

## 1. CALL TO ORDER

Call to Order – 12:35 pm

## 2. TERRITORIAL ACKNOWLEDGEMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

## 3. ROLL CALL OF ATTENDANCE

President..... Enoch Weng

VP External Relations..... Kathleen Yang

VP Finance .....Barbara Szymczyk

VP Student Life ..... Deepak Sharma

VP Student Services ..... Darwin Binesh

VP University Relations..... Brady Yano

At-Large Representative..... Curtis Pooghkay

At-Large Representative..... Shipra Sharma

Faculty Representative (Arts & Social Sciences) .....Arr Farah

Faculty Representative (Business) ..... Hangué Kim

Faculty Representative (Communication, Art & Technology) .....Salathiel R. Wells

Faculty Representative (Education) .....Melissa Lee

Faculty Representative (Environment) ..... Christine Dyson

Faculty Representative (Health Sciences)..... Larissa Chen

Faculty Representative (Science) ..... Jas Hans (arrived late at 12:41pm)

**Society Staff**

Executive Director ..... Martin Wyant

Minute Taker ..... Carmela Frouws

### 3.1 Regrets

Faculty Representative (Applied Sciences): Corbett Gildersleve

VP of Student Life : Deepak Sharma

### 3.2 Guests

Melissa Roach – The Peak

## 4. RATIFICATION OF REGRETS

### **MOTION BOD 2015-11-20:01**

**Shipra / Larissa**

**Be it resolved to ratify regrets from: Corbett Gildersleve and Deepak Sharma**

**CARRIED**

**Abstentions – Arr**

## 5. ADOPTION OF THE AGENDA

### **MOTION BOD 2015-11-20:02**

**Shipra / Darwin**

**Be it resolved to adopt the agenda as presented**

**CARRIED**

### *DISCUSSION*

10.2 ~~strike unrestricted surplus~~ replace with “health plan reserve fund”

Announcement from Curtis in Discussion Items - strategic ad hoc committee

## 6. MATTERS ARISING FROM THE MINUTES

### **MOTION BOD 2015-11-20:03**

**Christine / Shipra**

**Be it resolved to receive and file the following minutes omnibus:**

**AdvocacyCommittee\_2015-10-08.pdf**

**AdvocacyCommittee\_2015-10-15.pdf**

**AdvocacyCommittee\_2015-10-29.pdf**

**BoardOfDirectors\_2015-11-06.pdf**

**EventsCommittee-2015-11-03.pdf**

**GrantingCommittee\_2015-11-03.pdf**

**GrantingCommittee\_2015-11-10.pdf**

**CARRIED**

*Discussion* – A Question arose about Granting Minutes from 2015-11-03 asking why CaseIT was granted above the granting limit. The Granting committee tends to grant no greater than \$1500 however because the event has been done in the past, the committee felt comfortable enough granting above the usual grant cap as it also caters to SFU alumni. 12 other universities from all over the world are expected to attend.

Jas arrived at 12:41pm

## 7. REPORTS FROM SOCIETY

### 7.1 Directors/Committees/Representatives/Delegates

#### **MOTION BOD 2015-11-20:04**

#### **Melissa/ Shipra**

Be it resolved to receive and file the Board Reports from Nov 6<sup>th</sup> and 20<sup>th</sup> 2015.

#### **CARRIED**

#### **Abstentions : Arr**

Discussion Brady advised the members that he had noted on his report that he attended the advocacy meeting but because the meeting was canceled, he did not actually attend.

### 7.2 Good News Stories

- Commendation to Pierre, he assisted with student outreach and he was very personable and engaged with every student he came across. After handing out cards during the outreach, the student survey count was up to 50 people.
- Thanks to everyone who helped to decorate the hospice.
- Shipra thanked everyone for her birthday card.
- Leah did an excellent job on doing outreach in the Vancouver campus.
- Darwin – Shout out to Melissa Roach
- Thanks to Hangue for organizing the rodeo showdown, everyone had a lot of fun.

### 7.3 Reports From Executive Committees

#### Strategic planning committee

- Reviewed surveys SFSS had in conjunction with the Vancouver campus and preliminary results

- Recently sent out a mass survey and there have been 600 responses to the survey in less than a week with over 200 unique comments from students.
- There are two weeks left to promote through social media and various networks.
- Puppy therapy days are coming up and the SFSS plans to coordinate with the Vancouver and Surrey campuses to set up booths there as well.

#### Governance

- Preparing recommendations to the board in regards to the next steps.
- Consult with shareholders etc who are affected with the policy changes.
- The motion passed at the last board meeting for everyone to sign the agreements to adhere to board policies. A request was put to anyone who has not yet signed to please sign the agreement.

#### AFAC

- SFSS contract updates from Translink.
- Translink has been behind in sending the amended contract
- Arr and Darwin will be sitting down with SFU regarding their position on the contract.
- The update will be addressed at the next board meeting.

#### SCC

- Surrey campus had their movie night which produced a decent turnout
- De-stress week is coming up as well as puppy therapy.

#### Epcom

- Passed a motion to provide support towards PADS (puppy therapy)
- SFU talent is no longer happening
- Angel Tree project is starting up in November

#### Advocacy

- No meeting last week as there was no quorum
- They are working on the Consent campaign and Mental Health campaign.
- Continuing research on peer support program for students.

#### FASC

- No meeting last week.
- Next week report to come with budget

#### 7.3 Report from Executive Director

- Started internal conversations with staff regarding work flow review. Hope to see results after Christmas.

- Six month budget review with staff. Will be meeting with departments to forecast and prioritize to gather a better understanding of what the budget looks like.
- Struck staff group to look at funding and its procedures. Ie. How funds flow through SFSS? How can people request funding? How will they get approved? The goal is to have a web based approach in place to streamline the procedure.
- There has been a lot of Build SFU activity.
- Extra work acknowledged going into the Strategic planning committee and Governance committees.
- Two hiring committees were struck for the transgender project worker and the communications assistant. We are hoping to start procedures before the Christmas break.
- Planning for a possible seasonal celebration with everyone. Martin will engage with Kathleen to discuss further.

## 8. UNFINISHED BUSINESS

### 8.1 Board of Directors Exit Reports 2014-2015

#### **MOTION BOD 2015-11-20:05**

**Kathleen/Arr**

Whereas the Simon Fraser Student Society (SFSS) mandates all Board of Directors to write an exit report at the end of their term

Be it resolved to officially receive and file the exit reports of the 2014-2015 SFSS Board of Directors

#### **CARRIED**

*DISCUSSION – This motion was originally on the last BOD agenda. All exit reports are now submitted and everyone should have reviewed them by now. A question arose as to why they were not filed back in June. An explanation was provided to the members explaining that some of the reports contained confidential information and needed to be removed from the reports before filing. The reports will be uploaded soon.*

### 8.2 Board of Directors Semester Reports Summer 2015

#### **MOTION BOD 2015-11-20:06**

**DARWIN/CURTIS**

Whereas the Simon Fraser Student SOCIETY (SFSS) Board of Directors are mandated to write work reports at the end of the semester detailing work completed and projects undertaken for the benefit of the society.

Be it resolved to receive and file the summer 2015 semester reports of the 2015/2016 SFSS Board of Directors.

#### **CARRIED**

*Discussion* – All the reports were circulated to the board members and will be uploaded. Reports from Salathial, Curtis, Darwin and Enoch need to be uploaded.

## 9. NEW BUSINESS

### 9.1 SFU SFSS COMMERCIAL ACTIVITIES AND ADVERTISING AGREEMENT

#### **MOTION BOD 2015-11-20:097**

##### **Darwin / Shipra**

Be it resolved SFSS President Enoch Weng and SFSS CEO Martin Wyant sign the 2015-16 SFU SFSS Commercial Activities and Advertising agreement on behalf of the SFSS Board of Directors.

#### **CARRIED**

*Discussion* - Ratify commercial activities in the advertising agreement. The annual agreement was signed with SFU. Some changes needed explaining and adjustments were made hence why it took a little longer to sign. A suggestion was made for the members to address next year's agreement so that it can be reviewed and signed earlier in the year. Based on SFU policies, if the deal was not signed then the SFSS can't move forward. A suggestion was made to have the agreement be reviewed through the General Office so they can ensure all attachments are correct.

### 9.2 PARTNERSHIP WITH SIMON FRASER UNIVERSITY AND STUDENT CARE NETWORK

#### **BOD 2015-11-20:08**

##### **Darwin / Arr**

Be it resolved to approve a contribution of \$2014.85 from the health plan reserve fund towards the repatriation of a student in partnership with Simon Fraser University and Student Care Networks.

#### **CARRIED**

*Discussion* – An international student passed away unexpectedly on September 11, 2015. The student was not insured but was on the SFU plan. The student's family was stuck with bill and the SFSS, SFU and Student care decided to partner up to aid in the repatriation costs.

This is not the first student to pass away but he was a member of the society and it would be a nice gesture on behalf of the SFSS towards the international community to offer aid to the family during this hard time.

### 10.3 ADHOC OUTREACH COMMITTEE

A brief announcement was provided on strategic engagement ADHOC opportunities and how to make ADHOC more effective. The motion was tabled to be discussed at the next Board meeting.

### 10.4 IN CAMERA

**Motion BOD 2015-11-20:09**

**Larissa/ Brady**

*Be it resolved* to move meeting to in-camera

**CARRIED**

**Minute taker left at 1:17pm**

10.5 EX CAMERA

**Motion BOD 2015-11-20:10**

**Curtis / Christine**

Be it resolved to move meeting to ex camera

## 11. DISCUSSION ITEMS

## 12. ADJOURNMENT

Adjournment – 2:30PM

# BOARD REPORT

**THIS BOARD REPORT DOCUMENT IS ALWAYS FOR THE FOLLOWING  
BOARD MEETING.  
LAST SUBMITTED AND WIPED**

## **President**

### Meetings

- Build SFU Joint Steering Committee x2
- Build SFU Prep Meeting
- Health and Counselling Re: Hi-5 campaigns and Counselling
- Lindsay Sands Re: Burnaby Festival of Learning
- Admin Assistant Re: Board Processes
- Residence Hall Association Re: Events and Initiatives
- ED and CRP Coordinator Re: IEC and Electoral Process
- Communications Coordinator Re: Outreach and Survey
- Advocacy, EPCOM x2, Granting, Strategic-Planning Committee, Governance Committee, SASS Council

### Other

- Survey Outreaching
- Meeting with Students Re: Projects and Initiatives
- SFSS Rodeo Show-Down Pub Night - Helped with tabling and takedown
- Event planning with Erwin and Larissa

Administrative Tasks: Emails, Office Hours, etc.

## **Vice President External Relations**

- Out of office Nov 11, 13, 16
- Meetings: SUDS, Advocacy, Executive Director
- Research workshop facilitators for consent and peer support
- Vancouver Outreach
- Administrative tasks (emails, office hours, create reports)



## **Vice President Finance**

### Meetings

- o Board Meeting
- o Meeting with Executive Director
- o Meeting with Kurt and Martin Re: Monthly Financial Statements
- o Meetings Regarding Cheque Requisitions (Adrienne, Lawrence, Antonio, Kurt)
- o Meeting with Marc Reviewing draft of Credit Agreement and progress check-in (x2)

### Other

- o Board Stipends Approval
- o Cheque Requisitions Approval (two runs)
- o Reconciliation Sheet approval
- o Call with Auditor
- o Review and analysis of Monthly Departmental Budgets
- o Review of Credit Agreement, ISDA, Swap Information Package
- o Vancouver and Burnaby Office hours, Administrative Duties

## **Vice President Student Life**

### **Vice President Student Services**

#### U-Pass/Compass Card

- Review of U-Pass contract and negotiations procedures with SFU admin.
- Presented concerns, and suggestions moving forward with U-Pass Advisory Committee regarding the U-Pass agreement.
- Preparing update for SFSS Board of Directors.
- Reviewing Student Consultation results to help prepare for negotiations.

#### Health and Dental Plan

- Addressing issue regarding repatriation.
- Opened and currently reviewing contract with Student Care Networks regarding services provided.
- Analyzing change of coverage, and annual claims reports.
- Preparing update for SFSS Board of Directors.
- Analyzing current coverage for upcoming review period where coverage may be changed.

#### Ombudsperson

- Reviewing current joint agreement with SFU and GSS to prepare a report and recommendation on next steps for the SFSS Board of Directors.

#### Build SFU

- Addressing next steps by working with SFU to find a way forward.
- Review and analysis of relevant documents.
- Preparing update for SFSS Board of Directors with President and VP University Relations.

## 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**

- Build SFU Meeting x3
- Advocacy Committee
- OpenCon 2015 Brussels, Belgium (November 13-16)
  - Next Generation Initiatives Advancing Open [PANEL PARTICIPANT]
  - Advocating Open Education on Campus: Ideas that Work [FACILITATOR]
  - Project Presentations [PRESENTER]
- Open Education Conference, Vancouver (November 19)
  - Student and Faculty Collaboration [PANEL PARTICIPANT]
- Office hours and other administrative duties

## **Applied Sciences Representative**

- Attended CSSS meeting, Granting Committee meeting x2
- Held Burnaby office hours.
- Continued work on FASSU constitution and organizational planning
- Attending the Canadian Conference on Student Learning in Winnipeg at the University of Manitoba from November 19-21
- Helping the CSSS with planning an end-of-term event
- Reviewed the progress of ESSS's OpFair event in February

## **Arts and Social Sciences Representative**

Work with DSU's/SASS/FASS:

- SASS Council Meeting
- Arts Week Debrief
- FASS DSU President's Meeting

Advocacy Committee:

- Advocacy committee meeting

→ Open Textbook Working group:

- Went to BC Campus Workshop

Governance Committee:

- Reviewed SFSS committee structure
- Review SFSS sub-Ends policies

U-Pass Advisory Committee:

- Update with VP Student Services
- Review of Documents

Other Meetings/Administrative Duties:

- Sexual Assault Support Centre Committee meeting
- Emails, Office hours, etc..

### **Business Representative**

- Meetings
  - Board Meeting
  - Events and Promotions Committee Meeting
  - 25 to Life Meeting
  - Sponsorship Package Meeting
- BASS Mentorship Program
  - Promotional video interview
- Emergency Food Bank Program
  - Created Prezi Presentation for strategic planning
  - Research
  - Developing strategies for the future of the program and reaching out to externals
- Rodeo Showdown
  - Created report for event
  - Decorated the Pub
  - Tabling
  - Artists booking
  - Volunteer management
- Sponsorship Package
  - Finalizing first draft of the sponsorship package letter to external sponsors with Councillor Erwin Kwok
  - Drafted documents pertaining to previous events hosted by the SFSS into a consolidated document
- Puppy Therapy
  - Outreach using the survey and giveaways
- SFU Recreation Consultation with SFU Rec Manager
  - Researching further ways to improve the current state of the issued recreational passes for SFU students
  - Consultation with SFU Recreation Manager
- Administrative Duties
  - Emails
  - Office hours in Surrey and Burnaby Campuses

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

- Strategic Planning Committee Meeting
- Granting Committee Meeting
- FCAT Formal Organizing Committee Meeting
- Meeting with Emma Horsley

- Meeting with Mack (Communications Assistant in the Dean's Office)
- Follow up with Nancy on signage for Vancouver Office
- Follow up with Sindhu on FCAT Collaborative Facebook Page
- Follow up with John Flipse regarding 611 Alexander Street Vending Machine
- Vancouver Campus Outreach
- Administrative Tasks (e-mails, e-filing, office hours (Burnaby, Surrey + Vancouver))

### **Education Representative**

- Meetings
  - Strategic Planning Committee (November 5, November 12 - informal)
  - Board (November 6)
  - Education Student Association (November 10)
- ESA
  - Email notifications and meetups for SFU Education clothing order pick-ups
  - Study Break event promotion
- Strategic Planning Committee
  - Tested and reviewed Undergraduate Survey
- #textbookbrokeBC
  - Open Education Conference 2015 (November 18)
  - Created and shared Faculty List document

### **Environment Representative**

- Meetings
  - Board
  - Advocacy x2
  - DSU Liaison
  - Embark Sustainability
  - Governance
- DSU's
  - Decided on date for undergraduate symposium and meet and greet
  - Figured out a timeline and delegated tasks
- Advocacy
  - Attended Educational Technology Users Group Workshop
  - Research for consent campaign
- Outreach
  - Lunch with Faculty Dean
  - Rodeo Pub Night
  - Responsible Investment Committee Meeting
- Administrative Duties
  - Emails, Office hours, Readings minutes

## **Health Sciences Representative**

\*\*\*OUT OF OFFICE: Nov 12, 13, 16\*\*\*

### Meetings

- Board (Nov 6)
- Events & Promotions Committee (EPCOM) (Nov 10)
- Savage Entertainment (Nov 10)
- Dean Diamond of Student Conduct Office (Nov 10)
- Health & Counselling re: Hi-Five Campaign (Nov 10)
- SFSS Communications Coordinator re: Holiday Campaign
- SFSS Minute-taker & Policy Coordinator re: previous minutes
- HSUSU President & VP Marketing re: Angel Tree & Strategic Plan
- HSUSU VP Marketing re: HSUSU Pancake Breakfast logistics

### Engagement

- Puppy Therapy
  - Met with coordinator (Leon) to discuss promotions & timeline

### Projects

- Holiday Campaign
  - Finalized proposal
  - Consulted with SFSS Communications Coordinator
- Angel Tree
  - Finalized proposal
  - Consulted external groups, Burnaby Family Life, HSUSU & SFSS Women's Centre
  - Prepared promotional materials and logistics

### Miscellaneous

- Administrative duties (emails, office hours, office maintenance)
- Reviewed Summer 2015 semester reports

## **Science Representative**

Board meeting

SCC meeting

SCC exec meeting

SCC movie night

Meeting with SUS president X2

Review exit report of last years board and summer work reports of this years board

Planning distress event for peer mentorship program

Meeting with surrey staff and chief officer

Emergency Food Bank research

## **At-Large Representative Pooghkay**

### Meetings:

Epcom Meeting

Board Meeting

Strat Planning Meeting

### Projects:

Jan 21st Pub Event

- Creating a proposal
- Creating Budget
- Meeting with Kevin Kumar
- Meeting with Martin Wyatt

Looked at ledger for profits made at previous pub nights

Outreach working group planning

- Sent board motion
- Meeting with Martin

Outreach

- Networking with University of Alberta past and current board members.

## **At-Large Representative Sharma**

### Meetings:

- Board Meeting
- Granting Committee Meetings
- EPCOM Meeting
- Governance Committee

Rodeo Showdown

- Assisted in residence coordination for tabling

Engagement

- Tedxsfu
- Puppy therapy
- savage entertainment

### Projects:

International Festival

- Meeting with Sindhu

- Schedule meeting with Martin
- Meeting with Justin
- Meeting with GO staff
- Contacting clubs

New Year's Party

- Working on the proposal

Administrative tasks

- Emails, office hours