

# BOARD REPORT

**THIS BOARD REPORT DOCUMENT IS ALWAYS FOR THE FOLLOWING BOARD MEETING.**

**LAST SUBMITTED AND WIPED**

## 皇帝

### President

#### Meetings

- Exec, Board, Advocacy, EPCOM, Governance, Surrey Campus Committee
- SFU Recreation Re: Multi-Campus Gym Pass
- Mark Perry from the GSS
- Monthly Meeting with President Petter and Tim Rahilly
- Informal Build SFU Financing Meeting

#### Administrative

- Organizing Agendas, reviewing event plans, addressing student concerns, outreach, emails
- Review of Construction Services Agreement and Construction Commitment Letter
- Working with the Communications Office on process improvements

### Vice President External Relations

#### Nov 22 - 28:

- Meetings: Exec, advocacy, board, build sfu info
- Created Bill 41 Submission to ministry of advanced education
- Vancouver outreach
- Administrative duties including emails, office supply order (kettle and coffee maker)
- out of office day to write term paper

#### Nov 30 - Dec 2:

- interview Burnaby Now re Sexual violence work at SFU
- Phone call re: Speakeasy peer support program at UBC AMS
- SFU Sustainability Office Lunch

- Meetings: Exec, staff re: seasonal party, SASC consent workshop training, food bank program

### **Vice President Finance**

#### • **Meetings**

- o Board Meeting
- o Executive
- o Food Bank Working Group
- o Meetings with Marc preparing and reviewing documents for the board
- o Board Discussion regarding financing
- o Mid-year Budget Review with 7 departments
- o Meetings Regarding Cheque Requisitions (Adrienne, Lawrence, Antonio)

#### • **Other**

- o Board Stipend Approval
- o Cheque Requisition Approval
- o Reconciliation Sheet Approval
- o Correspondence and preparation for ESSS Contract signing at Exec
- o Correspondence and document creation for those not present for Board Discussion
- o Preparation for Board Information Session Re: Swap and Commitment Letter
- o Office Hours
- o Administrative Duties

### **Vice President Student Life**

Nov 4th to Nov 20th

#### Events Committee

- ReConnect project
- Liaising with committee members with their various projects
- Reviewing copy centre process with Executive Director
- Meeting with Source Security Director of Business Development and SFSS Executive Director

#### Granting Committee

- Reviewed proposals
- Attended one meeting only (Nov 10th)

#### Advocacy Committee

- OpenCon in Brussels Belgium (November 13th to 16th)
- Transportation Lecture series report

#### Governance Committee

- Feedback provided to committee regarding Surrey campus committee composition
- Absent from November 13th meeting

Limited Administrative duties, due to being out of office from November 12th to November 25th for a conference and time off.

Nov 20th to 26th

- Events Committee Meeting
- Advocacy Committee Meeting
- Governance Committee prep
- Governance Committee Meeting
- Meeting with Surrey Board Liaison and Surrey Campus Committee Chief Officer
- Urgent administrative duties only

Nov 27th to Present

Events & Promotions Committee

- Overview meeting of International Festival
- Fall Kickoff report
  - Meeting with concerned member regarding beverage garden cancellation
- RHA Event
- Reconnect
- Debrief of Movember Kickoff event
- Committee meeting held

Governance Committee

- Present to Surrey Campus Committee with Governance committee members

Executive Committee

- Meeting
- Prepare for agenda items

Granting Committee

- Review grants submitted
- Meeting

Emergency food voucher program

- Meeting

## **Vice President Student Services**

### U-Pass

- Finalizing potential options for referendum questions.
- Talking to TransLink about forwarding their proposed contract changes.
- Preparing update for SFSS Board of Directors and Council (waiting for the contract to complete the update).

### Health and Dental Plan

- Analyzing Annual Claims Report, Change of Coverage Report, and looking into appeal process.
- Preparing update for SFSS Board of Directors.
- Scheduling time with SFU administration to review and compare SFSS health and dental plan with SFU's Guard.me insurance.

### Ombudsperson

- Addressing confusions, misunderstandings, and issues with the joint funding agreement office of the Ombudsperson.

### Build SFU

- Reviewing Construction Services Agreement, and Credit Agreement.

### Human Resources

- Preparing notes and drafting document regarding SFSS CEO management and evaluation.

### 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**

- Board, Exec, Advocacy and Open Textbook working group meetings
- Sustainability Lunch
- VPA Search Committee Short-list Interviews and prep
- Development of SFSS Zero-Waste goals
- Review of Construction Services Agreement and Construction Commitment Letter
  - Informal and Formal Build SFU Financing Meeting
- Office hours and regular administrative duties

## **Applied Sciences Representative**

- Attended meetings: ESSS, CSSS, Granting
- Planned and attended CSSS's Milestone event for their Hack Time initiative
- Held Burnaby office hours

## **Arts and Social Sciences Representative**

November 20-December 2

Governance Committee:

- Along with Enoch, met with SCC chair/Ed to discuss the work and structure of the SCC. We began a conversation on governance reform, with the intent to propose a change in the SCC terms of reference.
- Met with all of SCC to discuss governance reform
- Prepared an update on the SCC meeting for Governance committee and an update on governance for board
- Assumed Governance committee chair duties

UAC:

- Met with VP Student Services and Rella Ng (SFU) To go over our positions going into UAC negotiations with Translink
- Reviewed documents in preparation of the aforementioned meeting.

Advocacy:

- Attended Open Education Conference on behalf of OT Working group
- Attended two advocacy committee meetings
- Open Textbook Working group meeting

SASS/DSU's

- Met with faculty Student engagement coordinator
- Met with SAP to provide information for Arts Week volunteers
- FASS DSU Holiday event
- Reviewing SASS minutes

Emergency Food Bank Meeting/learning role

SFSS survey outreach

Administrative duties (Including but not limited to; emails, office hours and reviewing minutes/documents)

If you have any questions, comments, or concerns, feel free to contact me at: [artsrep@sfss.ca](mailto:artsrep@sfss.ca)

## **Business Representative**

**Meetings:**

- Board, Council, Events and Promotions Committee, Advocacy Committee, Informal Build SFU Financing, Emergency Food Bank, Recreational Pass, Sponsorship Package and Pancake Breakfast meetings.

**Emergency Food Bank Program:**

- finalized roles and responsibilities of group members
- prepared presentation for members and consulted with General Office staff
- group set strategic plans for the month of December

**SFU Recreation Pass**

- preparing update/report of the current status of the SFU Recreational Pass
- consulted with SFU Administration (Director and Manager of SFU Recreation) and will be working on plan to improve the service with their management team

**Sponsorship Package:**

- made edits to the initial draft sponsorship letter (almost finalized)
- prepared documents for meeting with Communications Coordinator
- finalizing tier amounts for the sponsorship package

**Pancake Breakfast:**

- finalized remaining outstanding sponsors
- ordered rental units, facilities, speakers and food for the event
- consulted with Communications Coordinator about promotions (Facebook post is up)

**Engagement:**

- Young Woman In Business De-Stressing Event
- SFU Health and Counselling Puppy Therapy (Surrey Campus)

**Administrative:**

- Reviewed BASS Board of Advisers meeting minutes
- Emails
- Office hours

If you have any questions or concerns please feel free to contact me at [busrep@sfss.ca](mailto:busrep@sfss.ca).

**Communications, Art, and Technology Representative**

- Granting Committee Meeting
- DSU President's End of Semester Social and attendance of Dance Mainstage Show
- Board Meeting
- Follow up with Vancouver Campus' Facilities Coordinator with regard to signage for SFSS' Lunch Room in Harbour Center
- Read and Compared old and new Letters of Assurance
- Read Commercial Services Agreement
- Read Commitment Letter
- Vancouver Campus Outreach
- FCAT Formal updates and follow ups (via email)
- Administrative (Final Weekly Office Hours for the Semester at Surrey, Burnaby & Vancouver, e-filing, emails)

*Further details can be provided via email correspondence to [fcatrepreneur@sfss.ca](mailto:fcatrepreneur@sfss.ca)*

**Education Representative**

- Meetings
  - Council
  - Board
  - Emergency Food Bank Program Working Group
  - Strategic Planning Committee
  - Build SFU Information Session
  - Open Textbook Working Group
- Engagement
  - Undergraduate survey outreach
- Emergency Food Bank Program

- Reviewed team descriptions, roles, and responsibilities
- Reviewed documents regarding program operations in preparation for role
- Faculty of Education
  - Wrote undergraduate studies student profile

### **Environment Representative**

- Meetings
  - Governance
  - Advocacy
  - Board
  - Informal Build SFU Finance Meeting
  - DSU Liaison Meeting
- Advocacy
  - Open Textbook - compiled list of outreach ideas
- DSU's
  - Undergraduate symposium - sent invitation to Faculty Dean, developed application form and website content, assisted with budget
- Development of SFSS Zero-Waste Goals
- Attended SFU Sustainability Office Lunch
  - Short update with Embark Sustainability
- Administrative Duties (office hours, emails, reading minutes, etc.)

### **Health Sciences Representative**

#### Meetings

- Board (Nov 27)
- BuildSFU Financing (Nov 27)
- International Festival Working Group Meeting (Nov 30)
- Health Science Undergraduate Student Union (HSUSU) (Dec 1)

#### Engagement (ex. tabling, outreach, etc.)

- Health & Counselling Puppy Therapy (Dec 2)

#### Projects

- Holiday Campaign
  - Modified to coordinate with other SFSS events & promotion of services
- Angel Tree
  - Set up trees and ornaments
  - Reached out to on-campus networks to promote project
- SFSS Pancake Breakfast
  - Photos with Santa: Created budget after receiving quotes
  - Coordinated activities with Hi-Five
- Jan 21 Headliner Pub Night
  - Working with Brooked Events to coordinate marketing & promotional posts
- International Festival (Jan 22)
  - Coordinating marketing plan with At-Large Rep Shipra, will be speaking in SFSS Communications Office to finalize plan

Miscellaneous

- Administrative duties (emails, office hours, office maintenance)
- Reviewed incoming BuildSFU notes and updates

## **Science Representative**

Board Meeting

SSC general meeting

Foodbank meeting

Council meeting

Prepare for council presentation

SSC destress week

meeting with scc chair to discuss scc govenrence reform

adminstrative duties (emails, office hours, reading documents)

meeting with scc promotions officer

## **At-Large Representative Pooghkay**

Meetings:

Board Meeting November 27th

Epcom Meeting December 1st

Strategic Planning Meeting December 3rd

Projects:

Pancake Breakfast:

- Advocacy Presentation
- Found pricing for santa suit
- Helped with proposal

Jan 21st Headliner Pub Night

- Meeting with Brooked events about logistics
- Correspondence with Blueprint Events regarding artists
- Drafting of marketing plan

Administrative Duties

- Emails
- Posted Office Hours

## **At-Large Representative Sharma**

### Meetings:

- Board Meeting
- Events Committee
- Granting Committee
- Food Bank Working Group
- Finance Meeting

### New Year Pub Night:

- Presented final proposal
- Submitted booking form
- Contacted artists
- Marketing plan
- Working on logistics

### International Festival

- Conducted exec meeting
- Went over the structure
- Marketing strategies
- Volunteer coordination
- Production team meeting
- Communication with participating clubs
- Preparing presentation for club team leads
- Contacting potential food vendors
- Meeting with engagement officer
- Meeting with vpstudentlife
- Meeting with Martin

### Administrative

- Emails, Office Hours
- Reviewed meeting minutes