

SFSS BOARD WORK REPORT

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

VP STUDENT SERVICES (INTERIM PRESIDENT)

Named SFSS Committee Work & Action Items

- Build SFU
- Sexual Violence Policy Working & Advisory Group
 - Reviewed consultation feedback from SFU community
 - Reviewed process for policy development
- Board
 - Finalized minutes
- Governance
- Joint Operations Group
 - Established agenda & prepared updates

Meetings & Action Items

- Student-Athlete Advisory Committee & interested student athletes
- The Peak Interview re: Stadium
- The Peak Interview re: Highland Pub
- SFSS senior management
- SFU alumni re: potential FBS program
- SFSS VP University Relations

Projects

- SFU Week of Welcome & Welcome Day events
 - Organized SFSS logistics
 - Scheduled Board engagement shifts
- SFSS Communications
 - Work Order: SFSS Calendar pamphlets
- Annual General Meeting
 - Logistic updates & preparing documents for review
- U-PASS
 - Addressed student inquiries re: opt-out period & eligibility
- Health & Dental Plan
 - Coordinated tabling opportunities for Studentcare

Office/Engagement Hours

- Office hours
 - Wednesday (11AM - 1PM) [Burnaby: MBC2220]
 - Thursday (2PM - 4PM) [Burnaby: MBC2220]
- Burnaby Welcome Day Tabling
- Build SFU SUB Engagement
- Week of Welcome BBQ Tabling

- SFSS Pancake Breakfast Tabling

Events

- Burnaby Welcome Day
 - Prepared speech & student engagement
- Surrey Welcome Day
 - Prepared speech & student engagement
- Week of Welcome BBQ
- Build SFU Student Union Building Celebration
 - Prepared speech & student engagement (distributed pamphlets & handed out SFSS materials)
- SFSS Pancake Breakfast
- SFSS Burnaby Club Days
- SFSS Welcome Back Pub Night
 - Volunteering shift
- HSUSU executive meeting

Administrative

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

VP EXTERNAL

Named SFSS Committee Work & Action Items

- Board
 - Meeting x 1
 - Compiled agenda, reviewed minutes, reviewed additional documents
- Executive
 - Did not meet
- Advocacy
 - Committee did not meet
 - Worked on campaign proposals
 - Sexual Assault Policy Consultations - followed up with Previous SFU VP Academic regarding consultation dates
 - Open Textbook Campaign- Created list of textbook tips, followed up with BC Campus Senior Manager regarding up to date statistics
 - Researched effective ways of relieving stress
- Governance
 - Meeting x 1
 - Finished draft of bylaws
- Accessibility Committee
 - Did not meet
- Nominating committee
 - Met to discuss interview process

Meetings & Action Items

- Meeting with Campaigns, Research and Policy Coordinator
 - Reviewed campaign proposal outlines and identified areas for further research
- Meeting with SFU Government and Community Relations Officer

- Reviewed Budget submission
- Request for additional information (transit rates, deferred maintenance statistics)
- Went over effective presentation strategies
- Meeting with UVSS and AMS regarding housing policies
 - Talked about RHA presentations

Projects

- Provincial Budget Consultation
 - Applied and received confirmation date to present to the Select Standing Committee on Finance and Government Services
 - Compiled research and worked on submission paper
- SUB celebration
 - Assisted with preparing triangle displays, set up on day of

Office/Engagement Hours

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

Events

- SFU Welcome Day
- SFU Week of Welcome
- SFU/SFSS SUB Celebration
- SFSS Pancake Breakfast
- SFSS Clubs Days
- SFSS Welcome Back 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
- Accessibility Fund Advisory Committee
- Finance and Audit Committee
 - Build SFU SUB Financing
 - Student Union accounts transition discussion
 - SFSS By-Election budget increase
- Surrey Campus Committee
- Executive Committee

Meetings & Action Items

- Vancity Credit Union
 - Discussed student union accounts
- CEO and Finance Coordinator
 - Discussed finance reports and new financial procedures
- Embark
 - Discussed referendum proposal

- Student United for Disabilities
- SFU AMB

Projects

- VP Finance Meet and Greet
 - Hosted a meeting with student union executives to discuss cheque requisition processes, grant funding and grant proposals
- AGM
 - Finance Report
 - Annual Report
- SFSS Quarterly Finance Report

Office/Engagement Hours

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

Events

- Business Administration Student Society FROSH Leader
- Residence Move in
- Welcome Day
- VP Finance Meet and Greet
- Pancake Breakfast
- Student Union Building Celebration
- Week of Welcome BBQ
- Welcome Back Pub Night

Administrative

- Reviewed minutes and important documents for meetings
- Emails

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

Meetings & Action Items

Projects

Office/Engagement Hours

Events

Administrative

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

- Governance Committee
 - Committee meeting
 - Finished draft of by-laws
 - Next steps:
 - Send to Legal
 - Consultation with Board
 - Consultation with membership
- Finance and Audit Committee
 - Committee meeting
- Advocacy Committee
 - No Meeting
 - Working on Open Textbook Campaign
 - Secured opportunity to present to SFU Faculty Association
 - Open Textbook interview w/ Peak
 - Notified of first OER adoption at SFU, will be in effect Fall 2017
- Nomination Committee
 - Committee met to discuss interview process
 - Worked with staff to make changes to application and the TOR of AFC
 - Scheduled interview times
 - Submitted work order form for graphics and social media support for application process.

Other Meetings & Action items

- SFSS Board Meeting
- Met with CRPC regarding governance
- Joint Operations Group meeting (meeting between SFU/SFSS/GSS regarding joint initiatives)
- Met with Embark regarding Fall Referendum questions
- Hi-Five coordinator interview Process:
 - Several Meetings with Lyndsay Cotterall from SFU HCS
 - Interviews for Hi-Five Coordinator
 - Setting up interviews for candidates
- SASS Frosh Director
 - SASS Frosh captain
 - Assisted in creation of itinerary for Frosh weekend
 - Walked Frosh director through last years event

Events

- SFU Week of Welcome
- SFSS clubs Days
- Savage Entertainment Pub Night
- SFSS/SFU SUB celebration
- SFSS Pancake Breakfast
- SFSS Welcome Back Pub Night

Administrative

- Secured SFSS office hours space for Harbour Centre
- Regular administrative duties (emails, reading minutes....)
- Held Regular Office hours in Burnaby & Vancouver (Harbour Centre)
- If any questions, comments or concerns feel free to contact me at vpuniversity@sfss.ca or stop by my office hours; Mondays in Burnaby from 10am-12pm in MBC 2220 and Thursdays at Harbour Centre 3pm-5pm in HC3201.

AT-LARGE REPRESENTATIVE (BWAKURA)

Named SFSS Committee Work & Action Items

- Governance
 - September 15th, 2016 (1hour, 30mins)
 - By-law and policy review

Meetings & Action Items

- BOD
 - September 9th, 2016
- Fall Kickoff
 - September 1st, 2016 (30mins)
 - Meet with women's centre staff to discuss contingency plans for people seeking help during the event
- Fall Kickoff meeting with SFU
 - September 8th, 2016 (1hour)
 - Update on progress with the concert with regards to MECS, campus security, Student Services and SRS
- Fall Kickoff Organizing Committee
 - September 8th, 2016 (30mins)
 - Progress with marketing, sponsorship and volunteer preparation

Projects

- Fall kickoff week
 - Finalized booking of dunk tank
 - Contacted and followed up with several stores to finalise participation
 - Constructed marketing plan
- Fall Kickoff concert
 - Volunteer organizing
 - Marketing material review

Office/Engagement Hours

- Tuesdays, MBC2220 12pm - 2pm

Events

- Fall Kickoff volunteer Orientation
 - September 1st, 2016 (1hour)
 - Second of three volunteer orientation sessions
 - September 5th, 2016 (1hour)

- Welcome days
 - Third and final volunteer orientation session
 - September 1st, 2016 (2hours)
 - Tabling
- Week of Welcome
 - September 7th, 2016 (2hours)
 - Tabling
- SFSS pancake breakfast
 - September 9th, 2016 (3hours)
 - Preparing pancake batter, and making pancakes
 - Tabling
- SUB celebration
 - September 8th, 2016 (3hours)
 - Tabling
- Clubs days
 - September 13th, 2016 (3hours, 30mins)
 - Tabling
 - September 14th, 2016 (3hours, 30mins)
 - Tabling
- Welcome back pub night
 - September 15th, 2016 (3hours)
 - Production set up
 - Cash at entrance

Administrative

- Regular administrative duties, (emails, meeting prep, etc.)

AT-LARGE REPRESENTATIVE (HANS)

Named SFSS Committee Work & Action Items

Meetings & Action Items

Projects

Office/Engagement Hours

- Mondays 10:30-12:30

Events

- N/A

Administrative

- Emailing, Scheduling, Preparing agendas, preparing for meetings, reading minutes, etc.

APPLIED SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Met with G.O. to go over granting changes
 - See Below

Meetings & Action Items

- Granting Matrix Feedback
 - Meeting with G.O. to go over feedback and change how the assessment of grants should be using previous experience.
 - Figured out a meeting time between all those involved with changes
- Board Meeting(s)

Projects

- C-LAN
 - Social media promotions
 - Meeting with G.O.
 - Sponsorship and Organizing talks

Office/Engagement Hours

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

Events

- Clubs day
 - Tabling
 - Explain what the SFSS is/does
 - Get committee applicants
 - Getting ignored
 - Hand out swag
 - Concert promotions
- SCC Welcome BBQ
 - Grill master
 - BBQ setup

Administrative

- Reading documents
- Emails
- Scheduling meeting
- Bi-weekly board report
- Semester board report

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
- Vancouver Campus Committee
- SFU SMAC
- SFSS Food Bank
- Strategic Planning Steering Committee
 - Sub committee: Objective 4.1 & 4.2

Meetings & Action Items

- 09/02: FCAT Formal OC Meeting
- 09/09: Board of Director Meeting
 - Did not attend due to time conflict with prior commitment to other Board work
- 09/12: Strat Plan meeting
- 09/14: FCAT Dean's Office Meeting

Projects

- FCAT Formal
- CMNSU Frosh
- IATSU Frosh
- SCA Student Union
- AGM Report (Surrey Campus Committee portion)

Office/Engagement Hours

- Thursday 1:30 - 2:30 PM and 5:30-6:30 PM at Harbour Centre Rm 3201

Events

- 09/01: Welcome Day -- FCAT Session (BBY)
- 09/01: Welcome Day - Navigate SFU w/SFSS (BBY)
- 09/06: SFSS Fall Kickoff Concert Tabling (BBY)
- 09/07: SFU/SFSS BBQ (BBY)
- 09/08: SFSS/SFU SUB celebration (BBY)
- 09/09: SFSS Pancake Breakfast (BBY)
- 09/09: FCAT Hile'wk Event -- Speaker (Van)
- 09/14: SFSS Burnaby Campus Clubs Day

Administrative

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Set up the Organizing Committee for the FCAT Formal
- Summarized SCC on the AGM Report
- Sponsored the CMNSU Frosh (Provided Swag bags)
- Delivered Fall Kickoff tickets to the Surrey Campus
- Emails

ARTS & SOCIAL SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items:

- Governance: Did not attend
- Advocacy: No meeting
- Granting Review Committee: No meeting
- Food Bank: No meeting

Meetings & Action Items:

- Granting: went over the GO's and Alan's notes of the new granting matrix
- Fall Kickoff Orientation for new volunteers: September 5th
- Board Meeting: September 9th

- Fall Kickoff Organizing Committee - September 8th

Projects:

- **Fall kickoff - Human Resources Director**
 - Recruited and trained a total of 106 volunteers
 - Finished the volunteer T-shirt survey
 - Created and sent out an orientation package for volunteer reference
 - In the process of creating the final schedule for event day
 - In the application process of recording and submitting volunteers information and hours to the SFU Student Ambassador Program
 - In the process of organizing volunteer dinner for event night
- **SASS Frosh**
 - Putting together frosh giveaways for all froshes

Office/Engagement Hours:

- SFU/SFSS BBQ - September 7th
- Pancake Breakfast - September 9th
- Clubs Days - September 13, 14, 15
- Fall Kickoff tabling over the past two weeks

Events:

- Sub Celebration - gave out cupcakes
- SFSS Welcome Back Pub Night - did coat check

Administrative:

- Delivered tickets to Surrey
- Take down of Clubs Days set up
- Organized giveaways and flyers for Kick Off tabling
- Prepared for all meetings: read minutes and supporting information
- Emails and Social media (i.e. working with the SFSS and Surrey communication offices to promote the Kickoff concert and Surrey Campus's Terry Fox Run)
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BUSINESS REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Surrey Campus Committee
 - There were no meetings for this committee during this period
- Finance and Audit Committee
 - Vacated my seat due to schedule conflict with fall 2016 meeting time
- Events Committee
 - Assisted with sponsorship for 2016 Kickoff

Meetings & Action Items

- 09/09: Board Meeting
- 09/10: BASS Frosh
- 09/08: Events Meeting follow up

Projects

- Food Bank Program

- Discussed with some members on steps moving forward

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

- Clubs day
 - Tabling
 - Explain what the SFSS is/does
 - Get committee applicants
 - Hand out swag
 - Concert promotions
- BASS Frosh
 - Assist OC in Frosh setup and last minute support

Administrative

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Contacted and communicated with BASS executive to discuss potential opportunities to assist with BASS programs and events
- Emails (i.e. reached out to potential sponsors for 2016 Kickoff Concert)

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Finance and Audit Committee Mtg (Sept 15)
 - No committee work assigned this period
- Excellence in Teaching Awards Committee (Sept 12)

Meetings & Action Items

- Board (Sept 9)
- Meeting with Interim President Larissa Chen to discuss Fall work (Sept 12)

Projects

- Scheduled and planned ESA first Fall meeting set for Sept 16th.

Office/Engagement Hours

- SFSS BBQ (yum!) (Sept 7)
- SFSS Pancake Breakfast (Sept 8 & 9)
- SFSS Clubs Day Tabling (Sept 13 & 15)

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - There were no meetings for this committee during this time
- Surrey Campus Committee
 - There were no meetings for this committee during
- Excellence in Teaching Awards Committee
 - 09/12: Meeting

Meetings & Action Items

- 09/07: HSUSU Meeting
- 09/08: Peer Mentorship Training
- 09/09: Board Meeting
- 09/13: Frosh Training
- 09/14: HSUSU Meeting

Projects

- Health Sciences Frosh
 - Prepared a speech to present at the Frosh
 - Helping coordinate Frosh Training
 - Putting together swag bags
 - 09/06: Class Presentations
 - 09/08: Class Presentations
 - Printing and handing out Frosh fliers

Office/Engagement Hours

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

Events

- 09/07: Week of Welcome BBQ Tabling (Surrey)
- 09/08: SUB Celebration
 - Handed out cupcakes
- 09/09: Pancake Breakfast Tabling
- 09/13 and 09/14: Burnaby Clubs Days Tabling

Administrative

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

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Finance and Audit Committee
 - Meeting: 09/14
 - Build SFU SUB Financing
 - SFSS By-Election budget increase
- Strategic Plan Joint-Steering Committee
 - Meeting: 09/12
 - Worked on Strategic Objectives 1.1 and 1.3
- Strategic Engagement Committee
 - Did not meet in this time period
- Grant Restructuring and Guidelines Committee
 - Did not meet in this time period

Meetings & Action Items

- 09/09: Board of Directors Meeting
- 09/08: Peer Mentorship Training

- 09/09: Peer Mentorship Meeting

Projects

- Science Undergraduate Society Frosh
 - Obtained sponsorships
 - Processed room booking requests
 - Confirmed DJ
- Science Peer Mentorship Program
 - Held in person training for mentors
 - Set up online training for mentors
 - Matched mentors with their mentees

Office/Engagement Hours

- Held regular office hours
- 09/14 and 09/15: Burnaby Clubs Days
 - Tabling and Committee applicant recruitment

Events

- 09/07: Week of Welcome BBQ
- 09/08: SUB Celebration
- 09/09: Pancake Breakfast

Administrative

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

SFSS BOARD COMMITTEE UPDATE

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

*Note: Given the student at-large vacancies and turnover, some committees have done call-outs for student interest & have respectively not met.

ADVOCACY

The committee did not meet during this time.

ACCESSIBILITY FUND

The committee did not meet during this time.

EVENTS

The committee did not meet during this time.

FINANCE & AUDIT

The committee met and discussed a few proposed budget changes. The by-election budget was increased because of the potential of an increased number of candidates and referendums. We discussed the student union bank accounts tied with the SFSS. We also discussed the BUILD SFU SUB loan payments. The VP Finance AGM report was completed and the quarterly reports of the financials were presented to the Board. There was also a VP Finance meet and Greet that was hosted with student union executives about the new granting processes, cheque requisitions, and funding.

GOVERNANCE

NOMINATION

The committee met to discuss the opening of nominations for vacant at-large positions on SFSS standing and ad-hoc committees, the projected timeline for the nomination, interview and board ratification of candidates.

STRATEGIC ENGAGEMENT

STRATEGIC PLAN

SURREY CAMPUS



Board of Directors

Maggie Benston Centre 2220
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6
Unceded Coast Salish Territories
sfss.ca

The committee did not meet during this time.