

BOARD REPORT

THIS BOARD REPORT DOCUMENT IS DUE BI-WEEKLY ON THE 15TH AND 30TH (FEB EXCEPTION) OF THE MONTH

Time Range: March 15th to March 30th, 2016

President

Meetings

- President Petter & Tim Rahilly
- Joanne Curry RE: Fraser Library Hours Pilot
- Tony (SUDS) x2
- SFU NWC UU Accreditation Group
- Student Mental Health Through Advocacy & Support Working Group
- Sam Garcia Student Services - Peer Programs
- EPCOM, FASC x2n
- Martin & Barbara RE: Budgeting

Build SFU

- Review of Tender Documents
- Review of Alternate Prices
- Build SFU Joint Steering Committee Meeting
- Meeting with Michael Strang x3

SFSS Music Showcase

- Musical Outreach Tues - Thursday
- Meetings with Organizing Committee
- Coordination with Long & Mcquade
- Meetings with MECS, GO, Music group Presidents

Throwback Thursday 2000's Night

- Coat-check, take-down, etc.

Other Tasks

- Preparation of CEO Review
- Legal Consultation and HR Conversations
- Addressing Student Concerns

Vice President External Relations

Vice President Finance

Meetings

- Meetings with Martin and all Department heads for Society Budget Reviews
- Meetings Regarding cheque requisitions (FNSA, Adrienne, Lawrence, Kurt, Lucy, Board Members)
- Board Meeting
- Executive Meeting
- FASC x2
- Follow up regarding FASC motions and reallocations put forward (Antonio, Pierre)
- Follow up with questions regarding budget creation with Kurt
- Meeting with Enoch and Martin regarding budget
- Meeting with AVP Students Tim Rahilly and VP Academic John Driver regarding University Accreditation

Other

- Board Stipends and Council Stipend Approval
- Council payment process improvement
- Correspondence Re Cheque Reqs with Leah and SFU Health and Counselling/HiFive
- Cheque Requisition Run
- Reconciliation Sheet approvals
- Setting up for FASC meetings with presentation, correspondence regarding budget, agenda planning, preparation of motions forward
- Legal Consulting - Confidential
- Other administrative: Vancouver and Burnaby Office hours, Emails

Vice President Student Life

Events and Promotions

- Two meetings
- St. Patrick's Day event
- Researching distressing week ideas
- Budget proposal idea for Pancake breakfast and Executive appreciation
- Cheque requisitions for committee expenditures

Advocacy

- ABCS Lobby days training
- Three meetings
- Cheque requisitions for lobby day expenditures

Granting

- Two meetings
- Reviewed and made decisions on presentations

Finance and Administrative Services

- Prepared for first budget viewing
- Two meetings

Governance

- Two meetings
 - Regrets for one
 - Late for one
- Preparing for transition plan discussion item

Council

- Meeting with Councilor regarding Governance changes
- Preparing board update to council
- Attending Council meeting

Administrative Duties

- Sexual Assault Prevention and support resources community stakeholder meeting
- Mental health support and resources community stakeholder meeting
- Emails
- Office hours

Vice President Student Services

U-Pass BC:

- Completed U-Pass Referendum Campaign
- Discussing next steps with TransLink
- Preparing update for SFSS Board regarding next steps
- Waiting for final version of U-Pass BC Contract, submitting questions and comments
- Discussing next steps with SFU regarding U-Pass BC contract and U-Pass Fee administration by SFU.

Health and Dental Plan:

- Preparing presentation for SFSS Board regarding health plan and potential administrative fee.
- Coordinating outstanding items with Account Manager.

- Analyzing changes in premiums for the upcoming fiscal year
- Begun transition with next VP Student Services on this subject
- Transitioning Health and Dental Plan to the office of the Chief Executive Officer

Build SFU

- Negotiating terms with SFU regarding the Stadium
- Preparing update for SFSS Board regarding SUB and Stadium progress

Miscellaneous

- Preparing for CEO evaluation
- Reviewing draft SFSS Strategic Plan
- Preparing for transition with next SFSS VP Student Services

Meetings

- 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

Meetings

- Executive Committee
- Advocacy Committee
- Board

Build SFU

- Review of the SUB tender package
- Review of updated Stadium legal agreements
- Weekly Build meetings

#textbookbrokeBC

- Skype call with BC Campus Representatives and UBC AMS Representatives regarding OER Advocacy moving forward
- Collaboration with the OOO Canada Research Network

Fraser Library

- Meeting with SFU VP External, Joanne Curry and ED Surrey Campus, Steve Dooley regarding Sunday hours at the Fraser Library
- Planning two study events on April 3 and 10 to promote the 3-Sunday pilot project

Other

- ABCS Lobby Training Session
- Meeting with Scott Penney to discuss space on all three campuses
- Signing Cheque Requisitions
- SFU Athletics Awards Banquet

Office hours and other administrative duties

Applied Sciences Representative

- Meetings: ESSS x 2, CSSS x 1, MSESS x 1, Board meeting x 1
- FAS Talent Show:

- Acted as a judge in the FAS Talent Show hosted by the ESSS. Other judges were the ESSS President and a faculty member in the School of Engineering. We saw 10 acts and gave out various prizes. The event was recorded/photographed by organizer for Humans of SFU.
- Attended the SUS AGM as an observer with Antonio Daling. I met with some of the new SUS execs as they ratified their election at this meeting.
- FAS Formal:
 - Continued to sell tickets at the ASB Atrium table. This is the last week to buy so it's been busier than normal. We held one meeting last week to discuss possible alcohol and menu options. I reached out to Source Security about contracting them to provide security for our event like last year.
- FASSU:
 - We haven't met and I continue to work on the constitution and transition reports.
- Granting Committee:
 - We met twice last week, once at our usual day and time and once on Friday before Board to hear two last-minute appeals. One appeal requested more funds but we disagreed with their request but made recommendations to help them seek SEF funding for some of their on-campus hard costs. The second group submitted their grant very late, partially due to some communication issues not related to SFSS. They also had a sizable turnover in leadership and were very new to everything. We granted their request but will give them a strong recommendation not to be late in the future because they probably won't get the same result.

Arts and Social Sciences Representative

- Governance Committee
 - Has not met
- Advocacy Committee meeting
- Regular administrative duties (office hours, emails, reading minutes)

Any questions, comments, concerns feel free to email me at artsrep@sfss.ca

Business Representative

- Meetings:
 - Board Meeting
 - Granting Committee X 2
 - Events and Promotions Committee
 - Finance and Administrative Services Committee X 2
- Emergency Food Bank Program
 - Contacted Nester's District Manager

- Suggested changing from the paper voucher program to a card system to reduce waste and to receive a percentage back on the amount we purchase
 - District Manager is interested in continuing to work with our group and looking to improve the service to students. (had an idea of donating perishable goods to students in need)
- 2000's Throwback Night
 - Working alongside Melissa Lee and Nina Savkovic to plan event
 - Finalized all DJs
 - Coat check and door (cash float)
- Justin Bieber Pub Night
 - Finalized communication plan and decorations
 - Finalized equipment (lighting and speakers)
 - Finalizing volunteers and schedule for night
- Engagement
 - HRSA Spring Soiree
- Administrative Duties
 - Emails
 - Office hours
 - Reviewed documents

Communications, Art, and Technology Representative

- Board Meeting
- Preparation of Document for Vancouver Administration, Re: Update Vancouver Space Expansion
- Interview with the Peak Re: Vancouver Space Expansion
- FCAT Formal Meeting
- Board Presentation on Vancouver Space Expansion
- Meeting with GSS Director of Graduate Services Re : Vancouver Space Expansion
- Office Hours (Vancouver, Burnaby)
- Administrative Duties - emails, e-filing, meeting preparation

Education Representative

- Meetings
 - Board (March 18)
 - Events and Promotions Committee (March 17, March 23)
- Education Student Association (ESA)
 - Throwback Thursday Study Break
 - Cheque requisition for ESA Outdoor Learning Event
- Events
 - #ThrowbackThursday: 2000s Pub Night
 - Promotions (social media, postering, contest)

- Organized logistics (production, decorations, volunteers)
 - Ticket sales tabling (AQ South Concourse, Residence Dining Hall)
 - Cheque requisitions for photographer and DJ payments
 - Event management, set-up, and take-down
 - Deposited money from ticket sales and coat check donations
 - SFSS Music Showcase
 - Booked AQ tables for promotions
 - Coordinated scheduling for boothing/musical outreach
 - Tabling/outreach
- Strategic Planning
 - Reviewed Board input on draft strategic plan
- Other
 - Administrative tasks (emails, reviewing minutes and documents, office hours, etc.)

Environment Representative

- Meetings: Board, Advocacy (x3), Frosh 2016, DSU Liaison, GSU
- Governance
 - Has not met
- Advocacy
 - Planning of Fraser Library pilot project study event (April 3rd/10th)
 - Table Bookings, completed work order for communications department, looked into coffee/snack prices at different retailers, copy centre order, contacted scc, sent out doodle for volunteer sign up
 - Met with an individual who contacted me about an idea they want to bring forward to advocacy committee
- Faculty Work
 - Frosh 2016 - Call out for more team leads, reviewed potential venues for event
 - Contacted chosen symposium presenters and reviewed next steps
 - Finalized catering order with DSU representatives
 - Met with fenv communications assistant - promotional materials for event, and emailing undergrads
 - Assisted GSU with grant proposal and preparing for presentation to granting committee
- Administrative
 - Emails
 - Reviewing minutes/preparing for meetings
 - Office hours

Health Sciences Representative

MAR 16-31

Meetings

- VP External Relations (03/15)
- EPCOM (03/17)
- Board (03/18)
- BuildSFU Accessibility (03/23)
- Health & Counselling and Hi-Five re: peer support & mental health (03/30)
- UPASS w/ VP Student Services & Arts Rep (03/30)
- Ad-Hoc Strategic Planning committee (03/31)

Engagement (tabling, outreach, events)

- RHA St. Patrick's Day Pub Night (03/17)

Projects

- HSUSU Liaison
 - Faculty of HSCI Gala
- Appreciation Week
 - Finalizing follow-up report to be presented to EPCOM
- Positive Outcomes: A Community Dialogue around HIV and the Law
 - Created email for event promotion through HSUSU, GO, SUO, SFSS Communications Office
- SFSS Music Showcase Extravaganza
 - Created email for event promotion through student emails

Miscellaneous

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

Science Representative

Board meeting

SUS meeting X 3

SSC meeting

Review all budget documents and variance reports

Meeting with Student engagement office regarding peer mentorship

SUS AGM

Plan SSC distress week and Pubnight

FASC meeting X2

Reading meeting minutes, emails, office hours

At-Large Representative Pooghkay

Meetings:

- Board meetings
- Epcom
- Strategic planning

Projects:

- Assisted with st patrick's pub night
- Assisted with throwback Thursday
- Report on pub nights
- Appreciation week report

Admin duties

- Emails
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At-Large Representative Sharma

Meetings

- Board Meeting
- EPCOM (x2)
- Granting (x2)
- Parking Services

Events and Promotions Committee (X2)

- Presented report on International Festival for discussion
- Discussion on throwback Thursday and music extravaganza
- St. Patrick's Night

Granting Committee (X2)

- Reviewed grant appeals from clubs and DSUs
- Heard presentations
- Made recommendations for few grants

Governance Committee

- Meeting did not take place

St. Patrick's Night

- Coordinated the event with RHA execs as the RHA Liaison
- Meetings with vp student life
- Meeting with communication staff regarding social media
- Coordinated the ticket sales that took place at GO
- Main event: Managed the event
- Handled tickets collection, stamped students
- Cheque requisition

Throwback Thursday Night

- Promoted the event on social media
- Got tabling approval from ResLife
- Tabling outside dining hall (ticket sales)
- Managed entrance at the main day
- Managed door sales, putting stamps

- Assisted melissa and nina throughout

Administrative duties

- Emails
- Office hours
- Reviewing of documents