

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
June 16 - June 30, 2019

FEDERAL, PROVINCIAL, MUNICIPAL ADVOCACY

- This committee did not meet during this time period.

ACCESSIBILITY FUND

- Did not meet during this time period

UNIVERSITY ADVOCACY & LOBBYING

- Appointed 4 At-large members
- Held committee meeting with BOG rep in attendance
- Updating meeting times for the remainder of summer

EVENTS

- [June 17] Events Committee Meeting
 - Jessica (chair) had a medical emergency and was unavailable to chair
 - Internal Executive, Mohnish, chaired the meeting
 - Passed motions for:
 - Collaborations with SFU for movie nights
 - Collaboration with SFU Anime Club for movie night + ramen
 - Discussions were about:
 - Events Committee expectations from each member
 - Fall Kickoff updates about ticket sales strategy
 - Fall Kickoff updates about corporate sponsorship tiers
 - August Mental Health Packages to be given out during exam period (motion to be passed at Board Meeting)
 - Postponement about Events social due to Jess's health
 - Chill and Grill BBQ in July

FINANCE & AUDIT

- The Committee did not meet during this period

GOVERNANCE

- Did not meet during this time period

NOMINATION

- Did not meet during this period

- Vancouver Campus Committee is the last remaining committee without at-large reps appointed yet

SURREY CAMPUS

-

VANCOUVER CAMPUS

- Confirmed that Dipti will be the staff ex-officio on the committee

SFSS BOARD WORK REPORT

This report reflects the Board work from
June 16 - June 30, 2019

PRESIDENT (GIOVANNI HOSANG)

Named SFSS Committee Work & Action Items

- Executive Committee Meeting
 - Unofficial Meeting was held on the 17th to discuss the broader scope communicating of Board Decisions through the Board Chair or President in an official capacity on behalf of the Board

Meetings & Action Items

- [June 16] Conversation with Rayhaan
 - We debriefed from the Board Meeting and the two big topics regarding the one in-camera as well as the ISF event and how it is that Rayhaan from a Board Chair perspective. Should follow up to make the action items are followed up on.
- [June 16/17] Convo with Mehtaab
 - Discussed following up around sponsorships for Fall Kick. 3 Tier package is considered and I emailed Marc Fontaine as a follow up. There is a Kickoff Email associated for people on the kickoff team to use
- [June 16/17] Conversation with Maneet
 - Conversation around kickoff sales and a welcome day plan to sell kickoff tickets. Was also decided that we hold off of the hiring of the promoters. I am assigned to work with Julian and Maneet to create an additional promoter pipeline.
- [June 17] Conversation with Fiona
 - Regarding Student Engagement about the SFU Welcome Week and the various packages for sponsorship available. We will still be having conversations regarding the package
- [June 13] SFSS Board Meeting
 - Board discussed various matters like Vancouver Campus Committee being established, Signing Authorities being set, BCFS AGM people being approved, Discussions around University Advocacy updates, Vaccination programme, Welcome Day and SFSS Commitment conflicts, and Welcome Day in Burnaby and BBQ at Woodwards, and Board Month in Review
- [June 18] Briefing with VP External Jasdeep Gill
 - Updates from the Executive meeting and the discussion around communication pipeline when board decision made, the Fall Kickoff roadblocks and possible mitigations, the

- [June 20] Check in with Executive Director
 - Updates regarding the Executive Assistant and the Finance Coordinator hirings, the Executive Meeting
- [June 24] Conversation with Shina
 - Discussed plan for Petter Meeting, various issues of concern to be discussed following up with the last meeting had with Petter including #FreeTheShuttle
- [June 27] SFSS Board Meeting
 - Accessibility Committee and Surrey Committees At-Large Appointments Surrey Campus Committee, approval of Financial Governance workshop, Presentation regarding Vaccination, and discussion around a potential privacy programme, T-shirts for Fall Kickoff and a Costco Membership for the SFSS
- [June 28] Check in with Executive Director
 - Conversation around Board Playing a bigger role in the whole society and magnifying our efforts. Talks around ensuring that the Strategic plan leads us into a good outcome through calling an exec meeting to discuss with the facilitator.
- [June 29] Briefing Call with VP External Jasdeep Gill
 - Conversations around the Fall kickoff date time and venue locked down, a possible discussion around updating what's being done in the various executive portfolios to do information sharing with a possible Exec Update mechanism

Projects

- Tuition Freeze Now
 - Group attended BC Budget consultation and gave a presentation around big objectives
- SFU Budget Consultation
 - No meetings during time
- Free Menstrual Products
 - The project proposal ready for submission
- Single Use Plastics Mitigation Plan
 - No Update this period
- Board Month in Review
 - To work with people on this for creation of the June Month in Review

Office/Engagement Hours

- Improved Online Outreach
- Created Board Meeting Review for June 13 meeting
- Submitted Introduction of Board to Facebook Group
- Shared media articles on Society Stances etc

Events

- N/A



Board of Directors

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

Administrative

- Calls, Emails, 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
 - More progress was made on Accessibility standard policy (see June 18 meeting for more information)
- FPML Committee
 - Did not meet during this time period
- [June 17] Executive Committee Meeting
 - General organizational updates for the executive
- [June 18] Build SFU Committee Meeting
 - Meeting with SFU on updates on the progress of the SUB, see committee minutes for details

Meetings & Action Items

- [June 18] Accessibility Standard Policy Review with Arts Rep
 - Review of the policy and development of some key points were made, edits and actions items were established. A meeting was set up with CAL to learn more about accessibility tools available for use, and which ones could be potentially incorporated into the SFSS.
- [June 19] Health and Wellness Brainstorm Session
 - A meeting with ED, Build SFU Manager, Women's Center Coordinator and OOC Coordinator to gain their feedback on the Health and Wellness Centre and Peer Support program proposed by VP Services. Discussion was used to help guide direction and next steps have been established. Another feedback and brainstorm meeting will take place with more stakeholders
- [June 25] Strategic/Year Planning Session #1
 - A full day set aside to re-evaluate our mission statement, values, year plan. Another session will be hosted to evaluate the documents that will be put together after this session
- [June 27] Board Meeting
 - Refer to the meeting minutes.
- [June 28] Kickoff Marketing Meeting
 - VP Student Life requested that I support the marketing team leading up to kickoff. A meeting was held to set the direction for the next few months and do decide on graphics to send to the Communications Coordinator

Projects

- Health and Wellness Centre
- Accessibility Policy

Office/Engagement Hours

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

Events

- [June 27] Meet and Greet with GSS and SFU Student Services Department

Administrative

- Emails
- Meetings
- Revising documents

VP EXTERNAL RELATIONS (JASDEEP GILL)

Named SFSS Committee Work & Action Items

- [June 17] Executive Committee Meeting
 - General organizational updates for the executive

Meetings & Action Items

- [June 17] SFSS Fall Kick-off Risk Assessment
 - Meeting with SFU department to determine risk and safety plan for the event
- [June 18] SFU External Review
 - Meeting with external consultants hired by SFU to discuss Student Service
- [June 18] Meeting with JRG Manager at The Study
 - Discussing the terms of the Space Surrender Agreement and the process to set up pub nights
- [June 18] Update Call with Giovanni
 - General organizational updates
- [June 19] Smackdown Event Think Tank
 - Brainstorming session for the annual Smackdown event
- [June 19] Point Person Check-in
 - General check-in with Rayhaan
- [June 19] Meeting with Translink
 - Update regarding the skytrain extension from Surrey to Langley
- [June 20] Weekly Check-in with Executive Director
 - General organizational updates
- [June 20] Meeting with McGill Student Union President
 - General introduction and discussion about our organizations
- [June 24] SFSS Kickoff Bi-weekly Meeting
 - Kickoff planning and next steps with SFU
- [June 25] Weekly Check-in with Executive Director
 - General organizational updates
- [June 25] Year Planning Session #1
 - Organizational year plan facilitation
- [June 25] Executive Assistant Interview
 - Hiring process for a new executive assistant
- [June 26] Executive Assistant Interview
 - Hiring process for a new executive assistant
- [June 26] Executive Assistant Interview
 - Hiring process for a new executive assistant
- [June 29] Update Call with Giovanni
 - General organizational updates

Projects

- June Month in Review
- Fall Kickoff Support

Office/Engagement Hours

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

Events

- N/A

Administrative

- Phone calls, emails, etc.

VP FINANCE (TAWANDA NIGEL CHITAPI)

Named SFSS Committee Work & Action Items

- Executive Committee
 - Discussed and Reviewed Issues around student-group event planning
- Finance Committee
 - The Committee did not meet during this Periods

Meetings & Action Items

- [June 17] Executive Committee Meeting
 - Discussed and Reviewed Issues around student-group event planning
- [June 18] Build SFU Committee meeting
 - SUB project updates
- [June 25] Year Planning Session
 - Working-in-progress, second session will be conducted on the 4th of July
- [June 27] Board of Directors Meeting
 - Refer to 27/06/19 Board of Directors minutes

Projects

- Fund Investments

Office/Engagement Hours

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

Events

- N/A

Administrative

- Bank Reconciliations
- Audit Updates
- Cheque Requisitions
- Emails

VP STUDENT LIFE (JESSICA NGUYEN)

Named SFSS Committee Work & Action Items

- FPMAL Committee
 - Did not meet
- Nomination Committee
 - Did not meet
- Events Committee
 - Please read notes from above

Meetings & Action Items

- Due to a medical emergency, was unable to attend meetings from June 17-21 but was given updates after every meeting through Jasdeep and Mohnish who both filled in for me
 - Following meetings were missed:
 - Events Committee
 - Weekly Fall Kickoff Updates with staff
 - Meeting with JRG (The Study)
 - Meeting with SFU
- [June 24] Meeting with Dipti and Mohnish
 - Went over Fall Kickoff updates with SFU
 - Other information spoken about is confidential
 - Created next steps for Fall Kickoff
- [June 24] Meeting with Fall Kickoff Corporate Sponsorship team
 - Provided past sponsorship packages and new templates
 - Finalized what each tier would entail
 - Created a list of companies to contact
 - Discussed important deadlines for team to meet
- [June 27] Student Services Meet and Greet Luncheon with SFSS and GSS
- [June 27] Year Planning #2
- [June 27] Meeting with Fall Kickoff Sales Team

Projects

- Freezie Fridays
- SFSS X SFU Anime Club Collaboration
- July Chill & Grill
- August Mental Health Packages
- Fall Kickoff 2019
- Board Sweaters

Office/Engagement Hours

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

Events

- [June 28] Freezie Fridays
 - Will be engaging with the student body by handing free Freezies in BBY campus



Board of Directors

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

Administrative

- Emails and Slack messages
- Phone calls and meetings

VP UNIVERSITY RELATIONS (SHINA KAUR)

Named SFSS Committee Work & Action Items

- University and Academic Affairs Committee
 - See notes from above
- Finance and Audit Committee
 - Refer to meeting minutes
- Fall Kickoff Committee
 - Update meeting with Mehtaab
- Vancouver Campus Committee
 - Did not meet during this time

Meetings & Action Items

- [June 17] Executive Meeting
 - Discussed ISF Event and the process for communication through the board
- [June 19] University and Academic Affairs Committee
 - Appointed At-Large representatives
 - Meeting with the Board of Governors rep in attendance
- [June 20] Meeting with Matt (GSS)
 - Finalized meeting agenda with President Petter
- [June 24] Critical Incident Review Meeting
 - Met with University Officials to discuss the Oct 3 Critical Incident Review Report
 - Adding comments to the consultant report
- [June 24] Check-In Call with Giovanni
 - Updates on society matters
- [June 25] Strategic Planning Session #1
 - Brainstormed vision, mission, values, and initiatives with the board
- [June 26] Meeting with Mehtaab
 - Update on Corporate sponsorship packages
- [June 27] Meeting with David (Parking Services)
 - Discuss possibility of Car2Go on campus
- [June 27] Meeting with Timothy (Campus Public Safety)
 - Establish time for weekly check-in with CPS to stay updated on student safety perception
- [June 27] Student Services Meet and Greet
 - Informal meet and greet with board and individuals from student services
- [June 27] Board Meeting
 - Refer to board agenda
- [June 28] Meeting with Andrew Petter and Matt McDonald
 - Monthly meeting with President Petter to update on student concerns

Projects

- Free Menstrual Products Campaign
- Car2Go on campus
- Single Use Plastics Ban
- Engagement at Woodwards

- Fall Kickoff 2019
- SFU x SFSS Welcome Day 2019

Office/Engagement Hours

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

Events

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Administrative

- Slack messages
- Calling and Meetings
- Emails

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 (and Kickoff Committee)
 - Approved SFU movie nights, Anime Club x SFSS event
 - Discussed events committee expectations, fall kickoff updated, fall kickoff sponsorship tiers, August study treats, Event Committee Social (postponed due to Jess's health), Chill n Grill BBQ
- Kickoff Committee
 - Updated on ticket sales (Julian and I are in charge) - everyone is responsible to sell tickets, non-committee members may be commission based
 - Sponsorship tiers: sponsorship package updated to fit theme, Mehtaab suggested a stage-name sponsorship with banner, potential benefits
- Accessibility Committee
 - Did not meeting during this period.
- Nomination Committee
 - Did not meet during this period.

Meetings & Action Items

- [June 17] Events Meeting
 - Please see notes above.
- [June 18] Fall Kickoff Showpass Meeting with Alejandro and Sindhu
 - Met to discuss the contract and past ticket prices.
- [June 20] Pub Nights Meeting
 - Discussed a tentative plan for pub nights.
 - Finalized that there should be one in August at the end of exams and one before Kickoff to sell tickets at.
 - Pratit is in charge of these.
- [June 25] Year Planning Session #1
 - Began to develop a strategic year plan.
- [June 27] Board Meeting
 - See agenda and meeting minutes from meeting.
 - Guest speaker - Ajit Johal

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 - specifically ticket sales
 - Julian and I developed a sales plan, tabling booking schedule, a few different ticket revenue models, and a ticket sales guide line.
 - Working on setting up meetings to meet with Marketing.

Office/Engagement Hours

- Office hours are available by request. Please contact atlarge1@sfss.ca for an appointment.

Events

- [June 14] Freezie Fridays
 - Please see notes above.
- [June 28] Freezie Fridays
 - Please see notes above.

Administrative

- Emails and Slack
- Meetings

AT-LARGE REPRESENTATIVE (RAYHAAN KHAN)

Named SFSS Committee Work & Action Items

- Accessibility Committee
 - Did not meet during this period
- University and Academic Affairs Committee
 - Reviewed at-large applicants and went over a student-raised issue about printing costs on campus

Meetings & Action Items

- [June 16] Meeting with Giovanni
 - We debriefed from the Board Meeting and discussed the two biggest issues arising from it; the one in-camera and the ISF event
 - Discussed our views on the issues and how we would best proceed
- [June 17] Meeting with Sylvia
 - We discussed potential changes to be made to our Agenda format
 - Intent was to have our Agenda become more accurate (ex. changing “Old Business to “Unfinished Business”) and comprehensive (ex. including the minutes from all committees)
- [June 17] Executive Meeting
 - Discussed the ISF Event and the process for communication through the board
- [June 19] Meeting with Jasdeep
 - Discussed how I can work to establish networks within my faculties as an SFSS Director/Ambassador
 - **Action Item:** Connect with Business Rep. (Andrew) and FASS Rep. (Jennifer) to see if I can accompany them to faculty-specific events
- [June 19] University and Academic Affairs Committee
 - Appointed At-Large representatives
 - Meeting with the Board of Governors rep in attendance
- [June 20] Meeting with Andrew
 - This meeting was to discuss how I can help support and contribute within the Business faculty. We agreed that I will be helping out with the planning of Beedie Club President Meetings and also sitting in on them
 - We also agreed to keep an eye out for Business events and attend them together to represent the SFSS as Business students and engage with students
 - Andrew kept me up-to-date regarding the FARM Meeting
 - This meeting was to update other FARM members about current projects, issues, and expectations of our roles. Topics included Welcome Day, motion passing procedures at committees, and creating a Board policy for FARM reps.
- [June 21] Meeting with Rose Baik (Student Recruitment & Advising Coordinator at SFU Surrey), Jasmine Padam (President of SASS), and Jennifer Chou (FASS Rep)
 - Went over possible ways to increase faculty engagement at the Surrey campus
 - Discussed possible ways to establish the faculty student union's presence at the Surrey campus

- **Action item:** Connect with Surrey Campus Chair, Nick Chubb, about collaborating Surrey Campus events with FASS Engagement Coordinator, Rose Baik
- [June 24] FASS Fest Meeting
 - Touched base with Jennifer and committees on progress for the event
 - Discussed how best to optimize ticket sales and awareness
 - **Action item:** Connect with photographer Tommy Dinh about taking photos at the event
 - He declined
- [June 26] Meeting with Jasdeep
 - Jasdeep briefed me on what happened at Strategic Planning Session #1
 - Discussed the 2019 AGM and potentially joining the committee
- [June 27] Student Services Meet and Greet Luncheon with SFSS & GSS
 - Informal meet and greet with Board and individuals from student services
- [June 27] Meeting with Sylvia
 - Discussed new budget approval processes
 - Discussed my capacity to accept interview offers, as both an SFU student and an SFSS Director
- [June 27] Board Meeting
 - Please refer to Board Agenda/Minutes

Projects

- FASS Fest
 - Attended committee meeting (Logistics, Security and Risk, Communications, Marketing) and the general meetings
- Board Month Review
 - Took photos at Meet and Greet to be added to the project

Office/Engagement Hours

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

Events

- N/A

Administrative

- Calls
- Emails
- Slack and Facebook messaging

APPLIED SCIENCES REPRESENTATIVE (NICK CHUBB)

Named SFSS Committee Work & Action Items

- Events Committee
 - Handed out freezies for freezie friday
- Kickoff Committee
 - Continued compiling lists of artists
 - Had meeting with Talent team
- Surrey Campus Committee
 - Sent emails to organize meeting time
 - Chose our student at-large members
 - Changed membership policies
- Vancouver Campus Committee
 - Did not meet during this time
- IT Student Advisory Committee
 - Organized next meeting time with IT staff in August

Meetings & Action Items

- [June 17] Events committee meeting
- [June 20] FARM Meeting
- [June 24] Meetsing with Aran
- [June 24] Meeting with Shelley
- [June 25] Board Planning Session
- [June 27] Kickoff Talent Meeting with Sindhu and Dipti
- [June 27] Kickoff Talent Team Meeting
- [June 27] Student Services Meet & Greet Luncheon with SFSS & GSS
- [June 27] SFSS Board Meeting
- [June 27] Software Systems Student Society Meeting

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.
 -
- 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 appscirep@sfss.ca for an appointment.

Events

- [June 14] Freezie Friday
- [June 28] Anime Club Event
- [June 28] CSSS Board Game Night

Administrative

- Answered emails, attended meetings, responded to slack

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

Named SFSS Committee Work & Action Items

- Accessibility Committee
 - Did not meet during this period
- Surrey Campus Committee
 - Did not meet during this period
- University and Academic Affairs Committee
 - Reviewed at-large applicants and went over a student-raised issue about printing costs on campus
- Events Committee
 - Discussed Fall Kickoff (t-shirts) and Mental Health Care Packages
 - Discussed and passed motions on SFU Movie Nights and SFU Anime Club x SFSS Cup Ramen Night
- Kickoff Committee
 - Could not attend the Kickoff HR meeting due to scheduling conflicts

Meetings & Action Items

- [June 17] Events Committee Meeting
 - Discussed Mental Health Care Packages and Fall Kickoff
- [June 17] FASS Fest Meeting
 - Touched base with other committees on their progress. I am part of the Security and Risk Committee, and we discussed what happened at our last committee meeting
- [June 18] Meeting with VP Student Services (Christina Loutsik)
 - Talked about Accessibility Standard Policy and next steps
 - **Action item:** email Centre for Accessible Learning to set up a meeting
- [June 19] FASS Camps Training
 - Attended a training session for FASS volunteers who will be helping out at FASS Camps
- [June 19] FASS Fest Security and Risk Committee Meeting
 - Went over contingency plans, volunteer management, coat checks, nametags, etc.
- [June 19] University and Academic Affairs Committee Meeting
 - Reviewed at-large applicants
 - Went over student printing concern, forwarded the issue onto Library Committee in Senate
 - Agreed to ask other student senators for permission to be added to our mailing list
 - **Action item:** email Library Committee chair on Senate to add printing issue to agenda for next meeting
 - **Action item:** ask fellow student Senators for permission to be added to our mailing list
- [June 20] Meeting to touch base about Mental Health Care Packages with Emerly (Collaborative Events Program Manager)
 - Went over more details of the project and clarified some concerns

- **Action item:** amend budget and proposal (5 days -> 2 days)
- **Action item:** draft up definitive list of categories and items to go in each package category
- **Action item:** email SFU departments asking for contact info to put on a cohesive postcard
- **Action item:** email SFSS staff and Executive Director to get the budget approved
- [June 21] Meeting with Centre for Accessible Learning director, Mitchell
 - Notes can be found [here](#)
 - Talked about possible equipment (and associated costs) to make meetings more accessible
- [June 21] Meeting with Rose Baik, the Student Recruitment & Advising Coordinator at SFU Surrey
 - Went over possible ways to increase faculty engagement at the Surrey campus
 - Discussed possible ways to establish the faculty student union's presence at the Surrey campus
 - **Action item:** send a PowerPoint slide to Rose about the Society of Arts and Social Sciences (SASS) to promote to FASS FLC participants after consulting with the executive team of SASS
- [June 21] FASS Fest Communications Committee Meeting
 - Minutes [here](#)
 - Discussed communicating with the faculty staff, creating sponsorship packages, and the website
 - **Action item:** Create website
- [June 22] FASS Mentorship Training
 - Helped train new FASS Connections Mentors by sharing my experiences and facilitating small group discussions
- [June 24] FASS Fest Meeting
 - Touched base with other committees on progress
 - Took photos and videos for social media and the website
- [June 24] Society of Arts and Social Sciences Meeting
 - Minutes [here](#)
 - Talked about past and future events
 - **Action item:** Create general PowerPoint slide with social media information for Surrey FASS FLC sessions
 - **Action item:** Train new VP Marketing person on how to manage social media and website (postponed to next week due to conflicting schedules)
- [June 24] Disability and Neurodiversity Coalition Meeting
 - I had to leave early, but before I did, I discussed including pronouns in SFSS Board and staff email signatures
 - I also went over the director of the Centre for Accessible Learning's suggestions, including having a large-print paper copy of the agenda
 - I read meeting minutes afterwards and incorporated advice from students with disabilities (regarding Accessibility Standard Policy)
 - Updated Accessibility Standard Policy briefing note [here](#) (updates done in grey)
- [June 25] SFSS Year Planning Session #1
 - Brainstormed SFSS vision statements, mission statements, and core values

- [June 26] FASS Fest Logistics Committee Meeting
 - Discussed hour-by-hour activities outline
 - I emphasized keeping accessibility in mind - asking for accessibility needs on registration form, modifying activities accordingly
 - Went over sponsorship updates
 - Discussed possible photographers and videographers and associated costs
- [June 26] FASS Fest Security and Risk Meeting
 - Discussed what to include in a training video for volunteers
- [June 27] Student Services Meet & Greet Luncheon with SFSS & GSS
 - THERE WAS A CHOCOLATE FOUNTAIN!!! But it wasn't vegan so I suggested taking dietary restrictions of the people attending next time
 - Talked about the cost of renting firepits for FASS Fest
- [June 27] SFSS Board Meeting
 - There was a scary vaccination presentation
 - We discussed how the new board budget under the SFSS coordinator's purview would work; Sylvia would send out an email
 - I brought up Mental Health Care Packages as a discussion item so the board would be aware of it and could offer their feedback
- [June 28] Meeting with Sylvia (Executive Director) and Dipti (SFSS Events Coordinator) about Mental Health Care Packages
 - We are hoping to set aside 25-50 packages for the Surrey campus
 - **Action item:** send list of items (vetoed some items and added new ones) to Dipti
 - **Action item:** send contact info and descriptions of SFU departments (for the informational postcard resource) to Dipti and Sindhu (SFSS Communications Coordinator)
 - **Action item:** Ask Paola, the Women's Centre Coordinator, about including menstrual products in some of these packages (marked with a red sticker)
 - Paola will be sending over a box of pads next week (July 1-5)
- [June 28] FASS Fest Communications Committee Meeting
 - Minutes [here](#)
 - Talked about communications strategy - website blog posts to get people hyped, Instagram and other social media post ideas and possible campaigns
 - Blog posts: DSU spotlight (SO EXCITED ABOUT THIS)
 - IG posts: Countdown, meet the team
 - **Action item:** consult with the rest of the FASS Fest team to delegate tasks (logistics to do FAQ, Communications to put on the website)
 - **Action item:** reach out to FASS DSUs for interview for blog post
- [June 28] SFSS x SFU Anime Club Movie and Cup Ramen Night
 - Supervised and make popcorn in the popcorn machine
 - Cleaned the popcorn machine and surroundings (kernels on the floor)
 - Took popcorn machine back to SFSS Board of Directors office
- [June 29] Super Advising Saturdays
 - Was a panellist representing my faculty
 - Talked about tips and tricks, resources at SFU, faculty-related activities, SFSS insurance, etc.

Projects

- Mental Health Care Packages
 - Amended budget and proposal
 - Sent emails to SFU departments asking for contact information to be put in the packages
 - Worked with SFSS Events Coordinator to finalize which items to order
- FASS Fest
 - Attended both the committee meetings (Logistics, Security and Risk, Communications) and the general meetings
 - Worked on the website
 - Worked on documents (FAQ sheets)
- Accessibility Standard Policy
 - Discussed next steps with chair of the Accessibility Committee, Christina Loutsik
 - Consulted with the director of the Centre for Accessible Learning
 - Consulted with students from the Disability and Neurodiversity Coalition
- FASS Dean Meeting Preparation
 - Consulted FASS students about what issues they would like me to bring up
 - Issues:
 - Course availability
 - Common rooms for Linguistics, English, History, Political Science, Criminology
 - Improve accessibility for FASS students (make sure accommodations are followed)
 - More support for students going into grad school (History dept)

Office/Engagement Hours

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

Events

- SFSS x SFU Anime Club Movie and Cup Ramen Night
 - Handled popcorn machine
 - Put popcorn machine back in SFSS Board of Directors office

Administrative

- Emails and Slack messages
- Meetings

BUSINESS REPRESENTATIVE (ANDREW WONG)

Named SFSS Committee Work & Action Items

- Nomination Committee
 - Did not meet during this period
- Finance and Audit Committee
 - Did not meet during this period

Meetings & Action Items

- [June 20] FARM Meeting
 - This meeting was to update other FARM members about current projects, issues, and expectations of our roles. We agreed that Faculty reps should meet and engage regularly with our respective FSUs and DSUs each month. Other topics we talked about include Welcome Day, motion passing procedures at committees, and creating a Board policy for FARM reps.
- [June 20] Meeting with Rayhaan
 - This meeting was to discuss how Rayhaan can help support and contribute within the Business faculty. We agreed that he will be helping out with the planning of Beedie Club President Meetings and also sitting in on them. We also agreed to keep an eye out for Business events and attend them together to represent the SFSS as Business students and engage with students.
- [June 25] Strategic Planning Session #1
 - This session was to collectively form potential SFSS vision statements, mission statements, and core values to form our strategic and operation 2-year plan. We discussed how to prioritize and categorize the following buckets: university relations, financial, student well-being, engagement, sustainability.
- [June 27] Student Services Meet & Greet Luncheon with SFSS, GSS, and SFU staff
- [June 27] SFSS Board Meeting
 - See agenda and meeting minutes

Projects

- Beedie Club President Meetings
 - In the process of planning for the first meeting with SEO, but Kim Paris has been ill and away from the office the past two weeks

Office/Engagement Hours

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

Events

- N/A

Administrative

- Emails, meetings, slack messages

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

Named SFSS Committee Work & Action Items

- Surrey Campus Committee
 - Appointed at-larges
 - Did not meet during this period
- Vancouver Campus Committee
 - Appointed full membership to the committee
 - Did not meet during this period
- Finance and Audit Committee
 - Did not meet during this period
- Governance Committee
 - Did not meet during this period

Meetings & Action Items

- [June 17th] Fall Kickoff Marketing Meeting
 - Met with Alicia to discuss marketing strategies for fall kickoff
- [June 20th] FARM meeting
 - Met with other faculty reps to discuss our roles and update each other
- [June 25th] CMNSU meeting
 - Attended CMNSU's team meeting to give and receive updates
- [June 26th] Vancouver campus engagement
 - Met with Vancouver campus engagement coordinators to discuss plans for Fall events and how to best collaborate with each other
- [June 27th] FCAT x SEI collab meeting
 - Met with Director of Student Affairs in FCAT and member from SEI to discuss Vancouver campus engagement and the FCAT demographic (dominates downtown campus).
- [June 27th] SFSS and GSS Luncheon
 - Meet and greet with lots of student facing staff members
- [June 27th] SFSS Board Meeting
 - See agenda and meeting minutes for details

Projects

- SFU Free Menstrual Products Initiative
 - Sent of expression of interest document to SEI manager
 - Currently reviewing the document together
- Improve Motion Voting Transparency Project
 - Currently conducting a literature review, SFU context, what other student unions are doing, and what other organizations are doing
 - Will be discussing findings at the upcoming Governance Committee meeting
- 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.
 - Currently planning July's meeting at the Surrey campus

- Engaging the Woodward's and Harbour Centre campus
 - Currently in discussions around event timelines to plan high impact events for the Vancouver Campus Committee to take part in
 - Working towards finding a contact person at the Woodward's campus

Office/Engagement Hours

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

Events

- N/A

Administrative

- Emails
- Slack
- Facebook

EDUCATION REPRESENTATIVE (EMERLY LIU)

Named SFSS Committee Work & Action Items

- Accessibility Committee
 - Did not meet during this period.
- Events Committee
 - Met to discuss Fall Kickoff, August Study Treats, and pass money for the SFSS x Anime Club collab event and SFU Movie Nights
- University and Academic Affairs Committee
 - Met to review at-large applicants

Meetings & Action Items

- [June 17] Events Committee Meeting
 - The purpose of this meeting was to update Committee members on Fall Kickoff progress, such as ticket prices and sponsorship tiers. Jennifer discussed her 'August Study Treats' pilot project, which entails handing out mental health care packages, that will be under my Collab PM portfolio. Furthermore, I informed the Committee about the June collab event with the Anime Collab, how the funding from the Events Coordinator's budget will be used, and the Committee passed money.
- [June 18] Meeting with the Dean of Education
 - During this meeting, I expressed my concern about an issue with the Faculty of Education PDP secondary level requirements. The PDP does not accept psychology or health science majors as a teachable subject. Gio, the President, brought this case forward from the "Must Knows SFU" Facebook page. The Dean states that SFU cannot revise this requisite, as it falls under the Government's jurisdiction.
- [June 19] University and Academic Affairs Committee Meeting
 - In this meeting, we carefully reviewed each applicant for the at-large position. The members and I discussed the option of accepting Student Senators as at-large members so that they can vote on matters. An issue that Shina brought forward was that of printing, suggesting that we should consider advocating for x amount printed pages to be free.
- [June 20] FARM Meeting
 - The purpose of this meeting was to update everyone about each individual's current projects and discuss expectations of our roles. We agreed that Faculty reps should meet and engage regularly with our respective FSUs and DSUs each month. Other topics we talked about include Welcome Day, motion passing procedures at committees, and creating a Board policy for FARM reps.
- [June 20] Mental Health Care Packages Meeting with Jennifer
 - During this meeting, Jennifer and I discussed logistics for the 'August Study Treats' pilot project. We looked over each item that she had brainstormed to put in 200 categorized packages which would be handed out over the course of 5 days. However, we decided to scale down some items, limit the event to two days, and restructure the expenditure.
- [June 25] Year Planning Session #1

- Collectively brainstormed possible SFSS vision statements, mission statements, and core values to form our strategic and operation 2-year plan. We discussed how to categorize projects and drafted up the following buckets: university relations, financial, student well-being, engagement, sustainability.
- [June 27] Student Services Meet & Greet Luncheon with SFSS & GSS
- [June 27] SFSS Board Meeting

Projects

- SFSS x Anime Club June Event
 - Communicated the President about location, equipment, and funding.
- SFU ED Review Fall Symposium
 - Met to discuss the tentative timeline I had drafted
- ESA EDventure Day for Fall orientation week

Office/Engagement Hours

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

Events

- Freezie Friday
 - Handing out freezies and engaging with students on Burnaby campus

Administrative

- Emails, Slack

ENVIRONMENT REPRESENTATIVE (JULIAN LOUTSIK)

Named SFSS Committee Work & Action Items

-

Meetings & Action Items

-

Projects

-

Office/Engagement Hours

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

Events

-

Administrative

-

HEALTH SCIENCE REPRESENTATIVE (OSOB MOHAMED)

Named SFSS Committee Work & Action Items

- UAA Committee
 - Went over at-large applications
 - Discussed senate engagement including student concerns about printing
- Governance Committee
 - Did not meet during this period
- Surrey Campus Committee
 - Did not meet during this time period

Meetings & Action Items

- June 19- UAA Meeting
 - Went over at-large applications
 - Discussed senate engagement including student concerns about printing
- June 20th- FARM meeting
 - Coordinated and met with other faculty reps to discuss our roles & expectations of each other and update each other on what we've been doing
- June 24- Meeting w/Sarah & WCC
 - Discussed policy drafting and next steps
- June 25- Year planning session #1
 - Discussed vision, mission statements and how to best organize our work with our adaptation of the Carver model
- June 27- Student Services Luncheon w/GSS
- June 27- Board meeting

Projects

- Free menstrual products project
 - Made some final edits to EOI, regarding budgeting, discussing how to get started on actual proposal
- Pro-choice policy drafting w/Sarah and the WCC
 - Met with Paola & members of the WCC to discuss the policy Sarah had drafted and made some edits, particularly to make sure policy is as clear & concise as possible while including the WCC mandate
 - Drafted intro to Issues Policy document
- Improve Motion Voting Transparency Project
 - Currently conducting a literature review, SFU context, what other student unions are doing, and what other organizations are doing
 - Will be discussing findings at the upcoming Governance Committee meeting

Office/Engagement Hours

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

Events

- June 27- Student Services Luncheon w/GSS



Board of Directors

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Unceded Coast Salish Territories
sfss.ca

Administrative

- Emails, calls, meetings, Slack etc.

SCIENCE REPRESENTATIVE (SIMRAN UPPAL)

Named SFSS Committee Work & Action Items

- Surrey Campus Committee
 - Did not meet during this period
- Federal, Provincial, Municipal Advocacy and Lobbying Committee
 - Did not meet during this period
- Fall Kickoff Committee
 - Talent management
 - Making a contact list

Meetings & Action Items

- [June 19] Meeting with Shelley - discussed Surrey FROSH promo at the Surrey campus in September, discussed costs and resources available in Surrey SFSS room
- [June 20] SUS meeting - discussed FROSH, sponsorships, room booking, interviews for VP design, updates from Shelley regarding Surrey Mezz availability
- [June 20] FARM meeting - FARM members updated each other on current projects and addressed any questions that arose. Discussed techniques on engaging with DSU's along with roles and responsibilities. Also discussed grant process matrix and clubs fundraising with a grant. Talked about Welcome day and motion passing procedures.
- [June 21] Meeting with Thomas (Science Engagement Coordinator) - this meeting was regarding all DSU's meetings and general issues in the Faculty of Science.
- [June 25] Year planning session #1 - Coming with this a vision statement, mission statement and priorities. Discussed core values.
- [June 27] SUS Meeting - Discussed poster designs, doodle for SUS ice cream day, availability of tables for ice cream day, SUS social
- [June 27] SFSS Board Meeting - See agenda and meeting minutes from the meeting

Projects

- SUS FROSH
 - Working on room booking, activity planning
- Fall Kickoff
 - Searching for artists and getting together a contact list

- Surrey FROSH Promo
 - Finding a date to have this event and getting together a proposal

Office/Engagement Hours

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

Events

- [June 14] Freezie Friday
- [June
- 28] Freezie Friday
- [July 8] SUS Ice cream day

Administrative

- Emails, slack, meetings