

# SFSS EXECUTIVE COMMITTEE WORK REPORTS

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

<b>Meeting, Date</b>	Joint Health and Safety Committee (JHSC), 09-01-2021
<b>Parties Attending</b>	Members of the JHSC
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Regularly Scheduled Monthly JHSC Meeting
<b>Summary and Outcome</b>	Topics Discussed <ul style="list-style-type: none"> <li>• Monthly Workplace Inspections by Employer/Employee rep.</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	SUB Tour with BCIT Student Association President + Execs, 09-01-2021
<b>Parties Attending</b>	Gabe, Matt, John Walsh, a few BCIT Student Associate Execs and Staff
<b>Meeting Length (Hrs)</b>	1.5
<b>Reason</b>	BCITSA is in the middle of creating their own SUB at their campus, and wanted a tour of our building to get a feel for the process and what went into it.
<b>Summary and Outcome</b>	“
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Welcome to the SUB Event, 09-01-2021
<b>Parties Attending</b>	Embark Board members and staff, SFSS execs, SFSS staff
<b>Meeting Length (Hrs)</b>	1.0
<b>Reason</b>	Embark Event
<b>Summary and Outcome</b>	Matt, Jess and I stopped by an Embark event that was happening on the 3rd floor balcony in the SUB showcasing the new gardens !! (so pretty!!)
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Onboarding Session: incoming Political Science Councillor, 09-01-2021
<b>Parties Attending</b>	Gabe Liosis, Corbett Gildersleve, Abhi Parmar
<b>Meeting Length (Hrs)</b>	1.0
<b>Reason</b>	Abhi was recently elected PSSU Councillor. He required an onboarding session.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Organizational structure and history</li> <li>• Recent governance changes in the SFSS</li> <li>• Council meetings, training, etc.</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Council Development Session, 09-01-2021
<b>Parties Attending</b>	Council Members
<b>Meeting Length (Hrs)</b>	2.0
<b>Reason</b>	Regularly Scheduled BiWeekly Council Development Session
<b>Summary and Outcome</b>	Indigenous Trauma Workshop
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Discussion about upcoming Senate motions, 09-02-2021
<b>Parties Attending</b>	Gabe Liosis, Catherine Dauvergn (VPA), Tom Nault (Registrar)
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Discuss upcoming motion to Senate regarding a cluster hire of Black faculty
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Tom and Catherine wanted to meet with me regarding the motion I put forward on behalf of former Senator Osob Mohamed.</li> <li>• SCAR has feedback about the motion and wanted to bump it to the October Senate meeting (which I pushed back on because it's been delayed since literally February)</li> <li>• Luckily though it was inevitably added to the September Senate agenda as it was.</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Gondola Lunch
<b>Parties Attending</b>	Gabe Liosis, Joanne Currey (SFU VP External), Nicole Rogers (SFU Gov't Relations),

	Kristin Linklater (SFU Communications) Holly F (TransLink), Colin Fowler (Gondola Guy!!)
<b>Meeting Length (Hrs)</b>	1.5
<b>Reason</b>	Gondola Appreciation Lunch
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Joanne invited us to have lunch at Biercraft SFU to show appreciation for the work students have done on the Gondola</li> <li>• We also discussed recent movement on the gondola project and where we should focus our efforts in the coming months.</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Chat with Somayeh and Corbett, 09-02-2021
<b>Parties Attending</b>	Gabe, Corbett, Somayeh
<b>Meeting Length (Hrs)</b>	1.0
<b>Reason</b>	Went over a couple of questions that Somayeh had about her work as the new Admin Coordinator
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Room bookings for SFSS Committee meetings</li> <li>• Calls for agenda items for committees/council</li> <li>• A couple of other topics</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Member Services Administrative Assistants Onboarding Session, 09-07-2021
<b>Parties Attending</b>	Gabe Liosis, Nancy Mah, 2 newly hired MSAs
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Recently hired staff members; required orientation.
<b>Summary and Outcome</b>	<p>Topics Covered:</p> <ul style="list-style-type: none"> <li>• SFSS Organizational Structure           <ul style="list-style-type: none"> <li>○ Before the By-Law Review</li> <li>○ After the By-Law Review</li> <li>○ Staff Structure</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Send Org Charts to Nancy to pass off to MSAs</li> </ul>

<b>Meeting, Date</b>	Executive Committee, 09-07-2021
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<b>Parties Attending</b>	Executive Committee Members
<b>Meeting Length (Hrs)</b>	2.25
<b>Reason</b>	Regularly Scheduled BiWeekly Executive Committee Meeting
<b>Summary and Outcome</b>	<p><b>Motions</b></p> <ul style="list-style-type: none"> <li>• Updated COVID-19 Guidelines for In-Person Meetings</li> <li>• SFSS Endorsement of Black Faculty Cluster Hire Senate Motion</li> </ul> <p><b>In-Camera (Confidential Items)</b></p> <ul style="list-style-type: none"> <li>• Union-Excluded Review</li> <li>• Executive Committee Capacities Fall 2021</li> <li>• Gaming Lounge Sponsorship</li> </ul> <p><b>Discussion Items</b></p> <ul style="list-style-type: none"> <li>• SFSS Executive Co-ops Update</li> <li>• Fall 2021 Committee Meetings, Scheduling, and In-Person Meetings</li> <li>• Burnaby Mountain Gondola Updates</li> <li>• 2022-23 Budget Information Session: Executive SFSS &amp; GSS</li> <li>• Clubs Days</li> <li>• BC Vaccine Cards Update</li> <li>• First Day of School Tabling</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Joint Operations Group (JOG) Agenda Setting Meeting, 09-07-2021
<b>Parties Attending</b>	Gabe, Ruben, Erin, Sharon
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Set the agenda for the upcoming JOG meeting on Sept. 16
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• SFSS put forward the following items to discuss for this upcoming JOG meeting:           <ul style="list-style-type: none"> <li>○ Return to Campus (discussing hybrid models, accommodations for folks who aren't in a position to return in-person, and the mandatory vaccine declaration process at SFU)</li> <li>○ Race Based Data Update</li> <li>○ Federal Election - joint statement on polling stations</li> </ul> </li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	BC Vaccination Cards - Student Associations Meeting, 09-07-2021
<b>Parties Attending</b>	BC Student Society Presidents, representatives from the province

<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Give Student Society Execs and update on the BC Vaccine Card System
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• They gave us an overview of the vaccine card system and how it will work</li> <li>• SFSS asked a lot of questions toward the end during Q&amp;A</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Out on Campus Coordinator Hiring Committee - Interview #1, 09-08-2021
<b>Parties Attending</b>	Hiring Committee Members, Interviewee
<b>Meeting Length (Hrs)</b>	1.5 (Interview = 1.0; Debrief = 0.5)
<b>Reason</b>	Hiring Committee Interview for Out on Campus Coordinator
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Interviews one of three shortlisted candidates for the Out on Campus Coordinator</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Out on Campus Coordinator Hiring Committee - Interview #2, 09-08-2021
<b>Parties Attending</b>	Hiring Committee Members, Interviewee
<b>Meeting Length (Hrs)</b>	1.5 (Interview = 1.0; Debrief = 0.5)
<b>Reason</b>	Hiring Committee Interview for Out on Campus Coordinator
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Interviews one of three shortlisted candidates for the Out on Campus Coordinator</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	First Day of School Tabling, 09-08-2021
<b>Parties Attending</b>	Gabe, Jess, Corbett, Matt, Mary (Building Coordinator)
<b>Meeting Length (Hrs)</b>	1.0
<b>Reason</b>	First Day of School Tabling in the SUB
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Jess helped organize a simple tabling booth in the front entrance of the SUB to welcome people to the building on the first day of classes.</li> </ul>

<b>Next Steps</b>	N/A
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<b>Meeting, Date</b>	Meeting with Joy Johnson, 09-08-2021
<b>Parties Attending</b>	Gabe Liosis, Ruben M, Joy Johnson, Catherine Dauvergne, Rummana Khan Hemani
<b>Meeting Length (Hrs)</b>	1.0
<b>Reason</b>	Regularly Scheduled Monthly Meeting with SFU President Joy Johnson
<b>Summary and Outcome</b>	<p>Topics Discussed:</p> <ul style="list-style-type: none"> <li>Concerns from students regarding the return to campus (hybrid models of teaching, lecture recordings).</li> <li>Potential for Joy to attend the next SFSS Council meeting.</li> <li>Federal election and possibility for GSS/SFSS/SFU to do a joint statement on the lack of polling stations on university campuses this election.</li> <li>The upcoming Senate meeting and the Black Faculty Hiring motion</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Follow-up on the Council visit date/time/location</li> <li>Connect with Joanne Curry on election statement</li> </ul>

<b>Meeting, Date</b>	Out on Campus Coordinator Hiring Committee - Interview #3, 09-09-2021
<b>Parties Attending</b>	Hiring Committee Members, Interviewee
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Hiring Committee Interview for Out on Campus Coordinator
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Interview got postponed.</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Members Meeting Planning Committee (MMPC), 09-09-2021
<b>Parties Attending</b>	MMPC Members
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Regularly Scheduled MMPC Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Approved a recommendation to Council on when to hold the SFSS 2021 AGM</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	City News TV Interview, 09-09-2021
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<b>Parties Attending</b>	Met a reporter just outside of SFU
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Request for an interview after the SFSS submitted a press release about concerns with the return to campus
<b>Summary and Outcome</b>	^^
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Quick chat with Corbett and Almas, 09-10-2021
<b>Parties Attending</b>	Gabe, Almas, Corbett
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	I had a couple of financial questions for Corbett and Almas so I called a short meeting
<b>Summary and Outcome</b>	Topics discussed: <ul style="list-style-type: none"> <li>• Budget for hiring new SFSS Coordinators</li> <li>• ABCS lobby days and traveling costs</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Review of 2022-23 Residence Rates (East/West Towers), 09-10-2021
<b>Parties Attending</b>	Gabe Liosis, Corbett Gildersleve, Zoe Woods (SFU Residence and Housing Director), Nathan Riley (Residence Life Manager)
<b>Meeting Length (Hrs)</b>	1.0
<b>Reason</b>	Student consultation on residence rates for new towers for 2022/23
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• The residence folks presented us with the proposed rates for the east/west towers for Fall 2022/23.</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Joint Election Statement, 09-10-2021
<b>Parties Attending</b>	Gabe Liosis, Matt Provost, Joanne Currey (SFU VP External), Braden McMillan (SFU communications)
<b>Meeting Length (Hrs)</b>	0.75
<b>Reason</b>	Discuss what the joint statement b/w SFSS/SFU/GSS could look like regarding on-



	campus voting stations
Summary and Outcome	^^
Next Steps	<ul style="list-style-type: none"> <li>Send Joanne the main points of what we are looking to include in the statement.</li> </ul>

Meeting, Date	SUB Tour with Advanced Education Minister Anne Kang, 09-10-2021
Parties Attending	Gabe Liosis, Matt Provost, Marie Haddad SFU President Joy Johnson, SFU VP External Joanne Currey BC Minister of Advanced Education Anne Kang
Meeting Length (Hrs)	0.75
Reason	Providing a SUB tour to Minister Kang
Summary and Outcome	^^
Next Steps	N/A

Meeting, Date	Quick Check-In with Trish, Student Advocate, 09-10-2021
Parties Attending	Gabe Liosis, Trish Everett
Meeting Length (Hrs)	0.5
Reason	Quick check-in with Trish!
Summary and Outcome	<ul style="list-style-type: none"> <li>Discussed current progress of Student Advocate Office</li> </ul>
Next Steps	N/A

Meeting, Date	SUS and SASS Common Room Space Working Group, 09-10-2021
Parties Attending	Working Group Members
Meeting Length (Hrs)	0.5
Reason	First Meeting
Summary and Outcome	Discussed the purpose of the working group, what is an MoU. I had to leave at 5:30pm (the meeting went longer than that).
Next Steps	N/A

<b>Meeting, Date</b>	Internal Communications Working Group, 09-13-2021
<b>Parties Attending</b>	SFSS Staff Members, Gabe Liosis
<b>Meeting Length (Hrs)</b>	1.5
<b>Reason</b>	This Working Group was established to determine methods whereby the communication gap between staff and Council/Exec is filled.
<b>Summary and Outcome</b>	We had a long brainstorming session on how to improve the communication gap between staff and Council/Exec.
<b>Next Steps</b>	Bring recommendations to the Executive Committee.

<b>Meeting, Date</b>	SFU Senate, 0913-2021
<b>Parties Attending</b>	SFU Senators
<b>Meeting Length (Hrs)</b>	2.75
<b>Reason</b>	Regularly Scheduled Senate Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• I introduced a motion originally authored by former Senator (and SFSS President) Osob Mohamed regarding SFU hiring 15 Black Faculty members in a cluster hire program.             <ul style="list-style-type: none"> <li>○ This motion was endorsed by the SFSS Executive Committee.</li> </ul> </li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Check-In with CJ Rowe, 09-14-2021
<b>Parties Attending</b>	Gabe Liosis, CJ Rowe (Dr. of SVSPO)
<b>Meeting Length (Hrs)</b>	0.75
<b>Reason</b>	Confidential (sensitive information)
<b>Summary and Outcome</b>	Confidential (sensitive information)
<b>Next Steps</b>	Confidential (sensitive information)

<b>Meeting, Date</b>	Executive Committee Development Session, 09-14-2021
<b>Parties Attending</b>	Executive Committee Members
<b>Meeting Length (Hrs)</b>	3.0

<b>Reason</b>	Regularly Scheduled BiWeekly Executive Committee Development Session
<b>Summary and Outcome</b>	<p>TOPICS DISCUSSED</p> <ul style="list-style-type: none"> <li>• Executive Check-Ins: frequency and format</li> <li>• Student Union Building Incident (Confidential)</li> <li>• Preparing for the Annual General Meeting</li> <li>• Preparing for the Council meeting</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	External & Community Affairs (ECA) Committee, 09-14-2021
<b>Parties Attending</b>	ECA Members
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	I was attending the meeting as Matt (ECA Chair) was absent, and I was providing Robert's Rules support to Chloe (ECA Vice Chair).
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Approved a recommendation to Council regarding Anti-TMX Day.</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Out on Campus Coordinator Hiring Committee - Interview #3, 09-14-2021
<b>Parties Attending</b>	Gabe, Trish, Araba, Marie
<b>Meeting Length (Hrs)</b>	1.0
<b>Reason</b>	Hiring Committee Interview for Out on Campus Coordinator
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Interviews one of three shortlisted candidates for the Out on Campus Coordinator</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Check-In, Gabe/Devynn, 09-14-2021
<b>Parties Attending</b>	Gabe Liosis, Devynn Butterworth (Council Vice Chair)
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Regular BiWeekly Check-In
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Overview of Council agenda for tomorrow's meeting</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-23 Budget Information Session: Executive SFSS & GSS Budget 101, 09-15-2021
<b>Parties Attending</b>	SFSS Executives, Catherine Dauvergne (SFU VPA), Martin Pochurko (SFU VP Finance), Erin Biddlecombe, Tracey Mason-Innes
<b>Meeting Length (Hrs)</b>	1.0
<b>Reason</b>	Yearly Information Session with SFSS/SFU/GSS on the SFU Budget process
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Folks from SFU gave a presentation on the SFU Budget process, and there was an opportunity for Q&amp;A.</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	SFU350 / SFSS / SFU re: SFU 350 Mural, 09-15-2021
<b>Parties Attending</b>	SFU 350 members, Gabe Liosis, Marie Haddad, Erin Biddlecombe, Rummana Khan Hemani.
<b>Meeting Length (Hrs)</b>	0.75
<b>Reason</b>	Discuss the SFU 350 mural
<b>Summary and Outcome</b>	Basically SFU wants to take down SFU 350's mural which is trying to bring attention to the Climate Emergency Declaration that we want the Board of Governors to pass, and they want to take it down by pressure washing it away. We pushed back hard on that in this meeting.
<b>Next Steps</b>	

<b>Meeting, Date</b>	CBC News Vancouver Interview, 09-15-2021
<b>Parties Attending</b>	CBC News Reporter, Gabe Liosis, Corbett Gildersleve
<b>Meeting Length (Hrs)</b>	1.0
<b>Reason</b>	CBC News wanted to do a story on affordable housing for students, and Corbett and I volunteered.
<b>Summary and Outcome</b>	You can view the story here: <a href="https://youtu.be/fYgnz03E_80?t=596">https://youtu.be/fYgnz03E_80?t=596</a>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	SFSS Council, 09-15-2021
<b>Parties Attending</b>	Council members

<b>Meeting Length (Hrs)</b>	4.5
<b>Reason</b>	Regularly Scheduled BiWeekly Council Meeting (First Meeting of Fall 2021)
<b>Summary and Outcome</b>	<p><b>TOPICS DISCUSSED</b></p> <ul style="list-style-type: none"> <li>● SFU President Joy Johnson came to Council to answer Councillors' questions about the Fall Return to Campus.</li> <li>● Report from the Executive Committee.</li> <li>● Motions:             <ul style="list-style-type: none"> <li>○ Anti-TMX Day.</li> </ul> </li> <li>● In-Camera (Confidential):             <ul style="list-style-type: none"> <li>○ Online Thread</li> </ul> </li> <li>● Items that were postponed due to time constraints:             <ul style="list-style-type: none"> <li>○ Motions:                 <ul style="list-style-type: none"> <li>■ Space Oversight Committee Appointments</li> <li>■ Oversight Committee on Executive Officer Appointments</li> </ul> </li> <li>○ Discussion Items:                 <ul style="list-style-type: none"> <li>■ In-Camera Minutes Policy</li> <li>■ Student Engagement and Council Meetings</li> </ul> </li> </ul> </li> </ul>
<b>Next Steps</b>	

<b>Total Meeting Hours</b>	40.5
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## Projects and Events

<b>Project/Event Title</b>	Press Release for Fall Return to Campus
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>● Matt, Marie and I got together to work on a press release outlining our major concerns with the current state of planning for the return to campus</li> </ul>
<b>Relevant Strategic Priorities</b>	Student Wellbeing
<b>Total Time (Hrs)</b>	2.0

<b>Project/Event Title</b>	Out on Campus Coordinator Hiring Committee
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>● Called shortlisted applicants to invite for interviews.</li> </ul>

Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	<ul style="list-style-type: none"> <li>Sept 2: 0.5 (calling shortlisted candidates)</li> </ul>

Project/Event Title	Work Reports
Updates and Upcoming Plans	<ul style="list-style-type: none"> <li>Completing my work report</li> </ul>
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	<ul style="list-style-type: none"> <li>Sept 2: 1.5</li> <li>Sept 7: 0.5</li> <li>Sept 12: 0.5</li> </ul> TOTAL = 2.5

Project/Event Title	Updating In-Person Meeting Guidelines
Updates and Upcoming Plans	<ul style="list-style-type: none"> <li>Updating In-Person Meeting Guidelines</li> </ul>
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	1.0

Project/Event Title	Preparing for 09/13 Senate Meeting
Updates and Upcoming Plans	<ul style="list-style-type: none"> <li>Preparing notes for meeting</li> <li>Organizing folks to attend/speak in favour of the motion</li> </ul>
Relevant Strategic Priorities	University Relations, Student Wellbeing
Total Time (Hrs)	<ul style="list-style-type: none"> <li>Sept 12: 6.5</li> <li>Sep 13: 5.5</li> </ul> TOTAL: 12

Project/Event Title	Dealing with SFU trying to erase SFU 350's mural in convocation mall
Updates and Upcoming Plans	<ul style="list-style-type: none"> <li>MANY emails back and forth</li> </ul>
Relevant Strategic	

<b>Priorities</b>	
<b>Total Time (Hrs)</b>	<ul style="list-style-type: none"> <li>• Sept 14: 1.0</li> <li>• Sept 15: 1.25</li> </ul> Total = 2.25

<b>Total Project and Events Hours</b>	<b>20.25</b>
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## Administrative Work

<b>Summary</b>	Emails, Responding to Messages, and other Administrative Tasks
<b>Total Time (Hrs)</b>	<ul style="list-style-type: none"> <li>• Sept 1: 3.5</li> <li>• Sept 2: 4.0</li> <li>• Sept 3: 2</li> <li>• Sept 5: 1.5</li> <li>• Sept 8: 2</li> <li>• Sep 9: 6.5</li> <li>• Sept 10: 1.5</li> <li>• Sept 12: 6.5</li> <li>• Sept 13: 2.0</li> </ul> TOTAL = 29.5

<b>Summary</b>	Preparing/debriefing for meeting with Joy Johnson on 09/08
<b>Total Time (Hrs)</b>	1.0

<b>Summary</b>	Preparing for 09/15 Council meeting
<b>Total Time (Hrs)</b>	3.5

<b>Total Admin Hours</b>	<b>34.0</b>
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<b>Total Hours</b>	<b>94.75</b>
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## VP Internal and Organizational Development Corbett Gildersleve

### Meeting Summary and Comments

<b>Meeting, Date</b>	MSSA Interviews, Sept. 1st
<b>Parties Attending</b>	Hiring Committee Members
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	Scheduled Interview
<b>Summary and Outcome</b>	We interviewed two candidates for the Member Services Admin Assistant position
<b>Next Steps</b>	We have a few more interviews to go today

<b>Meeting, Date</b>	Welcome to the SUB Garden, Sept. 1st
<b>Parties Attending</b>	Drop-in with SFU staff, execs, and members of the public
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	SUB Garden Opening
<b>Summary and Outcome</b>	Embark is managing the SUB garden plots through a joint program with the SFSS. The held an opening event now that the SUB is open in general to show off the garden plot, what they're growing, and how they're using the food.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	SFSS Exec Coop, Sept. 1st
<b>Parties Attending</b>	SFU WIL Director Muriel Klemetski, SFU Beedie Coop Shauna Tonsaker, Myself
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Meeting and Update
<b>Summary and Outcome</b>	I met with Shuana and Muriel. Shuana will be serving as the SFU liaison going forward. We decided to have a MOU drafted up, which SFU will do and then request feedback from us on it.



<b>Next Steps</b>	Waiting for the MOU draft to give to Exec for comment
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<b>Meeting, Date</b>	PSSU Councilor Onboarding, Sept. 1st
<b>Parties Attending</b>	President Gabe Liosis, PSSU Councilor Ahbishek Parmar, Myself
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	Catch up the new Councilor
<b>Summary and Outcome</b>	Gabe and I went through the SFSS Governance and administrative structure including the changes that were made last year. We also covered dev sessions, work reports, an other "How To" items for being a Council member. We also answered any questions raised by Ahbi.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Council Dev Session, Sept. 1st
<b>Parties Attending</b>	Council
<b>Meeting Length (Hrs)</b>	2 hours
<b>Reason</b>	Scheduled Dev Session
<b>Summary and Outcome</b>	Indigenous Trauma Workshop
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Finance Training, Sept. 3rd
<b>Parties Attending</b>	VP Finance and Services Almas Phangura, Myself
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	Training on Tax Remittance
<b>Summary and Outcome</b>	I walked Almas through the process for approving and submitting our CRA tax remittance as an incorporated non-profit.
<b>Next Steps</b>	Almas will be able to take over this work going forward

<b>Meeting, Date</b>	Executive Committee Meeting, Sept. 7th
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<b>Parties Attending</b>	Exec Committee
<b>Meeting Length (Hrs)</b>	2.25 hrs
<b>Reason</b>	Scheduled Meeting
<b>Summary and Outcome</b>	<p>Motions</p> <ul style="list-style-type: none"> <li>• Updated COVID-19 Guidelines for In-Person Meetings</li> <li>• SFSS Endorsement of Black Faculty Cluster Hire Senate Motion</li> </ul> <p>In-Camera (Confidential Items)</p> <ul style="list-style-type: none"> <li>• Union-Excluded Review</li> <li>• Executive Committee Capacities Fall 2021</li> <li>• Gaming Lounge Sponsorship Proposals Review</li> </ul> <p>Discussion Items</p> <ul style="list-style-type: none"> <li>• SFSS Executive Co-ops Update</li> <li>• Fall 2021 Committee Meetings, Scheduling, and In-Person Meetings</li> <li>• Burnaby Mountain Gondola Updates</li> <li>• 2022-23 Budget Information Session: Executive SFSS &amp; GSS</li> <li>• Clubs Days</li> <li>• BC Vaccine Cards Update</li> <li>• First Day of School Tabling</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Meeting with INS, Sept. 7th
<b>Parties Attending</b>	Building Manager John Walsh, INS Rep
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Discuss INS Market Opening
<b>Summary and Outcome</b>	We met with an INS rep to discuss when they would open.
<b>Next Steps</b>	We will be waiting for the go-ahead

<b>Meeting, Date</b>	First Day of School Tabling, Sept. 8th
<b>Parties Attending</b>	VP Events and Student Affairs Jess Dela Cruz, Myself and other execs
<b>Meeting Length (Hrs)</b>	3 hours
<b>Reason</b>	Welcoming Students
<b>Summary and Outcome</b>	We gave out free SFSS items and welcomed students back.

<b>Next Steps</b>	N/A
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<b>Meeting, Date</b>	Record of Decisions Review, Sept. 9th
<b>Parties Attending</b>	Admin Assistant Joseph Au, Myself
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Reviewing 2020-2021 Board Motions
<b>Summary and Outcome</b>	Reviewed the first 6 months of the 2020-2021 Board motions to see what motions have been completed and what haven't been.
<b>Next Steps</b>	We'll meet again to finish off the period.

<b>Meeting, Date</b>	MSC Generalist Chat, Sept 10th
<b>Parties Attending</b>	VP Finance and Services Almas Phangura, President Gabe Liosis, Myself
<b>Meeting Length (Hrs)</b>	0.25 hrs
<b>Reason</b>	Initial Discussion
<b>Summary and Outcome</b>	We met to discuss a request from the MSCs about reinstating the generalist position.
<b>Next Steps</b>	We'll have a follow up meeting with admin and then staff.

<b>Meeting, Date</b>	SFU Residence Fee Discussion
<b>Parties Attending</b>	President Gabe Liosis, Myself, SFU Residence Rep Zoe Woods
<b>Meeting Length (Hrs)</b>	0.75 hrs
<b>Reason</b>	East and West Tower Fee Discussion
<b>Summary and Outcome</b>	We were given the 2022-2023 Fee amounts for the east and west towers. We asked questions related to how they're determined, what they do to keep fees low, and affordability concerns from students.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	SUS and SASS Common Room Meeting Prep Session
<b>Parties Attending</b>	President Gabe Liosis and Myself

<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Scheduled Meeting
<b>Summary and Outcome</b>	Prepping for the WG meeting, going over areas of the MOU
<b>Next Steps</b>	Scheduled to meet again next week.

<b>Meeting, Date</b>	SUS and SASS Common Room MOU WG Meeting, Sept. 10th
<b>Parties Attending</b>	SUS and SASS Reps, Myself, President Gabe Liosis
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Scheduled Meeting
<b>Summary and Outcome</b>	Continue to work on the MOU. This meeting we went over the MOU doc skeleton and discussed different areas that could be copy/pasted from existing policy/bylaws and areas that would be custom.
<b>Next Steps</b>	Scheduled to meet again next week.

<b>Meeting, Date</b>	Internal Comms Working Group, Sept. 13th
<b>Parties Attending</b>	Operations Organizer Ayesha Khan, MSC Clubs Nancy Mah, Execs
<b>Meeting Length (Hrs)</b>	1,5 hours
<b>Reason</b>	Discussion
<b>Summary and Outcome</b>	Meeting with staff to discuss ways to communicate better among execs, admin, and staff.
<b>Next Steps</b>	Recommendations will be brought to the exec committee for review

<b>Meeting, Date</b>	ECA Tabling, Sept. 13th
<b>Parties Attending</b>	VP Events and Student Affairs, ECA Committee Members, Myself
<b>Meeting Length (Hrs)</b>	1 hours
<b>Reason</b>	GOTV Tablings
<b>Summary and Outcome</b>	We encouraged students to register and vote for the federal election

<b>Next Steps</b>	N/A
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<b>Meeting, Date</b>	Records of Decisions Review, Sept. 13th
<b>Parties Attending</b>	Admin Assistant Joseph Au, Myself
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	Reviewing 2020-2021 Board Motions
<b>Summary and Outcome</b>	We reviewed the remaining Board motions on the Record of Decisions. We picked out the ones that haven't been completed yet.
<b>Next Steps</b>	The April set of motions weren't part of the Record of Decisions. Once Joseph has completed them, we'll meet up and finish those off, and then a full report will be submitted to the Exec.

<b>Meeting, Date</b>	SFU Senate, Sept. 13th
<b>Parties Attending</b>	Senate
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	SFSS Representation
<b>Summary and Outcome</b>	I attended part of the Senate meeting to support an SFSS-backed motion for SFU to hire 13 Black faculty and provide more financial support for Black students and staff at SFU. I left early to give my seat up to another supporter.
<b>Next Steps</b>	The motion passed!

<b>Meeting, Date</b>	Executive Committee Development Session, Sept. 14th
<b>Parties Attending</b>	Exec Committee
<b>Meeting Length (Hrs)</b>	3 hours
<b>Reason</b>	Prep and Catch Up Session
<b>Summary and Outcome</b>	Daily Check-Ins for Fall 2021 - how should we do them? Concern from John re: SUB Annual General Meeting Preparations - Corbett Council Preparations Fall 2021 - Project Planning - what projects are you going to focus on for Fall semester

<b>Next Steps</b>	N/A
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<b>Meeting, Date</b>	Building Coordinator - Hybrid Job Description, Sept. 14th
<b>Parties Attending</b>	Building Manager John Walsh
<b>Meeting Length (Hrs)</b>	1.5 hrs
<b>Reason</b>	Discussion
<b>Summary and Outcome</b>	We met to discuss changes to two future Building Coordinator job descriptions to allow them to be full-time but handle different work during days that they'd be working with another Building Coordinator. We talked about event support, IT/AV support, and other possible areas.
<b>Next Steps</b>	John will work on a draft JD and give it to me and others for review.

<b>Meeting, Date</b>	SFU Budget Information Session, Sept. 15
<b>Parties Attending</b>	SFSS Execs, Martin Pochurko, Catherine Dauvergne, Wade Parkhouse, Alison Blair, E Biddlecombe, GSS Execs
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	Learn about SFU's Budgeting Process
<b>Summary and Outcome</b>	We learned about SFU's budgeting process, what areas they were focusing on, what changes they were making. The GSS and SFSS asked questions related to those areas and lobbied for a joint effort on government funding advocacy to reduce tuition and the cost of education.
<b>Next Steps</b>	They will be holding an open session later.

<b>Meeting, Date</b>	Clubs Days Tabling, Sept. 15th
<b>Parties Attending</b>	VP Equity and Sustainability, VP External and Community Affairs, VP Events and Student Life, Myself
<b>Meeting Length (Hrs)</b>	3 hours
<b>Reason</b>	Information Table
<b>Summary and Outcome</b>	Various SFSS execs covered the SFSS Exec table on Hopin, giving information about the SFSS. There wasn't much attendance for our booth, but we answered questions that were asked.

<b>Next Steps</b>	N/A
<b>Meeting, Date</b>	Council, Sept. 15th
<b>Parties Attending</b>	Council
<b>Meeting Length (Hrs)</b>	4.5 hours
<b>Reason</b>	Scheduled Meeting
<b>Summary and Outcome</b>	<p>Presentations:</p> <ul style="list-style-type: none"> <li>• SFU President Joy Johns presented to the Council about the fall return to campus. Councilors asked questions of the President.</li> <li>• Executive Committee Reports</li> </ul> <p>Motions:</p> <ul style="list-style-type: none"> <li>• Anti-TMX Day Support</li> </ul> <p>In-Camera (Confidential):</p> <ul style="list-style-type: none"> <li>• Online statements</li> </ul>
<b>Next Steps</b>	There were a number of motions and discussion items that were postponed due to how long the meeting ran for.

<b>Total Meeting Hours</b>	<b>33.75</b>
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## Projects and Events

<b>Project/Event Title</b>	Build SFU Fund, Research
<b>Updates and Upcoming Plans</b>	<p>-Review the documents, accounts, SUB lease, funding agreements, and Board minutes from 2013-present. Some of these cross reference each other, so it was important to see what restrictions were explicitly listed as to how the Build SFU funds could be accessed and used. This will be important for future use of these funds as the SUB goes through changes (small and large) over the next 50 years.</p> <p>Documents included:</p> <ul style="list-style-type: none"> <li>• Fund Management Agreement 2014</li> <li>• SFSS-SFU SUB Lease Agreement 2015</li> <li>• Tripartite Agreement 2016</li> <li>• SFSS Board Motions 2013-2021</li> </ul>

	Drafted and emailed our lawyer with questions related to the agreements, past practices in relation to making purchases for the SUB, as well as past Board motions delegating various authorities to certain execs and administrative staff. The goal is to have a clear idea around how to access the funds now that the SUB construction is completed and we need funds for HR costs, small projects/improvements, and other relevant purchases.
<b>Relevant Strategic Priorities</b>	Organizational Development
<b>Total Time (Hrs)</b>	7 hours

<b>Total Project and Events Hours</b>	7 hours
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## Committee Chair Work

<b>Committee Name</b>	Governance Committee, Sept. 14th
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	1 hour
<b>Summary</b>	First Meeting for the Fall Semester. Talked about the annual governance plan.
<b>Ongoing Projects</b>	Governance Annual Plan
<b>Relevant Strategic Priorities:</b>	Organizational Development

<b>Committee Name</b>	MMPC Meeting, Sept. 9th
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	0.5 hours
<b>Summary</b>	Meeting to discuss the next steps in AGM planning including the main agenda items like the finance report, audit, annual report, etc.
<b>Ongoing Projects</b>	Annual General Meeting
<b>Relevant Strategic Priorities:</b>	N/A



Total Committee Hours	1.5 hours
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## Administrative Work

Summary	<p>Responding to an emergency situation</p> <ul style="list-style-type: none"> <li>- Reviewing and gathering information</li> <li>- Sending it legal</li> </ul> <p>Check in with John Walsh about COVID19 PHO and vaccine card implementation as it relates to events and SUB bookings</p>
Total Time (Hrs)	Sept. 1 - 3 hours

Summary	<ul style="list-style-type: none"> <li>-Review and respond to INS email, scheduling a meeting for next Tuesday.</li> <li>-Answering emails about the Forum Chambers and Undergrounds review motion</li> <li>-Forward email to SFU SOCA about a request from SFU Gallery to project a poem in the SUB</li> <li>-Track down and forward a training video to Gabe</li> <li>-Review SOCA's furnishings list, communicate with John about some items as it relates to the logistics</li> <li>-Schedule MMPC meeting</li> <li>-Remind others to fill out the when2meet for two other committee/WG meetings</li> </ul>
Total Time (Hrs)	Sept. 2 - 4.5 hrs

Summary	<p>SUB Access Control Issue:</p> <p>I went past the SUB and found that it was unlocked. This was a mistake as the building is supposed to be closed on holidays. There were no staff in the building but a number of students and members of the public. I alerted John and he gave me instructions to contact security to remotely lock the building. I then checked the doors and informed people inside the building that it was actually closed and politely asked them to head out. I updated John and wrote up a report for him to send to SFU.</p> <ul style="list-style-type: none"> <li>-Catching up on old emails</li> <li>-Scheduled a meeting with INS (Convenience Store)</li> <li>-Had a catch up with Gabe and planned out the rest of my week.</li> </ul>
Total Time (Hrs)	Sept. 5th - 4 hours

Summary	Email Catch Up
Total Time (Hrs)	Sept. 8th - 1 hour

<b>Summary</b>	<p>Email catch up</p> <ul style="list-style-type: none"> <li>-Contacting relevant VPs and Staff about crafting the Annual Report for the AGM</li> <li>-Contacting the bank about signing authority changes</li> <li>-</li> <li>Submitting Work Order to Comms</li> <li>-Contacting Comms about Student-at-Large Committee Application advertisements</li> </ul> <p>Submitting a Policy Work Order</p> <ul style="list-style-type: none"> <li>-Updating Council policies to include the new space committee terms of reference</li> <li>-Scheduled GOV meeting</li> <li>-Answering questions from Policy, Research, and Community Affairs Coordinator about fee payments</li> <li>-Answer email from STEPS Forward about membership fees</li> <li>-Review email from lawyer around the Build SFU</li> <li>-Responding to lawyers follow up questions related to the Build SFU Fund</li> <li>-Tracking down documents, conferring with the Building Manager, drafting and sending a letter to the lawyer about Build SFU Funding.</li> </ul>
<b>Total Time (Hrs)</b>	Sept 9th - 5.5 Hrs

<b>Summary</b>	<p>Covering John Walsh's Shift</p> <p>John was on vacation and we needed to have two people in the building on the evening shift until the Building Assistants were fully hired as required by WorkSafeBC. I helped the building coordinator staff the GO Desk, answered student questions, and helped close the building.</p>
<b>Total Time (Hrs)</b>	Sept. 10th - 5.5 hours

<b>Summary</b>	<p>Emails</p> <ul style="list-style-type: none"> <li>- SFSS Exec Coop MOU</li> <li>- Robot Soccer Space Request</li> </ul>
<b>Total Time (Hrs)</b>	Sept. 13 - 2 hours

<b>Summary</b>	<p>Catching up on emails</p> <ul style="list-style-type: none"> <li>- Drafted emails about the AGM annual report, sent them to staff and committee chairs with requirements and due dates.</li> </ul>
<b>Total Time (Hrs)</b>	Sept. 14th - 2 hours

<b>Total Admin Hours</b>	<b>27.5 hrs</b>
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**Council** | SUB 3100  
Simon Fraser University  
8888 University Drive  
Burnaby, BC V5A 1S6  
[sfss.ca](http://sfss.ca)

Total Hours	69.75
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VP Finance and Services  
 Almas Kaur Phangura

## Meeting Summary and Comments

<b>Meeting, Date</b>	Council Development Session (1st September, 2021)
<b>Parties Attending</b>	All Council Members, Spirit River Striped Wolf
<b>Meeting Length (Hrs)</b>	1.5 hrs (4:30pm to 6pm)
<b>Reason</b>	Regularly scheduled session
<b>Summary and Outcome</b>	<p>The concepts of comfort, stretch and Panic.          -How panic leads to Fight and flight response. A person may fight themselves or others. They might withdraw or avoid or just freeze.</p> <ul style="list-style-type: none"> <li>• What is the Intergenerational continuity of shame?</li> </ul> <p>A perspective on historical Trauma and barriers to Indigenous Success          What are some questions that we must consider?</p> <ol style="list-style-type: none"> <li>1. What and why is it challenging for Indigenous folks to heal from historical traumas?</li> <li>2. How does shame-proneness relate to historical trauma?</li> <li>3. What can your institution do as a practical solution to historical trauma?</li> <li>4. Can you relate to the shame based traumas of Indigenous People?</li> </ol> <p>Definition of Historical Trauma?          -Segregation, overwhelming physical and psychological violence          Eg: reserve system, child welfare, colonial structures          Reconciliation and Canada's growing economy by \$27.7 billion          -What is the contribution of Indigenous folks?</p> <ul style="list-style-type: none"> <li>• Putting pieces together</li> </ul> <p>Intergenerational Trauma., Lack of connection and trust in Indigenous communities and families</p> <ul style="list-style-type: none"> <li>• What is the difference between Guilt and Shame?          -Ingredients for Shame-proneness</li> </ul> <p>Social Capital (rich networks, role models, recognition and information sharing)          The line between shame and Empathy (from the lens of social capital)</p>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Building Assistant Hiring Interview
<b>Parties Attending</b>	Employer Representative: Almas Phangura Society Staff: Nancy Mah, Melanie Ling

<b>Meeting Length (Hrs)</b>	30 mins (11-11:30am)
<b>Reason</b>	Hiring Interview
<b>Summary and Outcome</b>	Introduction rounds, explanation of the job duties and expectations of the role. Formal interview questions, question & answer session Closing comments and request for references
<b>Next Steps</b>	Check References

<b>Meeting, Date</b>	Building Assistant Hiring Interview
<b>Parties Attending</b>	Employer Representative:Almas Phangura Society Staff: Nancy Mah, Melanie Ling
<b>Meeting Length (Hrs)</b>	30 mins (11:30am - 12pm)
<b>Reason</b>	Hiring Interview
<b>Summary and Outcome</b>	Introduction rounds, explanation of the job duties and expectations of the role. Formal interview questions, question & answer session Closing comments and request for references
<b>Next Steps</b>	Check References

<b>Meeting, Date</b>	Building Assistant Hiring Interview
<b>Parties Attending</b>	Employer Representative:Almas Phangura Society Staff: Shelly Durante, Melanie Ling
<b>Meeting Length (Hrs)</b>	30 mins (12pm to 12:30pm)
<b>Reason</b>	Hiring Interview
<b>Summary and Outcome</b>	Introduction rounds, explanation of the job duties and expectations of the role. Formal interview questions, question & answer session Closing comments and request for references
<b>Next Steps</b>	Check References

<b>Meeting, Date</b>	Building Assistant Hiring Interview
<b>Parties Attending</b>	Employer Representative:Almas Phangura Society Staff: Shelly Durante, Melanie Ling

<b>Meeting Length (Hrs)</b>	30 mins (12:30pm to 1pm)
<b>Reason</b>	Hiring Interview
<b>Summary and Outcome</b>	Introduction rounds, explanation of the job duties and expectations of the role. Formal interview questions, question & answer session Closing comments and request for references
<b>Next Steps</b>	Check References

<b>Meeting, Date</b>	Building Assistant Hiring Interview
<b>Parties Attending</b>	Employer Representative:Almas Phangura Society Staff: Shelly Durante, Melanie Ling
<b>Meeting Length (Hrs)</b>	30 mins (1-1:30pm)
<b>Reason</b>	Hiring Interview
<b>Summary and Outcome</b>	Introduction rounds, explanation of the job duties and expectations of the role. Formal interview questions, question & answer session Closing comments and request for references
<b>Next Steps</b>	Check References

<b>Meeting, Date</b>	Building Assistant Hiring Interview
<b>Parties Attending</b>	Employer Representative:Almas Phangura Society Staff: Shelly Durante, Melanie Ling
<b>Meeting Length (Hrs)</b>	30 mins (1:30-2pm)
<b>Reason</b>	Hiring Interview
<b>Summary and Outcome</b>	Introduction rounds, explanation of the job duties and expectations of the role. Formal interview questions, question & answer session Closing comments and request for references
<b>Next Steps</b>	Check References

<b>Meeting, Date</b>	Building Assistant Hiring Interview
<b>Parties Attending</b>	Employer Representative:Almas Phangura Society Staff: Shelly Durante, Melanie Ling

<b>Meeting Length (Hrs)</b>	30 mins (2-2:30pm)
<b>Reason</b>	Hiring Interview
<b>Summary and Outcome</b>	Introduction rounds, explanation of the job duties and expectations of the role. Formal interview questions, question & answer session Closing comments and request for references
<b>Next Steps</b>	Check References

<b>Meeting, Date</b>	Building Assistant Hiring Interview
<b>Parties Attending</b>	Employer Representative:Almas Phangura Society Staff: Shelly Durante, Melanie Ling
<b>Meeting Length (Hrs)</b>	30 mins (2:30-3pm)
<b>Reason</b>	Hiring Interview
<b>Summary and Outcome</b>	Introduction rounds, explanation of the job duties and expectations of the role. Formal interview questions, question & answer session Closing comments and request for references
<b>Next Steps</b>	Check References

<b>Meeting, Date</b>	Building Assistant Hiring Interview
<b>Parties Attending</b>	Employer Representative:Almas Phangura Society Staff: Shelly Durante, Melanie Ling
<b>Meeting Length (Hrs)</b>	30 mins (3-3:30pm)
<b>Reason</b>	Hiring Interview
<b>Summary and Outcome</b>	Introduction rounds, explanation of the job duties and expectations of the role. Formal interview questions, question & answer session Closing comments and request for references
<b>Next Steps</b>	Check References

<b>Meeting, Date</b>	Building Assistant Hiring Interview
<b>Parties Attending</b>	Employer Representative:Almas Phangura Society Staff: Shelly Durante, Melanie Ling

<b>Meeting Length (Hrs)</b>	30 mins (3:30-4pm)
<b>Reason</b>	Hiring Interview
<b>Summary and Outcome</b>	Introduction rounds, explanation of the job duties and expectations of the role. Formal interview questions, question & answer session Closing comments and request for references
<b>Next Steps</b>	Check References

<b>Meeting, Date</b>	Chat with Corbett (3rd September, 2021)
<b>Parties Attending</b>	Almas Phangura, Corbett Gildersleeve
<b>Meeting Length (Hrs)</b>	1 hr (5:45pm -6:45pm)
<b>Reason</b>	Bank payment processing walkthrough
<b>Summary and Outcome</b>	-How to release CRA payments through the bank (setup and walkthrough the process) -The two factor authentication process for bank -Discussion about in-person cheque signing and other tasks that can not be done online -The process of Co-Ops for executive members (brief discussion)
<b>Next Steps</b>	Chat at a later date about adding co-signing authority

<b>Meeting, Date</b>	Executive Committee Meeting (7th September, 2021)
<b>Parties Attending</b>	All executive committee members (Serena Bains on LOA)
<b>Meeting Length (Hrs)</b>	3 hrs (10am to 1pm)- watched the recording of the last hour since I was in another meeting
<b>Reason</b>	Regularly Scheduled meeting
<b>Summary and Outcome</b>	Reports from different Hiring Committees -Update guidelines and Robert's Rules tips for Hybrid meetings as the previous guidelines expired on the 23rd August, 2021 -Update on the Co-Op option for executive committee members. Corbett had a meeting with SFu and gave updates about the same. Will be able to avail that for the Fall semester as Summer deadline has passed long ago. -Given that we are starting with Fall, 2021; Gabe spoke about meetings of committees, how people feel about in-person meetings and how to schedule meetings as people's availability could have changed.
<b>Next Steps</b>	N/A



<b>Meeting, Date</b>	Building Assistant Hiring Interview
<b>Parties Attending</b>	Employer Representative:Almas Phangura Society Staff: Nancy Mah, Melanie Ling
<b>Meeting Length (Hrs)</b>	30 mins (12pm to 12:30pm)
<b>Reason</b>	Hiring Interview
<b>Summary and Outcome</b>	Introduction rounds, explanation of the job duties and expectations of the role. Formal interview questions, question & answer session Closing comments and request for references
<b>Next Steps</b>	Check References

<b>Meeting, Date</b>	Building Assistant Hiring Interview
<b>Parties Attending</b>	Employer Representative:Almas Phangura Society Staff: Nancy Mah, Melanie Ling
<b>Meeting Length (Hrs)</b>	30 mins (12:30-1pm)
<b>Reason</b>	Hiring Interview
<b>Summary and Outcome</b>	No Show (The time was used to go over all the candidates)
<b>Next Steps</b>	Emailed the candidate about their missed interview

<b>Meeting, Date</b>	Building Assistant Hiring Committee Debrief
<b>Parties Attending</b>	Employer Representative:Almas Phangura Society Staff: Shelly Durante, Melanie Ling
<b>Meeting Length (Hrs)</b>	30 mins (1-1:30pm)
<b>Reason</b>	To make a final decision about candidates
<b>Summary and Outcome</b>	Continued the discussion around references and who to bring onboard, rescheduling an interview for the no show)
<b>Next Steps</b>	Send out offer emails (offer letters will be sent when Ayesha comes back) Onboarding of Candidates

<b>Meeting, Date</b>	INS Meeting (7th September, 2021)
<b>Parties Attending</b>	Almas Phangura, Corbett Gildersleeve, John Walsh
<b>Meeting Length (Hrs)</b>	0.5 hrs (1:30pm to 2pm)
<b>Reason</b>	Scheduled meeting
<b>Summary and Outcome</b>	Updating the lease and next steps
<b>Next Steps</b>	Follow up meeting

<b>Meeting, Date</b>	Building Assistant Hiring Interview - RESCHEDULED (8th September, 2021)
<b>Parties Attending</b>	Employer Representative: Almas Phangura Society Staff: Nancy Mah, Melanie Ling
<b>Meeting Length (Hrs)</b>	1 hr (2pm to 3pm)
<b>Reason</b>	Hiring Interview
<b>Summary and Outcome</b>	Introduction rounds, explanation of the job duties and expectations of the role. Formal interview questions, question & answer session Closing comments and request for references  *The last half an hour was used to discuss some logistics of sending offers and deciding on holding onto resumes if we need more Building Assistants in the future when the SUB is open over weekends.
<b>Next Steps</b>	Check References

<b>Meeting, Date</b>	MSC Generalist Hiring Chat (10th September, 2021)
<b>Parties Attending</b>	Almas Phangura, Corbett Gildersleeve, Gabe Liosis
<b>Meeting Length (Hrs)</b>	30 mins (9:30am to 10am)
<b>Reason</b>	Check to see if we have the budget to create a new position
<b>Summary and Outcome</b>	Staff members (Member Services Coordinators- Clubs) Nancy, Ricky, and Melanie had requested Gabe that we reinstate a previous Coordinator level position called the "MSC-Generalist". There was a brief chat between the three of us as Gabe was unsure we even have the budget to create another new staff position on top of our existing staff expansion. For now, we could not find a budget line from where we could fund for the position. Secondly, some councillors and two executive members along with 2 staff members would like to go to Victoria for a conference. We discussed if funds should be pulled

	out of their committee (UAA) or from the funds set aside for council members to attend conferences.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Climate Voters Alliance e-Rally
<b>Parties Attending</b>	Rally attendees
<b>Meeting Length (Hrs)</b>	1 hr (5pm to 6pm)
<b>Reason</b>	Climation Action e-Rally
<b>Summary and Outcome</b>	An e Rally to stand in solidarity with those fighting against climate change and trying to bring the attention of our nation's leaders towards the cause and urging them to take climate change seriously and work towards mitigating it by setting policies in place.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Bullying and Harassment Case Manager Hiring Interview (13th Sept, 2021)
<b>Parties Attending</b>	CJ Rowe, Melinda Sakura, Michelle Allison, Michelle Verbrugghe, Jennifer Scott SFSS: Almas Phangura GSS: Hafsa
<b>Meeting Length (Hrs)</b>	1.5 hrs (9am to 10:30am)
<b>Reason</b>	Interview
<b>Summary and Outcome</b>	Introduction rounds, explanation of the job duties and expectations of the role. Written component and their presentation for the same Formal interview questions, question & answer session Closing comments
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Internal Communication Working Group
<b>Parties Attending</b>	Almas Phangura, Corbett Gildersleeve, Gabe Liosis, Ayesha Khan, Somayeh Naseri, Nancy Mah, John Walsh
<b>Meeting Length (Hrs)</b>	1 hr (10:30am to 11:30am)
<b>Reason</b>	Regularly Scheduled Meeting
<b>Summary and Outcome</b>	-Staff members gave updates on the projects that have been working on -They also gave feedback and suggestions on what they would like to see and any

	issues that they have been facing as a part of their job
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Bullying and Harassment Case Manager Hiring Interview (13th Sept, 2021)
<b>Parties Attending</b>	CJ Rowe, Melinda Sakura, Michelle Allison, Michelle Verbrugghe, Jennifer Scott SFSS: Almas Phangura GSS: Hafsa
<b>Meeting Length (Hrs)</b>	1.5 hrs (12:30pm to 2pm)
<b>Reason</b>	Interview
<b>Summary and Outcome</b>	Introduction rounds, explanation of the job duties and expectations of the role. Written component and their presentation for the same Formal interview questions, question & answer session Closing comments
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Bullying and Harassment Case Manager Hiring Interview (13th Sept, 2021) CANCELLED
<b>Parties Attending</b>	CJ Rowe, Melinda Sakura, Michelle Allison, Michelle Verbrugghe, Jennifer Scott SFSS: Almas Phangura GSS: Hafsa
<b>Meeting Length (Hrs)</b>	1hr (2:30pm to 3:30pm)
<b>Reason</b>	Interview
<b>Summary and Outcome</b>	The candidate had to cancel the interview due to an emergency at home and hence we carried out a debrief about the interviews
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Senate Meeting (13th September, 2021)
<b>Parties Attending</b>	Senate members and guests from SOCA and SFU350
<b>Meeting Length (Hrs)</b>	2 hrs 15 min (5:30pm to 7:45pm)
<b>Reason</b>	Regularly scheduled meeting
<b>Summary and Outcome</b>	A major motion passed to hire 15 black faculty members -Changes to courses and degree requirements and discontinuation of some programs -Call for names for honorary degrees

<b>Next Steps</b>	N/A
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<b>Meeting, Date</b>	Executive Committee Development Session (14th September, 2021)
<b>Parties Attending</b>	All executive committee members
<b>Meeting Length (Hrs)</b>	2 hrs 45 mins (10am to 12:45pm)
<b>Reason</b>	Regularly scheduled session
<b>Summary and Outcome</b>	Daily Check-Ins for Fall 2021 - how should we do them? (Rather turn them into capacity check-ins so that anyone who has time on their hands can help others with their portfolio, what days we would like to have them and at what time during those days ) Fall 2021 - Project Planning - what projects are you going to focus on for Fall semester? Annual General Meeting Preparations- Corbett (Put forward a date and what are the different reports that need to be sent out by the committees and reports from executive committee members)
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	SFU Budget Information Session for SFSS and GSS (15th September, 2021)
<b>Parties Attending</b>	SFSS Members, GSS Members, Janice, Catherine Dauvergne, Martin Pochurko
<b>Meeting Length (Hrs)</b>	1 hr (9am to 10am)
<b>Reason</b>	Mandatory Yearly meeting
<b>Summary and Outcome</b>	-The magnitude of SFU's budget (discussion about consolidated budget- a significant portion of which is restricted) SFU'S operating Budget -Accountability and fiduciary responsibility (fund accounting and how financial records are maintained in great detail) -The funds are spent on categories like Operations, Internal Research, Capital, Research, Endowment, Ancillary, Special Purposes etc -Operating funding (government operating grants, tuition and student fees, other sources; the restricted funds can only be used in longer term) -The tuition fees increases for 2022-2023 (2% for domestic and 4% for international, 2% for grad programs) -Operating Expenses (compensation- faculty, staff and employed students and other expenses like space costs, library, software licenses, scholarships and bursaries, student services, health support and advising)
<b>Next Steps</b>	Another meeting to follow -up

<b>Meeting, Date</b>	B&H Hiring committee (15th September, 2021)
<b>Parties Attending</b>	All hiring committee members
<b>Meeting Length (Hrs)</b>	0.5 hr (3:15 to 3:45pm)
<b>Reason</b>	Debrief
<b>Summary and Outcome</b>	Final discussion on the candidates and moving to the reference check stage
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Council Meeting (15th September, 2021)
<b>Parties Attending</b>	Council Members
<b>Meeting Length (Hrs)</b>	4 hrs 30 mins (4:30pm to 9pm)
<b>Reason</b>	Regularly Scheduled Meetings
<b>Summary and Outcome</b>	<p>-Fall 2021 Return to Campus Q&amp;A- SFU President Joy Johnson</p> <p>-Anti-TMX Day of Action motion by Chloe (Environmental Science Councillor) they also gave a guide on how to protest safely</p> <p>-\$1100 funding for the speakers of SFU 350 (as a part of the motion passed in previous meeting to support them and stand in solidarity with the cause that they are fighting for) - requirement of volunteers for their event</p> <p>-As previously discussed, one space shall be offered to the VP Finance and services on the SPOC, motion passed to appoint Almas Phangura, VP Finance and Services to the Space Oversight Committee (SPOC) in addition to the chair and 3 other council members ( to be discussed at a later stage).</p> <p>-Council called the date for the 2021 Annual General Meeting be on Wednesday, October 27 at 6:30pm;and that the 2021 Annual General Meeting be held virtually (saving costs and involvement of more students)</p> <p>-In Camera discussion</p>
<b>Next Steps</b>	N/A

<b>Total Meeting Hours</b>	<b>30 hrs 30 mins</b>
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## Projects and Events



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<b>Project/Event Title</b>	Making an SOP (Standard Operating Procedures Sheet)
<b>Updates and Upcoming Plans</b>	SOP for the CRA Payments through the Bank
<b>Relevant Strategic Priorities</b>	Submit to Corbett for any final change and Proof-Reading
<b>Total Time (Hrs)</b>	1 hr

<b>Project/Event Title</b>	Clubs Day Booth Management
<b>Updates and Upcoming Plans</b>	Ran the virtual booth for clubs day to give students information about executive committee and SFSS in general
<b>Relevant Strategic Priorities</b>	N/A
<b>Total Time (Hrs)</b>	1 hr 45 min

<b>Total Project and Events Hours</b>	<b>2 hrs 45 mins</b>
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## Committee Chair Work

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

<b>Total Committee Hours</b>	
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## Administrative Work

<b>Summary</b>	Receive invoices and check requisitions, double check amounts and departments in the budget document and approve them + Conversations with auditors regarding any final changes
<b>Total Time (Hrs)</b>	1 hr + 1hr

<b>Summary</b>	Semester report for the Summer 2021 semester
<b>Total Time (Hrs)</b>	3 hrs

<b>Summary</b>	Filling up the work reports with meetings and events from the 15-day period
<b>Total Time (Hrs)</b>	2.5 hrs

<b>Summary</b>	Checking references for 10 candidates of the Building Assistant Hiring Committee (emails, phone calls)
<b>Total Time (Hrs)</b>	3.5 hrs

<b>Summary</b>	<p>-Checked the work reports for the month of August - first half(double check if the duties performed within the pay period were actually relevant to their role, the timing of the meetings, sellings and grammatical errors etc) and updated the hours in our record spreadsheet logbook)</p> <p>-Messages and chats (facebook and discord)</p> <p>-Answering emails, queries and communication with staff members (average of 21 emails in a day, tons of enquiries about the UPass exemptions and being able to enroll in for students not me eting the criteria)</p>
<b>Total Time (Hrs)</b>	<p>2nd Sept= 3 hrs          3rd Sept= 1.5 hrs          6th Sept= 1.5 hrs          9th Sept= 1 hr          10th Sept=2 hrs          13th Sept=1 hrs          14th Sept=2.5 hrs          15th Sept= 1.5 hrs          Total= 14 hrs</p>

<b>Summary</b>	Administrative tasks of the 3 Hiring Committees that I am on (Building Assistant, Digital Media and Bullying and Harassment Case Manager)
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<b>Total Time (Hrs)</b>	2 hrs
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<b>Total Admin Hours</b>	27 hrs
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<b>Total Hours</b>	60 hrs 15 mins
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## VP University and Academic Affairs

Serena Bains (Leave of absence from Aug 30, 2021 to Sep 12, 2021)

### Meeting Summary and Comments

<b>Meeting, Date</b>	Senate Meeting, September 13th from 5:30PM - 8:00PM
<b>Parties Attending</b>	Serena Bains, Joy Johnson, Catherine Dauvergne, Tom Nault, Pablo Nepomnaschy, Tania Bubela, Steven Noel, Kris Nordgen, Saima Nur, Dan Blue, Michael Parent, George Gardinetti, Bonnie Gray, Priyanka Dhesa, Mehran Ahmadi, Jimmy Wong, Almas Phangura
<b>Meeting Length (Hrs)</b>	2.5 hours
<b>Reason</b>	To discuss anything to do with academics, teaching, learning and research
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Reports from the Chair</li> <li>- Question period               <ul style="list-style-type: none"> <li>- Should have stricter vaccination policies</li> <li>- Mental health resources</li> <li>- Scholarships based on GPAs</li> </ul> </li> <li>- Motion carried to hire 15 Black tenure track professors</li> <li>- Closed session</li> </ul>
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	Executive Committee Development Session, September 14th from 10:00AM - 1:00PM
<b>Parties Attending</b>	Serena Bains, Corbett Gildersleve, Jess Dela Cruz, Gabe Liosis, Marie Haddad, Almas Phangura
<b>Meeting Length (Hrs)</b>	3 hours
<b>Reason</b>	To discuss any items to do with the Executive Committee in-between meetings
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Semester reports</li> <li>- Updates on hiring committees</li> <li>- Daily check ins</li> <li>- Confidential item</li> <li>- AGM</li> <li>- Going over the Council agenda</li> </ul>
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	ToSS, September 14th from 2:00PM- 3:00PM
<b>Parties Attending</b>	Serena Bains, Hafsa Sadiq, Rahil, Ruben Munoz, Gabby Doebeli, Reese
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	To discuss any items to do with any of the student societies
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Updates           <ul style="list-style-type: none"> <li>- SFSS</li> <li>- GSS</li> <li>- SFPIRG</li> <li>- TSSU</li> </ul> </li> <li>- Elections           <ul style="list-style-type: none"> <li>- Elections Canada will not put any polls on university campuses which is essentially voter suppression</li> <li>- Could put out a joint statement regarding this</li> <li>- Could also petition professors to have their classes online for the day on election day</li> </ul> </li> <li>- Petition for student health fee</li> </ul>
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	Budget Information Session, September 15th from 9:00AM - 10:00AM
<b>Parties Attending</b>	Serena Bains, Martin Pochurko, Janis Kennedy, Alison, Almas Phangura, Catherine Dauvergne, Ruben Munoz, Erin Biddlecombe, Gabe Liosis, Hafsa Sadiq, Harjap, Marie Haddad, Pierre Cenerelli, Reese Muntean, Rummana Khan Hemani, Tracey Masen Innes
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	To learn more about SFU's budget for the 2022-2023 year
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Operating fund and operating expenses</li> <li>- Budget cycle</li> <li>- Roles and responsibilities</li> <li>- Balancing it all</li> <li>- Causes of surplus           <ul style="list-style-type: none"> <li>- Mostly capital projects</li> </ul> </li> </ul>
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	Council meeting, September 15th from 4:30PM - 9:00PM
<b>Parties Attending</b>	Council members

<b>Meeting Length (Hrs)</b>	4.5 hours
<b>Reason</b>	To discuss any items to do with the SFSS or greater community at-large
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Overview of how hybrid Council meetings work</li> <li>- Posing questions to President Joy Johnson</li> <li>- Reports from the Executive and Committees</li> <li>- Anti-TMX day of action</li> <li>- Setting the date for the AGM</li> <li>- In camera item - confidential</li> <li>- Postponed other motions and discussion items</li> </ul>
<b>Next Steps</b>	- N/A

<b>Total Meeting Hours</b>	12
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## Projects and Events

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

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

<b>Total Project and Events Hours</b>	
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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	Work reports, emails, replying to messages, catching up
Total Time (Hrs)	September 13th - 3.5 hours September 14th - 1 hours September 15th - 1 hours

Total Admin Hours	5.5
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Total Hours	17.5
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VP External and Community Affairs  
Matthew Provost

## Meeting Summary and Comments

Meeting, Date	Return to Campus Concerns- Press Release, 9/1/21
Parties Attending	<b>Exec:</b> Gabe Liosis (President), Marie Haddad (VP Equity)
Meeting Length (Hrs)	2 hr
Reason	Scheduled meeting
Summary and Outcome	Met to support with press release discussing student concerns with return to campus
Next Steps	n/a

Meeting, Date	SUB Tour w/ BCIT, 9/1/21
Parties Attending	Gabe, and John (Building Coord) <b>BCIT Board</b>
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled tour
Summary and Outcome	Met with BCIT student union to give them a tour of the SUB building
Next Steps	n/a

Meeting, Date	Council Development Session, 9/1/21
Parties Attending	<b>SFSS Council</b>
Meeting Length (Hrs)	2 hr
Reason	Scheduled development session
Summary and Outcome	Spirit Striped Wolf gave a presentation on Indigenous trauma to help folks understand on our board the direct impacts of trauma and how we can support and be informed
Next Steps	n/a

<b>Meeting, Date</b>	BC Vaccination Card - Student Associations, 9/7/21
<b>Parties Attending</b>	Various Student Unions
<b>Meeting Length (Hrs)</b>	30 min
<b>Reason</b>	Scheduled meeting
<b>Summary and Outcome</b>	Met with folks from PHO on the discussion of vaccination cards and the implementation process as well as how this directly impact students on campus moving forward
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Executive Committee, 9/7/21
<b>Parties Attending</b>	<b>Executive Committee</b>
<b>Meeting Length (Hrs)</b>	2.5 hr
<b>Reason</b>	Scheduled Meeting
<b>Summary and Outcome</b>	<p>Updates:</p> <ul style="list-style-type: none"> <li>- Semester reports for exec</li> <li>- Updates on hiring committees</li> <li>- Daily check ins</li> </ul> <p>New Business</p> <ul style="list-style-type: none"> <li>- Confidential item</li> <li>- AGM</li> <li>- Going over the Council agenda</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	External & Community Affairs Committee, 9/7/21
<b>Parties Attending</b>	ECA Committee
<b>Meeting Length (Hrs)</b>	2 hr
<b>Reason</b>	Scheduled meeting
<b>Summary and Outcome</b>	<p><b>In Camera Item:</b></p> <p><b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>- Federal Elections Working Session</li> </ul>

	<ul style="list-style-type: none"> <li>- Fall ECA Meeting Time</li> <li>- SFU350 (Amended item)</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Meeting with Chloe, 9/7/21
<b>Parties Attending</b>	Chloe (Environment Rep)
<b>Meeting Length (Hrs)</b>	30 min
<b>Reason</b>	Scheduled meeting
<b>Summary and Outcome</b>	Met with Chloe to discuss anti-tmrx rally to discuss what supports ECA can help with
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	First Day of School Tabling, 9/8/21
<b>Parties Attending</b>	<b>SFSS Executive</b>
<b>Meeting Length (Hrs)</b>	4 hr
<b>Reason</b>	Scheduled tabling
<b>Summary and Outcome</b>	Tabled for the week of school for students and welcomed folks into the SUB
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	National Day for Truth and Reconciliation Planning, 9/9/21
<b>Parties Attending</b>	<b>SFSS Exec:</b> Jess Dela Cruz (VP Events)
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Scheduled Meeting
<b>Summary and Outcome</b>	Scheduled and created campaign outline for Every Child Matters and National Day for Truth and Reconciliation
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Tour with Anne Kang, 9/10/21
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<b>Parties Attending</b>	Gabe Liosis and SFU Admin, Anne Kang Minister Advanced Education
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Scheduled Tour
<b>Summary and Outcome</b>	Gave Minister Kang a tour of Student Union Building
<b>Next Steps</b>	n/a

<b>Total Meeting Hours</b>	<b>17 hr</b>
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## Projects and Events

<b>Project/Event Title</b>	Welcome to SUB Garden Event, 9/1/21
<b>Updates and Upcoming Plans</b>	Attended Embarks welcome back garden event to meet their team and members
<b>Relevant Strategic Priorities</b>	Student engagement, outreach
<b>Total Time (Hrs)</b>	1.5 hr

<b>Project/Event Title</b>	Federal Elections Campaign
<b>Updates and Upcoming Plans</b>	<p>Prepping campaign and outline to ensure that students know about the elections and their ability to vote this included:</p> <ul style="list-style-type: none"> <li>- Applying as a third party to register society to participate as non-partisan to promote federal elections</li> <li>- Getting proper information circulated to students in order to participate in elections and voting</li> <li>- Creating digital and print campaign             <ul style="list-style-type: none"> <li>- Coordinating with Illham (Comms) to prep material</li> <li>- Creating and developing campaign outline with deadlines as well as material</li> <li>- Getting printed posters ready to put up on campus</li> <li>- Creating posting timeline for social media</li> </ul> </li> <li>- Coordinated with ECA committee for tabling in SUB for the week before federal elections             <ul style="list-style-type: none"> <li>- Creating schedule for ECA + Exec members for tabling</li> <li>- Getting material ready for tabling</li> <li>- Coordinating with staff to have proper resources for supplies for</li> </ul> </li> </ul>

	<p>table</p> <ul style="list-style-type: none"> <li>- Following up with tabling protocol</li> <li>- Developing review of campaign and what to expect for next VP external and federal elections campaign as well as other elections to follow for the future</li> </ul>
<b>Relevant Strategic Priorities</b>	Student engagement
<b>Total Time (Hrs)</b>	16 hrs

<b>Project/Event Title</b>	National Day for Truth and Reconciliation
<b>Updates and Upcoming Plans</b>	<p>Early Prep for Orange Shirt Day and National Day for Truth and Reconciliation</p> <ul style="list-style-type: none"> <li>- Developing plan for comms material</li> <li>- Planning what will happen for the week of the 27th</li> <li>- Coordinating with Indigenous community members on collaborating and sharing socials</li> </ul>
<b>Relevant Strategic Priorities</b>	Advocacy and Student Engagement
<b>Total Time (Hrs)</b>	7 hours

<b>Project/Event Title</b>	SFU350 Support
<b>Updates and Upcoming Plans</b>	Supported Chloe (Environment Rep) helped support with a briefing note and upcoming motion for the ECA committee as well as Council.
<b>Relevant Strategic Priorities</b>	Student Advocacy and Engagement
<b>Total Time (Hrs)</b>	3 hrs

<b>Total Project and Events Hours</b>	<b>27.5</b>
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## Committee Chair Work

<b>Committee Name</b>	External & Community Affairs
<b># of Meetings</b>	1

<b>Total Time (Hrs)</b>	2 hr
<b>Summary</b>	Met to discuss planning for the fall
<b>Ongoing Projects</b>	Federal Elections Campaign SFU350 Support Lobby Days Prep Development session planning + Strategic Planning
<b>Relevant Strategic Priorities:</b>	Student Engagement and advocacy

<b>Total Committee Hours</b>	<b>8 hrs</b>
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## Administrative Work

<b>Summary</b>	<p>Since working hybrid I have found that while I am in the SUB there are numerous tasks that come up that make it difficult to track because they are not recorded as "meetings" in my calendar this includes:</p> <ul style="list-style-type: none"> <li>- Coordinating and communicating with staff</li> <li>- Supporting various things that ongoing in the SUB</li> <li>- Impromptu meetings and events with staff &amp; Exec</li> <li>- Supporting councillors and Exec</li> <li>- Supporting students with tours, supports, and information while in the SUB</li> <li>- Coordinating with groups on campus and also going to talk with relevant folks on campus</li> </ul> <p>Other administrative work:</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Prepping Agenda Items</li> <li>- Phone calls</li> <li>- Answering questions for staff and coordinating with staff for various reasons</li> <li>- Prepping for campaigns</li> <li>- Postering</li> <li>- Buying supplies for campaigns and picking up purchases</li> </ul>
<b>Total Time (Hrs)</b>	15 hrs

<b>Total Admin Hours</b>	<b>15 hrs</b>
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<b>Total Hours</b>	<b>67.5</b>
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VP Events and Student Affairs  
 Jess Dela Cruz

## Meeting Summary and Comments

<b>Meeting, Date</b>	Fall Programming Information Session, 09.01.21.
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>● Jess Dela Cruz</li> <li>● Caitlin Stiles</li> <li>● Dipti Chavan</li> <li>● Gabriela Bolanos</li> <li>● Jessica Jutras</li> <li>● Lynda Hewitt</li> <li>● Nancy Mah</li> <li>● Akum Sidhu</li> </ul>
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Scheduled update with SER, SFSS, and MECS.
<b>Summary and Outcome</b>	Gave round-table update with SER, SFSS, and MECS. We discussed how our events were impacted by COVID-19, how we are going to move forward with them, any programming we had, what changes we need to make in accordance to PHO, etc.
<b>Next Steps</b>	Meet again next month.

<b>Meeting, Date</b>	Council Dev Session, 09.01.21.
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>● SFSS Executive</li> <li>● SFSS Non-Executives</li> <li>● Spirit River Striped L. Wolf</li> </ul>
<b>Meeting Length (Hrs)</b>	3 hrs
<b>Reason</b>	Scheduled bi-weekly dev sessions.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Discussion on trauma, generational trauma</li> <li>● Fight / flight response</li> <li>● Shame and the effect within Indigenous communities and families</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Dipti/Jess, 09.02.21.
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>● Jess Dela Cruz</li> <li>● Dipti Chavan</li> </ul>
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Catch-Up
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● First Day of School Tabling Event             <ul style="list-style-type: none"> <li>○ Budget for supplies (and listing out the supplies we need)</li> <li>○ Figuring out what we can give away for free</li> <li>○ Tabling schedule of Execs</li> <li>○ And tabling logistics</li> </ul> </li> <li>● Mindfulness Meditation Event w/ Lawrence planning for September / October</li> <li>● Requesting SFSS Branded Merchandise</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>● Heads up to John about tabling</li> <li>● Need to do email motion through ESAC</li> </ul>

<b>Meeting, Date</b>	MSAA Onboarding, 09.07.21.
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>● Shelley Durante</li> <li>● Corbett Gildersleve</li> <li>● Jess Dela Cruz</li> <li>● Nancy Mah</li> <li>● Melanie Ling</li> <li>● Ricky Che</li> <li>● MSAA hires Jessie and Lauren</li> </ul>
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Training and on-boarding of new student staff for MSAA
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Discussed what MSA does, where I would need support, ongoing or relevant topics of discussion, issues, etc.</li> <li>● How they would work Exec and Staff</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	SUB Soft Opening Graphics, 09.07.21
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>● Jess Dela Cruz</li> <li>● Ilham Benttahir</li> </ul>

<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	SUB Soft Opening Graphics
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• I met with Ilham to discuss what photos we should post to celebrate the opening of the SUB, and how we should tell our membership what happened during that week</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Jess pick photos</li> <li>• Jess to create timeline and posting schedule of what happened</li> </ul>

<b>Meeting, Date</b>	Tabling within SUB, 09.07.21
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>• Jess Dela Cruz</li> <li>• John Walsh</li> <li>• Dipti Chavan</li> </ul>
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	To clarify tabling protocol around SUB, for special circumstances.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Dipti and I met with John to discuss the logistics of tabling, with COVID-19 protocols in place. And, who can table (exec and their committees). How we limit the tabling option to student groups/clubs.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• John to email Building Coordinators the time/date/place we will table for first day of school tabling.</li> </ul>

<b>Meeting, Date</b>	09.07.21 BC Vaccination Card - Student Associations
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>• Jess Dela Cruz</li> <li>• Gabe Liosis</li> <li>• Matthew Provost</li> <li>• Kevin Brewster</li> <li>• Jeanne Serdun</li> <li>• Student Execs from UBC, UVIC, UFV, etc.</li> </ul>
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	To have the BC Government update post-secondary student executives about the new BC Vaccine Card
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• What is the BC Vaccine Card, how to obtain it, how to use it, it's purpose, etc.</li> <li>• How this will work for events ran by student associations</li> <li>•</li> </ul>

<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Update any relevant information to Staff and Council</li> <li>• Register, as B.C. individuals, for the BC Vaccine Card</li> </ul>
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<b>Meeting, Date</b>	National Day for Truth & Reconciliation Campaign Planning, 09.09.12.
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>• Jess Dela Cruz</li> <li>• Dipti Chavan</li> <li>• Matthew Provost</li> </ul>
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	SFSS supports Indigenous Days of Significance. September 30th is now recognized by the government as National Day for Truth & Reconciliation.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Planned out what type of programming we want to have for Orange Shirt Day / National Day for Truth &amp; Reconciliation</li> <li>• Discussed what supplies are needed to be bought, rooms we need, who is involved, etc.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Buy supplies</li> <li>• Book room</li> <li>• Create logo</li> </ul>

<b>Meeting, Date</b>	Planning for September 29, 09.09.21.
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>• Jess Dela Cruz</li> <li>• Matthew Provost</li> </ul>
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	SFSS supports Indigenous Days of Significance. September 30th is now recognized by the government as National Day for Truth & Reconciliation.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Matthew designed the logo</li> <li>• We planned prep-times and designated dates/times throughout the week for Screen-Printing</li> <li>• We decided who will buy what materials</li> <li>• We contacted Exec, Staff, and SUB-Tenants</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Buy supplies</li> <li>• Create Banner</li> <li>• Create Stickers</li> <li>• Remind Exec/Staff/SUB-Tenants for Screen-Printing</li> </ul>



<b>Meeting, Date</b>	Internal Comms WG, 09.13.21.
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>• Jess Dela Cruz</li> <li>• Gabe Liosis</li> <li>• Corbett Gildersleve</li> <li>•</li> </ul>
<b>Meeting Length (Hrs)</b>	1.5 hrs
<b>Reason</b>	Staff & Exec meet to discuss how to improve internal communications.
<b>Summary and Outcome</b>	Discussed ways how to improve the communications between Staff/Council/Exec.
<b>Next Steps</b>	Bring recommendations to the Executive Committee.

<b>Meeting, Date</b>	Clubs Days, 09.15.21
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>• Executive Committee</li> </ul>
<b>Meeting Length (Hrs)</b>	2.5 hrs
<b>Reason</b>	Scheduled, semesterly Clubs Days.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• I met with students on Hop-In and answered any questions they had about SFSS/getting involved and explained what we did.</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Meeting with Dipti, 09.16.21.
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>• Jess Dela Cruz</li> <li>• Dipti Chavan</li> </ul>
<b>Meeting Length (Hrs)</b>	.1 hr
<b>Reason</b>	Catch-Up.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Finalized National Day for Truth &amp; Reconciliation</li> <li>• Brainstormed Mindfulness Meditation Event</li> <li>• Discussed committee issues</li> <li>• Planned for November/December</li> <li>•</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Digital Media Assistant Hiring Committee, 09.17.21
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>• Jess Dela Cruz</li> <li>• Almas Phangura</li> <li>• Ilham Benttaha</li> <li>• Beaty Ombo</li> </ul>
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	I am one of the employer reps for the Digital Media Assistant, along with Almas. We are hoping to hire a new DMA ASAP.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Created interview questions</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Create Timeline</li> <li>• Look over applicants and come with top 5</li> <li>• Create Interview Questions</li> </ul>

<b>Total Meeting Hours</b>	<b>14.5</b>
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## Projects and Events

<b>Project/Event Title</b>	Welcome to the SUB Garden Event, 09.02.21.
<b>Updates and Upcoming Plans</b>	n/a
<b>Relevant Strategic Priorities</b>	Student Engagement
<b>Total Time (Hrs)</b>	1 hr
	Invited event

<b>Project/Event Title</b>	First Day of School Tabling, 09.08.21
<b>Updates and Upcoming Plans</b>	n/a
<b>Relevant Strategic Priorities</b>	Student Engagement
<b>Total Time (Hrs)</b>	4 hrs

<b>Project/Event Title</b>	National Day for Truth & Reconciliation Programming Planning
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>• Screen-Printing</li> <li>• Buying supplies</li> </ul> <p>I was planning the logistics of this programming plan (dates, time, folks involved)</p>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>• Student Engagement</li> </ul>
<b>Total Time (Hrs)</b>	1.5 hrs

<b>Project/Event Title</b>	ECA Tabling, 09.13.21
<b>Updates and Upcoming Plans</b>	I temporarily supported External Community & Affairs this week to lead Non-Executive Councillors and Exec to help table in the SUB to raise awareness that the federal election is happening,
<b>Relevant Strategic Priorities</b>	Student Relations & Government/Stakeholder Relations
<b>Total Time (Hrs)</b>	4 hrs

<b>Project/Event Title</b>	ECA Tabling, 09.15.21
<b>Updates and Upcoming Plans</b>	I temporarily supported External Community & Affairs this week to lead Non-Executive Councillors and Exec to help table in the SUB to raise awareness that the federal election is happening,
<b>Relevant Strategic Priorities</b>	Student Relations & Government/Stakeholder Relations
<b>Total Time (Hrs)</b>	4 hrs

<b>Project/Event Title</b>	ECA Tabling, 09.16.21
<b>Updates and Upcoming Plans</b>	I temporarily supported External Community & Affairs this week to lead Non-Executive Councillors and Exec to help table in the SUB to raise awareness that the federal election is happening,
<b>Relevant Strategic Priorities</b>	Student Relations & Government/Stakeholder Relations
<b>Total Time (Hrs)</b>	4 hrs



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 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	18.5
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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	n/a
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\*\*see Projects/Events for covering for ECA\*\*



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## Administrative Work

Summary	Emails, talks with Staff within the SUB, calendar scheduling, replying to messages
Total Time (Hrs)	1.5 hrs per day x 10 work days = 15 hrs

Total Admin Hours	15
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Total Hours	48
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VP Equity and Sustainability  
 Marie Haddad

## Meeting Summary and Comments

<b>Meeting, Date</b>	SFSS and Athletic Stadium Tour and Meeting 08/31/2021
<b>Parties Attending</b>	Gabe Liosis, <a href="#">Corbett Gildersleve</a> , Matthew Provost, <a href="#">Jess Dela Cruz</a> ,
<b>Meeting Length (Hrs)</b>	2 hrs
<b>Reason</b>	Meet with Theresa Hanson and look at the new Terry Fox Stadium Upgrades that were part of the Build SFU Project where the SFSS invested \$10 Million into the project.
<b>Summary and Outcome</b>	Looked at the available rooms for stakeholders, where SFSS advertisement can go, and additionally discussed the cancel canada day campaign in regards to lowering flags, discussing the usage of anthems, what can be done for September 30th games to honour Truth and Reconciliation etc.
<b>Next Steps</b>	Contact Theresa and send the motion that passed regarding cancel canada day, arrange to have a tour for the SUB building for the Athletic department and separately SFU Athletes

<b>Meeting, Date</b>	Return to Campus Concerns- Press Release Meeting 09/01/2021
<b>Parties Attending</b>	Gabe Liosis, Marie Haddad
<b>Meeting Length (Hrs)</b>	2 hrs
<b>Reason</b>	Prepare a press release
<b>Summary and Outcome</b>	Gabe and I worked on a press release in order to not the worries that students and executives are having due to the nature of returning to campus. Here we amplified worries regarding teaching adjustment,s mental and personal health and public health concerns. News Release Link: <a href="https://sfss.ca/simon-fraser-university-student-concerns-with-return-to-campus-plans/">https://sfss.ca/simon-fraser-university-student-concerns-with-return-to-campus-plans/</a>
<b>Next Steps</b>	Follow up with news outlets that reach out and continue to amplify these concerns and issues to the BOG, JOG, within campaign and more in order to work with the universit t find solutions

<b>Meeting, Date</b>	Council: Development Session, 09/01/2021
<b>Parties Attending</b>	Council Member, Guest Speaker: <a href="#">Spirit River Striped Wolf</a>
<b>Meeting Length (Hrs)</b>	2 hrs
<b>Reason</b>	Development Session was a workshop on Indigneous Trauma for increased cultural awareness to ensure we are of service to the Indigenous community
<b>Summary and Outcome</b>	Discussed the impacts of shame within society and how it inherently affects historically excluded and marginalized folks. Discussed how canada's policy has led to a string of policies that have instilled perpetual, ongoing historical trauma onto Indigenous peoples. Discussion of research on trauma as a barrier to Indigneous success.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Black Student Support Initiative 09/07/2021
<b>Parties Attending</b>	Araba Etrew, Chrysmom Thompson, Henry Daniel, Jackline Obungah, June Francis, La Behbahani, Natasha Mhuriro, Osob Mohamed, Parker Johnson, Balqees Jama, Sharon Xu, Erin Biddlecombe
<b>Meeting Length (Hrs)</b>	2 hrs
<b>Reason</b>	To discuss the Black Student Support Centre Initiative
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Introduction</li> <li>- Context Setting: Black student centre, initiating support for Black students, providing mental health professionals, cultural programming. Discuss the establishment of a working group</li> <li>- Community Agreements</li> <li>- Review Draft terms of reference</li> <li>- Next steps</li> </ul>
<b>Next Steps</b>	1 more meeting to finalize the TOR and initiate the working group

<b>Meeting, Date</b>	Out on Campus Coordinator Hiring Committee Interview 1.0 09/08/2021
<b>Parties Attending</b>	Gabe Liosis, Araba Etrew, Trish Everett, Interviewee
<b>Meeting Length (Hrs)</b>	2 hrs
<b>Reason</b>	Coordinator Hiring

<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Land Acknowledgement</li> <li>- SFSS Overview</li> <li>- Introductions + Interview Guidelines</li> <li>- Interview Questions</li> <li>- Debrief with Staff and Employer Reps</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Campaigns and Mobilization Coordinator Hiring Committee Interview 09/08/2021
<b>Parties Attending</b>	Araba Etrew, Nancy, Interviewee
<b>Meeting Length (Hrs)</b>	2 hrs
<b>Reason</b>	Coordinator Hiring
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Land Acknowledgement</li> <li>- SFSS Overview</li> <li>- Introductions + Interview Guidelines</li> <li>- Interview Questions</li> <li>- Debrief with Staff and Employer Reps</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Out on Campus Coordinator Hiring Committee Interview 2.0 09/08/2021
<b>Parties Attending</b>	Gabe Liosis, Araba Etrew, Trish Everett, Interviewee
<b>Meeting Length (Hrs)</b>	2 hrs
<b>Reason</b>	Coordinator Hiring
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Land Acknowledgement</li> <li>- SFSS Overview</li> <li>- Introductions + Interview Guidelines</li> <li>- Interview Questions</li> <li>- Debrief with Staff and Employer Reps</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Out on Campus Coordinator Hiring Committee Debrief 09/09/2021
<b>Parties Attending</b>	Gabe Liosis, Araba Etrew, Trish Everett



<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Coordinator Hiring
<b>Summary and Outcome</b>	- Debrief with Staff and Employer Reps
<b>Next Steps</b>	

<b>Meeting, Date</b>	Access for All Campaign Overview 09/09/2021
<b>Parties Attending</b>	Kashish Mehta
<b>Meeting Length (Hrs)</b>	1hr
<b>Reason</b>	Campaigning tactic overview
<b>Summary and Outcome</b>	- Discuss what steps forward need to be taken in order to ensure more professors are providing adjustments to classes, like recordings online etc.
<b>Next Steps</b>	Reach out to the rotunda community for endorsements, post an SFSS News, PEAK Interview etc.

<b>Meeting, Date</b>	Conversation with Executive Committee 09/10/2021
<b>Parties Attending</b>	Executives
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	confidential
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Tour with Minister of Education, Anne Kang 09/10/2021
<b>Parties Attending</b>	Gabe Liosis, Matthew Provost
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Tour of the new Student union building with Anne Kang
<b>Summary and Outcome</b>	Showed her the history of the space allocated to student groups, discussed decriminalization of drugs and having police off campus and schools

<b>Next Steps</b>	
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<b>Meeting, Date</b>	Organizing Planning for 15 Black Faculty Hiring with Gabe 09/10/2021
<b>Parties Attending</b>	Gabe Liosis
<b>Meeting Length (Hrs)</b>	4 hrs
<b>Reason</b>	Campaigning
<b>Summary and Outcome</b>	Writing an SFSS News Post for SFSS Executive endorsement of the 15 Black Hiring Motion going forward to Senate on September 13th, Write the email template for supporters to use to send, convert it into a doc and a clickable link, prepare an email to send to council members
<b>Next Steps</b>	Post posters around campus, writing a work order, post on social media, msg people about the email template

<b>Meeting, Date</b>	Bullying and Harassment Case Manager Hiring Committee Interview 1.0 09/13/2021
<b>Parties Attending</b>	Almas Phanhura, Jennifer Scott, Melinda Skura, Michelle Allison, Michelle Verbrugge, Hafsa Sadiq
<b>Meeting Length (Hrs)</b>	1.5 hrs
<b>Reason</b>	Hiring for the SFU Bullying and Harassment Case Manager
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Introductions</li> <li>- Candidate Presentation of Case</li> <li>- Interview Questions</li> <li>- Debrief</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Bullying and Harassment Case Manager Hiring Committee Interview 2.0 09/13/2021
<b>Parties Attending</b>	Almas Phanhura, Jennifer Scott, Melinda Skura, Michelle Allison, Michelle Verbrugge, Hafsa Sadiq
<b>Meeting Length (Hrs)</b>	1.5 hrs
<b>Reason</b>	Hiring for the SFU Bullying and Harassment Case Manager

<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Introductions</li> <li>- Candidate Presentation of Case</li> <li>- Interview Questions</li> <li>- Debrief</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Partnership Agreement and Wellness Plan for Black Students with HCS 09/13/2021
<b>Parties Attending</b>	Araba Etrew, Balqees Jama, Yasmin Mohamed, HCS Staff
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Go through HCS plan of support Black students
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Check Ins</li> <li>- Team Updates in relation to what health and counselling has been up to in their new plan development</li> <li>- Assessment of new project overview documents</li> <li>- Draft short, medium and long-term goals or actions for health and counselling in order to support Black students</li> </ul>
<b>Next Steps</b>	Check in about next steps

<b>Meeting, Date</b>	Arrange Supports for Black Students 09/13/2021
<b>Parties Attending</b>	<a href="#">Erin Biddlecombe</a>
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Black student supports
<b>Summary and Outcome</b>	Discussed with Erin the details of where and when we could have a Black councillor in order to support Black students after the senate meeting in case anyone felt triggered or harmed at any moment
<b>Next Steps</b>	

<b>Meeting, Date</b>	Meeting with Student 09/13/202 1
<b>Parties Attending</b>	Student
<b>Meeting Length (Hrs)</b>	1 hr

<b>Reason</b>	Confidential Matters
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Supporter Meetup + Senate Meeting + Debrief 09/13/2021
<b>Parties Attending</b>	Supporters, SOCA Members, Gabe Liosis
<b>Meeting Length (Hrs)</b>	3.5 hr
<b>Reason</b>	Senate Motion was brought forward to the table to have a hiring cluster of 15 Black faculty members, Mobilized supporters and we attended to apply pressure and ensure Senators saw us physical presence and support. After the motion passed, we had a debrief session to ensure Supporters and Black Students felt supported and understood the results of the senate motion passing
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Executive Committee Development Session 09/14/2021
<b>Parties Attending</b>	Gabe Liosis, Almas Phangura, Corbett Gildersleve, Serena Bains
<b>Meeting Length (Hrs)</b>	3 hr
<b>Reason</b>	Development and Support Session
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Daily Check-Ins for Fall 2021 - how should we do them?</li> <li>● Concern from John re: SUB</li> <li>● Annual General Meeting Preparations - Corbett</li> <li>● Council Preparations</li> <li>● Fall 2021 - Project Planning - what projects are you going to focus on for Fall semester</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Campaigns and Mobilization Coordinator Hiring Committee Meeting 09/14/2021
<b>Parties Attending</b>	Ayesha Khan, Araba Etrew, Nancy

<b>Meeting Length (Hrs)</b>	1.5 hrs
<b>Reason</b>	Debrief of the Candidates and final decision
<b>Summary and Outcome</b>	^^^
<b>Next Steps</b>	Do reference check, contact final candidate

<b>Meeting, Date</b>	Out on Campus Coordinator Hiring Committee Interview 09/14/2021
<b>Parties Attending</b>	Gabe Liosis, Araba Etrew, Trish Eevertt
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Coordinator Hiring
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Land Acknowledgement</li> <li>- SFSS Overview</li> <li>- Introductions + Interview Guidelines</li> <li>- Interview Questions</li> </ul>
<b>Next Steps</b>	Debrief and make final decision

<b>Meeting, Date</b>	Round Circle + Supporting SFU350 + Discussion with Joy Johnson 09/13/2021
<b>Parties Attending</b>	SFU350 Members, supporters, Gabe Liosis
<b>Meeting Length (Hrs)</b>	2.5 hr
<b>Reason</b>	Conversations surrounding the washing of the McMaster Climate Action Mural
<b>Summary and Outcome</b>	Watching the Mural to ensure that it isn't washed away after hearing that McMaster had washed away Climate action group's mural. Had a further discussion with Joy Johnson to discuss the importance of the mural, our dedication to helping out with convocation set up/take down if needed in order to keep the Mural up till the next Board of Governors meeting.
<b>Next Steps</b>	Wait for a follow up with Rummana and the team

<b>Meeting, Date</b>	Meeting with Rummana Re: SFU350's Mural 09/14/2021
<b>Parties Attending</b>	Gabe Liosis, SFU350 Members, Rummana Khan Hemani, Erin Biddlecombe, Larry

	Waddell
Meeting Length (Hrs)	1 hr
Reason	SFU350 Mural
Summary and Outcome	Discussed the mural, intention behind it and ways forward. Pushing the institution to support and amplify the action items indicated by SFU350 in order to make real change versus relying heavily on bureaucracy and demonizing protesters. Allowing them to test out a patch of the mural to see if full removal of the temporary paint can be done and arranging for Rummana's team to reach out when they would like to test it.
Next Steps	Wait for a follow up with Rummana and the team

Meeting, Date	SFU Budget Information Session for SFSS and GSS 09/15/2021
Parties Attending	SFSS Members, GSS Members, Janice, Catherine Dauvergne, Martin Pochurko
Meeting Length (Hrs)	1 hr
Reason	Mandatory Yearly meeting
Summary and Outcome	<ul style="list-style-type: none"> <li>-The magnitude of SFU's budget (discussion about consolidated budget- a significant portion of which is restricted)</li> <li>SFU'S operating Budget</li> <li>-Accountability and fiduciary responsibility (fund accounting and how financial records are maintained in great detail)</li> <li>-The funds are spent on categories like Operations, Internal Research, Capital, Research, Endowment, Ancillary, Special Purposes etc</li> <li>-Operating funding (government operating grants, tuition and student fees, other sources; the restricted funds can only be used in longer term)</li> <li>-The tuition fees increases for 2022-2023 (2% for domestic and 4% for international, 2% for grad programs)</li> <li>-Operating Expenses (compensation- faculty, staff and employed students and other expenses like space costs, library, software licenses, scholarships and bursaries, student services, health support and advising)</li> </ul>
Next Steps	Another meeting to follow -up

Meeting, Date	First People Gathering House InPerson Open House
Parties Attending	Guests
Meeting Length (Hrs)	1 hr
Reason	Open House invitation

<b>Summary and Outcome</b>	Share information about the First Peoples Gathering House (FPGH), a new key facility on campus that will provide a gathering place where First Peoples students, staff and faculty come together to practice, learn and share their cultural traditions. Anchored by a Great Hall, the FPGH will be a place where cultural events, celebrations and workshops can be held for the campus-wide community.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Conversation with Student
<b>Parties Attending</b>	Student
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	confidential
<b>Summary and Outcome</b>	
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Clubs Day Virtual Tabling 09/15/2021
<b>Parties Attending</b>	Corbett Gildersleve
<b>Meeting Length (Hrs)</b>	4 hrs
<b>Reason</b>	Clubs Day
<b>Summary and Outcome</b>	Chatted with a couple students about the SFS and the services we provide!
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Bullying and Harassment Case Manager 09/15/2021
<b>Parties Attending</b>	Almas Phangura, Jennifer Scott, Melinda Skura, Michelle Allison, Michelle Verbrugge
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Finalizing
<b>Summary and Outcome</b>	Finalizing our thoughts about the candidates and going forward with a plan to recommend a candidate
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Council Meeting 09/15/2021
<b>Parties Attending</b>	Council Members
<b>Meeting Length (Hrs)</b>	4.5 hrs
<b>Reason</b>	Scheduled Meeting
<b>Summary and Outcome</b>	<p>TOPICS</p> <ul style="list-style-type: none"> <li>● SFU President Joy Johnson came to Council to answer Councillors' questions about the Fall Return to Campus.</li> <li>● Report from the Executive Committee.</li> <li>● Motions:           <ul style="list-style-type: none"> <li>○ Anti-TMX Day.</li> </ul> </li> <li>● In-Camera (Confidential):           <ul style="list-style-type: none"> <li>○ Online Thread</li> </ul> </li> <li>● Items that were postponed due to time constraints:           <ul style="list-style-type: none"> <li>○ Motions:               <ul style="list-style-type: none"> <li>■ Space Oversight Committee Appointments</li> <li>■ Oversight Committee on Executive Officer Appointments</li> </ul> </li> <li>○ Discussion Items:               <ul style="list-style-type: none"> <li>■ In-Camera Minutes Policy</li> <li>■ Student Engagement and Council Meetings</li> </ul> </li> </ul> </li> </ul>
<b>Next Steps</b>	Follow up with Chloe on how to support with the Anti-TMX day

<b>Total Meeting Hours</b>	<b>52 hrs</b>
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## Administrative Work

<b>Summary</b>	<p>Emails, work reports, questions/conversation regarding committees/meetings/governance/building structure /campaigning action and events with the executive team, Looking through applications for OOC/ WC/CAM-C Hiring committees, Reading council or executive meeting documents, Prepare for Meeting with Tracey - bringing action items to the meeting, writing email to Theresa regarding SFSS logo placement in the new Terry Fox Stadium, Email Kurt and David regarding payment to Development Guest Speakers, Discussion with Spirit River to prep him for workshop, re-looking over Out on Campus Resumes and Cover letters, Making a hiring committee matrix for OOC and CAM-C hiring committee, Reading over the Accessible course practices campaign, print 15 Black Faculty Hiring Posters and post them around the university, write and send communications a work order regarding 15 Black Faculty Hiring, reaching out to folks regarding action that can be done regarding 15 Black</p>
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	Faculty Hiring, Review candidates for Bullying and Harassment Case Manager separately with SFSS rep and GSS rep on committee, reviewing asks from the Black, Indigenous, People of Colour committee regarding Health and Counselling and Black Student Centre, Arrange with Gabe a room that can be allocated for 1 on 1 supports after senate meeting for Black students, Read Executive committee and Council agenda and motions, prepare questions for SFU Budget Information Session, Prepare questions or Joy Johnson regarding return to campus and covid, prepare student experience and photos of campus presentation for Joy Johnson, Email Ilham to discuss recruitment campaign for Equity and Sustainability committee and Black, Indigenous and People of Colour Committee, Reached out to John to request more mask signage in the building, Did reference checks for OOC hiring committee
<b>Total Time (Hrs)</b>	September 1st: 4 hrs September 2nd: 3 hrs September 3rd: 1.5 hrs September 7th: 6 hrs September 8th: 4 hrs September 9th: 4.5 hrs September 10th: 6 hrs September 11: 2 hrs September 12: 1 hr September 13th: 2.5 hrs September 14th: 6.5 hrs September 15th: 1 hr

<b>Total Admin Hours</b>	<b>42 hrs</b>
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<b>Total Hours</b>	<b>94 hrs</b>
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