

Call to Order – 12:02 pm, October 1, 2014 | MBC 2296

1. Roll Call of Attendance

Committee Composition

President (*chair*)..... Chardaye Bueckert
Vice President Finance..... Adam Potvin
Vice President Student Services Zied Masmoudi (*late*)
Vice President External Relations Darwin Binesh
Vice President Student Services Kayode Fatoba
Vice President University Relations Moe Kopahi

Society Staff

Build SFU General Manager..... Marc Fontaine
Campaigns, Policy, and Research Coordinator Pierre Cassidy
Executive Director..... Colleen Knox
Minute Taker Dion Chong

2. Adoption of Agenda

MOTION EXEC 2014-10-01:01

Potvin

Be it resolved to adopt the agenda as amended.

Governance report added, order of agenda items changed

CARRIED AS AMENDED

3. Matters Arising from the Minutes

MOTION EXEC 2014-10-01:02

Kopahi

Be it resolved to approve the minutes of 2014-09-24

CARRIED

4. Unfinished Business

a. Governance Report

Clarity was sought on the delivery model of the report, which clarified relationships between the Faculty Student Unions and Faculty and At Large Members. It may be desirable for the Executive Committee and Board of Directors to vet the document in order to prepare the organization to answer stakeholder questions, or for a working group of Board to be established and make recommendations to BOD. Executive Officers also requested a copy of the report individually. Context of the report may not be clear should it be released publically.

Masmoudi entered at 12:07pm

It was recommended that the report be made available to Council and Board for review, since both groups have been updated throughout the process.

5. Updates

a. Annual General Meeting

The policy requirements for providing notice to the membership of the AGM have been met. As of next week, a full-scale campaign to promote the AGM would begin contingent on Communications Office release of additional support material.

Opportunity for a post-AGM pub night was brought up, where individuals who participate in the AGM could access for free. In the past, 100 free wings tickets were provided, which were of minimal cost, given that the event overlapped with Highland Pub Wings Wednesdays. Events and Promotions Committee could take on the project and would contact Food and Beverage Services as soon as possible.

Executive Officers with ideas would remit the ideas towards to the working group.

MOTION EXEC 2014-10-01:03

Potvin

Be it resolved to task the Events and Promotions Committee to organize an Annual General Meeting promotional pub night.

It was expressed that promotions should focus on the AGM itself as opposed to the AGM pub night. The EPCOM Chair was excited by the prospects of having the committee activated to promote society work and would attend the AGM Planning Meeting.

CARRIED

Build SFU was preparing postcards for distribution by the Build SFU Street Team, and the Social Media Assistant would be preparing a video to explain the AGM and the necessity for quorum to be met as it related to the Build SFU project. It was requested that board members reach out to DSUs and clubs directly.

General messaging was that there were banks interested in financing the project and the changes were necessary for the project to continue on schedule.

An email has gone out to the constituency groups and rotunda groups, and liaisons would be encouraged to reach out. The Women's Centre has contacted board to provide a presentation. Council would be receiving a presentation on the Annual General Meeting today. In the past, the Member Services Officer has provided a presentation, with the Build SFU General Manager providing an update on the Build SFU portion. For the current year, the CRPC and Build SFU General Manager would be introduced by the Vice President Student Services.

In the previous year, a competition was held where groups with the largest showing would receive a \$500 grant.

The Committee was reminded that individuals had to be inspired to attend for the sake of the Build SFU project. Incentives should be made to enhance the communications of the value proposition. Further, the committee was reminded that each Board Member should be buying into the AGM and must treat to the Society's AGM.

The timeline was under scrutiny, particularly given incoming Council structure changes (the potential substantial reduction of population), as well as the model for financial accountability.

MOTION EXEC 2014-10-01:04

Potvin

Be it resolved to provide Councilors a stipend of \$35 to attend the AGM.

Issues were identified with any attempt to provide a stipend. An alternative opportunity was for individuals who brought the most people to be provided with a \$50 cash prize.

CARRIED

MOTION RECONSIDERED

Potvin

FAILED

6. Discussions

a. Choir Club Complaint

A number of complaints have been received from the Choir Club in a number of venues with various issues, including staffing issues. The General Office, the Executive Director, the President, and Build SFU have been engaged in discussions on the matters. Further information could be sought from other Executive Officers.

b. Executive Positions Procedures Manual

Under R-6, a procedures manual was to be maintained by the Executive Officers. While work reports have quasi-fulfilled these requirements, there was a desire for a complete procedural manual to be developed by all executives, particularly given the number of new positions on the Board of Directors.

The Vice President External Relations has been writing letters on projects and thoughts. Additionally, a series of contacts books with updates on their role and previous contact was in development, along with a government relations manual. These would be shared with all executive officers for best practices.

The Vice President Student Life has organized all documents on Google Drive, including all notes from projects, committees, and initiatives.

It was recommended that startup process, weekly workflow and best practices be included in draft procedures.

Action Item: Executive Officers would develop a working draft procedures manual in 4 weeks, with regular updates at EXEC.

It was indicated that continuity did not exist within the Executive Officers, and there was a desire for some information to maintain confidential and provided to positional successors. It was seen more as an enhanced job description for the position.

7. Executive Officer and Staff Updates

Vice President University Relations

- Meeting with the Business Representative and registrars on BASS matters
- Currently writing a letter of support for Atrium Renovations
- Working with At-Large Representative Pearce on the reactivation of the SFU Nightline
- Beginning AGM promotions
- Condom Club indicating that they are holding a Fall Kickoff event, and an email has been sent to request that they cease using that branding.

Campaigns, Research, and Policy Coordinator

- Presentation at Council today on the AGM.

- With completion of governance report, policy manual work would restart with a focus on standing orders and office-oriented procedures.

Vice President Student Services

- Following up with stakeholders and sponsors of the Fall Kickoff Concert, along with following up on finance.
- Met with GSS and the SFU Vice President Finance yesterday. GSS has a survey which does not have much support from the ombudsperson

Build SFU General Manager

- Council presentation later this evening on Build SFU and the AGM.
- Financing has been positive.
- Lease for SUB has been moving along, with major issues passed.
- AGM planning has been ongoing.
- Would be on vacation next week. Could be contacted through Build SFU Administrative Coordinator for any emergency matters.

Executive Director

- Away ill for the past number of days.
- Working on final draft of the FBS Collective Agreement, which was going through the editing process.
- Meeting with President weekly on human resources and other matters.
- Meeting with SFU on SOCAN.
- Staff reporting would be coming in at the end of the month.
- Storage space in the rotunda was still being resolved, given issues between the identified leased areas and accessible areas.

Vice President Student Life

- Events and Promotions Committee has projects.
 - Open Mic Night tomorrow, road trip has passed.
- International Students Group constitution has been developed. Elections targets have been established.
- Establishing mentorship programme to connect first years with SFSS organizational alumni.
- Launching a Clubs townhall – finalizing the workshop aspect of the event. Providing clubs with an opportunity to provide input.
- Finalizing volunteering programme with the Executive Director and Communications Coordinator – website applications should be active soon.
- Question of whether the Vice President Student Life should be managing events or if the EPCOM should receive them directly.

Vice President External Relations

- Went to Victoria on Monday to speak with the Ministry of Advanced Education.
- Marc Emery agents would send contract today.
- Academic Advocacy initiatives (promotion of good study habits) would begin soon.

- CPR meetings would begin soon after a short hiatus.
- Tried to meet with the City of Burnaby – no response received as of yet.

Vice President Finance

- Financial summary for the Fall Kickoff concert was in progress.
- Working on Build SFU nap room along with SFU Health and Counseling Services.
- Semesterly report took some time.
- Investment policy had been forwarded to Constitution and Policy Review Committee.

President

- Working on submission to All Party Standing Committee on Finance, touching on transit, core institutional funding, deferred maintenance and open textbook.
 - Petter indicated that SFSS may wish to endorse SFU Surrey expansion plans
- Working on a number of major staffing issues.
- Meeting with Ministry of Advanced Education – follow-up work continuing.
 - Ferry was diverted for a rescue mission.
- Student Services has committed to match funding on SFSS Food Bank this year
- AFAC – working to support initiatives by contacting PADS for puppy therapy and massage therapy providers.
- Had monthly meeting with President Petter yesterday.
 - They received the Guard.me and the Pearson Textbook letters.
 - SFU was interested in supporting a get out the vote update.
 - University was quite concerned around upcoming changes to the Society Act.
- Researching and applying for intervener status on the Kinder Morgan expansion, which would tunnel through Burnaby Mountain.

Minute Taker

- Reminded all chairs that agenda items had to be submitted as per previously circulated memoranda, otherwise agendas may not be prepared.

Bueckert left at 12:58pm. Potvin was appointed chair for the remainder of the meeting.

8. In Camera Session - Student Union Building Lease

MOTION EXEC 2014-10-01:04

Kopahi

Be it resolved to move the meeting in camera

CARRIED

The Executive Committee was provided with an update on proposed Student Union Building leases.

Bueckert returned at 1:20pm. Binesh left at 1:31pm

9. Adjournment 1:33pm