



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