



Report of the VP Internal to AUS Legislative Council

September 10th, 2019

Summer Activities (May, June, July, and August)

- Met with Janet Martone from Enrolment Services, along with former VP Internal Rebecca, and discussed room booking processes and my ideas for the year
 - Due to major construction in the Leacock building, 6 rooms are out of commission (LEA 14, LEA 15, LEA 29, LEA 116, LEA 219 and our very own Arts Lounge). This will make room booking this year significantly more challenging as space is much more limited this year. I will try my hardest to see if any other spaces can be booked by AUS groups this year.
 - I am still working on my project to revamp the room booking process, but I can only start to focus on this after September.
- Mostly responded to emails from constituents and a few departments
 - Please direct any questions regarding table bookings to our VP Services or the AUS Assistants!
- Created and printed 1600 FEARC postcard inserts for Arts Frosh bags
- Created FEARC application, currently trying to publicize it more
 - It is due on September 20th! Please spread the word about FEARC if you are feeling kind and generous!
- Tabled at Discover McGill Services Fair
- Worked through liquor permit process for the first time - approval from McGill (the longest part) is completed, now currently waiting for police approval in order to go to the Regie
- AUsec Commissioners hired (congrats Cristina, Lily and Peter!) with their first meeting happening tomorrow
- Lots and lots of room bookings, emails and meetings!

Departmental Guidebook

- All departments should have received the departmental guidebook, financial guidebook, and departmental package, along with other AUS-related information. If you or your department has not received a welcome email from me, please let me know! I have been having some trouble collecting the right emails for some departments and I'm slowly correcting this issue.

- The package is due on **September 13th** and your budgets are due on **September 17th**. As well, please let me know if you aren't in the Facebook group for council, it is here: <https://www.facebook.com/groups/379245682738847/>

Departmental Orientation

- Our mandatory training is **September 20th at 6pm** in LEA 232.
 - This will include an equity and consent presentation!
 - Please message me if you cannot attend! I was recently informed that this date falls on a Jewish holiday – I am so sorry about that and I will absolutely work to make sure this doesn't happen with other AUS events moving forward!
- Our alternate training date is TBD – I am looking at September 24th or October 3rd
- Please message me if you have any dietary restrictions as we will be serving pizza!

Room Bookings & Liquor Permits

- Pre-booked wine and cheeses: I only have Nov. 12, Nov. 19, Nov. 26, Dec. 3 and Dec. 10 remaining for pre-booked wine and cheese dates for this semester! Spots are filling up fast, so email me quick if you want a spot!
- If you want to book an event without alcohol, try to book at least *1 week in advance* of your event. If you want to book an event with alcohol, try to book at least *9 weeks in advance* of your event. I can try to accommodate some requests on shorter notice, however please note that it will be at your own risk!

Reaching Me

- My office hours are TBD – I will have these in my next council report! Feel free to also email or call me for an appointment.
- You can email me at internal.aus@mail.mcgill.ca. I try to respond to all emails within 24 hours at most (but usually within 1-2 hours)! You can also call me at 514-980-4708 if you want to get in touch with me quickly.

Respectfully submitted,

Maheen Akter
VP Internal