

1. CALL TO ORDER

Call to Order - 12:31 PM

2. TERRITORIALACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəyəm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k^wik^wəλəm (Kwikwetlem) and qicəy (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Committee Composition	
VP Student Life (<i>Chair</i>)	Jennifer Chou
At-Large Representative	Phum Luckkid
Faculty Representative (Communications, Art, & Technology)	Haider Masood
Faculty Representative (Education)	Emerly Liu
Student At-Large	. Vacant
Student At-Large	. Vacant
Student At-Large	. Vacant
Student At-Large	
3.2 SFSS Staff	
MSC Events	Dipti Chavan
Executive Director	Sylvia Ceacero
Executive Assistant	Shaneika Blake
Administrative Assistant	Kristin Kokkov

4. ADOPTION OF THE AGENDA

4.1 MOTION EVENTS 2020-06-12:01

Emerly/Phum

Be it resolved to adopt the agenda as presented.

CARRIED AS AMENDED UNANIMOUSLY

Add Discussion Item 6.7 SFSS Women of the Year Award

5. MATTERS ARISING FROM THE MINUTES

5.1 MOTION EVENTS 2020-06-12:02

Haider/Emerly

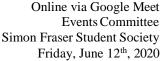
Be it resolved to receive and file the following minutes:

• EVENTS 2020-03-11

CARRIED UNANIMOUSLY

6. DISCUSSION ITEMS

- 6.1 Committee at-large applications update
 - VP Student Life stated that At-Lage members might be present next meeting.
- 6.2 ESRE (Emergency Response and Student Engagement) Game Show
 - VP External Relations suggested a game show hosted by board members with live participation to increase student engagement, requested ideas from Events Committee members.





• VP External Relations introduced the Food Bank held by the ESRE for students facing food insecurity.

*Samad Raza left the meeting at 12:48PM

6.3 Event ideas for the upcoming year

6.3.1. Town Hall Engagement

- VP Student Life shared an idea of hosting a recurring townhall to ensure students can share their input on events they want to see during the year.
- Executive Assistant suggested VP Student Life contact At-Large Representative (BJ) as she had a similar idea.

6.3.2. Welcome Day

• Previous Welcome Days have had an SFSS presence.

6.3.3. Food workshops

- VP Student Life suggested teaching students how to cook in quarantine and having a test run of a small recipe before proceeding with bigger recipes.
- Faculty Representative (Education) raised logistical issues about ingredients.

6.3.4. Mental health or wellness related events

• A monthly contest/Draw involving the mailing local self-care packages.

6.3.5. Speed dating

- Students fill things out about themselves with matching with other students, option for dating and friends.
- MSC highlighted that it's important to ensure if this is in alliance with the mission of the Simon Fraser Student Society before proceeding.
- Faculty Representative (Education) suggested a speed friending event through a Discord channel.

6.3.6. Educational seminars

• VP Student Life brought up ideas for workshops Anti-racism or Model Minority Myth workshops and Financial Literacy Workshops.

6.3.7. UVSS Bands on the Roof event

• Hosting music events through zoom or IG Lives.

6.3.8. Instagram engagement

6.3.9. Trivia night

• Game Night Separate from Game Show.

6.3.10. Fun for 14 initiative started by an SFU student

• FB group facilitation education exchange where individuals can share information and educate others on various topics.

6.3.11. Personal development workshops similar to Board development workshops 6.4 Fall 2020 Virtual Clubs Day

 MSC Events brought up a Fall Clubs Days survey to ensure that students are active and estimate student interest.

6.5 Club / individual collaborations

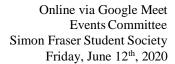
Faculty Representative (Education) raised logistical issues that happened last year.

6.6 June events

• Faculty Representative (Education) raised logistical issues about rushing event planning consider the new appointment of Student At-Large members.

6.7 The SFSS Women of the Year Award

• Faculty Representative (Education) provided updates regarding approval of the budget for shipment of awards.





7. ATTACHMENTS

- Guidelines for Board Committees and Directors Using Budgets Under Coordinator Departments.pdf
- Events Forecast.xlsx

8. ADJOURNMENT

8.1 MOTION EVENTS 2020-06-12:03

Phum/Haider

Be it resolved to adjourn the meeting at 1:26PM.

CARRIED UNANIMOUSLY



Guidelines for Board Committees and Directors Using Budgets Under Coordinator Departments

POLICY TYPE: GUIDELINE

BOARD BUDGET PILOT PROJECT

Adopted: April 22, 2020

This guideline sets out standards and processes for Board committees with the ability to pass funds, which are managed by Society coordinators. It is supported by GP-15: Advocacy and Lobbying Standards of the SFSS Board Policies and staff Standard Operating Procedures.

Definitions

- 1. Committee Annual Plan an annual plan for the use of Board committee budgets broken down by initiative (e.g. advocacy campaign) that is passed by the Committee and the Board of Directors. This also includes the Branded Materials Plan.
- 2. Committee Budgets the funds allocated by the Board of Directors that are managed under Society coordinator budgets, available for expenditure by the relevant Board committee. This also includes the Branded Materials Budget.

Application

This guideline applies to the following Board committees:

- The University and Academic Affairs Committee (UAAC) supported by the Campaigns,
 Research and Policy Coordinator department
- The Federal, Provincial, and Municipal Advocacy & Lobbying Committee (FPMALC) supported by the Campaigns, Research and Policy Coordinator department
- The Events Committee supported by the MSC Events Coordinator department
- The Vancouver Campus Committee supported by the MSC Events Coordinator department
- The Surrey Campus Committee supported by the MSC Surrey Coordinator department

This guideline also applies to the following:

- Branded Materials supported by the Communications Coordinator department
 - o Any Board member can access this budget item

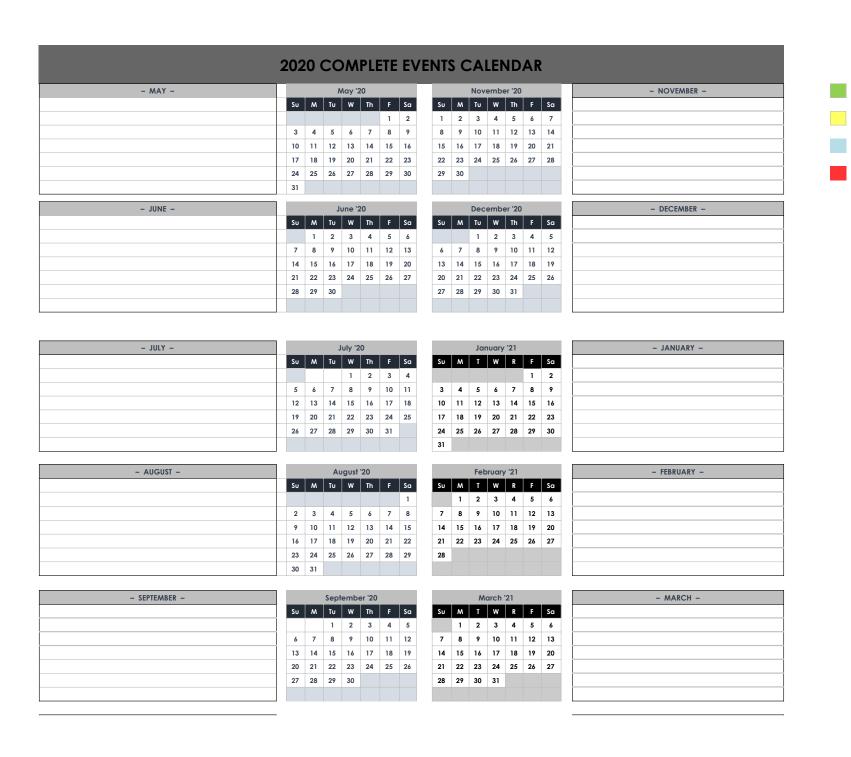
Standards

- 1. The Board of Directors must approve all Committee Annual Plans for administering Committee Budgets.
- 2. All initiatives presented in the Committee Annual Plan must contain an overview of the following:
 - a. key contact for the initiative,
 - b. purpose of the initiative,
 - c. targeted outcome,
 - d. measure of success,
 - e. budget,
 - f. timeline,
 - g. fact sheet, if necessary,
 - h. partners and/or sponsors, if any,
 - i. actions taken, and
 - j. commitments made and their status.
- 2. The Chairs of the committees must provide the Board with both a proposal prior to the initiative being undertaken, and a summary report after the completion of the initiative and all relevant expenses are paid.
 - a. The Chairs of the UAAC and FPMALC must also provide the Board with a monthly written report on progress if the timeline for the initiative is greater than one (1) month, as per GP-15.
 - b. Any Board member that requires branded materials must notify the entire Board, in writing, of their intention to purchase branded materials using the Branded Materials Budget prior to the purchase of those materials, constituting a proposal to the Board. They must provide the Board with a summary report after the purchase.
- 3. If initiatives require the expenditure of funds not included in the Annual Plan, a motion must be brought to the committee for recommendation to the Board.
 - a. If the committee is already over their annual budget, they must bring a motion to the Board for approval.

Process

- 4. The Chair of each individual committee or Board member accessing the Branded Materials Budget, in consultation with the respective coordinator will:
 - a. review the past annual plans and reports provided to them by Society,
 - b. develop an Annual Plan which will include, for each proposed initiative, all standards as per 2 a-i of this guideline,

- c. implement the initiatives described in the Annual Plan, providing Board with a proposal report and summary report, and monthly report on its development if the initiative uses the Advocacy Initiatives budget, and
- d. submit all reports to the relevant coordinator for permanent filing.



SFSS internal Events

Board/Committee Events

SFSS Partnership Events with external

Events Cancelled due to office closure

- OCTOBER -	October '20						
	Su	М	Tu	w	Th	F	Sa
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

April '21									
Su	М	T	w	R	F	Sa			
				1	2	3			
4	5	6	7	8	9	10			
11	12	13	14	15	16	17			
18	19	20	21	22	23	24			
25	26	27	28	29	30				

- APRIL -

May										
Note	(Month/Date)	NAME OF EVENT	KEY CONTACT	PURPOSE OF THE EVENT/PROJECT/INITIATIVE	TARGETED OUTCOME	MEASURE OF SUCCESS	BUDGET	PARTNERS/SPONSORS (IF ANY)	ACTIONS TAKEN	COMMITMENT STATUS (IF ANY)
March Marc	Mav									
Freezie Friday	,									
Freezie Friday										
Freezie Friday										
Freezie Friday	lune									
Board/Club/SU Collab S500	Julie									
Mental Health Care Package		Freezie Friday					\$200			
Mental Health Care Package		Board/Club/SU Collab					\$500			
Mental Health Care Package S283.66 Wellens Blooth S230										
Mental Health Care Package S283.66 Wellens Blooth S230										
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Wellness Booth		Mental Health Care Package					\$2,831.66			
BBQ Chill & Grill S976.12 S976		I .					\$230			
Canda Day Melcome Day Sept Pancake Breakfast & Week of Welcome event Fall Kickoff Fall Kickoff Afterparty Spooky Pumpkin Painting Mental Health care Package Halloween Pub Night November Cookies & Cocoa Minter Warm Up December							\$976.12			
August Welcome Day Image: Company of the company of th										
Welcome Day Pancake Breakfast Pancake Breakfast & Week of Welcome event S1,500 Fall Kickoff Fall Kickoff Afterparty October Spooky Pumpkin Painting S1,095 Mental Health care Package Halloween Pub Night November Cookies & Cocoa Winter Warm Up December		Caanda Day								
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Pancake Breakfast & Week of Welcome event Fall Kickoff	Sept	Pancako Proakfast					\$1 500			
Welcome event							\$1,300			
Fall Kickoff Afterparty Cotober Spooky Pumpkin Painting Spooky Pumpkin Paint							\$1,500			
October Spooky Pumpkin Painting Mental Health care Package Mental Health care Package Halloween Pub Night Cookies & Cocoa Winter Warm Up December										
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Mental Health care Package Halloween Pub Night November Cookies & Cocoa Winter Warm Up December	October									
Halloween Pub Night November Cookies & Cocoa Winter Warm Up December		Spooky Pumpkin Painting					\$1,095			
November Cookies & Cocoa \$712 \$712 Winter Warm Up \$645 \$645 December \$645 \$645		Mental Health care Package					\$682			
Cookies & Cocoa		Halloween Pub Night								
Cookies & Cocoa										
Winter Warm Up	November									
December										
		Winter Warm Up					\$645			
	Docombar									
Christman Card Making	December									
CHIISUHAS CATU IVIAKING		Christmas Card Making								
Winter Ceer Wednesday										
Christmas Food Package										
January	January									

	Pancake Breakfast			\$704.94		
	Lunar New Year			\$168		
February						
,	Valentines Day Card Making			\$80		
	Valentines Day Cookies Decorating			\$538		
	Townhall: Year in the Rearview			\$1,300		
	Munchie Monday + Tasty Tuesday			\$1,800		
March						
	SFSS Spring Carnival			\$3,603.35		
	SFSS Elections Debates			\$2,000		
	Bob Ross Paint Night			\$576		
	International Womens Day					
	March Mayhem			\$2,444		
April						
	Easter Art & Craft					