

# BOARD REPORT

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

**For: January 15th Board Meeting**

## **President**

### Meetings

- Darwin & Pierre RE: IEC Process
- Martin Mroz (HCS) RE: HCS Status
- Build SFU Architect Start-up Meeting
- Build SFU Update Meeting
- Informal Exec Meeting x 2
- Governance Committee
- Strat-Plan Committee
- SFSS Board Planning Day

### Events & Campaigns

- Open textbook (boothing, picture taking)
- Participated in SFSS Pancake Breakfast (cooking, greeting, cleanup)
- Clubs Days (Setup, boothing, takedown)
- New Years Pub Night (coat check, clean-up/takedown)

### Build SFU

- worked with CMNS office on drafting and publishing financing press release
- liaison work with design committee (including architects, consultants, and others)

### Strat-Plan Committee

- Worked with CEO to create World Cafe questions and itinerary; facilitated discussions with strat-plan members at board
- Coordinating meeting schedules, formulating agenda items, setting direction
- Review of results and continued preparation of synopsis and presentation

### Board Check-ins

-Created agendas and check-in process for all board members

-With help of VP Services came up with documents and resources for check-ins (Project Status Reports, Goal Tracking and Developmental templates, etc)

-This week met with Darwin, Corbett, Jas, Larissa, and partial meeting with Kathleen for Check-Ins

HR & Confidential Work

Administrative Tasks

-Emails, Agenda Setting

### **Vice President External Relations**

Dec 6 to December 22 (duplicate meetings are not included)

- **Meetings:** Advocacy, communications office re: Advocacy campaigns, Exec, Health and Counselling ED re: Peer support program, GSS re: National energy board project worker, men's programming initiative, SASC student meeting, AVP Finance Alison Blair re govt budget, strat planning meeting, student meeting re: Kinder Morgan opposition campaign
- Reviewed relevant Build SFU documents
- Organized board holiday appreciation bags
- wrote and sent SFSS holiday cards to SFU and govt stakeholders
- created SFSS calendar of events
- finally finished Anti violence project conference at University of Victoria report (conference attended in August 2015)
- media statement for The Peak re: SFU Advocacy for Men and Boys
- worked on SFSS Food bank program external sponsorship package
- administrative tasks: email follow ups, ADV agenda creation, report reading etc

January 4 to January 13

- **Meetings:** Advocacy, Exec, Aboriginal Affairs office Director William Lindsay re Indigenous education course for all undergrads, staff appreciation party planning, GSWSSU, SASC student meeting, student support meeting and associated emails, strat planning day,
- welcome day pancake breakfast set up
- clubs day and open textbook outreach
- Finished schools building schools report
- Attended SFU VP academic open forum
- MPI meeting coordination and planning for February Masculinities event
- room booking, emails, etc for Kinder Morgan Action re: Jan 22 national energy board hearings
- Administrative tasks email follow ups, ADV agenda, report reading etc

- o email follow ups to: SFU School of Public policy re Minister of Defense Jodie Wilson Rabould talk, UVIC men's circle, SFU community member interested in Kinder Morgan, ABCS re Lobby days, GSS re: NEB submission,

## **Vice President Finance**

### **Meetings**

- o Executive Meeting, Informal Executive Meeting
- o Governance Committee, Governance Check-in
- o Conference Call with Scotia Bank Re Financing Finalizing Steps and Carry-out
- o Conference Call to Carry-out Swap
- o Meeting with Executive Director, Scott Penny, Marc
- o Build SFU Check-in
- o Meeting with SFU Finance regarding Build costs
- o Meetings Regarding cheque requisitions (Adrienne, Lawrence, Antonio, Kurt, Lucy, Board Members)
- o Strat Planning Committee Input session, Governance Discussion

### **Events**

- o SFU Vancouver Welcome Day Harbour Centre, Welcome Day Woodwards,
- o SFU Burnaby Welcome Day Pancake Breakfast set up and serving
- o Clubs Days Tabling

### **Other**

- o Board Stipends and Council Stipend Approval and follow up regarding tax forms and payment differences
- o Council payment process improvement
- o Cheque Requisitions (Substantial year end run, 3 other)
- o Signing of processed cheques
- o Reconciliation Sheet approvals
- o Setting up of new FASC time and preliminary meeting prep, agenda planning and discussions regarding various proposals to be put forward
- o Legal Consulting - Confidential
- o Review and analysis of selected general ledgers, departmental budget areas, discussions regarding status of various line items
- o Other administrative: emails, office hours

## **Vice President Student Life**

### Events

- Pancake breakfast
- New Years event
- FDC Exec appreciation
- Volunteer database
- Clubs Day

- Stem Cell drive
- ReConnect
- Working on events checklist
- Coat Check procedure
- Angel Tree project
- Meetings

#### Advocacy

- Open Textbook
- Transit Lecture series
- Meetings

#### Granting

- Meetings

#### Executive

- Reviewing Build SFU Finance documents
- HR matters
- Meeting

#### Governance

- As a committee submit recommendations to Board
- As a committee present recommendations to Board
- Meeting

#### Mens Programing Initiative

- Meeting

#### Other

- Email
- Administrative Duties

### **Vice President Student Services**

#### U-Pass/Compass

- Finalized Spring 2016 U-Pass referendum question
- Recruiting volunteers for Spring 2016 U-Pass referendum
- Follow up meetings with student groups who participated in SFSS U-Pass consultation
- Submitting general feedback to U-Pass Advisory Committee
- Preparing proposals for U-Pass contract.
- Responding to opt-out requests and complaints.

#### Health and Dental Plan

- Responding to opt-out requests and complaints.
- Working with broker to acquire further information.

- Analyzing annual claims and change of coverage reports.
- Preparing for Health and Dental Plan Video.

#### Ombudsperson

- Preparing presentation for the SFSS Board of Directors and Council regarding the future of the SFSS' contribution to this service.
- Preparing for meeting with SFU VP Finance and Administration regarding the future of SFSS contributing to this service.

#### Build SFU

- Read, discussed, and approved execution documents regarding Build SFU construction and financing.
- Weekly updates on progress regarding project status, press releases, and tendering.

#### Meetings

- There have been many meetings.

#### Other

- Outreach at clubs days.
- Meetings with students interested in running for the SFSS Board of Directors.
- Administrative work.

### **Vice President University Relations**

#### Build SFU

- Joint Steering Committee meeting
- Review and approval of documents relating to Build SFU construction and financing (approved at Executive Committee)

#### Open Textbook Working Group

- Open Textbook Working Group meeting
- Preparation for #textbookbrokeBC campaign (booking space, ordering bookmarks, etc)
- Organization of volunteers for physical tabling January 5-8
- Set-up, take-down and daily outreach outside of the Bookstore (Burnaby Campus)
- Promotion of #textbookbrokeBC Facebook album
- Preparation for second contest
- Tabulation of data from "Instead of textbooks I could have bought" board

#### Zero-Waste Campaign

- Approval of campaign logo
- Working with Communications Office to develop campaign plan
- Attendance at SFU Packaging Standards Working Group

#### VPA Search Committee

- Interviews of final candidates
- Review of candidates (including CV's, references and two interview notes)
- Decision making meeting
- Attendance at VPA Public Consultation, January 11

#### Fraser Library

- Development of Surrey specific survey
- Email correspondence with SFU Surrey administration

#### Vancouver Campus

- Meeting to discuss next steps with FCAT Rep, President and CEO

#### Excellence in Teaching Awards Committee

- Committee meeting
- Review of 22 candidate packages
- Decision Meeting

#### Much Music Video Dance Party Pub Night

- Working on proposal for a tentative March pub night

#### Office Hours and other Administrative Duties

- Attendance at regular committee meetings (Advocacy, Board, Executive, etc.)
  - Review of Governance Committee Package for Board
- Completion of Fall Semester Work Report
- Weekly office hours (excluding December 19 - January 3rd)
- Clubs Days attendance

#### **Applied Sciences Representative**

- FAS Formal
  - Organized the FAS Formal Planning Committee over the break and planned the first meeting. The committee consists of myself and one representative from each DSU. Our first meeting occurred at SFU Burnaby on Sunday, January 9th, at 7:00pm. We plan to meet weekly.
  - Held our first meeting where we discussed the last FAS Formal, the planning and execution of the event, and what was learned from the experience. We decided on a general date range to hold the event and divided up deliverables for next week's meeting.
- FASSU Constitution Working Group
  - Organized the working group and planned the first meeting, which was held on February 10th at 7:30pm at SFU Surrey. The group consists of each DSU President and myself. We plan to meet biweekly.
  - We covered the history of FASSU and the SDF (faculty-level student levy), and then started to update and fix issues apparent with the current constitution. We plan to meet in two weeks to finish off the changes, then submit it to Antonio and Pierre for review before going to the SFSS Board or Council.
- Granting Committee
  - No meeting was held this week
- Attended a check-in with Enoch where we discussed current projects, goals, and experiences on board.
- Attended the World Cafe event held by the Strat-Plan Committee
- Attended the informal meeting held by the Governance Committee concerning their proposal for committee reform.

## **Arts and Social Sciences Representative**

- Governance Committee
  - Emailed proposal to board prior to the winter break
  - Respond to various emails about the proposed changes
  - Presented to board at informal board meeting
- Advocacy Committee
  - Advocacy committee x3
  - Preparing report to advocacy about conferences attended
  - Open Textbook tabling
- Faculty work
  - Met with FASS student engagement office to plan for the term
  - Set up meeting with faculty of Arts Dean and associate dean regarding DSU common rooms
  - SASS 90's pub night
- Outreach
  - Orientation day tabling (Burnaby AQ)
  - Tabling at Woodward's
  - Clubs day
- Administrative duties/Meetings
  - Office hours
  - emails
  - Preparing for meetings i.e reading minutes
  - Attended many meetings

Any questions, comments or concerns feel free to email [artsrep@sfss.ca](mailto:artsrep@sfss.ca)

## **Business Representative**

### **Meetings:**

- Informal Board Meeting/ Planning
- Events and Promotions Committee
- University of Excellence Awards Committee
- Manager of Career Management at the Beedie School of Business (Project Management Apprenticeship Program)
- Executive Director of Undergraduate Programs at the Beedie School of Business (JDC West discussion)
- Fall Kickoff (preparing final report)

### **University of Excellence Awards Committee:**

- attended multiple meetings regarding the awarding of an outstanding professor at SFU
- reviewed the applications of over 23 applicants and selected the winners

**Emergency Food Bank Program:**

- prepared and reviewed documents for the next meeting
- set up the meeting time for the Spring Semester
- researched alternatives to improve the the program with potential partnerships with student groups and external stakeholders

**Sponsorship Package:**

- responded to multiplied sponsorship requests from external parties
- preparing additional documents including updating the tier benefits and monetary values

**Events:**

- Pancake Breakfast:
  - contacted and secured multiple sponsors for the event
  - coordinated volunteers
  - assisted with the setup, takedown, clean up and outreach.
- New Years Pub Night:
  - financials of the event
  - volunteered at the door and coat check
- Clubs Day
  - boothing and outreach to students
  - clean up of the booth

**Administrative Tasks:**

- emails
- office hours
- review of multiple documents (Build SFU, Council, Emergency Food Bank Program, Recreational Pass, Space Expansion and more)

**Communications, Art, and Technology Representative**

- Meeting with Kamilah Charters-Gabaneq (Vancouver Coordinator Campus & Community Engagement)- Dec. 9th, 2015
- Meeting with Ryan Fortin Re: SFSS HBC Lounge Room Branding (Vancouver Operations Manager) - Dec. 10th, 2015
- End of Semester Debrief via Skype with Emma Horsley (Coordinator of Recruitment, Retention & Advising, FCAT Dean's Office)
- Strategic Plan Meeting - Dec. 11th, 2015
- Meeting with Brady, Enoch, Martin Re: Vancouver Campus Steps Forward- Dec. 9th, 2015
- Vancouver Welcome Back Events (Harbour Center- Jan. 6th, Woodward- Jan. 11th)
- Meeting with Emma Horsley (Coordinator of Recruitment, Retention & Advising, FCAT Dean's Office)



- Meeting with Mack Stannard (Communications Assistant, FCAT Dean's Office)
- Board Planning Meeting
- Strategic Plan (overview/details/semester plans) Meeting
- FCAT Formal Meeting - Dec. 4th, 2015, Dec.
- Granting Committee Meetings
- FCAT DSU President's End of Semester Social - Nov. 27th, 2015
- Administrative Tasks:
  - Office Hours (Surrey, Vancouver, Burnaby)
  - E-mails / e-filing
  - Meeting Preparation

### **Education Representative**

- Meetings
  - Strategic Planning Committee (December 11, January 8)
  - Board - informal (January 8)
- Faculty of Education
  - Advertised Faculty of Education 50 Years, 50 Stories
  - Faculty of Education Spring Welcome Day session
- Education Student Association
  - Clubs Days tabling
- Emergency Food Bank Program
  - Drafted report summarizing/compiling student comments about the program
- #textbookbrokeBC
  - Tabling and photo campaign outside of the SFU Bookstore
- Strategic Planning
  - Reviewed undergraduate survey results
  - Facilitated Board Planning Day strategic planning discussions
  - Transcribed notes from facilitated Board discussions about engagement
- Other
  - Reviewed Governance Committee recommendations
  - Volunteered at SFSS New Year's Pub Night
  - SFSS Clubs Days tabling

### **Environment Representative**

- Meetings
  - Advocacy meetings
  - DSU Liaison
  - Leigh (Faculty Manager, recruitment and community liaison)
  - Build info session
  - Board
  - Strat-Plan info session
  - Governance meetings

- Embark
- Advocacy Committee
  - Open Textbook- tabling outside bookstore, worked on conference report
  - Zero Waste - proposal, logo design input
- Governance Committee
  - Worked on final document to be sent to board
  - Presented and answered questions at board informal meeting
- DSU's
  - Assisted with organization of clubs days
  - Faculty Symposium - emails, room bookings, organizing presenter applications
- Outreach
  - Clubs days tabling
  - Pancake breakfast
- Administrative tasks
  - Office hours, emails, reading minutes

## **Health Sciences Representative**

### **Meetings**

- BuildSFU Information Session (Dec 3)
- Board (Dec 4)
- HSUSU Weekly Meetings x2 (Dec 8, Jan 11)
- Strategic Planning Committee x2 (Dec 11, Jan 8)
- EPCOM (Dec 18)
- Health & Counselling Services & SHAC re: Health Promotion & Health Committee (Dec 18, Jan 11)
- Bridge for Health re: Health Promotions (Jan 5)
- SFSS VP Student Life re: Club Days (Jan 7)
- Informal Board: Strategic Planning Q's & Governance Committee Update (Jan 8)
- Fall Kickoff 2015 Group (Jan 9)
- Check-in with SFSS President (Jan 11)
- International Festival Working Group (Formal: Jan 6, Jan 13) & informal meetings

### **Engagement (tabling, outreach, events)**

- SFSS Holiday Pancake Breakfast (Dec 7)
- HSUSU Executive Social
- Board of Directors Social (Dec 21)
- SFSS Spring 2016 Pancake Breakfast (Jan 6)
- New Years Pub Night (Jan 7)
- Spring 2016 Club Days (Jan 12)

### **Projects**

- SFSS Holiday Pancake Breakfast (Dec 7)
  - Assisted with pancakes

- Photos with Santa (Dec 7)
  - Coordinated activities and volunteers with external groups
  - Collected donations & worked with photographers for photos
- HSUSU Liaison
  - Career Panel: Responsible for seeking speakers
  - Establish connect with Health & Counselling Services re: Consent initiative
- Angel Tree
  - Collected donations
  - Purchased more baby blankets and materials with monetary donations
  - Wrote Thank-You cards to all donors and involved parties
  - Dropped off donations (Dec 14)
  - Attended Burnaby Family Life's Post-natal Program Celebration as volunteer to distribute gifts and meet with participants (Dec 15)
  - Completed final report to be presented to HSUSU & EPCOM
- International Festival
  - Coordinated with Project Lead re: marketing plan
  - Met with Communications Dept to discuss logistics
  - Compiled club content for marketing purposes
- Club Days Executive Social (Spring 2016)
  - Coordinated messaging, logistics and materials with VP Student Life
  - Relayed information to GO & SUO to send to SFSS membership
- New Years Pub Night (Jan 7)
  - Assisted with day-of operations

### **Miscellaneous**

- Administrative duties (emails, office hours, reviewing minutes/documents)
- Board office maintenance & organization

### **Science Representative**

Informal board meeting

SSC meeting

SUS meeting

Clubs day tabling

open textbook outreach tabling

SSC pancake breakfast

Check in with enoch

SCC exec meeting

meeting with SCC promotions officer

Meeting with Student engagement office (peer mentorship)

Email all mentor and mentees of program, commence wrap up activities

Administrative duties (office hours, emails, reviewing meeting minutes)

## **At-Large Representative Pooghkay**

### Meetings:

- Informal board meeting
- Refresh pub night meeting
- Informal strategic plan meeting
- Meeting with John flipse

### Projects:

#### Refresh Pub Night:

- Administrative Duties
- Booking of production
- Booking of artists
- Call with Rock Star Energy

#### Appreciation Week

- started working on proposal for appreciation week

## **At-Large Representative Sharma**

### **Meetings**

- Informal Board Meeting
- Governance Committee
- Food Bank Program
- Events and Promotions Committee

### **Projects:**

#### **New Year's Pub Night Jan 7th**

- Project lead of the event
- Worked on logistics, production
- Marketing, tabling ticket sales
- Booked artists
- Meeting with John

#### **International Festival**

- Meeting with club execs
- Internal exec meeting
- Meeting with Lawrence
- Meeting with communication dept
- Run volunteer training session

- Marketing plan
- Booked convo mall
- Logistics like heaters, tents, tabling
- Production
- Meeting with Eric
- Meeting with SFU Dining services
- Train team leads

### **Food Bank Program**

- Reviewed documents from the meetings
- Work in progress

### **Open Textbook Program**

- Informal outreach with people about the campaign
- Reviewed updates

### **Club Days Engagement**

- Outreach with students about upcoming SFSS events
- Advocacy campaign, International Festival etc.,

### **Administrative duties**

- Emails, office hours
- Reviewed meeting minutes