

## 1. CALL TO ORDER

Call to Order – 2:44 pm

## 2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

## 3. ROLL CALL OF ATTENDANCE

### 3.1 Committee Composition

President .....	Larissa Chen
VP University Relations ( <i>Chair</i> ).....	Arr Farah
VP External Relations.....	Christine Dyson
VP Finance.....	Hangue Kim
VP Student Services.....	Vacant
VP Student Life.....	Curtis Pooghkay
At-Large Representative .....	Paul Hans
At-Large Representative .....	Mudi Bwakura
Faculty Representative (Applied Sciences) .....	Alan Lee
Faculty Representative (Arts & Social Sciences) .....	Blossom Malhan
Faculty Representative (Business).....	Pritesh Pachchigar
Faculty Representative (Communication, Art & Technology).....	Prab Bassi
Faculty Representative (Education).....	John Ragone
Faculty Representative (Environment) .....	Thadoe Wai
Faculty Representative (Health Sciences) .....	Raajan Garcha
Faculty Representative (Science).....	Jimmy Dhesa

### 3.2 Society Staff

Administrative Assistant.....	Mandeep Aujla
Chief Executive Officer .....	Martin Wyant

### 3.3 Guests

Campaigns, Research and Policy Coordinator.....	Pierre Cassidy
Council to Board liaison.....	Alam Khehra
The Peak Web News Editor.....	Nathan Ross
SFSS member.....	Corbett Gildersleve

### 3.4 Regrets

Faculty Representative (Applied Sciences) .....	Alan Lee
Faculty Representative (Communication, Art & Technology).....	Prab Bassi

## 4. RATIFICATION OF REGRETS

### **4.1 MOTION BOD 2016-11-25:01**

**Thadoe/Larissa**

*Be it resolved to ratify regrets from Prab Bassi.*

Discussion:

- Friendly amendment: *Be it resolved to ratify regrets from Prab Bassi & Alan Lee.*

**CARRIED**

## 5. ADOPTION OF THE AGENDA

### **5.1 MOTION BOD 2016-11-25:02**

**Mudi/Pritesh**

*Be it resolved to adopt the agenda as amended.*

Amendments:

- Add lease extension as item 9.7.
- Discussion item “Social Enterprises” to occur after Reports from Society.
- Add announcements after discussion items.

**CARRIED AS AMENDED**

## 6. MATTERS ARISING FROM THE MINUTES

### **6.1 MOTION BOD 2016-11-25:03**

**Blossom/Mudi**

*Be it resolved to receive and file the following minutes:*

- BOD\_2016-11-18
- SCC\_2016-10-17
- SCC\_2016-11-07

**CARRIED**

## 7. REPORTS FROM SOCIETY

### **7.1 Reports from Council liaison**

- Discussed student union accounts & council members were receptive to the change.
- Council was informed of a tentative presentation from Hangué Kim (VP Finance) in the Spring semester regarding student union accounts.
- Discussed the Tank Farm survey and council members were directed to forward the survey to their DSUs.
- Christine Dyson met with Grayson yesterday and the timeline to close the survey will be Dec. 19<sup>th</sup>.

## 8. DISCUSSION ITEMS

### **8.1 Social Enterprises**

- Corbett Gildersleve gave a brief summary of what social enterprises are and how the Society could possibly be involved in them.
- the society would have to look into how these social enterprises fit into the confounds of the new Society Act and pending legislation.
- Martin further noted that a conversation was held in the recent past about accessing a variety of

government grants as well as issuing receipts for individuals who make donations.

- It was noted that the SFSS embarks on a number of projects that are charitable in nature; planning on exploring further charitable endeavors sometime next year.
- Corbett informed the Board that he is looking into starting his own non-profit after graduating.
- Through research Corbett found that some of the grants could be applied to by student groups within the SFSS.
- Corbett suggested that applying to such grants would help subsidize the costs of some of the programs run by the SFSS.
- It was further suggested that the SFSS staff could research some potential groups and come up with projects that would be tailored to these grants specifically.
- Larissa Chen will follow up with Corbett offline regarding the SFSS's and Board's feedback.

## 9. NEW BUSINESS

### 9.1 MOTION BOD 2016-11-25:04

**John/Mudi**

Be it resolved to receive and file the board work reports and committee updates from November 1<sup>st</sup>-15th.

Discussion:

- Pritesh missed his deadline to submit his portion of the report & messaged Hangu to let him know at which point he was advised to send an email to the Board.
- It was further noted that committee updates were missing from the document as well.
- The Board agreed to add Pritesh's portion to the report after this meeting and approve it offline; will be submitted to the minute taker to be uploaded onto the website.

→ Added motion:

### 9.2 MOTION BOD 2016-11-25-05

**Blossom/Paul**

Be it resolved to add Pritesh Pachchigar's reports to the remainder of the Board Work Reports.

**CARRIED**

### 9.3 MOTION BOD 2016-11-25:06

**Curtis/Mudi**

Whereas the SFSS partners up with SFU for Welcome Day events;

Whereas the SFSS and SFU agree to split costs;

*Be it resolved to approve SFSS/ SFU Letter of Agreement.*

*Be it further resolved to approve SFSS President, Larissa Chen to sign on behalf of the SFSS.*

*Be it further resolved to approve up \$1200.00 from line item 817/20 for the cost of 5 griddles and 4 heaters.*

Discussion:

- Line item 817/20 is the Events line item; will come down to approximately \$13,800 after this expenditure.
- The General Office does not have this budgeted for the Spring 2017 semester.
- A Board member suggested that the funds left in a line item be noted directly in the motions.
- It was noted that line item funds are to only be discussed during the discussion portion of a motion.
- A board member suggested that in the future this event be discussed at an Events Committee meeting

first and then brought back to Board; it was noted that this would have gone to the Events Committee but there was confusion about where the funds would come from therefore it was directly brought to the Board for immediate discussion and approval.

**CARRIED**

**9.4 MOTION BOD 2016-11-25:07**

**Hangue/John**

Whereas the Finance and Audit Committee has reviewed the relevant documents and has provided the following recommendations to the Board;

*Be it resolved that the SFSS create a separate restricted contingency fund.*

*Be it further resolved to cease contributions to the fund once six months-worth of operating costs have been set aside.*

*Be it further resolved to approve the transactions based on the document attached (reference to Cash Flow Forecast October 2016 to April 2017).*

*Be it further resolved to place the following restriction on future fund withdrawals:*

1. Funds may only be expended upon receipt of an approved Board motion that specifies the amount of funds to be spent and the rationale for the expenditure.
2. Funds may be used to pay for significant expenses for items that are not typically part of the SFSS operating or capital budgets.

**CARRIED**

**9.5 MOTION BOD 2016-11-25:08**

**Pritesh/Raajan**

*Be it resolved to approve up to X for the Surrey Campus Committee Holiday event on November 29, 2016.*

Discussion:

- SFU Surrey Campus Administration confirmed that they will cover the facilities charges.
- Will come out of line item 821/20.
- Friendly amendment: *Be it resolved to approve up to \$400.00 for the Surrey Campus Committee Holiday event from line item 821/20 for November. 29<sup>th</sup>, 2016.*

**CARRIED**

**9.6 MOTION BOD 2016-11-25:09**

**John/Jimmy**

Whereas the Strategic Engagement Committee's goal is to increase student awareness about the SFSS while implementing new strategies to do so;

Whereas the Strategic Engagement Committee has reviewed the proposal for this outreach event and recommends it to board;

*Be it resolved to approve up to \$75.00 from the Membership Engagement line 741/20 which currently holds \$7066.28 of its \$15,000 annual budget for the purpose of purchasing coffee from FBS and Timbits from Tim Hortons.*

Discussion:

- It was noted that there were some pamphlets left over but they have the wrong date on them; will have to

see how much has been used up for the pamphlets from before.

- Suggested at least four Board members volunteer.
- Due to confusion on how much money will be needed for the printing of the pamphlets, Hangué Kim offered to make a donation to cover the costs.
- Board members were reminded that no retroactive motions are to be brought to future agendas.

**CARRIED**

### **9.7 MOTION BOD 2016-11-25:10**

**Mudi/Larissa**

*Be it resolved that the Board of Directors authorize the President and Chief Executive Officer to execute the Lease Extension.*

**CARRIED**

## **10. DISCUSSION ITEMS**

### **10.1 Surrey/Vancouver Space Renovations**

- Had two projects at the Surrey and Vancouver Campuses that were pending approval from the SFSS.
- Surrey Campus space expansion began two years ago and no progress has been made.
- Beginning of the term cancelled that project.
- Furniture upgrades at the Harbour Centre have already been paid for by SFU and they are asking if the Board would be interested in covering half the costs.
- Beginning of the term the Board said they are not interested in paying for these renovations because they felt the money could be better used elsewhere.
- Hangué, Arr, and Martin had a meeting with the SFU Surrey Campus administration and expressed an interest in finding another space at the Surrey Campus.
- Questions posed to Board:

#### **1) Is the Board interested in paying for a project that has already happened?**

- Board members felt that the University should have better informed them of their progress on the project.
- It was noted the SFSS would get a gift agreement such as a plaque if they contributed.
- Board members were not interested in covering half the costs given that the project has already been finished & they had no input in it.
- It was suggested that the Board could look into other ways to spend that money.
- The Board of directors collectively decided they are not interested in covering the costs.

#### **2) Is the Board interested in re-visiting the Surrey Campus space expansion project?**

- Suggest to use the Surrey Campus Committee to see what students want at that location.
- Surrey Campus administration seems to be open to working with the Student Society.
- Space expansion will be to refurbish study spaces at the Campus – not building any new space.
- Surrey Campus Committee, Hangué, Arr and Martin will consult with the SFU Surrey Campus administration and bring that back to the Board.
- Will also make plans to consult with students.

### **10.2 Staff Appreciation Line item**

- Arr, Christine, & Blossom planning a staff appreciation event for Friday December. 2nd.
- Tentative budget at approx. \$2,300.
- If funds taken out of Board development line item there would not be much left in it.
- Taking out of Events line item would not be appropriate as the line item is intended for student events.

- It was suggested to take the funds out of the unrestricted surplus.
- A suggestion was made to create a line item in the future for staff appreciation events.
- Hangue noted that this event may fall under the Goods and Welfare line item 816/31.
- A board member advised that this line item is for union use only and that management and Board are not supposed to take funds out of it.
- Arr told the Board that he will speak with the Finance Coordinator offline to get her opinion.
- This topic will further be brought up at the EXEC meeting on November. 28th.

## 11. ANNOUNCEMENTS

- VP Student Services vacancy:
  - Position will be filled until May. 1<sup>st</sup>, 2017.
  - Larissa Chen had this role for the past few months and will remain the contact for the portfolio.
- 2016 by-election results:
  - President: Larissa Chen.
  - Faculty Representative (Environment): Thadoe Wai.
- Embark Sustainable Society Referendum passed.

## 12. ATTACHMENTS

- Freebee Friday SEC Proposal.docx
- Cash Flow Forecast Oct 2016 to Apr 2017.xlsx
- SCC Holiday Event 2016-Revised.docx

## 13. ADJOURNMENT

### **MOTION BOD 2016-11-25:11**

**Larissa/John**

*Be it resolved to adjourn the meeting at 3:44 pm.*

**CARRIED**

Nov 21, 2016

## Freebee Friday SEC Proposal

**Purpose:** Reflecting on our goal of connecting with students, improving communication between the Society and students through a variety of modes and desiring to make membership value tangible, Strategic Engagement Committee proposes to the Strategic Engagement Committee the following...

- **What:** Representing the SFSS, SEC and Board members will walk around campus with free timbits and coffee as a way of giving back to students during the stressful exam period. Doing so will create opportunities for conversation with students about the SFSS. I suggest that with our timbits/coffee we hand out little pamphlets about our holiday tree event to promote awareness of what the SFSS is doing right now.
- **When:** funding for these materials needs to be first approved at our next board meeting, presumably Friday the 25<sup>th</sup> of November. Ideally this out reach would happen the following Friday, December 2nd. Alternatively, any day of the week could work.
- **Cost:**
  - Coffee Jug (from FBS) @ \$50.00 per 50 cups of coffee x 1 = \$50.00
  - Timbits @ \$8.00 per 40 x 2 orders = \$16.00
  - Print outs for Angel Tree Advertising
  - Tax is not included, therefore permission to allot up to \$75.00 for this outreach would cover any additional costs.
- **Who:** I would like to have at least 4 representatives from the SFSS (either from SEC or the Board) volunteer to put this plan into action. Outreach and communication with students should be considered a priority by the governing members of the student society.

Timeline:

1. Friday, Nov 25 – Bring to Board
2. Wednesday, November 30 – have Angel Tree advertisements printed
3. Wednesday, November 30 – Have FBS order placed
4. Friday, December 2 – Purchase timbits
5. Friday, December 2 – Outreach with students

**Simon Fraser Student Society**  
**Cash Flow Forecast**  
**Oct 2016 to Apr 2017**

	<u>Oct-16</u>	<u>Nov-16</u>	<u>Dec-16</u>	<u>Jan-17</u>
<b>Beginning Balance</b>	711,042	992,548	707,375	409,958
<b>Revenue</b>				
Student Fees Oct-Dec 2016	1,032,475	-	-	-
Student Fee Jan-Apr 2017	-	-	-	-
Rental Revenue	10,800	10,800	10,800	10,800
Interest Revenue	680	650	650	650
<b>Total Revenues</b>	1,043,955	11,450	11,450	11,450
<b>Expenditure</b>				
Finance	(11,606)	(11,606)	(11,606)	(11,606)
GO	(13,900)	(13,900)	(13,900)	(13,900)
Student Union Resource	(10,095)	(10,095)	(10,095)	(10,095)
Communication	(11,478)	(11,478)	(11,478)	(11,478)
Policy Office	(7,214)	(7,214)	(7,214)	(7,214)
IEC	(2,500)	(3,700)	(3,700)	(3,700)
Surrey	(6,233)	(6,233)	(6,233)	(6,233)
Operating Cost	(50,774)	(25,387)	(25,387)	(25,387)
CEO Office	(16,320)	(16,320)	(16,320)	(16,320)
Audit	-	(19,500)	-	-
Bank Charge	(1,000)	(1,200)	(1,200)	(1,200)
Capital Expenditure	-	(9,000)	(9,000)	(9,000)
Insurance	(1,860)	(1,860)	(1,860)	(1,860)
Misc. General Adm (Office/Welfare)	(500)	(800)	(4,500)	(870)
BOD Admin	(30,000)	(30,000)	(30,000)	(30,000)
BOD Services	(25,000)	(15,000)	(15,000)	(15,000)
DSU Cost	(18,000)	(18,000)	(18,000)	(18,000)
Clubs Cost	(20,000)	(20,000)	(20,000)	(20,000)
Ombuds	(240)	(240)	(240)	(240)
Copy Centre	(7,107)	(7,107)	(7,107)	(7,107)
Women's Centre	(10,000)	(10,000)	(10,000)	(10,000)
OOC	(12,000)	(12,000)	(12,000)	(12,000)
FBS	(6,622)	(20,983)	(49,027)	(14,844)
<b>Total Expenditures</b>	(262,449)	(271,623)	(283,867)	(246,054)
<b>Ending balance before funds transfer</b>	1,492,548	732,375	434,958	175,355
Funds transferred to Restricted Acct	(500,000)	(25,000)	(25,000)	(25,000)
<b>Ending Balance after funds transfer</b>	<b>992,548</b>	<b>707,375</b>	<b>409,958</b>	<b>150,355</b>



<b>Feb-17</b>	<b>Mar-17</b>	<b>Apr-17</b>	<b>Total</b>
<u>150,355</u>	<u>851,669</u>	<u>571,550</u>	<u>711,042</u>
-	-	-	1,032,475
973,100	-	-	973,100
10,800	10,800	10,800	75,600
<u>650</u>	<u>650</u>	<u>650</u>	<u>4,580</u>
984,550	11,450	11,450	2,085,755
(11,606)	(11,606)	(11,606)	(81,241)
(13,900)	(13,900)	(13,900)	(97,300)
(10,095)	(10,095)	(10,095)	(70,665)
(11,478)	(11,478)	(11,478)	(80,346)
(7,214)	(7,214)	(7,214)	(50,498)
(3,700)	(3,700)	(3,700)	(24,700)
(6,233)	(6,233)	(6,233)	(43,631)
(25,387)	(25,387)	(25,387)	(203,096)
(16,320)	(16,320)	(16,320)	(114,240)
-	-	-	(19,500)
(1,200)	(1,200)	(1,200)	(8,200)
(9,000)	(9,000)	(9,000)	(54,000)
(1,860)	(1,860)	(1,860)	(13,020)
(800)	(870)	(870)	(9,210)
(30,000)	(30,000)	(30,000)	(210,000)
(15,000)	(15,000)	(15,000)	(115,000)
(18,000)	(18,000)	(18,000)	(126,000)
(20,000)	(20,000)	(20,000)	(140,000)
(240)	(240)	(240)	(1,680)
(7,107)	(7,107)	(7,107)	(49,749)
(10,000)	(10,000)	(10,000)	(70,000)
(12,000)	(12,000)	(12,000)	(84,000)
<u>(27,096)</u>	<u>(35,359)</u>	<u>(31,912)</u>	<u>(185,843)</u>
(258,235)	(266,569)	(263,122)	(1,851,919)
876,669	596,550	319,878	944,878
(25,000)	(25,000)	(25,000)	(650,000)
<b>851,669</b>	<b>571,550</b>	<b>294,878</b>	<b>294,878</b>

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## **Surrey Campus Committee Proposal:**

**Name:** Hangué Kim

**Position:** SFSS VP Finance

**Project leads:** Simran Sanghera and Pritesh Pachchigar

**Event Name:** Surrey Campus Committee Holiday Event

**Event Type:** Social/Bonding

**Date:** November 29, 2016

**Time:** 10:00AM-3:00PM

**Location:** SFU Surrey Mezzanine (13450-102<sup>nd</sup> avenue, Surrey)

**Expected attendance/target:** 300 students

**Budget:** attached document

**Which one of the four SFSS pillars does this event align to (Finance, Social, Academic, Health and Well Being)?** Social and Health and Well Being

### **Description of the event:**

The SCC Holiday Event will be hosted in the SFU Surrey Mezzanine. The activities of the event include cupcakes, a gingerbread decoration contest, ping pong, holiday music, photos with Santa and we will be collecting donations for the Angel Tree project.

**Logistics:** The event will need volunteers in addition to the Surrey Campus Committee members. We will need volunteers for set up, running the event and clean up.

- Set up: 9:00AM
- Event: 10:00AM-3:00PM
- Clean up: 3:00PM-4:00PM

<b>Simon Fraser Student Society's Holiday Event Budget (November 29, 2016)</b>	
<b>Expenses</b>	<b>Budget</b>
Food (cupcakes, gingerbread cookies, hot chocolate etc)	\$250
Decorations	\$150
Facilities	\$300
<b>Total Production Expenditures</b>	<b>\$700</b>