



Report of the VP Internal, AUS Council October 19, 2016

Office Hours/Contacting Me

- My office hours are 11:30AM-2PM MT.
- Alternatively, I'm available by appointment (internal.aus@mail.mcgill.ca).

Office Relocation and Space Issues

- I'm still waiting for Savy Marino to confirm a meeting time with Dean Lane-Mercier to discuss alternative spaces.

Room Bookings & Liquor Permits

- Reminders:
 - **1) We no longer have access to the Leacock Building until December.** Any future requests for winter semester are deemed tentative – they have been recorded, but cannot be confirmed until construction is finished. Our booking contact is not comfortable guaranteeing that we will have access in the winter semester.
 - **2) Peel 3475-101 is no longer under our jurisdiction.**
 - **3) 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.
 - **4) 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.
- 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!

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.
- It's recommend that you book these as early as possible. It sometimes takes time to approve requests. Your patience is very much appreciated!
- We have recently learned that our projector is only vaguely functional. I am working to find a cost-effective solution to this matter.

Past Events

Feedback on **AUS Activities Night** and **Departmental Orientation**

- I sent out two (very brief) feedback forms on these two events.
- Here is the feedback we received:
 - AUS Departmental Orientation
 - 95% of respondents felt the details of the night were clear and that they were given reasonable notice,
 - 30% of respondents thought that the general session was too long
 - 70% of respondents thought that the equity presentation was too long, but 100% of respondents thought it was an important presentation to include in the orientation
 - 50% of respondents wished that their position-specific presentations were shorter
 - **Changes for the future:** more appropriate venue, improved av/sound configuration, conciseness, more/timely pizza!
 - AUS Activities Night
 - 100% of respondents felt that they were well accommodated, but wished that there was a greater turnout
 - **Changes for the future:** more publicity/advertising, better venue (higher traffic), more AUS student group attendance.

Committees

AUsec

- We had to reschedule our meeting last Thursday because I was out of town. We'll be meeting this Thursday to draft an AUS paper policy.
- If you wish to collaborate with AUsec, please send an email to ausec.aus@mail.mcgill.ca or me (internal.aus@mail.mcgill.ca)!

FEARC

- The council met on October 11, and meets weekly (Tuesday at 7PM in the Champagne Room).
- Bylaw amendments will be brought to next council.
- We discussed our year-long plan and have tentatively decided on a number of events. Among others, these include monthly wellness days, a wine tasting event, and our yearly Quebec City trip!
- Please contact me to arrange any collaborative events with FEARC: this is a great way to increase first-year engagement with your association. You can also email fearc.aus@mail.mcgill.ca.

Respectfully Submitted,

Kira Smith

VP Internal