

## 1. CALL TO ORDER

Call to Order – 4:50 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 Vancouver Campus Committee Composition

Board of Directors Representative ( <i>Chair</i> ) .....	Kailyn Ng
Board of Directors Representative.....	Amrita Mohar
At-Large Representative .....	Mohammed Ali
Student At-Large.....	Jeffrey Leung
Student At-Large.....	Kyle Lee
Student At-Large.....	Brittany Tam

### 3.2 Regrets

At-Large Representative .....	Mohammed Ali
Student At-Large.....	Brittany Tam

### 3.3 Absent

Board of Directors Representative.....	Amrita Mohar
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## 4. RATIFICATION OF REGRETS

### 4.1 MOTION VCC 2018-08-07:01

Jeffrey/Kyle

*Be it resolved to ratify regrets from Brittany Tam and Mohammed Ali.*

**CARRIED**

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION VCC 2018-08-07:02

Kyle/Jeffrey

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

**CARRIED**

## 6. MATTERS ARISING FROM THE MINUTES

### 6.1 MOTION VCC 2018-08-07:03

Jeffrey/Kyle

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

- Vancouver Campus Committee 2018-07-03.pdf

**CARRIED**

## 7. NEW BUSINESS

### 7.1 SFU Vancouver SFSS Lounge – MOTION VCC 2018-08-07:04

Jeffrey/Kyle

*Be it resolved to spend up to \$70 from line item 822/20 to purchase refreshments for the SFU Vancouver SFSS Lounge, based on the attached proposal.*

**CARRIED**

- Purpose is to attract more students and make the room a relaxation space
- The committee have agreed to resupply manually

### 7.1 SFU Welcome Back BBQ – MOTION VCC 2018-08-07:05

Jeffrey/Kyle

*Be it resolved to table and hand out free swag in the SFU Welcome Back BBQ.*

**CARRIED**

- Event will be held on September 7 from 12pm-2pm at the Woodward Atrium
- Free swag includes pins and t-shirts, committee and Board members will be there to engage with students
- Chair to write a pitch for VCC

### 7.1 VCC Annual Plan – MOTION VCC 2018-08-07:06

Jeffrey/Kyle

*Be it resolved to approve the 2018-2019 Vancouver Campus Committee Annual Plan.*

**CARRIED**

## 8. DISCUSSION ITEMS

### 8.1 Roles

- Board members are expected to manage the committee and assign tasks
- At-Larges can create initiatives by sending the Chair (Kailyn) information about a proposal

### 8.2 Slack

- Kyle and Jeffrey will be added to the VCC Slack Channel

### 8.3 Further SFSS Lounge Improvements

- Purpose is to make the lounge homely
- Several items need to be bought and will be finalized at a meeting in the near future

### 8.4 Tabling items

- VCC T-shirts will not be ready in time for the BBQ

### 8.5 VCC August social

- Ideas for the social include bowling, watermania, hiking, BBQ, Playland and PNE
- The committee agreed BBQ and Playland are too expensive

### MOTION VCC 2018-08-07:07

Jeffrey/Kyle

*Be it resolved to spend up to \$180 from line item 822/20 for the VCC August social.*

**CARRIED**

## 9. ATTACHMENTS

- VCC Annual Plan .pdf
- SFU Vancouver SFSS Lounge Improvements - Refreshments.pdf

## 10. ADJOURNMENT

**MOTION VCC 2018-08-07:07**

**Jeffrey/Kyle**

*Be it resolved to adjourn the meeting at 5:34PM.*

**CARRIED**

# SFU Vancouver SFSS Lounge

## Improvements

### Refreshments

### Overview

The SFSS Vancouver Lounge, located at Harbour Centre 3410, currently has a kitchen with equipment including a sink, kettles, and a coffee machine. Unfortunately, few supplies are provided to actually use the equipment and students must bring their own items.

See picture below for a picture of the kitchen:



The recommendation is to purchase amenities such as coffee and tea so that the lounge is a better environment for students. These materials will need to be replenished manually. The amenities can have SFSS stickers placed on them to indicate they are for common use.

# Goals

- Provide amenities and refreshments for students
- Create benefits with which to advertise the Lounge
- Increase SFSS branding (place SFSS stickers on the items)

# Motion

Be it resolved to spend up to \$70 from line item 822/20 to purchase refreshments for the SFU Vancouver SFSS Lounge, based on the attached proposal.

# Budget

Prices retrieved from Walmart.

Item	Price Per	Quantity	Total Price
<a href="#">Coffee grounds</a>	\$9.74	1 (925g per can)	\$9.74
<a href="#">Coffee filters</a>	\$2.64	1 (250 per pack)	\$2.64
<a href="#">Teabags</a>	\$5.98	1 (100 per box)	\$5.98
<a href="#">Creamer</a>	\$4.27	1 (450g per bottle)	\$4.27
<a href="#">Sugar packets/cubes</a>	\$2.47	1 (500g per pack)	\$2.47
<a href="#">Stir sticks</a>	\$4.80	2 (80 per pack)	\$9.60
<a href="#">Paper cups</a>	\$5.79	3 (20 per pack)	\$17.37
Subtotal			\$52.07
Tax (12%)			\$6.25
Contingency (15%)			\$7.81
<b>Total</b>			<b>\$66.13</b>

# VANCOUVER CAMPUS COMMITTEE ANNUAL PLAN

2018-2019

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## 1. COMMITTEE OVERVIEW

The purpose of the Vancouver Campus Committee (VCC) revolves around the representation of the Surrey student body via the SFSS Board of Directors. The committee works to offer recommendations to the Board of Directors regarding Vancouver campus engagement initiatives and looks to offer clear communication and advocates for students' interests. Campus-wide student events are sponsored to foster a sense of community building and collaboration.

The VCC will develop and commit to an annual plan, which will be framed by the commitments made by the Board in the following planning documents:

- *SFSS Strategic Plan 2016-2019, and*
- *SFSS Board Plan 2018-2019, and*
- *SFSS Departmental Plans 2018-2019.*

This plan will provide the basic framework for regular reporting to the Board and the membership.

The plan may be adjusted on an ad-hoc basis by the committee; however, any such adjustment must be reflected in the VCC Annual Plan, and must not risk undermining any pre-existing Board approved commitments without approval from the Board.

## 2. INITIATIVES 2018-2019

## 2.1 ADVOCACY INITIATIVES

1. Vancouver Space Expansion and Improvements

## 2.2 SEASONAL INITIATIVES AND EVENTS

1. BBQ event in the summer
2. Welcome back BBQ/Pancake Breakfast
3. Networking events
4. Improving relationships with DSUs
5. Halloween collaboration event with SFU/ SFSS event
6. Christmas decorations around Harbour centre/Tabling
7. Winter Showcase

## 3. SCHEDULE

### 3.1 SUMMER

#### **July 2018**

1. Development of *VCC Annual Plan 2018-2019*

#### **August 2018**

1. Get in touch with Martin for Vancouver Space Expansion project
2. Set meeting with SFU about Vancouver Space Expansion project
3. Board review and approval for plan August 3rd
4. VCC Committee Social
5. Meeting with Laurie Anderson to discuss space expansion/improvements
6. Development, review, and approval of *VCC Annual Plan Dashboard 2018-2019*
7. Monthly *VCC Annual Plan Dashboard 2018-2019* Report

### 3.2 FALL

#### **September 2018**

1. Week of Welcome
2. Welcome back BBQ/Pancake Breakfast Event
3. #SFUXO by SFU in collaboration with SFSS
4. Monthly *VCC Annual Plan Dashboard 2018-2019* Report

#### **October 2018**

1. SFU Halloween Movie Night
2. Open Learning Week
3. VCC October Halloween event TBD
4. Monthly *VCC Annual Plan Dashboard 2018-2019* Report

#### **November 2018**

1. Survey and tabling for Space expansion
2. SFU Winter Warm-Up collab with SFSS in the end of November
3. Monthly *VCC Annual Plan Dashboard 2018-2019* Report

### **December 2018**

1. Christmas decorations around Harbour centre/Tabling
2. Monthly *VCC Annual Plan Dashboard 2018-2019* Report

### **3.3 SPRING**

#### **January 2019**

1. VCC Committee Social
2. Winter Showcase
3. Monthly *VCC Annual Plan Dashboard 2018-2019* Report

#### **February 2019**

1. TBD
2. Monthly *VCC Annual Plan Dashboard 2018-2019* Report

#### **March 2019**

1. TBD
2. Monthly *VCC Annual Plan Dashboard 2018-2019* Report

#### **April 2019**

1. TBD
2. Final *VCC Annual Plan Dashboard 2018-2019* Report

## **4. REPORTING**

The VCC Chair, or their designate, will be responsible for the maintenance of the *VCC Annual Plan Dashboard 2018-2019*.