



# 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



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*Located on Haudenosaunee and Anishinaabe, traditional territories*

- 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



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- 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