

1. CALL TO ORDER

Call to Order – 1:02 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 Committee Composition

Interim President & VP Student Services (*Chair*).....Larissa Chen
VP External Relations.....Christine Dyson
VP Finance.....Hangue Kim
VP University Relations.....Arr Farah

3.2 Society Staff

Administrative Supervisor.....Karen Atara
Chief Executive Officer.....Martin Wyant
Student Union Organiser.....Antonio Daling

3.3 Regrets

VP Finance.....Hangue Kim

4. RATIFICATION OF REGRETS

MOTION AFAC 2016-08-10:01

Christine/Arr

Be it resolved to ratify regrets from Hangue Kim.

CARRIED

5. ADOPTION OF THE AGENDA

MOTION AFAC 2016-08-10:02

Arr/Christine

Be it resolved to adopt the agenda as presented.

CARRIED

6. MATTERS ARISING FROM THE MINUTES

MOTION AFAC 2016-08-10:03

Christine/Arr

Be it resolved to receive and file the following minutes:

- AccessibilityFundAdvisoryCommittee2016-07-27.docx

CARRIED

7. NEW BUSINESS

7.1 Hi-Five Project Coordinator Position

MOTION AFAC 2016-08-10:04

Arr/Christine

Be it resolved to recommend the Hi-Five Project Coordinator Memorandum of Understanding and corresponding documents to the Board of Directors for approval.

Be it further resolved to recommend up to \$3,300 from the Accessibility Fund for Health and Counselling Services to hire a Hi-Five Project Coordinator.

CARRIED

Discussion:

- Lyndsay Cotterall's name was removed from the contract; however, Martin suggested that it should stay in there. The contract reflects the changes that were suggested.
- Martin was not part of the last meeting when it was decided to remove Lyndsay's name.
- Martin suggested that there should be a replacement outlined on the contract in the event that Lyndsay vacates her position.
- **[Action item] Christine:** To email Lyndsay Cotterall informing her that she will remain the point of contact from the HCS for the Hi FIVE Project Coordinator position.
- In regards to grant proposals, it was suggested that they be submitted individually to highlight best past practice to bring each project or event to the Board's attention, as well as allow for consistent grant matrix evaluation.
- It is concerning if a DSU/club project or event results do not align with expectations from the proposal. Reasons why and responsive repercussions should be explored.

7.2 SFSS Accessibility Worker

MOTION AFAC 2016-08-10:05

Christine/Arr

Whereas \$10,097 has been allocated from the Accessibility Fund for a part-time SFSS accessibility worker.

Be it resolved to recommend up to \$10,000 from the Accessibility Fund to hire a part-time SFSS accessibility worker.

Discussion:

- Friendly amendment: "*Be it resolved to recommend up to \$10,097 from the Accessibility Fund to hire a part-time SFSS accessibility worker*".
- Members from the HI-FIVE expressed concerns that members did not have enough interaction with the AFAC committee.

- A concern brought up by the members of Hi-Five was that students with disabilities were having challenges scheduling or attending meeting due a lack of accessibility support on campus.
- Martin asked Tony Janolino (SUDS member) to form a group with students who could provide assistance for the students with disabilities. Tony came back with a group of students who will be graduating soon; therefore they won't be a part of the group in the future.
- Students with disabilities would like to have a part-time SFSS accessibility worker to support them in areas such as writing proposals, scheduling meetings, communication with the SFSS/University etc.
- The administrative supervisor (Karen Atara) provided the committee with a draft version of the positions job description; this position's budget will be coming out of the AFAC committee.
- **[Action item] Larissa:** To email the potential work hours of this position to Karen Atara.
- After feedback received at this meeting, the job description will be re-adjusted and presented to the committee at the next meeting.

→ Motion postponed as follows:

7.3 MOTION AFAC 2016-08-10:06

Christine/Arr

Be it resolved to post-poner "MOTION AFAC 2016-08-10:05" until further notice.

CARRIED

8. DISCUSSION ITEMS

8.1 Accessibility Audit Recommendations

- There was no discussion on this item.

8.2. Students United for Disability Support (SUDS) Meeting Debrief

- SUDS expressed some concerns such as the inaccessible futures of the granting process. The granting process seems difficult or inaccessible for some members.
- SUDS also expressed interested in attending AFAC meetings. There were also inquires making the granting proposal more accessible. There is a fund for groups that want to make their events more accessible.
- SUDS talked about the accessibility checklist and making SFSS events more accessible for students with disabilities. SUDS also asked for the recommendation from the audit.

9. ATTACHMENTS

- Hi-FIVE Project Coordinator MOU final.pdf

10. ADJOURNMENT

MOTION AFAC 2016-08-10:07

Christine/Arr

Be it resolved to adjourn the meeting at 2:16 pm.

CARRIED

Hi F.I.V.E.

Friendship Invite conversation Value everyone's gift Eliminate stigma

Memorandum of Understanding for Hi-FIVE Project Coordinator

Between the Simon Fraser Student Society and Health and Counselling Services

July 11, 2016

I: Introduction

The *Hi-FIVE Movement for Mental Health* aims to eliminate stigma toward those are experiencing mental health distress or illness, now or in the past. It is a positive campaign that encourages kindness and compassion, on and off-campus. The Project Coordinator is a volunteer role that will be supervised by one member of Health & Counselling Services. However, as *Hi-FIVE* is a student-run movement that is supported by both Health & Counselling Services and the Simon Fraser Student Society, both will be responsible for remuneration. The Project Coordinator will receive a stipend of \$300 bi-weekly for 44 weeks, upon completion of 10 hours of work per week. The position will be active between August 2015 and May 2016, with the possibility of ongoing renewal.

II: Purpose

Whereas the 2015-2016 Hi-FIVE Executive Committee has put forth a proposal to retain a Project Coordinator in collaboration with the SFSS and HCS, the Simon Fraser Student Society and Health & Counselling Services therefore enter into the following Memorandum of Understanding for a Hi-FIVE Project Coordinator, based on responsibilities that include, but are not limited, to:

- Working closely with SFU Health and Counselling Services (HCS) and the Simon Fraser Student Society (SFSS) to ensure that Hi-FIVE Team activities operate within the mandate of HCS and the SFSS;
- Attending all necessary meetings including but not limited to weekly executive team meetings, bi-weekly volunteer team meetings, bi-weekly meetings with HCS, and SFSS meetings as per request;
- Recording meeting minutes for above mentioned meetings as needed;
- Monitoring the Hi-FIVE general email account and responding to all inquiries;
- Overseeing operational budget for Hi-FIVE Team outreaches, events, and campaigns;
- Securing funding;
- Actively searching for outside funding avenues;
- Working closely with the SFSS and HCS in the discussion of various gaps and problems with mental health resources on campus as well as discussing and implementing possible solutions;

- Collaborating with Hi-FIVE Executive Team to maintain positive team structure;
- Working with the HiFIVE Executive Team to finalise decisions about events and focused activities ensuring the themes are relevant and not duplicating another campus service;
- Providing administrative support for the Hi-FIVE Team for scheduling regular volunteer and HCS meetings, booking venues, grant and sponsorship requests, ordering equipment and catering, design/print/copy requests, and organizing workshops;
- Maintaining record of ongoing Hi-FIVE activities and revising Hi-FIVE organizational capacities as needed;
- Ensuring that incoming volunteers receive *Support Over Suicide* and *Students in Distress* training as offered by HCS;
- Maintaining ongoing meetings with university and community stakeholders to promote and support mental wellness at SFU;
- Planning, organizing, and overseeing annual mental health ME week;
- Seeking feedback on the establishment of an SFU mental health network, and developing a business/communications plan if feasible;
- Maintaining Hi-FIVE materials; and
- Ad hoc duties as required.

III: Reporting Structure

The Coordinator will report to one member of Health & Counselling Services for supervision, support, and guidance. This structure will help ensure the continuity of the Hi-FIVE campaign. The Coordinator will report on activities, goals, accomplishments, and long-term plans on a monthly. Budget and spending to be reviewed monthly. Once the position is completed, the coordinator will be required to prepare a formal summary report of the past year and submit it to the SFSS and HCS.

IV: Hiring Process

Recruitment will be advertised, and made available, to current Hi-FIVE volunteers, as it is important that the Coordinator already possess a first-hand understanding of the campaign and its progress thus far. Applicants will not be acting as a HiFIVE Executive Member for the duration of the contract. Applicants should also have a flexible schedule and be able to commit to the minimum time requirement. Applicants will be interviewed by one member of Health & Counselling Services and one member of the SFSS.

V: Liability

In the case of any liabilities, Health & Counselling Services take on the liability risks of the coordinator.

In witness whereof, the undersigned have signed this Memorandum of Understanding.

Vice-President Student Services
Simon Fraser Student Society

Date

Lyndsay Cotterall, Clinical Counsellor
Health & Counselling Services

Date