

1. CALL TO ORDER

Call to Order – 1:32 PM

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

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

3.2 Society Staff

Chief Executive Officer	Martin Wyant
Campaign, Research, and Policy Coordinator	Pierre Cassidy
Administrative Assistant	Nadine Ratu

3.3 Guests

The Peak News Editor Assistant	Amneet
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3.4 Regrets

Faculty Representative (Science)	Parham Elmi
VP Finance	Baljinder Bains

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2018-04-20:01

Jackson/Gini

Be it resolved to ratify regrets from Parham Elmi (academic), and Baljinder Bains (academic), Aarushi Sharma (personal).

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2018-04-20:02

Jeffrey/Prab

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

- To add 9.6 U-Pass and 9.7 Research Assistant Position to In-Camera discussion
- To add 8.10 Publicising the Semester Reports to discussion
- To remove the 7.1 Translink under Presentation
- To remove 8.1 SFSS Annual Undergraduate Award

MOTION BOD 2018-04-20:02-01

Jimmy/Prab

Be it resolved to amend the above motion.

CARRIED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2018-04-20:03

Jeffrey/Prab

Be it resolved to receive and file the following minutes:

- Board of Directors 2018-03-23.pdf
- Accessibility and Fund Committee 2018-03-26.pdf
- Advocacy Committee 2018-03-05.pdf
- Council 2018-03-28.pdf
- Events Committee 2018-01-30.pdf
- Executive Committee 2018-04-16.pdf
- Finance and Audit Committee 2018-03-19.pdf

CARRIED

7. NEW BUSINESS

7.1 March 16-31, 2018 Committee & Board Work Reports – MOTION BOD 2018-04-20:04

Jackson/Raajan

Be it resolved to approve the March 16-31, 2018 Board Work Reports.

CARRIED

7.2 General Membership Survey – MOTION BOD 2018-04-20:05

Alam/Jamie

*Be it resolved to upload the General Membership Student Survey 2017/2018 results online publicly.
Be it resolved for the Communications Coordinator to edit the Powerpoint with the survey results before uploading the results online.*

CARRIED

- Refer to attachment

7.3 Mental Health MOU – MOTION BOD 2018-04-20:06

Alam/Prab

Be it resolved to approve the partnership agreement with SFU for the mental health student support plan (SSP) subject to resolution of the indemnity clause.

Be it further resolved to task the Executive committee to review and approve the final agreement.

CARRIED AS AMENDED

- The issue regarding indemnity refers to the security and protection against future lawsuits and financial burdens SFSS provides for SFU but not vice versa. It has been brought up to SFU legal and they have agreed to include a joint indemnity clause via email but Board has not been sent the revised agreement
- Board had three options regarding the agreement which are to approve it as is, to approve pending the indemnity issue being fixed, or move it into the next board meeting
- Board agreed on amending the motion and revisiting it at an Executive Committee meeting

MOTION BOD 2018-04-20:06-01

Jeffrey/Jimmy

Be it resolved to amend the above motion.

CARRIED

7.4 Board, Advocacy, and Lobbying Standards – MOTION BOD 2018-04-20:07

Jeffrey/Jackson

Be it resolved to approve the policy and procedure as attached prepared by the Campaigns, Research and Policy Coordinator.

CARRIED AS AMENDED

- Issues were experienced regarding advocacy and lobbying due to lack of a Standard Operating Procedure.
- Once prepared, the procedure will be used as reference when dealing with stakeholders and external organizations
- Suggestion: for the upcoming board to review it before passing the motion

MOTION BOD 2018-04-20:07-01

Prab/Jeffrey

Be it resolved to amend the above motion.

CARRIED

8. DISCUSSION ITEMS

8.1 IEC Elections Report

- Campaigns, Policy, and Research Coordinator is in the process of preparing the report including recommendations for improvement with the possibility of Board members being able to contribute recommendations
- Suggestion: for candidates to relay feedback about the election process, IEC and other aspects and to bring this idea to Governance Committee

8.2 Territorial Land Acknowledgement

- Council passed a motion for Board to do research on territorial land acknowledgement regarding if it's a requirement, how to acknowledge it and how SFSS can support indigenous groups in SFU
- Board to take a strong stance in highly recommending student groups to acknowledge it for the upcoming board to recommend, to make resources available for clubs and student unions to learn more about indigenous and first Nations people in the Nuts & Bolts/Canvas Course
- Board to build a sustainable relationship between indigenous groups/people in the community by researching and consulting indigenous groups such as FNSA

8.3 Logo on Clothing Student Groups

- Refer to attachment
- Board had some concerns regarding expanding the SFSS brand at the expense of students including sizing guidelines and providing the disclaimer that the SFSS logo has to be on apparel
- Board also noted that in order to expand the SFSS brand, an increase in student expenses will be needed to put logos on the clothing
- Board agreed on option #3

MOTION BOD 2018-04-20:08

Erwin/Jimmy

Be it resolved to call the question.

CARRIED

8.4 Travel and Conference Funding Student Group

- Refer to attachment
- Individual students would not be able to request for increase with a set limit of \$100/year

8.5 Bursaries

- Board and CEO met with a number of financial organizations to obtain information for the upcoming Board members

8.6 Academic Committee Terms of Reference

- Refer to attachment
- The committee will be dedicated to academic advocacy and it will appoint upcoming board members to be in it

MOTION BOD 2018-04-20:09

Jackson/Erwin

Be it resolved to adopt the Academic Committee Terms of Reference as presented.

CARRIED

8.7 Compliance with Privacy Regulations

- Board to start looking into the different tools and databases in place comply with privacy regulations in Canada

- Biggest privacy concern is G-mail accounts and trying to sort out which documents/emails are confidential

8.8 Report on Responsibilities

- Board suggested for report to be made regarding board members responsibilities including which duties Board members and staff are applicable to do and it will be brought up to the upcoming board members

8.9 Publicising the semester reports

- Board has agreed on publicising the semester reports and the link will be provided on the SFSS website

9. IN-CAMERA

9.1 MOTION BOD 2018-04-20:09

Jimmy/Alam

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

CARRIED

9.2 External Group

9.3 Health and Dental Plan – MOTION BOD 2018-04-20:10

Prab/Alam

Whereas the SFSS Health and Dental Plan contract ends in August 2018;

Whereas the SFSS conducted an Request for Proposal process;

Whereas Studentcare provided competitive market value pricing and savings to students;

Whereas a refund accounting insurance model was identified as the best fit for the SFSS for long term stability and pricing;

Whereas Pacific Blue Cross was identified as the best insurance provider for the plan;

Be it resolved to recommend to adopt the Studentcare refund accounting proposal with Pacific Blue Cross, contingent on finalization of contract agreement with Studentcare and Pacific Blue Cross by May 31, 2018.

CARRIED

9.4 Letter to SFU

9.5 Activity Fees

9.6 U-Pass

9.7 Research Assistant Position

10. EX-CAMERA

10.1 MOTION BOD 2018-04-20:11

Jaskarn/Jimmy

Be it resolved to go ex-camera.

CARRIED

11. ATTACHMENTS

- 2018 Spring Report.pdf

- Simon Fraser Student Society Annual Undergraduate Award- Summer 2018 Pledge Reminder (2).pdf
- [BOD1718] March 16-31 Work Report & Committee Update.pdf
- SFSS GMS Survey 2018 - Modified.pdf
- academic committee tor draft 1.pdf
- Member Engagement and Campaign Development Guidelines and Template.pdf
- 2018-04-08 Board, Advocacy.pdf
- 2018-04-04 Board, Advocacy.pdf

12. ADJOURNMENT

MOTION BOD 2018-04-20:12

Jaskarn/Jimmy

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

CARRIED

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

*Elections 2018 for the 2018-2019
year*

By the whole board of the IEC Spring 2018 for
the Simon Fraser Student Society

simon fraser
student society

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CHIEF COMMISSIONER SIGNATURE

Printed Name _____

Signature _____

Date _____

TIMELINE

<i>Electoral Period 2018</i>	Start Date	End Date
<i>Notice of Election Period</i>	February 5	February 18
<i>Nomination Period</i>	February 19	March 4
<i>Campaign Period</i>	March 5	March 19
<i>Voting Period</i>	March 20	March 22
<i>Post-Election Period</i>	March 23	April 8

ELECTIONS RESULTS

PRESIDENT

<i>CANDIDATE NAME</i>	<i>VOTES IN FAVOUR</i> <i>(‘Yes’ votes if uncontested)</i>	<i>VOTES AGAINST</i> <i>(‘No’ votes if uncontested)</i>	<i>ELECTED</i>
<i>Jaskarn (Jas) Randhawa</i>	1,206	N/A	<input checked="" type="checkbox"/>
<i>Amar Singh</i>	952	N/A	<input type="checkbox"/>

VICE-PRESIDENT – STUDENT SERVICES

<i>CANDIDATE NAME</i>	<i>VOTES IN FAVOUR</i> <i>(‘Yes’ votes if uncontested)</i>	<i>VOTES AGAINST</i> <i>(‘No’ votes if uncontested)</i>	<i>ELECTED</i>
<i>Samer Rihani</i>	1,061	N/A	<input checked="" type="checkbox"/>
<i>Simran Sanghera</i>	1,024	N/A	<input type="checkbox"/>

VICE-PRESIDENT – FINANCE

<i>CANDIDATE NAME</i>	<i>VOTES IN FAVOUR</i> <i>(‘Yes’ votes if uncontested)</i>	<i>VOTES AGAINST</i> <i>(‘No’ votes if uncontested)</i>	<i>ELECTED</i>
<i>Vikramaditya Chandhok</i>	940	N/A	<input type="checkbox"/>
<i>Matthew Chow</i>	1,086	N/A	<input checked="" type="checkbox"/>

VICE-PRESIDENT – EXTERNAL RELATIONS

<i>CANDIDATE NAME</i>	<i>VOTES IN FAVOUR</i> <i>(‘Yes’ votes if uncontested)</i>	<i>VOTES AGAINST</i> <i>(‘No’ votes if uncontested)</i>	<i>ELECTED</i>
<i>Jasdeep Gill</i>	1,125	N/A	<input checked="" type="checkbox"/>
<i>Livleen Sidhu</i>	930	N/A	<input type="checkbox"/>

VICE-PRESIDENT – UNIVERSITY RELATIONS

<i>CANDIDATE NAME</i>	<i>VOTES IN FAVOUR</i> <i>(‘Yes’ votes if uncontested)</i>	<i>VOTES AGAINST</i> <i>(‘No’ votes if uncontested)</i>	<i>ELECTED</i>
<i>Colin Fowler</i>	950	N/A	<input type="checkbox"/>
<i>Jackson Freedman</i>	1,048	N/A	<input checked="" type="checkbox"/>

VICE-PRESIDENT – STUDENT LIFE

CANDIDATE NAME	VOTES IN FAVOUR (Yes' votes if uncontested)	VOTES AGAINST (No' votes if uncontested)	ELECTED
<i>Sarosha Ali</i>	299	N/A	<input type="checkbox"/>
<i>Reza Mardan</i>	745	N/A	<input type="checkbox"/>
<i>Tawanda Masami</i>	971	N/A	<input checked="" type="checkbox"/>

FACULTY REPRESENTATIVE – APPLIED SCIENCES

CANDIDATE NAME	VOTES IN FAVOUR (Yes' votes if uncontested)	VOTES AGAINST (No' votes if uncontested)	ELECTED
<i>Fuyun Li</i>	82		<input type="checkbox"/>
<i>Kia Mirsalehi</i>	133		<input checked="" type="checkbox"/>

FACULTY REPRESENTATIVE – ARTS AND SOCIAL SCIENCES

CANDIDATE NAME	VOTES IN FAVOUR (Yes' votes if uncontested)	VOTES AGAINST (No' votes if uncontested)	ELECTED
<i>Mehak Kalra</i>	224		<input type="checkbox"/>
<i>Kailyn Ng</i>	236		<input checked="" type="checkbox"/>
<i>Ali Versi</i>	174		<input type="checkbox"/>

FACULTY REPRESENTATIVE – BUSINESS

CANDIDATE NAME	VOTES IN FAVOUR (Yes' votes if uncontested)	VOTES AGAINST (No' votes if uncontested)	ELECTED
<i>Jessica Nguyen</i>	325	N/A	<input checked="" type="checkbox"/>
<i>Raunaq Singh</i>	179	N/A	<input type="checkbox"/>

FACULTY REPRESENTATIVE – COMMUNICATION, ART, AND TECHNOLOGY

CANDIDATE NAME	VOTES IN FAVOUR (Yes' votes if uncontested)	VOTES AGAINST (No' votes if uncontested)	ELECTED
<i>Amrita Mohar</i>	86	24	<input checked="" type="checkbox"/>

FACULTY REPRESENTATIVE – EDUCATION

CANDIDATE NAME	VOTES IN FAVOUR (Yes' votes if uncontested)	VOTES AGAINST (No' votes if uncontested)	ELECTED
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<i>Leila Amouzandeh</i>	55	N/A	<input type="checkbox"/>
<i>Cameron Nakatsu</i>	66	N/A	<input checked="" type="checkbox"/>

FACULTY REPRESENTATIVE – ENVIRONMENT

<i>CANDIDATE NAME</i>	<i>VOTES IN FAVOUR</i> <i>(‘Yes’ votes if uncontested)</i>	<i>VOTES AGAINST</i> <i>(‘No’ votes if uncontested)</i>	<i>ELECTED</i>
<i>Russel Dunsford</i>	78	14	<input checked="" type="checkbox"/>

FACULTY REPRESENTATIVE – HEALTH SCIENCES

<i>CANDIDATE NAME</i>	<i>VOTES IN FAVOUR</i> <i>(‘Yes’ votes if uncontested)</i>	<i>VOTES AGAINST</i> <i>(‘No’ votes if uncontested)</i>	<i>ELECTED</i>
<i>Christina Koutsik</i>	131		<input checked="" type="checkbox"/>
<i>Yasmin Khalili</i>	106		<input type="checkbox"/>

FACULTY REPRESENTATIVE – SCIENCE

<i>CANDIDATE NAME</i>	<i>VOTES IN FAVOUR</i> <i>(‘Yes’ votes if uncontested)</i>	<i>VOTES AGAINST</i> <i>(‘No’ votes if uncontested)</i>	<i>ELECTED</i>
<i>Gurprince (Prince)</i>	233	N/A	<input type="checkbox"/>
<i>Cheema</i>			
<i>Natasha Birdi</i>	360	N/A	<input checked="" type="checkbox"/>

AT-LARGE REPRESENTATIVES (2)

<i>Candidate Name</i>	<i>Votes in Favour</i> <i>(‘Yes’ votes if uncontested)</i>	<i>Votes Against</i> <i>(‘No’ votes if uncontested)</i>	<i>Elected</i>
<i>Mohammed Ali</i>	895	N/A	<input checked="" type="checkbox"/>
<i>David Evans</i>	376	N/A	<input type="checkbox"/>
<i>Wareez Ola Giwa</i>	712	N/A	<input checked="" type="checkbox"/>
<i>Alexander Krivoli</i>	657	N/A	<input type="checkbox"/>
<i>Arman Mohseni</i>	697	N/A	<input type="checkbox"/>

RECOMMENDATIONS

RECOMMENDATION 1 – EXTEND PERIOD THAT COINCIDES WITH READING BREAK

<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 reading break is disruptive to the relevant period as academic and social activities tend to be suspended and so any outreach work is not as useful.</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>Extend the period that coincides with Reading Breaks by one week.</p>

RECOMMENDATION 2 – REQUIRE OR SUGGEST DEBATE AND TABLING BOOKINGS

DEADLINE

<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>Although tabling bookings were done early on to resolve conflicts, the same care was not demonstrated by the IEC in booking the debates. We attempted booking them one month ahead of time; the Surrey booking was not confirmed until the weekend before the event was to take place.</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 recommend all locations bookings be done during the notice of election period if not before.</p>

RECOMMENDATION 3 – EXCESSIVE 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 attempting to keep stipend costs low (the original goal was to have \$8000 leftover). This was due to meeting candidates demands for extended office hours as well as round the clock responses to emails to meet these demands.</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 recommend that each IEC member should work a maximum of 15 hours per week and that candidates be made aware of time restraints.</p>

RECOMMENDATION 4 – OVER RELIANCE ON COMMUNICATIONS OFFICE AND COPY CENTRE

<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 Communications officer was made responsible for many tasks that should have fallen to the IEC (such as social media). The copy centre was also forced to work overtime to meet candidates' printing requests</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 ease the burden on the Communications officer, debate bookings, and social media for the elections should fall on the IEC. In order to ease the burden on the Copy Centre and the Communications office, candidates should be required to submit campaign literature at the last Friday of the Nomination Period, and platforms along with their nomination forms.</p>

RECOMMENDATION 5 – SLATES

<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 erroneously permitted slates which resulted in a toxic electoral atmosphere.</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>Slates should be banned as individuals should be able to campaign for themselves.</p>

RECOMMENDATION 6 – INFRACTIONS AND CAMPAIGN EXPENSE LIMITS

<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>As printing costs are directly billed to the IEC, any monetary infraction is unenforceable if all costs are limited to printing. This problem extends with campaign expense limits in that they are unenforceable in general as candidates can choose to simply not include receipts.</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>Monetary Infractions should be eliminated, and Campaign Expense Limits policies must be re-evaluated to solve this issue (current IEC has no solution to this dilemma).</p>

RECOMMENDATION 7 – ENDORSEMENTS

<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>Although, highly unethical, endorsements ran amok in the elections cycle. Ranging from external companies to Board members, these were difficult to eliminate without co-operation. Most complaints about candidates and also the IEC's work revolved around this.</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>Endorsements should be ignored as it is not the IEC's responsibility to protect the reputation of the SFSS. The IEC failed to recognize this.</p>

RECOMMENDATION 8 – CANDIDATE NOMINATION

<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>Many conflicts arose among candidates due to anti-social behaviour ranging from harassment to slander. This behaviour has been ongoing and is directed towards candidates, and members of the IEC. Incidents towards candidates include sexual harassment, social bullying, and spreading rumours of criminal activity. Many complaints were issued regarding this. The IEC has also had to deal with candidates behaving in a confrontational manner outside of the workplace.</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 highly recommend that, like any other job posting, candidates submit 3 academic, work, volunteer or character references which should be checked by the IEC or by an SFSS staff member (preferably IEC).</p>

GP-X: ADVOCACY AND LOBBYING STANDARDS

POLICY TYPE: GOVERNANCE PROCESS POLICY

POLICY TITLE: ADVOCACY AND LOBBYING STANDARDS

POLICY REFERENCE NUMBER: GP-X

[Adopted](#)
[Next Scheduled Revision](#)
[Previous Revisions](#)

The Board of Directors will represent the interests of the members, as members, of the SFSS as a whole in their dealings with all other organisations.

The Board may also facilitate the advocacy or lobbying efforts of segments of its membership, supplying them with SFSS resources as appropriate.

Definitions

1. 'Advocacy' means acting in support of a cause or proposal.
2. 'Lobbying' means to conduct activities aimed at influencing public officials, especially members of a legislative body on legislation
3. 'Campaign' means a set of activities in support of advocacy or lobbying efforts.

Standards

4. Board must approve all advocacy and lobbying campaigns.
5. Advocacy and lobbying campaigns may only be pursued by the Board where the members have expressed a need and the Board has at its disposal evidence of that need.
6. The VP External Relations will act as the lead, on behalf of the Board, and liaison, to and with the Board, for all SFSS advocacy and lobbying initiatives not directly involving the University.
7. The VP University Relations will act as the lead, on behalf of the Board, and liaison, to and with the Board, for all SFSS advocacy and lobbying directly involving the University.
8. Notwithstanding GP-X.3 and GP-X.4, the Board may appoint another director or a member to act as lead or liaison for an advocacy or lobbying initiative.
9. All advocacy and lobbying initiatives presented to the Board for approval must be accompanied by a written plan containing an overview of the following:

- a. champion of the campaign,
 - b. issue or cause addressed by the campaign,
 - c. targeted outcome,
 - d. measure of success,
 - e. budget,
 - f. timeline,
 - g. fact sheet,
 - h. actions taken, and
 - i. commitments made and their status.
10. The leads of advocacy and lobbying initiatives must provide the Board with a monthly written report on progress.
11. Templates for plans and reports will be made available at all times.
12. The process for advocacy and lobbying is to be conducted annually; however, where need arises, directors may initiate the process at any time.

Process

13. The VP External Relations, in consultation with the Campaigns, Research, and Policy Coordinator (CRPC) will:
- a. review the plans and reports on past and ongoing advocacy and lobbying campaigns provided to them by Society,
 - b. conduct a review of relevant information on the cause or issue in question,
 - c. develop an engagement strategy for determining member needs and preferences regarding the cause or issue in question,
 - d. develop a plan for the conduct of the advocacy or lobbying campaign,
 - e. submit the plan to Board for approval,
 - f. implement the advocacy or lobbying campaign, providing Board with a monthly report on its development, and
 - g. submit all reports to the CRPC for permanent filing.

ADVOCACY AND LOBBYING PROCEDURES

ALP-1: REVIEWING THE PLANS AND REPORTS ON PAST ADVOCACY AND LOBBYING PLANS

<i>PROCESS TYPE: ADVOCACY AND LOBBYING PROCEDURE</i>		
<i>PROCESS TITLE: REVIEWING THE PLANS AND REPORTS ON PAST ADVOCACY AND LOBBYING PLANS</i>		
<i>PROCESS REFERENCE NUMBER: ALP-1</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Description

This procedure details the steps necessary to reviewing the past and ongoing advocacy and lobbying campaigns of the Society.

Administrators

1. VP External Relations for all advocacy and lobbying campaigns not targeting the University
2. VP University Relations for all advocacy and lobbying campaigns targeting the University
3. Another director or member as appointed by the Board

Timeline

4. At the start of the Board term, or upon the consideration of any new campaign.

Procedural Steps

Step	Description	Image
1	Request all relevant reports from the CRPC.	
2	Review email account and Board files for any additional information on campaigns.	
3	Review reports for outstanding Society commitments, successes, failures, contacts, resources, data, and recommendations.	

ALP-2: CONDUCTING A REVIEW OF RELEVANT INFORMATION ON THE CAUSE OR ISSUE IN QUESTION

<i>PROCESS TYPE: ADVOCACY AND LOBBYING PROCEDURE</i>		
<i>PROCESS TITLE: CONDUCTING A REVIEW OF RELEVANT INFORMATION ON THE CAUSE OR ISSUE IN QUESTION</i>		
<i>PROCESS REFERENCE NUMBER: ALP-2</i>		
		Adopted Next Scheduled Revision Previous Revisions
Position	Signature	Date
Chief Executive Officer		

Description

This procedure details the necessary steps to research to developing an understanding of the advocacy and lobbying issues pursued or considered for pursuit by the Society.

Administrator

1. VP External Relations for all advocacy and lobbying campaigns not targeting the University.
2. VP University Relations for all advocacy and lobbying campaigns targeting the University
3. Another director or member as appointed by the Board

Standards

1. Minimally, the liaison of advocacy and lobbying campaigns should review the following sources of information on the Society campaigns:
 - a. core Canadian media outlets,
 - b. SFU library,
 - c. other student societies representatives, and
 - d. the CRPC.
2. Where alternative views are found, their relative merits should be understood.
3. The Advocacy Committee and Campaigns, Research, and Policy Coordinator (CRPC) is available to the campaign champion for support in meeting the campaign goals.

Timeline

4. Upon the completion of the procedural steps in ALP-1: Reviewing the Plans and Reports on Past Advocacy and Lobbying Plans.

Procedural Steps

Step	Description	Image
1	Review accepted definitions used in defining the cause or issue, and establish those or alternatives to frame the Society's approach to the cause or issue.	
2	Conduct a review of relevant policy produced by the relevant jurisdiction that frames the cause or issue.	
3	Conduct a review of the Society's bylaws, policies, and Board decisions for content pertaining to the issue to identify any existing commitments.	
4	Conduct a broad review of the subject matter experts in the area of the of the cause or issue.	
5	Synthesize the research into a briefing note, including all sources used to generate the content of the briefing note, and a fact sheet listing the facts that will frame the Society's approach to the cause or issue.	

ALP-3: DEVELOPING AND IMPLEMENTING AN ENGAGEMENT STRATEGY FOR DETERMINING MEMBER NEEDS AND PREFERENCES

<i>PROCESS TYPE: ADVOCACY AND LOBBYING PROCEDURE</i>		
<i>PROCESS TITLE: DEVELOPING AND IMPLEMENTING AN ENGAGEMENT STRATEGY FOR DETERMINING MEMBER NEEDS AND PREFERENCES</i>		
<i>PROCESS REFERENCE NUMBER: ALP-3</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
Chief Executive Officer		

Description

This procedure details the necessary steps to developing and implementing a clear member engagement strategy

Administrator

1. VP External Relations for all advocacy and lobbying campaigns not targeting the University.
2. VP University Relations for all advocacy and lobbying campaigns targeting the University
3. Another director or member as appointed by the Board

Standards

4. Proposed engagement strategies will be developed using the Engagement Initiative and Campaign Development Guidelines and Template.
5. The Communications Coordinator will coordinate staff reviews of proposals to ensure coherence with other ongoing initiatives.
6. If the engagement initiative does not substantiate the belief that the members are concerned about the cause or proposal, it will not be pursued.
7. The Advocacy Committee is available to the campaign champion to support them in meeting the engagement goals.

Timeline

8. Upon the completion of ALP-2: Conducting a Review of Relevant Information on the Cause or Issue in Question.

Procedural Steps

Step	Description	Image
1	Acquire from the engagement Initiative and Campaign Development Guidelines and Template from the file server or the Communications Coordinator.	
2	Complete the template and submit it to the Communications Coordinator for review.	
3	Review the feedback and recommendations provided by the Communications Coordinator, and where appropriate the CEO and CRPC.	
4	After review, launch the engagement initiative as planned, tracking all activities in the template document.	
5	Submit all results to the Communications Coordinator for processing and for the development of a summary report.	

ALP-4: DEVELOPING A PLAN FOR THE CONDUCT OF THE ADVOCACY OR LOBBYING CAMPAIGN

<p><i>PROCESS TYPE: ADVOCACY AND LOBBYING PROCEDURE</i></p> <p><i>PROCESS TITLE: DEVELOPING AN PLAN FOR THE CONDUCT OF THE ADVOCACY OR LOBBYING CAMPAIGN</i></p> <p><i>PROCESS REFERENCE NUMBER: ALP-4</i></p>		
<p style="text-align: right;">Adopted Next Scheduled Revision Previous Revisions</p>		
Position	Signature	Date
Chief Executive Officer		

Description

This procedure details the necessary steps to developing a clear advocacy or lobbying campaign.

Administrator

1. VP External Relations for all advocacy and lobbying campaigns not targeting the University.
2. VP University Relations for all advocacy and lobbying campaigns targeting the University
3. Another director or member as appointed by the Board

Standards

4. Proposed campaigns will be developed using the Engagement Initiative and Campaign Development Guidelines and Template.
5. The Communications Coordinator will coordinate staff reviews of proposals to ensure coherence with other ongoing initiatives.

Timeline

6. Upon the completion of ALP-3: Developing and Implementing an Engagement Strategy for Determining Member Needs and Preferences.

Procedural Steps

Step	Description	Image
1	Acquire from the engagement Initiative and Campaign Development Guidelines and Template from the file server of the Communications Coordinator.	
2	Complete the template and submit it to the Communications Coordinator for review.	

Step	Description	Image
3	Review the feedback and recommendations provided by the Communications Coordinator, and where appropriate the CEO and CRPC.	

ALP-5: SUBMITTING A PLAN TO BOARD FOR APPROVAL

<p><i>PROCESS TYPE: ADVOCACY AND LOBBYING PROCEDURE</i></p> <p><i>PROCESS TITLE: SUBMITTING A PLAN TO BOARD FOR APPROVAL</i></p> <p><i>PROCESS REFERENCE NUMBER: ALP-5</i></p>		
<p style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </p>		
Position	Signature	Date
Chief Executive Officer		

Description

This procedure details the necessary steps to establishing a clear member engagement strategy.

Administrator

1. VP External Relations for all advocacy and lobbying campaigns not targeting the University.
2. VP University Relations for all advocacy and lobbying campaigns targeting the University
3. Another director or member as appointed by the Board

Standards

4. Campaigns must be subjected to meaningful debate and consideration by the Board.
5. Campaigns must be submitted to Board for approval well ahead of the launch of the campaign.

Timeline

6. Upon the completion of ALP-4: Developing a Plan for the Conduct of the Advocacy or Lobbying Campaign

Procedural Steps

Step	Description	Image
1	Provide the research briefing note, plan, and a motion to have the plan approved by the Board to the Board Chair for inclusion on the next Board meeting agenda.	

ALP-6: IMPLEMENTING THE CAMPAIGN

<i>PROCESS TYPE: ADVOCACY AND LOBBYING PROCEDURE</i>		
<i>PROCESS TITLE: IMPLEMENTING THE CAMPAIGN</i>		
<i>PROCESS REFERENCE NUMBER: ALP-6</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
Chief Executive Officer		

Description

This procedure details the steps necessary implementing the campaign as planned and approved by Board.

Administrator

1. VP External Relations for all advocacy and lobbying campaigns not targeting the University.
2. VP University Relations for all advocacy and lobbying campaigns targeting the University
3. Another director or member as appointed by the Board

Standards

4. Campaigns must be implemented in a manner consistent with the plan.
5. Campaigns must be approved by the Board before they are launched.
6. Where new events or knowledge suggest a change to the plan, such changes should be reported to the Board.
7. Where the goal of the campaigns changes materially, any such change should be approved by the Board.
8. The Advocacy Committee and Society directors are available to the campaign champion for support in meeting the campaign goals.
9. The CRPC is available to the campaign champion in an advisory capacity.

Timeline

10. Upon the completion of ALP-5: Submitting a Plan to Board for Approval

Procedural Steps

Step	Description	Image
1	Follow the timeline and initiatives as laid out in the campaign plan.	
2	For each activity undertaken by the champion or their support, indicate that activity in the planning document as indicated.	

Step	Description	Image
3	For each commitment to follow up, perform some act, determine the Society's position on some aspect of the campaign, the champion will record that in the planning document as indicated, including its completion status.	

ALP-7: SUBMITTING CAMPAIGN REPORTS FOR FILING

<p><i>PROCESS TYPE: ADVOCACY AND LOBBYING PROCEDURE</i></p> <p><i>PROCESS TITLE: SUBMITTING CAMPAIGN REPORTS FOR FILING</i></p> <p><i>PROCESS REFERENCE NUMBER: ALP-7</i></p>		
<p style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </p>		
Position	Signature	Date
Chief Executive Officer		

Description

This procedure details the steps necessary implementing the campaign as planned and approved by Board.

Administrator

1. VP External Relations for all advocacy and lobbying campaigns not targeting the University.
2. VP University Relations for all advocacy and lobbying campaigns targeting the University
3. Another director or member as appointed by the Board

Standards

4. The campaign plan, where appropriately completed by the campaign champion throughout the campaign, will constitute the written report to be submitted to the Board.

Timeline

5. Every month, after the Board has approved the campaign.

Procedural Steps

Step	Description	Image
1	Submit the campaign plan to the Board for review and the CRPC for filing.	
2	Respond to any questions pertaining to the information submitted to Board at the Board meeting.	

Name and Type

Name: Academic Committee

Duration: The committee will be established upon the adoption of these terms of reference and dissolve at the discretion of the Board.

Purpose

The purpose of this committee is to make and report on the development of recommendations to the Board of Directors aimed at ensuring students have sufficient academic resources to fulfill their learning objectives.

Membership

- Voting members
 - o President (ex-officio)
 - o undergraduate student senators (ex-officio)
 - o 3 board members
- Non-voting ex-officio members
 - o Chief Executive Officer
 - o Campaigns, Research, and Policy Coordinator

The Board shall appoint the Chair of the committee.

Deliverables

As a Board committee, the purpose of this committee is to:

- Provide the Board with recommendations for the improvement of the undergraduate academic experience, and
- Advocate and lobby on behalf of students' issues to the university, and
- To coordinate with student senators

Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote. A majority of voting members constitutes quorum. Robert's Rules of Order shall govern the conduct committee meetings.

Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of two working days has been provided.

Relevant Policies

The members of the committee should be familiar with the following:

- SFSS Constitution
- SFSS Bylaws

- SFSS Board Policies (Ends-1 policy)
- SFSS Strategic Plan
- Society Act of British Columbia

April 20, 2018

BRIEFING NOTE

TRAVEL & CONFERENCE FUNDING PROCEDURE

ISSUE

The current Travel & Conference funding allocation procedure is not efficiently distributing funds amongst Student Unions. A new funding proposal needs to be made due to case by case approvals made to increase Travel & Conference funds over the past two years for Student Unions & Groups. To avoid setting a precedence doing this one off approval, a new method should be put into place.

BACKGROUND

Currently, Student Unions and Constituency Groups receive a yearly allocation between \$800.00 and \$1500.00 based on FTE (Full-Time Equivalency) enrollment numbers. The maximum an individual student can receive is \$100.00 per fiscal year. The current Travel & Conference budget based on FTE enrollment is:

FTE (Full-Time Equivalency)	Travel & Conference Budget
Less than 200 or not available	\$800.00
201 - 300	\$900.00
301 - 500	\$1,000
501 - 750	\$1,100
751 - 1000	\$1,200
1001 - 1500	\$1,300
1501 - 2000	\$1,400
2001 and above	\$1,500

SFSS Administrative Policy 34 states that budgets are determined as per the table above. However, various increases have been made over the years that deviate from this policy. The goal of this proposal is to mitigate the exceptions SFSS makes to specific Student Unions & Groups by having a system of funding that accommodates the needs of the students without going over the annual budget.

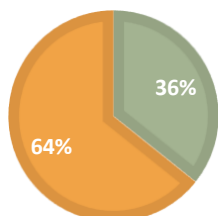
CURRENT STATUS

April 20, 2018

The usage of Travel & Conference funding has been fairly consistent. The annual \$10,000 almost always gets fully exhausted.

2015 TRAVEL & CONFERENCE SUBMISSIONS

- SU/Group Submitted T&C Application
- SU/Group with No T&C Submission

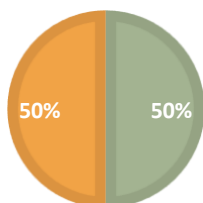


*In the 2015/16 fiscal year, **\$9,553.51** was the total amount used for T & C funds. Budget for the year was underspent by **\$446.49**. This FY, **64%** of SUs did not utilize their Travel & Conference funding.*

*Average spent per student: **\$64.99***

2016 TRAVEL & CONFERENCE SUBMISSIONS

- SU/ Group Submitted T&C Application
- SU/Group's with No T&C Submission

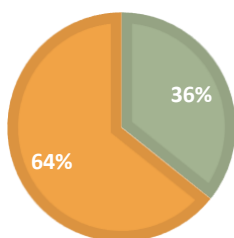


*In the 2016/17 fiscal year, **\$14,958.15** was the total amount used for T & C funds. We went over **\$4,958** this fiscal year. An increase of **14%** of SUs participated in Travel & Conferences this year. That made exactly half of the student unions and groups actively using this funding.*

*Average spent per student: **\$81.74***

2017 TRAVEL & CONFERENCE SUBMISSIONS

- SU/ Group Submitted T&C Application
- SU/Group's with No T&C Submission



*In the 2017/18 fiscal year, **\$7,963.34** (as of 04/09/18) is the total amount used in T & C funds. There was a decrease of **14%** in student unions/groups participation this year.*

*Average spent per student: **\$79.63***

April 20, 2018

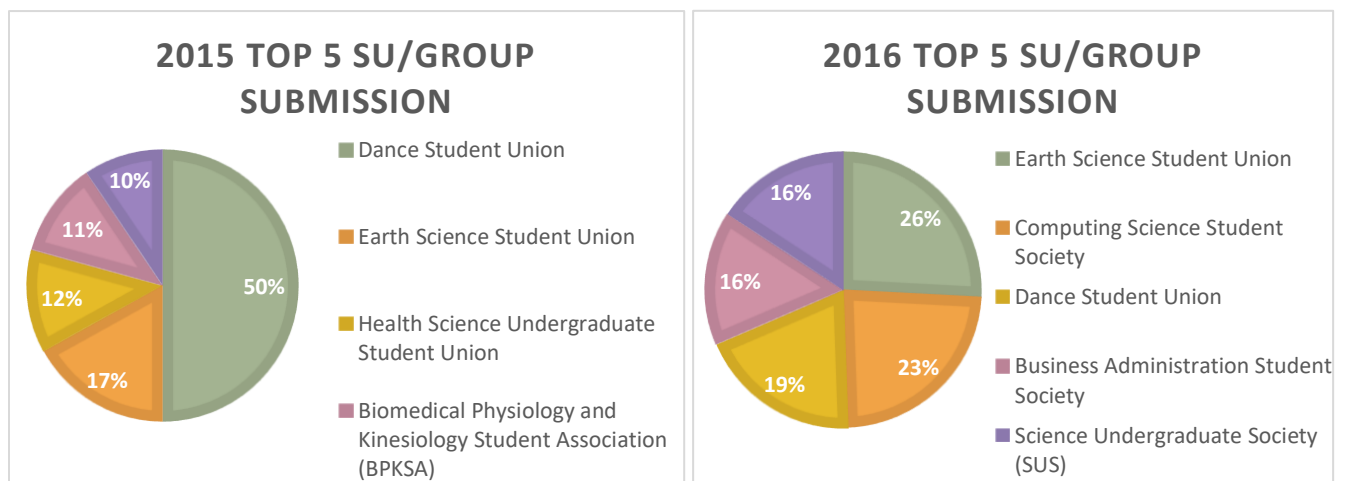
OPTIONS

- Add an additional \$10,000 to current T & C Budget making the annual budget \$20,000 (*Already approved by Board*)
- Increase current FTE allocations by \$400 per SU/Group while maintaining \$100 limit per student

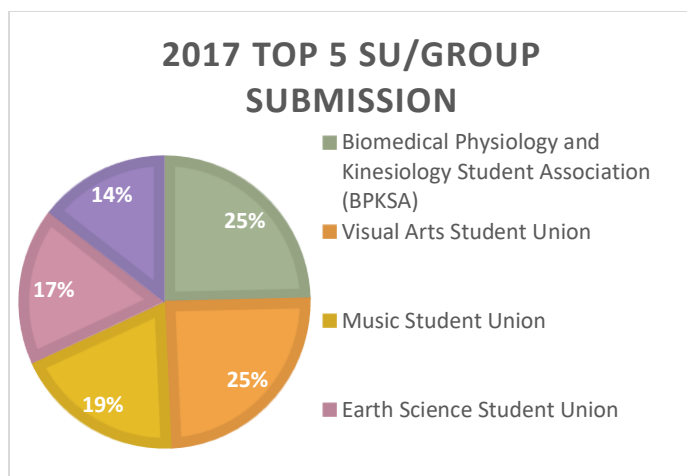
KEY CONSIDERATIONS

It is difficult to gauge whether or not increased allocation will be used or not. This is going to be a pilot year if approved. Data will be collected based on this trial year, and if all \$20,000 is used by more than 50% of SU's and groups I would consider it successful. Some data from the 2015 – 2017 FY that leans towards this being successful are:

- In the past 3 years the annual budget has been mostly utilized - 2016/2017 the amount used was over \$14,000 (\$4,000 more than budgeted).
- The increase of \$400 per group will be monitored and data will be collected
- The top 5 SU/Group submissions vary across various Faculty and departments. They also vary every year, with a few repeats.



April 20, 2018



RECOMMENDATION

I recommend that case by case exceptions no longer get accepted for review. We firmly stand with our allocations as they will now increase, and students have more room to budget with. I believe the Board and Finance committee should go ahead and increase the Travel & Conference budget by \$10,000 as already discussed. An additional \$400 should be added to every FTE allocation and the student limit of \$100 a year will remain.

FTE (Full-Time Equivalency)	Current T & C Allocation	NEW - With +\$400
Less than 200 or not available	\$800.00	\$1,200.00
201 - 300	\$900.00	\$1,300.00
301 - 500	\$1,000	\$1,400.00
501 - 750	\$1,100	\$1,500.00
751 - 1000	\$1,200	\$1,600.00
1001 - 1500	\$1,300	\$1,700.00
1501 - 2000	\$1,400	\$1,800.00
2001 and above	\$1,500	\$1,900.00

NEXT STEPS

- Update core allocation rubric online.
- Send notice to membership on the new allocations they are eligible for.
- Make it a clear policy that exceptions will not be made and that groups must work within their allocation.

April 20, 2018

BRIEFING NOTE

SFSS LOGO REQUIREMENTS ON STUDENT UNION & CLUB CLOTHING

ISSUE

There are no clear SFSS policies in place on our requirement to have the SFSS logo on member apparel for clubs and student unions.

BACKGROUND

Granting policy for clubs and student unions has had a limitation of \$10.00 per member and a maximum of \$200.00 per semester. This is clearly listed in our funding limits and categories for grants which is available on Canvas. We do not however have any clearly written policy about the requirement of our branding on clothing merchandise. Despite the lack of written policy, it had been a mutual understanding that student union and club grants cannot fund clothing purchases without the SFSS logo. Core funds have also been mutually understood to require our logo in order to reimburse, but there have been appeals and groups that have fought this unwritten rule. Exceptions are made on a case by case basis which is setting a precedence. For clarity and transparency a clear policy needs to be put in place for core, grant, and trust usage in regards to member apparel. The resource fund does not apply as apparel is not an eligible expense (the resource fund covers room, a/v, and printing [banners, posters etc.] costs. Apparel is excluded).

CURRENT STATUS

Currently, there is no policy written on SFSS requirements with having the logo on membership apparel. Some groups include it and some do not. Currently we do not use grant money to fund apparel without our logo, but core is accepted sometimes. The printing guidelines updated May 5th 2017 states the following:

NOTE: All promotional material MUST include an SFSS logo, regardless of funds used to print the documents, to remain an active club. If material is submitted without the logo, the Communications Coordinator will place it on the material for you in the designated areas mentioned above ("Placement"). If your group has already printed out your banner prior to the release of these guidelines, the SFSS Copy Centre will provide you with Velcro or stickers with our logos to display on your banners.

April 20, 2018

This information on the SFSS Printing Guidelines does not explicitly indicate that clothing must have the logo as well. So, our granting restrictions that we have been implementing are not backed up with any policy.

KEY CONSIDERATIONS

Key points for this policy:

- SFSS Printing Guidelines indicates that we have branding elements for all promotional materials.
- Checking for clothing graphics prior to students purchasing them allows us to identify any other problematic printing such as hate speech and alcohol promotion.
- For grants, as we are funding the clothes our brand should be present.
- Trust is the student groups own money and placing restrictions may cause them to externally bank.

OPTIONS

Number #1

- GRANT - SFSS logo must be visible on clothing to receive funding.
- TRUST - SFSS logo does not need to be visible to use the funding.
- CORE - SFSS logo must be visible on clothing to receive funding.
- RESOURCE - Clothing purchases not allowed.

Number #2

- GRANT - SFSS logo does not visible on clothing to receive funding.
- TRUST - SFSS logo does not need to be visible to use the funding.
- CORE - SFSS logo does not need to be visible to use the funding.
- RESOURCE - Clothing purchases not allowed

Number #3

- GRANT - SFSS logo must be visible on clothing to receive funding.
- TRUST - SFSS logo does not need to be visible on clothing to use the funding.
- CORE - SFSS logo does not need to be visible on clothing to use the funding.
- RESOURCE - Clothing purchases not allowed.

April 20, 2018

RECOMMENDATION

I recommend choosing option #3 at this point. I think that being firm on our decision with implementing this rule for grants aligns with our SFSS Printing Guideline branding vision. If the club or student union wants to utilize a grant for member apparel they should incorporate our brand somewhere on the apparel. Based on a vote done by GO Coordinators, and the Communications Coordinator the majority chose option #3.

NEXT STEPS

- Board and CEO to confirm that option #3 is the best solution
- Update Canvas Course and DSU/Clubs executive handbook
- Send out email communication to executives highlighting the final decision

This document is a read-and-go guide to
developing and tracking a Society campaign.

Campaign
Title

Simon Fraser Student Society

simon fraser
student society

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PART I – ENGAGEMENT INITIATIVE OR CAMPAIGN DESIGN

1. OVERVIEW

ENGAGEMENT INITIATIVE OR CAMPAIGN CHAMPION

In this section, list the primary point of contact and organiser for the campaign. The Engagement Initiative or Campaign Champion will be responsible for collecting all information required by this document.

Name champion here...

ISSUE

In this section, include a brief statement of the issue or problem that the engagement initiative seeks discuss with the membership or the campaign wishes to address or remedy.

For example, “The University plans to raise international student tuition by 30% over the next three-year period, without exempting currently enrolled students who were not told of such an increase at the outset of their program.”

Describe issue here...

TARGETED OUTCOME

In this section, describe what a successful engagement initiative would tell us or how things would be different if the campaign was successful.

For example, “The University would communicate formally in a letter to the SFSS its decision to repeal its plan to increase international student tuition by 30% over the next three-year period, and cap any increase to 2% annually.”

Describe outcome here...

MEASURE OF SUCCESS

In this section, describe how you will determine whether you learned what you sought to learn from the engagement initiative, or change what you sought to change by the campaign.

For example, “The SFSS would receive a letter from the University President, Vice-President, or Associate Vice-President stating the University revised plan.”

Describe criterion of success here...

BUDGET

In this section, determine the maximum investment the Society ought to be prepared to invest in this campaign.

For example, “The campaign for the cap on international student fee tuition will not invest more than \$5,000 in materials and services.”

Describe total campaign cost here...

TIMELINE

In this section, establish the campaign’s critical path by listing any hard dates associated with the campaign that any campaign strategy would have to have to respect.

For example,

- The draft policy is slated for review by the VP Finance on October 31, 2018.
- The policy is slated for approval by the Board of Governors on December 1, 2018. If the campaign is to be successful, it must receive a letter from the University before December 1, 2018.

List the campaign’s critical path here...

FACT SHEET

In this section, list the messaging and fact sheet the campaign teams can use in communicating with members of the Society and its stakeholders.

List key messaging that facts here...

2. SOCIETY ASSETS

TECHNIQUES

Web Based and Technology Tools	Owner	Use
Newsletters	Communications Coordinator	<input type="checkbox"/>
Facebook	Communications Coordinator	<input type="checkbox"/>
Twitter	Communications Coordinator	<input type="checkbox"/>
Instagram	Communications Coordinator	<input type="checkbox"/>
You Tube	Communications Coordinator	<input type="checkbox"/>
Peak Advertisements (online edition)	Communications Coordinator	<input type="checkbox"/>
Email	Communications Coordinator	<input type="checkbox"/>
Videos	Communications Coordinator	<input type="checkbox"/>
Pictures	Communications Coordinator	<input type="checkbox"/>
SFU AV Screens	Communications Coordinator	<input type="checkbox"/>

Print Tools	Owner	Use
Peak Advertisements	Communications Coordinator	<input type="checkbox"/>
Peak Editorials	Communications Coordinator	<input type="checkbox"/>
Posters	Communications Coordinator	<input type="checkbox"/>
Flyers	Communications Coordinator	<input type="checkbox"/>
Postcard	Communications Coordinator	<input type="checkbox"/>
Business cards	Communications Coordinator	<input type="checkbox"/>
Press Releases	Communications Coordinator	<input type="checkbox"/>

Interpersonal Tools	Owner	Use
Interviews	Board/Board Designate	<input type="checkbox"/>

Interpersonal Tools		Owner	Use
Roaming engagement (e.g. coffee drop)	Board/Board Designate		<input type="checkbox"/>
Class visits	Board/Board Designate		<input type="checkbox"/>
Student Union Visits	Board/Board Designate		<input type="checkbox"/>
Club Visits	Board/Board Designate		<input type="checkbox"/>
WC Collective	Board/Board Designate		<input type="checkbox"/>
OOO Collective	Board/Board Designate		<input type="checkbox"/>
Residence Housing Association	Board/Board Designate		<input type="checkbox"/>
Sports and Recreation Committee	Board/Board Designate		<input type="checkbox"/>
First Nations Student Association	Board/Board Designate		<input type="checkbox"/>
Students United for Disability Support	Board/Board Designate		<input type="checkbox"/>
International Students Association	Board/Board Designate		<input type="checkbox"/>
Focus Groups	Board/Board Designate		<input type="checkbox"/>
World Café	Board/Board Designate		<input type="checkbox"/>
Town Hall	Board/Board Designate		<input type="checkbox"/>
Spectacle/Pantomime	Board/Board Designate		<input type="checkbox"/>
Society Event Visits	Board/Board Designate		<input type="checkbox"/>
Faculty Announcements	Board/Board Designate		<input type="checkbox"/>
SFU Announcements	Board/Board Designate		<input type="checkbox"/>

Structural and Event Tools		Owner	Use
Permanent Kiosk	Communications Coordinator		<input type="checkbox"/>
Mobile Tabling	Communications Coordinator		<input type="checkbox"/>
Contest	Communications Coordinator		<input type="checkbox"/>

STAKEHOLDERS AND PARTNERS

Group	Liaison	Engage
Communications Coordinator	Board or Board Committee Chair	<input type="checkbox"/>
Council	Board or Board Committee Chair	<input type="checkbox"/>
Student Unions	Board or Board Committee Chair	<input type="checkbox"/>
Clubs	Board or Board Committee Chair	<input type="checkbox"/>
Constituency Groups	Board or Board Committee Chair	<input type="checkbox"/>
SFU Administration	Board or Board Committee Chair	<input type="checkbox"/>
SFU Faculty	Board or Board Committee Chair	<input type="checkbox"/>
CJSF	Board or Board Committee Chair	<input type="checkbox"/>
Peak	Board or Board Committee Chair	<input type="checkbox"/>
SFPIRG	Board or Board Committee Chair	<input type="checkbox"/>
Embark	Board or Board Committee Chair	<input type="checkbox"/>
UniverCity	Board or Board Committee Chair	<input type="checkbox"/>
CUPE	Board or Board Committee Chair	<input type="checkbox"/>
Provincial MPs	Board or Board Committee Chair	<input type="checkbox"/>
Federal MPs	Board or Board Committee Chair	<input type="checkbox"/>
Other Student Societies	Board or Board Committee Chair	<input type="checkbox"/>

MATERIAL

Material	Storage Area
Tabling Kit	Communications Office
T-shirts	Communications Office
Messaging Kit	Communications Office

PART II – CAMPAIGN TRACKING

All campaigns must result in a campaign portfolio that includes the present document. Additionally, the portfolio should include:

- Copies of all communications assets used
- A completed engagement form for each engagement initiative

1. EXECUTED ENGAGEMENT INITIATIVES

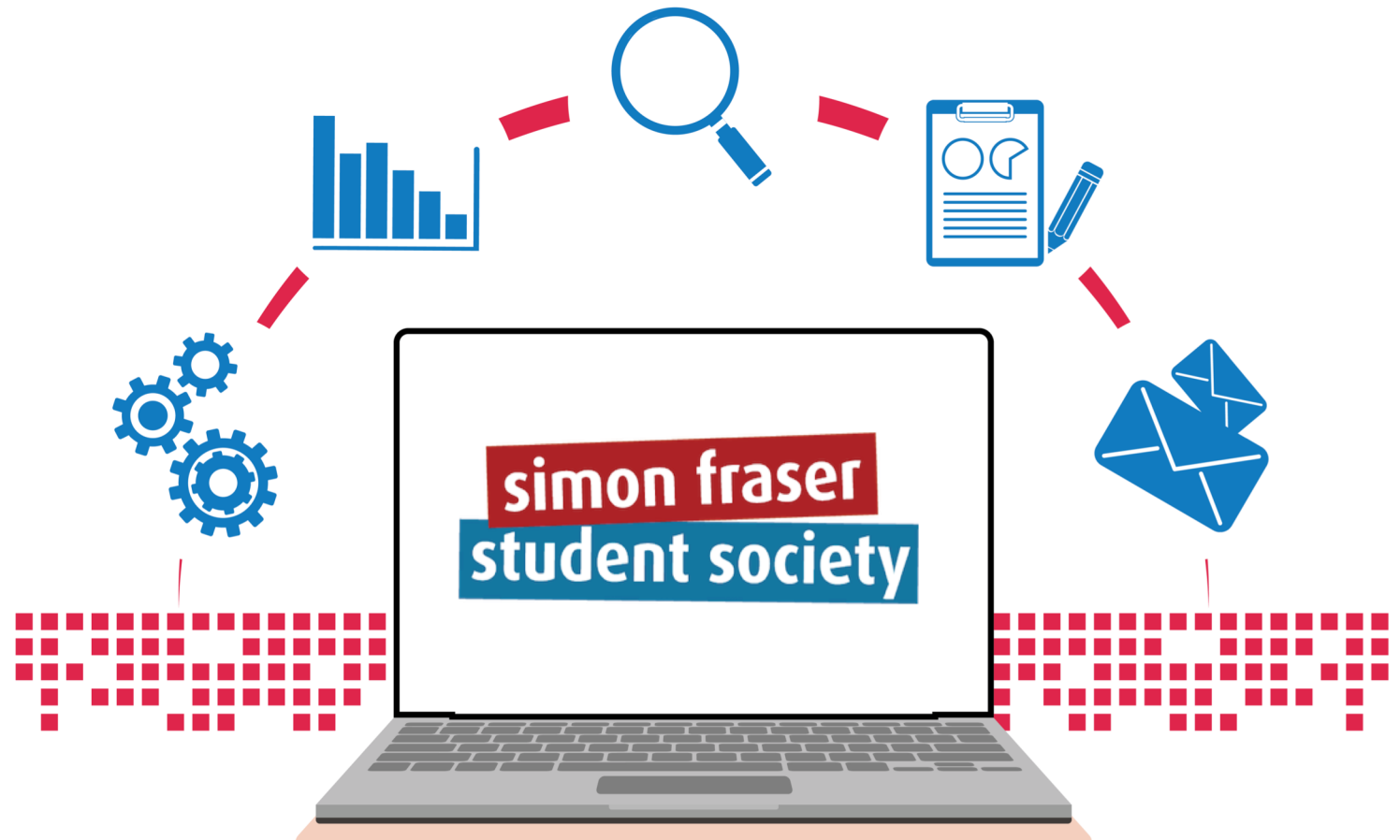
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2. COMMITMENTS

[illegible]

SFSS GENERAL MEMBERSHIP SURVEY RESULTS 2018



PURPOSE

PURPOSE:

To fulfil Strategic
Objective 1.3 to
Identify and
assess emerging
member needs.



Repeat
annually:
third general
membership
survey



Compare
annual
responses

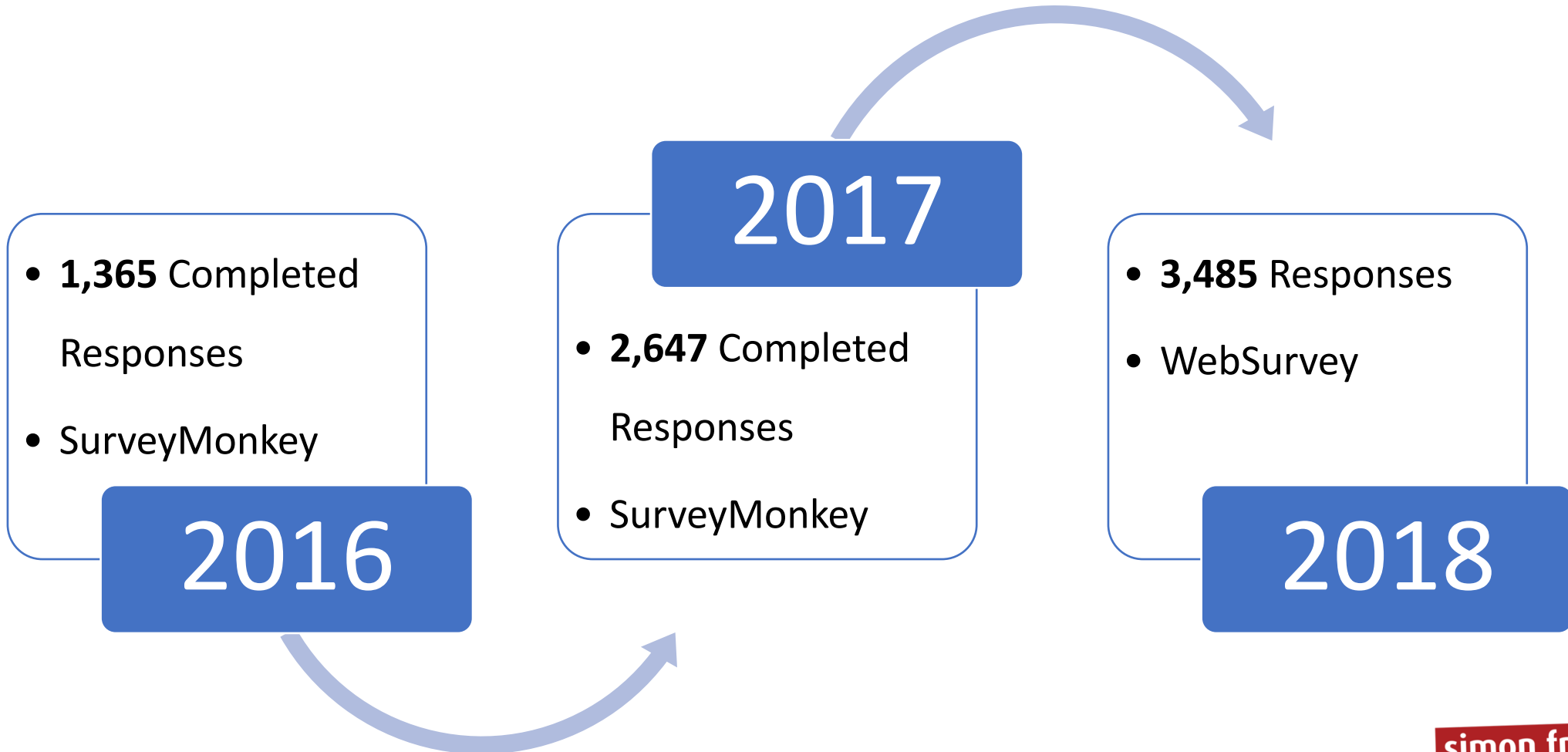
QUESTIONS



Three questions and one comment box (feedback) per each section

RESPONSE

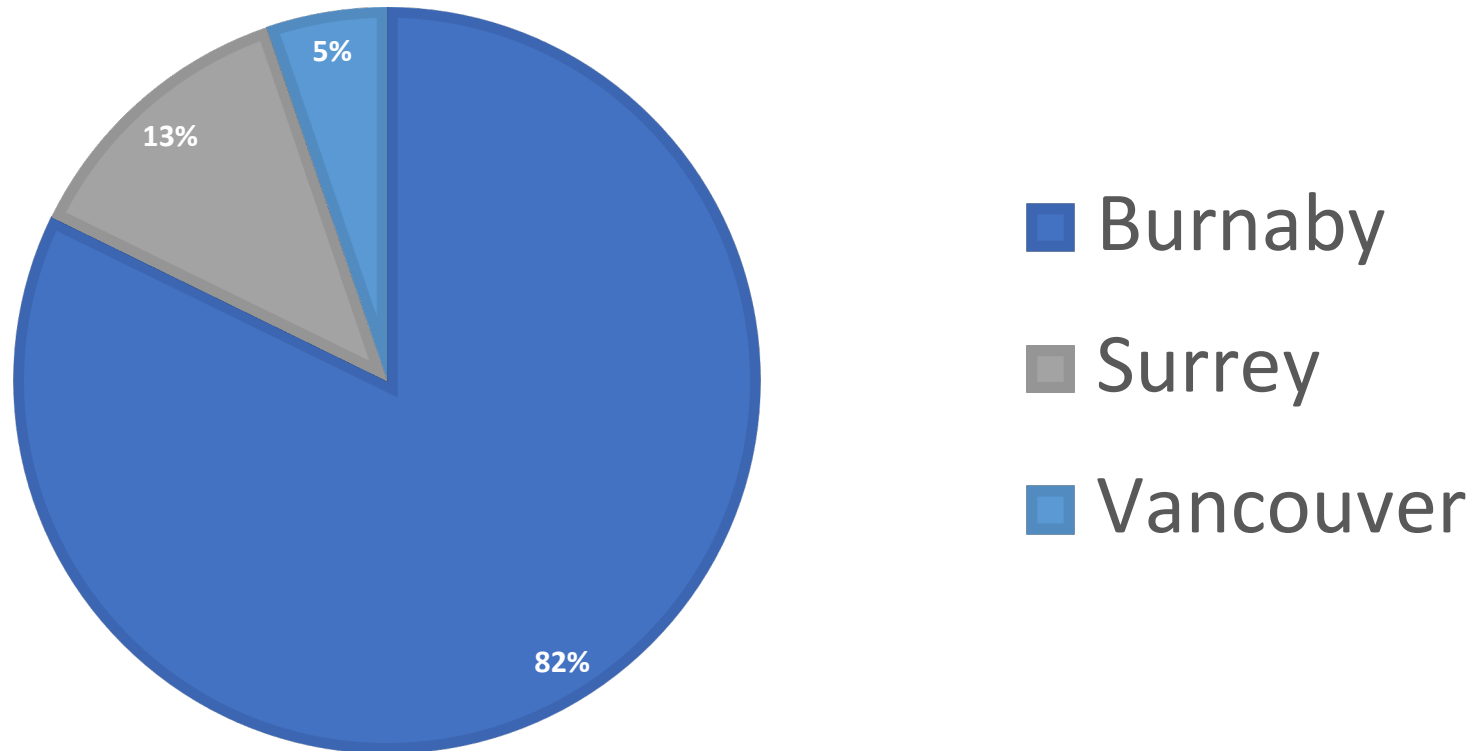
RESPONSE: PREVIOUS YEARS



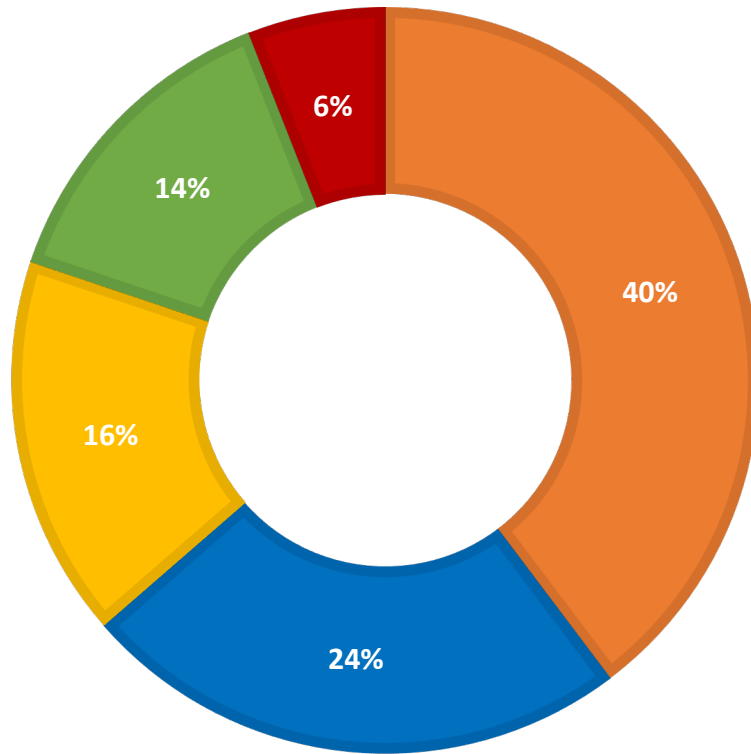
RESULTS

ACADEMIC

Q1: WHICH CAMPUS DO YOU SPEND MAJORITY OF YOUR TIME AT?



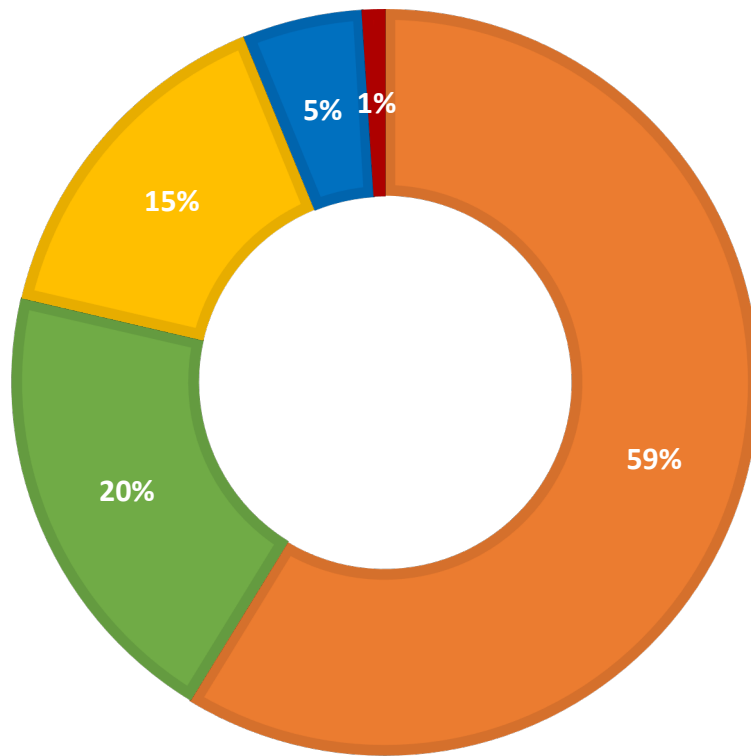
Q2: I HAVE ACCESS TO SUFFICIENT & APPROPRIATE STUDY SPACE ON CAMPUS



Agree

■ Agree ■ Disagree ■ Neutral ■ Strongly Agree ■ Strongly Disagree

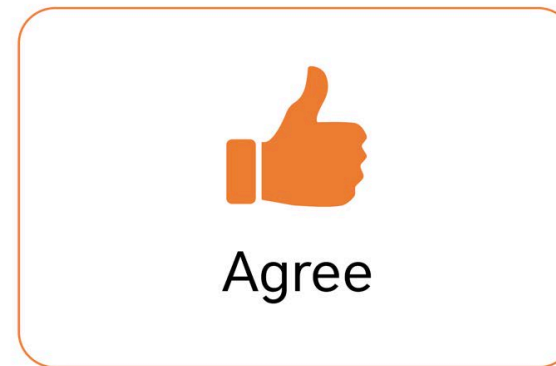
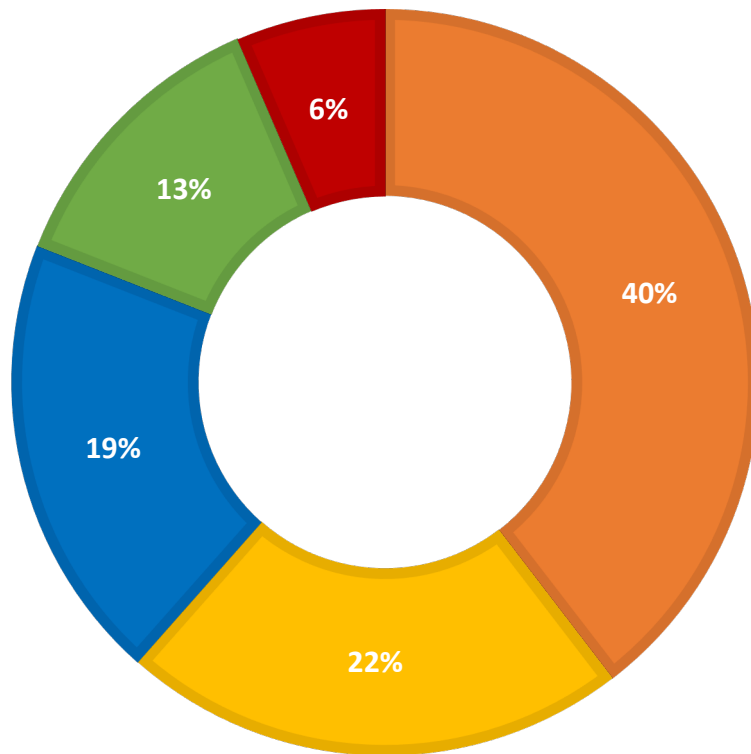
Q3: I HAVE THE NECESSARY TOOLS AND RESOURCES TO COMPLETE MY STUDIES



Agree

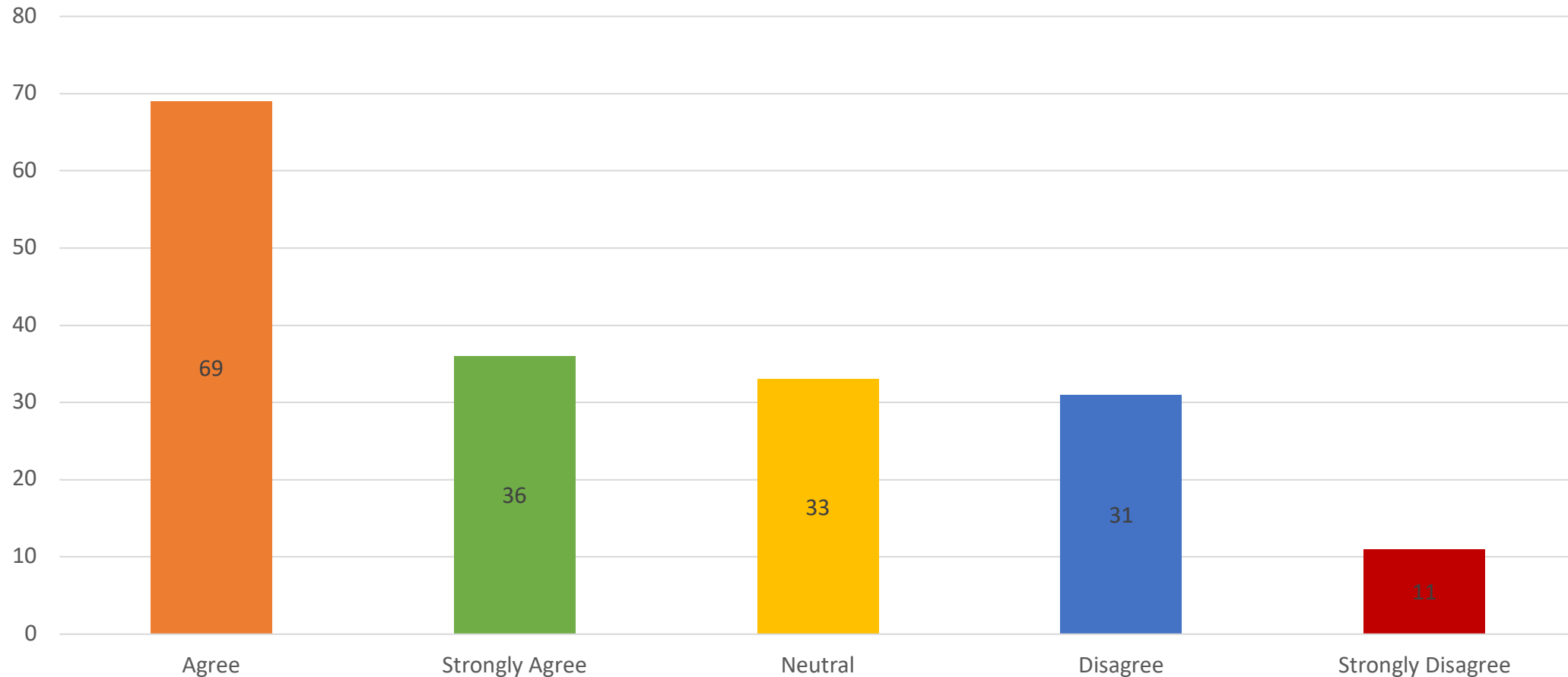
■ Agree ■ Strongly Agree ■ Neutral ■ Disagree ■ Strongly Disagree

Q4: I HAVE SUFFICIENT ACCESS TO THE COURSES REQUIRED TO COMPLETE MY DEGREE IN A TIMELY FASHION



■ Agree ■ Neutral ■ Disagree ■ Strongly Agree ■ Strongly Disagree

Q4: I HAVE SUFFICIENT ACCESS TO THE COURSES REQUIRED TO COMPLETE MY DEGREE IN A TIMELY FASHION - VANCOUVER



COMMENTS TO IMPROVE ACADEMIC CONDITIONS



Study space



Course
Availability



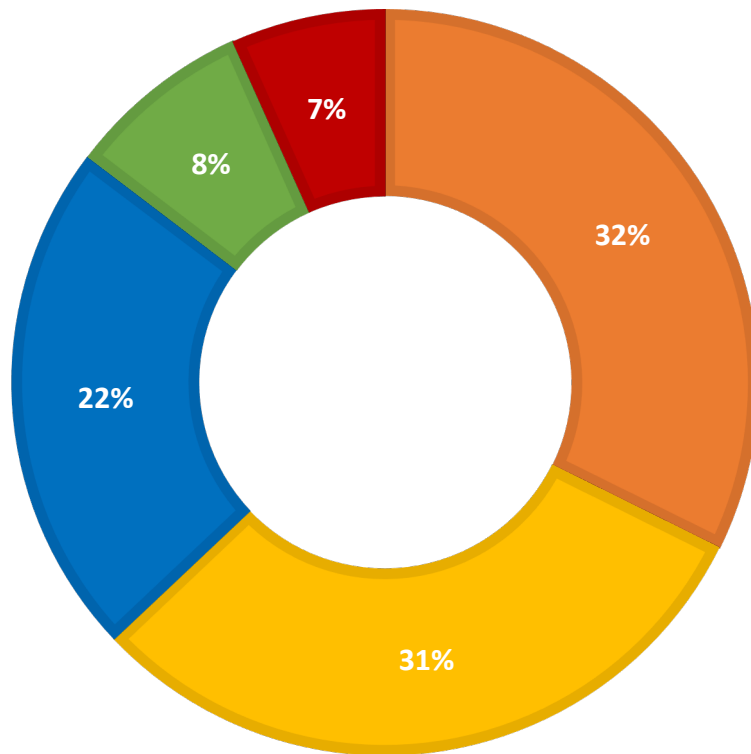
Library



Seating

SOCIAL

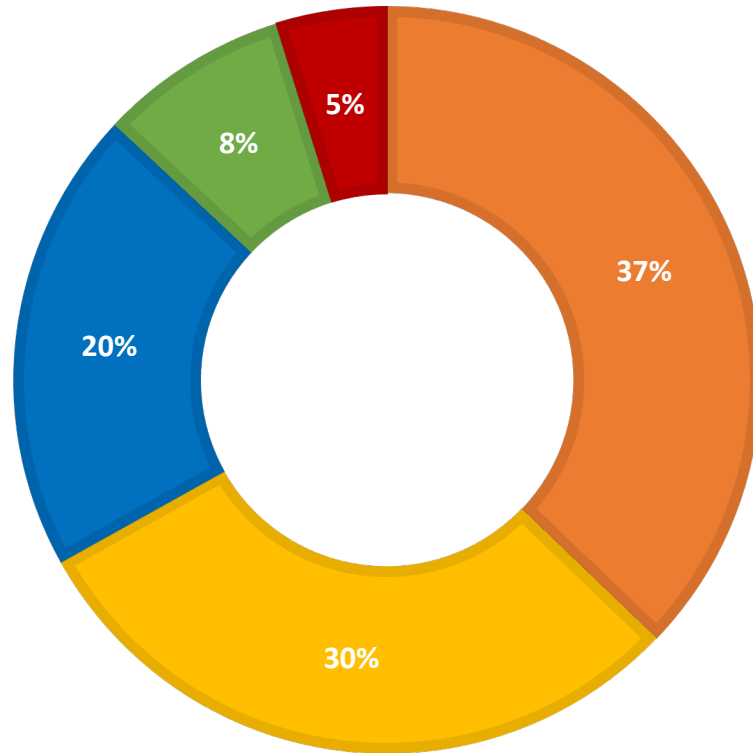
Q6: IT IS EASY FOR ME TO FIND AND CONNECT WITH OTHER STUDENTS



Agree

■ Agree ■ Neutral ■ Disagree ■ Strongly Agree ■ Strongly Disagree

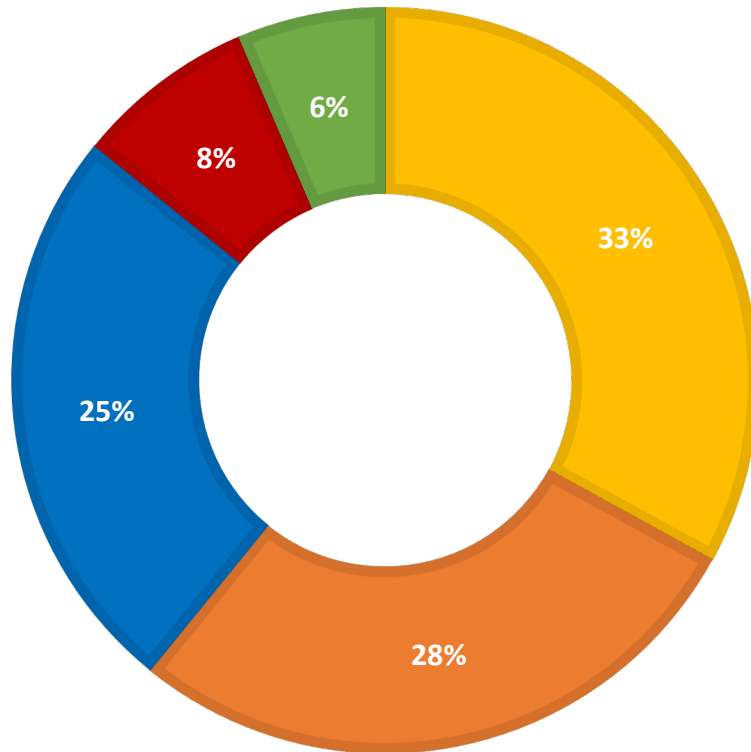
Q7: I AM WELL INFORMED ABOUT SOCIAL ACTIVITIES ON CAMPUS



Agree

■ Agree ■ Neutral ■ Disagree ■ Strongly Agree ■ Strongly Disagree

Q8: THERE ARE INTERESTING THINGS FOR ME TO DO ON CAMPUS

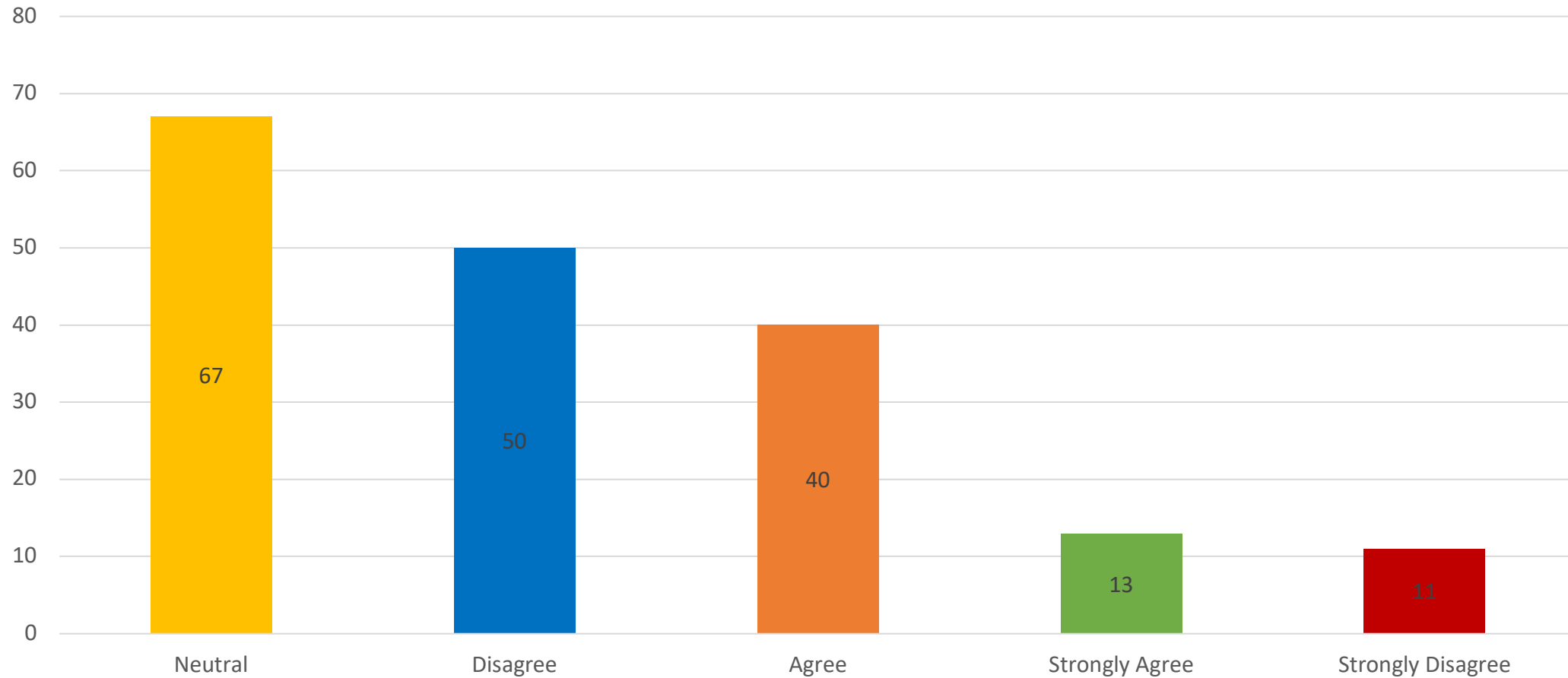


Neutral

■ Neutral ■ Agree ■ Disagree ■ Strongly Disagree ■ Strongly Agree

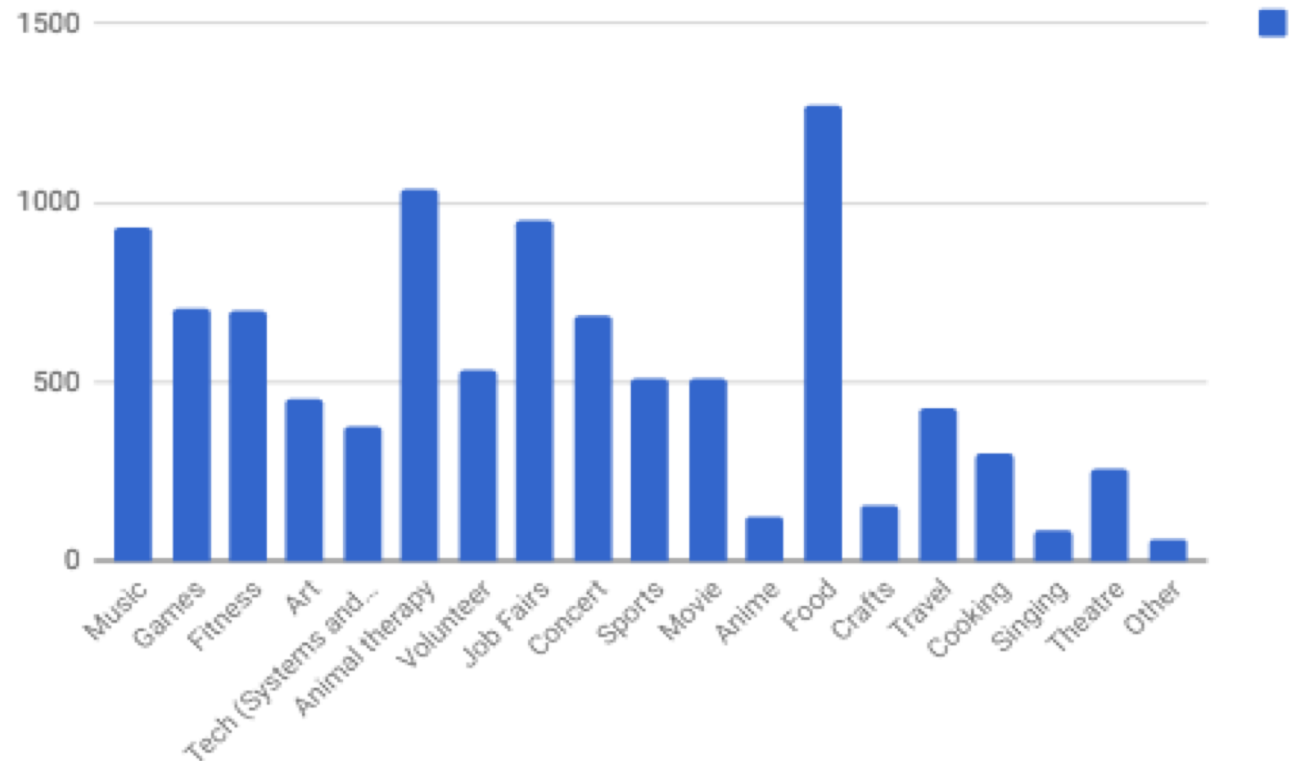
Q8: THERE ARE INTERESTING THINGS FOR ME TO DO ON CAMPUS -

VANCOUVER



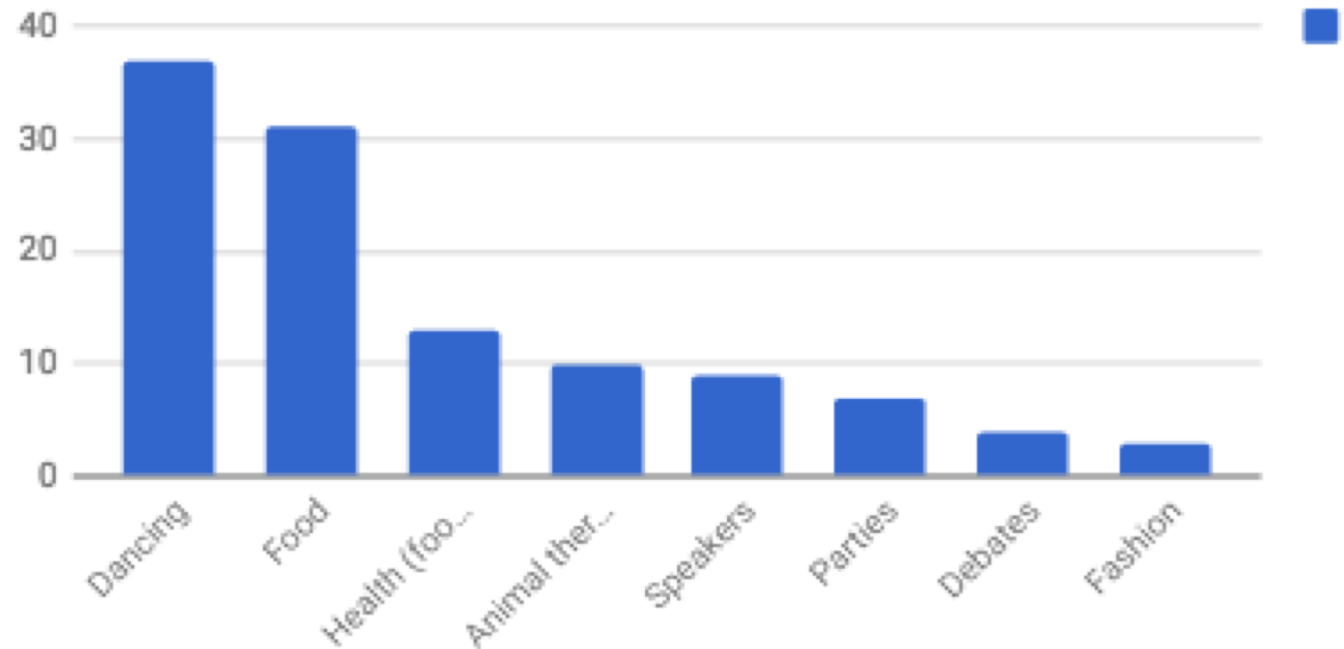
WHAT TYPE OF EVENTS WOULD YOU BE INTERESTED IN SEEING ON CAMPUS?

- Food
- Animal Therapy
- Job Fairs
- Music
- Games

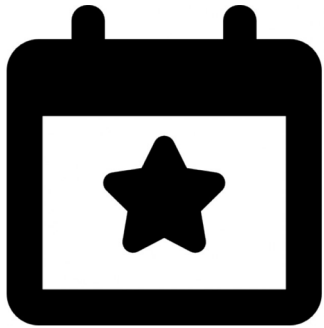


WHAT OTHER TYPES OF EVENTS WOULD YOU LIKE TO SEE ON CAMPUS THAT WAS NOT MENTIONED IN THE LIST?

- Dancing
- Food
- Health
- Animal Therapy
- Speakers



COMMENTS: HOW TO IMPROVE SOCIAL LIFE ON CAMPUS



Events



Social



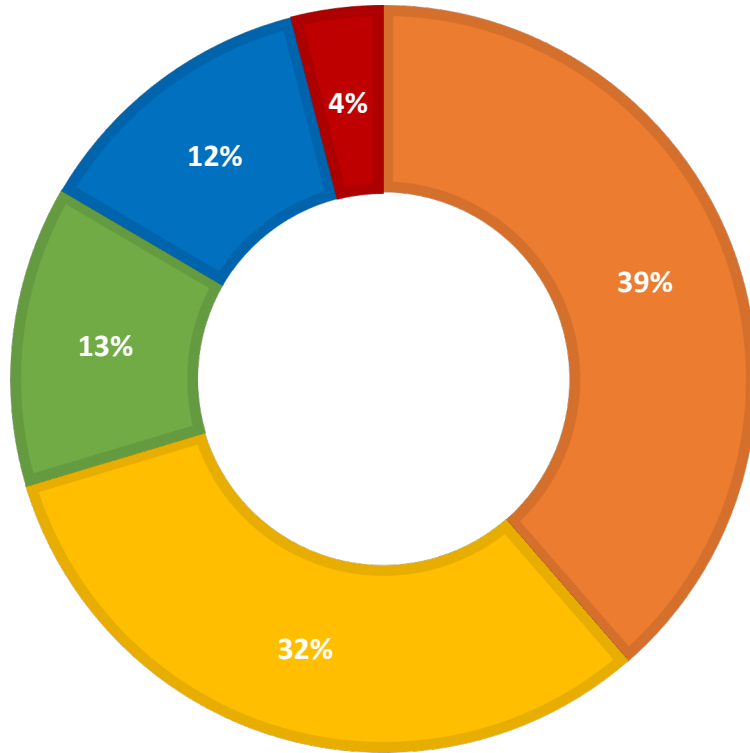
Clubs



Pub

FINANCIAL

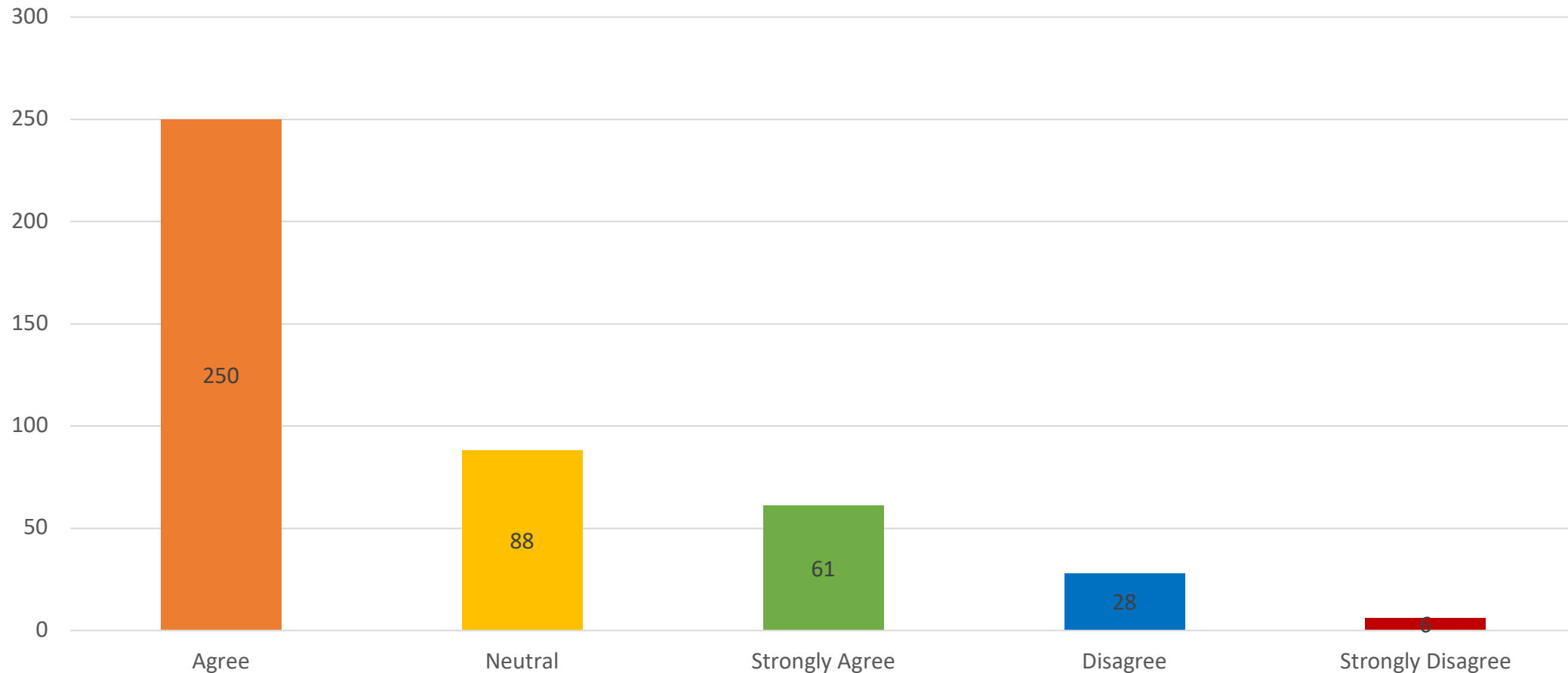
Q12: I HAVE ACCESS TO THE FINANCIAL SUPPORT (LOANS, BURSARIES, AND SCHOLARSHIPS) I NEED TO COMPLETE MY STUDIES



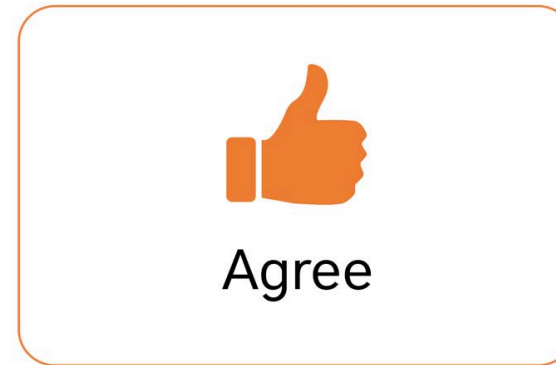
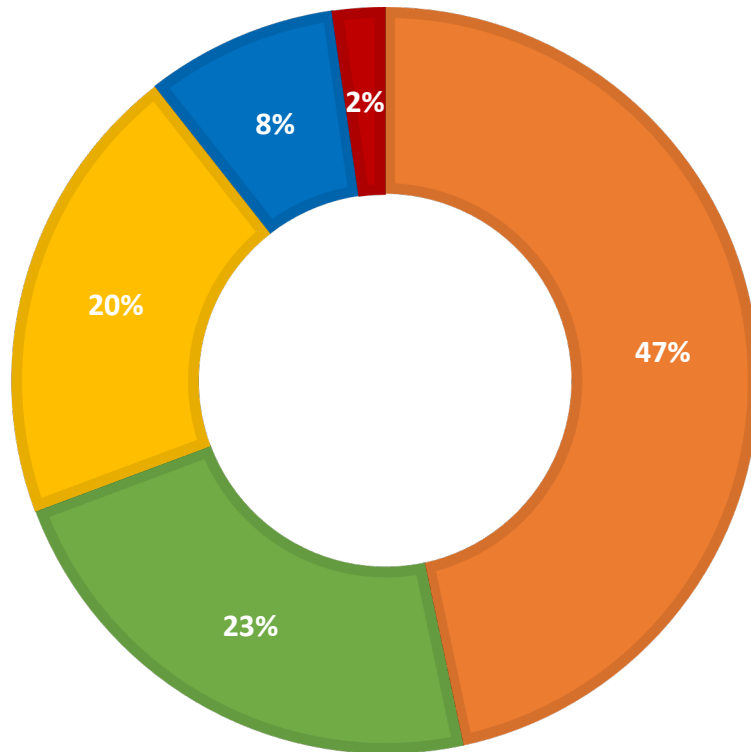
Agree

■ Agree ■ Neutral ■ Strongly Agree ■ Disagree ■ Strongly Disagree

Q12: I HAVE ACCESS TO THE FINANCIAL SUPPORT (LOANS, BURSARIES, AND SCHOLARSHIPS) I NEED TO COMPLETE MY STUDIES - VANCOUVER

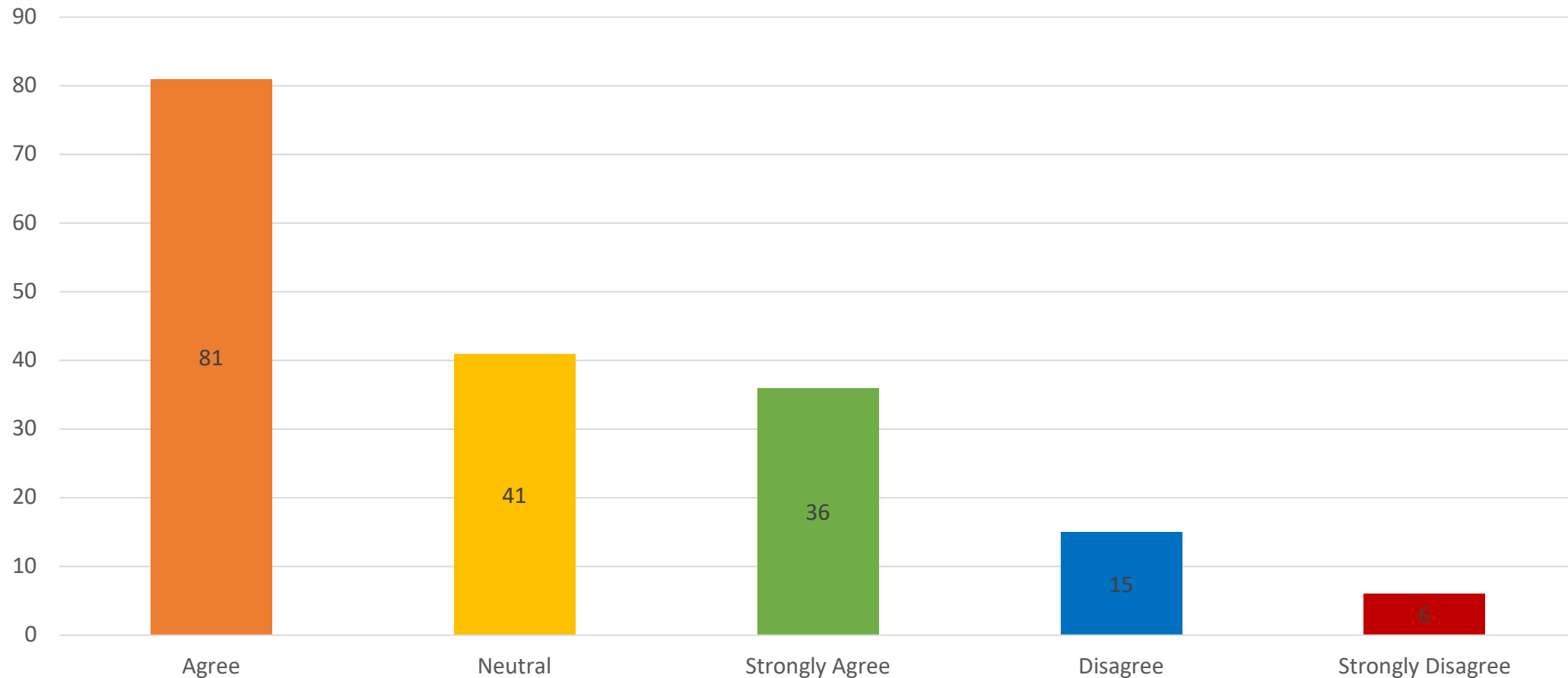


Q13: I HAVE ENOUGH FINANCIAL RESOURCES TO MEET MY BASIC NEEDS (FOOD, SHELTER, CLOTHES, TRANSPORTATION, ETC.)

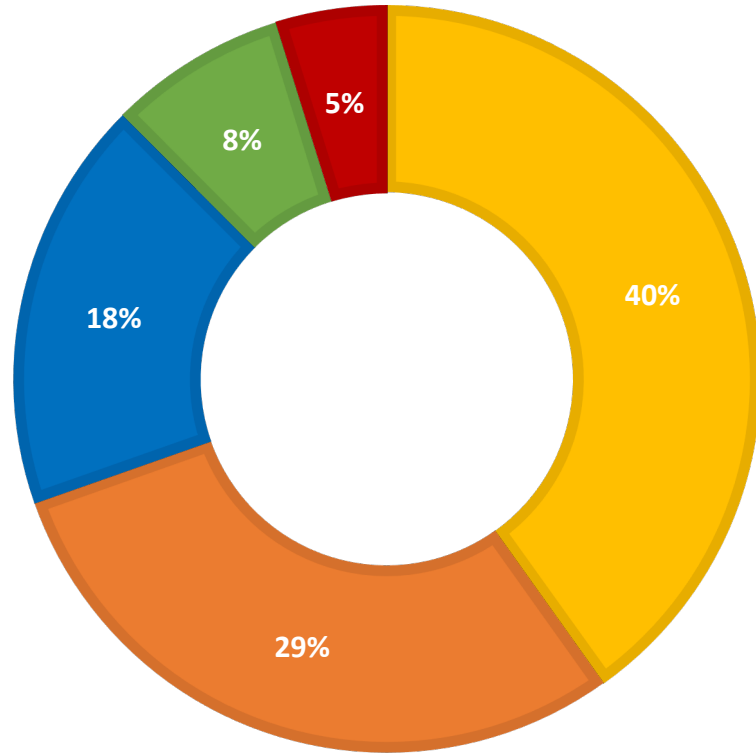


■ Agree ■ Strongly Agree ■ Neutral ■ Disagree ■ Strongly Disagree

Q13: I HAVE ENOUGH FINANCIAL RESOURCES TO MEET MY BASIC NEEDS (FOOD, SHELTER, CLOTHES, TRANSPORTATION, ETC.) - VANCOUVER



Q14: I HAVE ACCESS TO JOB OPPORTUNITIES ON CAMPUS



Neutral

■ Neutral ■ Agree ■ Disagree ■ Strongly Agree ■ Strongly Disagree

COMMENTS: HOW TO IMPROVE YOUR FINANCIAL CONDITIONS ON CAMPUS?



Jobs



Bursaries



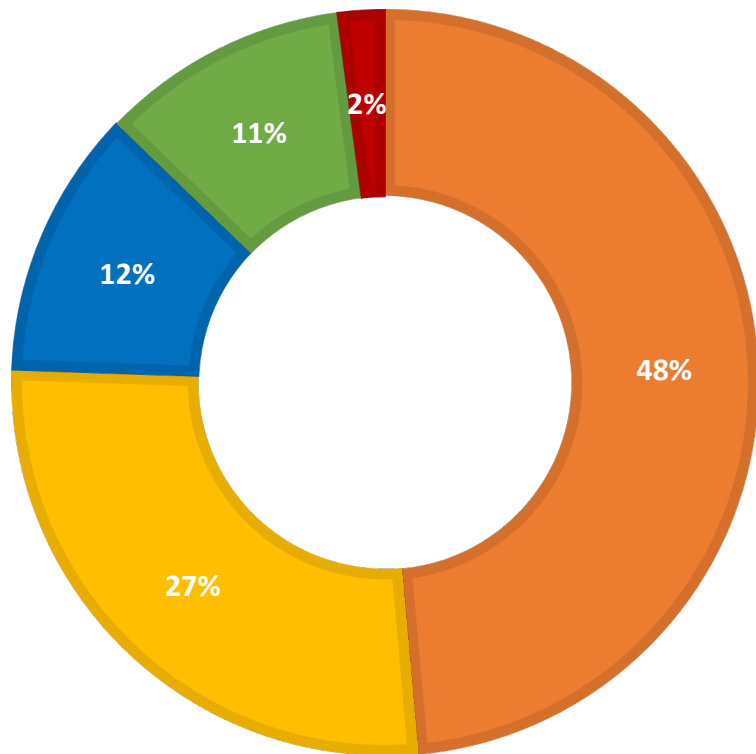
Scholarships



Food

HEALTH & WELLBEING

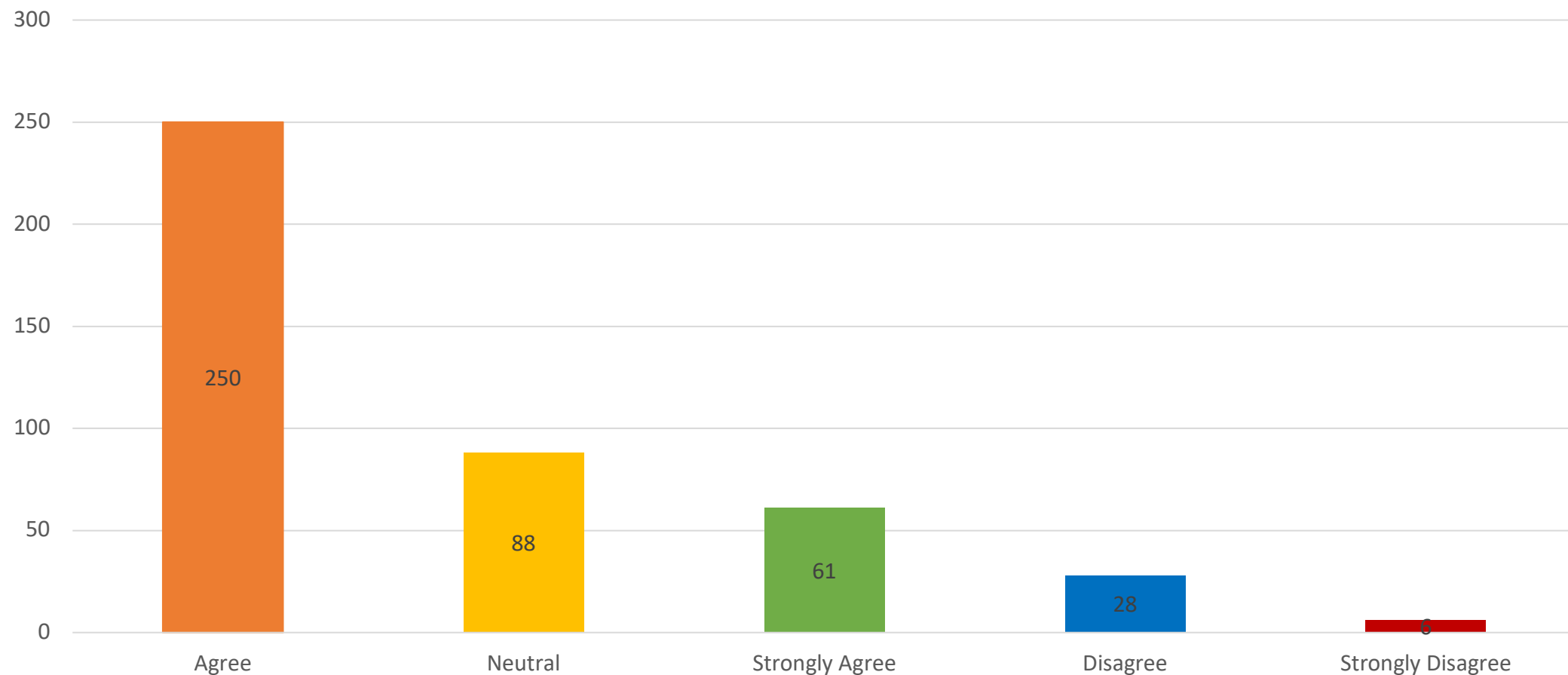
Q16: THE ATMOSPHERE ON CAMPUS IS HEALTHY



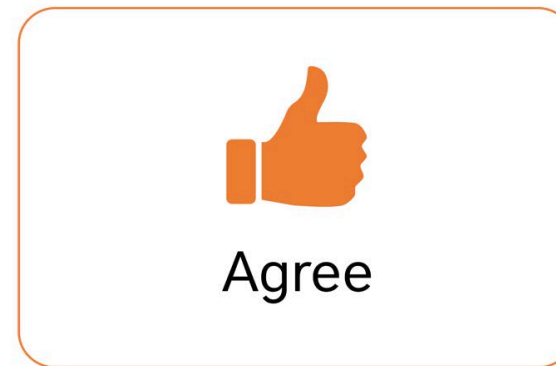
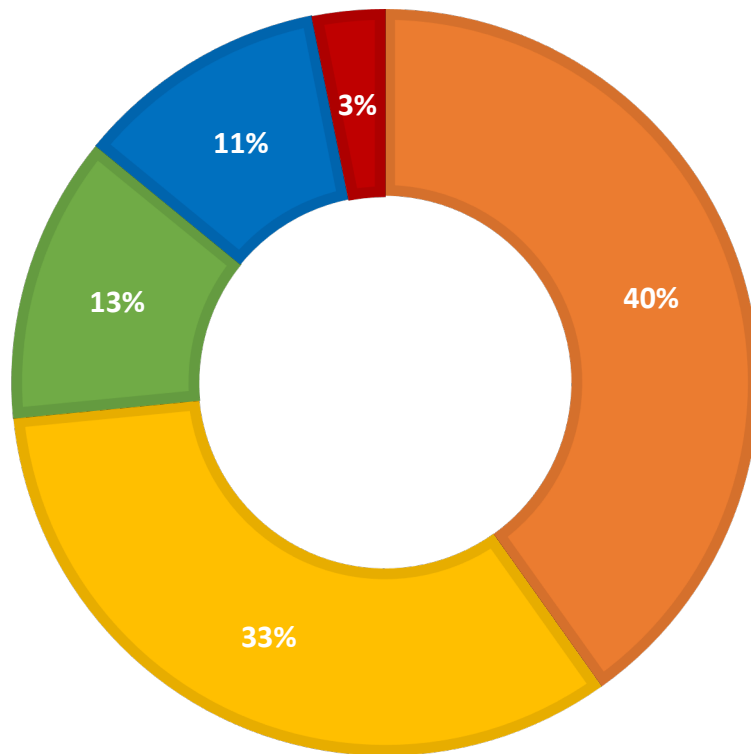
Agree

■ Agree ■ Neutral ■ Disagree ■ Strongly Agree ■ Strongly Disagree

Q16: THE ATMOSPHERE ON CAMPUS IS HEALTHY - SURREY

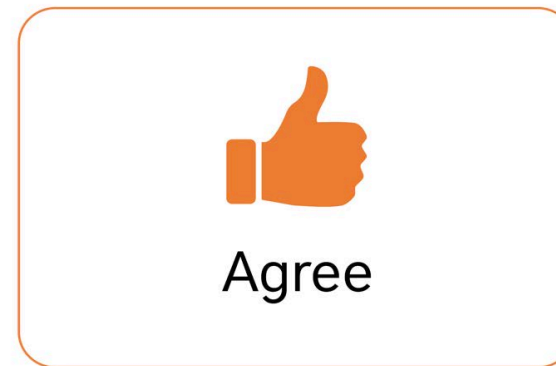
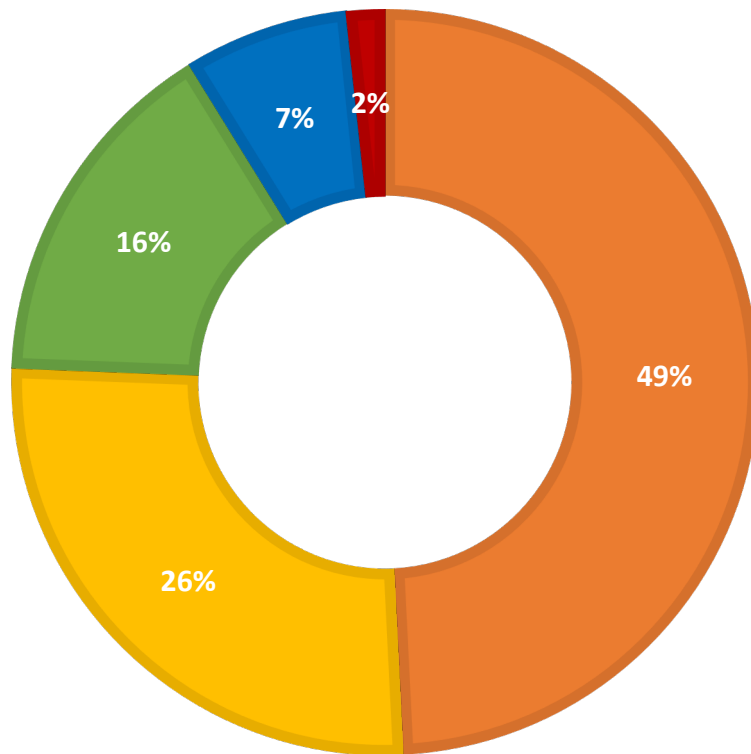


Q17: I HAVE ACCESS TO SERVICES AND SUPPORTS NECESSARY TO MEET MY MENTAL HEALTH NEEDS



■ Agree ■ Neutral ■ Strongly Agree ■ Disagree ■ Strongly Disagree

Q18: I HAVE ACCESS TO SERVICES AND SUPPORTS NECESSARY TO MEET MY PHYSICAL HEALTH NEEDS



■ Agree ■ Neutral ■ Strongly Agree ■ Disagree ■ Strongly Disagree

COMMENTS: HOW TO IMPROVE YOUR HEALTH & WELLBEING ON CAMPUS?



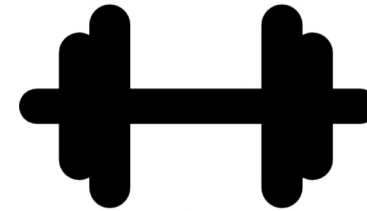
Campus
(facilities/appearance)



Counselling



Mental Health



Gym

END

February 16, 2018

Mr. Martin Wyant
Chief Executive Officer
Simon Fraser Student Society
Simon Fraser University
MBC 2250
Burnaby, BC V5A 1S6

Dear Mr. Wyant,

Donors are making a tremendous difference in the lives of our students. Thank you for the Simon Fraser Student Society's generosity that encourages them to reach their full potential. Please allow me to introduce myself, Natalie Brenton, as your new contact for your annual Leadership award.

The Summer 2018 term will soon be upon us and we are preparing to disburse bursaries, scholarships and awards to many deserving students. I invite you to submit your annual contribution of **\$1,000** for the **Simon Fraser Student Society Annual Undergraduate Award**. To ensure timely distribution to students for their Summer 2018 term, we would appreciate receiving funds no later than **March 15, 2018**.

There are three convenient ways to make your contribution:

- By Mail* Send a cheque payable to Simon Fraser University to my attention in the enclosed business reply envelope.
- By Phone* Call 778.782.5310 to pay by credit card (Visa, MasterCard or Amex).
- Online* Visit give.sfu.ca and click on the 'Give now' button. Enter your SFU ID: **300069653** when prompted.

If you have any questions or concerns, please contact me directly by email at nbrenton@sfu.ca or by phone at 778.782.5310.

On behalf of SFU students, thank you again for your ongoing support.

Sincerely,



Natalie Brenton
Senior Associate Director, Leadership Giving

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
March 16-31, 2018

ADVOCACY

The advocacy committee met and discussed the Mental Health workshop. The event was finalized and tasks were assigned. We thoroughly went through the agenda for the event. We also discussed the Open Education Resources working group and the next steps for the group. We discussed a potential social idea and the transition plan.

ACCESSIBILITY FUND

The committee met and approved a Lets get Accessible Event for the Surrey Campus. We also sent in feedback to optimize the accessibility and availability of the Accessibility Fund grant form on the SFSS website.

EVENTS

The Events Committee did not meet during this period.

FINANCE & AUDIT

The SFSS is currently reviewing the proposed budget. The budget was presented to FAC. FAC provided feedback and recommendations to staff. The budget is currently being updated by staff. Once the budget is updated, the intention is to approve the budget at the April 6th Board meeting.

GOVERNANCE

The committee met and determined actions leading up to term end, including: preparation for committee initiatives next year, archivist position, academic committee, board policy standard operating procedures, and governance engagement.

NOMINATION

This committee did not meet this period and will meet again in May 2018.

STRATEGIC ENGAGEMENT

The strategic engagement committee did not meet during this time period. The committee is currently under review and is on track for abolishment effective April 30, 2018.

SURREY CAMPUS

The Surrey Campus Committee did not meet during this period. The committee members had a social to finish off the year.

The Board members of the SCC will be meeting to work on transition reports and file compilations to assist the next SCC in their transition.

VANCOUVER CAMPUS

This committee met with the VP Finance to determine and justify the committee's budget line for the upcoming Board year.

SFSS BOARD WORK REPORT

This report reflects the Board work from
March 16-31, 2018

PRESIDENT

Named SFSS Committee Work & Action Items

- [March 16] Executive
- [March 16] Board of Directors
- [March 19] Governance
- [March 19] Finance and Audit
- [March 23] Executive
- [March 23] Board of Directors
- [March 26] Finance and Audit
- [March 27] Executive

Meetings & Action Items

- [March 15] WUSC
- [March 15] Build SFU Building Committee
- [March 15] SFU Choir
- [March 16] President/CEO Weekly Check In
- [March 16] SFU AVP Academic- Surrey Space
- [March 16] Fall reading break
- [March 16] Mental Health Project Communications Plan
- [March 19] Financial Monitoring Reports
- [March 19] Stadium- SFU VP Finance and Chief Facilities Officer
- [March 19] City of Surrey- Surrey Space
- [March 20] SFU's Indigenous Centre
- [March 20] SFU Student Services
- [March 20] SFU President Petter
- [March 20] SFU Communication Strategy and Last Board Reports
- [March 20] Fall Reading break
- [March 20] Campus Master Plan 2065
- [March 21] SFU Catering Survey Results Review with SFU Dining Services/SS
- [March 21] Showpass
- [March 22] FIC
- [March 22] SUB Lease
- [March 23] President/CEO Weekly Check In
- [March 23] SFSS VP Finance and UR
- [March 23] FAC (External/Internal) Training Brainstorm
- [March 23] Committee of Continuity
- [March 26] City of Surrey Space Tour
- [March 26] SFU/GSS/SFSS Joint Operations Group
- [March 28] TRG Health and Dental Plan RFP

- [March 28] FNSA

Projects

- Surrey Space
- SFU Catering
- FIC
- Mental Health Student Support Plan
- Board of Directors Orientation/Training
- Health and Dental Plan RFP
- Operations Manager
- SUB transition
- Continuity Committee

Office/Engagement Hours

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

Events

- [March 16] SFU's Got Talent
- [March 17] Beedie Protege
- [March 27] SFSS Carnival

Administrative

- E-mails
- Preparing agenda, reviewing minutes and other administrative duties.

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

- [March 16] Executive Meeting
- [March 16] BOD Meeting
- [March 23] Executive Meeting
- [March 23] Board Meeting

Meetings & Action Items

- [March 28] Meeting to Review the proposals: TRG and SFSS

Projects

- Health and Dental RFP

Office/Engagement Hours

- [March 27] Carnival Tabling
- Office hours are available by appointment at the Burnaby, Surrey or Vancouver campus.
Please contact vpsservices@sfss.ca

Events

- [March 19] Munchie Monday
- [March 21] Sexual Violence Poetry Slam
- [March 23] SFSS Mental Health Workshop
- [March 26] Munchie Monday
- [March 28] Council Thank You Event
- [March 28] Birthday Bash

- [March 29] Club Paradise Pub Night Coat Check

Administrative

- E-mails
- Reading agenda, reviewing minutes and other administrative duties

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

- [March 16] Executive
- [March 16] Vancouver Campus Committee
- [March 19] Governance
- [March 19] Advocacy Committee
- [March 23] Executive
- [March 23] Governance Meeting
- [March 23] Finance and Audit Meeting

Meetings & Action Items

- [March 19] Meeting with SFU External Relations AVP
- [March 20] SFU's Indigenous Centre meeting
- [March 23] FCAT Formal Debrief with FCAT Rep
- [March 28] Meeting with SFSS Club Exec
- [March 28] Lobby Trip Debrief with CEO and CRPC

Projects

- SFSS Advocacy Mental Health Workshop + Mental Health project
- U-Pass 2020 Contract
- Creation of SFSS Government Relations SOP
- Lobby Trip debrief + report
- VP External Relations Transition Plan
- Advocacy Committee Transition Plan

Office/Engagement Hours

- [March 23] SFSS Advocacy Mental Health Workshop
- Office hours are available by appointment at the Burnaby, Surrey or Vancouver campus.
Please contact vpexternal@sfss.ca

Events

- [March 19] Munchie Monday
- [March 21] SCC Cat Therapy
- [March 28] BBOT Breakfast with BC Premier
- [March 28] SFSS Birthday Bash
- [March 29] SFSS Club Paradise Pub Night

Administrative

- E-mails
- Reading agenda, reviewing minutes and other administrative duties

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

- [March 16] Executive Meeting
- [March 16] BOD Meeting
- [March 19] Finance and Audit Committee Meeting
- [March 23] SUB Committee Meeting
- [March 23] Executive Meeting
- [March 23] Board Meeting
- [March 26] Finance and Audit Committee Meeting

Meetings & Action Items

- [March 16] VCC Budget Meeting
- [March 16] Fall Reading Break Meeting
- [March 19] Meeting with CEO and President
- [March 20] Meeting with President
- [March 23] Meeting with President and Vice President University Relations
- [March 23] Meeting with President, Business Representative, and Vice President University Relations
- [March 23] Meeting with President and CPRC

Projects

- Academic Committee
 - Provided recommendation to Board. Assisting governance committee in drafting terms of reference.
- Committee of Continuity
 - Created terms of reference.
- Clubs and Student Unions Committee
 - Provided feedback to applied sciences representative.
- Health and Dental Plan RFP Committee
 - Reviewed documentation and provided feedback to VP Student Services.
- Operations Manager Hiring Committee
 - Provided availability for interviews.
- Financial Support for Students
 - Reviewing current SFU support alternatives.
- Surrey Cat Therapy
 - Organized event and attended it.
- Surrey Free Food Day
 - Scrapped event due to SFU Surrey Mez not being available.
- 18/19 Budget
 - Providing notes and feedback to staff.
- Financial Monitoring Report
 - Met with CEO.
- Asset Management Policy
 - Conducted external research before recommending it to FAC.
- Capitalization Policy
 - Reviewed recommendations made by the auditor.
- Other Student Society Committee Research
 - Reviewed UBC, UVIC, and UCal committee terms of references.
- VP Finance Transition Plan

- Created timeline and content for VP Finance transition.

Office/Engagement Hours

- [March 21] SCC Cat Therapy
- [March 23] SFSS Mental Health Workshop
- [March 28] SCC Cat Therapy
- [March 28] Council Thank You Event

Events

- [March 28] SCC Volunteer Appreciation Event

Administrative

- Cheque Requisition
- Payroll
- Deductions
- Emails
- Meeting Minutes

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

- [March 16] Executive
- [March 16] Board of Directors
- [March 23] Executive
- [March 23] Board of Directors

Meetings & Action Items

- [March 21] SFSS x SFU Catering
- [March 21] Showpass
- [March 28] Council
- [March 29] BVP partnership for Fall Kickoff 2018

Projects

- Club Paradise Pub Night
- SFU's Got Talent
- Munchie Monday
- SFSS Donuts w/ UNICEF

Office/Engagement Hours

- [March 27] Carnival Tabling
- Office hours are available by appointment at the Burnaby, Surrey or Vancouver campus.
Please contact vpstudentlife@sfss.ca

Events

- [March 16] SFU's Got Talent
- [March 19] Munchie Monday
- [March 21] Sexual Violence Poetry Slam
- [March 23] Mental Health Workshop

- [March 26] Munchie Monday
- [March 28] Birthday Bash
- [March 29] SFSS Donuts w/ UNICEF
- [March 29] Club Paradise pub Night

Administrative

- E-mails
- Reading agenda, reviewing minutes and other administrative duties

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

- [March 16] Executive
- [March 16] Board of Directors
- [March 19] Governance
- [March 19] Finance and Audit
- [March 23] Executive
- [March 23] Board of Directors
- [March 26] Governance committee
- [March 26] Finance and Audit
- [March 27] Executive

Meetings & Action Items

- [March 20] SFU President Petter
- [March 23] CRPC meet
- [March 23] Meeting with President and VP Finance
- [March 23] Meeting with President, Business Representative, and VP Finance
- [March 26] Joint Operations Group Meeting
- [March 30] CRPC meet

Projects

- SVP policy
- Archivist proposal
- Board policy SOP
- SFSS annual budget
- Health & Dental RFP
- Academic committee
- Bursary /award funding review

Office/Engagement Hours

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

Events

- [March 23] Mental Health Workshop
- [March 26] Munchie Monday
- [March 28] Birthday Bash

Administrative

- E-mails
- Reading agenda, reviewing minutes and other administrative duties

AT-LARGE REPRESENTATIVE (GARCHA)

Named SFSS Committee Work & Action Items

- Advocacy Committee
- Surrey Campus Committee
- Governance Committee

Meetings & Action Items

- [March 16] Board Meeting
- [March 19] Governance Meeting
- [March 19] Advocacy Meeting
- [March 23] Board Development
- [March 26] Governance Meeting

Projects

- Sexual Violence Policy MOU with SFU
 - Sent draft MOU to SFU and received their comments. Meeting next week for final edits.

Office/Engagement Hours

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

Events

- [March 23] Mental Health Event
- [March 28] Surrey Campus Committee End-of-Year Social
- [March 29] Club Paradise Pub Night

Administrative

- E-mails
- Reading agenda, reviewing minutes and other administrative duties

AT-LARGE REPRESENTATIVE (RANDHAWA)

Named SFSS Committee Work & Action Items

- Finance and Audit Committee (FAC)
- Executive Committee

Meetings & Action Items

- [March 16] Board Meeting
- [March 19] Finance and Audit Committee Meeting
- [March 23] SUB Committee Meeting
- [March 23] Executive Meeting
- [March 23] Board Meeting
- [March 26] Finance and Audit Committee Meeting

Projects

- SFU's Got Talent
- Club Paradise Pub Night
- Munchie Monday

Office/Engagement Hours

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

Events

- [March 16] SFU's Got Talent
- [March 19] Munchie Monday
- [March 23] Mental Health Event
- [March 27] Carnival
- [March 29] Club Paradise Pub Night

Administrative

- E-mails
- Reading agenda, reviewing minutes and other administrative duties

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

- Executive Committee:
 - [March 16] Meeting
 - Passed motion for transition workshop
- Governance Committee:
 - [March 26] Meeting
 - Discussed in-camera policies
 - Discussed archivist position
 - Discussed policy review schedule
 - Proposed adding Board stipend values to the Board policies
- Finance and Audit Committee:
 - [March 26] Meeting
 - Discussed line items in the Board and Operating budgets
- Surrey Campus Committee:
 - [March 28] Social

Meetings & Action Items

- Board of Directors:
 - [March 16] Meeting
 - Approved engagement event final report

- Discussed Education Committee proposal
 - Discussed transition workshop for the Student Groups of Applied Sciences
 - Presented on Board Policy GP-1 as regular policy review
 - Provided update on Surrey JOAG meeting
- [March 23] Meeting
 - Discussed Council's potential working group on staffing
 - Discussed Thank You event for Council by the Board
 - Updated on the Work Plan
- Council:
 - [March 28] Meeting
 - Organized Thank You event from the Board of Directors
 - Discussed importance of land acknowledgements
 - Discussed vision for Council
- Engineering Science Student Society:
 - [March 26] Meeting
 - Debriefed the FAS Formal
 - Discussed upcoming transition workshop

Projects

- Fall Reading Break:
 - [March 16] Met with VP Finance and President to discuss survey

Office/Engagement Hours

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

Events

- FAS Formal 2018 (as the primary organizer):
 - [March 18] Chaired Organizing Committee meeting (online)
 - [March 20] Called FAS Formal venue events coordinator to finish all logistics details
 - [March 20] Finalized last-minute ticket numbers
 - [March 20] Completed transportation duties for FAS Formal
 - Picked up decorations from SFU Surrey
 - Picked up cheque deposit from SFU Burnaby
 - Dropped off cheques at venue in Downtown Vancouver
 - [March 21] Chaired Organizing Committee meeting
 - [March 23] Event
 - Drove organizers to the venue
 - Picked up equipment from Long and McQuade
 - Bought additional supplies from local stores

- Set up AV equipment, coat check, and registration
- Coordinated logistics
- Assisted in running coat check and registration
- Coordinated with DJ, photographers, and organizers
- Gave speeches
- Organized speeches for faculty and student union executives
- Cleaned up venue and sound equipment
- [March 24] Returned equipment to Long and McQuade
- [March 27] Met with finance organizers to discuss remaining finances
- SFU's Got Talent (SFU Peak Frequency x SFSS event):
 - [March 16] Ran the sound equipment during the event
 - [March 17] Assisted in returning the sound equipment to Long and McQuade
- [March 27] SFSS Carnival
 - Helped setup and made cotton candy
- [March 29] SFSS Club Paradise Pub Night
 - Helped setup and worked coat check

Administrative

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

ARTS & SOCIAL SCIENCES REPRESENTATIVE (J. Freedman)**Named SFSS Committee Work & Action Items****Events Committee**

- The committee did not meet during this time.

Strategic Engagement Committee

- The committee did not meet during this time.

Nominations Committee

- The committee did not meet during this time.

Meetings & Action Items

- [March 16] Board of Directors
- [March 21] PSSU Meeting
- [March 21] Campus Vibe Presentation Prep
- [March 23] Board of Directors
- [March 26] Governance Meeting
- [March 26] Joint Operations Group Meeting

Projects

- SFSS Football Tournament
 - Marketing, recruitment, and other preparations
- Student Engagement Platform

- Developed presentation and delivered it to board on recommendations regarding the purchase and implementation of a new online engagement platform
- Strategic Engagement Committee Document
 - Outlining engagement events and specifically tailored strategies at how to better engage with the membership; a report of engagement recommendations

Office/Engagement Hours

- Office hours by appointment, please email artsrep@sfss.ca

Events

- [March 16] SFU's Got Talent
- [March 19] Munchie Monday
- [March 27] SFSS Carnival
- [March 29] SFSS Club Paradise Pub Night

Administrative

- Responded to emails, communicated with members of the Arts constituency
- Prepared for meetings and reviewed agendas, minutes, and other related documents

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

- [March 16] Board of Directors
- [March 23] Finance and Audit Committee
- [March 23] Board of Directors
- [March 26] Finance and Audit Committee

Meetings & Action Items

- [March 23] Meeting with Events Coordinator
- [March 28] TRG Meeting

Projects

- [March 27] SFSS Carnival
- [March 28] Health and Dental RFP

Office/Engagement Hours

- [March 27] SFSS Carnival

Events

- [March 27] SFSS Carnival

Administrative

- E-mails
- Reviewing minutes and other administrative duties.

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

- Vancouver Campus Committee
 - [Mar 16] Budget Meeting with VP Finance

- Accessibility Funds Advisory Committee
 - [Mar 26] Let's Get Accessible Reflection Meeting

Meetings & Action Items

- [Mar 16] Mental Health Plan Communication
- [Mar 19] FCAT Formal OC
 - Promote the Facebook event page and ticket sales
 - Distribute handbills and put up posters
 - Update on contract submission and FCAT donation
- [Mar 21] Meeting with FCAT Student Affairs and Student Engagement
 - Set individual meetings with the FCAT DSUs
 - FCAT Student Council meeting on April 23rd; Transition Social on May 23rd
- [Mar 16] Board of Directors
- [Mar 23] Board of Directors
- [Mar 26] FCAT Formal OC
 - Follow-up with DJ
- [Mar 28] Council
- [Mar 29] Meeting with incoming FCAT Rep: Amrita
 - Explained the main duties and expectations of the role
 - Talked about the practicability and possible execution of her main goals
 - Invited her to the upcoming FCAT Student Council meeting, and will set another 1-1 meeting in early May for transition

Projects

- FCAT Formal
- Mental Health Support Plan Communication
- Availability of Required Courses

Office/Engagement Hours

- [Mar 29] FCAT Formal BBY Tabling
- Office hours available by appointment via fcatrepsfss.ca at all campuses

Events

- [Mar 23] Mental Health Workshop
- [Mar 29] SFSS Club Paradise

Administrative

- Sending and responding to emails
- Draft, review, and send out agendas
- Updating the FCAT Formal Budget
- Reviewing minutes and other administrative duties

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

- Advocacy Committee
 - Discussion of transition of + lobby trips for next year + SFSS's involvement in strategic government engagement
- Accessibility Committee

- Met to discuss 'Let's get accessible' Surrey event to promote use of SFSS accessibility fund

Meetings & Action Items

- [Mar 16] ESA Meeting
- [Mar 16] Board Meeting
- [Mar 19] Advocacy Committee
- [Mar 20] Campus 2065 Meeting
- [Mar 23] Board Meeting
- [Mar 26] Accessibility Meeting
- [Mar 26] Education Faculty Meeting
- [Mar 26] Education Peer Mentorship Meeting
- [Mar 28] Lobby Trip Debrief Meeting
- [Mar 28] Council Meeting

Projects

- Sexual Violence Policy
 - Draft MOU sent to SFU
- Education Rep Transition
 - Continuous prep for Cameron's Nakatsu's transition into role
 - Prepping for ESA's transition into new executive team for Summer + Fall
- Education Peer Mentorship Transition
 - Met with faculty to discuss prep for next year's program + edits to be made

Office/Engagement Hours

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

Events

- [Mar 21] Faculty of Education Info Night
- [Mar 23] Mental Health Event
- [Mar 28] Council Thank You Event
- [Mar 27] SFSS Carnival
- [Mar 29] SFSS Club Paradise Pub Night

Administrative

- Review agendas/ minutes/ sent emails

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

- [Mar 19] Governance
- [Mar 23] Board meeting
- [Mar 26] Governance
- [Mar 26] FAC

Meetings & Action Items

- Meeting with Dean advisor

Projects

- Safe walk

Office/Engagement Hours

- **Office hours by emails only**

Events

- N/A

Administrative

- **Emails**
- **Minute review**
- **Phone calls**

HEALTH SCIENCE REPRESENTATIVE

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

- Organizing and holding the Mental Health workshop
- Collaborating with the Hi-Five club

Events Committee

- Mental Health Workshop

Meetings & Action Items

[March 16] Board Meeting

[March 19] Advocacy Committee

[March 23rd] Mental Health Workshop

[March 27] HSUSU meeting

Projects

- Mental Health workshop planning

Office/Engagement Hours

- Office hours by appointment book via healthrep@sfss.ca

Events

[March 23rd] Mental Health Workshop

Administrative

- Making goody bags for the workshop
- Touching base with the presenters and vendors
- Organizing and set up of the event
- Working on the cheque requisitions for workshop
- Reading the agenda items, reviewing minutes and other administrative duties

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- [March 16] Board of Directors
- [March 19] Advocacy Committee
- [March 23] Board of Directors

Meetings & Action Items

- [March 15] Build SFU Building Committee

Projects

- Science peer mentorship program
- Open Educational Resources
- Engagement

Office/Engagement Hours

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

Events

- [March 16] SFU's Got Talent
- [March 23] Mental Health Workshop
- [March 29] Club Paradise Pub Night

Administrative

- Emails
- Reviewing agenda items, reading minutes and other agenda items