

1. CALL TO ORDER

Call to Order – 11:07AM

2. TERRITORIALACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəy̓ əm (Musqueam), Sk̓w̓x̓wú7mesh Úxwumixw (Squamish), Sel̓íl wítulh (Tsleil-Waututh), k^wik^wəł̓ əm (Kwkwetlem) and q̓icə̀y̓(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

| | |
|--|---------------------|
| At-Large Representative (<i>Chair</i>) | Phum Luckkid |
| VP Student Services..... | Matthew Provost |
| VP University Relations..... | Gabe Liosis |
| VP Finance | Corbett Gildersleve |
| VP Student Life..... | Jennifer Chou |
| Student At-Large | Tony Yu |
| Student At-Large | Justin Yu |
| Student At-Large | Rasha Syed |
| Student At-Large | Rolan Liu |
| Student At-Large | Abigail Pena |

3.2 Society Staff

| | |
|----------------------------------|--------------------|
| Transition Manager | Lawrence Jones |
| MSC-Clubs..... | Ricky Che |
| MSC-Clubs..... | Melanie Ling |
| MSC-Events | Dipti Chavan |
| MSC-Student Unions | Anna Reva |
| MSC-Generalist..... | John Tseng |
| Communications Coordinator | Sindhu Dharmarajah |

4. RATIFICATION OF REGRETS

4.1 MOTION MSA 2020-08-10:01

Jennifer/Corbett

Be it resolved to ratify regrets from Abigail Pena.

CARRIED UNANIMOUSLY

5. ADOPTION OF THE AGENDA

4.1 MOTION MSA 2020-08-10:02

Corbett/Matthew

Be it resolved to adopt the agenda as presented.

CARRIED UNANIMOUSLY

6. DISCUSSION ITEMS

6.1 Focus Group Update

- Gathering feedback from clubs and student unions in collaboration with Finance Committee to find out what works and doesn't work with the current funding system.
- Sending Google Form to select clubs and student unions that satisfy unique niche for feedback but wanting to open it to everyone via the SFSS page or clubs and student unions Facebook group.
- Google Form questions include concerns about core/grant/general funding.
 - If it's reasonable and can be addressed, they will be forwarded to the Finance Committee to be changed.
- Focus Group is on August 18th 5-8pm.
 - MSCs will not be available, but written notes, sharing the recordings and/or looking at the Google Forms is enough.
 - MSC can send email to At-Large Representative (PL) about the concerns they have about requests prior to the meeting.
 - At-Large Representative (PL) and VP Finance will be present at the meeting.
 - People are passing on the information to their student union and clubs as well as reaching out to Presidents and Treasurers and can follow up with them.
 - Student At-Large (RL) has contacted SFU TA, K-Storm and SFU CAC.

6.2 Proof of Purchase for Prizes

- Communications Coordinator finished drafting up the form and MSC-Clubs (ML) thinks it looks good.
- Draft PDF: <https://sfss.ca/wp-content/uploads/2020/08/SFSS-Form-GiftCard-1.pdf>
- Tentative web form: <https://form.jotform.com/202187215277051>
 - Add attachment link for proof of purchase.
- Need gift card number as auditors have asked for it in the past.
 - Currently responsibility of gift card receiver or should it be the executive responsibility?
 - Should be the Executives because they are sending gift cards out electronically right now. Easy to send the form to receiver to sign, and have it returned before sending the gift card.
 - Example: Right now, they are sending a card through Amazon where the Executive gets a receipt, and the receiver gets the gift card directly. Executive gets notification when receiver has accepted it.
 - Might make more sense to have a PDF form because a web form would need confirmation from Communications Coordinator if someone else completes the reimbursement, and it also won't be connected to the cheque requisitions.
 - Can be sent to student centre but still difficult to connect it with cheque requisitions.
 - Should get feedback from student staff.
- What is the best way to do this? Should club execs hand it in or should it be a webform that can be sent to the receiver as well?
 - Webform can be saved as a draft, so two people can edit it.
 - Should be the Executive that submits it.

6.3 Member Resources Project Update

- The Board has lost the student union and clubs Terms of Reference. Not being added to agenda because they can't find it.
- Clubs Terms of Reference needs approval, so Communications Coordinator can send it to At-Large Representative (PL) and copy MSC-Student Unions.
- Motion: Be it resolved to approve the Clubs and Student Union Terms of Reference.

6.4 AV Concerns & Simple AV equipment purchase

- Brought up by clubs, as they have had issues with SFU AV Not showing up or not showing

up with the correct equipment in the past.

- Problems resulted by SFSS staff being the middleman.
- Could SFSS buy a projector to reduce these problems because most times it is all they need?
 - Default response is that students can get one in the library, and their hours are long enough to accommodate student requests.
 - SFSS has a mini projector, but not sure of where it is. There are built in screens in many rooms of the SUB.
 - This has been loaned out if library can't accommodate it. The only issue is not receiving it back right away.
 - SFSS will be much more self-sufficient in the future with the SUB.
- Asking clubs and DSUs what they might need, and buy two, one for clubs, one for DSU, of the items to have on hand to be booked out. Ex. speakers, microphones etc.
- The issue would be signing out the equipment, figuring out deposits, and checking the equipment when it returns.
- Rules could be put in place like only for having it during the day, leaving a Driver's License or ID with SFSS.
- There was conversation about this prior, but not sure where it has progressed to now.
- For anywhere other than the SUB, SFSS still needs to use SFU AV.
- SFSS has an AV cart in Surrey, but there was a booking form and library managed it.
- Current process is that students goes to the Student Center who has access to the shared calendar for the items, and books it for them.
- MSA doesn't have their own line item, but purchases would need to be sent to Board for approval.
- Need to price things out first, find out cost ranges, note the current process for lending things out, and VP Finance will work on a proposal to share with the Board.
- Will make a motion next meeting to have a more formal discussion on this.

6.5 Open Room Booking Calendar

- Hot request from clubs and student unions.
- Is there a way for them to see what rooms have already been booked in SFSS spaces?
 - Communications Coordinator, John, and MSC-Clubs (RC) are working on room booking right now, and once it's complete they'll be able to see what rooms have been booked and what are available to be booked.
- Current process where students had to submit room booking requests over and over until they were approved for one lead to event rescheduling and more work for Executives.
 - SFU has at least three different system, and SFSS were in the middle which made communication difficult.
 - SFU will not open up their booking calendar to students.
 - Often this was due to last minute requests as well.
 - Clubs can also submit alternative rooms and days.
- Two tiers of bookable space in the SUB – student space that can be booked before or used as a drop in and SFSS booked spaced like the ballroom which is controlled by SFSS.
 - It should all be on the calendar though.
- SFU has a schedules website, which isn't 100%, but is helpful.
 - Schedules.sfu.ca and need SFU ID to log into it.
- When a student tries to book a room, it will tell them if it's available or not.

6.6 Express Room Booking

- Idea presented to At-Large Representative (PL).
- The form is really long, but this is because it needs to coordinate with SFU AV and Catering and show what type of event it is.
- Is it possible to have another form for an express booking where students can book directly on the calendar if AV and Catering are not needed, and there are no restrictions on who can attend?

- Issue would be that there are a wide range of risks involved with clubs and student unions and need to cross-reference their Terms of Reference to make sure the event meets that.
- However, looking to make this available to general student for study spaces like the library.
- What are the specific risks?
 - Coordinators want as much information as possible, for example to know if there will be controversial speakers, if it's a front for sororities. Sometimes students also say they don't want food, but later contact MECS who goes back to SFSS which makes it look they aren't aware of what's happening with their student groups.
- Students may also use this form to downplay their event to bypass the long form.
- Possibility of having event templates for clubs to make to fill out the form quicker?
 - Can save draft of something right now.
 - They can also input multiple dates on one form in notes or use the reoccurring events checkbox.

6.7 Rooms for Clubs & Student Unions in SUB

- VP Finance mentioned at Executive Committee meeting that there are a lot of rooms that aren't allocated in the SUB right now.
- Is it possible to have clubs book rooms semesterly or yearly?
 - There was a plan for this but need to decide how to do so.
 - There are approximately 16 team rooms (VP Finance will confirm) spread out around the SUB like this with one section that has a common space with eight rooms surrounding it. If set them aside for this, the rooms would be removed from the bookable rooms list.
 - Who gets priority? There are a lot of options.
 - Semesterly may not be long enough, but it could be useful in cases of renovations.
 - Could do some student outreach to see how students want to use it.
- Can create another focus group for this.
- Communications Coordinator suggests leaving the rooms bookable for a while after opening to see if they are utilized first before allocating them to clubs and student unions because students often complain about not having space to study.
- The SUB was never designed to house student unions and clubs, but there is room for temporary supports.
- If student unions got a room, they could use it as a study space as well.
- VP University Relations left at 12:30PM.

6.8 Canvas Course update

- It has been updated in terms of content but have been working on the Members Resource Project that is ready to be shared.
- Working on changing the evaluation portions of the Canvas course for the Co-Curricular Record like getting rid of the discussion sections and replacing them with more interesting, interactive and easier activities.
- The course is currently closed and will be reopened in September.
- Link was on website, in email signatures, and welcome emails, but not sure why the Club Portal link is not working or where it is.
- Club Portal needs to be revised. Request needs to be made to Gravity.
- Wait for Board to approve Terms of Reference, and then upload Members Resource Project documents in parts as they are ready. If there are updates, MSC can let students know as nothing drastic is being changed.
- Until things are uploaded, and things are approved, old guidelines and rules are being used.

7. ADJOURNMENT

7.1 MOTION MSA 2020-08-10:03

Corbett/Matthew

Be it resolved to adjourn the meeting at 12:45PM.

CARRIED UNANIMOUSLY

