

SFSS BOARD WORK REPORT

This report reflects the Board work from
AUGUST 16-31, 2016

VP STUDENT SERVICES (INTERIM PRESIDENT)

Named SFSS Committee Work & Action Items

- Strategic Plan
 - Met with Objective 4.1 & 4.2 subgroup to discuss communications with membership and SFU community
 - Met with committee to provide updates from subgroup discussions
- Strategic Engagement
 - Developed proposal for effective tabling
 - Developed proposal for SFSS Board outreach/office hours
- Executive
- Sexual Violence Policy (SVP) Advisory Group
 - Organized SFSS consultation with SVP Advisory Group & Policy Group
 - Organized SFU Health & Counselling orientation session for SFSS about available and existing services
 - Reviewed meeting notes & documents
 - Researched practices & resources at other post-secondary institutions
- Build SFU
 - Attended Joint Steering Committee meeting
 - Attended Building Committee meeting
- Governance
 - Discussed policies for student groups
- Accessibility Fund
 - Hi-FIVE Project Coordinator MOU signed
 - Refer to "Committee Updates" for more information
- Board
 - Arrange subsequent meeting with SAAC representatives

Meetings & Action Items

- SFU VP Students x2
- Media interview with The Peak re: Stadium project
- SFSS Food & Beverage Services
 - Brainstorming session for pub space & events
- SFSS senior management
- SFU Student Life Coordinator, Student Recruitment & Transition
 - Discussed Welcome Days & Week of Welcome
 - Finalized and signed Letter of Agreement for aforementioned events/projects
- Monthly meeting with SFU President and SFU VP Students
- Fall Kickoff Concert

- Discussed artists, sponsorship, marketing, logistics and operations
- Contract with This is Blueprint signed
- SFU Communications
- Preparations for Annual General Meeting x2

Projects

- Annual General Meeting 2016
 - Finalized logistics (location, time) & agenda
- Welcome Days, Week of Welcome & Club Days
 - Organized SFSS Board schedule for tabling
 - Prepared documents and tabling materials
 - Acquired food permits
 - Prepared speeches

Office/Engagement Hours

- Office hours
 - Wednesday (11AM - 1PM) [Burnaby: MBC2220]
 - Thursday (2PM - 4PM) [Burnaby: MBC2220]
- Met with SAAC representative
 - Discussed and answered questions about stadium

Events

- SFU Surrey Welcome Day
 - Prepared and delivered speech
- SFU Residence Community Vendor Fair
 - Took photos & currently in post-production
- SFSS Staff Going Away Party

Administrative

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

VP EXTERNAL

Named SFSS Committee Work & Action Items

- Board
 - Meeting x 1
 - Compiled agenda, reviewed minutes, reviewed additional documents
- Executive
 - Meeting x 1
- Advocacy
 - Meeting x 1
 - Reviewed research with committee members, began work on potential campaign proposals
- Governance
 - Meeting x 1
 - Discussed policy for student representative groups
- Accessibility Committee
 - Meeting x 1

- Discussed terms of reference, supporting disability week and problems with new granting structure
- Signed Hi-FIVE contract to HCS
- Nominating committee
 - Meeting x 1
 - Determined nomination period for filing vacant At-large positions for SFSS committees

Meetings & Action Items

- Build SFU
- Sexual violence policy orientation session
- Sexual violence policy consultation
- Met with Women's Centre coordinator
- U-Pass student caucus advisory committee
 - Reviewed lobbying plan, determined point individuals for each city, finalized letters with student logos
- Met with VP External of UVSS
 - Discussed #TextbookBrokeBC campaign, following up with AMS VP Academic
- Met with campaigns, research and policy coordinator x 2
 - Reviewed housing policies research, worked on creating a campaigns portfolio template
- Met with RHA President
 - Reviewed draft housing policies language and discussed issues brought to the RHA, talked about need for housing contract awareness amongst students
- Met with Health and Counselling representatives
 - Discussed #consentmatters campaign and ways in which the SFSS/advocacy committee could contribute, began work on proposal

Projects

- Housing Policies
 - Continued research and work on supporting document
- Provincial Budget consultation
 - Research and work on submission paper

Office/Engagement Hours

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

Events

- SFSS staff going away party

Administrative

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

VP FINANCE (August 24-31)

Named SFSS Committee Work & Action Items

- Board of Directors Meeting
- Accessibility Fund Advisory Committee

Meetings & Action Items

- Students United for Disability Support
- Financial Coordinators
- Annual General Meeting

Projects

- AGM Finance Report
- SFSS Quarterly Finance Report
- Audit Recommendations Report

Office/Engagement Hours

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

Events

- Staff Going Away Party
- Residence Move in

Administrative

- Reviewed minutes and important documents
- Emails

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

- worked on speaker proposal
- Helped with Fall Kickoff week
- AGM input

Meetings & Action Items

- Events x1
- Strategic Engagement x1

Projects

- Fall Kickoff
 - Facilitated graphic design
 - Meetings with Blueprint Events
 - Board discussion contract
 - Contract negotiations
 - Lawyer correspondence
 - Facebook group set up
 - After party preparation work
 - Artist booking and finalization
 - Meeting with John Flipse
 - Liquor License
 - Ticket distribution

- Ticket tracking
- Welcome Back Pub Night
 - Long and mcquade call
 - Artist booking
 - Production set up

Office/Engagement Hours

- Created google form for first week of school

Events

N/A

Administrative

- Office hours
- Emails

VP UNIVERSITY RELATIONS

*out of office 17th-23rd

Named SFSS Committee Work & Action Items

- Governance
 - Did not attend committee meeting as I was out of town, however the committee met and continued its work on revising the society's by-laws.
- Advocacy
 - Did research for potential campaigns
 - did not attend committee meeting as i was out of town
- Accessibility Fund Committee
 - Met and discussed terms of reference, supporting disability week, and problems with new granting structure.
 - action item for myself was to follow up with society staff and make changes to the committees terms of reference to allow for 3 at-large representatives.
- Nomination Committee
 - Committee met to begin the process for populating SFSS committees for the fall semester
 - action item follow up with society staff for changes to application form and notifying the membership on all media outlets.
- **Other Meetings**
 - Board meeting
 - action item: meet with SFU regarding clarification on Stadium cancellation
 - Peak Interview regarding Stadium
 - Met with SAAC rep regarding Stadium

Events

- SFU Surrey Welcome day
- SFU Burnaby Residence move-in day

Administrative

- Regular administrative duties and office hours
- If any questions, comments or concerns feel free to contact me at vpuniversity@sfss.ca

AT-LARGE REPRESENTATIVE (BWAKURA)

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 at-large 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

Administrative

AT-LARGE REPRESENTATIVE (HANS)

Named SFSS Committee Work & Action Items

- Build SFU Committee
- Finance & Audit Committee
- Strategic Planning Committee

Meetings & Action Items

- Build SFU (x5)
- Strategic Planning Committee (x1)
- Board Meetings

Projects

- Concert

Office/Engagement Hours

- Mondays 10:30-12:30

Events

- N/A

Administrative

- Emailing, Scheduling, Preparing agendas, preparing for meetings, reading minutes, etc.

APPLIED SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items

- No committees I am part of were meeting.
 - SFU App
 - SFU Website
 - Granting Reform
 - Martin is away
- Granting process feedback
 - Go through current iteration of granting process and make notes of improvements to bring back to G.O.

Meetings & Action Items

- No board meeting due to personal reasons

Projects

- CSSS - LAN Event
 - Making social media posts
 - Making description of event
 - Working out details and scheduling

Office/Engagement Hours

- Friday (19th) (8:00 AM - 11:00 AM) - Surrey
- Tuesday (12:00PM-4:00PM), By appointment

Events

- Residence Move-in tabling
 - Greeting new students and their parents

Administrative

- Emails
- Frosh DSU follow up
 - Checking if people needed anything
- Reading minutes and other documents
- 1:1 W/Larissa
 - Discussed updating website information

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
- Vancouver Campus Committee
- SFU SMAC
- Strategic Planning Committee
 - Objective 4.1 & 4.2

Meetings & Action Items

- Sexual Violence Policy Consultation with SFSS
- SCA Student Union Meeting
- Advocacy Meeting
- FCAT DSU Meeting
- Informal Board Meeting
- Strategic Plan Meeting
- Board Meeting
- Fall Kickoff Team Leader Meeting

Projects

- FCAT Formal Organizing Committee
- FCAT Froshes (CMNSU, IATSU, SCA)

Office/Engagement Hours

- Monday 12:30-2:30 at Harbour Centre Rm 3201

Events

- SCA Orientation
- Staff Going Away Party

Administrative

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

ARTS & SOCIAL SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items:

- Governance: August 24 - vacation, August 31 - no meeting
- Advocacy: Done for the semester
- Events

Meetings & Action Items:

- Board re-grouping: August 18
- Board meeting (August 25): Away on vacation
- SVP Orientation with Health and Counselling
- Sexual Violence Policy Consultation with SFU
- Concert Committee
 - Created a doodle and emailed all the volunteers that signed up for the concert
 - Have been continuously communicating with 80 or so volunteers about orientation and answering questions regarding the concert
 - Held one of the three orientation on August 30th
 - In the process of creating a info/contact sheet for volunteers
 - In the process of having volunteers hours recorded and rewarded either through the co-curricular program or Student Ambassadors

Projects:

- Terry Fox Run: connected our communication office and SCC to the Surry events and marketing team

Office/Engagement Hours:

- Office Hours: August 22

Events: N/A

Administrative:

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Responded to both Arts and Concert Email accounts

BUSINESS REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Surrey Campus Committee
- Finance and Audit Committee
- Events Committee
 - Fall Kickoff Concert 2016

Meetings & Action Items

- 08/31: Brief meeting with Marc to touch base and discuss MBC lease opportunity
- 08/28: Meeting with BASS Frosh executives
- 08/25: Board meeting

Projects

- Business Frosh
- Fall Kickoff Concert 2016
 - Assisting with obtaining sponsorship

Office/Engagement Hours

Monday, 11:30am-1:30pm Burnaby

Residence move-in day tabling (all day): 9am-2pm

Events

N/A

Administrative

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Emails/phone calls: communicating with BASS Frosh to discuss engagement items and details about registration

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

- SEC (Aug 22)
 - Created outline for “Engagement Office Hours”
 - Can be found here:
https://docs.google.com/document/d/1sJkt9DweRfu-BgiGpFTxQa5Q7ZGTxie5LvUJCviVs_Q/edit?usp=sharing

Meetings & Action Items

- Sexual Assault Consultation with SFU

Projects

- Starting the ESA up for the Fall
 - Connecting with team, organizing meeting times, engaging them with the faculty for welcome day, beginning planning for outreach and events
- Welcome Day training as Education Representative

Office/Engagement Hours

- Did not hold this period due to finals and vacation

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - Meeting: 08/17
 - Conducted and presented research at the meeting about two of the eight issues identified on the Advocacy Survey
- Surrey Campus Committee
 - No meeting
 - Emailed volunteers list for SCC BBQ

Meetings & Action Items

- 08/25: Board
- 08/22: Volunteer Training for HSCI Frosh
- 08/16: Sexual Violence Assault Consultation

Projects

- HSCI Frosh

Office/Engagement Hours

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

- Tuesday 9:30-10:30am Surrey

Events

- N/A

Administrative

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

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Finance and Audit Committee
- Strategic Plan Joint-Steering Committee
- Strategic Engagement Committee
 - 08/22: Helped create outline for “Engagement Office Hours”
- Grant Restructuring and Guidelines Committee

Meetings & Action Items

- 08/25: Board Meeting
- 08/17: Science Undergraduate Society
- 08/24: Science Undergraduate Society
- 08/17: Science Undergraduate Society Frosh Committee meeting
- 08/24: Science Undergraduate Society Frosh Committee meeting

Projects

- Science Undergraduate Society Frosh
- Science Peer Mentorship Program
 - Continued recruitment process for mentors and sign up for mentees

Office/Engagement Hours

- Held regular office hours

Events

- Residence Move-In tabling
 - Greeted students and their families moving into SFU Residence and informed them about the SFSS
- SFU Surrey Welcome Day
 - Prepared and delivered a presentation and speech
 - Hosted a lab for the Navigate SFU portion of the event

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 16-31, 2016

ADVOCACY

The advocacy committee met on August 17th, where it reviewed research done by committee members. Each research group provided an overview of the information they had found and their recommendations for future work. The committee then spent time reviewing each topic and identifying outstanding questions. The conversation eventually progressed into discussing potential ways of campaigning. The committee also passed a motion recommending that the board receive and file the final report on the summer survey results.

ACCESSIBILITY FUND

The committee met on August 26 to discuss the accessibility worker, committee's terms of reference & opportunity for government sponsorship for physical accessibility accommodations. The Accessibility Fund Committee (AFC) also had guests from the Students United for Disabilities Support (SUDS) Executive team, where we also discussed the accessibility of the grant proposal matrix, IEC election process and SFSS Student Union Building. Furthermore, we also discussed potential SFSS support for Disability Awareness Week and introduced 3 student at-large positions for the committee for the upcoming Fall semester. Lastly, the Hi-FIVE Project Coordinator Memorandum of Understanding (MOU) between SFU Health & Counselling and SFSS has been signed. The hiring process for the position has begun.

EVENTS

The committee did not meet during this time.

FINANCE & AUDIT

The committee did not meet during this time.

GOVERNANCE

The Governance Committee met on August 17th, where it continued to revise the society's by-laws. The committee also discussed the accuracy of the terms both the SFSS and SFU uses to charge student fees. The committee will be bring a draft set of by-laws to the board and eventually the membership this fall.

STRATEGIC ENGAGEMENT

- Created framework for an experimental approach to determining best tabling practices.
- Discussed possible scenarios
- Discussed different things we can experiment.

STRATEGIC PLAN

Strategic Planning committee met and discussed objectives and progress of the Strategic plan. Currently, the committee has formed 3 working groups to tackle objectives such as developing a communications plan, an evaluation services matrix, and Surrey/Vancouver Campus Engagement plan.

SURREY CAMPUS

The committee did not meet during this time.