

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
June 1 - June 15, 2019

FEDERAL, PROVINCIAL, MUNICIPAL ADVOCACY

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ACCESSIBILITY FUND

- Did not meet during this time period
 - Work was done on the Accessibility Standard Policy to be prepared for the committee meeting
 - At-large applications under review on a rolling basis. Applications still open

UNIVERSITY ADVOCACY & LOBBYING

- Did not meet during this period
 - Waiting on nominations for At-Large Representatives

EVENTS

- [June 3] First Events Committee Meeting
 - Introductions were placed between Board, At-Larges, and Events Coordinator Dipti
 - Motions were passed for Freezie Friday and Events social
 - Discussions were placed about communication channels and how Events meetings will be ran for the semester
 - Events Committee members will be assigned Fall Kickoff job titles and responsibilities
 - Events Portfolio Managers and Executives have been assigned next steps to complete before next Events Committee meeting
 - Events Committee social is currently being planned before the end of the month

FINANCE & AUDIT

- Committee held its first 19/20 meeting,
 - please refer to the FAC minutes for more details

GOVERNANCE

- Did not meet during this period
 - VP Services met with CPRC to put together priorities and revise work done last year

NOMINATION

- Did not meet during this period
 - Waiting to hear back from University and Academic Affairs committee which selection process is preferred for at-large reps → application deadline was June 10 for students
 - Waiting to hear back from Surrey Campus Committee which selection process is preferred for at-large reps → application deadline was June 10 for students
 - Waiting to post Vancouver Campus Committee applications as Fiona (chair) will be appointing herself and two execs. They will want to discuss the recruitment process for at-large reps prior to posting applications

SURREY CAMPUS

- Began accepting applications for student at-large members

VANCOUVER CAMPUS

- Did not meet during this time

SFSS BOARD WORK REPORT

This report reflects the Board work from
June 1 - June 15, 2019

PRESIDENT (GIOVANNI HOSANG)

Named SFSS Committee Work & Action Items

- Executive Committee
 - Will meet next week

Meetings & Action Items

- [June 3] Conversation with Photographer for Board Headshots to discuss reimbursements
 - We had to discuss how he would get paid and I updated him that I had organized for a board member to submit the cheques by the following date and that I would follow up by June 4.
- [June 3] Check-in with Rayhaan
 - Followed up with Rayhaan that the cheque req was submitted to a Finance Coordinator and the Communications coordinator. He notified me that this was done and the next steps were that it is to be available for pick up by the student
- [June 3] Check In with VPF Nigel
 - Notified me that the Cheque for Photographer is ready for pickup at the Student Center and I followed up with the Photographer to let them know
- [June 4] Check in with Rayhaan as the new Board chair regarding the minutes clarity
 - Plan was to review the minutes and send to Admin Assistant
 - Decided to send it in to slack for Board to review before giving the approval, one change was made and it was subsequently sent
- [June 5] Conversation with Edu Rep Emerly - Non-Teachable Subject Inquiry for Education
 - Issue raised in Must knows for Courses at SFU regarding student and education issue so went to Emerly for a brief overview.
 - Action item is that Emerly to coordinate with the Student Senator in Education to meet with the Dean of Education and subsequently the PDP Programme Director. I will check in by mid next week.

- [June 5] Check in with Board Chair Rayhaan - Board Development Session planning
 - Went over topics for discussion and decided that Rayhaan will also check in with Sylvia and Board for additional topics. A workshop was also communicated to be conducted
- [June 5] Check-in with VPSL Jessica
 - Updated me on the tasks to be completed as Sales and Jessica notified me of the Sales team for Fall Kickoff and that I may liaise with Julian the Sales Lead to coordinate ticket sales and promotion plans. Notified me of Events Committee meeting discussion. Also joined the Kickoff Sponsorships team to send off some letters of sponsorship requests over the summer in my off time.
- [June 5] Check in with Envirorep Julian regarding Single Use Plastics Task Force
 - Got an update on the plans for the Single Use Plastics Workforce and that the meetings have been changed from Wednesdays to Tuesdays.
- [June 5] Meeting with Matt McDonald from GSS and Shina Kaur
 - Matt and I gave an update as well as we discussed what we should go through contents for the Upcoming Andrew Petter meeting. We agreed that there should be another check-in the day before the Andrew Petter meeting on the 27th. The meeting with Petter will be held on the 28th.
- [June 6] Weekly Check-In with ED
 - Got an update with matters relating to various SFSS HR matters. Spoke on the EA hiring. Dealt with discussion regarding conversations around guests speaking at board meeting.
 - Action items agreed upon was the update for EA Hiring as well as the Strategic Planning Discussions possibly being on days I can physically make it.
- [June 6] Check-in with VPX Jasdeep
 - Notified me of the Check in with Sylvia and all the Strategic Planning conversations. Decided on the frequency of check-ins. Our check-in will be frequent and ad-hoc, while there will be joint check-ins on Wednesdays in the evening starting next week.
- [June 6] Board Development Session Update
 - Gave an update on the discussion around developing Board engagement strategies for board to let guests speak at Open Forum in Board Meeting. Held at Board Dev as well was a Development workshop by the Communications Coordinator.

- [June 8] Check in with VPSS Christina
 - Communicated with Christina for an update with Nimbus to see the progress of the conversation. Essentially the SFSS had said no last year due to issues with the proposed contract. Nimbus had indicated to me that they fixed the issues that we had. Christina will do the due diligence by having a meeting with Marc to get the details on the conversations so she may be fully remembering everything before talking to them again. I will check in again next week.
- [June 9] Communicated with Sindhu for Work Orders
 - Submitted work orders and had communications with Sindhu for various Social Media posts highlighting our successes and PR for the Society on Society social media which Sindhu did end up submitting by the day after. This is including but not limited to setting the caption on the Board Meeting Review description for Facebook, a Twitter post on the Gondola, a Facebook post on the Gondola
- [June 10] ISF Exec Team Communications
 - Had a back and forth with the Executives about not writing off the Holi Event that ISF planned altogether, this discussion had a variety of views being espoused with mine being to keep the options open. Thereafter I gave an option as a solution to give the group their year's worth of grant. It was decided to bring this to the Board discussion on Thursday June 13
- [June 12] Update Call with Jasdeep and Sylvia
 - This discussion is to have an update from the ED and Point of Contact with happenings for the week. Happens every week and input is given regarding various issues such as the upcoming Board meeting. Discussed were Board Priorities planning with new survey data points such as the FASS dean office survey and our membership survey that we did, updates with media entities reaching out for comments, Employees update, Holi event updates and concerns/suggestions, updates with Student Societies talk
- [June 13] Board Meeting
 - This meeting has the board discussing the topics on the Agenda for the day, including the Signing Authorities being transferred, Discussion on Board Commitments, ISF Event Assistance options, Committee updates etc
- [June 14] Free Menstrual Products Project Meeting
 - Document draft to be finalized after Paola and Nicholas (GSS) put together the project proposal after taking feedback from us

- Note: A lot of these which would have been in person meetings but had to be phone and alt means of communication

Projects

- SFU Budget Consultation Process
 - Met with Shina and Matt to discuss
 - Terms of Reference with SFU about JOG to be finalized
- Board month review
 - Submitted pictures to be added to project
 - Submitted a paragraph to be added to caption as well as timeline
- Free Menstrual Project Update
 - Sent Osob updates that Langara is doing the same thing
 - Added availability to Matt for future meeting
 - Added input in what we are doing
- Improved Online Outreach
 - Created Board Meeting Review for May 30 meeting
 - Submitted Introduction of Board to Facebook Group
 - Shared media articles on Society Stances etc

Office/Engagement Hours

- 4 hours of Social Media engagement via Preparing Board Meeting Review and President Facebook Page Posts as seen in Online Outreach above
- Call Hours by Appointment for students

Events

- N/A

Administrative

- Calls and Emails
- Cheque Requisitions
- Slack Messaging
- Calendar Setups

VP STUDENT SERVICES (CHRISTINA LOUTSIK)

Named SFSS Committee Work & Action Items

- Governance Committee
 - Did not meet during this time period
- Accessibility Committee
 - Did not meet during this time period
 - Updates made on Accessibility Standard Policy
 - Applications opened and under review for At-Large Members
- SUB Committee
 - Did not meet during this time period
- FPML Committee
 - Did not meet during this time period

Meetings & Action Items

- [June 3] HCS Meeting Prep with ED
 - Discussion on priorities and vision regarding the use of the \$40,000 grant provided by the Ministry of AEST for student led mental health initiatives. Grant was given to HCS who reached out to SFSS to lead the project. Priorities were set, and the coordination for a meeting time with HCS was started
- [June 16] Board Development Session
 - Presentation by Communications Coordinator, and discussing society matters
- [June 11] Niagara Conference
 - Introductions with Niagra Student Union and other union execs, discuss priorities for the conference
- [June 12] Niagara Conference
 - Workshops on Leadership skills and breakout sessions for VP positions and breakout sessions for all BC Student unions attending the conference. Discussed ways to improve campus mental health, engagement, food security and OER's
- [June 13] Niagara Conference
 - Workshops on Governance, with breakout sessions on topic of choice. Keynotes speakers on professional development and team dynamics and creating an effective work environment.

Projects

- Health and Wellness Centre

Office/Engagement Hours

- Office hours are available by request. Please contact vpsservices@sfss.ca for an appointment.

Events

- Leaders Hall Conference

Administrative

- Emails and meetings



Board of Directors

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VP EXTERNAL RELATIONS (JASDEEP GILL)

Named SFSS Committee Work & Action Items

- Federal, Provincial, Municipal, Advocacy and Lobbying Committee
 - The FPMAL Committee did not meet during this time.
- Finance and Audit Committee
 - The FAC Committee held one meeting during this time period. Refer to the FAC meeting minutes for more information.
- Governance Committee
 - The Governance Committee did not meet during this time.

Meetings & Action Items

- [June 1] BCFS Skills Symposium
 - Skills Development Symposium is hosted annually by the BC Federation of Students to bring student activists together to develop skills for the day-to-day operations of a students' union.
- [June 2] BCFS Skills Symposium
 - Skills Development Symposium is hosted annually by the BC Federation of Students to bring student activists together to develop skills for the day-to-day operations of a students' union.
- [June 6] Weekly Executive Director Check-in
 - Update on weekly society matters.
- [June 6] Finance and Audit Committee Meeting
 - Refer to FAC agenda.
- [June 6] Board Development Session
 - Presentation by Communications Coordinator, and discussing society matters.
- [June 6] Check-in Call with Giovanni
 - Update on weekly society matters.
- [June 7] Point of Contact Discussion
 - Meeting with ED to discuss new role.
- [June 10] Kick-off Meeting
 - Meeting with Dipti, Alejandro, Monish and Jessica to plan for kick-off.
- [June 10] Month in Review Meeting
 - Meeting with Sindhu to publish a monthly review post.
- [June 10] Committee Chairs Meeting
 - Working with VCC and SCC to ensure the committees are successful.
- [June 11] Update Call with Giovanni
 - Update on weekly society matters.
- [June 12] Weekly Executive Director Check-in
 - Update on weekly society matters.
- [June 12] Point of Contact and Chair Meeting
 - Discussing ways to help each other work better in our roles.
- [June 12] Meeting with Tuition Freeze Co-founder
 - Discussing collaboration opportunities between Board and Tuition Freeze.
- [June 12] Weekly Call with Executive Director and Giovanni
 - Update on weekly society matters.
- [June 13] Board Meeting

- Refer to Board agenda.

Projects

- 2020 Provincial Budget Consultation
- “Month in Review” Pilot Project

Office/Engagement Hours

- Office hours are available by request. Please contact vpexternal@sfss.ca for an appointment.

Events

- N/A

Administrative

- Emails, calls, etc.

VP FINANCE (TAWANDA NIGEL CHITAPI)

Named SFSS Committee Work & Action Items

- Finance and Audit Committee
 - Committee held its 19/20 first meeting, please refer to the FAC minutes for more details
- Governance Committee
 - The Committee did not meet during this period
- Build SFU Committee
 - The Committee did not meet during this period

Meetings & Action Items

- [June 1-2] BCFS Skills Symposium
 - Skills Development Symposium is hosted annually by the BC Federation of Students to bring student activists together to develop skills for the day-to-day operations of a students' union. Participants will emerge from the Skills Development Symposium with a greater understanding of their role as elected student activists and the information and skills necessary to do their job effectively.
- [June 5] Investment Policy discussion with ED: Sylvia
 - The society has several funds with large amounts of monies that are earning very little bank interest. In order to generate more income from these funds, the society needs to build and operate an investment portfolio. Myself and the ED are in the process of crafting an investment policy that will allow and guide our prospective investments
- [June 6] Finance and Audit Committee Meeting
 - Committee held its 19/20 first meeting, please refer to the FAC minutes for more details
- [June 6] Board Development Session
 - We received a presentation from the communications coordinator: Sindhu, in which she discussed issues around the society's internal and external communication. Present board members provided some insights and suggestions to be taken into consideration.
- [June 10] Meeting with ISF representative Rubab
 - The ISF is asking for a significantly large loan from the SFSS to host their Holi "colors" event. We discussed matters around loan collateral, the group's track record, potential alternatives to substitute the loan ask
- June[11-14] Leaders Hall Conference
 - A non-profit conference focused on skill building, leadership development and networking

Projects

- Currently crafting an Investment Policy for the SFSS

Office/Engagement Hours

- Office hours are available by request. Please contact vpfinance@sfss.ca for an appointment.

Events

- BCFS Skills Symposium
- Leaders Hall

Administrative

- Cheque Requisitions
- Bank Reconciliations
- Board Payroll
- Build SFU Committee Payments
- Student Care Payments

VP STUDENT LIFE (JESSICA NGUYEN)

Named SFSS Committee Work & Action Items

- Events Committee
 - Had the first meeting with the majority of the team
 - Passed motion for Freezie Fridays & committee is signing up for shifts
 - Assigning the team into roles for the Kickoff Committee
- FPML Committee
- Nomination Committee

Meetings & Action Items

- [June 1] Meeting with Tommy Dinh (photographer)
 - There was a miscommunication about how to handle the payment for the photos that Tommy took
 - Contacted VP Finance and followed up with President about how e-transfers were not allowed but the SFSS could expedite a cheque for the photographer due to the misinformation sent to him
- [June 3] Meeting with Ukraine Student Association President
 - Supported with the steps to becoming officially apart of the SFSS
 - Discussed collaborations such as “Culture Fest” for this upcoming year
 - Briefly discussed about the SUB Space issue; requested about how they could obtain permanent space
 - Was introduced to a company called DANCH that wanted to help the SFSS increase engagement
- [June 3] Events Committee Meeting
 - First committee meeting
 - Had introductions and a big welcome
 - Passed motions for a social and Freezie Fridays
 - This will have to be looked into because there could have been an error about process
 - Discussed COA for the semester and Fall Kickoff responsibilities
- [June 3] Meeting with Chandni
 - New Events Coordinator was unable to make Events Committee meeting so this was a catch up and update
 - Chandni shared some ideas about Kickoff Talent
 - Coordinated a meeting between Chandni and Nick to discuss details
- [June 3] Meeting with Alicia
 - Events Marketing Executive was unable to make Events Committee so this was a catch up and update
 - Introduced Alicia to Sindhu and helped coordinate a meeting between the two of them
- [June 5] Check-in with President
 - Informed about Events Committee, Kickoff Committee, and general Board updates
- [June 6] Meeting with Alejandro
 - Discuss about the history between SFU and Fall Kickoff and specifically looking into sponsorship

- Went over next steps and how to strategically approach the situation
- [June 7] Meeting with Mehtaab
 - Meeting with Events External to go over next steps, previous sponsorship packages, who will be in support, etc
- [June 7] Meeting with Dipti, Alejandro, and Nick
 - This is in regards to confidential information about Fall Kickoff
- [June 7] Phone call meeting with Dipti, Alejandro, and Sylvia
 - Emergency meeting in regards to confidential information about Fall Kickoff
- [June 10] Weekly Kickoff Meeting with Dipti, Alejandro, and Mohnish
 - This is a meeting organized to set go over weekly goals, next steps, prepare for meetings with external parties, and give updates on current status of Fall Kickoff
- [June 10] Meeting with Jasdeep, Tawanda, Alejandro and ISF
 - ISF requested for a loan and wanted to have a meeting about what their next steps are
- [June 10] Meeting with Sindhu
 - This meeting was to discuss the previous meeting with DANCH
 - In the past, SFSS has signed a contract with DANCH but they never sent the contract back with their signature
 - Sindhu is now reaching out with the company to figure what our current next steps are
- [June 10] Meeting with Maneet
 - Mental health check in
- [June 11] Meeting with SFU Mark, Jessica, and Erin
 - This meeting is to do a risk assessment of current Fall Kickoff plans
- [June 13] Board Meeting
 - Please refer to board agenda.

Projects

- Fall Kickoff
 - All parts (ie. marketing, sales, talent management) of Kickoff now has an assigned Director (lead) and support (other members)
 - Most Directors are within the introduction and slowly completing first steps
 - Currently supporting all aspects of Fall Kickoff but more specifically behind the logistics
 - Jasdeep (VP External) is now being looped into all meetings in regards to Fall Kickoff due to the heavy workload
- Freezie Fridays
 - Event that will occur twice during June
 - Maneet is the PM organizing with the new Events members
- June Club X DSU Collab
 - Emerly is the PM that has chosen the SFU Anime Club
 - Working closely with Emerly, Dipti, and Alejandro to go over an evaluation matrix for choosing the CLUB/DSU
 - Working with SCC Chair (Nick) to implement this in Surrey Campus
- Fall Kickoff
 - In progress of confirming venue & date, production company, talent, and third party marketing with respective Executives and Director leads

Office/Engagement Hours

- Office hours are available by request. Please contact vpstudentlife@sfss.ca for an appointment.

Events

- [June 1] Skills Symposium
 - Skills Development Symposium is hosted annually by the BC Federation of Students to bring student activists together to develop skills for the day-to-day operations of a students' union.
- [June 2] Skills Symposium
 - See above
- [June 3] Skills Symposium
 - See above

Administrative

- Emails and meetings
- Cheque requisitions

VP UNIVERSITY RELATIONS (SHINA KAUR)

Named SFSS Committee Work & Action Items

- University and Academic Affairs Committee
 - Connect with student Senators and Board of Governors representative
 - Collecting nominations for the At-Large Representatives
- Finance and Audit Committee
 - First Committee meeting held during this time. Refer to the meeting minutes for more information.
- Fall Kickoff Committee
 - Meet with Mehtaab for Corporate Sponsorships package
- Vancouver Campus Committee
 - Did not meet during this time.

Meetings & Action Items

- [June 3] Meeting with Laura
 - Update on Vancouver Active Threat Drill and what SFSS can do to help promote
- [June 4] Open House w/ Sylvia
 - Burnaby Housing Project consultation with Sylvia
- [June 4] Meeting with Sylvia
 - Update on current projects I am working on
- [June 5] Meeting with Matt
 - Prepared for meeting with President Petter, regarding agenda items
- [June 6] Board Development Session
 - Presentation by Communications Coordinator, Sindhu and discussion about individuals speaking at board meetings
- [June 10] Meeting with Rubab
 - Discuss ISF Color the Summer event
- [June 10] Check-in Call with Giovanni
 - Update on society matters
- [June 11] Meeting with Aran, Paige, and Fiona
 - Welcome Day and Welcome Week Collaboration with Student Services and SFSS
- [June 12] Meet with Mehtaab
 - Discuss corporate sponsorships for Fall Kickoff and my role in the committee
- [June 13] Board Meeting
 - Refer to Board agenda

Projects

- Free Menstrual Products Campaign
- Vancouver Active Threat Drill
- Single Plastic Use ban
- Car2Go on campus
- Engagement at Woodwards

Office/Engagement Hours

- Office hours are available by request. Please contact vpuniversity@sfss.ca for an appointment.

Events

- Open House Consultation for Burnaby Housing Project

Administrative

- Emails and Meetings
- Slack
- Calling

AT-LARGE REPRESENTATIVE (MANEET AUJLA)

Named SFSS Committee Work & Action Items

- Federal, Provincial, Municipal Advocacy and Lobbying Committee
 - Did not meet during this period.
- Events Committee
 - Went through brief introductions of the committee members.
 - Discussed Freezie Fridays, Fall Kickoff, DSU collabs
- Kickoff Committee:
 - Did not meet during this period - kickoff updates happened during Events meetings
- Accessibility Committee
 - Discussed/planned this upcoming year (what would we like to get done? Any projects that we would like to do?)
- Nomination Committee
 - Did not meet during this period.

Meetings & Action Items

- [June 3] Events Committee
 - First meeting of the semester - introductions.
 - Discussed Freezie Fridays and sent out a sign up sheet.
 - Sent out a proposal and expense budget.
 - Discussed FSU/DSU collabs.
 - Got updates on Fall Kickoff.
- [June 3] Accessibility Committee
 - Went over initiatives for this year.
 - Discussed if there were any projects we would like to take on?
- [June 6] Board Development Session
 - Took part in a Communications Planning Session organized by Sindhu
 - Discussed potential changes to board meetings (for instance, breaks) and board meeting processes including bi-weekly updates from all committee chairs
- [June 10] Meeting with Jessica
 - Mental health check in
- [June 13] Board Meeting
 - Refer to board meeting agenda

Projects

- Freezie Fridays
 - I am the PM of this event.
 - Date: June 14, 28
 - Purpose: Hand out freezies to students to increase membership engagement and awareness of the SFSS.
- Fall Kickoff
 - Discussed different roles, got updates

Office/Engagement Hours

- Office hours are available by request. Please contact atlarge1@sfss.ca for an appointment.
- [June 14] Freezie Fridays

Events

- [June 14] Freezie Fridays

Administrative

- Emails and meetings
- Slack messaging

AT-LARGE REPRESENTATIVE (RAYHAAN KHAN)

Named SFSS Committee Work & Action Items

- Accessibility Committee
 - Met to discuss initiatives for this year
- University Advocacy Affairs Committee
 - Did not meet during this period

Meetings & Action Items

- [June 3] First Accessibility Committee Meeting
 - Touched base with other Board members about our general goals and strategies for acquiring At-Larges
 - Spoke with Accessibility Chair Christina about my joining the MySSP committee to further my work supporting mental health initiatives on campus
- [June 3] Check-in meeting with Giovanni
 - Followed up with Giovanni to let him know that the cheque req was submitted to a Finance Coordinator and the Communications coordinator. Notified him that this was done and the next steps were that it is to be available for pick up by Tommy
- [June 4] Check in meeting with Giovanni regarding minutes
 - Plan was to review the minutes and send to Admin Assistant
 - Decided to send it in to slack for Board to review before giving the approval, one change was made and it was subsequently sent
- [June 5] Check in meeting with Giovanni - Board Development Session planning
 - Went over topics for discussion and decided that I will also check in with Sylvia and Board for additional topics. A workshop was also communicated to be conducted
- [June 6] Meeting with Sylvia to discuss upcoming Board Development Session and my role as Chair
 - Updated Sylvia on the Board's feelings regarding upcoming workshops, any topics they/I would like to bring forth at the meeting, and any new updates regarding regrets
 - Received clarification from Sylvia regarding my role as Chair and Robert's Rules
 - Discussed potential changes to be made to our Board Meeting processes to be discussed further with the Board
- [June 6] Board Development Session
 - Engaged in Communications Planning Session led by Sindhu

- Facilitated discussions regarding any potential changes to be made to Board meetings (ex. Regarding Guests ability to speak, breaks)
- Discussed potential changes to be made to our Board Meeting processes (previously discussed with Sylvia) including getting bi-weekly updates from all committee Chairs
- [June 12] Meeting with VPE/Point of Contact Jasdeep
 - Touched base regarding our roles as Point of Contact and Chair, respectively, and discussed how we can better support ourselves/the Board
- [June 13] Meeting with Sylvia to discuss upcoming Board Meeting
 - Updated Sylvia regarding our Agenda
 - Obtained clarification from her regarding our plans moving forward
- [June 13] Board Meeting
 - Facilitated Board Meeting in the role of Chair

Projects

- Board month review
 - Submitted pictures to be added to project

Office/Engagement Hours

- Office hours are available by request. Please contact atlarge2@sfss.ca for an appointment.

Events

- [June 14] Freezie Fridays
 - The purpose of this event is to hand out freezies to students to increase membership engagement and awareness of the SFSS

Administrative

- Calls and Emails
 - [June 5] Sent Zoya Minutes Corrections
 - After receiving feedback from the Board regarding the draft minutes (sent in Slack for approval), I sent the recommended adjustments to Zoya to be corrected
 - [June 7] Sent compiled Agenda Items to Samantha and Zoya
 - Included updated Guests speaking rule (30 minutes at the end of meeting) for trial run
 - [June 9] Sent updated Agenda Items to Samantha and Zoya

- Included additional information given late by Board members regarding regrets and the addition/removal of Agenda Items
- Cheque Requisition
 - [June 3] Submission of Cheque Requisition for Photographer Tommy Dinh
 - Picked up 3 forms pertaining to Tommy's payment from Giovanni's office and took them directly to both David and Sindhu in the Communications office to be signed
- Slack Messaging
- Facebook Messaging

APPLIED SCIENCES REPRESENTATIVE (NICK CHUBB)

Named SFSS Committee Work & Action Items

- Events Committee
 - Had introductory meeting and planned shifts for Freezie Fridays
- Kickoff Committee
 - Began sending emails to artists
 - Received some quotes from artists to play at kickoff
 - Worked on report to keep rest of committee on the same page with artist hiring to show at next meeting
- Surrey Campus Committee
 - Received all applications for student at-large members and began process of deciding who we will hire
- Vancouver Campus Committee
 - Did not meet during this time
- IT Student Advisory Committee
 - Had meeting with Mark and Keith about wifi updates, 2FA login, SFU Surge, waitlist updates for go.sfu, and survey for students about IT Services

Meetings & Action Items

- [May 31] WiE Meeting
 - Met with the Women in Engineering student group, introduced myself as a point of contact with the SFSS and helped answer questions they had with the SFSS.
- [June 3] Events committee meeting
 - Refer to Events Committee Minutes, assigned rolls and met everyone officially.
- [June 4] MESS Meeting
 - DSU Meeting, helped answer questions they had with the SFSS.
- [June 6] Board Development Session
 - Communications planning session organized by Sindhu
 - Discussions about board meeting rules for guests and breaks, etc.
- [June 7] Club/SU Collab Meeting
 - Met with Sindhu and Alejandro over SCC event collabs with student Unions / clubs. Decided that the SFSS Events Committee will handle all collabs in Burnaby and the SCC will handle all Surrey based event collabs. So, the SCC will be doing an identical initiative to the Events Committee, with a collab a month in Surrey, and clubs / SUs can submit with a similar form like the current one for Burnaby.
- [June 7] Meeting with Jessica, Dipti, and Alejandro
 - Confidential information about kickoff
- [June 10] Committee Chairs Meeting
 - Met with Jasdeep and Fiona to go over the duties of us as chairs of committees, and our specific committee's policies, in my case the SCC.
- [June 12] ESSS Meeting
 - DSU Meeting, helped answer questions they had with the SFSS.
- [June 12] CSSS Meeting
 - DSU Meeting, helped answer questions they had with the SFSS.
- [June 12] IT Student Advisory Meeting

- Went with Jeffrey Leung and VJ (VP of CSSS) to meet with the SFU IT Services department, specifically Mark and Keith in Strand Hall. These monthly/bi-monthly meetings help maintain friendly relations between the students and IT and give us an inside look into what goes on behind the scenes of the whole school's IT department. Received updates on the current wifi situation, on waitlist updates for go.sfu, and began thinking of questions to ask students for IT Services survey to be sent out at some point.
- [June 13] SFSS Board Meeting
 - Refer to board meeting agenda

Projects

- SEESS Planning and Recruitment
 - In the fall, the Sustainable Energy Engineering (SEE) program will be opening up in Surrey, and as FAS Rep I am taking on myself to try to get current students who are planning on switching programs to SEE interested in the new Student Union.
 - Communicated via Email with Charly Caproff about the current state of the new SUs constitution and how it is being promoted to new SEE students.
- Recruitment of student at-larges for the Surrey Campus Committee
 - Received all applications and will begin selection process ASAP
- Began "retreat" planning for all Surrey Clubs and SUs
 - This planned meeting would take place sometime in July and would promote collaborations between different clubs and student unions of Surrey, because currently there is a disconnect.
- FAS Frosh & Midnight Madness
 - Planning meeting with myself and all Frosh chairs to discuss the upcoming fall 2019 FAS Frosh. This is done so we can all stay in the loop about what each different department plans to do, so if there is overlap they can work together or plan different events, etc.
- Fall Kickoff
 - Began search for artists, this involved sending Emails to many different managers of artists to get quotes back.
 - Currently held back by the inability to commit to artists due to no proper paperwork for artists to sign, will have to wait to do more work in this area until some production company is chosen.

Office/Engagement Hours

- Office hours are available by request. Please contact appscrep@sfss.ca for an appointment.

Events

- [June 14] Freezie Friday



Board of Directors

Maggie Benston Centre 2220
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Unceded Coast Salish Territories
sfss.ca

Administrative

- Answered Emails
- Attended Meetings
- Responded to Slack

ARTS & SOCIAL SCIENCES REPRESENTATIVE **(JENNIFER CHOU)**

Named SFSS Committee Work & Action Items

- Events Committee
 - Could not attend meetings; however, kept up to date on Slack and Meistertask
- Accessibility Committee
 - Could not attend meetings
- University and Academic Affairs Committee
 - Could not attend meetings
- Surrey Campus Committee
 - Did not meet during this period

Meetings & Action Items

- [June 7] FASS Fall Event Marketing Committee meeting
 - Could not attend, but kept up with progress through meeting minutes
- [June 10] FASS meeting
 - Could not attend, but kept up with progress through meeting minutes
- [June 12] Security and Risk FASS FEST meeting
 - Discussed security-related issues and accessibility of activities
- [June 12] SASS meeting
 - Could not attend, but kept up with progress through meeting minutes

Projects

- Mental Health Care Packages
 - Drafted up an events proposal and budget
 - Can be seen [here](#) and [here](#)
- FSU Event-planning and Engagement
 - Helped plan and promote a social event for the faculty student union (SASS)
 - Photos can be seen [here](#) and [here](#)
- Faculty-wide Fall Event (FASS FEST)
 - I am part of the Marketing, Communications, and Safety and Risk committees
 - I have been keeping up to date with meeting minutes (for general meetings)
 - We are still setting up times to meet for committees

Office/Engagement Hours

- Office hours are available by request. Please contact artsrep@sfss.ca for an appointment.

Events

- [June 4] SASS Social
 - Could not attend, but helped with promotion and before- and after-event logistics (reimbursements, room bookings, website photos)

Administrative

- Emails

BUSINESS REPRESENTATIVE (ANDREW WONG)

Named SFSS Committee Work & Action Items

- Nomination Committee
 - Did not meet during this time
 - Communicated with VCC, SCC, University Advocacy & Lobbying committee
- Finance and Audit Committee
 - The FAC Committee held one meeting during this time period. Refer to the FAC meeting minutes for more information

Meetings & Action Items

- [June 6] Finance and Audit Committee Meeting
 - Refer to FAC agenda
- [June 6] Board Development Session
 - Took part in a Communications Planning Session organized by Sindhu
- [June 13] Board Meeting
 - Refer to board meeting agenda

Projects

- Board month review
 - Submitted pictures that were added to project
- Beedie club president meetings
 - Agreed to partner back with SFU Student Engagement Office (SEO) to host monthly Beedie club president meetings
 - The purpose to partner and not do it alone, just SFSS, is to provide presidents with more value in these meetings → more than just updates
 - The SEO has pre-built presentations and topics that strongly relate to problems and issues student leaders run into → it is their job to help business students
 - The SEO also interacts and funds Beedie clubs so they will have a strong understanding of what topic will value students on a monthly basis
 - Currently in the process of getting all the president emails and will create a whenisgood to find a suitable date for the first presidents meeting

Office/Engagement Hours

- Office hours are available by request. Please contact busrep@sfss.ca for an appointment.

Events

- N/A

Administrative

- Emails
- Slack messaging

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE **(FIONA LI)**

Named SFSS Committee Work & Action Items

- Surrey Campus Committee
 - Did not meet during this period
- Vancouver Campus Committee
 - Submitted motion to appoint myself as the chair
 - Submitted motion to appoint Shina and Nick to the committee
- Finance and Audit Committee
 - Could not attend the meeting
- Governance Committee
 - Did not meet during this period

Meetings & Action Items

- [June 10th] Committee Chairs Meeting
 - Jasdeep wanted to give background context and budget history to the Vancouver Campus Committee to help me as the new chair.
- [June 11th] Welcome day meeting
 - This meeting is to connect with student services about SFSS's involvement in the upcoming Fall WOW and Welcome Day
- [June 12th] Meeting with Osob
 - We are meeting to go over national comparisons on voting transparency in Canadian student unions.
- [June 12th] Meeting with FCAT Director of Student Affairs
 - I have this meeting with Brittany before every President's meeting as our own touch-base beforehand and how we want to approach the DSU presidents.
- [June 12th] FCAT President's meeting
 - This is a monthly meeting where all 7 FCAT DSU presidents meet up with the Director of Student Affairs in FCAT and I. At this meeting we do a roundtable of updates, then make connections on how we can support each other
- [June 13th] SFSS board meeting
- [June 15th] Free Menstrual Products Initiative meeting
 - Meeting to go over the SEI expression of interest brief

Projects

- SFU Free Menstrual Products Initiative
 - Currently going over the SEI expression of interest brief
- Improve Motion Voting Transparency Project
 - Currently conducting a literature review, SFU context, what other student unions are doing, and what other organizations are doing.
- FCAT Presidents Meetings
 - Ongoing project to bring FCAT DSU presidents (there are 7 spread across all 3 campuses) together every month to improve relationship with each other and get/give updates on what is being done in our Faculty.
- Engaging the Woodwards campus

- Currently coordinating a meeting with the FCAT advisor, the FCAT director of student affairs as well as the Student Development Educator from Student Engagement and Retention.

Office/Engagement Hours

- Office hours are available by request. Please contact fcatrep@sfss.ca for an appointment.

Events

- N/A

Administrative

- Emails
- Slack
- Facebook

EDUCATION REPRESENTATIVE (EMERLY LIU)

Named SFSS Committee Work & Action Items

- Accessibility Committee
 - Met to discuss initiatives for this year.
- Events Committee
 - Met to discuss Fall Kickoff, Freezie Fridays, and Club/SU collab for June.
- University and Academic Affairs Committee
 - Did not meet during this period.

Meetings & Action Items

- [June 3] Events Committee Meeting
 - The purpose of this meeting was to introduce this year's Events Committee team members and discuss upcoming projects. Conversation revolved around an Events Committee Social, Freezie Fridays, Fall Kickoff updates, and the June Club/SU collaboration. Dates for Freezie Fridays and Fall Kickoff were solidified and money was passed for the Events Committee Social and Freezie Fridays. A brief overview of the SFSS x Club/SU pilot project was conveyed and the Anime Club was chosen for June.
- [June 3] Accessibility Committee Meeting
 - The purpose of this meeting was to discuss initiatives for this year. Conversation revolved around continuing the Learning Disability Assessment project from last Board term, accessibility grants, and lighting on pathways to Residence.
- [June 5] SFSS x Club/SU Meeting with Sindhu and Alejandro
 - The purpose of this meeting was to discuss the terms and conditions for collaboration with clubs and student unions. It was decided that volunteers from the Events Committee will be available upon request and club/SU with Surrey-located event proposals would be passed on to the Surrey Campus Committee for review. Further, the cheque requisition process was outlined.
- [June 5] Conversation with President, Gio, about Non-Teachable Subject Inquiry for Education
 - Discussion revolved around PDP Secondary admission requirements after an issue was brought up by an SFU student in the 'Must knows for Courses at SFU' Facebook group. I proposed to speak with the Education Student Senator, Susan Luu, and the Dean of Education, Kris Magnusson, to speak with the PDP director.

Projects

- SFSS x Anime Club June Event
 - Sent out a confirmation email to the Anime Club applicant
 - Drafted up a tentative expense spreadsheet
- SFU ED Review Fall Symposium
 - Drafted a timeline for the months leading up to the event in September.
 - Corresponded with Foodies on Board for catering.
- ESA EDventure Day for Fall orientation week
 - Discussed activity options and event location

Office/Engagement Hours

- Office hours are available by request. Please contact edurep@sfss.ca for an appointment.

Events

- N/A

Administrative

- Emails

ENVIRONMENT REPRESENTATIVE (JULIAN LOUTSIK)

Named SFSS Committee Work & Action Items

- Events Committee
 - Met to discuss Fall Kickoff, Freezie Fridays, and Club/SU collab for June.
- Kickoff Committee:
 - Did not meet during this period - kickoff updates happened during Events meetings
- Federal, Provincial, Municipal Advocacy and Lobbying Committee
 - Did not meet during this period.

Meetings & Action Items

- [June 3] Events Committee Meeting
 - The purpose of this meeting was to introduce this year's Events Committee team members and discuss upcoming projects. Conversation revolved around an Events Committee Social, Freezie Fridays, Fall Kickoff updates, and the June Club/SU collaboration. Dates for Freezie Fridays and Fall Kickoff were solidified and money was passed for the Events Committee Social and Freezie Fridays. A brief overview of the SFSS x Club/SU pilot project was conveyed and the Anime Club was chosen for June.
- [June 4] Single use plastics task force meeting, the purpose of this meeting was to further develop SFU's plan to become free of single use plastics and introduce every member's role for the next year.
- [June 6] Board Development Session
 - Took part in a Communications Planning Session organized by Sindhu
 - Discussed potential changes to board meetings (for instance, breaks) and board meeting processes including bi-weekly updates from all committee chairs
- [June 13] Board Meeting
 - Refer to board meeting agenda

Projects

- Fall Kickoff
 - Discussed different roles, got updates, Creating a sales plan and ticket prices.

Office/Engagement Hours

- Office hours are available by request. Please contact envrep@sfss.ca for an appointment.

Events

- [June 14] Freezie Fridays

Administrative



Board of Directors

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

- Emails and meetings
- Slack messaging

HEALTH SCIENCE REPRESENTATIVE (OSOB MOHAMED)

Named SFSS Committee Work & Action Items

- UAL Committee
 - Conversation about how to pick at-large reps
 - Updates on UniverCity town hall, Burnaby City Council meeting
 - Conversations w/ student senators and how to best work together on different initiatives
- Governance Committee
 - Did not meet during this time
- Surrey Campus Committee
 - Did not meet during this time

Meetings & Action Items

- June 6th- Board development session
- June 12th- Meeting with Fiona regarding voting records information
 - Researching best practices from other University and drafting up options
 - Writing up briefing note for Governance meeting
- June 12th- Meeting with Hangué regarding long-term plans for menstrual products projects
 - Discusses how to execute if proposal goes through
 - Ideas about long-term funding
- June 14th- Meeting with GSS, TSSU regarding SEI proposal

Projects

- Free menstrual products project
- Improving vote transparency research & new policy
- Developing pro-choice policy with Women's Centre
- Developing relationship with HSUSU

Office/Engagement Hours

- Office hours are available by request. Please contact healthrep@sfss.ca for an appointment.

Events

- N/A during this time period

Administrative

- Emails, Facebook, meetings etc.

SCIENCE REPRESENTATIVE (SIMRAN UPPAL)

Named SFSS Committee Work & Action Items

- Surrey Campus Committee
 - Did not meet this week
- Federal, Provincial, Municipal Advocacy and Lobbying Committee
 - Did not meet during this period.
- Kickoff Committee
 - Did not meet during this week

Meetings & Action Items

- [June 6] SUS Meeting - discussed FROSH details and planned Science Ice cream Day. Application for FROSH leader in Surrey
- [June 6] Board Development Session - Communications Planning Session organized by Sindhu. Discussed breaks to be taken during board meetings and audience questions
- [June 7] Meeting with Natasha - discussed all DSU meetings and introduction to Thomas (new science engagement coordinator)
- [June 13] Executive photoshoot for SUS - these pictures are to be taken for the website
- [June 13] Meeting with SUS - build on ideas for FROSH and help get rooms booked
- [June 13] Board Meeting - Refer to board meeting agenda

Projects

- Free menstrual products project
 - Working on proposal with GSS
- Science FROSH 2019
 - Planning FROSH events and picking theme.
- FROSH promo at the Surrey Campus
 - Talking to Shelley regarding FROSH promo in Surrey in September. Planning FROSH promo and setting a date

Office/Engagement Hours

- Office hours are available by request. Please contact sciencerep@sfss.ca for an appointment.

Events

- [June 14] Freezie Friday

Administrative

- Emails and meetings
- Slack messaging