

## 1. CALL TO ORDER

Call to Order – 10:38 AM

## 2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

## 3. ROLL CALL OF ATTENDANCE

### 3.1 Accessibility Committee Composition

VP Student Services ( <i>Chair</i> ) .....	Jimmy Dhesa
VP University Relations.....	Erwin Kwok
Faculty Representative (Communications, Art, & Technology) .....	Juvina Silvestre
Faculty Representative (Education) .....	Jamie Zhu
VP Finance .....	Baljinder Bains

### 3.2 Society Staff

Administrative Assistant.....	Zoya Nari
Chief Executive Officer .....	Martin Wyant
Student Union Organizer .....	Anna Reva

## ~~4. RATIFICATION OF REGRETS~~

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION AFAC 2017-06-26:01

**Erwin/Jamie**

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

**CARRIED**

## ~~6. MATTERS ARISING FROM THE MINUTES~~

## 7. NEW BUSINESS

### 7.1 MOTION AFAC 2017-06-26:02

**Erwin/Jamie**

*Be it resolved to amend the SFSS Board Policies to include the Terms of Reference (TOR) for the Accessibility Fund Committee, as attached, and to replace the existing GP-7 with the amended version, as attached.*

**CARRIED**

- Refer to the attachment; some minor changes have been made

## 8. DISCUSSION ITEMS

### 8.1 Define Accessibility Worker Job Description

- Goals to possibly be attached in future job descriptions:

- Worked with the Dragon Naturally Speaking Software; which may possibly be used in meetings
- Worked in events with students of different abilities
  - Suggestion: to set a specific number of accommodated events per year and make sure students feel welcomed
- Be able to communicate with students of different abilities
  - Reaching out to students through easily accessible channels
- Committee to further research and discuss various methods to make meetings more accessible
  - Such as including comments that occur during an event/meeting and opportunities to best communicate
- Future accessibility workers are to research and possibly have a list of accommodations that can be updated, and will be reviewed on a timeline basis
  - Accessibility workers can only be students with different abilities
- Next steps: committee to list out possible goals that the future accessibility worker may possibly work on

## **8.2 Mandatory Event Accessibility Discussion**

- A guideline in the granting reform process about an accessibility plan is currently being worked on
  - Students groups applying for grants will have their submissions returned if an accessibility plan is not put in place
- All events should have an accessibility plan for all students and have a statement on their advertisement to best accommodate accessibility needs that arise; which will be included in the granting process
- Suggestion: to possibly have a deadline when submitting accessibility accommodation requests in correlation with the granting deadlines
  - To possibly bring a motion forward to Board to make a formal change in the granting process

## **9. ATTACHMENTS**

- GP-7.pdf
- Mandatory Event Accessibility Discussion.pdf
- TOR - Accessibility Fund Committee.pdf

## **10. ADJOURNMENT**

**MOTION AFAC 2017-06-26:03**

**Jamie/Juvina**

*Be it resolved to adjourn the meeting at 2:09 PM.*

**CARRIED**



## GP-7: BOARD COMMITTEE STRUCTURE

*POLICY TYPE: GOVERNANCE PROCESS POLICIES*

*POLICY TITLE: BOARD COMMITTEE STRUCTURE*

*POLICY REFERENCE NUMBER: GP-7*

*Adopted: September 18, 2015*

*Next Scheduled Revision*

*Previous Revisions: June 19, 2017*

A committee is a Board Committee only if its existence and charge come from the Board, regardless of whether Board members sit on the committee. Standing committees exist in perpetuity; ad-hoc committees cease to exist as soon as their task is complete. Each Board committee needs to develop terms of reference and have those terms of reference approved by the Board.

Upon the adoption of these Board Policies, the following standing committees are considered established:

1. Nominating Committee
  - a. The Nominating Committee will focus on the appointment of at-large members to Board Committees.
2. Governance Committee
  - a. The Governance Committee will focus on the SFSS Board Policies
3. Finance and Audit Committee
  - a. The Finance and Audit Committee will focus on the financial condition of the Society.
4. Executive Committee
  - a. The Executive Committee will focus on supporting the Board should it be unable to meet in a timely manner.
5. Advocacy Committee
  - a. The Advocacy Committee will focus on the organizational advocacy priorities.
6. Events Committee
  - a. The Events Committee will focus on the proposal and reporting on organizational events.

7. Surrey Campus Committee
  - a. The Surrey Campus Committee will focus on issues affecting students at the Surrey Campus.
8. Vancouver Campus Committee
  - a. The Vancouver Campus Committee will focus on issues affecting students at the Vancouver Campus.
9. Accessibility Fund Committee
  - a. The Accessibility Fund Committee will focus on proposals submitted for the use of the Accessibility Fund.

## **Mandatory Event Accessibility Discussion**

### **Background:**

The granting reform working is working on finalizing granting for SFSS student groups such as clubs and student unions. They are requesting our input on whether to make it mandatory to make all events accessible and if the approval of all accessibility funding should come to the Accessibility Committee.

### **Recommendation**

I would recommend all events should have an accessibility component to receive grant funding so that everyone can attend. I also would recommend that SFSS Coordinators have the ability to approve accessibility funding from the Accessibility Fund to a certain threshold at which point the request will be sent to the Accessibility Committee for review. This would be to increase the speed at which grants can be processed .



## ACCESSIBILITY FUND COMMITTEE

### Name and Type

**Name:** Accessibility Fund Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to review grant proposal submissions targeting the Accessibility Fund and make formal recommendations to the Board of Directors regarding their approval.

### Membership

- Voting members
  - President (ex-officio)
  - 1 executive Board member
  - 3 Board members
  - 2 at-large members
- Non-voting ex-officio members
  - Chief Executive Officer

The committee shall appoint its Chair by majority vote.

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to

- grant proposals seeking the following:
  - improving the accessibility to Society resources and initiatives, and
  - improving the experience of undergraduate students with disabilities,
- engagement with the community of members with disabilities, and
- engagement with SFU regarding the supports made available to students with disabilities.

## Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure
- EL-3: Financial Condition and Activities
- EL-4: Financial Planning and Budgeting
- EL-5: Asset Protection
- GP-9: Annual Planning