

## 1. CALL TO ORDER

Call to Order – 9:33am

## 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> ).....	Jaskarn Randhawa
VP External Relations .....	Jasdeep Gill
VP Finance .....	Matthew Chow
VP Student Services.....	Samer Rihani
VP Student Life .....	Tawanda Masawi
VP University Relations.....	Jackson Freedman
At-Large Representative .....	Mohammed Ali
At-Large Representative .....	Wareez Ola Giwa
Faculty Representative (Applied Sciences) .....	Kia Mirsalehi
Faculty Representative (Arts & Social Sciences).....	Kailyn Ng
Faculty Representative (Business) .....	Jessica Nguyen
Faculty Representative (Communications, Art, & Technology) .....	Amrita Mohar
Faculty Representative (Education) .....	Cameron Nakatsu
Faculty Representative (Environment) .....	Russell Dunsford
Faculty Representative (Health Sciences) .....	Christine Loutsik
Faculty Representative (Science).....	Natasha Birdi

### 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 Mann
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### 3.4 Regrets

Faculty Representative (Health Sciences) .....	Christine Loutsik
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## 4. RATIFICATION OF REGRETS

### 4.1 MOTION BOD 2018-05-11:01

**Tawanda/Samer**

*Be it resolved to ratify regrets from Christine Loutsik (personal).*

**CARRIED**

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION BOD 2018-05-11:02

**Mohammed/Jasdeep**

*Be it resolved to adopt the agenda as amended.*

**CARRIED AS AMENDED**

- 7.9 motion last line to switch to read Kailyn Ng as chair
- To add 10.3 Catering Services
- To add a presentation from the Events Coordinator
- To add 9.7 Board Annual Prep
- To add 8.10 Initial Renovation Design Estimate Forum Chambers

### MOTION BOD 2018-05-11:02-01

**Samer/Kia**

*Be it resolved to amend the above motion.*

**CARRIED**

## 6. MATTERS ARISING FROM THE MINUTES

### 6.1 MOTION BOD 2018-05-11:03

**Ola/Russell**

*Be it resolved to receive and file the following minutes:*

- Board of Directors 2018-04-06.pdf
- Board of Directors 2018-04-20.pdf
- Executive 2018-04-24.pdf
- Finance and Audit Committee 2018-03-19.pdf
- Advocacy Committee 2018-03-05.pdf
- Events Committee 2018-01-30.pdf
- Accessibility Fund Advisory Committee 2018-03-26.pdf

**CARRIED**

## 7. PRESENTATION

### 7.1 Events Coordinator

- Events Coordinator will work closely with Board in putting a plan together for the first upcoming event: clubs days
  - This event will take on a different approach than previous ones in where a scavenger hunt will be held
  - Students will be encouraged to ask Board members questions and to possibly engage with the university president if he comes
- Event Coordinator will also work closely with committees and be a liaison with the university and Board members can complete a work order form to assign tasks for the Events Coordinator

## 8. NEW BUSINESS

### 8.1 Leadership Conference in Montreal – MOTION BOD 2018-05 -11:04

Jasdeep/Ola

*Be it resolved to send VP Student Services on Student Care leadership Conference in Montreal at zero cost to the society, all paid for by Student Care.*

*Be it further resolved to task the VP Student Services to produce a report detailing the events of the conference and any next steps.*

**CARRIED AS AMENDED**

- Purpose: to build connections with other universities and present health initiatives regarding student care
- VP Student Services will be gone from May 22-24 and is required to produce a report detailing the conference

### MOTION BOD 2018-05-11:04-01

Jessica/Jackson

*Be it resolved to amend the above motion.*

**CARRIED**

### 8.2 Board Jackets – MOTION BOD 2018-05 -11:05

Jackson/Mohammed

*Be it resolved to approve the total of \$1,128.23 for board jackets from line item 741/20.*

**CARRIED**

- One extra jacket was ordered in case someone's jacket does not fit

### 8.3 Catering List for Clubs/DSUs – MOTION BOD 2018-05 -11:06

Jessica/Kailyn

*Be it resolved to publish the Catering List for Clubs/DSUs to provide student groups with easily accessible information regarding the variety of vendors on campus.*

**CARRIED**

- Student groups are encouraged but not required to order from the list but they are required to order from vendors only on the SFU campus

### 8.4 Student Union Executive Forum Final Report – MOTION BOD 2018-05 -11:07

Samer/Mohammed

*Be it resolved to receive and file the Student Union Executive Forum Final Report dated Monday, January 29th, 2018.*

**CARRIED**

- The report details feedback from the students who attended
- Board members are encouraged to give feedback on how to improve the upcoming forums over the course of the year

### 8.5 Board Office Cleaning Supplies – MOTION BOD 2018-05 -11:08

Jackson/Jasdeep

*Be it resolved to approve up to \$150 from line item 720/20 for the purchase of board office cleaning supplies.*

**CARRIED**

- Board members are considering deeper cleaning from SFU and will get a quote of the price in the near future

#### **8.6 Signing Officers Per By-Law 4 and By-Law 6 – MOTION BOD 2018-05 -11:09**

**Mohammed/Jasdeep**

*Be it resolved that as per By-Law 4: Powers, Duties and Obligations of Executive Officers, Jaskarn Randhawa, President; Samer Rihani, VP Student Services; Matthew Chow, VP Finance; and Jackson Freedman, VP University Relations be appointed as Signing Officers for the period May 1st, 2018 until April 30th, 2019.*

*Be it further resolved that as per By Law 6.11: Powers, Duties and Obligations of the Board of Directors, Martin Wyant, Chief Executive Officer; and Marc Fontaine, Build SFU General Manager be appointed as Signing Officers for the period May 1st, 2018 until May 31st, 2019.*

**CARRIED**

- Singing Officers are responsible of signing checks and binding agreements

#### **8.7 Confirmation and Acknowledgement Agreement – MOTION BOD 2018-05 -11:10**

**Kia/Jackson**

*Be it resolved that the Board of Directors authorize Jaskarn Randhawa, President, and Martin Wyant, CEO, to sign the Confirmation and Acknowledgement agreement relating to the calculation of operating costs in SFSS' portion of the Maggie Benston Centre (MBC).*

**CARRIED**

- 30 year lease agreement with SFU and SFSS currently pays utility cost
- SFSS will give up some MBC space as we move into the SUB building
- Agreement clearly explains how much space SFSS is responsible for paying so there will be no disputes or issues arising years from now

#### **8.8 Membership Outreach and Engagement Strategies – MOTION BOD 2018-05 -11:11**

**Samer/Russell**

*Be it resolved to receive and file the report titled "Membership Outreach and Engagement Strategies".*

**CARRIED**

- Report consists of an outline of the successful events and strategies that the last Board has accomplished

#### **8.9 Committee Members – MOTION BOD 2018-05 -11:12**

**Samer/Mohammed**

*Be it resolved to appoint Samer Rihani (chair), Jessica Nguyen, Cameron Nakatsu, and Natasha Birdi to the SFSS Accessibility Fund Committee.*

*Be it further resolved to appoint Jasdeep Gill (chair), Amrita Mohar, Russell Dunsford, Mohammed Ali, and Christine Loutsik to the SFSS Advocacy Committee.*

*Be it further resolved to appoint Tawanda Masawi (chair), Kailyn Ng, Mohammed Ali, Wareez Giwa, and Jessica Nguyen to the SFSS Events Committee.*

*Be it further resolved to appoint Jackson Freedman (chair), Kia Mirsalehi, Samer Rihani, Christine Loutsik, and Matthew Chow to the SFSS Governance Committee.*

*Be it further resolved to appoint Matthew Chow (chair), Jasdeep Gill, Tawanda Masawi, Kia Mirsalehi, and Jackson Freedman to the SFSS Finance and Audit Committee.*

*Be it further resolved to appoint Jackson Freedman (chair), Russell Dunsford, and Cameron Nakatsu to the SFSS Academic Committee.*

*Be it further resolved to appoint Wareez Giwa (chair), Jasdeep Gill, and Amrita Mohar to the SFSS Surrey Campus Committee.*

*Be it further resolved to appoint Kailyn N (chair), Amrita Mohar, and Mohammed Ali to the SFSS Vancouver Campus Committee.*

*Be it further resolved to appoint Natasha Birdi (chair), Cameron Nakatsu, and Tawanda Masawi to the SFSS Nominating Committee.*

*Be it further resolved to appoint Jaskarn Randhawa (chair), Kia Mirsalehi, and Matthew Chow to the SFSS Committee for Board Continuity.*

*Be it further resolved to appoint Jaskarn Randhawa, Mohammed Ali, and Wareez Giwa to the Build SFU committee.*

*Be it further resolved to appoint Samer Rihani, Natasha Birdi, and Kailyn Ng to the SFU KeepMeSafe Mental Health Committee.*

**CARRIED**

### **8.10 Initial Renovation Design Estimate Forum Chambers – MOTION BOD 2018-05 -11:13**

#### **Jackson/Russell**

*Be it resolved to approve the allocation of \$20,000 from the space expansion fund to pay for the cost associated with Forum Chambers initial design*

**CARRIED**

- Refer to attachment
- A common space will potentially be built for the Peak and CJSF
- Space expansion fund has over \$2M

## **9. DISCUSSION ITEMS**

### **9.1 Biweekly Report**

- VP Finance will give Board members a brief rundown of the report
- Board members are responsible for sending out a new report every second week to keep track on finances

### **9.2 Board Development Sessions**

- Board members will be briefed on the different services provided by the SFSS
- Head of security will come to the next Board Development Session to present
- Board members are encouraged to submit items they want to learn more about for the Board Development Sessions

### **9.3 Proposal for Research Administrative Designated Assistant**

- The assistant would provide support to the Advocacy Committee, operational ideas, governance records, and lobbying agendas
- Work will be divided through work orders

### **9.4 Information evening**

- Purpose: to engage with new students by providing goodie bags and briefing the students and their parents regarding SFSS, the campus, and the activities surrounding it
- Suggestions: to request a profile video regarding the SFSS to promote the organization to new students and ask professors to play it in the beginning of class, and to create pamphlets students can take home

### **9.5 Canada's Volunteer Awards**

- The awards is a \$5,000-\$10,000 donation to the non-profit organization of the winner's choice
- A good way to promote this event would be through social media but Board has agreed to use social media to only promote SFSS related items
- A board member suggested to put it in the newsletter; Board members to meet with Communications Coordinator to brief them on the different promotional outlets that are available to use
- A reconstruction of the newsletter was suggested including incorporating different types of newsletters that focuses on different aspects, combining it with Campus Vibe and personalizing information to accommodate a variety of students
- Board decided not to promote Canada's Volunteer Awards due to the fact that it may overshadow SFSS related items and Chair will send an email to the rest of the members who want to work on the reconstruction of the newsletter

**MOTION BOD 2018-05-11:14**

**Tawanda/Kia**

*Be it resolved to respond favourably to Canada's Volunteer Awards.*

**NOT CARRIED**

**9.6 Board Annual Prep**

- Board members will meet and discuss what they want to include in the Board Work Plan and each member is suggested to submit 1 major project for the year
- Board Work Plan consists of 1 year worth of goals for the whole organization to accomplish, the plans that are developed for the ideas presented in the work plan will be the responsibilities of the committees
- Committees are encouraged to develop a plan for the projects listed in the Board Work Plan as well as other committee projects, if any
- Chair will forward strategic plan to the rest of the members before the next Board Development Session

[3] abstentions noted

## 10. IN-CAMERA

**10.1 MOTION BOD 2018-05-11:15**

**Mohammed/Russell**

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

**CARRIED**

**10.2 SUB Space**

**10.3 Catering Services**

## 11. EX-CAMERA

**11.1 MOTION BOD 2018-05-11:16**

**Russell/Jackson**

*Be it resolved to go ex-camera.*

**CARRIED**

## 12. ATTACHMENTS

- 2018-04-16 CRPC, RADA work plan.pdf
- 2018-05-04 BN MBC Operating Costs Agreement.pdf
- Board Jacket – Invoice.pdf
- Clubs Days.jpg
- Governance Committee - Student Union Executive Forum Final Report.pdf
- Information Night PDF.pdf
- Membership Outreach and Engagement Strategies (1).pdf
- PUBLIC - Preferred Burnaby Campus Food Vendor List - Catering Info.pdf
- SFSS mock up final 17-18 (2).pdf
- Unpaid Leave of Absence Request Health Sci Rep.pdf
- Volunteer Awards Agenda.pdf

## 13. ADJOURNMENT

**MOTION BOD 2018-05-11:17**

**Russell/Tawanda**

*Be it resolved to adjourn the meeting at 1:37 PM.*

**CARRIED**

# PROPOSAL FOR RESEARCH AND ADMINISTRATIVE DESIGNATED ASSISTANT

*DEPARTMENT 18 – CAMPAIGNS, RESEARCH, AND POLICY COORDINATORS OFFICE*

## 1. RATIONALE

The office of the CRPC is budgeting for a Research and Administrative Designated Assistant (RADA). The purpose of the RADA is to allow the department to provide more support to the Board and its committees in the area of advocacy and lobbying, operational research such as general and targeted membership surveys. Additionally, the RADA will free the CRPC from some of the more repetitive data gathering and presentation tasks, as well as office administrative tasks.

Some examples of projected RADA work include:

- updating and amending departmental SOP documents and SFSS policy documents,
- ensuring a consistent look and feel and for governance, policy, and procedural documents,
- the collection of referenda records and Board and committee motions, member resignations records, membership fee payment records, records of Board decisions, records of committee decision.

It should be noted that much of the work and work plan will be contingent on the status of the strategic plan, the development of the Board Plan, and committee plans for the year.

A work plan for 2018-2019 is included below.

Some examples of projected work that the CRPC will be able to perform thanks to the RADA include:

- the feasibility of acquiring charitable status for the SFSS in order to offset some of the cost of the services to donors,
- the continued development and implementation of a privacy management program,
- the development of a complete set of student group policies, and revision of election and referenda policies and procedures,
- research support and advocacy and lobbying campaign development support to the advocacy committee.

## 2. DEPARTMENT 18 WORKLOAD



Most of the work of the last few years has been devoted to the development of bylaws, policies, and procedures. These tasks are often large scale, involving multiple departments, directors, and committees. Work orders can take anywhere from a few minutes, such as providing access to a particular piece of policy, to over a year, such as the redevelopment of society bylaws. On average, projects take three weeks, from the time a project is opened to the time it is closed (e.g. a policy is requested, researched, drafted, reviewed, approved).<sup>1</sup>

## WORK ORDERS – COUNT

<i>Date</i>	<i>Number of work orders</i>
2017-01	17
2017-02	8
2017-03	7
2017-04	0
2017-05	31
2017-06	23
2017-07	6
2017-08	31
2017-09	65
2017-10	93
2017-11	77
2017-12	13
2018-01	3
2018-02	14
2018-03	6

## SAMPLE OF WORK

For more details, a complete set of monthly work reports may be made available.

1. Two complete reviews of the bylaws
2. Development of 4 complete sets of policies:
  - a. SFSS Elections and Referenda Policies
  - b. SFSS Board Policies
  - c. SFSS Personnel Policies
  - d. SFSS Operational Policies
3. Development of 12 sets of Standard Operating Procedures:
  - a. Administrative Supervisor
  - b. Administrative Assistants
  - c. Build SFU

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<sup>1</sup> It should be noted that the work order process is still evolving. For instance, some projects may appear numerous times as multiple reviews and drafts of some documents are required, others only once. Also, while the work order ‘opens’ a ‘ticket’, the current process does not provide an opportunity to ‘close’ a ticket. Consequently, average completion times are approximation based on the judgement of the CRPC.

- d. Board
  - e. CRPC
  - f. Communications
  - g. Copy Centre
  - h. Finance
  - i. Out on Campus
  - j. Student Centre
  - k. Student Union Organiser
  - l. Women's Centre
4. Briefing notes containing analyses and recommendations regarding
- a. Legislation
  - b. Bylaws
  - c. Policy
  - d. Procedures
5. Training and orientation material and session development and delivery:
- a. Candidate
  - b. IEC
  - c. Board
  - d. Council
  - e. Staff
6. Program review and development:
- a. Member registry
  - b. Privacy management program
  - c. Elections
  - d. Referenda
  - e. Copy Centre reporting
  - f. Event grant program,
  - g. Accessibility grant program,
  - h. Food security,

### 3. PROJECTED WORK PLAN 2018-2019

Listed below is a projected work plan for the RADA.

- 1. May – Collect and file material records for each referendum and election.
- 2. June – Develop a contact list of each Canadian student society staff and Board equivalent to the VP External Relations, VP University Relations, and CRPC, including names, and contact information, and develop an email contact list including those contacts.
- 3. May-August – In support of internal and external lobbying and advocacy campaigns:
  - a. conduct preliminary research into each internal and external advocacy or lobbying issue contemplated or approved by the Board, identifying:
    - i. problem/issue faced by members,

- ii. society goal in relation to the problem,
  - iii. actors,
  - iv. institutions,
  - v. instruments,
  - vi. current approach to the issue,
  - vii. publicly available evaluations of approach,
  - viii. publicly available alternatives to approach,
- b. consult each campaign lead to track campaign development on report template, and
- c. assist in the development and analysis of campaign related survey and engagement initiatives.
- 4. September – Develop and maintain a contact list of each provincial minister and critic, including names, contact information, platform, office or staff contact and develop an email contact list including those contacts.
- 5. September – Develop and maintain a contact list of each municipal mayoral office, including names, contact information, platform.
- 6. October-November – In support of the privacy management program:
  - a. research the information systems used by each department and acquire a copy of the service level agreement for each,
  - b. develop a tracking sheet for the annual personal information audit.
- 7. December-January – In support of the proposal to pursue charitable status,
  - a. research and find contact person for any student society with a charitable status,
  - b. consolidate all required forms for applying for charitable status.
- 8. March-April – Member engagement research:
  - a. General membership survey draft
  - b. General membership survey report draft
- 9. Continuous – Acquire and store all raw data for member engagement initiatives.
- 10. Continuous – After some training, have the RADA conduct requirements gathering in response to policy, process, or procedure development or review, as well as research requests.
- 11. Continuous – Update and file new and amended policy and procedure documents following board or management approval

# BRIEFING NOTE

## *CONFIRMATION AND ACKNOWLEDGEMENT AGREEMENT REGARDING MBC OPERATING COSTS*

### ISSUE

SFU and SFSS wish to confirm in writing the calculations that are used to determine the amount of annual operating costs that SFSS is responsible for paying for leased space in the Maggie Benston Centre (MBC).

The term “operating costs” refers to costs associated with operating and maintaining the facility. They include costs for power, water, sewer, heat, gas, janitorial, pest control, waste management, and maintenance.

### BACKGROUND

SFSS signed a lease in the 1990s for space in the MBC. In the years since, record keeping was sparse and confusion about space-related calculations arose due to renovations, conversions from square feet to square meters, and conversions from net to gross figures.

SFSS leases space in the MBC for its own use and member use (e.g. Board and administrative offices, Copy Centre, Student Centre, Forum Chambers, The Undergrounds, and conference rooms) and to sub-lease to tenants (e.g. Mini Mart, Health & Dental Plan office, The Peak newspaper, and Graduate Student Society).

When the SUB opens, SFSS will move out of most of these spaces with the exceptions being those spaces located in the older part of the building (e.g. Forum Chambers, The Undergrounds, and The Peak’s office).

SFSS pays operating costs for the spaces it leases. For spaces that are sub-leased to tenants, SFSS then passes along the operating costs to its tenants in accordance with sub-lease agreements.

In August 2017, the SFSS surrendered its pub and food court spaces to SFU. This necessitated a recalculation of the area that would continue to be occupied by the SFSS. This calculation would be the basis of calculating operating costs.

### CURRENT STATUS

SFU and SFSS have now reviewed all available documentation and have arrived at a shared understanding of the operating costs for which SFSS is responsible for paying.

The *Confirmation and Acknowledgement* agreement summarizes the calculations used to determine the amount of annual operating costs that the SFSS is responsible for paying.

## KEY CONSIDERATIONS

1. The agreement has been informed by all available documentation held by SFU and SFSS.
2. SFSS management is confident that the calculations are fair and accurate.

## RECOMMENDATION

That the Board of Directors authorize the President and CEO to sign the Confirmation and Acknowledgement agreement.

## NEXT STEPS

1. The agreement is signed and returned to SFU for signatures and a fully executed copy is returned to SFSS.
2. The finance office ensures that operating costs have been appropriately charged and paid for the 2017-2018 fiscal year.

Attachments:

Confirmation and Acknowledgement agreement

## CONFIRMATION AND ACKNOWLEDGEMENT

BY: Simon Fraser University (“**SFU**”)  
AND: Simon Fraser Student Society (“**SFSS**”)  
RE: Maggie Benston Centre (“**MBC**”) – Calculation of Operating Costs in SFSS’  
portion of MBC

### WHEREAS:

- A. Pursuant to a lease agreement dated July 29, 1993 (the “**Lease**”) between SFU, as landlord, and SFSS, as tenant, SFU leased to SFSS certain premises in MBC (the “**Leased Premises**”) for a term of thirty (30) years with two consecutive thirty (30) year renewal terms;
- B. The original area of the Leased Premises was 4,958 gross assignable square meters (“**GASM**”), but since the date of the Lease this area has amended by agreement between the parties. As of August 29, 2017, the Leased Premises that SFSS occupied was 5,706 GASM or 3,522.6 net assignable square metres (“**NASM**”) in MBC.
- C. Pursuant to a Partial Surrender of Lease dated January 7, 2015, SFSS agreed to surrender to SFU a portion of the Leased Premises comprising 1,903.27 GASM (or 1,174.86 NASM) effective as of the date the SFSS takes possession of the new student union building (the “**Final Surrender Date**”);
- D. Pursuant to an Agreement dated August 31, 2017, SFSS surrendered to SFU an additional portion of the Leased Premises comprising 3,241.88 GASM (or 2,001.2 NASM);
- E. As of September 1, 2017, the total Leased Premises occupied by SFSS in MBC is 2,465 GASM (or 1,521.46 NASM). For the purpose of calculating annual operating costs as of September 1, 2017 (as more particularly described in the Lease), SFSS is responsible for 1,904 GASM (or 1,174.86 NASM);
- F. As of the Final Surrender Date, SFSS will occupy Leased Premises of 561 GASM (or 346.6 NASM) in MBC; and
- G. SFU and SFSS now wish to confirm in writing the calculation of Leased Premises for which SFSS will be responsible for paying annual operating costs (as more particularly described in the Lease) as of September 1, 2017.

NOW THEREFORE SFU and SFSS hereby confirm and acknowledge that from September 1, 2017 until the Final Surrender Date, SFU will charge SFSS for its share of annual operating costs (as more particularly described in the Lease) calculated on the basis of 1,904 GASM for the Leased Premises, as set out in more detail in the “SFSS Space in MBC – Operating Cost Calculation” document attached hereto as Schedule A. After the Final Surrender Date, SFSS will not be

required to pay annual operating costs in respect of the 561 GASM which remains of the Leased Premises and SFU will contribute to and be responsible for the same, as required under the Lease and more particularly set forth in the “SFSS Space in MBC – Operating Cost Calculation” document attached hereto as Schedule A .

Dated as of May 7 , 2018 with force and effect as of and from September 1, 2017.

**SIMON FRASER UNIVERSITY**

**SIMON FRASER STUDENT SOCIETY**

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Authorized Signatory

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Authorized Signatory

## Schedule A

### SFSS SPACE IN MBC – OPERATING COST CALCULATION

	Total Gross Assignable Space occupied by SFSS (m2)	=	Gross Assignable Space that SFSS is responsible for its share of Operating Costs (m2)	+	Gross Assignable Space that SFU is contributing towards SFSS' Operating Costs (m2)
Per Expansion Agreement dated June 29, 1993	4,958 <sup>i</sup>				1,525 – Note <sup>ii</sup>
Per Awarded Arbitration from Y2000	5,014	=	3,419	+	1,595 <sup>iii</sup>
Per SFU letter dated Feb 16, 2001	5,437 <sup>iv</sup>	=	3,842	+	1,595
SFU's record of SFSS' space as of Aug 29, 2017	5,706 <sup>v</sup>	=	4,111 <sup>vi</sup>	+	1,595
SFSS' remaining 5 offices in MBC in 2018, per Agreement dated Aug 31, 2017, and Partial Surrender of Lease dated January 7, 2015	561 <sup>vii</sup>	=	0	+	561 <sup>viii</sup>
SFSS' space in MBC as of Sept 1, 2017	2,465 <sup>ix</sup>	=	1,904 <sup>x</sup>	+	561

<sup>i</sup> s1.01.2 of the Expansion Agreement dated June 29, 1993 makes reference to:

- the estimated net assignable area of the Leased Premises being 3,131 m2
- the gross assignable area of the Leased Premises being 4,958 m2
- the gross/net assignable ratio for the Building being 1.6

<sup>ii</sup> s2.03 of the Expansion Agreement dated June 29, 1993 says:

- "The University agrees to absorb, and the Society will have no obligation to pay, a portion of the annual operating costs....The University's share of the annual charges to the Society will be calculated as follows:
  - University's share of annual charges to the Society =  $A/B \times (C-D)$ 
    - Where A is the gross area of the University Centre Building No 1 in square meters (determined to be 1,525 square meters)
    - Where B is the gross area of the Lease Premises in square meters, excluding the roof of the Lease Premises or any area on the roof (estimated to be 4,958 square meters unless there are changes to the Building Plans as defined in the Expansion Agreement.)
    - Where C is the aggregate of the annual operating costs detailed in paragraph 5.02, etc.
    - Where D is the amount of the annual operating costs detailed in paragraph 5.02, etc."

<sup>iii</sup> The dispute between SFU and the Society in Y2000 was concerning the method of calculating the Additional Rent.

At the time, SFU applied:

- 5,014 m2 as the gross area of the leased premises
- 1,595 m2 as the gross area to be deducted pursuant to section 2.03 of the Expansion Agreement dated June 29, 1993



- 3,419 m2 as the gross area to be used for calculating the amount of Additional Rent to be paid by the Society
- 20% discount to the average maintenance cost per square meter pursuant to sections 2.04.1(c) and (d) of the Expansion Agreement.

Under the Arbitration Award in Y2000, the arbitrator accepted that SFU's calculation of operating costs used. His comments are: "I have reached the following conclusions:

- 1) the method of calculating operating costs employed by the University is consistent with the provisions of the lease; and
- 2) the lease does not require the University to adopt systems that would permit to employ the more accurate method of calculation contemplated by section 2.04.1(b) of the lease."

<sup>iv</sup> SFU letter from AVP, Admin advised SFSS that: it was using gross building/net building ratio of 1.542. It confirmed gross area of the lease premises was 3,526m2.  $3,526\text{m}^2 \times 1.542 = 5,437$  gross square meter. Deducting the old UCB "free space" of 1595 leaves 3,842m2 that the Society would be charged as Additional Rent.

v

- Net assignable space to the Society as of Aug 29, 2017 = 3,522.6m2 (2001.14m2 surrendered Aug 31, 2017 + 1174.86m2 to be surrendered in 2018 when the Society moves to the new student union + 346.6m2 that the society will maintain in MBC).
- 2017's MBC's total Gross/Net assignable = 18,323 m2/11,334 m2 = 1.62.
- Total Gross Assignable Space for MBC space occupied by SFSS =  $3,522.6\text{ m}^2 \times 1.62 = 5,706\text{ m}^2$

vi Total Gross assignable space of operating costs that the Society is responsible for (up till Aug 31, 2017) =  $5,706\text{ m}^2 - 1,595\text{m}^2 = 4,111\text{ m}^2$ .

vii Per Partial Surrender of Lease dated January 7, 2015 and Agreement dated August 31, 2017, SFSS will have surrendered all its current space (other than offices 2900, 2900.1, 2901, 2903, and 3901) by no more than three months after an occupancy certificate has been issued for the new student union building.

- The net assignable space for these five offices = 346.6 m2 (see SFSS Rooms 2017-09-22 Excel spreadsheet – highlighted in orange).
- With gross factor of 1.62, the equivalent gross assignable space = 561m2.

<sup>viii</sup> Given that the 5 offices are within the original University Centre Building No 1, and under the Expansion Agreement dated June 28, 1993 where SFU agreed to contribute to SFSS' operating costs for space within the University Centre Building No. 1, there will be no operating costs to be passed on to the Society when all the space, other than the office 2900,2900.1, 2901, 2903, and 3901, is surrendered.

<sup>ix</sup> Per Agreement dated August 31, 2017 and per Partial Surrender of Lease dated January 7,

- SFSS' net assignable space as of Sept 1, 2017 = 1,174.86 m2 that will be surrendered in 2018 (see SFSS Rooms 2017-09-22 Excel Spreadsheet – highlighted in yellow) + 346.6 m2 that SFSS will continue to maintain (see SFSS Rooms 2017-09-22 Excel spreadsheet – highlighted in orange) = 1521.46m2
- with gross factor of 1.62, the equivalent gross assignable space occupied by SFSS as of Sept 1, 2017 = 2,465 m2

<sup>x</sup> Of the 2,465 m2 gross assignable space in MBC as of Sept 1, 2017, only 5 offices are within the original University Centre Building No 1. Therefore:

- SFU will continue to contribute operating cost on 561 m2, and

- The Society will be responsible for operating costs for:  $2,465\text{ m}^2 - 561\text{ m}^2 = 1,904\text{ m}^2$ .

bLi	bo_bLi	flLi	bo_flLi	rm	NAS	To SFU	bo_rmtypedescri	subdp	GASM - Gross Up (1.62)
032	Maggie E 02		2000 Lev	2200	38.54	2018	Retail Store	MBC	62.43
032	Maggie E 02		2000 Lev	2201	12.58	2018	Closed Office	MBC	20.38
032	Maggie E 02		2000 Lev	2203	33.09	2018	Closed Office	MBC	53.61
032	Maggie E 02		2000 Lev	2205	8.08	2018	Closed Office	MBC	13.09
032	Maggie E 02		2000 Lev	2207	29	2018	Closed Office	MBC	46.98
032	Maggie E 02		2000 Lev	2211	7.88	2018	General Storage	MBC	12.77
032	Maggie E 02		2000 Lev	2212	98.7	2018	Public Lounge	MBC	159.89
032	Maggie E 02		2000 Lev	2220	47.8	2018	Open Office	MBC	77.44
032	Maggie E 02		2000 Lev	2220.1	11.45	2018	Closed Office	MBC	18.55
032	Maggie E 02		2000 Lev	2220.2	8.88	2018	Closed Office	MBC	14.39
032	Maggie E 02		2000 Lev	2220.3	14.64	2018	Closed Office	MBC	23.72
032	Maggie E 02		2000 Lev	2220.4	12.08	2018	Closed Office	MBC	19.57
032	Maggie E 02		2000 Lev	2220.5	11.79	2018	Closed Office	MBC	19.10
032	Maggie E 02		2000 Lev	2234	32.54	2018	Closed Office	MBC	52.71
032	Maggie E 02		2000 Lev	2236	11.78	2018	Closed Office	MBC	19.08
032	Maggie E 02		2000 Lev	2238	11.76	2018	Closed Office	MBC	19.05
032	Maggie E 02		2000 Lev	2240	15.46	2018	Closed Office	MBC	25.05
032	Maggie E 02		2000 Lev	2242	31.41	2018	Closed Office	MBC	50.88
032	Maggie E 02		2000 Lev	2250	16.78	2018	Closed Office	MBC	27.18
032	Maggie E 02		2000 Lev	2252	55.93	2018	Closed Office	MBC	90.61
032	Maggie E 02		2000 Lev	2254	40.32	2018	Closed Office	MBC	65.32
032	Maggie E 02		2000 Lev	2260	12.78	2018	Retail Store	MBC	20.70
032	Maggie E 02		2000 Lev	2262	42.95	2018	Retail Store	MBC	69.58
032	Maggie E 02		2000 Lev	2263	9.79	2018	Closed Office	MBC	15.86
032	Maggie E 02		2000 Lev	2264	11.93	2018	Closed Office	MBC	19.33
032	Maggie E 02		2000 Lev	2265	10.06	2018	Closed Office	MBC	16.30
032	Maggie E 02		2000 Lev	2266	10.84	2018	Closed Office	MBC	17.56
032	Maggie E 02		2000 Lev	2266.1	2.77	2018	General Storage	MBC	4.49
032	Maggie E 02		2000 Lev	2267	10.5	2018	Closed Office	MBC	17.01
032	Maggie E 02		2000 Lev	2270	59.1	2018	Open Office	MBC	95.74
032	Maggie E 02		2000 Lev	2270.1	7.74	2018	Closed Office	MBC	12.54
032	Maggie E 02		2000 Lev	2270.2	10.81	2018	Closed Office	MBC	17.51
032	Maggie E 02		2000 Lev	2270.3	16.54	2018	Closed Office	MBC	26.79
032	Maggie E 02		2000 Lev	2271	32.13	2018	General Storage	MBC	52.05
032	Maggie E 02		2000 Lev	2290	57.22	2018	Conference Room	MBC	92.70
032	Maggie E 02		2000 Lev	2292	46.27	2018	Conference Room	MBC	74.96
032	Maggie E 02		2000 Lev	2294	46.3	2018	Conference Room	MBC	75.01
032	Maggie E 02		2000 Lev	2296	60.51	2018	Conference Room	MBC	98.03
032	Maggie E 02		2000 Lev	248	10.48	2018	Public Lounge	MBC	16.98
032	Maggie E 02		2000 Lev	249	10.23	2018	Accessible Washro	MBC	16.57
032	Maggie E 02		2000 Lev	250	10.54	2018	Accessible Washro	MBC	17.07
032	Maggie E 02		2000 Lev	252	7	2018	General Storage	MBC	11.34
032	Maggie E 02		2000 Lev	271	24.93	2018	General Storage	MBC	40.39
032	Maggie E 02		2000 Lev	277	20.05	2018	Corridor	MBC	32.48
032	Maggie E 02		2000 Lev	277A	10.56	2018	Corridor	MBC	17.11
032	Maggie E 02		2000 Lev	278	27.96	2018	Corridor	MBC	45.30
032	Maggie E 02		2000 Lev	278.1	18.56	2018	Copy/Duplicating R	MBC	30.07
032	Maggie E 02		2000 Lev	279	31.97	2018	Corridor	MBC	51.79
032	Maggie E 02		2000 Lev	280	3.85	2018	Corridor	MBC	6.24
					1174.9				1903.27

bl	bo	bl	fl	bo	fl	rm	NA	To SFU	rmtype.desc	subd	GASM - Gross Up
032	Maggie	02	2000 Lev	2902		9.48		2017	Locker Unidentified	UCB	15.36
032	Maggie	02	2000 Lev	2280		23.09		2017	Retail Store	MBC	37.41
032	Maggie	02	2000 Lev	2282		31.76		2017	Retail Store	MBC	51.45
032	Maggie	02	2000 Lev	2300.1		91.77		2017	Food Preparation	MBC	148.67
032	Maggie	02	2000 Lev	2301		36.43		2017	Retail Store	MBC	59.02
032	Maggie	02	2000 Lev	2302		8.32		2017	Food Preparation	MBC	13.48
032	Maggie	02	2000 Lev	2303		54.2		2017	Retail Store	MBC	87.80
032	Maggie	02	2000 Lev	2350		310.59		2017	Dining Space	MBC	503.16
032	Maggie	02	2000 Lev	2361		12.87		2017	Food Servery	MBC	20.85
032	Maggie	02	2000 Lev	2361.1		10.69		2017	Food Preparation	MBC	17.32
032	Maggie	02	2000 Lev	2361.2		11.25		2017	Food Dry Storage	MBC	18.23
032	Maggie	02	2000 Lev	2362		21.39		2017	Food Servery	MBC	34.65
032	Maggie	02	2000 Lev	2362.1		18.4		2017	Food Preparation	MBC	29.81
032	Maggie	02	2000 Lev	2363		22.37		2017	Food Servery	MBC	36.24
032	Maggie	02	2000 Lev	2363.1		18.85		2017	Food Preparation	MBC	30.54
032	Maggie	02	2000 Lev	284		3.45		2017	Corridor	MBC	5.59
032	Maggie	02	2000 Lev	2904		11.39		2017	General Storage	UCB	18.45
032	Maggie	02	2000 Lev	2905		113.45		2017	Corridor	UCB	183.79
032	Maggie	02	2000 Lev	2905.1		29.38		2017	Closed Office	UCB	47.60
032	Maggie	02	2000 Lev	2906		15.98		2017	Closed Office	UCB	25.89
032	Maggie	02	2000 Lev	2907		18.47		2017	Female Washroom	UCB	29.92
032	Maggie	02	2000 Lev	2908		17.21		2017	Male Washroom	UCB	27.88
032	Maggie	02	2000 Lev	2909		10.13		2017	Closed Office	UCB	16.41
032	Maggie	00B	100 Leve	ELEV2		6.8		2017	Elevator Shaft	MBC	11.02
032	Maggie	04	4000 Lev	410		9.68		2017	Male Washroom	MBC	15.68
032	Maggie	04	4000 Lev	411		11.47		2017	Female Washroom	MBC	18.58
032	Maggie	04	4000 Lev	412		1.03		2017	Corridor	MBC	1.67
032	Maggie	04	4000 Lev	4900		221.11		2017	Dining Space	UCB	358.20
032	Maggie	04	4000 Lev	4901		108.46		2017	Dining Space	UCB	175.71
032	Maggie	04	4000 Lev	4902		213.64		2017	Dining Space	MBC	346.10
032	Maggie	04	4000 Lev	4904		23.99		2017	Food Preparation	MBC	38.86
032	Maggie	04	4000 Lev	4920		48.93		2017	Dining Space	UCB	79.27
032	Maggie	04	4000 Lev	4921		11.39		2017	Mechanical Room	UCB	18.45
032	Maggie	01	1000 Lev	187B		62.97		2017	Food Dry Storage	UCB	102.01
032	Maggie	01	1000 Lev	1902		5.89		2017	Food Dry Storage	UCB	9.54
032	Maggie	01	1000 Lev	1904		29.47		2017	Food Dry Storage	UCB	47.74
032	Maggie	01	1000 Lev	1907		23.31		2017	Food Cold Storage	UCB	37.76
032	Maggie	03	3000 Lev	3900		60.52		2017	Dining Space	UCB	98.04
032	Maggie	03	3000 Lev	3900.1		33.11		2017	Corridor	UCB	53.64
032	Maggie	03	3000 Lev	3900.2		23.3		2017	General Storage	UCB	37.75
032	Maggie	03	3000 Lev	3900.3		27.93		2017	Food Servery	UCB	45.25
032	Maggie	03	3000 Lev	3903		42.1		2017	Corridor	UCB	68.20
032	Maggie	03	3000 Lev	3903.1		2.67		2017	Janitorial Room	UCB	4.33
032	Maggie	03	3000 Lev	3904		9.56		2017	Male Washroom	UCB	15.49
032	Maggie	03	3000 Lev	3905		12.17		2017	Female Washroom	UCB	19.72
032	Maggie	03	3000 Lev	3906		12.89		2017	Commercial Kitchen	UCB	20.88
032	Maggie	03	3000 Lev	3907		6.71		2017	General Storage	UCB	10.87
032	Maggie	03	3000 Lev	1901		91.14		2017	Mechanical Room	UCB	147.65
						2001.2					3241.88
032	Maggie	02	2000 Lev	2900		72.69			Closed Office	UCB	117.76
032	Maggie	02	2000 Lev	2900.1		48.48			Closed Office	UCB	78.54
032	Maggie	02	2000 Lev	2901		113.84			Dining Space	UCB	184.42
032	Maggie	02	2000 Lev	2903		12.07			Closed Office	UCB	19.55
032	Maggie	03	3000 Lev	3901		99.52			Public Lounge	UCB	161.22
						346.6				Total	561.49
				Total		3522.6				Total	5706.64
SFSS to surrender MBC space per Partial Surrender of Lease dated January 7, 2017										1174.9	
SFSS to surrender MBC space per Agreement dated August 31, 2017 (NASM)										2001.2	
SFSS to maintain space in MBC after surrendering of space in 2017 & 2018 (NASM)										346.6	

**GROSS/NET RATIO FOR MAGGIE BENSTON: 2000 TO 2017**

TOTAL CAMPUS				MAGGIE BENSTON			
YEAR	NASM	GASM	GNR	YEAR	NASM**	GASM*	GNR
2017	257,041	415,867	1.62	2017	11,334	18,323	1.62
2016	254,377	423,681	1.67	2016	11,524	18,323	1.59
2015	269,076	422,876	1.57	2015	11,525	18,155	1.58
2014	269,795	421,754	1.56	2014	11,573	18,155	1.57
2013	269,070	421,047	1.56	2013	11,755	18,155	1.54
2012	260,950	422,624	1.62	2012	12,210	18,155	1.49
2011	254,589	409,613	1.61	2011	12,187	18,155	1.49
2010	251,365	400,415	1.59	2010	12,148	18,155	1.49
2009	255,514	396,424	1.55	2009	12,184	18,155	1.49
2008	245,742	381,242	1.55	2008	12,238	18,155	1.48
2007	239,622	373,073	1.56	2007	12,198	18,155	1.49
2006	222,108	337,027	1.52	2006	11,934	18,155	1.52
2005	206,218	313,892	1.52	2005	11,741	18,155	1.55
2004	192,836	294,815	1.53	2004	11,655	18,155	1.56
2003	190,586	290,968	1.53	2003	11,843	18,155	1.53
2002	182,896	281,646	1.54	2002	11,844	18,155	1.53
2001	177,258	281,529	1.59	2001	11,835	18,155	1.53
2000	173,713	274,214	1.58	2000	11,835	18,155	1.53
AVERAGE			1.57	AVERAGE			1.53

Note:

\* Gross area changed when SFU added a few mechanical rooms underneath the Convocation Mall that serve MBC

\*\* Changes to NASM due to: (1) renovations; (2) better definition of space; (3) annual inventory. For example:

NASM does not include COU 16, circulation and Services and therefore NASM will be affected when SFU

discovers a wrong code or when we carve out a "ghost" corridor from an open office area.



**Inkline Tees (True North Apparel Inc.)**

\$1,128.23 due on April 25, 2018

---

**SFSS**

Invoice #452154

April 25, 2018

**Customer**

Sindhu Dharmarajah c/o SFU SFSS

communications@sfss.ca

---

<b>CH J7603 Jacket x 17</b> (\$31.99 ea.)	\$543.83
<b>left chest embroidery x 16</b> (\$6.99 ea.)	\$111.84
<b>Emb Name (two lines) x 16</b> (\$13.99 ea.)	\$223.84
<b>Additional logo back neck x 16</b> (\$7.99 ea.)	\$127.84
<hr/>	
<b>Subtotal</b>	<b>\$1,007.35</b>
GST	\$50.37
PST	\$70.51
<hr/>	
<b>Total Due</b>	<b>\$1,128.23</b>

---

**Inkline Tees (True North Apparel Inc.)**

3888 North Fraser Way

Unit 2, Burnaby, BC V5J5H6 Canada

info@inklinetees.com

+1 833-465-5463

GST/HST: 842299299

PST/QST:



**simon fraser**  
**student society**

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**MAY**  
15th • 16th • 17th  
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# Student Union Executive Forum

Monday, January 29, 2018 | 4:30 - 7:00 PM

Maggie Benston Centre 2290-2296, SFU Burnaby

Governance Committee  
Board Lead: Jeffrey Leung  
Staff Lead: Anwar Flores

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## Overview

This event was intended for executives of Departmental Student Unions (DSUs) and Faculty Student Unions (FSUs) to share feedback and answer questions regarding our relationship overall with their particular membership. This involved asking about the various services we offer, funding support, etc. This information is intended to be used to better understand the relationship between the SFSS and its membership, and how to improve it.

## Goals

1. Engage the executives and allow them to give Directors their feedback face-to-face
2. Meet mostly with executives who have worked with grants or room bookings
3. Rekindle membership trust towards the SFSS

## Summary of Activities

The event began with an outline of the purpose of this event along with the distribution of attendance gifts. We then engaged in ice breakers facilitated by the Faculty of Business Representative, Gini Kuo. Following this, a presentation by the Student Union Organizer, Anna Reva, was provided on information and statistics pertaining to grants, budgets, workshops, and other services. Food was then served to be eaten while participating in world-cafe style small group discussions for 15 minutes per table.

## Results

### Successes

Students expressed anecdotally their support for such opportunities to meet the Board. They were also able to provide information that either validated our subjective perceptions or elaborated on student concerns that we were otherwise unaware of.

We completed the event under budget with an expected expenditure of \$1,700 and an actual expenditure of \$1,040.

### Areas Needing Improvements

Students sometimes focused on potential solutions rather than explaining their experiences in full. By focusing on their solutions, it detracts from considering the experiences of other student groups.

It was interesting to learn that many of the complainants with the most animosity towards the SFSS had little awareness of the changes and what we feel to be improvements made (e.g. granting guidelines).

Of 40 expected attendees, 24 people registered and 17 people attended.

### General Recommendations

- Extend promotion period of the event to entice more attendees.
- Extend discussion period per table.
- Host the event again on multiple campuses.
- Find a way to use an alternative catering service (as there were many complaints from attendees)

## Appendix A: Budget

The food and drinks were from SFU Catering. The AV was from SFU IT Services.

Item	Details	Expected Cost	Actual Cost
<b>Food and Drinks</b>			
Pizzas	Pepperoni (2), hawaiian (2), cheese (2), vegetarian (2), BBQ chicken (2) \$21/pizza <i>Expected: 8 pizzas</i> <i>Actual: 10 pizzas</i>	\$168	\$209.90
Vegetables	\$4/guest x 10 per order	\$40	\$39.90
Fruit Platter	\$4.15/guest x 10 per order	\$41.50	\$41.50
Drinks	Juices and iced tea 8 pitchers (2L) x \$13	\$104	\$103.92
Service Fee	15% of food and catering	\$53.03	\$59.28
Tax		\$48.78	\$7.50
<b>Audio-Visual</b>			
Projector and screen		\$150	\$95
Microphone and speakers		\$70	\$63
<b>Miscellaneous</b>			
Decorations	<i>None purchased</i>	\$50	\$0
Starbucks Gift Cards	\$10/card x 1 per attendee <i>Expected: 40 attendees, 40 cards</i> <i>Actual: 17 attendees, 17 cards</i>	\$400	\$170
Raffle to DSU trust account	Only for attendees	\$250	\$250
Contingency	Unexpected costs: - Food for organizers	\$200	\$0
<b>Total</b>		<b>\$1,700</b>	<b>\$1,040</b>

## Appendix B: Notes from Table Topic Discussions

### Table Topic Discussion: Relationship with the SFSS

#### Overview

This table section was intended to inquire about general student perceptions towards the SFSS. In other words, the image that we evoke when they think of us. While students were generally amicable to answering our questions, it became increasingly apparent from some respondents' expressions and wording that there has been much frustration working with the SFSS.

#### Frequent Topics Discussed

- Many students reported an avoidance strategy in which they tried to reduce contact with the SFSS to a minimum.
  - They felt that the turnaround time for processing and the bureaucracy involved is much too cumbersome to bother with. Instead, they would rather work with their respective departments.
- Additionally, there was also a strong lack of knowledge regarding the advocacy initiatives that the SFSS is engaged in.
  - Many exclaimed that it would be a good idea to have an awareness campaign associated with these initiatives in some way to let students know more about what the SFSS is doing for them. By doing so they contend that students would have increased satisfaction towards the SFSS in realizing they are doing things for the membership.
- Finally, services most used by these groups would relate to grants and access to funding.
  - As stated previously, they minimize contact with us and so would typically use the SFSS to make grant requests, use funding, and also book rooms.

#### Challenges in Table Discussion

- No real challenges presented themselves but students expressed frustration at times regarding the lack of consistent communication between the SFSS and their groups.
- Moreover, the fact that many of what we are doing is not known to them.

### **Recommendations for Next Year**

- Discuss what happened to the feedback that was given at this event (actions we took)
- Allow more time to speak and share thoughts
- Promote the event earlier

## Table Topic Discussion: Grants and Access to Funding

### Overview

Generally the discussions went well and remained positive. We ensured that all students had an opportunity to talk, asked follow up questions and kept the conversation going. It would've been helpful if more students had recent experience with the subject matter, however even their feedback on past experience or something they heard from their peers was a good start.

- **On the granting guidelines:**

- Some people were aware/heard that new guidelines were published, however they did not read them. Some students saw the Granting module with guidelines on Canvas and just briefly looked through it. VERY long!
- Several DSUs mentioned that they often ask for help from their Department since SFSS applications are too complex.
- Some students complained about lack of transparency on granting rationale: they apply for larger amount but only receive a % of that. They tend to then overestimate their expenses so they get more \$ (unaware of new guidelines).
- Unclear if the new granting guidelines are for events only or can they apply for equipment too.
- Don't understand budget: what is revenue, what is expense?

- **On new/recent changes to the applications:**

- Some students are aware that new online application process is being developed, but most of them did not know that.
- The fact that grant applications must be submitted by executives only causes delays (unaware of the rationale)
- Some students saw the news on Newsfeed and expressed that they like having the Newsfeed and it is useful.
- Don't know how to enrol to Canvas course.
- Website is wonky and has outdated forms.
- New proposal form has fields too small which makes font smaller and smaller when you type more information.

- **On knowledge of granting limitations:**
  - Students are generally not aware. Those who were aware said the limits are now very clear.
- **On the reimbursement process:**
  - Takes too long.
  - Requirement to submit meeting minutes is OK and so is original receipts requirement.
  - One DSU expressed their opinion that it is easier to use their own funds than SFSS'.
  - One student had experience submitting grants from 2 years ago and it was long and difficult.
  - Don't like that it is different for Clubs and DSUs.
  - Mailing option on cheque requisition forms is not clear.
  - End of fiscal year - hard to submit everything on time.
- **On the Travel and Conference funding:**
  - Some departments need higher annual allocation than others. Not aware of current rationale.
  - Limit too low.
- **On core funding:**
  - Too low for FSUs.
  - Limits are not scalable.
- **General comments:**
  - Need to streamline
  - Too convoluted
  - Filling out the proposal is a waste of people's time
  - Takes too long to fill out and too long to get approved
  - Having to email the proposal is inconvenient
- **Suggestions:**
  - Make a simpler application for smaller grants.
  - Put all funds into Core and get rid of Granting altogether.
  - Allow double dipping into Grant+T&C funding for conference trips

### **Frequently Discussed Topics**

- SFU catering, quality of food, unreasonable requirements and timelines.

### **Challenges in Table Discussions**

- Did not have enough time for later questions about Core and T&C funding

### **Recommendations for Next Year**

- Allow a bit more time per table.
- Steer students away from asking “how-to” questions towards giving feedback. If they are unsure how to apply or what something is, that’s feedback for us and its enough.
- Form tables based on people’s experience. This will allow students to spend a bit more time at the tables where they have something to contribute and not go to the tables where they are completely unaware of the subject matter.
- For the organisers: plan and assign tasks at least 2 weeks before the event so everyone can plan their schedule and stick to it.



## Table Topic Discussion: Event Planning

### Overview

I would consider this event a successful one even though we didn't get the number of participants that we wanted (20 Student Union leaders showed).

The feedback collected is highly relevant and will provide the Governance Committee with enough information to move on to the next phase of their plan.

The event started on time, participants were active and engaged since the icebreaker activity. During the table discussions some students were a little hesitant to provide feedback but this changed after a minute or two of each session.

At the Event Planning station we asked students for feedback on the challenges they face when use SFSS & SFU services such as room booking, catering, security, tickets, of campus vs on campus events.

### Frequent Topics Discussed

- **Room booking process:**
  - Students asked to have a "centralized" booking process that is connected to SFU system where everyone is able to view what space is available and which one is booked. (similar to SFU Open Space)
  - Students would like to see an events calendar online where they can browse by categories / dates / interest, etc.
  - SFSS conference rooms booking process is inefficient and double bookings is a recurrent issue
  - Students from Surrey expressed their frustration about the many restrictions and the lack of space to host events in Surrey Campus
- **Security**
  - Feedback gathered from security was good overall with the exception that staff occasionally shows up late
- **Audio Visual**

- All Students agreed that A/V services is expensive to rent and often groups don't receive what they requested
- Technicians not showing up on time or at all to the event
- Weekend support is poor
- Due to pricing, groups decide to use the A/V equipment from their faculty or from Long & McQuade instead of renting it to SFU
- **Off Campus events:**
  - Students mentioned that occasionally they prefer to host events at UBC or BCIT as the process to book rooms even as an external group is much easier than at SFU
  - Groups often book off campus spaces such as Club Ilia as the approval process is faster and less complicated than having to get the approval from different SFU departments
- **Facilities:**
  - Groups use their faculty to get room bookings directly from the Applied Science Building or Beedie
  - Several complaints were received because deliveries and room setup are often incorrect
- **Catering:**
  - The event was a great example to discuss about the food quality
  - Most of the feedback was in fact complaints about pricing and quality
  - Students don't understand why they cannot use any other food services provided on campus for their events (i.e: Subway, Whitespot, Starbucks, Tim Hortons, etc.)
- **Use of SFSS resources**
  - Some student leaders confirmed that due the several steps they have to take to process room booking, catering, A/V orders they often prefer to not use SFSS services and instead they refer to their faculty directly or to external groups
  - Other groups said: "Our relationship with the SFSS is practically non-existing"

- SFSS to improve customer service provided to DSU's. Students showed frustration regarding the amount of time it takes to process requests (grants, room bookings, catering, etc.)

### **Challenges in Table Discussion**

Students lack information: Most, if not all student leaders attending the event were somehow familiar with the services that the SFSS provides, however they are misinformed on regards of who owns and establishes the processes they have to follow, more specifically catering and room bookings

### **Recommendations for Next Year**

- Promote the event with an extra couple of weeks
- Moderator to read the room and give an extra 5 minutes per session if needed
- Host the event in Surrey and Vancouver
- Send out a follow up short survey to find out if participants find the event valuable, topics they would like to discuss, etc.

## Table Topic Discussion: Membership Turnover/Elections

### Overview

- Asked questions about turnover and elections procedures within specific faculties and departmental student unions
- Asked about collaboration opportunities and whether it was a priority or wish of DSU's

### Frequent Topics Discussed

- Help from SFSS should be restricted to help for exec & faculty socials and bringing faculty together
- Help in promoting their elections would assist with their turnover
- Emails for promotions should be more personal - shorter emails
- Some execs brought up idea of surrey specific exec socials to build community
- \*\*Interdepartmental grants - grants between multiple DSU's for a single event - may increase engagement and collab
- Concerns with our existing website and its lack of functionality
- Complaints about MECS food service for their events in the past

### Challenges in Table Discussion

- Discussion was brought up about political challenges surrounding 'takeover' strategy that has been seen in DSU's
  - The student who brought this up was concerned with the democratic nature of the takeover
  - Suggested possibility of admin intervention/ oversight in elections procedures- however other student unions questioned this role and expressed extreme concerns about SFSS intervention

### Recommendations for Next Year

- Good topic to bring up - mixed groups (mixed student unions) was good to facilitate collab but in the time frame it was hard to accommodate talking through everyone's concerns and ideas.

## Table Topic Discussion: Training/Workshops

### Overview

This section's questions revolved around the workshops and training we provide, namely first-aid, mental health first-aid, foodsafe, and self-defense workshops. The idea was to try and understand whether they knew these events occurred, why they did/didn't attend them, and what offerings they would like to see as well as when these offerings are made available.

### Frequent Topics Discussed

- **Workshop Awareness**

- About less than half of the students knew about the training and workshops we provide.

- **Workshop Promotion**

- The emails we send to our student groups may be too convoluted. It was suggested that we should have a short synopsis at the top of each email to know what the email is about so that students can know right away what workshops we're providing.
- Social media promotion for these workshops is very minimal and groups would like to see more.
- A list of the workshops and links to sign up should be present in the DSU portal to increase accessibility and visibility.
- The calendar on the SFSS page is really hidden. There should be one really big calendar on one of the main pages, where all events and workshops are listed.
- Students were receptive to a yearly email summarizing workshops which would be offered throughout the year.

- **Workshop Use**

- It was mentioned by multiple people that they would like to obtain training from our workshops, but that the timings of these workshops often conflict

with classes since they're offered in the morning. Evening sessions were suggested. Additionally, workshops are offered during busy times of year for these student groups, such as during Frosh planning season. Exec's believe they should have more of a say about when these workshops should be offered.

- The canvas course we offer now is a good start to increasing the accessibility of the workshops we offer.
- Most of the workshops we offer are already offered in various places within the community, so we need something more creative and new.

- **Future Workshop Ideas**

- Many students mentioned that they would like more DSU/FSU specific workshops to assist them in things like granting, event planning, budgeting, ticketing, etc.
- Tax services, career networking, women-in-the-workplace, and conflict management workshops were also suggested.

- **Transition**

- It is difficult for new exec's to initially complete their roles to their fullest capacity because of the fast turn-over. Most learn from their predecessors, but they often may not be available to assist.
- Groups should be required to write high quality transition reports.
- Even when transition reports are written, they are often lost. The SFSS should provide a space online to secure DSU documents to ease transition between incoming executive teams.

- **Event Planning**

- The process we currently have is very convoluted and has to go through many approval stages. Executives also feel as if they are not fully trained in their jobs (such as making grant proposals), which makes event planning even more difficult.

- **Connection with the SFSS**

- Groups felt they did not have enough clarity on the type of work the SFSS does. Groups would like to see more interaction of the SFSS with DSU/FSU's.
- DSUs feel that they are consistently advertising for us, but that we aren't doing that enough in return. They believe that they should get increased

recognition from the SFSS (ex. Give additional funding to outstanding events or highlight outstanding events during the volunteer gala)

- We need to increase transparency. Students mentioned that there are often times when something is brought up to the SFSS (ex. a complaint), but there is little follow-up by the SFSS on the progress of the issue and whether it was addressed. More follow up would make the reputation a lot better. Students suggested that this could be done through a *customer relationship manager*, which would be regularly updated on the progress of various projects, and so would be there to provide a status update on what's going on and what the current status of the complaint is.
- Faculty Representatives should be involved in their DSUs and attend meetings to build better relationships.
- **Support on other campuses**
  - Students would like to see workshops occur more often and SFSS events offered at our satellite campuses (especially Surrey)
- **SFSS Feedback**
  - Groups would like to see increased feedback from the SFSS in response to things such as grants, so that they can improve for next time. This can be done in the form of a workshop where we teach the groups what a bad grant application looks like and how to make a good one.
  - The Canvas course is a good start towards building a transition and tutorial process for new executives.

### **Challenges in Table Discussion**

- Some groups had prior assumptions about the SFSS, in which some of this information was not accurate. Based on these assumptions, these groups claimed that they did not want to work with the SFSS because they find it easier and better to do events on their own. This is likely because we need to do a better job at spreading awareness of the various ways that we can help student groups successfully hold events through our assistance.

### **Recommendations for Next Year**



- The questions asked during this session were ones where quick responses could be given, so we often lost track of the major theme and started talking about other topics related to the SFSS. In the future, the discussion questions should be thoroughly thought out to stimulate increased critical thinking. More questions should also be added to this section. If this is not possible, perhaps this topic should be merged with another topic.

**From:** "Angel Kwan" <[angelk@sfu.ca](mailto:angelk@sfu.ca)>

**Sent:** Monday, 26 March, 2018 15:51:09

**Subject:** Next Steps: Burnaby Campus (May 24, 5-8pm) - Invitation to Participate in Education and Student Services Fair

Student Recruitment is pleased to announce the 'Next Steps: Burnaby Campus' event will be taking place on the evening of Thursday, May 24. This event was previously known as Information Evening. Admitted students and their families will be invited to visit our Burnaby campus for a fair, presentations, and an opportunity to see all that SFU has to offer. Please join us in welcoming over 1300 outstanding scholars and their families to our university community.

## EVENT DETAILS

Date: Thursday, May 24

Time: 5:00-8:00PM

Where: SFU Burnaby Campus

Our guests will have the option to plan their own schedule and attend the fair, presentation(s), and other activities according to their own interests. The Education and Student Services fair will be based in Convocation Mall and the Academic Quadrangle.

## EVENT AGENDA

- Set up information tables between 3:30-4:30PM
- Event/Fair from 5:00-8:00PM (we know some guests will arrive early so we ask that you be ready by 4:30pm)
- Fairs, presentations, and other activities will run throughout the evening. Please expect guests to drop by your booth at any time. There will be a large number of presentations offered from 7:15-8:00pm and there may be a slowdown of traffic at the fair locations by this time
- A light dinner will be served that day. Details will be available closer to the event date

## EVENT OBJECTIVES

- To provide admitted students with a sense of what makes their SFU program of interest unique and appealing
- To assure admitted students and their parents that SFU provides a safe and supportive environment that fosters the student's academic and social development
- To encourage admitted students and their parents to value the concept of academic, professional and personal exploration and engagement as appropriate and positive aspects of university
- To leave admitted students and their families with a positive impression of SFU
- To celebrate our guests' academic success to date, and welcome students with a fun and festive atmosphere

## REGISTRATION REQUIRED

Please designate a contact person for your department/program/area for your participation in the fair. Kindly have that person identify your requirements by completing the web registration link below by: **Wednesday, April 18.**

<http://websurvey.sfu.ca/survey/310942261>

[A list of SFU invitees is provided for your convenience.](#)

**Standard equipment provided for each booth:**

- One 6 ft table and table cloth
- Two chairs
- Rolling board with your department/faculty/program sign
- Please note that access to electrical power cannot be guaranteed

Thank you for your consideration and support! Please do not hesitate to contact me if you have any questions.

Best regards,  
Angel



## FACILITIES SERVICES

Facilities Services Building  
8888 University Drive, Burnaby, BC

Fax: 778.782.4521

www.sfu.ca/fs

### PLANNING AND DESIGN ESTIMATE APPROVAL FORM

PROJECT NO.	305093 Renovation (MBC-2901)	ESTIMATE No.	102732
		ESTIMATE DATE	May 08, 2018
ATTENTION	Marc Fontaine 1 778 782-9654 Student Society (SFSS)	FROM	Bill Nelson 778-782-3926 Manager, Projects Services
		PAGES	1/1

BUILDING	Maggie Benston Centre Burnaby Campus	LOCATION	
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estimate includes fee proposal from prime consultant (\$12,500 - see attached)  
and allowance for misc consultants (code an others) as required

This estimate is for consultant services required to assist in the preparation of a preliminary or final estimate. The full project cost estimate will be presented with the preliminary or final estimate.

PLANNING AND DESIGN  
ESTIMATE (+/-10%)

\$20,000

Activation of Telephone and data lines is not included in this estimate. Please contact Operations and Technical Support directly to activate services. If not approved within thirty (30) days this project will be cancelled.

IF FUNDS ARE ALLOCATED FOR THIS WORK, PLEASE SIGN AND RETURN

CHARGE TO ACCOUNT(S)

\$

\$

\_\_\_\_\_  
Authorizing Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Date

April 30, 2018

Simon Fraser University  
Facilities Services  
8888 University Drive  
Burnaby, British Columbia V5A 1S6

Attention: Mr. Bill Nelson

Re: **Fee Proposal**  
Radio CJSF Relocation and Consolidation Study  
MBC/UCB Building(s)  
SIMON FRASER UNIVERSITY

Dear Mr. Nelson:

It was a pleasure to meet with you, and the radio station representatives to discuss the proposal to relocate CJSF from the Transportation Centre to #2901 MBC/UCB. Our project understanding is based on the "Space Use and Space Needs" program documents provided by SFU-FM and based on our onsite review and discussion with the User representatives.

The intent of the relocation would be to improve on campus visibility and to improve the functional goal of live music broadcasting and public involvement. The space would need to address acoustic concerns both for sound separation of the studios and for sound separation of the station from adjacent tenancies. The location in the UCB adjacent to The PEAK newspaper may provide opportunities for shared space(s) to the benefit of the two media groups. Negotiations regarding space sharing would be undertaken by the User groups themselves.

The UCB #2901 space is a mix of double height, upper and lower areas that could lend itself to an open concept, with enclosed studios and office space that would retain the current open feel. Although a full mezzanine may not be a part of the basic programmatic requirements, the studios, with minimum ceiling heights for acoustics, may present an option for a usable upper deck. #2901 MBC/UCB is approximately 1200 sq.ft. plus a raised area to the exterior of 100 sq.ft. The PEAK currently occupies approximately 1200 sq.ft..

Our understanding is that the project is not yet funded and that the intent of this current Phase 1 of work is to ascertain program viability in the UCB #2901 space and to create an order-of-magnitude budget for use in a business case. Our work would include a preliminary design for suitability of the space for the intended radio station and pending the outcome of the negotiations with The PEAK, may include some programming study of the interface between the two departments.

At this point in time mechanical and electrical consultants have not yet been retained. The project may require some input from M&E in the future once a preliminary design has been outlined and the possible scope better defined. Any sub-consultants would contract with Simon Fraser University, directly and independently of our contract.

The detailed nature of the radio station, servicing infrastructure and set up, and interconnection of the radio station with the broadcast antennae at the Library are outside of our scope.

We would provide our consulting services on an hourly basis, to an estimated upset fee as outlined below. We would not exceed this estimated amount without prior pre-approval from Simon Fraser University. Additional services would be invoiced at our hourly rates as follows:

**Proposed Fee Outline for Phase 1:**

**PRIME CONSULTANT - Hlynsky + Davis Architect Inc.**

Services would be provided on an hourly basis as follows:

Principal architect	@ \$200./hr
Intermediate staff architects	@ \$125./hr
Junior staff architects	@ \$105./hr

**Total Estimated Upset Fee** **\$12,500.**

Disbursements would be invoiced at cost plus 10%

GST would be in addition to the above. Invoices are rendered monthly and payable upon receipt. Invoices shall bear interest 3% above the bank rate 30 days after date of invoice.

Should the project proceed to the design through construction phases, we would estimate our fees would be in the order of \$30,000 to \$35,000 for services based on an estimated construction value of \$300,000. This estimated fee would need to be reviewed and adjusted based on the Phase 1 preliminary design study, program definition and quantity survey order-of-magnitude costs.

I trust the above meets with your approval and look forward to continue working with Simon Fraser University. Should this proposal be agreeable, please reply with a confirmation to proceed.

Sincerely,

---

Douglas A. Davis, Architect AIBC

**HLYNISKY + DAVIS ARCHITECTS INC.**

## **Membership Outreach and Engagement Strategies: Reviewing 2017-18 and Making Future Recommendations**

### **Introduction**

The SFSS board of directors placed a special focus on engaging with the student body and increasing the awareness of what we do, the services we offer, and the role we play for students. This directed focus manifested in a number of new events and strategies that were specifically designed to get board members to conduct outreach with students. This outreach took a number of different forms, such as tabling for important initiatives or to generate attention about certain opportunities like elections, the holding of feedback events to hear back from student groups and clubs about their experience with the student society, or attempts to get out there as directors and hear back from students in person. This report will outline some of the efforts made on behalf of the 2017-18 SFSS board, and make recommendations for subsequent boards on how to effectively conduct engagement.

### **Outreach Strategies:**

#### **Tabling Style Events**

One of the most effective ways that the SFSS board of directors is able to engage with the membership is through setting up a table at a particularly busy place around campus and having board members use this platform to communicate with students around important issues.

#### **1. Ask Your Faculty Representative**

One of the most successful tabling initiatives that has been run in the past is the Ask Your Faculty Rep event. This event was begun by the applied sciences representative in the 2017-18 board year, with the intention of establishing a better connection between FARM and their respective faculties and getting more direct feedback from specific cohorts of our membership. This was extremely successful and should continue in the future.

#### **2. Advocacy Initiatives**

More generally, tabling is a crucial tool for increasing the awareness of our advocacy campaigns. One example of this was the Needs Based Granting campaign, which sought to generate signatures on a petition regarding a needs-based granting system, to be presented to the provincial government. These types of initiatives are foundational to the student society and tabling is a key piece when it comes to getting students involved.

#### **3. BOD Awareness Tabling**

Tabling is also important to raise awareness about the SFSS board of directors and the work that we do. In the 2017-18 year, the board attempted to raise awareness about upcoming elections by handing out free donuts in the AQ to students who came and asked questions about running for the board of directors and what roles and responsibilities they hold.

## **Food Giveaways**

Another very effective means of engaging with our membership is through various food giveaways targeted at getting students to engage with directors and provide feedback on the society and our services. These events are most successful when a feedback element is paired with them, although that can reduce the interest in the food we're handing out. It is important to ensure that the money we're spending on food actually translates to value added for students, beyond just a quick snack. That is where feedback comes in.

### **1. Pancake Breakfasts**

This is one of the most popular means of engagement that the SFSS employs, and we have historically found this to be one of the most successful. Often students will cue up for 15-20 minutes just to get a couple of pancakes for breakfast; this serves as a great way to interact with the board of directors and increase awareness of the student society, but is not very effective with respect to generating meaningful feedback.

### **2. End of Exams Barbecue**

This was a one-off event last year that proved very successful. At the end of the spring semester, the board decided to hold an event to celebrate students finishing exams and give the campus a bit more of a summer feel as we head into the next semester. This was well attended, especially considering it was held on the last day of classes. The feedback portion of this event was largely absent, but we supplemented it by having board members man tables all around the event targeted at handing out engagement items and connecting with students.

### **3. Freebie Friday**

This was an initiative emergent from the now-abolished strategic engagement committee, which was focused on getting out and getting feedback from students in exchange for a free candy/snack. We set up a cart with a bunch of snacks on it to choose from, and placed a feedback box in the middle. We gave students one candy per comment they dropped in the box, and also handed them out for students that followed or shared our social media accounts. This was successful, but only happened once. Moving forward, making this a regular and consistently held initiative, on a weekly basis, would make a considerable improvement to the success of this promising event.

## **Feedback/Appreciation Events**

In the 2017-18 year, we held two separate feedback events targeted at our student groups. The first was focused on getting feedback from our student clubs, of which there are more than 300. We had a great showing of club representatives, and the event was organized so that board members would lead discussions on various issues important to SFSS clubs, and have club representatives cycle between discussion tables – each of them with a particular discussion topic associated with them. This event generated great feedback from clubs and helped us



better support these groups. Clubs very much appreciated the hosting of this event and it is strongly recommended to continue this event moving forward.

The second feedback event was tailored towards the student unions who exist under the SFSS umbrella. This was organized by the governance committee, and allowed for student unions to present their feedback and concerns to directors, the same style as the club event. This event also received great feedback and we were able to gain an enhanced understanding of the needs of these groups. This too should be continued this year – perhaps through the events committee.

**Recommendations:**

1. Capitalize on every opportunity to engage with the membership.
2. Continue to hold events that are designed to generate feedback, and work to improve the feedback that we receive from our membership.
3. Optimize our social media and front-facing services in order to improve and maintain a professional, yet accessible image.
4. Communicate the value of involvement as clearly as possible to students. Increase the visibility and ease of involvement opportunities within the SFSS and around SFU at large.

## Preferred Burnaby Campus Food Vendor List\*

\*in progress

Last Updated: April 30, 2018

	Provider	Website	Contact Name	Contact Email	Phone	Will deliver	Ordering App
<b>Cornerstone</b>	Club Ilia	<a href="http://www.clubilia.com/">www.clubilia.com/</a>	Tina Blakeman	events@clubilia.com	(604) 568-4993	No	N/A
	Pizza Hut	<a href="http://www.pizzahut.ca/burnaby">Pizza Hut Burnaby website</a>	-	please call or visit	(604) 299-6446	Yes	Online
	Quesada Burritos & Tacos	<a href="http://www.quesada.ca/">http://www.quesada.ca/</a>	-	please call or visit	(604) 559-9900	Yes	SkipTheDishes
	Ichibankan Express	<a href="http://www.shopuniversity.ca/ichibankan.html">http://www.shopuniversity.ca/ichibankan.html</a>	-	please call or visit	(604) 291-2982	No	N/A
	Bamboo Garden	<a href="http://www.shopuniversity.ca/bamboo-garden.html">http://www.shopuniversity.ca/bamboo-garden.html</a>	-	please visit	(604) 298-9869	No	N/A
	Caliburger	<a href="https://caliburger.com/SFU">https://caliburger.com/SFU</a>	Weizhen Liang	info@caliburger.com	(604) 294-8478	Yes - for larger orders	N/A
	Donair Town	<a href="http://www.shopuniversity.ca/donair-town.html">http://www.shopuniversity.ca/donair-town.html</a>	-	please visit	(604) 298-8188	No	N/A
	Nature's Garden Organic Deli	<a href="http://www.naturesgardensfu.ca">www.naturesgardensfu.ca</a>	-	-	(604) 299-0552	No	N/A
	Poke Bar	<a href="http://www.pokebar.ca">www.pokebar.ca</a>	-	contact@pokebar.ca	(604) 559-7653	Parking and elevator accessible	SkipTheDishes
<b>UniverCity</b>	A&W	<a href="http://www.aw.ca">www.aw.ca</a>	-	please phone or visit	(604) 299-2194	No	N/A
	Chopped Leaf	<a href="http://www.choppedleaf.ca">www.choppedleaf.ca</a>	Jodelle De Jesus	jodelle@choppedleaf.ca	(604) 620-2467	Yes - for some orders	N/A
	Chef Hung	<a href="http://www.chefhungnoodle.com">www.chefhungnoodle.com</a>	-	please call or visit	(604) 299-8548	No	N/A
	Nesters Market	<a href="http://nestersmarket.com">nestersmarket.com</a>	Deli Department	please call - ask for deli	(604) 298-1522	Yes	N/A
	Uncle Fatih's	<a href="http://sfu.unclefatih.com/">http://sfu.unclefatih.com/</a>	-	please phone or visit	(604) 564-6565	Yes	N/A
	Togo Sushi	<a href="http://www.togosushi.ca">www.togosushi.ca</a>	-	please phone	(604) 428-9120	No	N/A
<b>MBC</b>	Noodle Waffle Cafe	N/A	Kelvin Wu	kelvinwu77@hotmail.com	(777) 929-9293	No	FanDine
	Pasta Polo	N/A	Hamid Tavakol	hamidtavakol74@gmail.com	(778) 861-5532	No	N/A
	Bubble World	<a href="http://bubbleworld.ca/">http://bubbleworld.ca/</a>	Apple Chang	cpj0603@gmail.com	(778) 782-7010	No	N/A
	Chango's - Curry	N/A	Azmina or Aly	changossfu@gmail.com	-	No	N/A
	Gawon Korean	N/A	Kyle won	kylewon1@gmail.com	(778) 881-2464	No	N/A
	Guadalupe	<a href="http://www.guadalupe.ca">www.guadalupe.ca</a>	Paul Smith	paul@guadalupe.ca	(778) 870-3530	No	N/A
	Higher Grounds Coffee	N/A	Satnam Jaswal	sjaswal26@hotmail.com	-	AQ Hallways & Convo Mall	N/A

# CUSTOMER MOCK UP

Reverse coil zipper at centre front and hand pockets

Full length inner storm flap with comfort chin guard



May 6, 2018

To SFSS and SFSS President,

I am writing to request an unpaid leave of absence from Tuesday, May 8th to Friday, June 1st. I will be away on a vacation with friends and family which had been confirmed and booked before I had planned to run in the SFSS elections this March. I would not have agreed to go on the trip had I known earlier that I would be working on the Board of Directors. I fully understand that my leave will result in me missing two board meetings, and committee meetings. I take my position on the Board very seriously, and as such I will make myself available over Email, Skype, and Messenger whenever possible and plan to keep up with agenda items and any other necessary documents. I will also stay in touch with my committee chairs so that I am able to contribute where necessary and to ensure a smooth transition to ongoing projects upon my return. I will be setting up a phone plan once I arrive at my destination so that I am able to keep in touch with Board members and staff more consistently. Please do not hesitate to contact me if you require further information about this.

Kind Regards,

Christina Loutsik  
Health Sciences Representative

## Do your members want to be recognized for a Canada's Volunteer Award?

Inbox x

 **sedi.soga@hrsdc-rhdcc.gc.ca** to me 7:02 AM (11 h)

Good Morning,

I am a Junior Program Officer for the Canada's Volunteer Awards, a federal program which recognizes the significant contributions that Canadian volunteers, organizations and businesses make to help their communities.

We have just recently launched our Call for Nominations and we will be accepting nominations until June 15, 2018. Categories include:

- Thérèse Casgrain Lifelong Achievement (20 years+ of volunteering)
- Emerging Leader (youth ages 18 to 30)
- Community Leader (individuals or groups)
- Business Leader (businesses)
- Social Innovator (not-for-profits)

The awards consist of one national awards and 20 regional awards. Award recipients will be recognized at a ceremony on December 5, 2018, and each recipient not-for-profit organization to receive a grant of \$5,000 (regional award) or \$10,000 (national award).

We would appreciate it if SFSS could help us in highlighting Canada's volunteer culture by sharing this amazing opportunity with Simon Fraser University staff. I have attached an official blurb that can be shared, but if you are interested in sharing more promotional material I'd be happy to send some other materials like a fact sheet or graphics for Facebook and Twitter.

Looking forward to hearing from you. Have a great week!

Best Regards,

#### Sedi Soga

Agent de programme junior | Junior Program Officer  
 Les prix pour le bénévolat du Canada | Canada's Volunteer Awards  
 Ministère de l'Emploi et du Développement Social | Department of Employment and Social Development  
 Gouvernement du Canada | Government of Canada  
[sedi.soga@hrsdc-rhdcc.gc.ca](mailto:sedi.soga@hrsdc-rhdcc.gc.ca) | Tel: 837-396-0510



[English text follows French](#)

#### Proposez dès maintenant une candidature pour les Prix pour le bénévolat du Canada!

Nous avons [le plaisir d'annoncer](#) que nous acceptons les candidatures pour les Prix pour le bénévolat du Canada pour 2018 ! C'est une grande reconnaissance le travail important de bénévoles sans qui notre pays ne serait pas le même. Cette année le ministère a développé un nouveau système électronique de mise en candidature qui permet le téléversement de lettres d'appui !

L'appel de candidatures pour les Prix pour le bénévolat du Canada est **maintenant lancé, et ce, jusqu'au 15 juin 2018**. Vous êtes invité à :

- **proposer la candidature** d'un bénévole, d'un groupe de bénévoles, d'un organisme à but non lucratif ou d'une entreprise qui fait preuve de responsabilité sociale ; et de
- **faire la promotion** de l'appel de candidatures auprès de vos intervenants.

Des prix seront décernés dans les catégories suivantes :

- Un (1) prix national – **Prix Thérèse Casgrain pour l'engagement de toute une vie**, souligne le travail de personnes qui ont consacré au moins 20 ans au bénévolat;
- Cinq (5) prix régionaux – **Leader émergent**, pour les jeunes bénévoles âgés de 18 à 30 ans;
- Cinq (5) prix régionaux – **Leadership communautaire**, pour des personnes ou des groupes;
- Cinq (5) prix régionaux – **Leadership d'entreprise**, qui reconnaît les entreprises qui font preuve de responsabilité sociale; et
- Cinq (5) prix régionaux – **Innovation sociale**, qui reconnaît les contributions des organismes sans but lucratif.

Les lauréats des Prix recevront un hommage lors d'une cérémonie et seront invités à nommer un organisme à but non lucratif qui recevra une somme de 5 000 \$ (prix régionaux) ou de 10 000 \$ (prix national).

Contribuez à honorer cette culture de générosité! [Donnons aux bénévoles canadiens la reconnaissance qu'ils méritent.](#)

Pour obtenir plus de renseignements au sujet des Prix, visitez [Canada.ca/prix-benevolat](http://Canada.ca/prix-benevolat) ou composez le 1-877-825-0434.

Nous vous invitons à suivre notre compte Twitter [@SocDevSoc](#), Facebook [@DeveloppementSocialCanada](#) et Instagram [@esdc.edsc](#) afin de partager le contenu durant l'appel de candidatures.

#### Submit a nomination now for Canada's Volunteer Awards!

We are [pleased to announce](#) that we are now accepting nominations for Canada's Volunteer Awards! It is a great opportunity to recognize the incredible contributions of volunteers and to acknowledge that our country would not be the same without them. The Department has developed and implemented a new nomination system this year that now accepts file uploads for support letters!

The call for nominations for Canada's Volunteer Awards is **now open until June 15, 2018**. You are invited to:

- **nominate** an individual, a group, a not-for-profit organization or a socially responsible business to receive an award; and to

- **promote** the call for nominations to your stakeholders.

Awards will be presented in the following categories:

- One (1) national award – **Thérèse Casgrain Lifelong Achievement Award**, for individuals who have volunteered for at least 20 years;
- Five (5) regional awards – **Emerging Leader**, for young volunteers between the ages of 18 and 30;
- Five (5) regional awards – **Community Leader**, for individuals or groups of volunteers;
- Five (5) regional awards – **Business Leader**, to recognize businesses that demonstrate social responsibility; and
- Five (5) regional awards – **Social Innovator**, to recognize the contributions of not-for-profit organizations.

Award recipients will be recognized at a ceremony and will be able to choose a not-for-profit organization to receive a grant of \$5,000 (regional) \$10,000 (national award).

Help highlight Canada's volunteer culture! [Nominate a volunteer, not-for-profit organization or business in your community today!](#)

For more information about the Awards, please visit [Canada.ca/volunteer-awards](http://Canada.ca/volunteer-awards) or call 1-877-825-0434.

Follow us on Twitter [@SocDevSoc](#), Facebook [@SocialDevelopmentCanada](#) and Instagram [@esdc.edsc](#) for all the latest news. Help us spread the word by liking and sharing our content throughout this call!



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