

# SFSS BOARD WORK REPORT

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This report reflects the Board work from  
**January 16-31, 2017**

## **PRESIDENT**

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

#### Board

- Developed agenda & compiled attachments, chaired meetings (Jan 16, 30)
- Developed agenda & compiled attachments for Feb 6 Board meeting

#### Build SFU

- Meeting (Jan 18)

#### Events (Jan 27)

- Prepared proposal for SFSS Art Expo
- Prepared proposal for SFSS Appreciation Week

#### Governance (Jan 30)

- Overview of referendum questions
- Overview of final draft of SFSS bylaws

#### Strategic Engagement (Jan 20, 27)

- Presented proposal for Coffee Drop Stop
- Prepared proposal for Strategic Plan membership survey engagement strategy

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

- Tabling at SFSS Burnaby Club Days
- Prepared logistics, promotional materials and script for event
- Featured in SFU SVP awareness video regarding policy and townhall feedback events

#### Website Development

- Review updates regarding website design plan & process

#### Granting (Jan 31)

- Reviewed report, took notes to incorporate Board feedback
- Overview of operations and existing process
- Took notes from meeting to relay to Applied Science Representative

### **Meetings & Action Items**

- President + CEO x5
- SFU Kaldor Engagement Research Preview
- Agenda setting meeting with SFSS Campaigns, Research and Policies Coordinator x2
- SFU U-Pass Spring 2017 Appeals Committee
- TD Insurance re: student plan for home, travel and tenant insurance
- Studentcare re: presentation & agreement
- SFU Student Services re: engagement & collaboration
- VP External Relations
- ArtNet President x2
- SFU Gallery Director
- SFU Personal Security Officer
- SFU Associate Registrar re: Burnaby Mountain Link

### **Projects**

- SFSS Internship Program
  - Completed proposal & reviewed with CEO

- Presented to Board & incorporated feedback
- SFU Communicators Presentation
  - Finalized presentation and relevant documents
  - Scheduled Board members to attend
- SFSS Sexual Violence Policy
  - Invited SFU VP Students to present policy and jurisdiction
  - Established action items and prepared potential options with CEO
- SFSS Art Expo
  - Developing proposal and room bookings
  - Met with ArtNet President and Executive team to discuss logistics
- SFSS Appreciation Week
  - Brainstormed ideas with At-Large Rep Bwakura to establish timeline, ideas and stakeholders
  - Developing proposal and delegation of responsibilities
- SFSS Culture Fest
  - Developing proposal and identifying interested groups & stakeholders
- Joint Operations Group
  - Finalized agenda and relevant materials
- Board Engagement Form
  - Developed proposed form, relayed to SFSS Communications Office
  - Presented at Board & received feedback

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

- Office hours by appointment, made via [president@sfss.ca](mailto:president@sfss.ca)
- Student-requested meetings x3

#### **Events**

- SFU Sexual Violence & Misconduct Policy Townhall (Jan 17)
- SFSS Sexual Violence & Misconduct Student Input Dialogue (Jan 18)
- SFSS Burnaby Club Days
- SFU Communicators Presentation (Jan 23)
- Burnaby Board of Trade Government Representatives Reception (Jan 25)
- ArtNet Icebreaker (Jan 27)
- The Peak Social (Jan 31)
- The Schedule Comedy Night (Jan 31)

#### **Administrative**

- Prepared for meetings: reviewed agenda items, minutes and supporting documents
- Emails
- Compiled Fall 2016 Committee Updates for Council
- Presented SFSS & SFU Harbour Centre Agreement re: equipment maintenance
- Informed CEO of concerns re: SFSS Transgender Guide
- Reviewed SFSS operational policies
- Completed Fall 2016 semester report
- [CWOFF] SFU Blood for Life Stem Cell Event

## **VP STUDENT SERVICES - VACANT**

### **VP EXTERNAL RELATIONS**

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

**Board**

- Meeting x 3

**Advocacy**

- Meeting x 2
- Worked on SFSS Tank Farm proposal, reviewed video proposal by Ballistic Arts, completed video briefing document, worked on SFSS Elections proposal, reached out to SFU Health and Counselling regarding wait list times

**Governance**

- Meeting x 2
- By-law review session with VP University relations, referendum questions overview with committee

**Accessibility**

- Did not meet

**Executive**

- Did not meet

**Nominations Committee**

- Did not meet

**Meetings & Action Items**

- Meeting with Hope Power regarding OER week
  - Discussed collaboration on an event with UBC
- Meeting with VP Externals AMS/UVSS
  - Worked on joint lobbying document and transition plan
- Meeting with VP External GSS
  - Discussed student forum event for provincial elections, worked on provincial elections proposal
- U-Pass Student Caucus meeting
  - Met to review timeline for renewal plan, filled out work order form for legal counsel
- Meeting with Ballistic Arts and Communications Coordinator
  - Discussed video overview, timeline and expectations
- Met with Campaigns, Policy and Research Coordinator
  - Discussed information to be included in SFSS Election videos
- Phone call with Rugby Canada Representative
  - Discussed upcoming student discount offer
- Meeting with Personal Security Officer and SFSS President
  - Discussed safe walks program

**Projects**

- SFU Gondola
  - Contacted SFU VP External Relations office for clarification on project

**Office/Engagement Hours**

- Office Hours
  - By appointment

**Events**

- Clubs Days Tabling
- Sexual violence and misconduct town hall
- Sexual violence and misconduct student input and dialogue session
- SFU Communicators Presentation
  - Presented survey conducted by the Advocacy committee in the summer semester, talked about ways to engage with undergraduate students

**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
- Executive
- Finance and Audit
  - Board Stipend Deduction discussion
  - Part time Financial Assistant job created and approved
  - Scheduled Departmental Budget Presentations
- Surrey Campus
  - Pub Night feedback
  - Student Entrepreneur of the Year Event
  - Tech Expo presentation
  - New events in the Mezz and parking lot
- Events-n/a
- Accessibility-n/a

**Meetings & Action Items**

- Campaigns and Research Coordinator regarding Embark Society Fee
- SFU Surrey Administration regarding space for the students and the SFSS
- Surrey Coordinator -pre-meeting/future events
- Enactus SFU President- SFU Surrey Hackathon event

**Projects**

- Activity Fee Video- filmed and completed
- Student Entrepreneur of Year meeting with project leads and other stakeholders

**Office/Engagement Hours**

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

- SFSS Burnaby Clubs Days
- SFSS Surrey Clubs Days
- SFU Sexual Assault Consultation Event

**Administrative**

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

**VP STUDENT LIFE [LATE]**

**Named SFSS Committee Work & Action Items**

- Strategic Engagement Committee Meeting X2
  - Discussed coffee drop shop

- discussed plexi glass
- Events Committee Meeting x1
  - Talked about Appreciation Week
  - Talked about Art Expo
  - Talked about Volunteer Gala
- Board Meetings X2
  - Delivered fall kickoff report

#### **Meetings & Action Item**

- Food bank meeting
- Meeting about SASS with student

#### **Projects**

- Started working on Appreciation week
- Started work on volunteer gala
- Struck committee for volunteer gala

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

- Held regular office hours

#### **Events**

- Coordinated SFSS Burnaby clubs days
- Burnaby board of trade government reception
- SFSS Surrey clubs days

#### **Administrative**

- Emails
- Reviewed Minutes
- Clubs days sign up
- Semester report

## **VP UNIVERSITY RELATIONS**

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

#### **Board**

- Attended 2 board meetings

#### **Advocacy**

- Committee meeting
- Reviewed and wrote committee minutes

#### **Governance**

- Committee meeting

#### **Finance and Audit**

- Committee meeting
- Reviewed stipend policy document

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

#### **Projects**

- Continued work on By-laws

#### **Administrative**

- Working on semester report
- 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
  - January 30th, 2017 (1hour, 20mins)
    - New bylaw implementation process
- Events
  - January 27th, 2017 (1hour)
    - Began planning for collaborative events

### **Meetings & Action Items**

- BOD
  - January 16th, 2017
  - January 23rd, 2017
  - January 30th, 2017
- Event proposal planning
  - January 26th, 2017 (1hour, 30mins)
    - Preliminary planning for Art Expo, appreciation week and volunteer appreciation gala
- Art Expo planning with ArtNet
  - January 31st, 2017
    - Set a tentative date, venue and event plan
    - Set out measurables
- Canadian Cancer Society event
  - January 31st, 2017
    - Set out basic event plan
    - Set tentative date and location
    - Draft proposal drafted, pending board approval

### **Projects**

- Canadian Cancer Society event
- Art Expo

### **Office/Engagement Hours**

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

### **Events**

#### **Administrative**

- Event report template
- emails

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

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

- Finance and Audit Committee
  - Reviewed Board Stipend Policy and recommended it to board
- Build SFU
  - Met with University regarding the project

- Strategic Planning
  - Met and discussed the General membership survey timeline and plan.

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

- SFU Communicators Meeting
  - Met with key SFU communication stakeholders.
  - Presented summary of Strategic Plan and discussed the GMS.
- FAAC
- Board (x3)
  - Announced Volunteer Callout for GMS
- Strategic Planning Committee
- Build SFU

#### **Projects**

- General Membership Survey
  - Recruited Volunteers through tabling and social media.

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

- Wednesday 2:30-4:30 WMC 2218.2

#### **Events**

- SFU Sexual Assault Policy Consultation
  - Gave feedback to SFU policy makers

#### **Administrative**

- Emails and reading minutes and relevant documents
- Preparing for Strat. Plan Meeting

## **APPLIED SCIENCES REPRESENTATIVE**

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

- Granting Committee
  - Worked on bringing an updated draft to board
  - Prepared for presentation to board

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

- ESSS General Meeting
  - Attended meeting to provide updates on SFSS
    - Status of their grant to board
    - General SFSS updates
- WEC 2016 Grant
  - Brought grant to board's attention
  - Provided context to board
  - Provided updates to grant stakeholders after decision
- Board meetings
  - Presentations for action item
  - Providing context on issues involving FAS

#### **Projects**

- FAS Formal

- Monday Meetings
  - Finding an organizing committee
  - Finding a lead
  - Taking lead on project
- Venue
  - Searching for venue(s)
  - Quotes on venue(s)
  - Checking availability on venue(s)
- General
  - Providing supporting documents and timeline

**Office/Engagement Hours**

- Mondays 9:30-12:30 MBC 2220 or ASB Atrium
- By Appointment [appscirep@sfss.ca](mailto:appscirep@sfss.ca)

**Events**

- N/A

**Administrative**

- Emails
- Reading agenda documents
- Semester Report

**COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE**

**[LATE]**

**Named SFSS Committee Work & Action Items**

- Advocacy Committee
  - 01/18: Meeting
    - Draft SFU Sexual Assault Policy discussion
    - Tank Farm Letter Writing Campaign
    - Get out to run for SFSS Elections campaign
  - 01/25: Meeting
    - Finalized the Letter for both SFU students and the Community to be sent to the PM about the tank farm safety plan
    - Approved the Ballistic Art's video for Election Campaign
    - Discussed when we will start the the Election Campaign
- Vancouver Campus Liaison/Committee
  - 01/17: Meeting with Vancouver Admin
    - Drafted Sustainment Plan for Van student's FB Group
    - Created Logo
    - Discussed future events
  - 01/31: Checked the SFSS Student lounge to see what needs replacements
- SFU Sustainable Mobility Advisory Committee (SMAC)
  - 01/19: Meeting
    - Discussed the U-pass program, new SFU Surrey building, the SFU Gondola project, SFU Parking services, the snowfall issue and the cycling program.



- Strategic Plan Steering Committee
  - 01/23: Meeting
  - Discussed the General membership survey timeline and plan.
  - Website update

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

- Board Meetings:
  - 01/16
  - 01/23
  - 01/30
- FCAT Dean's Office meeting:
  - 01/17: By-weekly meeting with Emma Horsley- Coordinator of Recruitment, Retention and Advising
- FCAT Presidents Meeting
  - 01/31: Meeting
  - Prepared agenda
  - Chaired meeting
  - Discussed FCAT Formal, Transition plan, Roundtable of updates, FCAT Undergraduate Conference
- SFU Communicators Presentation
  - 01/23: attended event
  - Presented on the Strategic Plan Objective 4.1 & 4.2

#### **Projects**

- FCAT Undergraduate Conference
  - Friday Feb. 24, 2017
  - Theme: Space
  - More info: <https://www.sfu.ca/fcat/ugc.html>
- FCAT Formal 2017
- SFU & SFSS Vancouver FB Group
- Vancouver Event
  - Brainstorming event ideas and creating proposal
- SFSS Vancouver Student Lounge
  - Replacing broken items

#### **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](mailto:fcatrepsfss@sfss.ca)
- Burnaby Clubs Day
  - 01/18
  - 01/19

#### **Events**

- 01/18: SFU Sexual Assault Policy Consultation

- Gave feedback to SFU policy makers
- 01/20: SFU Bhangra Pub Night

**Administrative**

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

**ARTS & SOCIAL SCIENCES REPRESENTATIVE**

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

- **Governance: January 31st**
  - The purpose of bi-weekly and semester reports was discussed along with the by-laws and possible referendum questions to be asked in the upcoming election
- **Advocacy: January 25th**
  - Discussed and decided on our next steps for the tank farm campaign
  - Discussed and approved the proposal for SFSS Election videos

**Meetings & Action Items:**

- Board Meetings: January 23 and and 30th
- Meeting with FASS Engagement office regarding next steps to orientate the new Arts Rep after the upcoming election

**Projects:**

- FASS Flash: Collected and organized the data for the February FASS Flash. Initially, not a lot of events were submitted for the February FASS Flash so I decide that it would be a good idea to promote Student Union meeting times for the semester even though the main purpose of the FASS Flash is to promote FASS events.

**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**

- Board
- Vancouver Campus Committee
  - Discussions with Chair on potential events to engage students
- Surrey Campus Committee
  - Meeting, Jan19
    - Pub Night feedback
    - Discussion of Future Events
    - Entrepreneur of the Year
    - Tech Expo Presentation
  - Meeting, jan26

- Discussed Student Entrepreneur of the Year event
- Timeline and feedback to project lead

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

- 01/16: Board Meeting
- 01/23: Board Meeting

#### **Projects**

- Student Entrepreneur of the Year
  - Planning out the likely timeline of project and who to establish relationships with moving forward

#### **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)
- By appointment @ [busrep@sfss.ca](mailto:busrep@sfss.ca) (Surrey, Vancouver, Burnaby Campuses)
- Clubs Day tabling Surrey - Jan24
- Clubs Day tabling Surrey - Jan25

#### **Events**

- Clubs Day tabling Surrey

#### **Administrative**

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

## **EDUCATION REPRESENTATIVE**

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

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

- Jan 16 - Met with SFU Engagement Team member Debbie to discuss building a relationship between the University, the SFSS and Education students that is active and engaging.
- Jan 16 - FAC
- Jan 17 - ESA Meeting → first meeting of the year! Spoke on vision for the semester and welcomed new students. Made plans for giving food to students
- Jan 20 - SEC → planned coffee stop drop.
- Jan 27 - SEC → created plan for semester meeting times and scheduled coffee stop drop

#### **Projects**

- ESA Outdoor Learning Day @ the Cheakamus Centre on Feb 25 → Planning and connected with BSU to collaborate and get more environmentally minded students out! :)

#### **Events**

- Jan 18 & 20 -- Clubs day tabling

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

- By appointment

## **ENVIRONMENT REPRESENTATIVE**

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

- Board Meetings (16th, 23rd, and 30th Jan, 2017)
- Joined Accessibility and Events Committees

### **Meetings & Action Items**

- Faculty of Environment Interdepartmental Meeting (26th Jan 2017)
- REM-SU\* Meeting (24th Jan, 2017)
- EVSC-SU Meeting (24th Jan, 2017)
- SFU350 Icebreaker (26th Jan, 2017)

### **Projects**

- Helped plan for Conservation Movie night collaboration between Biology Students Union (BSU), Wildlife Conservation Club (WCC) and EVSC-SU
- Collaborating with REM-SU and EVSC-SU for a Reading Break student excursion to Victoria

### **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**

- Sexual Violence at SFU; An Open Dialogue (Jan 18th 2017)
- SFU Communicators Presentation (23rd Jan 2017)
- EVSC-SU Welcoming Event (28th Jan 2017)
- Tabled for Clubs Days, Burnaby (17th-20th)
- Tabled for Clubs Days, Surrey (25th)

### **Administrative**

- Emails
- Completed Faculty Updates
- Reviewed Agenda Items and Documents

\*Previously the Environmental Resource Student Union (ERSU)

## **HEALTH SCIENCE REPRESENTATIVE**

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

- Advocacy Committee
  - 01/18: Meeting
    - Draft SFU Sexual Assault Policy discussion
    - Tank Farm Letter Writing Campaign
    - Get out to run for SFSS Elections campaign
  - 01/25: Meeting (did not attend because of sickness)
- Surrey Campus Committee
  - 01/19: Meeting
    - Pub Night feedback
    - Discussion of Future Events
    - Entrepreneur of the Year
    - Tech Expo Presentation
  - 01/26: Meeting
    - Discussed Student Entrepreneur of the Year event
- Search Committee for the Dean of Health Sciences
  - 01/27: Meeting

- Discussion of nominated candidates

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

- 01/16: Board Meeting
- 01/17: HSUSU Meeting
- 01/23: Board Meeting
- 01/23: SFU Communicators Meeting
- 01/30: Board Meeting

#### **Projects**

- Health Sciences Career Panel
  - Room booking/poster printing
- Student Entrepreneur of the Year
  - Still in its first steps; planning in progress

#### **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)
- 01/19: Burnaby Clubs Day Tabling
- 01/20: Burnaby Clubs Day Tabling

#### **Events**

- 01/20: SFU Bhangra Pub Night

#### **Administrative**

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

## **SCIENCE REPRESENTATIVE**

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

- Finance and Audit Committee
  - 01/16: Meeting
- Strategic Engagement Committee
  - 01/20: Meeting
  - 01/27: Meeting
    - Followed up with chair post-meeting
- Strategic Plan Joint-Steering Committee
  - 01/23: Meeting
- Grant Restructuring and Guidelines Committee
  - This committee did not meet during this time period

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

- 01/15: Board Meeting
- 01/23: Board Meeting
- 01/23: SFU Communicators Meeting
- 01/20: Science Undergraduate Society Meeting
  - Prepared for monthly open meeting by purchasing snacks and pizza for the 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)
- 01/17: SFSS Burnaby Clubs Days Tabling
- 01/18: SFSS Burnaby Clubs Days Tabling
- 01/19: SFSS Burnaby Clubs Days Tabling
- 01/20: SFSS Burnaby Clubs Days Tabling

**Events**

- 01/20: SFU Bhangra Pub Night

**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  
**January 16 to 31, 2016**

## **ADVOCACY**

The advocacy committee met twice during this time period. At the first meeting, we discussed the sexual violence and misconduct policy. The committee collected outstanding questions which were submitted to the working group, and members were encouraged to attend the upcoming town hall. The committee also discussed logistics for the tank farm awareness campaign (tabling dates, letter, online promotions). Lastly, the committee talked about developing a campaign for the SFSS elections. The campaign is to focus on sharing videos about the society, board of directors and how to vote. At the subsequent meeting, the committee approved the tank farm awareness proposal and the Ballistic Arts video proposal.

## **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 discussed three new events. The events were art expo, appreciation week and a volunteer gala. Work has begun on Appreciation week and a proposal will be delivered next week. This will entail 4 days of appreciating our membership. A volunteer gala committee has been struck and we will begin to work next week.

## **FINANCE & AUDIT**

The Finance and Audit Committee met and approved the hiring of a new part time Financial Assistant to support our Financial Coordinators with secretarial and administrative tasks. We finalized new policies surrounding Board Stipend Deductions. We also scheduled our departmental budget presentations for February 6 where each department will present their budget requests for the following year. The Society Fee video was also completed.

## **GOVERNANCE**

The Governance committee met for the first time this semester January 30th and went over our revised draft by-laws. The committee also reviewed and recommended two briefing notes regarding referenda questions to the Board of Directors.

## **NOMINATION**

The committee did not meet during this period.

## **STRATEGIC ENGAGEMENT**

The committee met twice during this period and brought forward a Coffee Drop Stop Proposal that aims to engage and directly interact with students periodically throughout this semester. Our

group also discussed various speaking points based on the respective Society topics, activities and services. The events will take place every 2nd and 4th week of each month. Our committee also brainstormed ideas regarding the effective response tactics for the membership survey plan, based on the previous success in developing and acquiring high student response rates for the website development survey.

### **STRATEGIC PLAN**

The Strategic Planning Committee met and discussed the General Membership Survey timeline and assigned roles to respective committee and board members. We also set out the meeting schedule for the rest of this semester.

### **SURREY CAMPUS**

The Surrey Campus Committee met and discussed future events on the Surrey Campus including a de-stressing event in the Mezz, an event at a nearby park and a parking lot BBQ. We heard a presentation from the TechExpo organizing team. We also continued discussions on the Student Entrepreneur of the Year event.