

BOARD COMMITTEE AND WORK REPORTS

SFSS BOARD COMMITTEE UPDATE

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SFSS BOARD WORK REPORT

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VP External Relations (Samad Raza)
VP Finance (Corbett Gildersleve)
VP Student Life (Jennifer Chou)
VP University Relations (Gabe Liosis)
At-Large Representative (Balqees Jama)
At-Large Representative (Phum Luckkid)
Applied Science Representative (Harry Preet Singh)
Arts & Social Sciences Representative (Sude Guvendik)
Business Representative (Mehtaab Gill)
Communication, Art & Technology Representative (Haider Masood)
Education Representative (Emerly Liu)
Environment Representative (Anuki Karunajeewa)
Health Science Representative (Nafoni Modi)
Science Representative (WeiChun Kua)

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
August 1 - August 15, 2020

Accessibility Advisory

Committee Chair	Jennifer Chou (VP Student Life)
# of Meetings	1
Total Time (Hrs)	1 hour
Summary	<ul style="list-style-type: none">• Debrief doc: https://docs.google.com/document/d/1ZvN05LjGADiMA-WeGOHaE0tGOhx6FX3IDyJnpl0Zml/edit
Ongoing Projects	<ul style="list-style-type: none">• Hiring Accessibility Designated Assistant• Psycho-educational Assessments• Setting up bursary using the fund• Audit for the SUB• Collaboration with SFU Health & Counselling• Clear Masks
Relevant Strategic Priorities:	Student well-being Student financial health

Black Indigenous People of Color

Committee Chairs	Balqees Jama (At-Large) and Mathew Provost (VP Student Services)
# of Meetings	1
Total Time (Hrs)	2
Summary	We discussed the Faculty of Health Science petition after inappropriate and gaslighting comments made by a professor in response to a FHS video. Matt suggested us meeting and collaborating with Health and Counselling. The committee agreed to develop a strategic plan for the year, and we also discussed building relationships with the host nations in our area.
Ongoing Projects	SFU Anti-Racism Campaign BIPOC Committee Year Plan Health and Counselling Collaboration
Relevant Strategic Priorities:	University Relations Organizational Development Student Wellbeing

Events

Committee Chair	Jennifer Chou (VP Student Life)
# of Meetings	1
Total Time (Hrs)	1
Summary	<ul style="list-style-type: none"> • Debrief doc: https://docs.google.com/document/d/1UOMnCiRZFwGxwvn0koCxlGnAL77GwfTG4J4Cvp326DM/edit • Passed motions for some events <ul style="list-style-type: none"> ○ Food Justice Webinar ○ Pad Thai Food Workshop ○ Time Management Workshop • Discussed future events and current events updates (listed below as ongoing projects)
Ongoing Projects	<ul style="list-style-type: none"> • Pad Thai Food Workshop • SFU Trivia Night • Mental Health Mondays Giveaways • Student Time Management Workshop • Food Justice Webinar • Music event • Cultural Week • Graphic design workshop • Dance workshop/week • Pets Meet n Greet • NHL Watch Party • Photography workshops • Speed Friending • Food workshops (Sept)
Relevant Strategic Priorities:	Student engagement

Executive Committee

Committee Chair	Osob Mohamed
# of Meetings	1
Total Time (Hrs)	2hrs
Summary	<ul style="list-style-type: none"> - Year Plan Debrief We discussed our last development session where we debriefed on the progress of our year planning, and potential next steps. We want to check in with the Board to see if we want to bring the same facilitator in, or if we should do a board-only strategizing session ahead of time - Updates on the SUB Corbett provided us with updates on the SUB, I spoke a bit about the leases and agreements, and we discussed the move - Freedom Square Plaque discussions Gabe updated us on his conversations with SFU regarding the plaque, got some

	<p>estimate costs, and gathered questions from Exec to follow up on</p> <ul style="list-style-type: none"> - SFSS Return to Work and Safety Plan for COVID-19 <p>Both Exec and HR and Personnel committee have been working on this in light of the upcoming SUB opening</p> <ul style="list-style-type: none"> - Board Meetings live stream and Storing Meeting Recordings technology
Ongoing Projects	SUB move/opening, administrative restructuring and review, return to work plans, freedom square plaque, board planning
Relevant Strategic Priorities:	Operational development, university relations

External & Community Affairs

Committee Chair	Samad Raza
# of Meetings	Committee did not meet
Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Faculty and At-Large Representatives

Committee Chair	Education Representative Emerly Liu
# of Meetings	1
Total Time (Hrs)	1 hour
Summary	<p>Discussion:</p> <ul style="list-style-type: none"> - FARM Anti-Racism Education Letter Campaign - Action item: draft a letter in support of mandatory Anti-Racism Education courses and integration of anti-racism education in existing courses - Advocate for long-term equity in academia at a broad scale - SFSS Board members who sit on Senate will escalate the issue to SCUS or another relevant Senate committee - FARM Meet and Greet - FARM are encouraged to connect with their respective Deans and Directors soo
Ongoing Projects	FARM Anti-Racism Education Letter Campaign
Relevant Strategic Priorities:	University relations

Finance and Administrative Services

Committee Chair	VP Finance Corbett Gildersleve
# of Meetings	1
Total Time (Hrs)	1
Summary	We reviewed and recommended to the board to approve the committee's annual plan. We also went through the draft financial statements at the committee. This will be reviewed by the board at their next dev session on August 14th.
Ongoing Projects	<ul style="list-style-type: none"> • Audit and Financial Report for the AGM • Student Group Funding Model
Relevant Strategic Priorities:	Organizational Development, Student Financial Health

First Year Engagement

Committee Chair	Haider Masood
# of Meetings	Did not meet
Total Time (Hrs)	
Summary	
Ongoing Projects	Hiring student at larges
Relevant Strategic Priorities:	

Governance

Committee Chair	Gabe Liosis
# of Meetings	1
Total Time (Hrs)	2 Hrs
Summary	<ul style="list-style-type: none"> - SFSS By-Law Review <ul style="list-style-type: none"> - Received Council support for new governance model we want to move toward - Passed a motion to support a new Exec Committee model
Ongoing Projects	<ul style="list-style-type: none"> - SFSS By-Law Review - Policy Review
Relevant Strategic Priorities:	Organizational Development, Student Engagement

Member Services Advisory

Committee Chair	Phum Luckkid
# of Meetings	1
Total Time (Hrs)	2
Summary	<p>Discussion items</p> <p>Focus group update</p> <ul style="list-style-type: none"> - Discussion of planned focus group for August 18th, to be conducted with execs of clubs and DSU's about current Member Services finance policies. <p>Proof of Purchase for prizes</p> <ul style="list-style-type: none"> - Published and released form for purchasing gift cards, execs and the recipient will be required to sign the form before a reimbursement is made <p>Member Resources project update</p> <ul style="list-style-type: none"> - A guidebook about current Member Services policies surround clubs and student unions, will be regularly updated and be the main source of knowledge for policies surrounding room bookings and reimbursement for club and student union events <p>AV Concerns</p> <ul style="list-style-type: none"> - Voiced concerns of SFU AV that clubs and DSU's are having with getting SFU AV to come to their event and set up (pre-covid). Idea that the SFSS should buy simple AV equipment for clubs to be able to rent out for events. <p>Room Booking concerns</p> <ul style="list-style-type: none"> - Voiced concerns that the room booking system is outdated, requires too much back and forth between coordinators and clubs to book a room (form has to be filled, execs only notified after the form that the room has either been booked or is available). Coordinators have been working on an open viewable room booking calendar <p>Club & Student Union Room Focus group</p> <ul style="list-style-type: none"> - Mentioned the idea of allocating remaining rooms in the SUB to clubs and student unions, can investigate further and come up with a model for allocating which rooms to which groups
Ongoing Projects	Focus Groups, SFU AV Cart, Member Resource Project
Relevant Strategic Priorities:	Student Engagement, Student Financial Health

Nomination

Committee Chair	Matthew Provost
# of Meetings	None
Total Time (Hrs)	0
Summary	Meeting was postponed
Ongoing Projects	n/a
Relevant Strategic Priorities:	Student engagement

Surrey Campus

Committee Chair	Mehtaab Gill
# of Meetings	None with everyone; more individual meetings
Total Time (Hrs)	1.5
Summary	<ul style="list-style-type: none"> • Currently extending at large applications • Formulating strategies to promote opportunities to volunteer via social media • On-going discussions to have a current members meeting
Ongoing Projects	N/A
Relevant Strategic Priorities:	Student Engagement and Wellbeing

University & Academic Affairs

Committee Chair	Gabe Liosis
# of Meetings	1
Total Time (Hrs)	2 Hrs
Summary	<ul style="list-style-type: none"> - We've mostly had discussion on COVID-19 Academic Advocacy, including <ul style="list-style-type: none"> - The SOLE Survey recently conducted in the office of the AVP learning and teaching - The nature of the Second SFSS COVID-19 Survey that we are looking to release at the end of this semester - Discussion around mobilizing students to push back against tuition increases for the fall.
Ongoing Projects	<ul style="list-style-type: none"> - Second SFSS COVID-19 Survey - Tuition Campaign
Relevant Strategic Priorities:	<ul style="list-style-type: none"> - Student Engagement, Student Financial Health, Student Wellbeing, University Relations

Vancouver Campus

Committee Chair	Haider Masood
# of Meetings	Did not meet
Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

SFSS BOARD WORK REPORT

This report reflects the Board work from
August 1 - August 15, 2020

President (Osob Mohamed)

Meeting Summary and Comments

Meeting, Date	BIPOC Committee - August 4th
Parties Attending	BIPOC Committee members, SFSS staff
Meeting Length (Hrs)	2hrs
Reason	Regular meeting
Summary and Outcome	We discussed the issue regarding the Faculty of Health Sciences' instagram page and instructor comments, and the resulting calls to action written up by some graduate students. We also looked into areas of collaboration with Health and Counselling Services, developing a committee year plan, and finding ways to build relationships with the host nations in our area.
Next Steps	N/A

Meeting, Date	Meeting re: Satellite Design Team - August 5th
Parties Attending	Nancy Mah (Clubs Coordinator)
Meeting Length (Hrs)	0.5hrs
Reason	To prepare for meeting with the team
Summary and Outcome	Nancy filled me in on what has transpired between the SFSS and the Satellite Design Team as they prepare for their launch in the coming months. I requested that she fill me in so that I would be prepared to meet with the team to sort out any issue that may have arisen.
Next Steps	N/A

Meeting, Date	Meeting with Satellite Design Team - August 5th
Parties Attending	SFU Satellite Design Team, Nancy (Clubs Coordinator), Lawrence (Transition Manager)
Meeting Length (Hrs)	1hr
Reason	Checking in on progress

Summary and Outcome	We heard from the team about the progress of their project, discussed the contracts/MOUs under consideration, and some financial issues that were ongoing.
Next Steps	N/A

Meeting, Date	SFSS Council Meeting - August 5th
Parties Attending	SFSS Council, Board of Directors, SFSS Staff
Meeting Length (Hrs)	1.5hr
Reason	Bi-weekly meeting
Summary and Outcome	Discussion was based around the Board's proposed changes to the Board structure for the upcoming bylaw review, and Council passed a motion to support the new model.
Next Steps	N/A

Meeting, Date	Welcome Day - August 6th
Parties Attending	Caitlin Stiles (SFU Student Engagement)
Meeting Length (Hrs)	0.5hr
Reason	Regarding welcome day
Summary and Outcome	Caitlin set up this meeting to go over some areas regarding welcome day where the SFSS could participate, including a video address from the SFSS to the new students. We also spoke about who may be a good MC for the event, and I gave my suggestions for people I would recommend.
Next Steps	Record video, and send back to Caitlin

Meeting, Date	Ceremony and Academic Transition Working Group - August 6th
Parties Attending	Jennifer (VP Student Life), Dipti (Events Coordinator), SFU Staff
Meeting Length (Hrs)	1.5hr
Reason	Details around Welcome Day
Summary and Outcome	We got a rundown on how the virtual welcome day would go and the platform that we would be using, and also some discussion regarding accessibility and what to improve
Next Steps	N/A

Meeting, Date	CJSF/SFSS Meeting re:SUB - August 6th
Parties Attending	Corbett (VP Finance), Magnus Thyvold (CJSF Manager), Robin Ericksson (CJSF Programming Coordinator)
Meeting Length (Hrs)	1hr
Reason	Discussing SUB allocation proposal

Summary and Outcome	We discussed some amendments to the floor plan including swapping the space currently allocated to Embark to CJSF, to which Embark was agreeable. We also discussed the moving/changes to space issues that would come up, particularly how we could support the refitting costs for the station.
Next Steps	Have a conversation with the Board about potentially supporting with renovation costs

Meeting, Date	Student Union Donation Debrief - August 6
Parties Attending	Corbett (VP Finance), Anna Reva (MSC Student Unions), Lawrence Jones (Transition Manager)
Meeting Length (Hrs)	1hr
Reason	Reviewing recent donations
Summary and Outcome	Student Unions donated over \$5000 to different Black and Indigenous organizations, with minor issues such as not knowing where to donate, and some organizations taking USD. Overall it was successful, and there may be need to allow donations again in the near future
Next Steps	Board potentially making a list available for people to choose from, and some improvements to payment tracking may be needed

Meeting, Date	AGM Committee Meeting - August 6th
Parties Attending	Gabe (VP University), Corbett (VP Finance), Matt (VP Services), Nafoni (Health Sciences Rep), Sarah Edmunds (Campaigns, Research and Policy Coordinator), Lawrence Jones (Transition Manager)
Meeting Length (Hrs)	0.75mins
Reason	Planning our Annual General Meeting
Summary and Outcome	We discussed and finalized the date and time, looked into what platform we could be using to host the AGM, a potential timeline for the bylaw review, and going over the agenda items for the meeting
Next Steps	Check in with other student societies to find out what they're using (BCITSA is using MS teams)

Meeting, Date	FASC Meeting - August 7
Parties Attending	FASC members, SFSS Staff, Gary Wozny and Pamela Felix (Auditors)
Meeting Length (Hrs)	1hr
Reason	Monthly meeting
Summary and Outcome	Majority of the meeting was reviewing the committee annual plan, and going over our draft financial statements.
Next Steps	Discussing the financial statements, auditor's report and recommendations at the development session

Meeting, Date	Meeting with SFUFA - August 7
Parties Attending	Gabe (VP University Relations), Kumari Beck and Michael Sjoerdesma (SFU Faculty Association)
Meeting Length (Hrs)	1hr
Reason	Discussing concerns and potential areas of collaboration
Summary and Outcome	We spoke on a variety of topics, including exam invigilation, synchronous/asynchronous course components, and what needs to be done to balance academic freedoms with student rights. We also talked about syllabus transparency, and making sure to adequately accommodate students
Next Steps	Share survey results, and set up a meeting in a month's time

Meeting, Date	HR and Personnel Committee - August 7th
Parties Attending	HR and Personnel Committee members, SFSS staff
Meeting Length (Hrs)	2hrs
Reason	Biweekly meetings
Summary and Outcome	We went over the job descriptions for the Board Organizer and student advocate, and some changes to our minute taking processes with transcription software that will both save time, and make our minutes more accurate
Next Steps	Forward finalized JDs to union, and begin putting up postings

Meeting, Date	SFSS Board Meeting - August 7th
Parties Attending	SFSS Board of Directors, SFSS staff
Meeting Length (Hrs)	3.5hrs
Reason	Bi-weekly meeting
Summary and Outcome	We had a busy meeting, going over amendments to the policies relating to Accessibility Advisory Committee, approving the events committee annual plan, approving the SUB office allocation plan, SFSS involvement in streetfest, the Surrey Farm to Campus initiative to bring free and affordable food options for Surrey students, amending our mission statement within the strategic plan, covering a deficit held with our Health plan coordinators, reinstating the UPass, striking hiring committees for our new staff, passed new motions to support professional Greek Life Organizations, and discussing how we can build relationships with host nations in our area.
Next Steps	N/A

Meeting, Date	Governance Committee - August 10
Parties Attending	Governance committee members, SFSS staff
Meeting Length (Hrs)	2hrs

Reason	Bi-weekly meeting
Summary and Outcome	We made a recommendation to the Board to establish privacy policies, to pass a motion at the Board regarding the restructuring of the Board for the bylaws, and striking a working group to work on the bylaws
Next Steps	N/A

Meeting, Date	SFSS/FNSA Meeting - August 10
Parties Attending	Matt (VP Services), Corbett (VP Finance), Kali Stierle, Lauren Robson (FNSA Execs)
Meeting Length (Hrs)	1hr
Reason	Reviewing the SFSS-FNSA Agreement
Summary and Outcome	We went over the drafted letter of agreement, outlining our relationship regarding funding, any changes to the agreement, and ratification. Some changes were needing to be made.
Next Steps	Sign agreement when it has been finalized

Meeting, Date	University and Academic Affairs Meeting - August 11
Parties Attending	UAA Committee Members
Meeting Length (Hrs)	2hrs
Reason	Bi-weekly meeting
Summary and Outcome	We received updates relating to the Joint Operations Group, Emergency Response Working group, anti-Black racism working group, and on the meeting with the Faculty Association. We discussed upcoming surveys, and the SOLE survey results, and how to push for a tuition intervention for the Fall semester.
Next Steps	N/A

Meeting, Date	SOCA/SFSS Meeting - August 12
Parties Attending	Corbett (VP Finance), Monique Lesie, Tim Maruti, Fegor Obuwoma (SOCA Execs)
Meeting Length (Hrs)	0.5 hrs
Reason	SUB discussion
Summary and Outcome	We discussed a MOU for space, and the upcoming move-in, furniture and space needs, and a timeline
Next Steps	Provide a MOU copy to SOCA when available

Meeting, Date	Executive Committee Meeting - August 12
Parties Attending	SFSS Executives, SFSS Staff

Meeting Length (Hrs)	2hrs
Reason	Bi-weekly meeting
Summary and Outcome	We discussed our year planning development sessions and what next steps we may want to take, including a review session before going into it more, updates on the SUB and Freedom Square plaque quotes, the development of a return to work and safety plan, and making our meetings more available via livestream and having software in place to make that work
Next Steps	N/A

Meeting, Date	Meeting with Erin Brown-John - August 14
Parties Attending	Erin Brown-John (SFU Social Media Coordinator)
Meeting Length (Hrs)	1hr
Reason	Article about the SFSS
Summary and Outcome	Erin is working on a SFU news story about online support for new SFU students, and what the SFSS has been up to in recent months in terms of activities and different things we have been doing to keep students engaged and involved during the pandemic.
Next Steps	Erin kindly offered to post any of our upcoming events/initiatives via SFU's pages, so I will be forwarding those to her as they come

Meeting, Date	SFSS Board Development Session - August 14
Parties Attending	SFSS Board and staff, Gary Wozny and Pamela Felix (Auditors)
Meeting Length (Hrs)	2hrs
Reason	Reviewing the financial statements, findings and recommendations
Summary and Outcome	We went through the audited financial statements, and it was determined that our financial statements fairly represented our financial status. We saw an increase in equity, and had a sizable surplus in some areas. We received a number of recommendations from the auditors as well, and they will be at our AGM to answer any questions from students.
Next Steps	Approve at our next Board meeting, and present at AGM

Projects and Events

Project/Event Title	Job postings for new Hiring Committees
Updates and Upcoming Plans	I've been going through JDs to see where things can be cut, edited, and sorted out to make for a shorter job posting. I've been reviewing our other old job postings to see what information is relevant and what isn't
Relevant Strategic Priorities	Organizational development

Total Time (Hrs)	3hrs
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Project/Event Title	Emails, communications, and catch up work
Updates and Upcoming Plans	Since exams/assignments have been heavy these last few weeks, I've been trying to allocate at least 1-2hr a day (including weekends) to check my emails, and catch up on different tasks. On some days, if something urgent comes up I will add some time and time to this and address it right away.
Relevant Strategic Priorities	N/A
Total Time (Hrs)	20 hrs

Project/Event Title	HR Requests and approvals
Updates and Upcoming Plans	Going through requests (time off, professional development etc.) with Lawrence (Transition Manager) via email and over the phone, and cross referencing with the Collective Agreement and SFSS Policies when relevant.
Relevant Strategic Priorities	Organization development
Total Time (Hrs)	5hr

Project/Event Title	SUB Space allocation
Updates and Upcoming Plans	Meeting with different groups regarding the SUB spaces, looking over the drafted leases, and forwarding to our lawyer for review and discussion
Relevant Strategic Priorities	Organizational development
Total Time (Hrs)	2hrs

VP Student Services (Matthew Provost)

Meeting Summary and Comments

Meeting, Date	BIPOC Committee Meeting, 8/4/20
Parties Attending	Committee Members
Meeting Length (Hrs)	2 hrs
Reason	Bi-weekly Meeting
Summary and Outcome	Collaboration with HCS, we discussed strat plan for the upcoming year and also reconciliation efforts
Next Steps	Planning for next meeting with health and counselling services, we shared petition, shared documents for strategic planning for next meeting

Meeting, Date	Council Meeting, 8/5/20
Parties Attending	SFSS Council, SFSS Board of Directors
Meeting Length (Hrs)	1.5 hrs
Reason	Gave updates on Student Services portfolio
Summary and Outcome	n/a
Next Steps	Will be bringing more updates at next meeting

Meeting, Date	HR and Personnel Committee, 8/7/20
Parties Attending	Committee Members
Meeting Length (Hrs)	2 hrs
Reason	Bi-weekly meeting
Summary and Outcome	<ul style="list-style-type: none">- Ongoing Grievances- Professional development request- Collective agreement bargaining- CRP Assistant hiring (in camera)-New support staff JDs- Student advocate JD- Meeting minute transcription
Next Steps	n/a

Meeting, Date	SFSS Board Meeting, 8/7/20
Parties Attending	Board of Directors, Society Staff
Meeting Length (Hrs)	3 hrs

Reason	Bi-weekly meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussion on Events Committee Annual Plan - We appointed At-Large Members to Member Services Advisory Committee - We motioned to pass \$1,000 on SFSS Street fest booth - We allocated \$1500 for Farm to Campus initiative (Surrey Food Hub) - Accessibility Fund Expenditures - Board motioned for Board Jackets - Amended the mission statement of the strategic plan - Board approved payment from reserve fund to pay deficit to Pacific Blue Cross
Next Steps	n/a

Meeting, Date	Governance Committee, 8/10/20
Parties Attending	Committee Members
Meeting Length (Hrs)	2 hrs
Reason	Recurring Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Governance Cmte recommends the SFSS Board of Directors to establish SFSS privacy policies - Role of council, we discussed and recommended that we are in support of giving Council more oversight and accountability within the society as part of the by-law review
Next Steps	Update BOD at meeting and bring recommendations forward

Meeting, Date	SFSS/FNSA, 8/10/20
Parties Attending	FNSA Board Members, Corbett, Osob
Meeting Length (Hrs)	1 hr
Reason	Updates and check in on FNSA agreement
Summary and Outcome	We discussed the ratification of the SFSS/FNSA Agreement and are working towards reviewing and getting it signed
Next Steps	Matt- will be reviewing document making adjustments and bringing it back so it can be signed

Meeting, Date	Executive Committee, 8/12/20
Parties Attending	Committee Members
Meeting Length (Hrs)	2 hrs
Reason	Recurring Meeting

Summary and Outcome	<ul style="list-style-type: none"> - SUB Building updates - Updates around Freedom square plaque - Review of Return to work COVID-19 Plan - Discussion around meetings and recording
Next Steps	n/a

Meeting, Date	Health and Counselling Services, 8/13/20
Parties Attending	Health and Counselling services staff, Gabe, Jen
Meeting Length (Hrs)	1 hr
Reason	Collaboration
Summary and Outcome	Discussion around upcoming projects and collaboration between SFSS/HCS Promotional material for the fall from SFSS BOD, videos, communications material Bringing HCS into BIPOC CMTE meeting for updates
Next Steps	Will be following up with HCS

Projects and Events

Project/Event Title	HCS Collaboration
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Working with health and counselling promotional material for Fall Semester - HCS and SFSS Board Development Session - Working with HCS to plan more support groups for fall
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	8 hrs

Project/Event Title	Farm to campus (Surrey Food Hub)
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Farm to Campus initiative and working with SFU Surrey to communicate what is needed - Sent out Survey - Briefing note and presenting at board meeting -
Relevant Strategic Priorities	Student services and supports
Total Time (Hrs)	12 hrs

Project/Event Title	Reconciliation Projects
Updates and Upcoming Plans	<ul style="list-style-type: none">- Building relationships with host nations- Finding relevant resources to provide support
Relevant Strategic Priorities	Student supports
Total Time (Hrs)	7 hrs

VP External Relations (Samad Raza)

Meeting Summary and Comments

Meeting, Date	Aug 7 - Board Meeting
Parties Attending	SFSS board and staff
Meeting Length (Hrs)	3-4 hr
Reason	Bi-weekly meeting
Summary and Outcome	Passed motion on reinstating Upass, board jackets and paying outstanding health plan. Discussion on sfss rebranding.
Next Steps	N/A

Meeting, Date	11 Aug UAA
Parties Attending	UAA members
Meeting Length (Hrs)	2 hr
Reason	Bi-weekly meeting
Summary and Outcome	Appointed vice chair, discussion on summer p/f grade petition, and issue regarding fee tuition increase.
Next Steps	N/A

Meeting, Date	19 Aug Exec meeting
Parties Attending	SFSS Execs and LJ
Meeting Length (Hrs)	1.5 hr
Reason	Weekly meeting
Summary and Outcome	SUB updates, back to work safety guidelines discussion, board meeting live streaming discussion.
Next Steps	N/A

Meeting, Date	14 Aug UAC working group
Parties Attending	UAC working group members, Translink
Meeting Length (Hrs)	1 hr
Reason	UPass meeting
Summary and Outcome	Discussion on starting legal work for schedule A amendments, looking into PSI feedback for exemption categories.

Next Steps	N/A
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Projects and Events

Project/Event Title	FoodHub
Updates and Upcoming Plans	Katrina Chen to visit food hub on Aug 19
Relevant Strategic Priorities	N/A
Total Time (Hrs)	5 hr

Project/Event Title	
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	

VP Finance (Corbett Gildersleve)

Meeting Summary and Comments

Meeting, Date	Welcome Leader Training, August 4th
Parties Attending	Other SFU students
Meeting Length (Hrs)	9 hours
Reason	Training on being a welcome leader and peer mentor
Summary and Outcome	While not directly related to my role, being a Welcome Leader for the fall term is a great opportunity to tell students about the SFSS, ways to get involved, and services offered.
Next Steps	Go through SFU 101

Meeting, Date	SFSS Council Meeting, August 5th
Parties Attending	
Meeting Length (Hrs)	
Reason	
Summary and Outcome	I did not attend this meeting due to academic commitments
Next Steps	

Meeting, Date	CJSF/SFSS SUB Space Allocation Meeting, August 6th
Parties Attending	VP Finance Corbett Gildersleve, President Osob Mohamed, CJSF Programming Coordinator Robin Ericksson, Station Manager Magnus Thyvold)
Meeting Length (Hrs)	1 hour
Reason	Go over the SUB Space Allocation Proposal
Summary and Outcome	<p>We discussed the proposal and received some feedback from CJSF about the space and their operational needs.</p> <p>An alteration of the proposal:</p> <ul style="list-style-type: none">• CJSF and Embark swap space to better accommodate CJSF's operational needs• Embark was agreeable• Might not be a good idea to have a radio station between the napping room and DNA (who have sound sensitivity accessibility needs)• Osob and I can bring this back to the board <p>Main challenges with CJSF are the renovation for the space, timelines for that and moving out.</p> <ul style="list-style-type: none">• CJSF asked about ways SFSS could support those reno costs• SFSS can't commit to anything at this early of a stage, but depending on the cost and financial constraints by CJSF, we might be able to help in some way

Next Steps	Connect John with CJSF so they can have a more detailed conversation on timelines, potential costs, and tenant improvement needs
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Meeting, Date	Student Union Donation Debrief, August 6th
Parties Attending	VP Finance Corbett Gildersleve, President Osob Mohamed, Transition Manager Lawrence Jones, MSC Clubs and Student Groups Anna Reva
Meeting Length (Hrs)	1 hr
Reason	Review the recent Student Union Donation drive
Summary and Outcome	<ul style="list-style-type: none"> ● Over \$5,000 was donated to multiple black and/or indigenous-led organizations ● The experience was generally positive for staff and student unions ● Some student unions needed advice for groups to donate to ● Most donations were done through the SFSS by request of the student union <ul style="list-style-type: none"> ○ Due to remote work and many of these purchases as being smaller donations, some logistical issues with our credit card payment tracking process were identified
Next Steps	<p>Meet again to discuss potential changes to the policy</p> <p>Request for feedback from student groups on how they found the process and their reasons for donating or not</p>

Meeting, Date	AGM Working Group Meeting, August 6th
Parties Attending	VP Finance Corbett Gildersleve, VP University Relations Gabe Liosis, VP Student Services Matt Provost, Health Sci Rep Nafoni Modi, Transition Manager Lawrence Jones, CRPC Sarah Edmunds
Meeting Length (Hrs)	1.5 hrs
Reason	Strategy and Planning Meeting
Summary and Outcome	<p>Agenda Item</p> <ol style="list-style-type: none"> 1. Date and Time of AGM <ol style="list-style-type: none"> a. Monday, October 26th, 2020 (tentative) 2. Software for Hosting the AGM <ol style="list-style-type: none"> a. Corbett has reached out to SFU IT Services to have a meeting to talk about technical support 3. AGM Agenda <ol style="list-style-type: none"> a. There's a base amount of business where we only need 20-30 people for quorum if needed b. Any other items like the bylaws need 250+ people to attend 4. Update on By-Law Review <ol style="list-style-type: none"> a. Want to have at least 2 batches of bylaws <ol style="list-style-type: none"> i. One to make ourselves compliant with the Society Act ii. One with bylaw changes around council, board, etc. 5. Achieving Quorum <ol style="list-style-type: none"> a. Need to have a target set of numbers and a plan to organize the board, SFSS, Council, and student unions to mobilize their members b. Because it's online, might be easier have people attend vs. meeting a specific time at a specific place <ol style="list-style-type: none"> i. Need to contact SFU around what time ranges have the least amount of sync classes

Next Steps	<ul style="list-style-type: none"> ● Set a meeting with IT Services, ● Reach out to SFU Student Services about sync class schedule that day to determine a time range, ● Contact our auditors about the date
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Meeting, Date	FASC Meeting, August 7th
Parties Attending	VP Finance Corbett Gildersleve, President Osob Mohamed, VP Student Life Jennifer Chou, App Sci Rep Harry Preet Singh, Business Rep Mehtaab Gill, Student-At-Large Ahmed Alam, Finance Coordinator Kurt Belliveau, Finance Coordinator David Chin, Auditor Gary Wozny, Auditor Pamela Felix
Meeting Length (Hrs)	1 hr
Reason	Monthly meeting
Summary and Outcome	<ul style="list-style-type: none"> ● Reviewed and recommended to the board to approve the committee's annual plan. ● Reviewed the draft financial statements <ul style="list-style-type: none"> ○ Will be reviewed by the board at the August 14th Dev Session ○ I brought up the listed financial differences between two reserve funds (Health and Dental and Contingency Reserve) and the bank account statements (the statements had a higher amount) <ul style="list-style-type: none"> ■ Around \$1M in the Health and Dental Reserve Fund vs. \$1.6M in the bank account ■ Around \$650K in the Contingency Reserve Fund vs. almost \$800K in the bank account. ■ This is partially due to a lack of policy around interest gains on the fund not being automatically put into the funds
Next Steps	<p>We need to discuss the Auditor's report of findings (concerns or potential issues) with the financial coordinators.</p> <p>Action item: Send out the documents to the board ahead of their Dev session where we will be reviewing the audit.</p>

Meeting, Date	HR and Personnel Committee, August 7th
Parties Attending	VP Finance Corbett Gildersleve, President Osob Mohamed, VP Student Services Matt Provost, At-Large Balqees Jama, Transition Manager Lawrence Jones
Meeting Length (Hrs)	2 hrs
Reason	Biweekly meeting
Summary and Outcome	<p>We discussed:</p> <ul style="list-style-type: none"> ● Some concerns with the BO job description as it relates to the labour code being an excluded positions and not being supervisory ● Discussed the student advocate JD ● Discussed the potential work changes with using software to transcribe our meetings to save the Admin Assistant's time <p>We also discussed two items in-camera:</p> <ul style="list-style-type: none"> ● CRPC assistant ● Ongoing Grievances
Next Steps	The Board will be approving the Board Organizer and Operation Organizer hiring

	committees at the board meeting on August 7th
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Meeting, Date	Board Meeting, August 7th
Parties Attending	Board Members, Transition Manager Lawrence Jones, CRPC Sarah Edmunds, Communications Coordinator Sindhu Dharmarajah, Council Liaison Ryan Vansickle, Student Guests
Meeting Length (Hrs)	3.5 hrs
Reason	Biweekly meeting
Summary and Outcome	<p>This was a very long and packed meeting. We passed the following motions:</p> <ul style="list-style-type: none"> ● Bringing back the UPass ● Amended the Accessibility Committee’s Terms of Reference to add clarity over it’s spending powers concerning the Accessibility Fund ● Approved the Events Committee’s annual plan ● Appointed students to the Member Services Advisory Committee’s Student-at-Large positions ● Approved the SUB staff office allocations ● Approved \$1500 for SFSS’s participation in Streetfest for two booths, one for the SFSS and one for Build SFU ● Approved \$1500 for the Farm to Campus Initiative (Surrey food hub) ● Transferred back \$22,000 from Build SFU to the Accessibility Fund <ul style="list-style-type: none"> ○ Work the money was set aside for not being done (glow in the dark paint) ○ Costs inseparable from other work (emergency buttons in the washrooms) ● Passed just over \$800 for board jackets for September ● Approved new wording for the SFSS’s mission statement to reflect our advocacy work and the need to build student collective power (which is in our constitution) ● Paying over \$600,000 to our Health and Dental Plan insurers due to a deficit in premiums vs. costs for the 2018-2019 premium year. ● Passed a motion to recognize all professional fraternities at SFU as SFSS clubs. <p>We also discussed</p> <ul style="list-style-type: none"> ● Appointing vice-chairs on committees (a new things this board year) so that committees can still meet easily if the chair has technical issues or can’t make it ● Update on the TMX letter and who has agreed to sign it ● SFSS looking to rebrand due to the SUB opening and a new direction with the organization ● The SFSS starting to build relationships with the host nations that we operate on
Next Steps	N/A

Meeting, Date	Members Services Advisory Committee, August 10th
Parties Attending	VP Finance Corbett Gildersleve, VP Student Life Jennifer Chou, At-Large Rep Phum Lukkid, VP Student Services Matt Provost, Student-At-Large Tony Yu, Student-At-Large Justin Yu, Student-At-Large Rasha Syed, Student-At-Large Rolan Liu, SFSS Support Staff
Meeting Length (Hrs)	2 hours

Reason	Bi-weekly meeting
Summary and Outcome	<p>The meeting covered discussions around:</p> <ul style="list-style-type: none"> ● Focus group feedback form around the Student Group Funding Model Review <ul style="list-style-type: none"> ○ Student groups have been ID'd and given the survey ○ Focus groups will meet on Monday evening ● Rooms for Clubs and Student Unions in the SUB <ul style="list-style-type: none"> ○ I talked a bit about options for housing student unions and clubs ○ There's a spot on the 4th floor that has 8 small team rooms around a common lounge area that could work well ○ Could select clubs and/or student unions with shared activities, purpose, etc. Or that could compliment each other ○ Could house student unions that lose space ○ Shared my personal view <ul style="list-style-type: none"> ■ It think having clubs or student unions rotate out of the space on a semesterly basis is not doing those groups any favors. Takes a long time to build up capacity and then you're replaced by another group ■ Student unions should be given space in each of their departments/faculties to help build relationships there, and to allow the SFSS's presence to extend beyond the SUB ■ The SFSS should have focused space campaigns around student union space throughout SFU campuses ■ As such, giving student unions space in the SUB should be on a temporary basis ● Canvas Course Update ● Express room bookings <ul style="list-style-type: none"> ○ We have some control over this with our own rooms, especially in the SUB, but all SFU space is under SFU process ● Open Room Room Booking Calendar ● AV Concerns and Simple AV Purchases ● Proof of Purchases for Prizes
Next Steps	I'll be attending the focus group session on Monday the 17th

Meeting, Date	Governance Committee
Parties Attending	VP Finance Corbett Gildersleve, VP University Relations Gabe Liosis, President Osob Mohamed, Science Rep WeiChun Kua, At-large Rep Balqees Jama, VP Student Services Matt Provost, Transition Manager Lawrence Jones, CRPC Sarah Edmunds, Council Chair Zaid Lari
Meeting Length (Hrs)	2 hours
Reason	Biweekly Meeting
Summary and Outcome	<p>We discussed:</p> <ul style="list-style-type: none"> ● Bylaw Discussion <ul style="list-style-type: none"> ○ Board Executive Portfolio development ○ Structure ● Privacy Policies <ul style="list-style-type: none"> ○ Approved and will be added to the next board meeting as a notice of motion ● Taking a stance on the role of Council <p>A governance committee working group was struck and tasked with working on the bylaws</p>

Next Steps	Work on the bylaws as part of the working group
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Meeting, Date	SFSS-FNSA Letter of Agreement Review
Parties Attending	VP Finance Corbett Gildersleve, President Osob Mohamed, VP Student Services Matt Provost, FNSA Treasurer Kali Stierle, FNSA Exec L Robson
Meeting Length (Hrs)	1 hour
Reason	Review an updated version of the SFSS-FNSA letter of agreement
Summary and Outcome	<p>This letter lays out the responsibilities of each group in relation to the First Nations Student Fund, cost breakdowns, changes to the agreement, and what can cause a dissolution.</p> <p>There were proposed amendments to provide some clarity around finances and staffing costs</p>
Next Steps	Matt will make the amendments and both groups can sign

Meeting, Date	Board Catch Up Day, August 11th
Parties Attending	VP Finance Corbett Gildersleve
Meeting Length (Hrs)	7 hours
Reason	Catching up on emails, projects, scheduling meetings, and other admin tasks related to my portfolio
Summary and Outcome	<p>Worked on:</p> <ul style="list-style-type: none"> ● Scheduling an meet up with the auditors, relevant board members, and staff to go over the audit findings letter ● Reviewed the Studentcare International Student Opt-Out Policy for COVID-19 <ul style="list-style-type: none"> ○ Shared with the board and requested feedback ○ Submitted a few related questions to the Studentcare Rep ● Asked the auditors about some fund amounts and a gap between the fund equity and the bank statements <ul style="list-style-type: none"> ○ Will discuss it more on Thursday and will discuss possible policy changes ● Received an update on the SUB office move and deadlines <ul style="list-style-type: none"> ○ Forward it off to the board about needs ○ Will need to have some desks unmoved to allow some board members including myself the ability to still work on site for the next month or so ● Contacted the Financial Aid Director to continue work on the Transportation Bursary idea <ul style="list-style-type: none"> ○ Supporting low-income students during COVID-19 by reimbursing part or all of the UPass. ● Tasked the Transition Manager to set up a meeting with MECS and IT Services around virtual AGM requirements and support
Next Steps	N/A

Meeting, Date	SFSS-SOCA Meeting, August 12th
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Parties Attending	VP Finance Corbett Gildersleve, President Osob Mohamed, SOCA President Tim Maruti, SOCA Vice President Monique Leslie, SOCA Internal Relations Officer Fegor Obuwoma
Meeting Length (Hrs)	0.50 hours
Reason	Review the SUB Space Proposal with SOCA
Summary and Outcome	We discussed the proposal, space, and SOCA's needs. Two key things were determining furniture/furnishings as SOCA doesn't have their own levy-based funds, and space access for members after-hours.
Next Steps	Action Item: <ul style="list-style-type: none"> ● Provide SOCA with a rough inventory of furniture that could furnish their space from the SUB ● Check with John Walsh, Building Manager, about access options that mirror SOCA's current methods

Meeting, Date	Exec Meeting, August 12th
Parties Attending	VP Finance Corbett Gildersleve, President Osob Mohamed, VP Student Services Matt Provost, VP Student Life Jennifer Chou, VP External Relations Samad Raza, Transition Manager Lawrence Jones
Meeting Length (Hrs)	2 hours
Reason	Biweekly Meeting
Summary and Outcome	We discussed: <ul style="list-style-type: none"> ● Year plan follow-up <ul style="list-style-type: none"> ○ Felt the board plan dev session was good, but more work needs to be done ○ Would be good to have a review session occur in the late fall with same facilitators, but that the board should run it's own intermediate session to finish up the board plan ● SUB Updates <ul style="list-style-type: none"> ○ Corbett updated the committee on the last bits of work to be done before an inspection can occur. ○ Fortunately, quite a bit of progress was made ● Freedom Square plaque <ul style="list-style-type: none"> ○ Gabe updated the committee around talks with SFU about a quote for costs to redo the tile engraving ○ SFU quoted \$25K just to bring in a special engineer to give a quote on costs ○ SFU suggested placing the plaque on the SUB side ○ Agreed that we need more information about the large accessibility ramp that's installed for convocation ● Return to Work and Safety Plans <ul style="list-style-type: none"> ○ Gabe updated the committee around talks with SFU about having an updated Return to Work plan <ul style="list-style-type: none"> ■ Lawrence will look at the current one developed in April and update it if needed ○ Have to talk with all the student groups and independent student societies about their own return to work plans ● Livestreaming board meetings <ul style="list-style-type: none"> ○ We discussed changing over to Zoom as it has much more connections to livestreaming features than google meet ○ Because we've been accepted to Techsoup, we can get a cheaper version of Zoom

	We also had an in-camera discussion around the Admin Restructuring Updates
Next Steps	N/A

Meeting, Date	Meeting with the Auditors, August 13th
Parties Attending	VP Finance Corbett Gildersleve, President Osob Mohamed, Finance Coordinator Kurt Belliveau, Finance Coordinator David Chin, Auditor Gary Wozny, Auditor Pamela Felix, Transition Manager Lawrence Jones
Meeting Length (Hrs)	0.5 hours
Reason	Review the Auditor's Finding Letter
Summary and Outcome	<p>We reviewed all 11 findings</p> <ul style="list-style-type: none"> ● Main concerns <ul style="list-style-type: none"> ○ A gap between some fund equity and their bank accounts due to no policy around what to do with interest gains ○ Our club's database doesn't allow for negative balances ○ Better sharing of contracts between the admin and finance offices ○ Concert losses this year of almost \$112k raises questions of if we should hold these types of events <ul style="list-style-type: none"> ■ Hard to predict revenues and high expenditures ○ Due to the change in the Undergrad Health and Dental Plan account system in 2018, we had to pay back a sizable deficit <ul style="list-style-type: none"> ■ Over \$600K, from the reserve fund ■ Will probably have to increase the fee in a referendum in the spring term ■ Deficit came from higher than predicted plan usage and a general increase in health and dental costs
Next Steps	<p>Action Item:</p> <ul style="list-style-type: none"> ● Management will need to compile a response letter by the following week about what actions we will be doing to rectify these findings

Meeting, Date	Board Dev Session - Review Financial Statements
Parties Attending	Board, Transition Manager Lawrence Jones, Auditor Gary Wozny, Auditor Pamela Felix
Meeting Length (Hrs)	2 hours
Reason	Board Review of the Audited Financial Statements and Findings Letter
Summary and Outcome	<p>The auditors walked the Board through the audited financial statements, the auditors report, and the finding letters.</p> <ul style="list-style-type: none"> ● General highlights <ul style="list-style-type: none"> ○ The 2019-2020 fiscal year saw an increase in the SFSS's equity, mostly from increases in Build SFU Levy and FIC revenue ○ The General Fund had a surplus of almost \$230K <ul style="list-style-type: none"> ■ Even with giving out \$210K in COVID-19 bursaries ○ The sizable health and dental plan deficit is a concern and we will have to discuss if the SFSS should continue with their current system with the insurers, raise the health plan fee, or both ○ Concert losses were a concern due to the fact these types of events are hard to predict revenue and hard to keep costs down

Next Steps	The board will pass a motion to accept the auditor's report and present it to the membership at the AGM. This will happen on August 21st.
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Projects and Events

Project/Event Title	SUB Space Allocation
Updates and Upcoming Plans	<p>Osob and I met with CJSF and talked about their needs and a desire to swap spaces with Embark (who are willing). CJSF also recommended that all the groups work together to draft a general agreement on how all these groups and the SFSS wish to work together, so that future boards on all sides have an idea around the vision and relationship that we all share.</p> <p>We've met with everyone at least once. We've been delayed with sending out the leases and letters of agreement due to needing to seek out new legal services as the first draft lease was not reflecting the motion that was passed by the previous board or our board.</p> <p>I've started to connect John Walsh, our Building Manager, with different groups to allow for them to discuss and coordinate their move or to answer more technical questions. I expect as this project progresses, that most future meetings between the board and the individual groups will be more around relationship building and vision setting.</p>
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	7 hours

Project/Event Title	Administrative Restructuring
Updates and Upcoming Plans	We are now in the phase of the admin restructuring project where we are looking to start the hiring process for the Operations and Board Organizer positions. Hiring committees have been struck by the board and the HR and Personnel Committee will oversee their progress. The job descriptions are almost finalized for both positions.
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	5 hours

Project/Event Title	FASC Annual Plan
Updates and Upcoming Plans	I developed the briefing note for the FASC annual plan for the committee meeting on August 7th. This involved taking the draft spreadsheet and expanding on each item to give information on current plans. This plan was passed by the committee with a recommendation for the board to approve it. This will be submitted by the committee
Relevant Strategic Priorities	Organizational Development, Student Financial Health
Total Time (Hrs)	10 hrs

Project/Event Title	Audit Report and Finance Report
Updates and Upcoming Plans	<p>The audit process has been longer than normal due to COVID-19 requiring document collection and transmission to be done remotely as opposed to being on-site. Additionally, the administrative restructuring occurring at the start of the audit process did cause some challenges. However, we worked with the auditors and staggered termination dates based on the auditor's need to speak with the relevant admin. Normally the audit takes around a month, but this audit took twice as long.</p> <p>I was brought in more over the last 3 weeks to help track down documents and answer questions around board decisions. This has also led to drafting briefing notes and passing multiple motions over the last three board meetings to fix past oversights or fix issues that were discovered over the course of the audit.</p> <p>The next steps are to have the board review and approve the draft audit and a discussion of the auditors findings on issues of potential concern. And, finally as part of the VP Finance role, it's my responsibility to craft a financial report for the 2019-2020 year for presentation to the membership at our fall AGM.</p>
Relevant Strategic Priorities	N/A
Total Time (Hrs)	10 hours

Project/Event Title	July 31st Board Dev Session
Updates and Upcoming Plans	<p>Just finalized the payment for the dev session, encouraged board members to fill out the survey, download the chat log and video of the dev session, and communicated with the facilitator.</p> <p>The goal, if the board wishes to bring back this organization, is to have them run a review session of the annual plan in the middle of the fall term and another review and recommendation session in the spring before the next election.</p> <p>The Exec committee discussed the need to have a board-directed planning session sooner rather than later, and then invite the facilitators back for a review session in late fall. I will be discussing this further with the facilitator on the 18th.</p>
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	2.5 hours

Project/Event Title	SUB Staff Office Allocation
Updates and Upcoming Plans	Finalized the SUB Staff Office Allocation Briefing Note. A motion was passed at the board meeting on August 7th that approved the allocation and tasked the exec committee with overseeing future changes.
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	5 hours

Project/Event Title	Board Office Move
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Updates and Upcoming Plans	Gabe, WeiChun, Matt, and organized and packed up some of the files in the board office. We first decided to organize and sort the files. Some items, like old volunteer sign up sheets, can be shredded, but there's important historical documents that span decades.
Relevant Strategic Priorities	N/A
Total Time (Hrs)	7 hours

Project/Event Title	Transportation Bursary Research
Updates and Upcoming Plans	<p>This started in the last work report period, but I forgot to put it in. I've taken the lead on looking into working with SFU to support low-income students with a transportation bursary during COVID-19, specifically with reimbursing part or all of the UPass for the fall.</p> <p>I asked financial aid about how many students received a bursary last Fall (around 1700) and we talked a bit about potential amounts that could be contributed.</p> <p>If similar numbers occurred this fall, then we could reimburse up to 25% of the UPass for 1700 students if we contribute \$75,000. This would effectively give those students one free month of the UPass. If we wanted to increase the reimbursement, we'd either have to shrink the pool of qualifying students or increase the amount of funds.</p> <p>The downside is that we're stuck using SFU's definition of who is low-income. A follow up email asking for more detail on that process did not provide much (numerical) information.</p>
Relevant Strategic Priorities	Student Financial Health
Total Time (Hrs)	5 hours

VP Student Life (Jennifer Chou)

Meeting Summary and Comments

Meeting, Date	Aug 3 - Emerge SFU Executive Committee Meeting
Parties Attending	Myself, Emerge SFU Executives, including SFSS VP External - Samad Raza
Meeting Length (Hrs)	3 hours
Reason	Discuss goals, mission, values, future action items
Summary and Outcome	<ul style="list-style-type: none">• Discuss strat planning (mission, vision, values)• Goals and indicators of success• New positions and hries
Next Steps	<ul style="list-style-type: none">• Write a new guideline for International Outreach/Outreach Coordinator• Contact Marketing Assistant to work on social media coordinator job description• Help Marketing Assistant with social media coordinator job description• Work on portfolio hackathon project

Meeting, Date	Aug 4 - Meeting with <u>Chez Jorge</u> to discuss food workshop
Parties Attending	Myself, Jorge/George (forgot to ask the spelling)
Meeting Length (Hrs)	35 mins
Reason	Discuss food workshop
Summary and Outcome	<ul style="list-style-type: none">• He's okay with recording the workshop (need to send the recording to him though)• Workshop will be 1.5 hours (but really will probably only take 1 hour - this accounts for intros and Q&A)• Instructor fee will be \$150 CAD with \$50 for ingredients (this is different for USD and I'm not sure about PayPal fees)• The pad thai recipe will be sent later• We decided on pad thai over ice cream because it seemed more popular and easier to make• Cap of 50 attendees, but can open a waitlist• Marketing immediately, but sending recipe to attendees by the weekend (Aug 15) if the workshop is Aug 20th (Thursday)
Next Steps	Contact Sindhu for marketing

Meeting, Date	Aug 5 - Food Justice Webinar Meeting
Parties Attending	Myself, SFSS Environment Rep (Anuki Karunajeewa), SFSS Events Committee At-large member/vice-chair (Abhishek Parmar), and SFSS Events Coordinator (Dipti)
Meeting Length (Hrs)	1 hour
Reason	Discuss food justice webinar

Summary and Outcome	<ul style="list-style-type: none"> • Discussed possibility of turning it into a series, but it's probably going to be a two-parter for now (because of capacity and how much work it takes to set up a workshop) • There would be an interactive element - like a Kahoot game where people can win gift card prizes • The event would be sometime in September
Next Steps	Add this as an agenda meeting to the Events Committee meeting on Friday, August 14

Meeting, Date	Aug 5 - SFSS Council Meeting
Parties Attending	Myself, SFSS Council Reps, some SFSS Board members, guests
Meeting Length (Hrs)	1.5 hours
Reason	Regular meeting time
Summary and Outcome	<ul style="list-style-type: none"> • Gave my report as liaison: https://docs.google.com/document/d/10L_S8mPcCgClrv-rTjpO8HltJaJHzVfsx9PfV5a7TAg/edit?usp=sharing • Discussed bylaw review and consulted with councillors • Talked about council accounts • BIPOC committee update <ul style="list-style-type: none"> ○ Faculty of Health Science open letter <ul style="list-style-type: none"> ■ There was a video posted on Instagram featuring a white faculty member, and some concerns were raised especially due to the faculty's problematic response ■ https://docs.google.com/forms/d/e/1FAIpQLSd45VbzK8PjShSf68ZdtTirxTDyxdCRpzeEUFp7qk-70-d0Kg/viewform?fbzx=6047934038693536529 ○ Athletics open letter and petition <ul style="list-style-type: none"> ■ Change the name from SFU Clan to something else ■ Athletics open letter: https://docs.google.com/forms/d/e/1FAIpQLSfR994wJB4j4L5f1mm4KGnsAYyifw9LDPiSw2uh8cxX2Bnmcg/viewform ■ Athletics petition: https://www.change.org/p/president-andrew-petter-the-clan-simon-fraser-university-needs-a-new-name
Next Steps	<ul style="list-style-type: none"> • N/A

Meeting, Date	Aug 6 - SFU Ceremonial and Academic Transition Working Groups
Parties Attending	SFU departments, some SFSS reps (myself, Osob Mohamed - President, Dipti - SFSS Events Coordinator)
Meeting Length (Hrs)	1.5 hours
Reason	Discuss welcome day and month of welcome details
Summary and Outcome	<ul style="list-style-type: none"> • Talked about how welcome day will be run • Some people asked questions regarding accessibility, event details, etc.
Next Steps	<ul style="list-style-type: none"> • N/A

Meeting, Date	Aug 7 - Finance Committee Meeting
Parties Attending	Myself, other Board members (VP Finance - Corbett Gildersleve, Applied Sciences Rep - Harry Singh, Business Rep - Mehtaab Gill, At-large Rep - Phum Luckkid, President - Osob Mohamed), SFSS staff (Finance coordinator - Kurt, Transition Manager - Lawrence), our auditors
Meeting Length (Hrs)	1 hour
Reason	Regular meeting time
Summary and Outcome	<ul style="list-style-type: none"> • Approved our annual plan • Went over financial statement and auditors' comments
Next Steps	<ul style="list-style-type: none"> • N/A

Meeting, Date	Aug 7 - Senior Welcome Leader Meeting
Parties Attending	Myself, other FASS senior welcome leaders, FASS student engagement coordinator, Brian Fox
Meeting Length (Hrs)	1 hour
Reason	Go over academic honesty, welcome day stuff
Summary and Outcome	<ul style="list-style-type: none"> • Explaining SFU Welcome Day HIVES (Home for Interactive Virtual Engagement) • Discussing key responsibilities of Senior Welcome Leaders
Next Steps	<ul style="list-style-type: none"> • Check the SFU 101 Canvas Course • Do intro on SFU 2020 Facebook group

Meeting, Date	Aug 7 - SFSS Board Meeting
Parties Attending	Myself, other SFSS Board members, SFSS staff (Policy and Research Coordinator - Sarah, Transition Manager - Lawrence), some guests
Meeting Length (Hrs)	2.5
Reason	Regular meeting time
Summary and Outcome	<ul style="list-style-type: none"> • My liaison report: https://docs.google.com/document/d/1EeJsuOD4Iiv9b9V0LCA-8VOMz4b4fLvJvoc8bWSmP5s/edit • Main points (covered in more detail in the report above): <ul style="list-style-type: none"> ○ We're going to have an SFSS and SUB booth at SFU's StreetFest event ○ \$1,500 allocated to Farm to Campus Surrey initiative, which helps provide some financial relief (regarding food costs) for students in Surrey ○ U-Pass reinstated for Fall 2020 onwards ○ People appointed to hiring committees for Board Organizer and Operations Organizer positions ○ Discussed Greek Life Organizations - Board members spoke up in support of permanent club status for professional fraternities <ul style="list-style-type: none"> ■ Motion added and we gave professional fraternities club status

	<ul style="list-style-type: none"> ○ Discussed SFSS Rebranding and the possibility of starting a working group ○ Discussed building relationships with host nations and strengthening SFSS' relationships with Indigenous communities
Next Steps	<ul style="list-style-type: none"> ● N/A

Meeting, Date	Aug 10 - Member Services Advisory Committee Meeting
Parties Attending	Myself, other committee members (including SFSS At-large Rep - Phum Luckkid, SFSS VP Finance - Corbett Gildersleve, SFSS VP Student Services - Matt Provost), SFSS staff (member service coordinators)
Meeting Length (Hrs)	2 hours
Reason	Regular meeting time
Summary and Outcome	<ul style="list-style-type: none"> ● Discussed the focus group regarding SFSS funding model ● Then talked about AV concerns <ul style="list-style-type: none"> ○ Might be better to revisit later because right now there are no in-person events ● Discussed purchase proof for prizes ● Talked about room bookings - how to make this more efficient and easier for student groups <ul style="list-style-type: none"> ○ Also discussed room bookings for the SUB ● Talked about the Canvas Course (SFSS club/DSU orientation) <ul style="list-style-type: none"> ○ There are updates (changes to terms of reference) for the course and updates are usually sent to student group execs
Next Steps	<ul style="list-style-type: none"> ● Contact groups and remind them to fill out the SFSS funding feedback form

Meeting, Date	Aug 10 - FASS DSU Meeting
Parties Attending	Myself, SFSS At-Large Rep - Phum Luckkid, other FASS DSU Reps
Meeting Length (Hrs)	30 mins
Reason	Regular meeting time
Summary and Outcome	<ul style="list-style-type: none"> ● Updates about clubs days ● Other DSU updates
Next Steps	<ul style="list-style-type: none"> ● N/A

Meeting, Date	Aug 10 - Emerge SFU Board Meeting
Parties Attending	Myself, other Emerge SFU Board members, including VP External - Samad Raza
Meeting Length (Hrs)	2 hours
Reason	Regular meeting time
Summary and Outcome	<ul style="list-style-type: none"> ● Discussed Fall 2020 workshops (digital marketing, financial literacy, photography) ● Went over organizational goals, mission, vision, etc. ● Updates on Summer 2020 workshops, web series, hiring

Next Steps	<ul style="list-style-type: none"> N/A
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Meeting, Date	Aug 11 - Accessibility Advisory Committee Meeting
Parties Attending	Myself, other AAC members including SFSS At-large Rep - Phum Luckkid, SFSS Education Rep - Emerly Liu, and SFSS President - Osob Mohamed, SFSS staff including SFSS Policy Coordinator - Sarah, SFSS Transition Manager - Lawrence
Meeting Length (Hrs)	1 hour
Reason	Regular meeting time
Summary and Outcome	<ul style="list-style-type: none"> Debrief doc covers it in more detail: https://docs.google.com/document/d/1ZvN05I-jGADiMA-WeGOHaF0tGOhx6EX3IDyJnpl0Zml/edit Passed motions on recommending the SFSS Board to hire an Accessibility Coordinator, appointing a vice-chair (SFSS VP Student Services, Matthew Provost), and passing the committee's annual plan Discussed getting clear masks for people who lip read but don't want to compromise their safety Went over StudentCare's psychology coverage (\$500 per year) Discussed the Accessibility Designated Assistant Job Posting Went over Health & Counselling potential collaboration Agreed to do a committee social to get to know each other better
Next Steps	<ul style="list-style-type: none"> Email debrief to committee Follow-up with committee members on social event availability Email Sarah, our policy coordinator, about hiring the accessibility designated assistant, researching accessibility external auditor Email John, the SUB manager, about getting hand sanitizer stations at SFU (topic was brought up at the meeting when we discussed clear masks) Submit motions to SFSS Board meeting (annual plan, committing to hire an accessibility coordinator)

Meeting, Date	Aug 12 - SFSS Executive Committee Meeting
Parties Attending	SFSS Executive Committee Members (President - Osob Mohamed, VP External - Samad Raza, VP Finance - Corbett Gildersleve, VP Student Services - Matt Provost, VP University Relations - Gabe Liosis, VP Student Life - Jennifer Chou aka Meme Queen), SFSS Transition Manager (Lawrence Jones)
Meeting Length (Hrs)	1 hour
Reason	Regular meeting time
Summary and Outcome	<ul style="list-style-type: none"> Discussed year-plan follow-up <ul style="list-style-type: none"> Talked about possibility of doing a social distancing in-person meeting to discuss strategic planning Some people (including myself) preferred online because it was more accessible Could discuss this on the Discord server (facilitator for strategic planning or should we figure it out ourselves) SUB updates <ul style="list-style-type: none"> Some issues are getting resolved - things are being installed to make it more safe Need to move out of current MBC offices by next Thursday, Aug 20 Freedom Square Plaque

	<ul style="list-style-type: none"> ○ Cost of getting a quote to replace the plaque is \$25k (engineer needs to provide consultation) ○ VP University Relations (Gabe Liosis) to follow up on accessibility of the plaque placement on campus ● Return to Work & Safety Plans for COVID-19 <ul style="list-style-type: none"> ○ Consistency between SFU and SFSS restrictions for in-person events, but have to make sure SFU and SFSS are still separate in that one can't tell the other what to do ● Live Streaming Board Meetings and Storing Meeting Recordings <ul style="list-style-type: none"> ○ Talked about the possibility of using Zoom for meetings and live streaming to Facebook, Youtube, etc. ○ Would need to schedule reminders for meetings posts on Facebook ○ https://belive.tv/ could livestream across different platforms
Next Steps	<ul style="list-style-type: none"> ● N/A

Meeting, Date	Aug 13 - SFSS and Student Engagement and Retention meeting
Parties Attending	Myself, SFU staff members, some SFSS staff (Member Services Coordinator - Student Unions, Women's Centre Coordinator)
Meeting Length (Hrs)	25 mins
Reason	Updates regarding welcome programming for September
Summary and Outcome	<ul style="list-style-type: none"> ● Update on HIVES (Home for Virtual Engagement) for new students ● Updates from SFU regarding Month of Welcome and updates from SFSS about our Canvas orientation course ● No confirmation on events (SFSS events committee) for September yet
Next Steps	<ul style="list-style-type: none"> ● After the Events Committee meeting on Friday, email Amy with more finalized events

Meeting, Date	Aug 13 - SFSS and SFU Health & Counselling meeting
Parties Attending	Myself, VP Student Services - Matt Provost, VP University Relations - Gabe Liosis, SFU Health & Counselling Director - Martin Mroz, SFU Health & Counselling Marketing and Communications Coordinator - Jaclyn
Meeting Length (Hrs)	1 hour
Reason	See if we have collaboration ideas
Summary and Outcome	<ul style="list-style-type: none"> ● Talked about better promotion of emails (for people who don't do phone calls) to communicate with SFU Health & Counselling ● Mentioned a student who was refused service/put on waitlist because they had a counsellor in the community (who was retiring and not meeting with anyone) <ul style="list-style-type: none"> ○ SFU Health & Counselling suggested contacting an <u>Access Case Manager</u> ● Talked about COVID-19 anti-racism initiatives/resources ● Discussed accessibility and possibility of collaboration with SFU Accessibility Advisory Committee ● Talked about making a handout of resources for SFU students - could give to students on res too
Next Steps	<ul style="list-style-type: none"> ● Email attendees the resources I had compiled for my Care Packages @ Dog

	Therapy last year
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Meeting, Date	Aug 13 - Events check-in with SFSS Events Coordinator, Dipti
Parties Attending	Myself, SFSS Events Coordinator, Dipti
Meeting Length (Hrs)	28 mins
Reason	Check-in before events committee meeting tomorrow
Summary and Outcome	<ul style="list-style-type: none"> • In the future, add \$20-\$50 for Facebook sponsored posts • Talked about Kahoot free account for events - it's cheap but there's a free trial until September 30th • Discussed Netflix Party and the legality of movie nights
Next Steps	<ul style="list-style-type: none"> • Test out streaming services (legal): https://app.getmetastream.com • Promote pad thai workshop • Check up on event leads for events like paint night

Meeting, Date	Aug 13 - StreetFest Meeting
Parties Attending	Myself, some SFU staff (MECS)
Meeting Length (Hrs)	1 hour
Reason	Discuss StreetFest
Summary and Outcome	<ul style="list-style-type: none"> • Discussed SFSS' 2 booths (1 for SFSS and one for SUB) • Went over games at the event • I asked about accessibility of the event
Next Steps	<ul style="list-style-type: none"> • Send details to Dipti, our SFSS Events Coordinator

Meeting, Date	Aug 13 - Meeting with Events Committee at-large member
Parties Attending	Myself, Events Committee At-large member
Meeting Length (Hrs)	31 mins 42 seconds
Reason	Discuss event ideas
Summary and Outcome	<ul style="list-style-type: none"> • Talked about having a video streaming or music streaming event <ul style="list-style-type: none"> ◦ Spotify playlists contributed to by students via Instagram/Facebook • Gardening / kitchen scrap veggie garden event could be for spring
Next Steps	<ul style="list-style-type: none"> • Draft up motion and forward the event plan onto Events Committee members • Amend the motion at the committee meeting to include this event • Ask Sindhu if we have a Spotify account (for playlists and future podcast maybe? Could interview club execs for it lol)

Meeting, Date	Aug 13 - Meeting with Erin From SFU Student Services Communications Office
Parties Attending	Myself, Erin

Meeting Length (Hrs)	30 mins
Reason	Chat about involvement with welcoming new students in the Fall
Summary and Outcome	<ul style="list-style-type: none"> • Talked about my involvement with FASS and SFSS • Advice for new students
Next Steps	<ul style="list-style-type: none"> • N/A

Meeting, Date	Aug 14 - SFSS Events Committee Meeting
Parties Attending	Myself, other events committee members including SFSS At-Large Rep - Phum Luckkid, SFSS FCAT Rep - Haider Masood, SFSS Events Coordinator - Dipti, and SFSS Environment Rep - Anuki Karunajeewa
Meeting Length (Hrs)	1 hour
Reason	Regular meeting time
Summary and Outcome	<ul style="list-style-type: none"> • Debrief doc covers it in more detail: https://docs.google.com/document/d/1UOMnCiRZEwGxwvn0koCxlGnAL77GwfTG4J4Cvp326DM/edit • Passed motions for some events <ul style="list-style-type: none"> ○ Food Justice Webinar ○ Pad Thai Food Workshop ○ Time Management Workshop • Discussed future events and current events updates (listed below as ongoing projects)
Next Steps	<ul style="list-style-type: none"> • Update debrief document • Send emails to relevant people regarding next steps for planning events • Create group chats for event leads and people interested in helping out

Meeting, Date	Aug 14 - SFU Disability and Neurodiversity Alliance (DNA) Meeting
Parties Attending	Myself, other SFU DNA members
Meeting Length (Hrs)	1.5 hours
Reason	Regular meeting time
Summary and Outcome	<ul style="list-style-type: none"> • Discussed the options that Council presented last meeting regarding restructuring according to bylaw review <ul style="list-style-type: none"> ○ Execs mainly in favour of option 3 which was trying to organize by-law changes in time for the Fall AGM, but if this wasn't possible, move the changes to Spring
Next Steps	<ul style="list-style-type: none"> • Email professors about helping edit/create the Guide for Online/Remote Instruction • Email SFU Health & Counselling about promoting the Guide for Online/Remote Instruction • Email DNA members meeting minutes and call out for Clubs Days shifts

Meeting, Date	Aug 14 - SFSS Board Development Session
Parties Attending	Myself, some other SFSS Board members, out finance auditors

Meeting Length (Hrs)	1.5 hours
Reason	Regular meeting time
Summary and Outcome	<ul style="list-style-type: none"> Went over financial statements
Next Steps	<ul style="list-style-type: none"> N/A

Projects and Events

Project/Event Title	Emerge SFU
Updates and Upcoming Plans	<ul style="list-style-type: none"> Work on hiring new positions Wrote up job descriptions Designed post for social media
Relevant Strategic Priorities	Student engagement University relations
Total Time (Hrs)	5 hours

Project/Event Title	SFU Disability and Neurodiversity Alliance
Updates and Upcoming Plans	<ul style="list-style-type: none"> Sending emails, making polls, uploading minutes, etc.
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	2.5 hours

Project/Event Title	Cultural Groups Welcome Video
Updates and Upcoming Plans	<ul style="list-style-type: none"> Still waiting on videos from groups Hoping to publish for Fall 2020
Relevant Strategic Priorities	Student engagement Student well-being
Total Time (Hrs)	0 hours this week

Project/Event Title	Mental Health Mondays Giveaway
Updates and Upcoming Plans	<ul style="list-style-type: none"> Planning to host a giveaway on the first Monday of every month Month of August will be ice cream gift card
Relevant Strategic Priorities	Student engagement Student well-being
Total Time (Hrs)	1 hour

Project/Event Title	Photography & photo editing workshop
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Updates and Upcoming Plans	<ul style="list-style-type: none"> Postponed till September
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	0 hours this week

Project/Event Title	GLO/Fraternities
Updates and Upcoming Plans	<ul style="list-style-type: none"> Professional fraternities now have permanent club status
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	30 min

Project/Event Title	Miscellaneous committee/Board work
Updates and Upcoming Plans	<ul style="list-style-type: none"> I spend soooooo much time on emails lol
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	3 hours

Project/Event Title	Ice cream making/other food workshop
Updates and Upcoming Plans	<ul style="list-style-type: none"> Contacted other places to teach ice cream making Changed to pad thai food workshop Promoted this workshop EVERYWHERE Met with chef to discuss details
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	1.5 hours

Project/Event Title	Bubble tea making workshop
Updates and Upcoming Plans	<ul style="list-style-type: none"> Contacted bubble tea places to teach bubble tea making
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	10 min

Project/Event Title	StreetFest
Updates and Upcoming	<ul style="list-style-type: none"> Briefing note here:

Plans	<p>https://drive.google.com/file/d/1yWIKfqnsF4OKDxBKUnkBxsM8fdGJbjjF/view?usp=sharing</p> <ul style="list-style-type: none"> • This would be for SFSS getting a booth at StreetFest, which will be on a virtual reality platform this year • Had some meetings with SFU regarding details of StreetFest • Emailed SFU as well as other groups (Women's Centre, Out On Campus) regarding getting a banner at StreetFest • Asked questions about accessibility of StreetFest
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	2 hours

Project/Event Title	Aug 11 - FASS Debate Social
Updates and Upcoming Plans	<ul style="list-style-type: none"> • Attended as part of my role as FASS mentor :) it was fun
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	2 hrs

Project/Event Title	Aug 12 - USES Social
Updates and Upcoming Plans	<ul style="list-style-type: none"> • Social event to get to know incoming scholarship student • Gave advice/answered questions about SFU and SFSS
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	2 hrs

Project/Event Title	Aug 14 - English Student Union Mukbangs and Metaphors
Updates and Upcoming Plans	<ul style="list-style-type: none"> • Social event with the English Student Union and English profs <3
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	2 hrs

VP University Relations (Gabe Liosis)

Meeting Summary and Comments

Meeting, Date	SFSS Council, 08-05-2020
Parties Attending	Members of Council, myself, Executive Officers of the Board
Meeting Length (Hrs)	1.5 Hrs
Reason	Regularly Scheduled By-Weekly Meeting
Summary and Outcome	<ul style="list-style-type: none"> - I gave a <u>presentation</u> on behalf of the Board of Directors and the Governance Committee on the proposed changes we would like to make to the Council in the new Draft By-Laws. <ul style="list-style-type: none"> - After my presentation, the Council voted to support this new model unanimously!
Next Steps	<ul style="list-style-type: none"> - Continue discussing changes at the Governance Committee - Begin making sure Council is represented in all of these discussions, including in any Committees or Working Groups

Meeting, Date	Student Experience Planning Group
Parties Attending	Members of the Working Group
Meeting Length (Hrs)	1 Hr
Reason	REgularly Scheduled By-Weekly Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Review of Action Items out of the last meeting - Updates from critical areas (ancillary services, residence and house, student engagement and retention) - Brief introduction to salesforce software (an app that is supposed to help students stay connected during the time of COVID!)
Next Steps	N/A

Meeting, Date	<u>AGM Planning Committee</u>
Parties Attending	VP University Relations Gabe Liosis (Chair), VP Finance Corbett Gildersleve, President Osob Mohamed, VP Student Services Matthew Provost, Health Science Representative Nafoni Modi, Transition Manager Lawrence Jones, CRPC Sarah Edmunds
Meeting Length (Hrs)	1 Hr
Reason	<ul style="list-style-type: none"> - Scheduled Meeting to begin discussing the small and big details of getting this year's AGM up and running
Summary and Outcome	<ul style="list-style-type: none"> - Discussed the date and time of AGM <ul style="list-style-type: none"> - Monday, October 26th, 2020 - Discussed what software we will be using for the AGM - Updates on the By-Law Review - What will be on the agenda of the meeting?

	<ul style="list-style-type: none"> - How can we encourage students to come?
Next Steps	<ul style="list-style-type: none"> - Gabe to contact Erin Biddlecomb to see what the best time of day is to host the event. - Corbett to contact SFU IT

Meeting, Date	Meeting with SFSS/SFUFA (Faculty Association), 08-07-2020
Parties Attending	SFSS President Osob Mohamed, SFSS VP University Relations Gabe Liosis, Michael Sjoerdsma, Kumari Beck
Meeting Length (Hrs)	1 Hr
Reason	To discuss potential areas of mutual concerns during the time of COVID for students and faculty.
Summary and Outcome	<ul style="list-style-type: none"> ● SFSS brought forward our main concerns with how SFU has handled COVID-19 <ul style="list-style-type: none"> ○ Exam invigilation, synchronous learning, syllabus transparency ○ SFUFA: academic freedom is important, a one-size-fits-all approach isn't necessarily a good thing ● SFUFA recognized the importance of: <ul style="list-style-type: none"> ○ Syllabus transparency ○ Receiving Accommodations ○ Hearing students' first-hand struggles
Next Steps	<ul style="list-style-type: none"> ● Share Survey Results with one another ● Reconvene at the start of the next semester

Meeting, Date	SFSS Board of Directors, 08-07-2020
Parties Attending	Members of the Board of Directors, Transition Manager Lawrence Jones, CRPC Sarah Edmunds, Communications Coordinator Sindhu Dharmarajah
Meeting Length (Hrs)	3 Hrs
Reason	Regularly Scheduled Bi-Weekly Meeting
Summary and Outcome	<p>Motions:</p> <ul style="list-style-type: none"> - Made amendments to the Standing Order for the Accessibility Advisory Committee - Approved the Events Committee Annual Plan - Appointed Students At-Large to the Member Services Advisory Committee - Approved the SUB Staff Office Allocation model - Approved spending for an SFSS booth and gift cards for Streetfest, and also for SUB marketing for this booth - Allocated money to the Farm to Campus Initiative in Surrey - Unrestricted funds from the Build SFU Fund to the Accessibility Fund. - Approved money for SFSS Board Jackets to use at events - Amendment the strategic plan mission - Approved money to cover a deficit with our insurer, Pacific Blue Cross, for our Health and Dental Plan - Passed a motion to reinstate the U-Pass - Passed a motion for the Virtual Student Summit - Passed a motion to appoint Board members to the hiring Committees for our new Board Organizer ad Operations Organizer. <ul style="list-style-type: none"> - I was appointed to the committee for the Operations Organizer.

	<ul style="list-style-type: none"> - Passed a motion to support fraternities and sororities under the SFSS - Gave Notice of Motion for an Issues Policy Amendment - Discussion Items <ul style="list-style-type: none"> - I reminded Board Committee Chairs to appoint Vice Chairs for their respective Committees - TMX Letter Update - Rebranding the SFSS - Building relationships with host nations
Next Steps	N/A

Meeting, Date	Faculty and At-Large Representatives Members (FARM) Committee, 08-10-2020
Parties Attending	Members of FARM Committee
Meeting Length (Hrs)	1 Hr
Reason	Regularly Scheduled Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussion on a FARM Anti-Racism Education Email Campaign - Discussion on Meet & Greets with Faculty Deans
Next Steps	<ul style="list-style-type: none"> - Nafoni & Gabe: Investigate how to establish a Senate Committee on Decolonizing Academia

Meeting, Date	Member Services Advisory Committee, 08-10-2020
Parties Attending	Members of MSAC
Meeting Length (Hrs)	1 Hr
Reason	Regularly Scheduled Bi-Weekly Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Focus Groups Update - Proof of Purchase for Prizes - Member Resources Project Update - AV Concerns & Simple AV equipment purchase - Open Room Booking Calendar - Express Room Booking - Rooms for Clubs and Student Unions in SUB - Canvas course Update
Next Steps	N/A

Meeting, Date	Governance Committee, 08-10-2020
Parties Attending	Members of Governance Committee, Transition Manager Lawrence Jones, CRPC Sarah Edmunds
Meeting Length (Hrs)	2 Hrs
Reason	Regularly Scheduled Bi-Weekly Meeting
Summary and Outcome	Motions: <ul style="list-style-type: none"> - Recommended to the Board of Directors to establish <u>Privacy Policies</u> - Recommendation to the Board to <u>take a stance on the role of Council</u> in the

	<ul style="list-style-type: none"> - ongoing SFSS By-Law Review - Passed a motion to support in principle the <u>integration of the proposal of Executive Officers</u> into the Draft By-Laws - Struck a Working Group on the SFSS By-Law Review to undertake some of the duties of this project
Next Steps	<ul style="list-style-type: none"> - Set-Up Working Group Meeting - Continue Discussion on Council/Exec Powers at next meeting (some discussion items were postponed due to lack of time)

Meeting, Date	University and Academic Affairs Committee, 08-11-2020
Parties Attending	Members of UAA, Councillor Caitlain Heide, TSSU Rep Ed Graham
Meeting Length (Hrs)	2 Hrs
Reason	Regularly Scheduled Bi-Weekly Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Updates from: <ul style="list-style-type: none"> - COVID-19 Coalition - Joint Operations Group - Working Group on Emergency Response and Student Engagement - Working Group on Anti-Black Racism - Meeting with Faculty Association - Discussion on COVID-19 Academic Advocacy <ul style="list-style-type: none"> - SOLE Survey - Second SFSS COVID-19 Survey - Discussion around mobilizing students to push back again tuition increases for the fall.
Next Steps	<ul style="list-style-type: none"> - Gabe: Share P/F petition on SFSS Social Media - Everyone: consider which questions to cut from Survey draft to cut its length - Gabe: set-up convos with Tuition Freeze and C19C on tuition strike - Samad: talk with ECA about speaking with other student societies on government/university response to COVID for students, and potential provincial lobbying efforts

Meeting, Date	Executive Committee, 08-12-2020
Parties Attending	Members of the Executive Committee, Transition Manager Lawrence Jones
Meeting Length (Hrs)	1.75 Hrs
Reason	Regularly Scheduled By-Weekly/Weekly Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Follow-Up on Year Plan - Updates on the SUB, Office Move-Outs, Completion - Discussion on next steps in Freedom Square Plaque discussions - SFSS Return to Work and Safety Plan for COVID-19 - Live streaming Board Meetings and Storing Meeting Recordings
Next Steps	<ul style="list-style-type: none"> - Osob: Work Order to Sindhu to update strat plan - Gabe: continue discussions on the nature of accessibility concerns of the freedom square plaque, and details around convocation set-up - Everyone: look through safety plan and make suggestions/updates - Gabe: send updated copy to Erin for comment - Osob: chat with Sindhu on recurring Facebook link and live streaming Board

	meetings <ul style="list-style-type: none"> - Lawrence: Briefing note for Zoom meeting transcriptions - Gabe: Research Google Hangouts live streaming abilities
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Meeting, Date	Health and Counselling Services // SFSS Meeting, 08-13-2020
Parties Attending	VP Student Services Matthew Provost, VP University Relations Gabe Liosis, VP Student Life Jennifer Chou, HCS Director Martin, HCS Communications Jaclyn
Meeting Length (Hrs)	1 Hr
Reason	To discuss SFSS/HCS collaboration projects
Summary and Outcome	<ul style="list-style-type: none"> - Efforts to support BIPOC/racialized communities through HCS services - Building awareness and reducing stigma around using counselling resources
Next Steps	N/A

Meeting, Date	Study Areas Working Group, 08-14-2020
Parties Attending	Members of the Working Group
Meeting Length (Hrs)	
Reason	Regularly Scheduled Meeting
Summary and Outcome	<ul style="list-style-type: none"> - The Draft Study Safety Plans was presented to the Recovery Team and received feedback. <ul style="list-style-type: none"> - Will be shared with Research Committee and Fall 2020 Planning Committee - How common spaces in individual departments will be enforced and cleared?
Next Steps	N/A

Projects and Events

Project/Event Title	SFSS By-Law Review
Updates and Upcoming Plans	<ul style="list-style-type: none"> - The Governance Committee has made the decision to head in the direction of making Council the legal Board of Directors in the Draft By-Laws for the Fall AGM - The Committee is now focused on making high-level decisions on the way these changes will be made to the By-Laws, and drafting By-Law changes.
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	4 hrs - <u>Proposal</u> on Executive Committee Portfolios 2 hrs - Drafting By-Law Changes + Research on Other Student Societies 1 hrs - Making Briefing Notes = around 7 hrs total

Project/Event Title	SFSS COVID-19 Survey
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Updates and Upcoming Plans	- Worked on the development of questions for the second SFSS COVID-19 survey to go out at the end of this semester
Relevant Strategic Priorities	Student Well-Being, University Relations
Total Time (Hrs)	0.75 hrs

At-Large Representative (Balqees Jama)

Meeting Summary and Comments

Meeting, Date	Black, Indigenous, and People of Colour (BIPOC) Committee, Aug 4
Parties Attending	Committee Members
Meeting Length (Hrs)	2 hrs
Reason	Regularly scheduled meeting
Summary and Outcome	We discussed the Faculty of Health Science petition after inappropriate comments made by a professor in response to a FHS video. Matt suggested us meeting and collaborating with Health and Counselling. The committee agreed to develop a strategic plan for the year, and we also discussed building relationships with the host nations in our area.
Next Steps	Schedule a meeting time with Health and Counselling, work on the annual plan, and look into how we can develop relations with host nations

Meeting, Date	SFSS Council, Aug 5
Parties Attending	Council Members, some Board of Directors
Meeting Length (Hrs)	1.5 hrs
Reason	Regularly scheduled meeting
Summary and Outcome	After discussion, Council passed a motion to support the Board's proposal for a new Board structure that Gabe (VP University Relations) presented as part of the bylaw review.
Next Steps	N/A

Meeting, Date	Human Resources and Personnel Committee, Aug 7
Parties Attending	Committee members, Transition Manager Lawrence Jones
Meeting Length (Hrs)	2
Reason	Regularly scheduled bi-weekly meeting
Summary and Outcome	Went through the job descriptions of the Student Advocate and Board Organizer. We also discussed potentially transitioning meetings to Zoom to make minute-taking and livestreaming easier
Next Steps	Osob to send the job descriptions to CUPE (union) and call for the roles

Meeting, Date	SFSS Board Meeting, Aug 7
Parties Attending	Board Members, Society staff,

Meeting Length (Hrs)	3.5 hrs
Reason	Regularly scheduled bi-weekly meetings
Summary and Outcome	<p>MOTIONS</p> <ul style="list-style-type: none"> - Amended SO-8 to clarify the Accessibility Advisory Committee's spending power - Approved the Events Committee Annual Plan - Appointed at-large members to Member Services Advisory Committee - Approved the proposal for SUB staff office allocation - Agreed to spend \$1,000 for an SFSS booth at StreetFest and gift cards, and \$5,000 from the SUB marketing budget for the SUB Booth at StreetFest - Allocated \$1,500 for the Farm to Campus Surrey initiative - Unrestricted \$22,000 to the Accessibility Fund's general net assets and to return these funds to the Accessibility Fund from the Build SFU Fund - Approved X amount for the purchase of SFSS branded jackets for the Board of Directors for use at member-facing events and activities - Amended our SFSS 2019-2021 Strategic Plan's mission statement from "to support students to reach their full potential by providing resources and services that represent, connect and benefit our membership" to "To advocate for students, build student power, and provide resources and services that represent, connect and benefit our membership. - Approved a payment of \$691,837.48 from the Health Plan Reserve Fund to pay for the deficit with our insurer Pacific Blue Cross - Reinstated U-Pass for the Fall semester - Passed a motion to recognize Professional Greek Organizations in SFSS <p>DISCUSSION</p> <ul style="list-style-type: none"> - Appointing Vice Chairs for Board Committees so that committees can still operate if the chair can't make it or call meetings. - Governance committee annual plan - TMX letter update: office of MLA for Burnaby-Lougheed Katrina Chen told SFSS over the phone that they agree with the content of the letter, but do not like the language used (tone-policing). They also said Katrina will not be signing the letter. - Greek life organizations: We agreed that Greek Life Orgs Are beneficial to students' experiences at SFU, and it is our responsibility to make sure our members are safe. - It's a good time for SFSS to rebrand considering the new Student Union Building is opening this year, and the general new progressive direction of the SFSS org - SFSS to begin building relationships with host nations
Next Steps	

Meeting, Date	Faculty and At-Large Representatives (FARM Committee), Aug 10
Parties Attending	Committee members
Meeting Length (Hrs)	2 hrs
Reason	Regularly Scheduled Meeting
Summary and Outcome	We discussed the anti-racism Education email campaign, tackling anti-racism in academia at SFU and want to advocate for a committee on SFU Senate on Decolonizing Academia. We also discussed the faculty Meet and Greets with Faculty Deans.

Next Steps	N/A
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Meeting, Date	Governance Committee, Aug 10
Parties Attending	Committee members
Meeting Length (Hrs)	2
Reason	Regularly scheduled bi-weekly meeting
Summary and Outcome	The committee recommended that the Board establish privacy policies, and recommended the Board take a stance on the role of Council within the By-Laws. We passed a motion to support the proposal by the Executive Committee regarding a new composition of the Exec Committee.
Next Steps	Working group to work on the SFSS By-Law Review

Meeting, Date	Financial Audit Review, Aug 14
Parties Attending	Board, Transition Manager Lawrence Jones, Auditors: Pamela Felix and Gary Wozny
Meeting Length (Hrs)	2 hrs
Reason	SFSS Board Development Session
Summary and Outcome	The auditors went over the Society's financial statements and auditors report. The Society is in good financial standing. The General Fund had a surplus of almost \$230K, even with giving out \$210K in COVID-19 bursaries. Concert losses are hard to predict, especially since we do not have policies in place for events that size. The health and dental plan deficit is notable, but not surprising due to the COVID-19 pandemic. The Board must decide on if we should raise the health plan fee, continue with our current system's insurers, or both.
Next Steps	Board to pass a motion to accept the auditor's report and present it at the Annual General Meeting.

Projects and Events

Project/Event Title	SFU Anti-Racism Campaign
Updates and Upcoming Plans	Continue building campaign to launch for the Fall
Relevant Strategic Priorities	Student Wellbeing University Relations
Total Time (Hrs)	2

At-Large Representative (Phum Luckkid)

Meeting Summary and Comments

Meeting, Date	BIPOC Committee, August 4th
Parties Attending	BIPOC Committee, myself, VP University Relations
Meeting Length (Hrs)	1
Reason	BIPOC Committee
Summary and Outcome	<p>Attended the BIPOC committee as a guest. Sat in on discussions of Faculty of Health Sciences letter</p> <ul style="list-style-type: none">- A student has voiced concerns in an instagram video featuring a FHS faculty member that the faculty of Health Sciences lacked diversity in which the faculty member was extremely defensive and accusatory to the student. The student has asked the SFSS to be involved in the creation of a response to the professor. <p>SFU Health and Counselling Collaboration</p> <ul style="list-style-type: none">- VP Student services has been working with SFU HCS in order to implement culturally sensitive care, the committee has decided to collaborate with HCS on this issue. <p>Solidarity with host nations</p> <ul style="list-style-type: none">- VP Student services suggest the SFSS to reach out to the nations on which their unceded lands the SFSS has been built upon. The committee plans to ask these nations what the SFSS can do to better acknowledge and build relationships with these host nations. <p>Internet cut out during the meeting</p>
Next Steps	Follow through with HCS collaboration and host nation solidarity

Meeting, Date	SFSS Council, August 5th
Parties Attending	SFSS Council, SFSS BoD executives, SFSS Science Rep and At-Large Rep (Balqees)
Meeting Length (Hrs)	2
Reason	SFSS Council
Summary and Outcome	<p>Received reports from Executives Mainly the discussion of the implementation of the new By-laws.</p> <ul style="list-style-type: none">- These bylaws will give more power to Council while removing the concentration of power from the board- Faculty Rep roles will be replaced by SFSS Council while the executive roles are meant as ancillary support to Council.
Next Steps	

Meeting, Date	FASC Meeting, August 7th
Parties Attending	FASC Committee

Meeting Length (Hrs)	1
Reason	FASC committee meeting
Summary and Outcome	<p>To be honest I don't remember that much</p> <p>Discussion of a discrepancy between the amount of money allocated for the Health plan and our bank account</p> <ul style="list-style-type: none"> - We have more money in our bank account than in the health plan <p>Discussion of another discrepancy in our Reserve fund (we have more money than initially thought in reserve)</p> <p>Approval of annual plan at the committee level</p>
Next Steps	Forward annual plan to the next board meeting

Meeting, Date	MSA committee "annual plan" meeting
Parties Attending	Myself, Justin Yu (MSA committee member)
Meeting Length (Hrs)	3
Reason	To create a rough annual plan for the MSA committee
Summary and Outcome	<p>Created a rough annual plan for the MSA committee</p> <ul style="list-style-type: none"> - Address all financial concerns brought up by Clubs and Student Unions - Creating a fair process for allocating rooms in the SUB - Fix policies that are currently in place that are hurting clubs for example: <ul style="list-style-type: none"> - Food in SFSS spaces - AV concerns - Slow reimbursement process - Create utilities for clubs and student unions such as an open room booking calendar - Address lack of transparency about SFSS policies (through the creation of a manual, a canvas course, or a workshop explaining the policies)
Next Steps	Slowly bring all of these to the committee

Meeting, Date	Farm Committee meeting August 10th
Parties Attending	FARM committee
Meeting Length (Hrs)	1
Reason	FARM committee
Summary and Outcome	<p>Anti-racism education email campaign</p> <ul style="list-style-type: none"> - For the SFSS board of directors faculty representatives to email their respective deans about implementing a mandatory anti-racism curriculum for graduation <ul style="list-style-type: none"> - Anti-racism classes - classes that teach about marginalization, racism, and organizational discrimination. - Not much headway has been achieved in this project thus far <p>Roundtable discussion of updates from faculty representatives</p> <ul style="list-style-type: none"> - Presented my report of things I am currently working on (focus groups, room

	booking calendars, fall clubs days and the MSA committee)
Next Steps	

Meeting, Date	MSA committee
Parties Attending	MSA committee, SFSS Member Services Coordinators
Meeting Length (Hrs)	2
Reason	MSA committee meeting
Summary and Outcome	<p>Copied from above.</p> <p>Focus group update</p> <ul style="list-style-type: none"> - Discussion of planned focus group for August 18th, to be conducted with execs of clubs and DSU's about current Member Services finance policies. <p>Proof of Purchase for prizes</p> <ul style="list-style-type: none"> - Published and released form for purchasing gift cards, execs and the recipient will be required to sign the form before a reimbursement is made <p>Member Resources project update</p> <ul style="list-style-type: none"> - A guidebook about current Member Services policies surround clubs and student unions, will be regularly updated and be the main source of knowledge for policies surrounding room bookings and reimbursement for club and student union events <p>AV Concerns</p> <ul style="list-style-type: none"> - Voiced concerns of SFU AV that clubs and DSU's are having with getting SFU AV to come to their event and set up (pre-covid). Idea that the SFSS should buy simple AV equipment for clubs to be able to rent out for events. <p>Room Booking concerns</p> <ul style="list-style-type: none"> - Voiced concerns that the room booking system is outdated, requires too much back and forth between coordinators and clubs to book a room (form has to be filled, execs only notified after the form that the room has either been booked or is available). Coordinators have been working on an open viewable room booking calendar <p>Club & Student Union Room Focus group</p> <ul style="list-style-type: none"> - Mentioned the idea of allocating remaining rooms in the SUB to clubs and student unions, can investigate further and come up with a model for allocating which rooms to which groups
Next Steps	Bring up a report from the Focus group to the committee, bring up the AV cart at the next committee meeting, follow up on posting the Member Resources project.

Meeting, Date	UAA Committee meeting, Aug 11
Parties Attending	UAA Committee meeting
Meeting Length (Hrs)	2
Reason	UAA committee
Summary and Outcome	<p>Appointing Vice-Chair of the committee</p> <ul style="list-style-type: none"> - Pariya has been appointed vice chair woo <p>Food Hub</p>

	<ul style="list-style-type: none"> - Idea of expanding the Food Hub to Surrey in order to reach more students - Has been met with positive feedback thus far <p>COVID-19 Academic Survey</p> <ul style="list-style-type: none"> - The Committee thought that the Survey SFU put out was lacking in that it was very biased against asynchronous learning. - Hesitant to put out another SFSS survey to address this as students have been exposed to many surveys <ul style="list-style-type: none"> - However, an updated survey with students who have already been exposed to summer classes are qualitatively different and is necessary <p>Email Campaign</p> <ul style="list-style-type: none"> - Tuition has increased again :(- Idea presented to start an email campaign against SFU to protest against tuition increase.
Next Steps	Follow up with Email campaign and new SFSS survey

Meeting, Date	Accessibility Advisory Committee Aug 11
Parties Attending	AAC committee
Meeting Length (Hrs)	1
Reason	AAC committee
Summary and Outcome	<p>Approval of Annual plan</p> <p>Studentcare mental health coverage</p> <ul style="list-style-type: none"> - The current funding for mental health in studentcare is not adequate for students who need to seek basic psychological treatment outside of SFU health and counselling. The fund needs to be increased <p>Accessibility Coordinator hiring</p> <ul style="list-style-type: none"> - A coordinator needs to be hired, one who has experience in the field and has the power to implement changes similar to a member services coordinator. <ul style="list-style-type: none"> - We had one before but she was a student and by her account did not do much <p>Clear mask project</p> <ul style="list-style-type: none"> - The SFSS to distribute clear masks for deaf or hearing impaired students to be able to lip read
Next Steps	Consult with Studentcare on if/how we can increase the funds, speak with executive on hiring accessibility coordinator

Meeting, Date	SFSS Events committee, Aug 12
Parties Attending	Events Committee
Meeting Length (Hrs)	1
Reason	Events Committee
Summary and Outcome	<p>Work on projects presented by student at-larges</p> <p>Food Justice Webinar</p> <ul style="list-style-type: none"> - A professor at SFU teaches a class on "food justice" (the cultural

	<p>appropriation and gentrification of food). Anuki (SFSS Env Rep) wants to contact this professor to see if he is willing to host an event for us on his topic</p> <p>Pad Thai Workshop</p> <ul style="list-style-type: none"> - A workshop on how to cook pad thai at home - Money was allocated to pay the chef <p>Time Management workshop</p> <ul style="list-style-type: none"> - A workshop about how to better manage your time - I'm not sure why money was allocated. I know nothing about this event but I guess I wasn't paying attention? <p>September Events</p> <ul style="list-style-type: none"> - NHL watch party - watch the NHL on an SFSS livestream, we pay for a license to stream hockey, watch hockey with our friends. - SFSS Cultural Week- collaboration with cultural clubs on campus to host a week of events to welcome new students
Next Steps	Contact Food Justice professor, work on planning September events.

Projects and Events

Project/Event Title	SFSS Funding Reform Focus Group
Updates and Upcoming Plans	<p>Wrote a powerpoint slide for the focus group condensing google form responses.</p> <p>Focus group will be on August 18th</p>
Relevant Strategic Priorities	Student Financial Health
Total Time (Hrs)	6

Project/Event Title	Greek Life Organization recognition
Updates and Upcoming Plans	It's done
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	1

Project/Event Title	SFSS A/V Cart
Updates and Upcoming Plans	<p>This can replace the need to go to SFU AV for simple equipment such as microphones or speakers.</p> <p>The SFSS buys this equipment and loans them to clubs and student unions.</p> <p>Is still in the planning phase, more discussion will be had at the MSA committee</p>
Relevant Strategic Priorities	Student Financial Health

Total Time (Hrs)	0
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Project/Event Title	Covid Stories collaboration with The Peak
Updates and Upcoming Plans	Will email them again to bring it back. UAA had discussed a lack of qualitative data on students struggling to adjust to COVID
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	0

Project/Event Title	NHL Watch Party
Updates and Upcoming Plans	Discuss planning with Sindhu and Abhi (SFSS Events Student At-large) Discuss legality of planning such an event
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	0

Project/Event Title	SFSS Cultural Week
Updates and Upcoming Plans	Gage interest from Clubs that want to participate
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	0

Project/Event Title	Member Resources Project
Updates and Upcoming Plans	The Guidebook on SFSS policies for Clubs and Student Unions. Terms of Reference must be approved at board beforehand, will approve that by Friday so the pdf can be posted soon
Relevant Strategic Priorities	Student Financial Health
Total Time (Hrs)	1

Project/Event Title	Fall Clubs Day
Updates and Upcoming Plans	Registration form is out, wait for registrants
Relevant Strategic Priorities	Student Engagement

Total Time (Hrs)	1
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Applied Science Representative (Harry Preet Singh)

Meeting Summary and Comments

Meeting, Date	FASC, 7th August
Parties Attending	FASC members
Meeting Length (Hrs)	1 hours
Reason	Reviewing financial statements from
Summary and Outcome	<p>1. REVIEW OF APRIL 30, 2020 "DRAFT" FINANCIAL STATEMENTS</p> <ul style="list-style-type: none"> ● Discussed Statement of Financial Position ● Statement of operation and finances <ul style="list-style-type: none"> ○ General, administration and Build SFU expenses ○ Activities and programs expenses
Next Steps	Meeting with BoD to review the audit

Meeting, Date	Student IT advisory council meeting, 7th August
Parties Attending	Student it advisory members
Meeting Length (Hrs)	1
Reason	Discuss IT projects ongoing at SFU
Summary and Outcome	<ul style="list-style-type: none"> ● Zoom Project Update ● Wifi update - increasing access points and expanding coverage ● Adobe Creative Cloud - Renegotiation of software in SFU computers ● Multi-Factor Authentication Update ● eStore for students ● VPN access problems from other countries ● Other support resources
Next Steps	

Meeting, Date	SFSS BoD, 7th August
Parties Attending	SFSS BoD and Staff
Meeting Length (Hrs)	3 hours
Reason	<p>MOTIONS</p> <ul style="list-style-type: none"> - Amended SO-8 to clarify the Accessibility Advisory Committee's spending power - Approved the Events Committee Annual Plan

	<ul style="list-style-type: none"> - Appointed at-large members to Member Services Advisory Committee - Approved the proposal for SUB staff office allocation - Agreed to spend \$1,000 for an SFSS booth at StreetFest and gift cards, and \$5,000 from the SUB marketing budget for the SUB Booth at StreetFest - Allocated \$1,500 for the Farm to Campus Surrey initiative - Unrestricted \$22,000 to the Accessibility Fund's general net assets and to return these funds to the Accessibility Fund from the Build SFU Fund - Approved X amount for the purchase of SFSS branded jackets for the Board of Directors for use at member-facing events and activities - Amended our SFSS 2019-2021 Strategic Plan's mission statement from "to support students to reach their full potential by providing resources and services that represent, connect and benefit our membership" to "To advocate for students, build student power, and provide resources and services that represent, connect and benefit our membership. - Approved a payment of \$691,837.48 from the Health Plan Reserve Fund to pay for the deficit with our insurer Pacific Blue Cross - Reinstated U-Pass for the Fall semester - Passed a motion to recognize Professional Greek Organizations in SFSS <p>DISCUSSION</p> <ul style="list-style-type: none"> - Appointing Vice Chairs for Board Committees so that committees can still operate if the chair can't make it or call meetings. - Governance committee annual plan - TMX letter update: office of MLA for Burnaby-Lougheed Katrina Chen told SFSS over the phone that they agree with the content of the letter, but do not like the language used (tone-policing). They also said Katrina will not be signing the letter. - Greek life organizations: We agreed that Greek Life Orgs Are beneficial to students' experiences at SFU, and it is our responsibility to make sure our members are safe. - It's a good time for SFSS to rebrand considering the new Student Union Building is opening this year, and the general new progressive direction of the SFSS org - SFSS to begin building relationships with host nations
Summary and Outcome	
Next Steps	

Meeting, Date	FARM meeting, 10th August
Parties Attending	FARM committee members
Meeting Length (Hrs)	1
Reason	<ul style="list-style-type: none"> - Antiracism education campaigns - Advocating for a committee on SFU senate - Discussing decolonization in the US.
Summary and Outcome	
Next Steps	Meeting times for Fall

Meeting, Date	SFSS BoD Dev, 14th August
Parties Attending	SFSS BoD

Meeting Length (Hrs)	3
Reason	Audit Review
Summary and Outcome	Audit review of financial statements from 2019- 2020 Talked about financial position of the society Certain projects and activities need to be done taking in mind the vulnerabilities of sales etc
Next Steps	

Projects and Events

Project/Event Title	
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	

Project/Event Title	
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	

Arts & Social Sciences Representative (Sude Guvendik)

Meeting Summary and Comments

Meeting, Date	Senior welcome leaders August 6
Parties Attending	FASS Epa, mentors
Meeting Length (Hrs)	2 hr
Reason	Catching up with modules
Summary and Outcome	<ul style="list-style-type: none">- Discussions on key responsibilities of Senior welcome leaders- Finish modules and contact Aran
Next Steps	<ul style="list-style-type: none">- Post an intro on SFU 2020 Facebook group

Meeting, Date	SFSS Board Meeting August 7, 2020
Parties Attending	SFSS Board members, SFSS staff, guests and myself
Meeting Length (Hrs)	3 hrs
Reason	Biweekly meeting
Summary and Outcome	<p>Discussion:</p> <ul style="list-style-type: none">- SFSS and SUB booth at the Streetfest event- U-Pass reinstated for Fall 2020- Discussed Greek Life organizations, board members spoke in support of permanent club status for professional fraternities- Discussed SFSS rebranding- Approval of the payment of SFSS Health and Dental payment passed- Vice chairs for board committees- TMX letter- Building relationships with the host nations <p>Updates:</p> <ul style="list-style-type: none">- Events committee with their annual plan
Next Steps	N/A

Meeting, Date	Board Development Session
Parties Attending	Board members
Meeting Length (Hrs)	3 hrs
Reason	Biweekly meeting
Summary and Outcome	<ul style="list-style-type: none">- Audit Review, financial documents are explained

Next Steps	N/A
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Meeting, Date	FARM committee Meeting
Parties Attending	Faculty representatives, Gable Liosis
Meeting Length (Hrs)	1.5 hrs
Reason	Biweekly meeting
Summary and Outcome	Discussions: <ul style="list-style-type: none"> - Antiracism education campaigns - Advocating for a committee on SFU senate - Discussing decolonization in the US.
Next Steps	N/A

Meeting, Date	TMX video script
Parties Attending	Environment representative
Meeting Length (Hrs)	2 hrs
Reason	Updates
Summary and Outcome	
Next Steps	

Projects and Events

Project/Event Title	Asynchronous learning data creation
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Discuss possibilities during the FARM Meeting
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Student Engagement
Total Time (Hrs)	N/A

Project/Event Title	Cultural clubs video
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Publishing it for Fall 2020 - Still waiting for some groups to send send their videos
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Student engagement
Total Time (Hrs)	3 hrs

Project/Event Title	Virtual clubs day
Updates and Upcoming Plans	<ul style="list-style-type: none">- Contacting clubs- Preparing guidelines
Relevant Strategic Priorities	
Total Time (Hrs)	3 hrs

Business Representative (Mehtaab Gill)

Meeting Summary and Comments

Meeting, Date	[August 7th] Board Meeting
Parties Attending	Board members, staff, and students
Meeting Length (Hrs)	3
Reason	Biweekly Board meeting
Summary and Outcome	Discussion surrounding: <ul style="list-style-type: none">• Approval of Events committee annual plan• Member services advisory committee appointments• SUB Staff allocation approval• Upcoming Streetfest event with SFU and how it will be virtual• Farm to campus initiative being led at Surrey campus (approval for funds)• Approval of funds from BUILD SFU Fund for AFAC• Amendment of the strategic plan• Approval of outstanding funds for Health and dental to be paid to Pacific blue cross
Next Steps	N/A

Meeting, Date	[August 7th] Meeting with Shelley SCC Coordinator
Parties Attending	Shelley
Meeting Length (Hrs)	0.5
Reason	Surrey Campus committee
Summary and Outcome	<ul style="list-style-type: none">• Discuss the next steps for the committee• Plan multiple ways to engage students in the Fall semester• Discussed a list of student clubs and unions to reach out to
Next Steps	Check in with Sarah regarding some policy guidelines and reach out to club/union student executives

Projects and Events

Project/Event Title	New student involvement
Updates and Upcoming Plans	<ul style="list-style-type: none">- Meeting students virtually on a bi-weekly basis to introduce them to our campus and discuss opportunities to get involved- Planning to work with the BASS Mentorship program to increase awareness
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	3.5

Communication, Art & Technology Representative (Haider Masood)

Meeting Summary and Comments

Meeting, Date	FCAT meeting [Aug 6]
Parties Attending	CMNSU president & IATSU president
Meeting Length (Hrs)	Around 30 min
Reason	Monthly meeting
Summary and Outcome	<p>CMNSU: All the execs met in person at a park following social distance guidelines. The annual evolve event will be held virtually via zoom end of sept. Previously, the dsu was deciding whether to hold the event in person. The SU is also planning some more events.</p> <p>IATSU: Having their monthly spotlights through instagram. This month's spotlight is focused towards international students to showcase their work.</p>
Next Steps	

Meeting, Date	FCAT Dean Search Meeting with Students [Aug 11]
Parties Attending	Five other students from Graduate School
Meeting Length (Hrs)	45 min
Reason	Meeting with one of the candidate for FCAT Dean position
Summary and Outcome	<p>Name of the Candidate was Susan Lord She graduated from SFU in the 80s as an English major. She spoke for BIPOC and marginalized people and said that FCAT needs hiring of marginalized people. I asked her question of whether she was in favour of synchronous or asynchronous lectures to which she responded that she prefers a blended version of lectures (live lectures which are then recorded).</p>
Next Steps	

Meeting, Date	FCAT Dean Search Meeting with Students [Aug 12]
Parties Attending	Five other students from Graduate School
Meeting Length (Hrs)	1 hour
Reason	Meeting with the second candidate for FCAT Dean position
Summary and Outcome	<p>Name of the Candidate was Bruce Barton I personally found his personality very interesting. He spoke of the importance of BLM at SFU. I asked him an important question of the disconnect between dance and visual art majors at downtown campus from the Burnaby campus and how, as FCAT dean he</p>

	would like to improve or work on that. He gave an interesting answer, basically saying that we need to get different majors involved together in order to do so.
Next Steps	

Meeting, Date	Events Committee [15th Aug]
Parties Attending	Jennifer(VP student life/chair) Phum (Atlarge rep) Student Atlarges
Meeting Length (Hrs)	1 hr
Reason	Regularly scheduled meeting
Summary and Outcome	<p>1. Food justice Webinar The webinar will be split into two events. Presentation style events. There will be quizzes and prizes as well. Purpose in to increase engagement. Two winners (\$50 each). Kahoot will be used. Discussion around the use of Kahoot, whether to use the free trial or pay for the premium version. Approved \$240 for the webinar.</p> <p>2. Pad thai food workshop Approved \$240 for the workshop. Easy recipe but the ingredients could be found at a asian grocery store.</p> <p>3. Time management workshop Purpose is to help students start off their semester the right way. Will be held over zoom. Approved \$60 for the workshop. The instructor is an SFU science student who has her own website.</p> <p>4. Music festival streaming festival Approved \$75 for the event Application called rave will be used to stream youtube videos. Discussions of dividing the event into two parts. After a lot of discussion we decided to postpone the motion as we did not have concrete details and were confused if needed more budget.</p>
Next Steps	

Meeting, Date	Board Dev Session [15th Aug]
Parties Attending	Board members
Meeting Length (Hrs)	
Reason	Biweekly session
Summary and Outcome	Audit Review The auditor did a good job explaining the financial documents.
Next Steps	

Projects and Events

Project/Event Title	SFSS-FIC membership
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Updates and Upcoming Plans	Need to do a by-law change to make FIC students full members of SFSS Hold a meeting with Erin Biddlecombe and Sharla Reid(FIC principal)
Relevant Strategic Priorities	Student engagement and well being
Total Time (Hrs)	n/a

Project/Event Title	
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	

Education Representative (Emerly Liu)

Meeting Summary and Comments

Meeting, Date	[August 7] SFSS Board Meeting
Parties Attending	SFSS Board members, SFSS Admin
Meeting Length (Hrs)	3.5 hours
Reason	Bi-weekly
Summary and Outcome	<p>Approved Motions:</p> <ul style="list-style-type: none"> - Amendment to Accessibility Advisory - Events Committee Annual Plan - Appointed students at-large for the Member Service Advisory Committee - Floor plan for SUB staff office allocation - Allocated \$500 for the SFSS Streetfest Booth - Allocated \$1,500 for the Farm to Campus Surrey initiative - Accessibility Fund Expenditures - SFSS Jackets - Amendment to Strategic Plan 2019-2021 - SFSS Health and Dental Payment - Reinstatement of the U-Pass - Allocated up to \$200 for one Board member to attend the 2020 Virtual Student Summit - Appointed Board members to the Hiring Committee <p>Discussions:</p> <ul style="list-style-type: none"> - Appointing Vice Chairs for Board Committees - TMX letter update - Greek life organizations - SFSS rebranding - Building relationships with host nations
Next Steps	N/A

Meeting, Date	[August 10] Faculty and At-Large Representatives (FARM) Committee meeting
Parties Attending	SFSS Faculty and At-Large Representatives
Meeting Length (Hrs)	1 hour
Reason	Bi-weekly
Summary and Outcome	<p>Discussion:</p> <ul style="list-style-type: none"> - FARM Anti-Racism Education Letter Campaign - Draft a letter in support of mandatory Anti-Racism Education courses and integration of anti-racism education in existing courses - Advocate for long-term equity in academia at a broad scale - SFSS Board members who sit on Senate will escalate the issue to SCUS or another relevant Senate committee - FARM Meet and Greet - FARM are encouraged to connect with their respective Deans and Directors soon
Next Steps	Determine meeting time for fall semester

Meeting, Date	[August 11] University and Academic Affairs (UAA) Committee meeting
Parties Attending	UAA members (SFSS VP University Relations, VP External Relations, President, Education Rep, Environment Rep, Health Science Rep, Science Rep, and students At-Large), SFSS admin
Meeting Length (Hrs)	1.5 hours
Reason	Bi-weekly
Summary and Outcome	Motion: - Appointment of Committee Vice-Chair Discussion: - COVID-19 Academic Advocacy - SOLE Survey - Second SFSS COVID-19 Survey - UAA Committee Development Sessions - Email Campaign
Next Steps	N/A

Meeting, Date	[August 11] Accessibility Advisory Committee (AAC) meeting
Parties Attending	AAC members (VP Student Life, Education Rep, At-Large Rep, students At-Large), SFSS admin
Meeting Length (Hrs)	1 hour
Reason	Bi-weekly
Summary and Outcome	Motions: - Approved recommendation to the Board to hire an Accessibility Coordinator by the end of the SFSS 2020-2021 fiscal year - Appointment of Committee Vice-Chair - Approved the Accessibility Advisory Committee Annual Plan Discussion: - StudentCare Coverage - Accessibility Designated Assistant Job Posting - Clear masks project - Health & Counselling Services Collaboration - Committee Social
Next Steps	Schedule meeting with Studentcare and CAL

Meeting, Date	[August 14] SFSS Board Development Session
Parties Attending	SFSS Board members, SFSS Admin
Meeting Length (Hrs)	1.5 hours
Reason	Bi-weekly
Summary and Outcome	Overview of audited financial statements, auditors findings, and reports
Next Steps	N/A

Projects and Events

Project/Event Title	FARM Anti-Racism Education Letter Campaign & Faculty of Education PDP Anti-Racism initiative
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Approved Letter Campaign initiative at FARM Committee meeting - Begin drafting letter
Relevant Strategic Priorities	University relations
Total Time (Hrs)	N/A

Project/Event Title	OER Student Campaign Video & FARM Letter
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Discuss next phase of action with SFSS Faculty of Education Reps - Strategically rethink format of the OER student campaign video for Fall or Spring semester - Collaborate with SFSS Campaigns, Research and Policy Coordinator to create a petition
Relevant Strategic Priorities	- Student engagement, student well-being, student financial health
Total Time (Hrs)	N/A

Project/Event Title	Learning Disability/Psycho-educational Assessment Pilot Project
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Discussed at Accessibility Advisory Committee - Meeting with Studentcare to discuss benefit with SFSS Campaigns, Research and Policies Coordinator - Plan to schedule meeting with the Director of the Centre for Accessible learning with a representative from the Disability and Neurodiversity Alliance to sort out any potential barriers to accessing the service - Complete policy will be brought to the Governance Committee for review
Relevant Strategic Priorities	- Student well-being, student financial health
Total Time (Hrs)	N/A

Project/Event Title	SFU Faculty of Education Resource Package
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Research involvement opportunities (primarily those available virtually) related to education and working with children and consolidate information in a virtual resource package for easy access - Collaborate with Faculty of Education Communications team to format booklet
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	N/A

Environment Representative (Anuki Karunajeewa)

Meeting Summary and Comments

Meeting, Date	BIPOC committee August 4, 2020
Parties Attending	BIPOC committee members, staff, and myself
Meeting Length (Hrs)	2 hours
Reason	Regular scheduled meeting
Summary and Outcome	<p>Discussion on:</p> <ul style="list-style-type: none"> - Faculty of health science letter and petition - Building relationships with host nations - Strategic planning for the year, for example having documentary/movie nights <p>Updates on</p> <ul style="list-style-type: none"> - Mandatory anti racism education working group
Next Steps	Work on mandatory anti- racism education work

Meeting, Date	UAA committee August 11, 2020
Parties Attending	<p>Committee Members: Gabe Liosis (Chair, VP University Relations), WeiChun Kua (Science Representative), Emerly Liu (Education Representative), Nafoni Modi (Health Science Representative), Samad Raza (VP External Relations), Pariya Zahibi (Student At-Large Representative), Helen Araghi (Student At-Large Representative), Jess Dela Cruz (Student At-Large Representative), Simran Dhadda (Student At-Large Representative), Helen S Pahou (Student At-Large Representative), Osob Mohamed (President) and myself</p> <p>Staff: Sarah Edmunds (Campaigns, Research and Policy Coordinator)</p> <p>Guest: Phum Luckkid (At-Large Representative), Annita Heide (SFPIRG and Tuition Freeze Now), Annita Bhuiyan, Caitlin Heide (Environmental Science Council rep), Ed Graham (TSSU organizer)</p>
Meeting Length (Hrs)	2.5 hours
Reason	Regular scheduled meeting
Summary and Outcome	<p>Vice chair elections - Pariya received the position</p> <p>Discussion on:</p> <ul style="list-style-type: none"> - AGM, tuition freeze and strike. There is a 2% domestic increase and 4% international increase for fall. Strike for fall might not be possible. There will be a meeting set up with the TSSU organizer. <p>Updates from:</p> <ul style="list-style-type: none"> - anti-racism education working group
Next Steps	N/A

Meeting, Date	Food justice event planning August 5, 2020
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Parties Attending	Dipti, Abishek Parmar, Jennifer Chou and myself
Meeting Length (Hrs)	1 hour
Reason	To plan food justice event
Summary and Outcome	Discussion on: <ul style="list-style-type: none"> - Structure of event - Budget - Content of event
Next Steps	Contact speakers and send in event plan form

Meeting, Date	DogwoodSFU x JNP weekly meeting August 6, 2020
Parties Attending	SFSS science rep WeiChun, DogwoodSFU exec Simran, JNP exec Iulia, JNP exec Christina, JNP exec Jane
Meeting Length (Hrs)	1 hour
Reason	Regular scheduled meeting
Summary and Outcome	Discussion on: <ul style="list-style-type: none"> - TMX letter - Campaign video script Updates from: <ul style="list-style-type: none"> - Contacting student groups and unions - Allocating action items
Next Steps	Contact student unions and ask them to sign onto letter

Meeting, Date	SFSS board meeting August 7, 2020
Parties Attending	SFSS Board members, SFSS staff (Policy and Research Coordinator - Sarah, Transition Manager - Lawrence), guests and myself
Meeting Length (Hrs)	3 hours
Reason	Regular scheduled meeting
Summary and Outcome	Discussion on: <ul style="list-style-type: none"> - SFSS board jackets - Students were appointed to the MSAC - SFSS booth at streetfest - Farm to campus initiative approved for Surrey campus - Amendment made to strategic plan, where a new mission statement was created - Approval of the payment of SFSS Health and Dental payment passed - Vice chairs for board committees - TMX letter - Greek life recognition - SFSS rebranding - Building relationships with the host nations Updates from: <ul style="list-style-type: none"> - Events committee with their annual plan

Next Steps	N/A
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Meeting, Date	FARM committee meeting
Parties Attending	Faculty representatives, Gabe Liosis,
Meeting Length (Hrs)	1.5 hours
Reason	Regular scheduled meeting
Summary and Outcome	Discussion on: <ul style="list-style-type: none"> - Emailing deans about implementing anti-racism education within courses Updates from: <ul style="list-style-type: none"> - Roundtable of projects faculty reps are working on
Next Steps	Email deans

Meeting, Date	Meeting with Nafoni August 12, 2020
Parties Attending	Nafoni and myself
Meeting Length (Hrs)	1 hour
Reason	Discuss anti-racism education working group meeting structure
Summary and Outcome	Discussion on: <ul style="list-style-type: none"> - How to plan out meeting - Communicating updates on our action items with each other - How to better the meetings
Next Steps	Apply what we discussed to future meetings

Meeting, Date	Dogwood SFU x justice no pipeline (JNP) meeting August 13, 2020
Parties Attending	SFSS science rep WeiChun, DogwoodSFU exec Simran, JNP exec Iulia, JNP exec Christina, JNP exec Jane
Meeting Length (Hrs)	2 hours
Reason	Regular scheduled meeting
Summary and Outcome	Discussion on <ul style="list-style-type: none"> - Contacting politicians - Updates on action items and communication capacities - Video script: we will contact DogwoodBC if they can do the video
Next Steps	Complete action items

Meeting, Date	Meeting with Nafoni, August 13, 2020
Parties Attending	SFSS health science representative Nafoni and myself
Meeting Length (Hrs)	2

Reason	Scheduled meeting for anti-racism education work
Summary and Outcome	Discussion on: <ul style="list-style-type: none"> - Demands we might want include in our petition and letter - Who we want petition and letter targeted towards - How we want to structure letter - A timeline for everything to be done
Next Steps	Complete action items

Meeting, Date	SFSS events committee meeting August 14, 2020
Parties Attending	Committee members, staff and myself
Meeting Length (Hrs)	1 hour
Reason	Food justice event
Summary and Outcome	Approved money for the food justice event i'm planning I volunteered for the music night event planning
Next Steps	Attend meetings for event planning and email speakers for event

Meeting, Date	SFSS board development session August 14, 2020
Parties Attending	SFSS board members,
Meeting Length (Hrs)	2 hours
Reason	Regular scheduled meeting
Summary and Outcome	- Audit fund updates and learning more about the funds
Next Steps	N/A

Projects and Events

Project/Event Title	Foodhub program volunteering August 5, 2020
Updates and Upcoming Plans	Volunteered to help out with food hub program, it was very successful and students were thankful
Relevant Strategic Priorities	Give students options of choosing their own food rather than pre-packaged bags of food
Total Time (Hrs)	5 hours

Project/Event Title	Food justice event
Updates and Upcoming Plans	Created event plan and sent it to events committee Contacted speakers for event

Relevant Strategic Priorities	Communicate with events committee on event plan Ask for advice on event from committee as well
Total Time (Hrs)	3 hours

Project/Event Title	Mandatory anti-racism education work
Updates and Upcoming Plans	Contact student unions Create petition and letter
Relevant Strategic Priorities	Structure meetings and create agendas Get help from other board members and brief volunteers from BIPOC committee
Total Time (Hrs)	5 hours

Project/Event Title	TMX letter/video campaign
Updates and Upcoming Plans	Contact student unions to ask to sign onto letter - Non have replied to me Work on fixing video script and contacting videographers
Relevant Strategic Priorities	Set up meetings with Simran to work on our action items
Total Time (Hrs)	6 hours

Health Science Representative (Nafoni Modi)

Meeting Summary and Comments

Meeting, Date	AGM Committee, August 6th
Parties Attending	Gabe (VP UR), Osob (President), Matthew (VP Student Services), Corbett (VP Finance), Nafoni (HSCI Rep), Lawrence (Transition Manager)
Meeting Length (Hrs)	1.5
Reason	Planning and discussions around our annual general meeting
Summary and Outcome	<ul style="list-style-type: none">- Tentative time set for October 26th- Ideas about what software to use in order to host AGM as it will be virtual this year- What will be on the agenda- Updates regarding the by-law review- How we might achieve quorum as this will be a virtual agm
Next Steps	

Meeting, Date	Call with Anuki
Parties Attending	Anuki (ENVR Rep), Nafoni (HSCI Rep)
Meeting Length (Hrs)	1
Reason	To plan a rough agenda of what will be happening at our next Anti-racism working group meeting
Summary and Outcome	<ul style="list-style-type: none">- Need to brief new members of the working group, as well as figure out our next steps
Next Steps	<ul style="list-style-type: none">- Figure out a time for next meeting and send out meeting invites, and continue to work on agenda

Meeting, Date	SFSS Board Meeting, August 7th
Parties Attending	SFSS BOD, Society Staff, and guests
Meeting Length (Hrs)	3
Reason	Regular bi-weekly meeting
Summary and Outcome	<ul style="list-style-type: none">- Made an amendment to the accessibility advisory committee motion- Events committee provided the BOD with their annual plan- Students were appointed to the MSAC- SFSS booth will be placed at streetfest, as well, gift cards will be given- Farm to campus initiative approved for Surrey campus- SFSS jackets approved for all BOD- Amendment made to our strategic plan, where a new mission statement was

	<ul style="list-style-type: none"> created - Approval of the payment of SFSS Health and Dental payment passed - Discussions around the following topics: <ul style="list-style-type: none"> - Vice chairs for board committees - TMX letter - Greek life recognition - SFSS rebranding, as our current branding has no meaning behind it - Building relationships with the host nations of which territories SFU is on
Next Steps	

Meeting, Date	FARM Committee, August 10th
Parties Attending	FARM committee members
Meeting Length (Hrs)	2
Reason	Regularly scheduled bi-weekly meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussed an email campaign in which FARM members would send emails to their respective faculty or department lecturers and professors, as a way to encourage them to implement anti-racist material into their courses
Next Steps	<ul style="list-style-type: none"> - Creation of the template for the anti-racism email template

Meeting, Date	UAA Committee, August 11th
Parties Attending	UAA committee members, society staff, council representatives
Meeting Length (Hrs)	2
Reason	Regularly scheduled bi-weekly meeting
Summary and Outcome	<ul style="list-style-type: none"> - Appointed a vice chair for the committee - Updates from <ul style="list-style-type: none"> - COVID-19 coalition - JOG - WG on Emergency response and student engagement - WG on Anti-racism - Discussions around: <ul style="list-style-type: none"> - COVID-19 academic advocacy, i.e., upass, tuition, and exam proctoring
Next Steps	

Meeting, Date	Call with Anuki, August 13th
Parties Attending	Anuki, Nafoni
Meeting Length (Hrs)	2
Reason	Talking about our working group on anti-racism
Summary and Outcome	<ul style="list-style-type: none"> - Spoke about: <ul style="list-style-type: none"> - Demands we might want included in our petition and letter

	<ul style="list-style-type: none"> - Who we want petition and letter targeted towards - Who should sign on to our petition - A timeline for everything to be done - How we will spread out the work we have done
Next Steps	- Adding these to our agenda for the WG meeting on Thursday, August 20th

Meeting, Date	SFSS Board Development Session, August 14th
Parties Attending	BOD, society staff, facilitator
Meeting Length (Hrs)	3
Reason	Regularly schedules bi-weekly meeting
Summary and Outcome	- Going over finances of sfss, as well as an audit review
Next Steps	

Meeting, Date	Call with Megan, August 14th
Parties Attending	Megan, Nafoni
Meeting Length (Hrs)	.5
Reason	Discussing her possibly joining the Anti-racism working group
Summary and Outcome	- Sent her an invitation to our next meeting, as she had agreed to join in
Next Steps	

Meeting, Date	Call with Rose, August 14th
Parties Attending	Rose, Nafoni
Meeting Length (Hrs)	.5
Reason	Discussing her possibly joining the Anti-racism working group
Summary and Outcome	
Next Steps	

Projects and Events

Project/Event Title	Anti-racism mandatory courses
Updates and Upcoming Plans	- Will be meeting on thursday, August 20th
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Send out of meeting invites - Creation of agenda with important topics

	<ul style="list-style-type: none"> - Research of other schools who might be attempting to implement the same thing - Research into the BC schools attempt to implement black history into their curriculum
Total Time (Hrs)	4

Project/Event Title	Contacts for host nations
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Reached out to my manager at FNHA in order to get contacts for the different host nations that sfu campuses sit on. She will be providing me with the contacts that she has, as well as getting me in touch with other people who have contacts that she does not
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Reaching out to different people and getting contact info
Total Time (Hrs)	1

Science Representative (WeiChun Kua)

Meeting Summary and Comments

Meeting, Date	Science All-Departmental Student Union (DSU) Meeting, August 4, 2020
Parties Attending	<p>Board Member: WeiChun Kua (Science Representative),</p> <p>SFU Staff: Thomas Leischner (Science Student Engagement Coordinator)</p> <p>DSU Execs: Stephanie Sonea (President, Chemistry Student Society), Shariq Ahsan (President, Physics Student Association), Ben Chang (President, BPK Student Association), Arshvir Kaur (President, MBB Student Union), TianXing Yang (Statistic and Actuarial Science Student Association Representative),</p>
Meeting Length (Hrs)	1 hour 30 mins
Reason	Bi-weekly All DSU Meeting
Summary and Outcome	<p>Round Table updates:</p> <ul style="list-style-type: none"> Thomas had to work with other coordinators with reversing decision made by Student Central around honorarium <p>Discussions:</p> <ul style="list-style-type: none"> Welcome day event: Thomas encourages DSU execs to be part of this event and talk to students about their DSU. Unions, Science, Justice, Epistemology: situated knowledge, Sandra Harding: Standpoint Theory. Discussed with DSU execs that contrary to traditional beliefs, science is not neutral and we as scientist have a responsibility to uphold justice
Next Steps	N/A

Meeting, Date	Black, Indigenous, and People of Colour (BIPOC) Committee Meeting, August 4, 2020
Parties Attending	<p>Committee Members: Balqees Jama (Co-chair, At-Large Representative), Matthew Provost (Co-chair, VP Student Services), WeiChun Kua (Science Representative), Anuki Karunajeewa (Environment Representative), Monique Leslie (Student At-Large), Marie Haddad (Student At-Large), Zaina Khan (Student At-Large), Flourish Adeogun (Student At-Large), Milan Orosco (Student At-Large), Victor Yin (SFSS Council & Out On Campus Representative)</p> <p>Guests: Phum Luckkid (At-Large Representative), Osob Mohamed (President), Gabe Liosis (VP University Relations)</p> <p>Staff: Sarah Edmunds (Campaigns, Research and Policy Coordinator)</p>
Meeting Length (Hrs)	2 hours
Reason	Regular Bi-weekly Committee Meeting
Summary and Outcome	<p>Discussion:</p> <ul style="list-style-type: none"> Faculty of Health Science Call to Action Petition <ul style="list-style-type: none"> FHS put a video up, where a student made a comment about lack of diversity in health sciences. A well known professor went on an offensive and invalidated the student's concern. They even used their Black daughter to deflect the

	<p>issue at hand</p> <ul style="list-style-type: none"> ● Health and Counselling Services (HSC) meeting and Introduction <ul style="list-style-type: none"> ○ Matt has been talking to Martin Mroz (Director of SFU Health and Counselling). ○ Health and counselling could come into one of our committee meetings and introduce themselves. ● HSC and Support Program we would like to see <ul style="list-style-type: none"> ○ Having mental health support groups and not just professional help but have people from different communities like elders from First Nations for Indigenous students. ○ Making sure we don't lump BIPOC people together and have programs that are appropriate to respective groups. ○ Reach out and loop in cultural groups on campus if there's already people doing the work but making sure without putting more labour on them. ● Strategic Planning for the year (on-going , not completed or finalized) <ul style="list-style-type: none"> ○ Movie nights about BIPOC documentaries like the Oka crisis. ○ Indigenizing our classes, making land acknowledgement at the minimum in the classroom. ○ Allocate resources/space/attention to Black Athletes ○ Making a resource guide ○ Teaching staff and students about how to actually implement policies of anti-racism and anti-oppression ● Building Relationship with Host Nations <ul style="list-style-type: none"> ○ Matt will be contacting the nations. ○ Committee will read up on the intro part of the Aboriginal Reconciliation Council report ○ Will discuss more at next meeting due to time constraint
Next Steps	N/A

Meeting, Date	Council Meeting
Parties Attending	<p>Board Members: Osob Mohamed (President), Balqees Jama (At-Large Representative), Jennifer Chou (VP Student Life), WeiChun Kua</p> <p>Council Members</p>
Meeting Length (Hrs)	1 hour
Reason	Regular Bi-weekly Council Meeting
Summary and Outcome	<ul style="list-style-type: none"> ● Jennifer gave updates as board-council liaison ● Discussion on bylaw review ● I only could stay for an hour so I didn't get to catch the latter half of the meeting
Next Steps	N/A

Meeting, Date	Board Meeting, Aug 7, 2020
Parties Attending	<p>Board Members: Osob Mohamed (President), Matthew Provost (VP Student Services), Corbet Gildersleve (VP Finance), Jennifer Chou (VP Student Life), Samad Raza (VP External), Gabe Liosis (VP University Relations), Anuki Karunajeewa (Environment Representative), Sude Guvendik (FASS Representative), WeiChun Kua (Science Representative), Emerly Liu (Education Representative), Mehtaab Gill (Business Representative), Balqees Jama (At-Large Representative), Phum Luckidd (AT-Large</p>

	<p>Representative), Nafoni Modi (Health Sciences Representative)</p> <p>Staff: Sarah Edmunds (Campaigns, Research and Policy Coordinator), Lawrence Jones (Transition Manager), Sindhu Dharmarajah</p> <p>Guests: Ryan (Council Liaison), Caitlin Heide, Jessica S(phi delta epsilon), Jody Tao (new undergrad students)</p>
Meeting Length (Hrs)	3 hours 30 mins
Reason	Regular Bi-weekly Board Meeting
Summary and Outcome	<p>Motions:</p> <ol style="list-style-type: none"> 1. Amendment to Accessibility Advisory Committee SO-8 <ul style="list-style-type: none"> o Amended Accessibility Committee Term of Reference, so there is clarity on its spending of the Accessibility Fund 2. Approved Events Committee Annual Plan 3. MSAC Appointments <ul style="list-style-type: none"> o Appointed student At-Larges to Member Services Advisory Committee 4. SUB staff office allocation <ul style="list-style-type: none"> o Approved allocation of staff offices in SUB 5. Streetfest Booth <ul style="list-style-type: none"> o Approved \$1,500 for SFSS participation in streefest. There will be two booths, SFSS and Build SFU 6. Farm to Campus Surrey <ul style="list-style-type: none"> o Approved \$1500 for Surrey Food Hub 7. Accessibility Fund Expenditures <ul style="list-style-type: none"> o Transferred back 22,000 from Build SFU fund to the Accessibility Fund. This money was set aside to have glow in the dark paint for accessibility but was not done. 8. SFSS Jackets <ul style="list-style-type: none"> o Approved over \$800 for board jackets in September. 9. Amendment to Strategic Plan 2019-2021 <ul style="list-style-type: none"> o Change mission statement from <i>"to support students to reach their full potential by providing resources and services that represent, connect and benefit our membership"</i> to <i>"To advocate for students, build student power, and provide resources and services that represent, connect and benefit our membership."</i> 10. SFSS Health and Dental Payment <ul style="list-style-type: none"> o 2017/18 request for proposal, new health plan provider for service delivery. Keep student care, but change to pacific blue cross. o Approved \$600,000 to pay our Health and Dental Plan insurers as there was a deficit for the 2018-19 premium year. <p>Discussions:</p> <ol style="list-style-type: none"> 1. Appointing Vice-Chairs to committee <ul style="list-style-type: none"> o Committee can appoint vice-chairs, so in the absence of the Chair, the committee can still meet. 2. Update on TMX letter <ul style="list-style-type: none"> o Update on who signed the letter 3. SFSS rebranding <ul style="list-style-type: none"> o As the SFSS is heading in a new direction and no branding have been placed in the SUB, we could have a new logo that has meaning and represents student power. 4. Building relationship with Host Nations <ul style="list-style-type: none"> o We discussed meeting with Host Nations as a way for SFSS to build relationships with them. We live on unceded territory and we need to do more than just mere land acknowledgement.
Next Steps	N/A

Meeting, Date	Faculty and At-large Representatives Members (FARM) Committee Meeting, August 10, 2020
Parties Attending	Committee Members: Emerly Liu (Chair, Education Representative), Balqees Jama (At-Large Representative), Anuki Karunajeewa (Environment Representative), Harry Singh (FAS Representative), Nafoni Modi (Health Sciences Representative), Phum Luckkid (At-Large Representative) Guests: Gabe Liosis (VP University Relations)
Meeting Length (Hrs)	1 hour
Reason	Regular Bi-weekly Meeting
Summary and Outcome	Discussions: <ul style="list-style-type: none"> ● FARM Anti-Racism Education Email Campaign <ul style="list-style-type: none"> ○ Email template for ○ Push for SFU Senate Committee on Decolonizing Academia - to mandate long-term equity in academia at a broad scale. ● Set-up Meet and Greet with Faculty Deans <ul style="list-style-type: none"> ○ Faculty Reps should set up meeting with their respective Deans Round Table updates
Next Steps	N/A

Meeting, Date	Science Welcome Day Event, August 10, 2020
Parties Attending	Science Senior Welcome Day Leaders Science Undergraduate Society Execs Science Departmental Student Union Execs SFSS Science Representative - WeiChun Kua
Meeting Length (Hrs)	1 hour 30 mins
Reason	Present to new incoming students about the SFSS
Summary and Outcome	Presented to new students about the SFSS: Intro, Organizational Chart (who answers to who, Constituency Groups, Independent Student Groups) , Services, Lobbying & Advocacy, Get involved
Next Steps	N/A

Meeting, Date	Governance (GOV) Committee Meeting, August 10, 2020
Parties Attending	Committee Members: Gabe Liosis (Chair, VP University Relations), Osob Mohamed (President), Corbett Gildersleve (VP Finance), Balqees Jama (At-Large Representative), Matthew Provost (VP Student Services), WeiChun Kua (Science Representative), Zaid Lari (Council Representative) Staff: Lawrence Jones (Transition Manager), Sarah Edmunds (Campaigns, Research and Policy Coordinator)
Meeting Length (Hrs)	1 hour
Reason	Regular Bi-weekly Meeting

Summary and Outcome	I was an hour late because I was attending the Welcome Day Event. Discussions: 1. Role of Council A committee working group was established to work on the bylaws
Next Steps	N/A

Meeting, Date	University and Academic Affairs (UAA) Committee Meeting, August 11 2020
Parties Attending	Committee Members: Gabe Liosis (Chair, VP University Relations), Anuki Karunajeewa (Environment Representative), Emerly Liu (Education Representative), Nafoni Modi (Health Science Representative), Samad Raza (VP External Relations), Pariya Zahibi (Student At-Large Representative), Helen Araghi (Student At-Large Representative), Jess Dela Cruz (Student At-Large Representative), Simran Dhadda (Student At-Large Representative), Helen Pahou (Student At-Large Representative), Osob Mohamed (President) Staff: Sarah Edmunds (Campaigns, Research and Policy Coordinator) Guest: Phum Luckkid (At-Large Representative), Annita Heide (SFPIRG and Tuition Freeze Now), Annita Bhuiyan, Caitlin Heide (Environmental Science Council rep), Ed Graham (TSSU organizer)
Meeting Length (Hrs)	2 hours
Reason	Bi-Weekly UAA Meeting
Summary and Outcome	Updates: <ul style="list-style-type: none"> ● Appointment of Vice-Chair <ul style="list-style-type: none"> ○ 3 candidates expressed interest, Helen Araghi, Priyanka Dhesa, Pariya Zabihi ● JOG Updates: <ul style="list-style-type: none"> ○ \$48 million surplus carryover ○ SFU clan team name ○ Exam proctoring software ● Working group on Emergency Response and Student Engagement ● Anti-racism working group ● Meeting with Faculty Association Discussions: <ul style="list-style-type: none"> ● Academic Advocacy: <ul style="list-style-type: none"> ○ SOLE Survey ○ Second SFSS COVID-19 Survey ○ Discussed mobilizing students against SFU tuition fee increase in the Fall during a pandemic.
Next Steps	<ul style="list-style-type: none"> ● Everyone share P/F petition ● Look over questions on second SFSS COVID-19 Survey ● Gabe will set up discussion with C19 Coalition and Tuition Freeze Now ● Samad will talk with other provincial student societies about response to tuition increases

Meeting, Date	Board Development Session (Audit Review), August 14, 2020
Parties Attending	Committee Members: Osob Mohamed (President), Corbett Gildersleve (VP Finance), Balqees Jama (At-Large Representative), Matthew Provost (VP Student Services), WeiChun Kua (Science Representative), Anuki Karunajeewa (Environment Representative), Emerly Liu (Education Representative), Haider Masood (FCAT

	<p>Representative), Harry Preet Singh (FAS Representative), Jennifer Chou (VP Student Life), Nafoni Modi (Health Sciences Representative), Phum Luckkid (At-Large Representative)</p> <p>Staff: Lawrence Jones (Transition Manager)</p> <p>Auditors: Gar Wozny, Pamela Felix</p>
Meeting Length (Hrs)	2 hours
Reason	Review of Financial Statements and Findings of SFSS
Summary and Outcome	<ul style="list-style-type: none"> • Auditors went through the findings with the board • Need to revisit the Health and Dental Plan system as there was a sizable deficit this year. Potential solutions include changing the system with our insurers or raise the health plan fee or both. • There was a surplus in the General Fund despite giving out bursaries for COVID-19 relief
Next Steps	Board will pass a motion to accept the auditor's report and present it at the next Annual General Meeting.

Projects and Events

Project/Event Title	Trans Mountain Expansion Project (TMX) Advocacy and Awareness
Updates and Upcoming Plans	<ul style="list-style-type: none"> • 10 student unions signed on, professors, and Union of BC Indian Chiefs (UBCIC) signed on as well • Still working on video script and reaching out to more student unions • Regular weekly meetings with 'Justice, No Pipeline', and DogwoodSFU about the letter
Relevant Strategic Priorities	Student Safety and Wellbeing
Total Time (Hrs)	6 hours

Project/Event Title	SFSS Burnaby Food Hub Program
Updates and Upcoming Plans	<ul style="list-style-type: none"> • Getting consistent 30+ students signing up • We changed the model to where students can get to choose what grocery item they want (Pantry Model) • Begun keeping inventory of items so we know what students prefer and communicate that to our partners
Relevant Strategic Priorities	Student Wellbeing
Total Time (Hrs)	4 hours