

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
1st August, 2021 to 15th August, 2021

[President](#)

[VP Internal and Organizational Development](#)

[VP Finance and Services](#)

[VP University and Academic Affairs](#)

[VP External and Community Affairs](#)

[VP Events and Student Affairs](#)

[VP Equity and Sustainability](#)

President
 Gabe Liosis

Meeting Summary and Comments

Meeting, Date	Gabe / Corbett Catch-Up After Leave of Absence, 08-02-2021
Parties Attending	Gabe Liosis (President), Corbett Gildersleve (VP Internal)
Meeting Length (Hrs)	2.25
Reason	My Leave of Absence ended on July 31st. With Corbett serving as Acting President while I was away, we set this session up to catch me up on what I had missed.
Summary and Outcome	<ul style="list-style-type: none"> ● Corbett gave me a detailed runthrough of everything he and various other Executive Officers, staff and Councillors had been working on while I was away; gave me an overview of any outstanding issues that came up.
Next Steps	

Meeting, Date	Executive Committee Working Session, 08-03-2021
Parties Attending	Executive Committee
Meeting Length (Hrs)	1.5
Reason	Regularly Scheduled Bi-Weekly Executive Committee Development/Working Session
Summary and Outcome	<ul style="list-style-type: none"> ● Corbett provided the Executive Committee with a range of recommendations coming from Student Care pursuant to the Health and Dental Plan. ● The Executive Committee should make a recommendation to Council on which direction to go down as it pertains to the Health and Dental Plan
Next Steps	

Meeting, Date	Gabe/Corbett/John Catch-Up, 08-03-2021
Parties Attending	Gabe Liosis (President), Corbett Gildersleve (VP Internal), John Walsh (Building Manager)
Meeting Length (Hrs)	1.0
Reason	John, Corbett and I set aside this chunk of time to catch up after both John and I came back from vacation/leave.
Summary and Outcome	Topics of discussion <ul style="list-style-type: none"> - SUB Opening - Gaming Lounge
Next Steps	

Meeting, Date	Oversight Committee on Executive Officers, 08-03-2021
Parties Attending	Members of the Oversight Committee, Gabe Liosis (President), Corbett Gildersleve (VP Internal)
Meeting Length (Hrs)	1.0
Reason	Regularly Scheduled Meeting Corbett and I were invited to speak to a discussion item on the meeting agenda.
Summary and Outcome	Topics Discussed: <ul style="list-style-type: none"> ● Leaves of Absence - implementing a more compassionate system of leaves ● Work Reports ● Semester Reports ● Criteria for Evaluating Executive Officers
Next Steps	

Meeting, Date	Discussion with Lawyer, 08-04-2021
Parties Attending	Corbett Gildersleve (VP Internal), SFSS Lawyer, Trish Everett (Student Advocacy Coordinator), Gabe Liosis (President)
Meeting Length (Hrs)	0.75
Reason	Confidential - personal and sensitive matter
Summary and Outcome	Confidential - personal and sensitive matter
Next Steps	

Meeting, Date	Joint Health and Safety Committee (JHSC), 08-04-2021
Parties Attending	JHSC Members
Meeting Length (Hrs)	0.25
Reason	Regularly Scheduled Monthly Meeting
Summary and Outcome	Topics Discussed <ul style="list-style-type: none"> ● SUB Safety Inspection Planning and Procedure Before SUB Opening for Staff and Students ● Water Leak in SUB
Next Steps	

Parties Attending	Working Session - Prep for Student Safety Group, 08-04-2021
Meeting Length (Hrs)	0.5
Reason	Prepare for the Student Safety Group Meeting on 08-05-2021

Summary and Outcome	<ul style="list-style-type: none"> ● Serena and I prepared our questions and discussion points for the Student Safety Group Meeting
Next Steps	

Meeting, Date	Student Safety Group, 08-05-2021
Parties Attending	Mark LaLonde, Gabe Liosis, Pierre Cenerelli, Anne Carchesio, Zoe Woods, Laurie Anderson, Ruben Munoz, CJ Rowe, Erin Biddlecombe, Dan, Angela Wilson, Michelle Verbrugge, Serena Bains, Marie Haddad, Hamoon Babchahi, Victor Thomas
Meeting Length (Hrs)	1.0
Reason	Regularly Scheduled Semesterly Meeting An extra focus is given to the Fall Return to Campus for this Meeting
Summary and Outcome	<ul style="list-style-type: none"> ● Return to Campus <ul style="list-style-type: none"> ○ There are plans for on campus pop-up vaccinations ○ I asked whether they would be making masks mandatory, considering the rise in COVID-19 cases and the rise of the Delta Variant. Mark L. said they are taking direction from the Public Health Authority and there is no need for a mask mandate right now. I reiterated that I think this is a mistake, and that SFU should be going above and beyond the public health guidelines to ensure student safety. ○ If COVID gets bad, there may be measures in place like going back to hybrid or remote learning, social distancing and masks. ● Changes to the Terms of Reference for the Student Safety Group: <ul style="list-style-type: none"> ○ Changes included adding a "consent agenda" procedure, adding more student representation, making the committee more action oriented
Next Steps	<ul style="list-style-type: none"> ● Email Mark about Rapid Testing

Parties Attending	Catch-Up With Trish (Student Advocacy Coordinator), 08-05-2021
Meeting Length (Hrs)	0.5
Reason	General check-in to see how things are going
Summary and Outcome	<p>We discussed:</p> <ul style="list-style-type: none"> ● Progress in getting the student advocacy office up and running ● Cases that she has recently taken up ● Getting her office in the SUB all set-up ● Other miscellaneous topics.
Next Steps	

Parties Attending	Onboarding Session - Kirtana Menon, Associate to the President, 08-05-2021
Meeting Length (Hrs)	1.0

Reason	Kirtana was appointed my Associate Vice-President a while back; this was her initial onboarding session to go over the responsibilities of the role.
Summary and Outcome	Topics Discussed: <ul style="list-style-type: none"> ● Duties of the President ● Associate Vice President Policy ● Associate to the President Duties ● SFSS Structure ● SFSS email and google calendar ● Establishing a weekly check-in time ● Training videos
Next Steps	

Parties Attending	Meeting with John and Corbett, 08-06-2021
Meeting Length (Hrs)	1.0
Reason	To discuss SUB opening details
Summary and Outcome	To discuss SUB opening details
Next Steps	

Parties Attending	Gabe / Ella Weekly Check-In, 08-06-2021
Meeting Length (Hrs)	0.5
Reason	Regularly Weekly Check-In Between President + Board Organizer
Summary and Outcome	Topics Discussed: <ul style="list-style-type: none"> ● Setting up meetings between Committee Chairs and Admin Team ● Strategic Planning ● Federal Election ● Administrative Coordinator position ● SUB Communications Working Group
Next Steps	

Parties Attending	Special Executive Committee Meeting, 08-06-2021
Meeting Length (Hrs)	1.5
Reason	A Special Executive Committee Meeting was called to consider two time sensitive motions.
Summary and Outcome	Motions passed: <ul style="list-style-type: none"> ● An in-camera session was held on a confidential matter ● Passed a motion to move to a fully-insured accounting model under studentcare's health and dental plan
Next Steps	

Parties Attending	Bargaining, 08-09-2021
Meeting Length (Hrs)	6.5
Reason	All day collective agreement bargaining session
Summary and Outcome	confidential
Next Steps	

Parties Attending	Gabe / Devynn Check-In, 08-09-2021
Meeting Length (Hrs)	0.5
Reason	Devynn (Council Vice Chair) and I have weekly check-ins before Council meetings to review the Council agenda.
Summary and Outcome	<ul style="list-style-type: none"> ● Reviewed council agenda and prepared for the upcoming council meeting
Next Steps	

Parties Attending	Bargaining, 08-10-2021
Meeting Length (Hrs)	5.5
Reason	All day collective agreement bargaining session
Summary and Outcome	confidential
Next Steps	

Parties Attending	Executive Committee Working Session, 08-10-2021
Meeting Length (Hrs)	2.0
Reason	Regularly Scheduled Biweekly Executive Committee working session
Summary and Outcome	<ul style="list-style-type: none"> ● Reviewed upcoming Council agenda
Next Steps	

Parties Attending	Bargaining, 08-11-2021
Meeting Length (Hrs)	5.5
Reason	All day collective agreement bargaining session
Summary and Outcome	confidential
Next Steps	

Parties Attending	Council, 08-11-2021
Meeting Length (Hrs)	4.75
Reason	Regularly Scheduled Council Meeting (Biweekly)
Summary and Outcome	<p>Report from Committees</p> <ul style="list-style-type: none"> ● Executive Committee ● Governance Committee ● Nominating Committee ● Members Meeting Planning Committee ● External & Community Affairs Committee <p>In-Camera Session</p> <ul style="list-style-type: none"> ● Bargaining updates <p>New Business</p> <ul style="list-style-type: none"> ● SFSS Health and Dental Plan Referendum Commitment (Approved) ● FSU Common Room Space Allocation (Postponed) ● A Call for Contract Cheating Legislation (Approved) ● Accessible Course Practices (Approved) <p>Notice of Motion</p> <ul style="list-style-type: none"> ● Space Oversight Committee
Next Steps	

Parties Attending	Building Coordinator Orientation, 08-12-2021
Meeting Length (Hrs)	1.0
Reason	Onboarding the new Building Coordinator as a member of the staff team
Summary and Outcome	<p>Topics discussed:</p> <ul style="list-style-type: none"> ● SFSS structure ● Student Union Building ● Gradual return to work plan
Next Steps	

Parties Attending	Gabe / Ayesha Check-In, 08-12-2021
Meeting Length (Hrs)	0.75
Reason	Ayesha and I have regular weekly check-ins
Summary and Outcome	<p>Topics discussed:</p> <ul style="list-style-type: none"> ● Backfilling vacant Coordinator-level positions ● Member Services Administrative Assistant hiring ● Laptop Equipment shortage ● IT Coordinator role ● SFSS Drive Access ● Minimum staffing requirement working group ● Administrative Coordinator hiring ● Hiring Committee Development Session for Council / Execs

	<ul style="list-style-type: none"> ● Internal Communications Working Group ● New Staff onboarding ● bargaining
Next Steps	

Parties Attending	SUB Opening Check-In, 08-12-2021
Meeting Length (Hrs)	1.0
Reason	Check-in on a couple misc. SUB opening details
Summary and Outcome	Topics discussed <ul style="list-style-type: none"> ● Hours of operating ● Staffing ● Services ● OOC and Women's Center
Next Steps	

Parties Attending	OOO Assistant Orientation, 08-13-2021
Meeting Length (Hrs)	1.0
Reason	Onboarding the new OOC Assistant as a member of the staff team
Summary and Outcome	Topics discussed: <ul style="list-style-type: none"> ● SFSS structure ● Student Union Building ● Gradual return to work plan ● Ongoing challenges with OOC Governance, projects to fix those issues
Next Steps	

Parties Attending	Gabe / Ella Weekly Check-In, 08-13-2021
Meeting Length (Hrs)	0.5
Reason	Regularly Scheduled Weekly-Check in with Ella
Summary and Outcome	Topics discussed: <ul style="list-style-type: none"> ● Admin team staffing shuffle ● Melanie onboarding as new Admin Coordinator ● SUB communications plan ● Federal Election Communications ● Committee Chair Training Session
Next Steps	

Total Meeting Hours	41.75
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Administrative Work

Summary	Admin Work to Catch-Up from Leave of Absence (04/02/2021)
Total Time (Hrs)	8.5

Summary	Emails + Answering Messages
Total Time (Hrs)	<ul style="list-style-type: none"> ● Aug. 4th - 1.0 ● Aug. 5th - 2.0 ● Aug 9 - 0.5 ● Aug 10 - 0.5 ● Aug 11 - 0.5 ● Aug 12 - 1.0 TOTAL = 5.5

Summary	Compiling Council Agenda
Total Time (Hrs)	1.0

Summary	Preparing for Council
Total Time (Hrs)	1.5 2 TOTAL = 3.5

Total Admin Hours	18.5
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TOTAL HOURS = 60.25

VP Internal and Organizational Development
 Corbett Gildersleve

Meeting Summary and Comments

Meeting, Date	Catch up with Gabe, August 2nd
Parties Attending	Executives
Meeting Length (Hrs)	2.25 hrs
Reason	Debrief with Gabe
Summary and Outcome	I met with Gabe to discuss what occurred during my time as acting president. We covered areas like ongoing projects, updates on SUB work, unexpected situations, and other related topics.
Next Steps	N/A

Meeting, Date	Executive Working Session, August 3rd
Parties Attending	Executives
Meeting Length (Hrs)	2 hours
Reason	Discuss Health and Dental Plan Recommendations
Summary and Outcome	We discussed a number of recommendations from Studentcare around the Health and Dental Plan based on past usage and expected increase in usage of the plan when students come back in the fall term.
Next Steps	We will make a few recommendations to Council.

Meeting, Date	Member Misconduct, August 3rd
Parties Attending	MSC Staff, Student Advocacy Coordinator Trish Everett, Myself
Meeting Length (Hrs)	1.5 hours
Reason	Discussing a member misconduct issue
Summary and Outcome	I met with staff to discuss a serious and confidential issue of misconduct by an sfss member.
Next Steps	N/A

Meeting, Date	Meeting with John, August 3rd
Parties Attending	Building Manager John Walsh, President Gabe Liosis, Myself
Meeting Length (Hrs)	1 hour
Reason	Check-in
Summary and Outcome	We met with John to catch Gabe up on SUB projects and issues.
Next Steps	N/A

Meeting, Date	Oversight Committee of Executive Officers, August 3rd
Parties Attending	OCEO Members, President Gabe Liosis, Myself
Meeting Length (Hrs)	1 hour
Reason	Scheduled Meeting
Summary and Outcome	I met with OCEO to broach the subject of developing policy around more Leave of Absence options to fit more scenarios like bereavement, reduced working hours, etc. I also answered questions around the work reports.
Next Steps	N/A

Meeting, Date	Member Misconduct, August 4th
Parties Attending	Myself, General Counsel
Meeting Length (Hrs)	1 hour
Reason	Receiving Advice
Summary and Outcome	Discussed a matter related to member misconduct
Next Steps	N/A

Meeting, Date	SUB Communications Budget, August 4th
Parties Attending	Board Organizer Ella Droko, Myself
Meeting Length (Hrs)	0.25 hrs
Reason	Discuss budget options
Summary and Outcome	Met and discussed with Ella the different budget areas that could go towards the SUB Opening as it related to communications.
Next Steps	N/A

Meeting, Date	Meeting with SFU Office of Bullying and Harassment, August 5th
Parties Attending	B&H Director Michelle Verbrugghe, President Gabe Liosis, Student Advocacy Coordinator Trish Everett, President Gabe Liosis, Myself
Meeting Length (Hrs)	1.5 hours
Reason	Met with SFU
Summary and Outcome	Related to the member misconduct issues. Due to the serious nature, this meeting items are confidential.
Next Steps	N/A

Meeting, Date	Council Catch Up - ESS Rep, August 5th
Parties Attending	ESS Council Rep, Myself
Meeting Length (Hrs)	1 hour
Reason	Councilor Training
Summary and Outcome	Met with the new ESS Councilor to go through the basics of being a Council member.
Next Steps	N//A

Meeting, Date	SUB Space Options, August 6th
Parties Attending	President Gabe Liosis, Building Manager John Walsh, Myself
Meeting Length (Hrs)	0.5 hrs
Reason	Reviewing spaces in the SUB
Summary and Outcome	We discussed SUB spaces in regards to the opening.
Next Steps	N/A

Meeting, Date	Special Executive Committee Meeting, August 6th
Parties Attending	Execs
Meeting Length (Hrs)	1.5 hours
Reason	Special Scheduled Session
Summary and Outcome	Motions passed: <ul style="list-style-type: none"> ● Held an in-camera discussion about a sensitive matter ● Moved to change our Health and Dental Plan to the fully insured accounting

	model
Next Steps	N/A

Meeting, Date	SFU Esports Association General Meeting, August 7th
Parties Attending	SFU Esports Association Executives, MSC Clubs Nancy Mah, Student Advocacy Coordinator Trish Everett, Myself
Meeting Length (Hrs)	2 hours
Reason	Attending to answer questions
Summary and Outcome	We attended the SFU Esports Association's general meeting to discuss a matter in the club and the SFSS's Club Terms of Reference.
Next Steps	N/A

Meeting, Date	SFU EA After Meeting Discussion, August 7th
Parties Attending	MSC Clubs Nancy Mah, Student Advocacy Coordinator Trish Everett, Myself
Meeting Length (Hrs)	0.5 hours
Reason	Debrief
Summary and Outcome	We met to discuss the general meeting and next steps.
Next Steps	N/A

Meeting, Date	Collective Agreement Bargaining - Prep, August 9th
Parties Attending	SFSS Bargaining Team
Meeting Length (Hrs)	0.5 hrs
Reason	Collective Bargaining Pre
Summary and Outcome	We reviewed proposals still to be discussed
Next Steps	We meet again tomorrow

Meeting, Date	CA Bargaining, August 9th
Parties Attending	SFSS Bargaining Team, CUPE Bargaining Team
Meeting Length (Hrs)	6.5 hours
Reason	Scheduled session

Summary and Outcome	We discussed and negotiated over proposals
Next Steps	We meet again tomorrow

Meeting, Date	Speaking with the Lawyer, August 9th
Parties Attending	SFSS General Counsel and myself
Meeting Length (Hrs)	0.5 hours
Reason	Receive advice
Summary and Outcome	Discussed a confidential matter
Next Steps	N/A

Meeting, Date	CA Bargaining - Prep, August 10th
Parties Attending	SFSS Bargaining Team
Meeting Length (Hrs)	1 hour
Reason	Prep Session
Summary and Outcome	We reviewed remaining proposals
Next Steps	N/A

Meeting, Date	CA Bargaining, August 10th
Parties Attending	SFSS Bargaining Team, CUPE Bargaining Team
Meeting Length (Hrs)	4.5
Reason	We reviewed remaining points of discussion
Summary and Outcome	We reviewed and discussed proposals
Next Steps	We meet again tomorrow

Meeting, Date	Member Misconduct, August 10th
Parties Attending	MSC Clubs Nancy Mah, Student Advocacy Coordinator Trish Everett, Myself
Meeting Length (Hrs)	0.75 hrs
Reason	Continue to meet on the issue
Summary and Outcome	Due to the serious nature of the issue, this is confidential

Next Steps	N/A
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Meeting, Date	Executive Committee Dev Session, August 10th
Parties Attending	Execs
Meeting Length (Hrs)	1.5 hours
Reason	Council Meeting Prep
Summary and Outcome	We discussed the Council agenda and each motion and discussion item.
Next Steps	N/A

Meeting, Date	CA Bargaining - Prep, August 11th
Parties Attending	SFSS Bargaining Team
Meeting Length (Hrs)	0.25 hrs
Reason	Prep Session
Summary and Outcome	We met and reviewed the remaining proposals that would be discussed today
Next Steps	N/A

Meeting, Date	CA Bargaining, August 11th
Parties Attending	SFSS Bargaining Team and CUPE Bargaining Team
Meeting Length (Hrs)	3.5 hours
Reason	Scheduled Session
Summary and Outcome	We met and discussed proposals.
Next Steps	N/A

Meeting, Date	Council, August 11th
Parties Attending	Council Members
Meeting Length (Hrs)	4.75 hrs
Reason	Scheduled Meeting
Summary and Outcome	I gave my VP update as well as 3 committee chair reports (GOV, NOM, and MMPC) We had an in-camera discussion around collective bargaining and providing the Council with an update.

	<p>We had four motions:</p> <ol style="list-style-type: none"> 1. Committed to holding a referendum on the Health and Dental Plan 2. Postponed the SUS and SASS common room space allocation to next meeting 3. A call for legislation to be developed about contract cheating (academic) 4. Approving the accessible course practices letter. <p>We also gave a notice of motion for the Space Oversight Committee policy.</p>
Next Steps	Next meeting is on the 25th.

Meeting, Date	Admin Chat, August 12th
Parties Attending	Board Organizer Ella Droko, Myself
Meeting Length (Hrs)	0.25 hrs
Reason	Discussion
Summary and Outcome	We discussed Admin Assistant support now that Somayeh was transferred to be the temporary FNSA coordinator.
Next Steps	N/A

Meeting, Date	Member Misconduct, August 12th
Parties Attending	MSC Clubs Nancy Mah and Ricky Che, Student Advocacy Coordinator Trish Everett, Myself
Meeting Length (Hrs)	0.5 hrs
Reason	Discussion
Summary and Outcome	Due to the serious nature of the issue, this is confidential
Next Steps	N/A

Meeting, Date	Redbull Introduction, August 12th
Parties Attending	Redbull Reps, Building Manager John Walsh, Myself
Meeting Length (Hrs)	0.25 hrs
Reason	Introduction
Summary and Outcome	We spoke with Redbull about the SUB gaming lounge and some initial discussion about their support of it and the SFU Esports Association.
Next Steps	We are waiting on a proposal

Meeting, Date	Building Coordinator Orientation - VP Internal Session, August 12th
Parties Attending	Building Coordinator Mary Phan, Myself
Meeting Length (Hrs)	1 hour
Reason	Onboarding
Summary and Outcome	I discussed my position with Mary, gave a run down of the administrative and governance changes that occurred over the last year, and answered any questions that the new staff member asked.
Next Steps	N/A

Meeting, Date	SUB Opening Check-in, August 12th
Parties Attending	President Gabe Liosis, Building Manager John Walsh, Board Organizer Ella Droko, Myself
Meeting Length (Hrs)	1 hour
Reason	Review
Summary and Outcome	We discussed the upcoming SUB opening and discussed what parts of the SUB Opening working group needed to have a check in and update.
Next Steps	N/A

Meeting, Date	Meeting about SFU EA Student Advisor Role, August 12th
Parties Attending	Jennifer Seto, Myself
Meeting Length (Hrs)	0.5 hours
Reason	Discussion
Summary and Outcome	We discussed how the student advisor role intersected with club policies as Jennifer has graduated and is no longer a student. After discussing what the role is and how it interacts with the club and the SFSS (it doesn't), I determined that it was not against the rules.
Next Steps	N/A

Meeting, Date	Constituency Group Discussion
Parties Attending	VP Events and Student Affairs Jess Dela Cruz, VP External and Community Affairs Matt Provost, President Gabe Liosis, Myself
Meeting Length (Hrs)	0.5 hours
Reason	FNSA

Summary and Outcome	We discussed a recent issue with regards to FNSA not receiving reimbursements. This led to the need to hold a roundtable discussion with various staff to get everyone on the same page in regards to constituency groups as there were changes to it over the last few years that required updating the SFSS SOPs.
Next Steps	I'll be drafting an email to the finance and MSC departments.

Meeting, Date	Out on Campus Assistant Orientation - VP Internal Session
Parties Attending	OOO Assistant Constitine, Myself
Meeting Length (Hrs)	1 hour
Reason	Onboarding
Summary and Outcome	I discussed my role, governance and administrative changes over the last year, and answered any questions the new staff member had.
Next Steps	N/A

Meeting, Date	Sciences Space MOU, August 13th
Parties Attending	SFU Director Ruth, SFU Science Engagement Thomas, Weichun Kua, SUS President Shariq Ahsan
Meeting Length (Hrs)	0.5
Reason	Meeting and Greet
Summary and Outcome	We met with the different members involved with the science student union MOU.
Next Steps	Some amendments will be made to the document and then it will be ready for signing.

Total Meeting Hours	45.25
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Projects and Events

Project/Event Title	Reviewing Club Terms of Reference
Updates and Upcoming Plans	I reviewed the club terms of reference, SFSS policies, and bylaws, as it related to member misconduct. I developed a list of actions and processes that could and could not be taken.
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	1 hour

Project/Event Title	Member Misconduct
Updates and Upcoming Plans	-Exec Committee Briefing Note, -Emails and Follow up from the Exec Meeting -Email discussions with our lawyer
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	6 hours - August 3rd 3 hours - August 4th 2 hours - August 5th 4 hrs - August 6th

Project/Event Title	SOCA Piano Move
Updates and Upcoming Plans	Helped SOCA with moving their piano into the SUB.
Relevant Strategic Priorities	N/A
Total Time (Hrs)	0.50 hrs

Project/Event Title	Monetary Proposals Update
Updates and Upcoming Plans	Updated the financial models as it related to monetary proposals. I developed additional models based on different proposals and counter proposals.
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	3 hours - August 8th 1.75 hours - August 9th 1 hour - August 10th

Total Project and Events Hours	22.25 hrs
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Committee Chair Work

Committee Name	Committees did not meet
# of Meetings	
Total Time (Hrs)	

Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	0
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Administrative Work

Summary	Organizing my week (ending as acting president)
Total Time (Hrs)	2.75 hrs

Summary	Executing Check In
Total Time (Hrs)	0.5 hrs x 3 = 1.5 hrs

Summary	-Sign SUB Construction Payment Requisition Cheques -Speak to SFU about signing authority change process - Respond to emails
Total Time (Hrs)	4.5 hrs - Aug. 4

Summary	Emails
Total Time (Hrs)	2 hrs - Aug. 5

Summary	Catching up on emails from the last week or more. These included -Liaising with FNSA on furniture purchasing in their space -Replying to a few Councilor emails about Frosh grants, registration forms, training, etc. -Reviewing the Strat Plan Working Group briefing note -Honarium donation to SOCA -SFSSxWUSC Scholarship -COVID-19 Emergency Funding question -Auditor questions -Financial statements for July
Total Time (Hrs)	3 hrs. - Aug. 10th

Summary	Catching up on emails
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Total Time (Hrs)	1 hrs - Aug. 11th
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Summary	Membership misconduct Emails and Follow up from the Exec Meeting
Total Time (Hrs)	1.5 hrs - Aug. 6 1.5 hrs - Aug. 9

Total Admin Hours	17.75
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Total Hours	85
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VP Finance and Services
 Almas Kaur Phangura

Meeting Summary and Comments

Meeting, Date	StudentCare Debrief Meeting (2nd August, 2021)
Parties Attending	Almas Phangura and Corbett Gildersleeve
Meeting Length (Hrs)	1 hr (7pm to 8pm)
Reason	To discuss the briefing note that will be sent out to the council.
Summary and Outcome	<p>-Fully insured model is less transparent than retention accounting (if there are deficits, we will not be able to see), what about trying fully insured (if student care can give us a good price) for 1 year and then going back to retention accounting. Studentcare has been pushing to go fully insured for some time now.</p> <p>-Reducing the vision payments can save us some money and will allow them to negotiate better for us. But, it goes against our own survey.</p> <p>-Can not wait for fall to test which one works because its a long process (need to issue quotes and communication policies- we have to make a decision).</p>
Next Steps	Discuss the recommendations with executive committee and council members

Meeting, Date	Executive Committee Development Session (3rd August, 2021)
Parties Attending	All the Executive Committee members
Meeting Length (Hrs)	2 hrs (10am to 12pm)
Reason	Regularly scheduled sessions
Summary and Outcome	<p>-Discussion about what the student care is, its history with SFSS and the reason why we have a contract with StudentCARte (to negotiate better prices for us) for members who are unaware of it</p> <p>-Corbett's briefing note overview</p> <p>What recommendations have been made and why we would like to move ahead or not ahead with them-here we need to keep in mind the needs of our students and what they would want over what studencare suggests us to do.</p>
Next Steps	N/A

Meeting, Date	Special Meeting of Senate (5th August, 2021)
Parties Attending	Senate members Executive: Almas Phangura, Serena Bains
Meeting Length (Hrs)	20 mins (4:30pm to 4:50pm)

Reason	An urgent item of business related to a senate committee
Summary and Outcome	-Senate Calendar Committee called the meeting regarding a change to the Fall 2021 convocation schedule. Two additional days are added (October 5th and 6th) to the Fall 2021 Convocation ceremony dates to allow for a reduction in the size of each ceremony in order to provide graduands and guests with the best in-person graduation experience possible.
Next Steps	N/A

Meeting, Date	SFPIRG Coalition Meeting
Parties Attending	Gabby Doebeli (Host), Tiara Cash, Ciara (SASU), Claire Shapton, Kayla Hilstob, Marissa, Fegor Executive: Almas Phangura, Serena Bains
Meeting Length (Hrs)	1 hr (4pm to 5pm) along with the senate meeting (it was just one motion)
Reason	Help in drafting some key suggestions about campus security
Summary and Outcome	Defund 604 people's budget survey How can we support the consultation process with SFU Making changes to the policies by explicitly asking what we want How to connect with people who are already doing this kind of work
Next Steps	Attend next follow up meeting

Meeting, Date	Executive Committee Special Meeting (6th August, 2021)
Parties Attending	All the Executive Committee members, Trish Everestt, Emmanuela Droko, Nancy Mah
Meeting Length (Hrs)	1.5 hrs (3pm to 4:30pm)
Reason	Member Misconduct and Studentcare motion
Summary and Outcome	The first part of the meeting was CONFIDENTIAL (about member misconduct in one of the clubs) The second part of the meeting was about StudentCare motion to allow changing from retention accounting to fully-insured until we have the referendum in Spring 2022 and further discussions with council over the coming week.
Next Steps	N/A

Meeting, Date	B&H Case Manager Hiring Committee (10th August, 2021)
Parties Attending	Almas Phangura, Hafsa Salihue (Graduate Student Society), CJ Rowe, Melinda Skura, Michelle Michelle Verbrugge
Meeting Length (Hrs)	1 hr (1pm to 2pm)

Reason	First meeting of the committee (potential candidates)
Summary and Outcome	Shortlisted 10 applicants from 30 applicants (list sent by CJ). Meeting held to discuss the qualifications and relevant work experience to shortlisted 10 contenders. General consensus over the top 3 contenders who shall be invited for interviews in early september.
Next Steps	Meeting next week to finalise the candidates (top 3)

Meeting, Date	Executive Committee Development Session (10th August, 2021)
Parties Attending	All the Executive Committee members
Meeting Length (Hrs)	2 hrs (4pm to 6pm)
Reason	Regularly scheduled sessions
Summary and Outcome	Discussed the agenda items for the council meeting on 11th august, 2021 (motions, discussion items etc)
Next Steps	N/A

Meeting, Date	Council Meeting (11th August, 2021)
Parties Attending	Council Members Staff: Ayesha Khan, Somayeh Naseri, Emmanuela Droko
Meeting Length (Hrs)	4 hrs 45 mins (4:30pm to 9:15pm)
Reason	Regularly scheduled sessions
Summary and Outcome	-Error regarding student at-large for Accessibility Committee -Reports from various committees (Governance Committee, Nomination Committee, Member Meeting Planning Committee, External & Community Affairs, Executive Committee) -Individual reports from executive committee members -In camera motion (CONFIDENTIAL) -NEW BUSINESS: SFSS Health and Dental Plan Referendum Commitment (Negotiating a premium , Paying a deficit if we underutilize the plan , Plan for a spring referendum , Fee has not yet been adjusted , Cost of plan to student has been stable) -SUS & SASS Common Room Space Campaign (to be discussed at the next meeting) -Contract cheating legislation -Accessible Course Practices Campaign Letter -Annual General Meeting Planning
Next Steps	N/A

Meeting, Date	SUB Soft Opening Planning Meeting (12th August, 2021)
Parties Attending	Almas Phangura, Jess Dela Cruz, Serena Bains, Matt Provost, Corbett Gildersleeve
Meeting Length (Hrs)	1 hr (7pm to 8pm)

Reason	Regularly scheduled sessions
Summary and Outcome	Distribution of duties (speeches, in-person duties and tours) -Budget (what expenses can be pulled out from what funding options i.e large scale events committee and events committee) -Jess introduced her plan for the soft opening and also reasoned why we are having a soft opening now and the main opening later in January(COVID restrictions etc)
Next Steps	Meet next week

Meeting, Date	Canada, Settler Colonialism and Palestine (12th August, 2021)
Parties Attending	Peace Alliance (Organizer) and other attendees
Meeting Length (Hrs)	1.5 hr (12:30pm to 2pm)
Reason	Information session (webinar series)
Summary and Outcome	-Canada's complicity in Palestinian dispossession and how it enables settler colonialism at home and abroad.
Next Steps	N/A

Total Meeting Hours	13 hrs 35 mins
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Projects and Events

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

Summary	Reviewing B&H Case Manager applications (Cover letters and resumes)- noting down specific skill sets needed for the role and finalising my top 5 candidates for the same
Total Time (Hrs)	1.5 hr

Summary	Brief overview of suggestions given by external auditors (need to review in more detail with other Executive members after the meeting with auditors next week)
Total Time (Hrs)	1 hr

Summary	Filling up the biweekly work report
Total Time (Hrs)	1.5 hr

Summary	External Audit (overlooking documents to give the auditors the required information, emails with Corbett and Financial coordinators)
Total Time (Hrs)	0.5 hr

Summary	-Checked the work reports for the first half of July (double check if the duties performed within the pay period were actually relevant to their role, the timing of the meetings, sellings and grammatical errors etc) and updated the hours in our record (some information is still missing) -Answering emails, queries and communication with staff members (average of 14 emails at least)
Total Time (Hrs)	1st Aug, 2021= 1 hr

	2nd Aug, 2021= 0.5 hr 3rd Aug, 2021= 2 hr 6th Aug, 2021= 2 hr 12th Aug, 2021= 1 hr 14th Aug, 2021= 1 hr 15th Aug, 2021= 1.5 hr Total = 9 hr
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Total Admin Hours	16 hrs 30 mins
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Total Hours	30 hours 5 mins
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VP University and Academic Affairs
 Serena Bains

Meeting Summary and Comments

Meeting, Date	Academic Concessions and Medical Notes Working Group, August 3rd from 9:00AM - 10:00AM
Parties Attending	Serena Bains, Steve Birnie, Elizabeth Elle, Martin Mroz, JF Williams, Trish Everett, George Agnes, Tina Edmundson, Tom Nault, Diana Cukierman, Mark Lechner, Suzanna Crage, Lisa Shapiro, Reese Muntean
Meeting Length (Hrs)	1 hour
Reason	To work on improvements for medical notes and academic concessions ahead of return to campus
Summary and Outcome	<ul style="list-style-type: none"> - Went over the medical notes proposition - Concerns regarding not requiring documentation could lead to abuse of the policy <ul style="list-style-type: none"> - Could have a self-declaration form - Short-term may include flare-ups as well <ul style="list-style-type: none"> - Short-term, only two or three days would likely be inadequate, because flu symptoms can last for a week or more - Could use "normally" - University has to develop language around the prerequisite structure - Not requiring the medical note itself is not an academic concession, so could remove the academic concessions part of this proposition <ul style="list-style-type: none"> - Related, but there are differences - Elizabeth Elle is looking to have a centralized system for academic concessions - This group could continue into the Fall to ensure the more long-term goals are met - Concerns from students that tutorials, labs, etc. require participation, so students feel as though they don't have a choice to stay home or not. Also, I'm not sure how many students have actually read the communicable diseases plan. Which is why I think specifics and explaining what "normally" means would be useful, whether it's 1-3 or 1-5 days - What about measuring time with mental health conditions? <ul style="list-style-type: none"> - It's a medical issue, should be the same as a cold or a flu
Next Steps	- N/A

Meeting, Date	Executive Committee Working Session, August 3rd from 10:30AM - 11:30AM
Parties Attending	Serena Bains, Marie Haddad, Corbett Gildersleve, Matthew Provost, Almas Phangura
Meeting Length (Hrs)	1 hour
Reason	To go over the health and dental plan in more detail

Summary and Outcome	<ul style="list-style-type: none"> - The usage of the health and dental plan have varied significantly due to COVID - Changing the vision benefit to be lowered would decrease the deficit by 100-200K - Lowering the vision care would be from \$150 to \$100 - Moving to the fully insured plans would provide us more negotiating power, would also probably include a fee increase - Would still be less than what we pay currently though if we were to switch models - They're recommending the vision benefit to be decreased just in case of the referendum failing - The survey shows that folks are in favour of improving the vision care benefit though, moving it from every two years to annually - The plan hasn't changed since 2015, so we should do a thorough review of what changes would benefit students most - There's currently a \$40 gap between what students pay and the cost of the plan - Could be a \$40 increase, or \$20 increase for two years each year - Could also ask students for the power to adjust the fee by 5% to reduce surplus or deficit, could include a sunset clause
Next Steps	- N/A

Meeting, Date	Administrative Assistant Hiring Committee, August 3rd from 1:30PM - 2:45PM
Parties Attending	Serena Bains, Nancy, Somayeh, Akum Sidhu, Candidate #1, Candidate #2
Meeting Length (Hrs)	1.25 hours
Reason	Back to back interviews of candidates for the position
Summary and Outcome	<ul style="list-style-type: none"> - Asked each candidate the interview questions - Discussed and allocated points to each answer
Next Steps	- N/A

Meeting, Date	Daily Executive Committee Check-In, August 4th from 9:00AM - 9:30AM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	0.5 hour
Reason	To know what folks are working on and where they need support
Summary and Outcome	<ul style="list-style-type: none"> - What did you work on yesterday? - What are you working on today? - Are there any areas where you need support?
Next Steps	- N/A

Meeting, Date	Working Session - Student Safety Group Prep, August 4th from 3:30PM - 4:00PM
Parties Attending	Serena Bains, Gabe Liosis

Meeting Length (Hrs)	0.5 hour
Reason	To prepare for the student safety group meeting tomorrow
Summary and Outcome	<ul style="list-style-type: none"> - Will masks be mandatory? - Vaccination - SFUFA, TSSU, SFSS - If COVID gets really bad what are SFU's plans to mitigate the spread? - Is security going to be asking folks who aren't wearing masks if they're vaccinated or not? - Telling people to stay home when they're sick, but tutorials and labs still exist so...? - Meet more often
Next Steps	- N/A

Meeting, Date	Student Safety Group, August 5th from 9:00AM - 10:00AM
Parties Attending	Serena Bains, Gabe Liosis, Mark LaLonde, Pierre Cenerelli, Anne Carchesio, Zoe Woods, Laurie Anderson, Ruben Munoz, CJ Rowe, Erin Biddlecombe, Dan, Angela Wilson, Michelle Verbrugge, Marie Haddad, Hamoon Babachahi, Victor Thomas
Meeting Length (Hrs)	1 hour
Reason	To discuss return to campus and any impacts it has on student safety
Summary and Outcome	<ul style="list-style-type: none"> - Return to campus <ul style="list-style-type: none"> - Will have pop-up vaccine clinics on the Burnaby Campus - Do the HVAC standards reflect the increased risk of COVID-19? <ul style="list-style-type: none"> - Not necessarily, standards haven't changed - Communicable disease plan states that masks are recommended, is there any discussion about masks being mandated on campus? <ul style="list-style-type: none"> - Have discussions everyday and will change when they need to - Go to academic advisors and then Michelle and student services - Should have a more community based approach as opposed to security - Wanting to move to a more action based mandate of this group <ul style="list-style-type: none"> - Including DNA and ISA, the Board Organizer and VPES
Next Steps	- N/A

Meeting, Date	Administrative Assistant Hiring Committee, August 5th from 10:00AM - 11:00AM
Parties Attending	Serena Bains, Nancy, Somayeh, Akum Sidhu, Candidate #3,
Meeting Length (Hrs)	1 hour
Reason	Interview of candidate for the position
Summary and Outcome	<ul style="list-style-type: none"> - Asked each candidate the interview questions - Discussed and allocated points to each answer

Next Steps	- N/A
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Meeting, Date	Administrative Assistant Hiring Committee, August 5th from 1:00PM - 2:00PM
Parties Attending	Serena Bains, Nancy, Somayeh, Akum Sidhu, Candidate #4,
Meeting Length (Hrs)	1 hour
Reason	Interview of candidate for the position
Summary and Outcome	<ul style="list-style-type: none"> - Asked each candidate the interview questions - Discussed and allocated points to each answer
Next Steps	- N/A

Meeting, Date	End policing at SFU, August 5th from 4:00PM - 5:00PM
Parties Attending	Serena Bains, Kayla, Gabby, Claire, Ciara, Chantelle, Fegor, Tiara, Almas
Meeting Length (Hrs)	1 hour
Reason	To discuss next steps regarding ending policing on campus
Summary and Outcome	<ul style="list-style-type: none"> - No placements in any department (there are placements within criminology, maybe also psychology, public health, archeology, forensic anthropology -- check about this) - Should it be no carding at all? - Need to read the policies in security and write what exactly we want - There are likely no policies around carding, just procedures - If we want a policy, we probably need to write it - The institution will likely use it to continue to harm - Who should we send these things to? When? - Could take these policies to the security committee and guide community consultation - Defund 604 people's budget survey + organizing reached out to other folks making people's budget - Could connect to other folks who are doing this work ex. Ryerson and sharing strategies + collectivizing this work - Supporting/taking over the consultation process
Next Steps	- N/A

Meeting, Date	Daily Executive Committee Check-In, August 6th from 9:00AM - 9:30AM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	0.5 hour
Reason	To know what folks are working on and where they need support

Summary and Outcome	<ul style="list-style-type: none"> - What did you work on yesterday? - What are you working on today? - Are there any areas where you need support?
Next Steps	<ul style="list-style-type: none"> - N/A

Meeting, Date	University and Academic Affairs Committee, August 6th from 9:30AM - 11:00AM
Parties Attending	Serena Bains, Gwen Bui, Shahed Ejadi, Sara Aristizabal, Joseph, Priyanka Dhesa, Ella Droko, Kashish Mehta, Beaty,
Meeting Length (Hrs)	1.5 hours
Reason	To discuss any items to do with academics or the university at large
Summary and Outcome	<ul style="list-style-type: none"> - Accessible course practices working group met for the first time yesterday - Writing emails to CAL and the CEE - Appointed Kashish as the Vice-Chair of UAA - Went through the undergraduate survey, provided feedback, and discussed the timeline of the survey - Updates regarding accessible course practices working group <ul style="list-style-type: none"> - Went through the emails to each department - Discussed a potential letter and submitting a motion to Council - Went over timeline - Discussed next steps and potential avenues of pressure - Can provide feedback on any of the items discussed today through discord or email as well
Next Steps	<ul style="list-style-type: none"> - N/A

Meeting, Date	ACMN Working Group, August 6th from 1:00PM - 2:00PM
Parties Attending	Serena Bains, Steve Birnie, Lisa Shapiro, Elizabeth Elle, Krista Gerlich-Fitzgerald, George Agnes, Stephen Spector, Tina Edmundson, Tom Nault, Mark Lechner, Reese Muntean, Martin Mroz, Suzanna Crago, Trish Everett
Meeting Length (Hrs)	1 hour
Reason	To discuss anything to do with academic concessions and medical notes
Summary and Outcome	<ul style="list-style-type: none"> - Self-declaration forms will be up to professors for exams - Working on communications to deans, faculty chairs, departments, etc. - Leaving it open to interpretation can cause significant issues, should make a recommendation - Short-term illness will not need medical notes, provost will say no medical notes for the Fall term, for final exams as well - But still up to the instructor to make a concession, this is not in policy - Even no medical notes may have to go to senate - No medical notes does not include long-term illnesses - Students would be expected to speak to faculty first, then fill out self-declaration form, then the prof would make the decision - Worked on an academic concessions framework <ul style="list-style-type: none"> - Goals:

	<ul style="list-style-type: none"> - Create a set of guiding principles for the provision of concessions - Create a list of academic concessions for which students may be eligible - Provide information on roles/responsibilities and procedures for concessions - Split the group into two, one for guiding principles and one for roles and responsibilities -> nevermind folks changed their mind about this
Next Steps	- N/A

Meeting, Date	Special Executive Committee Meeting, August 6th from 3:00PM - 4:30PM
Parties Attending	Executive Committee members, Ella Droko, Nancy, Trish
Meeting Length (Hrs)	1.5 hours
Reason	To discuss a confidential issue
Summary and Outcome	- In camera/confidential
Next Steps	- N/A

Meeting, Date	ACMN Working Group, August 10th from 10:00AM - 11:00AM
Parties Attending	Serena Bains, Diana Cukierman, Tina Edmundson, Martin Mroz, Lisa Shapiro, Steve Birnie, Krista Gerlich-Fitzgerald, Simon Ford, JF Williams, Suzanna Crage, Laura Reid, Elizabeth Elle, Reese Muntean, Trish Everett
Meeting Length (Hrs)	1 hour
Reason	To discuss anything to do with academic concessions and medical notes
Summary and Outcome	<ul style="list-style-type: none"> - Providing a distinction between accommodations and concessions - Working on a FAQ for the webpage - There's no point in funneling students to CAL when it's not effective - Profs should have slides that describe the difference between accommodations and concessions
Next Steps	- N/A

Meeting, Date	Executive Committee Development Session, August 10th from 4:00PM - 6:00PM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	2 hours
Reason	To go over the Council agenda
Summary and Outcome	- Went through each of the Council agenda items and discussed any comments, questions, concerns

Next Steps	- N/A
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Meeting, Date	Council Meeting, August 11th from 4:30PM - 9:00PM
Parties Attending	Council members, SFSS staff
Meeting Length (Hrs)	4.5 hours
Reason	To discuss any items to do with the SFSS or the community at large
Summary and Outcome	<ul style="list-style-type: none"> - Report from the Executive Committee and individual Executive Committee members - Report from Governance Committee - Report from Nomination Committee - Member Meeting Planning Committee report - Report from ECAC - In camera session - confidential - SFSS Health and Dental Plan Referendum Commitment - SUS & SASS Common Room Space Campaign - A Call for Contract Cheating Legislation - Accessible Course Practices Campaign Letter - Rest of the agenda items were postponed
Next Steps	- N/A

Meeting, Date	ToSS, August 12th from 1:00PM - 2:00PM
Parties Attending	Serena Bains, Rahil, Mona, Gabby, Ruben, Reese
Meeting Length (Hrs)	1 hour
Reason	To discuss any items to do with the table of student societies
Summary and Outcome	<ul style="list-style-type: none"> - Updates from each student society - Return to campus plans - Bargaining updates
Next Steps	- N/A

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	Emails, work reports, replying to messages, feedback on student advocate website
Total Time (Hrs)	August 1st - 3 hours August 2nd - 3 hours August 3rd - 1.5 hours August 4th - 0.5 hour August 5th - 1 hour August 6th - 2 hours



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sfss.ca

	August 8th - 0.5 hour August 9th - 1 hour August 11th - 2 hours August 12th - 1 hour August 15th - 0.5 hour
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Total Admin Hours	16
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Total Hours	37.25
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VP External and Community Affairs
 Matthew Provost

Meeting Summary and Comments

Meeting, Date	Migrant Students United, 8/2/21
Parties Attending	MSU, GSS, TSSU
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	Met with MSU to receive updates on International Student Advocacy Office, following up with folks to see what I can do in my capacity to continue supporting this initiative
Next Steps	n/a

Meeting, Date	Executive Committee Working Session, 8/3/21
Parties Attending	SFSS Exec
Meeting Length (Hrs)	2 hr
Reason	Scheduled meeting
Summary and Outcome	Met with Executive to discuss our Health and Dental plan <ul style="list-style-type: none"> - We discussed coverage changes and pros and cons of the options that we have currently - How these changes would impact moving forward - What changes have occurred in the last year in regards to COVID
Next Steps	BN being prepared by Corbett

Meeting, Date	TSSU Joint Letter, 8/5/21
Parties Attending	SFSS, GSS, TSSU
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	Collectively all working on a joint letter to address the ongoing impacts that have occurred from the unmarked graves at various Indian Residential Schools across so-called Canada and United States <ul style="list-style-type: none"> - Preparing asks federally, provincially, and within the institution for accountability - Providing supporting for Indigenous community members

Next Steps	Review and planning for release
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Meeting, Date	External and Community Affairs Planning Meeting, 8/5/21
Parties Attending	SFSS Staff: Ella (Board Organizer)
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	Met with Ella to discuss the planning of development sessions in External and Community Affairs meetings. Also discussed ongoing campaigns in regards to the federal elections that may be called in the next few weeks
Next Steps	- Creating dev session outlines, resource templates

Meeting, Date	Executive Committee Meeting, 8/6/21
Parties Attending	SFSS Exec, Society Staff
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled meeting
Summary and Outcome	Discussed confidential matters
Next Steps	n/a

Meeting, Date	Bargaining, 8/9/21
Parties Attending	SFSS Exec: Gabe Liosis (President), Corbett Gildersleve (VP Internal) SFSS Staff: Ayesha (Operation Organizer) Unionized Staff
Meeting Length (Hrs)	7.5 hr
Reason	Scheduled meeting
Summary and Outcome	Continuation of bargaining our collective agreement
Next Steps	n/a

Meeting, Date	Bargaining, 8/10/21
Parties Attending	SFSS Exec: Gabe Liosis (President), Corbett Gildersleve (VP Internal) SFSS Staff: Ayesha (Operation Organizer) Unionized Staff
Meeting Length (Hrs)	5.5 hr
Reason	Scheduled meeting

Summary and Outcome	Continuation of bargaining our collective agreement
Next Steps	n/a

Meeting, Date	Bargaining, 8/11/21
Parties Attending	SFSS Exec: Gabe Liosis (President), Corbett Gildersleve (VP Internal) SFSS Staff: Ayesha (Operation Organizer) Unionized Staff
Meeting Length (Hrs)	4.5 hr
Reason	Scheduled meeting
Summary and Outcome	Continuation of bargaining our collective agreement
Next Steps	n/a

Meeting, Date	SUB Opening, 8/11/21
Parties Attending	SFSS Execs, Society Staff
Meeting Length (Hrs)	30 minn
Reason	Scheduled meeting
Summary and Outcome	Met with folks to discuss soft opening planning, in regards to my role inviting community members
Next Steps	- Doing outreach to relevant community members

Meeting, Date	Council, 8/11/21
Parties Attending	SFSS Council, Society Staff
Meeting Length (Hrs)	5 hr
Reason	Scheduled meeting
Summary and Outcome	<p>Reports:</p> <ul style="list-style-type: none"> - From executive committee - Governance committee - Nominating Committee - Members Meeting Planning Committee - External & Community Affairs Committee <p>In-Camera:</p> <ul style="list-style-type: none"> - Bargaining Collective Agreement Update to Council <p>New Business:</p> <ul style="list-style-type: none"> - SFSS Health and Dental Plan: submitting referendum to be voted on by members - FSU Common Room Space Allocation: FSU's are seeking permanent space to allocated for common room space, there was ongoing discussion but will be

	<p>postponed till next meeting</p> <ul style="list-style-type: none"> - Call for Contract Cheating Legislation - Accessible Course Practices <p>Notice of Motion:</p> <ul style="list-style-type: none"> - Space Oversight Committee
Next Steps	n/a

Meeting, Date	SUB Soft Opening Plan, 8/12/21
Parties Attending	SFSS Exec
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	Ensuring Exec is on track with the soft opening plan for next week
Next Steps	n/a

Total Meeting Hours	26.5 hr
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Projects and Events

Project/Event Title	Reconciliation Efforts
Updates and Upcoming Plans	<p>Advocating for Indigenous Student Supports for mental wellness during these times of mourning (i.e. unmarked graves and residential schools)</p> <ul style="list-style-type: none"> - Met with Indigenous student centre to see if support groups can be established to address trauma <p>*Ongoing*</p> <ul style="list-style-type: none"> - Outreach to community members and Indigenous supports - Working on creating cheque for Indian Residential School Survivors Society
Relevant Strategic Priorities	Student support
Total Time (Hrs)	2 hr

Project/Event Title	Federal Election Campaign and Participation
Updates and Upcoming Plans	<p>Working with Board Organizer Ella to make communications material for upcoming federal election</p> <ul style="list-style-type: none"> - Application submission to elections Canada - Approval of federal election material and comms material - Updates with ECA committee on campaign moving forward

	- Updates with exec on participation in federal election
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	6 hr

Project/Event Title	TSSU Joint Letter
Updates and Upcoming Plans	Working with multiple community partners to write letter of support and address harms Indian Residential School - Drafting letter -
Relevant Strategic Priorities	Student support, advocacy
Total Time (Hrs)	3 hr

Project/Event Title	SUB Soft Opening
Updates and Upcoming Plans	Working with VP Events Jess Dela Cruz to support SUB soft opening - Sending out invitations - Working with Elders in community to bring them up and doing outreach for the first day of opening events
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	8 hr

Project/Event Title	FNSA Support
Updates and Upcoming Plans	Providing support to FNSA to help get their space prepared for SUB opening
Relevant Strategic Priorities	Student support
Total Time (Hrs)	2 hr

Project/Event Title	Orange Shirt Day Planning
Updates and Upcoming Plans	SFSS is working with Indigenous community members to plan for upcoming orange shirt day
Relevant Strategic Priorities	Student advocacy, awareness
Total Time (Hrs)	3 hr

Total Project and Events Hours	24 hr
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Committee Chair Work

Committee Name	External & Community Affairs
# of Meetings	1
Total Time (Hrs)	4 hr
Summary	Scheduled meeting
Ongoing Projects	Prepped the committee on ongoing project and campaigns that will be coming up <ul style="list-style-type: none"> - Discussed campaign plans for federal election - Strategic plan for the year and discussed community guidelines - Worked to discuss on going development sessions
Relevant Strategic Priorities:	Student engagement

Total Committee Hours	4
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Administrative Work

Summary	Emails, scheduling, prepping for committees and meetings, phone calls, check ins, work reports
Total Time (Hrs)	6 hr

Total Admin Hours	6 hr
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Total Hours	60.5 hr
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VP Events and Student Affairs

Jess Dela Cruz

*I was on Leave from August 3-6, so this Work Report is only for August 7-15!
 Since this is supposed to be a half month i.e 30 hours biweekly. I believe it should be 2 hours a day average (30/15=2), so 22 hours for this pay period (since your leave was 4 days and that's about 8 hours of work).

Meeting Summary and Comments

Meeting, Date	Wayfinding Tours, 08.10.21.
Parties Attending	<ul style="list-style-type: none"> Jess Dela Cruz, John Walsh, Caitlin Stiles
Meeting Length (Hrs)	1 hr
Reason	SFSS and SFU to perhaps to our own tours or help with SER Tours
Summary and Outcome	<ul style="list-style-type: none"> Tour days are starting August 30th General Tours and Faculty Specific Tours 9am-5pm Every half an hour, a tour starts and max 15 students per tour 20-30 Tours per day in the first week > possibly slow down around Mid-October SFSS to have our Tours of the SUB Buidling, we'll support Wayfinding Tours folks for now
Next Steps	<ul style="list-style-type: none"> Jess to bring this up to Exec John to formulate standard script to give to Wayfinding Tours folks

Meeting, Date	SUB Soft Opening Plan, 08.10.11
Parties Attending	<ul style="list-style-type: none"> Dipti Chavan, Akum Sidhu, Jess Dela Cruz
Meeting Length (Hrs)	1 hr
Reason	To plan for SUB Soft Opening
Summary and Outcome	<ul style="list-style-type: none"> Created daily schedule of events for week long SUB Soft Opening Plan Names of who to invite
Next Steps	<ul style="list-style-type: none"> Create detailed event schedule, loop Execs and Staff in

Meeting, Date	ISC x SFSS, 08.11.21
Parties Attending	<ul style="list-style-type: none"> Jess Dela Cruz, Dipti Chavan, Jasmin Glaw, Akum Sidhu

Meeting Length (Hrs)	1 hr
Reason	<ul style="list-style-type: none"> ● SFSS to meet with folks from ISC for Introduction
Summary and Outcome	<ul style="list-style-type: none"> ● Understanding Land Acknowledgements Event > still happening ● SUB Opening, and seeing which Elders can come join us ● How SFSS can support ISC Events ● What ISC, FNSA, and OAP are doing for National Day for Truth & Reconciliation
Next Steps	<ul style="list-style-type: none"> ● Submit Elder Request Form for Elder Margaret ● Follow up with FNSA to see what they are doing for September 30th

Meeting, Date	Fall Programming Information Sharing, 08.11.21.
Parties Attending	Jess Dela Cruz, Caitlin Stiles, Lynda Hewit, Dipti Chavan, AKum Sidhu, Gabriela Bolanos
Meeting Length (Hrs)	30 mins
Reason	SFSS, SER, and MECS meet frequently to discuss what is happening in our respective departments
Summary and Outcome	<ul style="list-style-type: none"> ● Tours Timeline ● SFU 101 and HIVES to start next week ● Month of Welcome / Welcome Day / Ask Me Program is happening across all faculties ● SUB Opening Week of 23-27 ● Welcome Back / Homecoming Event to happen sometimes in September ● Convocation happening in October ● Bring Your Own Lunch Event happening in SUB
Next Steps	

Meeting, Date	Event Planning with Kali (FNSA) 08.11.21
Parties Attending	<ul style="list-style-type: none"> ● Kali Sterling, Jess Dela Cruz
Meeting Length (Hrs)	1 hr
Reason	<ul style="list-style-type: none"> ● Scheduled meeting for updates and event planning
Summary and Outcome	<ul style="list-style-type: none"> ● Discussed supports FNSA needs (confidential) ● Discussed a large event that we are hoping to plan, what needs to be done, timeline of task list
Next Steps	<ul style="list-style-type: none"> ● Jess to work on contacting right executives and staff to get immediate support for FNSA

Meeting, Date	Jess/Dipti/Akum SUB Soft Opening 08.11.21.
Parties Attending	<ul style="list-style-type: none"> ● Jess Dela Cruz, Dipti Chavan, Akum Sidhu
Meeting Length (Hrs)	0.5 hr
Reason	<ul style="list-style-type: none"> ● Scheduled meeting
Summary and Outcome	We met to discuss the SUB Soft Opening Plan - we finalized more details, who we need to contact, what day of items we need, who is going to be there, etc.
Next Steps	

Meeting, Date	SUB Soft Opening, 08.11.21.
Parties Attending	Jess Dela Cruz, Dipti Chavan, Akum Sidhu, Ella Droko, John Walsh, Ilham, Matthew Provost
Meeting Length (Hrs)	1 hr
Reason	Events side finally met with all the relevant Staff to make this happen!
Summary and Outcome	<ul style="list-style-type: none"> ● Discussed options on opening hours ● Space in the SUB to use ● Went over daily schedule with Staff ● Catering ● Who we are extending invites too ● Staffing attendance ● The communications of how we want to send this to public ●
Next Steps	<ul style="list-style-type: none"> ● Create task list for staff / execs ● Invite necessary folks ● Keep scheduling update meetings

Meeting, Date	Council Meeting, 08.11.21.
Parties Attending	<ul style="list-style-type: none"> ● Executive, Non-Executives, John Walsh, Ilham, Ayesha, Nancy
Meeting Length (Hrs)	4.5 hrs
Reason	Scheduled bi-weekly reports
Summary and Outcome	<ul style="list-style-type: none"> ● Report from Executive Committee ● Governance Committee Report ● Nomination Committee Report ● Member Meeting Planning Committee Report ● Report from External & Community Affairs Committee ● *In-Camera* Discussion

	<ul style="list-style-type: none"> ● SFSS Health and Dental Plan Referendum Commitment (Be it resolved that Council commit to submitting a referendum question to be voted on by our members to increase the Health and Dental Plan fee for the 2022/2023 policy year; Be it further resolved that Council commit to submitting a referendum question to be voted on by our members to renew Council's ability to adjust the fees by +/-5% until Spring 2025." ● SUS & SASS Common Room Space Campaign --- not carried ● A Call for Contract Cheating Legislation ● Accessible Course Practices Campaign Letter ● Rest of the agenda items were postponed
Next Steps	

Meeting, Date	Building Coordinator Orientation, 08.12.21.
Parties Attending	Mary Phan, Jess Dela Cruz
Meeting Length (Hrs)	1 hr
Reason	Orientation for our new staff
Summary and Outcome	<ul style="list-style-type: none"> ● I gave Mary a run down of what is happening on my end (SUB Soft Opening, discussions we have at Council, issues that may arise, where we need support)
Next Steps	n/a

Meeting, Date	Fall Event, 08.12.21.
Parties Attending	<ul style="list-style-type: none"> ● Jess Dela Cruz ● Heesu (SFU Alumni Assistant) ● Dipti Chavan ● Student Engagement - Annette Santos
Meeting Length (Hrs)	1 hr
Reason	<ul style="list-style-type: none"> ● SERxSFSSxAlumni wants to plan an event for mid-September
Summary and Outcome	<ul style="list-style-type: none"> ● Nothing is confirmed yet, as we are waiting for approval ● *Confidential*
Next Steps	<ul style="list-style-type: none"> ● Re-group within next two weeks ● Waiting to hear confirmation

Meeting, Date	FNSA Discussion, 08.12.21.
Parties Attending	Jess Dela Cruz, Corbett Gildersleve, Gabe Liosis, Matthew Provost

Meeting Length (Hrs)	0.5 hr
Reason	<ul style="list-style-type: none"> ● FNSA needs immediate support
Summary and Outcome	<ul style="list-style-type: none"> ● Working with our finance department, Matthew and Corbett to look at policies and procedures, and to look at processes for furniture for FNSA space
Next Steps	See above.

Meeting, Date	SUB Opening Plan, 08.12.21.
Parties Attending	Jess Dela Cruz, Almas Phangura, Matthew Provost, Serena Bains
Meeting Length (Hrs)	<ul style="list-style-type: none"> ● 1 hr
Reason	To prepare for SUB Soft Opening Plan
Summary and Outcome	<ul style="list-style-type: none"> ● Gave a run down of what the week would look like! And, where I would need support, and where I can clarify anything
Next Steps	<ul style="list-style-type: none"> ● Jess to work on more misc. Tasks for opening week!

Meeting, Date	Out On Campus Orientation, 08.13.21
Parties Attending	<ul style="list-style-type: none"> ● Constantine and Jess Dela Cruz
Meeting Length (Hrs)	1 hr
Reason	Helping onboard our new Out On Campus Assistant!
Summary and Outcome	<ul style="list-style-type: none"> ● Gave updates on how the SUB Soft Opening is going
Next Steps	<ul style="list-style-type: none"> ● Invite OOC to SUB Soft Opening

Meeting, Date	Dipti/Jess SUB Soft Opening, 08.13.21.
Parties Attending	<ul style="list-style-type: none"> ● Jess Dela Cruz, Dipti Chavan
Meeting Length (Hrs)	1 hr
Reason	SUB Soft Opening Event Planning
Summary and Outcome	<ul style="list-style-type: none"> ● Daily Meetings ● Elder Request updates ● What our budget is and where we can take money from ● Picking up supplies ● Contacting Burnaby folks
Next Steps	See above.

Total Meeting Hours	16
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Projects and Events

Project/Event Title	Room Booking Guidelines
Updates and Upcoming Plans	Need to wait for PHO so we can pick a date to solidify this date.
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	1 hr

Project/Event Title	SUB Soft Opening
Updates and Upcoming Plans	SUB Soft Opening Week with a series of events for invited community members to happen between August 23-27th
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	16 (worked on weekends, way late at night - a lot of excel sheets and event planning...)

Total Project and Events Hours	17
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Committee Chair Work

Committee Name	ESAC
# of Meetings	1
Total Time (Hrs)	2 (including prep time)
Summary	<ul style="list-style-type: none"> ● Prepped for ESAC agenda items ● Held ESAC Meetings ● Connected with At-Large members and keeping them up to date
Ongoing Projects	SUB Soft Opening
Relevant Strategic Priorities:	<ul style="list-style-type: none"> ● Student Engagement

Committee Name	MSAC
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# of Meetings	0
Total Time (Hrs)	1
Summary	Prepped agenda items, emailing and connecting with MSAC Members
Ongoing Projects	n/a
Relevant Strategic Priorities:	

Total Committee Hours	4
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Administrative Work

Summary	LOA Catch-Up (I spent 6 hrs going from 292 emails down to 0) - this included more calendar invites, messaging, file sorting, quick problem solving, and tasks that was required to do -- from everything that was accumulated before my LOA and during
Total Time (Hrs)	6 hrs

Summary	Emails, SUB Soft Opening Task List for each Staff and Exec, Daily Scheduling for each day of the event, contacting relevant staff, figuring out payment/budget/items, outreach
Total Time (Hrs)	8 hrs

Total Admin Hours	13
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Total Hours	50
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VP Equity and Sustainability
Marie Haddad

Meeting Summary and Comments

Meeting, Date	Leave of Absence
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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Total Hours	
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