

## 1. CALL TO ORDER

Call to Order – 12:31 PM

## 2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x̱w̱məθḵw̱əy̱əm (Musqueam), Sḵw̱x̱wú7mesh Úxwumixw (Squamish), Seḻílwitulh (Tsleil-Waututh), ḵw̱iḵw̱əł̱əm (Kwikwetlem) and ḱíc̱əy̱ (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 .....	Vacant

### 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-Large 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.

# 2020 COMPLETE EVENTS CALENDAR

- MAY -							May '20							November '20							- NOVEMBER -							
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	31																											

  

- JUNE -							June '20							December '20							- DECEMBER -							
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	28	29	30					27	28	29	30	31			27	28	29	30	31									

  

- JULY -							July '20							January '21							- JANUARY -							
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- AUGUST -							August '20							February '21							- FEBRUARY -								
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- SEPTEMBER -							September '20							March '21							- MARCH -								
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- SFSS internal Events
- Board/Committee Events
- SFSS Partnership Events with external partners
- Events Cancelled due to office closure







