

BOARD OF DIRECTORS 2016 - 2017

SUMMER 2016 TERM REPORT

Prepared by:

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Prepared for:

Simon Fraser Student Society - Membership, Staff & Board of Directors

Introduction

As the Business Faculty Representative on the Board of Directors, I have had a valuable experience in my first term. I had a smooth transition into my role through training and meetings over the past few months. My term as a Board member started on May 1st, 2016. Since the start of my term, I had the opportunity to actively get involved in my faculty events, along with undergraduate wide events and activities. Further, as a voting member of the Board, I have had to make difficult decisions that impacted our membership. This involved keeping the best interest of the membership first. This report will cover my involvement over the semester.

Board Orientation

The 2016-2017 Board of Directors Orientation days were held on May 2nd and May 3rd this year.

The Board Orientation initially was my first glance of how the SFSS operates internally. Later, I learned more on the responsibilities and duties that are expected as a Board member. It was also great to learn from some staff about the SFSS laws, regulations, and rules. During the Orientation, we had the opportunity to create goals that aligned with the SFSS's strategic plan.

Committees

Finance and Audit Committee (FAC)

FAC is responsible for the planning of the operating and annual capital budget of the SFSS. During the summer semester, FAC collectively conducted a budgetary review and made necessary changes for the betterment of the society (creating a strategic engagement committee line item). I assisted in the creation of the outreach video to inform students of how student fees were allocated to the different stakeholders. I assisted by participating in the video. A lot of our time on this committee was taken through preparing the Financial Statements and conducting the audit for the fiscal year of 2015-2016. The auditor's report will be brought to the Board and the Annual General Meeting (AGM) in September. The committee also created a work plan – focusing on the internal risk and control of the finances of the SFSS and also the external communications aspect.

Events Committee

At the start of the summer semester events committee meetings, the committee planned the initiatives and events that would be implemented on campus over the coming weeks and months. The committee discussed and/or decided on the following events: pub nights (since they are very attractive), potentially buying production equipment for the student society to avoid rental fees and transportation costs that are incurred at every pub night, Fall Kickoff Concert, and fall semester events on campus.

2016 Fall Kickoff Concert and After-party: Director of Finance and Team Leader

- Created the ticket tiers and the financial budget
- Assisted with sponsorship outreach
- Team Leader – managing ten volunteers
- Assisted with the setting up, take down of equipment, and cleanup
- Assisted with ticket sales tabling

2016 SFSS Summer Pub Night

- Assisted with setup and clean up
- Volunteered at coat check for the entire night

Surrey Campus Committee (SCC)

SCC has been very productive over the summer semester. The committee was able to plan and hold a De-stress Day event on campus along with a Bowling Night. I enjoyed helping and attending these events. For the De-stress Day and Bowling Night, I helped with setting up and facilitating.

Working Group

Emergency Food Bank Working Group

The Emergency Food Bank Program is a great initiative that assists students that need assistance through our food voucher system. I took on the responsibility as the Project Lead for this group. During the summer semester, the group received a presentation on the history of this Program and strengths and weaknesses. Through the first few meetings, we began planning our key priorities for this year and how to tackle them. This involved getting all the group members to compile a list of questions we had about this Program, and ask the staff to retrieve data (i.e. how

many students we have assisted), and methods of converting to electronic vouchers to track everything.

Events

Events that I attended over the summer are as follows:

- **Staff going away party**
- **Surrey Campus Committee Bowling Night**
- **Surrey Campus Committee De-stress Day**
- **SFSS Summer Pub Night:** assisted with setup and clean up, did coat check the entire night
- **Student Union Building Construction Kickoff**
- **SFSS Staff Meet and Greet**
- **BASS Frosh (Business Frosh):** assisted the frosh planning committee and provided materials to give out
- **BASS Board of Advisors meeting:** provided guidance and feedback to current Business Administration Student Society (BASS) Executive team

Projects

Fall Kickoff Concert

I took on the role of the Director of Finance and Team Leader for the 2016 Fall Kickoff Concert and After-party, creating the ticket tiers and financial budget for this event. I also assisted with sponsorship outreach by contacting potential sponsors to acquire. During the day of the event, I was an active Team Leader, managing ten volunteers who were assisting with ticket sales and guest list at the door. They each reported to me with any concerns and questions. I also assisted with the setting up, take down of equipment for this event, and clean up. For Kickoff Concert and after-party, I assisted with ticket sales and tabling.

Outreach

Clubs Day: Attended the summer club's day at the SFU Burnaby campus, and welcomed all incoming first years

Nominations outreach: Encouraged students to apply for committee vacancies

Weekly Office Hours

Conclusion

I have enjoyed my first term on the Board of Directors. It was great to meet our hard working staff and active volunteers. Although there was a large learning curve, it has been worth it so far. I have learned how our Student Society works internally, and how to work as a team to effectively get work done. I am excited to continue on the hard work during the fall semester. Please feel free to contact me at busrep@sfss.ca for any concerns, comments, or questions.