



September 9th, 2019

Vice-President Services Report

Summary: Due to the nature of VP Services position, in that it's a brand new position with no previous Executives to ask guidance from, it has been a difficult position to integrate myself into. My portfolio borrows tasks and jobs from VP External, VP Academics and VP Communications. Because I was sworn into the position late into the year, there wasn't a transition period for myself were I shadowed outgoing Executives or exit reports I can review.

That being said, I have plans for this year to pave the way for future VP Services. I've created a [Services Evaluation form](#) to gauge the success of ongoing AUS services and get suggestions for future programs we can add. Appropriate implementations and improvements will be added throughout the year. Winter 2020 is the ideal, as I'm still getting used to this position. I also want to create a pledge form for the upcoming *Canadian Federal Election* where students pledge to vote.

General

- Tuesday, August 27th: Meeting with AUS President, Jamal Tarrabain
 - Went over the logistics of my portfolio
- Obtained access to HDrive
 - Have not obtained access to AUS Google Drive
- Obtained VP Services email : services.aus@mail.mcgill.ca
- Created Services Evaluation form
 - [Link](#)
https://docs.google.com/forms/d/e/1FAIpQLSfV1_bb-IVTq8e1RLpygAcS25FaoICUwx7-nqUt2J8xDCgk-g/viewform
 - Questions:

Section 1

- What AUS Services have you used or interacted with before? (Check all that apply)
- How would you typically hear about these services?
- Do you have any suggestions for how we could better advertise these services?
- With the services you've interacted with, do you have any positive feedback you'd like to share?
- With the services you've interacted with, do you have any positive feedback you'd like to share?
- With the services you've interacted with, do you have any negative feedback or suggestions for improvement?

Section 2

- What area are we lacking in? (eg. Language assistance, financial aid, accessibility etc.)
 - Do you have any ideas or suggestions for completely new programs we currently don't have?
- ☐ To be released through listservs, tabling etc.
 - Table at McLennan Library and the Y, using candy and free handbooks as bait?

Committees

- Sunday, September 9th: Contract Interview with Subcommittee members
 - Essay Centre Coordinator - External | **Natalia**
 - Modified Contract to differentiate tasks between External and Internal
 - *Awaiting signature*
 - Sponsorship Coordinator | **Miranda**
 - Signed contract
 - Media Coordinator | **Caroline**
 - Modified contract so it no longer includes mandatory, guaranteed coverage of events under VP Social's portfolio (eg. Frosh, Grad Ball, BDA)
 - Request increase in pay from \$250 a year to \$500
 - *Awaiting Signature*
- ☐ Ask Stefan about increasing stipend for Media Coordinator
- ☐ Need to hire photographers (4), videographers (1-2), graphic designers (1), Essay Centre Coordinator (Internal)

Table & Lounge Bookings

- Thursday, September 5th: Meeting with AUS Assistants
 - Went over how booking systems work
 - Tabling free for Arts departments, \$15/day for non-Arts organizations
- Due to construction in Leacock, there's only 1 table available for booking until further notice
 - AUS Assistants and I working on changing booking system online
 - **Booking unavailable until next week**
- ☐ Get access to booking system, Skedda

Laptop Lending Program

- ☐ Meet with Jamal about Laptop Lending Program
- ☐ Location: Ferrier 303

Essay Centre

- Emailed various Art departments asking if we can advertise our Essay Centre through their listservs

Action Items

Priority 1s (1-2 weeks)

- Get access to AUS office and Leacock building
- Get access to table booking system, Skedda
- Get signed contracts from folks under your portfolio
- Get exit reports from Rebecca Scarra and Chloe Kemeni
- Create pledge form for voting → Work with Adin
 - Include numbers so we can text them reminders

Eg. Text them something like “send this to 5 friends”

Backburner/Ongoing

- Advertise Essay Centre and other services in big classes
- Send Arts Departments blurb advertising services both in French and English
- Get your damn house in order, Haidee Rivera Roque Pangilinan
- Create a committee for surveying students

If you have any questions at all, or suggestions for improvement for current and future services under my portfolio, don't hesitate to email me at services.aus@mail.mcgill.ca

Best,

Haidee Pangilinan

August 7th, 2019

VP Services ExComm Report

July

- Held Subcommittee Meeting
 - Meeting minutes
 - Established roles, NORMS (Goals, work habit/practices etc.) action items
- Media Coordinator
 - Revise contract
- Essay Centre Coordinator
- Sponsorship Coordinator
 - Revise contract
- ASK ABOUT THE VP SERVICES
- Lounge unavailable for bookings
 - Madeline Wilson

- SSMU required to give us spaces
 - Create good relationship with Engineering
 - Ferrier Computer Lab → other events can be held there
 - Potentially bookable spaces (ask Jamal)
- Coordinate with on campus party groups

August

Priority 1s (in 1-2 weeks)

- ✓ Nag Chloe and Rebecca for their Exit Reports!! Been waiting on them to give me their exit reports!! Might just start doing stuff without em
- ✓ Get a VP Services email!
- ✓ McGill admin (Jackie/Lynda)
- ❑ Coordinate with Yoana (VP Comms) about initiatives
- ✓ Make a survey
 - ❑ What do you think the AUS is lacking? Big issues in your own life, identify solutions
- ❑ Academic mentorship program

Backburner/Ongoing

- ❑ Create a committee for surveying students on possible new services they want
- ❑ Reach out to other universities/faculties on services their student governments provide for their faculty
 - Inspiration!!

June 16th, 2019

VP Services ExComm Report

~

April - May

- In place of an official AUS email, made own temporary email
 - ausvpservices@gmail.com
- Met individually with exiting AUS Executives whose portfolios the new VP Services position has inherited

- VP Academia (Chloe)
 - Went over Essay Centre and coordinator positions
- VP External/Internal (Rebecca)
 - Went over Media Coordinator, Sponsorship Coordinator and other positions
- **Determined** that summer work is minimal
 - Suggestions: create a *Sponsorship package*; create a committee to survey students for new services
- Hired following positions for the following year:
 - I. Photographer (1)
 - II. Media Coordinator (1)
 - III. External Essay Centre Coordinator (1)
 - VI. Sponsorship Coordinator (1)

→ Missing: Internal Essay Centre Coordinator, Videographer, more Photographers

June - July

Priority 1s (in 1-2 weeks)

- Nag Chloe and Rebecca for their Exit Reports!! Been waiting on them to give me their exit reports!! Might just start doing stuff without em
- ✓ Get a VP Services email!
- Ask Jamal for access to AUS Google Drive

Priority 2s (in 1 month)

- ✓ Schedule google hangout with subcommittee
- ✓ Talk to Sponsorship coordinator about creating a sponsorship package over the summer

August

Backburner/Ongoing

- ✓ Create a committee for surveying students on possible new services they want
- Reach out to other universities/faculties on services their student governments provide for their faculty

→ Inspiration!!

Best,

Haidee Pangilinan

VP Services