
SFSS BOARD WORK REPORT

This report reflects the Board work from
AUGUST 1 TO AUGUST 15 (2016)

VP STUDENT SERVICES (INTERIM PRESIDENT)

Named SFSS Committee Work & Action Items

- Governance x2
 - Continued bylaw changes
- Strategic Plan
 - Discussed details and ideas for implementing objective 4.1 and 4.2 “Communications”
- Board
 - Follow-up re: Pint Size Scholarship Program
- Build SFU
- Executive
- Accessibility Fund
 - Approved proposal and MOU for Hi-FIVE project coordinator
 - Discussed job description of accessibility worker
- Engagement
 - Prepared report on ‘Social Media Engagement’
 - Research successful engagement methods with membership

Meetings & Action Items

- VP Finance
- Communications Dept x2
 - Discussed communications plan
 - Prepared for interviews
- Senior management x4
- SFU Student Services
- Follow-up re: SFU Homecoming Game (Oct 1) SFSS Involvement
 - Pub space booked

Projects

- Annual General Meeting
 - Scheduling venue and dates
 - Finalizing agenda items
 - Receiving reports from varied SFSS dept
- Sexual Violence Policy (SVP) Advisory Group
 - Attended Sexual Assault Policy Webinar
 - Prepared for SVP consultation with SFSS Board and Council
 - Reviewed WG/AG meeting notes

- Sent materials and info for SVP consultation attendees to review
- Studentcare Health & Dental Plan
 - Reviewed more 2016-17 promotional materials
 - Follow-up on survey opportunity
- Welcome Day & Week of Welcome - SFSS Involvement
 - Finalized event dates
 - Preparing MOU to be signed by SFU/SFSS
 - Preparing promotional materials
 - Scheduling events

Office/Engagement Hours

- Office hours
 - Wednesday (11AM - 1PM) [Burnaby: MBC2220]
 - Thursday (2PM - 4PM) [Burnaby: MBC2220]
- Interview with Metro News re: Sexual Assault on PSIs
- Interview with The Peak re: Build SFU Stadium
- Addressed student inquiry re: accessibility accommodations

Events

- Students United Against Disabilities Meeting

Administrative

- Prepared for meetings: reviewed agenda items, minutes & documents
- Emails

VP EXTERNAL

Named SFSS Committee Work & Action Items

- Board
 - Meetings x 2
 - Compiled agenda, reviewed minutes, reviewed additional documents
- Executive
 - Meeting x 1
- Advocacy
 - Committee did not meet
 - Continued research for potential campaigns
- Governance
 - Meeting x 1
 - Continued review of bylaws, reviewed fee structure and definitions
- Accessibility Committee
 - Meeting x 1
 - Followed up with Hi-FIVE Applicants

Meetings & Action Items

- Build SFU meeting
- Communications plan meetings x 2
- Meetings with Campaigns, Research and Policy Coordinator x 2
 - Reviewed advocacy campaign resource (Community Tool Box)
 - Discussed housing policies, reviewed document discussed potential next steps

- Met with VP Externals of AMS and UVSS x2
 - Reviewed housing policies document and finalized asks, started work on supporting document
- Phone call with Student Caucus representative of the U-Pass advisory committee
 - Reviewed final U-Pass letter and supporting document

Projects

- Housing policies
 - Reviewed SFU residence contract
 - Reviewed UVIC and UBC (year round) residence housing contracts

Office/Engagement Hours

- Office Hours:
 - Tuesdays (12pm-2pm)[MBC 2220]
 - Thursdays (9:30am-11:30am)[MBC 2220]

Events

- Student Union Development Summit Conference (August 11th-14th)

Administrative

- Prepared for meetings: reviewed agenda items, minutes and supporting documents
- Emails

VP FINANCE

Named SFSS Committee Work & Action Items

- Board of Directors X 2
- Finance and Audit Committee
 - Finalized and approved draft financial statements from the audit at August 11 FAC meeting
 - Health and Dental Plan internal restriction reserve motion research
 - Reviewed the Audit Recommendations Letter with FAC and the Auditors
- Surrey Campus Committee
 - Hosted De-stressing day in the SFU Mezz (August 5)
 - Hosted SCC Bowling night at Dell Lanes (August 6)
- Accessibility Fund Advisory Committee (did not meet)
- Executive Committee

Meetings & Action Items

- Students United for Disability Support
 - Attended the SUDS meeting with their committee and fellow SFSS Board Members (VP UR and VP SS)
 - Discussed concerns and future relations raised by SUDS with the SFSS
 - Spoke about accessibility for SFSS elections, events and other on campus initiatives
 - Discussed policies and the AFAC committee
- SFU Men's Centre
 - Discussed the support centre for men with President and Treasurer
- SFSS Staff about their Wages and Expenditure Documents

Projects

- Annual General Meeting
- 5 year Audit Plan

Office/Engagement Hours

- Office hours
 - Monday (10:30AM - 12:30PM) [Surrey: SUR3390]
 - Wednesday (10:30AM - 12:30PM) [Burnaby: MBC2220]

Events

- SCC De-stressing Day
- SCC Bowling Night

Administrative

- Reviewed minutes and important documents
- Emails

VP STUDENT LIFE (July 9th-20th)

Named SFSS Committee Work & Action Items

- Engagement Committee Proposal for Tabling
- Worked on SFSS Welcome Back Pub Night and SFSS Fall Kickoff After Party Proposal

Meetings & Action Items

- Board Meeting X2
- Executive Meeting
- Engagement Committee Meeting X1
- Fall Kickoff Organizing Committee X2
- Events Committee X1

Projects

Fall Kickoff concert:

- Confirmed Artists
- Worked on ticket tiers
- Revised budget
- Worked on concert sponsorship
- Worked on online ticket process
- Consulted on graphic
- Fall Kickoff after party

Welcome

Office/Engagement Hours

- Held office hours
- Meeting with student regarding app

Events

Administrative

- Responded to emails
- Read documents

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

- Board
 - Meetings x 2
- Executive
 - Meeting x 1
- Advocacy
 - Committee did not meet
 - Continued research for potential campaigns
- Governance
 - Meeting x 1
 - Continued review of bylaws, reviewed fee structure and definitions
- Accessibility Committee
 - Meeting x 1
 - Followed up with Hi-FIVE regarding hiring process for coordinator

Meetings & Action Items

- Many Build SFU meeting
- Communications plan meetings x 2
- Meeting with SFU AVP Students
- SUDS Meeting

Events

- Student Union Development Summit Conference (August 11th-14th)
- FASS Bowling Night

Administrative

- Emails, Meeting prep etc...
- This is by no means an exhaustive list, for more information regarding what I do please contact me.
- If you have any questions, comments or concerns, feel free to contact me via email at vpuniversity@sfss.ca

AT-LARGE REPRESENTATIVE (BWAKURA)

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
 - Preferred 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

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

AT-LARGE REPRESENTATIVE (HANS)

Named SFSS Committee Work & Action Items

- Build SFU Committee
- Strategic Planning Committee
- Finance and Audit Committee
- Fall Kickoff Concert

Meetings & Action Items

- Build SFU (x3)
- FAAC - reviewing audit
- Creating Strat. Plan meeting Agenda
- Fall Kickoff meetings (x2) - sponsorship work

Projects

Office/Engagement Hours

- 2 hours office hours

Events

- Attended Student Union Development Summit

Administrative

- Preparing for all meetings
- Reviewing agreements, minutes, documents
- Emails

APPLIED SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items

- N/A

Meetings & Action Items

- Board Meetings
- SSSS DSU Meeting
- FAS Student Societies/Groups

Projects

- FAS Formal

Office/Engagement Hours

- Monday (12:30PM - 2:30PM) [Surrey: SUR 4016]
- Tuesday (12:00PM-4:00PM), By appointment in Richmond

Events

- N/A

Administrative

- Emails
- Frosh DSU follow up
- Reading minutes

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE

Named SFSS Committee Work & Action Items

Advocacy:

- Conducting research on two out of 8 of the main issues identified by the student body in the Advocacy survey.

Strategic Planning Committee:

- Subcommittee: Objective 4.1 and 4.2

Vancouver Campus Committee

Meetings & Action Items

- Board Meeting: August 4th

- Build SFU Meeting: August 3rd
- IATSU Meeting
- FCAT Dean's Office

Projects

- FCAT Hile'wk Welcome Event
- SCA Student Union

Office/Engagement Hours

- Regular Vancouver Office Hours Rm. 3201: Monday at 12:30-2:30PM

Events

- SCC De-stressing Day

Administrative

- Responded to emails and reviewed agenda, minutes and supporting documents for each meeting

ARTS & SOCIAL SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items:

Governance:

- Attended one out of two meetings due to final exam taking place at the same time as the second meeting.

Events:

- Appointed head of the Fall Kick Off After Party
- Volunteer recruitment is going strong and I am currently working on putting together an info sheet for volunteers to go along with their training

Advocacy:

- conducting research on two out of 8 of the main issues identified by the student body in the Advocacy survey.

Meetings & Action Items:

- Board Meeting: August 4th and 11th
- Build SFU Meeting: August 3rd
- Fall Kick off Organizing Committee: August 4th

Projects:

- Granting: working with staff to re-vamp the SFSS granting system
- Terry Fox Run: was able to get board approval to endorse the Surrey Terry Fox Run and will be working with the Surrey Marketing and Communications team to help with promotions and support

Office/Engagement Hours

- Office Hours
 - Monday at Burnaby 1:30 to 2:30
 - Tuesday at Burnaby 1:30 to 2:30

Events:

- SCC De-stress Day

Administrative

- Responded to emails and reviewed agenda, minutes and supporting documents for each meeting

BUSINESS REPRESENTATIVE (Pachchigar)

Named SFSS Committee Work & Action Items

- Board of Directors X2
- Finance and Audit Committee
- Surrey Campus Committee
 - De-stressing day at SFU Surrey; August 5
 - SCC Bowling night; August 6
- Fall Kickoff Organizing Committee X2
- Events Committee X1

Meetings & Action Items

- Assist Curtis with SFSS Kickoff proposal
- FAC - reviewed audit
- Fall kickoff Concert - working on budget and ticketing

Projects

Fall Kickoff Concert

- Worked on Ticket tiers
- Revised concert budget
- Assisted with contacting potential sponsors
- Worked on online ticketing process
- Consulted on volunteer t-shirt graphics

Office/Engagement Hours

- Monday (11:30AM-1:30PM) [Burnaby: MBC2220]
- Assisting with BASS Frosh preparation

Events

- SCC De-stressing Day
- SCC Bowling Night

Administrative

- Reviewed minutes, documents, and prepared for meetings
- Emails
 - Communicating with BASS President in regards to Advisors meeting and summer term follow up

- Communicating with BASS Frosh exec team to help set up for their frosh and other ways we can assist

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Strategic Engagement
 - Researched Marketing strategies
 - Looked at models from Starbucks, Forbes, Business Insider, etc.
 - Presented data and was tasked to begin quantitative research within the society to test what I have studied.

Meetings & Action Items

- Build SFU Meeting (Aug 3)
- Board Meeting (Aug 4, 11)
- Strategic Engagement Committee Meeting (Aug 8)
- Finance and Audit Committee Meeting (Aug 11)

Projects

Office/Engagement Hours

- Mondays 11:30-1:30

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - Conducted research on 2 of 8 of the main issues identified by the Advocacy survey we did
- Surrey Campus Committee
 - No meeting
 - Held De-stress Day
 - Held SCC Bowling Night

Meetings & Action Items

- 08/04: Board
- 08/11: Board
- 08/03: Build SFU Meeting
- HSUSU

Projects

- HSUSU Frosh
- 08/05: De-stress Day
 - Set-up/Clean-up + volunteering for whole event
 - Buying supplies

Office/Engagement Hours

- Office hours

- Thursday's 9:30am-10:30am Burnaby
- Tuesday's 9:30am-10:30am Surrey

Events

- 08/05: SCC De-stress Day
- 08/06: SCC Bowling Night

Administrative

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Emails

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Finance and Audit Committee
 - 08/11: Reviewed Audit
- Strategic Plan Joint-Steering Committee
 - Did not meet during this time
- Strategic Engagement Committee
 - Researched strategies to optimally use poster and give-aways to enhance engagement
 - 08/08: Presented my research to the committee
- Grant Restructuring and Guidelines Committee
 - 08/10: Held our first meeting for this committee with staff. Discussed and worked on revamping the structure of the SFSS granting system.

Meetings & Action Items

- 08/04: Board
- 08/11: Board
- 08/03: Build SFU Meeting
- 08/03: Science Undergraduate Society meeting
- 08/10: Science Undergraduate Society meeting
- 08/03: Science Undergraduate Society Frosh Committee meeting
- 08/10: Science Undergraduate Society Frosh Committee meeting

Projects

- Science Undergraduate Society Frosh
- Science Peer Mentorship Program
 - Launched the application process for mentors and sign up for mentees

Office/Engagement Hours

- Held regular office hours

Events

- Surrey Campus Committee Bowling Night

Administrative

- Prepared for meetings: reviewed agenda items, minutes & documents
- Emails

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
AUGUST 1-15, 2016

ADVOCACY

The committee did not meet during this time.

ACCESSIBILITY FUND ADVISORY

At the August 10 meeting, the committee discussed Hi-FIVE project coordinator and finalized the MOU between SFSS SFU Health and Counselling Services. This jointly funded position will work within SFU Health and Counselling Services and provide updates as per SFSS' request. We also discussed the accessibility worker job description and their responsibilities. Based on feedback from committee members, the job description will be re-adjusted and presented at a subsequent meeting. We also reviewed the accessibility audit report, as well as discuss the concerns and requests expressed after some committee members attended the recent Students United for Disability Support (SUDS) executive meeting.

FINANCE & AUDIT

The Finance and Audit Committee met with the auditor's one more time to ask additional questions about the Auditor's Findings Letter and their recommendations. The motion for the financial statements of the SFSS ending in April 30, 2016 were accepted to the committee and will be on the next Board of Director's agenda to be approved. The FAC video is in progress with a few minor edits and will be finalized in the next few weeks.

GOVERNANCE

The Governance committee continued to work on a redrafting the society's by-laws. It is the intention of the committee to bring a full draft to the board then legal counsel and lastly to the membership. The committee also began to look into the problematic language around the fee structure we have at the SFSS and what impact the Society Act will have on the fees we collect.

STRATEGIC ENGAGEMENT

The committee did not meet during this time.

STRATEGIC PLAN

The Strategic planning working groups are in progress of completing several objectives. Currently, an evaluation matrix is being developed to benchmark our services. Another working group is focusing on our communication plan and how to strengthen the SFSS brand. Lastly, another working group has developed a criteria using AFTEs on how to better allocate our resources at all the difference campuses.

SURREY CAMPUS

The Surrey Campus Committee hosted two of its events. De-stressing Day was hosted on August 5 on the SFU Surrey Campus. The event had ping pong tables, a foosball table, FIFA on the projector screen, popcorn, ice cream and outreach materials. The SCC also hosted its Bowling Night on August 6 at Dell Lane's located near the SFU Surrey Campus. The event had discounted bowling, rentals, pizza and karaoke.