

# BOARD REPORT

**Prepared for Board of 2015-09-11**

## President

- Meetings with:
  - 50th Anniversary Joint Steering Committee
  - John Grant - Alumni Relations
  - Adam Brayford RE: What's on; 50th Anniversary Events
  - FNSA
  - Engagement Peers and Team 50
  - Student Services
  - GSS
- SFSS Meetings with:
  - ED
  - Finance Office
- Other Meetings: Board meeting, Exec Meeting, Epcom meeting x2, Surrey Campus Committee meeting, Joint Operations Group agenda setting and meeting
- Attended Events:
  - Welcome Leaders Training
  - Peer Educators Training
  - September 9th Official Walkthrough
  - SFU Pride Reception and VQFF
  - Governance Workshops x2
  - Welcome Day Boothing
- Build SFU Board training session and video shoot
- Interview with the Peak
- Prepared Speeches:
  - Welcome Day
  - 50th Anniversary Campus Kick-Off
  - Celebrate and Savour
  - Peer Educators
- Organized UBC AMS trip and SUB tour
- Helped organize 2nd SFSS Meet & Greet; Food Truck Festival
- Overseeing Lease Agreements and Contracts

## Vice President External Relations

- Meetings: communications office, student union organizer, GSS and Kinder Morgan project worker re: postponement National Energy Board review for TransMountain pipeline, health and counselling re:

Sexual violence on campus, SASC working group, Students United for Disability Support, post Campus to campus conference follow up, Advocacy, governance reforms

- Follow up meetings: Council of Canadians, Creative Publics, KUSA, UVSS, SFU food and access committee, elections canada re: voting stations on campus
- Administrative: emails, editing food bank information media sheet, report on AVP campus to campus conference, preparation for Storm the Dorm, booked budget committee presentation with the BC provincial government
- Outreach: Welcome day outreach, pancake breakfast, opentextbook tabling, Build SFU outreach
- Out of Office: August 23 to September 1

## Vice President Finance

Meetings: Exec, Vice President Finance and Administration Search Committee Shortlisting Meeting and Two Days of Interviews Downtown, Graphics Assistant Hiring Committee Interviews (x5), Governance, Lucy: re signing documents, Kurt: check-in and updates upon return

- Signing cheque requisitions, numerous meetings with several individuals regarding requests
- Correspondence with auditor and signing of annual documents
- Research for and writing of Annual Report
- Outreach in MBC/Convo Mall for Welcome Day

## Vice President Student Life

What is life?

- Build SFU
  - Meeting with General Manager to discuss how Build SFU department can work together with me on Septemeber Engagement events, to ensure there is no overlap
  - Engagement with Football team at Activities Fair, Week of welcome, personal contacts
  - Board training sessions
- Fall Kickoff
  - Confirmed Artist
  - Corresponding with organizing committee regarding, finance, marketing, content, production, volunteer
  - Working closely alongside Blueprint Events Director of Concerts, and Director of Marketing
  - Working closely alongside Director of Administration, SFU Student Services
- Week of Welcome and Welcome Day
  - Ensuring to honor agreement with SFU Student Services which include but are not limited to the following:
    - Pancake Breakfast
    - Food Truck Festival (Entertainment piece only)
    - SFSS outreach
    - Providing DJ's for convocation mall
    - Build SFU Engagement
    - SFSS outreach
- Clubs day
  - Ensured all SFSS departments and constituency groups are tabling together
  - Working on creating hourly giveaways
- Events & Promotions

- It is very clear that committee will be reducing number of meetings to make more time to engage with membership
- Working alongside *CJSF* to provide support in their Fall Concert (October 15th)
- Working alongside Canadian Blood Services to set up mobile clinic on campus
- Committee is working on FDC Executive appreciation event, Welcome Back pub night, Fall Kickoff after party, Food Truck festival
- Committee is supporting FNSA Indigenous Day
- Surrey Campus
  - JOAG meeting
  - Meeting with school administration on finalizing MOU and furniture
- Open textbook
  - #TextbookBroke Campaign
  - Working group meetings
- Committee meetings
  - Executive, Governance, Granting, Advocacy
- Administrative Duties
  - Emails
  - Office Hours
  - Hiring Committee

## Vice President Student Services

- U-Pass/Compass Card
  - Fall Launch has started, compass card distribution has successful, and there have been no complaints.
  - Review meetings of the fall launch have been scheduled with TransLink.
  - Wrapping up Compass Card consultation processes by writing a summary, nearly completing FAQ [Draft 2], preparing follow up with consulted stakeholders to provide an update on progress, the documents described above, and thanks from this office on behalf of the SFSS.
  - Reviewing U-Pass Advisory Committee Minutes and other documents. Minor changes have been made to messaging.
  - Interviewed by the Peak regarding the Fall Launch of the Compass Pass.
  - Preparing a proposal on more effective methods of negotiating contracts with larger organization; in this case, with TransLink.
  - Going to TransLink representatives with questions regarding the future of the U-Pass program.
- Health and Dental Plan
  - Prep meetings with members of the Extended Health and Dental Plan committee are complete.
  - Consultation process for this service is nearly complete. Completing a presentation to student groups.
  - Reviewing options of combining plans with GSS and SFU to remove duplicate coverage and reduce student fees.
  - Notifying students of the current change of coverage period so they know how to opt out of the SFSS plan before the end of the period (September 21st). .
  - Reviewing and addressing complaints from students and parents.
- Governance
  - Completed first draft of governance documents with the committee.
  - Finished a run-through of the draft with the Board, and met with the committee to address changes requested. The subsequent version will be presented to the Board at the SFSS Board meeting on September 11th.
- Annual General Meeting

- Found volunteers for the meeting, waiting to hear back and finalize.
- Submitted Annual Report content to the Communications Department for completion.
- Arranging phone calls with the external chairperson to best prepare for the meeting.
- Finished AGM Script.
- Preparing meeting packages and other documents.
- Completed first AGM notice in print and e-mail. Everything so far is on track with meeting notices.
- Answering questions and complaints regarding the AGM following the notice.
- SFSS Outreach
  - Student presentations regarding SFSS projects and services, and general outreach with the same content at various events. For a list, please contact me.
- Writing summer semester report and updating procedures manual
- Meetings
  - There have been many meetings. For a list, please contact me.

Questions, comments, and requests for documents with respect to confidentiality may be submitted to [vpsservices@sfss.ca](mailto:vpsservices@sfss.ca)

## Vice President University Relations

- Student Union Development Summit August 13-16, UBC Vancouver
- Meeting w/ Rebecca Dowson RE: Open Access Week, OpenCon Satellite Event - Vancouver
- Health and Counselling Sexualized Violence focus group
- Open Textbook Working Group meeting, Advocacy Committee x2, Board meeting, Joint Operations Group meeting,
- University and City Building Conference Call x2
- Build SFU Board training session
- Build SFU video shoot
- VQFF Event @ SFU Woodward's
- FASS Welcome Day (meetings with FASS Dean's Office and participating in the event)
- Meeting w/ Computer Science student RE: advocacy initiative
- Policy Governance Orientation session 1 and 2
- Build SFU Presentation to SFU Women's Volleyball Team, Men's and Women's Basketball Team, Men's and Women's Golf Team, Men's and Women's Swim and Diving Team, Fitness Centre staff, SFU Career Peers and SFU Engagement Peers
- SFSS tabling at Residence Move-in (Dining Hall)
- SFSS tabling at Welcome Day (Convocation Mall)
- #textbookbrokeBC setup, tabling and takedown September 8-10
- SFSS Pancake Breakfast
- SFU Campus Celebration
- SFU Celebrate and Savour
- Office hours and other regular administrative duties (\*office hours have been scaled back for the beginning of September due to increased SFSS outreach hours)

## Applied Sciences Representative

Frosh Week:

- Continue to finalize CSSS Frosh planning and liase between the different DSUs for the final event (Midnight Madness)
- Run multiple CSSS frosh events from September 8-11

- September 8: Welcome BBQ
- September 9: Info Session and Survival Training
- September 10: Pac Macro at SFU Vancouver and Team Dinner
- September 11: PhotoHunt and Midnight Madness

#### Granting Committee:

- Attended four committee meetings over the last four weeks, covering both club and student union grants.

#### Hiring Committee:

- Interviewed multiple candidates over the course of three weeks.

#### Governance Committee:

- Attended multiple committee meetings to work on a draft of the Policy Governance for presentation to Board (Ends, Executive Limitations, Governance Process, Board-Executive Delegation Policies)
- Attended a presentation dry run meeting concerning our presentation to board on September 8 and 11. Reviewed the presentation created by Pierre Cassidy
- Attended two presentations to Board on the Policy Governance draft, personally presented the Governance Policy Process to board on Friday, September 4
- Governance Committee Meeting to finalize the Policy Governance draft to be presented at Board on Friday, September 11

#### Peak Interview about BuildSFU

Acted as a Welcome Leader for Welcome Day for the Faculty of Applied Science

Gave a presentation to FCAT DSU President's about BuildSFU

## Arts and Social Sciences Representative

#### Work with DSU's/SASS/FASS:

- SASS Exec Meeting
- SASS AGM prep meeting
- FASS DSU Pres meeting
- Working on FASS student union portal w Faculty
- SASS frosh captains training
- Meeting with FASS Student Engagement Office
- Reminding all DSU's of clubs days
- Prep for FASS Welcome day
- Spoke at FASS Welcome day

#### Advocacy Committee:

- Advocacy committee meeting x2

#### → Get Out the Vote

- Debate logistics
- Contact with candidates and their staff
- Contacting political party clubs on campus
- Discussion about "Get out the Vote" campaign in ADV
- Various "to-do's" on Basecamp
- Found mediator for debate
- Debate Itinerary created

#### → Open Textbook Working group:

- Working group meeting x2

- Tabling/outreach for campaign Sept 8-10th
- Scheduled working group members for outreach

#### Governance Committee:

- Attended numerous committee meetings to work on new SFSS policies to present to Board.
- Attended a presentation dry run meeting Attended two presentations to Board on new SFSS policies
- Final Governance committee meeting to discuss the feedback from board and make necessary changes, will be presented to Board on Friday, September 11

#### U-Pass Advisory Committee:

- Presentations to student groups
- Reviewing minutes for U-Pass advisory committee
- Various Basecamp to do's

#### Build SFU/SFSS Outreach:

- Presentation to FCAT Dean and faculty
- Presentation to Softball, Men's and Women's Track & Field and Wrestling teams
- Build SFU training session with General Manager
- Build SFU video
- Making buttons all the time
- Welcome Day & Move in day outreach
- Pancake Breakfast

#### Other Meetings/Administrative Duties:

- Student Union Outreach worker hiring committee
  - Meeting with Executive Director
  - Shortlisting meeting
  - Interviews
  - Administrative work
- Sexual assault focus group with SFU Health and Counseling
- Emails, Office hours, etc..

## Business Representative

- Meetings
  - Board Meeting
  - Board of Advisers Meeting with the Business Administration Student Society
    - discussed election and financial policies
  - Events and Promotions Committee Meetings X2
  - Fall Kickoff Working Group Meetings
  - SFU Recreation Meeting
  - AIESEC SFU Local Committee Meeting
  - Team 50th Meeting
  - UBC SUB visit
- Business Administration Student Society
  - Financial Policy Revision with BASS President
  - Researched and currently working on finalizing the financial policies for BASS
  - Completed Election Policies
  - Consulted with SFSS CEO for BASS Elections
- Engagement
  - Reslife Scavenger Hunt
  - Resident Move In Day
  - Burnaby Welcome Day Activity Fair
  - Burnaby Week of Welcome Day

- Pancake Breakfast
- SFSS Activity Fair
- SFU 50th Anniversary Kickoff
- Fall Kickoff Concert
  - Working group meetings
  - Ticketing procedures
  - Meeting with SFSS Financial Coordinator to finalize finances
  - Adjustments to ticketing training
  - Ticketing training with various clubs/student organizations/ticket sellers
  - Sponsorship work
  - Production company consultation
  - Marketing consultation
- Build SFU
  - Training sessions
  - Club/Student Organization Pitches
  - General outreach during engagement activities (Welcome Day, Week of Welcome, Reslife, etc)
  - Peak Interview
- Board presentation on governance and strategic planning X 2
- SFU Health and Counselling
  - heard about health and wellness initiatives on campus
  - provided feedback for the coordinators for their campaigns
- Other events
  - Enactus Social
  - BASS Mentorship Program Social
  - BASS FROSH Social
- Office hours in Surrey and Burnaby
- Emails and other miscellaneous office tasks

## Communications, Art, and Technology Representative

- Board Meeting (preparation by review of agenda and previous minutes & attendance): 14th August, 2015
- Attended CMNSU Meeting
- Follow up with Communications Co-ordinator, VP Student Life and VP External Relations regarding SWAG and T-shirts and compilation of Spreadsheet with pre-existing quotes for easier perusal and to drive an expedited decision
- Input into Meeting between BUILD SFU Manager and VP Student Services regarding the project
- Follow Up with Communications Co-ordinator & Alt. Vancouver Liaison regarding signage for Harbour Center Corkboard
- BUILD SFU Training
- Meeting with Film Student Union President
- Meeting with Theatre Student Union President
- Two video shoots for BUILD campaign
- Prepared and hosted Monthly DSU President's Meeting at SFU Surrey
- Attended scheduled Granting Committee meetings x3
- BUILD Presentation to Surrey Campus Welcome Leaders
- Build Manager De-brief on BUILD Presentations
- Office Hour Scheduling for Fall Semester
- Meeting with BUILD Manager to discuss and prepare BUILD Marketing Documents for individual DSU President's with amenities/features of the Project specific to each of my DSU's

- Attended Government Document Presentation
- Prepared Document for Vancouver Office Space Proposal
- Prepared BUILD document with items specific to FCAT
- Administrative Tasks (e-filing, e-mails, updating and maintaining schedule)
- Attended Governance Reform Orientation (Sept. 1st and 4th)
- BUILD + SFSS Outreach at Burnaby Welcome Back Day Activity Fair
- Attended and Participated in FCAT Welcome Back Orientation Event at Burnaby
- Preparation for BUILD Presentation to FCAT Dean, Associate Dean and FCAT Departmental Directors

## Education Representative

- Meetings
  - Board (August 14)
  - Health & Counselling Sexualized Violence Focus Group (August 19)
  - Open Textbook Working Group (August 19)
  - Engagement Training Session (August 20)
  - Governance Committee Presentations (September 1, September 4)
- ESA
  - Organized schedule for Clubs Day Tabling and booked table
  - Collected quotes from screen printing companies for Education clothing
  - Submitted grant proposal and ordered horizontal banner
  - Ordered sample SFU Education apparel for ESA members and Clubs Days
  - Met with new member for orientation to the ESA and the SFSS
- Engagement
  - Stress Relief Club Bowling Night (August 25)
  - Residence Move-In (September 2)
  - Welcome Day Activity Fair (September 3)
  - Pancake Breakfast (September 9)
  - SFU 50th Anniversary Campus Kickoff (September 9)
- #textbookbrokeBC Campaign
  - Tabled outside the SFU Bookstore (September 8, September 9)
- Other
  - Organized session for remaining Board headshots + group photo
  - Compiled quotes for SFSS t-shirts + swag and gathered order quantities
  - Gave presentation at Faculty of Education session on Welcome Day

## Environment Representative

Meetings:

- Advocacy/Governance Committees, Open Textbook Working Group, Board, Embark Sustainability, SFU 350, Health and Counseling Sexualized Violence Focus Group, Visit to UBC AMS

Policy Governance:

- Reviewed all documents and had 2 in person meetings with Pierre
- Attended meeting to work on a draft of Policy Governance (Ends policies specifically)
- Preparation and attendance for dry run meeting concerning presentation to board on September 8<sup>th</sup> and 11<sup>th</sup>
- Attended two presentations to Board on the Policy Governance draft. Presented on Board-Management Delegation Policies
- Review of the Policy Governance draft at Governance Committee Meeting (Sept. 8<sup>th</sup>) to finalize draft to be presented to Board

Build SFU/SFSS Outreach:



- Attended Board Training Session
- Build SFU Video Shoots
- Review of Embark Sustainability Interview
- Tabling at Welcome Day Activity Fair and Week of Welcome
- Pancake Breakfast

#### Open Textbook:

- Created #textbookbrokeBC sign
- Tabling September 8th and 10th

#### DSU's:

- Meeting with Faculty Recruitment and Community Liaison Manager
- Spoke at Faculty of Environment Welcome Day
- Contacted DSU's regarding meeting times and Clubs Days
- Met up with proposed Environmental Resource Management Student Union to go over presentation to council

#### EnviroFrosh:

- Finalized and presented EnviroFrosh proposal to granting committee on behalf of Faculty DSU's
- Met with Archaeology Museum Director to work out logistics for Faculty Meet and Greet
- Numerous in person meetings/phone calls with DSU representatives and lead coordinators
- Met with Accessibility Project Worker to assess EnviroFrosh activities

#### Other:

- Attended Student Union Development Summit August 13-16<sup>th</sup>, UBC Vancouver
- Administrative duties (emails, reading minutes, summer work report etc.)

## Health Sciences Representative

*See final page of this document.*

## Science Representative

- Build SFU training session with sam thiara
- open textbook working group meeting
- board meeting (attendance and preparation reviewing minutes and agenda)
- SCC board meetings X2 (attendance and preparation)
- Build SFU video shoot
- meeting with SSC execs about WOW
- governance committee presentation
- follow up with VP services about first governance committee presentation
- Surrey Joag meeting
- Surrey space meeting with surrey sfss.
- SUS meeting and multiple meetings with SUS president
- welcome day fair for science orientation, give presentation to first year science students, outreach and network with them during breaks and lunch,
- welcome day outreach
- build sfu engagement on sept 8th and 9th
- pancake breakfast and sfu 50th kickoff
- Peer Mentorship training in person and canvas with student engagement office
- coordinate with all mentors and follow up with them on how to approach mentees
- match all mentors up with mentees
- obtain contact information of all mentees
- reaching out to personal contacts about build SFU
- open textbook tabling
- administrative tasks (emails, office hours etc.)

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## At-Large Representative Pooghkay

### Meetings:

- Bi weekly Epcom meetings
- Weekly Fall Kickoff Meetings
- Governance policy sessions
- Board Aug.14th
- Reviewing minutes for Epcom and board

### Projects:

#### G.R.I.D

- Requested the letter of agreement be altered for board.
- kept in correspondence with other Greek Letter Organizations
- did some consultation work on the letter of agreement.

#### Welcome Back Pub Night

- Sent a proposal to epcom
- Did work on the Facebook group
- Helped create the messaging for the event
- Placed posters around campus
- The oversight of ticket sales in the AQ
- Booked artists and filled on cheque requisitions for their invoices.
- Booked equipment from long and mcquade

#### Fall Kickoff Concert

- Worked with promotions for the discount tickets
- Looked into concert production
- Booked AQ tables for the marketing team
- Sat in on a Kickoff marketing meeting
- Worked on artist selection

#### Kickoff After Party

- Presented a proposal to epcom
- Worked on budget with Deepak8
- Started a marketing plan for the event
- Discussion with Brooked Events about sponsorship

#### General Outreach

- Residence move in day Build Outreach
- Build outreach in the AQ
- Outreach at week of welcome

#### Sass Frosh

- worked on production for lights for dance party

# At-Large Representative Sharma

## Meetings

- Board Meeting
- Granting Committee meeting
- Reviewed GC minutes
- Governance training sessions
- Follow up meetings with the President and VP student life
- Meeting with the communication officer
- EPCOM Meetings biweekly
- Open Textbook working group meeting
- SFU Pride Reception
- Follow up with RHA
- Administrative tasks (emails)
- SFU 50th Anniversary event

## BUILD SFU Engagement

- Coordinated with Residence for tabling
- Outreach on move-in day in residence from 9am to 4pm
- Outreach during Activities Fair
- Outreach in convo mall-week of welcome
- 3 video shoots for BUILD SFU project
- Pancake Breakfast, did outreach throughout

## Fall Kickoff Concert

- Fall Kickoff working group meeting
- Marketing team plan
- Updates on the sales and production
- Coordination with Residence for tabling for concert tickets
- Social media posts, reached out significant amount of people

## SFSS Club Executives Social

- Project lead for the executive social
- Got bookings done for the event
- Coordinating with the communications office
- Planned Marketing strategies

# Health Sciences Representative

Meetings: HSUSU (x2), HSCI FROSH Training, EPCOM (x2), Board, BuildSFU Training, Fall Kickoff Working Group, Policy Governance Presentations, SFU App Developer, Team 50<sup>th</sup> re: Fall Kickoff, Nesters & Club Ilia re: AGM marketing, UBC AMS SUB Tour, UBC AMS Executive Night  
Angel Tree project: Discussions with contact from last year re: logistics  
Engagement events: Aquatics, Residence Move-in, Health Peers, Fitness In-service  
Week of Welcome: Pancake Breakfast, AGM and SFSS outreach, Corona Beach Party Pub Night, Convocation Mall SFSS engagement  
SFU50: 50<sup>th</sup> Anniversary Kickoff Celebration, Celebrate & Savour Evening  
The Peak interview re: BuildSFU & preparations  
Fall Kickoff: Swag designs, marketing, promotions timelines (contests, videos)  
Fall FSU/DSU/Club (FDC) Meet & Greet: Organized logistics, catering, worked with Student Union Office & Communications Department re: invitation messaging  
Misc: BuildSFU video filming, post-production of SFSS event photos, button-making  
Administrative tasks (office hours, emails, etc.)