

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
June 16 - 30, 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

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| Meeting, Date | Daily Executive Committee Check-Ins (CUMULATIVE) |
| Parties Attending | Members of the Executive Committee |
| Meeting Length (Hrs) | - 8 x 30 minute sessions TOTAL = 4.0 |
| Reason | The Executive Committee has Check-Ins every morning at 9am to discuss actions items and to-dos for the day. |
| Summary and Outcome | - Changes day-to-day |
| Next Steps | - Changes day-to-day |

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| Meeting, Date | Surrey Director Town Hall - Staff and Students #1, 06-16-2021 |
| Parties Attending | Zoom Webinar Format - SFU Students and Staff |
| Meeting Length (Hrs) | 1.0 |
| Reason | SFSS was invited to participate in the Surrey Director Town Hall for a candidate for the position. |
| Summary and Outcome | <ul style="list-style-type: none"> - Candidates for the position gave a presentation on their vision for the position. - Participants had an opportunity to ask the candidate questions about their candidacy. <ul style="list-style-type: none"> - I have questions surrounding what they see the importance of consultation with marginalized and equity-seeking groups being in this role |
| Next Steps | N/A |

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| Meeting, Date | Policy, Research, and Community Affairs Coordinator (PRCAC) Hiring Committee - Interview #3, 06-16-2021 |
| Parties Attending | Members of the Hiring Committee, Candidate #3 |
| Meeting Length (Hrs) | 1.25 |
| Reason | Interviewed one of the shortlisted candidates for the PRCAC role. |

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| Summary and Outcome | The contents of the interview are confidential due to hiring procedures. However, interview consists of: <ul style="list-style-type: none"> ● Round Introductions ● Structured Interview Questions ● Candidate has opportunity to ask us questions |
| Next Steps | N/A |

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|-----------------------------|---|
| Meeting, Date | SFSS Council, 06-16-2021 |
| Parties Attending | Members of the SFSS Council |
| Meeting Length (Hrs) | 2.75 |
| Reason | Regularly Scheduled Biweekly Council Meeting |
| Summary and Outcome | <ul style="list-style-type: none"> ● Report from the Executive Committee <ul style="list-style-type: none"> ○ Report from the Executive Committee ○ Each Executive Officer gave a 4 minute update on the work completed within their respective portfolio. ● New Business <ul style="list-style-type: none"> ○ Approved an amendment to SFSS Finance Policy 12 (Space Expansion Fund) ○ Appointed Paul Ursu to the Events & Student Affairs Committee ○ Appointed Fizza Parsayan to the External & Community Affairs Committee ○ Appointed Deanna Short and Kashish Mehta to the Members Meeting Planning Committee ○ Approved letters to the Province of BC and SFU regarding the Fall Return to Campus, from the Access for All Working Group ● Discussion Items <ul style="list-style-type: none"> ○ Fall 2021 Return to Campus ○ Council General Check-In ● Notice of Motion <ul style="list-style-type: none"> ○ Amendment to Council Policies to change non-executive councillor work reports from semi-monthly to monthly (to be considered at the next Council meeting). |
| Next Steps | |

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| Meeting, Date | Preparing for Joint Operations Group (JOG) Meeting, 06-17-2021 |
| Parties Attending | Gabe Liosis (President), Serena Bains (VP University Relations), Ella Droko (Board Organizer) |
| Meeting Length (Hrs) | 0.5 |
| Reason | Preparing discussion points for the JOG meeting happening on 06-17-2021 |
| Summary and Outcome | - Serena, Ella and I met to discuss what we wanted to bring forward for the following topics at the JOG meeting happening on June 16: |

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| | <ul style="list-style-type: none"> - Letter grade system reconsideration - Update on motions sent to SFU Senate by Osob Mohamed - Fall Return to Campus - University response to Kamloops Indian Residential School - JOG Operations |
| Next Steps | - Attend JOG meeting |

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|-----------------------------|--|
| Meeting, Date | Surrey Director Town Hall - Staff and Students #2, 06-17-2021 |
| Parties Attending | Zoom Webinar Format - SFU Students and Staff |
| Meeting Length (Hrs) | 0.5 <i>** Please note: the meeting was 1.0 hours, but I had to leave early to attend the SFSS Staff Meeting</i> |
| Reason | SFSS was invited to participate in the Surrey Director Town Hall for a candidate for the position. |
| Summary and Outcome | <ul style="list-style-type: none"> - Candidates for the position gave a presentation on their vision for the position. - Participants had an opportunity to ask the candidate questions about their candidacy. |
| Next Steps | N/A |

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| Meeting, Date | SFSS Staff Meeting, 06-17-2021 |
| Parties Attending | Gabe Liosis (President), SFSS Staff Members |
| Meeting Length (Hrs) | 1.0 |
| Reason | Regularly Scheduled Monthly Staff Meeting |
| Summary and Outcome | <ul style="list-style-type: none"> - Staff Rounds: each staff introduces themselves and gives a brief update on what they've been working on since the last staff meeting - Ayesha, John and I discussed the COVID-19 Staff Check-In Survey, and what it means for staff now being able to use the Student Union Building for non-essential tasks. |
| Next Steps | |

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| Parties Attending | Gabe Liosis (President), Ayesha Khan (Operations Organizer), 06-17-2021 |
| 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 |

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| Summary and Outcome | <ul style="list-style-type: none"> - Topics discussed: <ul style="list-style-type: none"> - Staff Return to Work progress - Next Executive Committee meeting - SUB Working Group, mini group agenda item ideas - Bargaining & Working Conditions Meetings - Building Coordinator + Assistant Job descriptions - Hiring Committee Matrix + Equitable hiring practices - Staff laptops + technology - Staff retreat - |
| Next Steps | |

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| Meeting, Date | Joint Operations Group (JOG), 06-17-2021 |
| Parties Attending | SFSS: Gabe Liosis (President), Serena Bains (VP University), Marie Haddad (VP Equity), Ella Droko (Board Organizer) SFU: Rummana (Vice Provost, Students & Int'l), Martin (VP Finance), Jeff (Vice Provost & Dean of Grad Studies), Erin (Sr. Dr. of Office of Vice Provost Students & Int'l) GSS: Reese (Dr. Academic Relations), Ruban (Dr. External Relations) |
| Meeting Length (Hrs) | 1.5 |
| Reason | Regularly Scheduled Monthly Meeting |
| Summary and Outcome | <ul style="list-style-type: none"> - Letter grade system reconsideration <ul style="list-style-type: none"> - Essentially they told us that the proper place to bring this is the Senate Committee on Undergraduate Studies (SCUS) - Luckily, Serena is also a Senator, and sits on this Committee! So we can push for it there. - Update on motions sent to SFU Senate by Osob Mohamed <ul style="list-style-type: none"> - This motion was submitted in February by Osob and still hasn't made any progress, or even been brought to the Senate floor. - Kathryn suggested we meet with Catherine D. for how to move this forward - Fall Return to Campus <ul style="list-style-type: none"> - Asked for general updates on the Fall Return to campus - University response to Kamloops Indian Residential School <ul style="list-style-type: none"> - We asked SFU why it took so long for Joy Johnson to release a statement after the Kamloops Residential School news, and how to avoid situations like this in the future whereby it takes way too long for a statement to be released. |
| Next Steps | |

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| Meeting, Date | Policy, Research, and Community Affairs Coordinator (PRCAC) Hiring Committee - Interview #4, 06-17-2021 |
| Parties Attending | Members of the Hiring Committee, Candidate #4 |
| Meeting Length (Hrs) | 0.75 |

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| Reason | Interviewed one of the shortlisted candidates for the PRCAC role. |
| Summary and Outcome | The contents of the interview are confidential due to hiring procedures. However, interview consists of: <ul style="list-style-type: none"> ● Round Introductions ● Structured Interview Questions ● Candidate has opportunity to ask us questions |
| Next Steps | N/A |

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| Meeting, Date | Free Palestine Working Group, 06-17-2021 |
| Parties Attending | Members of the Free Palestine Working Group |
| Meeting Length (Hrs) | 0.75 ** Please note: the meeting was 1 hour, but I had to leave early. |
| Reason | Regularly Scheduled Meeting |
| Summary and Outcome | - Discussion on SFU Hillel's statement in response to SFSS's motion. |
| Next Steps | |

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| Meeting, Date | Gabe / Thomas Connecting Meeting, 06-18-2021 |
| Parties Attending | Gabe Liosis (SFSS President), Thomas Leischner (Science Student Engagement Coordinator) |
| Meeting Length (Hrs) | 1.0 |
| Reason | - Reconnect and figure out ways to keep SFSS and science connected |
| Summary and Outcome | - We discussed ways to keep SFSS and science connected and active. |
| Next Steps | |

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| Meeting, Date | Nominating Committee, 06-18-2021 |
| Parties Attending | Gabe Liosis (President), Corbett Gildersleve (Chair) (VP Internal), Matt Provost (VP External), Tiffany Liu (Psychology Councillor) |
| Meeting Length (Hrs) | 0.5 |
| Reason | First Nominating Committee Meeting |
| Summary and Outcome | - Presentation on the Purpose of the Committee, reviewing the Standing Order for Nominating Committee (found in the SFSS Council Policies) - Appointed Matt as Vice Chair of Nominating Committee |

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| Next Steps | |
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| Meeting, Date | Gabe / Ella Weekly Check-In, 06-18-2021 |
| Parties Attending | Gabe Liosis (President), Ella Droko (Board Organizer), Corbett Gildersleve (VP Internal) |
| Meeting Length (Hrs) | 0.5 |
| Reason | Ella and I have weekly check-ins, as one of the excluded staff members that reports directly to me. |
| Summary and Outcome | <ul style="list-style-type: none"> - TOPICS DISCUSSED: <ul style="list-style-type: none"> - Burnaby City Council By-Election, raising awareness amongst students |
| Next Steps | |

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|-----------------------------|---|
| Meeting, Date | Executive Committee - Committee Chair Training, 06-18-2021 |
| Parties Attending | Members of the Executive Committee |
| Meeting Length (Hrs) | 1.0 |
| Reason | Training Executive Officers on how to be a SFSS Committee Chair |
| Summary and Outcome | <ul style="list-style-type: none"> - Topics covered: <ul style="list-style-type: none"> - Creating agendas - Calling meetings - Robert's rules of order - Liaising with administrative assistants |
| Next Steps | |

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| Meeting, Date | Policy, Research, and Community Affairs Coordinator (PRCAC) Hiring Committee - Interview #5, 06-21-2021 |
| Parties Attending | Members of the Hiring Committee, Candidate #5 |
| Meeting Length (Hrs) | 1.25 |
| Reason | Interviewed one of the shortlisted candidates for the PRCAC role. |
| Summary and Outcome | <p>The contents of the interview are confidential due to hiring procedures. However, interview consists of:</p> <ul style="list-style-type: none"> ● Round Introductions ● Structured Interview Questions ● Candidate has opportunity to ask us questions |
| Next Steps | N/A |

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|-----------------------------|---|
| Meeting, Date | Joseph Onboarding Meeting, 06-21-2021 |
| Parties Attending | Ella Droko (Board Organizer), Gabe Liosis (President), Joseph (Administrative Assistant) |
| Meeting Length (Hrs) | 0.75 |
| Reason | Joseph was just hiring as a permanent staff member. This was a meeting to onboard him into that new role. |
| Summary and Outcome | ^^ |
| Next Steps | |

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| Meeting, Date | Mass Email Standing Operations Procedure (SOP), 06-21-2021 |
| Parties Attending | Gabe Liosis (President), Corbett Gildersleve (VP Internal), Beaty (Research Assistant) |
| Meeting Length (Hrs) | 0.5 |
| Reason | Creating a SOP for sending Mass emails to SFSS Members |
| Summary and Outcome | <ul style="list-style-type: none"> - We discussed what the steps were for sending mass emails to SFSS members, as well as how to update the mailing list; to include in an SOP for future reference. |
| Next Steps | |

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| Meeting, Date | COVID-19 Safety Plan Sub-Group (Student Union Building Opening Working Group), 06-21-2021 |
| Parties Attending | Gabe Liosis (President), John Walsh (Building Manager), Jess Dela Cruz (VP Events and Student Affairs), Ayesha Khan (Operations Organizer), Akum Sidhu (Associate VP Events & Student Affairs) |
| Meeting Length (Hrs) | 1.0 |
| Reason | First Meeting |
| Summary and Outcome | <ul style="list-style-type: none"> - Topics discussed: <ul style="list-style-type: none"> - Public Health Orders currently in place - Current Safety Plans for staff and board - In-person events for clubs and student unions |
| Next Steps | |

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| Meeting, Date | Executive Committee, 06-22-2021 |
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| Parties Attending | Members of the Executive Committee |
| Meeting Length (Hrs) | 2.25 |
| Reason | Regularly Scheduled Biweekly Meeting |
| Summary and Outcome | <ul style="list-style-type: none"> - New Business <ul style="list-style-type: none"> - Appointed Kirtana Menon as Associate to the President - Approved a motion to establish guidelines for having Hybrid in-person + zoom meetings during COVID-19. - Approved a motion to clarify a scenario where an AVP is also a Councillor - Extended delegated authority to the VP Internal while the VP Finance and Services is on a gradual return to work plan from her leave of absence. - Appointed Gabe Liosis and Marie Haddad to the Out on Campus Hiring Committee - Appointed Corbett Gildersleve and John Walsh to the Building Coordinator Hiring Committee - Approved a recommendation to Council to sign onto SFU350's Climate Declaration Open Letter - Discussion Items: <ul style="list-style-type: none"> - Joining Metro Vancouver Alliance - Hiring Committee Updates - MSC Annual Report Template/Guide for Feedback - SFSS Members Meeting 2021 - Burnaby City Council By-Election - COVID-19 Safety, Student Unions and Clubs |
| Next Steps | |

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| Parties Attending | Gabe Liosis (President), Ayesha Khan (Operations Organizer), 06-24-2021 |
| 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"> - PRCAC Onboarding - OOC Hiring Committee - Upcoming Working Conditions Meeting - IEC Hiring Process |
| Next Steps | |

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| Meeting, Date | Working Conditions Meeting, 06.24.2021 |
| Parties Attending | Employer: Gabe Liosis (President), Ayesha Khan (Operations Organizer) Employee: Fiona (CUPE Local 3338 President), Shelley (Shop Steward), Nancy (CUPE Local 3338 VP) |

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| Meeting Length (Hrs) | 1.0 |
| Reason | Regularly Scheduled Biweekly Meeting |
| Summary and Outcome | <ul style="list-style-type: none"> - Topics Discussed <ul style="list-style-type: none"> - Return to Work Plan - Building Coordinator JD - Admin Coordinator JD - Accessibility Coordinator JD |
| Next Steps | |

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| Meeting, Date | Oversight Committee on Executive Officers, 06-24-2021 |
| Parties Attending | Gabe Liosis, Zaid Lari, Ryan Vansicle, Devynn Butterworth, Justin Chen, Sara Aristizabal, Alan Saunderson |
| Meeting Length (Hrs) | 1.0 |
| Reason | First Meeting |
| Summary and Outcome | <ul style="list-style-type: none"> - Elected Zaid Lari as Chair of the Committee and Ryan Vansickle as Vice Chair of the Committee - Discussed the purpose of the Committee |
| Next Steps | |

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| Meeting, Date | First Year Engagement Committee, 06-25-2021 |
| Parties Attending | Gabe Liosis, Tiffany Liu, Kylee Pocrnich, Aarthi Srinivasan |
| Meeting Length (Hrs) | 0.75 |
| Reason | First Meeting |
| Summary and Outcome | <ul style="list-style-type: none"> - Appointed Tiffany Liu as Chair of the Committee and Aarthi Srinivasan as Vice Chair of the Committee |
| Next Steps | |

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| Meeting, Date | Helping Jess Prepare for First Member Services Advisory Committee Meeting, 06-29-2021 |
| Parties Attending | Gabe Liosis, Jess Dela Cruz, Corbett Gildersleve |
| Meeting Length (Hrs) | 1.0 |
| Reason | <ul style="list-style-type: none"> - Helping Jess Prepare for First Member Services Advisory Committee Meeting |

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| Summary and Outcome | - Practice robert's rules, committee procedures, etc |
| Next Steps | |

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| Parties Attending | Gabe Liosis (President), Ayesha Khan (Operations Organizer), 06-29-2021 |
| 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"> - PRCAC and Comms. Coord. Onboarding - Administrative Coordinator Hiring - Ongoing JDs <ul style="list-style-type: none"> - Building Assistant - OOC Coordinator - MSC-Events - Internal Communications Working Group - OFA Training |
| Next Steps | |

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| Meeting, Date | Member Services Advisory Committee (MSAC), 06-29-2021 |
| Parties Attending | Members of MSAC |
| Meeting Length (Hrs) | 1.0 |
| Reason | First Meeting |
| Summary and Outcome | - Introduction to the committee |
| Next Steps | |

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| Meeting, Date | Operations & Staff Sub-Group (SUB Opening Working Group), 06-30-2021 |
| Parties Attending | Gabe Liosis (President), Ayesha Khan (Operations Organizer), Corbett Gildersleve (VP Internal), John Walsh (Building Manager) |
| Meeting Length (Hrs) | 1.0 |
| Reason | Subsequent Meeting |
| Summary and Outcome | <ul style="list-style-type: none"> - Topics discussed: <ul style="list-style-type: none"> - SUB Opening Date + CUPE concerns - Building Assistant Job Descriptions - Timeline for Building Coordinator Hiring Committee |

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| Next Steps | |
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| Meeting, Date | #CancelCanadaDay Statement Writing, 06-30-2021 |
| Parties Attending | Members of the Executive Committee |
| Meeting Length (Hrs) | 0.5 |
| Reason | Writing a statement for the #CancelCanadaDay campaign |
| Summary and Outcome | ^^ |
| Next Steps | |

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| Meeting, Date | Handover Meeting With Ashley, 06-30-2021 |
| Parties Attending | Gabe Liosis (President), Ashley Brooks (OOC Coordinator) |
| Meeting Length (Hrs) | 0.25 |
| Reason | Handover Meeting with Ashley, as outgoing OOC Coordinator |
| Summary and Outcome | - Discussed any lingering or ongoing projects that we should be aware of |
| Next Steps | - Read his transition report |

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| Meeting, Date | Avneet Onboarding, 06-30-2021 |
| Parties Attending | Gabe Liosis (President), Corbett Gildersleve (VP Internal), Avneet Kaur (new MBB Councillor) |
| Meeting Length (Hrs) | 0.5 |
| Reason | - Avneet was recently elected the new Councillor for MBB |
| Summary and Outcome | - Topics discussed: - SFSS Governance structure - Council meetings, motions, agendas, etc. |
| Next Steps | |

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| Meeting, Date | SFSS Council, 06-30-2021 |
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| Parties Attending | Members of Council |
| Meeting Length (Hrs) | 5.5 |
| Reason | Regularly Scheduled Biweekly Council Meeting |
| Summary and Outcome | <ul style="list-style-type: none"> - Presentations <ul style="list-style-type: none"> - Student Care - SFU 350 Climate Emergency Declaration - Report from Committees <ul style="list-style-type: none"> - Report from the Executive Committee - Report from the SUB Opening Working Group - Old Business <ul style="list-style-type: none"> - Policy Change on Non-Executive Work Report Frequency Change - New Business <ul style="list-style-type: none"> - Approved SFU Climate Emergency Declaration Open Letter - Approved SFSS 2021-22 Budget - Approved Indian Residential School Survivors and Commitments to Reconciliation; donated 6k to the Indian Residential School Survivor Society - Approved a motion re: Cancel Canada Day |
| Next Steps | |

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| Total Meeting Hours | 37.75 |
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Projects and Events

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| Total Project and Events Hours | |
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Committee Chair Work

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| Total Committee Hours | |
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Administrative Work

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| Summary | Preparing for Council Meeting |
| Total Time (Hrs) | - June 16: 1.0 |

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| | - June 30: 1.75 TOTAL = 2.75 |
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| Summary | Answering Emails, Messages |
| Total Time (Hrs) | - June 17: 1.5 - June 21: 2.5 - June 22: 1.0 - June 28: 4.5 - June 29: 1.5 TOTAL: 11 |

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| Summary | Preparing for Executive Committee Meeting |
| Total Time (Hrs) | - 0.5 |

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| Total Admin Hours | 14.25 |
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TOTAL = 52 HOURS

VP Internal and Organizational Development Corbett Gildersleve

Meeting Summary and Comments

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| Meeting, Date | Staff Department Report, 6/16/2021 |
| Parties Attending | Ayesha Khan (operationsorganizer@sfss.ca), Jess Dela Cruz (vpevents@sfss.ca), Corbett Gildersleve (vpinternal@sfss.ca) |
| Meeting Length (Hrs) | 0.5 hrs |
| Reason | Feedback Request |
| Summary and Outcome | <p>Jess and I presented our report draft to Ayesha for feedback and what her role would be in overseeing that the report is completed.</p> <p>We made some modifications to the report by pulling out questions around their experiences with the Executives and Board last year to a more overall anonymous process through the union.</p> <p>Additionally we realized the need for an equity audit of the SFSS to better understand what areas we are doing well in and what we are not.</p> |
| Next Steps | We will present the draft to the Executive Committee on June 22nd |

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| Meeting, Date | PRCAC Interview, 6/16/2021 |
| Parties Attending | Shelley Durante (msc.surrey@sfss.ca), president@sfss.ca, gabe.liosis@gmail.com, Corbett Gildersleve (vpinternal@sfss.ca), Ricky Che (msc.clubs1@sfss.ca) |
| Meeting Length (Hrs) | 1.25 hrs |
| Reason | Interviewing candidates |
| Summary and Outcome | Interviewed a candidate for the Policy, Research, and Community Affairs Coordinator role. |
| Next Steps | N/A |

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| Meeting, Date | Council, 6/16/2021 |
| Parties Attending | Council Members |
| Meeting Length (Hrs) | 4 hrs |
| Reason | Schedule Meeting |

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| Summary and Outcome | <p>We had a full meeting</p> <p>Received reports from Executive Officers</p> <p>Motions</p> <ul style="list-style-type: none"> ● Approved a policy change to the Space Expansion Fund (SFSS Finance Policy 12) so that it matches the referendum changes that were approved years ago ● Appointed councillors to Events and Student Affairs, External and Community Affairs, and the Members Meeting Planning Committee. <p>Discussions</p> <ul style="list-style-type: none"> ● Fall 2021 Return to Campus ● Checked in on how Council members generally feel about their role and how to do Council stuff <p>Notice of Motion</p> <ul style="list-style-type: none"> ● Change Council policy to adjust the frequency of non-exec work reports from semi-monthly to monthly |
| Next Steps | |

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| Meeting, Date | PRCAC Interview, 6/17/2021 |
| Parties Attending | Shelley Durante (msc.surrey@sfss.ca), president@sfss.ca, gabe.liosis@gmail.com, Corbett Gildersleve (vpinternal@sfss.ca), Ricky Che (msc.clubs1@sfss.ca) |
| Meeting Length (Hrs) | 1.25 hrs |
| Reason | Interviewing Candidates |
| Summary and Outcome | We interviewed a candidate for the Policy, Research, and Community Affairs Coordinator role. |
| Next Steps | N/A |

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| Meeting, Date | Collective Governance Discussion, 6/17/2021 |
| Parties Attending | president@sfss.ca, vpequity@sfss.ca, Corbett Gildersleve (vpinternal@sfss.ca) |
| Meeting Length (Hrs) | 1 hr |
| Reason | Discuss OOC and WC Collective Governance Structure |
| Summary and Outcome | Gabe and I gave a rundown to Marie on the previous working group's meetings around the OOC and WC Collectives. Unfortunately, we don't have many connections to the groups to start a conversation, but we will start reaching out soon to the people we do know. |
| Next Steps | N/A |

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| Meeting, Date | Exec Chairing Training - Committees, 6/18/2021 |
| Parties Attending | vpequity@sfss.ca, Serena Bains (vpuniversity@sfss.ca), Matthew Provost (vpexternal@sfss.ca), Gabe Liosis (president@sfss.ca), Corbett Gildersleve (vpinternal@sfss.ca), socialsciences.council@sfss.ca, gabe.liosis@gmail.com |
| Meeting Length (Hrs) | 1.50 hrs |
| Reason | Provide Chairing Training to New Execs and AVPs |
| Summary and Outcome | Gabe, Matt, and I provided chairing training for Marie, Jess, and Serena, as well as Akum (AVP Events and Student Affairs). We recorded the session to use as a resource guide for others. |
| Next Steps | N/A |

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|-----------------------------|---|
| Meeting, Date | PRCAC Interview, 6/21/2021 |
| Parties Attending | Shelley Durante (msc.surrey@sfss.ca), president@sfss.ca, gabe.liosis@gmail.com, Corbett Gildersleve (vpinternal@sfss.ca), Ricky Che (msc.clubs1@sfss.ca), studentadv.coord@sfss.ca |
| Meeting Length (Hrs) | 1.25 |
| Reason | Interview Candidates |
| Summary and Outcome | We interviewed a candidate for the Policy, Research, and Community Affairs Coordinator. This was the last interview and we debriefed afterwards and selected a candidate to give the offer to. |
| Next Steps | Gabe will contact the successful candidate to offer them the job |

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| Meeting, Date | Meet with Almas, 6/21/2021 |
| Parties Attending | VP Finance and Services Almas Phangura and Myself |
| Meeting Length (Hrs) | 1.25 |
| Reason | Catch Up and Return to Work Plan |
| Summary and Outcome | Almas is returning from her Leave of Absence soon, and we met to discuss her return to work plan and any support she needed. |
| Next Steps | I will submit a motion to Exec Committee to extend my delegated authority powers until the end of the month to help support Almas's transition back into her role |

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| Meeting, Date | Mass Email SOPs, 6/21/2021 |
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| Parties Attending | Research Assistant Beaty Oyier, President Gabe Liosis, Myself |
| Meeting Length (Hrs) | 0.25 |
| Reason | Review the SOP with staff |
| Summary and Outcome | We reviewed the Standard Operating Procedure for sending out Society-wide emails to members. |
| Next Steps | N/A |

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| Meeting, Date | Executive Committee, 6/22/2021 |
| Parties Attending | Exec Committee |
| Meeting Length (Hrs) | 2 hours |
| Reason | Scheduled Meeting |
| Summary and Outcome | <p>We tested out our first hybrid meeting with some people attending in person in the SUB and some remotely. We used SUB 2240 that had VC equipment installed.</p> <p>Motions:</p> <ul style="list-style-type: none"> ● Appointed Kirtana Menon as Associate to the President ● Approved guidelines for holding hybrid meetings ● Approved a motion that clarifies the scenario of an AVP also being a Councilor and how their hours work ● Extended VP Finance and Services delegated authority to the VP Internal until the end of the month ● Appointed execs to the OOC Hiring Committee ● Appointed execs and John Walsh to the Building Coordinator Hiring Committee ● Approved a recommendation that Council sign onto the SFU 350 Climate Declaration Open Letter <p>Discussions:</p> <ul style="list-style-type: none"> ● Joining Metro Vancouver Alliance (researched by Matt Provost) ● Hiring Committee Updates ● Annual Report Template/Guide (feedback request) ● SFSS Members Meeting 2021 ● Burnaby City Council By-Election ● COVID-19 Safety, Student Unions and Clubs |
| Next Steps | |

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|-----------------------------|---------------------------------------|
| Meeting, Date | SUB Building Working Group, 6/22/2021 |
| Parties Attending | Building Manager John Walsh, Myself |
| Meeting Length (Hrs) | 1 hour |

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| Reason | Review Outstanding SUB Building Projects |
| Summary and Outcome | We reviewed all the items that would need to be completed for the building to be able to open. These included closing with the city for full occupancy, finishing building deficiencies, complete small tenant improvement projects, and other matters. |
| Next Steps | I'm tasked with reaching out to FNSA and SOCA about improvements to their space |

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| Meeting, Date | MSC Annual Report, 6/22/2021 |
| Parties Attending | VP Events and Student Affairs Jess Dela Cruz, Operations Organizer Ayesha Khan, Myself |
| Meeting Length (Hrs) | 0.25 hrs |
| Reason | Finalizing Timelines |
| Summary and Outcome | We finalized a meeting time to talk with MSC staff about the report template as well as an overall timeline for when this report should be completed and submitted. |
| Next Steps | I will send out an invite |

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|-----------------------------|--|
| Meeting, Date | Board Organizer Weekly Check-in, 6/23/2021 |
| Parties Attending | Board Organizer Ella Droko, President Gabe Liosis, Myself |
| Meeting Length (Hrs) | 0.25 hrs |
| Reason | Check-in on BO's projects |
| Summary and Outcome | Discussing the Burnaby By-election candidates and any campaign options that we had as well as raising awareness for students who could vote. |
| Next Steps | N/A |

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| Meeting, Date | SUB Services Working Group, 6/23/2021 |
| Parties Attending | Member Services Coordinators, Myself |
| Meeting Length (Hrs) | 1 hour |
| Reason | Review SFSS Services in the Fall |
| Summary and Outcome | We met to determine how SFSS services in the SUB would look like in the fall when the building is opened up. We discussed who would handle those services and where in the SUB they would be housed. |
| Next Steps | We will meet again tomorrow to finish our draft report |

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| Meeting, Date | Council Development Session, 6/23/2021 |
| Parties Attending | Council, Batul Consulting |
| Meeting Length (Hrs) | 2 hours |
| Reason | Scheduled Dev Session |
| Summary and Outcome | <p>Topic of this dev session is on Conflict and how to have uncomfortable conversations.</p> <p>We covered areas of transformative justice and its way of responding to violence, abuse and harm. Which does not rely on state actors, but rather community and collective response. Works on cultivating healing and accountability, preventing violence, and safety for everyone involved.</p> <p>Four types of conflict responses</p> <ul style="list-style-type: none"> ● Fight ● Flight ● Fawn ● Freeze <p>We had multiple breakout rooms where we talked about our own conflict types and how we respond to conflict in different ways.</p> <p>Four parts to accountability</p> <ul style="list-style-type: none"> ● Self-reflection ● Apology ● Repair ● Changed behaviour |
| Next Steps | N/A |

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|-----------------------------|--|
| Meeting, Date | Studentcare Meeting, 6/24/2021 |
| Parties Attending | VP Finance and Services Almas Phangura, Studentcare Reps Bahareh Jokar and Sophie, Myself |
| Meeting Length (Hrs) | 1 hour |
| Reason | H&D Plan Updates |
| Summary and Outcome | Studentcare reviewed with us the latest figures for the Health and Dental Plan as well as talked about upcoming plans for the fall term. |
| Next Steps | We have invited them to present an overview of Studentcare for the next Council meeting |

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| Meeting, Date | Social Media Resource Planning, 6/24/2021 |
| Parties Attending | Board Organizer Ella Droko, President Gabe Liosis, Myself |
| Meeting Length (Hrs) | 0.5 hrs |

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| Reason | Reprioritizing Social Media Posts |
| Summary and Outcome | We met to discuss which social media we needed to prioritize over the next few days due to recent news and events that have impacted our membership. |
| Next Steps | N/A |

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| Meeting, Date | SUB Services Working Group, 06/24/2021 |
| Parties Attending | MSCs, Building Manager John Walsh, Myself |
| Meeting Length (Hrs) | 1 hr |
| Reason | Finalize Services Planning Report |
| Summary and Outcome | We met to finish the breakdown of fall services in the SUB, who will conduct them, and where in the SUB they will be located. Additionally, we discussed what we will need to present to the overall SUB Opening Working Group meeting. |
| Next Steps | I volunteered to present to the working group the services report. |

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| Meeting, Date | EDI Candidate Town Hall Moderator Discussion, 6/25/2021 |
| Parties Attending | Student Services Director Erin Biddlecomb, Myself |
| Meeting Length (Hrs) | 0.5 hrs |
| Reason | Discuss serving as the EDI Candidate Town Hall |
| Summary and Outcome | I was asked to help moderate the candidate town hall for the EDI Director position at SFU. This one is dedicated for students and SFU wanted a student to act as a moderator. However, I didn't think I would be the best fit so I decided to help find another student to do it. Fortunately, VP Events and Student Affairs Jess Dela Cruz was willing to do it. |
| Next Steps | I linked Jess with Erin to go over what the moderator would be responsible for |

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| Meeting, Date | Equity Audit Consultation, 6/25/2021 |
| Parties Attending | Bakau Consulting Rep Will Shelling, Myself |
| Meeting Length (Hrs) | 0.5 hrs |
| Reason | Equity Audit Information |
| Summary and Outcome | The SFSS is thinking of having an equity audit conducted on their organization (services, policies, etc.) As we've never done this kind of review before, we sought out an external organization |

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| | to see what that looks like and how much it would cost. One organization we've looked at before for anti-oppression training is Bakau Consulting. Will is their rep who works with student societies, and he walked me through what he would do, a timeline, and rough costs. |
| Next Steps | He will send us a more formal proposal that I can then present to the Exec Committee and Council. |

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| Meeting, Date | MSAC Meeting Prep, 6/29/2021 |
| Parties Attending | VP Events and Student Affairs Jess Dela Cruz, President Gabe Liosis, Myself |
| Meeting Length (Hrs) | 1 hr |
| Reason | Help Jess Prepare for her first meeting |
| Summary and Outcome | This was Jess's first meeting that she would be chairing, so Gabe and I helped prep the session. He went over chairing and Roberts' Rules, while I searched through previous MSAC minutes and compiled a bit of a history of what occurred last year as part of a review for the new members. |
| Next Steps | I will be attending the meeting, but will be coming late due to another meeting overlapping |

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| Meeting, Date | Board Organizer Weekly Check-in, 6/29/2021 |
| Parties Attending | Board Organizer Ella Droko, President Gabe Liosis, Myself |
| Meeting Length (Hrs) | 0.5 hrs |
| Reason | Reviewing BO Projects |
| Summary and Outcome | We received an update on the projects Ella has been working on and gave direction. In this case, she has been searching for a strategic plan consultant to help us develop a new plan, as the previous one is expiring this year. We settled on one and asked Ella to seek a quote. |
| Next Steps | N/A |

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| Meeting, Date | MSAC, 6/29/2021 |
| Parties Attending | MSAC members, myself |
| Meeting Length (Hrs) | 1 hour (I arrive 30 minutes late) |
| Reason | Scheduled Meeting |
| Summary and Outcome | I attended the committee to speak on the topic around the issue of allowing SFU Recreation and/or Varsity clubs/groups to obtain SFSS funding. Staff raised concerns about a lack of funding and that our policies don't allow a student group to be both an |

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| | SFSS and SFU Rec club. Our special funding policies do allow for students not part of the recognized SFSS student group structures to request support funding from Council. But it might be wise to develop policies for this scenario. |
| Next Steps | I offered to reach out to SFU Rec and Athletics to learn how their funding system works for Rec and Athletic Groups |

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| Meeting, Date | Cancel Canada Day Campaign Meeting, 6/29/2021 |
| Parties Attending | Execs, Myself |
| Meeting Length (Hrs) | 0.50 hrs |
| Reason | Review the Campaign |
| Summary and Outcome | We met to discuss the motion and campaign items for the upcoming Cancel Canada Day Campaign. |
| Next Steps | The motion will be presented to Council tomorrow |

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| Meeting, Date | SUB Operations and Staff WG, 6/30/2021 |
| Parties Attending | President Gabe Liosis, Operations Organizer Ayesha Khan, Building Manager John Walsh, Myself |
| Meeting Length (Hrs) | 1 hr |
| Reason | Review Operations and Staffing Needs to Reopen the Building |
| Summary and Outcome | <p>Items we discussed</p> <ul style="list-style-type: none"> ● SUB Opening Date + CUPE Concerns ● Building Assistant Job Descriptions ● Timeline for BC Hirings |
| Next Steps | The BC Hiring Committee will be meeting later today |

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| Meeting, Date | Cancel Canada Day Statement, 6/30/2021 |
| Parties Attending | Execs, Myself |
| Meeting Length (Hrs) | 0.5 hrs |
| Reason | Reviewing the Statement |
| Summary and Outcome | We reviewed the statement that would be posted either on July 1st or July 2nd. |

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| Next Steps | N/A |
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| Meeting, Date | Avneet Council Catch Up - Prep, 6/30/2021 |
| Parties Attending | Myself |
| Meeting Length (Hrs) | 0.5 hrs |
| Reason | Prep a cliff notes version of Council Orientation |
| Summary and Outcome | <p>Went through some of the Orientation sessions and created short summaries</p> <ul style="list-style-type: none"> ● Governance 101 ● SFSS Governance and Admin Restructuring ● Purpose of Council ● How Council Makes Change ● Council Forms ● Past Dev Sessions ● Upcoming Dev Sessions ● Mission Statement ● Communications Channels (Email, Discord) |
| Next Steps | Go through these topics with Avneet |

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| Meeting, Date | Avneet Council Catch Up, 6/30/2021 |
| Parties Attending | President Gabe Liosis, MBBSU Councilor Avneet Kaur, Myself |
| Meeting Length (Hrs) | 0.5 hrs |
| Reason | Catch up Avneet on basic Council work |
| Summary and Outcome | We ran Avneet through the cliff notes that I prepared and had a QA session afterwards. |
| Next Steps | N/A |

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| Meeting, Date | Building Coordinator Hiring Committee, 6/30/2021 |
| Parties Attending | Hiring Committee |
| Meeting Length (Hrs) | 1 hr |
| Reason | Finalize the JD Posting |
| Summary and Outcome | We met to do a final review of the BC job description and posting. We made a few small grammatical changes, and then developed a timeline for when the post will go up, how long it will be open, and when we will meet to shortlist and select interviews for candidates. Some members have vacation during parts of this timeline, so we might have an alternate come in during this period. |
| Next Steps | I will submit the JD for posting online and for the social media posts to be developed |

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| Meeting, Date | Council, 6/30/2021 |
| Parties Attending | Council, SFU 350, Studentcare |
| Meeting Length (Hrs) | 5.5 hrs |
| Reason | Scheduled Meeting |
| Summary and Outcome | <p>We had another long meeting where we went through presentations and motions. We had to postpone discussions on a number of topics due to the time.</p> <p>We received a presentation from Studentcare giving an overview of the Health and Dental Plan and their role as administrators</p> <p>We also received a presentation from SFU 350 about their climate emergency campaign targeting SFU Board of Governors</p> <p>We also had reports from Execs, the Exec Committee, and the SUB Opening Working Group.</p> <p>Motions:</p> <ul style="list-style-type: none"> ● Approved policy that changed the frequency of non-exec work reports to be monthly instead of semi-monthly ● Approved the SFU 350 Climate Emergency Declaration ● Approved the 2021-2022 Budget ● Approved donating \$6K to the Indian Residential School Survivor Society, commitments for reconciliation ● Approved a motion regarding Cancel Canada Day (this was a very lengthy discussion) |
| Next Steps | I will be submitting the budget to be posted online |

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| Total Meeting Hours | 34.25 |
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Projects and Events

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| Project/Event Title | Project Work - VP Finance and Services |
| Updates and Upcoming Plans | <p>-Track down Participatory Budget Pilot Project documents</p> <p>-Figure out where the project was at and what needed to be completed</p> <p>-Send information to Ethelo</p> |
| Relevant Strategic Priorities | Organizational Development |

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| Total Time (Hrs) | 1 hr |
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| Project/Event Title | Tech Resource Pool Research |
| Updates and Upcoming Plans | - Looking at purchasing a pool of tech items like laptops, desktops, webcams, etc. to replace current hardware and expand our options for hybrid work - Using older inventory lists to compile a summary of our tech resources and then pricing out new stuff. -Pricing out equipment through SFU EStore |
| Relevant Strategic Priorities | Organizational Development |
| Total Time (Hrs) | 2 hours |

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| Project/Event Title | Work Report Software |
| Updates and Upcoming Plans | I want to try and find a way to have work reports be less manual, so that they can take less time to create. I looked at a tool that took your calendar information and exported it into a spreadsheet. Then I could just copy/paste over info like meeting name, date, length, and descriptions. The tool is more designed for generating invoices than work reports, so it's not as convenient as I had hoped. |
| Relevant Strategic Priorities | Organizational Development |
| Total Time (Hrs) | 1.5 hrs |

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| Project/Event Title | Researching Society and University Acts |
| Updates and Upcoming Plans | Researching some specific aspects of the Society and University Acts as it related to membership, resignation, and fees for student societies in response to a member's email. |
| Relevant Strategic Priorities | N/A |
| Total Time (Hrs) | 1 hr |

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| Total Project and Events Hours | 4.5 |
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Committee Chair Work

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| Committee Name | Nominating Committee |
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| # of Meetings | 1 |
| Total Time (Hrs) | 0.5 hrs |
| Summary | This was the first meeting of the committee. We covered: <ul style="list-style-type: none"> ● Introduction to the committee ● Voted VP External Matt Provost as the Vice Chair |
| Ongoing Projects | Committee At-Large Appointments |
| Relevant Strategic Priorities: | Governance |

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| Total Committee Hours | 0.5 hrs |
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Administrative Work

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| Summary | Answering and sending emails, scheduling meetings, submitting comms and policy work orders. Submitting Exec work reports, working on livestreaming the council meeting. Sending council forms to a new council member |
| Total Time (Hrs) | 6/16/2021 - 2.5 hrs |

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| Summary | Exec Biweekly Work Report |
| Total Time (Hrs) | 6/16/2021 - 2 hrs |

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| Summary | Daily Executive Committee Check-Ins |
| Total Time (Hrs) | 6/17/2021 - 0.5 hrs 6/18/2021 - 0.5 hrs 6/21/2021 - 0.5 hrs 6/22/2021 - 0.5 hrs 6/23/2021 - 0.5 hrs 6/25/2021 - 0.5 hrs 6/29/2021 - 0.5 hrs 6/30/2021 - 0.5 hrs Total = 4 hrs |

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| Summary | VP Finance - Checking work reports and uploading them. Prepping the next batch of reports for Council and Exec. |
| Total Time (Hrs) | 6/17/2021 - 1 hr |

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| Summary | VP Internal - -Take a video of SOCA space and send to SOCA -Remind Council to share the committee student-at-large applications social media posts - email and discord -Share the posts myself |
| Total Time (Hrs) | 6/17/2021 - 1 hr |

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| Summary | Updating Exec and Non-Exec Hours Tracker |
| Total Time (Hrs) | 6/18/2021 - 1.5 hrs |

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| Summary | SUB Services WG - Review the spreadsheet that Melanie developed ahead of our Wednesday meeting. - Emails -Laptop and Webcam Proposal -Adwords Account set up -Approving cheque reqs and payroll -Signing reconciliation -Signing cheques |
| Total Time (Hrs) | 6/22/2021 - 2.25 hr |

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| Summary | Answering emails and discord - Council Committee updates - Council Dev Session - Payment for the dev session - SUS MOU - Drafting an email to SFU Esports about the MOU and project progress - Fixing maillists - Scheduling an Equity Audit meeting with Jess, Ayesha, and a consultant - Updating SUB floor plan and sending it to a Councilor - Approving cheque reqs |
| Total Time (Hrs) | 6/23/2021 - 3.5 hr |

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| Summary | - Coordinating drafting of Support and Resource post for SFSS membership - Watching the Cowessess First Nation's press conference on the Sask burial site findings - Helping with Council motion planning to support IRS - Coordinating NOM committee and applications. - Draft a bargaining proposal - Troubleshoot zoom and otter.ai automatic transcription issues - Updating the Committee Tracker - Answering emails about committee student-at-large applications |
| Total Time (Hrs) | 6/24/2021 - 4.5 hrs |

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| Summary | <ul style="list-style-type: none"> - SUB Tour and Work Planning - Contacting Multi-Faith Center about their prayer room - STEPS Forward follow up - Draft OOC JD Feedback - Schedule MMPC - Emails - Update Committee Tracker |
| Total Time (Hrs) | 6/28/2021 - 5 hrs |

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| Summary | <ul style="list-style-type: none"> - SFU Esports MOU - Answering emails - Techsoup/Google Adwords Troubleshooting |
| Total Time (Hrs) | 2 hours |

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| Summary | Emails - 251 emails sent/received in this period |
| Total Time (Hrs) | N/A |

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| Total Admin Hours | 29.25 |
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| Total Work Hours | 68.50 |
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VP Finance & Services
 Almas Phangura

Meeting Summary and Comments

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| Meeting, Date | Transition Meeting (22nd June, 2021) |
| Parties Attending | Almas Phangura, Corbett Gildersleve |
| Meeting Length (Hrs) | 1 hr 50 mins (11:30am to 1:20pm) |
| Reason | Plan for transitioning back after my leave of absence |
| Summary and Outcome | <ul style="list-style-type: none"> -Events/ meetings held in my absence (updates, minutes of meetings) -Plan of action to cover up 15 days work of work (evenly spread out different tasks over the coming month to avoid being burnt out) -Result of the private audit, formation of new committees -Updates on the annual budget -What was going on the executive end (different statements) |
| Next Steps | N/A |

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| Meeting, Date | Executive Meeting, 23 June 2021 |
| Parties Attending | Executive Committee Members, Ayesha Khan, Melanie and other Administrative Staff |
| Meeting Length (Hrs) | 2 hr 20 mins (10am to 12:20pm) |
| Reason | Bikweekly Executive Meetings |
| Summary and Outcome | <ul style="list-style-type: none"> -Talked about the extension of signing authority (to Corbett) till 30th June -Appointment of assistant to the President (Kirtana Menon) -Motion about counting the council work hours under AVP hours as well (overlap of hours if an individual is working in both the roles- Councillor and AVP like Akum Sidhu) -Discussion about appointment of employer representatives to two different hiring committees (Building Coordinator Hiring and On on Campus Coordinator Hiring) -Gabe's guidelines on how to run hybrid meetings (What do the provincial orders say, booking of rooms, tracking of members coming to the SUB for meetings via excel spreadsheet) -SFU Climate emergency Open Letter discussion (Sustainability plan already in plan but not adequate, SFU350's role, credit to WeiChun and Serena for their work on the issue) -Discussion on the Metro Vancouver Alliance -Updates from the previous hiring committees led by Jess, Akum, Matt (interview questions in place, finalisation of candidates etc) -Gabe's discussion on students who can vote in the Burnaby City Council By-Election (students living on campus are eligible as well) |

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| Next Steps | N/A |
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| Meeting, Date | Council Development Session (23rd June, 2021) |
| Parties Attending | All Executive Committee Members except Gabe Liosis, some Non- Executive Council Members, Batul Gulamhusein |
| Meeting Length (Hrs) | 2 hrs (4:30pm to 6:30pm) |
| Reason | Presentation by Batul to educate the council members |
| Summary and Outcome | -Breakout room discussions with other members about confrontation mechanisms |
| Next Steps | N/A |

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| Meeting, Date | StudentCare Meeting, 24th June 2021 |
| Parties Attending | Almas Phangura, Corbett Gildersleve, Bahareh Jokar, Sophia H |
| Meeting Length (Hrs) | 1 hour (10am to 11am) |
| Reason | Planning for Fall 2021 and further |
| Summary and Outcome | <ul style="list-style-type: none"> -Discussion about the two possible approaches to leverage the extended health and dental plan -Changes in the claim numbers due to COVID-19 (though some clinics were shut down but mental health and wellness claims shot up) -Presentation on what is causing the major loss ratio- due to higher claims (vision care expecting a big jump in fall, the clinic on campus is super popular and causing major peaks in the costs) -How to plan ahead for the referendum for early winter (To change to a fully insured plan that was being used back in 2018) and how to proceed if it fails -Retention planning Model -Plan for the year 2022-2023 (Planning ahead for the next 2 years to go back to fully insured-subject to approval)- two year rate guarantee -Competitive review process in fall or spring (one of my platform goals)- to get the best pricing for students -Results from the survey attended by StudentCare |
| Next Steps | <ul style="list-style-type: none"> -Plan a meeting with StudentCare and the Council (have a presentation for the council members) -See the detailed reports of the premiums and claims to make a strategy |

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| Meeting, Date | EDI Role Hiring Webinar |
| Parties Attending | Executive Committee Members, Erin Keely, Rosie Dhaliwal and some other hiring committee members |

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| Meeting Length (Hrs) | 1 hr (12pm to 1 pm) |
| Reason | To interview a potential EDI Coordinator |
| Summary and Outcome | -A short presentation by Erin Keely (her academic and professional experience, EDI Student Services Survey, Policy work and how she would carry it out, student services strategic plan- wants to include goals for EDI work, mental health and transition back to campus) -Interviewing the candidate -Question & Answer period (panelists asked questions, upvoted and downvoted the answers, |
| Next Steps | N/A |

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| Meeting, Date | SFU We were here, we were queer 25th June, 2021 |
| Parties Attending | Executive Committee Members, Anita, Dipti, Alex, Akshit and some other members |
| Meeting Length (Hrs) | 2 hr (6pm to 8pm) |
| Reason | SFU We were here (we were queer) Event (Website Luanch and Zine event) |
| Summary and Outcome | -A short presentation about the group and their members (Anita hosting the event) -Website launch -Songs, poems and illustrations from the zine presented by different members of the group |
| Next Steps | N/A |

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| Meeting, Date | Council Meeting (30th June, 2021) |
| Parties Attending | All Council Members, SFU350 Members- WeiChun and Sarah, Bhareh Johker, Sophia H |
| Meeting Length (Hrs) | 5.5 hrs (4:30pm to 10pm) |
| Reason | Biweekly Council Meeting |
| Summary and Outcome | -Meeting was extended by 30 mins (till 9pm) to have a discussion on #CancelCanadaDay (a very detailed discussion on the motion) -A presentation by StudentCare to make councillors aware of the upcoming approaches to leverage health and dental plan -A presentation by SFU 350 (Wei Chun and Sarah) to educate the council on the need of climate change emergency declaration -Passing of different motions (Climate change emergency open letter, change of non-executive work reports from biweekly to monthly). -Motion about granting \$6000 to the IRSSS by the SFSS passed. |
| Next Steps | N/A |

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| Total Meeting Hours | 15 hrs 40 mins |
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Projects and Events

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

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| Total Project and Events Hours | N/A |
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Committee Chair Work

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| Committee Name | Finance and Administrative Services Committee |
| # of Meetings | No meetings yet |
| Total Time (Hrs) | 2 hrs |
| Summary | -Went through all the Committee documents from the last year -Planning when to have the meetings, a rough idea of how to layout the meetings |
| Ongoing Projects | Preparation for the very first meeting (Corbett will help in the chairing and then I will takeover going forward) |
| Relevant Strategic Priorities: | Plan a final meeting schedule around the availabilities of committee members (using a when2meet sent out to all the committee members) |

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| Total Committee Hours | 2 hrs |
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Administrative Work

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| Summary | Answering queries related to UPass and general emails (about 12-15 received each day) |
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| | on an average), messages related to my portfolio |
| Total Time (Hrs) | 1hr + 1hr = 2 hrs |

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| Summary | <p>Emails (about 300+) from my leave of absence</p> <ul style="list-style-type: none"> -Emails that I was looped into and emails directed to me and were taken care of by Corbett -Rechecking the amounts and annual budget departments -Touch base on transactions with financial assistants |
| Total Time (Hrs) | <p>June 23rd , 2021= 3.5 hrs June 27th, 2021= 1.5 hrs June 28th, 2021= 2 hrs Total = 7 hrs</p> |

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| Summary | Receive invoices and check requisitions, double check amounts and departments in the budget document and approve them |
| Total Time (Hrs) | 0.5 hr |

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| Summary | <ul style="list-style-type: none"> -Catchup on important meetings minutes/ tasks from my leave of absence -See cheque reqs issued in my absence, double check bank statements etc -Double check payroll statements |
| Total Time (Hrs) | 2 hrs + 2 hrs = 4 hrs |

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| Total Admin Hours | 12 hrs 30 mins |
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Total Hours 31hrs 10mins (Please note this report is from 22nd June, 2021 to 30th June, 2021 as I was on leave of absence)

VP University and Academic Affairs
 Serena Bains

Meeting Summary and Comments

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| Meeting, Date | Surrey Director Townhall Staff and Students Candidate #1, June 16th from 10:30AM - 11:30AM |
| Parties Attending | Serena Bains, Gabe Liosis, Jess Dela Cruz, Erin Biddlecombe, 40 other participants |
| Meeting Length (Hrs) | 1 hour |
| Reason | To learn about the candidate and their priorities for the role if they are successful |
| Summary and Outcome | <ul style="list-style-type: none"> - New role growth <ul style="list-style-type: none"> - Learn and understand the landscape first - First term success indicators <ul style="list-style-type: none"> - Strong connections with students, staff and key stakeholders established - Feasibility plan of Surrey ISC, safe prayer spaces, and exam centre for disabled students complete - Pilot plan for increased SFU Surrey services - Concrete student engagement initiatives implemented - Key demands and direction of role identified - Would liaise with GSS to determine what resources and spaces are needed - Intersectionality informs their lens through which they create their priorities for the role |
| Next Steps | <ul style="list-style-type: none"> - Attend the next town hall |

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| Meeting, Date | Menstrual products catch-up, June 16th from 2:00PM - 2:30PM |
| Parties Attending | Serena Bains, Jess Dela Cruz, Akum Sidhu |
| Meeting Length (Hrs) | 0.5 hours |
| Reason | To catch up Jess and Akum on the meeting with Laya and the project overall |
| Summary and Outcome | <ul style="list-style-type: none"> - GSS and SEI spearheaded the previous version of the project - Project fell through due to COVID-19 - Chose Aunt Flow as the company to work with - An agreement would be needed, have to consult with lawyer - Dispensers are incapable of holding certain brands, so there is some risk with a contract - Going through the approved proposal and what we can keep and what needs to change |

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| Next Steps | - Attend the meeting with Free Periods Canada |
| Meeting, Date | TSSU RA Bargaining Boot Camp, June 16th from 2:30PM - 4:30PM |
| Parties Attending | Serena Bains, Lea Hogan, Mona Mehdizadeh, Katie Gravestock, Alice Yue, Alexandra, Andrea, Anita, Atefeh Seyedmomeni, Catherine, Danoosh, Devan Prithipaul, Felix Ruiz de la Orden, Mae, Marie Haddad, Naima Osman, Rahil Adeli, Saba Moshfegh, Sherry, Sujit Narayanan, V |
| Meeting Length (Hrs) | 2 hours |
| Reason | To learn more about the RA bargaining and how we can support |
| Summary and Outcome | <ul style="list-style-type: none"> - What is a union? - What is collective power and how does it work? - Bargaining <ul style="list-style-type: none"> - What is collective bargaining? <ul style="list-style-type: none"> - Uses collective power to reach a collective agreement - Puts employees in a similar ballpark to the employer - Results in better working conditions - Why is it important? - How does it work? - The road to bargaining <ul style="list-style-type: none"> - Strike a contract committee - Research membership needs - Develop bargaining priorities - Membership vote on priorities - Serve notice - Commence bargaining - Priorities <ul style="list-style-type: none"> - Include all RAs - Bring transparency - Protect against key inequities - Value researchers by building a fair wage and benefit floor - Extend existing TSSU CA rights to RAs - Account of bargaining without mobilizing - The current situation <ul style="list-style-type: none"> - Striking isn't realistic in a first agreement, particularly a voluntary recognition - Mediation and potentially binding arbitration - What gets us a deal? - Current outreach challenges <ul style="list-style-type: none"> - Losing touch after RIW, campus closure, no socials, lower engagement - Ideas for solutions <ul style="list-style-type: none"> - Using people's personal network - Going to caucus meetings - Using the stewards network |
| Next Steps | - N/A |

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| Meeting, Date | Council meeting, June 16th from 4:30PM - 7:00PM |
| Parties Attending | Council members, Ayesha, Ella Droko, Christina |
| Meeting Length (Hrs) | 2.5 hours |
| Reason | To speak about and address anything to do with the SFSS and greater SFU community |
| Summary and Outcome | <ul style="list-style-type: none"> - Reports from the Executive Committee members - Amendment to the financial policy 12.1 space expansion fund <ul style="list-style-type: none"> - Amendment would make the wording of the policy consistent with the wording of the referendum that passed in 2010 - Councillor appointment to events and student affairs committee <ul style="list-style-type: none"> - Jess nominates Paul Ursu - Kashish self nominates - Paul was appointed to the committee for the 2021-2022 year - External and community affairs committee appointment <ul style="list-style-type: none"> - Fizza Parsayan self-nominates - Nisha Manhas self-nominates - Fizza was appointed to the committee for the 2021-2022 year - Members meeting planning committee <ul style="list-style-type: none"> - Deanna and Kashish appointed to the committee - Access for all working group letters were passed - Discussion item: Fall 2021 return to campus <ul style="list-style-type: none"> - SUB working group is actively working on opening the SUB - Accommodations, academic concessions, professors being lenient, and hybrid teaching models are being proposed as voluntary - Council general check-in <ul style="list-style-type: none"> - Work report links could be more accessible - When do minutes go up on the website? - Can go to Executives or staff if folks have any concerns - Working on a JotForm for Council feedback - Corbett will do an audit of the Discord and update all of the permissions - Notice of motion to change non-executive Councillors work reports from semi monthly to monthly |
| Next Steps | - N/A |

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| Meeting, Date | Daily Executive Committee Check-ins, June 17th from 9:00AM - 9:30AM |
| Parties Attending | Serena Bains, Corbett Gildersleve |
| Meeting Length (Hrs) | 0.5 hours |
| 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? |

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| Next Steps | - Complete action items and meetings for the day |
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| Meeting, Date | JOG Prep meeting, June 17th from 9:30AM - 10:00AM |
| Parties Attending | Serena Bains, Gabe Liosis, Ella Droko |
| Meeting Length (Hrs) | 0.5 hours |
| Reason | To go over the agenda items for JOG and to determine what questions we can bring |
| Summary and Outcome | <ul style="list-style-type: none"> - Went through the agenda - Read through petition for adjustments to transcript and grading system - Added questions for safety committee updates, letter grade system reconsideration, motions sent to senate, fall return to campus, Kamloops residential school, and JOG operations - Assigned questions to folks |
| Next Steps | - Attend JOG meeting and ask assigned questions |

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| Meeting, Date | Surrey Director Townhall Staff and Students Candidate #2, June 17th from 10:30AM - 11:30AM |
| Parties Attending | Serena Bains, Gabe Liosis, Marie Haddad, 30 other participants |
| Meeting Length (Hrs) | 1 hour |
| Reason | To hear the priorities for the candidates if they were successful and to ask questions |
| Summary and Outcome | <ul style="list-style-type: none"> - SFU work history <ul style="list-style-type: none"> - Student development - Sexual violence education, support and prevention, policy development - Increased access to student mental health support - Support for Indigenous students and staff - M. URB: research focus - community engagement - Worked on MySSP - Created sexual violence prevention policies before the office was created - Prioritize staff wellness, mental health supports, especially for temporary staff that typically don't have access to these supports |
| Next Steps | - Attend the next town hall |

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| Meeting, Date | Equity and Sustainability Committee Intro, June 17th from 12:00PM - 1:00PM |
| Parties Attending | Serena Bains, Marie Haddad, Charlotte Taylor-Baer, Liz Giardin, Christina Kachkarova, Ella Droko, Jeremy Felix |
| Meeting Length (Hrs) | 1 hour |
| Reason | To introduce folks to the committee and discuss what we want to work on |

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| Summary and Outcome | <ul style="list-style-type: none"> - Equity and Sustainability Committee strategic plan <ul style="list-style-type: none"> - Orangutan awareness club <ul style="list-style-type: none"> - Designated reduction in palm oil - Start in the SUB - Making it more sustainable when it comes to vending machines or what products we hold - Business proposal - Magazine: Asparagus <ul style="list-style-type: none"> - Interested in writing - Re-Use for Good/SO programs <ul style="list-style-type: none"> - A program that initially pushed the straw ban - Includes facilities, admin, and other departments - Could advocate for Equity and Sustainability reps on there - Starting up infographics within the SUB - Community care program which is peer-based - Working to improve: <ul style="list-style-type: none"> - Women's Centre - Out on Campus - Disability accessibility - Health and Counselling accessibility - Services for Indigenous students - Divestment - Reusable container days - Campaigning against TMX |
| Next Steps | <ul style="list-style-type: none"> - N/A |

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| Meeting, Date | Joint Operations Group, June 17th from 1:00PM - 2:30PM |
| Parties Attending | Serena Bains, Tariza Bastos, Chrysmom Thompson, Gabe Liosis, Erin Biddlecombe, Kathryn Verkerk, Ruben Munoz, Martin Pochurko, Emmanuel Naidoo, Rummana Khan Hemani, Ella Droko, Pierre Cenerelli, Priyanka Dhesa, Reese Muntean |
| Meeting Length (Hrs) | 1.5 hours |
| Reason | To discuss items that are relevant to the university as a whole |
| Summary and Outcome | <ul style="list-style-type: none"> - Updates from SFSS and GSS <ul style="list-style-type: none"> - SUB opening working group - Letter to go out regarding RA bargaining - Enrollment update and financial implications <ul style="list-style-type: none"> - No updates yet from Martin Pochurko - Basing their information on student confirmation but won't know more steps going forward until course enrollment <ul style="list-style-type: none"> - Will have a better update in July - Enrollment is the 'wild card' - Letter grade system reconsideration <ul style="list-style-type: none"> - This was brought to the Senate during the last meeting. This needs to go to SCUS as a recommendation for the Registrar's office - SCUS meeting in July |

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| | <ul style="list-style-type: none"> - Kathryn recommends meeting with Serena to get this moving forward before the next SCUS meeting. Recommended meeting with Senator Sarah Lord Furguson for more context and research from their end. - Update on motions sent to Senate <ul style="list-style-type: none"> - Scholarships <ul style="list-style-type: none"> - SCPSAB - Registrar needs to chat with Provost to identify priority student groups - Would need to do revisions on policy guidelines that SPSCAB follows, because some language talks about not discriminating on race. - Working on a way to identify the EDI criteria to do this work - Faculty Hiring - Kathryn will talk to Joy about the best way to prioritize this item - Having committees provide reports to Senate so folks are aware of the work - Fall return to campus updates <ul style="list-style-type: none"> - SFU has announced that phase 3 will be entered by end of July - Working on a high level Safety Plan - Can the safety plan be distributed to student groups for feedback prior to it being finalized? <ul style="list-style-type: none"> - Will go to health and safety committee prior to it being finalized by June 25th - Course list of what will be offered remote or in-person will be released June 25th - Survey will be sent to international students to learn more about who is planning on returning to campus (late - Emmanuel is working with travelling int'l students regarding vaccine access. Question was posed to Kathryn and they have no plans right now specifically with this. <ul style="list-style-type: none"> - Erin: Our colleague, Carolyn Hanna (Senior Director, International Services for Students) would be very happy to help any international students who need help. I would encourage referrals to her issdir@sfu.ca - University response to Kamloops residential school incident <ul style="list-style-type: none"> - EDI working group has a comms working group - Kristin suggested putting a piece out immediately but then developing a larger statement - EDI working group will meet to create practices for responses and will bring back to the next JOG working group - Pierre agreed with this work and thinks it would be best to include GSS in ongoing conversations regarding situations like this - AOB |
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| | <ul style="list-style-type: none"> - Kathryn mentioned that she's going to meet with current student Senators and come together to create a list of recommendations to take to Joy Johnson. <ul style="list-style-type: none"> - GSS would love to participate - Kathryn will be going back to her previous position and will not be attending more JOG meetings |
| Next Steps | <ul style="list-style-type: none"> - Meet with Kathryn about grading system |

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| Meeting, Date | Interview with The Peak regarding the Access for All campaign, June 17th from 3:30PM - 4:00PM |
| Parties Attending | Serena Bains, Kelly Chia |
| Meeting Length (Hrs) | 0.5 hours |
| Reason | To answer questions for Kelly for her article for The Peak |
| Summary and Outcome | <ul style="list-style-type: none"> - What work has been done regarding the campaign since May? - What are the next steps for the campaign? - What are the major concerns with the return to campus? - Have professors been given any guidance of how they will be teaching? - Anything else you'd like to mention before we end? |
| Next Steps | <ul style="list-style-type: none"> - Answer any additional questions Kelly sends to me |

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| Meeting, Date | SFU Grading Practices, Petition, and Senate, June 17th from 5:30PM - 6:00PM |
| Parties Attending | Serena Bains, Sarah Lord Ferguson |
| Meeting Length (Hrs) | 0.5 hours |
| Reason | To discuss SFU's grading practices and how we can push for it to improve |
| Summary and Outcome | <ul style="list-style-type: none"> - What does this have to do with the Registrar's office? <ul style="list-style-type: none"> - Could just be pushed through Senate - Loop Sarah into the conversation with Kathryn - SFU students aren't represented in medical schools, physiotherapy school - Academic freedom and grading inflation - Nothing in terms of standardization from course to course, professors aren't given any mandates to what they have to teach |
| Next Steps | <ul style="list-style-type: none"> - Set up meeting with Sarah, Kathryn and I |

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| Meeting, Date | Geography Student Union meeting, June 17th from 7:30PM - 8:00PM |
| Parties Attending | Serena Bains, Jonathan Ling, Sharlene Lee, Gabrielle Wong, Kiana Lim, Monikka Tayag |

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| Meeting Length (Hrs) | 0.5 hours |
| Reason | To answer questions for Kelly for her article for The Peak |
| Summary and Outcome | <ul style="list-style-type: none"> - What work has been done regarding the campaign since May? - What are the next steps for the campaign? - What are the major concerns with the return to campus? - Have professors been given any guidance of how they will be teaching? - Anything else you'd like to mention before we end? |
| Next Steps | <ul style="list-style-type: none"> - Answer any additional questions Kelly sends to me |

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| Meeting, Date | Climate Emergency Check-Ins, June 18th from 10:00AM - 12:00PM |
| Parties Attending | Serena Bains, WeiChun Kua, Marie Haddad |
| Meeting Length (Hrs) | 2 hours |
| Reason | To discuss the climate emergency declaration and how we can support it |
| Summary and Outcome | <ul style="list-style-type: none"> - Going through the wording of the SFSS climate emergency declaration motion <ul style="list-style-type: none"> - Making edits - Going through the campaign timeline <ul style="list-style-type: none"> - When to put this motion forward to Council? <ul style="list-style-type: none"> - June 30th |
| Next Steps | <ul style="list-style-type: none"> - Bring this motion to the Executive Committee and Council |

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| Meeting, Date | Meeting with Zeba from Free Periods Canada, June 18th from 12:00PM - 12:30PM |
| Parties Attending | Serena Bains, Jess Dela Cruz, Akum Sidhu |
| Meeting Length (Hrs) | 0.5 hours |
| Reason | To discuss the menstrual products project and how to approach it based on how what worked and didn't work at UBC |
| Summary and Outcome | <ul style="list-style-type: none"> - Use funding towards policy advocacy - There's a lot of work being done advocating for post-secondary institutions, we need to maintain momentum <ul style="list-style-type: none"> - Regular meetings with Free Periods Canada - Zeba can connect us with Canadian organizations, that are more sustainable, don't have to worry about shipping - Zeba can help us negotiate a better price as well - Didn't realize how much involvement was required from the building operations department <ul style="list-style-type: none"> - Could adapt washrooms with dispensers to adapt them so they no longer take coins - Bring in Facilities |

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| | <ul style="list-style-type: none"> - Built a map with their equivalent to facilities where free periods products were located, along with social media - Free period Canada's can also build a map for us - Consider putting the dispensers in men's washrooms as well <ul style="list-style-type: none"> - Not sure if men's washroom have waste disposal bins - Just used pads and tampons initially, but are also working on subsidizing reusable menstrual supplies - Zeba has data around what prevents folks from using reusable menstrual supplies - FPC can also provide feedback and support around proposals, presentations, pitches, etc. - UBC used the existing funding, their student society, different companies, research money - Education and advocacy is the best way to get funding - Didn't provide a super formal presentation, just a short pitch - Didn't use a MOU - Figure out how to provide menstrual products, while working on policy - Zeba can also provide information about dispensers |
| Next Steps | <ul style="list-style-type: none"> - Keep in touch with Zeba |

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| Meeting, Date | Surrey Director Townhall Staff and Students - Candidate #3, June 18th from 1:00PM - 2:00PM |
| Parties Attending | Serena Bains, Marie Haddad, other participants through Zoom webinar |
| Meeting Length (Hrs) | 1 hour |
| Reason | To learn about the candidate and their priorities for the role if they are successful |
| Summary and Outcome | <ul style="list-style-type: none"> - Prioritize student experience - Multi-campus model, where the service model is inadequate - Equitable access to services - Meeting the needs of the diverse student population - Addressing the Keeling report <ul style="list-style-type: none"> - Identify demographics and needs of current and future Surrey students - Would work on having an Indigenous and Black student centres - Worked with honors and graduate students on their research |
| Next Steps | <ul style="list-style-type: none"> - N/A |

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| Meeting, Date | Exec chairing training - committees, June 18th from 4:30PM - 5:30PM |
| Parties Attending | Serena Bains, Corbett Gildersleve, Gabe Liosis, Jess Dela Cruz, Marie Haddad, Akum Sidhu |
| Meeting Length (Hrs) | 1 hour |
| Reason | To get training on how to chair a committee |

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| <p>Summary and Outcome</p> | <ul style="list-style-type: none"> - Duties of a chair <ul style="list-style-type: none"> - Ensure all meetings are included in the society virtual calendar - Convening regular meetings - Informing committee members of meeting times and locations - Preparing agendas and collecting agenda items based on a timeline, set by the Chair, in contemplation of committee members, who should receive the agenda reasonably in advance in order to thorough review its contents - Distributing any documents or materials to committee members - Submitting attendance to the VP Finances and Services <ul style="list-style-type: none"> - Including those who are late by ten minutes without giving a heads up - Reporting on committee activities to the Council - Acting as the primary point of contact between the committee and its staff support, if any - Act as the primary point of contact between the committee and its staff support, if any - Liaising with the administrative assistants by: <ul style="list-style-type: none"> - Sending agenda items and any relevant documents to the administrative assistant to prepare the draft agenda at least two business days prior to the meeting <ul style="list-style-type: none"> - The chair will inform the administrative assistant if a document contains confidential information - Sending any required changes of the draft agenda and approval of the draft agenda to the administrative assistant - Sending feedback on the draft minutes and approval of the draft minutes to the administrative assistant within one week of receiving the draft minutes - Liaising with the communications coordinator to ensure that committee information relevant to the SFSS membership is up-to-date on the SFSS website and SFSS social media channels at all times, including <ul style="list-style-type: none"> - The name and contact details of the chair - The date and time of meetings - The location and accessibility information of meetings - Vacant seats <ul style="list-style-type: none"> - Where a vacancy arises, the chair will ensure that the vacancy is listed on the SFSS website and SFSS social media channels within one week of a vacancy arising - Where the vacancy is a council-designated seat the chair will liaise with the council chair to ensure that council recommends a replacement - Maillists <ul style="list-style-type: none"> - Updated through the administrative assistant, president, or operations organizer - Make sure to regularly update the administrative assistant about changes to the maillist - Project management <ul style="list-style-type: none"> - Most committees work on some kinds of projects, they can be in the form of events, campaigns, research, engagement, etc. <ul style="list-style-type: none"> - They all need to be organized and tracked - The chair can task other people to manage various projects |
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| | <p>but they'll need to set expectations, reporting requirements, and level of support from the chair, committee, and/or the SFSS</p> <ul style="list-style-type: none"> - Reports <ul style="list-style-type: none"> - Creating project summary reports for the committee and/or council is important for accountability, transparency, and historical knowledge - Report to council on a monthly basis - Meetings <ul style="list-style-type: none"> - Calling a meeting <ul style="list-style-type: none"> - First meeting is often determined through a When2Meet scheduler, unless you have access to all member's calendars, then find a day/time through that - Send an email to the administrative assistant about the day and time with a Zoom link - They will return a Jotform link for submitting agenda items - Send an email to the maillist calling the meeting - Send reminders through discord - Setting the agenda <ul style="list-style-type: none"> - You'll receive notifications on when and what agenda items are submitted <ul style="list-style-type: none"> - Review them to make sure they're relevant to the committee's purpose - If there are many agenda items you should triage for importance <ul style="list-style-type: none"> - Can some be moved to another meeting? Is another committee more appropriate - Communicate with the submitter about their agenda item and any changes you would like to make - Communicate to the administrative assistant any submitted items you want to remove from the agenda, if any - Administrative assistant will send you a draft agenda for approval, make any concerns - After the draft is approved the administrative assistant will send out the agenda to the committee with links to relevant agenda attachments - Running the meeting <ul style="list-style-type: none"> - Start the Zoom recording (Cloud) - Call to order <ul style="list-style-type: none"> - Can do once you have quorum - Territorial acknowledgement - Roll call of attendance - Consent agenda <ul style="list-style-type: none"> - Adoption of the agenda - Approval of the minutes - Ratification of the regrets - Any other business, as determined by the council chair - Old business - Reports from committees - New business |
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| | <ul style="list-style-type: none"> - Discussion - Announcement - Attachments - Adjournment - Set action items <ul style="list-style-type: none"> - One of the main ways to make sure committee work gets done, if not, everyone assumes someone else is working on things - At the end of every topic - Vice chair - Follow up |
| Next Steps | <ul style="list-style-type: none"> - Make a workflow of chairing committee meetings |

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| Meeting, Date | AVP UAA Weekly Check-In, June 19th from 12:00PM - 12:30PM |
| Parties Attending | Serena Bains, Priyanka Dhesa |
| Meeting Length (Hrs) | 0.5 hours |
| Reason | To discuss what was worked on last week and any areas where Priyanka needs support |
| Summary and Outcome | <ul style="list-style-type: none"> - Went through and provided feedback on withdrawal under extenuating circumstances research and survey questions - Finalize questions by the end of the week - Decide whether the survey should go through SFSS or SFU |
| Next Steps | <ul style="list-style-type: none"> - Ask about the process of surveys going through SFSS - Ask about the process of surveys going through SFU - Review questions and provide feedback by the end of the week |

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| Meeting, Date | Daily Executive Committee Check-ins, June 21st from 9:00AM - 9:30AM |
| Parties Attending | Executive Committee members |
| Meeting Length (Hrs) | 0.5 hours |
| 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"> - Complete action items and meetings for the day |

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| Meeting, Date | Executive Committee meeting, June 22nd from 10:00AM - 12:15PM |
| Parties Attending | Executive Committee members, Ella Droko, Akum Sidhu, Ayesha, Athena, Christina |

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| | Kachkarova, Dipti Chavan, Melanie, Nancy |
| Meeting Length (Hrs) | 2.25 hours |
| Reason | To discuss any items to do with the SFSS in between Council meetings |
| Summary and Outcome | <ul style="list-style-type: none"> - Ratified regrets from Marie Haddad - Appointed Kirtana Menon as the Associate to the President - Guidelines for hybrid meetings during COVID-19 <ul style="list-style-type: none"> - Gabe created guidelines for how we can safely conduct meetings for rooms with hybrid videoconferencing technology - Goes into who can book these rooms, how to book them, - Guidelines will have to be revised by August 23rd as that's when the SUB is set to open (tentatively) - A checklist of what is needed and briefing training would be helpful - Non-Exec Councillor AVP hours <ul style="list-style-type: none"> - Policy gap regarding whether or not a non-Exec Councillors Council hours go towards the minimum 15 hours for AVPs - This motion would allow them to be counted towards AVP hours - Governance committee will develop a policy to account for this scenario - Delegated authority for the VP Finance and Student Services role <ul style="list-style-type: none"> - Extending delegated authority to the VP Internal and Organizational Development until the end of the month to support the VP Finance's transition back to work - Appointing employer representatives to the out on campus hiring committee <ul style="list-style-type: none"> - Ashley announced his resignation, need another hiring committee to find a replacement - Appointed Gabe Liosis and Marie Haddad to the OOC Coordinator Hiring committee - Appointing employer representatives to the Building Coordinator Hiring Committee <ul style="list-style-type: none"> - Appointed Corbett Gildersleve and John Walsh to the hiring committee - SFU Climate Emergency Declaration Open Letter <ul style="list-style-type: none"> - Voted in favour of supporting and recommending that Council sign on - Metro Vancouver Alliance <ul style="list-style-type: none"> - An alliance of 25 organizations across Metro-Vancouver - Do a lot of coalition work - Would have a monetary cost annually around \$1000 - Hiring committee updates <ul style="list-style-type: none"> - Admin assistant posting will be live until the end of the month - OOC program assistant deadline to apply was yesterday at midnight - MSC Annual report template/guide for feedback <ul style="list-style-type: none"> - Seeking a report from the member services coordinators - Viewing how the pandemic changed their way of work and services provided to students - Ayesha recommended having an equity auditor - SFSS Members meeting 2021 <ul style="list-style-type: none"> - There is full membership for the committee - The process around what will be on the agenda for the AGM and how it will occur is starting |

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| | <ul style="list-style-type: none"> - Should include the last four referendum questions - What should be included on the agenda for the AGM? - Burnaby City Council by-election - student engagement <ul style="list-style-type: none"> - Students who have lived in Burnaby for at least thirty days are eligible to vote - Organizing a communications campaign, tabling, etc. - COVID-19 safety, student unions and clubs <ul style="list-style-type: none"> - Should we revisit our stance of no in-person events and what would that look like? - Have a list of attendees and a safety plan - Making a checklist of what people need for events, sanitizer, social distancing, etc. |
| Next Steps | - N/A |

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| Meeting, Date | JOG subcommittee - Return to Campus planning, June 22nd from 2:00PM - 3:00PM |
| Parties Attending | Serena Bains, Erin Biddlecombe, Samer Rihani, Hafsa Sadiq, Carolyn Hanna, Steve Birnie, Pierre Cenerelli, Reese Muntean, Chrysmen Thompson, Ruben Munoz |
| Meeting Length (Hrs) | 1 hour |
| Reason | To discuss items to do with return to campus planning |
| Summary and Outcome | <ul style="list-style-type: none"> - Populating a document with suggestions for the following questions: <ul style="list-style-type: none"> - What questions do you have for SFU? - What concerns do you have? - What are you hearing from your members? - Who else might need to attend these meetings? - Themes <ul style="list-style-type: none"> - TAs - International students - Safety <ul style="list-style-type: none"> - What happens if someone tests positive for COVID? - Accommodations - Academic concessions - Student communication - Supporting equity seeking groups - What groups should we invite to these meetings? |
| Next Steps | - N/A |

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| Meeting, Date | Prep for Steering Committee: Personal Safety on Campus, June 23rd from 8:00AM - 8:45AM |
| Parties Attending | Serena Bains, Gabe Liosis, Hafsa Sadiq, Sude Guvendik |
| Meeting Length (Hrs) | 0.75 hours |
| Reason | To go over the agenda for the meeting and discuss any questions we have |

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| Summary and Outcome | <ul style="list-style-type: none"> - Went through the agenda for the meeting - Came up with any questions we'd like to ask during the meeting |
| Next Steps | <ul style="list-style-type: none"> - Ask any questions at the steering committee meeting |

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| Meeting, Date | Daily Executive Committee Check-ins, June 23rd from 9:00AM - 9:30AM |
| Parties Attending | Executive Committee members |
| Meeting Length (Hrs) | 0.5 hours |
| 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"> - Complete action items and meetings for the day |

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| Meeting, Date | Steering Committee: Personal Safety on Campus, June 23rd from 9:30AM - 11:00AM |
| Parties Attending | Serena Bains, Mark LaLonde, Andrea Ringrose, Kristin Linklater, Ron Johnston, Hafsa Sadiq, Ebony Magnus, Steve Dooley, Araba Etrew, Tiara Cash, Sude Guvendik |
| Meeting Length (Hrs) | 1.5 hours |
| Reason | To discuss personal safety on campus and how we can improve campus public safety |
| Summary and Outcome | <ul style="list-style-type: none"> - Joy Johnson provided context and answered questions for the first half hour of the meeting - Meeting from Mark LaLonde and Andrea Ringrose about campus public safety policies and how they interact with other stakeholders - A lot of people had to leave the meeting early because the meeting was cancelled and then reinstated - Need to decide next steps for the group since now the scope of the group is to provide guidance on how community consultation on personal safety on campus should occur for the Fall - Should wait until more people are at the meeting so we can make a decision together about next steps - A survey will be put out to decide next steps for the group |
| Next Steps | <ul style="list-style-type: none"> - Complete survey |

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| Meeting, Date | Student Affordability Working Group Meeting, June 23rd from 1:30PM - 2:30PM |
| Parties Attending | Serena Bains, Tracey Mason-Innes, Chris Lim, Laya Behbahani, Reese Muntean, Samer Rihani, Luis Sanchez, Sid Mehta, Roxanne Panchasi, Emmanuel Naidoo, Ruben Munoz, |

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| | Ella Droko, Pierre Cenerelli |
| Meeting Length (Hrs) | 1 hour |
| Reason | To discuss any items to do with student affordability |
| Summary and Outcome | <ul style="list-style-type: none"> - Administrative timeline <ul style="list-style-type: none"> - Went through the processes of the following: <ul style="list-style-type: none"> - Booking the meetings - Call for agenda item - Institutional updates - Meeting notes - Meeting follow up - Briefing note <ul style="list-style-type: none"> - Before you put forward an agenda item for the working group, one would provide a briefing note to provide greater context - Terms of reference for the group needs updating <ul style="list-style-type: none"> - Will be sent out to the group for feedback - Presentation on student affordability audit <ul style="list-style-type: none"> - OER <ul style="list-style-type: none"> - Grants have been given to staff and faculty who promote OER in their courses - SFU primary does grants and funding - Making universal textbooks for certain classes |
| Next Steps | - N/A |

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| Meeting, Date | Fall 2021 Student Experience, June 23rd from 3:00PM - 4:30PM |
| Parties Attending | Serena Bains, Melissa Lee, Leanne Dalton, Laurie, Ash Tanasiychuk, Bettina Cenerelli, Brad Mladenovic, Caitlin Stiles, Carley Hayes, Carolyn Hanna, Claudia Wang, Deena Coburn, Desirae Stack, Dina Shafey, Donna, Karen Munro, Karin Kosarzova, Kathryn Savage, Katrina Trinidad, Mark Jutras, Meghan Grant, Rachel Bennett, Rachel Chiang, Reese Muntean, Rosaline Baik, Sean McKenna, Shaughnessy Sturdy, Stephanie Reinhardt, Theresa Hanson, Thomas Leischner, Tracey Mason-Innes, Wendy Norman |
| Meeting Length (Hrs) | 1.5 hours |
| Reason | To discuss the Fall return to campus and students' experience on campus |
| Summary and Outcome | <ul style="list-style-type: none"> - Undergraduate enrolment update <ul style="list-style-type: none"> - Domestic <ul style="list-style-type: none"> - BC high school up 9% - Canadian high school up 22% - BC college down 7% - International <ul style="list-style-type: none"> - BC high school up 46% - Canadian high school up 130% - BC college down 31% - Fall 2021 courses |

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| | <ul style="list-style-type: none"> - Course options will be finalized by June 25 prior to the start of enrollment on July 5 - Fully in-person courses - Fully remote courses - Blend of in-person and remote - Students who cannot be on campus <ul style="list-style-type: none"> - International students who cannot travel to Canada, Indigenous students who cannot leave their communities, CAL registrants - International services for students - Travel restrictions and quarantine <ul style="list-style-type: none"> - Fully vaccinated international students will not need to quarantine as long as the vaccination they've received is recognized by Canada - 25% of remote courses will be reserved for students who cannot make it to campus - Up to departments - Study permits will be valid until December 2021 if they are studying remotely |
| Next Steps | - N/A |

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| Meeting, Date | Council development session, June 23rd from 4:30PM - 6:30PM |
| Parties Attending | Batul Gulamhusein, Council members |
| Meeting Length (Hrs) | 2 hours |
| Reason | To discuss direct conflict and why conflict avoidance upholds oppression |
| Summary and Outcome | <ul style="list-style-type: none"> - Transformative justice is a political framework and approach for responding to violence, harm and abuse <ul style="list-style-type: none"> - Does not rely on the state - Does not reinforce or perpetuate violence such as oppressive norms or vigilantism - Actively cultivate the things we know prevent violence, healing, accountability, resilience, and safety for all involved - Think about communal and collective resilience to avoid inspiration porn - Conflict is an invitation to engage in transformative internal and interpersonal change - Conflict responses <ul style="list-style-type: none"> - Fight - Flight - Fawn - Freeze - Four parts to accountability <ul style="list-style-type: none"> - Self-reflection - Apology - Repair - Changed behaviour |
| Next Steps | - N/A |

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| Meeting, Date | Joint Letter Regarding Residential Schools, June 24th from 12:00PM - 1:00PM |
| Parties Attending | Serena Bains, Alexandra Wesolek, Catherine Dube, Harjap, Jess Dela Cruz, Kari, Marie Haddad, Marissa Traversa, Matthew Provost |
| Meeting Length (Hrs) | 1 hour |
| Reason | To discuss and draft a joint letter |
| Summary and Outcome | <ul style="list-style-type: none"> - Demand that the government provide reparations to folks who are doing the work of looking for graves <ul style="list-style-type: none"> - The government should be reimbursing and providing the funding for this - Providing a greater number of supports for residential school survivors and Indigenous community members in general that are experiencing intergenerational trauma - Demands from the government and the catholic church - Reaching out to local catholic high schools to meet the demands as well - Harjap will send a write up regarding self education - Purpose <ul style="list-style-type: none"> - Open letter - Address the genocidal acts that have been perpetuated against Indigenous People(s) - Creating the structure for the letter |
| Next Steps | <ul style="list-style-type: none"> - Work on the letter |

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| Meeting, Date | Daily Executive Committee Check-ins, June 25th from 9:00AM - 9:30AM |
| Parties Attending | Executive Committee members |
| Meeting Length (Hrs) | 0.5 hours |
| 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"> - Complete action items and meetings for the day |

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| Meeting, Date | Protests in Colombia working group, June 25th from 11:30AM - 12:30PM |
| Parties Attending | Serena Bains, Marie Haddad, Jeremy Felix, Sara Aristizabal, Ruben Munoz |
| Meeting Length (Hrs) | 1 hour |
| Reason | To start drafting a statement regarding the protests in Colombia |

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| Summary and Outcome | <ul style="list-style-type: none"> - Provided an introduction to how working groups work - Provided folks the documents for research and for writing the statement - Colombian members provided context to the issue - Went through the possible structure of the statement and what our goal is - Delegated each person action items for which section of the statement they should write ahead of next week's meeting |
| Next Steps | <ul style="list-style-type: none"> - Write the delegated section for the statement |

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| Meeting, Date | Burnaby Food Hub Collective, June 25th from 2:15PM - 2:45PM |
| Parties Attending | Serena Bains, Tara Flynn, Cierra Johal |
| Meeting Length (Hrs) | 0.5 hours |
| Reason | To discuss any updates for the Burnaby Food Hub Collective |
| Summary and Outcome | <ul style="list-style-type: none"> - Won't be registered with the Greater Vancouver food bank until January - Won't get money from the Burnaby Neighbourhood House until November - Would like to do things more in-person - If we come across programs for funding or granting let Cierra know - Cierra will share the document with us, regarding potential funders - Farmers market coupon program that UBC used, give coupons to their community partners for the week, minimum of \$21 per week |
| Next Steps | <ul style="list-style-type: none"> - Update Matt about this conversation |

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| Meeting, Date | A4A Next Steps and Council, June 25th from 4:00PM - 4:30PM |
| Parties Attending | Serena Bains, Kashish Mehta |
| Meeting Length (Hrs) | 0.5 hours |
| Reason | To discuss possible next steps for the Access for All campaign |
| Summary and Outcome | <ul style="list-style-type: none"> - Met up with the science engagement coordinator on Monday - Spoke about the letters, lectures could be recorded - We can ask professors to record lectures, but may be reluctant due to exploitation <ul style="list-style-type: none"> - A professor who passed on had their lecture used - Each DSU can reach out to the department chair to ask who is recording and who is not - So we know who to recruit and who to not - Can create a power chart - Bring this to Council for - Can create information sessions for professors where they can show how to record lectures - Reach out to CAL and CEE to incentivize professors, put it on their tenure portfolio |

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| | <ul style="list-style-type: none"> - Can create a Google Form for volunteers who want to support the campaign and recording initiatives - Make sure SFU isn't using professors' materials without their consent - If students are close to their professors they can ask them what they think - Can also ask professors if they can present at the start of their lecture to get support |
| Next Steps | <ul style="list-style-type: none"> - Reach out to CEE - Create a new Google Form - Ask the Executive Committee about next steps - Send debrief email |

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| Meeting, Date | Enrollment Appeals Committee, June 28th from 3:00PM - 4:00PM |
| Parties Attending | Serena Bains, Dezirae DaCosta, Shaughnessy Sturdy, Kris Nordgren |
| Meeting Length (Hrs) | 1 hour |
| Reason | To go over any appeals and make changes as necessary |
| Summary and Outcome | <ul style="list-style-type: none"> - Went through four different cases, all of which contain confidential information, so I will not be providing details in this work report |
| Next Steps | <ul style="list-style-type: none"> - N/A |

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| Meeting, Date | Daily Executive Committee Check-ins, June 29th from 9:00AM - 9:30AM |
| Parties Attending | Executive Committee members |
| Meeting Length (Hrs) | 0.5 hours |
| 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"> - Complete action items and meetings for the day |

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| Meeting, Date | JOG Subcommittee Return to Campus Planning, June 30th from 3:00PM - 4:00PM |
| Parties Attending | Serena Bains, Erin Biddlecombe, Steve Birnie, Samer Rihani, Reese Muntean, Pierre Cenerelli, Ruben Munoz, Katrina Trinidad, Carolyn Hanna, Hafsa Sadiq, Tracey Mason-Innes |
| Meeting Length (Hrs) | 1 hour |

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| Reason | To discuss plans for return to campus |
| Summary and Outcome | <ul style="list-style-type: none"> - International student advising <ul style="list-style-type: none"> - A lot of grad students don't know about the CARES program - Student support triage model <ul style="list-style-type: none"> - Students, staff and faculty are unsure of where to go - Students rights and responsibilities office - Asked for greater communications about the office - Our work on academic concessions available to students <ul style="list-style-type: none"> - Not accommodations, but when something unexpected comes up - There is no official policy that says professors have to give concessions - This is something a smaller portion of the group could work on |
| Next Steps | <ul style="list-style-type: none"> - Ask the group about anything they'd like prioritized for return to campus |

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| Meeting, Date | Council meeting, June 30th from 4:30PM - 10:00PM |
| Parties Attending | Council members, SFSS staff |
| Meeting Length (Hrs) | 5.5 hours |
| Reason | To discuss and vote on any items to do with the SFSS |
| Summary and Outcome | <ul style="list-style-type: none"> - Presentation from Studentcare - Presentation from SFU 350 on a climate emergency declaration - Report from the Executive Committee - SFSS-DNA agreement received and filed - Monthly work reports motion passed - SFU climate emergency declaration open letter motion passed - Indian residential school survivors and commitments to reconciliation motion passed - #CancelCanadaDay motion passed - The following items postponed: <ul style="list-style-type: none"> - September plans - Council member groups - Advocating for accessible course practices - #CancelCanadaDay campaign |
| Next Steps | <ul style="list-style-type: none"> - N/A |

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| Total Meeting Hours | 39.5 |
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Projects and Events

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

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

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| Total Project and Events Hours | |
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Committee Chair Work

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| Committee Name | University and Academic Affairs |
| # of Meetings | 1 |
| Total Time (Hrs) | 1 |
| Summary | <ul style="list-style-type: none"> - Went over the purpose of the committee - Discusses what we want to work on and allowed folks to start an annual plan |
| Ongoing Projects | <ul style="list-style-type: none"> - Creating an annual plan |
| Relevant Strategic Priorities: | <ul style="list-style-type: none"> - University relations - Student engagement - Student wellbeing - Student financial health |

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| Total Committee Hours | 1 |
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Administrative Work

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| Summary | Emails, responding to messages, work reports, working on Pride month statement |
| Total Time (Hrs) | June 16th - 1.5 hours June 17th - 3 hours June 19th - 0.5 hours June 21st - 0.5 hours June 22nd - 2 hours June 23rd - 1.5 hours June 24th - 2 hours June 25th - 1.5 hours June 26th - 1.5 hours June 28th - 2 hours June 29th - 2 hours June 30th - 1.5 hours |

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| Total Admin Hours | 19.5 |
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| Total Work Hours | 60 |
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VP External and Community Affairs
 Matthew Provost

Meeting Summary and Comments

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| Meeting, Date | Daily Executive Committee Check-Ins (CUMULATIVE) |
| Parties Attending | Members of the Executive Committee |
| Meeting Length (Hrs) | - 8 x 30 minute sessions TOTAL = 4.0 |
| Reason | The Executive Committee has Check-Ins every morning at 9am to discuss actions items and to-dos for the day. |
| Summary and Outcome | - Changes day-to-day |
| Next Steps | - Changes day-to-day |

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| Meeting, Date | Youth Public Policy Program, 6/16/21 |
| Parties Attending | Level Youth Program |
| Meeting Length (Hrs) | 1 hr |
| Reason | Scheduled Meeting |
| Summary and Outcome | Met with the Youth Public Policy program hosted by Level, to network and work with BIPOC youth to build relationships |
| Next Steps | n/a |

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| Meeting, Date | Council Meeting , 6/16/21 |
| Parties Attending | SFSS Council, SFSS Society Staff |
| Meeting Length (Hrs) | 2.5 hr |
| Reason | Bi-weekly scheduled meeting |
| Summary and Outcome | Reports: <ul style="list-style-type: none"> - Executive committee did their bi-weekly report in relation to their portfolio New Business: <ul style="list-style-type: none"> - Space Expansion Fund: Approved amendment to SFSS Finance Policy 12 - Councillor Appointment to Events & Student Affairs Committee: Paul Ursu |

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| | <ul style="list-style-type: none"> - External & Community Affairs Committee Appointment: Fizza Parsayan - Members Meeting Planning Committee Appointment: Deanna Short - Access for all Working Group Letters: Supporting letters that have been drafted and respected DSU's <p>Discussion:</p> <ul style="list-style-type: none"> - Fall Return to Campus <p>Notice of Motion:</p> <ul style="list-style-type: none"> - Work reports for councillors: Proposed change for councillors to submit once a month work reports instead of twice a month |
| Next Steps | n/a |

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| Meeting, Date | SFSS BIPOC Committee Intro Meeting, 6/17/21 |
| Parties Attending | BIPOC Committee |
| Meeting Length (Hrs) | 1 hr |
| Reason | Scheduled meeting |
| Summary and Outcome | Met for an introductory meeting with the incoming BIPOC Committee. |
| Next Steps | n/a |

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| Meeting, Date | Gabe & Ella Check In |
| Parties Attending | SFSS Exec: Gabe Liosis (President) Society Staff: Ella (Board Organizer) |
| Meeting Length (Hrs) | 30 min |
| Reason | Scheduled meeting |
| Summary and Outcome | Joined the check in to discuss Burnaby City By-elections |
| Next Steps | n/a |

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| Meeting, Date | Executive Chair Training, 6/18/21 |
| Parties Attending | Executive Committee |
| Meeting Length (Hrs) | 30 min |
| Reason | Scheduled Meeting |
| Summary and Outcome | Met with Exec to do training on chairing meetings and introductions to chairing meetings and setting up agenda etc. |

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| Next Steps | n/a |
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| Meeting, Date | National Indigenous History Month Campaign, 6/22/21 |
| Parties Attending | SFSS Exec: Jess Dela Cruz (VP Events) |
| Meeting Length (Hrs) | 1 hr |
| Reason | Scheduled Meeting |
| Summary and Outcome | Compiled resources, circulated media posts, finalizing #CancelCanadaDay Campaign, recognition of orange shirt day and moving forward, statement drafting and finalizing |
| Next Steps | n/a |

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| Meeting, Date | Executive Committee, 6/22/21 |
| Parties Attending | SFSS Executive Committee |
| Meeting Length (Hrs) | 2 hr |
| Reason | Scheduled meeting |
| Summary and Outcome | <p>New Business:</p> <ul style="list-style-type: none"> - Appointment of Kirtana Menon as Associate to the Vice President - Approved the guidelines for having hybrid in person meetings during COVID - Clarification on AVP's are also councillors - Appointed Marie Haddad & Gabe Liosis to Out on Campus Hiring Committee - Appointed Corbett Gildersleve & John Walsh to Building Coordinator Hiring Committee - Support to sign on to SFU350s Climate Declaration Open Letter <p>Discussion Item:</p> <ul style="list-style-type: none"> - Metro Vancouver Alliance - Updates from Hiring Committee - Member Services Committee Annual Report - SFSS Members Meeting - Burnaby City Council By-Elections - COVID-19 Safety |
| Next Steps | n/a |

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| Meeting, Date | Meeting with Joy Johnson, 6/23/21 |
| Parties Attending | SFSS Society Staff: Ella (Board Organizer) SFU: SFU President Joy Johnson |
| Meeting Length (Hrs) | 30 min |
| Reason | Scheduled meeting |

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| Summary and Outcome | Met with Joy to discuss reconciliation efforts at SFU also to address the harms that came with lack of action on current new impacting Indigenous Community. I.e regards to unmarked graves and residential schools. Lack of action impacts the community and impacts safety and support. |
| Next Steps | n/a |

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| Meeting, Date | Board Organizer & VP External Working Meeting, 6/23/21 |
| Parties Attending | Society Staff: Ella (Board Organizer) |
| Meeting Length (Hrs) | 1 hr |
| Reason | Scheduled meeting |
| Summary and Outcome | Met with Ella to discuss further support with the External & Community Affairs Committee (ECAC). We discussed workshops and in committee development sessions in regards to lobbying/ campaigning/ public speaking Setting and planning out working session in ECAC to further development when lobby days as well as advocacy points |
| Next Steps | Follow up meetings with Ella and Ayesha |

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| Meeting, Date | Council Development Session, 6/23/21 |
| Parties Attending | SFSS Council |
| Meeting Length (Hrs) | 4 hr |
| Reason | Scheduled meeting |
| Summary and Outcome | Development Session in regards to handling conflict and conversations: We discussed the ways we can address conflict in the workplace through transformative justice practices. We discussed and recognized how we work together to address when harm is caused but the ability to ensure accountability as well as responsibility to do this work in a good way. |
| Next Steps | n/a |

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| Meeting, Date | Stakeholders Workshop- Draft HOME Strategy, 6/24/21 |
| Parties Attending | City of Burnaby partners |
| Meeting Length (Hrs) | 2 hr |
| Reason | Scheduled meeting |

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| Summary and Outcome | The City of Burnaby is hosting workshops for consultation to address Burnaby's housing and homelessness <ul style="list-style-type: none"> - Answer questions about HOME Strategy - Collect feedback https://www.burnaby.ca/Assets/city+services/planning/Home+Strategy.pdf |
| Next Steps | n/a |

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| Meeting, Date | TSSU Joint Letter addressing Indian Residential Schools, 6/24/21 |
| Parties Attending | TSSU, SFSS |
| Meeting Length (Hrs) | 1 hr |
| Reason | Scheduled meeting |
| Summary and Outcome | Met with TSSU and allies to draft a letter to have solidarity and address the harms that have been caused and ongoing. |
| Next Steps | Ongoing consultations will be happening as well as working meeting to get this out and create a solid campaign with action items |

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| Meeting, Date | First Peoples Gathering House - Users Committee, 6/24/21 |
| Parties Attending | Indigenous Student Centre, Office for Aboriginal Peoples, Indigenous Community members |
| Meeting Length (Hrs) | 1 hr |
| Reason | Scheduled meeting |
| Summary and Outcome | Attended to receive updates around the First Peoples Gathering House and the process on Burnaby Campus. Discussing what is happening on the progress of the building and planning stages |
| Next Steps | n/a |

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| Meeting, Date | Meeting w. Katrina Chen, 6/25/21 |
| Parties Attending | Katrina Chen (MLA for Burnaby- Lougheed) |
| Meeting Length (Hrs) | 30 min |
| Reason | Scheduled meeting |
| Summary and Outcome | Met with Katrina to discuss ongoing commitments as well as points of contact to work together this upcoming year. Discussed last years work with SFSS and went over the |

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| | <p>VP External Annual Plan and areas of collaboration moving forward.</p> <p>Introductions and understanding around areas we can work on and align with for advocacy points for students</p> <p>Extended invite to ECAC committee as well as Council.</p> |
| Next Steps | Follow up meeting |

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| Meeting, Date | Metro Vancouver Alliance Check In, 6/29/21 |
| Parties Attending | Ayesha (Operations Organizer) |
| Meeting Length (Hrs) | 1 hr |
| Reason | Scheduled Meeting |
| Summary and Outcome | <p>Had a follow up meeting with Ayesha to Discuss the potential of working with Metro Vancouver Alliance, and seeing the ways in which this could benefit the society,</p> <p>I will be going into more research in regards to this, and looking at how MVA aligns with the SFSS and areas of collaboration in regards to workshops as well as support for student capacity and support with advocacy.</p> <p>Also we discussed upcoming ECAC meetings and working Ayesha to support in regards to Lobbying 101 presentation specifically for the External Committee members.</p> |
| Next Steps | n/a |

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| Meeting, Date | #CancelCanadaDay Campaign Overview, 6/29/21 |
| Parties Attending | SFSS Execs |
| Meeting Length (Hrs) | 30 min |
| Reason | Scheduled meeting |
| Summary and Outcome | Reviewed the campaign and motion for the upcoming Council meeting, discussed social media points and what folks can do support this meeting |
| Next Steps | n/a |

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| Meeting, Date | Council Meeting, 6/30/21 |
| Parties Attending | SFSS Council, SFU350, Studentcare, Guests |
| Meeting Length (Hrs) | 5.5 hours |
| Reason | Bi-weekly scheduled meeting |

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| <p>Summary and Outcome</p> | <p>Presentations:</p> <ul style="list-style-type: none"> - SFU350 - Studentcare: Overview of SFSS Health and Dental Plan/ Orientation <p>New Business:</p> <ul style="list-style-type: none"> - SFU Climate Emergency Declaration Open Letter: <ul style="list-style-type: none"> - SFSS Council signs on in support and endorses SFU350 Declaration and Open Letter, and commit to work on this campaign collectively - Councillors who voted in favour sign on to SFU350's letter on behalf of their Departmental Student Union (DSU), Constituency Group (CG) - Commit to addressing and adequate action regarding the climate crisis, and be in solidarity with communities - Approved SFSS 2021-2022 Budget - Indian Residential School Survivors Society & Commitments to Reconciliation: <ul style="list-style-type: none"> - Read full briefing note here - Council Supports in Solidarity with Indigenous Communities during these particular times of grief - Task the 2021-2022 BIPOC Committee and Indigenous community to drafting Internal SFSS Call to Action in response to the Truth and Reconciliation Commission to further support reconciliation efforts - Support and amplify calls to action from Indigenous community members - Donate \$6000.00 to the BC Indian Residential School Survivors Society - Further advocate and push back against ongoing acts of genocide - Condemn the so-called canadian government for denying acts of genocide against Indigenous People(s) - Calling on the so-called government to stop fighting cases that are brought against the government by Indian Residential School Survivors - Simon Fraser Student Society (SFSS) Supports #CancelCanadaDay <ul style="list-style-type: none"> - Read full briefing note here - SFSS Council Support, Amplify #CancelCanadaDay campaign - Call on SFSS Council to support and strongly consider not celebrating canada day due to the news of unmarked graves impacting Indigenous communities - Strongly recommends council to participate in campaign - Strike a campaign led by VP Events and Student Affairs Jess Dela Cruz with support from VP Equity & Sustainability Marie Haddad - Continue to advocate for the flags on campus to stay at half mast indefinitely and push to stop playing the anthem at on campus events - Push to have Host Nation flags on campus <p>Discussion Items:</p> <p>*Postponed*</p> |
| <p>Next Steps</p> | <p>n/a</p> |

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| Total Meeting Hours | 34.5 |
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Projects and Events

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| 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 - Finalizing interview questions - Scheduling interviews and phoning short list applicants <p>*Updates*</p> <ul style="list-style-type: none"> - Been finalizing short listed contacts and contacting for interviews - Marie has been supporting this aspect of the hiring process <p>Ongoing</p> |
| Relevant Strategic Priorities | HR & Personnel |
| Total Time (Hrs) | 4 hr |

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| 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 <p>Still Finding times to schedule this working group for the upcoming group to meet</p> <p>Ongoing</p> |
| Relevant Strategic Priorities | Student support and engagement |
| Total Time (Hrs) | 0 hr |

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| Project/Event Title | External and Community Affairs |
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| Updates and Upcoming Plans | <p>Planning for the first meeting and scheduling times for introductions, planning internal ECEC development sessions and supports to build engagement, speaking opportunities, invitations from representatives and organizations</p> <p>Working with Ella our board organizer to get work shops for public speaking and navigating conversations directed towards lobbying, 101 to lobbying and going over last years lobbying reports</p> <p>*Updates*</p> <ul style="list-style-type: none"> - Held a meeting with Ella and Ayesha in moving forward for prepping in meeting development sessions for ECAC committee and at-large members - Building workshops in regards to lobbying, campaigning, public speaking |
| Relevant Strategic Priorities | Student engagement and support |
| Total Time (Hrs) | 4 hr |

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| Project/Event Title | BIPOC Committee |
| Updates and Upcoming Plans | <p>Planning and scheduling strategic priorities for BIPOC committee this year, planning scheduling meeting times and introductions</p> <p>*Updates*</p> <p>Working with Marie to schedule and get the committee situated</p> <ul style="list-style-type: none"> - Planning and looking at past years exit report to move forward this upcoming year - Planning to schedule meeting and advocacy points |
| Relevant Strategic Priorities | Student engagement and advocacy |
| Total Time (Hrs) | 2 hr |

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| Project/Event Title | Indigenous Day |
| Updates and Upcoming Plans | <p>Action Items:</p> <ul style="list-style-type: none"> - Relevant content and digital content - Statement <p>*Updates*</p> <p>Drafted Statement and circulated digital content online</p> <ul style="list-style-type: none"> - Worked with comms department - Compiled resources and Indigenous relevant content through online social media platforms - Created spotify playlist - Book compilation . resources |

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| | - Indigenous curated artists that are local |
| Relevant Strategic Priorities | Student engagement and recognition, advocacy |
| Total Time (Hrs) | 5 hr |

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| Project/Event Title | #CancelCanadaDay |
| Updates and Upcoming Plans | Worked with VP Events Jess Dela Cruz <ul style="list-style-type: none"> - Supporting with motion and briefing note - Supported issuing statement - Supported with campaign *Ongoing* |
| Relevant Strategic Priorities | Reconciliation, advocacy, student engagement |
| Total Time (Hrs) | 8 hr |

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| Project/Event Title | Indian Residential School Survivors Society |
| Updates and Upcoming Plans | Drafted briefing note to address harms and get support from Council to further reconciliation efforts |
| Relevant Strategic Priorities | Reconciliation, advocacy, student engagement |
| Total Time (Hrs) | 9 hr |

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| Project/Event Title | Reconciliation Efforts |
| Updates and Upcoming Plans | Advocating for Indigenous Student Supports for mental wellness during these times of mourning (i.e. unmarked graves and residential schools) <ul style="list-style-type: none"> - Met with Indigenous student centre to see if support groups can be established to address trauma |
| Relevant Strategic Priorities | Student support |
| Total Time (Hrs) | 3 hr |

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| Project/Event Title | Burnaby City By-Election |
| Updates and Upcoming Plans | Worked with Ella (Board Organizer) and Gabe (President) to support and encourage students to vote with the By-election through online campaign |

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| Relevant Strategic Priorities | Student engagement |
| Total Time (Hrs) | 3 hr |

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| Total Project and Events Hours | 38 |
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Committee Chair Work

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| Committee Name | External & Community Affairs |
| # of Meetings | 0 |
| Total Time (Hrs) | 5 |
| Summary | Prepping and working with Staff to create in meeting development sessions |
| Ongoing Projects | Planning a guiding document for strategic plan |
| Relevant Strategic Priorities: | Student advocacy and engagement |

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| Total Committee Hours | 5 hr (this was counted also in my projects/ events) not doubled |
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Administrative Work

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| Summary | Emails, scheduling, prepping for committees and meetings, phone calls, check ins, work reports |
| Total Time (Hrs) | 8 hr |

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| Total Admin Hours | 8 hr |
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| Total Work Hours | 80.5 |
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Council | SUB 3100
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6
sfss.ca

VP Events and Student Affairs

Jess Dela Cruz

- 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
- AVP Events and Student Affairs - Akum Sidhu
- Member Services Coordinator, Clubs - Nancy Mah
- Member Services Coordinator, Clubs - Melanie Ling
- Member Services Coordinator, Events - Dipti Chavan
- Operations Organizer - Ayesha Khan
- Board Organizer - Ella Droko
- Member Services, Clubs, Surrey - Shelley Durante
- Building Manager - John Walsh

Meeting Summary and Comment

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| Meeting, Date | Daily Executive Check-In 06.21.21. 06.22.21. 06.23.21. 06.24.21. 06.25.21. 06.28.21. 06.29.21. 06.30.21. |
| 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) | 8 x 0.5 = 4 hrs |
| Reason | <ul style="list-style-type: none"> ● 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. |

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| Next Steps | <ul style="list-style-type: none"> ● Various action items daily. |
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| Meeting, Date | Staff Department Report, 06.16.21 |
| Parties Attending | <ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● Operations Organizer - Ayesha Khan ● VP Internal and Organizational Development - Corbett Gildersleve |
| Meeting Length (Hrs) | 0.5 hr |
| Reason | <ul style="list-style-type: none"> ● Corbett and I wanted to show Ayesha the Staff Department Report we were working on |
| Summary and Outcome | <ul style="list-style-type: none"> ● Corbett and I went over the main topics of the Staff Department Report (student life, department-focused reports, staff-students relationship feedback), Equity report |
| Next Steps | <ul style="list-style-type: none"> ● Ayesha to look into Equity reporting companies |

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| Meeting, Date | Menstrual Products Initiative, 06.18.21 |
| Parties Attending | <ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● VP University and Academic Affairs - Serena Bains ● AVP Events and Student Affairs - Akum Sidhu ● Executive Director, Free Periods Canada - Zeba Khan |
| Meeting Length (Hrs) | 0.5 hr |
| Reason | This is a carry-over project from last year's Board that Serena, Akum, and I decided to take over. We talked about the logistics of how to start this project again, especially since the budget changed after Covid. And, we have to consider how to work with SFU and its services on how to implement this project (putting menstrual products in appropriate places) on all SFU campuses that is accessible and de-stigmatizing. |
| Summary and Outcome | <ul style="list-style-type: none"> ● We learned about the budget, eco-friendly period companies to possibly use for sustainable products, what departments at SFU we could get in touch with, how Zeba's process was in order to get it done and lobby the University for more support and funding, etc. |
| Next Steps | <ul style="list-style-type: none"> ● Jess/Serena/Akum to follow up on the action items and meet again |

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| Meeting, Date | Exec Chairing Training - Committees, 06.18.21 |
| 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 |

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| | <ul style="list-style-type: none"> ● VP External and Community Affairs - Matthew Provost ● VP Equity and Sustainability - Marie Haddad ● AVP Events and Student Affairs - Akum Sidhu |
| Meeting Length (Hrs) | 1.5 hrs |
| Reason | Prep/Crash Course on chairing committees |
| Summary and Outcome | Corbett and Gabe gave a step-by-step process on how to chair committee meetings. From sending calendar invites, agenda items and deadlines, review of Robert's Rules, what we should do after committee meetings, etc. |
| Next Steps | N/A |

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| Meeting, Date | COVID-19 Safety Sub-Group (SUB Working Group), 06.21.21. |
| Parties Attending | <ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● President - Gabe Liosis ● Building Manager, John Walsh ● Operations Organizer - Ayesha Khan ● VP Equity and Sustainability - Marie Haddad ● AVP Events and Student Affairs - Akum Sidhu |
| Meeting Length (Hrs) | 1 hr |
| Reason | This is one of the sub SUB Working Groups which specifically focuses on COVID-19 Safety. |
| Summary and Outcome | We look at the current PHO guidelines, how this will impact our current policies, review of Current Staff/Exec Safety Plan, plan for councillors to use the building, student group covid-safety plans, in-person events and meetings for clubs and student unions, possible phases, |
| Next Steps | Search through health orders and primer, to building phase 4 of our COVID safety plan |

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| Meeting, Date | Executive Committee Meeting, 06.22.21. |
| 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 ● AVP Events and Student Affairs - Akum Sidhu ● Member Services Coordinator, Clubs - Nancy Mah ● Member Services Coordinator, Clubs - Melanie Ling ● Operations Organizer - Ayesha Khan ● Board Organizer - Ella Droko |

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| Meeting Length (Hrs) | 2.25 hrs |
| Reason | Scheduled bi-weekly Executive Committee Meeting |
| Summary and Outcome | <p>Motions:</p> <ul style="list-style-type: none"> ● VP Internal and Organizational Development Delegated Authority Extension by Corbett Gildersleve <ul style="list-style-type: none"> ○ Be it resolved that the Executive Committee extend the delegated authority to the VP Internal and Organizational Development until June 30th to assist in the VP Finance and Service's transition back to work. ● Appointment Employer Representatives to the Building Coordinator Hiring Committee <ul style="list-style-type: none"> ○ Be it resolved to appoint Corbett Gildersleve and John Walsh to the Building Coordinator Hiring Committee as employer representatives. ● Appointment Employer Representatives to the Out on Campus Hiring Committee <ul style="list-style-type: none"> ○ Be it resolved to appoint Gabe Liosis and Marie Haddad to the Out on Campus Coordinator Hiring Committee as the employer representatives. ● SFU Climate Emergency Declaration Open Letter: <ul style="list-style-type: none"> ○ Be it resolved that the SFSS Executive Committee recommends to Council that it signs onto and supports the Climate Emergency Declaration Open Letter as attached. ● Appointing an Associate to the President <ul style="list-style-type: none"> ○ Be it resolved that the Executive Committee ratify the nomination of Kirtana Menon as Associate to the President. ● Guidelines for Hybrid Meetings During COVID-19 <ul style="list-style-type: none"> ○ Be it resolved that the Executive Committee establish guidelines for hybrid meetings during COVID-19 as attached in the document titled "COVID-19 Guidelines + Robert's Rules Tips - Hybrid Video Conferencing" ● Non-Exec Councilor AVP Hours <ul style="list-style-type: none"> ○ Be it resolved that the Executive Committee approve that the hours of a non-executive councilor's hours can count towards Associate Vice-President's hours; ○ Be it further resolved that the Executive Committee task the Governance Committee to develop a policy to account for this scenario. ● VP Internal and Organizational Development Delegated Authority Extension <ul style="list-style-type: none"> ○ Be it resolved that the Executive Committee extend the delegated authority to the VP Internal and Organizational Development until June 30th to assist in the VP Finance and Service's transition back to work. <p>Discussion Items:</p> <ul style="list-style-type: none"> ● Metro Vancouver Alliance <ul style="list-style-type: none"> ○ Collective action to push on social justice issues ○ Building working relationships and alliance - making sure that there are policies with us (SFSS) and Metro Vancouver Alliance - this is on-going |

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| | <ul style="list-style-type: none"> ● Hiring Committee Updates <ul style="list-style-type: none"> ○ Gabe/Corbett Policy Research Coordinator - came out with a preferred candidate (Beatty) ○ Matt and Marie on CAMC Coordinator, they just finalized the interview questions ○ Jess finalized candidate for Communications Coordinator Position ○ Jess and Marie to work on Women's Centre Admin Assistant Hiring ○ Akum on Administrative Assistant position ● MSC Annual Report Template / Guide for Feedback <ul style="list-style-type: none"> ○ Viewing how the Covid-19 Pandemic changed their way of work and services to students ● SFSS Members Meeting (Annual General Meeting) <ul style="list-style-type: none"> ○ Try those by-law amendments ○ Look at tuition condemnation vote ● Burnaby City Council By-Election <ul style="list-style-type: none"> ○ Students who live on residence don't know they can vote on residence within the city council election ○ Communications campaign organized by Ella and Communications staff ○ Organizing tabling around Residence on this upcoming Saturday for on-campus voting (generating awareness!) ● Covid-19 Safety, Student Union & Clubs <ul style="list-style-type: none"> ○ Recommendation of check-list for those who plan events (Indoor events--this is what you need, Outdoor events--this is what you need) ○ How can they have on-campus in-person/outdoor events ○ Some groups right now that want to go hiking as a group ○ What can student groups off campus? > Bring to Council ○ Boxes for events that could be picked up (Club and DSU Exec can schedule a pick up time) ○ Event Kits |
| Next Steps | <ul style="list-style-type: none"> ● Event Kit Planning ● Possible creation of motion to allow in-person events |

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| Meeting, Date | Dipti / Jess Meeting, 06.23.21. |
| Parties Attending | <ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● Member Services Coordinator, Events - Dipti Chavan |
| Meeting Length (Hrs) | 1 hr |
| Reason | <ul style="list-style-type: none"> ● Look through Events Storage |
| Summary and Outcome | Dipti and I are looking for any SFSS branded merch to give to SFU Residence |
| Next Steps | n/a |

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| Meeting, Date | Council Development Session, 06.23.21. |
| Parties Attending | <ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● VP Internal and Organizational Development - Corbett Gildersleve |

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| | <ul style="list-style-type: none"> ● VP Finances and Services - Almas Phangura ● VP University and Academic Affairs - Serena Bains ● VP External and Community Affairs - Matthew Provost ● VP Equity and Sustainability - Marie Haddad ● Most of Non-Executive Council |
| Meeting Length (Hrs) | 3 hrs |
| Reason | Schedule bi-weekly meeting. |
| Summary and Outcome | Transformative Justice - We learned about different types of conflict and how to unpack that within ourselves and with other people in a healthy, safe, and productive way. |
| Next Steps | n/a |

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| Meeting, Date | SFSS x The Caucus |
| Parties Attending | <ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● The Caucus Executives (SunWoo and Parsa) |
| Meeting Length (Hrs) | 1 hr |
| Reason | Pitch of an event for possible collaboration with The Caucus x SFSS |
| Summary and Outcome | <ul style="list-style-type: none"> ● Discuss of two possible events - both as a speaker panel style ● Smaller event in summer, larger event in fall ● Both will talk about Free Palestine from scholars and activists ● Details TBA ● More of a brainstorming/talk-it-through meeting |
| Next Steps | SunWoo and Parsa to contact me again for a follow-up meeting to analyze logistics and next steps for the event. |

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| Meeting, Date | Fall Programming Information Sharing, 06.24.21 |
| Parties Attending | <ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● Member Services Coordinator, Events - Dipti Chavan ● Associate Director, Student Engagement - Caitlin Stiles ● Member Services Coordinator, Clubs - Nancy Mah ● Lynda Hewitt ● AVP Events and Student Affairs - Akum Sidhu |
| Meeting Length (Hrs) | 0.5 hr |
| Reason | A catch-up between SFU Student Engagement & Retention and SFSS |
| Summary and Outcome | <ul style="list-style-type: none"> ● SFU Student Engagement & Retention <ul style="list-style-type: none"> ○ Would continue their normal transition courses ○ U-Prep and SFU 101 on similar timeline |

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| | <ul style="list-style-type: none"> ○ Virtual Welcome Day ceremony ○ Month of Welcome up in the air ○ HIVES Virtual ○ Double co-hort of students ○ Various programming <ul style="list-style-type: none"> ■ Bring Your Own Lunch ■ Ask Me Program ● SFSS Events <ul style="list-style-type: none"> ○ Clubs Day will be online ○ Proposed opening is August 23 ● Imaginous <ul style="list-style-type: none"> ○ Interested in doing this again ○ Convocation Mall |
| Next Steps | <ul style="list-style-type: none"> ● Check-in with each other in one month |

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| Meeting, Date | Letter Regarding Residential School, 06.24.21. |
| Parties Attending | <ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● VP External and Community Affairs - Matthew Provost ● VP Equity and Sustainability - Marie Haddad ● TSSU Folks <ul style="list-style-type: none"> ○ Aicha ○ Harjap ○ Karingrid ○ Marissa |
| Meeting Length (Hrs) | 1 hr |
| Reason | <ul style="list-style-type: none"> ● Joint Letter with SFSSxTSSU regarding Residential Schools |
| Summary and Outcome | <ul style="list-style-type: none"> ● Calls to action to SFU and Canadian government ● Outline of letter |
| Next Steps | <ul style="list-style-type: none"> ● Scheduled next meeting |

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| Meeting, Date | Equity, Diversity, and Inclusion Specialist Student Townhall, 06.25.21. |
| Parties Attending | <ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● EDI Specialist Candidate ● Guests |
| Meeting Length (Hrs) | 1 hr |
| Reason | <ul style="list-style-type: none"> ● Part of the interview process for the EDI Specialist Position |
| Summary and Outcome | <ul style="list-style-type: none"> ● I was the student host of this event ● Candidate did a presentation on their yearly plan, highlighting their experience |

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| | <ul style="list-style-type: none"> and what they hope to do in the position ● Ended off with a Q/A portion from students |
| Next Steps | <ul style="list-style-type: none"> ● Guests/Students to fill out survey on candidate interview process |

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| Meeting, Date | FNSA Meeting with Matt/Kali, 06.29.21. |
| Parties Attending | <ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● VP External and Community Affairs - Matthew Provost ● First Nations Student Association (FNSA) Treasurer - Kali Stierle |
| Meeting Length (Hrs) | 1 hr |
| Reason | Matt and I caught up with Kali to see what progress has been made, what contact information needs to be given, and next steps. |
| Summary and Outcome | <ul style="list-style-type: none"> ● Considered various stakeholders, timelines, budget, community and student involvement, action items, etc. |
| Next Steps | <ul style="list-style-type: none"> ● Kali to do the initial outreach to community members ● Matt to give out more contact info ● Jess to contact SFU Rec for bookable space |

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| Meeting, Date | Help Jess Prep for MSAC, 06.29.21. |
| 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 |
| Meeting Length (Hrs) | 1 hr |
| Reason | It was my first time chairing a meeting and I wanted to make sure I had Robert's Rules down so Gabe and Corbett kindly helped me out. |
| Summary and Outcome | <ul style="list-style-type: none"> ● Looking over agenda ● Making a "script" for that day ● Going through possible scenarios and how that would affect Robert's Rules |
| Next Steps | <ul style="list-style-type: none"> ● MSAC Meeting |

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| Meeting, Date | MSAC Meeting, 06.29.21 |
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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 ● Member Services Coordinator, Events - Dipti Chavan ● Member Services Coordinator, Clubs - Nancy Mah ● Member Services Coordinator, Clubs - Melanie Ling ● Member Services Coordinator, Clubs, Surrey - Shelley Durante ● Member Services Coordinator, Student Unions - Anna Reva ● Cllr. Jin Choi ● Cllr. Tony Yu ● Cllr. Sandra Pa |
| Meeting Length (Hrs) | 1 hr |
| Reason | <ul style="list-style-type: none"> ● First meeting of MSAC for the year |
| Summary and Outcome | <ul style="list-style-type: none"> ● Highlighted presentation on MSAC (Who we will be working with, Staff highlighted what they did last year, what projects went on last year, and what we hope to do this year) ● Double-Dipping of Funds |
| Next Steps | <ul style="list-style-type: none"> ● Stressed to review Clubs Terms of References and come back with any edits/changes to policy |

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| Meeting, Date | #CancelCanadaDay Campaign Overview |
| 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 | Jess will give Exec Committee the criteria and expectations of this campaign so for clarity. |
| Summary and Outcome | See next steps. |
| Next Steps | <ul style="list-style-type: none"> ● Participating members to submit a photo of themselves wearing orange and/or a blurb as to why they aren't participating in "canada day" ● To share all social media posts when campaign is released ● Jess to submit WO ● Jess to send email to Council with criteria and expectations |

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| Meeting, Date | #CancelCanadaDay Statement, 06.30.21. |
| Parties Attending | <ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz |

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| | <ul style="list-style-type: none"> ● President - Gabe Liosis ● VP Internal and Organizational Development - Corbett Gildersleve ● VP External and Community Affairs - Matthew Provost ● VP Equity and Sustainability - Marie Haddad |
| Meeting Length (Hrs) | 0.5 hr |
| Reason | <ul style="list-style-type: none"> ● To collective work on a statement pertaining to #CancelCanadaDay |
| Summary and Outcome | We divided the statement into sections, and each person helped fill in a portion. |
| Next Steps | <ul style="list-style-type: none"> ● Finish by end of day ● Jess to submit WO |

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| Meeting, Date | SUB Working Group, Room Bookings, 06.30.21. |
| Parties Attending | <ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● VP Equity and Sustainability - Marie Haddad ● AVP Events and Student Affairs - Akum Sidhu ● Member Services Coordinator, Clubs - Nancy Mah ● Member Services Coordinator, Clubs - Melanie Ling ● Member Services Coordinator, Events - Dipti Chavan ● Member Services, Clubs, Surrey - Shelley Durante ● Building Manager - John Walsh |
| Meeting Length (Hrs) | 1 hr |
| Reason | I am the lead of this SUB sub-working group. |
| Summary and Outcome | <ul style="list-style-type: none"> ● Discussed two-tiers of spaces <ul style="list-style-type: none"> ○ Tier 1: smaller spaces ○ Tier 2: larger spaces with more logistics that pertain to each room ● Access to room booking system |
| Next Steps | <ul style="list-style-type: none"> ● Reading through the SFSS SUB Building term of reference and make any comments with things that need to be switched or changed Do before next meeting so we can go through the comments and make edits at our next meeting ● Next next step: Jess to present to council and pass this at Council ● Melanie will contact gravity for the front end and back end for access |

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| Meeting, Date | Council Meeting, 06.30.21. - TW: Residential Schools, genocide, colonialism, assimilation |
| 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 |

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| | <ul style="list-style-type: none"> ● VP University and Academic Affairs - Serena Bains ● VP External and Community Affairs - Matthew Provost ● VP Equity and Sustainability - Marie Haddad ● AVP Events and Student Affairs - Akum Sidhu ● Operations Organizer - Ayesha Khan ● Board Organizer - Ella Droko ● SFU 350 ● Student Care ● Non-Executive Councillors |
| Meeting Length (Hrs) | 5.5 hrs |
| Reason | Scheduled bi-weekly meeting. |
| Summary and Outcome | <p>Motions:</p> <ul style="list-style-type: none"> ● Work Reports <ul style="list-style-type: none"> ○ Be it resolved that Council approve changing the frequency of non-executive Council member work report submissions to monthly; ○ Be it further resolved to change R-2.9, R-2.10, R-2.11 and R-4.6 as presented "R-2 DUTIES & RESPONSIBILITIES OF NON-EXECUTIVE COUNCILLORS, STIPEND REQUIREMENTS" ● SFSS 2021-2022 Budget <ul style="list-style-type: none"> ○ Be it resolved that Council approve the "2021-22 Budget - 5th Draft" document as the final budget for the 2021-2022 year. ● Indian Residential School Survivors and Commitments to Reconciliation <ul style="list-style-type: none"> ○ Be it resolved that the 2021-2022 SFSS Council continue to stand in solidarity with Indigenous students and communities during these times of grief, ○ Be it further resolved that the SFSS Council task the 2021-2022 the Black, Indigenous, and People of Colour Committee as well as include Indigenous community members in drafting internal SFSS Calls to Action in response to the Truth and Reconciliation Commission to further mandate and support reconciliation efforts to address the systemic issues that are embedded in all colonial institutions, ○ Be it resolved that Council continue to support and amplify Calls to Action from Indigenous communities in all capacities, including letters of supports, sharing resources, donations, and ○ taking individual action to educate ourselves on these ongoing issues, ○ Be it further resolved that the SFSS Council donates \$6000.00 to the Indian Residential School Survivors Society from the appropriate line item to be determined from VP Finance and Services to further support those who have been negatively impacted by the Indian residential school system that was imposed by the so-called Canadian government, ○ Be it further resolved that the SFSS continues to advocate and push back on acts of genocide and colonialism that has impacted Indigenous People(s) since contact, this includes but not limited to: the condemnation of the so-called Canadian government denying acts of genocide against Indigenous People(s) of Turtle Island; |

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| | <p>calling on the so-called Canadian governments to stop fighting cases that are brought against the government by Indian Residential School survivors; amplifying Indigenous students and organizers calls in our lobbying and advocacy efforts and other such actions.</p> <ul style="list-style-type: none"> ● SFU Climate Emergency Declaration Open Letter <ul style="list-style-type: none"> ○ Be it resolved that the SFSS Council endorses and signs on to the SFU350's Climate Emergency Declaration Open Letter and commit to working in partnership with SFU350 in their campaign by providing funding and organizing resources (like NewMode, workshop planning funding, and campaign supply cost, etc.) ○ Be it further resolved that Councillors who vote in favor of the motion sign onto SFU 350's SFU Climate Emergency Declaration Open letter as individual Councillors and on behalf of their departmental student unions (DSUs), constituency groups (CGs), student unions (SUs), and student groups (SGs), ○ Be it further resolved that the VP Equity and Sustainability Committee is delegated to organizing actions, working with students in collaboration with the Executives and Councillors who are Interested, ○ Be it further resolved that the SFSS affirms its commitment to actions to address the climate crisis including standing in solidarity with communities standing against pipelines, environmentally harmful extractive resource projects (such as logging of old growth forests), and to affirm it's opposition to fossil fuel investments. ● #CancelCanadaDay <ul style="list-style-type: none"> ○ Be it resolved that the SFSS Council support, amplify, and participate in the ongoing #CancelCanadaDay campaign by Idle No More, this year and for the foreseeable future, ○ Be it further resolved that SFSS Council disregard any form of celebration or idealization of so-called canada at SFU, ○ [AMEND TO ADD]: Be it further resolved that SFSS Council instead use "Canada Day" to reflect on, remember, honour and support Indigenous Peoples who have been affected by colonization, genocide and forced assimilation. In particular in relation to the residential school system and Missing and Murdered Indigenous Women, Girls, and Two Spirit People(s) ○ [AMEND TO ADD]: Be it further resolved that SFSS Council help Promote education of the colonial, oppressive and racialized history of so-called canada through support, amplification and participation in decolonial and anti-oppressive narratives. Highlighting Indigenous knowledge systems, while discrediting settler-colonial narratives, ○ Be it further resolved that the SFSS #CancelCanadaDay campaign where participating [AMMEND TO STRIKE EXECUTIVES AND NON-EXECUTIVE TO CHANGE TO "SFSS Membership and Indigenous Community Members"] SFSS Membership and Indigenous Community Members Executives and Non-Executives submit a photo of themselves wearing an orange T-Shirt attached with a short statement as to why they are not participating in "Canada Day" be released in relevant SFSS social media platforms anytime between the dates of June 30 and July 2 ○ Be it further resolved that the SFSS Council hold the current SFU President, Joy Johnson, and future SFU Presidents accountable to ensure that all "SFU's flags will stay lowered indefinitely to honour |
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| | <p>the lives and mourn the loss of these discoveries” and that we must oversee that these flags on the Surrey, Burnaby, and Vancouver campuses will never fly at full mast again;</p> <ul style="list-style-type: none"> ○ Be it further resolved that there will be a campaign struck and led by VP Events & Student Affairs, Jess Dela Cruz with support from the VP Equity and Sustainability alongside the Black, Indigenous, and People of Colour Committee (BIPOC) and Executive Committee, that ensures that the canadian national anthem will no longer be played or be sung by any staff, student, faculty member, alumni, or guest at all and any SFU events, ceremonies (included but not limited to: remote and in-person convocation ceremonies); nor through any form of recorded audio or video via speaker; and, at any home [STRIKE TO REMOVE “OR AWAY]” or away sporting games where SFU Athletics play; and that we encourage Host Nation members and Indigenous elders to come open up SFU events and ceremonies, ○ Be it further resolved that the push towards SFU to replace the current flags with Host Nations’ Flags fall under the same campaign as mentioned above. <ul style="list-style-type: none"> ● Presentations <ul style="list-style-type: none"> ○ Student Care ○ SFU350 |
| Next Steps | <ul style="list-style-type: none"> ● To donate money to the IRSS ● Strike campaign |

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| Total Meeting Hours | 27.75 |
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Projects and Events

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| Project/Event Title | Menstrual Products |
| Updates and Upcoming Plans | <ul style="list-style-type: none"> ● Plan to work with SFU stakeholders to continue this campaign |
| Relevant Strategic Priorities | <ul style="list-style-type: none"> ● Student Wellbeing |
| Total Time (Hrs) | 1 hr |

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| Project/Event Title | Understanding Land Acknowledgements |
| Updates and Upcoming Plans | <ul style="list-style-type: none"> ● Communications with ISC to plan this event (postponed) |

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| Relevant Strategic Priorities | <ul style="list-style-type: none"> ● Student Engagement |
| Total Time (Hrs) | 1 hr |

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| Project/Event Title | Equity Audit for SFSS student services |
| Updates and Upcoming Plans | <ul style="list-style-type: none"> ● Connecting with Ayesha and Corbett on equity consultation, meetings with various companies to ask for quotas |
| Relevant Strategic Priorities | <ul style="list-style-type: none"> ● Organizational Development |
| Total Time (Hrs) | 1 hr |

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| Project/Event Title | We Were Here We Were Queer x SFSS Poetry Night & Zine Launch |
| Updates and Upcoming Plans | <ul style="list-style-type: none"> ● Zine Launch of We Were Here We Were Queer ● Part of the event that I help hosted/plan ● Communicating with Dipti to ensure gift card winners and We Were Here We Were Queer Executives |
| Relevant Strategic Priorities | <ul style="list-style-type: none"> ● Student Engagement |
| Total Time (Hrs) | 3 hrs |

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| Total Project and Events Hours | 6 hrs |
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Committee Chair Work

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| Committee Name | Member Services Advisory Committee (MSAC) |
| # of Meetings | 1 |
| Total Time (Hrs) | 3 hrs |
| Summary | <ul style="list-style-type: none"> ● Communicating with Admin Assistants to look at agenda ● Emails, calendar invites, communicating and updating ESAC Members ● Meeting Prep ● Meeting itself ● Post-meeting |

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| | <ul style="list-style-type: none"> ● Next meeting prep |
| Ongoing Projects | Reviewing Clubs Terms of References |
| Relevant Strategic Priorities: | <ul style="list-style-type: none"> ● Student Engagement ● Organizational Development |

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| Committee Name | Events and Student Affairs Committee (ESAC) |
| # of Meetings | 0 |
| Total Time (Hrs) | 1 hr |
| Summary | <ul style="list-style-type: none"> ● Communicating with Admin Assistants to look at agenda ● Emails, calendar invites, communicating and updating ESAC Members ● Meeting Prep |
| Ongoing Projects | n/a |
| Relevant Strategic Priorities: | <ul style="list-style-type: none"> ● Student Engagement ● Organizational Development |

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| Total Committee Hours | 4 |
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Administrative Work

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| 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</p> |

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| Summary | <p>#CancelCanadaDay Briefing Note and Motion</p> <ul style="list-style-type: none"> ● Looking at resources ● Writing briefing note and motion ● Edits ● Creating draft and approving it |
| Total Time (Hrs) | 3 hrs |

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| Summary | #CancelCanadaDay Campaign (social media) |
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| | <ul style="list-style-type: none"> ● Drafting needs and expectations of campaign ● Communicating this with staff, Executives, and Non-Executives ● Organizing photos/statements ● Sending work orders ● Promotions |
| Total Time (Hrs) | 2 hrs |

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| Summary | #CancelCanadaDay Statement <ul style="list-style-type: none"> ● Research for statement ● Meeting to write statement ● Edits, drafting, and finalizing statement ● Communicating with staff for immediate release ● Detailed work orders ● Compiling necessary documents to have this released |
| Total Time (Hrs) | 2 hrs |

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| Total Admin Hours | 19 hrs |
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Total: 56.75

VP Equity and Sustainability
Marie Haddad

Meeting Summary and Comments

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

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

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| Total Meeting Hours | |
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Projects and Events

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

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

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| Total Project and Events Hours | |
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Committee Chair Work

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

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| Total Committee Hours | |
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Administrative Work

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| Summary | |
| Total Time (Hrs) | |

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| Total Admin Hours | |
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