

SFSS BOARD WORK REPORT

This report reflects the Board work from
JULY 1 TO JULY 15

Export time: JULY 15 11:59PM

GUIDELINES

Named SFSS Committee Work & Action Items

Specify named SFSS committee meetings, as well as the action items that came out of this.

Meetings

Specify meetings held **outside** of named SFSS committees, as well as the action items that came out of this.

Projects

Describe additional ongoing projects, outside of meetings & named committee work. For faculty representatives, you can use this section to discuss student union related work.

Office/Engagement Hours

List regular office hours and engagement hours, as recommended by the Strategic Engagement committee

Events

List student group and formal events attended, either as a Board member or behalf of the SFSS

Administrative

Emails, reviewing minutes, preparing for meetings and others

VP STUDENT SERVICES (Interim President)

Named SFSS Committee Work & Action Items

- Governance - Reviewed bylaws, policy changes, society act. In progress reviewing university act. Recommendations relayed to the committee
- Strategic engagement - Reviewed terms of reference. Completed committee-designated action items.
- Strategic planning - Reviewed strategic plan & finalized work plan in consideration of existing priorities.
- Sexual assault policy development group - Finalized reports, followed up with delegated responsibilities and development consultation process for SFSS

Meetings & Action Items

- Sexual Assault Policy Development meetings
- SFU Student central Fall event planning
- SFSS Women's Centre
- SFU Registrar Committee
- Build SFU meetings
- SFU Student Services
- SFU Joint Operations
- SFSS AGM planning
- Executive meetings
- Engagement committee
- SFU Health & Counseling services
- Board one on one sessions
- Internal org meetings (CEO)

Projects

-

Office/Engagement Hours

- Office hours
 - Wednesday (11AM - 1PM) [Burnaby: MBC2220]
 - Thursday (2PM - 4PM) [Burnaby: MBC2220]

Events

- International student centre treat yourself event

Administrative

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

VP EXTERNAL

Named SFSS Committee Work & Action Items

- Executive
 - Met twice
 - Tasked with setting agenda for Board meetings

- Advocacy
 - Met once
 - Created powerpoint presentation for committee meeting
 - Began working on survey report
- Governance
 - Met once
 - Continued work on new society bylaws
- Accessibility Fund
 - Did not meet

Meetings & Action Items

- Met with student organizer to develop questions for Hi-FIVE
- Met with Hi-FIVE applicants
 - Reviewed new project coordinator MOU, proposal and grant proposal
- SUB Ceremony Meetings (x3)
- Build Meeting
- SUB Ceremony meeting with AVP Tim Rahilly
 - Decided date for BBQ, Compiled list of media channels
- Met with student regarding females in leadership positions
- Met with VP Externals from AMS and UVSS
 - Reviewed briefing document, followed up with documents/contact people and began research into housing policies
- Met with Campaigns, Research and Policy Maker (x3)
 - Met to discuss advocacy committee, review committee presentation and how to analyze advocacy survey data
- Alcohol Policy working group meeting
 - Finalized recommendation for board

Projects

- Build SFU Sponsorship Package
 - Started work with the VP Finance on creating a sponsorship package
 - Identified different areas in the SUB that could be used for naming rights
- Build SFU Ceremony
 - Revised proposal, began compiling list of attendees
- Engagement Report
 - Compiled report on data from advocacy outreach survey
- Template for student groups
 - Began developing template for external groups to fill out
- Student Caucus of the U-PassBC Advisory committee
 - Reviewed briefing note and provided comments

Office/Engagement Hours

- Office Hours:
 - Tuesdays (12pm-2pm)[MBC 2220]
 - Thursdays (9:30am-11:30am)[MBC 2220]
- Advocacy Tabling

Events

- N/A

Administrative

- Prepared for meetings: reviewed agenda items, minutes and supporting documents
- Emails
- Created doodle for Fall board meeting time

VP FINANCE

Named SFSS Committee Work & Action Items

- Finance and Audit Committee
 - Audit
 - Communication with our auditor and finance office for any financial documents required for the audit
 - Discussed Health and Dental plan reserve motions and fee administration regarding the addendums and past agreements
 - Discussed the approved accessibility fund reallocation
 - Activity fee revenue and budget
 - Published the 2016/2017 activity fee revenue breakdown and budget on our website for the membership to view
 - Filmed video that outlines how the student activity fees are distributed among the different services
- Surrey Campus Committee
 - Planning session
 - Bowling night set for July 30
 - Bowling at Dell Lanes in Surrey with subsidized bowling for SFU students
 - Destressing day for August 5
 - Yoga event with free foosball table, ping pong table, ice cream, candy and FIFA during exam period
- Accessibility Fund Advisory Committee (did not meet)
- Executive Committee

Meetings & Action Items

- Emergency Food Bank Program
- SFU Chief Information Officer and General Office Coordinator
 - Discussed the SFSS table booking system
- Embark
 - Discussed potential referendum question for Embark in the upcoming Fall or Spring semester with VP University Relations Arr, Executive Director of Embark and another student

Projects

- Build SFU Sponsorship Package
 - Started work with the VP External Christine on creating a new sponsorship package
 - Outlined the different areas in the new building that could be used for naming rights
 - Started on developing a physical sponsorship package and different tiers
- Annual General Meeting

- Started planning with the Human Resources Assistant and VP Student Services
- AGM date is Sept 28

Office/Engagement Hours

- Office hours
 - Monday (10:30AM - 12:30PM) [Surrey: SUR3390]
 - Wednesday (10:30AM - 12:30PM) [Burnaby: MBC2220]

Events

- International student centre treat yourself event

Administrative

- Emails
- Review of minutes

VP STUDENT LIFE (July 9th-20th)

Named SFSS Committee Work & Action Items

- Events committee Meeting
- Engagement Committee Meeting
- Engagement meeting with Martin regarding coffee

Meetings & Action Items

- Motion for board for reallocation

Projects

- Fall Kickoff RFP Meeting
- RFP selection meeting
- RFP question meeting

Office/Engagement Hours

- Office hours held

Events

- N/A

Administrative

- Emails
- Preparation for board

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

Board Meeting:

-

Governance Committee:

- Met on July 13th
- Continued work on rewriting the society's bylaws.
- Met with society staff regarding changes to documents and follow up

Advocacy Committee:

- Met July 13th
 - Tabling for survey (twice)
- Accessibility Fund Advisory Committee:
- Did not meet
- Executive Committee:

- Met twice
- Meetings & Action Items

- Meeting with President Petter, AVP Tim Rahilly, Larissa Chen, and the GSS
- Meeting with Embark and SFSS VP Finance
- Meeting with SFU Advancement
- Build SFU
 - Joint Steering Committee
 - Building Committee
 - Several other Build SFU related meetings

Projects

- Creating Senior Management evaluation process (ongoing)
- Alcohol Restriction Policy working group meeting
-

Office/Engagement Hours

- Advocacy Tabling
- Regular Office hours

Administrative

- Emails, Meeting prep etc...
- If you have any questions, comments or concerns, feel free to contact me via email at vpuniversity@sfss.ca
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AT-LARGE REPRESENTATIVE (BWAKURA)

Named SFSS Committee Work & Action Items

- Governance committee met twice
 - July 6th, 2016 (1hour, 15min)
 - By-law review
 - proposing structure and functionality of new BOD and council
 - July 13th, 2016 (1hour, 30min)
 - By-law review cont.
 - Conceptualising relationship between BOD and council under proposed structure
- Events
 - July 4th, 2016 (1 hour)
 - Named event lead on "Summer Pub Night"

Meetings & Action Items

- Fall Kickoff working group had 4 meetings this period
 - July 6th, 2016 (1 hour)
 - Evaluation of RFP (Request For Proposal) criteria
 - Creation of numeric metric to measure proposal performance

- July 7th, 2016 (1 hour)
 - Meeting with SFU to discuss issues around the space, contracts and other legal documents
 - Creation of tentative timeline for the concert pertaining to areas requiring University involvement
- July 8th, 2016 (1hour 30min)
 - Discuss internal issues that need to be handled before production company selection; role of communications, pub capacity question, etc.
 - Creating a list of expectations for the production company and all its subcontractors
 - Production company proposal evaluation
- July 8th, 2016 (40min)
 - Phone interview with production company

Projects

- N/A

Office/Engagement Hours

- Tuesdays (12PM - 2PM) MBC2220

Events

- N/A

Administrative

- Emails (3 hours)
- Meeting prep (8 hours)
- Reviewing agendas and minutes (3 hours)

AT-LARGE REPRESENTATIVE (HANS)

Named SFSS Committee Work & Action Items

- Strategic Planning meeting - did not meet, working group met
- Finance and Audit Committee - met and held brainstorming sessions, recorded fee video

Meetings & Action Items

- Build sfu - 8 meetings
- Food bank meeting
- Board Meeting

Projects

- FAC Film project
- SFSS Food bank internal process
- Concert sponsorship

Office/Engagement Hours

- 2 hours office hours

Events

- N/A

Administrative

- Preparing for all meetings
- Reviewing agreements, minutes, documents
- emails

APPLIED SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items

- N/A

Meetings & Action Items

- Board Meetings
- Motherboard Committee for ApSci
- FARM Meeting

Projects

- N/A

Office/Engagement Hours

- Regular office hours
 - Mondays in Surrey
- Explained and gave insight to program for international student

Events

- N/A

Administrative

- MESS By-Elections
- Emails

COMMUNICATIONS, ART & TECHNOLOGY REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee:
 - Met on July 13th to discuss the survey and benefits of outreach
 - Tabling for survey
- Strategic Planning
 - Did not meet
 - Individually reviewed the strat plan
- Vancouver Campus Committee
 - N/A until Fall 2016

Meetings & Action Items

- Board Meeting: July 7
- Meeting with VP Student Services: July 6
- Alcohol Policy Review Committee

- The Board tasked the Committee to come up with an appeal process to add to our policy recommendation
- The appeal process was discussed and terms of references were set
- To be discussed at our next Board meeting

- Emergency Food Bank Program
 - Discusses the practicality and logistics behind the Food Bank program
 - We are tasked to send any specific questions to the chair that we would like answers for
 - Set goal of creating a clearer process of giving out food stamps to the benefit of anyone who needs them

- Farm meeting
 - Presentation about the process of forming a FSU
 - Discussed the pros and the cons of establishing a new FSU
 - Discussed how to support Frosh events and if we would like to represent the SFSS at these Froshes
 - Tasked with finding a speaker for a possible FSU/DSU social taking place in early October

Projects

- FAC Activity Fees Video
 - Created a video that gives specific information about how the activity fee is utilized
 - Acted and created a voiceover
- Meeting with IATSU President to discuss the FCAT Formal
 - Tasked with creating a briefing note to create a Organising Committee
- Meeting with the Student Union Organizer (Antonio) about the creation process of a FCAT FSU
- Hile'kw: FCAT Welcome Event:
 - <https://www.sfu.ca/fcat/first-year-experience/fcatwelcome.html>

Office/Engagement Hours

- June 4 Vancouver Office Hours Rm. 3201 at 12:30-2:30
- June 6 Advocacy Tabling (Bnby): 10:30-12:30
- June 11 Vancouver Office Hours Rm. 3201 at 12:30-2:30

Events

- N/A

Administrative

- Emails
- Reviewed agenda, minutes and supporting documents
- Planning the next FCAT DSU President's meeting

ARTS & SOCIAL SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Governance

- Meeting: July 6 and 13
- Received the revised by-laws and are going over them again
- Advocacy
 - Meeting: July 13
 - Reviewed what worked and what didn't work during tabling
 - The survey is shy of the target we set for ourselves to move ahead with the survey results – we are spending one more week on doing one last push to get more surveying done
- Events
 - Meeting: July 4
 - Discussed the Concert pun night and the summer pub night

Meetings & Action Items

- Board Meeting: July 7
- Alcohol Policy Review Committee
 - Board recommended we add an appeal process to our original policy recommendation
 - The appeal process was discussed and terms of references were set
- Food Bank
 - Send any questions we have to the chair about the food bank process for him to be able to bring us back information so that we not only improve the process but be able to go above and beyond with providing financial support for our students
- Farm meeting
 - We discussed DSU froshes and how we can help improve them or provide support to our respective FSUs and DSUs
 - Tasked with finding a speaker for a possible FSU/DSU social taking place in early October

Projects

- I was able to attend the International Studies meeting on July 10th, they had their lower division representative election and are working on a lower div social and career night
- Also attended Criminology's meeting and they are in full swing with planning their Frosh
- Attended the Economics Undergrad/Grad pub night social to meet the Econ execs
- Participated in FAC's activity fee video to inform students where their activity fee goes

Office/Engagement Hours

- Office Hours
 - Monday at Burnaby 1:30 to 2:30
 - Tuesday at Burnaby 1:30 to 2:30

Events

- N/A

Administrative

- Emails
- Reviewed agenda, minutes and supporting documents

BUSINESS REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Finance and Audit Committee (July 14) - met and held brainstorming sessions, recorded fee video
- Surrey Campus Committee - reviewed the meeting minutes

Meetings & Action Items

- Emergency Food Bank Program (Chair)
 - Discussed methods on how the program should move forward
 - I am in contact with Martin to get a report made with all of our team's questions answered in regards to the program's past
 - Sent out a follow up email to the team to ask what questions they would like answered in regards to the food bank with a deadline
- Board Meeting (July 7)
- Farm meeting (July 14)
 - We discussed DSU froshes and how we can help improve them or provide support to our respective FSU
- Meeting with VP Finance to discuss the FAC deliverables and individual tasks

Projects

- Filmed FAC's Student Fees video (July 14)
- Food Bank report

Office/Engagement Hours

- Office hours
 - Monday (11:30AM - 1:30PM) [Burnaby: MBC2220]

Events

- Contacted the Beedie Frosh team to see where they are in terms of their year plan and to see if there is any way we could help

Administrative

- Emails
- Review of minutes

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

- SEC (July 4)
 - Researched outreach materials including parameters on distributing coffee
 - Began planning student connect process
- SEC (July 11)
 - Created Tabling Checklist
 - Worked on Web Survey
- FAC (July 14)

Meetings & Action Items

- Meeting w/ VP Student Services (July 4)

- Meeting with SEC's at large representative Tom Rapaport and VP Student Services Larissa Chen to discuss long term Strategic Engagement Plan (July 6)
- Board of Directors Meeting (July 7)
 - Created rough draft of a budget accountability strategy
- Organized a FARM Meeting (July 14)

Projects

- Began process of defining a tentative new position in the SFSS of Outreach Coordinator (July 6)
- Budget Accountability and Risk Management Strategy (July 7)
- Made script for FAC's Student Fees video (July 13)
- Filmed FAC's Student Fees video (July 14)

Office/Engagement Hours

- Mondays: 11:30-1:30 MBC 2220

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - Tabling for advocacy survey 7/6/2016
 - Meeting 7/13/2016
- Surrey Campus Committee
 - Meeting 7/8/2016
 - Worked on writing proposal for distress day

Meetings & Action Items

- Board Meeting 7/07/2016
- Meeting with HSUSU chair 7/05/2016
- HSUSU Meeting 7/11/2016
 - Reported back to HSUSU about events at frosh that occur in other faculties
 - Room booking for frosh
- Alcohol Policy Review Committee 7/14/2016
 - Discussed appeals process and terms of reference to add to our policy recommendation
- FARM Meeting 7/14/2016
 - Discussion about potential executive social
 - Talked about how to support our faculties with their frosh events
 - Presentation on how to make an FSU

Projects

- FAC Activity Fees Video filming 7/14/2016
- HSUSU Frosh
 - Event planning of Frosh

- Talking to faculty rep's about successes at their frosh events to get ideas to improve HSUSU's frosh
- Finding potential sponsors

Office/Engagement Hours

- Office hours
 - Thursday's 9:30am-10:30am Burnaby
 - Tuesday's 9:30am-10:30am Surrey
- Advocacy tabling

Events

- N/A

Administrative

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

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Strategic Engagement Committee
 - Meeting: July 11th, 2016
 - Created a checklist for tabling
 - Worked on web survey
- Finance and Audit Committee
 - Meeting: July 7th, 2016
 - Brainstorming session where we discussed a potential creation of a new line item that will create a reserve fund for unanticipated budgetary increases
 - Participated in filming video about the activity fee distribution
- Strategic Plan Joint Steering Committee
 - Working group meeting: July 6th, 2016
 - Discussed and planned Strategic Plan Objective 1.1

Meetings & Action Items

- 07/07: Board
- 07/06: Science Undergraduate Society meeting
- 07/13: Science Undergraduate Society meeting
- 07/06: Science Undergraduate Society Frosh Committee meeting
- 07/13: Science Undergraduate Society Frosh Committee meeting
- 07/14: Alcohol Policy Review Committee
 - Meeting to discuss adding appeal process to original policy recommendation as recommended by Board
 - Discussed appeal process and set terms of references
- 07/14: FARM Meeting
 - Discussion on how to support frosh events
 - Discussion on potential DSU and FSU social events/mixers

Projects

- Science Undergraduate Society Frosh
 - Participated in event planning with the Science Undergraduate Society Frosh Committee
 - Tasked to represent the Science Undergraduate Society as Science Representative at Surrey Welcome Day to market Frosh as well as inform incoming students about the SFSS and the Science Undergraduate Society
- Filmed FAC's Student Fees video (July 14)

Office/Engagement Hours

- Held regular office hours

Events

- N/A

Administrative

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

- SFSS COMMITTEE UPDATE

ADVOCACY

The advocacy committee has been actively working on the outreach campaign. Committee members have been tabling at the Burnaby and campus, encouraging students to fill out the survey and handing out freebies. The committee met on July 13th where it was noted that we did not have a sufficient number of responses. The survey is to be re-opened until the end of the day on July 19th.

ACCESSIBILITY FUND ADVISORY

(No meeting during this period)

EVENTS

(No meeting during this period)

FINANCE & AUDIT

The Finance and Audit Committee published the 2016/2017 budget and activity fee revenue distribution on our SFSS websites for the membership to view. The committee met for two brainstorming sessions where we discussed a potential creation of new line item/department that will establish a separate reserve fund for unforeseen budgetary increases throughout the year. The committee also revised the old reallocation document and it will now include how much remains before and after a reallocation is approved. The first draft of the auditor's report will be coming in soon, the committee chair has been in constant communication with the auditor and finance office. The committee also filmed a video about the activity fee distribution that will be published in the next month.

GOVERNANCE

The Governance committee has been continuing the review of our by-laws to bring them inline with the newly revised BC Society Act, that will come into effect this November. The committee is expected to have a first draft of new by-laws ready to be brought to the board in late August, and at some point in the fall to the full membership.

STRATEGIC ENGAGEMENT

Did not meet this period. Meeting July 4th

STRATEGIC PLAN

Strategic planning committee did not meet. However, a working group has been formed to develop an evaluation criteria for objectives.

SURREY CAMPUS

The committee met for a planning session and discussed the potential dates for events happening in the summer and early fall semester. Two events were finalized (bowling on July 30 and de-stressing day on August 5). The bowling event will be a subsidized event for SFU students and will include bowling and food for a low cost. The de-stressing day will include free yoga, ice cream, foosball, ping pong and candy for students during the exam period. We also discussed how to create proposals and budgets for the new members of the committee.