

1. CALL TO ORDER

Call to Order – 9:35 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), Sk̓wxwú7mesh Úxwumixw (Squamish), Selíłwítulh (Tsleil-Waututh), k^wik^wəł̓əm (Kwkwetlem) and q̓ic̓əy̓ (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
- VP Equity and Sustainability Sunghyun Choi
- VP Events and Student Affairs Vaibhav Arora

3.2 Society Staff

- Facilities Manager John Walsh
- Temporary Operations Organizer Sindhu Dharmarajah
- Administrative Assistant Phanie Phan

3.3 Leave of Absence

- VP Internal and Organizational Development

3.4 Guests

- Mathematics Councillor Ben Tischler
- Operations Organizer (Maternity Leave)..... Ayesha Khan
- Member Services Coordinator – Clubs Melanie Ling

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 2022-11-18:01

Be it resolved to receive and file the following minutes:

- EXEC 2022-07-29

5. ADOPTION OF THE AGENDA

5.1 MOTION EXEC 2022-11-18:02

Nicole / Eshana

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

- Add section 'Ratification of Regrets'
- Add 'New Business' items:
 - OCEO Chair Disclosure Allowance
 - Resignation of AVP UAA
 - Laptop Purchases
 - SFSS Representation for Dean of Education Search Committee
- Add 'Discussion Items':
 - Letter of Concern from Oversight Committee on Executive Officers
 - Expansion of SUB Operating Hours
 - SFSS Club and Student Union Funding Guidelines – November 01, 2022
 - SFSS Club Terms of Reference – November 01, 2022
 - SFSS Club Approval Terms of Reference – November 02, 2022 (New Document)
- Add 'In-Camera' items:
 - Response to OCEO Letter
 - Dakin West
- Add section 'Attachments':
 - SFSS Club and Student Union Funding Guidelines – November 01, 2022
 - SFSS Club Terms of Reference – November 01, 2022
 - SFSS Club Approval Terms of Reference – November 02, 2022 (New Document)

Break taken at 10:27 AM for 5-minutes

6. IN-CAMERA

6.1 MOVE IN-CAMERA - MOTION EXEC 2022-11-18:03

Eshana / Abhishek

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

CARRIED

In Favour (5): President, VP Finance, VP External, VP Equity, VP Events

Against (1): VP University

Abstain (0):

- Dakin West
- Response to OCEO Letter
- Letter of Expectations for Executives

7. EX-CAMERA

7.1 MOVE EX-CAMERA - MOTION EXEC 2022-11-18:04

Vaibhav / Eshana

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

CARRIED UNANIMOUSLY

8. NEW BUSINESS

8.1 OCEO CHAIR DISCLOSURE ALLOWANCE MOTION EXEC 2022-11-18:05

SUBMITTED BY: VP Finance and Services “Abhishek Parmar”

Abhishek / Eshana

Whereas the EC has discussed matters pertaining to the OCEO in-camera;

Whereas the EC wishes to relay allow the OCEO chair to relay their thoughts to the Oversight Committee;

Be it resolved to allow the OCEO chair to disclose the contents of the in-camera session pertaining to the Executive Letter of Expectations to the Oversight Committee via a Confidential Email to the members of the Oversight Committee on Executive Officers or during an In-Camera session of the Oversight Committee on Executive Officers.

CARRIED UNANIMOUSLY

- No discussion was conducted.

9. DISCUSSION ITEMS

9.1 LETTER OF CONCERN FROM OVERSIGHT COMMITTEE

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

- VP University handed speaking priority to the Mathematics Councilor, who said that he wanted to get ex-camera answers to what is possible about the in-camera matters.

- VP Finance asked what if the Mathematics Councillor is looking for direct answers to the OCEO questions, read the letter out loud, or something else.
 - Mathematics Councillor asked to have the letter read out loud.
- VP Finance read the OCEO letter and responded to the questions as outlined in it:
 - Question 1: Was the In-Camera item titled “Letter of Expectations for Executives” submitted to the agenda before, or after, November 9th?
 - It was added after November 09, 2022.
 - Question 2: Will the In-Camera item be pulled from tomorrow’s agenda, in-line with the motion passed by Council on November 9th?
 - It was not pulled for the reasons mentioned in-camera.
 - Question 3: If the Executive Committee is choosing to pull the In-Camera item, does the committee and/or the President intend to consult us and the other named committees in the November 9th motion before it is brought back to the floor of the Executive Committee and/or Council?
 - While it was not pulled and was discussed in-camera; the plan is still to bring the letter is to all named committees before a binding motion is brought to the Executive Committee or Council.
 - Question 4: If the Executive Committee is choosing to not pull the item, why not?
 - Question was discussed in-camera.
- VP University wanted to know who else was directly involved in the drafting of the letter besides the President and the Temporary Operations.
 - President said that all of union-excluded management (Board Organizer, Facilities Manager, and Temporary Operations Organizer) and the President were involved.
- VP University sought clarification if the people mentioned above are the ones who should be answering the four questions brought up by the OCEO letter.
 - President answered the outlined questions as follows:
 - Question 1: The letter was added to the agenda after November 09th.
 - Question 2: The letter was already discussed in-camera.
 - Question 3: Yes, the named committees will be consulted.
 - Question 4: The question was answered in-camera.
- VP University was confused why she is asking these questions.

- VP University wanted to know what the next steps will be to amend the letter, if it goes forward, considering there were concerns at the Council meeting and that action was demanded by the relevant committees.
 - VP University was expecting the letter to be helpful, as there was a lack of clarity about how the Executives should approach their portfolios and the “horrible” onboarding process they went through.
 - VP University shared that it is inappropriate for a small number of people to draft the letter, especially if it is supposed to be relevant and helpful for all the Executives.
 - All the Executives should have a chance to go through the letter and contribute to it.
- VP Finance responded to VP University and said that the letter will be going to the named committee (HRP, GOV, and OCEO) and can make sure that the letter comes to EXEC as a discussion item before coming to Council as binding motion.
- VP University suggested to have a working session on the letter, as one discussion item will not be sufficient to address all the concerns and additions people want to make.
- VP Internal clarified that the sections written by management (handling staff relations by Sindhu, room booking by John, and administration and timelines by Ella) in the original Letter of Expectations delivered to the Executive team to sign were fine. The only sections that were “atrociously wrong” were the President’s sections on policies.
 - VP Internal noted that she had no trust and value in the President’s leadership with staff and Executives.
 - VP Internal said to not confuse who wrote which section because the SFSS should not be falsely communicating to membership that management does not know the policies.
 - VP Internal said that accountability should be taken because the letter would not need to be sent to the named committees if the President wrote her sections correctly or consulted HRP, GOV, and OCEO.
- VP University requested her question to be responded to and give her assurance that it is heard and will be done.
 - President gave a verbal “yes”
- VP University said that the President’s verbal “yes” is not sufficient and that she wants to know how it is going to be done, such as a robust consultation process and that everyone’s accessibility needs are being met.
 - President said that the Letter of Expectations will be sent to the named committees via email.

- President mentioned that the VP University is more than welcomed to have a deeper conversation with the President during a work session.
- VP University asked for a timeline on when things will happen.
 - VP Finance said that they do not have a direct timeline and asked the President to find an approximate one.
 - President said that the Letter of Expectations can be sent to the named committees today and they can decide how to proceed at their next scheduled meeting.
- VP University wanted a confirmation on when and how she will be consulted beyond the committee discussion.
 - President answered that the letter must go to the committees first and once they have done their sets of revisions, the letter will come back to EXEC collectively. Based on this, the Executive members might not have a chance to look at the letter together until the other committees have finished their revisions.
- VP University said that she expects the President to be responsive if VP University initiates a conversation on this and that the President will make time for her.
 - VP Finance urged that the discussion stay on topic and specified that the Council motion was specifically asking for consultation with committees and explained that anything beyond that is its own item.
- VP Internal reminded that the letter needs to go to Council for final approval, as the President stated at the Council meeting that this is an agreement between the Executive and the Society.
 - Even if consultations are provided by the committees, they should go directly to Council and not to EXEC.
- Mathematics Councillor agreed with VP Internal that this should go to Council even if EXEC is consulted after the committees.
- VP University expressed that there are still unaddressed concerns, such as the potential of overstepping onto other committees and that this is done without their consultation.
- Mathematics Councillor wanted clarity that the timeline will be as follows: First, the Letter of Expectations will be brought to the three named committees. Then it will be brought to EXEC, if the Executive members want to discuss it, and lastly, it will be brought to Council for final approval with a binding motion.
 - VP Finance confirmed. If Executives are making major changes, they will go back to the three named committees.

10. NEW BUSINESS

10.1 SFSS REPRESENTATION FOR CENTRE FOR ACCESSIBLE LEARNING (CAL) ADVISORY COMMITTEE- MOTION EXEC 2022-11-18:06

SUBMITTED BY: President "Helen Sofia Pahou"

Eshana / Abhishek

Whereas Simon Fraser University's (SFU) Centre for Accessible Learning (CAL) Advisory Committee, as per SFU's Accessibility for Students with Disabilities Policy (GP 26), is a committee made up of students, faculty, staff and externals that give advice to SFU and CAL on student disability-related guidelines, policies and programs;

Whereas SFU's Executive Director, Student Affairs is requesting that the Simon Fraser Student Society (SFSS) recommend two representatives to later be appointed by SFU's Executive Director, Student Affairs and the CAL Advisory Committee;

Whereas the two recommended representatives are expected to meet once per term, will have opportunities to join related working groups on accessibility issues within the University, and will be provided a \$75.00 per-term honorarium that may be adjusted should hours of committee involvement increase;

Be it resolved to recommend A and B to later be appointed by SFU's Executive Director, Student Affairs as student representatives of SFU's CAL Advisory Committee.

POSTPONED INDEFINITELY

- President explained that SFU is starting a CAL Advisory Committee and are looking for two undergraduate representatives for it.
- VP University shared her screen and read a statement outlining concerns regarding three items on the EXEC 2022-11-18 agenda that pertain to her portfolio.
 - Neither the VP University or the UAA committee were consulted about the three items.
- VP Internal explained that it is unclear to who these proposals and things are supposed to be sent to, so they go to the President.
- VP Internal agreed that these items have to go to and should have been forwarded to VP University to some capacity.
- VP Internal explained that they should also go to Council, so Councillors are given a chance to be meaningfully engaged in society activities.
- VP Internal recommended these appointments to be added to the Council agenda.
- VP Finance said that, in the past, these have gone through EXEC.
- VP Finance said that moving forward, these requests will be relayed to VP University.
- VP University explained that as she is responsible with the coordination of all university

relations and the official liaison between the Society and SFU, this motion is a by-law violation, since other Executives are working within her portfolio.

- VP University asked to postpone the motion indefinitely.
- VP Finance moved to postpone indefinitely.

11. MOVE TO SUSPEND THE RULES

11.1 MOTION EXEC 2022-11-18:07

Eshana / VP Internal

- Add a discussion item “Wellness CR” and discuss it before “Expansion of SUB Operating Hours.”

12. NEW BUSINESS

12.1 SFSS REPRESENTATION FOR DEAN OF EDUCATION SEARCH COMMITTEE- MOTION EXEC 2022-11-18:08

SUBMITTED BY: President “Helen Sofia Pahou”

Eshana / Sunghyun

Whereas Simon Fraser University’s (SFU) Provost and Vice-President Academic pro tem is forming the Dean of Education Search Committee in accordance to SFU’s Academic Policy A13.05;

Whereas Simon Fraser University is seeking one individual from the Simon Fraser Student Society (SFSS) to represent the Undergraduate seat of this Search Committee;

Whereas the recommended individual from the SFSS is to later be officially appointed to the Search Committee by SFU’s Provost and Vice-President Academic pro tem, and is expected to attend six meetings, six rounds of candidate interviews and an open forum meeting that spread throughout the course of November 24, 2022 until May 2, 2023;

Be it resolved to appoint X to later be appointed by SFU’s Provost and Vice-President Academic pro tem as the undergraduate representative of the Dean of the Education Search Committee.

POSTPONED INDEFINITELY

- Postponed indefinitely.

13. DISCUSSION ITEMS

13.1 SFSS AND GSS SEAT SELECTION FOR VICE-PROVOST AND ASSOCIATE VICE-PRESIDENT LEARNING & TEACHING SEARCH COMMITTEE

SUBMITTED BY: President “Helen Sofia Pahou”

- Postponed indefinitely.

13.2 WELLNESS CR

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

- Ayesha has been sending cheque requisition forms for wellness. As the latest one did not receive a signature, she is looking for a resolution.
 - VP Finance explained that the cheque requisition has not been signed because the current management benefits contract has not been signed.
 - The current wellness benefit plan allows for \$500.00 but Ayesha’s is for \$900.00. She will either have to submit a form for \$500.00 or to wait until the new contracts are signed, after which she can get \$2,000.00 in wellness benefits.
- Ayesha sought for clarity because the wellness item was not up for signing and was confirmed in an email.
 - VP Finance said that, from his understanding, an email is not sufficient to amend a contract.
 - Ayesha explained that the signing was put on hold because of a health care spending account, which is not a wellness budget.
- VP University wanted clarity on how this came about.
 - Ayesha explained that there were contract negotiations in August but it was finalized before Ayesha’s leave. Two of the sections had to be further overviewed by a legal party. Everything that was discussed was considered in good faith and were going to be upheld, which was confirmed via email.

13.3 EXPANSION OF SUB OPERATING HOURS

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

- VP University was consulted by Simon Fraser University, who wanted to know if the SFSS can extend the SUB operating hours and provide more study spaces, while library is closed and during exam periods.
- Students have compared the operating hours of the SUB to other 24/7 spaces on campus.
- VP University shared her screen and showed her email communication with Tracey Mason-Innes, the SFU Executive Director Student Affairs.
- VP University said that the next steps will be for the President and Sindhu to initiate a working conditions meeting with CUPE and the VP Finance to look into where the finances will come from to expand insurance, start on a cost projection, and evaluate if this is something that can go to Council for approval.
 - VP Finance said that the finances will come from the Build SFU fund.

- President said that she and Sindhu are working on initiating the next working conditions meeting and will be added as a discussion item.
- VP University requested the President to immediately report back via email with a summary once she gets answers from CUPE.

14. MOVE TO SUSPEND THE RULES

14.1 MOTON EXEC 2022-11-18:09

- Discuss “SFSS Club and Student Union Funding Guidelines – November 01, 2022,” “SFSS Club Terms of Reference – November 01, 2022,” and “SFSS Club Approval Terms of Reference – November 02, 2022 (New Document)” before the remainder of ‘New Business’ items.

15. DISCUSSION ITEMS

15.1 SFSS CLUB AND STUDENT UNION FUNDING GUIDELINES – NOVEMBER 01, 2022

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

PRESENTED BY: Member Services Coordinator – Clubs “Melanie Ling”

ATTACHMENT: SFSS Club and Student Union Funding Guidelines – November 01, 2022

- The revision was concluded November 01, 2022 but the ones published on the website are from over a year ago.
- Changes include:
 - General guidelines on how grants work, deadlines, what kind and how many revisions can be made, and constraints on approval.
 - Clearer definitions on some items.
 - Funding amounts. Some of them have increased due to inflation.

15.2 SFSS CLUB TERMS OF REFERENCE

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

PRESENTED BY: Member Services Coordinator – Clubs “Melanie Ling”

ATTACHMENT: SFSS CLUB TERMS OF REFERENCE – NOVEMBER 01, 2022

- Changes include:
 - The minimum number of confirmed members has increased from 10 to 20.
 - Adding more clarity on changing club name, purpose of the club and etc.
 - Rules about membership and removal of members. The required amount increased from 50% to 2/3 majority.

- Updated information on suspension and appealing a suspension for members.
- Updates a section for Executives and impeachments will also require 2/3 majority.
- Added items that are being done in practice but have not been recorded in writing.

15.3 SFSS CLUB APPROVAL TERMS OF REFERENCE

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

PRESENTED BY: Member Services Coordinator – Clubs “Melanie Ling”

ATTACHMENT: SFSS CLUB APPROVAL TERMS OF REFERENCE – NOVEMBER 02, 2022 (NEW DOCUMENT)

- The Terms of Reference (TOR) was created to have written rules on what types of clubs the SFSS can approve or not. This helps with explaining to students why some club proposals are being rejected.
- Important changes include:
 - Addition that a club proposal will be rejected if it may increase the risk of harassment, violence, or misconduct towards club executives, membership or event attendees based on its affiliations and connotations.

16. NEW BUSINESS

16.1 RESIGNATION OF AVP UAA - MOTION EXEC 2022-11-18:10

SUBMITTED BY: VP Finance and Services “Abhishek Parmar”

Abhishek / Vaibhav

Whereas “Emilio Da Silva” has been appointed as Associate Vice-President University and Academic Affairs (AVP UAA) on July 29, 2022 by a two-thirds (2/3) majority of the Executive Committee;

Whereas Emilio has tendered his resignation as AVP UAA to the VP Finance and Services in writing via email, on November 15, 2022;

Whereas there is no clear procedure in place regarding AVP resignations;

Be it resolved that the Executive Committee accepts Emilio’s resignation as AVP UAA effective immediately.

CARRIED UNANIMOUSLY

- No discussion was conducted.

16.2 LAPTOP PURCHASES- MOTION EXEC 2022-11-18:11

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

Eshana / Sunghyun

Whereas at an Executive Meeting on 19-08-22 a motion was passed to spend \$5000.00 CAD on laptops.

Whereas two laptops have been bought and will be available for staff to sign in and sign out soon,

Whereas if exec pass a motion to spend \$126.64 CAD more, we can buy a third laptop for staff,

Whereas, to get a 4th laptop, altogether it would be \$1835.44 CAD,

Be it resolved to pass \$1835.44 CAD for two laptops.

CARRIED UNANIMOUSLY

- VP External shared that the motion was passed was for 2 laptops but since there is a need for more laptop, more money is being requested to purchase 2 more laptops.

17. MOVE TO SUSPEND THE RULES

17.1 MOTION EXEC 2022-11-18:12

Abhishek/Eshana

- Add ‘New Business’ item titles “Notice of Termination”.

18. NEW BUSINESS

18.1 NOTICE OF TERMINATION - MOTION EXEC 2022-11-18:13

SUBMITTED BY: VP Finance and Services “Abhishek Parmar”

Eshana / Abhishek

Whereas issues with the Student Union Building (SUB) tenant, Dakin West, have been discussed In-Camera;

Be it resolved to send a Notice of Termination to Dakin West Ltd.

CARRIED UNANIMOUSLY

- No discussion was conducted ex-camera.

19. ATTACHMENTS

19.1 SFSS Club and Student Union Funding Guidelines – November 01, 2022

19.2 SFSS Club Terms of Reference – November 01, 2022

19.3 SFSS Club Approval Terms of Reference – November 02, 2022 (New Document)

20. ADJOURNMENT

20.1 MOTION EXEC 2022-11-18:14

Eshana / Vaibhav

Be it resolved to adjourn the meeting at 12:59 PM

CARRIED UNANIMOUSLY