

SFSS BOARD WORK REPORT

This report reflects the Board work from
November 1-15, 2016

PRESIDENT

-VACANT

VP STUDENT SERVICES

-VACANT

VP EXTERNAL RELATIONS

Named SFSS Committee Work & Action Items

Board

- Meeting x 1
- Compiled agenda, reviewed minutes, reviewed additional agenda items

Advocacy

- Meeting x 1
- Transcribed committee members ideas regarding SFSS election campaign, reviewed advocacy timeline, research on mental health services

Governance

- Meeting x 2
- Reviewed by-laws and policies

Accessibility

- Did not meet

Executive

- Did not meet

Meetings & Action Items

- Sponsorship
 - Discussed package overview, tiering system, incentives for sponsors
- Tank Farm Communications Plan
 - Met to discuss contacts, messaging and graphics
- Consent Toolboxes
 - Pricing, ordering and re-design
- FNSA
 - Met to answer questions regarding being an internal or external group
- Staff Party
 - Reviewed event program
- Conference call with Vancouver Canucks representative

- Discussed student price night
- Conference call with Fanfit
 - Discussed finalized date, location and graphics

Projects

- U-Pass Business Case
 - Reviewed previous financial statements, referendum questions, followed up regarding fees, completed work order form
- Tank Farm Expansion
 - Reviewed research papers, created talking points, completed work order form, followed up regarding pamphlets

Office/Engagement Hours

- Office Hours
 - Mondays (11:00am-1:00pm)[MBC 2220]
 - Thursdays (12:00pm-2:00pm)[MBC 2220]

Events

- Burnaby Business Excellence Awards

Administrative

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

VP FINANCE

Named SFSS Committee Work & Action Items

- Board
 - Emergency Food Bank follow up
 - SFSS organizational structure follow up
- Finance and Audit Committee
 - Build SFU SUB Claim financing
 - CEO Financing Report
 - Cash Flow Statements
 - Budget Consultations
- Executive Committee
- Accessibility Fund Committee
- Surrey Campus Committee
 - SFU Entrepreneur of the Year
 - Christmas event
 - SFSS Surrey Campus Pub Night
- Events Committee

Meetings & Action Items

- Sponsorship
 - Discussed tiering system and incentives for sponsors
- Council
 - Discussed Student Union bank accounts
- IATSU
 - Communication student's formal event questions
- Software Systems Student Society

- Discussed collaboration for Hackathon event
- Student Union Organizer
 - Student Union Accounts
- Enactus SFU President, Beedie Coordinator and Surrey Campus Committee (SEY)

Projects

- SFU Entrepreneur of the Year
 - Discussed management team breakdown
 - Event date for mid to late March
- SFSS Surrey Campus Pub Night
 - Finalized tabling schedule
 - Contacted security for the event
 - Finalizing contract between the SFSS and Central City Brew Pub

Office/Engagement Hours

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

Events

- Budget Consultations (November 2 and 7)
- Bright Ideas [Enactus SFU] (November 12)

Administrative

- Reviewed minutes and important documents for meetings
- Emails

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

- Board Meeting
- Events meeting X1
- Holiday event follow-up
- Pie smash follow up
- Executive Committee

Meetings & Action Items

- Meeting regarding charity golf tournament
 - Talked to Brodie about options
 - Prepared timeline
 - Looked at different stakeholders
- Meeting regarding club protocol
 - Answered some questions about some issues revolving around club structure
- Meeting regarding western and Alam's pub night.
- Council

Projects

- Club executive social

- Pie smash event worked with organizers

Office/Engagement Hours

- Held regular office hours

Events

Administrative

- Emails
- Reviewed Minutes

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items:

- Governance Committee
 - Committee met twice to continue review of By-Laws and complementary policies
 - Met with CRPC to prep for governance committee meeting
- Finance & Audit Committee
 - Committee meeting
 - CEO Monitoring Reports
 - Cash flow statements
 - SUB Progress claims
 - Meeting prep: various questions for the finance office and the CEO
 - FAC Budget Consultation
- Advocacy
 - Committee meeting
 - Working on GOTV proposal

Projects

- By-law Reform
 - Sit down with SFSS legal counsel and CRPC to clarify the intent of particular aspects of the draft by-laws
 - Begin planning sessions to bring entire board up to speed
 - Begin planning a consultation plan with the membership
- Strategic Plan objective 3.3 “be an organization of choice for staff”
 - Planning staff appreciation holiday party
 - Creating SFSS staff tenure program
- Board Development
 - Planning board development process for incoming board members and refresher for current board members
 - Working with CRPC and CEO to begin creating a relationship with Vantage Point
- SFSS/SFU Spring Welcome Days
 - Planning welcome day events with Student Services
 - Working with SFSS Staff
 - Reviewing Letter of Agreement with SFU
- Build SFU
 - Met with SFU and Perkin’s & Will regarding 2nd Schematic Design
- Hi-Five Coordinator hiring
 - Reviewing applications
- MyWellness

- Meeting with representatives from MyWellness, an organization that provides mental health services that are tailored to post-secondary students.
- Reviewing MyWellness website and relevant information
- FNSA
 - Met with FNSA reps twice
 - The aim of these meetings is to discover if FNSA would like to be an internal group or an external group.
 - The SFSS has no preference which route FNSA takes, but is happy to support them

Administrative

- Chaired November 4th Board meeting
- Taken on majority of the duties and responsibilities of both SFSS President and VP Student Services
- Emails (regular email checks as well as watching over the email accounts of President and VP Services)
- Held regular office hours
 - Mondays 10:30am-noon (Burnaby)
 - Thursdays 2:30-4:30pm (Harbour Centre)

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

- Governance
 - November 3rd, 2016 (1hour)
 - Student fee structure
 - November 10th, 2016 (1hour)
 - Election policy review
- Events
 - November 2nd, 2016 (20mins)
 - Pie smash

Meetings & Action Items

- BOD
 - November 4th, 2016
- Pie Smash event planning
 - November 9th, 2016 (30mins)
 - November 14th, 2016 (30mins)

Projects

- Pie smash

Office/Engagement Hours

- Tuesdays, MBC 2220 12pm - 2pm
- By appointment via atlarge1@sfss.ca

Events

- N/A

Administrative

- Emails
- Meeting preparation
- Event report preparation

AT-LARGE REPRESENTATIVE (HANS)

Named SFSS Committee Work & Action Items

- Strategic Planning Committee
- Finance and Audit Committee
 - Budget Consultations
- Build SFU
 - Workshop

Meetings & Action Items

- FAAC x 2
- Build SFU x 2

Projects

- General Membership Survey

Office/Engagement Hours

- Wednesday 2:30-4:30 WMC 2218.2

Events

- SFSS Budget Consultations

Administrative

- Reading minutes, planning agenda, sending emails, etc.

APPLIED SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items

- N/A

Meetings & Action Items

- Board Meeting
- DSU Meeting
 - Met all presidents
 - Talked about FAS Formal
 - Got a DSU president to take lead
 - Providing support
 - Discussed state of DSUs
 - Asked presidents to pick a meeting they want me to attend

Projects

- Granting Reform
 - Scheduled meetings
 - Took notes and feedback
 - Compiled notes from Board meeting to give out at meeting

Office/Engagement Hours

- Friday (1:30PM-3:30PM), Burnaby
- Wednesday(11:30AM-12:30PM), Surrey
- Tuesday (11:00AM-2:00PM), By appointment

Events

- Elections Debates

Administrative

- Emails
- Reading Minutes

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - 04/11: Meeting
- Strategic Planning
 - Objective 4.1 & 4.2
- Vancouver Campus Committee

Meetings & Action Items

- 03/11: Meeting with FCAT Formal Chairs
- 04/11: Board Meeting
- 04/12: IATSU
 - Communication student's formal event questions
- 15/11: Meeting w/FCAT Dean's Office -- Emma

Projects

- FCAT Formal 2017
- Strat Plan
 - Objective 4.1: Internal Board Communication Plan
- One on on meetings with FCAT DSU Presidents

Office/Engagement Hours

- Office Hours
 - Burnaby: Tuesday 1:30-2:30 rm. Board Office
 - Vancouver: Thursday 1:30-2:30 rm. 3201

Events

- SFSS USA Election Night
- PSA Formal: Desi Essence 2016
- SFSS Elections Debate

Administrative

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

- Emails

ARTS & SOCIAL SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items:

- **Governance Committee: Nov 3rd and 10th**
 - Working on re-writing election policies and fee structure
- **Advocacy Committee: Nov 4th**
 - Working on Logo for special effects light
 - Engagement brainstorming for February Election

Meetings & Action Items

- Board Meeting: Nov 4th
- Staff Appreciation Working Group: Nov 9th
- Granting Matrix Working Group: Nov 3rd

Projects:

- FASS Blast: working with Arts Central and Arts DSUs to come up with a marketing tactic for Arts events
- World Literature Conference: helping the DSU with logistics

Office/Engagement Hours:

- Office Hours: Tuesday from 12pm to 1pm on Burnaby Campus

Events:

- SFSS USA Election Night
- PSA Formal: Desi Essence 2016

Administrative:

- Responded to Emails
- Reviewed minutes, agendas and supporting documents

BUSINESS REPRESENTATIVE (Pachchigar)

Named SFSS Committee Work & Action Items

Meetings & Action Items

Projects

Office/Engagement Hours

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

Events

Administrative

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

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Nov 2 - Budget Consultation
- Nov 9 - FAC

Meetings & Action Items

- Nov 4 - Board Meeting

Projects

- Education Holiday Gala → Organizing advertisement, ticket sales, room booking, collaboration with the faculty.

Events

Office/Engagement Hours

- Met with one student by appointment

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - 04/11: Meeting - did not attend due to personal reasons
- Surrey Campus Committee
 - 07/11: Meeting
- Search Committee for Dean of Health Sciences
 - 10/11: Open Forum Meeting
- Strategic Planning Sub-Committee: Objective 3.3
 - 07/11: Meeting

Meetings & Action Items

- 02/11: HSUSU Meeting
- 09/11: HSUSU Meeting
- 04/11: Board Meeting
- 14/11: Meeting with WUSC president

Projects

- Angel Tree
 - Bought Christmas Trees + set them up with gift request ornaments
 - Created online donations through GoFundMe
 - Created instruction sheet for ornament displays
 - Set up Facebook page
 - Formed sample donation boxes to display on social media
 - Social media video

Office/Engagement Hours

- Monday 10:30-11:30am Burnaby
- Thursday 9:30-10:30am Surrey

Events

- SFSS Elections debates

Administrative

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

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Strategic Plan Joint-Steering Committee
 - Did not meet during this time
- Finance and Audit Committee
 - 11/09: Meeting
 - Budget Consultations
- Strategic Engagement Committee
 - Did not meet during this time
- Grant Restructuring and Guidelines Committee
 - 11/03: Meeting
 - Reviewed questions of proposed granting matrix

Meetings & Action Items

- 11/01: SFU Student Engagement Coordinator Meeting
- 11/04: Board Meeting
- 11/07: Science Undergraduate Society Meeting
- 11/14: Science Undergraduate Society Meeting

Projects

- Science Peer Mentorship Program
 - Completed randomly selected mentor check-ins
- Angel Tree
 - Helped set up trees on Burnaby and Surrey Campus
 - Created ornaments with instructions for the trees

Office/Engagement Hours

- Held regular office hours

Events

- SFSS Elections Debate (Surrey)
- SFSS Budget Consultation

Administrative

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

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
November 1-15, 2016

ADVOCACY

ACCESSIBILITY FUND

The committee did not meet during this period.

EVENTS

FINANCE & AUDIT

The Finance and Audit Committee hosted its first two budget consultations on November 2 and 7 on the Burnaby and Surrey Campus. The committee will be hosting its next one on November 18 in Vancouver and its last one on November 23 in Burnaby. We discussed financing SUB Claims for the Student Union Building, CEO Finance Monitoring Report, cash flow statements for a rainy day fund and new accounts for departmental expenses.

GOVERNANCE

NOMINATION

The committee did not meet during this period.

STRATEGIC ENGAGEMENT

STRATEGIC PLAN

SURREY CAMPUS

The Surrey Campus Committee met and planned a few events coming up. These events include the SFSS Surrey Campus Pub Night, a Christmas themed event, FIFA tournament and SFU's Entrepreneur of the year. The Pub night will be the first large Pub event in Surrey. The Christmas themed event will be hosted in the Mezz and will have treats and decoration competitions for students. The FIFA tournament will be a competition hosted in one of the Surrey Campus rooms and the SFU Entrepreneur of the Year event will be in collaboration with Enactus SFU and the SFSS for March.



Board of Directors

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