



August 2019

**SFSS BOARD OF DIRECTORS
SEMESTER REPORT**

Andrew Wong
Business Representative



Table of Contents

Executive Summary	2
Projects Completed	3
SUMMER SEMESTER COMMITTEE HIRING	4
Summary	4
Outcomes	4
Results	4
Projects In Progress	5
BEEDIE PRESIDENT MEETINGS	5
Summary	5
Outcomes	5
Timeline	5
BEEDIE CLUB CALENDAR	6
Summary	6
Outcomes	6
Timeline	6
SFSS MONTH IN REVIEW	7
Summary	7
Outcomes	7
Timeline	7
Projects To Start	8
STRENGTHEN RELATIONSHIP WITH BASS COUNCIL REP	8
Summary	8
Outcomes	8
Timeline	8
Pain Points	9
Recommendations	10

Executive Summary

Hello! My name is Andrew Wong and I am the current Business Representative for the 2019-2020 SFSS Board of Directors. This upcoming fall semester marks my fourth year at the Beedie School of Business. I am currently the chair of the Nominating Committee while sitting as a member of the Finance and Audit Committee.

Projects I have collaborated on include but are not limited to include Summer Semester Committee Hiring, Beedie President Meetings, Beedie Club Calendar, and SFSS Month in Review.

This semester has been very busy managing Board work, school, part-time work, and spending time with friends and family. Board work has presented the largest learning curve I have experienced thus far. I remember being so nervous in the first Board meeting to reading over my first email more than enough times. However, I have gotten used to it and have learned many things in the process. What I found very unique is the contrast between the SFSS and clubs I have been apart of in the past. In clubs, the members must do all the work, but in a student society you have staff hired to do the operations. We have the power to delegate tasks to staff. Also, following Robert's Rules in meetings took a while to get used to as I had no political experience or knowledge prior to the Board. Now, I am used to it and have learned the basics.

This semester, I have experienced pain points regarding duties of the Business Representative role, Beedie SEO, and the Nominating Committee. Moving forward, I have presented recommendations to mitigate these pain points.

Overall, my term has been full of ups and downs but I am grateful for how much I have learned about myself and in general. I am grateful for the amount of resources the SFSS has to provide us with ample training in multiple facets of our education. Although the learning curve has been challenging, I am looking forward to accomplishing even more in this upcoming fall semester.

Projects Completed

SUMMER SEMESTER COMMITTEE HIRING

Summary

As the chair of the Nominating Committee, it was my duty to lead fellow committee members in actively seeking, identifying, and recruiting qualified members of the student society to participate in Board committees. The hiring process was quite hectic for me as this was my first semester as a Director and numerous committees needed at large representatives to get their committee up and running. Also, all hiring is typically done simultaneously within the first month of the semester.

Outcomes

My desired outcome was to tailor each hiring process to the desires of the chair of each committee. I would then formulate a hiring plan. For example, some chairs required a statement of interest, interviews, or resumes. I gathered this information by creating a Google Form sent out to all chairs. Next, I would forward this to Dipti where she would incorporate the chairs desires into an online platform accessible to all students where they could either submit their statement of interest, interview time, or resume. Once I compiled this information via email responses, I would forward it to my Nominating committee. If an interview was required, I would coordinate times between myself, committee members, and the chair of the respective committee. I made sure all interviewers were present at all interviews for accurate results between all applicants.

Results

The Nominating Committee helped in the recruitment and appointment of at-large representatives in the Accessibility Fund, Events, Surrey Campus, Advocacy, and Vancouver Campus Committee which had successfully hired their respective committee members with tailored recruitment processes that have been formulated at the Nominating Committee in collaboration with the committee chair.

The only struggle we had was keeping the application period open for an acceptable amount of time. Each committee chair had a set date that they wanted to have at-large representatives hired by. Usually, chairs want them hired as soon as possible to get committee projects started, but the Nominating Committee has a handful of tasks that need to be completed before applications are posted. Therefore, it is important to communicate to the chair about the projected hiring timeline.

Projects In Progress

BEEDIE PRESIDENT MEETINGS

Summary

Typically, Beedie President Meetings consists of the Business Representative bringing together all presidents to discuss updates, peaks (good things), and valleys (bad things). The purpose was to strengthen relationships with Beedie and Business clubs, and these would take place once a month. It is important for Beedie clubs to know that they are being supported by the SFSS more than just funding for events.

Outcomes

When my term commenced I had a meeting with Beedie SEO to discuss ideas on how to improve these Beedie President Meetings. The SEO Coordinator offered to collaborate with me to host these meetings. Their purpose would be to provide a workshop-like component to each meeting to provide presidents with more value than before. For example, a component would include how to deal with burnout. I agreed because I knew presidents would benefit from this collaboration, having been involved in business clubs in the past.

Having to rely on Beedie SEO brought unseen challenges. They have been very busy this summer taking over Beedie Launch and having to individually provide funding to all Beedie funded clubs. This resulted in Beedie SEO busy with meetings and my emails not responded to. This project has taken a backseat for the summer, but it is my goal to have the first meeting in the latter half of September.

Timeline

The timeline depends on how early I can coordinate with Beedie SEO. I aim to go in and have a meeting as soon as possible as there is planning that needs to be done prior to the first meeting. Once the outline for the meeting is set, I will send a when-is-good to coordinate with myself, Beedie SEO, and all presidents. This process will take place monthly. Although there have been some issues through miscommunication, I believe myself and Beedie SEO have good intentions to positively impact Business clubs.

BEEDIE CLUB CALENDAR

Summary

Numerous first years have come up to me and asked for current opportunities to become involved within SFSS and Beedie. Therefore, I thought about the idea to create one centralized Beedie club calendar to outline workshops, club hiring, networking events, SFSS events, and all opportunities. Typically, the way students become aware of opportunities are through SEO emails or the social media of individual clubs.

Outcomes

This will aim to increase attendance and collaboration between students and clubs. Those who are unaware of all business clubs and their respective events, as well as those who are not heavily involved will benefit the most from the club calendar. Overall, this is a win-win situation for both students and business clubs.

The only challenge I can foresee is Beedie SEO not allowing this as it interferes with their emails they send out on a weekly basis with current opportunities, however, this brings an overarching perspective. Many students will read the email once and then forget about the opportunities, but this calendar will show all current and future opportunities in one centralized location.

Timeline

This project will need to get approval from Beedie SEO, and if it does, can be implemented very quickly. The next step would include setting up a Google calendar with all Beedie club presidents. They would then upload all opportunities into this calendar. Once it is complete, either myself or Beedie SEO will share this calendar link to the Beedie student population.

SFSS MONTH IN REVIEW

Summary

The SFSS Month in Review is a new initiative originally taken on by our VP External Relations, Jasdeep Gill. As she began to get busy with her own projects, I decided to take the lead on this initiative. I am passionate about this project as it is a great overarching perspective of the work our team has achieved in each respective month. A graphic illustrating key events that took place in the month is posted on SFSS social media and the SFSS website. This graphic is accompanied by a written statement explaining each key event.

Outcomes

This project communicates our monthly achievements to our membership in a fun, informal way. As we have learned, when students are unaware of the projects we are working on, they assume we are doing nothing. That is why posting this graphic and write up is beneficial to both us and the students.

To achieve these outcomes, I first send out an email with a strict deadline to the Board with a link to a Google Drive folder where they can upload all photos that relate to SFSS events they participated in. Once all photos are in, I select one photo from each event and import them into our canva graphic. Next, I receive help from President, Giovanni HoSang, with the write up: a shorter one for the Facebook post and a full length version for our website. From here, I send the graphic and write ups through Dipti's online work order form.

Possible obstacles that may occur each month is Board members forgetting to take pictures at their events. In my email I always remind people to take photos, so I am hoping it becomes an instinctual thing moving forward.

Timeline

My goal is to have the SFSS Month in Review posted within the first week of the following month. This gives Board members the opportunity to capture all their events up until the last day of the month, and then a few days to put together the graphic and write up and forward it to Dipti through a work order form.

Projects To Start

STRENGTHEN RELATIONSHIP WITH BASS COUNCIL REP

Summary

In years past, the VP Student Life would attend council meetings and collect information about each faculty and send it to the faculty reps. However, it is recommended that each faculty rep communicate directly with their faculty representative on council. This will streamline communication channels and provide the most value to both myself and the the Beedie community. In addition, I will get the perspective from a member of the BASS organization and this will also enhance relations with BASS.

Outcomes

This project will spark conversations around what is happening within the Beedie community and what are the steps to take to improve our current situation. Meeting with the BASS council rep, Sarah, following council meetings will provide a grass root perspective. As the Business Representative, it is important to know where I can help BASS and Beedie. Nurturing this relationship will bring opportunities to receive updates from BASS as sitting in their weekly meetings can lengthen their 2-3 hour meetings, as I experienced.

Challenges in achieving these outcomes may include that BASS is so self sufficient that they do not need anymore help. Myself and past Business Representatives have experienced this because BASS has strong teams and support from their executive team that can make our role feel alienated. However, by developing this relationship with the council rep, this will be my point of contact without disrupting the BASS team while receiving updates and opportunities to help out.

Timeline

As council commenced in the latter half of summer, my goal is to get in touch with Sarah in the immediate future and find out how council has been as well as how BASS is doing. Council meetings occur on a monthly basis however we will continue communication more frequently than this.

Pain Points

Even though I personally knew the past Business Representative, the learning curve was extremely steep and I am constantly learning new things, which I enjoy. This semester has brought challenges I did not foresee but it is rewarding to accomplish your goals. Writing this semester report truly captures my accomplishments and my goals moving forward with a feasible plan of action.

Coming onto the Board was very exciting and challenging at the same time. Although there were orientation sessions, there was still a lot to be discovered and learned. The faculty reps even created FARM meetings where we would discuss updates and common problems we were experiencing. A common theme was not knowing what our role consisted of due to a lack of expectations and a scarce job description. Also, there was no transition period of incoming to outgoing Board members.

Collaborating with Beedie SEO has brought me challenges I did not expect coming into this position. However, the delays are understandable as the summer semester is their busiest time of the year having to prepare for the new academic year and fall semester. It was demotivating at times when your emails were not answered and you went into their office to find they were busy in meetings. However, I now know to ask their assistant to find time slots that work for both of us.

As for the Nominating Committee, VP Student Life, Jessica Nguyen, was originally the chair of the committee but was too busy with Fall Kickoff so I took responsibility and became chair. It was a very hectic summer as chair because I was learning so much so quickly while numerous committees needed my help to hire at large representatives. I remember spending more time scheduling interviews, interviewing, and debriefing the interviews than doing school work. For future semesters, I will try my best to delegate more work to be more efficient.

Lastly, being on the Board of Directors is a huge responsibility that demands being flexible at all times. For example, I am here on vacation writing this report on my phone. This is considered a pain point because this role requires constant communication and work when you don't expect it. From emergency meetings and emails to unknown semester reports, I now learned that access to internet and a laptop is imperative at all times. It can be annoying doing work during your vacation but this is just part of the experience.

Recommendations

I would love to see a transition period for outgoing Board members to mentor the incoming Board members. This would ease the transition and provide time for knowledge to be transferred over to the new members. I personally was unaware of these semester reports and have learned more about my position and where to improve having read last years report of the Business Representative. Even a transition period of 1-2 weeks would greatly benefit the incoming member as it would continue the momentum of the previous Board member.

To mitigate challenges from Beedie SEO, I must continue to reach out and complete tasks one at a time. My goal for the fall semester is to meet Beedie SEO as soon as possible to get my projects up and running to benefit the Beedie community. I will coordinate a specific time with the assistant to ensure a meeting is scheduled. I will not waste anymore time going in to find them busy during meetings.

For the Nominating Committee moving forward, I would like to delegate more work to my committee members to take some work off of my shoulders, which I experienced this past semester. This will be done by holding more frequent Nominating Committee meetings to assign tasks to other members. Also, these members will be more aware of what is going on with all committees that require hiring. Lastly, the summer semester is always the hardest for Board members as everything is brand new, and future semesters will be easier if we learn from our past.

Moving forward, I will remember to bring my laptop everywhere I go in case of emergency meetings, bi-weekly reports, or semester reports. Being prepared will mitigate unforeseeable problems in the future. Being on Board means you must be up to date or else you will be playing catch up, which is never fun.