

1. CALL TO ORDER

Call to Order – 10:32 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>).....	Jaskarn Randhawa
VP External Relations	Jasdeep Gill
VP Finance	Matthew Chow
VP Student Services	Samer Rihani
VP Student Life.....	Tawanda Masawi
VP University Relations	Jackson Freedman
At-Large Representative	Mohammed Ali
At-Large Representative	Wareez Ola Giwa
Faculty Representative (Applied Sciences)	Kia Mirsalehi
Faculty Representative (Arts & Social Sciences)	Kailyn Ng
Faculty Representative (Business).....	Jessica Nguyen
Faculty Representative (Communications, Art, & Technology)	Amrita Mohar
Faculty Representative (Education)	Cameron Nakatsu
Faculty Representative (Environment)	Russell Dunsford
Faculty Representative (Health Sciences)	Christine Loutsik
Faculty Representative (Science)	Natasha Birdi

3.2 Society Staff

Campaign, Research, and Policy Coordinator	Pierre Cassidy
Administrative Assistant	Nadine Ratu
Build SFU Manager.....	Marc Fontaine

3.3 Guests

The Peak News Editor	Amneet Mann
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3.4 Regrets

Faculty Representative (Health Sciences)	Christine Loutsik
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4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2018-05-25:01

Jessica/Jackson

Be it resolved to ratify regrets from Christine Loutsik.

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2018-05-25:02

Mohammed/Cameron

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

- To add 8.4 SMAC
- To add 9.4 Embark

MOTION BOD 2018-05-25:02-01

Jasdeep/Kailyn

Be it resolved to amend the above motion.

CARRIED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2018-05-25:03

Jackson/Cameron

Be it resolved to receive and file the following minutes:

- Board of Directors 2018-05-11.pdf

CARRIED

7. NEW BUSINESS

7.1 Transition Workshop – MOTION BOD 2018-05-25:04

Jackson/Cameron

Be it resolved to approve the final report from the Transition Workshop for the Student Groups of Applied Sciences on May 9, 2018.

CARRIED

- Some items that were discussed included how to cooperate and communicate with each other
- Board members are encouraged to consider having the workshop in the near future

Kia Mirsalehi arrived at 10:37 AM.

7.2 SFSS Bylaws – MOTION BOD 2018-05-25:05

Jessica/Cameron

Whereas the SFSS Bylaws attribute to the President signing officer for the Society,

Whereas the SFSS Bylaws take precedence over the SFSS Board Policies,

Be it resolved to include 'Be a signing officer' in section 1 subsection GP-4.1, to ensure our policies are consistent with our bylaws.

CARRIED AS AMENDED

- Amend the motion to: Be it resolved to include 'Be a signing officer' in section 1 subsection GP-4.1, to ensure our policies are consistent with our bylaws

MOTION BOD 2018-05-25:05-01

Jasdeep/Kailyn

Be it resolved to amend the above motion.

CARRIED

Tawanda Masawi arrived at 10:37 AM.

8. DISCUSSION ITEMS

8.1 Cheque requisitions

- Reminder for board members to attach their receipts to cheque requisitions, staple them on the top left-hand corner and to fill in the invoice numbers as something that is identifiable
- Cheque requisitions have to be submitted within 2 weeks or it will be rejected, and board members should include the second page for the Finance Coordinator to fill out

8.2 Renaming of the SUB

- Refer to attachment
- Names should follow themes of community and student body
- Board decided to add and voted on option 5 which is board members, staff and students can submit name ideas, the SUB committee can decide a short list the names and everyone will be able to vote on the final name

8.3 OER Meeting with SFU Library

- OER asked SFSS to donate money to the program which would enable professors to restructure their courses
- SFSS' donation would enhance their credibility to other investors and stakeholders including SFU alumni
- Board members decided to seek a more collaborative path and an advocacy stance against donating to the program

8.4 SMAC

- SFU is raising the prices of parking fees and tickets and to justify the large traffic and to encourage parking turnover
- Board members to put out a response that says students are not in favour of this decision, possibly making a survey to generate student voice
- The issue has been passed on to the Advocacy Committee
- Timeline: the decision will be made in approximately 2 months and will receive a ruling in September

9. IN-CAMERA

9.1 MOTION BOD 2018-05-25:06

Mohammed/Jessica

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

CARRIED

9.2 Fall Kickoff

9.3 FNSA Agreement

9.4 Embark

10. EX-CAMERA

10.1 MOTION BOD 2018-05-25:07

Matthew/Samer

Be it resolved to go ex-camera.

CARRIED

11. ATTACHMENTS

- Transition Workshop for the Student Groups of Applied Sciences - Final Report
- [BOD1819] May 1 - May 15 Work Report & Committee Update
- 2018-05-23 BN - SUB Re-Naming.pdf

12. ADJOURNMENT

MOTION BOD 2018-05-25:08

Russell/Amrita

Be it resolved to adjourn the meeting at 1:26 PM.

CARRIED

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
May 1 - May 15, 2018

ADVOCACY

The Advocacy Committee did not meeting during this time period.

ACCESSIBILITY FUND

The Accessibility Committee did not meet during this time period

ACADEMIC

The Academic committee did not meet during this time period.

EVENTS

The Events Committee did not meeting during this time period.

FINANCE & AUDIT

The Finance and Audit Committee did not meet during this time period.

GOVERNANCE

The Governance Committee did not meet during this time period.

NOMINATION

The Nomination Committee did not meet during this time period.

SURREY CAMPUS

The Surrey Campus Committee did not meet during this time period.

VANCOUVER CAMPUS

This Vancouver Campus Committee did not meet during this time period.

SFSS BOARD WORK REPORT

This report reflects the Board work from
May 1 - May 15, 2018

PRESIDENT (JAS RANDHAWA)

Named SFSS Committee Work & Action Items

- [May 14] Executive Committee
 - First informal meeting to discuss priorities
 - Established purpose of exec committee
- Build SFU Committee
 - [May 14] SFSS/SFU SUB Schedule Meeting
- Committee for Continuity
 - The Committee for Continuity did not meet at this time.

Meetings & Action Items

- [May 2-3] Board of Directors Orientation
- [May 2] General Manager Interviews
- [May 3] General Manager Interviews
- [May 4] CJSF/Peak/SFSS Meeting
- [May 4] HR Meeting
- [May 7] Meeting with CEO
- [May 7] SEI Meeting
- [May 7] Student Care Meeting with VP SS & CEO
- [May 8] General Manager follow up Interviews Pt II
- [May 9] Budget Review with VP Finance & CEO
- [May 9] Meeting with VP External
- [May 9] Meeting with CPRC
- [May 9] Catering meeting with VP UR & CEO
- [May 9] General Manager follow up Interviews Pt II
- [May 10] Development session planning meeting
- [May 10] Meeting with VP SL & CEO
- [May 11] Meeting with VP External
- [May 11th] Discussion of TRG Health Symposium with VP SS
- [May 11] Board Meeting
- [May 14] Meeting with CEO
- [May 14] Exec meeting
- [May 14] Surrey space expansion meeting
- [May 14] SFSS/SFU SUB Schedule Meeting
- [May 15] SFSS Fees Discussion Meeting with VP Finance, CEO, VP SS

Projects

- Orientation
- Team headshots & board member biographies

- General Manager interviews/hiring
- Board plan & development session planning
- Review of Draft Health and Dental Plan

Office/Engagement Hours

- Office hours are available by request. Please contact president@sfss.ca for an appointment.

Events

- [May 4-6] SFSS Board Retreat
- [May 9] SFU Student Engagement Data Presentations

Administrative

- Emails
- Agenda Items
- Room Bookings
- Reading of transition documents
- Set up working groups for campus vibe & SFU keep.meSAFE mental health
- Other administrative support for new board and committee chairs

VP STUDENT SERVICES (SAMER RIHANI)

Named SFSS Committee Work & Action Items

- [May 11th] SFSS Board of Directors meeting
- Accessibility Fund Committee
 - The Accessibility Fund committee did not meet during this time.
 - Will hold brainstorming session on Thursday, May 17th.
- Governance Committee
 - The governance committee did not meet during this time.

Meetings & Action Items

- [May 4th to 6th] SFSS Board Retreat
- [May 7th] Meeting with CEO & President
- [May 10th] Meeting with CEO
- [May 11th] Discussion of TRG Health Symposium with President
- [May 14th] Executive meeting along with CEO

Projects

- Analysis of Draft Health and Dental Plan

Office/Engagement Hours

- Office hours are available by request. Please contact vpsservices@sfss.ca for an appointment.

Events

- N/A

Administrative

- Arrangement of Studentcare conference in Montreal
- Selection of meeting time for 1st Accessibility Fund meeting

VP EXTERNAL RELATIONS (JASDEEP GILL)

Named SFSS Committee Work & Action Items

- [May 11] Board of Directors Meeting
- Advocacy Committee
 - The Advocacy Committee did not meet at this time.
 - A year plan has been drafted with the help of Pierre
- Surrey Campus Committee
 - The Surrey Campus Committee did not meet at this time.
 - Met with committee Chair (Ola) to brainstorm event ideas
- Finance and Audit Committee
 - The Finance and Audit Committee did not meet at this time.
 - Reviewing annual budget in preparation for first meeting

Meetings & Action Items

- [May 4th to 6th] SFSS Board Retreat
- [May 8th] Meeting with Pierre
- [May 10th] Meeting with CEO
- [May 11th] Meeting with President

Projects

- Worked with Pierre to form an Advocacy Committee Annual Plan

Office/Engagement Hours

- [May 15] Clubs Day Bothing
- Office hours are available by request. Please contact vpexternal@sfss.ca for an appointment.

Events

- [May 16] TRG Health Symposium with VP Student Services

Administrative

- Emails
- Organized VP External Google Drive
- In the process of organizing meeting times for the Advocacy Committee

VP FINANCE (MATTHEW CHOW)

Named SFSS Committee Work & Action Items

- [May 11] Board of Directors Meeting
- [May 14] Executive Committee Meeting
- Finance and Audit Committee
 - The Finance and Audit Committee did not meet at this time.
 - Current efforts are in drafting a year plan and timeline
 - First meeting is set for May 21st
- Governance Committee
 - The Governance Committee did not meet at this time.
- Committee for Continuity
 - The Committee for Continuity did not meet at this time.

Meetings & Action Items

- [May 1-2] Board of Directors Orientation
- [May 8] Meeting with CEO
- [May 9] Meeting with CEO and President
- [May 9] Meeting with VP Student Life
- [May 11] Meeting with VP UR and VP SL
- [May 14] Meeting with CEO
- [May 14] Meeting with VP UR
- [May 15] Health and Dental Plan Fees Discussion

Projects

- Requested Pierre to create SOPs: FP-1, FP-2, IT-1, IT-2
- Development of Finance and Audit Committee Annual Plan

Office/Engagement Hours

- Office hours are available by request. Please contact vpfinance@sfss.ca for an appointment.

Events

- [May 4-6] SFSS Board Retreat
- [May 15] Clubs Day Boothing

Administrative

- Emails
- Reading of transition documents
- Organized first FAC committee time and agenda items

VP STUDENT LIFE (TAWANDA MASAWI)

Named SFSS Committee Work & Action Items

- [May 11] Board of Directors Meeting
- [May 14] Executive Committee Meeting
- Events Committee
 - Confirmed semester Bi-weekly meeting times
 - Ongoing individual unofficial meetings with committee members
 - First meeting set for May 23rd
- Finance and Audit Committee
 - The committee has yet to meet yet.
- Nominating Committee
 - Unofficial meeting with committee chair
- Joined Campus Vibe Working group

Meetings & Action Items

- [May 1 - 2] Board of Directors Orientation
- [May 3] Meeting with Events Coordinator
- [May 7] Meeting with CEO
- [May 7] Meeting with Events Coordinator
- [May 9] Meeting with VP Finance
- [May 9] Meeting with Events Coordination
- [May 10] Meeting with Events Coordinator, Communications Coordinator and Organizer
- [May 10] Meeting with At large 2
- [May 10] Meeting with CEO and President
- [May 11] Meeting with VP University relations and VP Finance
- [May 11] Meeting with Business Rep
- [May 13] Long and McQuade Order pickup
- [May 14] Meeting with Events Coordinator, Communications Coordinator and Organizer

Projects

- At large 1 assigned as project lead for Information Evening
- Templates development for events committee
- SFU Admin Event proposal Fall KickOff
- SFSS Board Fall KickOff Budget presentation

Office/Engagement Hours

- Office hours are available by request. Please contact vpstudentlife@sfss.ca for an appointment.

Events

- [May 4-6] SFSS Board of Directors Retreat
- [May 9] FAS Transition Workshop
- [May 15] Clubs Days

Administrative

- Transition emails
- Arranged Board Clubs days Schedule
- Arranged Events Committee meeting times

VP UNIVERSITY RELATIONS (JACKSON FREEDMAN)

Named SFSS Committee Work & Action Items

- Governance Committee
 - The governance committee did not meet during this time.
 - Current efforts have been focused on drafting annual plan with CPRC.
- Academic Committee
 - The academic committee did not meet during this time.
- Finance and Audit Committee
 - The FAC did not meet during this time.

Meetings & Action Items

- [May 1-2] Board of Directors Orientation
- [May 3] Operations Manager Interviews
- [May 3] Meeting with Pierre - Governance Planning
- [May 7] Meeting with Martin
- [May 8] Ops Manager Meeting
- [May 9] Ops Manager Meeting
- [May 9] Meeting with Martin
- [May 10] Board Plan Development Planning Meeting
- [May 10] Meeting with Pierre
- [May 11] Board of Directors Meeting
- [May 11] Meeting with Martin
- [May 14] Exec Meeting

Projects

- Development of Governance Committee Annual Plan
- Development of Academic Committee Annual Plan

Office/Engagement Hours

- Office hours are available by request. Please contact vpuniversity@sfss.ca for an appointment.

Events

- [May 4-6] SFSS Board of Directors Retreat
- [May 15] Clubs Days

Administrative

- Reviewed transition documents, prepared motions and amendments for board meeting, organized committee times

AT-LARGE REPRESENTATIVE (MOHAMMED ALI)

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - The Advocacy committee did not meet during this time.
- Board Meeting
 - [May 11] SFSS Board Meeting
- Build SFU Committee
 - [May 14] SUB Meeting
- Events Committee
 - The Events committee did not meet during this time.
- Vancouver Campus Committee
 - [May 11] Brainstorming Meeting

Meetings & Action Items

- [May 1] SFSS Board Orientation
- [May 2] SFSS Board Orientation
- [May 4] SFSS Board Retreat
- [May 5] SFSS Board Retreat
- [May 6] SFSS Board Retreat
- [May 7] Meeting with Martin Wyant
- [May 9] Cheque Requisition
- [May 11] Meeting with Anwar

Projects

- Information evening planning

Office/Engagement Hours

- Office hours are available by request. Please contact atlarge1@sfss.ca for an appointment.

Events

- [May 15] Clubs Days

Administrative

- Email
- Reviewing Board Meeting agenda and attachments

AT-LARGE REPRESENTATIVE (WAREEZ OLA GIWA)

Named SFSS Committee Work & Action Items

- Events Committee Meeting
 - [May 10] Meeting with VP Student Life
 - Brainstormed ideas for the year
- Surrey Campus Committee (SCC-Chair)
 - [May 13] SCC Meeting
 - Informal meeting to get to know committee members
 - Also discussed plans for the year
 - [May 15] Meeting with Ed Deeks
 - Discussed ongoing projects with SCC and also worked on year plan
- Build SFU Committee
 - [May 14] Meeting with University Representatives regarding SES

Meetings & Action Items

- [May 1-2] SFSS Board Orientation
- [May 10] Meeting with CEO
- [May 11] SFSS Board Meeting

Projects

- Organized a tentative Surrey Campus Committee Year Plan
- Found DJs for Burnaby and Surrey Club Days
- Helped Set-up for Clubs Day 1

Office/Engagement Hours

- Office hours are available by request. Please contact atlarge2@sfss.ca for an appointment.

Events

- [May 4-6] SFSS Board of Directors Retreat
- [May 17] Clubs Day Boothing

Administrative

- Emails
- Reviewed transition documents and SCC google drive and meeting minutes

APPLIED SCIENCES REPRESENTATIVE (KIA MIRASALEHI)

Named SFSS Committee Work & Action Items

- [May 11] Board of Directors Meeting
- Finance and Audit Committee
 - The Finance and Audit Committee did not meet at this time.
 - Current efforts are in drafting a year plan and timeline
 - First meeting is set for May 21st
- Governance Committee
 - The Governance Committee did not meet at this time.
 - Current efforts are in drafting a year plan and timeline
 - First meeting is set for May 28st
- Committee for Continuity
 - The Committee for Continuity did not meet at this time.

Meetings & Action Items

- [May 4-6] SFSS Board Retreat
- [May 7] ESSS Meeting
- [May 8] Meeting with CEO
- [May 9] FAS Transition Workshop
- [May 11] MESS Meeting
- [May 14] ESSS Meeting
- [May 15] SSSS Meeting

Projects

- Read through the full constitution and bylaws and took note of errors or problems that need to be addressed
- Read through the all of our policies and took note of errors or problems that need to be addressed
- Read through the entire BC Societies Act and took note of important details
- Read through a third of the RFEOI, compiling information on each groups needs and wants as well as their current situation

Office/Engagement Hours

- Office hours are available by request. Please contact appscrep@sfss.ca for an appointment.

Events

- N/A

Administrative

- Emails
- Reading of transition documents

ARTS & SOCIAL SCIENCES REPRESENTATIVE (KAILYN NG)

Named SFSS Committee Work & Action Items

- Board Meeting
 - [May 11] SFSS Board Meeting
- Vancouver Campus Committee
 - [May 11th] Brainstorm meeting
- Events Committee
 - Events Committee did not meet at this time.
- keep.meSAFE Mental Health Committee
 - The keep.meSAFE Mental Health Committee did not meet at this time.

Meetings & Action Items

- [May 9th] Meeting with FASS engagement coordinator Brian Fox
- [May 10th] DSU presidents/ execs meeting
- [May 15th] Meeting with CEO

Projects

- Coordinating meetings with DSU execs to help plan the FASS Frosh and retreat.
- Planning a board social

Office/Engagement Hours

- [May 15] Clubs Day Boothing
- Office hours are available by request. Please contact artsrep@sfss.ca for an appointment.

Events

- [May 4-6] SFSS Board Retreat

Administrative

- Emails
- Reviewed transition documents

BUSINESS REPRESENTATIVE (JESSICA NGUYEN)

Named SFSS Committee Work & Action Items

- [May 11] SFSS Board of Directors Meeting
- Events Committee
 - Did not meet during this time.
- Accessibility Committee
 - Did not meet during this time.

Meetings & Action Items

- [May 11] Meeting with VP Student Life
- [May 14] Meeting with CEO

Projects

- Planned this year's monthly Board socials

Office/Engagement Hours

- [May 15 & 16] Clubs Day Boothing
- Office hours are available by request. Please contact busrep@sfss.ca for an appointment.

Events

- [May 4-6] SFSS Board Retreat

Administrative

- Emails
- Reviewed all transition documents

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE **(AMRITA MOHAR)**

Named SFSS Committee Work & Action Items

- Vancouver Committee
 - The vancouver committee did meet this week on Friday May 11 @ 9:30 am
 - The meeting consisted of discussing actions for the recruitment of members on the team
- Surrey Committee
 - The surrey committee did meet this week
 - The meeting consisted of discussing future plans/events
- Advocacy Committee
 - Did not meet during this time

Meetings & Action Items

- [May 1-2] Board of Directors Orientation
- [May 9] Meeting me FCAT DSUs
- [May 11] Board Meeting

Projects

- No projects at this time

Office/Engagement Hours

- Office hours are available by request. Please contact fcatrepreneur@sfss.ca for an appointment.

Events

- [May 4-6] SFSS Board of Directors Retreat

Administrative

- Reviewed transition documents
- Emails

EDUCATION REPRESENTATIVE (CAMERON NAKATSU)

Named SFSS Committee Work & Action Items

- Accessibility Committee
 - The Accessibility Committee did not meet at this time
 - First meeting set for May 17th
- Academic Committee
 - The Academic Committee did not meet at this time
 - The first meeting is set for May 25th
- Nominating Committee
 - The Nominating Committee did not meet at this time

Meetings & Action Items

- [May 1-2] SFSS Board Orientation
- [May 3] Faculty of Education Peer Mentorship Wrap Up Event
- [May 8] Exploration day - Faculty of Education Session
- [May 10] Meeting with CEO
- [May 11] Board of Directors Meeting

Projects

- N/A

Office/Engagement Hours

- Office hours are available by request. Please contact edurep@sfss.ca for an appointment.

Events

- [May 4-6] SFSS Board Retreat
- [May 15] Clubs Day Boothing

Administrative

- Created the SFSS board office cleaning calendar
- Transition emails

ENVIRONMENT REPRESENTATIVE (RUSSELL DUNSFORD)

Named SFSS Committee Work & Action Items

- Academic Committee
 - Did not meet for the duration of this report
- Advocacy Committee
 - Did not meet for the duration of this report
- Joined the OER Working Group

Meetings & Action Items

- [May 11] SFSS Board Meeting

Projects

- Began preliminary planning for a faculty nature trip
 - Awaiting DSU response

Office/Engagement Hours

- Office hours are available by request. Please contact envrep@sfss.ca for an appointment.

Events

- [May 4-6] Board Retreat

Administrative

- Emails

HEALTH SCIENCE REPRESENTATIVE (CHRISTINA LOUTSIK)

Named SFSS Committee Work & Action Items

- N/A Away on Unpaid Leave

Meetings & Action Items

- [May 1-2] Board of Directors Orientation

Projects

- N/A Away on Unpaid Leave

Office/Engagement Hours

- Office hours are available by request. Please contact healthrep@sfss.ca for an appointment.

Events

- [May 4-6] SFSS Board Retreat

Administrative

- N/A Away on Unpaid Leave

SCIENCE REPRESENTATIVE (NATASHA BIRDI)

Named SFSS Committee Work & Action Items

- [May 11] Board of Directors Meeting
- Nominations Committee
 - The Nominations Committee did not meet at this time.
 - Current efforts are in distributing committee application forms.
- Accessibility Committee
 - The Accessibility Committee did not meet at this time.
- keep.meSAFE Mental Health Committee
 - The keep.meSAFE Mental Health Committee did not meet at this time.

Meetings & Action Items

- [May 1-2] Board of Directors Orientation
- [May 7] Meeting with CEO
- [May 14] Meeting with Science FSU

Projects

- N/A

Office/Engagement Hours

- Office hours are available by request. Please contact sciencerep@sfss.ca for an appointment.

Events

- [May 4-6] SFSS Board Retreat

Administrative

- Emails
- Reviewed transition documents
- Reviewed board meeting agenda and attachments

May 23, 2018

BRIEFING NOTE

APPROACHES TO RE-NAMING THE SUB

ISSUE

To re-name the new SFSS building something more creative and accurate than "Student Union Building."

BACKGROUND

The goal of the student union building (as mentioned on the SFSS website) is to create new space that will enhance the sense of community and the student experience at SFU. This project goes beyond the Student Unions on campus, and we'd like to rename the building to be more reflective of all student leaders, the general membership and our mission statement.

CURRENT STATUS

The building is branded as the 'SUB' and 'SUB project' throughout our documents and website. We are currently working on brainstorming ideas on how to proceed with re-naming this building.

KEY CONSIDERATIONS

1. There needs to be some form of student consultation for the naming process
2. Submissions to the pool of names should follow or consider aspects of these themes and guidelines:
 - a. Enhance a sense of community
 - b. Enhance the student experience
 - c. Should NOT be named after a person
3. The final shortlist should consist of approved names that fit the themes mentioned above.

OPTIONS

	Who suggests the name(s)?	Who shortlists the names?	Who decides on the final name?
Option 1	Board/Staff	SUB Committee	Board
Option 2	Board	SUB Committee	Students
Option 3	Students	SUB Committee	Board
Option 4	Everyone	SUB Committee	Board

May 23, 2018

RECOMMENDATION

Option 4: Board members, staff and students should suggest names in phases, that are then brought to the SUB Committee for shortlisting, then brought to the Board of Directors for final approval.

Proposed Schedule:

- **End of May to end of June:** The SFSS Board of Directors will brainstorm a list of names and shortlist their top 5 options
- **End of June:** The Communications team will prepare marketing and promotional material to encourage student participation (by submitting name options)
- **End of June to end of July:** Open up the anonymous name submission link for students. The Communications team will promote the submission process on our channels
- **End of August:** SFSS SUB committee will shortlist the names from the student submissions
- **End of August to the beginning of September:** SUB committee will ensure the shortlist names are approved by the university
- **Beginning of September:** The SFSS will announce the winning name

NEXT STEPS

1. Approve recommendation at the Board of Directors meeting
2. Send out internal request to submit suggestions
3. Discuss responses and options at next SUB committee meeting

Transition Workshop for the Student Groups of Applied Sciences

by the Faculty of Applied Sciences Representative

Final Report

Overview

A **workshop to support transition** was held with the **outgoing and incoming executives** of several student groups of Applied Sciences.



Details

Date Wednesday, May 9, 2018

Time 4:30 - 6:00 PM

Location TASC-1 9204, SFU Burnaby

Budgeted Expenditures \$325

Actual Expenditures \$105.74

Proposed Attendance (Maximum/Ideal) 50 student executives

Actual Attendance 24 student executives

The workshop was hosted by:

- The 2017-2018 outgoing Faculty of Applied Sciences Representative (Jeffrey Leung),
- The Student Engagement Coordinator for SFU Applied Sciences (Lehoa Mak), and
- The Student Affairs Coordinator for SFU Applied Sciences (Angelica Sypal-Kohout).

The proposal was approved at the [March 16, 2018 Executive Committee Meeting \(Item 6.2\)](#) and discussed at the [March 16, 2018 Board of Directors Meeting \(Item 8.8\)](#).

Goals

- Provide incoming executives with the appropriate resources to do their job effectively and efficiently:
 - SFU Faculty of Applied Sciences resources
 - SFSS resources
 - SFU Senate contacts
- Introduce and connect all Applied Sciences groups and executives to each other
- Provide an early base for communication and collaboration

Event Agenda

- **Individual icebreakers:**
 - How did you start getting involved as an exec in the DSU/student group in FAS?
 - Share one thing you are excited about this summer related to your role as an exec.

- **Self-introduction of each attendee**

- **Presentations on resources and responsibilities:**
 - Student Affairs Coordinator for SFU Applied Sciences (Angelica Sypal-Kohout)
 - SFSS Student Union Organizer (Ayesha Ali)
 - Outgoing SFU Senate Applied Sciences Representative (Jeffrey Leung)

- **Facilitation discussions with randomized groups:**
 - Questions to discuss:
 - How can we effectively communicate and collaborate between executives teams or other executives?
 - How do we plan events well?
 - How can we engage students?
 - Execs encouraged to discuss best practices and lessons learned from previous experience, as well as future plans for events/projects

Results

The presentations were well-received, though repetitive for outgoing executives. The knowledge sharing activity was even more well-received, and some executives discussed ideas on expanding upon the discussions provided. **I recommend further developing the discussion topics and allowing for more time and depth of discussion.**

The timing of the event was good, as it allowed incoming executives to have some orientation from their DSUs beforehand, but was still in the first month of the semester.

I strongly recommend continuing to hold this activity in future years.

Attendees

The attendees were the incoming and outgoing Applied Sciences student groups executives.

Student Group	Attendance
Computing Science Student Society	4 new incoming 2 continuing 5 outgoing
Engineering Science Student Society	1 continuing 4 outgoing
Mechatronic Systems Engineering Student Society	3 new incoming 3 continuing
Software Systems Student Society	2 continuing
Women in Computing Sciences	1 outgoing
Women in Engineering	<i>Unable to attend</i>
SFSS Faculty of Applied Sciences Representative	1 incoming
SFSS Vice-President Student Life	1 incoming
SFU Senate Faculty of Applied Sciences Representative	<i>Unable to attend</i>

Discussions from the Knowledge-Sharing Activity

The most valuable discussions from the knowledge-sharing activity are summarized here:

- Planning logistics:
 - Collaborate with DSUs
 - Past event documentation is valuable
 - More workshops to aid planning
 - Encourage engagement from students
 - Have contingency plans
- Communication and collaboration:
 - Create proper documentation
 - Have transition documents from previous executive bodies
 - Ensure meeting agendas are focused
- Student engagement:
 - Build a sense of community
 - Connect with students early and retain them
 - Promote starting from the friends of the executives
 - Promote DSU-themed merchandise
 - Hold consistent events
 - Plan around the semester schedule (e.g. first month, midterms, exams)
 - Hold events with strong spirit and community (e.g. Polar Plunge, Food Crawl)

To obtain a copy of the raw discussion notes, contact Angelica Sypal-Kohout or Lehoa Mak.

Feedback

Feedback forms were distributed to all the executives who stayed until the end. The results are summarized briefly below:

- This meeting was useful to me as an exec: **Yes (100%)**
- This was my first FAS Student Group/Exec meeting: **Yes (70%), No (30%)**
- My biggest-take-away from this meeting:
 - Keep in contact with other DSUs to work with and learn from them
 - Funding processes
 - Great for new executives
 - A lot of work goes into being a productive executive
 - Services (SFSS) and funding (SFSS, FAS) we have access to
- Ideas on topics of future meetings or something you would like to continue to discuss:
 - Various positions
 - Event brainstorming, collaborating, and planning (especially Frosh)
 - Continue the knowledge sharing
 - Recap on the relationship between the DSUs in the previous year

To obtain a copy of the raw feedback information, contact Angelica Sypal-Kohout or Lehoa Mak.

Budget

Item	Expected Cost	Actual Cost	Difference
Pizza (Expected: \$20 x 6 pizzas) (Actual: \$19x3 pizzas + \$14.29x2 pizzas)	\$240	\$91.95	- \$148.05
Soda, chips, utensils	\$34	\$0 (Purchased by Applied Sciences)	- \$34
Tax/Service Fee (15%)	\$41.10	\$13.79	- \$27.31
Contingency (20%)	\$59.90	N/A	- \$59.90
Total	\$375	\$105.74	- \$269.26