

1. CALL TO ORDER

Call to Order – 10:33 am

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

VP Student Services & Interim President (Chair)..... Larissa Chen
VP External Relations Christine Dyson
VP Finance Hangue Kim
VP Student Life Curtis Pooghkay
VP University Relations Arr Farah
At-Large Representative Paul Hans
At-Large Representative Mudi Bwakura
Faculty Representative (Applied Sciences)..... Alan Lee
Faculty Representative (Arts & Social Sciences)..... Blossom Malhan
Faculty Representative (Business) Pritesh Pachchigar
Faculty Representative (Communication, Art & Technology)..... Prab Bassi
Faculty Representative (Education)..... John Ragone
Faculty Representative (Environment) Vacant
Faculty Representative (Health Sciences)..... Raajan Garcha
Faculty Representative (Science)..... Jimmy Dhesa

3.2 Society Staff

Administrative Supervisor Karen Atara
Build SFU General Manager Marc Fontaine
Chief Executive Officer Martin Wyant

3.3 Regrets

Faculty Representative (Applied Sciences)..... Alan Lee
Faculty Representative (Business) Pritesh Pachchigar
Faculty Representative (Communication, Art & Technology)..... Prab Bassi

4. RATIFICATION OF REGRETS

MOTION BOD 2016-08-11:01

Blossom/Jimmy

Be it resolved to ratify regrets from Prab Bassi, Pritesh Pachchigar, and Alan Lee.

Discussion:

- Prab is absent due to academic reasons; Pritesh is absent due to personal reasons, and Alan is out of town.

CARRIED

5. ADOPTION OF THE AGENDA

MOTION BOD 2016-08-11:02

Christine/Mudi

Be it resolved to adopt the agenda as amended to strike motion 8.4 and to rename motion '9.4 Housing Policy Recommendations' as '9.4 By-Elections'.

CARRIED AS AMENDED

6. MATTERS ARISING FROM THE MINUTES

MOTION BOD 2016-08-11:03

Hangué/Blossom

Be it resolved to receive and file the following minutes:

BoardOfDirectors_2016-08-04

Discussion:

- Minutes were not sent to the Board; therefore this motion was postponed.

→ Motion postponed as follows:

MOTION BOD 2016-08-11:04

Christine/Blossom

Be it resolved to postpone motion 'BOD 2016-08-11:03' to the next Board meeting following distribution of those minutes.

CARRIED

7. REPORTS FROM SOCIETY

7.1 Reports from CEO

- Society is unaware of who updates the bulletin boards around campus.
- Planning to host a pub event in fall (sometime in October).
- **[Action Item] Larissa:** Send the pub event invitation to the board.
- There have been some thefts on the area. Be vigilant and act accordingly.
- The personnel policies second draft will be done within two weeks.

7.2 Reports from Council Chair

- Council Chair was not present in the meeting.

8. NEW BUSINESS

8.1 MOTION BOD 2016-08-11:05

Christine/Blossom

Whereas there is no renewal plan for a U-Pass contract and the current one is set to expire April 2018;

Whereas the student caucus has identified a need for a lobbying plan for the U-Pass contract;

Whereas the U-Pass advisory committee is comprised of student societies and post-secondary institutions from across the lower mainland;

Whereas the students on this committee have formed a student caucus with the purpose of developing a lobby plan for the renewal of the U-Pass contract;

Be it resolved to approve the U-Pass letter and briefing note from the U-Pass Advisory committee's Student Caucus (UAC-SA) as presented.

Discussion:

- Letter will be sent to all SFU campuses.
- Board did not have any concerns regarding the wording of the letter.

CARRIED

8.2 MOTION BOD 2016-08-11:06

Paul/Christine

Whereas AFAC has reviewed the Hi-FIVE's Grant Proposal, specifying a request for SFSS to contribute \$3,300 for the hire of a Hi-FIVE Project Coordinator position;

Whereas the AFAC committee recommends the approval of the Hi-FIVE Project Coordinator position;

Be it resolved to approve the Hi-FIVE Project Coordinator Memorandum of Understanding.

Be it further resolved to approve up to \$3,300 from the Accessibility Fund for the hiring of a Hi-FIVE Project Coordinator.

Discussion:

- Recommendation to have a 1-year term position.
- Once the 1-year term position is completed, Hi-FIVE needs to provide a final report to the board to include goals achieved from the coordinator.

- The coordinator will primarily report to the Health and Council Services.

→ Motion amended as follows:

8.3 MOTION BOD 2016-08-11:07

Christine/Mudi

Whereas AFAC has reviewed the Hi-FIVE's Grant Proposal, specifying a request for SFSS to contribute \$3,300 for the hire of a Hi-FIVE Project Coordinator position;

Whereas the AFAC committee recommends the approval of the Hi-FIVE Project Coordinator position;

Be it resolved to approve the Hi-FIVE Project Coordinator Memorandum of Understanding.

Be it further resolved to approve up to \$3,300 from the Accessibility Fund for the hiring of a Hi-FIVE Project Coordinator.

Be it further resolved to appoint Arr Farah on the hiring committee as the SFSS representative for this respective position.

CARRIED AS AMENDED

~~**8.4 MOTION BOD 2016-08-11:08**~~

~~+~~

~~Whereas \$10,097 from the Accessibility Fund has been budgeted for a part-time SFSS accessibility worker for the 2016-17 term.~~

~~Whereas the AFAC committee recommends the hiring of the SFSS Accessibility Worker.~~

~~*Be it resolved to approve up to \$10,097 from the Accessibility Fund to hire a part-time SFSS accessibility worker.*~~

~~**CARRIED/CARRIED AS AMENDED**~~

8.5 MOTION BOD 2016-08-11:09

Hangue/Paul

Be it resolved to make an internal restriction to transfer the \$227,529 from the Undergraduate Health Plan Fund to the Health Plan Reserve in the General Fund for the year ended April 30, 2016.

Discussion:

- The auditors recommended that the Board pass a Board resolution authorizing the Health and Dental Plan Reserve's internal restriction to the Operating fund.

** Abstention: Arr Farah

CARRIED

8.6 MOTION BOD 2016-08-11:10

Curtis/Mudi

Be it resolved to approve up to \$2,800 from 817/20 for the SFSS Welcome Back Pub Night.

Be it further resolved to appoint VP Student Life Curtis Pooghkay as event manager.

Discussion:

- Curtis will take the lead on this event and he suggested that the second week of classes is a better date to host this event.
- Hangue suggested having cheaper tickets for students.
- Freebies will be decided for the Welcome Pub Night Event.

CARRIED

8.7 MOTION BOD 2016-08-11:11

Curtis/Arr

Be it resolved to approve up to \$1,250 from 816/20 for the Fall Kick-Off After Party.

Be it further resolved to appoint Blossom Malhan and Kevin Kumar as project managers.

Discussion:

- This event is similar to the pub night.
- Sindhu will provide marketing support to this event.
- There is no conflict of interest with the members of the Fall Kick-Off After Party group.
- It is a possibility that DJs from the concert would be playing at the Fall Kick-Off Party.
- Curtis will let local DJs know that the international DJs from the concert will have priority to play at the Fall Kick-Off After party.
- When the Fall Kick-Off party tickets are being sold, students are not required to provide IDs. Therefore, security is responsibility to make sure that only 19+ students have access to the pub.
- Online ticket sales are being sold for the concert and there is a possibility to start selling Fall Kick-Off After Party tickets online.

CARRIED

8.8 MOTION BOD 2016-08-11:12

Christine/Blossom

Whereas Christine Dyson, SFSS VP External Relations has been in discussion with the VP External Relations of both the AMS and UVSS;

Whereas the societies have identified a need for legislation surrounding student housing;

Whereas the societies have been in collaboration in drafting a lobbying document;

Be it resolved to approve the following housing policy recommendations.

Discussion:

- Working in collaboration to make recommendations for the housing policy.
- According to Christine, a lobby plan will be developed in the future.
- Christine will bring the accompanying report for the Board to review.
- These recommendations will impact all students within BC.

CARRIED

8.9 IN-CAMERA

MOTION BOD 2016-08-11:13

John/Curtis

Be it resolved to move the meeting in-camera.

CARRIED

8.10 EX-CAMERA

MOTION BOD 2016-08-11:14

Hangue/John

Be it resolved to move the meeting ex-camera.

CARRIED

8.11 MOTION BOD 2016-08-11:15

Curtis/Christine

Be it resolved to appoint x and x to sign the Fall Kick-off 2016 contract between the SFSS and Blueprint Events on behalf of the SFSS.

→ Motion amended as follows:

8.12 MOTION BOD 2016-08-11:16

Curtis/John

Be it resolved to approve SFSS President, Larissa Chan and CEO, MW to sign the Fall Kick-Off 2016 contract as it reads on August 11, 2016, between the SFSS and Blueprint Events on behalf of the SFSS.

CARRIED AS AMENDED

*** Abstention: Hangue Kim*

8.13 MOTION BOD 2016-08-11:17

Arr/Paul

Be it resolved to approve the Stadium Project Contribution Agreement dated July 28th, 2016.

NOT CARRIED

8.14 MOTION BOD 2016-08-11:18

Hangue/Arr

Be it resolved to have Christine chair the meeting.

CARRIED

8.14 MOTION BOD 2016-08-11:19

Larissa/Arr

Whereas the stadium schematic design cost estimate received on July 5, 2016, indicated that the construction cost would be in excess of \$20.7 million, and therefore that the overall project cost would be approximately \$30 million including design and other soft costs;

Whereas the SFSS requested to receive all necessary documents by August 2, 2016, but that a revised schematic design and cost estimate was not received by this deadline;

Whereas the lack of an affordable design has prevented the SFSS and SFU from finalizing negotiations on a Stadium Project Contribution Agreement;

Whereas the SFSS cannot secure financing without an affordable design and a Stadium Project Contribution Agreement;

Whereas the SFSS cannot make its September 21, 2016 deadline to secure financing, a deadline set by the membership at the SFSS Annual General Meeting on September 22, 2015;

Be it resolved that the SFSS discontinue the stadium portion of the Build SFU project.

CARRIED

9. DISCUSSION ITEMS

9.1 Kaldor

- Kaldor is a consulting firm. SFU is hiring Kaldor to assist with the engagement of students within the university.
- The SFSS does not need to pay for Kaldor's services and it will benefit from Kaldor's work.
- **[Action Item] CEO or Curtis:** To circulate Kaldor's report to the board.

9.2 MBC 2280 Space Discussion

- Pro and cons from each potential lease opportunity are stated in the document attached.
- Different options were presented to Board such as food vendor, student lounge, game room, entrepreneur space, and hair salon.
- A Board member noted that the new SUB would have a game room.
- A storage space was suggested such as lockers for students.
- A majority of the board members showed a great interest to use the space in for a game room.
- Vending machines, copy machines, lockers, and pizza vending machines were suggested to use the space.
- If the space needs to be renovated, then the Space Expansion Fund could be used.
- It was suggested by a Board member to not use the Space Expansion Fund for project on the Burnaby campus until similar projects are approved in the other SFU campuses.
- Board suggested removing the following options on the report: food vendor, entrepreneur space, and hair salon.

9.3 Terry Fox Run (Surrey Campus)-SFSS Endorsement

- Trisha from the Surrey campus events group is asking for SFSS' permission to use SFSS' logo for promotional events within their group.
- **[Action Item] Blossom:** To provide a list of the promotional material where the SFSS logo will be used.
- It was noted that it would be good if some board members join the Terry Fox run later in October.

9.4 ~~[Housing Policy Recommendations]~~ By-Election

- SFSS Staff is looking for clarification on what dates the By-Election will take place.
- It was recommended to have the voting period from Nov 22-24.
- It was suggested that the incoming Board members should start on December 1.

10. ANNOUNCEMENTS

- No announcements were made.

11. ATTACHMENTS

- SFSS 2016 - Health Plan Reserve calculation.pdf
- MBCLease.pdf
- Fall Kick-Off After Party Proposal Sept 23.pdf
- Sept 15 Welcome Back Pub night.pdf
- Hi-FIVE Project Coordinator MOU final.pdf
- 2016-2017GrantProposal.pdf
- U-PassBC_Renewal_Letter.pdf
- Briefing_Note-UPassBC.pdf
- HousingPolicyRecommendations.pdf

12. ADJOURNMENT

12.1 MOTION BOD 2016-08-11:20

Blossom/Arr

Be it resolved to adjourn the meeting at 12:27 pm.

CARRIED

SFSS
Year ended April 30, 2016
Health Plan Reserve

Annual reserve taken from approved Health Plan invoice & Winter rate is 2/3's

	# of Students:		Rate:		Sep'15-Aug'16 Reserve		Total	Reserve for May'15-Apr'16
	Health	Dental	Health	Dental	Health	Dental		
Annual:	<u>(see w/p: 50.5)</u>							
Enhanced	18,065	18,066	5.74	5.99	103,693.10	108,215.34		
Basic	241	230	2.75	2.83	662.75	650.90	213,222.09	
								prorate
								x 2/3 =
								142,148.06
Winter	<u>(see w/p: 50.6)</u>							
Enhanced	1,716	1,711	3.83	3.99	6,572.28	6,826.89		
Basic	12	10	1.83	1.89	21.96	18.90	13,440.03	
								x 1/2 =
								6,720.02
							May-Aug'15	<u>50.8</u>
								78,496.50
							Subtotal:	<u>227,364.58</u>
							Plus Continuum Program Revenue:	164.42
							(from w/p: 50)	
							Internal restriction:	<u>227,529.00</u>

Health Plan Fees Reconciliation - Sep 2014 To Aug 2015

Full Year	Enhanced	79.8000	160.9200	5.7400	5.9900	0.8600	1.6900	255.0000			
	Basic	59.5200	130.9200	2.7500	2.8300	0.6300	1.3500	198.0000			
Winter	Enhanced	53.2000	107.2800	3.8300	3.9900	0.5700	1.1300	170.0000			
	Basic	39.6800	87.2800	1.8300	1.8900	0.4200	0.9000	132.0000			
<div>Handwritten calculations: 5.7400 + 5.9900 = 11.73 2.7500 + 2.8300 = 5.58 3.8300 + 3.9900 = 7.82 1.8300 + 1.8900 = 3.72 0.8600 + 0.6300 = 1.49 0.5700 + 0.4200 = 0.99 1.6900 + 1.3500 = 3.04 1.1300 + 0.9000 = 2.03 255.0000 + 198.0000 = 453.0000 170.0000 + 132.0000 = 302.0000</div>											
Sep 2014-Aug 2015	Health Enrolled	Dental Enrolled	Health Fees	Dental Fees	Health Reserve	Dental Reserve	Health Admin Fee	Dental Admin Fee	Total	Control Total	Amount Not Including Admin
Enhanced	17,972	17,976	1,434,165.60	2,892,697.92	103,159.28	107,676.24	15,455.92	30,379.44	4,583,534.40	4,583,534.40	4,326,863.52
Basic	320	284	19,046.40	37,181.28	880.00	803.72	201.60	383.40	58,496.40	58,496.40	56,227.68
Winter-Enhanced	-1,956	1,951	104,059.20	209,303.28	7,491.48	7,784.49	1,114.92	2,204.63	331,958.00	331,958.00	313,362.48
Winter-Basic	12	13	476.16	1,134.64	21.96	24.57	5.04	11.70	1,674.07	1,674.07	1,610.80
	20,260	20,224	1,557,747.36	3,140,317.12	111,552.72	116,289.02	16,777.48	32,979.17	4,975,662.87	4,975,662.87	4,698,064.48

Full Year	79.8000	160.9200	5.7400	5.9900	0.8600	1.6900	255.0000
Partial Year	53.2000	107.2800	3.8300	3.9900	0.5700	1.1300	170.0000

SFU Remitted To SFSS

October 27, 2014											
HP Fees - Full Year	18,348	18,327	1,464,170.40	2,949,180.84	105,317.52	109,778.73	15,779.28	30,972.63	4,675,199.40	4,675,199.40	
Adds/Drops	45	47	1,446.76	2,400.89	123.75	133.01	16.20	25.34	4,145.95	4,145.95	
March 5, 2014											
HP Fees - Partial Year	1,979	1,975	105,282.80	211,878.00	7,579.57	7,880.25	1,128.03	2,231.75	335,980.40	335,980.40	
Adds/Drops	-47	-47	-4,066.69	-7,852.01	-129.25	-133.01	-42.38	-80.66	-12,304.00	-12,304.00	
	20,325	20,302	1,566,833.27	3,155,607.72	112,891.59	117,658.98	16,881.13	33,149.06	5,003,021.75	5,003,021.75	
Difference	-65	-78	-9,085.91	-15,290.60	-1,338.87	-1,369.96	-103.65	-169.89	-27,358.88	-27,358.88	

HP Reserve #1	215,353.01	HP Admin Fee #1	46,793.45
HP Reserve #2	15,197.56	HP Admin Fee #2	3,236.74
Total (SFU)	230,550.57	Total	50,030.19
Total (Studentcare)	227,841.74		
Nov 15	Remittance #1	1,999,545.95	
Mar 15	Remittance #2	2,252,507.74	
Final Balance	Remittance #3	469,372.76	
		4,721,426.45	
To Remit	4,698,064.48		
Difference	50.4	23,361.97	

Sep-Aug 2015 $\Sigma (1) \times 2/3 = \$141,670.49$
 Jan-Aug 2015 $\Sigma (2) \times 1/2 = 7,661.25$
 May-Sep 2014 50.8 42,356.83

Copied from prior yr Rls

27C48

\$191,888.57

Note 11

JUL 07 2016

Refer to 50.10 for info re. allocation.

50.8

Reserve for May-Aug '15

$\times 1/3 = 70,835.25$

$\times 7,661.25$

$\times 78,496.50$

50.7

MBC LEASE OPPORTUNITY

This document has been created to inform the board about the current status of the MBC 2280 space. The board will review and discuss this opportunity, and will provide a direction on which opportunities are best suited for the space.

MBC 2280 space information

Total area: 250 square feet

Projected monthly rental income: \$1,042

Unit features: 1 sink, outlets

Based on discussions with Marc and Martin, the following options are potential uses of the MBC 2280 space:

Food Vendor

This space could be rented to a food vendor, with a purpose of generating revenue for the society, as well as providing students with additional food options

Pros:

- Additional revenue for the society
- More food options for members
- Since the area currently has many food vendors, this choice fits within the food court setting

Cons:

- Plumbing in this space does not currently meet standards for majority of food vendor setup requirements. Additional plumbing will be required (i.e. another sink)
- There is addition of ventilation is not possible in this space, and therefore food vendors will limited to non-cooking operations
- Potential counter tops may be required for certain vendors, thus will add additional costs

Finances*:

Revenue:

- Annual rental payment: \$12,500

Cost:

- Additional sink (Mop, dish, hand sink): no estimate at the moment
- Counter top: no estimate at the moment

*Revenue and costs are estimates provided by Marc

Student Lounge

This space could be used as a lounge where students can sit with their friends and relax during their free time.

Pros:

- It will be an addition to the other lounge spaces across campus
 - Since it's in the food court, more people will be using it frequently

Cons:

- Opportunity cost; we would be giving up the potential revenue from the rent that we could have received
- The space is not large, therefore, not that many people will be able to sit there at once

Finances*:

Revenue:

- Annual rental payment: \$0

Cost:

- Furniture: \$10,000

Game Room

This space could be used as a open space games room,

Pros:

- It will attract video game enthusiasts to use the space
- Open space, therefore many people can come watch

Cons:

- Additional costs will incur to set up the space as a games room
- Opportunity cost; we would be giving up the potential revenue from the rent that we could have received

Finances*:

Revenue:

- Annual rental payment: \$0

Cost:

- TV costs: Depends on type and number of TVs
- Furniture: \$10,000
- Console and games: \$1,500

*Revenue and costs are estimates provided by Marc

Entrepreneur Space

The space could be used as an entrepreneur space for members looking to gain experiences in business. The space would require an application process for members.

Pros:

- It will give members the opportunity to gain experience in business and start a business in a prime location
- Promotes the financial well being of members
- Does not require additions and renovations to the existing space

Cons:

- Opportunity cost; we would be giving up the potential revenue from the rent that we could have received
- Resource cost; the reviewing of application would require time from staff and/or board

Finances*:

Revenue:

- Annual Rental Payment: \$0

Cost:

- No cost at the moment

Rent to Hair Salon

This space could be rented to the hair salon inquiring about the space, with a purpose of generating revenue for the society, as well as providing students with an additional hair salon on campus

Pros:

- Additional revenue for the society
- Provides an additional hair salon on campus (other hair salon is located at cornerstone)
- The space is well suited for a hair salon and will not require additions or renovations to the existing space

Cons:

- The addition of a hair salon amongst food vendors does not fit well in the food court setting

*Revenue and costs are estimates provided by Marc

- The use of hair styling tools such a hairdryers will be noisy
- The use of hair products poses a risk of smells and fumes (although the salon has confirmed they will not be using chemicals)

Finances*:

Revenue:

- Annual Rental Payment: \$12,500

Cost:

- No cost at the moment

*Revenue and costs are estimates provided by Marc

Fall Kickoff After Party Proposal with Support from Brooked Events

Overview: The Fall Kickoff after Party has been a staple of the Fall Kickoff concert the last six years. Last year was the first year we had the first ever after-party where we had our headliners play. The idea is that it will act as a normal pub night with production from the main stage and some extra decorations and goodies.

Relationship with Brooked Events: Brooked events has supported and helped to run the Fall Kickoff after party for the last few years. They support with logistics of the event and volunteers provided for the event. This relationship between Brooked Events and the SFSS had increased the quality of the events and the Fall Kickoff Concert for the last few years. The SFSS will handle all monetary aspects of this event.

Relationship with Concert: This proposal will be vetted through Events Committee and then presented to board as a part of the Fall Kickoff event. This will also be coming out of the large scale line item.

Artists: We will be setting up a contingency with local artists available to play if our headliners from the concert do not wish to. If our main artists do wish to play our local djs will agree to play the event understanding that the headliners get priority.

Costs associated with concert: Production and artists will be covered by the relevant line items in the concert budget. No additional costs will be incurred. Artist after-party hospitality is covered in the budget and is there for if our headliners decide to play our after party.

Date: September 23rd

Location: Highland Pub

Time: 10PM- 1AM

Logistics:

9:30PM- Production set up

10PM- Doors open, opening artist starts to play.

11PM- Headliner Starts

1AM- Event ends

Communications Plan:

August 29th: Launch Facebook Event Page

August 29th: Have graphics done.

September 6th: Start putting up posters and have tickets available for sale at Fall Kickoff tables. Regular social media updates

Timeline:

September 6th: Launch ticket sales and have posters up

September 12th: Aggressive marketing push

September 16th: Production finalized with blueprint

September 23rd: Day of event. Ticket sales during the Fall Kickoff Concert

Budget

Item	Cost	Actual
Artists	\$350	
Security	\$600	
Decorations	\$200	
Speakers	\$100	
Total	\$1,250	
Revenue Stream		
300 x \$10	\$3,000	
50 x \$15	\$750	
Total	\$3,750	



Curtis Pooghkay

VP Student Life
Board of Directors

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8888 University Drive
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Unceded Coast Salish Territories
sfss.ca

Total Loss/Gain	\$2,500	
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****\$2500 is what was set out in the Fall Kickoff budget as revenue****

Welcome Back Pub Night

Overview: The welcome back pub night is an annual event we do every year as one of our signature events in the fall semester. This event is typically well received by students and is something they look forward to every year. We typically have djs, production and welcome back festivities at our welcome back pub night.

Refreshments: Since it is the first pub night of the year we will be giving out a free drink to the first 50 students through the door. This will create hype for the event and allow us to give back

Production: We aim to bring some extra pieces for the pub night this will include 2 speakers and a sub-woofer. In addition to CDJ 2000NXS X2 and a DJM900NXS mixer. We will also look to bring in lights.

Decorations: We will be having some money set aside for potential decorations and some giveaways during the night.

Date: September 15th

Location: Highland Pub

Time: 8PM-1AM

Logistics:

7 PM- Production set up

8PM- Doors open, opening artist starts to play.

11:30 PM- Headliner Starts

1AM- Event ends

Communications Plan:

August 22nd: Launch Facebook Event Page

August 15th: Have graphics done.

September 6th: Start putting up posters and have tickets available for sale at Fall Kickoff tables. Regular social media updates

Timeline:

September 6th: Launch ticket sales and have posters up and aggressive marketing push.

September 15th: Day of event. Promotion of fall kickoff and After Party

Budget

Item	Cost	Actual
Artists	\$600	
Production	\$700	
Refreshment	\$400	
Security	\$700	
Decorations	\$200	
Misc	\$200	
Total	\$2,800	
Revenue stream	Total	
50 x \$5	\$250	
250 x \$10	\$2,500	
50 x \$15	\$750	
Total	\$3,500	
Total Loss/Gain	\$700	

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



Hi Friendship Invoke conversation Value everyone Eliminate stigma

The Hi F.I.V.E. Movement

The Hi F.I.V.E. Movement for Mental Health is led by a group of SFU student volunteers from various academic disciplines that aim to encourage, educate, and inspire open conversation, kindness and friendship among students. Our events and outreaches are focused on student's mental health and ensuring they know and understand how to take care of themselves and each other. This group, with support from Health and Counseling Services and the Simon Fraser Student Society, seeks to sustain campaign activity throughout the years and eliminate stigma against those struggling with mental health issues on campus.

Contact information:

Jennifer Hoffmeister
Hi FIVE Project Coordinator
(778) 871 0504
hifivesfu.coordinator@gmail.com

Emily Hirst
Hi FIVE Executive Committee Chair
(778) 960 2521
ehirst@sfu.ca

Online resources can be found here:

<http://www.sfu.ca/content/sfu/students/health/HiFIVE/About.html>

<https://www.facebook.com/HiFIVEmovement>

Objective

The overall goal of this movement is to increase awareness and decrease stigma surrounding mental health issues faced by students at Simon Fraser University. The Hi FIVE Movement develops outreaches and events that are reinforced by a social media campaign. Themes of erasing stigma, storytelling, and mental health TLC (tender loving care) will be presented at these outreaches and events on SFU campuses. We encourage conversation and the sharing of stories and experiences through stigma-free dialogue. Overall, we hope to create and maintain positive perceptions, beliefs, attitudes and values around mental health issues at SFU and in the community.

Background

Initially growing out of SFU Health & Counselling Services in 2013, Erika Horwitz created HiFIVE when she saw the stigma that students faced when they were in need of help. The initiative has grown to become an international movement, with the program being taken up by other universities in British Columbia, Alberta, Ontario, USA, Mexico, Abu Dhabi, Tokyo and Costa Rica.

Over the past few years, this student-led and student-run movement has worked together with SFU Health & Counselling Services and the Simon Fraser Student Society to ensure the continuation of the mental health conversation on the SFU campuses. In the spring semesters of 2014 and 2015, we successfully held ME Week, which involved events focused on student's well-being and destressing. HiFIVE has also kept a continuous presence on campus with monthly outreaches and workshops for volunteers and the student body. This was all possible thanks to the proud sponsorship from both the Simon Fraser Student Society and SFU Health & Counselling Services.

Most recently, we received the wonderful gift of a Friendship Bench (thefriendshipbench.org) on our campus. As a permanent symbol of mental health and mental well-being, SFU was the first university outside of Ontario to receive one of these benches. With the help of the SFSS and SFU HCS, we have an official and permanent symbol and space dedicated to the elimination of stigma.

We are currently reworking the structure of Hi F.I.V.E. to become a program under the SFSS for 2017. During the Spring 2016 semester, we submitted a proposal for the new face of Hi F.I.V.E. as a part of the SFSS that will bring much needed services to SFU students and fill in service gaps regarding their mental wellness. This discussion has since begun with the



cooperative efforts of multiple students and staff from various areas within the university to discuss and discover the mental health crisis and possible solutions. Until then, we would like to propose this budget line to maintain the services this movement provides to students and to continue our presence on campus while we establish a new contract with the SFSS. If there are any questions or concerns, please do not hesitate to contact the Project Coordinator or Chair.

Brief Outline and Descriptions of Events 2016-2017

We have included a brief outline of prospective events as well as the topics for each outreach (as we will focus on a different mental illness or aspect of mental health at each outreach) to better demonstrate what the costs will be funding. *Please note that these are prospective events that are subject to change depending on volunteer ideas and HCS/SFSS input:*

- | | |
|------------------|---|
| September | <ul style="list-style-type: none">- Clubs days: volunteer recruitment- Volunteer orientation/training evenings<ul style="list-style-type: none">• It is very important to new volunteers have a clear understanding of the movement, how we conduct ourselves as well as fully understanding why and how this movement exists• We also train the new volunteers in a program that teaches them about stigma, mental health symptoms and red flags as well as what to do when they believe another student may be struggling. |
| October | - Outreach #1 |
| November | <ul style="list-style-type: none">- Outreach #2: ("Mini ME Week" – AQ tabling for a week with each day focusing on a different illness [ie. Monday=anxiety, Tuesday=depression, etc.])<ul style="list-style-type: none">• The focus of this week is create awareness & education about different mental illnesses and their symptoms in conjunction with speaking to students about their self-care regarding these particular areas to ensure the wellbeing of students and that they are watching out for symptoms within themselves and their friends. |
| December | <ul style="list-style-type: none">- Outreach #3: De-stressing/self-care prior to/during final exam season<ul style="list-style-type: none">• As the end of the semester wraps up, many students are feeling increased stress as deadlines and exams are fast approaching. This event focuses on encouraging students to take some time out of their day to focus on their well-being and mental health- Small volunteer appreciation event |
| January | <ul style="list-style-type: none">- Clubs days: volunteer recruitment- Volunteer orientation/training evenings/Welcome back |
| February | - Outreach #4 |

- Hot Topic - Current Mental Health On Campus (for example) healthy relationships/sexual assault resources for Feb/Valentines? Communication tools, body project workshop, self advocacy, consent matters?)
- March** **- 4th Annual ME Week**
- This is our largest event of the year. It's main focus is on normalizing mental health through fun and educational activities. The events throughout the week range within career-focused information, de-stressing activities and awareness activities.
- April** **- Outreach #5: De-stressing/self-care prior to/during final exam season**
- As the end of the semester wraps up, many students are feeling increased stress as deadlines and exams are fast approaching. This event focuses on encouraging students to take some time out of their day to focus on their well-being and mental health.
- Volunteer appreciation event**
- As a student-led movement, everything we do would not be possible without our volunteers and we want to ensure that our volunteers know how much we appreciate all of the work and effort they put in throughout the year
- Incoming executive team training event**
- It is critical to the continuation of the movement as well as to the continuation of proper protocols, procedures, etc. that the next executive team is fully prepared to take on the role. As each year we improve how we conduct the movement and all of the executive duties, we want to make sure that everything that is learned is passed along to the next team.

Outreach topics with the overarching theme of each outreach is to normalize mental health and self-care to de-stigmatize our campus:

All HiFIVE outreaches are designed to be fun, engaging and welcoming. By making the mental health conversation a part of a enjoyable and every-day activity, students begin to see that mental health is a normal and important part of life which leads to the de-stigmatization process. Events and activities should be grounded in evidence based practice where possible. In addition, we will strive to update events via feedback from participants and volunteers as well as previous event's successes and failures.

- Depression
- Anxiety/Social Anxiety
 - Depression and Anxiety/Social Anxiety are among the most commonly

reported mental health concerns for students. Therefore, we want to ensure that students are aware of the symptoms so that they can be sure to see any symptoms within themselves or their friends. This awareness can help students know when and how to reach out for help when needed.

- Eating Disorders
 - Young adults in the present day society have many self-esteem and body image issues. In an already confusing time of life, many students wind up struggling with disordered eating and this outreach would focus on the symptoms of ED, what healthy eating looks like as well as the effects on the psychological well-being of someone struggling with an ED.
- Substance Abuse
 - As a student-led program, our volunteers are aware of many other students who are misusing and abusing substances to keep up with the hectic lifestyle of a university student. This outreach would be focused on explaining the dangers of misusing substances and the effects it can have on mental health. As well, we would provide tips and resources for students to ensure care in this area.
- Bipolar Disorder/Schizophrenia
 - The average age of onset for these mental illnesses are both 25 years old which makes it important to educate students as many fall around the age of these illness. The sooner that both of these illnesses are dealt with, the better off the long-term outcome of them can be and students can learn that people can live fairly normal lives with these illnesses if treated properly.
 - (<https://www.nami.org/Learn-More/Mental-Health-Conditions/Bipolar-Disorder> , <https://www.nami.org/Learn-More/Mental-Health-Conditions/Schizophrenia>)

Budget

Detail	(all estimated costs based off previous years expenses)	
Costs	Outreach costs: Clubs days giveaways (2 x \$50 each) Outreach events - costs to cover promotional and giveaway costs (5 x \$60) ME Week Costs: (Prices based on last years expenses)	 \$100 \$300

	Pancake Breakfast (incl. coffee/tea) Careers Night Panelist Appreciation Gifts (6 x \$30) Careers Night refreshments Custom fortune cookies (1000 cookies + tax) <i>Space booking costs</i> - Convocation Mall (4 x \$300 -2 days to be sponsored by HCS) Other day activities: - One day is specifically sponsored by HCS Volunteer appreciation: Training refreshments (\$75 x 2 nights) Year-end volunteer appreciation night Promotional costs: Buttons and Brochures Total Operational Cost:	\$1,500 \$180 \$300 \$240 \$1,200 \$400 \$150 \$200 \$400 \$4,970
Coordinator Position	\$300 stipend bi-weekly x 44 weeks Received upon completion of 10 hours per week	\$6,600
<u>Total Costs</u>	<i><u>The total costs of the HiFIVE program with the coordinator cost included.</u></i>	<u>\$11,570</u>
SFSS Contribution	Funding request: Coordinator portion: Operating portion: Total SFSS Funding Request	\$3300 \$3570 \$6870
HCS Contributions	Coordinator portion: Operating Portion: Total HCS Funding:	\$3300 \$1400 \$4700

Value of Sponsoring the Hi FIVE Movement

In supporting the Hi FIVE Movement, the SFSS will be recognized as a committed partner to student wellbeing and be part of the growth of a movement that continues to grow as an international initiative. The Hi FIVE Movement fulfills a critical piece of SFU's Mental Health Strategy, which aims to incorporate better mental health support for students.

Mental health is now a primary focus among the upper tiers of university officials. The Hi-FIVE movement will play a key role in shifting cultural attitudes and values surrounding mental health and its impact on student engagement and wellbeing. In sponsoring this campaign, the SFSS can play a pivotal leadership role, thus bringing further recognition and legitimacy to the organization in its commitment to student wellbeing. Beyond raising the SFSS profile, supporting the Hi-FIVE Movement will assist in the longevity and sustainability of a campaign that can change student lives.

Lastly, as discussions are had to implement a peer-support program, this student-led group can help to pave the way to ensure it is well-received and act as a front-line to overall student wellness.

I am writing to request a meeting to discuss a proposal on how post-secondary students, TransLink and government can further collaborate to expand the success of the U-Pass BC program.

The U-Pass BC is a partnership of the provincial government, TransLink, post secondary institutions and Student Associations. Since the introduction of U-Pass BC in September 2010, approximately 128,000 students annually have enjoyed affordable and sustainable modes of transportation, where all three travel zones in Metro Vancouver are included in the cost of the U-Pass BC. The U-Pass BC encourages lifelong transit use and reduces traffic congestion, greenhouse gases and the use of single occupancy vehicles.

British Columbia continues to be a leader as the only province in Canada that has created a provincially coordinated and regionally standardized transit program for post-secondary students. We celebrated when the government of British Columbia introduced the program in 2010 and we see an opportunity to continue this leadership by working with students to develop a long-term transit program.

Student Associations across the region are in agreement on a pathway to ensure long-term success of the U-Pass BC program. Currently, the program is structured so that it will expire every two or three years unless students vote to renew the program through a referendum vote on campus. While these votes have always affirmed the U-Pass BC's renewal we believe that the current successes at developing a generation of commuters committed to sustainable modes of transportation should be supported as a long-term initiative.

We are proposing a renewal structure where the monthly fee would be set to increase annually by the rate of inflation for a term of ten years with an opportunity to re-open at year 6. This new model would afford government and TransLink confidence of the program's continued application across the entire region while students could enjoy the certainty of knowing the program's cost.

Metro Vancouver students' unions have begun regular meetings to discuss how to make this proposal a central part of get-out-the-vote efforts for the 2017 provincial election. We believe that our proposal affords government an opportunity to once again show its support for the U-Pass BC program and for students.

We would like to request a meeting at your earliest convenience to discuss the details of our proposal and to discuss perspectives of next steps.

Thank you for your attention to this matter.

Sincerely,

Backgrounder on Renewal of the U-PassBC Program

Student Caucus of the U-PassBC Advisory Committee

July 13, 2016

Background

The U-Pass BC is a partnership of the provincial government, TransLink, post secondary institutions and Student Associations. Since the introduction of U-Pass BC in September 2010, approximately 128,000 students annually have enjoyed affordable and sustainable modes of transportation, where all three travel zones in Metro Vancouver are included in the cost of the U-Pass BC. The U-Pass BC encourages lifelong transit use and reduces traffic congestion, greenhouse gases and the use of single occupancy vehicles.

Since 2010 the BC government has invested \$82.5 million to align the program with the Premier's commitment to "a common U-Pass program for all post-secondary students ... for a flat fee that is the same for students throughout Metro Vancouver."¹ Metro Vancouver was the first region in North America to successfully establish a standardised U-Pass program.

The Problem ▢

Over the years the U-Pass BC has grown in popularity, making it one of the most important services for students. Since 2010 students have experienced six increases to their monthly price, amounting to a 27% fee increase by May 1, 2017. As the monthly rate increases continues to outpace other fare increases there has been a growing conversation in government about completely divesting from the program. Without the BC government's sustained financial partnership the burden to fund the U-Pass BC would undoubtedly be shifted onto students. Once worse, it is conceivable that TransLink would attempt to revert to it's old U-Pass model (prior to 2011) in which institutions with high ridership rates are excluded from the program while institutions with lower ridership rates maintain their participation as a means of revenue generation for TransLink.

The Opportunity ▢

The current U-Pass BC contract will expire April 30, 2018 thus affording students an opportunity to begin negotiations for renewal directly prior to the 2017 provincial election. Historically government has been keen to resolve the financial terms of contract renewal directly preceding an election because of the possible negative optics of not maintaining the program.

In all past contract renewals Metro Vancouver student associations have exercised our political economies of scale by negotiating together. Because of our teamwork we enjoyed significant success including securing an additional 8 million dollars funding in 2010 to include ESL and ABE students onto the program and 6 million in additional funding in 2013

¹ Quote taken from the 2009 BC Liberal platform

to reduce monthly fee increases. If student associations work together again we are far more likely to successfully apply political pressure to secure a favourable monthly rate.

Our Recommendation

The U-PassBC is an invaluable program and needs to remain affordable. It's time to recognize that the program has moved beyond its initial introductory stage and is now overwhelmingly considered by students to be a staple service of their post-secondary experience. Beginning in May 2018, the U-Pass BC fee should be frozen at \$41 per month with a mandatory annual price increase indexed to inflation for a term not short than ten years. This would not only stabilize and reduce the annual fee increases but also recognize the overwhelming consensus of post-secondary students to maintain this service. It is prudent to expect that the government may propose an alternative proposal and in that case the student caucus will continue to meet regularly to discuss how to move forward together in the best interest of students.

Next Steps

The student caucus of the U-PassBC Advisory Committee recommends that each student association request a meeting with their MLA(s) and city council in late summer in order to communicate Metro Vancouver students' shared desire to end cyclical contract expiry and replace it with a long term, standardized and affordable U-Pass BC program. Additionally, common language on the topic ought to be used for Metro Vancouver student associations' submissions to the BC Select Standing Committee on Finance and Government Services in early Fall. Finally, a joint meeting request ought to be sent to the TransLink Board, Mayors' Council, Minister of Transportation and Infrastructure as well as the Minister of Community, Sport & Cultural Development Responsible for TransLink in early Fall to communicate the work of the U-Pass BC Student Caucus. Student Associations will continue to meet regularly to assess the effectiveness of these lobbying actions.

Housing Policy Recommendations

Introduction:

The exemption of student housing from the BC Residential Tenancy Act (RTA) in 2002 left thousands of student tenants without rental rights. In the wake of this legislative change, student housing contracts have become one-sided, without due attention to procedural fairness, and often ignoring the rights of the tenant, in favour of the institution. These contracts treat student housing as university property and often overlook the fact that they are homes to the students who live there.

Examples of tenant rights absent in student housing range from their right to reasonable privacy in their own homes, to their right to an unbiased appeals process. These gaps are especially concerning in the context of the relationship between a post-secondary institution and their students, where significant power imbalances exist – the institution holds ultimate control over the academic future and living arrangements of the student.

For many reasons, the RTA is not suitable to the uniqueness of housing run by post-secondary institutions. The main reason for this is because the RTA does not allow the institution to reserve student housing for the exclusive use of students. This being said, student housing tenants should still receive the same protections afforded to their peers living off-campus. Separate legislation is therefore required to ensure equal protection under the law for students living in student housing, as all other tenants in BC.

The AMS at UBC, in partnership with the University of Victoria Students' Society and the Simon Fraser Student Society, have developed eight recommendations for provincial legislation of student housing. These recommendations are designed to balance the need for student tenant rights, with the administrative challenges that post-secondary institutions face as operators and landlords of student housing. In principle, each recommendation is based on rights guaranteed by the RTA, and adapted to fit the unique structure and environment of student housing.

Recommendations:

Any legislation of student housing should require that:

- 1) Housing contracts explicitly list the rights of tenants, along with corresponding responsibilities of the tenant, similar to the UVic residence contract. For example, you have the right to feel safe here; you have a responsibility to act in a way that does not endanger yourself or others.
- 2) Housing contracts include an outline of a clear and specific process for tenants to report problems in their residence.
- 3) Barring emergency or unforeseen circumstances, the institution must provide posted notice of entry to a unit at least 24 hours prior to said entry. The notice must also include a

window of time in which that entry will occur. That window of time can be no greater than 72 hours. Housing may only enter rooms with less than 24 hours in the event that there is an emergency, and entry is necessary to protect life and/or property.

4) Transfers between housing units are only permitted for reasons of safety, extended repairs, or as requested by a tenant. In the event that a room switch is initiated by the institution, the tenant should not be required to pay new residence or meal plan fees. This rule does not apply in cases where an individual's conduct is the reason for the housing transfer.

5) In the event that a student is served with an eviction notice, they must receive at minimum, one month's posted notice, regardless of the violation. If a resident has not paid their rent, the notice period is shortened to 10 days. The one month notice period can be waived only by a predesignated university official, in situations where safety and wellbeing of residents is at risk. In all cases, students still have the right to appeal the eviction through the Community Standards Appeals Process.

6) All institutions have a Community Standards Appeals Process, which will be a transparent committee group, composed of both students and faculty. To sit on the panel, faculty members must have no relation to student housing administration. In the event that a student is found to be in a conflict of interest, they can be removed from that particular committee hearing. When resident security and safety is at risk, the appeal committee process can be expedited using a predesignated university official.

7) The housing contract explain what tenants can expect during a maintenance disruption, in addition to repair timelines. If residents believe that an outage has not been adequately addressed, they can file a complaint and request for compensation with the institution. If the institution does not approve the request, the decision can be appealed to the Community Standards Appeals Committee.

8) The housing contract state that on continuing tenancies, the rate increases can be no more than that year's inflation rate + 2%, and can only happen once every 12 months. Tenants must receive 3 whole months' notice, in writing, of any rent increases. In the event of a proposed increase that is larger than the allowable rate, schools must engage in student consultation, and submit a proposal to the BC Ministry of Advanced Education.

9) Housing contracts must explicitly list a calendar date as the start and the end of the tenancy agreement. In the event that a student must stay past the contract end date, the University must provide explicit directions on how to temporarily extend the length of the contract.