

## 1. CALL TO ORDER

Call to Order – 2:32 pm.

## 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 Committee Composition

Interim President .....	Vacant
VP Student Services.....	Vacant
VP University Relations ( <i>Chair</i> ).....	Arr Farah
VP External Relations.....	Christine Dyson
VP Finance.....	Hangue Kim
VP Student Life.....	Curtis Pooghkay
At-Large Representative .....	Paul Hans
At-Large Representative .....	Mudi Bwakura
Faculty Representative (Applied Sciences) .....	Alan Lee
Faculty Representative (Arts & Social Sciences) .....	Blossom Malhan
Faculty Representative (Business).....	Pritesh Pachchigar
Faculty Representative (Communication, Art & Technology).....	Prab Bassi
Faculty Representative (Education).....	John Ragone
Faculty Representative (Environment) .....	Vacant
Faculty Representative (Health Sciences) .....	Raajan Garcha
Faculty Representative (Science).....	Jimmy Dhesa

### 3.2 Society Staff

Administrative Assistant.....	Mandeep Aujla
Chief Executive Officer .....	Martin Wyant

### 3.3 Guests

Campaigns, Research and Policy Coordinator.....	Pierre Cassidy
Council to Board liaison.....	Alam Khehra
The Peak Web News Editor.....	Nathan Ross
Former Interim President/VP Student Services.....	Larissa Chen

### 3.4 Regrets

Council to Board liaison.....	Alam Khehra
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#### 4. RATIFICATION OF REGRETS

##### **4.1 MOTION BOD 2016-11-18:01**

†

*Be it resolved to ratify regrets from.*

**CARRIED/CARRIED AS AMENDED**

\*Note: Regrets were received from Alam Khehra (Council to Board liaison) however ratification was not necessary due to the nature of his role on Board meetings.

#### 5. ADOPTION OF THE AGENDA

##### **5.1 MOTION BOD 2016-11:18:02**

**Pritesh/Mudi**

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

**CARRIED**

#### 6. MATTERS ARISING FROM THE MINUTES

##### **6.1 MOTION BOD 2016-11-18:03**

**Prab/Blossom**

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

- ADV\_2016-09-30
- ADV\_2016-10-07
- ADV\_2016-10-28
- FAC\_2016-10-18
- FAC\_2016-11-09
- Council\_2016-10-26
- BOD\_2016-10-21
- BOD\_2016-11-04

**CARRIED**

#### 7. NEW BUSINESS

##### **7.1 MOTION BOD 2016-11-18:04**

**Alan/Raajan**

*Be it resolved to receive and file the board work reports and committee updates from October 16-31<sup>st</sup>.*

**CARRIED**

##### **7.2 MOTION BOD 2016-11-18:05**

**Jimmy/Hangue**

Whereas the Finance and Audit Committee has reviewed the relevant documents;

*Be it resolved to pay the student union building's Progress Claim #5 from the Build SFU Fund;*

*Be it further resolved that the student union building's Progress Claim #6 and related consultant expenses be paid using proceeds from the student union building loan from Scotiabank.*

**CARRIED**

**7.3 MOTION BOD 2016-11-18:06**

**Hangue/Mudi**

Whereas each progress draw on the student union building loan from Scotiabank requires extensive documentation as outlined in the Commitment Letter between the SFSS and Scotiabank;

*Be it resolved that Martin Wyant (Chief Executive Officer) and Marc Fontaine (General Manager, Build SFU) be authorized to prepare and submit to the lender all necessary documentation for the first installment of the Student union building loan from Scotiabank.*

**CARRIED**

**7.4 MOTION BOD 2016-11-18:07**

**Hangue/Mudi**

Whereas the Finance and Audit Committee has reviewed the relevant documents and provided the following recommendation to the Board;

*Be it resolved that the Board of Directors accept the CEO Financial Conditions and Activities report dated October 24, 2016.*

**CARRIED**

**7.5 MOTION BOD 2016-11-18:08**

**Hangue/John**

Whereas the Finance and Audit Committee has reviewed the relevant documents and provided the following recommendation to the Board;

*Be it resolved to create a new account 721/31 for Leasing Expenses in department 31 (administration).*

**CARRIED**

**7.6 MOTION BOD 2016-11-18:09**

**Hangue/Jimmy**

Whereas the Finance and Audit Committee has reviewed the relevant documents and provided the following recommendation to the Board;

*Be it resolved that the Board of Directors reallocate \$1,500 from line item 720/31 (Office Supplies and Expenses, Administrative department) to line item 721/31 (Leasing Expenses, Administrative department).*

**CARRIED**

**7.7 MOTION BOD 2016-11-18:10**

**Mudi/Curtis**

*Be it resolved to approve up to \$200 from the SFSS line item 817/20 for the 2016 Pie Smash Event.*

*Be it further resolved to appoint Mudi Bwakura as project liaison from the SFSS.*

Discussion:

- All proceeds will go the BC Cancer Society.
- Costs associated are for facilities expenses.
- There will be approximately \$15, 800 in the line item after these expenses are incurred.
- Due to a communication error, the proposal was emailed to the Board during this meeting.
- It was noted that the date in the proposal should read November. 29<sup>th</sup>, 2016.

**CARRIED**

### **7.8 MOTION BOD 2016-11-18:11**

#### **Hangue/Blossom**

*Be it resolved to approve X as the signing authority for the SFSS Surrey Pub Night Contract.*

Discussion:

- Surrey Pub Night will occur on January. 5<sup>th</sup>, 2016.
- The contract will be sent to Central City and any changes to be made will come back to the Board for review.
- Friendly amendment: *Be it resolved to approve Hangue Kim as the signing authority for the SFSS Surrey Pub Night Contract as it reads on November. 18<sup>th</sup>, 2016.*

**CARRIED**

\*\*Abstentions: Hangue Kim.

### **7.9 MOTION BOD 2016-11-18:12**

#### **Christine/Blossom**

Whereas the SFSS has been in strong support of Open Educational Resources at SFU;

Whereas the SFSS has been actively involved with the promotions of the SFU Library's OER Grant program;

*Be it resolved to approve the SFSS letter of support for the OER Grant program.*

**CARRIED**

### **7.10 MOTION BOD 2016-11-18:13**

#### **Mudi/Blossom**

Whereas the SFSS partners up with SFU for Welcome Day events;

Whereas the SFSS and SFU agree to split costs;

*Be it resolved to approve the SFSS/ SFU Letter of Agreement.*

*Be it further resolved to approve X to sign on behalf of the SFSS.*

Discussion:

- SFSS will be covering the cost for rentals.
- The costs weren't outlined in the letter; Arr stated he can get a quote.
- It was noted that the costs will have to be reviewed before they are assigned to a line item.
- The Board agreed to postpone this discussion to the next meeting.

→ Motion postponed as follows:

**7.11 MOTION BOD 2016-11-18:14**

**Curtis/Christine**

*Be it resolved to postpone Motion 7.10 to the next Board meeting.*

**CARRIED**

## 8. DISCUSSION ITEMS

### 8.1 Social Enterprises

- Corbett Gildersleve (Computing Science) approached Hangu regarding if the SFSS would be willing to submit grants on behalf of students who are interested in starting non-profits.
- Board members felt that this would occur on a case by case basis as well as an in depth discussion would have to be had on this.
- It was noted that there could be certain legal implications on submitting grants on behalf of students.
- It was further noted that the student would have to be an SFSS member in good standing.
- Board members were advised that for some grants you have to be a registered charity or non-profit organization which the SFSS is not.
- It was suggested that Corbett come to a subsequent Board meeting to state his asks and the premise behind the non-profit initiative he is taken on.

→ Discussion postponed as follows:

**MOTION BOD 2016-11-18:15**

**Alan/John**

*Be it resolved to postpone discussion "8.1 Social Enterprises" to a subsequent Board meeting.*

**CARRIED**

## 9. ATTACHMENTS

- finance conditions monitoring Oct24 final (1)
- 2016-11-07 Student Union Building Financing - recommendation for FAC (1)
- 2016-10-26 SFSS Budget Reallocation for Leasing Expenses (1)
- 2016-10-26 Memo to FAC for creation of new account 721-31 (1)
- pub night contract (draft)
- SFSSPieSmashEventProposal
- SFSS LOA - Spring 2017

## 10. ADJOURNMENT

**MOTION BOD 2016-11-18:16**

**Alan/John**

*Be it resolved to adjourn the meeting at 3:02 pm.*

**CARRIED**

**Creation of new account for leasing-related expenses in Department 31 – Administrative  
Information for the Finance and Audit Committee  
Prepared by Marc Fontaine, General Manager, Build SFU  
October 26, 2016**

Background

The SFSS leases space to various tenants, most of whom are located in the MBC Food Court. Revenue is generated from these leases and expenses are incurred relating to services and support such as lock changes, legal counsel, building code consultants, credit checks, minor space alterations and maintenance.

Issue

These expenses are currently allocated to various accounts including Office Supplies and Expenses in Department 31 – Administrative. This does not allow for effective tracking of expenses that are related to the leasing of spaces. Management would like to be better able to compare revenue from leasing with associated expenses.

Recommendation

I recommend the creation of a new account in Department 31 – Administrative from which expenses related to leased spaces will be charged. The new account could be named Leasing Expenses.

## Operating Budget Amendment Form Budget Reallocation

Submission Date: (MM/DD/YY) \_\_\_\_\_

Budget Amendment Initiator/Dept.: \_\_\_\_\_

Approving Body: (FASC/BOD) \_\_\_\_\_

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

**FROM:**

Account Number \_\_\_\_\_ / \_\_\_\_\_ & Description \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**TO:**

Account Number \_\_\_\_\_ / \_\_\_\_\_ & Description \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**Budget Reallocation Rationale: (Attach any other supporting documentation)**

**Budget Reallocation Motion:**

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

line item \_\_\_\_\_ / \_\_\_\_\_ to  
(description) (account #)

line item \_\_\_\_\_ / \_\_\_\_\_  
(description) (account #)

**Student Union Building Financing**  
**Information for the Finance and Audit Committee**  
**Prepared by Marc Fontaine, General Manager, Build SFU**  
**November 7, 2016**

**Background**

The SFSS has arranged financing with Scotiabank for the Build SFU student union building (SUB) project. The project is funded primarily by the Build SFU Levy which has been in effect since January 2014.

In the past, the Build SFU Levy has been remitted by SFU to the SFSS to fund design and initial construction expenses as well as Build SFU departmental operating expenses including staff salaries/wages, legal expenses, consultation expenses, and advertising expenses. Moving forward, revenue from the Build SFU Levy will no longer be available for Build SFU departmental operating expenses as the Build SFU Levy will be redirected to a new account to repay the loan at Scotiabank. Therefore, future Build SFU departmental operating expenses will need to be funded using funds that have already been collected.

Since SUB construction started in June 2016, all construction and consultant expenses have been funded through available funds from the Build SFU Levy and other sources. Eventually, these funds will run out and the SFSS will need to take the first installment of the loan at Scotiabank.

Following direction given by the Board of Directors on September 16, 2016, Progress Claim #4 from the SUB's general contractor was paid through available funds. Although a decision has not yet been made regarding Progress Claim #5, I have recommended that Progress Claim #5 and related consultant expenses be paid using available funds rather than by taking the first installment of the loan with Scotiabank. Therefore, for the purposes of this memo, I will assume that my recommendation will be accepted.

**Issue**

The SFSS has now received Progress Claim #6 from the SUB's general contractor. The amount owing is approximately \$828,000 and payment is due in November. Related consultant expenses will also be payable in November for consulting work completed during the same time period (October, 2016).

The SFSS needs to decide whether to pay these expenses using available funds or whether to take the first installment of the loan at Scotiabank.

**Analysis**

At this time, the SFSS has approximately \$1.7 million in available funds for Build SFU.

Progress Claim #6 and related consultant expenses are estimated as follows and are payable this month:

General Contractor – Progress Claim #6	\$828,000
Consultants – October 2016	\$250,000
<b>Total</b>	<b>\$1,078,000</b>



Stadium project expenses incurred but not yet invoiced and future Build SFU departmental operating expenses are estimated as follows:

Stadium project schematic design (if stadium project does not continue)	\$100,000
Build SFU departmental operating expenses 2016-2017 (remaining)	\$170,000
Build SFU departmental operating expenses 2017-2018	\$200,000
Build SFU departmental operating expenses 2018-2019	\$100,000
<b>Total – must all be paid using existing funds</b>	<b>\$570,000</b>

If Progress Claim #6 and related consultant expenses are paid using available funds, assuming that no unexpected expenses arise over the next two years, it is projected that funds available at the end of construction will be as follows:

Available Build SFU funds, current	\$1,700,000
Progress Claim #6 & consultants	(\$1,078,000)
Build SFU departmental operating expenses 2016-2019	(\$570,000)
<b>Unrestricted Build SFU funds at end of construction</b>	<b>\$52,000</b>

By maintaining unrestricted Build SFU funds, the SFSS will have the financial capacity to address project expenses that may arise unexpectedly. If these funds are not needed by the time construction has finished, they would be used to repay the loan with Scotiabank or for other Build SFU-related expenses such as operating costs of the SUB.

**Recommendation**

I recommend that Progress Claim #6 and related consultant expenses be paid by taking the first installment of the loan with Scotiabank. This will allow the SFSS to retain approximately \$1 million in unrestricted Build SFU funds to address project expenses that may arise unexpectedly.

If this recommendation is accepted, a motion could be considered by the committee as follows:

*Be it resolved* to recommend to the Board of Directors that Progress Claim #6 and related consultant expenses be paid using proceeds from the Student Union Building loan at Scotiabank.



## Internal Monitoring Report: Financial Condition and Activities

I hereby present my monitoring report on your Executive Limitations policy “Financial Condition and Activities”. A copy of the Financial Condition and Activities policy, referred to as EL-3, may be found on page 22 of the SFSS Board Policies manual.

I certify that the information contained in this report is true.

Signed: \_\_\_\_\_, Chief Executive Officer

Date: October 24, 2016

### Broadest Policy Provision:

With respect to the actual, ongoing financial condition and activities, the CEO may not cause or allow the development of:

- a. Fiscal jeopardy or;
- b. A material deviation of actual expenditures from Board priorities established in Ends policies.

The CEO will not:

### **Policy Provision #1:**

Incur debt or lease commitments in an amount greater than \$25,000 without prior board approval.

### CEO Interpretation:

The statement is clear. No further interpretation is required.

Data: We have made a number of commitments that are related to the completion of the Build SFU stadium design and the Build SFU Student Union Building construction project. No debts or commitments above \$25,000 have been made outside of those approved by the board.

Status: I report compliance.

**Policy Provision #2:**

Expend more funds than have been received in the fiscal year to date unless the resulting deficit can be repaid by certain and otherwise unencumbered revenues within 60 days.

CEO Interpretation:

“Unencumbered revenues” is interpreted to mean the current year’s revenues from all sources, and unrestricted fund balances.

Data: The Scotiabank statement as of October 7, 2016 (attached) shows an operating account balance of \$1,598,632.35. Our aged payables report, as of September 30, 2016 (attached) indicates a balance of \$121. Typically, SFSS expenses are paid immediately upon receipt.

Status: I report compliance.

**Policy Provision #3:**

Expend, without Board approval, any cash reserves that have been designated by the Board as restricted.

CEO Interpretation:

The statement is clear. No further interpretation is required.

Data: The Scotiabank statement as of October 7, 2016 shows the following amounts available for our designated funds:

Space Expansion Fund	\$1,942,976.73
Accessibility Fund	\$449,224.44
Student Care Health Plan Reserve	\$755,160.04
Build SFU Fund	\$2,019,751.19

It is important to note that \$200,000 from the accessibility fund has been designated to support the construction of an accessible elevator and \$22,000 for emergency call buttons for washrooms for the Student Union Building; these funds still need to be transferred from the Accessibility Fund to Build SFU. We have also committed \$10,000 in funding for a part time SFSS accessibility worker and \$3,300 for the Hi-FIVE project worker. We estimate that the balance of the fund, once these two transfers have occurred, will be approximately \$213,700.

The Board has also approved the application of a 2% administration fee on the Student Care Health Plan fees, which, once applied, will contribute approximately \$97,000 from our health plan reserve fund to our operating fund, leaving us with a projected health fund reserve balance of \$658,160.

It is recommended that we establish a restricted fund to hold the 5% surplus that is applied in each budget year and the administration fees that are generated from the Health Plan. A separate

account for these funds will allow us to track our progress towards our goal of having 6 months worth of our average operating costs set aside to cover future, extraordinary costs.

Status: I report compliance.

**Policy Provision #4:**

Allow payroll or debts to be overdue, or regulatory and statutory remittances to be overdue or inaccurately filed.

CEO Interpretation:

“Payroll” is interpreted to mean regular wages that are paid to SFSS employees. “Untimely” is interpreted to mean regular payroll payments that are processed three business days past the regularly-scheduled payroll date. With respect to debts, “untimely” is interpreted to mean payments that exceed agreed-upon terms by five business days.

Data: Our payroll is completed by our Finance Coordinators. Evidence that payroll has been completed on time, may be found in the attached reports entitled “Payroll Cheque Register” (which shows a payroll record for members of the Board) and “Deposit Register for Student Staff” (which shows a payroll record for staff) and “Deposit Register for Permanent Staff”.

Payroll and other government remittances are completed and submitted by Finance Coordinators. All remittances are up to date. The attached “GST/HST Return”, “Payment to British Columbia Provincial Sales Tax” and “Payment to Federal Deductions” are attached as evidence.

Status: I report compliance.

**Policy Provision #5:**

Make a single unbudgeted purchase or commitment of greater than \$20,000. Splitting orders to avoid this limit is not acceptable.

CEO Interpretation:

The statement is clear. No further interpretation is required.

Data: The Accounts Payable Cheque Register was printed for May 1<sup>st</sup> to August 31<sup>st</sup>. There were 6 cheques, all for budgeted expenses, that exceeded the \$20,000 limit, as follows.

AON Reed Stenhouse:	\$40,235.00	(liability insurance costs)
CJSF:	\$54,102.66	(student fees remitted)
Peak Publications Society:	\$70,668.54	(student fees remitted)
Simon Fraser Sustainability:	\$28,844.30	(student fees remitted)

WUSC:	\$36,055.38	(student fees remitted)
Simon Fraser University	\$107,154.87	(operating costs for two months)

Please see the attached Accounts Payable Cheque Register report. There were no cheques issued for unbudgeted purchases or commitments in excess of \$20,000.

Status: I report compliance.

**Policy Provision #6:**

Acquire, encumber, or dispose of real estate or enter into a lease or licence to occupy real estate for a committed time period of more than six months.

CEO Interpretation:

The statement is clear. No further interpretation is required.

Data: There have been no acquisitions or disposal of real estate during the reporting period.

Status: I report compliance.

## AGREEMENT

THIS AGREEMENT is dated for reference \_\_\_\_\_, 2016.

### BETWEEN

**Simon Fraser Student Society** MBC  
2250 - 8888 University Centre  
Burnaby, BC V5A 1S6

(“SFSS”)

### AND

**Central City Brew Pub**  
Central City Mall 13450 102 Ave  
Surrey, British Columbia V3T 5X3

(“the Pub”)

1. In consideration of the sum of \$1.00 paid by each of the SFSS and the Pub to each other, and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by each party), the parties agree as follows:

### THE EVENT

2. The Pub will host a SFSS pub night at the Pub from 8 p.m. on 5 January 2017 to 1:00 a.m. on 6 January 2016 (“the Event”), subject to paragraph \* of this Agreement.

### REPRESENTATIONS AND WARRANTIES

3. The Pub represents and warrants the following:
  - (a) That it has a valid Liquor Licence and any other permits required to hold the Event (whatever the regime is)
  - (b) That it has insurance sufficient to cover any losses or damages that might arise from the event (talk to insurer)

**Comment [SMC1]:** You are going to look into these issues.

### THE PUB'S OBLIGATIONS

4. The Pub agrees that the SFSS, its members and guests will have exclusive use of the Pub between 8:00 pm on 5 January 2017 and 1:00 am on 6 January 2017.
5. The pub will provide:
  - (a) The venue of the Central City Pub, Central City Mall, 1345-102 Avenue, Surrey, BC.
  - (b) The sound system and music,
  - (c) Sufficient staff to serve and host approximately 350 people\

**Comment [SMC2]:** Depending on what your insurer says, you may want to ask for proof of insurance.

#### **SFSS OBLIGATIONS**

6. The SFSS will pay the Pub \$4000.00 to host the event.
  - (a) The SFSS will pay the Pub the \$4000.00 out of the ticket sales and bar sales from the Event, and will be entitled to keep any monies received from ticket or bar sales above \$4,000.00
  - (b) If the SFSS cannot pay the full \$4,000.00 from the ticket and bar sale from the Event, it will provide the Pub with the outstanding amount by cheque or cash at the end of the evening.
  - (c) The SFSS will pay the Pub a deposit of \$2,000.00, at the commencement of the Event.
    - (i) If the bar sales from the Event exceed \$4,000.00, the Pub must return the full deposit to the SFSSs
    - (ii) If the bar sales from the Event are less than \$4,000.00, the Pub may keep the amount of the deposit required to make up the difference between the amount of money the Pub has received from the ticket and bar sales and \$4,000.00.
7. The SFSS will also provide:
  - (a) The production;
  - (b) Security;
  - (c) Decorations;
  - (d) Entertainment; and
  - (e) Volunteers to sell and collect tickets.

#### **CANCELLATION**

8. If, for whatever reason, the SFSS is unable or unwilling to fulfill its obligations under this Agreement, it is entitled to a full refund of its deposit if it provides the Pub with at least three weeks' written notice of cancellation.
9. If the SFSS does not provide the Pub with at least two weeks' written notice of cancellation, the Pub may keep the deposit.
10. If, for whatever reason, the Pub is unable or unwilling to fulfill its obligations under this Agreement, it will return the full amount of the \$2,000.00 deposit to the SFSS.
11. If the Pub does not give the SFSS two weeks' notice that it is unable or unwilling to fulfill its responsibilities, it return the full amount of the deposit and pay the SFSS any other costs the SFSS incurs as a result of the Pub's failure to fulfill its obligations.

#### **LIABILITY**

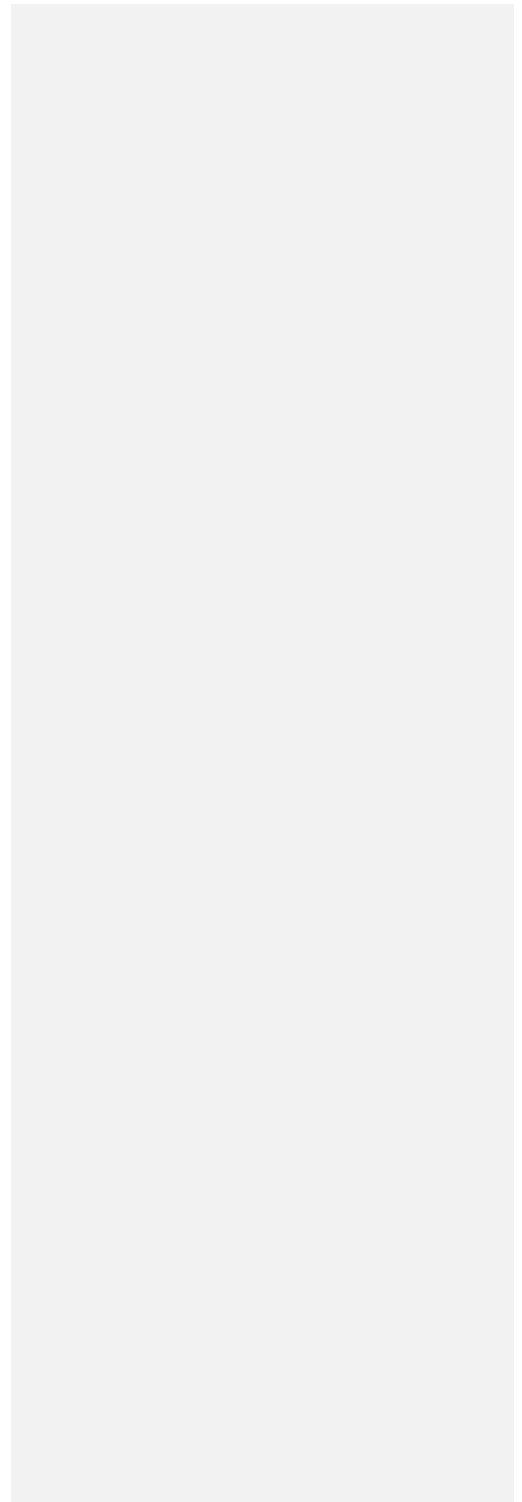
12. The Pub shall indemnify, defend and hold the SFSS and SFSS's, directors, agents and employees harmless from any losses, claims, damages or judgments, including legal fees, directly or indirectly resulting from the hosting of the Event, including but not limited to those arising out of any injury or death to any person or persons or damage to any property of any kind whatsoever, unless they are caused by SFSS's negligence or failure to fulfill its obligations under this Agreement.
13. The Pub and SFSS shall not be responsible for any losses or damages to the other occasioned by delays in the performance or non-performance of any of said party's obligations when caused by Acts of God, strikes, lock-outs, acts of war or any other cause beyond the reasonable control of said party.

#### **GENERAL**

14. This Agreement shall be governed by and construed under the Laws of British Columbia and the provision of this Agreement shall be construed as a whole according to their common meaning and not strictly for or against the SFSS or the Pub.
15. Should any dispute arise between the parties with respect to any matter pertaining to this Agreement, its terms, its conditions or its implementation, both parties must make every reasonable effort to resolve the dispute. If the parties are not able to resolve any dispute they agree to submit the matter to arbitration under the *Commercial Arbitration Act*, R.S.B.C. 1996, c. 55, and amendments thereto. The decision of the arbitrator shall be final and binding on both parties.
16. This Agreement may be executed in one or more counterparts, all of which when taken together will constitute this Agreement.



17. .No amendment of this Agreement will be valid or binding unless set forth in writing and executed by each party.



November 10, 2016

Arr Farah  
Vice-President University Relations, Simon Fraser Student Society

### Letter of Agreement

The following is an agreement between SFU Student Recruitment and Transition and Simon Fraser Student Society (SFSS) for a partnership agreement in regards to Spring Welcome Day and Day of Welcome Events at Burnaby Campus for Spring 2017.

#### **Spring Welcome Day: Tuesday January 3<sup>rd</sup>, SFSS will participate during the Services Fair**

- SFSS to be present from 12:15pm – 1:20pm to meet ~200 new students
- SRT to provide 1 table and 2 chairs along the North or East hallway of the AQ during the Services Fair

#### **Spring Day of Welcome: Wednesday January 4<sup>th</sup>, SFSS will host a Pancake Breakfast 10:00am – 12:30pm (or while supplies last), set-up begins at 9:30am**

SFSS agrees to:

- Organize volunteers to work shifts at the Breakfast; includes prep, setup and clean up
- Serve SFU students a pancake breakfast with a welcoming attitude
- Ensure adequate volunteers have Food Safe Certifications and are present at the event
- Bring signage to promote the SFSS and the Pancake Breakfast
- Apply and cover costs for a Food Permit from Fraser Health <http://tinyurl.com/k8z83gy>
- Submit a copy of the Food Permit to Paige LaBar by December 16<sup>th</sup>, 2016
- Arrange for grill rentals and cover any associated costs
- Provide usage of the portable hand washing station on January 4<sup>th</sup> at no cost

SFU Student Recruitment and Transition will:

- Secure the food for the pancake breakfast from Nesters Market
- Arrange for and cover the cost of setting up tables and chairs for the pancake breakfast

By signing this agreement you understand that it is the responsibility of the SFSS to fulfill and guarantee the completion of all duties listed above.

SFU Student Recruitment and Transition staff member

Signature: \_\_\_\_\_  
Paige LaBar, Student Life Coordinator Burnaby

Date: \_\_\_\_\_  
778.782.2465

SFSS Representative:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Re: Open Educational Resources Grants

Dear SFU Alumni Association

My name is Arr Farah and I am the current Vice-President University Relations for the Simon Fraser Student Society (SFSS). I am writing to show support for the Open Educational Resources (OER's) Grant program administered by the SFU library and the Teaching and Learning centre.

Since 2012 the SFSS, which represents over 26,000 SFU undergraduates, has recognized that the ever rising costs of textbooks is a serious problem for SFU students. In 2012 the SFSS launched its very successful Open Textbook campaign, which has recently been rebranded as #TextbookbrokeBC. This campaign has helped to highlight the financial barriers students face when it comes to purchasing textbooks and spreading awareness about OER's.

The SFSS has also been active in advocating to the provincial government for continued OER support through investments into the BC Open Textbook Project run by BC Campus. As the program continues to expand, our hope at the SFSS is that more adoptions of OER's will be seen in classrooms at SFU.

Over the last two years the SFSS has also been collaborating with the SFU Library to advocate for and support the creation and adoption of OER's at SFU. When the SFU Library and TLC first announced its OER Grant Program, the SFSS was thrilled. Recognizing the opportunity this program provides, the SFSS has actively assisted in the promotion of the program to both students and staff. At the SFSS we believe that OER's will benefit all individuals at this institution including undergraduates, graduates and professors alike.

On behalf of the board of directors, we hope to see the continuation of the OER Grant Program here at SFU and look forward to seeing all the benefits it will provide to students in the years to come.

Sincerely,



Arr Farah  
Vice President University Relations  
Board of Directors  
Simon Fraser Student Society

## SFSS Pie Smash Event Proposal

**Event Purpose:** To raise money and awareness about cancer and cancer research. The funds from this event will be donated to the Canadian Cancer Society.

**Description:** The event will take place on November 15th, 2016 from 10am-3pm in Convocation Mall. It'll consist of people donating money to the cause in order to attempt to pie someone in the face. Several people will be up for being pied, and they will take shifts. The shifts will be in half hour intervals starting at 10:00.

### breakdown

\$2 - stand 8 feet away

\$3 - stand 6 feet away (\$5 for 2 pies)

\$10 - stand 3 feet away (\$15 for 2 pies)

\$20 - stand wherever you want

### Event equipment needed from SFSS:

Tables x3\* = \$90

Whiteboard x2\*\* = \$60

Chairs x10 = included in table rate

**Total = \$150\*\*\***

\*two tables will be more than able to do the job.

\*\*a single whiteboard will be more than adequate in the event that a tarp needs to be purchased.

\*\*\*the actual facilities charge can vary.

**Note: the number of tables and whiteboards can be manipulated to create enough space for other materials to be purchased within the proposed budget**

### Request

We are seeking partnership with the SFSS in hosting this event in a similar format as last year. We ask that the SFSS approve up to **\$200** to ensure that all facilities costs

can be covered. We enjoyed working with the society last year and are excited to do the same this year.