

BOARD REPORT

THIS BOARD REPORT DOCUMENT IS DUE BI-WEEKLY ON THE 15TH AND 30TH (FEB EXCEPTION) OF THE MONTH

Time Range: February 15th to February 29th, 2016

President

Meetings: Exec x2, Board, EPCOM x2, Mark (GSS), President Petter and Tim Rahilly, Build SFU Meetings x4, Phone call with Build SFU Architects, Meeting with Micahel Strang (PM for Stadium), Governance Committee x2, SFSS Music Showcase Working Group, Adam Brayford (50th Anniversary) RE: Surrey Open House, Vanna (IEC) RE: Elections Process and Referendum Questions

Build SFU: Many meetings and negotiations regarding Stadium MOU and Indemnity agreement and scope of project; continuing SUB as well as making progress on Stadium

Governance Committee: Reviewed Exec JDs, reviewed committee policies and addressed concerns, reviewed council support brief, and continuing with draft language for by-law changes

Events: Helped out with Power of Positivity Day and Planning Sessions; Keynote Speaker at Student Vision to Action | Healthy Campus; Help Hosted SFSS Disney Monday; Attended SFU Appreciation Gala; Organizing and preparing for SFSS Music Showcase

CEO Performance Review: Met with Exec to choose performance review committee, and working on finalizing questions and scheduling. Met with CEO to start the process. Called Lindsie (Labour Lawyer) to determine legal requirements and sought advice on procedure.

Board Check-ins: VP Finance, VP UR, Arts Rep

Other matters: HR updates, Meeting with students RE: Complaints, coordinating with external groups

Vice President External Relations - *Late: Submitted March 1, 2016*

Meetings: Advocacy x2, Emergency Food Bank Working Group, Executive committee x2, Board, SFPIRG AGM, Schools Building Schools, Men's Programming Initiative x2, Post your change, Council, Sexual Assault Prevention and Support Centre

Event Planning and Outreach: Hosted Men's Programming Initiative event with the Uvic AVP men's circle, SFSS Appreciation Disney Monday and Treat Yourself Tuesday, Staff/Board birthday celebration, Resisting Intersectional Oppression w/ Jen Sung

Other:

- Research for Disability Justice based event
- Compiled notes from meetings with Fraser International College and Centre for students with Disabilities, set up follow up meetings
- Connected student with SFU Physical Access Committee

Vice President Finance

- Meetings
 - Board Meeting
 - Executive Meeting
 - Governance Committee Meeting, review of documents, sending in of feedback
 - Meetings Regarding Cheque Requisitions (Adrienne, Lawrence, Antonio)
 - Meetings Re: Budget and Outstanding Items with Martin (2)
- Other
 - Board stipend approval, aggregating fall semester board reports and submitting motion to Board
 - Coordinating paying outstanding Board Stipends
 - Review of policy and correspondence regarding stipends and the stipend schedule with Chief Commissioner
 - Creation of IEC stipend tracking documents for Chief Commissioner and other Commissioners, approval of IEC stipends
 - FASC meeting prep, correspondence, motion drafting, budget review and emails regarding reallocations
 - Correspondence and completion of cheque requisitions for various groups
 - Cheque Requisition Approval
 - Reconciliation Sheet Approval
 - Creation of Internal Procedures Documents for SFSS Emergency Foodbank
 - Vancouver and Burnaby Office Hours
 - Administrative Duties

· **Vice President Student Life**

- Events and Promotions Committee
 - Open Mic night proposal
 - Karaoke night proposal
 - SFSS and Residence Hall Association Events
 - Sending Board recommendation for Spring Concert 2016
 - Supported project leads of Appreciation Week

- Meeting with school newspaper
 - Two committee meetings
- Advocacy Committee
 - Zero waste campaign
 - Attended meeting
- Granting Committee
 - Reviewed Grants
 - Acted as chairperson for one meeting only
- Executive Committee
 - Shared information regarding Appreciation week
 - Attended two meetings
- Governance Committee
 - Reviewed documentation
 - Attended two meetings
- Council
 - Provided presentation to Council
 - Met with concerned Councilor regarding accessibility concerns at SFU Surrey
 - Provided information to Council chair when requested
 - Attended two meetings
- Board
 - Meeting with President, Executive Director, Campaigns Research and Policy Coordinator, and Chief Elections Officer regarding referendum question
 - Check in with President
 - Administrative duties
 - Office hours
 - Semesterly report
 - Meeting

Vice President Student Services

- Health and Dental Plan
 - Addressing outstanding items with Account Manager.
 - Creating update to Board of Directors regarding value capture.
 - Reviewing reports on coverage and premium changes.
 - Coordinating with Account Manager and CEO regarding upcoming changes to the Health and Dental plan, and future referendum.
- U-Pass
 - Contract update to SFSS Board of Directors.
 - Coordinating with SFU regarding fee administration, future U-Pass messaging as part of new student orientation, and fee collection messaging.
 - Approving referendum materials.
 - Sending questions to TransLink regarding future sustainability of the U-Pass BC Program.
- Build SFU

- Reviewing legal agreements.
- Preparing suggestions on providing recommendations in updates to SFSS Board.
- Various meetings.
- SFU AVP Human Resources Hiring Committee:
 - Submitting questions for candidates.
 - Coordinating with SFU VP Finance re: adding value.
- CEO Evaluation
 - Creating questions and outlining effective process for evaluation.
- Miscellaneous:
 - Meetings to address student complaints.
 - Negotiating funding agreement with SFU.
- Meetings
 - There have been many meetings. For a list, please contact me.

Questions, comments, and concerns with respect to confidentiality may be submitted to vpsservices@sfss.ca

Vice President University Relations

SFSS Meetings

- Executive Committee x2, Advocacy Committee, Board Meeting x2
- President/VP UR check in

Build SFU

- Weekly meetings w/ Darwin, Enoch, Marc and Martin x2
- Joint Steering Committee and Building Committee (February 19)
- Review of Stadium Legal Agreements
- Call w/ Lawyers RE: Legal Agreements

Zero Waste Campaign

- Tabling February 15, 16

Schools Building Schools

- Review of proposed SBS referendum question
- Meeting with SBS to discuss wording

SFU Vancouver

- Meeting w/ SFU Vancouver administration to discuss two potential space renovations
- Follow up meeting with Salathiel to discuss next steps

SFU Surrey

- Wrote a summary of the survey results for the Senate Library Committee
- Interview with The Peak

Office Hours and Other Administrative Duties

- Check in with the President

Applied Sciences Representative

Granting

- Held one meeting this week where we reviewed two DSU grants and one club grant
- As I was presenting one grant, the meeting was chaired by Deepak, and I left the room when the FAS Formal grant was being discussed

Meetings

- CSSS x 1, MESS x 1, ESSS x 1
- Held Burnaby Office Hours

Applied Science Dean's Search Committee

- Attended two 2nd-round interviews and gave one campus tour to one candidate

Hackathon After-Event Work

- Compiled photos, attendance info to send to sponsors
- Created and sent out a feedback survey to attendees
- Starting work on the post-mortem document

FAS Formal Planning Committee

- Meet once this week online to discuss tasks and what still needs to get done.
- Got the venue contract signed and sent out to the venue manager
- Submitted a cheque req to go towards a holding deposit for the venue
- Worked on a sponsorship package for external sponsors
- Modified the SFSS grant to give to the Alumni Association
- Continued to fine-tune the FAS Formal budget as new information came in

FASSU Constitution Committee

- Reviewed the results from the FAS student feedback survey
- Discussed what information could be gleaned from the results and how that might affect our schedule and future work process
- Updated the current constitution with suggestions made by committee members

Arts and Social Sciences Representative

Governance Committee:

- Committee meeting x2
- Committee began drafting changes to by-laws
- Requested several briefing notes for the committee and board
- Performed all other duties of chairship

Advocacy Committee:

- Committee Meeting (Guest Chaired)
- Reviewed all relevant documents

Faculty Work:

- Met with FASS Engagement Office
- Met with associate Dean
- Reviewed all SASS minutes

Administrative Duties:

- Board meeting
- Regular office hours
- emails
- meeting prep

Any questions, comments or concerns feel free to email me at artsrep@sfss.ca

Business Representative

- Meetings
 - Board Meeting
 - Granting Committee
 - Events and Promotions Committee
 - Emergency Food Bank Meeting
 - Graduate Student Society
- Emergency Food Bank Program
 - research into a new software system for the program
 - established schedule for tabling/outreach
 - finalized print material/survey (credit to Melissa Lee)
 - secured \$100 monetary sponsorship
 - met with Nesters Manager to discuss ways to improve the program
- Outreach
 - Volunteer Appreciation Gala hosted by SFU
- Justin Bieber Pub Night
 - venue booking
 - artists confirmation
 - promotional material finalization
- Administrative
 - Office hours
 - Emails
 - Additional readings for Board

Communications, Art, and Technology Representative

Meeting with Vancouver Administration

- Follow-up meeting with Brady
- Organize meeting time with Director of Grad. Services GSS

Board Meeting

FCAT Formal Follow ups

Administrative tasks- emails, e-filing, office hours (Vancouver, Burnaby)

Education Representative

- Meetings
 - Education Student Association (February 18)
 - Emergency Food Bank Program (February 19)
 - Musical Showcase Planning Meeting (February 23)
 - Events and Promotions Committee (February 24)
 - University Highlands Elementary (February 25)
 - Board (February 26)
- Education Student Association
 - Power of Positivity
 - Contacted FASS Student Engagement Coordinator and Career Services
 - Booked facilities equipment and wheel
- Emergency Food Bank Program
 - Finalized student feedback survey and promotional materials
- Engagement
 - Zero Waste Campaign tabling
 - Power of Positivity
 - Vision to Action for a Healthy Campus Community
- Events
 - Karaoke Night
 - Met with VP Student Life and Health Sciences Rep for planning
 - Contacted music clubs
 - Brainstormed ideas for door prizes
- Faculty of Education
 - Worked on logistics of volunteer partnership with University Highlands Elementary
- Other
 - Administrative tasks (emails, reviewing minutes and documents, office hours, etc.)

Environment Representative

- Meetings: Advocacy, Governance x 2, Board, DSU Liaison, GSU
- Advocacy
 - Zero Waste Tabling - 15th and 16th
 - Started report on data results

- Governance
 - Started draft changes to the bylaws
 - Briefing delivered to board
- DSU's
 - Worked on student symposium
 - Figured out t-shirt orders
 - Discussed potential Faculty of Environment event - Walbran Valley Town Hall
- Engagement
 - ERSU Spring Swap
- Administrative
 - Office hours, Emails, Reading minutes, etc.

Health Sciences Representative

Meetings

- Music Showcase Event (02/19)
- SHAC Vision to Action Facilitator (02/22)
- VP Student Life & Education Rep re: Karaoke Night (02/23)
- VP Student Life re: Appreciation Week (02/23)
- Health & Counselling Puppy Therapy contacts (02/26)
- Board (02/26)

Engagement (tabling, outreach, events)

- SHAC Vision to Action Event: Facilitator (02/24)
- HSUSU Career Panel (02/25)

Projects

- HSUSU Liaison
 - Career Panel: Printing through Copy Centre, Photography, Set-up & clean-up
- Appreciation Week
 - Organized logistics & procedure → updating plan overview
 - Planned day-by-day operations & secured sponsorship
 - Updated Communications Plan with the SFSS Communications Dept
 - Contacted volunteers and finalized roles
 - Updated social media information with SFSS Communications Dept
- Karaoke Night
 - Organized communications plan
- Send Communications Work for the following student groups:
 - SFU EDM Club's Mar 10 Pub Night

Miscellaneous

- Administrative duties (emails, office hours, reviewing minutes/documents)
- Board office maintenance & organization

Science Representative

Board Meeting

Foodbank Meeting

SSC meeting X2

SSC execs meeting

SUS meeting

work order for sus elections, putting up posters for elections and SFU SURJ

meeting students at large to discuss roles of science rep
attending and planned SCC games night
review all documents for board meeting
administrative duties (office hours, emails, reading minutes, preparing for minutes)

At-Large Representative Pooghkay

Meetings:

- Board Meeting x2
- Epcom Meeting
- Appreciation Week Planning Meeting

Projects

Appreciation Week:

- Disney monday movie facilitator
- Booking components of each day
- Marketing Plan
- Picking up supplies from houle games
- Creation of risk management document
- food permit

Admin tasks

- emails

At-Large Representative Sharma

Meetings:

- Board Meeting (x2)

Governance Committee

- Committee meeting x2
- Draft changes on the by-laws

Granting Committee

- Attended the meeting
- Reviewed granting appeals from 2 DSU's and a club

Parking Services Meeting

- Attended the meeting
- Reviewed parking appeals of students

RHA

- Informal meeting with two RHA members regarding St. Patrick's Night

EPCOM

- Received informal updates on the current events happening

Food Bank Program

- Got updates in the committee
- Discussed on the surveys made for students
- Received action items for the upcoming week

Administrative Duties

- Office hours
- Emails