

Call to Order – 12:03 pm, November 26, 2014 | Executive Conference Room

1. Roll Call of Attendance

Committee Composition

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

Society Staff

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

Absence

Vice President University Relations Moe Kopahi

[MT Note: EXEC 2014-12-03 received reasoning for the VP University Relations' absence as being for a family emergency. As no regrets were sent nor received, no regrets were ratified]

2. Adoption of Agenda

MOTION EXEC 2014-11-26:01

Potvin/Amended Potvin/Fatoba

Be it resolved to adopt the agenda as amended.

CSC referred FBS Financials discussion item added.

EPCOM - Appreciation and Student Life Award discussion item postponed to next EXEC to allow for review of documentation.

CARRIED AS AMENDED

3. Matters Arising from the Minutes

MOTION EXEC 2014-11-26:02

Masmoudi

Be it resolved to approve the minutes of 2014-11-19 and 2014-11-20

CARRIED

4. Discussions

a. Special General Meeting

Logistics

- Planning was underway. Meeting in the previous week and today would cover messaging.
- Venue has been booked for January 21st
- Floorplan has been complete, including increased number of sign-in station (from 4 to 6 for greater efficiency)
- Registration would be conducted an hour prior at 12:30, with event beginning at 1:30.

- Advertising should reflect such provisions, taking into account concerns from the AGM.
- Concerns around individuals being in lineups while the meeting began could not be mitigated due to unfairness for those who registered early.
 - Adoption of the agenda may take some time, and thus it was expected that an additional 20 minutes of time would be available to accommodate on-time/late arrivals.
- Communications Coordinator, Build SFU Administrative Coordinator and SFU photographer had a meeting – photos of individual SFSS members would be taken to promote SGM, given concerns that the AGM promotional material were heavily focused on the Student Union Building.
 - There was concern that the SGM was being held to approve matters relating to the new building. The committee was reminded that the posters constituted only a portion of the promotional material, and postcards would be created to promote the agenda items
- Agenda approval would have to be conducted by December 31st. This would be approved at BOD 2014-12-03
 - EXEC may wish to follow up with interested members who may wish to add agenda items in order to facilitate the agenda planning process and expedite the process during the meeting. While the Board was not required to conduct such followup, it would be a show of good faith from the board.
 - As GRID had been provided with advance notice on the potential of a discussion item in their interest and thus it was fair to provide all other potentially interested groups with such an opportunity.
 - **Action Item:** History Student Union, Choir Club, and the individual (member Vickery) adding the FBS item would be contacted ASAP by the President
 - A social media post would also be put forward to open the opportunity at the next Board of Directors to discuss agenda items.
 - Livestreaming could potentially be considered to allow for participants off-campus to participate. If streaming was not possible, items could be submitted in advanced to the President.
 - Limitation to speaking times could be considered at the time of the meeting.
 - A general FAQ could be considered to provide information on how to add an item to the agenda. This could include an explanation of items that could only be approved at an SGM as opposed to items under the Board's authority.
 - Such an FAQ could be conducted in video format.
- Committee may wish to formally prioritize the SGM for staff across the organization, as well as closing services on the admin side.
- GO Coordinator and Vice President Student Life would be speaking to Build SFU to engage with clubs through Spring Clubs Days to promote the SGM.
- Vice President Finance would follow up with legal counsel on the potential of a reallocation from space expansion fund.

CRP Coordinator entered 12:10pm

SFU Theatre has agreed to allowing the lower section of the Theatre to be used for rehearsals, which alleviates a number of issues from performance clubs relating to rehearsal space within the new Student Union Building.

There were concerns from around priorities causing conflict with other projects, such as EPCOM events which could promote the SGM. The motion in effect would ensure that all SGM projects would be completed prior to any other projects. If the staff member does not have any other SGM items, they could continue projects based upon previously defined priorities.

Further, Communications Coordinator would be involved in messaging and advertising, such that most matters would be conducted by the beginning of the next semester.

A director requested a window for committee work to be completed, although the staff resources had already provided deadlines a number of weeks in advance in anticipation of service closures and vacation.

The Executive Committee agreed that the matter was of priority to the organization and would be communicated by the Staff Liaison Officers

MOTION EXEC 2014-11-26:03

Masmoudi

Whereas the Special General Meeting has been prioritized by the Board of Directors;

Be it resolved to close SFSS admin services from noon of 2015-01-21

CARRIED

All staff would be requested to attend. Vice President Student Services will develop the task list and speak to individual staff members on their role during the SGM.

History Student Union Meeting with President and Build SFU Consultation Coordinator

HSU has been circulating a three page open letter and a petition, citing concerns with the Build SFU project and the SFSS in general. The letter requested that the SFSS conduct the AGM again. The following concerns were highlighted at the meeting between HSU representatives, President Bueckert, and the Build SFU Consultation Coordinator:

- Framing and presentation of AGM items and the neutrality around such items
- transparency on debenture negotiations, including release of financial institution under consideration
 - issues with continuing discussions with lenders if the debenture questions were up for discussion once again at the SGM
- potential of increased accessibility through livestreaming and voting at Surrey and Vancouver campuses
- The provision of prizes to encourage participation in the democratic process

Logistics for providing voting on other campuses were of concern as a result of limited infrastructure currently in place to provide such services. Logistics of such voting would be considered a later meeting.

Livestreaming had been considered for the AGM, but could not be conducted as a result of little lead time and internet issues across the university.

Meeting would be conducted after EXEC to consider the requests made by HSU and the feasibility of implementing the suggested solutions. HSU was praised for providing solutions alongside their concerns.

Fatoba left at 12:30pm

b. Townhall Event

This provided an opportunity for the Board to thank the membership for taking part in their student society, and enable the board to listen to the frustration with the organization, with a reminder that the frustration expressed were not personal. Each board member would take notes, and where necessary the President could respond to issues on behalf of the organization. A hashtag was considered, but it was not felt that twitter discussions would provide for meaningful engagement. However, it may be better to have a society created hashtag to ensure that a consistent and complimentary hashtag was available to the membership who may wish to discuss matters online. Individual directors saw great importance in social media engagement. The committee could consider either minuting or filming or both options. While streaming was possible, high quality streaming was deemed difficult, particularly given the lack of microphones. Low quality streaming was sought to ensure that some form of streaming was still available. However, if streaming was sought, built-in chat streaming may not be well-used by the membership.

The Executive Committee decided to both film and minute the townhall to ensure that both short and long form documentation was available for future years.

Further townhalls may be considered upon the completion of the currently planned townhalls. There was desire to have the townhall seen as an opportunity to enable students to be involved with their student society.

The Board of Directors would have a meeting to discuss items that each individual were prepared to and not prepared to respond to. It was seen as ideal for the President and the Vice President External Relations to be the primary speakers, unless the item was specific to a certain portfolio, at which time the two primary speakers. The townhall may also provide an opportunity for the board to answer some commonly asked questions. Further, if few questions were asked, the board can choose to take the opportunity to guide discussions for feedback and potentially explain the instruments for organizational change.

It was indicated that the Board should be able to respond to questions around the next steps that the board would take after collecting such feedback. The Board would guarantee that a public answer be provided for any and all questions asked at the townhall.

The President would send out a meeting update.

Pop, juice, and coffee would be provided.

c. CSC – Food and Beverage Services Financials

The Finance Coordinator provided a financial breakdown of the current Food and Beverage Services budget at the last meeting of the Commercial Services Committee. CSC was provided with the statements and an explanation of the documents. The organization was losing more than expected through FBS, and the Vice President Finance indicated that there was reason to believe that deficit would continue to increase, which would preclude other projects from being pursued by the Society.

While the Highland Pub was losing the greatest amount of money in absolute terms, based upon profit margin The Ladle was losing the most, followed by Higher Grounds, both of which

accounted for less than 1/3 of the sales. While the pub offered intangible benefits, these two other businesses did not provide such benefits.

It was recommended by a director to close both services, while other directors have recommended the amalgamation of services and consider the impact of such a consolidation and any such rebranding. Central kitchen already provides services to all four branches of the Food and Beverage Services, such that consolidation already exists between the FBS services in all terms aside from marketing. Both services in question had significant competition on campus.

It was expressed that these trends of deficit were not new, but Executive Committee had to make decisions around Food and Beverage Services, particularly given interest from both executives and members to close the service. Commercial Services Committee was deemed the more appropriate body to make any such recommendations. Further, the FBS General Manager was tasked to manage the services and it may be desirable for the current solutions proposed by the General Manager to be considered prior to any discussions on closure of services, although directors indicated that trends had not been changed over a long period of time, despite the introduction of the new FBS General Manager. The committee was reminded that the opinion of the Food and Beverage Services General Manager should be considered.

Financial forecast could potentially be provided by FBS and the Finance Office for the various scenarios, allowing the organization to make an informed decision based upon a comparative analysis of options available to FBS operations. Vice President Finance, Finance Office, and FBS General Manager would be reviewing these finances. Executive Committee may wish to task the individual groups to prepare a report and report to CSC on the possible options.

MOTION EXEC 2014-11-26:01

Fatoba

Be it resolved to task the Vice President Finance, Vice President Student Services, and the Finance Office, in collaboration with FBS General Manager to review the current financial status of FBS and to consider potential FBS models for referral to CSC.

CARRIED

5. Executive Officer and Staff Updates

President

- Meeting with SFU AVP Students to discuss a number of outstanding matters
 - Outstanding food bank programme contribution.
 - Update on requests on international student tuition fee, including the creation of the international student degree completion fund.
- Meeting with President Petter
 - Suggestions for agenda items were being entertained
- OpenCon completed in Washington DC
- Staffing work and bargaining work

Build SFU General Manager

- Lease document almost complete. Beginning work on the construction services agreement. All documents could be reviewed by the Board at anytime at the office of the Build SFU General Manager
- Suggested that President Petter be approached on potential discussions with the Ministry of Advanced Education.

Vice President External Relations

- Advocacy Campaign proposal template had been created – may provide greater clarity on projects and status of projects.
- Significant number of meetings and phone calls in response to external groups.
- Completed BOD objectives document – primarily for the Vice President External Relations office
- Translink meeting – also meeting with parking services and ancillary services – considering long term plans
- CPR was dealing with few minor projects.

Vice President Finance

- Lease meeting with SFU
- Ongoing SFSS financial services discussion
- Developing investment policy for CPR
- Midyear budgeting – would be going to FASC.
- Analyzing FBS statements

Vice President Student Services

- Commercial Services Committee met last week to discuss FBS items
- UPass compass card is being launched in Spring semester – test on website accessibility
- Continued work on the
- Events and Promotions Committee approved the spring concert

CRP Coordinator

- Working on BOD strategic plan
- Finalizing advocacy portfolios.
- Brought a matter to Council – Chief Electoral Officer position was now vacant. Board would have to begin the nomination process to begin process for Council, given changes to IEC nomination

Vice President Student Life

- Met with SFU Student Engagement on the potential integration with MyInvolvement and the Ambassador Programme for SFSS volunteering opportunities.
 - Considering internal volunteer process prior to integration
- Preparing clubs for clubs days
 - Considering consolidating Build SFU initiatives into the club days programming
 - Attempting to make the event more engaging with performances and other activities.

- Finalized constitution for ISG – international clubs were potentially bringing the matter at their AGM.
- Finalizing sex week proposal and organizing team.
- SFU's Got Talent – organizing team was nearly finalized.
- Events and Promotions Committee was extremely active with various events.
- Proposals being prepared, including those brought to CSC

Executive Director

- Conversations with the university, SFU security, and Student Services on pub evictions and/or non-permitted indoors.
 - University was interested in increasing information exchange and SFSS has indicated privacy concerns.
- Concerns around CCTVs in one of the new leaseholds – meeting with university.
 - Not sure if CCTV issues were the result of any university policy
- Administrative side staffing issues relating to illness and vacation.
- Bargaining preparation and work with Vice President External Relations and President.
- Ongoing working conditions with Food and Beverage Services.
- Continuing transition of filling from physical to digital.
- Compilation on staff objectives – following up on services in each area, with considerations for the new building the types of services that should be available.
- Volunteers have been secured to organize a SFSS Welcome to the New Year Party for January 30th, 2015 after the AGM. Would require a budget increase at FASC and BOD.
- Working on draft summary on difference between governance and operations as well as human resources.

Minute Taker

- As assignments for classes were complete, would be in the office for full hours
- Warning that minutes would be distributed at a slower pace as a result of the number of meetings in the coming days.
- Hours are being monitored extremely closely given extra meetings that have been called by committee chairs over the past year. FASC may be approached with budget increase.

6. Announcements

BOD strategic objectives were due tonight. Submissions received thusfar have required some review to adhere to SMART format.

7. In Camera Session

MOTION EXEC 2014-11-26:04

Fatoba

Be it resolved to move the meeting in camera with management

CARRIED

8. Adjournment