



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

*January 29<sup>th</sup>, 2014*

### **Personal**

#### **Office Hours**

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My Office Hours are Tuesdays from 12-1 and Wednesdays from 11-1.

My Office Hours are consistently attended. I noticed a demand for more office hours since last year, and so have added another hour which seems to be enough to cover the number of people that attend. My survey will gauge how accessible and helpful these office hours are, and whether they should be moved to certain days, extended to more hours, or hosted in the evening when club members are more free.

### **Clubs, Services & Independent Student Groups**

#### **Club Survey**

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The draft is complete. We've just purchased a subscription to Survey Monkey to host the survey on. It will be ready for the final round of feedback by the end of the week.

Our survey is currently going to look at multiple aspect of my portfolio, including club governance, funding, finances, workshops, event planning, institutional memory, club representation, website usefulness, and improvements to Activities Night among other things. We're going to provide students with an opportunity to answer both quantitatively and qualitatively so as to extrapolate general consensus as well as specific examples. We are also hoping to look at trends such as what is the representation of clubs across faculties, what types of problems are experienced by small clubs vs large clubs, etc.

#### **Club Workshops**

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The last round of club workshops for this year will be held next week.

This is the highest the attendance was been in a long time. Last year, we had less than 50% for the whole year, whereas we are currently at 64% attendance. We're hoping to push that over 90% by the end of the year so that we can figure out which groups have already died out and which need some more assistance in order to be more active.



## **Clubs and Services Constitutions.**

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The IGC and I have worked extensively to consolidate all of the club files currently in the SSMU archives. We've extracted all of the constitutions, identified which ones are missing, incomplete, unapproved, and over 10 years old, and have encouraged clubs to update their constitutions to reflect their current practices. Starting at lower than 10% constitution compliance, we have since amended over 100 club constitutions and after this Council's approval, we will be at 74% constitution compliance. Furthermore, many of the Services have been revising their own constitutions, some of which have already been amended.

## **Club Funding**

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The deadline to apply for funding this semester is January 30<sup>th</sup> at midnight!

Being part of the operating budget, the Club Fund has historically been very unstable whenever SSMU faced a bad financial year. This year, Kathleen and I have agreed to set the Club Fund at a higher amount in order to provide extra support for SSMU Clubs. Furthermore, the Funding Committee, Kathleen and I have made changes to our current funding bylaws to address overfunding and accountability in club spending, based on research from other university's funding models. We are planning on making further changes to the timeline of the funding model and to tweak the current instalment structure to be more streamlined.

## **Clubs and Services HR**

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I have begun meeting with Services to discuss potential changes to their stipend structure, namely TVM and Players Theatre with more to come.

A new problem this year, and as legal definitions become more clear with research, we are reevaluating the models through which clubs and services can hire and pay staff. I have been compiling a list of clubs that hire people either staff or contract workers, and working with them to draft contracts that are in compliance with Quebec regulations. We are also working to clarify hiring practices, pay equity policies and volunteer roles with Services that deal with HR and recruit volunteers.

## **SSMU Clubs and Services Website Content**

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The IGC and I have been reviewing content of the SSMU website specifically pertaining to SSMU Clubs and Services. So far, we have rewritten 26 pages worth of content and reorganized and updated the 4-year old "How to Run a Club" PDF into a more comprehensive and easier to navigate section of the website.

<http://ssmu.mcgill.ca/clubs-services/about-clubs/how-to-run-a-club/>

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## **Clubs Approval Procedures**

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The IGC and I, in collaboration with the Interest Group Committee, have revamped the way that applications are reviewed for new clubs. Where the committee used to make a subjective decision after reading each application, we have adopted both an Interim and Full Status Club Approval Rubric in order to more objectively review applications and provide concrete feedback. These rubrics use metrics such as institutional sustainability, student interest and financial autonomy, to score clubs based on how well they would succeed as a club on campus.

So far, the Interest Group Committee has approved a total of 26 new clubs this academic year.

## **Building & Events**

### **Activities Night**

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One of the major changes I made to Activities Night this year was to hire an additional coordinator to manage the workload of planning this event. We were able to work out the logistics of the event a lot earlier, including optimizing the table and path layout, better managing the distribution and collection of entrance passes and increasing the turnout of volunteers. On the other hand, many of the same issues as previous Activities Night came up, namely the restriction of space limiting the number of attendees that can enter the building at any given time, as well as the number of groups that may table at once.

### **Rez Activities Night**

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Newly institutionalized under my portfolio, Rez Activities Night this semester was held in conjunction with the Rez Life office, specifically as a platform for first years to get involved in clubs and services. Unfortunately, the event was poorly attended, as many of the details were finalized too late for us to effectively advertise the event to first year students. We are currently working on making recommendations for improving the event next year.

### **Building Committee**

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The Building Committee met several times this year to discuss issues and projects taking place in the SSMU Building. This year, the committee has established a permanent coat check room for events across the building; has allocated a portion of the cafeteria to be used as a bookable space after cafeteria hours; has begun auditing the use of both club offices and bookable rooms; has worked on installing composting bins in the cafeteria; has reorganized the use of SSMU storage space; has automated the



cataloguing and maintenance of the equipment inventory; has created channels whereby tenants can report issues more efficiently; has waged war against the mice infestation currently ravaging the building; and has begun renovations plans for several rooms in the building, namely Room 108, 418 and Lev Bukhman.

## Projects & Ongoing Issues

### MyInvolvement

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MyInvolvement is a tool the university is using to administer the Co-curricular Record and track student involvement. Recently, the university has been interested in getting our Clubs and Services on board, as well as groups under other faculty associations. From my research at other universities, as well as talks with the project leader and the company that developed the program, there are several issues that need to be addressed before the system would be suitably able to keep track of and manage our clubs.

In order to gather data about how the system could be improved, I initiated a pilot project whereby 20 Clubs and 20 Services could beta-test the program and receive extracurricular credit in exchange for providing feedback on the system's user-friendliness and functionality. When this data is collected, it will be included as part of the consultation phase of the Club Hub project.

### Club Hub

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Status Quo, pending results of the Club Survey.

Most of the progress surrounding this project has been through research and design. My summer was dedicated to contacting other schools, reading their bylaws and policies, and drawing inspiration from their own club structures. I was able to communicate with about 25 of my equivalents at other universities, to hopefully address recurring problems in the CS portfolio. I realized that we aren't unique in terms of the types of issues we face, and with some of the other universities, created a network between us to draw experience and to act as a sounding board for each other's ideas. #ClubHouse

In terms of design, we have made progress with various aspects of the system, outlining how current workflows would be automated, how current issues would be resolved and what other new resources could be accessible to clubs via an online club administration portal. We have also been able to make headway with incorporating the design of the entire website, separating it into a public facing site for prospective students, and a member-based website for current students accessible through McGill login credentials.



Currently, we are preparing to enter a consultation phase whereby we will be polling club satisfaction on aspects of my portfolio through a Club Survey that will be incentivized with raffled funding grants. Results of the survey will inform the design process of the Club Hub project.

I have also struck a Club Hub Ad-Hoc committee to better manage the workload of this project and source ideas from interested students. The committee met for the first time this week and will be analyzing our current club structure, data from the club survey, data from the myInvolvement pilot project and research from other universities in order to make recommendations to improve our club structure and address many of the issues present therein.

Respectfully submitted  
Stefan Fong