

Call to Order – 12:32 pm July 31, 2015 | Forum Chambers

### 1. Territorial Acknowledgement

The Board of Directors acknowledged that the meeting was being conducted on the traditional and unceded territories of the Coast Salish peoples, which included the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people to the current knowledge of the Society.

### 2. Appointment of the Chair

#### MOTION BOD 2015-07-31:01

Sharma

*Be it resolved to* appoint Enoch Weng as chair for the BOD meeting of 2015-07-31

**CARRIED**

### 3. Roll Call of Attendance

#### Board of Directors

President..... Enoch Weng  
VP External Relations ..... Kathleen Yang  
VP Finance..... Barbara Szymczyk  
VP Student Life ..... Deepak Sharma  
VP Student Services ..... Darwin Binesh  
VP University Relations ..... Brady Yano  
Faculty Representative (Arts & Social Sciences)..... Arr Farah  
Faculty Representative (Business) ..... Hangue Kim  
Faculty Representative (Communication, Art & Technology)..... Salathiel R. Wells  
Faculty Representative (Education) ..... Melissa Lee  
Faculty Representative (Environment)..... Christine Dyson  
Faculty Representative (Health Sciences)..... Larissa Chen  
Faculty Representative (Sciences) ..... Jas Hans

#### Society Staff

Build SFU General Manager..... Marc Fontaine  
Executive Director..... Martin Wyant  
Staff Representative.....  
Minute Taker ..... Dion Chong

#### Volunteers

Council Liaison to the Board ..... Karen Abramson

#### Press

The Peak..... Melissa Roach (*late*)  
The Peak..... Samaah Jaffer (*late*)

#### Guests

Kwantlen Student Association ..... Allison Gonzalez  
Kwantlen Student Association ..... Waheed Taiwo  
Kwantlen Student Association ..... Alex McGowan  
Kwantlen Student Association ..... Manpreet Bassi  
Kwantlen Student Association ..... Jeremy McElroy

Kwantlen Student Association ..... Kendell Kitt

**Regrets**

Faculty Representative (Applied Sciences) ..... Corbett Gildersleve (*volunteering*)  
At-Large Representative ..... Curtis Pooghkay (*employment*)

**Leave of Absence**

At-Large Representative ..... Shipra Sharma

**4. Adoption of the Agenda**

**MOTION BOD 2015-07-31:02**

Kim, Amended Sharma

*Be it resolved that the agenda be adopted as presented.*

*Added: Granting Committee BOD appointment*

*Typo to Build SFU motion amended*

**CARRIED AS AMENDED**

**5. Guest Speaker**

Kwantlen Student Association Representatives introduced themselves.

**6. Matters Arising from the Minutes**

**MOTION BOD 2015-07-31:03**

Yang

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

ADV—2015-07-09, 2015-07-16 | BOD 2015-07-17

EPCOM 2015-07-14 | EXEC 2015-07-14

GC 2015-05-20 | SCC—2015-06-22, 2015-05-05

**CARRIED**

Abstention noted: Yano

**7. Ratification of Regrets**

**MOTION BOD 2015-07-31:04**

Sharma

*Be it resolved to ratify regrets from:*

Faculty Representative (Applied Sciences) ..... Corbett Gildersleve (*volunteering*)

At-Large Representative ..... Curtis Pooghkay (*employment*)

**MOTION SEVERED**

Binesh

**MOTION BOD 2015-07-31:05**

Sharma

*Be it resolved to ratify regrets from:*

Faculty Representative (Applied Sciences) ..... Corbett Gildersleve (*volunteering*)

**CARRIED**

**MOTION BOD 2015-07-31:06**

Sharma

*Be it resolved to ratify regrets from:*

At-Large Representative ..... Curtis Pooghkay (*employment*)

**CARRIED**

**8. Appointments and Resignations**

**a. Student At Large Nominations**

**MOTION BOD 2015-07-31:07**

Szymczyk

*Be it resolved to appoint Kerri Jesson to a vacant Student At-Large position on the Student Space Oversight Committee.*

**CARRIED**

Abstention Noted: Wells

**b. AFAC—Vacant Students United for Disabilities Support Seats**

**MOTION BOD 2015-07-31:08**

Sharma

*Be it resolved to appoint Anthony Janolino and Weldon Haywood to the two vacant seats on the Accessibility Fund Advisory committee given to representatives of the Students United for Disability Support constituency group*

New practice where seats are approved by the Board. The Vice President External Relations felt that it was appropriate for the Board to have knowledge of who was in control of a substantial budget.

**CARRIED**

Abstention Noted: Wells

**c. GC—Appointment for the BOD Position.**

**MOTION BOD 2015-07-31:09**

Sharma

*Be it resolved to appoint Salathiel Wells to the vacant BOD seat on the Granting Committee.*

Wells was asked to vacate the seat during their Leave of Absence to maintain quorum. As Wells has returned, it was expressed that it would be valuable for additional voices to be present for the committee to provide a more thorough service to the membership.

**CARRIED**

Abstention Noted: Wells

**9. Reports from Society Directors/Committees/Representatives/Delegates**

**MOTION BOD 2015-07-31:10**

Sharma

*Be it resolved to receive and file the Board Work Report of 2015-07-31*

**CARRIED**

*Jaffer and Roach entered 12:42pm*

**10. New Business**

**a. Build SFU Bursary**

**MOTION BOD 2015-07-31:11**

Sharma

*Whereas* the Build SFU referendum question of Spring 2012 stated that a procedure will be established for students who demonstrate financial distress to apply for assistance in paying the Build SFU levy;

*Whereas* on September 25, 2013, the Board of Directors recommended the usage of the SFU-administered bursary system for providing assistance for students in paying the Build SFU levy;

*Whereas* on November 20, 2013, the Board of Directors approved the Terms of Reference for the Build SFU Undergraduate Student Bursary;

*Whereas* on February 3, 2014, the Board of Directors resolved that three (3) percent of funds collected from the Build SFU levy be withheld by SFU and be remitted automatically to the SFU Financial Aid & Awards office for each term that the levy is collected;

*Whereas* the Board of Directors wishes to increase the amount of financial assistance provided to students in relation to the Build SFU project;

*Whereas* the current financial model for the Build SFU project allows for a doubling in the percentage of the Build SFU levy that can be directed to the Build SFU bursary;

*Be it resolved* that six (6) percent of funds collected from the Build SFU levy be withheld by SFU and be remitted automatically to the SFU Financial Aid & Awards office for each term that the levy is collected, beginning with the Fall 2015 term, to be distributed in accordance with the Terms of Reference for the Build SFU Undergraduate Student Bursary.

This was one of the major priority for the current Board—addressing project costs as per concerns raised by the membership and recommended by the Build SFU dialogue group. The 6% change has already been budgeted and would not adversely impact the project.

**CARRIED**

**b. AFAC—SFSS and HCS Joint Funding for Hi-FIVE Volunteer**

**MOTION BOD 2015-07-31:12**

Sharma

*Whereas* Hi-Five is a student run movement that is supported by SFU Health and Counseling Services and the Simon Fraser Student Society;

*Whereas* AFAC 2015-04-07 expressed interest in a jointly funded volunteer between SFU Health and Counseling Services and the SFSS, specific to the Hi-

Five Movement for Mental Health;

*Whereas* a proposal has been brought forward and amended to include details at the request of AFAC;

*Whereas* AFAC recommends the following;

*Be it resolved that* \$3,300 be approved from line item 995/42 as proposed.

Item came forward at the Board of previous year, and was amended based on recommendations from staff. This would allow for a more formal partnership with HCS, and the individual volunteer would be an undergraduate student. SFU Health and Counseling Services would be matching the contributions of the SFSS in funding half the cost of the volunteer position. The SFSS would be involved in the selection process, and could request updates at any time for any reason. This stipend would provide support for volunteers to take care of the backend work. A director felt that it was fair to create more positions for volunteers doing a substantial amount of work to be remunerated for their assistance.

Associate Director of Health and Counselling Services has expressed that they were willing to present on any initiatives as well.

Initially, a director had raised a number of concerns with the initial idea put forward. After further review and revision, AFAC was comfortable with supporting the initiative and the Board was asked to take advantage of the opportunity for greater synergy between the mental health initiatives of the SFSS and the university.

Concern was raised around the use of stipends, particularly in the separation between governance and operations. In the past, the Board of Directors were identified by the Executive Director as volunteers who were being stipended. The matter could be investigated at a later date.

## 11. Discussion

### a. Governance Committee Update

The Ad-hoc governance committee has met twice thusfar, with significant work having been done in reviewing board and management dynamics. The Committee has identified a number of issues where Board input would be necessary, and would be brought forward in the near future. The governance policies would be a living document—adjustments could occur as necessary for the organization, and the Board input was be requested accordingly. It was felt that the policy governance model would be a valuable legacy for the next Board.

The Board was reminded that they were invited to attend and participate in the process if at all interested. Once draft documents were available, significant time of the Board and the staff would need to be scheduled to assist in the crafting of documents. This is particularly due to the change to the dynamics between the two once the changes were implemented. A full-day session would likely be scheduled to accommodate dialogue. Staff in particular has expressed excitement at the prospects of the changes proposed thusfar.

The committee began with some draft policies, and the Campaigns, Research, and Policy Coordinator was recognized for their work in integrating SFSS contexts into the draft documents. Members of the committee were thanked for their willingness to share and participate.

The original timeline was for initial updates and dialogue to occur in early September. This was seen as an ambitious but possible timeframe.

## 12. Announcements

### a. WAC Bennett Library Summer Hours

The Vice President University Relations has been in discussion with the library administration over the past year, and a major issue brought up was that of library hours. Earlier last week, the WAC Bennett library announced that it would be running 24 hours during exam period during the summer semester for the first time ever. An SFSS press release would be circulated soon. For continued service, results were necessary and therefore all directors were requested to circulate information amongst their constituents.

### b. Miscellaneous Announcements

Fall Kickoff Concert has reached and surpassed sponsorship goals, but sponsorship would continue to be sought.

Summer Pub celebration tonight—Maximum attendance has been hit on Eventbrite

On Wednesday, a celebration event for club and student union executives would be hosted at the Highland Pub.

## 13. In Camera Session

### a. Rotunda Lease

#### MOTION BOD 2015-07-31:10

Sharma

*Be it resolved to move the meeting in camera*

**CARRIED**

### b. Item from the Vice President Student Services

## 14. Attachments

Board Report 2015-07-31.pdf

Hi-FIVE Project Coordinator MOU\_July 2015 (1).pdf

## 15. Adjournment

# Hi F.I.V.E.

**F**riendship **I**nvoke conversation **V**alue everyone's gift **E**liminate stigma

## Memorandum of Understanding for Hi-FIVE Project Coordinator

*Between the Simon Fraser Student Society and Health and Counselling Services*

July 13, 2015

### **I: Introduction**

The *Hi-FIVE Movement for Mental Health* aims to eliminate stigma toward those are experiencing mental health distress or illness, now or in the past. It is a positive campaign that encourages kindness and compassion, on and off-campus. The Project Coordinator is a volunteer role that will be supervised by the Associate Director of Health & Counselling Services. However, as *Hi-FIVE* is a student-run movement that is supported by both Health & Counselling Services and the Simon Fraser Student Society, both will be responsible for remuneration. The Project Coordinator will receive a stipend of \$300 bi-weekly for 44 weeks, upon completion of 10 hours of work per week. The position will be active between August 2015 and May 2016, with the possibility of ongoing renewal.

### **II: Purpose**

Whereas the 2014-2015 Hi-FIVE Executive Committee has put forth a proposal to retain a Project Coordinator in collaboration with the SFSS and HCS, the Simon Fraser Student Society and Health & Counselling Services therefore enter into the following Memorandum of Understanding for a Hi-FIVE Project Coordinator, based on responsibilities that include, but are not limited, to:

- Working closely with SFU Health and Counselling Services (HCS) and the Simon Fraser Student Society (SFSS) to ensure that Hi-FIVE Team activities operate within the mandate of HCS and the SFSS;
- Attending all Executive Team, HCS, and SFSS meetings and taking minutes;
- Monitoring the Hi-FIVE general email account and responding to all inquiries;
- Overseeing operational budget for Hi-FIVE Team outreaches, events, and campaigns;
- Securing funding through the SFSS Accessibility Fund Advisory Committee and other avenues;
- Collaborating with Hi-FIVE Executive Team to maintain positive team structure and focused activities;
- Providing administrative support for the Hi-FIVE Team for scheduling regular volunteer and HCS meetings, booking venues, grant and sponsorship requests, ordering equipment and catering, design/print/copy requests, and organizing workshops;
- Maintaining record of ongoing Hi-FIVE activities and revising Hi-FIVE organizational capacities as needed;

- Ensuring that incoming volunteers receive *Support Over Suicide* and *Students in Distress* training as offered by HCS;
- Maintaining ongoing meetings with university and community stakeholders to promote and support mental wellness at SFU;
- Planning, organizing, and overseeing annual mental health week;
- Seeking feedback on the establishment of an SFU mental health network, and developing a business/communications plan if feasible;
- Maintaining the office space and Hi-FIVE materials; and
- Ad hoc duties as required.

### III: Reporting Structure

The Coordinator will report to the Associate Director of Health & Counselling Services for supervision, support, and guidance. This structure will help ensure the continuity of the Hi-FIVE campaign. The Coordinator will report on activities, goals, accomplishments, and long-term plans on a monthly, semester, or annual basis (whichever the SFSS and HCS agree to).

### IV: Hiring Process

Recruitment will be advertised, and made available, to current Hi-FIVE volunteers, as it is important that the Coordinator already possess a first-hand understanding of the campaign and its progress thus far. Applicants should also have a flexible schedule and be able to commit to the minimum time requirement. Applicants will be interviewed by the Associate Director of Health & Counselling Services and one member of the SFSS.

In witness whereof, the undersigned have signed this Memorandum of Understanding.

\_\_\_\_\_  
 Darwin Binesh, Vice-President Student Services  
 Simon Fraser Student Society

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Deepak Sharma, Vice-President Student Life  
 Simon Fraser Student Society

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Erika Horwitz, Associate Director  
 Health & Counselling Services

\_\_\_\_\_  
 Date



# BOARD REPORT

## Prepared for Board of 2015-07-31

### President

- SFSS Meetings: EPCOM, Board, Exec, SUDS
- Meetings with the SFSS Student Organiser RE: Peer Mentorship
- SFU App Steering Committee Meeting
- Engagement with: CGC, K.Storm, Power2Change, C-Link, Introverts and Picnic Club
- Meeting with Irma and Marc RE: Interviews | Speeches
- Meeting with Jo Hinchcliffe
- Meeting with Justin Lieu, Student Life Coordinator
- Meeting with previous SFSS President
- Interview with the Tartan Magazine
- Attended Peer Mentorship Core Training
- Attended BASS Frosh Social
- Attended 50th Anniversary Walk-Through
- Planned SFSS Club Appreciation event with Curtis
- HR and Legal work [Confidential]

### Vice President External Relations

*No report received*

### Vice President Finance

- Meetings: Exec, Board, AFAC, with Martin and Kurt, Adrienne and Lawrence, DIon
- Review of monthly financial report, fund and levy policy, annual auditor financial statements in preparation for VP Finance report
- SASS Contract: meeting with Antonio, SASS Execs, Deepak and prep to pass motion
- Signing cheque requisitions, cheques
- Working on outstanding cheque requisition situation
- Finalizing Financial Coordinator Hiring Committee process
- Vice President Finance and Administration Search Committee: document and resume review
- Graphics Assistant Hiring Committee: meeting re timeline, resume review

### Vice President Student Life

- Fall Kickoff 2015
- Men's Programming Initiative
- Welcome Day
- Week of Welcome
- Student Union Research Assistant Hiring Committee
- Meeting with Council Chairs
- Granting Committee Meetings
- Events Committee Meeting
- Executive Committee Meeting
- Advocacy Committee Meeting
- AFAC Meeting

- Emails and administrative duties

### **Vice President Student Services**

- U-Pass/Compass Card
  - U-Pass service presentations to: Young Women in Business, Student Marketing Association, and Computing Science Student Society.
  - Scheduling meeting with the manager of all TransLink revenue contracts.
  - Completed first draft of our FAQ document based on student questions brought in through the consultation. Started on the second draft..
  - Making changes to our U-Pass presentation based on suggestions and feedback.
  - Making preparations to complete U-Pass presentation campaign.
  - Met with the Director of the Compass Card program and other TransLink reps to prepare for the Fall Launch of the Compass Card.
  - Preparing document for a possible addition to the current U-Pass contract that would provide an opt-in option for students in good standing, taking on term off.
  - Addressing questions, concerns, and complaints.
- Health and Dental Plan
  - Completed negotiating for customer service video kiosks and preparing to take it to the Board of Directors.
  - Looking into a suitable space for service kiosks on satellite campuses.
  - Arranging meetings with members of the Extended Health and Dental Plan Committee, to prepare everyone with what to expect for the rest of the year.
  - Met with SFU Administration and GSS to discuss opportunities to collaborate when re-negotiating insurance plans..
  - Creating a presentation on the insurance plan, based on our U-Pass presentation.
- Governance
  - Reviewed the proposed policy-governance model and draft language regarding: Board processes, executive authority, and executive limitations among others.
  - Preparing update for the Board of Directors and Council.
- Outreach
  - Creating messaging, ordering swag, scheduling activities, and preparing a proposal to change “office hours” to “outreach hours”
  - Recruiting volunteers.
  - Scheduling Board members to attend various campus events.
- Annual General Meeting
  - Coordinating logistics: venue, dates, seating arrangements, human resources for the meeting itself, reviewing quotes, and acquiring an external chairperson.
  - Creating the Annual Report, and interviewing department coordinators.
  - Creating meeting messaging with Communications Coordinator.
- Meetings and Administrative Duties
  - 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**

- Advocacy, Executive and Board
- Open Textbook Working Group meeting
- Meeting with Digital Learning Resource Librarian, RE: open access week
- Meeting with the Tartan
- Rotunda Lease Agreement meeting, SFPIRG
- Meeting with Irma to discuss 24/7 library hours
- Office hours and other administrative duties

### **Applied Sciences Representative**

July 27-31

- Out of the office for a FAS Tech summer camp

July 20-24

- Attended ESSS frosh, granting committee, and governance committee meetings
- Worked on the IYGPA report
- Went to the ESSS Summer BBQ meeting for engagement opportunities

## **Arts and Social Sciences Representative**

Work with DSU's/SASS

- SASS Council
- Planning of future events with DSU's
- Work on FASS student union portal
- Weekly check-in with SASS and SASS frosh Director
- Meeting with FASS Student Engagement

Project Vote:

- Finalized the Debate time and structure with candidates
- Contacted GSS along with SFSS VP External for possible collaboration
- Meeting with Council of Canadians and SFSS VP External
- Discussion about the project vote Campaign in Advocacy
- Preliminary work on the content of pamphlets (on-going)
- Scheduled the debate date and time
- Various "to-do's" on Basecamp
- Went over campaign with Executive Director
- Began process of finding a mediator for debate

U-Pass/Compass Card:

- Presentations to student groups (ongoing)
- Contacting DSU's/Clubs to gauge interest in U-Pass presentations
- Various "to-do's" on Basecamp

Meetings/Administrative Duties:

- SFSS Meetings: Advocacy x2, Open Textbook Working group Meeting
- 1st Ad-Hoc Governance committee
- Meeting for Student Union Outreach worker hiring committee
- DSU meetings
- Meeting with FASS
- Emails, Office hours, etc..

## **Business Representative**

- Meetings
  - Board Meeting in Surrey
  - Events and Promotions Committee Meeting
- Business Administration Student Society
  - Elections policy consultation with BASS President
  - Created a timeline for the Elections Policy for the year
  - Established a new draft of the Elections Policy for BASS
- Fall Kickoff Concert
  - Corporate Relations Team Planning
  - Ticketing Procedures
  - Expenses/Revenue Procedures
- Planned the End of the Summer Semester Pub Night
- SFSS Space Expansion Consultation
- Compass Card Presentations
  - Student Marketing Association
  - Young Woman in Business
- Enactus Forum
- Mentorship Event with Business, Health Sciences, Arts and International Students
- Office hours in Surrey and Burnaby

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

- DSU President's Meeting [Skype]
- Meeting with FCAT Coordinator for Recruitment and Retention [Skype]
- Compass Card Feedback [from DSU President's to VP External]
- Scheduled meeting with Vancouver Engagement Coordinator
- Scheduled various individual DSU President's Meeting
- Administrative tasks (email, e-filing)

## **Education Representative**

- Meetings attended: Board (July 17), Open Textbook Working Group (July 22)
- Meeting with Faculty of Education Coordinator, Community and Alumni Relations
- Meeting with ESA about SFU Education logo
- Gathering and responding to feedback from Education students about Education clothing
- Engagement: SFU Engineering DSU BBQ, SFU Introverts Club meeting
- Ongoing consultation with graphics designer on Education logo

## **Environment Representative**

*On Leave of Absence*

## **Health Sciences Representative**

- Meetings: Advocacy, HSUSU, BASS president, EPCOM, Fall Kickoff WG, SFSS engagement, Health & Counseling
- Engagement: SLSA Festival
- Fall Kickoff WG: Ongoing marketing & branding planning; working with Communications Coordinator & Director of Marketing
- SFSS Summer Pub Event: Promotions (graphics)
- Faculty of HSCI (FHS): ongoing discussions re: FHS 10th anniversary
- Administrative tasks (office hours, emails, etc.)
- Worked w/ Copy Centre to collaborate and create sentimental materials for previous ED
- Wrote letter to The Peak re: BuildSFU
- Ongoing project: compiling upcoming SFU/SFSS events

## **Science Representative**

Meetings

Board Meeting in surrey, surrey space expansion meeting, meeting with faculty of science advisors, SCC meeting

Surrey Space expansion and SCC:

Consultation in surrey, review and drafting of new budget and timeline for completion, meeting with promotions and outreach executive. Discussing goals of SCC with exec team.

SUS:

Meeting with SUS president (2x) discussing goals for upcoming year, discussing frosh with vp life of SUS,

Peer Mentorship program:

Drafting file for mentors, mentees, and the program itself. Continuous back and forth discussion with deans office. Preparing documents and timeline for program leading up to fall. Meeting with student engagement office for training and prepping for meeting with advisors.

Emailing all DSUs regarding mentorship program and activities for the fall.

Outreach:

Reaching out to common faces at surrey campus discussing and SFSS and BUILD, reaching out to PSA president to see how they can collaborate with SFSS.

## **At-Large Representative Pooghkay**

**Meetings:**

PSSU Meeting

Epcom, AFAC and Kickoff Working Group

Meeting with the Women's Centre Coordinator regarding involvement in fall kickoff

Meeting with Kevin Kumar regarding pub renovation

**Projects:**

Worked on Executive Appreciation Proposal

Worked on Pub Renovation Proposal

Prepared documents for Fall Kickoff

Consultation for website infrastructure update

## **At-Large Representative Sharma**

*On Leave of Absence*