

1. CALL TO ORDER

Call to Order – 9:33 AM

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), Sḵwxwú7mesh Úxwumixw (Squamish), Selílwitulh (Tseil -Waututh), k^wik^wəł̓əm (Kwkwetlem) and ḳíc̓əy̓ (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	
VP Finance and Services (Vice-Chair)	Abhishek Parmar
VP University and Academic Affairs	Nicole Kirigin
VP External and Community Affairs	Eshana Baran
Acting VP Equity and Sustainability	Arthur Lee
VP Events and Student Affairs	Vaibhav Arora

3.2 Society Staff

Board Organizer	Emmanuella Droko
Facilities Manager	John Walsh
Temporary Operations Organizer	Sindhu Dharmarajah
Administrative Assistant	Phanie Phan

3.3 Regrets

VP University and Academic Affairs	Nicole Kirigin
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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

2022-10-28:01 Be it resolved to receive and file the following minutes:

- EXEC 2022-09-16
- EXEC 2022-10-14

5. ADOPTION OF THE AGENDA

5.1 MOTION EXEC 2022-10-28:02

VP Internal / Arthur

Be it resolved to adopt the agenda as presented.

CARRIED AS AMENDED

- Add section 'Ratification of Regrets'
- Add 'New Business' items:
 - SFSS Community Guidelines Interim Enactment
 - Mental Health First Aid Reimbursement: Board Organizer
- Add 'Discussion Items'
 - Hours of Work Survey
 - Social Media Comments Management Guidelines
 - Scheduling Next Executive Meeting
- Add section 'In-Camera' and items:
 - New Club Proposal Issue
- Add section 'Ex-Camera'
- Strike 'Discussion Items':
 - Updating Booking Systems

6. RATIFICATION OF REGRETS

6.1 MOTION EXEC 2022-10-28:03 Helen / VP Internal

Be it resolved to ratify the regrets of Nicole Kirigin (VP University and Academic Affairs) for the Friday, October 28, 2022 Executive Committee Meeting.

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 RATIFICATION OF ACTIONS TAKEN: EXECUTIVE OFFICE OPENING- MOTION EXEC 202210-28:04

SUBMITTED BY: VP Internal and Organizational Development

VP Internal / Helen

Whereas the Executive Committee unanimously voted via a motion to lock the main door to the Executive Offices on August 12, 2022 for safety concerns;

Whereas past practice and procedure called for a formal motion to lock the office;

Whereas the members of the Executive Committee discussed opening the Executive Office's Main door on the October 14, 2022 Executive Meeting;

Whereas a motion is required to go ahead with opening the Office, as it took one to lock it;

Whereas the Main Office door has been unlocked without following proper procedure, as requested by the President;

Be it resolved that the Executive Committee retroactively approve the opening of the Executive Office.

CARRIED UNANIMOUSLY

- VP Internal explained that EXEC is going this retroactively to ratify the actions, as it took a motion needed to be passed to lock the Executive office during the summer term.
- VP Internal said that the SFSS should follow procedure and can not abandon it and pass practice out of convenience.
- Acting VP Equity followed up and wanted to have his and VP External's office doors checked because they were locked when the Executive members left the building but were unlocked when they returned the next morning.

- VP Internal was concerned because the only way to access them are with individual's own keys or the master key.
- VP Finance said that this is a safety concern because if one Executive office is open it could mean that people have access to the Executive offices.
- John said that if there are any concerns, they can be brought to his attention outside of the EXEC meetings and he will look into it.
- John explained that the doors might be unlocking due to not being fully locked, not fully closed, or not fully sealed.
 - It can be hard to determine what the cause is, unless there is a pattern.
 - John said that he can check the locks and make sure the locking mechanisms are correct.
- President made a note to John that VP Equity's door is difficult to close and can look into fixing it.

7.2 MENTAL HEALTH FIRST AID REIMBURSEMENT: BOARD ORGANIZER-MOTION EXEC 2022-10-28:05

SUBMITTED BY: VP Internal and Organizational Development

Whereas Union-Excluded Management has been asked by the Executive Committee to complete their mental health first aid certification to prepare for an in-person return for the Fall 2022 semester;

Whereas professional development is covered by the SFSS for management;

Whereas the training has been completed on October 14, 2022 by the Board Organizer;

Whereas both the invoice and certification has been provided to the VP Internal and

Organizational Development confirming the completion of the training;

Be it resolved to reimburse the Board Organizer, "Emmanuella Droko" for \$194.02 CAD from line item 945/32.

CARRIED UNANIMOUSLY

- VP Finance shared that they were unable to find a suitable line item and line item 945/32 was the best one.
- VP Finance said that he will be looking into next year's budgeting to see if there is another way to allocate it.
- VP Internal shared that with his motion, all management staff have completed their mental health first aid training.

7.3 SFSS COMMUNITY GUIDELINES INTERIM ENACTMENT- MOTION EXEC 2022-10-28:06

SUBMITTED BY: VP Internal and Organizational Development

ATTACHMENT: SFSS Space Guidelines V1.0

Whereas the Student Union Building (SUB) has officially been opened and operational for a year;

Whereas the SUB provides study spaces, services, and a place of work for students and staff;

Whereas guidelines or policies for respectful and safe use of the SUB currently do not exist;

Whereas guidelines had been prepared to keep the SUB safe and welcoming for all;

Be it resolved that the Executive Committee approve the "SFSS Community Guidelines" as attached for a probationary, interim, period of three months;

Be it further resolved that these guidelines shall be referred to Council for an operational and organizational evaluation, and a potential extension, at the end of the interim period.

CARRIED UNANIMOUSLY

- VP Internal said that this motion will put guidelines, which outline that the SFSS will not tolerate violence in the SUB, how to be respectful and not discriminate against people, and etc.

- The guidelines will be re-assessed in three months to determine how effective it is, if it needs to be altered, or how the SFSS should go about it.
- After a couple of months time, the guidelines will most likely become policies.
- VP External wanted to know who was involved in the development of the guidelines and make sure that the guidelines are not misinterpreted or cause harm.
 - VP internal answered that the entire staff list was consulted, which includes SFSS staff and constituency groups (CG) staff.
- VP External asked how much time was given for consultation.
 - VP Internal answered that around 4-5 days were given but she can not confirm, as she did not send out the initial email.
- VP Finance spoke in favour, stating that the guidelines are a good starting point and re-assessing them in three months gives enough time to gather conclusions and see if the guidelines are effective or not.
- Acting VP Equity noted that if VP External is concerned that CGs were not appropriately consulted, he can reach out and consult with them.
- VP External wanted CGs and other organizations housed in the SUB to be consulted first and shared that she does not feel comfortable if they are unaware of the guidelines.
 - VP Internal commented that staff and CGs have commented on the community guidelines draft.

8. DISCUSSION ITEMS

8.1 EXECUTIVE SOPS

SUBMITTED BY: VP Internal and Organizational Development

- VP Internal explained that the SFSS uses Standard Operating Procedure (SOPs) alongside policies and bylaws. The SOPs help people understand how they should do their job and how things operate in the organization.
- VP Internal shared that Beaty, the Policy and Research Coordinator, suggested to review the Executive SOPs too.

- VP Internal asked the Executive members to check their Google Drive for draft SOPs and if they do not have one, they should start working on one.
 - The SOPs must include things in relation to the respective Executive role, clearly define the role, what the portfolio entails, and outline things that the Executive member needs to do (e.g. VP Internal needs to outline how to do policy reconciliation, submit JotForms, call committee meetings, and etc.).
 - VP Internal cautioned to not include projects the Executive members are doing themselves as a requirement for the future Executive member because the future members will have freedom with how they want to approach their portfolio
- VP Finance had two questions:
 - Are they listing specific duties related to their positions or should they include the general Executive duties as well?
 - VP Internal suggested to keep the SOPs to the respective executive's portfolio. What the Executives can and can not do it cleared out in the by-laws but it is not clear how the individual executive roles are operationalized.
 - What kind of format should the SOPs be in? Should it be more interface friendly or keep it formal?
 - VP Internal recommended to prepare a rough draft first. There is an SOP standard format that Beaty has and can provide when the rough drafts are ready.
 - VP Internal said that screenshots and visuals can be added to the SOPs.
- VP External shared that she scheduled a meeting with Beaty to receive help on the Executive SOPs and asked if she should cancel the meeting, since it is being discussed at the EXEC meeting.
 - VP Internal said that she will let Beaty know that the Executive members are working on the SOPs.

- VP Internal shared that the staff and departmental SOPs are being finalized but the Executive ones are not and urged the members to work on them, so they are ready by the end of general election in February 2023.
- Acting VP Equity wanted to know if he will need to have the SOPs completed by the end of the bi-elections voting period.
 - VP Internal recommended Acting VP Equity to hold off SOP drafting until the bi-election results are ready. That way the elected VP Equity can work on them with help from VP Internal and Beaty.
 - VP Internal said that it would not be fair for the Acting VP Equity to do it, if they are no longer in the position moving forward.
 - VP Internal urged Acting VP Equity to start on the SOP draft if he wins.
- Acting VP Equity wanted to know if it is possible for him to join on the conversation about the SOPs if a new person is elected in the position, so he can help out with the draft.
 - VP Internal said that they can definitely do that if the elected person wants him to join.

8.2 LOA'S AROUND ACCESS TO SUB SPACES WITH GROUPS THAT HAVE SEATS ON COUNCIL

SUBMITTED BY: VP Internal and Organizational Development

- VP Internal said that this was flagged to the Executive over Summer 2022, so she wanted to circle back to it and see if people have thoughts or feelings on the matter.
- VP Internal explained that when organizations have spaces in the SUB, they have Letters of Agreement (LOAs) or memorandums of understanding (MOU). There are a few affiliated student groups which have seats on Council, but do not have LOAs or MOUs with the SFSS, like the Residence Hall Association (RHA).

- VP Internal explained that the RHA does not have any agreements with the SFSS on how they can use SFSS spaces, and since they are an affiliated student group, they do not fall under the SFSS and do not have the same kind of privileges as the SFSS groups.
- VP Internal wanted to make sure that people can book spaces in the SUB and ensure that the SFSS has its paperwork in order.
- John explained that the SFSS provides free space in the SUB, so affiliated groups and anyone affiliated with the SFSS can utilize bookings in the building.
 - John explained that prior to the changes in Council, this was covered by LOAs or leases that the SFSS had with the organizations in the building. Those documents specified that they did get access to bookings in the building.
 - John said that the SFSS does not have any written agreement that details that the affiliated groups get access free of charge to bookings in the building. LOAs with the groups need to lay out the terms.
 - John said that the LOAs with the affiliated groups can lay out the terms and specify that they have access to SUB spaces.
 - John suggested to look into when the SFSS is providing access free of charge to these affiliated groups.
 - John suggested to look into criteria for these bookings or if the group is affiliated with someone else, will it be acceptable for the booking to go ahead, and so on. There have been instances where groups team up to get access to free bookings even if the groups are not related.

- VP Internal concurred with John that there needs to be clear guidelines and procedures on how things should proceed with regards to bookings.
- VP Internal said that the SFSS has updated policies for constituency groups about their LOAs and a dedicated levy section was added.
 - VP Internal flagged that the updated policies do not contain anything related to space bookings and what rights affiliated groups have. The policies recognize that they are external organization to the SFSS that also serves the undergraduate SFU membership.
 - VP Internal explained that the SFSS has given affiliated groups Council seats but that does not necessarily mean that they have access to the same booking rights as clubs, DSUs, and so on.
- VP External shared that it will be great if they can start on a LOA for the groups and let them use the SFSS spaces more.
- VP Internal wanted clarification if she and John should start reaching out to affiliated groups and start the conversations.
 - Executive members agreed to let VP Internal and John to begin the conversations.

8.3 SPACE ALLOCATION

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

- VP External noticed that students are searching for study spaces and wanted to know if the board room, ballrooms, and other free SUB spaces can be opened up and set up more study spaces.
 - John expressed that because a space is not occupied at that time, it does not mean that it will not be occupied shortly or need to be set up later.
 - John said that the bookable spaces, like the board meeting rooms and ballroom, are for events, so the building team needs time to set those spaces up and it is not feasible to open up those spaces. Students can book the 15-open rooms from the GO Desk on the day of.
- VP Internal wanted to know if it is possible to post schedules of when the rooms are being used and the reason why the doors are not open is because the building team is preparing for a set up. This might help with the disgruntled feeling about spaces being closed.
 - John said that this is explorable but people can feel uncomfortable when details about what is happening at certain times is being advertised.
 - VP Internal asked if it is possible to say from when to when a space is booked without putting a group or person’s name to show the blocked off time.
- John said that this is something that can be looked into but a decision should not be made yet, since there can be other ways to do it.
- John said that it should be considered that creating the schedules will need to be put onto somebody’s workload.

- John said that if this is something people want to see, they can task people to look into it and report back what is feasible and what is not.
- VP External agreed with VP Internal and thanked John for looking into adding schedules.
- Acting VP Equity wanted to know if some of the Executives can book off the ballroom and board rooms during midterm/final season to host a study hall.
 - John said that last year, when the SFSS was not permitted to host events due to of COVID, the ballroom was turned into a silent study area.
 - John reminded people that if those spaces are booked to provide extra study spaces, the spaces will not be available for hosting events. The SUB only has two spaces that allow events for 40+ people.
 - John explained that there is a trade-off between providing more study spaces and hosting events in the SUB.
 - John has been receiving feedback that people want to have more vibrancy in the SUB and not turn it into a study hall, as the Library is located just across it.
 - John shared that from the booking data, there are a lot of bookings for the ballroom and especially around Christmas season.
- VP External was wondering if the spaces, like the ballroom, can be opened up and turned into study spaces when they haven't been booked for a while.
 - John said that the ballroom is consistently booked. The SUB is currently at capacity with event spaces but it does not look like they are, since there have been shut downs for long periods of time.

8.4 STUDENT ACTIVITIES

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

- VP External wanted to know if it is possible to purchase more board games, ping pong tables, activities, and etc, to get more students to come to the SUB.
 - John shared that the Building Team had a full proposal that went to SPOC some time ago. The proposal consisted of methods to increase vibrancy in different areas of the SUB with adding board and other types of games.
 - John suggested to take the proposal to SPOC for approval as it will be under \$10,000.
- VP Finance shared that SPOC members have expressed interest in the project since last year.

8.5 EXTENSION OF BC’S TUITION LIMIT POLICY TO INCLUDE INTERNATIONAL STUDENTS

AND OTHER STUDENT UNIONS AND ORGANIZATIONS

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

BLURB: Campaign to extend the application of BC's Tuition Limit Policy to include

International Students with other Student Unions and Organizations

- VP External shared during her lobby days, various student unions and student organizations have expressed that they would like to work collectively on extending the tuition limit policy to include them and international students.
- VP External said that the letter will be shared with the Executive members to make sure that they understand what they are signing on to.

- Acting VP Equity shared that this is a good idea and wants to see more international students be involved with the SFSS, its governance, and other pursuits the SFSS does.

8.6 HOURS OF WORK SURVEY

SUBMITTED BY: VP Internal and Organizational Development

- VP Internal reminded people that the survey pertains to how long the SUB can stay open, how the SFSS' operations are ran and etc.
- Sindhu said that the SFSS hopes to get some student consultation to measure the effectiveness of the current SUB hours. The SFSS has until April, 2023 to distribute the survey and compile the data.
- VP Internal asked what changes were made to the question bank and to which one (SFSS membership or staff).
 - Sindhu answered that the SFSS membership one was changed to provide more context and clarification on how people use the SUB and what type of services are being utilized.

8.7 SOCIAL MEDIA COMMENTS MANAGEMENT GUIDELINES

SUBMITTED BY: VP Internal and Organizational Development

- VP Internal shared that this is in relation to an email the Executive team received during the summer about social media comments management from the SFSS Communications Department.
- VP Internal said that, as an organization, the SFSS should have something in place. Since the SUB closure in Spring, the SFSS disables the comments feature on posts about SUB closures during statutory holidays.
- VP Internal shared that she wants to give the SFSS the operational backing to know what can be managed and what can not be managed on social media. For example, when someone posts something derogatory or problematic on the SFSS' social medias.
- VP Internal said that she can take this to the GOV and adding it to the communications policies, as the communications team will be first ones to see the comments and so that they have the relevant backing when they make relevant calls, if needed.

- Acting VP Equity shared that the SFSS definitely needs to have something in place for the safety of other people besides the SFSS.
- Acting VP Equity said that the SFSS should put in place things that will not be altered or removed by the future SFSS board members.
- Sindhu shared that the Communications Department previously used their judgement to delete comments. Now the process goes through many channels that causes delays on how the SFSS should respond and has caused some negative impacts on the organization.
- Sindhu recommended that this goes under the Communications policies to help the Communications team use their judgement based on guidelines that have been drafted and collaborated on by Executive and staff.
- Ella added that she is not in favour to block users from commenting, unless it is obviously discriminatory, racist, offensive, defamatory, and so on. People should be able to vocalize dissent on avenues the SFSS has available.
- Ella said that she would not be necessary against removing the sentence about blocking users from commenting in case of harassment, discriminatory, defamatory, or offensive language but that sentence is not intended for political or ideological debates.
 - The SFSS is a political organization.
- Ella expressed that people of color, people who do not have direct access to the SFSS team, or are not comfortable entering SFSS spaces are the ones using social media as a means to communicate with the SFSS.
- Ella said that it will be best to find an equitable way that does not leave space, as Acting VP Equity mentioned, for specific groups to be targeted for their dissenting voices.

- VP Internal agreed with Ella but questioned why the previous board locked comments on SUB closure posts.
 - VP Internal argued that if the SFSS wants more interaction from the student body, the comments should be unlocked.
- VP Internal said that, while the SFSS is a political organization, it is also a place of employment and does not want to put the staff in positions where they are afraid to make calls about and could be put on progressive discipline.
 - VP Internal said that staff need to have guidelines to fall back on and be able to delete things that need to be censored.
- VP Internal explained that the Executives are held to two standards:
 - As an employer they have the responsibility to take down the comments for the SFSS staff.
 - As an elected representative, they need to keep the comments up for the SFSS membership.
- VP Internal explained that the guidelines will not only be helpful to the communications team to know what to do and the steps they need to take but also the Executives, so they know what to do with content that should not be on the SFSS' social medias.
- Ella agreed that there should be guidelines for SFSS staff and clarified that she sees an opportunity for the current and future SFSS boards to use this as a way to silence dissenting people whether or not they agree with the decisions that are made by the SFSS.
- Ella explained that comments regarding the SUB closure earlier in 2022 got to a point where they hit discriminatory and offensive language.
- Ella expressed that there needs to be more information about what people can and can not do and what constitutes bullying and harassment, as outlined in the SFSS policies.

- VP Internal flagged that there is a double standard. During the summer there was a comment using the n-word to refer to an SFSS councillor and the comment was not immediately taken down.
 - VP Internal suspected that the reason for it to not be taken down is because of the person who posted the original comment.
- VP Internal explained that there is a huge difference between being a dissenting voice and being respectful about it versus bullying.
- Acting VP Equity agreed with Ella that there is a need to define what is harassment and what is not. There needs to be a concrete line where it becomes too much for a student organization to handle.
 - Acting VP Equity said that there should be something the SFSS can do to ensure that free speech is not stifled and it does not lead to people attacking each other.
- VP External echoed what Ella said and that there should be guidelines in place for staff.
- VP External asked people to look at the sheet with comments added by the Communications Coordinator and VP External to work together and flesh out the guidelines.
 - VP Finance disagreed with the comments VP External has left on the document draft.
 - VP Finance argued that the language about blocking users from commenting in case of bullying and harassment is appropriate.
- VP Finance said that bad faith conversations do not benefit anybody. The comments do not create anything constructive and created more toxicity.
- VP Finance clarified that the language used says that the platforms are not intended for political debate but it does not actually stop them from happening.

- If people keep political debated civilized and respectful, VP Finance said that there is nothing that indicates that they should be removed.
- VP Finance said that this encouraged a more welcoming area for debates and encourages people to comment and engage with the SFSS.
- VP Finance explained that the reason a lot of people stay away from engaging with the SFSS is because the organizations looks toxic and vicious.
- VP Finance argued that this is a good step in the right direction to take down the barriers to the SFSS and allow the average student to get involved.
- Sindhu explained that staff are hired for their experience and the guidelines were created based on their experience of things and what needs to be addressed.
- Sindhu said that the team is more than happy to work on the guidelines until the SFSS is ready to expand to something that is more feasible.
- Sindhu shared that there have been issues in the past few weeks where staff does not know how to handle certain situations and responses get dropped.
- Sindhu asked everyone to take a look at the guidelines and work on them, so they can give the Communications Department something to work with.
- Sindhu shared that her expectation with future Executive members is that they work with staff, who have institutional knowledge and context and can explain the rationale, to build forward.

8.8 SCHEDULING NEXT EXECUTIVE COMMITTEE MEETING

SUBMITTED BY: President “Helen Sofia Pahou”

- President explained that the next scheduled EXEC meeting falls on November 11th, 2022, which is a statutory holiday, so unionized staff will not be working on that day.
- President asked the Executive members if they are willing to move the meeting to Friday, November 18th, which will give the Administrative team and Executive team to prepare for the meeting.

VP Finance wanted to know if the EXEC meetings will be scheduled on a biweekly basis after that or will it revert back to the original schedule.

- President said that the EXEC meetings will be scheduled on a biweekly basis following the November 18th meeting, so the executive working sessions will also be altered.
- VP Internal wanted to know when FASC meetings will be scheduled, as they take place on Fridays at 10:00 AM on weeks there is no EXEC meeting.
 - VP Finance said that he can call the next FASC meeting for Friday, November 25th, 2022 and will be on a bi-weekly basis after that.
- With affirmatives from the EXEC members, the next EXEC meeting is moved to Friday, November 18th, 2022.

9. IN-CAMERA

9.1 MOVE IN-CAMERA - MOTION EXEC 2022-10-28:07

Eshana / Abhishek

Be it resolved to go in-camera for the remainder of the meeting. **CARRIED UNANIMOUSLY**

- **New Club Proposal Issue**

10. EX-CAMERA

10.1 MOVE EX-CAMERA - MOTION EXEC 2022-10-28:08

Eshana / Arthur

Be it resolved to go ex-camera for the remainder of the meeting. **CARRIED UNANIMOUSLY**

11. ADJOURNMENT

11.1 MOTION EXEC 2022-10-28:09

Eshana / Arthur

Be it resolved to adjourn the meeting at 11:23 AM

CARRIED UNANIMOUSLY