



**Arts Undergraduate Society of McGill University**  
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## Report of the VP Internal, AUS Council September 21, 2016

### Office Hours/Contacting Me

- Drop by the office 11:30AM-2PM **MT** if you have any concerns or questions, or if you want to just say hello, you're always welcome!
- Alternatively, I'm available by appointment - send me an email ([internal.aus@mail.mcgill.ca](mailto:internal.aus@mail.mcgill.ca)) to schedule a meeting.

### Departmental Package

- I still have yet to receive a few departmental packages. These are necessary for allocations. I'll be sure to speak with these departments after Council.
- For those departments who are looking for a new space, I'll have more information once I've received all the packages.

### Room Bookings & Liquor Permits

- A list of the bookable rooms with all of their features is available on the website and in the Departmental Guidebook. **Note: 1) We no longer have access to the Leacock Building until November.** Pre-existing bookings have not been cancelled, but we cannot make more requests due to construction. **2) Peel 3475-101 is no longer under our jurisdiction.** I'm speaking with the building manager in an attempt to have occasional use of rooms in the building.
- Rooms are quite unavailable for the rest of the semester. I cannot guarantee that the room you would like will be available on the dates you select. Please book rooms in Arts spaces in advance!
- **You must request a liquor permit 7 weeks prior to your event.** The administrative process is quite lengthy and the requests are sent to the Regie in Quebec City for approval. Please plan your events early.
- **Note a procedural change** - when booking Arts 160, and Leacock 232, you must submit the Disclaimer Form **at the time** of booking. This accelerates the process and ensures that groups understand the rules associated with the rooms.
- **Before your event**, come to the AUS office and pick up the "events basket". It includes your liquor permit and house rules (to be posted), and cleaning supplies.
- Only October 25<sup>th</sup> remains of the **pre-booked dates** for Wine & Cheese events in Arts 160 from 6PM-8PM. Please contact me to reserve a date of your choosing. Note that it must be after November 15.

## **Bookings**

- Room, lounge and table booking are open for the year! Please see the *Departmental Guidebook* for information regarding the specific processes and contact me if you experience any issues! Note that our executive assistants handle table bookings and can be contacted at [assistant.aus@mail.mcgill.ca](mailto:assistant.aus@mail.mcgill.ca).
- It's recommend that you book these as early as possible. Note that it sometimes takes time to approve requests. Your patience is very much appreciated!

## **Past Events**

### **AUS Activities Night – September 12, 2016**

- I was so thrilled to see a number of students interacting with our departmental associations. I've sent out a form for your anonymous feedback on the event! If you prefer, I would love to discuss your thoughts on the event in person.

### **Departmental Orientation – September 14, 2016**

- Thank you to everyone who could attend!
- I'm in the process of compiling all presentations from the evening for departmental executives who weren't able to come. I'll send an email to all departmental executives with the ausmcgill.com link once our webmaster, Willis, has configured it!
- I've sent out a form for feedback on the orientation. Please don't hesitate to contact me to talk about your feedback – it's important to me that we understand how to best serve our departmental associations.

### **AUS Retreat – September 16-18, 2016**

- We spent the weekend in Esterel, QC! Erik and I now have a greater understanding of both how water tanks work, and the disdain of local police departments.
- Worked on FEARC applications and other administrative tasks.

## **Upcoming Events**

### **Friends of the AUS Staff/Volunteer Event – September 20, 2016**

- We're so grateful for the work our staff and volunteers do for us, and are hosting this night exclusively for them to network with one another! Collaboration bears many fruits, including efficiency and fun!

### **The Arts Lounge Redecoration**

- We expected to receive furniture on September 25<sup>th</sup>, but due to issues with stock, that may be pushed back. We're awaiting confirmation from our Ikea contact.

## **Committees**

### **AUsec**

- The council tabled at Activities Night, and gave out baked goods in exchange for Facebook likes. We increased our likes by 30%.
- The commissioners prepared a presentation for departmental orientation and completed their “Green Guide”, which will be uploaded to the AUS website as soon as possible. It can be used as a reference throughout the year.
- AUsec has received interest from 5-10 individuals wishing to sit on AUsec as general members and is thrilled to welcome them to the council!
- This Thursday, we’ll be tabling at BdA and giving out raffle tickets that can be used at our upcoming Wine and Cheese.
- AUsec is hosting a Wine and Cheese from 6PM-8PM in Arts 160 on October 4<sup>th</sup>! Please come join us for the chance to win raffle prizes and discuss plans for the upcoming year!
- We are in the process of finding a meeting space and determining a feasible meeting time.
- If you wish to collaborate with AUsec, please send an email to [ausec.aus@mail.mcgill.ca](mailto:ausec.aus@mail.mcgill.ca) or me ([internal.aus@mail.mcgill.ca](mailto:internal.aus@mail.mcgill.ca))!

### **FEARC**

- We’ve received a record number of applicants (54) and are interviewing candidates for six positions on Tuesday, September 20.
- The selection committee includes Beck, Erik, and Billy and Violette, our two executive assistants who sat on FEARC last year.
- The council will be chosen by Friday, September 26 and the VP External will be present at our next Council meeting on October 5<sup>th</sup>.
- I’m in communication with Daniel Lawrie to plan a collaborative event with FYC and other faculty first-year councils when all are formed.
- Please contact me to arrange any collaborative events with FEARC: this is a great way to increase first-year engagement with your association.

Respectfully Submitted,

Kira Smith  
VP Internal