

BOARD REPORT

Prepared for Board of 2015-07-17

President

- Meeting with Mark Perry (GSS Director of External Relations)
- Meeting with Martin Wyant (Executive Director) x2
- Meeting with Andrew Petter (SFU President)
- Meeting with Tim Rahilly (SFU Associate Vice President Students) x2
- Meeting with Phillip Steenkamp (SFU VP External) and Nicole and Jonathan (SFU External Relations)
- Meeting with Justin Lieu (SFU Student Life Coordinator)
- Meeting with SFSS VP Services
- Visited McGill University and SSMU Executives
- Attended SFU App Joint Steering Committee meeting
- Attended Council
- Attended Staff Meeting
- Met with Shop Steward on Union issues
- Handled HR matters [Confidential]
- Checked in with Hiring Committees
- Worked with concert working group on securing production company
- Meeting with FNSA representative, RE: indigenous catering
- Meeting with the FNSA and Peak
- Interview with On The Hill
- Student Club SFSS Outreach (CAC, Recital Society, DSU bbq)
- Office hours and regular administrative duties

Vice President External Relations

- Meetings: GSS, advocacy, exec, Rotunda sublease, Women's Centre resource assistant hiring, Kwantlen VP External, Check your head: Democracy Now!,
- organizing attendance and accommodations for Uvic campus to campus conference
- finished IYPG conference report
- federal election campaign related work on Basecamp and external outreach
- food bank program interview with the Vancouver Sun
- outreach at the recital society bake sale and health peers engagement

Vice President Finance

- Executive Committee, Board, Council
- Setting up and preparing for Communications Assistant Hiring Committee
- Meetings (2) and Open forum for VP Finance and Administration Search Committee
- Cheque requisitions, meetings with various departments/staff to go over requests
- Cheque signing

- Meeting with SFSS Executive Director
- Review of several departmental budgets
- Summary Report for Peak on Spring Jam finances

Vice President Student Life

No report received.

Vice President Student Services

- U-Pass/Compass Card
 - Addressing concern with the U-Pass Advisory Committee regarding meetings.
 - Continuing student consultation with presentations, and preparing student survey.
 - Working with communications coordinator to create key messaging for fall launch, and our current media channels.
 - Meeting with Translink on July 16th; preparing documents and relevant information based on student consultations and feedback. Will be addressing concerns as well.
 - 90% of eligible Compass users have claimed their compass card, which is a high percentage compared to other institutions, and more data is available upon request).
 - Preparing background for a possible addition to the current U-Pass contract for this round of negotiations focus on opt-ins for students taking a single semester off in an academic year.
 - Creating an FAQ document based on questions from students.
 - Addressing questions, concerns, and complaints.
- Outreach
 - Creating key messaging, brainstorming ideas for swag, and scheduling activities for the Fall with Communications Coordinator.
 - Reporting back to Board members with key messages and schedules.
 - Recruiting interested volunteers.
 - Completing a method for collecting, storing, and then making use of student feedback after one on one conversations.
- Health and Dental Plan
 - Negotiating arrangement for video kiosks with SFSS Account Manager.
 - Organizing one-on-ones with members of the Extended Health and Dental Plan Committee to Prepare for the Fall Semester.
 - Addressing student questions and complaints.
- Annual General Meeting
 - Coordinating logistics such as the venue, dates, seating arrangements, manpower required, IT quotes, bringing an external chairperson.
 - Reviewing Annual General Meeting Budget, for a possible increase if required.
 - Coordinating the creation of the Annual Report.
 - Reporting back to Board Members with key questions.
 - Creating messaging with Communications Coordinator.
 - Scheduling all required notices and publications as per SFSS by-laws and Administrative Policies.
- Meetings and Administrative Duties
 - There have been many meetings. For a list, please contact me.

Questions, comments, and concerns with respect to confidentiality may be submitted to vpsservices@sfss.ca.

Vice President University Relations

- Executive Committee x2, Advocacy Committee x2, Board, OOC Collective, Open Textbook Working Group meeting
- Meeting with SFU Surrey ED and Head Librarian of Fraser Library
- Meeting with SFU Associate Vice President Students x2
- Meeting with SFSS Executive Director
- Meeting with Digital Resource Librarian (Bennett Library)
- Phone call with UBC AMS VP University and Academic, RE: open textbooks

- Meeting with SFSS Council Chair
- Meeting with SFPIRG, RE: rotunda lease
- Meeting with FNFA representative, RE: indigenous catering
- Office hours and regular administrative duties

Applied Sciences Representative

I was away for three days last week performing outreach at SFU Surrey for the Computing Science Department. Meetings: CSSS, ESSS, ESSS Frosh Week, MESS, Granting and two hiring committees, FARM (talked about what we are working on individually, upcoming frosh plans, welcome day activities, etc.)

Outreach: Talked with the Vex Robotics Club about their issues, what they do, and how they felt about various SFSS services, projects, etc. Talked to Recital Society during their bake sale.

Arts and Social Sciences Representative

Work with DSU's/SASS

- DSU Summer BBQ
- First ever Arts DSU President Meeting
- Initial planning of future events with DSU's
- Work on FASS student union portal
- Weekly check-in with SASS and SASS frosh Director

Project Vote:

- Contact with candidates regarding a debate
- In contact with Capilano Student Union VP External
- Discussion about the project vote Campaign in Advocacy
- Preliminary work on the content of pamphlets
- Looking into potential dates for the debate
- Various "to-do's" on Basecamp

U-Pass/Compass Card:

- DSU presentations (ongoing)
- FAQ document
- Debrief with VP Student Services and Communications Coordinator on progress
- Contacting DSU's to gauge interest in U-Pass presentations
- Various "to-do's" on Basecamp
- Translink Visit

Meetings/Administrative Duties:

- SFSS Meetings: Advocacy x2, Open Textbook Working group Meeting, FARM, Council
- Meeting for Student Union Outreach worker hiring committee
- DSU meetings/Presidents Meeting
- Meeting with FASS
- Meeting with Career services (Penny Freno)
- Meeting with Librarian (Bennett Library)
- Meeting with Kwantlen VP External and SFSS VP External
- Emails, Office hours, etc..

Business Representative

- Meetings
 - Events and Promotions Committee Meeting
 - Business Faculty Charity Night Meeting
 - FARM meeting
 - Beedie President's Meeting
 - Business Administration Student Society: Board of Advisors Meeting
 - [Board Meeting](#)

- Bass Mentorship Program Orientation
- SFSS Space Expansion Consultation
- Concert Working Group Meetings

Communications, Art, and Technology Representative

On leave of absence

Education Representative

- Meetings attended: Commercial Services Committee (July 2), Board (July 3), Open Textbook Working Group (July 8), FARM (July 14)
- Meeting with Communications Coordinator about Board apparel
- Promoted DSU Summer BBQ (via ESA Facebook group, drafted email for Faculty of Education advisor to send out, CANVAS)
- EDUC 100 Classroom Presentation
- Prepared materials/handouts for ESA table & assisted at DSU Summer BBQ
- Engagement @ Recital Society Musical Bake Sale
- SFU App Testing v0.2

Environment Representative

On leave of absence

Health Sciences Representative

- Meetings: EPCOM, SFSS Engagement Plan, Communications Coordinator, OOC Collective, biweekly OOC liaison meeting, FARM, Communications Coordinator Hiring Committee, OOC Volunteer Coordinator Hiring Committee, HSCI Faculty UG Studies Director, Board
- Attended SFSS club events for engagement: Billiards club, DSU Summer BBQ
- Completed International Conference of Health Promoting Universities & Colleges UBCO Report
- Fall Kickoff Working Group: Finalized job description, timeline, tasks, etc.

Science Representative

Meetings:

Surrey Space reno consultations

PSN project worker shortlist candidates meetings, 4 interviews, phoned in for final decision, psn letter of hire.

Meeting with SFU library head and Executive director

SSC informal events meeting

meeting with SUS president regarding Peer Mentorship program

Meeting with Student engagement office

Farm Meeting

Office hours and admin duties

At-Large Representative Pooghkay

Meetings:

- Events and Promotions Committee Meeting
- Concert working group meeting
- Board Meeting Friday the 17th
- Meeting with Irma regarding outreach data and website modifications.
- Meeting with Enoch about club executive appreciation night

Projects:

- Helped coordinate the DSU bbq
- Provided a rough report to VP Student Life regarding engagement ideas for week of welcome or events leading up to fall kick off.
- Work and tasks pertaining to the fall concert on base camp.

At-Large Representative Sharma

On leave of absence

DC/CUPE 3338