

# SFSS EXECUTIVE COMMITTEE WORK REPORTS

---

This report reflects the Executive Committee work from  
**16th September, 2021 to 30th 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>	FNSA Staffing Re-Grouping Meeting, 09-16-2021
<b>Parties Attending</b>	<b>SFSS:</b> Gabe, Ayesha <b>FNSA:</b> Kali, Audrey, Keianna
<b>Meeting Length (Hrs)</b>	0.25
<b>Reason</b>	Confidential - sensitive information
<b>Summary and Outcome</b>	Confidential - sensitive information
<b>Next Steps</b>	Confidential

<b>Meeting, Date</b>	Collective Agreement Bargaining - SFSS/CUPE Local 3338, 09-17-2021
<b>Parties Attending</b>	<b>Employer:</b> Gabe, Ayesha <b>Union:</b> Bryan, Fiona, Shelley, David, Ricky, Nancy
<b>Meeting Length (Hrs)</b>	5.0 (All-Day)
<b>Reason</b>	Collective Bargaining, cont'd
<b>Summary and Outcome</b>	Confidential - what happens during the collective agreement bargaining process is confidential.
<b>Next Steps</b>	Confidential

<b>Meeting, Date</b>	SUS and SASS Common Room Space MoU Working Group, 09-17-2021
<b>Parties Attending</b>	Gabe, Corbett, Zaid, Akum, Katya, Shariq
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Second Meeting of the Working Group
<b>Summary and Outcome</b>	Working out the finer details of what will be included in the MoU
<b>Next Steps</b>	Corbett to work on creating a draft Letter of Agreement for each group to bring to Council.

<b>Meeting, Date</b>	Collective Agreement Bargaining - SFSS/CUPE Local 3338, 09-20-2021
<b>Parties Attending</b>	<b>Employer:</b> Gabe, Ayesha <b>Union:</b> Bryan, Fiona, Shelley, David, Ricky, Nancy
<b>Meeting Length (Hrs)</b>	6.5
<b>Reason</b>	Collective Bargaining, cont'd, 09-20-2021
<b>Summary and Outcome</b>	Confidential - what happens during the collective agreement bargaining process is confidential.
<b>Next Steps</b>	Confidential

<b>Meeting, Date</b>	Executive Committee, 09-20-2021
<b>Parties Attending</b>	Executive Committee Members
<b>Meeting Length (Hrs)</b>	2.5
<b>Reason</b>	Regularly Scheduled BiWeekly Meeting
<b>Summary and Outcome</b>	<b>TOPICS DISCUSSED:</b> <ul style="list-style-type: none"> <li>● New Business           <ul style="list-style-type: none"> <li>○ Appointed Gabe &amp; Corbett to the Temporary Financial Coordinator Hiring Committee.</li> <li>○ Approved money for SFU 350 event</li> </ul> </li> <li>● Discussion Items           <ul style="list-style-type: none"> <li>○ Internal Communications Working Group Recommendations to the Executive</li> <li>○ Annual General Meeting</li> <li>○ Burnaby Mountain Gondola</li> <li>○ Draft Audited Statements</li> </ul> </li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Collective Agreement Bargaining - SFSS/CUPE Local 3338, 09-21-2021
<b>Parties Attending</b>	<b>Employer:</b> Gabe, Ayesha <b>Union:</b> Bryan, Fiona, Shelley, David, Ricky, Nancy
<b>Meeting Length (Hrs)</b>	5.0
<b>Reason</b>	Collective Bargaining, cont'd, 09-21-2021
<b>Summary and Outcome</b>	Confidential - what happens during the collective agreement bargaining process is

	confidential.
<b>Next Steps</b>	Confidential

<b>Meeting, Date</b>	Onboarding Session: Campaigns and Mobilizing Coordinator (CAM-C), 09-22-2021
<b>Parties Attending</b>	Gabe, Muriel (New CAM-C)
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Muriel is joining SFSS as a new Coordinator; requires an onboarding session
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Introductions</li> <li>● Chatted about our backgrounds</li> <li>● Overview of SFSS Structure:           <ul style="list-style-type: none"> <li>○ Pre By-Law Review</li> <li>○ Post By-Law Review</li> <li>○ Staff Structure</li> </ul> </li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Out on Campus Coordinator Hiring Committee, 09-22-2021
<b>Parties Attending</b>	Gabe, Trish, Marie, Araba
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Post Interview Debrief
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Outcome: decided to re-open the job posting.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>● Gabe:           <ul style="list-style-type: none"> <li>○ Link with Ayesha to re-open the posting</li> </ul> </li> </ul>

<b>Meeting, Date</b>	Meeting with Dr. of Student Services Surrey, 09-22-2021
<b>Parties Attending</b>	Gabe, Serena, Dina Shafey
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Introductory meeting
<b>Summary and Outcome</b>	<p>TOPICS DISCUSSED:</p> <ul style="list-style-type: none"> <li>● Ways to stay connected and provide each other with updates</li> <li>● What student groups Dina should be connecting with in developing new service model for Surrey campus</li> </ul>

	<ul style="list-style-type: none"> <li>Setting regular check-in meetings with each other</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	First Panel Meeting - Senior Director, Campus Public Safety, 09-22-2021
<b>Parties Attending</b>	Gabe Liosis, Mark LaLonde, CJ Rowe, Zoe Woods, Melina Skura, Ruben M.
<b>Meeting Length (Hrs)</b>	1.0
<b>Reason</b>	First Panel Meeting - Senior Director, Campus Public Safety
<b>Summary and Outcome</b>	TOPICS DISCUSSED: <ul style="list-style-type: none"> <li>Overview of process for the search</li> <li>Shortlisting candidates</li> <li>Preparing structure of the first round of interviews</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Council Development Session: Annual General Meeting Prep, 09-22-2021
<b>Parties Attending</b>	Council members
<b>Meeting Length (Hrs)</b>	1.0
<b>Reason</b>	Regularly Scheduled BiWeekly Council Development Session
<b>Summary and Outcome</b>	This session was focused on how the SFSS AGM is run, the planning that goes into it, and brainstorming on how we can run this year's event.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Meeting with Shelley, 09-23-2021
<b>Parties Attending</b>	Gabe, Shelley (Building Coordinator)
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Confidential
<b>Summary and Outcome</b>	Confidential
<b>Next Steps</b>	Confidential

<b>Meeting, Date</b>	Chat on Phone with Ayesha, 09-23-2021
----------------------	---------------------------------------

<b>Parties Attending</b>	Gabe, Ayesha (Operations Organizer)
<b>Meeting Length (Hrs)</b>	0.25
<b>Reason</b>	Confidential
<b>Summary and Outcome</b>	Confidential
<b>Next Steps</b>	Confidential

<b>Meeting, Date</b>	RA Contract Now! Rally, 09-23-2021
<b>Parties Attending</b>	Gabe, Marie and Trish attended!
<b>Meeting Length (Hrs)</b>	1.0
<b>Reason</b>	TSSU held a rally to demand SFU move on getting RAs a contract after 2 years of delay.
<b>Summary and Outcome</b>	^^
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	In-Person Meeting and Greet with BC Green Party Leader
<b>Parties Attending</b>	SFU 350 folks, Marie, Gabe, Sonia Furstenau
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	SFU 350 Meet and Greet Event
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>We chatted with Sonia about many topics, one of which being the climate justice mural that SFU is trying to remove from convo mall.</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Climate Justice Mural Convo with SFU, 09-23-2021
<b>Parties Attending</b>	Gabe Liosis, Marie Haddad, WeiChun Kua (SFU 350 Member), Rummana Khan Hemani (SFU VP Students and Int'l), Erin Biddlecombe (Sr. Dr., VP Students and Int'l)
<b>Meeting Length (Hrs)</b>	0.75
<b>Reason</b>	Next steps on climate justice mural
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>SFU basically threatened students in this meeting with the student misconduct policy for painting a temporary mural in convo mall.</li> </ul>

	<ul style="list-style-type: none"> <li>See SFSS's statement for more details on this meeting:  <a href="https://sfss.ca/statement-regarding-convocation-mall-climate-justice-mural-and-protecting-sfu-students-right-to-protest/">https://sfss.ca/statement-regarding-convocation-mall-climate-justice-mural-and-protecting-sfu-students-right-to-protest/</a></li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Check-In Meeting with Ayesha (Operations Organizer), 09-27-2021
<b>Parties Attending</b>	Gabe, Ayesha
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Check-In Meeting
<b>Summary and Outcome</b>	TOPICS DISCUSSED: <ul style="list-style-type: none"> <li>Concern raised by staff member</li> <li>Other operations related items</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Burnaby City Councillor Mike Hilman, 09-27-2021
<b>Parties Attending</b>	Gabe, Ruben (GSS), Mile Hilman (BCC)
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Mike Hilman visiting SFU.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>I gave Ruben and Mike a quick tour of the Student Union Building.</li> <li>Afterwards, we had an opportunity to discuss progress on the Burnaby Mountain Gondola, where we expressed the urgency of getting progress made on the Gondola.</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Connecting with Director of Ancillary Services, 09-27-2021
<b>Parties Attending</b>	Gabe Liosis, Sid Mehta
<b>Meeting Length (Hrs)</b>	1.0
<b>Reason</b>	Informal Re-connect
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Sid wanted to meet up over lunch for an informal chat; we had met before but hadn't chatted in a while.</li> <li>We chatted about: ancillary services including the book store, parking, food</li> </ul>

	services, etc; students concerns or reservations about the fall return to campus; and a couple of other topics
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Check-In with Ella re: Student Affordability Project Working Group, 09-27-2021
<b>Parties Attending</b>	Gabe Liosis, Ella Droko
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Follow-up after the last Student Affordability Project Working Group meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Serena and I were not present at the last S.A.P. working group meeting (due to an error where we didn't get the calendar invite), but Ella was so she provided me updates on how the meeting went.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Reach out to Laya.</li> </ul>

<b>Meeting, Date</b>	Preparing for 09-28-2021 Board of Governors Meeting with SFU 350, 09-27-2021
<b>Parties Attending</b>	SFU 350 folks, Gabe Liosis, Marie Haddad, Corbett Gildersleve
<b>Meeting Length (Hrs)</b>	2.0
<b>Reason</b>	Preparing for 09-28-2021 Board of Governors Meeting with SFU 350 where the Board will be voting on declaring a climate emergency and divesting from fossil fuels.
<b>Summary and Outcome</b>	"
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	FNSA/SFSS Check-In Meeting, 09-28-2021
<b>Parties Attending</b>	Gabe Liosis, Ayesha Khan, Audrey (FNSA)
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Check-In about FNSA Staffing Situation
<b>Summary and Outcome</b>	Confidential - this discussion dealt with sensitive staff-related topics.
<b>Next Steps</b>	"

<b>Meeting, Date</b>	Check-In Meeting with Board Organizer, 09-28-2021
----------------------	---



<b>Parties Attending</b>	Gabe, Ella
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Check-In with Ella after she returned from a leave of absence.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Ella updated me on what she is currently working on, and I provided updates about things she missed during her leave.</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Watching the Board of Governors Meeting with SFU 350 folks, 09-28-2021
<b>Parties Attending</b>	SFSS folks, SFU 350 folks
<b>Meeting Length (Hrs)</b>	5.0
<b>Reason</b>	SFU 350 BoG Meeting Watch Party in Embark Sustainability space in the SUB
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>I had an opportunity to speak at the start of the meeting, emphasizing why this declaration is so important.</li> <li>We watched the livestream of the BoG meeting.</li> <li>Live tweeting lol (I was angry lowkey SFU really went rogue)</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Bi-Weekly Check-In with Vice Chair of Council, 09-28-2021
<b>Parties Attending</b>	Gabe Liosis, Devynn Butterworth
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Regularly Scheduled Bi-Weekly Check-In with Vice Chair of Council before the Council meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Reviewed the upcoming Council meeting's agenda</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Admin Department SOP Building, 09-29-2021
<b>Parties Attending</b>	Gabe, Corbett, Ella, Beaty, Somayeh
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Beaty is working on updating the Admin Department's SOPs (Standing Operating

	Procedures) for the Administrative Department
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Beaty had a number of questions she wanted to go over about the Admin Department's SOPs</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Meeting with TransLink re: Gondola
<b>Parties Attending</b>	Gabe Liosis, Holly Foxcroft, Fay
<b>Meeting Length (Hrs)</b>	1.0
<b>Reason</b>	Catch-up on Gondola progress
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Holly and Fay provided me with updates on the Gondola, its progress, and the timeline on when things need to move forward in order to receive funding for the project.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Chat with the SFSS Executive Committee about next steps.</li> </ul>

<b>Meeting, Date</b>	Check-In with OOC Programming Assistant, 09-29-2021
<b>Parties Attending</b>	Gabe, Marie, Ayesha, Constantin
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Check-In on what support Constantin needs in their role.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Discussed:           <ul style="list-style-type: none"> <li>○ Progress of OOC Coordinator hiring.</li> <li>○ Discussed the OOC Lounge (staffing, hours of operation, support being provided to OOC users)</li> <li>○ What support would be needed in the interim while the hiring of an OOC Coordinator progresses.</li> </ul> </li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	SFSS Council Meeting, 09-29-2021
<b>Parties Attending</b>	Council Members
<b>Meeting Length (Hrs)</b>	5.0
<b>Reason</b>	Regularly Scheduled Bi-Weekly SFSS Council Meeting

<b>Summary and Outcome</b>	<p>TOPICS DISCUSSED:</p> <ul style="list-style-type: none"> <li>● Presentations           <ul style="list-style-type: none"> <li>○ Draft Statement presentation from auditors + Q&amp;A</li> </ul> </li> <li>● Old Business           <ul style="list-style-type: none"> <li>○ Space Oversight Committee (SPOCC) Appointment Election (Appointed Matt, Abhi and Quynh as Members; Appointed Corbett as Chair)</li> <li>○ Postponed a motion to appoint a Councillor to vacant Oversight Committee on Executive Officers seat due to policy ambiguity.</li> </ul> </li> <li>● In-Camera           <ul style="list-style-type: none"> <li>○ Collective Agreement Negotiations updates</li> <li>○ Follow-Up on Online Thread</li> </ul> </li> <li>● New Business           <ul style="list-style-type: none"> <li>○ Approved a motion to ratify the newly negotiated collective agreement between SFSS and CUPE</li> <li>○ Approved two motions to add agenda items to the SFSS 2021 Annual General Meeting agenda</li> <li>○ Members Meeting Planning Committee Appointment Election (Abhi was appointed to the vacant seat)</li> <li>○ Approved a spending motion for SOCA, FNSA and DNA furniture in the Student Union Building.</li> </ul> </li> <li>● Discussion Items:           <ul style="list-style-type: none"> <li>○ In-Camera Minutes Policy</li> <li>○ Student Engagement &amp; Council Meetings</li> </ul> </li> </ul>
<b>Next Steps</b>	N/A

<b>Total Meeting Hours</b>	<b>44.25</b>
----------------------------	--------------

## Projects and Events

<b>Project/Event Title</b>	Considering Furniture Redistribution in SUB, 09-22-2021
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>● John and I spent time walking around the SUB, SFSS Undergrounds, and SFSS Study Space on the bottom floor of MBC thinking about the distribution of furniture</li> </ul>
<b>Relevant Strategic Priorities</b>	Student Wellbeing
<b>Total Time (Hrs)</b>	0.75

<b>Project/Event Title</b>	Planning Next Steps regarding the climate justice mural that SFU is trying to take away,
----------------------------	--

	09-23-2021 + 09-24-2021
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>• Planning next steps</li> <li>• Media releases</li> <li>• Meeting with students</li> <li>• Social media</li> <li>• Calling lawyer</li> </ul>
<b>Relevant Strategic Priorities</b>	University relations, student wellbeing
<b>Total Time (Hrs)</b>	<ul style="list-style-type: none"> <li>• 0.5 (Sept 23)</li> <li>• 0.5 (Sept 23)</li> <li>• 0.5 (Sept 23)</li> <li>• 1.0 (Sept 23 - Meeting)</li> <li>• 0.5 (Sept 23 - Call)</li> <li>• 3.0 (Sept 24)</li> </ul> TOTAL = 6.0

<b>Project/Event Title</b>	Creating a Briefing Note for Next Executive Committee Meeting, 09-25-2021
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>• Creating a briefing note outlining the implementation of two recommendations stemming from the internal communications working group.</li> </ul>
<b>Relevant Strategic Priorities</b>	Organizational Development
<b>Total Time (Hrs)</b>	1.0

<b>Project/Event Title</b>	National Day for Truth and Reconciliation - Tabling in SUB, 09-29-2021
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>• Tabling for National Day for Truth and Reconciliation</li> <li>• Asking folks to write down what change they want to see happen in regards to reconciliation; raising awareness for the first National Day for Truth and Reconciliation</li> </ul>
<b>Relevant Strategic Priorities</b>	Student Wellbeing
<b>Total Time (Hrs)</b>	1.0

<b>Total Project and Events Hours</b>	<b>8.75</b>
---------------------------------------	-------------

## Administrative Work

<b>Summary</b>	Answering Emails, Messages + Other Administrative Tasks, 09-16-2021
<b>Total Time (Hrs)</b>	1.0

<b>Summary</b>	Answering Emails, Messages + Other Administrative Tasks, 09-17-2021
<b>Total Time (Hrs)</b>	1.75

<b>Summary</b>	Completing Work Report (09/01 - 09/15 Period), 09-17-2021
<b>Total Time (Hrs)</b>	1.0

<b>Summary</b>	Email Catch-Up Session, 09-19-2021
<b>Total Time (Hrs)</b>	4.5

<b>Summary</b>	Completing Work Report (09/16 - 09/30 Period), 09-19-2021
<b>Total Time (Hrs)</b>	0.25

<b>Summary</b>	Answering Emails + Preparing for Bargaining, 09-20-2021
<b>Total Time (Hrs)</b>	<ul style="list-style-type: none"> <li>• 0.5</li> <li>• 0.5</li> </ul> TOTAL = 1.0

<b>Summary</b>	Preparing for the 09/20 Executive Committee Meeting
<b>Total Time (Hrs)</b>	0.5

<b>Summary</b>	Emails + Misc. Administrative Tasks, 09-21-2021
<b>Total Time (Hrs)</b>	1.25

<b>Summary</b>	Emails + Preparing for the Day, 09-22-2021
----------------	--

<b>Total Time (Hrs)</b>	<ul style="list-style-type: none"> <li>• 1.75</li> <li>• 0.5</li> </ul> TOTAL = 2.25
-------------------------	--

<b>Summary</b>	Printing / Signing Physical Copies of the Tentative Collective Agreement, 09-22-2021
<b>Total Time (Hrs)</b>	0.5

<b>Summary</b>	Preparing for First "Senior Director Campus Public Safety Search Committee" on 09-22-2021
<b>Total Time (Hrs)</b>	0.5

<b>Summary</b>	Emails + Preparing for the Day, 09-23-2021
<b>Total Time (Hrs)</b>	<ul style="list-style-type: none"> <li>• 1.5</li> <li>• 1.0</li> <li>• 2.25</li> </ul> TOTAL = 4.75

<b>Summary</b>	Misc Tasks: <ul style="list-style-type: none"> <li>• Emails,</li> <li>• answering messages,</li> <li>• scheduling for the upcoming weeks,</li> <li>• tweeting,</li> <li>• Brainstorming check-in items for next chat with Operations Organizer</li> <li>• Planning implementation of recommendations to executive committee from internal communications working group</li> </ul>
<b>Total Time (Hrs)</b>	3.5

<b>Summary</b>	Completing Work Report, 09-26-2021
<b>Total Time (Hrs)</b>	0.5

<b>Summary</b>	Answering Emails + Administrative Tasks, 09-27-2021
<b>Total Time (Hrs)</b>	<ul style="list-style-type: none"> <li>• 0.5</li> <li>• 3.75</li> <li>• 1.0</li> </ul> TOTAL = 5.25



**Council** | SUB 3100  
Simon Fraser University  
8888 University Drive  
Burnaby, BC V5A 1S6  
[sfss.ca](http://sfss.ca)

<b>Summary</b>	Completing time sensitive tasks of Building Manager with Corbett while he was sick, 09-27-2021
<b>Total Time (Hrs)</b>	1.0

<b>Summary</b>	Emails, 09-29-2021
<b>Total Time (Hrs)</b>	0.5

<b>Summary</b>	Prepare for 09-29 Council Meeting, 09-29-2021
<b>Total Time (Hrs)</b>	2.0

<b>Total Admin Hours</b>	<b>32.0</b>
--------------------------	-------------

<b>Total Hours</b>	<b>85.0</b>
--------------------	-------------



## VP Internal and Organizational Development Corbett Gildersleve

### Meeting Summary and Comments

<b>Meeting, Date</b>	MSAA, Sept. 16
<b>Parties Attending</b>	Myself
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Onboarding - President
<b>Summary and Outcome</b>	Filling in for Gabe to onboard the new Member Services Admin Assistants. Due to a scheduling error they didn't attend.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	MSAA Onboarding, Sept. 16
<b>Parties Attending</b>	MSAA Staff, Myself
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Onboarding - VP Internal and Organizational Development
<b>Summary and Outcome</b>	Onboard two new MSAA hirings and introduce them to my role and how they might interact with it.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	ECA Tablings, Sept. 16
<b>Parties Attending</b>	VP Events and Student Affairs Jess Dela Cruz, VP External and Community Affairs Matt Provost, ECA Committee Members, Myself
<b>Meeting Length (Hrs)</b>	1.5 hours
<b>Reason</b>	GOTV Activity
<b>Summary and Outcome</b>	Helped the External and Community Affairs committee members remind students to register and vote on the 20th.



<b>Next Steps</b>	N/A
-------------------	-----

<b>Meeting, Date</b>	SUS and SASS Common Room MOU Working Group Meeting, Sept. 17th
<b>Parties Attending</b>	Working Group Members
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Review Meeting
<b>Summary and Outcome</b>	Met to review what work had been done since the first introductory meeting with the WG. We went over some of the sections that were similar to the other letters of agreement for space in the SUB. We added sections for new things like the proposed space booking processes.
<b>Next Steps</b>	Continue to flesh out the other areas of the MOU

<b>Meeting, Date</b>	Bargaining, Sept. 20th
<b>Parties Attending</b>	SFSS and CUPE Bargaining Committee
<b>Meeting Length (Hrs)</b>	1.5 hours
<b>Reason</b>	Discussed proposals and counter proposals
<b>Summary and Outcome</b>	Discussed the newest wage and benefit costing model that I developed as part of bargaining.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Executive Committee, Sept. 20th
<b>Parties Attending</b>	Executives
<b>Meeting Length (Hrs)</b>	2.5 hours
<b>Reason</b>	Scheduled Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>-Hiring Committee Updates</li> <li>-Reviewed recommendations from the internal communications working group</li> <li>-Annual General Meeting breakdown and discussion around agenda items</li> <li>-Burnaby Mountain Gondola Update</li> <li>-Appointed Gabe, Myself, and Almas to the Temporary Finance Coordinator Hiring Committee</li> </ul>

<b>Next Steps</b>	N/A
-------------------	-----

<b>Meeting, Date</b>	Bargaining Huddle, Sept. 21st
<b>Parties Attending</b>	SFSS Bargaining Team
<b>Meeting Length (Hrs)</b>	1.25 hrs
<b>Reason</b>	Bargaining Review
<b>Summary and Outcome</b>	We reviewed the results of the morning bargaining session that I didn't attend due to still feeling ill. This ended up being our last bargaining day.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	AGM Report Help Session, Sept. 21st
<b>Parties Attending</b>	VP Finance and Services Almas Phangura, Myself
<b>Meeting Length (Hrs)</b>	3.5 hours
<b>Reason</b>	AGM - Financial Report
<b>Summary and Outcome</b>	I worked with Almas to develop an updated Financial report for the 2021 AGM. This involved going through my previous report and updating figures and charts. Then, adding new sections and information for the 2020-2021 fiscal year.
<b>Next Steps</b>	Submit it to the Comms Department to format it into a final report

<b>Meeting, Date</b>	CAM-C Onboarding, Sept 22nd
<b>Parties Attending</b>	CAM-C Muriel, Myself
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Onboarding
<b>Summary and Outcome</b>	Introduced my position, policy and governance structure of the SFSS, and answered any questions the new Campaign and Mobilization Coordinator had.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Screen Printing Help, Sept. 22nd
----------------------	----------------------------------

<b>Parties Attending</b>	VP Events and Student Affairs Jess Dela Cruz, Myself
<b>Meeting Length (Hrs)</b>	0.25 hrs
<b>Reason</b>	Help with Truth and Reconciliation Events
<b>Summary and Outcome</b>	Helped cut out "Every Child Matters" flags as part of the SFSS's TRC events.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Council Development Session, Sept. 22nd
<b>Parties Attending</b>	Council
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	AGM Breakdown
<b>Summary and Outcome</b>	I ran a Council dev session that broke down the AGM from prep (logistics, GOTV campaign, budget), how it will go during the event, and what happens after the AGM is finished.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Chat with Beaty, Sept. 22nd
<b>Parties Attending</b>	PRCA Coordinator Beaty Omboga, Myself
<b>Meeting Length (Hrs)</b>	0.25 hrs
<b>Reason</b>	Clarifying Committee Support
<b>Summary and Outcome</b>	We discussed how her role and the CAM-C role would work with various committees. The CAM-C and PRCA rolls were originally one since 2013. So, the role supported at least 4 committees. Now, the PRCA will support 1-2 directly and then provide ad-hoc support for the others.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Speak with the Lawyer, Sept. 23rd
<b>Parties Attending</b>	Kate Phipps, President Gabe Liosis, VP Equity and Sustainability Marie Haddad, Myself
<b>Meeting Length (Hrs)</b>	1 hour

<b>Reason</b>	Conferring about an emergency situation
<b>Summary and Outcome</b>	We needed advice on actions undertaken by SFU.
<b>Next Steps</b>	Send the lawyer our draft responses (one public, one to SFU) for advice

<b>Meeting, Date</b>	Receive the Community Fridge, Sept. 24th
<b>Parties Attending</b>	Building Coordinator Shelley Durante, Myself
<b>Meeting Length (Hrs)</b>	0.75 hrs
<b>Reason</b>	Supporting SFU's Initiative
<b>Summary and Outcome</b>	Shelley and I received the fridge and helped direct the movers to a storage area on the 1000 level. We then discussed possible spaces for it and what would be involved in getting it set up.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Room Booking Guidelines Meeting Prep, Sept. 24th
<b>Parties Attending</b>	VP Events and Student Affairs Jess Dela Cruz, Myself
<b>Meeting Length (Hrs)</b>	0.75 hrs
<b>Reason</b>	Review the Draft Guidelines
<b>Summary and Outcome</b>	We reviewed the guidelines together and prepped questions as well as feedback for staff at a meeting later that day.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Room Bookings Guidelines Meeting w/Staff, Sept. 24
<b>Parties Attending</b>	VP Events and Student Affairs Jess Dela Cruz, Building Coordinator Shelley Durante, MSC Clubs Coordinators, Myself
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Provide feedback on the guidelines
<b>Summary and Outcome</b>	We reviewed the guidelines with staff and provided feedback and asked follow up questions based on the prep session we did earlier. Everyone was able to come to

	terms with a date for allowing room bookings in the SUB and the guidelines.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Brainstorming with Gabe on SFSS Internal Matters, Sept. 26th
<b>Parties Attending</b>	President Gabe Liosis, Myself
<b>Meeting Length (Hrs)</b>	3.75 hrs
<b>Reason</b>	Discussing and Brainstorming Solutions
<b>Summary and Outcome</b>	We met to discuss issues that had come up with executive work load, communication challenges between ourselves, admin, and staff, stress and mental health challenges, and other sensitive topics. We developed some ideas for how to fix some issues now and some long term solutions to be discussed with execs, admin, and staff.
<b>Next Steps</b>	Gabe will set up meetings with Exec and Admin

<b>Meeting, Date</b>	Attend SFU's Truth and Reconciliation Week Opening Ceremony, Sept. 27th
<b>Parties Attending</b>	VP External and Community Affairs Matt Provost, SFU Community
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Represent SFSS
<b>Summary and Outcome</b>	I attended the opening ceremony where invited indigenous elders spoke of their experiences with the residential school system, the need for people to listen to the stories and experiences of indigenous people, and the importance of the Truth and Reconciliation day.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Help Set Up the SFU Community Fridge, Sept. 27th
<b>Parties Attending</b>	VP External and Community Affairs Matt Provost, Building Coordinator Mary Phan, Myself
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	Supporting SFU's Initiative
<b>Summary and Outcome</b>	The SFSS Exec agreed to support the Community Fridge initiative. This is an update to last year's Food Hub initiative. We moved the fridge from storage into a suitable

	location on the 1000 level near the kitchenette, tracked down some extension cables, plugged it in, and Matt updated the SFU contact.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	SFU 350 BOG Meeting Prep, Sept. 27th
<b>Parties Attending</b>	SFU 350, President Gabe Liosis, VP University and Academic Affairs Serena Bains, Myself
<b>Meeting Length (Hrs)</b>	1.75 hrs
<b>Reason</b>	Support SFU 350 w/ Presentation Prep
<b>Summary and Outcome</b>	We discussed our strategy for the presentation and subsequent motion. We coached Serena Bains (VP University and Academic Affairs, Undergrad BOG Rep) about possible Robert's Rules shenanigans SFU could pull and how to counter them. We also discussed the BOG meeting structure and process, what we think SFU might try and do to further delay voting on the Climate Declaration motion, etc.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Truth and Reconciliation Day Tabling, Sept. 29th
<b>Parties Attending</b>	VP Events and Student Affairs Jess Dela Cruz, VP External and Community Affairs Matt Provost, VP Equity and Sustainability Marie Haddad, SFSS Volunteers, Myself
<b>Meeting Length (Hrs)</b>	1.5 hrs
<b>Reason</b>	Helping Table
<b>Summary and Outcome</b>	I helped table for the event. Stenciled and cut out Orange T-Shirt Cards for students to write their thoughts on, answered questions, and greeted students.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Admin Department SOPs, Sept. 29th
<b>Parties Attending</b>	Board Organizer Ella Droko, President Gabe Liosis, Admin Coordinator Somayeh Naseri, PRCAC Beaty Omboga, Myself
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Reviewing Admin SOPs

<b>Summary and Outcome</b>	We reviewed the SOPs that were relevant to the Admin Department and determined what needed to be updated and what was missing, especially in relation to the new Admin Coordinator role that Somayeh Naseri has taken on.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Council Meeting, Sept. 29th
<b>Parties Attending</b>	Council, Gary Wozny and Pamela Felix (Auditors)
<b>Meeting Length (Hrs)</b>	5 hours
<b>Reason</b>	Scheduled Meeting
<b>Summary and Outcome</b>	<p>We had a very impactful meeting:</p> <p>Motions:</p> <ul style="list-style-type: none"> <li>• Appointed the chair and members of the Space Oversight Committee (SPOC)</li> <li>• Approved the new 2020-2025 Collective Agreement</li> <li>• Approved \$125,000 in furnishings for three SUB spaces (SOCA, FNSA, and DNA)</li> <li>• Postponed a motion about the Oversight Committee seat appointment to get feedback from our lawyer due to some conflicting policy wording on how many seats are available</li> </ul> <p>Discussions</p> <ul style="list-style-type: none"> <li>• Talked about Council Engagement challenges (encouraging students to attend)</li> <li>• Talked about In-Camera note taking options</li> </ul>
<b>Next Steps</b>	I need to reach out to our lawyer for two things, the Oversight Committee’s policy conflicts and the process, storage, and dissemination of Council in-camera notes

<b>Total Meeting Hours</b>	<b>30.75</b>
----------------------------	--------------

## Projects and Events

<b>Project/Event Title</b>	CA Bargaining - Monetary Proposal Development
<b>Updates and Upcoming Plans</b>	Developed two possible monetary proposal counteroffers to present to bargaining on Monday. This involved developing the models, updating the proposal sheets, and sending the SFSS bargaining committee an email explaining the model, projected costs, etc.

	Additionally, I worked on breaking down the audit as it related to surplus and other funds as it related to the models developed a few days earlier.
<b>Relevant Strategic Priorities</b>	Organizational Development
<b>Total Time (Hrs)</b>	4.5 hours

<b>Project/Event Title</b>	Tech Equipment Tracker Update
<b>Updates and Upcoming Plans</b>	-Tracking down computer equipment in various offices, price checking equipment, contacting SFU IT Services  Compiling and pricing out SFSS Office Workstations -Develop Spreadsheet -Develop Briefing Note  Office Equipment Cost Modeling Briefing Note Development -Tracking down Space Expansion Fund information
<b>Relevant Strategic Priorities</b>	Organizational Development
<b>Total Time (Hrs)</b>	8 hours

<b>Project/Event Title</b>	SUB Space Furnishing Pricing and Briefing Note
<b>Updates and Upcoming Plans</b>	Tracked down submitted pricing lists from each group, Reorganized pricing information into my own spreadsheet, finished writing the briefing notes and motion. Cross referenced current correspondence with legal and requested feedback on the briefing note.  Submitted to Council. Received feedback on some areas I missed, updated the briefing note, and resubmitted it to Council.
<b>Relevant Strategic Priorities</b>	Organizational Development
<b>Total Time (Hrs)</b>	8 hours

<b>Total Project and Events Hours</b>	<b>20.5</b>
---------------------------------------	-------------



## Committee Chair Work

<b>Committee Name</b>	MMPC Meeting, Sept. 16
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	1 hr
<b>Summary</b>	Reviewed the AGM Documents and Process
<b>Ongoing Projects</b>	AGM Planning
<b>Relevant Strategic Priorities:</b>	Organizational Development

<b>Total Committee Hours</b>	1 hr
------------------------------	------

## Administrative Work

<b>Summary</b>	-Contacting the lawyer to set up an urgent meeting Emails -Contact SFU Ancillaries about the MBC Food Court food options
<b>Total Time (Hrs)</b>	Sept 23rd - 1.5 hrs

<b>Summary</b>	Temporarily Filling in for Gabe, liaison between SFSS, staff, and some clubs to handle some day-to-day activities
<b>Total Time (Hrs)</b>	Sept. 24th - 1.5 hours

<b>Summary</b>	-Review a list of actions John Walsh sent to Gabe to be completed or worked on by Monday. -Review the Council agenda items for Wednesday's Meeting -I will send a revised AGM agenda motions - Work on email backlog -Sign cheques -Check in with Kurt about the cheques -Update Ayesha and Gabe about the Office Equipment funding
<b>Total Time (Hrs)</b>	Sept. 27th - 2 hours

<b>Summary</b>	<p>Email catch up (only 100 emails behind)</p> <ul style="list-style-type: none"> <li>- Send items to the lawyer about the Build SFU spending research</li> <li>- Update Ethelo on projects and pulling out of their webinar</li> <li>- Updated Oversight Committee on why I missed my September 1-15th work report deadline</li> <li>- Respond to emails related to the Council/Committee Resignation tracking jotform</li> </ul> <p>Help Matt and Almas sort out what line items to pull from for the SFSS's Truth and Reconciliation events</p>
<b>Total Time (Hrs)</b>	Sept. 28th - 2.5 hours

<b>Summary</b>	<p>Send off a payment requisition for the first two payments of the SFU Stadium</p> <ul style="list-style-type: none"> <li>-Update my Exec Report for Council</li> <li>-Coordinate with staff and our investment manager to set up electronic fund transfers</li> <li>-Working with staff on our livestreaming problem</li> <li>-Updated the SFSS-SFU Coop MOU and sent it back to SFU</li> </ul>
<b>Total Time (Hrs)</b>	Sept. 29th - 1.5 hrs

<b>Total Admin Hours</b>	<b>11 hrs</b>
--------------------------	---------------

<b>Total Hours</b>	<b>63.25*</b>
--------------------	---------------

\* I was sick from Sept. 16th - Sept. 21st, so I worked reduced hours during that period.

VP Finance and Services  
 Almas Phangura

## Meeting Summary and Comments

<b>Meeting, Date</b>	Joint Operation Group Meeting (16th Sept, 2021)
<b>Parties Attending</b>	Almas Phangura, Serena Bains, Marie Haddad, Tariza Bastos, Erin Biddlecombe, Pierre Cenerelli, Reese Muntean, Tom Nault, Rummana Khan Hemani
<b>Meeting Length (Hrs)</b>	1.5 hrs (1pm to 2:30pm)
<b>Reason</b>	Regularly Scheduled Meeting
<b>Summary and Outcome</b>	<p>Updates from SFSS and GSS          Enrollment update &amp; financial implications and Race based data          Return to campus</p> <ul style="list-style-type: none"> <li>• Self-declaration of vaccine (how to test the credibility of the information provided by students, faculty and staff)</li> <li>• Hybrid class model</li> <li>• Accommodations for students who are unable to return to campus</li> <li>• BC vaccine card &amp; Student housing proof of vaccine</li> <li>• Mask exemption</li> </ul> <p>Community Engagement on Personal Safety</p>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Canada's Climate Action Network Townhall (16th Sept, 2021)
<b>Parties Attending</b>	Undisclosed attendees and Jonathan Wilkinson
<b>Meeting Length (Hrs)</b>	1.5 hr (4pm to 5:30pm)
<b>Reason</b>	Climate action Town Hall
<b>Summary and Outcome</b>	<p>Dissection of the report by Climate Action Tracker about the scientific review of climate plans around the world and in Canada.          Q/A Session with Wilkinson about this new report and why his government is so far behind on climate.</p>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Digital Media Assistant Hiring Committee (17th Sept, 2021)
----------------------	--

<b>Parties Attending</b>	Almas Phangura, Jess Dela Cruz, Ilham, Beaty
<b>Meeting Length (Hrs)</b>	1 hr (1pm to 2pm)
<b>Reason</b>	Hiring Committee Meeting
<b>Summary and Outcome</b>	-Discussed the timeline of the hiring committee All committee members to go through the list of candidates by wednesday and leave their comments in Collage HR and pick 5 best candidates -Availabilities of different people on the committee -Framing questions for the interview -Pre-screening criteria?
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Executive Committee Meeting (20th Sept, 2021)
<b>Parties Attending</b>	All executive committee members
<b>Meeting Length (Hrs)</b>	2 hrs (5pm to 7pm)
<b>Reason</b>	Regularly Scheduled Meeting
<b>Summary and Outcome</b>	Report from Sub Committees (Hiring Committees) Recommendations from the Internal Communications Working Group (discussed by Gabe) Annual General Meeting -Executive Committee Recommendations: Annual General Meeting Agenda Items to Council -Executive Committee Members: Roles and Expectations for the Annual General Meeting (I shall be required to make a financial report and submit the report from my committee) -Burnaby Mountain Gondola -Appointment of Corbett Gildersleeve, Gabe Liosis, Almas Phangura to the Temporary financial coordinator Hiring Committee
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Digital Media Assistant Questions/Timeline/Votes (21st Sept, 2021)
<b>Parties Attending</b>	Almas Phangura, Jess Dela Cruz, Ilham, Beaty
<b>Meeting Length (Hrs)</b>	1 hr 15 mins (12:3pm to 1:45pm)
<b>Reason</b>	Scheduled Meeting for HC
<b>Summary and Outcome</b>	-Major task: Went over the remaining questions to make any tweaks and finalise them

	-Finalised the timeline and distributed the duties -Saw the contents of the shared drive of the committee
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	OPEN Meeting: Topic - Return to Campus Events (21st Sept, 2021)
<b>Parties Attending</b>	On Campus professional networks organiser, Nancy Mah (SFSS) and other attendees from SFU
<b>Meeting Length (Hrs)</b>	1 hr (2pm to 3pm)
<b>Reason</b>	Scheduled
<b>Summary and Outcome</b>	Information and Q&A session regarding holding in-person events on campus (in accordance with Public Health Orders)
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	SFU350 X SFPIRG Climate Justice & Intersectional Anti-Oppression Workshop (21st Sept, 2021)
<b>Parties Attending</b>	Members from SFU350 and SFPIRG and other attendees
<b>Meeting Length (Hrs)</b>	2 hrs (3pm to 5pm)
<b>Reason</b>	Workshop
<b>Summary and Outcome</b>	<p>-Through this event, SFU 350 pushed SFU to declare a climate emergency and commit to a set of seven demands to make concrete commitments and achieve meaningful action in alignment with global science-based targets.</p> <p>-This climate emergency declaration exceeds the requirements of the 2025 plan and calls on SFU to do much more, including the following:</p> <ul style="list-style-type: none"> <li>declare a climate emergency;</li> <li>take a stance on the TMX pipeline expansion;</li> <li>promote divestment as a way to signal to other institutional investors that fossil fuels are no longer a wise investment;</li> <li>ensure all SFU students graduate with an understanding of climate change and climate justice;</li> <li>ensure SFU does not receive funding from fossil fuel special interest groups; set a comprehensive science-based university-wide decarbonization target and limit reliance on carbon offsets;</li> <li>encourage standing in solidarity with direct actions for climate justice;</li> <li>and recommend solutions that centre climate justice while also recognizing the ongoing harm that universities perpetuate.</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	AGM Report Session with Corbett (21st Sept, 2021)
<b>Parties Attending</b>	Almas Phangura, Corbett Gildersleeve
<b>Meeting Length (Hrs)</b>	3.5 hrs (5pm to 8:30pm)
<b>Reason</b>	To prepare financial report for AGM
<b>Summary and Outcome</b>	-Discussed the key events and findings from Corbett's term as VP Finance to include them in the report. Went over the draft statements to understand any doubts I had about them. Talked out the reasons behind the key trends seen in the figures
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Council Development Session (22nd Sept, 2021)
<b>Parties Attending</b>	Council Members
<b>Meeting Length (Hrs)</b>	1 hr (4:30pm to 5:30pm)
<b>Reason</b>	Regularly Scheduled Session
<b>Summary and Outcome</b>	-Corbett gave a presentation about the AGM that included the events that take place before the AGM, the timeline of the AGM itself and the events that take place after the AGM. -What techniques were used last year to have a large turnover of students the AGM and if we wish to use the same techniques (council members gave any suggestions they had) -General rules that are to be followed for the meeting, policies around online AGMs etc -Q&A session where council members asked about any questions related to the AGM and their roles. -Review of script from last year -How to prep for any questions that might be asked during the AGM?
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	SFU350 Community Panel Event,( 23rd Sept, 2021)
<b>Parties Attending</b>	Almas Phangura, Gurleen Aujla, Brennan, Lia McKAY, Tamara Vrooman, Nilima Nigam, Marie, Hadad, WeiChun Kua and other attendees
<b>Meeting Length (Hrs)</b>	1.5 hrs (4:30pm to 6pm)
<b>Reason</b>	Climate Change awareness Event

<b>Summary and Outcome</b>	-Conversations, discussion and Q&A around climate change, our role and how we can mitigate it -The open letter by SFU 350 and their 7 demands- decarbonisation, raise awareness and amplify, climate hub, divestment, climate justice etc (Discussion about which one of the above spoke out to attendees and why?)
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	MSC Surrey Orientation, 24th Sept, 2021
<b>Parties Attending</b>	Almas Phangura, Efua Bhavnani
<b>Meeting Length (Hrs)</b>	0.5 hrs (13:30am to 12pm)
<b>Reason</b>	Orientation for the new hire
<b>Summary and Outcome</b>	-Meet the Executive 1 on 1 as an opportunity to share my portfolio with them. -Talked to them about their relevant department budget.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Faculty of Science Dean Search Committee, 24th Sept, 2021
<b>Parties Attending</b>	Almas Phangura (SFSS), Brooke (GSS) SFU: Arne Moores, Vance Williams, Tania Bubela and others
<b>Meeting Length (Hrs)</b>	1 hr 45 mins (1pm to 2:45pm)
<b>Reason</b>	Hiring Committee Meeting
<b>Summary and Outcome</b>	-Review Policy A 13.05 (Decide between opening the posting for Internal vs External Search decision) -Position Discussion <ul style="list-style-type: none"> <li>• Key Opportunities and Challenges ahead for the Faculty of Science and the new Dean (would like someone who tries to focus on research opportunities for undergraduate students as well)</li> <li>• Ideal experience and qualities of next Dean</li> </ul> -Overview of the Search Process/Timeline <ul style="list-style-type: none"> <li>• Consultations</li> <li>• Feedback Process</li> <li>• Interview Planning</li> <li>• EDI policies within the process</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Stadium Contribution - Meeting (27th Sept, 2021)
----------------------	--

<b>Parties Attending</b>	SFSS: Almas Phangura, Corbett Gildersleve SFU: Michael Strang, Joyce Chong
<b>Meeting Length (Hrs)</b>	0.5 hrs (3:30pm to 4pm)
<b>Reason</b>	Discuss SFSS's contribution towards the new stadium
<b>Summary and Outcome</b>	-Discussion around the payment plan (deferring a sum) -Payment of the overdues from April, 2021
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Council Meeting (29th Sept, 2021)
<b>Parties Attending</b>	All Council Members
<b>Meeting Length (Hrs)</b>	4 hrs 45 mins(4:30pm to 9:45pm)
<b>Reason</b>	Regularly Scheduled Meeting
<b>Summary and Outcome</b>	-Draft statement presentation by the auditors Pamela Felix and Gary Wozny (They explained the statements in detail and took questions from the council members about finalising them) -Voting of members for the Space Oversight Committee (Corbett elected as chair, Abhi, Matt and Chi elected as council members) -Discussion whether the oversight committee on executive members has the time to take on an additional member or not? -In-camera session -The motion regarding ratification of collective bargaining was passed. -Annual General Meeting Agenda Item proposal and approval for some changes since the last AGM
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Movement Solidarity Grantee Panel (30th Sept, 2021)
<b>Parties Attending</b>	Hidden Guest List
<b>Meeting Length (Hrs)</b>	2 hrs (6pm-8pm)
<b>Reason</b>	Panel Event by Social Justice Fund
<b>Summary and Outcome</b>	-The annual celebration event (panelists introduce the grantee panel: a space for grantees to speak on the beauty, challenges, and lessons of their grassroots movement work) - 5 panelists spoke about how to organise movements Nisha Jae Newton, Community Organizer & Strategist, Black Liberation Collective





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

	Clare Stumpf, Coordinator, ShelterJH Randy Ford, Development Associate, Lavender Rights Project & WA Black Trans Task Force Fatmah Worfeley, Interim Executive Director, Momentum Alliance Mady Sandoval, Co-Founder & Co-Executive Director, Foundation for Youth Resiliency and Engagement
<b>Next Steps</b>	N/A

<b>Total Meeting Hours</b>	<b>25 hrs 45 mins</b>
----------------------------	-----------------------

## 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>	
---------------------------------------	--

## Committee Chair Work

<b>Committee Name</b>	
-----------------------	--



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

<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>	
------------------------------	--

## Administrative Work

<b>Summary</b>	<ul style="list-style-type: none"> <li>-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)</li> <li>-Messages and chats (facebook and discord)</li> <li>-Answering emails, queries and communication with staff members (average of 23 emails in a day, tons of enquiries about the UPass exemptions and being able to enroll in for students not meeting the criteria, queries about student services and health and dental plans)</li> </ul>
<b>Total Time (Hrs)</b>	16th Sept = 2 hrs 18th Sept = 1 hr 20th Sept = 1 hr 21st Sept= 2.5 hrs 23rd Sept= 2 hrs 24th Sept = 3 hrs 25th Sept= 0.5 hrs 27th Sept= 2 hrs 28th Sept=1.5 hrs 29th Sept= 2 hrs 30th Sept=0.5 hrs Total = 18 hrs

<b>Summary</b>	Writing the overview and blurb for FASC for the AGM and updating the spreadsheets for making charts and graphs for easy representation for the report
<b>Total Time (Hrs)</b>	1 hr + 1 hrs = 2 hrs

<b>Summary</b>	Administrative tasks of the 2 Hiring Committees that I am on ( Digital Media and Bullying and Harassment Case Manager)
<b>Total Time (Hrs)</b>	1 hr

<b>Summary</b>	Receive invoices and check requisitions, double check amounts and departments in the budget document and approve them + Conversation around funding with clubs and advocacy groups
<b>Total Time (Hrs)</b>	1.5 hrs

<b>Summary</b>	Semester report for the Summer 2021 semester
<b>Total Time (Hrs)</b>	4.5 hrs

<b>Summary</b>	Filling up the work reports with meetings and events from the 15-day period
<b>Total Time (Hrs)</b>	2 hrs

<b>Summary</b>	Preparing figures and updating spreadsheets for the VP Finance's AGM Report
<b>Total Time (Hrs)</b>	3.5 hrs

<b>Summary</b>	Phone call with Pamela Felix (Auditor)- discussion about the procedure of finalising statements and discussion with Finance coordinators and Corbett about disposing off Amortised funds from last year
<b>Total Time (Hrs)</b>	0.5 hr + 0.25 hr

<b>Summary</b>	Studying the draft statements (all three) to prep for council meeting and tallying the figuring with my AGM Financial report
<b>Total Time (Hrs)</b>	2 hrs

<b>Total Admin Hours</b>	<b>35 hrs 15 mins</b>
--------------------------	-----------------------

<b>Total Hours</b>	<b>61 hrs</b>
--------------------	---------------



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

VP University and Academic Affairs  
Serena Bains

## Meeting Summary and Comments

<b>Meeting, Date</b>	Joint Operations Group, September 16th from 1:00PM - 2:30PM
<b>Parties Attending</b>	Serena Bains, Tariza Bastos, Erin Biddlecombe, Reese Muntean, Pierre Cenerelli, Tracey Mason-Innes, Tom Nault, Rummana Khan Hemani, Sharon Xu, Ruben Munoz, Marie Haddad, Almas Phangura, Jeff Derksen, Emmanuel Naidoo
<b>Meeting Length (Hrs)</b>	1.5 hours
<b>Reason</b>	To discuss any items to do with the university at large
<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></ul></li><li>- Enrollment update and financial implications</li><li>- Race based data</li></ul>

	<ul style="list-style-type: none"> <li>- Return to campus           <ul style="list-style-type: none"> <li>- Self-declaration of vaccine</li> <li>- Hybrid class model</li> <li>- Accommodations for students who are unable to return to campus</li> <li>- BC vaccine card and student housing proof of vaccine</li> <li>- Mask exemption</li> <li>- Community engagement on personal safety</li> </ul> </li> </ul>
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	Executive Committee Meeting, September 20th from 5:30PM - 7:30PM
<b>Parties Attending</b>	Executive Committee members, Beaty
<b>Meeting Length (Hrs)</b>	2 hours
<b>Reason</b>	To discuss any items to do with the SFSS and larger community in-between Council meetings
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- In-camera items - confidential</li> <li>- SFU 350 climate emergency declaration week of action</li> <li>- Recommendations from the internal communications working group</li> <li>- Annual general meeting           <ul style="list-style-type: none"> <li>- Executive committee recommendations: AGM agenda items to Council</li> <li>- Executive committee members: roles and expectations for the AGM</li> <li>- Burnaby mountain gondola</li> </ul> </li> </ul>
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	Open Meeting: Topic - Return to Campus Events, September 21st from 2:00PM - 3:00PM
<b>Parties Attending</b>	95 Community members
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	To learn more about return to campus events and what they'll look like
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- GP 36 updates use of university space           <ul style="list-style-type: none"> <li>- Booking pre-screening procedures</li> <li>- Risk assessment procedures</li> <li>- MECS booking form</li> </ul> </li> <li>- What are we bound by?           <ul style="list-style-type: none"> <li>- Gatherings and events provincial order September 10th</li> <li>- Government of BC return to campus guidelines</li> <li>- SFU return to campus</li> </ul> </li> </ul>

	- MECS resources
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	Introductory Meeting with Dina, September 22nd from 2:00PM - 2:30PM
<b>Parties Attending</b>	Serena Bains, Gabe Liosis, Dina Shafey
<b>Meeting Length (Hrs)</b>	0.5 hour
<b>Reason</b>	To meet with the Director of Surrey Student Services and introduce ourselves
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Introductions</li> <li>- How to continually engage students</li> <li>- How to do information sharing</li> <li>- Having meetings every other month</li> <li>- How we can work together and what we need from each other</li> </ul>
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	Council Development Session, September 22nd from 4:30PM - 5:30PM
<b>Parties Attending</b>	Council members
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	To learn more about the AGM
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- September 29th the agenda will be approved by Council</li> <li>- October 5th is the last day for notice</li> <li>- Budget is \$6500</li> <li>- GOTV campaign strategy development</li> <li>- AGM script development</li> <li>- Appointing a chair</li> <li>- Robert's Rules of Order overview</li> <li>- Adoption of the agenda</li> </ul>
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	Responsible Investment Committee, September 24th from 8:30AM - 9:00AM
<b>Parties Attending</b>	Serena Bains, Valerie Rodden, Joy Johnson, Jamie Stewart, Francesca Hennigar, Alison Blair, Jacky Shen, Martin Pochurko, Anke Kessler, Carolyn Hanna, John Pierce, Murray Leith, Nicole Shin, Rob Hilsen
<b>Meeting Length (Hrs)</b>	0.5 hour

<b>Reason</b>	To review responsible investment and SFU's carbon footprint
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Report from the chairs</li> <li>- Reviewing the minutes of the last meeting</li> </ul>
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	Enrollment Appeals Committee, September 24th from 10:00AM - 10:30AM
<b>Parties Attending</b>	Serena Bains, Tina Edmundson, Kris Nordgren, Karen, Shaughnessy Sturdy
<b>Meeting Length (Hrs)</b>	0.5 hour
<b>Reason</b>	To review students' enrollment appeals applications
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Reviewed applications from different students and decided on tuition to refund or not based on their personal circumstances detailed through provided documentation</li> </ul>
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	SFU 350 CED BOG Meeting, September 27th from 8:00PM - 10:30PM
<b>Parties Attending</b>	Serena Bains, Gabe Liosis, Corbett Gildersleve, Marie Haddad, Abby Herd, WeiChun Kua, Ada Jiang
<b>Meeting Length (Hrs)</b>	2.5 hours
<b>Reason</b>	To go over the climate emergency declaration motion
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Created a document to go over the climate emergency declaration motion and prepared for the Board of Governors meeting</li> </ul>
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	UAAC/AC Meeting, September 28th from 12:00PM - 12:30PM
<b>Parties Attending</b>	Serena Bains, Beaty Omboga, Muriel Adarkwa
<b>Meeting Length (Hrs)</b>	0.5 hour
<b>Reason</b>	To discuss policy, campaigns and coordinating with UAAC and AC
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- What campaigns AC is working on</li> <li>- What campaigns UAAC is working on</li> <li>- Potential future campaigns</li> </ul>

	- Difference between CAL and Steps Forward
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	Board of Governors Meeting, September 28th from 1:00PM - 5:00PM
<b>Parties Attending</b>	Board members, members of the SFU community
<b>Meeting Length (Hrs)</b>	4 hours
<b>Reason</b>	To discuss any items to do with the university as a whole, financials, etc.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Presentation from SFU 350</li> <li>- Discussion and motion to acknowledge and report back regarding climate emergency</li> <li>- Reports from the Board and relevant committees</li> <li>- Motion to declare a climate emergency               <ul style="list-style-type: none"> <li>- Deferred to Executive Committee</li> </ul> </li> <li>- Closed session</li> <li>- Confidential session</li> </ul>
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	AVP UAA Weekly Check-In, September 29th from 11:30AM - 12:00PM
<b>Parties Attending</b>	Serena Bains, Priyanka Dhesa
<b>Meeting Length (Hrs)</b>	0.5 hour
<b>Reason</b>	To discuss what we've worked on over the past week and any areas where we need support
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Undergraduate survey               <ul style="list-style-type: none"> <li>- How to add other responses</li> <li>- New release date</li> <li>- Possible incentives</li> </ul> </li> <li>- New process for choosing projects, potentially using Trello</li> </ul>
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	Enrollment Appeals Committee, September 29th from 3:00PM - 3:30PM
<b>Parties Attending</b>	Serena Bains, Tina Edmundson, Kris Nordgren, Karen, Shaughnessy Sturdy
<b>Meeting Length (Hrs)</b>	0.5 hour



<b>Reason</b>	To review students' enrollment appeals applications
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Reviewed applications from different students and decided on tuition to refund or not based on their personal circumstances detailed through provided documentation</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- N/A</li> </ul>

<b>Meeting, Date</b>	Council Meeting, September 29th from 4:30PM - 9:00PM
<b>Parties Attending</b>	Council members
<b>Meeting Length (Hrs)</b>	4.5 hour
<b>Reason</b>	To discuss any items to do with the SFSS, SFU and the community at large
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Presentation draft statement presentation and Q/A session</li> <li>- Space oversight committee appointments</li> <li>- Oversight committee on executive officers appointment</li> <li>- In-camera session</li> <li>- Collective agreement ratification</li> <li>- AGM by-law housekeeping</li> <li>- AGM by-law reordering</li> <li>- Members meeting planning committee appointment</li> <li>- In-camera minutes policy</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- N/A</li> </ul>

<b>Total Meeting Hours</b>	19.5
----------------------------	------

## 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>	
---------------------------------------	--

## Committee Chair Work

<b>Committee Name</b>	Accessibility Committee
<b># of Meetings</b>	0
<b>Total Time (Hrs)</b>	5.5
<b>Summary</b>	Gathering agenda items from previous meeting that didn't meet quorum, reviewing accessibility audit, accommodating emergency accessibility grant request, reviewing possible projects for CAMC and PRAC
<b>Ongoing Projects</b>	Accessibility Bursary
<b>Relevant Strategic Priorities:</b>	<ul style="list-style-type: none"> <li>- Student financial health</li> <li>- Student wellbeing</li> </ul>

<b>Committee Name</b>	University and Academic Affairs Committee
<b># of Meetings</b>	0
<b>Total Time (Hrs)</b>	7.5
<b>Summary</b>	Reviewing possible projects for CAMC and PRAC, helping with communications for ACPC, reviewing previous action items to ensure all of them have been completed, checked for any items that need to be brought forward to the next meeting
<b>Ongoing Projects</b>	ACPC
<b>Relevant Strategic Priorities:</b>	<ul style="list-style-type: none"> <li>- Student financial health</li> <li>- Student wellbeing</li> </ul>



Council | SUB 3100  
Simon Fraser University  
8888 University Drive  
Burnaby, BC V5A 1S6  
[sfss.ca](http://sfss.ca)

Total Committee Hours	13
-----------------------	----

## Administrative Work

Summary	Emails, responding to messages, work reports, semester report, reviewing documents for feedback
Total Time (Hrs)	September 19th - 4 hours September 20th - 1.5 hours September 21st - 1.5 hours September 22nd - 2 hours September 23rd - 3 hours September 24th - 2 hours September 25th - 1.5 hours September 26th - 2.5 hours September 27th - 2.5 hours September 28th - 2 hours September 29th - 3 hours September 30th - 2.5 hours

Total Admin Hours	28
-------------------	----

Total Hours	60.5
-------------	------

VP External and Community Affairs  
Matthew Provost

## Meeting Summary and Comments

Meeting, Date	ECA Federal Elections Postering, 9/16/21
Parties Attending	Myself

<b>Meeting Length (Hrs)</b>	3 hr
<b>Reason</b>	Planned Postering
<b>Summary and Outcome</b>	Was on campus to prep the printed materials for the Federal elections campaign, this included printing, getting supplies and postering around campus.
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Screen Printing, 9/20/21
<b>Parties Attending</b>	<b>SFSS Exec:</b> Jess Dela Cruz (VP Events) <b>Staff:</b> Dipti
<b>Meeting Length (Hrs)</b>	4 hr
<b>Reason</b>	Scheduled prep
<b>Summary and Outcome</b>	Was in SUB prepping for screen material for Orange Shirt Day campaign
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Executive Meeting (Special Meeting Time), 9/20/21
<b>Parties Attending</b>	<b>Executive Committee</b>
<b>Meeting Length (Hrs)</b>	2 hr
<b>Reason</b>	Scheduled Meeting
<b>Summary and Outcome</b>	<p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>- Appointment of Gabe &amp; Corbett to Temporary Financial Coordinator Hiring Committee.</li> <li>- Approved and passed money for SFU 350</li> </ul> <p><b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>- Internal Communications Working Group Recommendations to the Executive</li> <li>- Annual General Meeting Updates</li> <li>- Gondola</li> <li>- Draft Audited Statements</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Bargaining, 9/21/21
----------------------	---------------------

<b>Parties Attending</b>	<b>SFSS Exec:</b> Gabe, Corbett <b>Staff:</b> Ayesha
<b>Meeting Length (Hrs)</b>	4 hr
<b>Reason</b>	Scheduled meeting
<b>Summary and Outcome</b>	Continuation of bargaining collective agreement with CUPE 3338
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Screen Printing, 9/24/21
<b>Parties Attending</b>	<b>Exec:</b> Jess Dela Cruz
<b>Meeting Length (Hrs)</b>	3 hr
<b>Reason</b>	Scheduled
<b>Summary and Outcome</b>	Was in SUB prepping for screen material for Orange Shirt Day campaign
<b>Next Steps</b>	N/a

<b>Meeting, Date</b>	Postering for Orange Shirt Day, 9/24/21
<b>Parties Attending</b>	Myself
<b>Meeting Length (Hrs)</b>	3 hr
<b>Reason</b>	Scheduled
<b>Summary and Outcome</b>	Prepped print poster and got them put up around campus as well as SUB, dropped off supplies to different places on campus
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Council Meeting, 9/29/21
<b>Parties Attending</b>	Council
<b>Meeting Length (Hrs)</b>	5 hrs
<b>Reason</b>	Scheduled Meeting
<b>Summary and Outcome</b>	<b>Presentations:</b> - Presentation from auditors + Q&A about draft budget

	<p><b>Old Business</b></p> <ul style="list-style-type: none"> <li>- Space Oversight Committee (SPOCC) Appointment Election</li> </ul> <p><b>In-Camera:</b></p> <ul style="list-style-type: none"> <li>- Collective Agreement Updates</li> <li>- Follow-Up on Online Thread</li> </ul> <p><b>New Business:</b></p> <ul style="list-style-type: none"> <li>- Approved motion to ratify collective agreement between SFSS and CUPE</li> <li>- Approved two motions to add agenda items to the SFSS 2021 Annual General Meeting agenda</li> <li>- Approved a spending motion for SOCA, FNSA and DNA furniture in the Student Union Building.</li> </ul> <p><b>Discussion Items:</b></p> <ul style="list-style-type: none"> <li>- In-Camera Minutes Policy</li> <li>- Student Engagement &amp; Council Meetings</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Onboarding Campaigns and Mobilization Coordinator, 9/23/21
<b>Parties Attending</b>	<b>Staff:</b> Murial (CAMC Coord)
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Scheduled meeting
<b>Summary and Outcome</b>	Met with Murial to go over portfolio and areas of support for VPX, sent over resources and relevant material to overview
<b>Next Steps</b>	N/a

<b>Total Meeting Hours</b>	<b>25 hr</b>
----------------------------	--------------

## Projects and Events

<b>Project/Event Title</b>	Orange Shirt Day Event , 9/27/21
<b>Updates and Upcoming Plans</b>	Attended Indigenous Student Centre, and Office for Aboriginal Peoples Orange Shirt Day event on Burnaby Campus,

	<ul style="list-style-type: none"> <li>- Sang for community members with the FNFA</li> <li>- Participated in events and shared space with folks</li> </ul>
<b>Relevant Strategic Priorities</b>	Community Support, Engagement, Advocacy
<b>Total Time (Hrs)</b>	3 hr

<b>Project/Event Title</b>	National Day for Truth and Reconciliation
<b>Updates and Upcoming Plans</b>	Planned NDTR campaign this included: <ul style="list-style-type: none"> <li>- Prepping Digital Content and Campaign material with Ilham</li> <li>- Designs for ECM and NDTR</li> <li>- Compiling Resources and information for campaign</li> <li>- Ordering and buying materials</li> <li>- Outreach to community members</li> <li>- Drafting Statement</li> </ul>
<b>Relevant Strategic Priorities</b>	Community Support, Engagement, Advocacy
<b>Total Time (Hrs)</b>	15 hrs

<b>Project/Event Title</b>	SFU Community Fridge
<b>Updates and Upcoming Plans</b>	Collaborated with Tara Flynn and was in contact to move fridge with Corbett to appropriate space in the SUB for student to access food on campus <ul style="list-style-type: none"> <li>- In contact with Tara to get comms material for community fridge</li> </ul>
<b>Relevant Strategic Priorities</b>	Student Support
<b>Total Time (Hrs)</b>	1.5

<b>Total Project and Events Hours</b>	19.5
---------------------------------------	------

## Committee Chair Work

<b>Committee Name</b>	External & Community Affairs Planning
<b># of Meetings</b>	0

<b>Total Time (Hrs)</b>	8
<b>Summary</b>	Prep work for the ECA committee and planning next initiatives
<b>Ongoing Projects</b>	<b>Completed:</b> <ul style="list-style-type: none"> <li>- Federal Elections Campaign</li> <li>- Anti TMX Day of Action Support</li> </ul> <b>Ongoing:</b> <ul style="list-style-type: none"> <li>- ECA Annual Plan 2021-22</li> <li>- Development Session Planning</li> <li>- Community Guidelines</li> <li>- Issues Policies</li> </ul>
<b>Relevant Strategic Priorities:</b>	Student Engagement & Advocacy

<b>Total Committee Hours</b>	<b>8 hrs</b>
------------------------------	--------------

## Administrative Work

<b>Summary</b>	Scheduling meetings, emails, prep work for meetings, research, organizing relevant documents, compiling information for campaigns, semester report, phone calls, talking with staff while in SUB
<b>Total Time (Hrs)</b>	10 hr

<b>Total Admin Hours</b>	<b>10 hr</b>
--------------------------	--------------

<b>Total Hours</b>	<b>62.5</b>
--------------------	-------------



## VP Events and Student Affairs

Jess Dela Cruz

**16th September, 2021 to 30th September, 2021**

### Meeting Summary and Comments

<b>Meeting, Date</b>	Catch-Up w/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>	Dipti and I met to brainstorm events for the fall semester
<b>Summary and Outcome</b>	
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Figure out support staff</li> <li>• Call ESAC meeting</li> </ul>

<b>Meeting, Date</b>	Digital Media Assistant HC, 09.17.21
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>• Jess Dela Cruz</li> <li>• Almas Phangura</li> <li>• Ilham Benttahir</li> <li>• Beaty Omboga</li> </ul>
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	I am one of the employer reps for the Digital Media Assistant. This position also needs to be filled asap.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Reviewed the JD</li> <li>• See what Ilham needs in a DMA</li> <li>• Looked over interview questions and made suggestions and edits</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Come up with timeline</li> <li>• Each comes with top 5 candidates, and then collectively choose top 5 together</li> </ul>

<b>Meeting, Date</b>	Digital Media Assistant HC, 09.21.21.
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>• Jess Dela Cruz</li> <li>• Almas Phangura</li> <li>• Billham Benttahir</li> </ul>

	<ul style="list-style-type: none"> <li>• Beaty Omboga</li> </ul>
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	I am one for the employer reps for the Digital Media Assistant Hiring Committee.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Reviewed interview questions</li> <li>• Reviewed our individual top 5</li> <li>• Came up with a collective top 5</li> <li>• Created pre-screening questions via email</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Email successful candidates interview dates/times</li> </ul>

<b>Meeting, Date</b>	Council Dev Session, 09.22.21
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>• Council (Executive Committee and Non-Executives)</li> </ul>
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Scheduled bi-weekly dev session
<b>Summary and Outcome</b>	AGM Prep
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Promote AGM on social media channels!</li> </ul>

<b>Meeting, Date</b>	Digital Media Assistant Re-Group, 09.23.21.
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>• Jess Dela Cruz</li> <li>• Almas Phangura</li> <li>• Ilham Benttahir</li> <li>• Beaty Omboga</li> </ul>
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Digital Media Assistant Hiring Committee
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Finalized candidates</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Collect candidate data of their top three scheduled times and create calendar invites</li> </ul>

<b>Meeting, Date</b>	Catch-Up with Somayeh, 09.24.21
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>• Jess Dela Cruz</li> <li>• Somayeh Naseri</li> </ul>

<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	I needed committee chairing support
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Somayeh helped me create a timeline of sending out emails, approving agenda, calling out for agenda items, etc. For my two committees that I chair</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Email both committees for agenda items</li> <li>Send out calendar invites for both committees for the agenda items deadline and for Fall 2021 Meeting Times</li> </ul>

<b>Meeting, Date</b>	Meeting with Corbs, Room Bookings, 09.24.21
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>Jess Dela Cruz</li> <li>Corbett Gildersleve</li> </ul>
<b>Meeting Length (Hrs)</b>	0.75 mins
<b>Reason</b>	Room booking meeting prep and document review of changes.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Needed to prep for our room bookings meeting - needed to check what changes were made to the documents, and what had to be done/edited</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Attend our Room Booking meetings with our Staff.</li> </ul>

<b>Meeting, Date</b>	MSC Surrey Onboarding Orientation, 09.24.21
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>Jess Dela Cruz</li> <li>Efua</li> </ul>
<b>Meeting Length (Hrs)</b>	0.5 hrs
<b>Reason</b>	Onboarding for our newly hired MSC-Surrey
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>I discussed with Efua my role, what has happened recently within the SUB and clubs/unions. How things may be different with Surrey clubs/unions/room bookings.</li> </ul>
<b>Next Steps</b>	Connecting with each other for Clubs Days.

<b>Meeting, Date</b>	Events Update, 09.27.21
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>Jess Dela Cruz</li> <li>Dipti Chavan</li> <li>Melanie Ling</li> </ul>

<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	<ul style="list-style-type: none"> <li>Need to update our in-person event guidelines to reflect the new PHO of Vaccine Status Card Checking</li> </ul>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Edited and revised our in-person event guidelines</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Meet with the rest of our MSCs to discuss our proposed changes. Listen and input their feedback. Change document. Update exec. Send and email Clubs/SU's revised guidelines.</li> </ul>

<b>Meeting, Date</b>	09.29.21 Council Fall 2021 Meetings
<b>Parties Attending</b>	<ul style="list-style-type: none"> <li>Council (Executive Committee, Non-Executive Committee, Society Staff, Excluded-Society Staff)</li> </ul>
<b>Meeting Length (Hrs)</b>	5 hrs
<b>Reason</b>	<ul style="list-style-type: none"> <li>Scheduled bi-weekly Council Meeting</li> </ul>
<b>Summary and Outcome</b>	<p>Presentations:</p> <ul style="list-style-type: none"> <li>Draft Statement presentation and Q/A Session</li> </ul> <p>Old Business:</p> <ul style="list-style-type: none"> <li>Space Oversight Committee Appointments</li> <li>Oversight Committee on Executive Officers Appointment</li> </ul> <p>In-Camera:</p> <ul style="list-style-type: none"> <li>Collective Agreement Negotiations Updates</li> </ul> <p>New Business:</p> <ul style="list-style-type: none"> <li>Collective Agreement Ratification</li> <li>Annual General Meeting Agenda Item:By-Law Housekeeping</li> <li>Annual General Meeting Agenda Item: By-Law Reordering Proposal</li> <li>Members' Meeting Planning Committee Appointment Motion</li> </ul> <p>Discussion Items:</p> <ul style="list-style-type: none"> <li>In-Camera Minutes Policy</li> <li>Student Engagement &amp; Council Meetings</li> </ul>
<b>Next Steps</b>	

<b>Total Meeting Hours</b>	12.75
----------------------------	-------

## Projects and Events

- Student Engagement
- Student Wellbeing
- Student Financial Health
- University Relations
- Government & Stakeholder Relations
- Organizational Development
- 

<b>Project/Event Title</b>	Screen-Printing Prep, 09.20.21.
<b>Updates and Upcoming Plans</b>	n/a For National Day for Truth & Reconciliation, also known as “Orange Shirt Day”
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>• Student Engagement</li> <li>• Student Wellbeing</li> </ul>
<b>Total Time (Hrs)</b>	2 hrs = buying supplies on the weekend 2 hrs = room set up  4 hrs = Total

<b>Project/Event Title</b>	Screen Printing Day 2, 09.22.21.
<b>Updates and Upcoming Plans</b>	n/a For National Day for Truth & Reconciliation, also known as “Orange Shirt Day”
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>• Student Engagement</li> <li>• Student Wellbeing</li> </ul>
<b>Total Time (Hrs)</b>	Set-Up, take-down, and screen-printing  4 hours = Total

<b>Project/Event Title</b>	Screen Printing Day 3, 09.24.21
<b>Updates and Upcoming Plans</b>	n/a For National day for Truth & Reconciliation, also known as “Orange Shirt Day”
<b>Relevant Strategic</b>	<ul style="list-style-type: none"> <li>• Student Engagement</li> </ul>

<b>Priorities</b>	<ul style="list-style-type: none"> <li>• Student Wellbeing</li> </ul>
<b>Total Time (Hrs)</b>	<p>Set-Up, Take-down, and Screen-printing</p> <p>5 hours - Total</p>

<b>Project/Event Title</b>	Postering for Orange Shirt Day
<b>Updates and Upcoming Plans</b>	<p>n/a</p> <p>I prepared posters and flags, and I hung it around the SUB. I went and visited our SUB-Tenants.</p>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>• Student Engagement</li> </ul>
<b>Total Time (Hrs)</b>	2 hrs

<b>Project/Event Title</b>	National Day for Truth & Reconciliation Tabling Set-Up, 09.29.21.
<b>Updates and Upcoming Plans</b>	<p>n/a</p> <p>VP External and I spent the morning gathering necessary supplies and preparing our tables/workspace, and posters.</p>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>• Student Engagement</li> </ul>
<b>Total Time (Hrs)</b>	2 hrs

<b>Project/Event Title</b>	National Day for Truth & Reconciliation Tabling, 09.29.21
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>• *Need to remove by mid-October</li> </ul> <p>Time excludes set-up. I tabled for the whole day after class. During tabling I spoke with students, encouraged students to write down their thoughts on what this day means to them. I spent the last few hours compiling the orange paper shirts and hanging them on string to be hung on the front SUB windows.</p>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>• Student Engagement</li> </ul>
<b>Total Time (Hrs)</b>	7 hrs

<b>Total Project and Events Hours</b>	<b>24</b>
---------------------------------------	-----------

## Committee Chair Work

<b>Committee Name</b>	External & Community Affairs Tabling Day 2, 09.16.21
<b># of Meetings</b>	0
<b>Total Time (Hrs)</b>	4 hrs
<b>Summary</b>	I am not the chair of this committee. However, I helped the ECA chair for this week and it's tabling and front-facing duties for tabling, organizing the ECA committee members, and set-up/take-down of tabling and talking to students about the federal elections.
<b>Ongoing Projects</b>	n/a
<b>Relevant Strategic Priorities:</b>	<ul style="list-style-type: none"> <li>• Student Engagement</li> <li>• Government &amp; Stakeholder Relations</li> </ul>

<b>Committee Name</b>	Events & Student Affairs Committee
<b># of Meetings</b>	0
<b>Total Time (Hrs)</b>	2
<b>Summary</b>	This is the time I spent preparing looking through emails of this committee. Brainstorming what I want to do moving forward. Curating schedules and answering any emails. Figuring out the logistics of students who are unable to continue with the committee due to time change. Adding agenda items, reviewing documents.
<b>Ongoing Projects</b>	n/a
<b>Relevant Strategic Priorities:</b>	n/a

<b>Committee Name</b>	Member Services Advisory Committee
<b># of Meetings</b>	0
<b>Total Time (Hrs)</b>	2

<b>Summary</b>	This is the time I spent preparing looking through emails of this committee. Brainstorming what I want to do moving forward. Curating schedules and answering any emails. Figuring out the logistics of students who are unable to continue with the committee due to time change. Adding agenda items, reviewing documents.
<b>Ongoing Projects</b>	n/a
<b>Relevant Strategic Priorities:</b>	n/a

<b>Total Committee Hours</b>	<b>8</b>
------------------------------	----------

## Administrative Work

<b>Summary</b>	Digital Media Assistant Application Review, Contacting candidates, back-end Interview Prep
<b>Total Time (Hrs)</b>	8 hrs

<b>Summary</b>	Screen-Printing Project Plan, connecting and emailing Staff, updates, and invites
<b>Total Time (Hrs)</b>	1 hr

<b>Summary</b>	ECA Tabling Scheduling, connecting with ECA Committee Members via online/in-person
<b>Total Time (Hrs)</b>	1 hr

<b>Summary</b>	Emails, text messages, talking to Staff in-person when I visit their offices, etc. Working on this work report, reviewing documents / attachments for meeting preps, guidelines, background research, etc. Taking abrupt phone calls from Exec and Staff throughout the day/week.
<b>Total Time (Hrs)</b>	2 hrs per day x 10 business days = 20 hrs





**Council** | SUB 3100  
Simon Fraser University  
8888 University Drive  
Burnaby, BC V5A 1S6  
[sfss.ca](http://sfss.ca)

<b>Total Admin Hours</b>	<b>20</b>
--------------------------	-----------

<b>Total Hours</b>	<b>64.75</b>
--------------------	--------------

VP Equity and Sustainability  
 Marie Haddad

## Meeting Summary and Comments

<b>Meeting, Date</b>	Sexual Assault Awareness Committee Meeting , 09/16/2021
<b>Parties Attending</b>	Victory Belway, Samuel Simon, Paola Quiros, Nadina Dodd, Mohammed Amin Sharifi, Megan Bbobestsis, M.C. Kropinski, Kelly Dohei, Kalamity Hildebrandt, Junelle Knihniski, Jacinda Wijaya, Dilnaz Mustafina, Awna Besna, Amrit Tiwana, Amanat Sandhu, Alyssa Quan, Alesha Garcha
<b>Meeting Length (Hrs)</b>	1.5 hrs
<b>Reason</b>	Scheduled meeting as a seat on the committee
<b>Summary and Outcome</b>	Established: <ul style="list-style-type: none"> <li>- Established community guidelines</li> <li>- SAAM Theme feedback           <ul style="list-style-type: none"> <li>- Ide for the SAAM theme is community care</li> </ul> </li> <li>- SAAM Events and activities related to the theme of community care           <ul style="list-style-type: none"> <li>- Discussing collaborations to push forward education when it comes to sexual assault awareness</li> </ul> </li> <li>- Next steps</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Finalize the theme based on feedback and draft a theme statement</li> <li>- Update the SAAM website and distribute a call out for potential SAAAM event partners</li> <li>- Develop graphic elements of SAAM promotional materials, including print posters and social media</li> </ul>

<b>Meeting, Date</b>	Joint Operations Group Preparation Session 09/16/2021
<b>Parties Attending</b>	Serena Bains
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Scheduled Planning
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Prepare questions regarding race-based data, if vaccinated people can also do rapid testing based on the nature of in-person classes with no distancing rules, raise the issue regarding some FASS professors encouraging students not to wear masks regardless of the mask mandate and how to report professors, where students can get an exemption for wearing masks based</li> </ul>

	on medical reasoning, and the concept of a hybrid model or some form of online content like broadcasting or recording provided
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Joint Operation Group Meeting 09/16/2021
<b>Parties Attending</b>	Almas Phangura, Serena Bains, Marie Haddad, Tariza Bastos, Erin Biddlecombe, Pierre Cenerelli, Reese Muntean, Tom Nault, Rummana Khan Hemani
<b>Meeting Length (Hrs)</b>	1.5 hrs
<b>Reason</b>	Regularly Scheduled Meeting
<b>Summary and Outcome</b>	<p>Updates from SFSS and GSS          Enrollment update &amp; financial implications and Race-based data          Return to campus</p> <ul style="list-style-type: none"> <li>• Self-declaration of vaccine (how to test the credibility of the information provided by students, faculty, and staff)</li> <li>• Hybrid class model</li> <li>• Accommodations for students who are unable to return to campus</li> <li>• BC vaccine card &amp; Student housing proof of vaccine</li> <li>• Mask exemption</li> </ul> <p>Community Engagement on Personal Safety</p>
<b>Next Steps</b>	Communicate with council some answers we asked Joy Johnson regarding reporting etc. and provide links to reporting a professor etc.

<b>Meeting, Date</b>	Joint Operations Group Meeting
<b>Parties Attending</b>	Serena Bains, JOG Members
<b>Meeting Length (Hrs)</b>	
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Total Meeting Hours</b>	
----------------------------	--



Council | SUB 3100  
Simon Fraser University  
8888 University Drive  
Burnaby, BC V5A 1S6  
[sfss.ca](http://sfss.ca)

## Projects and Events

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

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

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

## Committee Chair Work

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

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



Council | SUB 3100  
Simon Fraser University  
8888 University Drive  
Burnaby, BC V5A 1S6  
[sfss.ca](http://sfss.ca)

## Administrative Work

Summary	
Total Time (Hrs)	

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

Total Hours	
-------------	--