

SFSS EXECUTIVE OFFICERS WORK REPORTS

This report reflects the Board work from
May 16 - May 31, 2021

[President](#)

[VP Internal and Organizational Development](#)

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[VP Equity and Sustainability](#)

President
Gabe Liosis

Meeting Summary and Comments

Meeting, Date	Daily Check-Ins with the Executive Committee, Cumulative
Parties Attending	Members of the Executive Committee
Meeting Length (Hrs)	<ul style="list-style-type: none"> - 7 x 30 minute sessions - 1 x 1 hour session - 1 x 1 hour session (Check-"out" session) TOTAL = 5.5
Reason	The Executive Committee has Check-Ins every morning at 9:30am to discuss actions items and to-dos for the day.
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	Black Student Support Center Coordinator Onboarding Session, 05-17-2021
Parties Attending	Gabe Liosis (President), Araba Etrew (Black Student Support Center Coordinator)
Meeting Length (Hrs)	1.0
Reason	SFSS recently hired a Black Student Support Center Coordinator to provide support to SOCA (Students of Caribbean and African Ancestry).
Summary and Outcome	<ul style="list-style-type: none"> - As President and a Staff Liaison Officer, I helped onboard this new staff member into their role, including an overview of: <ul style="list-style-type: none"> - Reporting Structures - Folks who they'll be working collaboratively with - The work environment (work from home, Student Union Building) - "SFSS Governance 101" - The Student Union Building (Status, History, and Opening Plans)
Next Steps	<ul style="list-style-type: none"> - Send Araba Governance Diagrams

Meeting, Date	Gabe / Jennifer Discussion About the eSports MOU (memorandum of understanding), 05-17-2021
Parties Attending	Gabe Liosis (President), Jennifer Chou (former VP Student Life), Jess Dela Cruz (VP Events and Student Affairs)
Meeting Length (Hrs)	0.5
Reason	CUPE 3338 had a few questions about the intent of the eSports MOU. I set up this meeting with Jennifer to ask her those questions, as she was a major author of the MOU.
Summary and Outcome	<ul style="list-style-type: none"> - The main questions I had revolved around: <ul style="list-style-type: none"> - Responsibilities of the respect parties (SFSS v. eSports)

	- Staffing / Volunteers
Next Steps	- Bring back answers to CUPE

Meeting, Date	Ayesha / Gabe Convo Re: COVID-19 Staff Return to Work Survey, 05-17-2021
Parties Attending	Gabe Liosis (President), Ayesha Khan (Operations Organizer)
Meeting Length (Hrs)	0.5
Reason	Ayesha and I worked with the JHSC (Joint Health and Safety Committee) to develop a survey to take a "temperature check" of how our staff feel about a gradual return to in-person work. We called a meeting to discuss the survey results.
Summary and Outcome	<ul style="list-style-type: none"> - Based on the survey results, Ayesha and I developed a Gradual Return to Work Plan. - We discussed next steps in terms of methods of moving forward with approving this plan. <ul style="list-style-type: none"> - It needs approval from JHSC, then it will go to the Executive Committee for final approval.
Next Steps	<ul style="list-style-type: none"> - Obtain JHSC approval at its June 2nd meeting. <ul style="list-style-type: none"> - If it obtains JHSC approval, the next step is to obtain Executive Committee approval at its June 8th meeting.

Meeting, Date	Gabe / Ella Weekly Check-In, 05-18-2021
Parties Attending	Gabe Liosis (President), Corbett Gildersleve (VP Internal), Ella Droko (Board Organizer)
Meeting Length (Hrs)	1.0
Reason	This is the first Weekly Check-In that I had with Ella as the new Board Organizer!
Summary and Outcome	<ul style="list-style-type: none"> - Discussed topics: <ul style="list-style-type: none"> - Committee meetings (discussed what the Committees are, how she can provide support to execs at these meetings: <ul style="list-style-type: none"> - JOG - Student Affordability Project Working Group - SUB Opening Working Group - Strategic Planning - Upcoming Meetings: <ul style="list-style-type: none"> - Council - Executive Committee
Next Steps	N/A

Meeting, Date	Student Affordability Project (SAP) Working Group, 05-19-2021
Parties Attending	SFU: Tracey Mason-Innes (Exec. Dr., Student Affairs), Scott, Laya Behbahani (Dr. Student Experience Initiative), Jeff Derksen (Vice-Provost and Dean of Grad Studies) GSS: Ruben Munoz (Dr. External Relations), Reese (Dr. Academic Relations) SFSS: Gabe Liosis (President), Serena Bains (VP University and Academic Affairs)
Meeting Length (Hrs)	1.0
Reason	First SAP WG meeting of this elected term. This meeting was mainly an introductory

	meeting for new folks to the Committee.
Summary and Outcome	<ul style="list-style-type: none"> - Topics discussed: <ul style="list-style-type: none"> - Existing projects <ul style="list-style-type: none"> - Food insecurity - Financial predictability - Open Educational Resources (OER) and decreasing the cost of course materials - Potential new projects: <ul style="list-style-type: none"> - Affordable housing
Next Steps	<ul style="list-style-type: none"> - Tracey is going to connect with Elizabeth Elle (Vice-Provost and Associate Vice-President, Teaching and Learning) regarding establishing an OER Excellence Award for faculty who adopt OER in their classes.

Meeting, Date	Staff Retreat Planning Committee, 05-19-2021
Parties Attending	Gabe, Ayesha, Nancy, Dipti, Shelley, Ella, Julia
Meeting Length (Hrs)	0.75
Reason	First meeting of the Staff Retreat Planning Committee! There is a retreat for SFSS staff coming up soon, and this Committee is in charge of planning it.
Summary and Outcome	<ul style="list-style-type: none"> - Discussed structure of the retreat: <ul style="list-style-type: none"> - I.e. Full day retreats? Half day retreats? - What type of workshops will be conducted? - Should the Executive Committee be invited to portions of it?
Next Steps	N/A

Meeting, Date	SFSS Council, 05-19-2021
Parties Attending	Members of Council
Meeting Length (Hrs)	6.0
Reason	Regularly scheduled biweekly Council meeting. This was the first Council meeting of the 2021/2022 elected term!
Summary and Outcome	<ul style="list-style-type: none"> - Presentations <ul style="list-style-type: none"> - Israeli Colonization of Palestine - Genocide of Uyghur Peoples - Year End Presentation from 2020/21 Board of Directors - Black, Indigenous and People of Colour (BIPOC) Committee Exit Report 2021/2021 - Motions <ul style="list-style-type: none"> - SFSS Response to the Israeli Colonisation of Palestine (APPROVED UNANIMOUSLY) <ul style="list-style-type: none"> - Condemned the persecution of Palestinians by Israel - Committed to writing a statement - Support BDS movement - Struck a working group to work on the statement, develop an Issues Policy. - SFSS Response to the Genocide of the Uyghur Peoples (APPROVED UNANIMOUSLY) <ul style="list-style-type: none"> - Condemned the CCP's ongoing genocide of Uyghur Peoples

	<ul style="list-style-type: none"> - Committed to writing a statement - Drafting a finance policy to divest and boycott companies benefitting from Uyghur internment campus - Struck a working group to take these tasks on - Electing a Vice Chair of Council (APPROVED UNANIMOUSLY) <ul style="list-style-type: none"> - Appointed Devynn Butterworth as Vice Chair of Council for 2021/2022 elected term - Ratified Committee Appointments (APPROVED UNANIMOUSLY) <ul style="list-style-type: none"> - Council Committee elections were done via WebSurvey by members of Council. - We were ratifying those results at the meeting. - Filled Committee Seats that Had Vacancies (APPROVED UNANIMOUSLY) <ul style="list-style-type: none"> - After ratifying the Council Committee elections, there were still many vacant seats; so we held mini-elections during the meeting to fill those seats. - Time-Sensitive Inter-Fund Loan - Discussion Items <ul style="list-style-type: none"> - N/A - Discussion Items were postponed due to the meeting running late.
Next Steps	

Meeting, Date	Joint Operations Group (JOG) Prep Meeting, 05-20-2021
Parties Attending	Gabe Liosis (President), Ella Droko (Board Organizer), Serena Bains (VP University)
Meeting Length (Hrs)	0.5 Hrs
Reason	There was a JOG meeting on 05-20-2021. So, myself, Ella and Serena met for 30 minutes to make prep notes and prepare for the meeting.
Summary and Outcome	<ul style="list-style-type: none"> - Prepared by: <ul style="list-style-type: none"> - Making notes, with main questions, comments and talking points.
Next Steps	N/A

Meeting, Date	SFSS Staff Meeting, 05-20-2021
Parties Attending	Gabe Liosis (President) (Chair) SFSS Staff Members
Meeting Length (Hrs)	1.0
Reason	Regularly scheduled monthly staff meeting
Summary and Outcome	<ul style="list-style-type: none"> - Topics Discussed: <ul style="list-style-type: none"> - Meet & Greet + Introductions of Ella Droko, new SFSS Board Organizer - Staff Roundtable 2-minute updates - Shelley (Surrey Campus Coordinator) brought forward a concern regarding communications between staff and Council
Next Steps	<ul style="list-style-type: none"> - Organize a Working Group to determine the best ways to increase communication between staff and Council

Meeting, Date	Ayesha / Gabe Weekly Check-In, 05-20-2021
Parties Attending	Gabe Liosis (President), Ayesha Khan (Operations Organizer)
Meeting Length (Hrs)	0.5
Reason	Ayesha and I have a regularly scheduled weekly check-in on SFSS operations, as the Staff Liaison Officers of the Society
Summary and Outcome	<ul style="list-style-type: none"> - Topics Discussed: <ul style="list-style-type: none"> - Progress of Hiring Committees - IEC Hiring - Admin Assistants vacancies
Next Steps	

Meeting, Date	Joint Operations Group (JOG), 05-20-2021
Parties Attending	<p>SFU: Kathryn Verkerk (Registrar), Erin Biddlecombe (Sr. Dr. Office of the Vice Provost, Students & Int'l), Jeff Derksen (Vice Provost and Grad Dean), Melanie Brown (Dr. Pandemic & Post-Pandemic Planning), Laura Vajanto (Senior Director, Enterprise Risk & Resilience)</p> <p>SFSS: Gabe Liosis (President), Serena Bains (VP University), Marie Haddad (VP Equity), Ella Droko (Board Organizer)</p> <p>GSS: Ruben Munoz (Dr. External Relations), Reese (Dr. Academic Relations), Pierre Cenerelli (Exec. Dr. GSS)</p>
Meeting Length (Hrs)	1.5
Reason	Regularly Scheduled Monthly Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Notes from Meeting: <ul style="list-style-type: none"> - https://docs.google.com/document/d/10a9g-8RmiU3sZMWcVfotc/vpXKNtOeF98P9RqKaCweE/edit?usp=sharing - Topics Discussed: <ul style="list-style-type: none"> - Enrolment Update - Fall Return to Campus - P/Cr/Nc Grading Scheme Updates from Spring 2021 - Updates on EDI initiatives + VPPEI role
Next Steps	

Meeting, Date	Staff/Council/Exec Meet & Greet, 05-20-2021
Parties Attending	Members of Council, SFSS Staff
Meeting Length (Hrs)	1.0
Reason	Ayesha and Ella helped organize this Staff/Council "meet & greet" session to help build connections and to have fun with folks who had never met before!
Summary and Outcome	<ul style="list-style-type: none"> - We did a lot of fun stuff in breakout rooms, including: <ul style="list-style-type: none"> - Identifying commonalities between the people in a breakout room - Scavenger Hunts
Next Steps	N/A

Meeting, Date	CJSF Space Discussion, 05-20-2021
Parties Attending	SFSS: Gabe Liosis (President), Corbett Gildersleve (VP Internal), John Walsh (Building Manager) CJSF: Magnus, Robin
Meeting Length (Hrs)	0.5 Hrs
Reason	Discuss possibilities for Temporary Space for CJSF
Summary and Outcome	<ul style="list-style-type: none"> - We've been in back-and-forth discussions with CJSF for a while on where and how they are going to operate while they are being asked to leave their SFU-leased space. - End Result: <ul style="list-style-type: none"> - They are going to set-up for the meantime in their space in the SUB. - While renovations happen in that SUB space, they will operate out of their small space Downtown.
Next Steps	N/A

Meeting, Date	ISF / SFSS Club Meeting, 05-21-2021
Parties Attending	ISF Club Members Nancy, Jess, Melanie, Gabe
Meeting Length (Hrs)	1.0
Reason	<ul style="list-style-type: none"> - There was an issue ongoing between ISF club executives <ul style="list-style-type: none"> - This meeting was called to try and find a solution to the problem
Summary and Outcome	<ul style="list-style-type: none"> - I had to leave early so I am not 100% sure what the outcome of the meeting was, but check out Jess's work report! She'll have more info.
Next Steps	

Meeting, Date	Policy, Research, and Community Affairs Coordinator (PRCAC) Hiring Committee, 05-21-2021
Parties Attending	Employer Reps: Gabe Liosis (President), Corbett Gildersleve (VP Internal) Employee Reps: Shelley Durante (Surrey Campus Coordinator), Ricky (MSC)
Meeting Length (Hrs)	0.75 Hrs
Reason	First Hiring Committee Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Tasks for the meeting included: <ul style="list-style-type: none"> - Reviewing and finalizing the Job Description for the PRCAC - Deciding on a open date and a closing date for the Job Posting - Determine follow-up meeting dates
Next Steps	<ul style="list-style-type: none"> - Connect with Ayesha to create Job Posting

Meeting, Date	Gabe / Ella Weekly Check-In, 05-21-2021
Parties Attending	Gabe Liosis (President), Ella Droko (Board Organizer)

Meeting Length (Hrs)	0.5
Reason	Regularly Scheduled Weekly Check-In
Summary and Outcome	<ul style="list-style-type: none"> - Topics discussed: <ul style="list-style-type: none"> - Staff Meet & Greet - SUB Open Working Group plans - Other administrative stuff
Next Steps	

Meeting, Date	Executive Committee, 05-25-2021
Parties Attending	Members of the Executive Committee
Meeting Length (Hrs)	2.0
Reason	Regularly Scheduled Biweekly Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Updates <ul style="list-style-type: none"> - CJSF Temporary Space <ul style="list-style-type: none"> - Corbett gave an update on CJSF space situation: - came to an agreement that they would try to modify their current space and use Vancouver Studio when necessary and will use one office in the SUB. - New Business <ul style="list-style-type: none"> - Appointed Nim Basra as the Associate Vice-President External & Community Affairs (APPROVED UNANIMOUSLY) - Appointed Jess Dela Cruz and Marie Haddad to the Women's Center Assistant Hiring Committee (APPROVED UNANIMOUSLY) - Appointed Serena Bains to the Administrative Assistant Hiring Committee (APPROVED UNANIMOUSLY) - VP Finance and Services Task Delegation (APPROVED UNANIMOUSLY) <ul style="list-style-type: none"> - Delegated certain VPFS duties to the VP Internal because the VP Finance and Services is currently unable to complete certain time-sensitive tasks due to unexpected medical reasons - Discussion Items <ul style="list-style-type: none"> - SFU Co-Op <ul style="list-style-type: none"> - Corbett has been working with SFU to try and get Executive Committee members Co-Op recognition - He let Execs know to contact him if they wanted co-op recognition for this semester (or future semesters) - Member Services Annual Report <ul style="list-style-type: none"> - Need to know how things went last year to help with administrative and operational tasks. - Will ask for an annual report from all Member Services about how pandemic impacted this year compared to the year before, financial impacts, website analytics, etc. - Town Hall with Dr. Bonnie Henry for Post-Secondary Student Society Executives <ul style="list-style-type: none"> - Matthew received an email invitation looking for Student Union leaders to have up to 15 members to attend this town hall meeting and ask questions. - Most Execs will attend the townhall and work in the afternoon to create and submit questions - Colombia Protests

	<ul style="list-style-type: none"> - SFSS will put out a statement regarding this to amplify Colombian voices and show support. Serena reached out to Association of Latin American Students and other Colombian members to see and edit the statement. - Serena and Sarah will work to submit a motion to strike a working group at the next Council Meeting and ask Latin American Students and Colombian members to be part of the working group. - Update on Access for All <ul style="list-style-type: none"> - Serena reached out to various student societies to discuss how to support each other and what next steps to take on this. - Full plan to return to campus will be updated in June and effective in August so Serena suggested if members can help write a letter for Council and have individual student societies sign on it as it's time sensitive.
Next Steps	

Meeting, Date	Gabe / Ella Weekly Check In, 05-25-2021
Parties Attending	Gabe Liosis (President), Corbett Gildersleve (VP Internal), Ella Droko (Board Organizer)
Meeting Length (Hrs)	0.75
Reason	Regularly Scheduled Weekly Check-In with Board Organizer
Summary and Outcome	<ul style="list-style-type: none"> - Topics discussed: <ul style="list-style-type: none"> - SUB Working Group - Free Palestine and Uyghur Working Groups - Council Development Session - Sessions for planning: <ul style="list-style-type: none"> - How to be a Committee Chair - More RRO Practice (amendments) - Council documentation tracking - Improving Council online meetings
Next Steps	

Meeting, Date	Executive Committee Review of Tasks Lists + Ongoing Projects, 05-25-2021
Parties Attending	Members of the Executive Committee
Meeting Length (Hrs)	1.75
Reason	This meeting was called to collectively review and update the Executive Committee Notion.
Summary and Outcome	<ul style="list-style-type: none"> - Went through each To-Do point and Project one-by-one, each Exec gave an update, and checked tasks off on a as-needed basis
Next Steps	N/A

Meeting, Date	Welcome Day Shift, 05-26-2021
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Parties Attending	Gabe Liosis (President), Matthew Provost (VP External)
Meeting Length (Hrs)	1.5
Reason	SFSS Executive Committee Clubs Day Virtual Booth
Summary and Outcome	<ul style="list-style-type: none"> - Matt and I took the morning shift for Clubs Days. This included: <ul style="list-style-type: none"> - Chatting with students who came to visit our virtual booth - Telling folks about what the SFSS is and how they can get involved
Next Steps	N/A

Meeting, Date	Gabe / Ayesha Weekly Check-In, 05-26-2021
Parties Attending	Gabe Liosis (President), Ayesha Khan (Operations Organizer)
Meeting Length (Hrs)	0.5
Reason	Regularly scheduled operations check-in between President and Operations Organizer.
Summary and Outcome	<ul style="list-style-type: none"> - Topics Discussed: <ul style="list-style-type: none"> - Training for HR & Personnel Sub-Committee members - Ongoing Hiring Committees - Other Operations topics
Next Steps	N/A

Meeting, Date	Council Development Session, 05-26-2021
Parties Attending	Members of Council
Meeting Length (Hrs)	2.0
Reason	Regularly scheduled biweekly development session
Summary and Outcome	<ul style="list-style-type: none"> - Topics Discussed: <ul style="list-style-type: none"> - Staff Work Orders - Writing Motions - Cheq Reqs - Committees - There was a general Q&A at the end for any lingering questions about the role of Councillor, operations & governance processes, etc,
Next Steps	N/A

Meeting, Date	Working Conditions Committee, 05-27-2021
Parties Attending	Employer Reps: Gabe Liosis (President), Ayesha Khan (Operations Organizer) Employee Reps: Shelley Durant (Shop Steward), Fiona Lenfesty (CUPE Local 3338 President), Nancy Mah (CUPE VP)
Meeting Length (Hrs)	1.0
Reason	Regularly Scheduled Working Conditions Meeting

Summary and Outcome	<ul style="list-style-type: none"> - Topics discussed: <ul style="list-style-type: none"> - Confidential topics related to collective agreement bargaining - eSports MOU (Memorandum of Understanding) - Building Coordinators / Assistants Job Descriptions
Next Steps	

Meeting, Date	SUB Opening Working Group Prep Meeting, 05-27-2021
Parties Attending	Gabe Liosis (President), Marie Haddad (VP Equity), Jess Dela Cruz (VP Events), John Walsh (Building Manager), Ella Droko (Board Organizer)
Meeting Length (Hrs)	1.5
Reason	Creating a game plan for the SUB Opening Working group that was planned for 05-31-2021
Summary and Outcome	<ul style="list-style-type: none"> - Topics discussed: <ul style="list-style-type: none"> - Dividing up the work of the WG into sub-groups - Creating the agenda for the meeting
Next Steps	<ul style="list-style-type: none"> - Send agenda to Working Group members

Meeting, Date	SFPIRG / SFSS Introduction Meeting, 05-27-2021
Parties Attending	Members of the Executive Committee (SFSS), Gabby Doebeli (Director of Engagement)
Meeting Length (Hrs)	0.5 Hrs
Reason	Introductory meeting between Gabby (SFPIRG) and SFSS Executives!
Summary and Outcome	<ul style="list-style-type: none"> - We did: <ul style="list-style-type: none"> - Round Introductions - Gabby chatted about what SFPIRG does for students - A brief Q&A segment!
Next Steps	

Meeting, Date	Town Hall with Dr. Bonnie Henry for Post-secondary Student Leaders, 05-28-2021
Parties Attending	Online MS Teams Broadcast
Meeting Length (Hrs)	1.0
Reason	Student Society executives from across BC were invited to this town hall with Bonnie Henry, and were given an opportunity to submit questions to be answered.
Summary and Outcome	<ul style="list-style-type: none"> - SFSS submitted a TON of questions, and most of the questions asked were from SFSS. - See the video here: https://youtu.be/ikiW5NUHAmS
Next Steps	N/A

Meeting, Date	Gabe / Ella Weekly Check-In, 05-28-2021
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Parties Attending	Gabe Liosis (President), Ella Droko (Board Organizer)
Meeting Length (Hrs)	0.5
Reason	Regularly scheduled weekly check-in
Summary and Outcome	Regularly scheduled weekly check-in
Next Steps	N/A

Meeting, Date	Student Advocacy Coordinator Onboarding, 05-31-2021
Parties Attending	Gabe Liosis (President), Trish Everett (Student Advocacy Coordinator)
Meeting Length (Hrs)	1.0
Reason	We recently hired a new Student Advocacy Coordinator, so I took part in her onboarding.
Summary and Outcome	<ul style="list-style-type: none"> - Topics discussed: <ul style="list-style-type: none"> - SFSS Structure <ul style="list-style-type: none"> - Council/Exec - By-Law Review - Student Union Building - Work from home environment + gradual return to work - Overview of the position
Next Steps	<ul style="list-style-type: none"> - Send welcome email to Council/Exec

Meeting, Date	Gabe / Devynn Check-In, 05-31-2021
Parties Attending	Gabe Liosis (President), Devynn Butterworth (Vice Chair of Council)
Meeting Length (Hrs)	0.5
Reason	Devynn was elected Vice Chair of Council recently, so I set-up this meeting to go over a couple of items!
Summary and Outcome	<ul style="list-style-type: none"> - Topics discussed: <ul style="list-style-type: none"> - Setting up biweekly check-ins - Making Council meetings more efficient - Devynn's committee assignments
Next Steps	<ul style="list-style-type: none"> - Send a calendar invite for future check-ins

Meeting, Date	FNSA Members Meeting, 05-31-2021
Parties Attending	FNSA Members, Members of the Executive Committee
Meeting Length (Hrs)	1.0
Reason	Kali (FNSA) invited the Executive Committee to give a brief presentation on what our Execs roles are and what our goals for the year are.
Summary and Outcome	<ul style="list-style-type: none"> - We prepared a powerpoint for folks on what our positions are, what we do,

	how to contact us, and what our goals are for the year!
Next Steps	N/A

Total Meeting Hours	39
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Projects and Events

Project/Event Title	Kamloops Residential School Memorial
Updates and Upcoming Plans	Supporting in the set-up of the Kamloops Residential School Memorial in front of the Student Union Building
Relevant Strategic Priorities	N/A
Total Time (Hrs)	TOTAL = 5 Hrs

Total Project and Events Hours	5
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Committee Chair Work

Committee Name	Preparing for the Council Meeting on May 19th
# of Meetings	N/A
Total Time (Hrs)	- 3.0 - 6.5 - 1.75 TOTAL = 11.25
Summary	- Preparation includes: <ul style="list-style-type: none"> - Preparing for the Board of Directors end of year report that I was presenting! - Creating my Chair notes for all motions, discussion items, and presentations - Writing my portion of the "Report from the Executive Committee"
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	Preparing / Debriefing for Executive Committee Meeting on May 25th
# of Meetings	N/A
Total Time (Hrs)	- 0.5

	- 1.0 TOTAL = 1.5
Summary	- Prepared by: <ul style="list-style-type: none"> - Compiling agenda items - Reviewing the agenda + minutes before giving approval to Admin Assistants to send to Committee members
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	Preparing for Council Development Session
# of Meetings	N/A
Total Time (Hrs)	0.75
Summary	- Prepared for Council Development Session by: <ul style="list-style-type: none"> - Helping Corbett put together the Google Slides - Giving input on content
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Total Committee Hours	13.5
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Administrative Work

Summary	Emails
Total Time (Hrs)	- 1.5 - 1.5 - 1.0 - 1.5 TOTAL = 5.5

Summary	Work Report
Total Time (Hrs)	2.25

Total Admin Hours	7.75
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TOTAL HOURS = 65.5

VP Internal and Organizational Development

Corbett Gildersleve

Meeting Summary and Comments

Meeting, Date	Exec Daily Check-in/Check-out Sessions
Parties Attending	Execs
Meeting Length (Hrs)	5 x 0.5hr sessions 3 x 1 hr session 1 x 1.5 hr session
Reason	Daily Scrum
Summary and Outcome	We meet in the morning to discuss what work we did yesterday and work we plan to do today. We coordinate any joint tasks and review any past work that's tracked in our Notion. Sometimes we meet in the evening if the morning session can't happen due to an early morning event/meeting.
Next Steps	N/A

Meeting, Date	Onboarding - Araba, May 17th
Parties Attending	Me, Black Student Support Office Coordinator Araba
Meeting Length (Hrs)	1 hour
Reason	Onboarding
Summary and Outcome	I gave an introduction about my role, discussed her reasons for joining the SFSS, and an overview of the administrative and governance restructuring last year. We also reviewed the department's budget and discussed how it can be used.
Next Steps	N/A

Meeting, Date	VP Internal Projects Meeting, May 18th
Parties Attending	Me, Operations Organizer Ayesha Khan, Board Organizer Ella Droko
Meeting Length (Hrs)	1 hour
Reason	Review and Discuss VP IOD Projects
Summary and Outcome	We discussed some of the areas in my VP annual plan that would involve working with the Board and Operation Organizers. The three big areas: <ul style="list-style-type: none"> • Building on previous work by the Training Working Group in developing a training system for Council and committees • Centralizing and standardizing our record keeping and archiving system so that it's open and accessible to Council and students • Modernizing the SFSS with better software tools, training, and staff support

	for the SUB and the SFSS
Next Steps	I provided Ella with access to my VP Annual Plan, training working group documents, and other relevant material for review.

Meeting, Date	MSC Annual Report - Brainstorm, May 18th
Parties Attending	Myself, VP Events and Student Affairs Jess Dela Cruz, May 18th
Meeting Length (Hrs)	0.25 hours
Reason	Discuss and draft an annual report request
Summary and Outcome	<p>Jess and I want to request an annual report from the Member Services Coordinators. This will help not only Jess as chair of events and member services advisory committees but also the exec committee in overseeing the operational needs of the SFSS. We can also use some of the information from the report in an annual report.</p> <p>We brainstormed items we would like to see reported on including:</p> <ul style="list-style-type: none"> ● Overview of the year ● How the pandemic impacted their department, services, and students they served ● Any metrics and analytics such as grant requests, grant amounts, number of events, types of events, etc.
Next Steps	We will present this as part of a discussion at the upcoming exec committee meeting

Meeting, Date	Council, May 19th
Parties Attending	Myself, Council, Operations Organizer Ayesha Khan, Board Organizer Ella Droko
Meeting Length (Hrs)	6 hours
Reason	Scheduled Council Meeting
Summary and Outcome	<p>This was the first Council meeting of the new Council. We had a very packed agenda with major motions and discussions. We weren't able to get to many of the discussion items and had to extend the meeting a number of times to get through the motions.</p> <p>Presentations:</p> <ul style="list-style-type: none"> ● Israel Colonisation of Palestine ● Genocide of the Uyghur Peoples ● 2020/2021 Board Year-end Presentation ● 2020/2021 BIPOC Committee Exit Report <p>Motions:</p> <ul style="list-style-type: none"> ● Passed the SFSS Response to Israeli Colonisation of Palestine ● Passed the SFSS Response to the Genocide of the Uyghur People ● Elected a vice chair of Council ● Passed various committee appointments ● Passed a time-sensitive motion to loan the operating fund \$200,000 from the Space Expansion Fund to cover some operating costs while we wait for SFSS membership fees to be submitted from SFU <p>All other motions and discussion were postponed</p>
Next Steps	Next meeting will be on June 2nd

Meeting, Date	Staff, Council, and Exec Meeting and Greet, May 20th
Parties Attending	Staff and Council
Meeting Length (Hrs)	1 hour
Reason	Getting to know each other
Summary and Outcome	We had a meet and greet where we did rotating breakout groups to learn more about each other with icebreakers.
Next Steps	N/A

Meeting, Date	CJSF Space Discussion, May 20th
Parties Attending	Myself, President Gabe Liosis, Building Manager John Walsh, CJSF Manager Magnus Thyvold
Meeting Length (Hrs)	0.50hrs
Reason	Discuss CJSF Space Needs
Summary and Outcome	<p>We received an update from CJSF about their request for temporary space with SFU and recapped what we were able to offer as well. SFSS-offered space was inaccessible or too expensive to retrofit (Forum Chambers and Undergrounds), and SFU had no space to give them.</p> <p>CJSF decided to use the SUB suite they've been allocated and retrofit their current desks/furniture, etc. until they were ready to fully renovate their space. They'd then use a combination of a single office in the SUB and a vancouver studio they rent.</p>
Next Steps	CJSF will work with John to get key access to start moving into their space in the SUB

Meeting, Date	Hiring Committee - PRCACC, May 21st
Parties Attending	Myself, President Gabel Liosis, MSC Surrey Shelley Durante, MSC Clubs Ricky Che
Meeting Length (Hrs)	0.5 hours
Reason	Review and Approve the Job Description
Summary and Outcome	We reviewed the JD for the Policy, Research, and Community Affairs Coordinator. We fixed a few issues and added additional language to flesh out the role.
Next Steps	With the JD approved, it goes to the Operations Organizer and Comms Department to go public.

Meeting, Date	Executive Committee, May 25th
Parties Attending	Execs, Board Organizer Ella Droko, Operations Organizer Ayesha Khan, Student-At-Large Nim Basra
Meeting Length (Hrs)	2 hours

Reason	Scheduled Meeting
Summary and Outcome	<p>We appointed another Associate Vice President, gave me temporary delegated authority to handle VP Finance and Services work around signing authority to help while Almas is unavailable.</p> <p>We appointed executives to the Women Center Assistant's hiring committee. I also gave an update on the CSJF Space needs. We also received updates on the Access for All campaign.</p> <p>We discussed a meeting I had with SFU Coop around recognizing executive roles as coops if the student wants it. This would benefit students who don't have many coop opportunities in their program, need to maintain full-time status (international students and scholarships students), etc.</p> <p>Jess and I talked about requesting an MSC annual report to help us with our AGM annual report and Exec's operations oversight.</p> <p>Matt let us know about an opportunity to attend a QA town hall with Dr. Bonnie Henry. We need to submit questions ahead of time.</p> <p>SFSS will put out a statement regarding the columbia protests and amplifying Columbian student voices. Serena reached out to the Latin American Students Association and other Columbia students to see and edit a statement. Sara (World Lit Councillor and from Columbia) will work with Serena to submit a motion and strike a working group..</p>
Next Steps	.N/A

Meeting, Date	Club Days, May 26th
Parties Attending	Myself, VP External Matt Provost, VP ESA Jess Dela Cruz
Meeting Length (Hrs)	3 hours
Reason	Cover the Exec Committee Booth
Summary and Outcome	Cover the booth and answer questions from students
Next Steps	N/A

Meeting, Date	Dev Session Prep, May 26th
Parties Attending	Myself, President Gabe Liosis
Meeting Length (Hrs)	0.75 hours
Reason	Finalize the dev session presentation
Summary and Outcome	Worked with Gabe to finish and review the power point presentation on the "How To Council" dev session at 4:30pm
Next Steps	N/A

Meeting, Date	Council Dev Session, May 26th
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Parties Attending	Myself, Council
Meeting Length (Hrs)	2 hours
Reason	Scheduled Dev Session
Summary and Outcome	Gabe and I went through a "How to Council" development session that focused on a number of practical items and actions a councillor might do in their role. Some examples are filling out cheque reqs, submitting work orders, drafting briefing notes, drafting motions, understanding committee budgets and line items, etc.
Next Steps	Send out to Council the recording of the session once it's available

Meeting, Date	Studentcare Stakeholder Meeting, May 27th
Parties Attending	Myself, other student leaders from Canadian student unions
Meeting Length (Hrs)	5.5 hrs
Reason	Learn about Studentcare services and network with student leaders
Summary and Outcome	<p>There were three information sessions/workshops:</p> <ul style="list-style-type: none"> ● Studentcare legal services ● Studentcare's new nonprofit group ● Student leadership training <p>There were also a few networking sessions with various round tables.</p> <p>Overall it was an okay event. I took detailed notes and shared them with the Council afterwards. It was a free event, so there was no cost to the SFSS</p>
Next Steps	Write a formal report and submit it to Council

Meeting, Date	SFPIRG Introduction, May 27th
Parties Attending	SFSS Execs, SFPIRG Engagement Staff
Meeting Length (Hrs)	0.5 hours
Reason	Intro to SFPIRG
Summary and Outcome	We learned about SFPIRG, their programs, and opportunities for shared activities. I offered to help them with any operational or financial means to help reduce their costs like I had done with the SFSS.
Next Steps	Reach out to SFPIRG about providing some financial and operational cost saving advice

Meeting, Date	Town Hall with Dr. Bonnie Henry for Post Secondary Student Societies, May 28th
Parties Attending	Execs and other student society execs in BC
Meeting Length (Hrs)	1 hour
Reason	QA about the provincial health and return to school in the fall

Summary and Outcome	We submitted a number of questions to the QA and they were all read out. We learned about the province's plans for the fall term and they answered various questions.
Next Steps	N/A

Meeting, Date	Indigenous Memorial, May 31st
Parties Attending	Myself, President Gabe Liosis, VP ESA Jess Dela Cruz, VP ECA Matt Provost, VP ESC Marie Haddad, FNSA Treasurer Kali Steirle, FNSA Councillor Kieanna
Meeting Length (Hrs)	0.75
Reason	Memorial service for the 215 children found in a mass grave in the Kamloops Residential School
Summary and Outcome	I attended the memorial service to honor the 215 nameless children found in a mass grave at the Kamloops Residential School. VP ECA Matt Provost and invited drummers spoke, drummed, and sang songs in memory.
Next Steps	N/A

Meeting, Date	Orientation - Trish, May 31st
Parties Attending	Myself, Trish Everett
Meeting Length (Hrs)	1 hour
Reason	Onboarding of Trish Everett
Summary and Outcome	I provided an orientation to Trish, Student Advocacy Coordinator, about my role, the changes to the SFSS over the last year, the creation of her position, and areas that they might serve as an advocate for students. She also asked about the historical relationships between the SFSS and other groups on campus.
Next Steps	N/A

Meeting, Date	FNSA Membership Meeting, May 31st
Parties Attending	Execs, FNSA Board Members
Meeting Length (Hrs)	1.25 hrs
Reason	Invited to present to FNSA
Summary and Outcome	Execs presented to FNSA about our role, our plans for the year, and the work we have done so far. I stayed afterwards and provided advice and support for the new FNSA Councillor who was elected at that meeting.
Next Steps	Send the FNSA Councillor the forms they need to fill out. I cc'd relevant staff as well.

Total Meeting Hours	36.5
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Projects and Events

Project/Event Title	Council Selection Process
Updates and Upcoming Plans	<p>This project involved developing the process to select councillors for each seat. I worked with the comms assistant who developed the jotform giving people the opportunity to motivate/apply for each committee they were interested in. All councillors are required to sit on at least one committee as per our bylaws.</p> <p>Motivations were compiled and used to develop a websurvey for council members to vote for who should be selected for each committee, but only for the competitive committees. Some were filled up, some had vacancies.</p> <p>Afterwards, I developed a report for Council as part of the motion to appoint members to the committees.</p>
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	(Hours are included in the admin section)

Project/Event Title	Council Registration
Updates and Upcoming Plans	<p>Every year the SFSS has to file a form when the directors of the Society change. This process is a bit different due to the new Council structure as there are many more people to register. Forms were not fully centralized, so the process was slow. Additionally, due to lack of a full-time coordinator, the work was mostly handled by a part-time staff member. This slowed down the communication and completion of the task. Finally, the online portal provided by the government does not allow for batch uploads of directors information for registering. Because of this, each name, address, etc. has to be manually entered.</p>
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	(Hours are included in the admin section)

Total Project and Events Hours	N/A
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Committee Chair Work

Committee Name	N/A
# of Meetings	
Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic	

Priorities:	
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Total Committee Hours	0
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Administrative Work

Summary	Preparing / Debriefing from the Student Union Building Open Working Group
Total Time (Hrs)	1.0

Summary	<p>May 17th Committee selection process, coordinated responding to the auditor to start the audit process, prepped for the Council Dev session and answered finance-related emails. Additionally, I drafted an email to the lawyer about a conflict between our bylaws and policies as it related to interfund loans between restricted funds.</p>
Total Time (Hrs)	4 hrs

Summary	<p>May 18th Worked on emails, drafted documents for my meeting with the Board and Operation Organizers. Worked on the Council selection process with Julia (Comms assistant). Reviewed FP-11 Accessibility Fund to see if external organizations could request grant funding.</p> <p>Continued to work on the Committee Selection Process.. Also developed the briefing note for the Space Expansion Fund to Operations Fund interfund loan for the upcoming Council meeting.</p> <p>Created the Council Motivation doc for each committee being voted on, developed the websurvey, had the President review for errors (fixed the ones caught), and sent out the email and discord notification.</p>
Total Time (Hrs)	2 hours 2 hours 2.5 hours

Summary	<p>May 19th Council selection process work (compiling the results and drafting a report for Council). Answering emails.</p> <p>Talked with John about the CJSF Meeting tomorrow and the Esports MOU. Also tried to set up livestreaming for the Council meeting. Worked with Julia, Gabe, Weichun Kua (Board alumni). Julia and I could not get ours to work, each for different reasons. Weichun was able to get it to work.</p>
Total Time (Hrs)	5 hours

Summary	<p>May 21st Worked on Audit Prep (tracking down minutes, registering the bank confirmations, gathering other relevant documents). Worked with Julia around Council Info Updates</p>
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	for the website
Total Time (Hrs)	4 hours

Summary	May 25th Caught up on VPIOD emails including bank signing transfers, audit and payroll (delegated authority by the Executive Committee)
Total Time (Hrs)	1 hour

Summary	May 26th Compiling audit records, coordinate a cheque pick up with VCIM (investment plan), compiling and submitting bank signing authority change over records, working on the Council Dev Session Materials
Total Time (Hrs)	2 hours

Summary	May 28th "Catch up day" where I caught up on emails, updated tracking spreadsheets, and other small administrative tasks that had piled up throughout the week.
Total Time (Hrs)	6 hours

Summary	May 31st Council Registration (coordinating the compilation of Council documents, transferring information into a spreadsheet, sending that to various staff, answering emails about the process) Also created three cheque reqs for 3 SUB invoices.
Total Time (Hrs)	3.5 hours

Summary	Email Stats Sent/Received around 190 emails in this period.
Total Time (Hrs)	N/A

Total Admin Hours	33
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TOTAL HOURS = 69.5

VP Finance and Services
Almas Kaur Phangura

Meeting Summary and Comments

Meeting, Date	*Almas is on a leave of absence for this period*
Parties Attending	
Meeting Length (Hrs)	
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	
Parties Attending	
Meeting Length (Hrs)	
Reason	
Summary and Outcome	
Next Steps	

Total Meeting Hours	
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Projects and Events

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

Project/Event Title	
Updates and Upcoming Plans	

Relevant Strategic Priorities	
Total Time (Hrs)	

Total Project and Events Hours	
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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	
Total Time (Hrs)	

Total Admin Hours	
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VP University and Academic Affairs
Serena Bains

Meeting Summary and Comments

Meeting, Date	Daily Executive Committee Check-In, May 17th 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">- Reach out to faculty association- Agenda items for Executive Committee meeting- Issues policies- Upload headshot

Meeting, Date	Debrief for the day, May 17th from 8:00PM - 8:30PM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	0.5 Hours
Reason	To debrief what everyone worked on today and to discuss any areas where folks may need help
Summary and Outcome	<ul style="list-style-type: none">- Asking how everyone's day went- The importance of communication when you can't meet an obligation you volunteered for
Next Steps	<ul style="list-style-type: none">- Contact councillors

Meeting, Date	Daily Executive Committee Check-In + Notion, May 18th from 9:00AM - 10:00AM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	1 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 everyone's day yesterday?- What are they planning on working on today?- Who has applied for what committee- Going over if yesterday's action items were completed
Next Steps	<ul style="list-style-type: none">- Prepare for Council meeting tomorrow- Contact councillors

Meeting, Date	SFSS x Embark Food Hub Program Meeting, May 18th from 10:00AM - 10:30AM
Parties Attending	Serena Bains, Melisa Tang Choy, Ali White
Meeting Length (Hrs)	0.5 Hours
Reason	To discuss EMBARK's involvement in the Food Hub
Summary and Outcome	<ul style="list-style-type: none"> - Tara was looking to get the Food Hub started - Embark partnered with the Food Rescue Program - Operated more as a food pantry program - Need greater space on campus, mostly due to the pandemic though - People don't have to register for food rescue, which is less stigmatizing - Partnership with the Burnaby Neighbourhood, may require some form of stats - Food insecure is very loaded language - SFSS had a food bank in the past, which died out because a lot of students felt uncomfortable - Surrey and Vancouver have no kitchen space - Re-starting Food rescue program in June 3rd at the learning gardens from 1-3
Next Steps	<ul style="list-style-type: none"> - Keep in touch with Embark as their food rescue program starts in June

Meeting, Date	AC 2021/2022 Introductory Meeting, May 18th from 1:00PM - 1:30PM
Parties Attending	Serena Bains, Brianna Price
Meeting Length (Hrs)	0.5 Hours
Reason	To discuss what the priorities for the AC are and what to prepare for the first meeting of the term
Summary and Outcome	<ul style="list-style-type: none"> - Subsidize people getting properly fitted wheelchairs and walkers - SUB Audit, when are flying people out? How to get that process started? - Vendor list, supplies list, needs to be looked over by the AC - New accessibility grant process is basically done, just needs to be made screen reader friendly and plain language translation <ul style="list-style-type: none"> - Someone wants CART to be covered, the form is submitted to Brianna, is approved, Brianna submits a cheq req, if we have a vendor list the organization will bill the SFSS instead of students - Proposal for a consultation program, where folks can consult with people with lived experience, a way to pay people for consulting on accessibility <ul style="list-style-type: none"> - People would be paid an honorarium out of the Accessibility fund, approximately \$300 per half a day of consultation - Screen readers downloads are blocked by SFU, IT says they don't do that but it's something they should - Events checklist is pretty much done, just needs a look over and to be put in plain language - The legal distinction of a bursary can't go through SFU, so it would have to go through the SFSS and that would involve a bunch of legal considerations - Accessibility Coordinator job description, whose job description includes attending AC meetings? <ul style="list-style-type: none"> - Also needs to manage the DNA space - Managing any projects that are currently active - Needs to clearly define the distinction between the assistant and the coordinator - Who manages accessibility issues on campus?
Next Steps	<ul style="list-style-type: none"> - Do the next steps for the AC project outlined in the annual plan

	<ul style="list-style-type: none"> - Provide Brianna resources for making resources screen reader friendly - Brianna can put together a presentation regarding what's ongoing for the first AC meeting of the term - Tell Gabe to provide Brianna permissions to the Council Discord
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Meeting, Date	Tara / Serena Pilot Food Hub Project Follow-up, May 18th from 2:00PM - 2:30PM
Parties Attending	Serena Bains, Tara Flynn
Meeting Length (Hrs)	0.5 Hours
Reason	To gain some further information about the Food Hub and how it operated in the past
Summary and Outcome	<ul style="list-style-type: none"> - Partners are upset because they weren't recognized as funding the project - Knowing when you acknowledge partners publically - Everything has to come through Tara, to repair relationships as the way the SFSS conducted the Food Hub last year ignored the relationships - The reason Tara approached the SFSS is that Tara needed the space to operate the Food Hub - The Office of Community engagement was never mentioned either - There was never a debrief on the project - Regular communication needed, there were months where Tara didn't hear from the SFSS - Funding has been reduced <ul style="list-style-type: none"> - What happened last term was that grocery cards were given out - Tara prefers the physical hub, as it's better value - SFSS provided the sign up system because we have access to our members - Tara handled the website, registration and information - Each week we would serve folks depending on how many people were coming - Tara and an assistant worked on it last term alone - A lot of money from other grants were provided - Burnaby Neighbourhood House, United Way, - Misccommunications with The Peak, Embark and all university partners need to be careful about how they discuss these problems - Need to have the same message on food security and continue clear messaging - Tara's priority for the next iteration is a centralized point of communication, based on the University of Guelph's model - 60-70% of students who accessed the Food Hub last term were international students and we need to prioritize this population - Tara always needs a community partner when creating initiatives - Including culturally safe foods and recipe cards - Food bank is not a solution for Tara, it's more of a stop gap - \$10,000 is the next round of funding, which won't take us far - How to use the kitchen for cooking classes, etc.
Next Steps	<ul style="list-style-type: none"> - Tara will ask Simone if they need a formal apology - Loop Matt in to this conversation - Send Tara - More regular meetings, monthly? - Create a communications brief, how do centralized communications happen - Burnaby Food Hub Collaborative (NEW NAME) - Set up a meeting - What will SUB look like in the Summer, can we hand out food from the SUB? - Start conversation about location

Meeting, Date	Daily Executive Committee Check-In, May 19th 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? - What does folks Summer semester look like?
Next Steps	<ul style="list-style-type: none"> - Complete voting for committees - Prepare for Council meeting

Meeting, Date	Student Affordability Working Group Meeting, May 19th from 10:00AM - 11:00AM
Parties Attending	Tracey Mason-Innes, Pierre Cenerelli, Melissa Lee, Gabe Liosis, Sid Mehta, Laya Behbahani, Scott Penney, Roxanne Panchasi, Reese Muntean, Emmanuel Naidoo, Hafsa Sadiq, Serena Bains
Meeting Length (Hrs)	1 Hours
Reason	To discuss all non-tuition related topics to do with affordability
Summary and Outcome	<ul style="list-style-type: none"> - Teaching awards for OER, Gabe and Tracey will meet with Elizabeth Elle - UBC has a similar program that provides OER awards to faculty and staff - Could invite financial aid and awards to the next meeting - How do we increase student employment opportunities? - Getting a university wide strategic plan on affordability - Laya will be doing an audit of the resources currently available - Can invite Senate and Board of Governors to seriously consider tuition issues since that is outside of this working group's scope - Financial calculator is being created and resources that will be provided through Canvas - GPA requirements are the same as pre-COVID for financial aid and awards, which is causing issues for students
Next Steps	<ul style="list-style-type: none"> - Tracey will reach out to Elizabeth Elle

Meeting, Date	Council meeting, May 19th from 4:30PM - 10:30PM
Parties Attending	Council members, SFSS staff
Meeting Length (Hrs)	6 Hours
Reason	To discuss any motions and discussion items regarding the SFSS and the community
Summary and Outcome	<ul style="list-style-type: none"> - Consent agenda - Presentations on the Israeli colonization of Palestine - Presentation on the genocide of the Uyghur peoples - Motion on the SFSS response to the genocide of the Uyghur peoples carried as amended unanimously - Year end presentation from the 2020/2021 Board of Directors - Presentation from the BIPOC Committee - Motion on the SFSS response to the Israeli colonization of Palestine carried - Appointed folks to each committee - Elected Devynn Butterworth as Council Vice-Chair

	<ul style="list-style-type: none"> - Motion on time sensitive interfund loan carried unanimously
Next Steps	<ul style="list-style-type: none"> - Make sure Councillors know amendments - Build relationships with Councillors - Reach out to folks to ask if they'd like to continue as at-large members for AC and UAA

Meeting, Date	JOG Prep Meeting, May 20th from 10:30AM - 11:00AM
Parties Attending	Gabe Liosis, Emmanuela (Ella) Droko, Serena Bains
Meeting Length (Hrs)	0.5 Hours
Reason	To prepare for JOG meeting and coming up with questions
Summary and Outcome	<ul style="list-style-type: none"> - SFSS Updates - Enrolment updates and financial implications - Fall return to campus - Pass/no credit/credit grading scheme - Updates on EDI initiatives and the VPPEI role - AOB
Next Steps	<ul style="list-style-type: none"> - Ask questions outlined in the document at JOG

Meeting, Date	ToSS SFU meeting, May 20th from 11:00AM - 12:30PM
Parties Attending	Serena Bains, Rahil Adeli, Gabby Doebeli, Hafsa Sadiq, Mona Mehdizadeh, Hannah Male, Reese Muntean, Ruben Munoz
Meeting Length (Hrs)	1.5 hours
Reason	To discuss topics of mutual interest between the student societies
Summary and Outcome	<ul style="list-style-type: none"> - Updates from the SFSS, GSS, TSSU, SFPIRG <ul style="list-style-type: none"> - SFSS: working on strategic planning, new governance structure, training - GSS: working on the contract worker justice campaign, bullying and harassment talks with GPS, not raising fees - TSSU: RA bargaining updates, starting campaign for RA bargaining, general membership has passed a motion to increase dues, worried about a safe return to campus, working on international students issues - SFPIRG: training new board, transformative justice Summer school, signed sublease with SFSS - Gabby will bring this to the SFPIRG staff team - Reach out to CUPE - Mona had a meeting with Joy Johnson and the VP Academic, it seemed like there wasn't a plan - SFU has thirteen committees on the return back to campus, but TSSU, SFSS, GSS has no representation on these - "People may not feel safe -> people may feel this way, but it's not because they are unsafe" what SFU said - Is it not possible to use the recorded lectures from the past semesters to supplement in-person courses? - SFU is considering a hybrid option for staff, but not students - Concerns that students on a study permit that they may not be allowed to take online courses only, as this exception was only made during the pandemic

	<ul style="list-style-type: none"> - How are our student societies going to be supporting students during the return to campus? - TSSU RA Bargaining Updates and Outreach <ul style="list-style-type: none"> - Bargaining was scheduled for yesterday, but cancelled - Monetary aspects to be discussed soon - Hope to reach tentative agreement by the end of Summer - Deadline is November and will move into arbitration after this point - International students advocacy office <ul style="list-style-type: none"> - UBC, SFU, Capilano, UVIC are all engaged - Lots of work needs to be done, staff needs to be hired - Contract workers justice <ul style="list-style-type: none"> - Meeting with Joy Johnson didn't go well, basically got shut down - After the meeting received an email that said SFU was looking to hire in house contracts - Looking to ramp up the campaign in the Summer, ready to engage students on campus in the Fall - Set of demands needs to be created
Next Steps	<ul style="list-style-type: none"> - Send Hafsa a list of contacts (from SFU only?) - Ruben will reach out with UBC contacts

Meeting, Date	JOG Meeting, May 20th from 1:00PM - 2:30PM
Parties Attending	Serena Bains, Thersea, Erin Biddlecombe, Tracey Mason-Innes, Kathryn Verkerk, Marie Haddad, Ruben Munoz, Emmanuela Droko, Pierre Cenerelli, Reese Muntean, Chrysmo Thompson
Meeting Length (Hrs)	1.5 hours
Reason	To discuss items that are related the university as a whole
Summary and Outcome	<ul style="list-style-type: none"> - Updates from the SFSS and GSS - New undergraduate student enrollment <ul style="list-style-type: none"> - 24% increase across B.C. - Increase in confirmation across most faculties - Both domestic and international - Laura Vajanto and Melanie Brown re: return to campus <ul style="list-style-type: none"> - Full plan is going to be released sometime in June - Where those plans will go into effect in August - Next week an announcement will be made out of the VPA office regarding what density will look like - There is a working group being created that will look at what accommodations will have to be made - Erin said the terms of reference for the working group is being created and that it wouldn't make sense to exclude student groups - Erin doesn't know if students will need documentation to receive accommodations in the Fall, but Tracey is looking to remove sick notes and implement better practices in the Fall - Online options: <ul style="list-style-type: none"> - Courses with a high frequency of international students - Bottleneck courses, necessary for graduation - Remote instruction has increased enrollment - Hybrid options are not mandatory - Are encouraging profs to record and engage online as much as possible - Should revisit hybrid model because providing online as an option often just falls on the students - If a graduate student is taking a course necessary for graduation, will they be forced to delay graduation?

	<ul style="list-style-type: none"> - Will work with individual programs to address these issues - Disappointed that this return to campus is so rushed, lacks consultation, etc. - 2108 students opted into the elective grade system for at least one course - 76% of students received a pass grade - Looking to extend the pilot program to at least April - Withdrawal deadline will be extended to week 8 - VPPEI currently contacting potential applicants - President Johnson will be announcing an advisor the president on anti-racism - EDI Council has 200+ applicants - EDI specialist selection process, interviews happening next week
Next Steps	<ul style="list-style-type: none"> - Erin will share the terms of reference - Contact laura_vajanto@sfu.ca, melanie_brown@sfu.ca

Meeting, Date	PSU Executive Meeting, May 20th from 8:00PM - 8:30PM
Parties Attending	Serena Bains, Brianna Malott, Rachel Lu, Alisa Kandikova, Juliet Fowler, Anthony Jiang, Adriana K, Alyssa Victorino, Anurada Amarasekera, Angelica Minoza, Hilary Tsui, Aislynn Sharrock, Tiffany Liu, Judit
Meeting Length (Hrs)	0.5 hours
Reason	To discuss the Access for All campaign
Summary and Outcome	<ul style="list-style-type: none"> - Overview of the campaign - No protections for folks who are undergoing cancer treatment - PSU supports the campaign and would be willing to amplify it in the future
Next Steps	<ul style="list-style-type: none"> - Add the recommendation of protections for folks undergoing cancer treatment

Meeting, Date	Daily Executive Committee Check-In, May 21st 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? - Would a workshop on how to be committee chair be helpful?
Next Steps	<ul style="list-style-type: none"> - Follow-up with Councillors

Meeting, Date	(A)VP UAA Weekly Check-In, May 21st from 1:00PM - 1:30PM
Parties Attending	Serena Bains, Priyanka Dhesa
Meeting Length (Hrs)	0.5 hours
Reason	To check-in on what initiatives Priyanka is interested on working on and answering questions
Summary and Outcome	<ul style="list-style-type: none"> - Priyanka is interested in working on the following items:

	<ul style="list-style-type: none"> - WE - Burnaby Mountain Gondola - Accessibility Bursary - More accessible bursaries - Access for All campaign
Next Steps	- Send Priyanka a brief overview of each topic and next steps as well

Meeting, Date	SA Healing Space Feedback with SFSS, May 25th from 9:00AM - 9:30AM
Parties Attending	Sabdanaa Jeyakumaran, Jash Hans, Serena Bains
Meeting Length (Hrs)	0.5 hours
Reason	To discuss any recommendations or feedback for the South Asian Diaspora Community Healing Space
Summary and Outcome	<ul style="list-style-type: none"> - Having the group occur at a time that is available for international students - The group is open to SFU and FIC students - Promoting the group through social media - Don't know how many folks are registered at this time - Will send promotion materials to share - Can't have the group in other languages as it may exclude folks, folks who need services in other languages are referred to MySSP
Next Steps	<ul style="list-style-type: none"> - Share promotions for the group on social media - Send in work order to promote group

Meeting, Date	Daily Executive Committee Check-In, May 25th from 9:30AM - 10:00AM
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"> - Discussing Notion items from the past week - What people worked on last week - What people are working on today
Next Steps	- Send check-in to the group chat

Meeting, Date	Executive Committee Meeting, May 25th from 10:00AM - 12:00PM
Parties Attending	Executive Committee Members, Emmanuela (Ella) Droko, Joseph A., Priyanka Dhesa, Nimrit Basra
Meeting Length (Hrs)	2 hours
Reason	To discuss any items to do with the SFSS and larger community in-between Council meetings
Summary and Outcome	<ul style="list-style-type: none"> - Update regarding CJSF temporary space - Appointing Nimrit Basra as the new AVP External and Community Affairs - Appointing employer representatives to the Women's Centres Assistant Hiring

	<ul style="list-style-type: none"> - Committee - Appointing employer representatives to the Administrative Assistant Hiring Committee - VP Finance task delegation - SFU co-op for executive officer roles - Member services annual report - Town hall with Dr. Bonnie Henry for post-secondary students on May 28th - Protests in Colombia - Updates on access for all campaign
Next Steps	<ul style="list-style-type: none"> - Ask DNA if anyone would like to attend the town hall - Put forward a motion regarding setting up a working group for the Colombia protests - Follow up with Councillor Aristizabal regarding resources - Ask LSA and Ruben if they'd like to join the Council meeting - Bring a motion to Council regarding the Access for All campaign and creating a letter, working group and support executive statement - Set up meeting with Gabe, Marie, Matt to create an executive statement

Meeting, Date	Issues Policies Planning, May 25th from 5:30PM - 7:00PM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	1.5 hours
Reason	To discuss what issues policies are currently in progress and what issues policies need to be completed before the end of the term
Summary and Outcome	<ul style="list-style-type: none"> - Reviewed what issues policies are in progress - Going through annual plan and what issues policies each person said they wanted to work on - Assigned a few people to each issue policy - Developed a timeline of what issues policies should be prioritized and when they should be completed
Next Steps	<ul style="list-style-type: none"> - Start working on issues policies

Meeting, Date	Notion continuation meeting, May 25th from 7:30PM - 9:00PM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	1.5 hours
Reason	To discuss what Notion items are currently in progress and what need to be removed to added to the Notion
Summary and Outcome	<ul style="list-style-type: none"> - Reviewed each existing item on the Notion and updated it if applicable - Added Notion items based on what projects we're working on this week - Created action items for folks for each Notion item
Next Steps	<ul style="list-style-type: none"> - Work on items that are assigned to me on Notion

Meeting, Date	Daily Executive Committee Check-In, May 26th 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"> - Asking how everyone's day went yesterday - What do folks have planned for today - Going through the Notion
Next Steps	<ul style="list-style-type: none"> - Work on items that are assigned to me on Notion - Send Matt the example email you sent out to folks

Meeting, Date	Council Development Session, May 26th from 4:30PM - 6:30PM
Parties Attending	Council members
Meeting Length (Hrs)	2 hours
Reason	To go over the basics of how to Council
Summary and Outcome	<ul style="list-style-type: none"> - Work orders / JotForms - Committees <ul style="list-style-type: none"> - Submitting agenda items - Prep for meetings - Working groups - Motions <ul style="list-style-type: none"> - How to make one - Line items - Briefing notes - Cheque requisitions - Budgets - Terms of reference for working groups - Common acronyms/abbreviations
Next Steps	<ul style="list-style-type: none"> - Continue attending development sessions

Meeting, Date	Daily Executive Committee Check-In, May 27th from 9:00AM - 9:30AM
Parties Attending	Gabe Liosis, Serena Bains
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"> - Asking how everyone's day went yesterday - What do folks have planned for today - Going through the Notion
Next Steps	<ul style="list-style-type: none"> - Do action items and meetings for the day

Meeting, Date	Burnaby Food Hub Collaborative Meeting, May 27th from 11:30AM - 12:30PM
Parties Attending	Serena Bains, Matthew Provost, Tara Flynn
Meeting Length (Hrs)	1 hours

Reason	To discuss the Burnaby Food Hub Collaborative and next steps
Summary and Outcome	<ul style="list-style-type: none"> - Having \$10,000 in funding is a reduction in funding - Tara has a co-op student that takes up half of the funding - Implementing more COVID-19 protocols - Matt is looking for external funding - Matt can ask how they got Aboriginal food bank got a Vancouver food bank membership - Working on getting items like formula, diapers, baby food - Disappointed that SFU charged for the space - If SFU doesn't match funding at least to donate space - Facilities is supportive of food security initiatives and offering space and support - Pay it forward food hub, where people can donate to food cards - Simone has relationships with a place called Re-Food - There's data and statistics in the final report that can be used in proposals for external funding - If we're able to get recurring funds - The SFSS model is currently food cards, but would like to go back to the food bank model - Simone is looking for volunteer drivers - SFSS has a membership that would allow for volunteers - Simone is the person who responds to all of food security in Burnaby - Simone is working on a land purchase, to produce their own food - Requests for culturally relevant food - This project can still go under the emergency response working group - Can do outreach to Embark and Council to take this on as a term long project - Matt and I would be partner leads and liaison - This item can go on one's CCR - Having scheduled posts about the food hub - Build that team, have COVID-19 safety training protocol - Wellness working group that looks at general wellness - The food hub would fall under health and wellness - Tara is on a group called Burnaby together that works on anti-racist initiatives - Matt is sending out emails to MLA regarding lobbying the Burnaby City Council to support these initiatives - If BIPOC students have direct relationships - Simone wants to offer a referral to extra supports for students who need it, potential for a crossover with the Burnaby Neighbourhood House - Just ensure that all partners are mentioned and tagged in socials, Tara will provide a list of people to recognize - Tara would like to be looped in on communications - Tara provide us what we need and we can have a meeting with communications and have everything set out for the term
Next Steps	<ul style="list-style-type: none"> - Send Tara debrief email - Tara to reiterate to - Ask about how Tara's conversation with Simone goes - Matt to work on external partners and relationships - Matt to link with Vancouver Food Bank - Matt to work on a list of food resources in the community - Send Tara report
Meeting, Date	Out on Campus Hiring Committee, May 27th from 2:00PM - 2:30PM
Parties Attending	Ashley Brooks, Serena Bains, Noah Jensen
Meeting Length (Hrs)	0.5 hours

Reason	To go over the job description
Summary and Outcome	<ul style="list-style-type: none"> - The current admin assistant's last day is June 3rd - Posting can be up until the 14th of June - Have the posting up for 14 days
Next Steps	<ul style="list-style-type: none"> - Email Ayesha regarding the job description and which one we're using, preference for the newer one - Ask Marie if she's available for interviews around the 14th

Meeting, Date	TSSU GM, May 27th from 5:30PM - 6:00PM
Parties Attending	Serena Bains, Alexandra, Alice, Anita, Brendin, Brittany, Brynje, Carole-Anne, Catherine, Danielle, Derek, Elfituri, Felix, Hany, Hollis, Katie, Lea, Kayla, Lillian, Marela, Maria, Melissa, Milad, Mona, Ngoc, Pallavi, Rahil, Scott, Seamus, Sima, Sujit, Tiara, Zohreh
Meeting Length (Hrs)	0.5 hours
Reason	To go over the Access for All campaign
Summary and Outcome	<ul style="list-style-type: none"> - Described the Access for All campaign - Asked if folks would like to support the campaign
Next Steps	<ul style="list-style-type: none"> - Answer any emails received from folks

Meeting, Date	SFPIRG Introduction, May 27th from 6:00PM - 6:30PM
Parties Attending	Serena Bains, Marie Haddad, Jess Dela Cruz, Gabe Liosis, Matthew Provost, Corbett Gildersleve, Gabby Doebeli
Meeting Length (Hrs)	0.5 hours
Reason	To introduce SFPIRG and opportunities for collaboration
Summary and Outcome	<ul style="list-style-type: none"> - What SFPIRG is about <ul style="list-style-type: none"> - Work on education about social and environmental justice - Trying to have PIRG be an organizing hub - Research centre for anti-capitalist research - What SFPIRG has to offer <ul style="list-style-type: none"> - Space for folks to connect - Workshops on anti-oppression - Try to help folks who are experiencing oppression - Button maker, library - Where can we collaboratively work and organize together? <ul style="list-style-type: none"> - Providing resources on how to organize - Having PIRG and SFSS have a mutual relationship and acknowledging the harm that was caused in the past - Getting cops off campus - Any hopes that SFPIRG has for us as the Executive Committee and what we can extend to Council
Next Steps	<ul style="list-style-type: none"> - Folks to follow-up with their action items

Meeting, Date	Town hall with Dr. Bonnie Henry for post-secondary student leaders, May 28th from 9:00AM - 10:00AM
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Parties Attending	Executive Committee members, members of student societies across B.C., Dr. Bonnie Henry
Meeting Length (Hrs)	1 hours
Reason	To answer questions that students have about the return to campus in the Fall
Summary and Outcome	<ul style="list-style-type: none"> - Will students have to wear masks on campus? <ul style="list-style-type: none"> - Sometimes maybe - By the Fall we won't need to wear masks in most situations - Unless there is an outbreak - What kind of events will be allowed in the Fall? <ul style="list-style-type: none"> - Avoiding crowding - There won't be any restrictions about not having events - Don't come if you're sick - Have small groups that are outdoors - How can we have classes of 300 people safely if people don't have their second dose? <ul style="list-style-type: none"> - If people are in a structured seated environment there's less risk - Every student will have the chance to be vaccinated - You know who's in a class, sit in the same place, don't move around - What tools and messaging can student societies use to make students feel more comfortable? <ul style="list-style-type: none"> - Build a shared understanding of what has changed - Building a level of comfort - What about immunocompromised or international students? <ul style="list-style-type: none"> - Everyone should be vaccinated - Immunocompromised people have always taken care of themselves, this is the same - What about people who don't want to take the vaccine? <ul style="list-style-type: none"> - Very small amount of people who don't want the vaccine - Personal protection protects your family and community as well - How will you ensure that the vaccine distribution process is equitable and avoid the mistakes that we've seen in the past with pop-up vaccination sites not being communicated to community members? <ul style="list-style-type: none"> - They'll do pop-ups in the Summer and engage where rates of vaccines are lower - End of August and Fall they will potentially have pop-up sites on campus - Signage and social media - What preparations are you making for international students for a safe and accessible return to campus? <ul style="list-style-type: none"> - Canada will likely have a vaccine passport for international travel - Having a letter from the institution that the person is travel for a particular reason - Requirement of quarantine, could happen on residence - Are you going to make data regarding outbreaks and cases that occur in post-secondary communities available to the public? <ul style="list-style-type: none"> - As we transition, if there is a cluster they will report people who need to know, but if they can't reach them then public outreach may be necessary - Move to routine outbreak management, where confidentiality of people is prioritized
Next Steps	<ul style="list-style-type: none"> - Push for hybrid model, better communication around COVID-19

Meeting, Date	AVP UAA Weekly Check-in, May 28th from 1:00PM - 1:30PM
Parties Attending	Serena Bains, Priyanka Dhesa
Meeting Length (Hrs)	0.5 hours
Reason	To go over what we worked on this week and any questions, comments, concerns
Summary and Outcome	<ul style="list-style-type: none"> - Went over work reports - Went over the annual plan - Discussed issues policies - Went through the charter again
Next Steps	<ul style="list-style-type: none"> - Set up a meeting with Rummana, Priyanka and I - Send an email regarding whether the OER working group is still active

Meeting, Date	Disability Awareness Workshop with Creating Accessible Neighbourhoods, May 28th from 2:30PM - 4:30PM
Parties Attending	Serena Bains, Heather McCain, Ellen Woodsworth, Jennifer Chou, Dipti, Alison Klein, Belinda, Danielle Ellis, Emmanuela Droko, Jay Sanchez, Jess Dela Cruz, Joy Masuhara. SK, Wendy Tsui, Zach V
Meeting Length (Hrs)	2 hours
Reason	To gain a greater understanding of disability
Summary and Outcome	<ul style="list-style-type: none"> - Disability - Neurodiversity - Sameness - Areas of privilege and oppression - Metaphor for passive racism - Ableism and ableism in Canada - Example of societal ableism - Example of institutional ableism - Examples of systemic ableism - Medical ableism - Individual ableism - Ableism bingo - Metaphor for privilege - Language of disability - Identity and person-first language - Learning to unlearn
Next Steps	- N/A

Meeting, Date	Students group from safety steering committee, May 31st from 10:00AM - 11:30AM
Parties Attending	Serena Bains, Tiara Cash, Marie Haddad, Soraya Elchehimi, Sude Guvendik, Megan Meredith
Meeting Length (Hrs)	1.5 hours
Reason	To discuss the safety steering committee and a best course of action

Summary and Outcome	<ul style="list-style-type: none"> - Discussing the last meeting and what happened - What can we do for future meetings to ensure that this committee serves a purpose - Concerns about SFU's safety - Concerns with the meeting - Future hopes - Where you want this to go
Next Steps	<ul style="list-style-type: none"> - Marie will clean up the document - Add anything to the document before the next meeting

Meeting, Date	SFU Progressives Steering Committee Meeting, May 30th from 6:00PM - 8:30PM
Parties Attending	Executive Committee members, Priyanka Dhesa, Nim Basra
Meeting Length (Hrs)	2.5 hours
Reason	To talk about how the term is going and to destress together
Summary and Outcome	<ul style="list-style-type: none"> - Discussed how the term has gone so far, discussed how life has been - Played some games
Next Steps	- N/A

Meeting, Date	Meeting with ISA, May 31st from 1:00PM - 2:00PM
Parties Attending	Serena Bains, Sude Guvendik, Quynh Chi Bui, Nadia Ahmed
Meeting Length (Hrs)	1 hours
Reason	To discuss the Access for All campaign and any impacts or demands ISA would like to see reflected in the campaign
Summary and Outcome	<ul style="list-style-type: none"> - Discussed the purpose of Access for All - Went through the existing impacts on international students outlined in the briefing note - Discussed what they would like included in the campaign and add those as comments on the document
Next Steps	<ul style="list-style-type: none"> - Integrate the comments into the briefing note and the campaign - Set up a meeting with MSU

Meeting, Date	FNSA Members Meeting, May 31st from 6:00PM - 8:00PM
Parties Attending	Executive Committee members, Kali Stierle, Lauren Robson, Keianna James, Lindsay Clifton, Rebekah,
Meeting Length (Hrs)	2 hours
Reason	To introduce ourselves to FNSA and get a sense of what FNSA is working on
Summary and Outcome	<ul style="list-style-type: none"> - Check-in - Introductions from the Executive Committee - Keianna was appointed as the new Council representative - Approved gift cards for Summer socials

	<ul style="list-style-type: none"> - Discussed the cook along - Council and committee updates - Discussed the fall return to campus and any concerns or things folks were looking forward to - Surrey campus potentially having an Indigenous space - Upcoming by-election for vacant FNSA Board positions - Updating the FNSA constitution
Next Steps	<ul style="list-style-type: none"> - Keep in contact with FNSA

Total Meeting Hours	38
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Projects and Events

Project/Event Title	Burnaby Food Hub Collaborative
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Meeting with Tara upcoming - Meeting with Melisa and Ali upcoming - Reading reports from the pilot food hub and related resources - Creating a communications brief for the project
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Student wellbeing - Student financial health - Student engagement - University relations
Total Time (Hrs)	May 17th - 2 hours May 18th - 0.5 hours May 22nd - 1 hours May 24th - 0.5 hours

Project/Event Title	Access for All Campaign
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Contacting different student groups on campus to get their input - FNSA will discuss the campaign at their members meeting on May 31st - ToSS will have a meeting about the campaign as well
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Student wellbeing - Student financial health - Student engagement - University relations
Total Time (Hrs)	May 21st - 1 hours May 22nd - 0.5 hours May 23rd - 0.5 hours May 24th - 0.5 hours

Total Project and Events Hours	6.5
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Committee Chair Work

Committee Name	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	Emails, research, contacting Councillors, updating folks about previous meetings, making a document on amendments for Council
Total Time (Hrs)	May 17th - 0.5 hours May 18th - 2.5 hours May 20th - 1 hours May 21st - 2.5 hours May 22nd - 1 hours May 23rd - 0.5 hours May 25th - 3 hours May 26th - 2 hours May 27th - 1 hours May 28th - 2 hours May 29th - 3 hours May 31st - 1.5 hours

Total Admin Hours	20.5
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TOTAL HOURS = 65

VP External and Community Affairs
Matthew Provost

Meeting Summary and Comments

Meeting, Date	Executive Daily Check-in, May 17th to 28th
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 10 = 6 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	Lobby Days Prep, 5/18/21
Parties Attending	Myself
Meeting Length (Hrs)	1 hr
Reason	Preparing for upcoming lobby day for Climate Action Network
Summary and Outcome	Going through previous provincial and federal lobby days documents and outlining key points and information to bring from SFSS - Students Against TMX
Next Steps	n/a

Meeting, Date	Migrant Students United, 5/18/21
Parties Attending	MSU relevant groups
Meeting Length (Hrs)	1 hr
Reason	Bi-weekly scheduled meetings
Summary and Outcome	Discussion around the next steps for supporting International Students
Next Steps	n/a

Meeting, Date	Associate Vice President Indigenous Affairs Group, 5/19/21
Parties Attending	SFU Administration & Indigenous Community Members
Meeting Length (Hrs)	1 hr

Reason	Monthly scheduled meeting
Summary and Outcome	We furthered the discussion on our expectation of the AVP Indigenous and having a discussion with community members
Next Steps	n/a

Meeting, Date	Council Meeting, 5/19/21
Parties Attending	SFSS Council, SFSS Society Staff
Meeting Length (Hrs)	6 hrs
Reason	Bi-weekly scheduled meeting
Summary and Outcome	<p>Presentations</p> <ul style="list-style-type: none"> - Israeli Colonization of Palestine - Genocide of Uyghur Peoples - Year End Presentation from 2020/21 Board of Directors - Black, Indigenous and People of Colour (BIPOC) Committee Exit Report 2021/2021 <p>New Business</p> <ul style="list-style-type: none"> - Response to the Israeli Colonisation of Palestine <ul style="list-style-type: none"> - Created working group and had thorough discussion to - Response to the Genocide of the Uyghur Peoples <ul style="list-style-type: none"> - Created working group and had thorough discussion - Electing and appointment of a Vice Chair of Council <ul style="list-style-type: none"> - Appointed Devynn Butterworth as Vice Chair of Council - Ratified Committee Appointments (APPROVED UNANIMOUSLY) <ul style="list-style-type: none"> - We ratified SFSS committee appointments for the 2021-22 year - Filled Committee Seats <ul style="list-style-type: none"> - There were still some vacancies so we filled them at council through appointment and elections process at council <p>There were no discussion items because we didn't have time to get to them</p>
Next Steps	n/a

Meeting, Date	Meeting w/ SFPIRG. 5/20/21
Parties Attending	SFPIRG Staff: Gabby
Meeting Length (Hrs)	1 hr
Reason	Scheduled Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Met with Gabby to establish relationships and connect around upcoming projects throughout the year - Discussed further to meet the incoming SFPIRG board of directors
Next Steps	Set aside some action items to follow up on and will be emailing Gabby to follow up

Meeting, Date	SFU Migrant Students United Bi-Weekly Meeting, 5/24/21
Parties Attending	SFU MSU, GSS, SFSS, TSSU
Meeting Length (Hrs)	2 hr
Reason	Scheduled Meeting
Summary and Outcome	Discussed next steps and action items for Migrant Students United at SFU, what groups on campus can support with as well as discussion around International Student Advocacy Office.
Next Steps	n/a

Meeting, Date	Executive Committee, 5/25/21
Parties Attending	SFSS Executives: Gabe Liosis (President), Corbett Gildersleve (VPIO), Serena Bains (VPUR), Marie Haddad (VPEQ), Jess Dela Cruz (VPES)
Meeting Length (Hrs)	2 hr
Reason	Scheduled meeting
Summary and Outcome	<p>*Filed some minutes</p> <p>Updates:</p> <ul style="list-style-type: none"> - CJSF Temp Space: Corbett gave us updated information for the CJSF (Radio Station). There are arrangements being made to accommodate for temporary space <p>New Business:</p> <ul style="list-style-type: none"> - I brought a motion to appoint Nimrit Basra as the Associate Vice-President External & Community Affairs - For the Womens Centre Hiring Committee Jess Dela Cruz (VP Events), Marie Haddad (VP Equity) were appointed - For the Administration Assistant Hiring Committee Serena Bains (VP University) has been appointed <p>Discussion Items:</p> <ul style="list-style-type: none"> - SFU Co-op: Corbett has discussed with SFU to get SFSS Executive Postions Recognized by Co-op - Members Services Annual Report: This will be a compiled report from the last year to touch base over how work has changed within our member services - Town Hall with Bonnie Henry: This is an opportunity that SFSS has to ask questions around the return to campus initiatives to ensure that students are properly supported, we used this time to discuss types of questions as well as address major student concerns. Also will be reaching out to council to attend - Columbia Protests: Discussion was brought up on how SFSS can support Columbian voices to amplifying what is happening and ongoing. SFSS will commit to creating a working group but also create a statement of solidarity. This will be brought to the next council meeting - Access for All Campaign (Update): Seren Bains (VP University) has done outreach to student groups, and also there has been news that an updated return to campus plan will be out sometime in June.
Next Steps	n/a

Meeting, Date	Campaign & Mobilization Coordinator Hiring Committee, 5/25/21
Parties Attending	SFSS Exec: Marie Haddad (VP Equity_ Society Staff: Nancy, & Dipti
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled Meeting
Summary and Outcome	We struck the hiring committee for the CAM-C, from here we finalized the job description to get posted, as well as we coordinated our next meetings for follow up and go over applicants. We created a calendar and schedule in which we wanted to finish the hiring process ideally.
Next Steps	Action Items: <ul style="list-style-type: none"> - Schedule Meetings - Job Posted online

Meeting, Date	Issues Policies Planning, 5/25/21
Parties Attending	Executive Committee
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled Meeting
Summary and Outcome	We planned collectively the issues policies that we wanted to work in this year, we created a semester calendar as well as delegated specific issues policies that executives would be leading and accountable for
Next Steps	n/a

Meeting, Date	Notion Overview, 5/25/21
Parties Attending	Executive Committee
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled Meeting
Summary and Outcome	We finalized our Executive Committee notino to keep track of projects and daily tasks that we are currently working on
Next Steps	n/a

Meeting, Date	SFSS Club Days, 5/26/21
Parties Attending	SFSS Executives
Meeting Length (Hrs)	4 hr
Reason	Scheduled Event
Summary and Outcome	I attended throughout the day to sit at the SFSS Executive booth for online clubs day

Next Steps	n/a
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Meeting, Date	Council Development Session, 5/26/21
Parties Attending	Council
Meeting Length (Hrs)	3 hr
Reason	Bi-weekly scheduled development session
Summary and Outcome	Corbett led the development session to go over internal process for council
Next Steps	n/a

Meeting, Date	Food Hub Meeting, 5/27/21
Parties Attending	SFSS Executives: Serena Bains (VP University) Other: Tara Flynn
Meeting Length (Hrs)	1 hr
Reason	Scheduled Meeting
Summary and Outcome	We met with Tara to go over last years Food Hub program and how we can work towards ensuring our relationship is stronger this year, as well as the communication process are more supportive.
Next Steps	Follow up meeting

Meeting, Date	SFPIRG Introduction, 5/27/21
Parties Attending	SFSS Executives, SFPIRG Staff Gabby
Meeting Length (Hrs)	30 min
Reason	Scheduled meeting
Summary and Outcome	Introduction to the incoming Executive committee
Next Steps	n/a

Meeting, Date	Town Hall with Bonnie Henry, 5/28/21
Parties Attending	SFSS Executives, Council
Meeting Length (Hrs)	1 hr
Reason	Scheduled event
Summary and Outcome	We submitted our questions for this town hall, we attended and received updates on the return to campus for the fall semester
Next Steps	n/a

Meeting, Date	International Student Advocacy Office, 5/28/21
Parties Attending	GSS, Migrant Students United, UBC, Migrant Workers Alliance,
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled Meeting
Summary and Outcome	We discussed the ongoing initiative to support the International Student Advocacy Office, we discussed which student unions have signed off in support as well as working collectively to ensure this project is supported. We received updates on this project as well as next steps moving forward
Next Steps	n/a

Meeting, Date	SFU Aboriginal Steering Committee, 5/28/21
Parties Attending	Office for Aboriginal Peoples, Indigenous Studies, President Joy Johnson, SFU Admin, Indigenous Student Centre, First Nations Student Association
Meeting Length (Hrs)	3 hr
Reason	Scheduled Meeting
Summary and Outcome	We discussed ongoing reconciliation initiatives that are happening at SFU, as well as the calls to action
Next Steps	n/a

Total Meeting Hours	35.5 hr
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Projects and Events

Project/Event Title	Relationship with Host Nations, Indigenous Community
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 Checking in with community members and continuing outreach
Total Time (Hrs)	2 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

	<ul style="list-style-type: none"> - Doing outreach to receive relevant information <p>Ongoing:</p> <ul style="list-style-type: none"> - Going through relevant documents for upcoming projects, lobbying, and campaigns
Relevant Strategic Priorities	Community building and engagement, campaigns and advocacy
Total Time (Hrs)	4 hrs

Project/Event Title	Kamloops Indian Residential School Solidarity
Updates and Upcoming Plans	<p>Took initiative to respond accordingly to news impacting Indigenous community around this</p> <ul style="list-style-type: none"> - Created solidarity statement - Advocated for SFU to lower flags to half mast - Created vigil and initiated community supports - Created vigil (i.e. ribbon shirts and skirts), photos, social media posts and captions
Relevant Strategic Priorities	Reconciliation, Advocacy, Campaign
Total Time (Hrs)	25 hrs

Project/Event Title	Campaigns & Mobilization Coordinator Hiring Committee
Updates and Upcoming Plans	<p>I will be leading this hiring committee and this is still ongoing:</p> <p>Action items:</p> <ul style="list-style-type: none"> - Job description will be going up soon - Contacting relevant folks for this committee <p>Ongoing</p>
Relevant Strategic Priorities	HR & Personnel
Total Time (Hrs)	3 hr

Project/Event Title	Wellness Working Group
Updates and Upcoming Plans	<p>Planning for the next WWG in the upcoming weeks</p> <p>Action Items:</p> <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)	1 hr

Total Project and Events Hours	35 hrs
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Committee Chair Work

Committee Name	Black, Indigenous and People of Colour Committee
# of Meetings	0
Total Time (Hrs)	3
Summary	Prepping the priorities for the year and beginning to schedule the first meeting
Ongoing Projects	n/a
Relevant Strategic Priorities:	Student engagement and advocacy

Committee Name	External & Community Affairs Committee
# of Meetings	0
Total Time (Hrs)	2
Summary	Prepping the priorities for the year and beginning to schedule the first meeting
Ongoing Projects	n/a
Relevant Strategic Priorities:	Student engagement, campaigns, & advocacy

Total Committee Hours	5 hr
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Administrative Work

Summary	Emails, scheduling, prepping for committees and meetings, phone calls, check ins, work reports
Total Time (Hrs)	10 hr

Total Admin Hours	10 hr
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Total Hours	85.5
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VP Events and Student Affairs

Jess Dela Cruz

Meeting Summary and Comments

Meeting, Date	Daily Executive Committee Check-In, 05.17.21.
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 Committee Annual Planning Doc - send to Matt• Agenda Items for Executive Committee Meeting (Tuesday, May 18th at Noon) - send to Gabe• Fill in Presentation for Executive Committee Council Reports• @/sfss_council IG account - Change who is running this (need to use the sfss_sfu account, get rid of this)• Review Council Agenda• Review #FreePalestine• Check-In with the Action Items from last Executive Committee Meeting• Council Vice Chair appointment• Steering Committee• Updating Website• Issues Policies (Need to set up meeting this week)• Headshot (for website and excel sheet for Exec Mondays)• Corbett and Gabe Liosis start up the next dev session presentation• @Corbett Gildersleve create presentation on WO's and that sort of thing• @Gabe Liosis tell comms they can make a presentation on work orders with council and present what page is for what• Hiring Committees x2 (go sit on them! Jess to submit Motion)• SFPIRG When2Meet

Meeting, Date	Esports MOU Discussion, 05.17.21
Parties Attending	<ul style="list-style-type: none">• VP Events and Student Affairs - Jess Dela Cruz• President - Gabe Liosis• Jennifer Chou
Meeting Length (Hrs)	0.5 hr

Reason	Needed to clarify language and interpretation of the Esports MOU.
Summary and Outcome	Jennifer helped explain her past work on the MOU and Gabe and I brainstormed on what to do next.
Next Steps	I am going to help assist in the next steps of the Esports MOU.

Meeting, Date	SUB Opening Working Group, 05.17.21.
Parties Attending	<ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● President - Gabe Liosis ● VP Equity and Sustainability - Marie Haddad ● OOC Coordinator - Ashley Brooks ● SFSS Building Manager - John Walsh ● Ayesha Khan ● Shelley Durante ● Nancy Mah ● Melanie
Meeting Length (Hrs)	2 hrs
Reason	Scheduled bi-weekly meeting.
Summary and Outcome	<p>We discussed what a return to campus might look like, looking at what SFU has told us and shared publicly. SFU is more so focusing on outdoor events instead of indoors. There will likely be some directional control in the building to manage the flow/volume of people. The SUB is planned to be cleaned three times a day and a deep clean at night.</p> <p>Marie and I were worried about accessibility and the barriers for Indigenous folks as the primer didn't consider them or prioritize their needs.</p> <p>We created a flow and direction plan on how we move forward.</p>
Next Steps	<ul style="list-style-type: none"> ● How will events look like, and we need to wait on SFU to discuss bookings for events and student unions, contemplating on both indoor/outdoor plans. ● Any changes regarding our safety plan and any movement from remote to in-person needs to go to council and JHSC (about health and safety of our workplace). ● We have to look at changing policies regarding booking spaces ● Put forward the plan to Council so marginalized groups can recommend changes

Meeting, Date	Communications Coordinator Hiring Committee Check-In, 05.17.21
Parties Attending	<ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● Ayesha Khan
Meeting Length (Hrs)	0.5 hr
Reason	I needed help with using our online hiring system!
Summary and Outcome	Ayesha helped me navigate our online hiring system website.
Next Steps	Look at applicants.

Meeting, Date	Executive "Check-Out", 05.17.21.
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	We had a really busy Monday and wanted to check-in to see what we got done, anything alarming that happened that day, etc.
Summary and Outcome	We each went over how our day went and what support we needed.
Next Steps	We have personal tasks on our Notion that will be carried from today to next few days.

Meeting, Date	Daily Executive Committee Check-In, 05.18.21.
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)	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"> • Carry over from previous Check-In.

Meeting, Date	Notion Overview, 05.18.21.
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)	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"> • We looked at our Notion and made sure that we are assigning tasks to each other, holding each other accountable, making sure our tasks are completed

	and we are notified of which are high priority. This is divided into tasks completed, on-going, and not started.
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Meeting, Date	Corbett/Jess Staff Review, 05.18.21.
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz VP Internal and Organizational Development - Corbett Gildersleve
Meeting Length (Hrs)	0.5 hr
Reason	Corbett and I want a Staff Report of how their last year went during the pandemic.
Summary and Outcome	<p>We want our Staff (who works with clubs and unions) to create a report regarding their experience during the pandemic. Questions we want to ask would include but are not limited to:</p> <ul style="list-style-type: none"> How funding was spent How pandemic affected their department Grants (were they used, what for mostly, average amount, etc.) Financial costs and breakdowns What students/Club/DSU Executives went to them for, what the biggest struggles were, etc.
Next Steps	<ul style="list-style-type: none"> Jess to create a template to send to Corbett for approval. Then, I will forward to the relevant Staff.

Meeting, Date	Council Meeting, 05.19.21.
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)	6 hrs (yes, it was 6 hours long)
Reason	Scheduled Bi-Weekly Meeting
Summary and Outcome	<ul style="list-style-type: none"> Presentation of Israeli Colonisation of Palestine by Dalya Masri Presentation of the Uyghur Peoples by Kabir Qurban Year End Presentation from 2020/2021 Board of Directors VP External and Community Affairs gave the Black, Indigenous, and People of Colour (BIPOC) Committee Exit Report 2020/2021 SFSS Response to Israeli Colonisation of Palestine, a motion was created in which the following was established (below is only part of the motion): <ul style="list-style-type: none"> Be it resolved that the SFSS condemn the ongoing persecution of the Palestinian people by the government of Israel, Be it further resolved that Council direct the Finance and Administrative Services Committee to form a working group tasked with gathering information on companies included in Simon Fraser University's investment portfolio and endowment fund, Be it further resolved that the SFSS stand in solidarity with Palestinian students at SFU, release a statement condemning the ongoing occupation and colonisation of Palestine, Be it further resolved that the SFSS develop and adopt an issues policy on the Palestine-Israel conflict,

- Be it further resolved that the aforementioned policy outline the SFSS's support for the Boycott, Divestment and Sanctions movement that aims to end the occupation of Palestine,
- Be it further resolved that the SFSS will continue to discuss the Palestinian-Israeli conflict as it progresses and see how the SFSS can further help,
- Be it further resolved to strike a working group to research and draft the previously mentioned statement and issues policy,
- Be it further resolved to appoint Zaid, Marie, Tuleen Awad, Ryan Vansickle, Deanna Short, Ash Dubal, Kabir Qurban, Husnain Nawaz, Mohammad Al-Sheboul, Tiffany Liu, Alan Vansickle, to the Free Palestine working group,
- Electing a Vice Chair of Council:
 - Councillor Devynn Butterworth is elected as Vice-Chair
- Committee Appointments (below is only part of the motion):
 - Be it resolved that Council appoint Councillors to the various committees as per the results of this vote attached.
- Additional Council Committee Appointments to Fill Vacancies
 - Be it resolved to remove the previously appointed Governance Committee members, and replace with Marie Haddad, Jess Dela Cruz, Mohammed Al-Sheboul and Devynn Butterworth.
 - Be it further resolved to appoint B to the Members' Meeting Planning Committee.
 - Be it further resolved to appoint Estephanie Henriquez to the BIPOC Committee.
 - Be it further resolved to appoint Estephanie Henriquez to the External & Community Affairs Committee
 - Be it further resolved to appoint Jihye (Jin) Choi to the Member Services Advisory Committee.
 - Be it further resolved to appoint Ryan Vansickle to the Oversight Committee on Executive Officers.
 - Be it further resolved to appoint Tiffany Liu to the University & Academic Affairs Committee.
 - Be it further resolved to appoint Devynn to the Human Resources and Personnel Sub-Committee.
- Time-Sensitive Fund Loan (part of the motion is below):
 - Be it resolved that Council approve an interfund loan of \$200,000 from the Student Expansion Fund to the Operating account to be repaid when the SFSS receives its summer student fee revenue from SFU
- SFSS Response to the Genocide of the Uyghur Peoples (only part of the motion is below):
 - Be it resolved that the SFSS release a statement that publicly condemns the Chinese Communist Party for its ongoing genocide of the Uyghur peoples,
 - Be it further resolved that the SFSS draft and adopt an issues policy regarding the Uyghur Genocide outlining its stance in solidarity with Uyghur students at SFU,
 - Be it further resolved that the SFSS draft and adopt a financial policy of divesting and boycotting companies that benefit from Xinjiang's Uyghur internment camps,
 - Be it further resolved that Council strike a working group of, at minimum, six Councilors to research and draft the aforementioned statement and policies,
 - Be it further resolved that Council appoint Tiffany Liu, Ryan Vansickle interested, Kabir Qurban, Shalina Nurly, Abishek Parmar, Marie Haddad Deanna Short, Sanda Pal, to the Uyghur Solidarity working group,
 - Be it further resolved that the SFSS provide a platform for, and collaborate with, Uyghur activists to host events raising awareness

	of the human rights abuses being committed against the Uyghur peoples.
Next Steps	We weren't able to get to so many things! See full meeting minutes here: https://sfss.ca/wp-content/uploads/2021/06/Council-2021-05-19.pdf Various discussion items and motions were postponed to next Council meeting.

Meeting, Date	Daily Executive Check-In, 05.19.21.
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)	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"> We went over each other's course schedules today to see each other's capacities. We made sure to focus on school when we need to (i.e. means not checking Messenger during class, set aside time every day to do schoolwork) Fill in WebSurvey ASAP for Committees that close at 3:30pm. Prep for Council Meeting! See action items from the other day!

Meeting, Date	Dipti & Asian Heritage Month Update, 05.20.21.
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz SFSS Events Coordinator - Dipti
Meeting Length (Hrs)	1 hr
Reason	Needed to re-group because I was having difficulties planning this event.
Summary and Outcome	We ultimately did not have enough time to promote this event. It was hard to plan without an events committee and it was just myself planning this in such an incredibly short amount of time, while I am onboarding during this month.
Next Steps	Jess to notify invited speakers that this event is cancelled.

Meeting, Date	Staff/Council/Exec Meet & Greet, 05.20.21
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

	<ul style="list-style-type: none"> VP External and Community Affairs - Matthew Provost VP Equity and Sustainability - Marie Haddad SFSS Staff SFSS Councillors
Meeting Length (Hrs)	1 hr
Reason	For Councillors to get to know our staff that we will be working with over the next year.
Summary and Outcome	Ayesha and Ella were the hosts of this meet and greet. Executive Councillors, Councillors, and Staff were divided into breakout rooms where we found things in common with each other and did a riddle scavenger hunt.
Next Steps	n/a

Meeting, Date	Daily Executive Committee Check-In, 05.21.21.
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	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	The last few days was pretty long - so we checked in on what we didn't get around to that needs to be completed. See Next Steps.
Next Steps	<ul style="list-style-type: none"> Carry over from the last few days.

Meeting, Date	Collage Walk-Through, 05.21.21
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz Operations Organizer, Ayesha Khan
Meeting Length (Hrs)	0.5 hrs
Reason	To familiarize myself with our hiring system software (Collage).
Summary and Outcome	Ayesha went over how to navigate our hiring system software website (Collage), expectations of comments to put, small review of applicants (resumes and cover letters) of our next Communications Assistant.
Next Steps	<ul style="list-style-type: none"> I will be slowly reading and making comments to the applicants of our Communications Assistant.

Meeting, Date	Indian Student Federation Meeting, 05.21.21
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Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz President Gabe Liosis SFSS Club Coordinator Nancy Mah SFSS Club Coordinator Melanie Ling <p>Indian Student Federation:</p> <ul style="list-style-type: none"> Karan Sharma (ISF President) Roshi Chadha (ISF Internal Relations Executive) Sahil Modak (ISF Finance Coordinator) Vinay Lalwani (ISF VP External) Revika Jain (ISF Creative Director and Technologist) Manav Gupta (ISF Marketing and Sales Coordinator)
Meeting Length (Hrs)	1.5 hrs
Reason	Internal club issues that needed to be solved.
Summary and Outcome	<p>From Meeting Minutes taken by Melanie:</p> <p>“To help ISF executives communicate and resolve internal conflict regarding club executive eligibility and elections. RC, SM, VL and RJ are claiming that KS fired them from the club. KS is claiming that he didn’t fire them but just told them that a turnover needs to happen since it has been more than one year since elections or interviews were held for their positions.”</p>
Next Steps	<p>ISF to follow with Impeachment and SFSS to help with Elections.</p> <p>*Update after this meeting though, the impeachment process needed to be corrected as misunderstanding of policy. President has decided to step down instead. Elections will be held.</p>

Meeting, Date	SFU Recreation Collab, 05.22.21
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz Michelle Lam
Meeting Length (Hrs)	1 hr
Reason	Collaborated Event.
Summary and Outcome	SFU Recreation reached out in wanting to collaborate with me to do another Quick Bites session. We planned to do three microwave mug recipes as they are quick, easy, and accessible.
Next Steps	Finalize the budget and buy relevant groceries.

Meeting, Date	Daily Executive Committee Check-In, 05.25.21.
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 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"> Jess/Marie to connect and strike the first meeting with Women's Centre Assistant Hiring Committee Jess/Corbett need to develop the contents of the Member Services Annual Report and the metrics that we would like to see

Meeting, Date	Executive Committee Meeting, 05.25.21
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 VPUAA Priyanka Dhesi Nim Basra SFSS Staff
Meeting Length (Hrs)	2 hrs
Reason	Scheduled bi-weekly meeting.
Summary and Outcome	<ul style="list-style-type: none"> Updates on CJSF Temporary Space Associate VP External and Community Affairs Appointment <ul style="list-style-type: none"> Be it resolved that the Executive Committee ratify the nomination of Nimrit Basra as Associate Vice-President External & Community Affairs for the 2021-2022 term Appointment Employer Representatives to the Women's Centre Assistant Hiring Committee <ul style="list-style-type: none"> Be it resolved to appoint Jess Dela Cruz and Marie Haddad to the Women's Centre Assistant Hiring Committee. Appointment Employer Representative to the Administrative Assistant Hiring Committee <ul style="list-style-type: none"> Be it resolved to appoint Serena Bains to the Administrative Assistant Hiring Committee. Be it further resolved that the Executive Committee add a motion to the next Council meeting agenda to seek and identify a Non-Executive Councillor to fill the second employer seat on the Administrative Assistant Hiring Committee VP Finance Task Delegation <ul style="list-style-type: none"> Be it resolved that the Executive Committee task the VP Internal and Organizational Development to complete any time-sensitive finance and services tasks, including items that require the VP Finance and Service's signature, until June 8th, 2021. VP Finance Task Delegation <ul style="list-style-type: none"> Be it resolved that the Executive Committee task the VP Internal and

	<p>Organizational Development to complete any time-sensitive finance and services tasks, including items that require the VP Finance and Service's signature, until June 8th, 2021.</p> <ul style="list-style-type: none"> ● SFU Co-op Executive Officer Roles <ul style="list-style-type: none"> ○ SFSS Executives may have the opportunity to have their role be accredited as co-op with SFU. ● Member Services Annual Report <ul style="list-style-type: none"> ○ Corbett and myself want to gain some information from our Member Services on the following (included but not limited to): <ul style="list-style-type: none"> ■ How did the pandemic impact you and our services? ■ What was the impact on grants? ■ What challenges did students find? ○ Data collection would help, we could use this for AGM in the fall ● Town Hall with Bonnie Henry for Post-Secondary Students on May 28th <ul style="list-style-type: none"> ○ Execs encouraged to come, invite extended to non-Executives of Council ○ We will have to submit questions ○ We will get update from Henry and her team in regards to returning on campus ● Protests in Colombia <ul style="list-style-type: none"> ○ VP Bains and Councillor Aristizabal has been doing their research regarding protests in Colombia and will want to have a working group after bringing this to Council. ● Update on Access for All Campaign
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Next Steps	<p>Member Services Annual Report:</p> <ul style="list-style-type: none"> ● Jess/Corbett need to develop the contents of this report and metrics we would like to see ● Set up a template for each department <ul style="list-style-type: none"> ○ Invite Ayesha and Gabe to develop and flesh out content ● Sit down with each Department Coordinator, primarily focusing on Member Services Department first <ul style="list-style-type: none"> ○ Surrey ○ Events ○ Student Unions ○ Clubs ● Corbett to strike a meeting with Jess, Ayesha, and Gabe <p>Town Hall with Bonnie Henry:</p> <ul style="list-style-type: none"> ● Fill in your questions for Bonnie Henry for Matthew to submit
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Meeting, Date	Double Cohort Brainstorming Meeting, 05.25.21
Parties Attending	Various staff and faculty across all departments at SFU.
Meeting Length (Hrs)	0.5 hrs
Reason	They wanted community involvement and consultation amongst each other on what needs to happen with events and programming when we return on campus.
Summary and Outcome	Need to keep in mind International Students, disabled students, immunocompromised students, including the work of Clubs/DSUs.
Next Steps	Attend more meetings with this group! More dates/details TBA.

Meeting, Date	Issues Policies Planning Session, 05.25.21
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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 University and Academic Affairs - Serena Bains VP External and Community Affairs - Matthew Provost VP Equity and Sustainability - Marie Haddad
Meeting Length (Hrs)	1.5 hrs
Reason	We want to get ahead on starting to work on creating new Issues Policies.
Summary and Outcome	Various Execs are tasked to work on various Issues Policies we have planned. We divided them and sorted them into months to work on based on priority.
Next Steps	Call meetings with each other to start working on them to be aligned with our timeline.

Meeting, Date	Notion Overview, 05.25.21
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)	1.5 hrs
Reason	Executives and I look over our notion. We looked at individual tasks, the tasks other Executives need to complete, which projects are shared amongst us, any action items, looking over at the yearly plan.
Summary and Outcome	See Next Steps.
Next Steps	Visit the notion often, check-in with each other on tasks, there is a lot of on-going projects and projects that need to be started too

Meeting, Date	Daily Executive Committee Check-In, 05.26.21.
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	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"> Set up meeting with interested AVP

	<ul style="list-style-type: none"> • Clubs Days Shift • Submit agenda item to remove Councillor from Events Committee • Submit Work Order to delete @sfss_council IG Page • Review Communications Assistant Applications • Help sort out Council Google Docs
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Meeting, Date	Council: Development Session, 05.26.21.
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 • SFSS Staff • Most of Councillors
Meeting Length (Hrs)	1.5 hrs (I missed most of it since I was tabling Clubs Days)
Reason	Scheduled bi-weekly Development Session
Summary and Outcome	"How-To's" Training of Council
Next Steps	n/a

Meeting, Date	Associate Vice-President Events and Student Affairs Recruitment, 05.27.21.
Parties Attending	<ul style="list-style-type: none"> • VP Events and Student Affairs - Jess Dela Cruz • Akum Sidhu
Meeting Length (Hrs)	0.5 hrs
Reason	Executives need to recruit an Associate Vice-President
Summary and Outcome	Akum expressed her interest in becoming AVPESA!
Next Steps	<ul style="list-style-type: none"> • Submit motion to Exec Meeting to appoint Akum to AVPESA • Send Akum update email regarding our phone call with my action items

Meeting, Date	SUB Opening Working Group Prep, 05.27.21.
Parties Attending	<ul style="list-style-type: none"> • VP Events and Student Affairs - Jess Dela Cruz • President - Gabe Liosis • VP Equity and Sustainability - Marie Haddad • SFSS Board Organizer - Ella Droko • SFSS Building Manage - John Walsh
Meeting Length (Hrs)	0.5 hrs (how long I stayed because the rest of the meeting conflicted with my class)
Reason	Accountability and task-delegation
Summary and Outcome	We are meeting to check in with each other on the necessary action items from the previous working group, to assign tasks, and to work on any relevant ones together

	during that time so that our questions get answered.
Next Steps	<ul style="list-style-type: none"> • We went over services, building management, operations/staffing, events, advocacy, communications, and COVID Safety Plan • I need to create Event guidelines for SUB with help from Staff and following PHO

Meeting, Date	Phone Call with Ayesha, 05.27.21.
Parties Attending	<ul style="list-style-type: none"> • VP Events and Student Affairs - Jess Dela Cruz • Operations Organizer - Ayesha Khan
Meeting Length (Hrs)	0.25 hrs
Reason	Communications Coordinator Hiring Check-In
Summary and Outcome	I met with Ayesha to address my concerns, express comments, and ask questions regarding the Communications Coordinator applications.
Next Steps	<ul style="list-style-type: none"> • Keep reviewing applications

Meeting, Date	Introductory Meeting with SFPIRG, 05.27.21.
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 • SFPIRG - Gabby
Meeting Length (Hrs)	0.5 hrs
Reason	We are wanting to start relationships with community members on campus.
Summary and Outcome	The SFSS never really had a strong relationship with community members and groups on campus, so we are striking introductory meetings and seeing where we can work together, improve on our end, and assist SFPIRG with.
Next Steps	n/a

Meeting, Date	Town Hall with Dr. Bonnie Henry, 05.28.21.
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 • Provincial Health Officer, Dr. Bonnie Henry • Student Executives at other post-secondary institutions across B.C.
Meeting Length (Hrs)	1 hr

Reason	A scheduled, province-wide virtual town hall with student executives at other post-secondary institutions across B.C. and Dr. Bonnie Henry so we are updated on the primer return to campus plans, what school will look like when we return in the fall, etc.
Summary and Outcome	Majority of the questions that Dr. Henry answered were ones submitted by the SFSS. We talked about what events are appropriate, how we can be safe if students don't have both vaccines just yet come September, what tools/messaging can student societies to do make students feel more comfortable, what forms or guidelines will there be for international students/students who cannot return/immunocompromised, what to do with folks who are against vaccines, vaccination sites, preparation for international students, and outbreak data control within post-secondary institutions.
Next Steps	<ul style="list-style-type: none"> ● Push for hybrid models ● Push for good social media communications and signage (where we make folks comfortable returning back to school) ● Event guidelines for in-person

Meeting, Date	Student Inquiry about Club Meeting, 05.28.21.
Parties Attending	<ul style="list-style-type: none"> ● VP Events and Student Affairs ● Student
Meeting Length (Hrs)	0.5 hrs
Reason	The student wanted to reach out to me about their club concerns
Summary and Outcome	We talked about their ability to start the club, my concerns with it and its issues, what barriers are at hand, insurance, communications with SFSS, etc.
Next Steps	<ul style="list-style-type: none"> ● Seek help from VP Internal to clarify policy and next steps

Meeting, Date	Students Against TMX Icebreaker, 05.28.21.
Parties Attending	<ul style="list-style-type: none"> ● TMX Leaders <ul style="list-style-type: none"> ○ Science Rep WeiChun Kua 2020/2021 ○ Environment Rep Anuki Karunajeewa ● Guests ● VP Events and Student Affairs - Jess Dela Cruz
Meeting Length (Hrs)	1 hr (how long I stayed)
Reason	Invited guest.
Summary and Outcome	They played Mafia in the beginning. WeiChun and Anuki shared the history of the group, went over their timeline with significant activism projects showcased, and what their next steps are.
Next Steps	<ul style="list-style-type: none"> ● Be available to Students Against TMX if they need to collaborate on anything

Meeting, Date	Daily Executive Committee Check-In, 05.31.21.
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 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"> Update and follow up with Execs on the onboarding of my incoming AVPESA Post-Event Reports Review Communications Coordinator Positions FNSA Meeting Powerpoint Prep

Meeting, Date	First Nations Student Association, 05.31.21
Parties Attending	<ul style="list-style-type: none"> FNSA Board Members SFSS Executive Councillors
Meeting Length (Hrs)	1 hr (how long I was able to stay)
Reason	We were kindly invited by the FNSA for an Introductory Meeting between themselves and Executive Councillors.
Summary and Outcome	I listened to concerns they had with returning to campus, was updated on upcoming events, and what they have planned for Indigenous Month and Pride Month.
Next Steps	<ul style="list-style-type: none"> Invite FNSA folks to SUB Working Group Keep them updated with in-person return

Total Meeting Hours	29.75
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Projects and Events

Project/Event Title	Tk'emlúps te Secwépemc Memorial
Updates and Upcoming Plans	I assisted VP External and Community Affairs with the Memorial. We bought supplies, set up the Memorial, live streamed and video edited the memorial.
Relevant Strategic Priorities	Student Wellbeing
Total Time (Hrs)	5 hrs

Project/Event Title	Clubs Days, 05.26.21.
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Updates and Upcoming Plans	Overall, it was a pretty slow day. I kept our Executives company and basically stayed there the whole day. Only a few students came by, but we were able to direct them to places where they would like to get involved. No upcoming plans.
Relevant Strategic Priorities	Student Wellbeing Student Engagement
Total Time (Hrs)	5.5 hrs

Project/Event Title	SFSS Wilderness Awareness Workshop, 05.21.21.
Updates and Upcoming Plans	Carry over event from VP Student Life, Jennifer Chou 2020/2021
Relevant Strategic Priorities	We learned about what to pack when we go hiking in various conditions/weather, how to create trip plans, what to do in an emergency, and more.
Total Time (Hrs)	1 hr

Project/Event Title	Disability Awareness Workshop with Creating Accessible Neighbourhoods, 05.28.21
Updates and Upcoming Plans	Carry over event from VP Student Life, Jennifer Chou 2020/2021
Relevant Strategic Priorities	We learned about ableist language and how this may harm folks, the intersections of Black and Indigenous folks and disability, how to make remote/in-person events accessible, etc. <ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● SFSS Events Coordinator - Dipti Chavan ● Creating Accessible Neighbourhoods - Heather McCain
Total Time (Hrs)	2 hrs

Meeting, Date	Disability Awareness Workshop with Creating Accessible Neighbourhoods, 05.28.21.
Parties Attending	<ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● SFSS Events Coordinator - Dipti Chavan ● Creating Accessible Neighbourhoods - Heather McCain
Meeting Length (Hrs)	2 hrs
Reason	Carry event from VP Student Life Jennifer Chou
Summary and Outcome	We learned about ableist language and how this may harm folks, the intersections of Black and Indigenous folks and disability, how to make remote/in-person events accessible, etc.
Next Steps	n/a

Total Project and Events Hours	13.5
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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	<p>Emails! So many emails! And a lot of back and forth texting with the Executive Committee throughout every day! And, calendar scheduling, etc.</p> <p>On average, I receive around 20 emails per day. I try and get back to them within 1-2 business days.</p>
Total Time (Hrs)	<p>~ 1 hrs per x 5 days = 5 + 5 (second week) = 10 .5 per x 2 weekend days = 1 hr + 1hr (second week) = 2 hr = ~ 12 hrs (I got faster at these than the first two weeks and was able to cut down time in half!)</p>

Summary	Reviewing Communication Coordinator Applicants and notes
Total Time (Hrs)	3 hrs

Total Admin Hours	15
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Total: 58.25

VP Equity and Sustainability

Marie Haddad

Meeting Summary and Comments

Meeting, Date	Daily Executive Committee Check-In, May 17th from 9:00 AM - 9:30 AM
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">- Reach out to faculty association- Agenda items for Executive Committee meeting- Issues policies- Upload headshot

Meeting, Date	Prep Check-in, May 17th from 12:00 PM - 1:00 PM
Parties Attending	Marie Haddad, Gabe Liosis (President), Zaid (Councillor), Helen P (Councillor)
Meeting Length (Hrs)	1 Hour
Reason	Plan for preparation, supports, recruiting, and safety regarding the Palestine and Uyghur Statements being brought forward to the council
Summary and Outcome	<ul style="list-style-type: none">- Discussed;<ul style="list-style-type: none">- Who would be present to give a presentation on the motions- How we can make sure marginalized folks can be centered during the process at the meeting and within the working group if passed- Discussing which Uyghur and Palestinian folks would be present and representing- Forming a list of resources to aid in educating the council on the current events taking place regarding both motions so councilors were equipped enough
Next Steps	<ul style="list-style-type: none">- See if folks have questions regarding the options

Meeting, Date	SUB Opening Working Group Meeting, May 17 from 1-3 PM
Parties Attending	Ashley (OOC), John (Building Manager), Ayesha (Operations Organizer), Emmanuela, Nancy (MSC), Melanie (MSC), Shelly, Jess (VPESA), Gabe (PRES) , Marie (VPES), Serena (VPUA)
Meeting Length (Hrs)	2 Hours

Reason	Creating a game plan for the SUB Opening Working group that was planned for 05-31-2021
Summary and Outcome	<ul style="list-style-type: none"> - Topics discussed: <ul style="list-style-type: none"> - Dividing up the work of the WG into sub-groups - Creating the agenda for the meeting
Next Steps	

Meeting, Date	Debrief for the day, May 17th from 8:00PM - 8:30PM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	0.5 Hours
Reason	To debrief what everyone worked on today and to discuss any areas where folks may need help
Summary and Outcome	<ul style="list-style-type: none"> - Asking how everyone's day went - The importance of communication when you can't meet an obligation you volunteered for
Next Steps	

Meeting, Date	Chat about SJP and Palestinian Supports from 9:00 PM - 10:00 PM
Parties Attending	Tuleen Awad, Member of SJP
Meeting Length (Hrs)	1 Hour
Reason	Providing supports
Summary and Outcome	<ul style="list-style-type: none"> - Discuss the history of SJP - How the group can be sparked again - How we can support Palestinians
Next Steps	

Meeting, Date	Daily Executive Committee Check-In + Notion, May 18th from 9:00 AM - 10:00 AM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	1 Hour
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 everyone's day yesterday? - What are they planning on working on today? - Who has applied for what committee - Going over if yesterday's action items were completed
Next Steps	<ul style="list-style-type: none"> - Prepare for Council meeting tomorrow

Meeting, Date	Daily Executive Committee Check-In, May 19th from 9:00 AM - 9:30 AM
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? - What does folks Summer semester look like?
Next Steps	<ul style="list-style-type: none"> - Complete voting for committees - Prepare for Council meeting

Meeting, Date	Council meeting, May 19th from 4:30 PM - 10:30 PM
Parties Attending	Council members, SFSS staff
Meeting Length (Hrs)	6 Hours
Reason	To discuss any motions and discussion items regarding the SFSS and the community
Summary and Outcome	<ul style="list-style-type: none"> - Presentations <ul style="list-style-type: none"> - Israeli Colonization of Palestine - Genocide of Uyghur Peoples - Year End Presentation from 2020/21 Board of Directors - Black, Indigenous and People of Colour (BIPOC) Committee Exit Report 2021/2021 - Motions <ul style="list-style-type: none"> - SFSS Response to the Israeli Colonisation of Palestine (APPROVED UNANIMOUSLY) <ul style="list-style-type: none"> - Condemned the persecution of Palestinians by Israel - Committed to writing a statement - Support BDS movement - Struck a working group to work on the statement, develop an Issues Policy. - SFSS Response to the Genocide of the Uyghur Peoples (APPROVED UNANIMOUSLY) <ul style="list-style-type: none"> - Condemned the CCP's ongoing genocide of Uyghur Peoples - Committed to writing a statement - Drafting a finance policy to divest and boycott companies benefitting from Uyghur internment campus - Struck a working group to take these tasks on - Electing a Vice Chair of Council (APPROVED UNANIMOUSLY) <ul style="list-style-type: none"> - Appointed Devynn Butterworth as Vice Chair of Council for 2021/2022 elected term - Ratified Committee Appointments (APPROVED UNANIMOUSLY) <ul style="list-style-type: none"> - Council Committee elections were done via WebSurvey by members of Council. - We were ratifying those results at the meeting. - Filled Committee Seats that Had Vacancies (APPROVED UNANIMOUSLY) <ul style="list-style-type: none"> - After ratifying the Council Committee elections, there were still many vacant seats; so we held mini-elections during the meeting to fill those seats.

	<ul style="list-style-type: none"> - Time-Sensitive Inter-Fund Loan - Discussion Items <ul style="list-style-type: none"> - N/A - Discussion Items were postponed due to the meeting running late.
Next Steps	<ul style="list-style-type: none"> - Make sure Councillors know amendments - Build relationships with Councillors - Reach out to folks to ask if they'd like to continue as at-large members for AC and UAA

Meeting, Date	Inquiry into Action Reading Group, May 20th 10:30 -12:00
Parties Attending	Thomas Leischner, Student Attendees, Marie
Meeting Length (Hrs)	1.5 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	Discussion about activist burnout, radical movements within unions
Next Steps	Go over reading for the next meeting

Meeting, Date	JOG Meeting, May 20th from 1:00 PM - 2:30 PM
Parties Attending	Serena Bains, Thersea, Erin Biddlecombe, Tracey Mason-Innes, Kathryn Verkerk, Marie Haddad, Ruben Munoz, Emmanuela Droko, Pierre Cenerelli, Reese Muntean, Chrysmo Thompson
Meeting Length (Hrs)	1.5 hours
Reason	To discuss items that are related to the university as a whole
Summary and Outcome	<ul style="list-style-type: none"> - Updates from the SFSS and GSS - New undergraduate student enrollment <ul style="list-style-type: none"> - 24% increase across B.C. - Increase in confirmation across most faculties - Both domestic and international - Laura Vajanto and Melanie Brown re: return to campus <ul style="list-style-type: none"> - Full plan is going to be released sometime in June - Where those plans will go into effect in August - Next week an announcement will be made out of the VPA office regarding what density will look like - There is a working group being created that will look at what accommodations will have to be made - Erin said the terms of reference for the working group is being created and that it wouldn't make sense to exclude student groups - Erin doesn't know if students will need documentation to receive accommodations in the Fall, but Tracey is looking to remove sick notes and implement better practices in the Fall - Online options: <ul style="list-style-type: none"> - Courses with a high frequency of international students - Bottleneck courses, necessary for graduation - Remote instruction has increased enrollment - Hybrid options are not mandatory

	<ul style="list-style-type: none"> - Are encouraging profs to record and engage online as much as possible - Should revisit hybrid model because providing online as an option often just falls on the students - If a graduate student is taking a course necessary for graduation, will they be forced to delay graduation? <ul style="list-style-type: none"> - Will work with individual programs to address these issues - Disappointed that this return to campus is so rushed, lacks consultation, etc. - 2108 students opted into the elective grade system for at least one course - 76% of students received a pass grade - Looking to extend the pilot program to at least April - Withdrawal deadline will be extended to week 8 - VPPEI currently contacting potential applicants - President Johnson will be announcing an advisor the president on anti-racism - EDI Council has 200+ applicants - EDI specialist selection process interviews happening next week
Next Steps	

Meeting, Date	Staff/Council/Exec Meet & Greet, 05-20-2021
Parties Attending	Members of Council, SFSS Staff
Meeting Length (Hrs)	1.0
Reason	Ayesha and Ella helped organize this Staff/Council “meet & greet” session to help build connections and to have fun with folks who had never met before!
Summary and Outcome	<ul style="list-style-type: none"> - We did a lot of fun stuff in breakout rooms, including: <ul style="list-style-type: none"> - Identifying commonalities between the people in a breakout room - Scavenger Hunts
Next Steps	N/A

Meeting, Date	Daily Executive Committee Check-In, May 21st from 9:00 AM - 9:30 AM
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? - Would a workshop on how to be committee chair be helpful?
Next Steps	-

Meeting, Date	Check-In with Ayesha, May 21st from - 9:30 - 10:00 AM
Parties Attending	Executive Committee members

Meeting Length (Hrs)	0.5 hours
Reason	Discuss training and workshops for counsel and staff
Summary and Outcome	<ul style="list-style-type: none"> - Made a doc with workshops and we drafted what would be brought to council through developmental sessions and training for staff
Next Steps	<ul style="list-style-type: none"> - Do reach out to educators

Meeting, Date	Daily Executive Committee Check-In, May 25th from 9:30 AM - 10:00 AM
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"> - Discussing Notion items from the past week - What people worked on last week - What people are working on today
Next Steps	<ul style="list-style-type: none"> - Send check-in to the group chat

Meeting, Date	Executive Committee Meeting, May 25th from 10:00 AM - 12:00 PM
Parties Attending	Executive Committee Members, Emmanuela (Ella) Droko, Joseph A., Priyanka Dhesa, Nimrit Basra
Meeting Length (Hrs)	2 hours
Reason	To discuss any items to do with the SFSS and larger community in-between Council meetings
Summary and Outcome	<ul style="list-style-type: none"> - Updates <ul style="list-style-type: none"> - CJSF Temporary Space <ul style="list-style-type: none"> - Corbett gave an update on CJSF space situation: - came to an agreement that they would try to modify their current space and use Vancouver Studio when necessary and will use one office in the SUB. - New Business <ul style="list-style-type: none"> - Appointed Nim Basra as the Associate Vice-President External & Community Affairs (APPROVED UNANIMOUSLY) - Appointed Jess Dela Cruz and Marie Haddad to the Women's Center Assistant Hiring Committee (APPROVED UNANIMOUSLY) - Appointed Serena Bains to the Administrative Assistant Hiring Committee (APPROVED UNANIMOUSLY) - VP Finance and Services Task Delegation (APPROVED UNANIMOUSLY) <ul style="list-style-type: none"> - Delegated certain VPFS duties to the VP Internal because the VP Finance and Services is currently unable to complete certain time-sensitive tasks due to unexpected medical reasons - Discussion Items <ul style="list-style-type: none"> - SFU Co-Op

	<ul style="list-style-type: none"> - Corbett has been working with SFU to try and get Executive Committee members Co-Op recognition - He let Execs know to contact him if they wanted co-op recognition for this semester (or future semesters) - Member Services Annual Report <ul style="list-style-type: none"> - Need to know how things went last year to help with administrative and operational tasks. - Will ask for an annual report from all Member Services about how pandemic impacted this year compared to the year before, financial impacts, website analytics, etc. - Town Hall with Dr. Bonnie Henry for Post-Secondary Student Society Executives <ul style="list-style-type: none"> - Matthew received an email invitation looking for Student Union leaders to have up to 15 members to attend this town hall meeting and ask questions. - Most Execs will attend the townhall and work in the afternoon to create and submit questions - Colombia Protests - SFSS will put out a statement regarding this to amplify Colombian voices and show support. Serena reached out to Association of Latin American Students and other Colombian members to see and edit the statement. - Serena and Sarah will work to submit a motion to strike a working group at the next Council Meeting and ask Latin American Students and Colombian members to be part of the working group. - Update on Access for All <ul style="list-style-type: none"> - Serena reached out to various student societies to discuss how to support each other and what next steps to take on this. - Full plan to return to campus will be updated in June and effective in August so Serena suggested if members can help write a letter for Council and have individual student societies sign on it as it's time sensitive.
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Meeting, Date	Issues Policies Planning, May 25th from 5:30 PM - 7:00 PM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	1.5 hours
Reason	To discuss what issues policies are currently in progress and what issues policies need to be completed before the end of the term
Summary and Outcome	<ul style="list-style-type: none"> - Reviewed what issues policies are in progress - Going through annual plan and what issues policies each person said they wanted to work on - Assigned a few people to each issue policy - Developed a timeline of what issues policies should be prioritized and when they should be completed
Next Steps	<ul style="list-style-type: none"> - Start working on issues policies

Meeting, Date	Notion continuation meeting, May 25th from 7:30 PM - 9:00 PM
Parties Attending	Executive Committee members

Meeting Length (Hrs)	1.5 hours
Reason	To discuss what Notion items are currently in progress and what need to be removed to added to the Notion
Summary and Outcome	<ul style="list-style-type: none"> - Reviewed each existing item on the Notion and updated it if applicable - Added Notion items based on what projects we're working on this week - Created action items for folks for each Notion item
Next Steps	<ul style="list-style-type: none"> - Work on items that are assigned to me on Notion

Meeting, Date	Daily Executive Committee Check-In, May 26th from 9:00 AM - 9:30 AM
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"> - Asking how everyone's day went yesterday - What do folks have planned for today - Going through the Notion
Next Steps	<ul style="list-style-type: none"> - Work on items that are assigned to me on Notion

Meeting, Date	Welcome Day Shift, May 26th from 2-6 PM
Parties Attending	Jess and Corbett
Meeting Length (Hrs)	4 hrs
Reason	SFSS Executive Committee Clubs Day Virtual Booth
Summary and Outcome	<ul style="list-style-type: none"> - Took a shift for Clubs Days. This included: <ul style="list-style-type: none"> - Chatting with students who came to visit our virtual booth - Telling folks about what the SFSS is and how they can get involved - Going around to other booths and familiarizing myself with the students and chatting to them about their initiatives
Next Steps	Follow up with the groups I visited or join their discords

Meeting, Date	Council Development Session, May 26th from 6:00 PM - 6:30 PM
Parties Attending	Council members
Meeting Length (Hrs)	0.5 hours
Reason	To go over the basics of how to Council
Summary and Outcome	<ul style="list-style-type: none"> - Work orders / JotForms - Committees

	<ul style="list-style-type: none"> - Submitting agenda items - Prep for meetings - Working groups - Motions <ul style="list-style-type: none"> - How to make one - Line items - Briefing notes - Cheque requisitions - Budgets - Terms of reference for working groups - Common acronyms/abbreviations
Next Steps	<ul style="list-style-type: none"> - Continue attending development sessions

Meeting, Date	Daily Executive Committee Check-In, May 27th from 9:00 AM - 9:30 AM
Parties Attending	Executives
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"> - Asking how everyone's day went yesterday - What do folks have planned for today - Going through the Notion
Next Steps	<ul style="list-style-type: none"> - Do action items and meetings for the day

Meeting, Date	SUB Opening Working Group Prep Meeting, May 27th, 1:30-3:00 PM
Parties Attending	Gabe Liosis (President), Marie Haddad (VP Equity), Jess Dela Cruz (VP Events), John Walsh (Building Manager), Ella Droko (Board Organizer)
Meeting Length (Hrs)	1.5
Reason	Creating a game plan for the SUB Opening Working group that was planned for 05-31-2021
Summary and Outcome	<ul style="list-style-type: none"> - Topics discussed: <ul style="list-style-type: none"> - Dividing up the work of the WG into sub-groups - Creating the agenda for the meeting
Next Steps	

Meeting, Date	SFPIRG Introduction, May 27th from 6:00 PM - 6:30 PM
Parties Attending	Serena Bains, Marie Haddad, Jess Dela Cruz, Gabe Liosis, Matthew Provost, Corbett Gildersleve, Gabby Doebeli
Meeting Length (Hrs)	0.5 hours
Reason	To introduce SFPIRG and opportunities for collaboration
Summary and Outcome	<ul style="list-style-type: none"> - What SFPIRG is about <ul style="list-style-type: none"> - Work on education about social and environmental justice

	<ul style="list-style-type: none"> - Trying to have PIRG be an organizing hub - Research centre for anti-capitalist research - What SFPIRG has to offer <ul style="list-style-type: none"> - Space for folks to connect - Workshops on anti-oppression - Try to help folks who are experiencing oppression - Button maker, library - Where can we collaboratively work and organize together? <ul style="list-style-type: none"> - Providing resources on how to organize - Having PIRG and SFSS have a mutual relationship and acknowledging the harm that was caused in the past - Getting cops off campus - Any hopes that SFPIRG has for us as the Executive Committee and what we can extend to Council
Next Steps	<ul style="list-style-type: none"> - Folks to follow-up with their action items

Meeting, Date	Townhall with Dr. Bonnie Henry for post-secondary student leaders, May 28th from 9:00 AM - 10:00 AM
Parties Attending	Executive Committee members, members of student societies across B.C., Dr. Bonnie Henry
Meeting Length (Hrs)	1 hour
Reason	To answer questions that students have about the return to campus in the Fall
Summary and Outcome	<ul style="list-style-type: none"> - Will students have to wear masks on campus? <ul style="list-style-type: none"> - Sometimes maybe - By the Fall we won't need to wear masks in most situations - Unless there is an outbreak - What kind of events will be allowed in the Fall? <ul style="list-style-type: none"> - Avoiding crowding - There won't be any restrictions about not having events - Don't come if you're sick - Have small groups that are outdoors - How can we have classes of 300 people safely if people don't have their second dose? <ul style="list-style-type: none"> - If people are in a structured seated environment there's less risk - Every student will have the chance to be vaccinated - You know who's in a class, sit in the same place, don't move around - What tools and messaging can student societies use to make students feel more comfortable? <ul style="list-style-type: none"> - Build a shared understanding of what has changed - Building a level of comfort - What about immunocompromised or international students? <ul style="list-style-type: none"> - Everyone should be vaccinated - Immunocompromised people have always taken care of themselves, this is the same - What about people who don't want to take the vaccine? <ul style="list-style-type: none"> - Very small amount of people who don't want the vaccine - Personal protection protects your family and community as well - How will you ensure that the vaccine distribution process is equitable and avoid the mistakes that we've seen in the past with pop-up vaccination sites not being communicated to community members?

	<ul style="list-style-type: none"> - They'll do pop-ups in the Summer and engage where rates of vaccines are lower - End of August and Fall they will potentially have pop-up sites on campus - Signage and social media - What preparations are you making for international students for a safe and accessible return to campus? <ul style="list-style-type: none"> - Canada will likely have a vaccine passport for international travel - Having a letter from the institution that the person is travel for a particular reason - Requirement of quarantine, could happen on residence - Are you going to make data regarding outbreaks and cases that occur in post-secondary communities available to the public? <ul style="list-style-type: none"> - As we transition, if there is a cluster they will report people who need to know, but if they can't reach them then public outreach may be necessary - Move to routine outbreak management, where confidentiality of people is prioritized
Next Steps	<ul style="list-style-type: none"> - Push for hybrid model, better communication around COVID-19

Meeting, Date	SOCA Meeting, May 28th, 5:00-6:00 PM
Parties Attending	Isaac M, Yasmin M, Tiara C, Balkees J, Samia I, Linda K, Araba (non-voting)
Meeting Length (Hrs)	1 hr
Reason	Recurring meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussion about Keeping SFU SOCA Whatsapp and Other gatherings safe for members - Using notion as a Team Communication and Organization tool
Next Steps	

Meeting, Date	Students Against TMX Icebreaker, May 28th, 6:00-6:30 PM
Parties Attending	<ul style="list-style-type: none"> ● TMX Leaders <ul style="list-style-type: none"> ○ Science Rep WeiChun Kua 2020/2021 ○ Environment Rep Anuki Karunajeewa ● Guests
Meeting Length (Hrs)	0.5 Hr
Reason	Invited guest.
Summary and Outcome	They played Mafia in the beginning. WeiChun and Anuki shared the history of the group, went over their timeline with significant activism projects showcased, and what their next steps are.

Next Steps	
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Meeting, Date	SOCA Event/Social - Catch Ah Vybz May 28th, 6:30-8:30 PM
Parties Attending	SOCA Executives, SOCA Members, and Guests
Meeting Length (Hrs)	2 hr
Reason	Social
Summary and Outcome	Summer social icebreaker with various games and conversation/relationship-building activities
Next Steps	

Meeting, Date	Steering Committee Meeting on Campus Safety Engagement - Student Preparation revamping our document May 31st, 10:00-11:30 pm
Parties Attending	Marie
Meeting Length (Hrs)	1.5 hr
Reason	Prepare to discuss how SFU can improve its safety policy and practices in the SFU community
Summary and Outcome	<p>Discussed</p> <ul style="list-style-type: none"> - What the following meetings will include - The purpose of the steering committee from the student's side - Actions we want to be taken in order for this work to be done in a good way - more transformative justice, abolition work, defunding, and reinvesting into the community - Out concerns regarding the working group - Our concerns about the policies in place that get down on marginalized folks <p>From here I worked to organize the doc and include resources that could be mentioned in the meeting</p>
Next Steps	Give students a recap of the doc on the next day

Meeting, Date	FNSA Members Meeting, May 31st from 6:00 PM - 7:00 PM
Parties Attending	Executive Committee members, Kali Stierle, Lauren Robson, Keianna James, Lindsay Clifton, Rebekah,
Meeting Length (Hrs)	1 hour
Reason	To introduce ourselves to FNSA and get a sense of what FNSA is working on
Summary and Outcome	<ul style="list-style-type: none"> - Check-in - Introductions from the Executive Committee - Keianna was appointed as the new Council representative - Approved gift cards for Summer socials - Discussed the cook along

	<ul style="list-style-type: none"> - Council and committee updates - Discussed the fall return to campus and any concerns or things folks were looking forward to - Surrey campus potentially having an Indigenous space - The upcoming by-election for vacant FNSA Board positions - Updating the FNSA constitution
Next Steps	<ul style="list-style-type: none"> - Keep in contact with FNSA

Total Meeting Hours	37.5
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Projects and Events

Project/Event Title	Kamloops Residential School Memorial
Updates and Upcoming Plans	Supporting in the set-up of the Kamloops Residential School Memorial in front of the Student Union Building
Relevant Strategic Priorities	N/A
Total Time (Hrs)	TOTAL = 5 Hrs

Total Project and Events Hours	5
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Committee Chair Work

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

Total Committee Hours	0
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Administrative Work

Summary	Emails, research on a statement put out regarding Kamloops Residential school and help to draft, reading up on docs for the SUB Opening, contacting Councillors and others to come to certain events, Writing my portion of the "Report from the Executive Committee", writing my portion for FNSA presentation, Reviewing the agenda for council and executive meetings, doing research on the Palestinian liberation movement, BDS and Uyghur, bringing together resources for the council for both Uyghur and Palestine-Israel education, prepare doc for Ayesha for workshops prepped, preparing questions for Bonnie Henry townhall
Total Time (Hrs)	May 17th - 2 hours May 18th - 2.5 hours May 19th - 3 hours May 20th - 3 hours May 21st - 2.5 hours May 22nd - 1 hour May 25th - 3 hours May 26th - 2 hours May 27th - 2 hours May 28th - 2 hours May 29th - 1 hour May 31st - 1.5 hours

Total Admin Hours	25.5 hrs
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Total Admin Hours	68 hrs
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