**SFSS BOARD COMMITTEE UPDATE**

This report summarizes SFSS committee activities that took place from

**May 1 - May 15, 2019**

# ADVOCACY

* This committee is now known as the Federal, Provincial, Municipal Advocacy and Lobbying Committee
* Board members have been assigned to this committee: Jasdeep Gill (Chair), Christina Loutsik, Julian Loutsik, Simran Uppal and Maneet Aujla
* Julian Loutsik and Simran Uppal will be attending the Alliance of BC Students Skills and Training Conference in June on behalf of the FPMAL Committee.

# ACCESSIBILITY **FUND**

* Board members have been assigned to this committee: Christina Loutsik (chair), Emerly Liu, Maneet Aujla, Rayhaan Khan, Jennifer Chou
* Information for interviewing At-large members was sent to nominating committee
* This committee did not meet during this time

**ACADEMIC**

* Board members assigned to this committee: Shina Kaur (Chair), Osob Mohamed, Emerly Li, Jennifer Chou, and Rayhaan Khan to the SFSS University Advocacy and Lobbying Committee.
* This committee did not meet during this time
* I have the intention to change the name of the committee to more accurately reflect what the committee will do
  + Name change to: University and Academic Affairs Committee

# EVENTS

* Board members assigned to this committee: Jessica Nguyen (chair), Julian Loutsik, Nick Chubb, Maneet Aujla, Jennifer Chou, and Emerly Liu with job titles and responsibilities
* Improved hiring applications for Events Committee created and implemented
* Events Committee hiring At-Large Representatives
* Initial steps of implementation of the new Events Committee Structure

# FINANCE **& AUDIT**

* This committee did not meet during this period

# GOVERNANCE

* Board members have been assigned to this committee: Christina Loutsik (chair), Jasdeep Gill, Tawanda Nigel Chitapi, Osob Mohamed, Fiona Li

# This committee did not meet during this time

# 

# NOMINATION

* Board members have been assigned to this committee: Andrew Wong (Chair), Jessica Nguyen, and Maneet Aujla
* Events committee hiring At-Large Representatives
* Google form sent out to chairs regarding application process for their respective committee

# 

# SURREY **CAMPUS**

# VANCOUVER **CAMPUS**

* Board member assigned to this committee: Fiona Li (Chair)
* At-large reps and various members will be seeked starting May 20th through the google forms (nomination committee)

**SFSS BOARD WORK REPORT**

This report reflects the Board work from

**May 1 - May 15, 2019**

# PRESIDENT (GIOVANNI HOSANG)

**Named SFSS Committee Work & Action Items**

* We discussed the various committees at board retreat and will be voting on the various work reports
* All committees - did not meet during this period, will be named at May 16 meeting

**Meetings & Action Items**

* [Prior] Transition Meetings with Andrew Petter, SFSS President, GSS Directors
* [Prior] Met with Burnaby-Lougheed MLA to discuss priorities for the year
* [Prior] Met with the Neurodiversity Coalition Organizing to re-engage and rename SUDS
* [May 1] Board Orientation
* [May 2] Board Orientation
* [May 2] Had an informal meeting with the Executive regarding letter sent to Board
* [May 3] Diversity and Inclusion Workshop
* [May 3] Board Retreat - Fun and Team Building
* [May 4] Board Retreat - Dialogue and Games
* [May 5] Board Retreat - Got ready to leave
* [May 8] FNSA Brief Meeting with Jasdeep
* [May 9] Board Development Session - Planned Priorities Part 1
* [May 9] Clubs Day Overview Meeting with Events and Communications Coordinators
* [May 10] Space in the SUB and Meetings with Rotunda Groups Discussion
* [May 13] Clubs Days Final Meeting with Clubs Days Staff Organizers
* [May 13] Debrief of Meeting with ED and BuildSFU Manager
* [May 13] SFU Budget Consultation Improvements Meeting with SFU VP Academic, VP Finance and GSS External
* [May 14] Clubs Days
* [May 15] Clubs Days

**Projects**

* SFU Budget Consultation Improvement
* Burnaby Gondola Support Building

**Office/Engagement Hours**

* Welcome Back Session on May 9 - Engagement Hours [1 hour]
* Office Hour with Bus Rep Student -
* Clubs Days on May 14 [7 hours]
* Clubs Days on May 15 [7 hours]
* Office hours are available by request. Please contact [president@sfss.ca](mailto:president@sfss.ca) for an appointment.

**Events**

* Board Orientation
* Board Retreat
* Equity, Diversity and Inclusion Workshop
* Clubs Days

**Administrative**

* Calls with companies
* Responding to complaints
* Sending out agenda items for meeting and promoting on Social Media
* Assisting students with navigating various issues they’re having with the SFSS

# **VP** STUDENT **SERVICES (**CHRISTINA LOUTSIK)

**Named SFSS Committee Work & Action Items**

* Accessibility Committee
  + Board members have been assigned to this committee: Christina Loutsik (chair), Emerly Liu, Maneet Aujla, Rayhaan Khan, Jennifer Chou
  + Information for interviewing At-large members was sent to nominating committee
  + This committee did not meet during this time
* Governance Committee
  + Board members have been assigned to this committee: Christina Loutsik (chair), Jasdeep Gill, Tawanda Nigel Chitapi, Osob Mohamed, Fiona Li

# This committee did not meet during this time

* FPML Committee
  + Did not meet during this time

**Meetings & Action Items**

* [May 1] Board Orientation
* [May 2] Board Orientation
* [May 2] Exec Meeting
* [May 3] Diversity and Inclusion Workshop
* [May 3] Board Retreat
* [May 4] Board Retreat
* [May 5] Board Retreat
* [May 10] Meeting/Update with Jasdeep
* [May 13] Build SFU Meeting
* [May 14] Meeting with Jasdeep and Jess for Studentcare trip info and expectations

**Projects**

* Health and Wellness initiatives
* UPASS TOR's review with GSS
* MySSP Committee
* UPASS Appeals Committee

**Office/Engagement Hours**

* Assistance with UPass concerns over email
* Office hours are available by request. Please contact [vpservices@sfss.ca](mailto:vpservices@sfss.ca) for an appointment.

**Events**

* N/A

**Administrative**

* Calls, emails, setting up meetings and preparing for meetings

# **VP** EXTERNAL **RELATIONS (JASDEEP G**ILL)

**Named SFSS Committee Work & Action Items**

* Finance and Audit Committee
  + Did not meet during this period.
* Governance Committee
  + Did not meet during this period.
* Federal, Provincial, Municipal Advocacy and Lobbying Committee
  + Formerly known as the Advocacy Committee  
    Board members have been assigned to this committee: Jasdeep Gill (Chair), Christina Loutsik, Julian Loutsik, Jessica Ngyen, Simran Uppal and Maneet Aujla
  + Julian Loutsik and Simran Uppal will be attending the Alliance of BC Students Skills and Training Conference in June on behalf of the FPMAL Committee.

**Meetings & Action Items**

* [May 1] Board Orientation
* [May 2] Board Orientation
* [May 3] Diversity and Inclusion Workshop
* [May 3] Board Retreat
* [May 4] Board Retreat
* [May 5] Board Retreat
* [May 8] FNSA Brief Meeting with Giovanni
* [May 9] Weekly ED Check-in
* [May 9] External Relations Summer Planning Meeting
* [May 9] Board Development Session
* [May 10] Meeting with Adrian (SFPIRG)
* [May 10] Rotunda Space Discussion
* [May 10] Update Meeting with Christina
* [May 15] Weekly ED Check-in

**Projects**

* Summer 2019 External Relations Plan
* Gondola Engagement Campaign
* Budget 2020 Consultation Submission

**Office/Engagement Hours**

* [May 16] Clubs Days Table
* Meetings are available upon request.

**Events**

* [May 16] Summer 2019 Clubs Day

**Administrative**

* Calls, emails, etc.

# **VP** FINANCE **(**TAWANDA NIGEL CHITAPI)

**Named SFSS Committee Work & Action Items**

* Finance and Audit Committee
  + This Committee did not meet during this period
* Governance Committee
  + This Committee did not meet during this period

**Meetings & Action Items**

* [May 1] Board Orientation
* [May 2] Board Orientation
* [May 3] Diversity and Inclusion Workshop
* [May 3] Board Retreat
* [May 4] Board Retreat
* [May 5] Board Retreat
* [May 6] Meeting with Marc Fontaine (History of SUB project to date)
* [May 8] Meeting with Finance Coordinators (Meet & Greet)
* [May 9] Board Development Session #1
* [May 10] Building Committee Meeting Prep
* [May 13] SUB Building Committee Meeting (Updates on YTD Budget and Completion Schedule
* [May 14] Meeting with Jeffrey Leung ( Bus 361 project in partnership with SFSS)

**Projects**

* SFSS Investment Policy (preliminary stage)

**Office/Engagement Hours**

* Office hours are available by request. Please contact [vpfinance@sfss.ca](mailto:vpservices@sfss.ca) for an appointment.

**Events**

* [May 15] Summer Clubs Day Tabling

**Administrative**

* Cheque Requisitions
* Bank Reconciliations
* Board and Council Payroll
* Emails

# **VP STUDENT** LIFE **(**JESSICA NGUYEN**)**

**Named SFSS Committee Work & Action Items**

* Events Committee
  + Implementation of new Events Committee structure
  + Job titles and responsibilities allocated to Events Board Directors
  + New Events application for “At Large” Representatives
  + Hiring At Large Representatives
  + Supporting Project Managers with learning curve
* FPML Committee
  + Planned Victoria Trip for first week of June
* Nomination Committee
  + Release of Events Committee Applications
  + Promotion at Clubs Day
* Kickoff Committee
  + Hiring of Committee Members
  + Date and venue confirmed
  + Gathering quotes for all expenses (ie. venue, porta potties, security)
  + Logistics planning (ie. timeline of performances, venue setup)

**Meetings & Action Items**

* [May 1] Orientation
* [May 2] Orientation
* [May 2] Executive Meeting
* [May 3] Board Retreat
* [May 4] Board Retreat
* [May 7] Meeting with Blueprint, Nick Chubb, Alejandro, Dipti, and Sylvia
* [May 7] Meeting with Dipti, Alejandro, and Sylvia
* [May 9] Clubs Day Meeting with Staff
* [May 9] Board Development Session
* [May 10] Rotunda Space Discussion
* [May 10] Meeting with Sindhu
* [May 12] Meeting with BASS Celebration Gala
* [May 13] Final Clubs Day Meeting with Staff
* [May 13] Meeting with Sindhu for Events Application
* [May 13] Meeting with SAAC
* [May 14] Meeting with Alejandro and Sindhu
* [May 14] Video Chat with Julian for Fall Kickoff Updates
* [May 14] Meeting with Jasdeep and Christina for StudentCare Info
* [May 14] Bass Celebration Gala

**Projects**

* Restructuring of Events Committee
* Events Committee Hiring
* Kickoff Hiring
* Clubs Day Tabling Schedules
* Board Jackets
* SFSS Board Headshots & Group Photos

**Office/Engagement Hours**

* Office hours are available by request on Mondays and Fridays from 10:30AM-5:30PM. Please contact [vpstudentlife@sfss.ca](mailto:vpstudentlife@sfss.ca) for an appointment.

**Events**

* Clubs Day
* Bass Celebrations Gala

**Administrative**

* Emails and meetings
* Cheque Requisitions
* Studentcare forms

# **VP** UNIVERSITY **RELATIONS** (SHINA KAUR)

**Named SFSS Committee Work & Action Items**

* Formerly known as the Academic Committee  
  Board members have been assigned to this committee: Shina Kaur (chair), Osob Mohamed, Emerly Li, Jennifer Chou, and Rayhaan Khan to the SFSS University Advocacy and Lobbying Committee.
* Finance and Audit Committee
  + The committee did not meet during this time

**Meetings & Action Items**

* [Prior] Meeting with Erin Biddlecombe
* [Prior] Transition Meeting with Jackson
* [May 1] Board Orientation
* [May 2] Board Orientation
* [May 2] Informal Exec Meeting
* [May 3] Diversity and Inclusion Workshop
* [May 3] Board Retreat
* [May 4] Board Retreat
* [May 5] Board Retreat
* [May 7] Meeting with Sylvia
* [May 9] Board Development Session
* [May 13] Meeting with Giovanni and Matt
* [May 13] Meeting with Fiona
* [May 16] Board Meeting

**Projects**

* SFU Budget Consultation Improvement
* Burnaby Gondola Support Building

**Office/Engagement Hours**

* Coordinating with ISF on their annual Holi event [4 hours]
* Office hours are available by request. Please contact [vpuniversity@sfss.ca](mailto:vpuniversity@sfss.ca) for an appointment.

**Events**

**Administrative**

* Emails
* Hard-drive recovery
* Phone Calls
* Organizing Emails
* Establishing point of contact for the University

# 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
  + Was assigned role of Monthly Event PM
* Kickoff Committee:
  + Visited event venue with other committee members.
* Accessibility Fund Committee
  + Did not meet during this period.
* Nomination Committee
  + Did not meet during this period.

**Meetings & Action Items**

* [May 1] Board Orientation
* [May 2] Board Orientation
* [May 3] Diversity and Inclusion Workshop
* [May 3] Board Retreat
* [May 4] Board Retreat
* [May 5] Board Retreat
* [May 9] Board Development Session
* [May 10] SFSS Board Space Debriefing meeting with Sylvia and Marc
* [May 15] Clubs Day Tabling
* [May 16] Clubs Day Tabling

**Projects**

* Planning Fall Kickoff with the Kickoff Committee

**Office/Engagement Hours**

* Office hours are available by request. Please contact [atlarge1@sfss.ca](mailto:atlarge1@sfss.ca) for an appointment.
* [May 15] Clubs Day Tabling
* [May 16] Clubs Day Tabling

**Events**

* [May 15] Clubs Day Tabling
* [May 16] Clubs Day Taling

**Administrative**

* N/A

# AT-LARGE **REPRESENTATIVE (**RAYHAAN KHAN)

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

* Accessibility Fund Committee
  + Did not meet during this period.
* University Advocacy and Lobby Committee
  + Did not meet during this period.
* Kickoff Committee
  + Visited venue with members of the Kickoff Committee

**Meetings & Action Items**

* [May 1] Board Orientation
* [May 2] Board Orientation
* [May 3] Diversity and Inclusion Workshop
* [May 3] Board Retreat
* [May 4] Board Retreat
* [May 5] Board Retreat
* [May 9] Board Development Session

**Projects**

* N/A

**Office/Engagement Hours**

* Office hours are available by request. Please contact [atlarge2@sfss.ca](mailto:atlarge2@sfss.ca) for an appointment.
* [May 14] Clubs Days Tabling
* [May 15] Clubs Days Tabling

**Events**

* [May 14] Summer 2019 Clubs Days
* [May 15] Summer 2019 Clubs Days

**Administrative**

* N/A

# APPLIED **SCIENCES REPRESENTATIVE (**NICK CHUBB**)**

**Named SFSS Committee Work & Action Items**

* Events Committee
  + Was assigned the role of Event Coordinator
* Kickoff Committee
  + Had meeting with Justin from Blueprint about hiring them for Kickoff
  + Helped co-write report suggesting artists and schedules
  + Gave a tour of the venue to other SCC members
* Surrey Campus Committee
  + Voted into roll as Chair of committee
  + Set up a group chat for the SCC
  + Created spreadsheet for SCC members to sign up for tabling during Surrey club day
* IT Student Advisory Committee
  + Invited the new presidents of FAS DSUs to join

**Meetings & Action Items**

* [May 1] Board Orientation
* [May 2] Board Orientation
* [May 3] Diversity and Inclusion Workshop
* [May 3] Board Retreat
* [May 4] Board Retreat
* [May 5] Board Retreat
* [May 7] Meeting with Blueprint, Nick Chubb, Alejandro, Dipti, and Sylvia
* [May 8] MSESS Annual General Meeting
* [May 9] Board Development Session
* [May 10] SFSS Board Space Debriefing meeting with Sylvia and Marc
* [May 13] Meeting with Shelly about SCC
* [May 14] Clubs Day Tabling
* [May 15] FAS Meeting with Kevin Pillar
* [May 15] ESSS Meeting
* [May 15] CSSS Meeting

**Projects**

* Surrey Club Days planning with Shelly
* SEESS Planning and recruiting
* Robot Soccer SUB Space
* Beginning recruitment for Surrey Campus Committee
* Planning Fall Kickoff w/ the Events committee
* Beginning talks about gondola working group

**Office/Engagement Hours**

* Office hours are available by request. Please contact [appscirep@sfss.ca](mailto:appscirep@sfss.ca) for an appointment.

**Events**

* [May 14] Club Day Tabling

**Administrative**

* Emails and Meetings

# 

# **ARTS** & **SOCIAL SCIENCES REPRESENTATIVE**

# **(**JENNIFER CHOU**)**

**Named SFSS Committee Work & Action Items**

* Events Committee
  + Was assigned the role of Event Coordinator
  + Pitched Mental Health Care Packages to Collaborative Events Program Manager and discussed action items
  + Created a list for possible companies to sponsor us
* Kickoff Committee
  + Visited venue
* Academics Committee
  + Did not meet during this period
* Surrey Campus Committee
  + Nick (Chair) set up a group chat and asked for people to help table for Surrey Clubs Days
* Accessibility Fund Committee
  + Did not meet during this period

**Meetings & Action Items**

* [May 1-3] Orientation and SFPIRG Workshop
* [May 3-4] Board Retreat
* [May 9] Board Development Session
* [May 10] Rotunda Space Discussion
* [May 10] Meeting with Emerly (Collaborative Events Program Manager) about Mental Health Care Packages

**Projects**

* Mental Health Care Packages

**Office/Engagement Hours**

* Office hours are available by request. Please contact [artsrep@sfss.ca](mailto:artsrep@sfss.ca) for an appointment.

**Events**

* N/A

**Administrative**

* Meetings and emails
* More can be found here: <https://bit.ly/fassrep> (Facebook page for ongoing updates, Google doc for projects and meeting minutes, Trello board for to-do)

# 

# **BUSINESS** REPRESENTATIVE(ANDREW WONG**)**

**Named SFSS Committee Work & Action Items**

* Nomination Committee
  + Sent out Google form via email to chairs regarding application process for their respective committee
  + Had meeting with Sarah to discuss the role of chair
* Finance and Audit Committee
  + No meeting during this period

**Meetings & Action Items**

* [May 1] Board Orientation
* [May 2] Board Orientation
* [May 3] Diversity and Inclusion Workshop
* [May 3] Board Retreat
* [May 4] Board Retreat
* [May 5] Board Retreat
* [May 9] Board Development Session
* [May 15] Meeting with Sarah regarding Nomination Committee

**Projects**

* N/A

**Office/Engagement Hours**

* Office hours are available by request. Please contact [busrep@sfss.ca](mailto:busrep@sfss.ca) for an appointment.

**Events**

* N/A

**Administrative**

* Emails and meetings

# 

# COMMUNICATION**, ART & TECHNOLOGY REPRESENTATIVE (**FIONA Li**)**

**Named SFSS Committee Work & Action Items**

* Surrey Campus Committee
  + Did not meet during this period
* Vancouver Campus Committee
  + Assigned as chair of the committee
  + Completed google form on the committee’s application process
  + 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**

* [May 1] Board Orientation
* [May 2] Board Orientation
* [May 3] Diversity and Inclusion Workshop
* [May 3] Board Retreat
* [May 4] Board Retreat
* [May 5] Board Retreat
* [May 9] Board Development Session
* [May 10] SFSS Board Space Debriefing meeting with Sylvia and Marc
* [May 15] Clubs Day Tabling
* [May 15] Meeting with Acting Director of Student Affairs, FCAT

**Projects**

* Learn about the Vancouver Campus Committee and recruit for a full membership
* Set up Presidents meeting with FCAT FSUs and DSUs
* Set up pre-meeting meetings with Brittany to brief agendas for the presidents meeting
* Attend IATSU and CMNSU meetings on a monthly basis (once they have confirmed dates)
* Outreach to the Vancouver campus DSUs

**Office/Engagement Hours**

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

**Events**

* [May 15] Club Day Tabling

**Administrative**

* Emails and Meetings
* Made popcorn for clubs days and p

# **EDUCATION** REPRESENTATIVE (EMERLY LIU)

**Named SFSS Committee Work & Action Items**

* Accessibility Fund Committee
  + Did not meet during this period.
* Events Committee
  + Visited venue with members of the Kickoff Committee.
  + Appointed Collaborative Events Program Manager.
* University Advocacy Lobbying Committee
  + Did not meet during this period.

**Meetings & Action Items**

* [May 1] Board Orientation
* [May 2] Board Orientation
* [May 3] Diversity and Inclusion Workshop
* [May 3] Board Retreat
* [May 4] Board Retreat
* [May 5] Board Retreat
* [May 10] Rotunda Space Discussion
* [May 10] Meeting with Jennifer about Mental Health Care Packages
* [May 14] Clubs Day Tabling

**Projects**

* SFSS Event Collaborations with FSUs/DSUs/Clubs

**Office/Engagement Hours**

* Office hours are available by request. Please contact [edurep@sfss.ca](mailto:edurep@sfss.ca) for an appointment.

**Events**

* N/A

**Administrative**

* Emails

# 

# **ENVIRONMENT** **REPRESENTATIVE (**JULIAN LOUTSIK**)**

**Named SFSS Committee Work & Action Items**

* Events committee (did not meet during this time period)
* FPML committee (did not meet during this time period)
* Fall kickoff committee, visited venue for fall kickoff with other committee members

**Meetings & Action Items**

* [May 1] Board Orientation
* [May 2] Board Orientation
* [May 3] Diversity and Inclusion Workshop
* [May 3] Board Retreat
* [May 4] Board Retreat
* [May 5] Board Retreat
* [May 10] Meeting/Update with Jasdeep
* [May 14] Video chat with Jess for fall kickoff

**Projects**

* Fall kickoff
* Planning Faculty collaboration

**Office/Engagement Hours**

* Office hours are available by request. Please contact [envrep@sfss.ca](mailto:envrep@sfss.ca) for an appointment.

**Events**

* N/A

**Administrative**

* Emails

# **HEALTH** SCIENCE **REPRESENTATIVE (**OSOB MOHAMED)

**Named SFSS Committee Work & Action Items**

* Governance, University (Academic) and Surrey Campus committees have not met yet. However, the scheduling for Surrey Club days has been set up and I will be attending.

**Meetings & Action Items**

* May 1- Board Orientation
* May 2- Board Orientation
* May 3- SFPIRG Workshop
* May 3- Board Retreat
* May 4- Board Retreat
* May 5- Board Retreat
* May 9- Board Development Session
* May 11- Coordinating meetings w/HSUSU (currently via email)
* May 15- Clubs Days

**Projects**

* Collaborating with GSS on menstrual products project
* Drafting terms of reference for potential Campaigns committee

**Office/Engagement Hours**

* Office hours are available by request. Please contact [healthrep@sfss.ca](mailto:healthrep@sfss.ca) for an appointment.

**Events**

* May 15- Clubs Days

**Administrative**

* Emails, and currently setting up a public accountability page to be published soon

# **SCIENCE** REPRESENTATIVE (SIMRAN UPPAL)

**Named SFSS Committee Work & Action Items**

* Surrey Campus Committee
* Board members have been assigned to this committee: Nick (Chair), Simran Uppal, Giovanni Hosang, Osob Mohamed, Jennifer Chou, Fiona Li.
* Picked shifts for Surrey Club Day Tabling for May 22.
* Federal, Provincial, Municipal Advocacy and Lobbying Committee
* Simran Uppal and Julian Loutsik will be attending the Alliance of BC Students Skills and Training Conference in June
* Kick off Committee
* Visited venue

**Meetings & Action Items**

* [May 1] Board Orientation
* [May 2] Board Orientation
* [May 3] Diversity and Inclusion Workshop
* [May 3] Board Retreat
* [May 4] Board Retreat
* [May 5] Board Retreat
* [May 9] Board Development Session
* [May 15] Clubs day

**Projects**

* Collaborating with GSS on menstrual product project

**Office/Engagement Hours**

* [May 16] Clubs Days Table
* [May 22] Clubs Day Tabling Surrey
* Office hours are available by request. Please contact [sciencerep@sfss.ca](mailto:sciencerep@sfss.ca) for an appointment.

**Events**

* [May 16] Clubs day

**Administrative**

* Emails