

SFSS EXECUTIVE COMMITTEE WORK REPORTS

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

Meeting Summary and Comments

Meeting, Date	Leave of Absence Policy Review, 10/01/2021, 9am-9:30am
Parties Attending	SFSS: Gabe Liosis (President), Corbett Gildersleve (VP Internal), Jess Dela Cruz (VP Events)
Meeting Length (Hrs)	0.5
Reason	Review the current Council Policy on leaves of absence.
Summary and Outcome	<ul style="list-style-type: none"> The three of us reviewed the current Council Policy outlining the requirements and process for taking leaves of absence. We brainstormed a series of amendments we could recommend to Council.
Next Steps	<ul style="list-style-type: none"> Submit recommendations as Notice of Motion to Council for final approval.

Meeting, Date	Weekly Check-In with Operations Organizer, 10/01/2021, 10am-10:30am
Parties Attending	SFSS: Gabe Liosis (President), Ayesha Khan (Operations Organizer)
Meeting 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	<p>TOPICS DISCUSSED:</p> <ul style="list-style-type: none"> Reviewing SFSS staff job descriptions to reflect new SFSS governance structure Steps to take after the new SFSS/CUPE Collective Agreement was ratified Reviewing SFSS Administrative Policies
Next Steps	

Meeting, Date	HR & Personnel (HRP) Sub-Committee, 10/01/2021, 11am-12:15pm
Parties Attending	HRP Sub-Committee Members
Meeting Length (Hrs)	1.25

Reason	Regularly Scheduled Bi-Weekly HRP Sub-Committee Meeting
Summary and Outcome	<p>TOPICS DISCUSSED:</p> <ul style="list-style-type: none"> • Reinstating the MSC-Generalist staff position • Draft Job Description for new IT Coordinator position • Hiring Committee Development Session + Hiring Handbook • Developing an Interview Matrix Policy • Developing a Communications Policy for Constituency Groups with an SFSS Coordinator • Conducting an Administrative Policy Review
Next Steps	

Meeting, Date	Review of Action Items from 09/29 Council Meeting, 10/01/2021, 12:30pm-1pm
Parties Attending	SFSS: Gabe Liosis (President), Corbett Gildersleve (VP Internal), Ayesha Khan (Operations Organizer), Ella Droko (Board Organizer)
Meeting Length (Hrs)	0.5
Reason	The President, VP Internal & Organizational Development, Operations Organizer, and Board Organizer meet after each Council meeting to collate all action items arising from the Council meeting.
Summary and Outcome	<ul style="list-style-type: none"> • The four of us went through each motion and discussion item one-by-one, and recorded all action items required of every motion passed and every discussion had.
Next Steps	Action items are recorded and communicated to the relevant accountabilities.

Meeting, Date	Weekly Check-In with Board Organizer, 10/01/2021, 2pm-2:30pm
Parties Attending	SFSS: Gabe Liosis (President), Ella Droko (Board Organizer)
Meeting 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"> • Administrative Assistant Hiring Committee • Strategic Planning
Next Steps	

Meeting, Date	Walk through of Halpern Center, 10/04/2021, 10am-10:30am
Parties Attending	SFSS: Gabe Liosis (President) SFU: Ohmar Parto (MECS)
Meeting Length (Hrs)	0.5
Reason	Surveying Locations to Host Hybrid Council Meetings
Summary and Outcome	<ul style="list-style-type: none"> Ohmar gave me a tour of the space to determine if it suited the Council's needs for hosting hybrid meetings.
Next Steps	

Meeting, Date	Budget Information Session with SFU for SFSS and GSS Executives, 10/04/2021
Parties Attending	SFSS: Gabe Liosis, Corbett Gildersleve, Jess Dela Cruz, Serena Bains, Almas Phangura GSS: Pierre Cenerelli, Ruben M, Reese SFU: Joy Johnson, Martin Purchurko, Catherine Dauvergne, Rummana Khan Hemani, Erin Biddlecombe
Meeting Length (Hrs)	1.0
Reason	Yearly Consultation Session with Student Societies about the University Budget
Summary and Outcome	This was a closed session, so I cannot share too much about what was discussed. But it was an open opportunity for us to have a frank discussion about our thoughts about the University budget from a student perspective.
Next Steps	

Meeting, Date	Executive Committee, 10/04/2021, 1:30pm - 4:30pm
Parties Attending	Executive Committee Members
Meeting Length (Hrs)	3.0
Reason	Regularly Scheduled Bi-Weekly Executive Committee Meeting
Summary and Outcome	<p>TOPICS DISCUSSED:</p> <ul style="list-style-type: none"> Reports <ul style="list-style-type: none"> Report from Oversight Committee on Executive Officers Report from HR & Personnel Sub-Committee Report from Hiring Committees New Business <ul style="list-style-type: none"> Recommended to Council to approve spending for purchasing new staff technology equipment

	<ul style="list-style-type: none"> ○ Committed that Executive Officers attend monthly staff meetings ○ Committed that Executive Officers host meetings with staff positions that related closely to their portfolio ○ Appointed Marie to the FNSA Coordinator Hiring Committee ○ Appointed Serena to the Accessibility Coordinator Hiring Committee ○ Recommended to Council an amendment to the Leave of Absence Council Policy ○ Approved storage for SFU Robot Soccer Club in the SUB ○ Added a motion regarding Accessible Course Practices Campaign to the AGM agenda ○ Added a motion regarding SFU 350's divest campaign to the AGM agenda ● Discussion Items <ul style="list-style-type: none"> ○ Office Space Community Guidelines ○ Work Name Tags ○ Committee Email Motions ○ Club and DSU In-Person Event Guidelines ○ Collective Agreement Bargaining ○ Burnaby Mountain Gondola Campaign
Next Steps	

Meeting, Date	Weekly Check-In with SFSS Management Staff, 10/05/2021, 10am-11am
Parties Attending	SFSS: Gabe Liosis (President), Ayesha Khan (Operations Organizer), Ella Droko (Board Organizer), John Walsh (Building Manager)
Meeting 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	"
Next Steps	

Meeting, Date	Annual General Meeting - Planning Session, Roles/Responsibilities, 10/05/2021, 11am-12pm
Parties Attending	SFSS: Gabe Liosis (President), Corbett Gildersleve (VP Internal), Ayesha Khan (Operations Organizer), Ella Droko (Board Organizer), Somayeh Naseri (Administrative Coordinator), Anna Reva (MSC - Student Unions), Muriel Adarkwa (Campaigns & Mobilization Coordinator), Illham Benttahir (Communications Coordinator), Nancy Mah (MSC - Clubs), Dipti Chavan (MSC - Events), Beaty Omboga (Policy & Research Coordinator)

Meeting Length (Hrs)	1.0
Reason	This meeting was called to provide all relevant staff an overview of the event plan for the 2021 SFSS Annual General Meeting.
Summary and Outcome	<ul style="list-style-type: none"> • Corbett and I did a runthrough of the event plan • Filled in gaps in the event plan as we went • Assign duties and responsibilities to staff members • Answered any questions
Next Steps	

Meeting, Date	Meeting with Nancy, 10/05/2021, 10/05/2021, 1:30pm-2pm
Parties Attending	SFSS: Gabe Liosis (President), Corbett Gildersleve (VP Internal), Ayesha Khan (Operations Organizer), Nancy Mah (MSC - Clubs)
Meeting Length (Hrs)	0.5
Reason	We set up this meeting because the MSC Team has made a request for the MSC-Generalist position to be reinstated. We wanted to connect briefly to chat about this and next steps we can take.
Summary and Outcome	
Next Steps	

Meeting, Date	Student Concerns About "Study Abroad Semester" Program for Spring 2022, 10/05/2021, 2pm-2:45pm
Parties Attending	Gurkirat Athwal (SFSS Member), Gabe Liosis (SFSS President)
Meeting Length (Hrs)	0.75
Reason	An SFSS Member wanted to discuss with me his concerns regarding the cancellation of the "Study Abroad Semester" Program at SFU.
Summary and Outcome	<ul style="list-style-type: none"> • We discussed the Study Abroad Semester Program, why SFU cancelled it, which included discussion about SFU's Interim International Travel Policy, and discussions had with SFU VP Finance Martin Porchurko and SFU Chief Safety Officer Mark LaLonde, who are responsible for writing and enforcing the policy.
Next Steps	<ul style="list-style-type: none"> • Gabe will bring this Member's concerns to Martin and Mark directly at the next Joint Operations Group meeting.

Meeting, Date	Discussing New Job Descriptions for New SFSS Coordinator Positions, 10/06/2021, 9am-10am
Parties Attending	SFSS: Gabe Liosis (President), Corbett Gildersleve (VP Internal), John Walsh (Building Manager), Ayesha Khan (Operations Organizer)
Meeting Length (Hrs)	1.0
Reason	This meeting was scheduled to discuss different approaches in drafting Job Descriptions for the following positions: IT Coordinator, Member Services Coordinator - Generalist, Building Coordinator - Projects.
Summary and Outcome	<ul style="list-style-type: none"> We reviewed the IT Coordinator job description for a while, and had lots of discussion around the purpose of the role and the amount of work this position would require. We reviewed the request the MSC Team to bring back the MSC-Generalist position, and whether or not we could merge it or reassign some of the duties to the new Building Coordinator - Projects role.
Next Steps	<ul style="list-style-type: none"> Follow-Up with the MSC Team in a separate meeting about the MSC-Generalist JD.

Meeting, Date	Joint Health and Safety Committee (JHSC)
Parties Attending	SFSS (Employer): Ayesha Khan (Operations Organizer), Gabe Liosis (President), John Walsh (Building Manager) SFSS (Unionized Staff): Ricky (MSC-Clubs), Dipti (MSC-Events), Athena (Women's Center Coordinator), Somayeh (Administrative Coordinator)
Meeting Length (Hrs)	0.5
Reason	Regularly Scheduled Monthly JHSC Meeting. The President attends JHSC meetings as a Staff Liaison Officer and Employer Representative. The President also serves as Co-Chair of the Committee, alongside a Unionized Staff Member.
Summary and Outcome	<ul style="list-style-type: none"> Reviewed the JHSC Inspection conducted by Ricky and Gabe for the month of September.
Next Steps	N/A

Meeting, Date	Working Conditions Meeting, 10/06/2021, 11am-11:30am
Parties Attending	Gabe Liosis (President), Ayesha Khan (Operations Organizer), Nancy Mah (Acting Shop Steward)
Meeting Length (Hrs)	0.5

Reason	This Working Conditions meeting was called to discuss a couple of topics.
Summary and Outcome	TOPICS DISCUSSED: <ul style="list-style-type: none"> • Decisions Around Appointing Staff Members as Temporary Coordinators. • Communication Between Executive Committee and Staff.
Next Steps	N/A

Meeting, Date	Bargaining Wrap-Up & Review
Parties Attending	SFSS: Gabe Liosis (President), Corbett Gildersleve (VP Internal), Matt Provost (VP External), Ayesha Khan (Operations Organizer)
Meeting Length (Hrs)	2.0
Reason	This meeting was called to complete last action items now that Collective Agreement negotiations have concluded.
Summary and Outcome	ACTIONS TAKEN AT THIS MEETING: <ul style="list-style-type: none"> • Preparing outstanding proposals (consolidating proposals that weren't included in this round of bargaining) • Consolidating Bargaining Notes • Creating a written record of our experiences during the bargaining process; what we recommend for future bargaining committees to think about when engaging in collective agreement bargaining.
Next Steps	N/A

Meeting, Date	Weekly Check-In with Operations Organizer, 10/06/2021, 3pm-3:30pm
Parties Attending	SFSS: Gabe Liosis (President), Ayesha Khan (Operations Organizer)
Meeting 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	TOPICS DISCUSSED: <ul style="list-style-type: none"> • Staff Office allocations in the SUB • Getting staff SFU Role Accounts so they can access their computers and internet in the SUB • FNSA Coordinator hiring Committee • SOCA Staffing • Constituency Group Staffing • SFU IT Support for SFSS

Next Steps	
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Meeting, Date	Council Development Session, 10/06/2021, 4:30pm-5:45pm
Parties Attending	Council Members
Meeting Length (Hrs)	1.25 <i>** The Development Session was longer than this, but I had to leave early as I was feeling ill and went to receive a COVID-19 test before the testing centre closed that evening.</i>
Reason	Regularly Scheduled Council Development Session.
Summary and Outcome	This week's Council Development Session topic included
Next Steps	N/A

Meeting, Date	Executive Committee Development Session, 10/12/2021, 10AM-11:30AM <i>**NOTE: I had to leave at 11am for a conflicting meeting.</i>
Parties Attending	Executive Committee Members
Meeting Length (Hrs)	1.0
Reason	Regularly Scheduled Bi-Weekly Development Session for Executive Officers
Summary and Outcome	This week's Executive Committee Development Session focused on doing an overview of the 2021 SFSS Annual General Meeting event plan, brainstorming campaign ideas, and assigning tasks and responsibilities to folks.
Next Steps	N/A

Meeting, Date	Joint Operations Group (JOG) Agenda Setting Meeting, 10/12/2021, 11am-11:30am
Parties Attending	SFSS: Gabe Liosis (President) GSS: Ruben M (Dr. External Relations) SFU: Erin Biddlecombe (Sr. Dr. Office of the Vice Provost, Students & Int'l), Sharon Xu (Student Services)
Meeting Length (Hrs)	0.5
Reason	Regularly Scheduled Monthly Meeting to Set the Agenda for the Joint Operations Group Meeting.
Summary and Outcome	AGENDA ITEMS SFSS PUT FORWARD FOR JOG THIS MONTH: <ul style="list-style-type: none"> ● Rapid Testing on Campus + Vaccination Status ● Climate Emergency Declaration and the September Board of Governors Meeting

	<ul style="list-style-type: none"> • Health & Counselling In-Person Services • Study Abroad Semester Program Cancellation & Interim University Travel Policy • SFU Executive Search Committee Policies
Next Steps	<ul style="list-style-type: none"> • Schedule JOG Prep session with Marie, Serena, Ella, and AVPs.

Meeting, Date	Chat with Oversight Committee About Work Reports, 10/12/2021, 11:30am-1pm
Parties Attending	<p>SFSS (Executive Committee): Gabe Liosis (President), Corbett Gildersleve (VP Internal), Almas Phangura (VP Finance), Serena Bains (VP University), Matt Provost (VP External), Jess Dela Cruz (VP Events)</p> <p>SFSS (Oversight Committee): Devynn B (Oversight Committee Chair), Ryan V (Oversight Committee Member), Alan S. (Oversight Committee Member)</p>
Meeting Length (Hrs)	1.5
Reason	The Oversight Committee wanted to meet with the Executive Committee to discuss work reports, specifically about how they would like to evaluate them, as well as to ask a variety of questions about our views of work reports.
Summary and Outcome	<p>The Oversight Committee asked us the following questions:</p> <ol style="list-style-type: none"> 1. Organizational Restructuring <ol style="list-style-type: none"> a. What do you feel are priorities in your role? What takes the most time? b. How is it being in this role but also being a student/having other responsibilities c. Have the hours required (60 hours bi-weekly) felt like enough to fully fulfill your role 2. Work Reports <ol style="list-style-type: none"> a. What counts as SFSS work to you? <ol style="list-style-type: none"> i. Senate b. Do you feel work reports properly encompass your work? Why? c. What is the standard for work reports that you are working off? 3. Extensions <ol style="list-style-type: none"> a. Emailing OCEO collectively regarding extensions rather than the chair b. Stipend Reductions <ol style="list-style-type: none"> i. What is the current policy for execs + councillors c. What is a reasonable extension - what information needs to be given for accountability? 4. OCEO Structure 5. Is there anything that you would recommend or like to see for OCEO?
Next Steps	N/A

Meeting, Date	Connecting with CJ from SVSPO, 10/12/2021, 2pm-2:45pm
Parties Attending	SFSS: Gabe Liosis (President), Corbett Gildersleve (VP Internal), Matt Provost (VP External), Serena Bains (VP University), Almas Phangura (VP Finance), Marie Haddad (VP Equity) SFU (SVSPO): CJ Rowe (Director of SVSPO)
Meeting Length (Hrs)	0.75
Reason	The Executive Committee had a variety of questions about the upcoming Council meeting, and wanted advice and suggestions from CJ.
Summary and Outcome	We discussed in this meeting what type of support we would like from SVSPO in the meeting at Council, and what support SVSPO could provide Council members. We also discussed a bit about GP-44 and the SFSS/SVSPO MoU.
Next Steps	N/A

Meeting, Date	Interview - Search Committee for Senior Director of Campus Public Safety, 10/12/2021, 2:45pm-5pm
Parties Attending	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)
Meeting 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.
Next Steps	N/A

Meeting, Date	Bi-Weekly Check-In with the Vice Chair of Council
Parties Attending	SFSS: Gabe Liosis (President & Council Chair), Devynn Butterworth (Councillor & Vice Council Chair)
Meeting Length (Hrs)	0.5
Reason	The Council Chair and Vice Council Chair have a regular bi-weekly check-in the day before every bi-weekly Council meeting to review the Council agenda.
Summary and Outcome	<ul style="list-style-type: none"> Devynn and I reviewed the Council agenda for the upcoming Council meeting,

	and discussed: <ul style="list-style-type: none"> ○ Length of the meeting; ○ What portions of the meeting we would each Chair; ○ Agenda items contained on this week's agenda; ○ Any concerns we had about the meeting.
Next Steps	<ul style="list-style-type: none"> ● Devynn to send the Live Speakers List Tracker document

Meeting, Date	SFSS Council Meeting
Parties Attending	SFSS Council Members
Meeting Length (Hrs)	5.0
Reason	Regularly Scheduled Bi-Weekly Council Meeting
Summary and Outcome	<p>AGENDA ITEMS:</p> <p>PRESENTATIONS:</p> <ul style="list-style-type: none"> ● There were no presentations. <p>REPORT FROM COMMITTEES:</p> <ul style="list-style-type: none"> ● There were no Reports from Committees. <p>IN-CAMERA:</p> <ul style="list-style-type: none"> ● Follow-Up from Online Reddit Thread <p>NEW BUSINESS:</p> <ul style="list-style-type: none"> ● Motion to commit to continue using SFSS/SVSP0 MoU, commit to mandatory sexual violence training for Clubs, SUs, CGs, and ASGs. ● Motion to spend up to \$90k on SFSS Office equipment for SFSS Staff members. <p>DISCUSSION ITEMS:</p> <ul style="list-style-type: none"> ● SUB Photoshoot with Councillors <p>NOTICE OF MOTION:</p> <ul style="list-style-type: none"> ● Amendment to the Leave of Absence Council Policy
Next Steps	<ul style="list-style-type: none"> ● Action items from this Council meeting will be reviewed and recorded by the President & Council Chair, VP Internal, Board Organizer, and Operations Organizer on 10/15.

Meeting, Date	Meeting with City of Burnaby Councillor Alison Gu, 10/14/2021, 10:30am-11:30am
Parties Attending	<p>SFSS: Gabe Liosis (President), Matt Provost (VP External)</p> <p>GSS: Ruben M (Dr. of External Relations)</p> <p>SFU: Joanne Curry (VP External), Nicole Rogers (Government Relations)</p>
Meeting Length (Hrs)	1.0
Reason	This meeting was set-up to discuss the progress of the Burnaby Mountain Gondola

	project with Councillor Gu.
Summary and Outcome	TOPICS DISCUSSED: <ul style="list-style-type: none"> The Burnaby Mountain Gondola Project, and how best to advocate to Burnaby City Council for its endorsement. SFU's fossil fuel divestment commitments.
Next Steps	N/A

Meeting, Date	Review of Action Items from 10/13 Council Meeting, 10/15/2021, 1pm-1:30pm
Parties Attending	SFSS: Gabe Liosis (President), Corbett Gildersleve (VP Internal), Ayesha Khan (Operations Organizer), Ella Droko (Board Organizer)
Meeting Length (Hrs)	0.5
Reason	The President, VP Internal & Organizational Development, Operations Organizer, and Board Organizer meet after each Council meeting to collate all action items arising from the Council meeting.
Summary and Outcome	<ul style="list-style-type: none"> The four of us went through each motion and discussion item one-by-one, and recorded all action items required of every motion passed and every discussion had.
Next Steps	Action items are recorded and communicated to the relevant accountabilities.

Meeting, Date	Weekly Check-In with Board Organizer, 10/15/2021, 1:30PM-2:30PM
Parties Attending	SFSS: Gabe Liosis (President), Ella Droko (Board Organizer)
Meeting 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	TOPICS DISCUSSED: <ul style="list-style-type: none"> ECA Development Session(s) Schedule BC Budget Process Admin Team Schedules Staff Retreat Planning Branding Guidelines for YouTube videos Mental Health Support for Councillors & Executives Co-Curricular Record Training Admin Team SOPs
Next Steps	N/A

Meeting, Date	Weekly Check-In with Operations Organizer, 10/15/2021, 2pm-2:30pm
Parties Attending	SFSS: Gabe Liosis (President), Ayesha Khan (Operations Organizer)
Meeting 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	<p>TOPICS DISCUSSED:</p> <ul style="list-style-type: none"> ● Hiring Committee Updates (FNSA Coordinator, OOC Coordinator, Digital Media Content Creator) ● SOCA staffing ● New Staff Welcome Handbook ● CA Overview Session for CGs and Management ● Annual General Meeting, Staffing Requirements ● Lobbyist Registrar ● MSAA vacancies ● Hiring on a new IEC Commissioner ● MSC-Generalist role updates
Next Steps	

Total Meeting Hours	30.75
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Projects and Events

Project/Event Title	Semester Report, 10/04/2021, 6pm-6:30pm
Updates and Upcoming Plans	<ul style="list-style-type: none"> ● Created the outline for my Summer 2021 semester report
Relevant Strategic Priorities	N/A
Total Time (Hrs)	0.5

Project/Event Title	Annual General Meeting Prep, 10/04/2021, 7:30pm - 9:30pm
Updates and Upcoming Plans	<ul style="list-style-type: none"> ● Writing my "Message from the President" for the Annual Report ● Writing the "Letter from Council" for the Annual Report

Relevant Strategic Priorities	<ul style="list-style-type: none"> Organizational Development
Total Time (Hrs)	2.0

Project/Event Title	Annual General Meeting Prep, 10/05/2021, 9am-10am
Updates and Upcoming Plans	<ul style="list-style-type: none"> Corbett and I began preparing for the meeting at 11 am with staff to provide an overview of the AGM event plan We spent time building the event plan
Relevant Strategic Priorities	<ul style="list-style-type: none"> Organizational Development
Total Time (Hrs)	1.0

Total Project and Events Hours	3.5
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Administrative Work

Summary	Preparing for the 10/01 HR & Personnel Sub-Committee Meeting, 10/01/2021, 9:30am-10am; 10:30am-11am
Total Time (Hrs)	1.0

Summary	Debriefing from 10/01 HRP Meeting + Sending Action Items to Sub-Committee Members, 10-01-2021, 12:15pm - 12:30pm
Total Time (Hrs)	0.25

Summary	Working Session: Answering Emails, Completing Work Report, and other Administrative Tasks; 10/01/2021; 2:30pm - 6:45pm
Total Time (Hrs)	4.25

Summary	Answered a Couple of Emails, 10/01/2021, 11:30pm - 12am
Total Time (Hrs)	0.5

Summary	Catching-Up on Emails, 10/03/2021, 5pm - 6:45pm
Total Time (Hrs)	1.75

Summary	Answering Emails + Catching-Up for the Week, 10/04/2021, 8:30am - 10am
Total Time (Hrs)	1.5

Summary	Preparing for the 10/04 Executive Committee Meeting, 10/04/2021, 10:30am-11:30am
Total Time (Hrs)	1.0

Summary	Debriefing from 10/04 Executive Committee + Recording Action Items, 10/04/2021, 4:30pm-5pm
Total Time (Hrs)	0.5

Summary	Answering Emails, 10/05/2021, 12pm-12:30pm
Total Time (Hrs)	0.5

Summary	Completed my Summer 2021 Semester Report, 10/05/2021, 2:45pm - 9pm
Total Time (Hrs)	6.25

Summary	Catching Up on Emails Before Going "Out of Office" from Oct 7-12, 10/06/2021, 7am-9am
Total Time (Hrs)	2.0

Summary	Catching Up on Emails Receiving During my Break, 10/12/2021, 7am-9:30am
Total Time (Hrs)	2.5

Summary	Preparing for the Executive Committee Development Session on 10/12/2021, 10/12/2021, 9:30am-10am
Total Time (Hrs)	0.5

Summary	Preparing for the Council Meeting Upcoming on 10/13, 10/12/2021, 7:30am-10pm
Total Time (Hrs)	2.5

Summary	Preparing & Debriefing for/from my Monthly Meeting with SFU President Joy Johnson; 10/13/2021; 1pm-2pm, 2:30pm-3pm
Total Time (Hrs)	- 1.0 - 0.5 TOTAL = 1.5

Summary	Setting up and Preparing for the Council Meeting on 10/13, 10/13/2021, 3:30pm-4:30pm
Total Time (Hrs)	1.0

Summary	Answering Emails, 10/15/2021, 10:45am-1pm
Total Time (Hrs)	2.25

Summary	Writing an Experience Letter for a former Board member who needed one for immigration purposes, 10/15/2021, 2:30pm-3pm
Total Time (Hrs)	0.5

Summary	Answering Emails, 10/15/2021, 3pm-3:45pm
Total Time (Hrs)	0.75

Summary	Work Report, 10/15/2021, 3:45pm-4:45pm
Total Time (Hrs)	1.0

Summary	Scheduling for the Upcoming Week, 10/15/2021, 10pm-11:15pm
Total Time (Hrs)	1.25

Total Admin Hours	33.25
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Council | SUB 3100
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6
sfss.ca

Total Hours	67.50
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VP Internal and Organizational Development Corbett Gildersleve

Meeting Summary and Comments

Meeting, Date	Leave of Absence Discussion, Oct. 1st
Parties Attending	President Gabe Liosis, VP Events and Student Affairs Jess Dela Cruz, Myself
Meeting Length (Hrs)	0.5 hrs
Reason	LOA Policy Feedback
Summary and Outcome	We met to review and discuss the LOA policy change that I drafted. Jess and Gabe provided feedback on ways to improve the policy to allow for more situations in the language that I missed.
Next Steps	Send the new policy draft to Oversight Committee for feedback

Meeting, Date	HRP Subcommittee, October 1st
Parties Attending	HRP Committee Members
Meeting Length (Hrs)	1.25 hrs
Reason	Scheduled Meeting
Summary and Outcome	We went through hiring committee updates as well as discussed and approved some new job descriptions. We also discussed the new collective agreement being ratified and a possible joint statement with CUPE.
Next Steps	N/A

Meeting, Date	Review of Council Action Items, Oct. 1st
Parties Attending	President Gabe Liosis, Board Organizer Ella Droko, Operations Organizer Ayesha Khan, Myself
Meeting Length (Hrs)	0.5 hours
Reason	Assign Action Items

Summary and Outcome	We reviewed all the Council motions approved at the previous Council meeting and determined next steps as well as who would be responsible for those steps occurring.
Next Steps	N/A

Meeting, Date	SFSS-WUSC Scholarship Meeting, October 1st
Parties Attending	SFU Reps, WUSC Reps, VP Equity and Sustainability Marie Haddad, VP Finance and Services Almas Phangura, Myself
Meeting Length (Hrs)	1 hour
Reason	Discuss with SFU the Scholarship
Summary and Outcome	We finally met with SFU about the scholarship and what concerns they had about it. For the most part, what we wanted to do was not compatible with their system (in having a separate selection committee). It was a very frustrating conversation.
Next Steps	We'll meet with WUSC specifically to determine next steps

Meeting, Date	SFU Budget Info Session, October. 4th
Parties Attending	SFU Admin, President Gabe Liosis, VP Finance and Services Almas Phangura, Myself
Meeting Length (Hrs)	1 hour
Reason	Invitation from SFU
Summary and Outcome	We attended the session to learn about SFU's budget process and ask questions. We also advocated for SFU to join with the SFSS and GSS to advocate for more provincial funding.
Next Steps	SFU will be holding a session for students later in the month.

Meeting, Date	Exec Committee, October 4th
Parties Attending	Execs
Meeting Length (Hrs)	3 hours
Reason	Schedule Meeting
Summary and Outcome	We received reports on OCEO, HRP, and different execs on hiring committees

	<p>Motions:</p> <ul style="list-style-type: none"> -Passed a recommendation to Council to purchase workstations for staff and council -Committed to attending monthly staff meetings -Committing to each exec holding regular meetings with staff that relates to their portfolio -Appointed VP Equity and Sustainability Marie Haddad to the FNSA Coordinator Hiring Committee -Appointed Serena to Accessibility Coordinator Hiring Committee -Passed a recommendation to Council an amendment to the Leave of Absence policy -Approved storage for SFU Robot Soccer Club in the SUB -Added the Accessible Course Practices Campaign to the AGM <p>We discussed</p> <ul style="list-style-type: none"> -Name tags for staff -Office space and in-person event guidelines -Results from the Collective Agreement Bargaining -Gondola Campaign
Next Steps	N/A

Meeting, Date	AGM Planning, October. 5th
Parties Attending	President Gabe Liosis, Myself
Meeting Length (Hrs)	1 hour
Reason	Working Session
Summary and Outcome	We met to plan the AGM campaign as well as prep for the meeting with staff at 11am.
Next Steps	Meet with staff at 11am to talk about the AGM

Meeting, Date	AGM Planning - Staff, October 5th
Parties Attending	
Meeting Length (Hrs)	1 hour
Reason	Discuss the AGM with Staff
Summary and Outcome	We met with staff to talk about the AGM (day, time, and format) and what roles are needed to be filled for the event.
Next Steps	I need to send out an email asking for staff's availability and the roles that need to be filled.

Meeting, Date	Chat with Beaty, October 5th
Parties Attending	PRCAC Beaty, Myself
Meeting Length (Hrs)	0.5 hours
Reason	Follow Up Meeting
Summary and Outcome	Beaty had follow up questions around her role in the AGM and some questions related to the Build SFU Levy.
Next Steps	N/A

Meeting, Date	MSC Generalist - Quick Connect. October 5th
Parties Attending	President Gabe Liosis, Operations Organizer Ayesha Khan, MSC Clubs Nancy Mah, Myself
Meeting Length (Hrs)	0.5 hrs
Reason	Meet with Staff
Summary and Outcome	We talked about the request for the MSC Generalist position to be reinstated to help the Member Services Center staff. This included needing support for club and student union event planning (looking at insurance, meeting with MECS, etc.)
Next Steps	N/A

Meeting, Date	Job Description Meeting, October. 6th
Parties Attending	President Gabe Liosis, Operations Organizer Ayesha Khan, Building Coordinator John Walsh, Myself
Meeting Length (Hrs)	1 hour
Reason	Exploring Different Job Descriptions
Summary and Outcome	We met to discuss the Building Coordinator hybrid job descriptions, IT Coordinator JD draft, and the request for a MSC Generalist position from staff. We discussed some of the challenges with budgeting and funding sources for new staff, short and long term goals with the SFSS like developing its own IT capacity, as we can't always rely on SFU to respond to our needs in a timely manner. We think that we can get some of this IT support through a building coordinator hybrid role as well as a BC that helps with event support.

Next Steps	We'll bring some of these ideas to MSC staff to get feedback.
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Meeting, Date	Working Session - AGM Prep, October 6th
Parties Attending	President Gabe Liosis, Myself
Meeting Length (Hrs)	1 hour
Reason	Work on the AGM
Summary and Outcome	We met to continue discussions around the AGM, the campaign, and other relevant matters.
Next Steps	N/A

Meeting, Date	Bargaining Wrap Up and Review, Sept. 6th
Parties Attending	SFSS Bargaining Committee
Meeting Length (Hrs)	2 hours
Reason	Review and Next Steps
Summary and Outcome	We met to discuss the collective agreement being approved and signed. We talked about next steps including sorting out the financial costs for back pay (wage increases and such). We also are planning on releasing our own newspaper and statement.
Next Steps	A meeting should be set up with Kurt, Almas, Ayesha, and myself to discuss the financial items.

Meeting, Date	Council Dev Session, October 6th
Parties Attending	Council
Meeting Length (Hrs)	1.5 hours
Reason	AGM Campaign Development
Summary and Outcome	I ran a dev session on the AGM Campaign, about creating a campaign, breaking down of the student body, as well as talking about possible raffle prizes.
Next Steps	N/A

Meeting, Date	Furnishings Discussion, October 6th
Parties Attending	Building Manager John Walsh, Building Coordinator Mary Phan, Myself
Meeting Length (Hrs)	1 hour
Reason	Discussing Furnishings Project
Summary and Outcome	Met with John and Mary to sort out the next steps for sourcing, purchasing, and furnishing SOCA, FNESA, and DNA space now that Council passed the motion.
Next Steps	Mary will review the list of items and update the prices and availability. I'll then communicate that with the groups to see if some items need to be replaced or not.

Meeting, Date	Check-in with the Board Organizer, October 8th
Parties Attending	Board Organizer Ella Droko, Myself
Meeting Length (Hrs)	1 hour
Reason	Catch up and further plans
Summary and Outcome	We met to catch her up on what occurred during her leave of absence, the motions passed and projects being worked on. Additionally, we chatted about her projects and their status, as well as what support she would need.
Next Steps	N/A

Meeting, Date	MBC Space Bookings, October 8th
Parties Attending	MSC Coordinators, Operations Organizer Ayesha Khan, Myself
Meeting Length (Hrs)	0.5 hrs
Reason	Discussion about Forum Chambers
Summary and Outcome	We had a discussion with MSC staff about Forum Chambers and Undergrounds due to some incorrect information being given to students looking to book those spaces. We discussed some issues with the lack of dedicated space oversight with those spaces as everyone is primarily focused on the SUB. We've developed a temporary solution for October.
Next Steps	N/A

Meeting, Date	AGM Campaign Discussion, October 8th
Parties Attending	Campaigns Mobilizer Coordinator Muriel Adarkwa, Myself
Meeting Length (Hrs)	0.5 hours
Reason	Discussion
Summary and Outcome	I updated Muriel on the AGM campaign template as well as what occurred last year. I shared with her the two AGM council dev session recordings.
Next Steps	Schedule a meeting with Muriel and Ilham to discuss the campaign in more detail

Meeting, Date	Speak with the SFSS lawyer, October 8th
Parties Attending	VP Equity and Sustainability Marie Haddad, Myself, Kate Phipps
Meeting Length (Hrs)	0.5 hours
Reason	Discussing a Confidential Matter
Summary and Outcome	Discussing a Confidential Matter
Next Steps	N/A

Meeting, Date	SUS and SASS MOU Working Group Meeting, October 8th
Parties Attending	SUS and SASS Reps, Myself
Meeting Length (Hrs)	0.5 hours
Reason	Update Meeting
Summary and Outcome	We met to talk about the progress on drafting the MOU and decided on when to meet next. We also decided on a drop-in work session and the date so that the MOU can be completed more quickly.
Next Steps	We'll have a drop-in session for the following Thursday and an update meeting on Friday.

Meeting, Date	Exec Committee Dev Session, October 12th
Parties Attending	Exec Committee

Meeting Length (Hrs)	1.5 hours
Reason	Discussion around the AGM
Summary and Outcome	We discussed the AGM and the campaign as well as the outreach needed for this event to be well attended.
Next Steps	N/A

Meeting, Date	Oversight Committee Chat, October 12th
Parties Attending	OCEO Chair Devynn Butterworth, Execs
Meeting Length (Hrs)	1.5 hours
Reason	Discussing Exec Work Reports
Summary and Outcome	We discussed the Exec Work Reports as OCEO will be looking more into them as part of their responsibilities. We answered questions related to what we spent our most time on, challenges we had, and if the reports reflected our work and experiences.
Next Steps	N/A

Meeting, Date	Discussion with SVSPO, October 12th
Parties Attending	President Gabe Liosis, VP Equity and Sustainability Marie Haddad, SVSPO Director CJ Rowe, Myself
Meeting Length (Hrs)	0.75 hrs
Reason	Discussing SVSPO Support for the Council Meeting
Summary and Outcome	We discussed the upcoming Council meeting and the SVSPO's support as well as the topics that CJ wanted to talk about in relation to the in-camera discussion.
Next Steps	N/A

Meeting, Date	SUS Meeting Room Test, October 12th
Parties Attending	SUS Council, Myself
Meeting Length (Hrs)	0.5 hours
Reason	Testing SUB 3240

Summary and Outcome	SUS asked to use the room allocated to them for a hybrid meeting. After checking with the execs we approved for them to use it. We decided it would be a good idea for us to use it as an opportunity to test the room. I attended for the first 30 minutes of the meeting and then headed out.
Next Steps	N/A

Meeting, Date	Exec Update re. SVSPO Support, October 12th
Parties Attending	Execs
Meeting Length (Hrs)	0.5 hrs
Reason	Update
Summary and Outcome	The rest of the exec were updated on our conversation with CJ earlier in the day. We relayed the supports being provided and the topics CJ wanted to talk about in the in-camera discussion.
Next Steps	N/A

Meeting, Date	AGM Campaign Meeting, October 13th
Parties Attending	VP External and Community Affairs Matt Provost, CAMC Muriel Adarkwa, Comms Coordinator Ilham Benttahir, Myself
Meeting Length (Hrs)	1 hour
Reason	AGM Campaign Discussion
Summary and Outcome	We met to go into more detail about the campaign, plan out what needed to be done and in what order. We also discussed ground campaign strategies, reaching out to allies, and other campaign items. We set up a timeline for the next two weeks.
Next Steps	Muriel will be sending me some template messages to send out to other organizations

Meeting, Date	Council, October. 13th
Parties Attending	Council
Meeting Length (Hrs)	5 hours
Reason	Scheduled Meeting
Summary and Outcome	We had a long in-camera discussion about a sensitive topic.

	<p>Afterwards we passed a motion related to increasing training for Councilors concerning sexual misconduct, disclosure process, and support.</p> <p>We also passed two motions, one to spend up to \$90,000 on purchasing office workstations for staff and Council office spaces, and we discussed the upcoming SUB Photoshoot.</p>
Next Steps	Gabe, Ella, Ayesha, and I will meet in a few days to go over action items from the meeting

Meeting, Date	MSC Generalist Discussion, October 14th
Parties Attending	MSC Coordinators, Operations Organizer Ayesha Khan, Myself
Meeting Length (Hrs)	1 hour
Reason	Discuss the Generalist Position
Summary and Outcome	We updated the coordinators on our previous discussions around creating a hybrid Building Coordinator role and asking for feedback. We also went through the MSC Generalist role and pulled out items that could be handled by this new Building Coordinator role.
Next Steps	N/A

Meeting, Date	SUS and SASS MOU Working Group Drop In Session, October 14th
Parties Attending	SUS President Shariq Ahsan, Myself
Meeting Length (Hrs)	1.5 hours
Reason	Working on the MOU
Summary and Outcome	We worked on adding more items to the MOU and fleshing/fixing other areas. We made a lot of progress.
Next Steps	Report our progress at the next MOU meeting

Meeting, Date	Review of Action Items from Council, October 15th
Parties Attending	President Gabe Liosis, Operations Organizer Ayesha Khan, Board Organizer Ella Droko, Myself
Meeting Length (Hrs)	0.5 hours
Reason	Delegating Action Items

Summary and Outcome	We reviewed current outstanding action items from the Council meetings in September and then looked at the motions passed at the October meeting last Wednesday.
Next Steps	I need to contact the PRCAC about action items from the previous Council meeting

Meeting, Date	Meeting with WUSC, October 15th
Parties Attending	WUSC Reps, VP Equity and Sustainability Marie Haddad, Myself
Meeting Length (Hrs)	1 hour
Reason	Next Steps
Summary and Outcome	We met to discuss our next steps with getting the SFSS-WUSC scholarship off the ground now that our meeting with SFU was less than productive. I offered to contact the lawyer with the most up to date forms and items for the award/scholarship to look for any privacy issues or other red flags.
Next Steps	Contact the lawyer

Meeting, Date	SUS and SASS MOU WG Meeting, October 15th
Parties Attending	SUS and SASS Reps, Myself
Meeting Length (Hrs)	0.5 hours
Reason	Updating the group
Summary and Outcome	Shariq and I updated the group about the MOU drafting progress. We went over areas that still need to be finished and set up another drop in session for Monday and an update meeting on Friday.
Next Steps	N/A

Total Meeting Hours	35
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Projects and Events

Project/Event Title	Dev Session Prep
Updates and Upcoming Plans	Compiled the information and plan for the Council dev session on the AGM campaign plans.



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

Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	1 hour

Project/Event Title	Annual General Meeting
Updates and Upcoming Plans	=Developed the AGM Email notice, -tracked down the correct maillist, -created the bit.ly link and Google Drive AGM folder, -drafted the minutes, and sent out the email notice.
Relevant Strategic Priorities	Annual General Meeting
Total Time (Hrs)	4 hours

Total Project and Events Hours	5
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Committee Chair Work

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

Total Committee Hours	0
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Administrative Work

Summary	October 1st
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	- Work on Exec Work Report,
Total Time (Hrs)	2 hours

Summary	October 4th - Semester Work Report,
Total Time (Hrs)	2 hours

Summary	<p>October 7th</p> <ul style="list-style-type: none"> - Check in with on-site staff, remind them that I'm filling in for Gabe for the next two days. - Talk with PRCAC about her section of the AGM and her role in regards to lobbying and campaigns, what committees she would support and in what ways. - Get updates from admin coordinator about the AGM agenda document, review and approve formatting corrections - Schedule meeting with Campaigns Mobilizer Coordinator about the AGM - Check in with John about building issues - Finalize signing authority changes for our bank account - Review the October 13 Council Agenda <p>Discuss items with Council Vice Chair</p> <ul style="list-style-type: none"> - Send an update to FNSA, DNA, and SOCA about their furnishings - Clean up part of the President's Google Drive to free up space - Send to Council the last two AGM-focused Dev Session videos - Respond to an email about Capilano Student Union meet up - Finish signing the Audited Financial Statements
Total Time (Hrs)	6.5 hours

Summary	October 11th, - Work on my late Sept. 1-15th Work Report
Total Time (Hrs)	2 hours

Summary	<p>October 12th</p> <ul style="list-style-type: none"> -Drafted Motion for Council Meeting -Update a draft motion for Council tomorrow -Update execs and staff about the internet issues (difficult with nothing but Gmail working) -Checked with staff about the internet issues occurring throughout the day
Total Time (Hrs)	4.75 hours

Summary	October 13th -Council - Spoke with Shelley about an update to the SUB photoshoot. I'll be announcing this at the Council meeting tonight - Helping CMNS councilor with drafting a motion
Total Time (Hrs)	1 hour

Summary	October 14th -Emails, Discord - Recruiting Councilors for the SUB Photoshoot - Contacting DNA, FNSA, and SOCA about the SUB photoshoot - Contacting staff and SFU IT Services about workstation procurement process - Check in on the SFSS Exec MOU Progress - Contact Finance Office about SFSS student fees and student activity breakdown, start updating the 2021-2022 model
Total Time (Hrs)	2 hours

Total Admin Hours	20.25
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Total Hours	60.25
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VP Finance and Services
Almas Phangura

Meeting Summary and Comments

Meeting, Date	WUSC Scholarship Meeting (1st Oct, 2021)
Parties Attending	Almas Phangura, Corbett Gildersleve, Marie Hadad, Gabe Liosis Wafaa Zaqout, Carolyn Hanna, Manoj Bhakhtan
Meeting Length (Hrs)	1 hr (2:15pm to 3:15pm)
Reason	WUSC Scholarship details meeting
Summary and Outcome	<ul style="list-style-type: none"> -Discussion about the type of aid the scholarship shall be regarded as (SFU suggests making it a grant instead of a scholarship) -Who shall be on the committee for making final decisions about the grant -What are the criteria for being selected for the grant? -Will students have to present a written supporting document along with an initial application. -Do we wish to follow SFU's procedure or make our own set of regulations for giving out the grant? If yes, what will be those rules and regulations? -What is the minimum number of credits needed for receiving the grant? Any GPA requirements?
Next Steps	N/A

Meeting, Date	Digital Media Assistant Interview (4th Oct, 2021)
Parties Attending	Almas Phangura, Jess Dela Cruz, Beaty and Ilham
Meeting Length (Hrs)	2 hr 15 mins (9:45am to 12pm)
Reason	Hiring Committee
Summary and Outcome	<ul style="list-style-type: none"> -Go over the candidate's resume, prepare ourselves for the questions each of us would be asking, Take the interview and answer any follow-up questions -Score the answers according to a rubric made by the committee -Note down all our input about the candidate
Next Steps	N/A

Meeting, Date	Closed Budget Information Sessions for SFSS and GSS
Parties Attending	SFSS Executive Team, GSS Team SFU: Catherine Dauvergne, Martin Pochurko, Joy Johnson, Erin Biddlecombe, Rummana Khan Hemani
Meeting Length (Hrs)	1 hr (12:30pm to 1:30pm)
Reason	Invited by SFU to understand their budget making
Summary and Outcome	-How is SFU using their money (new initiatives? Faculty? Financial aid?) -The fees increase (why are fees increased?) -What are the impacts of pandemic on their budget -Open education resources for students and how to get more funding from provincial government -Breakdown of their assets and liabilities (in terms of the cashflow)
Next Steps	N/A

Meeting, Date	Executive Committee Meeting, (4th Oct, 2021)
Parties Attending	All executive committee members
Meeting Length (Hrs)	3 hrs (1:30pm to 4:30pm)
Reason	Regularly scheduled Meeting
Summary and Outcome	-REPORT FROM COMMITTEES <ul style="list-style-type: none"> ● Oversight Committee on Executive Officers by Chair Devynn - meeting with oversight in the development session to go over the semester reports and other logistics of how reports are judged ● HR & Personnel Sub-Committee by President Gabe Liosis ● Updates from Hiring Committees Digital Media Hiring Committee (Almas and Jess) OOC Hiring Committee - Motion by Corbett : SFSS has created new staffing positions and hired people to fulfil those roles but has aging office equipment that needs to be replaced- proposes that Council approve spending up to \$90,000 from the Space Expansion Fund for the purchase of 45 workstation equipment. -In addition, that Council task the Governance Committee to work with the Finance and Administrative Service Committee to develop to Council a financial policy recommending a regular office equipment update cycle so that it can be properly budgeted. -Recommendation for Executive Officers to Meet More Frequently with Staff -Appointment of members to Accessibility Coordinator and FNSA Coordinator Hiring Committee -Office Space Community Guidelines

	-Collective Agreement Bargaining -Club and DSU In-Person Event Guidelines -Committee Email Motions
Next Steps	N/A

Meeting, Date	Senate Meeting, (4th Oct, 2021)
Parties Attending	All senate members
Meeting Length (Hrs)	45 mins (5:30pm to 6:45pm)
Reason	Regularly Scheduled Meeting
Summary and Outcome	-Report of Chair (Joy Johnson) -Report from the different Senate committees (course changes, new course proposals and program changes) *Please email me for any details
Next Steps	N/A

Meeting, Date	Council Development Session, (6th Oct, 2021)
Parties Attending	Council Members
Meeting Length (Hrs)	1 hr 15 mins (4:30pm to 5:45pm)
Reason	Regularly scheduled meeting
Summary and Outcome	-Why do we have the AGM? -How to campaign for the AGM (voterbanking?) -Who is the audience?- The membership (Weak supporters,neutral,somewhat supporters, Strong supporter) How to reach people? Use social Media- compile a spreadsheet of people who you can get to AGM -Why do we go to the AGM? How to convince people why to attend it? -Discussion of the by-laws that we will be voting on
Next Steps	N/A

Meeting, Date	Digital Media Assistant Interview, (8th Oct, 2021)
Parties Attending	Almas Phangura, Jess Dela Cruz, Beaty and Ilham
Meeting Length (Hrs)	2 hrs (1pm to 3pm)

Reason	Hiring Committee Meeting
Summary and Outcome	-Go over the candidate's resume, prepare ourselves for the questions each of us would be asking, Take the interview and answer any follow-up questions -Score the answers according to a rubric made by the committee -Note down all our input about the candidate
Next Steps	N/A

Meeting, Date	Executive Committee Development Session (12th Oct, 2021)
Parties Attending	Executive Members
Meeting Length (Hrs)	3 hrs (10am to 1pm)
Reason	Regularly scheduled Session
Summary and Outcome	This Development Session was focused on the Annual General Meeting -- including roles, duties, responsibilities, campaigning. -Members of OCEO came to the meeting and chatted with us about different issues like <ul style="list-style-type: none"> • Do we have enough time to complete the tasks within 60 hours biweekly • How do we feel about work life balance? • What standards have we set for our work reports (what counts as SFSS? What information is given in them and in how much detail?) • How the oversight will be judging the semester reports for the next semester. • What are the criteria for judging the work reports (making a spreadsheet and noting down various components) • They asked me about how I provide extensions to people • How penalties are applied for late or missing work reports?
Next Steps	N/A

Meeting, Date	Meeting with CJ Rowe (SVSPO), (12th Oct, 2021)
Parties Attending	Executive committee members and CJ Rowe
Meeting Length (Hrs)	45 mins (2pm to 2:45pm)
Reason	CONFIDENTIAL
Summary and Outcome	CONFIDENTIAL (in-camera discussion)
Next Steps	N/A

Meeting, Date	Catchup on the week and discussion regarding SVSPO, (12th Oct, 2021)
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Parties Attending	Executive Committee members
Meeting Length (Hrs)	2.5 hrs (7:30pm to 10pm)
Reason	Catch up on different issues
Summary and Outcome	-SVSPO discussion (the MOU and history/ background) -Capacity check
Next Steps	N/A

Meeting, Date	Digital Media Assistant Interview (13th Oct, 2021)
Parties Attending	Almas Phangura, Jess Dela Cruz, Beaty and Ilham
Meeting Length (Hrs)	2 hrs 15 mins (12:45pm to 3pm)
Reason	Hiring Committee
Summary and Outcome	-Go over the candidate's resume, prepare ourselves for the questions each of us would be asking, Take the interview and answer any follow-up questions -Score the answers according to a rubric made by the committee -Note down all our input about the candidate
Next Steps	N/A

Meeting, Date	Council Meeting (13th Oct, 2021)
Parties Attending	Council Members
Meeting Length (Hrs)	4 hr 45 min (4:30pm to 9:15pm)
Reason	Regularly Scheduled Meeting
Summary and Outcome	-IN CAMERA SESSION -(Discussed in executive meeting as well) Motion by Corbett : SFSS has created new staffing positions and hired people to fulfil those roles but has aging office equipment that needs to be replaced- proposes that Council approve spending up to \$90,000 from the Space Expansion Fund for the purchase of 45 workstation equipment. -In addition, that Council task the Governance Committee to work with the Finance and Administrative Service Committee to develop to Council a financial policy recommending a regular office equipment update cycle so that it can be properly budgeted. -SFU climate emergency declaration discussion -SUB Photoshoot (councillors and students invited to come on Saturday to be in

	<p>pictures- will receive gift cards and lunch in return)</p> <p>-Council leave policies and changed proposed to it (21 business days paid leave without proofs)</p>
Next Steps	N/A

Meeting, Date	Digital Media Assistant Finalising Candidate (14th Oct, 2021)
Parties Attending	Almas Phangura, Jess Dela Cruz, Beaty and Ilham
Meeting Length (Hrs)	1 hr (11 am to 12pm)
Reason	Hiring committee Meeting
Summary and Outcome	<ul style="list-style-type: none"> -Went over the answers and profiles of all the different candidates -Spoke to all members of the committee and got their top choices -Finalised the candidate and sent out offers and got in touch with Ayesha for the onboarding
Next Steps	N/A

Meeting, Date	Faculty of Science Dean Search Committee (14th Oct, 2021)
Parties Attending	Almas Phangura (SFSS), Brooke (GSS) SFU: Arne Moores, Vance Williams, Tania Bubela and others
Meeting Length (Hrs)	2 hrs (11am to 1pm)
Reason	Scheduled Meeting
Summary and Outcome	<ul style="list-style-type: none"> -Put forward our views on the advert and appointment details text - Discussion on feedback from the Open Forum - Candidate Profile (includes Position Description and Selection Criteria like qualifications, experience and research profile) -Progress report will be discussed and checked in the next meeting
Next Steps	N/A

Meeting, Date	SFU Budget Information Session - For all Students (14th October, 2021)
Parties Attending	Executive Committee Members, Council members and other attendees
Meeting Length (Hrs)	1 hr 15 min (1:45pm to 3pm)
Reason	Information Session to ask questions from the SFU Leadership about budget

Summary and Outcome	A session for students, where we got to ask questions and add pressure about tuition increases and reorientation of budget. The SFSS membership condemned SFU for an increase and the SFSS has a standing opposition to increases of tuition for both domestic and international increases since the 2019 Board year.
Next Steps	N/A

Meeting, Date	WUSC Scholarship Meeting (15th October, 2021)
Parties Attending	Almas Phangura, Marie Hadad, Corbett Gildersleve Balqees Jama, Wafaa, Jhanvi
Meeting Length (Hrs)	1 hr 30 mins (4 pm to 5:30pm)
Reason	To discuss the terms of this new scholarship
Summary and Outcome	<p>-Timeline of the scholarship (Final Draft will be sent by tuesday next week)</p> <ul style="list-style-type: none"> • Open applications for November 8th-December 8th 2021 and finalize candidates for ~January 8th 2022 • What are the terms for reference <p>The idea is that the selection committee would involve WUSC, SFSS, and SOCA</p> <p>- We need this scholarship or award to be on the SFU Financial Aid and Awards page, what are the steps forward?</p> <p>- What is the process and clear requirements for putting this scholarship or award up?</p> <p>- What are the responsibilities in reference to the advertising process?</p> <p>- What are the requirements separately for a scholarship, award, and bursary?</p>
Next Steps	N/A

Meeting, Date	Budget Session Preparation (14th October, 2021)
Parties Attending	All executive committee members
Meeting Length (Hrs)	45 mins (1pm to 1:45pm)
Reason	Invited to the meeting by SFU
Summary and Outcome	<p>An overview of discussion from the last session with SFU (items in the closed session)</p> <p>-Where does SFU gets their funding comes from</p> <p>-Jotting down questions for the budget session</p>
Next Steps	N/A

Total Meeting Hours	28 hrs
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Projects and Events

Project/Event Title	Science Dean Search Open Forum
Updates and Upcoming Plans	It was an opportunity to ask a questions from the search committee (the forum was open to all students in the faculty of science and was recorded to be shared at a later date)
Relevant Strategic Priorities	Attend the upcoming meetings
Total Time (Hrs)	1.5 hrs

Total Project and Events Hours	1.5 hrs
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Committee Chair Work

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

Total Committee Hours	
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Administrative Work

Summary	Receive invoices and check requisitions, double check amounts and departments in the budget document and approve them + Final signatures for the audit reports
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Total Time (Hrs)	1 hr + 0.5 hr
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Summary	Hiring Committee administrative work
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Total Time (Hrs)	1 hr
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Summary	<ul style="list-style-type: none"> -Checked the work reports for the month of September- 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) -Get in touch with people who have missing or incomplete work reports -Messages and chats (facebook and discord) -Answering emails, queries and communication with staff members (average of 23 emails in a day, tons of enquiries about the UPass exemptions and being able to enroll in for students not meeting the criteria, queries about student services and health and dental plans) -Other administrative tasks done on a daily basis
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Total Time (Hrs)	1st Oct, 2021 = 1.5 hr 2nd Oct, 2021= 1 hr 4th Oct, 2021= 2 hr 5th Oct, 2021= 1 hr 7th Oct, 2021= 2.5 hr 8th Oct, 2021= 2 hr 12th Oct, 2021= 3 hr 14th Oct, 2021= 3 hr 15th Oct, 2021= 2.5 hr Total= 18.5 hr
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Summary	Semester report for the Summer 2021 semester
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Total Time (Hrs)	2.5 hrs
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Summary	Discussion with Jess about digital media hiring committee
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Total Time (Hrs)	15 mins
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Summary	Review of the spreadsheets for RRSP and retroactive payment of permanent employees (laid off, current since 2020)
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Total Time (Hrs)	2 hrs
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Summary	Preparation for the AGM (acting as panelist, going over the agenda, reading the
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	different motions being brought to AGM, planning for the script)
Total Time (Hrs)	2 hrs

Summary	Work Report for the First half of October (busy month ahead)
Total Time (Hrs)	2 hrs

Total Admin Hours	29 hr 45 mins
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Total Hours	60 hrs 15 mins
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VP University and Academic Affairs
 Serena Bains

Meeting Summary and Comments

Meeting, Date	Budget Information Session, October 4th from 12:30PM - 1:30PM
Parties Attending	Serena Bains, Martin Pochurko, Janis Kennedy, Almas Phangura, Catherine Dauvergne, Corbett Gildersleve, Emmanuel Naidoo, Erin Biddlecombe, Farina Fassih, Gabe Liosis, Hafsa Sadiq, Harjap, Jeff Derksen, Jess Dela Cruz, Joy Johnson, Pierre Cenerelli, Reese Muntean, Ruben Munoz, Rummana Khan Hemani, Wade Parkhouse
Meeting Length (Hrs)	1 hour
Reason	To learn more about SFU's budget and any implications it has
Summary and Outcome	<ul style="list-style-type: none"> - Some key areas that support priorities and initiatives stated by our community - Being against tuition increases

	<ul style="list-style-type: none"> - What are the targets when speaking about affordability? - Possibly advocate for a coalition for greater funding from the province - Mental health supports - Open educational resources
Next Steps	- N/A

Meeting, Date	Contract Worker Justice Meeting, October 4th from 1:00PM - 2:00PM
Parties Attending	Serena Bains, Catherine Jeffery, Carissa Taylor, Enda Brophy, John Calvert, Kendra Strauss, Lillian Deeb, Thomas Leischner
Meeting Length (Hrs)	1 hour
Reason	To learn more about the contract worker justice campaign
Summary and Outcome	<ul style="list-style-type: none"> - Organizing updates - Ways to engage students - Estimate costing of insourcing - Response to team members - Translation for pamphlets - Social media updates
Next Steps	- N/A

Meeting, Date	Executive Committee Meeting, October 4th from 1:30PM - 4:30PM
Parties Attending	Serena Bains, Gabe Liosis, Ayesha Khan, Matt Provost, Ella Droko, Jess Dela Cruz, Beaty, Christina Kachkarova, Devynn, Kashish Mehta, Corbett Gildersleve, Almas Phangura
Meeting Length (Hrs)	3 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"> - Leave of absence - SFU robot soccer club storage - Accessible course practices - Report from oversight committee - Report from HR and personnel sub-committee - Updates from hiring committees - SFSS staff office equipment purchases - Recommendation for Executives to meet more often with staff - FNSA coordinator hiring committee - Accessibility coordinator hiring committee - Office space community guidelines

	<ul style="list-style-type: none"> - Work name tags - Committee email motions - Club and DSU: in-person event guidelines - Collective agreement bargaining - Burnaby mountain gondola campaign
Next Steps	- N/A

Meeting, Date	SFU Senate Meeting, October 4th from 5:30PM - 6:00PM
Parties Attending	55 members of Senate
Meeting Length (Hrs)	0.5 hours
Reason	To discuss any items to do with academics and research at the university level
Summary and Outcome	<ul style="list-style-type: none"> - Business arising from the minutes - Report of the Chair - Question period - Report of committees <ul style="list-style-type: none"> - Senate committee on undergraduate studies - Senate graduate studies committee - Senate nominating committee - Other business
Next Steps	- N/A

Meeting, Date	AVP UAA Weekly Check-In, October 6th from 11:30AM - 12:30PM
Parties Attending	Serena Bains, Hanah Bazzi, Priyanka Dhesa
Meeting Length (Hrs)	1 hour
Reason	To discuss what we've been working on over the past week and any areas where we may need support
Summary and Outcome	<ul style="list-style-type: none"> - Undergraduate survey <ul style="list-style-type: none"> - Waiting on communications - Need another project for Priyanka - Trello - CAL campaign
Next Steps	- N/A

Meeting, Date	Meeting with Kylie, October 6th from 1:00PM - 1:30PM
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Parties Attending	Serena Bains, Kylie Rae Barr
Meeting Length (Hrs)	0.5 hour
Reason	To discuss how SFU has handled the pandemic and any advocacy work we can do to push them to do better
Summary and Outcome	<ul style="list-style-type: none"> - Quality of professors <ul style="list-style-type: none"> - Taking professor performance as a top priority, bring to Senate - Keep in touch over Facebook
Next Steps	<ul style="list-style-type: none"> - Bring this item to the SCUS agenda - Keep Kylie updated

Meeting, Date	Council Development Session, October 6th from 4:30PM - 6:00PM
Parties Attending	Council members
Meeting Length (Hrs)	1.5 hours
Reason	To learn more about the AGM campaigns
Summary and Outcome	<ul style="list-style-type: none"> - The purpose of the AGM - Report from the president, VP finance, auditors - Approve the auditors and minutes from last year - Other items are what we put on the agenda, by-laws and ACP campaign - Why would folks attend the AGM? - Spectrum of allies
Next Steps	- N/A

Meeting, Date	B.O. x VP University, October 8th from 9:30AM - 10:00AM
Parties Attending	Serena Bains, Ella Droko
Meeting Length (Hrs)	0.5 hour
Reason	To catch up on what each other is working on
Summary and Outcome	<ul style="list-style-type: none"> - Spoke about all of the items I've been working on over the past three weeks - Ella spoke about where I can support her in her work in the future <ul style="list-style-type: none"> - SOP's in one week need a look over
Next Steps	- N/A

Meeting, Date	CWJ x BOG, October 8th from 2:30PM - 3:00PM
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Parties Attending	Serena Bains, John Calvert, Catherine Jeffery
Meeting Length (Hrs)	0.5 hour
Reason	To discuss how to bring a presentation to the BOG
Summary and Outcome	<ul style="list-style-type: none"> - Discussed the process for bringing a presentation to the BOG vs. bringing a motion - Discussed timelines for the next board of governors meeting, the steps that would need to be taken to end up on the agenda
Next Steps	- N/A

Meeting, Date	Executive Committee Development Session, October 12th from 10:00AM - 11:30AM
Parties Attending	Serena Bains, Gabe Liosis, Corbett Gildersleve, Matthew Provost, Almas Phangura, Jess Dela Cruz
Meeting Length (Hrs)	1.5 hours
Reason	To discuss everyone's roles and responsibilities for the annual general meeting
Summary and Outcome	<ul style="list-style-type: none"> - Proposals <ul style="list-style-type: none"> - By-law: housekeeping - By-law: reordering - By-law: divest - Accessible course practices campaign - Items that have to be completed before the AGM - Responsibilities for the day of the AGM - Who is responsible for tasks after the AGM
Next Steps	- N/A

Meeting, Date	Chat with Oversight about Work Reports, October 12th from 11:30AM - 1:00PM
Parties Attending	Serena Bains, Gabe Liosis, Corbett Gildersleve, Matthew Provost, Almas Phangura, Jess Dela Cruz, Devynn Butterworth, Ryan Vansickle
Meeting Length (Hrs)	1.5 hours
Reason	To discuss work reports and any concerns from the oversight committee
Summary and Outcome	<ul style="list-style-type: none"> - Organizational Restructuring <ul style="list-style-type: none"> - What do you feel are priorities in your role? What takes the most time? - How is it being in this role but also being a student/having other responsibilities

	<ul style="list-style-type: none"> - Have the hours required (60 hours bi-weekly) felt like enough to fully fulfill your role - Work Reports <ul style="list-style-type: none"> - What counts as SFSS work to you? <ul style="list-style-type: none"> - Senate - Do you feel work reports properly encompass your work? Why? <ul style="list-style-type: none"> - What is the standard for work reports that you are working off? - Extensions <ul style="list-style-type: none"> - Emailing OCEO collectively regarding extensions rather than the chair - Stipend Reductions <ul style="list-style-type: none"> - What is the current policy for execs + councillors - What is a reasonable extension - what information needs to be given for accountability? - OCEO Structure - Is there anything that you would recommend or like to see for OCEO?
Next Steps	- N/A

Meeting, Date	Discussion with CJ (SVSPO), October 12th from 2:00PM - 3:00PM
Parties Attending	Serena Bains, Marie Haddad, CJ, Gabe Liosis, Almas Phangura, Matthew Provost
Meeting Length (Hrs)	1 hour
Reason	To discuss the work that the SVSPO does and any expertise CJ has
Summary and Outcome	<ul style="list-style-type: none"> - There's only so much a university can do before you're dealing with matters of the law - Establishing another office may go against the current MOU the SFSS has with the SVSPO - Background to GP 44 would be good for Councillors to know - Supports provided by OOC and WC
Next Steps	- N/A

Meeting, Date	Discussion regarding SVSPO, October 12th from 7:30PM - 10:00PM
Parties Attending	Serena Bains, Gabe Liosis, Marie Haddad, Jess Dela Cruz, Corbett Gildersleve, Almas Phangura
Meeting Length (Hrs)	2.5 hours
Reason	To discuss how the SVSPO operates and Council presentation
Summary and Outcome	<ul style="list-style-type: none"> - Lawyer's opinion on the motion - There's already an MOU in place with the SFSS and SVSPO

	<ul style="list-style-type: none"> - Recap of conversation with CJ - Resources available
Next Steps	<ul style="list-style-type: none"> - N/A

Meeting, Date	Council Meeting, October 13th from 4:30PM - 9:15PM
Parties Attending	Council members
Meeting Length (Hrs)	4.75 hours
Reason	To discuss and vote on any items to do with the SFSS and the larger community as well
Summary and Outcome	<ul style="list-style-type: none"> - Consent agenda <ul style="list-style-type: none"> - Matters arising from the minutes <ul style="list-style-type: none"> - Council minutes - Committee minutes - Adoption of the agenda - In-camera <ul style="list-style-type: none"> - Confidential - SFSS in support of Afghan students in crisis - SFSS office equipment purchase - SFU climate emergency declaration - SUB photoshoot - Notice of motion <ul style="list-style-type: none"> - Resignation, leave of absence and regrets
Next Steps	<ul style="list-style-type: none"> - N/A

Meeting, Date	Budget Session Prep, October 14th from 1:00PM - 1:45PM
Parties Attending	Serena Bains, Matthew Provost, Muriel Adarkwa, Beaty Omboga, Marie Haddad, Ella Droko
Meeting Length (Hrs)	0.75 hours
Reason	To prepare for the upcoming budget information session
Summary and Outcome	<ul style="list-style-type: none"> - Context of the purpose behind the session - What happened at the last closed budget session - Where SFU's funding comes from - Brainstorming questions for the budget session
Next Steps	<ul style="list-style-type: none"> - N/A

Meeting, Date	SFU Budget Information Session - For All Students, October 14th from 1:45PM -
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	3:00PM
Parties Attending	Serena Bains, Zoom webinar, Janet Webber, Joy Johnson, Martin Pochurko, Catherine Dauvergne
Meeting Length (Hrs)	1.25 hours
Reason	To receive information about SFU's budget and ask questions
Summary and Outcome	<ul style="list-style-type: none"> - What is SFU's budget? - Planning cycle - Current context - Looking forward - affordability - The budget - Hearing you and your feedback - Next steps - Asking questions with the time left
Next Steps	- N/A

Meeting, Date	Senate Committee on Undergraduate Studies, October 14th from 2:30PM - 4:30PM
Parties Attending	Serena Bains, Kris Nordgren, Abhi Parmar, Alisa Kandikova, Edward Park, Kamal Masri, Kate Tairyan, Megan Crouch, Philippe Pasquier, about 10 others who attended in-person
Meeting Length (Hrs)	2 hours
Reason	To discuss any items to do with academics and undergraduate studies
Summary and Outcome	<ul style="list-style-type: none"> - Approval of the agenda - Approval of the minutes - Course units update - Course changes - Program changes - Elective grading system extension through Summer 2023 term - WD deadline extension through Summer 2023 term
Next Steps	- N/A

Total Meeting Hours	24.75
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Projects and Events



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

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

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

Total Project and Events Hours	
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Committee Chair Work

Committee Name	Accessibility Committee
# of Meetings	1
Total Time (Hrs)	1
Summary	<ul style="list-style-type: none"> - SFSS accessibility grant application - Plain language and remediation services for accessibility grant forms and event checklists - SFU DNA invoice reimbursement - Accessibility grant process early implementation - Plan institute collaboration - New SFU DNA grant application process - Processed accessibility fund applications - SUB accessibility audit report - Accessibility policy appendix E
Ongoing Projects	<ul style="list-style-type: none"> - Accessibility grant

	<ul style="list-style-type: none"> - SUB accessibility audit - Plan institute collaboration
Relevant Strategic Priorities:	<ul style="list-style-type: none"> - Student wellbeing - Student financial health

Total Committee Hours	1
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Administrative Work

Summary	Emails, work reports, responding to messages, semester report, executive report for Council
Total Time (Hrs)	October 1st - 2.5 hours October 2nd - 2.5 hours October 3rd - 2.5 hours October 4th - 2 hours October 5th - 3 hours October 6th - 3 hours October 7th - 2 hours October 8th - 1.75 hours October 9th - 3 hours October 10th - 3 hours October 11th - 2 hours October 12th - 2.5 hours October 13th - 2 hours October 14th - 3 hour October 15th - 2.5 hour

Total Admin Hours	37.25
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Total Hours	63
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VP External and Community Affairs
Matthew Provost

Meeting Summary and Comments

Meeting, Date	Executive Committee, 10/4/21
Parties Attending	Executive Committee
Meeting Length (Hrs)	3 hr
Reason	Scheduled meeting
Summary and Outcome	<p>Reports</p> <ul style="list-style-type: none"> - Report from Oversight Committee on Executive Officers, HR & Personnel Sub-Committee, Hiring Committees <p>New Business</p> <ul style="list-style-type: none"> - Recommended to Council to for purchasing new staff tech equipment - Executive Officers attend monthly staff meetings - Executive Officers host meetings with staff positions that related closely to their portfolio - Appointed Marie to the FNSA Coordinator Hiring Committee - Appointed Serena to the Accessibility Coordinator Hiring Committee - Recommended to Council to the Leave of Absence Council Policy - Approved storage for SFU Robot Soccer Club in the SUB - Motion regarding Accessible Course Practices Campaign to AGM agenda - Motion regarding SFU 350's divest campaign to AGM agenda <p>Discussion Items</p> <ul style="list-style-type: none"> - Office Space Community Guidelines - Staff Name Tags - Email Motions - In-Person Event Guidelines - Collective Agreement Bargaining - Gondola Campaign
Next Steps	n/a

Meeting, Date	Working Session AGM Prep, 10/6/21
Parties Attending	Executive Committee
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting

Summary and Outcome	Met with Exec to discuss the upcoming AGM and priorities to plan
Next Steps	Action Items: - Ill be planning the digital content and campaign with comms

Meeting, Date	Bargaining Wrap up & Review, 10/6/21
Parties Attending	Exec: Gabe & Corbett Staff: Ayesha
Meeting Length (Hrs)	2 hr
Reason	Scheduled meeting
Summary and Outcome	Met with the Bargaining committee to go over a review of the bargaining process and started a bargaining report.
Next Steps	N/a

Meeting, Date	Council Development Session, 10/6/21
Parties Attending	Council
Meeting Length (Hrs)	2 hr
Reason	Scheduled
Summary and Outcome	Was not there due to tech difficulties but went through recording for relevant information that I may have missed
Next Steps	n/a

Meeting, Date	Executive Committee Development Session AGM, 10/12/21
Parties Attending	Executive Committee
Meeting Length (Hrs)	1.5
Reason	Scheduled
Summary and Outcome	This Development Session will be focusing solely on the Annual General Meeting -- including roles, duties, responsibilities, campaigning, etc.
Next Steps	n/a

Meeting, Date	Exec x Oversight Committee, 10/12/21
Parties Attending	Executive Committee, and Oversight Committee
Meeting Length (Hrs)	2 hr
Reason	Scheduled meeting
Summary and Outcome	Met with oversight to discuss work reports for exec and answer questions for folks on oversight
Next Steps	n/a

Meeting, Date	Discussion with SVSPO, 10/12/21
Parties Attending	Members from Exec, CJ (SVSPO)
Meeting Length (Hrs)	1.5
Reason	Scheduled meeting
Summary and Outcome	Discussion in regards to support and MOU
Next Steps	n/a

Meeting, Date	Meeting with CAMC Coord, 10/12/21
Parties Attending	Muriel (CAMC Coord)
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	Discussed ECA and VPX supports as well as food initiatives that are ongoing
Next Steps	n/a

Meeting, Date	Meeting with Board Organizer, 12/13/21
Parties Attending	Ella (Board Organizer)
Meeting Length (Hrs)	1 hr
Reason	Scheduled
Summary and Outcome	Met to catch up on areas from support from BO role as well as to go over recent

	campaigns
Next Steps	n/a

Meeting, Date	AGM Campaign Prep, 10/13/21
Parties Attending	Members from Exec, Ilham, Muriel
Meeting Length (Hrs)	1 hr
Reason	Scheduled
Summary and Outcome	Met to discuss with comms department digital and print campaign for AGM
Next Steps	N/A

Meeting, Date	Meeting with CAMC Coord, 10/13/21
Parties Attending	Muriel (CAMC Coord)
Meeting Length (Hrs)	.5
Reason	Scheduled
Summary and Outcome	Met with CAMC Coord to touch base on food projects that upcoming
Next Steps	n/a

Meeting, Date	Council Meeting, 10/13/21
Parties Attending	Council
Meeting Length (Hrs)	5 hr
Reason	Scheduled meeting
Summary and Outcome	<p>In-Camera:</p> <ul style="list-style-type: none"> - Follow-Up from Online Reddit Thread <p>New Business:</p> <ul style="list-style-type: none"> - Motion to commit to continue using SFSS/SVSP0 MoU, commit to mandatory sexual violence training for Clubs, SUs, CGs, and ASGs. - Motion to spend up to \$90k on SFSS Office equipment for SFSS Staff members.

	Discussion Items: - SUB Photoshoot with Councillors
Next Steps	n/a

Meeting, Date	Prep for meeting with Alison Gu, 10/14/21
Parties Attending	Gabe
Meeting Length (Hrs)	.5
Reason	Scheduled
Summary and Outcome	Met with Gabe to discuss talking points for meeting with Burnaby city councillor Alison Gu
Next Steps	n/a

Meeting, Date	Meeting with Alison Gu, 10/14/21
Parties Attending	Gabe SFU: Joanne Curry, Nicole Rogers Burnaby City Council: Alison Gu
Meeting Length (Hrs)	1 hr
Reason	Scheduled
Summary and Outcome	Went over points around Gondola and areas of support, brought up some action items in regards how to support and get student involvement as well as promote initiatives
Next Steps	n/a

Meeting, Date	Debrief, 10/14/21
Parties Attending	Gabe
Meeting Length (Hrs)	.5
Reason	scheduled
Summary and Outcome	Discussed action items from previous meeting
Next Steps	n/a

Meeting, Date	VPX + ECA Support from CAMC Coord, 10/14/21
Parties Attending	Muriel (CAMC Coord)
Meeting Length (Hrs)	1 hr
Reason	Scheduled
Summary and Outcome	Met with Muriel (CAMC) to go over annual plan and next steps for ECA committee
Next Steps	n/a

Meeting, Date	Budget Session Prep, 10/14/21
Parties Attending	Exec: Marie, Serena Staff: Muriel, Ella, Beaty
Meeting Length (Hrs)	.5
Reason	Scheduled
Summary and Outcome	Met to go over questions to ask in budget Info session
Next Steps	n/a

Meeting, Date	SFU Budget Information Session, 10/14/21
Parties Attending	SFU folks, SFSS Execs
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled
Summary and Outcome	Went to budget session and got an overview as well as asked questions in regards to surplus and student supports
Next Steps	n/a

Meeting, Date	Semester Planning
Parties Attending	SFSS Execs
Meeting Length (Hrs)	3 hr
Reason	Scheduled

Summary and Outcome	Went through in detail the rest of semester and priorities in regards to portfolio what needs to be prioritized
Next Steps	n/a

Total Meeting Hours	29
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Projects and Events

Project/Event Title	AGM 2021
Updates and Upcoming Plans	I have been on the AGM planning committee: <ul style="list-style-type: none"> - Working on the digital campaign with the comms department - Supported on the AGM Report
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	6 hr

Project/Event Title	VP External and Community Affairs
Updates and Upcoming Plans	<p>Preparing my annual plan for the duration of my term, consolidating information and roadmapping relevant and essential priorities. I have created a working notion to support and keep track of action items and log to stay on task so far:</p> <p>In progress:</p> <ul style="list-style-type: none"> - Issues Policies <ul style="list-style-type: none"> - Affordable Housing - Harm Reduction - Meaningful Consultation - International Student Support - Wellness Working Group <ul style="list-style-type: none"> - Setting dates to meet - Setting priorities - External Resources for students - Culturally Competent Internal Financial Policies - International Student Advocacy Office <ul style="list-style-type: none"> - Will be setting meeting to catch up with Migrant Student United
Relevant Strategic Priorities	Student Support and Advocacy

Total Time (Hrs)	8 hrs
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Total Project and Events Hours	14 hr
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Committee Chair Work

Committee Name	External and Community Affairs Planning
# of Meetings	0
Total Time (Hrs)	6 hr
Summary	<p>I have been working to organize ECA current and upcoming campaigns so far:</p> <ul style="list-style-type: none"> - Structuring ECA Dev session calendar - Supporting Dev Session Planning - Campaigns - Annual Plan - ECA Notion Working Space - Prepping Meetings - Working and collaborating with staff for Lobby Days Support <p>Called agenda items and prepping for next weeks meeting</p>
Ongoing Projects	See above
Relevant Strategic Priorities:	Student Engagement

Committee Name	BIPOC Committee Planning
# of Meetings	0
Total Time (Hrs)	3 hr
Summary	<p>I have been planning and organizing online working space for BIPOC committee on notion and outlining priorities:</p> <ul style="list-style-type: none"> - Annual Plan - Outreach for at-large seats - Issues Policies <ul style="list-style-type: none"> - Religious Freedoms - Meaningful Consultation - BIPOC Committee Stipends - SFU Health & Counselling - Career Development for Black Students & Graduates

	<ul style="list-style-type: none"> - SFU Funding for Resources for BIPOC Students at SFU - Campus Safety, Security, and Relations with Police
Ongoing Projects	See above
Relevant Strategic Priorities:	Student Engagement

Total Committee Hours	9 hr
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Administrative Work

Summary	Semester Report, Work Reports, emails, calls, planning and prepping for meetings, research, scheduling
Total Time (Hrs)	8 hr

Total Admin Hours	8 hr
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Total Hours	60
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VP Events and Student Affairs

Jess Dela Cruz

Oct 1 - 15

Meeting Summary and Comments

Meeting, Date	LOA Discussion, 10.01.21.
Parties Attending	<ul style="list-style-type: none"> • Jess Dela Cruz • Corbett Gildersleve • Gabe Liosis
Meeting Length (Hrs)	0.5 hrs
Reason	I brought up the concern that our LOA's need to be more equitable for folks in this position
Summary and Outcome	<ul style="list-style-type: none"> • We looked at our current policy for LOA • Discussed what edits need to be made to make sure this policy is more equitable and inclusive - especially for BIPOC folks who have personal, familiar, and culturally relevant needs • I provided recommendations to this, in which Corbett helped bring Notice of Motion to Council
Next Steps	<ul style="list-style-type: none"> • Bring this as discussion item to Exec, get feedback • Bring this to Council as Notice of Motion • Hopefully it will be cancelled

Meeting, Date	In-Person Event Guidelines, 10.01.21.
Parties Attending	<ul style="list-style-type: none"> • Jess Dela Cruz • Melanie Ling • Anna Reva • Dipti Chavan • Nancy Mah • Ricky Che
Meeting Length (Hrs)	1 hr
Reason	We need to update our in-person guidelines.
Summary and Outcome	Due to the updated Provincial Health Orders, we have to change and revise our in-person guidelines. We changed the capacity to external events with no limit of 25, but

	kept the 25 person limit for on-campus events (external to the SUB).
Next Steps	<ul style="list-style-type: none"> • Make necessary edits after the feedback from Staff • Bring revised guidelines to Exec • MSC's to send emails to clubs/student unions

Meeting, Date	Interview Prep, 10.04.21
Parties Attending	<ul style="list-style-type: none"> • Jess Dela Cruz • Almas Phangura • Beaty Omboga • Ilham Benttahir
Meeting Length (Hrs)	0.5 hrs
Reason	I am one of the employer representatives for the Digital Media Assistant hiring committee.
Summary and Outcome	<ul style="list-style-type: none"> • Going through matrix • Reviewed resume / cover letter of applicant • Reviewed our expectations • Discussed who would ask what question
Next Steps	<ul style="list-style-type: none"> • Interview Candidate #1

Meeting, Date	DMA Interview #1, 10.04.21
Parties Attending	<ul style="list-style-type: none"> • Jess Dela Cruz • Almas Phangura • Beaty Omboga • Ilham Benttahir • Candidate #1 (Confidential)
Meeting Length (Hrs)	2 hrs
Reason	<ul style="list-style-type: none"> • Scheduled interview for DMA
Summary and Outcome	<ul style="list-style-type: none"> • Confidential • Interview took one hour. De-brief took the second hour.
Next Steps	<ul style="list-style-type: none"> • Continue Interviews.

Meeting, Date	Budget Info Sessions - Executive SFSS & GSS (closed)
Parties Attending	<ul style="list-style-type: none"> • Jess Dela Cruz • SFSS Executives

	<ul style="list-style-type: none"> • GSS Executives • VPA Executive Assistant (Leslie Techy) • VPSI Executive Assistant (Tariza Bastos) • Erin Biddlecomb • President Joy Johnson • Martin Pochurko • Catherine Dauvergne • Alison Blair • Wade Parkhouse • Janis Kennedy • Jeff Dirksen • Rummana Khan Hemani
Meeting Length (Hrs)	1 hr
Reason	<ul style="list-style-type: none"> • Schedule info session
Summary and Outcome	<ul style="list-style-type: none"> • They discussed where the budget increased for the next school year, how they were impacted by the pandemic, where money is going to what services, etc, trying to explain why tuition increased (yet again).
Next Steps	<ul style="list-style-type: none"> • Promote the other budget sessions to the student population

Meeting, Date	Executive Committee Meeting, 10.04.21
Parties Attending	<ul style="list-style-type: none"> • Jess Dela Cruz • Gabe Liosis • Corbett Gildersleve • Matthew Provost • Almas Phangura • Serena Bains • Devynn Butterworth (GSWS Councillor)
Meeting Length (Hrs)	3 hrs
Reason	<ul style="list-style-type: none"> • Scheduled bi-weekly meeting
	<p>Report from Committees</p> <ul style="list-style-type: none"> • Report from Oversight Committee on Executive Officers • Report from the HR & Personnel Sub-Committee • Updates from Hiring Committees <p>New Business:</p> <ul style="list-style-type: none"> • SFSS Staff Office Equipment Purchases <ul style="list-style-type: none"> ○ Be it resolved that Council approve spending up to \$90,000 from the Space Expansion Fund for the purchase of 45 workstation equipment. ○ Be it further resolved that Council task the Governance Committee to work with the Finance and Administrative Service Committee to

	<p>develop to Council a financial policy recommending a regular office equipment update cycle so that it can be properly budgeted.</p> <ul style="list-style-type: none"> ● Recommendations #1 from Internal Communications Working Group: Recommendation for Executive Officers to Meet More Frequently with Staff <ul style="list-style-type: none"> ○ Be it resolved that the Executive Committee commits that each Executive Officer shall organize and lead meetings with each staff member, either individually or all together, that relates closest to their portfolio, on a frequent basis to be determined by each respective Vice-President. ○ Be it further resolved that the Executive Committee task the President, Operations Organizer, and VP Internal and Organizational Development to work with the HR & Personnel Sub- Committee and Governance Committee to codify this commitment within an SFSS Administrative Policy ● Recommendation #2 from Internal Communications Working Group Recommendation for Executive Officers to Meet More Frequently with Staff <ul style="list-style-type: none"> ○ Be it resolved that the Executive Committee commits that each Executive Officer shall attend monthly Staff meetings. ○ Be it further resolved that the Executive Committee task the President, Operations Organizer, and VP Internal and Organizational Development to work with the HR & Personnel Sub- Committee and Governance Committee to codify this commitment within an SFSS Administrative Policy. ● FNSA Coordinator Hiring Committee <ul style="list-style-type: none"> ○ Be it resolved to appoint Marie Haddad and X to the FNSA Coordinator Hiring Committee as employer representatives. ● Accessibility Coordinator Hiring Committee <ul style="list-style-type: none"> ○ Be it resolved to appoint Serena Bains and X to the Accessibility Coordinator Hiring Committee as employer representatives. <p>In-Camera</p> <ul style="list-style-type: none"> ● Hours of Work Letter of Agreement <p>Discussion Items:</p> <ul style="list-style-type: none"> ● Office Space Community Guidelines ● Work Name Tags ● Committee Email Motions ● Club and DSU In-Person Event Guidelines ● Collective Agreement Bargaining ● Burnaby Mountain Gondola Campaign <p>Amendments:</p> <ul style="list-style-type: none"> ● Accessible Course Practices Campaign <ul style="list-style-type: none"> ○ [more here] Be it resolved that the SFSS Membership agrees that the Simon Fraser University and SFU faculty should answer to all the calls of action in the Accessible Courses Open letter, which includes: ○ SFU faculty should provide students with recordings of lectures whether it is audio, video, or even prior recorded lectures. Professors and instructors should also encourage their colleagues to adopt similar practices ○ The Simon Fraser University should provide help to instructors
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	<p>through their IT department and invest in resources that better equip faculty to record their lectures</p> <ul style="list-style-type: none"> ○ The University should also incentivize instructors that standardize lecture recordings in their classrooms and agree to not use the lecture recordings without the instructors' permission" <ul style="list-style-type: none"> ● Leave of Absence <ul style="list-style-type: none"> ○ [more here] ○ Be it resolved that the Executive Committee recommend to Council to replace R-7 with the following: <ul style="list-style-type: none"> ■ "Of this leave of absence, 3 weeks of these may be paid in relation to sick leave of absence or mental health leave of absence, illness, bereavement (no proof of medical note is required for this). Reduced hours surrounding times of these leave of absences may be seen and shall not be determined as neglect of duties or unreasonably penalized. It is the expectation of the executive in question, that there shall be an appropriate move to normalcy in terms of the expectation of workload." ■ **I made amendments to this motion which we can be found on the public meeting minutes** ● SFU Robot Soccer club storage <ul style="list-style-type: none"> ○ Be it resolved that the Executive Committee approve storing these carpets in a room selected by the VP Internal and Organizational Development and the Building Manager. ● SFSS AGM Agenda - Divestment Bylaw <ul style="list-style-type: none"> ○ [more here] ○ Be it resolved that Executive Committee approve adding to the Annual General Meeting agenda the following motion; ○ motion; <ul style="list-style-type: none"> ■ Whereas the Climate Crisis is real and the SFSS has a responsibility to current and future generations to act; ■ Whereas the SFSS has ISP-1 (Investment Statement Policy) that includes restrictions on directly investing in fossil fuels; ■ Whereas the SFSS has IP-6 (Issues Policy: Climate Justice and Sustainability) that includes full divestment from fossil fuels, supporting investments in green and renewable infrastructure, and supporting student-led climate justice initiatives; ■ Whereas the SFSS and SFU350 worked together last year to bring forward an SFSS spring referendum question to enshrine the SFSS's fossil fuel free investment policy in the By-Laws; ■ Whereas the referendum question received a 79% yes vote, well above the 2/3rds majority threshold, but did not meet the 5% of members voting quorum and therefore was not binding on the SFSS ■ Be it resolved that the SFSS approve the following By-Law: <ul style="list-style-type: none"> ● SFSS Investment Restrictions: All direct investments made by the Society shall be fossil fuel free, which includes oil, gas and coal
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	producers, pipeline companies, natural gas distribution utilities, and liquefied natural gas operations. All Indirect investment is limited to equities whose company only derives at most 5% of their gross revenue from fossil fuel investments
Next Steps	<ul style="list-style-type: none"> • Bring relevant motions to Council for discussion and/or motions • Bring relevant documents to AGM

Meeting, Date	DMA Interview #2
Parties Attending	<ul style="list-style-type: none"> • Jess Dela Cruz • Almas Phangura • Beaty Omboga • Ilham Benttahir • Candidate #2
Meeting Length (Hrs)	2 hrs
Reason	2 hrs
Summary and Outcome	<ul style="list-style-type: none"> • Scheduled interview for DMA
Next Steps	<ul style="list-style-type: none"> • Confidential • Interview took one hour. De-brief took the second hour.
	<ul style="list-style-type: none"> • Continue Interviews.

Meeting, Date	Council Development Session, 10.06.21
Parties Attending	<ul style="list-style-type: none"> • Executive Committee • Non-Executive Members
Meeting Length (Hrs)	2 hrs
Reason	Scheduled bi-weekly development session.
Summary and Outcome	<p>AGM Campaign Prep</p> <p>We answered and brainstormed the following:</p> <ul style="list-style-type: none"> • What makes a good campaign? • What incentives are there? • Who is our target audience? • Who are our allies, and where do they lay on the spectrum of allies? • How can we engage our membership? Through incentives? What should we do for giveaways?

Next Steps	<ul style="list-style-type: none"> Promote AGM on our social media!
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Meeting, Date	Meeting with Muriel, 10.08.21.
Parties Attending	<ul style="list-style-type: none"> Jess Dela Cruz Muriel Adarkwa
Meeting Length (Hrs)	0.5 hrs
Reason	I missed my onboarding session with Muriel due to class. So this is her rescheduled onboarding.
Summary and Outcome	I discussed with Muriel the projects that I'm working on and where I need support.
Next Steps	<ul style="list-style-type: none"> Send Muriel #CancelCanadaDay BN & Motion Consult with Muriel on the Women of the Year Awards

Meeting, Date	DMA Interview #3
Parties Attending	<ul style="list-style-type: none"> Jess Dela Cruz Almas Phangura Beaty Omboga Ilham Benttahir Candidate #3
Meeting Length (Hrs)	2 hrs
Reason	2 hrs
Summary and Outcome	<ul style="list-style-type: none"> Scheduled interview for DMA
Next Steps	<ul style="list-style-type: none"> Confidential Interview took one hour. De-brief took the second hour.
	<ul style="list-style-type: none"> Continue Interviews.

Meeting, Date	Executive Committee Development Session - AGM Campaign Working Session
Parties Attending	<ul style="list-style-type: none"> Jess Dela Cruz Gabe Liosis Serena Bains Almas Phangura Matthew Provost
Meeting Length (Hrs)	1.5 hrs

Reason	AGM Prep
Summary and Outcome	<ul style="list-style-type: none"> • Delegation of tasks to each Exec of what we will be doing for AGM • How to campaign
Next Steps	<ul style="list-style-type: none"> • Jess to connect with Corbs & Dipti for AGM prizes

Meeting, Date	Chat with Oversight Committee About Work Reports, 10.12.21
Parties Attending	<ul style="list-style-type: none"> • Jess Dela Cruz • Gabe Liosis • Devynn Butterworth • Matthew Provost • Corbett Gildersleve • Almas Phangura • Serena Bains • 2 other members from Oversight
Meeting Length (Hrs)	1.5 hrs
Reason	<ul style="list-style-type: none"> • First initial meeting with Oversight
Summary and Outcome	<ul style="list-style-type: none"> • Oversight and Exec meet to discuss aspects of this job that are good, that may be difficult, and where both can improve
Next Steps	<ul style="list-style-type: none"> • Finish my semester report

Meeting, Date	ESAC Agenda & Event Planning 101, 10.13.21
Parties Attending	<ul style="list-style-type: none"> • Jess Dela Cruz • Dipti Chavan
Meeting Length (Hrs)	1.5 hrs
Reason	I needed support with the upcoming ESAC agenda
Summary and Outcome	<ul style="list-style-type: none"> • Created a monthly plan for Events for the rest of the semester • Revised the Event Planning guide
Next Steps	<ul style="list-style-type: none"> • Amend agenda for ESAC to include what was discussed between Dipti & I

Meeting, Date	Phone Call - Jess & Almas, 10.13.21.
Parties Attending	<ul style="list-style-type: none"> • Jess Dela Cruz • Corbett Gildersleve

Meeting Length (Hrs)	0.25 mins
Reason	<ul style="list-style-type: none"> I had to miss the last DMA interview due to a personal emergency, so Almas filled me in about how it went.
Summary and Outcome	<ul style="list-style-type: none"> Confidential
Next Steps	<ul style="list-style-type: none"> Select successful candidate

Meeting, Date	Council Meeting, 10.13.21.
Parties Attending	<ul style="list-style-type: none"> Executive Committee Non-Executive Committee Staff The Peak CMMNS Professor
Meeting Length (Hrs)	5 hrs
Reason	Scheduled bi-weekly meeting.
Summary and Outcome	<p>In-Camera:</p> <ul style="list-style-type: none"> Updates from SVSPO Regarding Reddit Post Investigations <p>New Business:</p> <ul style="list-style-type: none"> SFSS Office Equipment Purchase <ul style="list-style-type: none"> [more here] Be it resolved that Council approve spending up to \$90,000 from the Space Expansion Fund for the purchase of 45 workstation equipment; Be it further resolved that Council task the Governance Committee to work with the Finance and Administrative Service Committee to develop to Council a financial policy recommending a regular office equipment update cycle so that it can be properly budgeted <p>Discussion Items:</p> <ul style="list-style-type: none"> SFU Climate Emergency Declaration SUB Photoshoot <p>Notice of Motion: Resignation, Leave of Absence, and Regrets</p>
Next Steps	n/a

Meeting, Date	Member Services Advisory Committee Meeting, 10.14.21 (informal)
Parties Attending	<ul style="list-style-type: none"> Jess Dela Cruz MSA Non-Executive Counsellors Staff: Nancy Mah, Ricky Che, Dipti Chavan, Melanie Ling, Efua

Meeting Length (Hrs)	1 hr
Reason	I am chair of the MSA Committee. Scheduled bi-weekly meeting.
Summary and Outcome	Discussion Items: <ul style="list-style-type: none"> ● SFSS Posterboards ● Funding Guidelines Revisions ● Semester At-A-Glance ● Room Bookings Updates ● MSA Google Drive
Next Steps	<ol style="list-style-type: none"> 1. Jess to contact SFU Facilities Informal agreement to Erin Biddlecombe SFSS and SFU about poster boards 2. Ricky to forward email from Erin to Jess 3. Jess to work with Building Managers about postering within SUB 4. Review Covid Funding guidelines at next MSA meeting 5. Dipti to bring Clubs Days as discussion item for next semester 6. Melanie to change edits for funding guidelines and covid-19 guidelines for next meeting 7. Jess Invite Shelley to next meeting and ask bring floor plan 8. Efua to bring discussion item for Surrey Clubs Days 9. For the next meeting we will need the floor plans as to how the clubs will be using the building for club days. Where will they be and placed? 10. Dipti have Clubs Days meetings to invite Shelley, MSCs, and MSA members and Communications 11. Jess to review guidelines/policies regarding sexual harassment/assault/violence and bullying/harassment

Meeting, Date	Events & Student Affairs Committee Meeting, 10.14.21
Parties Attending	<ul style="list-style-type: none"> ● Jess Dela Cruz ● Akum Sidhu ● Shashank Thanalapati ● Aarthi Srinivasan ● Justine Charon ● Angela Tang ● Ava Quissy ● Kayla Chow ● Dipti Chavan

	<ul style="list-style-type: none"> •
Meeting Length (Hrs)	1.5 hrs
Reason	<ul style="list-style-type: none"> • Scheduled ESAC Meeting • I am chair of this committee
Summary and Outcome	<p>New Business:</p> <ul style="list-style-type: none"> • "Be it resolved to transfer \$287.29 for the Welcome Week event and \$790.97 for the SUB Opening from Events Committee budget line (817/20) to Engagement Burnaby Campus (817/16). <p>Presentation:</p> <ul style="list-style-type: none"> • SUB Soft Opening Re-Cap <p>Discussion:</p> <ul style="list-style-type: none"> • Semester At-A-Glance • Halloween Event • Planning Event Guide 101 • Delegation of Roles
Next Steps	<ul style="list-style-type: none"> • Fix and update agenda to have correct names • Halloween Event Planning

Meeting, Date	Semester Planning, 10.14.21
Parties Attending	<ul style="list-style-type: none"> • Jess Dela Cruz • Matthew Provost
Meeting Length (Hrs)	3 hrs
Reason	Working session
Summary and Outcome	<ul style="list-style-type: none"> • Matt and I had a working session to get caught up on our projects, brainstorm our semester
Next Steps	<ul style="list-style-type: none"> • Finish semester report

Meeting, Date	Nametags, 10.15.21
Parties Attending	<ul style="list-style-type: none"> • Jess Dela Cruz • Ayesha Khan • Somayeh Naseri
Meeting Length (Hrs)	0.5 hrs
Reason	I am lead on this project, to get Staff nametags/form of Identification.
Summary and Outcome	<ul style="list-style-type: none"> • Discussed what type of ID

	<ul style="list-style-type: none"> • How to ensure safety and confidentiality • What would be on the nametag, etc. • Sustainability practices
Next Steps	<ul style="list-style-type: none"> • Jess to compile a document / presentation to present to Staff

Meeting, Date	Clubs Days Discussion, 10.15.21
Parties Attending	<ul style="list-style-type: none"> • Jess Dela Cruz • Dipti Chavan • Shelley Durante
Meeting Length (Hrs)	1 hr
Reason	<ul style="list-style-type: none"> • Discuss space / room bookings for Clubs Days (in-person, January - is the aim)
Summary and Outcome	<ul style="list-style-type: none"> • Perhaps using the whole building for one day • Halloween Event • Tabling Logistics • SUB Grand Opening
Next Steps	<ul style="list-style-type: none"> • Do walkthrough of SUB

Total Meeting Hours	31.25
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Projects and Events

Project/Event Title	Room Booking Guidelines
Updates and Upcoming Plans	<ul style="list-style-type: none"> • Review & Update documents
Relevant Strategic Priorities	<ul style="list-style-type: none"> • Student Engagement
Total Time (Hrs)	2 hrs

Project/Event Title	Events & Student Affairs
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Updates and Upcoming Plans	<ul style="list-style-type: none"> Follow through with my semester plan, on a monthly basis I have to create a timeline since I will be planning two events at once I was really reflecting and planning out timelines of my role and projects I want to get done (e.g. Grand Opening of the SUB, Women of the Year Awards, Student Appreciation Night, and events for October, November, and December)
Relevant Strategic Priorities	<ul style="list-style-type: none"> Student Engagement
Total Time (Hrs)	4

Project/Event Title	Nametags
Updates and Upcoming Plans	<ul style="list-style-type: none"> Research and create document for Nametags plan, bring to Staff and get feedback
Relevant Strategic Priorities	n/a
Total Time (Hrs)	2 hrs

Total Project and Events Hours	8
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Committee Chair Work

Committee Name	Member Services Advisory
# of Meetings	1
Total Time (Hrs)	2 hrs - excluding Meeting Time(Prep Time, communications, agenda creation, document review)
Summary	n/a
Ongoing Projects	<ul style="list-style-type: none"> Semester Plan Poster Boards
Relevant Strategic Priorities:	<ul style="list-style-type: none"> Student engagement

Committee Name	Events & Student Affairs Committee
# of Meetings	1
Total Time (Hrs)	2 hrs - excluding Meeting Time (Prep Time, communications, agenda creation, document review)
Summary	<ul style="list-style-type: none"> • Semester Plan • Delegation of roles
Ongoing Projects	<ul style="list-style-type: none"> • Halloween Event
Relevant Strategic Priorities:	<ul style="list-style-type: none"> • Student Engagement

Total Committee Hours	4 hrs
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Administrative Work

Summary	Semester Report & Work Report *Still need to finish Semester Report
Total Time (Hrs)	6 hrs

Summary	Digital Media Assistant Interview Prep, review of resume/cover letter, review interview answers, communicating with candidates via email, sorting logistics with Staff, etc.
Total Time (Hrs)	4 hrs

Summary	Emails, talking to staff in-person, texting with Staff & Execs, meeting prep, review documents/attachments, etc.
Total Time (Hrs)	1.5 hr per day x 10 business days = 15 hrs *I'm a bit behind on these



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Total Admin Hours	25
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Total Hours	68.25
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VP Equity and Sustainability
Marie Haddad

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	
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Projects and Events

Project/Event Title	
Updates and Upcoming Plans	
Relevant Strategic	



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Priorities	
Total Time (Hrs)	

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

Total Project and Events Hours	
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Committee Chair Work

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

Total Committee Hours	
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Administrative Work

Summary	
Total Time (Hrs)	



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Total Admin Hours	
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Total Hours	
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