



Nikki Best

Vice– President Internal

Report

June/July 2010

Federation of Students
University of Waterloo

Executive Summary

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1. June/July Summary

What a productive month it has been! With the Clubs Director taking vacation time off, I have had a mountain of work unloaded on me, as well as our lovely Clubs and Services Assistant, Ashlea. We increased Ashlea's hours this month and next month, so when she is in exams and the department is slow she can take time off in August. I've had regular meetings with the Student Refugee Program stakeholders and we have begun the drafting process of the new organizational structure of the program. The Services all have their budgets in, and many of them have new and exciting things to come this year – you'll hear about it soon! COPs has been having regular meetings on the last Monday of each month, and we are all currently rewriting the Societies Agreement for a better relationship between FedS and our faculties. IFC has awarded a couple of interesting projects funding from the Rover Team to an Architecture Gala, and IAC has made some extremely tough decisions. One IAC decision being the disbandment of CASA, which I will cover during the council meeting in a presentation. I visited the Architecture campus this month, and brought them good news about funding opportunities and events we can help them with as well as a keyboard for them to use in their lounge that was provided by the Turnkey staff. Hayden is doing a great job with working out a structure for One Waterloo, and Sarah is providing some priceless direction – we're excited for its re-launch in the fall! A couple of clubs have been awarded Fed Hall/Bomber funding, and each faculty now has an opportunity to make some money for their society at the Student Life 101 BBQ. Ask your Society Executives for more information!

2. Committees / Councils / Commissions / Boards

- This section will be updated either at the end of term, or after a committee meeting has been held. Currently many have yet to happen, or will not be meeting until later this month.

3. Current & Continued Projects / Initiatives

A) Satellite Campus Services

Partners: WASA and SoPhS Society Reps, Diversity Coop, C/S Director, C/S Assistant

Timeline: 0 1 2 **3** 4 5 - Ongoing

Priority: Medium

Synopsis:

- Approved a few clubs in IAC at the Architecture campus
- The taxi voucher service for Pharmacy students has been delayed because of information needed about times of service and funding. I'm working with Dan Anderson of Police Services to smooth it out.

- Arch students are holding an event to showcase 4 years of designs and projects. They received funding for a free bus from main campus to their event and back to invite main campus students to meet and greet with them, as well as share their work.

B) FedS' One Waterloo Campaign

Partners: VP Finance, Diversity Coop

Timeline: 0 1 2 3 4 5 - Ongoing

Priority: High

Synopsis:

- Federation of Student is now the home for One Waterloo, but is currently in a transition process with Hayden who is doing research on best-practices for equity and diversity on other campuses to begin to implement them here. Hayden has now worked out an organizational structure that we will be presenting to you all shortly, that Sarah and I agree would be best for the future of the campaign and students.
- Meetings with Bud Walker, Heather Westmoreland, and Sarah Cook are moving along and we have worked out a solid terms of reference for the new Diversity and Equity Committee. We are now discussing its merits and reporting structure and relationship with other committees like the Suicide Prevention Committee and the LGBTQQ Advisory Committee.

C) Clubs and Services Departmental Planning

Partners: C/S Director, C/S Assistant

Timeline: 012345

Priority: High

Synopsis:

- No longer have a co-op in the department and are now back to only two staff members – the Clubs and Services Director and the Clubs and Services Assistant (which is part time). Currently the department is struggling to keep up with the demand of work, which has led us to increase the part-time assistant's hours 5 hours per week. We are looking into the feasibility of hiring a second part-time Clubs and Services assistant who would only do Services work.
- Included in the budget for a second part-time assistant. This will divide the current assistant's position in two, where one assistant will work on Clubs only and the other will work on Services only. This addition to staff is in conjunction with the growth of the department, the unfulfilled demand from our staff, and the future potential growth we expect in the coming terms.

D) Restructuring of the Student Refugee Program

Partners: WUSC SRP Coordinator, St. Paul's SRP Coordinator

Timeline: 012345

Priority: High

Synopsis:

- Have met with SRP representatives and stakeholders and it has been realized a reformation of the SRP program is needed. This will ease the

strain on Account, the Clubs and Services Department, WUSC, SRP representatives, and the refugees. Working on the formation of a committee and policy for the student management of the finances while being able form budgets and budget lines in an account to successfully run the service.

- Have drafted a write-up for the new organizational structure with the committee, and currently in the reviewing and editing process with the exec and other staff.

E) Committee of Presidents Revival

Partners: Society/College Presidents, Various FedS Execs & Staff

Timeline: 012345

Priority: High

Synopsis:

- Held the second COPs meeting, and moving into the rewriting of the Committee of Presidents' Societies Agreement. The last agreement is extremely out-of-date and all Societies agree we need something that reflects all of us.
- The current agreement is so out of date that many of the existing societies are not considered members.
- Will be moving the meetings to the home locations of each Society to allow each exec team to learn more about the other societies and build partnerships.
- Suggested to make an inter-faculty relations position in each exec team to allow for cross-communication and collaboration for events. So far so good!
- Will be waiting to move the COPs portfolio back to the VP Internal's job description at the next general meeting as per the FedS BPP.

F) Service Review Results

Partners: Service Coordinators, VP Finance,

Timeline: 012345

Priority: Medium

Synopsis:

- The VP Finance has completed a comprehensive and extremely well-done service review. After council approves it, I intend to have meetings with each team of service coordinators to go over the results and recommendations from the review.
- May lead to a SWOT analysis with each Service, pending the time availability remaining for August.

Completed Projects:

- **Pharmacy campus will have the Record newspaper delivered to their campus this week after many months of waiting.**
- **Bought rentable tables for the Clubs/Services department for outside uses. Currently no tables or chairs in the SLC are permitted to go outside, and there were no rentable tables until now.**

- **Worked with GLOW to provide an extremely affordable bus ride to the PRIDE parade in Toronto. Tickets were sold out, and many people had a great time during the day. Thanks to Brad and Sarah who were also willing to donate their weekend to come along for the event and show some support!**

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Upcoming Projects:

- **Online ticketing for club and service events in conjunction with Special Events, Accounting and IT.**
- **Formation of the Mental Health Committee (Wellness Committee may oversee this now) with campus partners.**
- **Updating the job descriptions of the Clubs Director to reflect the extra work taken on from the Societies addition, as well as working with accounting to work out a financial management structure for those Societies.**
- **Plan to officially remove Coop-Student Services from FedS at the next AGA.**
- **Updating the bulletin boards and information online for all services.**
- **Updating the departmental website for easier access to information for clubs and services and societies.**