

SFSS EXECUTIVE OFFICERS WORK REPORT

This report reflects the Board work from
May 1 - May 15, 2021

[President](#)

[VP Internal and Organizational Development](#)

[VP Finance and Services](#)

[VP University and Academic Affairs](#)

[VP External and Community Affairs](#)

[VP Events and Student Affairs](#)

[VP Equity and Sustainability](#)

President
Gabe Liosis

Meeting Summary and Comments

Meeting, Date	Daily Check-Ins, 05-01-2021
Parties Attending	Executive Officers
Meeting Length (Hrs)	- 0.5 Hrs x 8 Check-Ins - = 4 Hrs
Reason	Daily Executive Check_ins
Summary and Outcome	- Every day at 9am (for about 30 minutes) the Execs meeting up to go over what we are doing during the day, how we can support each other, and any other important topics
Next Steps	N/A

Meeting, Date	Campus Photos, SUB Tour, + First Day Meet Up, 05-01-21
Parties Attending	Executive Officers
Meeting Length (Hrs)	4 Hrs
Reason	
Summary and Outcome	- Took photos - Did a SUB tour - Went over game plan for first week as new Execs
Next Steps	

Meeting, Date	Handover Meeting - Administrative Assistant Resignation, 05-03-2021
Parties Attending	Gabe Liosis, Brianna Mua
Meeting Length (Hrs)	0.25 Hrs
Reason	Brianna is moving on as an Admin Assistant with the SFSS. Her and I met just to ensure a smooth handover to the rest of the Admin team.
Summary and Outcome	- Discussed: <ul style="list-style-type: none"> - Any ongoing projects - Any equipment in need of returning - Any lingering information to pass on
Next Steps	- [GABE] Connect with John (Building Manager) to set-up a date and time for Brianna's SFSS equipment to be returned

Meeting, Date	Monetary Costing Discussion, 05-03-2021
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Parties Attending	Gabe Liosis, Corbett Gildersleve
Meeting Length (Hrs)	0.5 Hrs
Reason	Discuss Collective Bargaining Proposals
Summary and Outcome	[Confidential]
Next Steps	[Confidential]

Meeting, Date	Council Orientation Planning, 05-03-2021
Parties Attending	Execs: Gabe, Corbett, Almas, Financial Coordinators: David, Kurt
Meeting Length (Hrs)	0.5 Hrs
Reason	Council Orientation Planning,
Summary and Outcome	- Discussed the plan for the two part Council Orientation regarding Society finances
Next Steps	N/A

Meeting, Date	Student Union Presidents' Meeting, 05-03-2021
Parties Attending	Student Union Presidents from Across Canada
Meeting Length (Hrs)	1 Hr
Reason	A Meeting of Incoming/Continuing Student Union Presidents from Across Canada at the start of the new elected term
Summary and Outcome	- Did some icebreakers - Chatted about COVID-19 and its impact on our respective schools - General socializing
Next Steps	N/A

Meeting, Date	Campaigns and Mobilizing Coordinator Conversation, 05-04-2021
Parties Attending	Execs: Gabe, Marie, Matt Others: Balqees Jama
Meeting Length (Hrs)	0.5 Hrs
Reason	Chatting about the hiring process and key considerations for the Campaigns and Mobilizing Coordinator
Summary and Outcome	- chatted about the hiring process and key considerations for the Campaigns and Mobilizing Coordinator
Next Steps	- Gabe to reconnect with Matt and Mare regarding the progress being made with CUPE on the draft Job Descriptions for the position

Meeting, Date	Performing Arts Meeting, 05-04-2021
Parties Attending	Execs: Gabe Liosis, Jess Dela Cruz Others: Laya Behbahani, and a couple of others I didn't catch their names
Meeting Length (Hrs)	1 Hour
Reason	Discuss a vibrancy project that the Student Experience Initiative (SEI) wants to bring to SFU for Fall 2021 (and onwards)
Summary and Outcome	<ul style="list-style-type: none"> - Discussed a vibrancy project that the Student Experience Initiative (SEI) wants to bring to SFU for Fall 2021 (and onwards) <ul style="list-style-type: none"> - Wants to see live performances happen all over campus, including the SUB - Wonders if SFSS would be willing to use the SUB as a location for this? - Would SFSS be willing to financially contribute?
Next Steps	<ul style="list-style-type: none"> - Bring this topic to the Executive Committee for discussion.

Meeting, Date	Council Orientation: Legal Responsibilities of Directors, 05-04-2021
Parties Attending	Members of Council, Kate Phillips (Society Lawyer and Session Facilitator)
Meeting Length (Hrs)	1.5
Reason	Council Orientation Session
Summary and Outcome	<ul style="list-style-type: none"> - Presentation went into detail about our responsibilities as Directors of the Society, including: <ul style="list-style-type: none"> - Fiduciary duty - Conflict of Interest - Societies Act - University Act - etc.
Next Steps	N/A

Meeting, Date	Council Orientation: Society Governance, 05-04-2021
Parties Attending	Members of Council, Paul Finch (Treasurer, BCGEU)
Meeting Length (Hrs)	1.5
Reason	Council Orientation Session
Summary and Outcome	<ul style="list-style-type: none"> - Presentation went into detail about how our Society's governing bodies interact with one another (i.e. Council, Committees, Executive Committee, Staff, etc).
Next Steps	N/A

Meeting, Date	Joint Health & Safety Committee (JHSC), 05.05.2021
Parties Attending	Employer Reps: Gabe (Chair), Ayesha, John

	Employee Reps: Ricky, Shelley, Dipti
Meeting Length (Hrs)	0.75
Reason	Regularly Scheduled Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Agenda Items: <ul style="list-style-type: none"> - Occupational First Aid - COVID-19 Staff Survey - Appointment of new Staff Alternate - Changes to Authorized Staff in the SUB - Work from Home Check-In - April 2021 Workplace Check-In
Next Steps	N/A

Meeting, Date	Council Orientation: By-Law Overview, 05.05.2021
Parties Attending	Members of Council Facilitator: Gabe Liosis
Meeting Length (Hrs)	3 Hrs
Reason	Council Orientation Session
Summary and Outcome	<ul style="list-style-type: none"> - Session went into thorough detail on the purpose of the SFSS By-Laws <ul style="list-style-type: none"> - Breakdown of major By-Law segments
Next Steps	N/A

Meeting, Date	Consultation Call With Bakau Consulting, 05.05.2021
Parties Attending	SFSS: Marie Haddad, Gabe Liosis, Bakau: Oakley Ramprashad
Meeting Length (Hrs)	0.5 Hrs
Reason	
Summary and Outcome	<ul style="list-style-type: none"> - Marie and I are planning for future Council Development Sessions and wanted to check out Bakau consulting <ul style="list-style-type: none"> - We pointed out some workshops that interested us
Next Steps	<ul style="list-style-type: none"> - They will send us a quote.

Meeting, Date	Council Orientation: Collective Agreement Overview, 05.05.2021
Parties Attending	Members of Council
Meeting Length (Hrs)	3
Reason	Council Orientation Session
Summary and Outcome	<ul style="list-style-type: none"> - Session went into detail on the role of Labour Unions <ul style="list-style-type: none"> - Our Collective Agreement

	- What collective agreements are in general
Next Steps	N/A

Meeting, Date	Community Engagement on Personal Safety Steering Committee, 05.06.2021
Parties Attending	(I didn't gather everyone's name) Gabe Liosis, Serena Bains, Mark LaLonde, Andrea Ringrose, CJ Rowe, Hasfa (GSS), Megan (Women's Center), Center for Dialogue, etc.
Meeting Length (Hrs)	2 Hrs
Reason	Regularly Scheduled Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Went over Community Guidelines - Hopes/Concerns for this process - (honestly this whole meeting felt a bit all over the place)
Next Steps	N/A

Meeting, Date	Weekly Check-In: Gabe/Ayesha, 05.06.2021
Parties Attending	Gabe Liosis, Ayesha Khan
Meeting Length (Hrs)	0.5 Hrs
Reason	Regular Weekly Check-In Between President and Operations Organizer
Summary and Outcome	<ul style="list-style-type: none"> - Operational Updates
Next Steps	N/A

Meeting, Date	Council Orientation: Finances (Part 1), 05.06.2021
Parties Attending	Members of Council
Meeting Length (Hrs)	1.5 Hrs
Reason	Council Orientation Session
Summary and Outcome	<ul style="list-style-type: none"> - Training session went into detail about Society Finances
Next Steps	N/A

Meeting, Date	Council Orientation: Robert's Rules of Order, 05.06.2021
Parties Attending	Members of Council Facilitator: Gabe Liosis
Meeting Length (Hrs)	3.0
Reason	Council Orientation Session
Summary and Outcome	<ul style="list-style-type: none"> - Interactive Workshop split into two segments: <ul style="list-style-type: none"> - Breakdown of Robert's Rules

	- Mock Meeting
Next Steps	N/A

Meeting, Date	Executive Committee, 05.07.2021
Parties Attending	Members of the Executive Committee Chair: Gabe Liosis
Meeting Length (Hrs)	2.75 Hrs
Reason	First Executive Committee Meeting
Summary and Outcome	<ul style="list-style-type: none"> ● Motions <ul style="list-style-type: none"> ○ Elected Jess Dela Cruz as Vice Chair ○ Appointed Corbett to organize Student At-Large recruitment for Committees ○ Appointed Jess Dela Cruz and Ayesha Khan to the Communications Coordinator Hiring Committee ○ Appointed Priyanka Dhesa as Associate VP University & Academic Affairs ○ Exec Merchandise ○ MMIWG2ST Statement of Support ● Discussion Items <ul style="list-style-type: none"> ○ Access for All Campaign ○ Executive Committee Annual Plan ○ Committee Annual Plans ○ Performing Arts Project ○ Campus Public Safety Initiative ○ Financial Audit
Next Steps	

Meeting, Date	CUPE Local 3338 Unit 5 Working Conditions Meeting, 05.10.2021
Parties Attending	Employer: Gabe, Ayesha CUPE: Fiona, Nancy, Shelley
Meeting Length (Hrs)	1.0
Reason	
Summary and Outcome	<ul style="list-style-type: none"> - Discussion Topics: <ul style="list-style-type: none"> - Job Descriptions for: <ul style="list-style-type: none"> - Campaigns and Mobilizing Coordinator - Research and Policy Coordinator - Esports MOU - Hiring Committees
Next Steps	- Link with Jennifer re: esports MOU

Meeting, Date	JOG Agenda Setting Meeting, 05.10.2021
Parties Attending	Students: Gabe Liosis, Ruben (GSS), SFU: Erin, Chrysmon, Tariza

Meeting Length (Hrs)	0.5 Hrs
Reason	Regularly Scheduled Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Overview of JOG Terms of Reference <ul style="list-style-type: none"> - Made a couple of amendments - Put forward items for the next JOG meeting <ul style="list-style-type: none"> - P/Cr/Nc Usage in Spring 2021 - Fall Return to Campus
Next Steps	

Meeting, Date	Board Organizer Onboarding, 05.11.2021
Parties Attending	Gabe, Corbett, Ella (new BO)
Meeting Length (Hrs)	1.5 Hrs
Reason	Onboarding newly hired BO
Summary and Outcome	<ul style="list-style-type: none"> - Covered topics such as: <ul style="list-style-type: none"> - History of SFSS - Student Union Building - By-Law Changes from last year - Governance/admin restructuring from last year
Next Steps	N/A

Meeting, Date	Council Orientation: Finances (Part 2), 05.11.2021
Parties Attending	Members of Council
Meeting Length (Hrs)	1.5 Hrs
Reason	Council Orientation Session
Summary and Outcome	<ul style="list-style-type: none"> - Training session went into detail about Society Finances
Next Steps	N/A

Meeting, Date	Meeting Platform Conversation, 05.11.2021
Parties Attending	Gabe, Corbett, Somayeh (Admin Assistant)
Meeting Length (Hrs)	0.75 HRs
Reason	Discuss SFSS Meetings
Summary and Outcome	<ul style="list-style-type: none"> - Discussed how to make meetings better, including: <ul style="list-style-type: none"> - The call for agenda items - Councillor Alternates
Next Steps	N/A

Meeting, Date	Executive Committee Task Delegating and Brainstorming Session, 05.11.2021
Parties Attending	Executive Officers
Meeting Length (Hrs)	1.0
Reason	Reviewing Execs To-Do Lists and Delegating Any Upcoming/Ongoing Tasks
Summary and Outcome	^^
Next Steps	N/A

Meeting, Date	Council Orientation: SFPIRG, 05-11-2021
Parties Attending	Members of Council
Meeting Length (Hrs)	3.0
Reason	Council Orientation Session
Summary and Outcome	<ul style="list-style-type: none"> - Session covered: <ul style="list-style-type: none"> - Systems of oppression (racism, colonialism, etc), the brief history of how all of them came to be, and the terminology that is used to describe them
Next Steps	N/A

Meeting, Date	Intro Meeting: SFSS/Pottinger Bird, 05.12.2021
Parties Attending	Gabe, Zoe
Meeting Length (Hrs)	0.5 Hrs
Reason	<ul style="list-style-type: none"> - Make connection with the SFSS
Summary and Outcome	Discussed housing development projects along Hastings street, Port Moody
Next Steps	<ul style="list-style-type: none"> - Come to Council to present at next meeting(s)

Meeting, Date	Call with SVSPO, 05.12.2021
Parties Attending	Gabe, Julie
Meeting Length (Hrs)	1.0
Reason	Discuss Club Issue
Summary and Outcome	[confidential]
Next Steps	[confidential]

Meeting, Date	Weekly Check-In: Gabe/Ayesha, 05.12.2021
Parties Attending	Gabe Liosis, Ayesha Khan

Meeting Length (Hrs)	0.25 Hrs
Reason	Regular Weekly Check-In Between President and Operations Organizer
Summary and Outcome	- Operational Updates
Next Steps	N/A

Meeting, Date	Convo with Nancy, 05.12.2021
Parties Attending	Gabe, Nancy (SFSS Staff)
Meeting Length (Hrs)	0.5 Hrs
Reason	Discuss Club Issue
Summary and Outcome	[confidential]
Next Steps	[confidential]

Meeting, Date	Executive Committee Annual Plan, 05.12.2021
Parties Attending	Executive Officers
Meeting Length (Hrs)	1.0 Hrs
Reason	Work together on Executive Committee Annual Plan
Summary and Outcome	^^
Next Steps	N/A

Meeting, Date	Introductory Meeting with GSS Director, External Relations, 05.13.2021
Parties Attending	SFSS: Gabe, Serena GSS: Ruben
Meeting Length (Hrs)	1.25
Reason	Introductory Meeting between SFSS & GSS newly elects
Summary and Outcome	- Discussed: <ul style="list-style-type: none"> - Respective goals for the year - Areas of potential collaboration
Next Steps	N/A

Meeting, Date	Peak Photos, 05.13.2021
Parties Attending	Gabe, Gudrun
Meeting Length (Hrs)	0.25 Hrs
Reason	Taking photos of me for my Peak article for start of my presidency

Summary and Outcome	^^
Next Steps	N/A

Meeting, Date	Onboarding Meeting with Priyanka (Associate VP, UAA)
Parties Attending	Gabe, Serena, Priyanka
Meeting Length (Hrs)	1.0
Reason	Onboarding of new AVP UAA
Summary and Outcome	<ul style="list-style-type: none"> - Covered topics such as: <ul style="list-style-type: none"> - Duties of the VP UAA (the portfolio) - The role of an AVP - The structure of SFU bureaucracy - Meetings that the VPUAA generally attends.
Next Steps	

Meeting, Date	Gabe/John Discussion about SUB
Parties Attending	Gabe, John (Building Manager)
Meeting Length (Hrs)	1.0
Reason	Check-In
Summary and Outcome	<ul style="list-style-type: none"> - John updated me on a number of topics related to the SUB
Next Steps	N/A

Total Meeting Hours	47.75
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Projects and Events

Project/Event Title	Creating By-Law Overview Council Training Session
Updates and Upcoming Plans	<ul style="list-style-type: none"> - I worked on creating the presentation content and powerpoint for the Council Orientation module on the SFSS By-Laws
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Organizational Development
Total Time (Hrs)	2.0 0.5 = 2.5

Project/Event Title	Executive Committee Statement (Personal Statement)
Updates and Upcoming	<ul style="list-style-type: none"> - I spent time creating a personal statement reflecting my goals for the year as

Plans	the new SFSS President
Relevant Strategic Priorities	- Student Wellbeing, Student Financial Health, Student Engagement, University Relations, Government and Stakeholder Relations, Organizational Development
Total Time (Hrs)	1.0 Hrs

Project/Event Title	Answering Interview Questions for <i>The Peak</i>
Updates and Upcoming Plans	- Answered Interview Questions for <i>The Peak</i>
Relevant Strategic Priorities	- Student Engagement
Total Time (Hrs)	1.5

Project/Event Title	Preparing for Robert's Rules of Order Council Training Session
Updates and Upcoming Plans	- I worked on creating the presentation content and powerpoint for the Council Orientation module on Roberts Rules
Relevant Strategic Priorities	- Organizational Development
Total Time (Hrs)	1.75

Project/Event Title	Creating my Annual Plan
Updates and Upcoming Plans	- I worked on creating my portion of the Executive Committee Annual Plan
Relevant Strategic Priorities	- Organizational Development
Total Time (Hrs)	1.75 1.0 = 2.75

Project/Event Title	Preparing for Meeting with Priyanka (AVP UAA onboarding)
Updates and Upcoming Plans	- I prepared for the onboarding session for Priyanka
Relevant Strategic Priorities	- Organizational Development
Total Time (Hrs)	0.75

Total Project and Events Hours	10.25
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Committee Chair Work

Committee Name	
# of Meetings	
Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	
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Administrative Work

Summary	Setting up Councillors SFSS Email Addresses
Total Time (Hrs)	2.0

Summary	Answering/Responding to Emails
Total Time (Hrs)	2.0 1.0 0.5 1.5 1.0 1.0 1.25 = 8.25

Summary	Preparing for the Executive Committee Meeting
Total Time (Hrs)	1.0

Summary	Creating/Compiling Council Agenda
Total Time (Hrs)	1.0

Total Admin Hours	12.25
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TOTAL = 70.25

VP Internal and Organizational Development
Corbett Gildersleve

Meeting Summary and Comments

Meeting, Date	Exec Photos and SUB Tour, May 1st
Parties Attending	Executive Officers
Meeting Length (Hrs)	4 Hrs
Reason	Prep and planning
Summary and Outcome	Got my individual and group photos taken with the other execs. I also helped conduct a tour of the SUB including the offices we would all be using. We finished the session off with planning for the upcoming week including Council Orientation sessions.
Next Steps	N/A

Meeting, Date	Transition Training - Meeting with Almas, May 3rd
Parties Attending	VP IOD Corbett Gildersleve, VP FS Almast Phangura
Meeting Length (Hrs)	1
Reason	Transition Almas into her new role
Summary and Outcome	We reviewed the SFSS 2021-2022 budget, significant changes made, and the reasons behind them. Some changes included adding committees to the Board/Council department along with their budgets (if they had any), new departments, and significant changes to the Admin Office department costs. .
Next Steps	Almas will continue to review it and ask me any follow up questions

Meeting, Date	Monetary Proposal Costings Update
Parties Attending	Myself and President Gabe Liosis
Meeting Length (Hrs)	1 hour
Reason	Prep for an upcoming scheduled CA bargaining session
Summary and Outcome	This session was supposed to be with the entire bargaining team, but due to one member's illness and the other's academic conflict, just Gabe and I were able to meet. I went over the cost model for the different monetary proposals that I had drafted at the end of April. These costings used the most up to date budget and included multiple financial scenarios.
Next Steps	I'll have another session with Ayesha tomorrow.

Meeting, Date	Exec Committee Statement Development, May 4th
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Parties Attending	Exec Officers
Meeting Length (Hrs)	1 hour
Reason	Brainstorming and Development
Summary and Outcome	We discussed and started working on executive statements for public release. These statements are meant to show what projects and issues we want to work on in the SFSS this year.
Next Steps	Continue to develop my statement

Meeting, Date	Peak Interview, May 4th
Parties Attending	Myself and Peak News Writer Kelly Chia
Meeting Length (Hrs)	0.25 hrs
Reason	Upcoming Article
Summary and Outcome	Kelly is writing an article about the SFSS's Council stipend increase as well as the governance and financial changes that occurred last year. I gave a detailed breakdown of the history and reasons for the administrative and governance changes over the previous fiscal year. This led to researching the SFSS's stipend history and the need to update the model that we use to that of a living stipend.
Next Steps	Kelly will send follow up questions in an email if needed

Meeting, Date	Monetary Proposal Updates, May 4th
Parties Attending	Myself,
Meeting Length (Hrs)	1 hr
Reason	Updating Ayesha on the costings
Summary and Outcome	I went through the modeling that I had done on various monetary proposals. These used the most up to date budget costs and included multiple scenarios to help better inform our negotiations at the collective agreement bargaining.
Next Steps	N/A

Meeting, Date	Council Orientation - Legal Responsibilities, May 4th
Parties Attending	Council Members including Executive Officers, Kate Phipps (Avaya Finlay)
Meeting Length (Hrs)	1.5 hrs
Reason	Scheduled Orientation Session
Summary and Outcome	The SFSS's lawyer conducted a Council Orientation session around the legal responsibilities of the Board of Directors (Council). She covered areas like Conflict of Interest, Fiduciary Duties, the Societies Act, the University Act, challenges that student societies often face, and related items. She gave time for a QA where a number of Council members asked follow up questions.

Next Steps	N/A
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Meeting, Date	Council Orientation - Society Governance, May 4th
Parties Attending	Council including Executive Officers, Paul Finch (BCGEU Treasurer)
Meeting Length (Hrs)	1.5 hrs
Reason	Scheduled Orientation Session
Summary and Outcome	Paul gave an orientation session around governance structure for student societies, overlap between student union and labour union concepts and structures, roles and responsibilities, and other related items. Near the end he also went into discussions around fossil fuel free investment plans that he has experience in with the BCGEU.
Next Steps	Upload Paul's slide show to the training folder

Meeting, Date	Council Orientation - SFSS Bylaws, May 5th
Parties Attending	Council and Executive Officers
Meeting Length (Hrs)	3 hrs
Reason	Scheduled Orientation Session
Summary and Outcome	President Gabe Liosis gave an orientation session going through the bylaws from a high level and then going through the bylaws that the SFSS has to explain roles and responsibilities of all members of Council, members, etc. He also went into member's meetings like the Annual and Special General Meetings.
Next Steps	N/A

Meeting, Date	Council Orientation - Collective Agreement Overview Session, May 5th
Parties Attending	Council and Executive Officers, Operations Organizer Ayesha Khan, Member Services Coordinator - Surrey (and Shop Steward) Shelley Durante
Meeting Length (Hrs)	3 hrs
Reason	Scheduled Orientation Session
Summary and Outcome	Ayesha and Shelley gave a detailed overview of labour unions, the collective agreement, collective bargaining, the relationship between the SFSS and the union, and other matters.
Next Steps	There will be a catch up session in the following week for those that missed this orientation.

Meeting, Date	Orientation Prep Session - Finance, May 6th
Parties Attending	Myself, Finance Coordinator Kurt Bellivue, Finance Coordinator David Chin
Meeting Length (Hrs)	0.25 hrs

Reason	Check in before the session
Summary and Outcome	I checked in with Kurt and David about the session, who would cover what information and the slide show that I had developed.
Next Steps	We will be holding our session later today

Meeting, Date	Council Orientation - Finance Overview and Budget, May 6th
Parties Attending	Council including Executive Officers, Finance Coordinator Kurt Bellivue, Finance Coordinator David Chin
Meeting Length (Hrs)	1.5 hrs
Reason	Scheduled Council Session
Summary and Outcome	We gave an overview of the SFSS's finances including the preliminary budget and some of the SFSS's bigger funds.
Next Steps	The next finance session will go over the SFSS's cheque requisition process and the annual audit

Meeting, Date	VP Finance Transition, May 6th
Parties Attending	Myself and VP Finance and Services Almas Phangura
Meeting Length (Hrs)	1 hr
Reason	Work Report Training
Summary and Outcome	We went over setting up the semi-monthly work reports for both executive and non-executive councilors. We also reviewed the due dates, reminder process, stipend penalties, and other related matters.
Next Steps	N/A

Meeting, Date	Council Orientation - Robert's Rules of Order, May 6th
Parties Attending	Council including Executive Officers
Meeting Length (Hrs)	3 hrs
Reason	Scheduled Orientation
Summary and Outcome	President Gabe Liosis gave an orientation session going through Robert's Rules and how the SFSS runs its meetings.
Next Steps	N/A

Meeting, Date	Meeting with Almas, May 7th
Parties Attending	Myself and Almas
Meeting Length (Hrs)	1 hr

Reason	Training and Transition
Summary and Outcome	Worked through emails to give direction on how to handle specific projects that carried over from the previous fiscal year. Some items were forwarded to myself to finish up, while others are to be handled by Almas.
Next Steps	N/A

Meeting, Date	Executive Committee, May 7th
Parties Attending	Executive Committee
Meeting Length (Hrs)	2.75 hrs
Reason	Scheduled Meeting
Summary and Outcome	<p>We held our first Executive Committee meeting. Unlike under previous governance structures, the Executive Committee is much more administrative and operations focused.</p> <p>Motions</p> <ul style="list-style-type: none"> ● Elected Jess Dela Cruz as Vice Chair of Exec ● Appointed Corbett to organize Student At-Large recruitment for Committees ● Appointed Jess Dela Cruz and Ayesha Khan to the Communications Coordinator Hiring Committee ● Appointed Priyanka Dhesa as Associate VP University & Academic Affairs ● Exec Jackets ● MMIWG2ST Statement of Support <p>Discussion Items</p> <ul style="list-style-type: none"> ● Access for All Campaign ● Executive Committee Annual Plan ● Committee Annual Plans ● Performing Arts Project ● Campus Public Safety Initiative ● Financial Audit
Next Steps	I need to start the process for filling committees, both for Council and Student-At-Larges

Meeting, Date	Board of Governors Presentation Process, May 7th
Parties Attending	Myself, GSS Staff Chantelle Spicer, VP University and Academic Affairs Serena Bains
Meeting Length (Hrs)	1 hr
Reason	How BOG handles presentations
Summary and Outcome	I went through the process of requesting to present to the SFU Board of Governors, learned about the challenges graduate students have had trying to raise issues of systematic racism in their studies and research labs. I gave advice as the outgoing Board of Governor undergraduate rep.
Next Steps	Connect with Chantelle again in the lead up to the May BOG meeting

Meeting, Date	Board Organizer Orientation, May 11th
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Parties Attending	Myself, President Gabe Liosis, Board Organizer Ella Droko
Meeting Length (Hrs)	1.75 hrs
Reason	Onboarding
Summary and Outcome	I helped Gabe with providing some history of the SFSS, the reasons for the governance and administrative changes, the financial changes made over the last year, and the need for a Board Organizer. I also gave a high level overview of what projects I wanted to work on this year that would involve the Board Organizer.
Next Steps	Ella would like to have a meeting to discuss these projects once Council Orientation is over.

Meeting, Date	Council Orientation - Finance Overview, May 11th
Parties Attending	Council including Executive Officers, Finance Coordinator David Chin, Auditor Gary Wozny
Meeting Length (Hrs)	1.00 hr
Reason	Scheduled Orientation Session
Summary and Outcome	David introduced himself and we went over the cheque requisition process, the requirements for a cheque req, and what Councilors might request reimbursements for. I also went over the changes from last year in regards to the removal of various board reimbursements like the cellphone and upass benefits. This was due to the acceptance of the living wage stipend model approved by the Board on April 30th.
Next Steps	N/A

Meeting, Date	Meeting Platform, May 11th
Parties Attending	Myself, President Gabe Liosis, Administrative Assistant Somayeh
Meeting Length (Hrs)	0.5 hrs
Reason	Overview of the upcoming meeting model
Summary and Outcome	Somayeh walked Gabe through the work she has been doing to streamline our meeting and agenda setting process. Using jotforms and GSuite better, this will centralize documents and agenda items to hopefully reduce the amount of emails that get sent out. This should lessen the chance of new Council members missing agenda items in the lead up to the Council meetings.
Next Steps	Gabe will try it out for Council and Exec committee meetings

Meeting, Date	Executive Committee; Notion Organizing and Review
Parties Attending	Executive Officers
Meeting Length (Hrs)	1 hr
Reason	Planning and Prep Session

Summary and Outcome	We worked on our Executive Annual Plans as well as reviewed some areas of our Notion task tracker from last year. We updated people on tasks that still needed to be completed.
Next Steps	A new deadline was set for completion of the Executive Annual Plans

Meeting, Date	Council Orientation - SFPIRG and Anti-Oppression Overview, May 11th
Parties Attending	Council including Executive Officers, Kalamity (SFPIRG)
Meeting Length (Hrs)	3 hrs
Reason	Scheduled orientation session
Summary and Outcome	Kalamity went through an overview of Oppression, how it works, what causes it, and how varied it can be. A break out session also involved groups going through a list of different kinds of oppressions and their descriptions, and we were tasked with talking about types that we knew about and didn't know about. We also discussed types of oppression that might be missed. We also talked about how in our role as Board members that setting policies can have on changing oppression (lessening it or increasing it)
Next Steps	N/A

Meeting, Date	SFSS Co-op Discussion, May 12th
Parties Attending	Myself and SFU Coop Director Muriel Klementski
Meeting Length (Hrs)	1 hr
Reason	Exploring classifying Exec roles as coops
Summary and Outcome	Near the end of my term as VP Finance I reached out to SFU about having executive roles counted as coops if a student wanted that. The roles are now full-time, paid, and have a reporting structure, which on the surface appears to follow coops rules. Meeting with Muriel, it's possible to classify them as coops and there might even be some kind of wage subsidy for being an employer who has coop students.
Next Steps	I will discuss this further at the next Executive Committee Meeting

Meeting, Date	Executive Annual Planning Session, May 12th
Parties Attending	Executive Officers
Meeting Length (Hrs)	1 hr
Reason	Work on the Executive Annual Plans
Summary and Outcome	Continued to work as a group on our executive plans.
Next Steps	VP External Matt Provost will be compiling the individual plans into a larger executive plan

Meeting, Date	Training Almas - Bank Reconciliation, May 12th
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Parties Attending	Myself and VP Finance and Services Almas Phangura
Meeting Length (Hrs)	0.5 hrs
Reason	Training and Transition
Summary and Outcome	I walked Almas through the bank, funds, and visa reconciliation process
Next Steps	N/A

Meeting, Date	Exec, Notion Delegating and Planning, May 13th
Parties Attending	Executive Officers
Meeting Length (Hrs)	1.5 hrs
Reason	Finalizing the executive annual plans
Summary and Outcome	Continued to work on the annual planning
Next Steps	

Total Meeting Hours	34
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Projects and Events

Project/Event Title	Council Forms and Registration
Updates and Upcoming Plans	As part of the annual transition of new Board members (now Council), it's important that specific forms are filled out to assist in registering the members with the BC Government as well as our own financial processes. I worked with staff in Members Services and Finance Office to update the forms and send them out councilors. I acted as the go-between for the different departments to monitor progress. While the majority of councilors are now in the SFSS system, this will be an ongoing process throughout the summer months as additional student groups hold by-elections to fill their Council seats.
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	10 hours

Project/Event Title	Committee Planning
Updates and Upcoming Plans	As the VP Internal, it's my responsibility to ensure that Council committee seats get filled and that they get up and running. The first step is to fill the Council seats in the committee. I consulted with the President and sent a work order to our communications department to create a Jotform for Councilors to fill out. A few updates were sent to Councilors over the May 15-16th weekend, and then they will vote on who should be on the committees on Monday and Tuesday before ratifying the results at the Wednesday May 19th Council meeting.

Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	5 hours

Project/Event Title	Council Orientation Sessions - Finance
Updates and Upcoming Plans	I coordinated with the Finance Office over the content and logistics of two orientation sessions. I also developed a powerpoint presentation that gave a financial overview of the SFSS while Kurt discussed the budget.
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	3 hours

Project/Event Title	Council Drive
Updates and Upcoming Plans	I asked the President to create a specific Council Google Drive that we can start using as a central document storage and "working drive" for Council. I've started to develop a folder structure and transferred files over. This will be a long term project with the help of the Board Organizer and staff.
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	7 hours

Project/Event Title	VP Internal Statement
Updates and Upcoming Plans	Developed a welcome statement for students and Council to inform people what my role is and what I plan on working on this year.
Relevant Strategic Priorities	N/A
Total Time (Hrs)	3 hours

Project/Event Title	VP Internal Annual Plan
Updates and Upcoming Plans	I developed an annual plan that takes into account my role's responsibilities as laid out in the bylaws, as well as the campaign promises I made when running for Council. I included a summary of each project and a rough timeline of what I would do and when.
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	5 hours

Total Project and Events Hours	33
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Committee Chair Work

Committee Name	My committees have not yet formed
# of Meetings	
Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	0
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Administrative Work

Summary	Daily Executive Check-Ins: We meet online from 9am M-F for 30 minutes to talk about what we did yesterday, working on today, and if we need anything.
Total Time (Hrs)	5 hours

Summary	Emails
Total Time (Hrs)	I sent/received around 150 emails over the first two weeks related to the above meetings and projects. So, around 10 emails a day. I spent around 10 hours on Thursday/Friday as admin "catch up" days to work on responding to older emails about various things like the bank signing authority transition, investment plan payments, etc. Thursday: 3 hours Friday: 7 hours

Total Admin Hours	15
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VP Finance and Services
Almas Kaur Phangura

Meeting Summary and Comments

Meeting, Date	First Meetup, 1st May 2021
Parties Attending	Council Executive members
Meeting Length (Hrs)	4 hours (1pm to 5pm)
Reason	Meet and Greet, SUB Tour
Summary and Outcome	-Photos taken with Executive Committee members -Tour of the SUB and office allocation -Planning for the quarter and the rest of the year
Next Steps	-Speak to the Portfolio Manager at Vancity and discuss about investments

Meeting, Date	Transition Meeting, 3 May 2021
Parties Attending	Almas Phangura, Corbett Gildersleve
Meeting Length (Hrs)	1 hour (4pm to 5pm)
Reason	To go over the budget
Summary and Outcome	-Corbett explained about the areas of budget that I had doubts in -Discussed the different investments made by the Society and revenue generated from the interest amounts
Next Steps	-Speak to the Portfolio Manager at Vancity and discuss about investments

Meeting, Date	Council Orientation Planning Meeting, 3rd May 2021
Parties Attending	Gabe Liosis, Corbett Gildersleve, Kurt, David
Meeting Length (Hrs)	0.5 hr (3pm to 3:30pm)
Reason	Preparation for the Orientation
Summary and Outcome	-Talked about the items to be discussed in the Council's orientation to SFSS finances meeting
Next Steps	N/A

Meeting, Date	Executive Committee Statement Making Session, 4 May 2021
Parties Attending	Executive Committee members
Meeting Length (Hrs)	1 hour (12pm to 1pm)

Reason	To prepare an executive statement document statement document
Summary and Outcome	-Discussion about the format of the document -Key headings to be included, information that will go under them -How the goals for the year will fulfil platform points promised during the campaign
Next Steps	N/A

Meeting, Date	Council Orientation (Legal Responsibilities of Executive Directors), 4 May 2021
Parties Attending	All Council Members Invited: Kate Phipps
Meeting Length (Hrs)	1.5 hours (4:30pm to 6pm)
Reason	To make council members aware of their legal responsibilities
Summary and Outcome	-Conflicts of interests and duties -How to approach a meeting if a conflict of interest has arisen -Fiduciary duties of members (unbiased decisions that are in the best interests of the members of the society) -The concept of legal liabilities
Next Steps	N/A

Meeting, Date	Council Orientation (Society Governance), 4 May 2021
Parties Attending	All Council members, Paul F.
Meeting Length (Hrs)	1.5 hours (6:30pm to 8pm)
Reason	Train council members
Summary and Outcome	-His own experience of being a Student Society Executive -What is the council? (the members of council, what they vote on, their key roles) -The table officers and their role -Fossil fuel divestment -Process of bargaining and budgeting
Next Steps	N/A

Meeting, Date	Council Orientation (SFSS By-Laws Overview), 5th May 2021
Parties Attending	All council members
Meeting Length (Hrs)	3 hrs (12pm-3pm)
Reason	Make council members familiar with the SFSS By-Laws
Summary and Outcome	-Gabe went over the SFSS By-Laws document and explained them in detail. Attendees were encouraged to ask questions about the same
Next Steps	N/A

Meeting, Date	Council Orientation (Collective Agreement Overview Session 1), 5th May 2021
Parties Attending	All Council Members, Ayesha, Shelley
Meeting Length (Hrs)	3 hrs (4:30pm to 7:30pm)
Reason	Training of council members
Summary and Outcome	-Went over labour law -The CUPE and what is the role of Unions -Discussion on various articles in the collective agreement
Next Steps	N/A

Meeting, Date	VP Finance Transition, 6th May 2021
Parties Attending	Almas Phangura , Corbett Gildersleve
Meeting Length (Hrs)	1 hour (3pm to 4pm)
Reason	Discussion of important action items for the role
Summary and Outcome	-How to setup work report links/upload drive for council members -Key items to look for in a work report -Penalties for missing/incomplete work reports -Introduction of bi-weekly work reports (how are they different from the previous year)
Next Steps	N/A

Meeting, Date	SFSS Finances Meeting, 6th May 2021
Parties Attending	All Council Members, David, Kurt
Meeting Length (Hrs)	1.5 hrs (1pm to 2:30pm)
Reason	Council training
Summary and Outcome	-The different funds available within SFSS (Build SFu, Accessibility etc) -The operating fund (went over the specifics) -Discussion of the annual budget
Next Steps	N/A

Meeting, Date	Robert's Rules of Order Overview and Mock Council Meeting
Parties Attending	Executive Committee Members and Council Members
Meeting Length (Hrs)	2.5 hours
Reason	Orientation Meeting
Summary and Outcome	-Introduction to what are Robert's rules? -Why is it important to follow them during meetings? -Run down of the rules -Mock trial of how council meetings run

Next Steps	N/A
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Meeting, Date	Executive Committee Meeting, 7th May 2021
Parties Attending	Members of Executive Committee
Meeting Length (Hrs)	3 hours
Reason	Regularly Scheduled Meeting
Summary and Outcome	<ul style="list-style-type: none"> -Introduction to StudentCare Presentation by Bahareh Jokar (their role, coverage, COVID-19 Response, Plan cost Formula) -Election of VP Events Jess Dela Cruz as the Vice-Chair of Executive Committee -VP Events Jess Dela Cruz appointed to sit on the Communications Coordinator Hiring Committee -Priyanka Dhesa appointed as the AVP for VP University and Academic Affairs Serena Bains -Access for All campaign discussion and Campus Public Safety Initiatives (mediated by VP UAA Serena Bains) -Reminder of Audits
Next Steps	N/A

Meeting, Date	VP Finance Transition, 7th May 2021
Parties Attending	Almas Phangura, Corbett Gildersleve
Meeting Length (Hrs)	2 hours (9:30am to 11:30am)
Reason	Transition Training
Summary and Outcome	<ul style="list-style-type: none"> -People who make up the finance and administration department -How can they assist me in my role -The duties of Finance and services role in-depth (how the roles complement each other and hence the merger between the two) -Introduction to student care (proposals for future)
Next Steps	Continue with transition training and ask any doubts that might arise

Meeting, Date	Council Orientation (SFPIRG)
Parties Attending	All Council Members Invited: Kalamity Hildebrandt
Meeting Length (Hrs)	3 hrs (4:30p to 7:30pm)
Reason	SFPIRG's training for council members
Summary and Outcome	<ul style="list-style-type: none"> -Introduction to SFPIRG -Break out room discussion on words like Ableism, Racism, Audism etc -Marginalized groups on campus who do not get to take equity for granted What are the various forms of oppression -What is Intersectionality (examples of sexism and racism) -What is expected from the council members
Next Steps	N/A

Meeting, Date	12th May 2021
Parties Attending	Almas Phangura, Corbett Gildersleve
Meeting Length (Hrs)	1 hr (6:30pm to 7:30pm)
Reason	Process of signing bank documents/reviewing
Summary and Outcome	-Corbett told me about the process of checking bank statements and flagging any large transactions of \$10,000 and above and looking into them if I am unaware of where the amounts were spent. -The process of requesting attendance in the meetings to match them with the work reports of council members

Meeting, Date	Monday to Friday (9am to 9:30am)
Parties Attending	Executive Council Members
Meeting Length (Hrs)	0.5 Hr x 10 days = 5 hrs
Reason	To check on what the executive team is doing during their day and what projects/events did they work on the previous day
Summary and Outcome	-Start by talking about the tasks completed in the previous day -Make a personal agenda for the day and share it with the team -Ask for support/ support the team with tasks
Next Steps	-Complete the action items during the day -Ask for support if need be -Keep the team updated about the progress of tasks

Total Meeting Hours	34.5
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Projects and Events

Project/Event Title	N/A
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	

Total Project and Events Hours	0
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Committee Chair Work

Committee Name	Finance and Administrative Services Committee
# of Meetings	No meetings yet (Committee will be appointed next week)
Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	0
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Administrative Work

Summary	Answering queries related to UPass and general emails (8-11 emails each day), personal Work Reports, Initial setup of email accounts and calendars, Setup of work reports and uploading drive for council members
Total Time (Hrs)	2 hrs + 1 hr + 0.5 hr

Summary	Check and sign the Bank reconciliation statements from April
Total Time (Hrs)	0.5 hr

Summary	Receive invoices and check requisitions, double check amounts and departments in the budget document and sign them
Total Time (Hrs)	1 hr

Summary	Comparison of annual budget from the previous and current fiscal years. <ul style="list-style-type: none"> -In-depth look into expenses vs income -Effect of lower enrolment during pandemic on the budget -Groups that have been allotted more budget this year and how they plan to use it -Review of statements -Planning for the coming year
Total Time (Hrs)	3hrs +1 hr + 1hr

Summary	Executive statement document to be submitted to the council <ul style="list-style-type: none"> -Introduce myself -My platform points and how I will be working with other members of the team to bring those goals to fruition
Total Time (Hrs)	1.5 hr

Summary	Annual Planning Statement -Brainstorming about main ideas -How do I plan to fulfil my responsibilities outlined in the policies (studying the policies in detail) -What kind of work I plan to do for the FASC committee that I am chairing
Total Time (Hrs)	1.5 hr + 0.5 hr

Summary	In-depth look into operating budget (how it works, who manages it, audits, what expenses are covered and what are not under it)
Total Time (Hrs)	1.5 hr

Summary	The finances of the SUB (what was spend during the last year, cost of operations of the building,hiring for new roles, appointment booking system for study rooms, loans, help from the BuildSFU fund)
Total Time (Hrs)	1.5 hr + 0.5 hr + 1 hr

Summary	Researching about the original VP Services portfolio and planning how previous duties can be incorporated into my role, background of UPass (nitty-gritty details about opting out, eligibilities and charges), the role of different departments that provide the services, framework of the food bank services and how to better the resources for mental health support by incorporating it into Health and Dental Plan
Total Time (Hrs)	1hr + 1.5 hr + 0.5hr +1hr

Summary	Analysis of funding allocated to various clubs and student unions within the SFSS
Total Time (Hrs)	0.5 hr

Summary	Went over the Lease and Insurance deeds of various spaces under the SFSS and SUB (also the sub leases within SUB)
Total Time (Hrs)	2 hrs

Summary	Revival of the legal aid clinic (budget of \$5000), the target students, better ways to advertise it to students
Total Time (Hrs)	0.5 hr

Summary	Assessing the general fund data from the last 5 years (revenue, assets and expenditure breakdown)
Total Time (Hrs)	0.5 hr + 0.5 hr

Total Admin Hours	26 hrs
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VP University and Academic Affairs
Serena Bains

Meeting Summary and Comments

Meeting, Date	Daily Executive Committee Check-In, May 3rd from 9:00AM - 9:30AM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	0.5 Hours
Reason	To know what everyone has planned for the day and where folks need support
Summary and Outcome	<ul style="list-style-type: none"> - How was folks day yesterday? - What are people planning on working on today? - Do folks need any support with anything they're working on?
Next Steps	<p>1) [FINISH BY 5PM] Executive Statements (upload to shared google drive) (https://drive.google.com/drive/folders/154CXa2-9SuAl-tikN3G9iAsO4n2T24IY?usp=sharing)</p> <p>2) [START TODAY, FINISH BY END OF WEEK] Annual Planning (Marie's Doc) match platform points with relevant By-Laws (https://docs.google.com/document/d/1NccKsQqXAFR_ah2O8ioodbWt-u9QqU_cZBpcYoFORDM/edit?fbclid=IwAR0XUnbDNPCUpxjo5iyyltQK83J8od677lqZOICFB5-ZA7kR1yGCBS13_PY)</p> <p>3) [START TODAY] Send Introductory Emails to anyone you know you'll be working with during the year</p> <p>4) [START TODAY] Start reaching out to Councillors</p>

Meeting, Date	Daily Executive Committee Check-In, May 4th from 9:00AM - 9:30AM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	0.5 Hours
Reason	To know what everyone has planned for the day and where folks need support
Summary and Outcome	<ul style="list-style-type: none"> - How was folks day yesterday? - What are people planning on working on today? - Do folks need any support with anything they're working on?
Next Steps	<p>1) Join the Executive Committee Statement Making Session at 11am this morning! (sent a calendar invite to y'all)</p> <p>2) Update your google calendars with your schedules and availability</p> <p>3) Update your zoom account name</p>

Meeting, Date	Council Orientation (Legal Responsibilities of Directors), May 4th from 4:30PM - 6:00PM
Parties Attending	Council Members, Kate Phipps
Meeting Length (Hrs)	1.5 Hours

Reason	Training for Council
Summary and Outcome	<ul style="list-style-type: none"> - A director's duty - Fiduciary duty - Duty to avoid conflicts of duty and interest - Steps to take when a conflict arises <ul style="list-style-type: none"> - Disclose the conflict - Abstain from voting - Leave the board meeting during the discussion - Do not attempt to influence the vote - Duty of care - Avoiding legal liability - Q&A period
Next Steps	Continue training

Meeting, Date	Council Orientation (Society Governance), May 4th from 6:30PM - 8:00PM
Parties Attending	Council Members, Paul Finch
Meeting Length (Hrs)	1.5 Hours
Reason	Training for Council
Summary and Outcome	<ul style="list-style-type: none"> - Strong governance in student societies - Students elect the council and executive - Students attend the members meetings - Members meeting -> legislative - Council -> policy - Table officers -> table officers - Members meeting <ul style="list-style-type: none"> - Highest governing body - One member one vote, or vote rep by pop - Can vote on constitution/bylaws - Policy decisions trump Council - Council <ul style="list-style-type: none"> - Has four parts: <ul style="list-style-type: none"> - Chairperson - Table officers - Directors - Student Union directors - Votes on policy - Passes budget annually - Governs between members meetings - Are usually trustees - Table officers <ul style="list-style-type: none"> - Typically meets as Executive Committee - Limited governance between Board of Directors meetings - Coordinate executive functions - Make recommendations to Board of Directors - Staff relations - Bargaining - Budgeting process <ul style="list-style-type: none"> - Identifying needs - Income - Fossil fuel divestment
Next Steps	Continue training

Meeting, Date	Daily Executive Committee Check-In, May 5th from 9:00AM - 9:30AM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	0.5 Hours
Reason	To know what everyone has planned for the day and where folks need support
Summary and Outcome	<ul style="list-style-type: none"> - How was folks day yesterday? - What are people planning on working on today? - Do folks need any support with anything they're working on?
Next Steps	<ul style="list-style-type: none"> - Send emails to student groups on campus - Fill out information for letterheads - Contribute to statement on MMIWG2S

Meeting, Date	UVIC Society for Students with a Disability (Access for All) Meeting, May 5th from 10:30AM - 11:30AM
Parties Attending	Serena Bains, JG, MT, JD, SP, AE
Meeting Length (Hrs)	1 Hour
Reason	To collaborate between UVIC and SFU on a safe return to campus campaign
Summary and Outcome	<ul style="list-style-type: none"> - Discussion on Access World chat - Recognizing that today is May 5th and to remember and honour missing and murdered Indigenous women and girls - Overview of the Access for All campaign - Potential consequences of reverting to in-person classes without simultaneous online access - Action items <ul style="list-style-type: none"> - Help populate the form of individuals and organizations to contact - Connect with other universities - Connecting with faculty associations, student government, student clubs, and B.C. Disability Organizations - Work on survey - General outreach
Next Steps	<ul style="list-style-type: none"> - Petition - Getting profs to support the campaign - Petition profs - Reach out to other universities - Present to UVic Senate - Making a letter template that folks can fill in - Bring discussion to UVSS - Bringing discussion to SFSS Executive Committee meeting

Meeting, Date	Council Orientation (SFSS By-Law Overview), May 5th from 12:00PM - 3:00PM
Parties Attending	Council Members
Meeting Length (Hrs)	3 Hours
Reason	Training for Council

Summary and Outcome	- Going through every SFSS by-law in detail
Next Steps	Continue training

Meeting, Date	Council Orientation (Collective Agreement Overview Session #1), May 5th from 4:30PM - 7:00PM
Parties Attending	Council Members, Shelley Durante, Ayesha Khan
Meeting Length (Hrs)	2.5 Hours
Reason	Training for Council
Summary and Outcome	<ul style="list-style-type: none"> - What is a collective agreement? - What is a union? - Going over labour laws - Resolution mechanisms - What is collective bargaining? - CUPE - Going through different articles of the collective agreement
Next Steps	Continue training

Meeting, Date	Community Engagement on Personal Safety - Steering Committee, May 6th from 9:00AM - 11:00AM
Parties Attending	Serena Bains, Gabe Liosis, Mark LaLonde, Nav Purewall, Elodie Jacquet, Michelle Bested, Ron Johnston, Gwen Bird, Am Johal, Nicole Ly, Megan Meredith, Ebony Magnus, Andrea Ringrose, Lisa Ogilvie, Francesca Hennigar, Erin Biddlecombe, CJ Rowe, Laura Reid, Anisha Arora, Prodpran W., Hafsa Sadiq
Meeting Length (Hrs)	2 Hours
Reason	To discuss and reimagine what safety and security looks like at SFU
Summary and Outcome	<ul style="list-style-type: none"> - Proposed inclusive behaviours <ul style="list-style-type: none"> - Using trigger warnings - The right to pass - Recognizing positionality and self-location - Recognizing that active listening is ableist - Identifying themes that should be explored through a community-wide engagement <ul style="list-style-type: none"> - What does safety and security mean in a public institution? - Campus safety/protocols/process that is accessible to all, ensuring that folks aren't reharmed in the process of reparation/support - Need clear communication about who can be on the campus and when - How do we approach security when they are not part of the community? When they are contracted out? - How to restore trust in public safety among marginalized groups - Important to recognize that many security officers are also members of marginalized communities - What is the framework through which we'd want to approach safety? - Historical issues in safety - Navigating privacy and what we can share - Relationship building can be undone by security - No mental health professionals on Surrey campus in times of crisis

	<ul style="list-style-type: none"> - Providing training for students in spaces - Lack of information as to what steps should happen during a crisis - Who is security, what does training look like, how to respond?
Next Steps	<ul style="list-style-type: none"> - A more concrete understanding of what campus public safety does (Francesca) - What is working in other places that we can learn from? (Suggestion to the group) - A set schedule of when we are meeting, when interviews happen, when consultations occur, etc. so folks know their labour is resulting in meaningful change (suggestion to the group) - Clarifying the scope of the group's responsibility - Contact the students from the committee - Looking into alternatives for CPS on campus

Meeting, Date	Council Orientation (Finances #1), May 6th from 1:00PM - 2:30PM
Parties Attending	Council Members, David Chin, Kurt Belliveau
Meeting Length (Hrs)	1.5 Hours
Reason	Training for Council
Summary and Outcome	<ul style="list-style-type: none"> - Budget - Financial statements - Funds <ul style="list-style-type: none"> - Accessibility Fund - Space Expansion Fund - General Fund - Health and Dental Fund - First Nations Student Fund - Build SFU Fund - Core Departments - Going over the operating budget in detail
Next Steps	Continue training

Meeting, Date	Serena and Andrea E-Meeting, May 6th from 3:30PM - 4:30PM
Parties Attending	Serena Bains, Andrea Ringrose
Meeting Length (Hrs)	1 Hours
Reason	Introduction and gaining an understand of Andrea's role and how we can work together
Summary and Outcome	<ul style="list-style-type: none"> - Getting to know each other - Andrea's background: <ul style="list-style-type: none"> - Psychology - Mental health - International studies - Also currently acting Senior Director - Track and road safety, physical safety, crime prevention, student safety program - Student safety engagement program would like to be reimagined - Proactive and prevention, veiled or direct threats to individuals, inappropriate harassment, persons in crisis - Risk assessments for events, emergency respondents, road closures,

	<p>alternate routes, appropriate exit points</p> <ul style="list-style-type: none"> - Really under resourced, works 7 days a week - To be able to provide a transparent, consistent, trusted service, “needs to be turned upside down” - Speaking about having a crisis response team, apparently there is one that already exists but they’re in talks with HCS about setting up an integrated team that is 24/7, would love to see a social worker, psychiatric nurse - Provided mental health literacy workshop - CMHA is interested in looking at alternative community models - Will be meeting with Burnaby and Coquitlam RCMP about including an expansion of the mental health officers, not a solution, “nobody wants a general officer” - Student Safety Engagement Program contributes to the Safewalk and typical security, but would like to build more meaningful initiatives like a bystander intervention training, but equipping people with a tighter social fabric - Website content development, training the trainer, would love to bring FIC into the mix
Next Steps	<ul style="list-style-type: none"> - Connect further about crisis team - Would love to connect with Matt, regarding this as well, thinks the time is right, send an invite to the Wellness Working Group - Collaborate on training - Re-doing the Student Safety Engagement Program, what would be meaningful for students to be a part of this program? - Follow up with Andrea after Executive Committee

Meeting, Date	Council Orientation (Robert’s Rules of Order), May 6th from 4:30PM - 7:30PM
Parties Attending	Council Members
Meeting Length (Hrs)	3 Hours
Reason	Training for Council
Summary and Outcome	<ul style="list-style-type: none"> - What are Robert’s Rules of Order? - The Chair - The agenda <ul style="list-style-type: none"> - Consent agenda <ul style="list-style-type: none"> - Items that are typically housekeeping items - New business - Motions - Discussion items - In-camera motion - Ex-camera motion - Motion to adjournment - Amendments - Amendment to the amendment - Virtual meeting etiquette - Other types of motions <ul style="list-style-type: none"> - Postponing a motion - Call the question - Commit to a committee - Mock Council meeting
Next Steps	Continue training

Meeting, Date	Daily Executive Committee Check-In, May 7th from 9:00AM - 9:30AM
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Parties Attending	Executive Committee members
Meeting Length (Hrs)	0.5 Hours
Reason	To know what everyone has planned for the day and where folks need support
Summary and Outcome	<ul style="list-style-type: none"> - How was folks day yesterday? - What are people planning on working on today? - Do folks need any support with anything they're working on?
Next Steps	<ul style="list-style-type: none"> - Contribute to statement on MMIWG2S

Meeting, Date	Executive Committee, May 7th from 12:00PM - 3:00PM
Parties Attending	Executive Committee members, Priyanka Dhesa, Brianna Mau
Meeting Length (Hrs)	3 Hours
Reason	First Executive Committee meeting of the year, starting things off, discussing priorities
Summary and Outcome	<ul style="list-style-type: none"> - Presentation from Bahareh Jokar on StudentCare - Election of Jess Dela Cruz as Vice Chair of the Executive Committee - VP Internal and Organizational Development Corbett Gildersleve to work with Council Committee Chairs to seek, identify and recruit students to apply for Council Committees as student at-large members - Appointed the Operations Organizer and Jess Dela Cruz to the Communications Coordinator Hiring Committee - Appointed Priyanka Dhesa as AVP UAA - Passed a motion to get jackets for folks on the Executive Committee and excluded staff - Passed the MMIWG2S Statement of Support - Discussed the Access for All Campaign - Discussed Executive Committee and Council Committees annual plans - Discussed the performance arts project - Discussed Campus Public Safety initiatives - Discussed audit
Next Steps	<ul style="list-style-type: none"> - Write a short news release for AVP appointment and send in work order for it to be published to SFSS website under news - Action items from Access for All campaign discussion: <ul style="list-style-type: none"> - Look at UVIC survey for possible questions - Consultation with student groups - Email TSSU, GSS and the Faculty Association - Have this be an initiative under the Emergency Response Working Group - Put a motion forward to Council to appoint Serena Bains and Matthew Provost to the ERWG - Make a briefing note for Council - Set up a meeting for early next week

Meeting, Date	SFSS Introduction with Mark LaLonde, May 7th from 3:00PM - 3:30PM
Parties Attending	Serena Bains, Mark LaLonde
Meeting Length (Hrs)	0.5 Hours
Reason	To introduce each other's roles and find places of collaboration

Summary and Outcome	<ul style="list-style-type: none"> - I'm for abolition of police and RCMP - Mark is for moving resources to mental health services, but is against defund police(?) -> framing issue - Is looking for having a non-uniformed person to join mental health nurse for crisis - Mark is open to dismantling the model of campus security - Security doesn't have any actual power to stop people - A challenge is to education the community - Why can't the same services be provided by community members?
Next Steps	<ul style="list-style-type: none"> - Set up a meeting with the facilitators of the steering committee

Meeting, Date	SFU Burnaby Community Vibrancy Plan Advisory Council, May 7th from 3:30PM - 4:30PM
Parties Attending	Serena Bains, Molly Steeves, Danny Ross, Krystal Ness, Laura Kohli, Ayumi Orgar, Gloria Li, Linh Doan, Tracey Mason-Innes, Mitchell Stoddard, Mark McLaughlin, Kim Mortreuil, Annette Santos, Rob Barrs, Victor Thomas, Gary G., Sid Metha
Meeting Length (Hrs)	1 Hours
Reason	Introduction to the SFU Burnaby Community Vibrancy Plan
Summary and Outcome	<ul style="list-style-type: none"> - Sociability is important, would someone feel welcomed at SFU? Would they like to spend time at SFU? - How are the existing amenities and retail spaces at SFU? <ul style="list-style-type: none"> - The student housing master plan lays out the nodes of activity across campus - West campus has very little services, where East campus has most of the services - Getting a sense of the demographics of students can give an idea of what services to provide - Is it important for folks to have internet services as part of the vibrancy plan as well? <ul style="list-style-type: none"> - Some folks feel Zoomed out - Other folks aren't saturated with technology and would be open to interaction through technology - Emerging opportunities <ul style="list-style-type: none"> - Sustainability and resilience - Technology - Arts and culture - Wellness and safety - Equity, diversity and inclusion - Indigenization - Outdoor study spaces - Photo booth - Moving murals - Lighting is necessary for student safety - Opportunities for people watching - Connecting programs with events on campus - A themed walking tour on campus - There used to be poetry slam nights at SFU based on a community they wanted to highlight - Experiential learning opportunities to add vibrancy - Student nightlife - Community occurs because people want to be involved in something
Next Steps	<ul style="list-style-type: none"> - Next advisory group meeting, June 2nd 2:30PM - 4:00PM - Online engagement https://www.wayblaze.com/vibrantSFU

Meeting, Date	BOG Presentation Process, May 7th from 4:30PM - 5:30PM
Parties Attending	Serena Bains, Corbett Gildersleve, Chantelle Spicer
Meeting Length (Hrs)	1 Hours
Reason	How to address racism and bullying at SFU
Summary and Outcome	<ul style="list-style-type: none"> - Introducing ourselves - Created a response to Petter's letter - Done a lot of work with what is now the BIPOC Committee - Harjap was noticing a lot of racism, sexism, anti-Indigenous and anti-Black pedagogy taught in courses - There's no accountability for faculty who do harm as they are protected by tenure - Wanted to use the bullying and harassment policy coming to the BoG as an opportunity to speak about how there is no accountability, this was pushed back to May - They were told you have to speak to Rummana to get her permission to speak on this policy - They were denied access to speak to this at BoG and were told to speak to the issue at the Senate committee on academic affairs, which they are going to do, but they should still have the right to speak to it at BoG - They pretty much don't want the BoG to see it - The Board is ineffective because they govern minimally, they don't lead anything, they don't do anything other than rubber stamping things - If they keep giving Chantelle the run around - Chantelle really wants to do something before students are back on campus and there's more opportunities for harm - Offered support to Chantelle
Next Steps	<ul style="list-style-type: none"> - Chantelle is going to reach out to Corbett regarding bringing up points of contention about the bullying and harassment policy at BoG - Chantelle will be in contact if they need any further support

Meeting, Date	Daily Executive Committee Check-In, May 10th from 9:00AM - 9:30AM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	0.5 Hours
Reason	To know what everyone has planned for the day and where folks need support
Summary and Outcome	<ul style="list-style-type: none"> - How was folks day yesterday? - What are people planning on working on today? - Do folks need any support with anything they're working on?
Next Steps	<ol style="list-style-type: none"> 1) [FINISH BY TUESDAY THE LASTED] Annual Planning (Marie's Doc) match platform points with relevant By-Laws 2) [FINISH THIS WEEK] Send Introductory Emails to anyone you know you'll be working with during the year 3) [ONGOING] Start reaching out to Councillors assigned to you 4) [ONGOING] Reach out to AVP's 5) COUNCIL Call for Agenda Items 6) SWEATER EXCEL SHEET 7) WHEN2MEET for EXEC Meetings

Meeting, Date	Daily Executive Committee Check-In, May 11th from 9:00AM - 9:30AM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	0.5 Hours
Reason	To know what everyone has planned for the day and where folks need support
Summary and Outcome	<ul style="list-style-type: none"> - How was folks day yesterday? - What are people planning on working on today? - Do folks need any support with anything they're working on?
Next Steps	1) [today & tomorrow] Executive Committee Annual Planning, finish tomorrow by 3pm! (Serena's example)

Meeting, Date	Council Orientation (Finances), May 11th from 12:30PM - 1:30PM
Parties Attending	Council Members, David Chin, Gary Wozny
Meeting Length (Hrs)	1 Hours
Reason	Training for Council
Summary and Outcome	<ul style="list-style-type: none"> - Cheque requisitions <ul style="list-style-type: none"> - Fillable PDF is on the SFSS website and the club/SU portal - Invoice number, sometimes there is one sometimes there isn't - Invoice date - Invoice total - If you have multiple receipts, put one for each line. Use another sheet if necessary - Attach detail receipts, not just the final receipt - Councilor and cheque reqs - Change over from MSP - Audited financial statements from 2019/2020 - Statement of financial position - Audit findings letter - Budget vs. audit - SFSS is a nonprofit organization, but not a registered charity
Next Steps	Continue training

Meeting, Date	Executive Committee; Notion Organizing and Review, May 11th from 3:30PM - 4:30PM
Parties Attending	Executive Committee
Meeting Length (Hrs)	1 Hour
Reason	To delegate tasks to members of the Executive Committee from Notion
Summary and Outcome	<ul style="list-style-type: none"> - Going through each task in the spillover list and assigning it to each person - Deciding on a new time for Executive Committee meetings - Discussing adding notion check-ins to our future classes
Next Steps	<ul style="list-style-type: none"> - Action items listed on Notion - To speak about this further tomorrow

Meeting, Date	Council Orientation (SFPIRG), May 11th from 4:30PM - 7:30PM
Parties Attending	Council members, Kalamity
Meeting Length (Hrs)	3 Hours
Reason	Training for Council
Summary and Outcome	<ul style="list-style-type: none"> - Marginalized groups that don't get to take equity for granted <ul style="list-style-type: none"> - Black, Indigenous, people of colour - Disabled folks - International students - ESL folks - Folks without status - LGBTQIA2S+ - Why is equity not available for marginalized folks? <ul style="list-style-type: none"> - There is a center of power and access, where folks not in the center are pushed to the margins - What role are values supposed to play in our lives? <ul style="list-style-type: none"> - Govern our behaviour and act as our personal guiding principles - Privilege - Oppression - Forms of oppression <ul style="list-style-type: none"> - Racism - White supremacy - Colonialism - Capitalism - Orientalism - Ableism - Classism - Audism - Intersectionality - The responsibility of the SFSS and Councillors
Next Steps	Continue training

Meeting, Date	Daily Executive Committee Check-In, May 12th from 9:00AM - 9:30AM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	0.5 Hours
Reason	To know what everyone has planned for the day and where folks need support
Summary and Outcome	<ul style="list-style-type: none"> - How was folks day yesterday? - What are people planning on working on today? - Do folks need any support with anything they're working on?
Next Steps	<ol style="list-style-type: none"> 1) [EVERYONE] Executive Committee Annual Planning (FINISH BY 4:30pm) 2) [EVERYONE] Send any Council agenda items to me by 5pm (AT THE LATEST) 3) [MATT] Work Order for Exec Cmte Annual Plan title page (By End of Day) 4) [SERENA] Send Colombia Documents/Info to Group Chats (By End of Day) 5) [GABE+MATT] Ayesha Gift Basket (End of Week) 6) [GABE+MARIE] Follow-up with Joey about AVP Equity (By end of Day) 7) [GABE] Schedule next exec meeting and send call for agenda items (by end of day) <p>- Start making more Issues Policies next week</p>

Meeting, Date	Daily Executive Committee Check-In, May 13th from 9:00AM - 9:30AM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	0.5 Hours
Reason	To know what everyone has planned for the day and where folks need support
Summary and Outcome	<ul style="list-style-type: none"> - How was folks day yesterday? - What are people planning on working on today? - Do folks need any support with anything they're working on?
Next Steps	1) [EVERYONE] Executive Committee Annual Planning (FINISH BY FRIDAY EVENING) 3) [GABE+MATT] Ayesha Gift Basket (End of Week) 4) [GABE] Schedule next Executive Committee meeting + send call for agenda items (by end of day) ** START YOUR WORK REPORTS!!!!

Meeting, Date	Gabe / Serena DER GSS Planning Meeting, May 13th from 10:30AM - 11:00AM
Parties Attending	Serena Bains, Gabe Liosis
Meeting Length (Hrs)	0.5 Hours
Reason	To plan what we're going to talk about in our meeting with Ruben
Summary and Outcome	<ul style="list-style-type: none"> - Decided on providing introductions, asking a few questions and inviting Ruben to regular meetings between the SFSS and the GSS
Next Steps	<ul style="list-style-type: none"> - Attend meeting with Gabe and Ruben

Meeting, Date	DER GSS Introductory Meeting, May 13th from 11:00AM - 11:30AM
Parties Attending	Serena Bains, Gabe Liosis, Ruben Munoz
Meeting Length (Hrs)	0.5 Hours
Reason	To discuss our plans for the term and potential areas of collaboration
Summary and Outcome	<ul style="list-style-type: none"> - Introductions <ul style="list-style-type: none"> - Name, major, pronouns, why we ran for our positions and what we want to accomplish during our terms - What are some things you want to work on this year? <ul style="list-style-type: none"> - UPASS - Affordability - Return to campus - Campus security - How can we collaborate as two of the student societies at SFU? <ul style="list-style-type: none"> - Potential bi-weekly meetings with SFSS and GSS - JOG - Student affordability working group - President Johnson meetings
Next Steps	<ul style="list-style-type: none"> - Stay in contact with Ruben regarding potential initiatives we could work on together

Meeting, Date	AVP UAA Meeting with Priyanka, May 13th from 3:00PM - 4:00PM
Parties Attending	Serena Bains, Gabe Liosis, Priyanka Dhesa
Meeting Length (Hrs)	1 hour
Reason	To familiarize Priyanka with her new role
Summary and Outcome	<ul style="list-style-type: none"> - Introductions - Describing what the VP UAA does and going through the by-laws that describe the role - What does the AVP UAA do? <ul style="list-style-type: none"> - Going through the policy that describes the role of AVP - Going through the hierarchy and structure at SFU - Going through some of the meetings I attend as VP UAA and what meetings AVP UAA should attend <ul style="list-style-type: none"> - UAA - JOG - SFSS Executive Committee - SFSS Council - Providing Priyanka her sfss email account
Next Steps	<ul style="list-style-type: none"> - Send Priyanka VP UAA Annual Plan - Set up weekly meeting time

Meeting, Date	Daily Executive Committee Check-In, May 14th from 9:00AM - 9:30AM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	0.5 Hours
Reason	To know what everyone has planned for the day and where folks need support
Summary and Outcome	<ul style="list-style-type: none"> - How to better train senators - Submitting new signers to the bank - Speaking to The Peak - Meeting with Ruben and Priyanka - Items for gift basket - Committee jotform
Next Steps	<ul style="list-style-type: none"> - Start working on work reports - Complete annual plan - Send individual document to Matt - Deadline for introductions to folks and Councillors - Working on Palestine document - Prepare a report for Council regarding what you've been working on - Prep for Council meeting - Make a document for Council meeting

Meeting, Date	SFU CFD meeting, May 14th from 10:00AM - 10:30AM
Parties Attending	Nav Purewall, Elodie Jacquet, Serena Bains
Meeting Length (Hrs)	0.5 Hours
Reason	To gain an understanding of the purpose of the steering committee and how to make sure it's effective

Summary and Outcome	<ul style="list-style-type: none"> - What is the scope and purpose of this group? I don't understand the purpose of these meetings. - Need to look at the how, how the engagement should take place instead of the what. - Working on sending out a communication to the group, why they've been convened, what we're trying to achieve - Asking what is important for this engagement to be successful? - How to establish trust within the group? - Asking what people need for their engagement to be meaningful? <ul style="list-style-type: none"> - These recommendations will be sent to SFU executives describing what the group needs to be successful - Trying to move past the usual exercises, that are meaningless - Town Halls aren't always effective - What is the responsibility of the institution compared to the responsibility of individuals to ensure the process is successful? - Some groups may have not received an invitation yet - Who can go out to those group and gain feedback to bring to the group? - Potentially crowdsourcing information - Recognizing that voices are missing from the table - How can the community engagement be successful? - A potential recommendation can be acknowledging the harm that has been done
Next Steps	<ul style="list-style-type: none"> - A list of the groups that are not currently on the committee, but that you think would have important input - Nav is drafting an email to be sent out on Monday

Total Meeting Hours	35
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Projects and Events

Project/Event Title	Individual Executive Committee Statement
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Completed during this session
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Student engagement
Total Time (Hrs)	May 3rd - 1 hour

Project/Event Title	Executive Committee Collective Statement
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Completed during this session - Work order will be sent out tomorrow for the statement to be published on the SFSS website
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Student engagement
Total Time (Hrs)	May 4th - 1 hour

Project/Event Title	Access for All campaign
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Read the COVID-19 Return to Campus Primer - Created a document that summarizes the campaign, issues with the Primer, calls to action and next steps - Making a briefing note for Council - Made a email template to send out to groups - Created a contact list of student groups on campus - Collaborate with UVIC and UBC for a united front on this issue - Discussing the campaign at the next Executive Committee meeting for further insight and ideas - Come up with a plan of action that makes sense
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Student wellbeing - Student financial health - Student engagement - University relations
Total Time (Hrs)	May 5th - 1 hour May 7th - 0.5 hours May 8th - 2 hours May 9th - 1 hour May 10th - 2 hours May 13th - 0.5 hours May 14th - 0.5 hours

Total Project and Events Hours	9.5
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Committee Chair Work

Committee Name	
# of Meetings	
Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	
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Administrative Work

Summary	Setting up Gmail, Google Calendar, sending emails, creating an annual plan, work report, writing news release on new AVP, research, preparing for Council meeting,
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	applying to Council committees
Total Time (Hrs)	May 1st - 2 hours May 2nd - 0.5 hours May 3rd - 0.5 hours May 4th - 0.5 hours May 5th - 2 hours May 6th - 1.5 hours May 7th - 2 hours May 8th - 0.5 hours May 11th - 2 hours May 12th - 2.5 hours May 13th - 1 hours May 14th - 1 hours May 15th - 0.5 hours

Total Admin Hours	16.5
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VP External and Community Affairs
Matthew Provost

Meeting Summary and Comments

Meeting, Date	Executive Daily Check-in, May 3rd to 14th
Parties Attending	SFSS Executives: Gabe Liosis (President), Corbett Gildersleve (VPIO), Almas Phangura (VPSF), Serena Bains (VPUR), Marie Haddad (VPEQ), Jess Dela Cruz (VPES)
Meeting Length (Hrs)	30 min duration x 8 = 5 hr
Reason	Scheduled check in
Summary and Outcome	Executive check are a chance to prioritize what needs to be done on a daily basis as well as ensuring key items are getting done throughout the week, we use these times to fill in each other what we have been doing but also a point of contact in case we have questions or clarification points
Next Steps	n/a

Meeting, Date	Executive Committee Statement Session, 05/04/21
Parties Attending	SFSS Executives: Gabe Liosis (President), Corbett Gildersleve (VPIO), Almas Phangura (VPSF), Serena Bains (VPUR), Marie Haddad (VPEQ), Jess Dela Cruz (VPES)
Meeting Length (Hrs)	1 hr
Reason	Scheduled Meeting
Summary and Outcome	Executives planned a writing session to work collectively on an intro statement around our roles as well as notifying membership and community members about the newly elected Execs
Next Steps	n/a

Meeting, Date	Briefing Note Session, 05/04/21
Parties Attending	SFSS Executives: Jess Dela Cruz (VPES)
Meeting Length (Hrs)	1 hr
Reason	Scheduled Meeting
Summary and Outcome	Myself and Jess Dela Cruz planned a session to go over our briefing note for the upcoming Executive committee, the briefing note was for our proposal for Exec committee jackets.
Next Steps	n/a

Meeting, Date	Hiring Committee Planning Session, 05/04/21
Parties Attending	SFSS Execs: Gabe Liosis (President), Marie Haddad (VPEQ) Support: Balqees Jama
Meeting Length (Hrs)	1 hr
Reason	Scheduled Meeting
Summary and Outcome	Discussed the role for Campaigns and Mobilization Coordinator and considerations moving forward for the hiring committee, we discussed next steps in order for the role and also prepping for the hiring committee
Next Steps	Actions items for me: <ul style="list-style-type: none"> - Follow up to get the job posted - Strike the hiring committee - Communicate with CUPE Reps from our staff

Meeting, Date	Council Orientation (Legal Responsibilities of Directors), 05/04/21
Parties Attending	SFSS Council Other: Kate Phillips (Lawyer)
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled Training
Summary and Outcome	SFSS Council conducted their first training session and Kate discussed the legal responsibilities of the council and roles and expectation in relation to BC Societies Act as well as By-Laws
Next Steps	n/a

Meeting, Date	Council Orientation (Society Governance), 05/04/21
Parties Attending	SFSS Council Other: Paul Finch (Treasurer, BCGEU)
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled Training
Summary and Outcome	We went over the roles of our society and structure in which our council runs in terms of our board, staff, and governance structure.
Next Steps	n/a

Meeting, Date	Council Orientation (SFSS By-Law Overview), 05/05/21
Parties Attending	SFSS Council
Meeting Length (Hrs)	3 hr
Reason	Scheduled Training

Summary and Outcome	We went into a detailed presentation of the SFSS by-laws
Next Steps	n/a

Meeting, Date	Council Orientation (Collective Agreement Overview), 05/05/21
Parties Attending	SFSS Council SFSS Staff: Ayesha (Operations Organizer), Shelley (Surrey Coordinator)
Meeting Length (Hrs)	2.5 hr
Reason	Scheduled Training
Summary and Outcome	Ayesha & Shelley did a presentation on the collective agreement and discussed how the collective agreement works and what it is and in relation to our Unionized staff.
Next Steps	n/a

Meeting, Date	Council Orientation (Finances), 05/06/21
Parties Attending	SFSS Council SFSS Staff: David (Finance)
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled Training
Summary and Outcome	Training overview of SFSS finances
Next Steps	n/a

Meeting, Date	Council Orientation (Robert's Rules of Order), 05/06/21
Parties Attending	SFSS Council
Meeting Length (Hrs)	3 hr
Reason	Scheduled Training
Summary and Outcome	Gabe went into a presentation around Roberts Rules and the ways in which we conduct council meetings and the structure. We also did a mock meeting to get folks comfortable with how meetings will run
Next Steps	n/a 21

Meeting, Date	Executive Committee Meeting, 05/07/21
Parties Attending	SFSS Executives: Gabe Liosis (President), Corbett Gildersleve (VPIO), Almas Phangura (VPSF), Serena Bains (VPUR), Marie Haddad (VPEQ), Jess Dela Cruz (VPES)
Meeting Length (Hrs)	2.5 hr
Reason	Regularly Scheduled Meeting

Summary and Outcome	<p>*Filed some minutes from 03/22/21</p> <p>Presentations:</p> <ul style="list-style-type: none"> - Studentcare came to our meeting to do a presentation on our current plan as well as to answer any questions we may have <p>New Business:</p> <ul style="list-style-type: none"> - We appointed Jess Dela Cruz (VP Events & Student Affairs) to be Vice-Chair of the Executive Committee for the 2021-22 year - Appointment of Corbett Gildersleve (VP Internal & Organizational Dev) to recruit students for Council committees and at-large members - We appointed Jess Dela Cruz (VP Events & Student Affairs) and our Operations Organizer Ayesha to be on the communications coordinator hiring committee - We appointed Priyanka Dhesa as Associate Vice-President University & Academic Affairs as per Serena Bains the VP University & Academic Affairs recommendation - We motioned to allocate funds for Executive committee jackets from 4imprint - We also amended the agenda to include a statement of solidarity brought forward by Marie Haddad (VP Equity & Sustainability) to support Missing and Murdered Indigenous Women <p>Discussion Items:</p> <ul style="list-style-type: none"> - Access for all campaign - Executive Committee Annual Plan - Council Committee Annual Plan - Performing Arts Project <p>*We went in camera for duration of the meeting</p>
Next Steps	n/a

Meeting, Date	Meeting w/ Nim, 05/08/21
Parties Attending	Nim
Meeting Length (Hrs)	1 hr
Reason	Scheduled Meeting
Summary and Outcome	Meeting with Nim to discuss the role for Associate VP External & Community Affairs, overview and relevant information
Next Steps	Follow up with necessary information

Meeting, Date	Task Force to End Homelessness, 05/11/21
Parties Attending	TFEH working group
Meeting Length (Hrs)	1 hr
Reason	Monthly Scheduled Meeting
Summary and Outcome	Since this is part of my portfolio I went to this meeting to listen and get filled on the ongoing projects that have been happening and from here I was able to meeting new folks and collaborate
Next Steps	<ul style="list-style-type: none"> - Follow up and do outreach to key people in this group and go through older meeting minutes

Meeting, Date	COVID Recovery - Transportation & Community - Translink SOAP Webinar, 05/11/21
Parties Attending	GSS, Translink, SFU UPass
Meeting Length (Hrs)	1 hr
Reason	Scheduled Meeting
Summary and Outcome	Discussion around translink and also questions were raised about back to campus. *My wife was cutting out this day so I missed some discussion*
Next Steps	Follow up with SFU UPass folks

Meeting, Date	Council Orientation (Finances), 05/11/21
Parties Attending	SFSS Council SFSS Staff: David (Finance)
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled Training
Summary and Outcome	Training overview of SFSS finances
Next Steps	n/a

Meeting, Date	Executive Committee: Notion Overview
Parties Attending	SFSS Executives: Gabe Liosis (President), Corbett Gildersleve (VPIO), Almas Phangura (VPSF), Serena Bains (VPUR), Marie Haddad (VPEQ), Jess Dela Cruz (VPES)
Meeting Length (Hrs)	1 hr
Reason	Scheduled Meeting
Summary and Outcome	For our annual plan we went through our checklist and prioritized our main plans for the year
Next Steps	Ongoing work

Meeting, Date	Council Orientation (SFPIRG), 05/11/21
Parties Attending	SFSS Council Simon Fraser Public Interest Resource Group: Kalamity
Meeting Length (Hrs)	3 hr
Reason	Scheduled Training
Summary and Outcome	We did an Anti-Oppression workshop that was led by Kalamity, we went through various resources and in depth discussion to how this applies to the SFSS Council and how to implement this into our work
Next Steps	n/a

Meeting, Date	Check in w/ Gabe, 05/12/21
Parties Attending	SFSS Executives: Gabe Liosis (President)
Meeting Length (Hrs)	30 min
Reason	Scheduled
Summary and Outcome	Check in to prioritize projects and consolidate main tasks for the week
Next Steps	n/a

Meeting, Date	Surrey Director Selection Committee, 05/12/21
Parties Attending	SFU Surrey Director Selection Committee
Meeting Length (Hrs)	2 hr
Reason	Scheduled meeting
Summary and Outcome	I have been on this committee since my last term and have been appointed to this selection committee we are currently in the process of looking over applicants
Next Steps	There are weekly scheduled meetings for this that are ongoing

Meeting, Date	Executive Planning Session, 05/12/21
Parties Attending	SFSS Executives: Gabe Liosis (President), Corbett Gildersleve (VPIO), Almas Phangura (VPSF), Serena Bains (VPUR), Marie Haddad (VPEQ), Jess Dela Cruz (VPES)
Meeting Length (Hrs)	1 hr
Reason	Scheduled Meeting
Summary and Outcome	We had a working meeting to do an overview of our annual plan and priorities for the year
Next Steps	n/a

Meeting, Date	UPass Student Associations, 05/13/21
Parties Attending	Emily Carr, Alma Mater Society, Kwantlen Polytechnic Student Union, Capilano Student Union, SFU GSS
Meeting Length (Hrs)	2 hr
Reason	Scheduled Meeting
Summary and Outcome	Introductory meeting for incoming execs from other student unions, overview of the past year of UPass, discussion of current exemptions, planning for upcoming lobbying and discussions
Next Steps	Action Items: - Outreach to other student union execs

	- Reading up on current standing of UPass
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Meeting, Date	Annual Planning, 05/13/21
Parties Attending	SFSS Executives: Gabe Liosis (President), Corbett Gildersleve (VPIO), Almas Phangura (VPSF), Serena Bains (VPUR), Marie Haddad (VPEQ), Jess Dela Cruz (VPES)
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled Meeting
Summary and Outcome	Working meeting to do an overview of our annual plan and priorities for the year
Next Steps	n/a

Meeting, Date	Students Against TMX, 05/13/21
Parties Attending	Other: WeiChun Kua
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled Meeting
Summary and Outcome	Met with WeiChun outgoing Science Rep to discuss ongoing plans for Students Against TMX campaign letter since this will fall under my portfolio
Next Steps	n/a

Total Meeting Hours	38.5 hrs
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Projects and Events

Project/Event Title	Relationship with Host Nations
Updates and Upcoming Plans	Made introductory emails and did outreach to Nations Chief & Councillors. - Will be following up and reaching out at appropriate times
Relevant Strategic Priorities	Community building & Engagement
Total Time (Hrs)	3 hrs

Project/Event Title	Annual Plan for External Portfolio
Updates and Upcoming Plans	Planning Strategic goals and priorities for the year as well as continuing initiatives, campaigns and projects that have been ongoing in the last year - Consolidating information - Researching relevant information - Compiling relevant documents

	- Doing outreach to receive relevant information
Relevant Strategic Priorities	Community building and engagement, campaigns and advocacy
Total Time (Hrs)	7 hrs

Project/Event Title	Missing & Murdered Indigenous Women and Girls Solidarity Statement
Updates and Upcoming Plans	Worked with Marie Haddad (VP Equity) on executive statement for MMIW day of remembrance May 5th.
Relevant Strategic Priorities	Reconciliation, Advocacy, Campaign
Total Time (Hrs)	3 hrs

Project/Event Title	Finalizing BIPOC Committee Exit Report & Presentation
Updates and Upcoming Plans	Finalizing all relevant information for the BIPOC Committee in the Exit report <ul style="list-style-type: none"> - Finalizing Plan with Balqees Jama - Creating slides and presentation for upcoming council meeting
Relevant Strategic Priorities	Campaigns & advocacy, onboarding
Total Time (Hrs)	4 hrs

Project/Event Title	Executive Committee Jackets
Updates and Upcoming Plans	Myself and Jess Dela Cruz (VP Events) worked on a proposal for exec committee jackets, we were able to prep a briefing note My Action items included: <ul style="list-style-type: none"> - Outreach to 4imprint - Creating template and design - Following up with 4imprint and also our communications staff as support with this - Communicating relevant information via phone and email with 4imprint and following up with execs with relevant information
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	7 hrs

Project/Event Title	Campaigns & Mobilization Coordinator Hiring Committee
Updates and Upcoming Plans	I will be leading this hiring committee and this is still ongoing: Action items: <ul style="list-style-type: none"> - Job description will be going up soon - Contacting relevant folks for this committee
Relevant Strategic Priorities	HR & Personnel

Total Time (Hrs)	2 hr
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Project/Event Title	Wellness Working Group
Updates and Upcoming Plans	Planning for the next WWG in the upcoming weeks Action Items: <ul style="list-style-type: none"> - Sending out introductory emails - Creating relevant goals for summers - Return to campus initiatives - Student Wellness supports and support groups
Relevant Strategic Priorities	Student support and engagement
Total Time (Hrs)	2 hr

Total Project and Events Hours	28 hrs
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Committee Chair Work

Committee Name	n/a
# of Meetings	
Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	n/a
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Administrative Work

Summary	Introductory Emails + weekly emails
Total Time (Hrs)	3 hrs

Summary	Google drive + google calendar
Total Time (Hrs)	2 hr

Total Admin Hours	5 hrs
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Total Hours Overall	72.5 hrs
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VP Events and Student Affairs
Jess Dela Cruz

Meeting Summary and Comments

Meeting, Date	Day 1 as Execs, 05.01.21.
Parties Attending	<ul style="list-style-type: none"> • VP Events and Student Affairs - Jess Dela Cruz • President - Gabe Liosis • VP Internal and Organizational Development - Corbett Gildersleve • VP Finances and Services - Almas Phangura • VP University and Academic Affairs - Serena Bains • VP External and Community Affairs - Matthew Provost • VP Equity and Sustainability - Marie Haddad
Meeting Length (Hrs)	2 hrs
Reason	First Day of our Executive Council Term
Summary and Outcome	We wanted to take Executive Photos to celebrate our first day as Executives. And, there was a meeting afterwards.
Next Steps	Brainstorm what you want to work on throughout the year.

Meeting, Date	Daily Executive Committee Check-In, 05.03.21
Parties Attending	<ul style="list-style-type: none"> • VP Events and Student Affairs - Jess Dela Cruz • President - Gabe Liosis • VP Internal and Organizational Development - Corbett Gildersleve • VP Finances and Services - Almas Phangura • VP University and Academic Affairs - Serena Bains • VP External and Community Affairs - Matthew Provost • VP Equity and Sustainability - Marie Haddad
Meeting Length (Hrs)	0.5 hr
Reason	The Executive Committee meets Daily Monday-Friday to discuss what work/tasks we did yesterday, what we will be doing the day of, what we need support with, and clarify anything.
Summary and Outcome	See Next Steps.
Next Steps	<ul style="list-style-type: none"> • Executive Statement completed • Work on individual Annual Plans • Start sending Introductory Emails to anyone we will be working with (Councilors, SFSS Staff, SFU Staff, Faculty, Departments)

Meeting, Date	Daily Executive Committee Check-In, 05.04.21
Parties Attending	<ul style="list-style-type: none"> • VP Events and Student Affairs - Jess Dela Cruz • President - Gabe Liosis

	<ul style="list-style-type: none"> VP Internal and Organizational Development - Corbett Gildersleve VP Finances and Services - Almas Phangura VP University and Academic Affairs - Serena Bains VP External and Community Affairs - Matthew Provost VP Equity and Sustainability - Marie Haddad
Meeting Length (Hrs)	0.5 hr
Reason	The Executive Committee meets Daily Monday-Friday to discuss what work/tasks we did yesterday, what we will be doing the day of, what we need support with, and clarify anything.
Summary and Outcome	See Next Steps.
Next Steps	<ul style="list-style-type: none"> Join the Executive Committee Statement Making Session Update Google Calendars with schedules and availability Update Zoom Accounts and other housekeeping

Meeting, Date	Executive Committee Statement Making Session, 05.04.21
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz President - Gabe Liosis VP Internal and Organizational Development - Corbett Gildersleve VP Finances and Services - Almas Phangura VP University and Academic Affairs - Serena Bains VP External and Community Affairs - Matthew Provost VP Equity and Sustainability - Marie Haddad
Meeting Length (Hrs)	1 hr
Reason	We needed to cohesively work on our Executive Committee Statements, making sure that we are addressing our Membership in a good way.
Summary and Outcome	We highlighted the recent progressive movements in recent SFSS Board Terms, the labour of folks before us, and the changes we want to make on campus. We also linked our individual statements as well.
Next Steps	To work on our individual statements, to finalize and compile them into one document to present to Council at our first meeting.

Meeting, Date	Performing Arts Project (SFU Burnaby Community Vibrancy Plan) 05.04.21.
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz President - Gabe Liosis Kaelynn Shinkaruk Janice Baley Michael Boucher
Meeting Length (Hrs)	1 hr
Reason	SFU Woodward's wanted to meet with SFSS to gain funding and support for their cultural program that is in the works.
Summary and Outcome	SFU Woodward's Cultural Program wants to liven up Burnaby Campus through this pilot project. It wants to welcome people back on campus through performances from local artists (music, dance, visual) on campus in high-traffic areas post-Thanksgiving

	weekend. It is said to create jobs for students as well.
Next Steps	Myself and Gabe will bring this idea to the Executive Committee and see whether or not we can support this Performing Arts Project.

Meeting, Date	Council Orientation (Legal Responsibilities of Directors), 05.04.21
Parties Attending	<ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● President - Gabe Liosis ● VP Internal and Organizational Development - Corbett Gildersleve ● VP Finances and Services - Almas Phangura ● VP University and Academic Affairs - Serena Bains ● VP External and Community Affairs - Matthew Provost ● VP Equity and Sustainability - Marie Haddad ● Most of Councilors ● Kate Phipps (SFSS Lawyer)
Meeting Length (Hrs)	1.5 hrs
Reason	This is a part of Council Onboarding Sessions.
Summary and Outcome	<p>Councillors met with Kate Phipps (our lawyer) who went over a director's duty, fiduciary duty, duty to avoid conflicts of duty and interest, what to do when conflict arises, and various pieces from our legislation of the BC Societies Act, the University Act, and we had a question/answer period to clarify anything.</p> <p>View meeting minutes here.</p>
Next Steps	n/a

Meeting, Date	Council Orientation (Society Governance), 05.04.21.
Parties Attending	<ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● President - Gabe Liosis ● VP Internal and Organizational Development - Corbett Gildersleve ● VP Finances and Services - Almas Phangura ● VP University and Academic Affairs - Serena Bains ● VP External and Community Affairs - Matthew Provost ● VP Equity and Sustainability - Marie Haddad ● Most of Councilors ● Paul Finch (BCGEU)
Meeting Length (Hrs)	1.5 hrs
Reason	This is a part of Council Onboarding Sessions.
Summary and Outcome	Councillors met with Paul Finch from BCGEU who went over Constitution, Structure, and Financial Overview. We went over Members Meeting, Council, and Table Officers. And, staff relations, how the workflow would go, and how bargaining works!
Next Steps	n/a

Meeting, Date	Briefing Note of Executive Committee Jackets, 05.04.21.
Parties Attending	<ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz

	<ul style="list-style-type: none"> VP External and Community Affairs - Matthew Provost
Meeting Length (Hrs)	1 hr
Reason	The Executive Committee wants Jackets, as past Executives received jackets and we would like a celebratory keepsake.
Summary and Outcome	Matthew and I started the initial planning process of contacting and working on a Briefing Note to get the Executive Committee jackets.
Next Steps	Continue the Briefing Note, compile the information needed (quote, design, logistics).

Meeting, Date	Daily Executive Committee Check-In, 05.05.21.
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz President - Gabe Liosis VP Internal and Organizational Development - Corbett Gildersleve VP Finances and Services - Almas Phangura VP University and Academic Affairs - Serena Bains VP External and Community Affairs - Matthew Provost VP Equity and Sustainability - Marie Haddad
Meeting Length (Hrs)	0.5 hr
Reason	The Executive Committee meets Daily Monday-Friday to discuss what work/tasks we did yesterday, what we will be doing the day of, what we need support with, and clarify anything.
Summary and Outcome	See Next Steps.
Next Steps	<ul style="list-style-type: none"> Uncompleted tasks are being carried over from the last two days.

Meeting, Date	Council Orientation (SFSS By-Law Review), 05.05.21.
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz President - Gabe Liosis VP Internal and Organizational Development - Corbett Gildersleve VP Finances and Services - Almas Phangura VP University and Academic Affairs - Serena Bains VP External and Community Affairs - Matthew Provost VP Equity and Sustainability - Marie Haddad Most of Councillors
Meeting Length (Hrs)	3 hrs
Reason	This is a part of Council Onboarding Sessions.
Summary and Outcome	Gabe went over our By-Laws in detail.
Next Steps	n/a

Meeting, Date	Council Orientation (Collective Agreement Overview), 05.05.21.
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Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz President - Gabe Liosis VP Internal and Organizational Development - Corbett Gildersleve VP Finances and Services - Almas Phangura VP University and Academic Affairs - Serena Bains VP External and Community Affairs - Matthew Provost VP Equity and Sustainability - Marie Haddad Most of Councillors Ayesha Khan (SFSS Operations Organizer) Shelley Durante (Member Services Coordinator - Surrey)
Meeting Length (Hrs)	3 hrs
Reason	This is a part of Council Onboarding Sessions.
Summary and Outcome	Ayesha and Shelley went over our Collective Agreement, the structure of a Labour Union, Labour Law, CUPE 3338 SFSS/SFU, collective bargaining, and more. We had breakout rooms where we practiced collective bargaining and gained familiarity with our Collective Agreement.
Next Steps	n/a

Meeting, Date	Daily Executive Committee Check-In, 05.06.21.
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz President - Gabe Liosis VP Internal and Organizational Development - Corbett Gildersleve VP Finances and Services - Almas Phangura VP University and Academic Affairs - Serena Bains VP External and Community Affairs - Matthew Provost VP Equity and Sustainability - Marie Haddad
Meeting Length (Hrs)	0.5 hr
Reason	The Executive Committee meets Daily Monday-Friday to discuss what work/tasks we did yesterday, what we will be doing the day of, what we need support with, and clarify anything.
Summary and Outcome	See Next Steps.
Next Steps	Carry over from the past few days.

Meeting, Date	Council Orientation (Finances Part 1), 05.06.21
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz President - Gabe Liosis VP Internal and Organizational Development - Corbett Gildersleve VP Finances and Services - Almas Phangura VP University and Academic Affairs - Serena Bains VP External and Community Affairs - Matthew Provost VP Equity and Sustainability - Marie Haddad Most of Councillors David Chin (Finance Coordinator)
Meeting Length (Hrs)	1.5 hrs

Reason	This is a part of Council Onboarding Sessions.
Summary and Outcome	We met with our Finance Coordinator, David Chin. Corbett showed us and went over budgets, financial statements, accessibility fund, space costs, health plan revenue, general fund, and core departments.
Next Steps	n/a

Meeting, Date	Council Orientation (Robert's Rules of Order), 05.06.21.
Parties Attending	<ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● President - Gabe Liosis ● VP Internal and Organizational Development - Corbett Gildersleve ● VP Finances and Services - Almas Phangura ● VP University and Academic Affairs - Serena Bains ● VP External and Community Affairs - Matthew Provost ● VP Equity and Sustainability - Marie Haddad ● Most of Councillors
Meeting Length (Hrs)	3 hrs
Reason	This is a part of Council Onboarding Sessions.
Summary and Outcome	Gabe went through how to do Robert's Rules of Orders (do's, don't's, scripts, etc.) We also had a mock session too.
Next Steps	Watch this recording to prepare for our Council Meeting.

Meeting, Date	Daily Executive Committee Check-In, 05.07.21.
Parties Attending	<ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● President - Gabe Liosis ● VP Internal and Organizational Development - Corbett Gildersleve ● VP Finances and Services - Almas Phangura ● VP University and Academic Affairs - Serena Bains ● VP External and Community Affairs - Matthew Provost ● VP Equity and Sustainability - Marie Haddad
Meeting Length (Hrs)	0.5 hr
Reason	The Executive Committee meets Daily Monday-Friday to discuss what work/tasks we did yesterday, what we will be doing the day of, what we need support with, and clarify anything.
Summary and Outcome	See Next Steps.
Next Steps	We'll all contribute to the MMIWG2S Statement and prep for our Executive Meeting later that afternoon.

Meeting, Date	Executive Committee Meeting, 05.06.21
Parties Attending	<ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● President - Gabe Liosis ● VP Internal and Organizational Development - Corbett Gildersleve

	<ul style="list-style-type: none"> VP Finances and Services - Almas Phangura VP University and Academic Affairs - Serena Bains VP External and Community Affairs - Matthew Provost VP Equity and Sustainability - Marie Haddad Priyanka Dhesa SFSS Administrative Assistant - Brianna Mau
Meeting Length (Hrs)	3 hrs
Reason	Scheduled Bi-Weekly Executive Meeting
Summary and Outcome	<ul style="list-style-type: none"> Studentcare Presentation - Bahareh Jokar VP Events & Student Affairs Jess Dela Cruz is elected as Vice Chair of the Executive Committee for the 2021/2022 elected term. VP Internal & Organizational Development Corbett Gildersleve to work with Council Committee Chairs to seek, identify, and recruit students to apply for Council Committees as At-Large members. VP Events and Student Affairs Jess Dela Cruz and Operations Organizer are appointed to the Communications Coordinator Hiring Committee Priyanka Dhesa is appointed as an Associate Vice-President University & Academic Affairs to VP University & Academic Affairs Serena Bains Motion carried to spend up to \$1200 from the line item 886/17 for the purchase of SFSS branded jackets from 4imprint for the Executive Committee and Excluded staff for use at member-facing events and activities. Motion carried that the SFSS Executive Committee to approve the MMIWG2ST Statement to stand in solidarity and support with Indigenous families and communities affected. Discussed: <ul style="list-style-type: none"> Access for All Campaign (VP Bains) Executive Committee Annual Plan (President Liosis) Council Committees Annual Plans (President Liosis) Performing Arts Project (President Liosis and VP Dela Cruz) Campus Public Safety Initiatives (VP Bains) Audit (VP Gildersleve) In-Camera (Staff Acknowledgements) Ex-Camera Announcements: <ul style="list-style-type: none"> Next Executive Committee Meeting (Execs need to fill out When2Meet) Reminder: Eligibility to serve as a Director of the Society, Society Fee
Next Steps	<p>Action Items from Access for All Campaign:</p> <ul style="list-style-type: none"> Look at UVIC Survey Consultation with Student Groups VP Gildersleve to take this to TSSU, GSU, and Faculty Association, VP Bains to send VP Gildersleve the email template Make this under Emergency Working Group, bring the motion for this to Council Make a briefing note for Council Set up a meeting for early next week
Meeting, Date	Burnaby Community Vibrancy - Advisory Group Meeting, 05.07.21.
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz Mark McLaughlin Other SFU Staff across departments and faculties
Meeting Length (Hrs)	0.5 hr (had to leave early)

Reason	Brainstorming ways to liven up campus life when we return.
Summary and Outcome	Unclear - have to follow up!
Next Steps	Follow up with Mark to catch up on meeting minutes.

Meeting, Date	Council Orientation (Finances Part II), 05.11.21.
Parties Attending	<ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● President - Gabe Liosis ● VP Internal and Organizational Development - Corbett Gildersleve ● VP Finances and Services - Almas Phangura ● VP University and Academic Affairs - Serena Bains ● VP External and Community Affairs - Matthew Provost ● VP Equity and Sustainability - Marie Haddad ● SFSS Finance Coordinator David Chin ● SFSS Auditor
Meeting Length (Hrs)	1.5 hrs
Reason	This is a part of Council Onboarding Sessions.
Summary and Outcome	Went over Cheque Requisitions, financial statements from our auditor, and others.
Next Steps	n/a

Meeting, Date	Council Orientation (SFPIRG), 05.11.21.
Parties Attending	<ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● President - Gabe Liosis ● VP Internal and Organizational Development - Corbett Gildersleve ● VP Finances and Services - Almas Phangura ● VP University and Academic Affairs - Serena Bains ● VP External and Community Affairs - Matthew Provost ● VP Equity and Sustainability - Marie Haddad ● SFPIRG Kalamity Hildebrandt
Meeting Length (Hrs)	3 hrs
Reason	This is a part of Council Onboarding Sessions.
Summary and Outcome	Kalamity went over equity, values we may have, what privilege looks like, what oppression is and forms it comes through, intersectionality, and more. We discussed and looked over the list of oppressions.
Next Steps	n/a

Meeting, Date	SFSS Staff Meeting, 05.12.21.
Parties Attending	<ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● Member Services Coordinator, Clubs - Nancy Mah ● Member Services Coordinator, Clubs - Ricky Che
Meeting Length (Hrs)	1 hr
Reason	We needed to discuss urgent matters regarding a club.

Summary and Outcome	Nancy and Ricky gave an overview of the club's history, the issues that are arising from this matter, and brainstorming ways to solve this problem.
Next Steps	I need to look over club Terms of Reference, set up a meeting with the club, and prepare a way to handle the situation.

Meeting, Date	Executive Committee Annual Planning Session, 05.12.21.
Parties Attending	<ul style="list-style-type: none"> • VP Events and Student Affairs - Jess Dela Cruz • President - Gabe Liosis • VP Internal and Organizational Development - Corbett Gildersleve • VP University and Academic Affairs - Serena Bains • VP External and Community Affairs - Matthew Provost • VP Equity and Sustainability - Marie Haddad
Meeting Length (Hrs)	0.5 hr
Reason	Checking in with each other for progress.
Summary and Outcome	The Executives and I checked-in with each other on how to format our Annual Plan, and what we wanted to include in it.
Next Steps	Finish the annual plan!

Meeting, Date	Notion Delegating + Annual Planning, 05.13.21.
Parties Attending	<ul style="list-style-type: none"> • VP Events and Student Affairs - Jess Dela Cruz • President - Gabe Liosis • VP Internal and Organizational Development - Corbett Gildersleve • VP University and Academic Affairs - Serena Bains • VP External and Community Affairs - Matthew Provost
Meeting Length (Hrs)	1.5 hrs
Reason	Working group session and check-in.
Summary and Outcome	We reviewed our on-going Notion of high-priority action items and tasks to do. And, we left the call on to work together on our annual planning document that is due soon.
Next Steps	Finish!

Total Meeting Hours	31
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Projects and Events

Project/Event Title	Executive Committee Jackets
Updates and Upcoming Plans	VP External and Community Affairs, Matthew Provost and I contacted various local companies (through emails and phone calls) who sell jackets and embroidery, so that we can have Executive Committee Jackets! Matthew also taught me how to write my

	first Briefing Note so that we can present that to the Executive Committee meeting.
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	5 hrs

Project/Event Title	Asian Heritage Month Event Planning
Updates and Upcoming Plans	I am currently working on an event for Asian Heritage Month! I've been communicating with students, staff, faculty and working slowly on getting this event hosted by the end of the month.
Relevant Strategic Priorities	Student Engagement Student Wellbeing
Total Time (Hrs)	4 hrs (ongoing)

Project/Event Title	MMIWG2S Statement
Updates and Upcoming Plans	The Executive Team and I worked collectively and researched on the MMIWG2S Statement.
Relevant Strategic Priorities	Student Wellbeing
Total Time (Hrs)	2 hrs

Project/Event Title	VP Events and Student Affairs Annual Plan
Updates and Upcoming Plans	I compiled my annual plan by referencing my platform, our by-laws, strategic priorities, people I would be working with, timelines, and what events I want to work on in the year.
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	5 hrs

Project/Event Title	VP Events and Student Affairs Executive Statement
Updates and Upcoming Plans	I worked on my Executive Statement as my first address to our SFSS Membership and my first release as VP Events and Student Affairs.
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	3 hrs

Project/Event Title	Executive Committee Collective Statement
Updates and Upcoming Plans	The Executives and I worked together to create our Collective Statement (our initial one we had set for the year)

Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	1 hr

Project/Event Title	April Month in Review
Updates and Upcoming Plans	I combed through April's Board of Director's Meeting Minutes (three of them) and compiled a list of information (important motions, discussion items, and highlights) to create the April Month in Review. And, put in the work order!
Relevant Strategic Priorities	Student Engagement Organizational Development
Total Time (Hrs)	4 hrs

Total Project and Events Hours	24 hrs
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Committee Chair Work

Committee Name	n/a
# of Meetings	
Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	0
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Administrative Work

Summary	Onboarding as the new VP Events & Student Affairs through fixing the email, Google Drive, calendar (cleaning up old documents, organizing), getting familiar with this! And, updating all my social media (Instagram, Facebook, Linked-In, created Twitter) to make sure that I am available and my work is transparent to the public.
Total Time (Hrs)	4 hrs

Summary	Emails! So many emails! And a lot of back and forth texting with the Executive Committee throughout every day! And, calendar scheduling, etc.
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	On average, I receive around 20 emails per day. I try to get back to them within 1-2 business days.
Total Time (Hrs)	$\sim 2 \text{ hrs per} \times 5 \text{ days} = 10 + 10 \text{ (second week)} = 20$ $.5 \text{ per} \times 2 \text{ weekend days} = 1 \text{ hr} + 1\text{hr (second week)} = 2 \text{ hr}$ $= \sim 22 \text{ hrs}$

Total Admin Hours	26 hrs
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VP Equity and Sustainability

Marie Haddad

Meeting Summary and Comments

Meeting, Date	Daily Executive Committee Check-In, 05-01-2021
Parties Attending	Executive Officers
Meeting Length (Hrs)	- 0.5 Hrs x 8 Check-Ins - = 4 Hrs
Reason	To know what everyone has planned for the day and where folks need support
Summary and Outcome	- Every day at 9 am (for about 30 minutes) the Execs meeting up to go over what we are doing during the day, how we can support each other, and any other important topics
Next Steps	

Meeting, Date	Campus Photos, SUB Tour, + First Day Meet-Up, 05-01-21
Parties Attending	Executive Officers
Meeting Length (Hrs)	4 hrs
Reason	
Summary and Outcome	- Took photos - Did a SUB tour - Went over the game plan for the first week as new Execs
Next Steps	Take up action items by filling in a doc about what I am aiming to do this year

Meeting, Date	Campaigns and Mobilizing Coordinator Conversation, 05-04-2021
Parties Attending	Execs: Gabe, Marie, Matt Others: Balqees Jama
Meeting Length (Hrs)	0.5 Hrs
Reason	- chatted about the hiring process and key considerations for the Campaigns and Mobilizing Coordinator
Summary and Outcome	- Took photos - Did a SUB tour - Went over the game plan for the first week as new Execs
Next Steps	- Gabe to reconnect with Matt and Mare regarding the progress being made with CUPE on the draft Job Descriptions for the position

Meeting, Date	AVP Conversation, 05-04-2021
Parties Attending	Gabe, Marie, Jocelle

Meeting Length (Hrs)	0.5 Hrs
Reason	AVP Recruitment
Summary and Outcome	Discussing with Jocelle what an AVP would do, what they would be up to, how they would support an Executive officer, and checked in on if Jocelle would be interested
Next Steps	Check-in later with Jocelle to see if she's interested

Meeting, Date	Council Orientation: Legal Responsibilities of Directors, 05-04-2021
Parties Attending	Members of Council, Kate Phillips (Society Lawyer and Session Facilitator)
Meeting Length (Hrs)	1.5 Hrs
Reason	Council Orientation Session
Summary and Outcome	- Presentation went into detail about our responsibilities as Directors of the Society, including: - Fiduciary duty - Conflict of Interest - Societies Act - University Act - etc
Next Steps	

Meeting, Date	Exec Committee Statement Development, 05-04-2021
Parties Attending	Exec Officers
Meeting Length (Hrs)	1 hour
Reason	Brainstorming and Development
Summary and Outcome	We discussed and started working on executive statements for public release. These statements are meant to show what projects and issues we want to work on in the SFSS this year.
Next Steps	Continue to develop my statement

Meeting, Date	Council Orientation: Society Governance, 05-04-2021
Parties Attending	Members of Council, Paul Finch (Treasurer, BCGEU)
Meeting Length (Hrs)	1.5 Hrs
Reason	Council Orientation Session
Summary and Outcome	- Presentation went into detail about how our Society's governing bodies interact with one another (i.e. Council, Committees, Executive Committee, Staff, etc).
Next Steps	

Meeting, Date	Council Orientation: By-Law Overview, 05.05.2021
Parties Attending	Members of Council Facilitator: Gabe Liosis

Meeting Length (Hrs)	3 Hrs
Reason	Council Orientation Session
Summary and Outcome	- Session went into thorough detail on the purpose of the SFSS By-Laws - Breakdown of major By-Law segments
Next Steps	

Meeting, Date	Consultation Call With Bakau Consulting, 05.05.2021
Parties Attending	SFSS: Marie Haddad, Gabe Liosis, Bakau: Oakley Ramprashad
Meeting Length (Hrs)	0.5 Hrs
Reason	Possible Council Developmental Sessions
Summary and Outcome	- Marie and I are planning for future Council Development Sessions and wanted to check out Bakau consulting - We pointed out some workshops that interested us
Next Steps	- They will send us a quote.

Meeting, Date	Council Orientation: Collective Agreement Overview, 05.05.2021
Parties Attending	Members of Council
Meeting Length (Hrs)	3 Hrs
Reason	Council Orientation Session
Summary and Outcome	- Session went into detail on the role of Labour Unions - Our Collective Agreement - What collective agreements are in general
Next Steps	

Meeting, Date	Council Orientation: Finances (Part 1), 05.06.2021
Parties Attending	Members of Council
Meeting Length (Hrs)	1.5 Hrs
Reason	Council Orientation Session
Summary and Outcome	- Training session went into detail about Society Finances
Next Steps	

Meeting, Date	Council Orientation: Robert's Rules of Order, 05.06.2021
Parties Attending	Members of Council Facilitator: Gabe Liosis
Meeting Length (Hrs)	3.0 Hrs
Reason	Council Orientation Session

Summary and Outcome	- Interactive Workshop split into two segments: - Breakdown of Robert's Rules - Mock Meeting
Next Steps	

Meeting, Date	Executive Committee, 05.07.2021
Parties Attending	Members of the Executive Committee Chair: Gabe Liosis
Meeting Length (Hrs)	2.75 Hrs
Reason	First Executive Committee Meeting
Summary and Outcome	<ul style="list-style-type: none"> ● Motions <ul style="list-style-type: none"> ○ Elected Jess Dela Cruz as Vice Chair ○ Appointed Corbett to organize Student At-Large recruitment for Committees ○ Appointed Jess Dela Cruz and Ayesha Khan to the Communications Coordinator Hiring Committee ○ Appointed Priyanka Dhesa as Associate VP University & Academic Affairs ○ Exec Merchandise ○ MMIWG2ST Statement of Support ● Discussion Items <ul style="list-style-type: none"> ○ Access for All Campaign ○ Executive Committee Annual Plan ○ Committee Annual Plans ○ Performing Arts Project ○ Campus Public Safety Initiative ○ Financial Audit
Next Steps	

Meeting, Date	Council Orientation: Finances (Part 2), 05.11.2021
Parties Attending	Members of Council
Meeting Length (Hrs)	1.5 Hrs
Reason	Council Orientation Session
Summary and Outcome	- Training session went into detail about Society Finances
Next Steps	

Meeting, Date	Executive Committee Task Delegating and Brainstorming Session, 05.11.2021
Parties Attending	Executive Officers
Meeting Length (Hrs)	1.0 Hrs
Reason	Reviewing Execs To-Do Lists and Delegating Any Upcoming/Ongoing Tasks
Summary and Outcome	We worked on our Executive Annual Plans as well as reviewed some areas of our Notion task tracker from last year. We updated people on tasks that still needed to be completed.

Next Steps	
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Meeting, Date	Council Orientation - SFPIRG and Anti-Oppression Overview, May 11th
Parties Attending	Council including Executive Officers, Kalamity (SFPIRG)
Meeting Length (Hrs)	3.0 Hrs
Reason	Council Orientation Session
Summary and Outcome	Kalamity went through an overview of Oppression, how it works, what causes it, and how varied it can be. A break-out session also involved groups going through a list of different kinds of oppressions and their descriptions, and we were tasked with talking about types that we knew about and didn't know about. We also discussed types of oppression that might be missed. We also talked about how in our role as Board members that setting policies can have on changing oppression (lessening it or increasing it)
Next Steps	

Meeting, Date	Executive Committee Annual Plan, 05.12.2021
Parties Attending	Executive Officers
Meeting Length (Hrs)	1.0 Hrs
Reason	Work together on Executive Committee Annual Plan
Summary and Outcome	Continued to work as a group on our executive plans.
Next Steps	

Meeting, Date	SOCA Meeting, 05.14.2021
Parties Attending	Members: Isaac Maulana, Samia Ishimwe, Mohamed Lofty Conde, Balqees Jama, Khalid Ali, Farah Messan, Janaye Majer, Nafoni Modi, Mugasha Rutega, Yasmin Mohamed, Linda Kanyamuna, Giovanni HoSang, Monique Leslie, Sophonie Priebe, Fegor Obuwoma, Takudzwa Marwendo, Asmaite Gebremichael, Hadeikaye Williams, Marie Haddad, Serena Bains Guests: Thamer Almaary (FIC Marketing Manager)
Meeting Length (Hrs)	3.0 Hrs
Reason	General Meeting
Summary and Outcome	<ul style="list-style-type: none"> - FIC Recruitment engagement - SFU Community Engagement on Personal Safety Steering Committee - Varsity Team Name Change - Follow up - SOCA's Achievements & Highlights of 2020 - 2021 - Summer Events Calendar - whats to plan - Virtual Clubs Day - Invitation to Sponsor SFPIRG's Transformative Justice 'Summer School' - Black Graduation
Next Steps	Continue following up with the Varsity Team Name Change

Meeting, Date	Inquiry into Action Reading Group, 05.13.2021
Parties Attending	Thomas Leischner, Student Attendees, Marie
Meeting Length (Hrs)	2.0 Hrs
Reason	Reading group series for developing a greater understanding of student power and practicing the skill sets needed to be an effective advocate for student needs within the Faculty of Science and SFU
Summary and Outcome	Introduction into the reading group
Next Steps	Go over reading for the next meeting

Total Meeting Hours	38.25 Hr
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Projects and Events

Project/Event Title	Executive Committee Annual Plan, 05.12.2021
Updates and Upcoming	Planning Strategic goals and priorities for the year as well as continuing initiatives, campaigns, and projects that have been ongoing in the last year - Consolidating information - Researching relevant information - Compiling relevant documents - Doing outreach to receive relevant information
Relevant Strategic Priorities	Community building and engagement, campaigns and advocacy
Total Time (Hrs)	8 hrs

Project/Event Title	Individual Executive Committee Statement
Updates and Upcoming	Completed during this session
Relevant Strategic Priorities	Work together on Executive Committee Annual Plan https://drive.google.com/file/d/1fU94MYNhNqtl7OVw3rPIYDp5Ajed1Foc/view
Total Time (Hrs)	2 hour

Project/Event Title	Executive Committee Collective Statement
Updates and Upcoming	- Completed during this session - Work order will be sent out tomorrow for the statement to be published on the SFSS website https://sfss.ca/wp-content/uploads/2021/05/Executive-Committee-Statement-3.pdf
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	1 hour

Project/Event Title	Missing & Murdered Indigenous Women and Girls Solidarity Statement
Updates and Upcoming	Worked with Matthew and Jess on the executive statement for MMIWG2S day of remembrance for May 5th. https://sfss.ca/sfss-statement-in-support-of-the-national-day-of-awareness-for-mmiwg2s/
Relevant Strategic Priorities	Reconciliation, Advocacy, Campaign
Total Time (Hrs)	5 Hr

Total Project and Events Hours	16 Hr
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Committee Chair Work

Committee Name	
# of Meetings	
Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	0 hr
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Administrative Work

Summary	Setting up Gmail and Google Calendar, Sending Intro and emails arranging orientation and developmental session/ responding, Work report, Writing a description for an SFSS News release + descriptions for social media for the MMIWG2S, Eid Al Fitr Celebration and Council Orientation, Research for the MMIWG2S statement, Preparing for Council orientation and executive meeting, filling out doc about the annual plan goals, preparing for meeting with Bakou (figuring out what workshops we would need/consulting)
Total Time (Hrs)	May 1st - 2 hours May 2nd - 1 hour May 3rd - 1 hour May 4th - 1 hour May 5th - 1 hour May 6th - 3 hours

	May 7th - 2 hours May 11th - 1 hour May 12th - 2 hours May 13th - 1 hour May 14th - 1 hour May 15th - 3 hours
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Total Admin Hours	19 hr
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Total Hours	73.25 hr
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