1. CALL TO ORDER

Call to Order – 12:30 PM

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

VP University Relations *(Chair)* .... Jackson Freedman
VP Finance .... Matthew Chow
(via phone)
VP Student Services .... Samer Rihani
Faculty Representative (Applied Sciences) .... Kia Mirsalehi
Faculty Representative (Health Sciences) .... Christina Loutsik

3.2 Society Staff

Administrative Assistant .... Samantha Li
Campaign, Research, and Policy Coordinator .... Sarah Edmunds
Executive Director .... Sylvia Caecero
Research and Administrative Assistant .... Maria Kawahara

3.3 Guests

Board of Directors Representative .... Natasha Birdi

3.4 Absents

Faculty Representative (Applied Sciences) .... Kia Mirsalehi
Faculty Representative (Health Sciences) .... Christina Loutsik

4. ADOPTION OF THE AGENDA

4.1 MOTION GOV 2019-04-09:01
Samer/Matthew
Be it resolved to adopt the agenda as presented.
CARRIED

5. DISCUSSION ITEMS

5.1 Board meeting improvements
Minute Taking

- Purpose: to improve communication between Board and members to increase transparency. Ideas that will be brought forward to the next Board meeting
- 1-page document/summary to discuss the agenda, discussions and actions of the Board

- Collaborate with the PEAK through their *Board Shorts* to highlight these news articles on the SFSS social media/twitter/website. Board members can meet with the PEAK after the Board meeting to share their version of what happened. SFSS services could also create their own *Board Shorts* document.

- Have the minutes vetted through a second reviewer to ensure that the notes are clear, accurate and removes any potential for miscommunication between minute-taker and Board. Second reviewer could be a Board member, or an SFSS staff. The Executive committee should also review the minutes before it is published.

- Suggestions to livestream/audio-record the Board meetings, timestamp key points in the meeting, could also be used for archival purposes. Concern that the livestream/audio recordings will require high technical work, expenses, not-digestible information for students, accountability issues within privacy laws, Board members may refuse to be recorded, and potential changes in Board discussions and behaviours even though all Board members are public meetings that members are welcome to attend.

- Create a cost-benefit-analysis for the impact on the Board and transparency. Suggestion to hold town halls to talk about Board meetings, diffuse issues, and connect with students, which would have a designated Board member assigned. Connect Council to the town halls by asking them to recommend topics to the Board for the town halls. Potential to discuss if Council is interested in using their budget to participate in town halls.

Better use of In Camera Sessions
- SFSS staff can discuss with Board about *In Camera* expectations and how the session can be used appropriately
- There will be a Governance 101 meeting to talk with the Board about *In Camera* by the Executive Director

Board meeting recordings of votes
- The motion to record Board members who abstains or votes no was passed earlier in Board. Concerns that this motion will target members voting for/against motions and negatively influence Board decisions.
- Discussion if it is good practice to provide context or background on the reasons behind the abstentions or vote. Greater clarification should be given to Board members on the difference between voting no and abstaining for the vote.
- Suggestion that instead of recording names, the individual could have the option to *self declare*. This means the individual could ask to have their name recorded for their vote. Discussion on having the Board move to vote by consensus.

Consent Agenda
- Create a consent agenda for Board meetings which would include compiling the non-controversial issues into a document that can then be voted on as one entire motion.
- Consent Agenda items are not locked and can be removed or updated with new information at Board. Items in a consent agenda consists of items such as previous meeting, minutes circulating with board to review, finances, and reports.
- Discussion on Board SOPs
- Suggestion to add the consent agenda, and include board meeting efficiency and conduct practices in the Board SOPs
- Recommendation for the next board
- Sign the Code of conduct and Confidentiality Agreement

5.2 Effective Board transition

- Current Board members are to create a transition letter and other-related documents for future board. Set up a transition meeting with the transition board member: Important information includes: biweekly reports, 'a day in the life of X position', important people to connect with, university relations etc:
- Other suggestions:
    - End the Board in May and use April as a transitional month that would provide a stipend/starter bonus (ie. half pay) for the new Board to job shadow the transitional partner. Successor Board member would be responsible to become familiar with functions such as putting in work orders, Robert's rules, and committee functions etc.
    - Have a one-day Board transition that begins with a roundtable and breaks off into one-on-one sessions with the Board members
    - Have a Board buddy that is not necessarily the successor but a past Board member that is familiar with proceedings
    - Create a standardized transitional plan that is collectively agreed with the Board on how to pass the information on. This could include job responsibilities, reports, checklists etc. Checklist should be created by this Board to ensure that the next board has the necessary documents to do their role effectively
- In the future the SFSS staff should have an individual that is the Governance Officer responsible for the transition of the new Board

6. ADJOURNMENT

MOTION GOV 2019-04-09:03
Matthew/Samer
Be it resolved to adjourn the meeting at 1:34 PM.
CARRIED