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Semester Work Report: Summer 2016

Summary

Please find below the report cataloging my work for the period beginning May 1st and ending August 31st. The report will read as follows;

1. Brief overview of named committee work
    a. Events
    b. Governance
    c. Nominations

2. Overview of work that fell out of regular standing committee obligations
    a. Working Groups
    b. Office hours

    I did attend meeting that do not fall into any of the above subsections. They haven't been recorded here due to their sparseness

3. Compilation of bi-weekly work reports, sorted and filed chronologically

    May 1st to June 15th, a google form format for the work reports was in use which is difficult to transpose onto this document

4. Measurables and goals for the upcoming semester

1. Committee Work

a. **Events** - Event planning and construction of a tentative events calendar
b. **Governance** - Review of current society by-laws and policies to ensure they comply with the new BC societies act.
c. **Nominations** - Officially began accepting applications for at-large representatives to sit on both standing and ad-hoc SFSS committees. the committee also conducted interviews with applicants and submitted a set of names as a recommendation for admission into the various SFSS committees.

2. Non-Committee Work

a. Working Groups

i. Fall Kickoff Week and Concert - intimately involved with the planning of the Fall Kickoff concert by being part of the Organizing Committee as Managing Director and Project lead for Fall Kickoff Week.

ii. Alcohol Policy Review - Tasked with the construction of an equitable policy that addresses concerns raised about the purchasing of alcohol with Society funds.

b. Office hours

i. Regular office hour were conducted

3. Compilation of bi-weekly Reports

June 16th - June 30th

Named SFSS Committee Work & Action Items

- Nominations
- Governance - review by-laws
- Events - fall kickoff week planning
- Alcohol policy working group - generate and present policy recommendations

Meetings & Action Items

- BOD (June 16th) - 2.5 hours
- BOD (June 30th) - 3 hours
- Governance (June 20th) - 1.5 hours
- Events (June 20th) - 1 hour
- Council (June 29th) - 1 hour

Projects

- Fall kickoff week and concert planning
- Alternate to SASS Frosh planning

Office/Engagement Hours

- FASS tabling (June 28th) - 1 hour
- Regular office hours

Events

- Risk management and mitigation workshop (June 23rd) - 2 hours

Administrative

- Emails and scheduling

July 1st - July 15th

Named SFSS Committee Work & Action Items

- Governance
  - July 6th, 2016 (1hour, 15min)
    - By-law review

        - proposing structure and functionality of new BOD and council
    - July 13th, 2016 (1hour, 30min)
        - By-law review cont.
        - Conceptualising relationship between BOD and council under proposed structure
- **Events**
    - July 4th, 2016 (1 hour)
        - Named event lead on "Summer Pub Night"

Meetings & Action Items

- Fall Kickoff working group
    - July 6th, 2016 (1 hour)
        - Evaluation of RFP (Request For Proposal) criteria
        - Creation of numeric metric to measure proposal performance
    - July 7th, 2016 (1 hour)
        - Meeting with SFU to discuss issues around the space, contracts and other legal documents
        - Creation of tentative timeline for the concert pertaining to areas requiring University involvement
    - July 8th, 2016 (1hour 30min)
        - Discuss internal issues that need to be handled before production company selection; role of communications, pub capacity question, etc.
        - Creating a list of expectations for the production company and all its subcontractors
        - Production company proposal evaluation
    - July 8th, 2016 (40min)
        - Phone interview with production company

Projects

- N/A

Office/Engagement Hours

- Tuesdays (12PM 2PM) MBC2220

Events

- N/A

Administrative

- Emails (3 hours)
- Meeting prep (8 hours)
- Reviewing agendas and minutes (3 hours)

July 16th - July 31st

Named SFSS Committee Work & Action Items

- Events and Promotions Committee
    - July 25th, 2016 (30mins)
        - Look into engagement logistics for fall kickoff week (snapchat geofilter)
        - Prep for volunteer call out for concert
- Governance
    - July 20th, 2016 (1 hour, 30mins)
        - Role and proposed structure of council
        - Test, finalize and propose council seat allocation formula
    - July 27th, 2016 (1 hour, 30mins)

        - By-law review for council
    - July 28th, 2016 (1 hour, 30mins)
        - By-law review and BOD structure proposals

Meetings & Action Items

    - July 22nd, 2016 (30mins)
        - Discuss council formula with Pierre for governance
- Fall Kickoff Concert
    - July 25th, 2016 (15mins)
        - Preliminary artist selection discussion
    - July 28th, 2016 (1 hour, 30mins)
        - Establish spending cap for headline artist
        - Artist selection with production company representative and organizing committee
        - Expectations and responsibilities for organizing committee members established
- Fall Kickoff Week
    - July 26th, 2016 (1 hour)
        - Explore potential partnerships with SFU clubs and groups for a day of events (SFU anime club, Gaming club, etc)
- SFU athletics
    - July 25th, 2016 (30mins)
        - Discuss potential partnership for SFU football homecoming
        - Communicate plan for fall kickoff week
- Summer Pub night
    - July 26th, 2016 (1 hour)
        - Discussed artist set times, compensation and publicity

Projects

- N/A

Office/Engagement Hours

- Tuesdays MBC2220, 12PM - 2PM

August 1st - August 15th

Named SFSS Committee Work & Action Items

- Events
    - August 8th, 2016 (1 hour)
        - Contact security company about event prep (Fall Kickoff)
- Governance
    - August 10th, 2016 (1 hour, 40mins)
        - By-law review
        - Fee structure and definitions to fall inline with Society act and other definitions

Meetings & Action Items

- Build SFU
    - August 3rd, 2016
- Fall Kickoff
    - August 4th, 2016 (45mins)
        - Discuss marketing plan

        - Prefered sponsor selection
        - Finalize volunteer training timeline
    - August 5th, 2016
        - Met with Sindhu and Buk (marketing director) to discuss poster ideas and involvement of communication office

Projects

- N/A

Office/Engagement Hours

- Tuesdays MBC2220, 12PM - 2PM

Events

- Student Union Development Summit (SUDS)

Administrative

- BOD and committee meeting prep
- By-law review for Governance committee
- Fall Kickoff communications

August 16th - August 31st

Named SFSS Committee Work & Action Items

- **Governance**
    - August 17th, 2016 (1hour, 30mins)
        - Generation of a standards policy for student representative groups
- **Nomination**
    - August 30th, 2016 (1hour)
        - Set out nomination period for potential at-large representative members for SFSS committees
        - Email all applicable committee chairs to ascertain the number of atlarge seat vacancies and meeting times for the fall semester

Meetings & Action Items

- BOD
    - August 25th, 2016
- Fall Kickoff Organizing Committee
    - August 18th, 2016 (1 hour)
        - Update on marketing plan and artist confirmation
        - Finalise volunteer training package
    - August 25th, 2016 (40mins)
        - Phone call to discuss contract issues
- Fall Kickoff Volunteer Team Lead meeting
    - August 22nd, 2016 (1hour)
        - Orientate team leads with their specific roles
        - Outline expectations and prep for procedure during the concert
- Fall Kickoff meeting with SFU
    - August 19th, 2016 (40mins)
        - Liquor license being processed
        - Floor plan getting finalised
        - Contact blueprint for site visit

Projects

- Fall Kickoff week
    - Booking dunk tank
    - Reaching out to potential groups for tabling

Office/Engagement Hours

- Tuesdays, MBC2220 12pm 2pm

Events

- Fall Kickoff Volunteer orientation and training
    - August 30th, 2016 (1hour)
        - First of 3 training sessions for general volunteers
- Residence move in
    - August 31st, 2016 (2hours, 15mins)
        - Tabling

4. Goals and Measurables

There are a few things that I wish to get involved with this upcoming semester. The top priority will be to ensure that the by-laws are up to the standard the society requires with the changes that are required as per the new Societies Act. From there, building a better developed calender for the events committee and increase the diversity of events hosted by the committee. I also plan to continue to provide support to any board members that require it.