

1. CALL TO ORDER

Call to Order – 2:02 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^wəyəm (Musqueam), Sḵw̓xwú7mesh Úxwumixw (Squamish), Sel̓ílwitulh (Tsleil-Waututh), k^wik^wəłəm (Kwkwetlem) and 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
Ex-Officio	Osob Mohamed
VP Student Services.....	Matthew Provost
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

Operations Organizer	Ayesha Khan
Member Services Coordinator – Surrey	Shelley Durante
Member Services Coordinator – Student Unions & Groups	Anna Reva
Member Services Coordinator – Generalist.....	John Tseng
Member Services Coordinator – Clubs.....	Nancy Mah
Member Services Coordinator – Clubs	Ricky Che
Member Services Coordinator – Clubs	Melanie Ling
Member Services Coordinator – Clubs	Dipti Chavan
Communications Coordinator	Sindhu Dharmarajah
Campaign, Research, and Policy Coordinator.....	Sarah Edmunds
Administrative Assistant	Christina Kachkarova

3.3 Guests

Events & Student Affairs.....	Jess Dela Cruz
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4. ADOPTION OF THE AGENDA

4.1 MOTION MSA 2021-02-23:01

Tony/Justin

Be it resolved to adopt the agenda as presented.

CARRIED UNANIMOUSLY

5. MATTERS ARISING FROM THE MINUTES

5.1 Member Service Advisory Committee Minutes – MOTION MSA 2021-02-23:02

Tony/Jennifer

Be it resolved to receive and file the following minute(s):

- MSA 2020-07-13
- MSA 2020-07-27
- MSA 2020-08-10
- MSA 2020-09-15
- MSA 2020-09-29
- MSA 2020-10-27
- MSA 2020-11-17

CARRIED UNANIMOUSLY

6. DISCUSSION ITEMS

6.1 Club Terms of Reference Updates

- Ricky Che discussed the inclusion of more rules and responsibilities under the Clubs Terms of Reference due to the lack of details about certain expectations. These additional responsibilities would be included under the new sections I and J. These sections will ensure that students are elected or appointed to an executive position using a proper decision-making process and that the club executives should not use their positions for personal gain. Section J is like R7 of Board Policy on conflict of interest.
- Chair suggested that any changes should be made collaboratively.
- Shelley Durante highlighted the importance of including language referencing appointment of an executive to take into consideration smaller clubs.
- Several Member Services Coordinator – Clubs mentioned that they had had conflicts of interests brought to their attention with some club executives requesting significant funds for their own personal gain.
- Melanie Ling suggested contacting Campaigns, Research and Policy Coordinator (Sarah Edmunds) to further discuss any updates to the Clubs Terms of Reference.

6.2 Clubs TOR with SVSPO Edits

- Melanie Ling mentioned that the Sexual Violence Support & Prevention Office (SVSPO) has provided policy feedback and revised Clubs Terms of Reference Section 4. The changes mostly consisted of adding more details and examples to the section. She also mentioned that while the SFSS is not obligated to report incidents to the SVSPO, it may report if the incident falls under SFU policies.
- Student At-Large (JY) suggested including language that would account for harassment "through club [and club member] associated accounts".
- Jess Dela Cruz suggested including more details about online harassment including through social media and club emails and adding more specific guidelines for club executives on how to report sexual harassment without needing to involve the victim. She highlighted that club executives are often the first to have sexual harassment reported to, and they should know how to respond and what actions to take.
- Melanie Ling mentioned that a guide for club executives on how to respond to sexual harassment might need to be developed separately and made available publicly.

- John Tseng highlighted the need to make sure that victims are not made uncomfortable in response to the idea of taking action to report sexual harassment without involving the victim.
- Shelley Durante asked the Committee members to think about how the SFSS can ensure that SFSS members are aware of supports available to them, including direction on how to deal with sexual harassment without any pressure to report, and removing club members for sexual harassment.

**5-minute break taken at 3:00pm*

**Jennifer Chou, Nancy Mah, and Rasha Syed left the meeting at 3:00pm*

6.3 Events TOR

- Due to requests from a student group that wanted to be sponsored by an alcohol company, changes were suggested to section 6B of Events Terms of Reference concerning the “storing, possessing using or distributing illegal drugs or alcohol”.
- Need highlighted to have a public policy to refer to concerning this issue as there is currently SFU policy but lack of SFSS policy.
- Dipti Chavan mentioned that this issue should be raised with Events Committee as the committee previously discussed a similar issue but ended up rejecting the sponsorship.
- Sindhu Dharmarajah highlighted that the issue of sponsorship should be further discussed.

6.4 Maximum Number of Executives

- Melanie Ling mentioned that while clubs having many executives has not been a previous issue, some clubs currently have over 40 executives. Although most of them do not have authority.
- Chair suggested that the only upside to having more executives would be to be on the email list from the SFSS as well as having the experience listed on the co-curricular record. He mentioned that many other clubs have tiered executives but unofficially.
- Sindhu Dharmarajah mentioned that it should not be an issue if there is no impact on SFSS.

6.5 Smash Club, Mountainside games Conflict of Interest

- John Tseng mentioned that Smash Club had indicated in their grant that they would use the grant to cover casting and streaming services for an event they were hosting. However, during the cheque requisition process, it was discovered that one of the club executives owns and runs Mountainside games. Additionally, there was no valid form of proof of payment as Smash Club only provided an honorarium form and said they had paid in cash. They did not receive an official receipt, and only had a letter certifying that they had paid, but this letter was addressed to a different eSports related club at SFU.
- Previously Smash Club has requested 600\$ per event with a total of \$1200 requested which is substantial. The SFSS has granted 400\$ per event.
- Melanie Ling mentioned that in contact with the individual who is involved in Mountainside games and an executive in Smash club, the individual mentioned that they are not the one doing the streaming and casting so they do not benefit financially. The individual stated that they used this service because they received a discount.
- Melanie Ling mentioned that an alternative to this appears to be consulting with another company without discount or purchase equipment for streaming and services which would likely cost more money.

- Shelley Durante highlighted that the individual applied for grant knowing how much the service was going to cost. She also highlighted that honorariums are never billed as they are a gift. Official companies provide a receipt with total paid even if the fees are paid in cash.
- John Tseng mentioned that providing a letter from the company stating that the bill had been paid that was addressed to another club could not be considered proof of payment. He mentioned that the individual said that the company assumed that the club was an esports club, but John Tseng highlighted that it did not make sense for them to pay a bill that was not even addressed to them.
- Ricky Che clarified that the invoice was listed SFU eSports and that the individual stated that they assumed that this would cover any organization under the SFSS that does esports. Ricky Che highlighted that legitimate companies would provide appropriate proof of payment. He also mentioned that the individual did not initially disclose their conflict of interest.
- Shelley Durante highlighted that the individual should have been transparent about their situation.
- Chair suggested that the SFSS should not reimburse the individual and Smash Club as they did not provide the necessary documentation to prove that this was a legitimate transaction that occurred. He mentioned that the Events committee has history with SFU Esports which has asked for a lot of money and were “double-dipping”.
- Melanie Ling suggested list of approved providers to avoid future issues.
- Nancy Mah mentioned that eSports has previously complained that other clubs were embezzling money. The SFSS needs to make sure that there is transparency, so this use does not arise.
- Student At-Large (JY) cited previous collaboration with SFU eSports for an event where eSports pressured another club to request more money. He suggested that eSports might have pushed Smash Club to request more funds. SFU eSports has previously requested a grant and then saved the money for a future event. He suggested that there needs to be a conversation with SFU eSports to stop this issue.
- Ricky Che mentioned that it is important to make sure that Smash Club is separate from eSports. He mentioned that some clubs spread out into different clubs for the ability to request more funding and that the issue should be addressed.
- Chair highlighted that while the SFSS system might show that they are different club, they might be the same club with SFU eSports being an “umbrella club” which is not allowed.
- Shelley Durante mentioned that the SFSS should check for executive overlap between clubs.
- Nancy Mah mentioned that while all the executives might be friends as they have similar interests and similar clubs, it is important to keep a close eye to make sure they are not abusing funding.
- Shelley Durante suggested granting guidelines surrounding these type of events as well as recommended services. While Smash Club was given the grant, they need to fill out appropriate forms and return with a receipt. She mentioned to Chair that they might reach out to discuss this issue with him.
- John Tseng raised concerns about the feasibility compiling a list of approved services.

6.6 Revisit What Events the SFSS Is Willing to Support.

- Ricky Che mentioned that since the start of the pandemic, there has been a complete ban from in-person events by the SFSS. Currently, Provincial regulations do not prevent walks or hikes if they do not stop and turn into a social engagement. He asked if the SFSS would support club members driving to another club member’s house to drop things off.

- Shelley Durante mentioned that it would be difficult to control, and while personal delivery is hard to moderate, packages dropped off without contact are ok.
- Jess Dela Cruz raised issues of SFU opening in the fall and if the SUB would be allowed to be in use for clubs.
- Anna Reva mentioned that some groups mail with Canada post and that she has mentioned that any drop-offs must be contactless. She also mentioned that if they use Canada Post, they must be in contact with people. She mentioned that she has approved groups for funding for shipping because the SFSS currently has the means to support it.
- Ricky Che highlighted that while shipping funding was acceptable, there should be no cover for fuel budget or car rental.
- Recently a group asked to do a door-to-door Krispy Kreme sale which was rejected due to safety concerns.

6.7 Virtual Events Platform Document

- Anna Reva mentioned that document still needs revision. Additionally, she mentioned that the SFSS covers booking of Hop-in which is only available to clubs, but that this service has a 2k a-day minimum.

**Jess Dela Cruz left 3:35 PM*

7. ADJOURNMENT

7.1 MOTION MSA 2021-02-23:03

Phum/Justin

Be it resolved to adjourn the meeting at 3:38 PM.

CARRIED UNANIMOUSLY