

1. CALL TO ORDER

Call to Order – 1:31PM

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	Nadine Ratu

3.3 Guests

The Peak News Editor Assistant	Henry Tran
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3.4 Regrets

VP External Relations	Prab Bassi
VP Student Services	Jimmy Dhesa
VP Student Life	Alam Khehra

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2018-03-16:01

Gini/Jeffrey

Be it resolved to ratify regrets from Prab Bassi, Jimmy Dhesa, Alam Khehra.

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2018-03-16:02

Jaskarn/Gini

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

- To add discussion items:
 - Transition Workshop for the student groups of Applied Sciences
 - Mental Health Workshop

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2018-03-16:03

Baljinder/Jaskarn

Be it resolved to receive and file the following minutes:

- Board of Directors 2018-02-23.pdf
- Accessibility 2018-02-26.pdf
- Advocacy Committee 2018-02-05.pdf
- Events Committee 2018-01-30.pdf
- Executive Committee 2018-03-03.pdf
- Finance Committee 2018-03-05.pdf

CARRIED

7. NEW BUSINESS

7.1 February 1-15, 2018 Board Work Report – MOTION BOD 2018-03-16:04

Baljinder/Gini

Be it resolved to approve the February 1-15, 2018 Board & Committee Work Report.

CARRIED

7.2 February 16-28, 2018 Board Work Report – MOTION BOD 2018-03-16:05

Baljinder/Gini

Be it resolved to approve the February 16-28, 2018 Board & Committee Work Report.

CARRIED

7.3 Committee of Continuity – MOTION BOD 2018-03-16:06

Jaskarn/Baljinder

Be it resolved to assign staff, Hangu Kim (President), and Baljinder Bains (Vice President of Finance) to create the terms of reference for the SFSS Committee of Continuity according to the attached proposal.

Be it further resolved to set the deadline to complete this by March 30th.

CARRIED

- Refer to attachment
- Board will work closely with the Policy, Research, and Campaigns coordinator to compose terms of reference and policies

- Suggestion: to change the name from committee of continuity to committee of advisors

7.4 Engagement Events Reports – MOTION BOD 2018-03-16:07

Baljinder/Gini

Be it resolved to approve the final reports from the Engagement Events by the Applied Sciences Representative on February 7, 2018 (Burnaby) and February 28, 2018 (Surrey).

CARRIED

- Refer to attachment
- Engagement events in Burnaby and Surrey were successful as many students are interested
- This would be a good initiative for the next board team to continue

7.5 2018 SCC Surrey Pub Night – MOTION BOD 2018-03-16:08

Jeffrey/Jaskarn

Be it resolved to approve the SCC Surrey Pub Night 2018 final report and budget.

CARRIED

- Refer to attachment
- Suggestion: to hold two pub nights in Surrey campus for next year
- Central City Brewery was cooperative but it was challenging to hit the attendance target as event promotion was difficult
- Individual networking was found to be the most influential whether it be in person or online

7.6 Surrey Campus Committee At-Large Members – MOTION BOD 2018-03-16:09

Jeffrey/Jaskarn

Be it resolved to appoint Truc Trat and Muhammed Abid as At-Large Members for the Surrey Campus Committee.

CARRIED

- Some of SCC members have other commitments and will not be able to dedicate as much time to the committee hence appointing new members

7.7 SCC Food Day Event – MOTION BOD 2018-03-16:10

Baljinder/Jeffrey

Be it resolved to approve \$2150 from line item 821/20 for the SFSS Food Day event occurring on March 20, 2018 and March 27, 2018.

CARRIED AS AMENDED

- Refer to attachment
- Amend to change the dates to March 27th and March 28th as the Mezanin cannot be booked in short notice
- Event will coincide with kitten therapy on March 28th

7.7.1. MOTION BOD 2018-03-16:10-1

Baljinder/Jaskarn

Be it resolved to change the dates to March 27th and March 28th, 2018.

CARRIED

7.8 Carnival – MOTION BOD 2018-03-16:11

Gini/Erwin

Be it resolved to approve up to \$7,110 from line item 816/20 for the SFSS Carnival happening on March 27, 2018.

CARRIED

- Refer to attachment
- Board members are encouraged to volunteer and help out for the duration of this event

7.9 Pancake Breakfast – MOTION BOD 2018-03-16:12

Jeffrey/Baljinder

Be it resolved to approve up to \$2,075 from line item 817/20 for the SFSS Pancake Breakfast happening on March 29, 2018.

CARRIED

- Refer to attachment
- Board was approached by UNICEF and asked if wondering if we would like to set up a pancake breakfast alongside their event

7.10 Soccer Tournament – MOTION BOD 2018-03-16:13

Erwin/Jackson

Be it resolved to approve up to \$1,695 from line item 817/20 for the SFSS Soccer tournament happening on March 28, 2018.

CARRIED

- Refer to attachment
- Interested students will be able to sign up through Google doc.
- Board will be contacting some cultural and sport clubs around the school to see if they are interested

7.11 Football Tournament – MOTION BOD 2018-03-16:14

Jackson/Baljinder

Be it resolved to approve up to \$1,600 from line item 817/20 for the SFSS Football tournament happening on March 28, 2018.

CARRIED AS AMENDED

- Refer to attachment
- The first time the event was held, it went very well
- Board will be reaching out to clubs such as fantasy football clubs, provide snacks and beverages, and is planning to hire referees from nearby high schools
- Amend to change the date to April 6th

7.11.1. MOTION BOD 2018-03-16:14-1

Jackson/Baljinder

Be it resolved to change the date to April 6th, 2018.

CARRIED

7.12 Events Committee Social – MOTION BOD 2018-03-16:15

Gini/Jas

Be it resolved to approve up to \$500 from line item 817/20 for an Events Committee Social.

CARRIED

- Refer to attachment
- Purpose is to build the committee's relationships and to provide a chance for new board members to be integrated
- At-Large board members may want to come back to events committee next year
- An idea would be paint night to be held at the highland pub

8. DISCUSSION ITEMS

8.1 Education Committee

- This committee would revolve around academic improvements, making informed academic advocacy efforts as academic success of students has been overlooked, and it will be recommended to start for the upcoming new board
- Board is advised that it would be best to create a committee instead of only incorporating these issues into the work plan as they are constantly changing
- Committee would have different duties from the senate and advocacy committee, and board will write a report on guidelines of what the committee should focus on including key student issues that are related to academics and to promote the teaching and learning in this university and
- Board to review SFSS academic policies, perhaps supply a granting program, and to work closely with the Student Learning Commons and the Student Centre

8.2 GP-1 Policy

- Refer to attachment
- Governance Committee is not currently recommending any changes but is open to ideas

8.3 Surrey JOAG Meeting Update

- The meeting was held to talk about issues that were brought up by surrey students through the SCC including lack of staff help, inadequate funds in booking the Mezanin, bringing Mecs to the Surrey Campus, and access to off-campus vendors for their events

8.4 IEC Report

- This report is concerning 2017 fall referendum election and board will work on the report after the elections are over

8.5 Fall Reading Break

- Board have been working closely with the Communications Coordinator to gather data and feedback on how this will be integrated into the school year, and will be holding a meeting with the stakeholders to get everyone on the same page

8.6 Ongoing Publishing of Semester Reports

- Spring semester report will be due on April 30th
- Board to decide to make the semester reports public or for board members only designing guidelines on how the reports should be written and make it an engagement effort
- Suggestion: Communications Coordinator to compose little summaries every month on social media to summarize what the board has been working on for that month

8.8 Transition workshop for Applied Sciences faculty representative

- Overview on the equipment and resources that will be available, as well as tips on how to be a good representative
- Board to send in ideas to the Applied Sciences Faculty Representative

8.9 Mental Health Workshop

- Workshop will be held by the Advocacy Committee, and it will be revolving around resilience and mental health in a work setting
- Board and The Peak are encouraged to promote the event by sharing posters with faculties and talking about it with advisors
- Committee will be providing snack breaks, dinner, and prizes including BC Lions tickets, and Whitecaps tickets

9. IN-CAMERA

MOTION BOD 2018-03-16:16

Baljinder/Jeffrey

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

CARRIED

9.1 Surrey Space

9.2 Budget

9.3 Branding Approaches

9.4 FARM Space in SUB

10. EX-CAMERA

MOTION BOD 2018-03-16:17

Baljinder/Jeffrey

Be it resolved to go ex-camera.

CARRIED

11. ATTACHMENTS

- [BOD1718] February 1-15 Work Report & Committee Update.pdf
- [BOD1718] February 16-28 Work Report & Committee Update.pdf
- GP-1_ GOVERNING STYLE
- 2018-01-12 IEC Recommendations v.2 (1).pdf
- Surrey Campus Committee - Surrey Pub Night 2018 - Final Report and Budget.pdf
- Surrey Campus Committee - Cat Therapy Proposal.pdf
- Faculty of Applied Sciences Representative Engagement Event (Surrey) - Final Report.pdf
- Faculty of Applied Sciences Representative Engagement Event (Burnaby) - Final Report.pdf
- SFSS Free Food Day Proposal.pdf
- Fun & Relaxation Carnival.pdf
- Pancake UNICEF.pdf
- Pancake.pdf
- SFSS Touch Football Tournament Proposal - 2018.pdf
- Soccer.pdf
- Transition Workshop for the Student Groups of Applied Sciences (v2).pdf

- SFSS Referendum Fall 2017 Report (1).pdf

12. ADJOURNMENT

MOTION BOD 2018-03-16:18

Jeffrey/Baljinder

Be it resolved to adjourn the meeting at 4:34 PM.

CARRIED

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.

Engagement Event by the Applied Sciences Representative (Burnaby)

Final Report



Overview

The Faculty of Applied Sciences Representative engaged with students (primarily Applied Sciences) at a table in the front of the Applied Sciences Building. Coffee, water, and cookies were provided.

Details

Date Wednesday, February 7, 2018

Time 11:15 AM to 3:45 PM (4 hours 30 minutes)

Location Applied Sciences Building Atrium

Expected Cost \$174.82

Actual Cost \$141.42

Passing students were lured by coffee, water, and cookies, but only those who asked a question were permitted to enjoy the food or drink. Any question could be asked, or participants could choose from a stack of cards with the following premade questions:

- What is the SFSS?
- What is the SFU Senate?
- What do you actually do in the SFSS/Senate?
- How much time do you spend in your position?
- What SFSS positions are available?
- Where do you think the SFSS can improve?
- What skills and experience do I need for your position?
- What have you most enjoyed working on this year?
- How do Applied Sciences students fit into the SFSS?
- What is your favorite video game?
- What are your plans after graduation?
- What is your favorite place to get fried chicken?
- Did you ever hear the tragedy of Darth Plagueis the Wise?
- What gets you out of bed in the morning?

- Android or Apple?
- What is your favorite hobby?

When discussions covered the upcoming elections, they were as neutrally supportive as possible, as the current Applied Sciences Representative will not be re-running.

Goals

- Provide unengaged students from Applied Sciences a chance to meet their faculty representative
- Give Applied Sciences students an opportunity to learn about their faculty representative and student society
- Educate students on the possibilities of running for the position in the upcoming elections

Promotions

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

Posters were placed around the Applied Sciences Building on Monday, February 5 (2 days before the event). The table had a large paper poster on the front which said “Ask Your Faculty Representative”.

A picture of the event was taken just after it begun and posted on the event page as well as the SFSS Facebook page.

Results

The event was generally successful, though improvements could be made.

Quantification

The results were quantified through numbers of unique people who engaged in conversation, which totaled approximately **79**. Of these:

- **40 people** were neither familiar with the Representative nor the SFSS
- **5 people** were previously familiar with the Representative, but not the SFSS
- **34 people** were previously familiar with both the Representative and the SFSS

Questions

Approximately half or more of the participants asked serious questions, and approximately 5-10 participants engaged and were interested in a discussion about the student society.

Near the beginning of the event, most people would ask joke questions from the cards and dismiss the point of the activity; **removing the non-serious questions helped to encourage more discussion. I would recommend doing the same in the future.** Some people came only to enjoy the food and would ignore any discussion; this was likely unavoidable.

While talking to one person, It was often difficult to ask students to wait and ask me a question before taking any food. **I recommend having more organizers/helpers to engage at the same time.**

Promotions

The posters were unsuccessful in spreading awareness; **I would recommend skipping them for future events.**

Food Quantity

The budget was designed frugally to accommodate this event as a test run. This led to the food and drinks running out remarkably quickly.

- The cookies (50) ran out at 11:45 AM, 1 hour after the event began.
- The coffee (2 orders of 10 cups each) ran out at 12:45 PM, 2 hours after the event began.
- The flavored water (1 tower which is equal to 25 cups) ran out at 1:45 PM, 3 hours after the event began.

After this first event, I recommend increasing the budget significantly to accommodate a larger expected attendance.

Attendance

After 2:00 PM, there was very little traffic in the Atrium, also leading to significantly fewer participants. **I recommend focusing the event early in the morning and ending the event around 1:45 PM or 2:45 PM to maximize effectiveness.**

Budget

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

Item	Base Cost	Quantity	Expected Cost	Actual Cost	Difference
Refreshments and Snacks					
Freshly brewed Fair Trade coffee	\$18.99 (10 cups)	2	\$37.98	\$37.98	
Ice water tower (orange-flavored)	\$19.99 (25 cups)	1	\$19.99	\$19.99	
Cookies	\$1.79	30	\$53.70	\$53.70	
Service Fee (15%)	N/A	N/A	\$16.75	\$16.75	
Tax (12%)	N/A	N/A	\$13.40	\$0	- \$13.40
Promotions					
Posters (8.5x11 – full colour)	\$0.25	20	\$5	\$5	
Question cards	\$0.50	16	\$0 (Unplanned)	\$8	+ \$8
Contingency (20%)	N/A	N/A	\$28	N/A	- \$28
Total			\$174.82	\$141.42	- \$33.40

Next Steps

As this event was generally successful, the same event will be proposed for the Surrey Campus, which is the primary campus for approximately 25% of Applied Sciences students.

Other Directors are strongly encouraged to run the same event using the same or a similar structure. A template for the proposal has been shared.

Engagement Event by the Applied Sciences Representative (Surrey)

Final Report



Overview

The Faculty of Applied Sciences Representative engaged with students (primarily Applied Sciences) at a table in the SFU Surrey Mezzanine. Coffee, tea, hot chocolate, and timbits were provided.

Details

Date Wednesday, February 28, 2018

Time 10:30 AM - 2:30 PM

Location SFU Surrey Mezzanine

Expected Cost \$495.88

Actual Cost \$168.72

Passing students were lured by coffee, tea, and timbits, but only those who asked a question were permitted to enjoy the food or drink. Any question could be asked, or participants could choose from a stack of cards with the following premade questions:

- What is the SFSS?
- What do you actually do in the SFSS?
- How much time do you spend in your position?
- What SFSS positions are there?
- Where do you think the SFSS can improve?
- What skills and experience do I need for your position?
- What have you most enjoyed working on this year?
- How do Applied Sciences students fit into the SFSS?

When discussions covered the upcoming elections, they were as neutrally supportive as possible, as the current Applied Sciences Representative will not be re-running.

Goals

- Provide unengaged students from Applied Sciences a chance to meet their faculty representative
- Give Applied Sciences students an opportunity to learn about their faculty representative and student society
- Educate students on the possibilities of running for the position in the upcoming elections

Promotions

A [Facebook event](#) was created on Friday, February 23 (5 days before the event). This event was be shared to all Facebook groups of the Departmental Student Unions.

The table had a large paper poster on the front which said “Ask Your Faculty Representative”.

Pictures of the event were taken and but were not posted on the event page or the SFSS Facebook page because the Representative was distracted while talking to students.



Results

The event was very successful.

Quantification

The results were quantified through numbers of unique people who engaged in conversation, which totaled approximately **104** (compared to 79 at Burnaby). Of these:

- **71 people** (as opposed to 33 at Burnaby) were neither familiar with the Representative nor the SFSS
- **33 people** (compared to 34 at Burnaby) were previously familiar with both the Representative and the SFSS

One person was interested in being involved so I referred them to the Mechatronic Systems Engineering Student Society.

Questions

Almost all participants asked serious questions, and almost half of the participants engaged and were interested in a discussion about the student society.

While talking to one person, It was often difficult to ask students to wait and ask me a question before taking any food. **I recommend having more organizers/helpers to engage at the same time.**

Promotions

The Facebook event was mildly helpful for promotion.

Food Quantity

The budget was designed with more room to maneuver than the Burnaby event, which ran out of food and refreshments quickly.

- The coffee (6 orders of 10 cups each) ran out at 12:30 PM, 2 hours after the event began.
- The tea (3 orders of 9 teabags each) ran out close to the end of the event.

I would recommend buying teabags from elsewhere and simply asking for catered hot water, as this is much more cost-effective.

Attendance

There were many participants all throughout the time period (10:30 to 2:30), and enough people would stop to talk even during the quiet times in the area.

Budget

The cost for booking the Mezzanine was not expected to be necessary but allocated just in case.

The coffee and tea is from Blenz Catering, and the timbits are from Tim Hortons.

Item	Base Cost	Quantity	Expected Cost	Actual Cost	Difference
Venue					
Mezzanine Booking (Worst-case scenario; full-day booking)	\$210	N/A	\$210	\$0	- \$210
Tables	\$20	2	\$40	\$0	- \$40
Chairs	\$0.15	2	\$0.30	\$0	- \$0.30
Refreshments and Snacks					
Coffee (Expected - Tim Hortons, Actual - Blenz)	\$16 (10 cups)	6	\$120 (70-100 cup cambro)	\$96	- \$24
Tea (Blenz)	\$13 (9 teabags)	6	\$0	\$39	+ \$39
Timbits	\$8.49 (50 timbits)	3	\$25.47	\$26.97	+ \$1.50
Tax (12%) (Actual tax from Blenz only)	N/A	N/A	\$17.46	\$6.75	- \$10.71
Contingency (20%)	N/A	N/A	\$82.65	N/A	- \$82.65
Total			\$495.88	\$168.72	- \$337.87

Next Steps

Other Directors are strongly encouraged to run the same event using the same or a similar structure. A template for the proposal has been shared.

SFSS Carnival Event Proposal

Date & Time: March 27, 9 am – 4 pm

Overview:

- Event summary: This will be a mini carnival around the theme of “fun and relaxation”. We have chosen this theme because the carnival is taking place near exam and project due time. It will be done in Convo Mall.
- Theme: Fun and Relaxation
- Stations:
 - a. Cotton Candy (cotton candy maker) (SFSS)
 - b. Tea/ hot chocolate
 - c. Munchies
 - d. Photo station
 - e. Human Size Jenga
 - f. Air Hockey
 - g. Carnival Games (4)
 - h. Jumbo Connect 4
 - i. Dance Dance Revolution
 - j. Strike a light
 - k. Sumo Wrestling
 - l. Adrenaline Bootcamp Obstacle Course

Goals and Objectives:

- 600 people (students getting in/out of class)
- Stress relief/ spread love and kindness
- 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:

- SFU Facilities
- SFU students
- SFSS Board Members
- SFSS Events Committee

Targeted Audience:

- SFSS undergraduate members

Metrics/Measurables:

- Amount of teams that sign up

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.

Budget:

Item	Cost	Notes
Facilities	\$1500	Table set-up and take down
Cotton Candy	\$150	\$75 for the machine rental and \$75 for material (400 servings)
Strike a light	\$400	Rental from Hoelle Games
Tea/ Hot Cocoa	\$700	MECS/Renaissance
Munchies	\$600	Free food similar to munchie Mondays
Air Hockey	\$300	Rental from Hoelle Games
DDR	\$650	Rental from Hoelle Games
Carnival games	\$200	Rental from Hoelle Games
Jumbo Connect 4	\$60	Rental from Hoelle Games
Photo booth	\$800	Smile More
Adrenaline Bootcamp	\$900	Rental from Hoelle Games
Sumo Wrestling	\$800	Rental from Hoelle Games



Alam Khehra

VP Student Life
Board of Directors

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Tel 604-782-5040

Maggie Benston Centre 2220.5
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6

sfss.ca

Promotion	\$50	
TOTAL	\$7,110	

GLOBAL GOVERNANCE PROCESS STATEMENT
POLICY TYPE: GOVERNANCE PROCESS POLICIES
POLICY TITLE: GLOBAL GOVERNANCE PROCESS STATEMENT
POLICY REFERENCE NUMBER: N/A

Adopted: September 18, 2015

Next Scheduled Revision

Previous Revisions

The function of the Board is to represent the interest of the members of the Simon Fraser Student Society by:

1. establishing, reviewing, and monitoring the long term strategic goals of the Society as established in the Ends Policies, and
2. ensuring that the means employed to achieve these ends are acceptable to the membership, which is determined by monitoring compliance with these Board Policies.

GP-1: GOVERNING STYLE

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: GOVERNING STYLE

POLICY REFERENCE NUMBER: GP-1

Adopted: September 18, 2015

Next Scheduled Revision

Previous Revisions

The Board shall adhere to the principles of Policy Governance, and fulfill its obligations by focusing on organizational vision and strategic leadership. The Board shall not involve itself in operational or administrative details, delegating that responsibility to staff via the Chief Executive Officer; instead, it shall assess the manner in which the membership is impacted by the activities of the Society.

The Board shall:

1. focus primarily on the intended long range impacts of the activities of the Society on the needs and goals of the membership it serves,
2. inspire the Society by establishing the broadest organizational values and perspectives,
3. exercise whatever discipline is required to govern with excellence, including attendance at Board and committee meetings, and ensuring that its behaviour is consistent with its purpose as stated in its Global Governance Process Statement, and its policy making principles,
4. monitor and regularly discuss its own process and performance,
5. instigate the development of new Board Policies and the review of existing Board Policies, and
6. be accountable for the accomplishment of its function as a whole, refusing to allow any officer, individual director, or Board committee to usurp or hinder the Board in its role.

Time: all day

Date: March 29

Location: Convocation Mall

Name of event: EDU-Cake with UNICEF SFU and SFSS

FOCUS OF THE EVENT

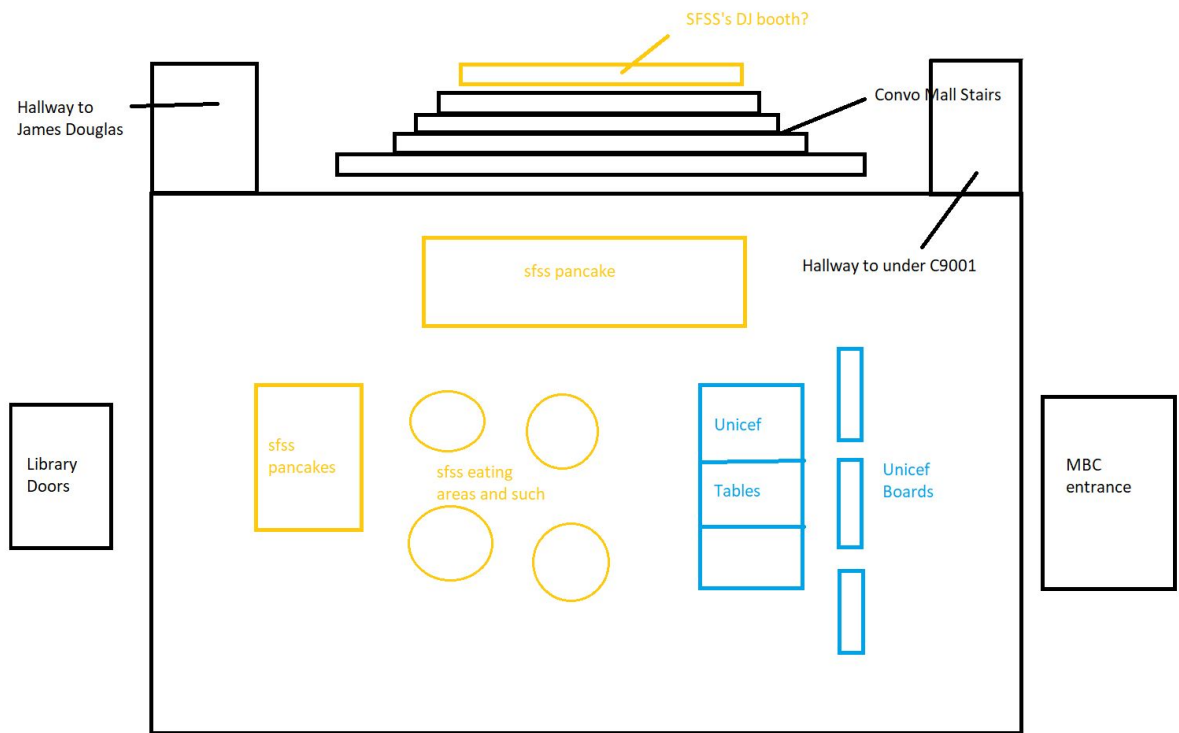
- Engage in a conversation around education in both the global and local community.
- Raising awareness on some of the key points pertaining to society including accessibility, gender equality, quality of education, built environment in the global arena
- Shedding light upon what UNICEF has done to provide children with education
- Talk about education in Canada and where we are improving/not improving and how that is another critical discussion we should be having.
- Engage with the SFU community by having a fun event

HOW - UNICEF'S bit

1. "Build your own survival kit"
 - Engage with students by having people think about what they would want in a "survival kit"
 - From UNICEF Canada survival kit shop
 - Educate people that they can purchase these themselves
2. Decorate convocation mall
 - Putting educational facts on the tiles of convocation mall to bring awareness upon what education levels are across the world.
 - Use regular size paper to write facts and messages
 - Stick to the tiles with tape on every few tiles
3. Whiteboard Dialogue
 - Engage with students by having them think about a few questions relating to school and their education
 - "Why do you value your education?"
 - "What don't you like about the current education system?"
4. TRIVIA on education
5. Photo Booth
 - Utilize a black backdrop
 - Creating lifesize props for people to take pictures with

Facilities Requirement

- 3 tables
- 2 rolling whiteboards
- 1 rolling chalkboard
- Chairs
-



SFSS Pancake Breakfast

Date & Time: Thursday March 29th

Overview:

- Hold our signature (and last) pancake breakfast! This will be the last big event to engage with the students and flip some pancakes along with the rest of the team. The only thing that is different is, UNICEF SFU will also be running their "EDU-Cake with UNICEF SFU" event in convocation mall at the same time. We will have no involvement in their event, but our pancake breakfast timing lines up well because this will bring students to their event as well.

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.
- The marketing for both the UNICEF event and pancake breakfast will be done together, so in the eyes of the students it looks like one event, but on paper it's actually two.

Set up:

- Facilities to set up tables and chairs.



Alam Khehra

VP Student Life
Board of Directors

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Tel 604-782-5040

Maggie Benston Centre 2220.5
Simon Fraser University
8888 University Drive
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Budget:

Item	Price
Pancake material (mix, chocolate, syrup)	\$600.00
Plates and cutlery	\$100.00
DJ	\$150.00
Griddles	\$700.00
MECS	\$300.00
Production (speakers, etc)	\$200.00
Promo	\$25.00
Total	\$2,075.00

SFSS Free Food Day

Date, Time, & Location:

- This will occur twice, once on March 20 and once on March 27, 2018
- SFU Surrey Mez

Overview:

- This event will be for the purpose of de-stressing before final exam season.

Goals and Objectives:

- To provide an enjoyable event for students and provide them an opportunity to learn more about the Board.
- To continue to foster the sense of community within our SFU undergraduates.
- To allow students an opportunity to de-stress before the final exam season begins.

Stakeholders:

- The SFSS membership
- SFU Surrey

Targeted Audience:

- SFSS undergraduates at SFU Surrey

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.

Logistics:

- Purchase food and snacks
- Book the Mez for this event
- Get approval from SFU Surrey for the event

Budget:

Expenses

Food and Snacks (Items that can be self-served)	\$2000
Promotions	\$150
Total	\$2150

Motion:

Be it resolved to approve up to \$2150 from line item 821/20 for the SFSS Food Day event occurring on March 20, 2018 and March 27, 2018.

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>

SFSS Events Committee Proposal
Touch Football Tournament
Jackson Freedman (artsrep@sfss.ca)

Overview:

The second annual SFSS Touch Football Tournament, themed around “Friday Night Lights” is an opportunity for SFSS students to get involved in some physical activity and friendly competition with their peers. The event is aimed at building a stronger social community around recreation and physical activity here on campus.

Stakeholders:

- Simon Fraser Student Society
- SFSS Membership
- SFU Faculty and Administration
- Residence Hall Association (RHA)
- SFU Recreation Services

Further Potential Participants:

- Greek life
- SFU Clan Athletic Program
 - Potential volunteer roles for the football team
- Student Athlete Advisory Committee
- SFSS Clubs
 - i.e. Fantasy Football Club

Logistics

Date, Time & Location

- Fox Field has been reserved for the 6th of April
 - Set-up to start roughly 30 minutes prior to the event.
 - Event to start early evening (7:30pm) and will go roughly 4 hours;
 - Allow 30 minutes at the start for warmup and sign-in
 - Clean-up will take ideally 30 minutes.
- “Friday Night Lights” Theme

Volunteers

- Set-up/Take-down (4)
 - Events committee volunteers
- Refereeship (4-6)
 - Potentially hired – high school student refs?
- Photography/Videography (1)
 - Potentially pay photographer

Marketing and Promotions

- Event will be marketed through Facebook, Instagram, and other social media platforms

- There will also be posters and print marketing materials distributed

Equipment

- Rec. Services has agreed to include 24 flags, 2 footballs, and cones to our facility rental contract.
 - o This carries a charge of 60 dollars.
 - o Jackson will supply two further footballs;
 - o Additional “equipment purchases” line in budget is allocated for purchasing extra flags (24 is likely not enough for 4 teams to play simultaneously).
 - The price for this varies on the flags selected (and quantity), but I have capped the spending limit on this item at 60 dollars in addition to the equipment rental costs.
- Participants will be encouraged to bring their own cleats and sportswear at their discretion.

Prizes

- Those teams finishing in the top three positions in the tournament will win a prize, scaled for placement;
 - o Visa gift-cards to reward teams;
 - o Other potential prizes include a set of football equipment (new ball, pylons, etc.), or other sport related items;
 - o The discussion regarding prizes is still ongoing, and the 300 amount listed in the budget is to account for 3 values of prize:
 - (1) \$150
 - (2) \$100
 - (3) \$50
 - o 300 for prizes on separate line/motion

Promotion

Posters and Handouts

- Print media campaign, marketed around “Friday Night Lights”
 - o Posters to be developed by communications
- Allocate 100 for printing

Personal Promotion

- Communicate with groups around campus:
 - o Pertinent clubs (i.e. fantasy football)
 - o Athletes/SAAC
 - o Cultural clubs
 - o Greek life
 - o DSU’s/Council
- Tabling/marketing in some facet during appreciation week

Signup and Communications

- People can sign up both as individuals and as teams;
 - o Individuals will be placed on teams short some players, or teams comprised of other individuals or smaller groups established on the day of the event;
 - o There is a maximum of 10 players per team, and 7 players on the field per team at one point.
- We will target the participation of 8 teams in the tournament, with a total of 80 players, maximum.
- An event page will be shared on Facebook, as well as through the pages of willing/participating constituency groups.
- There will be a google form prepared and linked to this event page for those wishing to sign up.
 - o This form will identify whether or not the individual is playing as a part of a team, or if they will be attending individually.
 - o If a group of friends wishes to attend, however they do not have the requisite 7 players to register a team, they are to indicate the name of the individual(s) with whom they wish to play on a designated section at the end of the sign-up form.

Waiver Form

- This will be adapted from the form used for the SFSS dodgeball tournament.

Budget Proposal

Item	Projected Cost
Equipment Purchase	200
Equipment Rental (Rec. Services)	60
Field Rental (Rec. Services)	340
Promotional Materials (print)	100
Amenities – Food and Beverage	200
Prizes	350
Photographer	100
Videographer	150
Contingency/Miscellaneous	100
Total Costs	1600

** Equipment purchase refers to that which the SFU recreation office can't provide – enough flags for 28 players across two fields and four teams at a time. These flags will be kept and stored for future athletic events.

- Another possibility is to donate them to SFU REC

SFSS Soccer Tournament

Date & Time: Wednesday March 28th, 4 pm – 7 pm

Overview:

- The first SFSS Touch Football Tournament is an opportunity for SFSS students to get involved in some physical activity and friendly competition with their peers. The event is aimed at building a stronger social community around recreation and physical activity here on campus.

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
- RHA
- SFU Recreation 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.
- The marketing for both the UNICEF event and pancake breakfast will be done together, so in the eyes of the students it looks like one event, but on paper it's actually two.

Set up:

- Facilities to set up tables and chairs.

Budget:

Item	Price
Equipment Rental	\$300.00
Equipment Purchase	\$180.00
Field	\$340.00
Amenities – Food and Beverage	\$200.00
Prizes	\$350.00
Photographer	\$100.00
Videographer	\$150.00
Promo	\$25.00
Total	\$1,645.00

SFSS Cat Therapy

Date, Time, & Location:

- This will occur three times from March 12 to March 30, 2018
 - Dates will be confirmed based on the Cat Therapy and Rescue Society
- SFU Surrey Campus (One classroom)

Overview:

- This event will be for the purpose of de-stressing before final exam season.

Goals and Objectives:

- To provide an enjoyable event for students and provide them an opportunity to learn more about the Board.
- To continue to foster the sense of community within our SFU undergraduates.
- To allow students an opportunity to de-stress before the final exam season begins.

Stakeholders:

- Cat Therapy and Rescue Society
- The SFSS membership
- SFU Surrey

Targeted Audience:

- SFSS undergraduates at SFU Surrey

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.

Logistics:

- Confirm dates with the Cat Therapy and Rescue Society
- Book a classroom for the session
- Get approval from SFU Surrey for the event

Budget:

Expenses

Staff Support*	\$400
Kitten Therapy and Rescue Society**	\$750
Promotions	\$150
Contingency	\$150
Total	\$1450

*As it is difficult to find volunteers to help on the day of the event, our intention is to provide an opportunity for a student staff members to help. This will ensure that the Surrey campus is still able to have a good event. This may not be needed if volunteers are available.

**The Kitten Therapy and Rescue Society charge \$250 for a three-hour session. Our intention is to hold three sessions on three separate days. (\$250X3=\$750).

Motion:

Be it resolved to approve \$1,450 from line item 821/20 for the SFSS Cat Therapy event occurring between March 12, 2018 to March 30, 2018.

Simon Fraser Student Society
Surrey Campus Committee

Surrey Pub Night

Thursday, January 25, 2018



Final Report

Event Description

This was the second large-scale pub night ever held at the Surrey campus, featuring a night of dancing and music. Overall, the event was a huge success and we received a lot of positive feedback.

Organizing Committee	Surrey Campus Committee Board of Directors Leads: Raajan Garcha, Baljinder Bains, Jeffrey Leung
Location	Central City Brew Pub, Surrey
Date	Thursday, February 25, 2018
Time	9 PM - 1 AM
Expected Costs	\$3,400
Actual Costs	\$521.31

The purpose of this pub night was to give Surrey students the best experience possible and allow the Surrey campus to maintain a more active social life. The Surrey campus has traditionally been less engaged than the Burnaby campus, so we are working to make the Surrey pub night one of the signature events held in Surrey during future years. This event would not have been possible without the help of the entire Surrey Campus Committee, as well as some of the SFSS Board of Directors who were involved. The Committee actively tabled everyday for three weeks leading up to this event while selling in-person and online tickets.

Results

Ticket Sales



A total of 187 tickets were sold. This is consistent with the amount of tickets that were sold last year, although our ultimate goal was to sell 300 tickets.

Attendance

182 tickets were sold in total. Of these:

- **97 tickets (53%)** were online and **85 tickets (47%)** were physical
- **73 tickets (40%)** were early bird, **100 tickets (55%)** were Tier 1, and **9 tickets (5%)** were at the door

According to both security and collected ticket count (physical and Showpass), there were over **150 attendees** at the event. Of these:

- 82 online tickets were checked in through Showpass
- 70+ physical tickets were checked in

Budget

The actual net loss was \$521, significantly lower than the **projected net loss of \$3,300**. In this respect, the pub night was largely successful.

See the attached budget for more details.

Factors contributing to the difference in net loss:

- \$3000 minimum spend (from bar and kitchen sales) was not expected to be achieved since it was not achieved last year
- The kitchen was open in addition to the bar as opposed to the bar only last year, contributing to the higher dollar spend

Unplanned Expenses

Coat check equipment was not originally planned so equipment was rented from Surdel Party Rentals. Out of the 300 hangers and 6 coat racks, approximately half were used. It is very difficult to run a coat check well without the necessary equipment.

To increase sales, we purchased and raffled off 5 \$10 gift cards for the Pub which could be used to buy drinks/food. **We recommend that a small amount of money should be allocated for giveaways/contests.**

Minimum Spend

This event was held at the Central City Brew Pub, which required a minimum spend of \$3000 in bar and kitchen sales to book out the pub from 9PM-1AM. At the end of the night, if the total sales made by the pub are below \$3000, then the SFSS would have to pay the remaining amount to the pub. This year, we achieved the minimum spend and did not have to pay any remaining amount. The contract for booking out the pub can be found in the Surrey Campus Committee Google Drive folder. The minimum spend varies depending on the day of the event, with weekends having a higher minimum spend, so we chose to hold our pub night on a Thursday instead of a Friday.

Marketing

Tickets were sold using the following tiering system:

- Early bird: \$5
- Tier 1: \$10
- Tier 2 (Door): \$15

One recommendation would be to continue using the same tiering system to keep the event affordable. However, some students mentioned they were not incentivized enough to buy the tickets early because the ticket prices did not increase drastically over tiers.

Marketing for the Pub Night was split into a physical and online push. Tickets were sold both online (using Showpass) and in person (through active tabling at the booth) for 3 weeks leading up to the event.

Online Promotions

The online push included:

- Daily social media posts on the SFSS Facebook page and the Pub Night event page.

Physical Promotions

In the physical push, we used:

- 1 large paper banner which was hung above the Hot Tub study area at Galleria 3,
- 20 posters which were placed across Surrey campus, and
- 750 handbills distributed around the campus over several weeks.

Physical tickets were given to Surrey Campus Committee members and Board members to sell.

Tabling

The tabling was situated at the booth above, which is a good strategic location as most students pass by this area.

The tabling put an unreasonable amount of pressure on committee members to help out. The SFSS Board was able to provide minimal support, however, tabling was not feasible for many due to other commitments. Simply selling the tickets online for this event would only have sold half of the total tickets, so **we recommend continuing to actively table to target all students, but to find a more effective and sustainable way to do so.**

Baljinder was able to prepare a process for physical ticket sales. However, many of the members tabling at times ignored the process or deviated from it. This was very frustrating as it made reconciling ticket sales much more difficult. **Our recommendation is to rely more on Showpass or another online platform that will keep users accountable.**

Contests

Two social media raffles and two in-person raffles were held to increase attention.

For the social media raffles, the committee provided students with two pairs of free tickets based on social media interactions.

For the in-person raffle, any student buying a ticket to the pub night during Clubs Day would also receive a free Red Bull and a raffle entry for one of five \$10 gift cards to the venue. Although this increased awareness of the event, these items did not increase ticket sales noticeably. **We would not recommend running in-person raffles with this structure in the future.**

Logistics

DJ

DJ Kid Kang from Decibel Entertainment was the DJ for the night where he featured mostly hip-hop, rap, and R&B music. Overall, the crowd seemed to enjoy the DJ and **we recommend him again for next year.**



Coat Check

A total of **85 items** were brought to coat check, 3 of which were bags. Coat check was on a “by donation” basis, with all proceeds going to the SFSS Food Bank. All items were safely returned to everyone who attended the event. The venue did not have enough equipment so we rented equipment ourselves (see Results - Budget - Unplanned Expenses). We recommend doing this again next year to ensure that all items of all attendees are returned successfully.



Photographer/Videographer

We paid a photographer and videographer to capture the event. This will assist for next year's marketing by conveying the type of event to anticipate. Many Surrey students were confused about what the pub night was, with the impression that it was simply drinking at the bar. Students were unaware that dancing and music would also occur, so the videos and the photos from this year will really help in promotions for next year. **We recommend continuing to have at least a photographer for next year as well.** Students enjoy being able to take pictures with their friends, and it also helps in future promotion. **We recommend looking into a student photographer in the future if cost is an issue, since these photographers can generally come to the event for free.**

Recommendations

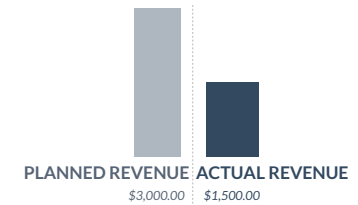
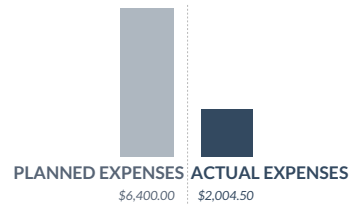
- In the future, it would be beneficial to try hosting this pub night on a Friday instead of a Thursday. One of the reasons we were not able to meet the 300 attendees threshold was because a lot of people had classes/work early in the morning the next day since we held this event on a Thursday. However, holding the event on a Friday will likely increase the minimum spend that needs to be spent at the bar/kitchen.
- It would be beneficial to develop a pub night volunteer base for the tabling shifts leading up to the event in the future, as tabling required a lot of manpower from the committee. Because we spent essentially all of January actively tabling everyday, we did not have the ability to focus on any other initiatives.
- Since the SFSS has recently hired an Events Coordinator, it may be beneficial to outsource some of the logistical work to the coordinator. This will provide the committee with more opportunities to focus on other initiatives at the Surrey Campus.
- Since the Events Committee has had experience holding pub nights in Burnaby, it may be beneficial to work with them to consolidate some resources, such as volunteer power, which may help make this event more successful.

SCC Pub Night 2018

Budget

January 25, 2018

NET TOTAL: \$-504.5



Expenses

	Base Cost	Amount	Planned	Actual	Difference	Notes
Total			\$6,400.00	\$2,004.50	+\$4,395.50	
VENUE (Central City Brewpub)						
Minimum Food/Beverage Spend	\$3,000.00	N/A	\$3,200.00	\$0.00	+\$3,200	Minimum spend achieved
Security	\$250.00	4	\$1,000.00	\$813.10	+\$186.90	9PM - 1AM
ACTIVITIES AND SERVICES						
Entertainment	\$500.00	N/A	\$500.00	\$630.00	-\$130.00	Artist (Decibel Entertainment)
Production	\$300.00	N/A	\$300.00	\$0.00	+\$300.00	Speakers, lights, etc. (Included in Entertainment)
Videographer/Photographer	\$200.00	N/A	\$200.00	\$150.00	+\$50.00	
Coat Check Racks	\$13.44	6	\$0.00	\$80.64	-\$80.64	\$12/rack + tax (12%); SurDel Party Rentals
Coat Check Hangers	\$0.056	300	\$0.00	\$16.80	-\$16.80	\$0.05/hanger + tax (12%); SurDel Party Rentals
MARKETING AND PRINTING						
Promotions (Expected Total)	\$500.00	N/A	N/A	N/A	N/A	http://sfss.ca/services/copy-centre/
Promotions (Actual Tickets)	\$0.097	164	N/A	N/A	N/A	Cost: \$15.908
Promotions (Actual Posters)	\$0.50	35	N/A	N/A	N/A	Cost: \$17.5 (dimensions: 11 x 17)
Promotions (Actual Handbill Flyers)	\$0.063	850	N/A	N/A	N/A	Cost: \$53.55 (4 per \$0.25 8.5x11 color printout)
Promotions (Actual Banners)	\$120.00	1	N/A	N/A	N/A	Cost: \$120
Promotions (Actual Facebook boosting)	\$23.77	1	N/A	N/A	N/A	Cost: \$23.77
Promotions (Actual Labour)	\$32.00	1	N/A	N/A	N/A	Cost: \$32
Promotions (Aggregated Total)	N/A	N/A	\$500.00	\$238.96	+\$261.04	
TAX & CONTINGENCY						
Tax	\$200	N/A	\$200.00	\$75.00	+\$125.00	Ticket sales and other expenses
Contingency	8% of the budget	N/A	\$500.00	\$0.00	+\$500.00	

Revenue

	Base Revenue	Amount	Planned	Actual	Difference	Notes
Total			\$3,000.00	\$1,500.00	-\$1,500.00	
TICKETS (Maximum: 300 Sold: 182)						
TIER 1 TICKETS (Allotted: 50 Actual: 73)						
Ticket Sales (Tier 1 - Expected)	\$5	50	N/A	N/A	N/A	
Ticket Sales (Tier 1 - Actual Showpass)	\$5	16	N/A	N/A	N/A	
Ticket Sales (Tier 1 - Actual Physical)	\$5	57	N/A	N/A	N/A	
Ticket Sales (Tier 1 - Aggregated Total)	N/A	N/A	\$250	\$365	+\$115.00	
TIER 2 TICKETS (Allotted: 200 Actual: 100)						
Ticket Sales (Tier 2 - Expected)	\$10	200	N/A	N/A	N/A	
Ticket Sales (Tier 2 - Actual Showpass)	\$10	81	N/A	N/A	N/A	
Ticket Sales (Tier 2 - Actual Physical)	\$10	19	N/A	N/A	N/A	
Ticket Sales (Tier 2 - Aggregated Total)	N/A	N/A	\$2,000	\$1,000	-\$1,000.00	
TIER 3 TICKETS (Allotted: 50 Actual: 9)						
Ticket Sales (Tier 3 - Expected)	\$15	50	N/A	N/A	N/A	
Ticket Sales (Tier 3 - Actual Physical)	\$15	9	N/A	N/A	N/A	No Showpass sales
Ticket Sales (Tier 3 - Aggregated Total)	N/A	N/A	\$750	\$135	-\$615.00	

Transition Workshop for the Student Groups of Applied Sciences

by the Faculty of Applied Sciences Representative

Proposal

Overview

A workshop to support transition between the outgoing and incoming executives of several student groups of Applied Sciences will occur in early May.

The workshop will be hosted by:

- The 2017-2018 outgoing Faculty of Applied Sciences Representative (Jeffrey Leung),
- The Student Engagement Coordinator for SFU Applied Sciences (Lehoa Mak), and
- The Student Affairs Coordinator for SFU Applied Sciences (Angelica Sypal-Kohout).

Details

Date May 2018 (first or second week of school)

Time 4 - 6 PM

Location TASC-1 9204, SFU Burnaby

Budget \$325

Attendance 50 student executives

There is no specific precedent for this event; this is a trial. If successful, it will be continued in future years.

Food and drinks will be ordered for the attendees.

Attendees

The attendees will be the incoming and outgoing executives of:

- Computing Science Student Society
- Engineering Science Student Society
- Mechatronic Systems Engineering Student Society
- Software Systems Student Society
- Women in Computing Sciences
- Women in Engineering
- SFSS Faculty of Applied Sciences Representative (1 incoming)
- SFU Senate Faculty of Applied Sciences Representative (2 incoming)

This equals approximately 80 people, 40-50% of which are estimated to attend. This sets the expected attendance around **50 people**.

Presentations and Discussion Topics

The presenters will be:

- Student Affairs Coordinator for SFU Applied Sciences (Angelica Sypal-Kohout)
- SFSS Student Union Organizer (Ayesha Ali)
- Outgoing SFU Senate Applied Sciences Representative (Jeffrey Leung)

The organizers will lead attendees in discussing:

- Introduction of each group
- Previous events/projects
- Successes and potential improvements
- Resources available
- Best practices of being a student group executive
- Planned and potential future events/projects

Promotions

Emails will be sent to all the executives and they will be messaged on Facebook.

Goals

- Provide incoming executives with the appropriate resources to do their job effectively and efficiently:
 - SFU Faculty of Applied Sciences resources
 - SFSS resources
 - SFU Senate contacts
- Introduce and connect all Applied Sciences groups and executives to each other
- Provide an early base for communication and collaboration

Motion

Be it resolved to approve up to \$325 for the Transition Workshop for the Applied Sciences student groups in May 2018 from the Events line item 817/20.

Budget

The Faculty of Applied Sciences will contribute \$50.

Item	Base Cost	Quantity	Total Cost
Pizza	\$20	12	\$240
Soda	\$3	5	\$15
Chips	\$3/bag	3	\$9
Utensils	\$10	N/A	\$10
Tax/Service Fee (15%)	N/A	N/A	\$41.10
Contingency (20%)	N/A	N/A	\$59.90
Total			\$375
Total minus FAS contribution			\$325

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
February 1-15, 2018 (Reading Break)

ADVOCACY

Advocacy Committee met on Feb 5th to discuss the Needs Based Grants, post meeting Minister Chen debrief and the Open Educational Resources working group.

ACCESSIBILITY FUND

Accessibility met once during this time. We finalized our Let's get Accessible Event. We also continued discussions about our vision for a disability peer space.

EVENTS

Met once during this period to discuss March events, most events are finalized and can found in the meeting minutes. I will provide an update on the following work report as they get approved.

FINANCE & AUDIT

The committee has had multiple meeting regarding the board budget (Department 20). The first draft has been completed. The CEO and staff are currently in progress of drafting their respective budgets. The committee will be reviewing the budgets once they are all complete.

GOVERNANCE

Governance committee met to review results of the Governance Engagement event, to plan the next one in Surrey campus, to review GP2, and to finalize GP3 revisions. Next steps are to have the next assigned Board member present per the review schedule of policies and to finish compiling the Burnaby engagement event data into a final report. Then, to repeat this process for the Surrey campus and review.

NOMINATION

This committee did not meet during this time.

STRATEGIC ENGAGEMENT

A motion was brought to the board table for the abolishment of the strategic engagement committee at the last board meeting. The motion was withdrawn following concern over the requirement that board members must be a member of at least two committees. This has been resolved through discussion with the CPRC and VP Finance. There will be a motion for the abolishment of the committee at the next board meeting.

SURREY CAMPUS

The Surrey Campus Committee changed chairship to Jeffrey Leung during this period. One meeting was held, during which a new At-Large member was appointed, the recently completed Surrey Pub Night and a possible upcoming March Pub Night were discussed, and motions were passed for events throughout the semester. The Pub Night final report and budget are being created.

Upcoming initiatives will include various events designed to help students in academic, social, and health/well-being aspects.

VANCOUVER CAMPUS

This committee did not meet due to scheduling conflicts. We are looking into recruiting more members who can devote time to work in the committee during this time.

SFSS BOARD WORK REPORT

This report reflects the Board work from
February 1-15, 2018 (Reading Break)

PRESIDENT

Named SFSS Committee Work & Action Items

- [February 2] Board of Director
- [February 5] Finance and Audit
- [February 5] Accessibility Fund
- [February 5] Advocacy
- [February 9] Executive
- [February 9] Board of Director

Meetings & Action Items

- [February 1] Student Union Building
- [February 1] Safewalk Program
- [February 1] CJSF
- [February 1] SFU's Learning Space and Design Committee
- [February 2] President/CEO weekly check up
- [February 2] Co-curricular pre-meeting
- [February 2] External Granting/Job Postings/Opportunities
- [February 5] Brainstorm
- [February 6] SFU's Student Engagement- Co-curricular
- [February 6] Space Surrey
- [February 8] SFU- Co Curricular Record
- [February 8] SUB lease
- [February 8] Membership Engagement items
- [February 8] SFU Rec pass
- [February 9] Service Discussion
- [February 9] 18/19 Budget review
- [February 15] AVP Academic regarding Surrey Space
- [February 15] External Organization Promotions
- [February 15] Reading Break Campaign meeting
- [February 15] Build SFU Joint Steering Committee
- [February 15] Exec Operations Manager Recruiting Agency

Projects

- Surrey Space Expansion
- Fraser International College
- Emergency food bank program
- Fall Reading Break

Office/Engagement Hours

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

Events

[February 7] SFSS Club Executive Social

[February 8] Valentine's Pub Night

Administrative

- Emails
- Reviewed minute and completed bi-weekly report

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

- [Feb 2] Board Meeting
- [Feb 5] Accessibility Committee Meeting
- [Feb 9] Executive Meeting
- [Feb 9] Board Meeting
- [Feb 15] Informal Meeting with Executive Committee

Meetings & Action Items

- [Feb 1] Meeting with TRG
- [Feb 9] Informal Finance and Audit Committee Meeting
- [Feb 13] StudentCare Meeting

Projects

- Health and Dental RFP
 - Issued Finalized RFP
- Valentines Day Candy Grams
 - [Feb 8] Assisted in making candy grams for members

Office/Engagement Hours

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

Events

- [Feb 5] SFSS Birthday Bash
- [Feb 8] Valentines Day Pub Night

Administrative

- Review meeting minutes, agenda and attachments
- Respond to all emails

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

- [February 2] Executive
- [February 5] Advocacy
- [February 5] Governance
- [February 9] Executive

Meetings & Action Items

- [February 5] SFSS + Brainstation meeting
- [February 5] SVO Meeting
- [February 8] SAAM
- [February 15] U-Pass SAC Meeting
- [February 15] Recruitment Agency meeting

Projects

- Needs Based Grants
- Mental Health
- March SFSS Advocacy Lobby Trip
- DSU/FSU Governance Engagement Event
- Sexual Assault Awareness Month (SAAM) Committee

Office/Engagement Hours

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

Events

- [February 5] SFSS Birthday Bash

Administrative

- Review meeting minutes, agenda and attachments
- Respond to all emails

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

- [Feb 2] Board Meeting
- [Feb 5] Finance and Audit Committee
- [Feb 9] Informal Finance and Audit Committee Meeting
- [Feb 9] Executive Meeting
- [Feb 9] Board Meeting
- [Feb 15] Build SFU Committee Meeting
- [Feb 15] Informal Meeting with Executive Committee

Meetings & Action Items

- [Feb 2] Meeting with CEO, Business Representative, and external group
- [Feb 2] Meeting with President and CEO
- [Feb 2] Meeting with President, VP Student Services, VP Student Life, At Large Representative, Applied Sciences Rep, and Science Rep
- [Feb 6] Meeting with CEO and Policy Research Coordinator
- [Feb 6] Meeting with Education Rep
- [Feb 9] Meeting with President, VP UR, Business Rep, and At Large Rep
- [Feb 15] Meeting with Finance Coordinators
- [Feb 15] Meeting with CEO, President, and Communications Coordinator

- [Feb 15] Meeting with President, Applied Sciences Rep, and Student from Mechatronics Engineering Student Society Regarding Fall Reading Break
- [Feb 15] Meeting with VP Student Life

Projects

- Communication Strategy
 - Took a proposal to board. Board was in favour and I am developing next steps.
- Surrey Space Expansion
 - Working with President to finalize details.
- External Granting
 - Met with staff to create a model.
- External Groups
 - Met with staff to review procedures.
- Job Postings
 - Contacted Career Services to set up a meeting.
- Bursaries
 - Debriefed education rep on next steps.
- Financial Statements
 - Reviewed monthly financial statements.
- 18/19 Budget
 - Drafted the budget based on feedback from FAC and Board members.
- Co-curricular record
 - Provided feedback to the president.
- Funds Report
 - Made recommendations.
- Member Services Survey
 - Moving forward with external group to find areas of improvement in our member services.
- Surrey Pub Night
 - Worked on post event report.
- Games Day Surrey Event
 - Forwarded the details to the committee member.

Office/Engagement Hours

- Available by appointment at Surrey, Vancouver or Burnaby via email (vpfinance@sfss.ca)

Events

- Not Applicable

Administrative

- Review meeting minutes, agenda and attachments
- Sending/responding to emails
- Payroll
- Stipend Deductions
- Bi-weekly report
- Cheque Requisitions

VP STUDENT LIFE

Named SFSS Committee Work & Action Items

- [Feb 2] Board of Director
- [Feb 2] Executive
- [Feb 9] Executive
- [Feb 9] Board of Director
- [Feb 6] Events

Meetings & Action Items

- [Feb 1] RHA
- [Feb 2] External Granting
- [Feb 5] Red Bull
- [Feb 7] Council
- [Feb 8] Clubs Days Review
- [Feb 8] Dean of Science Search Committee
- [Feb 13] James Cohen Event
- [Feb 15] Recruitment Agency
- [Feb 15] Event Proposal

Projects

- Throwback Thursday Pub Night
- Munchie Mondays
- Movie Mondays

Office/Engagement Hours

- Available by appointment at Surrey, Vancouver or Burnaby via email (vpstudentlife@sfss.ca)

Events

- Club Exec Social
- Science Formal
- V-Day Pub Night

Administrative

- Review meeting minutes, agenda and attachments
- Respond to all emails

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

- [February 2] Board of Director
- [February 5] Finance and Audit
- [February 5] Governance
- [February 5] Accessibility
- [February 9] Executive
- [February 9] Board of Director

Meetings & Action Items

- [February 2] CRPC meeting
- [February 9] CRPC meeting
- [February 5] Sexual Violence Policy Working Group Meeting
- [February 6] Surrey Space meeting
- [February 9] Service Discussion
- [February 9] FAC budget review
- [February 15] Surrey space meeting
- [February 15] Exec Operations Manager Recruiting Agency

Projects

- DSU/FSU Governance Engagement Event
 - Prepared initial report draft and second event proposal
- Emergency food bank program
 - Awaiting next steps from President
- Surrey space expansion
 - Awaiting SFU response
- Sexual Violence Policy
 - Spoke lawyer alongside working group on next steps
 - Draft MOU prepared and being revised
- 18/19 budget drafting
 - Initial draft prepared
 - Awaiting VP Finance directives

Office/Engagement Hours

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

Events

- [February 7] Club executive social

Administrative

- Review meeting minutes, agenda and attachments
- Respond to all emails

AT-LARGE REPRESENTATIVE (GARCHA)

Named SFSS Committee Work & Action Items

- Surrey Campus Committee
- Advocacy Committee
- Governance Committee

Meetings & Action Items

- [Feb 2] Board Meeting
- [Feb 5] Sexual Violence Policy Working Group Meeting
- [Feb 5] Advocacy Meeting
- [Feb 5] Governance Meeting
- [Feb 5] SCC Meeting
- [Feb 5] Surrey Pub Night Ticket Sales Tracking

- [Feb 8] SAAM Committee Meeting
- [Feb 9] Mental Health Speaker Meeting
- [Feb 9] Board Meeting

Projects

- Surrey Pub Night
 - Completing post-event report
 - Ticket sales tracking/budgeting
- DSU/FSU Governance Engagement Event
 - Formulated post-event questions for participants
 - Completed post-event report section
- SFSS Sexual Violence Policy
 - Developing an MOU with the University
- Sexual Assault Awareness Month (SAAM) Committee
- Mental Health Forum
 - Assisting lead with logistics

Office/Engagement Hours

- Office hours are by appointment on all three campuses. Please email atlarge1@sfss.ca

Events

- [Feb 8] Valentines Day Pub Night
 - Coat check

Administrative

- Review meeting minutes, agenda and attachments
- Sending/responding to emails

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

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

Meetings & Action Items

- [February 1] Events Petting Zoo Meeting with Stephen Caine (SFU)
- [February 2] Board Meeting
- [February 5] FAC meeting
- [February 5] March 1st Pub Night Meeting
- [February 8] Rec Pass Meeting with Hangué, Theresa, Marc Pope, and Martin
- [February 9] 18/19 Budget Review
- [February 9] Boarding Meeting
- [February 14] Petting Zoo Meeting with Anwar & Erin, Jessica from SFU
- [February 15] Build SFU Joint Steering Committee Meeting

Projects

- SFSS 18/19 Budget Drafting

- Copy Centre

Office/Engagement Hours

- Office hours are by appointment on all three campuses. Please email atlarge2@sfss.ca

Events

- [February 7] SFSS Club Exec Social Volunteer
- [February 8] Valentine's Pub Night Project Lead
 - Hired DJs
 - Hired & Managed Photographer/Videographer
 - Hired Production
 - Ensuring ticket sales do not exceed cap of 290
 - Keeping track of ticket tiers on Showpass and GO
 - Work with Dan Travis and SFU Security on Event Safety+Logistics
 - Managed Social Media/Promotions Schedule
 - Reserved, rented, and set up equipment from L&M
 - Set up decorations, balloons, etc. inside of venue
 - Managed volunteers
 - Coat Check
 - Ensured smooth operation on day of event

Administrative

- Review meeting minutes, agenda and attachments
- Cheque Requisitions
- Responding to all emails
- Review Budgets from Previous Years

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

- Governance Committee:
 - [February 5] Meeting
 - Student Union Executive Forum:
 - Debriefed team
 - Discussed feedback received and next steps for report and future events
 - Reviewed the Code of Conduct
 - Discussed analyses of IEC recommendations
- Surrey Campus Committee:
 - Elected as Chair (February 2 Board of Directors' meeting)
 - [February 5] Meeting (as chair)
 - Appointed new At-Large member
 - Discussed the Surrey Pub Night results
 - Discussed possible March Pub Night

- Passed motions for event proposals throughout the semester
- Finance and Audit Committee:
 - [February 5] Meeting
 - Discussed upcoming annual budget changes
- Advocacy Committee:
 - [February 5] Meeting

Meetings & Action Items

- Board of Directors:
 - [February 2] Meeting
 - Passed motion for FAS Representative Engagement Event
 - Elected me as Chair of Surrey Campus Committee
 - Discussed purchase of first aid kits for events
 - Listened to presentation from SFU President
 - Discussed due diligence for the IEC appointment
 - Discussed Fall Reading Break proposal
 - Passed motion to collect student feedback about SFU Catering
 - [February 9] Meeting
 - Discussed possibility of referendum question to increase fee for WUSC
 - Approved updates to the Code of Conduct
 - Approved the semester reports for public release
- Council:
 - [February 7] Meeting
 - Provided update from the Board of Directors
 - Discussed food offerings on campus
- Mechatronic Systems Engineering Student Society:
 - [February 1] Meeting
 - Discussed the Student Union Executive Forum
 - Discussed suggested next steps for FASSU
 - Updated on the Fall Reading Break initiative
- Computing Science Student Society:
 - [February 9] Meeting
- Women in Engineering:
 - [February 2] Meeting
 - [February 9] Meeting
 - Discussed suggested next steps for FASSU
 - Outreach to high schools suggested
- UNICEF SFU:
 - [February 7] Meeting

Projects

- FAS Formal:
 - [February 15] Organizing Committee meeting (as chair)

- Discussed updates on sponsorship, marketing, and logistics
- Fall Reading Break:
 - [February 15] Meeting
 - Discussed process and upcoming meetings to continue the work

Office/Engagement Hours

- FAS Representative Engagement Event:
 - [February 5] Poster at the Applied Sciences Building
 - [February 7] Event
 - Met with students in front of the ASB
 - Distributed food in exchange for conversation about my position
- Office hours by appointment; email appscirep@sfss.ca
- Most meetings of the DSUs of FAS

Events

- SFSS:
 - [February 7] Club Executive Social
 - Led the SFSS Resources discussion
 - [February 8] Valentine's Day Pub Night
 - Set up and ran coat check
- Software Systems Student Society:
 - [February 7] Systems Hacks (hackathon)
 - Mentored teams
- Mechatronic Systems Engineering Student Society:
 - [February 15] Food Crawl
 - Enjoyed delicious food
- SFU Musician Impact Network Society:
 - [February 1] Icebreaker
- [February 7] BC Game Jam (hackathon)

Administrative

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

ARTS & SOCIAL SCIENCES REPRESENTATIVE (J. Freedman)

Named SFSS Committee Work & Action Items

- Events Committee
 - The events committee is currently planning a wide range of events for the coming semester. I'll be focusing on the olympic related event, dodgeball tournament, an outdoor games day, and a football tournament for the end of the semester.
- Nominations Committee
 - The committee did not meet during this time.
- Strategic Engagement Committee

- Currently under review, heading towards abolishment.

Meetings & Action Items

- [Feb 1] Meeting with Anwar regarding Olympic Watching Party
- [Feb 1] Meeting with Mohammed of the RHA
- [Feb 2] Board of Directors Meeting
- [Feb 5] Meeting about CTF on Campus
- [Feb 5] Governance Committee Meeting
- [Feb 7] PSSU Meeting
- [Feb 8] Meeting regarding Membership Engagement Items
- [Feb 8] Meeting regarding Clubs Day improvement strategies
- [Feb 9] Board of Directors Meeting
- [Feb 9] Executive Meeting

Projects

- Dodgeball Tournament
- Olympics Watching Party
- Classroom Presentations
- Strategic Engagement Committee Review
- SFSS Engagement Platform - Campus Vibe/Labs
- Campus Safety Infrastructure Initiative
-

Office/Engagement Hours

- Office hours by appointment at all three campuses; please email artsrep@sfss.ca

Events

- [Feb 7] Club Exec Social
- [Feb 8] Valentines Pub Night

Administrative

- Responded to emails, communicated with students in my constituency
- Reviewed documents and prepared for meetings

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

- [Feb 5] FAC Meeting
- [Feb 9] Event working group (cultural festival)
- [Feb 9] FAC - board budget drafting
- [Feb 9] SFSS Board Meeting

Meetings & Action Items

- [Feb 1] Student resources meeting (CEO x SFSS President x business rep)
- [Feb 2] Jim Miller Consultant meeting
- [Feb 2] External granting meeting
- [Feb 9] Exec Meeting

Projects

- Member Services Improvement Strategy
- SFSS 18/19 Budget Drafting
- Copy Centre
- SFSS Club Exec Social

Office/Engagement Hours

- [Feb 6] Business rep meeting

Events

- [Feb 7] SFSS Club Exec Social

Administrative

- Review meeting minutes, agenda and attachments
- Respond to all emails
- Review previous years' budget

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

N/A

Meetings & Action Items

N/A

Projects

- FCAT Formal 2018

Office/Engagement Hours

Available for office hours at all campuses by appointment book via fcatrepsfss.ca

Events

N/A

Administrative

- Reading and writing emails
- Reviewing agendas and related documents
- Compiling documents for the FCAT Formal grant proposal

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

- Advocacy Committee
 - Discussion of Needs Based Grants Campaign materials and outreach strategy
- Strategic Engagement Committee
 - Did not meet - working towards abolishment
- Accessibility Committee
 - Met to discuss 'Let's get accessible' event to promote use of SFSS accessibility fund

Meetings & Action Items

- [Feb 2] Board Meeting
- [Feb 2] ESA Meeting
- [Feb 2] AVPLT Search Committee Meeting
- [Feb 5] Sexual Violence Policy Working Group Meeting
- [Feb 5] Advocacy Meeting

- [Feb 6] AVPLT Search Committee Meeting
- [Feb 9] Board Meeting
- [Feb 16] Sexual Violence Policy Working Group Meeting

Projects

- Sexual Violence Policy
 - Developed MOU with lawyers on parallel policy with SFU's GP44
- Needs Based Grants campaign
 - Met with Advocacy at-large rep to discuss start of social media campaign with a video explaining the ask

Office/Engagement Hours

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

Events

- [Feb 7] SFSS Club Exec Social

Administrative

- Review agendas/ minutes/ sent emails

ENVIRONMENT REPRESENTATIVE

Named SFSS Committee Work & Action Items

- [Feb 2] Board meeting
- [Feb 5] FAC
- [Feb 5] Governance
- [Feb 9] FAC Budgeting
- [Feb 9] Board meeting

Meetings & Action Items

- [Feb 6] BESU meeting
- [Feb 7] EVSC meeting
- [Feb 9] Dean advisor meeting

Projects

- Safe walk project
- Frosh committee
- Pub night

Office/Engagement Hours

- Available by email appointments

Events

- none

Administrative

- Emails
- Phone calls
- Reviewing agendas

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

Advocacy Committee

- Mental Health Forum
 - Working on prep for event
 - Booking speakers/contacting them

Events Committee

- Preparing for Valentines Pub night
 - Bought supplies
 - Decorating/Organizing pub night

Meetings & Action Items

[February 9] Board Meeting

[February 9] Mental Health Speaker Meeting

[February 9] Meeting for Annual General Survey

Projects

- Working on Mental Health Forum
 - Contacting speakers
 - Finalizing proposal
 - Booking auditoriums
 - Stress balls
- Working on Annual General survey
 - Meeting with Sindhu, Martin, Jimmy to figure out campaigning for survey

Office/Engagement Hours

Available for office hours by appointment book via healthrep@sfss.ca

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Events

[February 8th] Valentines Pub Night

Administrative

- Checking emails
- Preparing for agenda items
- Emailing speakers for mental health forum
- Organizing meetings
- Buying decor etc.
- Extensively emailing for the mental health forum

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

- [February 2] Board of Director
- [February 5] Advocacy
- [February 9] Board of Director

Meetings & Action Items

- [Feb 8] OER meeting with Hope Power
- [Feb 8] Committee membership meeting with Plerre and Jackson
- [Feb 13] Filming video for OER working group and promotion
- [Feb 14] Meeting with Marcos Olindan from SFU facilities
- [Feb 15] Build SFU Joint Steering Committee

Projects

- Open textbook
- Engagement
- Science Peer Mentorship Program

Office/Engagement Hours

- Office hours are by appointment please send an email to sciencerep@sfss.ca
 - Skype meetings are also available, please email for more information

Events

- [February 7] SFSS Club Executive Social

Administrative

- **Emails**
- **Making video for the OER project**
- **Reading and preparing for agenda items**

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
February 16-28, 2018

ADVOCACY

Advocacy committee met on Feb 27 to discuss the BC Provincial Lobby trip, Menalth health event and the Needs Based Grants campaign. We collective campaigned together and gathered 200 signatures for our campaign.

ACCESSIBILITY FUND

EVENTS

The committee did not meet during this time.

FINANCE & AUDIT

Approved a recommendation from management to use the accessibility fund for the purpose of the accessibility assistant pay. Approved the purchase of computers for the member services, which did not impact the bottomline of the capital budget. Committee is currently getting feedback on the Board Budget. Committee is waiting for staff to complete the operations budget.

GOVERNANCE

Governance committee met to finalize our Burnaby engagement event's final report and to work on the proposal and planning for an identical Surrey-based event. At this meeting, we also discussed storage of reports in terms of where to store event reports for continuity, standard operating job procedures for SFSS board members, and closed meeting procedures as previously discussed.

NOMINATION

STRATEGIC ENGAGEMENT

The strategic engagement committee is currently under review and is expected to be terminated on April 30th, 2018. This is yet to be passed at the board table, but widespread support from the board has been attained.

SURREY CAMPUS

The Surrey Campus Committee met twice during this period (February 19 and 26).

The motions mainly involved upcoming events (planned and proposed) such as the Club Merger or the Kitten Therapy events. The committee also approved a proposal from the Governance Committee to hold a Student Union Executive Forum in Surrey.

The Surrey Pub Night final report was completed and reviewed, and will be brought to the Board of Directors.

Two new At-Large members were appointed to replace members who were no longer able to attend the meetings.

It was decided to have a social at the end of the semester.

VANCOUVER CAMPUS

The committee did not meet during this time.

SFSS BOARD WORK REPORT

This report reflects the Board work from
February 16-28, 2018

PRESIDENT

Named SFSS Committee Work & Action Items

- [February 19] Governance
- [February 20] Finance and Audit
- [February 23] Board of Directors

Meetings & Action Items

- [February 15] Surrey Space- Wade Parkhouse
- [February 15] External Organization Sponsorship
- [February 15] Reading Break Campaign
- [February 15] Build SFU Joint Steering Committee
- [February 15] Executive Operations Manager
- [February 16] President/CEO weekly check in
- [February 19] Co-Curricular Record
- [February 19] HR Manager
- [February 19] SFU International Executive Director
- [February 20] SFU Health and Counselling Services Director
- [February 21] External Groups Support
- [February 21] Graduate Student Society
- [February 21] Comwell Systems
- [February 22] SFU Chief Safety Officer
- [February 22] Showpass
- [February 22] President Petter
- [February 23] President/CEO weekly check in
- [February 23] Fall reading break
- [February 26] SFSS/SFU Commercial Activities and Advertising Agreement
- [February 26] Student Experience Initiative
- [February 27] SFU Surrey Executive Director- Surrey Space
- [February 28] Indigenous Student Centre
- [February 28] Board Orientation Planning
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Projects

- Fraser International College
- Emergency Food Bank Program
- Surrey Space
- Fall Reading Break
- Board Orientation

Office/Engagement Hours

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

Events

- [February 26] Consul General Korea
- [February 27] Women's Centre Pancake Breakfast
- [February 27] Get to know your Board!
- [February 28] General Membership Survey tabling

Administrative

- Emails
- Reviewed minutes and prepared agenda items.

VP STUDENT SERVICES**Named SFSS Committee Work & Action Items****Meetings & Action Items****Projects****Office/Engagement Hours****Events****Administrative****VP EXTERNAL RELATIONS****Named SFSS Committee Work & Action Items**

- [February 23] Board Meeting
- [February 26] Governance meeting
- [February 26] Advocacy meeting

Meetings & Action Items

- [February 19] BC Budget 2018
- [February 21] Filmed for Needs Based Grants
- [February 23] External phone call
- [February 26] SFU Fashion week meeting
- [February 28] U-Pass Advisory Caucus Meeting
- [February 28] ADV Budget meeting
- [February 28] SVO + SFSS CEO Meeting

Projects

- Needs Based Grants
 - Promotions, outreach, research

- Mental Health
- March SFSS Advocacy Lobby Trip
- Surrey DSU/FSU Governance Engagement Event
- Sexual Assault Awareness Month (SAAM) Committee

Office/Engagement Hours

- [February 26] Needs Based Grants outreach (Burnaby)
- [February 27] Needs Based Grants outreach (Vancouver)
- [February 28] Needs Based Grants outreach (Burnaby)
 - Office hours are available by appointment at the Burnaby, Surrey, and Vancouver campus. Please contact vpexternal@sfss.ca to schedule an appointment.

Events

- [February 28] Dodgeball Tournament

Administrative

- Review meeting minutes, agenda and attachments
- Respond to all emails
- Report
- Research for Lobby document

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

- [Feb 19] Finance and Audit Committee Meeting
- [Feb 19] Surrey Campus Committee Meeting
- [Feb 23] Board Meeting
- [Feb 26] Surrey Campus Committee Meeting

Meetings & Action Items

- [Feb 19] Meeting with Applied Sciences Representative
- [Feb 21] Meeting with President, Applied Sciences Rep, CEO and Campaigns Coordinator
- [Feb 28] Meeting with Advocacy Committee
- [Feb 28] Meeting with FNSA Treasurer
- [Feb 28] Meeting with CEO and Finance Coordinator

Projects

- 18/19 Budget
- SFSS Cat Therapy
- Get to Know Your SFSS Board Event
- Clown Around Event
- External Groups
- Job Postings
- Surrey Space Expansion
- Monthly Financial Statement Review
- Games Day

- Bursaries
- Granting
- Elections Promotion/Engagement

Office/Engagement Hours

- [Feb 27] Get to Know Your SFSS Board Event
- [Feb 27] Meeting with Student
- [Feb 28] Meeting with Student
- [Feb 28] Meeting with Student

Events

- [Feb 17] Enactus Bright Ideas Event

Administrative

- Review meeting minutes, agenda and attachments
- Respond to all emails
- Bi-weekly report
- Board stipend administration
- Cheque requisitions

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

- N/A

Meetings & Action Items

- [Feb 22] Showpass
- [Feb 26] SFU talent show
- [Feb 28] Moein

Projects

- Throwback Thursday Pub Night
- St. Patricks Day Pub Night

Office/Engagement Hours

- [Feb 27] Women Center Pancake Breakfast
- [Feb 27] Get to know your Board
- Office hours are available by appointment on the Surrey, Vancouver, and Burnaby Campus. Please contact vpstudentlife@sfss.ca to set up an appointment.

Events

- [Feb 23] SFU Appreciation Gala
- [Feb 27] Women Center Pancake Breakfast
- [Feb 27] Get to know your Board
- [Feb 28] Dodgeball tournament

Administrative

- Review meeting minutes, agenda and attachments
- Respond to emails
- Bi-weekly report

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

- [Feb 19] Finance and Audit Committee Meeting
- [Feb 23] Board Meeting
- [Feb 26] Governance Meeting
- [Feb 26] Accessibility Meeting

Meetings & Action Items

- [Feb 16] Sexual Violence Policy MOU Meeting
- [Feb 19] Meeting with concerned student
- [Feb 21] GSS meeting

Projects

- 18/19 Budget
- Get to Know Your SFSS Board Event
- Surrey Space Expansion
- Bursaries
- Elections Promotion/Engagement
- Closed meeting procedures
- Sexual violence policy
- Fair Trade logo
- Branding guidelines
- Governance engagement events

Office/Engagement Hours

- [Feb 27] Get to know your Board event

Events

- [Feb 27] Women's Centre pancake breakfast

Administrative

- Review meeting minutes, agenda and attachments
- Respond to emails
- Bi-weekly report
- Liaise with HCS for Board development presentation

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

- Surrey Campus Committee
- Advocacy Committee
- Governance Committee

Meetings & Action Items

- [Feb 16] Sexual Violence Policy MOU Meeting
- [Feb 19] SCC Meeting
- [Feb 23] Board Meeting
- [Feb 26] Governance Meeting
- [Feb 26] Advocacy Meeting

- [Feb 26] SCC Meeting
- [Feb 26] Surrey Campus Line Item Meeting
- [Feb 28] Advocacy/Finance Meeting

Projects

- SFU/SFSS Sexual Violence Policy MOU
- Surrey Student Union Exec Forum
- Surrey Confessions Board
- Sexual Assault Awareness Month (SAAM) Committee
- Surrey Space Expansion

Office/Engagement Hours

- Office hours are by appointment on all three campuses. Please email atlarge1@sfss.ca
- [Feb 26] Grants Now Campaign Tabling
- [Feb 27] Grants Now Campaign Tabling

Events

- [Feb 27] Get to know your Board event

Administrative

- Review meeting minutes, agenda and attachments
- Respond to all emails
- Bi-weekly report

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

- N/A

Meetings & Action Items

- [Feb 23] Board Meeting

Projects

- Get to Know Your SFSS Board Event
- Surrey Space Expansion
- Throwback Thursday Pub Night
- St. Patricks Day Pub Night

Office/Engagement Hours

- Office hours are by appointment on all three campuses. Please email atlarge2@sfss.ca
- [Feb 27] Grants Now Campaign Tabling
- [Feb 28] Grants Now Campaign Tabling

Events

- [Feb 28] Dodgeball tournament

Administrative

- Review meeting minutes, agenda and attachments

- Respond to all emails
- Bi-weekly report

APPLIED SCIENCES REPRESENTATIVE (Jeffrey Leung)

Named SFSS Committee Work & Action Items

- Surrey Campus Committee: (as chair)
 - [February 19] Meeting
 - Approved Club Merger event
 - Discussed proposal for a simple engagement event
 - Discussed proposal for a kitten therapy event
 - Discussed ideas for a large-scale Surrey Signature Event
 - [February 26] Meeting (as chair)
 - Approved Cat Therapy events
 - Approved Surrey Pub Night final report
 - Appointed 2 new members to the committee
 - Discussed committee social before the end of the year
 - [February 26] Meeting with Board members in SCC
 - Discussed recommendations for next year's Board budget
- Governance Committee:
 - [February 26] Meeting
 - Discussed results from Burnaby Student Union Engagement Forum
 - Discussed Surrey Student Union Engagement Forum event
 - Discussed proposal for storage of reports by staff in the future
 - Discussed job procedures for SFSS Board members
 - Reviewed new changes to Board of Director position descriptions on the website and discussed suggested changes

Meetings & Action Items

- Board of Directors:
 - [February 23] Meeting
 - Took meeting notes
 - Motioned for funding for the for upcoming Surrey Engagement Event
 - Discussed additions to the Board of Directors position descriptions on the website
- Applied Sciences:
 - [February 20] APSC Student Group Meeting
 - Updates from each group
 - Discussed strategies for sponsorship, transition, and collaboration
 - [February 27] Meeting about Student Group Financial/Space Support

- Discussed current funding process for student groups by the faculty and lack of clarity, as well as how to improve communication
- Engineering Science Student Society:
 - [February 19] Meeting
 - Reviewed discussion on FASSU
 - Updated on FAS Formal and chose a ticket seller
 - Asked for feedback on SFU IT Services
 - [February 26] Meeting
 - Offered support for a potential Engineering in Diversity club
 - Provided update on FASSU
 - Announced FAS Formal ticket sale process
 - Promoted elections for SFSS Board of Directors
- SFU IT Advisory Committee:
 - [February 19] Meeting
 - Coordinated meeting as student lead
 - Discussed potential improvements around wifi, cell coverage, online course enrollment system
- [February 21] Meeting about SFSS branding policies and enforcement

Projects

- FAS Formal:
 - [February 26] Organizing Committee meeting (as chair)
 - Updated on sponsorship, marketing, table bookings
 - Gave a rundown of ticket selling guidelines
 - [February 27] Launched ticket sales and marketing
- External Granting:
 - [February 21] Meeting
 - Solidified scope of the potential new granting process and approval of the grants

Office/Engagement Hours

- [February 27] Board Donut Engagement Event
 - Engaged with students to discuss the SFSS and the upcoming elections
- [February 28] FAS Representative Engagement Event
 - Distributed food in exchange for conversation about my position, the SFSS, and other student society related discussions

Events

- [February 28] FCAT Formal Fundraiser
 - Provided cleaning assistance

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

SFSS Events Committee

Meetings & Action Items

Projects

Office/Engagement Hours

Events

- [Feb 28] 2018 SFSS Dodgeball Tournament
- [Feb 28] Applied Science

Administrative

BUSINESS REPRESENTATIVE

Named SFSS Committee Work & Action Items

- [Feb 23] Board Meeting

Meetings & Action Items

- [Feb 21] Search Committee Meeting - VPRI
- [Feb 21] SFSS Branding
- [Feb 27] Search Committee Meeting - VPRI

Projects

- SFSS Branding
- Cultural Festival

Office/Engagement Hours

- Get to Know Your Board Event
- [Feb 28] Board engagement

Events

- [Feb 27] Pancake Breakfast - Women's Centre
- [Feb 28] Dodgeball Tournament

Administrative

- Prepare proposals for board meeting
- Read and commented on documentation
- Read and responded to emails
- Reviewed agenda items, minutes, and supporting documents

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE

(Juvina Silvestre)

Named SFSS Committee Work & Action Items

- [Feb 23] Board of Directors Meeting

- [Feb 26] Accessibility Committee Meeting

Meetings & Action Items

- [Feb 19] FCAT Formal OC Meeting
- [Feb 20] FCAT DSU Presidents Meeting

Projects

- FCAT Formal Planning
- Mental Health Student Plan
- FCAT Formal Student Showcase Applications

Office/Engagement Hours

- FCAT Formal Fundraiser Events
- Office hours available by appointment via fcatrepreneur@sfss.ca on all campuses.

Events

- [Feb 23] SFU Volunteer Appreciation Gala
- [Feb 27] FCAT Formal Bubble Waffle Fundraiser at Surrey
- [Feb 28] FCAT Formal Bubble Waffle Fundraiser at Surrey

Administrative

- Prepared meeting agendas for the FCAT Formal OC
- Read and responded to emails
- Reviewed agenda items, minutes, and supporting documents

EDUCATION REPRESENTATIVE

Named SFSS Committee Work & Action Items

- Advocacy Committee
 - Needs Based Grants Campaign started petition
- Accessibility Committee
 - Initial discussion of accessibility of sfss.ca website and documents

Meetings & Action Items

- [Feb 16] ESA Meeting
- [Feb 20] Education Mentorship Meeting
- [Feb 21] Needs Based Grants Video Filmed
- [Feb 23] AVP Learning and Teaching Open Forum
- [Feb 23] AVP Learning and Teaching Interviews
- [Feb 23] Board Meeting
- [Feb 26] Accessibility Committee
- [Feb 26] Advocacy Committee

Projects

- Sexual Violence Policy
 - Provided feedback on drafted MOU
- Needs Based Grants campaign

- Campaign video filmed and petition started - tabling schedule sent out to Advocacy members - 400/ 1200 signatures obtained

Office/Engagement Hours

- [Feb 26] Needs Based Grants Tabling
- [Feb 27] Needs Based Grants Tabling
- [Feb 28] Needs Based Grants + AGM Tabling
- Office hours by appointment please email: edurep@sfss.ca

Events

- [Feb 27] Get to Know Your Board

Administrative

- Review agendas/ minutes/ sent emails

ENVIRONMENT REPRESENTATIVE

Named SFSS Committee Work & Action Items

[Feb 26th] Governance committee

Meetings & Action Items

[Feb 26th] Governance meeting

[Feb 27th] Besu meeting

[Feb 28th] EVSC meeting

Projects

Book drive

Safe walk

Office/Engagement Hours

Office hours by emails

Events

N/A

Administrative

Emails, phone calls, reading minutes

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

Advocacy Committee

- Tabling for Needs based
- Working on mental health forum
 - Sending work orders for promotion and posters to Sindhu

Events Committee

- Mental health workshop/forum
- Contacting organizations and finalizing the proposal

Meetings & Action Items

[February 23] Board Meeting online
[February 26] Advocacy Meeting
[February 26] Meeting with Anwar for mental health

Projects

- Annual General Survey Launch

Office/Engagement Hours

- Selling HSUSU gala tickets had office hrs
- Office hours available by appointment via healthrep@sfss.ca

Events

- [February 27] Tabling

Administrative

- Made the classroom presentations for annual general survey
- Emailed people in regards to organizing the mental health forum
- Read over agenda for board meetings

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

- [February 23] Board Meeting
- [February 26] Advocacy meeting

Meetings & Action Items

- [February 26] Meeting with President

Projects

- OER
- Engagement
- Science Peer Mentorship Program

Office/Engagement Hours

- [February 26] Needs Based Grants outreach (Burnaby)

Events

- N/a

Administrative

- Emails, reading agenda items and meeting minutes