

## 1. CALL TO ORDER

Call to Order – 2:33 PM

## 2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x<sup>w</sup>məθk<sup>w</sup>əy̓əm (Musqueam), Sḵw̓xwú7mesh Úxwumixw (Squamish), Sel̓ílwitulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əł̓əm (Kwkwetlem) and ȕícòy̓ (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

## 3. ROLL CALL OF ATTENDANCE

### 3.1 Committee Composition

President (*Chair*)..... Giovanni HoSang  
VP External Relations ..... Jasdeep Gill  
VP Finance ..... Tawanda Chitapi  
VP Student Life ..... Jessica Nguyen  
VP Student Services ..... Christina Loutsik  
VP University Relations ..... Shina Kaur

### 3.1 Society Staff

Executive Director ..... Sylvia Ceacero  
Executive Assistant ..... Shaneika Blake  
Administrative Assistant ..... Kristin Kokkov

## 4. ADOPTION OF THE AGENDA

### 4.1 MOTION EXECUTIVE 2020-02-12:01

**Shina/Jasdeep**

*Be it resolved to adopt the agenda as amended.*

**CARRIED AS AMENDED**

#### 4.1.1. MOTION EXECUTIVE 2020-02-12:01-01

**Jasdeep/Shina**

*Be it resolved to add to the agenda the New Business items 6.1 Black History Month Collaboration and 6.2 Budget Day Speech.*

*Be it further resolved to add in camera item 8.3 Workplace concerns to the agenda.*

**CARRIED**

## 5. MATTERS ARISING FROM THE MINUTES

### 5.1 MOTION EXECUTIVE 2020-02-12:02

**Christina/Jasdeep**

*Be it resolved to receive and file the following minutes:*

- EXEC 2020-01-29

**CARRIED**

## 6. NEW BUSINESS (1)

### 6.1 Black History Month Collaboration – MOTION EXECUTIVE 2020-02-12:03

**Jasdeep/Christina**

*Whereas, the SFSS Events has been working with some groups on campus to create a partnership for Black History Month,*

*Whereas, they are asking for us to support their Black History Month Closing Ceremony (attachment),*

*Whereas, the committee decided that it will support the event except the alcohol-related expenses, Be it resolved that the Executive Committee approve up to \$940 from the Events Department*

**CARRIED**

### 6.2 BC Budget Day Speech – MOTION EXECUTIVE 2020-02-12:04

**Christina/Jasdeep**

*Be it resolved to spend up to \$683.56 from the Campaigns, Research and Policy Department to send Shina Kaur to the Budget Day Speech in Victoria.*

**CARRIED**

#### 6.2.1. BC Budget Day Speech – MOTION EXECUTIVE 2020-02-12:04-01

**Giovanni/Shina**

*Be it resolved to rename the line item to the Campaigns, Research and Policy Department.*

*Be it further resolved to remove the word “amount” from the wording of the motion.*

**CARRIED**

- The Honourable Carole James, Minister of Finance and Deputy Premier is doing a Budget Day Speech in Victoria, and she invited all the VP Externals of various student societies to attend the meeting.
  - VP External Relations of SFSS is unable to attend this event and VP University Relations is attending on her behalf.

## 7. DISCUSSION

### 7.1 Update on Viable Space Allocation meeting with Groups

- Options 2 and 3 were discussed with the groups on Monday, February 10, 2020.
- We are still waiting to hear back from them.
- Some Board members highlighted that some groups will lose space, however, everyone is compromising.

### 7.2 Update on meeting with Peter Guo, MNP <https://www.mnp.ca/en/personnel/peter-guo>

*[Due to the quality of the call being poor, it was not possible to hear the whole conversation]*

- The Consultant explained that there are two different types of financial audits:
  - 1) External financial audit (usually run by CPA Canada); and
  - 2) Material perspective;
- A financial audit is checking the financial statement, application of financial standards, and render an opinion if all the financial statements are properly presented.

- Since there is an impression that SFSS is spending a lot of money, the Consultant suggested to hire an independent auditor who would look at all the transactions around the Fall Kickoff 2019, including all the policies and procedures.
  - The auditor would look at the transactions and budget projections, test the transactions to see whether the transactions were properly approved and which services were paid for.
  - The auditor would also look if SFSS contracted all the services it paid for and if these transactions were recorded properly.
- The Consultant also suggested to look at the budgeting and forecasting – the way we do and estimate things at the SFSS.
- In addition, the Consultant explained the nature of a forensic audit:
  - It is usually done if something is suspected to be misappropriated.
  - This would require a lawyer;
    - The lawyer would hire the forensic auditor.
    - The outcome could be commercial litigation or criminal persecution.
    - The lawyer protects you, the evidence, and the people who could be charged.
  - The forensic auditor is looking at everything – emails, invoices, notes etc.
    - The auditor might come in and digitally copy the financial records.
    - The aim is to find out if people did something wrong:
      - Did you record the payments?
      - Did any money go missing?
  - Then the next action is either suing and/or getting charges.
- It was suggested to be cautious in proceeding with a forensic audit;
  - There is always the public implication of a fraud when a forensic audit is done.
  - This has a long time effect.
  - The media will be involved.
- The financial audit does not have the implication of criminal activity.
  - The guest pointed out that if all the spending was properly recorded, there is no need for a forensic audit, because nothing was done wrong.
- The deficit is as a result of bad decision making, not a result of a criminal action.
  - It was suggested not to look for someone to accuse, but to look for recommendations that this would not happen again.
- Committee members proposed that this explanation should be shared with the Council because they have the motion about forensic audit on their meeting agenda.
  - It was proposed to have a townhall for the Council members and students who are interested.
- It was suggested to ask the Council Chair to table the motion to have the townhall about this question before passing the motion.

## 8. IN-CAMERA

### 8.1 MOTION EXECUTIVE 2020-02-12:05

Jasdeep/Christina

*Be it resolved to go in-camera for the remainder of the meeting.*

**CARRIED**

- 8.2 Human resources matters
- 8.3 Workplace concerns

## 9. EX-CAMERA

### 9.1 MOTION EXECUTIVE 2020-02-12:06

**Christina/Tawanda**

*Be it resolved to go ex-camera.*

**CARRIED**

## 10. NEW BUSINESS (2)

### 10.1 MOTION EXECUTIVE 2020-02-12:07

**Jasdeep/Christina**

*Be it resolved that the Executive Director explores options for Human Resource professional assistance with Human Resource matters for the SFSS and legal counsel for the Board of Directors.*

**CARRIED**

## 11. ATTACHMENTS

- BHM Closing Ceremony Logistics.pdf
- Budget Day Speech Briefing Note.pdf

## 12. ADJOURNMENT

### 12.1 MOTION EXECUTIVE 2020-02-12:08

**Jasdeep/Christina**

*Be it resolved to adjourn the meeting at 4:39 PM.*

**CARRIED**

## **Black History Month Closing Ceremony: An Evening of Black Excellence**

**Date:** February 29th

**Time:** 6pm

**Location:** Vancouver Campus ICBC Concourse and Salon 10 or Salon 30 (Theatre - Capacity 50 people)

**Number of attendees:** 50

**Clubs Partnering for the event:** African Students' Association (ASA), Students of Caribbean and African Ancestry (SOCA), Somali Students' Association (SSA) and Nigerian Students' Association (NSA).

**Event Description:** This will be a formal evening to conclude Black History Month. We will honor and recognize the work that Black students and other members of the community continue to do to support and uplift the Black community at SFU and beyond.

Students will also have the opportunity to network with Black professionals to end the night.

**Venue Cost:** **We called SFU Vancouver MECS and they informed us that they only accept inquiries directly from the SFSS. So we currently do not know the cost of the room. But we have gone ahead and submitted the room booking through the SFSS club portal. The link below directs you to the information about the room.**

<http://www.sfu.ca/mecs/vancouver-main/centre-for-dialogue/meeting-rooms/concourse-salons.html>

### Grant Request

- The 4 clubs planning this event will put in a grant request by the end of the day on February 4th - Total amount to be requested **\$1787.25**
- The table below indicates the categories we will request for in the grant application

## Event Budget

### Vancouver Campus Catering Menu:

[http://www.sfu.ca/content/dam/sfu/mecs/PDF/LazyGourmet/SFUSejalWosk\\_CateringMenu\\_FA\\_LL2019web.pdf](http://www.sfu.ca/content/dam/sfu/mecs/PDF/LazyGourmet/SFUSejalWosk_CateringMenu_FA_LL2019web.pdf).

CATEGORY		AMOUNT	COMMENTS
<b>Venue</b>	<b>SUBTOTAL</b>		
ICBC Concourse Salon 10 or Salon 30 (Theatre Capacity - 50 people)			The website does not stipulate the cost. We were informed that SFSS has this information. So we're waiting for further details regarding the cost. If you can assist us on this front we'd greatly appreciate it.
<b>Décor</b>	<b>SUBTOTAL</b>	<b>\$25.00</b>	
Balloons		\$25.00	
<b>Food / Beverage</b>	<b>SUBTOTAL</b>	<b>\$1,240.00</b>	
Assorted drinks and beverages		\$137.50	
Pitchers of water with ice For 50 people		\$0.00	
Mixed Greens Salad		\$67.50	
Cash Bar		\$200.00	MECS has an option for getting a cash bar. We will be going with this option for alcoholic drinks. More info is on the catering menu. Link attached above.
Ticket seller for host bar		\$100.00	
Chicken Ceasar Salad		\$102.00	
Beef Bolognese Lasagna		\$110.00	
Vegan Tofu Pad Thai		\$75.00	
Honey Butter Chicken Breast		\$38.00	
Mashed potatoes with gravy		\$38.00	
Fresh Fruit Platter		\$150.00	
Assorted Mini Cupcakes, Cookies, Tarts,		\$150.00	
Vegan Chocolate Avocado Mousse		\$72.00	
<b>Entertainment</b>	<b>SUBTOTAL</b>	<b>\$200.00</b>	

Music / DJ		\$0.00	
Honorarium for performers		\$200.00	
<b>Event Documentation &amp; AV Equipment</b>	<b>SUBTOTAL</b>	<b>\$233.25</b>	
Photographer		\$100.00	
Digital Data Projector (PC/Mac)		\$97.50	
Room Speakers		\$16.00	
Wireless Microphone		\$49.00	
Podium Microphone		\$11.50	
Audience Response Floor Microphone		\$8.25	
<b>Attendee / Guest Services</b>	<b>SUBTOTAL</b>	<b>\$40.00</b>	
Certificates of Excellence (Printing)		\$40.00	
<b>Invitations</b>	<b>SUBTOTAL</b>		
Printing of posters (tabloid)			

### Venue set up

Description	Quantity	Comments
Registration table	1	Draped and skirted
Ticket seller table	1	Draped and skirted
Cocktail round tables (back of the room)	4	Not draped
Podium	1	At the front
Poster stand	1	Outside the room
Black folding chairs	50	
Round tables	(depends on how many black folding chairs can go around each table)	Draped and skirted
Catering table	3	Draped and skirted



**Shina Kaur**  
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## Budget Day Speech

The SFSS is invited to attend the Budget Day Speech in Victoria on Tuesday, February 18, 2020, as a guest of the Honourable Carole James, Minister of Finance and Deputy Premier. I will be attending on behalf of our society to listen for relevant budget information that addresses the student issues we have been advocating for. Since the speech is in Victoria, I will be leaving one day early to attend the session on time.

[Potential accommodation](#)

## Motion

Be it resolved to spend up to 683.56 amount from line item 820/20 to send Shina Kaur to the Budget Day Speech.

## Budget

Item	Quantity	Price
BC Ferries Ticket	2 Tickets	\$183.40
Accommodation	1 Guest	\$191.00
Gas		\$100.00
Food	6 meals	\$120.00
Contingency	15%	\$89.16
	Total:	\$683.56