

Call to Order – 4:18 pm April 29, 2015 | MBC 2294

The Board of Directors acknowledged that the meeting was being conducted on Unceded Coast Salish Territories, which included the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people to the current knowledge of the Society.

1. Appointment of the Chair

MOTION BOD 2015-04-29:01

Bueckert

Be it resolved to appoint Rebecca Langmead as chair of BOD 2015-04-29

CARRIED

2. Roll Call of Attendance

Board of Directors

President.....Chardaye Bueckert
Vice President External Relations Darwin Binesh
Vice President Finance..... Adam Potvin
Vice President Student Life
Vice President Student Services Zied Masmoudi
At-Large RepresentativeRebecca Langmead
Faculty Representative (Applied Sciences) Ben Rogers
Faculty Representative (Arts & Social Sciences).....Brady Wallace
Faculty Representative (Communication, Art & Technology)..... Shirin Escarcha
Faculty Representative (Environment)..... Tesicca Truong
Faculty Representative (Health Sciences).....Ayla Kooner
Faculty Representative (Sciences).....Deepak Sharma

Society Staff

Build SFU General ManagerMarc Fontaine
Campaigns, Research, and Policy Coordinator Pierre Cassidy
Executive Director..... Colleen Knox
Minute Taker Dion Chong

Guests

Incoming President Enoch Weng
Incoming Vice President External Relations Kathleen Yang
Incoming Education Representative Melissa Lee
Incoming Applied Sciences Representative Corbette Gildersleve
Incoming Communications, Art, and Technology Representative.....Salathiel Wells
Incoming At-Large Representative Shipra Sharma

Regrets

Vice President University Relations Moe Kopahi
Faculty Representative (Business)Shadnam Khan
Faculty Representative (Education) Katie Bell

Leave of Absence

At-Large RepresentativeJeremy Pearce

3. Adoption of the Agenda

MOTION BOD 2015-04-29:02

Escarcha

Be it resolved to adopt the agenda as presented.

Added: Appointment to VP Academic Search Committee, announcements from the Executive Director, NEB Research Assistant Hiring Committee discussion, SSOC recommendation, Build SFU Survey results, IEC Summer Work.

Removed: Strategic priorities

CARRIED AS AMENDED

4. Ratification of Regrets

MOTION BOD 2015-04-29:03

Wallace

Be it resolved to ratify regrets from:

Vice President University Relations..... Moe Kopahi (*family responsibility*)
Faculty Representative (Business) Shadnam Khan (*out of town*)
Faculty Representative (Education) Katie Bell (*out of town*)

CARRIED

5. Matters Arising from the Minutes

MOTION BOD 2015-04-29:04

Escarcha

Be it resolved to receive and file the following minutes omnibus:

ADV—2015-04-02 | AFAC—2015-04-07

BOD—2015-04-08, 2015-04-22 | BUILDSFUSAC—2014-10-20

CPR—2015-03-23, 2015-03-30, 2015-04-13 | CSC—2015-04-09

EXEC—2015-04-13, 2015-04-27 | FASC—2015-04-02, 2015-04-09, 2015-04-16

GC—2015-04-01 | SCC—2015-03-03

SSOC—2015-04-27

CARRIED

Abstention Bueckert, Binesh

6. Appointments/Resignations

MOTION BOD 2015-04-29:05

Escarcha

Be it resolved to appoint Brady Yano—incoming Vice President University Relations—as the preferred student to sit on the VP Academic Search Committee

The SFU VP Academic has announced that they would be stepping down by August 2016. The university-mandated search committee includes 16 representatives, with only one student position. In conversation of the Graduate Student Society University Relations Director, it was felt that the GSS had little interest in serving on the search committee.

The terms of reference for the committee allow for the SFSS President, Vice President External Relations, or a designate to serve on the committee. The President felt that Yano (né Wallace), with their breadth of experience in liaising with the university at various levels, would be an ideal candidate to serve on the committee on behalf of both undergraduate and graduate students.

CARRIED

Abstention: Wallace

**7. Reports from Society Directors, Committees, Representatives,
Delegates**

MOTION BOD 2015-04-29:06

Escarcha

Be it resolved to receive and file the BOD Report of 2015-04-29

A director questioned whether there would be any consequences for failure by board members to complete the weekly work reports, as well as how any such consequence relates to the proposed deletion of the timesheet system.

As the policy was relatively new, a director expressed interest in recommending that CPR consider a schedule for reprimands in failing to complete the work reports, particularly in light of the proposed schedule of deductions already being recommended from CPR.

In the past, directors had not been punished for stating during a meeting that they did not have updates. If the Board wished to enforce a schedule of stipend deductions, clear guidelines would have to be produced on the content necessary within a weekly report. The board was reminded that the weekly written reports arose as a recommendation from the staff, and it was incumbent upon the Board to hold themselves accountable.

The membership retained the power to request an update from any member of the Board at any time.

It was raised that financial penalties for failing to complete the report would not meaningfully encourage directors to attend meetings, but rather provides them with a method to buy their way out of attending meetings.

Directors were questioned as to why they did not fill out the report. In one case, the due date conflicted with both exam preparation and incoming board orientation. During weeks where semester reports were due, it was likely that people would not submit a weekly report at the same time.

CARRIED

MOTION BOD 2015-04-29:07

Potvin

Be it resolved to refer to CPR the matter for stipend reductions for late and missing board updates

CARRIED

8. New Business

a. Workshops Survey Results and Next Steps

MOTION BOD 2015-04-29:08

Kooner

Be it resolved to file the 2015 Workshop Feedback Survey

The Communications, Art, and Technology Representative had been working with the Student Union Resource Office [SURO] to create and administer a survey on the types of workshops being provided by the SFSS. The results of the workshops were attached.

Volunteer management was a major area of interest, particularly with the introduction of the SFU Co-Curricular Record. Satellite interest membership was also interested in more workshop programming.

The SURO and the Communications, Art, and Technology Representative were recognized for their work in this regard.

CARRIED

b. Vancouver - Advertising Corkboard

MOTION BOD 2015-04-29:07

Truong

Be it resolved to have the Shirin Escarcha—Vancouver Liaison and Chardaye Bueckert—President, sign the following memorandum of agreement regarding an SFSS Advertising Corkboard in Harbour Centre

The Communications, Art, and Technology Representative, as the Board's Vancouver Liaison, had been working with SFU Vancouver in creating space for a corkboard on the campus to advertise SFSS initiatives. The MOU draft states that the Vancouver Liaison or the Vice President University Relations would be responsible for updating the corkboard once a semester at minimum.

The Communications Coordinator had not been involved in the discussions, but at present there was no means for membership engagement at the Vancouver campus, and opportunities to enhance communications on the campus could be handled by the Vancouver liaison and the Communications Coordinator.

There would be no cost to the SFSS for the corkboard installation.

CARRIED

c. SSOC—Surrey Space Expansion

MOTION BOD 2015-04-29:08

Sharma/Amended Sharma

~~*Whereas SSOC 2015-04-27 recommends the following:*~~

~~*Be it resolved to support the Surrey Space expansion/renovation.*~~

~~*Be it further resolved to approve of up to \$75,000 from the Space Expansion Fund for the aforementioned project.*~~

~~*Be it further resolved to appoint Deepak Sharma—outgoing Sciences Representative/Surrey Liaison and incoming Vice President Student Life—and Brady Yano—incoming Vice President University Relations—to work on finalizing the Memorandum of Understanding with SFU, lead the consultation process, and finalize this project.*~~

SSOC met on Monday to discuss the preliminary plans for enhanced Surrey study and lounge spaces, and made the recommendation above to the Board. Surrey Campus Committee members were unable to attend the board meeting to motivate for the renovations. The project was at a stage where the drafting of a Memorandum of Understanding was necessary with SFU. SFU would like to see some commitment from the SFSS on the project before proceeding to draft such a document and this would occur after approved funds, as well

as a mandate for the Surrey Campus Coordinator and the incoming Vice President Student Life to continue working on the matter.

It was felt that the matter should be reviewed by the incoming board as opposed to the current Board, unless the matter was time sensitive. Further, the Board had yet to review working drawings or quotes yet was being asked to approve a lump sum of funding.

The board continues to be in favour of space expansion on satellite campuses, and would review the matter once the incoming board was in place.

MOTION WITHDRAWN

9. Discussion

a. Concert Finances

The Board members had received a breakdown of concert finances internally. The Vice President Finance provided a presentation on key findings.

- Revenue
 - Ticket sales less than half of budgeted and significantly less than sales from the Fall Kickoff concert
 - Average ticket prices were lower than that of the Fall Kickoff
 - The Business Representative was recognized for the quality of the ticket revenue and control mechanisms.
 - Sponsorship revenue was minimal, with no SFU contribution.
- Expense
 - Roughly half of the budget was for artists costs
 - Fencing security and facilities were predictable and on target
 - Facilities were estimated, given outstanding invoices
 - Expenses were lower than budgeted but were still offset by the low revenue generated.

The Vice President Finance expressed that, if \$20,000 in revenue was the benchmark, that artist procurement should not exceed this number. High artist costs compared to revenue resulted in the highest loss seen at any SFSS concert. While the concert was seen as valuable to the membership if executed correctly, there should be strict control and recommendations to the next board, as the losses from the current year were problematic. They further recommended more diversity in the musical talent, with more notable indie rock performers as opposed to minor local talent.

The logistics of how the line item overage would be rectified was discussed at length by the board, including the minimal impact on the Society's financial position, and the impact to members equity.

A director expressed that the incoming Board would not have an opportunity to budget for any large scale events through the lessons learned from the Spring Jam concert, as budgeting was already complete. Further, the Board lacks any ability to measure feedback and stimuli that caused the significant revenue gaps between the two concerts.

MOTION BOD 2015-04-29:09

Rogers

~~Whereas the 2013-2014 fiscal year had one large scale event with profit and one largescale event with loss, whereas the 2014-2015 also had one event with a net profit and one event with a net loss;~~

~~Be it resolved to recommend to CPR to limit largescale events to one per year.~~

The Campaigns, Research, and Policy Coordinator recommended limiting the amount of policies being created, particularly when the Board has already requesting reductions in the policy manual while simultaneously adding policies.

FAILED

It was felt that the concert should be treated as a learning opportunity. The project lead would be leaving a report for the incoming Vice President Student Life with the lessons learned, recommendations, and the process for hosting such events. This event was considered by the project lead to be an outlier financially, with a number of issues that were outside the hands of the society that impacted concert finances.

A director expressed concern that the \$53,000 loss was greater than the advocacy, food bank, and bursary contribution budgets combined. They also raised that directors were unaware of the magnitude of the loss until recently and requested that more stringent controls be put in place for any future events. Additionally, the low sponsorship amount was questioned.

The Vice President Student Services, as the project lead for the Spring Jam, wished to be present for the meeting which resulted in the delay in the financial presentation. Further, the Finance Office only provided the finalized document on ticket revenues reconciliation this week.

Question was raised on whether it was the place of the board to host large scale events. The financial breakdown that was presented did not include Board stipends nor the opportunity cost of work on the concert that could instead have been redirected to services directly to the membership.

Concerts were not seeing a constant financial improvement, but rather progress has been extremely variable. Gauging feedback has been difficult and the organization still was unaware of which strategies or decisions contributed to the loss or the profits from the past number of events. Further, the Events and Promotions Committee has no continuous staff support. The Society would have to consider investment into feedback mechanisms that could serve to inform future decisions relating to large scale events.

While a director considered the losses absurd, the concerts were one of the few society initiatives that directly impacted over 1000 members of the Student Society.

All concert volunteers were recognized for their work.

Concert report will be completed by end of next week.

b. Build SFU Survey

A memorandum on the Build SFU survey/consultation has been prepared by the Build SFU department to fulfill requirement for final stipend as set by the Board. The Build SFU Working group prepared the questions of the survey which was sent to all active undergraduates with the goal of determining the key topics of interest from the student body as they related to Build = Approximately 800 comments from 500 students were received, with a total response rate of 7.1% of the UG student population, which was beyond statistical significance.

Highlights of Results:

- How informed students feel
 - 58% were moderately or very, 11% not at all informed—likely higher than percentage with knowledge of the SFSS. Given constant turnover of undergraduates, Build SFU was satisfied but would continue to work to enhance student knowledge.
 - This will help to contextualize the types of comments received, as differing levels of project knowledge resulted in different concerns being raised.
- Topics of greatest interest
 - Project cost—could mean total project cost, the cost and schedule of the levy—more work could be done to enhance financial transparency.
 - Environmental sustainability—unsure if this is a measure of support or concern, but feedback seems to indicate that students were unaware that Build SFU was being designed at the LEED Gold standard and the implications of such a standard.
 - Stadium—third highest topic, but had a significant number of concerns and comments raised. The Society would have to review the stadium component.
 - Communications to Students—vast majority selected emails as best option, which contrasted with complains received regarding the sheer number of emails received by students.

Survey was built in a brief manner to allow for a phase two survey over the summer that focuses on the main issues of concern as identified within the first survey. The new board could also choose to make changes based on this data alone. This provides opportunities and options for the next board on how to proceed.

c. NEB Research Assistant Hiring Committee

Interviews were being set up by the NEB Research Assistant Hiring Committee. Given the progress of the hiring committee at this stage, and the desire to avoid transitioning to someone else mid-interviews, the current Environment Representative requested Board support to remain on the hiring committee past the end of their term.

MOTION BOD 2015-04-29:10

Binesh

Be it resolved to appoint Tesicca Truong as the BOD designate for the NEB Research Assistant Hiring Committee following the conclusion of their term as a Board member.

A director felt that the incoming board should have the opportunity to make the appointment. However, the matter was considered time sensitive, particularly since the position was meant to be a summer job and has already been pushed back as a result of staffing changes at the GSS (the sudden loss of the GSS Executive Director). Further, this was a GSS hiring committee as opposed to an SFSS committee.

The Board was reminded that they had also appointed non-Board members to non-SFSS positions which extend beyond May 1st, such as the case of Dean Search Committees.

The incoming Board of Directors members present at the meeting did not express any opposition to the current Environment Representative continuing their role on the GSS hiring committee on behalf of the SFSS. The incoming board would have the opportunity to decide whether to have Truong continue to serve through the probationary period, although the incoming Environment Representative has already been briefed on the details of the position and process.

CARRIED

Abstention: Truong

d. IEC Summer Work

The Chief Electoral Officer requested that the Board suspend a policy in order to allow the CEO to be remunerated for work completed outside the election period. They interpreted the end of the election period to be upon the submission of the Election Report, and viewed unnecessary postponing of report submission to be unethical and administratively difficult.

They expressed an interest in working on a number of deficiencies and issues identified by the current and previous CEOs, including policy review/revamp and reduction in departmental redundancies. CEOs past and present have identified various issues which could not be rectified during the electoral period when the department is at capacity, and the lack of remuneration for work completed outside the electoral period has generally resulted in Chief Electoral Officers vacating their position immediately after general elections. This has an effect of requiring the department to restart each year and spend excessive time and resources to set up and face the same structural and policy issues year after year. The CEO indicated that they could not dedicate the time and resources to creating holistic change without being remunerated for their services to the Society.

The Board was reminded that, in a recent IEC survey, nearly 80% of the membership responses perceived student involvement and enhanced voter turnout to be priorities for the IEC.

Board members had varying opinions on the matter. Some felt that the work identified by the Chief Electoral Officer fell outside of the department's mandate and that it would be better served through a part time position hired through the CRP Office. Others felt that the Board had already authorized additional hours and that the CEO could continue to work until such time that the approved hours were exhausted, while the CEO was uncomfortable with charging for future work back onto the budget of the previous fiscal year. Still more directors felt that the next board should have the ability to make the decision on whether or not to approve additional hours from their budget.

The CEO indicated that without a mandate from Board they would not be working on further matters beyond the exit report.

MOTION BOD 2015-04-29:11

Bueckert

Be it resolved to recommend to CPR in the incoming SFSS board to eliminate R-12.17a

It was expressed that the policy in question did not have to be suspended, as no policy inhibits the Board from providing hours for work outside of the election period. All the board would need to do is approve a certain number of hours for work.

The CEO could revisit the matter with the incoming board upon submission of the matter.

The CEO was thanked for their service and a director hoped they would continue their work for the Student Society into the next fiscal year.

10. Announcements

a. Executive Director Announcement

The Executive Director expressed that this would be the last full Board of Directors that they would be working with, and expressed their appreciation for the entire board and for all volunteers for their contributions to the organization, recognizing that the impact that such involvement has on academics.

11. New Business Continued

a. New Board Orientation

MOTION BOD 2015-04-29:12

Potvin

Be it resolved to approve the reallocation of \$7000 total sourced as follows:

From:

\$3,500 from 797/17 Communications Job Development

\$1,750 from 911/24 Women's Centre Admin Assistant Wages

\$1,750 from 911/27 Out on Campus Admin Assistant Wages

To:

814/20 Board Orientation

All funding was sourced from excess departmental capacity. As the orientation for the 1516 year was being conducted during the 1415 year, the decision was made last minute to ensure that money was allocated and to ensure that the auditors were aware that this was a conscious decisions.

For budgeting in the future, it would be important to begin budgeting accordingly if the incoming board orientation is being conducting within the budget of the outgoing board. The Executive Director has emailed the respective Coordinators of the departments, and expressed discomfort with conducting such budgetary changes without consultation with the affected bodies.

CARRIED

Abstention: Bueckert

12. Announcements Continued

a. Executive Director Search and Hiring Committee Update

The Executive Director Search and Hiring Committee conducted long list interviews at the offices of the executive search firm yesterday. On 2015-05-04 and 2015-05-05, shortlisted candidates would be visiting the campus to meet with the outgoing Executive Director and members of the union and search committee. A followup session would be conducted between the search committee and the outgoing Executive Director, and then with union representatives.

The Union has appointed Kurt Belliveau, Sabiha Jukic, and Pierre Cassidy as their representatives.

13. In Camera Session

MOTION BOD 2015-04-29:13

Rogers

Be it resolved to move the meeting in camera with management

CARRIED

MEETING MOVED EX CAMERA

MOTION BOD 2015-04-29:14

Be it resolved to recommend to the incoming SFSS Board to terminate the contract with the SFU Ombudsperson

Be it further resolved to task the incoming and outgoing VP Services to draft a memo outlining the SFSS' rationale for termination"

CARRIED

14. Notices of Motion

MOTION COUNCIL 2015-XX-XX:XX

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Be it resolved to amend CP-3.2 to read:

~~An external~~ *The Council chair shall receive a \$75 honorarium per meeting chaired. The external chairperson shall continue to chair Council meetings during in camera sessions and is bound by all rules governing in camera sessions.*

MOTION BOD 2015-XX-XX:XX

/

Whereas CPR 2015-04-13 recommends the following;

Be it resolved to replace "VP Finance" as the chair of the Accessibility Fund Advisory Committee with "Vice President Student Services" in SO 9-2.

Be it further resolved that the "VP Student Life" be named as the second executive officer named to the committee.

MOTION BOD 2015-XX-XX:XX

/

Whereas CPR 2015-04-13 recommends the following;

Be it resolved to amend AP-10 as amended,

Be it further resolved to amend AP-10.2 of the proposed AP-10 to read:

Clubs membership shall be open to all members in good standing of the Society.

Club initiatives and events may be open to all members of the university community at the discretion of the club.

MOTION BOD 2015-XX-XX:XX

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Whereas CPR 2015-04-13 recommends the following;

Be it resolved to delete SO-16.14.

MOTION BOD 2015-XX-XX:XX

/

Whereas CPR 2015-04-13 recommends the following;

Be it resolved to replace the word "net", in the last sentence of AP 7-5: "is equivalent of 3 months of the Society's *net* annual operating expenditures" with the word "gross"

MOTION BOD 2015-XX-XX:XX

/

Whereas CPR 2015-04-13 recommends the following;

Be it resolved to delete R 2-5 & R3-6 & delete the word "timesheet" in AP 24-8

MOTION BOD 2015-XX-XX:XX

/

Be it resolved to append the following to AP 24:

9. *If a director is more than 10 minutes late to the scheduled start time of a committee or Board meeting without ratified regrets, their stipend shall be deducted \$10.*
10. *If a director is absent from a committee meeting without ratified regrets, their stipend shall be deducted by \$20.*
11. *If a director is absent from a regularly scheduled Board meeting without ratified regrets, their stipend shall be deducted \$40.*
12. *ratified regrets, their stipend shall be deducted \$40.*
13. *Work reports not written by their respective deadlines (September 30th, January 31st, and 10 business days following the end of the fiscal year) will result in a stipend deduction of \$50.*

MOTION BOD 2015-XX-XX:XX

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Be it resolved to delete AP-24.5 and amend AP-24.4 such that it reads:

Remuneration to Board members shall be in the form of semi-monthly payments. Payroll processing will occur on the first business after the 15th, and the first business day of the following month.

- a) *payments through Board of Directors respective financial institutions will occur within 2 business days following the processing date.*

15. Attachments

BoardWeeklyReport2015-04-29.pdf

SFSS Budget Reallocation - BoD Orientation.pdf

SFSS Workshop Survey Results_04_22_15.pdf

Election Work Memo.pdf

Vancouver - Harbour Centre Corkboard Memorandum.pdf

16. Adjournment 6:15pm

MEMORANDUM OF UNDERSTANDING

The Vancouver liaison shall be in charge of the maintenance of the board.
"Maintenance" shall be defined as:

- The upkeep of the board every (4) months
- Ensuring all events incorporated on the corkboard are SFSS events - indicated via presence of the SFSS logo

Regulations

SFSS Elections Posters are not permitted

In the case that no Vancouver Liaison exists for the year, the Vice President University Relations of the SFSS Board of Directors shall serve as the keeper of the corkboard.

SFU Vancouver Administration serves the right to remove the corkboard and content should they feel that maintenance is faulty, as described above.

Signed

SFSS President


Chardaye Bueckert

SFSS Vancouver Liaison


SHIRIN ESCALCHA

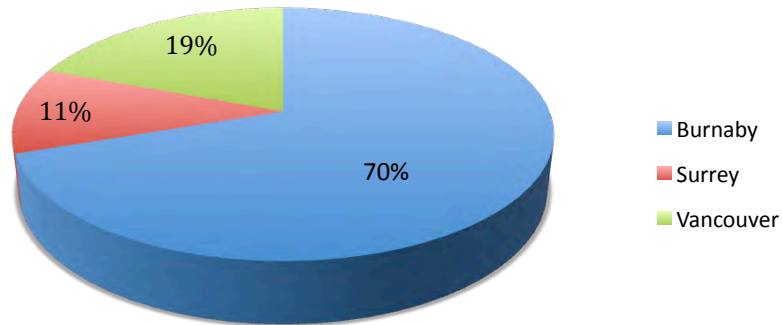
SFU Vancouver Coordinator, Campus & Community Engagement


KAMILAH CHARTERS - GABROEK

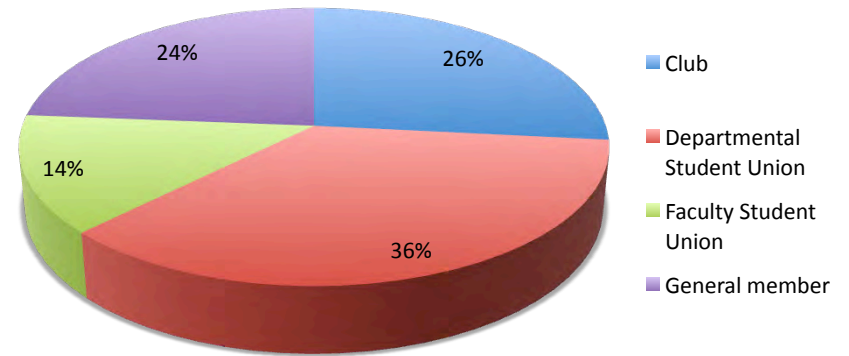
Date: APRIL 16/2016

SFSS Workshop Survey Results - April 22, 2015 (109 respondents)

Workshop Location Preference



Type of Student Groups



Q1. Are you in a club or student union? Please choose the following options.

Club	37
Departmental Student Union	50
Faculty Student Union	19
General member	33

Q2. Where are you based? Please choose one of the following options.

Burnaby	91
Surrey	8
Vancouver	10

Q3. Have you attended any of the workshops put on by the SFSS in the past?

Yes	50
No	59

Q4. Which workshop? Please select all that apply

Standard First Aid	4
Food Safe level 1	8
Financial Literacy (Fluency)	9
Tax Clinic	6
SFU Student Governance	6
Nuts and Bolts training workshop	35

Q5. How has it benefitted you?

Found out how the banks were ripping me off

Never been

Taught me how to do some of the basic tasks needed to perform my position well.

Learned about credit

Valuable information- wasn't too expensive Really appreciated what I learned

Food Safe is super useful for holding events with food. And is very applicable to anything else. (Handling food personally and finding a job related to food)

I can try being a better treasurer and secretary for my DSU.

I've obtained a better understanding of the role of the DSU and its relationship with the SFSS as well as a clear grasp of DSU's accounts.

(Also Worksafe) Nuts and Bolts is a good introduction and overview of SFSS governance, and roles with DSUs etc.

Taught me how the SFSS works and how to manage my DSU

It has helped me get my food safe and let me do events with food involved.

It hasn't but the survey is set up wrongly, answering Q4 is mandatory regardless of my answer to Q3.

Given me a better idea of how the SFSS functions as a governing body.

Now, I am more aware of how I need to deal with food. The knowledge I learnt helps me whenever I hold fundraising event (ex. Viet Sub Sale) for my Vietnamese Student Association club at SFU.

As a DSU president, the Nuts and Bolts workshop was a valuable introduction to my resources, my role, and the SFSS structure. All of the above workshops interest me, but for various reasons I have been unable to attend more of them. Food Safe and First Aid are valuable elements on a resume, and as a student having just left home, tax and financial clinics are great resources to learn the basics they didn't teach us in high school.

Gained new skills

Better understand the finance aspect of managing a dsu

I did not know they had workshop?

I'm more aware of the basics so it certainly helps to have this knowledge.

Greater knowledge of the system and who to go to for help.

Helped me figure out how to fill out the reimbursement form.

Gave me a better understanding of the structure of a student union.

I understand my role as a council member better.

Tools to handle finances strategies for working on our goals

Helped me with working as a newly elected executive in the FSU.

The workshop taught me the fundamental principles of SFSS as an organization. It provided me with the knowledge to fulfill my position in my DSU as well as general knowledge of the structural organization of the SFSS.

It taught me a lot about the politics and rules of the DSU I am a part of. This information was critical to my DSU and I would not have learned it unless I had attended the workshop. Very valuable.

It allowed me to take on my role as a treasurer for HSUSU.

Showed me the framework of how the SFSS functions.

Learned proper protocol for meetings and writing minutes.

I had no prior experience running a student union, and this helped provide background information on how to run meetings and plan larger scale events.

Understanding the rules of how to run a student union helped in my role as president.

I'm more confident that I know what I'm doing

I took the Mental Health First Aid. It was very informative.

Yes!

Valuable information

Taught me how to do some of the basic tasks needed to perform my position well.

Learned about credit

Valuable information- wasn't too expensive Really appreciated what I learned

Q6. Would you be interested in attending workshops on the following topics?

Roberts Rule of Order	33
Event planning	64
Introduction to designing promotional materials	57
Sponsorship	58
Volunteer Management	48
Dietitian and Healthy food	45
Action and Activism	46

Q7. Please add any additional workshop suggestions you have here:

Mental health first aid

Anti-oppression/anti colonialism, countering group hierarchies/imbbalances

Anti-oppression/ diversity workshops!

New digital marketing techniques

First Aid and Food Safe

None from Q6, most seem superfluous, and I believe are offered through other areas of SFU already. I don't believe that some are necessary (e.g., designing promotional materials). Volunteer Management could be a good one though.

Along the lines of Food Safe and SFA, what about Fitness Theory?

First Aid Training and Certificate programs

Workshop on navigating SFSS bureaucracy and services would be nice.

First Aid

Finance workshops/budget planning

Time management for students Time management for DSUs/execs/community members Promoting involvement Setting and pursuing goals

SFU history and culture

Serving it Right

First Aid and CPR

Skills that look good on resumes

I would like to try the first aid workshop. Do you think we can get more workshops with certificates, like a Serving it Right?

N/a

Writing a resume and cover letter.

Serving it right would be good.

How to have more students come to events catered by clubs/DSUs/FSUs -Conflict resolution

Writing Agendas. A cooking workshop perhaps?

Cooking

N/a

Intro to coding/wordpress

Although SFU career services provides some workshops they often have a high fee and their job fares are skewed toward IT. It would be great if the SFSS did a career workshop for each faculty or talked about internships. Pathways to get into student governance (lots of people don't know how). How to navigate the SFU administration for Financial Aid, Withdrawals, taking courses at other universities would be good for 1st/2nd year students.

Mental health first aid

Anti-oppression/anti colonialism, countering group hierarchies/imbbalances

Anti-oppression/ diversity workshops!

New digital marketing techniques

Q8. What time of day would work out best for you to attend a workshop?

Morning (9:30-12:00)	15
Afternoon (12:30-4:00)	39
Evening (4:30-7:00)	54

Q9. Is there any other information about our current workshops that you would like to share with us?

I had no idea of Food safe and First Aid being offered by the SFSS, nor do I even know where to find out how to sign up for these workshops.

Saturday workshops! Make it a thing!

I've never seen an advertisement for any of the workshops listed in Q4. Probably need to increase advertising

n/a

Nuts and bolts should be revamped to make it more engaging and informative for individuals joining clubs and groups

It would be helpful to diversify the location of the workshops, as most of them are mainly located at Burnaby campus.

Not currently

I would like to know when is the Standard First Aid workshop. Can we take workshops for the Standard First Aid and get a certificate as well? Where can I see the workshop schedule?

I have planned to attend several workshops in the past and have not been able to due to date, time, ect. I would suggest offering workshops more than once a year/semester. Perhaps twice a semester for First Aid and Food Safe, if there is a demand for it.

First aid and food safe are great because certifications are recognized, but your other workshops are boring.

None

I have been completely unaware of the existence of the First Aid ones, so better promotion most likely needs to be done.

Perhaps arrange it on a weekend if possible? Usually weekdays people have classes and such and transit can be slow during busy times of the weekdays.

n/a

No

Q10. Where would you like to see the SFSS workshops organized in the future?

Burnaby

76

Surrey

12

Vancouver (Harbor Center, Woodward's and 611 Alexander St.)

21

Operating Budget Amendment Form Budget Reallocation

Submission Date: (MM/DD/YY) _____

Budget Amendment Initiator/Dept.: _____

Approving Body: (FASC/BOD) _____

Please fill out only for a budget reallocation. The account number and description can be obtained from the SFSS Finance Office. Please provide a copy of this form to the Minute Taker for inclusion in the minutes.

FROM:

Account Number _____ / _____ & Description _____

Amount: \$ _____

TO:

Account Number _____ / _____ & Description _____

Amount: \$ _____

Budget Reallocation Rationale: (Attach any other supporting documentation)

Budget Reallocation Motion:

BIRT FASC/Board/Executive approve the reallocation of \$_____ from

line item _____ / _____ to
(description) (account #)

line item _____ / _____
(description) (account #)

MEMO

Subject: CEO request for further stipended work

To: The Board of Directors

Date: Wednesday April 29th, 2015

Current trends in how elections are organized limit the IEC to its minimum obligations. The strengthening of elections and the department as a whole requires considerable work to be put in. Yet, improvements to the electoral process are difficult if not impossible to do during an electoral period as the IEC is often operating at capacity. This has been an interest expressed by the SFSS in the past, by my predecessors, and is apparent in preliminary results from the Elections Feedback Survey conducted this April. However, the truth is that Historical trends and procedures prevent this from occurring. R-12:17a prevents the CEO from working outside of the elections period. Effectively preventing any further development of the department from occurring. R-12-18 grants the Board of Directors the discretion to make adjustments to these hours as deemed necessary. However, It should be noted that my predecessor Stephanie Munez expressed concern in her exit report about the micro-management of hours for an Independent Electoral Commission, concern which I support. Policies such as R-12:17a carry an assumption that the IEC does not have that much to do. This runs contrary to the interest within the student society to see the IEC take on a bigger role. Further work for the Electoral Commission can be defined in two areas, the first is in correcting issues and concerns that currently exist, and the second in exploring opportunities for further growth and involvement.

Pending Work:

- The tabulation and evaluation of the results from the Candidate and Elections Surveys, which currently have 14 and 532 responses respectively.
- Working internally and with the Accessibility project worker to identify how elections is inaccessible to students with disabilities, a fact which has been brought up directly to the IEC this semester.
- A review of our debate structure and specifically how we handle audiovisual. This has been an issue that is difficult to address in the moment during an election.
- A full review of internal policies and SFSS Electoral policies to identify where they originate from, why they are there, and wether they are still appropriate or inhibit

- elections. It is necessary for the IEC to understand how it operates and how it fits within the student society in order to function properly.
- Developing an internal guide, and orientation program for the IEC. These do not exist.
- Developing job descriptions, currently they are nonexistent and this fact inhibits student involvement in the department.
- Working with the Campus Liaisons to identify further opportunities for engagement and promotion from an electoral standpoint. Many students at Surrey and Vancouver expressed concern about not knowing about the elections due to a lack of promotion.
- Working with the Vancouver Liaison, and SFU Vancouver to explore the feasibility of using the Teck Gallery Space for debates, currently we do not have access to a visible space for debates at that Campus.
- Working with CPR and other bodies to further establish a set of information sessions for candidates and potential board members. This year's pilot project was improvised and logistically difficult but incredibly valuable.
- Develop our Campaign and Promotional resources to establish a unified approach and brand. Identify other promotional options for future elections.
- Redevelop the IEC website to make it more functional, accessible and user friendly.

Further Opportunities:

- Examine other Student Society Electoral Bodies to identify potential opportunities for improvement and get an understanding of how we operate in comparison to our peers.
- Increase the visibility of the IEC, through participation in Clubs Days, the development of Promotional Videos, or Class-room presentations.
- Use Elections as a centralized feedback mechanism for the Student Society. Concern has been expressed around Board accountability, platform promise fulfillment and the success of Board initiatives. Currently the IEC is the only department with consistent access to student lists. Multiple departments conducting this kind of work can lead to miscommunication and student frustration. However, an expanded mandate also requires a new memorandum of understanding with the university.
- Investigate the long term feasibility of implementing in-person polling of some kind simultaneously with on-line polling.
- Get involved with the Elections Canada pilot project on campus in some capacity as a learning and visibility opportunity.
- Being a part of the conversation on governance reform to ensure that any modifications carry with them the adequate functional electoral policies.

- Work with student groups and organizations to increase voter turnout and candidacy accessibility for marginalized or under-involved and under-represented groups. Further the involvement and visibility of the IEC so students know who we are, what we do, and how to get involved.
- Assist, support, or organize FSU elections following consultation with the involved groups. The Student Union Organizer has expressed concern about his ability to facilitate them independently and neutrally support them properly due to his existing workflow. As large organizations FSUs would benefit from good electoral practices and the right resources.
- Work with other departments to improve the visibility of information for the student population. Students have expressed concern about being uninformed or keep out of the student society.
- Work with the Board and the Communications Department on the development of our own student database and its applicability and use for electoral purposes. Potentially with the aid of an IT person this can be followed up with the establishment of our own voting system that is more suited to our needs than web survey is.

This list is not by any means a fully comprehensive look at where the IEC could improve or grow. As is obvious, there is considerable work required and opportunities to be taken. However, none of this work is currently possible under the current structure of the Department. As a result, I would request that the board facilitate the further development of the Electoral Office by myself, and my department. This is achievable through either a specific increase in hours under R-12-18. However, this means that the operation of the IEC is still restricted by proxy. On the other hand, a suspension of R-12:17a would permit me to work at my discretion on improving the Independent Electoral Commission over the entirety of my term.

The financial remuneration for this work would come from 2000\$ conditionally approved at FASC pending approval from Board for the IEC to work over the summer. If work continues into the Fall semester it would come from the existing Stipends amount allocated for that semester. However, this would only be done so long as it does not inhibit the ability of the IEC to perform its core duties in the event of a referenda in the Fall Semester. Any amounts not utilized would carry over into further semesters and be used to organize the following Election in the Spring Term. The suspension of R-12:17a would allow me to work without interruption from semester to semester throughout my term.

The motion recommended by myself is thus as follows:

Whereas the CEO 2015 has identified areas of concern, growth and improvement for the Independent Electoral Commission.

Whereas the CEO 2015 has expressed interest in furthering the role and efficacy of the Independent Electoral Commission.

Whereas R-12:17a CEO Volunteer hours restriction prevents these issues from being addressed.

Whereas the CEO 2015 has recommended the suspension of R-12:17a CEO Volunteer hours restriction.

Be it resolved to suspend R-12:17a CEO Volunteer hours restriction until 2015-11-30 to allow for the development and expansion of the Independent Electoral Commission.

The policies cited in this memo are the following:

R-12:17. In recognition of services rendered, the Chief Electoral Officer shall receive a stipend.

R-12:17a. It may be for up to one hundred fifty (150) volunteer hours during any election period.

R-12-18. The Board may increase the maximum number of volunteer hours eligible for stipend allotment following a request by the Chief Electoral Officer.

BOARD REPORTS

Prepared for BOD 2015-04-29

President

- Leading Executive Director Hiring Committee. Long list interviews taking place April 28.
- Participating in hiring committee for Accessibility Review Project Worker
- Continuing to liaise with Alliance of BC Students and Advanced Education Spokesperson regarding legislation to protect students living on campus from arbitrary rent increases and to ensure minimum living conditions
- Finalizing advocacy campaign portfolios for the BC Open Textbook, Transit Referendum, and anti-international undergraduate tuition increase campaigns I led
- Arranging for a student representative on the SFU Vice President, Academic Search Committee
- Transition meetings with new President and select incoming Executives
- Working on exit report and procedural manual
- Staffing work (confidential)
- Legal work (confidential)
- Administrative work - organizing files, organizing emails, signing minutes

Vice President External Relations

No report received

Vice President Finance

No report received

Vice President Student Life

No report received

Vice President Student Services

No report received

Vice President University Relations

No report received

Applied Sciences Representative

No report received

Arts and Social Sciences Representative

No report received

Business Representative

No report received

Communication, Art, and Technology Representative

- Administrative: archiving documents, labelling emails
- Writing Spring 2015 Work Report + 2014-2015 Exit Report
- Workflows/timeline for Vancouver Liaison and Granting Chair
- Organizing FCAT Representative Succession Planning sessions, including a multi-campus tour and meetings with relevant FCAT/Vancouver SFU staff
- Final preparation for Food Bank Appreciation Potluck

Education Representative

No report received

Environment Representative

- Transition meeting with Christine Dyson, the incoming Environment Representative
- National Energy Board Research Assistant (NEBRA) Hiring Committee Meeting with Persia Sayyari, GSS Advocate and Policy Advisor
- Interviews with short-listed NEBRA candidates
- Reviewing long-list ED candidates in preparation for ED interviews
- Interviews with long-list ED candidates
- Writing 2014-2015 Exit Report

Health Sciences Representative

- Met with incoming Health Science Representative Larissa Chen
- Working on Exit Report
- Working on a continuity report for incoming Health Science Representative to outline key milestones and steps to take throughout the year

Science Representative

No report received

At-Large Representative 1

- Exit report
- Transition meeting with incoming AtLarge

At-Large Representative 2

No report received

MEMORANDUM

To: Board of Directors
Date: April 30, 2015
Re: Build SFU Survey Results
cc: SFSS staff

Introduction

Following the Special General Meeting in January where the SFSS did not obtain permission from members to enter into a debenture (a loan) for the SUB and stadium, the Board of Directors passed a motion that a survey be sent to students regarding Build SFU.

An online survey was created in an effort to understand student perspectives about the project and receive guidance from students as to how the SFSS should proceed with the Build SFU project.

Research objectives

The primary goal of this survey was to learn what students perceive to be issues with the project. Through discussion by the Build SFU working group and within the department, six key topics were identified and provided to students to be ranked as priorities. These were:

- Environmental sustainability
- Expanding the project to include space upgrades at Surrey and Vancouver campuses
- Corporate sponsorship
- Separating the student union building and stadium projects
- Ownership of the student union building and stadium
- Project cost

Behind each of these topics exist opportunities for change, additional development, or improved communication. For example, environmental sustainability is already a priority for the project but may not be well understood by students, so enhanced communication may be required if students identify it as a priority. Corporate sponsorship, on the other hand, is not currently a priority for the project but could be prioritized based on student feedback.

We also took this opportunity to learn how informed students are about the project and how best to communicate with them. This information will support our future efforts at communicating with students.

It should be noted that this survey was purposefully brief and limited in depth. With the information gathered from this first survey, we have the opportunity to create a second survey to delve more deeply into selected topics.

Timeline and Methodology

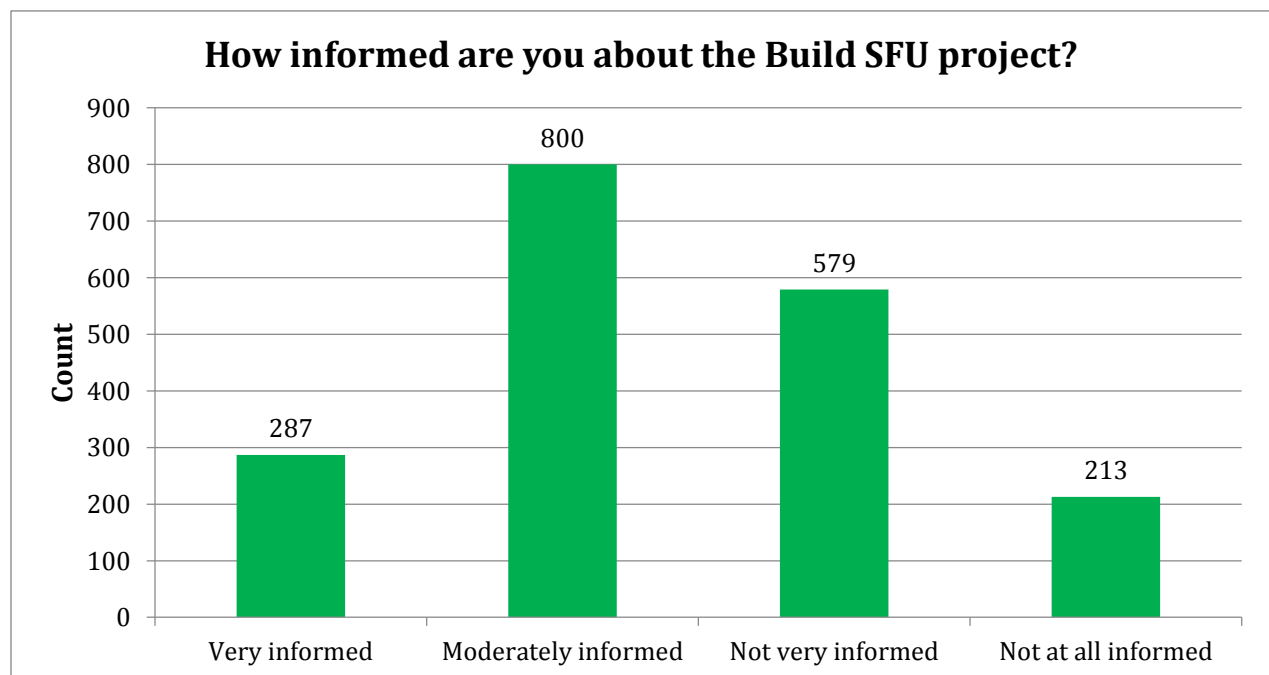
The survey was distributed by email to all 26,380 active undergraduate students on Tuesday, March 31st. This included students who were not registered in the spring 2015 semester but were eligible to enrol. Three reminder emails were sent over the following two weeks. A significant spike in responses was apparent immediately following each of the emails.

1,879 students participated in this survey, yielding an overall response rate of 7.1%. This is considered to be a statistically significant response even under a stringent confidence level of 99% and confidence interval of 3%.

In addition to answering the multiple-choice questions, about one third of respondents provided written comments. The comments are available for review and provide a sense of student voice but were not intended for detailed analysis. Many of the comments expand on concerns otherwise outlined within the six key topics provided earlier in the survey. Please contact me if you would like to review the written comments.

Findings

Approximately 58% of respondents report that they are moderately or very informed about the project; only 11% report being not at all informed. With a new group of students on campus each semester, it is to be expected that not all students will know about the project.

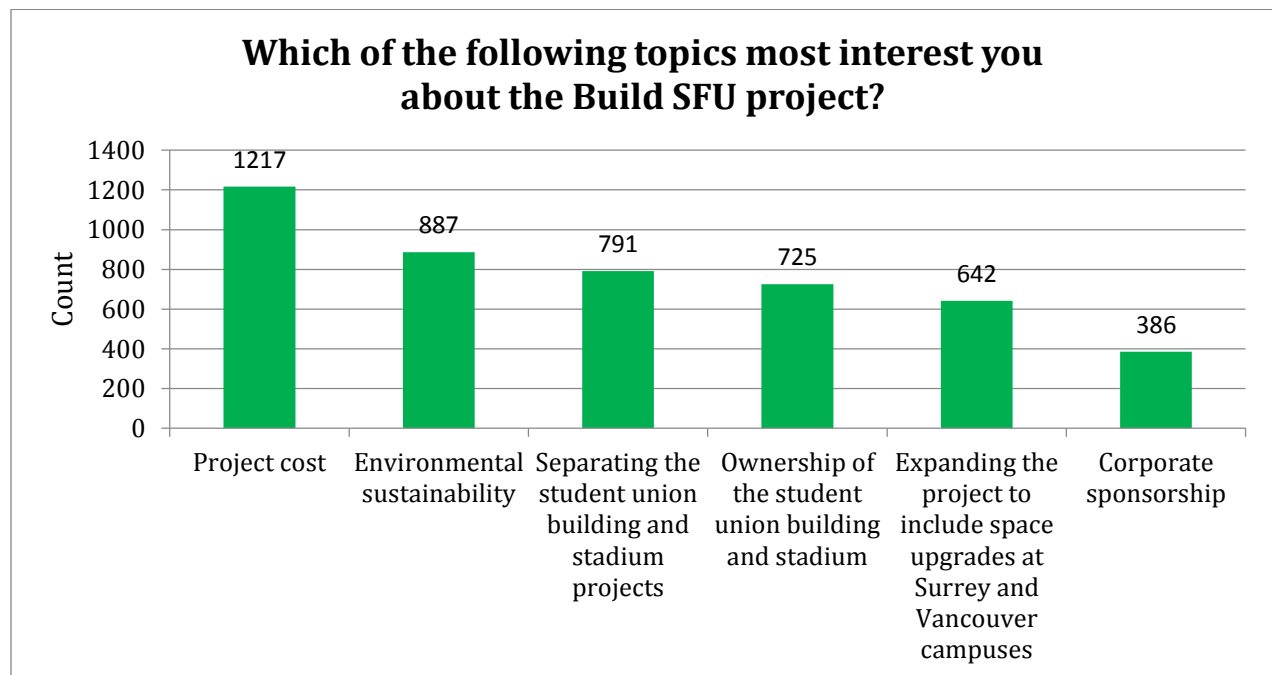


Next, students were asked to select up to three project topics that were of greatest interest to them. The top three topics were project cost, environmental sustainability, and the stadium.

Further consultation on each topic can elicit in-depth understanding of these topics; for example, we do not know whether students are aware or supportive of the current efforts towards constructing a LEED Gold certified building.

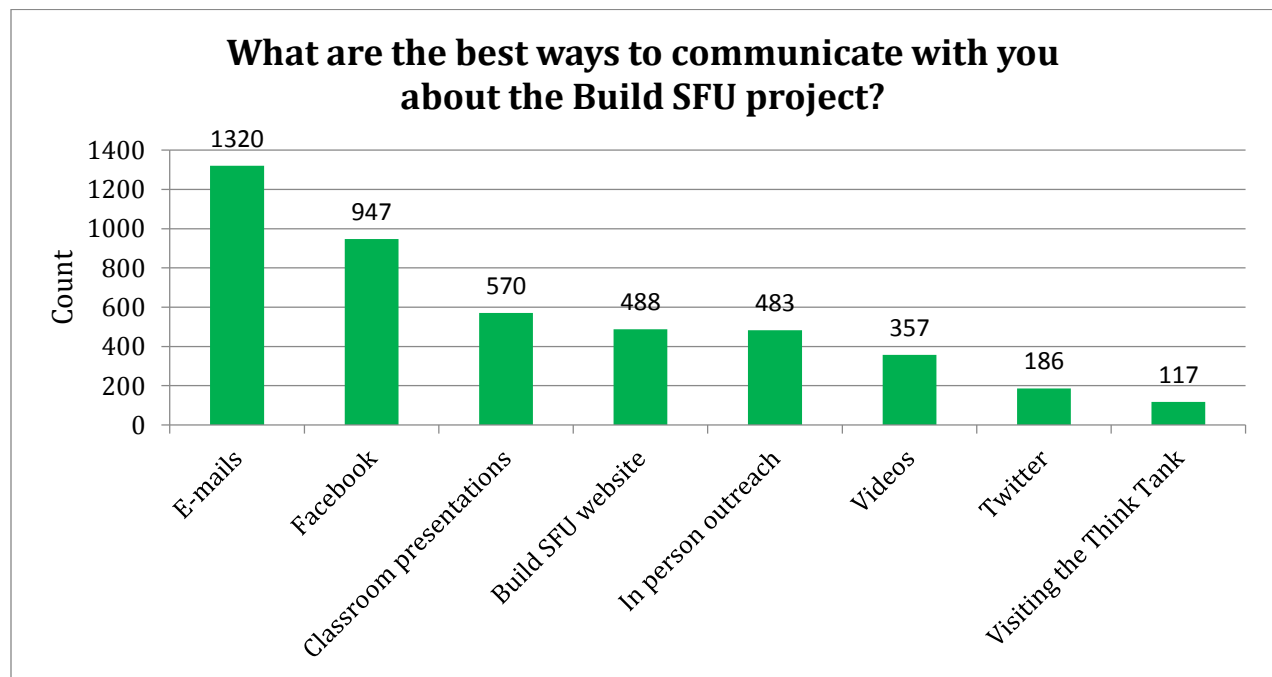
Corporate sponsorship was the least-chosen topic although it is often suggested as a means of reducing the cost of the project to students.

Which of the following topics most interest you about the Build SFU project? (Check your top 3 choices)			
Count	Respondent %	Response %	Topic
1217	65.57%	26.18%	Project cost
887	47.79%	19.08%	Environmental sustainability
791	42.62%	17.02%	Separating the student union building and stadium projects
725	39.06%	15.60%	Ownership of the student union building and stadium
642	34.59%	13.81%	Expanding the project to include space upgrades at Surrey and Vancouver campuses
386	20.80%	8.30%	Corporate sponsorship



Finally, students were asked to tell us the best ways to communicate with them about the project. Email and Facebook were preferred by a majority of respondents.

What are the best ways to communicate with you about the Build SFU project? (Check your top 3 choices)			
Count	Respondent %	Response %	Topic
1320	70.25%	29.54%	E-mails
947	50.40%	21.20%	Facebook
570	30.34%	12.76%	Classroom presentations
488	25.97%	10.92%	Build SFU website
483	25.71%	10.81%	In person outreach around campuses
357	19.00%	7.99%	Videos
186	9.90%	4.16%	Twitter
117	6.23%	2.62%	Visiting the Build SFU Think Tank, MBC 2270



Recommendations

If the Board of Directors wishes to engage in additional consultation, a second phase of this survey could seek to learn more about student concerns with project cost, environmental sustainability, and separating the student union building and stadium.

Additionally, although significant effort and resource has gone towards consultation and communication with students about the project, the results of this survey – especially the written comments – show that misinformation and confusion is a significant issue that needs to be addressed before readdressing the debenture. The Build SFU department requires improvements to our communications and outreach activities in order to more effectively inform students about the topics of greatest interest in the project.