

SFSS BOARD WORK REPORT

This report reflects the Board work from
February 1-15, 2017

PRESIDENT

Named SFSS Committee Work & Action Items

Board

- Developed agenda & compiled attachments, chaired Feb 6 Board meeting.
- Developed agenda & compiled attachments for Feb 20 meeting.

Build SFU

- Meetings x2

Events

- Finalized proposal & budget for SFSS Appreciation Week 2017.

Governance

- Meeting x1

Finance & Audit

- Meeting x1 (Department budget presentations & reviewed budget projections).

Accessibility

- Developed agenda & compiled attachments, chaired Feb 10 meeting.

Executive

- Developed agenda & compiled attachments, chaired Feb 10 meeting. Invitation sent to all Board members.

Sexual Violence & Misconduct Policy (SVP) Advisory Group

- Reviewed community feedback from townhalls.

Website Development

- Meetings x2 (Review updates regarding website design plan & process)

Meetings & Action Items

- Build SFU General Manager x2
- Global Student Centre Community Coordinator
- SFSS Communications Coordinator
- Monthly meeting with President Petter & VP Students
- Ballistic Arts Web Design Meeting x2
- SFSS Administrative Assistant re: Agenda-setting
- Vantage Point re: governance structure, coordinate meetings & phone call
- SFU Joint Operations Group
- SFU Communications
- CEO + President x2
- GOMentr Skype Presentation
- SFU Faculty Member re: Tank Farm Expansion Awareness
- MyWellness Mental Health Proposal
- SFU Global Student Centre re: events for international students and campus diversity celebration/events x2

- SFU Marketing & Annual: Giving Officer from SFU University Advancement re: SFU crowdfunding initiative
- ArtNet re: SFSS Art Expo 2017
- SFU Student Services re: student engagement initiatives
- SFU Student Services re: implications of new Society Act
- SFU Student Services & MECS re: student group room-booking process
- RHA re: St. Patrick's Day Pub Night

Projects

- Internship Program
 - Compiled Board and staff feedback & updated document.
- SFSS Art Expo 2017
 - Proposal and budget approved by EPCOM & Board.
 - Develop messaging for student groups.
 - Completed communications work order form (CWOFF) for Facebook event and website.
 - Finalized space booking.
 - Met with ArtNet to finalize logistics and responsibilities.
 - Requested staff to create event submission email.
- SFSS Culture Fest
 - Developing proposal and budget.
 - Connecting with SFU Global Student Centre re: overlapping events and partnership.
- SFSS Appreciation Week
 - Finalized proposal and budget. Approved by EPCOM.
 - Reached out to potential stakeholders and sponsors.
- SFSS Board of Directors Alumni Group
 - Prepared and sent initial and follow-up email to Board alumni list.
- Tank Farm Expansion Awareness
 - Developing proposal draft for rally.
 - Inform respective student groups re: current advocacy letter campaign.
- Studentcare Health & Dental Plan
 - Finalized presentation content.
 - Provided feedback & finalized messaging to be sent to students re: network psychology services.

Office/Engagement Hours

- Office hours by appointment, made via president@sfss.ca
- Student-requested meetings x2

Events

- 2016 Champions for a Healthy Campus Community Reception (Feb 1)
- Biology Student Union Icebreaker (Feb 1)
- The Peak Netflix Trivia Night (Feb 1)
- We are All SFU Freedom Square Event (Feb 2)
 - Prepared and presented speech. Prepared letter, sent to the SFSS Communications Dept.
- ISF Movie Night (Feb 10)

Administrative

- Prepared for meetings: reviewed agenda items, minutes and supporting documents
- Emails
- [CWOFF] Wrote the SFSS & ArtNet present "SFSS ART EXPO 2017" work order.
- Compiled January 2017 SFSS Committee Update report for Council.

VP STUDENT SERVICES - VACANT

VP EXTERNAL RELATIONS

Named SFSS Committee Work & Action Items

Board

- Meeting x 2

Advocacy

- Meeting
- Finalized letter for Tank Farm Awareness proposal, work order forms, booked tables, organized tabling times

Governance

- Meeting x 1
- Reviewed bylaws and briefing notes

Executive

- Meeting x 1

Nominations Committee

- Did not meet

Meetings & Action Items

- Meeting with SFU Government and Community Relations Officer
 - SkyBus Overview
- Meeting with OER Working group
 - Discussed Open Education Week
- Meeting with SFU Health and Counselling Program Assistant
 - Discussed consent workshop
- Meeting x2 with Communications Coordinator and Campaigns, Research and Policy Coordinator
 - Worked on scripts for SFSS election videos
- Phone call with Force of Nature Alliance
 - Discussed tank farm expansion campaign
- Phone call with GoMentr
 - Program demo, reviewed proposal
- U-Pass Student Caucus Meeting
 - Discussed business case
- Meeting with GSS Executive Director
 - Update on U-pass meeting
- Phone call x2 with Communications Coordinator and Ballistic Arts
 - Reviewed and made edits to scripts/storyboards for election videos
- Meeting with SFU Marketing and Annual Giving: Officer from SFU Advancement
 - SFU crowdfunding initiative
- SFU Faculty Member

- Tank Farm Expansion awareness

Projects

- Consent Proposal for Board of Directors Orientation
- Run with It Campaign
 - Contacted interested alumni with instructions on how to get involved

Office/Engagement Hours

- Tank Farm Awareness Campaign Tabling
- Office Hours
 - By appointment

Events

- N/A

Administrative

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

VP FINANCE

Named SFSS Committee Work & Action Items

- Board
- Executive
- Finance and Audit
 - Departmental budget presentations
 - Board Stipend Policies
- Surrey Campus
 - Planning for de-stressing event and cultural event
- Events
 - Art Expo
 - Appreciation Week
 - Football tournament
- Accessibility
 - Reviewed granting process for accessible events and eligibility criteria
 - Reviewed Access4All Barrier Buster Grants
 - Discuss future opportunities with SFSS Accessibility Worker and on campus in

Meetings & Action Items

- BASS President Elect- BASS FROSH
- GOMentr Program Demo
- VIVA Care- health services on the Surrey Campus
- Student- SFSS Elections
- Enactus SFU- Surrey Bookings
- FBS Manager- FBS budget
- Finance Coordinator- MBC lease, appraisal report, food court valuation
- Dan Traviss, SFU Manager, Dining Services- Emergency Food Bank

Projects

- Departmental Budget Presentations

- Reviewed budget presentations from our departments
- Revised first draft of the budget and completed first round of presentations
- Preparing for second round with remaining departments and SFSS Committee chairs

Office/Engagement Hours

- Office hours (by appointment on Surrey or Burnaby Campus)

Events

- N/A

Administrative

- Reviewed minutes and important documents for meetings
- Compiled Board Work Reports
- IEC Chief and Commissioner timesheet
- Signed of on Board stipends
- Emails

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

- Strategic Engagement Committee Meeting X1
 - Discussed coffee drop shop
- Events Committee Meeting x1
 - Approved appreciation week
 - Talked about Art Expo
 - Talked about Volunteer Gala
- Board Meetings X2
- Executive meeting X1
- Passed art expo

Meetings & Action Item

- Meeting with Martin Wyant about concert
- Meeting about SASS with student

Projects

- Worked on Appreciation week
- Worked on volunteer gala
- Struck committee for volunteer gala
- Did coffee drop shop

Office/Engagement Hours

- Held regular office hours
- SFU outdoors rentals
- Hiring committee meeting for AVP academic

Events

- N/A

Administrative

- Emails
- Reviewed Minutes

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

Board

- Board Meeting

Advocacy

- Committee meeting
- Reviewed SFSS Tank Farm Proposal

Governance

- Committee meeting
- Reviewed bylaws
- Reviewed Referendum briefing notes
- Interview with Vantage Point

Finance and Audit

- Committee meeting
- Reviewed budget proposals from various departments

Meetings & Action Items

- Joint Operations Group meeting
- Meeting with President Petter & Tim Rahilly
- Phone interview with Vantage Point
- Executive committee meeting
- Build SFU Building committee meeting (SUB)

Projects

- Continued work on By-laws
- SFSS Referendum Campaigns
- SFSS Volunteer Gala

Events

- SFU US Travel Ban Event
- SFSS Coffee Drop in the AQ

Administrative

- Office hours for the remainder of the term 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
 - February 6th, 2017 (2hours)
 - Governance to-do list for the Upass, health and dental plan and society bylaws
- Events
 - February 10th, 2017 (40mins)
 - Appreciation week and associated proposals

Meetings & Action Items

- ArtNet working group
 - February 9th, 2017 (1hour)
 - Seek out sponsorship
 - Finalise venue bookings and marketing materials
- Society of the Arts and Social Sciences (SASS) Council
 - January 10th, 2017 (2hours, 15mins)
 - Update on current SASS operational status
 - Co-hosted event ideas and potential involvement
 - Council orientation

Projects

- Appreciation week
 - Event proposal
 - Budget consolidation
- Cards for Kids
 - Event proposal
 - Finalising stakeholder list
- ArtNet Art Expo
 - Event planning

Office/Engagement Hours

- Wednesdays, MBC 2220 11am - 1pm
- Mondays, MBC 2220 1pm - 2pm
- By appointment via atlarge1@sfss.ca

Events

- US travel ban event
 - February 2nd, 2017 (40mins)

Administrative

- Event Planning
- Emails

AT-LARGE REPRESENTATIVE (HANS)

Named SFSS Committee Work & Action Items

- Board
- Build SFU (x3)
- FAC
 - Departmental Budget Presentations

- Board Stipend Policies
- Strategic Planning
 - Did not meet

Meetings & Action Items

- Prepare progress on strategic plan
- Prepare Volunteer Orientation
- Volunteer Orientation

Projects

- General Membership Survey
 - Recruited and Trained Volunteers

Office/Engagement Hours

- Wednesday 10:30-12:30 WMC 3370

Events

- SFU Freedom Square Event

Administrative

- Emails and reading minutes and relevant documents

APPLIED SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items

- AFAC
 - Appointed to AFAC
- Granting
 - Did not meet
 - Followed up with next steps

Meetings & Action Items

- ESSS General Meeting(s)
 - Attended meeting to provide updates on SFSS
 - Talked about SUO Office
 - Discussed WEC travel fund
 - Updates on FAS Formal
- Board meeting (Feb 6)

Projects

- FAS Formal
 - Confirmed Venue
 - Booked Venue
 - Made budget(s)
 - Picked food menu
 - Got faculty funding
 - Helped write and submit grant proposal

Office/Engagement Hours

- Mondays 9:30-12:30 MBC 2220 or ASB Atrium

- By Appointment appscirep@sfss.ca

Events

- N/A

Administrative

- Emails
- Reading agenda documents

ARTS & SOCIAL SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items:

- **Governance:** Received final copy of draft bylaws which had been adjusted as per the committee's recommendations. Furthermore, the role of "BC at-large" member was discussed and whether it was necessary to have this specific requirement for one at-large position
- **Advocacy:** Discussed the US ban and the actions we could take to support our peers affected by it. Furthermore, we discussed collaborating with other student societies to host a provincial election debate

Meetings & Action Items:

- Board Meeting: February 6th
- Tasked with going over the final draft bylaws before they are sent to the lawyer
- FASS Exec Meeting
 - The past couple exec meeting have used as workshops for all the DSUs in the Arts and Social Sciences Faculty so that they can set goals, be able to recruit people and organize events that are of interest to their target audiences

Projects:

- **FASS Flash:** sent out the second call for event detail submissions as stated in FASS Flash guidelines.
 - Have put together and made additional posts on the SFSS Facebook page via the Communications department to promote SASS Elections

Office/Engagement Hours:

- Thursdays 12:30 to 1:30, Harbour Centre 3221
- Tank Farm Tabling: February 6th, 8th and 10th

Events: N/A

Administrative:

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

BUSINESS REPRESENTATIVE

Named SFSS Committee Work & Action Items

Surrey Campus Committee

- This committee did not meet during this period

Vancouver Campus Committee

- Finalizing date for Vancouver Tea at Three Event
- Discussing other potential events to hold on Vancouver Campus

Meetings & Action Items

- Student - SFSS Elections
- 02/06: Board Meeting
- Enactus SFU meeting
- Meeting with Student Marketing Association exec to discuss SFSS grants

Projects

- Vancouver Tea at Three Event
- Rugby Canada partnership for the CAN vs USA game

Office/Engagement Hours

- Office hours are by appointment for the remainder of the term. Please email me @ busrep@sfss.ca to set a time to meet (Surrey, Vancouver, Burnaby Campuses)
- Meeting with student

Events

- Rugby Canada partnership for the CAN vs USA game
- CaseIT 2017
- Art Expo
- Student Marketing Association event

Administrative

- Reviewed documents, prepared for meetings
- Checked and sent emails

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - 02/01: Meeting
 - Discussed the Tank Farm Campaign
 - 02/06: Tank Farm Awareness Tabling
 - Reached out to over 50 students
 - 02/08: Tank Farm Awareness Tabling
 - Canceled due to snowstorm
- Vancouver Campus Liaison/Committee
 - 02/06: Presented the Vancouver Campus FB Group Sustainment Plan to Board
- SFU Sustainable Mobility Advisory Committee (SMAC)
 - Did not meet in this period
- Strategic Plan Steering Committee
 - Did not meet in this period

Meetings & Action Items

- 02/06: Board Meeting
- 02/09: We are All SFU Speech in Vancouver

- 02/09: We are All SFU Speech in Surrey

Projects

- FCAT Undergraduate Conference
- FCAT Formal
- VCC Facebook Page
- SFU Vancouver Campus Student Facebook Group
- Vancouver Tea at Three Event

Office/Engagement Hours

- 02/06: Tank Farm Awareness Tabling
- Office Hours
 - Office hours for the remainder of the semester will be by appointment only. Please email me at fcatrepsfss@sfss.ca

Events

- 02/12: PSA Meeting
- 02/09: We are All SFU Event in Vancouver
- 02/09: We are All SFU Event in Surrey

Administrative

- Prepared for meetings: reviewed agenda items, minutes, and any related documents
- Worked on board semesterly report
- Email

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Strategic Engagement (Feb 3)
 - Scheduled events and coordinated next week's coffee drop
- Finance & Audit Committee (Feb 6)
 - SFSS departmental 2017/18 budget proposal review
- Strategic Engagement (Feb 10)
 - Coffee Drop → handed out ~50 cups of FREE coffee to students!

Meetings & Action Items

Projects

- Connectes SFU Rugby Club with Rugby Canada for some free tickets to a CAN vs USA game. #studentengagement
- Advertised for ESA's upcoming Outdoor Education Day. Find more info here: www.outdooresa.eventbrite.ca
- Prepared Engagement Budget Proposal for FAC's Committee 2017/18 Budget Review

Events

- Tank Farm Tabling (Feb 8 & 10)

Office/Engagement Hours

- By appointment

ENVIRONMENT REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Board Meetings (Jan 30th, Feb 6th)
- Tabling with SFSS Advocacy for the Tank Farm Safety Plan (February 8th + 10th)
- Accessibility Meeting (Feb 10th)

Meetings & Action Items

- Environmental Science Student Union Meeting (Feb 6th)
 - Discussed about events occurring later in the semester and final preparations for Victoria Trip
- Fair Trade Steering Committee (Feb 9th)

Projects

- Planning and supervising for Environmental Science and Environmental Resource Student Union's Victoria Trip (11th to 13th February)
- Planning for Conservation Movie Night with Biology Student Union, Wildlife Conservation Club, and Environmental Science Student Union

Office/Engagement Hours

- Office hours for the remainder of the semester will be by appointment only. Please contact envrep@sfss.ca to schedule an appoint.

Events

- The Invisible Wall Project (Feb 5th)
- Hissing Friends WSPCR event with Wildlife Conservation Club (Feb 6th)
- We Are All SFU gathering (February 2nd)

Administrative

- Emails
- Reviewed Agenda Items and Documents

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - 02/01: Meeting
 - During this time, the committee focused on tabling for the Tank Farm expansion awareness
- Surrey Campus Committee
 - This committee did not meet during this time
- Search Committee for the Dean of Health Sciences
 - This committee did not meet during this time

Meetings & Action Items

- 02/02: HSUSU Meeting
- 02/06: Board Meeting

Projects

- 02/09: Health Sciences Career Panel
 - Printing brochures/posters
 - Event set up/take down
 - Took photos during event
 - Greeted speakers and made gift bags for them

Office/Engagement Hours

- Office hours for the remainder of the semester will be by appointment only. Please email me at healthrep@sfss.ca
- 02/07: Tank farm awareness tabling
- 02/08: Tank farm awareness tabling
- 02/09: Tank farm awareness tabling
- 02/10: Tank farm awareness tabling

Events

- 02/10: Science Winter Formal

Administrative

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

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Strategic Engagement Committee
 - 02/10: Coffee Drop - Handed out 50 cups of free coffee to students and engaged with them through dialogue
- Finance and Audit Committee
 - 02/06: Departmental Budget Presentations
- Strategic Plan Joint Steering Committee
 - Did not meet during this time
 - 02/15: General Membership Survey Volunteer Training
 - Helped set up and participated
- Grant Restructuring and Guidelines Committee
 - Did not meet during this time

Meetings & Action Items

- 02/06: Board Meeting
- Science Undergraduate Society: Completed tasked work for the Science Winter Formal

Projects

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

Office/Engagement Hours

- Office hours for the remainder of the semester will be by appointment only. Please email me at sciencerep@sfss.ca
- 02/09: Tank farm awareness tabling
- 02/10: Tank farm awareness tabling

Events

- 02/10: Science Winter Formal

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
February 1-15, 2016

ADVOCACY

The committee met once during this time on February 1st. At this meeting, the committee discussed the recent US Travel Ban and ways in which the SFSS could offer support. It was decided that the best course of action was to have a letter written which included a list of ways in which students could access support. Committee members were also encouraged to attend the upcoming event being hosted by SFU. The committee also discussed the possibility of working on a Provincial elections campaign with other student associations, which would include a forum on student issues. During this time period, committee members were also working on the Tank Farm Awareness campaign. Committee members were actively involved with tabling the entire week before reading break.

ACCESSIBILITY FUND

The committee received an update from the new SFSS Accessibility Worker was received, highlighting current goals and projects. This includes an assessment of current level of student accessibility, reaching out to students who require accessibility accommodations, reaching out to campus stakeholders (SFU Centre of Students with Disabilities) and identify potential ideas for utilizing the Accessibility Fund to meet its respective aims. A previously proposed government grant was discussed in detail, but the committee realized SFSS did not fit in the scope of applicants. Another item of discussion was the possibility of pursuing a closed captioning service for large-scale SFSS events (Elections, AGMs, etc.). Also, the committee discussed the possibility of reaching out to CSD to provide existing SFU support services and/or initiatives, as to gain a greater understanding of the issues which students with lived experiences face. Another suggestion was to finalize an events checklist, to be presented to Board, Council and SFSS student groups, as to increase awareness of event accessibility for all students. A possible sensitivity training program may be effective to spread awareness, coordinate aims and brainstorm opportunities to pursue increased accessibility for all students.

EVENTS

FINANCE & AUDIT

The Finance and Audit Committee completed the first round of the budget presentations. At the Departmental Budget Presentations, we reviewed and provided recommendations to our staff coordinators based on their budget requests. We compiled the data and are creating the second draft and are preparing for the second round with the SFSS committee chairs and the remaining SFSS departments. The Board Stipend Deduction document was also completed.

GOVERNANCE

The Governance Committee met and reviewed the draft bylaws and discussed various issues pointed out by the society's legal counsel. The committee also met to discuss and review briefing

notes regarding a Health and Dental Plan referendum and a bylaw change referendum. Lastly, the committee discussed the need for a possible U-Pass referendum campaign which will ensure the U-Pass for another two years when the current contract expires May 1st 2018.

NOMINATION

The Nomination Committee did not meet during this time.

STRATEGIC ENGAGEMENT

Strategic Engagement held a free coffee drop on Feb 10th. The purpose of this outreach event was to create a tangible (although small) source of value for students by giving them free coffee simply because they are members of the society. We did this by setting up a mobile coffee station in the AQ, aiming at the more populated areas. This experience, along with previous ones like it, have shown it is a great way to connect with students on a more personal level. It is personal because the committee and its volunteers are going to students rather than waiting for students to come to us. This approach requires volunteers to have conversations with the membership and resultingly opens doors of conversation about the individual, their goals at school and relevant opportunities for that person within the Student Society. Our research from these outreach events have shown us that setting up at the top of the staircase by AQ C9000 is a very effective spot to hit large groups of people. This location should be taken into consideration when planning outreach events in the future. Our next coffee drop will be occurring on the 24th.

STRATEGIC PLAN

The Strategic Planning Committee did not meet during this time.

SURREY CAMPUS

The Surrey Campus Committee did not meet during this time.