

## 1. CALL TO ORDER

Call to Order – 9:30 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 Board Composition

President.....	Larissa Chen
VP External Relations.....	Christine Dyson
VP Finance .....	Hangue Kim
VP Student Services .....	Vacant
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 (Communications, Art, & Technology) .....	Prab Bassi
Faculty Representative (Education) .....	John Ragone
Faculty Representative (Environment).....	Thadoe Wai
Faculty Representative (Health Sciences).....	Raajan Garcha
Faculty Representative (Science) .....	Jimmy Dhesa

### 3.2 Society Staff

Chief Executive Officer .....	Martin Wyant
SFSS Administrative Assistant .....	Zoya Nari

### 3.3 Guests

SFSS Council Liaison.....	Alam Khera
The Peak News Editor .....	Nathan Ross
Vantage Point .....	Marc Frieson

### 3.4 Regrets

Faculty Representative (Education) .....	John Ragone
--	-------------

*\*9:32 am Paul came in and left\**

## 4. RATIFICATION OF REGRETS

### 4.1 MOTION BOD 2017-02-06:01

**Mudi/Thadoe**

*Be it resolved to ratify regrets from John Ragone (academic).*

**CARRIED**

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION BOD 2017-02-06:02

**Raajan/Mudi**

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

**CARRIED**

*\*9:33 am Blossom came in\**

## 6. MATTERS ARISING FROM THE MINUTES

### 6.1 MOTION BOD 2017-02-06:03

**Jimmy/Mudi**

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

- Board of Directors 2017-01-30.docx

**CARRIED**

## 7. NEW BUSINESS

### 7.1 JANUARY 16-31, 2017 BOARD WORK REPORT – MOTION BOD 2017-02-06:04

**Mudi/Blossom**

*Be it resolved to receive and file the board work reports and committee updates from January 16th - 31st.*

**CARRIED**

*\*9:36 am Paul came in\**

### 7.2 FALL 2016 BOARD SEMESTER REPORTS – MOTION BOD 2017-02-06:05

**Arr/Pritesh**

*Be it resolved to receive and file the Fall 2016 Board Semester Reports from President (Larissa Chen), VP External Relations (Christine Dyson), VP Finance (Hangue Kim), VP Student Life (Curtis Pooghkay), VP University Relations (Arr Farah), At-Large Representatives (Mudi Bwakura, Paul Hans), Applied Sciences Rep (Alan Lee), Business Rep (Pritesh Pachchigar), Communications, Art & Technology Rep (Prab Bassi), Education Rep (John Ragone), Environment Rep (Thadoe Wai), Health Sciences Rep (Raajan Garcha) and Sciences Rep (Jimmy Dhesa).*

- Report to be completed by this weekend

**CARRIED**

### 7.3 SFSS ELECTIONS CAMPAIGN PROPOSAL – MOTION BOD 2017-02-06:06

**Raajan/Pritesh**

*Whereas the Advocacy Committee has reviewed the relevant documents and provides the following recommendation to the Board.*

*Be it resolved to approve the SFSS Elections Campaign Proposal for up to \$475 from line item 820/20.*

- Purpose is to promote the upcoming SFSS elections
- Promotion to follow a similar theme used for Sexual Assault Awareness Policy with the calendar

- Posters to be put behind the glass windows to ensure they remain untouched and visible
- \$100 has been allocated solely for the Facebook boosts videos

**CARRIED**

#### **7.4 SFSS ART EXPO 2017 PROPOSAL – MOTION BOD 2017-02-06:07**

**Mudi/Blossom**

*Be it resolved to approve the SFSS Art Expo 2017 Proposal and Budget. Be it further resolved to approve up to \$2175 from line item 817/20.*

- Friendly change from Art Expo 2016 to Art Expo 2017
- First time event meant to encourage Vancouver based campus students' artistic talent and will proceed as planned even with a small submission
- To be held on Tuesday, March 21<sup>st</sup> 2017 with the event lasting for about 2.5 hours with an open interpretation theme for individuals to come together
- Events Committee Chair approves and will invest in the preliminary budget
- Currently looking into possibly charging attendees or not
- A raise in \$400 in cost from the Diamond Alumni Centre and printing
- Event capacity is at 300-320, but will have to consider the volunteers attending
- Will be providing a revised budget for the Finance Chair
- Vancouver and Burnaby Art Gallery Coordinators are the current potential judges
- Similar event to occur in Vancouver for FCAT on February 24, which is open to all students (submissions are already closed), which may potentially impact attendance at SFSS Art Expo 2017

*\*9:44 am Prab came in\**

*\*9:50 am Curtis came in\**

Abstention: Curtis Pooghkay

**CARRIED**

#### **7.5 SFSS BYLAW CHANGES – MOTION BOD 2017-02-06:08**

**Blossom/Hangue**

*Whereas the Governance Committee has reviewed the relevant documents and provides the following recommendation to the Board.*

*Be it resolved to proceed with the recommendation and next steps, listed in "2017-01-19 BN - Amending Society Bylaws", as it reads February 3, 2017.*

- Governance Committee currently have a draft being reviewed by Legal Council
- Recommendations are made to inform members of the key changes to the bylaws
- To be reviewed for major and small inconsistencies

**CARRIED**

## **8. DISCUSSION ITEMS**

### **8.1 Vancouver Campus Student Facebook Group Plan**

- Purpose is to create an easy way to connect with Vancouver students as well as improving and building a relation with Vancouver
- Will be coordinated between SFSS and SFU Administration, however the social media platforms are currently being regulated between the Vancouver Liaison and SFU Admin

- Looking into maintaining and pushing for social media platforms to be coordinated with the SFSS Communications office
- Content will be provided by the SFSS Communication Office
- Will be sharing Facebook group content and network with Vancouver
- Possibly doing a weekly review plan for content: coordinator to approve content before being posted
- FASS Flash: timeline to receive information that will be coordinated by SFSS Communications before posts are made

#### **8.2 SFSS Sexual Violence & Misconduct Policy**

- Before creating an SFSS policy, may refer to the SFU policy while drafting
- Currently waiting for a detailed plan to be received before moving forward
- Group of 3 board members to review and consult with legal for jurisdiction issues with policy
- May formally reach out to students involved in the research group

## **9. REPORTS FROM SOCIETY**

### **9.1 Update from Council Liaison**

- Communicated possible strategies to effectively pass down tasks to the next Council Chair

## **10. ANNOUNCEMENTS**

### **10.1 Strategic Plan Volunteer Callout for SFSS Membership Survey 2017**

- Volunteer orientation to be done during the reading break
- Currently standing at 10 volunteers but still searching for additional volunteers
- Volunteers will be promoting and answering survey questions at the outreach tabling
- 2017 Survey goal: 2500 responses compared to the 2000 from the previous year
- Survey will be in effect from March 6 to March 17
- Will be combining previous outreach surveys with upcoming one to improve the service delivery system

## **11. ATTACHMENTS**

- BOD67January16-31WorkReportCommitteeUpdate.docx
- Applied Sciences Rep (Alan Lee) - Fall 2016 Semester Report.pdf
- At-Large Rep (Mudiwa Bwakura) - Fall 2016 Semester Report.pdf
- At-Large Rep (Paul Hans) - Fall 2016 Semester Report.docx
- Business Rep (Pritesh Pachchigar) - Fall 2016 Semester Report.pdf
- Education Rep (John Ragone) - Fall 2016 Semester Report.docx
- Environment Rep (Thadoe Wai) - Fall 2016 Semester Report.docx
- FCAT Rep (Prab Bassi) - Fall 2016 Semester Report.docx
- Health Science Rep (Raajan Garcha) - Fall 2016 Semester Report.docx
- President (Larissa Chen) - Fall 2016 Semester Report.pdf

- Science Rep (Jimmy Dhesa) - Fall 2016 Semester Report.docx
- VP External Relations (Christine Dyson) - Fall 2016 Semester Report.pdf
- VP Finance (Hangu Kim) - Fall 2016 Semester Report.pdf
- VP Student Life (Curtis Pooghkay) - Fall 2016 Semester Report.pdf
- VP University Relations (Arr Farah) - Fall 2016 Semester Report.pdf
- SFSS Elections 2017 Campaign Proposal.pdf
- [Proposal] SFSS Art Expo 2017.pdf
- [Budget] SFSS Art Expo 2017.xlsx
- 2017-01-19 BN - Amending Society Bylaws.docx
- SFU Vancouver Campus Students Facebook Group.pdf
- SFU SVP - Final Draft for Community Review and Input.pdf

## 12. ADJOURNMENT

**MOTION BOD 2017-02-06:09**

**Blossom/Mudi**

*Be it resolved to adjourn the meeting at 10:17 AM*

**CARRIED**

# SFSS BOARD WORK REPORT

---

This report reflects the Board work from  
**January 16-31, 2017**

## **PRESIDENT**

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

#### **Board**

- Developed agenda & compiled attachments, chaired meetings (Jan 16, 30)
- Developed agenda & compiled attachments for Feb 6 Board meeting

#### **Build SFU**

- Meeting (Jan 18)

#### **Events (Jan 27)**

- Prepared proposal for SFSS Art Expo
- Prepared proposal for SFSS Appreciation Week

#### **Governance (Jan 30)**

- Overview of referendum questions
- Overview of final draft of SFSS bylaws

#### **Strategic Engagement (Jan 20, 27)**

- Presented proposal for Coffee Drop Stop
- Prepared proposal for Strategic Plan membership survey engagement strategy

#### **Sexual Violence & Misconduct Policy (SVP) Advisory Group**

- Tabling at SFSS Burnaby Club Days
- Prepared logistics, promotional materials and script for event
- Featured in SFU SVP awareness video regarding policy and townhall feedback events

#### **Website Development**

- Review updates regarding website design plan & process

#### **Granting (Jan 31)**

- Reviewed report, took notes to incorporate Board feedback
- Overview of operations and existing process
- Took notes from meeting to relay to Applied Science Representative

### **Meetings & Action Items**

- President + CEO x5
- SFU Kaldor Engagement Research Preview
- Agenda setting meeting with SFSS Campaigns, Research and Policies Coordinator x2
- SFU U-Pass Spring 2017 Appeals Committee
- TD Insurance re: student plan for home, travel and tenant insurance
- Studentcare re: presentation & agreement
- SFU Student Services re: engagement & collaboration
- VP External Relations
- ArtNet President x2
- SFU Gallery Director
- SFU Personal Security Officer
- SFU Associate Registrar re: Burnaby Mountain Link

### **Projects**

- SFSS Internship Program
  - Completed proposal & reviewed with CEO

- Presented to Board & incorporated feedback
- SFU Communicators Presentation
  - Finalized presentation and relevant documents
  - Scheduled Board members to attend
- SFSS Sexual Violence Policy
  - Invited SFU VP Students to present policy and jurisdiction
  - Established action items and prepared potential options with CEO
- SFSS Art Expo
  - Developing proposal and room bookings
  - Met with ArtNet President and Executive team to discuss logistics
- SFSS Appreciation Week
  - Brainstormed ideas with At-Large Rep Bwakura to establish timeline, ideas and stakeholders
  - Developing proposal and delegation of responsibilities
- SFSS Culture Fest
  - Developing proposal and identifying interested groups & stakeholders
- Joint Operations Group
  - Finalized agenda and relevant materials
- Board Engagement Form
  - Developed proposed form, relayed to SFSS Communications Office
  - Presented at Board & received feedback

#### **Office/Engagement Hours**

- Office hours by appointment, made via [president@sfss.ca](mailto:president@sfss.ca)
- Student-requested meetings x3

#### **Events**

- SFU Sexual Violence & Misconduct Policy Townhall (Jan 17)
- SFSS Sexual Violence & Misconduct Student Input Dialogue (Jan 18)
- SFSS Burnaby Club Days
- SFU Communicators Presentation (Jan 23)
- Burnaby Board of Trade Government Representatives Reception (Jan 25)
- ArtNet Icebreaker (Jan 27)
- The Peak Social (Jan 31)
- The Schedule Comedy Night (Jan 31)

#### **Administrative**

- Prepared for meetings: reviewed agenda items, minutes and supporting documents
- Emails
- Compiled Fall 2016 Committee Updates for Council
- Presented SFSS & SFU Harbour Centre Agreement re: equipment maintenance
- Informed CEO of concerns re: SFSS Transgender Guide
- Reviewed SFSS operational policies
- Completed Fall 2016 semester report
- [CWOFF] SFU Blood for Life Stem Cell Event

## **VP STUDENT SERVICES - VACANT**

## **VP EXTERNAL RELATIONS**

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

**Board**

- Meeting x 3

**Advocacy**

- Meeting x 2
- Worked on SFSS Tank Farm proposal, reviewed video proposal by Ballistic Arts, completed video briefing document, worked on SFSS Elections proposal, reached out to SFU Health and Counselling regarding wait list times

**Governance**

- Meeting x 2
- By-law review session with VP University relations, referendum questions overview with committee

**Accessibility**

- Did not meet

**Executive**

- Did not meet

**Nominations Committee**

- Did not meet

**Meetings & Action Items**

- Meeting with Hope Power regarding OER week
  - Discussed collaboration on an event with UBC
- Meeting with VP Externals AMS/UVSS
  - Worked on joint lobbying document and transition plan
- Meeting with VP External GSS
  - Discussed student forum event for provincial elections, worked on provincial elections proposal
- U-Pass Student Caucus meeting
  - Met to review timeline for renewal plan, filled out work order form for legal counsel
- Meeting with Ballistic Arts and Communications Coordinator
  - Discussed video overview, timeline and expectations
- Met with Campaigns, Policy and Research Coordinator
  - Discussed information to be included in SFSS Election videos
- Phone call with Rugby Canada Representative
  - Discussed upcoming student discount offer
- Meeting with Personal Security Officer and SFSS President
  - Discussed safe walks program

**Projects**

- SFU Gondola
  - Contacted SFU VP External Relations office for clarification on project

**Office/Engagement Hours**

- Office Hours
  - By appointment

**Events**

- Clubs Days Tabling
- Sexual violence and misconduct town hall
- Sexual violence and misconduct student input and dialogue session
- SFU Communicators Presentation
  - Presented survey conducted by the Advocacy committee in the summer semester, talked about ways to engage with undergraduate students



**Administrative**

- Worked on semester report
- Prepared for meetings: reviewed agenda items, minutes and supporting documents
- Emails

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

- Board
- Executive
- Finance and Audit
  - Board Stipend Deduction discussion
  - Part time Financial Assistant job created and approved
  - Scheduled Departmental Budget Presentations
- Surrey Campus
  - Pub Night feedback
  - Student Entrepreneur of the Year Event
  - Tech Expo presentation
  - New events in the Mezz and parking lot
- Events-n/a
- Accessibility-n/a

**Meetings & Action Items**

- Campaigns and Research Coordinator regarding Embark Society Fee
- SFU Surrey Administration regarding space for the students and the SFSS
- Surrey Coordinator -pre-meeting/future events
- Enactus SFU President- SFU Surrey Hackathon event

**Projects**

- Activity Fee Video- filmed and completed
- Student Entrepreneur of Year meeting with project leads and other stakeholders

**Office/Engagement Hours**

- Office hours (by appointment on Surrey or Burnaby Campus)
- 

**Events**

- SFSS Burnaby Clubs Days
- SFSS Surrey Clubs Days
- SFU Sexual Assault Consultation Event

**Administrative**

- Semester Report
- Prepared Budget Schedule document
- Reviewed ERSU and TechExpo Grant
- Reviewed minutes and important documents for meetings
- Emails

**VP STUDENT LIFE [LATE]****Named SFSS Committee Work & Action Items**

- Strategic Engagement Committee Meeting X2
  - Discussed coffee drop shop

- discussed plexi glass
- Events Committee Meeting x1
  - Talked about Appreciation Week
  - Talked about Art Expo
  - Talked about Volunteer Gala
- Board Meetings X2
  - Delivered fall kickoff report

**Meetings & Action Item**

- Food bank meeting
- Meeting about SASS with student

**Projects**

- Started working on Appreciation week
- Started work on volunteer gala
- Struck committee for volunteer gala

**Office/Engagement Hours**

- Held regular office hours

**Events**

- Coordinated SFSS Burnaby clubs days
- Burnaby board of trade government reception
- SFSS Surrey clubs days

**Administrative**

- Emails
- Reviewed Minutes
- Clubs days sign up
- Semester report

**VP UNIVERSITY RELATIONS**

**Named SFSS Committee Work & Action Items**

**Board**

- Attended 2 board meetings

**Advocacy**

- Committee meeting
- Reviewed and wrote committee minutes

**Governance**

- Committee meeting

**Finance and Audit**

- Committee meeting
- Reviewed stipend policy document

**Meetings & Action Items**

**Projects**

- Continued work on By-laws

**Administrative**

- Working on semester report
- Office hours for the remainder of the term will be, by appointment only.
- If you have any questions, comments or concerns feel free to contact me at [vpuniversity@sfss.ca](mailto:vpuniversity@sfss.ca)

## **AT-LARGE REPRESENTATIVE (BWAKURA)**

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

- Governance
  - January 30th, 2017 (1hour, 20mins)
    - New bylaw implementation process
- Events
  - January 27th, 2017 (1hour)
    - Began planning for collaborative events

### **Meetings & Action Items**

- BOD
  - January 16th, 2017
  - January 23rd, 2017
  - January 30th, 2017
- Event proposal planning
  - January 26th, 2017 (1hour, 30mins)
    - Preliminary planning for Art Expo, appreciation week and volunteer appreciation gala
- Art Expo planning with ArtNet
  - January 31st, 2017
    - Set a tentative date, venue and event plan
    - Set out measurables
- Canadian Cancer Society event
  - January 31st, 2017
    - Set out basic event plan
    - Set tentative date and location
    - Draft proposal drafted, pending board approval

### **Projects**

- Canadian Cancer Society event
- Art Expo

### **Office/Engagement Hours**

- Wednesdays, MBC 2220 11am - 1pm
- Mondays , MBC 2220 1pm - 2pm
- By appointment via [atlarge1@sfss.ca](mailto:atlarge1@sfss.ca)

### **Events**

#### **Administrative**

- Event report template
- emails

## **AT-LARGE REPRESENTATIVE (HANS)**

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

- Finance and Audit Committee
  - Reviewed Board Stipend Policy and recommended it to board
- Build SFU
  - Met with University regarding the project

- Strategic Planning
  - Met and discussed the General membership survey timeline and plan.

**Meetings & Action Items**

- SFU Communicators Meeting
  - Met with key SFU communication stakeholders.
  - Presented summary of Strategic Plan and discussed the GMS.
- FAAC
- Board (x3)
  - Announced Volunteer Callout for GMS
- Strategic Planning Committee
- Build SFU

**Projects**

- General Membership Survey
  - Recruited Volunteers through tabling and social media.

**Office/Engagement Hours**

- Wednesday 2:30-4:30 WMC 2218.2

**Events**

- SFU Sexual Assault Policy Consultation
  - Gave feedback to SFU policy makers

**Administrative**

- Emails and reading minutes and relevant documents
- Preparing for Strat. Plan Meeting

**APPLIED SCIENCES REPRESENTATIVE****Named SFSS Committee Work & Action Items**

- Granting Committee
  - Worked on bringing an updated draft to board
  - Prepared for presentation to board

**Meetings & Action Items**

- ESSS General Meeting
  - Attended meeting to provide updates on SFSS
    - Status of their grant to board
    - General SFSS updates
- WEC 2016 Grant
  - Brought grant to board's attention
  - Provided context to board
  - Provided updates to grant stakeholders after decision
- Board meetings
  - Presentations for action item
  - Providing context on issues involving FAS

**Projects**

- FAS Formal

- Monday Meetings
  - Finding an organizing committee
  - Finding a lead
  - Taking lead on project
- Venue
  - Searching for venue(s)
  - Quotes on venue(s)
  - Checking availability on venue(s)
- General
  - Providing supporting documents and timeline

#### **Office/Engagement Hours**

- Mondays 9:30-12:30 MBC 2220 or ASB Atrium
- By Appointment [appscirep@sfss.ca](mailto:appscirep@sfss.ca)

#### **Events**

- N/A

#### **Administrative**

- Emails
- Reading agenda documents
- Semester Report

## **COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE**

### **[LATE]**

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

- Advocacy Committee
  - 01/18: Meeting
    - Draft SFU Sexual Assault Policy discussion
    - Tank Farm Letter Writing Campaign
    - Get out to run for SFSS Elections campaign
  - 01/25: Meeting
    - Finalized the Letter for both SFU students and the Community to be sent to the PM about the tank farm safety plan
    - Approved the Ballistic Art's video for Election Campaign
    - Discussed when we will start the the Election Campaign
- Vancouver Campus Liaison/Committee
  - 01/17: Meeting with Vancouver Admin
    - Drafted Sustainment Plan for Van student's FB Group
    - Created Logo
    - Discussed future events
  - 01/31: Checked the SFSS Student lounge to see what needs replacements
- SFU Sustainable Mobility Advisory Committee (SMAC)
  - 01/19: Meeting
    - Discussed the U-pass program, new SFU Surrey building, the SFU Gondola project, SFU Parking services, the snowfall issue and the cycling program.

- Strategic Plan Steering Committee
  - 01/23: Meeting
  - Discussed the General membership survey timeline and plan.
  - Website update

**Meetings & Action Items**

- Board Meetings:
  - 01/16
  - 01/23
  - 01/30
- FCAT Dean's Office meeting:
  - 01/17: By-weekly meeting with Emma Horsley- Coordinator of Recruitment, Retention and Advising
- FCAT Presidents Meeting
  - 01/31: Meeting
  - Prepared agenda
  - Chaired meeting
  - Discussed FCAT Formal, Transition plan, Roundtable of updates, FCAT Undergraduate Conference
- SFU Communicators Presentation
  - 01/23: attended event
  - Presented on the Strategic Plan Objective 4.1 & 4.2

**Projects**

- FCAT Undergraduate Conference
  - Friday Feb. 24, 2017
  - Theme: Space
  - More info: <https://www.sfu.ca/fcat/ugc.html>
- FCAT Formal 2017
- SFU & SFSS Vancouver FB Group
- Vancouver Event
  - Brainstorming event ideas and creating proposal
- SFSS Vancouver Student Lounge
  - Replacing broken items

**Office/Engagement Hours**

- Office Hours
  - Office hours for the remainder of the semester will be by appointment only.  
Please email me at [fcatrepsfss.ca](mailto:fcatrepsfss.ca)
- Burnaby Clubs Day
  - 01/18
  - 01/19

**Events**

- 01/18: SFU Sexual Assault Policy Consultation

- Gave feedback to SFU policy makers
- 01/20: SFU Bhangra Pub Night

**Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and any related documents
- Worked on board semesterly report
- Email

**ARTS & SOCIAL SCIENCES REPRESENTATIVE****Named SFSS Committee Work & Action Items:**

- **Governance: January 31st**
  - The purpose of bi-weekly and semester reports was discussed along with the by-laws and possible referendum questions to be asked in the upcoming election
- **Advocacy: January 25th**
  - Discussed and decided on our next steps for the tank farm campaign
  - Discussed and approved the proposal for SFSS Election videos

**Meetings & Action Items:**

- Board Meetings: January 23 and and 30th
- Meeting with FASS Engagement office regarding next steps to orientate the new Arts Rep after the upcoming election

**Projects:**

- FASS Flash: Collected and organized the data for the February FASS Flash. Initially, not a lot of events were submitted for the February FASS Flash so I decide that it would be a good idea to promote Student Union meeting times for the semester even though the main purpose of the FASS Flash is to promote FASS events.

**Office/Engagement Hours:**

- Thursdays 12:30 to 1:30, Harbour Centre 3221

**Events: N/A****Administrative:**

- Emails
- Prepared for meetings: reviewed agenda items, minutes, and any related documents

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

- Board
- Vancouver Campus Committee
  - Discussions with Chair on potential events to engage students
- Surrey Campus Committee
  - Meeting, Jan19
    - Pub Night feedback
    - Discussion of Future Events
    - Entrepreneur of the Year
    - Tech Expo Presentation
  - Meeting, jan26

- Discussed Student Entrepreneur of the Year event
- Timeline and feedback to project lead

**Meetings & Action Items**

- 01/16: Board Meeting
- 01/23: Board Meeting

**Projects**

- Student Entrepreneur of the Year
  - Planning out the likely timeline of project and who to establish relationships with moving forward

**Office/Engagement Hours**

- Monday, 5:30pm-7:00pm BBY (By appointment)
- Tuesday, 4:00pm-5:00pm Surrey (SUR 3390)
- Wednesday, 4:00pm-5:00pm Surrey (SUR 3390)
- By appointment @ [busrep@sfss.ca](mailto:busrep@sfss.ca) (Surrey, Vancouver, Burnaby Campuses)
- Clubs Day tabling Surrey - Jan24
- Clubs Day tabling Surrey - Jan25

**Events**

- Clubs Day tabling Surrey

**Administrative**

- Reviewed documents
- Checked emails
- Worked on Board semester report

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

- Jan 16 - Met with SFU Engagement Team member Debbie to discuss building a relationship between the University, the SFSS and Education students that is active and engaging.
- Jan 16 - FAC
- Jan 17 - ESA Meeting → first meeting of the year! Spoke on vision for the semester and welcomed new students. Made plans for giving food to students
- Jan 20 - SEC → planned coffee stop drop.
- Jan 27 - SEC → created plan for semester meeting times and scheduled coffee stop drop

**Projects**

- ESA Outdoor Learning Day @ the Cheakamus Centre on Feb 25 → Planning and connected with BSU to collaborate and get more environmentally minded students out! :)

**Events**

- Jan 18 & 20 -- Clubs day tabling

**Office/Engagement Hours**



- By appointment

## **ENVIRONMENT REPRESENTATIVE**

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

- Board Meetings (16th, 23rd, and 30th Jan, 2017)
- Joined Accessibility and Events Committees

### **Meetings & Action Items**

- Faculty of Environment Interdepartmental Meeting (26th Jan 2017)
- REM-SU\* Meeting (24th Jan, 2017)
- EVSC-SU Meeting (24th Jan, 2017)
- SFU350 Icebreaker (26th Jan, 2017)

### **Projects**

- Helped plan for Conservation Movie night collaboration between Biology Students Union (BSU), Wildlife Conservation Club (WCC) and EVSC-SU
- Collaborating with REM-SU and EVSC-SU for a Reading Break student excursion to Victoria

### **Office/Engagement Hours**

- Office hours for the remainder of the semester will be by appointment only. Please contact [envrep@sfss.ca](mailto:envrep@sfss.ca) to schedule an appoint.

### **Events**

- Sexual Violence at SFU; An Open Dialogue (Jan 18th 2017)
- SFU Communicators Presentation (23rd Jan 2017)
- EVSC-SU Welcoming Event (28th Jan 2017)
- Tabled for Clubs Days, Burnaby (17th-20th)
- Tabled for Clubs Days, Surrey (25th)

### **Administrative**

- Emails
- Completed Faculty Updates
- Reviewed Agenda Items and Documents

\*Previously the Environmental Resource Student Union (ERSU)

## **HEALTH SCIENCE REPRESENTATIVE**

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

- Advocacy Committee
  - 01/18: Meeting
    - Draft SFU Sexual Assault Policy discussion
    - Tank Farm Letter Writing Campaign
    - Get out to run for SFSS Elections campaign
  - 01/25: Meeting (did not attend because of sickness)
- Surrey Campus Committee
  - 01/19: Meeting
    - Pub Night feedback
    - Discussion of Future Events
    - Entrepreneur of the Year
    - Tech Expo Presentation
  - 01/26: Meeting
    - Discussed Student Entrepreneur of the Year event
- Search Committee for the Dean of Health Sciences
  - 01/27: Meeting

- Discussion of nominated candidates

**Meetings & Action Items**

- 01/16: Board Meeting
- 01/17: HSUSU Meeting
- 01/23: Board Meeting
- 01/23: SFU Communicators Meeting
- 01/30: Board Meeting

**Projects**

- Health Sciences Career Panel
  - Room booking/poster printing
- Student Entrepreneur of the Year
  - Still in its first steps; planning in progress

**Office/Engagement Hours**

- Office hours for the remainder of the semester will be by appointment only. Please email me at [healthrep@sfss.ca](mailto:healthrep@sfss.ca)
- 01/19: Burnaby Clubs Day Tabling
- 01/20: Burnaby Clubs Day Tabling

**Events**

- 01/20: SFU Bhangra Pub Night

**Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Emails
- Board semesterly report

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

- Finance and Audit Committee
  - 01/16: Meeting
- Strategic Engagement Committee
  - 01/20: Meeting
  - 01/27: Meeting
    - Followed up with chair post-meeting
- Strategic Plan Joint-Steering Committee
  - 01/23: Meeting
- Grant Restructuring and Guidelines Committee
  - This committee did not meet during this time period

**Meetings & Action Items**

- 01/15: Board Meeting
- 01/23: Board Meeting
- 01/23: SFU Communicators Meeting
- 01/20: Science Undergraduate Society Meeting
  - Prepared for monthly open meeting by purchasing snacks and pizza for the meeting

**Projects**

- Peer Mentorship Program Completed
  - randomly selected mentor and mentee check-ins

**Office/Engagement Hours**

- Office hours for the remainder of the semester will be by appointment only. Please email me at [sciencerep@sfss.ca](mailto:sciencerep@sfss.ca)
- 01/17: SFSS Burnaby Clubs Days Tabling
- 01/18: SFSS Burnaby Clubs Days Tabling
- 01/19: SFSS Burnaby Clubs Days Tabling
- 01/20: SFSS Burnaby Clubs Days Tabling

**Events**

- 01/20: SFU Bhangra Pub Night

**Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Emails

# SFSS BOARD COMMITTEE UPDATE

---

This report summarizes SFSS committee activities that took place from  
**January 16 to 31, 2016**

## **ADVOCACY**

The advocacy committee met twice during this time period. At the first meeting, we discussed the sexual violence and misconduct policy. The committee collected outstanding questions which were submitted to the working group, and members were encouraged to attend the upcoming town hall. The committee also discussed logistics for the tank farm awareness campaign (tabling dates, letter, online promotions). Lastly, the committee talked about developing a campaign for the SFSS elections. The campaign is to focus on sharing videos about the society, board of directors and how to vote. At the subsequent meeting, the committee approved the tank farm awareness proposal and the Ballistic Arts video proposal.

## **ACCESSIBILITY FUND**

This committee meets on an as-needed basis, as called by the Chair. The committee did not meet during this time.

## **EVENTS**

The committee discussed three new events. The events were art expo, appreciation week and a volunteer gala. Work has begun on Appreciation week and a proposal will be delivered next week. This will entail 4 days of appreciating our membership. A volunteer gala committee has been struck and we will begin to work next week.

## **FINANCE & AUDIT**

The Finance and Audit Committee met and approved the hiring of a new part time Financial Assistant to support our Financial Coordinators with secretarial and administrative tasks. We finalized new policies surrounding Board Stipend Deductions. We also scheduled our departmental budget presentations for February 6 where each department will present their budget requests for the following year. The Society Fee video was also completed.

## **GOVERNANCE**

The Governance committee met for the first time this semester January 30th and went over our revised draft by-laws. The committee also reviewed and recommended two briefing notes regarding referendum questions to the Board of Directors.

## **NOMINATION**

The committee did not meet during this period.

## **STRATEGIC ENGAGEMENT**

The committee met twice during this period and brought forward a Coffee Drop Stop Proposal that aims to engage and directly interact with students periodically throughout this semester. Our

group also discussed various speaking points based on the respective Society topics, activities and services. The events will take place every 2nd and 4th week of each month. Our committee also brainstormed ideas regarding the effective response tactics for the membership survey plan, based on the previous success in developing and acquiring high student response rates for the website development survey.

## **STRATEGIC PLAN**

The Strategic Planning Committee met and discussed the General Membership Survey timeline and assigned roles to respective committee and board members. We also set out the meeting schedule for the rest of this semester.

## **SURREY CAMPUS**

The Surrey Campus Committee met and discussed future events on the Surrey Campus including a de-stressing event in the Mezz, an event at a nearby park and a parking lot BBQ. We heard a presentation from the TechExpo organizing team. We also continued discussions on the Student Entrepreneur of the Year event.

# Fall 2016 Semester Board Report

## Intro

After the last 8 months on board, I get learned a lot more about how the society works and how things are run. Having completed a successful transition away from being a DSU exec and into being a board member allowed me to put more focus into the tasks I took on. During this semester, I was able to hold office hours on both Surrey and Burnaby campuses and when I had students speak with me, it was usually giving help with their DSU work. The purpose of this report is to report what the things I did over the fall semester to the membership.

## Committee work

### Granting Reform

I took on the task of helping with the restructuring of the granting process as it was something I had a lot of experience with the proper processes. My main tasks were to get information from the general office, board members, and some DSU members so that we could develop a new consistent process. In addition to collection and condensing information, I chaired and directed multiple meetings to discuss ideas and subsequently feedback received from the board after I presented to the other directors. Following these meetings, I had drafted a proposal and am in the process of doing a more formal revision of the document.

### Website

During the last semester, the ad-hoc committee met to discuss key questions, format of the survey and methods of survey distribution. Not much had been done in this aspect as much of the time was waiting for getting updates from the company and meeting to discuss concerns and bring up ideas for the above aspects.

## Outreach/Engagement/Liaison/DSU Work

### C-LAN

Throughout the last semester I had begun working on the annual C-LAN event with some of the original members of the group to host the event over the first weekend. My duties comprised of being the liaison between the organizers and the general office, some sponsor work and social media promotions. However, due to some unfortunate circumstances the event had to be cancelled and I handled the follow up work needed with the general office and CSSS with regards to relations with CSIL and how clubs are held accountable and following proper process when doing events.

### DSU

After some prompting from my DSUs, I started giving the DSU presidents updates on the SFSS and its board meetings so they get a better clearer picture of what is happening at the top level of student governance. I continued being in touch to provide advice on how to do certain things for events and also help brainstorm ideas for some event themes.

### FAS Formal

I took another attempt at gathering interested students for organizing the annual formal after an initial lack of responses in the summer. Most of the work I did was to find students willing to help lead and plan the project, to facilitate the process I went and to research and provide the information on possible venues and checked for some of their costs and availabilities.

### Events

The events I've attended and/or helped at throughout the semester are as follows; Clubs day, SCC Welcome BBQ, Pub night(s), Fall Kickoff, by-elections debates and SFU President's Winter Warm-Up Surrey. Some of the duties that entailed in the above events included; tabling and talking to students, grilling food for the BBQ, event setup and teardowns, security detail, coat check and appearing in video promotional material.

## Summary/Future

This semester was a busy one for me academically so the amount of work I was able to take on tapered off near the end of the semester as exams approached. The granting reform process is going to be a major goal and task I am going to be moving forward with in the coming semester to finalize draft guidelines that could be brought to students for feedback before going back to board for final approval. Additionally, I'm looking forward to finally moving forward with the website process and hope that it will be done by the end of this board's term.

## Semester Work Report: Fall 2016

### Summary

The fall semester was as busy as expected. Commitments ranging from events of various scales to governance and administrative work too.

Please find below the report cataloging my work for the period beginning September 1st and ending December 31st. The report will read as follows;

1. Brief overview of named committee work
  - a. Events
  - b. Governance
  - c. Nominations
2. Overview of work that fell out of regular standing committee obligations
  - a. Working Groups
  - b. Office hours/ Outreach
3. Outcomes from the semester, and measurables and goals for the upcoming semester
4. A compilation of all submitted work reports from September 1st to December 31st.

### 1. Committee Work

- a. **Events** - the committee approved and hosted two flagship events and co-hosted a charitable event for the BC Cancer Society. Event planning and refinement of the events calendar was also conducted
- b. **Governance** - Review and redrafting of society by-laws and policies to ensure they comply with the new BC societies act. Assessment of other policies pertaining to elections as well as the student fee structure.
- c. **Nominations** - Due to the filling of at-large seats on the relevant committees in the summer term, there was no purpose for this committee to meet outside of a discussion pertaining to the trouble with Vancouver Campus Committee



## **2. Non-Committee Work**

### **a. Working Groups**

- i. Fall Kickoff Week and Concert - intimately involved with the planning and execution of the Fall Kickoff concert by being part of the Organizing Committee as Managing Director and Project lead for Fall Kickoff Week.

### **b. Office hours / Outreach**

- i. Regular office hour were conducted
- ii. outreach was done as frequently as possible, as shown in the detailed work reports for the semester in section 4.

## **3. Outcomes, Goals and Measurables**

The semester was a relative success in terms of outreach and student engagement. The large scale event (Fall Kickoff) and the associated events (Fall Kickoff week) were successful. Governance work has progressed well and the committee completed its review of the by-laws and proceed to seek legal council, which was the next step in the by-law reform process.

For the spring semester, the events priorities are to host a wider range of events that will pull membership that would not necessarily interact with traditional events. The governance goals are to ensure the proposed governance changes are seen to completion as well as any other pressing governance work. The overall goals are to ensure that as many loose ends are dealt with to ensure a smooth transition for the incoming board in May.

With regards to measurables, the target is to complete proposal and report templates for the events committee, and to assist any other board members where possible.

## **4. Compilation of work reports**

### **September 1 - 15, 2016**

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

- Governance
  - September 15th, 2016 (1hour, 30mins)
    - By-law and policy review

#### **Meetings & Action Items**

- BOD
  - September 9th, 2016
- Fall Kickoff
  - September 1st, 2016 (30mins)
    - Meet with women's centre staff to discuss contingency plans for people seeking help during the event
- Fall Kickoff meeting with SFU
  - September 8th, 2016 (1hour)
    - Update on progress with the concert with regards to MECS, campus security, Student Services and SRS
- Fall Kickoff Organizing Committee
  - September 8th, 2016 (30mins)
    - Progress with marketing, sponsorship and volunteer preparation

#### **Projects**

- Fall kickoff week
  - Finalized booking of dunk tank
  - Contacted and followed up with several stores to finalise participation
  - Constructed marketing plan
- Fall Kickoff concert
  - Volunteer organizing
  - Marketing material review

#### **Office/Engagement Hours**

- Tuesdays, MBC2220 12pm - 2pm

#### **Events**

- Fall Kickoff volunteer Orientation
  - September 1st, 2016 (1hour)

- Second of three volunteer orientation sessions
    - September 5th, 2016 (1hour)
      - Third and final volunteer orientation session
- Welcome days
  - September 1st, 2016 (2hours)
    - Tabling
- Week of Welcome
  - September 7th, 2016 (2hours)
    - Tabling
- SFSS pancake breakfast
  - September 9th, 2016 (3hours)
    - Preparing pancake batter, and making pancakes
    - Tabling
- SUB celebration
  - September 8th, 2016 (3hours)
    - Tabling
- Clubs days
  - September 13th, 2016 (3hours, 30mins)
    - Tabling
  - September 14th, 2016 (3hours, 30mins)
    - Tabling
- Welcome back pub night
  - September 15th, 2016 (3hours)
    - Production set up
    - Cash at entrance

#### Administrative

- Regular administrative duties, (emails, meeting prep, etc.)

## **September 16 - 30, 2016**

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

- Governance
  - September 22nd, 2016 (1hour, 30mins)
    - Fee structure discussion
  - September 29th, 2016 (1hour, 30mins)
    - By-law review with legal

### **Meetings & Action Items**

- BOD
  - September 16th, 2016

- Fall Kickoff OC
  - September 22nd, 2016 (15mins)
    - Site orientation and dry run through

## **Projects**

- Fall Kickoff week

## **Office/Engagement Hours**

- Tuesdays, MBC2220 12pm - 2pm

## **Events**

- Fall Kickoff Week
  - September 20th, 2016 (3hours)
  - September 21st, 2016 (6hours)
- Fall Kickoff Concert
  - September 23rd, 2016 (6hours)
- Fall Kickoff tabling
  - September 20th, 2016 (2hours)
  - September 22nd, 2016 (6hours)

## **Administrative**

## **October 1 - 15, 2016**

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

- N/A

## **Meetings & Action Items**

- BOD
  - October 7th, 2016
  - October 14th, 2016
- Council
  - October 12th, 2016 (1hour, 15mins)

## **Projects**

- Halloween Pub Night
  - Initial planning

## **Office/Engagement Hours**

- Tuesdays, MBC2220 12pm - 2pm

## **Events**

- SFSS/GSS/SFU Dinner

### **Administrative**

- Emails and meeting prep

## **October 16 - 31, 2016**

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

- Governance
  - October 20th, 2016 (1hour, 30mins)
    - Fee structure discussion
  - October 27th, 2016 (1hour)
- Events
  - October 19th, 2016 (1hour, 15mins)
    - SFSS holiday campaign discussion
  - October 26th, 2016 (1hour)
    - Events calendar for remainder of year

### **Meetings & Action Items**

- BOD
  - October 21st, 2016
- Council
  - October 26th, 2016

### **Projects**

### **Office/Engagement Hours**

- Tuesdays, MBC2220 12pm - 2pm

### **Events**

- Halloween pub night
  - October 27th, 2016 (6hours)
    - Set up and take down
    - Managed at door ticket sales

### **Administrative**

- Emails
- Meeting preparation
- Event report preparation

## **November 1 - 15, 2016**

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

- Governance
  - November 3rd, 2016 (1hour)
    - Student fee structure
  - November 10th, 2016 (1hour)
    - Election policy review
- Events
  - November 2nd, 2016 (20mins)
    - Pie smash

### **Meetings & Action Items**

- BOD
  - November 4th, 2016
- Pie Smash event planning
  - November 9th, 2016 (30mins)
  - November 14th, 2016 (30mins)

### **Projects**

- Pie smash

### **Office/Engagement Hours**

- Tuesdays, MBC 2220 12pm - 2pm
- By appointment via [atlarge1@sfss.ca](mailto:atlarge1@sfss.ca)

### **Events**

- N/A

### **Administrative**

- Emails
- Meeting preparation
- Event report preparation

## **November 16 - 30, 2016**

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

- Governance
  - November 17th, 2016 (1hour, 10mins)

- Fee structure discussion
  - Elections policy
  - November 24th, 2016 (1hour, 30mins)
    - Detailed fee discussion
- Events
  - November 30th, 2016 (1hour, 30mins)
    - Strategic planning session for spring semester

### **Meetings & Action Items**

- BOD
  - November 18th, 2016
  - November 25th, 2016
- BOD governance session
  - November 23rd, 2016 (1hour)
- Pie Smash planning session
  - November 21st, 2016 (1hour)
    - Finalizing details of the event

### **Projects**

- Pie smash

### **Office/Engagement Hours**

- Tuesdays, MBC 2220 12pm - 2pm
- By appointment via [atlarge1@sfss.ca](mailto:atlarge1@sfss.ca)

### **Events**

- Pie Smash
  - November 30th, 2016 (3hours)

### **Administrative**

- Emails
- Meeting preparation
- Event report preparation

## **December 1 - 31, 2016**

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

- Governance
  - December 1st, 2016 (1hour, 30mins)
    - Elections policy review
  - December 8th, 2016 (1hour, 30mins)
    - Elections policy and effective policy implementation

### **Meetings & Action Items**

## **Projects**

### **Office/Engagement Hours**

- Tuesdays, MBC 2220 12pm - 2pm
- By appointment via [atlarge1@sfss.ca](mailto:atlarge1@sfss.ca)

## **Events**

### **Administrative**

- Emails
- Meeting preparation
- Event report



---

# BOARD OF DIRECTORS 2016 - 2017

## FALL 2016 TERM REPORT

**Prepared by:**

Paul Hans, At-Large Representative

**Prepared for:**

Simon Fraser Student Society - Membership, Staff & Board of Directors

---

*This semester report is prepared in fulfillment of **Rule 3** – Faculty Representative and At-Large Board of Directors Duties, Responsibilities & Stipend Requirements, **Subsection 7**: Faculty representatives and at-large representatives shall provide a semesterly written report by the 30th day of the first month of the following semester, detailing work completed and projects undertaken for the benefit of the Society*

---

## INTRODUCTION:

My second term on the SFSS Board of Directors as the At-Large representative has been rewarding and challenging. With a new school year, the SFSS and the university are both very busy. Especially considering the month of September with nearly an event every day as well as larger scale events such as Week of Welcome or the Fall Kickoff Week. Throughout the semester, I partook in various initiatives, committees, and projects that will be discussed further in this report. As a board member, the forefront of every decision is how it impacts the membership. Collectively, working with other board members we conducted ourselves in what we thought was in the best interest of the membership which includes difficult decisions. The remainder of this report discusses board work throughout the semester, and an outlook for remainder of the year.

## COMMITTEES

I am the Chair of the Strategic Planning Committee. I also sit on the Finance and Audit Committee (FAAC). I was also serving on the Build SFU and Joint Steering Committees.

### FINANCE AND AUDIT COMMITTEE (FAAC)

FAAC is responsible for the budgetary planning and the monetary policy of the SFSS. During the fall semester, collectively FAAC conducted a budgetary review and implemented changes as it saw fit such as creating new line items. FAAC also presented its findings at the Annual General Meeting (AGM) and a substantial amount of time was used to prepare for the AGM as well as implementing the Audit Findings. FAAC also hosted Budget Consultations where students could come and talk about their fiscal concerns regarding the society and where they would like to see their money allocated. The budget consultations were conducted at all campuses. However, attendance was poor at these events. FAAC also began working on the Board stipend policy and how to implement it. The policy is still a work in progress but will be taken into effect in the Spring semester. Lastly, FAAC worked on the Student Union Building (SUB) financing and decided it was time to access the loan.

## **STRATEGIC PLAN STEERING COMMITTEE**

The Strategic Plan Steering committee was created to first create the three-year strategic plan and then implement it. The committee is a joint working group consisting of four board members and five staff. As the Co-Chair for the Strategic Planning I ensure that the committee is working to complete strategic planning objectives. At the beginning of the term the Board created a work plan. To align the work plan with strategic initiatives some objectives that would occur in later years were brought forward now and some objectives to be completed this year were pushed back. The committee has several working groups to complete strategic plan objectives. Some of those objectives include creating a communications plan, developing, developing an internal evaluation matrix, discussing how to better engage the Surrey and Vancouver campuses, and creating the annual membership survey. Currently, I am leading the working group the create and conduct the annual membership survey. Some objectives that have already been completed by the committee include investing in resources to deliver top quality services and creating new signage and branding. Other objectives completed in the Fall semester involved the first ever SFSS Christmas party. Many of the objectives are continuously worked on throughout the year therefore are still a work in progress.

## **BUILD SFU AND JOINT STEERING COMMITTEE**

As a member of the Build SFU and Joint Steering Committee I have been, along with the other members, overseeing the Student Union Building (SUB) and Stadium Projects. Majority of my SFSS time in the Fall was relating to the SUB and stadium projects. Although, the stadium project was cancelled much work was regarding the next steps which included many meetings, legal consultation, and so forth. An important part of the committee was to relay information from project partners such as the consultants, architects, and SFU back to the board in order to make decisions. In the Fall we also had the SUB celebration ceremony which happened on September 9. We also reviewed and tracked the progress of the construction of the building monthly which included things such as change orders. There was also a celebration with SFU representatives to begin the construction of the SUB where President Petter and Elder Margaret gave a speech. I was involved in a video which let the membership know the current construction progress of the SUB. I also partook in an Audio/Video consultation along with SFU to determine the appropriate technologies to be used in the SUB and how to

effectively engage students. Currently, the committee is focused on finding a resolution for the Stadium portion of the Build SFU project.

## EVENTS

The SFSS (and related) events I attended over the fall are:

### WEEK OF WELCOME:

- **SFSS/SFU Week of Welcome:** I attended and helped prepare food at the pancake breakfast and the BBQ. As well I tabled at SFSS booth.
- **SFSS Welcome Back Pub Night:** This was the first pub night of the new year hosted by the SFSS. I hoped with coat check and ensured the event went smoothly.
- **SUB Celebration Ceremony:** SFU along with the SFSS hosted a celebration ceremony. As a member of the Build SFU committee I helped plan the event.

### FALL KICKOFF:

- **SFSS Fall Kickoff Concert:** I ensured smooth operation of the event by selling tickets, supporting coatcheck, and helping with the security. The event was a success with approximately 2000 tickets sold.
- **SFSS Fall Kickoff Pubnight:** This was the after party to the fall kick off concert. I was again supported the event and helped with the transition from the concert to the after party.
- **SFSS Fall Kickoff Week:** Attended weekly events such as the BBQ and helped sell tickets for the concert.

### OTHER:

- **Board Accessibility Event:** This event was hosted in Forum Chambers by the SFSS.
- **IEC Debates:** I attended the Burnaby and Surrey presidential and environment candidate debates.
- **SFSS Governance Committee Policy Review Session:** I gave the committee my feedback and recommendations at the session.
- **SFSS AGM:** The AGM took place in the fourth week of classes and the SFSS presented its financial status. Several motions relating to minutes were passed. However, attendance at this event was poor.

- **SFSS Halloween Pub night:** This was the annual Halloween pub night. I helped out at coat check and ensured the event went smoothly.
- **Meet and Greet with Student Union Exec's:** this event was hosted by the SFSS so board members, council reps, and student union executives got to know each and board members could answer student union concerns and questions.

## OUTREACH

- **Clubs Day:** I attended the Burnaby club's day at both SFU Burnaby and SFU Surrey and help table.
- **Tabling:** Tabled at majority of SFSS events. Also, began recruiting outreach volunteers. Specifically, for the General Membership Survey.
- **Weekly office hours:** Held Office hours every Wednesday in the Fall.

## PROJECTS

The Projects that I worked on over the Fall were:

### FALL KICKOFF:

- I was a part of the Fall Kick Off Organizing Committee as the Sponsorship Lead. My role was to secure sponsors for the event that would provide in-kind or monetary sponsorship for the event. With a budget of \$5000 I was able to secure \$14,300 in sponsorship. Key sponsors and partners include: SFU, Studentcare, Nesters, Frontrunners, Blueprint, Menchies, The Keg, and Blueprint.
- As a team lead the organizing committee had weekly meetings and I helped prepare the event in other ways such as working with Blueprint regarding costs, helping to promote the event, and working with Blue print regarding costs.
- During the event I worked at the ticket booth and sold additional tickets. I also assisted security where needed. As well I helped at coat check and with ticketing at the after party.
- I also helped with marketing prior to the event through ticket sales and social media.

### **GENERAL MEMBERSHIP SURVEY (GMS):**

- The Strategic Planning Committee is undertaking the GMS this year and hopes to make it into an annual survey. As the committee chair and the leader of the GMS working group I am responsible for the survey and it will be the most important piece of my spring work term.
- In the fall the questions were created for the survey by incorporating feedback from the past survey such as it was too long and too broad. Those questions were then shared with board for feedback and approval. This year the survey will focus only on member needs and not evaluating the society. That is what the evaluation matrix survey is for which is taking place at the end of the January.
- The timeline and planning for the GMS was completed and the GMS will take place in early March. The important tasks have been delegated to the appropriate board members/staff and bulk of the work will take place in the Spring.

### **CONCLUSION:**

The Fall semester has been a great experience and I have learned a tremendous amount which will help me as I continue to progress in my role and in the society. It was an insanely busy time with many new students and many big events taking place. As well as the by-election and having a new president. The semester involved many difficult decisions and outcomes to deal with. However, I believe the Fall semester was successful I am looking forward to the Spring semester to complete the work we started and ensure a successful resolution to this board year. Please feel free to contact me at [atlarge2@sfss.ca](mailto:atlarge2@sfss.ca) for any concerns, comments, or questions.

- **Spring semester office hours:**
  - o Burnaby: Wednesday 10:30 – 2:30 in WMC 3370 or by appointment.
  - o Surrey: By Appointment

# BOARD OF DIRECTORS 2016 - 2017

## FALL 2016 TERM REPORT

**Prepared by:**

Pritesh Pachchigar, Business Faculty Representative

**Prepared for:**

Simon Fraser Student Society - Membership, Staff & Board of Directors

---

*This semester report is prepared in fulfillment of **Rule 3 – Faculty Representative and At-Large Board of Directors Duties, Responsibilities & Stipend Requirements, Subsection 7: Faculty Representatives and at-large representatives shall provide a semesterly written report by the 30<sup>th</sup> day of the first month of the following semester, detailing work completed and projects undertaken for the benefit of the Society.***

---

## INTRODUCTION

During my second term on the SFSS Board of Directors as the Business Faculty Representative, I have had a busy but worthwhile time. After a smooth transition into my role in the summer, I was able to be very productive throughout the fall term. Throughout the fall term, I was engaged in numerous projects, initiatives, committees, and business student clubs. This report will cover my involvement over the semester. As a voting member of the Board while keeping the memberships interest in mind, we have had to collectively make difficult decisions. This involved keeping the best interest of the membership first. This report will cover my involvement over the semester.

## COMMITTEES

I sit on the Surrey Campus Committee and Vancouver Campus Committee, and assisted the events committee in the fall.

### Events Committee

Actively involved as the Director of Finance on the Organizing Committee of the Fall Kickoff Concert.

2016 Fall Kickoff Concert and After-party: Director of Finance and Team Leader

- Created the ticket tiers and the financial budget
- Assisted with sponsorship outreach
- Team Leader – managing ten volunteers
- Assisted with the setting up, take down of equipment, and cleanup
- Assisted with ticket sales tabling both for Concert and After party

### Surrey Campus Committee (SCC)

SCC has a dedicated team and committed to planning and hosting large-scale events during the semester. The committee was able to plan and host large events such as Week of Welcome Day and Surrey Pub Night. Below is the work that I committed to as an Executive of the Surrey Campus Committee.

- **Surrey Clubs Days:** As a means to inform students about the Surrey Campus Committee and the SFSS, we hosted and engaged students at the Clubs Days on the Surrey Campus.



- **Week of Welcome BBQ:** Assisted on the back end to prepare for the Week of Welcome BBY during the first week back to school.
- **Halloween Maze:** Hosted this event with the SCC committee. We decorated a Surrey classroom into a haunted house maze and dressed up in costumes to give the maze a spooky vibe. The event was by-donation and many students partook in this event and received treats when they finished the maze.
- **SFSS Surrey Holiday Event:** Hosted this Christmas themed event as co-project lead with Simran Sanghera. We gave out the cupcakes, cookies, and had a open table for anyone who wanted to decorate gingerbread cookies. There was also ping pong tables and Santa pictures in the mezzanine. The event turnout was great, with a lot of students coming by.
- **SFSS Surrey Pub Night:** The Central City Brew Pub was booked for the evening and welcomed university students returning to school in January. With the help of the SCC, we were able to promote and sell tickets for this event early on. Since this was this first large-scale pub night at the Surrey Campus, we began tabling well in advance to gauge interest.

## EVENTS

Events that I attended over the fall are as follows:

- **SFSS/SFU Week of Welcome:** I attended and helped with the preparation of the event, along with tabling at the SFSS booth.
- **SFSS Welcome Pub Night:** assisted with setup and clean up, did coat check the entire night.
- **Student Union Building Celebration Ceremony**
- **SFSS Fall Kickoff Concert:** Created the budget, ticketing tier system, ensured the event went smoothly. I did coat check, selling tickets, and setting up equipment as well. Event turnout: over 2000+ tickets sold.
- **SFSS Fall Kickoff Pub night:** Assisted with ticket sales, coat check, and cleaned up after the event.
- **SFSS Fall Kickoff Week**
- **Board Accessibility Event**
- **IEC Debates:** I attended the Burnaby and Surrey Presidential and Environmental candidate debates.
- **SFSS Annual General Meeting**
- **SFSS Halloween Pub night:** Assisted with planning, setup, dressed up to give the spooky feel, and cleaned up.

- **BASS Board of Advisors meeting:** provided guidance and feedback to current Business Administration Student Society (BASS) Executive team
- **Business Mentorship Program**
- **BASS Frosh**
- **PSA Pub Night**

## OUTREACH

- **Clubs Day:** I attended club's day at both the SFU Burnaby campus and SFU Surrey Campus by tabling and welcoming all incoming students.
- **Tabling:** Tabled for majority of the SFSS events.
- **Weekly Office Hours:** Held office hours Tuesdays and Wednesdays in the fall.
- **Beedie events:** assisted with various Beedie club initiatives throughout the fall.

## PROJECTS

### Fall Kickoff Concert

I was on the Fall Kickoff Organizing Committee and I took on the role of the Director of Finance and Team Leader. My role was to create a financial budget that would assist all members of the organizing committee to attain their objectives. Further I was able to create a successful ticket tier system for this event. I also assisted with sponsorship outreach by contacting potential sponsors to acquire. Further I worked with other OC members and Blueprint to determine the costs for this event. Leading up to the event day, I assisted in promoting the event through social media and worked at the ticket booth to sell tickets. During the day of the event, I was an active Team Leader, managing ten volunteers who were assisting with ticket sales and guest list at the door. They each reported to me with any concerns and questions. I also assisted with the setting up and take down for this event, along with helping set up the equipment for the after party. During the after party, I helped with coat check and ticketing.

## CONCLUSION

During the fall semester I was able to learn a lot and continue to develop and advance through the great experiences. The fall semester was a very busy time where we were able to welcome incoming students, returning students, and work alongside hardworking staff. Many large events and initiatives partook, along with the by-elections and a new president of the society. Although many tough decisions were made, the fall semester nonetheless was a great term. I believe that the fall semester was successful and that we were able to engage with the membership throughout. Please feel free to contact me at [busrep@sfss.ca](mailto:busrep@sfss.ca) for any concerns, comments, or questions.

Thank you,

Pritesh Pachchigar  
Business Faculty Representative  
Simon Fraser Student Society

**Board of Directors**

Maggie Benston Centre 2220  
Simon Fraser University  
8888 University Drive  
Burnaby, BC V5A 1S6  
Unceded Coast Salish Territories  
**sfss.ca**

**Semester Work Report: Fall 2016**

My vision for the Simon Fraser Student Society has always been about creating benefits for students. This has manifested itself in several ways from direct modes, most often the product of interpersonal efforts to indirect modes, the product of administration. This report is a summary of how this has been done over the course of the 2016 Fall semester. I have categorized the report into two main bodies, one for general student society work and one for work directed specifically towards education students. I believe that as the education representative, my work in both categories is equally important for I represent education students to the board of directors, but I also represent the student society to education students.

**Education Specific Work:**

Last year I developed a vision statement for the ESA. It reads as follows:

“We exist to inspire and engage students of the Faculty of Education to dream up new ideas, envision where they can be and then empower them to bring themselves, their colleagues and their students to that visionary environment.”

Everything I do flows from that statement. I want my peers to feel empowered, to feel capable, to learn new skills, to be prepared for their careers and their post-university life. And so I give them opportunities within the Student Society to achieve these things. I do this by giving opportunities to lead events, by coaching people in executive positions, by giving away resources both knowledge based and monetary. I do this by facilitating the space for a community to develop. I also view my role as Education Representative as a vital link between education students and the SFSS. The vast majority of Education students are not engaged with the SFSS in any way so

it has been my goal to increase awareness and make resources easily accessible to education students.

- One way I have done this is through ESA meetings. These meetings are usually not formal, rather they are meant to be a place where students can meet new people, plan events for others and gain access to valuable resources from faculty connections to funding for classroom supplies.
- One of my ongoing projects is to engage with a neglected group of our membership, students from the professional programs within the Faculty of Education. Due to their constantly changing schedules, their module structured program and the fact they are often not on any of the three campuses (due to their practicum and other program related activities), they are often unable to engage and connect with the SFSS through its activities, resources, etc. I seek to overcome this by regularly reaching out to PDP modules and providing resources and extra-module social opportunities.
- I also work with staff and faculty from SFU to help create a connection between the SFSS, students and the University. This has included work with the Faculty of Education's Dean, Undergraduate Programs Director, Community Coordinator/Alumni Relations and Undergraduate Academic Advisor. I have also collaborated with the Director of the Office of Indigenous Education to help connect SFU students to the culture and peoples of our local First Nations.
- Finally, I planned, coordinated and implemented the Faculty of Education's first ever Holiday Formal Gala. This was meant to provide a space for education students to celebrate the end of the year in a social setting. We gave them the best of what SFU has to offer in terms of venue and catering. It was held at the Diamond Alumni Centre and was attended by students in several programs from the faculty as well as several faculty staff and professors. It also provided an opportunity for the Dean to come and meet undergraduate students! This was a huge success and several students have stayed involved since then.

### Student Advocacy

- I have worked with multiple students facing difficulties in their classes by connecting them with the faculty's undergraduate director and facilitated conversation between both parties in order to resolve issues and develop trust and respect between both groups
- One difficult project last semester consisted of working with a student during their appeals process with the faculty after being harassed in their school placement.

### **General Membership Work:**

#### Outreach:

- Similar to my goals for education students is my goal for my role as a board member. I really care about getting resources into students' hands. One of the best ways of accomplishing this is simply by meeting my peers, getting to know them and their needs and then pointing them in a direction that is most suitable to them. Luckily the SFSS has something for everyone so there is always an idea to share with others.
- Some awesome events that I have participated in or helped plan and initiate over the last semester include: SFSS Welcome Day BBQ (Sept 7, 2016), SFSS Pancake Breakfast (Sept 8&9), SFSS Clubs Day Tabling (Sept 13 & 15), SFSS Accessibility Event (Oct 21), several coffee drops (that is, walking around campus to studying students and giving them free coffee just because they're students!)

#### Committees:

- FAC: My role on FAC last semester involved surveying the society's budget plans and preparing for the 2017/2018 budget creation in the Spring semester. We also carried out plans for financing the Build project and establishing a timeline for when to start accessing our loan. I also worked with the committee to create a board stipend penalty policy to help hold elected directors accountable for their work. This process is still under review.
- SEC: This committee was well under way by this semester. We worked on outreaching to students through tangible means such as having conversations over free coffee. This strategy proved to be a huge success, its easily accessible, affordable and relational. At the beginning of the semester, I tried to start the process of creating a marketing

department for the society but the idea did not incur attention or momentum by the committee or the board so unfortunately it did not amount to any tangible outcome.

Following this semester, I plan to continue outreach efforts for both education students and general SFSS membership. I want to provide more events for students in order to build stronger connections between students, their faculty and the community within.



# Fall 2016 Semester Board Report

## Introduction

As Co-Chair for the Environmental Science Student Union, I was eager to experience student governance as being the most recent addition to the Board of Directors. While I had the position for roughly a month and a half for 2016, I used the time to prepare for the spring semester by connecting with DSUs as it would be the starting step to build up student body involvement within the Faculty of Environment, as well as to promote a more sustainable and active SFU community. While the report is brief in nature, I will elaborate on what I was able to undertake in that time.

## Outreach

### DSUs

I got in touch with the Faculty of Environment DSUs as soon as I could, as part of my initiative was to get everyone on board to help promote faculty outreach and recruit more students. I was able to attend the Archaeology Student Society, Environmental Science Student Union and Resource and Environmental Management Student Union meetings, while I was not able to attend the Geography Student Union meeting due to a scheduling conflict with classes. I got up to speed with what events they were planning for the Spring semester to help plan future events.

### Events

Due to the limited window of time I had in the Fall semester, I was only able to attend the Pancake Breakfast, where I engaged with students for Santa pictures, flipped and served pancakes, and acted as a backup photographer when the camera used for the event experienced a glitch.

### Summary

Most of the activity I was able to do was in preparation for the spring semester; getting in touch with faculty DSUs, and planning with them for future ventures in recruitment and event coordination.



---

# BOARD OF DIRECTORS 2016 - 2017

## FALL 2016 TERM REPORT

**Prepared by:**  
Prabjit Bassi, Faculty of Communication, Art & Technology Representative

**Prepared for:**  
Simon Fraser Student Society - Membership, Staff & Board of Directors

---

*This semester report is prepared in fulfillment of **Rule 3** – Faculty Representative and At-Large Board of Directors Duties, Responsibilities & Stipend Requirements, **Subsection 7**: Faculty representatives and at-large representatives shall provide a semesterly written report by the 30th day of the first month of the following semester, detailing work completed and projects undertaken for the benefit of the Society*

---



## INTRODUCTION:

My second term on the Board of Directors as the Faculty of Communication, Art, and Technology (FCAT) representative has proven to be one of the busiest terms in my university experience. The Fall term of Board was a learning curve, in which I learned how to balance the immersive Board work and school. I constantly receive hands-on opportunities to engage with other undergrads and specifically with FCAT Undergrads. FCAT is a unique faculty since the faculty is widespread on every campus that SFU has to offer—SFU Vancouver, SFU Surrey and SFU Burnaby. Throughout the semester I found myself on all campuses working on events and projects alike. As a Board member, I sat collectively with other members and worked with imperative decisions that impact our membership. Some of these decisions were difficult while others were administrative.

### *Mission Statement:*

The Simon Fraser Student Society exists to improve the undergraduate student experience, as comprised of the following aspects:

- academic,
- social,
- financial, and
- health and wellbeing.

### *Organizational Values:*

In all its activities, the members, employees, and guests of the Society will act in a manner consistent with the Society's fundamental values:

- Inclusivity
- Integrity
- Empowerment
- Advocacy
- Community

## COMMITTEES

The named SFSS committees I sit on are Advocacy Committee, Strategic Plan Steering Committee, Vancouver Campus Committee (Chair). I am also the elected representative on the SFU Sustainable Mobility Advisory Committee (SMAC).

### **ADVOCACY COMMITTEE**

During the fall semester, the Advocacy created and conducted campaigns from the results we received from the Advocacy Outreach Campaign Survey. The key projects we worked on was the Sexual Assault Policy Consultations and the Consent Matters Campaign.

## Sexual Assault Policy Consultation

During the Fall semester, SFU worked on creating a draft of a [SFU Sexual Violence Policy](#) in accordance to the BC Bill 23 – 2016 Sexual Violence and Misconduct Policy Act. As a result, SFU held multiple Sexual Assault Policy Consultations to gain direct feedback from students on SFU's policy. The Advocacy Committee fully supported SFU's work on the policy and engaged with an outreach campaign. For two weeks, the committee tabled by distributing flyers and discussing the importance of student input. We worked on increases student engagement and presence at the Sexual Assault Policy Consultations. We also reached out to students in Vancouver during SFU's Vancouver Open House. As a committee, we also discussed the draft Sexual Violence Policy multiple times and provided direct feedback on key concerns we had with the draft policy. We also attended the policy consultations to give direct feedback as individuals. Ultimately, sexual violence was scored as the top concern of students from our Advocacy Outreach Campaign Survey. The **draft policy** is available for review before it goes to the Board of Governors for approval in March.

## Sexual Consent Campaign #GetYourConsentOn

Along with campaigned for the Sexual Violence policy, the Advocacy Committee also launched a Consent Campaign in the Fall semester. We created consent toolboxes that include tools for and handed out the Our focus for the campaign is gaining consent and bringing awareness to sexual violence. We also ordered a stamp and a "consent matters" filter for the strobe light. We handed out the Consent Toolboxes during SFSS pub nights as students were leaving to go home. The committee decided that giving out consent toolboxes with be a standard practice at future pub nights.

## STRATEGIC PLAN STEERING COMMITTEE

The Strategic Plan Steering committee meets and discusses the objectives and progress of the [three-year Strategic Plan](#). The committee is a joint working group consisting of four board members and five staff. The committee has several working groups to complete strategic plan objectives. Some of those objectives include creating a communications plan, developing a SFSS branding plan, developing an internal evaluation matrix, discussing how to better engage the Surrey and Vancouver campuses, and creating the annual membership survey. In the summer term I was assigned to work on Objection 4.1 and 4.2 and in the Fall semester, I completed working on the objectives. The [Brand Guide](#) was revisited and adjusted to the new SFSS Branding plan which is now implemented. For the communication plan, I worked on the internal Communication plan which is now also implemented. Other objectives completed in the Fall semester included Staff Appreciation in which, we hosted the very first SFSS Christmas Party.

## VANCOUVER CAMPUS COMMITTEE

As the Chair of the Vancouver Campus committee (VCC), I tabled over the fall at Harbour Centre, SFU Woodward's, SFU Burnaby and SFU Surrey to gain nominations for open at-large positions for the committee. I also attended multiple events at Vancouver to reach out to students. I received a few nominations for the at-large positions but was unable to reach quorum like the Summer Semester. Hence, I revisited the purpose of the committee. I met with Vancouver Administration multiple times to determine whether students are interested in a student-led committee on campus or not. I am currently working on a social media campaign for VCC in conjunction with SFU. We are also planning on hosting an event in Vancouver.

## SFU'S SUSTAINABLE MOBILITY ADVISORY COMMITTEE (SMAC)

In the SMAC meetings, we discussed various topics involving sustainability at SFU. We discussed the traffic and parking plans for convocation, the traffic report after the Snowfall, the new SFU Surrey Expansion plans, the U-Pass program, Cycling program, funding from Translink and the Gondola project.

## VANCOUVER LIAISON

This year, the Board of Directors appointed me as the Vancouver Liaison. As the liaison, I act a key person that consolidates the SFU's Vancouver campuses with the SFSS. As mentioned above, I am also the chair of VCC to strengthen the presence of the SFSS at Vancouver. Over the fall semester, I met with the Coordinator, Campus & Community Engagement of the Vancouver Campus to discuss VCC, the space renovations, and student engagement plans. The SFSS is planning to attend the Vancouver Open House on Oct. 12. I also hosted my office hours at Harbour Centre on a weekly basis on Monday 12:30-2:30 in rm 3201. Furthermore, SFSS also provides a fully equipped student lounge (microwaves, fridge, sink, kettles, sofas, etc.) on the third floor of Harbour Centre! The code can be obtained from security.

## EVENTS

The SFSS events I attended over the summer are:

### WEEK OF WELCOME

- SFSS/SFU Week of Welcome: I attended and helped prepare food at the pancake breakfast and the BBQ. As well I tabled at SFSS booth.

- SFSS Welcome Back Pub Night: This was the first pub night of the new year hosted by the SFSS. I hoped with coat check and ensured the event went smoothly.
- SUB Celebration Ceremony: SFU along with the SFSS hosted a celebration ceremony. As a member of the Build SFU committee, I helped plan the event.

#### FALL KICKOFF:

- SFSS Fall Kickoff Concert: I ensured smooth operation of the event by selling tickets, supporting coat check, and helping with the security. The event was a success with approximately 2000 tickets sold.
- SFSS Fall Kickoff Pub night: This was the after party to the fall-kick off concert. I have again supported the event and helped with the transition from the concert to the after party.
- SFSS Fall Kickoff Week: Attended weekly events such as the BBQ and helped sell tickets for the concert.

#### OTHER:

- Board Accessibility Event: This event was hosted in Forum Chambers by the SFSS.
- IEC Debates: I attended the Burnaby and Surrey presidential and environment candidate debates.
- SFSS Governance Committee Policy Review Session: I gave the committee my feedback and recommendations at the session.
- SFSS AGM: The AGM took place in the fourth week of classes and the SFSS presented its financial status. Several motions relating to minutes were passed. However, attendance at this event was poor.
- SFSS Halloween Pub night: This was the annual Halloween pub night. I helped out at the coat check and ensured the event went smoothly.
- Meet and Greet with Student Union Exec's: this event was hosted by the SFSS so board members, council reps, and student union executives got to know each and board members could answer student union concerns and questions.
- IATSU General Meeting
- SFSS/GSS/SFU Dinner hosted by President Petter

## PROJECTS

- The Projects that I worked on over the summer were:

#### FCAT FORMAL:

FCAT Formal Memorandum of Understanding is in effect and planning is currently in progress. This year 6 DSUs signed up to be part of the Organizing committee—Dance Student union, Theatre Student Union, Film Student Union, Interactive Art and Technology Student Union, Communication Student Union and Visual Arts Student Union.

### **HILE'KW: FCAT WELCOME EVENT:**

On September 9<sup>th</sup> FCAT hosted their first inaugural welcome event focused the celebration and culture of indigenous people. The event was hosted for first-year students and consisted of hands-on workshops. I gave a speech on the SFSS and how the society recognizes the importance of acknowledging the indigenous culture and lands. I was also a team leader for a workshop in which we learned how to create indigenous art with using beads. Our goal is to continue this event over the next years.

- More information at:
  - o <https://www.sfu.ca/fcat/first-year-experience/fcatwelcome.html>

### **FALL KICKOFF:**

The Fall Kickoff 2016 Organizing Committee asked me to be a team lead for Coat Check during the event. We planned, prepared and executed the duties at Coat Check. We took care of over 500 personal belonging and managed an effective system.

### **ACTIVITY FEES VIDEO:**

I participated in creating an Activity Fees Video that the Finance and Audit Committee planned. The video gives specific information about how the activity fee is utilized and I re-filmed my parts during the fall semester.

### **FCAT DSU PRESIDENTS MEETING**

I am the chair of the FCAT DSU Presidents Meetings in which I have administrative duties such as send invitations, call for agenda items, create agenda and etc. Since FCAT does not have a Faculty Student Union, these meetings act as a crucial place for collaboration without the bureaucracy. Over the Fall, I received FCAT DSU updates on their Frosh week, events, the FCAT Formal and FCAT Deans Office updates. We continue to have these meetings over the course of my term.

### **OUTREACH**

- **Clubs Day:** I attended the Fall club's day at SFU Burnaby, SFU Surrey, and SFU Vancouver.

- **Nominations outreach:** As mentioned above, we did outreach for open at-large positions on the SFSS Committees—specifically VCC.
- **Tabling:** at various SFSS events
- **Fall semester office hours:**
  - o Harbour Centre: Thursday at 1:30 - 2:30 p.m. in rm. 3201
  - o Burnaby: Tuesday at 1:30 - 2:30 p.m. in BOD Office
  - o Surrey: by appointment

## CONCLUSION:

Compared to Summer semester, Fall semester was much more work intensive. I learned many valuable skills and met, even more, students. I attended every event that I could feasibly attend and managed to balance my school work as well. We also have a by-election in which a new president was elected and an environment representative. Although this semester was extremely difficult to manage, I had immense fun. I think that Fall semester was extremely successful in which we hosted many events and advocacy campaigns. I look forward to continuing working towards a positive environment for students in the Spring 2017 term. Please feel free to contact me at [fcatrepsfss.ca](mailto:fcatrepsfss.ca) for any concerns or questions.

- **Spring semester office hours:**
  - o By appointment: Please feel free to contact me at [fcatrepsfss.ca](mailto:fcatrepsfss.ca) for any concerns or questions.



# Board of Directors 2016/2017

## Fall 2016 Term Report

### INTRODUCTION

My second term as the Faculty of Health Sciences Representative has once again been an extremely rewarding and exciting experience. It has been a privilege being able to serve the membership and advocating for their needs. I have constantly received multiple opportunities to engage with the Health Sciences Faculty, allowing me to further embrace my role as the Health Sciences Representative. Throughout the semester, I was involved in multiple initiatives, committees, and faculty related work. The following report outlines the work done by me throughout the fall term.

### COMMITTEE INVOLVEMENT

#### Advocacy Committee

The Fall semester was another semester of success for the Advocacy Committee. Here are a few of the major projects we worked on.

#### *SEXUAL ASSAULT POLICY CONSULTATIONS*

Throughout the fall semester, SFU held their Sexual Assault Policy Consultations to get feedback from students to see what they would like to see in the new sexual assault policy. This was a major focus for the Advocacy Committee during the fall semester. We reached out to students over a span of two weeks by handing out flyers and educating students about when and where these consultations would be taking place. This was a great opportunity for students to learn how to voice their concerns regarding sexual assault. The committee that was involved in the creation of this policy was very thankful for our efforts, as we tried to increase student engagement as much as possible. Sexual assault is a



very sensitive topic, and it is very important for students to provide feedback on large-scale issues such as these.

Beyond reaching out to students regarding the consultations, the committee as a whole also discussed some things that we would like to see in the new sexual assault policy. We compiled this feedback into a list and attended policy consultations ourselves in order to voice our concerns and provide our recommendations as to what ideas we think should be included in this policy to prevent sexual assault on campus. We hope that our efforts in increasing student awareness, along with advocating for better sexual health were able to produce a draft policy that is in the best interests of all students at SFU.

### *CONSENT CAMPAIGN*

The Advocacy Committee was also able to kick off its consent campaign throughout the fall semester. We started this off by creating consent toolboxes containing condoms and handing these out during SFSS pub nights as students were leaving to go home. Due to the immense amount of positive support we received, this is something the committee would also like to continue to do for future pub nights if it is feasible.

### **Surrey Campus Committee (SCC)**

Being primarily a Surrey student, it has been a very rewarding experience to be able to engage with students in Surrey at a much greater level than has been done in the past. The Surrey Campus Committee (SCC) was able to put together multiple activities for students in Surrey, resulting in a very successful semester. We have received a lot of positive feedback from Surrey students through our continued efforts. I was heavily involved in all of the initiatives put forward by the Surrey Campus Committee.

I was the project lead for the Haunted Maze put together by the SCC. With the help of other SCC members, we set up a Haunted Maze in a classroom on the Surrey campus. This took an extremely long time to set up and take down, but we had the commitment of many SCC members to get this done as fast as possible. In preparation for this event, I also organized most of the logistics and promotions for this event, including creating a proposal and a floor plan.

Students at the Surrey campus enjoyed visiting the maze and being able to take a break from midterms and studying.

Throughout the fall semester, the Surrey Campus Committee was very busy planning for its first ever large scale pub night at the Surrey campus. All SCC members, including myself, spent hours tabling and spreading the word in order to sell tickets. This was very important to do in order to get the word out to Surrey students, as this is something that was never done before. This was a great opportunity for our satellite campus to feel more involved in the initiatives of the SFSS, since these pub nights are usually thrown on Burnaby campus instead. These tabling efforts were also a great way for the Surrey Campus Committee to increase awareness about what we do and the many different ways to get involved with us.

### **Excellence in Teaching Awards Committee**

I had the pleasure of being a part of the Excellence in Teaching Awards Committee during the fall semester. The purpose of this committee was to recognize and reward teachers at SFU who have shown an outstanding ability to stimulate critical thinking in students, to simplify complex concepts, and to provide the support and care that students need to succeed.

First, we collected nominations from students and staff for any professors that they believed were worthy of this award. After receiving nominations from staff and students, we contacted 50 previous students of each professor, ranging from students receiving failing grades to A+'s. After collecting comments from the students and allowing each professor to provide a letter of their teaching philosophy, all of these documents were filed together for the committee members to read and evaluate. Each committee member then ranked all of the nominees. We had a larger meeting in order to determine the three winners of the award. This was a very difficult decision for us to make, as all of the candidates had exceptional profiles with various levels of involvement in multiple different fields.

Although my work with this committee will be over with the end of the fall term, I will definitely remember many of the things I have learned from being a part of

it. Being on this committee allowed me to appreciate the tremendous amount of work that professors at SFU put into teaching. Even outside of the classroom, there are many things these professors do in order to better student learning, making choosing the final three winners a very tough decision. This committee was also a great way to connect with various professors at SFU and identify both strengths and weaknesses in the academic portion of SFU.

### **Search Committee for the Dean of the Faculty of Health Sciences**

The Search Committee for the Dean of the Faculty of Health Sciences is still in its first stages in selecting a new Dean, but the journey we have taken so far has been extremely worthwhile. During our first and second meeting, the committee discussed all of the qualities we would like to see in our future Health Sciences Dean. Considering the immense diversity in the Health Sciences faculty, we believed it was very important that the future dean was able to manage the interdisciplinary characteristics of our faculty. After producing a rough draft of these ideas, we then held open forums for staff and students in the Health Sciences Faculty to ask them what they would like to see in their new Dean. I was privileged to be able to help coordinate these open forums and take notes on all the different qualities that staff and students thought were important in selecting a new Dean. After holding multiple open forums in order to engage as much as we could with the SFU community, an appointment details draft was created with the help of an executive search and advisory firm. As a committee, we then reviewed and edited this appointment details draft until a final version was finally created. We are currently in the process of accepting nominations of potential candidates so that we can further evaluate these candidates in the Spring semester to make an informed decision for the Faculty of Health Sciences.

### **Strategic Planning Sub-Committee: Objective 3.3**

Objective 3.3 of the Strategic Plan states that one of the goals of the SFSS is to “be an ‘organization of choice’ for employees”. In order to begin the initial planning process to achieve this goal, a subcommittee of the Strategic Planning Committee was set up for this objective. Although we only held a few meetings in the fall semester, we were able to brainstorm many ideas

and initiatives we could put forward to appreciate the hard work of our staff. As a starting point, a staff appreciation event was held during the fall semester, for which staff were very thankful for and enjoyed very much. In the spring semester, I hope to continue working with this committee to put forward other efforts to increase staff engagement.

## **BOARD OUTREACH**

### **Week of Welcome and Fall Kick-Off Week**

Throughout the fall term, I had many opportunities to engage with the SFU community through outreach events. Starting with the first week of September, we held a Week of Welcome Barbeque, along with a Pancake Breakfast to engage with students and make both pre-existing and new students feel welcomed. As always, these two events were a success, and many people enjoyed being able to get free food and engaging with the SFSS.

For the first time, we also held a Fall Kick-Off Week Barbeque during the few days leading up to the huge Fall Kick-Off Concert we throw every year. This was a great way for us to promote our event and sell tickets to interested students.

### **Clubs Days**

I tabled at both the SFSS Surrey and Burnaby Clubs Days. Clubs days were, and always have been, a great outreach tool to help the Board of Directors inform our members of all the services we have to offer them, as well as the many different ways that they can become involved with the SFSS. Clubs days were, as usual, a very successful and important engagement opportunity for the SFSS.

### **Committee Outreach**

As described in the "Committee Involvement" section above, most of the committee outreach I did this semester included things such as:

- Sexual Assault Policy Consultations Outreach
- SFSS Surrey Pub Night Tabling

- Holding Open Forums for the Search Committee for the Dean of the Faculty of Health Sciences

## **LIASON/FACULTY WORK**

### **Health Sciences Undergraduate Student Union (HSUSU)**

I act as a liaison between the SFSS and Health Sciences Undergraduate Student Union (HSUSU). I have regularly attended HSUSU meetings to keep up to date and involved with the many different events and initiatives they put forward. I also regularly provide HSUSU updates about important things pertaining to the SFSS that may apply to them. It was great being able to work these outstanding individuals on projects such as the Health Sciences Frosh and Angel Tree during the fall term. I look forward to continue working with them for the many exciting projects we have planned for the spring term.

### **Health Sciences Frosh**

The Health Sciences Frosh is an event organized by the Health Sciences Undergraduate Student Union every year to welcome incoming Health Sciences students in the fall for their first year at SFU. I had the honor of presenting a speech to these students during the Health Sciences Frosh. I informed them about all the different services the SFSS provides and how these students can get involved in the SFSS, including through clubs, committees, Departmental Student Unions (DSUs) and Faculty Student Unions (FSUs).

The event itself was very successful, with over 60 new students attending. The week leading up to the Health Sciences Frosh was a very busy time for myself, as well as the rest of HSUSU. We went to many first year classes to do presentations for Frosh to encourage incoming students to come and learn about our faculty. I also helped to train the 18 volunteers that we had throughout the day of the event. On the day of the event, we gave each attendee a swag bag, which we prepared ourselves using many different items such as Health Sciences water bottles, t-shirts, information about services we have on campus, and coupons. The day was filled with many different activities and team building exercises.

Coming to university for the first time is often a very stressful and scary time for students. Frosh does a great job at trying to alleviate this stress and help incoming students feel more comfortable in their first few weeks of university. It was also a great way for new students to meet new peers and be able to socialize with volunteers in upper-division courses to get a feel for what the SFU Health Sciences experience is like.

## **Angel Tree**

Angel Tree was one of the biggest projects I took on during the Fall term. Throughout past years, Angel Tree has been a project done in collaboration with the SFSS and HSUSU. This is a project aimed at engaging the SFU community to support less fortunate families through donating gifts during the Christmas season. We were able to get over 150 gifts and almost \$800 in monetary donations online. Students and staff from the Health Sciences Faculty provided huge contributions to this project, along with many other students at SFU. All contributions were distributed to refugee students at SFU through the World University Service of Canada (WUSC) scholarship program, along with incoming Syrian refugees through the Middle Eastern Friendship Centre.

Being the SFSS project lead for Angel Tree, I was responsible for handling many of the logistics associated with this initiative. Multiple trees were set up around both the Burnaby and Surrey campuses, including ornaments describing examples of items that refugee families and students were in need of. Students were able to take an ornament home from one of these trees and follow the instructions on them regarding what kind of supplies to buy and where to drop off these donations. For those who did not have the time to go buy a gift, monetary donations were also set up online, from which we received a lot of positive feedback. Using these monetary donations, we were able to buy gift cards and make more donation gift baskets.

In order to promote the event through social media, a Facebook page was set up with all the guidelines and instructions on how to donate. Working on this project with the SFSS President, Larissa Chen, we also filmed a video explaining what the Angel Tree project was, examples of items to donate, as well as how to

donate them. Furthermore, the Health Sciences Undergraduate Student Union also came together to make a video to challenge other Faculty Student Unions to donate to this project.

As a token of our appreciation for all of the gifts we received, we held a pancake breakfast and pictures with Santa. This was a great opportunity to increase awareness for students who did not know much about the project, as well as appreciate those who had already donated. As usual, the pancake breakfast was successful and enjoyed by the SFU community.

All in all, the Angel Tree project was a huge success. With more than double the amount of donations received this year compared to last year, we hope that these numbers will grow even more for the following year. This project was a good way to help alleviate the stress associated with starting a new life in a new country for many families during the holiday season. I hope that this project continues to flourish for multiple years, as giving back to the community and promoting social and mental wellness is one of the many things that the Health Sciences Faculty actively promotes and appreciates.

## **OTHER PROJECTS AND INITIATIVES**

### **SFSS Accessibility Event**

As a part of Disability Awareness Week, the SFSS hosted an accessibility event to engage SFU students on the topic of accessibility. During this event, we discussed the many strengths and weaknesses regarding accessibility on the SFU campus. The Faculty of Communications, Art and Technology Representative, Prab Bassi, and I were responsible for creating the marketing plan for this event, as well as planning the icebreakers. We were able to plan four different activities, all of which were easily accessible to anyone with a disability. Although the event turn-out was not as high as we had wished it had been, it was still a good way to discuss the issues we have on campus related to accessibility.

## EVENTS ATTENDED

Here is a list of a couple of SFSS events and initiatives I attended during the fall term. During a majority of these events, I volunteered on the day of the event to help assist the project leads.

- Sub Celebration
- SFSS AGM Meeting
- Fall Kick Off Concert and After Party
- HSUSU Frosh
- SFSS/GSS/SFU Dinner hosted by President Petter
- Sexual Assault Policy Consultation
- SFSS Accessibility Event
- SFSS Halloween Pub Night
- Health Sciences Undergraduate Student Union elections
- SFSS Elections Debates
- PSA Formal
- Molecules and Moustaches
- Student Philanthropy Initiative Pub Night

## OFFICE HOURS

Throughout the fall term, I held my office hours at both the Burnaby and Surrey campus to allow easier access for students to me at both campuses.

- BURNABY: Monday 10:30-11:30am (MBC 2220)
- SURREY: Thursday 9:30-10:30am (Room 3395)

However, for the remainder of my term as the Health Sciences Representative, my office hours will be by appointment only.



## **CONCLUSION**

My second term on the Board of Directors has been another rewarding experience and has allowed me to gain a great extent of knowledge. Advocating for and representing students to further benefit them is something that I value greatly. It has been a pleasure being able to engage with the membership through the multiple initiatives I was involved in during the fall term. Despite the many challenges that the Board of Directors faced during the fall semester, we were able to have a successful and productive semester. Throughout my last term on board, I hope to continue some of the initiatives I have already started, as well as take part in new opportunities to engage with the membership.

The information provided on this report is not exhaustive, and is only an overview. If you have any further questions or concerns, please feel free to contact me at [healthrep@sfss.ca](mailto:healthrep@sfss.ca) or 778-683-5083.

Thank you,

Raajan Garcha  
Faculty of Health Sciences Representative  
Simon Fraser Student Society

## FALL 2016 SEMESTER REPORT

### LARISSA CHEN

President  
Vice President Student Services

This report details my work from September 1, 2016 to December 31, 2016.

#### TABLE OF CONTENTS

---

Introduction  
President  
VP Student Services  
Committee Involvement  
Projects  
Office Hours, Engagement & Events  
Conclusion

#### INTRODUCTION

---

The Fall 2016 semester at the SFSS remains an exciting one, particularly this year. During the months of September and October 2016, I was the VP Student Services and Interim President. As a result of the by-election, I resigned from my Vice President position in November to run a fair campaign for President. Upon my successful election as President, I became formally recognized in the role for December 2016 onwards. This report summarizes my activities during the aforementioned months in my respective roles.

#### PRESIDENT

---

The role of the President is responsible for acting as the Chair and authorized spokesperson for the SFSS Board of Directors. As a result, I maintained the responsibility for chairing and establishing the agenda for Board meetings and planning sessions, alongside VP External Relations. An important aspect of this portfolio is the main contact with the SFSS CEO, via regular meetings, as they oversee SFSS staff and departments. Given the governance and operations separation from the previous year, this role is critical as I received regular HR updates and provided oversight for contracts and agreements.

Additional responsibilities within this portfolio are the regular meetings with SFU, through monthly meetings with the SFU President and VP Students. I also act as the SFSS representative on the SFU Joint Operations Group, where we receive operational updates from various campus stakeholders, particularly where it pertains to students. As co-chair of the committee, I was responsible for developing the agenda and relevant documents to be discussed. Along with VP External Relations, we attended the Burnaby Board of Trade event.

## **VP STUDENT SERVICES**

---

### **U-Pass Program**

This semester, my responsibilities included addressing student concerns about the SFSS U-Pass program, both in-person and via email. I also focused on disseminating information about the opt-out period and attending U-Pass Appeals Committee meetings, as it states in the VP Student Services portfolio.

### **Health & Dental Plan**

VP Student Services is the main correspondent for Studentcare, our insurance broker for the SFSS Health & Dental Plan, alongside the CEO. This semester, we focused on the Annual Claims Report 2015-16 and reviewed updates regarding trends in the SFSS membership's claims. For the Fall welcome back events, I coordinated with relevant stakeholders to ensure Studentcare staff members were present for student inquiries.

In our discussions regarding potential ways for students to maximize their plan, we decided a general membership survey would be suitable to receive feedback and statistically significant findings. This survey was disseminated via email. Additionally, a survey focused on mental health at SFU was conducted. The findings from both of these student surveys will be presented at a Board meeting in the Spring 2017 semester.

### **Food & Beverage Services**

Since last year, the responsibility of SFSS Food & Beverage Services (FBS) has been recognized as an operational role, and as such has been delegated to SFSS senior management. We received a business plan presentation from the FBS General Manager this semester. Additionally, we continued conversations pertaining to SFU Alumni interests to establish a program at the SFSS Highland Pub that promotes scholarship opportunities for our members. At this time, this initiative has been paused to address concerns from SFU.

### **Ombudsperson**

SFSS contributes to the Office of the Ombudsperson through the provision of office space. As VP Student Services, I played an advisory role based on SFSS' past experiences with this office and was involved with an external review, which was mandated by the SFU Ombuds Office Committee.

## **COMMITTEE INVOLVEMENT**

---

### **Accessibility Fund**

Our group remain responsible for reviewing accessibility grant proposals, submitted by SFSS student groups and departments. Some initiatives we focused on this semester was the improvement of the existing accessibility grant process, as to increase consistency and promote awareness. This committee also conducted research on available government grants to improve physical accessibility for our membership.

We also worked with the Committee to End Ableism, SFPIRG, SFSS Women's Centre, SFSS Out on Campus and others to participate in the Disability Awareness Week. The SFSS hosted a workshop session, where I assisted with organizing logistics and developing the post-event report. The committee also modified the committee's Terms of Reference, as to include students-at-large. More importantly, we finalize the SFSS Accessibility Worker job description and the hiring process was initiated.

### **Build SFU**

As a delegated representative of the Build SFU Committee, I attended regular Build SFU Building Committee meetings with SFU and SFSS stakeholders to receive updates regarding timeline, budget, operations and other relevant items. In terms of the Student Union Building (SUB) construction status update, the excavation phase, the most unpredictable and lengthy step, has been successfully completed. Currently, SUB construction continues with the development of infrastructure for the subsequent phase. In terms of planning for the AV/IT

for the SUB, we met with relevant SFU and external contacts to brainstorm technical features, aimed to renew outdated plans.

This semester, the SFSS held the SUB Celebration Event, where all students and campus stakeholders were invited to commemorate the formal ground-breaking of the SUB. In my role as Interim President, I was able to prepare a speech and engage with students at this event.

In terms of follow-up conversations about the stadium project, I worked alongside VP University Relations to continue conversations as to clarify the university's stance.

### **Governance**

In continuation from the work our group did in the Summer semester, we continued to review the SFSS bylaws, with considerable insight from legal counsel. Meanwhile, our group continued reforming SFSS policies, in regards to fee structure and Board position & responsibilities. The committee also hosted two review sessions for the board.

### **Sexual Violence Policy Development Group**

I was named as the SFSS and undergraduate student voice on the Sexual Violence Policy (SVP) Advisory Group. We conducted an extensive round of consultations with community stakeholders during the Summer semester and this Fall semester, we continued this process. In addition, we reviewed the consultation feedback and established a clear process for policy development. Our group also hosted open multi-campus town hall sessions and continued to facilitate select group discussions with interested community stakeholders.

My responsibility included the review of existing SVPs from other British Columbian post-secondary institutions as to identify successful and challenging aspects of their respective policies. Additionally, we worked to clarify how the draft SVP would fall within the SFU structure and existing student conduct policies. We also identified frontline support, process and existing support services in SFSS Women's Centre and SFU Health & Counselling Services (HCS). This was critical as awareness campaigns and support services are available on campus, but based on direct feedback from students, more work should be done to widely disseminate this information. As an outcome from this insight, I worked alongside HCS and the SFU Communications Office to develop a stronger promotions plan to increase student awareness and engagement of the issue.

### **Strategic Engagement**

For the Fall semester, I had the opportunity to serve as the committee chair and compiled the research completed by the committee from the previous semester. Given my interest in communication initiatives, I compiled a social media report that highlighted the existing marketing trends, available templates and effective social media engagement tactics. The recommendations within the report have been incorporated by the SFSS Communications Office and supported the communications aspect of the SFSS Strategic Plan 2016-19.

We also identified successful methods of survey engagement via the volume of student responses for the website development survey.

### **Web Development Working Group**

As part of the long-term initiative to reform and reinvent the SFSS website, I sat on the Website Development Working Group where we worked with Ballistic Arts to undergo a Discovery phase, which highlighted and reinforced important improvements to be made. A student survey was conducted amongst our membership, where student groups and members-at-large were able to provide feedback about what they hoped for the SFSS

website. The next steps moving forward is to contract an external group to undergo the website design and that will be detailed in my Spring 2017 semester report.

## **PROJECTS**

### **SFU Week of Welcome and Welcome Days & SFSS Fall Club Days**

These SFU and SFSS events remain pivotal engagement opportunities for new and returning students to generate excitement for their academic year. I was the main contact from SFSS' end with SFU Student Recruitment and Retention Office. I had the opportunity to organize logistics for the respective events, as well as schedule Board engagement timeslots for the SFSS Fall Club Days, SFU's Week of Welcome and Welcome Days. As the spokesperson for SFSS, I prepared and presented speeches at SFU's Burnaby and Surrey Welcome Days.

As part of the Fall activities, I worked alongside the SFSS Communications Office and relevant stakeholders to develop a September 2016 events calendar, which highlighted SFU and SFSS events that would take place the first month of the Fall semester. These events included Fall Kickoff Week, Fall Kickoff Concert, SFSS Club Days, pub nights and other student-centric events. I hope this will be done in future Board terms, as this remains a useful resource for students to be aware of campus activities.

### **Fall Kickoff Concert 2016**

The fifth SFSS concert was well received by attendees. This was the first year we were able to establish metrics to identify attendance from SFU students alone, where we offered SFU student tickets for a discounted price. The day of the event, I supported the logistics by assisting with production, photography and volunteer support. As a follow-up to the event, I participated in a post-event meeting with the SFU Concert Organizing Committee, where we reviewed successes, challenges and recommendations for future large-scale concerts.

### **2016 Annual General Meeting**

As part of the VP Student Services portfolio, I was responsible for organizing the logistics and preparing relevant documents for the Annual General Meeting (AGM). A large extent of the work was completed in the previous Summer semester by VP Finance and myself. During the Fall semester, I focused on finalizing the script, reviewing reports and messaging to the membership. Another important aspect of the AGM is the accessibility accommodations, where I worked alongside staff to confirm a stenographer and call-out for accessibility requests.

### **SFSS Student Union Meet & Greet Social**

In my perspective, student unions are a critical aspect of our SFSS governance structure. I worked alongside the SFSS Student Union Office (SUO) and interested Council members to establish a working group that aimed to coordinate and finalize the logistics for the social. We worked on activities, updates from the SUO, catering, promotional materials, invitations and updates from the respective student union groups. I recommend this event for the beginning of every semester, as it allows an opportunity for student union groups to share their initiatives for the upcoming semester(s) and for the SUO to relay important and relevant information to the groups.

### **SFSS Angel Tree Project 2016 & Winter Breakfast**

This is an initiative that was established by my Health Sciences (HSCI) Representative predecessor; one which I continued in my term as HSCI Representative (2015-16). The current HSCI Representative, HSCI Undergraduate Student Union (HSUSU) and myself worked to establish this project as an annual fundraising event. I wrote the proposal for the Angel Tree Project 2016 and SFSS Winter Breakfast event and brought it forward to the Events committee and the current HSCI Representative was named as the project lead. We

collaboratively worked to organize logistics and identified stakeholders, both on and off campus. My focus was the marketing and promotions of the project, through work orders for Facebook events, graphics and development of an informative video.

This year, our goal was to benefit the refugee community, via SFU's WUSC Program (which supports SFU sponsorship students) and the Middle Eastern Friendship Centre (which supports refugee families in the Surrey community). We had physical trees available at both Surrey and Burnaby campus, where we received more than 150 physical contributions and over \$800 in financial donations. This is a wonderful philanthropic initiative that SFSS and HSUSU should continue, as previous partnerships have been successful.

## **OFFICE HOURS, ENGAGEMENT & EVENTS**

### **Office Hours**

A key aspect of being a Board member is the office and engagement hours, where we are able to engage and respond to student inquiries on both an as-needed and regular basis. I was appreciative of the quantity of students requesting meetings and I was glad to be able to contextualize or look into concerns expressed by the membership.

My office hours for the Fall semester were Wednesdays (11:00am to 1:00pm), Thursdays (2:00pm to 4:00pm) and by appointment. Interacting students remains one of the best parts of being a SFSS Board of Director and I look forward to meeting with more members and student groups to enhance their SFSS experience.

### **Engagement & Events**

For the following student events, I participated through attendance, volunteering and/or tabling:

- SFU Surrey & Burnaby Welcome Day
- SFSS Build SFU SUB Engagement
- SFU Week of Welcome BBQ
- SFSS Pancake Breakfast
- SFSS Burnaby Club Days
- HSUSU FROSH
- Hi-Five Orientation
- Fall Kickoff Week
- Fall Kickoff Concert 2016
- SFU President's Dinner (SFSS, GSS & SFU)
- SFU Vancouver Open House 2016
- SFU Diwali Gala 2016
- SFSS Disability Awareness Week Workshop
- SFSS Student Union Executives Meet & Greet Social
- SCC Haunted House
- SFSS Halloween Pub Night
- SUS Presents: Molecules & Mustaches 4.0
- The Schedule: SFU's Day Off
- Student Philanthropy Initiative's Club Paradise Social
- SFU Puppy Therapy
- SFU President's Winter Warm-up Burnaby
- The Schedule: Comedy Night
- SFU President's Seasonal Reception 2016
- SFSS Staff Holiday Door Decorating Judging Event

## **CONCLUSION**

When I reflect on this Fall 2016 semester, I am extremely appreciative of the opportunity to work alongside passionate SFSS Board of Directors, dedicated SFSS staff and motivated student groups. To be voted into the SFSS Board of Directors is a privilege and a wonderful opportunity ensure students are the main focus of all that we do. I remain extremely excited for the events, projects and initiatives that the SFSS and student groups will take on for the Spring 2017 semester.

My office hours for the Spring 2017 semester are by appointment. You name the time and place & I'll make myself available to meet with you. Thank you for reading my Fall semester 2016 report.

Cheers,

Larissa Chen  
President  
Board of Directors  
Simon Fraser Student Society  
*president@sfss.ca*



# Board of Directors 2016/2017

## Fall 2016 Term Report

### INTRODUCTION

My second term serving on the Board of Directors as the Science Representative has been a rewarding experience. The Fall term has been very busy with the Board of Directors taking on more initiatives and large-scale events. There have been many initiatives that I have had the privilege to take part in, which have allowed me to apply the knowledge and skills I gained throughout the Summer term. This term has allowed me make significant progress in projects related to the Faculty of Science. The following report outlines my work throughout the Fall term.

### COMMITTEE INVOLVEMENT

#### Finance and Audit Committee (FAAC)

The responsibility of the Finance and Audit Committee is to monitor and oversee all funds, investments, and other financial assets and/or liabilities maintained by the Society, and to make recommendations to the Board of Directors as necessary. The FAAC recommended multiple budgetary relocations throughout the term as necessary. The committee finalized the independent auditor's report and financial statements for the 2015-2016 fiscal year, which was presented at the 2016 Annual General Meeting. Budget consultations were held at all 3 campuses to allow students to voice fiscal concerns and provide recommendations for next year's budget. The committee worked on financing recommendations for the Student Union Building and when to initiate the loan. A Board Stipend Deduction Policy was developed by the committee to hold the Board of Directors accountable to their responsibilities. The policy is in review of the Board and should be implemented early in the Spring term.

#### Strategic Engagement Committee

The Strategic Engagement Committee is responsible for providing the Board with formal recommendations and reports relating to engagement. The committee worked on researching the idea of creating glass enclosures around two of the main Society operated bulletin boards around campus and use them to display effective communication in regards to events and opportunities at the university. The cost and maintenance of these proposed enclosures was much higher than anticipated and the committee did not deem it a worthwhile investment. To engage the membership on a



regular basis, in ways other than traditional tabling methods, the committee developed a canvassing strategy of delivering coffee from the SFSS Food and Beverage Services to students, along with effective messaging to engage with the membership. The initiative, known as the Coffee Drop, was approved by the Board and implemented with much success. The committee plans to continue this operation in the Spring semester in the first and third week of every month. To replace office hours, the committee helped develop the outline of an Engagement Form, which will require the Board of Directors to commit to a minimum of 4 hours of engagement with the membership on a bi-weekly basis. The Engagement Form will collect relevant data such as key messaging and resources used, which will help the Board and committee make future decisions on resource investments and engagement methods to use.

### **Strategic Plan Joint-Steering Committee**

The Strategic Plan Joint-Steering Committee is responsible for creating a work plan for the attainment of the strategic initiatives contained in the SFSS Strategic Plan 2016-2019, which are slated for completion during the 2016-2017 fiscal year, and to provide the Board of Directors with reports on the same. The committee, composed of both Board members and staff, worked on the strategic initiatives to be completed in the 2016-2017 fiscal year. We previously created working groups to work on objectives outlined in this work plan, which include developing an internal evaluation matrix for our services, strengthening our service and support at Surrey and Vancouver campus, creating the annual membership survey, and developing a communications plan. In the Summer term, I was appointed to the working group tasked to developing an internal evaluation matrix for our services. We completed the process of developing both qualitative and quantitative methods for feedback on our services in the Fall term. Now that this strategic initiative is complete, these developed survey and data collection based methods will be tested across all our SFSS operated services in the Spring term. I am also on the working group tasked to develop and conduct the annual membership survey. The survey questions were developed and the working group is now developing a campaign to maximize student responses. Other strategic initiatives on this year's work plan were worked on by other working groups and some were completed, while others are still on going.

### **Grant Restructuring and Guidelines Committee**

The Grant Restructuring and Guidelines Committee is responsible for assisting staff in creating an objective online granting system and to report our progress to the Board. This committee has been working on the development of an online medium for grant applications. The online procedure will increase the accessibility of granting

relative to the previous model. We have also worked towards creating an objective grant application evaluation rubric to fairly evaluate grant applications. In the Fall term, we focused on evaluation metrics for overall accessibility and cost per student in submitted grants. The committee has completed most of the work required for the granting system and it will be presented to the Board for review in January. Further changes will be made in the Spring term if necessary.

## **BOARD OUTREACH**

### **Week of Welcome**

In the first week of the Fall term, the SFSS participated in the Week of Welcome. We held a welcome back barbeque, pancake breakfast and a Student Union Building celebration on consecutive days. I participated on all three days by preparing and handing out food, while engaging with students. Overall the week of welcome was a major success as it gave the SFSS a strong presence on campus and the ability to interact with a large portion of its membership.

### **Fall Kickoff Week and Concert**

For the very first time the SFSS held a Fall Kickoff Week leading up to the Society's signature large-scale event, the Fall Kickoff Concert. I participated in the Fall Kickoff Week barbeque and in promotional tabling for the event. This was a good marketing strategy for the concert and an effective way to engage the membership. I would recommend organization of a Fall Kickoff Week to future Boards. The concert was held at the end of the week with much success. There were approximately 2000 students in attendance. I helped volunteer throughout the event with organizing miscellaneous equipment, such as the filling of balloons as well as operating the volunteer room by watching equipment and providing information to volunteers. I helped in the signing out of volunteers and the transfer of materials to the after-party.

### **Clubs Days**

In the Fall term, clubs days were held at the Burnaby and Surrey Campus. This was a great way for students to get involved in clubs, DSU's, FSU's, and SFSS Committees. I spent my time tabling at clubs day and informing the membership about what the SFSS is and the services that we provide. As we were currently accepting new members into SFSS Committees for the 2016-2017 year, I also helped to recruit many students to join committees. I was very happy to see that some of the students I recruited for committee applications are currently at-large members in committees or engaged in the society in other ways, such as clubs and DSU's.

This is a list of some of the other SFSS-related events and initiatives I attended over the Fall term. I volunteered at majority of these events.

- SFU Welcome Day (Surrey)
- SFSS AGM Meeting
- SFSS Accessibility Event
- SFSS Halloween Pub Night
- SFSS Elections Debates
- Student Philanthropy Initiative Pub Night
- SFSS Governance Committee Policy Review Session

## **FACULTY WORK**

### **Science Undergraduate Society (SUS)**

The Science Undergraduate Society is a Faculty Student Union (FSU) in the Faculty of Science. I regularly attended SUS meetings and provided information on updates related to the SFSS. By acting as a liaison between SUS and the SFSS, I was able to assist them with any help they needed throughout the Fall term. It has been a pleasure working with these individuals on their initiatives, and I will continue working closely with them for the rest of my term.

### **Science Frosh**

The Science Frosh is one of the major projects of the Science Undergraduate Society (SUS). The purpose of the event is to welcome new students in the Faculty of Science to SFU. The daylong event requires a large amount of planning and therefore SUS created a dedicated Frosh Committee. I joined this committee at the time of its formation. Due to our hard work in the summer and tickets being launched online, we managed to sell majority of the available tickets before the end of the summer term. The committee quickly sold out the event in the Fall with the largest turnout for a Science Frosh in recent memory. Being able to more than double the size and turnout of the event within a year of the previous Frosh was a huge success. The Frosh had a radioactive theme and attendees were placed into teams/houses named after famous scientists to compete for the Frosh Cup. The Frosh consisted of academic events such as a viewing the SFU Trottier Observatory and lunch with Science professors to make Frosh attendees comfortable approaching professors, as it may seem intimidating at first. There were physical activities such as a science-infused amazing race around the campus and a game of capture the flag. The night ended with a dinner and social events occurring all night, including a dance featuring Decibel Entertainment as our

DJs. I participated as an event coordinator, secured sponsorships from Red Bull, and organized the dance. Overall, the Science Frosh was a major success. Students left with new found friendships and positive outlook to their future in SFU Sciences. Due to the high demand of tickets even after the event sold out, we hope to make the Frosh even bigger for next year.



Photo taken at the 2016 Science Frosh

## **Molecules and Mustaches**

Molecules and Mustaches is a signature event for SUS that occurs in the month of November. The event occurred in the MBC atrium and is a social gathering of primarily science students across all departments. The event consisted of food and drinks, along with music and games. The atmosphere of the event was great and there was a large turnout. There was also a collection of funds for the Movember campaign to raise awareness for men's issues such as prostate cancer. I helped with the volunteering and organizing required on the day of the event, while completing a few small tasks in the days prior.

## Science Peer Mentorship

The Science Peer Mentorship Program is a faculty specific mentorship program open to incoming first year science students. I took on the responsibility of managing the mentorship program. With the support of SFU staff, as well as the Faculty of Science, I was able to help in organizing mentor training for 34 Science mentors. At the end of the training, the mentors were paired with two mentees each. The program began mentorship early into the Fall semester. Throughout the term, I have completed administrative work for the program such as mentor and mentee check-ins. In the Fall term I began the process of approving the Science Peer Mentorship Program with the SFU Co-Curricular Records (CCR). Once this is complete in the Spring semester, I will be sending mentor participation to SFU CCR Administration Team to be noted in their CCR and look into the possibility of a retroactive addition of participation for mentors from last year's program. All mentors will also be receiving an invite to the Outstanding Volunteer Appreciation Gala. Overall, the Science Peer Mentorship program has been successful as it has grown in size from its previous year and is working towards formal recognition for its mentors.

## OFFICE HOURS

In the Fall, I decided to host my office hours at the Burnaby and Surrey campus to allow easier access for students to me at both campuses.

Burnaby	Wednesday	2:30pm-3:30pm
Surrey	By appointment	By appointment

However, for the remainder of my term as the Science Representative, my office hours will be by appointment only. I will be focusing on having a designated number of engagement hours instead.



## **CONCLUSION**

It has been a pleasure serving the membership in my second semester as the Faculty of Science Representative. I have been able to implement the many things I have learned in my role to successfully serve the membership. I look forward to the rest of my final term on Board so I can continue to represent and advocate for undergraduate students at SFU.

If you have any further questions or concerns, please feel free to contact me at sciencerep@sfss.ca or 604-446-5522.

Thank you,

Jimmy Dhesa  
Faculty of Science Representative

## Semester Report: Fall 2016

---

### Introduction

This previous semester was spent largely planning for the upcoming semester, performing research and meeting with different . This report is a summary of the work I have done in the Fall 2016 semester of the 2016-2017 Board term. This report includes, but is not limited to major projects and key activities that occurred over the semester.

### Committee Work

#### Advocacy Committee

The advocacy committee has been busy this semester running two campaigns and planning initiatives for the spring. We began work this Fall by conducting research into the key issues students, as outlined in the advocacy survey. The top areas of interest included Sexual Assault Support and Prevention Measures and Mental Health and Well-being (Health and well-being); Translink and creating an accessible SFSS for all members (Social); Open Education Resources and Lower Tuition (Financial); Quality and Consistency of TA's and Increased Study Space on Campus (Academic). The committee broke up into different teams to conduct research into specific areas. The purpose of this was to identify specific areas to campaign on.

In the Fall semester, SFU began consultations for developing their new Sexual Violence & Misconduct Policy. The purpose of the consultations was to gain student input on what should be included in the policy. Over a two week span, the committee reached out to students by handing out pamphlets and posting on social media. The pamphlets included information on the purpose of the sessions and outlined the need for students to participate. The pamphlets also included a calendar on the backside outlining the dates and locations of the consultations. I worked closely with both SFU's legal counsel and committee representatives to develop messaging that we believed would catch students attention. Although the consultations were not heavily attended, SFU representatives reported that the discussion had were insightful and generative. The committee also spent a great deal of time discussing elements that we would like to see included in the policy.

These ideas were compiled into a list for committee members to reference to when attending the consultations. Despite the lack of student attendance during the consultations, we are hopeful that our efforts to increase student knowledge surrounding this sensitive issue will be useful in future stages of the policy development.

The advocacy committee also spent time developing a consent campaign. This campaign was aimed at providing students with necessary information and resources at appropriate times. The committee decided that pub nights are great opportunities for providing such information. The committee decided to run a few trial rounds, offering consent toolboxes at the end of pub nights. Although we were only able to test the handing out of materials a few nights (Fall Kickoff Pub Night, and Halloween Pub Night), the amount of positive feedback received was overwhelming. At both events, we were able to hand out over 100 consent toolboxes, running out of supplies before everyone had left the venue. Given the positive feedback from attendees, the advocacy committee will be working to see this incorporated into future pub nights on an ongoing basis.

The committee also developed plans for the continuation of the open textbook campaign. Although we were not able to complete direct outreach activities in the Fall semester, the campaign remained active. SFSS VP University, Arr Farah, was involved in meetings with the Faculty Association and writing a letter of support for the Library's OER grants program. I also had the privilege of presenting the campaigns highlights during SFU's OER week at a panel discussion. Additionally, I also wrote a summary of the Open Textbook Project for the Ministry of Advanced Education.

## Governance Committee

Over the Fall semester, the committee continued to work on drafting a new set of society by-laws. The committee hosted two governance review policy sessions, in order to go over the draft with the entire board. The committee then incorporated the feedback provided by Board members, making the updates to the respective areas. The by-laws are to be reviewed again by legal counsel, the Board and then the membership. The committee also spent time developing policies which will coincide with the new by-laws, and reviewed the societies fee structure.

## Accessibility Fund Committee

The committee only met a few times during the Fall semester to review grant



proposals, one being for Disability Awareness week. The committee also approved the job description for the SFSS Accessibility worker position, and amended the committees terms of reference to include 3 at-large positions. The committee continued further research into government grants.

## Nominations Committee

The nominations committee is a new pilot committee for the Board, whose purpose is to appoint individuals to at-large positions on committees. Only a few positions on SFSS committees opened up before the Fall semester, so the nominations committee did not need to meet as frequently. Although the Fall semester saw a greater number of applicants, I think the process of reviewing applicants could have been better. After having gone through two cycles of interviews, my recommendation is for applicants to submit an academic timetable along with their application. This would make scheduling interviews easier, as well as ensuring members appointed to committees can attend set meeting times.

## Work with Other Student Societies

### U-Pass BC Program

My work on the U-Pass program was very intense over the Fall semester. In the Summer 2016 semester, the U-Pass Student Caucus decided that lobbying efforts should begin this Fall, given the upcoming Provincial Elections. The committee began work on developing a lobbying plan, but soon realized that the amount of work and research required was beyond the scope of the committee's ability. The committee opted to hire Succeed Solutions, with the objective to create a business case for the program. The costs of hiring the external company was split amongst all student associations. The committee has met bi-weekly over the course of the Fall semester, providing input to the consulting firm and receiving updates from their meetings with various individuals and ministries. The committee also met in December for a day-long workshop with the consultants, to develop a strategy for presenting the business case in the spring. I look forward to the upcoming semester and seeing how the business case is implemented.

### Student Survey

The UBC Student Society (AMS) reached out to the SFSS with the opportunity to

participate in a survey they were completing. The AMS hired the market research firm, Insights West, to conduct the survey, and they were reaching out to a number of student societies for participation. Topics in the survey included student voting habits and their political party leanings, transit usage and housing affordability. The SFSS opted to participate in the survey and it was circulated to our membership through social media. Results will be shared in the upcoming Spring semester, and will include two reports. One report will be on SFU students specifically, whereas the other will be an overview of all students who participated.

## Other Work

### Provincial Budget Submission

The beginning of the Fall semester was particularly busy, as I worked on compiling the Society's budget submission for the province's Select Standing Committee on Finance and Government Services. This submission involved extensive research and meetings, in order to ensure that the most accurate data was presented. The SFSS was granted a presentation date of September 22nd. This was a few weeks in advance of last year's consultation, so it was critical to have the report finished in time. VP University Relations, Arr Farah, and myself presented to the committee, providing both an executive summary and extensive report. The key aspects in the submission included three key recommendations, including, 1) Continuing investments in the BC open textbook program, 2) Advocating for long term funding of the U-Pass BC program, and a 3) Commitment to stable multi-year funds to allow SFU to develop a phased strategy for addressing deferred maintenance issues. Overall, the presentation was well received and generated a number of questions from committee members.

### Tank Farm Expansion

This Fall semester, a concerned Council member brought forth the issue of the tank farm expansion to the Board of Directors. It was noted that should the Kinder Morgan Trans Mountain expansion project be approved, SFU's Burnaby campus would be at increased safety risks. Over the course of the Fall semester, I spent a great deal of time learning about the specifics of the tank farm safety concerns, liaising with a variety of stakeholders and reviewing reports. I also assisted SFSS Council with the development of a survey to understand students' depth of knowledge on this issue. The Kinder Morgan Trans Mountain expansion project was approved by the Federal Government on November 29th. Although this was not the

news the Society hoped to hear, we will continue to look at ways to advocate for the safety concerns this institution and its community faces.

## Events and Engagement

### Staff Party

During the Fall semester, I was involved in the planning of the SFSS staff party. This included deciding on a recurring date for the yearly event, and developing a tenured staff appreciation system. The committee also worked to come up with creative ice-breakers, games and develop a budget. Leading up to the event, I was in charge of purchasing the staff gifts and creating invitations for the event.

### Events

Over the Fall semester, the Society participated in a number of different engagement opportunities. Annual events included SFU's week of welcome & SFSS' pancake breakfast, clubs days, fall kickoff concert and the halloween pub night. The SFSS also hosted a student union building (SUB) celebration in conjunction with SFU, and an accessibility week event. I also participated in the SFSS AGM, delivering the society report on behalf of the Board. The Board of Directors also attended the SFSS/GSS/SFU Dinner hosted by President Petter. I also had the chance to attend the Burnaby Business Excellence Awards and the Faculty of Environment's meet and greet social.

### Engagement and Office Hours

Over the Fall semester, I held weekly office hours at the Burnaby campus on Tuesdays (11am-1pm) and Thursdays (12pm-2pm). Seldomly were people available to visit during these times, so I ended up scheduling a lot of appointments during different times of the week. Many of the appointments I had were with external organizations looking to have the SFSS involved in their initiatives and activities. My recommendation before scheduling meetings with external groups, is to have a briefing sent in advance. This will help Directors gain an understanding of the intent of the meeting beforehand and develop questions in preparation.

## Conclusion

Overall, the Fall semester was a busy time for the SFSS Board of Directors with a variety of activities taking place. I was particularly impressed to see data collected in the Summer semester be utilized in the planning and development of campaigns. I look forward to my final semester and seeing all of the planning and preparation done in the Fall come to fruition.

The information included in this report is not exhaustive as it is meant to serve as an overview. If you have any further questions, please feel free to contact me.

Sincerely,

Christine Dyson  
Vice-President External Relations  
Board of Directors  
vpexternal@sfss.ca



# SFSS VICE PRESIDENT FINANCE FALL SEMESTER REPORT

2016/17

# TABLE OF CONTENTS

## Contents

Introduction	1
Finance and Audit Committee	2
Surrey Campus Committee	4
Other Society Work	5
Conclusion	6

# VICE PRESIDENT FINANCE REPORT

## Introduction

### OVERVIEW

The Simon Fraser Student Society (SFSS) is a non-profit organization that represents and advocates on behalf of the undergraduate students at Simon Fraser University. The SFSS focuses on the Financial, Academic, Social and Health and well-being of the students.

The reports provide a very high level overview of the work that I completed from September 1, 2016-December 31, 2016.

I will be highlighting some key changes that we have implemented and some that we are in the progress of completing.



### **Hangue Kim**

VP Finance

Board of Directors • Simon Fraser Student Society

TI. 778-990-4987 • [vpfinance@sfss.ca](mailto:vpfinance@sfss.ca)



# VICE PRESIDENT FINANCE REPORT

## Finance and Audit Committee

### BACKGROUND

The Finance and Audit Committee worked on budget reallocations, budget consultations, reviewing financial reports and more.

Here is a highlight of the work that I completed as Chair of the Finance and Audit Committee:

- **Student Union Bank Accounts:** reviewed current policies in place for student unions and their banking options. I went to council for their input and consulted with Vancity, the main Credit Union that holds the majority of our student union accounts. The majority of council were satisfied with the current offerings and only a few expressed interest in alternative banking options.
- **Build SFU SUB Loan payments:** we received and reviewed Claims for the Student Union Building. Early on in the construction of the project, we decided to use charge the construction costs to our existing Build SFU fund collected from our students and sale of our current space. Later on in the semester, we decided to file and receive our first installment of the loan.
- **VP Finance Meet and Greet:** hosted another meet and greet based on requests. We discussed the new granting processes, cheque requisition forms and funding for student unions.
- **Budget consultation:** Conducted the first budget consultation process that engaged with different members of the SFSS. We hosted consultations on all 3 campuses and presented financials of the SFSS and gathered their feedback on what they wanted to see in the next budget.
- **Build SFU/ Accessibility Fund:** we finalized the transfer of funds from the Accessibility Fund to the Build SFU Fund to cover the costs of an accessible elevator, washrooms and handrails.
- **Cash flow statements for a contingency fund:** established a restricted contingency fund, where the fund would collect up to 6 months of the operating costs of the SFSS. The purpose of this fund is to cover the costs operating the SFSS in the case of any unforeseen event that places the SFSS at financial risk.
- **Board Member Stipend Deductions:** worked on new guidelines for deducting stipends from Board Members who were not meeting their basic obligations within their roles. The deductions would tiered between Executives and Faculty Representatives with Executives being penalized more heavily because of their responsibilities.



## VICE PRESIDENT FINANCE REPORT

- **Audit:** we finalized the independent audit for the SFSS with Tompkins, Wozny, Miller and Co. I presented our findings through the VP Finance Report and the Audit report at our Annual General Meeting.
- **Reallocations:** throughout the term we received numerous reallocation request from different departments. An important one to note is the Independent Electoral Commissioner (IEC)'s request to increase her election budget based on the by-election that occurred in the semester. The increase was to account for the increased number of candidates and referendums.
- **Society fee video:** we filmed a video about the society fees that students pay each semester. There were a few parts that needed to be re-filmed and the editing was completed. The video would be used to educate students on the different Society fee's they pay to the SFSS and affiliate organizations.
- **Administrative tasks:** my role as VP Finance also included many administrative tasks including reviewing Board Work Reports, paying Board Members, reviewing cheque requisitions, signing bank reconciliation forms, reviewing departmental monthly budget expenditures, reviewing changes in the BC Society Act and more.

# VICE PRESIDENT FINANCE REPORT

## Surrey Campus Committee

### OVERVIEW

The Surrey Campus Committee decided to focus on hosting larger scale events in the Fall Semester.

Here is a highlight of the work that I completed as Chair of the Surrey Campus Committee:

- **Surrey Clubs Days:** The committee attended and hosted SFSS Club's days on the Surrey Campus. We tabled and outreached on behalf of the SFSS.
- **Week of Welcome BBQ:** Planned the Week of Welcome BBQ with Simran Sanghera and SFU on the first week back from school. We served hot dogs, hamburgers, veggie patties and sides. We served over 500 burgers and 200 hotdogs to students.
- **Hallowe'en Maze:** hosted the Hallowe'en Maze event with the SCC and Raajan Garcha. The event was by-donation, where all proceeds went to the SFSS food bank. We decorated and transformed one of the Surrey classrooms into a haunted maze. Students crawled through the haunted maze and had Hallowe'en treats for them at the end.
- **SFSS Surrey Holiday Event:** hosted a holiday themed Christmas event in the Surrey SFU Mezzanine with Simran Sanghera and Raajan Garcha. We gave out cookies, cupcakes and decorated gingerbread cookies. We also set up ping pong tables and free pictures with Santa.
- **SFSS Surrey Pub Night:** began planning the SFSS Surrey Pub Night with the help of the SCC and Jaskarn Randhawa. We booked the Central City Brew Pub to host the event in January. Since it was the first time the SCC was throwing a pub night of this scale at the Surrey Campus, we decided to begin promotions early on to gather interest. The committee was active in tabling, selling tickets and promoting the event online.
- **SFSS Surrey Space Discussion with Surrey Administration:** Met with the SFU Surrey Senior Administration about building a relationship with them and establishing guidelines to propose projects. Martin Wyant (SFSS CEO), Ed Deeks (SFSS Surrey Coordinator), Arr Farah (SFSS VP UR) and I were all present and we discussed the potential to secure space in the new SFU engineering building that recently secured additional funding from the provincial and federal government.
- **Administrative:** scheduling meetings, booking equipment, planning events, timelines, etc.

# VICE PRESIDENT FINANCE REPORT

## Other Society Work

**Alongside being the chair of the two committees, I was also involved in a lot of other society related work from committees, to referendums, other groups and planning of events.**

- **Annual General Meeting:** alongside VP Student Services and staff, we planned the Annual General Meeting. This included organizing the venue, promotions, scheduling staff and Board Members, hiring a stenographer and other administrative tasks.
- **Executive Committee:** met occasionally to discuss confidential matters (mostly related to HR) and made decisions when Board was unable to meet.
- **Accessibility Committee:** the committee met a few times in the semester and approved grants to make events more accessible.
- **Events Committee:** Joined this committee later on in the semester. We began strategic planning for events to host in the Spring Semester and hosted Clubs Days, Pancake breakfast and other smaller events.
- **SFSS Disability Event:** planned the SFSS disability event with the support of SUDS for the Disability Awareness Week event. We hosted a session where the SFSS Board and members in our community came together and conducted a SWOT (strengths, weaknesses, opportunities and threats) analysis of our campus.
- **Embark Referendum Fee Increase:** frequently met with the Executive Director and another Board Member of Embark. Continually provided feedback on how they could improve their referendum question and helped them navigate through the bureaucracy to get to a vote in the referendum. The vote from the membership was successful.
- **JDC West:** discussed bringing Canada's largest Case Competition to SFU in 2019 with the Executive Director from the Beedie School of Business and our CEO. We began early discussions on how a potential relationship would work with SFU.
- **Fall Kickoff Concert 2016:** assisted the project manager throughout the planning of the event from volunteering at will call, security, overall logistics and other administrative tasks.
- **Sponsorship package:** reviewed and worked on a draft of a sponsorship package for the SFSS with our VP External and Communications Coordinator. The package included different tiers and options for sponsors to get involved with the SFSS through monetary and in-kind support.
- **Food bank program:** discussed the current processes of the program. Began looking for alternative ways to receive funding for the program and reviewed the usage to date of the program. Secured additional food vouchers from SFU Dining Services for promoting their survey.
- **SFU Scholarship and Bursary Administration- SSEAF- SFSS Bursary Contribution:** reviewed procedures and submitted letter to the ministry of advanced education for additional funding for bursaries for students. Based on our contribution of \$22 000 to the SSEAF the Ministry matched funding up to \$10 000 in additional bursary funding for our students.

# VICE PRESIDENT FINANCE REPORT

- **Business Administration Student Society Mentorship Program:** mentored two first year business students entering university. Assisted in transitioning them from high school into university.
- **Business Administration Student Society FROSH:** I was a FROSH leader for 8 new business students into our school. We had an activity day, a scavenger race around downtown Vancouver and a banquet.
- **SFSS Staff Party:** MC'd the annual staff part for members of the SFSS. It was an appreciation event hosted by the Board. We gave away gifts for our short and long term employees.

In addition, I also attended multiple events where I represented the SFSS. These include but are not limited to:

- **Residence Move In**
- **Welcome Day**
- **Pancake Breakfast**
- **Student Union Building Celebration**
- **Week of Welcome BBQ**
- **SFU President's Dinner**
- **Finance Club Fall financier**
- **Sexual Assault Policy Consultation**
- **BASS Mentorship Program**
- **SFSS student Union Meet and Greet**
- **Bright Idea's Event**
- **SFU President's Seasonal Reception**
- **December Pancake Breakfast**
- **Other events:** there were many other events that I attended as a Board member, which can be found on the SFSS website under Board work reports. ([www.sfss.ca](http://www.sfss.ca))

## Conclusion

Thank you for taking the time to read my report. The report provides just a brief overview of the work that was completed in the Fall 2016 Semester. The past 8 months have been incredible and it has been a honor working with students, staff, the University and fellow Board Members. I look forward to my last 4 months.

# Fall Semester Report

Curtis Pooghkay- Term Report

Vice-President Student Life

September 1<sup>st</sup>- December 31<sup>st</sup>

## Introduction

Fall 2016 was a very challenging semester in my second semester serving as the vice president student life. Part of the reason was due to the fact that this was the term in which the Fall Kickoff concert was executed. All the work from the summer term boiled onto a single event in which brought 2000 students to convocation mall. This was the highlight of my time on board as it was the most rewarding event I did on campus. This has also been a challenging semester as there was a lot of outreach that took place and the aftermath of the stadium cancellation. In addition to those we held regular board meetings, committee meetings, events, pub nights and other initiatives that I was personally involved in.

## Events Committee

As the chair of events committee we planned and executed the following events during the course of this semester:

### Welcome Back Pub Night:

This was our first major pub night of the year that we had. This pub night was not themed. It was a regular pub night in which we invested a higher amount of money in production and artists. We also had drink specials and a larger dance floor than usual. The end result was that the event sold out and we reached our budget and made a healthy profit.

### **Halloween Pub night:**

This was our signature pub night of the year. This is typically the largest and biggest budget pub night the SFSS holds every year this year's Halloween pub night was no exception. This pub night had production for Galactic Entertainment in addition to a truss system. We brought FKYA in to headline and it ended up being a great night. We had a fully sold out pub night that was on budget and were able to give students a Halloween experience that they will remember for years.

### **Holiday Events:**

We had two different holiday initiatives come out of events committee this term. The first was our annual holiday pancake breakfast that happened around Christmas time. This event has over 500 students show up and get pancakes. We had a board member dress up as Santa and walk around spreading holiday cheer. This took place at James Douglas Safe Study which was a location that was warmer and more ideal than convocation mall. The reason why this was more ideal was because we would not need to rent heaters for convocation mall and people were able to eat their pancakes in James Douglas Safe Study. This event was an overall success as we were able to promote our society in addition to giving students pancakes. The other holiday event we did was angel tree this event was designed to take donations of gifts people would buy for children in need. In

this case students or non-students were able to go into our general office to pick a present to buy and then subsequently drop it off in the office. This was a great initiative that ended up having quite a few gifts dropped off in the general office.

### **Fall Kickoff Week:**

One of the other initiatives that took place was Fall Kickoff Week. We had three days up until the concert where we had a BBQ, vendor carnival and Fall Kickoff related events leading up to the Fall Kickoff concert. This was to promote the event as well as an attempt to diversify the event to make more accessible to others that are not interested in being part of the concert. This event was a pilot and can be built upon for the next year. I think it's a very valuable and has a lot of potential moving forward.

## **Strategic Engagement Committee**

I was the chair of strategic engagement committee until the second month of this term. However, I am still a voting member of the committee. These are some of the initiatives we did this term



### **Coffee Drop Shop:**

One of the most exciting and successful initiatives that came out of strategic engagement committee was the coffee drop shop event. We were able to engage with students by giving them free coffee this was really important as we were able to talk to students about their experiences with the SFSS and able to gauge on some areas we can improve as a society. This is an initiative that will be going into the spring term as well.

### **Glass Boards**

This is an ongoing initiative from the strategic engagement committee. We have been looking at acquiring glass boards from SFU to put SFSS materials in. so far these talks are still going on and hopefully by the end of this term significant progress will be made.

### **Engagement Hours Proposal**

This is an ongoing proposal to quantify engagement hours for board members. This is to put criteria to move away from office hours and to a more effective option which are engagement hours.

# Fall Kickoff

This was the single biggest event of my whole term. It led to 2000 attendees showing up in convocation mall for our concert. 75 % of the attendance were SFU students and this was the first time ever that we reached that number. Logistically in September the three weeks leading up to this event was a lot of work. The generator was among the biggest concerns throughout these three weeks. The generator was originally not budgeted for as SFU communicated they had enough in house power to power the whole concert. This ended up being false and we ended up having a \$2500 expense for the generator and the electrician to run it as SFU refused for their in house trades to touch the generator. The three weeks leading up to the event were also important with working with the subcontractors such as Moduloc and Blueprint Events. We had to make sure the facilities plan was in place, security plan, floor plan and the other plans were all in place and everything was in compliance with the aforementioned plans. This was in addition to regular meetings with Blueprint Events and SFU administration. The weeks leading up to the Fall Kickoff were a lot of checking and ensuring that things were going according to plan. Making sure that nothing leading up to the actual concert was not in place already. During the actual Fall Kickoff event my role was to manage the events and make sure everything from the moment doors opened to

the time in which the after party that everything was taken care off. This included moving fencing around prior to the event as it was too far from the stage, sound check, artist hospitality, checking in on different stations of the concert, making sure people with priority access were able to get in and out of the venue. This was a very stressful role but we were able to make it through the concert with very limited medical and other incidents. We had a very interactive dj lineup that was able to engage with our attendees. We alos had meet and greet contests to meet our headliner which people were really pleased about. The after party was also a success with one of our international djs actually playing the after party which ended up being really cool. The after party was also a sellout. This was a great small intimate venue and was a great addition to our major event.

## **Events Attended:**

- SFSS Surrey Pub Night
- Boots and Babes pub night
- Clubs days (Fall)
- Week of welcome (Fall)
- SFU outdoors club (Meetings and Events)
- SFU hiking club

- SFU recital club event
- Savage pub nights

## **Regular Meetings:**

- Council Meetings (Liaison)
- Board Meetings
- Committee Meetings
- Food Bank Meetings
- Fall Kickoff Organizing Committee
- Executive Meetings

## **Future Direction:**

I have one last term left in my role as VP student life. Some of the events I plan to execute over my last term in office are the following. We are currently working on Appreciation Week which will be large budgeted SFSS event. This will be 4 days of events appreciating our membership. Another big event planned in our volunteer gala. This will be our spring large scale event which will be the first of our kind. This will be appreciating and recognizing our volunteers in the student society.

## **Vice-President University Relations Fall 2016 Work Report Arr Farah**

### **Introduction**

It is the purpose of this report to provide a high level review of the work I have undertaken during the Fall 2016 semester of the 2016-2017 Board of Directors term. After a difficult summer, the fall presented its own unique challenges. I applaud the Board of Directors as well as society staff and management for their perseverance and continued commitment to serving the membership. Typically the fall semester is the busier of the three semesters, and this fall was no different. This fall the society held a successful Kickoff concert, an Annual General Meeting, and a by-election just to name a few things. This report will be organized into sections corresponding to the various committees I served on as well as key projects I was involved with.

### **Advocacy**

Recognizing the need to advocate for students based on issues as identified by students the Advocacy committee lead by VP External Christine Dyson conducted a large scale advocacy survey over the summer and planned a few campaigns to address the issues prioritized by students. The committee spent the Fall semester rolling out our Sexual Assault Policy awareness campaign, which was in response to SFU's looming Sexual assault and misconduct policy. The committee ran a second campaign which

focused on increasing awareness around the importance of consent. The committee and its various volunteers went the events around campus, such as pub nights, and gave out consent toolkits to attendees. The committee felt that the campaign was important as it highlighted the importance of consent, especially in settings like pub nights and concerts.

My biggest role in the committee was focused around the Open Textbook Campaign which the society has undertaken for the last few years. My goal was to focus more on the adoption of textbooks rather than increasing the awareness amongst students. In order to work towards this feat I met with the Faculty Association, Dean of libraries and various SFU VP's. I was also fortunate enough to support the Library's OER grant program by writing a letter of support for a program which has now seen its first OER adoption at SFU, with many more to come in the near future.

Lastly, SFSS VP External Christine Dyson and I had the privilege of presenting to the Province's select committee on Finance. We stressed the importance of the government's investment in transportation and Education, specifically in supporting Open Textbooks, deferred maintenance at SFU and the continuance of the U-Pass BC program. It was also nice to see that President Petter and the University echo our concerns. In the coming semester the committee will be focusing on increasing the awareness of both the SFSS general election and the upcoming Provincial election.

## **Governance**

During the Summer semester I continued my role as the chair of the society's Governance committee and leader of the society's much needed By-law reform. Throughout the Fall semester my committee continued to work on drafting a new set of by-law which we completed in late November, which will be reviewed by our legal counsel and the board as a whole, then brought to the membership. Simultaneously the committee worked on developing the policies and manuals which will need to accompany the new By-laws. Thus far the 2016-2017 term has provided the society many reasons to ensure that our by-laws are coherent, concise and reasonably flexible. Aside from the committees work of developing new by-laws and complementary policies; the committee also spent a significant amount of time looking into the society's fee structure. It is our goal that in the Spring semester the board consults with students regarding the new by-laws.

### **Nominating Committee**

After the largely successful piloting of the nomination committee in the summer, the committee once again set out to replicate the process. Although the Fall semester saw much more applications the committee was successful in filling the various vacancies. However, I recommend that in the future the committee see its membership go from 3 to 4, with the chair being a non-voting member, and responsible for keeping the process friendly, organized and efficient. Moreover, the committee should be ad-hoc so that members can be appointed to the committee throughout the year rather than just 2-3 times per year.

### **Accessibility Committee**

During the Fall semester the committee met as needed and approved grants for various events, such as Disability Awareness Week and approved the job description for the SFSS accessibility worker. The purpose of the position is to execute some of the recommendations outlined in the society's Accessibility Report. On behalf of the committee and the society I also hand a part in the Hi-Five Co-coordinator hiring process which is partly funded by the SFSS.

### **Strategic Plan Committee**

At the start of the Fall semester I was appointed to fill a vacancy on the society's Strategic Plan committee, which is to oversee the work done on the society's strategic plan and report back to the Board of Directors. As part of the committee, I served on a sub committee which was tasked with working towards achieving initiative 3.3: Be and organization of choice for employees. This initiative is to work towards building a culture at the SFSS that appreciates and celebrates its staff. As part of working towards that goal I worked with several other board members to host a staff appreciation night, which we introduced our staff tenure program.

### **Finance and Audit Committee**

In addition to the Strategic Plan committee, I was appointed to the Finance and Audit committee, which is to assist the VP Finance in managing the society's finances. Under the leader f VP Finance Hangué Kim, the committee reviewed and executed several re-allocations, began exploring new ways to hold board



members accountable and held membership consultation sessions. In the Spring semester the committee will work on creating a budget for the following fiscal year, a task the society has long struggled with. I look forward to working with the committee and ensuring that the society does not repeat any of the many budgeting mistakes made in the last few years.

## **Build SFU**

As part of the September festivities, the society and the university celebrated the long awaited construction of the Student Union Building which was a huge success. The society also worked closely with the university to monitor the Student Union Building's construction progress, which is going as expected so through the end of December. The society has also spent quite a bit of time looking into the IT and AV requirements for the building as the AV and IT plan are now over half a decade old. As for the stadium portion of the project, myself and the Build SFU committee has spent some time into clarifying the university's commitment to the cancelled stadium project, and hope to find a suitable way forward in the near future.

## **Interim Presidency**

The biggest challenge of the semester, and likely the year, was the unexpected need to serve as interim President during the By-election process. With the current Interim President stepping down to run for

President, the need for yet another Interim President arose. Although I found it difficult to assume the duties of President and VP Student Services while still carrying out the duties of my own elected position, I was well supported by a fantastic Board of Directors and the dedicated society staff. Nevertheless, the experiences of the by-election draws greater attention to the need for more flexible by-laws.

## **Conclusion**

As I conclude this report, I reflect on what was a very busy semester. The role of a board member is an ever-changing and complicated one, however the experience is incredibly valuable. Much of the society is still governed by word of mouth, as the society lacks procedures, and guidance on the day to day activities of the Board of Directors. The fall semester presented me with the opportunity to begin formalizing some of these procedures and I hope to continue in the spring. Although the board has experienced a great deal of success this past semester, after a rough start in the summer, I have high hopes for our last semester in office.

Arr Farah  
Vice-President University Relations  
Board of Directors

# **SFSS Elections Campaign Proposal**

January 2017



**Simon Fraser Student Society**

## **Overview of campaign**

The advocacy committee is seeking to promote the upcoming SFSS elections for Board of Director Positions.

**Objective:** To spread awareness about the elections, how to get involved and how to vote.

**Desired outcome:** More students participating as candidates in the elections, and higher voter turnout.

## **Campaign goals**

**1) Ensure that students are aware of upcoming elections and what the board of directors does**

### **Implementation**

- Sharing of video 1 created by Ballistic Arts which explains
  - 1) What the SFSS is (Mission, Vision, Values), What is a board of directors, what does this board do, Who votes them in

**2) Promote running in the elections**

### **Implementation**

- Post pictures/videos of previous student society board members
- Include quotes about what idea led them to run
- Posters on Campus

**3) Promote participating/voting in the elections**

### **Implementation**

- Sharing of video 2 created by Ballistic Arts which explains
  - Who votes in the elections and how to vote
- Sharing of pamphlets outlining debates and voting days
- Posters on campus

## **Outreach Plan**

**In person outreach:**

- Plan to hand out pamphlets at Bus Loops
- Encourage students to attend debates

**Social Media:**

- Social Media Updates
- Email to council
- Email to SFU communications
- FB boosts for videos

**Budget**

Item	Cost	Quantity	Cost per student	Total Cost
Info Cards	\$0.70 per sheet (4 cards per sheet)	500 Sheets (2000 Pamphlets)	\$0.18	\$350
Posters	\$ 0.50	50 posters		\$25
FB Boosts	\$ 100			\$100
<b><i>Entire Campaign</i></b>				<b>\$475</b>

**Resource Requirements**

- Pamphlets
- Posters
- SFSS T-shirts
- Video/Pictures

**Staff Requirements**

- Communications Department - Pamphlets, Posters and social media posts
- Copy Centre - Printing pamphlets and posters

# SFSS ART EXPO 2017

## *SFSS and ArtNet present: “BECOMING”*

Prepared by:

Mudiwa Bwakura, SFSS At-Large Representative

Larissa Chen, SFSS President

### **PURPOSE**

The SFSS prioritizes diverse opportunities to highlight student-generated content. In partnership with a SFSS club, ArtNet, this SFSS Art Expo 2017 is an exhibition aimed to highlight a range of creative platforms, through digital and hand-crafted artwork. This event acts as an opportunity to showcase student artwork and encourage student interest in the arts.

These creative mediums include the following categories: digital media (photography and graphic design), literary arts (poems and short stories), handcrafted goods (clothing, jewelry) and visual arts (paintings and sculptures).

### **LOGISTICS**

#### **Date & Time**

Tuesday, March 21, 2017

4:30PM	Set-up
6:30PM	Reception start time & sign-in
7:00PM	Welcome ceremony
7:15PM	In-person voting starts
8:30PM	In-person voting closes
9:00PM	Closing remarks & announcement of winners

#### **Location**

SFU Burnaby Diamond Alumni Centre

#### **Categories**

Digital Media (Photography, Graphic Design)

Literary Arts (Poems, Short Stories)

Handcrafted Goods (Clothing, Jewelry)

Visual Arts (Painting, Sculptures)

#### **Submissions & Voting Deadlines**

The first round of judging will be open to all SFU undergraduate students and will take shape in two forms. For each category, two winners will be declared from Facebook “like” voting (People’s Choice), based on the quantity of likes received. Another two winners will be selected by a panel of relevant professionals. Additionally, the panel will select a few honorable mentions to be featured via social media.

The second round of judging will take place in-person at the March 21 event. Every event entry ticket purchased will permit 1 voting voucher for each category (4 tickets in total). One final winner will be selected from each categories.

All initial submissions will be received online, sent via email <artexposubmissions@sfss.ca> by March 7, 2017. The finalists will be announced March 14, 2017. The winners will be selected March 21, 2017, through the second round of judging.

## **Prizes**

For each category, \$250 will be rewarded (Amazon gift card) to the final winner. Four prizes will be gifted.

## **Volunteers**

Set-up (5)

Check-in desk sign-up (8, Two volunteers rotating every 30 minutes from 6:30pm to 8:30pm)

Vote counters (4)

Take down (5)

No volunteers anticipated for coat check, as it's self-regulated. However, the check-in desk volunteers can perform these duties, if needed.

# **PROMOTIONS**

## **Posters & handouts**

Digital graphic to be created with existing student artwork by ArtNet executive. Will be contained in SFSS Communications Work Order.

## **Digital media**

Facebook

- Event: SFSS & ArtNet present: "BECOMING" Art Expo 2017.
- Promotions on main SFSS page.

Instagram

- Promotional materials of submissions and honorable mentions.

SFSS Website

- Upload proposal onto designated link, with Facebook event link attached.

## **Presentation at Council**

## **Emails**

Emails will be sent out to the Student Union Office and General Office mailing list:

- 1) Callout for submissions.
- 2) Announcement for finalists & invitation for SFSS Art Expo 2017 event.

## **External**

Other groups that we will be reaching out to for financial sponsorship and/or promotion support will be SFU Communications, Dailyhive, Buzzfeed and The Peak.

# **METRICS**

Number of attendees (measured by event sign-in, online RSVP, Facebook attendees).

Number of student submissions.

Number of tickets sold, at each tier.

Amount of engaged students (Facebook likes, shares, comments).

Number of active voters.

# **TASKS**

Confirm booking with Diamond Alumni Centre.

Confirm catering order form with Diamond Alumni Centre.

Prepare email to be sent out to potential partners.

Submit SFSS Communications Work Order Form to create Facebook event, poster graphic, email messaging, social media promotions calendar, website information and prepare speaking points.

Request SFSS HR staff to create <[artexposubmissions@sfss.ca](mailto:artexposubmissions@sfss.ca)> email.

Create brief volunteer job description.  
Callout for volunteers, via Google Forms.  
Inquire if physical displays can be placed in SFU Surrey Mezzanine during March 15-16 (honorable mentions).  
Inquire if physical displays at SFU can be done for the winners.  
Inquire if SFU Administration would be interested in speaking at Welcome ceremony (March 21, 7:00pm).  
Inquire if DAC has event-focused drink specials.  
Inform General Office of ticket tiers & responsibilities.

## STAKEHOLDERS

SFSS Events Committee

ArtNet

SFU Gallery Director

Potential partnerships: UPhoto Photography Club, The Study of Post-Modern Visual Arts Society, World Literature Student Union, SFU SIAT Program, Visual Arts Student Union, Communications Student Union, Vanstyle, Darkroom Club - SFU, Fashion Club, SFU Sketch Club and The Peak.

## BUDGET

Refer to "[SFSS Art Expo 2017 Budget](#)"

## TIMELINE

Jan 27	Brainstorming session with Events Committee & ArtNet.
Feb 3	Present to Events Committee.
Feb 6	Present to Board.
March 7	Deadline of student submissions.
March 8-12	First round of voting.
March 13	Deadline of online voting.
March 14	Announcement of finalists.
March 14	Upload onto Facebook event page in albums based on category.
March 21	SFSS & ArtNet presents: "Becoming" Art Expo 2017 event at DAC.

## NEXT STEPS

We recommend the following steps:

1. Provide revised document as to reflect recommendation and brainstorming from Events committee.
2. Present at upcoming Board meeting.
3. Present update at subsequent Events committee meeting.



## SFSS Art Expo 2017 Budget

### EXPENDITURE

	Item(s)	Quantity	Expected (\$)	Actual (\$)
<b>Facilities</b>	Set-up		300	0
	Billboards	5	200	0
	<b>Subtotal</b>		<b>500</b>	<b>0</b>
<b>DAC</b>	Space Rental		200	0
	<b>Subtotal</b>		<b>200</b>	<b>0</b>
<b>Catering</b>	Appetizers		600	0
	Coffee		100	0
	Tea		100	0
	<b>Subtotal</b>		<b>800</b>	<b>0</b>
<b>Prizes</b>	Awards (\$250)	4	1000	0
	<b>Subtotal</b>		<b>1000</b>	<b>0</b>
<b>Miscellaneous</b>	Certificates	16	50	0
	Nametags		75	
	Miscellaneous		150	
	<b>Subtotal</b>		<b>275</b>	<b>0</b>
<b>TOTAL</b>			<b>1775</b>	<b>0</b>



REVENUE				
Difference (\$)		Item(s)	Price (\$)	Quantity
	Tickets	Tier 1: Complementary	0	0
		Tier 2: Early Bird	5	75
500		Tier 3: Regular	10	200
		Tier 4: Door Tickets	15	20
		Subtotal		295
200	Sponsorship			
800				
1000				
275				
1775		TOTAL		
		GAIN/LOSS		



Expected (\$)	Actual (\$)	Difference (\$)
0	0	
375	0	
2000	0	
300	0	
2675	0	#NAME?

2675	0	#NAME?
------	---	--------

#NAME?	#NAME?	#NAME?
--------	--------	--------







# BRIEFING NOTE

## *AMENDING THE SOCIETY BYLAWS*

### ISSUE

Since the November 28, 2016, a new *Societies Act* and amended *Universities Act* have come into effect, requiring some changes to Society bylaws.

### BACKGROUND

The Society bylaws were originally drafted in 1968, and have been changed in a piecemeal fashion since then whenever a particular need arose.

Recently, a new *Societies Act* and an amended *University Act* have created both an obligation and an opportunity for a comprehensive, in-depth review of the Bylaws.

To ensure the bylaws meet the needs of a membership and a Society which has undergone dramatic changes since 1968, is adapted to the new legislative context, and is consistent with both the Society's transition towards Policy Governance and itself, the Board mandated the Governance Committee to undertake a complete and holistic review of the bylaws.

### CURRENT STATUS

The final draft of the bylaws is nearing completion. Its intended outcomes ready for presentation to the membership, and its language will be ready for presentation to the membership for approval via referendum question.

### KEY CONSIDERATIONS

1. The creation, amendment, and revocation of bylaws need to be approved by the membership.
2. The bylaws are a complex document that interact with multiple pieces of provincial legislation.
3. While the main thrust of the changes was to ensure coherence with the new legislation, some significant principled changes are also proposed on the basis of formal and informal member feedback.
4. The past piecemeal changes to the bylaws have led to an often inconsistent, hard to implement set of obligations that do not reflect the current needs of members and the Society.
5. Requests for member feedback should be framed in terms of intended outcomes, not language.

*This document is confidential and intended solely for the use of the individual or entity to whom it is addressed, and remains the property of the Simon Fraser Student Society. It may not be cited or distributed without the express written consent of the SFSS President and Chief Executive Officer.*

## RECOMMENDATION

I recommend that the Board submit the following referendum question on the General Election 2017 ballot pending a review by legal counsel:

Whereas the new *Societies Act* and amendments to the *University Act* require some changes to existing Society Bylaws;

Whereas the proposed changes will improve the Society's ability to achieve its vision of improving the undergraduate student experience;

Whereas the change to the new Bylaws will require a transition period;

**Be it resolved to adopt the new SFSS Bylaws, as attached, to take effect on May 1, 2018.**

## NEXT STEPS

1. Develop messaging to communicate to members the initiative and rationale of intended outcomes.
2. Host feedback opportunities for members regarding desired and proposed outcomes and of revised Bylaws.
3. Submit proposed referendum questions language to legal counsel for review.

*This document is confidential and intended solely for the use of the individual or entity to whom it is addressed, and remains the property of the Simon Fraser Student Society. It may not be cited or distributed without the express written consent of the SFSS President and Chief Executive Officer.*



## SFU Vancouver Campus Students Facebook Group

### Content and sustainment plan

Last updated: January, 2017

**THIS DOCUMENT IS A DRAFT AND HAS NOT BEEN APPROVED FOR SHARING OR DISSEMINATION OUTSIDE OF INVOLVED PARTIES AS NOTED ABOVE**

---

#### Objective

To jointly create and maintain a Facebook group and facilitate the building of an online community of SFU Vancouver students.

#### Rationale

Creating an online community will help to strengthen the sense of student community across the Vancouver campus. Previous initiatives involving in-person community building among students have been difficult or met with low-turnout. Moving toward an online platform, this partnership and initiative seeks to engage students in a more accessible nature.

#### Goals

- To recruit 20 students per term to join the SFU Vancouver Campus Students Facebook group.
- To post desirable content on a weekly basis for this audience.
- To ensure this page is both active and entrenched into the job descriptions of the joint administrators from SFSS and SFU Vancouver.
- To ensure the page stays a safe and valuable space for students to engage with their campus representatives, services, resources and events.
- To create awareness around services, resources and events at SFU Vancouver.

#### Content Plan

Content will be posted weekly with each Administrator posting at least once a week to the group. Content will follow these guidelines:

- Content is either SFU generated or of direct interest to SFU Vancouver students
- Content is not offensive or advertorial in nature

**Target Audience and Recruitment Plan**

The target audience for this group and content is SFU Vancouver students at both undergraduate and graduate level.

The recruitment plan is to ensure the group is advertised in similar SFU-focused Facebook groups and large emails to students at the beginning of each term.

**Administration and Sustainment**

The Facebook group will require moderation by involved parties and management across terms and position overturn. This plan requires that:

- Moderation and engagement with the Facebook group be sustained in the occurrence that the SFSS Vancouver Liaison and the SFU Vancouver Campus & Community Engagement Coordinator change personnel.
- Access will be granted at each transition.



**SIMON FRASER UNIVERSITY**

**Date**

**Number**

**Sexual Violence and Misconduct Prevention,  
Education and Support**

**Revision Date**

**Revision No.**

**PREAMBLE**

Simon Fraser University values and promotes the health and well-being of individuals and the community. The University will not tolerate or condone sexual violence and misconduct. With this policy, the University commits to:

- a. Recognize the diversity of our University Community and understand that each person will be differently impacted by Sexual Misconduct, based on many factors such as their sex, sexual orientation, gender identity, ancestry, ethnicity, race, migration status, language, ability, faith, age, and socio-economic status, and that acts of Sexual Misconduct<sup>1</sup> may also be acts of sexism, racism, ableism, homophobia, and/or transphobia.
- b. Provide education for members of the University Community about healthy and consensual sexual practices and relations;
- c. Provide accessible and timely confidential assistance and support, referrals, and information to members of the University Community who are impacted by Sexual Misconduct;
- d. Provide accommodation for members of the University Community who are impacted by Sexual Misconduct;
- e. Provide and strongly encourage training for all members of the University Community to reduce and prevent Sexual Misconduct and respond appropriately to the needs identified by survivors;

---

<sup>1</sup> Sexual Misconduct is an umbrella term that encompasses sexual violence. Please see Definitions below.

- f. Consistently and effectively communicate the support services, resources, and options available for members of the University Community who are impacted by Sexual Misconduct;
- g. Investigate incidents of Sexual Misconduct where appropriate;
- h. Adhere to the principles of procedural fairness and natural justice, as outlined in section 8 of this policy, when investigating Reports of Sexual Misconduct and taking steps to discipline and/or educate members of the University Community about unwanted sexual behaviours;
- i. Systematically collect data concerning incidents of Sexual Misconduct; and
- j. Report regularly to the University Community about the outcomes of this policy and its associated procedures.

## **1. PURPOSE**

**1.1** The purpose of this policy is to affirm the University's commitment to maintaining and enhancing a safe and healthy campus for all members of the University Community and to state the University's commitment to addressing Sexual Misconduct by making available:

- a. Coordinated and comprehensive training and education for reducing, preventing and responding to Sexual Misconduct for all members of the University Community;
- b. Coordinated and comprehensive trauma-informed support for members of the University Community who are impacted by Sexual Misconduct; and
- c. Clear and fair processes for managing Reports of Sexual Misconduct and, where appropriate, for investigating and imposing discipline.

**1.2** This policy must be read, interpreted, and applied within the context of these overarching purposes.

## **2. SCOPE and JURISDICTION**

**2.1** This policy applies to all members of the University Community as defined in section 3.10 below.

**2.2** Any member of the University Community who Discloses or Reports that they have been impacted by Sexual Misconduct can access confidential assistance and support, referrals and information from the Central Resource Office and request accommodation, regardless of the time or place at which the Sexual Misconduct occurred, or the parties involved.

**2.3** For the purposes of internal investigations and discipline, this policy applies only to Sexual Misconduct by a member of the University Community against another member of the

University Community that is Reported to the Central Resource Office and that is alleged to have occurred:

- a. On any property that is controlled by the University and used for University purposes; or
- b. At an event or during an activity sponsored or under the auspices of the University; or
- c. When the respondent was in a position of power or influence over the survivor's academic or employment status.

**2.4** In cases involving behaviour that may fall within the definition of “sexual harassment” in the University’s Human Rights Policy (GP 18), the survivor may choose to proceed under that policy as set out in section 7.5.a below. The Central Resource Office will explain this option to a survivor.

**2.5** This policy is not intended to discourage or prevent a member of the University Community from exercising any other legal rights they may have, including the right to file a complaint with the British Columbia Human Rights Tribunal or the right to pursue a criminal or civil remedy.

### **3. DEFINITIONS**

#### **3.1 Accommodation**

means the provision by the University of academic, workplace or other measures that:

- a. are provided to a member of the University Community impacted by Sexual Misconduct;
- b. are designed to meet that person’s demonstrated needs resulting from an incident of Sexual Misconduct; and
- c. do not affect the rights of others.

Examples of academic accommodation in teaching or evaluation procedures may include changing a tutorial section or project group, providing an extension on an assignment, deferring an exam, authorizing withdrawal from a class without penalty or allowing continuing studies from home. An example of other accommodation may include changing residence rooms.

#### **3.2 Consent**

means enthusiastic, ongoing and voluntary agreement to engage in sexual activities.

Consent is informed, freely given, and actively communicated as demonstrated by words or conduct objectively assessed. For clarity, consent:

- a. is a freely given “yes”;
- b. cannot be given by someone who is incapacitated, asleep, or unconscious;
- c. can never be obtained through threats, coercion or other pressure tactics;
- d. can be revoked at any time, whatever other sexual activities have taken place;

- e. cannot be obtained if someone abuses a position of trust, power or authority; and
- f. cannot be assumed from previous consent to similar activities.

**3.3 Disclosure**

occurs when a survivor tells another member of the University Community that they have experienced Sexual Misconduct. This is not the same as a Report under section 7 which is intended to initiate a process.

**3.4 Report**

means a survivor telling the Central Resource Office about an incident of Sexual Misconduct with the intention of initiating a process. This is not the same as a Disclosure, under section 6, which does not initiate a process.

**3.5 Respondent**

means a member or members of the University Community against whom a Report of Sexual Misconduct has been made pursuant to this policy.

**3.6 Sexual Misconduct**

is an umbrella term that encompasses a broad range of sexual behaviour, whether physical or psychological, that is committed, threatened or attempted against a person without the person's consent. It varies in severity and takes many forms, including but not limited to: sexual assault, sexual exploitation, sexual harassment, stalking, indecent exposure, voyeurism, and the distribution of sexually explicit photographs or videos of a person without their consent and with intent to cause distress. Sexual Misconduct is used in this policy as a synonym for Sexual Violence.

**3.7 Sexual Violence**

means, for the purposes of this policy, any of the behaviours described in the above definition of Sexual Misconduct.

**3.8 Student**

includes any of the following: an undergraduate who is enrolled at the University for one or more of the last three terms and is eligible to continue in a program of study; a graduate student who is enrolled at the University in the current term and is eligible to continue; a graduate student who is on leave and eligible to enroll at the University when the approved leave ends; a visiting or exchange or special audit student who has been formally admitted to the University for the purposes of taking courses or to take part in an approved research term; a graduate student who is enrolled in courses at the University as a qualifying student; or a person enrolled at the University in a non-credit program or course.

**3.9 Survivor**

means a member of the University Community who identifies as someone who has experienced Sexual Misconduct. A survivor of Sexual Misconduct who Discloses or Reports the incident to the Central Resource Office can access confidential assistance and support, referrals and information from that Office, and can request accommodation as defined in this policy, regardless of where or when the Sexual Misconduct occurred or

the parties involved. The University recognizes that an individual may not wish to use the term ‘survivor’ and will therefore respect an individual’s preferred term in its interactions with that individual.

**3.10 University Community**

means all students and employees of the University and all people who have a status at the University mandated by legislation or other University policies, including research assistants, post-doctoral fellows, members of Senate and the Board of Governors, volunteers, visiting and emeritus faculty, and visiting researchers.

**ROLES AND RESPONSIBILITIES**

**4. CENTRAL RESOURCE OFFICE**

**4.1** The University will establish a Central Resource Office as a centre utilizing current best practices in education, training and support for Sexual Misconduct, for all members of the University Community.

**4.2** The Central Resource Office will:

- a. provide timely, ongoing and confidential assistance and support, referrals and information to a member of the University Community who has been impacted by Sexual Misconduct;
- b. inform that person about their options for support;
- c. receive and facilitate that person’s request for academic, workplace or other accommodation;
- d. inform survivors about their options for reporting Sexual Misconduct and assist them to make informed decisions;
- e. work closely with other University service units including Health & Counselling and Campus Security to ensure timely and coordinated assistance, support and referrals for members of the University Community who are impacted by Sexual Misconduct and to reduce the repetition of Disclosures and Reports by a survivor;
- f. provide timely and confidential assistance and support, referrals and information to members of the University Community who have received Disclosures;
- g. maintain a comprehensive, integrated communication strategy, which will include a central web resource with detailed information about:
  - i. the supports and resources available to survivors, respondents, and other members of the University Community;

- ii. options for reporting an incident of Sexual Misconduct under section 7 of this policy, including processes that are external to the University and processes that are internal; and
  - iii. related matters.
- h. oversee, develop and coordinate the delivery of the training, education and awareness initiatives mandated by this policy;
- i. systematically collect data and maintain annual statistics, without identifying information, on the number of Disclosed and Reported incidents of Sexual Misconduct under this policy for the purposes of community education and for reporting to the University Community;
- j. participate in the periodic evaluations of this policy and its related initiatives;
- k. conduct periodic surveys of the University Community related to Sexual Misconduct; and
- l. establish an advisory panel to act as a resource for the Central Resource Office, composed of experts from the University Community who have knowledge and experience in reducing, preventing and responding to Sexual Misconduct.

**4.3** The Central Resource Office will facilitate Reporting an incident of Sexual Misconduct pursuant to section 7 of this policy when requested by a survivor, and it will provide the survivor with confidential and ongoing support, but the Central Resource Office will not be an advocate for any member of the University Community nor will it have a role in investigations or disciplinary actions.

## **5. AWARENESS, EDUCATION and TRAINING**

**5.1** In cooperation with relevant partners, the Central Resource Office will oversee, develop and coordinate an annual education plan for the University Community that may include a combination of campaigns, on-line and in-person training sessions, workshops, print and on-line resources, programs and other events on a range of topics related to:

- a. reducing, preventing and responding to Sexual Misconduct; and
- b. providing support for survivors and other members of the University Community who have been impacted by Sexual Misconduct.

**5.2** The Central Resource Office will strongly encourage faculties and departments to include education related to Sexual Misconduct in student and employee orientation, course materials and program curriculum.

**5.3** The Central Resource Office will strongly encourage all members of the University Community to be knowledgeable about and to contribute to the reduction and prevention of Sexual Misconduct.



## **6. DISCLOSING SEXUAL MISCONDUCT**

**6.1** A member of the University Community who has experienced Sexual Misconduct may choose to disclose the experience by confiding in another member of the University Community. This is a Disclosure. A Disclosure is not the same as a Report under section 7 of this policy. A Disclosure normally does not initiate an investigation or other process. To initiate a process, an incident of Sexual Misconduct must be reported to the Central Resource Office.

**6.2** All members of the University Community should be knowledgeable about how to appropriately receive and respond to a Disclosure. A member of the University Community who receives a Disclosure should treat the survivor with compassion, dignity, and respect. They should also inform the survivor that the Central Resource Office is available to provide the survivor with confidential and ongoing assistance and support, as well as referrals and information.

**6.3** A member of the University Community who Discloses or Reports to the Central Resource Office that they have experienced Sexual Misconduct can expect to:

- a. be treated with compassion, dignity and respect;
- b. obtain timely assistance to create a safety plan;
- c. learn about on- and off-campus services and resources;
- d. obtain appropriate academic, workplace or other accommodation;
- e. learn about the options and procedures for initiating internal and external processes to address an incident of Sexual Misconduct, as outlined in section 7 of this policy, and the limits to confidentiality associated with each option;
- f. receive timely, ongoing and confidential support, regardless of whether the member chooses to make a Report under section 7 of this policy, and regardless of the outcome of that Report;
- g. make informed decisions about which services will be the most beneficial; and
- h. make informed decisions about which of the options outlined in section 7 to pursue, if any.

**6.4** A survivor who Discloses to the Central Resource Office that they have experienced Sexual Misconduct is entitled to decide whether to:

- a. access available on- and off-campus services and to choose the services they feel will be the most beneficial;
- b. contact the relevant law enforcement agency and pursue criminal proceedings;

- c. file a complaint with the British Columbia Human Rights Tribunal;
- d. initiate other legal proceedings;
- e. file a complaint of sexual harassment under the University's Human Rights Policy (GP 18); or
- f. convert their Disclosure into a Report to the Central Resource Office, pursuant to section 7.5.b of this policy, with the intention of initiating an internal process as outlined in that section.

**6.5** A member of the University Community who requests academic, workplace, or other accommodation due to an incident of Sexual Misconduct should contact the Central Resource Office. The Central Resource Office will receive and facilitate the request.

## **7. REPORTING SEXUAL MISCONDUCT TO THE UNIVERSITY**

**7.1** A survivor who has experienced Sexual Misconduct by another member of the University Community may choose to Report the Sexual Misconduct to the Central Resource Office with the intention of initiating a process under section 7.5 of this policy. A Report is not the same as a Disclosure under section 6. A Disclosure normally does not initiate an investigation or other process.

**7.2** A survivor may make a Report to the Central Resource Office with assistance from another member of the University Community.

**7.3** The Central Resource Office will inform the survivor about their options, as outlined in section 7.4 and 7.5 of this policy, and will assist them to understand those options.

**7.4** A survivor may choose one or more of the following options to initiate an external process:

- a. to contact the relevant law enforcement agency and pursue criminal proceedings;
- b. to file a complaint with the British Columbia Human Rights Tribunal;
- c. to initiate other legal proceedings.

**7.5** A survivor who Reports an incident of Sexual Misconduct to the Central Resource Office may choose one of the following options to initiate an internal process:

- a. to file a complaint under the University's Human Rights policy (GP 18) in cases involving behaviour that may fall within the definition of sexual harassment in that policy.
  - i. The survivor's choice, once made, is irrevocable with one exception. If the Human Rights Office determines that the behaviour does not fall within the

scope of that policy, then the survivor may choose to proceed under the Sexual Violence and Misconduct Prevention, Education and Support policy.

- b. to file a Report with the Central Resource Office, thereby initiating one of the following processes:
  - i. If the respondent is a student, the Central Resource Office will direct the matter to a student conduct officer pursuant to the Student Code of Conduct (Non-Academic) for investigation and further steps;
  - ii. If the respondent is an employee of the University covered by a collective agreement, the Central Resource Office will direct the matter to the employee's supervisor for investigation and further steps in accordance with the applicable collective agreement and will simultaneously notify Human Resources or Faculty Relations that a Report has been made;
  - iii. If the respondent is a member of the University Community but neither a student nor an employee covered by a collective agreement, the Central Resource Office will direct the matter to the person who employs or otherwise supervises the respondent, so that it can be dealt with in accordance with the purpose, spirit and intent of this policy.

**7.6** The University reserves the right to initiate an internal investigation and/or to inform the relevant law enforcement agency without the consent of the survivor if it has a reasonable belief that the safety of a member of the University Community is at risk.

## **8. PROCEDURAL FAIRNESS**

**8.1** The University shall deal with all Reports of Sexual Misconduct in a fair, unbiased and timely manner.

**8.2** A survivor who makes a Report and a respondent against whom a Report is made shall each be advised of the procedures that will follow.

**8.3** A respondent against whom a Report of Sexual Misconduct has been made shall be advised of the allegation and shall be accorded the opportunity to respond.

## **9. CONSEQUENCES AND OUTCOMES**

**9.1** A respondent who is found to have breached this policy will be held accountable by the University and may be subject to disciplinary action up to and including suspension or termination, in accordance with the processes for investigation and discipline set out in the Student Code of Conduct (Non-Academic) for students, or in the applicable collective agreement or relevant policy for employees.

**9.2** The University will provide a survivor who initiates a process under section 7.5.b with the outcome of the Report that was made.

## **10. ACCESS TO INFORMATION, CONFIDENTIALITY AND PROTECTION OF PRIVACY**

**10.1** The information and records created and received to administer this policy are subject to the access to information and protection of privacy provisions of British Columbia's *Freedom of Information and Protection of Privacy Act* and the University's Information Policy series. The information and records will be treated in a confidential manner, in compliance with the Act, with applicable University's policies, including the Student Code of Conduct (Non-Academic) and its related procedures, and with the relevant collective agreement.

**10.2** A University employee who receives a Disclosure or a Report of Sexual Misconduct or who is involved in addressing or investigating it must:

- a. Make every reasonable effort to protect personal information and maintain confidentiality;
- b. Collect the minimum information about individuals that relates directly to and is necessary to respond to a Disclosure or Report, which is considered to be supplied in confidence;
- c. Use the information about individuals only for the purposes of, or those consistent with, addressing the situation, investigating or taking disciplinary action;
- d. Limit disclosure of information about individuals to those within the University who need to know to perform their duties as an employee; and
- e. Disclose personal information in all other circumstances only as permitted under the *Freedom of Information and Protection of Privacy Act*.

**10.3** The University may disclose personal information, including where:

- a. it determines compelling circumstances exist that affect anyone's health or safety;
- b. a law authorizes or requires its disclosure;
- c. it prepares or obtains legal advice for the University;
- d. it complies with a subpoena, a warrant or an order issued by a court, person or body in Canada with jurisdiction to compel the production of information;

- e. it uses the information for the purpose for which it was obtained or compiled or for a use consistent with that purpose (for example, where it is necessary to fulfill its duty of procedural fairness);
- f. an employee needs the information to perform their employment duties; or
- g. it is to a law enforcement agency in Canada to assist in a specific investigation.

## **11. MULTIPLE PROCEEDINGS**

**11.1** Where criminal, civil, or administrative proceedings are commenced in respect of allegations of Sexual Misconduct, the University reserves the right to proceed with or suspend its own processes.

## **12. RELATED LEGAL, POLICY AUTHORITIES AND AGREEMENTS**

**12.1** The legal and other University policy authorities and agreements that may bear on the administration of this policy and may be consulted as needed include but are not limited to:

- a. *Sexual Violence and Misconduct Policy Act*, S.B.C. 2016, c.23, as amended, including relevant regulations;
- b. *University Act*, R.S.B.C. 1996, c. 268, as amended, including relevant regulations;
- c. Student Code of Conduct (Non-Academic);
- d. Employee Collective Agreements and relevant human resources policies;
- e. Human Rights (GP 18);
- f. Response to Violence and Threatening Behaviour (GP 25);
- g. Fair Use of Information and Communications Technology (GP 24); and
- h. The University's Information Policy Series which includes:
  - i. Access to Information and Protection of Privacy (I 10.04); and
  - ii. Collection of Personal Information (I 10.05).

## **13. RETENTION AND DISPOSAL OF RECORDS**

**13.1** Information and records created and received to administer this policy are evidence of the University's actions to respond to Sexual Misconduct education, reduction and prevention, support and investigation. Information and records must be retained and disposed of in accordance with a records retention schedule approved by the University Archivist.

#### **14. POLICY MONITORING, EVALUATING, REVIEW AND REPORTING**

**14.1** The Central Resource Office will undertake a systematic approach to monitoring and evaluating this policy and its associated procedures and practices to ensure that they are responsive to evolving needs. This includes but is not limited to:

- a. Reporting annually through the President to the Board of Governors on the implementation of this Policy;
- b. Periodic reviews of the University's training and educational initiatives related to Sexual Misconduct; and
- c. Reviewing this policy at least once every three years, in consultation with students and other members of the University Community.

#### **15. AUTHORITY**

**15.1** This policy is administered under the authority of [The University has not yet determined to whom the Central Resource Office will report. The Executive Officer to whom the CRO reports will be the Authority for this policy].

#### **16. INTERPRETATION**

**16.1** Questions of interpretation and application of this policy or its procedures shall be referred to the [Executive Officer identified under Authority – s.15.1 above] and the University's General Counsel, who will jointly make a decision, which will be final.