

# SFSS BOARD WORK REPORT

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This report reflects the Board work from  
**JUNE 16 TO JUNE 30**

## **VP STUDENT SERVICES (Interim President)**

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

- 06/16: Build SFU
- 06/20: Events
- 06/21: Executive
- 06/27: Strategic Plan Advisory
- 06/28: Executive
- 06/28: Accessibility
- 06/29: Build SFU
- 06/30: Board

### **Meetings & Action Items**

- 06/16: Board
  - Develop Board Work Report Template
- 06/20: Sexual Assault Policy Advisory Group
- 06/20: Women's Centre Meeting
- 06/20: SFSS Communications Dept
- 06/22: Sexual Assault Policy Joint Working/Advisory Group
- 06/22: SFU/SFSS Space Expansion Process
- 06/24: The Peak
- 06/27: Studentcare
- 06/27: Minute taker Orientation
- 06/28: Council Chair
- 06/28: Health & Dental Policy
- 06/29: Pub Program Idea
- Board One-on-one meetings x5

### **Projects**

- Communications Plan Report
- Sexual Violence Policy Conference Report
- Board Work Plan Report
- Health & Dental Plan Presentation Development with Studentcare

### **Office/Engagement Hours**

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

**Events**

- FASS DASH = Pre-orientation engagement event for incoming Arts students

**Administrative**

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

**VP EXTERNAL**

**Named SFSS Committee Work & Action Items**

- Executive
  - 2 meetings
- Advocacy
  - Did not meet, however participated in tabling at both Burnaby (June 22nd, 24th, 29th) and Vancouver Campus (June 27th)
  - Completed final edits for survey, work order forms for staff, purchased freezies, booked tables, scheduled tabling, emailed council, interview with the Peak
- Governance
  - Met and continued work on draft by-laws
- Accessibility Committee
  - Met to review Hi-Five Proposal
  - Tasked to draft questions and schedule meeting with Project Coordinator, HiFIVE Chair and Health and Counselling

**Meetings & Action Items**

- Board
  - 2 meetings
  - SFSS Press Release (Interim President Update)
- Peak
  - Met to discuss media inquiries
- SUB Ceremony
  - 4 meetings
  - Worked on draft proposal with Build SFU Manager and Communications Coordinator - event outline, budget, etc.

**Projects**

- Reviewed minutes from U-Pass SAC Meeting
- CBC radio request

**Office/Engagement Hours**

- Office hours
  - Tuesdays (12pm-2pm) [Burnaby: MBC2220]
  - Thursdays (9:30am-11:30apm) [Burnaby: MBC2220]

**Events**

- FASS DASH tabling

**Administrative**

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

## **VP FINANCE**

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

- Finance and Audit Committee
  - Drafted reallocation documents for the increase in the membership engagement, Fall Kickoff and the reduction in the financial coordinator line items
  - Presented work plan for the committee.
  - Reviewed the budget
- Surrey Campus Committee
  - Approved the annual budget for the committee
  - SCC Retreat
  - Approved the Week of Welcome BBQ
  - Presented the work plan for the committee. Assigned roles for events and advocacy initiatives.

### **Meetings & Action Items**

- Board
- Health and Dental Plan
  - Discussed
- Auditor
  - Reviewed previous expenses and provided historic context on few items with the auditor
- Emergency Food Bank
  - Provided new members with an introduction to the program

### **Projects**

- Preparing Meet and Greet with VP Finances of Faculty and Departmental Student Unions

### **Office/Engagement Hours**

- Monday- 10:30am-12:30pm- Surrey Campus
- Wednesday- 10:30am-12:30pm- Burnaby Campus

### **Events**

- BASS FROSH Orientation

### **Administrative**

- Office Hours
- Emails
- Meeting Minutes

## **VP STUDENT LIFE**

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

- Events and Promotions Committee Strategic Planning Session
- Outreach hours board action item
- Outreach supplies quotes
- Board office supplies

### **Meetings & Action Items**

- Kaldor meeting with student services
- Fall Kickoff Organizing Committee Meeting
- Board Meeting June 30th

**Projects**

- RFP Fall Kickoff
- RFP sent out to production companies
- Grading criteria for the RFP
- Fall Kickoff planning Process
- Summer pub night proposal

**Office/Engagement Hours**

- By appointment

**Events**

**Administrative**

- Emails
- Reviewed Minutes
- Prepared for meetings

**VP UNIVERSITY RELATIONS**

**SFSS Committee Work & Action Items**

Governance Committee:

- Met on June 22nd
- Continued work on rewriting the society's bylaws.
- Met with society staff regarding changes to documents and follow

Advocacy Committee:

- Did not meet, however there was tabling for our Survey

Accessibility Fund Advisory Committee:

- Had first meeting to review Hi-Five proposal

Executive Committee:

- Met twice

**Other Meetings & Action Items**

- Met with SFU Student financials team regarding the implications of the changes to the BC Society on undergraduate fees.
- Met with SFU VP Finance & Administration, VP External and Government Relations, and AVP Students, regarding creating one process for space expansion projects, regardless of the campus.
- Build SFU
  - Joint Steering Committee
  - Building Committee

**Projects**

- Creating Senior Management evaluation process (ongoing)
- Alcohol Restriction Policy - Discussion with council

**Office/Engagement Hours**

- Advocacy Tabling
- Regular Burnaby Office hours
- FASS DASH Tabling

**Administrative**

- Emails, Meeting prep etc...
- If you have any questions, comments or concerns, feel free to contact me via email at [vpuniversity@sfss.ca](mailto:vpuniversity@sfss.ca)

**AT-LARGE REPRESENTATIVE (BWAURA)**

**Named SFSS Committee Work & Action Items**

- Nominations
- Governance - review by-laws
- Events - fall kickoff week planning
- Alcohol policy working group - generate and present policy recommendations

**Meetings & Action Items**

- BOD (June 16th) - 2.5 hours
- BOD (June 30th) - 3 hours
- Governance (June 20th) - 1.5 hours
- Events (June 20th) - 1 hour
- Council (June 29th) - 1 hour

**Projects**

- Fall kickoff week and concert planning
- Alternate to SASS Frosh planning

**Office/Engagement Hours**

- FASS tabling (June 28th) - 1 hour
- Regular office hours

**Events**

- Risk management and mitigation workshop (June 23rd) - 2 hours

**Administrative**

- Emails and scheduling

**AT-LARGE REPRESENTATIVE (HANS)**

**Named SFSS Committee Work & Action Items**

- Finance and Audit Committee - Review Budget
- Strategic Planning Committee (Chair) - Organized committee and held first meeting
- Build SFU and Joint Steering committee - Had monthly meeting and discussed stadium and build SFU project

**Meetings & Action Items**

- Board Meeting
- Build SFU Check in

**Projects**

- Build SFU, SFU concert, Food Bank

**Office/Engagement Hours**

- Held office hours in Burnaby

**Events**

**Administrative**

- Emails and organizing committee meeting times

**APPLIED SCIENCES REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- N/A

**Meetings & Action Items**

- 06/16: Board (2h30)
- 06/30: Board

**Projects**

- 06/23: Sentiment RE:SFSS in Apsci (2h)
- 06/23: MESS By-Election (3h)

**Office/Engagement Hours**

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

**Events**

- N/A

**Administrative**

- N/A

**COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- Advocacy Committee
  - Did not meet this week, however we started our Advocacy Outreach Campaign-- Survey.
  - Tabled at the Vancouver and Burnaby campus to promote the survey
  - Contacted FCAT DSUs to promote the survey
- Vancouver Campus Committee (VCC)
  - N/A
- Strategic Planning Committee
  - Did not attend first meeting: conflict of schedule

**Meetings & Action Items**

- 06/16: Board
- 06/30: Board
- 06/27: SFU Vancouver Admin
  - Introductions
  - Discussed progress on projects and upcoming projects
  - Discussed the relationship between SFU Vancouver admin and SFSS Vancouver Liaison
  - Discussed the implementation of VCC
- 06/28: FCAT DSU President's Meeting
  - Chair (invitations, call for agenda item, created agenda, etc.)
  - Received FCAT DSU updates on their General Meetings, Frosh week
- Emergency Food Bank
  - Received a presentation from Hangué
  - Brainstormed all the problems and possible solutions
  - Reached consensus on tackling 3 issues
    - Internal: better screening process/IT
    - Sponsors/partnerships: How to expand and maintain relationships
    - Metrics system: Collecting past information

#### Projects

- FCAT Formal
  - Start the conversation on who wants to lead the formal this year
  - Planning the structure of the organizing committee
- Hile'kw: FCAT Welcome Event
  - Supporting the SFU FCAT Dean's Office event:
  - <https://www.sfu.ca/fcat/first-year-experience/fcatwelcome.html>
- FCAT Faculty Student Union
  - Started the conversation with the presidents of the FCAT DSU.
  - There is an interest in forming a FSU
  - Gathering information about how to implement a FSU and the pros and cons
- Art, Performance and Cinema Studies Union
  - In progress of becoming a student union

#### Office/Engagement Hours

- Office Hours: Monday at 12:30-2:30PM in SFU Vancouver Harbour Centre
- Advocacy Tabling:
  - Harbour Centre: Monday 2:00-2:30
  - Burnaby: Wednesday 10:30-12:30

#### Events

- None

#### Administrative

- Emails
- Reviewed Minutes and supporting documents
- Prepared for meetings (Mentally and emotionally)

## **ARTS & SOCIAL SCIENCES REPRESENTATIVE**

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

- Governance
  - Meeting: June 22nd
  - Going over by-laws at the moment
  - Assigned with creating an alternative framework for Board
  - This new framework must contain a better vetting system for elections, new board positions and a useful council role.
- Advocacy
  - Meeting time was used for tabling
  - Currently in the process of campaigning for our survey
  - Have been tabling for the past two weeks to promote the survey
  - Emailed my Faculty to ask for their help in promoting the survey
    - They were able to make a promotional post on their Facebook Page
- Events
  - No meeting
  - Had an informal meeting to plan out of the rest of the year but I did not attend because I had a midterm

### **Meetings & Action Items**

- Attended Board Meeting: June 30th
- Emergency Food Bank
  - Received a presentation from Hangué
  - Brainstormed all the problems and possible solutions
  - Reached consensus on tackling 3 issues
    - Internal: better screening process/IT
    - Sponsors/partnerships
    - If possible collect data from the past and create a future metrics system

### **Projects**

- I wanted to get in touch with every single active Arts DSU and I was able to do that via email. Most DSUs have replied back with an invitation to their DSU meetings.
- The next step after the email introductions is to try and attend all of the DSU meetings in the next two months
- After almost a decade of dormancy, the First Nations Studies Student Union has become active and Antonio and I attended their first meeting
  - They had a lot of questions around processes and policies so Antonio and I will continue working with them - at the moment we are going over their constitution
- Was not able to attend Arts DSU Exec meeting due to SFSS committee commitments but stayed in touch with Brian Fox over email and received minutes from the meeting
- Planned a "minute to win it" game, bought and organized outreach supplies and came up with a raffle prize draw for the Arts "FASS DASH" (pre-orientation event) in conjunction with Arts Central and Brian Fox

### **Office/Engagement Hours**

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



- Advocacy tabling to promote survey (mentioned above as well)

**Events**

- Attended the FASS DASH event and social
  - Carried out the “minute to win it game”
  - Did not do the raffle because the prizes were stolen

**Administrative**

- Emails
- Reviewed Minutes and supporting documents
- Prepared for meetings (mentally and emotionally)

**BUSINESS REPRESENTATIVE (PACHCHIGAR)**

**Named SFSS Committee Work & Action Items**

- Events Committee
  - Discussed potential individuals suitable for Fall Kickoff Concert roles
  - Transferred all kickoff documents to committee chair
- Finance and Audit Committee
  - Reviewed the budget
- Surrey Campus Community
  - SCC Retreat

**Meetings & Action Items**

- 06/16: Board
- 06/30: Board

**Projects**

- Fall Kickoff Concert Organizing Committee
  - First organizing committee meeting
- Emergency Food Bank Program (Chair)
  - First meeting with 2016 team; orientation
  - Brainstormed all the problems and possible solutions
  - Reached consensus on tackling 3 issues
    - Internal: better screening process/IT
    - Sponsors/partnerships
    - If possible collect data from the past and create a future metrics system

**Office/Engagement Hours**

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

**Events**

- N/A

**Administrative**

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

## **EDUCATION REPRESENTATIVE**

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

- FAC
- SEC - Look into coffee for outreach (try to get discounted price from FBS)

### **Meetings & Action Items**

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### **Projects**

- Building the Education Student Association Core Executive Team for the Fall. (Recruited 3 new students!)

### **Office/Engagement Hours**

- Every second Monday from 11:30 - 12:30 in MBC 2220

### **Events**

- Faculty of Education - New Student Welcome Orientation/Lunch
  - I was a guest speaker for the SFSS/the ESA
  - Gave away SFSS swag.

### **Administrative**

- Designed bookmarks, website content, and looked into creating and purchasing other outreach material for the ESA

## **HEALTH SCIENCE REPRESENTATIVE**

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

- Advocacy Committee
  - Did not have any meetings
  - We worked on tabling for the survey for the past two weeks instead
  - Sent email to the faculty asking them to promote the survey
- Surrey Campus Committee
  - Meeting: June 24th, 2016
  - SCC retreat
  - Planned the work plan and assigned roles to committee members based on events/advocacy initiatives they were interested in; I took lead for distress week and a marathon we are planning in Surrey

### **Meetings & Action Items**

- 06/16: Board Meeting
- 06/30: One-on-one meeting with Larissa
  - Action Item: Prepare list of ideas for HSUSU meeting
- 06/27: HSUSU meeting -> by-election for VP Student Life

### **Projects**

- HSCI FROSH
  - Got in touch with HSUSU chair and arranged meeting for Frosh discussion
  - Provided necessary information for room booking

**Office/Engagement Hours**

- Thursdays 9:30am-11:30am (except on days we had board meeting 9:30am-10:30am) in MBC 2220
- Tuesday, all day by appointment in Surrey
- Advocacy outreach
  - Burnaby: 06/22 9:00am-12:30pm
  - Burnaby: 06/29 10:15am-12:30pm

**Events**

- N/A

**Administrative**

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

**SCIENCE REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- Strategic Engagement Committee
  - Did not have a meeting in this time frame
- Finance and Audit Committee
  - Meeting: June 30th, 2016
  - Reviewed the budget
- Strategic Plan Joint Steering Committee
  - Held our first meeting on June 27th, 2016 and reviewed the strategic plan
  - Tasked to review objective 1.1 of the strategic plan and report back with a plan to implement this objective

**Meetings & Action Items**

- 06/16: Board
- 06/30: Board
- 06/22: Science Undergraduate Society meeting
- 06/29: Science Undergraduate Society meeting
- 06/22: Science Undergraduate Society Frosh Committee meeting
- 06/29: Science Undergraduate Society Frosh Committee meeting
- 06/29: Science Faculty, Science Frosh, and Peer Mentorship planning meeting with Antonio Daling

**Projects**

- Science Undergraduate Society Frosh
  - Booked all rooms and fields needed for frosh
  - Obtained sponsorship from DJ company to provide DJ and music equipment for frosh
- Peer Mentorship Program
  - Organized all necessary drafted files for Peer Mentorship Program with Antonio Daling
  - Planned future meeting with Science Faculty to discuss support in obtaining first year mentees into the program

**Office/Engagement Hours**

- Held regular office hours

**Events**

- N/A

**Administrative**

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

# SFSS BOARD COMMITTEE UPDATE

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This report summarizes SFSS committee activities that took place from  
**June 16 - 30, 2016**

## **ADVOCACY**

The advocacy committee has spent the past week working on the outreach campaign. Committee members have been actively tabling at both Burnaby and Vancouver campuses, encouraging students to fill out the survey and handing out freezies. Tabling was planned for the Surrey campus, however, due to unavailability of committee members this location had to be cancelled. Social media has also been utilized through both SFSS communication channels and individual committee members.

## **ACCESSIBILITY FUND ADVISORY**

The Accessibility Fund Advisory Committee had its first meeting. Important introductory procedures were clarified, such as the revised Terms of Reference, mandate of the committee, review of current budget and consistent processes for submitting and reviewing applications for accessibility accommodations. A proposal submitted by a SFU student group was discussed and reviewed. Action items include a follow-up with the group to provide an update and clarify inquiries, on behalf of the committee.

## **EVENTS**

We had a Fall Kickoff discussion regarding roles. We spent over an hour developing an events strategic plan. This included most pub nights we plan to have during the year and other larger scale events. We also talked about having a summer pub night on July 28th 2016.

## **FINANCE & AUDIT**

The Finance and Audit Committee discussed recommendations for reallocations for the Membership Engagement line item, the Finance Coordinator and the Fall Kickoff. The Membership engagement line item increase of \$11 000 was approved by the committee. The reason for the increase was to support engagement activities throughout the year and the \$4000 already in the line item was not deemed sufficient. The other two reallocations will be discussed at our next meeting. The auditor's report will be brought to the Board and the AGM in September. We also discussed our work plan of focusing on the internal risk and control of the finances of the SFSS and also the external communications aspect.

## **GOVERNANCE**

The SFSS Governance committee last met on June 22nd, and continued its ongoing work with reviewing/ redrafting the bylaws to ensure the society is adhering to the new BC Society Act, which comes into effect November 2016. The New Society Act comes with draft bylaws for organizations to follow, which has provided us with a place to start. The committee plans to come up with a draft to present to the Board of Directors, then to the membership as a whole. A more formal update will be provided once the Committee prepares its first draft.

## **STRATEGIC ENGAGEMENT**

Did not meet this period. Meeting July 4th

## **STRATEGIC PLAN**

Updates provided in person during the June 30 Board Meeting. Information found in the minutes.

## **SURREY CAMPUS**

The committee started with a round of introductions for the new members. We discussed and approved the annual budget for the committee that outlines the expenditures for all three semesters. The committee also approved the SCC Retreat and the Week of Welcome BBQ happening in September. We also discussed the role of the Joint Operations Advisory Group for the SCC. A work plan was presented to the committee and the leads for the 7 advocacy and 8 of the major events initiatives were selected. The leads will be sending in proposals for the upcoming events in the summer and early fall.