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BOARD REPORT

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

Time Range: March 1st to March 15th, 2016

President

Meetings

Strategic Planning Committee , Board Meeting, Build Committee Meeting, SFSS Music Showcase Working Group, Performance Review Committee, EPCOM
Martin, Antonio RE SUDS Support
Hi-5 RE Proposal and Next Steps
Executive Director of Surrey RE: Space Renovation
General Office RE Event Procedures
Meet with Vanna RE: IEC Policies
SAPSC - Regarding Referendum and next steps

Strategic-Plan

Events

Surrey Open House - MC
SFSS Appreciation Week
-SFSS Masquerade Party, Treat Yourself Tuesday,-DISNEY MONDAY

Other

Meeting with students RE: Concerns
Check-in: Deepak

Vice President External Relations

Meetings:

- Sexual Assault prevention and support centre, Advocacy , Board, Associate Vice President Services (re: Fraser library), Strat planning,

Outreach:

- SFSS Appreciation week (Disney Monday and Treat Yourself Tuesday): purchased supplies, helped organize logistics, etc

Other:

- Attended Burnaby Board of Trade Luncheon, made connections with Marketing firms, BC Premier's office and media reporters
- Interview with The Peak
- Organized and attended Resisting Intersectional Oppression workshop with Jen Sungshine
- Coordinated and confirmed SFSS attendance to Alliance of BC Students 2016 Lobby days
- Attended SFSS election debates for schools building schools referendum
- Research and following up with SFU admin to update SFSS lobbying portfolios on housing and deferred maintenance

Out of office - March 2nd due to illness

Vice President Finance

- Meetings
  - Board Meeting
  - Finance and Administrative Services Committee
  - Governance Committee Meeting, review of documents
  - Meetings Regarding Cheque Requisitions (Adrienne, Lawrence, Antonio)
  - Meeting with Enoch
- Other
  - Board Member, IEC Chief Commissioner, and other Commissioners stipend approval
  - 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
  - Surrey Campus Open House
  - Vancouver and Burnaby Office Hours
  - Administrative Duties

Vice President Student Life

- Events Committee
  - Two meetings
  - Supporting all projects and or initiatives taken on by committee members
    - *Kickball for a cause, Open mic night Karaoke night, Throwback Thursday, Justin Bieber event, St. Patricks Day, International women's day (promotions), Appreciation week , CJSF free live concert*
- Advocacy Committee
  - Two meetings
    - Late for one meeting due to teleconference with *Light Rail Links* collation
  - Emailed budget for Lobby Days

- Granting Committee
    - Two Meetings (chaired one of them)
    - Reviewed proposals ahead of time
- Governance Committee
    - Attended one meeting
    - Absent for one meeting
    - Review of transition plan and Executive job description revision
- Finance and Administrative Services Committee
    - One meeting
- Board
    - Two meetings
    - Reviewed minutes and documents prior to meeting
    - Prepared and made in-camera presentation
- Council
    - One meeting
    - Provided update regarding Board business
- Administrative duties
    - Outreach at Surrey campus open house
    - Office hours & Emails
    - Conference call with President, Executive Director, and SFU Surrey administration regarding Surrey Space project
    - Reviewing Hi-Five proposal

<u>Vice President Student Services</u>

- Health and Dental Plan:
    - Addressing concerns with Student Care Networks.
    - Coordinating reports for the SFSS Board.
    - Analyzing increase in claims, and potential premium increases.
    - Preparing presentation for SFSS Board re: SFSS administrative fee.
- U-Pass BC:
    - Preparing for upcoming meeting with SFU and TransLink.
    - Leading U-Pass referendum: coordinating materials, speaking at debates, answering student questions by e-mail.
    - Preparing notes on contract for SFSS Board meeting (for ratification).
    - Interview with The Peak.
- Build SFU:
    - Reviewing Memorandum of Understanding and other documents regarding the Stadium.
    - Negotiating terms with SFU.

    - Preparing recommendations for the Board of Directors with President and VP University Relations.
- Governance:
    - Reviewed and submitted comments re: Executive Job Descriptions and Governance Transition Plan.
    - Submitted thoughts regarding SFSS Strategic Plan to President.
    - Transitioning operational work out of the VP Services Office, to the Chief Executive Officer.
- SFU AVP Human Resources Hiring Committee:
    - Reviewing Candidate information.
    - Attended long-list interview meeting.
    - Submitting questions for long and short list interviews.
- Other Items:
    - Preparing for SFSS CEO evaluation.
    - Completing Joint Funding Agreement with SFU.
    - Administrative Responsibilities

Questions and comments may be submitted to vpservices@sfss.ca

<u>Vice President University Relations</u>

- Meetings: Board x2
- SPARC MORE Conference, San Antonio, Texas, March 6-9
    - OpenCon Panel Presentation
- CEO Performance Review Preparation
- Interview with the Peak
- Vancouver Space Renovation
- Review of board comments RE: Response from SFU VP External regarding Fraser Library
- Office hours and other administrative duties

***Out of office March 6 - 10*

<u>Applied Sciences Representative</u>

- Meetings
    - Board meeting x 2
    - Granting committee
    - ESSS x 2, CSSS, MSESS, SSSS

- FAS Formal
    - Completed printing off of posters and tickets

    - Started selling tickets this week. ESSS agreed to buy their allocation of tickets and then subsidize the costs for their members
    - Still sorting out how the other DSUs will sell their tickets. I have booked a table and poster board for the ASB Atrium to act as a central source of ticketing selling for three days a week as a back up to DSUs selling their own tickets
    - We will be doing a call out for volunteers soon and are waiting to hear back on the Alumni Association's review of our grant request

- Granting Committee
    - Reviewed six grants last week and will review another six grants this week. We have adjusted our meeting length to accommodate the increase in time-sensitive grants we've received.
    - I have also been working with staff on the best way to schedule which grants are viewed at what meetings to help make sure every grant gets reviewed with enough time for the club/SU to adapt in case they don't receive the amount of funds they've requested.

- FASSU
    - Meet with Amanda Woodhall, Director of Finance for the FAS Dean's Office about what FAS would like to see FASSU do, what kind of support we can receive, and what kinds of alternative funding options are available, and other matters relating to student governance.
    - Relayed this information to my group and we discussed what to do going forward.
    - Was decided to finish modifying the constitution to fix some of the structural issues and start transition plans for the new group that will take this up in the summer term. We want to continue to engage students in learning what they expect FASSU to do, how active they feel it should be, etc.

<u>Arts and Social Sciences Representative</u>

- Governance Committee:
    - creation , and review of possible changes to Executive JD's
    - Requested a transition plan as well as supporting documents
    - Various meetings with CRPC
- Advocacy Committee:
    - Committee meeting
    - Reviewed all relevant documents & seeked clarification
- Faculty Work:
    - Met with FASS SEO
    - Reviewed SASS minutes
    - Promoted SASS elections
    - Met with SFSS SURO
- Outreach:
    - SFSS Appreciation Week events

    - Surrey Open House
- Administrative duties:
    - Board meetings
    - Office hours
    - Emails
    - Meeting prep/reading minutes

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

Business Representative

- Meetings:
    - Board Meeting
    - Board of Advisers Meeting (BASS)
    - Granting Committee X 2
    - Events and Promotions Committee X 2
    - MBC Food Court Vendors and General Manager Marc Fontaine
    - JDC West Meeting (Executive Director of Undergraduate Programs at the Beedie School of Business and Chief Executive Office of the SFSS)
    - Finance and Administrative Services Committee
- Emergency Food Bank Program
    - Contacted Nester's district manager
    - Meeting with Amy from Embark regarding potential collaboration on food security issues faced by students
    - Food Education Days scheduling
    - Tabling with Erwin Kwok and Steph Ly
- BASS Board of Advisers
    - Reviewed financial policy documents for BASS
    - Analyzed the BASS Banquet and met with the new BASS Executive team
- MBC Food Court Vendors
    - Finalized deal with SFSS General Manager with an external vendor
    - Reviewed menus and lease documents
- 2000's Throwback Pub Night
    - Working alongside Melissa Lee and Nina Savkovic to plan event
    - Finalized ¾ djs
    - Secured venue
    - Promotional items are ready to be sent out in the next week
- Engagement
    - Surrey Open House
    - International Women's Day
    - Appreciation Week
- Administrative Duties
    - Emails

    - Office hours
    - Reviewed documents

Communications, Art, and Technology Representative

Completed Vancouver Spring Welcome Day Report + Submission to EPCOM

FCAT DSU President's Meetings- Discussed issues with space, FCAT Formal, transition planning,debriefed on FCAT Undergraduate Conference, Dean's Office Updates

Skype Meeting + Follow up with Director of Graduate Services, Re: Vancouver Space Renovation

Follow ups with Brady Yano, Re: Vancouver Space Renovation

Attended SFU's Outstanding Alumni Awards as a Student Representative from FCAT

Strategic Planning Meeting

Board Meetings x 2

Administrative tasks:
Office Hours (Vancovuer + Burnaby)
E-mail
E-filing
Document review

Education Representative

- Meetings
    - Events and Promotions Committee (March 2, March 9)
    - SFU Recital Society (March 3)
    - Board (March 4, March 11)
    - Strategic Planning Committee (March 11)
- Engagement
    - SFU Surrey Campus Open House
    - SFSS Appreciation Week
- Faculty of Education
    - Drafted and sent email newsletter
- Karaoke Night
    - Planning meeting with Recital Society

- #ThrowbackThursday: 2000s Pub Night
    - Completed event proposal
    - Communications work order form
    - Pub event booking form
    - Organized logistics (DJs, photographer, decorations, tabling)
- Strategic Planning
    - Reviewed and provided feedback on draft Strategic Plan
- Emergency Food Bank Program
    - Communications work order form for survey promotion
    - Survey outreach tabling [Embark Food Education Days]
- Other
    - Volunteered at SFSS Masquerade Pub Night
    - Administrative tasks (emails, reviewing minutes and documents, office hours, etc.)

Environment Representative

- Meetings: Board x 2, Advocacy, DSU Liaison, Frosh 2016, GSU
- Governance
    - Reviewed all necessary documents
- Advocacy
    - Reviewed all proposals and sought clarification
    - Zero Waste Campaign - survey results and next steps
- Faculty Work
    - Frosh 2016 - discussed pros/cons of frosh 2015 and brainstormed ideas with new team leads. Also discussed ways to recruit more volunteers for the planning committee.
    - Organized undergraduate symposium applications for review
    - Informed all DSU President's/Chairs of upcoming SFSS elections
    - Assisted the GSU with getting new furniture for common room and electrical issues
- Outreach
    - Surrey Open House
- Administrative
    - Office hours
    - Emails
    - Reading Minutes/preparing for meetings

Health Sciences Representative

Meetings

- Out on Campus Check-in (03/01)
- Events & Promotions Committee (03/02)
- Karaoke Pub Night Meeting with SFU Recital Society & Education Rep (03/03)
- Board (03/04)
- Events & Promotions Committee (03/09)
- Tony from SUDS regarding accessibility (03/10)

- Board (03/11)
- The Peak Interview (03/15)

Engagement (tabling, outreach, events)

- SFU Surrey Open House: Faculty of HSCI Tabling (03/02)
- Hi-Five's Me Week 'Love Yourself Day' (03/15)

Projects

- HSUSU Liaison
    - Faculty of HSCI Gala
- Appreciation Week
    - Social media plan for the week with the SFSS Communications Dept
    - Connected with Humans of SFU for promotional support
    - Disney Monday: AQ tabling & photobooth (02/29)
    - Treat Yourself Tuesday: Organizing logistics & connected with external groups - Yeti Yogurt, Trained Pups, SFU Health & Counselling, Diva Brow Bar (03/01)
    - Carnival Wednesday: Cotton candy & activities booth (03/02)
    - BBQ Thursday: Dunk tank, volunteered BBQ (03/03)
    - Masquerade Pub Night Thursday: Event lead (03/03)
- Liaison & communications assistance for following projects:
    - SFU EDM Club's Pub Night (03/10) - photography
    - Open Mic Night
    - Karaoke Night
    - Kickball Tournament
    - International Women's Day (03/08)
    - SFSS Instagram process, coordinated with Communications Office
    - SFU HCS Puppy Therapy: Relayed information to be sent out to student groups
    - Carleton University Students' Association (CUSA) 'Go the Distance' project

Miscellaneous

- Administrative duties (emails, office hours, reviewing minutes/documents)
- Board office maintenance & organization
- Reviewed Hi-Five Proposal, Governance Policy Reviews, Strategic Plan, Health & Dental Plan Reports

Science Representative

Board meetings X 2
SUS meeting X 2
SSC meeting
Appreciation week
SFU open house
Attend Surrey and Burnaby debates
FASC meeting
Reading meeting minutes, emails, office hours

At-Large Representative Pooghkay

Meetings:

- Epcom Meeting March 9th

- Strategic Planning Meeting March 11th
- Board Meeting March 4th and 11th

Projects:

- We are SFU pub night
- Masquerade pub night management

Appreciation Week:

- Management of the week with the help of Health Science Representative Larissa Chen.
- Oversaw four days of events
- Long and mcquade and houle games pick up.
- Logistics management
- Managed production for the masquerade pub night.

Administrative Tasks

- Emails
- Reviewed all relevant documents

<u>At-Large Representative Sharma</u>

- ❏ Board Meeting
- ❏ Governance Committee
- ❏ EPCOM
- ❏ Granting (X2)
- ❏ RHA St. Patrick's Night
- ❏ Masquerade Night

- <u>Governance Committee</u>
  -Reviewed documents
  -Discussion on policy
  -Discussion on job descriptions

- <u>EPCOM</u>
  -Upcoming events
  -St. Patrick's Night
  -Reviewed previous meeting minutes

- <u>Granting Committee</u>
  -Reviewed 6 club grants
  -Listened to club presentations
  -Reviewed grant appeals

- <u>SFSS and RHA St. Patrick's Night</u>
  -Coordinate with the communications office
  -Meeting with Sindhu
  -Social Media timeline
  -Poster and Ticket designs ready
  -Tickets on sale currently
  -Coordinating with RHA

- <u>Masquerade Night</u>
  -Managed entrance
  -Ticket sales at the door
  -Stamping people
  -set-up and clean up

- <u>Administrative duties</u>
  -Emails
  -Office hours
  -Reviewed documents