



FALL 2014

WORK REPORT

Prepared for the Simon Fraser Student Society -
Membership, Staff, Board of Directors
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Communication, Art & Technology Representative
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Simply put: The last semester has been an interesting one. Thank you to everyone I have worked with for all your efforts and putting up with the selfies.

Please see the following web link for my monthly timesheets - a more detailed outline of my day-to-day tasks in Fall 2014.
<http://sfss.ca/board-of-directors/timesheets>

CONTACT INFORMATION

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Spring 2015 Office Hours

This Spring 2015 semester, I will be holding office hours as specified below:

ALL SEMESTER	JANUARY	FEBRUARY	MARCH
Burnaby Campus - MBC 2220	Surrey Campus (Space TBD)	Woodward's (Space TBD)	Harbour Centre (Space TBD)
Wednesdays, 12:30 PM - 2:30 PM	Thursdays, 10:00 AM - 11:30 AM	Thursdays, 10:30 AM - 12:30 PM	Thursdays, 10:30 AM - 12:30 PM

Office hours for 611 Alexander Street are still pending!

These hours are subject to change. The changes will be noted as soon as possible through this web link:
<http://sfss.ca/board-of-directors/board-of-directors-office-hours>

BOARD OUTREACH

“Out of Office” and Office Hours

I held Office Hours in various locations this semester. Weekly, I held Office Hours in the Board Office (MBC 222) on Mondays from 3:30 PM - 5:30 PM and in one of the satellite campuses earlier on in the day. For each month of the semester (September, October, November), I alternated holding my “Out of Office” Office Hours at Surrey, Woodward’s, and Harbour Centre. For the month of December, the initial plan was to hold Office Hours at 611 Alexander St. to cater to the Visual Arts community. However, the building is not open for public use. In the future, I will work on coordinating what Office Hours at 611 Alexander St. might be like with the Visual Arts Student Union.

Throughout the semester, very few individuals visited my Office Hours. Therefore, at this time, I usually worked on administrative Society-related work in lieu of speaking to students.

Food for thought : I believe that most of the membership are unaware of the purpose of Office Hours and when they are held. The organization has posted Office Hours numerous times on our social media outlets, yet, visits are infrequent.

Week of Welcome and Fall Clubs Days



In the summer, I was tasked by Brian Fox from SFU to create a calendar with all Frosh events for SFU Burnaby’s Week of Welcome. A mini vinyl banner was created from the SFSS Copy Centre which can be reused for years to come. As the Vancouver Liaison, I also represented the Society at the SFU’s Week of Welcome at Harbour Centre.

My involvement at Fall Clubs Days in Burnaby and Surrey provided me with the opportunity to meet multiple students - a few of which visited me during office hours to learn more about the structure of SFSS and how they can get involved. Such interactions are the crux of Director outreach work. I strongly encourage active Board participation beyond table duties; after all, Clubs Days is one of the largest opportunities to meet the largest diversity of the membership, ranging from the newest students to those ending their university careers, as well as those eager to get involved but are unaware of where to start. As for table attractions, the Student Union Resource Office organized a ice cream giveaways from the SFSS diamond tables which were perfect for the warm September days. This definitely brought about many excited students.



Future recommendations : I would suggest for the SFSS to engage students through an informational, yet interactive and memorable game as well - this way students are easily aware of the services provided by the SFSS at the forefront of their university year.

More importantly, I highly recommend the creation of a Society Volunteer Database or something of the like. This is actually a suggestion I received from numerous students, especially new students who were formerly very active in extra-curricular within their previous school. Many students become interested in the Society at the start of semester (September, particularly) but are unsure of how to get involved come November, despite the presence of multiple working groups and campaigns that would benefit from having such volunteers. While this information is present through various links and meeting minutes, it would be better to have a one-stop page with links to all pertinent information. The creation of such a database would certainly be a strong complement to the current outlets we have to ensure Society relevance throughout the year. As well, with further details regarding the Co-Curricular Record forthcoming

Annual General Meeting Outreach

My contribution for Annual General Meeting Outreach involved putting up posters, notifying my DSUs about the importance of the meeting, tabling for the event in the AQ, speaking to clubs about the meeting, and handing out fliers at Burnaby and Harbour Centre. I also utilized my personal networks to promote the event.

I was unfortunately, unable to attend the Annual General Meeting on account of a mandatory class field trip that I did not learn about until the fall semester began.

Miscellaneous

Other forms of outreach include, but were not limited to:

- Despite having quite little visitors in Office Hours, I found myself approached by students regarding Society business often. Either it be at my other workplaces, after classes or on transit, students have expressed interest in Society matters and way to make the most of the Society
- Attending President's Dinner for SFSS and GSS Executives
- All sorts of Fall Kickoff-related outreach, from promotions to table ticket sales
- Tabling for the BC Open Textbook Campaign at the Young Innovators Crawl and Afterparty with the Advocacy Committee
- Attending the Ford Drivers of Change event, hosted by the Free the Children Foundation
- Attending and tabling in behalf of the SFSS Food Bank Program for the Vancouver Food Awareness Week
- Promoting the Prize Raffle Draw (with proceeds going towards the SFSS Food Bank Program) at the Winter Craft Fair
- Providing snacks and beverages in support of peaceful, lawful protest at Kinder Morgan Pipeline site with FARM and the Advocacy Committee



Further details regarding the aforementioned items will be discussed in later sections.

DEPARTMENT STUDENT UNION INVOLVEMENT

FCAT DSUs All Presidents Meetings and Socials

One of the best parts of Fall 2014 was the FCAT All Presidents Meetings. With the Faculty of Communication, Art and Technology having schools housed in all SFU campuses, the meetings have alternated locations to ensure equity for all DSUs. As meetings were held at Harbour Centre and the Burnaby campus in the summer, Fall meetings were held at Surrey Campus and 611 Alexander St (as a matter of fact the Visual Art Student Union Executive were kind enough to offer a mini-tour of their studio space as well). Attendance was either perfect or nearly perfect for all DSUs. Also, those who were unable to make the meetings ensured representatives were present in their places. This only demonstrates a distinct and valuable passion by the FCAT DSU Executives who attended meetings that were usually held in the late evening and in areas away from their place of study or home. To ensure this forum took event, Emma Horsley, Coordinator of Recruitment, Retention and Advising from the FCAT Dean's Office and I collaborated to organize the monthly meetings.

Meetings primarily consisted of discussion of upcoming events and updates. SFSS-related topics discussed at length include the SFSS Governance Reform and what a Faculty Student Union could look like for FCAT.

We attempted to have a social in December - however, it was more difficult to organize on account of varying school commitments (from exams, to papers, to performances). It shall be postponed to the near future.

Overall, this semester was a success for FCAT on multiple fronts - from engagement initiatives to events to programs. I would like to extend my gratitude and commendations to the FCAT DSU Presidents of 2014-2015 for their passion, drive, and ability to produce sustainable quality events. I would also like to send a special thank you to Emma Horsley and Hobson Lin, Communications Assistant, of the FCAT Dean's Office for helping me with all matters related to FCAT.

Future recommendations : It would be valuable to hold a FCAT DSUs General Meeting, with location hosts alternating annually. It would allow FCAT students to better understand the diversity of their faculty, multiple points of creative collaboration. FCAT DSUs also hold many professional development opportunities (from workshops to tours) that can be of benefit to students outside of the program but with the faculty. A large scale meeting would be a great venue to cross-promote such initiatives. Understandably, however, this would be more pragmatic with the creation of a Faculty Student Union.

I would also recommend for the future FCAT rep to be in close contact with the Communications Assistant and discuss how 1-2 pillar events from each DSU can be featured on the official FCAT social media outlets. This was an idea that came to me only shortly before the semesters end and something I will attempt to pursue in my last months as the FCAT rep.

FROSH

While most DSUs had a FROSH or Welcome event, I was only able to attend the Communication Student Union (CMNSU) Frosh and drop by the Interactive Arts and Technology Student Union (IATSU) Frosh. Both events had a strong attendance and were conducted in an appropriate manner. Most importantly, many attendees had a laugh and seemed to forge friendships.



At the CMNSU Frosh, I had the opportunity to speak on the Society's behalf to provide awareness of the Society's purpose and to promote major initiatives and events at the time, such as the Open Textbook Campaign, Fall Kickoff, and general ways to get involved.

Future recommendations : Students at FROSH are taking one of the initial steps to get to know their faculty and their new school - root them in knowing that there are ways for them to have fun outside of academia. In retrospect, I wish I had attended all the welcome events held!

Eat and Greet



The Eat and Greet - a casual networking event for DSU executives - took place at Forum Chambers on October 1, 2014 from 1:00 PM - 4:00 PM. Prior to the event, Katie Mai, Student Outreach Assistant, and I worked on planning (logistics and catering) as well as arrangement of giveaways for all event attendees. The giveaways included scrolls of DSU Presidents' email addresses with a SFSS pen attached. An eye-catching poster (with the main focus being an animated sushi character - as sushi was the main course) was also made with the help of the Communications office. As for the budget, most of the money was allocated towards food.



As mentioned earlier, the mingler was a casual one. Whilst music played in the background, potential questions to ask were presented on a projector to spark interesting conversations. Of course, conversations are more fun with food and beverages. Coffee, fruit juices, coffee served as drink options. Fruit trays, vegetables, and sushi galore were available to eat. However, the amount of sushi was underestimated - the event was well attended with over 40 DSU Executives in attendance, as well as Board of Directors members. Midway through the event, an emergency run was made for two more sushi trays! At the end of the event, SFSS Swag packs (five SFSS mugs, each with a pair of SFSS gloves and another SFSS pen) were given to a few lucky guests via a raffle draw.



Credit must be given where it is due: The bright idea initially came from IATSU President and Vice President, Maheen Sohail and Tobi Cheung. It came to life with help from Antonio Daling of the Student Union Resource Office, who played a major role in the planning of the event, the Communications Office for creating the event posters and doing photography for the event, and lastly but definitely not the least, all members of the Board of Directors who shifted their schedules to attend and assist with the event.



Future recommendations : The Eat and Greet 2014 was a strong inaugural event. The timing of the event should remain as was (early October) due to DSU executives' holiday related absences and potential position vacancies in the summer. As well, having the event shortly before Council may attract other DSU executives to attend Council shortly after as well. I would recommend budgeting for 75 attendees for the next Eat and Greet, should this happen again. The event did receive positive feedback from attendees and is surely a start to fostering a forum of cross-faculty community and potential collaboration throughout the year.

As well, with some executive turnovers happening in January, it might be good to hold another Eat and Greet in the Spring semester. I'd also recommend the creation of a consolidated digital directory (think phone book - but not on paper) for people to browse through that contains pictures and contact information of all student union executives. It strengthens the networking experience to be able to put a face to the name before the event in an official capacity.

VANCOUVER LIAISON WORK

Work as the Vancouver Liaison involved connecting Society events with SFU Vancouver and ensuring Society events were promoted through multiple outlets for SFU Vancouver students. Initiatives include the Fall Kickoff, Open Textbook Campaign, the Food Bank Program, the Annual General Meeting and Destress Events (puppy therapy and free massages). I also looked into the feasibility of SFSS specific advertisement mediums in Harbour Centre and Woodward's.

Looking ahead: I am engaged in discussion with SFU Vancouver administration to determine a timeline for SFSS advertisement at Harbour Centre. Research is going into determining how such signage, if going through a digital route, can be managed remotely - eg. via the SFSS General Office or Communications Office in Burnaby.

COMMITTEE INVOLVEMENT

Constitution, Policy Review Committee

With two faculties intending to create Faculty Student Unions, workload as a voting member in the CPR committee involved a fair amount of constitution and by-laws review for the Business Administration Student Society and the Science Undergraduate Society. Aside from FSU related matters, the committee met regularly to thoroughly discuss policy changes such as condensing R 1-5.



FARM Committee

The FARM Committee met on two occasions this semester - during September and October.. However, FARM has been highly engaged in offline discussion this semester.

Granting Committee

The Granting Committee was active throughout Fall 2014, meeting almost weekly. In the beginning, issues arose as quorum was not met on account of absences. This will not be tolerated in the future. Out of all SFSS committees, The Granting Committee arguably garners the most guests filtering in and out of the meeting weekly. The guests ensure to do their due diligence in preparing to be their very best for the Granting Committee, members of whom are mandated reciprocate this effort. Overall, however, the committee met regularly and provided grants to many clubs and DSUs. This semester the Granting Committee received many detailed proposals, granted events ranged from conferences, journals, and contemporary arts performance show. At the end of the semester, a memorandum was against sent to clubs, DSUs, FSUs, and constituency groups to ensure that each

One of the two working groups struck from the Granting Committee in Summer 2014 is one focusing on visual aids for the membership - further notes about this will be provided in the "Working Group" section.

A new project that stemmed out of this committee this semester concerns addressing the increase in audio visual fees. Conversations regarding this initiative began taking place in October and is ongoing. For an elaboration, please see the "Projects and Initiatives" section below.

Looking ahead : Upon scheduling meetings for this semester, I did my best to ensure that all committee members knew of the date well ahead of time. However, it was noted by a committee member that they were still unaware of meeting times despite memorandums and reminders being sent. It might be a good idea to ask the committee as a whole how they would like to be notified regarding the meeting and the frequency. Although I felt that I was open to suggestions (even creating a Google survey for feedback), perhaps I did not make it explicit enough which is a failure on my part.

I would recommend the following for chairs in general:

- Ask your committee how they'd like to be reminded of meeting times. Would they prefer text reminders, email reminders, Google Calendar invites, Eventbrite invites, phone calls or all of the above. Quorum is arguably the most important for Granting of all committees as it receives the most guests regularly. It is important that every single person understand the importance of meeting quorum.
- Discuss stipend docking procedures with the VP Finance as soon as possible, if applicable
- Cross-reference time sheets and meeting attendance often, when possible. Whether this was my responsibility as a chair or not, regret not doing this every week

WORKING GROUPS

Fall Kickoff

September was primarily filled with preparation for the Fall Kickoff event. As a general member of the management team, I did lots and lots of miscellaneous things for the event. The team was a very strong one and I'm thankful to Project Manager and VP Student Services, Zied Masmoudi, for giving me the opportunity to help with a major community building event.

The event, held at Convocation Mall on September 19, 2014, was set to begin at 4:00 PM but festivities were held beforehand such as a Sponsorship Village. This new component of the event added another dimension of engagement for students who were able to receive free pancakes, phone cases and more! It was a wonderful sight to see all members of the Board of Directors helping on the day of the event, from helping with tickets, general setup duties, and running rampant as masked heroes to create an energetic and friendly atmosphere. On a personal note, the Board togetherness was one of my favourite takeaways of the entire project as it made me very optimistic for the coming months.



Emergency Food Bank Program

Fall 2014 brought about exciting additions to the Food Bank program! Additions to the program include:

- Expansion to Vancouver - distribution and redemption of certificates at the Nesters Woodward's in Vancouver
- Residence room deliveries - students are given the option to have Food Bank vouchers delivered to their residence rooms
- Dining hall voucher redemptions - a new set of vouchers for redemption at the dining hall are now available also

President Chardaye Bueckert was also able to acquire a major multi-year financial contribution from the university to the program - another highlight of the semester!

Also, I represented the working group in the December meeting for Food Accessibility and Education Committee. In this meeting, discussion ensued regarding enhancing Food Awareness Week - making it more compacted. Upon my suggestion, it was holistically decided to call the event "Food Education Days".

Looking ahead: The memorandum of agreement signed with Nesters Woodward's was only for until the end of December 2014. We will be working on extending the memorandum for a longer term.

The working group is also keen on expanding the program in Surrey. Progress has been in the works for quite some time but positive feedback was recently received about progress and the team is simply waiting on logistics to determine how to move forward.

Re-branding the awareness material is something the committee is looking into for the coming semester as well.

Anticipate the working group to make an appearance in the community this coming semester. We will be participating in the Food Awareness Days in the middle of March. We will also be working on ways to ensure students participate in the program.

It is my continued pleasure to be chairing this working group and I would like to extend a special message of gratitude to a very patient and professional team consisting of Shadnam Khan - Business rep, Ayla Kooner - Health Sci rep, Deepak Sharma - Science rep, Charade Bueckert - President, and Rena Hood-Lundrie - GO Coordinator. I sometimes sent late agendas and

meeting callouts but you have all been very kind, supportive, and accommodating. Special shout out to the rest of the General Office staff for all their work on the administrative side of the program.

Visual Aid for Grants

PROJECTS AND INITIATIVES

AV Grants Proposal

Although there were talks regarding a confirmation, no concrete number was ever put forth regarding what SFU's contribution would be for student group AV use. To support our request, information was put together in proposal format to be sent to the Student Engagement Fund. The proposal is near completion!

Thank you to Jennica Cang of the General Office for compiling an 80-page document of all relevant club grants information from Spring 2014 and Fall 2015, Rena Hood-Lundrie and Antonio Daling for their help help with this report.

FCAT Dean's Hiring Committee

The FCAT Dean's Hiring Committee met twice in the Fall semester. One of the meeting was an Open Forum at Harbour Centre to which students, staff, faculty were invited to share their thoughts about qualities they sought for in a new Dean. I shared this information with my DSUs as well as a website with an official survey for student comments.

Most other information regarding the work of the committee is confidential.

SFSS Shorts

Throughout the semester, I worked closely with Communications Assistant, Christina Guan, to coordinate the SFSS Shorts Project. The following projects were released:

- What is the SFSS? - A video about what the Simon Fraser Student Society is
- What is the AGM? - A typographic video informing students of the Annual General Meeting basics
- 5 SFSS Services You Probably Didn't Know About - A video providing depth on 5 services that students could utilize that they may not be aware of
- Merry Finals - A holiday-themed parody jingle expressing the woes of Finals week

In mid-December, the Executive Director, Communications Assistant, Communications Coordinator and I conducted a midterm evaluation for the SFSS Shorts to discuss potential for improvement and to determine the project's longevity.

Looking ahead: The project will be continuing from February onwards to inform students of SFSS Governance (including elections), as was put forth in the strategic planning document.

MISCELLANEOUS

Administrative and Office Work

I have also re-evaluated the format of my timesheet. From October onwards, I endeavoured to incorporate the time I spent on each item and the time of day I did such work. Though this helped me greatly with my personal time management (understanding what my main focus is during a certain time period and what may require more of my attention), I hope it has helped in providing further transparency with regards to how I allocate my hours.

Future recommendations : Pre-scheduling emails, particularly reminders, has been a true blessing - the Boomerang extension for Google Chrome is a program I highly recommend for Directors of today and the near future.

LOOKING AHEAD

Goals for Spring 2014

The goals mentioned below are the one I sent in for SFSS Board of Directors' Strategic Planning Documentation Revision which was ratified on the Board of Directors Meeting on December 3rd.

Build SFU

- Gather feedback for soft changes (post-construction related - interior decor, art, job opportunities within the building) and present the results to the Build SFU General Manager to provide FCAT students with ownership of the Build SFU Project

FCAT

- Create FCAT Faculty Student Union Constitution and by-laws with DSU Presidents
- Publicize all FCAT Rep "Out of Office" Hours using all SFSS social media platforms continuously and consistently throughout the semester
- Help FCAT DSUs in promoting their events with my personal network and/or with SFU and SFSS outlets whenever possible

Food Bank

- Develop a portfolio including stakeholders contact information, minutes, and general documentation archive for ease of information access in future years

Granting

- Publish Granting Visual Aid Working Group findings (as compiled by the General Office) by Clubs Days
UPDATE: This unfortunately did not come to be on account of delays on my part
- Acquire concrete funding for clubs, DSUs, constituency groups audio visual requests from the Student Engagement Fund (in light of the unexpected threefold increase of audio-visual fees on Summer 2014)
- Develop a clear template for a Membership Memorandum (incorporating meeting dates, grant submission timelines, frequently asked questions) to be circulated by future Granting chairs on a semesterly basis
- Create a manual (including calendar/timeline, tasks and responsibilities, routine checklist, tips) for future Granting chairs to read through
- Send Granting approved and revised AP-12 Policy to CPR

SFSS Shorts

- Develop workflow for the long-term sustainability of SFSS Shorts
- Provide an SFSS Shorts video with an overview of SFSS Governance Details prior to the elections

Vancouver

- Establish a potential workflow (yearlong calendar, list of tasks, responsibilities) for future SFSS Vancouver Liaisons

Misc

- Implement a self-sustaining Volunteer Recruitment and Retention Program for all SFSS initiatives that require volunteers
- Have designated voting stations at all campus areas (Vancouver, Surrey, Burnaby) for Spring 2015 Elections
- Conduct WebSurvey wherein students can vote for the type of workshops they would like the SFSS to hold in the future
- Ensure that are least 2 SFSS workshops offered at the satellite campuses
- Engage students in a WebSurvey wherein they can vote for the type of workshops they'd like to the SFSS to hold in the future

Along with my Office Hours and outreach initiatives, these will serve as an anchor of how I prioritize my time in the four short months left for my term.

I may not accomplish all goals noted, but in my final report, I shall surely indicate the endeavours I have taken to achieve the aforementioned.

Further Documentation

Thank you kindly for taking the time to read my Fall 2014 Semester Work Report.

If you are interested in seeing further documentation for my work, please notify me via email to set up a time for us to meet and run through the documentation together.

Cheers! And here's to more success and selfies as we begin 2015 and I enter the closing months of my term.