

BOARD REPORT

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

Time Range: January 15th to January 30th, 2016

President

Meetings

- Exec, EPCOM, Lease Interview, Governance Check-in & Governance Committee, Strat-Plan, Board of Directors Meeting
- Abhi (GSS) & Tim Rahilly RE: JOG
- Monthly meeting with President Petter, Tim Rahilly, and Marc (GSS)
- Erika (Associate Director Counselling) & Dylan (Clinical Counselor) RE: HCS Stats and Issues
- Build SFU Meetings (Joint Steering Committee Meeting, Finance and Taxes meeting, Stadium Meetings)

Events

- Helped out with:
 - Clubs Days (Burnaby + Surrey)
 - International Festival
 - Exec Meet & Greet
- Attended:
 - Hi-5 Plaque Unveiling Ceremony
 - SFU Champions for Healthy Campus Celebration

Strat-Plan

- Reviewed Survey Synopsis with Sindhu, prepared and reviewed survey presentation and hand-out documents

Board Member Check-ins

- Met with Curtis, Christine, Shipra, Melissa

HR

- Handled Staff Concerns; Conducted Reviews; Check-ins with CEO; other confidential matters

IEC Chief Commissioner Hire

- Worked with Pierre on improvements to process, finalized timelines, arranged interview slots and candidate reviews with council chair, and prepared hiring committee arrangement for council

Outreaching

- SFU JN, SFU Recital Society, ASA, Vocal Jazz, AIESEC

Vice President External Relations

- Meetings: SASC, Advocacy, Exec, Staff appreciation planning,
- Prepared and presented oral arguments to the National energy Board regarding TransMountain Expansion (aka Kinder Morgan), hosted sign making session for Kinder Morgan Rally
- Made buttons and got stickers printed for Advocacy committee
- student support for students with disabilities
- CJSF and The Peak interview re: Kinder Morgan pipeline
- Follow up emails with: Vancouver Crisis line re: SFSS hosted workshops, WAVAW, centre for students with disabilities, fraser international college, office for aboriginal affairs
- Wrote out Strat Planning session notes

Vice President Finance

Vice President Student Life

Events and Promotion Committee

- Liaising with Project Leads on their various events
- International Festival
 - Logistics
 - Day of management
- Refresh
 - Day of management
- Canadian Blood services Swab Drive
 - Two volunteer training sessions
 - Liaising with Canadian blood services
 - Logistics
 - Communications
- FDC Executive Appreciation event
 - Hosted first at Surrey campus and Burnaby campus
 - Provided optimal level of support to Project Lead Larissa Chen
- Meeting with student groups interested in hosting events

- Providing suggestions based off prior experience
- Supporting groups in future event plans
- CJSF live music event
 - Meet with their staff
 - Received approval from EPCOM to book convocation mall on behalf of CJSF for April 7th 2016

Granting Committee

- Acted as temporary chair for one meeting only
 - Named chair had a prior commitment that day
- Reviewed proposals prior to meeting
- Liaised with staff regarding student group not receiving response

Advocacy Committee

- Fraser Library Survey
 - Provided support in communicating the survey to membership

Executive Committee

- Meeting

Council

- Prepared and presented update to Councillors regarding Board business

Administrative duties and Office hours

Vice President Student Services

U-Pass BC/Compass Card

- Reviewing U-Pass BC Agreement
- Met with SFU to adjudicate U-Pass BC opt-out appeals.
- Managing complaints from students who had their appeals denied.
- Recruiting volunteers for U-Pass Campaign later this semester.
- Creating presentation for student groups to update them on progress with the U-Pass BC program (both the fee and the contract).
- Coordinating with communications office for campaign materials.

Health and Dental Plan

- Reviewing potential changes to the health plan agreement.
- Scheduling time to review claims history, projections into next year's claims, and discuss potential changes coverage and premiums.
- Creating proposal regarding the health and dental plan reserve fund.
- Coordinating a presentation for the SFSS council.
- Creating presentation for student groups regarding the plan and potential changes.

Governance

- Reviewing proposals
- Creating a presentation for Council to highlight the value of governance changes.
- Reviewing phase 2 of governance proposals and potential changes.

Build SFU

- Met with SFU Associate VP Student Services to discuss the stadium project, and set a timeline.
- Reviewing process for sending project to tender.

Ombudsperson

- Met with SFU VP Finance and Administration to discuss the Office of the Ombudsperson.

Outreach

- Did outreach work at a number of SFSS events, for a list please contact me.

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

- Meetings: Board, Executive x2, Advocacy x2, Governance (critiquing phase 2)
- Build: Weekly Build Meeting, Joint Steering Committee, Building Committee
- Surrey Clubs Days Tabling
- Zero Waste Campaign
 - Finalizing details for next week's Tap Water Taste Test
- Fraser Library
 - Promotion of survey
 - Drafting language for email sent to all SFU Surrey students
- Open Textbook Working Group
 - Bi-weekly meeting
 - Promotion of Twitter Contest - re-purposing old textbooks in creative ways
- SFSS NEB Rally
 - Picketed outside of the NEB 'Public' Consultation
- Office hours and other administrative duties

Applied Sciences Representative

Funding Committee

- Discussed the current framework and areas to expand on and optimize
- Discussed steps forward and what documentation needs to be generated

FAS Formal

- Reviewed venues for the event and selected the Imperial Vancouver
- Finalized the poster design
- Compiled various possible budgets based on the different venues and their costs

FASSU Constitution

- Had a discussion about if there was a great need for FASSU and if the student body wanted it
- Discussed alternative options to FASSU like a president's council, especially since a student development fund is not a viable option for at least a year or two
- Decided to create a survey to be sent out to students in applied sciences to determine need/want as well as interest in volunteering and holding executive positions
- In the meantime, we will continue to finish up the constitution and based on the feedback from the survey, decide to go forward or pack up the committee

FAS Dean Search Committee

- Spent two days helping to interview six possible candidates
- Shrunk the list to three second-round interviews with one back up
- Waiting for feedback on which of those people wishes to continue the interview process

Meetings

- Attended CSSS x 2, ESSS x 2, MESSS, Board
- Granting committee met, but I did not attend due to the FAS Dean's Search Committee Interviews

Arts and Social Sciences Representative

Governance Committee:

- Lead two informal governance sessions
- Preparing recommendation to board
- Governance meeting discussing feedback from board

Advocacy Committee:

- Finalizing report regarding conferences
- Open textbook meeting, contacting profs about OER grant

Faculty focused work:

- Met with Dean's office to discuss DSU common rooms
- Met With LSU President about LSU common room eviction
- prepared update for council regarding FASS DSU common rooms
- Met with Student engagement office
- FASS DSU President's meeting

Outreach

- Surrey clubs day
- international festival
- Refresh pub night

Administrative duties:

- Office hours (Burnaby/Vancouver)
- Regular email correspondence
- Meeting prep i.e minutes/agenda attachments
- Attended many meetings

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

Business Representative

Meetings:

- Board Meeting
- Emergency Food Bank
- Student Marketing Association meeting with sponsorship executive
- Events and Promotions Committee
- Granting Committee
- Financial and Administrative Services Committee
- General Manager regarding Food and Beverage Services potential tenants
- Meeting with potential tenants for the Maggie Benston food court
- Governance Committee

Business Administration Student Society, Board of Advisors:

- reviewed portfolio specific quarterly updates and financial policies
- discussed with potential candidates for the upcoming BASS election

Emergency Food Bank:

- Set deliverables for the team including:
 - finalizing initial sponsorship letter
 - review documents and memorandum of understandings with current partners (Safeway, Nesters and SFU Dining Services)
 - creating a survey about the program which will be sent out to students in mid-February
 - improving screening process (Websurvey) and draft up plans for future expansions of the program.

MBC Food Court Tenant:

- reviewed proposals from possible tenants for the MBC food court space that is currently not being used with with Marc Fontaine (General Manager) and Enoch Weng (President)
- interviewed three possible tenants

Recreational Pass:

- compiled data regarding the SFU Recreational Pass into a formalized report

Engagement:

- Clubs Days on Burnaby Campus
- SFU's Entrepreneur of the Year
- Executive Social on the Burnaby Campus
- Business Administration Student Society Wrap Up Party
- Refresh Pub Night
- Enactus Regional Showcase

Fall Kickoff Report:

- finalized 2015 Fall Kickoff Report with VP Student Life and Health Sciences Representative

Administrative:

- Emails
- Office Hours
- Miscellaneous tasks

Communications, Art, and Technology Representative

Education Representative

- Meetings
 - Education Student Association (January 14, January 28)
 - Open Textbook Working Group (January 15)
 - Emergency Food Bank Program Working Group (January 15, January 29)
 - Board (January 15, January 29)
 - Governance Info Session (January 22)
 - Strategic Planning Committee (January 22, January 29)
 - Events and Promotions Committee (January 26)
 - Check-In with SFSS President (January 28)
- Education Student Association
 - Clubs Days tabling
- Faculty of Education
 - Emailed University Highlands Elementary about volunteer opportunities
 - Drafted mass information email to Education students
- Strategic Planning
 - Reviewed SFSS undergraduate survey results synopsis
 - Prepared for Board presentation
- #textbookbrokeBC
 - Worked on Fall Open Textbook Conferences and Workshops Report
- Emergency Food Bank Program
 - Drafted questions for student feedback survey
- Engagement
 - SFSS Clubs Days tabling and SFSS Clubs Day Exec Social [Surrey]

- SFSS Clubs Days tabling and SFSS Clubs Day Exec Social [Burnaby]
- Other
 - Volunteered at SFSS Welcome Back Pub Night: Refresh
 - Completed Fall 2015 Work Report
 - Administrative tasks (emails, reviewing minutes and documents, office hours, etc.)

Environment Representative

- Meetings
 - Open Textbook x2, Board, Advocacy x2, DSU Liaison, Governance Info Session, Governance Committee, Embark, Check in with SFSS President, GSU
- Governance Committee
 - Attended Information Session
 - Meeting discussing feedback from Board
- Advocacy
 - Picketed outside Delta Hotel for NEB oral hearings
 - Finalizing details for Zero Waste Campaign
- DSU's
 - Discussed potential dates for Symposium - no rooms available for previously requested dates
 - Shortlisted design options for new Faculty of Environment Clothing
 - Assisted in discussion of GSU Experiential Learning Trip
 - Provided assistance to ERSU Spring Swap coordinators
- Outreach
 - SFSS Surrey Clubs Days
 - NEB Oral Hearings
 - International Festival
 - Advocacy committee orientation
- Administrative duties
 - emails, office hours, reading minutes etc.

Health Sciences Representative

Meetings

- Board (Jan 15)
- HSUSU Weekly Meetings x2 (Dec 8, Jan 11)
- HSUSU Weekly Meeting (Jan 21)
- Strategic Planning Committee (Jan 22)
- Appreciation Week Planning Session (Jan 22)
- EPCOM (Jan 26)
- HCS Debrief Meeting (Jan 27)
- Arts Rep re: Governance Development input (Jan 27)

Engagement (tabling, outreach, events)

- SFSS Spring 2016 Club Days (Burnaby)
- SASS 90s Night

- SFSS Spring 2016 Club Days (Surrey)
- SFSS Club Days Executive Social (Surrey & Burnaby)
- REFRESH: Welcome Back Pub Night
- International Festival
- SUS Revolutions ^2 MBC Event (took photos at event & sent to SUS)
- Hi-Five Plaque Unveiling Ceremony

Projects

- HSUSU Liaison
 - Career Panel: Room bookings and seeking external groups
- International Festival
 - Purchased materials in preparation of event (ex. photobooth, decor)
- Club Days Executive Social (Surrey + Burnaby)
 - Organized activities, prizes and content of event on both campuses
 - Took photos, follow-up with Communications Dept
- Compiling follow-up reports for various previously held events:
 - Fall Kickoff 2015
 - Angel Tree
 - Club Days Executive Social

Miscellaneous

- Administrative duties (emails, office hours, reviewing minutes/documents)
- Board office maintenance & organization
- In process of SFSS Fall 2015 Semester Report

Science Representative

At-Large Representative Pooghkay

Meetings:

- Strategic Plan meeting (Jan 22)
- Epcom Committee Meeting
- Board Meeting Jan 29th

Engagement:

- Clubs day tabling
- International Festival (Picked up production)
- SASS 90s night
- Hi-Five plaque ceremony

Projects:

Refresh Pub Night

- Project manager for the event
- Tabling for ticket sales
- Setting up and taking down production
- managing on the day of

Appreciation Week

- Proposal created for epcom
- Got quotes for the event

Other

- Additions to the fall kickoff report
- Club executive social in Surrey and Burnaby

At-Large Representative Sharma