

1. CALL TO ORDER

Call to Order – 9:30 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
Administrative Assistant	Zoya Nari

3.3 Guests

The Peak News Editor Assistant	Henry Tran
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3.4 Regrets

At-Large Representative	Jaskarn Randhawa
At-Large Representative	Raajan Garcha
Faculty Representative (Communications, Art, & Technology)	Juvina Silvestre

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2017-10-13:01

Gini/Jamie

Be it resolved to ratify regrets from Jaskarn Randhawa (exam), Juvina Silvestre (illness), and Raajan Garcha (academic).

CARRIED

Parham Elmi arrived at 9:32 AM

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2017-10-13:02

Jamie/Baljinder

Be it resolved to adopt the agenda as amended.

- To add under In-Camera: 9.3 SFU Budget Consultations and 9.4 Stadium Update

CARRIED AS AMENDED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2017-10-13:03

Alam/Aarushi

Be it resolved to receive and file the following minutes:

- Board Of Directors 2017-09-29.pdf
- Surrey Campus Committee 2017-08-29.pdf
- Surrey Campus Committee 2017-09-14.pdf
- Finance Committee 2017-08-25.pdf
- ADV 2017-08-10.pdf
- Vancouver Campus Committee 2017-09-20.pdf
- Council 2017-06-28.pdf
- Executive Committee 2017-10-05.pdf

CARRIED

7. NEW BUSINESS

7.1 September 16-30, 2017 Board Work Report & Committee Updates – MOTION BOD 2017-10-13:04

Alam/Aarushi

Be it resolved to approve the September 16-30, 2017 Board Work Report.

CARRIED

7.2 Halloween Pub Night – MOTION BOD 2017-10-13:05

Baljinder/Jackson

Be it resolved to approve up to \$2370.00 for the SFSS Halloween pub night on October 26, 2017 from line item 816/20.

CARRIED

Henry Tran arrived at 9:34 AM

- Refer to attachments
- Will be the biggest pub night of the year where prizes will be handed out according to specific types of costumes
- Events Committee will be taking funds out of the large-scale events line item

Prab Bassi 9:36 AM

8. DISCUSSION ITEMS

8.1 Tax Services Program Update

- Proposal is currently being drafted and will be presented in the upcoming Board meetings
- Purpose: to reach out to individuals from a variety of academic programs in which they will be trained by industry professionals
- Suggestion:
 - Detailed planning to possibly occur in November and be executed for the upcoming tax season
 - To possibly expand through the student association, as a partnership, that currently offers these tax services

8.2 Board Internal Documents

- Currently retrieving older Board documents
- Purpose: to have all internal documents located in ONE central location for members to easily access
 - Such as semester reports
- Suggestion:
 - Possibly donate internal documents to the SFU archives as done in the past every 5 years
 - To possibly allocate funds towards a part-time student position that would focus on gathering and organize all the internal documents on a central location

8.3 Online Budget Consultations

- Note: this is the SFSS budget consultations not the SFU one
- Will be doing a 2-part consultation process
 - Online survey (will be able to reach out to more members)
 - To possibly occur on Monday, October 16th, 2017
 - Board members to test out the time needed to complete the survey before launching
 - To inform The Peak and CJSF
 - In-person (to occur in November)

9. IN-CAMERA

9.1 MOTION BOD 2017-10-13:06

Jackson/Jamie

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

CARRIED

9.2 Lease Amendment Agreement – Rotunda – MOTION BOD 2017-10-13:07

Gini/Alam

Be it resolved to authorize Hangue Kim, President and Martin Wyant, CEO to sign the Lease Amendment Agreement dated September 25, 2017.

CARRIED

9.3 SFU Budget Consultations

9.4 Stadium Update

10. EX-CAMERA

10.1 MOTION BOD 2017-10-13:08

Erwin/Parham

Be it resolved to go ex-camera.

CARRIED

11. ATTACHMENTS

- [BOD17%2F18] September 16-30 Work Report & Committee Update.pdf
- Halloween Budget.xlsx
- Halloween Proposal.pdf

12. ADJOURNMENT

MOTION BOD 2017-10-13:09

Jamie/Erwin

Be it resolved to adjourn the meeting at 10:50 AM.

CARRIED

Expenses			
		Estimated	Actual
Security	\$	900.00	
Decoration	\$	500.00	
Promo	\$	500.00	
DJ	\$	1,000.00	
Volunteer Food	\$	100.00	
Photobooth	\$	750.00	
Prizes	\$	100.00	
Free drink tickets	\$	800.00	
Production	\$	150.00	
Coat Check Tickets	\$	20.00	
Contingency	\$	300.00	
Total	\$	5,120.00	

	Total Revenue
Total Expense	\$
Total Revenue	\$
Total Profit/Loss	\$

Halloween Pub Night Budget

			Revenue
		Estimated	
Early Bird	\$ 5.00	100	\$ 500.00
Regular	\$ 10.00	150	\$ 1,500.00
Door	\$ 15.00	50	\$ 750.00
Coat Check			
Total			\$ 2,750.00

5,120.00
2,750.00
(2,370.00)



Actual



Halloween Pub Night Proposal

Date & Time: October 26, 2017, 8:00 pm – 1:00 am

Overview:

- The Halloween Pub Night is a huge event we hold every year, it is one of the most popular pub nights we have. The idea of this pub night is to not turn a profit but to give students the best experience possible as is it one of our signature pub nights. This event should continue to build on the precedent set by the Fall Kickoff of building and maintaining an active social life on campus. All aspects other than the bar staff will be handled by the SFSS.

Goals and Objectives:

- To hold one of our signature events Pub Nights
- To continue to foster the sense of community within our SFU undergraduates
- To have a sold-out event

Stakeholders:

- The SFSS membership (19+)
- Some off-campus attendees (19+)
- SFU Dining Services and/or external bartending company
- SFU Meeting, Events, and Conference Services
- SFU Safety & Risk Services
- SFU Ancillary Services

Targeted Audience:

- SFSS members over the age of 19
- Non-SFSS members over the age of 19

Metrics/Measurables:

- Amount of tickets sold for the pub night

Marketing:

- Marketing will be completed by our SFSS communications office. We will be having constant social media presence on both channels (IG and FB), putting up posters around campus, and distributing handbills. We will also have costume contests and prizes available for the pub night. Furthermore, we will be offering one “1 free drink” ticket to the first 100 attendees (must be wearing a costume) for the pub night (included in the budget).

Production:

- The production aspect of this event is the most important part. There has been a significant amount of money invested into production and decorations as this a themed event. If we are expecting students to come in costumes, we should provide them with a venue that provides the same Halloween style atmosphere. We are planning on renting lights, Halloween decorations, candies, and anything else within that budget that can make the Highland Pub look spooky. Furthermore, we have lots of decorations in storage that we will use as well (no cost). Since the bottom floor of the Pub no longer has pool tables, we will be setting up a photo booth on that floor.

Ticket Sales:

- We will have 100 early bird tickets priced at \$5, 150 tier 1 tickets priced at \$10, and 50 tier 2 tickets prices at \$15.
- Tickets will be sold through the Club and Student Union Center, few Board members, and online via Showpass.

Costume Contest and Prizes:

- At this event we will be having a costume contest where we give out prizes for the winner of the following categories.
 - Scariest costume
 - Most unique costume
 - Most hilarious costume

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
September 16-30, 2017

ADVOCACY

The committee met on September 18 and new members were introduced. We discussed the outcome of our Open Education Resource campaign and discussed future campaigns. The advocacy committee is a full committee due to new members joining. Advocacy initiatives were finalized and sent to the committee.

ACCESSIBILITY FUND

The committee met to review an Accessibility Grant Request. Discussions were held on external grants, fall events, and potential collaborations with other clubs. The committee received updates from the Accessibility Assistant.

EVENTS

The committee did not meet during this time.

FINANCE & AUDIT

The committee discussed the SFSS Credit Card Policies and ran into some difficulty, as there were different recommendations by managements and board members. The work was taken offline and there will be an update during the next meeting.

Additionally, the committee evaluated the SFSS's role in bursaries. Erwin Kwok, VP of University Relations, was tasked to gather more information on bursaries and will update the committee in the next meeting.

Committees requested that FAC recommend a way for the committees to spend petty cash amounts without Board approval. The recommendation by FAC was for the committees to present a budget to the Board and get approval for yearly spending. Baljinder, VP Finance, was tasked to engage with committee chairs and bring back their feedback on this proposal.

The budget consultations survey is complete. It will be presented to the Board and will be released to the student body in October.

GOVERNANCE

The committee did not meet at this time due to awaiting staff completion of a proposal. An extension for completion was provided to allow staff to develop a complete proposal with outreach strategies as opposed to a basic layout.

We will now be moving towards a developing a Board conduct policy in tandem with our work on outreach with membership for feedback to guide our new bylaws/policies.

NOMINATION

The committee concluded committee nomination recruitment during this time. The committee provided the board with a formal recommendation relating to the appointment of at-large members to Board committees. All recommendations were approved by the Board by unanimous consent. All committees at-large memberships have been completely filled with the exception of the Vancouver Campus Committee.

STRATEGIC ENGAGEMENT

The Strategic Engagement committee met once during this time period and discussed the future purpose of this committee. The main ideas discussed were to make the results of Freebie Fridays more public to the membership and to have videos of our services and engaged members (e.g., DSU president's or execs) which is currently in the process right now.

SURREY CAMPUS

The committee met once to discuss the Halloween event we will be holding in October. We decided on having a candy cart in the afternoon, followed by a movie night with popcorn in SUR 3330 on October 30th. A brief overview of an events plan for the year was done and an update for the Surrey Space Expansion Survey was given. The JOAG committee will be meeting some time in October to discuss the music ban on the Mezzanine and non-SFU students using SFU Surrey Campus to study. We saw many new faces at the meeting as a lot of new SCC volunteers showed up, which was great.

VANCOUVER CAMPUS

The committee met once to discuss how we can bring "Freebie Friday" (the engagement strategy for Burnaby) to the Vancouver campuses. We set on doing this bi-weekly on Wednesday afternoons for an hour at SFU Harbour Centre and Woodward's. We will use this opportunity to promote SFSS Vancouver activities happening that month, encourage more students to join the committee, and receive meaningful feedback from the membership. We also brainstormed a list of events we could host in both Fall and Spring semester, which includes a Halloween movie night, Christmas Santa Photoshoot, exam de-stress gift kits, a pub night for the membership, etc. We also approved the design and expense of a new stand-up banner, which will improve our representation at events.

SFSS BOARD WORK REPORT

This report reflects the Board work from
September 16-30, 2017

PRESIDENT

Named SFSS Committee Work & Action Items

- [September 18] Finance and Audit Committee
- [September 18] Accessibility Fund Committee
- [September 18] Advocacy Committee

Meetings & Action Items

- [September 18] President/CEO Weekly Meeting
- [September 18] Online Data Storage Meeting
- [September 18] Board Member Check In-Health Sciences Representative
- [September 19] Board Member Check In- VP University Relations
- [September 19] Pub Night Planning with SFU
- [September 19] Board Member Check In- Education Representative
- [September 20] Council Meeting
- [September 21] Space Booking Processes- External Inquiry
- [September 22] Board Member Check In- Applied Sciences Representative
- [September 22] Space Expansion Meeting with SFU Executive Director, Student Affairs
- [September 25] President/CEO Weekly Meeting
- [September 25] SFU Security
- [September 25] Concert Debrief
- [September 26] AGM Preparation
- [September 26] Board Member Check In- Environment Representative
- [September 26] Board Member Check In- At Large 1 Representative
- [September 26] Board Member Check In- At Large 2 Representative
- [September 26] SSEAF with VP Finance and CEO
- [September 26] Hi-Five Meeting
- [September 26] Student inquiry about granting
- [September 26] Student Athlete Advisory Committee
- [September 27] Gallivan
- [September 27] Board Member Check In- VP External Relations
- [September 28] Board of Directors Meeting

Projects

- Surrey Space Expansion
- Mental Health Initiative
- Emergency Food Bank Program
- Fraser International College
- Board Development Session/Social
- CEO monitoring reports

Office/Engagement Hours

- [September 19] Engagement Tabling
- [September 20] Engagement Tabling

Events

- [September 22] Fall Kickoff Concert
- [September 25] BC Provincial Budget Consultation
- [September 29] Annual General Meeting
- [September 29] SFSS Celebration Dinner
- [September 30] BASS Mentorship Program

Administrative

- Emails
- Completed summer semester, bi-weekly report, and annual general meeting report
- Prepared agenda for Board meetings, read agenda documents and responded to student/media inquiries

VP STUDENT SERVICES

Named SFSS Committee Work & Action Items

- [09/18] Accessibility Committee
- [09/20] Vancouver Campus Committee
- [09/29] Board Meeting
- [09/29] Annual General Meeting

Meetings & Action Items

- [09/19] Ombudsperson Search Committee
- [09/20] Council Meeting
- [09/25] Health and Dental Plan Conversation with University of Alberta Students' Union and Concordia Student Union
- [09/26] Health and Dental RFP Meeting
- [09/27] Meeting with Gallivan
- [09/27] Ombudsperson Search Committee

Projects

- SFSS Volunteer Leader Program
- Health and Dental RFP
- Committee Nomination Recruitment and Appointment
- Making Consent Toolboxes
- Fall Kickoff Concert selling and delivering tickets

Office/Engagement Hours

- [09/15] Fall Kickoff and Nominations Tabling
- [09/18] Fall Kickoff and Nominations Tabling
- [09/19] Fall Kickoff and Nominations Tabling
- [09/20] Fall Kickoff and Nominations Tabling
- [09/21] Fall Kickoff and Nominations Tabling
- [09/25] Stretch and Connect
- [09/29] AGM Engagement
 - Onsite postering, greeting and membership attendee recruitment

Events

- [September 22] Fall Kickoff Concert
- [September 29] Annual General Meeting
- [September 29] SFSS Celebration Dinner

Administrative

- Emails
- Reading minutes, preparing agendas, semester and bi-weekly reports

VP EXTERNAL RELATIONS (IN PROGRESS)

Named SFSS Committee Work & Action Items

- [September 18] Advocacy Committee
- [September 20] Vancouver Campus Committee
- [September 27] Governance Meeting
- [September 29] Board Meeting
- [September 29] Annual General Meeting

Meetings & Action Items

- [September 18] Made Consent Toolboxes
- [September 18] Meeting with SFU AVP External Relations + Government & Community Relations Officer
- [September 21] Budget 2018 Consultation Booking
- [September 21] Made Consent Toolboxes
- [September 22] Meeting SFSS CEO about Budget 2018
- [September 22] Meeting with CRCP about U-Pass Referendum
- [September 25] BC Budget 2018 Consultations with the Select Standing Committee of Finance and Government Services
- [September 27] Vice Media Inquiry
- [September 27] SFSS Faculty Representatives Meeting
- [September 28] Meeting with UBC AMS and UVIC UVSS
- [September 29] Annual General Meeting

Projects

- [Completed] BC Budget 2018 Consultations report, executive summary, and presentation
- [In progress] U-Pass Amended Agreement
 - U-Pass Referendum
 - Recommended to fund in Budget 2018
 - Advocacy Translink Campaign
- SFU Mental Health Strategy
 - Recommended to fund in Budget 2018
- [In progress] Rents with Rights Campaign with AMS + UVSS
- [In progress] Grants Now Campaign with AMS, UVSS, + ABCS
 - Recommended to fund in Budget 2018
- Consent Toolboxes + Campaign
- Ombudsperson funding model
 - Assisting VP University Relations
- Tank farm Safety Plan
 - Re: Terry Beech and SFU Safety

Office/Engagement Hours

- [September 18] Kickoff Tabling
- [September 19] Kickoff Tabling

Events

- [September 22] Fall Kickoff Concert
- [September 29] Terry Fox run
- [September 29] BOD/CEO celebration dinner

Administrative

- Emails
- Prepared agenda for Board meetings, read agenda documents and responded to student
- Prepared for Advocacy Committee
- Responded to media inquiries
- Board Semester Report
- Budget 2018 Report

VP FINANCE

Named SFSS Committee Work & Action Items

- [September 18] Finance and Audit Committee
- [September 21] Surrey Campus Committee Meeting (Events)
- [September 28] Surrey Campus Committee Meeting
- [September 29] Board Meetings
- [September 29] SFSS Annual General Meeting

Meetings & Action Items

- [September 18] Provincial (BC) Government Budget Consultation Preparation meeting with VP External Relations and SFU Administration
- [September 18] Accessibility Meeting
- [September 19] IT Fund Meeting with CEO and Finance Coordinator
- [September 20] Financial Statement Review with CEO and Finance Coordinator
- [September 26] Meeting with President
- [September 26] Meeting with SFU Staff, SFSS CEO, and SFSS President
- [September 27] Meeting with CEO, Finance Coordinator, and VP University Relations
- [September 28] Meeting with President, VP University Relations, VP Student Life, and VP External Relations
- [September 28] Meeting with President, VP Student Life, and VP University Relations
- [September 28] Meeting with VP Student Life and Business Representative
- [September 30] Meeting with President, At-Large 2, and ASA (Club) Executives

Projects

- Making consent toolboxes
 - Assisted VP External Relations in folding the consent toolboxes
- Summer Semester Report
 - Provided Board details and set up a submission process
- VP Finance Report
 - Finalized the format of the VP Finance report

- IT Fund
 - Finalized details with staff on the transfer of money into the IT Fund
- Build SFU
 - Researched on the details of the stadium project and oversaw a draw request for the Student Union Building
- Board and Director Evaluations
 - Updated the evaluations to include the community agreement
- AGM
 - Prepared a presentation for the Annual General Meeting
- Stipend Reduction Schedule
 - Developed recommendations for FAC on improving the stipend reduction schedule
- Board Office Policy
 - Assisting VP University Relations in creating policies for Board of Directors Office use
- SFSS Budget Consultations
 - Finalized the survey
- SFSS Credit Card Policy
 - Developed recommendations with VP University Relations and Business Representative (Working group from FAC)
- Financial Monitoring Report
 - Requested for CEO to complete a Financial Monitoring Report
- Financial Statements
 - Reviewed monthly financial statements with CEO and staff
- Internal Controls
 - Reviewed internal controls within the Society
- SFSS Fall Kickoff
 - Assisted the events committee in finances pertaining specifically to the concert
- Bursaries
 - Supported VP University Relations in collecting information on SFSS bursaries
- Committee Expenditure
 - Set up meeting times with chairs to get feedback on suggestions made by FAC
- SFU Tax Program
 - Supported the At-Large 2 Representative in pitching a potential service to stakeholders

Office/Engagement Hours

- [September 18] SFSS Fall Kickoff Tabling
- [September 19] SFSS Fall Kickoff Tabling
- [September 21] Surrey Clubs Day Tabling
- [September 22] SFSS Fall Kickoff

Events

- SFSS Surrey Clubs Day
- AGM
- SFSS Fall Kickoff
- BASS Mentorship Program
- Board and Management Celebration

Administrative

- Emails
- Prepared for meetings
- Payroll
- Cheque requisitions
- Line item updates
- Answered questions from Board members

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

- [Sep 27] Engagement Committee
- [Sep 28] Executive meeting
- [Sep 29] Board Meeting
- [Sep 29] AGM

Meetings & Action Items

- [Sep 18] Fall Kickoff Security Meeting
- [Sep 19] Kickoff legal
- [Sep 19] Showpass & SLN phone call
- [Sep 19] Pub night w/SFU
- [Sep 19] Fall Kickoff Event Plan
- [Sep 20] Blueprint x Kickoff
- [Sep 20] Misc Kickoff w/Anwar
- [Sep 20] Kickoff banners
- [Sep 20] Kickoff event Plan
- [Sep 25] Concert briefing
- [Sep 25] Concert follow up
- [Sep 26] Concert follow up
- [Sep 26] Concert debrief
- [Sep 26] SAAC event discussion
- [Sep 27] Concert debrief
- [Sep 28] Concert debrief
- [Sep 28] Concert debrief
- [Sep 28] Concert debrief
- [Sep 28] Concert money count
- [Sep 29] Board concert debrief

Projects

- Fall Kickoff

Office/Engagement Hours

- [Sep 19] Kickoff Tabling
- [Sep 19] Council
- [Sep 27] Stretch and connect
- Office hours are by appointment. Please email vpstudentlife@sfss.ca

Events

- [Sep 16] Active Bystander Network Training
- [Sep 22] Fall Kickoff

- [Sep 29] Board dinner

Administrative

- Emails
- Prepared agenda for Board meetings, read agenda documents and responded to student

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

- [September 18] Finance and Audit Committee
- [September 18] Accessibility Fund Committee
- [September 28] Executive meeting
- [September 29] Board meeting

Meetings & Action Items

- [September 19] CEO meeting
- [September 19] CRPC meeting
- [September 19] President's Board Member Check In
- [September 20] Council Meeting
- [September 25] CEO Bursary meeting
- [September 26] CEO meeting
- [September 26] CRPC meeting
- [September 26] Bus & VP Finance credit card meet
- [September 27] SFSS internal bursary meeting
- [September 28] Meeting with President, VP University Relations, VP Student Life, and VP External Relations
- [September 28] Meeting with President, VP Student Life, and VP University Relations

Projects

- SFSS Bursary contribution re-evaluation (working with CEO)
- SLC Board development on writing (on hiatus; awaiting President confirmation of availability during development session)
- Surrey space expansion (awaiting updates from President)
- GSS-SFSS Sexual Violence Prevention policy (awaiting lead to complete draft letter of concern with GSS to release)
- Kwantlen University Student Association and Capilano Students' Union partnership events (invited to Kickoff as gesture of goodwill; awaiting next steps with VP Student Life)
- Credit card guidelines (awaiting staff revised proposal per BOD feedback)
- Budget reallocations (awaiting next steps by VP Finance)
- Foodbank (awaiting next steps by President)
- Ombudsperson funding model (on hiatus until further information from UVSS and AMS via VP External; deliberations with CEO led to unanimous decision to wait until later date to address)
- Tasked to work with President on Operations Manager and management guidelines
- Tasked to develop BOD conduct policy (priority for Governance)

Office/Engagement Hours

- Office hours are by appointment. Please email vpuniversity@sfss.ca
- [September 18] Fall Kickoff tabling

- [September 20] Fall Kickoff tabling
- [September 21] Fall Kickoff tabling
- [September 27] stretch and connect

Events

- [September 22] Fall Kickoff Concert
- [September 29] Terry Fox run
- [September 29] Annual General Meeting
- [September 29] BOD/CEO celebration dinner

Administrative

- Emails
- Provided updates on Governance committee proposal, read agenda documents and responded to student/university/media inquiries
- Putting together consent toolbox packages
- Work on individual Board semester report
- VP External Provincial budget presentation (assisted with review and edit)

AT-LARGE REPRESENTATIVE (GARCHA)

Named SFSS Committee Work & Action Items

- Surrey Campus Committee (Chair)
 - Organizing new SCC Volunteers
- Advocacy Committee
- Governance Committee
- Sexual Violence Policy Working Group

Meetings & Action Items

- [Sept 18] Advocacy Meeting
- [Sept 20] Sexual Violence Policy Meeting with GSS
- [Sept 21] SCC Events Meeting
- [Sept 26] Meeting with SFSS President
- [Sept 28] SCC Meeting
- [Sept 29] Fall Kick Off Concert Debrief Meeting

Projects

- Surrey Space Expansion
 - Waiting on SFU to arrange a meeting time
 - Constructed sample survey
- SFSS Sexual Violence Policy
 - Met with GSS about forming a joint response
 - Drafted up joint SFSS/GSS letter
- Surrey Clubs Day
 - Organized volunteers + tabled

Office/Engagement Hours

- Office hours are by appointment. Please email atlarge1@sfss.ca
- [Sept 18] Fall Kick Off Tabling
- [Sept 19] Kick Off Tabling

- [Sept 20] Surrey Clubs Day Tabling

Events

- [Sept 22] Fall Kick Off Concert
 - Made consent toolboxes to distribute to students
 - Coat check and will call
- [Sept 29] SFSS 2017 AGM
- [Sept 29] BOD/CEO Celebration Dinner

Administrative

- Emails
- Scheduling SCC meeting times
- Reading minutes, preparing agendas, semester and bi-weekly reports

AT-LARGE REPRESENTATIVE (RANDHAWA)

Named SFSS Committee Work & Action Items

- [September 29] Board meeting

Meetings & Action Items

- [aaa] Build SFU Stadium Meeting
- [Sep 18] Fall Kickoff Security Meeting
- [Sep 19] Fall Kickoff Event Plan
- [Sep 20] Kickoff banners
- [Sep 26] Board member check in Meeting w SFSS President
- [Sept 29] Fall Kick Off Concert Debrief Meeting
-

Projects

- Surrey Space Expansion
 - Waiting on SFU to arrange a meeting time
- Fall Kickoff

Office/Engagement Hours

- [Sep 18] Fall Kick Off Tabling
- [Sep 19] Fall Kick Off Tabling
- [Sep 20] Fall Kick Off Tabling
- [Sep 21] Fall Kick Off Tabling
- Office hours are by appointment. Please email atlarge2@sfss.ca

Events

- [Sept 22] Fall Kick Off Concert
 - Security volunteers team leader
 - After party lead
 - After party promotions

Administrative

- Emails
- Reading minutes, preparing agendas, semester and bi-weekly reports

APPLIED SCIENCES REPRESENTATIVE (Jeffrey Leung)

Named SFSS Committee Work & Action Items

- Board of Directors:
 - [September 29] Meeting
 - Discussed proposal for the Stadium roof change
 - Discussed publishing of files online
 - Approved reports
 - Discussed the *Art of Leadership* Conference
 - Discussed the presentation to the BC Select Standing Committee on Finance and Government
 - Discussed an update on the Surrey Space Expansion
 - [September 29] Annual General Meeting
 - Passed an annual report
 - Passed financial statements
 - Appointed an auditor for the coming year
- Surrey Campus Committee:
 - [September 21] Events Subcommittee meeting (*chair*)
 - Evaluated preferred events from the poll during Week of Welcome
 - Brainstormed ideas for events for the year
 - Created a year plan of events
 - [September 28] Meeting
 - Discussed the results of Clubs Day tabling
 - Decided upon general event details for the Halloween Event
 - Approved up to \$250
 - Discussed the Year Plan of Events
- Governance Committee: N/A
- Accessibility Committee:
 - [September 18] Meeting
 - Discussed inquiry about the process for external grants

Meetings & Action Items

- Faculty and At-Large Representative Members:
 - [September 27] Meeting (*chair*)
 - Discussed status updates
 - Discussed updates on projects relating to student groups
- Council:
 - [September 20] Meeting
 - Brought several attendees from the Board of Directors
 - Provided updates from the Board
 - Provided an introduction to who I am, how to vote, and an encouragement to discuss
 - Appointed a new Council Chair for the semester
- Applied Sciences Executive Meeting:
 - [September 25] Meeting
 - Led discussions about a potential FSU

- Computing Science Student Society:
 - [September 27] Meeting
 - Provided a status update on the FAS Formal and the first meeting
 - Provided a status update on FASSU and holding a meeting to discuss
- Software Systems Student Society:
 - [September 26] General Meeting
 - Introduced myself
 - Discussed the Fall Kickoff Concert
 - Discussed the possibility of increasing first-year executive positions
- Women in Computing Sciences:
 - [September 18] Meeting
 - Introduced myself at the first meeting of the semester
 - Provided update on the WiE meeting earlier in the day
- Women in Engineering:
 - [September 18] Meeting
 - Discussed the upcoming APSC meeting and attendees

Projects

- Fall Kickoff Concert:
 - [September 18] Tabled for ticket sales and promotion
 - [September 19] Tabled for ticket sales and promotion
 - [September 20] Tabled at Surrey for ticket sales and promotion
 - [September 21] Tabled at Surrey for ticket sales and promotion
 - [September 22] Concert
 - Assisted in operations
 - Tabled at will call to assist in selling tickets
 - Assisted in alleviating medical issues
- Effective Member Engagement:
 - [September 18] Meeting
 - Discussed challenges faced by student groups and how Faculty Representatives might be able to assist and alleviate the problems
- Document Storage and Sharing:
 - [September 18] Meeting
 - Discussed improved access to information for both external and internal usages

Office/Engagement Hours

- [September 20] Surrey Clubs Day
 - Engaged with students and clubs as a Director and SCC Executive
- [September 21] Surrey Clubs Day
 - Engaged with students and clubs as a Director and SCC Executive
- [September 27] UNICEF meeting

Events

- Club icebreaker events:
 - [September 18] Stress Reliever Club Icebreaker

- [September 18] MIS Icebreaker
- [September 18] SFU Blender Club Icebreaker
- [September 20] Game Developers Club Icebreaker
- [September 20] SFU Vocal Jazz Icebreaker
- [September 25] Peak Frequency Icebreaker
- Computing Science Student Society:
 - [September 15] Board Games night
 - [September 29] Board Games night
- Miscellaneous:
 - [September 15] Health Sciences Undergraduate Student Union - Frosh Dinner
 - [September 23] Open Mic Night Club event
 - [September 25] Provincial Budget Consultations for 2018
 - SFSS VP External Relations presented 3 recommendations for budgetary considerations

Administrative

- Read and commented on documentation
- Read and responded to emails
- Reviewed agenda items, minutes, and supporting documents

ARTS & SOCIAL SCIENCES REPRESENTATIVE (J. Freedman)

Named SFSS Committee Work & Action Items

Events Committee

- The committee was directly focused on the Fall Kickoff concert.

Strategic Engagement Committee

- [Sep 27] Meeting to Discuss Direction of Committee

Meetings & Action Items

- [Sep 29] Board Meeting
- [Sep 29] AGM
- [Sep 18] Fall Kickoff Security Meeting
- [Sep 27] Concert Debrief with VP Student Life
- [Sep 29] Concert Debrief with Events Coordinator

Projects

- Fall Kickoff Concert
 - Acted as director of HR for the duration of and leading up to the event, coordinating a team of around 100 volunteers
 - Currently compiling volunteer certificates

Office/Engagement Hours

- [Sep 18] Fall Kick Off Tabling
- [Sep 19] Fall Kick Off Tabling
- [Sep 20] Fall Kick Off Tabling
- [Sep 21] Fall Kick Off Tabling
- Office hours by appointment, email artsrep@sfss.ca

Events

- [September 22nd] Fall Kickoff Concert

Administrative

- Emails and correspondence with students

BUSINESS REPRESENTATIVE

Named SFSS Committee Work & Action Items

- [September 18] Finance and Audit Committee
- [September 22] Fall Kickoff Concert
- [Sep 29] Board Meeting
- [Sep 29] AGM

Meetings & Action Items

- [Sep 18] Fall Kickoff Tabling Revenue Reconciliation
- [Sep 18] Sponsorship Follow-up Meeting with Scotiabank
- [Sep 19] Fall Kickoff Tabling Revenue Reconciliation
- [Sep 19] FIC Student Refund
- [Sep 20] Fall Kickoff Tabling Revenue Reconciliation
- [Sep 21] Fall Kickoff Tabling Revenue Reconciliation
- [Sep 22] Fall Kickoff Ticketing Reconciliation
- [Sep 22] Fall Kickoff Concert Volunteering
- [Sep 26] Credit Card Guideline Working Group Meeting
- [Sep 26] 1-on-1 with President Kim
- [Sep 28] Concert Debrief with Events Coordinator
- [Sep 28] Concert Day-of Revenue Reconciliation
-

Projects

- Fall Kickoff Concert
 - Budgeting
 - Frequently updating budget in terms of expenses and revenues to ensure a healthy budget for the concert
 - Revenue/ ticket sales tracking
 - Reconciliation of ticket sales at the end of every day
 - Updating the total ticket count by summing tickets sold daily via various channels
 - Expense controlling
 - Collaborate with VP Student Life and other departments to ensure that the spending for the concert is in line with the proposed budget
 - Sponsor Relations
 - Working with communications office for marketing exposure for sponsors
 - Confirming event details with sponsors
 - Ticket sales to SFU and external students
- Budget Consultation
 - Collaborate with VP Finance and VP Student Life on events committee portion of budget consultation

Office/Engagement Hours

- [Sep 19] Kickoff Tabling
- [Sep 20] Kickoff Tabling
- [Sep 27] Stretch and connect
- Office hours are by appointment. Please email vpstudentlife@sfss.ca

Events

- [Sep 22] Fall Kickoff

Administrative

- Emails
- Prepared agenda for Board meetings, read agenda documents and responded to student

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE

(Juvina)

Named SFSS Committee Work & Action Items

- Accessibility Fund Advisory Committee Meeting
 - Reviewed funding proposals and other documents
- Vancouver Campus Committee Meeting
 - Passed a motion for the expense of a new banner
 - Writing up a budget proposal for the Fall Engagement Plan

Meetings & Action Items

- [September 18] Accessibility Committee Meeting
- [September 19] FCAT Student Engagement Coordinator Check-in
- [September 20] Vancouver Campus Committee Meeting
- [September 20] CMNSU Frosh Volunteer Orientation
- [September 21] Made Consent Toolboxes
- [September 22] FCAT Hile'kw Registration/Workshop Leader Orientation
- [September 25] SFU Mental Health Discussion Meeting
- [September 26] CMNS First Year Experience Team Meeting
- [September 28] IATSU Events Meeting
- [September 29] Board Meeting
- [September 29] Fall Kickoff Concert Debrief Meeting

Projects

- 2018 FCAT Formal
 - Formal Chair(s) appointment & OC Recruitment
- VCC Fall Events Budget Proposal
- VCC "Freebie Friday" Engagement Budget Plan
- Mental Health Initiative

Office/Engagement Hours

- Available for appointments via email: fcatrepreneur@sfss.ca
- [September 19] Fall Kickoff Tabling
- [September 20] Fall Kickoff Tabling
- [September 21] Fall Kickoff Tabling

Events

- [September 22] FCAT's Annual First Year Indigenous Welcome Event: Hile'kw

- [September 22] SFSS Fall Kickoff Concert
- [September 29] SFSS Annual General Meeting
- [September 29] SFSS Celebration Dinner
- [September 30] CMNSU Frosh

Administrative

- Emails and responding to student and staff inquiries
- Submitted VCC agenda items for Board meeting, read agenda documents
- SFU Mental Health Sub-Committee appointments
- Board Semester Report
- Fall Kickoff Reflection

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

Advocacy Committee

- Meeting with new at large members

Accessibility Committee

- Meeting to discuss external group accessibility granting guidelines

Strategic Engagement Committee

- Meeting discussing new semester engagement strategies

Meetings & Action Items

[September 18th] Accessibility Meeting
[September 18th] Advocacy Meeting
[September 18th] Fall Kickoff Tabling
[September 20th] Hangu One-On-One Meeting
[September 20th] ESA Mentorship Event
[September 20th] SFSS Council Meeting
[September 21st] Fall Kickoff Tabling
[September 21st] Made Consent Toolboxes
[September 26th] Educational Goals Committee Meeting
[September 27th] ESA Meeting
[September 29th] Board Meeting
[September 29th] Annual General meeting
[September 29th] Fall Kickoff Debrief Meeting

Projects

Education Peer Mentorship

- Planned and hosted first mentor-mentee event in the learning hub
- Mentors and mentees shared tacos and played board games together to socialize
- Led to increase in membership for next ESA meeting

Office/Engagement Hours

Office hours are by appointment book via email at edurep@sfss.ca

Events

[September 20th] ESA Mentorship Event

[September 22nd] Fall Kickoff 2017
[September 29th] Annual General Meeting

Administrative

- Reading and answering emails
- Board Semester Report

ENVIRONMENT REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Finance and Audit committee
- Governance committee: N/A

Meetings & Action Items

- Fall kick off tabling
- Meeting with Anna and Martin for student unions
- Board meeting
- Environmental science student union meeting

Projects

- Safe walk project
- Coop night for the faculty
- DSUs outreach help

Office/Engagement Hours

- Answered emails
- Phone calls
- Attend department meeting
- Established communication between DSUs in faculty of environment

Events

- Fall kick off
- Meet and greet

Administrative

- Emails
- Reviewing and reading of agendas

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

Advocacy Committee

- Meeting new at large members
 - Research on Advocacy Initiatives
- Events Committee
- Fall Kickoff preparations
 - Debrief meetings

Meetings & Action Items

[September 18th] Advocacy Meeting
[September 18th] Hangu One on One meeting
[September 20th] Fall Kickoff Tabling
[September 21st] Fall Kickoff Tabling
[September 21st] Made Consent Toolboxes
[September 28th] Fall Kickoff Event Debrief Meeting
[September 29th] Board Meeting
[September 29th] Annual General meeting
[September 29th] Fall Kickoff Debrief Meeting

Projects

Mental Health Board Initiative
Translink Initiative

Office/Engagement Hours

Office hours are by appointment book via email at healthrep@sfss.ca

Events

[September 22nd] Fall Kickoff 2017
[September 29th] Annual General Meeting

Administrative

- Reviewing and reading agenda items
- Answering emails
- Fall Kickoff Report
- Board Semester Report

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- [Sept 27] Engagement Committee

Meetings & Action Items

- [September 18] Made Consent Toolboxes
- [September 21] Made Consent Toolboxes
- [September 25] Concert Debrief
- [Sep 26] Meeting with SFSS President
- [Sept 29] Board Meeting
- [Sept 29] Meeting with member to discuss suggestions for the society

Projects

- Stretch and connect

- The project ran for the first time on Monday the 25th. We have about 12 members come out on average and all seem to have a great time.
- Science peer mentorship
- OER

Office/Engagement Hours

- [Sept 18] Fall Kickoff tabling
- [Sept 20] Fall Kickoff tabling
- [Sept 21] Fall Kickoff tabling
- [Sep 25] Stretch and connect
- [Sep 26] Stretch and connect
- [Sep 27] Stretch and connect
- Office hours are by appointment. Please email ScienceRep@sfss.ca
 - Skype meetings are also available, please email for more information

Events

- [Sep 22] Fall Kickoff
- [September 29] Annual General Meeting
- [Sep 29] Board dinner

Administrative

- Reviewing and reading agenda items
- Answering emails
- Board Semester Report