

Report to Council November 14, 2019 and November 28, 2019

Clubs

November 14

- Club committee meetings took place on November 1 and 8, 2019
- Completed the Sale and Service of Food Protocol
- Application form for Food Permit is now live as well as serving kits for rentals
- New clubs process and sanctions have now been sent out via listserv, with a social media campaign to follow
- Currently disseminating information about naming conventions to clubs (clubs must have permission from McGill to use the McGill name as it is copyrighted)
- Establishing a process on RedMine (HelpDesk) to assign ticket to sanctions to better track
- Updating database of clubs and statuses
- Helped MASS (McGill African Students' Society) on their event
- Submitted campaign committee petition for the club fund referendum question
- Activities Night planning

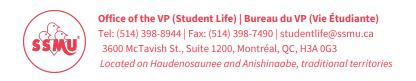
November 28

- Met with Raag Fusion regarding name change
- Alegria theatre contract and insurance troubleshooting
- Club Fund campaign
- Coordinating case with the AVCs
- Answering various club administration questions from club executives

Services

November 14

- Services Review Committee met on October 25, 2019
- Centralized event request form is being finalized
- Entered in an agreement with 3Rings for Walksafe (scheduling software)
- Added another line of AgileIP for Nightline
- Finished the final pay adjustments for SACOMSS
- Currently collecting volunteer policies from Services
- Volunteer Agreement Form will be finalized shortly



- Met with PSC to discuss their participation in events regarding Movember
- Currently working on updating the Services section of the website (so it looks like the clubs webpage)
- UGE HR questions and job postings
- Spoke with Midnight Kitchen on their kitchen and logistics when they move back to the building
- Musician's Collective event troubleshooting
- Created a Slack group for Safety Services PR

November 28

- Met with Nightline along with the President for their question regarding legal counsel
- Nightline HR question
- Finalizing volunteer agreement form
- Centralized event request form (for security services) finalized
- ASN double payment issue with AVIS, helping with promotion and booking event space
- Worked on Space allocation in the University Centre with the Building Director
- Met with the Peer Support Centre regarding internal issues and process
- Finalized SafeHome program with Walksafe and Drivesafe regarding logistics and promo
- Working on services resource page on the SSMU website (similar to the current club resources page)
- Services review committee is currently conducting direct service audit
- Correspondence regarding TVM HR questions

ISGs

November 14, 2019

• On-going collection of student group information form

November 28, 2019

- Completing the ISG resource page for the website
- All contact information has now been collected

Mental Health

November 14, 2019

- Outreach committee met on November 3, 2019
- Advocacy committee met on November 8, 2019
- Currently working on updating the mental health policy
- Mental Health podcast being planned
- Mental Health commissioner attended the Hub Leadership meeting due to my being unavailable at another meeting at the same time

- Mental Health roundtable is being planned and should take place in late November November 28, 2019
 - Attended the Committee on Student Services on November 18
 - Met with the Mental Health Commissioners and Vice-President (University Affairs) to establish strategy
 - Mental Health policy meeting with Advocacy Committee
 - Preparation for Mental Health Roundtable that is on November 28, 2019 with various mental health actors across campus
 - Planning of De-Stress event in the library in collaboration with the Student Wellness Hub, and FYC December 5 and 11

Eating Disorder Resources and Support Centre

November 14, 2019

- Volunteer training is now mostly done
- Received funding from Mary H Brown Fund
- Currently conducting interviews for the Eating Disorder Advocacy Coordinator
- Met with the EDRSC Chair for updates

November 28, 2019

- Hired the Eating and Advocacy Coordinator and on-boarding/training
- Arranged for meeting with the EDRSC chair on November 25
- Processing honorariums for the Eating Disorder panel speakers

Outreach

November 14, 2019

- Attended the Fall GA
- Activities Night registrations are now open
- Date for the SSMU study break is now confirmed for December 5 and 11

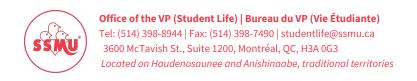
November 28, 2019

- Negotiations with Athletics on waiving security fees for Activities Night
- Promotion for the Mind and Body room in Athletics Complex

Family Care

November 14, 2019

- Daycare board met on October 30, 2019
- Miscellaneous operational purchase approvals



- Almost finished with switching banking from Scotiabank to RBC
- Attended a Daycare meeting with McGill CPE (McGill's Daycare) and the MAUT (McGill Association of University Teachers)
- Daycare audit was submitted
- Currently waiting for the Nursery permit to be confirmed

November 22, 2019

- Working with the Vice-President (External Affairs) on possible Daycare collaboration with PGSS
- Completion of ADP to RBC payroll transfer for Daycare staff

Room Bookings

November 14, 2019

• Currently creating a guide for how to book rooms through special events

November 28, 2019

 Majority of the special events booking guide is now complete. Still waiting on some costs for certain services

HR

November 14, 2019

- Currently hiring ED Advocacy Coordinator
- Submission and approval of late timesheet entries
- Updating the Volunteer Manual

November 28, 2019

- See above for E.D. Advocacy coordinator onboarding and training
- Submission of Clubs and Services Coordinator's probationary evaluation

Misc

- Met with the Sustainability Coordinator to discuss how to make the Student Life portfolio more sustainable as well as strategies for clubs and services
- I have moved my office hours on Tuesdays to 2:30 3:30 due to weekly Student Group Meetings happening at the previously scheduled time