Report to Council September 10, 2019

Clubs

- Club portal
  - Received a demo from CampusVibe but didn’t have a sufficient backend nor bilingualism as well as many sections were hard coded (non-editable)
  - Working currently with EventUs and aiming for a Winter 2020 release
    - Negotiations to bring down the price
    - Received the first preliminary walkthrough demo in late August
    - Full demo will be ready this week
- Relations
  - Working on communicating requirements better
  - Created a one-page checklist for each semester
- Established a new club application processing workflow using HelpDesk (RedMine) similar to last year’s funding committee workflow
- Migrated all forms from Wufoo to WPForms, which is better suited to take in these forms
- Completed club handbook
- Redesigned the Student Group Resources website
- Planned Club workshop
  - September 14 and 15
  - In New Rez Ballroom
- GSVP investigation with HR and AVCs
- Onboarded the Club Administrative Assistant
- Trained the Clubs and Services Coordinator
- Working on amending the Internal Regulations for Student Groups

Services

- Completed 2018 - 2019 Service Review Report, which was never completed/submitted to council last year
- Met with all services over the summer
- Answered MSERT constitution revision questions
- Service Summit will be on September 14th and 15th alongside the club workshop
- Finishing up investigations with Mia
- On boarded the Services Administrative Assistant
- Created a new services HR policy

**ISGs**

- Met with MOC and Player’s Theatre to review their status
  - MOC - exploring potential legal ways we can have a Memorandum Of Understanding
  - Player’s Theatre will be applying for club status

**Mental Health**

- Mental Health Commissioners started on September 1, 2019
- Created a global plan and vision for this year
- Working on Mental Illness Awareness week with the Mental Health Commissioners
- Mental health policy is expiring in 2020 so we have started reviewing this policy with both Mental Health Commissioners

**Outreach**

- Hosted two webinars with CLÉ on getting involved
- Created the « What I Wish I Knew » campaign with CLÉ
- Took over the McGill instagram
- Activities Night is September 11 and 12, 16:00 -20:00 in the Tomlinson Fieldhouse
  - Worked on obtaining silver certification for sustainability from MOOS (McGill Office of Sustainability) - This is the first SSMU event to be certified
  - Registration and payment is now online, which has substantially lightened the workload for the front desk. They traditionally have been overwhelmed during this time.

**Room Bookings**

- Met with Enrollment Services, Athletics, SHHS, and Special events to confirm room booking process
• Worked on the workflow with the operations department who will be administering room bookings this year
• Assessed the scarcity of available space on campus
  ○ Enrollment services will not be processing any room bookings until add drop deadline (September 17) because Continuing Studies gets priority for their after hours courses
  ○ Many, many renovations are currently underway on campus
    ■ Conference room in Sherbrooke 680 will be renovated mid-fall
    ■ Schulic Library, Leacock Building, University Centre, and various other projects have reduced total available rooms across campus
    ■ SSMU can only process smaller bookings (up to 50 people) and we will process special event requests in collaboration with the McGill Special Events Department

Eating Disorder Resources and Support Centre

• Created a department for Eating Disorder Resources and Support Centre (mainly for accounting purposes)
• The E.D. Advocacy Coordinator is working on creating a report following a release of information request
• Creating a letter writing campaign to the provincial government for action on Eating Disorders
• TVM show on Eating Disorders has been published in June
• Created a pamphlet of available resources, working on collecting a library of resources for Eating Disorder

Family Care

• Accepted a couple more children to the SSMU daycare
• Successfully submitted audit
• Looking to hire a different auditor for next year
• Set first meeting with the Family care committee with McGill

HR

• All staff is now hired and on boarding will continue for a week or so more while they adjust into their roles
● Have taken over supervision for the Daycare director, Front Desk Receptionist and Clubs and Services Coordinator in conjunction with the HR manager in the absence of the GM.