

1. CALL TO ORDER

Call to Order – 11:36 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>Vacant</i>
VP External Relations	Jasdeep Gill
VP Finance	Matthew Chow
VP Student Services	Samer Rihani
VP Student Life.....	Tawanda Masawi
VP University Relations.....	Jackson Freedman
At-Large Representative (<i>Chair</i>).....	Mohammed Ali
At-Large Representative.....	<i>Vacant</i>
Faculty Representative (Applied Sciences).....	Kia Mirsalehi
Faculty Representative (Arts & Social Sciences).....	<i>Vacant</i>
Faculty Representative (Business).....	Jessica Nguyen
Faculty Representative (Communications, Art, & Technology).....	Amrita Mohar
Faculty Representative (Education).....	Cameron Nakatsu
Faculty Representative (Environment).....	Russell Dunsford
Faculty Representative (Health Sciences).....	Christina Loutsik
Faculty Representative (Science).....	Natasha Birdi

3.2 Society Staff

Administrative Assistant.....	Zoya Nari
Build SFU General Manager.....	Marc Fontaine
Executive Director	<i>Vacant</i>
Campaign, Research, and Policy Coordinator.....	Sarah Edmunds
Research and Administrative Assistant.....	Maria Kawahara

3.3 Guests

The Peak News Editor Assistant	Amneet Mann
Student	Jennifer Chou

3.4 Regrets

Faculty Representative (Education).....	Cameron Nakatsu
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3.5 Absents

VP Student Life.....	Tawanda Masawi
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4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2018-12-07:01

Natasha/Russell

Be it resolved to ratify regrets from Tawanda Masawi and Cameron Nakatsu.

NOT CARRIED

- Motion was split in 2

4.2 MOTION BOD 2018-12-07:02

Matthew/Jackson

Be it resolved to ratify regrets from Tawanda Masawi.

NOT CARRIED

4.3 MOTION BOD 2018-12-07:03

Christina/Natasha

Be it resolved to ratify regrets from Cameron Nakatsu.

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2018-12-07:04

Samer/Russell

Be it resolved to adopt the agenda as presented.

CARRIED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2018-12-07:05

Samer/Jackson

Be it resolved to receive and file the following minutes:

- Executive Committee 2018-11-27.pdf
- Board of Directors 2018-11-23
- Finance and Audit Committee 2018-10-23.pdf

CARRIED

7. NEW BUSINESS

7.1 Out on Campus Budget – MOTION BOD 2018-12-07:06

Matthew/Russell

Whereas the Out On Campus coordinator has not had opportunity to organize an annual retreat during the 2018/19 fiscal year;

Be it resolved to reallocate \$1,000 from line item 799/27 “Retreat” to 720/27 “Office Supplies/Expenses”

CARRIED

- Only Board can reallocate funds between line items since the coordinator was recently hired

7.2 Spring 2019 General Elections – MOTION BOD 2018-12-07:07

Samer/Russell

Whereas the SFSS Elections and Referenda Policies require that the Board set the voting dates for elections and referenda on or before the last meeting of the semester preceding the election or referendum;

Be it resolved to call the SFSS Spring 2019 General Election and Referenda, with the voting dates set to March 19, 20, & 21, 2019.

CARRIED AS AMENDED

- Amendment: change “elections” to “elections and referenda”
- Dates need to be chosen before the Fall semester ends in order to hire the IEC commissioners by the expected timeframe

7.3 Pow Wow Committee – MOTION BOD 2018-12-07:08

Christina/Russell

Be it resolved to appoint Samer Rihani, VP Student Services, and Mohammed Ali, At-Large Representative, as Board liaisons to the FNSA Pow Wow Committee.

CARRIED

- VP Student Life was working closely with the Committee but has now passed the responsibility to the aforementioned Board members

7.4 Amendment to Construction Commitment Letter – MOTION BOD 2018-12-07:09

Matthew/Jackson

Whereas the Simon Fraser Student Society (SFSS) has obtained financing from the Bank of Nova Scotia (Scotiabank) for the construction of the student union building and has signed a Commitment Letter dated December 3, 2015;

Whereas the construction of the student union building was expected to be complete in Fall 2018 and has been delayed;

Whereas it is necessary to amend dates that are listed in the Commitment Letter as a result of the extended construction schedule;

Be it resolved that the Board of Directors authorize the VP Student Services (Acting President) and the Build SFU General Manager, to execute and to deliver, on behalf of the SFSS, an Amendment to the Construction Commitment Letter prior to December 28, 2018.

CARRIED

- Based on the updated construction memo to extend the commitment letter to the bank for money withdrawals
- The bank already approved the letter and are just waiting for the signatures by the individuals mentioned in the motion

7.5 Interest Rate Swap Transaction Confirmation Letter – MOTION BOD 2018-12-07:10

Matthew/Jackson

Whereas the Simon Fraser Student Society (SFSS) has obtained financing from the Bank of Nova Scotia (Scotiabank) for the construction of the student union building and has signed a Commitment Letter dated December 3, 2015;

Whereas the construction of the student union building was expected to be complete in Fall 2018 and has been delayed;

Whereas it is necessary to renegotiate the terms of the interest rate swap ("Facility 4" in the Commitment Letter) due to a decrease in the amount of funds needed to be borrowed and an extended construction schedule;

Be it resolved to amend the interest rate swap transaction such that the effective date becomes September 30, 2019, with additional principal payment options equal to approximately 70% of anticipated excess Build SFU Levy collection to be paid annually beginning on or about January 1, 2026.

Be it further resolved that the Board of Directors authorize the VP Student Services (Acting President) and the Build SFU General Manager, to execute and to deliver, on behalf of the SFSS, an Interest Rate Swap Transaction Confirmation letter prior to December 28, 2018.

CARRIED

- Purpose is to lock in the interest for the period of the loan in order to reduce the overall amount to allow for the construction and finance timelines to sync
- A memo was sent to Board members prior to the meeting for review

7.6 Munchie Mondays – MOTION BOD 2018-12-07:11

Russell/Jackson

Be it resolved to allocate \$9,955.95 from line item 817/20 to purchase required materials for Munchie Mondays.

POSTPONED

- Postponed: to the next Board meeting
- Free refreshments will be made available to undergraduate students outside of the Board office every Monday of the spring 2019 semester to encourage student engagement
- The total amount will be dispersed throughout the entire semester (12 Mondays)
- There will be a table designated for promotional items; such as displaying the initiatives conducted during the lobbying trips
- Suggestion:
 - To possibly move the table to the Academic Quadrangle instead of in front of the Board office or in different areas around campus
- Funds are based on last year's Munchie Mondays

Jessica Nguyen arrived at 12:02 PM

- To coordinate Munchie Mondays with the availability of the Board of Directors
- Suggestion:
 - To have a volunteer schedule for Munchie Mondays
 - To allocate funds on a monthly basis

7.7 Munchie Mondays – MOTION BOD 2018-12-07:12

Kia/Samer

Be it resolved to allocate \$829.66 from line item 817/20 to purchase required materials for the January 14, 2019 Munchie Monday.

WITHDRAWN

- Motion was withdrawn
- A report to be created at the end of the initiative
- Proposal to be updated prior to the first Spring 2019 Board meeting

7.8 Munchie Mondays – MOTION BOD 2018-12-07:13

Kia/Matthew

To postpone the Munchie Monday's motion to the next Board meeting.

CARRIED

7.9 Reusable Water Bottles – MOTION BOD 2018-12-07:14

Russell/Jackson

Be it resolved to allocate \$6,682.38 from line item 741/20 to purchase 500 reusable water bottles for distribution.

CARRIED

- To purchase sports water bottles with the SFSS logo in accordance to the disposable plastic water bottle movement in support of Bend the Bottle initiative
- To possibly look into Tumblr Share in the future
- Question was called; abstention: Natasha Birdi
- Abstention: Kia Mirsalehi

7.10 Rouge Media Contract – MOTION BOD 2018-12-07:15

Samer/Jasdeep

Be it resolved to authorize the VP Student Services (Acting President) and Build SFU General Manager, to sign the Rouge Media Advertising Contract dated October 16, 2018.

CARRIED

- 6-month renewal of the Rouge Media contract with the SFSS
- 2 abstentions

8. DISCUSSION ITEMS

8.1 HIV & Hepatitis C Intervention Project

- Details regarding the campaign was sent to Board members via email
- The group will be providing free tests to the aforementioned diseases to organizations around the lower mainland
- Further information regarding the campaign will be prepared by the first spring 2019 Board meeting

9. IN-CAMERA

9.1 MOTION BOD 2018-12-07:16

Russell/Jackson

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

CARRIED

9.2 GP-44 Discussion

9.3 FNSA Update

9.4 Tuition Lobbying Approach

9.5 Student Conduct

10. EX-CAMERA

10.1 MOTION BOD 2018-12-07:17

Christina/Jessica

Be it resolved to go ex-camera.

CARRIED

11. ATTACHMENTS

- Budget Reallocation Form AR-OS 11.29.18.pdf
- Greeting from S.U.C.C.E.S.S.pdf
- Munchie Mondays.pdf
- Reusable Water Bottle Proposal.pdf

12. ADJOURNMENT

MOTION BOD 2018-12-07:18

Jasdeep/Natasha

Be it resolved to adjourn the meeting at 1:35 PM.

CARRIED

Operating Budget Amendment Form Budget Reallocation

Submission Date: (MM/DD/YY) _____

Budget Amendment Initiator/Dept.: _____

Approving Body: (FASC/BOD) _____

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

FROM:

Account Number _____ / _____ & Description _____

Amount: \$ _____

TO:

Account Number _____ / _____ & Description _____

Amount: \$ _____

Budget Reallocation Rationale: (Attach any other supporting documentation)

Budget Reallocation Motion:

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

line item _____ / _____ to
(description) (account #)

line item _____ / _____
(description) (account #)



Jasdeep Gill <vpexternal@sfss.ca>

Greeting from S.U.C.C.E.S.S.

Cathy Zhou <cathy.zhou@success.bc.ca>
To: "vpexternal@sfss.ca" <vpexternal@sfss.ca>
Cc: Gigi Lo <gigi.lo@success.bc.ca>

28 November 2018 at 15:19

Hi Jasdeep,

My name is Cathy Zhou, I am the Project Facilitator from S.U.C.C.E.S.S., which is one of the biggest non-profit social service agency in BC.

Currently, we are running a government funded project- "HIV & Hepatitis C Intervention Project" .

Since last November, we have organized many educational workshops and screening tests for the general public in Metro Vancouver. Through this workshops and screening tests, we have raised the disease awareness and educated people to stop the disease spread in the community and prevented themselves. In addition, we also actively attend local/community events and health fairs and deliver free brochures. So far, we receive lots of positive feedbacks from the community and public.

As we have been implementing this "HIV & Hepatitis C Intervention Project", we notice that university students (mostly are young adults) should be included into this project because they have the huge needs and can get benefits from our services! Therefore, we are thinking to connect with the student union to see if we can have some table event, booth ,educational workshop or even FREE screening test for students in the campus next year.

All these services and activities I mentioned above are free for this project is funded by Public Health Agency of Canada and we also collaborated with some professional medical teams. I hope together we can help students have a healthy life!

Thank you and I look forward to hearing from you soon!

P.S. For more information about our program, please check out our website(<https://www.successbc.ca/eng/services/health-services/hiv-hepc>) and Facebook(<https://www.facebook.com/HIV.HEPC/>).

If you have any questions please feel free to contact me.

Best Regards,

Cathy

Cathy Zhou

Project Facilitator

HIV & Hepatitis C Intervention Project

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S.U.C.C.E.S.S.

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SFSS Munchie Mondays Proposal

Date & Time:

Jan 14, Jan 21, Jan 28, Feb 4, Feb 11, Feb 25, March 4, March 11, March 18, March 25, April 1, April 8. 9:30 am – 3:30 pm.

Overview:

- Set up a table outside of the board office with coffee and other treats for students. Doing this continuously will be helpful for students to get to know the SFSS. Furthermore, it's a great way for students to learn where the board office is and for board members to get a chance to talk with students. This is also a great opportunity to inform students of upcoming events/initiatives we have coming up.

Goals and Objectives:

- To promote health and wellbeing for the SFU students
- Give students an opportunity to see the SFSS spaces, including the board office
- To allow students and board members to engage with one another
- To promote upcoming events/initiatives
- To continue to foster the sense of community within our SFU undergraduates

Stakeholders:

- The SFSS membership
- SFU Dining Services
- SFU Meeting, Events, and Conference Services

Targeted Audience:

- SFSS undergraduate members

Metrics/Measurables:

- Amount of food orders
- Amount of food left over/how quickly it runs out

Marketing:

- Marketing will be completed by our SFSS communications office. We will make multiple posts on both (Instagram and Facebook) of our channels. We will also put up a few posters around campus closer to the date to inform students.
- A standing advertisement board should be placed in a populated walkway near the tables, and will direct students toward the tables.

Production:

- Will consist of 2-3 tables. SFSS tablecloths, flags, and other available promotional material will be present around the tables. Tables are meant to be for the food. One table may be dedicated for SFSS promotions (posters of upcoming events, engagement items, etc.)

Additional Materials:

- 2 Full Size Tables
- Wicker Baskets

Engagement:

- 1-2 Volunteers will walk around campus with a basket of snacks. They will hand out the snacks, engage with students, and spread awareness of Munchie Mondays. Volunteers should wear clothing with a visible SFSS logo.
- A volunteer may stay at the table to engage with students about upcoming events and initiatives.

Budget:

Expenses

Item	Unit Price	Quantity	Total
MECS Coffee	\$18.99 (serves 10)	10 (100 servings)	\$189.90
MECS Tea	\$1.89	100 (100 servings)	\$189.00
Juice Box	\$11.99 (40 pack)	2 (80 servings)	\$23.98
Cookies	\$7.99 (24 pack)	5 (120 units)	\$39.95
Granola Bars	\$11.49 (68 pack)	2 (136 units)	\$22.98
Assorted Muffins	\$7.99/2 (6 pack)	10 (60 units)	\$39.95
Assorted Nuts	\$22.99 (30 pack)	2 (60 units)	\$45.98
Bananas	~\$0.35	30	\$10.50
Apples	\$11.99 (Bag of ~16)	3 (~48 units)	\$35.97
Rice Krispy Squares	\$11.79 (54 pack)	2 (108 units)	\$23.58
Wagon Wheels	\$6.99 (40 pack)	2 (80 units)	\$13.98
Contingency	\$100.00	N/A	\$100.00
Posters (11x17)	\$0.50	10	\$5.00
Subtotal		N/A	\$740.77
Tax Allowance (12%)		N/A	\$88.89
Total (per event)		N/A	\$829.66
Total (final)		12	\$9,955.95

Notes:

1. All beverages will be bought through dining services.
2. All snacks will be bought through an external supermarket and advertised and given out in “sample sizes”.

Reusable Water Bottle Proposal

Background:

- Ban the Bottle SFU is an initiative that aims to ban plastic water bottles on campus. As a show of support, and to assist with their cause, the SFSS will purchase 500 reusable water bottles to be distributed to students through various means.

Design:

- The water bottles will feature logos of both the SFSS and Ban The Bottle prominently.

Objectives:

- Generate student engagement through distribution of engagement items
- Promote Ban the Bottle SFU to the student body
- Reduce plastic consumption on campus
- Increase brand awareness by distributing items with the SFSS logo

Target Audience:

- SFU Undergraduate students

Expenses:

-

Item	Quantity	Price (\$CA)
Rockit 700mL Bottle	1	11.35
Rockit 700mL Bottle	250	3,278.80 (+ Shipping)
Rockit 700mL Bottle	500	6,456.80 (+225.58 Shipping)
Rockit 700mL Bottle	750	9,634.80 (+331.13 Shipping)
Rockit 700mL Bottle	1000	12,812.80 (+ Shipping)

Recommendation:

- Whereas engagement is a priority for the board
- Whereas the board would like to support Ban the Bottle SFU
- It is recommended that the board purchase 500 water bottles at a price of ~\$6,682.38

Design Proof:

Single Rockit 700mL Bottle

White

Print Area: 9.11"W x 4"H

Print Colours: CMYK

