

1. CALL TO ORDER

Call to Order – 6:04 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^wəy̓əm (Musqueam), Sḵw̓x̓wú7mesh Úxwumixw (Squamish), Selííwitulh (Tsleil-Waututh), k^wik^wəł̓əm (Kwikwetlem) and ǰícəy̓ (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 Executive Committee Composition

President (Chair)	Helen Sofia Pahou
VP Internal and Organizational Development	Judit Nagy
VP Finance and Services	Abhishek Parmar
VP University and Academic Affairs	Nicole Kirigin
VP External and Community Affairs	Eshana Baran
VP Equity and Sustainability	Rea Chatterjee
VP Events and Student Affairs	Vaibhav Arora

3.2 Society Staff

Board Organizer	Emmanuella Droko
Building Manager	John Walsh
Operations Organizer	Ayesha Khan
Policy, Research, Community Affairs Coordinator	Beatrice Omboga
Administrative Assistant	Simar Thukral

4. CONSENT AGENDA

4.1 CONSENT AGENDA

Be it resolved to adopt the consent agenda by unanimous consent.

CARRIED UNANIMOUSLY

4.1.1. MATTERS ARISING FROM THE MINUTES- MOTION EXEC 2022-06-03:01

Be it resolved to receive and file the following minutes:

- EXEC 2022-04-19

5. ADOPTION OF THE AGENDA

5.1 MOTION EXEC 2022-06-03:02

Nicole / Judit

Be it resolved to adopt the agenda as presented.

CARRIED AS AMENDED

- VP University and Academic Affairs moved to include item 7.5, 7.6, 7.7, and 7.8.
- President strike discussion item 8.6 and postponed it to the next executive meeting.
- VP External and Community Affairs moved to include discussion item 8.7.
- VP Events and Student Affairs moved to include discussion item 8.8.

6. PRESENTATION

6.1 Varga Software for clubs

SUBMITTED BY: VP Finance “Abhishek Parmar”

PRESENTED BY: Faculty of Arts and Social Science Student “Sohan Baviskar”

ATTACHMENTS:

- One common issue that came up during elections was increasing student engagement and keeping the same thought in mind they have developed a proprietary software for university clubs and societies to better manage their organization.
- The initial development of the software took place during the pandemic in 2021 and contesting the election was one of the approach to implement use of the software.
- They expressed that running a student organization can be a hectic and difficult task to grow as a society. The key is to have a team that you can trust, that we enjoy working with. The last thing to worry about is the administration.
- Working with RHA they realized that most of the clubs utilizes disconnected tools for their day to day management. From maintaining spreadsheets, selling event tickets, communicating with students, procuring merchandise, and many more. They expressed that the current management process last efficiency.
- Varga is a one stop solution to any student run organization to achieve growth and increase student engagement. Some of the features that Varga has to offer is to purchase customized merchandise, sell event tickets online, real time analysis of events, suggest an appropriate title (auto create membership database, increase student engagement, broadcast email to members).
- At the top, we get the option to login as a Club or as a student. When a club executive login's to the website, they get to fill in their login details that gets them to the

- dashboard. Varga's dashboard has everything that the student body needs throughout their operations. New club can register their members easily and they can also broadcast emails and send out bulk emails to their members so that there is a direct communication established about the recent events that would lead to increased student engagement.
- Varga also has membership statistics which shows all the members that have been registered on a monthly basis or on a weekly basis. The software also help us see the revenue that has generated through the sales of ticketing. So, the software operates in such a way that is creates an automatic database every time we register a club or a member.
 - The dashboard is a unique platform where club gets to manage their event. To create an event, a club can simply click on create an event and fill-in all the necessary details, event time, address, any dietary restriction, and they can simply publish it. Once the event is published, the clubs can view all the events ongoing or upcoming and even the past events simply in our dashboard with a list of people going, list of spots left, etc.
 - The dashboard also contains the merchandise feature. They expressed that they feel that merchandise is the best way to engage with the student community and it also generates a lot of revenue for the clubs. With varga, there is no need to go to any third party merchandise company, they provide the option to purchase merchandise on their website where clubs can purchase the custom made sweatshirts, pens, hoodies, t-shirts, coffee mug, masks, stickers, etc. And, within 24 hours the team will get in touch with the person who placed the order with the quote.
 - Merchandise feature gives an option to clubs with lower budget to customize items that they would like to engage with the students. They can simply send us the design and not worry about the inventory.
 - Coming back to the login window, Varga, also enable students to use this software. Apart from the website, they offer a mobile application where they provide group chat feature for all the courses offered in the university. So, students when they come to SFU at times find it difficult to find their specific class group chat. Through our application, for example, if a student is looking to join PHIL 120W class and chat with other people within the same class, they can easily locate it.
 - This application would enable students to not miss out on the events and at the same time make use of their academic.
 - They expressed that their interest to implement this prototype with SFSS is to obtain feedback as this application have not yet been tested. And, with smaller amount of clubs

if feedback is obtained it could be very useful and also their goal of student engagement align. This is a proprietary software that they are looking to sell to the university clubs. However, they would like to offer it for free to SFSS and run it as a pilot project.

- VP University and Academic Affairs expressed that there has been significant issues on ongoing basis with the disorganization of creation of group chats. They mentioned that some work would need to be done in order to motivate people to download the application.
- VP Internal and Organizational Development expressed that before taking any further steps, communication with the staff who would actually manage the portal needs to take place. We need to ensure that it fulfil our societal duties to act in interest of our membership.
- In response to VP Internal question regarding the expiry of group chat after each class, the presenter mentioned that the group chat would have 5 month expiry period that would give enough time to students to exit. The application operates in a way that, students need to tell us their class name, code, and professor name and then we would add them to the specific group chats and after four months they get removed from the group chat and they can be added to the new classes. Members that are not part of the class will be removed from the section.

7. NEW BUSINESS

7.1 Associate Vice-President External & Community Affairs Appointment-MOTION EXEC 2022-06-03:03

SUBMITTED BY: VP External and Community Affairs “Eshana Baran”

ATTACHMENT:

Eshana / Rea

Whereas Gabe Liosis has been nominated by Eshana Baran to be the Associate Vice President External and Community Affairs for the 2022-23 year;

Be it resolved to appoint Gabe Liosis as the Associate Vice-President External & Community Affairs until April 31st, 2023.

CARRIED

In Favor (7): President, VP Internal and Organizational Development, VP Finance and Services, VP University and Academic Affairs, VP External and Community Affairs, VP Equity and Sustainability, VP Events and Student Affairs.

Against (0)

Abstentions (0)

- VP External expressed that it would be useful to have Gabe along with them to support the admin operation as they feel Gabe have done great work in the past and have past experience within the SFSS. So, someone knowing ins and outs of the SFSS would be useful to have along.

7.2 Passing funds for the Alliance of BC Students Skills & Training Conference – MOTION EXEC 2022-06-03:04

SUBMITTED BY: VP External and Community Affairs “Eshana Baran”

ATTACHMENT:

Abhishek / Judit

Whereas, the Alliance of BC Students (ABCS) hosted a Skills & Training Conference from

May 27th – May 29th with student society executives from across the province;

Whereas, the SFSS typically sends an executive to conference such as these, and Rea Chatterjee, Eshana Baran, and Helen Sofia Pahou attended;

Whereas, the conference costs \$100 for non-ABCS members to attend, with these funds typically coming from the Conferences Budget;

Be it resolved that the Executive Committee approves up the \$300 from the Conferences budget or another appropriate line item as determined by the VP Finance, for Rea Chatterjee, Eshana Baran, and Helen Sofia Pahou having attended the ABCS Skills training conference from May 27th – May 29th.

CARRIED UNANIMOUSLY

- VP Equity mentioned that this event enabled them to connect with Capilano Student Union and other different student unions.
- The President expressed that this event was a great way to connect with other student societies to see where they are at and what work they have been doing.

7.3 Associate Vice-President University and Academic Affairs Appointment #1– MOTION EXEC 2022-06-03-05

SUBMITTED BY: VP University and Academic Affairs “Nicole Kirigin”

Nicole / Vaibhav

Whereas Rastko Koprivica has been nominated by Nicole Kirigin to be an Associate Vice-President University and Academic Affairs for the 2022/2023 year;

Be it resolved to appoint Rastko Koprivica as an Associate Vice-president University and

Academic Affairs until April 31st, 2023.

CARRIED

In Favor (7): President, VP Internal and Organizational Development, VP Finance and Services, VP University and Academic Affairs, VP External and Community Affairs, VP Equity and Sustainability, VP Events and Student Affairs.

Against (0)

Abstentions (0)

7.4 Associate Vice-President University and Academic Affairs Appointment #2 –

MOTION EXEC 2022-06-03:06

SUBMITTED BY: VP University and Academic Affairs “Nicole Kirigin”

Nicole / Abhishek

Whereas Gurmehar Singh has been nominated by Nicole Kirigin to be an Associate Vice-President University and Academic Affairs for the 2022/2023 year;

Be it resolved to appoint Gurmehar Singh as an Associate Vice-president University and Academic Affairs until April 31st, 2023.

CARRIED

In Favor (7): President, VP Internal and Organizational Development, VP Finance and Services, VP University and Academic Affairs, VP External and Community Affairs, VP Equity and Sustainability, VP Events and Student Affairs.

Against (0)

Abstentions (0)

- VP Finance clarified that the candidate getting nominated here is someone else with a similar name to one of our councilor who works within the SFSS. Also, given the candidate is not a member of the council, they would not be paid for their work

7.5 Installation of Internal facing window – MOTION EXEC 2022-06-03:06

SUBMITTED BY – VP University and Academic Affairs “Nicole Kirigin”

Nicole / Abhishek

Whereas the Building Manager, John Walsh, is on leave until July 2022;

Whereas the Building Manager, John Walsh, is exclusively able to determine the exact costs of installing blinds on the internal windows in the 4000 Level Society Executive Offices;

Whereas there is an immediate accessibility issues as related to the absence of internal window coverings in SUB 4128;

Whereas the process of installing permanent blinds is estimated to take several months to complete;

Whereas John Walsh has recommended a temporary measure for the installation of window coverings for the internal windows in the SUB 4128;

Whereas the temporary measure is a cost effective option and will meet immediate access needs;

Be it resolved that the Executive Committee approve the amount of \$52 from a fund as assessed by the VP Finance and Services, Abhishek Parmar, for the installation of internal facing window coverings in the SUB 4128, in the form of a pressure-fit rod and black-out curtains.

CARRIED UNANIMOUSLY

- VP University and Academic Affairs expressed that they have accessibility needs for this and for details regarding accessibility needs they would prefer to communicate in-camera.
- VP University and Academic Affairs mentioned that they have communicated with our building manager regarding different ways that the blinds can be installed. It is a plan that we would like to work on for all the offices for their internal windows and this is something that the previous executives have also wanted but did not take any action for as it was not on the priority and this can be expensive.

7.6 External facing window coverings- MOTION EXEC 2022-06-03:06

SUBMITTED BY – VP University and Academic Affairs “Nicole Kirigin”

Nicole / Eshana

Whereas the Building Manager, John Walsh, is on leave until July 2022;

Whereas the Building Manager, John Walsh, is exclusively able to determine the exact costs of installing blinds for the external window in SUB 4128;

Whereas there is an immediate accessibility issues as related to the absence of external window coverings in SUB 4128;

Whereas the process of installing permanent blinds is estimated to take several months to complete;

Whereas John Walsh has recommended a temporary measure for the installation of window coverings for the external window in the SUB 4128;

Whereas the temporary measure is a cost effective option and will meet immediate access needs;

Be it resolved that the Executive Committee approve the amount of \$52 from a fund as assessed by the VP Finance and Services, Abhishek Parmar, for the installation of external facing window coverings in the SUB 4128, in the form of a pressure-fit rod and black-out curtains.

CARRIED UNANIMOUSLY

- VP University and Academic Affairs expressed that the difference between the past motion and this motion is that in their office they have two windows – external and internal (one facing inside and one outside). Through one of the window the light from outside comes straight into the eyes and also it gets very hot in the office due to that. This is also a similar solution - a pressured fit rod that does not create any holes, so it does not lead to any damage to the office.

7.7 HEPA Air Purifier for Executives – MOTION EXEC 2022-06-03:06

SUBMITTED BY: VP University and Academic Affairs “Nicole Kirigin

Nicole / Abhishek

Whereas, there is an access need for a HEPA air purifier in SUB 4128;

Whereas there is an access need for a fan in SUB 4128;

Whereas the purchase of a HEPA air purifier would double in functionality as a fan;

Whereas the HEPA air purifier can be utilized in the Executive Committee common area when Not in use by the occupant of SUB 4128;

Whereas a specific HEPA air purifier has been recommended by the DNA;

Whereas the funding has been approved for HEPA air purifiers in the past for the purpose of Meeting access needs;

Be it resolved that the Executive Committee approves the amount of \$299.99 plus applicable taxes (\$334.88) from a fund as assessed by the VP Finance and Services, Abhishek Parmar for the purchase of a HEPA air purifier for SUB 4128.

CARRIED UNANIMOUSLY

- VP University and Academic Affairs expressed that they have communicated with the VP Finance and Services, our building manager, and DNA Councillor about the possibility of having extra air purifiers. There is currently a restriction in their building to get the air purifiers because it is being allocated to specific rooms for the

immunocompromised students and they are unable to access that. They brought forward this motion to request one in their office and also to share in the executive common area when they are not in their office.

8. DISCUSSION ITEMS

8.1 HRP: Executive Sub-Committee Elections.

SUBMITTED BY: VP Internal and Organizational Development “Judith Nagy”

- VP Internal and Organizational Development mentioned that we have a sub-committee called HR and Personnel that falls under executive sub-committee. They deal with HR issues and personal reviews, etc.
- The usual composition of the HRP consist of the chair person, president, vice chair person, VP Internal, and they have a designated seat of VP External and VP Equity, and there is one council seat. The composition prefers to have a non executive to fill that seat.
- They expressed that they looked earlier in May that the past president’s on electing someone into HRP has been through the executive committee which is why they did not have a motion to elect anyone to HRP through Council. They prefer for it to open it to be open at Council as more councillor attend those meetings. But, given that we do not have the policies in regards to committee elections they have got this to the executive meeting. They expressed that they can send out an email to Council to check with anyone who is interested to be a part of this committee and they mentioned that they are reluctant against electronic nominations.

8.2 Email from Ayesha: Purchasing laptops that can be signed out for staff who either work a hybrid schedule.

SUBMITTED BY: VP Equity and Sustainability “Rea Chatterjee”

ATTACHMENT: SFSS MAIL – Re_ Staff Laptops.pdf

- In reference to the email received from our Operations Organizer for the need to have a laptop they mentioned that in the previous term executives passed a motion to replace old desktop and other out dated equipment for the staff. But, the laptop was missing in that original order. They mentioned that they wanted to bring this forward as it was brought up by the staff in some of the email conversations and to fill in the gaps for the staff with accessibility issues and in order to improve their productivity.
- VP External spoke in favor of this and expressed that it would be useful to have laptops for staff working on a hybrid schedule to support their accessibility needs.
- The President tasked VP Finance to work with Operations Organizer to review how much room we have to see how many laptops we can actually buy before we distribute any laptops.

8.3 Query and request for further information from Women’s Centre Coordinator to possibly expand Women’s Centre services to Surrey Campus.

SUBMITTED BY: VP Equity and Sustainability “Rea Chatterjee”

- VP Equity expressed that the Women Centre Coordinator reached out to them to set up a meeting to communicate about the possibility of expanding Women Centre services to the Surrey Campus after they observed that a lot of students are at the Surrey Campus who needed access to Women Centre services.
- VP Finance mentioned that they are in support of having Women Centre services in the Surrey campus. It will be difficult to determine the space we would have for them but they feel that the Surrey campus has always been neglected to some effect and it would be great to have WC services at some capacity even if we do not have full support there.
- The President expressed that they are in full support of making sure that we can provide those resources to support Women Centre Collective. The issue is to determine what are those resources and to get a full knowledge of that is something we would need to have.

8.4 Community Guidelines, Boundaries, and Etiquette for Executives in all communications and meetings.

SUBMITTED BY: VP Equity and Sustainability “Rea Chatterjee”

- VP Equity and Sustainability expressed that they wanted to talk about establishing some community boundaries, guidelines, and etiquette for all executives in our meetings and communications to make sure that we are conducting ourselves in a collaborative and open way that allows for learning and growth and avoid creating any disorganized or an unsafe learning environment.
- VP University mentioned that concerns and thoughts about boundaries and expectations are often not brought forward in the workplace. They expressed their support in setting that up as it can be helpful for us.

8.5 Community Guidelines, Boundaries, and Etiquette for Council Members and establishing expectations for appropriate behaviour and use of platforms (zoom video + audio function, zoom chat, discord) and in meetings.

SUBMITTED BY: VP Equity and Sustainability “Rea Chatterjee”

- VP Equity expressed that they wanted to discuss the community guidelines, boundaries, and etiquette for council members and establishing expectations for appropriate behaviour. When conducting a meeting, the main concern is that, there is over 60 members in the Council and it is important that everyone is able to access and attend the meetings. For instance, during council, representatives and executives are not interrupting the meeting with some background sound or speaking without of order as it can be disrespectful for some of the students or members attending the meeting. So it is vital to hold ourselves appropriately during those meetings.

- The President spoke in favor of this and expressed that as a Chair it was challenging to count votes with members having to write their votes in the chat and at the same time to control them from typing anything else. Their plan of action was to bring this to next Council meeting to outline certain guidelines that they expect from the councillors to keep the moving forward and to make sure it is kept respectful and accessible for everyone.

8.6 Presentation for SPC Card to be included in students services we offer as a Union.

SUBMITTED BY: VP Events and Student Affairs “Vaibhav Arora”

- VP Events shared the slides prepared by other members for potential collaboration with SPC.
- They expressed that SPC is a student card given to university students to get discounts on companies like Adidas, Blenz Burger King, Levis, and many other companies when you present your card to them. The percentage of discount depend on the contract they have with the company.
- The services cost are usually \$10 a year and it will be increasing to \$11.99 a year beginning next semester.
- Student price card started their services in 1992 for universities and college and on average saves a student over \$250 annually. The goal is to reach out to the audience to help them get discounts on services offered by the companies. SPC currently have direct relationship with over 350 high schools and 150 universities across Canada.
- They expressed that they brought this forward as this collaboration can help attract new students, enhance value for current students to support on 450+ brands, gain market differentiator within high school student segment, have SFSS featured on SPC website, and have them take over distribution from start to finish.
- VP University expressed that they have had some experience with Student price cards previously. But, they never utilised it reason being, they felt it is just a 10% discount for the most part and it does add up and assist with any additional sale taxes that add on to the cost. But, in order to get the benefit out of it, it does promote consumeristic practices that is buying things that you do not necessarily need. So, in order to save money you have to buy things. They expressed that it can be promotion consumerism and that some students may not be in the financial situation to spend money that they do not necessarily have.
- VP University expressed that with any kind of points program, the way that these companies make money is that they assume that the majority of people who have access to the points program are not going to use it and that is how their business model works and if the SPC card ends up being profitable for the people actually running it then it would not be the best.
- VP Finance expressed that our Vice-Chair spoke in favor of this partnership with SPC as they feel that it could be useful. VP Finance also spoke in favor of this and mentioned

- that SPC can be useful. They in the past have got the card and not used it but it was them not going to use it when they could have. They mentioned that with their past experience they feel a lot of students can get the benefit of using it.
- In response to VP External query regarding how the partnership would work with the SPCXSFSS, VP Events expressed that the SPC will send a code to every student similar to The way we use U-Pass that we use to sign in through our SFU ID to process our pass for the semester. So, it will be a similar model and the student would need to go to the SPC website to load the card onto their wallet.
 - VP Events expressed that it does promote consumerism but it the secondary result of giving them the card. For instance, having U-Pass, students will tend to travel more, stay out more often. But, the main purpose is that the card is connected to over 450+ companies including eateries that people can take advantage of on a daily basis. So, the main goal is to have our members save money on those services.
 - VP University expressed that if the SPC process is similar to loading U-PASS manually, that can be a de-incentivize measure for the students to not to utilise the card as then they would actually need to take up a manual step out of their day to remember to load the card in order to use it. Since U-PASS is essential some people tend to forget loading that. They feel based on that structure they would not support if it is not automatically loaded. Also, they mentioned that most of the student in fact do not actually know the benefits of having the card so it is an unnecessary barrier and loading it is something that can be a big problem that should be considered.
 - VP Events in response to VP University mentioned that we are trying to give students something of value and something they can get cheaper in the market.
 - In response to VP University suggestion that if students can have the option to opt out from the student price card fees, VP Events expressed that they would work around the negotiation to get the best for our members.
 - VP Equity mentioned that it can be useful to have SPC considering the rising cost of living with things such as rising tuition fees, rising gas prices, etc. It does make it unaffordable for the students. Considering consumerism in mind is important. However for students buying the needs that they do need is something that should be the focus. It would be great for students to have discounts, they expressed that they had the difficulty of downloading it, but, the 10% discount can be helpful in many small ways.
 - VP External mentioned that it would be great to have students know about the SPC card. Some of grocery stores do offer SPC and any discount can be helpful for our members.
 - In response to VP Events about having to buy the cards in bulk, the President expressed that any expenditure of over \$5000, it has to go through Council for approval. Since the discussion has been around what the students wants and why the students would want the SPC, they feel it would be great to get this discussion to Council to seek feedback from Councillors that represent their DSU's, and their department to know how their students would feel about this. They mentioned that it would be useful to have the

- presenter from SPC to actually be present at the Council meeting so they can further answer any questions that might come up.
- In response to VP Events in regards to surveying students about if they actually would like to get the SPC Card, VP University expressed that they should survey the student before getting the presenter from SPC to council. And, in order to do the survey, we should obtain information from the SPC representative about the benefits and all the facts of what the SPC card entails. In addition to this, framing the survey in a way it does not lead to marketing on the end of SPC card is something that is important to consider.
 - VP Events suggested that before going to the students or Council if they can first request the SPC representative to come to the Executive Committee to present as they would have better knowledge and answer to questions that came up that can assist us in deciding if this is useful to have can be an option. And, then once we are clear about the offerings and the services we can take it up to the students and the Council.
 - The President spoke in favour of this recommendation and expressed that before building a survey that is not misleading for the students, it would be better to have the representative here to build on the further work.

8.7 Hiring Position for staff leave.

SUBMITTED BY: VP External and Community Affairs “Eshana Baran”

- In response to the VP External concern regarding the coverage of operation organizer role to be able to cover certain important tasks in their absence, the President expressed that they are in touch with our Operations Organizer with the list of daily tasks to be done before they can put anything forward. They are prioritizing this and will put it forward when everything is taken care of and is ready to do so

8.8 Event Planning

SUBMITTED BY: VP Events and Student Affairs “Vaibhav Arora”

- VP Events mentioned that they have been working on organizing a scavenger hunt event. They expressed that since the event was to occur on the 29th of June, they can plan to keep this as the Canada Day Event where we can label different floors with different provinces, and we provide the students with the list to find the floor and put the flags on their respective floors. So, they wanted to put this forward to discuss if this should be done as a Canada Day event or just a normal event
- VP Equity mentioned that it would be great to be mindful of the history of Canada but it would not be a great thing to do it for the Canada Day considering that we have FNMISA in the building and respecting all other external history that took place.

9. ADJOURNMENT

9.1 MOTION EXEC 2022-06-03:07



Online via Zoom
Executive Committee
Simon Fraser Student Society
Friday, June 3rd, 2022

Helen / Abhishek

Be it resolved to adjourn the meeting at 8:40 PM

CARRIED UNANIMOUSLY