

## 1. CALL TO ORDER

Call to Order – 01:08 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>əyəm (Musqueam), Sk̓wx̓wú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwkwetlem) and q̓icəy̓ (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

VP University Relations ( <i>Chair</i> ) .....	Shina Kaur
President .....	Giovanni HoSang
At-Large Representative .....	Rayhaan Khan
Board of Directors Representative .....	Osob Mohamed
Board of Directors Representative .....	Emerly Liu
Board of Directors Representative .....	Jennifer Chou
Student At Large .....	Phum Luckkid
Student At-Large .....	K M Sabah Khan
Student At Large .....	Sude Guvendik
Student At Large .....	<i>Vacant</i>
Student At Large .....	<i>Vacant</i>
Student At Large .....	<i>Vacant</i>

### 3.2 Society Staff

Executive Assistant .....	Shaneika Blake
Administrative Assistant .....	Kristin Kokkov

### 3.3 Guest

Student .....	Helen Araghi
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### 3.4 Regrets

Board of Directors Representative .....	Emerly Liu
Student At Large .....	Sude Guvendik
Student At Large .....	Phum Luckkid
Student At-Large .....	K M Sabah Khan

## 4. RATIFICATION OF REGRETS

### 4.1 MOTION UAA 2020-02-10:01

Shina/Osob

*Be it resolved to ratify regrets from Emerly Liu, Sude Guvendik, Phum Luckkid, and K M Sabah Khan.*

**CARRIED**

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION UAA 2020-02-10:02

**Shina/Rayhaan**

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

**CARRIED AS AMENDED**

#### 5.1.1. MOTION UAA 2020-02-10:02-01

**Rayhaan/Jennifer**

*Be it resolved to add regrets from Emerly Liu, Sude Guvendik, Phum Luckkid, K M Sabah Khan.*

*Be it further resolved to add discussion item 8.4 Burnaby fire chief presentation.*

**CARRIED**

## 6. MATTERS ARISING FROM THE MINUTES

### 6.1 MOTION UAA 2020-02-10:02

**Shina/Giovanni**

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

- UAA 2020-01-13

**CARRIED**

## 7. NEW BUSINESS

### 7.1 SFSS Board TownHall – MOTION UAA 2020-02-10:03

**Shina/Jennifer**

*Whereas, the Spring 2020 elections are upcoming and it is important for potential candidates to understand the role of a board member before they decide to submit their nomination;*

*Whereas, a town hall can be a way to share our board year accomplishments as well as share experiences of board members in their respective roles;*

*Whereas, understanding the role consists of abiding by the roles, duties, and responsibilities of being a member of the Board of directors;*

*Whereas, Sylvia Ceacero, the Executive Director agrees that this town hall is an opportunity to provide an overview of the SFSS structure;*

*Whereas the Board has passed a motion to approve the TownHall in principle;*

*Be it resolved to approve and execute the SFSS Board TownHall through the University and Academic Affairs committee as stated by the board.*

*Be it further resolved that the University and Academic Affairs committee spend up to \$1300 to plan and execute the event.*

**CARRIED AS AMENDED**

#### 7.1.1. SFSS Board TownHall – MOTION UAA 2020-02-10:03

**Shina/Giovanni**

*Be it resolved to change the wording by taking out the first 'further', and replacing 'x amount' with '\$1300'.*

**CARRIED**

- The event will be hosted in the West Mall Atrium on February 27<sup>th</sup> from 1:30 – 4:30 PM.
- This event is for the Board of Directors to end off the year and give new students the idea what it is like to be on Board.
- The presentation on year in review would be an opportunity to show the students what was done during the year.
- In addition, there will be a presentation that talks about the structure of SFSS.
- It was suggested to change the structure of the event by bringing the Q&A section to the end of the event.
- In addition, it was proposed to add a mix and mingle section to the end of the event so that students could network and speak directly to Board members.

**7.2 Equipment for Rallies and Campaigns – MOTION UAA 2020-02-10:04**

**Rayhaan/Giovanni**

*Whereas the Board has no material to facilitate rallies and other collective action,*

*Whereas the Constitution of the SFSS states in subsection D that the Society shall facilitate collective action on behalf of members,*

*Whereas there will be multiple actions taking place in solidarity with Wet'suwet'en and other rallies on campus,*

*Whereas purchases to have the equipment to facilitate action on behalf of the Society is a part of the UAA Committees mandate of building awareness on campus for advocacy, lobbying, and student information campaigns,*

*Be it resolved that the UAA committee approves up to \$600 for purchases of two megaphones and 2 portable speakers equipped with mics in addition to signs and poster boards for upcoming actions in solidarity with Wet'suwet'en and other actions.*

**CARRIED AS AMENDED**

- This motion follows the motion that was already passed by the Board.

**7.2.1. Equipment for Rallies and Campaigns – MOTION UAA 2020-02-10:04**

**Giovanni/Shina**

*Be it resolved to change the word 'build' into 'building'.*

**CARRIED**

## 8. DISCUSSION ITEMS

### 8.1 Gondola Open House Debrief

- The event was engaging and informative and it was proposed to have this event again.
- There was a meeting with SFU VP External office this morning and they are planning to launch their campaign on February 24<sup>th</sup>.
  - They asked our support to host the kiosks:
    - There will be portable kiosks where student representatives will be answering questions about Gondola.

### 8.2 Letter writing campaign for OER

- Committee members were asked to work with the faculty representatives and write a letter to respective deans in support of Open Education.
- There is the OER working group meeting next week and this item can be further discussed there.
- OER week will be in March.

### **8.3 Student At-Large Reps**

- There are 3 Student At Large places vacant in the UAA committee.
- UAA application will be open for a week and the nomination committee will be notified.

### **8.4 Burnaby fire chief presentation**

- On March 10<sup>th</sup> SFU wants to host an event about the Trans Mountain Pipeline.
- More details to come.

## **9. ATTACHMENT**

- [Proposal] SFSS Year in Rear View 2019 – 2020.pdf

## **10. ADJOURNMENT**

### **10.1 MOTION UAA 2020-02-10:05**

**Shina/Osob**

*Be it resolved to adjourn the meeting at 01:58 PM.*

**CARRIED**

# SFSS Year in the RearView 2019 - 2020

Prepared by: [Shina Kaur](#);  
VP University Relations

## PURPOSE

The upcoming Spring 2020 elections are an important time for the society and hosting a board TownHall will be a way to engage with potential candidates and ensure they understand the basics of being a board member before submitting their nomination. This will be a way to share our board year accomplishments from the 2019 - 2020 year and is a platform for the current board members to highlight the work they have done in their respective roles. Also, this an opportunity to explain the foundational structure of the SFSS to potential candidates, ensuring they have seen the roles, duties, and responsibilities of being a Board of Directors members before submitting their nomination. This is a way to help students make an informed decision before taking on this massive role.

## LOGISTICS

### Date and Time

TBA - 2nd week of the Nomination period  
(awaiting When2Meet results from BOD)

### Location

SFU WMC Atrium

### Catering

#### [MECS](#)

Daybreak Deluxe Package (x10)	\$110.00
Freshly Sliced Fruit (10x)	\$40.00
Classic Cheese Board (x10)	\$60.00
Crudites Platter (x8)	\$32.00
Contingency 15%	\$37
Total:	\$279

## Volunteers Needed

Set-up (Dipti) - 3 tables and 50 chairs  
Board Members (Ideally all 16, OR 4 Faculty reps, 1  
At-Large Rep, 4 VP's)  
Takedown (2)  
Photographer (1) and Videographer (1)

## PROMOTIONS

### Posters & Handouts

Digital graphic to be created and finalized by SFSS Communications Office, as detailed in Communications Work Order Form.

### Digital Media

<p>1. Facebook</p> <ul style="list-style-type: none"><li>- SFSS Board TownHall Event Page</li><li>- Promotions on the main SFSS Page</li></ul>
<p>2. Instagram</p> <ul style="list-style-type: none"><li>- Promotion on SFSS Events IG page</li><li>- Sharing stories the day of the event</li><li>- IG post on the main page after the event</li></ul>
<p>3. Website</p> <ul style="list-style-type: none"><li>- Event Details on the website with the Facebook event link attached</li><li>- Added to February Month in Review</li><li>- Presentations held at the event to be posted on the SFSS website</li></ul>

### Email Promotion

Internal: Student Council, General Office, Surrey Office, Clubs  
newsletter, social media

External: SFU Student Services, SFU Residence and Housing TWIRL

## METRICS

The number of attendees (measured by EventBrite sign-in, Facebook attendees). Number of student group participants. Number of

volunteers. **Eventbrite sign-up YES!**

## TASKS

- Book WMC from 1:30 PM to 6:00 PM (set-up at 1:30 PM). **DATE TBD**
- Submit SFU Facilities work order (5x tables; 50 chairs)
- Submit SFU MECS for Catering Order
- Send event for Promo to SFU Student Services and SFU Residence and Housing
- Submit SFSS Communications Work Order Form to create the (1) Facebook event, (2) poster graphic, (3) email messaging for newsletters, (4) social media promotions calendar, (5) website information and (6) prepare speaking points for presentation
- Work with Sylvia and Sindhu for the Year in RearView and the SFSS Structure presentations
- Callout for volunteers, via UAA committee and Events Committee

## BUDGET

SFU Facilities	\$300.00
MECS Catering	\$280.00
Promotional Materials	\$100.00
Honorarium for Moderator	\$200.00
Photographer and Videographer	\$250.00
15% contingency:	\$170
Total:	\$1300.00

## TIMELINE

February 5: Approval from Board of Directors for the event to be planned by UAA Committee

February 6: VP UR meet with Events Coordinator to finalize project proposal and event plan and create draft budget

February 7: Finalize date with input from BoD availability

February 10: UAA Committee Meeting to strike a working group

### Event Timeline:

1:30 - 2:30 - Set Up

2:30 - 2:45 - Introductions and Opening Remarks (Bod and Moderator)

2:45 - 3:30 - Presentation on Year in Rear View 2019 - 2020 (Prepare with Sindhu)

3:30 - 3:45 - BREAK 1

3:45 - 4:30 - Q&A Session

4:30 - 4:45 - Anonymous Q&A Facilitated by flashcards to Moderator

4:45 - 5:00 - BREAK 2

5:00 - 5:25 - SFSS Structure Presentation

5:25 - 5:30 - Closing Remarks

## **NEXT STEPS**

Present this document at the UAA Committee and create working group

Start promotion to SFU departments as soon as the date is decided to prevent delay due to

Reading Break

Brainstorm potential newsletters for the TownHall to reach more students