

1. CALL TO ORDER

Call to Order – 03:00 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^wməθk^wəyəm (Musqueam), S^kwxwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k^wik^wəłəm (Kwikwetlem) and q̓ic̓əy̓ (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 (<i>Chair</i>).....	Osob Mohamed
VP External Relations	Samad Raza
VP Finance	Corbett Gildersleve
VP Student Life	Jennifer Chou
VP Student Services.....	Matthew Provost
VP University Relations.....	Gabe Liosis

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 2020-05-12:01

Samad/Gabe

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

4.1.1. MOTION EXECUTIVE 2020-05-12:01

Corbett/Gabe

Be it resolved to add the discussion point 6.5 Update on Covid -19 related on the agenda.

CARRIED

5. MATTERS ARISING FROM THE MINUTES

5.1 MOTION EXECUTIVE 2020-05-12:02

Corbett/Samad

Be it resolved to receive and file the following minutes:

- EXEC 2020-02-19
- EXEC 2020-03-13

- EXEC 2020-03-25

CARRIED

6. DISCUSSION

6.1 Board Project Tracking/Management trial project

- Previously the Board has tried to improve the tracking system of projects to see what has been worked on, and how to communicate the process better to the members.
 - It was suggested to look into some project management software to make this process easier.
 - Monday is used in in the administration office.
 - It was suggested to explore that option and get update from the staff on how this program has been working for them.
- ED gave the update saying that she has looked into several software that are affordable in order to facilitate the number of projects that the SFSS has, and to tie the strategic plan to the plan of action.
 - Monday was looked into, and it was found to be user friendly.
 - The software has increased capacity that can be paid for.
- It was added that Monday gives overview of all the projects that people are working on and if the projects are ongoing or delayed.
 - This software can be synced to Zoom and Gmail.
 - It is also possible to privatize one's board.
- The buy in has been good for the staff – for example, the SFU Build office is using this to track all of the things that they have to do for the SUB.
 - ED pointed out that the software is easy to use and affordable.
 - The software is \$18 per person per month.
- The one used by the staff is the standard version.
 - The enterprise version is for very sophisticated projects and is complex.
- There is also a free trial for a week.
- Also, other software packages were explored, like Basecamp and Slack, but they were found not to be as collaborative.
- It was recommended to bring the testing of Monday's free version to the Board and if the Board members like it, the Board can look into this.

6.2 Board Management Software Trial Project

- This software would be more focused on supporting the Board's work, like tracking of minutes and documents.
 - UBC AMS uses Onboarding
- ED pointed out that OnBoarding is a good software.
- ED will be looking into this and will create a comparative table of the software and give recommendation.
 - This can be taken to the Board and the Board can decide.
- OnBoarding was found useful by ED on her previous position with a complex system.
 - All the minutes for example were sent through this program.
- The prize of the software will be included to the comparison table.

6.3 Governance restructuring plan

- It was pointed out that during the Board orientation it became clear that the SFSS is really not following the Carver model.

- Over time the model has become less and less followed.
- It had been reported previously that a lot of Board members did not know how to read the reports and what their role was supposed to be.
- It was pointed out that the Carver model is not a good fit and the SFSS as an organisation should move away from it.
 - The Board policies are very Carver specific, and these should be replaced.
 - Also, some operational policies should be reviewed.
- Board members are in support of this restructuring plan.
 - A lot of the things that are in old policies and operations manuals can be revisited.
 - It was suggested that the Carver model has led to a less engaged Board.
 - However, it was also pointed out that having a completely working Board leaves a little time to do the policy, governance, and strategic plan related work.
 - Therefore, part of the restructuring would be about better balance between the operational and governance related work.
- ED pointed out that last year she had several discussions with the previous president about the same topic.
 - The Carver model is very sophisticated, and most boards do not apply Carver model 100%.
 - But any organisation requires governance model.
 - Carver model requires writing reports that nobody reads or cares about.
 - ED agreed that it is a good idea to revisit the model and suggested that she can circulate a paper that she wrote to another board about governance models.
 - This other board settled with a model that is called Governance as Leadership.
 - She pointed out that this item is already put on the Board agenda, however it might be better to do the work beforehand and then appeal, otherwise you may end up in circumstances that are not ideal.
- Board members recognized that they would ensure that sufficient plan would be in place before executing the plan, and that having a motion on the agenda would be alright in that light.

6.4 Student advocate position

- Last year the motion was passed to hire a student advocate – someone who would be funded by the student society and would act as a guide to students if they are dealing with accusations about academic dishonesty or discrimination etc.
 - Right now, there is the students' ombudsman, who gives neutral advice and who is hired jointly through SFSS, GSS, and SFU.
 - Initially the intention was to hire the person as a management type position.
 - However, it was recommended to reconsider this to hire a unionized type of position and have the position for a long term.
- There was a question, why the position would be unionized.
 - This would ensure the long-term employment position.
- Last year it was suggested to have the position excluded from the union, because this would make the work be more flexible
 - For example, this would make the work hours more flexible.

6.5 Update on Covid -19 related and staff

- The previous Board decided that the SFSS is going to work remotely until further notice.

- Most of the staff is working remotely, but some people are required to go to the office, for example the people in the finance department need to sign cheques.
 - It is made sure that people are socially distanced and that workstations are sanitized.
- It was pointed out that working remotely is not ideal and it takes a lot more time to communicate and a lot get lost in translation.
 - However, by large, people are adapting well.
 - Regular meetings are being held with the staff, coordinators, and Board members.
 - At the last staff meeting everyone was asked if people are feeling supported and well.
- The cleaning products are stockpiled to make sure that the offices are clean should the staff go back to the office.
- The government has eased the restrictions and Shubhangi was asked to put together a potential plan with recommendations as to how people could go back to the office in a safe manner.
- University has now decided that most of the studies will be online also in the fall, except for the laboratory studies.

- It was also brought out that some of the staff are feeling that they are not valued or wanted because of the resolutions that are put forward by the Board members.
 - For example, the campaign that the SFSS is broken and needs to be fixed, this feels heavily on the staff.
 - People wonder what it means when the Board speaks about administrative restructuring.
- Board member pointed out that the new Board may have new ideas about how they want to run and govern the society and it is not the reflection of the staffs' work, rather what the Board thinks the organisation needs to go.
 - It was explained that this is the student society and the Board makes what is best for the students.
 - It should not be seen as the disrespect of the staff members, because this is about how the Board wants to see the organisation moving forward in a way it provides better services and advocacy for the students.
- ED pointed out that it is important for the Board to know that the people are feeling distraught.

- In regard of Covid-19, the top of mind is everybody's safety, and everybody is going back to work in the situation where they feel safe.
 - It is necessary to make sure that every aspect is taken into account – not only cleaning products, but also employees mental health and wellbeing.
 - There needs to be flexibility – for example, people with children might not be able to come back to work if the kindergartens are not opened.
- It was pointed out that several law firms' have webinars about going back to work and what the employer needs to do.
 - It was suggested that the Board members attend these so that they could have the background.

- It was pointed out that an email was received about the payment plan for students.
 - The payment deadline was pushed.
 - The issue is the implementation of the 2% penalty fee which does not feel right to the Board members.

- This is something that will be brought to the Board meeting.
- The question about the penalty was sent to the Senate meeting, the meeting will be on 19th.
- It was suggested to have an online survey among the incoming Board members and the staff to see if they have everything that they need for working from home.
 - People might need mics or things to participate in meetings.
- The update was given on the staff side that more laptops have been bought.
 - However, it was also said that even if the equipment is good, there is a huge demand on internet, the infrastructure might not work
 - Sometimes it is out of our hands to help.
- Board members can have this discussion in the Discord.

7. ADJOURNMENT

7.1 MOTION EXECUTIVE 2020-05-12:03

Gabe/Samad

Be it resolved to adjourn the meeting at 3:59 PM.

CARRIED