

# SFSS BOARD WORK REPORT

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This report reflects the Board work from  
**February 15-28, 2017**

## **PRESIDENT**

### **Named SFSS Committee Work & Action Items**

#### Board

- Developed agenda & compiled attachments, chaired Board meeting for Feb 20 and 27.

#### Build SFU

- Meeting x1
- Joint Steering Meeting

#### Events

- Meeting x1
- Presented Culture Fest & St. Patrick's Day Pub Night
- Provided update about SFSS Appreciation Week & Puppy Therapy

#### Governance

- Meetings x2

#### Finance & Audit

- Meeting x1

#### Advocacy

- Meeting x1
- Discussed tank farm awareness campaign.
- Presented SFSS Appreciation Week (Wellness Wednesday, March 22).

#### Sexual Violence & Misconduct Policy (SVP) Advisory Group

- SVP Advisory & Working Group Meeting x1
- Reviewed recommended changes to policy.
- Reviewed revised draft policy.

#### Website Development

- Reviewed website videos briefing document.

### **Meetings & Action Items**

- SFU Associate Registrar re: U-Pass
  - Compiled notes & sent to VP ER & SFU AS.
- SFSS HR
  - Board Alumni Group
- SFSS Minutetaker x2
- CEO + President x2
- HCS Puppy Therapy re: Spring events
- WUSC SFU
- Council
  - Presented update re: tank farm awareness campaign.
  - Presented info re: Art Expo 2017.
- Studentcare re: claims analysis

- SFSS Communication Coordinator
- SAAC Meeting re: Karaoke/Wings Night

### **Projects**

#### Internship Proposal

- Finalized proposal & forms, both sent off to Board.

#### Tank Farm Rally

- Created proposal for Tank Farm Expansion Awareness Rally.
- Sent to VP ER & discussed at Advocacy.

### **Office/Engagement Hours**

- Office hours by appointment, made via [president@sfss.ca](mailto:president@sfss.ca)
- Student-requested meetings x2

### **Events**

- SFSS Birthday Bash
- SHAC Healthy Campus Event

### **Administrative**

- Prepared for meetings: reviewed agenda items, minutes and supporting documents.
- Emails.
- Compiled notes from SFU/SFSS Room-booking Meeting.
- CBC Interview re: recent sexual assault & SafeWalk program.

## **VP STUDENT SERVICES - VACANT**

### **VP EXTERNAL RELATIONS**

#### **Named SFSS Committee Work & Action Items**

##### **Board**

- Meeting x2

##### **Advocacy**

- Meeting x1
- Work order form “run with it” outreach campaign, reviewed poster edits, ordered more letters for tank farm campaign, followed up with Health and Counselling regarding wait list times, followed up regarding provincial elections event, researched pricing for mental health info campaign, worked on tank farm rally proposal

##### **Governance**

- Meeting x 2
- Reviewed briefing notes for board, SFSS Fee structure

##### **Executive**

- Did not meet

##### **Nominations Committee**

- Did not meet

##### **Meetings & Action Items**

- U-Pass Meeting with SFU Representative and SFSS President
  - Overview for upcoming UAC meeting, Institution survey
- Meeting with SFSS President
  - Tank Farm rally proposal
- Meeting with CEO x2
  - Board orientation and active bystander training
- Phone call with AMS and UVSS x2
  - Discussed Provincial budget release
  - Review of student survey results
- Conference call with U-Pass Student Caucus x2
  - Discussed business case, meetings with Government
- Phone call with SUVCC and ECSU x2
  - Edits to letter
- Phone call x4 with Communications Coordinator and Ballistic Arts
  - Reviewed and made edits to storyboards for election videos
- Communications meeting

#### **Projects**

- Consent Proposal for Board of Directors Orientation
  - Followed up with HCS regarding training times
- Run with it Campaign
  - Followed up with alumni regarding video submissions, reached out to additional alumni
- U-Pass Letter
  - Wrote letter on behalf of the student caucus
- AMS and UVSS
  - Worked on report for student survey results

#### **Office/Engagement Hours**

- Office Hours
  - By appointment

#### **Events**

- SHAC: Students towards a Healthy Campus event

#### **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 (full details in committee updates)
  - Management Consultant Reallocation
  - Budget Review
  - Budget Presentations

- Surrey Campus (full details in committee updates)
  - Confession board
  - Cultural event
  - Appointed two new members
- Events
  - Art Expo
  - Appreciation Week
  - St. Patrick's Day Pub Night
- Accessibility
  - Reviewed documents for survey and accessibility checklist
  - Discussed future opportunities to prioritize disability issues on campus

#### **Meetings & Action Items**

- Financial coordinator- closed Vancity accounts, budgets, bank charge analysis
- Auditor- reviewed budget allocations
- Build SFU- payment requisition form review with GM
- Budget Review with Martin and Lucy
- Student regarding pub night
- Gary from VIVA Care
- FBS General Manager
- SFU Dining Services Manager- Emergency Food Bank Program

#### **Projects**

- Emergency Food Bank Program- reviewed new card system that could be used for our program to reduce paper waste and give more options to students on campus
- SCC- Confession Board- idea to have a week long Board that students are able to anonymously submit their confessions and bring up issues on campus
- SCC- Cultural Event- planning to host it alongside Appreciation week with cultural food and music
- FAC- Budget- working on second draft to bring to FAC
- Board Stipend Deduction edits

#### **Office/Engagement Hours**

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

#### **Events**

- SFSS Birthday bash

#### **Administrative**

- Reviewed minutes and important documents for meetings
- Emails

## **VP STUDENT LIFE**

#### **Named SFSS Committee Work & Action Items**

- Events Committee X2

- Strategic Engagement X1
- Board meeting X1
- Council X1

**Meetings & Action Item**

- Meeting regarding appreciation week
- Meeting regarding st patricks day pub night

**Projects**

- Volunteer gala proposal
- Feedback on appreciation week

**Office/Engagement Hours**

- Engagement hours through coffee drop shop

**Events**

- Coffee Drop Shop

**Administrative**

- Emails
- Reviewed Minutes

**VP UNIVERSITY RELATIONS**

**Named SFSS Committee Work & Action Items**

**Board**

- 2 Board meetings
- Prepared motions and speaking points for referendum campaigns

**Advocacy**

- Committee meeting

**Governance**

- 2 Committee meetings
- Met with CRPC regarding committee work plan

**Finance and Audit**

- Committee meeting

**Meetings & Action Items**

- If you would like a list of my meetings, do not hesitate to contact me.

**Projects**

**Bylaw Change referendum**

- Began working on campaign outline
- Had question approved by board and placed on ballot
- Filled out nomination form and will be campaign lead

**Health and Dental Plan Referendum**

- Began working on campaign outline
- Had question approved by board and placed on ballot

- Filled out nomination form and will be campaign lead

#### **Events**

- Case it Awards Gala

#### **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](mailto:vpuniversity@sfss.ca)

### **AT-LARGE REPRESENTATIVE (BWAKURA)**

#### **Named SFSS Committee Work & Action Items**

- Governance
  - February 20th, 2017 (1hour)
    - Review student fee briefing note
  - February 27th, 2017 (50mins)
- Events
  - February 24th, 2017 (50mins)

#### **Meetings & Action Items**

- Balding for dollars
  - February 17th, 2017 (1hour)
    - Event plan and timeline discussed
    - Potential SFSS involvement in marketing
- Vantage Point
  - February 22nd, 2017 (1hour, 30mins)
- SAAC
  - February 27th, 2017
    - SAAC involvement in Appreciation Week events

#### **Projects**

- Appreciation Week
  - Space booking, communication and promotions and food orders placed
- SFSS Art Expo
  - Open to submissions
- Balding for dollars
  - Preliminary planning

#### **Office/Engagement Hours**

- Wednesdays, MBC 2220 11am - 1pm
- Mondays, MBC 2220 1pm - 2pm
- By appointment via [atlarge1@sfss.ca](mailto:atlarge1@sfss.ca)

#### **Events**

- SASS elections info session

- February 23rd, 2017 (30mins)

**Administrative**

- Event Planning
- Emails

**AT-LARGE REPRESENTATIVE (HANS)**

**Named SFSS Committee Work & Action Items**

- Board Meeting (x2)
- Build SFU (x3)
- FAC
  - Consultant Management Reallocation
  - Budget Review
  - Board Stipend Reductions
- Strategic Planning
  - Preparing for GMS presentation at board
  - Prepared GMS campaign 2017

**Meetings & Action Items**

- Organizing GMS tabling and presentation
- GMS communications plan with communications department

**Projects**

- Strategic Planning Committee - General Membership Survey

**Office/Engagement Hours**

- Wednesday 10:30-12:30 WMC 3370

**Events**

- SFU SHAC Event

**Administrative**

- Emails and reading minutes and relevant documents

**APPLIED SCIENCES REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- AFAC
  - Did not meet
- Granting
  - Did not meet
  - Got caught up to speed with Staff lead on new process

**Meetings & Action Items**

- Board meetings
  - Feb 27

- Feb 20
- DSUs
  - Did not make due to board meeting end times

**Projects**

- FAS Formal
  - Budget updates
    - Changed numbers due to approved grant amount
    - Talked to SUO about granting amounts
  - Progress updates
    - Poster Design Updates
    - Entertainment Updates
    - Menu Updates
  - DSU Follow up
    - Update Presidents on potential DSU spending for event
- FAS Dodgeball
  - Answered questions on how to plan event
  - Grant work
    - Explained how granting works to organizer
    - Answered questions on what is needed in a grant

**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: Feb 20th and 27th
  - We talked about fee structure and dividing our fees according to the society by-laws
- Advocacy: Feb 22nd
  - We discussed the next steps for tank farm and mental health info sheets and giveaways

**Meetings & Action Items:**

- Board Meeting: 20th and 27th
- Vantage Point FARM Meeting: Feb 22nd

**Projects:**



- FASS FLASH: collected all the data for the March flash and sent the work order to the communications office
- Pub Strobe Light for Advocacy “consent matters” campaign: working on getting a filter for the light in the pub

**Office/Engagement Hours:**

- Thursdays 12:30 to 1:30, Harbour Centre 3221

**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

- Confession board
- Cultural event

Vancouver Campus Committee

**Meetings & Action Items**

- Board Meeting (x2)
- Meeting with BASS President
- Reaching out to BASS communications for GMS
- Meeting with Enactus SFU President for help on their event HACKtion
- Meeting with Enactus SFU VP of program development for SFSS room bookings trouble

**Projects**

**Office/Engagement Hours**

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

**Events**

**Administrative**

- Reviewed documents and agenda to be prepared for meetings
- Checked and sent emails

**COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- Advocacy Committee
  - 02/22: Meeting
  - We discussed the tank farm awareness campaign and mental health info sheets and giveaways
  - Campaign videos and SFSS information videos: Ballistic Arts
- Vancouver Campus Liaison/Committee
  - 02/28: Meeting with Admin about Vancouver students
  - Plan for Tea at Three
  - Room booking for SFU Vancouver Meeting
- SFU Sustainable Mobility Advisory Committee (SMAC)
  - Did not meet during this time
- Strategic Plan Steering Committee
  - 02/20: Was not able to attend due to extenuating circumstances
  - Task: Farm involvement in the General Membership Survey Campaign

#### **Meetings & Action Items**

- 02/20: Board Meeting
  - Was not able to attend due to extenuating circumstances
- 02/27: Board Meeting

#### **Projects**

- FCAT Undergraduate Conference
- Vancouver Students Group
- FCAT Formal

#### **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](mailto:fcatrepsfss@sfss.ca)

#### **Events**

- 02/24 FCAT Undergraduate Conference
  - The conference was a huge success! We had over 60 projects and amazing keynote speakers
  - The venue was at SFU Woodward
  - We had an Alumni panel
  - We also hosted a social media contest
- 02/24: Volunteer Appreciation Gala
- 02/17: PSA Pub Night
  - Coat-check

#### **Administrative**

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

## **EDUCATION REPRESENTATIVE**

### **Named SFSS Committee Work & Action Items**

#### **Meetings & Action Items**

- Board Meeting (Feb 20)
  - Attended the last discussion only. The first portion was missed due to school.
- Finance & Audit Committee (Feb 20)
  - I presented a proposal for the Strategic Engagement Committee to be given a budget for the 2017/18 fiscal year. The result was inconclusive and will be discussed at a future meeting.
  - FAC reviewed other committee budget proposals.
- Vantage Point Meeting (Feb 22)
  - This meeting discussed the highs and lows of working as a board member within the student society. This consultation group aims to improve and give guidance to future boards so that our work can continue and future boards can be effective through a harmonious work environment. Good stuff this group is doing for improving our society!
- Board Meeting (Feb 27)

#### **Projects**

#### **Events**

- Education Welcome Event for incoming Aboriginal Students (Feb 16)
  - This was a great event. I, along with the faculty of Education, welcomed incoming indigenous students to the school. I presented on the importance of Education in our society along with its great benefit in our own lives. I then helped with leading some activities and discussions with the students.
- Outdoor Learning Day at the Cheakamus Centre (Feb 25)
  - This was an awesome day that my team through the Education Student Association and I created and implemented for education, biology and any other interested student. The goal was to connect education and the environment by getting students out of the classroom and into an outdoor learning context. Over 30 students attended the event and most of them had never interacted with the SFSS/ESA before. This made it a total success! The event cost \$50.00 per student but thanks to subsidies by the ESA through the SFSS, we were able to charge attendees only \$15.00! I love making student dollars work for them! :)
- ESA Study Break (Feb 28)
  - The ESA's second event in a period of four days proved to be a success. Friends was played for several hours in the learning hub in the education building while food and board games were provided to create an engaging environment for students looking to socialize and relax. Those who attended were mainly those who could not attend the Outdoor Education Day. Several students who went to the Outdoor Education Day came to this event as well allowing for great follow up between myself and those looking to get more involved! We also selected 5

students to give \$50.00 Dollorama gift cards to help provide supplies to their classrooms during their teaching practicum! Very exciting. I love seeing student dollars make a difference in real tangible and socially benefitting ways.

**Office/Engagement Hours**

- By appointment

**ENVIRONMENT REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- Accessibility (N/A)

**Meetings & Action Items**

- Board (20th, 27th)
- Vantage Point (22nd)
- Environmental Science Student Union (27th)
  - Planning for additional events within the student union

**Projects**

- Planning for Conservation Movie Night with Biology Student Union and Wildlife Conservation Society

**Office/Engagement Hours**

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

**Events**

- Caselt 2017 Awards Banquet (17th Feb)
- Volunteer Appreciation Gala (24th Feb)

**Administrative**

- Emails
- Reviewed Agenda Items and Documents

**HEALTH SCIENCE REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- Advocacy Committee
  - 02/22: Meeting (was not able to attend)
- Surrey Campus Committee
  - 02/23: Meeting
    - Confession Board
    - Cultural Event
- Search Committee for the Dean of Health Sciences
  - 02/23: Meeting
    - Read and evaluated applications of 15 candidates
    - Formed a list of interview questions

**Meetings & Action Items**

- 02/20: Board Meeting
- 02/27: Board Meeting
- 02/23: HSUSU Meeting
- 02/28: Meeting with Western Canada Regional Manager for OzTREKK

- Wanted to know more about HSUSU and what we do

### **Projects**

- Health Sciences Gala

### **Office/Engagement Hours**

- Office hours for the remainder of the semester will be by appointment only. Please email me at [healthrep@sfss.ca](mailto:healthrep@sfss.ca)

### **Events**

- 02/24: Volunteer Appreciation Gala
- 02/17: PSA Pub Night
  - Coat-check

### **Administrative**

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

## **SCIENCE REPRESENTATIVE**

### **Named SFSS Committee Work & Action Items**

- Strategic Engagement Committee
  - Did not meet during this time
- Finance and Audit Committee
  - 02/27: Meeting
    - Reviewed budget presentations
- Strategic Plan Joint Steering Committee
  - 02/20: Meeting
    - Helped prepare for General Membership Survey
- Grant Restructuring and Guidelines Committee
  - Did not meet during this time

### **Meetings & Action Items**

- 02/20: Board Meeting
- 02/27: Board Meeting

### **Projects**

- 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](mailto:sciencerep@sfss.ca)

**Events**

- 02/17: PSA Pub Night
  - Coat-check
- 02/24: Outstanding Student Volunteer Appreciation Gala

**Administrative**

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

# SFSS BOARD COMMITTEE UPDATE

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This report summarizes SFSS committee activities that took place from  
**February 16-28, 2016**

## **ADVOCACY**

The committee met on February 22nd, and had Vantage Point attend as guests. The consent campaign was discussed in terms of 'active bystander training', and the committee talked about the best time to hold a trial session. An update was also provided on the consent toolbox redesign. The Tank Farm awareness campaign was reviewed, and it was decided that more letters should be printed. Additionally, the committee discussed the potential of hosting a rally at the end of the school term. The mental health campaign was discussed in conjunction with appreciation week, with info pamphlets being handed out at the "wellness wednesday" event. The committee was also updated regarding the change of date for the provincial election event, being hosted in conjunction with other student societies. The committee decided they still wished to receive updates regarding partnering on this event. Lastly, an update was provided regarding the SFSS election videos. The committee was circulated the storyboard and asked to provide their thoughts.

## **ACCESSIBILITY FUND**

The Accessibility Fund Committee did not meet during this time.

## **EVENTS**

## **FINANCE & AUDIT**

The Finance and Audit committee met and approved a reallocation from the Management Consultant line item to the Lease expense line item to cover administrative expenses. We finished off the budget presentations and reviewed the second draft of the budget. We conducted an analysis on the bank charges from Scotiabank and Vancity. The Board Stipend Deduction Policy was discussed and will be brought to the next Board meeting for approval.

## **GOVERNANCE**

The Governance committee met twice in the last weeks and discussed two briefing notes regarding our Health and Dental Plan Fee increase referendum, as well as a bylaw change referendum. The committee also discussed categorizing student society fees as required by the new BC Society Act.

## **NOMINATION**

The Nomination Committee did not meet during this time.

## **STRATEGIC ENGAGEMENT**

The SEC did not meet during this period due to reading break.

## **STRATEGIC PLAN**

The Strategic Planning Committee met and discussed the progress of the General Membership Survey and the SFSS departmental survey. The GMS campaign was developed, the budget decided upon, and communication plan was discussed. The departmental survey was conducted over two weeks where students gave feedback on applicable departments. Overall the feedback was positive and we had several hundred responses.

## **SURREY CAMPUS**

The Surrey Campus Committee met and approved a Confession Board event on the Surrey Campus where students are able to submit anonymous confessions into a box and it will be posted for other students. We also started planning a cultural event during appreciation week where there will be music and food from different clubs/student groups on campus. We also appointed two new members to the SCC.