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**Arts Undergraduate Society of McGill University**

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**Report of the VP Internal, AUS Council September 13th, 2017**

**Office Hours/Contacting Me**

* My office hours are Monday, Wednesday, Friday from 11:30pm-1:30pm
* If these times do not work for you, please reach out at (internal.aus@mail.mcgill.ca) so we can set up a time to meet.

**Departmental Contact List**

* I need to know your department’s executive team ASAP!
* If you haven’t received the Dept. O email it might be because I don’t have emails to send it to
* If you haven’t already please send me: Names of Execs, Positions, and McGill emails

**Department Orientation**

* Department Orientation will be held on Thursday September 21st @6pm
* You all should have received an email regarding the schedule
* If you have not received this info please let me know ASAP!
* Re: Rosh Hashanah
	+ Please email me and we will schedule a makeup session
	+ I am sincerely sorry for scheduling Dept. O during Rosh Hashanah, I was unaware of the holiday and booked it months in advance. When I found out Dept. O took place during Rosh Hashanah I tried to reschedule it but there were no rooms or days available.
	+ I will ensure to put this in my exit report to future VP Internals so this doesn’t happen again

**Room Bookings & Liquor Permits**

* You should have all received the departmental guidebook in my welcome emails which details room bookings and liquor permits
* Please ensure you are requesting events that require liquor permits AT LEAST 7 weeks in advance
* There are pre-booked wine and cheeses on Tuesdays- consider using these

**Council FB Group**

* If you are not in the Council FB group you can add yourself here <https://www.facebook.com/groups/368733410188672/>
* If you have difficulties please email me and I can add you

***Committees***

**AUSec**

* Currently interviewing people for the positions
* Might extend the application deadline
* Hopefully will have hired the committee by next council: Sept 27th

**FEARC**

* Applications are now out and will be until Sept 14
* Will hopefully have a whole committee hired by next council: Sept 27th

Respectfully Submitted,

Rebecca Scarra

VP Internal