

1. CALL TO ORDER

Call to Order – 1:33 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.....	Zach Siddiqui
SFU President.....	Andrew Petter
AVP Student.....	Nancy Johnston
Council Liaison.....	Kia Mirsalehi
Environmental Council Representative.....	Camelia Tavakoli
MSESS Council Representative.....	Steven Ritcher
Student.....	Lily Liu

3.4 Regrets

VP External Relations.....	Prab Bassi
Faculty Representative (Education).....	Jamie Zhu
Faculty Representative (Communications, Art, & Technology).....	Juvina Silvestre
Faculty Representative (Health Sciences).....	Aarushi Sharma

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2018-02-02:01

Jimmy/Gini

Be it resolved to ratify regrets from Prab Bassi (academic), Jamie Zhu, Juvina Silvestre, and Aarushi Sharma.

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2018-02-02:02

Gini/Baljinder

Be it resolved to adopt the agenda as amended.

- Add New Business 7.16: Club Executive Social
- Change Ad-Hoc Committee motion from “remove” to “abolish”
- Add In-Camera: Food Offerings
- Move Dining Services from Discussion to In-Camera

CARRIED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2018-02-02:03

Baljinder/Jeffrey

Be it resolved to receive and file the following minutes:

- Board of Directors 2018-01-19.pdf
- Accessibility Committee 2017-11-27.pdf
- Council 2017-11-29.pdf
- Events Committee 2017-11-29.pdf
- Events Committee 2018-01-16.pdf
- Events Committee 2018-01-23.pdf
- Executive Committee 2018-01-26.pdf
- Finance Committee 2018-01-08.pdf

CARRIED

7. PRESENTATION

- SFU is continuously working on improving the campus to increase its hospitality
- An agreement with an investor for the first of many phases to improve and expand residence has been made
- Questions:
 - Campus Safety Vision
 - Students can be escorted to their vehicles
 - To improve the support system for members affected
 - SFU is working on improving areas that may be unsafe
 - Mental Health

Camelia Tavakoli left at 2:15 PM

Yun Oh left at 2:15 PM

- Fraser Health contract with SFU has been renewed for on-campus care
- Board has been working on the pilot program
- Notes: Academic scheduling may lead to multiple exams on the same day, or course access for prolonged graduation
- 5-year vision
 - Increase student engagement according to the feedback given
 - Gondola project and alternative routes
 - Increase presence of faculties
- Vancouver Space Expansion
 - Small space opportunities are being made as larger spaces are limited in downtown

8. NEW BUSINESS

8.1 January 1-15, 2018 Board & Committee Work Reports – MOTION BOD 2018-02-02:04 **Gini/Erwin**

Be it resolved to approve the January 1-15, 2018 Board Work Report.

CARRIED

8.2 Engagement Event – MOTION BOD 2018-02-02:06 **Alam/Erwin**

Be it resolved to approve up to \$175 for the Engagement Event by the Applied Sciences Representative on February 7, 2018 from line item 817/20.

CARRIED

- Free refreshments for members who ask questions during the event

8.3 SFSS Code of Conduct – MOTION BOD 2018-02-02:07 **Baljinder/Erwin**

Be it resolved to approve the changes to the SFSS Code of Conduct.

WITHDRAWN

8.4 Surrey Campus Committee Chair – MOTION BOD 2018-02-02:08 **Baljinder/Erwin**

Be it resolved to appoint Jeffrey Leung as Chair of the Surrey Campus Committee for Spring 2018.

CARRIED

8.5 SFSS Dodgeball Tournament – MOTION BOD 2018-02-02:09 **Alam/Jimmy**

Be it resolved to approve up to \$1200.00 from line item 817/20 for the second SFSS Dodgeball tournament.

CARRIED

- \$100 contingency was added

8.6 Ad-Hoc Strategic Engagement – MOTION BOD 2018-02-02:10 **Alam/Baljinder**

Be it resolved to abolish the ad-hoc strategic engagement item.

POSTPONED

- Change “remove” to “abolish”

- Notes:
 - The committee is meant to analyze events, however, that can be best done through reports
 - The committee overlaps with the other committees
- The committee has increased engagement in the recent Board term

8.6.1. MOTION BOD 2018-02-02:10-01

Jackson/Jaskarn

Be it resolved to postpone the above item to the next Board meeting.

CARRIED

8.7 First Aid Kit – MOTION BOD 2018-02-02:11

Alam/Jeffrey

Be it resolved to approve up to \$120.00 from line item 817/20 for the purchase of a First Aid Kit.

CARRIED

- Currently is no designated first aid kit for events
- Suggestion:
 - Event Committee members to possibly attend First Aid workshops

8.8 Spring 2018 Movie Mondays – MOTION BOD 2018-02-02:12

Alam/Gini

Be it resolved to approve up to \$1,050.00 from line item 817/20 for Spring 2018 Movie Monday's.

CARRIED

- Refer to attachment
- Event will be bi-weekly and will not provide snacks
- Note:
 - Contingency amount may be too low
- Suggestion:
 - To expand what falls in the contingency section

8.9 SFSS Valentines Candy Gram Giveaway – MOTION BOD 2018-02-02:13

Alam/Gini

Be it resolved to approve up to \$1,200.00 from line item 817/20 for the SFSS Valentine Candy Gram Giveaway happening on February 9, 2018.

CARRIED

- Refer to attachment

8.10 Munchie Mondays – MOTION BOD 2018-02-02:14

Jackson/Baljinder

Be it resolved to approve up to \$9,382.10 from line item 816/20 for Munchie Monday's.

CARRIED

- Refer to attachment
- Consists of 7 events
- To possibly occur at the other campuses

8.11 Events Committee At-Large Position – MOTION BOD 2018-02-02:15

Alam/Baljinder

Be it resolved to appoint Maham Hashmi and Mark Gustov as At-Large Members for the Events and Promotions Committee.

CARRIED

- Events committee has 2 vacancies
- The 2 members have been attending all the Events meetings as guests

8.12 Accessibility Grant Policy Program – MOTION BOD 2018-02-02:16

Baljinder/Jimmy

Be it resolved to endorse the SFSS Accessibility Grant Policy Program.

CARRIED

- Refer to attachment
- To improve accessibility

8.13 SFSS Health and Dental Plan RFP Committee – MOTION BOD 2018-02-02:17

Erwin/Baljinder

Be it resolved to appoint Erwin Kwok, Baljinder Bains, Jimmy Dhesa, Hangu Kim, Parham Elmi, and Gini Kuo to the SFSS Health and Dental Plan RFP Committee.

CARRIED AS AMENDED

- Final changes will be available next week
- Committee will be making the final recommendations to the item
- The recommendations from the finalists will be reviewed possibly by the end of March
- Change x to Erwin Kwok, Baljinder Bains, Jimmy Dhesa, Hangu Kim, Parham Elmi, and Gini Kuo
- Amendment: add an additional x

8.13.1. MOTION BOD 2018-02-02:17-01

Jimmy/Jeffrey

Be it resolved to amend the above motion to add an additional member.

CARRIED

8.14 Grants Now – MOTION BOD 2018-02-02:18

Jackson/Jeffrey

Whereas the Simon Fraser Student Society has lobbied to the provincial government for the creation of Needs-Based Grants.

Whereas the SFSS, UBC AMS, UVSS and the ABCS are collectively campaigning and lobbying for Needs-Based Grants-- Grants Now.

Whereas the Advocacy Committee will be conducting the "Grants Now" Campaign from February to March at Simon Fraser University.

Be it resolved to approve \$2350 from line item 820/20 for the committee to purchase materials.

CARRIED

- To gain signatures across campus for support
- Data will be collected in an online form which will be used at the next lobbying event

8.15 IEC Chief and Commissioners – MOTION BOD 2018-02-05:19

Jeffrey/Jackson

Be it resolved to appoint Dee Gorn as the Chief Electoral Officer for the Spring 2018 semester.

Be it further resolve to appoint Shirley Chu, Ali Najaf, Arsal Malik, and Diane Huynh, the 4 Electoral Commissioners for the Spring 2018 semester.

CARRIED

- IEC members are chosen independently from Board's decision
- An informal follow-up report to be prepared

8.16 Club Executive Social – MOTION BOD 2018-02-02:20

Gini/Jaskarn

Be it resolved to increase the February 7th, 2018 Club Executive Social budget by \$400, from \$1000 to \$1400, from line item 817/20.

CARRIED

- An increase in registration

Lily Liu left at 3:13 PM

9. DISCUSSION ITEMS

9.1 Fall Reading Break

- To improve mental health support on campus
- Schools across Canada are beginning the initiative
- Suggestion:
 - To write a letter of recommendation to Senate
 - To advocate the break to students for feedback
- The break to possibly fall on a long weekend (Thanksgiving weekend) for 2 or 3 days
- Note:
 - UBC counselling services increase significantly in October

9.2 IEC Report

- Postpone to the next Board meeting

9.3 Fair Trade

- SFU is a Fair-Trade university
- SFU is looking to move up levels in Fair-Trade certification
- To provide a briefing note
- Suggestion:
 - SFU to provide further context through a presentation at a future Board meeting
- Concerns:
 - Prices will increase

9.4 Outreach Items

- Suggestions to include:
 - Tent with SFSS logo
 - Apparels
 - Table cloths
- Items that are overstocked:
 - Bottle openers
 - Phone chargers
 - Whistles
- Concern:
 - Limited storage space

10. UPDATES

10.1 V-Day Pub Night

- Currently 50% sold out
- Suggestion:
 - To increase the number of candy grams

10.2 Club Social

- Next Wednesday, February 7th

10.3 Women's Centre Pancake Breakfast

- Available Board members to support the Women's Centre on the day of the event

11. IN-CAMERA

11.1 MOTION BOD 2018-02-02:20

Baljinder/Alam

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

CARRIED

11.2 Copy Centre

11.3 SFSS Branding

11.4 Food Offerings

11.5 Dining Services

12. EX-CAMERA

12.1 MOTION BOD 2018-02-02:21

Baljinder/Alam

Be it resolved to go ex-camera.

CARRIED

12.1.1. MOTION BOD 2018-02-02:22

Baljinder/Gini

Whereas many students, clubs, student unions, and student groups often use catering services at their events;

Whereas a number of students have raised concerns regarding the MECS food services;

Whereas MECS has recently increased catering prices;

Whereas the MECS food services is the only permitted catering service at SFU Burnaby;

Be it resolved to gather student feedback to evaluate their concerns about the MECS food services.

CARRIED

13. ATTACHMENTS

- [BOD1718] January 1-15 Work Report & Committee Update.pdf
- 2018-01-12 IEC Recommendations v.2.pdf
- Overview-of-Draft-Proposal-v03 (1).pdf
- Reduce student stress and increase wellbeing through recommending the board support a fall term reading break.pdf
- Proposal - Faculty of Applied Sciences Representative Engagement Event (1).pdf
- 2017-12-15 GP-3.pdf

- SFSS Dodgeball Tournament 2 – Proposal (1).pdf
- Quotation_4imprint_Jan2018.pdf
- Dodgeball Tournament 2 - Projected Budget (1).pdf
- SFSS Accessibility Grant Application Form (1) (1).pdf
- SFSS Accessibility Grant Appeal Form (1) (1).pdf
- Post-Event Report (1) (1).pdf
- Accessibility Grant Evaluation Form (1) (1).pdf
- 2018-01-03 BN - Accessibility Granting Program (1).pdf
- 2018-01-03 Accessibility Granting Program (1).pdf
- SFSS Munchie Mondays (1).pdf
- Movie Mondays Proposal (1).pdf
- Valentine Candy Grams (1) (1).pdf
- GrantsNowADVProposal.docx.pdf

14. ADJOURNMENT

MOTION BOD 2018-02-02:23

Baljinder/Erwin

Be it resolved to adjourn the meeting at 4:30 PM.

CARRIED



GP-3: CODE OF CONDUCT

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: CODE OF CONDUCT

POLICY REFERENCE NUMBER: GP-3

Adopted: September 18, 2015

Next Scheduled Revision: October 2018

[Previous Revisions](#)

The Board of Directors will conduct its business in accordance with the stipulations of the Society Act and the Simon Fraser Student Society Constitution and Bylaws. This commitment requires that the Board of Directors act ethically, professionally, and with the proper decorum as individuals and a group.

1. Directors shall:
 - a. demonstrate an unwavering loyalty to the interests and purposes of the Society as a whole,
 - b. avoid any conflict of interest in the performance of their fiduciary duties,
 - c. act in accordance with the Human Rights Act as it relates to the individual's race, ethnicity, language, religion, marital status, gender, sexual orientation, age, disabilities, economic status, political affiliation, and national ancestry,
 - d. treat one another and all persons associated with the Simon Fraser Student Society in such a way as to preserve their dignity and communicate respect and fairness,
 - e. protect the confidentiality of all information, records, and material acquired through their service with the Simon Fraser Student Society by understanding and adhering to the Board Policies of the Simon Fraser Student Society, the Federal Privacy Act, the Freedom of Information and Protection of Privacy Act, and any other relevant government acts and regulations,
 - f. accept full and complete accountability for their own acts and omissions, exhibiting self-discipline and the pursuit of excellence in all activities, and
 - g. be prohibited from giving or receiving preferential treatment for the Society's services, and
 - h. respect the professional and intellectual work of others, giving those others full credit and citations when reproduced in any form.
2. Directors shall not:
 - a. conduct any business between the Society and:

- i. themselves or other directors as private individuals, nor
 - ii. any organization in which they have a direct or indirect interest,
- b. use their position to obtain employment in the Society,
- c. attempt to exercise individual authority over the Society, except as set forth explicitly in the Board Policies, and to that end:
 - i. directors shall recognize their lack of individual authority when engaging with the Chief Executive Officer, the public, and the media,
 - ii. directors shall not speak on behalf of the Board except as authorized by the Board,
 - iii. respect and apply the principle of confidentiality when dealing with issues of a sensitive nature,
 - iv. attend Board and committee meetings having adequately prepared for all deliberations,
 - v. support the legitimacy and the authority of all decisions made by the Board, irrespective of their personal position on the issue, and
 - vi. sign the acknowledgement of, and the agreement to act in accordance with this code of conduct, a copy of which has been provided as an appendix.
- d. store recreational drugs or alcohol on Society premises,
- e. consume or be under the influence of recreational drugs or alcohol on Society premises,
- f. be under the influence of recreational drugs or intoxicated at Society events, or while acting as a director in any capacity, nor
- g. engage in any form of sexual intercourse in Society spaces.

MSP-X: ACCESSIBILITY GRANTING PROGRAM

POLICY TYPE: MEMBER SERVICES POLICIES POLICY TITLE: ACCESSIBILITY GRANTING PROGRAM POLICY REFERENCE NUMBER: MSP-X		
<div> <div>Adopted</div> <div>Next Scheduled Revision</div> <div>Previous Revisions</div> </div>		
Position	Signature	Date
Board President		
Chief Executive Officer		

Policy

The Member Services Coordinators – Clubs are responsible for the administration of the Accessibility Granting Procedure.

The Accessibility Designated Assistant will be the primary point of contact for member enquiries about the program, and Accessibility Fund Committee questions about the granting requests.

The Accessibility Fund Committee will approve recommendations for fund disbursements and hear appeals from proponents.

Standards

1. Accessibility grants must only be awarded for improving the accessibility of, or reducing barriers to, participation in events and activities on campus. Proposals may do so for events and activities generally, rather than any one specific event or activity. For example, capital project meant to increase accessibility generally, for all projects, are eligible.
2. Only SFSS members may submit grant requests.
3. SFSS members may submit grants for activities and events hosted in coordination with other student and community groups.
4. Successful proponents must submit a post-event report.
5. Proponents must complete the SFSS Accessibility Grant module.
6. Appeals to the results of a grant request applications will only be considered where the application as submitted was misunderstood, or where the evaluation of application did not follow the correct evaluation process.

Clients

7. SFSS members

Process

8. The Accessibility Designated Assistant will receive email Accessibility Grant Applications and forward complete requests to the Member Services Coordinators – Clubs or their designate for review.
9. The Member Services Coordinators will:
 - a. confirm that the proponent is a member of the SFSS,
 - b. confirm that the proponent has successfully completed Accessibility Grant module of the SFSS Orientation Canvas course,
 - c. evaluate the grant request using the Accessibility Grant Evaluation Form, and
 - d. send the completed Accessibility Grant Evaluation Form to the Accessibility Designated Assistant.
10. The Accessibility Designated Assistant will:
 - a. where the grant request is recommended for approval, submit the grant request and the evaluation form to the Accessibility Fund Committee Chair for inclusion on the next meeting agenda, and communicate the meeting time of the committee to the proponent,
 - b. where the grant request is not recommended for approval, email the proponent, notifying them of the decision, and offer a meeting to review the evaluation and opportunity for resubmission.
11. Where provided with a recommendation for the approval of an Accessibility Grant Request, the Accessibility Committee Chair will:
 - a. call a meeting of the committee,
 - b. moderate a committee review of the recommendation,
 - c. hear any contributions the proponents may wish to add to the discussion,
 - d. ask the proponent any further questions if they are present, and
 - e. vote on the approval of the recommendation.
12. Where a grant request has been denied, and where an appeal has been submitted that includes some evidence that the application was misunderstood, or that the evaluation criteria were not properly followed by the evaluator, the Accessibility Committee will review appeals.
13. A feedback form will be made available to all clients submitting Accessibility Grant applications.

BRIEFING NOTE

ACCESSIBILITY GRANTING PROGRAM

ISSUE

There is currently no clear process for, or information on, the submission of accessibility grant applications, making the accessibility grant application very inaccessible.

BACKGROUND

In 2005, a student society fee was created in order to fund initiatives to increase the accessibility of, and reduce the barriers to, events and activities on the SFU campuses by students with disabilities.

While the SFSS demonstrated a keen interest in supporting students with disabilities, it did not establish a clear process for how it would do that. At various times, the Board established a committee of variable composition that approved requests for funds from students, non-students, and external organisations, without any clear reporting requirements that would allow it to know whether the grants had succeeded in achieving their intended purpose.

At other times, requests were administered on an ad-hoc basis by the Club and Student Union coordinators, who used a form housed at different locations on the website, again without a clear reporting component.

Typically, the goal of reducing barriers and increasing accessibility has been limited to understanding and providing funds to groups hosting activities and events.

CURRENT STATUS

An at-large member of the Accessibility Fund Committee noted during a meeting that it was not possible to find any guidance online regarding the accessibility granting program. She wanted to submit a request, but neither the staff nor the committee could provide her with the guidance on the necessary steps to submitting such a request, or having that request evaluated.

This was communicated to the CEO, who delegated this issue to the CRPC.

KEY CONSIDERATIONS

1. The student society fee collected in support of the SFSS Accessibility Program is significantly under-utilized.

2. There are currently no policies establishing standards for the awarding of accessibility grants or otherwise using the fund.
3. There are currently no processes nor procedures on the administration of grant requests that are submitted in an ad-hoc manner.
 - a. The existing form for grant requests are made available on the website, though these are housed on the club and student union sections of the website in inconsistent locations.
4. With few exceptions, accessibility programming has been the collection of funds from members, and the occasional disbursement of those funds to others in the form of grants.

OPTIONS

1. Cancel the student society fee.
2. Develop basic standards, processes, and procedures for the administration of a granting program, ensuring that the members are made aware of its availability.
3. Develop alternative programming options for the use of the student society fee.

RECOMMENDATION

In the short-term, I recommend Option 2.

- Drafts of the following have been developed in support of Option 2:
 - Accessibility Grant Program Policy, which contains the basic standards for the accessibility granting program, and attributes areas of responsibility to specific staff members in the administration of that program. If the policy is approved, basic standard operating procedures would need to be developed for the relevant offices.
 - Accessibility Grant Program Guidelines, which contains basic guidance for members wishing to submit an application,
 - Accessibility Grant Application Form, which members may use to submit applications,
 - Accessibility Grant Evaluation Form, which provides the basic evaluation matrix for staff to recommend to the Accessibility the approval of submitted applications,
 - Accessibility Grant Appeal Form, which unsuccessful proponents may use if they feel their rejected applications was not evaluated according to due process,
 - Accessibility Grant Report Form, which successful proponents may use after the hosting of their event.

In the long-term, I recommend Option 3:

- The CRPC should undertake some research into accessibility issues generally, and into the research already conducted by post-secondary institutes in the provision of supports to the community of students with disabilities. After surveying what needs have been identified, and what needs are not currently being met by the Society and University programming already in place, the CRPC should develop a proposal for addressing the needs not currently being met.

- The CRPC should undertake some research into identifying and creating opportunities for communication with the community of disabled students at SFU and their needs.

NEXT STEPS

1. Approve policy
2. Review areas of responsibility with affected staff
3. Have affected staff develop draft standard operating procedures for the administration of the granting program. Coaching could be made available.
4. Develop a Canvas module on the basis of the guidelines document.
5. Create a section on the SFSS website, under Services, where information on the two SFSS granting programs are to be housed.
6. Have the Communications Department develop a communications strategy to communicate to the members the availability of the program, making use of the Accessibility Committee as an engagement tool.
7. Establish the priority level of research into a more substantial Accessibility Program for the SFSS to the office of the CRPC.

BRIEFING NOTE

REFERENDUM FALL 2017 IEC RECOMMENDATIONS

ISSUE

Following the close of the 2017 Fall Referendum, the Independent Electoral Commission's Chief Commissioner, Dee Gorn, submitted her final report to the Board, which included a set of recommendations.

BACKGROUND

A requirement for all elections and referenda is the submission of a final report that includes a set of recommendations for future elections and referenda.

The 2017 Fall Referendum was the first election or referendum hosted under the new SFSS Elections and Referenda policies.

CURRENT STATUS

The final report, including the recommendations, was submitted to the Board President and CEO on December 6, 2017.

On January 11, 2018, the Board requested information on the process for addressing those recommendations.

KEY CONSIDERATIONS

1. The 2017 Fall Referendum voter turnout is the highest on record.
 - a. As the only notable difference in hosting this referendum was the policies according to which it was administered, and as the principle differences in the change to the policies was endowing the IEC with an outreach function and auditing function rather than policing function, it is reasonable to believe that the new policies have had a positive impact on voter turnout.
2. The revised SFSS Elections and Referenda Policies standardized the process for meeting the minimum requirements of any elections or referendum, housing that responsibility with staff, and endowing the IEC with an auditing and engagement function, making communicating with the student voters a significant role of the IEC.

3. While the new voter turnout and positive experience of the IEC with the new processes is promising, the Chief Commissioner made some valuable recommendations for the further improvement of the policies and processes they contain.
 - a. However, it should be noted that most of the recommendations are the recommendation for developing procedures (i.e. how-to guides) to help guide the IEC in meeting their obligations.
4. Changing the SFSS Elections and Referenda Policies would require the development of new language by the CRPC, a review of that language by the Governance Committee, and a recommendation for the approval of that language by the Governance Committee to Board. This is significant commitment of Society resources.
5. Changing elections policies during an election period is strongly recommended against to avoid any appearance of a conflict of interest.
6. Recommendation 1 would require changes to the bylaws, which would require a special resolution approved by the membership. The costs far outweigh the benefits.
7. Recommendation 2 is an excellent idea, but would be a departure from tradition, and would require some process development to frame the conduct of referenda.
8. If Recommendation 3 is understood as the inclusion of an evaluative criterion for candidates to the IEC to be available at least 8 hours per week, it could be useful, but it is unclear that the actual workload of the required 5 members of the IEC would substantiate any such regulation. Moreover, the Chief Commissioner already has the budget and authority to schedule the commissioners as she sees fit.
9. If Recommendation 4 is understood as the inclusion of an evaluative criterion for candidates to the IEC to be available to work at all 3 SFU campuses, this is sensible and can be included as an explicit question during the interview process. Availability is already a component of the interview process, and the Chief Commissioner already has the budget and authority to schedule the commissioners as she sees fit.
10. Recommendation 5 is good as a practice rather than a regulation. There is no maximum number of posters that can be hung. This could be a recommendation for a procedure Chief Commissioners develop for their successors rather than a formal policy recommendation.
11. Recommendation 6 misunderstands the function of the policy language. The IEC can and should hang posters. However, in the event that an IEC takes its responsibility lightly, given that the IEC does not report to the Board in an operational sense, the Communications Office will ensure that the minimum requirements for hosting elections and referenda are met. The Communications Office is under the supervision of the CEO, who is under the supervision of the Board. The current language guarantees the Society can meet its minimum obligations.
12. While Recommendation 7 is sensible in principle, until SFU opens its table, space, and equipment booking services to the general membership, all bookings must be made through the SFSS Member Services Centre.
13. Recommendation 8 is directed entirely to future instances of the IEC itself. This recommendation does not require changes to policy. When time permits, draft IEC procedural standards could be

developed by the IEC with coaching from the CRPC. The current annual budget of the IEC is sufficient for this purpose.

14. Recommendation 9 misconstrues emails as an alternative to class visits. Emails should be and are sent to the members notifying them of elections and referenda. Class visits are in addition to this. Class times and locations constitute some of the research requirements for the IEC. They need to find a way to get this information. If the Faculties are not a reliable source of information, tabling or web research may be.
15. Recommendation 10 could be indication that targeted club visits would be more effective. For instance, learn which clubs have the greatest membership numbers, and have the visits coincide with a request that the club itself do outreach on behalf of the IEC. In general, visits to student groups are not meant to be limited in their effect to the members in the room, but use the members in the room as a communication tool to reach their respective memberships.
16. Recommendation 11 is already in effect.
17. Recommendation 12 can be and has been communicated to the Communications Coordinator.
18. Recommendation 13 has already been implemented.

RECOMMENDATION

1. On the basis of the above analysis, I recommend that the exiting Board recommend to the incoming Board that the Society pursue Recommendation 2 following the General Election as a priority in the coming year.
2. I believe that a set of procedures should be developed by the IEC with support from the CRPC to flatten out the learning curve for new commissioners.
3. Basic availability can be made more explicit as part of the interview process, to ensure that all appointed commissioners are aware of the time commitments they must make in applying to the position.

SFSS ACCESSIBILITY GRANT PRELIMINARY EVALUATION

GRANTING EVALUATION MATRIX

To be recommended for approval, an accessibility grant request should score at least 15. Applications that do not meet this minimum standard, but show potential may be coached and invited to resubmit by the Accessibility Designated Assistant.

EVALUATION OF GRANTS FOR SPECIFIC EVENTS AND ACTIVITIES

Criteria	Evaluation	Points	Value
Location is confirmed	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Event is on campus	<input type="checkbox"/> Yes <input type="checkbox"/> No	Necessary condition /1	If 0, grant may not be approved
Catering, license and security requirements are met	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Event date is far enough into the future to allow for the grant processing requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Supported documentation is provided in full and follows SFSS policies (e.g. for posters)	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Stated support for the 4 pillars of the SFSS mission are reasonable	<input type="checkbox"/> Yes <input type="checkbox"/> No	Necessary condition /1	If 0, grant may not be approved
Applicant has stated the mandate of the group hosting the event	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Event or activity supports the mandate of the group hosting the event	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Final reports have been submitted by the applicant or group hosting the event for previously awarded grants	<input type="checkbox"/> Yes <input type="checkbox"/> No	Necessary condition /1	If 0, grant may not be approved
Cheque requisitions for the previously awarded grants to the applicant or group hosting the event have been submitted	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	

Criteria	Evaluation	Points	Value
Previous event and activities hosted by the applicant or group did not experience significant negative incidents; or, where they did, a plan has been developed to address any such future occurrence	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Previous event attendance expectations were met	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Budget was based on participation numbers of SFU students, staff and invited guests	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Budget is reasonable	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Budget is balanced (projected revenues = projected expenses)	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
<i>Add a point for each SFSS group that is contributing to the event</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No	/5	
All required meeting minutes are attached	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	
Total			

EVALUATION OF GRANTS FOR EVENTS AND ACTIVITIES GENERALLY

Criteria	Evaluation	Points	Weight	Value
Information is complete.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 2	
Information is clear.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 1	
The challenge to accessibility for disabled students is explained.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 5	
The budget for the accessibility accommodations are listed.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 4	
The applicant has indicated the number of people impacted by the accessibility barrier.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 3	
The grant value is reasonable given the number of people impacted	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 3	
The estimates from service providers are included with the cost breakdown.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	x 2	
Previous grants provided to the proponent resulted in the submission of an adequate report.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	Necessary condition	If 0, grant may not be approved

Criteria	Evaluation	Points	Weight	Value
Applicant is a member.	<input type="checkbox"/> Yes <input type="checkbox"/> No	/1	Necessary condition	If 0, grant may not be approved
Total				

COORDINATOR RECOMMENDATION

- ☐ Approved
☐ Not approved
☐ Return for review with comment

Name

Signature

Date

SFSS Dodgeball Tournament 2 - Projected Budget

Expenses		Cost
Equipment and Gym		350
Marketing		200
Prizes		300
Amenities		250
Contingency		100
Total		1200

ADVOCACY SPRING 2017

NEEDS BASED GRANTS (GrantsNow) CAMPAIGN PROPOSAL

PURPOSE

The Needs Based Grants—GrantsNow Advocacy campaign will consist of petitioning the BC Provincial government with student signatures supporting Needs Based Grants. The campaign can also promote the BC Post-Secondary intuition wide GrantsNow campaign. The goal is to bring awareness for the need of financial aid.

SFSS Pillars

- Academic
- Financial

LOGISTICS

LOCATION

Where:

- Burnaby Campus
- Surrey Campus (contingent on SCC's availability)
- Vancouver Campus (contingent on VCC's availability)

When:

Feb 5 -16: Online Social Media Campaign

- Video
- Social Media Posts
- Social media contest

Feb 19 – March 2: In person tabling - canvassing

- Primarily focus on busy days such as Mondays, Wednesdays and Thursdays
- Focusing on short shifts with **active campaigning**
- To gain more volunteers we can ask VCC and SCC if they are able to help us with two days of tabling on their campuses

*** Dates contingent to advocacy's availability***

Petition

- Via JotForm to ensure secure data collection:
 - <https://form.jotform.com/80214708279257>

PROMOTION

Digital Media

- Comprehensive video explaining NBG
- Facebook Posts
 - Facebook live
- Instagram posts
- SFSS website page dedicated to Needs Based Grants
- Snapchat filter for students to use

Flyers

- Handout flyers with information and link to petition

Buttons

- Printed with SFSS Logo + GrantsNow logo

Other materials

- Notebooks

Strategies

- Reach out to FARM:
- SFSS Newsletter

BUDGET

Print Material	
- Wall Posters	
- Life Sized poster	
- Handbills	
- Stickers	\$500
Outreach materials:	
- Loonies	
- Buttons	\$1500

- T-shirts (110)	
Social Media	
- Video boosts on facebook	\$350
- Instagram sponsored posts	
- Snapchat filter for SFU Burnaby	
- Video production cost	
Total Cost	\$2350

Motion:

Whereas the Simon Fraser Student Society has lobbied to the provincial government for the creation of Needs Based Grants.

Whereas the SFSS, UBC AMS, UVSS and the ABCS are collectively campaigning and lobbying for Needs Based Grants-- Grants Now.

Whereas the Advocacy Committee will be conducting the “Grants Now” Campaign from February to March at Simon Fraser University.

Be it resolved to approve \$2350 from line item 820/20 for the committee to purchase materials.

Spring 2018 Movie Mondays

Date & Time: February 19th, March 5th, March 19th, April 2nd, April 9th. 5:00 pm – 8:00 pm.

Overview:

- To host casual “come whenever, leave whenever” bi-weekly movie nights. Students are constantly requesting casual, free events such as this. We expect to have food at a few of these, but not all. Separate proposals will be presented to board for the days that require food. We hope to host all of these in one classroom but may be subject to change due to current bookings.

Goals and Objectives:

- To host continuous movie nights
- To continue to foster the sense of community within our SFU undergraduates

Stakeholders:

- The SFSS membership
- SFU IT Services

Targeted Audience:

- SFSS undergraduates

Marketing:

- Marketing will be completed by our SFSS communications office. We will be having constant social media presence on both channels (IG and FB), and putting up posters around campus.

Movie Suggestions:

- The Disaster Artist
- **Deadpool**
- The Fault in our Stars
- Wonder Woman
- The Hangover
- I love You Man
- **Harry Potter and the Deathly Hallows, Part 2**
- Inception
- Avatar
- Tropic Thunder
- Wedding Crasher

- **Harold and Kumar Escape from Guantanamo Bay**
- **The Godfather**
- **Pulp Fiction**
- **Fight Club**
- **Anchorman: The Legend of Ron Burgundy**

Budget:

Expenses

	Price	Quantity	Total
Room Rental	\$80.00	5	\$400.00
Movie	\$50.00	5	\$250.00
Contingency	\$400.00	1	\$400.00
Total			\$1,050.00

Overview of Draft Proposal: Fall Reading Break

Fall Reading Break

December 2017

Prepared by:

Mechatronic Systems Engineering Student Society
Simon Fraser University

Proposal: Introduce a Fall semester reading break for SFU's Students from 2018-2019 school year onwards. For the purposes of this proposal, the term 'fall reading break' will refer to a cessation of classes for two to three days in the fall semester.

Rationale

Mental Health

The implementation of a fall reading break would bolster the school's commitment to mental health. Providing a small reprieve from classes at a critical time in the academic year will supply students with a chance to 'catch-up' on their studies and to improve their work. Students forced to miss classes by pressing assignments and midterms will instead be able to finish those assignments while still attending all or almost all of their classes. The importance of this factor should not be underestimated as a measure for reducing students' stress. A fall reading break would offer an extended time period to visit family members or, especially in the case of first year students, to adapt to a demanding university environment. A short break, moreover, should promote student learning without sacrificing courses' academic rigour.

Competitive Advantage

The addition of a fall reading break to SFU's academic year may provide incentive for prospective students to attend SFU. Many of the schools (UBC, BCIT, Kwantlen, University of Calgary, University of Alberta, University of Victoria etc.) which compete more vigorously with SFU for top students do not offer this inducement. As a marketing tool then, the fall reading break presents SFU with an opportunity to showcase its adaptability and its concern for students' well-being.

Principle

The implementation of a one to two day fall reading break within the first semester would not only provide the school with a competitive advantage, but would also reduce student stress at a critical juncture in the academic year.

Recommendation

A fall reading break during the thanksgiving long weekend would be one of the ideal times for a long weekend. This way, one of the break's days is already a scheduled break and the school will only be adding a couple more days to prolong it.

**Appendix A: Term-Length Across Canada**

Term Length of SFU Fall 2017: 63 days (without reading break)

Term Length of SFU Spring 2018: 68 days (with reading break)

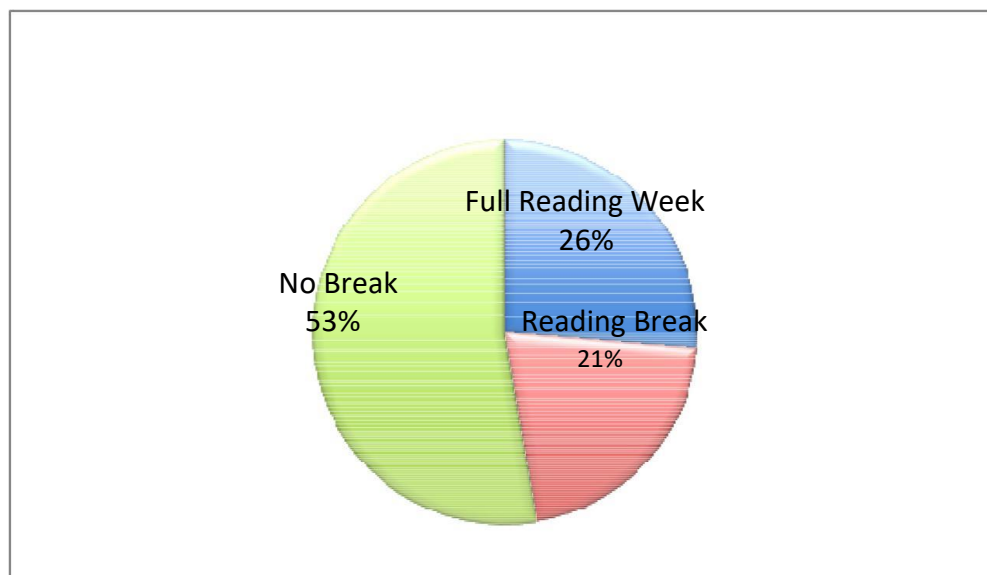
60/61 Day Term or Lower	62/63 Day Term	64/65 Day Term
<ul style="list-style-type: none"><input checked="" type="checkbox"/> Brock University<input checked="" type="checkbox"/> University of Guelph<input checked="" type="checkbox"/> Lakehead University<input checked="" type="checkbox"/> Queens University<input checked="" type="checkbox"/> University of Toronto<input checked="" type="checkbox"/> University of Waterloo<input checked="" type="checkbox"/> Wilfrid Laurier University<input checked="" type="checkbox"/> Ryerson University<input checked="" type="checkbox"/> University of British Columbia (UBC)<input checked="" type="checkbox"/> Laurentian University<input checked="" type="checkbox"/> Nipissing University<input checked="" type="checkbox"/> Ottawa University	<ul style="list-style-type: none"><input checked="" type="checkbox"/> McMaster University<input checked="" type="checkbox"/> Carleton University<input checked="" type="checkbox"/> York University<input checked="" type="checkbox"/> Algoma University	<ul style="list-style-type: none"><input checked="" type="checkbox"/> Western University<input checked="" type="checkbox"/> McGill University
13 Universities	4 Universities	2 Universities

Appendix B: Breakdown of Reading Week/Reading Breaks in Studied Universities

University	Reading Week?	Reading Break?
Algoma University	No	Yes, Founders Day Oct. 9
Brock University	No	No
Carleton University	No	Currently lobbying for break
University of Guelph	No	No
Laurentian University	Yes, Oct. 22-26	-
Lakehead University	No	No
University of Ottawa	Yes, Oct. 22-26	-
Queens University	No	No
Ryerson University	Yes, Oct. 8-12	-
University of Toronto	No	Yes, Nov. 12-13
University of Waterloo	No	No
Western University	No	No
University of Windsor	No	No
York University	Yes, Oct. 8-12	-
McGill University	No	No
University of British Columbia	No	No

Appendix C: Reading Week/Reading Break Policies Among Studied Universities, 2012-2013

Reading Week Policies



POST-EVENT REPORT

EVENT TITLE

BASICS

Date	
Time	
Location	
Attendance	

SUMMARY

Please provide a brief description of the event and its purpose.

EVENT HIGHLIGHTS (WHAT WORKED WELL?)

Please provide a brief description of any aspects of the event that you feel were particularly successful.

RECOMMENDATIONS FOR FUTURE EVENTS (WHAT DIDN'T WORK WELL?)

Please provide a brief description of what you feel didn't work out as you'd hoped and would recommend proceeding differently the next time a similar event is hosted.

VENDORS

Please list any vendors with whom your event received services, and whether you felt the service delivery was worth the price.

PAYMENTS

Please list the payments you made to any vendor or person.

REVENUE

Please list the revenues you made during your event, providing sub-totals for each type of revenue, as well as a grand total.

EVENT SETUP

Please describe how you set up for the event. For example, where did

EVENT SCHEDULE AND TIMELINE

Please provide the time for the start and end of each stage of the event.

ISSUES (WHAT PROBLEMS DID THE EVENT FACE?)

Please list any problems you faced during the event and how you addressed them.

Please ensure that your report is submit within 10 days of your event.

Submit

Engagement Event by the Applied Sciences Representative

Proposal

Overview

The Faculty of Applied Sciences Representative will engage with students (primarily Applied Sciences) at a table in the front of the Applied Sciences Building. Light refreshments and snacks will be provided.

This event is an opportunity for Applied Sciences students to ask questions and learn about their faculty representative and student society, as well as about the upcoming elections.

Details

Date Wednesday, February 7, 2018

Time 11:15 AM to 3:45 PM

Location Applied Sciences Building Atrium

Budget \$175

Students who stop by the table will have a chance to ask any question. They can also choose from a stack of cards which have premade questions.

Coffee and snack food (e.g. cookies, donuts) will be provided, but only to those who stop to talk and ask a question. The food will be ordered from SFU Meeting, Event and Conference Services and will be picked up in-person.

The promotion for the upcoming elections is intended to be neutrally supportive of all interested candidates for the Applied Sciences position, as the current Applied Sciences Representative will not be re-running.

If this event is successful then the same event will be considered for the Surrey Campus, which is the primary campus for approximately 25% of Applied Sciences students.

Promotions

A Facebook event will be created on Friday, February 2 (5 days before the event). This event will be shared to all Facebook groups of the Departmental Student Unions.

Posters will be placed around the Applied Sciences Building on Monday, February 5 (2 days before the event).

The table will have a large paper poster on the front which states “Ask Your Faculty Representative Anything”.

Goals

- Provide unengaged students from Applied Sciences a chance to meet their faculty representative
- Educate students on the possibilities of running for the position in the upcoming elections

The results will be further quantified by counting the numbers of:

- Unique people who engage in conversation,
- Unique people who have not previously met the Representative and engage in conversation,
- Unique people who do not know about the SFSS and engage in conversation.

Motion

Be it resolved to approve up to \$175 for the Engagement Event by the Applied Sciences Representative on February 7, 2018 from line item 817/20.

Budget

From the [SFU Catering Menu](#) and the [SFSS Copy Centre](#).

Item	Base Cost	Quantity	Total Cost
Refreshments and Snacks			
Freshly brewed Fair Trade coffee	\$18.99 (10 cups)	2	\$37.98
Ice water tower (orange-flavored)	\$19.99 (25 cups)	1	\$19.99
Cookies	\$1.79	30	\$53.70
Service Fee (15%)	N/A	N/A	\$16.75
Tax (12%)	N/A	N/A	\$13.40
Promotions			
Posters (8.5x11 – full colour)	\$0.25	20	\$5
Contingency (20%)	N/A	N/A	\$28
Total			\$174.82

Title: Improve student mental health and increase well being through the recommendation of the the board to support a fall term reading break

Whereas: SFU does not have any additional days off in the fall term

Whereas: Other Major Universities across Canada have fall reading breaks or have begun implementing fall reading breaks citing student stress reduction and improvement to wellbeing and mental health

Whereas: Pressure on students results in poor mental health

Whereas: The sudden stress of joining school in the fall term under heavy course load right out of high school or a summer break have an adverse effect on mental stress.

Whereas: Counseling services are sought the most in October or November

Whereas: SFU lags in mental health support advocacy

BIRT: The board supports the implementation of a fall reading break

References:

Lina Castro, the former AMS mental health and well-being commissioner explains the increase in traffic to counselling services in October and November

<https://www.ubyssey.ca/opinion/op-ed-ubc-should-have-a-fall-reading-break/>

Data showing male of our age commits more suicide than any other age group

<https://www.statcan.gc.ca/pub/82-624-x/2012001/article/chart/11696-02-chart5-eng.htm>

Posts supporting other schools embracing fall reading break

<http://www.macleans.ca/education/uniandcollege/fall-reading-weeks-on-the-rise/>

https://www.thestar.com/life/health_wellness/2013/10/14/ontario_universities_embrace_midterm_fall_break_to_ease_students_minds.html

SFSS ACCESSIBILITY GRANT APPEAL FORM

1. APPLICANT INFORMATION

First Name

Last Name

Student Number

Telephone

Email

I am an undergraduate
student at SFU

- ☐ Yes
☐ No

2. DESCRIPTION OF EVALUATION ERROR

Please describe the error you feel was committed in evaluating your application.

*Please note that the SFSS requires at least 10 calendar days (excluding submission and event day) to process Accessibility Grant requests.
Please refer to the SFSS Accessibility Granting Guidelines for more information.*

Submit

FOR OFFICE USE ONLY

PROCESSING TIMELINE

Date received by Accessibility Designated Assistant	
Date submitted to Accessibility Committee	
Date reviewed by Accessibility Committee	

DECISION

☐ Original decision overturned

☐ Original decision sustained

ACCESSIBILITY COMMITTEE CHAIR

_____	_____	_____
Name	Signature	Date

ADDITIONAL NOTES:

SFSS ACCESSIBILITY GRANT APPLICATION FORM

1. APPLICANT INFORMATION

1.1 First Name

1.2 Last Name

1.3 Student Number

1.4 Telephone

1.5 Email

1.6 I am an
undergraduate student
at SFU

☐ Yes
☐ No

2. TYPE OF APPLICATION

2.1 Is this request to increase the accessibility of, or reduce barriers to, a specific event?

☐ Yes
☐ No

IF YOU ANSWERED 'YES' TO QUESTION 2.1, COMPLETE SECTION 2

IF YOU ANSWERED 'NO' TO QUESTION 2.1, SKIP TO SECTION 3

2.2 Have any confirmed attendees expressly communicated their need for special accommodations?

☐ Yes
☐ No

2.3 Have you have already requested an SFSS grant in relation to this event?

☐ Yes
☐ No

IF YOU ANSWERED 'YES' TO QUESTION 2.3, ANSWER 2.4 AND SKIP 2.5

IF YOU ANSWERED 'NO' TO QUESTION 2.3, SKIP 2.4 AND ANSWER 2.5

2.4 If yes, please write the grant reference number

2.5 Please provide a brief description of the event or activity for which you are request support (be sure your description answers the ‘who,’ ‘what,’ ‘when,’ ‘where,’ ‘why,’ and ‘how’ of your event. Be sure to note how many attendees you expect to be impacted by the accessibility grant.

--

2.6 Please describe how this event will support the 4 pillars of the SFSS mission to improve the experience of undergraduate students at SFU. If applicable, how will the event improve the:

1. Social experience of undergraduate students

2. Academic experience of undergraduate students

3. Financial experience of undergraduate students

4. Health and wellbeing of undergraduate students

2.7 Please attach the final report for any previous SFSS grant or SFSS accessibility grant application you have been awarded

2.8 Please list the projected attendance of your event broken down into the following categories:

Group	Projected Attendance
1. SFU Students	
2. SFU staff/faculty	
3. Non-SFU students	

Group	Projected Attendance
4. Guest speakers and presenters	
5. General public	

2.9 Please list any groups, student, university, and other with which you will be participating

--

2.10 Please provide a projected list of your expenses.

Type	Value

2.11 Please provide a list of your projected revenues.

Type	Value

4. OTHER DETAILS

4.1 Please provide any other details you think may be relevant in considering this request.

*Please note that the SFSS requires at least 10 calendar days (excluding submission and event day) to process Accessibility Grant requests.
Please refer to the SFSS Accessibility Granting Guidelines for more information.*

Submit

FOR OFFICE USE ONLY

PROCESSING TIMELINE

Date received by Accessibility Designated Assistant	
Date submitted to the Member Services Coordinator – Clubs	
Date submitted to Accessibility Committee	
Date reviewed by Accessibility Committee	

DECISION

☐ Approved

☐ Not approved

ACCESSIBILITY COMMITTEE CHAIR

_____	_____	_____
Name	Signature	Date

ADDITIONAL NOTES:

SFSS Munchie Mondays Proposal

Date & Time: Feb. 5, Feb. 19, Feb. 26, March 12, March 26, April 2, April 9. 9:30 am – 3:30 pm.

Overview:

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

Goals and Objectives:

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

Stakeholders:

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

Targeted Audience:

- SFSS undergraduate members

Metrics/Measurables:

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

Marketing:

- Marketing will be completed by our SFSS communications office. We will make multiple posts on both (IG and FB) of our channels. We will also put up a few posters around campus closer to the date to inform students.

Production:

- Will consist of 3-4 tables. Each table will be covered with the SFSS table cloth. Tables are meant to be for the food. One table will be dedicated for SFSS promotions (posters of upcoming events, engagement items, etc.)

Budget:

Expenses			
Item	Price	Quantity	Total
MECS Coffee	\$18.99 (10 servings)	20 (200 servings)	\$379.80
MECS Tea	\$1.89 (per serving)	200 (200 servings)	\$378.00
Cookies	\$3.50 (30 servings)	20 (around 600 cookies)	\$70.00
Granola Bars	\$4.00 (12 servings)	25 (around 300 bars)	\$100.00
Fruits	\$25.00 (per box)	8	\$200.00
Poster	\$0.50 (per box)	25	\$12.50
Contingency	\$50.00	1	\$200.00
Total (per event)			\$1,340.30
Total		7	\$9,382.10

Notes:

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

SFSS Valentine's Day Candy Grams

Date & Time: February 9th

Overview:

- To go around and give out free Valentine's Day themed candy grams. Each candy gram will consist of a goodie bag filled with candies and chocolates, and to that we will tie a card that'll have a funny valentine's Day joke.

Goals and Objectives:

- To give students free candies in hopes of brightening up their day
- To continue to foster the sense of community within our SFU undergraduates

Stakeholders:

- The SFSS membership
- SFU IT Services

Targeted Audience:

- SFSS undergraduates

Logistics:

- Hope to make and distribute 1000 candy grams
- The back of each card will have the SFSS logo
- Will be made and distributed with the help of board and events committee

Budget:

Expenses

	Price
Bags	\$200.00
Candy	\$600.00
Ribbons	\$20.00
Cards	\$180.00
Contingency	\$200.00
Total	\$1,200

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
January 1-15, 2018

ADVOCACY

Advocacy committee met to discuss the translink campaign that occurred in the fall semester. The Translink survey results and report is now filed and available for students to access. We also discussed the vacancies on the committee and a proposal brought forward by a student.

ACCESSIBILITY FUND

This committee did not meet during this time.

EVENTS

The events committee did not meet during this time. The Board members on the events committee met informally to brainstorm events for the spring semester.

FINANCE & AUDIT

The Finance and Audit Committee met to request the Society to begin the first draft of the 18/19 budget. Additionally, the committee chose a date to review the fund report drafted by staff.

GOVERNANCE

Governance committee met to select the next policy to review and to plan the implementation of the Governance Engagement event. No new matters arose. A presentation by this committee to Board on policy GP3 is currently to be provided January 19th.

NOMINATION

Nominations have been called by the committee to begin on clubs days to January 26th.

STRATEGIC ENGAGEMENT

The strategic engagement committee is currently under a review of the terms of reference, and as such, has not been meeting this semester.

SURREY CAMPUS

Most of the committees time and commitment during these two weeks went towards tabling everyday and selling pub night tickets. Each SCC member also made event proposals for events they were interested in, which was brought to our first meeting of the semester.

VANCOUVER CAMPUS

This committee has not found a suitable meeting time yet due to schedule conflicts among members.

SFSS BOARD WORK REPORT

This report reflects the Board work from
January 1-15, 2018

PRESIDENT

Named SFSS Committee Work & Action Items

- [January 5] Executive
- [January 8] Finance and Audit
- [January 8] Advocacy
- [January 12] Board of Directors

Meetings & Action Items

- [January 2] Student Union Building
- [January 4] Food and Beverage Services meeting
- [January 4] SFU President
- [January 5] President/CEO weekly meeting
- [January 5] WUSC- Referendum
- [January 5] Student Union Building
- [January 8] Facility Services Agreement
- [January 8] Surrey Space Expansion
- [January 9] Sexual Violence Policy- Code of Conduct
- [January 9] Student Union Building Transition
- [January 9] SFU Fair Trade
- [January 10] SUB Committee
- [January 11] Student Inquiry
- [January 12] President/CEO weekly
- [January 12] Hi-Five

Projects

- Surrey Space Expansion
- Emergency Food Bank Program
- Sexual Violence Policy- Code of Conduct
- FIC
- Board Development Sessions

Office/Engagement Hours

- Office hours are available by appointment at the Vancouver, Surrey, and Burnaby campus. Please contact president@sfss.ca
- [January 3] Surrey Pub Night tabling

Events

- [January 2] Week of Welcome
- [January 4] Week of Welcome

- [January 5] Pancake breakfast
- [January 8] International SFU Student Orientation

Administrative

- E-mails
- Review minutes, prepared agenda, and completed reports.

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

- [January 5] Executive
- [January 12] Board of Directors

Meetings & Action Items

- [January 11] Ombudsperson Advisory Committee Meeting
- [January 12] CEO, President, VP Finance Meeting
- [January 5] Student Transit Inquiry

Projects

- Health and Dental RFP

Office/Engagement Hours

- Office hours are available by appointment at the Vancouver, Surrey, and Burnaby campus. Please contact vpsservices@sfss.ca

Events

- SFSS Week of Welcome Tabling
- SFSS Surrey Pub Night Tabling
- Welcome Back Pub Night Coat Check Set-up

Administrative

- Reviewed documents and prepared for meetings, answered emails, and communicated with constituents

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

- Executive
- Advocacy
- Governance
- Vancouver Campus Committee

Meetings & Action Items

- [January 5] Executive
- [January 8] Advocacy
- [January 10] Meeting with SFSS Comms
- [January 10] Meeting with SFU Equity, Diversity and Inclusion
- [January 12] AMS Meeting
- [January 15] Governance

Projects

- Mental Health

- Meeting with the Minister of Advanced Educ Office
 - Meeting with AMS
 - Update meeting from SFSS Mental Health Lead
 - Advocacy mental health campaign
- Needs Based grants
 - Finalized graphics
 - Created petition
 - Working on campaign
- Sexual Assault Awareness Month (SAAM)
 - In conjunction with the SVSPO
- Harm Reduction
 - Research with prof
- Governance policy
 - Review structure of committee
- Governance engagement event

Office/Engagement Hours

- Office hours are available by appointment at the Vancouver, Surrey, and Burnaby campus. Please contact vpexternal@sfss.ca

Events

- [January 3] Week of Welcome

Administrative

- E-mails
- Review minutes, prepared agenda, and completed reports.

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

- [Jan 5] Executive Committee Meeting
- [Jan 5] Student Union Building Committee Meeting
- [Jan 8] Finance and Audit Committee Meeting
- [Jan 10] Student Union Building Committee Meeting
- [Jan 12] Board Meeting
- [Jan 15] SCC Meeting

Meetings & Action Items

- [Jan 5] Meeting with President and WUSC
- [Jan 12] Meeting with President, VP Student Services, and CEO
- [Jan 15] Meeting with At Large Rep and Applied Science Rep

Projects

- SFU Teaching Excellence Awards Committee
 - Reviewed candidates and scored them.
- Stipend Reductions
- Surrey Pub Night
 - One of three leads for the pub night.

- Burnaby Pub Night
 - Tabling and attended.
- External Granting
 - Reviewing the new model.
- Board Evaluations
 - Reviewing results.
- Communication Strategy with Faculties
 - Drafting strategy for board development session.
- SCC Event Proposals
 - Assisted committee members in drafting event proposals.
- Surrey Space Expansion

Office/Engagement Hours

- [Jan 3] SCC Tabling
- [Jan 4] Week of Welcome Tabling
- [Jan 5] Burnaby Tabling
- [Jan 10] SCC Tabling

Events

- Burnaby Pub Night

Administrative

- Payroll
- Bi-weekly reports
- Review financial statements
- Sent agenda items and reviewed meeting minutes
- Emails

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

- [Jan 12] Board Meeting

Meetings & Action Items

- [Jan 4] All ages event
- [Jan 7] Trivia Night Planning
- [Jan 8] Spring Large Scale Events Planning
- [Jan 10] Movie Night Planning
- [Jan 11] Dean of Science Search Committee
- [Jan 11] Redbull
- [Jan 12] Pub Night Follow up
- [Jan 15] Pick up Cotton Candy Machine
- [Jan 15] Olympic watching party planning

Projects

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

Office/Engagement Hours

- [Jan 2] Week of Welcome Tabling
- [Jan 3] Week of Welcome Tabling
- [Jan 4] Week of Welcome Tabling
- [Jan 5] Week of Welcome Tabling
- Office hours are available by appointment at the Vancouver, Surrey, and Burnaby campus. Please contact vpstudentlife@sfss.ca

Events

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

Administrative

- Review financial statements
- Sent agenda items and reviewed meeting minutes
- Emails

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

- [January 5] Executive
- [January 8] Finance and Audit
- [January 12] Board
- [January 15] Governance

Meetings & Action Items

- [January 8] Surrey Space Expansion
- [January 9] Sexual Violence Policy- Code of Conduct
- [January 9] Fair Trade SFU Committee
- [January 12] CRPC meet
- [January 15] SFSS Sexual Violence Policy Working Group Meeting

Projects

- Governance engagement event
 - Worked on implementation and event preparation with Governance committee
- GP3 policy review
 - Prepared for presentation on January 19th to Board
- Sexual Violence Policy Code of Conduct
 - Reviewed draft academic and non-academic policy documents
- Surrey Space Expansion
- Emergency Food Bank Program

Office/Engagement Hours

- Office hours are by appointment. Please email vpuniversity@sfss.ca
- [January 15] Surrey pub night tabling

Events

- [January 8] International SFU Student Orientation
- [January 11] SFSS Burnaby pub night

- [January 17-18] Clubs Days

Administrative

- Responded to and sent out emails
- Review minutes, prepared Governance agenda and completed reports.

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

- Advocacy Committee
- Surrey Campus Committee
- Governance Committee

Meetings & Action Items

- [January 9] SVP Working Group Meeting - Code of Conduct
- [January 12] Board Meeting
- [January 15] SCC Meeting
- [January 15] SFSS Sexual Violence Policy Working Group Meeting
- [January 15] Surrey Pub Night Planning Meeting

Projects

- Surrey Pub Night
 - Tabling + ticket selling
 - Managing logistics - security, DJ, photographer, videographer, pub contract, pub menu, coat check
 - Keeping event page active with consistent posts
 - Personally messaged 200+ people
 - Planning social media giveaways
- SFSS Sexual Violence Policy
 - Reviewed SFU's most recent draft of the academic and non-academic Code of Student Conduct
 - Formulated questions/concerns and sent them to the University
- Governance policy
 - Review structure of committee
- Governance engagement event

Office/Engagement Hours

- Office hours are by appointment. Please email atlarge1@sfss.ca
- [January 3] SCC Pub Night Tabling
- [January 5] SCC Pub Night Tabling
- [January 9] SCC Pub Night Tabling
- [January 10] SCC Pub Night Tabling
- [January 15] SCC Pub Night Tabling

Events

- [January 4] Surrey Week of Welcome
- [January 11] Burnaby SFSS Pub Night

Administrative

- E-mails
- Review minutes, prepared SCC agenda, and completed reports.

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

- Finance and Audit Committee
- Events Committee
- Build SFU Committee

Meetings & Action Items

- [January 2] Student Union Building
- [January 8] FAC meeting
- [January 8] Events Spring Large Events Planning
- [January 5] Student Union Building
- [January 10] SUB Committee Meeting

Projects

- Tax Program

Office/Engagement Hours

- Office hours are by appointment. Please email atlarge2@sfss.ca
- [Jan 4] Tabling for Week of Welcome
- [Jan 5] Pancake Prep for Week of Welcome
- [Jan 8] International Student Event
- [Jan 11] Pub Night Engagement

Events

- [January 2] Week of Welcome
- [January 3] Week of Welcome
- [January 4] Week of Welcome
- [January 11] SFSS Burnaby pub night volunteering
- [January 16-18] Clubs Days

Administrative

- E-mails
- Review minutes, prepared SCC agenda, and completed reports.

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

- Governance Committee:
 - Student Union Engagement Event (Lead):
 - [January 3] Met with SFSS Events Coordinator to discuss event details including catering, prizes, budgeting, and logistics

- [January 9] Met with SFSS Events Coordinator and Business Faculty Representative to plan event details
- [January 15] Meeting
 - Discussed presenting Board Policies GP-3: Code of Conduct to the Board as a regular set of policy reviews
 - Student Union Engagement Event:
 - Updated committee on event status, marketing, logistics, and questions to ask at the event
 - Worked with committee to create a schedule for the day of the event
- Surrey Campus Committee:
 - Surrey Pub Night (Co-Lead):
 - [January 5] Tabled to promote ticket sales
 - [January 8] Tabled to promote ticket sales
 - [January 11] Tabled to promote ticket sales
 - [January 15] Tabled to promote ticket sales
 - [January 15] Meeting with SCC Board Members
 - Discussed ways to further increase Pub Night promotion
 - [January 15] Meeting
 - Took minutes as SFSS Surrey Coordinator was sick
 - Discussed Pub Night status and promotions
 - Discussed Clubs Day activities
 - Discussed Spring Event Proposals

Meetings & Action Items

- Board of Directors:
 - [January 12] Meeting
 - Passed motion for the Student Union Engagement Event
 - Discussed how to move forward with recommendations from the recent IEC report
 - Motioned to move ahead with renovations to make The Undergrounds more accessible
- Software Systems Student Society:
 - [January 7] Meeting
 - Continued planning for Systems Hacks hackathon
 - Discussed possibility of electing a new Councillor
- Technovus SFU:
 - [January 15] Meeting
 - Discussed space constraints
 - Discussed school year scheduling issues
 - Discussed upcoming hackathon

- Miscellaneous:
 - [January 10] Met with staff to discuss possible student group for faculty-level event planning
 - Discussed purposes of clubs and student unions
 - Discussed proposed ad-hoc structure for faculty representatives to coordinate committee groups within their faculty

Projects

- See Committee Work and Action Items

Office/Engagement Hours

- Office hours by appointment; email appscirep@sfss.ca
- Most meetings of the DSUs of FAS

Events

- [January 2] SFU Welcome Day
 - Presented to incoming FAS students
 - Shared my experiences as an engaged student
 - Presented on the Student Society
 - Led a tour of the Applied Sciences Building
- [January 3] SFU Burnaby Week of Welcome
 - Tabled to promote SFSS
 - Made popcorn for students
- [January 4] SFU Surrey Week of Welcome
 - Distributed lunch to students
- [January 11] Burnaby Welcome Back Pub Night
 - Ran coat check

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**

- [Jan 8] Large Events Planning Meeting
 - The committee sat down to brainstorm a calendar of events for the spring semester, as well as mull over the decision to hold a spring concert.

Meetings & Action Items

- [Jan 4] Campus Labs Demonstration
- [Jan 11] Campus Vibe Demo
- [Jan 12] Board of Directors Meeting
- [Jan 15] Meeting with Anwar and Alam regarding Olympic Event Planning

Projects

- Currently conducting a review of the Strategic Engagement Committee
- Currently developing a series of classroom presentations with communications
- Currently planning an event around the winter olympics with free food and amenities

Office/Engagement Hours

- [Jan 4] Tabling for Week of Welcome
- [Jan 5] Pancake Prep for Week of Welcome
- [Jan 8] International Student Event
- [Jan 11] Pub Night Engagement

Events

- [Jan 4 +5] Week of Welcome
- [Jan 8] International Student Event
- [Jan 11] Burnaby Pub Night Volunteering

Administrative

- Reviewed documents and prepared for meetings, answered emails, and communicated with constituents

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

- [Jan 8] FAC Meeting
- [Jan 8] Events committee spring planning
- [Jan 12] Board Meeting

Meetings & Action Items

- [Jan 9] Governance event logistics planning
- [Jan 11] SFSS Burnaby Welcome Back Pub night
- Completed event reports for SFSS Carnival and SFSS Free food day.

Projects

- Spring SFSS Club Exec Social
- SFSS, Beedie Canvas course review

Office/Engagement Hours

- Office hours are available by appointment at the Vancouver, Surrey, and Burnaby campus. Please contact busrep@sfss.ca

Events

- [Jan 5] Pancake breakfast

Administrative

- E-mails
- Review minutes, prepared agenda, and completed reports.

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE**(Juvina Silvestre)****Named SFSS Committee Work & Action Items**

- Accessibility Fund Committee

- Did not meeting during this time
- Vancouver Campus Committee
 - Did not meeting during this time

Meetings & Action Items

- [January 10] FSU Implementation Discussion Meeting
- [January 11] FCAT Formal Meeting
 - Collecting contribution meetings from DSUs
 - Site visits at potential venues
- [January 12] Board Meeting

Projects

- FCAT Formal

Office/Engagement Hours

- Available by appointment at the Vancouver, Surrey, and Burnaby campus. Please contact me at fcatrepsfss.ca

Events

[January 3] SFSS WOW Tabling

[January 5] Pancake Breakfast

Administrative

- E-mails
- Reviewed minutes and related documents, prepared agenda, and completed reports
- Scheduling meetings

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

- Accessibility Committee
 - This committee did not meet during this time
- Advocacy Committee

Meetings & Action Items

- [Jan 08] Advocacy Committee Meeting
- [Jan 09] Sexual Assault Policy Committee
- [Jan 12] AVP Teaching and Learning Search Committee
- [Jan 12] Board Meeting
- [Jan 15] ESA Meeting

Projects

- ESA Constitution Update
 - Met with new ESA president and discussed goals for this semester - including updating the constitution

Office/Engagement Hours

- [Jan 04] Welcome Day Tabling

- [Jan 10] Surrey Pub Night Tabling
- [Jan 11] Pub Night
- Available by appointment book via email at edurep@sfss.ca

Events

- [Jan 04] Welcome Day
- [Jan 11] Pub Night

Administrative

- E-mails
- Review minutes and documents prior to meetings

ENVIRONMENT REPRESENTATIVE**Named SFSS Committee Work & Action Items****Meetings & Action Items****Projects****Office/Engagement Hours****Events****Administrative****HEALTH SCIENCE REPRESENTATIVE****Named SFSS Committee Work & Action Items****Events Committee**

- Planning the spring semester
- Brainstorming for mental health forum

Advocacy Committee

- Brainstorming for mental health forum

Meetings & Action Items

[January 8th] Advocacy Meeting

[January 8th] Events informal meeting

[January 9th] Events Committee Meeting

[January 9th] HSUSU Meeting

[January 12th] Board Meeting

[January 15th] Informal Meeting for Mental Health Government meeting

Projects

Presenting the Translink Survey Report

Office/Engagement Hours

Available by appointment book via email at healthrep@sfss.ca

Events

[January 4th] Week of Welcome

Administrative

- Checking emails
- Reading Board meeting/committee agenda and attachments
- Working on Board fall term report
- Working on the Mental Health Proposal

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

- [January 8] Advocacy
- [January 10] SUB Committee

Meetings & Action Items

- [January 9] Meeting with Marcos from SFU facilities
- [[Jan 12] Board Meeting
- [Jan 15] Meeting with Professor regarding OER
- [Jan 15] Science Peer Mentorship Meeting

Projects

- Engagement
- OER
- Science Peer Mentorship

Office/Engagement Hours

- [Jan 3-5] Week of welcome
- Office hours are available by appointment please email sciencerep@sfss.ca
 - Skype meeting are also available, please email for more information

Events

- Burnaby Pub Night

Administrative

- Bi-weekly reports
- Working on semester reports
- Emails
- Reviewing agenda items