

1. CALL TO ORDER

Call to Order – 1:30 PM

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 Guests

The Peak News Editor Assistant	Henry Tran
Council Liaison	Kia Mirsalehi
SFU	Rummana Khan
SFU	Tim Rahilly
SFU	Erin Biddlecombe

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2018-01-12:01

Baljinder/Jimmy

Be it resolved to ratify regrets from Prab Bassi (academic).

CARRIED

4.2 MOTION BOD 2018-01-12:02

Gini/Alam

Be it resolved to ratify regrets from Yun Oh (vacation).

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2018-01-12:03

Baljinder/Gini

Be it resolved to adopt the agenda as amended.

- Remove Classroom Presentations from Discussions
- Remove Welcome Back Pub Night from New Business
- Move Student Assistance Project Update from Discussions to In-Camera

CARRIED AS AMENDED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2018-01-12:04

Baljinder/Alam

Be it resolved to receive and file the following minutes:

- Engagement Committee 2017-10-20.pdf
- Executive Committee 2017-11-23.pdf
- Executive Committee 2017-12-07.pdf
- Advocacy Committee 2017-11-20.pdf
- Finance Committee 2017-12-04.pdf

CARRIED

7. PRESENTATIONS

7.1 SFU-Code of Conduct

- A consultation on sexual violence occurred last year and has recently been implemented in the Code of Conduct
 - Current policy has been in effect since 2009
- There are formal and informal processes to handling an item depending on the situation and how the policy was dishonoured
- Suggestion:
 - To create separate policies for academic and non-academic pieces
 - Policy will remain constant, but the procedure will differ
- Recommendations will be brought forward to the University's Governance and Senates
- Community consultations only occurs for major amendments to the policies
 - No formal consultations are conducted on the procedures, but feedback is reviewed

- Suspension, in terms of academic and non-academic pieces, occurs according to the authority of the University Act of BC in accordance with the University
 - Can only proceed with policies within the University's jurisdiction, which is anywhere on campus (SFSS and SFU spaces)
 - Further discussion to occur regarding SFSS spaces and jurisdiction
- Board reviewed the non-academic policies and provided feedback and will be doing the same for the academic policies
 - Board submitted questions on the non-academic policies with pending answers from the organizers

8. NEW BUSINESS

8.1 Board Work Report – MOTION BOD 2018-01-12:05

Jamie/Alam

Be it resolved to approve the November 16-30, 2017 Board work report.

CARRIED

8.2 Board Work Report – MOTION BOD 2018-01-12:06

Alam/Juvina

Be it resolved to approve the December 1-31, 2017 Board work report.

CARRIED

8.3 Governance Committee Student Union Engagement – MOTION BOD 2018-01-12:07

Jeffrey/Alam

Be it resolved to approve up to \$1700 for the Governance Committee Student Union Engagement Event on January 29, 2018 from line item 817/20.

CARRIED

- Refer to attachment
- To inform and promote dialogue with students concerning by-laws and increase engagement
- Prizes will be given to student group as an incentive for discussion
- Board members and staff will be facilitating discussion and gathering feedback during the event

8.4 BC Ministry of Advanced Education Student Wellbeing – MOTION BOD 2018-01-12:08

Jimmy/Raajan

Be it resolved to approve up to \$400 for catering the BC Ministry of Advanced Education Student Wellbeing meeting from line item 820/20.

CARRIED

- To welcome a mental health consulting group
- Further discussion with the group will occur next week

8.5 TRG Group Benefits and Pensions Inc. – MOTION BOD 2018-01-12:09

Jimmy/Gini

Be it resolved to sign the letter of engagement from TRG Group Benefits and Pensions Inc to administer the SFSS Health and Dental RFP.

Be it further resolved to approve up to \$15,000 from the Health Reserve Fund for the fees of services outlined in the letter of engagement from line item 995/44.

CARRIED

- TRG will help promote RFP and provide recommendations for the Board

9. DISCUSSION ITEMS

9.1 Pub update

- Clubs and Student Unions are encouraged to contact SFU Dining Services for Pub bookings
- Student groups have a total minimum of 150 bookings per year as an entirety

9.2 Food security research project update

- A proposal is currently being constructed and will be presented to Board once complete
- SFSS and SFU will be collaborating (jointly managed and funded) on the project

9.3 Referendum Report

- Largest voter turnout occurred at the last referendum
- Suggestions:
 - To create a clearer distinction between elections and referenda policies
- Further discussion to occur before the next Board meeting

9.4 Tax services program

- Suggestion:
 - To be an independent program, the SFSS will need to make the program distinct
 - If there is still interest in collaborating with ASA (Accounting Student Association), a detailed proposal will be created

10. IN-CAMERA

MOTION BOD 2018-01-12:10

Jackson/Aarushi

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

CARRIED

10.1 Member Opinion Research project

10.2 Student Union

10.3 Stadium

10.4 Student Assistance Project update

11. EX-CAMERA

MOTION BOD 2018-01-12:11

Baljinder/Erwin

Be it resolved to go ex-camera.

CARRIED

11.1 Forums Chamber and Undergrounds Accessibility – MOTION BOD 2018-01-12:12

Jimmy/Erwin

Be it resolved to approve funding from the Accessibility fund to make the MBC Forums Chamber and Undergrounds accessible.

CARRIED

11.2 Newly Designed Stadium – MOTION BOD 2018-01-12:13

Gini/Alam

Whereas SFU must receive formal approval from the SFSS Board of Directors to move forward on the student-led stadium project.

Whereas the stadium project will be built on the hillside at Terry Fox field on the Burnaby campus by April 2020.

Whereas the SFSS is contributing \$10 million for the project and SFU will be covering costs exceeding that amount.

Whereas SFU has presented updated designs of the stadium project to the SFSS Board of Directors.

Be it resolved to approve the updated designed stadium project.

CARRIED

12. UPDATES

12.1 Board Work Plan

13. ATTACHMENTS

- [BOD1718] November 16-30 Work Report & Committee Update.pdf
- [BOD1718] December 1-31 Work Report & Committee Update.pdf
- SFSS Referendum Fall 2017 Report (1).pdf
- SFSS - Member Survey Outline 2017.pdf
- Governance Committee Event Proposal - Student Union Engagement Event.pdf
- Simon Fraser Student Society Letter of Engagement.12.15.17 (1).pdf

14. ADJOURNMENT

MOTION BOD 2018-01-12:14

Jimmy/Jamie

Be it resolved to adjourn the meeting at 4:45 PM.

CARRIED

EVENT PROPOSAL

World Café - Student Unions and Council

SFSS Governance Engagement Strategy

Goals:

- To renew the relationship between SFSS and Student Unions
- To collect feedback from event attendants on the services we provide to Student Unions
 - Grants, Core trust, Cheque Requisitions Event Support (catering, room bookings, A/V), Training (canvas course, workshops), Health and Dental, U-Pass, Food Bank
- To further improve and develop the SFSS services based on the feedback collected
- To learn what services are used the most
- To gather information on why they joined and the outcome they are getting of being an active member
- To highlight the relevance of the work done by Student Unions

The event theme will be “World Cafe” at the SFSS conference rooms 2290 / 2292 / 9224 / 2296 will serve finger food from SFU Dining Services.

Date & Time:

January 29, 4:30-7:00PM (can start early if we have enough participants)

The date chosen attempts to avoid an overlap with icebreakers, mid-terms, or reading break.

Where:

To avoid room fees the event can take place at the SFSS Rooms 2290 / 2292 / 9224 / 2296.

*Alternative venue Option: Halpern Centre meeting rooms (this rooms are available for rent anywhere from \$100 to \$350 for 5 hours)

Attendance:

5 focus groups with 5-8 participants per table

- Ideal: 40
- Projected: 25-30
 - Would recommend to prioritize extending the invitation to active Executives and Council members and if the event is struggling to reach the desired amount of participants then the invitation can be open to general DSU's members

Stakeholders

- Active DSU's members
- Council Members
- SFSS Board of Directors
- Governance Committee

- SFSS Coordinators

Metrics

- Feedback collected from event assistants
 - The feedback collection method will be discussed by the Governance Committee , DSU's Coordinator and the Events Coordinator
- Number of Student Unions represented
- Number of Council members attending the event
- Social Media engagement on event campaign
 - Recommendation to discuss the Social Media strategy with the Communications Coordinator

Target Audience

- Student Union Members
- Council Members

Attendee Evaluation

- Capture event feedback
 - Record all table sessions (inform in advance about this)
 - Have anonymous forms / questionnaire for attendants to fill out at the event
 - Structure, content and delivery method of the forms to be discussed and agreed with Governance committee and DSU's Coordinator

Marketing / Promotional materials

- Promote it as a free event with incentives for participants
 - Starbucks gift card (1 per attendee)
 - Movie Tickets (2 per attendee)
 - Grand Price - \$250 Grant money to one DSU
- Use social media to promote and engage with participants
- Send out an email call out to all Student Unions Executives to incentivize their participation
- Material distribution
 - To be printed at SFSSS copy centre
- Create a sense of exclusivity by limiting assistants

Catering (SFU Dining Services)

- Pizza / Fruit platters / pop / water / juice

Sponsorship

- SFSS will absorb the costs of the event (Venue, decorations, prizes, catering, A/V, etc.)
- SFSS Student Union coordinator to provide 2 tickets per participant

Volunteer Team

The number of volunteers needed will depend of the number of projected participants

- Strongly recommend participation of the Governance Committee to be moderators
 - 1 event lead / facilitator
 - 1 moderator per table
- Recruit students to volunteers for the following positions:
 - A/V and session recording Operation (if needed)
 - Floaters

Event Details / Logistics

- 1- Plan for participants to arrive 5-10 minutes before starting time
 - a. Setup a registration table at the entrance
- 2- Before starting please distribute a short consent form that explains in 2-3 paragraphs the purpose of the study. Note that all responses will be recorded
- 3- Do a short presentation / introduction (group moderator)
 - a. Short description of SFSS vision towards DSU's (As per Martin's suggestion)
 - b. SFSS validation of DSU and Council member as student leaders
 - i. To be defined by Governance Committee, DSU's Coordinator and SFSS Events Coordinator
 - c. Provide relevant statistics such as: Number of grants and events from previous years, expenses from SFSS dedicated to Student Unions, etc.
 - i. To be provided by DSU's Coordinator
 - d. Briefly explain the SFSS structure and services provided to DSU's
 - i. Grants, Core funding, Training, Catering, Events Support, After Event Reports, Accounting, Legal clinics, food bank, ticket sales, etc.

At the end of the presentation explain the importance of sharing detailed opinions and experiences and that all information gathered will be confidential, not distributed and will be only used to consider implementing SFSS internal improvements at services provided to DSU's

World Café Themed Event Structure:

The World Café event usually includes 5 important components:

<http://www.theworldcafe.com/key-concepts-resources/world-cafe-method/>

1- Setting:

- Cafe environment: tables with clothes, coffee / pastries included and working items:
- Paper to take notes
- Pens
- Suggested 5 to 8 participants per table
- 1 staff / moderator per table

2- Welcome and introduction:

- Host begins with a welcome message
- Provide context of the event

3- Small group rounds:

- 3 to 5 tables = 15 to 40 participants
- Up to 20 minutes maximum round per table
- At the end of each round each member moves to a different / new table
 - They may choose to stay at 1 or more tables if the participant wishes to learn / contribute for the net group

4- Questions:

- Each round is prefaced with a topic for the desired purpose. Same questions can be used for more than 1 round but can change depending on feedback provided at the previous round and is up to the moderator.

5- Harvest:

- In between each rounds make sure to collect the feedback obtained via recordings, questionnaires, etc.

Additional note: Each table moderator will be responsible to gather the information and give it to the moderator to compile it.

Reference guide to hosting a World Cafe

<http://www.theworldcafe.com/wp-content/uploads/2015/07/Cafe-To-Go-Revised.pdf>

- Stations Suggested by Governance Committee and DSU's Coordinator
 - Relationships with SFSS (image)
 - Grants
 - Event planning (Room bookings, catering, A/V, Facilities)
 - Access to funding (funding structures and reimbursements)
 - Membership turnover/elections
 - Training (workshops)

Important:

The in-depth event details, logistics and structure will be fully developed in coordination with the SFSS Governance Committee, DSU's staff Coordinator, and potentially from feedback gathered at the Member Services Student Office (GO) as students often share their experiences with the front desk staff.

Event Outcome

- Consolidate feedback from assistants
- Better understanding of student unions needs
- Use collected information to improve services the SFSS provides
- Decide when and how to use the collected information

Budget

Total event projection cost is **\$1700**

Budget break down

- Catering for 40 people
 - Apple juice, orange juice, cranberry juice, or Iced tea pitchers (2L x \$13 each): 8 pitchers = \$104
 - Farmer's Market Fresh Vegetable Basket: \$4/guest x 10 per order = \$40
 - Fresh sliced fruit: \$4.15/guest x 10 per order = \$41.50
 - 16" (10 slices) pizzas: \$21 x 8 pizzas = \$168
 - Classic pepperoni (1)
 - Hawaiian pizza (2)
 - 3 Cheese pizzas (2)
 - Deluxe vegetarian pizza (2)
 - BBQ chicken pizza (1)
 - **Total:** \$104 + \$40 + \$41.50 + \$168 = \$353.50 + 15% service fee + tax
- Venue
 - Free at SFSS Conference rooms
- Marketing:
 - Social Media Campaign = \$0
 - Mass email = \$0
- Production
 - A/V = \$150 (Data projector and screen)
 - Microphone and speaker:
 - Long & McQuade System Five 400w Package: \$35 per day
 - plus wired APEX381 microphone: \$3 per day
 - Total: \$70 + tax
- Decorations
 - \$50
- Prizes
 - \$750
 - \$10 Starbucks gift card to every attendee
 - \$250 raffle towards DSU trust account
 - Movie tickets (2 per attendee provided by DSU's Coordinator)
- Contingency
 - \$200

Simon Fraser Student Society (SFSS) – Member Opinion Research

Project Components	
Project planning meeting – January / February 2018	
•	Confirm research objectives which will drive questionnaire design – content and demographics
•	Communications plan – develop strategy to drive participation and survey administration for SFSS execution
•	Confirm project components (proposed noted below), responsibilities, timing, budget
Questionnaire Design / Administration / Response Collection	
•	Questionnaire drafting / confirmation - finding the balance between questionnaire brevity (likelihood to complete) and comprehensiveness of survey data
•	Develop / finalize online questionnaire
•	Test weblink
•	SFSS to distribute questionnaire weblink to SFU student members for online completion
•	Host online questionnaire on MPC site for two weeks
•	Response reporting during the 2 weeks of survey administration
•	Download response data / commence data analysis and reporting
Reporting – preparation of:	
•	final response reporting – within 1 week of survey close
•	initial 'big picture' reporting – 2 weeks from survey close
•	Demographic (5) reporting – 3-4 weeks from survey close
Data Briefing to	
•	SFSS senior management
•	SFSS Board
•	Representative student member group(s) – Optional / TBD
Action Planning – meeting facilitation with SFSS Sr. Management	
Final Reporting – 5-6 weeks from survey close	
•	Executive Summary
•	Action Plan recommendations
•	Final Report – all reporting consolidated in one pdf volume

Estimated Budget

Based on survey components noted above – estimated time charges = \$9400. plus GST and expenses.

This report is intended to meet the requirements as contained in the SFSS Bylaws for a final report on any election or referendum held by the SFSS.

Elections and Referenda Report

U-Pass Referendum – Fall 2017

By Dee Gorn and Marco Kam for the Simon
Fraser Student Society

simon fraser
student society

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TIMELINE

<i>Electoral Period</i>	Start Date	End Date
<i>Notice of Election Period</i>	Oct. 9, 2017	Oct. 22, 2017
<i>Nomination Period</i>	Oct. 23, 2017	Nov. 5, 2017
<i>Campaign Period</i>	Nov. 6, 2017	Nov. 20, 2017
<i>Voting Period</i>	Nov. 21, 2017	Nov. 23, 2017
<i>Post-Election Period</i>	Nov. 24, 2017	Dec. 7, 2017

REFERENDUM QUESTIONS

QUESTION 1 U-PASS REFERENDUM

Question	<p>Whereas the current Universal Transit Pass Agreement expires in April 2018;</p> <p>Whereas the terms of the current Universal Transit Pass Agreement may be extended until December 31, 2019 at the existing rate of \$41.00, per undergraduate student, per month of study;</p> <p>Whereas a “no” result to this referendum would result in SFU undergraduate students no longer having access to the Universal Transit Pass after the Spring 2018 semester;</p> <p>Be it resolved to authorize the Simon Fraser Student Society to continue to collect the mandatory fee of \$41.00 per month of study from each undergraduate student as detailed in the agreement, as a prescribed, program Student Society Fee until December 31, 2019, effective November 24th, 2017, after the results of the referendum are finalized.</p>
Votes in Favour	6,942 (96%)
Votes Against	300 (4%)
Threshold for Passing	50%
Results <i>Pass/Fail</i>	Pass

RECOMMENDATIONS

RECOMMENDATION 1 – CHANGE OF TITLES

<p>Issue <i>Describe as clearly, precisely, and succinctly as possible the issue or problem faced by the IEC in this election that has prompted this recommendation.</i></p>	<p>The current names of the IEC job titles, Chief Commissioner and Commissioner, when stated with their full names (i.e. Independent Elections Commission Commissioner) are slightly repetitive and overly formal.</p>
<p>Recommendation <i>Describe as clearly, precisely, and succinctly as possible the approach to solving the issue listed above. Ensure that your recommendation is actionable (i.e. avoid</i></p>	<p>We would recommend changing the titles to Chief Administrator and Administrators or some title along the lines of this to invoke a more approachable feel. This may even contribute to attracting more potential members of future IEC.</p>

RECOMMENDATION 2 – USE OF SEPARATE POLICY GUIDES

<p>Issue <i>Describe as clearly, precisely, and succinctly as possible the issue or problem faced by the IEC in this election that has prompted this recommendation.</i></p>	<p>The implementation of a written policy guide that can be walked through was useful but could be improved upon. The current Elections and Referendum Policies Guide is a 2-in-1 affair: the user is expected to differentiate the policies that apply to referendums from those that only apply to elections. This has led to some policy confusion during this referendum.</p>
<p>Recommendation <i>Describe as clearly, precisely, and succinctly as possible the approach to solving the issue listed above. Ensure that your recommendation is actionable (i.e. avoid</i></p>	<p>Have two written guides: one for elections and another for referendums.</p>

RECOMMENDATION 3 – MANDATORY WORK HOURS

<p>Issue <i>Describe as clearly, precisely, and succinctly as possible the issue or problem faced by the IEC in this election that has prompted this recommendation.</i></p>	<p>The IEC had a difficult time managing a reasonable minimum of work hours each week.</p>
<p>Recommendation <i>Describe as clearly, precisely, and succinctly as possible the approach to solving the issue listed above. Ensure that your recommendation is actionable (i.e. avoid</i></p>	<p>I recommend that each IEC member should work a minimum of 8 hours a week and that this expectation be made clear from the beginning.</p>

RECOMMENDATION 4 – NUMBER OF COMMISSIONERS

<p>Issue <i>Describe as clearly, precisely, and succinctly as possible the issue or problem faced by the IEC in this election that has prompted this recommendation.</i></p>	<p>There were only two commissioners which made outreach to Surrey and Vancouver campuses difficult.</p>
<p>Recommendation <i>Describe as clearly, precisely, and succinctly as possible the approach to solving the issue listed above. Ensure that your recommendation is actionable (i.e. avoid</i></p>	<p>To accomplish all tasks to their full extent, the number of commissioners for a referendum must be at least two. For an election cycle, there must be at least two commissioners for the Burnaby campus, one for the Vancouver campus and one for the Surrey campus (possibly 2 once the campus expands).</p>

RECOMMENDATION 5 – NUMBER OF POSTERS PLACED

<p>Issue <i>Describe as clearly, precisely, and succinctly as possible the issue or problem faced by the IEC in this election that has prompted this recommendation.</i></p>	<p>The minimum requirements of 25 posters for the Burnaby Campus and 2 posters for the Vancouver and Surrey campuses are far too few to spread the message of an election/referendum. Given that this may be the only method of advertising to students who choose to not read the student newspaper or participate in social media, it is important that this method of passive advertising be used extensively.</p>
<p>Recommendation <i>Describe as clearly, precisely, and succinctly as possible the approach to solving the issue listed above. Ensure that your recommendation is actionable (i.e. avoid</i></p>	<p>I recommend increasing the minimum to 30 posters for the Surrey campus, 20 for the Vancouver campus and 60 posters for the Burnaby campus. This amount ensures that most, if not all, board displays carry a poster for the election/referendum.</p>

RECOMMENDATION 6 – POSTER DISTRIBUTION RESPONSIBILITIES

<p>Issue <i>Describe as clearly, precisely, and succinctly as possible the issue or problem faced by the IEC in this election that has prompted this recommendation.</i></p>	<p>At the moment, the Communications office is responsible for putting up posters for the elections and referendums. Given that the office has multiple duties and a workload that encompasses all communications for the SFSS, we find it unreasonable for this to continue.</p>
<p>Recommendation <i>Describe as clearly, precisely, and succinctly as possible the approach to solving the issue listed above. Ensure that your recommendation is actionable (i.e. avoid</i></p>	<p>The IEC should be responsible for the distribution of posters; we believe that this falls under the task of engagement and, as such, would be reasonable to include in our duties.</p>

RECOMMENDATION 7 – TABLE BOOKING

<p>Issue <i>Describe as clearly, precisely, and succinctly as possible the issue or problem faced by the IEC in this election that has prompted this recommendation.</i></p>	<p>The process of booking space for in-person outreach involves requesting the SFSSGo to do so on our behalf. Given the tight turnaround required to determine suitable and distinct locations to use to conduct outreach throughout the campuses, this is a process that is longer than it could possibly be.</p>
<p>Recommendation <i>Describe as clearly, precisely, and succinctly as possible the approach to solving the issue listed above. Ensure that your recommendation is actionable (i.e. avoid</i></p>	<p>We would recommend that a method be formulated so that the IEC may book space with Facilities directly. This would also decrease the workload placed on SFSSGo.</p>

RECOMMENDATION 8 – OUTREACH TO VANCOUVER AND SURREY CAMPUSES

<p>Issue <i>Describe as clearly, precisely, and succinctly as possible the issue or problem faced by the IEC in this election that has prompted this recommendation.</i></p>	<p>In-Person outreach at both of these campuses was sporadic at best.</p>
<p>Recommendation <i>Describe as clearly, precisely, and succinctly as possible the approach to solving the issue listed above. Ensure that your recommendation is actionable (i.e. avoid</i></p>	<p>Along with having commissioners assigned to these campuses, I'd recommend making twice a week tabling sessions mandatory.</p>

RECOMMENDATION 9 – ACCESSIBILITY OF CLASS DATA FOR VISITS

<p>Issue <i>Describe as clearly, precisely, and succinctly as possible the issue or problem faced by the IEC in this election that has prompted this recommendation.</i></p>	<p>Visiting classes was limited to those that the commissioners attended as reaching out to faculty was not very effective in gaining information about classes to visit.</p>
<p>Recommendation <i>Describe as clearly, precisely, and succinctly as possible the approach to solving the issue listed above. Ensure that your recommendation is actionable (i.e. avoid</i></p>	<p>Have the IEC send emails to all the faculties in the notice of election period and, if there is no response, once a week from there on to the week before voting to attempt to obtain information.</p>

RECOMMENDATION 10 – CLUBS AND STUDENT UNION VISITS

<p>Issue <i>Describe as clearly, precisely, and succinctly as possible the issue or problem faced by the IEC in this election that has prompted this recommendation.</i></p>	<p>Visiting club and student union meetings to promote the referendum was not effective due to low meeting turnouts.</p>
<p>Recommendation <i>Describe as clearly, precisely, and succinctly as possible the approach to solving the issue listed above. Ensure that your recommendation is actionable (i.e. avoid</i></p>	<p>I recommend not making club and student union visits mandatory for referendums. I do recommend doing so for elections but only for student academic unions.</p>

RECOMMENDATION 11 – STREAMING EVENTS

<p>Issue <i>Describe as clearly, precisely, and succinctly as possible the issue or problem faced by the IEC in this election that has prompted this recommendation.</i></p>	<p>Having the Q&A session for the referendum streamed and uploaded for social media was a success. Many students who approached our outreach table mentioned having seen the video.</p>
<p>Recommendation <i>Describe as clearly, precisely, and succinctly as possible the approach to solving the issue listed above. Ensure that your recommendation is actionable (i.e. avoid</i></p>	<p>Have all debates and Q&A streamed and uploaded to social media.</p>

RECOMMENDATION 12 – USE OF SOCIAL MEDIA

<p>Issue <i>Describe as clearly, precisely, and succinctly as possible the issue or problem faced by the IEC in this election that has prompted this recommendation.</i></p>	<p>There was not much use of social media for this referendum even though the current study body skews more to a generation that uses social media on the daily.</p>
<p>Recommendation <i>Describe as clearly, precisely, and succinctly as possible the approach to solving the issue listed above. Ensure that your recommendation is actionable (i.e. avoid</i></p>	<p>I recommend frequent reminders of events pertaining to an election or referendum on the SFSS facebook, twitter, etc, to reach out to students more.</p>

RECOMMENDATION 13 – WORK ORDER REQUEST FORM

<p>Issue <i>Describe as clearly, precisely, and succinctly as possible the issue or problem faced by the IEC in this election that has prompted this recommendation.</i></p>	<p>We appreciated the implementation of a work order request form.</p>
<p>Recommendation <i>Describe as clearly, precisely, and succinctly as possible the approach to solving the issue listed above. Ensure that your recommendation is actionable (i.e. avoid</i></p>	<p>Continue the use of this form with an added miscellaneous section.</p>

LETTER OF ENGAGEMENT

THIS AGREEMENT is effective December 15, 2017 between Simon Fraser Student Society ("Client") and TRG Group Benefits & Pensions Inc. ("Consultant").

- 1. Services.** Consultant agrees to perform for Client the services listed in the *Scope of Services* section in Exhibit A. Such services are hereinafter referred to as "Services."
- 2. Rate of Payment for Services.** Client agrees to pay Consultant for Services in accordance with Schedule A attached hereto and executed by both Client and Consultant.
- 3. Invoicing.** Client shall pay the amounts agreed to herein upon receipt of invoices which shall be sent by Consultant. Invoices will be submitted for payment once at the beginning of the project and once at the end of the project.
- 4. Confidential Information.** Each party hereto ("Such Party") shall hold in trust for the other party ("Such Other Party"), and shall not disclose to anyone not party to the Agreement, any confidential information of the Other Party. Confidential information is information which relates to Such Other Party's research, development, trade secrets or business affairs, but does not include information which is generally known or obtainable.
- 5. Notice of Disclosure.** Both Client and Consultant agree to the terms outlined in the Notice of Disclosure section in Exhibit B.
- 6. Use of Work Product.** Except as specifically set forth in writing and signed by both Client and Consultant, Consultant shall have all copyright and patent rights with respect to all materials developed under this contract, and Client is hereby granted a non-exclusive license to use such materials within the Client's business.
- 7. "Communications" Consent.** Client is consenting to receive CEM (commercial electronic message), including *My Health* newsletters, *Focal Point* newsletters, *Business Health* newsletters, weekly blogs, Annual Government Update report, and event invitations (collectively "communications"). Client understands that the consent can be changed at any time by contacting info@trggroup.com with "unsubscribe" in the subject line.
- 8. Liability.** Consultant warrants to Client that the material, analysis, data, programs and services to be delivered or rendered under this agreement, will be performed by qualified personnel specifically licensed under the laws of Canada to perform these services. Special requirements for format or standards to be followed by Consultant shall be attached as an additional Exhibit and executed by both Client and Consultant. Consultant makes no other warranties, whether written, oral or implied.
- 9. Applicable Law.** Consultant shall comply with all applicable laws in performing Services.
- 10. Additional Work.** After receipt of a request which adds to the Services under this agreement, Consultant may, at its discretion, take reasonable action and expend reasonable amounts of time and resources based on such request. Client and Consultant will discuss and agree on a fee, if required, for such services in advance.

11. Notices.

(i). Notices to Client should be sent to:

Martin Wyant
Chief Executive Officer
Simon Fraser Student Society
8888 University Drive
Burnaby, BC V5A 1S6

(ii). Notices to Consultant should be sent to:

Brent Delveaux
Benefits Consultant
TRG Group Benefits & Pensions Inc.
Suite 800 – 1177 West Hastings Street
Vancouver, BC V6E 2K3

12. Assignment. This Agreement may not be assigned by either party without the prior written consent of the other party.

13. Termination & Revision. Either party may revise or terminate this agreement with 60 days' notice in writing in accordance with section 11 (i) and (ii).

SIGNED & ACKNOWLEDGED IN _____ on _____, 2017

PER: **Simon Fraser Student Society**

Martin Wyant
Chief Executive Officer

SIGNED & ACKNOWLEDGED IN _____ on _____, 2017

PER: **TRG GROUP BENEFITS & PENSIONS INC.**

Brent Delveaux
Benefits Consultant

EXHIBIT A – SCOPE OF SERVICES (CORE)

The following schedule of services applies to the Simon Fraser Student Society (“Client”) engagement of TRG Group Benefits & Pensions Inc. (“Consultant”) concerning the benefits program for the Student Health and Dental Plan.

This schedule of services forms TRG “core” services associated with the management of your benefits.

1. **Market Review & Request for Proposals:** Consultant will seek competitive proposals on behalf of Client for the purpose of setting competitive benchmarks, or to procure new products or services from any and all vendors (“Vendor”) of required products or services. These reviews are performed only with the approval of and at the discretion of the Client.
2. **Monitor:** Consultant will regularly monitor Client benefit programs by reviewing data made available by the insurers, or other providers (“Vendor”) of the products or services associated with the benefit contracts in place under the terms of this agreement. Consultant will, in liaison with the Administrator, ensure compliance with all applicable legislation.
3. **Presentations & Onsite visits:** Consultant will make available ample time for direct presentations of the Proposals in addition to any related research and data scheduled at Client’s discretion onsite at Client’s corporate office.
4. **Liaison & Negotiation:** Consultant will liaise with Vendor(s) as necessary and required to ensure the efficient delivery of services, claims adjudication, administration and proper funding of the underwriting agreement.
5. **Executive Team Communication:** as required and at the discretion of Client, Consultant will assist with any customized communication required to inform or educate the Executive Team and/ or Employees.
6. **Identify & Recommend:** Consultant will identify critical issues concerning on-going governance and structure.

SIGNED & ACKNOWLEDGED IN _____ on _____, 2017.

PER: **Simon Fraser Student Society**

Martin Wyant
Chief Executive Officer

SIGNED & ACKNOWLEDGED IN _____ on _____, 2017.

PER: **TRG GROUP BENEFITS & PENSIONS INC.**

Brent Delveaux
Benefits Consultant

EXHIBIT B –

NOTICE OF DISCLOSURE

UNDER

THE BRITISH COLUMBIA FINANCIAL INSTITUTIONS ACT

NAME OF CLIENT:

Simon Fraser Student Society

As required by the British Columbia Financial Institutions Act (1989, Chapter 47) and in regard to the application(s) for the transaction(s) listed below, I am pleased to advise you that:

1. I am licensed as an Insurance Agent under the Financial Institutions Act of the Province of BC.
2. I am a consultant and associate with TRG Group Benefits & Pensions Inc.

INITIAL _____

PER: **Simon Fraser Student Society**

INITIAL _____

PER: **TRG GROUP BENEFITS & PENSIONS INC**

SCHEDULE A – FEES

CORE Services: Fees for services outlined in this engagement are incorporated into the project fee outlined below, taking into account the anticipated hours and resources needed to complete the described Scope of Services.

Phase 1:

Implementation Project Fee: \$15,000 plus GST

Payment and Schedule: a retainer equal to 50% of the total fee is due at engagement. The remaining balance is due 30 days from completion.

Retainer: \$7,500 plus GST

On Completion: \$7,500 plus GST

SIGNED & ACKNOWLEDGED IN _____ on _____, 2017

PER: **Simon Fraser Student Society**

Martin Wyant
Chief Executive Officer

SIGNED & ACKNOWLEDGED IN _____ on _____, 2017

PER: **TRG GROUP BENEFITS & PENSIONS INC.**

Brent Delveaux
Benefits Consultant

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
December 1-31, 2017

ADVOCACY

This committee did not meet during this time period.

ACCESSIBILITY FUND

This committee did not meet during this time period.

EVENTS

Events Committee did not meet during this time period.

FINANCE & AUDIT

The committee met to review the budget consultation results, new stipend reduction policy, bursary report, and SFSS fund report. The committee plans on meeting next in January to discuss next steps for all of these reports.

GOVERNANCE

The committee met two times during this period. We went over the Governance outreach event and have made revisions per suggestion of SFSS Organizer who has been tasked with adapting the event layout to better suit DSU needs. We have also begun reviewing Board policy GP3 and finish December 15. The Governance outreach event will be brought to Board for final approval.

NOMINATION

Nominations will reopen in January 2018

STRATEGIC ENGAGEMENT

The terms of reference for the strategic engagement committee are currently under review. As a result, the committee did not meet during this period.

SURREY CAMPUS

The committee did not meet during this period. All at-large members on the committee have chosen one project that they will be leading for the next semesters. Each at-large member on the committee will be assigned to one board-member from the committee for guidance. Drafts of the proposals of these events will be reviewed during our first meeting in January.

VANCOUVER CAMPUS

The committee did not meet during this period.

SFSS BOARD WORK REPORT

This report reflects the Board work from
December 1-31, 2017

PRESIDENT

Named SFSS Committee Work & Action Items

- [December 1] Board of Directors
- [December 7] Executive

Meetings & Action Items

- [December 1] SFSS VP Finance + SFSS VP UR check in
- [December 4] FIC
- [December 4] SFSS VP External Relations
- [December 4] SFU Director Student Services
- [December 6] Staff party Logistics with Admin HR
- [December 6] Food bank program
- [December 6] SFU President Petter
- [December 7] SFU AVP Academic- Surrey space expansion
- [December 7] SFU AVP Finance- Budget consultations
- [December 7] CEO/Events staff
- [December 7] Joint Operations Group
- [December 14] SFU VP Academic- Student Experience
- [December 15] SFU Student Services

Projects

- Surrey space expansion
- Emergency food bank
- FIC
- Member registry
- Budget consultations

Office/Engagement Hours

- Office hours are available by appointment on the Burnaby, Surrey, and Vancouver campuses. Please contact president@sfss.ca to setup an appointment.

Events

- [December 4] Pancake Breakfast
- [December 4] Dodgeball
- [December 7] SFSS staff party
- [December 8] Consul General, South Korea

Administrative

- Emails

- Agenda, review of minutes

VP STUDENT SERVICES

Named SFSS Committee Work & Action Items

- [December 1] Board of Directors
- [December 7] Executive

Meetings & Action Items

- [December 7] Meeting with TRG

Projects

- Health and Dental RFP
 - RFP Complete
 - Determining method and timeline of distribution

Office/Engagement Hours

- Office hours are available by appointment on the Burnaby, Surrey, and Vancouver campuses. Please contact vpsservices@sfss.ca to setup an appointment.

Events

- [December 4] Pancake Breakfast
- [December 7] SFSS staff party

Administrative

- Reading/sending emails
- Biweekly reports
- Reviewed minutes and reports

VP EXTERNAL RELATIONS

Named SFSS Committee Work & Action Items

- Advocacy Committee (Chair)
- Executive Committee
- Governance Committee
- Vancouver Campus Committee

Meetings & Action Items

- [December 4] SFSS President Meeting
- [December 5] UBC AMS + UVSS Meeting
- [December 8] SVO Meeting
- [December 11] UBC AMS + UVSS Meeting
- [December 12] CDM Meeting
- [December 15] Governance Meeting
- [December 15] SVO Meeting
- [December 15] Student Research Meeting
- [December 22] BC Gov Mental Health
- [December 28] UPass Referendum Inquiry Call
- [December 29] Mental Health Services Call

Projects

- Rental Rights
- Needs based grants

- Harm Reduction
- Mental Health

Office/Engagement Hours

- Office hours are by appointment. Please email vpexternal@sfss.ca

Events

- [December 4] SFSS Pancake Breakfast and Santa Pictures
- [December 4] SFSS Dodgeball tournament

Administrative

- Reading/sending emails
- Biweekly reports
- Reviewed minutes, reports and compiled Advocacy agenda items

VP FINANCE**Named SFSS Committee Work & Action Items**

- [December 1] Board Meeting
- [December 4] Finance and Audit Committee Meeting
- [December 7] Executive Meeting

Meetings & Action Items

- [December 1] Budget Consultations
- [December 5] Meeting with CEO
- [December 5] Meeting with Communications Coordinator
- [December 7] Meeting with SFU AVP and SFSS President
- [December 7] Meeting with VP Student Life and Finance Coordinators
- [December 21] Meeting with Finance Coordinator
- [December 21] Meeting with Build SFU GM

Projects

- SFSS Budget Consultations
 - Completed the budget consultations and reviewed the results.
- SFU Budget Consultations
 - Discussed with SFU to find answers to student questions.
- SFSS Surrey Pub Night
 - Currently in the ticket selling phase.
- SCC Events
 - At large members chose events that they would like to lead. Reviewed the results.
- External Granting Program
 - Working on finalizing a system for external group support.
- Potential Advocacy Initiative
 - Tasked by Board to look into a initiative by meeting with student. Recommended to Advocacy committee. VP External will now be taking over.
- F/S Review

- Reviewed financial statements.
- Bursary Report
 - Tasked by the Finance and Audit Committee to find out how the SFSS can increase brand exposure.
- Board Evaluations
 - Review and compile the results.

Office/Engagement Hours

- [December 1] Budget Consultations

Events

- [December 5] SFU Teaching and Excellence Committee Meeting

Administrative

- Reading/sending emails
- Bi-weekly reports
- Reviewed minutes, reports and compiled Governance agenda items
- Payroll

VP STUDENT LIFE**Named SFSS Committee Work & Action Items**

- [Dec 7] Executive Meeting

Meetings & Action Items

- [Dec 1] Jangbuzz App
- [Dec 7] Staff Responsibilities
- [Dec 15] Smile More Photo Booth

Projects

- Welcome Back Pub Night
- Week of Welcome
- Trivia Night
- Movie Night
- Clubs Days

Office/Engagement Hours

- [Dec 4] Santa Pancake Breakfast
- [Dec 4] Dodgeball Tournament
- [Dec 12] Free Food Day
- [Dec 13] Free Food Day

Events

- Santa Pancake Breakfast
- Dodgeball Tournament
- SFSS Holiday Party

Administrative

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

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

- [December 1] Governance meeting
- [December 15] Governance meeting

Meetings & Action Items

- [December 1] Board meeting
- [December 1] SFSS VP Finance and President meeting
- [December 5] CRPC meeting
- [December 5] CEO meeting
- [December 6] President Petter meeting w/ SFSS President
- [December 12] CRPC meeting

Projects

- SFU Student Code of Conduct
 - A completed final draft has been sent by SFU for review. I drafted a list of comments, concerns, and critiques. Awaiting next work term to meet.
- Surrey Space Expansion project
 - Proposal sent to SFU alongside other Board members; awaiting response and next steps per SFSS President designation
- Student sex worker support resources list
 - Will be revisited in the new year to remind SVPSC Director
- Food Bank program
 - need to set meeting with President for briefing after successful negotiations with SFU for budget increase
 - Assisted in drafting news release letter and proposal to SFU
- SFSS Budget Consultations
 - must draft report and submit work orders as necessary; awaiting next tasks by VP Finance

Office/Engagement Hours

- Office hours are by appointment. Please email vpuniversity@sfss.ca

Events

- [December 4] SFSS Pancake Breakfast and Santa Pictures
- [December 8] SFSS holiday dinner
- [December 12] SFU Student Services and MBC holiday breakfast

Administrative

- Reading/sending emails
- Biweekly reports
- Reviewed minutes, reports and compiled Governance agenda items

- Set new meeting time for Governance Committee

AT-LARGE REPRESENTATIVE (GARCHA)

Named SFSS Committee Work & Action Items

- Surrey Campus Committee (Chair)
- Advocacy Committee
- Governance Committee

Meetings & Action Items

- [December 1] Board Meeting
- [December 1] Governance Meeting
- [December 5] SCC Pub Night Site Walk with Guardteck Security
- [December 7] Meeting with Wade Parkhouse (SFU AVP)
- [December 15] Governance Committee
- [December 21] Meeting with Central City Brew Pub

Projects

- Surrey Space Expansion
 - Met with Wade Parkhouse to discuss next steps
 - The working group will be submitting a project initiation request
- SCC Surrey Pub Night
 - Sent in communications work order form for FB page, poster, banner, ticket, and video design
 - Set up online tickets via showpass
 - Set up deposits for the photographer/videographer/DJ
 - Met with pub and finalized contract
- SFSS Sexual Violence Policy
 - Board approved staff to start working on the SFSS policy
 - Received updated Code of Conduct from Erin Biddlecombe - we will be providing our feedback to this document throughout the month of January

Office/Engagement Hours

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

Events

- [December 4] SFSS Pancake Breakfast and Santa Pictures

Administrative

- Reading/sending emails
- Biweekly reports
- Reviewed minutes, reports and compiled SCC agenda items

AT-LARGE REPRESENTATIVE (RANDHAWA)

Named SFSS Committee Work & Action Items

Meetings & Action Items

Projects**Office/Engagement Hours****Events****Administrative****APPLIED SCIENCES REPRESENTATIVE (Jeffrey Leung)****Named SFSS Committee Work & Action Items**

- Governance Committee:
 - [December 1] Meeting
 - Discussed Board policies for presentation
 - Discussed the Student Union Engagement event objectives and questions
 - [December 15] Meeting
 - Student Union Engagement Event:
 - Became event lead
 - Discussed outcomes and logistics
 - Discussed Board policy GP-3 as an annual review and asked for additions
- Surrey Campus Committee:
 - Self-assigned co-lead for multiple events in the upcoming semester
- Executive Committee:
 - [December 7] Meeting
 - Discussed SCC Welcome Day marketing
 - Discussed Independent Electoral Commission's report from the referendum
 - Discussed Surrey Space Expansion letter

Meetings & Action Items

- Board of Directors:
 - [December 1] Meeting
 - Listened to annual report on StudentCare claims
 - Discussed promoting a survey for sugary beverages
 - Approved various reports from events, a lobbying trip, and a conference
 - Discussed a potential external granting process
- Software Systems Student Society:
 - [December 3] Meeting
 - Provided updates on Santa pictures/pancake breakfast/dodgeball events
 - Discussed the Student Union Social
 - Provided updates on FAS Formal

- Discussed FASSU composition
- Discussed discussion topics for meeting with the Dean
- Faculty of Applied Sciences:
 - [December 14] Meeting with the Associate Dean (Kevin Oldknow)
 - Discussed issues brought up by students and student groups

Projects

- FAS Formal:
 - [December 1] Wrote and submitted a grant application to the SFU Alumni Association
 - [December 8] Wrote and submitted a grant application to the SFSS
- External Granting:
 - Created overview with VP Finance

Office/Engagement Hours

- [December 5] Created [end-of-semester update about what I'm working on](#)
 - Posted to:
 - [CSSS Facebook group](#)
 - [ESSS Facebook page](#)
 - [SSSS Facebook page](#)
 - [MSESS Facebook page](#)
 - [Reddit \(/r/simonfraser\)](#)
 - Emailed to:
 - cmpt-students@sfu.ca
 - ensc-student@sfu.ca
 - msest-all@sfu.ca
- Office hours by appointment; email appscirep@sfss.ca
- Most meetings of the DSUs of FAS

Events

- SFSS:
 - [December 4] Santa Pictures and Pancake Breakfast in Convocation Mall
 - Assisted in setup and takedown
 - Made pancake batter and cooked pancakes
 - [December 13] SFSS Free Coffee and Food event
- Computing Science Student Society:
 - [December 4] End of Semester Social
- WiCS:
 - [December 1] Social
- SFU Blender Club:
 - [December 4] Social

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

- Strategic Engagement Committee
 - Currently conducting a review of the committee terms of reference. Looking into potential paths for the committee - whether it be abolishment, adaptation, or continued under the same pretense.
- Events Committee
 - I was unable to attend the events committee meeting due to a scheduling conflict during this session. However, the events committee has been extremely successful in the last two weeks of the fall semester. A number of successful events were held.

Meetings & Action Items

- [December 1] Board of Directors Meeting
- [December 4] PSSU Meeting
- [December 8] PSSU Meeting
- [December 8] Meeting with CPRC regarding SEC
- [December 8] Acquisition of Prizes with Anwar

Projects

- Conducting a review of the Strategic Engagement Committee
 - Refer to the committee update section
- Classroom Presentations
 - Draft of classroom presentations have been completed and the powerpoint presentation has been prepared by Sindhu. I'll be bringing this presentation to board at our next board meeting for feedback.

Office/Engagement Hours

- Engaged with students by making pancakes at pancake breakfast
- Office hours by appointment, please email artsrep@sfss.ca

Events

- [December 4] Dodgeball Tournament
- [December 4] FASS Gingerbread House Competition
- [December 4] Pancake Breakfast

Administrative

- Reviewed agendas and minutes, prepared for meetings and reviewed relevant documents
- Answered emails and corresponded with the constituency

**** NOTE:** Leave of absence for the holidays began December 14th. I will be returning to my regular duties on the fourth of January.

BUSINESS REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Finance and Audit Committee
- Events Committee

Meetings & Action Items

- [Dec 1] Board Meeting
- [Dec 1] Budget Consultation
- [Dec 4] FAC Meeting

Projects

- SFSS Free Food day

Office/Engagement Hours

- Office hours are by appointment. Please email busrep@sfss.ca

Events

- [Dec 4] Santa Breakfast
- [Dec 4] Dodgeball tournament
- [Dec 11 & 12] SFSS Free Food day

Administrative

- Compile sponsorship resources for Angel Tree Project
- Reading/sending emails
- Biweekly reports
- Reviewed minutes, agenda, and reports

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE

(Juvina Silvestre)

Approved absence from Dec 1st - 4th due to illness

Named SFSS Committee Work & Action Items

- Vancouver Campus Committee (Chair)
 - Did not meet during this period
- Accessibility Fund Committee
 - Did not meet during this period

Meetings & Action Items

- [Dec 4] FCAT Formal Meeting
- [Dec 5] CMNS Peer Mentorship Reflection Meeting w/ Lehoa
 - Gave feedback to the program, and proposed changes/enhancements to the engagement structure
 - Reflected on my own performance as a mentor, and proposed changes to the role for next year
- [Dec 5] FCAT DSU Presidents Meeting
- [Dec 7] FCAT Formal Fundraise Tabling at Surrey
- [Dec 11] FCAT Formal Meeting (Chaired)

- Submit Grant Application to the SFU Alumni Association
- [Dec 14] Student Assistance Plan Meeting - Service Provider Proposal Review
 - Scheduling interviews/presentations for early January
- [Dec 21] FCAT Formal Meeting (Chaired)
 - Determined details for January fundraiser

Projects

- FCAT Formal
- Student Assistance Plan (SAP) for Mental Health
- FCAT DSU Presidents Monthly Meetings

Office/Engagement Hours

- Office hours available by appointment via fcatrepreneur@sfss.ca

Events

- Not Applicable

Administrative

- Sending/reading emails and related documents
- Completing grant proposals to SFSS and SFU Alumni
- Drafting meeting agendas, and reviewing minutes before they are sent out

EDUCATION REPRESENTATIVE**Named SFSS Committee Work & Action Items**

- Accessibility Committee
 - This committee did not meet during this time
- Advocacy Committee
 - This committee did not meet during this time
- Strategic Engagement Committee
 - Future of committee and terms of reference being reassessed by chair

Meetings & Action Items

- [Dec 1] Board Meeting
- [Dec 6] ESA Meeting
- [Dec 15] Search Committee Meeting for VP Teaching and Learning

Projects

- Education Student Association Executive Application Process Spring 2018
 - Development of a more formal process for exec applications
- Education Peer Mentorship
 - Faculty has expressed interest in furthering the mentorship program into the Spring 2017 semester
 - Scheduled meeting with faculty and coordinators to continue the project

Office/Engagement Hours

- [Dec 4] Pancake Breakfast

- Meetings by appointment please email: edurep@sfss.ca

Events

- [Dec 1] ESA Holiday Gala
- [Dec 4] Pancake Breakfast
- [Dec 4] Dodgeball Tournament
- [Dec 13] Education Faculty Festive Lunch

Administrative

- Reviewing, drafting & sending emails
- Preparing & reading for meetings

ENVIRONMENT REPRESENTATIVE**Named SFSS Committee Work & Action Items**

- FAC committee
- Governance committee

Meetings & Action Items

- [Dec 9] Gibson trip finalization
- [Dec 9] Meeting with EVSC chair for trip logistics

Projects

- Gibson trip
- Spring break trip for faculty of environment
- Safe walk

Office/Engagement Hours

- **Emails**
- **Phone calls**

Events

- N/A

Administrative

- **Bi-weekly report**
- **Phone calls**
- **Agenda review**
- **Emails**

HEALTH SCIENCE REPRESENTATIVE**Named SFSS Committee Work & Action Items****Advocacy Committee**

- In the works to develop a mental health event
- Making report for translink survey

Events Committee

- Angel tree project

- Making hampers
- Buying supplies for hampers
- Contacting sponsors
- Transferring supplies from campuses
- Figuring out logistics for the distribution of the hampers

Meetings & Action Items

- [Dec 1st] Board meeting
- [Dec 15th] Meeting with Adrienne regarding angel tree project
- [Dec 15th] Making hampers
- [Dec 16th] Making hampers

Projects

- Angel tree project

Office/Engagement Hours

- Available by appointment please email at healthrep@sfss.ca

Events

- Dec 4th santa breakfast

Administrative

- Buying supplies
- Checking and reading emails
- Keeping in contact with Sindhu and Adrienne about the hamper distribution
- Preparing for board meetings agenda items
- Writing post events report on Angel Tree project
- Writing post advocacy event report on Translink Project
- Brainstorming and development of Mental Health Report

SCIENCE REPRESENTATIVE**Named SFSS Committee Work & Action Items**

- Advocacy Committee
- Engagement Committee
- Build SFU

Meetings & Action Items

- [December 16] Science Engagement Coordinator

Projects

- OER's
- Science Peer Mentorship
- Engagement

Office/Engagement Hours

- Office hours available by email , please email sciencerep@sfss.ca
 - Skype meeting are also available, please email for more information

Events



Board of Directors

Maggie Benston Centre 2220
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6
Unceded Coast Salish Territories
sfss.ca

- N/a

Administrative

- Emails
- Phone calls

SFSS BOARD COMMITTEE UPDATE

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

ADVOCACY

Discussed advocacy campaigns overview and discussed the initiatives for the upcoming year. Passes motions, finalized outreach materials. Hosted U-Pass referendum and Translink survey Campaign.

ACCESSIBILITY FUND

Accessibility met and recommended definitions to Board surrounding accessibility. We discussed updates on improving access to the fund. We held our accessibility movie night.

EVENTS

Met twice to pass Movie Night, Clubs Days, Week of Welcome, Trivia Night, and Welcome back Pub Night. Finished month of January events, started to work on February planning.

FINANCE & AUDIT

Had a meeting on November 20th, 2017. The committee approved a budget reallocation, received an update on the fund report, and got an update on budget consultations. The committee is currently in the process of budget consultations, online and in-person.

GOVERNANCE

The committee has reviewed the engagement event proposal and submitted requests for assistance from the Events Coordinator and Student Union Organizer. Questions have been drafted for the event when engaging DSU executives and must be reviewed. Council was approached with regards to general question themes for input. While this is underway, the committee has adopted a review schedule of our existing policies and will work on this with the CRPC beginning with GP3. Finally, the board conflict procedures have been completed.

NOMINATION

Nominations are closed until Spring 2018

STRATEGIC ENGAGEMENT

The committee did not meet during this time. Current focus of the committee remains on the development of classroom presentations, the hosting of freebie friday style events, and the improvement of our social media profile.

SURREY CAMPUS

The committee met to finalize the proposal for the Surrey Pub Night and the Week of Welcome event. We brainstormed and discussed future project/event ideas for the next semester with the committee. The committee also held a destressor event on Monday, November 27th where we handed out free hot chocolate and candy to students studying at the Surrey campus.

VANCOUVER CAMPUS

This committee met on November 22nd to discuss details regarding the Angel Tree Food Bank Fundraiser launch date, placement, and timeline at the Vancouver Harbour Centre Campus (HCC). After consulting the Campus & Community Engagement Coordinator at SFU Vancouver, we have decided to launch the fundraiser at HCC on November 29th at 11:30am along with a tabling engagement piece from 12-2pm to promote the online donation website/physical drop-off locations to students/staff passing by. Due to the lack of availability from committee members, we are only tabling on November 29th.

SFSS BOARD WORK REPORT

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

PRESIDENT

Named SFSS Committee Work & Action Items

- [November 17] Board Meeting
- [November 22] Events Committee
- [November 23] Executive

Meetings & Action Items

- [November 15] Week of Welcome
- [November 15] SUB Construction Branding
- [November 16] Space Expansion Report
- [November 16] University Advancement- Holiday Hampers
- [November 17] Blackwood Partners
- [November 20] President/CEO Weekly meeting
- [November 20] Board Agenda meeting
- [November 20] Showpass
- [November 20] Elletourage
- [November 20] Mental Health
- [November 20] FBS meeting
- [November 22] SFU President Petter meeting
- [November 23] Embark
- [November 23] FNSA
- [November 27] President/CEO weekly meeting
- [November 27] SFU International Engagement Office
- [November 27] External Granting Process
- [November 27] JOG agenda
- [November 27] SFU VP Finance meeting
- [November 28] SUB Committee
- [November 29] Graduate Student Society
- [November 30] SFU President Petter

Projects

- Surrey Space Expansion
- Mental Health Service
- Emergency Food Bank Program
- Student Union Building
- Student Experience Initiative

Office/Engagement Hours

- Office hours are available by appointment at the Vancouver, Surrey, and Burnaby campus. Please contact president@sfss.ca to setup an appointment.
- [November 15] U-Pass referendum tabling

Events

- [November 24] SFSS Carnival
- [November 24] SFU Academic Plans
- [November 25] Are you tougher than Cancer?
- [November 29] BMP Pitchoff

Administrative

- E-mails
- Preparing agenda, reading minutes and completing reports

VP STUDENT SERVICES**Named SFSS Committee Work & Action Items**

- [November 22] Vancouver Campus Committee
- [November 27] Accessibility Committee

Meetings & Action Items

- [November 17] Board meeting
- [November 30] CEO meeting

Projects

- Upass Promotions
 - Conducted Upass promotions prior to voting and promoting voting in general during the election
 - The Upass referendum passed with record turnout and approval
- Health and Dental Plan RFP

Office/Engagement Hours

- Office hours are available by appointment at the Vancouver, Surrey, and Burnaby campus. Please contact vpsservices@sfss.ca to setup an appointment.
- November [14] U-Pass Referendum and Transit Survey Tabling
- November [15] U-Pass Referendum and Transit Survey Tabling

Events

- [November 25] Are you tougher than Cancer?

Administrative

- E-mails
- Preparing agenda, reading minutes and completing reports

VP EXTERNAL RELATIONS**Named SFSS Committee Work & Action Items**

- [November 17] Board Meeting
 - Received active bystander training
- [November 17] Governance Committee Meeting
 - Tasked to review a policy
- [November 20] Advocacy Meeting
 - Worked on the Outreach pamphlet

- Helped SFSS Communication with the material
 - Discussed initiatives
- [November 22] Vancouver Campus Committee Meeting
 - Discusses angel tree project for vancouver
 - Helped create proposal to collaborate with SFU Vancouver Admi

Meetings & Action Items

- [November 23] Faculty Meeting
- [November 28] Faculty Meeting
 - Discussed the Communication Peer Mentorship program

Projects

- Needs Based Grants
 - Campaign planned for January 2018
- Rental Rights
 - Planned meetings with SFU MLA's
- U-Pass Referendum
 - Campaigned and encouraged everyone to vote
- Mental Health
 - Contacted other Student unions across Canada to learn about their mental health services that they provide

Office/Engagement Hours

- SFSS Advocacy Translink Survey Outreach
- SFSS U-Pass Referendum Outreach
- Office hours are by appointment. I am available to meet on any SFU Campus. Please email vpexternal@sfss.ca

Events

- [November 24] Fun and Relaxation Carnival

Administrative

- Reading/sending emails
- Biweekly reports
- Reviewed minutes, reports and compiled Advocacy agenda items

VP FINANCE**Named SFSS Committee Work & Action Items**

- [November 16] SCC Meeting in Surrey
- [November 17] Board Meeting
- [November 20] FAC Meeting
- [November 23] Executive Meeting

Meetings & Action Items

- [November 16] Space Expansion Report Meeting with President, VP UR, and At-Large
- [November 16] Meeting with Admin Coordinator
- [November 20] Meeting with CEO and VP UR

- [November 20] Meeting with Communications Coordinator
- [November 20] WOW Planning Meeting for SCC
- [November 21] External Granting Meeting with App Sci Rep and CEO
- [November 21] F/S Review Meeting with CEO and Finance Coordinator
- [November 23] Meeting with App Sci Rep to Purchase food for SCC Event

Projects

- SFU Surrey Space Expansion Report
 - Assisted in the creation of the report for SFU Admin.
- Stipend Reduction Schedule
 - Made changes to the schedule and sent it to Board for approval.
- Project with President and VP UR
- SFSS Budget Consultations
 - Currently receiving feedback from students.
- Surrey Pub Night
 - Secured the location and passed the budget.
- Surrey De-Stress Day
 - Prepared a proposal, purchased goods, and executed the event.
- F/S Review
 - Reviewed monthly F/S with CEO and Finance Coordinator.
- External Granting
 - Reviewed steps in creating an external granting program.
- Art of Leadership Report
 - Completed the report.
- Bursary Report
 - Reviewed the report created by VP UR and Finance COordinator.
- Committee Expenditure System
 - Reviewed current process and looked into a more efficient system.

Office/Engagement Hours

- U-Pass Tabling
- Meeting with BMP Mentees
- [November 23] Burnaby SFSS Budget Consultation
- [November 23] Surrey SFSS Budget Consultation
- [November 27] Burnaby SFSS Budget Consultation

Events

- [November 27] SCC De-Stress Day

Administrative

- Reading/sending emails
- Bi-weekly reports
- Reviewed minutes, reports and compiled FAC agenda items
- Payroll
- Stipend Reduction

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

- [Nov 22] Event
- [Nov 29] Events
- [Nov 30] SCC

Meetings & Action Items

- [Nov 16] External Promotions Procedure
- [Nov 16] Party Wells .
- [Nov 20] Monstercat
- [Nov 20] Showpass
- [Nov 20] SFU Innovates Visioning Workshop
- [Nov 21] Movie Night Planning
- [Nov 22] Events Calendar
- [Nov 27] External Granting
- [Nov 27] Pub Strategy

Projects

- Carnival
- Welcome Back Pub Night
- Movie Night
- Trivia Night
- Week of Welcome
- Clubs Days
- Santa Pancake Day
- Dodgeball Tournament

Office/Engagement Hours

- [Nov 16] Tabling
- [Nov 17] Tabling
- [Nov 23] Carnival
- [Nov 24] Carnival
- Office hours are by appointment. Please email vpstudentlife@sfss.ca

Events

- Carnival

Administrative

- Reading/sending emails
- Bi Weekly reports
- Reviewed minutes, reports and compiled Events agenda

VP UNIVERSITY RELATIONS**Named SFSS Committee Work & Action Items**

- [November 17] Board Meeting
- [Nov 17 & Dec 1st] Governance Committee Meeting
 - event planning and GP3 review
- [November 20] Finance and Audit committee

- [November 23] Executive meeting

Meetings & Action Items

- [November 17] Sexual Violence Policy Working Group Meeting
- [November 21] CRPC meet
- [November 21] SFSS budget consultations
- [November 27] External Granting Process
- [November 29] CRPC meet
- [November 29] SFSS-GSS meeting
- [November 29] Meeting with SFSS VP Finance
- [November 30] VP Finance and President meeting

Projects

- Food Bank program
 - next meeting with SFU is December 6th
- Governance outreach engagement
 - currently drafting questions for participants for event
- Governance policies review
 - currently tasked with just GP3
- Surrey space expansion
 - next meeting December 7th
- Student sex worker resource list
 - on hiatus; awaiting CJ's response
- VP Finance and President project
 - assess our standards per extra-organizational practices
- SFSS sexual violence policy
 - awaiting next steps
- SFSS fund report
 - completed briefing note for Board
- SFSS budget consultations
 - Assisted with drafting of questions and one session thus far

Office/Engagement Hours

- Office hours are by appointment. Please email vpuniversity@sfss.ca
- [November 16] Advocacy Translink & Upass Referendum Campaign Tabling

Events

- [November 23] Fun and Relaxation Carnival
- [November 30] SFU Winter Warm-Up

Administrative

- Reading/sending emails
- Biweekly reports
- Reviewed minutes, reports and compiled Governance agenda items
- Responded to two student inquiries; one for support in promotion and one for involvement

AT-LARGE REPRESENTATIVE (GARCHA)

Named SFSS Committee Work & Action Items

- Surrey Campus Committee (Chair)
- Governance Committee
- Advocacy Committee

Meetings & Action Items

- [November 16] SCC Meeting
- [November 17] Board Development Session
- [November 17] Sexual Violence Policy Working Group Meeting
- [November 20] Surrey Pub Night Meeting
- [November 20] Week of Welcome Planning Meeting
- [November 20] Advocacy Meeting
- [November 22] Week of Welcome/Surrey Pub Night Planning Meeting
- [November 23] Meeting with Martin
- [November 23] Meeting with Communications Coordinator
- [November 30] SCC Meeting

Projects

- SFSS Sexual Violence Policy
 - Awaiting for updated Code of Conduct from Erin Biddlecombe
 - Met with CEO and working group to discuss next steps
 - Will be bringing a motion to the next Board meeting to allow SFSS staff to start working on the policy
- Surrey Space Expansion
 - Surrey Space Final Report
- Surrey Pub Night
 - Updated proposal and budget for approval
 - Working on pub contract
 - Contacted and confirmed DJ
 - Held a meeting to work on a communications strategy
- Surrey Week of Welcome
 - Met with SFU Engagement to discuss WOW ideas
 - Approved WOW proposal at SCC Meeting
- Advocacy Sexual Violence Awareness Campaign
 - Met with Education Rep. to discuss project plan + presented idea to Advocacy Committee
 - Will be formulating a proposal to present to the Advocacy Committee for January

Office/Engagement Hours

- Office hours are by appointment. Please email atlarge1@sfss.ca
- [November 16] Advocacy Translink & Upass Referendum Campaign Tabling
- [November 17] Advocacy Translink & Upass Referendum Campaign Tabling

Events

- [November 23] Fun and Relaxation Carnival
- [November 24] Fun and Relaxation Carnival

Administrative

- Reading/sending emails
- Bi Weekly reports
- Reviewed minutes, reports and compiled SCC agenda items

AT-LARGE REPRESENTATIVE (RANDHAWA)**Named SFSS Committee Work & Action Items**

- Build SFU Committee

Meetings & Action Items

- Board of Directors:
 - [November 17] Development Session
- Meetings w/ Anwar for Pancake Breakfast
- [November 20] Mental Health
- Sub Construction Branding
 - [November 27] BUILD SUB Committee

Projects

- Santa Pics and Pancake Breakfast
 - Bought pancake mix, syrup, PAM, plates, cutlery etc.
 - Booked griddles, tables, and other utilities with Anwar
 - Layout of event map in Convo Mall
 - Sent out Doodle and schedule to board members
 - Postering +Social Media Posts/Boosts w/ communications
 - Sent out Doodle and schedule to events committee members
 - Booked DJ and Photographer for date
 - Booked Santa for the day
 - Bought Candy Canes for event
- Surrey Space Expansion
- Mental Health Service
- Club Exec Social Report
 - Completed
- SFU Rec Pass

Office/Engagement Hours

- Office hours are by appointment. Please email atlarge2@sfss.ca
- [November 16] Advocacy Translink & Upass Referendum Campaign Tabling
- Meeting with BMP Mentees

Events

- [November 21] SFU Coffee with Senators
- [November 23] Fun and Relaxation Carnival
- [November 25] Are you tougher than Cancer? 25 to Life
- [November 27] SCC Hot Chocolate and Treats

- [November 30] SFU Winter Warm-Up

Administrative

- Reading/sending emails
- Biweekly reports
- Reviewed minutes, reports and compiled SCC agenda items
- Filling out Cheque Reqs

APPLIED SCIENCES REPRESENTATIVE (Jeffrey Leung)**Named SFSS Committee Work & Action Items**

- Governance Committee:
 - [November 17] Meeting
 - Discussed conflict procedures
 - Discussed organization for a Student Union engagement event
 - Council will be consulted on the questions asked
 - Decided on policies to review over the coming year
- Surrey Campus Committee:
 - [November 16] Meeting
 - Discussed ongoing negotiations for Pub Night venue
 - Discussed Destress event proposal
 - Discussed Spring Welcome Back Week event
 - [November 20] Meeting with SCC Board executives and Jessica Rinfret, Surrey Student Life Coordinator
 - Discussed plans for Surrey Week of Welcome
 - [November 23] Bought supplies for SCC Destresser event
 - [November 27] Destresser event (Make your own Hot Chocolate)
 - Setup and takedown
 - Retrieval of hot water
 - Tabled for the entire day
 - [November 30] Meeting
 - Provided update on Destress Day
 - Motioned for Spring Welcome Back event
 - Motioned for Surrey Pub Night event
 - Discussed potential ideas for the Spring Clubs Days
 - Discussed potential event ideas for the upcoming semester

Meetings & Action Items

- Board of Directors:
 - [November 17] Development Session
 - Listened to presentation from SFU Sexual Violence Prevention Office
- Council:
 - [November 29] Meeting
 - Provided comprehensive update on initiatives from the Board
 - Consulted on questions for the next Student Union Engagement event

- Listened to concerns about textbook usage concerns and space inaccessibility/ergonomic/renovation issues
 - Provided updates on the Highland Pub reopening
- Computing Science Student Society:
 - [November 22] Meeting
 - Discussed issues to bring up to the Dean
 - Provided SFSS updates
 - Provided updates on FAS Formal organization
 - Provided updates on FASSU
- Engineering Science Student Society:
 - [November 23] Meeting
 - Discussed issues to bring up to the Dean
 - Provided SFSS updates
 - Provided updates on FAS Formal organization
 - Provided updates on FASSU
 - [November 30] Meeting
 - Listened to views on FASSU
 - Provided SFSS updates
 - Provided updates on FAS Formal organization
 - Provided updates on FASSU
- Software Systems Student Society:
 - N/A
- Mechatronic Systems Engineering Student Society:
 - [November 28] Meeting
 - Listened to views on FASSU
 - Discussed a potential Fall reading break

Projects

- Surrey Space Expansion:
 - [November 16] Assisted in writing and compiling a report sent to SFU regarding the Surrey Space Expansion initiative
- External Granting Process:
 - [November 21] Met with Baljinder and Martin about external grants
 - Discussed expectations, criteria, and potential budget allocations to establish a suitable process
- FAS Formal 2018:
 - [November 20] Chaired meeting
 - Discussed venue options and decided on 3
 - Discussed budget
 - Set action items
- FASSU (Faculty of Applied Sciences Student Union):
 - [November 25] Chaired meeting with involved student groups
 - Discussed proposal critiques
 - Discussed locations of FASSU meetings

- Discussed next steps

Office/Engagement Hours

- [November 15] Assisted with Translink Survey and U-Pass Referendum
 - Set up and took down equipment
 - Tabled for 3 hours to engage with students
- [November 19] Visited UNICEF SFU event preparation
- [November 23] SFSS Budget Consultations (Burnaby)
- [November 23] SFSS Budget Consultations (Surrey)
- [November 29] SFSS Coffee and Snack Day
 - Interacted with students
- Office hours by appointment; email appscirep@sfss.ca

Events

- [November 17] FAS Rembrandt Robotics Competition
- [November 17] CSSS Lan Party
- [November 20] UNICEF SFU Universal Children's Day event
- [November 23-24] SFSS Fun and Relaxation Carnival
 - Served popcorn to students
- [November 23] IATSU Hot Chocolate Fundraiser
- [November 24] SFU Academic Planning consultations
- [November 29] UNICEF SFU semester-end social
- [November 30] UNICEF SFU Chocolate Fix for Survival Gifts event

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**

- [November 22] Events Committee Meeting
 - Development of the dodgeball tournament has taken place within the events committee, along with a number of other events in and around the holiday season.

Meetings & Action Items

- [November 17] Board Development Session
- [November 22] Events Committee Meeting
- [November 22] Meeting with Anwar
- [November 22] PSSU Meeting
- [November 22] Meeting with Martin regarding Dodgeball Waivers
- [November 23] Meeting with Sindhu
- [November 29] Meeting with Sindhu regarding Classroom Presentations

Projects

- SFSS Dodgeball Tournament
 - Currently planning dodgeball tournament through the events committee to be held December 4th. Marketing, promotion, and ticket sales of the event are all underway.

Office/Engagement Hours

- [November 17] Translink Referendum Tabling
- [November 23] SFSS Fun and Relaxation Carnival
- [November 24] SFSS Fun and Relaxation Carnival
- Office hours by appointment, please email artsrep@sfss.ca

Events

- [November 23] SFSS Fun and Relaxation Carnival
- [November 24] SFSS Fun and Relaxation Carnival

Administrative

- Reviewing and drafting emails, corresponding with constituents, and reading minutes/preparing for meetings

BUSINESS REPRESENTATIVE**Named SFSS Committee Work & Action Items**

- [Nov 20] FAC
 - [Nov 27] Budget Consultation
- [Nov 22] Events Committee

Meetings & Action Items

- [Nov 16] SCC Meeting
- [Nov 16] Beedie SEO Info Session planning meeting
- [Nov 17] Board Development Session
- [Nov 29] SFSS Carnival debrief - women's centre
- [Nov 30] SFSS Carnival debrief - marketing
- [Nov 30] SCC Meeting

Projects

- [Events] SFSS Carnival- Event Lead

Office/Engagement Hours

- [Nov 23] SFSS x Beedie Clubs Info Session
- [Nov 24] SAP Office Tour

Events

- [Nov 23 and 24] SFSS Carnival
- [Nov 29] BASS Mentorship Program Mentee Pitch Off

Administrative

- Reviewing and drafting emails, corresponding with constituents, and reading minutes/preparing for meetings
- Compiling director notes for Club Exec Social Report
- Compiling report for SFSS Carnival

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE **(Juvina Silvestre)**

Named SFSS Committee Work & Action Items

- Accessibility Committee
 - Revised the current TOR definition of accessibility; a new definition will be recommended to the board for approval
 - Discussed short term and long term projects for the committee to work on; proposed promoting the accessibility grants as one of the long term projects
- Vancouver Campus Committee
 - Seeking approval to place the Angel Tree and Food Bank donation box at the Harbour Centre Campus

Meetings & Action Items

- [November 17] Board Development Session
- [November 20] SFSS Mental Health Update Meeting
- [November 20] FCAT Formal OC Meeting
- [November 22] Vancouver Campus Committee Meeting
- [November 23] SAP Co-Chairs Meeting
- [November 27] Accessibility Committee Meeting
- [November 27] FCAT Formal OC Meeting
- [November 28] Student Assistance Plan (SAP) Sub-Committee Meeting

Projects

- FCAT Formal Planning
- FCAT DSU Semester End Meeting
- SAP Applications and Evaluations

Office/Engagement Hours

- [November 24] SFSS Fun and Relaxation Carnival
- Office hours by appointment available at all campuses, please contact me via fcatrepsfss.ca

Events

- [November 21] "Let's Talk Mental Health (@SFU)!"
- [November 24] SFSS Fun and Relaxation Carnival
- [November 28] CMNS First-Year Experience Craft Destress Event

Administrative

- Reviewing and drafting emails
- Drafting/reading agenda and minutes for meetings

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - Discussion of next steps for campaigns coming up in the Spring
 - Discussed with at-large rep Raajan Garsha our idea of a social media campaign focused around sexual violence prevention and consent culture awareness
- Accessibility Committee
 - Looking to recommend to the board what the definition of “disabilities” actually means for the SFSS
 - Working on longer term and short term goals for the committee moving forward

Meetings & Action Items

- [November 17] Board Development Session
- [November 17] Sexual Violence Committee Meeting
- [November 20] Advocacy Meeting
- [November 22] ESA Meeting

Projects

- ESA Holiday Gala
 - Planning for gala - leading working group from ESA around logistics of planning a larger scale event with the resources from the SFSS

Office/Engagement Hours

- [November 17] Translink Referendum Tabling
- [November 24] SFSS Fun and Relaxation Carnival
- Office hours by appointment, please email edurep@sfss.ca

Events

- [November 21] ESA Mentorship Craft Event
- [November 24] SFSS Fun and Relaxation Carnival

Administrative

- Reviewing and drafting emails, reading minutes/preparing for meetings

ENVIRONMENT REPRESENTATIVE**Named SFSS Committee Work & Action Items**

- [November 17] Board Meeting
- [November 17] Governance committee Meeting
- [November 20] FAC Meeting

Meetings & Action Items

- [November 16] Faculty meeting
- [November 22] EVSC student union meeting
- [November 25] EVSC student union meeting
- [November 29] Meeting with previous year frosh planner

Projects

- Frosh committee
- Safe walk
- Gibson Trip

Office/Engagement Hours

- **Office hours by emails**

Events

- N/A

Administrative

- **Emails**
- **Minutes**
- **Phonecalls**

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items**Events Committee**

- Updates and discussion on future events in the spring
- Discussion on a possible Mental Health Event in March
- Angel Tree Project
 - Updates in regards to the fundraising
 - Setting up the tree at Surrey Campus and Burnaby Campus
 - Creating donation Boxes
 - Delegating HSUSU members on the potential sponsorships

Advocacy Committee

- Discussion on the next initiatives in advocacy
- Brainstorming for possible Mental Health Initiative
 - "Mental Health March"
 - Infosession, erasing stigma

Meetings & Action Items

[November 16th] Meeting with General Office Coordinator

[November 20th] Advocacy Committee

[November 22nd] Events Committee

[November 23rd] Meeting with Erin Biddlecombe

[November 29th] Events Committee

Projects

Angel Tree Project

Translink Referendum Survey Organization

Office/Engagement Hours

- [November 24th] SFSS Fun and Relaxation Carnival
- Office hours by appointment please email at healthrep@sfss.ca

Events

- [November 24th] SFSS Fun and Relaxation Carnival

Administrative

- Putting up posters
- Maintenance of the Angel Tree Promotion
- Reviewing and Drafting emails
- Reading minutes/preparing for meetings
- Filling out Cheque Reqs
- Drafting for Translink report

SCIENCE REPRESENTATIVE (LOA)

Named SFSS Committee Work & Action Items

Meetings & Action Items

Projects

Office/Engagement Hours

Events

Administrative