

SFSS BOARD WORK REPORT

This report reflects the Board work from
December 1-31, 2016

PRESIDENT

Named SFSS Committee Work & Action Items

- Executive
- Governance
 - Continued bylaw & policies review

Meetings & Action Items

- CEO + President
- SFU Community Trust re: SFU Gondola
- Sexual Violence Policy (SVP) Development Group
 - Meeting with HCS & SFU Communications re: Student Engagement
 - Organized logistics for SVP student townhall event
 - Reviewed SVP Draft 1
 - Joint Meeting with Advisory Group & Working Group
- SFU VP Students & International
- SFU Director of Student Engagement and Retention re: SFU Co-Curricular Record
- SFSS Faculty of Environment Representative re: Board Spring Semester Planning
- SFU WUSC re: SFSS Angel Tree 2016
- SFSS Faculty of Education Representative re: Board Spring Semester Planning

Projects

- Board Dec 19 Meeting Preparation
 - Prepared agenda
 - Reviewed minutes & relevant documents
- SFSS + SFU Communicators Meeting
 - Prepared proposed outline of presentation
 - Finalized date, logistics & responsibilities
- SFSS VP Student Services Responsibilities
 - Responded to student inquiries re: U-Pass
 - Reviewed Student Care SFU Student 2016 Mental Health Report
- SFSS Holiday Room Decorating Project
 - Coordinate online voting for Board members
 - Organized & presented rewards
- SFSS Angel Tree Project 2016
 - Coordinated online donations
 - Purchased & compiled gift bag contributions
 - Donation drop-offs at Middle Eastern Friendship Centre

Board planning session

- Finalized agenda
- Prepared documents

Office/Engagement Hours

- Office hours
 - Wednesday (11AM - 1PM) [Burnaby: MBC2220]
 - Thursday (2PM - 4PM) [Burnaby: MBC2220]
 - By appointment, made via president@sfss.ca

Events

- SFU Schedule Comedy Night
- SFU President's Seasonal Reception
- SFSS Staff Holiday Door Decorations Judging Event

Administrative

- Prepared for meetings: reviewed agenda items, minutes and supporting documents
- Office organization & clean-up
- Emails

VP STUDENT SERVICES - VACANT

VP EXTERNAL RELATIONS

Named SFSS Committee Work & Action Items

Board

- Did not meet

Advocacy

- Did not meet
- Worked on proposals for spring semester
 - Researched content for consent toolboxes
 - Contacted CMHA regarding materials

Governance

- Meeting x 2
- Discussed elections policies

Accessibility

- Did not meet

Executive

- Meeting x 1

Nominations Committee

- Did not meet

Meetings & Action Items

- Met with with Lawyer and Campaigns, Research and Policy Coordinator

- Review of Bylaws
- Met with Campaigns, Research and Policy Coordinator x 3
 - Review of draft bylaws provided by lawyer
 - Made edits to bylaws
- U-Pass Student Caucus
 - Conference call to discuss u-pass business case
 - Discussed plans for day long workshop
 - Attended day long workshop (December 20)
 - Worked on letter of support
- Conference call with VP Externals AMS and UVSS
 - Discussed Provincial Election campaign, OER and Housing Rights
- Met with Student
 - Talked about concerns regarding change of 143 route
 - Research on travel times due to new Evergreen Line

Projects

- Staff Appreciation Event
 - Wrapped gifts, sent instructions for games
- Reviewed responses regarding 143 route change
- Read through Transit Network Review
- Read through student society fee amendments (University Act)

Office/Engagement Hours

- Office Hours
 - Mondays (11:00am-1:00pm)[MBC 2220]
 - Thursdays (12:00pm-2:00pm)[MBC 2220]

Events

- n/a

Administrative

- Worked on semester report
- Prepared for meetings: reviewed agenda items, minutes and supporting documents
- Emails

VP FINANCE

Named SFSS Committee Work & Action Items

- Executive Committee
- Finance and Audit Committee
 - Discussed Student Union Department budget. Created new line item to account for outreach items.
 - Discussed Board Stipend policy
- Surrey Campus Committee
 - Continued planning for the SFSS Surrey Pub Night and SFU's Entrepreneur of the Year

Meetings & Action Items

- Financial Coordinator
 - Administrative- change from Vancity to Scotiabank accounts
- Communications Coordinator and SFU Director of Projects
 - Signage in MBC
- General Office Coordinator
 - Food bank interview

Projects

- Surrey Campus Pub Night
 - Continued tabling at the Surrey SFU Campus
 - Ticket sales
 - Signed contract with Central City Brewpub
 - Promotions online through our Facebook page
 - Secured two new sponsors for gift giveaways
- SFU Entrepreneur of the Year
- Board Stipend Policy
- Financial Coordinator part time staff

Office/Engagement Hours

- Office hours
 - Monday (10:30AM - 12:30PM) [Burnaby: MBC 2220]
 - Wednesday (10:30AM - 12:30PM) [Burnaby: MBC2220]
 - Surrey [By appointment]

Events

- Pancake breakfast
- SFSS Staff Party
- SFU President's Seasonal Reception

Administrative

- Reviewed minutes and important documents for meetings
- Emails

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

- Events Committee strat planning
- Strategic engagement coffee giveaway

Meetings & Action Item

- Exec Meeting phone call

Projects

- Continued work on Fall Kickoff Report

Office/Engagement Hours

- Held regular office hours

Events

- SFU President's Seasonal Reception
- Boots and Babes Pub Night
- SFSS Staff Party
- Pancake Breakfast

Administrative

- Emails
- Reviewed Minutes

VP UNIVERSITY RELATIONS

(Out of office December 6-13 for family matter)

Named SFSS Committee Work & Action Items:

- Governance committee
 - Updated VP External of duties so that she could take over as chair for the week
- Strategic Plan committee
- Committee meeting
 - Reviewed all relevant documents
- Executive committee
 - Committee meeting

Meetings & Action items

- Meeting with SFU AVP Students

Projects

- Hi-Five project co-coordinator hiring process
 - Final interviews
 - Finalized preferred candidate
- Staff Appreciation Event
 - Organized board duties
 - Day of logistics
- Board development
 - Met with CEO & CRPC to review package from consulting agency

Administrative

- Office hours for the remainder of the semester will be, by appointment only.
- If you have 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
 - December 1st, 2016 (1hour, 30mins)
 - Elections policy review
 - December 8th, 2016 (1hour, 30mins)
 - Elections policy and effective policy implementation

Meetings & Action Items

Projects

Office/Engagement Hours

- Tuesdays, MBC 2220 12pm - 2pm
- By appointment via atlarge1@sfss.ca

Events

Administrative

- Emails
- Meeting preparation
- Event report

AT-LARGE REPRESENTATIVE (HANS)

Named SFSS Committee Work & Action Items

- Strategic Planning
- Finance and Audit
- Build

Meetings & Action Items

- Strategic Planning Meeting

Projects

- SFSS General Membership Survey
- Creating SFSS volunteer Data Base
- FAC Stipend Penalties

Office/Engagement Hours

- Wednesday 2:30-4:30 WMC 2218.2

Events

- SFSS Staff party

Administrative

- Reading minutes, planning agenda, sending emails, etc.

APPLIED SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items

- N/A

Meetings & Action Items

- N/A

Projects

- Granting Reform
 - Continued reviewing document and notes from meetings to prep draft
- FAS Formal
 - Checked in with committee on planning progress

Office/Engagement Hours

- Friday (1:30PM-3:30PM), Burnaby
- Tuesday (11:00AM-2:00PM), By appointment via appscirep@sfss.ca

Events

- SFU President's Winter Warm-Up Surrey
 - Helped with their season's greeting video
- Staff Appreciation Event
 - Mingled with staff and helped host the event with setup and icebreaker

Administrative

- Emails
- Reading Minutes, Agenda Items and other documents

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - Did not meet
- Strategic Plan Steering Committee
 - 02/14: Meeting
 - Subcommittee: Objective 4.1 & 4.2
 - Worked on internal Communication Plan
- Vancouver Campus Committee
 - Met with SFSS Execs to discuss Spring 2017 nominations
 - Working with Vancouver Admin to create a webpage for Vancouver Undergrads

- Sustainable Mobility Advisory Committee (SMAC)
 - 02/12: Discussed the U-Pass, new Surrey Campuses, sub-committees

Meetings & Action Items

- 01/12: Meeting with Vancouver Admin about student engagement
- 08/12: Meeting with IATSU President
- 14/12: Meeting with SFSS Communication
- FCAT Space and Infrastructure Meeting
 - Did not attend due to last minute rescheduling of final exam due to the snow
- Worked on Board Semester Report
- Worked on Vancouver Campus Committee Facebook Page with Van Admin
 - Planned the basics of the page and the content

Projects

- FCAT Formal
- Vancouver Undergrad Facebook page/group
- FCAT Undergraduate Conference

Office/Engagement Hours

- Office Hours
 - Burnaby: Tuesday 1:30-2:30 pm. Board Office
 - Vancouver: Thursday 1:30-2:30 pm. 3201

Events

- 02/12: Staff Appreciation Holiday Event
 - Created thank you cards for the staff

Administrative

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

ARTS & SOCIAL SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items:

- Governance: Dec 1st and 8th
 - Working on SFSS election policies
- Advocacy: No meetings

Meetings & Action Items

- SASS DSU President Meeting
 - Currently working on putting together the Arts Formal
 - Presented final timeline and graphics for FASS Flash
- Staff Appreciation Working group

- Decorated and helped host the event for staff
- Fall Kickoff event report

Projects:

- FASS Flash: the timeline and graphics presented at the FASS Presidents meeting were accepted so according to the timeline, I sent out the first and second call for submissions for FASS events for the January FASS Flash
- Staff Appreciation: Bought decorations and supplies to make the photo booth backdrop and for decorating the pub on the day of the event
- Board Social: brainstormed activities, confirmed availabilities with board members and made reservations at appropriate venues

Office/Engagement Hours:

- Office Hours: Tuesday from 12pm to 1pm on Burnaby Campus
 - Did not hold regular office hours due to exams

Events:

- Angel Tree Pancake Breakfast
 - Made pancakes and helped clean up
- SCC Holiday Event
 - Handed out cupcakes

Administrative:

- Responded to Emails and working on Semester Report
- Reviewed minutes, agendas and supporting documents

BUSINESS REPRESENTATIVE (Pachchigar)

*Away from office December 13-31

Named SFSS Committee Work & Action Items

- Surrey Campus Committee
- Vancouver Campus Committee

Meetings & Action Items

Projects

- Surrey Campus Pub Night
 - Selling SCC Pub Night tickets
- SFU Entrepreneur of the Year
 - Finalized organizing committee
 - Meeting with organizing team
- SCC Holiday Event
 - Handed out treats and sold Surrey pub night tickets

Office/Engagement Hours

- Monday, 4:00pm-5:00pm Surrey (SUR 3390)
- Tuesday, 4:00pm-5:00pm Surrey (SUR 3390)
- Wednesday, 4:00pm-5:00pm Surrey (By appointment)

Events

- 12/01: Angel Tree Pancake Breakfast + Santa Pictures
 - Set up/clean up
 - Handed out cupcakes and cookies to students
 - Took santa photos
- 12/02: Staff Appreciation Event

Administrative

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

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

Note: None of the SFSS Committees I sit on met in this period

- FAC - Worked on Board Stipend Penalties.

Meetings & Action Items

- Dec 2 - Board Staff Christmas Appreciation Party
- Dec 6 - Excellence in Teaching Awards Committee
 - Need to review 22 nominations and grade the candidates according to the committee's standards for evaluation
- Dec 13 - ESA Meeting
- Dec 16- ESA Meeting to discuss Holiday Gala preparation

Projects

Events

- ESA Holiday Gala (Dec 16)
 - Guided set up
 - Welcomed guests
 - Hosted/ MC'd event
 - Take down and thank you's

Office/Engagement Hours

Held by appointment only

Administrative

- Holiday Gala Report
- Beginning Review Process for updating ESA constitution
- Coordinating SEC meeting time
- Reviewed 16 nominations for Excellence in Teaching Awards Committee

ENVIRONMENT REPRESENTATIVE

*Away from office December 13-31

Named SFSS Committee Work & Action Items

- Not applicable until Spring 2017

Meetings & Action Items

- 1/12 - Archaeology Student Society Meeting
- 2/12 - Environmental Science Student Union Meeting

Projects

- 7/12 - Project Presentations for Embark Peer Educator Trainees
 - Presented Shared Economy Plan to Embark Board members
 - Provided feedback for fellow trainees

Office/Engagement Hours

- Not applicable until Spring 2017

Events

- 1/12 - Angel Tree Project + Free Pancake Breakfast
 - Posed as Santa for student engagement pictures
 - Provided pancakes for students
 - Operated as backup photographer when main camera experienced technical difficulties
- 3/12 - Jazz Club + Vocal Jazz Event (Winter Blues Concert)
- 4/12 - SFU Concert Orchestra Event (A Dance With Darkness)

Administrative

- Responded to emails
- Reviewed board material and articles

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - This committee did not meet during this time
- Surrey Campus Committee
 - Selling SCC Pub Night tickets
- Search Committee for Dean of Health Sciences
 - Finalized appointment details document
 - Sent out documents to FHS staff and students
- Excellence in Teaching Awards Committee
 - 12/06: Meeting
 - Started reviewing applications of the 16 people nominated

- Ranked 16 people nominated

Meetings & Action Items

- 12/07: HSUSU Meeting

Projects

- Angel Tree (project lead)
 - Held pancake pancake breakfast + santa pictures
 - Sent thank you letters to online donors
 - Collected all gifts from Surrey and Burnaby campus
 - Purchased items to make 30 more donation boxes and 20 gift cards from online monetary donations
 - Dropped off 100+donations

Office/Engagement Hours

- Monday 10:30-11:30am Burnaby
- Thursday 9:30-10:30am Surrey
- 12/13: SCC Pub Night Outreach
- 12/15: SCC Pub Night Tabling

Events

- 12/01: Angel Tree Pancake Breakfast + Santa Pictures
 - Set up/clean up
 - Took santa photos
 - Organized volunteers + logistics for the event
- 12/02: Staff Appreciation Event

Administrative

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

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Finance and Audit Committee
 - 12/02: Meeting
 - Discussed Board Stipend policies and Student Union Department budget
- Strategic Engagement Committee
 - 12/14: Meeting
- Strategic Plan Joint-Steering Committee
 - This committee did not meet during this time
- Grant Restructuring and Guidelines Committee
 - This committee did not meet during this time

Meetings & Action Items

- N/A

Projects

- Peer Mentorship Program
 - Completed randomly selected mentor and mentee check-ins

Office/Engagement Hours

- Held regular office hours
- 12/2: Freebie Friday
 - Handed out free coffee to students studying
 - Told students about the SFSS and the Angel Tree Project

Events

- 12/01: Angel Tree Pancake Breakfast + Santa Pictures
 - Set up/clean up
 - Made pancakes and engaged with students about the Angel Tree Project
- 12/02: Staff Appreciation Event

Administrative

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

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
December 1-31, 2016

ADVOCACY

The committee did not meet during this time.

ACCESSIBILITY FUND

The committee did not meet during this time.

EVENTS

The committee did not meet during this time.

FINANCE & AUDIT

The Finance and Audit Committee met and discussed the creation of a new line item within the Student Union Resource Department. The new line item was created for outreach materials, which was previously not accounted for in the budget. The committee also discussed Board Stipend Policies and a draft is being worked on throughout December to be finalized in January.

GOVERNANCE

This committee met to discuss the elections policies.

NOMINATION

The committee did not meet during this time.

STRATEGIC ENGAGEMENT

The committee did not meet during this time.

STRATEGIC PLAN

The committee met and discussed the update on the Strategic Plan. The communications plan is in place and the member feedback regarding services has been set up and will begin next semester.

SURREY CAMPUS



Board of Directors

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Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6
Unceded Coast Salish Territories
sfss.ca

The Surrey Campus Committee has been working on the promotions for the SFSS Surrey Pub Night. The committee has been active on social media and promoting through tabling at the Surrey Campus. Tier 1 has been sold out and tier 2 is now on sale for tickets. The committee also briefly met to discuss the logistics for SFU's Entrepreneur of the Year.