

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
16th October, 2021 to 31st October, 2021

[President](#)

[VP Internal and Organizational Development](#)

[VP Finance and Services](#)

[VP University and Academic Affairs](#)

[VP External and Community Affairs](#)

[VP Events and Student Affairs](#)

[VP Equity and Sustainability](#)

President
 Gabe Liosis

OCTOBER 18, 2021

Type of Work	Project Work
Work Conducted, Time	Reviewing Applications (Cover Letters & Resumes) for the Temporary Finance Coordinator Hiring Committee, 7:30am-8:30am
Parties Attending (if applicable)	N/A
Length (Hrs)	1.5
Reason	The Temporary Finance Coordinator Hiring Committee is meeting later in the day to short-list candidates to move forward to the interview stage of the hiring process.
Summary and Outcome	<ul style="list-style-type: none"> I reviewed all the applications received for the position, and wrote down my top picks for people I wanted to see move forward to the interview stage.
Relevant Strategic Priorities (if applicable)	Organizational Development

Type of Work	Meeting
Work Conducted, Time	Temporary Finance Coordinator Hiring Committee, 9am-10am
Parties Attending (if applicable)	Employer Reps: Gabe Liosis (President) and Corbett Gildersleve (VP Internal) Union Reps: Nancy Mah (MSC-Clubs) and Kurt Belliveau (Finance Coordinator)
Length (Hrs)	1.0
Reason	The Hiring Committee met to shortlist the Committee's top candidates to move forward to interviews, determine interview times that work for everyone, and create and finalize interview questions.
Summary and Outcome	ACTIONS TAKEN IN THE MEETING: <ul style="list-style-type: none"> The Committee: <ul style="list-style-type: none"> Shortlisted 3 candidates to progress to interviews. Created interview questions. Finalized potential interview time slots.

Relevant Strategic Priorities (if applicable)	Organizational Development
--	----------------------------

Type of Work	Administrative Work
Work Conducted, Time	Answering Emails, 10am-11am
Parties Attending (if applicable)	N/A
Length (Hrs)	1.0
Reason	I set aside this chunk of time between meetings to work on answering email in my inbox.
Summary and Outcome	<ul style="list-style-type: none"> I spent the hour between meetings answering emails that I had received over the weekend, as well as Monday morning.
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Meeting
Work Conducted, Time	Meeting with Paola, 11:30am - 12:30pm
Parties Attending (if applicable)	SFSS: Gabe Liosis (President), Ella Droko (Board Organizer), Corbett Gildersleve (VP Internal), and Marie Haddad (VP Equity)
Length (Hrs)	1.0
Reason	This meeting was set-up to follow-up after the last Council meeting.
Summary and Outcome	TOPICS DISCUSSED: <ul style="list-style-type: none"> Discussed the motion passed at Council, and next steps.
Relevant Strategic Priorities (if applicable)	Student Wellbeing Organizational Development

Type of Work	Committee Chair Work
Work Conducted, Time	Preparing for the 10/18 Executive Committee Meeting, 12:30pm-1pm

Parties Attending (if applicable)	N/A
Length (Hrs)	0.5
Reason	I set aside this chunk of time to prepare for the Executive Committee meeting happening later in the day.
Summary and Outcome	<ul style="list-style-type: none"> Reviewed the agenda and prepared discussion points I wanted to bring up Set-up my zoom room
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Meeting
Work Conducted, Time	Executive Committee, 10/18/2021
Parties Attending (if applicable)	Executive Committee Members
Length (Hrs)	1.5
Reason	Regularly Scheduled Executive Committee Meeting
Summary and Outcome	<p>AGENDA ITEMS:</p> <p>REPORT FROM SUB COMMITTEES:</p> <ul style="list-style-type: none"> none <p>IN-CAMERA</p> <ul style="list-style-type: none"> none <p>NEW BUSINESS:</p> <ul style="list-style-type: none"> none <p>DISCUSSION ITEMS:</p> <ul style="list-style-type: none"> Council SUB Access Guidelines - Outside of Operating Hours SUB Grand Opening Better Health Partnership AGM Overview Executive Portfolios & Annual Plan
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Project Work
---------------------	--------------

Work Conducted, Time	Gondola Video Filming
Parties Attending (if applicable)	Gabe Liosis (President), SFU Camera Crew
Length (Hrs)	1.0
Reason	Filming for the #GiveStudentsALift Gondola Campaign
Summary and Outcome	<ul style="list-style-type: none"> The filming took place outside the SUB in Freedom Square, it was an interview-style video so they asked me a bunch of questions about the Gondola that I answered that will be used as short clips in a video.
Relevant Strategic Priorities (if applicable)	Government & Stakeholder Relations University Relations Student Wellbeing

Type of Work	Administrative Work
Work Conducted, Time	Answering Emails + Filling in Work Report, 4:30pm-5:30pm
Parties Attending (if applicable)	N/A
Length (Hrs)	1.0
Reason	I set aside this chunk of time to answer emails, and to fill in my work report from engagements done throughout the day.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Meeting
Work Conducted, Time	Annual General Meeting Prep, 7pm-8:15pm
Parties Attending (if applicable)	Executive Committee Members
Length (Hrs)	1.25

Reason	The Executive set aside this chunk of time to do an overview of the AGM plan, and tasks that still remain.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A

Meeting Hours	4.75
----------------------	------

Project Hours	2.5
----------------------	-----

Event Hours	0
--------------------	---

Committee Chair Work Hours	0.5
-----------------------------------	-----

Administrative Work Hours	2
----------------------------------	---

Total Hours (Oct. 18)	= 9.75
------------------------------	--------

OCTOBER 19, 2021

Type of Work	Project Work
Work Conducted, Time	Working on the AGM Plan, 9am-10am
Parties Attending (if applicable)	SFSS: Gabe Liosis (President), Corbett Gildersleve (VP Internal)
Length (Hrs)	1.0
Reason	Corbett and I set aside this chunk of time to do project work on developing the AGM Event Plan, in preparation for a morning meeting we had with staff regarding roles and responsibilities.
Summary and Outcome	<ul style="list-style-type: none"> We updated the AGM Event Plan, and prepared for the morning meeting we

	had scheduled with staff regarding roles and responsibilities.
Relevant Strategic Priorities (if applicable)	Student Engagement Organizational Development

Type of Work	Meeting
Work Conducted, Time	Annual General Meeting - Planning Session, Roles/Responsibilities, 10am-11am
Parties Attending (if applicable)	SFSS: Gabe Liosis (President), Corbett (VP Internal), Anna (MSC-Student Unions & Groups), Ayesha (Operations Organizer), Beaty (Policy & Research Coordinator), Dipti (MSC-Events), Ella (Board Organizer), Ilham (Communications Coordinator), Muriel (Campaigns & Mobilization Coordinator), Nancy (MSC-Clubs),
Length (Hrs)	1.0
Reason	This meeting was called with staff to do an overview of the AGM Event Plan, each duty and responsibility, and provide staff with an opportunity for questions.
Summary and Outcome	<ul style="list-style-type: none"> • Provided an overview of the AGM Event Plan. • Staff presented progress made on some items related to the planning of the event.
Relevant Strategic Priorities (if applicable)	Student Engagement Organizational Development

Type of Work	Project Work
Work Conducted, Time	Out on Campus Coordinator Hiring Committee, 11am-11:30am
Parties Attending (if applicable)	N/A
Length (Hrs)	0.5
Reason	I set aside this chunk of time to call the list of applicants that the Out on Campus Coordinator Hiring Committee shortlisted to invite them for interviews.
Summary and Outcome	<ul style="list-style-type: none"> • I called the 7 shortlisted candidates and invited them for interviews in the coming weeks.
Relevant Strategic Priorities (if applicable)	Organizational Development



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

Type of Work	Meeting
Work Conducted, Time	Accessibility Committee, 12pm-12:30pm
Parties Attending (if applicable)	Accessibility Committee Members
Length (Hrs)	0.5
Reason	I attended the Accessibility Committee meeting, as there was a couple of important motions that needed to be passed related to the Annual General Meeting. I had to leave at 12:30pm as I had another meeting.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	Student Wellbeing Organizational Development

Type of Work	Administrative Work
Work Conducted, Time	Answering Emails + Filling in Work Report, 1pm-1:45pm
Parties Attending (if applicable)	N/A
Length (Hrs)	0.75
Reason	I had a break between meetings, so I set aside this chunk of time to answer emails, and to fill in my work report from engagements done throughout the day.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Meeting
Work Conducted, Time	Interview - Search Committee for Senior Director of Campus Public Safety, 1:45pm - 4pm
Parties Attending (if applicable)	Search Committee Panelist: Gabe Liosis (SFSS President), Ruben M. (GSS Director External Relations), Mark LaLonde (SFU Chief Safety Officer), Zoe Woods (SFU Dr. of Residence and Housing), CJ Rowe (Dr of SVSPO), Melinda S. (Sr. Dr. Environmental

	Health and Safety) Interviewee: (cannot be named due to confidentiality reasons)
Length (Hrs)	2.25
Reason	This was an interview of a shortlisted candidate for the position.
Summary and Outcome	Interview's are confidential, and I cannot share many details on how the interview was conducted or what was discussed during the interview.
Relevant Strategic Priorities (if applicable)	University Relations Student Wellbeing

Type of Work	Project Work
Work Conducted, Time	Postering for the Annual General Meeting, 4pm-4:45pm
Parties Attending (if applicable)	SFSS: Matt Provost (VP External), Gabe Liosis (President)
Length (Hrs)	0.75
Reason	I joined Matt in postering around the AQ and Convocation Mall with posters for the SFSS 2021 AGM.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	Student Engagement Organizational Development

Type of Work	Project Work
Work Conducted, Time	Staff Office Reallocations, 5pm - 5:45pm
Parties Attending (if applicable)	SFSS: Gabe Liosis (President), Ayesha Khan (Operations Organizer)
Length (Hrs)	0.75
Reason	Ayesha and I set aside this chunk of time because we needed to do an overview of the current office allocations for staff in the SUB, and move people around to make space for new hires.
Summary and Outcome	<ul style="list-style-type: none"> We took stock of current office allocations.

	<ul style="list-style-type: none"> We determined who could share offices, and where we could assign new hires.
Relevant Strategic Priorities (if applicable)	Organizational Development

Meeting Hours	3.75
----------------------	------

Project Hours	3.0
----------------------	-----

Event Hours	0
--------------------	---

Committee Chair Work Hours	0
-----------------------------------	---

Administrative Work Hours	0.75
----------------------------------	------

Total Hours (Oct. 19)	= 7.5
------------------------------	-------

OCTOBER 20, 2021

Type of Work	Administrative Work
Work Conducted, Time	Answering Emails, 8:30am-10:30am
Parties Attending (if applicable)	N/A
Length (Hrs)	2.0
Reason	I set aside this chunk of time to answer unread emails.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Project Work
Work Conducted, Time	Annual General Meeting - Working on Script, 10:30am-11:30am
Parties Attending (if applicable)	N/A
Length (Hrs)	1.0
Reason	I set aside this chunk of time in my day to work on adding to the AGM script
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	Organizational Development

Type of Work	Meeting
Work Conducted, Time	External & Community Affairs Committee, 11:30am-12:15pm
Parties Attending (if applicable)	External & Community Affairs Committee Members
Length (Hrs)	0.75
Reason	I attended a regularly scheduled ECA meeting.
Summary and Outcome	I attended a regularly scheduled ECA meeting. Ella gave a presentation on the BC Provincial Budget process, and what we need to do as the ECA committee to participate in the process.
Relevant Strategic Priorities (if applicable)	Government & Stakeholder Relations

Type of Work	Project Work
Work Conducted, Time	Walkthrough of SUB for Clubs Day Planning, 1pm-2pm
Parties Attending (if applicable)	Gabe Liosis (President), Jess Dela Cruz (VP Events), Dipti C. (MSC-Events), Shelley (Building Coordinator)
Length (Hrs)	1.0

Reason	This time was set aside to do a physical walkthrough of the Student Union Building to plan how potential Clubs Days set-up in the SUB would work.
Summary and Outcome	<ul style="list-style-type: none"> • We conducted a walkthrough of the SUB, each floor • We brainstormed different potential layouts for hosting clubs days in the Student Union Building • ACTION ITEMS: we committed to continue brainstorming and thinking of ideas.
Relevant Strategic Priorities (if applicable)	Student Engagement

Type of Work	Administrative Work
Work Conducted, Time	Answering Emails, 2:30pm-3:30pm
Parties Attending (if applicable)	N/A
Length (Hrs)	1.0
Reason	I set aside this chunk of time to answer unread emails.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Meeting
Work Conducted, Time	Joint Operations Group (JOG) Prep Meeting, 2:30pm-3:30pm
Parties Attending (if applicable)	Gabe Liosis (President), Serena Bains (VP University), Marie Haddad (VP Equity), Ella Droko (Board Organizer)
Length (Hrs)	1.0
Reason	Before each monthly JOG meeting, the SFSS reps on JOG get together to prepare for the agenda items being brought to the upcoming JOG meeting.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	University Relations

Type of Work	Meeting
Work Conducted, Time	Council Development Session, 4:30pm-7pm
Parties Attending (if applicable)	Council Members
Length (Hrs)	1.5
Reason	Regularly Scheduled Council Development Session.
Summary and Outcome	This week's Council Development Session topic included an overview of the Annual General Meeting Event Plan and Delegation of Duties to Councillors for campaigning.
Relevant Strategic Priorities (if applicable)	Organizational Development Student Engagement

Total Meeting Hours	3.25
----------------------------	-------------

Total Project Hours	2.0
----------------------------	------------

Total Event Hours	0
--------------------------	----------

Total Committee Chair Work Hours	0
---	----------

Total Administrative Work Hours	3.0
--	------------

Total Hours	8.25
--------------------	-------------

OCTOBER 21, 2021

Type of Work	Administrative Work
Work Conducted, Time	Preparing for Morning Check-Ins with Staff

Parties Attending (if applicable)	N/A
Length (Hrs)	0.5
Reason	I set aside this chunk of time at the start of my day to prepare for a check-in meeting I had with SFSS Management staff.
Summary and Outcome	<ul style="list-style-type: none"> Preparing my list of updates for my check-in with Ella (Board Organizer) and Ayesha (Operations Organizer)
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Meeting
Work Conducted, Time	Weekly Check-In with Board Organizer, 9:30am-10am
Parties Attending (if applicable)	SFSS: Gabe Liosis (President), Ella Droko (Board Organizer)
Length (Hrs)	0.5
Reason	The President and Board Organizer meet weekly to provide each other updates on progress of initiatives under our respective portfolios. The Board Organizer reports to the President.
Summary and Outcome	<p>TOPICS DISCUSSED:</p> <ul style="list-style-type: none"> Burnaby Mountain Gondola Project Annual General Meeting Planning SUB Prayer Room “Better Health” Initiative for Councillors and Execs ECA Development Sessions
Relevant Strategic Priorities (if applicable)	Organizational Development University Relations Government & Stakeholder Relations Student Wellbeing

Type of Work	Meeting
Work Conducted, Time	
Parties Attending (if applicable)	Gabe (President), Corbett (VP Internal), Keianna (FNSA Councillor)

applicable)	
Length (Hrs)	0.75
Reason	Council Catch-Up
Summary and Outcome	Keianna hadn't received a formal Councillor onboarding session when she became a Council Member, and so this meeting was set-up to do that!
Relevant Strategic Priorities (if applicable)	Organizational Development

Type of Work	Administrative Work
Work Conducted, Time	Preparing for the JOG meeting, 12:30pm-1pm
Parties Attending (if applicable)	N/A
Length (Hrs)	0.5
Reason	I set aside this chunk of time to prepare for the JOG meeting that was happening at 1pm on Oct 21st.
Summary and Outcome	Although I set aside this amount of time to prepare for the JOG meeting, I inevitably did not attend due to personal mental health circumstances.
Relevant Strategic Priorities (if applicable)	University Relations

Type of Work	Meeting
Work Conducted, Time	Interview - Search Committee for Senior Director of Campus Public Safety, 1:45pm - 4pm
Parties Attending (if applicable)	Search Committee Panelist: Gabe Liosis (SFSS President), Ruben M. (GSS Director External Relations), Mark LaLonde (SFU Chief Safety Officer), Zoe Woods (SFU Dr. of Residence and Housing), CJ Rowe (Dr of SVSPO), Melinda S. (Sr. Dr. Environmental Health and Safety) Interviewee: (cannot be named due to confidentiality reasons)
Length (Hrs)	2.25
Reason	This was an interview of a shortlisted candidate for the position.



Summary and Outcome	Interview's are confidential, and I cannot share many details on how the interview was conducted or what was discussed during the interview.
Relevant Strategic Priorities (if applicable)	University Relations Student Wellbeing

Total Meeting Hours	3.5
----------------------------	-----

Total Project Hours	0
----------------------------	---

Total Event Hours	0
--------------------------	---

Total Committee Chair Work Hours	0
---	---

Total Administrative Work Hours	1.0
--	-----

Total Hours	4.5
--------------------	-----

OCTOBER 22, 2021

Type of Work	Administrative Work
Work Conducted, Time	Answering Emails, 9AM-10AM
Parties Attending (if applicable)	N/A
Length (Hrs)	1.0
Reason	I set aside this chunk of time to answer unread emails.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A



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

Type of Work	Meeting
Work Conducted, Time	Annual General Meeting Trial Run
Parties Attending (if applicable)	Gabe Liosis (President), Corbett Gildersleve (VP Internal), Jess Dela Cruz (VP Events), Devynn Butterworth (GSWS Councillor), Dipti C. (MSC-Events), Trish Everett (Student Advocacy Coordinator), Ayesha Khan (Operations Organizer), Ella Droko (Board Organizer), Muriel (Campaigns Coordinator), Beaty (Policy & Research Coordinator), Nancy (MSC-Clubs)
Length (Hrs)	2.75
Reason	The goal of this session was to do a full run through of the AGM event for practice.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	Organizational Development Student Wellbeing

Type of Work	Meeting
Work Conducted, Time	Weekly Check-In with Operations Organizer, 2:30pm-3:30pm
Parties Attending (if applicable)	SFSS: Gabe Liosis (President), Ayesha Khan (Operations Organizer)
Length (Hrs)	0.5
Reason	The Operations Organizer and the President meet weekly to provide each other updates on the operations of the Society. The OO and President jointly serve as Staff Liaison Officers (SLOs) of the SFSS.
Summary and Outcome	
Relevant Strategic Priorities (if applicable)	N/A

Total Meeting Hours	3.25
----------------------------	-------------

Total Project Hours	0
----------------------------	----------



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

Total Event Hours	0
-------------------	---

Total Committee Chair Work Hours	0
----------------------------------	---

Total Administrative Work Hours	1.0
---------------------------------	-----

Total Hours	4.25
-------------	------

OCTOBER 25, 2021

Type of Work	Administrative Work
Work Conducted, Time	Emails, 9am-9:30am
Parties Attending (if applicable)	N/A
Length (Hrs)	0.5
Reason	I set aside this chunk of time to answer unread emails.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Project Work
Work Conducted, Time	Gondola Op-Ed, 9:30am-10am
Parties Attending (if applicable)	N/A
Length (Hrs)	0.5
Reason	I set aside this chunk of time to work on my Gondola Op-Ed

Summary and Outcome	<ul style="list-style-type: none"> ● Wrote and proofread my Op-Ed for the Gondola ● Final product <ul style="list-style-type: none"> ○ https://www.burnabynow.com/opinion/opinion-burnaby-mountain-gondola-is-the-solution-not-electric-buses-4552122
Relevant Strategic Priorities (if applicable)	Government and Stakeholder Relations Student Wellbeing

Type of Work	Meeting
Work Conducted, Time	Prep Meeting, 10:30am-11am
Parties Attending (if applicable)	Gabe Liosis (President), Matt Provost (VP External)
Length (Hrs)	0.5
Reason	Matt and I set aside this chunk of time to prepare for our meeting with the ABCS Chairperson later in the day.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	Government & Stakeholder Relations

Type of Work	Meeting
Work Conducted, Time	SFSS x ABCS Meeting, 11am-12pm
Parties Attending (if applicable)	SFSS: Gabe Liosis (President), Matt Provost (VP External) ABCS: Aryanna Chartrand (Chairperson), Joshua Millard (Executive Director)
Length (Hrs)	1.0
Reason	Aryanna was curious about what initiatives the SFSS was doing around the climate crisis.
Summary and Outcome	<p>TOPICS DISCUSSED:</p> <ul style="list-style-type: none"> ● SFSS Climate Initiatives, including <ul style="list-style-type: none"> ○ Recent Board of Governors Meeting ○ SFSS Issues Policies ○ SFSS motions passed in the past. ○ Divestment By-Law. ● ABCS upcoming summit on climate change

Relevant Strategic Priorities (if applicable)	Government & Stakeholder Relations Student Wellbeing
--	---

Type of Work	Meeting
Work Conducted, Time	CTV Vancouver News Interview, 12:30pm-12:45pm
Parties Attending (if applicable)	SFSS: Gabe Liosis (President) CTV: Ben Miljure (CTV News Report)
Length (Hrs)	0.25
Reason	The interview was set-up to get the SFU student perspective on the University's protocols around rapid testing enforcement for the unvaccinated, and other proof of vaccination measures being taken.
Summary and Outcome	Final product: https://bc.ctvnews.ca/b-c-students-say-universities-haven-t-done-covid-19-testing-on-unvaccinated-as-promised-1.5638206
Relevant Strategic Priorities (if applicable)	University Relations Student wellbeing

Type of Work	Committee Chair Work
Work Conducted, Time	Preparing for 10/25 Exec Meeting, 12:30pm-1pm
Parties Attending (if applicable)	N/A
Length (Hrs)	0.5
Reason	I set aside this chunk of time to work on preparing for the Executive Committee meeting happening later in the day.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Meeting
---------------------	---------

Work Conducted, Time	Executive Committee, 1pm-1:30pm
Parties Attending (if applicable)	Executive Committee Members
Length (Hrs)	1.0
Reason	Special Executive Committee Meeting to discuss a time sensitive item.
Summary and Outcome	IN-CAMERA ITEM: <ul style="list-style-type: none"> Hours of Work Letter of Agreement
Relevant Strategic Priorities (if applicable)	Organizational Development

Type of Work	Meeting
Work Conducted, Time	Annual General Meeting Last Pushes, 2pm-4pm
Parties Attending (if applicable)	Executive Committee Members
Length (Hrs)	2.0
Reason	The Executive Committee set aside this chunk of time to work together on any last pushes for the AGM.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Meeting
Work Conducted, Time	Impromptu discussion surrounding Clubs Days for Jan. 2022
Parties Attending (if applicable)	Gabe (President), Jess (VP Events), Corbett (VP Internal), Shelley (Building Coordinator), Dipti (Events Coordinator), John (Building Manager)
Length (Hrs)	0.5
Reason	Impromptu discussion surrounding Clubs Days for Jan. 2022 with staff in the office.

Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	Student Engagement Student Wellbeing

Total Meeting Hours	5.25
----------------------------	------

Total Project Hours	0.5
----------------------------	-----

Total Event Hours	0
--------------------------	---

Total Committee Chair Work Hours	0.5
---	-----

Total Administrative Work Hours	0.5
--	-----

Total Hours	6.75
--------------------	------

OCTOBER 26, 2021

Type of Work	Administrative Work
Work Conducted, Time	Preparing for Meeting with Management Staff, 8:30am-9:30am
Parties Attending (if applicable)	N/A
Length (Hrs)	1.0
Reason	I set aside this chunk of time to prepare for my meeting with management staff later in the day.
Summary and Outcome	Preparing my updates and questions.
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Project Work
Work Conducted, Time	Gondola Op-Ed, 9:30am-10am
Parties Attending (if applicable)	N/A
Length (Hrs)	0.5
Reason	I set aside this chunk of time to work on my Gondola Op-Ed
Summary and Outcome	<ul style="list-style-type: none"> ● Final touches for my Op-Ed for the Gondola ● Final product <ul style="list-style-type: none"> ○ https://www.burnabynow.com/opinion/opinion-burnaby-mountain-gondola-is-the-solution-not-electric-buses-4552122
Relevant Strategic Priorities (if applicable)	Government and Stakeholder Relations Student Wellbeing

Type of Work	Meeting
Work Conducted, Time	Check-In Meeting with Management
Parties Attending (if applicable)	Gabe Liosis (President), Ayesha Khan (Operations Organizer), John Walsh (Building Manager), Ella Droko (Board Organizer)
Length (Hrs)	1.0
Reason	The President and Management Staff, which includes the Operations Organizer, Board Organizer, and Building Manager, meet weekly to provide each other updates on the duties befalling our respective portfolios.
Summary and Outcome	<p>TOPICS DISCUSSED:</p> <ul style="list-style-type: none"> ● Operations Organizer <ul style="list-style-type: none"> ○ Hours of work letter of agreement ○ Staff concerns around hybrid work environment ○ MSC-generalist position ● Building Manager <ul style="list-style-type: none"> ○ License agreement for patio space outside SUB and Blenz ○ Zero Net Lease for Gaming Lounge ○ MBC Lounge Space ○ Staff concerns around hybrid work environment ● Board Organizer <ul style="list-style-type: none"> ○ Filing in for Administrative Coordinator ○ 5S Meetings

	<ul style="list-style-type: none"> ○ Hiring Committee updates ○ Prayer Room ○ AGM ● President <ul style="list-style-type: none"> ○ Annual General Meeting ○ Office Re-Allocations ○ SVSPO Care Packages ○ Fire Drills ○ SFU Trip to Victoria ○ Collective Agreement Overview ○ SUB Grand Opening ○ Clubs Days ○ Hiring Committees ○ PHO Order Updates ○ Frequency of these check-ins ○ Org Chart for Staff CA
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Project Work
Work Conducted, Time	Tabling for AGM Promotion, 12pm-3pm
Parties Attending (if applicable)	Gabe Liosis (President), Marie Haddad (VP Equity)
Length (Hrs)	3.0
Reason	Tabling for AGM Promotion
Summary and Outcome	Marie and I tabled in the foyer of the SUB on level 3000, talking with students about the upcoming AGM, what it was, and how they could participate.
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Committee Chair Work
Work Conducted, Time	Setting the HRP Sub-Committee agenda, 3pm-3:30pm
Parties Attending (if applicable)	N/A

Length (Hrs)	0.5
Reason	I set aside this chunk of time to create and approve the agenda for the next HRP Sub-Committee meeting.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Committee Chair Work
Work Conducted, Time	Agenda Setting: Council & Executive Committee, 4:30pm-5:15pm
Parties Attending (if applicable)	Gabe Liosis (President), Corbett Gildersleve (VP Internal)
Length (Hrs)	1.0
Reason	Corbett and I set aside this chunk of time to determine which motions should be brought to the upcoming Council and Executive Committee meetings.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Committee Chair Work
Work Conducted, Time	Emails + other misc. Work, 5:15pm-6pm
Parties Attending (if applicable)	N/A
Length (Hrs)	0.75
Reason	After my meeting with Corbett, I worked for another 45 minutes on preparing each agenda item, inviting the relevant staff and guests to come, as well as other small administrative tasks.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Administrative Work
Work Conducted, Time	Emails + Filing out Work Report, 6:45pm-8pm
Parties Attending (if applicable)	N/A
Length (Hrs)	1.25
Reason	See "Work Conducted"
Summary and Outcome	See "Work Conducted"
Relevant Strategic Priorities (if applicable)	N/A

Total Meeting Hours	1.0
----------------------------	-----

Total Project Hours	3.5
----------------------------	-----

Total Event Hours	0
--------------------------	---

Total Committee Chair Work Hours	2.25
---	------

Total Administrative Work Hours	2.25
--	------

Total Hours	9.0
--------------------	-----

OCTOBER 27, 2021

Type of Work	Administrative Work
Work Conducted, Time	Answering Emails + Morning Messages, 9am-9:30am

Parties Attending (if applicable)	N/A
Length (Hrs)	0.5
Reason	I literally rolled out of bed and answered emails and a few messages before walking to the SUB for the day.
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Project Work
Work Conducted, Time	AGM Prep work, 10:30am-2pm
Parties Attending (if applicable)	N/A
Length (Hrs)	3.5
Reason	I spend the morning and early afternoon doing prep work for the AGM, including:
Summary and Outcome	<ul style="list-style-type: none"> • Last touches to the script • Preparing for trial run 2.0 • Answering staff questions
Relevant Strategic Priorities (if applicable)	Organizational Development

Type of Work	Meeting
Work Conducted, Time	AGM Trial Run 2.0, 2:30pm-5:30pm
Parties Attending (if applicable)	SFSS: Gabe Liosis (President), Corbett (VP Internal), Anna (MSC-Student Unions & Groups), Ayesha (Operations Organizer), Beaty (Policy & Research Coordinator), Dipti (MSC-Events), Ella (Board Organizer), Ilham (Communications Coordinator), Muriel (Campaigns & Mobilization Coordinator), Nancy (MSC-Clubs),
Length (Hrs)	3.0
Reason	This meeting was called with staff to do an overview of the AGM Event Plan, each duty and responsibility, and provide staff with an opportunity for questions.

Summary and Outcome	<ul style="list-style-type: none"> • Provided an overview of the AGM Event Plan. • Staff presented progress made on some items related to the planning of the event.
Relevant Strategic Priorities (if applicable)	Student Engagement Organizational Development

Type of Work	Meeting
Work Conducted, Time	SFSS Annual General Meeting 2021, 6:30pm-10pm
Parties Attending (if applicable)	SFSS Members, SFSS Executives, SFSS Councillors, SFSS Staff, MECS Staff, SFU 350 presenters.
Length (Hrs)	3.5
Reason	SFSS Annual General Meeting 2021
Summary and Outcome	<p>My duties and responsibilities:</p> <ul style="list-style-type: none"> • Chair of the meeting <p>Topics discussed at the AGM:</p> <ul style="list-style-type: none"> • Motions: <ul style="list-style-type: none"> ○ By-Law Proposal: Housekeeping ○ By-Law Proposal: Reordering ○ By-Law Proposal: Divest ○ Calls to Action for SFU around Accessible Course Practices • Prizes and Raffle
Relevant Strategic Priorities (if applicable)	

Type of Work	Project Work
Work Conducted, Time	Post-AGM Media Release, 10pm-10:30pm
Parties Attending (if applicable)	Gabe Liosis (President), Marie Haddad (VP Equity), Corbett Gildersleve (VP Internal)
Length (Hrs)	0.5
Reason	Work on a media release to release in the morning about what was achieved at the AGM.

Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A

Total Meeting Hours	6.5
---------------------	-----

Total Project Hours	4
---------------------	---

Total Event Hours	0
-------------------	---

Total Committee Chair Work Hours	0
----------------------------------	---

Total Administrative Work Hours	0.5
---------------------------------	-----

Total Hours	11.0
-------------	------

OCTOBER 28, 2021

Type of Work	Meeting
Work Conducted, Time	Out on Campus Coordinator Interview (Hiring Committee), 11:30am-1pm
Parties Attending (if applicable)	<p>Hiring Committee: <u>Employer Reps:</u> Gabe Liosis (President), Marie Haddad (VP Equity) <u>Employee Reps:</u> Trish Everett (Student Advocate), Araba (Black Student Support Center Coordinator)</p> <p>OOO Coord. Candidates (cannot name b/c of confidentiality hiring practices)</p>
Length (Hrs)	1.5
Reason	Interviewing a candidate for the Out on Campus Coordinator position.
Summary and Outcome	<p>Interview consists of:</p> <ul style="list-style-type: none"> • Territorial acknowledgement • Introduction of hiring committee members

	<ul style="list-style-type: none"> • Standard interview questions • Opportunity for candidate to ask hiring committee questions • Letting the candidate know when to expect to hear back from the employer of hiring status
Relevant Strategic Priorities (if applicable)	Organizational Development

Total Meeting Hours	1.5
----------------------------	-----

Total Project Hours	0
----------------------------	---

Total Event Hours	0
--------------------------	---

Total Committee Chair Work Hours	0
---	---

Total Administrative Work Hours	0
--	---

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

OCTOBER 29, 2021

Type of Work	Meeting
Work Conducted, Time	Out on Campus Coordinator Interview (Hiring Committee), 2:30pm-4pm
Parties Attending (if applicable)	<p>Hiring Committee: <u>Employer Reps:</u> Gabe Liosis (President), Marie Haddad (VP Equity) <u>Employee Reps:</u> Trish Everett (Student Advocate), Araba (Black Student Support Center Coordinator)</p> <p>OOO Coord. Candidates (cannot name b/c of confidentiality hiring practices)</p>
Length (Hrs)	1.5
Reason	Interviewing a candidate for the Out on Campus Coordinator position.

Summary and Outcome	Interview consists of: <ul style="list-style-type: none"> • Territorial acknowledgement • Introduction of hiring committee members • Standard interview questions • Opportunity for candidate to ask hiring committee questions • Letting the candidate know when to expect to hear back from the employer of hiring status
Relevant Strategic Priorities (if applicable)	Organizational Development

Total Meeting Hours	1.5
----------------------------	-----

Total Project Hours	0
----------------------------	---

Total Event Hours	0
--------------------------	---

Total Committee Chair Work Hours	0
---	---

Total Administrative Work Hours	0
--	---

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

OCTOBER 31, 2021

Type of Work	Administrative Work
Work Conducted, Time	Catching up on emails, 10:15am-1:15pm
Parties Attending (if applicable)	N/A
Length (Hrs)	3.0
Reason	I fell behind on a lot of emails during the intense AGM planning period, so I spent my Sunday morning in a cafe banging through my email inbox.

Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Administrative Work
Work Conducted, Time	Misc. Admin Tasks, 2pm-3:15pm
Parties Attending (if applicable)	N/A
Length (Hrs)	1.25
Reason	Complete a couple of misc tasks, including:
Summary and Outcome	<ul style="list-style-type: none"> • Taking stock of my duties, responsibilities, and projects, and determine where my priorities will be for the remainder of my term as President • Adjusting my schedule for the next couple of weeks
Relevant Strategic Priorities (if applicable)	N/A

Type of Work	Administrative Work
Work Conducted, Time	Completing work report, 3:15pm-4:45pm
Parties Attending (if applicable)	N/A
Length (Hrs)	1.5
Reason	Completing my work report
Summary and Outcome	^^
Relevant Strategic Priorities (if applicable)	N/A

Total Meeting Hours	0
----------------------------	---

Total Project Hours	0
----------------------------	---



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

Total Event Hours	0
-------------------	---

Total Committee Chair Work Hours	0
----------------------------------	---

Total Administrative Work Hours	5.75
---------------------------------	------

Total Hours	5.75
-------------	------

WORK REPORT TOTAL HOURS

Total Meeting Hours	34.25
---------------------	-------

Total Project Hours	15
---------------------	----

Total Event Hours	0
-------------------	---

Total Committee Chair Work Hours	2.25
----------------------------------	------

Total Administrative Work Hours	20.0
---------------------------------	------

Total Hours	71.5
-------------	------



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

VP Internal and Organizational Development
 Corbett Gildersleve

Meeting Summary and Comments

Meeting, Date	SVSPO: Preparing Council Workshop for Responding to Disclosures, Oct. 18th
Parties Attending	President Gabe Liosis, VP Equity and Sustainability Marie Haddad, Board Organizer Ella Droko, Myself
Meeting Length (Hrs)	1 hour
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Executive Committee, Oct. 18th
Parties Attending	Exec Committee
Meeting Length (Hrs)	1.5 hrs
Reason	Scheduled Meeting
Summary and Outcome	
Next Steps	

Meeting, Date	Gondola Video Filming, Oct. 18th
Parties Attending	President Gabe Liosis, Myself
Meeting Length (Hrs)	1 hour
Reason	Participating in Video
Summary and Outcome	Gabe and I met with SFU reps to film us talking about the value that the Gondola would bring to Burnaby, SFU, students, and the community.
Next Steps	N/A

Meeting, Date	AGM Catch Up, Oct. 18th
Parties Attending	Execs
Meeting Length (Hrs)	1 hr
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	AGM Planning Session, Oct. 19th
Parties Attending	President Gabe Liosis, Myself
Meeting Length (Hrs)	1 hour
Reason	Prepping for Staff Meeting
Summary and Outcome	We prepared for a meeting with staff where we updated them on the AGM planning progress, what staff support roles were needed, and what work had been done. We discussed what we would talk about and in what order.
Next Steps	Meeting with staff is next.

Meeting, Date	Annual General Meeting - Planning Session, Roles/Responsibilities, Oct. 19th
Parties Attending	Staff, President Gabe Liosis, Myself
Meeting Length (Hrs)	1 hour
Reason	Update Staff
Summary and Outcome	We met with staff to update them on the AGM planning, campaign, and support roles that still needed to be filled.
Next Steps	

Meeting, Date	Peak Interview, Oct. 19th
Parties Attending	

Meeting Length (Hrs)	0.25 hrs
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Temp Finance Coordinator Interview, Oct. 20th
Parties Attending	Hiring Committee
Meeting Length (Hrs)	1.5 hours
Reason	Scheduled Interview
Summary and Outcome	We interviewed a potential candidate for the temporary finance coordinator position. After the interview we debriefed as a committee.
Next Steps	

Meeting, Date	AGM Working Session, Oct. 20th
Parties Attending	President Gabe Liosis, Myself
Meeting Length (Hrs)	1 hour
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	AGM Raffle Prizes, Oct. 20th
Parties Attending	VP Events and Student Affairs, Events Coordinator Dipti Chavan, Myself
Meeting Length (Hrs)	0.5 hrs
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Temporary Finance Coordinator Interview, Oct. 20th
Parties Attending	Hiring Committee
Meeting Length (Hrs)	0.75 hrs
Reason	Scheduled Interview
Summary and Outcome	We interviewed a potential candidate for the temporary finance coordinator position. After the interview we debriefed as a committee.
Next Steps	

Meeting, Date	Council Dev Session, Oct. 20th
Parties Attending	Council
Meeting Length (Hrs)	1.5 hrs
Reason	AGM Campaign Update
Summary and Outcome	I presented an update on the AGM planning progress and campaign needs. We went over what work we needed from Council members including executive officers in regards to outreach. I updated them on the prizes, requests for memes, and other related items.
Next Steps	

Meeting, Date	Council Catch Up, Oct. 21st
Parties Attending	FNSA Councilor Kieanna James, President Gabe Liosis, Myself
Meeting Length (Hrs)	1 hour
Reason	Councilor Training
Summary and Outcome	Gabe and I took Kieanna through basic Councilor training which included governance, structure of Council, recent history, Council processes and forms, council dev sessions, and other related topics.
Next Steps	

Meeting, Date	Staff Meeting, Oct. 21st
----------------------	--------------------------

Parties Attending	Staff, Execs, Admin
Meeting Length (Hrs)	1 hour
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	AGM Prizes and Raffle Discussion, Oct. 21st
Parties Attending	VP Events and Student Affairs Jess Dela Cruz, Events Coordinator Dipti Chavan, PRCAC Beaty Omboga, Myself
Meeting Length (Hrs)	0.5 hrs
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Checked in w/Staff, Oct. 21st
Parties Attending	VP Events and Student Affairs Jess Dela Cruz, Myself
Meeting Length (Hrs)	0.5 hrs
Reason	Check in
Summary and Outcome	We walked around the building and checked in with the staff and gave out some baked goods.
Next Steps	

Meeting, Date	AGM Dress Rehearsal, Oct. 22nd
Parties Attending	AGM Support Staff and Execs, MECS support staff
Meeting Length (Hrs)	2.5 hours
Reason	AGM Dry Run

Summary and Outcome	We met with MECS online to run through the AGM. Staff were assigned roles that they'd have during the meeting. We found some small issues that were sorted out including allowing panel members and the chair to cast votes (since they're SFSS members). We ran through the agenda and had some staff and execs act as attendees.
Next Steps	

Meeting, Date	AGM Tabling, Oct. 25th
Parties Attending	Campaigns Mobilization Coordinator Muriel, Myself
Meeting Length (Hrs)	2 hours
Reason	Reminding students about the AGM
Summary and Outcome	Helped Muriel table in the SUB to inform and register students for the AGM
Next Steps	

Meeting, Date	Special Exec Committee, Oct. 25th
Parties Attending	Exec
Meeting Length (Hrs)	0.75 hrs
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Exec Dev Session, Oct. 25th
Parties Attending	Exec
Meeting Length (Hrs)	2 hrs
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	AGM Tabling, Oct. 26th
Parties Attending	Campaigns Mobilization Coordinator Muriel, Myself
Meeting Length (Hrs)	1 hour
Reason	Reminding students about the AGM
Summary and Outcome	Helped Muriel table in the SUB to inform and register students for the AGM
Next Steps	

Meeting, Date	Agenda Setting for Exec and Council, Oct. 26th
Parties Attending	President Gabe Liosis, Myself
Meeting Length (Hrs)	0.75 hrs
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	AGM Trial Run 2, Oct. 27th
Parties Attending	Exec, Staff, MECS
Meeting Length (Hrs)	3 hours
Reason	Final dry run
Summary and Outcome	We did a more full trial run going from start to finish with staff and MECS support. We discussed the raffle prizes and how it would work, and ran through how we'd verify attendees.
Next Steps	

Meeting, Date	AGM Prep, Oct. 27th
Parties Attending	Exec, Staff, MECS
Meeting Length (Hrs)	0.5 hrs
Reason	Gathering online before the start of the AGM

Summary and Outcome	We went through the process, got ready, and waited for students to be let in.
Next Steps	

Meeting, Date	AGM, Oct. 27th
Parties Attending	Execs, Council, Members, MECS, Support Staff
Meeting Length (Hrs)	3.5 hrs
Reason	Scheduled Annual General Meeting
Summary and Outcome	
Next Steps	

Meeting, Date	Post AGM Media Release, Oct. 27th
Parties Attending	President Gabe Liosis, VP Equity and Sustainability Marie Haddad, Myself
Meeting Length (Hrs)	0.5 hrs
Reason	Work on the Media Release
Summary and Outcome	We stayed after the AGM to draft a media release for the next morning.
Next Steps	I submitted the work order to the comms coordinator

Meeting, Date	Chat about University Governance, Oct. 29th
Parties Attending	SFU Kim Regala, Myself
Meeting Length (Hrs)	0.5 hrs
Reason	Discuss Upcoming Event
Summary and Outcome	VP University Relations Serena Bains and I have offered to speak about student and university governance to peer educators. We will talk about our experiences and give advice.
Next Steps	

Meeting, Date	SUB Photoshoot, Oct. 30th
Parties Attending	Council Members, Students, Myself

Meeting Length (Hrs)	6.5 hrs
Reason	Participating in the SUB photoshoot
Summary and Outcome	A mixture of students, Council members, and myself participated in various photo shots for the SUB's architecture firm. The SFSS will be given the photos and videos for their own media uses. I left early due to feeling a little sick.
Next Steps	N/A

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

Projects and Events

Project/Event Title	AGM
Updates and Upcoming Plans	<p>AGM</p> <ul style="list-style-type: none"> - MECS Script - "Why got to the AGM" doc for Ilham - Email out to Staff asking who is available to work at the AGM - 1 hr <p>Record AGM Video</p> <p>Give advice to Councilor's AGM video - 0.5 hrs</p> <p>Create the AGM Campaign Update Dev Session - 0,75 hrs</p> <p>AGM</p> <ul style="list-style-type: none"> - Added more committees and their highlights to the Annual Report document and send it to comms - Created the Advocacy Highlights Document, linked the year-in-review slideshows and other notable achievements from 2020-2021, submitted it to comms - Started working on the AGM script - 3.5 <p>AGM</p> <ul style="list-style-type: none"> -AGM Script Work -AGM FAQ - 3 hours <p>AGM</p> <ul style="list-style-type: none"> - Help Gabe with videoing an AGM Video - Review and update the 2021 AGM FAQ and 2021 AGM Cheat Sheet Docs,

	<p>upload them to the public AGM folder</p> <ul style="list-style-type: none"> - Upload the Accessible versions of last year's minutes and this year's Agenda to the public AGM folder - 1.5 hrs <p>AGM</p> <ul style="list-style-type: none"> -Fixing small errors in the AGM FAQ and Cheat Sheet docs -Communicating with comms about the upcoming AGM notices and emails to students for tomorrow - 1 hr <p>Final touches for the AGM</p> <ul style="list-style-type: none"> - Double checking the documents, links, and raffle prizes - Fine tuning the AGM script - Checking with execs and prepping for the 2nd trial run - 2 hrs
Relevant Strategic Priorities	
Total Time (Hrs)	10.25 hrs

Total Project and Events Hours	10.25
---------------------------------------	--------------

Committee Chair Work

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

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



Administrative Work

Summary	Oct. 16th - Exec Work Report
Total Time (Hrs)	2 hours

Summary	Oct. 19th emails -tracking staff roles for the AGM -checking with Beaty on OCEO policy issue -answering follow up questions around student fees -Check with finance coordinators around student fee reconciliation process -Answer questions from new councilor -Answer MECS questions from MECS about the AGM -Update the SUB photoshoot tracking doc -Checking with staff about new masks -Update the Furnishings list -Draft up email update around SUB furnishings Check in with Finance Coordinator about an accounting server issue Check in with Building Coordinators about a maintenance issue
Total Time (Hrs)	5 hrs

Summary	Oct. 20th -Send out slides from the dev session on discord and email -Send emails SOCA, DNA, and FNSA updating them about furnishings -Check with Comms about creating an IG Countdown for the AGM
Total Time (Hrs)	1 hr

Summary	Oct. 22nd Check in with staff about the AGM prep and SUB issues
Total Time (Hrs)	0.5 hrs

Summary	Oct. 26th
----------------	-----------

	SFSS Exec Coop - Submit it for Council and Exec Agendas Answer questions related to AGM Prep Review Annual Report draft and give feedback
Total Time (Hrs)	2 hours

Summary	Oct 26th Develop motions for Exec Committee and Council Agenda Answer OCEO questions about the leave of absence policy change proposals Develop motions and briefing note for election and MGP policy changes
Total Time (Hrs)	3 hours

Summary	Oct. 28th Email backlog Organizing myself for the next few big projects <ul style="list-style-type: none"> - Setting up a Notion for my VP Internal account - Add my VP Internal annual plans as tasks <ul style="list-style-type: none"> - Governance, townhalls, policy changes, modernizing the SFSS, etc
Total Time (Hrs)	3.5 hrs

Summary	Oct. 29th Catching Up On Emails - Updating staff about AGM stuff Organizing my projects for the next few months <ul style="list-style-type: none"> - Elections - Delayed projects like STEPS Forward, WUSC Bursary/Awards - Committees
Total Time (Hrs)	2 hours

Total Admin Hours	18
--------------------------	-----------

Total Hours	66.75
--------------------	--------------



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

sfss.ca

VP Finance and Services
 Almas Kaur Phangura

Meeting Summary and Comments

Meeting, Date	Executive Committee Meeting (18th Oct, 2021)
Parties Attending	All executive committee members
Meeting Length (Hrs)	1 hr 45 mins (1pm to 2:45pm)
Reason	Regularly scheduled meeting
Summary and Outcome	<ul style="list-style-type: none"> • SUB Grand Opening Executives are sometimes working outside of operating hours in the SUB. <ul style="list-style-type: none"> • There needs to be a policy to allow executives to stay in the building outside operating to allow for extra work when necessary. • The risks of working potentially without security outside operating hours would be on the individual. • Marie suggested having a working session to brainstorm things to write down for the policy and then coming back to officialize it. • Council SUB Access Guidelines - Outside of Operating Hours Jess is planning to do a grand opening sometime in mid to late January. <ul style="list-style-type: none"> • Would be held for one day. • Jess is currently in the planning phase of the event. <ul style="list-style-type: none"> o Performances, safety, having one entrance, vaccination check, inviting indigenous elders etc. • Need to prepare for if situations change with COVID-19 cases rising and event needs to be cancelled. • Jess will establish a group to steer this event. • AGM Overview Marie was wondering about the prizes for the event, social media constituency groups for AGM promotions, whether executives will be making any videos for the event, documents of delegated roles, and outreach mapping. <ul style="list-style-type: none"> • Corbett noted that prizes haven't been decided yet but will be similar to last year (tablets, gift cards, etc.), and will need to conduct meetings to figure out items and costs. • Matthew is working on media promotions, planning to have posters up, scheduling tables

	<p>in various locations.</p> <ul style="list-style-type: none"> o Corbett noted that SFU currently doesn't allow tabling. o Marie noted that there can be pamphlet give-outs instead. • Marie is available to help with any aspects of the event and suggested to delay other unessential meetings to solely focus on AGM. • There will be a meeting tonight for everyone to figure out all the delegation of duties. <ul style="list-style-type: none"> • Better Health Partnership Better Health is an online mental health support platform with professional therapists. • Betterhealth will provide 1 month of free service, Councilors will be able to access support based on their availability, needs and convenience. • Matthew noted that accessibility is important when it comes to mental health support. • Having another mental health support group can be a great alternative for people may have not had good experiences with support from school's counseling. <ul style="list-style-type: none"> • IN-CAMERA SESSION POSTPONED
Next Steps	N/A

Meeting, Date	SVPRO Preparing Council Workshop (18th Oct, 2021)
Parties Attending	All executive committee members, Ella Droko, CJ Rowe
Meeting Length (Hrs)	1 hr
Reason	To seek help and discuss about how to respond to disclosure council workshop
Summary and Outcome	<p>-Increased training and sessions around general education about sexual violence</p> <ul style="list-style-type: none"> a. Survivor-centric training that centres the experiences of marginalized communities b. Disclosure training <p>-What does survivor-centric and trauma-informed practice mean and what is it like within the SFSS? Who handles SV support?</p> <p>-How do we reduce harm within the SFSS (Council) regarding SV support?</p>
Next Steps	N/A

Meeting, Date	AGM Catch-Up (18th Oct, 2021)
Parties Attending	All executive committee members
Meeting Length (Hrs)	1 hr 30 mins (7pm to 8:30pm)
Reason	To discuss the details of Annual General Meeting

Summary and Outcome	-Discussion about the script -Division of labour among people based on their roles -Initial discussions around raffle prizes -Revision around key policies and rules around chair, quorum and other miscellaneous details
Next Steps	N/A

Meeting, Date	Council Development Session (20th Oct, 2021)
Parties Attending	Council members
Meeting Length (Hrs)	1 hr 30 mins (4:30pm to 6pm)
Reason	Regularly scheduled session
Summary and Outcome	<ul style="list-style-type: none"> • MECS and IT Services providing support -Staff providing support for things like timekeeping, speaker list, presentation Support Quorum support -Accessibility (ASL and Live transcripts) <ul style="list-style-type: none"> • Communications -Posters to be put up in SUB -Cameo Booking -Social media postings for the raffle prizes Emails to student membership to attend the event with the day, time, location and agenda. -AGM Councillor videos -Peak Notice <ul style="list-style-type: none"> • Details of prizes • Budget -General fund- council line item 831/20 (\$6500) - \$200 from accessibility committee for ASL and Live Transcription Services <ul style="list-style-type: none"> • Council Engagement -Numbers for quorum and then could Fall -Target numbers and the attendance mapping sheet -Strategies for engagement
Next Steps	N/A

Meeting, Date	Staff Meeting (21st Oct, 2021)
Parties Attending	Executive Committee Members, Staff Members of SFSS
Meeting Length (Hrs)	1 hr (11am to 12pm)
Reason	Regularly scheduled meeting

Summary and Outcome	<ul style="list-style-type: none"> -2 min updates from the staff members about the work they are doing and which council members/ executives they have been liaising with and on what projects. -2 min updates from the executive committee members about their work and their future projects -Reestablishing the Social Committee to plan a Virtual Staff Holiday Party -AGM Update & Staff Support (change working hours or the option of taking overtime for the evening, different duties allocated to the staff members) -Job Postings/Hiring -Safety Policy Working Group -Staff Name Tags (name tags will not have pictures due to safety consideration, staff will have the option of listing their pronouns)
Next Steps	N/A

Meeting, Date	Joint Operation Group Meeting (21st Oct, 2021)
Parties Attending	Almas Phangura, Serena Bains, Marie Haddad, Tariza Bastos, Erin Biddlecombe, Pierre Cenerelli, Reese Muntean, Tom Nault, Rummana Khan Hemani
Meeting Length (Hrs)	1 hr 30 mins (1pm to 2:30pm)
Reason	Regularly scheduled between SFSS, GSS and SFU
Summary and Outcome	<ul style="list-style-type: none"> -Enrollment update & financial implications -General testing on campus & proof of vaccination -Director of Equity initial feedback -University responses to SFU 350 mural, board meeting & hunger strike -Policies about Search Committee (Vice-Presidents and Associate Vice-Presidents) - SFU SFU interim travel policy The interim policy requires all students, faculty and staff to register university-related international travel prior to departure with the SFU travel registry. -Health & Counselling services (by SFU)
Next Steps	N/A

Meeting, Date	DNA Meeting (23rd Oct, 2021)
Parties Attending	DNA Group members, Almas Phangura, Serena Bains
Meeting Length (Hrs)	2 hrs (12pm to 2pm)
Reason	Regularly scheduled information session
Summary and Outcome	<ul style="list-style-type: none"> -Discussion of their ongoing advocacy and social activities -How to better use the funds to improve lives of students with disabilities -Creation of Bursaries and the process/ requirements

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

Meeting, Date	Executive Committee Special Meeting (25th Oct, 2021)
Parties Attending	All executive committee members, Ayesha Khan
Meeting Length (Hrs)	1 hr (1pm to 2pm)
Reason	Regularly Scheduled Meeting
Summary and Outcome	-Open Letter Endorsement Posters Budget (\$75 allocated for the printing of 60 posters that costed \$1 each for a colour print) -IN-CAMERA motion regarding hours of work Letter of Agreement
Next Steps	N/A

Meeting, Date	Executive Development Session (25th Oct, 2021)
Parties Attending	All executive committee Members
Meeting Length (Hrs)	2 hrs (2pm to 4pm)
Reason	Regularly Scheduled Session
Summary and Outcome	-Dedicated to planning for AGM -Preparation of arguments regarding the three motions and reasons why members wanted to support these motions. -Check-in on progress and cameo booking (which was later cancelled and the budget was allocated to raffle prizes) -Attendance mapping, reaching out to major student groups -Concerns about the AGM and suggestions on how to deal with them.
Next Steps	N/A

Total Meeting Hours	13 hrs 15 mins
----------------------------	-----------------------

Projects and Events

Project/Event Title	SFU Medical School Information Session (18th Oct, 2021)
Updates and Upcoming Plans	-SFU's Medical school announcement and the steps taken after that -Internal engagement stages as of it

	Will be opening up external engagement in early 2022
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Provide feedback - Invite science councillors to the next information session and encourage them to full out the survey - Send out emails and messages to let the appropriate councillors know and have our say
Total Time (Hrs)	1 hr

Project/Event Title	Annual General Meeting Dress Rehearsal (22nd Oct, 2021)
Updates and Upcoming Plans	<ul style="list-style-type: none"> -Dealt with the technical issues -Run through of how to organise the webinar -Roles of staff were discussed -Rectified any mistakes from the previous AGM (the first one online) -Raffle prizes and how the draws will be taken out
Relevant Strategic Priorities	<p>Work on the technical difficulties and issues figured out today along with staff members</p> <ul style="list-style-type: none"> - Have another run through on the day of the AGM
Total Time (Hrs)	2 hrs 30 mins (10am to 12:30pm)

Project/Event Title	AGM Trial Run 2.0 (27th Oct, 2021)
Updates and Upcoming Plans	<p>Final rehearsal of the AGM Went over the entire itinerary in order. Checked screen sharing. Double checked everyone's roles. Did last minute preparations</p> <ul style="list-style-type: none"> -Gabe and I practised our presentations and took suggestions from the staff and Corbett -Tried the poll functions for different motions -Run through of the script
Relevant Strategic Priorities	N/A
Total Time (Hrs)	3 hrs (2:30pm to 5:30pm)

Project/Event Title	Annual General Meeting (27th Oct, 2021)
Updates and Upcoming Plans	<ul style="list-style-type: none"> -Voting on three important motions (Divestment, changes to by-law numbers, minor changes to by-laws) -Accessible course practices open letter motion -Financial Report by the VP Finance and Services (fiscal year 2020-2021)

	-Board of Directors Annual Report by the President -Report by the Auditors and finalisation of auditor for next year
Relevant Strategic Priorities	N/A
Total Time (Hrs)	4 hrs (6:30pm to 9:30pm) - started at 6pm to check any technical difficulties

Project/Event Title	PANEL / Honouring Our Women (22nd Oct, 2021)
Updates and Upcoming Plans	Five local Indigenous matriarchs spoke about their experiences (gained knowledge about Indigenous culture- important aspects and perspectives) They also spoke about the installation of her mural Honouring Our Women at Main Street
Relevant Strategic Priorities	N/A
Total Time (Hrs)	2 hrs (6pm to 8pm)

Total Project and Events Hours	12 hours 30 mins
---------------------------------------	-------------------------

Committee Chair Work

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

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

Administrative Work

Summary	AGM Preparation (making the final presentation- to be presented along with the report, script, emails with auditors, panelist Q&A prep etc)
Total Time (Hrs)	3.5 hrs + 2 hr

Summary	Receive invoices and check requisitions, double check amounts and departments in the budget document and approve them + check payrolls and deduct appropriate amounts based on LOAs and penalties, staff payrolls
Total Time (Hrs)	1 hr + 0.5 hr

Summary	Work report for the second half of October
Total Time (Hrs)	2 hrs

Summary	Overview of the collective agreement and the related financial matters (retroactive pay issues, preparation for the meeting with Ayesha and Corbett)
Total Time (Hrs)	1.5 hrs

Summary	-Checked the work reports for the month of August- first half(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) -Messages and chats (facebook and discord) -Answering emails, queries and communication with staff members (average of 25+ emails in a day, tons of work regarding the AGM and liaising with appropriate staff and executives, attendance mapping, social media posting, overlooking budget and expenses of the AGM, reopening of financial coordinator position)
Total Time (Hrs)	16th Oct= 1 hrs 18th Oct= 2 hrs 19th Oct= 1.5 hrs 21st Oct= 2.5 hrs 22nd Oct= 2 hrs 23rd Oct= 2 hrs 25th Oct= 3 hrs 26th Oct= 2.5 hrs 27th Oct= 1.5 hrs 28th Oct= 1 hr 29th Oct= 1.5 hrs

	Total = 19 hrs 30 mins
--	------------------------

Summary	Reading policies and set-up of the Space oversight committee, the duties and responsibilities
Total Time (Hrs)	1 hr 15 mins

Summary	Preparing the Cheat sheet for the AGM (information, memes and background research) + making script for my presentation
Total Time (Hrs)	3 hrs + 1 hr

Summary	Preparing and initial planning (reaching out to Bahareh) around the flu-shot clinic by Studentcare and SFSS
Total Time (Hrs)	1hr

Summary	Answering the question email from Peak about my role and duties, what motivated me to join, my previous experience, what I have learnt in the role so far and my suggestions to upcoming people in the role
Total Time (Hrs)	1 hr

Total Admin Hours	37 hrs 15 mins
--------------------------	-----------------------

Total Admin Hours	63 hrs
--------------------------	---------------



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

sfss.ca

VP University and Academic Affairs
Serena Bains

Meeting Summary and Comments

Meeting, Date	Executive Committee Meeting, October 18th from 1:00PM - 2:30PM
Parties Attending	Serena Bains, Gabe Liosis, Marie Haddad, Matthew Provost, Ayesha Khan, Joseph A, Almas Phangura, Jess Dela Cruz, Beaty Omboga, Ella Droko, Corbett Gildersleve
Meeting Length (Hrs)	1.5 hours
Reason	To discuss any items to do with the SFSS and larger community in-between Council meetings

Summary and Outcome	<ul style="list-style-type: none"> - SUB access guidelines - SUB grand opening - Betterhelp partnership - LOA hours of work - AGM roles and responsibilities - Exec portfolios and annual plans
Next Steps	- N/A

Meeting, Date	AGM Catch-Up, October 18th from 7:00PM - 8:30PM
Parties Attending	Serena Bains, Marie Haddad, Matthew Provost, Gabe Liosis, Jess Dela Cruz, Corbett Gildersleve, Almas Phangura
Meeting Length (Hrs)	1.5 hours
Reason	To go over action items for the AGM
Summary and Outcome	<ul style="list-style-type: none"> - Roles and responsibilities for the AGM - Timeline - Follow up on previously delegated action items
Next Steps	- Complete script for AGM

Meeting, Date	SFSS Executives/The Peak Interview, October 19th from 8:30AM - 8:45AM
Parties Attending	Serena Bains, Charlene Aviles
Meeting Length (Hrs)	0.25 hours
Reason	To talk about the role and responsibilities of our specific Executive role
Summary and Outcome	<ul style="list-style-type: none"> - What is the role and responsibilities of VP UAA - What is one lesson you've learned from your time with the SFSS - Expand on the Accessibility Committee and CAL campaign you've mentioned
Next Steps	- N/A

Meeting, Date	Accessibility Committee, October 19th from 12:00PM - 1:00PM
Parties Attending	Serena Bains, Brianna Price, Gabe Liosis, Graham Rich, Yasmin Rosado, Beaty Omboga
Meeting Length (Hrs)	1 hour
Reason	To discuss and vote on any items to do with accessibility and the accessibility fund

Summary and Outcome	<ul style="list-style-type: none"> - Processed accessibility fund applications - SUB accessibility audit report - Accessibility coordinator hiring committee - Funding for all DNA events - SFPIRG accessibility fund access - SUB push buttons - CAL campaign - When2Meet for next meeting
Next Steps	<ul style="list-style-type: none"> - Withdraw discussion item titled “processed accessibility fund applications” - Add a motion titled “AGM ASL and CART” that reads: be it resolved to approve up to \$2000 from the Accessibility Fund for CART and ASL interpretation for the AGM. - Add an item to old business titled “Accessibility Policy Appendix E: SFSS Event & Meeting Accessibility”

Meeting, Date	TSSU/GSS/SFSS Consultation Process, October 19th from 2:30PM - 3:30PM
Parties Attending	Serena Bains, Tiara Cash, Kayla Hilstob, Jorji, Katie Gravestock
Meeting Length (Hrs)	1 hour
Reason	To discuss the consultation process and possible next steps
Summary and Outcome	<ul style="list-style-type: none"> - Check-in - Overview of where we have been of safety committee folks - What are we asking TSSU to do? - How can we get tangible support for our consultation efforts? - Do we want to ask for funding? - Are we interested in creating another working group or should we hire someone to run the groups?
Next Steps	- N/A

Meeting, Date	AVP UAA Weekly Check-In, October 20th from 11:30AM - 12:30PM
Parties Attending	Serena Bains, Priyanka Dhesa, Hanah Bazzi
Meeting Length (Hrs)	1 hour
Reason	To discuss what work we’ve done over the past week and any areas where folks need support
Summary and Outcome	<ul style="list-style-type: none"> - Undergraduate survey - Trello - CAL campaign - Any requests for support

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

Meeting, Date	Women's Centre/OOC Discussion, October 20th from 12:00PM - 1:00PM
Parties Attending	Serena Bains, Athena, Constantin Lozitsky, Ayesha Khan, Marie Haddad, Jess Dela Cruz
Meeting Length (Hrs)	1 hour
Reason	To discuss any existing policy and guideline gaps about conduct at the Women's and OOC centres
Summary and Outcome	<ul style="list-style-type: none"> - Need to have a clear policy of how to support folks in these spaces - What are our policies around banning people from a space? - Should there be warnings before banning? - Creating a plan
Next Steps	- N/A

Meeting, Date	JOG Preparation Session, October 20th from 3:30PM - 4:30PM
Parties Attending	Serena Bains, Gabe Liosis, Ella Droko
Meeting Length (Hrs)	1 hour
Reason	To prepare for the upcoming JOG meeting
Summary and Outcome	<ul style="list-style-type: none"> - Going through the agenda for the meeting - Coming up with potential questions for each agenda item - Adding agenda items for any other business
Next Steps	- N/A

Meeting, Date	Council Development Session, October 20th from 4:30PM - 5:30PM
Parties Attending	Council members
Meeting Length (Hrs)	1 hour
Reason	To go over the AGM event plan overview and campaigning
Summary and Outcome	<ul style="list-style-type: none"> - AGM Prep - Communications - How to attend the dry run of the AGM for folks who are interested - Prizes - Budget - Council engagement

	- Engagement strategy
Next Steps	- N/A

Meeting, Date	Administrative Assistant Hiring Committee, October 21st from 9:30AM - 10:30AM
Parties Attending	Serena Bains, Nancy Mah, Akum Sidhu, Somayeh Naseri
Meeting Length (Hrs)	1 hour
Reason	To start the process of reviewing candidates for the admin assistant opening
Summary and Outcome	<ul style="list-style-type: none"> - Reviewing current applicants and providing feedback - Going over a timeline of the hiring committee - Completing When2Meet to decide our next meeting time
Next Steps	- N/A

Meeting, Date	SFU Burnaby Community Vibrancy Planning Meeting, October 21st from 10:00AM - 11:00AM
Parties Attending	Serena Bains, Jean Roe, Athena, Mark McLaughlin, Balqees Jama, Constantin
Meeting Length (Hrs)	1 hour
Reason	To provide feedback as a member of student groups regarding how to improve the campus experience
Summary and Outcome	<ul style="list-style-type: none"> - Why a vibrancy playbook? - Connection to existing priorities - SFU community vibrancy plan process - Engagement to date - Guiding principles
Next Steps	- N/A

Meeting, Date	Staff Meeting, October 21st from 11:00AM - 12:00PM
Parties Attending	Serena Bains, Ayesha Khan, Trish, Corbett Gildersleve, Almas Phangura, Anna Reva, Athena, Beaty, Constantin, Dipti, Ella, Ilham, Jess Dela Cruz, Marie Haddad, Matthew Provost, Melanie, Muriel, Ricky, Sam, Shelley, Somayeh
Meeting Length (Hrs)	1 hour
Reason	To go over any items that relate to SFSS staff

Summary and Outcome	<ul style="list-style-type: none"> - Staff rounds - SFSS executives rounds - Reestablishing the social committee to plan a virtual staff holiday party - Results from the staff meet and greet survey - Staff name tags - Safety policy working group
Next Steps	- N/A

Meeting, Date	Meeting with Kim, October 21st from 12:00PM - 1:00PM
Parties Attending	Serena Bains, Kim Thee
Meeting Length (Hrs)	1 hour
Reason	To discuss how the Sustainability Office can support disabled students
Summary and Outcome	<ul style="list-style-type: none"> - Transition between predecessor and successor, creating a tokenizing environment - If there's a relationship that needs to be rebuilt we can do that - Reactive or an afterthought rather than be proactive - Maybe the relationship wasn't sustainable, better communication could've helped - How can relationships with more disabled students be created? - What does DNA want and how should they be engaged with? - How can there be stronger relationships among more people so that interruption doesn't happen again?
Next Steps	- Let Kim know what the result of the DNA conversation is

Meeting, Date	Joint Operations Group Meeting, October 21st from 1:00PM - 2:30PM
Parties Attending	Serena Bains, Tariza Bastos, Erin Biddlecombe, Tom Nault, Tracey Mason-Innes, Sharon Xu, Jeff Derksen, Pierre Cenerelli, Reese Muntean, Laya Behbahani, Marie Haddad, Ruben Munoz, Ella Droko, Rummana Khan Hemani, Emmanuel Naidoo
Meeting Length (Hrs)	1.5 hours
Reason	To discuss any items that have to do with the university at large
Summary and Outcome	<ul style="list-style-type: none"> - Updates - Enrollment update and financial implications - Policies about search committees - University responses to SFU 350 mural, board meeting and hunger strike - General testing on campus and proof of vaccination - Health and counselling services - Director of equity initial feedback

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

Meeting, Date	Meeting with Steps-Forward, October 22nd from 10:00AM - 10:30AM
Parties Attending	Serena Bains, Muriel Adarkwa, Marina, Carmen
Meeting Length (Hrs)	0.5 hour
Reason	To discuss how steps-forward and SFU can work together
Summary and Outcome	<ul style="list-style-type: none"> - An overview of the work I do as VP UAA - An overview of steps-forward and the work they do <ul style="list-style-type: none"> - That disabled students are included in the same way other students are - Students currently aren't considered members of the society because they don't pay student fees - They would like to pay student fees, but the society won't let them - How can we get students truly involved on campus? <ul style="list-style-type: none"> - Practicums, co-ops, other opportunities on campus
Next Steps	- Ask the accessibility committee about creating a work placement that is less than ten hours per week

Meeting, Date	Annual General Meeting - Dress Rehearsal, October 22nd from 10:30AM - 12:30PM
Parties Attending	Serena Bains, Jess Dela Cruz, Devynn Butterworth, Somayeh Naseri, Trish Everett, Corbett Gildersleve, Gabe Liosis, Ayesha Khan, Beaty Omboga, Dipti Chavan, Ella Droko, Muriel Adarkwa
Meeting Length (Hrs)	2 hours
Reason	To go through a run through of the AGM to ensure everything goes well on Wednesday
Summary and Outcome	<ul style="list-style-type: none"> - Going through the roles for the AGM - Going through the webinar logistics - Going through questions from ASL and CART captioning folks - Practice run through
Next Steps	- N/A

Meeting, Date	Special Executive Committee Meeting, October 25th from 1:00PM - 2:00PM
Parties Attending	Serena Bains, Gabe Liosis, Ayesha Khan, Marie Haddad, Matthew Provost, Jess Dela Cruz, Almas Phangura, Corbett Gildersleve, Christina Kachkarova
Meeting Length (Hrs)	1 hour

Reason	To go over items that keep getting postponed due to time constraints
Summary and Outcome	<ul style="list-style-type: none"> - In-camera item - confidential - Funding for posters for accessible course practices campaign
Next Steps	- N/A

Meeting, Date	Executive Committee Development Session, October 25th from 2:00PM - 3:00PM
Parties Attending	Serena Bains, Gabe Liosis, Marie Haddad, Matthew Provost, Jess Dela Cruz, Almas Phangura, Corbett Gildersleve
Meeting Length (Hrs)	1 hour
Reason	To work on any last items ahead of the annual general meeting
Summary and Outcome	<ul style="list-style-type: none"> - Updates regarding the AGM - Potentially doing another run through on the day of the AGM - Updates on previously delegated action items - Going through memes
Next Steps	- N/A

Meeting, Date	Enrollment Appeals Committee, October 26th from 2:00PM - 3:00PM
Parties Attending	Serena Bains, Kris Nordgren, Shaughnessy Sturdy, Karen Ng, Tina Edmundson
Meeting Length (Hrs)	1 hour
Reason	To review the backlog of enrollment appeals
Summary and Outcome	<ul style="list-style-type: none"> - Going through the individual private cases of students who were requesting tuition refund appeals based on their previous withdrawal from courses
Next Steps	- N/A

Meeting, Date	Academic Integrity Advisory Committee, October 27th from 9:00AM - 10:00AM
Parties Attending	Serena Bains, Arlette Stewart, Rosa Balletta, Tom Nault, Heather Roberts, Reese Muntean, Donna, I-Chant Chiang, Kris Nordgren
Meeting Length (Hrs)	1 hour
Reason	To discuss any items to do with academic integrity
Summary and Outcome	<ul style="list-style-type: none"> - Introductions and Roundtable sharing of how the Fall term is going.

	<ul style="list-style-type: none"> - Registrar's observations (Tom) - Review of S.10 student academic integrity policy (Tom) - Academic Integrity Coordinator update (Arlette): Brief update on reports for the Summer 2021 term; Results of social media campaign for academic integrity week; Request for suggestions on next workshop for academic integrity advisors; SFU participation in McCabe survey
Next Steps	- N/A

Meeting, Date	Chat about peer education on university governance, October 27th from 3:30PM - 4:00PM
Parties Attending	Serena Bains, Kim Regala, Seth Erais
Meeting Length (Hrs)	0.5 hour
Reason	To prepare for the event happening next week
Summary and Outcome	<ul style="list-style-type: none"> - Talk about the SFSS, student governance - Creating your own space if it doesn't already exist - How to get to the office
Next Steps	- N/A

Meeting, Date	SFSS Annual General Meeting, October 27th from 6:30PM - 10:30PM
Parties Attending	SFSS Membership, Executive Committee, Councillors
Meeting Length (Hrs)	4 hours
Reason	To vote on and discuss any special and ordinary resolutions
Summary and Outcome	<ul style="list-style-type: none"> - SFSS bylaw cleanup - SFSS bylaw renumbering - SFSS divestment bylaw - ACP - Raffle
Next Steps	- N/A

Meeting, Date	Team Updates UAAC and ECAC, October 28th from 11:00AM - 12:00PM
Parties Attending	Serena Bains, Matthew Provost, Beaty Omboga, Muriel Adarkwa, Ella Droko
Meeting Length (Hrs)	1 hour

Reason	To discuss how each of us are doing in terms of work and what we need to work on
Summary and Outcome	<ul style="list-style-type: none"> - How do we want these meetings to work? - Round table updates - Going over different campaigns and communication pieces each of us are working on
Next Steps	- N/A

Meeting, Date	SFU Community Fridge Communications Updates, October 29th from 3:30PM - 4:30PM
Parties Attending	Serena Bains, Matthew Provost, Tara Flynn, Beaty Omboga, Cierra Johal, Ella Droko
Meeting Length (Hrs)	1 hour
Reason	To discuss communications and next steps for the community fridge
Summary and Outcome	<ul style="list-style-type: none"> - Vision for the community fridge - Partnership list - Plan of action for launch of fridge - Going through media possibilities
Next Steps	- N/A

Total Meeting Hours	27.75
----------------------------	-------

Projects and Events

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

Project/Event Title	
Updates and Upcoming Plans	

Relevant Strategic Priorities	
Total Time (Hrs)	

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

Committee Chair Work

Committee Name	University and Academic Affairs
# of Meetings	1
Total Time (Hrs)	0.25 hour
Summary	<ul style="list-style-type: none"> - Open letter endorsement posters budget - Accessible course practices open letter - When2Meet for next meeting - Update on accessible course practices campaign - Orange shirt day reimbursements - Annual committee plan - Annual advocacy plan - ACP campaign open letter feedback
Ongoing Projects	<ul style="list-style-type: none"> - Accessible course practices - Annual plan for the committee - Advocacy plan for the committee
Relevant Strategic Priorities:	<ul style="list-style-type: none"> - Student wellbeing - University relations - Student engagement

Total Committee Hours	0.25
------------------------------	------

Administrative Work

Summary	Work reports, emails, answering messages, collaborating with folks on different documents, reviewing annual plan, reviewing applicants to administrative assistant position
----------------	---



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

Total Time (Hrs)	October 16th - 3.5 hours October 17th - 2 hours October 18th - 3 hours October 19th - 1.5 hours October 20th - 2.5 hours October 21st - 1.5 hours October 22nd - 2 hours October 23rd - 1 hours October 24th - 3 hours October 25th - 3 hours October 26th - 3 hours October 27th - 1.5 hours October 28th - 2.5 hours October 29th - 2 hours October 30th - 3 hours October 31st - 0.5 hours
-------------------------	--

Total Admin Hours	35.5
--------------------------	-------------

Total Hours	63.5
--------------------	-------------



VP External and Community Affairs
Matthew Provost

Meeting Summary and Comments

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

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

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

Projects and Events

Project/Event Title	
Updates and Upcoming Plans	
Relevant Strategic	



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

Priorities	
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	
Total Time (Hrs)	



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

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



VP Events and Student Affairs
Jess Dela Cruz

Meeting Summary and Comments

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

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

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

Projects and Events

Project/Event Title	
Updates and Upcoming Plans	
Relevant Strategic	



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

Priorities	
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	
Total Time (Hrs)	



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

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

VP Equity and Sustainability
 Marie Haddad

Meeting Summary and Comments

Meeting, Date	SVSPO Preparing Council Workshop 10/18/2021
Parties Attending	Gabe Liosis, Ella Droko, Corbet Gildersleve, Matthew Provost, Jess Dela Cruz, Almas Phangura, Serena Bains
Meeting Length (Hrs)	1 hr
Reason	Going over what is needed for s responding to disclosure council workshop
Summary and Outcome	Go through: <ol style="list-style-type: none"> 1. Increased training and sessions around general education about sexual violence <ol style="list-style-type: none"> a. Survivor-centric training that centres the experiences of marginalized communities b. Disclosure training 2. 'What does survivor-centric and trauma informed practice mean..?' 3. What does this look like within the SFSS? Who handles SV support? 4. How do we reduce harm within the SFSS (Council) regarding SV support?
Next Steps	<ul style="list-style-type: none"> - Reach out to a facilitator for developmental session discussion - Schedule follow up with Paola to establish further details about training - Schedule developmental session for Council and Staff - Make further plans for training other members of the SFSS

Meeting, Date	Executive Committee Meeting 10/18/2021
Parties Attending	SFSS Executive Committee
Meeting Length (Hrs)	1.5
Reason	Regularly Scheduled Executive Committee Meeting
Summary and Outcome	AGENDA ITEMS: REPORT FROM SUB COMMITTEES: <ul style="list-style-type: none"> • none IN-CAMERA <ul style="list-style-type: none"> • none

	<p>NEW BUSINESS:</p> <ul style="list-style-type: none"> • none <p>DISCUSSION ITEMS:</p> <ul style="list-style-type: none"> • Council SUB Access Guidelines - Outside of Operating Hours • SUB Grand Opening • Better Health Partnership • AGM Overview • Executive Portfolios & Annual Plan
Next Steps	Initiate the floor 1 naming project

Meeting, Date	Out on Campus Hiring Committee
Parties Attending	Gabe Liosis, Araba Etrew, Trish Everett
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting for hiring committee
Summary and Outcome	<ul style="list-style-type: none"> - Discuss and Shortlist top candidates from applicant pool - Determine best interview times - Look over and establish Interview Questions - Establish roles within the hiring committee for employers and staff (example: who is doing reference checks)
Next Steps	Adjust the Interview Matrix in preparation for the interviews

Meeting, Date	Meeting with Professor - Confidential Matter
Parties Attending	Professor
Meeting Length (Hrs)	2 hrs
Reason	Professor reaching out to disclose incident within the department regarding Students who were experiencing hardship
Summary and Outcome	<ul style="list-style-type: none"> - Professor disclosed information about what students were experiencing - Discuss how I or the SFSS could be of service or advocacy - Provided professor resources to SFSS student advocate and GSS student advocate
Next Steps	Follow up to see if students were able to access resources and how I can further help

Meeting, Date	AGM Catch Up and Delegating
----------------------	-----------------------------

Parties Attending	Executive team
Meeting Length (Hrs)	2 hr
Reason	Catch up all executives on duties, responsibilities and what needs to be done
Summary and Outcome	<p>Delegated responsibilities:</p> <ul style="list-style-type: none"> - Marie: <ul style="list-style-type: none"> - Prepare outreach blurb for executives and councilors to reach out to folks to come to the AGM - Reach out to SFU pages and accounts to post about the AGM <ul style="list-style-type: none"> - SFU Public Square - SFU Student Central - SFU English Department - SFU Criminology Department - SFU Psychology Department - SFU Environment Department - SFU Humanities Institute - SFU Political Science Department - SFU Economic Department - SFU Community Engaged Research Initiative - SFU History Department - SFU Labour Studies Department - SFU Sociology and Anthropology - SFU Alumni - SFU Urban Studies Department - SFU Vancouver - SFU Sustainability Department - SFU Health Sciences Department - SFU Health Sciences Department - SFU Beedie - SFU Science - SFU Faculty of Art and Social Science - SFU Global Asia Studies - Reach out to councillors to make meme content - Ask Councillor Kashish and SFU350 Co-President to make videos regarding the accessibility motions and divestment motion as well as be speakers for the motions at the AGM <ul style="list-style-type: none"> - Help them with a script - Complete my part in the script regarding divestment and accessibility motion - Edit and Submit accessibility and divestment videos to Ilham's (SFSS Comms)
Next Steps	
Meeting, Date	
Parties Attending	



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

Meeting Length (Hrs)	
Reason	
Summary and Outcome	
Next Steps	

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

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

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



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

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

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

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

Meeting, Date	
Parties Attending	
Meeting Length (Hrs)	
Reason	



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

Summary and Outcome	
Next Steps	

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

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

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

Meeting, Date	
Parties Attending	



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

Meeting Length (Hrs)	
Reason	
Summary and Outcome	
Next Steps	

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

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

Projects and Events

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

Project/Event Title	
Updates and Upcoming Plans	
Relevant Strategic Priorities	



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

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	
Total Time (Hrs)	

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



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