

## 1. CALL TO ORDER

Call to Order – 9:30 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
Administrative Assistant .....	Zoya Nari

### 3.3 Guests

The Peak News Editor Assistant .....	Aaron Richardson
Council Chair.....	Kia Mirsalehi
Hi-Five Coordinator .....	Natalie Morin

### 3.4 Regrets

At-Large Representative.....	Raajan Garcha
Faculty Representative (Environment).....	Yun Oh

## 4. RATIFICATION OF REGRETS

### 4.1 MOTION BOD 2017-11-10:01

**Baljinder/Jackson**

*Be it resolved to ratify regrets from Raajan Garcha (academic) and Yun Oh (academic).*

**CARRIED**

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION BOD 2017-11-10:02

**Jaskarn/Alam**

*Be it resolved to adopt the agenda as presented.*

**CARRIED**

## 6. MATTERS ARISING FROM THE MINUTES

### 6.1 MOTION BOD 2017-11-10:03

**Gini/Jaskarn**

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

- Accessibility Committee 2017-10-16.pdf
- Board Of Directors 2017-10-27.pdf
- Council 2017-09-20.pdf
- Events Committee 2017-10-18.pdf
- Events Committee 2017-11-01.pdf
- Executive Committee 2017-10-27.pdf
- Executive Committee 2017-11-02.pdf
- Finance Committee 2017-10-23.pdf

**CARRIED**

## 7. PRESENTATION

### 7.1 Hi-Five

- Background information
  - Started in 2013 with the Health and Counselling Services with a focus on general engagement and Mental Health Advocacy
  - Has been implement at UVIC, with a different name but with the same mandate, in Tokyo, and Dubai
- Statistics for 2016-2017
  - Received an attendance of over 100 for Clubs Days and general events
- Most Mental Health resources are internal for members; currently looking to expand to Staff and Faculty and work under SFSS
- Volunteers
  - Consists of 20 individuals
  - All receive Mental Health training to recognize signs and offer appropriate resources
    - They are NOT trained to be counsellors
- Current posters are for safe space, Hi-Five is looking to promote a stigma free space
- Hi-Five requests from SFSS (but still wishes to use the Health & Counselling resources):
  - Use of social media platforms for promotions

- Funding
- Increase involvement with SFSS as a department of the SFSS
- Budget involves:
  - Monthly outreaches
  - Volunteer training and appreciation
  - Promotions
  - Coordinator Position
    - Hours are tracked and are accessible
  - Me Week
- Not considering to be a club as Hi-Five wishes to be a movement

## 8. NEW BUSINESS

### **8.1 October 16-31, 2017 Board Work Report – MOTION BOD 2017-11-10:04 Baljinder/Alam**

*Be it resolved to approve the October 16-31, 2017 Board Work Report & Committee Update.*

#### **CARRIED**

- Missing Accessibility Committee section will be added to the next report

### **8.2 Student Union Building – MOTION BOD 2017-11-10:05 Prab/Jackson**

*Be it resolved that the Board of Directors authorize Martin Wyant (Chief Executive Officer) and Marc Fontaine (General Manager, Build SFU) to approve payments to Simon Fraser University from the Build SFU Fund bank account for student union building construction costs incurred in any given month between November 2017 and the end of December 2018, in each instance to be repaid to the Build SFU Fund within 60 days.*

*Be it further resolved to notify the VP Finance and President of any incurred transactions.*

#### **CARRIED AS AMENDED**

- Amended to include: *be it further resolved to notify the VP Finance and President of any incurred transactions*

#### **8.2.1. MOTION BOD 2017-11-10:05-01**

##### **Jeffrey/Jackson**

*Be it resolved to amend the above motion.*

#### **CARRIED**

### **8.3 Rouge Media Contract – MOTION BOD 2017-11-10:06 Alam/Prab**

*Be it resolved to authorize Hangue Kim – President, and Martin Wyant – Chief Executive Officer to sign the Rouge Media Advertising Contract as of November 10<sup>th</sup>, 2017.*

#### **CARRIED**

- Refer to briefing note
- An agreement, with an activation fee, regarding advertisements with Rouge
  - The previous contract with NewAd ended
- May include charging stations and promotional materials in specific areas on campus
  - Suggestions for charging station locations – Conference rooms, Student Centre

- Concerns:
  - External advertisements may not portray the 4 pillars

#### **8.4 Feedback System – MOTION BOD 2017-11-10:07**

**Prab/Gini**

*Be it resolved to task staff to conduct research on immediate, post-service survey system and report back to Board on November 24<sup>th</sup>, 2017.*

**CARRIED**

- Modifications to the system was made to make it more accessible
- Staff will be researching possible systems and how feasible it may be for instant feedback
- Suggestion:
  - To tie this system with the other surveys that are conducted in the year

#### **8.5 November Carnival - MOTION BOD 2017-11-10:08**

**Alam/Aarushi**

*Be it resolved to approve up to \$5,243 from line item 816/20 for the November Carnival that's taking place on November 23<sup>rd</sup> and 24<sup>th</sup>, 2017.*

**CARRIED**

- Refer to attachment; to occur close to finals
- To be held in the Academic Quadrangle with multiple workshops and activities on stress relief
- Snacks and hot drinks will be served at the event
- Will be in collaboration with the Health & Counselling puppy therapy event
  - Note: members will be able to check out the tables while they wait in line for puppy therapy (average wait lines are extensive)

#### **8.6 Dodge ball Tournament - MOTION BOD 2017-11-10:09**

**Alam/Jeffrey**

*Be it resolved to approve up to \$1,120 for the upcoming SFSS dodgeball tournament from line item 817/20.*

**CARRIED**

- Refer to attachment
- Concern:
  - Will need to focus specifically on promotions as it is to occur on the last day of classes (may affect turnout)
- Will be reaching out to student groups for possible teams
  - Teams are encouraged to create their own team shirts

#### **8.7 Pancake Breakfast & Santa Day - MOTION BOD 2017-11-10:10**

**Alam/Jaskarn**

*Be it resolved to approve up to \$2,180 from line item 817/20 for the Holiday Celebration.*

**CARRIED AS AMENDED**

- Santa Claus will be present whom members can take Christmas photos with

- The majority of the funds will be allocated for the Pancake breakfast
- Further discussion will be conducted on when the logistics of the event
- Amendment to replace: *Christmas Santa + Pancake day to Holiday Celebration*

**8.7.1.MOTION BOD 2017-11-10:10-01**

**Gini/Prab**

*Be it resolved to amend the above motion.*

**CARRIED**

## 9. DISCUSSION ITEMS

### 9.1 External promotions

- Board has been receiving requests from external groups to promote their items SFSS platforms
- A working group was created to focus on a policy with a specific criterion regarding external promotions

### 9.2 SVSPO promotions

- Sexual Violence Support Prevention Office
- SVSPO wishes to promote a non-student job posting through the SFSS
- This item will be discussed with the external promotions working group

### 9.3 Board Spotlight

- The SFSS President congratulated each Board member for the continuous work committed up to the half point of the Board term
- Board members thanked the President in return for his work

## 10. ANNOUNCEMENTS

### 10.1 Ombudsperson Appointment

### 10.2 U-Pass Referendum

- Currently in the campaign period and will begin tabling near the end of November

## 11. IN-CAMERA

### MOTION BOD 2017-11-10:11

**Baljinder/Jaskarn**

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

**CARRIED/NOT CARRIED/CARRIED AS AMENDED**

### 11.1 SUB Space Allocation Process

### 11.2 Budget Consultation SFU

## 12. EX-CAMERA

### MOTION BOD 2017-11-10:12

**Erwin/Alam**

*Be it resolved to go ex-camera.*

**CARRIED/NOT CARRIED/CARRIED AS AMENDED**

### 13. ATTACHMENTS

- [BOD17%2F18] October 16-31 Work Report & Committee Update.pdf
- 2017-11-07 BN - Authorization for Loans from Build SFU Fund.pdf
- 2017-11-10 Briefing Note - RougeMedia (1).pdf
- November Carnival.pdf
- Holidays event proposal.pdf
- SFSS Dodgeball Tournament Proposal.doc
- Projected Budget - SFSS Dodgeball Tournament.xlsx

*\*Jimmy Dhesa left at 12:10 PM\**

*\*Jamie Zhu left at 12:37 PM\**

### 14. ADJOURNMENT

**MOTION BOD 2017-11-10:13**

**Jeffrey/Gini**

*Be it resolved to adjourn the meeting at 12:42 PM.*

**CARRIED**

# BRIEFING NOTE

## *AUTHORIZATION FOR LOANS FROM BUILD SFU FUND FOR SUB CONSTRUCTION EXPENSES*

Prepared by Marc Fontaine, General Manager, Build SFU

### ISSUE

On three occasions during construction of the student union building (SUB), management has requested and received authorization from the Board of Directors or Executive Committee to borrow funds from the Build SFU Fund bank account to pay SFU for construction costs incurred. This is done when the amount owing to SFU is less than \$1 million in any given month.

Anticipating that this situation may continue to occur, management is requesting ongoing authorization to borrow funds from the Build SFU Fund bank account to pay SFU for construction costs incurred, always with the requirement that funds be repaid within 60 days.

### BACKGROUND

The SFSS has a loan with Scotiabank to fund construction costs for the SUB. So far, we have borrowed \$5.3 million. The loan agreement states that the SFSS is not allowed to borrow amounts less than \$1 million per month. Instead, funds can be borrowed internally from one of the SFSS' bank accounts.

The Build SFU Fund is a bank account that the SFSS uses to pay for departmental operating expenses; it also acts as a reserve for future unanticipated project costs. Funds in this account were collected through the Build SFU Levy prior to Fall 2016 and no significant additional revenues are expected.

Please note that the Build SFU Fund is a bank account held by the SFSS. It is separate and distinct from the Build SFU Account which is a bank account held in trust for the SFSS by SFU for capital and operating costs for the SUB and stadium projects. As of Fall 2016, revenue from the Build SFU Levy is deposited directly into the Build SFU Account.

The Board of Directors has previously authorized management to prepare and submit all documentation needed to request funds from the loan, as well as to sign cheques from the Build SFU Account on behalf of the SFSS, all without additional approval needed from the Board.

### CURRENT STATUS

Each month, the SFSS receives an invoice from SFU summarizing the construction costs that were incurred during the previous month. The amount owing must be paid within five business days, meaning

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there is little time available to place an item on the Board of Directors' agenda requesting authorization to borrow from the Build SFU Fund. This ongoing authorization would simplify the process and allow the amounts owing to SFU to be paid without delay.

There are no significant expenses planned for the Build SFU Fund for the foreseeable future.

## KEY CONSIDERATIONS

The Build SFU Fund will only be used for this purpose if sufficient funds are available and funds borrowed will be repaid within 60 days. These transactions will not harm any SFSS operations. The President and VP Finance will be informed of such transactions.

## RECOMMENDATION

That the Board of Directors authorize Martin Wyant (Chief Executive Officer) and Marc Fontaine (General Manager, Build SFU) to approve payments to Simon Fraser University from the Build SFU Fund bank account for student union building construction costs incurred in any given month between November 2017 and the end of December 2018, in each instance to be repaid to the Build SFU Fund within 60 days.



November 9, 2017

# BRIEFING NOTE

## *EXTERNAL MARKETING OPPORTUNITIES WITHIN SFSS SPACES*

### ISSUE

Rouge Media Group approached the Simon Fraser Student Society to sell electronic media space to advertisers and advertising media. Rouge Media Group will provide rental revenue to the SFSS as a result of the space rental.

### BACKGROUND

Rouge Media Group provides strategic media and marketing opportunities within Campuses, Resto-Bars, Salons and Barbershops.

Rouge Media Group is requesting to install:

- Vinyl murals
- Decals
- Digital Screens
- Charging Stations

The site description is as follows:

- Mural #1 in the Rotunda (replacing the existing Newad advertisement)
- Mural #2 in the Rotunda (replacing the existing Newad advertisement)
- Potential charging station in the MBC Conference Room 2296
- Potential charging station in the Rotunda

The revenue would be as follows (per year):

- \$2500 to \$3500 per mural site
- \$1500 to \$2000 per charger site

November 9, 2017

## CURRENT STATUS

Currently, Rouge Media Group has presented the SFSS with an agreement to review. See the attached agreement.

## KEY CONSIDERATIONS

- The SFSS is not currently connected to any other advertising group
- All advertising materials provided by Rouge Media Group will be reviewed by the SFSS Communications team before they are displayed
- The SFSS will be given the opportunity to print and display its own advertisements during certain times of the year. Rouge Media Group will print up to three ads for the SFSS (Rouge will also cover the costs for the print material)
- Rouge Media Group will provide a \$10K signing bonus if the agreement is signed by November 15<sup>th</sup>, 2017

## OPTIONS

The options are as follows:

1. Sign the agreement proposed by Rouge Media in its current form
2. Propose necessary changes to agreement and request the changes to be reflected in a new agreement
3. Reject the agreement

## RECOMMENDATION

I recommend the SFSS proceed with the current agreement and add 'charging station in MBC 2296' to 'Section 1. PLACEMENT OF PRODUCTS.'

## NEXT STEPS

1. Connect with Rouge Media Group

## Christmas Event Proposal

**Date & Time:** December 1<sup>st</sup> (before Finals)

### **Overview:**

- The plan is to have a holiday event on campus where students can take pictures with a professional mall-like Santa, enjoy some candy canes, hot chocolate, and pancakes. The event would also be destressing to students who are going to write exams the week after. In addition, this event will bring around some holiday spirit and connectiveness to our campus. The SFSS will hire a Santa, photographer, create a backdrop and decorations for pictures, and arrange candy canes, hot chocolate to be distributed while also incorporating a pancake breakfast.

### **Goals and Objectives:**

- To host a holiday related event that appeals to most undergraduates
- To continue to foster the sense of community within our SFU undergraduates

### **Stakeholders:**

- The SFSS membership
- SFU Meeting, Events, and Conference Services
- SFU Safety & Risk Services
- SFU Ancillary Services
- Externally hired resources

### **Targeted Audience:**

- SFSS members (all ages)
- Other attendees

### **Metrics/Measurables:**

- Amount of resources bought and distributed amongst students
- Hiring fees

### **Marketing:**

- Marketing will be completed by our SFSS communications office. We will carry a social media presence on both channels (IG and FB), and put up posters around campus.
- We can walk around giving out candy canes for the event to generate attraction



## JAS RANDHAWA

AT-LARGE REPRESENTATIVE  
BOARD OF DIRECTORS

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Burnaby, BC V5A 1S6  
Unceded Coast Salish Territories

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✉️ atlarge2@sfss.ca

### Production:

- We will mainly be focusing on creating an appealing background with decorations that students would enjoy taking pictures with and posting throughout their social media accounts with hashtags.

### Budget:

#### Expenses

Decorations	\$100
Santa	\$350
Backdrop	\$50
Promo	\$10
Candy Canes (16x60)	\$120
Pancake breakfast	\$1500
Hot Chocolate	\$50

#### Net

Expenses	\$2180
Net	-\$2180

## Exam Relief Event Proposal

**Date & Time:** Thursday & Friday, Nov 23 and 24

**Location:** James Douglas + AQ Hallway + Saywell Atrium

### **Overview:**

- Event summary: This will be a mini carnival around the theme of “fun and relaxation”. We have chosen this theme because the carnival is taking place near exam and project due time. The event will start with the kittens in the James Douglas study space, continued by a popcorn/ cotton candy station at the stairs below images theatre to direct the crowd upstairs, then tables set up for stations along the hallway in front of the images theatre all the way to the Saywell atrium where the kittens will be. All activities will be free to participate.
  
- Theme: Kindness/ Care/ Winter Holiday Celebration
  
- Stations:
  - Puppy therapy (Saywell)
  - Kitten therapy (James Douglas)
  - Free hugs station
  - Punching bag
  - Whack-a-mole
  - Cotton candy (cotton candy maker)
  - Popcorn
  - Tea/ hot chocolate
  - Photo station
  - Human Size Jenga
  - Kind message station
    - Women Centre
  - *What Does Self Care Mean to You?* Station
  - Out on Campus
  - Health and counselling
  - Advocacy committee
  - Mental health clubs
  - Chocolate/ candy station (floating around)

### **Goals and Objectives:**

- 300 people (students getting in/out of class)
- Stress relief/ spread love and kindness

### **Stakeholders:**

- SFU Facilities

- SFU students
- SFSS Board Members
- SFSS Events Committee

**Targeted Audience:**

- SFU students on Burnaby campus

**Metrics/Measurables:**

- RSVP on facebook event
- Attendance at the event

**Marketing:**

- Facebook event + boost

**Budget:**

Item	Cost	Notes	Progress	# of Volunteers
Facilities	\$2000	Table set-up and take down	Will book after budget is passed	0
Puppies	0	SFU Health and Counselling	Setting up meeting	0
Kittens	700		Reached out to vokra (Vancouver Orphan Kitten Rescue Association)	3
Cotton Candy (Sample size)	150	\$75 for the machine rental and \$75 for material (400 servings)	Will book after budget is passed	2
Free Hugs Station	20	Stationary to make free hugs signs	Will start after budget is passed	Potentially staffed by a student club
Punching Bag	0		In contact with SFU Football Team	0
Whack-a-mole	\$500	Rental from Hoelle Games	Will book after budget is passed	1
Popcorn (Sample size)	100	SFSS has a popcorn machine.	Will book after budget is passed	2

		The \$100 will be used for the popcorn and paper bags for distribution.		
Tea/ Hot Cocoa	\$200	“Sample” size portion, will make our own. The budget will be used to buy hot chocolate powders and	Will purchase material after budget is passed	0
Photo Station	\$100	For stationery supplies to make the photo station	Will make after budget is passed	1 (photographer)
Human size Jenga	0	Will be reaching out to SUS to borrow the equipment.	The Jenga is already in the office. Just need to reach out to get permission.	1
Kind message station/ DIY Magazine for self-care massage	\$100	For Stationary supplies	Assisted by Women’s Centre	1
Hand massage tutorial station	\$30	Used for bottles of lotion. Potentially reaching out to sponsors to provide sample size unscented lotion for people to take away	Assisted by Women’s Centre	1
Candle DIY station	\$343	Used for candles, decorations, and image printings	Taken care of by women’s centre	1
Meditation Room	0	Run by Out on Campus	Assisted by Out On Campus	Kyle from Out on Campus
Contingency	\$1000			

<b>TOTAL</b>	<b>\$5,243</b>			<b>13</b>
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SFSS Dodgeball Tournament - Projected Budget

Expenses	Cost
Equipment Rental	20
Gym Rental	300
Marketing	200
Prizes	150 (+ ticket revenue)
Contingency	200
Food/Drink	250
Total	1120

Revenue	Value
Ticket Sales	~100 x \$2 * This is to be reinvested into prize money.
Total	200

## **SFSS Dodgeball Tournament – Events Committee – Rough Proposal**

### **Overview**

This event is intended to be an opportunity for the SFSS membership to engage in some healthy active competition with one another and take some stress of around the end of the fall semester. The event will be a tournament-style dodgeball series taking place on SFU Burnaby campus. Students will be able to register as individuals and as teams. The opportunity will be extended to student athletes to make teams within their athletic community, i.e. “basketball dodgeball team”. The event will be themed around the popular Hollywood movie, *Dodgeball*.

### **Stakeholders**

- SFSS Membership
- SFU Recreation and Athletics
- SAAC
- BPK Kin Games
- RHA
- SFU Res Life
  - o Talk to CA’s as well – make up for absence of organizational proficiency on behalf of RHA
- SFSS Clubs and DSU’s who might be interested (will be invited to make teams)
- SFU Facilities

### **Logistics**

- The event will take place in one of the gymnasiums in the Lorne Davies complex – (East Gym).
- The projected date is December 4<sup>th</sup>, the last day of classes. The tournament is to take place between 5-8pm.
- Additional files pertaining to rules and regulations of the tournament will be distributed prior to the event.

### **Expectations and Metrics**

- This event is going to be marketed and delivered similarly to the SFSS football tournament held last year, and as such, expectations for turnout will be similar. The goal will be to recruit about 100 players, or ten full teams.
- Metrics will be evaluated based on registered teams and participation in the tournament. FB statistics will also be considered.

### **Marketing/Promotions**

- SFSS Newsletters
- Facebook Event Page with Boosts
- Facebook Promo Video
- Instagram Promotions
- Posters/Print Media around campus

### **Volunteer Contribution**

This event will require a small number of volunteers to run the tournament and referee games. These volunteers will be pulled from the board of directors and/or the events committee.

### **Cost of Participation**

In order to participate in the event, we are considering a charge of 2\$ per player, in order to be put into a pot for prize money. The SFSS would potentially match the amount of money raised to put in the prizes pot.

- Collection – Should we do this on the day of the event or leading up to?
- Either scenario – how do we collect? Money box/tickets in the GO?

### **Registration**

- In order for individuals and teams to register for the event, there will be established a google form wherein the participant fills in their name, whether they would like to register on their own or play/register with a team, and then some very basic information – name and email. The google form will be launched following the passing of this proposal, and the marketing campaign will begin at the same time.

### **Prizes**

- Teams and individuals will be eligible for a specific set of prizes;
- Prizes will be awarded for fitness with theme and skill in dodgeball
  - o Prepaid Visa gift-cards to reward teams;
    - (1) \$150
    - (2) \$100
    - (3) \$50
  - o 300 for prizes on separate line/motion

### **Additional Notes**

**\*\* I would love to see an SFSS Board of Directors team!!**

**\*\* Team Shirt Templates**

# SFSS BOARD COMMITTEE UPDATE

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This report summarizes SFSS committee activities that took place from  
**October 16-31, 2017**

## **ADVOCACY**

Advocacy committee met on Oct 16 to discuss engagement items, the upcoming translink campaign and the SFSS Advocacy lobby trip.

## **ACCESSIBILITY FUND**

## **EVENTS**

[Oct 18] Met to discuss events for the month of November. Approved funds for Club Social & Angel Tree Project. Discussed Halloween Pub Night, Santa + Pancake day, November Carnival, Trivia Night, November Pub Night, & All Ages Pub Night.

## **FINANCE & AUDIT**

Had a meeting on October 16th. FAC talked about budget consultation strategy for in person consultations. Received update on other matter. Had a meeting on October 23rd. Approved the SFSS credit card policy. Requested a report for funds. Reviewed and approved a Internal Monitoring report. Discussed next steps for granting. Had a meeting on October 30th. Approved the Student Society Emergency Aid Fund program. Discussed the Stipend Reduction Schedule. Discussed publishing SFSS budget online.

## **GOVERNANCE**

The committee received an update on the proposed governance outreach. Staff delays in finalizing the document led to Governance committee's hiatus for approximately a month on this topic. A meeting between the CRPC (to which no committee members were able to attend) and Events Coordinator was held on Friday to discuss joint efforts on this initiative. Updates are pending our next meeting November 3rd.

Additionally, Board conduct was discussed in terms of potential resolutions to any conflict or perceived conduct infringements. We noted the need for a procedure focused on the paradigm of supporting Board members in enhancing their performance. A draft has been provided by the CRPC for committee review on November 3rd.

## **NOMINATION**

## **STRATEGIC ENGAGEMENT**

The strategic engagement committee met to appoint a new chairperson for the committee, discuss the allocation of funds for the purchasing of more engagement items like t-shirts and pens, and discussed the feasibility of starting a programme of social media competitions, backed by legitimate prizes.

## **SURREY CAMPUS**

The SCC is currently holding its Surrey Space Expansion survey and consultations. The committee met once during this time period, and we also held our Halloween Movie Night on October 30th. The event was successful. We are also currently in the planning process for the Surrey Pub Night, which is expected to occur in January.

## **VANCOUVER CAMPUS**

This committee did not meet for a meeting during this time because we were preparing for our first event of the term - the Halloween Movie Night at the Harbour Centre Campus. The event was hosted in room 2270 (the Sauder Industries Policy Room) from 6pm to 8pm. We served food and assorted drinks, and featured a horror movie. The event was not as successful as we hoped it to be due to low attendance. However, we met about 120 students studying/attending classes at the Vancouver Campuses when we were promoting the event with pamphlets. We are currently in the process of planning a charity event for Christmas with the Health Sciences Representative.

# SFSS BOARD WORK REPORT

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This report reflects the Board work from  
**October 16-31, 2017**

## **PRESIDENT**

### **Named SFSS Committee Work & Action Items**

- [October 19] Executive Committee
- [October 20] Board Development Session
- [October 20] Governance Committee
- [October 27] Board of Directors Meeting
- [October 30] Finance and Audit Committee

### **Meetings & Action Items**

- [October 18] Joint Operations Group
- [October 19] SFU Budget Consultation Documentation
- [October 20] Emergency Food Bank Program
- [October 20] Fraser International College
- [October 23] U-Pass Promotions
- [October 24] Spring Orientation 2018 Planning
- [October 24] Student Union Building Furniture Consultation
- [October 24] Board Conduct
- [October 24] SFU Director, Student Services
- [October 25] Angel Tree Project
- [October 25] SFU VP Finance
- [October 27] RFEOI Student Union Building
- [October 27] Student Union Building Committee
- [October 30] President/CEO weekly
- [October 30] SSEAF next steps
- [October 30] SFU Recreational Pass
- [October 30] First Nations Student Association
- [October 31] Surrey Space Expansion meeting with SFU AVP Academic
- [October 31] Graduate Student Society
- [October 31] SFU/SFSS Relationship
- [October 31] Rouge Media

### **Projects**

- Emergency Food Bank Program
- Surrey Space Expansion
- Recreational Pass
- Mental Health Service

- Fraser International College

**Office/Engagement Hours**

- Office hours are available by appointment at the Surrey, Vancouver, or Burnaby campus. Please contact [president@sfss.ca](mailto:president@sfss.ca) to schedule an appointment.

**Events**

- [October 21] Bright Ideas Consultation
- [October 22] Enactus Orientation Leadership Workshop
- [October 23] SFU Surrey Space Tour
- [October 26] Art of Leadership Conference
- [October 27] SFU Budget Consultation
- [October 27] Board Social
- [October 30] Harvest Hallowe'en Potluck
- [October 30] Surrey Campus Committee Movie Night

**Administrative**

- Emails
- Preparing agenda, reviewing minutes, bi-weekly reports, and other reports.

**VP STUDENT SERVICES**

**Named SFSS Committee Work & Action Items**

**Meetings & Action Items**

**Projects**

**Office/Engagement Hours**

**Events**

**Administrative**

**VP EXTERNAL RELATIONS**

**Named SFSS Committee Work & Action Items**

- [October 16] Advocacy Committee
- [October 19] Executive Committee
- [October 20] Board Development Session
- [October 20] Governance Committee
- [October 23] Executive Committee
- [October 27] Board of Directors Meeting

### **Meetings & Action Items**

- [October 19] Meeting with VP Finance
- [October 23] U-Pass Promotions
- [October 24] Meeting with VP Finance
- [October 27] UAC Meeting
- [October 30] Meeting with MLA Andrew Weaver
- [October 30] Meeting with MLA Selina Robinson
- [October 30] Meeting with MLA Simon Gibson
- [October 30] Meeting with MLA Stephanie Cadieux
- [October 31] Meeting with David Eby & Deputy AG
- [October 31] Meeting with Bowinna Ma
- [October 31] Meeting with Sam Sullivan
- [October 31] Meeting with Melanie Mark
- [October 31] Meeting with Judy Darcy

### **Projects**

- Provincial Lobby Days
- Mental Health Strategy
- Harm Reduction
- Needs based grants

### **Office/Engagement Hours**

- Office hours are by appointment. Please email [vpexternal@sfss.ca](mailto:vpexternal@sfss.ca)

### **Events**

- [October 26] Halloween Pub Night

### **Administrative**

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

## **VP FINANCE**

### **Named SFSS Committee Work & Action Items**

- [October 16th] Finance and Audit Committee Meeting
- [October 19th] Executive Meeting
- [October 19th] Surrey Campus Committee Meeting
- [October 20th] Board Meeting
- [October 23rd] Finance and Audit Committee Meeting
- [October 23rd] Executive Committee Meeting
- [October 24th] Build SFU Furniture Consultation
- [October 27th] Board Meeting
- [October 27th] Build SFU Meeting
- October 30th] Finance and Audit Committee Meeting



### **Meetings & Action Items**

- [October 16th] Meeting with VP UR
- [October 16th] Meeting with Communications Assistant
- [October 16th] Meeting with VP Student Life and Finance Coordinators
- [October 19th] Meeting with CEO, President, Business Rep, and VP UR
- [October 19th] Meeting with President and VP UR
- [October 19th] Board Evaluations
- [October 19th] Meeting with At Large
- [October 19th] Meeting with VP External
- [October 19th] Meeting with CEO and Finance Coordinator
- [October 19th] Meeting with CEO
- [October 20th] Meeting with Build SFU Manager
- [October 20th] Meeting with CEO
- [October 20th] Meeting with Finance Coordinator
- [October 23rd] Meeting with Events Coordinator
- [October 23rd] Meeting with At Large and Finance Coordinator
- [October 23rd] SFSS/SFU Tour
- [October 24th] Meeting with VP External and Education Rep
- [October 25th] Meeting with CEO
- [October 27th] Build SFU Meeting
- [October 30th] Meeting with FCAT Rep
- [October 30th] Meeting with CEO, Finance Coordinator, President, and VP UR
- 

### **Projects**

- Budget Consultations
  - Assisted in social media plan
- Board Evaluations
  - Finalized the document and sent it to Board
- Internal Granting
  - Reviewed changes to the online form
- Stipend Reduction Schedule
  - Made recommendations to FAC
- Bursary and Award Report
  - Assisted VP UR in preparing document
- Art of Leadership report
  - Rewrote notes
- Financial Statement Review
  - Reviewed monthly financial statements
- External Granting
  - Drafted up a structure
- Committee Expenditure SOP
  - Met with Chair of committees
- SFSS Credit Card Policy
  - Completed

**Office/Engagement Hours**

- Appointment available via email

**Events**

- Art of Leadership conference
- Halloween Pub Night in Burnaby
- SFU Budget Consultations
- Board Social

**Administrative**

- Payroll
- Financial Statement Review
- Check requisitions
- Reviewing meeting minutes
- Emails
- Stipend reductions

**VP STUDENT LIFE**

**Named SFSS Committee Work & Action Items**

- [Oct 18] Events Committee
- [Oct 19] Executive Meeting
- [Oct 20] Board Development
- [Oct 20] Engagement Committee

**Meetings & Action Items**

- [Oct 16] Halloween Pub Night Finances
- [Oct 18] SAAC Meeting
- [Oct 19] Dean of Science Search Committee
- [Oct 20] Pub Night Prep
- [Oct 20] SAAC x SFU
- [Oct 20] Guardteck Pub Tour
- [Oct 23] APP Meeting
- [Oct 24] Spring 2018 Planning
- [Oct 25] Angel Tree Project 3
- [Oct 27] Henry x Peak
- [Oct 27] SFU Budget Consultation

**Projects**

- Halloween Pub Night
- Trivia Night

**Office/Engagement Hours**

- [Oct 31] Halloween Candy Giveaway
- Office hours are available by appointment at the Surrey, Vancouver, or Burnaby campus. Please contact [vpstudentlife@sfss.ca](mailto:vpstudentlife@sfss.ca) to schedule an appointment.

**Events**

- [Oct 26] Art of Leadership Conference
- [Oct 26] Halloween Pub Night
- [Oct 27] Board Social
- [Oct 30] Halloween Potluck
- [Oct 30] SCC Movie Night

**Administrative**

- Emails
- Preparing agenda, reviewing minutes, bi-weekly reports, and other reports.

**VP UNIVERSITY RELATIONS**

**Named SFSS Committee Work & Action Items**

- [Oct 20] Governance Committee
- [Oct 17 & 31] Accessibility Committee
- [Oct 23 & 25] Executive Committee
- [Oct 27] Board meeting
- [Oct 16, 23, & 30] Finance and Audit Committee

**Meetings & Action Items**

- [Oct 20] Board Development Session
- [Oct 20] Governance Meeting
- [Oct 20] Food Bank meeting with CEO and President
- [Oct 24] SUB furniture consultation meeting
- [Oct 30] SFSS Funding meeting
- [Oct 31] Surrey Space Expansion Student Consultations
- [Oct 31] CRPC meeting

**Projects**

- Student sex work support document (had been drafted and awaiting Sexual Violence Prevention and Support Centre's Director to familiarize themselves with SFU; document has been sent and awaiting feedback for next steps)
- SFSS Funds report (SFSS provides several payments to SFU for disbursement in the form of bursaries, a Build SFU fund, and emergency aid fund. We are evaluating our contributions and a report will be drafted following another meeting with staff)
- Surrey Space expansion (I will be attending the student consultations in Surrey. Additionally, upon the closure of the survey which I developed alongside President and which was edited by At-Large 1, I will be drafting the final request report for SFU)
- Board Conduct Policy (following discussion with staff and CEO, I have brought forward a proposed conduct policy to ensure Board members are able to do their work to the best of their abilities. The document is set to be complete and enacted by the end of this semester)
- Joint Operations Group evaluation report on pros/cons of attendance (to be reviewed by Hangué and CEO)
- Student Learning Commons Late Night Against Procrastination event (awaiting responses by SFU staff on potential SFSS contributions)

- SFU budget consultation questions (drafted questions with the use of prior year SFU financial statements, SFSS survey results, and IRP statistics)
- SFSS-GSS relationship evaluation (stemming from discussions on the Ombuds Office funding, we are now planning to expand the conversation to include our overall relationship)
- Board use credit card procedures (worked with Bus Rep and VP Finance; awaiting next steps)
- Food Bank restructuring (due to deficits and potential growth of the program, President and I are now working on a proposal for how it can be developed. A Food Bank 'Vision' document was drafted by President and I)

#### **Office/Engagement Hours**

- [Oct 27] SFU Budget Consultations Pre-Event outreach
- Office hours are by appointment. Please email [vpuniversity@sfss.ca](mailto:vpuniversity@sfss.ca).

#### **Events**

- [Oct 26] SFSS Halloween Pub Night
- [Oct 27] Board Social
- [Oct 27] SFU Budget Consultations
- [Oct 30] SFSS Potluck

#### **Administrative**

- Sending/reading emails
- Reading minutes, preparing Governance agenda, bi-weekly reports
- Arranged Oct 20th Board Development session presentations
- forwarded information for student interested in joining a committee

### **AT-LARGE REPRESENTATIVE (GARCHA)**

#### **Named SFSS Committee Work & Action Items**

- Surrey Campus Committee
  - Halloween Movie Night + SCC Pub Night Preparation
- Advocacy Committee
- Governance Committee
  - We are currently formulating Board Conduct Policies with help of CRPC (lead: Erwin)

#### **Meetings & Action Items**

- [Oct 16] Advocacy Meeting
- [Oct 19] SCC Meeting
- [Oct 19] Meeting with VP Finance (Committee money approval discussion)
- [Oct 20] Board Development Session
- [Oct 20] Governance Meeting
- [Oct 23] Surrey Pub Night Meeting
- [Oct 23] Exec Meeting

- [Oct 27] SFU Budget Consultations with SFSS/GSS
- [Oct 27] SCC Events Meeting
- [Oct 31] Meeting with Redbull
- [Oct 31] Surrey Space Expansion Student Consultations

### **Projects**

- Surrey Space Expansion Project
  - [Oct 23] SFSS/SFU Surrey Space Tour
    - Met with University to explore potential spaces for improvement/expansion
  - Formed consultation session draft
  - Formed survey for SFU Surrey students - released Oct. 25th
  - Will be holding 3 student consultation days
- SFSS Sexual Violence Policy
  - Sent letter to SFU and set up a meeting time to discuss the Sexual Violence Policy and involvement/concerns of the SFSS/GSS
- Surrey Halloween Movie Night
  - Worked with lead to finalize proposal
  - Helped with set-up + take-down on day of event
- Surrey Pub Night
  - Brought forward draft proposal to SCC + made necessary edits
  - Currently speaking with SFSS Events Coordinator to negotiate a deal with the Central City Brewery Pub
  - Finalized DJ

### **Office/Engagement Hours**

- Office hours are by appointment. Please email [atlarge1@sfss.ca](mailto:atlarge1@sfss.ca).

### **Events**

- [Oct 25] VCC Halloween Movie Night
- [Oct 26] SFSS Halloween Pub Night
  - Responsible for set-up/decoration on the day of the event
  - Assisted with take-down on the following day
- [Oct 27] Board Social
- [Oct 30] Surrey Halloween Movie Night

### **Administrative**

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

## **AT-LARGE REPRESENTATIVE (RANDHAWA)**

### **Named SFSS Committee Work & Action Items**

- Events Committee
  - Santa pics + pancake breakfast proposal

- Next Pub Night proposal
- BUILD SFU Committee
  - SUB furniture consultations
  - RFEOI submission review and input/feedback

#### **Meetings & Action Items**

- [Oct 20] Board Development Session
- [October 27] Board of Directors Meeting
- [Oct 23] Meeting with Martin
  - Discuss steps moving forward with Tax program
- [Oct 23] Exec Meeting
- [October 30] SFU Recreational Pass
  - SFU Rec Pass
- [Oct 31] Surrey Space Expansion Student Consultations

#### **Projects**

- Surrey Space Expansion Project
  - [Oct 23] SFSS/SFU Surrey Space Tour
    - Met with University to explore potential spaces for improvement/expansion

#### **Office/Engagement Hours**

- Office hours are by appointment. Please email [atlarge2@sfss.ca](mailto:atlarge2@sfss.ca).

#### **Events**

- [Oct 26] SFSS Halloween Pub Night
  - Coat check
  - Food

#### **Administrative**

- Sending/reading emails
- Reading minutes, proposals, bi-weekly reports

### **APPLIED SCIENCES REPRESENTATIVE (Jeffrey Leung)**

#### **Named SFSS Committee Work & Action Items**

- Surrey Campus Committee:
  - [October 19] Meeting
    - Surrey Space Expansion: Discussed the upcoming survey
    - Halloween Movie Night: Discussed food and volunteer Doodle
    - Pub Night: Discussed date and theme
  - [October 27] Led Events and Marketing meeting

- Discussed last-minutes logistics, marketing, and volunteer updates for the Halloween Event
- Governance Committee:
  - [October 20] Meeting
    - Discussed an update on the proposal for a new engagement approach
    - Discussed policies on Board conduct

### **Meetings & Action Items**

- Board of Directors:
  - [October 20] Development Session
    - Listened to presentations from Student Learning Commons and SFU Health and Counselling
    - Updated project statuses on the Board Work Plan
  - [October 27] Meeting
    - Approved minutes and reports
    - Discussed possible online (website) feedback system
    - Discussed the upcoming club social event
    - Updated on the Surrey Space Expansion consultations
- Council:
  - [October 25] Meeting
    - SFU Budget Consultations: Encouraged attendance
    - SFSS Budget Consultations: Asked them to fill it out
    - Update from the Board:
      - FASS Flash is being restarted
      - Classroom presentations will be held to let students know how they can be involved with the SFSS
      - Surrey Space Expansion consultation survey beginning
      - Advocacy/Events/Governance/Engagement/Vancouver/Surrey committee updates
    - Discussed what previous Councils have taken initiatives on
    - Discussed upcoming Translink referendum and survey
    - Discussed ideas and initiatives to advocate for
    - Discussed lack of common rooms
- Computing Science Student Society:
  - [October 25] Meeting
    - FAS Formal: Discussed the second meeting and the next steps for date, time, venue, and theme
    - FASSU: Discussed the meeting and proposal
    - SFU Budget Consultations: Encouraged attendance
    - SFSS Budget Consultations: Asked them to fill it out



- Engineering Science Student Society:
  - [October 19] Meeting
    - FAS Formal: Discussed the first meeting and the recruiting of organizers
    - FASSU: Discussed the upcoming meeting and the questionnaire to fill out
    - SFU Budget Consultations: Encouraged attendance
    - SFSS Budget Consultations: Asked them to fill it out
- Mechatronic Systems Engineering Student Society:
  - [October 17] Meeting
    - FAS Formal: Discussed recruiting of organizers
    - FASSU: Discussed the upcoming meeting and the questionnaire to fill out
    - SFU Budget Consultations: Encouraged attendance
    - SFSS Budget Consultations: Asked them to fill it out
    - SFSS Pub Night: Announced event and encouraged attendance

### Projects

- Reviewed past semester reports
- FAS Formal:
  - [October 23] Led organizing committee meeting
    - Discussed updates from financial, logistics, and marketing teams
    - Set tasks for next meeting
- Faculty of Applied Sciences Student Union (FASSU):
  - [October 22] Led meeting with CSSS, ESSS, MESS, WiCS representatives
    - [Minutes](#)
    - Discussed the possible structure and purposes of a Faculty Student Union
    - Decided upon a temporary club structure to test it out
    - [Proposal created](#)

### Office/Engagement Hours

- [October 18] UNICEF SFU meeting
- [October 18] SFU Peak Frequency Open Jam session
- [October 23] SFU Game Developers Club Open Dev Time
- [October 25] UNICEF SFU meeting
- [October 25] SFU Peak Frequency Open Jam session

### Events

- SFSS Halloween Pub Night:
  - [October 25] Assisted equipment setup
  - [October 26] Ran coat check for the event
  - [October 27] Assisted equipment takedown
- [October 27] SFU Budget Consultations



**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**

Strategic Engagement Committee:

- [Oct. 20] SEC Meeting
- In the last strategic engagement committee meeting, I was appointed chair of the committee. I'll be setting up a future meeting time this week that works better for all members.

Events Committee:

- [Oct. 18] Events Meeting

**Meetings & Action Items**

- [Oct. 17] Meeting with Events Coordinator Anwar Flores to discuss dodgeball tournament and the formerly proposed winter carnival.
- [Oct. 20] Met with CEO Martin Wyant
  - Discussion pertaining to the future of the SEC
  - Review of 2016-17 General Membership Survey Results
- [Oct. 25] Council Meeting
  - Presented to council on FASS Flash and Classroom Presentation Project

**Projects**

- FASS Flash Reinvigoration
  - I have acted to restore the FASS flash newsletter which details the events going on within the Arts and Social Sciences faculty every month.
- Classroom Presentation Campaign
  - I presented to council looking for individuals interested in participating in the classroom presentation campaign - perhaps either tell their story getting involved or have their student union featured.
- Dodgeball Tournament
  - I am currently in development of a dodgeball tournament for students at the end of the semester.

**Office/Engagement Hours**

- Office hours by appointment, please email [artsrep@sfss.ca](mailto:artsrep@sfss.ca)

**Events**

- N/A

**Administrative**

- Responded to various emails, reviewed documents, and prepared for meetings

## **BUSINESS REPRESENTATIVE**

### **Named SFSS Committee Work & Action Items**

- [Oct 16] FAC
- [Oct 18] Events Committee
- [Oct 23] FAC
- [Oct 30] FAC

### **Meetings & Action Items**

- [Oct 16] Events working group meeting- november carnival
- [Oct 19] SFU Budget Consultation Prep Meeting
- [Oct 20] Events working group meeting- november carnival
- [Oct 23] Events/ Governance/ SU Coordinator Meeting- Club Social Event
- [Oct 24] Spring Student Event Meeting with SFU
- [Oct 24] SUB Furniture Consultation
- [Oct 26] Art of Leadership Conference
- [Oct 20] Board Development Session
- [Oct 27] Board Meeting
- [Oct 30] Events working group meeting- club social event
- [Oct 30] Events x SFU Health and Counselling Meeting - november carnival

### **Projects**

- [Events] Club Social Event
- [Events] November Carnival

### **Office/Engagement Hours**

- Office hours by appointment, please email [busrep@sfss.ca](mailto:busrep@sfss.ca)

### **Events**

- [Oct 25] Halloween pub night

### **Administrative**

- Scheduled working group meetings
- Prepared agendas and documents for working group meetings
- Prepared for board meetings
- Read and replied to emails

## **COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE**

### **(Jovina Silvestre)**

### **Named SFSS Committee Work & Action Items**

- [Oct 16] Accessibility Committee Meeting
- [Oct 25] Vancouver Campus Committee Movie Night Event
- [Oct 30] Accessibility Committee Meeting

### **Meetings & Action Items**

- [Oct 16] Mental Health Framework Meeting w/ Aarushi

- [Oct 17] CMNS FYE Ambassador Team October Meeting
- [Oct 20] BOD Development Session
- [Oct 26] Mental Health Student Assistance Plan (SAP) Meeting
- [Oct 27] FCAT Formal OC Interview
- [Oct 28] FCAT Formal OC Interviews
- [Oct 29] FCAT Formal OC Interviews
- [Oct 31] SAP Co-Chairs Meeting
- [Oct 31] FCAT Formal Logistics Meeting

#### **Projects**

- FCAT Formal Planning
- Mental Health Student Assistance Plan
- CMNS FYE Ambassador Program
- [Vancouver] Halloween Movie Night (*completed*)
- [Vancouver] Christmas charity event

#### **Office/Engagement Hours**

- Meetings can be arranged via contacting [fcatrepreneur@sfss.ca](mailto:fcatrepreneur@sfss.ca)

#### **Events**

- [Oct 25] Vancouver Campus Halloween Movie Night
- [Oct 30] SFSS Harvest Halloween Potluck

#### **Administrative**

- Emails
- Preparing the agenda for committee meetings, reviewing minutes, and reading documents before meetings
- Prepared and completed the application process and interviews for the FCAT Formal OC
- Prepared the agenda and Terms of Reference for the Mental Health SAP Meeting with other co-chairs; determined the date/time of the next two meetings

## **EDUCATION REPRESENTATIVE**

#### **Named SFSS Committee Work & Action Items**

- Advocacy Committee
  - Prepared for lobbying trip to Victoria
  - Review of engagement items
- Strategic Engagement
  - Was not able to attend last meeting due to scheduling
- Accessibility Committee

#### **Meetings & Action Items**

- [October 16] Advocacy Committee
- [October 16] Accessibility Committee
- [October 20] Search Committee

- [October 20] Board Development Session
- [October 23] Educational Goals
- [October 24] Mentorship Meeting
- [October 25] Education Student Association Meeting
- [October 25] SFSS Council Meeting
- [October 27] Board of Directors Meeting
- [October 27] Student Union Building Committee
- 

**Projects**

- Education Peer Mentorship

**Office/Engagement Hours**

- Office hours available by appointment. Please email: [edurep@sfss.ca](mailto:edurep@sfss.ca)

**Events**

- [October 26] Education Student Association Movie Night
- [October 26] Art of Leadership Conference
- [October 26] SFSS Halloween Pub Night
- [October 27] SFU Budget Consultation
- [October 30- November 1] Advocacy Trip to Victoria

**Administrative**

- Emails + read and reviewed agenda items

**ENVIRONMENT REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- Governance
- Finance and audit committee

**Meetings & Action Items**

- FAC meeting
- Governance meeting
- Board development
- Interdepartmental meeting
- Meeting with dean's advisor

**Projects**

- Safe walk
- Faculty trip

**Office/Engagement Hours**

- **Office hours by emails**

**Events**

- BESU sushi night

**Administrative**

- **Answered emails**
- **Phone calls**
- **Document reviews**

**HEALTH SCIENCE REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

Advocacy Committee

- Translink Survey/Referendum Campaign
- Requesting Promotion Material

Events Committee

- Angel Tree Proposal
  - Updating HSUSU in regards to Angel Tree
- Researching an internal organization in need for funding
  - Food Bank Program as internal organization
  - Creating Hampers for students in need

**Meetings & Action Items**

[October 16] Advocacy Committee  
[October 16] Mental Health Working Group discussion  
[October 18] Events Committee Meeting  
[October 20th] Board Development Session  
[October 25] Angel Tree Working Group Meeting  
[October 26] Mental Health: Student Assistant Plan Meeting  
[October 27] Board Meeting

**Projects**

Mental Health

- Requirements/Criteria for mental health providers

**Office/Engagement Hours**

Office hours are by appointment. Please email [healthrep@sfss.ca](mailto:healthrep@sfss.ca)

**Events**

N/A

**Administrative**

- checking/responding to emails
- Writing/drafting proposals

## **SCIENCE REPRESENTATIVE**

### **Named SFSS Committee Work & Action Items**

- [October 16] Advocacy Committee
- [October 20] Board Development Session
- [October 20] Engagement Committee
- [October 27] Board of Directors Meeting
- [October 27] Student Union Building Committee

### **Meetings & Action Items**

- [October 20] Membership Survey discussion with SFSS CEO
- [October 26] Set up for Pub Night
- [October 27] RFEOI meeting (SUB)

### **Projects**

- Membership Engagement
- OER
- Science Peer Mentorship

### **Office/Engagement Hours**

- Office hours are available by appointment. Please email: [Sciencerep@sfss.ca](mailto:Sciencerep@sfss.ca)
  - Skype meeting are also available, please email for more information.

### **Events**

- [October 26] SFSS Halloween Pub Night
- [October 27] SFU Budget Consultation
- [October 27] Board Social
- [October 31] Wear Your Costume to Campus

### **Administrative**

- Developed briefing notes
- Emails
- Read and reviewed agenda items