



BOARD OF DIRECTORS
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MEETING PACKAGE



10 . 27 . 23

Attendance

Last Name	First Name	Constituency or Position
Amrith	David	President
Palaparthi	Akaash	Vice-President Operations
Nmashie	Denise	Vice-President Equity
Roble	Khadidja	Vice-President External
Miah	Afshana	Vice-President Academic & University Affairs
Mata	Victoria	Vice-President Campus Life
Chanouha	Leen	Director of Critical Development Studies
Africa	Desteenie	Director of Sociology
Jaleel	Aaliyah	Director of Computer & Mathematical Sciences
Le	Austin	Director of Management
Vacant	Vacant	Director of French & Linguistics
Pham	Dan	Director of Historical & Cultural Studies
Piratheepan	Prithika	Director of Health Studies
Siva	Gayathri	Director of Human Geography
Debo-Adesina	Adegoriola	Director of Philosophy
Miles	Khalil-Najir	Director of Political Science
Amin	Belar	Director of Biological Science
Fernandes	Hycil	Director of English
Azeem	Zaynab	Director of Psychology
Sindhu	Hunain	Director of Physical & Environmental Sciences
Elhag	Fawzia	International Student Director
Nguyen	Kathy	Director of Anthropology
Ning	Markle	Director of Arts, Culture and Media
Vacant	Vacant	First Year Representative
Vacant	Vacant	First Year Representative
Kanagarajamuthaly	Vyshnavi	Part-Time Director

Agenda

1. **Call to order:**
2. **Equity Statement**
3. **Announcements**
4. **Approval of the Agenda**

Motion Moved: David Seconded:

Be it resolved that the October 27th 2023 Board Meeting agenda be approved as presented.

5. **Approval of Minutes**

Motion Moved: David Seconded:

Be it resolved that the October 27th 2023 minutes package including the following documents be approved as presented:

- a) **Board of Directors Meeting**
 - i. September 27th 2023 (pg. 40)
- b) **DSA Funding Committee**
 - i. October 23rd, 2023 (pg. 36)
- c) **Clubs Funding Committee**
 - i. October 22nd, 2023 (pg. 30)
- d) **Bursary Committee**
 - i. October 23rd, 2023 (pg. 38)

7. **Approval of SCSU's Orientation Coordinator Report**

Motion Moved: David Seconded:

Be it resolved that the Orientation Coordinator Report be accepted as presented (pg. 29)

8. **Approval of SCSU's September Income Statement**

Motion Moved: David Seconded:

Be it resolved that the Income Statement be accepted as presented (pg. 6)

9. **Executive Updates**

Motion Moved: David Seconded:

Be it resolved that the Executive Updates be accepted as presented (pg. 4).

10. **Other Business**

11. **Adjournment**

Motion

Moved: David

Seconded:

Be it resolved that the October 27th, 2023 Board of Directors Meeting be adjourned.

Executive Updates

Afsana M - VP Academics and University Affairs

- Co-hosted the Checkmate Chess Tournament with over 85 participants in the 1265 Bistro and gave away \$1500 in prizes to winners in each division.
- Worked with MSA to speak to University's Food Services, Residence Director and Business, Operations and Strategic Affairs office to ensure that food options are Halal and up to standards for students consumption and needs
- Worked with MSA and 19 other student led clubs and VP Equity to set meeting with Principal and upper administration to discuss University's response to Palestine Genocide and voice student demands
- Coordinated discussions with VP Equity, and South Asian Dalit Adivsai Network, a member of SC:OUT (also a student at large) and graduate student at large about introducing Caste Equity to UTSC
- Facilitating the start up of several DSA's that were previously inactive i.e. Women and Gender's Studies DSA
- Equipped students with consent and anti-oppression training for service centre volunteers
- Presented SCSU objectives at Campus Council Meeting
- Participated in Hart House Board of Stewards meetings representing Scarborough students interests
- Voiced student concerns such as introducing past course notes / slides repository, changes in course drop deadlines, at check in with Vice Deans
- Supported students with academic petitions and integrity cases

Denise Nmashie - Vice President Equity

Summer Academic Bursary

VP equity chaired and coordinated the SCSU Academic Bursary committee which decided to distribute a total of \$2480 to summer applications

Health and Wellness Counsellor Hiring

VP equity was a part of the hiring committee for ongoing counselor hirings at UTSC Health and Wellness Centre with the collaborative aim of achieving SCSUs advocacy towards hiring more counselors who cater to a diverse community of students. VP equity took part in a total of 9 held hiring meetings.

SCSU response towards war in Palestine

VP equity worked and coordinated with the Equity , Diversity and Inclusion Office to re-communicate resources available to students in distress via published statements and lists for students. VP Equity along with VP academics co-ordinated a meeting with UTSC executive administration to provide a platform for student leaders to communicate requests and action steps to help in accommodating UTSC students during the period of crisis.

Akaash Palaparthi - Vice President Operations

Mural Painting

Over the past semester, VP Operations has been working closely with UTSC's Chief Administrator Office, UTSC's Maintenance and Carpentry Services, the 1265 Bistro, and DuroTheThird Industries to pursue a mural project in the patio area of 1265 Bistro. UTSC's Chief Administration Office sponsored the construction of a plywood canvas mount for the wall on which the mural was to be painted. The final painting was completed on October 9th.

Launch Party

VP Operations held a launch party for the newly painted outdoor mural on October 4th. We provided free fruits, snacks, nachos, sliders, and mocktails for 200 students.

Food Centre x UTSC Alumni Office

The food centre staff and VP Operations met with representatives from the UTSC Alumni Office and UTSC Business Development office to discuss new funding avenues for the Food Centre, which has seen a 260% increase in sign ups since the summer semester. The Alumni Office has pledged to donate \$20000 towards the food centre's operations and expansion.

Financial Literacy Workshop

VP Operations hosted a successful financial literacy and credit awareness workshop for over 30 students on September 29th. The workshop was hosted by the Community Development team at a local RBC branch. Students left the session with a strong knowledge of credit risks and proper financial management.

Food User Committee

VP Operations met with the Food Service Operations department to discuss the quality of food and collect feedback from various constituencies such as residence, sustainability, and food insecurity. In the October meeting, we discussed shortcomings of the Harmony Commons Dining Hall food experience.

FROSH 2023 Orientation Report



Scarborough Campus Students' Union

Victoria Mata

Vice-President Campus Life

Devesh Juneja

Orientation Coordinator: Events and Risk Management

Hycil Fernandes

Orientation Coordinator: Marketing and Materials

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Opening Remarks

This report, written by the OCs, includes a detailed breakdown of FROSH, in terms of planning and execution. Important points or recommendations from specific sections (recommended by OC Marketing and Materials) are highlighted in yellow. The last portion of this report (“Future Directions & Important Notes”) includes recommendations from us, based on our experiences. So, read through that section for the important takeaways.

Introduction

This year’s FROSH theme, “IGNITE”, was chosen to symbolize igniting passion within the first years through orientation events. The three FROSH houses were “Dragons”, “Pegasus” and “Serpents”. Frosh this year was two days only on Sept 2nd and 3rd. We author this report in the hope that future Orientation Coordinators will use it to help mitigate certain factors just as previous years’ reports helped us, as well as guide them to vendors, events, and models that helped make Frosh a success.

Orientation Planning

Orientation planning was divided between the VP Campus Life, VP Operations, the Orientation Coordinators (OCs) and the Senior Leader (SL) team members.

Overall Timeline

Category	Task	Date of Completion
Orientation Coordinator Hiring	Applications opened (website)	First week of February 2023
	Applications due	Mid March 2023

	Interviews	First week of April 2023
	Training	Mid/Late April 2023
Senior Leader & Master of Ceremonies Hiring	Applications opened (website)	April 8, 2023
	Applications posted (Instagram)	April 21, 2023
	Applications due	April 28, 2023
	Interview Offer	May 5, 2023
	Interviews	May 9 & 11, 2023 (in person) May
	First meeting/training	May 17, 2023
Group Leader & Logistics Leader Hiring	Applications opened & posted via Instagram	June 27, 2023
	Applications due	July 7, 2023 (extended until July 14, 2023)
	Interviews	July 8, 13, & 15, 2023
	Makeup Interviews (Online)	July 17 & 18, 2023
	Training (GL & LL)	July 22, 2023
	GL Training with UTM	July 29, 2023
	Makeup Training (Online)	August 9, 2023
Graphics	Logo Requested	May/June 2023
	Logo Finalized	First week of June 2023
	Website Requested	May/June 2023
	Website Finalized	June 21/22, 2023
Materials	T-Shirt Order Placed	July 21, 2023
	T-Shirts Delivered	Second last week of August 2023
	Lanyards & Bags Ordered	August 10, 2023
	Lanyards & Bags Delivered	Last week of August 2023
	Kit Stuffing	August 31, 2023

Hiring

OCs were interviewed virtually, hired, and trained by the end of April 2023. The hiring of OCs being done before May was helpful and this practice should reoccur next year. However, due to the initially elected VP Campus Life resigning, the OCs began working while the new VP Campus Life was being hired.

SL applications were posted on the website prior to OC's being finalized, which was very helpful and reoccur. SLs were all hired and trained by mid-May, which provided the team with more time to get tasks done and allowed for SLs to have input on the theme for FROSH.

GL/LL applications were opened and posted on June 27, 2023, which was delayed by the graphic being produced by the GD. Interview offers were sent out using the froshsupervisors@scsu.ca email. Interviews were conducted by the GL and LL Supervisors (under the supervision of OCs) and hired GLs/LLs were sorted into houses prior to training. During training on July 22, SCSU101, Anti-Oppression and Consent Training was covered in a rotation format in three different lecture rooms. GL/LL feedback indicated that this format worked much better than previous years, where all training was done in one room. Flag painting was also done on July 22, but is recommended to be done later in the future due to groups changing drastically between July 22 and the FROSH dates. On July 29, the training was only mandatory for GLs and they covered FROSH 101, UTSC and House cheers. UTM came to UTSC and Scotty Bons was served for Lunch.

Team Dynamics and Task Division

Orientation Coordinators (OCs)

There were two orientation coordinators hired, divided into the roles "Events and Risk Management" and "Marketing and Materials".

As stated in the 2022 Orientation Report, the division between the two Orientation Coordinator roles is not evenly distributed. The recommendation from last year to outline clear expectations and assignments was adopted, as per the OC FROSH Planning Timeline. However, the OC Marketing and Materials should be reconceptualized due to logistical barriers for the outlined tasks, listed below:

- During the graphic design process (logos for FROSH and houses, hiring graphic, and stickers), OC's were not allowed to speak directly with the GD nor submit GDR's. Thus, communication and requests were not streamlined leading to unnecessary stress and delays in ordering branded materials (t-shirts, lawn signs, lanyard inserts, banners, booklets), as well as miscommunications in what OC's wanted in terms of their vision for FROSH.
 - Due to not having the logos/designs, the OC Marketing and Materials could not get accurate quotes or order materials until they were completed which was frustrating.
 - Even once completed, the OC Marketing and Materials didn't receive the t-shirt designs until the issues with Entripy arose and needed to be dealt with.
 - The marketing portion of this role is unrealistic to have given the portfolio of the GD and limitations of working with them without direct contact.

- The OC Marketing and Materials was not given access to the Eventbrite or website to help set it up. Instead, it was set up by the GD and ED and OCs did not get access until after sales had already begun.
- Tasks such as “Get Started Tabling” and “Phone Blitzing” were reliant on communicating with the Office of Student Experience and Well-Being (OSEW), and it was not communicated that these had not been arranged (but had been assumed to still stand because they had been done in previous years).
 - However, OSEW was only contacted to confirm these marketing opportunities after the schedule had been made, leading to them revealing that the structure of Get Started had changed post-COVID and they were no longer able to accommodate us (nor would it be useful, due to attendance being low both in-person and online).
 - OSEW had also been reluctant to do phone blitzing due to lack of attendance last year. After multiple reminders and reassurances about attendance, we were able to arrange Phone Blitzing, but the dates were given on short notice to the orientation team, which is not ideal.
- Similarly, the role is not facilitated to be able to order/purchase materials. In fact, there was no direction provided on how to be able to order materials and most materials ended up being ordered by the Executive Director because they had access to the final graphics which were not shared before orders were made (for t-shirts, booklets, stickers, lawn signs, banners, brochures, etc.).
- The role is also not designed to be able to secure sponsors efficiently, given every sponsor still has to communicate with the VP Operations to get an invoice and make a payment. As such, it might be easier to have the VP Operations meet directly with sponsors to secure them not only for FROSH, but for the entire year. This was redundant as part of the OC Marketing and Materials role because the sponsorship tasks were assigned to the SL Sponsorship, so that they would have work to do.

In summary, the OC Marketing & Materials role is redundant given a having to wait for the Sr. GD to produce graphics (which hinders obtaining quotes for customized items), a lack of direct communication with the graphic designer, lack of access to marketing/sale platforms (Eventbrite/website) and having to refer to the VP Operations for securing sponsors. Instead, a role dedicated to managing FROSH logistics in terms of hiring (SLs, GLs and LLs), contracts, and completing marketing/materials tasks that do not interfere with the roles of SCSU full time staff or executives would be beneficial because of the required turnaround time. This could either mean letting the OC Marketing and Materials take on the logos and other graphics, website, eventbrite and ordering custom materials without the GD or ED doing it on their own or having the role being more collaborative with the GD (in the form of being able to submit GDRs, for example) could help with the timeline for marketing and materials and preventing delays.

Masters of Ceremonies (MC s) & Senior Leaders (SLs)

This year, six MCs and fifteen SLs were hired for a total of 21 team members, who were then divided into houses based on prior FROSH experience and roles. The OCs divided the team as follows:

Team	OC	Positions
Sponsorship	OC Marketing & Materials	Senior Leader: Sponsorship (1)
Marketing	OC Marketing & Materials + OC Events & Risk Management	Masters of Ceremonies (6)

	OC Marketing & Materials	Senior Leader: Marketing (1)
Supervisors	OC Marketing & Materials + OC Events & Risk Management	Group Leader Supervisors (6)
		Logistics Leader Supervisors (3)
Events	OC Events & Risk Management	Senior Leader: Events (4)

Note: This year, the events team was given a dedicated email (froshevents@scsu.ca) and the supervisor team was as well (froshsupervisors@scsu.ca) which was very helpful in organizing their documents so that all team members had access and sending out emails without needing to use their personal emails.

Supervisors were split equally between houses (1 LL Supervisor and 2 GL Supervisors per house), as were the MCs (2 per house). The SL Events team was split up into different houses. One house had 2 SL Events since there were 4 of them in total and couldn't be split evenly. The SL Sponsorship and SL Marketing were split up into different houses as well. In total, there were 5 SLs and 2 MCs in each house.

Structure

This structure was mainly decided based on feedback from last year. The SL Events were not specifically assigned to an event, and also incorporated the previously-existing “alternative programming/decompression” position into these four positions. This was much better than previous years’ formats and should be re-used. The feedback we received from this structure this year was that the OC Events, in the future, needs to specifically assign tasks to SL events to ensure even workload distribution across the four of them while still keeping them all as “SL Events”. Also, assigning tasks dedicated to decompression and alternative programming would be helpful so that it doesn't get lost like it did this year.

SL Sponsorship was once again as a role this year, which did not work out because they did not secure many sponsorships (rather, the VP Operations secured most of them). The SL Marketing was an incredibly useful position and FROSH required more support in this area than there was this year. It's recommended to change the SL Sponsorship into a marketing position, so that there are two SL Marketing positions. With two marketing SLs that are well versed in graphic design, they can assist in all FROSH related graphics which would help in keeping the FROSH team on schedule and minimizing delays due to the Sr. GD having all FROSH material included in their existing workload.

Based on the feedback from last year, the MCs and Supervisors (GLs and LLs) worked together initially. However, the MC's would get off track at times and hinder progress for supervisor tasks. Thus, splitting them up, with Supervisors focusing on their tasks while MCs created house & FROSH page content, was effective. Having a group chat between the MCs and Supervisors still allowed easy communication about training or other questions/concerns.

In their roles, MCs notably do not invest as much time/effort and could possibly take on the “SL Sponsorship” tasks in the beginning months, while creating content for the main FROSH page and the house pages and completing smaller MC tasks (such as creating house/FROSH cheers, setting up instagram pages, etc) as they go.

The number of people on the supervisor team was increased, due to needing more people to interview, hire and supervise GL's, especially since there was a higher number of GLs and LLs this year. This also increased support for GL's and LL's during the days of FROSH, which based on last year, was required. Having 6 GL Supervisors and 3 LL Supervisors was helpful. However, for the GL Supervisors in particular, it is recommended that the OCs assign them specific tasks to ensure the workload is evenly divided.

Important Notes about the SL Team

While the SL team functioned much smoother compared to last year with no major incidents, there were some team members who did not carry their weight, were late to meetings, and/or displayed undesirable attitudes. Honorariums will reflect these elements, depending on the severity.

Meetings

The Orientation Coordinators, Senior Leaders, and Masters of Ceremonies met on a weekly basis in SL-232 after the SL/MC training on May 17, 2023. Weekly meetings were 2 hours in duration.

During meetings, the SLs would divide into their teams (Events with Sponsorship, Supervisors, & MCs with Marketing) to do work for the week (in SL-232, SL-222, and SL-219, which were all booked in advance). This format was efficient for getting work done, but also has some areas that need improvement. Firstly, the team expressed needing more time to get into their houses and talk within that team, and also, needed more time for updates/walkthroughs for FROSH as we got closer to the date.

There were also bi-weekly check-ins with the smaller team (MCs, Supervisors and Events) for 30 minutes to an hour over Zoom. This was useful in helping groups ask any smaller questions that arose or clarify larger ones, while being able to check in about how the workload was or about upcoming tasks.

This meeting format is highly suggested but could be improved by having a representative from each smaller team update the group on a more consistent basis, and for OCs to delegate tasks to specific SLs and check in about them. Additionally, encouraging the team to meet in their houses to learn cheers altogether or setting aside a meeting for it if there's time would be helpful so that they're all looped in.

Materials

Most materials were stored in the room adjacent to the Bistro (behind the booths), aside from t-shirts. It was helpful and it is recommended to do this again.

T-Shirts

T-Shirts were initially ordered from Entripy this year. After encountering many issues with personalization for the Executive, OC and SL T-Shirts, we ended up switching and ordering through TheInkFamily instead. The company was also less expensive than Entripy, and we highly recommend using them in the future.

White t-shirts were ordered for the SL team so the team could tie-dye them. This was successful and good to help them socialize, and is highly recommended to be done again.

Given the high cost of personalized shirts, the executive team should not get customized shirts and wear the shirt corresponding to their house color in the future.

Kit Stuffing

String bags and lanyards were sourced from TheInkFamily, and are recommended to be used for future orders. Transparent lanyard holders were ordered from Amazon, and lanyard inserts were printed at the UTSC Print Hub. Sticker sheets were ordered from StickerMule. Water bottles were provided by UTSC's AccessAbility and Athletics and Recreation offices. Pens were provided by Health and Wellness, as were condoms and lube. Good2Talk provided NFC tags that linked to their website.

Booklets and brochures from GreenShield Canada, SCSU, the Health and Wellness Centre, and The Varsity were also included in kits. The "IGNITE" booklet (FROSH booklet) was printed at the UTSC Print Hub, and was also put in the kits.

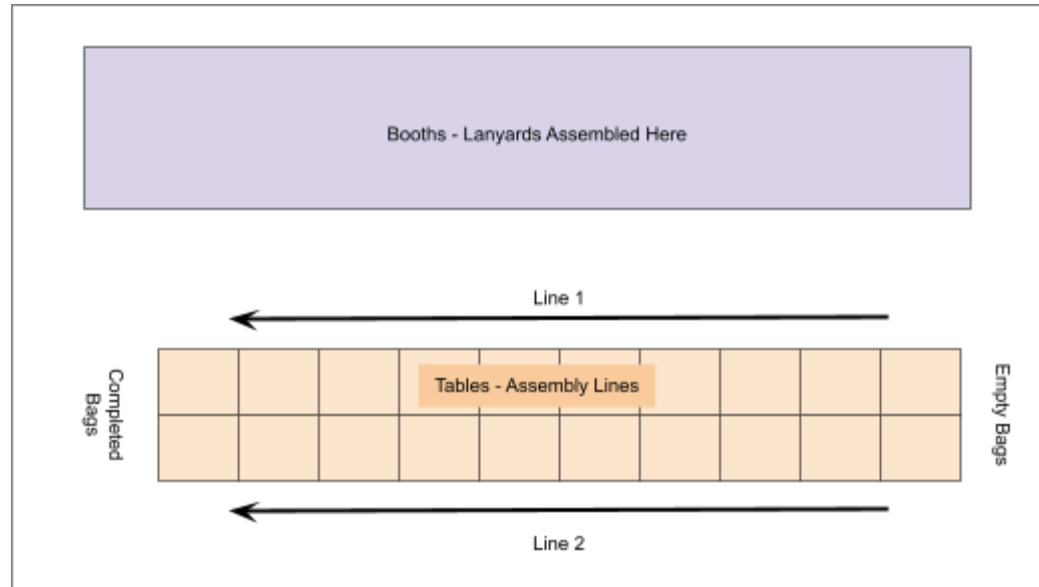
Snacks and drinks (pop & water) were purchased from Costco, and the order was shipped to UTSC which was very helpful. Each kit bag had a granola bar and a bag of chips in it.

In-kind donations from Sephora (water bottle, pen and notebook, phone wallet, popsocket, phone stand, phone chargers, etc.) were also included in kits.

CFS was supposed to provide handbooks for the kits, but they were not received in time and could not be included. In future years, if they could not send them for a deadline, a notice should be given so that alternate options can be explored or they should send them well in advance to prevent this situation from recurring.

Procedure for Kit Stuffing

Kit stuffing was done in the 1265 Bistro seating area. Several SLs sat in the booths putting together lanyards prior to the kits being assembled, since the lanyards needed to be put into the kits. In terms of putting everything in kits, two rows of tables were set up, and two assembly lines of LLs and SLs put together kits (diagram below). Once kits were completed, they were stored in the room beside the bathrooms/adjacent to the Bistro's booths.



Other Materials

Signs for 6ixFest with the Scarborough LRT stations were printed at Staples. An arc and string lights were rented from OSEW for 6ixFest as well, and a Wii U was borrowed from UTSC Residence.

Banners and lawn signs were ordered from the UTSC Print Hub.

Fabric for flags was purchased at Fabricland and dowels were purchased at HomeDepot. Glue guns, hot glue, glitter, paint and paintbrushes were purchased at Dollarama.

Drums, drumsticks and speakers were rented at Long & McQuade for FROSH cheers.

House props were purchased at Dollarama and Party City.

Unrequired Materials

Despite multiple reminders that we did not need walkie talkies (based on their lack of usefulness last year) and only needed megaphones, walkie talkies were still rented out. While they are idealistically helpful, they are not feasible to wear and respond to during the day while still being able to answer and converse with people around that have questions or concerns. Thus, it is recommended that they are not rented out next year so that we can use that money elsewhere.

Graphics

Graphics for FROSH were mainly produced by the Senior Graphic Designer, SL Marketing and Executive Director.

The senior graphic designer produced the main FROSH logo and the house logos, the GL/LL hiring graphic, the SL introduction post graphics, the banners, the lawn signs, the t-shirt assets, the brochures, the website and mock-ups for materials (string bags and lanyards). The graphic designer was incredibly vital in our FROSH vision

coming to life and we are extremely appreciative of her work and skills. However, a constraint that needs to be addressed is the FROSH graphics in addition to her existing workload. FROSH requires a quick turnaround time, and with the GD also overseeing graphics for other SCSU projects, this is not always realistic to accomplish with her workload.

After piloting the SL marketing this year who created the rest of the FROSH graphics on the Instagram page (including the OC and VP Campus Life introduction posts, all the reels and stories, the Inferno/talent show posts, and more), it is highly recommended to have two SLs dedicated to Marketing in the coming FROSH team. This would help with turnaround time, leading to materials being ordered earlier by the OC Marketing and Materials, while also alleviating the GD of this quick turnaround time. It is also easier to communicate between SLs and OCs than between OCs and the GD, and the FROSH team could communicate their artistic vision better.

The ED also produced graphics centered around the Flash Sale, ticket raffle, comedy show and foam party, and we're very grateful for her help.

Videography and Photography

The orientation team had reached out to OSEW's contracted photographer and videographer, Mark Alolod and Nijel Gablan, respectively. For photography, all official FROSH photos were taken by Mark Alolod, as orchestrated with OSEW, and were sent to the orientation team mid-September. We recommend using Mark as a photographer next year, if possible. However, for videography, Nijel had met with the team and sent us a vision and quote, which was over our budget. It was only very close to the date that we received word that OSEW would help us with this expense. However, Nijel was unavailable to shoot both the FROSH Introduction video which was only communicated the week prior to FROSH. As such, the videography and editing for the FROSH Introduction was done by our SL Marketing, Nadia, and one of our MCs, Haider. The FROSH introduction video included the SLs, MCs, OCs, and VP Campus Life, but other executives were not included.

Sammy York was hired to make the recap video of FROSH but the final video has not yet been sent to our team. We do not recommend using the same videographer next year.

We recommend hiring a videographer and photographer well in advance, so that the FROSH Team Introduction Video and FROSH Team Photos can be captured by them, in addition to the recap video.

Tickets

A total of 881 tickets were sold, including subsidized tickets.

First year students were divided by the Orientation Coordinators on the night of September 1, 2023. Tickets were sold at three different prices, listed on the table below. Initially, ticket sales were set to end July 31st. Over several extensions, ticket sales ended on September 1st.

Tickets were promoted using the SCSU and SCSU FROSH instagram pages, as well as emails/instagram posts from UTSC Residence. We also had a story on UTSC's main instagram page, which was helpful. Next year, a post with tickets and prices being pinned on the page would be ideal.

Ticket Type	Dates Sold	Price
Early Bird (166 tickets)	July 6 - 16, 2023	\$65 (\$74.58 with applicable fees)
Regular (678 tickets)	July 17 - September 1, 2023 (excluding Flash Sale Dates)	\$80 (\$91.53 with applicable fees)
Flash Sale (37 tickets)	August 15 - 17, 2023	\$70 (\$80.23 with applicable fees)

Despite reassurances that tickets would not be sold the day of FROSH, the SCSU staff sold tickets on day 1 of FROSH. This led to confusion for students interested in buying tickets, because some were told that they couldn't and were sent home while others were offered the chance to purchase tickets - leading to an inequitable situation. As such, the plan regarding day-of ticket sales should be discussed beforehand and the decision made should be adhered to so that everyone knows about it and can direct students on where to buy tickets if they'd like to purchase one on the day of.

Finances

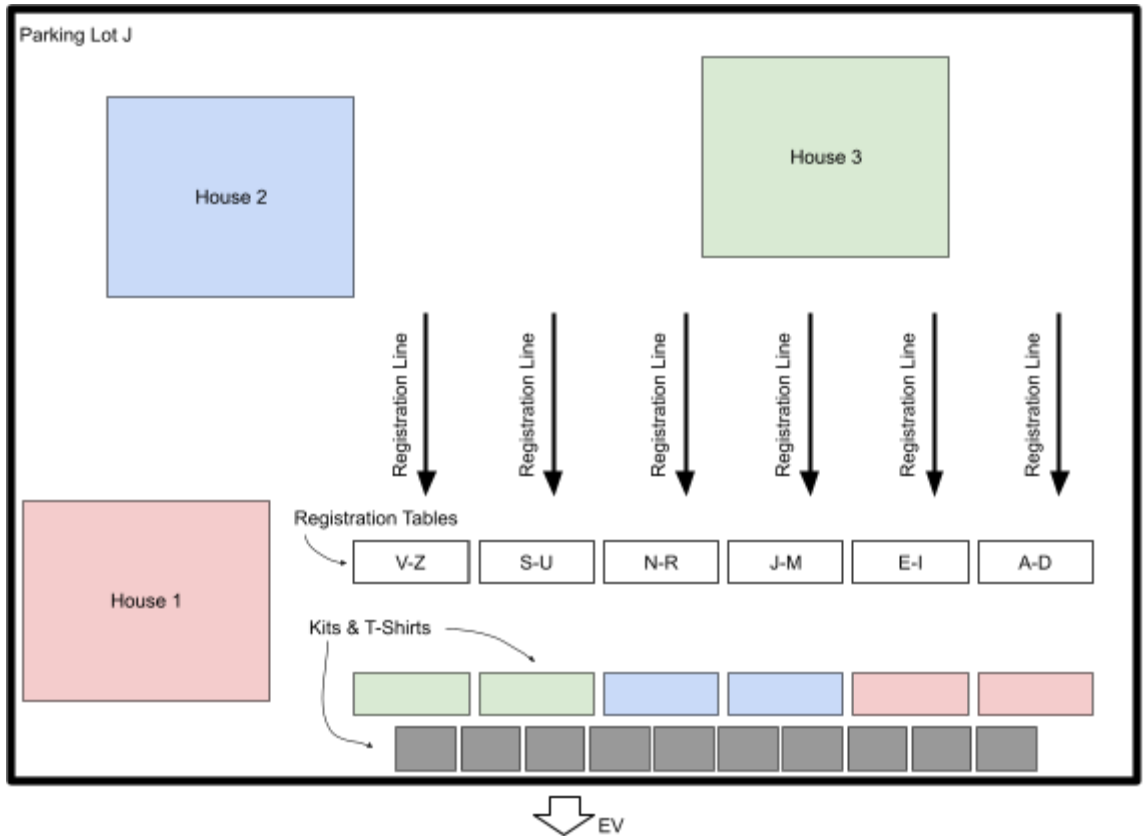
Financial information for this year's FROSH has not been consolidated and provided to the OC's for this report.

Orientation Dates Breakdown

Day 1

Registration

Registration was set up in Parking Lot J. A diagram of tables and houses has been included below as it was fairly efficient and we would recommend the same design in future years, with some slight changes.



Wristbands for media consent were put on students at registration, and they scanned a QR code for a media consent form. An SL would register the student using their ID, while an LL gave them a wristband. Behind the registration tables were tables with the FROSHIE t-shirts, and LL's were assigned to each color of the t-shirt and would bring a t-shirt to a registration table based on the size the FROSHIE told them. They were provided with a group number, and would then join their group before an LL would take a group of them to the bathroom to change into their t-shirts. During registration, houses and groups were also instructed to use this time to set up group chats for each group, do icebreakers, teach house and FROSH cheers, and write names on t-shirts, which was smooth and successful overall. They did this in their smaller groups at first, but as more froshies came in, the MCs took over and went over cheers together.

Tables, kits and t-shirts for registration were set-up while students were showing up because SL's were occupied with distributing shirts and kits to GLs, which wasn't ideal. It would be useful for the events team or LL Supervisors to assign set up tasks like these to SLs so that this doesn't recur. Additionally, the QR code for media consent and signs for alphabetical order were not printed out until the morning of, pushing back registration and leading to delays the entire day. There were issues with the wrong t-shirt color being given to a froshie on several occasions, while they received a group number from a different house. Methods to prevent this from recurring should be discussed for future years.

While this registration method works logistically, this meant that FROSHIES and the entire FROSH team spent hours in the sun. The water bottle station/water fountain in EV was also broken, and hasn't been fixed, which was not helpful in this scenario. The importance of this issue is underscored by an event that occurred shortly after registration, when a first-year student went unconscious/was fading in and out of consciousness in EV due to

dehydration and the heat. EMS was called and cared for her, but it is incredibly important that this situation does not recur. It is also suggested that students who are GLs, LLs and SLs receive training on signs of dehydration and heat related symptoms/illnesses, such as heat stroke, to be able to help first year students before the situation becomes severe.

Brief Welcome

The brief welcome was cut short due to delays, meaning that there wasn't an opportunity to check in with first-years and get them excited about FROSH. As such, they were left to hours of presentations with nothing "fun" to look forward to, leading to many of them leaving or not paying attention to presenters.

Indigenous Welcome

The Indigenous Welcome featured a performance from Kyana Kingbird which was approximately 30 minutes in duration. The feedback we received for this portion was that it was too lengthy for students, although the performer was great. It should instead be shortened to approximately 5-10 minutes in duration for students to be able to pay attention, or converted to a short, 15-30 minute interactive activity where students can learn part of an indigenous dance.

Principal's Welcome

The Principal of the University of Toronto Scarborough, Wisdom Tettey, gave a brief speech to the incoming students during the Principal's Welcome. However, it was difficult for incoming students to understand who he is, his role within the university and why he was speaking. Many students had also stopped paying attention given the length of the previous performance.

Dean's Remarks

The Dean of Student Experience and Wellbeing, Neel Joshi, briefly spoke with the incoming students during this time and introduced what OSEW does. He was interactive and gave out t-shirts using Instagram question responses, which was enjoyable for students.

SCSU Presentation

SCSU's presentation was approximately 30 minutes in duration. On its own, this is not a lengthy presentation, but paired with the other hours worth of presentations, it needs to be cut down to 15 minutes at maximum. While the information is important, the presentation being as comprehensive as it was about their services and events was too lengthy and students stopped paying attention throughout. It's recommended that they host a "Welcome to SCSU Day" during Welcome Week where they discuss all their services, campaigns, events and rallies. However, during FROSH a much more brief overview or incorporating their information into a more interactive activity (such as tabling) is very highly suggested.

FROSH Team Introduction

The FROSH Team Introduction video was broadcast in TPASC. However, due to technical difficulties, the audio could not be heard (including the music and skit) despite the volume being maxed out. Given the last minute

nature of the FROSH video, there was no test of broadcasting it to make sure there were no technical issues. In the future, we recommend doing a test run of any videos to ensure the audio works for them.

Since we were delayed, the SL team could not be properly introduced at this time and instead, were invited onstage during Closing Remarks to thank them for all their work and properly introduce them to all the froshies.

Launch of House Cup

The House Cup was announced briefly during this time. Strict criteria was not given to the houses, but it was described as “the house that best captures the essence/spirit of FROSH”. It was also clarified that the decision about the winning house was not reliant on House Games, but rather the OCs observations over the course of FROSH.

Lunch

Lunch, which was sandwiches from Scotty Bons, was served in IC, given a medical emergency that was being dealt with in EV. Afterwards, students were allowed to sit wherever in IC/EV which worked pretty well. This went smoothly and had no hiccups in terms of food distribution. However, many students did not have the space to sit down while eating, especially since parking lot J was not available for use.

Anti-Oppression and Consent Training

Due to transportation issues, the presenter for Anti-Oppression training, Chrys, was not able to attend FROSH last minute and it was instead done by SCSU’s VP Academics, Afsana.

Organized by OSEW, Luna Matatas did the Consent training for FROSH. While feedback on the presentation itself was positive, an overwhelming number of students noted that the presentation was longer than it needed to be. The hour-long presentation was especially difficult to absorb content-wise after sitting through hours of presentations earlier in the day. Feedback indicated that the consent training should be no longer than 10-15 minutes.

Talent Show

The talent show was a great event to have at FROSH, and the performances were absolutely stellar. The performances did lean into desi-culture quite heavily. While south-asian representation is important, an improvement would be having a more diverse range of performances to cater to incoming students of different ethnicities. Froshies also expressed that the talent show felt lengthy because of how many performances there were.

Dinner

Despite reassurances that the 1265 Bistro would not experience food delays like last year, the food for the third house was severely delayed and ran out twice, with the foods’ transportation between the Student Center where food was being prepared and EV being the cause of the delay.

While the food delays were not ideal, the attitude of SCSU staff was of concern to many students. Students remarked the staff’s attitude towards this lacked seriousness, and was rather blase. They took students not having

food after a long day of FROSH carelessly, especially for an event that was paid. Information about the delays were not communicated effectively, but rather with statements of the food being there “soon” or in “10 minutes” when they ended up waiting for 30 minutes. Many students went hungry or left FROSH to eat at Harmony Commons’ Dining Hall, which is devastating to have as part of their FROSH experience and needs to be taken more seriously in future years.

Students also expressed concerns about the vegetarian food option, which was rice and steamed vegetables, and that it was insufficient as a meal. Given that we communicated concerns about this prior to FROSH, this was disappointing to see because it impacted the experience of many first years at FROSH.

When we communicated concerns about the food based on FROSH 2022, we had reassurances that the food would be on time and that food options would be improved upon - which they were not - and it’s disheartening to see important feedback not truly be taken into consideration. A strong recommendation is for food options to be consulted in conjunction with the OCs (which was requested this year but an opportunity was not offered) and even possibly the SLs, to ensure we have meals that are efficient logistically while still being fulfilling for froshies to receive as paying customers. At the very least, please consult people outside SCSU within a certain dietary group (ie. vegetarians, vegans) and ask them if the meal would be sufficient after going through the FROSH schedule (including being in the sun for ~2 hours, walking back and forth from TPASC multiple times, sitting through hours of presentations and needing the energy to explore 6ixFest).

6ixFest

This year at the end of Day 1 we hosted an event we called “6ixFest”. As we only hosted two days of FROSH, we wanted to make the most of the time we had to host something big. Previous years’ end of Day 1 of FROSH has usually been a carnival of some sorts, or a Street Fest has it’s been known as. We have also had different iterations of campus tours, as well as Clubs and DSA fairs. Thus, we thought this year to combine all of this in one evening. This way students were able to explore campus on their own and understand how their day on campus can look like. We made sure there were activities on every part of campus to ensure all of campus is explored. The full logistics guide is available to VP Campus Life and is submitted alongside this report.

Since we called the event 6ixFest we wanted to promote the six boroughs of Toronto, and help students understand the city they were coming to. However, this vision did not come to life as we imagined that students during FROSH would not be able to communicate where they exactly were, and many students were going to be out of province students, therefore they might not know what the boroughs mean. It was decided that we would call it different names for Toronto, however, the team was unable to produce 6 unique names. After lengthy discussion, we went with calling 6ixFest locations, different LRT stations. The LRT was a major part of the Scarborough lifestyle, and we used this as our way of paying homage to it. It was an easter egg that was appreciated by some; however, this is one area we can improve on for the future.

6ixFest consisted of carnival games and inflatables that were rented from Hart Entertainment, and it is recommended to work with them again. The OC Events communicated with Hart Entertainment via email and cellular, to organize what was required. Hart sent a representative to campus to help plan the space and electrical requirements for the inflatables and games. I highly recommend doing this if creating a similar event. The OC Events was the sole communicator between SLs and Hart Entertainment, this helped streamline the process of finalizing all decisions. Hart Entertainment also brought corporate sponsors of their own and paid us \$500 to do

so. They bought 4 sponsors in total, and it would have totaled \$1000 as basic tabling cost is \$250 per table, however, OC Events and VP Operations agreed to let them do it for \$500.

We had two photobooths, one outside SC and one inside MW, from the company Fuzebooth. They were great, inexpensive, and extremely easy to work with, and highly recommend bringing them back. They did 3 picture photo strips, with a custom background that was designed by the GD. To ensure all students got a chance to get more photos, we would suggest changing their location to somewhere with more traffic as MW is quite far. This would be my suggestion for the DJ Party that was held there. Our goal was to host a SOCA DJ party at FROSH to acknowledge the significant Caribbean culture present in Scarborough. The reason we held this in MW as it provided a reason for students to visit the building and two because the DJ was bringing in lights and a setup, and the other location would not maximize the potential of the setup. The music set up in the atrium area between HL, BV, and SC was a huge success. Radio FWD helped organize both the DJ and hosted the dance party, communication was a bit slow, it was fixed when the Events Coordinator got involved and handled the planning and executing of it.

The Events Coordinator played a key role in the risk management and logistics of 6ixFest, without her expertise we would have struggled quite a bit. The OC Events and Events Coordinator met with the risk committee on three different occasions, and each meeting was very fruitful, as it provided more insight into the questions we need to be asking and assessing risks for. I highly recommend that this be implemented next year, however, boundaries should be established from the beginning of what decisions can be made by who.

For 6ixFest we invited clubs and DSAs to table at FROSH. This was our way of offering clubs a way to speak to just first years. An email with a sign-up form was sent to all student clubs that were provided to us by VP Campus Life. This list was updated with new email addresses and should be used in the future. All clubs were sent instructions on expectations of their presence at 6ixFest (the time they are to set up and take down, etc.). To ensure all clubs that signed up would attend, we required them to submit a \$20 cash deposit to SCSU that would be returned to them after FROSH, and they could go in and collect it back. Clubs were required to have attended the summer Clubs Retreat, however, if they were not able to attend their deposit would be given back only after they attended an SCSU Clubs Training in the Fall. We had the SCSU front desk team keep track of FROSH deposits, which were communicated to the FROSH team via the Events Coordinator. SL Events took attendance during 6ixFest, and that list was submitted to SCSU to ensure all clubs were returned the \$20 they deposited. This deposit system worked well, and more than 80% of clubs that signed up attended the event.

The SL Events team divided tasks on their own as to who would organize what part of 6ixFest, due to this, the workload was unevenly distributed between the SLs. This is something we changed from previous years to mitigate that SLs sometimes have no work to do, and this year that did not occur, but would highly recommend OC Events to assign specific tasks while keeping the team as overall SL Events.

Day 2

Cheer Off

Due to the set-up for the Foam Party occurring in Parking Lot J, the cheer off was held in Highland Hall's Event Centre (HL 170). This was great logistically for the cheer off and to send people off into rotations. However, it

was confusing for first years especially (alongside the FROSH team) to change where they were meeting on the second day, rather than meeting at the same place both days.

Rotations

Rotations went really smoothly. A minor issue was Pegasus and Serpents leaving from HL Events Center earlier than intended, when only Dragons were supposed to leave because they had to walk to TPASC). This led to Pegasus and Serpents waiting in unplanned spaces on campus (one of which being outside).

The rotations including lunch this year was key to its success, as students weren't waiting until after the rotations to eat. Notably, rotations were organized to have the athletics challenge prior to lunch, which should be continued in the future.

Hassan Phills

The comedy show was a highlight of FROSH and should most definitely be brought back in the future. Both the openers and Hassan were entertaining and the crowd enjoyed their show.

House Cup Games

House cup games went well, but took longer than expected, leading to us doing only 2 of the 3 games (Tug of War and Bring me a ...). In particular, "bring me a ..." took much longer than planned because of having to return the items. The energy during the games was fantastic, but quieting them down to be able to continue was difficult for all three houses.

Overall, the MCs did not plan for the House Games enough. They were preparing the Tug of War setup last minute (as in, they didn't have a marker for the rope's middle nor markers on the floor to know who was winning). The tug of war rope was also purchased the morning of Day 1, because they hadn't clarified where the rope would be sourced from. They were also deciding on a list of items for "Bring me a..." right before the games started which is unacceptable, given that this was a task they had been assigned to complete beforehand. They ended up with six items on the list and as such, many of the items for "Bring me a.." were improvised by the OCs. Given that the MCs had a light workload relative to the SLs, this was extremely disappointing to see from all of them (with the exception of those working on other FROSH projects which took priority, of course).

It's recommended to have the MCs be more organized in creating the house cup game ideas in future years, ensure materials are purchased in advance and that they do run through of the games and time it where possible.

Recap Video

There was no recap video for FROSH shown during the event, as the turnaround time was too short for the videographer. However, it is important to note that we have not received the video yet and need to follow up with the videographer. We do not recommend using the same videographer in future years.

Closing Remarks

For closing remarks, SL's were called onstage to thank them for their work. However, the way it was executed felt unplanned, especially since the SLs weren't given a heads up to be in the room and there was no order that they were called up in. Regardless, it was a sweet gesture that hopefully will become part of FROSH traditions in coming years. There was also a reminder about the house cup winner being announced at the Foam Party and the physical trophy for "House Cup" was shown, which helped bring them back into a competitive spirit and waiting for the next activity.

Dinner

Day 2 dinner was held at the 1265 Bistro due to the issue with food transportation the night prior, and went much smoother than the day before. The feedback about vegetarian food options, and poor-quality food in general remains.

House Cup Announcement

The house cup announcement was done at the foam party, using inflatable tube men in different colors and deflating them one at a time until the house that won was the only one left standing. The first batch of paint was also the house's color.

Given that announcing it in this manner was decided the day-of, it was fairly disorganized and confusing which took away from the excitement of it all. For example, the houses were scattered between each other and not grouped, and because there was no stage, the team didn't get to collect the actual "trophy" for the house cup and take a picture with it. Moreover, because the SLs and MCs were told how to launch paint before the announcement, they all saw the color of the paint prior to the announcements, and some realized who had won beforehand.

Foam Party

The Foam Party was envisioned by VP Campus Life, she provided us with the contact and the idea of what was expected. The vendor we contacted was Innerphase Productions, and the OC Events spoke to Bill regarding all things Foam Party. Bill visited campus and visualized the Foam Party set up with him. There was a foam station set up, with a full stage and speakers, with glow in the dark paint, and UV and disco lights. Bill and Innerphase Production were super easy to work with, and did the whole set up themselves, there were no hidden fees or extra charges. In fact, there were additional things that were not listed, such as the inflatable dancing balloons, and the CO2 gun. Therefore, I would highly recommend this company to host an event to end FROSH. The event itself went very smoothly, there were some hiccups that I would highlight below.

We were promised sunglasses with the SCSU shorthand logo on them before the event, and we would put these in the kits, which would've meant the first - years would've had something to protect their eyes from the paint and foam. These glasses, however, got stuck in transit, and Bill had to source glasses that were blanks and different styles. However, we were unable to get these glasses to the first years, as our registration plan did not work out the way we had planned. So, a suggestion for next year is to make sure glasses are handed out at dinner to the attendees, mitigating the risk of eye injury. The original glasses being delayed were in no fault of Innerphase

Production, but a problem with FedEx, the order for the glasses was placed the minute they received deposit of payment from SCSU, which was delayed quite a bit for reasons unknown to the OCs.

As FROSH was after residence move-in, and upper year move-in day was Saturday, we only had Parking Lot J available for us to use. This was no problem, except it moved Day 2 registration to Highland Hall, as the Production team was setting up for the event. Hence, I would recommend finding a space that can be allotted to just the Foam Party, and not be double used, or ensure that the set-up is in the same place every day.

We used the Foam Party as a place to announce the winner of the “House Cup”. This was a decision made as a collective FROSH team, in hindsight this was not the right decision. As OC Events was confused as to how the paint launching would work, it was difficult to work out how to launch the paint and announce the winner in a fun and exciting way. Hence, I would suggest making the “House Cup” winner announcement after the closing remarks.

We had EMRG on site for any medical emergencies, we also had a water station for students to take a break. Campus police were present to ensure safety and people follow the “dry” policy. The event was DJed by 3 Keys Music Group, they were amazing, and helped end FROSH with a bang.

Overall, the event was a success, with no major hiccups or anything going wrong. It started 30 minutes after the scheduled start time, but Bill was accommodating and let the event run 30 minutes after scheduled end time. All attendees thoroughly enjoyed the event, and I hope to see it return for years to come.

Future Directions & Important Notes

Hycil's (OC Marketing & Materials) Remarks:

- Set up clear boundaries and structures from the start between OC's, VPs (Operations & Campus Life), ED, Events Coordinator and GD and have regular meetings to make decisions together, update each other and clarify questions.
 - We did not meet regularly with the ED or other SCSU Staff, which is one recommendation I have. This would've been helpful to communicate updates and keep everyone on the same page. Set aside an hour at the start of each week and do it; use this time to also plan to be in office for tasks that overlap with other roles (ie. website design, graphics approvals, ordering materials, site visits).
 - This will help not have OCs out of the loop or have decisions made without their input/experience taken into account, but rather to discuss them together and come to an agreement and prevent confusion.
 - Meeting with the GD at the start would be helpful when communicating the vision for FROSH, especially if SL Marketing can be included and boundaries about who can create which graphics can be drawn.
 - Have a time for OCs to update each other on their respective tasks (ie. updates about events vs. updates about marketing and promotions).
- Have weekly meetings with OSEW (specifically the Orientation Coordinator on their end). We did this this year and it was immensely helpful.

- Not everyone has to be able to attend each one, but it's so useful when clearing up confusion, getting things approved and so much more (rather than emailing back and forth).
- Meet with the UTSC Marketing & Communications team early on so they can promote orientation tickets there.
- Tailor OC roles based on strengths, and work together towards getting everything done.
 - Implement one OC (preferably by adjusting the marketing & materials role, or whoever is more organization inclined) to be responsible for the non-event related SL's, providing them with tasks and following up to ensure they're completed and to do their check-ins.
 - Have whichever OC who has a better response time approve materials (for marketing) but whoever is more detail oriented approve emails and graphics.
- Book SL 232, SL 219 and SL 222 for SL meetings in advance. Having all three is helpful to break into smaller groups.
- Plan to work in- office. While some of the tasks can be completed when working virtually, attending in-person makes communication between everyone so much clearer and easier.
 - Book SL 222 for OC's for chunks of time each week - it's better than working in the office and you have space to use the whiteboard for organization/brainstorms, calls/meetings and you can go down and discuss with whoever you need to in SCSU when required.
- Plan to be at UTSC full-time for the entire week before FROSH and have the SL's plan to be there as well.
- Have GL/LL training include what to do in emergency situations and resources available to them (ie. SLs, EMRG, Campus Safety) and include training on heat related illness (ie.dehydration, heat stroke), the symptoms and how to prevent it.
- Set up a meeting with the ED and any other necessary SCSU staff to order shirts and other materials for kits in June/July.
- Order all the house props at once, rather than having them purchase it on their own. Have this done before the team intro video is filmed.
 - Order t-shirts early enough so SLs can wear them in the FROSH introduction video.
- When planning for ticket sales, be mindful that there are no spaces/limited spaces that can handle over 1000 students and that students cannot stay outside for extended periods of time due to the heat.
- Go over the schedule with SLs, GLs and LLs and SCSU staff in detail - like logistically - so everyone is in the loop.
 - On the days of FROSH, acknowledge delays and state the plan so students, GLs, LLs, SLs and staff all know it. It reduces how messy and uncoordinated it looks by being transparent and showing that there's a plan in place to fix it.
- Prepare as much as you can in advance (ie. registration signs, QR codes, etc.) and DO NOT leave it to be done right before/during FROSH. You won't have time without causing delays and impact first-years experiences.
- Assign SL's specific tasks for the days of FROSH (for example, the morning of day 1, assign SLs to handle GLs and LLs while the rest set up for registration) both in terms of set up and clean up.
- Walk through the events to ensure it's not too much walking, and to have SLs, SCSU staff and GLs/LLs in the loop.
 - Add buffer time to the schedule because traveling in large groups takes longer and it will help with catching up when there are delays.
- Have at least one day between FROSH and residence move in.
- Shorten presentations because you'll lose students if they're too long.
- Have social activities where students can bond in houses to fill in time and chill (but also get them off their phones).

- Have small ways to entertain students that are not cheers while transitions are happening or they need to wait for a couple minutes but can't move in this time to do more elaborate activities.
- Use the UTSC Print Hub again for printing - they were very convenient to use.
- For the 1265 Bistro, please have a trial run with serving food especially for dietary restrictions. Good food is important for first years to have a good experience so make sure to give enough attention to it.

Devesh's (OC Events and Risk Management) Remarks:

- Make sure FROSH and residence move in are not this close to happening; this way we can ensure an extra day and shorter days to get more attention from first years.
- Shorten presentations; especially consent; it's particularly important, but message is still getting lost because people cannot focus for that long
- SCSU involvement needs to be established from the beginning. It felt to not just the OCs but the SLs as well that SCSU did not do enough to help, and the ED overstepped and made decisions when it was not their decision to make, specifically last minute changes to registration logistics and buying tickets, which had both been established prior
- SCSU execs would often enter weekly meetings late, and in a disruptive manner, this many times took away from the seriousness of the topic being discussed; they also had a poor attitude, as if we were forcing them to be there; when we needed their help they were not present;
- Using TheInkFamily for all Materials; they did a portion of the materials, super easy and convenient; very inexpensive in comparison to Entripy
- Using Fuzebooth, cheapest photo booth market rate
- Using Innerphase Productions
- Food quality, more importantly having better options for attendees with dietary restrictions
- To discuss all decisions with OCs and to not make them without acknowledging their opinion
- To have weekly senior Orientation Team meetings as well as SL team meetings
- Having the SL team involved in decision making for theme and graphics, helps with morale and involvement of the team throughout the summer
- 6ixFest can still happen at the same scale, but in more concise form, ensure you do a walkthrough with SLs, even GLs to make sure they know what the event should look like

Concluding Remarks

This year's FROSH was undoubtedly successful compared to previous years. The time and efforts of many team members, and their love for FROSH, are what made it happen. Thank you to everyone that was a part of making it as great as it was.

A note for next years OC's:

As OC's, organization and communication (both bottom-up to the execs and full time staff and top-down with SL's) is what will help you succeed and create a memorable FROSH. The recommendations are here to help, as are people who have gone through the FROSH planning process multiple times, such as the ED and Events Coordinator. Use their guidance if they're still there, meet with them to get tasks done according to how they need to be, and ask questions when you need to. Work with them, not against them (and that goes for both SCSU and OSEW). Listen to them, but don't be afraid to try new things and stand up for changes you believe in. The four months pass by in the blink of an eye, so stay on top of what

you need to do, take a deep breath when things get hectic, and do your best to make FROSH the best it can be for the incoming first years. You'll make mistakes, so learn from them. Don't play the blame game and move on - you don't have the time to get stuck on what doesn't go your way. Bring UTSC to life with the next FROSH and make your vision of the UTSC community and what it means to be part of it come to life. We're here cheering you on, so best of luck. You got this <3 - Hycil

SCSU August Income Statement
Scarborough Campus Students' Union | Local 99, Canadian Federation of Students

Scarborough Campus Students' Union

Income Statement

	September-23	
REVENUE		Description of Accounts
Student Fees	80,076.47	Health and Dental Fees, SCSU Membership fees
Space Rental Income	31,836.66	Tenant Fees and Conference Room Rentals
Service Revenue	10,500.60	Discounted tickets, Lockers & Postering, H&D Sales
Event Sales	126,223.29	Orientation, Mosaic, Boat Cruise, etc.
TTC Metropass and Fare Sales	0.00	TTC Merchandise
Vending Commissions	0.00	Vending Machine commissions
Advertising Revenue	663.72	Advertising
Other Income	21,062.06	Investments, Grants, Sponsorship & CEWS Plan
TOTAL REVENUE	<u>\$ 270,362.80</u>	
EXPENSE		
Wages and Benefits Costs	106,049.80	Salaries, Part Time, Honorariums and Benefits
Supplies	3,277.01	Office, Computer, Supplies, and Photocopier
Ticket Purchases	622.55	Discounted Tickets
Services	8,435.88	Agenda Books, Postage, and Insurance
Metropasses	0.00	TTC Merchandise
Event Costs	120,160.86	Orientation, BHM Event and Other Event Costs
Elections	198.00	Election related costs
Meetings	178.92	AGM & General Meeting
Programming Costs	8,820	Campaigns, Food Centre, RSC and Appreciation
Funding	5,421.72	Donations, Bursary, Clubs and DSA Funding
Professional Development	8,428.30	Continuity, Transportation and Travel
Building Repairs and Maintenance	6,200.00	Repairs and Maintenance Costs for the Building
Professional Fees	842.02	Legal and Auditing Fees
Phones and Telecommunications	877.76	Phone Charges
Subsidiaries	0.00	Subsidy to Rex's Den
Bank Charges	624.88	General Bank Charges, H&D E-Transfer Fees
TOTAL EXPENSE	<u>\$270,137.70</u>	
NET INCOME (LOSS)	<u>\$225.10</u>	

1. Attendance: Victoria Mata, Afshana Miah, Denise Nmashie, Phinees Crepin-Nkaba

2. Call to order: 1:10 PM

3. Approval of the Agenda

Be it resolved that the agenda for the October 23rd, 2023 Clubs Committee meeting be approved as presented.

Motion Approved Moved: Mata Seconded: Miah

4. UTSC Pre-Dental Students' Society

Be it resolved that the UTSC Pre-Dental Students' Society be approved for their request of \$288 from SCSU's Clubs Funding.

- They tabled for FROSH and purchased a roll up banner and business cards for the event.

Motion Moved: Mata Seconded: Denise

Motion Carries

5. The Hindu Students' Council

Be it resolved that the The Hindu Students' Council be approved for their request of \$74 from SCSU's Clubs Funding

- HSC tabled during FROSH and purchased Jalebis and decorations for this event.

Motion Moved: Mata Seconded: Crepin

Motion Carries

6. The Hindu Students' Council

Be it resolved that the Hindu Students' Council be denied \$200 from the SCSU's Club Funding.

- HSC purchased a club banner for tabling at FROSH however, they did not submit an itemized receipt for this purchase.

Motion Moved: Mata Seconded: Crepin

Motion Carries

7. The Filipino Student Association of Scarborough

Be it resolved that The Filipino Student Association of Scarborough is approved their reimbursement request of \$25.76 from the SCSU Clubs Funding.

Motion Moved: Mata Seconded: Denise

Motion Carries

8. Indian Students Association

Be it resolved that the Indian Students Association be approved their funding request of \$235.02 from the SCSU Clubs Funding FROSH tabling.

Motion Moved: Mata Seconded: Miah

Motion Carries

9. Rise Dance Company

Be it resolved that the Rise Dance Company approved their funding request of \$400 from the SCSU Clubs Funding

Motion Moved: Mata Seconded: Miah

Motion Carries

10. UTSC Dragonboat

Be it resolved that the UTSC Dragonboat receives \$122.36 from the SCSU Clubs Funding.

Motion Moved: Mata Seconded: Nmashie

Motion Carries

11. Unwind

Be it resolved that the Unwind be approved their funding request of \$115.26 from the SCSU Clubs Funding.

Motion Moved: Mata Seconded: Miah

Motion Carries

12. Muslim Students' Association

Be it resolved that the Muslim Students' Association be approved for only \$865.32 from the SCSU Clubs Funding.

Motion Moved: Mata Seconded: Miah

Motion Carries

13. Muslim Students' Association

Be it resolved that the Muslim Students' Association be approved of \$146.83 from the SCSU Clubs Funding.

Motion Moved: Mata Seconded: Nmashie

Motion Carries

14. Muslim Student's Association

Be it resolved that the Muslim Students' Association receives \$71.80 from the SCSU Clubs Funding.

Motion Moved: Mata Seconded: Nmashie

Motion Carries

15. Muslim Student's Association

Be it resolved that MSA receives \$57.60 from the SCSU Clubs Funding for their Welcome Day.

Motion Moved: Mata Seconded: Nmashie

Motion Carries

16. UTSC Charity Fashion Show Club

Be it resolved that UTSC Charity Fashion Show Club receives \$266.66 from the SCSU Clubs Funding.

Motion Moved: Mata Seconded: Miah

Motion Carries

17. Women in Computer Science, Statistics, and Mathematics

Be it resolved that Women in Computer Science, Statistics, and Mathematics Society receives \$47.74 from the SCSU Clubs Funding.

Motion Moved: Mata Seconded: Crepin

Motion Carries

18. Women in Computer Science, Statistics, and Mathematics

Be it resolved that WICSM be approved their funding request of \$42.80 from the SCSU Clubs Funding.

Motion Moved: Mata Seconded: Miah

Motion Carries

19. Muslim Students' Association

Be it resolved that MSA be approved their funding request \$46.42 from SCSU Clubs funding.

Motion Moved: Mata Seconded: Miah

Motion Carries

20. UTSC Charity Fashion Show Club

Be it resolved that UTSC Charity Fashion Club receives \$139.63 from the SCSU Clubs Funding for their Welcome back event

Motion Moved: Mata Seconded: Nmashie

Motion Carries

21. Greek Students' Association

Be it resolved that the Greek Student Association receives \$603.88 from the SCSU Clubs Funding for their GSA Appreciation Night.

Motion Moved: Mata Seconded: Nmashie

Motion Carries

22. DS3 - Checkmate Tournament

Be it resolved that 6 winners from the Checkmate tournament will receive a total of \$1500 divided accordingly from SCSU clubs funding.

Breakdown is as follows:

Advanced Category

First place: \$600, Second place: \$300, Third place: \$150

Intermediate Category

First place: \$250, Second place: \$125, Third place: \$75

Motion Moved: Mata Seconded: Crepin

Motion Carries

23. DS3 - Checkmate Tournament

Be it resolved that ZK Designs and Decor receive \$250 paid by SCSU directly from Clubs funding for services provided (balloon arch, poster graphic) for Checkmate chess tournament.

Motion Moved: Mata Seconded: Crepin

Motion Carries

24. DS3 - Checkmate Chess Tournament

Be it resolved that Le Jardin D'Artiste be paid \$60 by SCSU directly from Clubs funding for the services provided (banners) for Checkmate chess tournament

Motion Moved: Mata Seconded: Nmashie

Motion Carries

25. BOD Aaliyah Jaleel - Checkmate Chess Tournament

Be it resolved that Aaliyah Jaleel be reimbursed \$97.45 from Clubs funding for expenses incurred for Checkmate Chess tournament (decorations, acquiring chess materials).

Motion Moved: Mata Seconded: Crepin

Motion Carries

26. SCSU Food Center's collaboration with the UTSC Fashion Charity Show

Be it resolved that 1265 Bistro is directly reimbursed \$591.63 from SCSU clubs funding for the expenses incurred towards the event with UTSC Fashion Charity show club.

Motion Moved: Mata Seconded: Crepin

Motion Carries

27. Harvest Fest Event SCSU Food Centre x The Food & Culture Association

Be it resolved that \$896.91 from clubs funding for the expenses incurred for the Harvest Fest event in collaboration with The Food & Culture Association be used to reimburse SCSU.

Motion Moved: Mata Seconded: Miah

Motion Carries

28. Carrom Strikers Society

Be it resolved that Carrom Strikers Society be approved their funding request of \$583.12 from the SCSU Clubs Funding for their Meet & Greet Event.

Motion Moved: Mata Seconded: Crepin

Motion Carries

29. Carrom Strikers Society

Be it resolved that Carrom Strikers Society be approved their funding request of \$60.82 from the SCSU Clubs Funding for FROSH Tabling.

Motion Moved: Mata Seconded: Nmashie

Motion Carries

30. African Students' Association

Be it resolved that the African Students' Association be approved their funding request of \$12.91 from the SCSU Clubs Funding for FROSH Tabling.

Motion Moved: Mata Seconded: Miah

Motion Carries

31. Motion to Adjourn

Be it resolved that the 2023-2024 Clubs Funding Committee Meeting be adjourned.

Motion Moved: Mata Seconded: Miah

Motion Carries

DSA Funding Committee Meeting
Scarborough Campus Students' Union | Local 99, Canadian Federation of Students
October 23 2023 | In Person

1. **Call to Order:** 4:24

Present: Miah, Nmashie, Ning, Knowles

Absent: David

2. Approval of Agenda

Moved: Miah

Seconded: Knowles

Motion Carries

3. **Motion:** Be it resolved that the DSA Funding Round 2 Agenda be approved as presented.

Moved: Miah

Seconded: Nmashie

Motion Carries

4. **Motion:** Review of DSA Funding Package

Moved: Miah

Seconded: Ning

Motion Carries

Motion: Be resolved that \$128.15 of DSA funding be approved to be used to process the reimbursement of PNDA for Clubs and DSA week tabling

Moved: Miah

Seconded: Knowles

Motion Carries

Motion: Be resolved that \$250 of DSA funding from the SCSU be used to directly process the reimbursement of MESA for Banner Printing

Moved: Miah

Seconded: Knowles

Motion Carries

5. **Motion:** Be it resolved that \$209.19 of DSA funding from the SCSU be used to directly process the reimbursement of ACMSA for homecoming tabling.

Moved: Miah

Seconded: Ning

Motion Carries

6. **Motion:** Be it resolved that \$181.53 of DSA funding from the SCSU be used to directly process the reimbursement of Health and Society Student Associations mix and mingle event

Moved: Miah

Seconded: Ning

7. **Motion:** Be it resolved that \$1000.00 for DSA funding from the SCSU be used to directly process the reimbursement for MESA for the event "Associate Academy"

Moved: Miah

Seconded: Knowles

8. **Motion:** Be it resolved that this meeting be adjourned

Moved: Miah

Seconded: Nmashie

Motion Carries

Meeting adjourned

Attendance: Hernandez, Piratheepan, Nmashie

Call to order: 12:40pm

1. Call to Order

Motion

Moved: Nmashie

Seconded: Hernandez

Motion Carries

2. Summer Academic Bursary Recipients

Be it resolved that applicant #3 receive \$70 in SCSU Academic Bursary Funding

Be it resolved that applicant #5 receive \$70 in SCSU Academic Bursary Funding

Be it resolved that applicant #6 receive \$70 in SCSU Academic Bursary Funding

Be it resolved that applicant #7 receive \$200 in SCSU Academic Bursary Funding

Be it resolved that applicant #27 receive \$70 in SCSU Academic Bursary Funding

Be it resolved that applicant #28 receive \$250 in SCSU Academic Bursary Funding

Be it resolved that applicant #31 receive \$100 in SCSU Academic Bursary Funding

Be it resolved that applicant #36 receive \$210 in SCSU Academic Bursary Funding

Be it resolved that applicant #37 receive \$70 in SCSU Academic Bursary Funding

Be it resolved that applicant #39 receive \$70 in SCSU Academic Bursary Funding

Be it resolved that applicant #40 receive \$70 in SCSU Academic Bursary Funding

Be it resolved that applicant #46 receive \$180 in SCSU Academic Bursary Funding

Be it resolved that applicant #51 receive \$170 in SCSU Academic Bursary Funding

Be it resolved that applicant #53 receive \$150 in SCSU Academic Bursary Funding

Be it resolved that applicant #56 receive \$70 in SCSU Academic Bursary Funding

Be it resolved that applicant #64 receive \$140 in SCSU Academic Bursary Funding

Be it resolved that applicant #68 receive \$70 in SCSU Academic Bursary Funding

Be it resolved that applicant #71 receive \$100 in SCSU Academic Bursary Funding

Be it resolved that applicant #74 receive \$70 in SCSU Academic Bursary Funding

Be it resolved that applicant #77 receive \$70 in SCSU Academic Bursary Funding

Be it resolved that applicant #78 receive \$70 in SCSU Academic Bursary Funding

Be it resolved that applicant #92 receive \$70 in SCSU Academic Bursary Funding

Adjournment

Motion

Moved: Nmashie

Seconded: Piratheepan

Be it resolved that the October 25th, 2023 Academic Bursary meeting be adjourned.

Carries

Attendance

Last Name	First Name	Constituency or Position
Amrith	David	President
Palaparthi	Akaash	Vice-President Operations
Nmashie	Denise	Vice-President Equity
Roble	Khadidja	Vice-President External
Miah	Afshana	Vice-President Academic & University Affairs
Mata	Victoria	Vice-President Campus Life
Chanouha	Leen	Director of Critical Development Studies
Africa	Desteenie	Director of Sociology
Jaleel	Aaliyah	Director of Computer & Mathematical Sciences
Le	Austin	Director of Management
Vacant	Vacant	Director of French & Linguistics
Pham	Dan	Director of Historical & Cultural Studies
Piratheepan	Prithika	Director of Health Studies
Siva	Gayathri	Director of Human Geography
Debo-Adesina	Adegoriola	Director of Philosophy
Miles	Khalil-Najir	Director of Political Science
Amin	Belar	Director of Biological Science
Fernandes	Hycil	Director of English
Azeem	Zaynab	Director of Psychology
Sindhu	Hunain	Director of Physical & Environmental Sciences
Elhag	Fawzia	International Student Director
Nguyen	Kathy	Director of Anthropology
Ning	Markle	Director of Arts, Culture and Media
Vacant	Vacant	First Year Representative
Vacant	Vacant	First Year Representative
Kanagarajamuthaly	Vyshnavi	Part-Time Director

Agenda

1. Call to order: 4:16PM

2. Equity Statement

Given by Roble.

Chair reminded the Board that all comments throughout meetings be directed to the Chair and that official minutes are taken by the designated minute taker.

3. Announcements

4. Approval of the Agenda

Motion Moved: David Seconded: Palaparthu

Be it resolved that the September 27th 2023 Board Meeting agenda be approved as presented.

Roble motioned to amend the agenda.

Motion Moved: Khadidja Seconded: Chanouha

Be it resolved that Appointment of Director to Sustainability Committee be added to the agenda as the new number 11.

Roble explained the terms and responsibilities of the Sustainability Committee.

Motion Carries.

Return to main motion.

Motion Carries.

5. Approval of Minutes

Motion Moved: David Seconded: Miah

Be it resolved that the September 27th 2023 minutes package including the following documents be approved as presented:

- a) Board of Directors Meeting
 - i. August 30th 2023
- b) DSA Funding Committee
 - i. September 22nd

Motion Carries.

7. Approval of Donation to Relief Efforts in Morocco and Libya

Motion Moved: David Seconded: Debo-Adesina

Be it Resolved that the SCSU will donate a sum of \$500 dollars to Islamic Relief Canada to aid the relief operations in Morocco and Libya after devastating natural disasters.

David recognized the efforts made by MSA that took the time to fundraise the last two weeks in the student centre.

Sindhu noted the three clubs have raised \$7,200 for Libya and \$4,700 for Morocco in the last two weeks which has already been donated, and the Clubs will continue to table this week and possibly into next week.

Motion Carries.

8. Approval of Annual General Meeting Date

Motion Moved: David Seconded: **Mata**

Be it resolved that the Annual General Meeting be set for November 14th 2023

David noted Directors are required to attend.

Jhalil asked about motion submission process and David noted that motions will come through the Board and relevant committees.

Motion Carries.

9. Approval of SCSU's August Income Statement

Motion Moved: David Seconded: **Palaparthi**

Be it resolved that the Income Statement be accepted as presented (pg. 9)

Palaparthi presented the income stated and noted that the loss is not accurate of the final line because it does not reflect ticket sales received for Frosh. September will show a surplus because of delayed receipt of ticket sales. The income statement reflects the past month.

Motion Carries.

10. Appointment of Director to Sustainability

Motion Moved: Roble Seconded:

Be it resolved that **Aaliyah Jaleel** be appointed to the Sustainability Committee.

Roble re-stated the importance of the Sustainability Committee and commitment level of meeting twice per semester.

Motion Carries.

11. Executive Updates

Motion Moved: David Seconded: **Roble**

Be it resolved that the Executive Updates be accepted as presented (pg. 4).
The executives presented their reports.

Roble shared received certificate for Climate Advocacy. Also hosted a TTC popup event to receive PSE student passes that access discounted monthly passes. Also kickstarted a 3-phase plan for a successful National Day of Action - starting to assemble a core student team, will be conducting interviews and hiring by next week. Will be doing a banner drop, poster-making and will host an info session. Presented Fight The Fees campaign to the upper administration to receive support for Day of Action rally by bringing awareness to Faculty so won't penalize students for attending protest and asked for letters of support. Also asked CAO for support in letter to Metrolinx to access UPass that would provide students with discounted fees in accessing all transit systems. Also received support from Vice-Provost Students. Created a U-Pass petition that will be launched soon.

Li left the meeting at 4:55PM.

Jaleel noted Coffee House was well done and fun, and the food was really good and impressive. Gave shoutout to Miah for support in collaborating Chess Event with Jaleel.

Motion Carries.

12. Other Business

Jaleel updated that interested in feedback form for CMS department, spoke to lead in department but said have to work with one of Professors and needs to pitch to their other directors. Asked if other Departments have feedback forms for TAs?

David responded to completed forms previously in IDS.

Jaleel asked what the form looked like.

David said the form was administered by the Department that asked for strongly agree/strongly disagree across a variety of prompts that was specific per TA. Was not consistent across courses.

Mata had for Biology for labs to rate TA via online survey.

Miah said in Women and Gender courses, TAs give out evaluation forms to their tutorials.

Jaleel described the desire to have TAs receive feedback part way through the semester.

Jaleel also noted 9 scholarships across all three courses of 450 are allocated to CMS. Working with local sponsors to create a CMS scholarship that wants to run through SCSU. Planning a CMS gala where they plan to award scholarships. Benefit to sponsors because it would show them off at the CMS gala. Goal of \$3,000 and working with Palaparthy to develop a Sponsorship package.

Ning asked about the DSA reimbursement process.

Miah responded nothing to submit all receipt

Palaparthy shared Khalil's success with the Parliamentary Series - sold out event!

Chanouha met with DSA and sought to reinstate IDS awards for existing students and introduce new awards for new students. Contacted Assistant Chair of the Department.

Sindhu noted working with Roble on tree planting events, but despite lots of efforts on both parties, were unable to source private land or external organizations that would provide funding - shifting priority to have clean up events later in the semester. Been meeting with EPSA to host an event focused on the important role that bees play in the environment and would engage through building Bee hotels.

Leen asked about what happened with the DSA booster because they were emailed stating DSA had 1h but time was reduced to 15 minutes.

Fernandes responded that there was a general email that went out that assigned DSAs to individual rooms but based on distribution of students within programs, had to reassign DSAs based on student distribution. Allowed for students to have a brief introduction to DSAs without becoming overwhelmed. There was a miscommunication with DSAs that led to the confusion.

13. Adjournment

Motion

Moved: David

Seconded: **Mata**

Be it resolved that the September 27th, 2023 Board of Directors Meeting be adjourned.

Motion Carries.

Meeting ended at 5:10PM