

## 1. CALL TO ORDER

Call to Order – 10:30 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 ( <i>Chair</i> ).....	Hangue Kim
VP External Relations .....	Prab Bassi
VP Finance .....	Baljinder Bains
VP Student Services.....	Jimmy Dhesa
VP Student Life .....	Alam Khehra
VP University Relations .....	Erwin Kwok
At-Large Representative.....	Raajan Garcha
At-Large Representative.....	Jaskarn Randhawa
Faculty Representative (Applied Sciences).....	Jeffrey Leung
Faculty Representative (Arts & Social Sciences).....	Jackson Freedman
Faculty Representative (Business).....	Gini Kuo
Faculty Representative (Communications, Art, & Technology).....	Juvina Silvestre
Faculty Representative (Education).....	Jamie Zhu
Faculty Representative (Environment).....	Yun Oh
Faculty Representative (Health Sciences).....	Aarushi Sharma
Faculty Representative (Science).....	Parham Elmi

### 3.2 Society Staff

Chief Executive Officer .....	Martin Wyant
Campaign, Research, and Policy Coordinator.....	Pierre Cassidy
Administrative Assistant.....	Zoya Nari

### 3.3 Guests

The Peak News Editor .....	Cecile Favron
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## 4. ADOPTION OF THE AGENDA

### 4.1 MOTION BOD 2017-07-10:01

#### Parham/Gini

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

- To add under Discussion as 7.2: BC Wildfire

**CARRIED AS AMENDED**

## 5. MATTERS ARISING FROM THE MINUTES

### 5.1 MOTION BOD 2017-07-10:02

**Prab/Jackson**

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

- Board of Directors 2017-06-19.docx
- Finance Committee 2017-06-09.pdf
- Accessibility Committee 2017-06-26.pdf
- Council 2017-05-31.pdf

**CARRIED**

## 6. NEW BUSINESS

### 6.1 June 1-15, 2017 Board Work Report & Committee Updates – MOTION BOD 2017-07-10:03

**Baljinder/Jamie**

*Be it resolved to approve the June 1-15, 2017 Board Work Report.*

**CARRIED**

### 6.2 June 16-30, 2017 Board Work Report & Committee Updates – MOTION BOD 2017-07-10:04

**Baljinder/Jackson**

*Be it resolved to approve the June 16-30, 2017 Board Work Report.*

**CARRIED**

### 6.3 Student Union Development Summit – MOTION BOD 2017-07-10:05

**Parham/Prab**

*Be it resolved to approve up to \$3600 from line item 740/20 "Conferences/Lobbying" to pay for accommodations and conference fees for Jaskarn Randhawa, Jackson Freedman, Erwin Kwok, Juvina Silvestre, Prab Bassi, and Parham Elmi in attending the Student Union Development Summit (SUDS) held at UBC by AMS on August 18th to 21st, 2017.*

**NOT CARRIED**

- The Student Society has been sending delegates since 2012 as it is a great development opportunity for Board members
- Attendees to provide a collective report of the event within 30 calendar days after the conference ends

*\*Jimmy Dhesa arrived at 10:35 AM\**

*\*Raaan Garcha arrived at 10:35 AM\**

**Jimmy/Gini**

*Whereas the Student Union development Summit is an annually held conference involving societies from universities all across Canada. The event is hosted by the AMS at UBC. Industry professionals including both staff from AMS and other institutions as well as government representatives typically attend in facilitating workshops. SFSS has been sending delegates since at least 2012 given the reports that arise indicating this conference's utility for Board members.*

*Whereas this year, the workshops include presentations by the BC government and industry professionals. The workshop topics include: expanding student services and determining student demand as well as experiential learning outside of classrooms and how student societies can facilitate this.*

*Be it resolved to approve up to \$3600 from line item 740/20 "Conferences/Lobbying" to pay for accommodations and conference fees for Jaskarn Randhawa, Jackson Freedman, Erwin Kwok, Juvina Silvestre, Prab Bassi, and Parham Elmi in attending the Student Union Development Summit (SUDS) held at UBC by AMS on August 18th to 21st, 2017. Be it further resolved to task a collective conference report by September 21<sup>st</sup>, 2017.*

**CARRIED**

**6.4 Accessibility Fund Committee Terms of Reference – MOTION BOD 2017-07-10:06 Jimmy/Jeffery**

*Be it resolved to amend the SFSS Board Policies to include the Terms of Reference (TOR) for the Accessibility Fund Committee, as attached, and to replace the existing GP-7 with the amended version, as attached.*

**CARRIED**

- Committee is working on increasing accessible events with the use of the amended Terms of Reference

## 7. DISCUSSION ITEMS

### 7.1 Update on the Granting Reform Project

- Purpose of discussion: to update Board members of the project
- The Granting Reform contains guidelines that specify cut offs and approvals of grants for student groups
- Granting reform members will later coordinate with student groups for feedback; which will assist in the amended of the document before being reviewed by Board

### 7.2 BC Wildfire

- A large number of wildfires has been occurring around BC
- Purpose of discussion: to create a student initiative prior to contacting external groups
- Suggestion: to possibly table or create a campaign with student groups that are involved and to possibly fundraise the amount
- Board members are in favor of supporting the event

## 8. ATTACHMENTS

- BOD1718June1-15WorkReportCommitteeUpdate.pdf
- BOD1718June16-30WorkReportCommitteeUpdate.pdf
- SUDS About.png
- SUDS Registration.png
- SUDS Schedule.png
- SUDS Workshops.png
- TOR - Accessibility Fund Committee (1) (1).pdf

- GP-7 (1).pdf

## 9. ADJOURNMENT

**MOTION BOD 2017-07-10:07**

**Prab/Jackson**

*Be it resolved to adjourn the meeting at 11:05 AM.*

**CARRIED**

# SFSS BOARD COMMITTEE UPDATE

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This report summarizes SFSS committee activities that took place from  
**June 1-15 , 2017**

## **ADVOCACY**

The Advocacy Committee did not meet during this time.

## **ACCESSIBILITY FUND**

The Accessibility Committee met once during this time. We reviewed the additions and changes made by members of the committee for the Terms of Reference. The approved changes were sent to our Campaigns, Research, and Policy Coordinator to review and finalize before the committee provides a formal recommendation to the Board for approval to be added to our Board Policies. We reviewed the final report for the Accessibility Worker, and discussed the possibility of continuing the role.

## **EVENTS**

The Events Committee did not meet during this time. All board members from this committee had individually assigned tasks for the Fall Kickoff which they have been working on.

## **FINANCE & AUDIT**

[June 9] Presentation on the basics of a budget and reviewed the 2017/18 budget

## **GOVERNANCE**

## **NOMINATION**

Nominations finalized its formal recommendation for At-Large Committee Member appointments, which were approved at the Exec meeting. The remaining applicants that participated in the interview were approved as SFSS Volunteer Leaders. The results of the recruitment were communicated with the applicants. Next steps and member orientation was planned.

## **STRATEGIC ENGAGEMENT**

[June 2] Meeting regarding engagement item policy

## **SURREY CAMPUS**

The Surrey Campus Committee did not meet during this time

## **VANCOUVER CAMPUS**

[June 13] The Vancouver Campus Committee Chair met with the Administration Head of Vancouver Campus, Kamilah, for the first time to discuss past events, ongoing projects and future initiatives from both sides. Future meetings will be monthly unless there is anything urgent.

[June 14] The Chair has been connected with the At-Large member of the committee by Jimmy. Will contact the student very soon for an orientation.

# SFSS BOARD WORK REPORT

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This report reflects the Board work from  
**June 1-15 , 2017**

## **PRESIDENT**

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

- [June 2] Executive Meeting
- [June 5] Board Meeting
- [June 9] Finance and Audit Meeting
- [June 9] Executive Meeting
- [June 12] Board Development Session

### **Meetings & Action Items**

- [June 1] Build SFU Orientation
- [June 2] FBS Meeting
- [June 2] Space Expansion
- [June 2] Build SFU Debrief
- [June 5] SFSS President/CEO Meeting
- [June 5] Referendum meeting
- [June 5] SFU Fair Trade Meeting
- [June 6] Board Conduct Meeting
- [June 6] FBS Discussion with Students
- [June 6] Strategic Engagement
- [June 6] FIC Meeting with CEO
- [June 6] External Surveying Company
- [June 7] Board Member Evaluation
- [June 7] Build SFU
- [June 7] SFU Student Services
- [June 7] SFU Student Services Director
- [June 9] President/CEO
- [June 9] Tank Farm
- [June 12] SFSS President/CEO Meeting
- [June 12] Health Science Rep Debrief
- [June 12] FARM Meeting
- [June 12] Space Expansion Planning
- [June 13] Sexual Violence Policy Meeting
- [June 13] FBS Meeting
- [June 13] Build SFU Interview
- [June 13] UPass Appeal Student
- [June 14] Build SFU Transition Plan Meeting
- [June 14] FBS

### **Projects**

- Board Development Sessions

- SFU Surrey Space Expansion
- Tank Farm Rally
- Board Monthly Socials
- Board Calendar
- Food and Beverage Services

**Office/Engagement Hours**

- By appointment on Surrey, Vancouver or Burnaby Campus. Main office: MBC 2220.

**Events**

- N/A

**Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and supporting documents
- Prep work for projects/proposals
- Prepared for Board Development Session
- Emails

**VP STUDENT SERVICES**

**Named SFSS Committee Work & Action Items**

- Accessibility Committee
  - Approved changes to Terms of Reference
  - Reviewed Accessibility Worker Final Report
- Vancouver Campus Committee
  - Did not meet
- Nominations Committee
  - Approved all At-Large and SFSS Volunteer Leader appointments
  - Communicated decisions with applicants and determined next steps
  - Planned orientation session
- Executive Committee
  - Approved Committee appointments, JDC West Letter of Support, Surrey Campus Space Expansion Press Release, and received updates from various Exec initiatives

**Meetings & Action Items**

- [June 2] Exec Meeting
- [June 2] FBS Meeting
- [June 5] Board Meeting
- [June 5] Referendum Meeting
- [June 6] FBS Meeting
- [June 7] AGM Planning Meeting
- [June 8] Student Care Meeting
- [June 9] Exec Meeting
- [June 12] Board Development Meeting
- [June 12] Accessibility Meeting
- [June 14] FBS Meeting

**Projects**

- Health and Dental Plan RFP
  - Met with existing vendor to set parameters before beginning RFP process

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

- Office hours are by appointment: please email [vpsservices@sfss.ca](mailto:vpsservices@sfss.ca)

#### **Events**

- N/A

#### **Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and supporting documents
- Reading/sending emails

## **VP EXTERNAL RELATIONS**

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

- [June 2] Executive Meeting
- [June 2] Governance Meeting
  - Discussed the new proposed bylaws
  - The key priorities of the committee
- [June 5] Board Meeting
- [June 9] Executive Meeting
- [June 12] Board Development Session

### **Meetings & Action Items**

- [June 1] Letter to Terry Beech
- [June 1] Meeting with CEO about Mental Health Strategy
- [June 5] Referendum Meeting
- [June 6] Communication department meeting
  - Discussed the SFSS website plans
    - Provided feedback
  - Discussed the new 'What is the SFSS' video
    - Helped with storyboard
- [June 6] Meeting with Student
  - Discussed the current issues revolving Translink
- [June 9] Tank Farm Expansion Meeting
- [June 13] SFU/UBC/UVIC Call
  - Discussed OER, Mental Health, Sexual Violence and Misconduct Policy, U-Pass student Caucus, Harm reduction
- [June 15] Meeting with CEO about U-Pass
- [June 15] Meeting with SCI Rep about Advocacy

### **Projects**

- U-Pass Agreement
- Mental Health Strategy
- Provincial Budget Consultations
- Tank Farm Expansion Safety Plan
- SFSS Website
- SFSS Video

- SFSS Social Media
- Board Work Plan Calendar

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

- By appointment on Surrey, Vancouver or Burnaby Campus. Main office: MBC 2220.
  - Please email: [vpexternal@sfss.ca](mailto:vpexternal@sfss.ca)

#### **Events**

- N/A

#### **Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and supporting documents
- Prep work for projects/proposals
- Prepared for Board Development Session ie. Board work plan
- Emails

## **VP FINANCE**

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

- [June 2] Executive Meeting
- [June 5] Board Meeting
- [June 9] Finance and Audit Committee Meeting
  - Presentation on the basics of a budget and reviewed 17/18 budget
- [June 9] Executive Meeting

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

- [June 1] Build SFU Orientation
- [June 2] Strategic Engagement Meeting on Outreach Material
- [June 7] Meeting with President for Board and Director Evaluations
- [June 7] Build SFU Meeting
- [June 7] Granting Reform Meeting
- [June 7] AGM Preparation Meeting
- [June 9] Executive Meeting
- [June 12] Board Development Session
- [June 12] FARM Meeting
- [June 13] Meeting with CEO
- [June 14] Build SFU Meeting

#### **Projects**

- Board and Director Evaluations
  - Conducted research to introduce an evaluation plan
- Granting Reform
- Website Development
  - Provided feedback to communication department regarding new website
- Preliminary Research on Tax Service for SFSS Students
- Providing insights to FARM
  - FROSH
  - Mentorship Program
  - Sponsorship

**Office/Engagement Hours**

- By appointment on Surrey, Vancouver or Burnaby Campus. Main office: MBC 2220.
  - Email: [vpfinance@sfss.ca](mailto:vpfinance@sfss.ca)

**Events**

*Not applicable.*

**Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and supporting documents
- Prepared Presentation for FAC regarding Budgets
- Reviewed cheque requisitions and approved payroll
- Replied to emails

**VP STUDENT LIFE**

**Named SFSS Committee Work & Action Items**

- [June 2] Executive Meeting
- [June 5] Board Meeting
- [June 5] Board Development Session
- [June 9] Executive Meeting

**Meetings & Action Items**

- [June 2] Science Undergraduate Society Meeting
- [June 2] BPK Student Association Meeting
- [June 5] Met Sindhu to work on RFP for Fall Kickoff
- [June 7] Met with Erin Biddlecombe to discuss Fall Kickoff
- [June 14] Met Martin to discuss Kickoff RFP

**Projects**

- Board Social Media (Reviewed finalized video script with Prab)
- Fall Kickoff

**Office/Engagement Hours**

- [June 2] Met with a student in my office to discuss Greek Life
- Office hours are by appointment: please email [vpstudentlife@sfss.ca](mailto:vpstudentlife@sfss.ca)

**Events**

- N/A

**Administrative**

- Motion placed on BOD meeting agenda to approve the Fall 2017 Kickoff Concert budget
- Reading/sending emails
- Negotiated Concert RFP with companies
- Spoke with Redbull about potential sponsorship

**VP UNIVERSITY RELATIONS**

**Named SFSS Committee Work & Action Items**

- Executive Committee
- Governance Committee
  - Will work on communications strategy next meeting for bylaws
- Finance and Audit Committee
- Accessibility Committee
  - Next meeting will task CRPC to review TOR draft
  - Reviewed and prepared to discuss Accessibility Coordinator final report

**SFSS Committee Work & Action Items**

- [June 2] Executive Meeting
- [June 2] Accessibility Meeting
  - Finishing TOR then applications for At-Large positions; outreach tasks
- [June 2] Governance Meeting
  - Discussed new by-laws and elections policies
- [June 5] Board Meeting
- [June 9] Finance and Audit Meeting
  - Discussed budgetary limitations and cash flow; discussed consolidated budget
- [June 9] Executive Meeting
  - Tasked to draft space expansion letter to Petter; completed

**Meetings & Action Items**

- [June 2] FBS Meeting
- [June 2] Space Expansion
- [June 2] Strategic Engagement Meeting on Outreach Material
- [June 2] SFU Student Services space expansion draft request meeting
- [June 5] Referendum meeting
- [June 5] SFU Fair Trade Meeting
- [June 6] SFSS CEO meeting
- [June 6] SFSS CRPC meeting
- [June 6] FBS Discussion with Students
- [June 7] SFSS-GSS VPUR meeting
- [June 7] Board Member Evaluation
- [June 9] Tank Farm Rally
- [June 9] SFSS President meeting
- [June 9] SFSS VP External meeting
- [June 12] SFU SLC meeting
- [June 12] Accessibility meeting
- [June 13] SFSS CEO meeting
- [June 13] SFSS CRPC meeting

**Projects**

- SFU Surrey Space Expansion
  - Completed first proposal; awaiting SFU's response for next steps
- SFU SLC partnership event
  - Drafting initial proposal
- SFSS-GSS partnership event

- Made preliminary agreement with GSS; working group formed; drafting proposal
- DSU/Club granting process
  - Provided feedback documents
- Space Expansion letter
  - Drafted letter to President Petter
- FBS
  - Draft update for Council
- Accessibility Committee restructuring
  - Drafted new TOR
- Sexual violence prevention policy
  - Tasked to sit on committee; first meeting held

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

- Office hours are by appointment: please email [vpuniversity@sfss.ca](mailto:vpuniversity@sfss.ca)
- [June 7] assisted with student club queries on GO table booking after hours
- [June 7] attended Criminology Student Association meeting

#### **Events**

- N/A

#### **Administrative**

- Motion placed on next BOD meeting agenda regarding new Elections Policy title page and TOR
- Prepared for meetings: reviewed agenda items, minutes, and supporting documents
- Reading/sending emails

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

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

- Advocacy Committee
- Governance Committee
  - Reviewing by-laws + elections policies
- Surrey Campus Committee
  - Finalized orientation package
  - Organized meeting times
  - Retreat planning
- Sexual Violence Policy Working Group

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

- [June 2] Governance Committee Meeting
- [June 5] Board Meeting
- [June 5] Board Development Session
- [June 12] Board Development Session
- [June 12] Meeting with CEO
- [June 12] Farm Meeting
- [June 13] Sexual Violence Policy Working Group Meeting
- [June 14] Meeting with Surrey Campus Coordinator

**Projects**

- SFSS Sexual Assault and Misconduct Policy
  - Drafted up overview + timeline of the project plan
  - Working group was created
  - Exploring current options for adoption/creation of the policy
  - Current steps: speaking to SFU and consulting lawyers
- Surrey Space Expansion Campaign
  - Organizing volunteers
  - Space booking

**Office/Engagement Hours**

- Office hours are by appointment: please email [atlarge1@sfss.ca](mailto:atlarge1@sfss.ca)

**Events**

- N/A

**Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and supporting documents
- Reading/sending emails

**AT-LARGE REPRESENTATIVE (RANDHAWA)**

**Named SFSS Committee Work & Action Items**

- [June 9] Finance and Audit Committee Meeting

**Meetings & Action Items**

- [June 5] Board of Directors meeting
- [June 5] Board of Directors development session
- [June 12] Board of Directors development session
- [June 12] Farm Meeting

**Projects**

- Tax Services Program Proposal
- Fall Kickoff Digital Marketing Plan
  - Created marketing outline and project goals

**Office/Engagement**

- Office hours are by appointment: please email [atlarge2@sfss.ca](mailto:atlarge2@sfss.ca)

**Events**

- *Not applicable.*

**Administrative**

- Emails
- Reviewed documents and meeting minutes

**APPLIED SCIENCES REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- [June 2] Governance Committee meeting
- [June 5] Board of Directors meeting
- [June 5] Board of Directors development session
- [June 12] Board of Directors development session
- [June 16] Governance Committee meeting

**Meetings & Action Items**

- [June 2] Applied Sciences Round Table meeting
- [June 2] Hack Lounge SFU Club meeting
- [June 4] Software Systems Student Society meeting
- [June 5] Women In Computing Science meeting
- [June 5] Mechatronic Systems Engineering Student Society meeting
- [June 9] Computing Science Student Society meeting
- [June 11] Software Systems Student Society meeting
- [June 12] Board of Directors FARM members meeting
- [June 12] Women In Computing Science meeting
- [June 12] Engineers Without Borders meeting
- [June 12] Engineering Science Student Society informal executive meeting

**Projects**

- Granting Reform Committee:
  - June 7 meeting
- Engagement Outreach branding:
  - June 2 meeting

**Office/Engagement Hours**

- By appointment; contact [appscrep@sfss.ca](mailto:appscrep@sfss.ca)
- Attendance at most meetings of the FAS Department Student Unions

**Events**

- N/A

**Administrative**

- Emails
- Reviewed documents and meeting minutes

**ARTS & SOCIAL SCIENCES REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- June 5th - Board Meeting

**Meetings & Action Items**

- June 5th - board development session

**Projects**

- Fall kickoff concert

**Office/Engagement Hours**

- Office hours by appointment, [artsrep@sfss.ca](mailto:artsrep@sfss.ca)

**Events**

- N/A

**Administrative**

- Emails and correspondence with members of constituency

\*departed very early in this two week term for leave of absence. Will return June 24th.

**BUSINESS REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- [June 5] Board Meeting
- [June 9] Finance and Audit Meeting
- [June 12] Board Development Session

**Meetings & Action Items**

- [June 1] Build SFU Orientation
- [June 1] YWiB Meeting
- [June 7] Granting Reform Meeting
- [June 7] SMA Orientation
- [June 9] Sponsorship Package Meeting with Communications Office and CEO
- [June 12] FARM Meeting
- [June 12] SLC meeting
- [June 12] BASS Board of Advisor Meeting
- [June 15] Meeting with SU Coordinator

**Projects**

- Fall Kickoff Sponsorship
  - Team Hiring
  - Orientation Preparations
- Grant Policy Reform Working Group

**Office/Engagement Hours**

- By appointment on Surrey, Vancouver or Burnaby Campus. Main office: MBC 2220.

**Events**

- N/A

**COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE**

*\*Was away on vacation until June 8th\**

**Named SFSS Committee Work & Action Items**

- Vancouver Campus Committee
  - Discussed possible future initiatives with the Vancouver Campus Admin Head
  - Set tentative monthly meeting dates
  - Was introduced to the At-Large member
- Accessibility Committee
  - Changed terms of reference for this committee for the coming year

**Meetings & Action Items**

- [June 12] Board Development Session
- [June 12] Accessibility Committee Meeting
- [June 13] Vancouver Campus Committee Meeting (Chair and Vancouver Campus Administration Head)

**Projects**

- Communication First Year Experience Ambassador Program
  - [June 15] Attended Communication Connect as a volunteer from 3pm - 7pm
  - Next meeting scheduled for June 26th
- DSU Mixer with FCAT staff members
  - Scheduled for June 20th evening
- DSU's First President Meeting
  - Aiming for July 11th

**Office/Engagement Hours**

- N/A

**Events**

- Communication Connect
  - Helped with directing students to the space, engagement, presented at the Ambassador panel, and promoted SFSS events and services, including the Fall Kickoff, etc.

**Administrative**

- Emails correspondence with board members and faculty staff members
- Reviewed the Terms of Conditions for the Accessibility Committee
- Drafted meeting minutes from the 1 on 1 meeting with Vancouver Campus Admin
- Reviewed the new SFSS website

**EDUCATION REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- Advocacy Committee
- Engagement Committee
- Accessibility Committee
  - Changed terms of reference for this committee for the coming year
- Sexual Violence Policy Working Group

**Meetings & Action Items**

- [June 5] Board Meeting
- [June 8] Undergraduate Programs Committee Meeting
- [June 12] Board Development Meeting
- [June 12] Farm Meeting
- [June 12] Accessibility Meeting

**Projects**

- Bursary Project Proposal

**Office/Engagement Hours**

- Office hours by appointment at [edurep@sfss.ca](mailto:edurep@sfss.ca)

**Events**

- Not applicable

**Administrative**

- Prepared for meetings: reviewed agendas, minutes, and supporting documents
- Emails

**ENVIRONMENT REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- Board development session
- Governance committee meeting

**Meetings & Action Items**

- Board meeting
- FENV frosh planning

**Projects**

- Will be working on the FENV frosh
- Will be working on safe walk

**Office/Engagement Hours**

- Attended Enviro frosh
- Posted and organized Enviro frosh meeting

**Events**

N/A

**Administrative**

- Sent a regret for finance committee meeting due to a summer flu
- Emails
- Volunteer recruit
- Organization of new constitution for environment student society

**HEALTH SCIENCE REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- [June 12] Board Development session
- Advocacy committee
- Events committee
- Reviewing Student Survey initiative

**Meetings & Action Items**

- [June 5] Board meeting
- [June 12] FARM meeting
- [June 12] HSUSU meeting

**Projects**

- Will be working on the Annual Student Survey initiative in the spring or early fall

**Office/Engagement Hours**

- Attended HSUSU meeting/introducing my role in the student union
- Office hours by appointment via appointment made by email (healthrep@sfss.ca)

**Events**

N/A

**Administrative**

- Emails
- Sending HSUSU write up for website information
- Got my key for the locker

## **SCIENCE REPRESENTATIVE**

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

- [June 1] Build SFU orientation
- [June 7] Build SFU meeting
- [June 13] Build SFU orientation continued
- Advocacy
  - Did not meet during this period
- Engagement Committee
  - Met June 2nd to discuss engagement items and policies moving forward
  - Finalized decisions for engagement items

### **Meetings & Action Items**

- [June 5] Board meeting
- [June 12] Board development session
- [June 12] FARM meeting
- [June 12] Board development session

### **Projects**

- Science Peer Mentorship Program
  - [June 11] Sent confirmation e-mail out to accepted mentors, as well as details of what is required of mentors and training information etc.
  - [June 15] Met with Science engagement coordinator to discuss and plan details of program for success
- Engagement Items completely finalized.

### **Office/Engagement Hours**

- [June 2] Attended SUS meeting
- [June 19] Attended SUS meeting
- Office hours by appointment, please e-mail [sciencerep@sfss.ca](mailto:sciencerep@sfss.ca). Skype is also available, please e-mail for details.

### **Events**

- N/a

### **Administrative**

- E-mails, reviewed minutes, read required materials
- Established Science Peer Mentorship program facebook page
  - Actively monitoring page and engaging with mentors at this time, inviting mentees in the upcoming week.

# SFSS BOARD COMMITTEE UPDATE

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This report summarizes SFSS committee activities that took place from  
**June 16-30 , 2017**

## **ADVOCACY**

This committee did not meet at this time.

## **ACCESSIBILITY FUND**

This committee did not meet at this time.

## **EVENTS**

[June 28] Board members from this committee to give updates on their respective roles for the Fall Kickoff. The artist lineup was discussed, the actions items from that discussion will be taken back to the production company. Finally, the committee discussed the structure of our first meeting with all the at-large members, which will be on July 5.

## **FINANCE & AUDIT**

[June 23] Meeting to Discuss Student Budget Consultations & received an update for the year end audit.

## **GOVERNANCE**

- finalized bylaw fact sheet for future membership messaging
- finalized revisions to proposed bylaws
- developed draft communications plan for communicating the proposed bylaw to membership
- prepare to recommend to Board to hold a referendum on the proposed bylaws coming Fall term

## **NOMINATION**

This committee did not meet at this time.

## **STRATEGIC ENGAGEMENT**

The Strategic Engagement Committee held its first meeting with at-large members and board members on June 29th and discussed future goals of the committee and what visions everyone had for the committee. The committee will meet next week to get step-by-step plans on how to execute the year effectively.

## **SURREY CAMPUS**

The Surrey Campus Committee (SCC) held its first meeting on June 28th. An orientation to the structure and purpose of the SFSS and SCC was given. The committee decided on a time to hold our retreat, the purpose of which is to develop a work plan for the rest of the year, as well as allow an opportunity for SCC members to bond with one another. The committee also discussed

future plans for initiatives we would like to put forward for the Week of Welcome. The committee held an event on Friday, June 30th to celebrate Canada day and handed out freezies to students studying at the Surrey campus.

### **VANCOUVER CAMPUS**

This committee did not meet at this time.

# SFSS BOARD WORK REPORT

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This report reflects the Board work from  
**June 16-30 , 2017**

## **PRESIDENT**

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

- [June 26] Board Development Session

### **Meetings & Action Items**

- [June 19] Food and Beverage Services Meeting
- [June 20] Ombudsperson
- [June 20] Canada Day Drumming Celebration Meeting
- [June 20] Student Service Meeting
- [June 21] SFU Surrey Healthy Campus Initiative
- [June 21] SFU Surrey Space Expansion
- [June 21] Board Development Session Review
- [June 21] SFSS Volunteer Orientation Review
- [June 22] Vantage Point (Board Development Session)
- [June 22] SFU Surrey Space Expansion Meeting with Student Services
- [June 22] Auditor
- [June 23] Space COB
- [June 23] Food and Beverage Services Meeting
- [June 26] President/CEO Meeting
- [June 26] SFU Vice President External Introductory Meeting
- [June 26] President Petter Meeting
- [June 27] SFU/SFSS Orientation Week Meeting
- [June 27] Build SFU Joint Steering Committee Meeting
- [June 29] SFU Public Square
- [June 29] SFU Vice President Finance
- [June 30] FBS Meeting
- [June 30] SFSS Tax Service Program Brainstorm

### **Projects**

- Board Development Sessions
- SFSS Surrey Space Expansion
- Food and Beverage Services
- Sexual Violence Misconduct Policy
- Tank Farm
- Mental Health Strategy
- SFSS Volunteer Orientation
- Board Monthly Socials

### **Office/Engagement Hours**

- Available by appointment on the SFU Surrey, Vancouver or Burnaby campuses. Please e-mail [president@sfss.ca](mailto:president@sfss.ca) to set up an appointment.

**Events**

- SFU Student Services Meet and Greet
- SFU Making Connections

**Administrative**

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

**VP STUDENT SERVICES**

**Named SFSS Committee Work & Action Items**

- Executive Committee
- Accessibility Committee
- Vancouver Campus Committee

**Meetings & Action Items**

- [June 16] Executive Meeting
- [June 19] Board Meeting
- [June 19] FBS Update Meeting
- [June 20] FBS Meeting
- [June 21] SFSS Volunteer Orientation
- [June 23] Executive Meeting
- [June 23] FBS Meeting
- [June 26] Board Development Meeting
- [June 26] Accessibility Committee Meeting
- [June 30] FBS Meeting

**Projects**

- Health and Dental RFP

**Office/Engagement Hours**

- Office hours are by appointment: Please email [yps-services@sfss.ca](mailto:yps-services@sfss.ca)
- [June 21] Surrey Space Expansion Tabling
- [June 23] Surrey Space Expansion Tabling

**Events**

- [June 29] June Birthday Bash

**Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Responding/sending emails

**VP EXTERNAL RELATIONS**

**Named SFSS Committee Work & Action Items**

- Advocacy Committee
  - Plan and coordinate first meeting
  - Created presentation
- Board
  - [June 19] Board Meeting
  - [June 26] Board Development Session
- Executive Committee

- [June 16] Executive Meeting
- Governance Committee
  - [June] 16] Governance Committee Meeting
  - [June 30] Governance committee meeting
- Vancouver Campus Committee
  - Did not meet during this period

### **Meetings & Action Items**

- [June 16] U-Pass Meeting with UBC AMS Policy Advisor
- [June 19] FBS Update
- [June 19] Meeting with Associate Registrar, Information, Records & Registration Services
  - Discussed PSI's involvement with U-Pass negotiations
- [June 21] Meeting with SFSS CEO
- [June 21] Meeting with SFSS Campaigns Research and Policy Coordinator
- [June 27] BC U-Pass Student Caucus Meeting
  - Discussed TOR, working group, business case
  - Nominated myself to Chair
- [June 28] Meeting with SFSS Women's Centre coordinator
  - Discussed the issues involving the consent toolboxes
  - Planned next steps
- [June 29] Meeting with SFSS Campaigns Research and Policy Coordinator
  - Discussed U-Pass referendum
- [June 29] Meeting with SFSS Science Representative
  - Discussed OER
- [June 30] Food and Beverage Services Meeting

### **Projects**

- Sexual Violence Misconduct Policy
- Tank Farm Safety
  - Reached out to local MP and the Prime Minister
- Mental Health Strategy
  - Meeting on July 17
- U-Pass Student Caucus
  - Nominated to Chair the Caucus
  - Read TOR
- Provincial Budget Consultations
  - Researching the ask
- SFSS Communications
  - Informational videos, content for Facebook + other SM platforms
- SFSS website redevelopment
  - User testing phase

### **Office/Engagement Hours**

- Office hours are by appointment: please email [vpexternal@sfss.ca](mailto:vpexternal@sfss.ca)
- [June 20] Surrey Space Expansion Outreach
- [June 22] Surrey Space Expansion Outreach

**Events**

- [June 21] Meet and Greet with Student Services
- [June 29] June Birthday Bash

**Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Responding/sending emails
- Phone calls
- Planning orientation for Advocacy Committee Meeting

**VP FINANCE**

**Named SFSS Committee Work & Action Items**

- [June 19] Board Meeting
- [June 23] FAC Meeting
  - Budget Consultations
- [June 28] Surrey Campus Committee Meeting
- [June 30] Executive Committee Meetings

**Meetings & Action Items**

- [June 19] FBS Update
- [June 21] Meet and Greet with Student Services
- [June 21] Granting Reform Committee Meeting
- [June 26] Board Development Session
- [June 26] Accessibility Committee Meeting
- [June 27] Meeting with CEO
- [June 27] Build SFU Meeting
- [June 27] Orientation Meeting with SFU
- [June 30] Meeting for Concert with Finance Coordinator, Business Representative, and VP Student Life
- [June 30] Meeting with VP Student Life

**Projects**

- Granting Reform Project
- Audit
- Tax Service
- Surrey Space Expansion
- Build SFU
- Board and Director Evaluations
- Budget Reallocation Policy

**Office/Engagement Hours**

- Office hours are by appointment: please email [vpfinance@sfss.ca](mailto:vpfinance@sfss.ca)
- [June 20] Surrey Space Expansion Outreach
- [June 22] Surrey Space Expansion Outreach
- BMP Social and assisting for Mentor Interviews

**Events**

- N/A

**Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Responding/sending emails
- Payroll
- Signing Cheques

**VP STUDENT LIFE**

**Named SFSS Committee Work & Action Items**

- [June 19] Board Meeting
- [June 28] Events Committee
- [June 29] Engagement Committee

**Meetings & Action Items**

- [June 19] FBS Update
- [June 20] Met Justin (from Production Company)
- [June 21] Meet & Greet with Student Services
- [June 21] Sponsorship Call with Skipthedishes
- [June 21] Meeting with potential artist for Kickoff
- [June 26] Sponsorship Meeting with Redbull
- [June 27] SFU/SFSS Orientation Meeting
- [June 27] Showpass Kickoff Collaboration Discussion
- [June 28] Council
- [June 29] Public Square Potential Partnership Discussion
- [June 29] Meeting with potential artist for Kickoff
- [June 30] Meeting with Lucy about Kickoff
- [June 30] Meeting with Lawyer for Concert MOU
- [June 30] Meeting with potential student leader for Kickoff collaboration
- [June 30] Meeting with potential student leader for Kickoff collaboration

**Projects**

- Freezie Day
- Fall Kickoff

**Office/Engagement Hours**

- [June 16] Science Undergraduate Society
- [June 22] Surrey Space Expansion Tabling
- [June 23] BPK Student Association
- [June 23] Science Undergraduate Society
- Office hours are by appointment: please email [vpstudentlife@sfss.ca](mailto:vpstudentlife@sfss.ca)

**Events**

- [June 29] June Birthday Bash

**Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Responding/sending emails

## **VP UNIVERSITY RELATIONS**

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

- Governance Committee: completed revisions and review of proposed bylaws; preparing communications
- Executive committee
- Accessibility committee: completed revisions to Terms of Reference
- Finance & Audit committee: reviewed budget line items; began planning for budget consultations
- Sexual Violence Policy Working Group

### **Meetings & Action Items**

- [June 19] Food and Beverage Services Meeting
- [June 19] GSS meeting
- [June 19] BOD meeting
- [June 20] CRPC meeting
- [June 21] SFU Surrey Space Expansion
- [June 22] SFU Surrey Space Expansion Meeting with SFU Student Services
- [June 23] Space COB
- [June 23] Governance committee meeting
- [June 23] FAC meeting
- [June 23] Food and Beverage Services Meeting
- [June 26] Accessibility Committee Meeting
- [June 26] SFU Vice President External Intro Meeting
- [June 26] Board Development Meeting
- [June 26] completed initial rationale/messaging document on elections policy
- [June 27] CEO meeting
- [June 27] CRPC meeting
- [June 28] Peak interview on elections policy
- [June 28] council meeting
- [June 30] CRPC meeting on elections policy
- [June 30] Governance committee meeting
- [June 30] Food and Beverage Services Meeting

### **Projects**

- Elections policy: developing communications plan to inform students of new policy
- Proposed bylaws: developing communications plan to bring to referendum; amended messaging document
- SFSS-GSS event: coordinated and arranged meeting July 25 for partnership event
- Granting reform: reviewed documents and submitted feedback
- SUB video update: joined working group; awaiting meeting date to discuss further
- Student Learning commons event partnership: awaiting update from their staff for further steps; facilitated promotion of an academic opportunity
- Surrey space expansion: completed proposal document rationales with SFSS President
- FBS: met with VP Services, President, and CEO to discuss next steps; follow-up meetings held

### **Office/Engagement Hours**

- Office hours are by appointment: please email [vpuniversity@sfss.ca](mailto:vpuniversity@sfss.ca)
- [June 21] Criminology student association meeting

#### **Events**

- SFU Student Services Meet and Greet

#### **Administrative**

- Submitted work orders to CRPC to make adjustments to proposed bylaws
- Prepared for meetings: reviewed agenda items, minutes, and documents
- Responding/sending emails

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

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

- Governance Committee
- Advocacy Committee
- Surrey Campus Committee
- Sexual Violence Policy Working Group

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

- [June 16] Governance Meeting
- [June 19] Board Meeting
- [June 21] Surrey Healthy Campus Initiative Meeting
- [June 23] Governance Meeting
- [June 23] FBS follow-up meeting
- [June 26] Board Development Meeting
- [June 28] SCC Meeting
- [June 30] Governance Committee Meeting
- [June 30] FBS Update Meeting

#### **Projects**

- SCC Terms of Reference Change
  - To change SCC membership from one board member to three
- SFSS Sexual Violence Policy
- Surrey Space Expansion
  - Created social media video for the campaign
  - Organized volunteers for tabling
- Surrey Campus Canada Day Event
  - Designed pamphlets to give out to the membership

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

- Office hours are by appointment: please email [atlarge1@sfss.ca](mailto:atlarge1@sfss.ca)
- [June 20] Surrey Space Expansion Tabling (4 hours)
- [June 21] Surrey Space Expansion Tabling (2 hours)
- [June 22] Surrey Space Expansion Tabling (3 hours)

#### **Events**

- N/A

**Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Responding/sending emails

**AT-LARGE REPRESENTATIVE (RANDHAWA)**

**Named SFSS Committee Work & Action Items**

- [June 19] Board Meeting
- [June 23] FAC Meeting

**Meetings & Action Items**

- [June 19] FBS Update
- [June 26] Board Development Session
- [June 28th] Events Meeting

**Projects**

- Tax Services Program

**Office/Engagement Hours**

- Office hours are by appointment: please email [atlarge2@sfss.ca](mailto:atlarge2@sfss.ca)

**Events**

- [July 1] Board Social

**Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Responding/sending emails

**APPLIED SCIENCES REPRESENTATIVE (Jeffrey Leung)**

**Named SFSS Committee Work & Action Items**

- [June 16] Governance Committee meeting
- [June 19] Board of Directors meeting
- [June 23] Governance Committee meeting
- [June 26] Board of Directors Development Session
- [June 28] Surrey Campus Committee meeting
- [June 30] Governance Committee meeting

**Meetings & Action Items**

- [June 19] Mechatronic Systems Engineering Student Society meeting
- [June 19] Technovus club meeting
- [June 20] Meeting with the Dean of FAS
- [June 20] Software Systems Student Society meeting
- [June 23] Computing Science Student Society meeting
- [June 25] Software Systems Student Society meeting

**Projects**

- Granting Reform:
  - [June 21] Chaired meeting; reviewed and provided feedback on proposed granting guidelines

- [June 29] Chaired check-in meeting; reviewed current status and created timeline of next steps
- Surrey Space Expansion petition:
  - [June 20] Tabling and engagement
  - [June 22] Tabling and engagement
  - [June 27] SFSS and Mechatronic Systems Engineering Student Society meeting
- Website Development:
  - [June 21] Meticulously reviewed every link and functionality of the new website

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

- Surrey Space Expansion tabling
- Almost all meetings of Departmental Student Unions of FAS
- By appointment; email [appscrep@sfss.ca](mailto:appscrep@sfss.ca)

#### **Events**

- N/A

#### **Administrative**

- Emails
- Reviewed meeting agenda items, minutes, documents

### **ARTS & SOCIAL SCIENCES REPRESENTATIVE (J. Freedman)**

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

- Events Committee
  - [June 28th] Events Committee Meeting
  - Began work on the assembly of Fall Kickoff Concert Volunteer Team
- Nominations Committee
  - The committee did not meet during this time.
- Strategic Engagement Committee
  - [June 29th] Strategic Engagement Committee Meeting
  - Committee began to brainstorm strategies and techniques for student engagement.

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

- [June 26th] Board Development Session
- [June 26th] Met with Brian Fox (FASS Engagement Coordinator)
- [June 28th] Met with Keith Au (SASS President)
- [June 28th] Events Committee Meeting
- [June 29th] Met with Brian Fox
- [June 29th] SASS Meeting
- [June 29th] Met with former VPUR Arr Farah to discuss FASS Dash Event
- [June 29th] Strategic Engagement Committee Meeting
- [June 30th] FBS Meeting

#### **Projects**

- Arts Frosh - Began development of organizing committee and initiated conversations with current leadership of SASS
- Fall Kickoff - Began outreach to volunteer team and developed framework for participation/training

- FASS Dash - Worked on recruitment and development of an activity for the board station at the FASS Dash event.

**Office/Engagement Hours**

- By appointment, email [artsrep@sfss.ca](mailto:artsrep@sfss.ca)

**Events**

- N/A

**Administrative**

- Catching up from two week absence; reviewing emails, missed meeting minutes, and organizing tasks
- Prepared for meetings and reviewed documents

**BUSINESS REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- [June 28] Events Committee

**Meetings & Action Items**

- [June 19] Food and Beverage Services Meeting
- [June 26] Board Development Session
- [June 28] Fall Kickoff Ticketing meeting
- [June 29] Grant Reform meeting
- [June 29] Sponsorship Team Training
- [June 30] Meeting with Finance office regarding Fall Kickoff
- [June 30] FBS Meeting

**Projects**

- Fall Kickoff Sponsorship Planning
- Fall Kickoff Sponsorship Volunteer Training
- Granting policy reform

**Office/Engagement Hours**

- Available by appointment on the SFU Surrey, Vancouver or Burnaby campuses. Please e-mail [busrep@sfss.ca](mailto:busrep@sfss.ca) to set up an appointment.

**Events**

- n/a

**Administrative**

- Answering BASS email and request
- Answering other administrative emails

**COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE**

**(Juvina)**

**Named SFSS Committee Work & Action Items**

- Vancouver Campus Committee
  - Setting monthly meeting times
  - Connecting with the at-large member

- Send out work plan documents to Kamilah
- Accessibility Committee
  - Revisions and approval of new TOR

### **Meetings & Action Items**

[June 20] FCAT DSU President's Mixer

[June 26] Board Development Session

[June 26] Accessibility Meeting

[June 26] CMNS First Year Experience Ambassador (CMNS FYE) Meeting

[June 30] FBS Update Meeting

### **Projects**

- CMNS FYE Program Meet and Greet Event in Fall
- Setting a date for the FCAT DSU President's Meeting

### **Office/Engagement Hours**

- Available by appointment on the SFU Surrey, Vancouver or Burnaby campuses and Skype. Please e-mail [fcatrep@sfss.ca](mailto:fcatrep@sfss.ca) to set up an appointment.

### **Events**

N/A

### **Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Responding to emails

## **EDUCATION REPRESENTATIVE**

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

- Advocacy Committee
- Accessibility Committee
  - Revisions and approval of new TOR
- Strategic Engagement Committee
- Educational Goals Committee (SFU)

### **Meetings & Action Items**

- [June 19] Education Faculty Council Meeting
- [June 19] FBS Update
- [June 26] Board Development Meeting
- [June 26] Accessibility Committee Meeting
- [June 27] SFU Educational Goals Meeting
- [June 30] FBS Update Meeting

### **Projects**

- Education Faculty Pre-Enrollment Event
- Education peer mentorship planning for training and Fall start date

### **Office/Engagement Hours**

- [June 21] Surrey Space Expansion Outreach
- [June 23] Surrey Space Expansion Outreach
- Office hours by appointment please email: [edurep@sfss.ca](mailto:edurep@sfss.ca)

### **Events**

- SFU Faculty of Education Pre-enrollment Event

**Administrative**

- Meeting Preparations: reviewed agenda items, minutes, and documents
- Emails

**ENVIRONMENT REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- Governance committee
- Finance committee
- Enviro frosh committee

**Meetings & Action Items**

- Board meeting
- FBS meeting
- Meeting with Anna
- Meeting with Pierre

**Projects**

- Enviro frosh planning
- Safe walk planning
- Faculty student union

**Office/Engagement Hours**

- Met with some of membership in faculty of environment
- Email appointments

**Events**

- N/A

**Administrative**

- Emails
- Phone calls for sponsorship
- Policy reviews
- Connecting contacts between different DSUs

**HEALTH SCIENCE REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- Advocacy committee
- Events committee

**Meetings & Action Items**

- Office hours by appointment book via email [healthrep@sfss.ca](mailto:healthrep@sfss.ca)
- [June 19] Meeting with Martin SFSS CEO
- [June 19] Board Meeting
- [June 19] Food and Beverage services Meeting update
- [June 26] Board development session

- [June 28th] Events Meeting
- [June 30th] Food and Beverage services meeting update

**Projects**

- Events planning coordinating with other events directors
- Space expansion project setting up the tabling as well as tabling

**Office/Engagement Hours**

- [June 22nd] Tabling for Surrey Space Expansion Project (3hrs)
- [June 23rd] Tabling for Surrey Space Expansion Project (3hrs plus set up)

**Events**

- N/A

**Administrative**

- Responding to emails
- Preparing for meetings (reviewing relevant documents and agenda items)

**SCIENCE REPRESENTATIVE**

**Named SFSS Committee Work & Action Items**

- [June 19] Board meeting
- [June 26] Board meeting
- [June 27] Build SFU Joint Steering Committee Meeting
- [June 29] Engagement Committee Informal Meeting

**Meetings & Action Items**

- [June 21] Surrey Space Expansion Outreach
- [June 22] All Science DSU meeting with the science engagement coordinator.
- [June 23] SUS Meeting
- [June 30] SUS Meeting
- 

**Projects**

- Science Peer Mentorship Program
  - Working on learning outcomes, goals of program, and developing assessment criteria for both mentee and mentors. Had a meeting with the science engagement coordinator June 30th.

**Office/Engagement Hours**

- Office hours are by appointment: please email [sciencerep@sfss.ca](mailto:sciencerep@sfss.ca) Skype is also available please e-mail for more information.

**Events**

- N/a

**Administrative**

- Prepared for meetings: reviewed agenda items, minutes, and documents
- Responding/sending emails



**Board of Directors**

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



## GP-7: BOARD COMMITTEE STRUCTURE

*POLICY TYPE: GOVERNANCE PROCESS POLICIES*

*POLICY TITLE: BOARD COMMITTEE STRUCTURE*

*POLICY REFERENCE NUMBER: GP-7*

*Adopted: September 18, 2015*

*Next Scheduled Revision*

*Previous Revisions: June 19, 2017*

A committee is a Board Committee only if its existence and charge come from the Board, regardless of whether Board members sit on the committee. Standing committees exist in perpetuity; ad-hoc committees cease to exist as soon as their task is complete. Each Board committee needs to develop terms of reference and have those terms of reference approved by the Board.

Upon the adoption of these Board Policies, the following standing committees are considered established:

1. Nominating Committee
  - a. The Nominating Committee will focus on the appointment of at-large members to Board Committees.
2. Governance Committee
  - a. The Governance Committee will focus on the SFSS Board Policies
3. Finance and Audit Committee
  - a. The Finance and Audit Committee will focus on the financial condition of the Society.
4. Executive Committee
  - a. The Executive Committee will focus on supporting the Board should it be unable to meet in a timely manner.
5. Advocacy Committee
  - a. The Advocacy Committee will focus on the organizational advocacy priorities.
6. Events Committee
  - a. The Events Committee will focus on the proposal and reporting on organizational events.

7. Surrey Campus Committee
  - a. The Surrey Campus Committee will focus on issues affecting students at the Surrey Campus.
8. Vancouver Campus Committee
  - a. The Vancouver Campus Committee will focus on issues affecting students at the Vancouver Campus.
9. Accessibility Fund Committee
  - a. The Accessibility Fund Committee will focus on proposals submitted for the use of the Accessibility Fund.



# ABOUT

## The Summit & the UBC AMS

The intention of SUDS is to bring together student union representatives from across Canada and provide them with a platform to share their experiences, ideas, and best practices for running a successful student-oriented organization. By so doing, the delegates will gain valuable insights into improving their respective Student Unions - all in addition to learning tangible personal skills that translate to both the student government and professional worlds.

SUDS is an ever growing conference where ideas and personalities can come to meet in an area that is as beautiful as it is inspiring. SUDS has no political or partisan affiliation, and you do not need to be the member of any group or coalition to attend. It's a great opportunity to network with bright individuals like yourself!

The key focus of the UBC AMS is to improve and enhance the learning experience of students at the University. In this effort, we coordinate with other student unions across the country, sharing our experiences, struggles, efforts, and improvements to provide a more comprehensive operation and governance structure to better serve and represent our students.

Should you have any questions regarding SUDS or this year's conference please contact: [suds@ams.ubc.ca](mailto:suds@ams.ubc.ca)

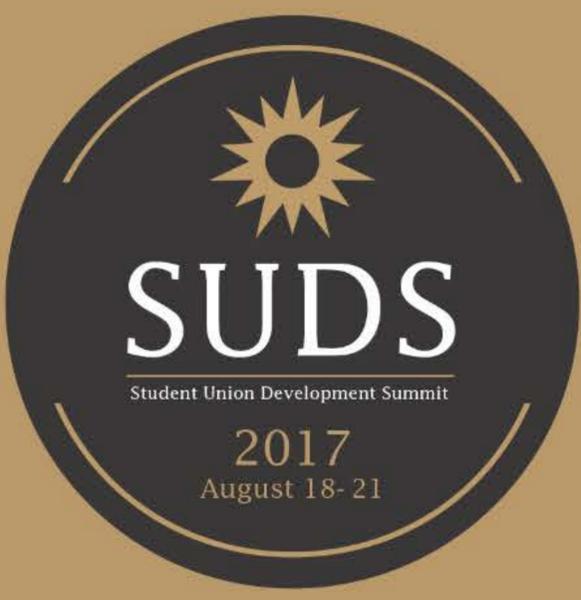
## Our new home: The AMS Student Nest

The AMS Student Nest, which opened in May of 2015, is the 5-storey, 250,000 square foot new home of the Student Union, built with UBC students in mind.

It includes spectacular conference venue spaces, the student government offices, club offices and activity rooms, a climbing wall, eight AMS-run food and drink eateries, an art gallery, the student radio station, and much more. The Nest will serve as the primary location at which SUDS events will occur.



[REGISTER NOW](#)



6133 University Boulevard  
Vancouver, BC V6T 1Z1  
[suds@ams.ubc.ca](mailto:suds@ams.ubc.ca)  
Tel: (604) 822-2050  
Monday - Friday 9:00am - 5:00pm

The Student Union Development Summit is a conference organized and operated by the Alma Mater Society of the University of British Columbia. Please direct all questions or concerns to the contact information provided.

# REGISTRATION

The cost of the Summit are as follows:

Register by <b>June 30</b>	Total Fee \$455	=	Early Bird Registration Fee \$285	+	Accommodation Fee \$170
Register by <b>July 20</b>	Total Fee \$530	=	Regular Registration Fee \$370	+	Accommodation Fee \$170
Register by <b>August 4</b>	Total Fee \$585	=	Late Registration Fee \$435	+	Accommodation Fee \$170

- The total fee includes:
- Conference Fee (Events & Workshops)
  - Transportation between Events
  - Social Events, Banquets, and Nightlife
  - Accommodation & Meals

Meals and socials are mostly all inclusive. Ranging from catered lunches to VIP Access to the best nightlife locations in the city.

Accommodations for this years summit is located at the Walter Gage Residence at the University of British Columbia.

Address:  
Gage Apartments  
5959 Student Union Blvd.  
Vancouver, BC V6T 1K2



Registration for SUDS 2017 is now open!

If you have any questions please don't hesitate to contact [suds@ams.ubc.ca](mailto:suds@ams.ubc.ca)

Please Note: All tickets must be either: a) purchased individually, or b) transferred to each individual delegate post-purchase (done within app).

REGISTER NOW

- Home Photo Gallery About Registration Schedule Workshops Sponsors Run a Workshop

# SCHEDULE

Arrival Day

## August 18th

- 3:00 - 7:00 PM: Check-in and Arrival at Walter Gage Towers
7:00 - 9:00 PM: Welcome Mixer at Koerner's Pub
9:00 - Onwards: Nightlife Downtown

Summit Day 1

## August 19th

- 8:00 - 9:00 AM: Breakfast in the Nest
9:00 - 10:00 AM: Preparation for Workshops
10:00 - 11:15 AM: Workshops 1A, 1B, and 1C
11:15 AM - 12:30 PM: Workshops 2A, 2B, and 2C
12:30 - 2:00 PM: Lunch in the Nest
2:00 - 3:15 PM: Workshops 3A, 3B, 3C
3:15 - 3:45 PM: Midday Break
3:35 - 5:00 PM: Session 4A, 4B, 4C
5:00 - 6:00 PM: Dinner in the Nest
6:00 - 8:00 PM: Special Event
8:00 - 8:30 PM: Break
8:30 - 9:00 PM: En Route to Nightlife Downtown
9:00 PM - Onwards: Nightlife Downtown

Summit Day 2

## August 20th

- 8:00 - 9:00 AM: Breakfast in the Nest
9:00 - 10:00 AM: Preparation for Workshops
10:00 - 11:15 AM: Workshops 5A, 5B, and 5C
11:15 AM - 12:30 PM: Workshops 6A, 6B, and 6C
12:30 - 2:00 PM: Lunch in the Nest
2:00 - 3:15 PM: Workshops 7A, 7B, 7C
3:15 - 3:45 PM: Midday Break
3:35 - 5:00 PM: Session 8A, 8B, 8C
5:00 - 6:30 PM: Break
6:30 - 8:30 PM: SUDS Closing Banquet
8:30 - 9:00 PM: En Route to Nightlife Downtown
9:00 PM - Onwards: Nightlife Downtown

Departure Day

## August 21st

- 8:00 AM - Onwards: Check-out

REGISTER NOW



- Home
- Photo Gallery
- About
- Registration
- Schedule
- Workshops**
- Sponsors
- Run a Workshop

# WORKSHOPS

*Workshops to be announced soon!*

**Last Year's Workshops Included:**

***Experiential Learning: Learning Outside the Classroom***

This workshop and discussion will discuss the hot topic of experiential learning and explore ways that student unions can provide opportunities for its membership to learn outside of the classroom. The session will be lead by UBC Administrator, the Vice President, Students, Louise Cowin, who completed her PhD in Experiential Learning.

***Student Services: Starting a New Student Service***

Student associations provide a host of services for their membership; at times, they even provide them to the communities that they are present in. This discussion will review the unique challenges to starting new student services, from originally identifying the need for the service to bringing it to fruition. This workshop will be facilitated by a former Student Services Manager.

***Running Effective Advocacy Campaigns***

This presentation will focus on effective strategies that student unions can use to engage their membership and gain traction on their advocacy goals. This workshop will be especially relevant for student associations in BC who are planning for the upcoming Provincial Elections. The discussion will be lead by a longtime advocacy and student union veteran, Spencer Keys.

***Engaging your Membership***

This discussion will cover modern and creative ways that student associations can make meaningful connections and engagement with their membership. It will also discuss ways that student associations can remain relevant and communicate their work to their membership. The discussion will be lead by a longtime advocacy and student union veteran, Spencer Keys.

***Open Educational Resources***

Open Educational Resources have both pedagogical and accessibility benefits. Many university campuses across the world are beginning to move towards using and producing open educational content, however advocacy on the issue is what is lacking in most cases. BC Campus works on many projects, including the BC Open Textbook Project, Canada's first government funded open textbook project, and will be discussing the many benefits to OERs and methods for advocacy.

***Government Relations***

This discussion, hosted by a BC MLA, will discuss effective strategies and approaches to how you, as a student union, can build and make the most out of relationships with your local representatives, ministry offices, and their staff teams.

*Interested in running your own workshop? Click here to find out how!*





## ACCESSIBILITY FUND COMMITTEE

### Name and Type

**Name:** Accessibility Fund Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to support students with disabilities and review grant proposal submissions targeting the Accessibility Fund and make formal recommendations to the Board of Directors regarding their approval.

### Membership

- Voting members
  - President (ex-officio)
  - 1 executive Board member
  - 3 Board members
  - 2 at-large members
- Non-voting ex-officio members
  - Chief Executive Officer

The committee shall appoint its Chair by majority vote.

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to

- grant proposals seeking the following:
  - improving the accessibility to Society resources and initiatives, and
  - improving the experience of undergraduate students with disabilities,
- engagement with the community of members with disabilities, and
- engagement with SFU regarding the supports made available to students with disabilities.

## Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure
- EL-3: Financial Condition and Activities
- EL-4: Financial Planning and Budgeting
- EL-5: Asset Protection
- GP-9: Annual Planning