

Call to Order – 3:32 pm, February 23, 2015 | Executive Conference Room

**1. Roll Call of Attendance**

**Committee Composition**

President (*chair*)..... Chardaye Bueckert (*via skype*)  
Vice President Finance..... Adam Potvin  
Vice President Student Services ..... Zied Masmoudi  
Vice President External Relations ..... Darwin Binesh  
Vice President University Relations ..... Moe Kopahi

**Society Staff**

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

**Absent**

Vice President Student Services ..... Kayode Fatoba

**2. Adoption of Agenda**

**MOTION EXEC 2015-02-23:01**

Bueckert

*Be it resolved to adopt the agenda as presented.*

**CARRIED**

**3. Matters Arising from the Minutes**

**MOTION EXEC 2015-02-23:02**

Potvin

~~*Be it resolved to approve the minutes of 2015-02-02 and 2015-02-16*~~

Following the 2015-02-02 meetings, there was a complaint from a staff member via working conditions meeting regarding the discussions that took place during the meeting. The employer is expecting a grievance to be filed regarding the matter.

The staff member indicated that the comments captured within the minutes did not accurately reflect the discussions between the Executive and the Staff member, and redaction was requested. As the comments were made at a meeting, the Employer would add a notation to the minutes to indicate that the matter was currently being investigated. One of the requested resolutions for a grievance will likely be a redaction at the Board of Directors level.

**MOTION SEVERED**

Kopahi

**MOTION EXEC 2015-02-23:03**

Masmoudi

*Be it resolved to approve the minutes of 2015-02-16*

**CARRIED**

**MOTION EXEC 2015-02-23:04**

Kopahi

*Be it resolved to approve the minutes of 2015-02-02 as amended.*

**Action Item:** Minute Taker will add a notation to such effect.

**CARRIED**

**4. Discussions**

**a. 2015/2016 Staff and Budget Priorities**

Typically, the staff budget for additional staff or hours within their departmental budget. In the past year, the union was requested to have a conversation around their views on the staffing priorities of the organization. The union opted not to push a set of priorities, as they did not want to forgo one department for another. The Executive Committee in the previous year recommended the prioritization of the WCTR Coordinator hour increase (had been under consideration for many years) and to increase where possible to allowable student hours, which resulted in increases to the minute taker and other student hours.

On Tuesday, the SFSS would conduct a staffing meeting, with the President skyping in and the Vice President Finance attending. Individual board members were also invited to attend. This would allow for a conversation on organizational staffing priorities. The meeting would also provide an opportunity to reduce redundancies of position proposal.

The following potential positions have been discussed across the organization:

- HR/Executive Assistant for the Executive Director
- IT support, whether a student position or an amalgamated full time
- Events Coordinator — an existing JD exists for Events and Campaigns Coordinator on the Admin side, and a Pub Events Coordinator JD also exists on FBS.
- General Office Clubs Coordinator—Could become a Clubs and Events Coordinator
- Assistant, for policy or campaigns for Campaigns, Research, and Policy Coordinator
- Excluded assistant for Executive Officers.
- Second Communications Assistant
- Building Assistant.

Two major changes were possible in the budget which would assist in funding any such positions. Management Consultant line item (\$150,000) will likely have a significant budget reduction due to completion of collective bargaining. Additionally, a proposal is being considered for the elimination of stipends for FARM. Anything further would have to come from a structural change such as the reallocation of space expansion fund.

The EXEC was reminded that rearrangement of existing staff resources could also be considered, which could result in optimization of existing resources without fiscal impact to the organization.

*Campaigns, Research, and Policy Coordinator entered 3:47pm*

The following positions were seen as the priority:

- Executive Director/Human Resource Assistant (\$50,000)

- More leadership and management time available to the ED.
- IT assistant (part time)
- Increased capacity to Communications Office, either through additional Coordinator or Assistant.

The Vice President External Relations was requested to provide some suggestions on restructuring opportunities.

## 5. Executive Officer and Staff Updates

### Vice President Finance

- Budgeting
- Reinvest in our Future campaign preparation

### Vice President External Relations

- Midterms upcoming
- Three townhalls booked
- Reviewing the structure of the Vice President External Relations office
- Continuing work on restructuring of advertising across the Society.
- Government Relations Working Group formation— potential opportunity to delegate work from the external relations portfolio
- Will circulate Frontrunner Letter

### Vice President University Relations

- Finished midterms

### Student Union Organiser

- CCR Record email has been circulated to the Executive Committee. Hoping to be circulated by the end of the semester to allow student union executives to be registered and recognized for their contributions.
  - **Action Item:** All Execs would review the document and if no issues, the letter would be sent out
- Significant administrative work
- Workshops—graduate students have been trying to register for tax workshops.
  - Concerns were raised around capacity, given the high attendance at previous sessions. If there is a crowding problem, the exec can reevaluate. The facilitator has no capacity issues. Some Officers expressed that they would not wish to open that door
- Contracts—Engineering Science Student Society had signed a contract with an external organization, with issues identified with the contract. Student Union Organiser has arranged a meeting with the student union executives to discuss the matter.

### Campaigns, Research, and Policy Coordinator

- ADV and CPR are highly active, with a number of projects underway.
- All electoral candidates will go through the Campaigns, Research, and Policy Coordinator office to ensure that nominees understand the powers and limits of the BOD.

- Meeting with Executive Director and President on the broader orientation process.
- Budgeting for office
  - Budget will include events planner and IT support, given set of consistent requests from board and staff.

#### **Build SFU General Manager**

- Working with working group and board members to deal with referendum question and considering whether the Board will be putting forward a referendum question.

Agenda for Board is quite light and a number of Build SFU working groups members are in Victoria—Only time pressing matter was referendum question. The timeslot could be used instead for a dialogue on referenda questions, particularly given the close timeline for the referenda. This would limit the necessity of debate.

It was expressed that the WG report and recommendations was sound, and thus there was confusion around the necessity of a dialogue as the recommendation was that the Board avoid putting forward a referendum question. There was a desire to avoid a contradictory referenda question, unless the Board is aware that a levy revocation question wasn't being submitted.

*Campaigns, Research, and Policy Coordinator left at 4:00pm*

**Action Item:** The President would cancel the Board meeting for Wednesday and reschedule for Friday.

#### **Vice President Student Services**

- Paperwork for concert

#### **Executive Director**

- In the midst of renewal for Pacific Blue Cross. Working with broker to negotiate a better deal, although timelines are tight. 6% to 10% reduction in cost possible.
- Past week, preparation work around management restructuring including provision of budget
- New WCTR Coordinator has met with ED on multiple occasions.

#### **President**

- Participating in continuing Build SFU WG discussions
- Away in Victoria for ABCS lobby days— meeting with 40 MLAs, 4 cabinet ministers, and the Chief of Staff for Minister of Advanced Education. Two socials—one for the government and another for opposition.
- Meeting with VP Academic and Board of Governors Undergraduate representative to discuss the changes to the SFU tuition consultation policy.
- Transit referenda stuff with the Communications Coordinator—will be printed soon
- Hoping to bring JD for Kinder Morgan Project Worker—currently being reviewed by GSS for potential joint funding
- Work on management restructuring.

#### **6. In Camera Session**

#### **MOTION EXEC 2015-02-23:05**

Kopahi

*Be it resolved to move the meeting in camera without staff or management*

**CARRIED**

**7. Adjournment**

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DC /CUPE 3338