

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
(15th August, 2021 to 31st August, 2021)

President

Gabe Liosis

[Meeting Summary and Comments](#)

[Projects and Events](#)

[Administrative Work](#)

VP Internal and Organizational Development

Corbett Gildersleve

[Meeting Summary and Comments](#)

[Projects and Events](#)

[Committee Chair Work](#)

[Administrative Work](#)

VP Finance and Services

Almas Kaur Phangura

[Meeting Summary and Comments](#)

[Projects and Events](#)

[Committee Chair Work](#)

[Administrative Work](#)

VP University and Academic Affairs

Serena Bains (Leave of Absence starting August 30th)

[Meeting Summary and Comments](#)

[Projects and Events](#)



Council | SUB 3100
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6
sfss.ca

[Committee Chair Work](#)

[Administrative Work](#)

[VP External and Community Affairs](#)

[Matthew Provost](#)

[Meeting Summary and Comments](#)

[Projects and Events](#)

[Committee Chair Work](#)

[Administrative Work](#)

[VP Events and Student Affairs](#)

[Jess Dela Cruz](#)

[Meeting Summary and Comments](#)

[Projects and Events](#)

[Committee Chair Work](#)

[Administrative Work](#)

President
 Gabe Liosis

Meeting Summary and Comments

Meeting, Date	Meeting with Micaela and Katia from Hillel SFU, 08-16-2021
Parties Attending	Gabe, Corbett, Micaela, Katia
Meeting Length (Hrs)	0.75
Reason	Discuss an issue that came up at a recent event they attended
Summary and Outcome	"
Next Steps	N/A

Meeting, Date	Administrative Assistant Onboarding Session, 08-16-2021
Parties Attending	Gabe, Efua, Melanie
Meeting Length (Hrs)	1.0
Reason	Melanie and Efua are new hires, and require an onboarding session.
Summary and Outcome	Topics Discussed: <ul style="list-style-type: none"> ● SFSS Organizational Overview (Council, Executive, and Staff) ● Overview of the Admin Assistant position ● Overview of all SFSS Committees ● Student Union Building & Return to In-person work
Next Steps	N/A

Meeting, Date	BuildSFU & SUB Historical Context Meeting, 08-16-2021
Parties Attending	SFSS: Gabe Liosis, Ella Droko, SFU: Marc Pope, Theresa Hanson
Meeting Length (Hrs)	1.0
Reason	Receive historical information about the BuildSFU Project for the SUB Soft Opening campaign we are running.
Summary and Outcome	<ul style="list-style-type: none"> ● Ella had questions prepared around the SFSS's / Athletics collaborations on

	the Stadium Project (when it started, how it started, timelines, bumps along the way, etc.)
Next Steps	N/A

Meeting, Date	Committee Chair Training Session, 08-16-2021
Parties Attending	Members of Council (~ 15 Councillors)
Meeting Length (Hrs)	1.5
Reason	A training session for Councillors / Executive Officers who are Committee chairs.
Summary and Outcome	Topics Discussed: <ul style="list-style-type: none"> ● Purpose of committees of council ● SFSS Administrative Team and supports available to chairs ● What to do before, during, and after meetings ● General responsibilities of Chairs
Next Steps	N/A

Meeting, Date	SUB Soft Opening Planning - Executive Committee Action Items, 08-16-2021
Parties Attending	Executive Committee Members
Meeting Length (Hrs)	1.0
Reason	Overview of tasks and responsibilities of Executive Committee Members during the SUB Soft Opening
Summary and Outcome	<ul style="list-style-type: none"> ● Went over the schedule for the week ● Delegated tasks to each Executive
Next Steps	N/A

Meeting, Date	Chat about Staffing during SUB Soft Opening, 08-17-2021
Parties Attending	Gabe, Jess, Ayesha
Meeting Length (Hrs)	1.0
Reason	To discuss staffing logistics during the week of the SUB Soft Opening
Summary and Outcome	"

Next Steps	N/A
-------------------	-----

Meeting, Date	Executive Committee, 08-17-2021
Parties Attending	Executive Committee Members
Meeting Length (Hrs)	2.0
Reason	Regularly Scheduled BiWeekly Executive Committee Meeting
Summary and Outcome	<ul style="list-style-type: none"> ● Updates: <ul style="list-style-type: none"> ○ Hiring Committee Updates ● Motions: <ul style="list-style-type: none"> ○ Hiring Committee appoints for MSC-Surrey, MS Coordinator, Digital Media Content Creator, Building Assistant ○ Postponed a motion to appoint reps to Research Assistant Hiring Committee ● In-Camera Item: <ul style="list-style-type: none"> ○ Union Excluded Review ○ Member Misconduct ● Discussion items: <ul style="list-style-type: none"> ○ In person meetings ○ SUB Tours ○ Emergency response plan ○ COVID Safety
Next Steps	N/A

Meeting, Date	Minimum Staffing Requirement Meeting for Staff Return to Work in SUB, 08-17-2021
Parties Attending	SFSS Staff Coordinators, Ayesha, Ella, John, Gabe
Meeting Length (Hrs)	1.0
Reason	Discuss staffing needs for the SUB
Summary and Outcome	"
Next Steps	N/A

Meeting, Date	Nim Onboarding Session - Associate Vice-President External & Community Affairs, 08-19-2021
Parties Attending	Nim, Gabe, Matt

Meeting Length (Hrs)	1.0
Reason	Onboarding Nim as the new AVP External & Community Affairs
Summary and Outcome	Topics Discussed: <ul style="list-style-type: none"> ● The VP ECA Portfolio ● The role of an AVP ● Brainstorming ways to support each other ● Major upcoming projects ● Establishing check-ins
Next Steps	N/A

Meeting, Date	Working Session - Preparing for Upcoming Joint Operations Group (JOG) Meeting, 08-19-2021
Parties Attending	Gabe, Ella, Serena, Priyanka
Meeting Length (Hrs)	1.0
Reason	Preparing for the upcoming JOG meeting on 08-19
Summary and Outcome	"
Next Steps	N/A

Meeting, Date	Staff Meeting, 08-19-2021
Parties Attending	SFSS Staff
Meeting Length (Hrs)	1.0
Reason	Regularly Scheduled Monthly Staff Meeting
Summary and Outcome	Topics Discussed: <ul style="list-style-type: none"> ● SUB Soft Opening Plans ● Internal Communications Working Group ● New Hires ● Staff Return to Office ● Required Training
Next Steps	N/A

Meeting, Date	Joint Operations Group (JOG), 08-19-2021
----------------------	--

Parties Attending	SFSS: Gabe, Marie, Serena, Ella, Priyanka GSS: Ruben, Reese, Emmanuel SFU: Tracey, Martin, Rummana
Meeting Length (Hrs)	1.5
Reason	Regularly Scheduled Monthly JOG Meeting
Summary and Outcome	Topics Discussed: <ul style="list-style-type: none"> • SFSS Updates (SUB Opening!) • Enrolment Update & Financial Implications • Graduate Student Housing • Return to Campus Safety Guidelines • Federal Elections on Campus • Welcome Day
Next Steps	N/A

Meeting, Date	Ayesha/Gabe, Weekly Check-In, 08-19-2021
Parties Attending	Gabe, Ayesha
Meeting Length (Hrs)	0.5
Reason	Regular Weekly SLO (Staff Liaison Officers) Check-In
Summary and Outcome	Ayesha and I exchanged updates on SLO business.
Next Steps	

Meeting, Date	SUB Soft Opening Town Hall
Parties Attending	SFSS Staff, SUB Tenants, Gabe, Jess
Meeting Length (Hrs)	1.0
Reason	Provide SUB Tenants with updates on the SUB Soft Opening Plans
Summary and Outcome	"
Next Steps	N/A

Meeting, Date	Out on Campus Coordinator Hiring Committee, 08-20-2021
----------------------	--

Parties Attending	Gabe, Marie, Trish, Araba
Meeting Length (Hrs)	1.0
Reason	First Hiring Committee Meeting
Summary and Outcome	Topics Discussed: <ul style="list-style-type: none"> • Setting a timeline for the Hiring Committee • Determining Interview times
Next Steps	N/A

Meeting, Date	Gabe/Ella, Weekly Check-In, 08-20-2021
Parties Attending	Gabe, Ella
Meeting Length (Hrs)	0.5
Reason	Regular Weekly Check-In between President and BO
Summary and Outcome	Ella and I exchanged updates on each of our workloads from the past week.
Next Steps	N/A

Meeting, Date	CBC News Radio Interview with , 08-23-2021
Parties Attending	Via Phone (with Stephen Quinn)
Meeting Length (Hrs)	0.5
Reason	Discussed the Student Union Building opening & the state of COVID-19 safety measures in place for universities.
Summary and Outcome	https://www.cbc.ca/listen/live-radio/1-91-the-early-edition/clip/15862021-new-sfu-student-union-building
Next Steps	N/A

Meeting, Date	SUB Soft Opening - Opening Ceremony, 08-23-2021
Parties Attending	SFSS Staff, Indigenous Elders, SFSS Executives, other invited community members.
Meeting Length (Hrs)	1.5

Reason	SUB Soft Opening Event
Summary and Outcome	<ul style="list-style-type: none"> • Me and Matt gave speeches • Indigenous Elders blessed the room and gave speeches, too. • We gave a tour of the building afterwards
Next Steps	N/A

Meeting, Date	SUB Soft Opening - Stakeholder Appreciation Welcome, 08-23-2021
Parties Attending	SFSS Staff, SFU Executives, etc.
Meeting Length (Hrs)	2.0
Reason	SUB Soft Opening Event
Summary and Outcome	<ul style="list-style-type: none"> • Me and Matt gave speeches • President Johnson, Mayor Hurley of Burnaby, and MLA Katrina Chen gave a few words too • We gave a tour afterwards.
Next Steps	N/A

Meeting, Date	Climate Emergency Declaration Prep Meeting, 08-23-2021
Parties Attending	SFU 350 folks, Gabe, Serena, Corbett
Meeting Length (Hrs)	1.0
Reason	Prepare for an upcoming meeting we have with Martin and Dugan (SFU VPs) on the Climate Declaration Letter from SFU 350.
Summary and Outcome	<ul style="list-style-type: none"> • Discussed board of governors rules and procedures for putting forward motions • Discussed talking points for meeting with Martin and Dugan • Established action items
Next Steps	

Meeting, Date	SUB Soft Opening - Alumni #1, 08-24-2021
Parties Attending	SFU Alumni, Jess, Matt, Gabe, Crbett
Meeting Length (Hrs)	2.0

Reason	SUB Soft Opening
Summary and Outcome	<ul style="list-style-type: none"> • Matt, Corbett and I gave speeches to celebrate the SUB opening • We gave a tour afterwards.
Next Steps	N/A

Meeting, Date	SUB Soft Opening - Alumni #2, 08-24-2021
Parties Attending	SFU Alumni, Jess, Matt, Gabe, Corbett
Meeting Length (Hrs)	2.0
Reason	SUB Soft Opening
Summary and Outcome	<ul style="list-style-type: none"> • Matt, Corbett and I gave speeches to celebrate the SUB opening • We gave a tour afterwards.
Next Steps	N/A

Meeting, Date	Women's Center Assistant Onboarding Session, 08-24-2021
Parties Attending	Gabe, Sam, Athena
Meeting Length (Hrs)	0.75
Reason	A New Women's Center Assist was hired and required an onboarding session.
Summary and Outcome	Topics Covered: <ul style="list-style-type: none"> • SFSS Organizational Overview (Council, Executive, Staff) • Student Union Building & Staff In-Person / Virtual Work • Ongoing Women's Center Collective Restructuring
Next Steps	N/A

Meeting, Date	Global News - BC Interview, 08-24-2021
Parties Attending	Interview via Zoom
Meeting Length (Hrs)	0.25
Reason	Interview to discuss the student perspective on the recently announced BC public health orders released on the BC Vaccine Card, mandatory masks, and required vaccines for return to campus.

Summary and Outcome	https://globalnews.ca/news/8138052/bc-post-secondary-vaccines-covid-19/
Next Steps	N/A

Meeting, Date	SFU350 x SFSS: Meeting with Martin and Dugan, 08-24-2021
Parties Attending	SFU 350 folks, Gabe, Corbett, Serena
Meeting Length (Hrs)	0.5
Reason	Discuss steps to bring forward SFU 350's Climate Declaration Letter to the Board of Governors
Summary and Outcome	<ul style="list-style-type: none"> • SFU 350 folks gave an overview of the demands. • SFSS spoke about its support for the CED letter. • Discussed the process for adding it to the September Board of Governors meeting agenda.
Next Steps	N/A

Meeting, Date	Executive Committee Development Session, 08-24-2021
Parties Attending	Executive Committee Members
Meeting Length (Hrs)	2.5
Reason	Regular BiWeekly Executive Committee Development Session
Summary and Outcome	Topics Discussed: <ul style="list-style-type: none"> • Union-Excluded Review (Confidential) • Redistributing workload of ongoing hiring committees • Overview of upcoming Council agenda • Overview of SUB Soft Opening plans for remainder of the week/
Next Steps	N/A

Meeting, Date	CKNW Talk Radio Interview, 08-25-2021
Parties Attending	Interview Via Phone (With Mike Smyth)
Meeting Length (Hrs)	Prep: 1.0 Interview: 0.5 = 1.5

Reason	Invited as a guest on the Mike Smyth show to discuss the recent public health orders, its impact on SFU students, and what students' thoughts are on the new measures.
Summary and Outcome	http://globalnews.ca/pages/audio-vault-cknw/ (Navigate to the timestamp 35:00, August 25, 9:00am)
Next Steps	N/A

Meeting, Date	SFSS Council, 08-25-2021
Parties Attending	Members of Council
Meeting Length (Hrs)	4.5
Reason	Regularly Scheduled BiWeekly Council Meeting
Summary and Outcome	<ul style="list-style-type: none"> ● Motions: <ul style="list-style-type: none"> ○ SUS & SASS Common Room Space in SUB ○ Science MoU ○ Space Oversight Committee Standing Order ○ Accessibility Improvement Project ○ CSSS Frosh Grant ● Report from Committees: <ul style="list-style-type: none"> ○ Executive Committee ● Discussion Items <ul style="list-style-type: none"> ○ SUB Opening Events ○ Delta Variant, Return to Campus ○ Federal election ○ AGM Planning
Next Steps	N/A

Meeting, Date	SUB Soft Opening - Constituency Groups
Parties Attending	SFSS Constituency Group Executives, Gabe, Jess, Matt, Corbett
Meeting Length (Hrs)	3.5
Reason	SUB Soft Opening
Summary and Outcome	<ul style="list-style-type: none"> ● Matt, Corbett and I gave speeches to celebrate the SUB Opening ● Socializing with folks!! ● Gave a tour afterwards
Next Steps	N/A

Meeting, Date	Event Guidelines for In-Person Events - BC Vaccine Card Implications, 08-26-2021
Parties Attending	Gabe, Ayesha, Corbett, Dipti, Jess, John, Melanie, Nancy, Ricky
Meeting Length (Hrs)	1.0
Reason	Discuss the recent announcement about BC Vaccine Cards and its implications on SFSS, Clubs, SU, and CG events.
Summary and Outcome	<ul style="list-style-type: none"> ● Reviewed the existing public health orders. ● Discussed the existing in-person event guidelines <ul style="list-style-type: none"> ○ Decided to extend them until further notice.
Next Steps	<ul style="list-style-type: none"> ● Committed to having a follow-up meeting once we had more information from SFU and gov't.

Meeting, Date	Ayesha/Gabe, Weekly Check-In, 08-26-2021
Parties Attending	Gabe, Ayesha
Meeting Length (Hrs)	0.5
Reason	Regular Weekly SLO (Staff Liaison Officers) Check-In
Summary and Outcome	Ayesha and I exchanged updates on SLO business.
Next Steps	

Meeting, Date	Tour of SUB with Mayor of New Westminster, 08-26-2021
Parties Attending	Gabe Liosis, Matthew Provost, Jonathan Cote (New West Mayor), Joy Johnson (SFU President), Joanne Currey (SFU VP External), Nicole Rogers (SFU Gov't Relations Officer)
Meeting Length (Hrs)	0.5
Reason	Give Mayor Cote a brief tour of the SUB
Summary and Outcome	"
Next Steps	N/A

Meeting, Date	Overview of SFU's response to new public health orders, 08-26-2021
----------------------	--

Parties Attending	Gabe Liosis, Joy Johnson, Matthew Provost
Meeting Length (Hrs)	0.75
Reason	Overview of SFU's response to new public health orders
Summary and Outcome	<ul style="list-style-type: none"> Joy gave us an overview of SFU's plan to respond to the new public health orders, which included mandatory self-disclosure of vaccination status and rapid testing for the unvaccinated/non-disclosed folks. Matt and I asked a number of questions about the Universities discussions with gov't and what else could be done to improve safety measures.
Next Steps	N/A

Meeting, Date	Fire Evacuation Training for SUB, 08-26-2021
Parties Attending	SFSS Staff, SFSS Executives
Meeting Length (Hrs)	0.5
Reason	Prepare for any potential fire drills / fire alarms in the SUB
Summary and Outcome	<ul style="list-style-type: none"> Overview of what steps/precautions to take if the fire alarm went off in the SUB.
Next Steps	N/A

Meeting, Date	Check-In with Deanna Short (Int'l Studies Councillor), 08-26-2021
Parties Attending	Gabe Liosis, Deanna Short
Meeting Length (Hrs)	0.5
Reason	Check-in on capacity and workload
Summary and Outcome	"
Next Steps	N/A

Meeting, Date	SUB Soft Opening - SFSS Past Executives / Board Members, current councillors; 08-27-2021
Parties Attending	Past SFSS Board Members & Executives, Councillors
Meeting Length (Hrs)	4.0

Reason	SUB Soft Opening
Summary and Outcome	<ul style="list-style-type: none"> • Matt, Corbett and I gave speeches to celebrate the SUB Opening • Socializing with folks!! • Gave a tour afterwards
Next Steps	N/A

Meeting, Date	Proof of Vaccination Check-In, 08-27-2021
Parties Attending	SFSS: Gabe Liosis, Jess Dela Cruz SFU: Laya Behbahani GSS: Emmanuel
Meeting Length (Hrs)	1.0
Reason	Check-in on SFU's approach to the new BC Vaccine Card system & unanswered questions
Summary and Outcome	"
Next Steps	N/A

Meeting, Date	Gabe/Ella, Weekly Check-In, 08-27-2021
Parties Attending	Gabe, Ella
Meeting Length (Hrs)	0.5
Reason	Regular Weekly Check-In between President and BO
Summary and Outcome	Ella and I exchanged updates on each of our workloads from the past week.
Next Steps	N/A

Meeting, Date	Out on Campus Coordinator Hiring Committee, 08-30-2021
Parties Attending	Gabe, Marie, Trish, Araba
Meeting Length (Hrs)	1.0
Reason	Short list candidates for interviews
Summary and Outcome	<ul style="list-style-type: none"> • Reviewed and shortlisted six candidates for interviews

	<ul style="list-style-type: none"> Created interview questions
Next Steps	<ul style="list-style-type: none"> Gabe: call candidates and invite for interviews.

Meeting, Date	Executive Committee, 08-31-2021
Parties Attending	Executive Committee Members
Meeting Length (Hrs)	2.0
Reason	Regularly Scheduled BiWeekly Executive Committee Meeting
Summary and Outcome	<ul style="list-style-type: none"> Updates: <ul style="list-style-type: none"> Hiring Committees Motions: <ul style="list-style-type: none"> MSC Surrey Hiring Cmte Appointment Staff office reallocation delegated Power to Staff Liaison Officers Supporting National Day for Truth and Reconciliation Discussion items: <ul style="list-style-type: none"> COVID-19 delta variant Federal elections BC Budget 2022 Annual General Meeting SUB Programming During September
Next Steps	N/A

Meeting, Date	Stadium Tour, 08-31-2021
Parties Attending	SFSS Executives, Theresa Hanson (Dr. of Athletics), Joel (Admin Assistant to Theresa)
Meeting Length (Hrs)	1.0
Reason	Tour of Stadium + Discuss SFSS branding in stadium
Summary and Outcome	"
Next Steps	N/A

Total Meeting Hours	52.5
----------------------------	------

Projects and Events

Project/Event Title	Committee Chair Training Session - Preparation
Updates and Upcoming Plans	<ul style="list-style-type: none"> • Creating the content and outline • Generating a powerpoint • Sending a reminder email about the training session
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	2.0

Project/Event Title	Out on Campus Coordinator Hiring Committee
Updates and Upcoming Plans	<ul style="list-style-type: none"> • Reviewing resumes and cover letters
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	1.25

Total Project and Events Hours	6.5
---------------------------------------	------------

Administrative Work

Summary	Setting-Up / Preparing for the 08-17 Executive Committee Meeting
Total Time (Hrs)	0.5

Summary	Emails + Administrative Tasks
Total Time (Hrs)	<ul style="list-style-type: none"> • Aug 18: 1.0 • Aug 21: 4.0 • Aug 23: 5.0 • Aug 24: 3.5 • Aug 25: 3.0 • Aug 26: 1.0 • Aug 27: 2.0 • Aug 30: 2.25

	<ul style="list-style-type: none"> • Aug 31: 1.0 = 22.75
--	---

Summary	Preparing & Debriefing from JOG, 08-19-2021
Total Time (Hrs)	1.0 (cumulative)

Summary	Creating Council Agenda
Total Time (Hrs)	1.0

Summary	Preparing for 08-25 Council Meeting
Total Time (Hrs)	1.0

Summary	Setting-Up / Preparing for 08-31 Executive Committee Meeting
Total Time (Hrs)	1.0

Total Admin Hours	27.25
--------------------------	--------------

Total Hours	86.25
--------------------	--------------

VP Internal and Organizational Development Corbett Gildersleve

Meeting Summary and Comments

Meeting, Date	Meeting with Micaela and Katia, August 16th
Parties Attending	President Gabe Liosis, SFU Hillel Reps Micaela Bilot and Katia Fermon, Myself
Meeting Length (Hrs)	1 hr
Reason	Discuss Micaela and Katia's Experiences
Summary and Outcome	We discussed their experiences with attending an SFSS club event three weeks prior.
Next Steps	N/A

Meeting, Date	FNSAxSFSS Updates, August 16th
Parties Attending	VP External Matt Provost, VP Events and Student Affairs, FNSA Reps Audrey Heath, Kali King, and Keianna James, Myself
Meeting Length (Hrs)	1 hour
Reason	Follow up meeting
Summary and Outcome	We met with FNSA reps to follow up on issues that were brought up the previous week around reimbursements and furniture for their space.
Next Steps	N/A

Meeting, Date	Administrative Assistant Onboarding, August 16th
Parties Attending	Admin Assistant Efua Bhavn, Myself
Meeting Length (Hrs)	1 hour
Reason	Orientation
Summary and Outcome	I met Efua and discussed with her my position and how it interacted with the Admin Assistant role. I also gave her some history with the SFSS, governance and administrative changes over the last few years.

Next Steps	N/A
-------------------	-----

Meeting, Date	SUB Soft Opening Plan (Exec Action Plan), August 16th
Parties Attending	Execs
Meeting Length (Hrs)	1 hour
Reason	Going over the SUB Opening events
Summary and Outcome	We discussed the SUB opening events and delegated various responsibilities to different executives like delivering speeches, giving tours, helping set up the event, etc.
Next Steps	I will be giving tours and a few speeches on certain days

Meeting, Date	Executive Committee, August 17th
Parties Attending	Exec
Meeting Length (Hrs)	2.25 hrs
Reason	Scheduled Meeting
Summary and Outcome	<p>We received updates from current hiring committees and new hiring committees. We assigned people to them so that they could get up and running.</p> <p>We also passed a motion to spend up to \$2500 on AV adapters to use in our bookable spaces.</p> <p>We also had an in-camera discussion around union-excluded contracts.</p> <p>Finally, we discussed in-person meetings, SUB tours, Emergency Response Plan, and COVID safety.</p>
Next Steps	N/A

Meeting, Date	BC Part-Time HC, August 18th
Parties Attending	Building Manager John Walsh, MSC Clubs Nancy Mah, Myself
Meeting Length (Hrs)	0.5 hrs
Reason	Reviewing the HC results
Summary and Outcome	We did not find a successful candidate for the part-time building coordinator role. We met to review our next steps.

Next Steps	We agreed to expand the part-time roles into two full-time roles with some additional job tasks that they would do on the days they overlapped with other building coordinators. John and I will work on the JDs.
-------------------	---

Meeting, Date	Grant Escalation Process, August 18th
Parties Attending	MSC Clubs Ricky Che, Nancy Mah, Melanie Ling, Operations Organizer Ayesha Khan, Myself
Meeting Length (Hrs)	0.75 hrs
Reason	Review and discuss the current process
Summary and Outcome	We discussed the current process and how when a large grant comes in that would have to go to Council, that the chair needs to be informed as early as possible due to the need to fit it into a future Council agenda. Due to how long our meetings go and the event deadlines for these groups, the chair needs as much time as possible. Additionally, we discussed increasing the lead time for these large grants to a few months to allow for more review and if staff can provide assistance.
Next Steps	N/A

Meeting, Date	SUB Tour, August 18th
Parties Attending	Myself and a Council member
Meeting Length (Hrs)	0.75 hrs
Reason	Giving a tour of the SUB
Summary and Outcome	^^
Next Steps	N/A

Meeting, Date	Auditors Meeting, SFSS 2020-2021 Audit Report Draft, August 18th
Parties Attending	Auditors Gary Wozny and Pamela Felix, Financial Coordinators Kurt Belliveau and David Chin, VP Finance and Services Almas Phangura, Operations Organizer Ayesha Khan, Myself
Meeting Length (Hrs)	2.25 hrs
Reason	Reviewing the audit draft
Summary and Outcome	We reviewed the audit draft, auditors finding letter, and answered questions posed to

	us by the auditors.
Next Steps	They will make some corrections/changes based on our answers and will provide an updated draft.

Meeting, Date	Council Development Session, August 18th
Parties Attending	Council
Meeting Length (Hrs)	3 hours
Reason	Scheduled Dev Session
Summary and Outcome	We had a session on Indigneous Allyship 101 and Utilizing Critical Moment Dialogue. This session involved learning about what it is to be an indigenous ally, what are "Critical Moments" and how to talk about them. Participants utilized breakout rooms for multiple discussion sessions. I assisted the facilitator throughout the session with assigning people to breakout rooms.
Next Steps	N/A

Meeting, Date	SUB Tour, August 19th
Parties Attending	GSWS Councilor Devynn Butterworth and Myself
Meeting Length (Hrs)	1 hour
Reason	Giving a tour of the SUB
Summary and Outcome	^^
Next Steps	N/A

Meeting, Date	Admin Coordinator Interview, August 19th
Parties Attending	Board Organizer Ella Droko, Black Student Support Center Coordinator Araba Etrew, Student Advocacy Coordinator Trish Everett, Myself
Meeting Length (Hrs)	0.75 hrs
Reason	Interviewing Admin Coordinator Candidate
Summary and Outcome	The hiring committee interviewed a candidate for the Admin Coordinator position

Next Steps	N/A
-------------------	-----

Meeting, Date	SUB Soft Opening Plan Town Hall, August 19th
Parties Attending	Reps from CJSF, Embark, OOC, GSS
Meeting Length (Hrs)	1 hour
Reason	Review the SUB soft opening plan with the SUB space representatives
Summary and Outcome	We presented the plan to them and answered questions about the SUB
Next Steps	N/A

Meeting, Date	SUB Tour, August 20th
Parties Attending	Science Undergrad Society Councilor Zaid Lari, Myself
Meeting Length (Hrs)	1 hour
Reason	Toured the SUB
Summary and Outcome	^^
Next Steps	N/A

Meeting, Date	SUB Soft Opening - Opening Ceremony, August 23rd
Parties Attending	Members from FNSA, First Nations Elders, VP Events and Student Affairs Jess Dela Cruz, President Gabe Liosis, VP External Matt Provost, Myself
Meeting Length (Hrs)	2 hours
Reason	Opening Ceremony
Summary and Outcome	We held an opening ceremony in the ballroom with guests from FNSA and First Nations elders. Gabe and Matt gave speeches, there was a drum song, and speeches by two First Nations elders. I took everyone on a tour of the SUB afterwards.
Next Steps	N/A

Meeting, Date	SUB Soft Opening - Stakeholder Appreciation Welcome, August 23rd
----------------------	--

Parties Attending	SFU Staff, Administrators, Directors, VPs, and other stakeholders, President Gabe Liosis, VP External Matt Provost, VP Events and Student Affairs Jess Dela Cruz
Meeting Length (Hrs)	2 hours
Reason	Welcoming Event
Summary and Outcome	Gabe and Matt gave speeches and then Gabe led them on a tour. I helped clean up the event and mingled with people talking about the SUB.
Next Steps	N/A

Meeting, Date	SUB Tour - Peak, August 23rd
Parties Attending	Peak media team
Meeting Length (Hrs)	1 hour
Reason	Video tour of the SUB
Summary and Outcome	I assisted in the Peak's video tour of the SUB.
Next Steps	They should send the edited recording to our comms office.

Meeting, Date	SUB Tour - Past SFSS Board Member, August 23rd
Parties Attending	Larissa Chen, Myself
Meeting Length (Hrs)	1.75 hrs
Reason	SUB Tour
Summary and Outcome	Past president Larissa Chen (2016-2017) was unable to attend the Friday's event for Past Presidents, so I gave her a tour of the building on this day instead.
Next Steps	N/A

Meeting, Date	Climate Emergency Prep Meeting, August 23rd
Parties Attending	SFU 350 Reps, VP University and Academic Affairs Serena Bains
Meeting Length (Hrs)	1 hour
Reason	Prep for meeting with SFU VPs for a BOG presentation and motion

Summary and Outcome	We reviewed the material that would be part of the presentation, strategized on who would attend and what would be said, counter arguments, etc.
Next Steps	N/A

Meeting, Date	SUB Soft Opening - Alumni, August 24th
Parties Attending	SFU Alumni, President Gabe Liosis, VP External Matt Provost, VP Events and Student Affairs Jess Dela Cruz
Meeting Length (Hrs)	2 hours
Reason	Welcoming Event
Summary and Outcome	Gabe, Matt, and I gave speeches, and after mingling, attendees were given a tour of the building.
Next Steps	N/A

Meeting, Date	SUB Soft Opening - Alumni, August 24th
Parties Attending	SFU Alumni, President Gabe Liosis, VP External Matt Provost, VP Events and Student Affairs Jess Dela Cruz
Meeting Length (Hrs)	2 hours
Reason	Welcoming Event
Summary and Outcome	Gabe, Matt, and I gave speeches, and after mingling, attendees were given a tour of the building.
Next Steps	N/A

Meeting, Date	WC Assistant - Orientation, August 24th
Parties Attending	WC Assistant Sam, WC Coordinator Athena
Meeting Length (Hrs)	0.5 hrs
Reason	Orientation
Summary and Outcome	I went through my position, SFSS history, and recent administrative and governance changes. And, I answered questions from the newly hired staff member.
Next Steps	N/A

Meeting, Date	SFU350 x SFSS: Meeting with Martin and Dugin, August 24th
Parties Attending	SFU350 Reps, President Gabe Liosis, VP Finance and Administration Martin Pochurko, VP Research Dugan O'Neil
Meeting Length (Hrs)	0.5 hours
Reason	Discussion of SFU350's Presentation
Summary and Outcome	We discussed their presentation, their asks, and trying to get on the BOG agenda for September.
Next Steps	N/A

Meeting, Date	Exec Committee Dev Session, August 24th
Parties Attending	Execs
Meeting Length (Hrs)	1.5 hrs
Reason	Discussion and Prep Session
Summary and Outcome	<ol style="list-style-type: none"> 1. Union-Excluded Review (Confidential) 2. Hiring Committees - Redistributing Workload 3. Council Meeting Prep 4. BC Vaccine Cards - Implications for the SFSS 5. Overview of the Remainder of the Week, SUB Soft Opening Plan & Schedule
Next Steps	N/A

Meeting, Date	SFSS Esports x Red Bull: Follow Up, August 25th
Parties Attending	Red Bull Reps, Building Manager John Walsh
Meeting Length (Hrs)	0.5 hrs
Reason	Discuss Initial Proposal
Summary and Outcome	Red Bull gave an overview of their proposal and the supports they offer to students playing esports.
Next Steps	We asked for a more detailed proposal that we could take to our executives.

Meeting, Date	Council Tour, August 25th
----------------------	---------------------------

Parties Attending	ESS Councilor Mahindhar Kumar, Myself
Meeting Length (Hrs)	1.25 hrs
Reason	SUB Tour
Summary and Outcome	We toured the SUB and I answered any questions Mahindhar had.
Next Steps	N/A

Meeting, Date	Council, August 25th
Parties Attending	Council
Meeting Length (Hrs)	4.25 hrs
Reason	Scheduled Meeting
Summary and Outcome	<p>Council received updates from execs and the executive committee meeting.</p> <p>Council also motioned to allocate two SUB rooms to SUS and SASS respectively and form a working group chaired by myself to develop the MOU.</p> <p>Council accepted and filed the SFSS-Science MOU, which lays the groundwork for obtaining space for student unions in the sciences. We can take this to other faculties for other student unions.</p> <p>We passed a motion to approve just over \$3600 for the CSSS Frosh grant.</p> <p>Discussions on the AGM, COVID-19, Federal Election, and other items.</p>
Next Steps	N/A

Meeting, Date	SUB Soft Opening - Constituency Groups, August 26th
Parties Attending	Constituency Group Reps for SOCA, FNSA, DNA, OOC, and WC. President Gabe Liosis, VP Events and Student Affairs Jess Dela Cruz.
Meeting Length (Hrs)	3.5 hrs
Reason	Welcoming Event
Summary and Outcome	Gabe and I gave speeches and then gave them a tour of the SUB
Next Steps	N/A

Meeting, Date	Event Guidelines for In-Person Events, August 26th
----------------------	--

Parties Attending	Execs
Meeting Length (Hrs)	1 hour
Reason	Reviewing and Discussing the New Guidelines
Summary and Outcome	We reviewed the guidelines and gave Jess feedback.
Next Steps	N/A

Meeting, Date	MSSA Hiring Committee, August 26th
Parties Attending	HC Members
Meeting Length (Hrs)	1 hour
Reason	Shortlisting
Summary and Outcome	We reviewed applications and shortlisted candidates.
Next Steps	Ayesha will reach out and schedule interview times with the shortlisted candidates.

Meeting, Date	SUB Soft Opening - Council and Past Presidents, August 27th
Parties Attending	Council members, Humza Khan (2013-2014), Enoch Weng (2015-2016), Osob Mohamed (2020-2021), President Gabe Liosis, VP External Matt Provost
Meeting Length (Hrs)	2 hours
Reason	Welcoming Ceremony
Summary and Outcome	Gabe, Matt, and I gave a speech. We also asked Humza, Enoch, and Osob to share their thoughts on the SUB opening. We then took them and councilors on a tour of the SUB.
Next Steps	N/A

Meeting, Date	Member Services Admin Assistant Interviews, August 31st
Parties Attending	HC Members
Meeting Length (Hrs)	1 hour
Reason	Candidate Interviews
Summary and Outcome	We interviewed 2 of 12 shortlisted candidates
Next Steps	N/A

Meeting, Date	Executive Committee, August 31st
Parties Attending	Exec
Meeting Length (Hrs)	1 hr (left early)
Reason	Scheduled Meeting
Summary and Outcome	I left early due to having to attend the MSAA interviews. For the time I was there, we passed a motion to delegate future office switches for staff in the SUB (from existing allocated space) to Staff Liaison Officers (the President and Operations Organizer). We also discussed the COVID-19 4th wave, actions we had taken, and talked about what we should do next both internally and in advocating for students to SFU.
Next Steps	N/A

Meeting, Date	Member Services Admin Assistant Interviews, August 31st
Parties Attending	HC Members
Meeting Length (Hrs)	2 hours
Reason	Candidate Interviews
Summary and Outcome	We interviewed 4 of 12 shortlisted candidates
Meeting, Date	Member Services Admin Assistant Interviews, August 31st

Meeting, Date	Meeting with SFU Athletics Director and Stadium Tour, August 31st
Parties Attending	All executives but Serena and Almas, SFU Theresa Hanson
Meeting Length (Hrs)	1.25 hrs
Reason	Discuss the Stadium having SFSS logos and info
Summary and Outcome	We met with Theresa to discuss including the SFSS logo and information to the Stadium as SFSS members are contributing \$10M to the project over the next 10+ years. We also discussed the motion passed by Council earlier in the summer concerning indigenous student requests including host nation flags at games, not singing the Canadian national anthem, and other items. We then toured the Stadium and new locker room.
Next Steps	N/A



Council | SUB 3100
 Simon Fraser University
 8888 University Drive
 Burnaby, BC V5A 1S6
 sfss.ca

Total Meeting Hours	50.25
----------------------------	-------

Projects and Events

Project/Event Title	AV Adapters for the SUB
Updates and Upcoming Plans	Sourcing adapters and costs
Relevant Strategic Priorities	N/A
Total Time (Hrs)	0.50

Project/Event Title	SUB Opening
Updates and Upcoming Plans	- pick up cash honorarium for August 23rd opening event - Help Dipti and Jess with setting up the ballroom and set up AV equipment
Relevant Strategic Priorities	N/A
Total Time (Hrs)	1.75

Total Project and Events Hours	2.25 hrs
---------------------------------------	----------

Committee Chair Work

Committee Name	Committees did not meet
# of Meetings	
Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	0
------------------------------	---

Administrative Work

Summary	Work on completing my Exec Work Report
Total Time (Hrs)	August 16th - 2 hours

Summary	<p>Emails</p> <ul style="list-style-type: none"> - Filling out the US regulator form (relates to the SUB bank loan and swap) <p>FNSA Reimbursements</p> <ul style="list-style-type: none"> - Review SFSSxFNSA Letter of Agreement in relation to the First Nations Student Fund and how FNSA accesses the funding, how that relates to our CR process, and communicate that with Execs, FNSA, and Financial Coordinators <p>SUB Opening Tasks</p> <ul style="list-style-type: none"> - Invite past presidents - Draft a letter to the bank to withdraw cash for honorariums
Total Time (Hrs)	August 17th - 4 hrs

Summary	<p>Emails</p> <ul style="list-style-type: none"> - Responding to emails about the granting process
Total Time (Hrs)	August 18th - 0.25 hrs

Summary	Catching up on email backlog
Total Time (Hrs)	August 19th - 1 hr

Summary	<p>Signing Cheques</p> <p>Working on Council Agenda with Gabe</p> <p>Email Backlog</p>
Total Time (Hrs)	August 23rd - 1.5 hrs

Summary	<p>Scheduling meetings for the following week</p> <p>Email Backlog</p>
----------------	--



Council | SUB 3100
 Simon Fraser University
 8888 University Drive
 Burnaby, BC V5A 1S6
 sfss.ca

Total Time (Hrs)	August 24th - 1 hr
-------------------------	--------------------

Summary	Checking in with Councilors about SUB Tours
----------------	---

Total Time (Hrs)	August 25th - 1 hr
-------------------------	--------------------

Summary	Catching up on emails - Set up a meeting with admin assistants to review last year's Council motions and if they were completed or not. - Respond to the SFU Robot Soccer club about storage space Review the SUB Accessibility Audit Report Exec Work Report
----------------	---

Total Time (Hrs)	Aug 30th - 6 hrs
-------------------------	------------------

Total Admin Hours	16.75
--------------------------	--------------

Total Hours	69.25
--------------------	--------------

VP Finance and Services
 Almas Kaur Phangura

Meeting Summary and Comments

Meeting, Date	Committee Chair Training Session (16th Aug, 2021)- Recorded
Parties Attending	Gabe Liosis (Organiser) and some other council members
Meeting Length (Hrs)	1hr 30 mins (4:30pm to 6pm)
Reason	Session on how to chair committee meetings
Summary and Outcome	As the chair of FASC, I attended the meetings to learn more about How to call committee meetings What to do to prepare for a Committee meeting What to be aware of during meetings What to do after a meeting has happened Liaising with the Administrative Assistants Reporting to Council (minutes and other main topics of discussion in a committee report)
Next Steps	N/A

Meeting, Date	SUB Soft Opening Plan Exec Action Items (16th Aug, 2021)
Parties Attending	Almas Phangura, Jess Dela Cruz, Serena Bains, Corbett Gildersleeve, Gabe Liosis, Matthew Provost
Meeting Length (Hrs)	1 hr (7pm to 8pm)
Reason	Discussion of Action Items for SUB Opening
Summary and Outcome	Jess went over the detailed plan for Soft opening for SUB (included sending invites to previous board members) -Duties of the various executives and staff members on the different days of the week Everyone was made aware of their duties Process for cash withdrawal from the bank for paying the elders from different Indigenous Groups
Next Steps	N/A

Meeting, Date	Executive Committee Meeting (17th Aug, 2021)
----------------------	--

Parties Attending	Executive committee members
Meeting Length (Hrs)	2 hrs 15 mins (10am to 12:15pm)
Reason	Regularly scheduled meeting
Summary and Outcome	<p>Reports from different sub committees (OOC Hiring, Building Assistant hiring, Member Services admin assistant hiring committee, Administrative coordinator hiring committee, Women’s centre assistant hiring)</p> <p>The scope of having non-executive council members and staff on hiring committees</p> <p>-Approval of spending upto \$2500 for AV adaptors for students (to be used in SUB for the AV rooms) from line item 720/46</p> <p>Appointed different members to hiring committees (Building assistant- Almas and Ayesha, MSC Clubs- Jess and Ayesha, Digital Media Content Creator- Almas and Ayesha, Member services coordinator Surrey- Serena and Ayesha)</p> <p>IN CAMERA (CONFIDENTIAL)</p> <p>-In person meeting int the coming months (still want to have the option of hybrid to encourage more involvement and participation)</p> <p>-SFSS Led SUB tours by Corbett and Jess (based on their availabilities)</p> <p>-Emergency response Plan Draft</p> <p>-Covid safety (masks mandatory?, cleaning supplies and more cleaning in highly used spaces, contact John and discuss all these options with him)</p>
Next Steps	N/A

Meeting, Date	SFSS Draft 2021 by Pamela (18th Aug, 2021)
Parties Attending	Executives:Almas Phangura, Corbett Gildersleeve SFSS Staff: Ayesha Khan, Kurt and David Auditors: Pamela Felix and Gary
Meeting Length (Hrs)	2 hrs 15 mins (1pm to 3:15 pm)
Reason	External Auditor’s review of 2021 financial statements
Summary and Outcome	Parts of this conversation were confidential as it pertains to society’s finances But overall, the auditors told us about their major findings from the previous fiscal year. They went in detail over all the suggestions that they presented in their report.
Next Steps	N/A

Meeting, Date	Council Development Session (18th Aug, 2021)
Parties Attending	Council Members, Ayesha, Ella, Kim Haxton Kwe Wii

Meeting Length (Hrs)	2 hrs (4:30pm to 6:30pm)
Reason	Regularly scheduled session
Summary and Outcome	What is critical moment dialogue? Break out room discussion about it (our group talked about the Canada day discussion and how everyone felt (resistance, felt like “talking to a wall” , anger and frustration) during it and their reactions to it) -What is Cancel culture? -Knowing our privileges
Next Steps	N/A

Meeting, Date	Joint Operations Group Meeting (19th August, 2021)
Parties Attending	Tariza Bastos, Ayesha Khan, Gabe Liosis, Corbett Gildersleeve, Almas Phangura, Serena Bains and some other attendees
Meeting Length (Hrs)	1.5 hrs (1pm to 2:30pm)
Reason	Regularly Scheduled Meeting
Summary and Outcome	Enrollment update & financial implications Return to campus safety measures - Melinda Skura & Melanie Brown Federal election on campus (Gabe spoke about mail-in ballots and having a booth on campus so that more people could vote) Updates from SFSS and GSS Welcome Day for Fall 2021 (Safety of the students while making sure that they feel welcomed, fire pits and marshmallows as the previous years, updates on any kind of in-person events going forward)
Next Steps	N/A

Meeting, Date	SUB Soft opening town hall (19th Aug, 2021)
Parties Attending	A couple of attendees
Meeting Length (Hrs)	1 hr (3:30pm to 4:30pm)
Reason	Town hall webinar
Summary and Outcome	Introducing the SUB soft opening events to the attendees and providing with more information on working hours, facilities and tours Question and Answer session
Next Steps	N/A

Meeting, Date	SUB Soft Opening Catch up (22nd Aug, 2021)
Parties Attending	Executive Committee Members, Ayesha Khan, Ella Droko, Dipti Chavan, John Walsh
Meeting Length (Hrs)	1 hr (1pm to 2pm)
Reason	Preparation for SUB opening
Summary and Outcome	Last minute preparations about the soft opening. Ticking off items on the list that were supposed to be done as a part of the preparation.
Next Steps	N/A

Meeting, Date	Bullying and Harassment Selections Committee (24th Aug, 2021)
Parties Attending	CJ Rowe, Melinda Sakura, Michelle Allison, Michelle Verbrugghe, Jennifer Scott
Meeting Length (Hrs)	1.5 hrs (1pm to 2:30pm)
Reason	Scheduled Meeting
Summary and Outcome	Finalization of candidates. -Went over the interview format. Writing questions and formal questions, a short presentation to introduce themselves and their background. -The deadline to submit the answers for written questions and how to judge them for the scoring matrix relative to each other. Invitations for interviews were sent out 1 candidate shortlisted as a back up Suggestions from the committee members and what changes they would like to make (if any)
Next Steps	Interviews scheduled for 13th September, 2021 (Monday)

Meeting, Date	Executive Committee Development Session (24th August, 2021)
Parties Attending	All executive committee members except Marie
Meeting Length (Hrs)	2 hr 30 min (5pm to 7:30pm)
Reason	Regularly scheduled session
Summary and Outcome	<ol style="list-style-type: none"> 1. Union-Excluded Review (Confidential) 2. Hiring Committees - Redistributing Workload (MSC Surrey needs a replacement because Serena is going on a LOA) 3. Council Meeting Prep 4. BC Vaccine Cards - Implications for the SFSS

	5. Overview of the Remainder of the Week, SUB Soft Opening Plan & Schedule
Next Steps	N/A

Meeting, Date	Council Meeting (25th August, 2021)
Parties Attending	Council members, Ayesha Khan, Ella Droko
Meeting Length (Hrs)	4 hrs 15 mins (4:30pm to 8:45pm)
Reason	Regularly scheduled meeting
Summary and Outcome	<ul style="list-style-type: none"> SUS & SASS Common Room Spaces in the Student Union Building - Student Union Science MoU-MOTION COUNCIL - ACCESSIBILITY IMPROVEMENT PROJECT FOR SFSS UNDERGROUNDS <p>The Space Oversight Committee reports back to Council by October 30, 2021 with updates on the research and proposals planning.</p> <p>CSSS Frosh Grant- Council approved a grant of \$3765 towards the reimbursement of CSSS expenses towards Frosh Week.</p> <ul style="list-style-type: none"> Name change of the Oversight Committee on Society Space to Space Oversight Committee Discussion items- Delta variant and what return to campus looks like? The upcoming federal elections and planning for Annual General Meeting (suggestion for it to be hybrid or even fully virtual). Announcements
Next Steps	N/A

Meeting, Date	Building Assistant Hiring Committee Meeting (30th Aug, 2021)
Parties Attending	Almas Phangura, Ayesha Khan, Shelly Durante, Melanie Ling
Meeting Length (Hrs)	1 hr (10am to 11am)
Reason	Scheduled Meeting of HC
Summary and Outcome	<p>-Went over all the applications that were received (disqualified any candidates that were not SFU Undergraduates)</p> <p>-Discussed about the alternatives for Ayesha Khan (Akum Sidhu) and Shelly Durante (Nancy Mah) if they go for vacations/ other important tasks</p> <p>-Updated number of candidates required for the position from 4 to 8</p> <p>-Sent out a pre screening questionnaire to the candidates asking about their availability and graduation dates.</p> <p>Went over the potential questions and made changes to them based on the</p>

	expectations and duties of the role Discussed the days for the interviews and the length
Next Steps	-Attend the interviews

Meeting, Date	White Privilege, White Fragility, White Supremacy and Systemic Racism Webinar (31st Aug, 2021)
Parties Attending	About 40 attendees
Meeting Length (Hrs)	1 hr (10:30am to 11:30am EST)
Reason	Webinar (learn more about racism)
Summary and Outcome	-How to strive to become anti-racist allies and begin to dismantle institutional and systemic racism when we see it. - How white privilege, white fragility and white supremacy show up today explicitly and implicitly.
Next Steps	N/A

Meeting, Date	Executive Committee Meeting (31st Aug, 2021)
Parties Attending	Almas Phangura, Corbett Gildersleeve, Gabe Iiosis, Jess Dela Cruz, Marie Hadad, Matt Provost
Meeting Length (Hrs)	2 hrs (10am to 12pm)
Reason	Regularly Scheduled Meeting
Summary and Outcome	<ul style="list-style-type: none"> • Report from the Different Hiring Committees (MSAA, Building Assistant, OOC Coordinator etc) -MSC Surrey Hiring Committee Appointment - Swapping Employer Representatives <ul style="list-style-type: none"> • Discussion Items -COVID-19 Delta Variant SFU has not been very prepared despite a week left for classes to start. The number of cases have been increasing and no accommodations have been discussed yet -Federal Elections -BC Budget We have been waitlisted to show our presentation but there are other ways like making a video to show it there -Annual General Meeting One of the busiest times of the year. Begin planning in september so that we have a basic timeline and can get little batches of work done before the meeting -SUB Programming During the Month of September
Next Steps	N/A



Council | SUB 3100
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6
sfss.ca

Total Meeting Hours	25 hrs
----------------------------	--------

Projects and Events

Project/Event Title	Student Outreach Working Group
Updates and Upcoming Plans	Reviewing of documents, added in suggestions to the main doc
Relevant Strategic Priorities	Attend future meetings and provide help as and when needed
Total Time (Hrs)	1 hr

Total Project and Events Hours	1 hr
---------------------------------------	------

Committee Chair Work

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

Total Committee Hours	
------------------------------	--

Administrative Work

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

Summary	Filling up the work reports with meetings and events from the 15-day period
Total Time (Hrs)	1.5 hr

Summary	Administrative tasks of the 3 Hiring Committees that I am on (Building Assistant, Digital Media and Bullying and Harassment Case Manager)
Total Time (Hrs)	3 hrs

Summary	Elections Canada account setup and registration as a “not-for-profit” organization, paperwork and open a new bank account
Total Time (Hrs)	2 hr

Summary	External Audit (overlooking documents sent in by the auditors to prep for the meeting and make any required changes that were discussed in the meeting)
Total Time (Hrs)	3 hrs

Summary	-Checked the work reports for rest of July (double check if the duties performed within the pay period were actually relevant to their role, the timing of the meetings, sellings and grammatical errors etc) and updated the hours in our record spreadsheet logbook) -Behind the scenes suggestions and help required for the SUB- messages and chats -Answering emails, queries and communication with staff members (average of 18 emails in a day, the traffic of emails was more with SUB opening)
Total Time (Hrs)	16th Aug, 2021= 2 hr 18th Aug, 2021= 1.25 hr 19th Aug, 2021= 1 hr 20th Aug, 2021= 2.5 hr 23rd Aug, 2021= 2 hr 24th Aug, 2021= 3 hr 26th Aug, 2021= 2.5 hr 27th Aug, 2021= 2 hr 31st Aug, 2021= 1.5 hr Total= 17 hr 30 min

Total Admin Hours	28.25 hrs
--------------------------	------------------

Total Hours	54.25 hrs
--------------------	------------------

VP University and Academic Affairs
 Serena Bains (Leave of Absence starting August 30th)

Meeting Summary and Comments

Meeting, Date	Committee Chair Training Session, August 16th from 4:30PM - 5:45PM
Parties Attending	Serena Bains, Gabe Liosis, Beaty Omboga, Chloe Homenuke, Ella Droko, Gwen Bui, Jess Dela Cruz, Kashish Mehta, Sara Aristizabal, Tony Yu
Meeting Length (Hrs)	1.25 hours
Reason	To learn more about being a chair of a committee
Summary and Outcome	<ul style="list-style-type: none"> - What is a committee? - What are Robert's Rules? - During the meeting <ul style="list-style-type: none"> - Call to order - Territorial acknowledgement - Roll call of attendance - Consent agenda - Old business - New business - Discussion items - Announcements - Adjournment - How to best utilize committees?
Next Steps	- N/A

Meeting, Date	SUB Soft Opening Plan, August 16th from 7:00PM - 8:15PM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	1.25 hours
Reason	To discuss the SUB soft opening plan

Summary and Outcome	<ul style="list-style-type: none"> - Discussed the timeline and events that are happening next week - Went through the spreadsheets that Jess created - Delegated tasks to each Exec
Next Steps	<ul style="list-style-type: none"> - N/A

Meeting, Date	Executive Committee, August 17th from 10:00AM - 12:00PM
Parties Attending	Executive Committee members, Ayesha Khan, Joseph A., Ella Droko
Meeting Length (Hrs)	2 hours
Reason	To discuss any items to do with the SFSS and the larger community in-between Council meetings
Summary and Outcome	<ul style="list-style-type: none"> - Report from sub-committees <ul style="list-style-type: none"> - Hiring committees - Appointed employer representatives to multiple hiring committees <ul style="list-style-type: none"> - Member services coordinator - Surrey - Digital media content creator - Building assistant - MSC clubs - Student union building AV adapters - In-camera <ul style="list-style-type: none"> - Confidential - In-person meetings for council, committees, exec, etc. - SFSS led SUB tours - Emergency response plan - draft - Covid safety
Next Steps	<ul style="list-style-type: none"> - N/A

Meeting, Date	SUB Soft Opening SFU Email Reachout, August 17th from 4:30PM - 5:30PM
Parties Attending	Serena Bains, Jess Dela Cruz
Meeting Length (Hrs)	1 hour
Reason	To help with email reachout
Summary and Outcome	<ul style="list-style-type: none"> - Jess went through the spreadsheet, document, subject and email - Added the contact information for the folks we were reaching out to - Sent emails to folks on contact list to come to the SUB soft opening
Next Steps	<ul style="list-style-type: none"> - N/A

Meeting, Date	AVP UAAs Weekly Check-Ins, August 18th from 11:30AM - 12:30PM
----------------------	---

Parties Attending	Serena Bains, Priyanka Dhesa, Hanah Bazzi
Meeting Length (Hrs)	1 hour
Reason	To discuss what we worked on last week and any areas where folks need support
Summary and Outcome	<ul style="list-style-type: none"> - Went over the undergraduate survey <ul style="list-style-type: none"> - Updated timeline to September 1st - Questions are confirmed - Need to move questions to web survey - Spoke about RCMP on campus and lack of movement there - Starting to work on the CAL campaign - Possible next projects
Next Steps	<ul style="list-style-type: none"> - Provide Priyanka and Hanah a list of possible projects they can work on

Meeting, Date	Council Development Session, August 18th from 4:30PM - 6:30PM
Parties Attending	Council members, Kim Haxton
Meeting Length (Hrs)	2 hours
Reason	To learn about Indigenous allyship and critical moment dialogue
Summary and Outcome	<ul style="list-style-type: none"> - Settler reflexivity - What is allyship? - Neuro-decolonization - Critical moments - Power and privilege - Intersectionality - Cancel culture
Next Steps	<ul style="list-style-type: none"> - N/A

Meeting, Date	JOG Prep (Working Session), August 19th from 10:00AM - 11:00AM
Parties Attending	Serena Bains, Gabe Liosis, Ella Droko, Priyanka Dhesa
Meeting Length (Hrs)	1 hour
Reason	To go over the JOG agenda and discuss what we'd like to bring up
Summary and Outcome	<ul style="list-style-type: none"> - Went through the JOG agenda and added information for: <ul style="list-style-type: none"> - Enrollment update and financial implications - Return to campus safety measures - Federal election on campus - Welcome day

Next Steps	- N/A
-------------------	-------

Meeting, Date	JOG, August 19th from 1:00PM - 2:30PM
Parties Attending	Serena Bains, Gabe Liosis, Ella Droko, Priyanka Dhesa, Sharon Xu, Tom Nault, Chrysmom Thompson, Tracey Mason-Innes, Kathryn Verkerk, Pierre Cenerelli, Emmanuel Naidoo, Almas Phangura, Reese Muntean
Meeting Length (Hrs)	1.5 hours
Reason	To discuss any items relevant to the university at-large
Summary and Outcome	<ul style="list-style-type: none"> - Updates from the SFSS and GSS - Student enrollment and financial implications <ul style="list-style-type: none"> - Positive, increase in domestic students - Decline in international students - What is being done to provide affordable housing to graduate students? <ul style="list-style-type: none"> - Not much - Federal election on campus <ul style="list-style-type: none"> - Will not have polls on campus for students to vote - Vote by mail - Return to campus safety measures <ul style="list-style-type: none"> - Pop up vaccination sites on the Surrey and Burnaby campuses - Vancouver coastal health will not be providing a pop up vaccination site because they have one nearby - Mask mandate likely to come - Ministry has a hands-on approach compared to other provinces - Classroom capacity likely won't change - HVAC systems still need to be assessed - Cleaning for classrooms will go back to pre-pandemic measures, other areas will continue to be high touch areas - PPE will be provided to departments - Not aware of the Surrey campus room booking situation - Will ask CAL about note takers and lip reading accommodations for Deaf people - Faculties can buy masks to provide to their departments - Welcome day <ul style="list-style-type: none"> - Will be offered remotely, all the students in each faculty will be put into groups based on their hive grouping - Faculty specific tours
Next Steps	- N/A

Meeting, Date	SUB Soft Opening Plan Town Hall, August 19th from 3:30PM - 4:30PM
Parties Attending	Serena Bains, Gabe Liosis, Jess Dela Cruz, Trish, Constantin, John Walsh, Audrey Heath, Pierre Cenerelli, Desiree Gabriel, Corbett Gildersleve, Ilham, Robin, Beaty, Ayesha, Chris Yee, Ella Droko, Ciara

Meeting Length (Hrs)	1 hour
Reason	To go over the SUB soft opening plan
Summary and Outcome	<ul style="list-style-type: none"> - Went through the SUB soft opening plan - Q&A with community members about the opening
Next Steps	- N/A

Meeting, Date	SFU350 x SFSS: Meeting with Martin and Dugan, August 24th from 4:30PM - 5:00PM
Parties Attending	Serena Bains, Gabe Liosis, Corbett Gildersleve, Skye, Hanieh Shakeri, Dugan O'Neil, Abigail Herd, WeiChun Kua, Liam Mackay, Martin Pochurko
Meeting Length (Hrs)	0.5 hour
Reason	To discuss the SFU350 presentation potentially being brought to BOG
Summary and Outcome	<ul style="list-style-type: none"> - Went over the demands of the SFU 350 CED - Want this to be on the September BOG meeting, rather than November, due to the urgency of the climate crisis - Don't deny that we're in a climate emergency, but don't agree with the timeline and exact steps outlined in the letter
Next Steps	- N/A

Meeting, Date	Executive Committee Development Session, August 24th from 5:00PM - 7:30PM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	2.5 hours
Reason	To go over any items to do with the Executive Committee
Summary and Outcome	<ul style="list-style-type: none"> - Union excluded review - confidential - Hiring committees and redistributing workload - Went over the Council agenda
Next Steps	- N/A

Meeting, Date	Council meeting, August 25th from 4:30PM - 8:30PM
Parties Attending	Council members, SFSS staff
Meeting Length (Hrs)	4 hours
Reason	To discuss and vote on any items to do with the SFSS and the SFU community

Summary and Outcome	<ul style="list-style-type: none"> - SUS and SASS SUB space motion - Executive Committee reports - SUS MOU with Faculty of Science - Space Oversight Committee - Accessibility improvements for undergrounds and Forum Chambers - CSSS Frosh Grant - SUB opening - New public health orders - Federal election
Next Steps	- N/A

Meeting, Date	Proof of vaccination for events, August 27th from 1:00PM - 2:00PM
Parties Attending	Serena Bains, Jess Dela Cruz, Gabe Liosis, Laya Behbahani, Dipti, Emmanuel Naidoo, Reese Muntean
Meeting Length (Hrs)	1 hour
Reason	To discuss proof of vaccines for events
Summary and Outcome	<ul style="list-style-type: none"> - Don't check vaccination status until the 13th - Don't take on the role of policing vaccination cards - If we need to collect proof for some reason, it has to be minimum, otherwise don't collect proof - Creating a checklist for events through MECS - Security and MECS doesn't want to be involved in checking vaccinations - Don't know what kind of events are within scope and are not
Next Steps	- N/A

Total Meeting Hours	20
----------------------------	----

Projects and Events

Project/Event Title	
Updates and Upcoming Plans	
Relevant Strategic Priorities	



Council | SUB 3100
 Simon Fraser University
 8888 University Drive
 Burnaby, BC V5A 1S6
 sfss.ca

Total Time (Hrs)	
-------------------------	--

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

Total Project and Events Hours	
---------------------------------------	--

Committee Chair Work

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

Total Committee Hours	
------------------------------	--

Administrative Work

Summary	Emails, work reports, responding to messages
Total Time (Hrs)	August 16th - 3 hours August 17th - 0.5 hour August 18th - 3 hours August 23rd - 2 hours



Council | SUB 3100
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6
sfss.ca

	August 24th - 1 hour August 25th - 1 hour August 26th - 2 hours August 27th - 2 hours August 28th - 2 hours August 29th - 2 hours
--	--

Total Admin Hours	18.5
--------------------------	-------------

Total Hours	38.5
--------------------	-------------

VP External and Community Affairs
 Matthew Provost

Meeting Summary and Comments

Meeting, Date	Burnaby Official Contact, 8/16/21
Parties Attending	SFSS Executives: Jess Dela Cruz (VP Events) Society Staff: Ella, Illham, Dipti
Meeting Length (Hrs)	30 min
Reason	Scheduled Meeting
Summary and Outcome	Created action items to contact relevant Burnaby Reps and community members
Next Steps	Will be reaching out via email to send invites

Meeting, Date	National Day for Truth & Reconciliation Planning , 8/16/21
Parties Attending	SFSS Executives: Jess Dela Cruz (VP Events) FNSA: Keianna, Audrey Society Staff: Dipti
Meeting Length (Hrs)	1 hr
Reason	Scheduled Meeting
Summary and Outcome	Initial meeting to discuss collaboration for National Day of Truth and Reconciliation and areas in which the society can support and work with community members ,
Next Steps	n/a

Meeting, Date	FNSAxSFSS Update, 8/16/21
Parties Attending	SFSS Executives: Jess Dela Cruz (VP Events), Corbett Gildersleve (VP Internal), FNSA
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	Met with FNSA to discuss areas of support for Fall

Next Steps	n/a
-------------------	-----

Meeting, Date	SUB Soft Opening, 8/16/21
Parties Attending	SFSS Executives
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	Went over SUB Soft opening plan for executives and action items
Next Steps	n/a

Meeting, Date	Executive Committee, 8/17/21
Parties Attending	SFSS Executives
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled meeting
Summary and Outcome	<p>Updates from hiring committees</p> <p>New Business:</p> <ul style="list-style-type: none"> - Hiring committee appointments all approved <p>In Camera Portion</p> <p>Discussion Items:</p> <ul style="list-style-type: none"> - In person meetings - SUB Tours - COVID Safety
Next Steps	n/a

Meeting, Date	Nuritioning Innovations Interview, 8/17/21
Parties Attending	Society Staff: Beaty
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled meeting
Summary and Outcome	Met to discuss food project initiatives that have happened within SFSS
Next Steps	n/a

Meeting, Date	External & Community Affairs Committee, 8/17/21
Parties Attending	ECA Committee
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled meeting
Summary and Outcome	Discussion of Federal Elections campaign and housekeeping
Next Steps	n/a

Meeting, Date	Send Out Invited Working Session/ SUB Soft Opening, 8/17/21
Parties Attending	SFSS Executives: Jess (VP Events) Society Staff
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	Planning and discussing action items for SUB Soft opening and invites
Next Steps	n/a

Meeting, Date	Meeting with Ella 8/17/21
Parties Attending	Society Staff: Ella (Board Organizer)
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	Met with Ella to discuss Federal Elections campaign
Next Steps	n/a

Meeting, Date	Associate Vice President Onboarding, 8/18/21
Parties Attending	SFSS Executives: Gabe Liosis (President), Nim (AVP)
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	Met with Gabe and Nim to discuss AVP Role and onboarding

Next Steps	n/a
-------------------	-----

Meeting, Date	Soft SUB Opening Planning, 8/18/21
Parties Attending	SFSS Executives: Jess (VP Events) Society Staff
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	Planning and discussing action items for SUB Soft opening and invites
Next Steps	n/a

Meeting, Date	SUB Soft Opening Day 1, 8/23/21
Parties Attending	SFSS Executives Community members
Meeting Length (Hrs)	9.5 hr
Reason	Scheduled
Summary and Outcome	Invited Indigenous community members were the first to open the SUB. We invited elders as well as Indigenous community at SFU to be a part of our soft opening. Later in the day we invited stakeholders SFU President and various higher level admin were present as well as community members.
Next Steps	n/a

Meeting, Date	SUB Soft Opening Day 2, 8/24/21
Parties Attending	SFSS Executives Community members
Meeting Length (Hrs)	5 hr
Reason	Scheduled
Summary and Outcome	We planned an opening for Alumni and gave tours as well as opening.
Next Steps	n/a

Meeting, Date	Red Fox Youth Session, 8/24/21
----------------------	--------------------------------

Parties Attending	Red Fox Youth
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	Met with youth to discuss on campus life
Next Steps	n/a

Meeting, Date	SUB Soft Opening Day 3, 8/25/21
Parties Attending	SFSS Executives Community members
Meeting Length (Hrs)	5 hr
Reason	Scheduled
Summary and Outcome	We had a small event with tours as well as DJ
Next Steps	n/a

Meeting, Date	SUB Soft Opening Day 4, 8/26/21
Parties Attending	SFSS Executives Community members
Meeting Length (Hrs)	4 hr
Reason	Scheduled
Summary and Outcome	We were able to have constituency groups come and we welcomed them to the building, we gave tours around the SUB
Next Steps	n/a

Meeting, Date	Health & Counselling Services Black Student Engagement Framework, 8/26/21
Parties Attending	Health and Counselling Services, SOCA, Black Caucus
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled meeting
Summary and Outcome	Met with HCS to discuss internal projects regarding engagement with BIPOC, specifically Black students

Next Steps	n/a
-------------------	-----

Meeting, Date	SUB Tour w/ New West Mayor, 8/26/21
Parties Attending	SFSS Executive: Gabe Liosis (President) SFU: Nicole Rogers, Joanne Curry, Joy Johnson Community: Jonathan Cote (New West Mayor)
Meeting Length (Hrs)	30 min
Reason	Scheduled tour
Summary and Outcome	Met with folks to give tour of SUB and network
Next Steps	n/a

Meeting, Date	Meeting with Joy Johnson, 8/26/21
Parties Attending	SFSS Executive: Gabe Liosis (President) SFU: Joy Johnson (SFU President)
Meeting Length (Hrs)	30 min
Reason	Impromptu meeting
Summary and Outcome	Discussion around COVID-19 changes and return to campus plan
Next Steps	n/a

Meeting, Date	SUB Evacuation Training, 8/26/21
Parties Attending	SFSS Executives, and Society Staff
Meeting Length (Hrs)	30 min
Reason	Scheduled training
Summary and Outcome	Went through protocol for evacuation training in the SUB
Next Steps	n/a

Meeting, Date	SUB Soft Opening Day 5, 8/27/21
Parties Attending	SFSS Executives Community members

Meeting Length (Hrs)	7 hr
Reason	Scheduled
Summary and Outcome	Welcomed past Executives and Council to the SUB and gave tours.
Next Steps	n/a

Meeting, Date	Supporting Biology, 8/27/21
Parties Attending	SFSS Executives: Gabe Liosis (President) SFU: Thomas from Biology
Meeting Length (Hrs)	30 min
Reason	Scheduled meeting
Summary and Outcome	Met with Thomas to discuss space issues briefly
Next Steps	n/a

Meeting, Date	Executive Committee, 8//31/21
Parties Attending	SFSS Executives
Meeting Length (Hrs)	2 hr
Reason	Scheduled meeting
Summary and Outcome	Updates from hiring committees New Business: <ul style="list-style-type: none"> - MSC Surrey Hiring Committee Appointment - Supporting National Day for Truth and Reconciliation Discussion Items: <ul style="list-style-type: none"> - COVID-19 Delta Variant - Federal Elections Campaign - BC Provincial Budget - Annual General Meeting - SUB Programming During September
Next Steps	n/a

Meeting, Date	Met with Theresa + Stadium Tour, 8/31/21
Parties Attending	SFSS Executives

Meeting Length (Hrs)	2 hr
Reason	Scheduled meeting
Summary and Outcome	Met with Theresa from athletics to discuss the stadium and moving forward our relationships with athletics. Planning for fall as well as had a tour of the new stadium.
Next Steps	n/a

Total Meeting Hours	51 hours
----------------------------	-----------------

Projects and Events

Project/Event Title	Reconciliation Efforts
Updates and Upcoming Plans	<p>Advocating for Indigenous Student Supports for mental wellness during these times of mourning (i.e. unmarked graves and residential schools)</p> <ul style="list-style-type: none"> - Met with Indigenous student centre to see if support groups can be established to address trauma <p>*Ongoing*</p> <ul style="list-style-type: none"> - Outreach to community members and Indigenous supports - Working on creating cheque for Indian Residential School Survivors Society
Relevant Strategic Priorities	Student support
Total Time (Hrs)	1 hr

Project/Event Title	Federal Election Campaign and Participation
Updates and Upcoming Plans	<p>Working with Board Organizer Ella to make communications material for upcoming federal election</p> <ul style="list-style-type: none"> - Application submission to elections Canada - Approval of federal election material and comms material - Updates with ECA committee on campaign moving forward - Updates with exec on participation in federal election <p>*Ongoing*</p> <ul style="list-style-type: none"> - Posting and working with ECA for tabling to promote fed elections upcoming for first week of school - Following up on Comms material

Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	7 hr

Project/Event Title	TSSU Joint Letter
Updates and Upcoming Plans	Working with multiple community partners to write letter of support and address harms Indian Residential School <ul style="list-style-type: none"> - Drafting letter -
Relevant Strategic Priorities	Student support, advocacy
Total Time (Hrs)	0 hr

Project/Event Title	SUB Soft Opening
Updates and Upcoming Plans	Working with VP Events Jess Dela Cruz to support SUB soft opening <ul style="list-style-type: none"> - Sending out invitations - Working with Elders in community to bring them up and doing outreach for the first day of opening events <p>*Ongoing*</p> <ul style="list-style-type: none"> - Morning prep - Tours - Invitations and supporting folks on day of all events - Post Event Clean Up and coordination
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	12 hr

Project/Event Title	FNSA Support
Updates and Upcoming Plans	Providing support to FNSA to help get their space prepared for SUB opening
Relevant Strategic Priorities	Student support
Total Time (Hrs)	1 hr

Project/Event Title	Orange Shirt Day Planning
Updates and Upcoming Plans	SFSS is working with Indigenous community members to plan for upcoming orange shirt day *Ongoing* <ul style="list-style-type: none"> - Planning event for month of September - Working Execs to plan things for the month of september - Passed motion at Exec to get materials and banners for National Day for Truth and Reconciliation
Relevant Strategic Priorities	Student advocacy, awareness
Total Time (Hrs)	5 hr

Total Project and Events Hours	26 hour
---------------------------------------	----------------

Committee Chair Work

Committee Name	External & Community Affairs
# of Meetings	1
Total Time (Hrs)	1.5 hr
Summary	Going over federal elections campaign and looking at projects for Fall
Ongoing Projects	<ul style="list-style-type: none"> - Federal Elections Campaign - Working Sessions
Relevant Strategic Priorities:	Student advocacy and engagement

Total Committee Hours	1.5
------------------------------	------------

Administrative Work

Summary	Emails, scheduling, prepping for committees and meetings, phone calls, check ins,
----------------	---



Council | SUB 3100
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6
sfss.ca

	work reports
Total Time (Hrs)	8 hr

Total Admin Hours	8 hr
-------------------	------

Total Hours	85.5 hr
-------------	---------

VP Events and Student Affairs

Jess Dela Cruz

Meeting Summary and Comments

Meeting, Date	Burnaby Officials Contact + Federal Election Brief, 08.16.21.
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz VP External and Community Affairs - Matthew Provost Member Services Coordinator, Events - Dipti Chavan Board Organizer - Ella Droko Communications Coordinator - Ilham Benttahir
Meeting Length (Hrs)	0.5 hrs
Reason	Prep for SUB Soft Opening and Federal Election
Summary and Outcome	Discussed what we need for the SUB soft opening (inviting SFU and Burnaby Stakeholders) and possible event for the federal election (e.g. live streaming)
Next Steps	<ul style="list-style-type: none"> Send out invites Federal Election Prep

Meeting, Date	National Day for Truth and Reconciliation (NDTR) Event Planning, 08.16.21.
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz VP External and Community Affairs - Matthew Provost Member Services Coordinator, Events - Dipti Chavan FNSA Coordinator (Temp). & Administrative Coordinator - Somayeh Naseri FNSA Board Member: Audrey Heath
Meeting Length (Hrs)	1 hr
Reason	Planning for Sept 30 National Day for Truth and Reconciliation
Summary and Outcome	<ul style="list-style-type: none"> Figuring out what event we want to do for this newly officially recognized day, formally known as Orange Shirt Day (September 30) Figuring out what promotion we want to have Call for collaboration with ISC and FSNA (see what they are doing and how we can support) FNA meeting with OAP ISCxFNSA having events within Convo Mall

	<ul style="list-style-type: none"> ● Orange Shirts: <ul style="list-style-type: none"> ○ ISC ordered their own ○ FNSA getting their own orange shirts ● SFSS: <ul style="list-style-type: none"> ○ Talking to community - see if someone wants to design - pay them an artist fee/honorarium ○ Maybe: payment from BIPOC Committee or Social Justice Advocacy Fund ○ Minimum \$15 for shirt, donation above to IRSS
Next Steps	<ul style="list-style-type: none"> ● Link content for Dipti/Somayeh/Trish/Ilham for communications ● Connect with community members and artists for t-shirt reach out

Meeting, Date	Matt/Jess, 08.16.21.
Parties Attending	<ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● VP External and Community Affairs - Matthew Provost
Meeting Length (Hrs)	0.5 hrs
Reason	Event planning for Pow Wow & NDTR
Summary and Outcome	<ul style="list-style-type: none"> ● Summary of action items that we need to complete each, respectively
Next Steps	<ul style="list-style-type: none"> ● Connect with the right folks to plan for Pow Wow ● Reach out to connections for NDTR

Meeting, Date	FNSAxSFSS Updates, 08.16.21.
Parties Attending	<ul style="list-style-type: none"> ● VP Events and Student Affairs - Jess Dela Cruz ● VP External and Community Affairs - Matthew Provost ● Member Services Coordinator, Events - Dipti Chavan ● FNSA Coordinator (Temp). & Administrative Coordinator - Somayeh Naseri ● FNSA Board Member: Audrey Heath ● VP Internal and Organizational Development - Corbett Gildersleve
Meeting Length (Hrs)	1 hr
Reason	<ul style="list-style-type: none"> ● Confidential.
Summary and Outcome	<ul style="list-style-type: none"> ● Confidential.
Next Steps	<ul style="list-style-type: none"> ● Confidential.

Meeting, Date	John/Jess, 08.16.21.
----------------------	-----------------------------

Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz Building Manager - John Walsh
Meeting Length (Hrs)	0.5 hrs
Reason	SUB Soft Opening Location Scouting
Summary and Outcome	<ul style="list-style-type: none"> John and I went around the SUB to find the best rooms for the events I'm planning for the SUB Soft Opening week
Next Steps	<ul style="list-style-type: none"> Changing existing documents to reflect the changes of the rooms

Meeting, Date	Jess/Dipti, 08.16.21.
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)	1.5 hrs
Reason	SUB Soft Opening Plan
Summary and Outcome	<ul style="list-style-type: none"> looking at daily schedules for each event Event logistics Budget Payment and Honorarium Protocol for Indigenous Elders and Drummers/Singers
Next Steps	<ul style="list-style-type: none"> Purchasing blankets, tobacco, and smokes

Meeting, Date	ESAC Meeting (Informal), 08.16.21.
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz AVP Events and Student Affairs - Akum Sidhu Software Systems Councillor - Shashank Thanalapati Behavioural Neuroscience Councillor - Aarthi Srinivasan Student Athlete Advisory Committee Councillor - Paul Ursu Student At-Large: <ul style="list-style-type: none"> Justine Charron Angela Tang Emma Macchabee Kim Bassan
Meeting Length (Hrs)	1 hr
Reason	<ul style="list-style-type: none"> Scheduled committee meeting

Summary and Outcome	<ul style="list-style-type: none"> At-large Member's Introduction SUB Soft Opening Plan Updated In-Person Event Guidelines for inside the SUB Fall 2021 ESAC Meetings Communications Questions from the Committee
Next Steps	<ul style="list-style-type: none"> I need to set up another meeting with ESAC and times for Fall

Meeting, Date	SUB Soft Opening Plan Exec Action Items, 08.16.21
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
Meeting Length (Hrs)	1 hr
Reason	For SUB Soft Opening Plan
Summary and Outcome	<ul style="list-style-type: none"> I went over the SUB Soft Opening plan with Executive I showed them each their respective task list that they have to complete for each day and each event
Next Steps	<ul style="list-style-type: none">

Meeting, Date	SUB Staffing, 08.17.21.
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz President - Gabe Liosis Operations Organizer - Ayesha Khan
Meeting Length (Hrs)	0.5 hrs
Reason	Needed to discuss how to staff the SUB during the soft opening week
Summary and Outcome	See Next Steps.
Next Steps	<ul style="list-style-type: none"> Survey to be created to be sent out to staff Jess to assign and schedule staff

Meeting, Date	Jess/Shelley, 08.17.21.
----------------------	--------------------------------

Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz Building Coordinator - Shelley Durante
Meeting Length (Hrs)	0.5 hrs
Reason	Needed to discuss with Shelley how we can support each other during SUB Soft Opening Week
Summary and Outcome	<ul style="list-style-type: none"> Expectations of Staff Access to the building Who will lead tours Who will sit at the GO Desk
Next Steps	<ul style="list-style-type: none"> Jess to schedule tours within Exec

Meeting, Date	Executive Committee, 08.17.21
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz President - Gabe Liosis VP Internal and Organizational Development - Corbett Gildersleve VP Finances and Services - Almas Phangura VP University and Academic Affairs - Serena Bains VP External and Community Affairs - Matthew Provost
Meeting Length (Hrs)	2 hrs
Reason	Scheduled Executive Meeting
Summary and Outcome	<ul style="list-style-type: none"> Hiring Committees Update Hiring Committee Employer Appointments <ul style="list-style-type: none"> Member Services Coordinator Digital Media Content Creator Building Assistant Member Services Coordinator, Clubs Motion to approve \$2500 from line item 720/46 to purchase AV adapters in various SUB rooms that may need HDMI or USB adapters In-Camera: <ul style="list-style-type: none"> Union Excluded Review Member Misconduct Discussion Items: <ul style="list-style-type: none"> In-Person Meetings for Council, Committees, Exec SFSS Led SUB Tours Emergency Response Plan - Draft Covid Safety

Next Steps	n/a
-------------------	-----

Meeting, Date	Jess/Dipti/Ilham, 08.17.21.
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz Communications Coordinator - Ilham Benttahir Member Services Coordinator, Events - Dipti Chavan
Meeting Length (Hrs)	0.5 hrs
Reason	For SUB Soft Opening Week
Summary and Outcome	<ul style="list-style-type: none"> Discussed graphics and media strategy for outreach emails and invitations Discussed how to collect data and information through jotforms by guests
Next Steps	<ul style="list-style-type: none"> Create and fix jotform

Meeting, Date	SUB Soft Opening Discussion, 08.17.21.
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz VP External and Community Affairs - Matthew Provost Board Organizer - Ella Droko Communications Coordinator - Ilham Benttahir Building Manager - John Walsh
Meeting Length (Hrs)	0.75 mins
Reason	For SUB Soft Opening
Summary and Outcome	<ul style="list-style-type: none"> Ballroom space allocation Tours Covid-19 Safety Guidelines Email reachout and invitation
Next Steps	<ul style="list-style-type: none"> Send out invitations

Meeting, Date	Matt/Jess/Ella - Burnaby Stakeholders Email Reachout 08.17.21
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz VP External and Community Affairs - Matthew Provost Board Organizer - Ella Droko

Meeting Length (Hrs)	1 hr
Reason	For SUB Soft Opening
Summary and Outcome	<ul style="list-style-type: none"> • I went over the invite list for Burnaby Stakeholders • Matt/Ella divided up who to contact and invite to our events
Next Steps	<ul style="list-style-type: none"> • Matt/Ella to email guests

Meeting, Date	SFU Stakeholders Email Reachout, 08.17.21
Parties Attending	<ul style="list-style-type: none"> • VP Events and Student Affairs - Jess Dela Cruz • VP University and Academic Affairs - Serena Bains
Meeting Length (Hrs)	1 hr
Reason	For SUB Soft Opening
Summary and Outcome	Serena and I went over the list of SFU Stakeholders, and broke down who is contacting who via email for invites - then turned into a working session
Next Steps	<ul style="list-style-type: none"> • Send email invites

Meeting, Date	SUB Soft Opening Catch-Up, 08.18.21.
Parties Attending	<ul style="list-style-type: none"> • VP Events and Student Affairs - Jess Dela Cruz • Member Services Coordinator, Events - Dipti Chavan • Board Organizer - Ella Droko • Building Manager - John Walsh • Operations Organizer - Ayesha Khan
Meeting Length (Hrs)	0.5 hrs
Reason	For SUB Soft Opening
Summary and Outcome	<ul style="list-style-type: none"> • Discussed daily event schedule of what was going on every day • How staffing would work, and where we would need volunteers and bodies in the building to help out
Next Steps	n/a

Meeting, Date	SUB Soft Opening - Send out Burnaby Emails & Opening Ceremony Review, 08.18.21.
Parties Attending	<ul style="list-style-type: none"> • VP Events and Student Affairs - Jess Dela Cruz • VP External and Community Affairs - Matthew Provost
Meeting Length (Hrs)	0.5 hrs

Reason	For SUB Soft Opening
Summary and Outcome	<ul style="list-style-type: none"> • Matt and I had a working session to send out invitations to our Burnaby Stakeholders for the SUB Soft Opening • Also discussed any action items needed for our Elders (i.e. paying for their transportation) for the Opening Ceremony
Next Steps	<ul style="list-style-type: none"> • Figure out how to pay for transport for Elders • How to do invoices for payment for Elders and singers/drummers

Meeting, Date	Dipti/Jess - SUB Soft Opening Catch-Up, 08.18.21
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	For SUB Soft Opening
Summary and Outcome	<ul style="list-style-type: none"> • Going over daily event logistics • Staff placement and support over SUB (i.e. who will help with registration) • We also talked about In-Person event guidelines within the SUB, as the current event guidelines are about to be expired and we have received multiple inquiries about it
Next Steps	<ul style="list-style-type: none"> • Jess to fix and to time breakdown of each day

Meeting, Date	Club Incident Meeting, 08.18.21.
Parties Attending	<ul style="list-style-type: none"> • VP Events and Student Affairs - Jess Dela Cruz • Operations Organizer - Ayesha Khan • Member Services Coordinator, Clubs - Ricky Che
Meeting Length (Hrs)	0.5 hrs
Reason	Confidential.
Summary and Outcome	Confidential.
Next Steps	Confidential.

Meeting, Date	Council Development Session, 08.18.21.
Parties Attending	<ul style="list-style-type: none"> • SFSS Executives • SFSS Non-Executives
Meeting Length (Hrs)	3 hrs

Reason	Scheduled Dev Session
Summary and Outcome	<ul style="list-style-type: none"> How to be an ally to Indigenous People(s)
Next Steps	Continue to uphold and support our Indigenous community members!

Meeting, Date	Fall Service Announcements, 08.19.21.
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz Member Services Coordinator, Clubs - Nancy Mah Member Services Coordinator, Clubs - Melanie Ling Member Services Coordinator, Clubs - Ricky Che Member Services Coordinator, Student Unions - Anna Reva
Meeting Length (Hrs)	1 hr
Reason	Preparing messaging for Fall 2021 Semester for student club and union executives
Summary and Outcome	<ul style="list-style-type: none"> Edited and reviewed our services (of what is happening online and what needs to be moved fully in person) Confirmed hours of operation Clarified event and room booking guidelines
Next Steps	<ul style="list-style-type: none"> Melanie to edit document Melane and Anna to send out to club and union executives

Meeting, Date	SFSS Staff Meeting, 08.19.21.
Parties Attending	<ul style="list-style-type: none"> President - Gabe Liosis VP Events and Student Affairs - Jess Dela Cruz SFSS Staff
Meeting Length (Hrs)	1 hr
Reason	Scheduled staff meeting
Summary and Outcome	<ul style="list-style-type: none"> Went over the SUB Soft Opening Plan Meet/Greet with newly hired staff
Next Steps	n/a

Meeting, Date	Dipti/Jess - SUB Soft Opening Catch-Up, 08.19.21
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)	2 hrs
Reason	For SUB Soft Opening
Summary and Outcome	<ul style="list-style-type: none"> • Prepared for SUB Soft Opening • Materials to buy and prep • Daily logistics • In-Person Event guidelines discussion (whether or not we will have them and how) • Daily timeline • Contacting folks for food purchase
Next Steps	See above.

Meeting, Date	SUB Soft Opening Plan Town Hall, 08.19.21
Parties Attending	<ul style="list-style-type: none"> • SFSS Executives • SFSS Staff • SUB Tenant & Stakeholders
Meeting Length (Hrs)	1 hr
Reason	Letting our SUB tenants and stakeholders know about the SUB Soft Opening Plan.
Summary and Outcome	Presented them the SUB Soft Opening plan, and took
Next Steps	Send out invites to Constituency Groups, Tenants, and Stakeholders.

Meeting, Date	Executive Tours, 08.20.21.
Parties Attending	<ul style="list-style-type: none"> • SFSS Executives • Building Manager - John Walsh
Meeting Length (Hrs)	1 hr
Reason	For SUB Soft Opening, Execs have to run tours
Summary and Outcome	John and I went on a tour of the SUB, giving facts about each room, its consultation, etc.
Next Steps	Memorize script, do a walk through of the building

Meeting, Date	Dipti/Jess/Justin, 08.20.21
----------------------	------------------------------------

Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz Member Services Coordinator, Events - Dipti Chavan Events Manager, MECS - Justin Ankenmann
Meeting Length (Hrs)	1 hr
Reason	For SUB Soft Opening
Summary and Outcome	Dipti and I met with Justin to discuss the SUB Soft Opening Event for Wednesday (Bring Your Own Lunch) - to see placement of DJ, where staff will be, who will be leading tours etc.
Next Steps	Meet Justin and the DJ to help set up for Wednesday. Do Alumni Tours for Wednesday.

Meeting, Date	Dipti/Jess Dry Run, 08.20.21
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)	2 hrs
Reason	For SUB Soft Opening
Summary and Outcome	We did a dry run of the SUB Soft Opening (walk through of the building, merchandise set up, Ballroom set up)
Next Steps	n/a

Meeting, Date	ArtsLIVE, 08.20.21
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz Building Manager - John Walsh Michael Boucher Charlotte
Meeting Length (Hrs)	0.5 hrs
Reason	For ArtsLIVE projects that SFU Woodward's is doing.
Summary and Outcome	<ul style="list-style-type: none"> ArtsLIVE and SFSS support and collaboration Possible placement of a baby grand piano in the SUB, permanently
Next Steps	Clarify if John can support for those two days that ArtsLIVE is happening.

Meeting, Date	Executive Committee Development Sessions, 08.24.21.
----------------------	--

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
Meeting Length (Hrs)	2 hrs
Reason	Scheduled exec dev sessions.
Summary and Outcome	<ul style="list-style-type: none"> Council Meeting Prep <ul style="list-style-type: none"> Go over motions and discussion items, and attachments
Next Steps	n/a

Meeting, Date	Council Meeting, 08.25.21.
Parties Attending	<ul style="list-style-type: none"> SFSS Executives SFSS Non-Executives SFSS Staff Guests
Meeting Length (Hrs)	4 hrs
Reason	Scheduled bi-weekly Council Meetings.
Summary and Outcome	<ul style="list-style-type: none"> SUS & SASS Common Room Spaces in the Student Union Building Accessibility Improvement Project for SFSS Undergrounds CSSS Frosh Grant Space Oversight Committee SUB Opening Update Delta Variant, Return to Campus Federal Election Annual General Meeting Plan
Next Steps	n/a

Meeting, Date	Event Guidelines for In-Person Events - BC Vaccine Card Implications, 08.26.21.
Parties Attending	<ul style="list-style-type: none"> VP Events and Student Affairs - Jess Dela Cruz President - Gabe Liosis VP Internal and Organizational Development - Corbett Gildersleve Anna Reva Ayesha Khan Corbett Gildersleve

	<ul style="list-style-type: none"> • Dipti Chavan • John Walsh • Melanie Ling • Nancy Mah • Ricky Che
Meeting Length (Hrs)	1 hr
Reason	BC announced news regarding vaccine carding and post secondary institution safety guidelines
Summary and Outcome	<ul style="list-style-type: none"> • Reviewed what the government released about vaccine cards • Discussed the necessary changes that need to be made within the SUB
Next Steps	<ul style="list-style-type: none"> • Creating posters (masks and hand washing) around the SUB • Send out announcement for in-person event guidelines extension

Meeting, Date	Fire Safety, 08.26.21
Parties Attending	<ul style="list-style-type: none"> • SFSS Executives • SFSS Staff
Meeting Length (Hrs)	0.5 hrs
Reason	To learn fire safety precautions around the SUB
Summary and Outcome	<ul style="list-style-type: none"> • Learned about fire safety around the SUB and what to do in an emergency, who to report to, and where to go, and the duties we have as individuals to help ourselves and others when there is a fire
Next Steps	n/a

Meeting, Date	Proof of Vaccination for Events, 08.27.21.
Parties Attending	<ul style="list-style-type: none"> • VP Events and Student Affairs - Jess Dela Cruz • President - Gabe Liosis • VP University & Academic Affairs - Serena Bains • Dipti Chavan • Graduate Society • Laya Behbahani
Meeting Length (Hrs)	1 hr
Reason	To discuss the recent vaccination card mandate by the BC government.

Summary and Outcome	<ul style="list-style-type: none"> • We discussed how MECS is hosting their events and in what areas of campus • How they will proceed with events <ul style="list-style-type: none"> ○ Working with Staff, Students ○ How / If security is involved ○ How to include and put at the forefront immunocompromised and BIPOC folks' safety
Next Steps	<ul style="list-style-type: none"> • Have a follow up meeting to discuss processes for carding • Compile list of questions to ask SFU for their procedures

Total Meeting Hours	36.75
----------------------------	--------------

Projects and Events

Project/Event Title	[SUB Soft Opening] Opening Ceremony, 08.23.21
Updates and Upcoming Plans	n/a
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	4 hrs. Set-Up of Event/Take-Down. We had invited Elders, singers/drummers who blessed the building, the ballroom, and prayed and sang. We also had Indigenous community members from the ISC and FNSA to join us as well. And we did a tour afterwards.

Project/Event Title	[SUB Soft Opening] Stakeholder Appreciation Welcome, 08.23.21.
Updates and Upcoming Plans	<ul style="list-style-type: none"> • SFSS Executives • SFSS Staff • Guests
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	3 hrs. Set-Up of Event/Take-Down. We had SFU and Burnaby Stakeholders. There were speeches from Exec and Guests. Mingling and a tour of the SUB afterwards.

Project/Event Title	[SUB Soft Opening] Alumni Tours #1
Updates and Upcoming Plans	<ul style="list-style-type: none"> ● SFSS Executives ● SFSS Staff ● Guests
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	3 hrs Set-Up of Event/Take-Down. We had the first group of Alumni come. There were speeches from Exec. Mingling and a tour of the SUB afterwards.

Project/Event Title	[SUB Soft Opening] Alumni Tours #2
Updates and Upcoming Plans	<ul style="list-style-type: none"> ● SFSS Executives ● SFSS Staff ● Guests
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	3 hrs Set-Up of Event/Take-Down. We had the second group of Alumni come. There were speeches from Exec. Mingling and a tour of the SUB afterwards.

Project/Event Title	[SUB Soft Opening] SFU Bring-Your-Own-Lunch
Updates and Upcoming Plans	<ul style="list-style-type: none"> ● SFSS Executives ● SFSS Staff ● Guests
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	3 hrs Set-Up of Event/Take-Down. We had SFU Staff and Faculty join us. There were speeches from Exec. Mingling and a tour of the SUB afterwards.

Project/Event Title	[SUB Soft Opening], Constituency Groups
Updates and Upcoming Plans	<ul style="list-style-type: none"> • SFSS Executives • SFSS Staff • Guests
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	3 hrs Set-Up of Event/Take-Down. We had our Constituency Groups and SUB Tenants and Stakeholders for this event. There were speeches from Exec. Mingling and a tour of the SUB afterwards.

Project/Event Title	[SUB Soft Opening] Past & Current Execs, Current Non-Executive Councillors
Updates and Upcoming Plans	<ul style="list-style-type: none"> • SFSS Executives • SFSS Staff • Guests
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	4 hrs. Set-Up of Event/Take-Down. We had past and current Execs join, as well as members of Council (non-Executive Councillors). There were speeches from Exec. Mingling and a tour of the SUB afterwards.

Total Project and Events Hours	24
---------------------------------------	-----------

Committee Chair Work

Committee Name	MSAC, 08.17.21 [Informal Meeting]
# of Meetings	1
Total Time (Hrs)	1 hr
Summary	<p>Discussion Items:</p> <ul style="list-style-type: none"> - Limit to number of Clubs for which you can be Executive - Review of last MSAC Meeting - CCR for Executive - Club Conflict Report Form - Room Booking Guidelines - Fall MSAC Meetings - Guidelines for in-person events after August 23 - Blacklisting of Student/Members/External from Events
Ongoing Projects	- Club Conflict Report Form
Relevant Strategic Priorities:	- Student Engagement

Committee Name	ESAC, 08.16.21 [Informal Meeting]
# of Meetings	1
Total Time (Hrs)	1 hr
Summary	<p>Discussion Items:</p> <ul style="list-style-type: none"> - At-large Member's Introduction - SUB Soft Opening Plan - Updated In-Person Event Guidelines for inside the SUB - Fall 2021 ESAC Meetings - Committee Roles - Communications - Questions from the Committee - Follow-Up
Ongoing Projects	- SUB Soft Opening Plan
Relevant Strategic Priorities:	Student Engagement

Total Committee Hours	2 hrs
------------------------------	--------------

Administrative Work

Summary	MSAC, 08.17.21. Prep time, email communications, agenda creation, calendar invitations.
Total Time (Hrs)	2 hrs

Summary	ESAC, 08.17.21. Prep time, email communications, agenda creation, calendar invitations.
Total Time (Hrs)	2 hrs

Summary	Emails, phone calls (there are so many that happen throughout the day in two weeks about literally anything work related amongst staff/execs to get quick answers and clarification), invitations, inbox sorting - especially for SUB Soft Opening!
Total Time (Hrs)	1.5 hrs per day x 10 days = 15

Summary	Daily Scheduling of SUB Soft Opening Week, Staff and Exec Scheduling and Task list > aka Daily Logistics and Event Logistics of every event
Total Time (Hrs)	2 hrs per day x 10 days = 20 hrs

Total Admin Hours	35
--------------------------	-----------

Total: 97.75