

SFSS BOARD WORK REPORT

This report reflects the Board work from
SEPT 16-30, 2016

VP STUDENT SERVICES (INTERIM PRESIDENT)

Named SFSS Committee Work & Action Items

- Governance
- Board
- Build SFU
- Sexual Violence Policy Joint Advisory Group & Working Group
 - Discussed policy vs. procedure template
 - Review policy principles of AG/WG
- Accessibility Fund
 - Reviewed & approved accessibility grant proposals
- Web Development
 - Completed phase 1 of “Discovery phase”
 - Student membership survey in development

Meetings & Action Items

- Pint Size Program
 - Discussed with FBS General Manager, CEO & SFU alumni
 - Tentative agreement in progress
- VP Finance & CEO
- Monthly SFU President
- SFU Ancillary Services
- SFSS Minute Taker
 - Discussed & established clear minute-taking process for Board & committees
- Student Athletic Advisory Committee President
- Studentcare SFSS Representative
 - Received update on claims
 - Discussed potential ways for students to maximize their plan
 - Discussed Spring referendum & Fall membership survey
- SFSS Communications Coordinator
- SFU Athletics Director
- U-Pass Appeal Committee
- SFU Communications Dept
- Build SFU General Manager
- SFU/SFSS Fall Kickoff Debrief
 - Reviewed successes, challenges & recommendations with the SFU Organizing Committee
- Council

Projects

- Annual General Meeting

- Finalized script
- Reviewed reports & messaging to membership
- Prepared with SFSS Campaigns, Research & Policies Coordinator
- Reviewed staff & Board roles
- Routine meetings with staff re: logistics
- Confirmed stenographer
- Student Union Office & DSU/FSU Meet & Greet Social
 - Presented to Council, inquiring about interest
 - Coordinated meeting with interest DSU/FSU members to finalize logistics

Office/Engagement Hours

- Office hours
 - Wednesday (11AM - 1PM) [Burnaby: MBC2220]
 - Thursday (2PM - 4PM) [Burnaby: MBC2220]
- Burnaby Club Days Tabling
- Residence Tabling for Fall Kickoff

Events

- HSUSU FROSH
 - Photographer & volunteer
- Hi-FIVE Executive & Orientation Meeting
 - Promoted SFSS Committee Nomination Period
- Fall Kickoff Concert 2016
 - Photographer & production assistance

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

- Meeting x 1

Advocacy

- Meeting x 3
- Discussed sexual assault policy campaign, consent campaign and #TextbookbrokeBC campaign
- Developed campaign proposals for committee members to review, followed up with SFu regarding sexual assault policy consultations, looked into pricing for different items, obtained consent toolbox materials from OOC and helped with making them

Governance

- By-law review with lawyer

Accessibility committee

- Reviewed and approved accessibility grant proposals

Nominating committee

- Reviewed all applications, short-listed applicants, contacted applicants and scheduled interview times, interviewed applicants

Meetings & Action Items

- Met with campaigns, research and policy coordinator
 - SFU Sexual Assault Policy Consultations
- SFU Budget Consultation meeting
- Phone call with U-Pass student caucus advisory committee member (Emily Carr)
- Met with VP Externals of UVSS and AMS
 - Discussed housing lobby plan, UBCM letter
- Met with ERSU council representative

Projects

- Completed and presented report to the Select Standing Committee on Finance and Government Services
- Wrote synopsis of the Board of Director's Annual report for the AGM

Office/Engagement Hours

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

Events

- Fall Kickoff Week BBQ
 - Helped with handing out hot dogs
- Fall Kickoff Concert
 - Assisted with coat check
- Fall Kickoff After party
 - Handed out consent toolboxes, helped with takedown and ensuring money was counted and locked away
- Faculty of Environment Meet and Greet
- SFSS Annual General Meeting

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
 - Budget consultation plan
 - Discussed a review of budget and reports
- Executive Committee
- Surrey Campus Committee
 - Post-event review on De-stress day, Bowling night, WOW BBQ and Clubs Day

- Started planning on Halloween event, Pub night, FIFA tournaments and an upcoming Christmas event
- Accessibility Fund Committee
 - Reviewed and approved proposals

Meetings & Action Items

- SFU's Budget Consultation
- Council
 - Presented committee update on Finance and Audit Committee and the Surrey Campus Committee
- CEO and Financial Coordinator
 - Discussed financial monitoring reports and the upcoming semester report
- Administrative Supervisor and General Manger (SFSS Annual General Meeting)
 - Logistics for the meeting including print outs, seating, disability needs, volunteers, promotions, etc.
- Executive Director (Beedie School of Business and CEO (JDC West))
 - Discussed the 2019 JDC West competition that may be coming to SFU and potential options to collaborate in the future
 - It is largest case competition in Canada
- Advocacy for Men and Boy's Representative
- Director of Ancillary Services, VP Student Services and CEO

Projects

- SFSS Annual General Meeting: September 30 in SFU Theatre
 - Finalized agenda and logistics

Office/Engagement Hours

- Office hours
 - Monday (10:30AM - 12:30PM) [Surrey: SUR3390]
 - Wednesday (10:30AM - 12:30PM) [Burnaby: MBC2220]
- Surrey Clubs Day
- Fall Kickoff Tabling

Events

- BASS FROSH
- BASS Mentorship Program
- Fall Kickoff Concert

Administrative

- Reviewed minutes and important documents for meetings
- Emails

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

- Fall Kickoff Concert

Meetings & Action Items

- Concert Meeting with SFU Admin (ITable Talk)

- Meeting with Brooked Events
- Meeting with concert marketing team
- Board Meeting Sept 16
- Meeting with source security
- Concert debrief session

Projects

- Fall Kickoff Concert
 - Tabling for ticket sales
 - Meeting with blueprint
 - Review of production
 - Ridership finalization
 - Canvassing for ticket sales
 - Meeting with Sindhu regarding graphical components for the concert.
 - Paid invoices for the concert

Office/Engagement Hours

Events

Fall Kickoff Concert:

- Project Manager oversaw the stage and its logistics on the day of the event.
- Facilitated requests from artists
- Ran the 3lau meet and greet with winning attendees
- Responded to the fire alarm
- Checked in with the security team
- Made sure the stage was kept clear and free of hazards
- Helped with a production issue during the event.
- Facilitated between the SFU administration representative and the SFSS with concerns
- Watched a gated exit point due to security issues.
- Helped set up signage
- Did walk through will SFU administration

After Party

- Helped with production clean up
- Helped with the ordering of production
- Helped with artist hospitality

Administrative

- Emails

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

- Board meeting
- Governance
 - Coordinated governance meeting with lawyer

- Review by-laws with committee and lawyer
- Began conversation around tracking and recording of student fees
- Advocacy committee
 - Discussed sexual assault policy campaign, consent campaign and #TextbookbrokeBC campaign
 - Updated the committee on #TextbookbrokeBC campaign
- Accessibility Fund
 - Reviewed & approved accessibility grant proposals
- Nominating committee
 - Reviewed applications
 - Short listed candidates
 - Conducted interviews

Meetings & Action Items

- Monthly SFU President
- Student Athletic Advisory Committee President
- SFSS CRPC
- SFU Athletics Director
- SFSS Budget Consultation

Projects

- Annual General Meeting
 - reviewed script
 - Reviewed reports
 - Prepared for meeting
- Presentation to the Select standing committee on Finance and Government Services

Office/Engagement Hours

- Regular office hours
- Burnaby Club Days Tabling
- Residence Tabling for Fall Kickoff

Events

- SASS Frosh
- Annual General Meeting

Administrative

- Regular administrative duties and office hours
- 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
 - September 22nd, 2016 (1hour, 30mins)
 - Fee structure discussion
 - September 29th, 2016 (1hour, 30mins)
 - By-law review with legal

Meetings & Action Items

- BOD
 - September 16th, 2016

- Fall Kickoff OC
 - September 22nd, 2016 (15mins)
 - Site orientation and dry run through

Projects

- Fall Kickoff week

Office/Engagement Hours

- Tuesdays, MBC2220 12pm - 2pm

Events

- Fall Kickoff Week
 - September 20th, 2016 (3hours)
 - September 21st, 2016 (6hours)
- Fall Kickoff tabling
 - September 20th, 2016 (2hours)
 - September 22nd, 2016 (6hours)

Administrative

AT-LARGE REPRESENTATIVE (HANS)

Named SFSS Committee Work & Action Items

- Finance and Audit Committee
 - Met and discussed budget consultations and budgetary planning for next year.
- Build SFU
 - Met three times

Meetings & Action Items

- Met with Martin regarding strat plan initiatives
- Met with Jimmy regarding annual membership survey
- Board meeting september 16

Projects

- Fall Kickoff Concert
 - Secured last minute sponsors
 - Helped Sell tickets
 - Co-ordinated Will call Volunteers
 - Worked at Will Call
 - Helped with Security on the Stage
 - Helped Coat Check
 - Ticket Sales for After Party

Office/Engagement Hours

- Wednesdays 2:30-4:30 in WMC 2218.2

Events

- Tabled at Clubs Day
- AGM

- Fall Kick off and After party

Administrative

- Co-ordinating meetings, emails, writing reports

APPLIED SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items

- N/A

Meetings & Action Items

- Granting evaluation reform
 - Met with G.O. to go over draft of new granting evaluation
 - Met with Martin, Ed Deeks, Pierre, Adrienne, Jimmy to go over and polish evaluation criteria
 - Get tasked to provide update on this to board
- AGM

Projects

- Try to assist in repairing relations between CSSS and CSIL managers
 - Some eSports groups have caused misunderstandings between many parties
 - Trying to standardize and clear things up so the CSSS doesn't lose privilege of booking CSIL
 - Consistently checking with G.O. on certain grants and events that need attention and context to provide full financial pictures.
- Clubs/Events vetting process
 - Floating the idea around to get it actually started

Office/Engagement Hours

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

Events

- Pub night
 - Worked the door/coat check
 - Cleaned up at the end
- Fall Kickoff
 - Did security for entrance
 - Helped coat check
 - Did security at end of night directing flow of traffic and keeping lanes free of people to speed up the exiting process.
 - This can be confirmed by BK and Christine :)
 - Helped some people try to sort their lost and found items.
 - Directed floating volunteers
 - Searched for board members to deal with things throughout the night

Administrative

- Emails
- Documents reading/prep

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee:
 - September 16th:
 - Discussed the sexual assault policy and the consultation that Christine, Blossom, Raajan and I attended with SFU.
 - September 23rd:
 - Discussed the proposed Sexual Assault and Consent Matters campaign. Also discussed Open Education Resources and the potential campaign.
- Vancouver Campus Committee:
 - Did not meet, however I have been contacting active member on the Vancouver campus to see if they are interested in joining the committee.
- SFU Sustainable Mobility Advisory Committee (SMAC):
 - September 23rd:
 - It was our first meeting in which we introduced our self, discusses the purpose to the meeting, the progress on accessible cycling routes at SFU, the proposed TransLink changes and the BC U-Pass.

Meetings & Action Items

- Interactive Art and Technology Student Union (IATSU) Fall General Meeting
 - September 28th:
 - Spoke on behalf the SFSS at the GM and explained my role with IATSU
 - Attended as FCAT Representative
- Meeting with IATSU President and Committee
 - September 28th:
 - Surrey office hour by appt
 - Discussed the general overview of the year
 - Discussed the FCAT Formal and progress
- FCAT Formal Meeting
 - September 29th
- SFSS Annual General Meeting
 - September 30th
- Board of Directors Meeting
 - September 16th

Projects

- FCAT Formal
 - Formed the Organizing Committee
 - Oversee the work they are doing
- SFSS Emergency Food Bank Program
 - Planning on meeting with Martin in the next week
- SFSS Fall Kickoff 2016
 - Helped order the Pizza

- Team Lead for Coat Check
 - Organized the Coat Check
 - Guided the volunteers on what they need to do
 - Handled the money the entire night
 - Cleared out coat check in 20 mins
 - Will assist Blossom on her report about Coat Check for the future team lead

Office/Engagement Hours

- Engagement:
 - SFSS Kickoff Week September 21st
 - Helped at the Fall Kickoff booth to sell tickets and promote the event
 - Helped clean up after the BBQ
- Office Hours
 - Harbour Centre Rm 3201: Thursday at 1:30 - 2:30 PM
 - SFU Burnaby Board Office: Wednesday at 1:30 - 2:30 PM
 - SFU Surrey: By appointment

Events

- SFSS Fall Kickoff 2016
 - o September 23rd
- SFSS Fall Kickoff After Party
 - o September 23rd
- SFU Punjabi Student Association Annual Meeting
 - o September 25th

Administrative

- Emails
- Prepared for meetings

ARTS & SOCIAL SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items:

- Governance
 - September 22nd: Did not attend due to concert prep
 - September 29th:
- Advocacy
 - September 23: Did not attend due to concert prep
 - September 30th:
- Granting Committee
 - September 22nd: Did not attend, due to concert prep

Projects:

- Food Bank: have not met with CEO yet to discuss the findings of his report regarding previous food bank methods and future possibilities
- Fall KickOff:
 - Got all the team leaders and volunteers plus board members organized

- Created an information sheet, schedule and volunteer sign in and sign out sheets for board members and team leaders
 - By organization I mean, teaming up board members with Team leaders, making sure underage volunteers weren't listed for after party duties, ordering appropriate food (vegetarian/vegan/gluten free) for volunteers and team leaders and recording everyone's hours to submit to SAP
- Met Street Team volunteers and general volunteers to give them their shirts or sell them their after party tickets
- Order/bought food for all volunteers and picked up speakers for the after party
- Divided all volunteers into specific roles and answered their emails and request to change roles
- Managed all volunteers and helped with Will Call, Coat check and entrance issues during the concert
- Counted floats and locked away all money and lost and found items with the help of VP external and Business representative
- **After Party:**
 - Helped with coat check and production take down at the end of the night
 - Helped count coat check and tickets sales money at the end of the night and locked everything up

Office/Engagement Hours:

- Surrey Clubs Days: handed out swag items and promoted and sold concert tickets
- Fall Kickoff Week BBQ: handed out hot dogs and promoted the concert
- Concert tabeling in the AQ (daytime): met with volunteers, promoted and sold tickets
- Concert tabeling in the at residence (evening): met up with volunteers and promoted and sold tickets at dining hall

Events:

- Fall Kickoff
- Fall Kickoff After Party

Administrative:

- Emails: Concert and Arts account
- Social Media and creating and printing signs for concert night
- Ordering food, putting together supply bags for each station at the concert

BUSINESS REPRESENTATIVE (Pachchigar)

Named SFSS Committee Work & Action Items

- Surrey Campus Committee
 - Meeting 9/26
 - Review of summer semester events and planning of events for the fall/spring semester
 - Assigned project lead for Student Entrepreneur of the Year

Meetings & Action Items

- Meeting with Science Faculty Rep (Jimmy) to discuss MBC lease space opportunities and planning
- 9/30: SFSS AGM Meeting

Projects

Emergency Food Bank Program

2016 Fall Kickoff and After Party

- Created the ticket tiers and the financial budget
- Assisted with sponsorship outreach
- Team Leader – managing ten volunteers
- Assisted with the setting up, take down of equipment, and cleanup
- Assisted with ticket sales tabling

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 Fall Kickoff 2016
 - o September 23rd
- SFSS Fall Kickoff After Party
 - o September 23rd
- Tabled at Clubs Day
- Annual General Meeting (AGM)
- BASS Frosh (2 weeks long)

Administrative

- Prepared for meetings
- Sent out emails
- Working on reports

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

- FAC (Sept 28)
 - Began first steps for initiating a departmental review throughout the Society to prepare for next year's budget
- Website Development Committee (Sept 29)
 - Reviewed the stage one report from Ballistic Arts Media
 - Prepared for next steps for consulting students

Meetings & Action Items

- ESA Meeting (Sept 16)
- Board Meeting (Sept 16)
- SFSS AGM

Projects

- Faculty of Education
 - Advocating for students to the faculty regarding a unsatisfactory teaching practice

- Beginning research behind the PDP teaching practicum, looking to push the faculty into making the long practicum paid
- Began consultation with the FNSEA and the Faculty of Education to organize an event with local First Nations elders to host a workshop for education students (and anyone else who's interested) to learn about and interact with the local First Nations culture.
- Elected to the Undergraduate Programs Committee (UPC)
- FAC
 - Began work to outline the process for departmental consultation for our financial review of each department

Office/Engagement Hours

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - Meeting: 9/16
 - Discussed SFU Sexual Assault Policy Campaign
 - Meeting: 9/23
 - Discussed Consent Campaign and #TextbookBrokeBC campaign
 - Meeting: 9/30
 - Finalized Consent Campaign and SFU Sexual Assault Policy campaign
- Surrey Campus Committee
 - Meeting 9/16
 - Meeting 9/26
 - Review of summer semester events and planning of events for the fall/spring semester
 - Assigned project lead for Halloween event

Meetings & Action Items

- 9/16: Board Meeting
- 9/30: SFSS AGM Meeting
- HSUSU Meeting

Projects

- HSUSU Frosh
 - Did a speech representing the SFSS
 - Putting together swag bags
 - Volunteered at the entire event: managed the badminton tournament station
 - Interacted with first year students and told them how to get involved with the SFSS
- Fall Kick Off Concert & After party
 - Made consent toolbox kits to hand out at the after party
 - Checking tickets at after party and also selling tickets
 - After party coat check donations
 - Volunteer check-in for the concert
 - Assembled glow sticks and balloons
 - Guided my volunteers in their roles

Office/Engagement Hours

- Thursday's 9:30-10:30am Burnaby
- Tuesday 9:30-10:30am Surrey
- 9/20: Surrey Clubs Day
 - Handed out swag, told students about getting involved in committees, and promoted and sold tickets for Fall Kick-Off Concert
- Fall Kick Off Week BBQ
 - Handed out hot dogs + promoted concert + clean up

Events

- 9/16: HSUSU Frosh
- 9/23: Fall Kick Off
- 9/23: Fall Kick Off After Party

Administrative

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

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Finance and Audit Committee
 - Meeting: 9/23
- Strategic Engagement Committee
 - This committee did not meet during this time period
- Granting Committee
 - Meeting: 9/22
- Strategic Plan Joint-Steering Committee
 - No committee meeting was held during this time period.
 - Held a sub-committee meeting to discuss Membership Survey Prep with Paul

Meetings & Action Items

- 9/16: Board Meeting
- 9/30: SFSS AGM Meeting
- 9/22: Meeting with Mark for MBC 2280 lease
- 9/29: Membership Survey Prep meeting with Paul

Projects

- Science Frosh 2016
 - Helped coordinate the event
- Fall Kick Off Concert

Office/Engagement Hours

- Held regular office hours
- Fall Kick Off Week BBQ
 - Handed out hot dogs + promoted concert



Board of Directors

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

Events

- 9/17: Science Frosh 2016
- 9/23: Fall Kick Off

Administrative

SFSS BOARD COMMITTEE UPDATE

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

*Note: Due to the next semester and committee application period, all student applications are in the process of being reviewed & interviewed. Thus some committees have respectively not met.

ADVOCACY

The committee met on september 16th, 23rd and 30th. The committee reviewed proposals for the sexual assault policy consultations, consent campaign and #TextbookbrokeBC campaign. For the sexual assault policy campaign, committee members discussed outreach strategies for engaging with students. The committee also had the opportunity to provide feedback to SFU regarding the dates and times of the sexual assault policy consultations. Discussion on the consent campaign, led to committee members testing the idea of handing out consent toolboxes at Pub nights. The committee helped with assembling the toolkits in preparation for the fall kickoff after party. The tool boxes were given out at this event, and were well received. The committee also provided recommendations for the #TextbookbrokeBC campaign and we are now working on developing concrete messaging for delivery to both students and faculty.

ACCESSIBILITY FUND

The committee met on Sept 23 to discuss the grant proposals that included requests for accessibility accommodations. We reviewed and approved the accessibility grant proposals for four SFSS Out on Campus events, including a testimonial interview, orientations, all volunteer training day and open house event. Furthermore, the committee discussed the accessibility of pub nights and were interested in consulting with SUDS regarding their ideas to make those respective events more accessible. Originally, the committee was expecting a presentation from SUDS regarding Disability Awareness Week based on a proposal that was submitted to the Chair. However, the issue will be discussed at the upcoming Board meeting to explore Board members' interest in assisting and organizing an event as part of the proposed week-long event.

EVENTS

The committee did not meet.

FINANCE & AUDIT

The Finance and Audit Committee reviewed our budget and discussed potential changes in certain departments. We also started work on a budget consultation and I will be bringing a proposal to the next meeting. The budget consultation will be focused on consulting with SFSS members on the budgeting processes of our organization.

GOVERNANCE

NOMINATION

STRATEGIC ENGAGEMENT

The committee did not meet.

STRATEGIC PLAN

The committee did not meet. However, the working groups have been working towards strategic initiatives.

SURREY CAMPUS

The Surrey Campus Committee did a debrief on our previous events, including the Bowling Night, De-stress Day, Week of Welcome BBQ and Clubs day. We discussed what we did well and what we could improve on. We started planning a Hallowe'en event, Christmas event, FIFA event and a Pub night.