



**CSU Regular Council Meeting**

**Wednesday, November 9<sup>th</sup>, 2016**

**H-767, 18h30, S.G.W. Campus**

We would like to acknowledge that Concordia university is on the traditional territory of the **Kanien'keha:ka (Ga-niyen-gé-haa-ga)**, a place which has long served as a site of meeting and exchange amongst nations. The Concordia Student Union recognizes, and respects the **Kanien'keha:ka (Ga-niyen-gé-haa-ga)** as the traditional custodians of the lands and waters on which we meet today.

**1. Call to Order**

Meeting called to order at 18h41.

Council Chairperson: Caitlin Robinson

Council Secretary: Caleb Owusu-Acheaw

Executives present for the duration of the meeting consisted of: Marcus Peters (Loyola), Aloyse Muller (External & Mobilization), Lana Galbraith (Sustainability), Rachel Gauthier (Student Life), Lucinda Marshall-Kiparissis (General), Adrian Longinotti (Finance), Rami Yahia (Internal Affairs), Sophia Sahrane (Academic & Advocacy)

Councillors present for the duration of the meeting consisted of: Thomas David-Bashore (Arts & Science), Jason Poirer-Lavoie (Arts & Science), Christina Massaro (Arts & Science), Robert Young (Arts & Science), Alexander Milton (Arts & Science), Ahmed Badr (ENCS), Mugisha JoyceChristiane Kakou (ENCS), Artem Mikhalitsin (ENCS), Alaa Alawi Alkirbee (ENCS), Meissa Thiam (ENCS), Stephen Karchut (Fine Arts), Mikaela Clark-Gardner (Fine Arts), Louis Arrou-Vignod (JMSB), Bronte Macfarlane (JMSB)

**2. Roll Call**

**T. David-Bashore moves to excuse B. Jackson from this meeting. Seconded by R. Young.**

In a letter sent to Council, B. Jackson states that her cross-country sport season was unexpectedly extended and she heads to a competition the following Saturday, therefore the practice is being held tonight to prepare.

For: 12      Against: 0      Abstain: 0

**R. Young moves to excuse A. Martel from this meeting. Seconded by S. Karchut**

S.Karchut feels that this motion is understandable seeing as we have all been unforeseen personal circumstances that forces us to take an absence once in a while.

For: 11      Against:0      Abstain:0

### 3. Approval of the Agenda

R. Young moves to approve the points on the agenda including the consent agenda. Seconded by A. Bahr.

For: 9      Against:0      Abstain:0

### 4. Consent Agenda

- a) Approval of Minutes – October 26<sup>th</sup> RCM
- b) Reports from Committees
- c) Executive Reports
- d) Chairperson's Report

### 5. Presentations & Guest Speakers

Nil

### 6. Appointments

- a) Loyola Committee

M. Peters states that the Loyola committee is still looking for members to serve the interests at the Notre-Dame-of-Grace campus.

T. David-Bashore moves to table points 6b) 6c) 6d) until the next meeting. Seconded by S. Karchut.

The reasoning for this motion is to give a chance for the incoming councillors to motivate themselves for the tabled committees.

For:10      Against:1      Abstain:0

- b) Sustainability Committee

**Tabled**

- c) External & Campaigns Committee

**Tabled**

- d) Clubs & Space Committee

**Tabled**

e) Mapping Our Impact Committee

L. Galbraith discusses that the purpose of this committee is to map Concordia University's impact on the island of Montreal. In addition, the committee's work will value and track upon the school's influence all over the island. She mentions that geography students at school are involved in the project and opens the floor for anybody interested in the committee.

**7. New Business – Informational**

a) Tuition Hike

A.Muller provides an update that the school administration has not continuously transparent about the strike. He adds that a town hall session will be held in the next week as to better create awareness. As a member of the committee, he stresses upon council members to spread the message to their friends and colleagues on campus.

L. Marshal-Kiparissis complements A.Muller comments by adding that she is still trying to create a dialogue with the administration. She finds it quite disappointing that the administration and the CSU has had a good forum of communication in the past. The actions that the administration is taking with the tuition has been unilateral with no CSU input.

A.Muller answers a question posed by T. David-Bashore about the organization of the town hall and the involved and interested partners. Right now, ECA union has agreed for the cooperation of the event, but lacks support from CASA-JMSB and other affected students and their unions on campus.

b) UTSU Motion

M. Peters discusses about an pressing issue of racism that occurred involving University of Toronto and the Black Lives Matter movement on their campus. He asks upon the council and the CSU to stand in solidarity with the marginalized groups at University of Toronto. Right now, he is not formally presenting a motion, but rather just to distribute some information about the unfolding events on campus.

**8. New Business – Substantive**

a) Dish Project

M. Peters presents the following motion. Seconded by T. David-Bashore.

Whereas the Dish Project is a service on campus that has existed for over a decade to serve student needs

Whereas the Dish Project has previously been a working group under Sustainable Concordia, but has since split off from the organization and is therefore lacking secure funding

Whereas the Dish Project reduces waste, lowers the cost of student events, and promotes sustainable practices on campus in a way that aligns with the mandates and direction of the CSU

BIFRT the CSU pursue the development of a contract with the Dish Project to fund its operations through the CSU's annual operating budget

BIFRT The Loyola Coordinator be charged with the development of this contract, in collaboration with the current Dish Project coordinator and with oversight by the Loyola Committee as well as CSU Council

BIFRT The contract, once completed, be submitted to CSU Council for approval

BIFRT The contract be developed with the aim of implementation for the next fiscal year

The purpose of this motion, M. Peters states, is that the Dish Project is struggling and needs both financial and logistical support. The current coordinator of the Dish Project, Vanessa, presents herself to council about the importance of the Dish Project on campus and the city of Montreal.

L. Galbraith hopes that, if the motion were to pass, be a positive sign for a student association to support the Dish Project initiative at Concordia.

For: 14      Against:0      Abstain:0

b) Divest Petition Ratification

C. Robinson and M. Peters state that due to some administrative reasons (involving Concordia University), the CSU is unable to verify all the signatures on the petition. She states that the CSU does not have the capacity to have the database of all undergraduate students with their respective ID numbers to check and balance them.

**M. Peters presents the following motion. Seconded by R. Young.**

Whereas the referendum questions on divestment were submitted and approved to council during the regular meeting in September

Whereas the signatures on the petition totaled more than 560, of which only 500 were required

Whereas several sheets of signatures were not included in the final count, due to the multitude of organizers collecting signatures at various locations

Whereas the student ID's of the students who signed the petition cannot currently be verified, which will likely not be resolved before the completion of the By-Election period

Whereas as per bylaw 9.6.1 The Council of Representatives may choose to call referenda on amendments to these by-laws or on questions of importance to the Student Union, as an alternative process to a petition from the membership

BIRT CSU Council further ratify the petition on the divestment referendum questions, and their validity on the ballot in the by-elections

M. Peters presents the motion as more of a housekeeping one to ratify the petition due to its popularity and significance on campus.

For :12      Against: 0      Abstain:2

L. Galbraith moves for a recess. Seconded by S. Karchut.

For: 14      Against:0      Abstain:0

c) Approval of Orientation Post-Mortem Meeting

called back to order at 19h25

R. Gauthier presents the following motion. Seconded by S. Karchut.

Be it resolved that Council approves the Fall 2016 Orientation Post-Mortem.

R. Gauthier presents the orientation post-mortem from the Fall 2016 event. She states that the CSU purposely unspent from what was budgeted to save for the Winter 2017 orientation event. For the food expenses (with Loyola Day), there was minimal waste. For the merchandise spending, the purchases were made in bulk to save money in the long run and to have additional products for the Winter 2017 event. She applauds the graphics team for the visuals and imagery. The overall breakdown of the list of events was done purposely to give students a full view of what was expected to come for the Fall 2016 Orientation event. The OUMF Festival partnered with the CSU for a comedy event, but there was low attendance. The Loyola Kick-Off Concert was a first event and it was successful seeing as it attracted lots of attention from the local neighbourhood and allowed for campus talent to showcase their musical skills. Clubs Day was fairly successful with a few hiccups. The Hip Hop Show was alright at best seeing as the announcement that Reggies Bar was now a COOP did not generate enough of an awareness to attract more students to attend. Open Mic Night was nicely successful. Physical activity events such as yoga and volleyball was well attended. Sadly, and unsuccessfully, only two people attended the Bystander event. Some of the difficulties that were encountered were the limited available booking spaces for the planned orientation events of the CSU seeing as most spaces have been already booked in advance. Others include the communication with the city of Montreal and the SPVM for the McKay Street closure for the Clubs Day event. The Safe Spaces policy was fully implemented for the first time at this Orientation event.

For: 13      Against:0      Abstain: 1

d) Minutes Motion

R. Gauthier moves for a closed session. Seconded by R. Young.

For:12      Against:0      Abstain:0

R. Gauthier presents the following motion. Seconded by R. Young.

WHEREAS, the minutes of June 8th were approved with missing movers.

WHEREAS, the September 21st minutes were sent out with a missing motion and were not included on the agenda and therefore were not approved.

WHEREAS, approval of minutes was included on the October 12th agenda and was passed even when no minutes were sent out.

WHEREAS, no minutes were sent out and approved at council on October 21st.

WHEREAS, the minutes from October 12th were sent with content from closed session.

WHEREAS, this is a non-exhaustive list of issues with the minutes since June 2016.

BE IT RESOLVED, that the minutes from regular and special council meetings be resubmitted and approved by council.

For: 14      Against:0      Abstain:0

M. Joyce-Christiane Kalou moves to excuse M.-M. Gelinias-Delisle from this meeting.

Seconded by A. Bahr.

For: 14      Against:0      Abstain:0

R. Gauthier moves to go back into open session. Seconded by R. Young.

For:14      Against:0      Abstain:0

T. David-Bashore moves to ratify the motion from the closed session. Seconded by R. Young

For: 14      Against:0      Abstain:0

e) October 12th minutes

L. Galbraith moves to further edit the October 12<sup>th</sup> minutes by removing the closed session discussion. Seconded by R. Young.

L. Galbraith states that some of the text in those minutes were not supposed to be written since those events were done in a closed session. For instance, candidates for the Chief Electoral Officer position were made indirectly per the order of council interviewing them.

For:14      Against:0      Abstain:0

f) Loyola Coordinators report

T. David-Bashore moves to approve the Loyola Coordinators Report as presented in this meeting. Seconded by R. Young.

M. Peters and L. Galbraith brings up the accessibility issue presented in report. Following a meeting with an employee with the Access Centre, an engineering audit will be performed to properly ensure that all sensibilities are considered and acted out accordingly and efficiently.

For: 14      Against:0      Abstain:0

g) Chairperson's Report

T. David-Bashore states that two councillors have resigned via By-Law 10.1 due to three unexcused absences. He would like for a clarification with the Chairperson's Report concerning the resignations and the current by-election period.

L. Marshall-Kiparissis states that since one of two resignations were made active preceding the official by-election call, one seat will remain empty until further notice.

C. Robinson answers a question from J. Poirer-Lavoie by stating that neither the By-Laws nor the Standing Regulations give flexibility to extending the number of seats available for Council during a by-election. L. Marshall-Kiparissis concludes that as much information was already put in place for the By-Election call and the Chief Electoral Officer must be able to comply.

T. David-Bashore moves to ratify the Chairperson's Report presented at this meeting.  
Seconded by R.Young.

For: 14      Against:0      Abstain:0

## 9. Question Period & Business Arising

Nil

## 10. Announcements

S. Sahrane states that appointments to the university committees are required as an administrative and provincial governmental rule. Those appointments must be students that are available to provide insight to academic programs and curriculums. She concludes that it is a great experience to better know the administrative structure of the school. Therefore, it is up to the Council, per the University request, to decide the appointments and to speak to her for more information.

S. Karchut states that there will be a future town hall and movement/mobilization event concerning the Standing Rock crisis in the United States. He adds that the CSU stands in solidarity with the protestors on the reserve.

L. Galbraith states that the Sustainability Action Fund is holding an event to discuss the sustainability studies curriculum change.

L. Galbraith mentions that QPIRG will be holding an event about where to go from here following the results of the 2016 US presidential election.

A. Muller mentions that a future discussion about the upcoming tuition hike will be held within the following week and asks upon council members to spread the message all around campus.

S. Sahrane states that the second Black Speakers event will highlight the life of Malcolm X's mother struggle in the fight for civil rights (November 10<sup>th</sup> 2016).

R. Gauthier states that the Reggies Bar will be their Annual General Assembly (November 16<sup>th</sup> 2016) and asks upon interested people to sit their Board of Directors.

S. Sahrane states that council members' attendance to CSU committees and other school committees has been seriously disappointing. She states that attendance is vital for open discussions and considerations concerning to the work that has been done for those committees. It is the council's duty to attend these meetings for efficiency and the good functioning order of the association. T. David-Bashore adds, per the By-Laws, each councillor has to sit on at least one committee.

## 11. Adjournment

Meeting adjourned at 20h22

# **Appendix of** **Documents**



# Concordia Student Union – Chairperson’s Report

**CSU Chairperson’s Report: Caitlin Robinson**  
**CSU Regular Council Meeting – November 9<sup>th</sup>, 2016**

## **1. Resignations**

As per **Bylaw 10.1**, Maidina Kadeer and Emilie Lamoureux-Sproule have been deemed to have resigned from Council.

## **2. Excusal requests**

None, as of yet.

## **3. Logistical Comments & Updates**

One important thing that I need to mention is that I have taken up the position of Chairperson at ASFA (following in my predecessor’s footsteps). I made sure that this is not against our Bylaws or Standing Regulations and since I am not an ASFA member but an Independent student, there is no real conflict of interest as I do not pay fees to the association nor do I benefit from it specifically.

Another one of the tasks I have undertaken as of late which is taking up a lot of my Chairperson time is verifying signatures on the petitions for the upcoming election (500 required). I have completed the task of verifying the signatures for one election question as of Thursday night.

## **4. To do**

One thing on my radar is booking the VA-building for our December meeting. If that is not possible, it will be held in the regular Hall building conference room.

Another task I wish to attempt is the creation of a Chairperson’s manual. I think this was thought up several years ago but never really came to fruition. Since there are many many tiny tasks involved in chairing the CSU, I think it would be great for institutional memory.

I look forward to seeing you all Wednesday!

**CSU General Coordinator Executive Report – November 2016**  
**Lucinda Marshall-Kiparissis**  
**Submitted to: CSU Council**

Much of the month has been taken up, unsurprisingly, by the CSU's response and shortterm campaign against the anticipated cohort pricing scheme for international students in deregulated programs, beginning in 2017-2018. After attempts to make meetings with University administrators and on-the-record emails back-and-forth with no answers provided for straightforward questions regarding the proposal to be presented for approval at the Board of Governor-level before the end of the calendar year, we composed and released a public statement in late October. This statement includes everything we know about the proposal, what we don't know, and our demands to the administration regarding transparency and consultation regarding decisions that will impact undergraduate students, international students in deregulated programs in particular. We released this statement, which has since had wide exposure throughout the Concordia community, for two primary reasons: one, to share with our constituency all the information the CSU knows regarding the University's proposal for cohort pricing in the interest of process and transparency, and second to try and force the University to communicate with us or to the undergraduate community by other means, since our previous attempts have resulted in disinterest in engagement from their end. We have also since hired two international undergraduate students as campaigners, Aida and Ali, on limited contract to work on a campaign of information and mobilisation over the coming month. We have also started communication and the beginnings of collaboration with partners from other student representative bodies and with faculty in order to expand the expectation of accountability to the University administration. Huge kudos to the CSU Campaigns and Mobilisation team for their hard work in pulling something together on such short notice, and I hope that my next executive report will include more information and communication from the University administration as a consequence of their efforts.

Beyond that current preoccupation . . .

In good news, after an extended period of red tape and bureaucracy-at-its-finest since the beginning of our mandate, the Province has finally approved the architectural plans for the CSU Daycare project. This is a great step in being able to move forward with progressing the project over the rest of the year, and I'm more excited than ever to be able to get the next steps done along with Sophia and CSU staff. I've also been in regular contact with UTILE regarding the Housing Co-op project - they are continuing to get new investments and have recently sent off

documents to the Canadian Housing and Mortgage Corporation for approval; things are moving well, and more announcements should be able to be made soon.

Since the first meeting in October when the Council of Representatives appointed a new Chief Electoral Officer – Stephani Moukhaiber – we have been able to hit the ground running in preparing and initiating the by-election period, which is now well underway. I am happy to see that her efforts have already resulted in a contested field for the open Council seats for one faculty, and referendum committees have already been visible in their campaigning on-campus and online. The CSU executive and staff will continue to give Stephani and her team support when and if they request it.

Sophia, Adrian and I – along with our General Manager and lawyer – have begun the bargaining process with representatives from the CSU employees' labour union, CUPE 4512. The collective agreement was last negotiated in 2012 and expired earlier this, so we are collectively trying to capture the currently reality of working at the CSU into ensuring an agreement that makes sense for the next four years. We are early along in the process, but I am optimistic that we will end up with a renewed collective agreement that works well for all parties at the table.

There has been more across my desk over October – isn't there always! – but those are the major strands in broad strokes. As always, for any questions or to talk about anything not covered here (...or maybe not covered enough!), I'm always happy to have those discussions.

October has been a busy month! Aside from the topics I will go more in depth into below, I have assisted a number of groups in the organizing of their events, made some progress in the Indigenous Art Mural project, and worked on a project of improvement of the 7th floor lounge with Adrian. The proposed bylaw amendment for the creation of a Community Action Fund has been finalized and sent to referendum.

## **External Relations**

In terms of external relations, much has been happening this month with AVEQ. I also have been in contact with associations at UQAM and I met briefly with ASSE regarding the tuition hike that will affect international students here at Concordia.

We hosted the AVEQ Congress on October 8 and 9. Present were the associations of Chicoutimi (MAGE-UQAC), Rimouski (AGECAR), Trois Rivières (AGE-UQTR), graduate of LAVAL (AELIES), Ecole Technique Supérieure (ETS), faculty of education UQAM (ADEESE), graduate and undergraduate McGill (PGSS and SSMU), GSA, and ourselves. The presence of the GSA and AELIES at the table was an encouraging development.

At the Congress we discussed the then upcoming MobCamp, the campaigns of AVEQ, the Conseil Universitaire du Quebec which is a body currently under creation by the government, in which we are trying to ensure there is appropriate student representation from graduate and undergraduate, as well as metropolitan and regional constituencies. We also discussed a number of policies, the external representation that AVEQ conducts and in which manner it should be done, as well as a communication strategy. As always, and per our own bylaws, minutes of the Congress are available online on AVEQ's website. The presence of new members around the table was an encouraging development, but a number of constructive critics were addressed in terms of AVEQ's communications and representation. Both are made difficult by AVEQ's reduced executive. Unfortunately, we were not able to elect a new general coordinator, as the only candidacy was found inadequate. Finding new executives at this time of the academic year is difficult.

I also subsequently met with members of the Rimouski executives to discuss our strategy to facilitate upcoming affiliations campaigns. I am currently working on proposals for AVEQ's future directions.

The Mobilisation Camp took place in Val Notre Dame, near Shawanigan, on October 22 and 23. I will not go into the details of its program, as it is available online at [aveqcamp.ca](http://aveqcamp.ca). There was a good turnout of participants, from Montreal and Rimouski, however we were disappointed not to have anyone come from Chicoutimi and Trois-Rivières. The workshops and presentations were pertinent to both theoretical learning and skill building on a range of social issues. The critic that we have is that, although the topics covered were highly relevant to our social issues at large, in the future we would like to see more emphasis on student issues and the student movement.

## **Divest campaign**

The divest campaign is progressing, and more students have gotten involved as the semester goes, which is great to witness! The petition to submit referendum questions to ballot at the occasion of the by elections has been submitted to the Chair of the Council, and as I am writing campaigning has started. There has been several general and committee meetings over the month, and regular tabling and outreach with other groups on campus. I am really impressed by the commitment and passion of the increasing numbers of volunteers in the campaign, which bodes well for its future. This is fortunate, as with the announce of the upcoming tuition hike I had to cut back on the time I can allocate to Divest, but thank to the great work of Irmak, Leh, and Madelaine, the CSU is still actively supporting the Divest campaign.

## **Tuition Hike**

I will go briefly over what was presented at the last council meeting, and the development since then.

As you know by now, we learnt that Concordia University is planning a tuition hike for international students in the deregulated programs of study (here at Concordia: Engineering, Computer Science, Business, Mathematics, and Pure Sciences). We already suspected that, but following our meeting with the CFO of the university and subsequent email follow up, we learnt that we were actually operating on a shorter timeline than expected. We know a proposal will be presented to the finance committee of the board of governors on November 24th, probably to be approved by the board in December.

The extent of our knowledge about this hike can be found in our open letter published last week: [csu.qc.ca/tuitionhike](http://csu.qc.ca/tuitionhike).

I have since been busy organizing with the campaigns department and the executive our response to this hike. We just hired two part-time campaigners on contract specifically for this purpose, and we are in the process of developing a campaign to inform and mobilise the students against this hike. I have been outreaching to the different faculty associations affected, ASFA, ECA, and CASA in order to collaborate on this issue that affect their membership, with varying degree of success. The campaign is still in its preliminary stages, but should start picking up steam shortly.

Rami Yahia

Council Meeting: November 9 2016

Executive Report

Executive Report  
Internal Affairs and Clubs Coordinator

It feels like we all met not too long ago. Either time passes by way too fast or we are having meetings way more often. Regardless, it is always a great time to get together at council meetings and to keep discussing our projects.

In terms of club maintenance, Davis and I have visited every club space and have analyzed the status of these offices. We decided to go on on this initiative, since we were told by one of the clubs that one of the plugs in their office space wasn't functional. We have let facilities know about this issue and they are now on it. We also decided to ask security to let us know when was the last time the key to every office spaces were taken from security in order to know which spaces are being used and which ones are not. A call out will be sent this week in order to let clubs know that they can now apply for office spaces.

We had a Concordia Council on Student life last week, many clubs have applied for funding and we also let every club know that they can apply for CCSL funding. I couldn't attend the meeting for proposals under 5000\$, I only attended the 5000\$+ meeting. While I did support CSU club proposals, I did notice that other non-csu clubs were demanding funding for projects that are related to the military industry and weapons manufacturing. I believe that the CSU should have a position in support of demilitarizing our university.

For the past weeks, I have been preparing for the National Students for Justice in Palestine meeting in Washington. I was invited to speak on a panel about Global initiatives revolving around the Palestinian struggle. I was able to attend so many workshops about Palestinian activism on campuses and the BDS movement. The CSU has two positions that go hand in hand with this conference. I was able to extend my network and to learn the necessary tools to successfully defend our positions on campus. I was also invited by a UQAM teacher to speak about the BDS movement as well as Palestinian identity in the diaspora. This was a great opportunity to share my message and CSU's positions.

## Policy Committee Meeting Agenda October 31st 2016

**Present:** Thomas, Stephen, Aouatif, Mikaela

**Absent:** Jason

### 1. Approval of the Agenda

### 2. Check ins

EVERYONE'S GOOD THERE MIGHT BE SOME ILLEGAL OCCUPYING OF PUBLIC SPACES.

### 3. Standing Reg Housekeeping

- **Standing Reg 29:** Clerk to Minute Taker
- BIRT in Standing Regulations 27 and 29, the term Clerk be changed to Minute Taker.
- **Standing Reg 41(d)v.**
- BIRT point v of article 41 (d) be struck from the Standing Regulations, as per its reference to CUSACORP, which no longer exists.
- **Standing Reg 43 (wording)**
- BIRT in article 43 of the Standing Regulations, the last sentence be changed from "Should the January first regular meeting" to " Should the regular meeting held in January".
- **Book X:** BIRT Book X be struck from the Standing Regulations, as it pertains to CUSACORP, which no longer exists.
- **Definition of 'subsidiary'**
- BIRT the definition of 'subsidiary' in the Standing Regulations be changed to "?"
- Sophia is going to bring up the issue of a new definition for 'subsidiary' to our lawyers.

### 4. CEO Pay

- Stephen: Look back at past elections, average the amount of hours worked, divided by 15\$/hour. Bi-weekly honorarium. When overtime is performed, these extra hours will be revised by GM to be approved by council? And will be paid in the form of a honorarium at the end of elections.
- Thomas: having the GM (as an apolitical individual within the CSU and having experience in approving timesheets).
- Other proposal (the one passed at last council meeting): having a timesheet for the CEO to log in their hours.
- Revisit this next week
- Stephen will bring in a motion + how it would be structured to next policy meeting

### 5. Mandatory Consent Workshops

### 6. Discuss deficit in fee levies (groups in debt using fee levy money to get out of debt)

7. Point 5 and 6 have been tabled for the next policy meeting, as we do not feel there is enough time to go through them in a meaningful way, and we have been addressing issues of point 4. CEO pay for quite a while.

**8. Check outs**

**9. Adjournment of meeting Policy Committee meeting - November 7th 2016**

**Present:** Sophia, Thomas, Jason, Awatif

**Absent:** Stephen, Mikaela

**1. Approval of the agenda**

**2. Check ins**

Everybody's hair is fabulous.

**3. Mandatory Consent Workshops**

Thomas: For councilors to run, they need consent training.

Jason: problem → most of the time councilors run very last minute.

Thomas: having training wednesday 6:30 during nomination period and campaigning period (a time they will have to block off for council anyway).

Thomas: ask CGA and SARC to keep a record of the people going through consent workshops or that have already gone through consent workshop.

Come back to it next week, with a motion for council to pass at the NEXT council meeting.

**4. Discuss fee levy groups or groups going for a fee levy using fee levy money to pay debts. Tabled until next council meeting (waiting for Stephen to be present and explain his point)**

**5. CEO Pay**

Jason: contract with expected hours, lump contract extra hours covered by honorarium (bonus based on performance and extra work). Bonus would still be determined by council. Ensure a minimum weekly or by-weekly pay + bonus determined by performance and extra hours.

Turning an honorarium into a contract +bonus.

- Around 5k contract minus a percentage for council to give a bonus.
- Bonus is minimum the percentage of the 5k put aside, and can only increase with extra hours and good performance.
- Students should be paid in that way (any students)

Review and check back in next week after Finance Coordinator and GM consultation.

**6. Positions**

Thomas: living wage positions nowhere to be found (mysteryyyyy)

- Sophia: yes it's there
- Jason: we should try to find the position (not it)
- Thomas: not it
- Awatif: not it
- Sophia: I guess I'll do it.

**7. Statement/Update**

**8. Check out**

Anonymous: Retreat is always scheduled at the last minute.

Everyone: IT SUCKS (scheduling not retreat)

**9. Adjournment of meeting**



## EXECUTIVE REPORT

Adrian Longinotti, Finance Coordinator

Council Meeting on November 9, 2016

Written on November 4, 2016

### **CSU & CUSACORP AUDIT REPORTS FOR THE FISCAL YEAR 2015-16**

At our last council meeting, we had the chance to look at the first draft of both the CSU and CUSACorp Management Ltd. audit reports prepared by our auditors at Deloitte LLP. The reports contained the following financial statements:

1. Statement of Operations
2. Statement of Changes in Net Assets
3. Balance Sheet Statement
4. Cashflow Statement

For the CSU, these statements demonstrated the positive position which had been anticipated from an active year. One of the significant changes during that year was the movement of investment funds transferred into more sustainable investments such as Guaranteed Investment Certificates (GICs) which are low-risk securities with a fixed-rate of return.

In comparison to the previous year, the financial statements in the CUSACorp report demonstrated a positive position. It was the first year Reggies reopened and ended the year with a surplus. Today

Reggies has transitioned into a Solidarity Cooperative and has dissolved from the CSU. This was the last audit report prepared for CUSACorp.

The audit reports were approved by the board on October 26th, 2016.

## **HEALTH AND DENTAL COVERAGE RFP**

The CSU made an announcement at the last council meeting informing councillors that a committee is being formed to oversee the upcoming Request for Proposal (RFP) procedure for a student health and dental plan. The committee will consist of a total of five members and have the following structure:

1 General Manager (Robert Henri)

1 Finance Committee Member (TBD)

2 CSU Executives (Lucinda Marshall-Kiparissis and Adrian Longinotti)

1 CSU Councillor (TBD)

In order to give students the best possible health and dental coverage, it is important to explore every option when it's a renegotiation year and to be transparent during the process. There was no RFP conducted last renegotiation year in 2012.

## **BANK ACCOUNTS FOR ACTIVE CLUBS ON CAMPUS**

Currently the clubs department and myself are researching ways which active clubs on campus can have a bank account to manage their day-to-day financial operations, especially the movement of money. Before considering the option, it is of absolute priority to ensure the security of funds and that clubs' operations are not unusual or questionable.



## **Rachel Gauthier**

Student Life Coordinator Report

Submitted for: Regular Council Meeting on November 9th, 2016

The past month has been very busy. I have been working on future projects, closing past projects and keeping up with special projects reimbursements.

### **HIV/AIDS Rapid Testing clinic event**

Health Services and CUPA approached me in the summer to discuss the possibility of doing an HIV/AIDS Rapid Testing clinic event in the fall semester. This event had taken place last winter during the CUPA "Sexpression" event and it was a great success. The main goal around this event is to decrease HIV/AIDS testing. We have confirmed the details of this event in the past week and we will be having the clinic on November 30<sup>th</sup> and December 1<sup>st</sup>. We have also brought Queer Concordia on board as a partner for this event. Since December 1<sup>st</sup> is HIV/AIDS awareness day, we want to raise awareness and give as many resources to the students as possible.

### **Reggie's Halloween Party**

This was the first Halloween party since the re-opening of Reggie's. My committee has approved to buy decorations for the event in the goal that the decorations can be reused for several years. The price for entering the event will be cheaper for members than non members and only members will be able to participate in the costume contest. This event raised memberships for the upcoming AGM.

### **Winter Orientation**

Although winter is in a few months, it is very important for me to start bookings and start confirming events for the winter orientation to happen.

I am currently working with SAF to partner on a speaker event for winter Orientation. We are hoping to book Juliana Huxtable.

I am also working on a clubs fair and a fee-levy fair. The fairs in September were a really great success and I think it is very important to give the chance to new and returning students to meet the clubs and groups on

campus in the winter term so they can get involved.

The committee hasn't met since the last council meeting.

**TLRS (Teaching, Learning and Research Sustainability) Committee** TD recently gave a large endowment to Concordia to promote child literacy and create internships on sustainable investments. This is an interesting opening for the Divest Campaign. There was a presentation on the Waste Not Want Not campaign that was held at the same time as Orientation. CCSA based on STARS assessment—STARS is taking precedent because we've almost reached gold. The JMSB research VP will be presenting to the group in the Winter—the 3 other faculties have already presented. The Sustainability Policy will be brought to the Governance and Ethics Committee of the Board of Governors before it is finally approved. The President's Executive Group wanted more supporting documentation to go with the policy to showcase all of the initiatives that have previously happened so that it doesn't look like "we are waking up in 2016 about sustainability" said Graham Carr. According to him, external members of the BOG are "well in tuned into sustainability issues" according to him. We currently are the only university in Montreal that currently doesn't have a sustainability policy. Once policy is launched we'll be able to launch sustainability plans (community consultations). The Community Engagement Committee is now called the Campus Engagement Subcommittee instead of the to better reflect what it does.

Work is still being done on the major in Sustainability (Geography is interested in housing the program). Letter of intent is being drafted to send to Quebec City so the Minister of Education can approve it. The minor is more interdisciplinary than the major will be. A co-op program is being planned on the longer term. Some members of the committee are trying to keep it small (30 students a year) but many aren't for it being so small. There are courses in A&S, Fine Arts and JMSB that one could take towards their major (they weren't able to work in Engineering). Loyola College does not have full-time faculty members, which is why it's not housed there. Loyola College is working on a sustainable development community minor (working with CEED). A graduate design program that focuses on sustainability (MDES) and a Graduate certificate in sustainable engineering as well (CES) were brought up, the committee will look into it.

### **Food Advisory Committee**

The Environmental Health and Safety department is working on how to deal with food waste at catered events. Document are being created on food safety and places where food could be donated. Hospitality representatives will be going to a conference to discuss food services at different universities. Concordia is officially a Fair Trade campus and Aramark and EH&S collaborated on events across campus to celebrate that. Aramark is currently working on getting fair trade bananas to serve at their facilities.

Some updates were given on previous concerns. For instance, local days are less for just one ingredient and more for the full plate. Aliment du Quebec au menu—a recipe needs to have 50% of its volume be from Quebec (it helps to

standardise how much local ingredients make a dish local). The “local” criteria are that it’s from Quebec.

Waste management in dining halls has changed; it is now compost only. Any other type of waste needs to be thrown away outside of the hall.

In terms of local produce purchasing, Aramark has done worst this year than last year; they say that at this time they are putting most of their efforts in going local. Organic poultry is not served in residence halls because it is “all you can eat” and organic poultry is about twice the cost of non-organic poultry.

Aramark is also working on “Sustainable” catering packages, which doesn’t really make sense considering the actual goal of this committee but could help student associations that have no idea what they are doing in terms of sustainability at making some kind of effort. That said, based off of the discussions at this committee and Aramark’s history I would not recommend purchasing any of these packages if a group actually wanted to be sustainable.

## **HR**

The Student Life Coordinator and I met with an HR firm that specializes in the private sector to get a better idea on what kind of services this type of firm offers and for around what price. I have met with the president of CUPE (the worker’s union that covers most of the CSU staff as well as the CSU General Manager to get a better idea of what the CSU’s needs are. We are still looking into what kind of needs the CSU has and whether we can/should offer HR support to other organizations such as the Hive and Reggies.

## **Gender Neutral Bathroom Campaign**

As mentioned in my last report, the panel was a success. Roughly 30 people were present and. For the panel 85\$ was spent on transportation and 1000\$ was spent on honorariums for the panellists and the moderator. For the scavenger hunt, no money was spent on the event from the Sustainability budget line. This leaves 2415\$ for the presentation of our gender-neutral bathroom findings. I have been in contact with the CSU IT coordinator about possibly compiling everything into an app similar to “Refuge.” All accommodation costs were covered under the External budget line.

Unfortunately although the Scavenger Hunt was a good idea, it wasn’t very successful in practice. I mostly attribute this to the day it took place (Wednesday) and time (from noon to 5 pm). There was little to no participation on the part of students. I have been filling up the charts we made in preparation during my free time and will hold the event again in the evening next semester to fill up what’s missing.

## **Sustainability Action Fund**

As the CSU is collaborating on a panel for the ten-year anniversary of the Sustainability Action Fund I have been meeting with their representatives regularly to discuss logistics and budgeting as well as a marketing strategy. So far I have booked multiple spaces in anticipation of the event based on the popularity of the panellists or speakers we manage to confirm.

We also had our first board meeting since my last report. I have been appointed to their Special Projects committee to better support sustainability groups and initiatives on campus. It's a committee I am fairly familiar with as I was on it briefly last year. I have also been helping the SAF team orient the new board, as I am one of two returning board members this year.

### **Accessibility**

I have drafted a scent-free policy largely based on QPIRG's and distributed the draft to the coordinator of each service at the CSU. For the past month I have been getting their feedback and trying to communicate the reasoning behind it in hopes to make the CSU more accessible. The policy committee will be looking it over once it is fine-tuned after these discussions are over.

The Loyola coordinator and I also met with Charles Altman, an advisor from the Access Centre for Students with Disabilities to better connect with students who face barriers so the CSU can better advocate for them. One large concern was the web accessibility of our website which is going to be my next project once the scent-free policy begins to be implemented. We also talked about the relationship between the CSU and the Access Centre and hope to have regular meetings from now on.

### **Transitions**

I have been meeting with the Concordia Food Coalition regularly and plan on meeting them once every 2 weeks minimum leading up to the Transitions Conference. The conference will be on food politics with a special emphasis on the transition into the divestment from the industrial agriculture and meat industry.

So far, we have a preliminary schedule made as well as some ideas for speakers and workshops. I have been appointed as being one of the main people in charge of marketing as I will be helping the graphic designers with materials. If you'd like to be part of the planning process please contact me.

### **Past Collaborations**

The final receipts from Hoodstock and Bite Me have been submitted. Hoodstock used all of the 1500\$ allocated to them by the Sustainability Committee and the Concordia Food Coalition used a bit more than 800\$ of the 1000\$ that was contributed. The remaining amount went towards a panel on Indigenous Food Sovereignty that I have yet to process cheques for. I have yet to process cheques for Disorientation or A Haunting.

### **Council Consent Workshops**

The first round of consent workshops for council went well. A list of who was present, excused, and absent was sent to the chair to better keep track on the amount of absences each councillor has accumulated thus far. While members from Judicial Board were invited and confirmed that they would be present no one came the day of. I hope that policy committee considers this when discussing how the Safer Space Policy could better be implemented.

The next workshop will take place January 18<sup>th</sup> at 6:30. I will be reminding both present and new coming councillors closer to the date.

### **Feminist Position**

A motion for an intersectional feminist position for the CSU has been drafted and is currently being distributed for comments to experts and stakeholders. If you would like to give input on this position please let me know.

As always, please feel free to contact me any time at [lgalbraith@csu.qc.ca](mailto:lgalbraith@csu.qc.ca) or come to my office hours on Monday from 1 to 5 (I'm also always happy to meet at other times just let me know when you will be coming in to see me in advance). Unfortunately, the Sustainability Committee was unable to meet since the last council meeting.

**Loyola Coordinator Report**

Marcus Peters

**Summary of developments over the past month:****Loyola Renovations:**

The renovations in the Loyola Hive space have been going well, I met with a representative from IITS within the past week to discuss the electrical setup for the new equipment (a TV and projector/screen, along with the necessary hookups), which will hopefully be completed before the winter semester. I will be meeting with Marie-Claude from Bernard & Associés (our engineering firm) on Tuesday to discuss the other renovations, which include the new countertop and potentially new appliances.

The other renovations around the campus more broadly have been going well, we're in the process of getting quotes regarding the cost of the poster space, which (if fully implemented) will create approximately 1000 square feet of new space. I am not sure how many of the proposed new poster boards will be approved by the administration, we will have to see in the months to come.

**CSU Survey:**

The survey has been developing well, I've completed getting all the feedback from the services & external stakeholders, although the final draft has yet to be completed. We will be going with two separate versions, one which will explore the issues the services bring forth with more depth, while the other will be devoted to the CFAR mapping project. Upon completion of the final draft, I will seek to insource the administration and distribution of the survey to the CSU staff through the hiring of an external firm. I will also seek the help of volunteers in testing the length and quality of the survey to maximize efficiency, and by extent participation.

**Accessibility at the CSU:**

Lana and I met with the Access Center to go over our plans for launching an accessibility audit at Loyola for the winter semester, which was well received. We learned of the university's current accessibility audit, which is being conducted by a full-time engineer they've hired (Amir). We have since reached out to him for a meeting to find a way to best complement each other's efforts. Our intentions to use the audit data to advocate for accessible initiatives (ex: elevator in the SC building) went well received. There will be additional follow-up meetings in the next few months.

**Divestment Campaign:**

The Fossil Fuels Divestment Referendum campaign is in full swing, and I intend on spending the next week actively pursuing a 'yes' vote so that this position is taken up by future CSU teams with the full weight of the membership. The campaign is being actively supported by dozens of new members of Divest Concordia, and it's a pleasure to work with all of them. Our hopes remain high for the results of the referendum.

There is also the conference on divestment organized largely by Sustainable Concordia, which I will be volunteering at this weekend. I will be able to give a run-down of how it went by the time of the regular council meeting.

November 4, 2016<sup>th</sup>[mpeters@csu.qc.ca](mailto:mpeters@csu.qc.ca)

514 848 7474 ext. 8912

**Appointments:**

I am sorry to say that I have been lagging on some of my duties as chair of appointments committee, as I had some requests for undergraduate representatives that I overlooked in my inbox over the summer, and that I am only now catching up on. The major reason behind this, at least in my opinion, is a lack of institutional memory surrounding the appointments process, as we are only notified of our reserved seats by the various bodies seeking membership, making it difficult to be proactive on the appointments process. To address this, I plan on creating a document that breaks down the seats the CSU holds on all the various groups, committees, boards, and other organizations for the benefit of the future executive teams.

**Closing note:**

In general, I am pleased with the way these initiatives are developing, as well as the experiences I am undergoing in carrying out my tasks. As always, if there are any questions, concerns, or general comments, please do not hesitate to contact me.

## **Loyola Committee Meeting Minutes**

**Friday, November 04<sup>st</sup>, 2016**

**Present:** Marcus, Brittany, Vanessa (Dish Project Coordinator), Artem, Alex

**Absent:** Samantha **Agenda:**

- 1) Go Around**
- 2) Dish Project Contract:**
- 3) Accessibility Audit – Loyola – updates**
- 4) Loyola’s Renovations – updates**
- 5) Varia**
- 6) Adjournment**

**Chairperson:** Artem **Minute**

**Keeper:** Brittany

**Minutes:**

- 1) Go Around**
- 2) Dish Project Contract:**
  - Creating a contract partnering with the Dish Project in order to fund the project and support sustainability within Concordia – potential with contracting lasting 3-4 years to support expansion of efforts and fund the increase of coordinators (due to expansion)
  - Potential proposal for a mandate on the contract at next CSU Council meeting
- 3) Accessibility Audit – Loyola – updates**
  - After discussions with Access Centre (in collaboration with Administration), it was updated that there will be an audit conducted by an external contract engineer (Amir) for the Loyola campus
  - However, this will not impede on the previous plan to have a volunteer-based audit around campus to increase awareness of the campus and gain more in-depth information on the campus for future advancements on the campus
- 4) Loyola’s Renovations – updates**
  - After meeting with IITS, they will return with a quote for a projector, a screen (electric), a 50-60in TV and the wiring for all of this equipment for The Hive Lounge at Loyola (SC-200)
  - Marcus will be meeting with an external firm (same firm used for renovations for downtown Hive and Reggie’s) in order to commission them to redo the countertop and possibly include an elevator in the Hive Lounge Space at Loyola Campus.
- 5) Varia**
  - Marcus is having trouble reaching out to the IFC concerning the G-Lounge.
- 6) Adjournment**
  - Alex moves to adjourn, Brittany seconds

**Academic Affairs and Advocacy Coordinator Executive Report Council Meeting  
November 9<sup>th</sup> 2016**

## **Black Speaker Events**

A group of undergraduate students, one professor and myself have been meeting regularly to plan a Black Speakers Event to gather support for (hopefully) the creation of a Black Studies minor at Concordia. The goal is to organize these events (which are already very popular) and invite faculty members and administrators of the university, to show that there is interest from all members of the university for a Black Studies program, or for Black Studies in general. On October 14<sup>th</sup>, the first event of a Black Speaker series took place in a small conference room in the Geography Department. Although we were only able to advertise the event for 3 three days, the room was packed of students, faculty, and community members interested in the work of Dalton Anthony Jones, an American scholar who focuses on Black Studies, and establishing Black Studies programs in universities. Our second event will take place on November 10<sup>th</sup>, in the same conference room, although we are expecting to welcome even more people to the talk. The main speaker is Erik McDuffie, an associate professor in the Department of African American Studies at the University of Illinois. He will be discussing fierce Civil Right advocate, West Indian Louise Langdon, later known as Louise Little, mother of Malcolm X.

## **AGE UQTR Solidarity**

On Tuesday November 1<sup>st</sup>, the student union for the Université du Québec à Trois-Rivières, AGE UQTR organized a rally to stop rape culture, much like the one that happened in Montreal the week before. In solidarity with AGE UQTR, I went to Trois-Rivières, along with Kristen Perry, an AVEQ executive, as a one-person CSU delegation. There, I attended the rally and expressed our solidarity with the organizers.

## **Transform(er) Montreal**

As part of my mandate, I am collaborating with Transform(er) Montreal, as part of the main team of organizers to plan this year's conference on social economies (as mentioned in last month's executive report). The Transform(er) team has received funding from CCSL and have booked some of the spaces necessary for the two-day conference which will be accompanied by workshops. We have also narrowed down the main themes of this year's conference as well as potential speakers. We will be meeting every week to keep working out the details and keep each other updated. As soon as we have more details, I will make them available to you all.

## **Senate**

This month's Senate meeting took place on Friday the 4<sup>th</sup>. Absolutely nothing contentious was sent through the initial senate documents, although two days before Senate, a closed session document which contained some contentious information was sent out. We were able to address it. Next month's Academic Caucus meeting will be a mandatory one, we will have a recap on the past semester. Notably, we will be addressing attendance issues and general meeting attitudes and behaviour.

## **Services Hiring**

After many Advocates and HOJO assistants left the Advocacy Center and Housing and Job Bank respectively, for different reasons, but most of them for having graduated, the Services Coordinator contacted me to put up the new job posting on the CSU website. The hiring committee for HOJO has already met to prepare for the interviews (which will happen on Monday November 7<sup>th</sup>), and I have yet to meet with the Advocacy Coordinators to start going through applicants to then schedule interviews. Monday November 7<sup>th</sup>), and I have yet to meet with the Advocacy Coordinators to start going through applicants to then schedule interviews.

## **Policy Committee**

Policy committee has started going through the Standing Regulations for some housekeeping. These relate mostly to the use of wrong terms (i.e clerk to refer to a minute taker) or the use of CUSACORP, including a whole book on the subject. Every week, we meet to review some of the articles that are out of date, to hopefully go through as much of the book as possible to approve non-contentious changes to the Standing Regulations. Policy Committee has also addressed CEO pay which it was mandated to do at the last Council Meeting. We have come up with a preliminary proposal, but will still revisit this point at the next Policy Committee meeting. The second thing we were mandated to review by Council was find a way to make councillor training mandatory, we have not yet addressed it as the CEO pay discussions have taken up a lot of our time.

**Present:** Ian, Stephen, Marion, Lucinda, Alex

**Absent:** Armani, Patrick, Rudy, Jana

**1. Approval of the Agenda**

**2. Check Ins**

**3. Open Sessions**

- **Ian:** will give speaking rights to Lucinda and Marion: "I motion to give speaking rights to Lucinda Marshall-Kiparissis as an elected senate representative of the 35 000 undergraduate students, as well as the General Coordinator of the CSU and therefore the main legal representative of undergraduate students. I would also like to motion to give speaking rights to Marion Miller as the elected senate representative of the Fine Arts students of Concordia. As senate voted in favour of the Recommendation of the Ad Hoc Committee on Senate Eligibility at the previous senate meeting, which allows both these elected undergraduate representatives to hold seats as senators, a recommendation that has yet to be presented to the Board of Governors.
- Mostly housekeeping changes (curriculum changes)
- WE SHOULD STOP READING THEM. SERIOUSLY WE SHOULD ALL GET A LIFE. JK.
- Lucinda: was going to submit a question about international student tuition hike. Will bring up that it should be brought up at steering committee to be addressed at senate.
- Talk to profs around you at senate, during snack time, etc. let them (subtly) know about international student tuition hike.

**4. Closed Sessions**

**Hopefully this gets tabled.**

**Alex:** Considering that the documents were sent two days ago, we had very little time to consult them. We also had very little time to look into these candidates' backgrounds and decide where we stand on their nomination to receive an honorary degree from our institution. The last thing we want is to make an uninformed decision for the sake of haste and potentially create negative backlash on the university's image. I therefore mention to table the Honorary Degree nominations to give senators time to review the candidates and their application further. As this matter is not time sensitive I hope to get my fellow senator's understanding and support for this motion.

**Sophia:**

- Brian Arnott: Company has offices in occupied Palestine. Oppose it as per our Positions book.
- Caryl Churchill: Feminist writer
- Jean Roger Fabi: philanthropist
- Bono: Does not provide his telephone number, address, etc. - Isabelle Hudon: Sun Life Financial and support the arts in Montreal - Max Kaase: Bad politics. Supports Israel.
- Jahangir Mohammed: Tech company, coca-cola, starbucks, etc. GREY
- Barry Sheehy: established ports in Suez Canal and Israel
- Irving Teitelbaum: YES
- Kim Thuy Ly Thanh: YES
- Louis Vachon: National Bank, EVIL CORP. Donated a SHIT TON of money to JMSB - J. Sebastian van Berkorn: Donated a shit ton of money to Concordia.

- Kenneth W. Woods: Donated crap-loads of money to JMSB and created internships for JMSB students.

**4. Check Outs**

**5. Adjournment of meeting**



# KICK OFF

## Orientation Fall 2016

**Presented to Council  
November 9<sup>th</sup>, 2016**

*This post-mortem was written in collaboration with  
naakita feldman-kiss, Jeremy Blinkhorn,  
Lana Galbraith, Mariah Gillis, and Rachel Gauthier*

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## Introduction

This post mortem includes a lot of information and critical thoughts about Orientation.

A lot of work was put into every aspect of Orientation and I hope the advice included in this document will help the future years' Orientation get better and better.



I want to highlight the fact that I had the best team any Student Life Coordinator could ask for. The Coordinators involved with Orientation this year were hardworking, dedicated, had amazing ideas, and were ready to help with any tasks that came their way.

I am also very grateful for the time and hard work the executive team contributed towards Orientation.

This post-mortem was written in collaborating with the staff coordinators, the orientation coordinators and the executives. Their input contributed greatly to the advice and recommendations presented in this post mortem.

### **Special Thanks to:**

The coordinators: naakita Feldman-kiss, Jeremy Blinkhorn, Mariah Gillis, Mandy Rae Perry & Madelaine Sommers

The CSU coordinators: Lana Galbraith, Sophia Sarahne, Lucinda Marshall-Kiparissis, Marcus Peters, Aloyse Muller, Rami Yahia & Adrian Longinotti

The creative team: Laurence Pilon, Catherine Anne Lafontaine, Daniel Munoz, Emily Gosse & Sofia Munera

## Budget

This year, we wanted to save as much money as possible in order to have money for a winter orientation. It was therefore a balance of trying to make this orientation the best it could be while thinking about a second orientation. We also bought some things planning ahead by either choosing something that is reusable or by buying a larger quantity and saving on bulk orders.

### Overview:

Budget line	Budgeted	Actuals	Surplus
Staff	45 000\$	(26 452.54)\$	18 547.46\$
Orientation expenses	120 000\$	(106 693.25)\$	13 306.75\$
Orientation revenues	(5000)\$	15 757.34	10 757.34\$
<b>Total</b>	<b>160 000\$</b>	<b>(117 388.45)\$</b>	<b>42 611.55\$</b>

### Summary:

Events	Revenues	Expenses	Total
Oumf Comedy Show	15.00 \$	2 000.00 \$	1 985.00 \$
Loyola Kick-Off Concert	246.75 \$	2 664.99 \$	2 418.24 \$
Open Air Pubs & Loyola Day	3 914.25 \$	5 126.43 \$	1 212.18 \$
Hip-Hop Show at Reggies	- \$	600.00 \$	600.00 \$
EMAC on the Square	1 013.75 \$	2 654.26 \$	1 640.51 \$
Welcome Coffees	1 000.00 \$	4 003.96 \$	3 003.96 \$
Street Closure	- \$	2 536.15 \$	2 536.15 \$
Clubs street fair	3 500.00 \$	2 421.21 \$	(1 078.79) \$
Community Street fair	- \$	3 839.49 \$	3 839.49 \$
Open Mic	194.00 \$	823.72 \$	629.72 \$
Wellness Day	- \$	456.96 \$	456.96 \$
Final Concert	873.59 \$	27 752.80 \$	26 879.21 \$
<b>Other:</b>			
Miscellaneous	5 000.00 \$	9 889.19 \$	4 889.19 \$
Merchandise	- \$	36 242.28 \$	36 242.28 \$
Alcohol	- \$	5 681.82 \$	5 681.82 \$
<b>Totals</b>	<b>15 757.34 \$</b>	<b>106 693.25 \$</b>	<b>90 935.91</b> \$

The budget presented today is as accurate as possible. It may not reflect the actual on the CSU YTD since we are still collecting invoices and paying external contributors that are sending in their bills late.

## Budget

Loyola Kick-Off Concert  
 Tuesday Sept. 6<sup>th</sup>, 2016  
 4:30pm-8pm  
 In front of Loyola Chapel

Oumf Comedy Show  
 In partnership with Festival OUMF  
 Wednesday Sept. 7<sup>th</sup>, 2016  
 8pm  
 St-Denis Theatre

Oumf Comedy Show-Sept. 7th		
<b>Expenses</b>		
Tickets	100 tickets	2 000.00 \$
<b>Revenues</b>		
Tickets	1	15.00 \$
<b>Total Costs</b>		<b>1 985.00 \$</b>

Loyola Kick-Off Concert-Sept. 6th		
<b>Expenses</b>		
<b>Music</b>		
Dan San		574.88 \$
Bats & Bellfry		250.00 \$
Barren Acres		175.00 \$
Sound technician		150.00 \$
Sound equipment		149.47 \$
<b>Food &amp; Bar</b>		
Ice		96.25 \$
Cupcakes		405.00 \$
Corn		9.19 \$
Vegan Butter		9.42 \$
<b>Other</b>		
Security		657.00 \$
Fencing equipment		188.78 \$
<b>Total Expenses</b>		<b>2 664.99 \$</b>
<b>Revenues</b>		
Drinks		246.75 \$
<b>Total Costs</b>		<b>2 418.24 \$</b>

Reggies Hip-Hop Show-Sept.8th		
<b>Expenses</b>		
<b>Music</b>		

Reggies Hip-Hop Show  
 Thursday Sept. 8<sup>th</sup>, 2016  
 7pm to 10pm  
 Reggies Bar

Strange Fruits		300.00 \$
Lucas Charlie Rose		125.00 \$
Tshizimba		75.00 \$
Sound technician		100.00 \$
<b>Total Expenses</b>		600.00 \$
<b>Revenues</b>		
n/a		- \$
<b>Total Costs</b>		600.00 \$

Morning Coffees: Sept. 6<sup>th</sup> to 16<sup>th</sup>  
 8:30am to 11:30am  
 Maisonneuve/Mackay  
 MB Lobby  
 Loyola Chapel  
 EV, FOFA table  
 VA Building  
 Loyola Quad

<b>Welcome Coffees</b>		
<b>Expenses</b>		
<b>Coffee</b>		
Coffee		1 314.00 \$
1% milk	18	96.80 \$
Soy Milk	12	50.09 \$
Almond Milk	12	53.97 \$
Sugar		7.49 \$
Tea		28.78 \$
<b>Equipment</b>		
Percolators		104.31 \$

Street Closure:  
 Sept. 7<sup>th</sup> & 8<sup>th</sup>, 2016

<b>Street Closure Costs</b>		
<b>Expenses</b>		
<b>Coffee</b>		
Creme Cheese		16.59 \$
Barricades & detour route		2 414.48 \$
Space rental	MB-2 mornings	413.91 \$
Post Canada campaign		121.67 \$
<b>Total Expenses</b>		4 003.96 \$
<b>Total Costs</b>		2 536.15 \$
<b>Funding</b>		
Funding from CUAU		1 000.00 \$
<b>Total Costs</b>		3 003.96 \$

Clubs Street Fair: Sept. 7<sup>th</sup>, 2016  
 11am to 4pm  
 Mackay Street

Community Street Fair:  
 Sept. 8<sup>th</sup>, 2016  
 11am to 4pm  
 Mackay Street

Clubs Street Fair-Sept.7th		
Expenses		
Table Rental		433.58 \$
Plates for Clubs		89.63 \$
Other		
Security Street		1 314.00 \$
Security on Terrace		584.00 \$
<b>Total Expenses</b>		<b>2 421.21 \$</b>
Revenues		
Clubs contribution		3 500.00 \$
<b>Total Costs</b>		<b>(1 078.79) \$</b>
Community Street Fair-Sept.8th		
Expenses		
EMAC on the Square-Sept.9th		
Expenses		
Music		
Diversity Board Costs		165.35 \$
Paloma		220.33 \$
Catering from People's Potato		1 250.00 \$
Phoebe Guillemot		100.00 \$
Other		
Corina MacDonald		132.98 \$
Security planned for the street		1 314.00 \$
Security on the 7th floor		584.00 \$
<b>Total Expenses</b>		<b>3 839.49 \$</b>
Revenues		
Arthur Rossignol		125.00 \$
n/a		- \$
Doldrums		100.00 \$
<b>Total Costs</b>		<b>3 839.49 \$</b>
Jason Voltaire		100.00 \$
Equipment		
Sound equipment		356.42 \$

EMAC on the Square:  
 Sept. 9<sup>th</sup>, 2016  
 5pm to 11pm  
 Hall Terrace

Speakers		620.00 \$
Lights		104.37 \$
<b>Other</b>		
EMAC drink ingredients		62.64 \$
Ice	5 bags	17.50 \$
Harm Reduction honorariums		150.00 \$
Security		365.00 \$
<b>Total Expenses</b>		<b>2 654.26 \$</b>
<b>Revenues</b>		
Drinks		1 013.75 \$
<b>Total Costs</b>		<b>1 640.51 \$</b>

Open Air Pubs:

Sept. 6<sup>th</sup>, 9<sup>th</sup>, &  
16<sup>th</sup>

12pm to 4pm

Hall Terrace

Loyola Day:

Sept. 9<sup>th</sup>, 2016

12pm to 5pm

Loyola Quad

**Open Air Pubs & Loyola Day****Expenses****Food**

Hamburger	504	281.61 \$
Hotdog	320	66.98 \$
Veggie Burger	408	467.50 \$
Hamburger Buns	900	182.25 \$
Hotdog Buns	300	60.75 \$
Cheese	144 slices	18.69 \$
Ketchup	2.84L	15.00 \$
Mustard	2.8L	11.38 \$
Mayonnaise	4L	16.99 \$
Sauerkraut	9.7Kg	17.99 \$
Pickles	4L	8.89 \$
Onion	10lbs	2.99 \$
Lettuce	4	5.96 \$
Tomatoes	15lbs	12.99 \$
Limes	12	7.89 \$
Lemons	12	27.96 \$
Mint		6.76 \$

**Drinks**

San Pelligrino Orange	120 cans	100.56 \$
San Pelligrino Purple	120 cans	100.56 \$
San Peeligrino Red	120 cans	100.56 \$
San Pelligrino Yellow	120 cans	100.56 \$
Ginger Ale	144 cans	62.03 \$
Sprite	144 cans	62.03 \$
Coke	144 cans	62.03 \$
Orange Juice	22.68L	39.98 \$
Cranberry Juice	22.68L	29.28 \$
Grapefruit juice	5.9L	22.95 \$
Pineapple Juice	7.56L	10.36 \$
Tonic Water	72 cans	42.02 \$
Ice	6 bags	17.94 \$

**Equipment & Tools**

Ketchup Pump	2	11.48 \$
Pitchers	2	3.00 \$
Tupperwares	6	7.50 \$
Markers	6	8.12 \$
Thongs	2	3.00 \$

Knives	3	7.50 \$
Spatula	2	6.00 \$
Cleaning products	2	10.00 \$
Propan tanks	4	312.69 \$
Water jugs	2	70.09 \$
Cups		310.48 \$
Forkes		28.51 \$
Gloves	2 boxes	9.18 \$
Wrapping paper		33.98 \$
Cinder Blocks	6	25.46 \$

Other		
Security-OAPs		1 533.00 \$
Security-Loyola Day		438.00 \$
Alcohol Permit		345.00 \$
<b>Total Expenses</b>		<b>5 126.43 \$</b>
Revenues		
OAP- sept.6th	drinks & food	1 382.25 \$
OAP- sept.9th	drinks & food	1 003.00 \$
Loyola Day	drinks & food	300.00 \$
OAP-sept.16th	drinks & food	229.00 \$
Contribution from DoS for BBQ		1 000.00 \$
<b>Total Revenues</b>		<b>3 914.25 \$</b>
<b>Total Costs</b>		<b>1 212.18 \$</b>

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Open Air Pubs & Loyola Day budget continued:

Loyola Open Mic: Sept. 14<sup>th</sup>, 2016  
 7pm to 11pm  
 Loyola Hive

Open Mic at Loyola Hive-Sept.14th		
Expenses		
Equipment		
Mics and stands	IITS	110.00 \$
Food		
Vegetables		30.36 \$
Hummus		14.08 \$
Pita Bread		3.08 \$
Donuts		6.89 \$
Juice		7.04 \$
Other		
Hive Supervisor		114.27 \$
MC		100.00 \$
Security		438.00 \$
<b>Total Expenses</b>		<b>823.72 \$</b>
Revenues		
Drinks		194.00 \$
<b>Total Costs</b>		<b>629.72 \$</b>

Wellness Day:  
 Sept. 15<sup>th</sup>, 2016  
 10:30am to 6:30pm  
 Outdoors  
 MB 3.130  
 VA open space  
 FOFA Garden  
 Greenhouse  
 Grey Nuns garden

Wellness Day		
Expenses		
Workshop facilitators		
Iman Khalilat	Greenhouse	100.00 \$
Alisha Mascarenhas	Yoga	150.00 \$
Other		
MB 3.130		206.96 \$
<b>Total Expenses</b>		<b>456.96 \$</b>
Revenues		
n/a		- \$
<b>Total Costs</b>		<b>456.96 \$</b>

Final Concert:  
 Sept. 16<sup>th</sup>, 2016  
 6pm to 11pm

Corona Theatre

Merchandise: For Fall &  
 Winter  
 orientation

<b>Final Concert</b>		
<b>Expenses</b>		
<b>Musicians</b>		
Dead Obies		9 200.00 \$
Busty and the Bass		9 485.85 \$
The Empty Yellers		345.00 \$
Je Suis TBA		100.00 \$
<b>Venue</b>		
Corona Venue Fees		8 069.75 \$
Rider-Dead Obies		186.7
Rider-Busty and the Bass		230.5
<b>Other</b>		
Harm Reduction honorariums		135.00 \$
<b>Total Expenses</b>		<b>27 752.80 \$</b>
<b>Revenues</b>		
Ticket Sales	73 tickets	873.59 \$
<b>Total Costs</b>		<b>26 879.21 \$</b>
<b>Merchandise</b>		
<b>Expenses</b>		
Tote Bags	2600 bags	14 946.75 \$
Flyers	1000	440.35 \$
Mugs	3000	15 567.62 \$
Truck	16 feet	540.06 \$
Street Banner		2 776.64 \$
T-shirts		775.30 \$
Sample Shipping		115.56 \$
Condoms	3600	1 080.00 \$
<b>Total Costs</b>		<b>36 242.28 \$</b>

Alcohol:

Calculated separately since it served at several events and will be used for winter orientation

<b>Alcohol</b>		
<b>Expenses</b>		
<b>Beer</b>		
Griffon Blond	45 cases	992.07 \$
Griffon Red	40 cases	881.84 \$
Ste-Ambroise Pale Ale	45 cases	992.07 \$
Ste-Ambroise Apricot	50 cases	1 102.30 \$
Ste-Ambroise Stout	20 cases	440.92 \$
<b>Hard Alcohol</b>		
Cider	84 bottles	867.01 \$
Rhum	4 bottles	169.16 \$
Gin	5 bottles	143.45 \$
Bourbon	4 bottles	93.00 \$
<b>Total Costs</b>		<b>5 681.82 \$</b>

<b>Miscellaneous</b>		
<b>Expenses</b>		
<b>Equipment</b>		
U-Haul for Aubut		57.12 \$
Dollies	2	144.85 \$
Women Hygiene Products		7.99 \$
Van		2 499.57 \$
Gas for van, 2 U-hauls		407.81 \$
parking		423.37 \$
Walkie-Talkies	9	1 965.65 \$
U-Haul		57.12 \$
Freezer & Fridge		1 034.77 \$
Servicing BBQs		325.95 \$
BBQ		1 348.78 \$
<b>Staff</b>		
Tereza Tacic	Photographer	450.00 \$
Staff Training Food		163.15 \$
Sunscreen		14.94 \$
Tote Bag stuffing food		79.54 \$
Food		100.57 \$
Coordinators phone		50.73 \$
Transportation		75.07 \$
<b>Other</b>		
Snapchat Filter		23.21 \$
Facebook Promotions		626.00 \$
MAPAQ Permit		33.00 \$
<b>Total Expenses</b>		<b>9 889.19 \$</b>
<b>Revenues</b>		
ASEQ Contribution		5 000.00 \$

Miscellaneous: Costs that did not necessarily fit into any event.

<b>Total Costs</b>
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<b>4 889.19 \$</b>
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## **Orientation Planning**

### **Recommended Timeline:**

#### May:

-Book the concert hall. All good show places in Montreal will be booked early in the summer for POP Montreal.

- Reach out to artists for the show. The artists you pick will have an influence on the concert hall you should book.
- Make the job posting for the Orientation Coordinators.
- Make the job interview questions for the Orientation Coordinators.
- Make the contract for the Orientation Coordinators so they are ready to go when you hire them.
- Get big calendars printed so you can organize your summer on the walls with your team. -
- Get a name/theme for orientation.
- Have a meeting with the graphic designers to start the design process and have ideas to present to your team.
- Get in contact with the city to start the street closure process.
- Make a preliminary schedule of the orientation activities you want to plan.

### June:

- Finalize the activities you want to plan for orientation.
- Get a good idea of all the design needs you want the designers to create for Orientation. -
- Get started as soon as possible on all the paper work for the street closure. The city has very strict deadlines you have to meet.
- Get started on the activity request forms so you can get all the spaces you want for your activities. Take the back-up spaces into account.
- Start reaching out to workshop facilitators, speakers, artists, and equipment rental companies.
- Order samples for all the merchandise as soon as possible. You want to have the real order in by the end of the month.
- Have the planning of your concert done.

### July:

- Finalize all workshop facilitators.
- Start working on the website.
- Think about your promotional campaign. How will you reach out to students to let them know what is going on during Orientation?
- Order all your merchandise (t-shirts, mugs, tote bags) -Order the alcohol (beer, cider) -Order the coffee.
- Put up the job posting for the Staff Coordinators
- Work on the interview questions & contracts for the Staff Coordinators -
- Finalize all workshop facilitators.

### August:

- Put up the General Staff job posting.
- Plan for the interviews and the staff training.
- Finalize the graphic design. You want to have your posters, website, Facebook banners and more ready for the launch date.
- Make a detailed plan for every event with a schedule of the set-up and take down.
- Make a detailed plan of the equipment you need for each event and where the equipment is stored.

-Plan for the cash boxes for each event. Have floats and cash flow processes ready to go. - Have your concert tickets printed and explain how the sell of tickets will be taking place at the CSU reception.

#### Post-Orientation:

- Keep the coordinators for at least 3 weeks after orientation to help with inventory, cleaning and the post-mortem.
  - Compile all invoices
  - Clean all the spaces used including the storage spaces
  - Pay all staff and coordinate their account closure with the accountant
  - Pay all outstanding invoices
  - Write the post-mortem
  - Organize all the information for next year's team to have as reference -
- Meet with the Dean of Students office for a debrief meeting

**Approach to Event Planning:** The best way to work is to meet once in a while depending on the needs to distribute tasks within your team. We met at the beginning of the summer to discuss the events we would be planning during the summer. I had a skeleton of the events and it was great to have the teams' input when they started working in June. I don't think the Student Life Coordinator should wait for the Orientation team to start working before deciding any events for Orientation. A good mix of having some events decided and some holes in the schedule to be filled was very good for us. We didn't waste time taking decisions for the obvious events (Open Air Pub, Concert, Open Mic, Loyola Day, Street Fairs).

After one month, we decided to assign every event to a particular person in the team. This way, we had one person in charge of contacting all the people involved with the event and could create all the documents relevant to the event. This helps with not having too much overlap with two people working on the same task or contacting the same person. Having the whole team working in the open space in the CSU office really helped team work. Since we were very close to each other, we were constantly informing each other of the tasks we were completing and questions that were arising.

We also had the calendars on the walls right behind us so the important deadlines were very evident for us to see. The proximity of our desks helped keep the team informed and not have people work in silos. It is also very good to have to do lists that you can divide within the team members. I kept all the to-do lists that we made for every week and will pass them on to the next Student Life Coordinator.

## **Marketing**

**Graphic Design Process:** The graphic design process took a lot more time than what I anticipated. Start getting the graphic designers involved at the beginning of the planning process. There are a lot of things that need to be design for every event. Keep lists and get them started as soon as possible. Even things like a drink menu can seem small and something that can be kept to the last minute but if it is designed early in the summer, it will take pressure off during the weeks before Orientation.

Finding a theme/name for Orientation can take a lot more time than expected. It took my team several brainstorming meetings to find a name for Orientation. Once we found a name, the design process came together.

It is important to note that the graphic designers will have a lot of work all summer with the agenda and the community hand book. Therefore, it is good to give them more time to do tasks and to keep them in the loop with the items that you want designed.

**Promotions:** The promotion plan that was in place was pretty much a copy paste from previous years. Although we did a lot of good things, the promotional aspect of orientation could have been better.

**Pros:** During orientation, we changed the picture of the Facebook page and group everyday with the event of the day. On the pictures we had the link to the Facebook event so students could find more information really fast. The contests we did for the final contest were also very good. Students participated highly and it raised awareness about the concert. We also advertised the show at all the Open Air Pubs and the street fairs. We also had a contest for students who participated in the Open Mic at Loyola. Students enjoy participating in activities that will get them something free in the end so this worked well. We also put up a poster on the door of the CSU office of the events of the day to advertise what was happening that day.

**Cons:** We should have created flyers with a bunch of events on them and distributed them at the highly attended events, at the mezz and in classrooms. Events like the Open Air Pubs, need extra advertisement. They are hidden behind the Hall Building and they do not have a special theme to attract people so they need the extra push to bring students there.

**Recommendations:** The next team should merge the external coordinators position with a marketing and promotions position. Since the majority of the work the external coordinator is during the beginning of the summer with the street closure, they have more time during the second half of the summer and they could work on developing a promotion plan for all the events.

Example of a daily post on Facebook:

THURSDAY 8<sup>th</sup>



# Event Review

**Concordia Student Union**

## KICK-OFF Orientation Week Schedule

Your Student Union is creating a variety of events to reach the interests of new and returning students. Kick-Off your year and branch out from your faculty; meet an artist, an engineer, entrepreneur, or aspiring journalist and create a lasting bond! Finish your two weeks in style with a live performance at the Corona Theatre.

If you have any questions, come speak to the CSU Orientation team at one of our Information Booths, in front of Le Gym and in the C.J. Building.

TUESDAY 6 <sup>th</sup>	WEDNESDAY 7 <sup>th</sup>	THURSDAY 8 <sup>th</sup>	FRIDAY 9 <sup>th</sup>
<b>WELCOME COFFEE</b> Mackay / De Maisonneuve 8am to 11:30am	<b>WELCOME COFFEE</b> Loyola Chapel 8am to 11:30am	<b>WELCOME COFFEE</b> MB Building 8am to 11:30am	<b>WELCOME COFFEE</b> EV Building, FOFA Table 8am to 11:30am
<b>OPEN AIR PUB</b> Hall Terrace 12pm to 4pm	<b>CLUBS FAIR</b> Mackay Street 11am to 4pm	<b>COMMUNITY FAIR</b> Mackay Street 11am to 4pm	<b>OPEN AIR PUB</b> Hall Terrace 12pm to 4pm
<b>LOYOLA CONCERT</b> In front of the Loyola Chapel 4:30pm - 8pm	<b>OUMF COMEDY SHOW</b> Saint-Denis Theatre TBA	<b>HIP HOP SHOW</b> Reggies 7pm to 10pm	<b>CSU X EMAC ON THE SQUARE</b> Hall Terrace 5pm to 11pm

MONDAY 12 <sup>th</sup>	TUESDAY 13 <sup>th</sup>	WEDNESDAY 14 <sup>th</sup>	THURSDAY 15 <sup>th</sup>	FRIDAY 16 <sup>th</sup>
<b>WELCOME COFFEE</b> VA Building 8am to 11:30am	<b>WELCOME COFFEE</b> Loyola Quad 8am to 11:30am	<b>WELCOME COFFEE</b> Loyola Quad 8am to 11:30am	<b>WELCOME COFFEE</b> MB Building 8am to 11:30am	<b>WELCOME COFFEE</b> Mackay / De Maisonneuve 8am to 11:30am
<b>COMMUNITY COOKOUT WITH DIVEST CONCORDIA</b> Loyola Quad 11am to 3pm	<b>BOARD GAMES &amp; TRIVIA NIGHT</b> Loyola Hive Café 5pm to 9pm	<b>BIKE TOUR</b> SGW to LOY 10:30am	<b>LOYOLA DAY</b> Loyola Quad 12pm to 5pm	<b>OPEN AIR PUB</b> Hall Terrace 12pm to 4pm
<b>OUTDOOR MOVIE SCREENING</b> Loyola Hive Café 9pm to 11pm	<b>PANEL: CLIMATE JUSTICE ORGANIZING</b> SGW TBD 6:30pm to 9pm	<b>OPEN MIC</b> Loyola Hive Café 7pm to 11pm	<b>WELLNESS DAY</b> 1pm to 4pm Check our website for more information about the workshops and activities we are hosting this day.	<b>FINAL CONCERT</b> Corona Theatre 6pm to 11pm

For details AND updates on events and artists, check out:  
[csuorientation.ca](http://csuorientation.ca) | [f](#) [t](#) [i](#) [c](#) [s](#) [u](#) [m](#) [t](#) | #csuorientation2016

**Information Booths:** The information booths are great because they do not take a lot of time to organize. It is important though to keep an eye on them during orientation because they are easy to forget in the midst of all the other events.

**Pros:** We were lucky to have staff that were willing to wake-up early in the morning and do the information booths for several mornings in a row. The information booths are great for raising awareness about the CSU and orientation. We kept the remaining pamphlets from the tote bag stuffing and gave them out at the information booth. We also gave out agendas and tote bags.

**Cons:** Although it is an easy set-up, there still needs to be a coordinator every morning at the CSU offices to help the staff set-up. The staff doesn't have access to the CSU offices and therefore can not access the equipment needed to set-up. This was complicated to manage because most of the time the coordinator present in the morning was present to set-up the morning coffee so the information booth would be left second.

**Recommendation:** Have a space where you can leave everything at the information booth. This way, the staff would only need to show up, set-up and be ready for the morning. Make sure the staff person at the information booth has a lot of knowledge about the CSU and Concordia. Students ask very wide ranges of questions and if the staff person gives them wrong information that it will be linked to the CSU.



**Morning Coffee:** Morning coffees have been organized by the CSU for orientation for several years. Students can enjoy a free coffee, take a free mug, and a tote bag. This is also another place for students to get their CSU agenda. The morning coffees are not complicated to organize but they take a lot of energy since they are so early in the morning. This year, I was very

lucky to have an executive team extremely involved in helping out and were especially present at the morning coffees. I think it was great since it got the team on the ground and out of the 7<sup>th</sup> floor and we had more contact with students. On the other hand, it took a lot of energy from the team and might have had an impact on each coordinator's respective portfolio.

**Pros:** The best morning coffee was on the first day on the Mackay and de Maisonneuve corner. There are a lot of students that come to school on the first day and that stay on campus. Therefore, the morning coffee was very well attended. The other morning coffees that were well attended were the Molson Building and the Loyola Chapel.

**Cons:** The morning coffees are very tiring events for the staff. It can get very exhausting for staff and mostly the executives and staff coordinators that do more than one event per day to be at school at 7am and to work until midnight everyday for two weeks. On a logistical side of things, the electrical power at the university made it complicated to have several percolators plugged in at the same time. This is a challenge for having constant coffee ready.

**Recommendations:** I recommend to the future teams to not have a morning coffee every morning for two weeks. Things will get exhausted really fast and problem solving for other events will take a lot more time than planned. There should also be a morning coffee staff coordinator. This person could be hired only to come in during these events. This would relieve stress from the other staff coordinators that need to start setting up day and night events while morning coffees are happening.



**Open Air Pubs:** Open Air Pubs are events where students can enjoy a cheap burger and drink. We set-up the BBQs and the bar on the Hall Terrace during the day.

**Pros:** On the first day of classes, there were a lot of students that came to the Open Air Pub. The nice weather contributed to the success of the pub. CJLO's presence is extremely valuable to these events. They have great volunteer DJs that liven events. It is also one less thing we have to worry about since the DJs take care of the equipment, set-up and music for the events. Having a very large freezer was awesome for storing all the food. In the previous years, due to lack of freezer space, the orientation teams lost several packages of bread since they grew mold. I strongly recommend the future teams to freeze their bread.

**Cons:** The other two Open Air Pubs were not well attended. We believe this was due in part with the fact that Reggies, the Hive and the People's Potato had started serving students. Reggies is a big factor this year compared to the previous two years since Reggies offers a wide food menu. The lack of promotions and challenges with reaching new students we experienced also had a big impact on the attendance of the Open Air Pub. (The Promotions

section will outline this topic in greater detail). Open Air Pubs require a lot of physical labour to do the set-up of the BBQs and the bar and is therefore very frustrating for the staff when there aren't a lot of students that come out and enjoy the event. The Hall Terrace is also very inaccessible for everyone. The only accessible passage way for people is through The Hive. The space is also hidden behind the Hall Building and unless students know something is happening there, it is not obvious for them to become aware of the event. The ticket system that we have to abide by also creates small issues. People would go directly to the bar for drinks and wait in line to be told to go get a ticket at the ticket booth and then come back at the bar. Luckily, our bar staff caught on to this issue pretty fast and made people's drinks and put them to the side until their returned with the tickets so they wouldn't wait in line twice.

Recommendations: Every Open Air Pub should have a theme that would entice students to come on the Hall Terrace and enjoy some food and drinks. As mentioned in previous postmortems and should have been implemented this year, the CSU should partner with each faculty to have an Open Air Pub for each faculty. The CSU could give the faculty association food and drink coupons to give to their students which would encourage more students to come out. The revenues generated at Open Air Pubs should be collected for an organisation or a project. If the funds of each Pub would contribute to a campaign, a working group, a service or an external organisation maybe more students would choose an Open Air Pub versus the Potato or a restaurant for their lunch that day. A better inventory should have been kept of the Open Air Pubs; we had problems with the wind pushing over our ticket buckets and tickets getting mixed up between events.



OUMF comedy show: This year, OUMF Festival contacted the Student Life Coordinator to partner with them on a comedy show during the Festival. Every year, the Festival partners with student associations at l'UQAM for their "back-to-school" comedy show at Theatre St-Denis. This show is organised entirely for students. The festival wanted to expand to

include more students at the show and asked the CSU to partner with them.

Pros: This was the first time the CSU had an event entirely in French. With the diverse population of students at Concordia, and living in the bilingual city of Montreal, an event in French reached out to a different population of students at Concordia.

Cons: Since this show was happening on the second day of school, we hadn't had a lot of time to promote to students. I also think that the show was not well marketed. It was marketed as the "OUMF Comedy Show" instead of a French comedy show highlighting the artists. The price of the tickets might have been too high for an orientation event.



Loyola Kick-Off Concert: The Loyola Kick-Off Concert was an amazing event. The concert took place on the grass in front of the chapel in front of the flowers that spell "LOYOLA". The space was beautiful with the sun setting as the bands were playing. It was the first time an event was taking place in that space.



Pros: The bands that performed were amazing. The first two bands were composed of mostly Concordia students. The third band was a band from Belgium that had been suggested to the Student Life Coordinator by Indie Montreal agency. The space was beautiful and the students that came out were very happy with the event. No events have been organized on the first day of class at Loyola for Orientation. This event also highlighted Loyola's 100<sup>th</sup> birthday.

Cons: Loyola events are very difficult to attract large crowds. We sent staff to go talk to students hanging out around residences to let them know this was happening. I also think that students at Loyola do not stay at Loyola to hang out. They go to class and leave immediately after. This affects the amount of people that stayed at the event. We were given permission to try something new with the fences around the space since nothing had ever been done there before but were told after that the fencing wasn't good enough and that security wouldn't let other groups do the same thing. This is very unfortunate since putting up metal fencing around that entire area will be too expensive for any group to have another event there.



**Clubs Street Fair:** The Clubs street fair was a success. The street was full of students talking to clubs. The weather was on our side for the clubs street fair. It is important to note that the groups with food had to be placed on the terrace. The street fair permit does not allow for food on the street.

Pros: The clubs street fair is great since it is on Mackay which is accessible and very visible. The Clubs also promote the event to their circles which helps spread the word to students the CSU doesn't usually reach out to. The street was beautiful since every club brought accessories for their table.

Cons: The company we worked with to close the street forgot they had to close the street that morning and thought it was only the day after. Therefore, the street was closed 3 hours after the time it was suppose to be closed at. The major negative repercussion of this was the motorcycle parking. If the street would have been closed, no motorcycles would have been able to park. But since the street stayed open longer, motorcycles were parking in their normal parking space and no towing company wanted to move them even if there was a sign of no parking. This took prime spaces for tables away. On the other hand, we dealt with the situation very well and set-up the street on the side walk so that as soon as the street would be closed we could take all the tables on the street. Luckily, the event started at the time it was planned to start at. Another major negative aspect of this event is the fact that clubs left a huge amount of garbage under their tables. The amount of garbage left in the street once all the tables were taken down was very disappointing.



Another reoccurring challenge that orientation teams experience with the clubs street fair is that there is a limited amount of tables that we can give to groups. Some groups complain that they don't have enough space or that the table they were assigned isn't well placed. Unfortunately, we can not give everyone a table at the bottom of the street. This year, we did not have a system for giving table, we did it randomly to make sure some groups weren't given special treatment over others.

A lot of clubs also do not confirm their presence and they show up the day of the event expecting a table. This puts a lot of logistical strain on the team.

Recommendations:

There should be a way to make clubs be responsible for the garbage that they leave behind. Also, tables should be assigned at a first come first serve basis. The first club that reserves their table gets the first table at the bottom of the street. This could entice clubs to answer as fast as possible and not wait at the last minute to RSVP. This year we designated spaces for the clubs on a map. We recommend the future team to do the same as it helped with the flow when clubs were coming in the morning of.



**Community Street Fair:** The weather was unfortunately not on our side for this event. Luckily, we had planned for a back-up space for the street fairs in case of rain. There is so much organization that goes into contacting every group that it would be disappointing to cancel the event for rain. We relocated the event in the morning to the 7<sup>th</sup> floor lounge.

Pros: The event set-up was nice. All the groups that would have been suppose to fit on the street were nicely set-up on the 7<sup>th</sup> floor. This year we decided not to accept any corporate/for-profit group at the fair. We receive a lot of requests for sponsoring and tabling for businesses but we wanted to keep the street fair for community groups only.

Cons: The 7<sup>th</sup> floor lounge does not get as much visibility as the street would have attracted.

Recommendations: Make sure all the groups are well informed that the event will still take place if it is raining and explaining clearly where the back-up space is. The street has a large capacity so there is a lot of room for organizations outside Concordia to join. A lot of students will benefit from these since they might live in different areas and it is good for them to get to know services outside campus.

**Street Fairs:** For the street fairs, we had created a Divest board where students could write "\_\_\_\_\_ Instead". This was a nice addition to the events since it gave exposure to this year's campaign during the first week of school.

We also created a potato stamping station. This idea stemmed off of the tie-dye station that was at the street fairs last year. The stamps were made off of potatoes so they could be composted after. Some students enjoyed this activity and decorated their tote bags. Unfortunately, some students left their tote bags at the drying station and never came to pick it up.



**Recommendations:** Since the street fairs take so much time to organize, the street should be utilized greater. There should be events taking place on the street in the evening of the fairs. More detail can be found in the street closure section.



**EMAC on the Square:** For the past several orientations now, there has been an event in collaboration with EMAC. EMAC is known for curating great lineups and for bringing large crowds at their events. It seemed like a perfect fit for an event with EMAC to take place this year again.

**Pros:** EMAC has a good recognition on campus and their events are usually very well attended. The people in the club have good ideas for events and like to create multi-disciplinary events which is very in line with the type of event we wanted to plan.

**Cons:** The planning process for this event was very chaotic. During the majority of the summer, we were trying to book the EV 11<sup>th</sup> floor terrace. Since this space has changed administrator, we were not able to book it and were informed late in the summer. This set us back two months into the planning process. Unfortunately, this resulted in communication issues between ourselves and EMAC. A lot of details were only resolved very last minute and it made it difficult to have the event meet both parties' expectations.

**Recommendations:** Partnering with a club for an orientation event is a great idea. The club can bring in their circle and the CSU brings in a different crowd which makes for a good diverse group of attendees. On the other hand, it must be very clear what each party is working on during the summer. Clear expectations should be set at the beginning of the partnership.



**Hip-Hop Show:** Since Reggies became a co-op this summer, we wanted to plan a membership drive event during orientation. Thursdays are big nights at Reggies and the crowd usually enjoys hip-hop and dance music. We decided to bring in local hip-hop artists to perform that night.

Pros: The artists were very good. Strange Fruits was the headlining group and they have a good recognition at Concordia. We set-up a table at the entrance to sell memberships.

Cons: Equipment was missing from Reggies and we did not have the amount of microphones we were expecting. We had to find last minute alternatives which delayed the event a little. The sound quality at Reggies is not the best which hindered the quality of the show.

Recommendation: Having an event during orientation was good but not necessary. September is a really busy month for Reggies since several groups on campus are making reservations for their parties and events. The orientation team could do an event in partnership with another group or wait for October to plan an event at Reggies.



Bike Tour: We wanted to organize a bike tour from SGW campus to the Loyola campus. We worked with QPIRG on this event to include a tour of important historical landmarks around campus before heading out to Loyola. This event was cancelled due to rain.

Recommendations: The bike tour is great since it offers a different type of activity from the rest of the orientation program. Involving QPIRG is something I recommend future orientation teams to do if they are planning on doing the Bike Tour.



Loyola Day: Every year there is an Open Air Pub organised at Loyola. This year we wanted to bring more aspects of events from downtown to the Loyola day. Therefore, we invited clubs, groups and services to table at Loyola. We also wanted to plan some sport activities with the Stingers to offer more than just food and a tabling fair.

Pros: The tabling fair was a good idea since students at Loyola rarely get exposed to several of those groups.

Cons: The weather was not on our side that morning and we thought we were going to have to cancel the event. But, as the morning went on, the sky cleared and the temperature was good for us to host it anyways. This created confusion with the groups that were suppose to table. Several groups thought the event was automatically cancelled since it was raining in the morning so we had to call every group to confirm the event was still taking place. The bad weather also caused very slow traffic. The event was not well attended. Since there weren't a lot of students, the Stingers also did not do any sport activities. Another issue we have with BBQ events at Loyola is the competition with Quadfest. Quadfest was taking place the next day. Since Quadfest offers unlimited alcohol and food for 5\$, it seems unreasonable for students to pay for food and drinks at our prices.

Recommendations: Loyola Day should be taking place in the first week. By the second week, students do not spend as much time on campus and Quadfest happens in the second week so the competition factor would be eliminated. Every year, the orientation team tries to organize sports with the Stingers. The difficulty with this is that there can't be any sports in the Quad so they must do their activities on the other side of Sherbrooke. It might be

interesting to look into doing the entire event on the other side of Sherbrooke by the field. It might also be interesting to look into bringing in games and activities that students can do besides eating and drinking.



**Hive Open Mic:** The Hive at Loyola offers a great space for open mics. This event is good for introducing the Hive to the Loyola community as well as giving something to do for students in residences.

**Pros:** The event was well attended. We had several students participating in the open mic and we had a great MC there to introduce the next participant and to help with raffling off final concert tickets.

**Cons:** Although we were at maximum capacity for the amount of performers, the space could have accommodated more spectators. We tried to reach out to the residences to advertise the events in their spaces but we received no answers from them. It is unfortunate that we can not work closer with the residence people since we are all working towards the same goal.

**Recommendation:** It is worth trying every year to contact the residences and try to advertise in their spaces for the activities taking place at Loyola.



**Wellness Day:** This year we tried something new. We wanted to host several workshops and activities around wellness and around raising awareness

around the services that exist for wellness at Concordia. We planned seven workshops in one day and tried to address mental, physical and social wellness.

**Morning Run:** We worked with the Concordia running club to organise a run around campus. The goal was to show to students where they could run and introduce students to the club.

**Pro:** The members of the club that we worked with were very helpful and keen on doing this workshop.

**Con:** Unfortunately, due to the weather, only one student showed up for the run so we had to cancel the event.

**Yoga hosted by Alicia Mascarenhas:** We hosted two yoga sessions in the VA building. The yoga instructor was an instructor that hosted sessions with the Center for Gender and Advocacy. Alisha Mascarenhas gives their session by taking into account that everyone has different body sizes, by taking into account how people identify and by making sure that everyone in the session feels comfortable and in a safer space.

**Pros:** The instructor of the session was great. The space was small but had windows so it was good for the session.

**Cons:** The first session was full but the second session was poorly attended. It would have been better for us to hold only one session.

**Volleyball hosted by LeGym:** We partnered with LeGym for this day. They offered free access to LeGym for anyone that participated in any of the workshops. They also offered Volleyball at the new court behind Grey nuns.

**Pros:** It was great to have LeGym support our initiatives. It was also great to have the volleyball court open to the students.

**Cons:** The LeGym staff that was suppose to take care of the court was late. The volleyball court is also only accessible if students have their Concordia ID on them which can be restricting for some students to enjoy the court.

**Indi-visible: Bike Beading and Indigenous Peoples Networking Event hosted by the Indigenous Art Research Group:** It was very important for us to have a workshop in

partnership with indigenous groups on campus. This workshop underlined social wellness. The leaders of the workshop were great and enthusiastic about this event.

**Pros:** This was a very different event than anything else that had been done before during Orientation. It targeted a very different cluster of students but was also open for every student to come learn share with the Indigenous Art Research Group. The FOFA garden was a great space for this workshop and caught people's attention.

**Cons:** Although the event attracted people's attention, only a few students actually participated from beginning to end.

**Recommendation:** This workshop might work better during the evening and in conjunction with a talk or a discussion. The workshop was great for introducing the topic but the opportunity for going deeper into the discussion wasn't there.

**Bystander Intervention Workshop hosted by the Sexual Assault Resource Center:**

Considering that there is more alcohol consumed during the first weeks of class with orientation and frosh, we wanted to host a workshop around bystander intervention. As leaders in various groups, we have the opportunity to follow these workshops and learn new skills. We wanted to extend this opportunity to other students.

**Cons:** Unfortunately, students didn't show interest in participating in such a workshop. We had to cancel the workshop.

**Recommendation:** Participation might have been low due to the time of the workshop or maybe because students are not interested in a serious workshop. If this type of event is to be repeated in the future, I recommend the team to partner with an organisation on campus.

**Herbal Self Care Workshop hosted by Iman Khaliat, City Farm School Herbal**

**Pharmacy Intern:** The Greenhouse has great pull for attracting students to their workshops. A herbal self care workshop seemed like a perfect fit for our wellness day. We wanted students that attended wellness day with new ideas and resources for wellness for times when they would need it most throughout the semester.

**Pros:** The workshop sold out very rapidly. It was great to have a packed house and to have new students introduced to the greenhouse.

**Cons:** The greenhouse is rather small and can not accommodate a large amount of chairs. Therefore, although it was packed, there were roughly only 25 students at the event.

**Recommendation:** If it is possible to find another space that could host this type of event, it would be great so that more students can participate. The difficult part is to move all the

equipment that is already in the Greenhouse to another location and to find a space that accommodates a workshop that might be creating dirt.

Wellness Day Recommendations: Putting all the events on the same day might not have been the best way to go about it. We wanted to have a wellness day to underline the importance of wellness throughout our semesters. It might be interesting to spread out the workshops throughout a week.



**Final Concert: Dead Obies & Busty and the Bass:** This year, the final concert for Orientation was at Corona Theatre and had two local bands as the headliners. Dead Obies is a bilingual hip hop band and Busty and the Bass is a local jazz band. It was important that the bands were local and that there was a variety of genres of music.

Pros: The bands were great. The opening band and the DJ that played between sets were amazing and really gave a special twist to the event. The budget for the concert was also relatively small compared to previous years. It was important the money be well invested and since the final concert is only one event, it shouldn't be an extremely large amount. The show ran smoothly and the students at the show seemed to have had a great time.



Cons: Unfortunately, the ticket sells were disappointing. I started my mandate with the impression that final concerts were very well attended in the past and that the Concordia community looked forward to this event. We had to set-up last minute booths in the mezz to try and sell tickets. Unfortunately, unless it is a very popular artist, students do not see a connection with the CSU to go to an event just because it is the CSU's final concert.

Recommendation: Trying to sell tickets for this event has opened my eyes on the view students have of the CSU's events. The CSU should not be spending money on final concerts. Events organized during orientation should all have a focus on introducing students to their community and to resources/services available to them. The final concert takes a lot of time to organize and it takes a large piece of the budget.

**Harm Reduction:** This year, after the recommendation of Mandy Rae Perry (one of the staff coordinators) we decided to have harm reduction areas for events at night that we expected would have larger amounts of alcohol consumed. We implemented these areas at the EMAC on the Roof event and at the final concert. At each event, there was a designated area that was separate from the main area of the event with two trained people that were ready to intervene if someone did not feel good. On a positive side, no one had to use these areas with any major issue. On another note, since this is the first time this was in place, we are not sure if people just didn't go to them because they didn't know it was there. I strongly recommended future orientation teams to implement this service at their events.

**General Recommendations:** After going through almost 30 events in two weeks, the orientation team has definitely learnt a lot. Keeping two days opened in the second week was a great idea in order to have some time to organize the last three days. It also gave us some time to move things from one campus to another. Having two days opened also opened up the partnership with Divest Concordia. Having their events in collaboration with orientation was great since it offered a variety of events for all students.

I recommend the next team to do only one week of events. The events in the second week are not as well attended in general than the first week. Students get into their routine and start focusing on school. Resources could be much better allocated if there were only one week of events.



## Bookings

**University Spaces:** The University and the Dean of Students office work together to create a different way of booking spaces every year for the orientation period. Since so many groups want spaces on campus, the Dean of Students office wants to mediate the process so that every group has the spaces they want. They also created a form to modify the way we book spaces. Unfortunately for us, this system didn't really work well. The forms had some issues and the information on the form wasn't transmitted to everyone involved. There was also another problem where a group had booked several spaces before the new teams in student organisations were in their roles. Therefore, when we started booking spaces, there were a lot of spaces already booked.

**Recommendations:** I recommend the future teams to book their spaces as soon as the summer starts and to book extras spaces as back-ups until the schedule of all the events is solidified. I also recommend that the team does a thorough follow-up with all the parties involved: facilities, electricity and hospitality.

**Street Closure & Banner:** The street closure is one of the more complicated things we had to do for orientation. Our contact at the city is very nice and helpful but is unfortunately not available very often to answer our questions. We were also following the same timelines as the previous year until we realized that the city's deadline was 3 weeks earlier. Some processes changed from last year to this year which also threw us off our game plan. Dealing with the street closure is an ongoing project and the orientation team has to be ready to handle last minute requests and changes. You must get a petition signed by the neighbouring homes and businesses. Some will be happier than others about this event blocking the street. You also have to hire SEDGE to do the street closure. They are used to it and will

provide the city with all the information. Make sure you confirm with them one week in advance and on the day before to make sure they show up on time. We received the permit for the street closure 5 days before even if we had submitted our application during the first week of July.

We had to submit the application for the banner August but were informed during the process that the future team will need to submit it at the same time as the street closure. We hired a company that took care of printing the banner and installing it once we had received the permit from the city. Since the banner has to be printed in a fireproof and water resistant material, it must go through a professional company. We worked with the communications department of the university to make this happen.



**Recommendations:** The first thing I recommend next year's team is to tackle the street closure process first thing in June. It will take more time than what the paper work suggests. I also recommend to always have another person look over the forms before submitting. You should create a clear timeline of all the due dates for the street closure and mark them clearly on your calendar. There are some docs that take more time since you will be depending on the university to get them: Alan Shepard's letter of support and the insurance affidavits. I suggest to get started on those immediately. The Post-Canada "precision targeter" campaign must be sent out 3 weeks before the deadline.

**Permits & Waivers:** The alcohol permit process is rather simple. The most stressful aspect to it is that it will arrive the day before of the day of the event. It is important for the team to be looking out for them everyday and to make extra copies. As soon as the orientation team receives the permits, they must send it to the space administrator at the university in order to start their event.

As the CSU we applied for a food permit from MAPAQ at the beginning of the summer. We were then able to use our permit all the events.

## **Purchasing and Rentals**

**Equipment:** This year, the dean of student's office gave us 1000\$ to buy a new BBQ. They agreed to do this so that we could rent the BBQs to student groups that needed it. It was great to have a new BBQ to use but managing the rental was a hassle. We also bought a new freezer and a second hand fridge (more in the storage paragraph). We bought lights for the EMAC party but they unfortunately arrived late. Next year's team should use them to make the Hall terrace prettier. We also bought two dollies to help transport equipment during events. This was a necessary purchase since we were dependent on borrowing Reggie's dolly and it wasn't always available when we needed it. We bought the equipment keeping in mind that it could be reused over time.

**Food Purchasing:** We did most of the food purchasing from Aubut. Since we had a lot of large quantities to buy, Aubut had the best prices for us. On the day of events, if we were missing something we bought it from Mizan downtown or Metro close to Loyola. We recommend beverages to be bought in two separate orders. We had to buy all of the food in

the same order to save money but there are no applicable discounts on beverages. Since the team rents a van anyways during the two weeks, it would be best to buy half the beverages in the first and then to reassess how much more to buy the week after.

This year we didn't rent an ice machine since we were able to use the ice machine in Reggies. Obviously next year's team will have to talk with Reggies manager to see if this arrangement can be made again.

**Morning Coffees:**

Food Beverage	Point of Purchase	Total Purchased	Amount Estimated Per Day	Amount Used Per Day
Coffee Bags	Santropol	180 bags 454g  <i>*bought additional coffee for the winter semester orientation. Did not plan to use the whole amount for the fall orientation.</i>  <i>*cheaper to do one order.</i>	10 bags	8-20 bags  <i>*days on the street exceeded the amount that we had allocated by 10.</i>  <i>* some days used 8, others used 10-12.</i>
				<i>Depends on foot traffic.</i>
Milk	Aubut	24 originally  <i>*Bought an additional 16</i>	2-4	5-6
Almond Milk	Aubut	24 originally  <i>*bought an additional 12</i>	2-4	2-4 <i>*depended on day</i>
Soy Milk	Aubut	24 originally  <i>*bought an additional 8</i>	2-4	2-4 <i>*depended on the day</i>

**Food & Beverages**

Food Beverage	Point of Purchase	Total Purchased	Amount Used
Beef Burger	Aubut	504	280
Veggie Burger	Aubut	408	360
Hot Dog	Aubut	300	300

Hamburger Buns	Aubut	900	640
Hotdog Buns	Aubut	300	300
Cheese	Aubut	3kg	3kg
Pickles	Aubut	2 x 4L	2 x 4L
Ketchup	Aubut	2 x 2.87L	2 x 2.87L
Mustard	Aubut	2 x 2.87L	2 x 2.87L
Mayonnaise	Aubut	4L	¾ of 4L
Sauerkraut	Aubut	9.7kg	¾ of 9.7kg
Tomatoes	Aubut	15lbs	15lbs
Onions	Aubut	10lbs	10lbs
Lettuce	Aubut	4	4
Coke	Aubut	144 cans	72 cans
Sprite	Aubut	144 cans	120 cans
Ginger Ale	Aubut	144 cans	72 cans
San Pellegrino Red	Aubut	120 cans	72 cans
San Pellegrino Yellow	Aubut	120 cans	72 cans
San Pellegrino Orange	Aubut	120 cans	48 cans
San Pellegrino Purple	Aubut	120 cans	96 cans

## Alcohol

Alcohol	Point of Purchase	Total Purchased	Amount Used
Griffon Blond	McAuslan	45 cases	20 cases
Griffon Red	McAuslan	40 cases	20 cases
Ste-Ambroise Pale Ale	McAuslan	45 cases	25 cases
Ste-Ambroise Apricot	McAuslan	50 cases	35 cases
Ste-Ambroise Stout	McAuslan	20 cases	5 cases
Gin	SAQ	4 bottles	3 bottles
Rhum	SAQ	5 bottles	2.5 bottles
Bourbon	SAQ	4 bottles	1 bottle
Cider	La Pomeraiie du Suroit	84 bottles	24 bottles

**Radios:** The Orientation team has been renting radios for a couple years so for us it seemed as though they were a requirement for a smooth orientation. Since everyone has cellphones

today, we did not use the radios as much as we expected. Since they are costly to rent for the two-week period, I recommend next year's team to not rent walkie-talkies or to rent them only for 1 week. We used them mostly during the open air pubs and the street fairs.

**Car & Truck Rentals:** This year we rented a couple trucks. We rented a U-Haul in the middle of the summer to go do some errands. We had to buy a BBQ and some construction material so the rental was necessary. The second time we had to rent a truck was to go pick up the mugs in the suburbs of Toronto. It would have been more expensive for the mugs to be shipped from Ontario than for us to go pick them up. We rented another U-Haul van to go pick up the Aubut order the weekend before orientation. The food order is so large that the van rental was necessary. And finally, we had a car during the two weeks of orientation. The orientation team really needs a car and needs at least two drivers in their coordinating team. The car was required for transporting things from one campus to the other and for running errands.

**Storage:** Storage was an issue this year. Since Reggies was in full operation we couldn't use their fridge and freezer. Therefore, we bought a fridge and freezer for the CSU to keep in the long run and put them in Reggies basement. When we had to set-up an Open Air Pub, we had to pass through the back door of Reggies to access the Hall building and our equipment in Reggies basement. This created a lot of issues since people were walking in from the hall terrace to inside Reggies with alcohol that we were selling. Reggies had to lock the back door and we could only open it to access the basement at the very beginning of our events and at the very end. Next year's team will have the same problem and probably a greater need for the storage downstairs since the university took our storage space on the 7<sup>th</sup> floor away for the renovations.

Storage space at Loyola was a very big hassle. Due to the lack of, we had to bring everything in the Loyola office. The difficult part was that to get to the office, there is a staircase in the hallway so we can't carry items on a dolly from the van to the office.

## **Merchandise**

**Merchandise:** This year, we made slightly larger orders in order to keep some merchandise for winter orientation. One thing to take into consideration with merchandise is that a lot of time must be put into it even once it is bought and has arrived. For example, we put a lot of time stuffing tote bags with materials from our community organisations. The team finished stuffing tote bags at 4am. Also, every mug was in a small box and taking every mug at the morning coffees took a lot of time. Perhaps if we would have taken them out of every box before orientation started we would have saved a lot of time.

**Mugs:** The orientation sustainability coordinator spent a rather large amount of time during the summer to try and find the most sustainable option. After finding an amazing product in China that was made of rice husks, we had passed the deadline to receive a shipment on time from China. We had to change plans and look for the second best option. Ordering the mugs from Ontario, from a company called Rush Imprint, reduced our carbon footprint and since they were made of ceramic it was the best option of all the plastic products on the market.



**Shirts:** We ordered the shirts from a company in the states called Ecodot since it was the company that provided a shirt with the most recycled material. It was important for our shirts to be as sustainable as possible.

**Tote Bags:** We ordered the tote bags from Petite Main. They are an organisation in Montreal that makes products and gives workshops to people in Montreal looking for jobs. They have a great mission and they are company that the orientation team should encourage every year. We suggest to get that order in as soon as possible. You will also need to go pick them up so you should plan to pick the order up when the team has the car.

**Condoms:** We bought the condoms from ACCM this year. Although we paid more than we would have if we would have bought them directly from a condom company, it was important for us to support this organisation. They offer a texting program that is free so when we bought condoms from them, we put one of their cards with the phone number in each little packet to put in the tote bags.

### **Sustainability Contacts:**

Greenvolutions - rice husk products - email: [lydiasun@greenvolutions.com](mailto:lydiasun@greenvolutions.com)

-Coffee mugs: [https://oqt.en.alibaba.com/product/60478012753-0/Custom\\_Logo\\_Creative\\_coffee\\_mug\\_for\\_promotion.html?spm=a2700.7803228.1998738836.186.q9G55u](https://oqt.en.alibaba.com/product/60478012753-0/Custom_Logo_Creative_coffee_mug_for_promotion.html?spm=a2700.7803228.1998738836.186.q9G55u)

-Lunch box: [https://oqt.en.alibaba.com/product/60404920026-802577894/leakproof\\_3\\_compartment\\_lunch\\_box.html](https://oqt.en.alibaba.com/product/60404920026-802577894/leakproof_3_compartment_lunch_box.html)

Rush Imprint (Chad Gilbert) - email: [cgilbert@rushimprint.com](mailto:cgilbert@rushimprint.com)

-Ceramic Mug: <http://www.rushimprint.ca/double-wall-ceramic-tumbler.html>

Petites Mains (Natalie Correia) - email: [natalie.correia@petitesmains.com](mailto:natalie.correia@petitesmains.com)

Ecodot (Dan Bernard) - email: [info@ecodot.com](mailto:info@ecodot.com)

For more information on merchandise options and quotes, please have a look at the merch folder in the Drive from this year to see a spreadsheet with links, prices, and comments, as well as a slideshow with more mug options.

### **Event Contracts:**

#### Final Concert:

1. Bonsound: Agent of Dead Obies
2. The Felmand Agency: Agent of Busty and the Bass
3. Joana J. Cumo: Je Suis TBA
4. Camille Beaudoin: The Empty Yellers
5. Corona Theatre
6. Harleen Bhogal: Risk Reduction
7. Noah Eidelman: Risk Reduction

#### Loyola Kick-Off Concert:

1. Indie Montreal: Agent of Dan San
2. Victoria Barker: Bats in the Belfry
3. Emilie Gosselin: Barren Acres
4. Justin Cober: Sound technician

#### Hip-Hop Show at Reggies:

1. Strange Fruits
2. Tshzimba
3. Lucas Charlie Rose
4. Justin Cober: Sound technician

#### Wellness Day:

1. Alisha Mascarenhas: Yoga instructor
2. Iman Khalit: Greenhouse workshop facilitator
3. Florian Bleuvais: Concordia Running club
4. Camille Usher: Indigenous Art Research Group workshop facilitator

#### Bike Tour:

1. Jaggi Singh

#### Open Mic:

1. Christina Bell: MC

#### EMAC on the Square:

1. Tyler Jason Megarry: Risk Reduction
2. Marianna Aguilera: Risk Reduction

#### OUMF Comedy Show:

1. Festival OUMF: Comedy show tickets

## Orientation Staff

**Orientation Staff:** There were four rounds of hires this summer for orientation. The first round was to hire the internal and external orientation coordinators. A month later we hired the sustainability coordinator. One month before orientation we hired the staff coordinators which then hired the general staff.

**Internal Coordinator:** The main role of the internal coordinator is to deal with space bookings inside the university and with the logistics associated with the university.

**Summary tasks & recommendations:**

- Go to each space before making the booking to figure out the best layout.
- Meet with the space administrator before making the booking.
- Try to find a better location for the info booth. Might be good to have it set up near the cafeteria or in the entrance of the library.
- The SGW library has already been booked for next years' orientation (confirm this as soon as new student life coordinator comes into office). We booked it a year in advance for next year's team because its prime real estate.
- Work with the Clubs coordinator so they allocate a certain amount of budget for the terrace food during the Clubs fair.
- Work with the Clubs director to assign seating arrangements.
- Booked all the internal spaces with the University.
- Trained the staff coordinators.
- Created event clipboards with all the information for each event.

**External Coordinator:** The main role of the external coordinator is to take care of the street closure and with ordering things from external parties.

**Summary tasks & recommendations:**

- Stop stressing about the street closure. The permit will come at the last minute.
- Have a better communication with internal coordinator about where things are.
- Focus on outreach to community groups for street fair
- Contact Bravo (Coffee Percolators) and Celebrations (50 Tables) for equipment rental. -Make a calendar early on with dates for street closure to follow (such as mail out, posting notice signs, etc.)
- Wrote contracts for photographer, speaker (event pushed back)
- Bought decorative lights to spruce up the H-Terrace, unfortunately they didn't show up in time for our events
- Researched and booked bands for Loyola Kick-Off concert
- Organized snapchat geofilter for final concert
- Created and bought fencing options for Loyola kick-off concert
- Organized IT set-up for Loyola Hive open mic
- Rented of radios (Access communications, I would suggest ordering 8 next year)
- Researched and contacted workshop/event facilitators for wellness day
- Researched beer sponsorships, the cheapest/best quality option was Saint-Ambroise/Mcauslan, Farnham and Alchimiste were also contenders but were not nearly as cheap

-On the recommendation of 2015's team, we purchased Cider from Pommerai Suroit. We purchased too much. (we ordered both flat and sparkling but the flat cider had corks which we did not plan for)

-BBQ cleaning was well worth the money, the two Crown Verity BBQs are good quality and commercial grade which made it somewhat difficult to find someone to clean. We had two different people service them, one was a company called Charbonneau Proprane (they were really difficult to get in touch with but it worked out), the other was someone from craigslist that had their own BBQ servicing company.

-In contacting the community groups we also invited them to provide us with tote bag stuffers

-Tried to get a speaker in for the 2nd week of orientation but this didn't work out...moved to winter orientation, wrote a proposal for funding from Campaigns and SAF -

Researched food trucks as possibility for the street fair (way too expensive)

**Sustainability Coordinator:** The main role of the sustainability coordinator is to purchase sustainable merchandise and to coordinator the volunteer program for the waste audit.

-Researched the best option for merchandise

-Ordered merchandise

-Recruited and trained volunteers

-Developed the survey

-Helped plan events

-Created the potato stamping station

-Created the Divest board

-Planned and implemented the waste audit

**Orientation Coordinator Recommendations:** I would recommend the future team to hire all three coordinators at the same time. If the sustainability coordinator would be hired earlier in the summer, they could help with events later in the summer and they could order the merchandise way more in advance. The external coordinator's position could be combined with a marketing/promotions position once the street closure procedure is finished. Having one person focus on promotion would be ideal to make sure the word is spread about the events. The CSU Sustainability coordinator recommends to have the orientation sustainability coordinator be supervised by the student life coordinator. This would help the team work with the other two orientation coordinator and would facilitate communication around event planning.

**Staff Coordinators:** In the past, there were one bar coordinator, one logistics and one food coordinator. This year, we decided to have two coordinators to focus on building one team of staff rather than three separate teams. This worked well since both staff coordinators helped each other. If one station was over staffed or didn't have as much traffic as another station, they would send staff to go help out the other station.

**Recommendations:** I would recommend the future teams to have a morning coffee coordinator. Although the logistics behind the morning coffee isn't the most complicated, the morning events drain the energy of the entire team. They also create a lot of stress for coordinators because set-up for day events start before the morning coffees are over. By having a staff coordinator dedicated to morning coffees, the entire team would benefit.

**Hiring Process:** The hiring process for the coordinators was rather simple. We formed committees and did regular interviews. For the general staff interviews, we did group interviews and regular Q & A interviews. I recommend the future team to do only one type of interview. It will help with scheduling the interviews and give more flexibility for people applying.

**Training Process:** We organized a day of training for the all the staff. In the morning we had a workshop on bystander intervention and the SSP training given by the Dean of Students office for any student wanting to serve alcohol. In the afternoon we went over the orientation schedule, the expectations of the staff and the roles of staff. We ended the day on the terrace by practicing to open tents and start BBQs. It important to go through these simple exercises because it gives the coordinators an idea of who is comfortable around fire.

**Schedule & Breaks:** Scheduling the general staff was the responsibility of the staff coordinators. One of the major challenges was the fact that the staff's availabilities kept changing. We had asked for availabilities when we hired them and when it came time to make the schedules, the staff's availabilities were not the same. At first we thought we had hired enough staff and then with the constraints realized we could have hired more to alleviate the stress of changing schedules.

Breaks were handled by the staff coordinators. Every staff had a break if there shift was more than 3 hours. CSU coordinators were often present at events and were great for patching up some holes while staff took breaks.

### **List of Staff hired:**

#### **Coordinators:**

Internal Coordinator: Jeremy Blinkhorn

External Coordinator: naakita Feldman-Kiss

Sustainability Coordinator: Mariah Gillis

Staff Coordinator: Mandy Rae Perry

Staff Coordinator: Madelaine Sommers

#### **General Staff:**

Rana Abbast

Danya El-Aarag

Emilee Gillipin

Katherine Millington

Veronica Rios Rodriguez

Janu Bjaj

Kaiza Graham

Marco Grbovic

Aissata Kone

Mohammad Taufiquzzaman

Sky Kim

Chloe Williams

Farah Abdel

Christine Avery

David Reicheman

Aranija Kathiresu

Antonio Iuciano

Nicole Kelly

## **Waste Management & Sustainability**

**Sustainability:** The CSU Sustainability coordinator and the orientation sustainability coordinator worked very closely all summer to ensure Orientation 2016 would be as sustainable as possible. They worked on three pillars of sustainability: economic, social and environmental. In order to start integrating sustainability in future events, it is crucial to read

the Sustainable Concordia Event Guide, Annex E of the CSU bylaws, and previous postmortems, which all include tips and valuable information that anyone can learn from.

**Disposables:** We went with the same disposable compostable plates, cups, wax papers and cutlery from Aubut as last year because they had served us well before. When possible, the disposables bought from Aubut were compostable. We considered renting from the Dish Project, but with the attendance we were expecting for most of our events, they didn't have enough stock for us, and logistically it would not have been feasible to have to wash so many dishes during and between events. If there are going to be deliberately smaller food and drink events next year though, I would definitely recommend using this service.

**Volunteers:** Going from the advice in the previous year's post-mortem, we aimed to have at least ten volunteers. Again this year, we had trouble getting applicants. Even after promoting the call-out on various Facebook channels, through Sustainable Concordia, through various department mailing lists (Geography, Political Science, Liberal Arts College, etc.), and through the LIVE Centre's website and mailing list, we only managed to get nine applicants.



We agreed to provide honorariums for volunteers but the exact numbers were not decided until late in the recruiting process. We initially wanted to avoid getting applicants who were just in it for the money, so we did not publicize the honorarium in the call-out. The honorarium was \$30 per 3-5 hour shift (one event or waste audit), up to 3 shifts. We ended up taking eight volunteers and scheduling around three per shift. While I was nervous that we didn't have enough people and that we would be lacking for certain shifts, it actually turned out to be the opposite. Three people would have been far too many for a Friday OAP, the indoor Community Street Fair, or the frigid Loyola Day, so I was actually glad when one volunteer from each didn't show.

**Volunteer training:** The volunteer training consisted of a practice waste audit lead by Faisal Shennib from Environmental Health and Safety, which was incredibly helpful and valuable for everyone to participate in. I also did a quick powerpoint presentation where we went over the survey and I explained the processes of industrial recycling and composting. Not all volunteers could make it to both parts of the training, which resulted in having to play some catch-up during their first shifts.

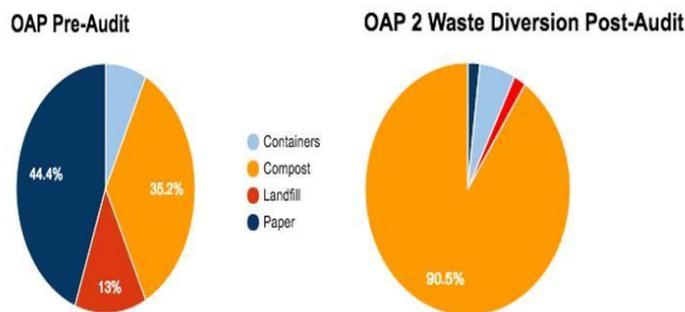
I gave volunteers a list of facts they could use to engage participants aside from the survey, and I saw that it was a good way for them to catch people's attention and gave them a break from constantly repeating "Hey, do you want to do a quick survey?" (The list of facts and the survey can be found in the volunteer folder of the google drive).

**The survey:** Volunteers were in charge of helping people put their waste in the right bins and were also asking students to fill out a short survey. In the end, we had exactly 200 responses. What I most wanted to know was if students were recycling and composting at home and how dedicated they were to proper waste diversion off-campus in general. I

matched up answers to whether they composted at home with their borough to see if they had the option for compost home pickup. This turned out to not be a very exact metric because some boroughs only offer pickup for certain areas as they introduce the new service. 33% of respondents live in a borough with compost pickup, and only 37% of them said they compost at home. You have to consider as well that even this is an inflated number to a certain extent because as a participant, there's pressure to say yes when being interviewed in person (more details on participant's responses can be found in the survey folder).

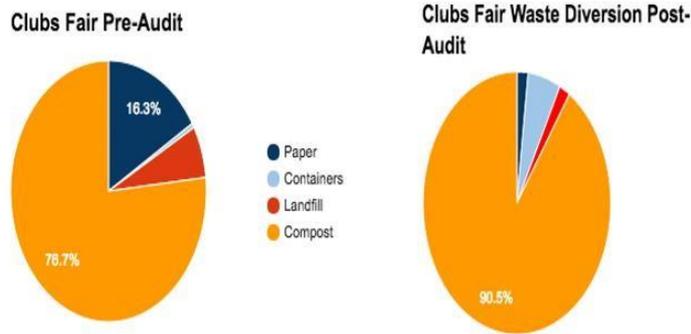
**Waste Audits:** We did waste audits for the Clubs Street Fair and for the second OAP on the first Friday. We only ended up doing two waste audits because the Loyola Day event had an incredibly low turnout due to the frigid weather and after calling several times to get the waste bins emptied, they never were, so the sample would have been contaminated with waste from before our event.

The procedure for a waste audit involves weighing the bags from each bin separately before sorting so you can compare the before and after results.



For the second OAP, it wasn't a very busy event, so our sample was much smaller. I think the high amount from paper recycling came from staff putting cardboard packaging in recycling.

The Clubs Fair was much busier, but still most of the waste was food again, especially since we took our samples from the terrace where food was being served. This year, we provided compostable plates and cutlery for the clubs to serve their food on, but some still brought their own supplies like mini Dixie cups to serve frozen yogurt in, and some brought their own plastic forks.



I think the biggest lesson we learned from the waste audits was that most people are not aware of what exactly can be composted. Last year's post-mortem noted that the signs around school had not been updated to include meat and compostable plastics.

The volunteers did a good job of catching people before they threw something in the wrong bin, but with minimal training for some, they weren't always clear themselves on what went where. It should also be taken into account that there aren't always clear rules on whether certain things can be composted.

Surprisingly, the amount of landfill waste was 1.4% lower before we sorted everything for the audits, but I think that having the pressure of the Waste Busters volunteers around made some participants feel like they needed to be recycling, or at least not throwing things in the garbage, even if they weren't sure exactly which bin their waste should go in.

Recommendation: The staff did not get any sustainability training, and so we would sometimes catch them throwing food waste in the garbage. In the future, I would suggest giving them the same overview of waste management that the volunteers get, or at the very least taking five minutes of the training to go over what goes where.

Overall, after doing the sorting, we diverted 90.4% of Orientation waste from landfills, and 84.7% was composted. That far exceeds Concordia's goal of 70% waste diversion, and last year's level of 82%. I think though, that in future years, we should be aiming to go further than just diverting waste from landfills and focus more on letting people know that most of their waste can actually be composted. Recycling is still an energy-intensive process, and while it's better than letting landfills pile up, it's not always the best outcome, especially if an item can be composted or reused. (Although since Concordia currently ships its compost out to Ontario while the current composter at Loyola is broken, the emissions breakdown gets more complicated.) Without sorting, they would have never been diverted. The fact that there was a difference of almost 20% in compost levels before and after sorting shows that we still have a long way to go in compost education.

In order to book the compactor room for the audits and get extra bins for events, you have to go through Brian Noseworthy. He can be very difficult to get in contact with at the end of the summer, but going to his office on the 3rd floor of the Hall building helps. If he's not around,

you can also talk to Marc Champagne. During events, if you need more bins, empty ones, or anything relating to waste, you can call Brian on his cellphone and he's always very friendly.

**Safer Space Event Planning:** The CSU bylaws mandate that a copy of the safer space policy be available at all events, so we made big laminated posters with a more readable version of the policy. We wrote at each event where the closest gender-neutral and wheelchair accessible washrooms could be found. After carrying them around all week and taping them up at every event, they were a little beat-up by the end, but they really served us well. The posters also said to go to a staff member if something happened or the participant needed assistance. This is where the bystander intervention workshop played a key role for all the staff.

This was the first series of CSU events held with the implementation of the safer space policy. One of the first issues we noticed with it was the way in which it requires to be communicated; we had to edit the statement in a way that was clearer in terms of what was unacceptable at our events. In total we got 6 surveys in person, 26 were given in online. None had negative feedback. We had people checking the box regularly in case anything pressing was happening that an individual didn't feel comfortable bringing up to a staff member.

## **Conclusion**

Planning orientation is a huge challenge that I was looking forward to overcome when I started my mandate. The success of this year's orientation would not have been possible without the hard work and dedication of every member part of the team. I can not say thank you enough to naakita felman-kiss, Jeremy Blinkhorn, Mariah Gillis, Lana Galbraith, Madelaine Sommers, Mandy Rae Perry and the executive team. It was worth every long hour and drop of sweat.

I hope this post-mortem helps the next teams in planning their orientation and I hope this document will help them not repeat the same mistakes we made.

There is a lot more information available on the google drive that I will pass on to the next orientation team.

If anyone has any questions about this document or orientation in general, feel free to contact me by email or by passing by during my office hours.

It has been a great pleasure working on Fall orientation and I look forward to winter orientation.

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*"Oy Mate, Kick-Off!" -Rami Yahia*

