

1. CALL TO ORDER

Call to Order – 2:32 PM.

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəy' əm (Musqueam), Sk̓w̓x̓wú7mesh Úxwumixw (Squamish), Sel̓ íl witulh (Tsleil-Waututh), k^wík^wəł' əm (Kwkwetlem) and q' icə' y' (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 Finance (<i>Chair</i>)	Corbett Gildersleve
VP Student Life	Jennifer Chou
Applied Sciences Representative	Harry Preet Singh
Business Representative	Mehtaab Gill
At-Large Representative	Phum Luckkid
Student At- Large	Pariya Zabihi
Student At- Large	Ahmed Alam
Ex-Officio	Osob Mohamed

3.2 Society Staff

Finance Coordinator	David Chin
Administrative Assistant	Somayah Naseri
Campaigns, Research and Policy Coordinator	Sarah Edmunds

4. RATIFICATIONS OF REGRETS

4.1 MOTION FASC 2020-09-24:01

Harry/Osob

Be it resolved to ratify regrets from Ahmed Alam.

CARRIED UNANIMOUSLY

5. ADOPTION OF THE AGENDA

4.1 MOTION FASC 2020-09-24:02

Corbett/Phum

Be it resolved to adopt the agenda as presented.

CARRIED AS AMENDED UNANIMOUSLY

- Amend to ratify regrets for Ahmed Alam.
- Add 2020-08-07 FASC to 5.1 MOTION FASC 2020-09-24:03 under Matters Arising from the Minutes.
- Add Item under New Business 7.2 Petty Cash Adjustment – MSAC Request.

6. MATTERS ARISING FROM THE MINUTES

5.1 MOTION FASC 2020-09-24:03

Harry/Pariya

Be it resolved to receive and file the following minutes:

- FASC 2020-07-17
- FASC 2020-08-07
- FASC 2020-08-28

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 Zoom Business Account – MOTION FASC 2020-09-24:04

Harry/Jennifer

Be it resolved to allocate \$1,622 (plus any taxes or nominal fees not exceeding \$2,000 total cost) from an appropriate budget line item in Department 31, Administrative, for a Zoom Business account to enable Zoom meeting recordings and transcriptions beginning Monday, September 28th, 2020.

CARRIED UNANIMOUSLY

- To allow for recording and transcription of meetings as Google Meet will not be available soon.

Mehtab Gill joined the meeting at 2:44PM

7.2 Petty Cash Adjustment – MSAC Request - MOTION FASC 2020-09-24:05

Corbett/Harry

Be it resolved that FASC recommend to the Governance committee to change the relevant policies and rules to allow clubs to use up to \$100 in petty cash per term.

CARRIED UNANIMOUSLY

8. DISCUSSION ITEMS

8.1 Accessibility Bursary

- Since the Accessibility fund is underused, the Accessibility Committee has suggested an Accessibility Bursary. An Accessibility grant currently available but only for one-time event or project.
- The Bursary Working group has finalized details, but they haven't been discussed with Accessibility Committee yet.
- VP Finance discussed financial options for the Bursary involving number of students receiving a bursary per year and amount given per student. Further discussion needed with Accessibility Committee.
- VP Student Life suggested the SFSS giving it out through the Accessibility Coordinator in order to keep the bursary as accessible as possible. Support voiced for administering the bursary through SFU as done with previous bursaries.
- Clarification needed to ensure that this won't impact Disability benefits or other government aid.
- Further research is needed to research paperwork needed and tax information.

8.2 Project Leads – Next Steps

- Meeting needed to discuss financial changes.
- Further meeting needed to discuss details around getting student input for funding projects.
- VP Student Life requested a list of large SFSS events and Case-it competition.
- Suggestions raised to fund bigger events and conferences. Reach out to Student Groups hosting larger events to collaborate with them.

8.3 Petty Cash Adjustment – MSAC Request

- After Focus group surrounding current funding system, petty cash adjustment was suggested to grant more autonomy to clubs. This would allow for a 100\$ fund for clubs which would reset each semester.
- Members Services are aware of the adjustment and support it.

9. ATTACHMENTS

- Briefing Note – Zoom Transcription

10. ADJOURNMENT

9.1 MOTION FAC 2020-09-24:06

Corbett/Harry

Be it resolved to adjourn the meeting at 3:33 PM.

CARRIED UNANIMOUSLY

Briefing Note

Author: Lawrence Jones, Transition Manager

Date: Sept 15, 2020

TITLE: Zoom Auto-Transcription of Committee Minutes

ISSUE / CURRENT STATUS

The Board had previously endorsed adding meeting transcription -via a free Chrome extension- supported by free Google Meet recorded committee meetings.

However, Google recently announced the termination of free Google Meet recording (ending on Sept 30, 2020) therefore eliminating the possibility of transcription.

A Zoom Business account can record all meetings (cloud based) making us eligible for Zoom 'Cloud Recording Transcriptions'.

BACKGROUND

Currently, SFSS committee meeting minutes are recorded digitally, before review and transcription. It's been acknowledged that having transcriptions is very useful for committee chairs and Administrative Assistants.

Even when meetings return to *in-person*, maintaining a transcription policy will mean that human resource time won't have to be tied up at live meetings, resulting in increased productivity.

KEY CONSIDERATIONS

1. **Technological Change - Collective Agreement**

Article 19 of the CA, *Technological Change*, addresses the circumstance where a technological change displaces an employee. In the case here, auto-transcription of minutes will result only in a shift of labour, ideally permitting a more balanced, less stressful alignment of human resources to the needs of the Board and committees.

2. Cost

Normally, a Zoom Business account costs \$27/mo CDN and requires a minimum of 10 'host' accounts for a total cost of \$3240 per year. Arguably, this is a worthwhile cost/benefit.

Fortunately, via our Techsoup account (a non profit digital product sourcing service), the SFSS has access to a Zoom Business account for half of the usual price plus an administration fee totalling \$1350 Zoom + \$272 = **\$1622 per year**.

3. **Budget** The annual 2020/21 budget includes a line item in Department 31, line 821, "Email Service", set at \$10 000, which is longer required as the SFSS has obtained Google for Non Profits with free G Suite for email and associated services. This line could be renamed "Email / Online Meeting Services". It is in a substantial surplus.

4. Security

As meetings are publicly accessible and committee minutes are available to anyone with internet access around the globe, security is not a significant concern. Confidential material dealt with *in camera* is never recorded. Nonetheless, Zoom has demonstrated responsiveness to privacy and security concerns from the Zoom community.

5. Privacy/Notice to Attendees

Though meetings are public and meeting minutes are published to the web, agendas should state both that meetings are recorded and that meeting transcripts may be produced.

6. Access

Zoom Business provides 10 hosts. Any chair or admin can enable additional chairs. Chairs can each set their own parameters for meetings and preferences as needed.

Recordings are stored via the master account with various sub-levels of permissions and access, if required. Recordings are available as video, or audio only and there are the means to embed the transcriptions with the video, enabling a captioning function.

7. Sharing & Streaming

As an added bonus, Zoom meetings can be live streamed to Facebook or YouTube and recorded Zoom meetings can be distributed in any number of formats and means. Quality of video and audio, as well as signal stability, is typically higher than Google Meet.

OPTIONS

1. Chairs use their SFU account to host meetings, but recording is unavailable (without a privileged account) meaning attendance by an SFSS Administrative Assistant is essential for the production of minutes.
2. Meetings could be recorded on phones or other devices.
3. Register for a Zoom Business account via Tech Soup and move to Zoom recorded meetings and audio transcription.

RECOMMENDATIONS

That FASC discuss these options.

If in favour, introduce the following motion:

BIRT to allocate \$1622 (plus any taxes or nominal fees not exceeding \$2000 total cost) from an appropriate budget line item in *Department 31, Administrative*, for a Zoom Business account to enable Zoom meeting recordings and transcriptions beginning Monday, Sept 28, 2020.