

Councillor Report: Eliana Kavgadoulis, Community Education Director 2019

Ongoing:

Attending bi-weekly executive council meetings Mondays 5-6PM.

Attending bi-weekly office hours Fridays from 12-1PM.

Managing classroom presentations throughout the Fall term.

August 2019:

- Updated and sent out Community Education Presentation Google Form to Edmonton Schools.
- Replenished supplies for presentations currently in use by the program.
- Updated current presentation powerpoints and scripts.
- Wrote PQ+2 article for community education and contacted class representatives to include a summarized version in their first weekly e-mail of the semester.

September 2019:

- Scheduled and held “Cookies with Community Education” information session for interested volunteers.
- Recruited interested volunteers through Facebook post/Class e-mail using a google form.
- Sent welcoming e-mail to all interested volunteers and fourth year students including instructions and google sheet with the first handful of teacher presentation requests.
- Began classroom matching with interested volunteers which involved initial e-mailing, coordinating dates/times, kit pick-up and drop-off at APSA office.
- Met with U-School coordinator to organize a partnership with the community education program and BASE 2 for first year students.

October/November 2019:

- Posted WISEST SET conference sign-up document on Facebook to recruit a team of volunteers for this campus wide event.
- Coordinated the lip-balm compounding activity with WISEST coordinators.
- Ensured volunteers were updated and trained for the event.
- Organized a pre-lab and lab set-up with volunteers and Gillian.
- Ran the SET conference lab on **November 30th**: Hosted around 36 grade 11 girls.
- Continued managing and coordinating classroom presentations throughout both of these months.

December 2019:

- Finished up this semester's presentation bookings. **Total presentation count= 20**

- **Google Sheet:**
https://docs.google.com/spreadsheets/d/1UI96u0pcJT-ahW0TjQDKq6wj24UXPFRIVhjjl_vmiAU/edit#gid=0
- Created and presented new community education presentation to first year students to introduce them to the program for their mandatory presentations in the winter term.
- Organized a meeting with Ravina to discuss and organize BASE 2 community education presentations.

Current:

- Organizing presentation sites for BASE 2 presentations in the winter term.

Winter 2020:

- Re-organize the storage room.
- Buy new and sustainable presentation kits.
- Coordinate and manage ~50 sites for first year BASE 2 presentations.
- Coordinate and run the WISEST conference compounding lab in February of 2020.
- Transition materials update and google drive organization for hand off of role.