



*The University of Western Ontario  
Orientation Planning Committee*

## **Meeting**

*Wednesday July 15<sup>th</sup>, 2015*

*2:00 p.m. – 4:00 p.m.*

### **In Attendance:**

Cassie Anton	Mike Bartlett	Stef Wisofschi
Anooshae Janmohammad	Rich Caccamo	Eddy Avila
Jared Boland	Alana Stevenson	Gwen Lowrie-Dennis
Taryn Scripnick	Tolu Kayode	Peggy Wakabayashi
		Papy Abdie

### **Late:**

Caitie Cheeseman	Chris Alleyne
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### **Regrets:**

Doreen Vautour	Folawiyo Laditi	Courtney McDonald
Hein Ngo	Fabiana Trepedino	Frank Inglis
Josh Clark		

**Location:** UCC conference room 369

**Chair:** Peggy Wakabayashi and Taryn Scripnick

**Speakers List:** Jared Boland and Eddy Avila

### **Call to Order**

- Peggy and Taryn called the meeting to order at 2:00 pm.

### Comments from the Co-Chairs

- Good afternoon everyone, this will be our third approvals meeting.
- Peggy: I just wanted to give a special thanks to the work that goes on behind the scenes; everyone has been putting a lot of work into getting these proposals ready. Great job!

### Faculty and Off-Campus Programming – Jared Boland

\*Please refer to PowerPoint on OWL.

### Music

- **Soph Budget**
  - 27 Sophs, uniform expense per Soph: \$97.76
  - Met all of the uniform requirements; still waiting for a quote on the sweater.
- **Incoming Student Budget**
  - 37.1% on merchandise and 56.5% (of total – including grant) on programming
  - 3% is miscellaneous, and 3.4% contingent
  - Numbers could change as there needs to be some restructuring to get closer to a 50/50 split.
- **Programming**
  - Features: ice cream social, starlight stage coffee house,
  - Q – Dr. Bartlett: is there refrigeration for ice cream?
    - **ACTION:** Jared to double check that there is refrigeration for ice cream at all events that require it.
- **Faculty Day Programming**
  - Breakfast, division meetings, student ensemble performances, scavenger hunt.
  - [REDACTED] make sure we have dairy-free and kosher options for all ice-cream events.
  - Completed all the recommended Faculty Day programming, and almost all CAS standards
    - Jared to chat with Naomi about how CAS standards relate to their programming

### Science

- Theme confirmed, no copyright infringement
- **Soph Budget**
  - 84 Sophs, uniform expenses per Soph: \$95.07
  - meets all policy requirements
- **Incoming Student Budget** – 48.1% on merchandise, and 45.7% on programming, 5.85% contingency
- **Concern:** USB sticks have been included as a programming expense, and are only partially subsidized by council.
  - Jared: why is it only being partially subsidized by council instead of a gift?

- The information pertaining to this is on the website
  - Q: what about dog tags? Technically, wouldn't giving out dog tags during programmed events be a similar issue?
  - Discussion is tabled for now.
- **Programming**
  - Features: Tri-Sci Dance, Super Student Talent Show, dodgeball.
- **Faculty Day Programming**
  - Welcome (Head Soph speech, council presentation), rotation based afternoon
  - Completed all of their recommended programming
  - CAS – hit at least 50% in each domain
- Rich: let's re-address O-Pass sales. If council is partially funding extra merchandise, is that justified?
- Peggy: there may be some unused funds, and students are unaware that they are paying for a portion of the USB sticks. Their O-Pass is \$90, whereas USB sticks will only cost \$2.
- Dr. Bartlett: If this is a traditional practice and generally contributes to something useful, I don't consider this an issue.
- Eddy: **Clarification** of the issue: extra merchandise is given to some students depending on their faculty, and because the council grants that make-up additional funding are only partial, we cannot necessarily say that all students getting extra merchandise have been gifted it.
- Eddy: most budgets can be re-worked to account for the extra merchandise as a gift.
- Papy: I think the USB could be technically classified as programming as it is a resource that relates to specific programming event and it's practical for the students.
- Dr. Bartlett: this has become a slightly consistent practice and does not produce issues, for that reason I find it acceptable. **CONSENSUS**

### Social Science

- **Soph Budget**
  - 88 Sophs, uniform expense per Soph: \$97.26
  - meets all requirements
- **Incoming Student Budget**
  - 43% on merchandise, 41.4% on programming, 15.6% contingency
  - Quite a large contingency, Jared to resolve.
  - **ACTION:** Jared to reach out and resolve the large contingency in the Social Science Incoming Student Budget.
- **Programming**
  - Tri-Sci Dance, Super Student Talent Show, dodgeball
- **Faculty Day Programming**
  - Ice breakers, mock lectures, spirit presentation, Soph team intros, charity presentation, cheers, student talent show auditions.
  - Q: Replicating mock lectures for a second hour?

- A: Professors would not like to do back to back lectures
- Looking to fit some more programming in the morning that relates more to academics
- Completed all recommended programming and all CAS standards
  - Jared to go through programming and relate to CAS standards

Caitie enters.

### **HBK and Charity Programming – Eddy Avila**

\*Please refer to PowerPoint posted on OWL.

### **Huron**

- **Budget**
  - With grant: Merchandise 18.3%, programming 81.6%
  - Without grant: Merchandise 53.1%
    - Eddy recommended that they get rid of one merchandise item (water bottle) to bring them closer to the 60/40 split.
- **Programming**
  - **Sunday** – Exodus Escape Room, OC BBQ in dining hall.
    - **DEBORAH POPE** look into Escape Room pricing to make sure we are getting the best deal.
  - **Monday** - Parent Brunch, International Picnic, Opening Ceremonies and Concert
    - Q: How are move-ins working with the Parent Brunch going on?
    - A: There is Soph involvement but potentially not enough
    - Caitie: Brescia has sent over Sophs to help with move-ins in the past
    - International Picnic will be catered, just a bag lunch.
    - Huron sets up their own stage for ceremonies
    - Bringing in local band – Josh will help with contracts and noise violations will be consulted.
    - Fencing and security? – **offline discussion.**
  - **Tuesday** – Principals BBQ and Carnival
    - Do not forget the ice for snow cones.
    - Jared: Lumberjack games?
      - **ACTION:** Eddy to get more information as to the activities being played at the Lumberjack games.
    - Single and Sexy 2.0 – informative presentation about safety
      - Eddy: this event is being handled well with Administration
      - Taryn: it's a very informative presentation, besides a few trigger warnings it is helpful.
      - Peggy: trigger warnings?
      - Taryn: there was a scene with a woman being sexually harassed, and it ended with an off-camera scream.

- Peggy: If there is edgy material included in the presentation then be sure to have someone in the wings waiting for support. [REDACTED] find someone to be present during the “Single and Sexy” presentation to offer support to anyone triggered by the content.
- **ACTION:** Tolu to send Jared and Eddy the manuscript for the presentation in order to be reviewed and approved.
- Improv Comedy –
  - Concerns over content, as it cannot be predicted.
  - Caitie: we have done something similar at Brescia and we were just sure to give the performers content warnings ahead of time.
  - Peggy: as long as an administrator is around to monitor we can control the situation.
  - Q: What about Sophs who offer independent services, is that acceptable and can we pay them?
  - A: Taryn: to my knowledge, the group does not consist of any current Sophs. They are now just alumni.
  - Peggy: this arrangement should work; we just need to declare any conflicts of interest.
- **Wednesday** – Dr. Bland lecture, “You’re not in high school anymore”, Consent Talk , Zumba.
  - Consent talk and Zumba running concurrently – is this alright?
    - Papy: I think it’s alright seeing that consent is a triggering issue, and it may be beneficial to have concurrent programming.
    - Alana: we need to make sure that students are receiving consistent messaging about consent
    - Caitie: I believe it comes from a philosophical perspective, so it’s more about the philosophy of consent instead of consent itself.
  - There is no scheduling for lunch.
  - [REDACTED] schedule in time for lunch during Huron’s Wednesday programming.
  - [REDACTED] Jared – It would potentially work best to move the lecture to 9 am, and then lunch can be scheduled from 12-1(Huron’s Wednesday programming).
    - Anooshae: assuming they want to do lunch 1-4 as they are going to be in the dining hall for Club Previews.
  - Campfire to compliment karaoke programming – will make a fire plan.
- **Thursday** – Campus tours, scavenger hunt, dunk tank, sports tournament, movie night.
  - [REDACTED] Huron’s Campus Tours on Thursday should start later than 8 am to account for Soph self-care.
  - Dunk tank – no charge

Chris enters

- **Friday** – Campus tours, scavenger hunt, bowling trip to Fleetway.
- **Saturday** – would be good to have complimentary programming, [REDACTED] some of Huron's events from Wednesday or Thursday could be moved to Saturday to provide complimentary programming.

## Brescia

- **Budget**
  - With grant: merchandise- 10.9%, programming- 56.8%
  - Without grant: 32.2% on merchandise
  - Brescia has a large council grant – the last 30% of the budget is coming out of the grant fund, not the O-Pass sales.
- **Programming**
  - **Sunday** – BBQ, Fire and Light Festival
    - Looking to use Brescia food services for all their events
    - The facilities at Brescia will be doing any strenuous decorating ex. hanging up lights.
    - Chairs being used instead of hay or straw- allergies/ expensive
    - Flaming lanterns – fire concern
    - [REDACTED] Brescia could use glow-in-the-dark balloons instead of lanterns for their Fire and Lights Festival if an open flame becomes a problem.
  - **Monday** – Alumni Brunch, Taste of London, Glow FIFA, lip sync battle.
    - Taste of London – sampling local food and restaurants
      - Have pre-planned with restaurants
      - Double check sponsorship (would need to be approved)
      - Alcohol? – Sophs will be with students (alcohol is not permitted)
    - Glow FIFA
      - Using glow globe – need to have boundaries
      - [REDACTED] change the name of Brescia's "Glow FIFA" event to "Glow World Cup".
    - Lip sync battle – not too costly
  - **Tuesday** – Brescia's Amazing Race and Drive-In
    - [REDACTED] consult scavenger hunt policy to make sure that Brescia's amazing race is following policy.
  - **Wednesday** – Faculty Day, Salsa Dancing, Brescia and Beyond, Around the World Cooking.
    - Faculty Day
      - Caitie: this will be changing, the auditorium activities will happen 10-3 with some other scheduling adjustments to follow.
      - 2 Brescia students working for Jack.org - want to do mental health presentation.
    - Salsa dancing in auditorium – certified fitness instructor

- Around the world cooking – [REDACTED] double check on getting supervision from nutrition department for Brescia's Around the World Cooking event.
- **Thursday** – Passing the Torch and Affilifest Prep
  - Tips from upper-year students.
  - Affilifest
    - Henna – Sophs are doing henna
    - Henna artist?
      - Try to do things within the cultural context
      - Henna has been highly appropriated in NA culture
      - [REDACTED] literature on the cultural significance of henna could be included during Affilifest.
      - **CONSENSUS!** At the very least, the henna activity of Affilifest should include information on the cultural significance of henna.
- **Friday** – Dog Therapy, Jack.org Speakers.
  - There are open-houses going on, and this day is programmed to be relaxing.
  - Acoustic night is moved to Friday.
- **Saturday**
  - Games night will take place instead of Acoustic night.

### King's

- **Budget**
  - Merchandise: 26.5%
  - Programming: 80.8%
  - Numbers are without a council grant, changes are still being made.
- **Programming**
  - Hoping to acquire glow sticks as FYS will be crossing a road.
  - All food provided by Aramark
  - **Monday** – King's Opening Ceremonies and 'Bond Fire'
    - Andy T speaking
    - "Bond Fire" – designed to help student shed fears and anxieties before the week.
  - **Tuesday** – Acoustic pancake breakfast, OC scavenger hunt, speed friending, Love at King's, Movie Night, OC Sleepover.
    - OC Scavenger Hunt
    - [REDACTED] consult policy to make sure that the King's 'OC Scavenger Hunt' is permitted.
    - Green/Gold games
      - **ACTION:** Eddy to acquire a list of activities included in the Green/Gold games at King's.

- OC Sleepover – Vitali Lounge
  - Proper supervision.
  - Concern over heterosexual assumptions
  - Concern over mental health impact – not enough sleep before full day of programming.
  - Concern that it's unfair to Soph that has to supervise – gets no sleep.
- **Wednesday**
  - Academic day
  - International bonding - taking pictures (props and learning about new cultures)
  - Varsity athletes meet and greet
- **Thursday**
  - Presentations from faculty (international students may miss out if they're in class)
  - Charity tie-dying
  - Yoga
  - OC Laserquest
  - Jared: make sure the equipment is being rented and not lent from Sophs.
  - Affilifest
    - Band – Bilbo and Rehabilitators
    - DJ – Aboudi – current soph. Is that alright?
    - Chris: too far down road to go back on that, investigate for future policy/discussion.
    - Hotdogs – double check where these are being made?
    - Rich – I am concerned about having late night event with loud music. Those event locations are not ideal for controlling sound. Concern about neighbor relations. Feasible to move indoors?
    - The event is scheduled to last until 11pm, so it may be okay in terms of noise violations.
    - Back on home campus by midnight
- **Friday**
  - Campus and London tours
  - International bonding
    - **Concern:** Want to make sure we are not appropriating items that are meant to signify different cultures.
  - Glamour Bingo
    - Drag queens hosting bingo (in line of the goals of the orientation program?)
    - Need to filter content of presentation
    - **01/07/2015 10:00:00 AM** follow up with drag queens that are hosting "Glamour Bingo" at King's to review content of presentation.



- **Concern** over representation of LGBTQ community through drag queens alone.
- [REDACTED] reach out to LGBTQ community and see if there are any messages that should be shared alongside the Drag Queens at Glamour Bingo.
- [REDACTED] consult with Fabiana about International perceptions of the Glamour Bingo event.
- [REDACTED] consult Fabiana on the subjective interpretation of the word 'bonding'.
- **Saturday**
  - Ice cream social
- **Sunday**
  - Closing ceremonies
  - **ACTION:** Eddy to consult to get more information on the events included in King's closing ceremonies.

### Charity Programming

- **Pre o -week**
  - Charity Rally – speakers and presenters
  - The phrases “blingbling” or “blangblang” are not to be used.
- **O-week**
  - Planning several BBQ's – most of them are catered by the Wave.
  - One-stop charity shop – coordinate with Josh for space and production
  - The wave is supplying burgers, sometimes there are deals with local vendors (Dominos)
  - [REDACTED]: use temporary tattoos instead of charity stickers.
  - Waivers are needed for 'Humans of O-Week'.
  - Be sure there is no soliciting at residence when welcoming FYS (that is not the intent so there shouldn't be a problem)
  - Chris – [REDACTED] If Charities are not doing anything on move-in day, can we designate them to help.
    - **CONSENSUS!** It would be extremely helpful to have Charities help with move-ins and it will be looked into.
  - Shine Day – more information to come.

### Adjournment

- The meeting was adjourned at 4:00 p.m.

### Next Meeting

- Next week's meeting is scheduled for **July 22<sup>nd</sup> at 2:00 p.m. in UCC conference room 369.**

## Summary of Key Items

- **ACTION:** Jared to double check that there is refrigeration for ice cream at all events that require it.
- [REDACTED] make sure we have dairy-free and kosher options for all ice-cream events.
- **CONSENSUS:** The inclusion of partial council grants in the various faculty FYS budgets has become a consistent practice and does not produce issues, for that reason it was deemed acceptable.
- **ACTION:** Jared to reach out and resolve the large contingency in the Social Science Incoming Student Budget.
- [REDACTED] look into Escape Room pricing to make sure we are getting the best deal.
- **ACTION:** Eddy to reach out to Huron to get more information as to the activities being played at the Lumberjack games.
- [REDACTED] designate someone to be present during the “Single and Sexy” presentation in order to offer support to anyone triggered by the content.
- **ACTION:** Tolu to send Jared and Eddy the manuscript for the “Single and Sexy 2.0” presentation in order to be reviewed and approved.
- [REDACTED] schedule in time for lunch during Huron’s Wednesday programming.
- [REDACTED] Jared – It would potentially work best to move the lecture to 9 am, and then lunch can be scheduled from 12-1(Huron’s Wednesday programming).
- [REDACTED] Huron’s Campus Tours on Thursday should start later than 8 am to account for Soph self-care.
- [REDACTED] some of Huron’s events from Wednesday or Thursday could be moved to Saturday to provide complimentary programming.
- [REDACTED] Brescia could use glow-in-the-dark balloons instead of lanterns for their Fire and Lights Festival if an open flame becomes a problem.
- [REDACTED] change the name of Brescia’s “Glow FIFA” event to “Glow World Cup”.
- [REDACTED] consult scavenger hunt policy to make sure that Brescia’s amazing race is following policy.
- [REDACTED] double check on getting supervision from nutrition department for Brescia’s Around the World Cooking event.
- [REDACTED] literature on the cultural significance of henna could be included during Affilifest.
- **CONSENSUS:** At the very least, the henna activity of Affilifest should include information on the cultural significance of henna.
- [REDACTED] consult policy to make sure that the King’s ‘OC Scavenger Hunt’ is permitted.

- **ACTION:** Eddy to acquire a list of activities included in the Green/Gold games at King's.
- [REDACTED] follow up with drag queens that are hosting "Glamour Bingo" at King's to review content of presentation.
- [REDACTED] consult Fabiana on the subjective interpretation of the word 'bonding'.
- **ACTION:** Eddy to consult to get more information on the events included in King's closing ceremonies.
- [REDACTED]: use temporary tattoos instead of charity stickers.
- [REDACTED] If Charities are not doing anything on move-in day, can we designate them to help.
- **CONSENSUS:** It would be extremely helpful to have Charity help with move-ins and it will be looked into.