

1. CALL TO ORDER

Call to Order – 10:30 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>)..... | Hangue Kim |
| VP External Relations | Prab Bassi |
| VP Finance | Baljinder Bains |
| VP Student Services..... | Jimmy Dhesa |
| VP Student Life | Alam Khehra |
| VP University Relations | Erwin Kwok |
| At-Large Representative..... | Raajan Garcha |
| At-Large Representative..... | Jaskarn Randhawa |
| Faculty Representative (Applied Sciences) | Jeffrey Leung |
| Faculty Representative (Arts & Social Sciences)..... | Jackson Freedman |
| Faculty Representative (Business)..... | Gini Kuo |
| Faculty Representative (Communications, Art, & Technology)..... | Juvina Silvestre |
| Faculty Representative (Education)..... | Jamie Zhu |
| Faculty Representative (Environment)..... | Yun Oh |
| Faculty Representative (Health Sciences)..... | Aarushi Sharma |
| Faculty Representative (Science)..... | Parham Elmi |

3.2 Society Staff

| | |
|---|----------------|
| Chief Executive Officer | Martin Wyant |
| Campaign, Research, and Policy Coordinator..... | Pierre Cassidy |
| Administrative Assistant..... | Zoya Nari |

3.3 Regrets

| | |
|--|------------------|
| Faculty Representative (Arts & Social Sciences)..... | Jackson Freedman |
| Faculty Representative (Education)..... | Jamie Zhu |

3.4 Absents

| | |
|------------------------------|------------------|
| At-Large Representative..... | Jaskarn Randhawa |
|------------------------------|------------------|

Jeffrey Leung arrived at 10:31 AM

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2017-08-14:01

Raajan/Alam

Be it resolved to ratify regrets from Jamie Zhu (out of town) and Jackson Freedman (out of town).

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2017-08-14:02

Alam/Prab

Be it resolved to adopt the agenda as amended.

- To add under in-camera: FBS Update

CARRIED AS AMENDED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2017-08-14:03

Alam/Jimmy

Be it resolved to receive and file the following minutes:

- BOD 2017-07-24.docx
- Finance Committee 2017-07-07.pdf
- SCC-minutes-2017-06-28.pdf
- EXEC 2017-07-28.pdf
- EXEC 2017-08-04.pdf

CARRIED

7. NEW BUSINESS

7.1 July 16-31, 2017 Board Work Report & Committee Updates – MOTION BOD 2017-08-14:04

Baljinder/Raajan

Be it resolved to approve the July 16-31, 2017 Board Work Report.

CARRIED

- Revised version was later sent to the Board

8. DISCUSSION ITEMS

8.1 Adding Tables for Clubs/DSU's

- To possibly add more vending tables outside of the Academic Quadrangle to provide more access to Clubs and DSUs

Parham Elmi arrived at 10:38 AM

8.2 SLC Partnership Event

- To promote academics more through a possible partnership with the Student Learning Commons
- Suggestion: to assist the SLC with promotions and in-kind sponsorships for the Writing Contest
- Week of Welcome

- Tea parties to host at the Surrey and Burnaby campus
- Question: Why Vancouver campus is not included
- Suggestion: Board members to possibly participate in the event
- Next steps: SLC to provide a timeline of the event

8.3 Branding

- Suggestion: Surrey Campus Committee to merge their social media platforms with SFSS' to easily manage all SFSS contents
 - Note: separate social media platforms are tailored to each campus to make it easier for members to navigate through specific posts
 - Note: SFSS website's content is centralized

8.4 SFSS Promotions

- Possibly create a sponsored short video explaining what the Student Society is
- Suggestion: to bring back the SFSS key points
- Purpose: to increase promotions

9. IN-CAMERA

MOTION BOD 2017-08-14:05

Baljinder/Alam

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

CARRIED

9.1 Build SFU Update

9.2 FBS Update

10. EX-CAMERA

Baljinder/Jeffrey

Be it resolved to go ex-camera.

CARRIED

11. ATTACHMENTS

- BOD1718 July 16-31 Work Report Committee Update.pdf
- Proposal to increase bookable table locations.pdf
- Proposal for SLC Writing Contest (revised).pdf

12. ADJOURNMENT

MOTION BOD 2017-08-14:06

Prab/Alam

Be it resolved to adjourn the meeting at 12:15 PM.

CARRIED

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
July 16-31 , 2017

ADVOCACY

The committee reviewed the Advocacy survey and proposed which issues we would like to work on. Each initiative was tasked a lead with supports. The Initiatives are planned out for the rest of the year. We also discussed the #TextbookCampiagn and potential campaigns for consent culture.

ACCESSIBILITY FUND

Accessibility did not meet during this time. Nominations is currently searching for the two at large members to fill the committee terms of reference.

EVENTS

The committee reviewed the proposed Budget reallocation policy process. A working group was created to develop new policy on the SFSS Credit Card. Confirmed the timeline for Budget Consultations. Conducted a grant appeal.

FINANCE & AUDIT

The committee reviewed the proposed Budget reallocation policy process. A working group was created to develop new policy on the SFSS Credit Card. Confirmed the timeline for Budget Consultations. Conducted a grant appeal.

GOVERNANCE

Committee did a preliminary presentation to board on the new proposed bylaws. After some concerns and questions were raised, it was decided that further revisions would be made prior to next steps.

NOMINATION

The committee is actively searching to fill 1 at-large position for Advocacy, 2 at-large positions for Accessibility.

STRATEGIC ENGAGEMENT

Committee did not meet in this period, but co-chairs met with Sindhu to discuss immediate plans and the focus of the committee. Informal first "freezie friday was held, with great results.

SURREY CAMPUS

The committee met to discuss Week of Welcome and the Library Renovation Info Maze. The events subcommittee will be meeting to discuss and provide specific details in the form of a

proposal for an event on Wednesday, September 6th during the Week of Welcome. The Library Renovations Info Maze was held on Thursday, July 27th to obtain feedback from students about the proposed renovations in the SFU Surrey Library.

VANCOUVER CAMPUS

The committee did not meet during this period, but the Chair met with Sindhu to discuss ways to improve communication on the current Facebook page. This project is still ongoing, and will be further discussed at the next committee meeting on August 1st.

SFSS BOARD WORK REPORT

This report reflects the Board work from
July 16-31 , 2017

PRESIDENT

Named SFSS Committee Work & Action Items

- [July 17] Board Development Session
- [July 21] Executive
- [July 21] Governance By-law session
- [July 24] Board of Directors Meeting

Meetings & Action Items

- [July 17] President/CEO Update
- [July 17] Food and Beverage Services
- [July 17] SFSS Clubs Day Planning
- [July 18] Sexual Violence Policy Planning
- [July 19] Food and Beverage Services
- [July 19] SFSS VP Student Life- September Events Planning
- [July 19] CEO Monitoring Report Review
- [July 19] Mental Health Discussion with GSS and SFU Health and Counselling Services
- [July 20] Joint Operations Group
- [July 20] Build SFU- SUB Furniture Tour
- [July 21] Vantage Point Follow Up
- [July 21] Food and Beverage Services
- [July 24] President/CEO Update
- [July 24] Food and Beverage Services
- [July 25] SFU Student Services Senior Management
- [July 25] SFSS Orientation- External Sponsorship
- [July 25] External- Showpass
- [July 26] Member of Parliament Meeting Prep with VP External and CEO
- [July 27] Terry Beech, MP, Burnaby North-Seymour with VP External
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Projects

- Food and Beverage Services
- SFSS Surrey Space Expansion
- Sexual Violence and Prevention Policy
- Board Development Sessions
- Tank Farm Expansion
- Student Union Building Transition Plan
- Emergency Food Bank Program
- Mental Health Support

Office/Engagement Hours

- [July 18] BC Wildfire Relief Tabling
- [July 19] BC Wildfire Relief Tabling

Events

- BASS Mentorship Program Training
- BASS FROSH

Administrative

- Prepared for meetings, reviewed and compiled agendas, reviewed minutes and supporting documents
- Emails

VP STUDENT SERVICES

Named SFSS Committee Work & Action Items

- [July 17] Board Development Session
- [July 21] Executive
- [July 21] Governance By-law session
- [July 24] Board of Directors Meeting

Meetings & Action Items

- [July 21] FBS
- [July 24] Health and Dental
- [July 26] Ombudsperson Search Committee
- [July 24] Events Committee Meeting with Blueprint
- [July 24] Interview with The Peak for the BC Wildfire Relief Fundraiser

Projects

- Health and Dental RFP
- BC Wildfire Relief Fundraiser
- SFSS Volunteer Leader Program

Office/Engagement Hours

- Office hours by appointment via vpsservices@sfss.ca

Events

- N/A

Administrative

- Prepared for meetings, reviewed and compiled agendas, reviewed minutes and supporting documents
- Emails

VP EXTERNAL RELATIONS

Named SFSS Committee Work & Action Items

- [July 17] Board Development Session
- [July 20] Advocacy Meeting
- [July 21] Executive
- [July 21] Governance Meeting

- [July 21] Governance By-law session
- [July 24] Board of Directors Meeting
- [July 27] Advocacy Meeting
- [July 28] Executive Meeting

Meetings & Action Items

- [July 17] SFSS/UVSS/AMS Meeting at AMS Nest
- [July 19] Mental Health Discussion with GSS and SFU Health and Counselling Services
- [July 20] Build SFU- SUB Furniture Tour
- [July 25] U-Pass
- [July 25] Provincial Budget Consultation
- [July 26] Advocacy meeting prep
- [July 26] Member of Parliament Meeting Prep with President and CEO
- [July 27] Terry Beech, MP, Burnaby North-Seymour with President

Projects

- Sexual Violence and Prevention Policy
- Tank Farm Expansion
- Mental Health Support
- U-Pass Agreement
- BC Provincial Budget Consultation
- BC Needs Based Grants
- Rights for Rents

Office/Engagement Hours

- Office hours by appointment via vpexternal@sfss.ca

Events

- N/A

Administrative

- Prepared for meetings, reviewed and compiled agendas, reviewed minutes and supporting documents
- Emails

VP FINANCE

Named SFSS Committee Work & Action Items

- [July 17] Board Development Session
- [July 21] FAC Meeting
 - Budget Reallocation Policy- reviewed the proposed process with the committee
 - SFSS Credit Card Policy- working group created to develop new policy
 - Budget Consultations- confirmed the timeline
 - Grant Appeal- conducted a grant appeal
- [July 21] Executive Meeting
- [July 24] Board Meeting
- [July 26] SCC Meeting
- [July 28] Executive Meeting

Meetings & Action Items

- [July 19] FARM Meeting
- [July 19] Finance Review with CEO and Finance Coordinator
- [July 20] Build SFU Committee Meeting (Furniture for SUB)
- [July 25] Update Meeting with CEO
- [July 25] Board Evaluations Meeting with CEO
- [July 28] SFSS Credit Card Policy Working group Meeting (CEO, VP UR, & BUS REP)
- [July 28] Granting Guidelines Meeting with CEO and APP SCI REP
- [July 30] Granting Guidelines Meeting with APP SCI REP
- [July 31] Granting Guidelines Meeting with APP SCI REP

Projects

- Granting Reform
 - Confirmed new timeline and ready to communicate to students.
- BOD Evaluations
 - Drafted a new process. Waiting on review by President.
- SFSS Credit Card Policy
 - Debriefed the working group. Tasked to set up a meeting to review current uses of the credit card.
- Budget Reallocation Policy
 - Debriefed FAC on the new policy. Tasked to draft a revised version of the policy and bring it back to FAC.
- SFU Tax Service Program
 - Reviewed research information from At Large Rep. Waiting for meeting with At Large Rep.
- Food and Beverage Service
 - Working on Food and Beverage Service.

Office/Engagement Hours

- [July 20] BC Wildfire Tabling
- [July 21] BC Wildfire Tabling

Events

- Business Administration Student Society (BASS) Mentorship Program Training

Administrative

- Prepared for meetings, reviewed and compiled agendas, reviewed minutes and supporting documents
- Emails
- Reviewed financial budgets, statements, and accounts
- Applied deductions to BOD and approved payroll

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

- [July 17] Board Development Session
- [July 17] Meeting for Clubs Days

- [July 19] Kickoff Security Meeting
- [July 21] Exec Meeting
- [July 24] Board Meeting
- [July 24] FBS Update
- [July 24] Kickoff marketing plan revision
- [July 24] Blueprint meeting
- [July 25] GSS Meeting
- [July 25] Events Committee
- [July 25] Concert planning with Erin
- [July 28] Exec Meeting
- [July 28] Week of Welcome + Welcome Day planning

Meetings & Action Items

- [July 24] Showpass phone call
- [July 25] Showpass phone call
- [July 25] Guardtek phone call
- [July 28] Guardtek phone call

Projects

- Fall Kickoff

Office/Engagement Hours

- [July 17] Wildfire Tabling
- [July 21] Meeting with Student Club to review event proposal
- [July 28] Meeting with Student Club to review event proposal
- Office hours by appointment via vpstudentlife@sfss.ca

Events

- N/A

Administrative

- Prepared for meetings, reviewed and compiled agendas, reviewed minutes and supporting documents
- Emails

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

- [July 21] Executive meeting
- [July 21] FAC meeting
 - Discussed granting appeal, budget reallocations, budget consultations
- [July 21] Governance meeting
 - By-Law presentation to BOD
 - meeting to prepare and debrief afterwards
- [July 24] Board of Directors Meeting
- [July 28] Executive meeting

Meetings & Action Items

- [July 17] BOD development session

- [July 17] SFU sexual violence prevention & education video
- [July 18] Sexual Violence Policy Planning
- [July 18] CEO meeting
- [July 19] Food and Beverage Services
- [July 21] Food and Beverage Services
- [July 21] bylaw presentation to BODs
- [July 21] BOD development session
- [July 24] President/CEO Update
- [July 24] Board meeting
- [July 24] surrey space expansion meeting
- [July 25] CEO meeting
- [July 25] SFU Student Services Senior Management
- [July 25] GSS partnership event meet
- [July 26] GSS VPUR meet
- [July 28] Granting guidelines meeting
- [July 28] Credit card usage meeting
- [July 28] Executive Committee meeting
- [July 31] Member Services office furniture moving

Projects

- Food and Beverage Services
 - update and discussion with committee then entire BOD
- SFSS Surrey Space Expansion
 - Update by President
- Sexual Violence and Prevention Policy
 - Update on lawyer's suggestions and our next steps
 - Submitted comments on GP44 transition plan
- Tank Farm Expansion
 - Currently awaiting next steps by VP External and President
- Credit card guidelines
 - Debriefed and awaiting next meeting
- Granting reform
 - Determined timeline and made presentation
- Bylaw revisions
 - Submitted communications material, resolved CEO concerns, and looking for evidence required for comments
- GSS partnership event
 - Initial plans drafted and an additional idea was brought forward as a meet and greet for both exec teams

Office/Engagement Hours

- [July 17] Wildfire tabling
- Office hours are by appointment: email vpuniversity@sfss.ca

Events

- N/A

Administrative

- Prepared for meetings: reviewed agenda items, minutes, and supporting documents
- Reading/sending emails
- Reviewed governance presentation and communications plan; revisions to resolve concerns
- Submitted SUDS requisition documents for appointees

AT-LARGE REPRESENTATIVE (GARCHA)

Named SFSS Committee Work & Action Items

- Surrey Campus Committee
 - Met to discuss Week of Welcome and Library Renovation Info Maze
 - Provided updates on the Surrey Space Expansion Campaign
- Advocacy Committee
 - Brainstormed campaign ideas based on last years Advocacy Survey
- Governance Committee
 - New by-laws communication plan discussion
- Sexual Violence Policy Working Group
 - Discussed lawyer's recommendations + next steps
 - Drafted up letter + presented to Board

Meetings & Action Items

- [July 17] Board Development Meeting
- [July 18] Sexual Violence Policy Meeting
- [July 19] Surrey Campus Coordinator Meeting
- [July 20] Advocacy Meeting
- [July 21] Governance Meeting
- [July 21] Exec Meeting/Governance Presentation
- [July 24] Board Meeting
- [July 24] Surrey Space Expansion Meeting
- [July 24] FBS Meeting
- [July 25] SCC Advocacy Working Group Meeting
- [July 26] SCC Meeting
- [July 28] Exec Meeting (call in for SVP discussion)

Projects

- Sexual Violence Policy
- Surrey Space Expansion
- Surrey Library Renovation

Office/Engagement Hours

- Office hours are by appointment: email atlarge1@sfss.ca

Events

- N/A

Administrative

- Prepared for meetings: reviewed agenda items, minutes, and supporting documents
- Reading/sending emails

AT-LARGE REPRESENTATIVE (RANDHAWA)

Named SFSS Committee Work & Action Items

- Finance and Audit Committee
 - Budget Reallocation Policy
 - SFSS Credit Card Policy
 - Budget Consultations
 - Grant Appeal
- Events Committee
 - Met with Justin from Blueprint
 - Discussed Marketing and design for concert

Meetings & Action Items

- [July 17] Board Development Session
- [July 21] FAC Meeting
- [July 21] Governance By-law session
- [July 24] Board Meeting
- Meeting with ASA president
 - Discussed existing tax program procedures and operations

Projects

- Fall Kickoff Marketing
- Food and Beverage Services
- SFSS Surrey Space Expansion
- SFU Tax Services Program

Office/Engagement Hours

- Office hours are by appointment via email atlarge2@sfss.ca

Events

- Business Administration Student Society (BASS) Mentorship Program Training

Administrative

- Prepared for meetings, reviewed agenda items, minutes, and supporting documents
- Reading and sending emails

APPLIED SCIENCES REPRESENTATIVE (Jeffrey Leung)

Named SFSS Committee Work & Action Items

- Governance Committee:
 - [July 21] Meeting
 - Discussed overview of presentation of the bylaw reforms
- Surrey Campus Committee:
 - [July 26] Meeting
 - Led discussion of event plan for Week of Welcome
 - Discussed Library Renovations Information Maze
 - Led discussion of Year Plan of events
 - [July 27] Fraser Library Renovations Information Maze consultation tabling

- Executive Committee:
 - [July 21] Meeting
 - [July 28] Meeting

Meetings & Action Items

- [July 16] Software Systems Student Society meeting
 - Discussed trialing a Faculty Student Union with the APSC meeting
- [July 17] Board of Directors Development Session
 - Attended presentation by Vantage Point
- [July 17] BC Wildfire Relief Fundraising tabling
- [July 17] Hack Lounge SFU - Interview Prep Workshop
- [July 17] Women in Computing Sciences meeting
 - Discussed possible transition plan for my position
- [July 17] Engineering Science Student Society meeting
 - Discussed updates on my SFSS and FAS Representative work
 - Discussed possible transition plan for my position
- [July 18] BC Wildfire Relief Fundraising tabling
- [July 19] FARM meeting
 - Informally chaired the meeting
 - Updated on ongoing projects relating to the student groups
 - Discussed possible collaborations and ideas
 - Discussed updates from DSUs
- [July 19] BC Wildfire Relief Fundraising tabling
- [July 21] Computing Science Student Society meeting
 - Discussed possible transition plan for my position
- [July 23] Software Systems Student Society meeting
- [July 24] Board of Directors meeting
 - Attended presentation on the services currently offered to students by StudentCare
 - Discussed a new weekly engagement method
 - Attended presentation by Women's Centre about a Peer Support volunteer program
- [July 24] MESS meeting
 - Provided advice for participating in EngiQueers event
- [July 24] Technovus club meeting
- [July 24] SFU Satellite Design club meeting
- [July 24] Computing Science Student Society Frosh Planning meeting
- [July 28] Applied Sciences Round Table meeting
 - Discussed upcoming FAS events
 - Discussed current status of each Applied Sciences group
 - Discussed possible transition plan for Applied Sciences Representative
- [July 31] Office Reshuffle - Furniture Moving
- [July 31] Women in Computing Sciences meeting

- [July 31] Engineering Science Student Society meeting

Projects

- Granting Reform:
 - Updated the timeline
 - Created a messaging document
 - Prepared for messaging and communication

Office/Engagement Hours

- By appointment; contact appscirep@sfss.ca
- Most FAS DSU meetings

Events

- [July 17] Computing Science Student Society Board Games night
 - Indulged in various socialization activities
- [July 24] SFU Surrey Ping Pong club biweekly event
 - Engaged in competitive socialization activities

Administrative

- Prepared for meetings, reviewed agenda items, minutes, and supporting documents
- Created project overviews, transitional documents, etc.
- Reading and sending emails

ARTS & SOCIAL SCIENCES REPRESENTATIVE (J. Freedman)

Named SFSS Committee Work & Action Items

Events Committee

- [July 24th] Events Committee Meeting
 - The events committee met to determine our overall marketing strategy and discuss other important information regarding the fall kickoff concert. We also worked to prepare for our meeting with Blueprint production.
- [July 26th] Events Committee Meeting
 - The events committee held a meeting to brainstorm potential events for the upcoming year. We will be meeting with at-large members to gather further input.

Engagement Committee

- [July 20th] Engagement Meeting
 - Met with Parham and Sindhu to discuss the direction of the committee and establish a clear set of three main goals to work on.

Nominations Committee

- The committee did not meet during this time.

Meetings & Action Items

- [July 17th] Board Development Session
- [July 19th] FARM Meeting
- [July 24th] Board Meeting
- [July 24th] Blueprint Production Meeting - Fall Kickoff
- [July 24th] FBS Meeting

Projects

- Fall Kickoff Callout: worked with Sindhu to generate a callout for call kickoff volunteers. This involved preparing the language, presentation style, and overall strategy for the campaign.
- Classroom Presentation Campaign: began to brainstorm and record ideas regarding the development of a classroom presentation campaign highlighting the importance of student involvement in the society and what it can do for your university experience - to be presented to incoming students in the fall.

Office/Engagement Hours

- Office hours are by appointment, please email artsrep@sfss.ca.
- Spoke with various students regarding the importance of involvement in the university experience and provided insight on where to begin the process

Events

- N/A

Administrative

- Read and sent various emails, held correspondence with multiple members of my arts constituency
- Prepared for meetings and reviewed minutes/relevant documents

BUSINESS REPRESENTATIVE

Named SFSS Committee Work & Action Items

- [July 17] Board Development Session
- [July 21] FAC Meeting
- [July 21] Events Committee Meeting
- [July 21] Governance By-law session
- [July 24] Board of Directors Meeting
- [July 24] Events Committee Meeting

Meetings & Action Items

- [July 19] FARM Meeting
- [July 20] Bennet Library Space Expansion Meeting
- [July 20] Build SFU- SUB Furniture Tour
- [July 24] Kickoff Meeting with Blueprint
- [July 26] Kickoff Sponsorship Meeting
- [July 28] FAC Working group meeting
- [July 31] General Office move

Projects

- Fall Kickoff Concert
- Granting reform

Office/Engagement Hours

- [July 19] BC Wildfire Relief Tabling

Events

- BASS Mentorship Program Training

Administrative

- Emails

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE

(Juvina)

Named SFSS Committee Work & Action Items

- Accessibility Committee
 - The committee did not meet during this time
- Vancouver Campus Committee
 - The committee did not meet during this time, but the next meeting is determined to be on August 1st at the Harbour Centre Campus.

Meetings & Action Items

- [July 17] Board of Directors Development Session
 - Attended presentation by Vantage Point
- [July 17] BC Wildfire Fundraiser Tabling
 - Attended from 1:30-3:20pm
- [July 18] BC Wildfire Fundraiser Tabling
 - Attended from 1:00-3:30pm
- [July 19] IATSU President Individual Meeting
- [July 19] FARM meeting
 - Updated on ongoing projects relating to the student groups
 - Discussed possible collaborations and ideas
 - Discussed updates from DSUs
- [July 21] Mental Health Meeting w/ Hangu Kim & Prab Bassi
 - Informal update about the Mental Health Discussion on July 19
- [July 24] Board Meeting
 - Attended presentation on the services currently offered to students by StudentCare
 - Attended presentation by Women's Centre about a Peer Support volunteer program
- [July 24] FBS Meeting
- [July 25] Communication First-Year Experience (CMNS FYE) Ambassador Meeting
 - Presented a proposal for the upcoming Meet and Greet in September for mentees and mentors in the Communication program
- [July 28] Vancouver Campus Committee Communication Strategy Meeting w/ Sindhu
- [July 28] Welcome Week Tour Training
 - Part of my role in CMNS FYE
- [July 28] Exec Meeting

Projects

- Meet and Greet Event for CMNS FYE
- Vancouver Campus Committee Facebook Page
- Mental Health Services on Campus

- Updated on the current discussion with SFU, and connecting with mental health initiative leaders at UBC and UVIC

Office/Engagement Hours

- Available by appointment on these four campuses - Surrey, Burnaby, Harbour Centre, and Woodward's. Please contact me at fcatrepreneur@sfss.ca one week in advance.

Events

- [July 16] IATSU Engagement Social Event

Administrative

- Prepared for meetings, reviewed agenda items, minutes, and supporting documents.
- Sent and responded to emails
- Set up meetings with Board members, DSUs, and faculty members.

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Strategic Engagement - this committee did not meet during this time
- Accessibility Committee - this committee did not meet during this time
- Advocacy Committee
 - Went through last year's advocacy survey and its implications for guiding the planning of this year's campaigns
- Sexual Violence Policy Working Group
 - Discussion of SFSS lawyer's recommendations for adoption of policy + next steps
 - Edited letter and presented to board (exec)
- SFU Educational Goals Committee
 - Researched educational goals at other Universities globally
 - Met to listen to presentations by various faculty members on the current state of their faculties engagement with implementation of educational goals

Meetings & Action Items

- [July 17] Board Development Meeting
- [July 18] Sexual Violence Policy Meeting
- [July 20] Library Space Expansion Meeting
- [July 20] Advocacy Meeting
- [July 20] Tour of Spaces for SUB furnishing considerations
- [July 21] Exec Meeting/Governance Presentation
- [July 24] Board Meeting
- [July 24] FBS Meeting
- [July 25] Educational Goals Committee Meeting
- [July 28] Exec Meeting
- [July 28] Education Peer Mentorship Development

Projects

- Sexual Violence Policy
- Education Peer Mentorship

- Met to discuss canvas training module training changes
- Discussed planning of SFU Welcome Day with Paige LeBar + my role in the faculty specific portion

Office/Engagement Hours

- Office hours are by appointment by email: edurep@sfss.ca

Events

- N/A

Administrative

- Prepared for meetings by review of agenda items, minutes, and supporting documents
- Reading/sending emails

ENVIRONMENT REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Governance Committee
- Finance and Audit Committee

Meetings & Action Items

- [July 17] Board Development Session
- [July 21] FAC Meeting
- [July 21] Governance By-law session
- [July 21] EnvirO meeting
- [July 24] Board Meeting

Projects

- EnvirO (frosh)
- Safe Walk
- Meet and Greet
- Welcoming Day Speech for Faculty of environment

Office/Engagement Hours

- Emails
- Attended meetings online
- Met with potential sponsors
- BBQ with students in faculty of environment

Events

- Attended and Helped Board moving

Administrative

- Emails
- Review of documents before meeting

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy

- Went over the initiatives that members will be committed to and brainstormed on what we would want to see in these initiatives throughout the year
- Events
 - Continuous organizing of the ticketing process as well as finalizing the artists with the production company
 - Met Justin from Blueprint

Meetings & Action Items

[July 17] Board Development Meeting
[July 20] Advocacy Meeting
[July 21st] Exec Meeting/Governance Presentation
[July 24th] Board Meeting
[July 24th] FBS Meeting
[July 27] Advocacy Meeting

Projects

- Coordinating with other directors on events and establishing schedules for the upcoming fall kickoff
- Continuous progress on the ticketing process/procedure

Office/Engagement Hours

[July 21st] Health Science collaboration meeting
[July 20th] BC wildfire tabling
Office hours are by appointment via email (healthrep@sfss.ca)

Events

- Moving Day at SFSS spaces [July 31st]

Administrative

- Reviewing agenda and documents for meetings
- Checking and answering emails

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- **Advocacy**
 - [July 20] Reviewed tasks members were passionate on and who will be committed to what project
 - [July 27] Went through our initiatives for the year and how we can execute the plans to the best degree
 - E-mailing stakeholders for active lifestyle/ mental wellness campaign in between classes
- **Strategic Engagement**
 - Committee did not meet in this period
 - Co-chairs met with Sindhu to discuss future immediate plans and focus of the committee. Informal first "freezie friday" was held
- **Build SFU**
 - [July 20] Reviewed current furniture at SFU and gave direction on what to get for the SUB building

Meetings & Action Items

- [July 17] Board Development meeting
- [July 19] ICoP Meeting
- [July 21] Governance meeting
- [July 24] BOD Meeting
- [July 26] OER meeting
- [July 28] Meeting with Science engagement coordinator

Projects

- Open Textbook Program: Reaching out to professors and DSU's and trying to accumulate as much knowledge as I can for the program.
- Science Peer Mentorship Program: finished training, and monitoring Canvas modules, will go on to assign mentees and mentors to one another

Office/Engagement Hours

- [July 18] BC Wildfire Relief Tabling
- [July 19] BC Wildfire Relief Tabling
- [July 24] Mechatronics Systems Engineer Meeting
- [July 28] Freezie Friday Outreach
- Office hours are by appointment: email Sciencerep@sfss.ca
 - Skype meetings are also available, please email for more information

Events

- N/a

Administrative

- Prepared for meetings: reviewed agenda items, minutes, and supporting documents
- Reading/sending emails

Proposal for SLC Writing Contest

We propose to host an inaugural undergraduate writing contest in the winter of 2017/early 2018, with the intention of ideally establishing this as an annual writing contest in future years.

The goals of the writing contest are to:

- Celebrate excellence in undergraduate academic writing at SFU;
- Compile a database of strong papers by discipline, which can serve as “model” papers for the SLC;
- Support Peer Educator recruitment by introducing strong undergraduate writers to the SLC; and,
- Provide another avenue of professional development for a senior Peer Educator and Graduate Writing Facilitator, who will be asked to serve on the adjudication panel.

The contest will be open to students who have completed 30-89 credits in any faculty at SFU. Students may submit any paper that they have written within the contest’s calendar year and submitted for an SFU course. One submission will be accepted per student. The contest will also be open to our Peer Educators, who will compete in a separate category.

The papers will be adjudicated by two panels of judges. The Peer Educator’s papers will be reviewed by two faculty members and a Graduate Writing Facilitator. The non-Peer papers will be reviewed by two faculty members and a senior Learning and Writing Peer Educator (who is not participating in the contest).

Students will be strongly encouraged to participate in a writing consultation prior to submitting their paper to the contest. In addition to looking for ways to strengthen the paper overall, this consultation can provide the student with support to ensure that their paper meets the contest’s word count parameters and fulfills the criteria of being “understandable by an educated, interdisciplinary audience.”

Total budget anticipated for the 2017/2018 writing contest is \$1,000. This budget will cover expenses related to the contest prizes, a small-scale celebratory event for the contest winners, and marketing expenses. It does not include staff time, which is not anticipated to extend beyond the normal parameters of the Writing Services Associate and Coordinators’ hours and responsibilities.

Background

This writing contest is based on guidelines from similar contests hosted at other academic institutions, as well as through academic presses and literary journals. While discipline-specific writing contests are relatively commonplace, writing contests held through the academic writing centre are not (yet) standard practice at Canadian universities. The annual writing contest held through Yale University’s Writing Centre served as a primary model for the development of this proposal.

Contest Timeline:

Early September 2017: Ensure that funding is in place in order to proceed with the contest

Mid-September 2017: Secure commitment from faculty members (4), senior Peer Educator, and Graduate Writing Facilitator to serve as judges

October 2017: Begin initial contest marketing

November 2017: Ramp up marketing efforts

- students attend consultations prior to submitting to the contest

December 2017: Early December deadline for paper submission (ex. December 5th 2017)

January 2018: Judges make their selections by early January

- Contest results announced mid-January
- Contest participants contacted for Peer Educator recruitment

February 2018: Contest celebration (prior to reading week)

- Contest debrief

Adjudication

As mentioned above, we will strongly encourage students to book a writing consultation to provide them with developmental support for their papers prior to submitting.

All papers will be judged according to the following criteria:

- The paper is between 1,250 and 2,500 words.
- The paper's central thesis, focus, hypothesis, or observation is perceptive, incisive, and richly developed.
- The paper is understandable by an educated, interdisciplinary audience.
- Research is employed in developing the key argument and is compared and contrasted (as appropriate).
- A deep, nuanced understanding of the subject matter is evident throughout the paper.
- The writing style engages the reader.
- The paper is well organized.
- Skillful transitions between paragraphs and arguments
- Vocabulary is well-chosen and there is variety in sentence structures.
- Few, if any, errors in citation.
- Few, if any, errors in grammar or punctuation.

Judges will be provided with adjudication forms in order to provide written feedback on all submissions. Contest winners will also be invited to have an "exit" consultation with the Peer Educator or Graduate Writing Facilitator who sat on the adjudication panel. This exit consultation will be an opportunity to provide further developmental feedback and also discuss "next steps" for improving writing and seeking opportunities for publication.

Prizes and Celebration

Prizes will be awarded as follows:

Peer Educator Writing Award: \$200 (or \$200 value) and certificate

*Honourable Mentions – Certificates

Undergraduate Writing Award:

First Place - \$200 (or \$200 value) and certificate

Second Place - \$150 (or \$150 value) and certificate

Third Place - \$100 (or \$100 value) and certificate

*Honourable Mentions – Certificates

*All papers that meet the criteria but are not selected for a prize will be eligible for an honourable mention.

Awards and certificates will be presented at a small-scale celebratory event to be hosted in early February 2018. It is our intention to keep the cost of this event as low as possible. We would like to host the celebration in LIB 3008 and to provide some light refreshments. The celebration will also include presentation of the awards and short readings by the winners and potentially also from the judging panel.

Budget

To cover the overhead costs of the inaugural event, the organizers will require approximately \$1,000, much of which we anticipate can be fundraised through partnerships across the university.

| | Unit Cost | Total |
|---|---------------------------|----------------|
| 1 st place prizes (2) | \$200 | \$400 |
| 2 nd place prize | \$150 | \$150 |
| 3 rd place prize | \$100 | \$100 |
| Advertising/Marketing | \$100 (+ in kind support) | \$100 |
| Celebratory Event (refreshments, certificates, venue) | \$300 | \$300 |
| | Total Cost | \$1,000 |

We are seeking support for prize development and for the celebration. 50% of this funding (total of \$500) has been granted by the library. The other 50% of the funding will be fundraised from across the university (for example, from the SFSS, Student Services, the Bookstore, the library, Student Engagement) and, if necessary, from community partners.

Planning Committee

The planning committee will consist of Julia Lane (Writing Services Associate), Amanda Goldrick-Jones (Writing Services Coordinator), and Ruth Silverman (Learning Services Coordinator).

NB: We have discussed the possibility of collaborating with the Simon Fraser Student Society on this initiative. The nature and scope of that collaboration is yet to be determined.

Proposal to increase bookable table locations

In addition to the 7 promotional 'standing tables' available to our Board members, Clubs and Departmental Student Unions in the South AQ, we'd like to add 4 tables in WMC 2000 level and 3 tables in Blusson 10000 Level Hallway. Please see attached file for the proposed locations.

Background/History

Increasingly, WMC 2000 level is a very popular, much requested space for many clubs, in particular business clubs. Club members have requested the space to sell tickets for upcoming events, promoted events with promotional handouts, and tabled for recruitment. These requests have ranged in duration from a few days to a few weeks. Likewise, Blusson Hallway is a coveted location for similar activities.

Current procedure

Erin Biddlecombe/Student Services and MECS must process each request individually (please see attached file for the list of requests from September 2016 to present). Often, in the case of overlapping requests (by default, the first request is given the entire space), it raises concerns over the initial club's feelings with sharing the space (WMC 2000 level or Blusson Hallway). Clubs are always cooperative but because the first group is assigned the entirety of the space, all the additional communication creates numerous emails and more work for everyone involved.

Trial Run

During the Spring 2017 semester, we requested 3 tables for the alcove in WMC 2000 level across from Tim Horton's. Even though the groups would have to email us or come in to book the tables as there was no option for direct booking on the database, it was a huge success for clubs. All 3 tables were booked up nearly every single week. Rather than having to look through our confirmed room bookings for each individual club, we were able to see all the bookings on one form (Google Calendar). This allowed for the General Office Coordinators and Administrative Assistants to better monitor the bookings.

Important Preliminary Steps Completed

Working with Darrell Akerstrom at Emergency and Continuity Planning, who in turn worked with Burnaby Fire Department, we recently obtained first level clearance for permanent tables (similar to the ones in the South AQ) to be set up in very specific points in Blusson Hallway and WMC 200 level. (Blusson had previous approval from BFD)

Concluding Points

By allowing a permanent open space booking and facilities request in Blusson Hallway and WMC 2000 level, it would decrease the workload for Erin/Student Services and MECS to process and approve the request as well as Facilities.

Additionally, permanent tables would allow the SFSS General Office to monitor better adherence to the building and fire codes as a Coordinator can walk through and check the tables daily (similar to current vending and South AQ tables). If any have been moved or altered, the Coordinator can rearrange to ensure the tables are exactly as they should be.

Eventually, if all parties are on board to allow permanent tables in WMC 2000 level and Blusson Hallway, the SFSS would like to buy tables and have them labeled like the ones in the South AQ.