

## 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
Build SFU General Manager .....	Marc Fontaine
Campaign, Research, and Policy Coordinator .....	Pierre Cassidy
Administrative Assistant .....	Zoya Nari

### 3.3 Guests

The Peak News Editor .....	Nathan Ross
IEC Commissioner .....	Morgan McKee
(phone)	
SAAC President (Soccer) .....	Olivia Aguiar
SAAC Representative (Football) .....	Ben Minaker

### 3.4 Absents

Council Liaison .....	Alam Khera
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### 3.5 Regrets

Faculty Representative (Education)..... John Ragone

## 4. RATIFICATION OF REGRETS

### 4.1 MOTION BOD 2017-03-13:01

**Mudi/Pritesh**

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

**CARRIED**

*\*Prab Bassi arrived at 9:35 AM\**

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION BOD 2017-03-13:02

**Blossom/Arr**

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

**CARRIED**

- Add discussion: Vancouver Board meeting

## 6. MATTERS ARISING FROM THE MINUTES

### 6.1 MOTION BOD 2017-03-13:03

**Thadoe/Alan**

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

- Board of Directors 2017-03-06.docx
- CouncilCommittee 2016-11-23.docx
- AdvocacyCommittee 2017-02-22.docx

**CARRIED**

*\*Christine Dyson arrived at 9:38 AM\**

## 7. NEW BUSINESS

### 7.1 IEC Commissioner Recommended Policy Change – MOTION BOD 2017-03-13:04

**Blossom/Mudi**

*Whereas the IEC Chief Commissioner has reviewed the relevant documents and provided this recommendation to Board.*

*Be it resolved to repeal electoral policy 17.A and 24.A until x date.*

**POSTPONED**

- Reason for repeal of policy is that it does not reflect the budget or the work put into it by the commissioners
  - Suggestions to remove as to have the policies consistent with bylaws and practice
- Commissioner hours varies per individual – calculated based on need and tasks, however allocated hours may not be accurate or apparent by Board

➤ **MOTION BOD 2017-03-13:05**

**Curtis/Arr**

*Whereas the IEC Chief Commissioner has reviewed the relevant documents and provided this recommendation to Board.*

*Be it resolved to repeal electoral policy 17.A.*

**NOT CARRIED**

- Waiting for formal documentation that displays the Chief's duties
- Request to update students and website

**7.2 FAC Visa Gift Cards – MOTION BOD 2017-03-13:07**

**Arr/Blossom**

*Whereas the Finance and Audit Committee has reviewed the relevant documents and provided this recommendation to Board.*

*Whereas the Simon Fraser Student Society has received 26 Visa Gift cards valued at \$100 per gift card from VanCity Bank for banking with them for many years;*

*Whereas this is an expense that does not appear on our SFSS budget;*

*Be it resolved to use them for the SFSS General Membership Survey, the SFSS Touch Football event, and SFSS General election outreach.*

**CARRIED**

- Complementary Visa Gift Card rewards were not accounted in the budget due to its early arrival
- Board suggests to utilize visa gift cards for students
- Board suggests to possibly hand out the visa gift cards to students for the general membership survey and referendum as they expire in June

**7.3 SFSS Executive Succession Monitoring Report – MOTION BOD 2017-03-13:08**

**Blossom/Prab**

*Whereas the Chief Executive Officer is required to prepare and submit a Executive Succession Monitoring Report.*

*Be it resolved to file the Executive Succession Monitoring Report, as it reads on March 13, 2017.*

**CARRIED**

- Consists of the plans in the absence of the CEO, where an unexpected event prevents them to perform their specified duties
  - Second in command to be discussed at a later time
- Report is meant to assist experienced coordinators work in relation to the SFSS Strategic Plan 2016-19

**7.4 SFSS Volunteer Gala 2017 – MOTION BOD 2017-03-13:09**

**Curtis/Prab**

*Be it resolved to approve up to \$10,328.30 for the SFSS Volunteer Gala 2017 from 816/20. Be it further resolved to appoint Curtis Pooghkay as Project Lead.*

**CARRIED**

Abstention: Arr Farah

- Event to possibly be held between 6pm to 9pm at the Diamond Alumni Centre on April 21<sup>st</sup>, as to acknowledge contributions made by volunteers
  - Concerns of a lower turnout as it's near the end of exams and students may have left for the summer

- Suggestion to have certificates with total contributed hours contributed created for each volunteer instead of the limited amount of suggested plaques for distinguishable contributions
- As a first-time event, Board calls for a smaller event as a start in terms of turnouts and high costs
  - Board falls in interest with the proposed smaller event and will be hosting a large event instead of the previously suggested downsize
- Possibly will have tiers for registrations to reach preferred capacity; a revised proposal to be prepared and sent to Board
- “x” was changed to \$10,328.30

#### **7.5 SFSS Vancouver Tea at Three – MOTION BOD 2017-03-13:10**

##### **Pritesh/Blossom**

*Whereas members of the Vancouver Campus Committee have reviewed the relevant documents and provides the following recommendation to the Board.*

*Be it resolved to approve up to \$600 for the 2017 SFSS Tea at Three from line item 822/20. Be it further resolved to appoint Prab Bassi as Project Lead.*

##### **CARRIED**

- Regular event created by SFU Vancouver and is noted to have been successful
- Event to possibly be held at the SFSS Lounge to promote the space due to other locations being booked ahead of time
  - Space is not typical for students to go but a Board member suggested to possibly have a poster with the words SFSS and FREE to peak individuals’ interests

#### **7.6 SFSS Tank Farm Awareness Rally – MOTION BOD 2017-03-13:11**

##### **Christine/Blossom**

*Whereas the Advocacy Committee has reviewed the relevant documents and provides this recommendation to the Board.*

*Be it resolved to approve the Tank Farm Awareness Rally Proposal for up to \$1,900 from line item 820/20.*

##### **CARRIED**

- Currently have 2 dates listed, and will have a finalize date at a later time
  - The preferred date seems to be April 5, but will be contingent on the President and VP External Relations’ meeting with SFU’s Chief Safety Officer in regards to traffic safety plans
- Rally will involve individuals from UniverCity, the elementary school (parents with children), faculty members and students
- Will be hosted at the corner of the intersection without interfering traffic
- The safety issues will be discussed with SFU’s Chief Security Officer to confirm the use of the budget allocated for this
- Focus of the rally is to advise individuals of the safety risks of the recent approval of the tank farm expansion
- The goal is to have around 100 attendees
- Suggestion to have media notified and present during the day of the event as to display the rally in motion and to avoid any conflicts
- Friendly amendment: change \$1,750 to \$1,900

- Additional funds utilized to print more postcards for the tank farm expansion awareness letter writing campaign

#### **7.7 SFSS Mental Health Resources Initiative – MOTION BOD 2017-03-13:12**

**Christine/Blossom**

*Whereas the Advocacy Committee has reviewed the relevant documents and provides this recommendation to the Board.*

*Be it resolved to approve the Mental Health Resources Initiative proposal for up to \$600 from line item 820/20.*

#### **CARRIED**

- To be held during Wellness Wednesday event (March 22, 2017) in James Douglas Safe Space Study Area
- Will be providing light refreshments at the tables and 500 cards: will consist of off-campus resources on the front and a colouring page on the back
  - Suggested resources are located around the SFU campuses: Vancouver, Burnaby, and Surrey

#### **7.8 SFSS Hi-Five ME Week 2017 – MOTION BOD 2017-03-13:13**

**Blossom/Prab**

*Whereas the Accessibility Fund Committee has reviewed the relevant documents and provides this recommendation to the Board.*

*Be it resolved to approve the Hi-FIVE ME Week 2017 proposal.*

*Be it further resolved to approve up to \$1300 from the Accessibility Fund for the purpose of partnering with Hi-FIVE for the ME Week 2017 event.*

*Be it further resolved to appoint x as SFSS liaison.*

#### **NOT CARRIED**

Abstention: Paul Hans

- Event to provide information and promotions about Mental Health which is in relation with Accessibility
- Board is currently waiting for a detailed report of the event last year with budget breakdown
- Suggestion that total amount from accessibility fund not be used to pay for the AV
- Events contained in proposal similar to initiatives hosted during SFSS Appreciation Week
- Proposal may not work in current situation as there is no funding process for external groups

#### **7.9 Stadium Project – MOTION BOD 2017-03-13:14**

**Alan/Arr**

*Whereas the Board of Directors has negotiated a new Stadium Project Contribution Agreement with SFU in which the SFSS will contribute \$10 million over 15 years to the construction of a stadium at Terry Fox Field;*

*Whereas this agreement eliminates the need to obtain financing with a lender, saving the SFSS an estimated \$4 million in interest costs;*

*Whereas the stadium will include at least 1,800 seats, a full roof, and a press box;*

*Whereas SFU has agreed to pay for any project costs above \$10 million;*

*Be it resolved to approve the Stadium Project Contribution Agreement dated April 3, 2017.*

*Be it further resolved to authorize the Larissa Chen, SFSS President, and Martin Wyant, Chief Executive Officer, to sign the agreement on behalf of the Board of Directors.*

**CARRIED**

- SFSS will be receiving \$50,000 that will be contributed to students with financial need

**7.10 Offer to Lease for MBC 2361 – MOTION BOD 2017-03-13:15**

**Hangue/Blossom**

*Be it resolved that the Board of Directors accept the Offer to Lease for MBC 2361.*

*Be it further resolved that Larissa Chen, President, and Martin Wyant, Chief Executive Officer, be authorized to sign the agreement.*

*Be it further resolved that the Chief Executive Officer be authorized to negotiate a Lease and that the Lease be brought back to the Board of Directors for approval.*

**CARRIED**

## **8. DISCUSSION ITEMS**

### **8.1 Vancouver Board Meeting**

- Reason for discussion is to clarify whether or not to fulfill a policy to have Board meetings on all campuses
- However, the Board finds no purpose if the majority is not capable of attending
- Next meeting is therefore to be held at the Burnaby campus for convenience

## **9. REPORTS FROM SOCIETY**

### **9.1 Report from Council Liaison**

- Liaison is not present

## **10. ANNOUNCEMENTS**

### **10.1 SFSS Membership Survey 2017 (March 7 to 17). Tabling is ongoing in the AQ and contests on social media.**

- Currently standing near 2500 responses from the daily tabling
- Report to be available next week

### **10.2 Advocacy Tank Farm Expansion Awareness Campaign ongoing. Letters available at SFSS General Office and online.**

- To contact Advocacy Chair for concerns

### **10.3 SFSS Art Expo 2017 is accepting submissions, deadline is extended to Sunday, March 12. Check Facebook event page for details & tickets for March 21 DAC event is available at SFSS General Office.**

- Will have a finalized number and logistics by the end of the week
- Event on schedule

### **10.4 Appreciation Week taking place March 20 to 24.**

- Food order has been confirmed; everything is on schedule
- Waiting for communication work order

### **10.5 Cultural Fest taking place March 24.**

- Performance websurvey is available on GSC website
- SFSS communications work order form submitted
- In process of finalizing event planning logistics
- Board to be updated later via email

**10.6 Next Board meeting (March 20) potentially in Vancouver - to be confirmed.**

- Board meeting to be held at the Burnaby campus

## 11. ATTACHMENTS

- 2017-03-03 BN - Stadium Project Contribution Agreement with renderings.pdf
- IEC Chief Commissioner - Stipend Motion.pdf
- Mental Health Resources Initiative.pdf
- Monitoring Report Executive Succession February 2017.pdf
- SFSSTankFarmAwarenessRallyProposal.pdf
- ProposalSFSSVolunteerGala2017.pdf
- HiFiveMEWeek2017FacilitiesAVBookingForm.pdf
- ProposalSFSSTeaThreeVancouver.pdf
- HiFIVEMEWeek2017EventProposal.pdf

## 12. ADJOURNMENT

**MOTION BOD 2017-03-13:16**

**Alan/Blossom**

*Be it resolved to adjourn the meeting at 11:22 AM.*

**CARRIED**

# BRIEFING NOTE

## *STADIUM PROJECT CONTRIBUTION AGREEMENT*

### ISSUE

Following the cancellation of the stadium project in August 2016, the SFSS reviewed options for changing the Build SFU Levy and, alternatively, for restarting the project without the need for financing. The SFSS has determined a means of delivering the project without a need for financing and for a maximum financial contribution of \$10 million. A new Stadium Project Contribution Agreement has been negotiated with SFU and is now available for consideration by the Board of Directors.

### BACKGROUND

A timeline of the Build SFU stadium project since 2012:

**March 2012:** SFSS members voted in a referendum to approve a new levy (the Build SFU Levy) to fund the construction of a student union building (SUB) and stadium seating facility.

**September 2015:** SFSS members voted at the AGM to allow the Board of Directors to secure financing with a lender to finance the construction of the SUB and stadium. This authorization was to expire one year later.

**October 2015 to June 2016:** SFSS worked with SFU to develop legal agreements and a schematic design for the stadium. SFSS requested to receive all necessary documents by August 2, 2016, to allow sufficient time to obtain financing.

**July and August 2016:** SFSS learned that the stadium, as designed, would cost approximately \$30 million including design, construction, and soft costs. This amount was three times higher than the SFSS' budget. A revised schematic design and cost estimate also came in over budget. As a result, the Board of Directors voted not to continue with the stadium project.

**September to December 2016:** SFSS met several times with SFU to discuss the stadium and the Build SFU Levy. The project architects presented a revised schematic design and cost estimate that had been received mid-August. SFSS offered to contribute \$10 million over time directly to SFU, avoiding the need for financing, if SFU would agree to pay any costs above \$10 million.

**January and February 2017:** SFSS negotiated a new Stadium Project Contribution Agreement with SFU.

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## CURRENT STATUS

A Stadium Project Contribution Agreement is now available for consideration by the Board of Directors. Pending approval of the agreement by the Board of Directors, the SFU Board of Governors will consider the agreement at its next meeting.

## KEY CONSIDERATIONS

As outlined in the Stadium Project Contribution Agreement:

1. SFSS will contribute \$10 million over the next 15 years. The first installment will be contributed upon substantial completion of the stadium and will continue annually until 2030. The amount of the SFSS' contribution is capped at \$10 million.
2. Any costs in excess of \$10 million will be paid by SFU.
3. There will not be a loan, eliminating approximately \$4 million in interest costs that the SFSS would otherwise need to pay in addition to the \$10 million contribution.
4. The minimum scope of the stadium will include 1,800 seats, a full roof, a press box, and any other features needed to meet building code requirements.
5. In order to assist students in financial need, SFU will provide the SFSS with \$50,000 annually for 15 years. The SFSS will distribute this funding.

## RECOMMENDATION

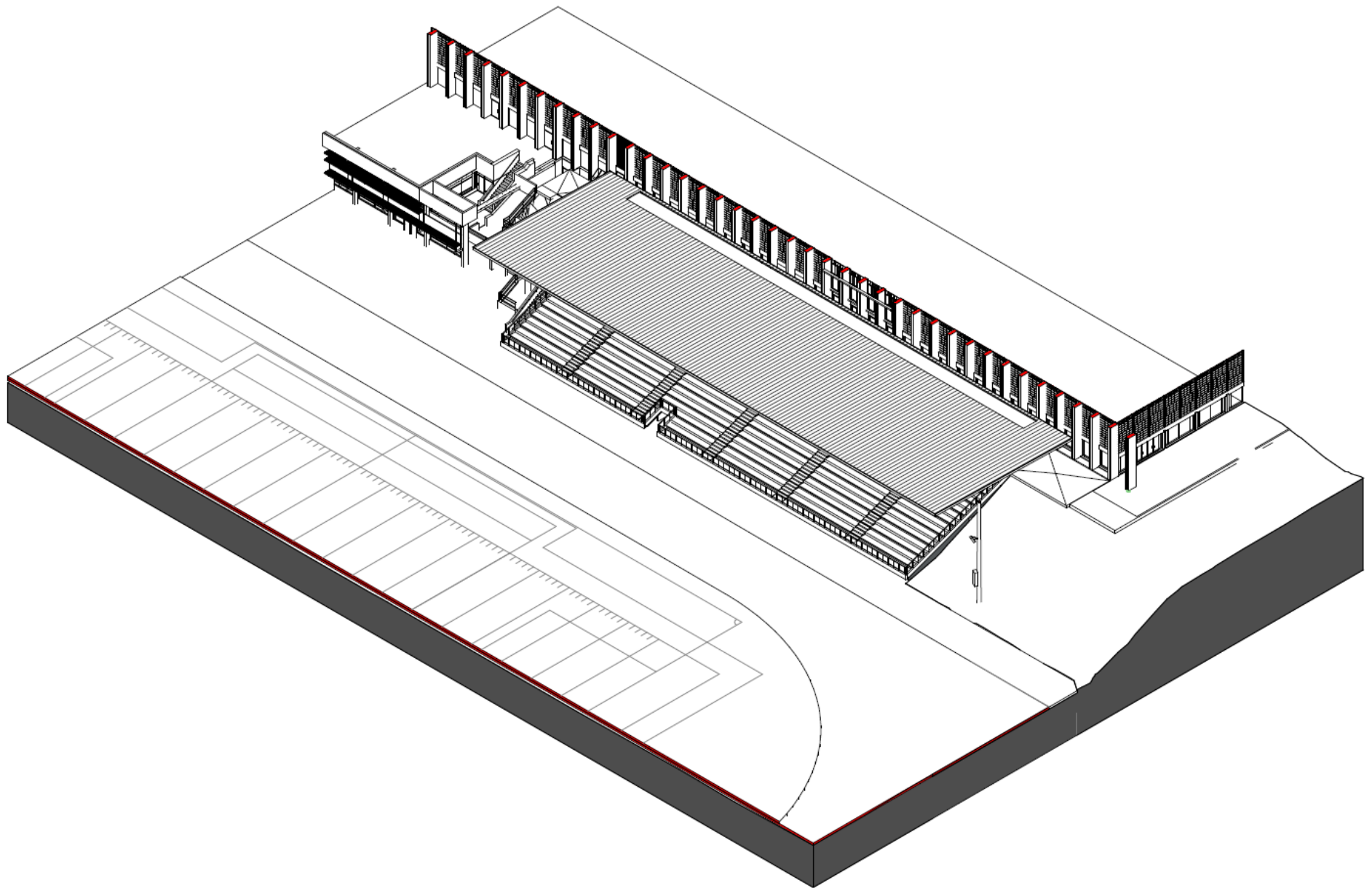
That the Board of Directors approve the Stadium Project Contribution Agreement dated April 3, 2017.

## NEXT STEPS

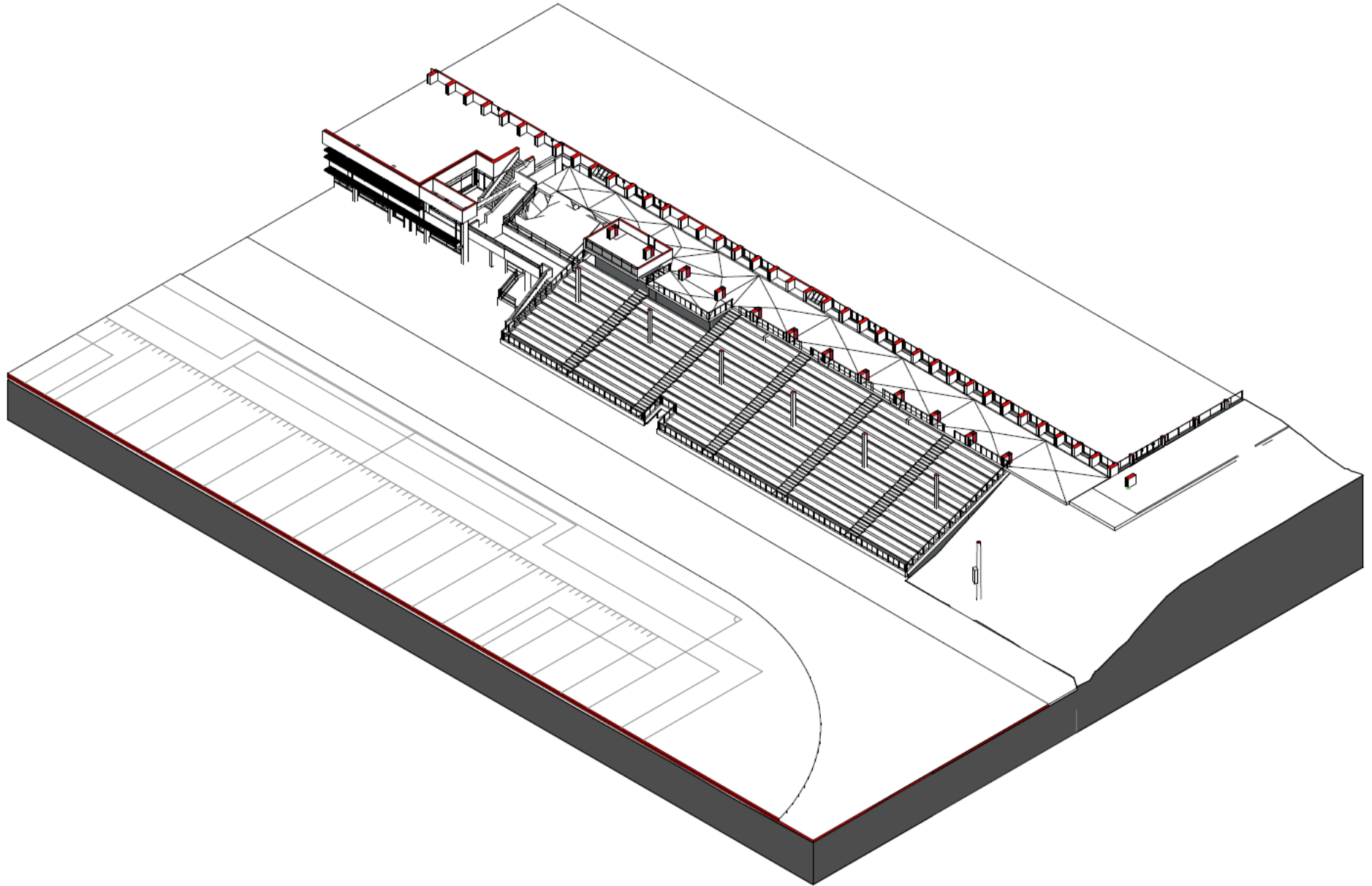
1. Pending the approval of the agreement by the SFSS Board of Directors, the SFU Board of Governors will vote on approving the agreement at its next meeting.
2. If both Boards approve the agreement, it will be signed on April 3, 2017.
3. The SFSS will host information sessions for interested members to learn about the project and provide feedback.
4. The university will re-engage architects and other consultants to begin the next phase of design.

*Attachment: Design renderings for the stadium facility.*

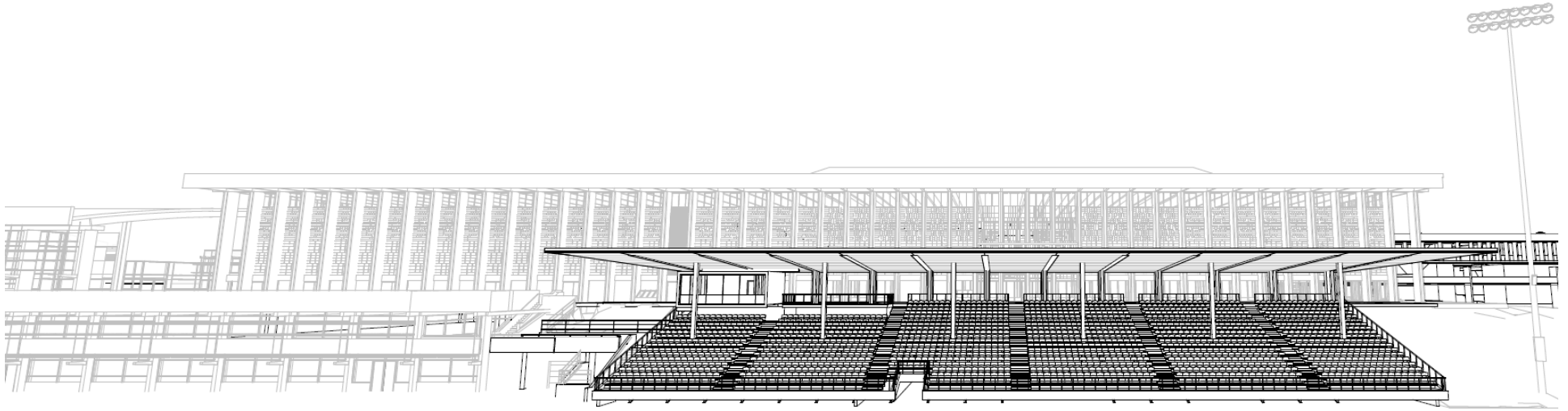
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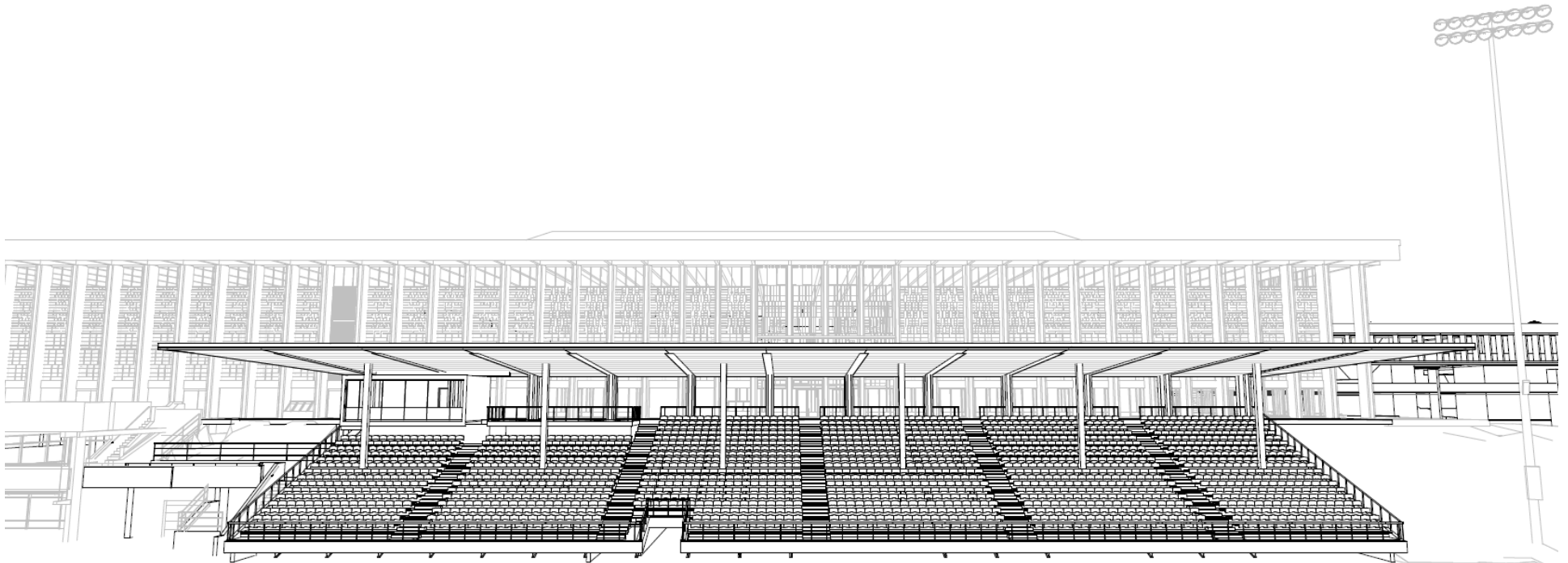
*View from above*



*View from above with stadium roof removed*

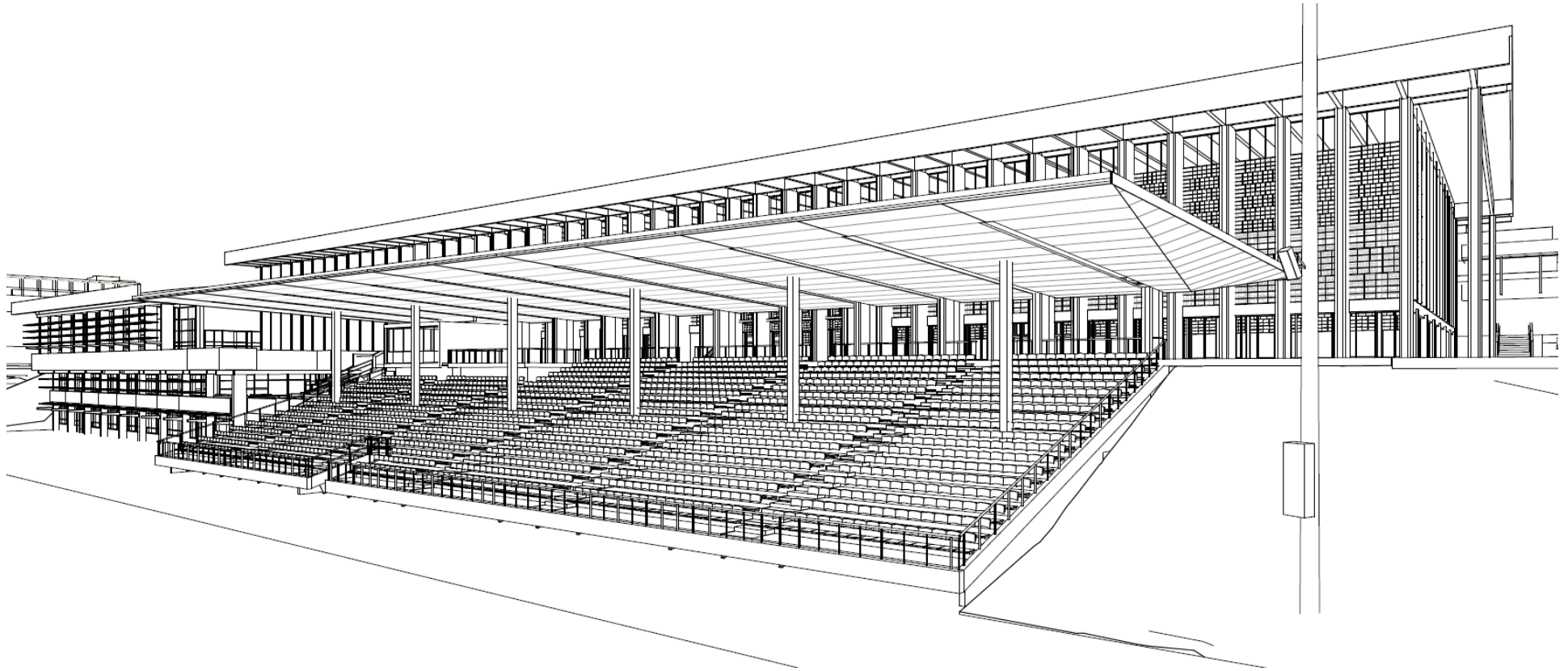


*View from Terry Fox Field with fitness centre to the west and the Lorne Davies Complex in background*



*View from Terry Fox Field with the Lorne Davies Complex in background*





*View from Terry Fox Field, east side*

March 3, 2017

# MOTION FOR CONSIDERATION: STIPEND HOURS

## ISSUE

Stipend hours for Electoral Commissioners and Chief.

## BACKGROUND

Current stipend hours as per the policies do not reflect the budget for stipends. The Chief last year also ran into this restraint of hours cap and had them suspended.

## CURRENT STATUS

Policies 17.A and 24.A.

- 17. In recognition of services rendered, the Chief Electoral Officer shall receive a stipend.
  - o a. It may be for up to one hundred fifty (150) volunteer hours during any election period.
- 24. In recognition of services rendered, commissioners shall receive a stipend.
  - o a. It may be for up to sixty (60) volunteer hours during any election period.

## KEY CONSIDERATIONS

- Current stipend hours as per the policies do not reflect the budget for stipends.
- The amount of work required to fulfill the job requirements is not accurately supported in the existing policies. Increasing voter turn out as a measurement of performance is being compromised as tabling, and advertising, as well as number of candidates running, recommendations for the final report, and accessibility of commissioners/the Chief with office hours, are not accounted for.
- Note: The Board reserves the right to collectively remove a Chief at any time, provided they fail to perform their job duties (eg. justification of work performed in accordance with electoral expectations).

## OPTIONS

1. Increase the hours
2. Remove the policies entirely
3. Lower expectations of effective job performance standards

## RECOMMENDATION

I recommend that the policy be removed entirely.

March 3, 2017

## NEXT STEPS

Be it resolved to repeal electoral policy 17.A and 24.A.

**Mental Health Resources Initiative**

March 2017



**Simon Fraser Student Society**



## **Overview of campaign**

The purpose of this initiative is to highlight additional resources available to students, besides health and counselling services.

**Objective:** To spread awareness about additional resources for receiving mental health support.

**Desired outcome:** Students have information regarding mental health and how to access resources. Students also have the opportunity to alleviate some mild stress through activities provided by the committee.

**Date:** March 22nd

## **Campaign goals**

### **1) Spread awareness about additional mental health resources available off campus**

#### **Implementation**

- Informational card outlining additional resources available to students

### **2) Provide a stress alleviating activity for students**

- Students will have the opportunity to have a cup of tea and colour on the front/back of their informational cards while talking with committee members

## **Outreach Plan**

### **In person outreach:**

- Tabling at the 'Wellness Wednesday event' for appreciation week

## **Budget**

Item	Cost	Quantity	Cost per Student	Total Cost
Printed Cards	\$0.30 per card	500	\$0.30	\$150
Tea	\$1.25 per cup	250	\$1.25 per cup	\$320
Table at event	\$30	1		\$30
Miscellaneous				\$100

<b><i>Entire Campaign</i></b>				<b>\$600</b>
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### **Resource requirements**

- Table Cloths - SFSS
- SFSS advocacy t-shirts (for those tabling)
- Cards
- Pens/Colouring materials

### **Staff Requirements**

- Communications department - Designing info card
- Copy Centre - printing cards



## Monitoring Report: Executive Succession

I hereby present my monitoring report on your Executive Limitations policy "Executive Succession" (EL-8: Emergency Executive Succession, Page 28, SFSS Board Policies) according to the schedule set out. I certify that the information contained in this report is true.

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

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

### Broadest Policy Provision:

In order to protect the Board from the sudden loss of the services of the Chief Executive Officer, the Chief Executive Officer shall not permit that there be fewer than 1 employee who is sufficiently familiar with Board and Chief Executive Officer issues and procedures as to take over the obligations of the Chief Executive Officer with reasonable proficiency as an interim successor.

CEO Interpretation: I interpret "sudden loss of CEO services" to mean three weeks, or less, notice that the existing CEO is unable to perform his duties. I interpret "sufficiently familiar with Board and CEO issues" to mean that the selected individuals will be familiar with the specific projects that are being undertaken by the CEO.

### Data:

SFSS has a small leadership complement and they are attached to specific services or initiatives. In our current staffing structure, there is no single position that can easily be tapped to be the "executive successor". As a result, the CEO has created a number of opportunities for staff and management to play leading roles (with CEO support) in a number of key initiatives, including the following:

Food Court Tenant Management: Build SFU General Manager

Strategic Plan Leadership:      Surrey Campus Coordinator  
   Communications Coordinator  
   Campaigns, Policy, Research Coordinator

Governance Development:	Campaigns, Policy, Research Coordinator
Sexual Assault Policy:	Women's Centre Coordinator
SFSS Staff Appreciation:	Administrative Supervisor
Granting Procedures:	Student Union Organizer GO Coordinators
Qualitative Service Feedback:	Communications Coordinator Campaigns, Policy, Research Coordinator

This shared approach not only ensures that we have staff and management attached to key initiatives, it also provides our employees with important opportunities to develop their skills and knowledge.

Status:

I report compliance.

# SFSS TANK FARM AWARENESS RALLY

Prepared by:

Christine Dyson, VP External Relations

Larissa Chen, SFSS President

## Overview of the Initiative:

The purpose of the SFSS Tank Farm Awareness Rally is to raise awareness of the Kinder Morgan Tank Farm Expansion plans, recently approved by the Canadian federal government. The key priority is to draw attention towards the exact location of where this expansion is aimed to take place (crossroads between Gaglardi and University Way, nearby the SFU sign). This event is aimed to be organized in partnership with UniverCity (the “Highlands”) and SFU faculty members.

The focus of the rally is the tank farm expansion and will not be inclusive of the Kinder Morgan pipeline discussion.

## Objective:

To spread awareness about the Tank Farm expansions exact location and bring the University community together regarding this issue.

## Logistics:

### Date & Time

Potential dates: Wednesday April 5th

Friday April 7th (Last day of classes)

### Schedule

2:00PM	Committee sets up
2:30PM	Gathering in common area, preparing posters.
3:00PM	Sign-in begins.
3:30PM	Statements re: the focus of the rally.
3:40PM	March begins.
4:00PM	Arrival at location.
4:45PM	Rally wraps up.

### Rally Location

SFU Burnaby, by SFU sign.

### Route

UniverCity residents will march from the UniverCity side of campus (Sign-in at Cornerstone). SFU students will march from Freedom Square. Both groups will meet in the middle (by the SFU sign), where the rally will take place. People will be situated at the 4 corners of the intersection, on the sidewalk. Participants will receive information, map and details at each respective location's sign-in desk.

**Partnerships**

SFU UniverCity community  
SFU Faculty Association & faculty members  
SFU students  
Embark  
GSS  
SFU350

**Security**

This event will require security on-site as to protect participants, given that this is a traffic-heavy route

**Volunteers**

Guides for the walk (6-8)  
Sign-makers (5)  
Photographers (3)

**Outreach Plan:****Posters & handouts**

Design pamphlets with information/route. Design posters, which will be posted in glass cases on campus.

**Digital media**

Facebook

- Event: SFSS Tank Farm Awareness Rally 2017
- Promotions on main SFSS page

Instagram

- Short videos posted in location on day of
- Graphics developed regarding event details

SFSS Website

- Upload route and details onto designated link, with Facebook event link attached

Hashtag

- #KMmovethetankfarm
- #KeepSFUsafe

Videos

- Highlight the potential risks, purpose of event and call-to-action to join Advocacy letter campaign and/or attend rally

**Presentation at Council****Emails**

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

**External**

Other groups that we will be reaching out to for partnership will be SFU UniverCity (the “Highlands”), SFU Faculty Association, Embark, GSS, SFU 350, Cornerstone businesses and environmental student groups.

## METRICS

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

Number of hashtags utilized on various social media

Numbers of letters signed, as part of Advocacy campaign

Number of volunteers

## BUDGET:

Item	Cost	Quantity	Cost per Student	Total Cost
Security	\$1000	TBD		\$1000
Sign making materials	\$150	100-200 posters	\$1.50 per student \$0.75 per student	\$150
Markers/Paints	\$50			\$50
Posters	\$ 0.50	50 posters		\$25
Tank Farm Letters	\$150	500	\$0.30	\$150
Info Cards	\$0.70 per sheet (4 cards per sheet)	250 Sheets (1000 Pamphlets)	\$0.18	\$175
Miscellaneous				\$200
<b>Entire Campaign</b>				<b>\$1,750</b>

## Resource Requirements

- Room Bookings
- Sign Making Materials
- Pamphlets

## Staff Requirements

- Communications department
- Copy Centre

## Tasks

Confirm security

Reach out to respective stakeholders

Callout for volunteers, via Google Forms

Purchase materials for posters and signage

Submit SFSS Communications Work Order Form to create Facebook event, pamphlet and poster graphics, social media promotions calendar, website information and prepare speaking points



# SFSS VOLUNTEER GALA 2017

Prepared by: [Curtis Pooghkay](#), VP Student Life

Date Presented: [Mon, March 13, 2017](#)

## PURPOSE

The SFSS is planning their first ever Volunteer Gala. The purpose of this event is to recognize council members, SFSS committee members, executives of faculty student unions and executives of departmental student unions for their time in volunteering for the society. This is an important event as it expresses to our membership volunteers that we acknowledge their contributions to the society.

## LOGISTICS

### Date & Time

April 21, 2017 6:00PM to 9:00PM

6:00PM	Doors open & registration starts
7:00PM	Welcome speech (MC addresses event)
7:00PM to 7:30PM	Speeches from Board members
7:30PM to 8:45PM	Announce Contest winners
8:45PM	Closing remarks
9:00PM	Event ends

### Location

SFU Burnaby Diamond Alumni Centre

Semi-formal dress code

### Capacity

For the first event ever we are setting the capacity at 150 for students and 20 for board + staff and only inviting council members and executives of DSU's and FSU's to ensure that we can reasonably hit capacity while gauging the interest for an event like this.

Total: 170 (budgeted)

150 students

5 staff

15 Board of Directors

### Sorting

We will be sending out RSVP letters inviting people to come to the gala. They will be assigned a seat based on the table number and they will be seated at that spot for the entirety of the event. Name tags will be assigned with each person's volunteer acknowledgement on the name tag.

### Contest

At each table we will be having a get to know each person scavenger hunt type sheet. These when completed will be drawn at the end of the gala. The prizes we will an SFSS item for all the members at that winning table.

### MC

For the first event ever we are setting the capacity at 150 for students and 20 for board + staff and only inviting council members and executives of DSU's and FSU's to ensure that we can reasonably hit capacity while gauging the interest for an event like this.

## **Food**

This event will be catered buffet style and the cost per person will be \$48 this is our way of giving back to students. We will also have a cash bar but drinks will not be included.

## **AV**

We will be renting AV through SFU to just have a mic set up with a few speakers so we can have the items necessary to address the crowd.

## **Service Awards & Recognition**

In some cases if deemed necessary and appropriate, we may give students a plaque for a distinguished service award if we feel they have gone above and beyond what it means to be an engaged SFSS volunteer. This will be decided by the Organizing Committee and the General Office Coordinators.

We will be reading a list of all DSUs, FSUs, SFSS committee members, in addition to recognizing Council and giving out certificates at the end of the program.

## **Volunteers**

3 Board members for door and signing in.

All the rest taken care by DAC.

# **PROMOTIONS**

## **Presentation at Council**

## **Emails**

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

# **METRICS**

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

Number of winners.

# **STAKEHOLDERS**

SFSS Events Committee

SFSS Board of Directors

SFSS staff

SFSS Council

SFSS Student Union groups

SFU Diamond Alumni Centre (DAC)

# **BUDGET**

<b>ITEM</b>	<b>COST</b>
Venue Booking	\$500
Food Buffet \$48*170	\$8328.30 (170)
MC Honourarium	\$100
Audio + Visual	\$300

Plaque(s) up to 3	\$300
Certificates, Printing and Promo	\$200
Prizes	\$100
Misc	\$500
<b>Total</b>	<b>\$10,328.30</b>

## TIMELINE

March 13 <sup>th</sup>	DAC Booked and Food order put in
March 15 <sup>th</sup>	Invitations start being created
March 20 <sup>th</sup>	Invitations sent out asks for RSVP
Week of March 26 <sup>th</sup>	Speakers selected and MC selected
April 17 <sup>th</sup>	Deadline to RSVP
April 17 <sup>th</sup> - 21 <sup>st</sup>	Name tags created and tables sorted

## NEXT STEPS

We recommend the following steps:

1. Approve proposal and budget at upcoming Board meeting.
2. Present updates at subsequent Events committee meeting.
3. Present updates to Board via email.

**Hi-FIVE Movement for Mental Health  
ME Week 2017 – March 27<sup>th</sup>-31<sup>st</sup>  
Space Bookings and Facilities Request  
See attached diagrams for each day**

\$ 812 total  
(or less)  
Facilities + A/V.

MONDAY MARCH 27<sup>TH</sup> – Mind, Body, Spirit

Space: Saywell Atrium

Time: 10am-3pm

Date: March 27<sup>th</sup>, 2017

Facilities: 3 tables, 20 chairs, 2 rolling boards

FS = \$150<sup>00</sup>

TUESDAY MARCH 28<sup>TH</sup> – Art Therapy Day

Space: Convocation Mall

Note – if booking whole convo mall is a problem, we only need half. We prefer the stage half, but if unavailable due to roof repairs, no problem to book the other half

Time: 10am-3pm

Date: March 28<sup>th</sup>, 2017

Facilities: 5 tables, 2 rolling boards, and 20 chairs

A/V: Large space speakers, mixer + 1 mic, cable for MP3.

FS = \$180<sup>00</sup>

WEDNESDAY MARCH 29<sup>TH</sup> – Coffee & Conversation

FS + 13 = \$88

Space: Convocation Mall

Note – if booking whole convo mall is a problem, we only need half. We prefer the stage half, but if unavailable due to roof repairs, no problem to book the other half

Time: 10am-3pm

Date: March 29<sup>th</sup>, 2017

Facilities: To Be Determined

CJSF: Large space speaker + mixer.

75<sup>00</sup>

THURSDAY MARCH 30<sup>TH</sup> – Careers in Mental Health Night

Space: AQ Lecture Hall

Time: 4:30pm-8:30pm

Date: March 30<sup>th</sup>, 2017

Facilities:

Inside – 2 tables, 6 chairs, 1 handheld microphones

In front – 1 table, 2 chairs

FS = \$90<sup>00</sup>

= 13<sup>00</sup> + 6<sup>00</sup> = 19<sup>00</sup>

CONTIN  
↓

*Space:* Saywell Atrium  
*Time:* 4:30pm-8:30pm  
*Date:* March 30<sup>th</sup>, 2017  
*Facilities:* 2 tables, 20 chairs

FS = 60<sup>ro</sup>

FRIDAY MARCH 31<sup>st</sup> – Visual

*Space:* Convocation Mall

Note – if booking whole convo mall is a problem, we only need half. We prefer the stage half, but if unavailable due to roof repairs, no problem to book the other half

*Time:* 10am-3pm

*Date:* March 31<sup>st</sup>

*Facilities:*

- Convo mall: 3 rolling boards, 2 tables

FS = 150<sup>ro</sup>  
(We MAY be able to use  
the setup from Tues.)

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# SFSS TEA AT THREE 2017

Prepared by: [Prab Bassi](#), FCAT Representative

## PURPOSE

To engage with our membership at the Vancouver Campus (Harbour Centre) in a meet and greet manner. We will provide free tea and snacks for students, staff and associations at Vancouver campus. This event can provide an opportunity to promote the SFSS Referendum, SFSS Elections and the SFSS Tank Farm Awareness campaign at Vancouver.

- The itinerary consists of a SFSS table with SFSS material, free tea and snacks, and music.
- Great opportunity for Board to engage with Vancouver students (engagement/office hours' requirement)
- Projected 6 board members are appropriate for this event

## LOGISTICS

### Date & Time

Friday, March 31, 2017

2:45PM	Set-up
3:00PM	Event begins, with opening welcome speech
3:15PM	Ice Breaker
4:00PM	Event closure
4:15PM	Take down

\*Schedule may be contingent to change

### Location

SFU Harbour Centre

SFSS Lounge (Room #: 3410)

## 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 Tea at Three
- Promotions on main SFSS page.
- Facebook boosts will be utilized for the event, focused on the Vancouver region.

Instagram

- - Promotional material will be shared via SFSS Instagram page.
- SFU Vancouver will be promoting the event on their social media channels.

SFSS Website

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

### Emails

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

### External

SFU Vancouver Student Services

- SFU Vancouver will communicate our Tea @ 3 to the campus community.
- They will notify campus through internal communication channels and send an INgagement reminder the morning of Tea @ 3.
- <http://www.sfu.ca/vancouver/welcome/for-faculty-staff/ingagement.html>

## METRICS

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

Number of Vancouver student group participants. (Target: 30 attendees)

## TASKS

Book Teck Gallery from 2:45pm – 4:15pm.

Submit SFU Meets work order.

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

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

Send out doodle for Board Attendance

## STAKEHOLDERS

SFSS Vancouver Campus Committee

SFSS Board of Directors

## BUDGET

SFSS VCC Budget Line Item	\$10,000
Catering	\$400
Promotions	\$75
Miscellaneous	\$125
<b>Total Cost</b>	<b>\$600</b>

## MOTION

Whereas members of the Vancouver Campus Committee have reviewed the relevant documents and provides the following recommendation to the Board.

Be it resolved to approve up to \$600 for the 2017 SFSS Tea at Three from line item 822/20.

Be it further resolved to appoint Prab Bassi as Project Lead.



## **Hi-FIVE MOVEMENT**

The Hi F.I.V.E. Movement for Mental Health is led by a group of SFU student volunteers from various academic disciplines that aim to encourage, educate, and inspire open conversation, kindness and friendship among students. Our events and outreaches are focused on student's mental health and ensuring they know and understand how to take care of themselves and each other. This group, with support from and partnership with SFU Health and Counseling Services and the Simon Fraser Student Society, seeks to sustain campaign activity throughout the years and eliminate stigma against those struggling with mental health issues on campus. Please contact one of the co-coordinators with any questions or concerns.

### **Contact information:**

Jennifer Hoffmeister  
Hi FIVE Co-coordinator  
(778) 871 0504  
hifivesfu.coordinator@gmail.com

Natalie Morin  
Hi FIVE Co-Coordinator  
(778) 319 6542  
hifivesfu.coordinator@gmail.com

## **Grant Proposal for Hi-FIVE's 4th Annual ME Week**

**What:** The Hi-FIVE 4th Annual ME Week

**Who:** All SFU community members

**When:** March 27th-31st

**Where:** Various - Convocation Mall, AQ Table, an AQ lecture hall, Saywell Atrium or Safe Study Area

**Why:**

Me Week is a week long event that touches on many areas of mental health. Each day has its own unique theme with events for SFU students to partake in at no cost. The goal of this week is to open up conversation about mental health while guiding SFU students to resources that help maintain good mental health. ME Week encourages students to take care of themselves throughout the semester and beyond. It



is aimed to be educational and stress-relieving while also increasing awareness and on-campus dialogue about mental health.

We are excited to host our ME Week for the fourth concurrent year. Each year has gotten bigger and better. Each year, we see increased student engagement, build stronger connections with the SFU community and become more focused about mental health and stigma. From our records last year alone, we had in excess of 100 students which we individually held conversations with on each day alone. Furthermore, thousands of students were engaged in total from the combination of our various events. Mental health is a pressing issue affecting all people regardless of demographics. This is particularly true for undergraduate students who are often transitioning into an entirely different lifestyle. ME Week is an opportunity to connect these students with resources and reaffirm the importance of self-care for the purpose of mental well-being. As of now, there are still no events run by either SFSS or SFU on the scale of Hi-FIVE's ME Week that is entirely focused on mental health and promoting increased accessibility for those experiencing mental health distress. The provision of funds towards this event allows SFSS to affirm its support in enhancing student wellness. As a student-led, student-focused non-profit organization, this affirmation is important to demonstrate SFSS' commitment towards students. Afterall, Hi-FIVE has significantly grown in recent years with approximately a dozen volunteers that attend our weekly volunteer meetings. We also have over 500 hundred students on our mailing list and volunteers that attend our events as assistants exceed over 50 from this semester alone.

We would like to partner with the SFSS for our 4th annual ME Week. We have worked together and partnered for many events in the past, as well as we have received continuous support and maintain a partnership presently. We would love to actively work and meet with SFSS board members for the event and welcome any input, ideas and concerns that the board may have. We want to sure this ME Week is the best one yet and provides an exceptional experience for the students. It is with partnership with SFU Health & Counselling and the SFSS that we are able to host events as well as provide a coordinator for the movement. We really appreciate the sponsorship that has come for the coordinator position as it has allowed our movement to grow and to reach more students. This academic year alone we have already reached over 1000 students through our smaller, fall events and we anticipate to reach a couple thousand students during our ME Week. In the approval for the coordinator position, it was stipulated that for the funding of events, we would come to the SFSS on an event-by-event basis. Thus far, SFU Health & Counselling has been funding all of our events throughout the year and for this particular event, this is the maximum funding that can be provided.

With regards to particular costs, our grant request has been reduced from \$2500 to \$1300. In previous years, less emphasis with placed on sponsorships and pancake batter was also largely responsible for hiking monetary figures. We have also reduced the asking price by using homemade supplies which are put together by us and our volunteer team. This year, we have also approached local vendors who, upon realizing our emphasis on mental health, have gratuitously supported our endeavours. As well, we have been able to adjust our events to become more focused and less costly. Were SFSS to not fund this, it might suggest to some that external off-campus vendors are valuing student mental health more than SFSS which is a student-dedicated organization. Finally, please note that all our claims are documented and evidence can be provided per request.

**Daily descriptions:**

***March 27 - Mind, Body & Spirit:*** This day will have guided yoga and mindfulness sessions, as well as post-card making.

**March 28 - Art Therapy Day:** This will be our most interactive Art Therapy Day yet by incorporating a sensory component. We will be providing colouring sheets and a large canvas to paint on as well as slime, sand and DIY stress balls.

**March 29 - Coffee & Conversation:** This event will open up guided dialogue surrounding mental health and stigma, as well as encouraging students to de-stress by taking a few minutes to relax and enjoy themselves.

**March 30 - Careers in Mental Health Night:** This event aims to provide students who are interested in a career in mental health with some real life experiences from professionals in the work force.

**March 31 - Interactive Visual:** This event aims to catch people's eyes and teaching them about mental health at SFU. We will be making a giant, visual representation of an SFU mental health related statistic.

Listed below are the expenses for this event. No revenue is expected from this event.

Date	Details	Expenses
Week-long costs	<i>Giveaways and prizes will be by donation/sponsorship</i> <ul style="list-style-type: none"> <li>- Confirmed sponsorships include the Vancouver FC Whitecaps, BC Lions, Starbucks Canada, Wear Your Label</li> </ul>	
	Promotional materials <ul style="list-style-type: none"> <li>- Posters</li> <li>- Flyers for week of to encourage return to later events</li> <li>- Hi-FIVE materials</li> <li>- Snapchat Geofilter for social media</li> </ul>	\$150
	Estimated weekly Facilities and AV costs	\$820
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March 27 <i>mind, body &amp; spirit</i>	<i>Blank post-cards have been donated</i> <ul style="list-style-type: none"> <li>- Thank you cards/gifts for instructors and volunteer massage therapists</li> <li>- Materials to decorate post cards with</li> <li>- Home made cookies to snack on</li> </ul>	\$30  \$50
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March 28 <i>art therapy day</i>	Kinetic Sand (purchasing is cheaper than making it)	\$35
	Ingredients to make slime (liquid glue, liquid watercolour, detergent, glitter)	\$25

	DIY Stress balls (balloons, rice and flour)	\$15
	Large Blank Canvas	\$100
	<ul style="list-style-type: none"> <li>- Already have crayons, felts</li> <li>- Paints (have some but will need more)</li> <li>- Paper</li> <li>- Gloves for finger painting</li> </ul>	
	Painting Rocks	\$25
	<ul style="list-style-type: none"> <li>- Modge podge</li> <li>- Rocks</li> <li>- Magazines for cutting out words</li> </ul>	
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March 29 <i>coffee &amp; conversation</i>	Coffee to offer students for free (provided they engage in our conversation)	\$350
	<ul style="list-style-type: none"> <li>- Food and beverage services through SFSS Catering</li> </ul>	
	Sweets	\$200
	<ul style="list-style-type: none"> <li>- Doughnuts</li> <li>- Cotton candy</li> </ul>	
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March 30 <i>Careers in mental health night</i>	Panelist Appreciation Gifts (5 panelists + 1 MC x \$25)	\$150
	Careers Night refreshments (through SFSS Catering)	\$300
	<u>Accommodation request:</u>	
	- ASL Translator for the panel	
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March 31 <i>Giant visual</i>	Balloons (portion of which will be customized with the HiFIVE hand logo)	\$150
	Helium	
	Construction paper	
	<b>TOTAL EXPENSES</b>	<b>\$2400</b>
	SFU Health and Counseling Contribution	\$1100
	<b>SFSS Contribution - Grant Request</b>	<b>\$1300</b>