



Report of the VP Internal, AUS Council October 5, 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

- Many departments have contacted me regarding office relocation. At the beginning of the year, I was told that we would be able to use 3434 McTavish for any departmental office space changes. However, it has been recently determined that due to construction, it is no longer accessible or available to us. I'm meeting with Dean Lane-Mercier to discuss alternative spaces, but there may not be an immediate solution.

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. The response rates were 30% and 9% respectively. If you have any final thoughts or comments, please fill them out! I will provide an update on this feedback at our next meeting on October 19.

AU Sec Wine & Cheese

- Thank you to Peace Treats for donating a dozen vegan cupcakes! I will provide verbal updates under “Committees”.

The Arts Lounge Redecoration

- We are still awaiting furniture delivery. The VP Finance is in communication with our Ikea contact to arrange the delivery of remaining items.

Committees

AU Sec

- As mentioned at last council, we have revised the “Green Guide”. Please reference it when planning events!
- We met on Thursday September 29 – three general members and three commissioners were in attendance.
- The council reviewed feedback from Departmental Orientation in order to improve our presentation next year.
- We are in the process of drafting an AUS paper policy, which we expect to bring to Council next month.
- A biweekly meeting time was set (Thursdays at 5:30PM in Cybertheque Pod 1).
- If you wish to collaborate with AU Sec, please send an email to ausec.aus@mail.mcgill.ca or me (internal.aus@mail.mcgill.ca)!

FEARC

- The council met for the first time on September 26, and will meet weekly (Tuesday at 7PM in the Champagne Room).
- We discussed the roles of each executive and goals for the year.
- I will provide verbal updates on the meeting on October 4.
- I’m still communicating with Daniel Lawrie to plan a collaborative event with FYC and other faculty first-year councils when all are formed.
- Please contact me to arrange any collaborative events with FEARC: this is a great way to increase first-year engagement with your association.

Respectfully Submitted,

Kira Smith
VP Internal