

## **Fall Semester Work Report**

### **Introduction**

During the second third of my term in office the initial learning curve I felt when I first entered office was less apparent as I found myself working through the various daily situations with greater ease. With a clearer grasp of who's purview or which mechanisms the constant new inquiries and issues belonged, I was more comfortable knowing what I should tend to and when to contact others. The following outlines the main areas of my work for the fall term.

### **Board Outreach**

The predominantly internal nature of the VP Finance position was made more clear to me this semester. However, as previously noted, I greatly enjoy speaking with and connecting to the Society's members. Alongside my fellow Board members I was able to reach out at various events including: SFU Burnaby Week of Welcome Tabling, SFU 50th Anniversary BBQ Tabling at Vancouver Woodward's, Burnaby SFSS Clubs Days Tabling, SFSS Club & SU Meet & Greet, Fall Kick-off Concession, Vancouver Open House Tabling, SFU Harbour Centre SFSS Survey Outreach and Weekly General Tabling as well as various other events put on by student members. Also, with the securing of office space in at SFU Harbour Centre, I spent one working day per week at this office.

I also had the privilege of attending SFU and Burnaby Community events as a Board Member which included: SFU's 50th Birthday Celebrate and Savour, SFU Public Square Campus to City: Colleges, Universities, and City Building, Burnaby Board of Trade Awards Night, and the SFU Vancouver Campus Seasonal Party. Our presence at these events meant building relationships and support in the community.

### **Cheque Requisitions and Document Approvals**

As during the first third of my term, with each run of cheque requisition approvals, I would meet one-on-one with our GO Coordinators, the DSU Organizer, Board members and/or others requesting funds in order to assure supporting documentation for requests was sufficient. While the volume of cheque requisitions varied, most weeks I set aside at least a day for cheque requisition approval and related

meetings. Developing a greater understanding regarding procedure and required documentation between Adrienne and Lawrence from the club side and with Antonio from the SU side, on the whole, there were less issues to resolve for approval. Most documents requiring approval were the different bank reconciliations from the Finance Office and the Boards bi-weekly stipends.

## **Committees**

### Financial Coordinator Hiring Committee

This committee did not meet following Lucy Zhang's successful passing of the 45th and 80th day reviews.

### VP Finance and Administration Hiring Committee

After the completion of the consultation and interview process in July and August, some final communication took place with the committee before the announcement of the new SFU Vice President Finance and Administration, Martin Pochurko, on September 18<sup>th</sup>.

### Financial and Administrative Services Committee

This semester marked the halfway point in the fiscal year at the end of October. FASC met in November to sort out Department 31 due to differences in the final salary following the hiring of a new Executive Director. There were no other requests put forward to the committee requiring the need for reallocations and amendments to the budget.

### Governance Committee

Continuing on work begun by the first set of individuals on the committee during the summer, the first recommendation to Board was adopted by the Board in September. Further consultation with the Board and the Surrey Campus Committee has taken place as a new version of Society values and a revised Committee structure is developed.

## **Auditor Liaison and AGM Finance Report**

After completing writing the VP Finance report for the AGM Annual Report based on the finance related occurrences from the 14/15 fiscal year and the financial statements, I presented it at the AGM. Since the votes had already been taken, majority of the individuals that attended the meeting had left but my presentation was well received by those still present. It should be noted that there are effectively no requirements for the VP Finance report included in the Annual Report and this vagueness could lead to difficulty in its completion. I intend to devise a guideline for what to include for my successors.

Acting as the communication bridge between the Society and Gary, I finalized some arrangements around the presentation that he would give at the AGM. There were questions around the use of certain funds and I met with Gary and his associate Pam via conference call to clear up any confusion that was present. Furthermore, Gary was contacted to make clear the auditor's role in how the accounting would take place for the financing deal being finalized for the Student Union Building.

### **Build SFU**

A large portion of my time during the fall semester consisted of meeting and corresponding with the various individuals involved in securing the financing for the Student Union Building. This mainly included: Marc Fontaine, Scott Penney, Martin Wyant, Darwin Binesh, representatives from Scotia Bank, and the Society's lawyers. A large amount of conference calls, in-person meetings, and email thread correspondence took place. Most of content of these meetings is confidential in nature. Ultimately, the financing deal was locked in December 2st.

During the process the Board was consulted and asked for feedback at two main points: during the approval of the Commitment Letter and the decision around the structuring of the financing. All decisions around the signing of all of the agreements necessary went through Board and Executive Committee.

### **Monthly Departmental Report Review**



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Again, I reviewed the departmental budget summaries signed and returned by department heads. Following the mid-point of the fiscal year, Martin and I met with all Department heads to check-in about the department to check in regarding the state of the line-items under their purview.

### **Final Notes**

The fall semester was a time when I saw our Board grow and learn to more effectively work together. I thank everyone for all of their support. I look forward to using everything I have learned thus far and to apply it to the final third of my term in order to give back value to students from the Society they all pay into.

While this report is not absolutely comprehensive, I invite you to contact me at [vpfinance@sfss.ca](mailto:vpfinance@sfss.ca) with any questions you may have.