

# BOARD REPORT

## Prepared for Board of 2015-08-14

### President

- Meetings
  - Meeting with John Grant from SFU Alumni Relations
  - Joint Meeting between Engagement Peers and 50th Team
  - 50th Anniversary Core Working Group
  - Meeting with the Kwantlen Student Association
  - Judges meeting for 50th Song Legacy Contest
  - Meeting with Dan Travis from SFU Ancillary Services
  - Meeting with Annette and Lehoa from Student Central RE: MyInvolvement, Training/Transition, and Volunteer Opportunities
  - Meeting with various students and constituency groups RE: concerns and questions
  - Board and Exec x2
  - Build SFU Dialogue meeting
  - EPCOM
  - Fall Kick-Off Working Group
  - Council
- Resolved legal concerns and documents [Confidential]
- Helped out with SFSS Pub Night
- Planned and organized SFSS Appreciation Event
- Office hours and other administrative duties

### Vice President External Relations

July 20-31

- **Meetings:** Sustainable SFU staff regarding future partnerships, Open-textbooks, Men's Programming Initiative, advocacy for men and boys, GSWSSU regarding creation of a Sexual Assault support centre, Rotunda Sub-lease, BC Poverty Reduction, Gen why media, Advocacy, Exec, meeting w/ student re international fees
- **Administrative:** email overhaul to improve efficiency, Women's Centre Resource Assistant short-list meeting, interviews and hiring related activities
- Created a federal election campaign plan

Aug 1- 14

- **Meetings:** Students United for Disability Support, Exec, MLA Jane Shin regarding student housing, Brigitte Depape from Council of Canadians regarding Get out the Vote Campaign,
- **Followed up with:** Creative Publics, MLA Cathy Corrigan
- Attended University of Victoria Student Society and Anti-Violence Project Campus to Campus: Consent Culture Conference.
- **Interviews:** On the Hill CMNS class regarding Food security on campus, correspondence with The Peak regarding the SFSS emergency food bank program

### Vice President Finance

- Meeting: Executive, Auditors, Build Dialogue, Martin, VP F&A Search Committee, Marc & Corbett
- Review of Annual Financial Statements, prep for meeting with Auditor
- VP F&A Document Review of documents, resumes, prep for shortlisting meeting
- Review and approval of cheque requisitions and other financial documents
- Follow up regarding outstanding cheque requisition situation
- Graphics Assistant Hiring Committee: review of all resumes submitted

## Vice President Student Life

- Fall Kickoff
  - Communications with student based group hosting event in same Venue one day prior
  - Presentation at Student Union/Club Exec appreciation
  - Meeting with “SFU MyInvolvement”
  - Conference call with Blueprint events
    - Artist, Production, Budget, Marketing, Ticketing Printing, Sponsorship
  - Sponsorship package
  - Budget oversight
  - Liaising with organizing committee members
  - Creating presentation for *50th anniversary Joint Steering committee*
  - Finalizing volunteer post on various networks
  - Beverage Garden requirements
  - Liaisoning with various operational stakeholders within SFU
- EPCOM
  - End of Year celebration
  - Welcome Back pub night
  - SFU’s Got talent
  - Arifkmedi
  - Submitted proposal for *2015-2016 Highland Pub event calendar*
  - Food truck festival
- September Events
  - Welcome Day (Surrey, Vancouver, Burnaby)
  - Week of Welcome (Surrey, Vancouver, Burnaby)
  - Clubs Day (Surrey, Vancouver, Burnaby)
  - SFU Varsity Football Homecoming game
  - Residence Moving day
- Surrey campus project
  - Meeting with SFU Surrey administration to view 2nd draft of MOU
  - Site tour with vendor to finalize selection of furniture
- Meetings: Open textbook, EPCOM, Advocacy, Exec
- Administrative duties and office hours

## Vice President Student Services

- U-Pass/Compass Card
  - Reviewing U-Pass Advisory Committee Minutes, and U-Pass Communications Sub-Committee documents. Submitting suggestions to communications staff and consultants at TransLink regarding their messaging, and adjusting SFSS messaging and content needed.
  - Completing Frequently Asked Questions Document [Draft 2].

- Compass consultation: no longer preparing student survey, will instead extend schedule for focus group presentations.
- Preparing proposal regarding more effective methods of negotiating revenue contracts with larger organizations, such as TransLink in this case. .
- Scheduling a meeting with, and submitting questions to, the manager of revenue contracts at TransLink. These questions are to address concerns with the future of the program from the perspective of this office.
- Writing a Compass consultation summary, and preparing a proposal for the Advocacy committee on the subject.
- Annual General Meeting
  - Set the date, and time of the meeting, booked the venue, and hired an external chairperson. .
  - Trying to determine the best way to hire non-biased volunteers for particular tasks in meeting.
  - Interviewed department coordinators to better understand the content of the Annual Report, because they do the work that we include in the report.
  - Writing segments of the annual report.
  - Writing a meeting script and preparing some brief speaking points.
  - Arranging logistics for notices as required by SFSS by-laws.
  - Acquiring membership list from the University for the e-mail notices also being prepared as required. .
  - Setting tasks for board members, SFSS staff, and volunteers for the day of the meeting.
  - Completed draft Annual General Meeting agenda.
- Governance
  - Reviewed the proposed policy-governance model and draft language regarding: board processes, executive authority, executive limits, and organizational ends.
- Health and Dental Plan:
  - Completing arrangement for health and dental plan customer service kiosk on Surrey campus, and then Vancouver campus. Tentative deadline set for Surrey is early October, no deadline set for Vancouver campus yet.
  - Completed meetings with most members of the Health and Dental Plan Committee to review the basics of the plan in preparation for possible changes in Spring 2016.
  - Creating a consultation process for the Health and Dental Plan, based on the Compass/U-Pass consultation.
  - Reviewing possibilities to combine plans with the GSS, and SFU to create one plan with the lowest fee possible.
  - Reviewing Health and Dental Plan communications materials, to be distributed this fall.
- Writing Summer Semester Work Report
- Meetings
  - There have been many meetings. For a list, please contact me.

Questions, comments, and requests for documents with respect to confidentiality may be submitted to [vpsservices@sfss.ca](mailto:vpsservices@sfss.ca)

## Vice President University Relations

- Meetings
  - Board Meeting
  - Exec Meeting x2
  - Advocacy Meeting (called in)
  - Meeting with Kwantlen Students' Association
  - Meeting with Irma RE: Bennett Summer 24/7 Library Hours
  - Build SFU Dialogue meeting
  - Open Textbook Working Group meeting
  - Meeting with Tim Rahilly RE: Rotunda Sub-lease
  - Meeting with staff from SFU Vancouver Administration RE: Vancouver engagement and potential partnerships

- Meeting with staff from FASS Dean's Office RE: Welcome Day
- Meeting with AMS representatives and UBC Faculty member RE: Open Education Conference Presentation
- SFSS Club Executive Appreciation Event
- SFU Public Square: Universities and City-Building Conference Call
- Student Union Development Summit Conference at UBC Vancouver
- Office hours and other administrative duties

## **Applied Sciences Representative**

*No Report Received*

## **Arts and Social Sciences Representative**

Work with DSU's/SASS/FASS:

- SASS Council and Exec
- Working on agenda for next FASS DSU Pres meeting
- Working on FASS student union portal w Faculty
- SASS frosh captains training
- Meeting with FASS Student Engagement Office
- Reminding all DSU's of clubs days
- FASS Welcome day prep

Get Out the Vote:

- Debate logistics
- Contact with candidates and their staff
- Contacting political party clubs on campus
- Discussion about "Get out the Vote" campaign in ADV
- Preliminary work on the content of pamphlets (on-going)
- Various "to-do's" on Basecamp
- Found mediator for debate

U-Pass/Compass Card

Working with VP Services on:

- Proposal for ADV Committee
- Presentations to student groups
- Reviewing minutes for U-Pass advisory committee
- Various Basecamp to do's

Meetings/Administrative Duties:

- Ad-Hoc Governance committee x2
- Advocacy committee
- Open Textbook Working group Meeting
- Meeting for Student Union Outreach worker hiring committee
- SFSS Club Executive Appreciation Event
- Emails, Office hours, etc..

## **Business Representative**

- Meetings
  - Board Meeting
  - Events and Promotions Committee
  - Kwantlen Student Association
  - Director of Student Engagement from SFU (Joint Steering Committee)
  - SFU Hockey Marketing Team
  - Surrey Space Expansion
  - Production Company for Fall Kickoff
- Business Administration Student Society
  - Elections Policy work with current and past BASS Presidents

- Bass Mentorship Program
- Fall Kickoff Concert
  - Developed volunteer waiver form (updated)
  - Financial Documents for Marketing and Sponsorship
  - Training procedures for ticket sellers (in progress)
- End of the Summer Semester Pub Night Report
- Club Executives Appreciation Night
- Office hours in Surrey and Burnaby Campus
- General tasks (email, phone calls, etc)

## **Communications, Art, and Technology Representative**

- Attended SFSS Executive Appreciation Event
- Design Presentation for SFSS Executive Appreciation Event
- De-brief on Board Activity by VP External
- Meeting with IATSU Executive Team
- Meeting with IATSU President's + Tour of Surrey IAT Spaces
- Meeting/De-brief with Vancouver Coordinator of Recruitment, Retention and Advising
- Began working on potential creation of FARM Miscellaneous Line Item
- Meeting with Vancouver Engagement Co-ordinator
- Ongoing discussion around Vancouver Welcome Events, Space Improvements and points of Collaboration
- Administrative tasks (e-filing, e-mails, reading of minutes etc.)

## **Education Representative**

- Meetings attended: Kwantlen Student Association & Board (August 1), Open Textbook Working Group (August 5), Board (August 14)
- Meeting with Faculty of Education Advisor about Welcome Day/Fall Welcome events for incoming Education students
- Meetings with ESA members about executive positions, logo, Education clothing and banner, FSU, website, Welcome Day and Fall Welcome event, Clubs Day, Fall ESA meetings, ideas for future events/projects
- Attended SFSS Executive Appreciation Event (August 5)
- Gathered sizing information for Board Hoodies
- Worked on content ideas for #textbookbrokeBC posters
- Ongoing consultation with graphics designer and the ESA on Education logo

## **Environment Representative**

- Meetings attended: Kwantlen Student Association & Board, Open Textbook Working Group, Advocacy, skype meeting with all EnviroFrosh organizers, 3 in person meetings with one of the organizers
- Events: Attended and helped with decorations for End of Summer Semester Pub Night
- Open Textbook:
- Worked on Strategic Plan
- Read through updates on Basecamp
- EnviroFrosh:
- Organized final list of activities
- Made signup forms
- Met with Faculty of Environment communications student to create digital invitation for career night and poster
- Sent in Videos to editor
- Contacted Professors about giving lab tours
- Compiled schedule of 1st year classes and contacted professors to see if we can give a 5 minute presentation about EnviroFrosh on the 1st day
- Worked on Budget proposal
- Administrative tasks (Emails, reading minutes, etc.)

## Health Sciences Representative

- Meetings: Biweekly OOC Update, Board, EPCOM, Fall Kickoff Working Group
- Events attended: SFSS Executive Appreciation Night, etc End of Summer Pub Night
- Ongoing post-production of photos taken at SFSS events & headshots
- Fall Kickoff Working Group: Worked w/ Director of Marketing & Communications Coordinator to prepare and/or finalize:
  - Marketing & communications plan
  - Social media editorial calendar
  - Timeline
  - Marketing budget
- Administrative tasks (office hours, emails, etc.)

## Science Representative

- Meetings:
  - surrey space expansion X2
  - Board meeting
  - open textbook working group
  - kwantlen student association
  - student engagement office regarding peer mentorship
- SSC
  - Help organize pub night
  - take part in de-stress week
  - meeting with various members of scc to discuss goals for fall
- Peer mentorship program :
  - create information for web posting,
  - create websurvey,
  - reach out to DSUs and students at large to join program,
- Events: Club exec appreciation night
- Administrative tasks (emails, office hours, etc)

## At-Large Representative Pooghkay

Meetings: Epcom, Concert working group and Board on August 14th 2015

Projects:

Pub Renovation Project: Met with John Flipse regarding upgrading sound system and layout changes  
- Also met with Kevin Kumar to work on the proposal.

Welcome Back Pub Night:

- Finished proposal  
- Called djs and equipment rental to get quotes.

Fall Kickoff: Worked on communications to groups regarding pre-sale tickets.

- Looked into and consulted on artists  
- Got in touch with Out On Campus regarding involvement.

Grid:

- Meeting with a few Grid presidents and meeting with board members on further direction of grid.

## At-Large Representative Sharma

*No Report Received*

