

1. CALL TO ORDER

Call to Order – 9:33 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>).....	Larissa Chen
VP External Relations	Christine Dyson
VP Finance	Hangue Kim
VP Student Services.....	Vacant
VP Student Life	Curtis Pooghkay
VP University Relations	Arr Farah
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 (Communications, Art, & Technology).....	Prab Bassi
Faculty Representative (Education).....	John Ragone
Faculty Representative (Environment).....	Thadoe Wai
Faculty Representative (Health Sciences).....	Raajan Garcha
Faculty Representative (Science).....	Jimmy Dhesa

3.2 Society Staff

Chief Executive Officer	Martin Wyant
Campaign, Research, and Policy Coordinator.....	Pierre Cassidy
Administrative Assistant.....	Afifa Hashimi

3.3 Guests

Council Liaison	Alam Khera
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3.4 Regrets

Faculty Representative (Education).....	John Ragone
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4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2017-03-06:01

Blossom/Jimmy

Be it resolved to ratify regrets from John Ragone (Academic).

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2017-03-06:02

Arr/Blossom

Be it resolved to adopt the agenda as amended.

- “Reports From Society” to be moved to directly above “Matters Arising From the Minutes”

CARRIED AS AMENDED

6. REPORTS FROM SOCIETY

6.1 Report from Council Liaison – from Alam

- If help is needed to discuss General Membership Survey Jimmy or Alam can assist with this
- Justice Centre for Constitutional Freedoms ranked SFU on university policies and practices and student union policies and practices
 - Important to note that SFSS has no explicit protection of freedom of speech like in the constitution
- A question was discussed: When candidates are running can they have a higher budget? Decided that it does not matter if candidates have a higher or lower budgets
- Biology Student Union is hosting a conservation event about wildlife
- Referendum question was another big discussion item
- For the referendum question each side (yes and no) gets a budget of \$300

7. MATTERS ARISING FROM THE MINUTES

7.1 MOTION BOD 2017-03-06:03

Pritesh/Thadoe

Be it resolved to receive and file the following minutes:

- BoardOfDirectors 2017-02-20.docx
- BoardOfDirectors 2017-02-27.pdf
- CouncilCommittee 2017-01-25.docx
- EventsCommittee 2017-02-24.docx
- SCC-2016-11-21.pdf
- SCC-2017-01-19.pdf
- SCC-2017-02-23.pdf

CARRIED

8. NEW BUSINESS

8.1 February 16-28, 2017 Board Work Report & Committee Updates – MOTION BOD 2017-03-06:04

Blossom/Raajan

Be it resolved to receive and file the Board Work Reports and Committee Updates from February 16-28, 2017.

CARRIED

8.2 Board Guidelines Stipend Policy– MOTION BOD 2017-03-06:05

Hangué/Thadoc

Be it resolved to adopt the Board of Directors Stipends Deduction Policy as read on March 6, 2017. Be it further resolved to house it in Board Process Policies.

- Engagement form was taken out of engagement hours as it is not finalized
- Grace period for being late to meetings has been changed from 30 minutes to 15 minutes
- Penalties will take form as pay deductions for certain items. For late semester reports, pay will be withheld until reports are submitted
- The Board decided that this will be housed in Board Process Policies, as reflected by the BIFR clause added to the original motion
- This will come into effect immediately

CARRIED AS AMENDED

8.3 Surrey Campus Committee Appointments – MOTION BOD 2017-03-06:06

Hangué/Blossom

Be it resolved to appoint Phillip Huang and Inderpreet Sran as At-Large Members of the Surrey Campus Committee.

- Phillip Huang and Inderpreet Sran are two committee members; one had to step down, the other regularly attends SCC meetings
- There are two vacant positions so it is proposed that they be added as Officers
- The Board decided to amend the motion, as to reflect the Terms of Reference for this committee that names general students as “At-Large Members”, not “Officers”
- Surrey Campus Committee has been having quorum issues, so these committee additions will be helpful

CARRIED AS AMENDED

Alan arrived at 9:44 AM

8.4 SFSS Staff Liaison Officer – MOTION BOD 2017-03-06:07

Arr/Curtis

*Whereas the Board has mandated staff to be responsible for human resource matters;
Whereas the Collective Agreement Article 3.3 stipulates 2 Staff Liaison Officers may be appointed;*

Be it resolved to appoint Martin Wyant, SFSS Chief Executive Officer, and Karen Atara, SFSS Administrative Supervisor, as SFSS Staff Liaison Officers.

- Currently there has only been one Staff Liaison Officer, so this will formally appoint two SFSS Staff Liaison Officers (Martin and Karen)

CARRIED

8.5 SFSS Flag Football – MOTION BOD 2017-03-06:08

Curtis/Alan

Whereas the Events Committee has reviewed the relevant documents and provides the following recommendation to the Board.

*Be it resolved to approve up to \$595 for the SFSS flag football tournament from line item 817/20.
Be it further resolved to approve up to \$300 in visa gift cards for prizes.*

Be it further resolved to appoint Jackson Freedman as Project Lead.

- The event will be supported by the Residence Hall Association (RHA)
- Want to approve \$300 in Visa gift cards for prizes instead of using budget for this
 - There are 26 gift cards – they expire in June and about 20 have been allocated for the General Membership Survey contests and campaign
- Update on line item 817/20: there is about \$5000 left

CARRIED

8.6 SFSS Cultural Fest – MOTION BOD 2017-03-06:09

Blossom/Thadoc

Whereas the Events Committee has reviewed the relevant documents and provides the following recommendation to the Board.

Be it resolved to approve up to \$1600 for the 2017 SFSS Culture Fest from line 817/20. Be it further resolved to appoint Larissa Chen as Project Lead.

- Event intended to happen on March 24th at Convocation Mall
- Positions like volunteer coordinator are open to be filled, Board members are invited to participate but it is also open to students at large
- Concern about whether there will be enough time to have this event and do it well due to other events happening around the same time and the current workload of the proposed project lead
 - A lot of student groups are interested so they can partake in those volunteer roles
 - Concern about whether they have just expressed interest but not intent, concern about whether they will fill these roles
 - The groups listed in the proposal have been pulled from the complete list of cultural student groups, as to ensure inclusivity. If the event is approved, those respective groups will be contacted accordingly
 - Student groups have been contacted and some performers have expressed interest
 - The bookings are already tentatively set so the work that remains is standard set-up, finalizing performances and collaborating with student groups
 - CEO notes the good opportunity for interested Board members to assist and encourages Board involvement
- [Action Item]: President will email Board the names of those who are interested in filling the volunteer positions and progress reports on how the planning is going

CARRIED

8.7 RHA Pub Night Security – MOTION BOD 2017-03-06:10

Curtis/Arr

Whereas the Events Committee has reviewed the relevant documents and provides the following recommendation to the Board.

Be it resolved to approve up to \$700 from line item 817/20 for RHA Pub Night Security. Be it further resolved to appoint Alam Khehra as liaison.

- Brought to events committee by the RHA (constituency group) and it brought some debate
- Unsure about whether this is the appropriate line item to grant the RHA funds, but there is no other line item for this. There is no process for constituency groups, such as RHA, to receive grants

- RHA is not an external group: they are part of the Society as a loose group of students internal to the society
- However, they are a constituency group and there is ambiguity around constituency groups and their place in the SFSS structure
- Some say that RHA should not have access to these funds because it is not a formal club or student union group
- It was previously decided by the Board that until there is a process decided for funding external groups they would not be funded, it is recommended that no exception should be made for them, because otherwise this may set a bad precedent
 - However, there is concern about groups being penalized for no process being in place – this was brought to Board because there was no process in place
- Concern about what they will do with profit, if there is any
 - Some Board members are not in favour of this if they are asking for this expense to be covered and then they can make profit
 - Events did not ask RHA for their revenue stream for this
 - Recommendation from CEO: Granting Committee can be contacted about this kind of issue to answer questions
 - Clubs and groups are allowed to make profit to a certain extent – but questions could be asked about this to clarify things
- Events would like to refer this to Granting Committee to mandate them to do this
- Question about the lack of clarity in proposal regarding why they need the money for security.
 - Why they do not have enough for this, especially since they know that they are going to be making profit?
- Staff are going to be looking into the grants and this is expected to be ready by the next Board meeting
- External groups have not yet been addressed by the committee, but once it is done and reviewed by Council and Board, reviewing this recommendation can be a quick process afterwards
 - When this process is finalized, it can come to Board for review
- Recommendation from CEO of an important conversation to have: deciding how much funding each group will get

RETRACTED BY MOVER (CURTIS POOGHKAY)

9. DISCUSSION ITEMS

9.1 Food Bank Update

- VP Finance met with SFU Dining Services
 - \$4500 was contributed for the purpose of food bank related services
- New service: reloadable card system that can be used for food on campus; this is currently not offered for food bank system
- Proposal to have this as a pilot project using a few hundred dollars to see if the students use this service, and if this does not work the funds can be used for other things

- Project will use funding from SFU (for cards and putting the system in place) and the funds for food are from food bank, so staff would not have to do extra work, SFU will do this
- Student data can be collected – this data can possibly be acquired from SFU
- Concern about students abusing the food bank system with this, but this is hard to know for sure and worthwhile to explore
- Concerns need to be addressed and there is a recommendation that a more structured and formal proposal should be prepared before next steps are taken towards this project
- [Action Item]: Board members will send feedback to VP Finance, who will relay concerns and questions to SFU Dining Services and provide a formal proposal for next meeting

9.2 Stadium Project

- Stadium project was previously cancelled in August 2016 and since then, conversations about changing levy and other financing issues have taken place
- They have found a way to move forward with the stadium project; there is a revised budget and financing model
- SFSS will contribute \$10 million to the project at maximum, with no interest, once the stadium has been completed
 - SFU will be covering all costs above \$10 million and the latest estimates have been about \$13 million and \$16 million respectively
 - By changing the financial model, the SFSS does not have to pay interest and saves students about \$4 million in costs
- Previously, the Board went through legal agreements and other relevant items.
- The sub-committee recommends the Board to approve the Stadium Project Contribution Agreement, dated April 3, 2017
- Visual renderings of the project are shown and will be published online
- Discussion:
 - Update students on how the project cost reduced from \$30 to \$13 million, as well as other changes
 - If this is accepted, the agreement binds the University to complete this project within 3 years of the signed date. If SFU does not fulfill this requirement, the SFSS has the opportunity to back out. SFU will be confined to the 3-year timeline for a complete stadium project that meets the scope; even if they want to have additions to the existing schematic design.
 - \$50,000 annual financial aid contribution from SFU; it is up to Board of Directors to decide how this will be used, with the aim to mitigate student financial strain
 - There will be a formal motion to approve all these documents and agreements at the next Board meeting. Prior to this, a statement will go out to publicly address this and inform the membership.
 - Briefing note and presentation can be released in an editorial so that students will hear about it directly from the SFSS and will know that this proposed agreement and recommendation is being discussed
 - Recommendation from CEO: There will be questions and concerns from students, so members of Build SFU Committee and staff should be assigned to address questions about why the decision has changed

10. ANNOUNCEMENTS

10.1 SFSS Membership Survey 2017 taking place March 7 to 17

- Final tabling schedule and location to be sent out today (and there is a separate schedule for volunteers)
- Survey will be open today (March 6th) but emails and promotion will start March 7th
- Printed materials include speaking notes
- Tabling from 13th to 17th will also include tabling for referendum campaigns
- Recommendation to Board: more Board members should try to make time to table

10.2 Advocacy Tank Farm Expansion Awareness Campaign taking place

- Some DSUs and FSUs have contacted Advocacy and they have been taking letters back to their student union meetings and bringing them back to Advocacy
- Still about a month left to collect more signatures
- Board members each are mandated to get 25 letters signed, letter packages available in the office

10.3 SFSS Art Expo 2017 is accepting submissions, deadline is March 7. Check website and Facebook event page for details

10.4 Appreciation Week taking place March 20 to 24

- Updates have been sent to Board through email

11. ATTACHMENTS

- [Final] BoardofDirectorsStipendsDeduction Policy.pdf
- BOD67February15-28WorkReportCommitteeUpdate.docx
- ProposalSFSSCultureFest2017 (1).pdf
- SFSS Touch Football Tournament Proposal.docx
- RHA-St.-Patricks-Pub-Night.docx

12. ADJOURNMENT

MOTION BOD 2017-02-20:11

Alan/Blossom

Be it resolved to adjourn the meeting at 10:48 AM.

CARRIED

Memorandum

To: Simon Fraser Student Society (SFSS) Board of Directors

From: Finance and Audit Committee

Date: March 6, 2017.

Re: Board of Director's Stipend Deductions Policy

In an effort to ensure the accountability of the SFSS Board of Directors to its membership and after review from the Finance and Audit Committee, we recommend that the Board forward with the following processes.

**Executives are held to a higher standard and are penalized at a higher rate due to their required hours and obligations.

Reasons for stipend reduction:

1. Late bi-weekly work reports:

- Reports will be due at 4:00PM the following day of the pay period.
- Reports must be completed in its entirety. Every section must be filled out, N/A is acceptable.
- No exceptions for late reports, Board members should be responsible for completing it on time and not leave it to the last minute.

Executives: \$50 deduction if it is late.

Faculty: \$25 deduction if it is late.

2. Late Semester Reports

- Due on the last day at midnight of the following month of the reported semester.
- Email report to the Board. Ex. Fall Semester report is due on January 31 at midnight.
- The deductions will be calculated on the next pay period following the deadline of the report. Pay will be withheld until a report is submitted.

Executives: \$100 deduction per day late for a maximum of one pay period.

Faculty: \$50 deduction per day late for a maximum amount of one pay period.

3. No Attendance at board meetings

- Exceptions.
 - Academic reasons based on Board approval. Ex. Last course needed to graduate.
 - Sick/personal reasons
 - Society related work approved by Board (conferences, meetings, etc)
 - Exceptions above must be communicated to the Chair beforehand via email. The Board will decide on if they will ratify their regrets.
 - Studying or outside work is not a reasonable excuse.

Executive: \$100 deduction for no attendance.

Faculty: \$50 deduction for no attendance.

4. Late to Board Meetings (15 minutes)

- 30 minute grace period. After that time, deductions will be in effect.
- Only exception is personal reason and unexpected circumstances which will be communicated to the chair beforehand.

Executive: \$50 deduction.

Faculty: \$25 deduction.

5. Late to Committee Meetings (15 minutes)

- 30 minute grace period. After that time, deductions will be in effect.
- Only exception is personal reason and unexpected circumstances which will be communicated to the chair beforehand.

Executive: \$20 deduction.

Faculty: \$10 deduction.

6. Committee obligations

- a. Each Board Member must sit on a minimum of atleast two SFSS standing committees.
- b. Each Executive must chair at least one committee.

Executives: \$200 deduction for 2 missing committee spots. \$100 deduction for 1 missing committee.

Faculty: \$100 deduction for 2 missing committees. \$50 for 1 missing committee.

7. Engagement hours

- a. 4 hour minimum for all Board Members
- b. Must be reported on the bi-weekly reports

Executive: \$50 deduction.

Faculty: \$25 deduction.

Appeals can be sent to the Board via the President. The VP Finance has the authority to impose these deductions based on reasonable evidence. Board Members are required to hold each other accountable by reporting any misconduct to the President or VP Finance.

SFSS BOARD WORK REPORT

This report reflects the Board work from
February 15-28, 2017

PRESIDENT

Named SFSS Committee Work & Action Items

Board

- Developed agenda & compiled attachments, chaired Board meeting for Feb 20 and 27.

Build SFU

- Meeting x1
- Joint Steering Meeting

Events

- Meeting x1
- Presented Culture Fest & St. Patrick's Day Pub Night
- Provided update about SFSS Appreciation Week & Puppy Therapy

Governance

- Meetings x2

Finance & Audit

- Meeting x1

Advocacy

- Meeting x1
- Discussed tank farm awareness campaign.
- Presented SFSS Appreciation Week (Wellness Wednesday, March 22).

Sexual Violence & Misconduct Policy (SVP) Advisory Group

- SVP Advisory & Working Group Meeting x1
- Reviewed recommended changes to policy.
- Reviewed revised draft policy.

Website Development

- Reviewed website videos briefing document.

Meetings & Action Items

- SFU Associate Registrar re: U-Pass
 - Compiled notes & sent to VP ER & SFU AS.
- SFSS HR
 - Board Alumni Group
- SFSS Minutetaker x2
- CEO + President x2
- HCS Puppy Therapy re: Spring events
- WUSC SFU
- Council
 - Presented update re: tank farm awareness campaign.
 - Presented info re: Art Expo 2017.
- Studentcare re: claims analysis

- SFSS Communication Coordinator
- SAAC Meeting re: Karaoke/Wings Night

Projects

Internship Proposal

- Finalized proposal & forms, both sent off to Board.

Tank Farm Rally

- Created proposal for Tank Farm Expansion Awareness Rally.
- Sent to VP ER & discussed at Advocacy.

Office/Engagement Hours

- Office hours by appointment, made via president@sfss.ca
- Student-requested meetings x2

Events

- SFSS Birthday Bash
- SHAC Healthy Campus Event

Administrative

- Prepared for meetings: reviewed agenda items, minutes and supporting documents.
- Emails.
- Compiled notes from SFU/SFSS Room-booking Meeting.
- CBC Interview re: recent sexual assault & SafeWalk program.

VP STUDENT SERVICES - VACANT

VP EXTERNAL RELATIONS

Named SFSS Committee Work & Action Items

Board

- Meeting x2

Advocacy

- Meeting x1
- Work order form “run with it” outreach campaign, reviewed poster edits, ordered more letters for tank farm campaign, followed up with Health and Counselling regarding wait list times, followed up regarding provincial elections event, researched pricing for mental health info campaign, worked on tank farm rally proposal

Governance

- Meeting x 2
- Reviewed briefing notes for board, SFSS Fee structure

Executive

- Did not meet

Nominations Committee

- Did not meet

Meetings & Action Items

- U-Pass Meeting with SFU Representative and SFSS President
 - Overview for upcoming UAC meeting, Institution survey
- Meeting with SFSS President
 - Tank Farm rally proposal
- Meeting with CEO x2
 - Board orientation and active bystander training
- Phone call with AMS and UVSS x2
 - Discussed Provincial budget release
 - Review of student survey results
- Conference call with U-Pass Student Caucus x2
 - Discussed business case, meetings with Government
- Phone call with SUVCC and ECSU x2
 - Edits to letter
- Phone call x4 with Communications Coordinator and Ballistic Arts
 - Reviewed and made edits to storyboards for election videos
- Communications meeting

Projects

- Consent Proposal for Board of Directors Orientation
 - Followed up with HCS regarding training times
- Run with it Campaign
 - Followed up with alumni regarding video submissions, reached out to additional alumni
- U-Pass Letter
 - Wrote letter on behalf of the student caucus
- AMS and UVSS
 - Worked on report for student survey results

Office/Engagement Hours

- Office Hours
 - By appointment

Events

- SHAC: Students towards a Healthy Campus event

Administrative

- Prepared for meetings: reviewed agenda items, minutes and supporting documents
- Emails

VP FINANCE

Named SFSS Committee Work & Action Items

- Board
- Executive
- Finance and Audit (full details in committee updates)
 - Management Consultant Reallocation
 - Budget Review
 - Budget Presentations

- Surrey Campus (full details in committee updates)
 - Confession board
 - Cultural event
 - Appointed two new members
- Events
 - Art Expo
 - Appreciation Week
 - St. Patrick's Day Pub Night
- Accessibility
 - Reviewed documents for survey and accessibility checklist
 - Discussed future opportunities to prioritize disability issues on campus

Meetings & Action Items

- Financial coordinator- closed Vancity accounts, budgets, bank charge analysis
- Auditor- reviewed budget allocations
- Build SFU- payment requisition form review with GM
- Budget Review with Martin and Lucy
- Student regarding pub night
- Gary from VIVA Care
- FBS General Manager
- SFU Dining Services Manager- Emergency Food Bank Program

Projects

- Emergency Food Bank Program- reviewed new card system that could be used for our program to reduce paper waste and give more options to students on campus
- SCC- Confession Board- idea to have a week long Board that students are able to anonymously submit their confessions and bring up issues on campus
- SCC- Cultural Event- planning to host it alongside Appreciation week with cultural food and music
- FAC- Budget- working on second draft to bring to FAC
- Board Stipend Deduction edits

Office/Engagement Hours

- Office hours (by appointment on Surrey or Burnaby Campus)

Events

- SFSS Birthday bash

Administrative

- Reviewed minutes and important documents for meetings
- Emails

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

- Events Committee X2

- Strategic Engagement X1
- Board meeting X1
- Council X1

Meetings & Action Item

- Meeting regarding appreciation week
- Meeting regarding st patricks day pub night

Projects

- Volunteer gala proposal
- Feedback on appreciation week

Office/Engagement Hours

- Engagement hours through coffee drop shop

Events

- Coffee Drop Shop

Administrative

- Emails
- Reviewed Minutes

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

Board

- 2 Board meetings
- Prepared motions and speaking points for referendum campaigns

Advocacy

- Committee meeting

Governance

- 2 Committee meetings
- Met with CRPC regarding committee work plan

Finance and Audit

- Committee meeting

Meetings & Action Items

- If you would like a list of my meetings, do not hesitate to contact me.

Projects

Bylaw Change referendum

- Began working on campaign outline
- Had question approved by board and placed on ballot
- Filled out nomination form and will be campaign lead

Health and Dental Plan Referendum

- Began working on campaign outline
- Had question approved by board and placed on ballot

- Filled out nomination form and will be campaign lead

Events

- Case it Awards Gala

Administrative

- Office hours for the remainder of the term will be, by appointment only.
- If you have any questions, comments or concerns feel free to contact me at vpuniversity@sfss.ca

AT-LARGE REPRESENTATIVE (BWAKURA)

Named SFSS Committee Work & Action Items

- Governance
 - February 20th, 2017 (1hour)
 - Review student fee briefing note
 - February 27th, 2017 (50mins)
- Events
 - February 24th, 2017 (50mins)

Meetings & Action Items

- Balding for dollars
 - February 17th, 2017 (1hour)
 - Event plan and timeline discussed
 - Potential SFSS involvement in marketing
- Vantage Point
 - February 22nd, 2017 (1hour, 30mins)
- SAAC
 - February 27th, 2017
 - SAAC involvement in Appreciation Week events

Projects

- Appreciation Week
 - Space booking, communication and promotions and food orders placed
- SFSS Art Expo
 - Open to submissions
- Balding for dollars
 - Preliminary planning

Office/Engagement Hours

- Wednesdays, MBC 2220 11am - 1pm
- Mondays, MBC 2220 1pm - 2pm
- By appointment via atlarge1@sfss.ca

Events

- SASS elections info session

- February 23rd, 2017 (30mins)

Administrative

- Event Planning
- Emails

AT-LARGE REPRESENTATIVE (HANS)

Named SFSS Committee Work & Action Items

- Board Meeting (x2)
- Build SFU (x3)
- FAC
 - Consultant Management Reallocation
 - Budget Review
 - Board Stipend Reductions
- Strategic Planning
 - Preparing for GMS presentation at board
 - Prepared GMS campaign 2017

Meetings & Action Items

- Organizing GMS tabling and presentation
- GMS communications plan with communications department

Projects

- Strategic Planning Committee - General Membership Survey

Office/Engagement Hours

- Wednesday 10:30-12:30 WMC 3370

Events

- SFU SHAC Event

Administrative

- Emails and reading minutes and relevant documents

APPLIED SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items

- AFAC
 - Did not meet
- Granting
 - Did not meet
 - Got caught up to speed with Staff lead on new process

Meetings & Action Items

- Board meetings
 - Feb 27

- Feb 20
- DSUs
 - Did not make due to board meeting end times

Projects

- FAS Formal
 - Budget updates
 - Changed numbers due to approved grant amount
 - Talked to SUO about granting amounts
 - Progress updates
 - Poster Design Updates
 - Entertainment Updates
 - Menu Updates
 - DSU Follow up
 - Update Presidents on potential DSU spending for event
- FAS Dodgeball
 - Answered questions on how to plan event
 - Grant work
 - Explained how granting works to organizer
 - Answered questions on what is needed in a grant

Office/Engagement Hours

- Mondays 9:30-12:30 MBC 2220 or ASB Atrium
- By Appointment appscirep@sfss.ca

Events

- N/A

Administrative

- Emails
- Reading agenda documents

ARTS & SOCIAL SCIENCES REPRESENTATIVE

Named SFSS Committee Work & Action Items:

- Governance: Feb 20th and 27th
 - We talked about fee structure and dividing our fees according to the society by-laws
- Advocacy: Feb 22nd
 - We discussed the next steps for tank farm and mental health info sheets and giveaways

Meetings & Action Items:

- Board Meeting: 20th and 27th
- Vantage Point FARM Meeting: Feb 22nd

Projects:

- FASS FLASH: collected all the data for the March flash and sent the work order to the communications office
- Pub Strobe Light for Advocacy “consent matters” campaign: working on getting a filter for the light in the pub

Office/Engagement Hours:

- Thursdays 12:30 to 1:30, Harbour Centre 3221

Events: N/A

Administrative:

- Emails
- Prepared for meetings: reviewed agenda items, minutes, and any related documents

BUSINESS REPRESENTATIVE

Named SFSS Committee Work & Action Items

Surrey Campus Committee

- Confession board
- Cultural event

Vancouver Campus Committee

Meetings & Action Items

- Board Meeting (x2)
- Meeting with BASS President
- Reaching out to BASS communications for GMS
- Meeting with Enactus SFU President for help on their event HACKtion
- Meeting with Enactus SFU VP of program development for SFSS room bookings trouble

Projects

Office/Engagement Hours

- Office hours are by appointment for the remainder of the term. Please email me @ busrep@sfss.ca to set a time to meet (Surrey, Vancouver, Burnaby Campuses)

Events

Administrative

- Reviewed documents and agenda to be prepared for meetings
- Checked and sent emails

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - 02/22: Meeting
 - We discussed the tank farm awareness campaign and mental health info sheets and giveaways
 - Campaign videos and SFSS information videos: Ballistic Arts
- Vancouver Campus Liaison/Committee
 - 02/28: Meeting with Admin about Vancouver students
 - Plan for Tea at Three
 - Room booking for SFU Vancouver Meeting
- SFU Sustainable Mobility Advisory Committee (SMAC)
 - Did not meet during this time
- Strategic Plan Steering Committee
 - 02/20: Was not able to attend due to extenuating circumstances
 - Task: Farm involvement in the General Membership Survey Campaign

Meetings & Action Items

- 02/20: Board Meeting
 - Was not able to attend due to extenuating circumstances
- 02/27: Board Meeting

Projects

- FCAT Undergraduate Conference
- Vancouver Students Group
- FCAT Formal

Office/Engagement Hours

- 02/06: Tank Farm Awareness Tabling
- Office Hours
 - Office hours for the remainder of the semester will be by appointment only. Please email me at fcatrepsfss@sfss.ca

Events

- 02/24 FCAT Undergraduate Conference
 - The conference was a huge success! We had over 60 projects and amazing keynote speakers
 - The venue was at SFU Woodward
 - We had an Alumni panel
 - We also hosted a social media contest
- 02/24: Volunteer Appreciation Gala
- 02/17: PSA Pub Night
 - Coat-check

Administrative

- Prepared for meetings: reviewed agenda items, minutes, and any related documents
- Email

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

Meetings & Action Items

- Board Meeting (Feb 20)
 - Attended the last discussion only. The first portion was missed due to school.
- Finance & Audit Committee (Feb 20)
 - I presented a proposal for the Strategic Engagement Committee to be given a budget for the 2017/18 fiscal year. The result was inconclusive and will be discussed at a future meeting.
 - FAC reviewed other committee budget proposals.
- Vantage Point Meeting (Feb 22)
 - This meeting discussed the highs and lows of working as a board member within the student society. This consultation group aims to improve and give guidance to future boards so that our work can continue and future boards can be effective through a harmonious work environment. Good stuff this group is doing for improving our society!
- Board Meeting (Feb 27)

Projects

Events

- Education Welcome Event for incoming Aboriginal Students (Feb 16)
 - This was a great event. I, along with the faculty of Education, welcomed incoming indigenous students to the school. I presented on the importance of Education in our society along with its great benefit in our own lives. I then helped with leading some activities and discussions with the students.
- Outdoor Learning Day at the Cheakamus Centre (Feb 25)
 - This was an awesome day that my team through the Education Student Association and I created and implemented for education, biology and any other interested student. The goal was to connect education and the environment by getting students out of the classroom and into an outdoor learning context. Over 30 students attended the event and most of them had never interacted with the SFSS/ESA before. This made it a total success! The event cost \$50.00 per student but thanks to subsidies by the ESA through the SFSS, we were able to charge attendees only \$15.00! I love making student dollars work for them! :)
- ESA Study Break (Feb 28)
 - The ESA's second event in a period of four days proved to be a success. Friends was played for several hours in the learning hub in the education building while food and board games were provided to create an engaging environment for students looking to socialize and relax. Those who attended were mainly those who could not attend the Outdoor Education Day. Several students who went to the Outdoor Education Day came to this event as well allowing for great follow up between myself and those looking to get more involved! We also selected 5

students to give \$50.00 Dollorama gift cards to help provide supplies to their classrooms during their teaching practicum! Very exciting. I love seeing student dollars make a difference in real tangible and socially benefitting ways.

Office/Engagement Hours

- By appointment

ENVIRONMENT REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Accessibility (N/A)

Meetings & Action Items

- Board (20th, 27th)
- Vantage Point (22nd)
- Environmental Science Student Union (27th)
 - Planning for additional events within the student union

Projects

- Planning for Conservation Movie Night with Biology Student Union and Wildlife Conservation Society

Office/Engagement Hours

- Office hours for the remainder of the semester will be by appointment only. Please contact envrep@sfss.ca to schedule an appoint.

Events

- Caselt 2017 Awards Banquet (17th Feb)
- Volunteer Appreciation Gala (24th Feb)

Administrative

- Emails
- Reviewed Agenda Items and Documents

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - 02/22: Meeting (was not able to attend)
- Surrey Campus Committee
 - 02/23: Meeting
 - Confession Board
 - Cultural Event
- Search Committee for the Dean of Health Sciences
 - 02/23: Meeting
 - Read and evaluated applications of 15 candidates
 - Formed a list of interview questions

Meetings & Action Items

- 02/20: Board Meeting
- 02/27: Board Meeting
- 02/23: HSUSU Meeting
- 02/28: Meeting with Western Canada Regional Manager for OzTREKK

- Wanted to know more about HSUSU and what we do

Projects

- Health Sciences Gala

Office/Engagement Hours

- Office hours for the remainder of the semester will be by appointment only. Please email me at healthrep@sfss.ca

Events

- 02/24: Volunteer Appreciation Gala
- 02/17: PSA Pub Night
 - Coat-check

Administrative

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Emails

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Strategic Engagement Committee
 - Did not meet during this time
- Finance and Audit Committee
 - 02/27: Meeting
 - Reviewed budget presentations
- Strategic Plan Joint Steering Committee
 - 02/20: Meeting
 - Helped prepare for General Membership Survey
- Grant Restructuring and Guidelines Committee
 - Did not meet during this time

Meetings & Action Items

- 02/20: Board Meeting
- 02/27: Board Meeting

Projects

- Peer Mentorship Program
 - Completed randomly selected mentor and mentee check-ins

Office/Engagement Hours

- Office hours for the remainder of the semester will be by appointment only. Please email me at sciencerep@sfss.ca

Events

- 02/17: PSA Pub Night
 - Coat-check
- 02/24: Outstanding Student Volunteer Appreciation Gala

Administrative

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Emails

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
February 16-28, 2016

ADVOCACY

The committee met on February 22nd, and had Vantage Point attend as guests. The consent campaign was discussed in terms of 'active bystander training', and the committee talked about the best time to hold a trial session. An update was also provided on the consent toolbox redesign. The Tank Farm awareness campaign was reviewed, and it was decided that more letters should be printed. Additionally, the committee discussed the potential of hosting a rally at the end of the school term. The mental health campaign was discussed in conjunction with appreciation week, with info pamphlets being handed out at the "wellness wednesday" event. The committee was also updated regarding the change of date for the provincial election event, being hosted in conjunction with other student societies. The committee decided they still wished to receive updates regarding partnering on this event. Lastly, an update was provided regarding the SFSS election videos. The committee was circulated the storyboard and asked to provide their thoughts.

ACCESSIBILITY FUND

The Accessibility Fund Committee did not meet during this time.

EVENTS

FINANCE & AUDIT

The Finance and Audit committee met and approved a reallocation from the Management Consultant line item to the Lease expense line item to cover administrative expenses. We finished off the budget presentations and reviewed the second draft of the budget. We conducted an analysis on the bank charges from Scotiabank and Vancity. The Board Stipend Deduction Policy was discussed and will be brought to the next Board meeting for approval.

GOVERNANCE

The Governance committee met twice in the last weeks and discussed two briefing notes regarding our Health and Dental Plan Fee increase referendum, as well as a bylaw change referendum. The committee also discussed categorizing student society fees as required by the new BC Society Act.

NOMINATION

The Nomination Committee did not meet during this time.

STRATEGIC ENGAGEMENT

The SEC did not meet during this period due to reading break.

STRATEGIC PLAN

The Strategic Planning Committee met and discussed the progress of the General Membership Survey and the SFSS departmental survey. The GMS campaign was developed, the budget decided upon, and communication plan was discussed. The departmental survey was conducted over two weeks where students gave feedback on applicable departments. Overall the feedback was positive and we had several hundred responses.

SURREY CAMPUS

The Surrey Campus Committee met and approved a Confession Board event on the Surrey Campus where students are able to submit anonymous confessions into a box and it will be posted for other students. We also started planning a cultural event during appreciation week where there will be music and food from different clubs/student groups on campus. We also appointed two new members to the SCC.

SFSS CULTURE FEST 2017

Prepared by:

Larissa Chen, SFSS President

PURPOSE

The SFSS Culture Fest 2017 is aimed to be a free daytime event, hosted in Convocation Mall. The purpose is to draw in various cultural groups on campus and highlight the diversity that exists on the SFU campus. The itinerary contains student group tabling, cultural activities, performances and music.

LOGISTICS

Date & Time

Friday, March 24, 2017

10:30AM Set-up.

11:00AM Event begins, with Opening Ceremony.

12:00PM Performances begin

2:30PM Event closure.

3:00PM Take down.

The event itinerary is to be finalised by the organizing group.

Location

SFU Convocation Mall

Performances

Will take place between 12:00pm to 2:00pm. Student groups will contact the projects leads to present and they will coordinate timeslots and schedule accordingly.

Working Group Roles

Project Lead.

External & Sponsorship Relations.

Volunteer Coordinator.

Director of Communications.

Volunteers

Set-up (6)

Tabling (done by respective student groups, at least 2 per table).

Take down (6)

Photographers (2)

Videographers (2)

PROMOTIONS

Posters & handouts

Digital graphic to be created and finalized by SFSS Communications Office, as detailed in Communications Work Order Form.

Digital media

Facebook

- Event: SFSS Culture Fest 2017

- Promotions on main SFSS page.

Instagram

- Short video highlighting performances.
- Promotional materials of submissions and honorable mentions.

SFSS Website

- Upload proposal onto designated link, with Facebook event link attached.

Presentation at Council

Emails

Emails will be sent out to the Student Union Office and General Office Club mailing list.

External

SFU Student Services

SFU International Services

SFU Cornerstone

METRICS

Number of attendees (measured by event sign-in, online RSVP, Facebook attendees).

Number of student group participants.

Number of volunteers.

TASKS

Book Convocation Mall from 11:00am to 3:00pm (set-up at 10:00am).

Submit SFU Facilities work order.

Inquire with SFU about food truck and/or external restaurant sponsorship.

Request Cornerstone restaurants for sponsorship.

Request SFU Student Services and International Services for sponsorship.

Organize working group for regular meetings.

Submit SFSS Communications Work Order Form to create Facebook event, poster graphic, email messaging, social media promotions calendar, website information and prepare speaking points.

Inquire if SFU Administration would be interested in speaking at Welcome ceremony (March 24, 11:00am).

Callout for volunteers, via Google Forms.

Create working group respective director job descriptions

Inquire if similar event can be hosted at SFU Surrey.

Prepare email to be sent out to potential partners.

If catering and/or food provided, confirm food permit.

STAKEHOLDERS

SFSS Events Committee

SFU Global Student Centre

SFU International Services

SFU WUSC

Interfaith Centre

Potential SFSS clubs:

- **Cultural groups:** Bangladesh Students' Alliance, Barkada SFU, CAC, C-Link, Chinese Undergraduate Association, Club Ilia, Hillel Jewish Student Association, Idol Culture & Dance Club, Iranian Club, Japanese Network, K*ish, Nigerian Students Association, Pakistan Student Association, Scottish and Celtic Society, SFU Hanfu Culture Society, Sri Lankan Student Association, Students of Caribbean Ancestry and Turkish Canadian Association, Punjabi Student Association and SFU Bhangra Club.

- Religious and spiritual groups: Ahmadiyya Muslim Student Association, Athletes In Action, Calvary Worship Center SFU Ministries, CFC-Youth, Compassion in Christ, Evangelical Chinese Bible Fellowship, Falun Gong Club, First Love Club, Inter-Varsity Christian Fellowship, Jesus Disciples Movement, Light Up The Hill, Living Water, Muslim Students Association, Pentagram, Power to Change, Redeemed Christian Fellowship, Sikh Students' Association and University Christian Ministries.

BUDGET

Set up (SFU Facilities)*	\$400
AV/IT*	\$200
Food, catering and/or food permit*	\$500
Postering and promotional materials	\$100
Decorations	\$200
Miscellaneous	\$200
TOTAL	\$1600

*Sponsorship will be sought from SFU and Cornerstone.

TIMELINE

Established by Organizing Committee, based on the approval process.

NEXT STEPS

We recommend the following steps:

1. Provide revised document as to reflect recommendation and brainstorming from Events committee.
2. Review document with potential stakeholders and partners.
3. Present at upcoming Board meeting.
4. Present update at subsequent Events committee meeting.

SFSS Events Committee Proposal
Touch Football Tournament
Project Lead: Jackson Freedman (jfreedma@sfu.ca)

Overview:

The inaugural SFSS Touch Football Tournament (consider theme) is a new opportunity for SFSS students to get involved in some physical activity and friendly competition with their peers. The event is aimed at building a stronger social community around recreation and physical activity here on campus.

Stakeholders:

- Simon Fraser Student Society
- SFSS Membership
- SFU Faculty and Administration
- Residence Hall Association (RHA)
- SFU Recreation Services

Further Potential Participants:

- Greek life
- SFU Clan Athletic Program
 - Potential volunteer roles for the football team
- Student Athlete Advisory Committee
- SFSS Clubs
 - i.e. Fantasy Football Club

Partnerships

- Jackson has met with Arsalan Anwar, President of the RHA, to discuss their participation in the promotion and planning of the event.
 - They have expressed willingness to help promote using posters around the residence area, as well as on their “Sh!t Happens” bathroom information posters.

Logistics

Date, Time & Location

- Fox Field has been reserved (pending approval of this proposal) for the 31st of March.
 - Set-up to start roughly 30 minutes prior to the event.
 - Event to start early afternoon (1PM) and will go roughly 4 hours;
 - Allow 30 minutes at the start for warmup and sign-in
 - Clean-up will take ideally 30 minutes.
- The price is \$75/h for renting Fox field; Rec. services has already been notified of the event and only requires authorization from an SFSS employee in order to move forward.

Volunteers

- Set-up/Take-down (4)

- Refereeship (2-4)
- Photography/Videography (1)
 - o Photography will be professional and at no cost.
 - Jackson knows a great photographer if the SFSS is interested for this event.
- Promotion/Tabling (3)
 - o Much of this will take place during appreciation week.

Equipment

- Rec. Services has agreed to include 24 flags, 2 footballs, and cones to our facility rental contract.
 - o This carries a charge of 60 dollars.
 - o Jackson will supply two further footballs;
 - o Additional "equipment purchases" line in budget is allocated for purchasing extra flags (24 is likely not enough for 4 teams to play simultaneously).
 - The price for this varies on the flags selected (and quantity), but I have capped the spending limit on this item at 60 dollars in addition to the equipment rental costs.
- Participants will be encouraged to bring their own cleats and sportswear at their discretion.

Prizes

- Those teams finishing in the top three positions in the tournament will win a prize, scaled for placement;
 - o Hangue has mentioned using prepaid Visa gift-cards to reward teams;
 - o Other potential prizes include a set of football equipment (new ball, pylons, etc.), or other sport related items;
 - o The discussion regarding prizes is still ongoing, and the 300 amount listed in the budget is to account for 3 values of prize:
 - (1) \$150
 - (2) \$100
 - (3) \$50

Promotion

Posters and Handouts

- Print media campaign
 - o Two posters and one handout (suggestion)
- Allocate 50 dollars of the event budget for the printing of these materials

Digital Media Campaign

- Generate a Facebook event and potentially promote it through the SFSS Facebook page;
 - o If possible, incorporate a Facebook Ad
 - 25 dollars has been incorporated in the budget for this purpose.

Personal Promotion

- Communicate with groups around campus:
 - o Pertinent clubs (i.e. fantasy football)
 - o Athletic program
 - o Greek life
 - o DSU's/Council
- Tabling/marketing in some facet during appreciation week

Teams and Signup

- People can sign up both as individuals and as teams;
 - o Individuals will be placed on teams short some players, or teams comprised of other individuals or smaller groups established on the day of the event;
 - o There is a maximum of 10 players per team, and 7 players on the field per team at one point.
- We will target the participation of 8 teams in the tournament, with a total of 80 players, maximum.

Outreach and Communications

- An event page will be shared on Facebook to the SFSS constituency, as well as through the pages of willing/participating constituency groups.
- There will be a google form prepared and linked to this event page for those wishing to sign up.
 - o This form will identify whether or not the individual is playing as a part of a team, or if they will be attending individually.
 - o If a group of friends wishes to attend, however they do not have the requisite 7 players to register a team, they are to indicate the name of the individual(s) with whom they wish to play on a designated section at the end of the sign-up form.

Waiver Form

- This will be acquired from the General Office;
 - o It will be based on the template from the SFSS Faculty Cup, and distributed to all participants on the day of the tournament prior to the start of play.

Budget Proposal

Item	Projected Cost
Equipment Purchase	60
Equipment Rental (Rec. Services)	60
Field Rental (Rec. Services)	300
Promotional Materials (print)	50
Promotional Marketing (digital)	25
Prizes	300
Total Costs	795

Monday, January 30th, 2017

Outstanding Tasks

- Communicate with SFSS constituency groups, Greek life, and the Athletic program;
- Investigate refereeship and the proctoring of the tournament itself

Residence Hall Association Presents

St. Patrick's Day Pub Night

Date: Thursday March 16th, 2017

Time: 8pm-1am

Prepared By: Mohammed Ali

Goals and Objectives:

- To promote Residence Hall Association outside of SFU Residence.
- Change RHA pattern for events.
- Partner with the SFSS.

Stakeholders:

- The RHA membership
- The SFSS membership

Targeted Audience:

- RHA members over the age of 19
- SFSS members over the age of 19
- Interested individuals from outside of the memberships.

Messaging:

- This would be an example for future RHA and SFSS collaboration.
- Celebration of St. Patrick's day.

Strategy:

- The strategy would be to engage as many people at the second **RHA** pub night as possible.
- Tickets will be \$8 presale and \$10 at the door.
- Tabling in AQ, Dining hall and at General Office.

Tactics & Channels

- Targeting a sold out event
- We will want this promoted on all SFSS and RHA channels such as the website, twitter, Facebook and Instagram.
- Ticket sales help from the SFSS on AQ table and SFSS office.

Metrics/Measurable

- How many individuals we will get in the pub for that night.
- Number of RHA members that come to the event.

Timeline:

- February 27th to March 2nd : Get artists for the event.
- March 3rd onwards start Facebook promotions and begin printing/putting posters.
- March 5th Tickets will be available during this time.
- March 5th to 16th: Aggressive marketing: Everyday table sale outside Residence Dining hall between 5pm and 7pm and AQ table during rush hours.

Overview:

The idea is to have a different of a kind RHA pub night that involves innovation in lighting and in how the pub normally looks like to make individuals feel the change.

Logistics:

The doors of the event will be opening at around 8PM. We can expect crowds to start showing up at around 9PM. We will need security guards in anticipation for a sold out event which is four. Will need help trying to have more than one location for bar to prevent long lineups.

Equipment

As DJ is not elected yet, this will be determines as soon as a DJ is selected.

Ticket Sales

Tickets are going to be running for \$8. RHA is looking to make profit from this pub night. Presale will be \$8 and door will be \$10.

Marketing

Posters to be printed around campus and all around residence

Budget

- DJ/DJs upto \$350

- Equipment Rental based on previous RHA pub night:

- Cdj 2000 Nexus x2= \$112
- Djm 900 Nexus Mixer= \$50
- Insurance= \$38

Printing Costs \$100-\$130

Pub Security \$700 (SFSS Sponsored)

Total Cost \$1380-\$1500