

SFSS BOARD WORK REPORT

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

PRESIDENT

Named SFSS Committee Work & Action Items

Board

- Developed agenda & compiled attachments, chaired meeting for:
 - Board Spring Planning Session (Jan 3)
 - Board Meeting (Jan 3)
- Developed agenda & compiled attachments for Jan 16 Board meeting

Build SFU

- SFSS Committee Meeting (Jan 4)
- Building Committee Meeting (Jan 13)

Website Development

- Committee meeting (Jan 9, 10)
- Reviewed report, proposal and made recommendation for Board

Council

- Meeting (Jan 11)
- Presented SFSS Board Committee Updates & SVP Jan 18 Townhall Event

Meetings & Action Items

- GRID Meeting (Jan 4)
 - Coordinate with GRID representatives
- President + CEO
 - Meetings (Jan 5, 10)
- SFU Ancillary Services (Jan 5)
- SFU Alumni Relations re: TD Insurance (Jan 6)
- Studentcare Health & Dental Plan re: Board presentation & annual claims materials (Jan 6)
- SFU Alumni re: bursary program (Jan 9)
- SFU Director of Operations & Planning (Jan 11)
- SFSS Campaigns, Research & Policy Coordinator (Jan 11, 12)
- SFU Communications Office (Jan 12)

Projects

Angel Tree Project

- Final drop-off to Middle Eastern Friendship Centre (Jan 5)
- Coordinated donation drop-offs with WUSC representatives (Jan 12)

Sexual Violence Policy (SVP)

- Media training with SFU Communications (Jan 3)
- Submitted Letter to Editor article to The Peak re: SVP (Jan 8)
- Met with Health & Counselling to organize townhall event logistics (Jan 10)
- Met with SVP Working Group Chair to discuss speaking points (Jan 11)

SFSS Internship Program

- Prepared document & requested CEO's review

SFU Communicators Presentation

- Finalized presentation agenda proposal
- Developing presentation
- Discussed with interested Board members, welcoming feedback
- Working on finalizing presentation & sending to Board

SFSS Engagement Form

- Prepared template and sample for SFSS Communications Coordinator's review
- Met to discuss feedback
- Finalized key speaking points with SFSS Communications Coordinator for Spring Club Days Tabling

Office/Engagement Hours

- Office hours: By appointment, made via president@sfss.ca
- Meeting with student, inquiring about elections
- Meeting with student, inquiring about faculty representative positions & responsibilities
- Meeting with student, inquiring about volunteer opportunities

Events

- SFU Spring 2017 Welcome Day (Jan 3)
 - Scheduling & tabling
- SFU Spring Welcome Day & SFSS Pancake Breakfast (Jan 4)
 - Scheduling, coordinated with SFU & SFSS General Office & tabling
- SFSS Surrey Campus Committee Pub Night (Jan 5)
 - Tabling
- SFSS Corona Beach Party Pub Night (Jan 12)
 - Scheduling, coat-check & take-down

Administrative

- Prepared for meetings: reviewed agenda items, minutes and supporting documents
- Signed cheque requisitions
- Communication Work Order Forms (CWOFF)
 - SFU Sexual Violence & Misconduct Policy
 - Sexual Violence at SFU: An Open Dialogue Event
 - Studentcare Health & Dental Plan
- Media inquiries
 - The Peak re: SFU Sexual Violence Policy
- Office organization & clean-up
- Responded to U-Pass inquiries
- Emails

VP STUDENT SERVICES - VACANT

VP EXTERNAL RELATIONS

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

- Attended Board planning session
- Board meeting

Advocacy

- Did not meet

Governance

- Did not meet

Accessibility

- Did not meet

Executive

- Did not meet

Nominations Committee

- Did not meet

Meetings & Action Items

- Met with student regarding 143
 - Reviewed response from Translink
- Met with council member to review Tank Farm survey results
- Phone call with Canucks Representative x 2
- Conference call regarding Provincial Elections
 - Discussed potential all candidates forum
- Phone call with GOMentr representative
 - Completed questionnaire and discussed pilot project
- Phone call with UVSS and AMS VP Externals
 - Discussed lobbying points, provincial election campaigns,

Projects

- Compiled Tank Farm survey report for council
- Finalized Canucks University Night
 - Date, Time, price, promotions, filled out work order form
- U-Pass
 - Letter of support from SFU, reviewed meeting notes
- Reviewed Sexual Violence Policy, worked on letter to the peak, reviewed town hall event plan
- SFSS Elections
 - Worked on storyboard for video
- Mental Health Campaign
 - Reviewed Studentcare survey results, research on mental health campaigns/initiatives

Office/Engagement Hours

- Office Hours
 - By appointment

Events

- SFU Spring Welcome Day
- SFU Spring Welcome Day & SFSS Pancake Breakfast
- SFSS Corona Beach Party Pub Night

Administrative

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

VP FINANCE

Named SFSS Committee Work & Action Items

- Board-n/a
- Executive-n/a
- Finance and Audit -n/a
- Surrey Campus-n/a
- Events -n/a
- Accessibility-n/a

Meetings & Action Items

- Food Bank Program meeting
 - Discussed trend usage in the past few years
 - Future plans
 - Contact and revise agreement with Nesters and Safeway
 - Seek alternative funding options to meet increasing demand
- Surrey Campus Executive Director-
 - Set up meeting to discuss SFSS/Surrey Campus relationship
- Finance Coordinator
 - Discussed reissued cheque payments and monthly financial reports

Projects

- SFSS Surrey Pub Night
 - Organized volunteer schedule
 - Issued payments for production company, venue and security
- SFU Entrepreneur of the Year
 - Met with Project Lead to discuss team/next steps
- SFSS Health and Dental Plan
 - Reviewed documents

Office/Engagement Hours

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

Events

- SFSS Tabling at Spring Welcome Day
- SFSS Surrey Pub Night

Administrative

- Semester Report
- Prepared Budget Schedule document
- Reviewed minutes and important documents for meetings
- Emails

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

- **Fall Kickoff Report**
- Finalized budget

- - Finalized report
- - Met with finance office regarding clearing up some issues

Meetings & Action Item

- Food bank progression meeting

Projects

- Inquiry on SFSS boat event
- Welcome back pub night
 - Booked production
 - Cleared up production
 - Dj'd at pub night
 - Set up production
 - Booked artists
 - Sold tickets

Office/Engagement Hours

- Held regular office hours

Events

- SFSS Welcome Back Pub night
- SFSS tabling at spring welcome day

Administrative

- Emails
- Reviewed Minutes
- Clubs days sign up

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

Board

- Attended board planning session

Build SFU

- SFSS Committee Meeting
- Building Committee Meeting

Advocacy

- Did not meet

Governance

- Did not meet

Accessibility

- Did not meet

Executive

- Did not meet

Nominations Committee

- Did not meet

Finance and Audit

- Did not meet

Strategic Plan

- Did not meet

Meetings & Action Items

- SFSS Campaigns, Research & Policy Coordinator
- Met with CEO regarding By-laws

Projects

- By-Laws review
- Elections Policy Review

Events

- Spring Welcome Day Pancake Breakfast
- SFU Welcome Day

Administrative

- Working on semester report
- 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

- N/A

Meetings & Action Items

- BOD
 - January 3rd, 2016 (45mins)
- Spring Semester Planning session
 - January 3rd, 2016 (1hour, 50mins)
- Corona Pub Night
 - January 4th, 2016 (30mins)
 - Preparatory, and logistic finalization meeting for the event
- Council
 - January 11th, 2016 (1hour, 30mins)

Projects

- Corona Beach Pub Night

Office/Engagement Hours

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

Events

- Pancake Breakfast
 - January 4th, 2016 (2hours)
- Corona Beach Party
 - January 12th, 2016 (6hours, 30mins)
 - Project lead, set up, take down, entrance and coat check

Administrative

- Event report template
- emails

AT-LARGE REPRESENTATIVE (HANS)

Named SFSS Committee Work & Action Items

- Finance and Audit - did not meet
- Build SFU
- Strategic Planning - did not meet

Meetings & Action Items

- Build SFU committee meeting (x2)
- Board Meeting
 - Board Planning Session

Projects

- General Membership Survey

Office/Engagement Hours

- Wednesday 2:30-4:30 WMC 2218.2

Events

- SFSS Pancake breakfast
- SFSS pub night
- Tabling at welcome day

Administrative

- Emails and reading minutes and relevant documents

APPLIED SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Website Redesign
 - Review documents sent by Ballistic arts
 - Provided questions for follow up meeting

Meetings & Action Items

- Board Meeting
 - Faculty Updates
 - Ad-hoc Committee updates
 - Project Updates
- WEC Grant
 - Gathered details that related to the event
 - Explained new SFSS Granting procedures and process
 - Provided advice on how to get grant submitted
 - Submitted and followed up with Anna and MESS/ESSS about grant status

Projects

- FAS Formal
 - Venue Inquiry and Decision
 - Budget estimations
 - Delegation of tasks to DSUs

Office/Engagement Hours

- Mondays 9:30-13:30 MBC 2220
- By Appointment appscirep@sfss.ca

Events

- SFU Welcome Day Tabling
 - Welcomed some new students
 - Explained to them about SFSS and what we do for them
 - Explained Student Governance
- Welcome Back Pub Night
 - Doorman
 - Ticket sales
 - Coat check

Administrative

- Emails
- Reading agenda documents
- Semester Report

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - This committee did not meet during this period.
- Strategic Planning Committee
 - This committee did not meet during this period.
- Vancouver Campus Committee
 - Action Item: Vancouver Students Facebook page and event
- SMAC
 - This committee did not meet during this period.
 - Action Item: SFU Gondola

Meetings & Action Items

- 01/03: Board Planning Session
- 01/03: Board Meeting

Projects

- FCAT Formal
- FCAT Undergraduate Conference
- Vancouver Campus Engagement

Office/Engagement Hours

- Office Hours
 - Office hours for the remainder of the semester will be by appointment only.
Please email me at fcatrepsfss@sfss.ca
- 01/03: SFSS Welcome Day Tabling

Events

- 01/05: SCC Surrey Pub Night
 - Take down
- 01/ 08: PSA Sandwich Drive
 - Made sandwiches
 - Gave out sandwiches to the homeless in downtown
- 01/12: SFSS Corona Beach Party
 - Set up
 - Coat check

Administrative

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

ARTS & SOCIAL SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items:

- Advocacy: No Meeting
- Governance: No Meeting

Meetings & Action Items:

- Board Meeting: January 3rd
- Board Planning: January 3rd

Projects:

- FASS Flash: Sent out emails according to agreed timeline to all FASS DSUs for the Flash post on SFSS Facebook page
- Finance Committee Video: Redid my scene for the video as requested by the Finance committee
- Concert Report: completed my section for Director of Human Resources and After Party Lead

Office/Engagement Hours:

- Welcome Day Tabling: represented the student society and answered questions about getting involved with the society and FASS
- Welcome Back Pancake Breakfast: cooked pancakes and clean up

Events:

- SFSS Surrey Pub Night: helped with cleanup at the end of the night

Administrative:

- Emails
- Completed the Faculty Updates Report
- Prepared for meetings: reviewed agenda items, minutes, and any related documents

BUSINESS REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Surrey Campus Committee -n/a
- Vancouver Campus Committee -n/a

Meetings & Action Items

- Business Administration Student Society meeting
- Setting up Potential phone meeting with 2017 Americas Rugby Championship after initial email

Projects

- SFSS Surrey Pub Night
 - Assisted with setup and cleanup
 - Volunteered at coat check and stamping

Office/Engagement Hours

Monday, 5:30pm-7:00pm BBY (By appointment)
Tuesday, 4:00pm-5:00pm Surrey (SUR 3390)
Wednesday, 4:00pm-5:00pm Surrey (SUR 3390)

Events

- SFSS Surrey Pub Night
- BASS Signature event: coffee chat session

Administrative

- Reviewed documents
- Checked emails
- Worked on Board semester report

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

Meetings & Action Items

Projects

Events

Office/Engagement Hours

Administrative

ENVIRONMENT REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Will join Outreach and Engagement, possibly Advocacy, (Pending confirmation)

Meetings & Action Items

- Environmental Science Student Union Meeting (9th Jan 2017)
- Geography Student Union Meeting (10th Jan 2017)
- SFSS Council Meeting (11th Jan 2017)

Projects

- Gauged interest in Environment DSUs for a Faculty wide first aid workshop
 - So far EVSC-SU and ER-SU are on board, GSU and ASS expressed interest but will confirm again.

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

- Served pancakes to students and afterwards helped in storing condiments and equipment during the Welcome Day Event (4th Jan 2017)
- Setup for SFSS Surrey Pub Night (5th Jan 2017)
- Ticketing and coat check for SFSS Corona Beach party (12th Jan 2017)
- Attended Peer Educator Professional Development Day Workshop at SFU Surrey as a Sustainability (EMBARC) Peer (14th Jan 2017)

Administrative

- Emails
- Reviewed Agenda Items and Documents

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - This committee did not meet during this time
- Surrey Campus Committee
 - This committee did not meet during this time
- Excellence in Teaching Awards Committee
 - Read 16 nomination packages
 - 01/03: Meeting
 - Chose the 3 final winners of the award
- Search Committee for the Dean of Faculty of Sciences
 - In progress: reading nominations

Meetings & Action Items

- 01/03: Board Planning Session

- 01/03: Board Meeting
- 01/05: Meeting with SFU Student Engagement Coordinator for the Health Sciences Faculty
- 01/12: HSUSU Meeting

Projects

Office/Engagement Hours

- Office hours for the remainder of the semester will be by appointment only. Please email me at healthrep@sfss.ca
- 01/03: SFSS Welcome Day Tabling

Events

- 01/05: SFSS Surrey Pub Night
 - Pub Night Tabling
 - Set up/take down
- 01/12: SFSS Corona Beach Party
 - Set-up

Administrative

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

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Finance and Audit Committee
 - This committee did not meet during this time
- Strategic Engagement Committee
 - This committee did not meet during this time
- 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

- 01/03: Board Planning Session
- 01/03: Board Meeting
- 01/04: Science Undergraduate Society Meeting

Projects

- Science Peer Mentorship Program

- Completed randomly selected mentor and mentee check-ins
- Submitted Co-Curricular Record information to SFU Administration to approve the program for CCR accreditation for formal recognition for the program and its mentors. Current and future mentors' participation and volunteer hours will now be added to their CCR.
- 2017 Student Volunteer Appreciation Gala Video
 - Participated in filming

Office/Engagement Hours

- Office hours for the remainder of the semester will be by appointment only. Please email me at sciencerep@sfss.ca
- 01/03: SFSS Welcome Day Tabling

Events

- 01/04: Spring Welcome Day Pancake Breakfast
- 01/05: SFSS Surrey Pub Night
 - Setup and Cleanup
- 01/12: SFSS Corona Beach Party
 - Setup

Administrative

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Emails
- Board Semester Report
- Completed the Faculty Updates Report

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
January 1 to 15, 2016

ADVOCACY

The committee did not meet during this period.

ACCESSIBILITY FUND

This committee meets on an as-needed basis, as called by the Chair. The committee did not meet during this time.

EVENTS

The committee did not meet during this period.

FINANCE & AUDIT

The committee did not meet during this period.

GOVERNANCE

This committee did not meet during this period.

NOMINATION

The committee did not meet during this period.

STRATEGIC ENGAGEMENT

The committee did not meet during this period.

STRATEGIC PLAN

The committee did not meet during this period.

SURREY CAMPUS

The committee did not meet during this period.