

# **Board of Directors 2016-2017**

## **Summer 2016 Term Report**

### **INTRODUCTION**

My first term serving on the Board of Directors as the Science Representative has been a memorable experience. There have been many initiatives that I have had the honor to take part in, and these experiences have allowed me to learn and grow as an individual. The following report outlines my work throughout the summer term.

### **BOARD ORIENTATION**

The Board orientation for the Board of Directors for the 2016/2017 year was a two-day orientation held on May 2nd and 3rd. It was a valuable experience in helping me transition into my new role and essential in overcoming the learning curve of a first time Board of Director. It introduced us to the by-laws, policies, and daily operations of the Simon Fraser Student Society. This orientation acquainted us to the roles and duties of a Board member. We were introduced to SFSS staff and the different services that the SFSS offers. We were also introduced to the three-year strategic plan of the SFSS. Along with that, we constructed our own strategic plan for the rest of the year based on the priorities and goals of the entire Board. The orientation was very informative, and helped me adjust to my new role.

### **BOARD RETREAT**

The Board retreat was a very valuable way for Board members to become familiarized with everyone through multiple team development exercises. We held planning sessions to develop our plan for our term on the Board. We worked on getting accustomed to the different working styles of Board members.

### **COMMITTEE INVOLVEMENT**

#### **Finance and Audit Committee**

The responsibility of the Finance and Audit Committee is to monitor and oversee all funds, investments and other financial assets and/or liabilities maintained by the Society, and make recommendations to the Board of Directors as necessary. We started the summer term by conducting a budget review. This was followed by the creation of a strategic engagement line-item as mandated by the Board for the new Strategic Engagement Committee. We created an outreach video highlighting the

allocations of the activity fee. I participated in the filming of this video. Majority of our time was spent conducting and reviewing the audit for the 2015-2016 fiscal year. Our independent auditor's report and financial statements for the 2015-2016 fiscal year will be presented at the 2016 Annual General Meeting. The committee is in the process of preliminary discussion for planning next year's budget. We plan to also implement the audit recommendations and create a financial policy manual for upcoming years.

### **Strategic Engagement Committee**

The Strategic Engagement Committee is a new committee created to provide the Board with formal recommendations and reports relating to engagement. We worked on research related to target audiences, methods, areas of focus, resources requirements and schedule. My research consisted of best practices for contests and giveaways as well as poster and sign usage. The committee made a recommendation to Board for the purchase of new tabling supplies to ensure they were available to each campus. This recommendation was passed and the new supplies have been used many times for tabling and outreach. The committee is working on creating terms of reference to replace office hours with engagement hours, which will mandate Board members to spend a specific number of hours per week engaging students on campus. The goal of the committee is to test our research and determine the best strategies for engagement in the upcoming semesters. These strategies will then be compiled into an engagement manual for use of future Boards.

### **Strategic Plan Joint-Steering Committee**

The Strategic Plan Joint-Steering Committee is responsible for creating a work plan for the attainment of the strategic initiatives contained in the SFSS Strategic Plan 2016-2019, which are slated for completion during the 2016-2017 fiscal year, and to provide the Board of Directors with reports on the same. The committee, composed of both Board members and staff, determined the strategic initiatives to be completed in the 2016-2017 fiscal year. We have created four working groups to work on objectives outlined in this years plan, which include include developing an internal evaluation matrix for our services, strengthening our service and support at Surrey and Vancouver campus, creating the annual membership survey, and developing a communications plan. I am currently on the working groups tasked to developing an internal evaluation matrix for our services. We are in the process of developing both qualitative and quantitative methods for feedback on our services that will be used to further enhance them. I am also on the working group tasked to strengthen our presence, services, and support on all campuses. In particular we are using enrollment statistics at the Surrey and Vancouver campuses to determine the proportionate investment of resources to make in each campus location.

## **Grant Restructuring and Guidelines Committee**

The Grant Restructuring and Guidelines Committee was created near the end of the summer term to assist staff in creating an objective online granting system and to report our progress to the Board. This committee has been working on the development of an online medium for grant applications. The online procedure will increase the accessibility of granting relative to the previous model. We have also worked towards creating an objective grant application evaluation rubric to fairly evaluate grant applications. The goal of the committee is to present the finished project to the Board for approval in the Fall and launch a pilot project of the new system. We plan to do consultations with student groups to get their feedback.

## **BOARD OUTREACH**

### **Clubs Days and Committee Outreach**

Throughout the summer term, clubs days were held at the Burnaby Campus. This was a great way for students to get involved in clubs, DSU's, FSU's, and SFSS Committees. I spent my time tabling at clubs day and informing the membership about what the SFSS is and the services that we provide. As we were currently accepting new members into SFSS Committees for the 2016-2017 year, I also helped to recruit many students to join committees. I was very happy to see that many of the students I recruited for committee applications are currently at-large members in committees or engaged in the society in other ways, such as clubs and DSU's.

## **WORKING GROUPS**

### **Alcohol Policy Working Group**

The Alcohol Policy Working Group was created to provide a recommendation to the Board on an Alcohol Policy. This was necessary in order to consider and evaluate the issue of student groups spending large amounts of their core on alcohol. I was interested in this policy as it directly pertained to all DSU's and FSU's in my faculty. We held multiple meetings to discuss this policy, along with relevant staff members. Keeping in mind that gratuity or core might impact Food and Beverage Services, we proposed that the Board of Directors should leave the decision of either keeping or removing the gratuity to the Food and Beverage Services General Manager, as this is an operational decision that directly impacts staff, and is outside the responsibility of Board members. We also recommended that the Board of Directors put a 30% cap on money that can be used from core funding for the purchase of alcohol per fiscal year for student groups, as well as limiting core spending to the Highland Pub,

except for one large-scale event, in which they have the option of purchasing alcohol off-campus. An appeal process was also produced by this working group in order to accommodate for student groups that wanted to throw large scale events in which large purchases of alcohol were necessary.

## **FACULTY WORK**

### **Science Undergraduate Society (SUS)**

The Science Undergraduate Society is a Faculty Student Union (FSU) in the Faculty of Science. I regularly attended SUS meetings and provided information on updates related to the SFSS. By acting as a liaison between SUS and the SFSS, I was able to assist them with any help they needed throughout the summer term. It has been a pleasure getting to know these individuals and working with them on their initiatives, and I will continue working closely with them for the rest of my term.

### **Science Frosh**

The Science Frosh is one the major projects of the Science Undergraduate Society (SUS). The purpose of the event is to welcome new students in the Faculty of Science to SFU. The day long event requires a large amount of planning and therefore SUS created a dedicated Frosh Committee. I joined this committee at the time of its formation. We met weekly throughout the summer term to plan and organize the Science Frosh. With tickets being launched online, we managed to sell majority of the available tickets before the end of the summer term. The committee projects to have a sold out event with the largest turnout for a Science Frosh in recent memory.

### **Science Peer Mentorship**

The Science Mentorship Program is a faculty specific mentorship program open to incoming first year science students. I took on the responsibility of managing the mentorship program. I began by working on finalizing an application for mentors early in the summer term. I was able to recruit mentors through postings on social media and SFU's myInvolvement website. With the support of SFU staff as well as the Faculty of Science I was able to recruit first year mentees through their email resources. At the end of the summer term the recruiting process of the mentorship program was complete and mentors were ready to be trained in early fall semester before being paired with their mentees. At the end of recruitment the program had 40 mentors and 75 mentees. The goal of the program is to begin the mentorship early into the fall semester.

**EVENTS ATTENDED:**

Here is a list of the couple of SFSS-related events I attended over the summer term.

- SFSS Summer Pub Night
- Surrey Campus Committee Bowling Night
- Surrey Welcome Day
- Residence Move In
- Student Union Building Grand Opening Ceremony
- Build SFU Orientation
- SFSS Staff Meet and Greet

**OFFICE HOURS:**

I decided to host my office hours at both the Burnaby and Surrey campus to allow easier access for students to me at both campuses.

- Monday (11:30AM - 12:30PM) [Burnaby: MBC2220]
- Tuesday, All Day, By appointment in Surrey

**CONCLUSION:**

It has been a pleasure serving the membership in my first semester as the Faculty of Science Representative. I have been able to learn many new things, and this has allowed me develop as a person and successfully serve the membership. I look forward to the rest of my term on Board so I can continue to represent and advocate for undergraduate students at SFU.

If you have any further questions or concerns, please feel free to contact me at sciencerep@sfss.ca or 604-446-5522.

Thank you,

Jimmy Dhesa  
Faculty of Science Representative