**REPORT OF THE AUS SOCIAL AFFAIRS – AUGUST 2018**

1. **Internal Orientation Coordination (IOC)**
	* Attended weekly IOC meetings with Campus Life and Engagement (CL&E), SSMU, and the other frosh-holding faculties.
	* Signed Memorandum of Understanding
		+ Had individual meeting with Chris Buddle to go over plans for Frosh, addressed concerns brought up by the university.
	* Received weekly updates at IOC meetings regarding IFC and gave feedback.
		+ IFC presented final Beach Day logistics, including loading and unloading layout at the end of the month, schedule, and Beach Club layout.
	* Finalized all details, including logistics, harm-reduction, and shifts, concerning Beach Day and All-Faculty concert.
	* Signed Memorandum of Agreement (MoA) with EUS regarding ticket revenue and payment.
	* Finalized Crash Pad with SSMU.
	* Coordinated shared time between faculty media teams during interfaculty events.
	* Opened online registration for Frosh and finalized ticket prices.
	* Finished discussions regarding blacklist protocol and situations, MoU, and interfaculty procedures to handle contract violations on any level of authority. Revised and signed coordinator and staff contracts as necessary.
	* Finalized plans for Registration Tent location layout on Lower Field.
	* Liaised with SPVM to go over plans for Beach Day and routes Montreal Crawl.
	* Leader and Orientation Staff training facilitators decided on.
2. **Orientation Planning Group**
	* Met with CL&E, various advising offices, and the heads of other Froshes to provide the school with final Frosh updates.
3. **Arts Frosh Planning**
	* Final budget updates. Input new actual amounts for invoiced items.
	* Finalized deals with all sponsors, signed all contracts.
	* Finished shift schedule for Frosh week.
	* Read through bursary applications and dealt full bursaries to participants depending on need.
		+ This was done in collaboration with the Student Aid Office.
	* Montreal Crawl individualized schedules for groups finished.
	* Released Frosh schedule.
	* Designed and ordered registration tent banner.
	* All venues finalized and signed, walk-throughs and visits were done of each site.
	* Committee completed final coordinator trainings and course refreshers.
	* Coordinators selected to facilitate staff trainings received facilitator trainings.
	* Received all inserts, merchandise, and promotional materials for Frosh kits.
	* Bag stuffing organized in the Arts Lounge to fill all 1400 frosh bags.
	* Resolved liquor permit issue. Two weeks prior to event date and first day of Frosh, Social was told:
		+ Crucial in order to hold Bar des Arts as a stop on the Crawl.
		+ Liquor permit may not be approved due to the relevant McGill offices failing to provide proof of insurance. This halted and delayed any further progress to move forward and prevented ability to attain other supporting documentation necessary for the permit. Expedited process through several meetings and visits to SPVM and Régie. Permit granted six days before event.
	* Met with representatives at Piknik Elektronik and MUS to finalize logistics and payments for event.
	* Met with AML Croisieres to finalize logistics, security, production, and payments for event.
	* Met with Arts OASIS and relative offices to finalize logistics for Discover McGill.
	* All required materials for Frosh registration gathered. Both tents from last year were malfunctioning so purchased two new ones.
	* Bag pick up/registration ran from August 23rd-29th. Coordinators staffed the tent from 9:00AM to 5:00PM, handing out frosh bags and apparel to participants as well as clamping their frosh bracelets on them.
	* Purchased dietary restriction bracelets.
	* Hired second photographer due to AUS photographer backing out last minute.
	* Faculty Specific training held for the Leaders and O-Staff to brief them on various Frosh week events.
4. **Frosh Week**
	* Included in September Report. For any inquiries, please speak to me directly or email social.aus@mail.mcgill.ca.
5. **Bar Des Arts**
	* Revised BdA staff code of conduct.
	* Started preliminary budgeting.
	* Reviewed menu and removed certain products due to decline in popularity and costs.
	* Created hiring timeline.
	* Renewed returning BdA staff contracts.

**Respectfully submitted,**

**Kimberly Yang**

**Vice-President Social Affairs
Arts Undergraduate Society of McGill University**