

YEAR PLAN

Internal Operations Officer

Saini Ithayarajah

McMaster Science Society

2023-2024

(submitted *INSERT DATE HERE*)

**MCMASTER
SCIENCE
SOCIETY**





2023-2024 Year Plan

Letter from the Position

Hello! My name is Saini Ithayarajah and I'm honoured to be the Internal Operations Officer (IOO) for the MSS during the 2023/2024 academic year. As the IOO my responsibilities include maintaining the office, ensuring members are showing up for their office hours, taking attendance at events and meetings, compiling meeting minutes to be shared with the science faculty, and assisting the VP Internal with anything else that falls under their responsibility! Our previous IOO set out to complete the science lounge's renovations and made quite a bit of progress. They also had hopes of hosting events in the fully renovated science lounge. This year, my goal is to fully complete the science lounge renovations by the end of first semester and have it up and running for events and general use during the second semester. In addition to completing the science lounge I would like to reorganize and clean both the office and storage spaces to better suit MSS needs. In addition to these bigger projects, I hope to continue taking effective meeting minutes and organizing office hours for science students to connect with the MSS executives.

Saini Ithayarajah
Internal Operations Officer
internalops@macsci.ca



TIMELINE:

Month	Objective/Project/Event/Goals
June	<p>Things to complete:</p> <ol style="list-style-type: none"> 1. Get situated with role and responsibilities
July	<p>Things to complete:</p> <ol style="list-style-type: none"> 1. Review projects from previous year. 2. Collect contact information for lounge painters. 3. Revise lounge renovation plan for this year.
August	<p>Projects:</p> <ol style="list-style-type: none"> 1. Office Clean Up 2. Office Door Revamp <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Contact lounge painters about finishing mural
September	<p>Projects:</p> <ol style="list-style-type: none"> 1. Office Clean Up 2. Ambassadorship Bulletin Board (if proposal is approved) 3. Science Lounge Renovation 4. Office Hour Scheduling 5. Year Plan Reviews 6. First Year Rep Elections <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Coordinate and schedule office hours for core executive, send out a Doodle poll 2. Organize and deep clean the office by end of month 3. Design bulletin board to display ambassador levels, get approval 4. Have bulletin board done by end of month 5. Coordinate with painters to finish science lounge mural 6. Remove unneeded furniture from the science lounge, move into storage or trash 7. Move MacSci materials stored in lounge into storage 8. Begin deep cleaning Science Lounge 9. Review year plans and ensure they are published on MacSci website by mid-month 10. Assist VP Internal with First Year Rep Elections



<p>October</p>	<p>Projects:</p> <ol style="list-style-type: none"> 1. Office Clean Up 2. Science Lounge Renovation <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Office should ideally be fully cleaned by mid-month 2. Continue cleaning the lounge, moving things into storage or trashing them, aim to finish by mid-month 3. Aim to finish mural by mid-month, end of month stricter deadline (coordinate with painters) 4. Begin looking at ordering new furniture or repurposing old furniture for lounge
<p>November</p>	<p>Projects:</p> <ol style="list-style-type: none"> 1. Science Lounge Renovation <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Work on buying and moving in furniture into science lounge 2. Should be putting finishing touches on the science lounge, aim to finish the lounge by end of month
<p>December</p>	<p>Projects:</p> <ol style="list-style-type: none"> 1. Science Lounge Opening <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Open Science Lounge for students to begin using, maybe invite Academic Portfolio to host study sessions for exam season <ol style="list-style-type: none"> a. Hoping to treat December like a 2-week trial of the lounge, ask for feedback from students to implement in new semester
<p>January</p>	<p>Projects:</p> <ol style="list-style-type: none"> 1. Science Lounge Paint Night 2. Storage Room Cleaning <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Invite feedback from science students about lounge spaces <ol style="list-style-type: none"> a. Attempt to incorporate ideas into lounge b. Maybe implement interactive elements (board with weekly question, puzzle that people can help put together) to encourage visitors 2. Plan and execute a Science Lounge Paint Night (idea from previous IOO I hope to bring to life)



	<p>3. Begin sorting through items in storage and developing an inventory of what we have</p>
February	<p>Projects:</p> <ol style="list-style-type: none"> 1. MSS Elections 2. Storage Room Cleanup <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Assist VP Internal with running MSS Elections 2. Continue cleaning out storage room, aim to be half finished with process by end of month
March	<p>Projects:</p> <ol style="list-style-type: none"> 1. MSS Elections 2. MSS Transition 3. Storage Room Cleanup 4. Host another event in the science lounge <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Begin MSS transition process, continue assisting VP internal with elections process 2. Continue cleaning up storage room, finishing by end of month would be ideal 3. Either working with another portfolio or on my own, host another event for science students in the lounge
April	<p>Projects:</p> <ol style="list-style-type: none"> 1. MSS Transition 2. Storage Room Cleanup <p>Things to complete:</p> <ol style="list-style-type: none"> 1. Wrap up MSS Transition (ensure transition reports are completed and submitted by all members) 2. Finish cleanup of storage room, should have a complete inventory of items by end of process



OBJECTIVES:

Objective 1: Finish Science Lounge Renovations	
Description/ Current State	<p>The science lounge has been in the process of being renovated for the last couple of years. The pandemic got in the way of the process but a lot was done during the previous year, currently:</p> <ul style="list-style-type: none"> ● The science lounge mural is in the process of being completed (estimated about 60% complete) ● Desired TV and accent wall has been completed ● Old furniture and supplies are still in the room and need to be moved ● New furniture has yet to be selected and purchased ● The room is in no condition to be opened to the science faculty, desperately needs to be cleaned
Goal	<p>Since a lot of the planning has been achieved by the Internal Ops of previous years, this year I hope to utilize their plans to complete the lounge.</p> <ul style="list-style-type: none"> ● Order furniture based on links and research from previous years ● Using furniture inventory sheet from previous years to see what can be utilized in the lounge and what needs to be removed ● Contact painters from previous year to finish the mural <p>An idea that I would like to try to implement is having badges for MSS members to wear when they are in the lounge if they are open to being approached by science students.</p> <ul style="list-style-type: none"> ● More of an informal space that may help students feel more comfortable meeting MSS members <p>In addition to previous plans, I hope to involve our Sustainability Officer and our Equity and Inclusion Officer during the renovation process for their input on the lounge and its aspects.</p>
Long Term Implications	<p>Fully renovating the science lounge will give the students of the science faculty a place to gather with their friends and a space for MSS to better connect with McMaster science students.</p> <ul style="list-style-type: none"> ● Can be used for events ● Can be a space for study sessions/tutor meetings



	<ul style="list-style-type: none"> Hopefully we get put in a “Best places to study on campus” video :)
Partners	VP Internal: Visali Manimaran President: Luca Bernardini Sustainability Officer: Gagan Sekhon Equity and Inclusion Officer: Elisabeth Jonah VP Finance: Adi Misra

Objective 2: Clean Up Office and Storage Spaces	
Description/ Current State	<p>The MSS office is a space utilized often by the society for office hours as well as storing certain items, over years of use the office has become cluttered and would benefit from reorganization.</p> <ul style="list-style-type: none"> Office space has become overrun with things from Welcome Week and other events Although there has been an attempt to organize the room, it has not been followed <p>While I’m not sure of the current state of the storage room as I haven’t had the chance to see it, I do plan on thoroughly cleaning it out as well,</p>
Goal	<p>Reorganize and clean the MSS office space so that it feels more like an office than a glorified storage room.</p> <ul style="list-style-type: none"> Reorganize office space Move items that are simply being stored in office (not used often) to storage <p>Working with the Welcome Week planners, I also hope to implement an area into the storage room that they can work out of, in hopes of keeping the lounge and office space strictly lounge and office spaces.</p> <ul style="list-style-type: none"> Reorganize and clean storage room Develop an inventory of what is in the storage room Potentially develop a tracking sheet to record when items are removed from storage room and brought back
Long Term Implications	<p>Spending the time to reorganize the office and storage spaces allows us to have, what will feel like, a fresh start.</p> <ul style="list-style-type: none"> Easier access to items in storage and office



	<ul style="list-style-type: none">• Better system to keep track of MSS inventory so items aren't lost
Partners	VP Internal: Visali Manimaran WW Planners: AbbyAva "WW Planners" NulleColangelo



EVENTS & PROJECTS:

Name of Event/Project: Science Lounge Paint Night	
DATE	January 26, 2024 (tentatively)
PURPOSE	<p>Introduce and promote the renovated science lounge with a simple but interactive event.</p> <p>Personal Internal Ops motive: Bring to life an event that was hoped for by a previous IOO.</p>
PROCEDURE	<ul style="list-style-type: none"> • Discuss, plan and finalize event logistics (is it even possible, does it need to be pushed back?) • Submit EOHSS form and await approval (6-8 weeks in advance) • Submit communications request for promotional coverage as well as MacSphere video done at event (4 weeks in advance) • Book (reserve?) lounge space for the date and time chosen (3 weeks in advance) • Check storage space for items needed for event, order things we do not have but need (2-3 weeks in advance) • Consider and put in request for equipment rentals (2-3 weeks in advance) • Gather volunteers (MSS members) to assist in running the event (2-3 weeks in advance) • Promote event! • Host event: closing off lounge before start time to set-up
DIFFICULTIES	<p>We can only make plans for this event on the basis that we are on schedule for our science lounge renovations and the space will be done by or around the ideal date.</p> <ul style="list-style-type: none"> • Chance we may need to move the event date if the lounge isn't finished • Lounge may not be approved to host a large number of students, may have to limit the number of people who can attend
PARTNERS	<p>VP Internal: Visali Manimaran</p> <p>President: Luca Bernardini</p>



	VP Finance: Adi Misra VP Student Affairs: Ava Colangelo Special Event Planners: Special Events Co-Planners Communications Team (I'm sorry there are so many of you, but I will need all your help <3)
PROJECTED OUTREACH	McMaster Science Students. Even if there isn't a lot of turnout because of room limits, or because no one wants to paint things with us, hopefully the MacSphere coverage lets us promote the new lounge space to all science students!
BUDGET	\$150 (taken from previous years plans, may change after discussions)