

Call to Order – 9:47am, July 28, 2014 | Executive Conference Room

1. Roll Call of Attendance

Committee Composition

President (*chair*)..... Chardaye Bueckert
Vice President Finance..... Adam Potvin
Vice President External Relations Darwin Binesh
Vice President Student Services Kayode Fatoba

Society Staff

Build SFU General Manager..... Marc Fontaine
Executive Director..... Colleen Knox
Campaigns, Policy, and Research Coordinator Pierre Cassidy
Communications Coordinator..... Stijn Daenens
Student Union Organiser..... Antonio Daling
Minute Taker Dion Chong

Guests

Regrets

Vice President University Relations Moe Kopahi
Vice President Student Services Zied Masmoudi

Absence

2. Adoption of Agenda

MOTION EXEC 2014-07-28:01

Potvin

Be it resolved to adopt the agenda as presented.

CARRIED

3. Matters Arising from the Minutes

MOTION EXEC 2014-07-28:02

Binesh

Be it resolved to approve the following minutes:

Exec-agenda-2014-07-14.pdf

Exec-agenda-2014-07-24.pdf

CARRIED

4. Ratification of Regrets

MOTION EXEC 2014-07-28:03

Potvin

Be it resolved to ratify the regrets of:

Vice President University Relations Moe Kopahi

Vice President Student Services Zied Masmoudi

Vice President University Relations had academic commitments at the meeting time, while Vice President Student Services was away at a cultural/religious event.

CARRIED

5. Unfinished Business

a. AGM Date

The Annual General Meeting was tentatively set for 2014-09-23, with possibility of pushing to October based on Build SFU financing progress. Executive Committee was aware that 21 days notice was necessary, and thus announcement would have to occur by 2014-09-02. The bylaws did not indicate the body responsible for setting the AGM date. The Executive Committee would look for an alternative date and provide a recommendation to the Board for two tentative AGM dates.

The auditors had been informed that the AGM could occur in early September and they indicated that they would be ready to present a report to Board and Executive Committee for review and receipt. There was a desire for the document to be available one week prior to ensure that AGM attendees had the opportunity to meaningfully review and participate at the meeting. Executive Director would follow up with the Finance Office on the matter.

b. Paula Boddie Presentation for BOD

During the compilation of the report, staff were provided with the workplace assessment report and Boddie provided a presentation to address questions and provide context to the findings. They expressed a desire to ensure that the Board also received a similar presentation. The Society was billed hourly for services rendered and there was concern of the additional funding necessary.

A number of recommendations from the report overlapped with the Campaigns, Research, and Policy Coordinator recommendations. A presentation may provide discussion and context on the report amongst the Board. Concern was raised at the staff presentation on follow-up on recommendations, particularly those directed towards management and governance, which were outside the purview of the staff. Faculty and At Large Members had indicated that they had a desire to review the document.

Action item: President would circulate a digital copy to all Board members.

Action item: President would follow up on the potential of Boddie providing a presentation.

There was a desire from the Executive Committee to receive a presentation.

c. Paula Boddie Report Follow Up with Council

As the workplace assessment was a management issue, there may not be value in forwarding the document until such time that the board established more concrete actions around the issues identified in the report.

6. Discussions

a. Executive Assistant

The Executive Committee saw a number of benefits with the hiring of an excluded Executive Assistant. There was a desire to establish the position in the immediate future. A possibility existed to reorganize Society resource to ensure that all hours currently budgeted were being used, thus avoiding having to impact the unrestricted surplus. In a review of the approved and rejected hours increases from the previous year, a number addressed service gaps, which may limit the shifting of hours possible.

The Executive Assistant was budgeted for between 20 to 24 hours during the 2014/2015 budgeting process as a rough estimate, since the position had previously not existed. There may be a desire to seek a full time position.

Action Item: Executive Committee would provide a budget increase proposal to the Finance and Administrative Services Committee.

7. Executive Officer Updates

Vice President External Relations – ADV/CPR/EPCOM. Waiting on Marc Emery’s agent to respond, and has requested list of alternative speakers, including speakers for a debate style series. Transit advocacy meetings.

Potential opportunity existed to partner with other universities and colleges for the speaker series, particularly those who could not conduct larger scale event independently.

Vice President Student Life – SFSStv was on the Board agenda. Started work on Sex Week. Events and Promotions Committee working towards priority setting for affiliation with events. Conversations with TEDxSFU. About to launch bookstore product pitch programme. Working on a sponsorship workshop proposal for student unions and clubs. Focus on integrating ethnic groups into International Students Group as an international student alliance for greater weight in advocacy and planning of events such as International Cultural Week. AP-17 Corporate Affiliation was a concern around sponsorship. It may be necessary for conversations to occur around in seeking outside funding and responsible corporate affiliation.

Vice President Finance – would be working with Food and Beverage Services throughout August to enhance Highland Pub presence on campus in September. Moving forward with considering investment of portion of student funds into green and ethical investments. Board would have to approve any and all investments. Yearly budget infographic would be in development in August with the Communications Coordinator.

Vice President Student Life would connect the Vice President Finance with the Future of Surrey organizers.

Daling left at 10:25am

President – follow-up on board priorities document and communications for the document. Overlooking financial priorities for the organization in light of the additional funds available in the unrestricted surplus. Working on AP-44 and stipend policy and board member responsibility. Meeting on concert ticket tracking and documentation process. Board member check in occurred in the previous week and action items would be completed. Will attempt to attend as many committees as possible moving forward.

Not all staff have seen the board priorities document and there was a desire to align staff work with board goals. The document was meant to provide guidance on organizations priorities from the Board of Directors to all staff and volunteers

There was a desire for a deadline to be set for input on the board priorities document, particularly since not all board members have had the opportunity to contribute through the goal-setting process due to absences. However, the document was prioritized based upon number of votes. It was expressed that a final version of the document be reviewed and received by the board. This may not be possible for a living document, but the Board may wish to ensure that the organization was aligned on its goals and visions within the renewable document.

July 28, 2014– Simon Fraser University, Burnaby Campus

The Executive Committee was reminded that, as Board members, they were responsible for reviewing their own document and suggesting changes.

Action item: President would ensure that all members were aware of the opportunity to contribute to the document. Vice President External Relations would contact Vice President Student Services.

8. Adjournment 10:34am

DC /CUPE 3338