

SFSS BOARD WORK REPORT

This report reflects the Board work from
October 16-31, 2016

VP STUDENT SERVICES & INTERIM PRESIDENT (Chen)

Named SFSS Committee Work & Action Items

- Board
 - Chaired meeting
- Build SFU
 - Building Committee Meeting
- Council
 -
- Engagement x2
 - Chaired meeting
 - Organized Doodle for committee meeting times
 - Compiled previous committee research re: engagement strategies
 - Discussed website development survey strategy, engagement hours, billboards
 - Completed social media engagement research report & presented to committee
 - Discussed social media ideas & campaigns for the SFSS
 - Took minutes & sent to committee
- Events x2
 - Presented SFSS Holiday Campaign proposal draft 1
 - Received feedback from committee
 - Made adequate changes to separate proposal & lower budget
 - Led strategic planning follow-up brainstorm regarding event ideas & delegation
- Executive x2
- Food & Beverage Services Working Group
- Governance
 - Discussed bylaws, fee structure and Board positions/responsibilities
- Sexual Violence Policy Development Group (AG)
 - Hosted the following sessions:
 - Oct 24: SVP Consultation (SAAC)
 - Oct 27: SVP Consultation (Open Session)

Meetings & Action Items

- SFU Ombudsperson
- SFU External Review re: Ombudsperson
- Health & Dental Plan Debrief with SFSS Campaigns, Research and Policy Coordinator & VP Finance & VP University Relations
- SFU Student Transition & Retention Centre
- Phone call with SFU Communications re: Communicators Meeting
- SFU Health & Counselling Health Promotions
- Interview re: SFSS Highland Pub
- SFU Health & Counselling re: updates & student wellbeing campaigns

- First Nations Student Association
- Board Development
 - Organized Board development items & led discussions

Projects

- SFSS Holiday Campaign (Angel Tree) + SFSS Winter Breakfast
 - Presented revised proposals
 - Completed CWOFF for communications & marketing strategy
 - Organized logistics
 - Reached out to respective groups for partnership & sponsorship
 - Followed up with current partners regarding responsibilities & involvement
 - Filmed footage for video development by SFSS Communications Office
- SFSS Student Union Office (SUO) and Student Union (SU) Executives Meet & Greet
 - Sent CWOFF regarding reminder invitation & email to student union groups
 - Took minutes during event & organized the day-of schedule

Office/Engagement Hours

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

Events

- SFU Diwali Gala 2016
- Communications Student Union (CMNSU) Meeting
- HSUSU Elections & Meeting
- SFSS Disability Awareness Week Event
- SFSS SUO + SU Executives Meet & Greet
- SCC Haunted House
- SFSS Halloween Pub Night
 - Volunteering: Tabling & coat check

Administrative

- Communications Work Order Form (CWOFF): International Students Sponsorship Bake Sale
- CWOFF: Student Union Office & DSU/FSU Invitation
- CWOFF: SFSS Holiday Campaign
- CWOFF: SFSS Winter Breakfast
- Prepared for meetings: reviewed agenda items, minutes & documents
- Emails

VP EXTERNAL

Named SFSS Committee Work & Action Items

Board

- Meeting x1
- Compiled agenda, reviewed minutes, reviewed additional documents

Advocacy

- Meeting x2
- Outreach for sexual assault policy campaign, ordered “got consent?” stamp, work order form for “Get your consent on” graphic, gathered supplies and assembled consent

toolboxes for Halloween pub night, handed out consent toolboxes, created advocacy calendar, worked on #TextbookbrokeBC proposal, research on mental health services

Governance

- Meeting x2
- Restructuring of fees and board positions in by-laws

Accessibility

- Did not meet

Executive

- Meeting x2
- FanFit presentation - follow up with Andrew regarding event

Meetings & Action Items

- Meeting Student U-pass Caucus
 - Follow up regarding letter and MOU
- Met with student regarding Tank Farm Expansion proposal
- Met with Campaigns, Research and Policy Coordinator
- Phone call with VP External AMS

Projects

- Presenter at SFU's OER Week panel discussion
- Worked on Tank Farm expansion awareness proposal
 - Timeline, messaging, research
- Reviewed Government Relations section of website

Office/Engagement Hours

- Office Hours
 - Mondays (11:00am-1:00pm)[MBC 2220]
 - Thursdays (12:00pm-2:00pm)[MBC 2220]
- Outreach for Sexual Assault Policy Campaign

Events

- Attended SFU Sexual Assault Policy consultation session
- SFSS Disability Awareness Week Event
- SFSS Halloween Pub Night

Administrative

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

VP FINANCE

Named SFSS Committee Work & Action Items

- Board
- Finance and Audit Committee
 - Board stipend deductions for reports
 - Financial monitoring report from CEO
 - Budget consultations
- Accessibility Fund Committee
- Surrey Campus Committee

- Events Committee
 - Discussed timeline for new events throughout the year
- Executive Committee

Meetings & Action Items

- CEO and Financial Coordinator
 - Cash flow
 - Financial monitoring report
- Central City Pub Manager
 - Contract for SCC Pub night
- Health and Dental Plan Debrief
- Strategic Engagement Committee
- Board Development
- Tank Farm Expansion

Projects

- SCC Pub Night
 - Drafted proposal with Jaskarn from the SCC
 - Finalized logistics and currently working on promotions
 - Reduced minimum spend requirement from Pub from \$5000 to \$4000
 - Finalizing contract to be signed by both the SFSS and the Pub
- SFU Student Entrepreneur of the Year
 - Met with Enactus President to discuss co-planning this event
- Budget Consultations
 - Finalized dates/room bookings
 - Finalized web survey and promotional posters
 - Finalized presentation and powerpoint
- Hallowe'en Maze
 - Decoration set up, purchase and promotions
 - Project was led by Raajan Garcha and Simran Sanghera
- Financial Procedures Manual
 - Discussed new financial procedures manual for staff and Board
- SFSS Accessibility Event
 - Finalized room booking and catering
 - Organized workshop (SWOT analysis)

Office/Engagement Hours

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

Events

- Sexual Assault Policy Consultation
- BASS Mentorship Program Mid term Relief

- Student Union Meet and Greet

Administrative

- Reviewed minutes and important documents for meetings
- Emails

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

- Board and Informal Board Meeting
- FBS Working Group met
- Events Committee X2 Meeting
- Pub night Meeting
- Strategic engagement

Meetings & Action Items

- Meeting with John Flipse about Halloween Pub Night
- Meeting with some club execs about the club executive social
- Strategic planning for events
- Worked on strategic engagement initiatives
- Met with student regarding Golf charity tournament
- Met with non student regarding petition
- Went to council and presented board views

Projects

- Helped Larissa with Christmas Event

Halloween Pub night

- Set up production
- Dj'd
- Tore down production
- Set up logistics
- Made sure everything ran smoothly

Office/Engagement Hours

- Office hours spent

Events

- Halloween Pub Night
- SFSS accessibility event

Administrative

- Responded to emails
- Checked minutes

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

Governance Committee

- meeting x2
- Reviewed draft by-laws
- reviewed SFSS student fee structure

Advocacy Committee

- meeting
- reviewed Open Textbook campaign proposal
- began developing GOTV campaign for Provincial election

Finance and Audit Committee

- Meeting
- Reviewed SFSS budget consultation
- Reviewed Financial monitoring report from CEO

Executive Committee

- Meeting
- Fanfit presentation

Strategic Plan Oversight Committee

- Reviewed work from sub committees
- Reported on Sub-committee for objective 3.3
- Sub-committee for objective 3.3 meeting

Build SFU

- Building Committee Meeting

Projects

SFSS Open Textbook campaign

- Revising presentation and ask for Faculty Association

SFSS GOTV Provincial election campaign

- Pitched idea to advocacy committee
- Met with SFU Political science prof
- Reached out to Elections BC

SFSS staff appreciation/ Holiday event

- Contacted all board members regarding event basics
- Met with society management to begin planning event

Events

- Attended SFU Sexual Assault Policy consultation session
- SFSS Disability Awareness Week Event
- SFSS Halloween Pub Night
 - Volunteered at door
 - Managed at door ticket sales
 - Made deposit to GO for at door ticket sales
 - Helped with take down at the end of the night

Administrative

- 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
 - October 20th, 2016 (1hour, 30mins)
 - Fee structure discussion
 - October 27th, 2016 (1hour)
- Events
 - October 19th, 2016 (1hour, 15mins)
 - SFSS holiday campaign discussion
 - October 26th, 2016 (1hour)
 - Events calendar for remainder of year

Meetings & Action Items

- BOD
 - October 21st, 2016
- Council
 - October 26th, 2016

Projects

Office/Engagement Hours

- Tuesdays, MBC2220 12pm - 2pm

Events

- Halloween pub night
 - October 27th, 2016 (6hours)
 - Set up and take down
 - Managed at door ticket sales

Administrative

- Emails
- Meeting preparation
- Event report preparation

AT-LARGE REPRESENTATIVE (HANS)

Named SFSS Committee Work & Action Items

- Strategic Planning Committee Meeting (x2)
- Finance and Audit Committee
- Build SFU

Meetings & Action Items

- Board Meeting
- Board Development

Projects

- Establishing SFSS Volunteer Database

- Planning the General Membership Survey

Office/Engagement Hours

- Wednesday 2:30-4:30 WMC 2218.2

Events

- SFSS Accessibility Event
- SFSS Halloween Pub night
 - Volunteered all night at the door

Administrative

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

APPLIED SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items

- N/A

Meetings & Action Items

- Board Meetings
 - Proceed with granting reform with feedback

Projects

- Granting Reform
 - Scheduled meetings to go over feedback
 - Summarized feedback from board for meeting
 - Create follow-up steps after revision process
- DSU Outreach
 - Try to work out times with DSU presidents
- FAS Formal
 - Attempt to find members to help organize formal again

Office/Engagement Hours

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

Events

- SCC Haunted House
 - Visited briefly to check in with volunteers
- FAS Faculty Lunch
 - Burnaby: Sent a member to bring up issues that involve FAS

Administrative

- Emails
- Reading Minutes

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy
 - 10/21: Meeting
 - 10/28: Meeting
- Strategic Plan
 - 10/19: Objective 4.1 & 4.2 Meeting
 - 10/24: Meeting
 - 10/28: Internal Comm Meeting
- Vancouver Campus Committee

Meetings & Action Items

- 10/16: PSA Meeting
- 10/17: FCAT DSU President's Meeting (Chair)
- 10/19: Communication Student Union General Meeting
- 10/21: Board Meeting
- 10/26: FCAT Dean's Office Meeting
- 10/26: CMNSU President One-on-One meeting
- 10/28: Board Development Meeting

Projects

- Creating Board-to-Board Internal Communication Plan
- FCAT Formal 2017
- FCAT DSU President's Meeting
- One-on-one meetings with FCAT

Office/Engagement Hours

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

Events

- Board Accessibility Event
 - Planned, created and presented accessible ice-breakers
 - Generated discussion
- SFSS Halloween Pub Night
 - Coat check
- Punjabi Student Association
 - Games Day Station leader
- Surrey Campus Committee Haunted Maze
 - 10/25: Shopping for Maze
 - 10/26: Volunteered to Scare people

Administrative

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

ARTS & SOCIAL SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items:

Governance Committee: October 20th and 27th

- Currently reviewing the fees structure
- Assessed the recommendations provided by the lawyer for the draft by-laws

Advocacy Committee: October 21st and 28th

- Working on getting a quote for the “consent matters” filter for the strobe light
- Reviewed our past and present campaigns and have scheduled the rest of the planned campaigns for the next semester

Meetings & Action Items

- Board Meeting: October 21st
- Board Development: October 28th
- FASS Exec Meeting: October 28th

Projects:

- Working on the “Arts Flash” project to increase traffic for FASS events
- Helping SASS with the #giftofgiving2016 Fundraiser
- Surrey Campus Committee Haunted Maze - bought supplies for the maze

Office/Engagement Hours:

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

Events:

- Board Accessibility Discussion
- Cormack Symposium and FASS Fall Reception
- PSA Games Night
- SFSS Halloween Pub Night

Administrative:

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

BUSINESS REPRESENTATIVE (Pachchigar)

Named SFSS Committee Work & Action Items

- Surrey Campus Committee
 - 10/17: Meeting
 - Discussions on SFU Entrepreneur of the Year competition
- Vancouver Campus Committee

Meetings & Action Items

- 10/21: Board Meeting
- 10/28: Board Development Meeting

Projects

- 10/25-27: Surrey Campus Committee Haunted Maze
 - Organizing committee member
 - Assisted with maze set-up and take-down, and bringing equipment to room

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

- SFSS Halloween Pub Night
 - Coat check
- 10/21: SFSS Accessibility Event
- Business Mentorship Program
- Business Administration Student Society (BASS) Banquet Discussion
- BASS Pathways Conference

Administrative

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

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

- SEC
 - Make a proposal for Timbit Tuesday
- FAC
 - Help prep the budget consultation process (e.g. dates, spreading the word, etc.)

Meetings & Action Items

- FAC (Oct 19)
- SFSS Accessibility Event (Oct 21)
- Board Meeting (Oct 21)
- SEC (Oct 24)
- FAC (Oct 26)
- ESA Meeting (Oct 28)
- Board Development (Oct 28)

Projects

- Planning an Indigenous Workshop with the Faculty of Education, the Office of Indigenous Education and the FNSA
- Did research on Mental Health services for Advocacy Committee around the lower mainland (primarily near SFU campuses in Burnaby, Surrey and Vancouver) that can provide support to young adults outside of the support found at SFU. (This is to direct students to other forms of support when wait times are too long on campus!)
- Working on an Appeals process with an Education student who has been given immediate withdrawal status without explanation. This falls under student advocacy.

- Planning a Christmas Banquet for Education students. → this is the first event of this kind that has ever been sought out for education students in the memories of the faculty.

Events

- Helped with coat check at the Oct 27 Halloween Pub Night from 9:00pm-11:00pm

Office/Engagement Hours

- Office hours were held by appointment during this period and were fulfilled.

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - 10/21: Meeting
 - 10/28: Meeting
- Surrey Campus Committee
 - 10/17: Meeting
- Search Committee for Dean of Health Sciences
 - 10/27: Meeting

Meetings & Action Items

- 10/19: HSUSU Meeting
- 10/21: Board Meeting
- 10/28: Board Development Meeting
- 10/24: Sexual Assault Policy Consultation

Projects

- Surrey Campus Committee Haunted Maze (Oct. 25-27)
 - Project lead
 - Promotions, maze set-up, coordinated volunteers, participated in maze (scaring people + giving out candy), maze take-down
- Holiday Campaign (Angel Tree)
 - 10/24: Meeting with VP Student Services
 - 10/31: Made video for social media

Office/Engagement Hours

- Monday 10:30-11:30am Burnaby
- Thursday 9:30-10:30am Surrey
- 10/21: Sexual Assault Policy Outreach
- 10/24: Sexual Assault Policy Outreach

Events

- Board Accessibility Event
 - Planned, created and presented accessible ice-breakers
- SFSS Halloween Pub Night
 - Coat check
- HSUSU Elections

Administrative

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

- Emails
- SCC Halloween Maze work order form

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Finance and Audit Committee
 - 10/26: Meeting
- Strategic Engagement Committee
 - 10/24: Meeting
- Strategic Plan Joint-Steering Committee
 - 10/21: Objective 1.3 Sub-Committee Meeting
 - 10/24: Meeting
- Grant Structuring and Guidelines Committee
 - Did not meet during this time

Meetings & Action Items

- 10/21: Board Meeting
- 10/24: Science Undergraduate Society Meeting
- 10/28: Board Development Meeting

Projects

- Science Peer Mentorship Program
 - Completed randomly selected mentor and mentee check-ins

Office/Engagement Hours

- Held regular office hours

Events

- Board Accessibility Event
- SFSS Halloween Pub Night
 - Coat check and entrance check-ins

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
October 16-31, 2016

ADVOCACY

The committee met once informally and once formally during this period. During the informal session we discussed outreach for the sexual assault policy consultations, plans for consent toolboxes at the upcoming Halloween Pub Night, and settled on titles for both the consent campaign and pub night stamp. During our formal meeting, we had a debrief on the sexual assault policy consultations campaign and reviewed the graphic for the consent campaign. Committee members also discussed the strategy for the #TextbookbrokeBC campaign and messaging. The committee also provided input on a calendar outlining the remaining campaigns for the year.

ACCESSIBILITY FUND

The committee did not meet during this time.

EVENTS

The Events committee met on Oct 19 and welcomed new student at-large members onto the committee and did a round of introductions regarding the purpose of the committee. The committee discussed the speaker expenditure for future student events and received a proposal regarding the SFSS Holiday Event. Suggestions were made by the committee, such as interests to reduce cost, separate project proposal and event proposal. The Events committee also met on Oct 26 to receive an updated SFSS Holiday Project (Angel Tree) proposal, as well as a proposal for the SFSS Winter Breakfast. Both proposals reflected the committee-suggested changes and were recommended for Board's review. The most important highlight from Events committee is the efforts to explore and brainstorm future SFSS events & projects that cater to a variety of interests. These brainstorming sessions focused on new ideas, diverse events, committee member delegation & timeline.

FINANCE & AUDIT

The Finance and Audit Committee discussed the CEO financial monitoring report, cash flow statements and Board member stipend deductions. We also finalized the logistics for the SFSS Budget Consultations on SFU's Surrey, Vancouver and Burnaby campuses.

GOVERNANCE

The governance committee continued to work on revising its by-laws and went over a number of issues flagged by our legal counsel. The committee also worked on revising the SFSS fee structure. Since the society act takes effect this November the society must identify its fees according to the new terms used in the societies act. Lastly the committee has begun to talk about the policies which will need to accompany new by-laws.

NOMINATION

The committee did not meeting during this time.

STRATEGIC ENGAGEMENT

On Oct 17, the Strategic Engagement committee met & did introductions and overviewed the committee mandate for new at-large student members. Furthermore, the research templates for conducting engagement methods were established and a sample research report regarding social media engagement. The committee also discussed testing the effectiveness of emails, social media & providing prize incentives for student engagement with the website development survey. The strategy and timeline has been recommended and will be administered by the SFSS Communications Office.

On Oct 24, the Strategic Engagement committee met & received an update regarding the SFU bulletin boards and action items have been identified to do further research. These insights will guide the committee to provide a recommendation to the Board. The committee also discussed engagement hours for committee and Board members. The SFSS Communications Office provided an update regarding the progress of the website survey. Lastly, the social media research was presented in the template the committee agreed to & further brainstorming was done to identify feasible ideas and ways to engage with our membership through social media.

STRATEGIC PLAN

The committee and the sub committee members met. Current initiatives that the committee is working on is a communications plan for board to board, staff to staff, and board to staff (vice versa). The committee is also planning the general membership survey, the questions have been created and been sent out to board for review. Lastly, another working group is planning a Staff appreciation event and also looking how much turnover costs the SFSS.

SURREY CAMPUS

The Surrey Campus Committee organized the SCC Haunted Hallowe'en Maze at the Surrey Campus. We also discussed a FIFA event and the potential to organize SFU's Entrepreneur of the Year in collaboration with Enactus SFU. We are currently in the process of finalizing the logistics of the SCC Pub Night at the Central City Pub.