

1. CALL TO ORDER

Call to Order – 9:42 AM

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

President (<i>Chair</i>).....	Hangue Kim
VP External Relations	Prab Bassi
VP Finance	Baljinder Bains
VP Student Services.....	Jimmy Dhesa
VP Student Life	Alam Khehra
VP University Relations.....	Erwin Kwok
At-Large Representative	Raajan Garcha
At-Large Representative	Jaskarn Randhawa
Faculty Representative (Applied Sciences)	Jeffrey Leung
Faculty Representative (Arts & Social Sciences).....	Jackson Freedman
Faculty Representative (Business)	Gini Kuo
Faculty Representative (Communications, Art, & Technology)	Juvina Silvestre
Faculty Representative (Education)	Jamie Zhu
Faculty Representative (Environment)	Yun Oh
Faculty Representative (Health Sciences)	Aarushi Sharma
Faculty Representative (Science).....	Parham Elmi

3.2 Society Staff

Chief Executive Officer.....	Martin Wyant
Campaign, Research, and Policy Coordinator.....	Pierre Cassidy

3.3 Guests

The Peak News Editor Assistant.....	Henry Tran
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3.4 Absents

At-Large Representative	Raajan Garcha
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4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2017-10-27:01

Alam/Jaskarn

Be it resolved to ratify regrets from Prab Bassi (SFSS work) and Juvina Silvestre (personal).

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2017-10-27:02

Yun/Jackson

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

- To add under New Business as 7.6: Club Social
- To add under In-Camera as 9.6: SFSS Promotions

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2017-10-27:03

Alam/Blajinder

Be it resolved to receive and file the following minutes:

- Finance Committee 2017-09-18.pdf
- Finance Committee 2017-10-16.pdf
- Accessibility Committee 2017-09-18.pdf
- Advocacy Committee 2017-10-02.pdf
- Board of Directors 2017-10-13.pdf
- Engagement Committee 2017-09-27.pdf
- Events Committee 2017-10-11.pdf
- Executive Committee 2017-10-19.docx
- Executive Committee 2017-10-23.pdf
- Surrey Campus Committee 2017-09-28.pdf

CARRIED

7. NEW BUSINESS

7.1 October 1-15, Board Work Report – MOTION BOD 2017-10-27:04

Baljinder/Erwin

Be it resolved to approve the October 1-15, 2017 Board Work Report.

CARRIED

7.2 CEO Compensation and Benefits Report – MOTION BOD 2017-10-27:05

Jamie/Jackson

Be it resolved to approve the CEO Compensation and Benefits report.

CARRIED

- No increase has occurred
- Notes:
 - CEO compensation package was reduced last year

7.3 CEO Operations Report – MOTION BOD 2017-10-27:06

Baljinder/Jackson

Be it resolved to approve the CEO Operations Report on October 27th, 2017.

CARRIED

7.4 Monitoring Report – MOTION BOD 2017-10-27:07

Baljinder/Alam

Be it resolved to approve the Compensation and Benefits monitoring report on October 27th, 2017.

WITHDRAWN

- Included by mistake

7.5 Feedback System – MOTION BOD 2017-10-27:08

Alam/Baljinder

Whereas the SFSS Board of Directors understand that feedback is an important mechanism for improvement;

Whereas no reasonable or comprehensive feedback system, which is accessible, exists for the services offered by the SFSS;

Be it resolved to designate staff to formulate and implement an online, post-service feedback form for all services, which shall include, but not limited to, sections for quantitative rating on staff friendliness, staff efficiency, and staff helpfulness and a section for qualitative feedback such as general comment.

Be it further resolved to have this form implemented by December 6 and available to students at the homepage of SFSS website, and the raw data collected to be presented by the CEO in the monthly report to the Board of Directors.

POSTPONED UNTIL THE NEXT MEETING

- Intended to formalize a consistently available feedback mechanism as it currently is on the Society's landing page of the website
 - Board would like a regular monthly report on feedback
- The Board has been receiving complaints regarding the operations of the SFSS.
- Board will meet with staff on tools to improve feedback mechanisms and will bring back to the next meeting.

MOTION BOD 2017-10-27:08-1

Baljindr/Parham

Be it resolved to postpone motion until next Board meeting.

CARRIED

Yun Oh left at 10:15 AM

7.6 Club Social – MOTION BOD 2017-10-27:09

Gini/Erwin

Be it resolved to approve up to \$1,100 for the Club Exec Social from line item 817/20 that is taking place on November 7th

CARRIED

- Proposal was sent out last week, with adjustment that the Student Union (SU) have been excluded as another engagement opportunity is being conducted

8. DISCUSSION ITEMS

8.1 Space Expansion

- Space Expansion Team looking to collaborate with SFU Surrey
- A meeting was conducted where spaces were identified for enhancement or improvement projects
 - Another meeting is being planned for the upcoming weeks
- SFSS launched a survey to learn about student needs on Surrey campus – to be received on Nov. 7/8
 - Results will be collected, analyze, and provided to SFU as a report
- Is this a collaboration with University? How is this survey different that the previous ones?
 - Board is working with the University
 - Survey is different because it is targeted to students taking at least one class on Surrey campus
 - Survey acknowledges that needs change over time, so that previous surveys may not address current environment

9. IN-CAMERA

MOTION BOD 2017-10-27:10

Baljinder/Erwin

Be it resolved to go in-camera for the remainder of the meeting.

CARRIED

9.1 FIC

9.2 Board Conduct Policy

9.3 Emergency Food bank

9.4 Stadium

9.5 Health and Dental RFP

9.6 SFSS Promotions

9.7 Course offerings

10. EX-CAMERA

10.1 MOTION BOD 2017-10-27:11

Jimmy/Alam

Be it resolved to go ex-camera.

CARRIED

11. ATTACHMENTS

- SFSS Ops Monthly Report for September 2017.pdf
- Monitoring Report - (EL-6) Compensation and Benefits October 2017.pdf
- [BOD17%2F18] October 1-15 Work Report & Committee Update.pdf
- 2007-10-08 CEO compensation and benefits memo.pdf

12. ADJOURNMENT

MOTION BOD 2017-10-27:12

Jimmy/Alam

Be it resolved to adjourn the meeting at 12:29 PM.

CARRIED

October 18, 2017

Simon Fraser Student Society
Maggie Benston Centre 2250
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6

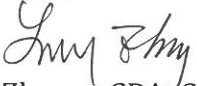
To: SFSS Board of Directors
From: Lucy Zhang, Finance Coordinator
From: Karen Atara, Administrative Supervisor

Re: Statement of CEO Compensation and Benefits

Please accept this memo as a confirmation that the compensation and benefits of the CEO, Martin Wyant, are in line with the compensation and benefits in his contract.

The CEO has not adjusted his compensation or benefits since his start date on July 6th, 2015. If you have any questions regarding this memo, please contact either Lucy Zhang or Karen Atara.

Sincerely yours,

 Oct. 18, 2017
Lucy Zhang CPA, CGA
Financial Coordinator

 Oct 18, 2017
Karen Atara
Administrative Supervisor



Internal Monitoring Report: Compensation and Benefits

I hereby present my monitoring report on your Executive Limitations policy “Compensation and Benefits” (EL-6, Page 29, SFSS Board Policies). I certify that the information contained in this report is true.

Signed: _____, Chief Executive Officer

Date: _____

Broadest Policy Provision:

The Chief Executive Officer shall not cause or allow to be caused the fiscal integrity or public image to be jeopardized by the compensation and benefits to employees, consultants, contract workers, and volunteers.

The Chief Executive Officer shall not:

Policy Provision #1:

Change the compensation or benefits of the Chief Executive Officer.

CEO Interpretation:

The provision is clear. No further explanation or interpretation is required.

Data:

See the attached memo from Lucy Zhang, SFSS Finance Coordinator and Karen Atara, Administrative Supervisor.

Status:

I report compliance.

Analysis:

No further analysis is required.

Recommendation(s):

I have no recommendations to make at this time.

Policy Provision #2:

Establish compensation or benefits that deviate materially from the geographic or professional market for the skills employed.

CEO Interpretation:

I interpret “material” to mean greater than a 10% difference between compensation and market value and “geographic market” as meaning the Lower Mainland of British Columbia.

Data:

Compensation and benefits for bargaining unit staff members is established through the collective bargaining process. Staff members are paid based on their job classification.

Compensation and benefits for excluded staff (management) members is established by letter of agreement between the employer and the employee. Since my arrival, we have only hired one member of the excluded team, the Administrative Supervisor. For this position, we reviewed the approved job description against similar positions in the Vancouver area, using online information from two relevant compensation firms.

I have been advised that compensation for the Build SFU General Manager position was based on the contract that existed at the time for the Food and Beverage Services Manager, both of which were based on a salary scale that is used by SFU’s Administrative and Professional Staff Association.

Compensation and benefits for the Chief Executive Officer are established by agreement between the CEO and the President of the SFSS. The initial employment agreement was completed with the support of the Boyden executive recruiting firm. The agreement was modified and approved by the SFSS Executive Committee in April 2017, with the support SFSS’ legal counsel.

Status:

I report partial compliance.

Analysis:

While compensation guidelines are clear for bargaining unit staff, they are less clear for members of the excluded team.

Recommendation(s):

It is recommended that the Administrative Supervisor develop a compensation and benefits policy and procedures, to be used for members of the excluded team.

Policy Provision #3:

Create obligations over a term that are greater than reasonably projected revenue.

CEO Interpretation:

I interpret “obligations” to mean employment contracts or any other binding obligations related to employment and “longer term” to mean a term that exceeds five years.

Data:

The SFSS has not executed any employment contracts that exceed five years. Should layoffs or termination be required for members of the bargaining unit, we will adhere to the language in Article 37 of our collective agreement. Should layoff or termination be required for excluded staff, we will follow the provisions in their employment agreements; should there be no such provisions, we will follow the provisions included in the Employment Standards Act of British Columbia. In either circumstance, we have sufficient funds set aside in the SFSS restricted contingency fund to cover all potential payout requirements.

Status:

I report compliance.

CEO Monthly Report: September 2017

1) Introduction

The intent of this monthly report is to provide a synopsis of key activities, events and other items that are related to SFSS service-delivery and administration.

A) Campaigns, Research, Policy

- ✓ Provided strategic support for the SFSS Annual General Meeting.
- ✓ Developed and reviewed U-Pass referendum questions.
- ✓ Continued to review standard operating procedures that are being developed for each SFSS department.
- ✓ Provided supervisory support for the Accessibility Designated Assistant.
- ✓ Developed a proposal to improve Governance Committee work to ensure that Board representatives are focused on engagement while staff are focused on policy development.
- ✓ Responded to the following support requests from Board members, staff and SFSS Board and Board committees:
 - Information regarding bylaws, policies, procedures, campaigns (5)
 - Development of new bylaws, policies or procedures (56)
 - Other (4)

B) Finance

- ✓ Performed regular payroll, accounts receivable/payable and month-end reporting functions.
- ✓ Reviewed the FNSA budget with the FNSA Treasurer.
- ✓ Met with Member Services Coordinator/Student Unions to review financial procedures.
- ✓ Completed Build SFU construction cost reconciliation.
- ✓ Completed MSP and other benefits cost allocations.

C) Communications

- ✓ Completed numerous drafts of the Annual Report for the SFSS Annual General Meeting.
- ✓ Provided support for the Fall Kickoff concert, including:
 - Scheduling daily social media posts
 - Monitoring engagement of Facebook advertisements
 - Developed access passes
 - Designed volunteer T-shirts
 - Developed tickets, flyers and poster for the Afterparty

✓ Received 68 work orders (66 completed) in the following areas:

- Promotion (19)
- Graphic Design (34)
- Photos/Videos (2)
- Web Content Management (6)
- Other (7)

Social Media Tracking

	17-Apr	17-May	17-Jun	17-Jul	17-Aug	17-Sep
Facebook Likes	10,274	10,298	10,308	10,301	10,402	10,776
Facebook Posts	16	24	13	15	27	92
Facebook Post Engagement (the sum of reactions, comments and shares received by content/post)	1,947	1,179	681	486	602	1,449
Twitter Followers	1,909	1,910	1,918	1,918	1,944	1,944
Tweets	2	2	4	4	8	8
Twitter Engagement (the sum of interactions received for your tweets: retweets, replies, quotes and likes)	17	17	3	3	15	15
Instagram Followers	311	320	320	356	543	663

D) Copy Centre

- ✓ Received 18 orders for banners for clubs, student unions, SFSS Board
- ✓ Completed banners, posters and flyers to support Fall Kickoff concert
- ✓ Continuing work on Standard Operating Procedures.

E) Surrey

- ✓ Participated in numerous meetings, including:
 - Surrey Campus Committee
 - SFU Giddha
 - Standard Operating Procedures
- ✓ Helped organize/support Surrey Week of Welcome
- ✓ Organized/staged Surrey Clubs Days
- ✓ Continuing work on Standard Operating Procedures
- ✓ Completed 113 room bookings and 50 room/equipment requests

- ✓ Types of service requests:
 - Club/DSU information: 15
 - Wayfinding: 12
 - Event planning: 7
 - Health/Dental plan: 11
 - Cheque req. support: 8

F) Out on Campus

- ✓ Recruited and trained 11 new volunteers
- ✓ Received 10 new sign-ups for the Out on Campus newsletter
- ✓ Received approximately 50 visits to the Out on Campus space
- ✓ The new Administrative Assistant (Karlie) started
- ✓ Reorganizing and cataloguing office resources
- ✓ Developing a list of resources that may be useful for students (mental health support, finances, etc.)
- ✓ Provided support to the SFSS Women's Centre until the new Coordinator was recruited
- ✓ Continued work on Standard Operating Procedures

G) SFSS Student Centre (formerly the "GO")

- ✓ Provided extensive event planning for many clubs, including the following:
 - Calvary Worship Campus Vibe
 - Chinese Undergraduate Association
 - Bangladesh Student Association
 - Indian Student Federation

- ✓ Returned to full staff complement by end of September
- ✓ Assisted in the training and orientation of the new Member Services Coordinator/Events
- ✓ Managed in-person ticket sales for the Fall Kickoff concert
- ✓ Approved 154 club grants, 247 room bookings, 30 facilities requests and 36 AV requests
- ✓ Staged a successful Clubs Days event
- ✓ Processed 259 Food Bank Submissions

H) Women's Centre

- ✓ No report for September due to turnover of Women's Centre Coordinator
- ✓ Paola Quiros begins her new role as Womens' Centre Coordinator in early October

I) Build SFU GM

- ✓ Posted the “Request for Expressions of Interest” for use of student suites in the Student Union Building (SUB)
- ✓ Prepared all necessary documentation for the progress draw request for the SUB construction project
- ✓ Demonstrated the SUB virtual reality program during SFSS Clubs Days
- ✓ Finalized transfer of food court leases in support of the SFSS space surrender agreement
- ✓ Completed and submitted a briefing note regarding the proposed stadium project
- ✓ Completed additional standard operating procedures related to progress draws, administration, finance and project management
- ✓ Provide support for the Annual General Meeting
- ✓ Completed professional development related to leadership skills
- ✓ Continued work on SUB transition plan

J) Administration/HR

- ✓ Developed job descriptions for the IEC Chief Electoral Officer and IEC Electoral Commissioners
- ✓ Provided support to 3 hiring committees

- ✓ Provided orientation for 4 new employees and for the new Chair of Council
- ✓ Continued work on Standard Operating Procedures
- ✓ Organized and supported the SFSS Annual General Meeting

K) Student Union Organizer

- ✓ Participation in Clubs Days in Burnaby and Surrey
- ✓ Planned and booked workshops for self-defence and first aid.
- ✓ Continuing the development of a Canvas course for clubs/SU's orientation
- ✓ Meetings regarding the following items:
 - Finance procedures in the Member Services/Student Union department
 - Co-curricular record
 - Canvas course development
 - Standard operating procedures
 - Student engagement coordination
 - Granting reform
 - Hiring of Communications Assistant
- ✓ Reviewed and approved 19 grant requests
- ✓ Provided orientation and support for the new Outreach Worker

L) Member Services Coordinator/Events

✓ Kick Off Concert:

- Attended numerous planning meetings with SFSS and SFU
- Participated in numerous event debriefings
- Submitted event debrief report
- Created new account to use the Square app to enable credit card payments from all campus locations

✓ Imagus:

- Reviewed and recommended approval of the Imagus contract
- Set-up banner in Convocation Mall
- Learned how to hire students for the event

✓ Winter Craft Fair:

- Learned how to communicate by e-mail with registered vendors
- Updated vendor e-mail list

✓ Club Events:

- Helped Chinese Undergrad Association plan their ice-breaker

M) CEO

- ✓ Developed job description for Operations Manager
- ✓ Completed the recruiting for the new Women's Centre Coordinator, Paola Quiros
- ✓ Completed Financial Conditions monitoring report
- ✓ Started a review of internal financial procedures, roles and responsibilities
- ✓ Reviewed new design for the proposed Stadium project; attended design open house
- ✓ Continued review of SFSS departmental SOPs
- ✓ Initial meeting to explore the possibility of a "preference management" platform for the student union building
- ✓ Participated in risk assessment consultation regarding the Highlands Pub; met with SFU and SFSS representatives to discuss booking procedures for future student events in the pub
- ✓ Developed a draft of hiring practices procedures for SFSS
- ✓ Attended the SFU mental health committee meeting

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
October 1-15, 2017

ADVOCACY

The advocacy committee met on October 2nd to discuss the campaigns planned for the following semester. We discussed the Stretch and Connect initiative, our sexual violence campaign and our translink campaign. We tabled at SFU's #ItTakesAllofUs event hosted by the Sexual Violence Office. We tabled alongside the SFSS Women's Centre and the SFSS Out on Campus table.

ACCESSIBILITY FUND

This committee did not meet during this time.

EVENTS

The committee met to on October 11, 2017. We discussed the Fall Kickoff (debrief), SAAC tailgate event, and future Fall semester events. Event leads were assigned to all Fall events. Motion to host Halloween Pub Night on October 26 in the Highland Pub was passed.

FINANCE & AUDIT

This committee did not officially meet at this time period. The group met informally to discuss the next steps for the SFSS Budget Consultations.

GOVERNANCE

The committee met to discuss uploading our Society bylaws and related documents to the BC Societies registry per statutory requirements. A discussion also began regarding Board conduct to which we are now pursuing. The outreach proposed in lieu of a complete set of bylaws remains in the works with staff.

NOMINATION

This committee has completed committee recruitment and majority of committees are full.

STRATEGIC ENGAGEMENT

The committee did not meet during this time period.

SURREY CAMPUS

The committee did not meet during this time. The SCC Events sub-committee met to discuss the Spring pub night and the Halloween Movie Night. The proposal for the Halloween Movie Night will be brought to the next SCC meeting.

VANCOUVER CAMPUS

The committee met to discuss the details of the Halloween Movie Night at the Harbour Centre Campus and our schedule for feedback & engagement activities at both the Woodward's and Harbour Centre Campuses. The Halloween event is determined to occur on October 25th from 6-8pm. Students could enter from 5:30-6pm, and we will start the movie at exactly 6pm. Our engagement hours will begin on October 18th, and will be organized every two Wednesdays from 2-3pm.

SFSS BOARD WORK REPORT

This report reflects the Board work from
October 1-15, 2017

PRESIDENT

Named SFSS Committee Work & Action Items

- [October 2] Finance and Audit Committee
- [October 2] Advocacy Committee
- [October 5] Executive Committee
- [October 13] Board of Directors Meeting

Meetings & Action Items

- [October 2] Board Member Check In- VP Finance
- [October 2] Exec Follow Up- VP Finance
- [October 2] Mental Health Discussion
- [October 2] Student Interested in Hosting a Pub Night
- [October 3] SFU President Petter Monthly Meeting
- [October 4] Food Bank Program- CEO + SFU Student Services
- [October 5] Stadium Project
- [October 5] SFSS Website
- [October 5] SFSS Credit Card
- [October 10] Concert Debrief with SFU
- [October 10] Pub Night Planning with SFU
- [October 10] JOG Agenda Prep
- [October 10] Mental Health Committee- SFU Director of Health and Counselling
- [October 10] VP Finance- Criteria/Evaluations
- [October 12] SFU SSEAF- Bursary
- [October 13] SFU Vice Provost
- [October 13] Surrey Space Expansion- SFU Executive Director, Surrey Campus
- [October 13] Engineering Science Student Society
- [October 13] RFEOI Student Union Building Review
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Projects

- Surrey Space Expansion
- Emergency Food Bank Program
- Board Development Sessions
- Mental Health Service
- Fraser International College
- Board Conduct Procedures
- Tax Services Program

Office/Engagement Hours

- Available by request at the Surrey, Burnaby, and Vancouver Campus. Please contact president@sfss.ca to schedule an appointment.

Events

- [October 3] SFU Budget Consultations
- [October 4] BASS Mentorship Program Launch Event

Administrative

- Emails
- Reviewing minutes, preparing agenda items, and finishing reports

VP STUDENT SERVICES

Named SFSS Committee Work & Action Items

- [October 4] Vancouver Campus Committee
- [October 5] Executive Committee
- [October 13] Board of Directors Meeting

Meetings & Action Items

- [October 3] Ombudsperson Search Committee Interviews
- [October 4] Ombudsperson Search Committee Interviews
- [October 4] Meeting to discuss member engagement
- [October 10] Health and Dental RFP Meeting

Projects

- Health and Dental RFP
- Ombudsperson Search Committee
- African Descent Festival Performance Choreography

Office/Engagement Hours

- [October 3] Stretch and connect

Events

- [October 13] African Descent Festival SFSS Performance

Administrative

- Emails
- Reviewing minutes, preparing agenda items, and finishing reports

VP EXTERNAL RELATIONS

Named SFSS Committee Work & Action Items

- [October 2] Advocacy Committee
- [October 4] Vancouver Campus Committee

- [October 5] Executive Committee
- [October 6] Governance committee
- [October 13] Board of Directors Meeting

Meetings & Action Items

- [October 2] Mental Health Sub-committee meeting
- [October 2] Meeting with UBC AMS
- [October 2] Meeting with UVSS
- [October 12] Meeting with UBC AMS + UVSS

Projects

- Fall Provincial Lobby Days
 - Oct 30- Nov 1
 - Contacting all relevant Ministers
- Advocacy Translink Campaign
- U-Pass Referendum
- Mental Health Strategy
- Sexual Violence Office Government Funding
- Rental Rights for Student Housing
- Needs based grants funding

Office/Engagement Hours

- [October 13] Active Bystander Network 'It takes all of us' event
- Available by request at the Surrey, Burnaby, and Vancouver Campus. Please contact vpexternal@sfss.ca to schedule an appointment.

Events

- [October 4] SFSS September/October Birthday Bash
- [Oct 13] African Descent Festival

Administrative

- Emails
- Reviewing minutes, preparing agenda items, and finishing reports
- Prepped for Advocacy committee meetings
- Phones calls
- Research for projects

VP FINANCE

Named SFSS Committee Work & Action Items

- [Oct 2] FAC Working Group Meeting
- [Oct 5] Executive Meeting
- [Oct 13] Board Meeting

Meetings & Action Items

- [Oct 2] Meeting with President
- [Oct 2] Meeting with President
- [Oct 2] Meeting with Finance Staff
- [Oct 4] Birthday Bash
- [Oct 10] Meeting with President
- [Oct 12] Meeting with Applied Sciences Representative
- [Oct 12] Meeting with Communications Coordinator and VP University Relations
- [Oct 13] Build SFU Meeting
- [Oct 13] Meeting with Mentees
- [Oct 13] Meeting with President, VP Student Life, Business Representative, CEO, and Finance Coordinators
- [Oct 15] Meeting with VP Student Life

Projects

- SFSS Budget Consultations
 - Finalized online survey. Choosing dates for targeted consultations.
- SFU Budget Consultations
 - Researching on feedback.
- SFSS Credit Card Policy
 - Waiting on staff to draft the new policy.
- Committee Expenditure Policy
 - Set up times with committee chairs to find a solution.
- SFSS Bursaries
 - Reviewed documents created by VP University Relations and Finance Coordinator.
- SFSS Board and Director Evaluations
 - Waiting on approval from Board.
- SCC Halloween Event
 - Assisting in planning.
- SCC Pub Night
 - Assisting in preliminary planning.
- SFSS Fund Analysis
 - Reviewed SFSS funds and put item on FAC agenda.
- Build SFU
 - Working with the committee on confidential matters.
- Stipend Reduction Schedule
 - Updated the policy and will be bringing it to FAC.
- Financial Monitoring Report
 - Reviewed document.
- Board Office Policy
 - Reviewed document made by VP University Relations and made recommendations.
- SCC Facebook Page
 - Delegated tasks to subcommittee members.

Office/Engagement Hours

- BASS Mentorship Mentee Meeting
- Meeting with students
- Appointment available via vpfinance@sfss.ca

Events

- [Oct 4] BASS Mentorship Program Launch Party

Administrative

- Emails
- Reviewing minutes, preparing agenda items, and finishing reports
- Reviewed F/S
- Approved payroll
- Completed check requisitions

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

- [Oct 4] Vancouver Campus Committee
- [Oct 5] Executive Committee
- [Oct 5] Events Committee (Board Members Only)
- [Oct 11] Events Committee
- [Oct 13] Board of Directors Meeting

Meetings & Action Items

- [Oct 2] Met Kevin Kumar
- [Oct 3] Post concert review
- [Oct 4] SAAC tailgate
- [Oct 4] Meeting to discuss member engagement
- [Oct 5] Blueprint phone call
- [Oct 5] Blueprint post-concert
- [Oct 6] Post-Kickoff Final Budget
- [Oct 10] Concert debrief prep
- [Oct 10] October Pub Night
- [Oct 10] SFU/SFSS Concert debrief
- [Oct 10] Halloween Pub Night
- [Oct 11] SAAC tailgate
- [Oct 11] UNHCR Meeting w/ Ashley
- [Oct 11] Twelve West Meeting
- [Oct 12] Redbull Meeting
- [Oct 13] Showpass Demo
- [Oct 13] Halloween Pub Night Prep
- [Oct 13] Meeting with Reem
- [Oct 13] Kickoff Finance Meeting
- [Oct 15] Halloween Pub Night Finances

Projects

- SAAC Tailgate/Pre-Game Social Event
- Halloween Pub Night

Office/Engagement Hours

- [Oct 13] Active Bystander Network Tabling
- [Oct 13] #ItTakesAllOfUs Tabling
- Available by request at the Surrey, Burnaby, and Vancouver Campus. Please contact vpstudentlife@sfss.ca to schedule an appointment.

Events

- [Oct 13] African Descent Festival

Administrative

- Emails
- Reviewing minutes, preparing agenda items, and finishing reports

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

- [Oct 2] Finance and Audit committee
- [Oct 5] Executive committee
- [Oct 6] Governance committee
- [Oct 13] Board meeting

Meetings & Action Items

- [Oct 3] SFU President Petter Monthly Meeting
- [Oct 3] SFU VP Students & International meeting
- [Oct 3] CRPC meeting
- [Oct 3] CEO meeting
- [Oct 4] effective member engagement meeting
- [Oct 5] SFSS credit card meeting
- [Oct 10] CEO meeting
- [Oct 11] GSS meeting
- [Oct 12] Communications office meeting with VP Finance
- [Oct 12] SFU FAAS bursary meeting
- [Oct 13] Space expansion meeting with SFU Surrey Director

Projects

- Bursary funding (meeting with SFU staff for more information; awaiting compilation to be sent to us)
- Foodbank program (drafted vision document for SFU; collecting information on programs at other Universities)
- Surrey space expansion (first meeting with SFU Surrey administration was held)
- Governance-membership engagement (awaiting CRPC and Events Coordinator proposal)
- Board conduct procedures (briefing note drafted)

- Sexual violence policy (letter drafted by At Large representative with GSS; awaiting SFU response)
- Budget consultations (met with Communications Coordinator with VP Finance; awaiting Board feedback to launch)
- SFU Budget consultation (compiled document information for dissemination to members)
- Student sex worker resources list (awaiting SVO Director to familiarize themselves with SFU before moving forward)

Office/Engagement Hours

- Office hours are by appointment. Please email vpuniversity@sfss.ca
- [Oct 2] Stretch and Connect break
- [Oct 4] Stretch and Connect break

Events

- [Oct 13] Active Bystander Network 'It takes all of us' event

Administrative

- Responded to and read emails, prepared agenda for Governance committee, read meeting minutes
- Compiled previous VPUR reports for App Sci representative to consolidate
- Organizing SFU Sexual Violence Prevention and Support Office's disclosure training and Student Learning Commons report writing training sessions for Board development meeting on October 20th
- Drafted briefing note on Board conduct procedures
- Compiled known information on bursaries alongside Finance Coordinator
- Developed Food Bank Program vision document

AT-LARGE REPRESENTATIVE (GARCHA)

Named SFSS Committee Work & Action Items

- Surrey Campus Committee
 - SCC Pub Night & SCC Halloween Event discussion
- Advocacy Committee
- Governance Committee
 - Working on a board conduct policy

Meetings & Action Items

- [Oct 2] Meeting with CEO and President
- [Oct 2] Advocacy Meeting
- [Oct 6] Governance Committee
- [Oct 12] SCC Events Meeting
- [Oct 13] Surrey Space Expansion Meeting

Projects

- Surrey Space Expansion Project

- Met with SFU to discuss a joint effort for space expansion at the Surrey campus
- Created timeline for survey release, consultation period, and final proposal
- Will be holding site tours at Surrey campus in the next two weeks to look at potential space
- SFSS Sexual Violence Policy
 - Drafted a letter to SFU with the GSS
 - Currently awaiting response
- Surrey Pub Night
 - Drafting proposal + contacting artists
- #ItTakesAllOfUs Event
 - Organized volunteers + tabled
- Angel Tree
 - Was lead on this project last year; provided info to this year's lead and assisted in the proposal creation and ideas

Office/Engagement Hours

- [Oct 13] African Descent Festival Performance
- Office hours are by appointment. Please email atlarge1@sfss.ca .

Events

- [Oct 13] #ItTakesAllOfUs event

Administrative

- Sending/reading emails
- Reading minutes, preparing SCC agenda, bi-weekly reports

AT-LARGE REPRESENTATIVE (RANDHAWA)

Named SFSS Committee Work & Action Items

- [October 13] Board of Directors Meeting
 - Tax Services Program update

Meetings & Action Items

- [Oct 11] Events Committee
- SUB RFEOI Review

Projects

- Surrey Space Expansion Project
- Tax Services Program
- Research on Rec Pass

Office/Engagement Hours

- Office hours are by appointment. Please email atlarge2@sfss.ca

Events

- N/A

Administrative

- Sending/reading emails
- Reading minutes, preparing agenda, bi-weekly reports

APPLIED SCIENCES REPRESENTATIVE (Jeffrey Leung)

Named SFSS Committee Work & Action Items

- Surrey Campus Committee:
 - [October 6] Events meeting (as chair)
 - Introduced the committee to the SFSS Events Coordinator
 - Discussed the Halloween Event
 - Discussed the Pub Night
 - [October 12] Events meeting (as chair)
 - Discussed the Halloween Event and Pub Night
 - Set deliverables and deadlines
- Governance Committee:
 - [October 5] Meeting
 - Discussed the mandatory Societies Act transition
 - Discussed possible new Board policies

Meetings & Action Items

- Board of Directors:
 - [October 13] Meeting
 - Discussed the project of external and internal document collection and organization
- Computing Science Student Society:
 - [October 11] Meeting
 - Provided update on FAS Formal
 - Provided update on FASSU discussions
 - Provided notice of the upcoming referendum
- Engineering Science Student Society:
 - [October 5] Meeting
 - Introduced myself
 - Discussed the planning and results of the AGM
 - Discussed the previous and next Council meeting
 - Discussed the upcoming FASSU and FAS Formal meetings
- Mechatronics Systems Engineering Student Society:
 - [October 3] Meeting

- Discussed banner printing
- Introduced myself
- Discussed the upcoming FASSU meeting and asked for questions or concerns

Projects

- FAS Formal:
 - [October 11] Meeting (as chair)
 - Discussed the event details, timeline, team, attendees and funding model
 - Assigned roles for organizers
 - Set action items for research and planning
 - Met with various team members to keep them updated and to assign tasks
- File Organization and Storage:
 - Collected and organized semester reports from previous Directors
- Effective Member Engagement:
 - [October 4] Meeting (as chair)
 - Discussed the problem of members not engaging enough in student groups
 - Discussed possible long-term, stable over transition, and equitable solutions
 - Decided to gather consultation and feedback

Office/Engagement Hours

- Stretch and Connect:
 - [October 2] Stretch activity
 - Participated in stretches
 - Encouraged students to join the activity
 - [October 4] Stretch activity
 - Encouraged students to join the activity
- UNICEF SFU:
 - [October 4] Meeting
 - [October 11] Meeting

Events

- N/A

Administrative

- Read and commented on documentation
- Read and responded to emails
- Reviewed agenda items, minutes, and supporting documents

ARTS & SOCIAL SCIENCES REPRESENTATIVE (J. Freedman)

Named SFSS Committee Work & Action Items

- [Oct 5] Events Committee (Board Members Only)
- [Oct 13] Board of Directors Meeting

Meetings & Action Items

- [Oct 3] Post concert review
- [Oct 4] SAAC Tailgate Event Planning Meeting
- [Oct 4] Meeting to Discuss Member Engagement
- [Oct 9] FASS Meeting
- [Oct 9] Met with President of SASS
- [Oct 10] Met with President and Dep Rep of PSSU
- [Oct 11] SAAC Tailgate Event Planning Meeting

Projects

- Classroom Presentation Campaign
 - Continued development of document to inform slideshow regarding student involvement on campus and within the society.
- Winter Festival
 - Began planning for the proposed Winter Carnival; drafted proposal

Office/Engagement Hours

- [Oct 4] Stretch and Connect Break

Events

- N/A

Administrative

- Worked through emails, answered questions, communicated with students
- Prepared for meetings and reviewed documents

BUSINESS REPRESENTATIVE

Named SFSS Committee Work & Action Items

- [Oct 2] FAC Credit Card Policy Working Group Meeting
- [Oct 5] Events committee meeting- board only
- [Oct 11] Events committee meeting
- [Oct 13] Board Meeting

Meetings & Action Items

- [Oct 6] Fall Kickoff Finance Meeting
- [Oct 6] Events committee clubs/SU social working group meeting
- [Oct 11] Events committee meeting- SAAC event
- [Oct 12] Fall Kickoff Sponsor meeting

Projects

- Events planning

- Clubs and SU social
- November carnival (exam relief)
- Fall Kickoff Sponsor report
- Halloween week events calendar

Office/Engagement Hours

- [Oct 4] SEC Stretch Break
- [Oct 13] BASS Mentorship Program Mentee Meetings

Events

- [Oct 4] BASS Mentorship Program Launch Party

Administrative

- Read, send and reply to emails
- Prepare for board, events and FAC meeting by reading agendas and attachments

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE
(Jovina Silvestre)

Named SFSS Committee Work & Action Items

Accessibility Committee

- Reviewed the agenda and documents for the next meeting

Vancouver Campus Committee

- Drafted the proposal for both the member engagement schedule and the Halloween Movie Night plan; they were passed at the meeting

Meetings & Action Items

- [October 2] Mental Health Discussion Meeting
- [October 4] Vancouver Campus Committee Meeting
- [October 7] FCAT DSU President Meeting

Projects

- FCAT Formal - Organizing Committee Recruitment
- Mental Health Services and Strategy Plan

Office/Engagement Hours

- Available by appointment at the Woodward's, Harbour Centre, and Burnaby campuses; please contact fcatrepsfss.ca

Events

- Not applicable

Administrative

- Responding/sending emails
- Reviewing documents, meeting minutes, preparing VCC agenda, event proposals

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Strategic Engagement Committee
 - Committee did not meet during this time
- Advocacy Committee
 - Discussion of Translink survey
- Accessibility Committee
 - Discussed steps moving forward for transcribing SFSS events

Meetings & Action Items

- [October 2] Advocacy Committee
- [October 2] Accessibility Committee
- [October 6] SFU Search Committee
- [October 11] Education Student Association Meeting
- [October 13] Board of Directors Meeting

Projects

- Education Peer Mentorship
 - Planned and scheduled next mentorship event with ESA

Office/Engagement Hours

- Office hours available upon request, please email edurep@sfss.ca

Events

- N/A

Administrative

- Reviewing minutes, preparing agenda items, and finishing reports

ENVIRONMENT REPRESENTATIVE

Named SFSS Committee Work & Action Items

- FAC committee
- Governance committee

Meetings & Action Items

- Board meeting
- FAC meeting
- Governance meeting

Projects

- Safe walk program
- Faculty trip for fall
- Outreach programs for DSUs

Office/Engagement Hours

- Emails
- DSUs meetings

Events

- None

Administrative

- Emails
- Phone call
- Group meeting
- Dsus

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

Events

Discussed the leads for each event proposed
Discussed Tailgate event
Discussed Halloween Pub night/looked at the proposal
Created Proposal for Angel Tree Project

Advocacy

Discussed It takes all of us event
Discussed the advocacy initiatives for the year
Worked on Translink Survey questions with working group

Meetings & Action Items

[October 2nd] Advocacy Meeting
[October 2nd] Mental Health Committee Meeting
[October 4th] Informal Events Meeting
[October 11th] Events Committee Meeting
[October 13th] Board Meeting

Projects

Translink Proposal for Advocacy Committee
Translink Survey for Advocacy Committee
Angel Tree Proposal
Mental Health Working Group

Office/Engagement Hours

Available for Office hrs by appointment via email healthrep@sfss.ca

Events

[October 13th] ItTakesAllofUs Event

Administrative

Read meeting agendas and attachments

Answered emails and reviewed older proposals

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- [October 2] Advocacy Committee
- [October 13] Board of Directors Meeting

Meetings & Action Items

- [October 5] Stadium Project
- [October 13] RFEOI Student Union Building Review

Projects

- Science Peer Mentorship
- Engagement
- Open Educational Resources
- Stretch & Connect
- Freebie Friday

Office/Engagement Hours

- [October 2] Stretch and connect
- [October 3] Stretch and connect
- Office hours available upon request, please email sciencerep@sfss.ca
 - Skype meetings are also available, please email for more information

Events

- N/a

Administrative

- Emails
- Reviewing minutes, preparing agenda items, and finishing reports