

Call to Order – 12:02 pm, October 15, 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  
Vice President Student Life ..... Kayode Fatoba (*late*)  
Vice President External Relations ..... Darwin Binesh  
Vice President University Relations ..... Moe Kopahi

### Society Staff

Build SFU General Manager..... Marc Fontaine (*late – meeting*)  
Campaigns, Policy, and Research Coordinator ..... Pierre Cassidy  
Executive Director..... Colleen Knox  
Student Union Organiser..... Antonio Daling  
Minute Taker ..... Dion Chong

### Guests

At-Large Representative ..... Rebecca Langmead

### Regrets

### Absent

## 2. Adoption of Agenda

### MOTION EXEC 2014-10-15:01

Kopahi

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

*Societies Act update added, magazine business added, tablet proposal struck.*

### CARRIED AS AMENDED

## 3. Matters Arising from the Minutes

### MOTION EXEC 2014-10-15:02

Kopahi

*Be it resolved to approve the minutes of 2014-10-01 and 2014-10-08*

### CARRIED

## 4. Updates

### a. Annual General Meeting

Logistics of the AGM were in progress with the General Office and Facilities management. A Clubs Townhall would be conducted in the morning of the AGM in the SFU Theatre, and thus lunch would be provided to ensure that clubs representatives stay for the AGM. Assistance was requested for the distribution of posters and flyers. The General Office would be tasked to prioritize the posting of AGM posters by the next day.

A request could be made to Facilities Management to allow for a one week exception to the posting of AGM posters on concrete surfaces, however it may be late for the contractors to be notified.

**Action Item:** Kopahi would contact Facilities Management to discuss the option on postering.

Communications Office has prepared some material for the promotion of the AGM. Executive Officers would distribute materials in their classes.

It was recommended that all services be closed on the day of the AGM in order to redirect students to the SFU Theatre. In the past, student staff have requested the ability to attend the AGM, which assist with quorum. The motion was intended to only cover the administrative side of the organization. Discussions were conducted around paid time if student staff attend. Any staff scheduled would not be paid for the two hours of the AGM, but will have the opportunity to make up time.

**MOTION EXEC 2014-10-15:03**

Binesh/Amended Binesh

*Be it resolved* to close all SFSS services, with the exception of Food and Beverage Services, on October 22 from 1:30pm to 3:30pm in light of the SFSS Annual General Meeting.

**CARRIED**

Compilation of the AGM Report has not been completed yet, but would be compiled and circulated by the 17<sup>th</sup> for Board review. Student Unions and clubs have been made aware of the AGM. A reminder email would be circulated. Direct invitations to rotunda groups have not been completed, however Society Departments within those areas would be responsible for promoting the AGM.

**Action item:** Collective members and rotunda groups would provided with a direct invitation from the President to attend the AGM.

Board members would request that student unions share AGM information with their departments, and for liaisons to speak to their respective organizations.

Confusion was raised around the chairing requirements of the AGM. Schedule B (within which Section 4 had the issue) was not a binding piece of the Act but a template for bylaws. The bylaws mandate that a member of the Student Society chair the meeting. However, the membership had the authority to appoint any member they wish. The President remained prepared to chair the annual general meeting should the membership wish to appoint them.

*Fatoba entered at 12:21pm*

*Kopahi left at 12:23pm*

Question was raised around the support of the post-AGM pub night. It was recommended that EPCOM discuss the matter. Additionally, given the significant amounts spent on AGM prizes, it was recommended to limit expenditures on the pub night. It was deemed late to operate a pub night, however the pub night offers an opportunity which could pull a crowd into the AGM in order to acquire tickets, tying into the free wings at the Highland Pub which would already be provided. The Executive Committee was requested to provide support for an investment into the pub night, however the Board was the only body with the authority to approve any investment. EPCOM was recommended to plan the event using their existing budget.

The Build SFU team, Communications Coordinator and the Vice President Student Services was recognized for their work and efficiency in managing the matter.

A prize was being offered on the Facebook page and Executive Officers was requested to bring in their friends.

Executive Committee would not meet next week in order to facilitate AGM preparations.

**b. Societies Act Changes**

The Vice President External Relations has distributed the Alliance of British Columbia Students submission to the government. Legal Counsel had provided with a document for the review of the Board of Directors.

**MOTION EXEC 2014-10-15:04**

Potvin

*Be it resolved to move the meeting in camera with staff and board members.*

**CARRIED**

The Executive Committee moved the meeting in camera to discuss legal matters relating to the Societies Act and areas of potential risks for student unions, as well as logistical concerns. An additional discussion was conducted on ABCS initiatives as they pertained to the Societies Act.  
*Fontaine entered at 12:39pm*

**MOTION EXEC 2014-10-15:05**

Fatoba

*Be it resolved to move the meeting ex camera.*

**CARRIED**

**MOTION EXEC 2014-10-15:06**

Binesh

*Be it resolved to recommend the letter to Board to approve the submission letter to the Financial and Corporate Sector Policy Branch of the BC Ministry of Finance regarding the proposed Societies Act changes.*

The Executive Committee desired to ensure that the needs of Student Societies were covered by the Societies Act, given the sheer number of societies within BC. The proposal was also recognized for the number of improvements it introduces to Society transparency across the province.

**c. Executive Procedural Manual**

The Vice President External Relations would distribute the their draft. The Executive Committee was reminded that the staff had also been tasked to create a manual for their respective areas.

**d. Student Union Building Lease**

**MOTION EXEC 2014-10-15:07**

Potvin

*Be it resolved to move the meeting in camera with staff and board members.*

The meeting moved in camera once again due to the arrival of the Build SFU General Manager, who provided an update on the Build SFU project, as it related to legal and financial matters.

The Executive Officers were to organize a confidential meeting to further discuss the student union building lease.

**MOTION EXEC 2014-10-15:08**

Fatoba

*Be it resolved to move the meeting ex camera.*

**CARRIED**

**5. New Business**

**a. Magazines**

A member has requested that their lifestyle magazines be circulated within Society Space. The costs and availability of space for the distribution of such materials was sought. Additionally, distributors used by publications including The Peak and are paid for by the external organizations, requiring university approval for usage on university grounds. The Executive Committee was in agreement that the matter was not a priority at the moment, particularly given organizational concerns with its own membership outreach. The Vice President Finance would communicate the decision to the member.

**6. Discussions**

**a. Student Engagement Fund, Co-Curricular Record, and MyInvolvement**

Members seeking funding would require that the Executives are members in good academic standing of the university without financial penalties. Additionally, the SFSS had to approve some funding towards the event to qualify for SEF funding of SFSS-affiliated initiatives. Member Services Officers in the past have discussed the creation of the co-curricular records, which would assist with job searches and graduate school applications, as these would be university approved documents. A large number of members participate heavily in student unions, and records of work are only available through appreciation letters and reference letters issued through the Student Union Resource Office. The records were seen as a positive development for recognizing student engagement.

Coordinators were responsible for creating a standard for evaluating the efficacy of the executives. Biweekly meetings were to be conducted between the SEF Coordinator and the Student Union Organiser to discuss the matter. Executive Officers would also be invited to the meetings.

The Granting Committee had been briefed on the SEF and its jurisdiction and potential projects for funding.

An internal volunteering programme was still sought by some executives, which could allow the SFSS to more efficiently utilize volunteers who have been directed to the SFSS through SFU initiatives. The Communications Office observing opportunities for Women's Centre and Out on Campus integration. It was seen as necessary to prioritize the development of an internal portal prior to discussions with external organizations. However, there was a desire to avoid recreating structures that were already in place or in development and larger discussions had to occur on a global level. The Vice President Student Life was requested to provide a written document on the volunteer programme prior to any prioritization.

The Executive Director was having discussion on integrating leadership programming for the Board of Directors provided through SFU. Discussions would continue.

Matters would continue from the staff level, and governance matters would be brought back to the Executive Committee where appropriate. Workflow had to be discussed around related labour impacts and the recording protocols.

**b. Tablet Proposal**

**7. Executive Officer and Staff Updates**

**Executive Director**

- Dealing with an HR situation in Food and Beverage Services.
- Increased communications with the administrative side on working conditions meetings

**Minute Taker**

- Workload has increased as a result of the meeting of ad hoc committees.
- Reminder around the necessity of meetings.

**President**

- RAC and proposed board stipend procedure – Remunerations Advisory Committee discussed the matter last week. One member has been tasked to review the policy regarding board duties. The committee agreed that a schedule of stipend deductions was created for uniformity, and that the recommendation should originate from beyond the board of directors.
- Board reports – it was requested for the Board to receive reports from directors and committees as a written document as opposed to verbal in order to speed up board meetings. Executive Committee would discuss the matter in the near future.

**Campaigns, Research, and Policy Coordinator**

- Reviewing media monitoring service, as the CRPC would likely be the primary point of transition for society initiatives and campaigns.
- Supporting the CPR process.
- Reviewing the Science Undergraduate Society constitution and bylaws, which would be distributed to faculty representatives as a template for FSU documents
- Asking for governance report feedback
- Meeting with Women's Centre and Out on Campus to discuss their role within the organization
- Focusing on office initiatives and reviewing the archives and opportunities for members registries.

**Student Union Organiser**

- A significant number of one-on-one training sessions for individuals who could not attend Nuts and Bolts workshops.
- Accessibility Coordinator job description was being prioritized

**Build SFU General Manager**

- Institutional Mandatory Fee – a letter has been drafted for submission to the Ministry of Advanced Education.

October 15, 2014– Simon Fraser University, Burnaby Campus

---

- The fee as it pertains to Build SFU would have to receive an exemption, as the fee as proposed may impact the 2% increase limit for tuition in the province.

Policy was sought around the requirements of remunerations and the limits to hours for CEO and the IEC based on the requirements of the particular elections period.

#### **8. Adjournment 1:21pm**

---

DC /CUPE 3338