and discuss room booking issues
- Drivesafe meeting (7-8): Met with them to discuss ways of spending their surplus and some other financial concerns
- Read over CKUT documents + Elections by-laws (8-9): Reviewed documents in order to fill the empty SSMU Rep Board Seats that no one ran for
- Prepared listserv re: elections to send Thursday (9-10)
- Updated CS work plan (10-11)

TO DO:

- Review transition schedule and plan trainings
- Review club inactivity listing + warn clubs that might lose their status
- Prepare Building Committee Report to present to Council
- Finalize Building Listserv mailing list
- Prepare office/events application forms for next semester
- Follow up re: 4th Floor cleaning
- Follow up re: ballroom sound system
- Follow up re: Club eco-score
- Follow up with Services re: Services Summit, exec transition and myInvolvement

Respectfully submitted,
Stefan Fong