

SFSS BOARD WORK REPORT

This report reflects the Board work from
JULY 16 TO JULY 31

VP STUDENT SERVICES (Interim President)

Named SFSS Committee Work & Action Items

- Build SFU
 - Meetings x3
- Governance
 - Meetings x3
 - Continued discussion of bylaws and the Board/Council roles
- Finance & Audit
 - Reviewed auditor's report & recommendations
- Executive
 - Board development brainstorming, reviewed surveys
- Strategic Planning
 - Discussed communication and membership engagement
 - Follow-up meeting with SFSS CMNS & FCAT Rep
- Strategic Engagement
 - Researched effective engagement strategies
- Advocacy
- Accessibility Fund
 - Developed agenda and documents
 - Discussed purpose, budget, follow-up agenda items
 - Prepare overview of the Accessibility Audit Report 2015
- Board
 - Sent out SFSS website development survey

Meetings & Action Items

- Registrar & ED, Student Enrollment Search Committee (3h)
- SFU Administration re: UPASS
- Sexual Violence Policy Advisory Group
 - [Meeting] Consultation with Interfaith Centre
 - [Meeting] Consultation with Ombudsperson
 - [Meeting] SVP meeting with Working Group & frontline staff
- SFU Athletics re: Homecoming Game
- Council
 - Invited all Council members to Aug 16 Sexual Violence Policy Consultation
- Fall Kickoff Organizing Committee Meeting
 - Discussed logistics, communications, artists
- SFSS Campaigns & Policy Coordinator

Projects

- Sexual Violence Policy Development
 - Invited Board/Council to the SVP Consultation
 - Compiled notes from consultations with Interfaith Centre & Ombudsperson
 - Compiled document to highlight existing services/campaigns on SFU campus
 - Researched services/campaigns on other university campuses
- Board one-on-one sessions
- Annual General Meeting
- SFU Week of Welcome
 - Follow-up with SFU Student Retention & Transition re: SFSS activities
 - Created document with confirmed SFU/SFSS events
- Studentcare Health & Dental Plan
 - Reviewed & suggested changes for pamphlets for upcoming school year
 - Arranged for tabling sessions during welcome back events

Office/Engagement Hours

- Office hours
 - Wednesday (11AM - 1PM) [Burnaby: MBC2220]
 - Thursday (2PM - 4PM) [Burnaby: MBC2220]
- Student inquiries
 - Responded via email & arranged meetings for 4 members who requested in-person meetings

Events

- Iranian Club Pub Night
- SFSS Summer Pub Night

Administrative

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

VP EXTERNAL

Named SFSS Committee Work & Action Items

- Board
 - Compiled agenda, reviewed minutes, reviewed additional documents
- Executive
 - Meeting x1
- Advocacy
 - Meetings x2
 - Began research for potential campaigns, created research template, edited report of advocacy survey results, edited engagement report, created draft calendar for the year
- Governance
 - Meetings x3
 - Continued discussion of bylaws
- Accessibility Fund
 - Meeting x1
 - Reviewed documents for this committee, followed up with Hi-FIVE applicants

Meetings & Action Items

- SUB Ceremony meetings x3
 - Met with SFU to discuss event details, revised event plan
- Meetings with Campaigns, Research and Policy Coordinator x3
 - Reviewed calendar year plan, discussed creation of research templates and looked at examples
- Meeting with Student Caucus representative of the U-Pass advisory committee and GSS
 - Discussed U-pass advocacy plan
- Met with VP External of AMS x2
 - Discussed potential presenters, discussed conference

Projects

- Build SFU Sponsorship package
 - Researched examples of sponsorship packages
- Student Caucus of the U-Pass advisory committee
 - Reviewed letter and provided recommendations
- Template for student groups
 - Continued work on draft template

Office/Engagement Hours

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

Events

- SFSS Summer Pub Night

Administrative

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

VP FINANCE

Named SFSS Committee Work & Action Items

- Board of Directors Meeting
- Finance and Audit Committee
 - Audit
 - Communication with our auditor and finance office for any financial documents required for the audit
 - Presentation was provided by the auditors for the FAC committee and management staff
 - Compiled the recommendations provided by the auditors and began work on a work plan for implementing the recommendations
- Surrey Campus Committee
 - SCC Bowling Night (August 6)
 - Coordinated the event with the project lead
 - Finalized promotions and released the Facebook page
 - Reserved Dell Lane's

- De-stressing day (August 5)
 - Met with the Surrey Campus Coordinator and the two project leads
 - Configured the floor plan, marketing and logistics for the event
 - Decided on hosting yoga with free foosball table, a ping pong table, ice cream, popcorn and FIFA in the Mezz
 - Confirmed booking with the Surrey Campus Administration
- Accessibility Fund Advisory Committee
 - Discussed two proposals for an Accessibility Outreach Worker and one for Hi-Five
- Executive Committee

Meetings & Action Items

- VP Finance Meet and Greet with Student Union Executives/Treasurers
 - Hosted the first meet and greet with the VP Finances/ Treasurers of FSU's and DSU's
 - Discussed the background of the SFSS and the services that we provide for student groups
 - Discussed the new cheque requisition process and how to properly fill it out
 - Discussed the access to funding for FSU's and DSU's
 - Engaged in a Q and A session

Projects

- Auditor's Recommendation Plan
 - Began work on compiling a list of the recommendations provided by the auditor in the past 5 years
 - Preparing a consolidated list and working with the FAC Committee to implement the recommendations throughout the next few months

Office/Engagement Hours

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

Events

- Enactus Programs Forum

Administrative

- Emails
- Review of minutes

VP STUDENT LIFE (July 9th-20th)

Named SFSS Committee Work & Action Items

- Minutes work for Strategic Engagement
- Creation of proposals for Fall Kickoff After Party and Welcome Back Pub Night
- Start of SFSS speaker proposal

Meetings & Action Items

- **Board Meeting X2**
- **Strategic Engagement Meeting**

- **Fall Kickoff Organizing Committee Meeting**
- **Executive Committee Meeting**

Project

Fall Kickoff Concert:

- **Drafting of contract**
- **Liaising with Blueprint**
- **Meeting with communications department**
- **Meeting with Adrienne (SFSS Concert Staff Liaison)**
-

Office/Engagement Hours

- **Met with student regarding campus pub events (1 Hour)**

Events

- **SFSS Summer Pub Night**
-

Administrative

- **Responded to emails**
- **Read documents**

VP UNIVERSITY RELATIONS

- **Build SFU**
 - Meetings x3
- **Governance Committee**
 - Meetings x3
 - Continued discussion of bylaws
 - Reviewed briefing notes regarding the collection student fees
- **Advocacy Committee**
 - Meetings x2
 - Began research for potential campaigns
 - Met with Surrey Campus and Fraser Library administration regarding Summer Pilot Project
- **Accessibility Committee**
 - Committee meeting
 - Reviewed documents for the committee
- **Executive Committee**
 - Committee Meeting
- **Council Meeting**
 - Presented and created board update to council
 - Provided information regarding SFSS accessibility efforts
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- **Office/Engagement Hours**
 - Held regular office hours
- **Events**
 - SFSS Summer Pub Night

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

- EPCOM
 - July 25th, 2016 (30mins)
 - Look into engagement logistics for fall kickoff week (snapchat geo filter)
 - Prep for volunteer call out for concert
- Governance
 - July 20th, 2016 (1 hour, 30mins)
 - Role and proposed structure of council
 - Test, finalize and propose council seat allocation formula
 - July 27th, 2016 (1 hour, 30mins)
 - By-law review for council
 - July 28th, 2016 (1 hour, 30mins)
 - By-law review and BOD structure proposals

Meetings & Action Items

- July 22nd, 2016 (30mins)
 - Discuss council formula with Pierre fro governance
- Fall kickoff Concert
 - July 25th, 2016 (15mins)
 - Preliminary artist selection discussion
 - July 28th, 2016 (1 hour, 30mins)
 - Establish spending cap for headline artist
 - Artist selection with production company representative and organizing committee
 - Expectations and responsibilities for organizing committee members established
- Fall Kickoff Week
 - July 26th, 2016 (1 hour)
 - Explore potential partnerships with SFU clubs and groups for a day of events (SFU anime club, Gaming club, etc)
- SFU athletics
 - July 25th, 2016 (30mins)
 - Discuss potential partnership for SFU football homecoming
 - Communicate plan for fall kickoff week
- Summer Pub night
 - July 26th, 2016 (1 hour)
 - Discussed artist set times, compensation and publicity

Projects

- N/A

Office/Engagement Hours

- Tuesdays MBC2220, 12PM - 2PM

Events

- N/A

Administrative

- BOD meeting prep
- By-law review and other governance work
- Fall kickoff week planning
- Fall kickoff concert meeting prep and planning
- Summer pub night planning
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AT-LARGE REPRESENTATIVE (HANS)

Named SFSS Committee Work & Action Items

- Build SFU (Meetings x 3)
 - Reviewed Important Documents and Agreements
- FAAC (Meetings x 1)
 - Committee Met and Discussed with Auditor
 - Reviewed Audit and Working on implement its recommendations
 - Created Video for Engagement
- Strategic Planning Committee (Meetings x 2)
 - Organized Agenda and Chaired meetings
 - Working group formed to tackle objective 2.2

Meetings & Action Items

- Board Meeting (2x)
- Fall Kickoff Meeting (1x)
 - Working on Sponsorship for Concert
 - Worked with Production Company regarding costs and artists

Projects

Office/Engagement Hours

- 2 hours office hours

Events

- SFSS Summer Pub night

Administrative

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

APPLIED SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items

- N/A

Meetings & Action Items

- Spoke to DSUs about SFSS involvement in their frosh events
 - Waiting on replies from all DSUs
 - Follow up to see what we can give to them
- Board Meeting (7/21)
- Board Meeting (7/28)
- Motions for by-law changes and space expansion
 - Met with Dylan Belvedere to talk about his ideas on by-laws/space expansion

Projects

- SSSS Hackathon
 - Gave input during planning process
- C-LAN
 - Participated in planning process

Office/Engagement Hours

- Monday (12:30PM - 2:30PM) [Surrey: SUR 4016]
- Tuesday (12:00PM - 4:00PM), By appointment in Richmond

Events

- SFSS Summer Pub Night

Administrative

- Emails
 - Build SFU Session
 - DSU Frosh Check-in
- MSESS By-Election
 - Setup voting survey
 - Followed up with new co-presidents
- Advising
 - Spoke with an incoming student about first year CMPT schedule
- Read documents and meeting minutes

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE

Named SFSS Committee Work & Action Items

- **Advocacy: [07/20/16, 07/27,16]**
 - July 20, 2016:
 - Received the average results of the survey. Discussed the positives and negatives of tabling.
 - July 27, 2016:
 - Received the final results of survey and we determined our campaigns for the year. We also set a timeline as to when we want to have each campaign.
 - **Task:** research two topics (Translink and Campus Accessibility) within the next two weeks and create a report.
- **Strategic Planning**

- July 20, 2016:
 - Discussed the 3 year strategy plan and finalized which objectives we want to focus on this term (2016/17 BOD term)
- **Task:** Work on Objectives 4.1 and 4.2 → the Communication plan

- **Vancouver Campus Committee**
 - N/A until Fall 16

Meetings & Action Items

- **Board Meetings:**
 - July 21, 2016
 - July 28, 2016
- **CMNS 1st Years Advisor Meeting:**
 - July 28, 2016
 - discussed upcoming first year events
- **FCAT DSU President's Meeting:**
 - July 27, 2016
 - Discussed Froshes, FCAT Formal
- **FCAT FSU Meeting with Campaigns, Research & Policy Coordinator**
 - July 28, 2016

Projects

- **Hile'kw: FCAT Welcome Event:**
 - <https://www.sfu.ca/fcat/first-year-experience/fcatwelcome.html>
- **FCAT Social Media Write-up**
 - Welcome message on behalf of FCAT SFSS Rep for students coming back in fall
- **FCAT Formal Organizing Committee**
 - Each FCAT DSU must provide one FCAT Frosh Rep
- **FARM:**
 - Finding a guest speaker for a possible meet and greet event for all FSU/DSUs in the Fall semester

Office/Engagement Hours

- June 18 Vancouver Office Hours Rm. 3201 at 12:30-2:30
- June 25 Vancouver Office Hours Rm. 3201 at 12:30-2:30

Events

- SFSS Summer Pub Night

Administrative

- Emails
- Sent research questions to the Food Bank Committee for staff to look into
- Filled out the SFSS Website Survey
- Reviewed agenda, minutes and supporting documents
- Planning the next FCAT DSU President's meeting (Mid August)

ARTS & SOCIAL SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items

- **Governance:** We're almost done reviewing the By-Laws of the society and a proposal will soon be presented to the board of directors.. We're also meeting twice a week, every week to thoroughly go over all by-laws and policies in order to meet the New Society Act deadline.
- **Events:**
 - Pub Night: The summer pub night went beautifully. There was a good turnout and no mishaps occurred. (Event Report not published at the time of this report).
 - Concert: preparations are in full swing for the concert and as one of the Directors of Human Resources, I will be meeting weekly with with the organizing committee to keep up to date as we approach concert day.
 - Director of Human Resources: we will start recruiting volunteers in August for event day as well as for marketing and ticket sales.
- **Advocacy:** We have received our final survey report which has provided us with a lot of feedback about what campaigns to pursue in order to serve the student body.
 - I am tasked with researching two out of 8 of the top issues identified by the student body along with other Advocacy members. Our research is due in two weeks to the advocacy committee.
- **Meetings & Action Items:**
 - Board Meetings: July 21st and 28th
 - Fall Kick Off Meetings
 - July 25th: Artist lineup and spending cap
 - July 28th: Met with the rest of the organizing committee and the production company to further discuss the concert and Artists

Projects

- Attended the Gerontology Student Union Meeting on July 18th
 - They're planning a Movie Series Project for the Fall semester in order to highlight the issues faced by the senior population.
 - They have tasked me with finding more information about grants and building their website. They have also kindly asked that I help them pick out their movies.
- The Terry Fox organizing committee reached out to me to discuss how the SFSS can get involved with the run. I am currently putting together a proposal from our discussion and will be presenting it at the next board meeting.
- FARM: I am working on finding swag items for Frosh events as well as a guest speaker for a possible meet and greet event for all FSU/DSUs in the Fall semester

Office/Engagement Hours

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

Events

- SFSS Summer Pub Night

Administrative

- Sent in my questions to the Food Bank Committee as required in order to find out more about the program and where short and long term improvements can take place
- Filled out the SFSS Website Survey

- Responded to emails and reviewed agendas, minutes and supporting documents

BUSINESS REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Events Committee
 - Discussed potential events with committee chair
 - Attended Summer Pub night - event went great, with a pretty good turn out
 - Attended concert meeting - discussed updated financials to the the committee
- Finance and Audit Committee
 - July 21 - Finance audit of the SFSS
 - Meeting with committee chair to discuss individual deliverables
- Surrey Campus Community
 - Summer events taking place

Meetings & Action Items

- 07/21: Board
- 07/28: Board

Projects

- Fall Kickoff Concert Organizing Committee
 - Organizing committee meeting with chosen production company (Blueprints)
 - Phone meeting with production company to discuss finances
- Emergency Food Bank Program (Chair)
 - Meeting with most program members, and answering any questions they might have
 - Assigned deliverable (list questions you would like answered in Food Bank report) to each member, asking them to get back to me by a certain date
 - Initiated the compilations of all questions from the program members

Office/Engagement Hours

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

Events

- Attended SFSS Summer Pub night

Administrative

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

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

- FAC (July 21)
 - Received a summary of the audit report
- SEC (July 25)
 - Began a strategic plan for the semester/year.
 - Assigned to research marketing strategies.

Meetings & Action Items

- Board (July 21)
- Met with VP Student Services (July 26)

Projects

- Working on an engagement strategy with SEC's at-large rep, Tom Rapaport.
- Started first steps with VP Finance to investigate and implement the recommendations in this year's audit report.

Office/Engagement Hours

- Mondays 11:30-1:30

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- 07/20: Advocacy Meeting
 - Discussed results of advocacy survey + effective tabling strategies
- 07/27: Advocacy Meeting
 - Discussed results of advocacy survey
 - Tasked to research and create a report for Sexual Health Prevention & Awareness and Mental Health issues that we could focus advocacy initiatives throughout the rest of the year
- 07/22: Surrey Campus Committee Meeting
 - Chaired the meeting
 - De-stress Day planning

Meetings & Action Items

- 07/21: Board Meeting
- 07/21: Board Meeting
- 07/21: Meeting with SCC chair and Surrey Campus Coordinator
 - Configured the floor plan, marketing and logistics for de-stress day event
 - Decided on hosting yoga with free foosball table, a ping pong table, ice cream, popcorn and FIFA in the Mezz

Projects

- Destress Day
 - Created proposal
 - Created and sent out volunteer schedule document
 - Meeting with Surrey Campus Coordinator
 - Managing social media page
- HSUSU Frosh

Office/Engagement Hours

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

Events

- 07/28: SFSS Summer Pub Night

Administrative

- Prepared for meetings: reviewed agenda items, minutes and supporting documents
- Emails
- Filled out advocacy engagement report

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Finance and Audit Committee
 - 07/21: Received and reviewed summary of audit report
- Strategic Engagement Committee
 - 07/25: Created list of engagement methods
 - Tasked with researching best engagements strategies when using posters or conducting giveaways
- Strategic Plan Joint-Steering Committee
 - 07/20: Finalized the objectives from the 3 year strategic that are to be focused on for this term
 - Tasked to a subcommittee mandated to work on Strategic Plan Objective 2.2-Strengthen our presence, services and support at all campuses
 - 07/21: Held first Strategic Plan Objective 2.2 meeting
 - Reviewed and discussed Strategic Plan Objective 2.2
 - Looked over Activity Full Time Equivalency (AFTE) statistics across all SFU campuses to better understand proportionality of SFSS members at each campus

Meetings & Action Items

- 07/21: Board
- 07/28: Board
- 07/20: Science Undergraduate Society meeting
- 07/27: Science Undergraduate Society meeting
- 07/20: Science Undergraduate Society Frosh Committee meeting
- 07/27: Science Undergraduate Society Frosh Committee meeting

Projects

- Science Undergraduate Society Frosh
- Science Undergraduate Society Peer Mentorship Program

Office/Engagement Hours

- Held regular office hours

Events

- 07/28: SFSS Summer Pub Night

Administrative

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

SFSS BOARD COMMITTEE UPDATES

This report summarizes SFSS committee activities that took place from
JULY 16 - 31, 2016

ADVOCACY

The advocacy committee met twice over the past two weeks. At our first meeting committee members identified potential areas of interest for research and we discussed effective tabling strategies. Committee members were tasked with filling in the engagement report. During our second meeting, committee members were broken up into research groups and presented with a research template. Each group will be conducting research into a specific area of the survey results. During the second meeting, committee members also reviewed the draft calendar for the year and provided input on the draft survey report.

ACCESSIBILITY FUND ADVISORY

During our July 27 meeting, AFAC reviewed the action items coming from the last meeting, which included follow-up with proposals submitted by campus groups. We discussed the feasibility and purpose of a SFSS accessibility worker. The committee also reviewed the Accessibility Audit 2015 Report and discussed potential methods to address accessibility needs for SFSS members. Furthermore, we reviewed the fund's budget and purpose of which the fund was approved by students in 2005. A key theme highlighted was the importance of informing SFSS members (all UG students) and student groups of the clear procedures of which they can submit proposals requesting accessibility accommodations.

FINANCE & AUDIT

The Finance and Audit Committee met with the external auditors for a brief presentation and Question and Answer session. The auditors presented the first draft of the audit and the finalized draft will be sent to the Board in the next few weeks. Overall, the SFSS is in good financial standing and we have taken into consideration the recommendations that they provided to ensure fiscal responsibility. The FAC committee will begin to brainstorm and implement the recommendations provided by the auditors in the next few months.

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 has been focused on ensuring that the new by-laws do not have the same problems that the current ones do. 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

The strategic engagement committee met. We talked about proposals and who was submitting new member initiatives for the fall term. We talked about frameworks, initiatives and how to carry them out. Our action items were to each complete an analysis of each initiative and present them to the committee at the next meeting. Some of the initiatives chosen were social media, tabling and canvassing and how that would look like. We also discussed the role of the committee going forward.

STRATEGIC PLAN

The Strategic Planning Committee met and discussed the progress of the complement of the Strat. Plan specifically objective 1.1 and how to proceed forward. The committee also determined what objectives it would like to work on this year such as the communications plan and would objectives will be pushed back. A working group was also formed to work on objective 2.2, enhancing presence on all campuses, this working group is determining a formula on how our resources would be best allocated to other campuses.

SURREY CAMPUS

The Surrey Campus Committee met and discussed the three upcoming events for the Surrey Campus. The Week of Welcome BBQ, SCC Bowling Night and the SCC De-stressing day were all approved. The project leads began planning and booked the spaces and equipment for all three events. The Week of Welcome BBQ will be happening on September 7th, SCC Bowling Night will be on August 6th and the SCC De-stressing day will be on August 5th. The SCC is beginning work on a campaign to advocate for increased security on the Surrey Campus.