



VP SERVICES REPORT - November 13th, 2019 (Updated)

Accountability Survey

- During leave of absence, services under my portfolio were still needed by departments → Needed an alternative contact person

General

- Presidents Round Table Meeting - Sunday, November 11th
 - Purpose of meeting: Inquiry into how the AUS can better serve departments and their executives
 - Main Concerns: financial constraints and budget proposals, peer tutoring, communication of services and transition of ingoing and outgoing executives
- Meeting on Food Sales with Maheen and Stefan - Friday, November 8th
 - Purpose of meeting: Figure out under what conditions can the AUS and subsequent departments be able to sell food
 - As of now, all samosa and bake sales are cancelled → groups have the option of changing their tables to an info table
 - Looking into streamlining a food sales policy model that adheres to Montreal FoodSafe Protocols
 - Violations: Cooked vegetables must be sold hot and cold; food must not be served by hand and customers must be offered utensils to eat them with
 - Heating plates, thermometers, utensils, gloves, hair nets and permit
 - UPDATE: Meeting - Monday, November 11th
 - Committed to have a motion and process for food safe samosa and bake sales ready by next legislative council (November 27th)
 - Creation of “kits:” hot plates to keep food warm, thermometer, Food Safe certificate, utensils, hair nets, cleaning supplies etc.
 - Operational

Media Team

- Issue: Photography request form down
 - Email following info (Name / Mobile Number / Email Address / Group / Event / Location / Day of Event / Event Start and End Time / Estimated Attendance / Additional comments) to services.aus@mail.mcgill.ca
 - ACTION: Check in with webmaster about what's going on
- ACTION: Look into creating a “graphic design request form” to streamline process
- Media Team Orientation for New Members - Monday, November 4th
 - Purpose: Go over basic shoot and editing skills so all output will be of the same quality
- Did videos for Grad Fair

If you need anything at all, reach out to me at services.aus@mail.mcgill.ca.

Best,

Haidee Pangilinan

VP Services