

# BOARD REPORT

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

**Time Range: January 31st to February 15th, 2016**

## **President**

Meetings:

- Strategic Planning Committee, Governance Committee, Executive Committee, EPCOM, Board Meeting
  - Chaired Exec, Strat-Plan, and Board Meeting (Prepared Agendas, preparation of survey synopsis, beginning strat-plan framework)
  - Presented two medium-scale event plans to EPCOM
  - Reviewed Governance Package, Briefing notes, and Exec JDs

Build SFU Meetings

- Joint Steering Committee, Build SFU Building Committee, Stadium meetings w/ SFU Athletics and Recreation, Student Services, SFU Facilities, SUB Site Tour for potential General Contractors, Construction Project Primer meeting, Weekly Build meeting

CEO Meetings: HR updates, SFSS Elections Review, various internal matters

Board of Director Check-ins: Met with Deepak, Barbara, and Kathleen

Events Attended:

- Case-IT SAP Welcome Dinner
- CIOVAN Awards Banquet
- SFSS Staff and Board Party
- SFSS Water Waste Challenge
- Power of Positivity week planning session

Misc:

Wrote Health and Counselling Article to the peak with Kathleen and Larissa

Working on Performance Review process with Darwin

Review of material and work flow with Communications Office

## **Vice President External Relations**

### **Vice President Finance**

#### Meetings:

- Governance Committee Meeting (and revision of several relevant documents)
- Executive Committee
- Emergency Food Bank Meeting
- Meeting with Lawrence Regarding Food Bank Processes
- Board Meeting
- FNSA Treasurer Regarding Outstanding Payment situation with ISC
- Meetings Regarding Cheque Requisitions (Lucy, Kurt, Lawrence, Adrienne, Deepak, Salathiel)
- Enoch, check-in

#### Other:

- Cheque Requisitions Approval (two runs)
- Reconciliation Sheet approval
- Correspondence regarding unique funding request
- Correspondence regarding payment status (SFU WC, CSSS)
- SFSS Staff Party Table
- Office Hours
- Emails, Administrative Duties

#### Outreach:

- Zero Waste Campaign Tabling at Harbour Centre

## **Vice President Student Life**

#### Events Committee

- International Festival debrief
- Liaising with Executive from Residence Hall Association
- Checking in with committee members regarding active projects
- Project ReConnect
- Liaisoning with Canadian Blood Services
- Risk management of Appreciation Week
- Two committee meetings

#### Advocacy Committee

- Tabling for the zero waste campaign at SFU Surrey
- Providing feedback on budget for Mens Circle event

- Provided feedback on letter to SFU VP External regarding *Fraser Library hours*
- Researching Canadian Mental Health First aid workshop
- Attended meeting

Granting Committee:

- Reviewing submissions
- Attending meeting

Governance Committee:

- Reviewing feedback provided by Board
- Reviewing revised documents
- Attending two meetings

Executive Committee

- One meeting

Surrey Campus Committee:

- Attended meditation event
- Supported Surrey Liaison in presenting new committee structure proposal

Attended *City of Surrey's Sustainability* Charter meeting on behalf of the President

Attended various SFSS student group led events

Administrative duties and emails

## **Vice President Student Services**

### U-Pass BC

- Attended U-Pass Advisory Committee to review items relating to new U-Pass BC contract, and analyzed responses with SFU Administration.
- Presenting U-Pass Updates to Student Groups.
- Preparing presentation for SFSS Board of Directors.
- Following up with TransLink regarding plans to investigate options for long-term sustainability for the U-Pass BC.
- Working with Communications Office regarding the upcoming U-Pass BC referendum campaign (video script and campaign messaging).

### Health and Dental Plan

- Analyzing: potential for cost-recovery mechanisms, current Health Plan Reserve Fund, change-of-coverage reports, and annual claims report.
- Creating projections on future health plan reserve and possible cost recovery.
- Analyzing and discussing potential premium increases.
- Preparing presentation for cost-recovery proposal for SFSS Board of Directors.
- Preparing recommendations regarding 2016 or 2017 Health and Dental Plan fee referendum.

### SFU Associate Vice-President Human Resources Hiring Committee:

- Submitted recommendations regarding position profile.
- Participated in Community Forum regarding this new position.

### Accessibility Fund Advisory Committee:

- Addressing Student Concerns.
- Scheduling and coordinating agenda for the next meeting.

#### Build SFU:

- Reviewing documents and prepared speaking points for various meetings related to the project.
- Submitted feedback regarding stadium Memorandum of Understanding.
- Preparing feedback for management regarding the project.

#### Misc.

- Created SFSS Partnership Checklist.
- Coordinating with President regarding CEO evaluation.
- Liaising with SFU VP Finance regarding The Office of the Ombudsperson.
- Administrative Duties.

#### 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](mailto:vpsservices@sfss.ca)

## **Vice President University Relations**

#### SFSS Committee Meetings:

- Board Meeting x2, Advocacy Committee, Executive Committee

#### Build SFU:

- Joint Steering Committee
- Build SFU Building Committee
- Stadium meetings w/ SFU Athletics and Recreation; Student Services; SFU Facilities
- SUB Site Tour for potential General Contractors
- Construction Project Primer meeting
- Weekly Build meeting

#### Zero Waste Campaign

- Tabling at Harbour Centre (February 1), Burnaby (February 3, February 15)

#### Fraser Library

- Promotion of Fraser Library survey
- Analysis of survey results
- Wrote letter to VP External Relations, AVP Students and Dean of Library Services

#### Open Textbook Campaign

- Skype call with SPARC MORE student success panel
- Meeting with Hope Power

WUSC

- Meeting with International Student Services

Office Hours and Other Administrative Duties

### **Applied Sciences Representative**

Granting Committee

- Attended a granting committee meeting where we discussed two grants and how to divvy up two tickets that were given to the SFSS as part of a sponsorship package from a previous grant review for CaseIT, a business club

CSSS Hackathon

- Spent the last two weeks leading a team to organize and run a 24-hour marathon programming event on behalf of the CSSS. The event occurred on 9am February 12 to noon February 13 at SFU.
- My main role was organizer and mentor, training new members in the CSSS on organizing their own hackathons in the future.

FAS Formal

- Performed a site review of a possible venue where we discussed the possible event options, what can be removed, what can be expanded on. As well, we discussed what the venue needed from us going forward and the process the SFSS has to go through in order to sign off on a rental contract
- Updated my group on my meeting and possible changes to the initial quote sent to us by the venue's event manager

FASSU

- Finished creating the FAS Student Feedback Survey, had my group review the questions and check the details before sending it out to the FAS student populus on February 10th
- Sent out a reminder email on February 15th

### **Arts and Social Sciences Representative**

**Governance Committee:**

- Committee meeting x2
- Working with CPRC and CEO on drafts for governance
- Drafting motions for board
- Approved revised Ends and Governance Process policies

**Advocacy Committee:**

- Advocacy committee Meeting
- Zero waste campaign tabling

**Faculty Work:**

- FASS DSU President's Meeting
- Working on FASS DSU Common Room with FASS EPA
- Working

### **U-Pass Advisory Committee**

- Meeting with Traslink/SFU at Douglas College
- Reviewing documents
- Preparing update for board

### **Administrative Duties:**

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

Any questions, comments or concerns feel free to email me at [artsrep@sfss.ca](mailto:artsrep@sfss.ca)

### **Business Representative**

#### **Meetings:**

- Board Meeting
- Emergency Food Bank
- Events and Promotions Committee
- Granting Committee
- General Manager regarding Food and Beverage Services

#### **Business Administration Student Society, Board of Advisors:**

- attended the executive council debate for next year's BASS team
- reviewed BASS policies regarding finances and researched into the possible implementation of a levy

#### **Emergency Food Bank:**

- reviewed minutes
- set deliverables for team
- contacted various vendors for potential partnerships and expansion

#### **Engagement:**

- attended the CaseIT welcome and closing dinner

#### **Concert:**

- finalized and updated 2015 Financials of Fall Kickoff Report
- met with President (SFSS) and other students about a spring musical

#### **Administrative:**

- Emails
- Office Hours
- Miscellaneous tasks

## **Communications, Art, and Technology Representative**

- Skype meeting with GSS Director of Graduate Services (Re: Vancouver Space Expansion)
- Zero Waste Tabling @ HBC
- FCAT Strategic Planning Meeting (with FCAT Faculty & Staff)
- Strategic Planning Committee (Preparation for report to Board)
- DSU President's Meeting
- Board Meeting
- Office Hours (Burnaby + Vancouver)
- Administrative Tasks: E-mail, e-filing, meeting follow-ups and preparation

## **Education Representative**

- Meetings
  - Faculty of Education Faculty Council (February 1)
  - Power of Positivity Week Collaboration Day (February 3)
  - Emergency Food Bank Program Working Group (February 5)
  - Events and Promotions Committee (February 5)
  - Board (February 12)
- Education Student Association
  - Assisted with planning of Power of Positivity Week
- Faculty of Education
  - Arranged meeting with principal of University Highlands Elementary
  - Answered student inquiries about work experience opportunities
- Emergency Food Bank Program
  - Finalized questions for student feedback survey
  - Met with Communications Coordinator regarding survey implementation and promotional materials
  - Reviewed student feedback survey logistics and draft promotional materials
- Open Textbook
  - Contributed to Fall Open Textbook Conferences and Workshops report
- Other
  - Administrative tasks (emails, reviewing minutes and documents, office hours, etc.)
  - SFSS Board and Staff Party set-up and clean-up
  - Sent Board Office Hours information to Communications Office for advertising

## **Environment Representative**

- Meetings
  - Board, Governance x2, Advocacy, DSU Liaison

- Governance
  - Approved revised ends and governance policies
  - Begun process of looking at executive roles
- Advocacy
  - Zero Waste Campaign - transporting materials, purchases, tabling - Feb. 2nd (Surrey), Feb. 3rd & 15th (Burnaby)
  - Open Textbook - meeting with Hope Power
- DSU's
  - ERSU Spring Swap tabling
  - Undergraduate student symposium - contacting applicants
  - Faculty of Environment t-shirt design
- Other
  - SFSS Board and Staff Party - helped with awards and clean up
  - SFSS Representative at the Sustainability Summit (Feb. 4th)
- Administrative
  - Office hours, emails, reading minutes, etc.

## **Health Sciences Representative**

### **Meetings**

- SFSS President & VP External re: Health & Counselling letter for The Peak (01/27)
- Council (01/27)
- HSUSU Weekly Meetings (01/28 & 02/04)
- Strategic Plan (01/29)
- Board (01/29)
- Appreciation Week Planning Sessions x5
- EPCOM meeting (02/03)
- SFSS Communications Dept re: Extended Health & Dental Plan → filming video (02/10)
- World University Service of Canada (WUSC) Refugee Students (02/11)
- Board (02/12)
- Power of Positivity Planning Sessions
- Health & Counseling re: Puppy Therapy
- Call with Kamilah (SFU Vancouver campus) re: Vancouver Napping Event

### **Engagement (tabling, outreach, events)**

- Board & Staff Party and set-up
- SFU PSA's Jashan Pub Night
- SFU National Sweater Day

### **Projects**

- HSUSU Liaison
  - Career Panel: Printing through Copy Centre
  - Gala: Meetings & assistance
  - Presented Angel Tree Overview Report
- Appreciation Week
  - Organized logistics & procedure → updating plan overview
  - Created Communications Plan with the SFSS Communications Dept
  - Contact external groups for sponsorship
  - Finalized messaging for Appreciation Week to be sent out through SFU Student Services
- Karaoke Night



- Organized logistics
- Send Communications Work for the following student groups:
  - Embark Sustainability's SFU Sweater Day
  - ESA's Power of Positivity

### **Miscellaneous**

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

### **Science Representative**

Board meeting

SUS meeting

SSC meeting

SUS formal

PSA pub night

meeting with GO coordinators regarding foodbank

SSC mediation session

plan for SSC games night

Prepare and give presentation to SCC regarding new governance structure

Help prepare email to be sent to all science students for notice of elections

meeting with SCC chief officer

office hours, emails, reading minutes

### **At-Large Representative Pooghkay**

#### Meetings:

- Governance Sessions
- Epcom Meeting
- Appreciation Week Meeting

#### Refresh Pub Night

- Event manager responsible for artists, production and event
- Worked door
- Counted money

#### Appreciation Week

- Booked supplies from Houle Games
- ordered masquerade masks for the pub night
- Filled out the food permit
- Got bookings done for the BBQs and facilities
- Reached out to volunteers for the event.

#### **At-Large Representative Sharma**

##### Meetings:

- Board Meeting
- Governance sessions
- EPCOM minutes reviewed
- Food Bank Program
- International Festival
- PARC Meeting

##### Governance Sessions:

- Discussion with the board and committee members
- Received feedback on the structure

##### Food Bank Program:

- Working on sponsorship draft
- Research on partnership with SFU Dining services
- Received more deliverables

##### International Festival

- Project Lead of the event
- Worked on the stage plan
- Meeting with the team leads(x4)
- Went over the structure of the event
- Internal exec meeting
- Meeting with staff for logistics
- Meeting with Sindhu
- Execution of marketing plan
- Trained volunteers
- Conducted 5 volunteering sessions
- Conducted rehearsals, on site practice
- Meeting with sponsors

- Managed at the day of the event
- Emcee during the performances

#### Refresh Pub Night

- Managed the entrance (collecting tickets, stamping)
- Assisted in coat-check

#### Engagement

- Clubs days tabling (Burnaby)
- SASS 90s night
- Attended club ice-breakers

#### Administrative duties

- Checked emails, office hours
- Reviewed meeting minutes