

# SFSS EXECUTIVE COMMITTEE WORK REPORTS

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This report reflects the Board work from  
**(August 1, 2022 - August 15, 2022)**

[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  
Helen Sofia Pahou

## Meeting Summary and Comments

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

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

Total Meeting Hours	
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## Projects and Events

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

Project/Event Title	
Updates and Upcoming Plans	
Relevant Strategic	

<b>Priorities</b>	
<b>Total Time (Hrs)</b>	

<b>Total Project and Events Hours</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>	
<b>Total Time (Hrs)</b>	

<b>Total Admin Hours</b>	
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VP Internal and Organizational Development  
Judit Nagy

## Meeting Summary and Comments

<b>Meeting, Date</b>	2022-08-03
<b>Parties Attending</b>	Council
<b>Meeting Length (Hrs)</b>	5.92 Hours (4:30-10:25 PM)
<b>Reason</b>	<b>Council Meeting</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>- Policy changes proposed by Governance Committee passed through consent agenda</li><li>- Other matters related to disciplinary measure motions</li></ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-08-05
<b>Parties Attending</b>	Myself; Ben Tischler; Helen Sofia Pahou
<b>Meeting Length (Hrs)</b>	0.43 Hours (1:12-1:38 PM)
<b>Reason</b>	<b>CCBC Meeting</b>
<b>Summary and Outcome</b>	Confidential
<b>Next Steps</b>	Confidential

<b>Meeting, Date</b>	2022-08-08
<b>Parties Attending</b>	Myself; Beaty Omboga
<b>Meeting Length (Hrs)</b>	1.5 Hours (8:30-10 AM)
<b>Reason</b>	<b>Check-in</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>- Discussed updating the student membership mailing list</li><li>- Spoke about safety mechanism for surveying practices for membership</li><li>- Spoke about standard operations regarding survey constructions and distributions to membership<ul style="list-style-type: none"><li>- Inconsistencies are currently present</li></ul></li><li>- Spoke about policy reconciliation</li></ul>
<b>Next Steps</b>	<ul style="list-style-type: none"><li>- Follow up with Communications and add Beaty as administrative to the survey</li></ul>

<b>Meeting, Date</b>	2022-08-10
<b>Parties Attending</b>	Myself; Sindhu Dharmarajah

<b>Meeting Length (Hrs)</b>	0.75 Hours (11:15-12 PM)
<b>Reason</b>	<b>Onboarding New Operations Organizer</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed current standing of the VPIOD portfolio <ul style="list-style-type: none"> <li>- Discussed that policy reconciliation and review has not happened for the past 1.5 years</li> <li>- Discussed that there has limited financial oversight for the past year and the workload that fell on executives (with the lack of training)</li> <li>- Discussed student engagement initiatives</li> <li>- Discussed that the Executive has received no HR training despite the fact that we were meant to.</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Schedule meeting with Sindhu to set up HR training for HRP members as outlined in the Terms of Reference</li> </ul>

<b>Meeting, Date</b>	2022-08-10
<b>Parties Attending</b>	Council
<b>Meeting Length (Hrs)</b>	2.5 Hours (4:30-7 PM)
<b>Reason</b>	<b>Council Development Session</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Council practiced Robert's Rules with mock Council agenda provided by myself</li> <li>- Council practiced: <ul style="list-style-type: none"> <li>- Series of amendments</li> <li>- What can be put into consent agenda</li> <li>- What happens when something is pulled from consent agenda</li> <li>- How to postpone</li> <li>- How to rule motions out of order</li> <li>- How to appeal the chair's ruling</li> <li>- How to motion to divide the question</li> <li>- How to elect a chair pro tempore</li> </ul> </li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-08-11
<b>Parties Attending</b>	Myself; Somayeh Naseri; Christina Kachkarova; Phanie Phan; Ella Droko
<b>Meeting Length (Hrs)</b>	1.25 Hours (9-10:15 AM)
<b>Reason</b>	<b>Council Policy Review Working Group</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Went over Council Policies</li> <li>- Mentioned to the Working Group that the policies they are looking at is out of date</li> <li>- Discussed that administrative procedures should be added to Council Policies</li> <li>- Discussed clearing up what can go under Consent Agenda</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Meet again next week</li> </ul>

<b>Meeting, Date</b>	2022-08-12
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<b>Parties Attending</b>	Myself; Abhishek Parmar; Eshana Baran; Helen Sofia Pahou (left at 11 AM); Sindhu Dharmarajah; Ella Droko; Ayesha Khan
<b>Meeting Length (Hrs)</b>	2.5 Hours (9:30 AM - 12 PM)
<b>Reason</b>	<b>Executive Committee Meeting</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Presentation about the investment portfolio for the SFSS <ul style="list-style-type: none"> <li>- This year, the SFSS has lost money in investments and it should be discussed whether we want to sell the bonds and pull our money</li> </ul> </li> <li>- Appointed hiring committees for Building and Member Services Assistants <ul style="list-style-type: none"> <li>- Building Assistant Hiring Committee employer representatives: Myself and John Walsh</li> <li>- Member Services Assistant Hiring Committee employer representatives: Eshana Baran and Sindhu Dharmarajah</li> </ul> </li> <li>- Lost quorum and could not go in-camera</li> <li>- Discussed not having access to relevant society documentations in a timely manner</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Emergency Executive Committee meeting called for the new Friday</li> </ul>

<b>Meeting, Date</b>	2022-08-12
<b>Parties Attending</b>	Myself; Ben Tischler; Helen Sofia Pahou
<b>Meeting Length (Hrs)</b>	1 Hour (2:30-3:30 PM)
<b>Reason</b>	<b>Council Agenda Planning</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Reviewed agenda items</li> <li>- Submitted last minute items</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Send additional attachments to admin</li> </ul>

<b>Meeting, Date</b>	2022-08-15
<b>Parties Attending</b>	Myself; Helen Sofia Pahou; Sindhu Dharmarajah; John Walsh; Ella Droko; Ayesha Khan
<b>Meeting Length (Hrs)</b>	2 Hours (10 AM - 12 PM)
<b>Reason</b>	<b>HR and Personnel Subcommittee (HRP)</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussions related to confidential HR matters</li> <li>- Motion to suspend the rules to take up an immediate referral at the committee to hand over the SOPs to the VP Internal and Organizational Development (me) to delegate information to relevant members of Council</li> <li>- Discussed briefly the emergency response in relation to the SUB</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Collect the SOPs and discuss it with relevant parties</li> </ul>

<b>Meeting, Date</b>	2022-08-15
<b>Parties Attending</b>	Myself; Helen Sofia Pahou; Ricky Che; Anna Reva; Vaibhav Arora; Concerned Student Groups
<b>Meeting Length (Hrs)</b>	1.25 Hours (3-4:15 PM)

<b>Reason</b>	<b>Student Group Safety Concerns</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed safety measures for student groups and what options there are for the groups</li> <li>- Outlined concerns and potential mitigating measures</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Follow up with group in a week's time</li> </ul>

<b>Total Meeting Hours</b>	<b>19.1 Hours</b>
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## Projects and Events

<b>Project/Event Title</b>	<b>Policy Reconciliation</b>
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- The Council Policies document on the website is so outdated that now there is a google document with the most up to date policies and it is being edited live by myself and the Policy staff</li> <li>- We are adding in the changes as we go</li> <li>- There is also an additional document that outlines current language and the language the policy has been updated to by approval of Council</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Ensure everything that passed in the past year and half is reconciled before it gets uploaded to the website to avoid confusion</li> <li>- Someone needs to give me access to the template so I don't spend hours fixing the formatting.</li> </ul>
<b>Total Time (Hrs)</b>	<b>9 Hours</b>

<b>Project/Event Title</b>	<b>Robert's Rules of Order Workshop</b>
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Completed. <ul style="list-style-type: none"> <li>- Agenda put together and answer key</li> <li>- Cheat sheet created and provided</li> <li>- Instructions sent out the council</li> </ul> </li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- For future reference, it might be useful to include a quasi committee of the whole. It didn't happen at Council before, but it's a good skill to have</li> <li>- Do less hints for Council. I won't always be there to give hints.</li> </ul>
<b>Total Time (Hrs)</b>	<b>5 Hours</b>

<b>Project/Event Title</b>	<b>BN on Gaming Lounge Sponsorship</b>
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Completed and sent to Council</li> <li>- Briefing note written with the VP Finance, with the consultation of the Building Manager</li> <li>- BN outlines past actions (or lack thereof) on the matter</li> <li>- Outlines clear recommendation to take up the sponsorship and furnish the gaming lounge</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Ensure it passes at council</li> <li>- Be ready to explain how the signing process works for the VP Finance and the</li> </ul>

	President
<b>Total Time (Hrs)</b>	3.25 Hours

<b>Total Project and Events Hours</b>	17.25 Hours
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## Committee Chair Work

<b>Committee Name</b>	Governance Committee (GOV)
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	0.78 Hours
<b>Summary</b>	<ul style="list-style-type: none"> <li>- Passed recommendations to change the process as to how students can appeal decisions about inappropriate advertisement to make it more clear and democratic, leaving room for appeals and escalation</li> <li>- Recommendation to clarify online campaigning for elections passed</li> <li>- Recommendation for corporate records policy change passed <ul style="list-style-type: none"> <li>- One of the motions was incomplete due to a glitch, the motion died on the floor.</li> </ul> </li> <li>- Discussed issues with finance policies</li> <li>- Discussed unclear and seemingly re-appealed policy that the Society still follows apparently</li> </ul>
<b>Ongoing Projects</b>	<ul style="list-style-type: none"> <li>- Policy review and reconciliation</li> </ul>
<b>Relevant Strategic Priorities:</b>	<ul style="list-style-type: none"> <li>- Write and get council to approve a new complaints policy</li> <li>- Submit new notices to the communication department</li> <li>- Wait for finance to get back to us</li> </ul>

<b>Committee Name</b>	Nominating Committee (NOM)
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	0.25 Hours
<b>Summary</b>	<ul style="list-style-type: none"> <li>- Passed a motion to recommend to council to approve an at-large member for Finance Committee</li> <li>- Talked about committees not being called and how that impacts at-large selection</li> <li>- Discussed that Chairs are not submitting their selections to Nominating Committee or to Council, and the issues that poses <ul style="list-style-type: none"> <li>- The only committees that do not need to use NOM are Equity and BIPOC</li> </ul> </li> </ul>
<b>Ongoing Projects</b>	<ul style="list-style-type: none"> <li>- At-large appointments</li> </ul>
<b>Relevant Strategic Priorities:</b>	<ul style="list-style-type: none"> <li>- Reach out to Chairs to ensure they submit their at-larges to NOM</li> <li>- Submit at-larges to council for approval via consent agenda</li> </ul>



<b>Total Committee Hours</b>	<b>1.03 Hours</b>
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## Administrative Work

<b>Summary</b>	<b>AUGUST 1, 2022</b> <ul style="list-style-type: none"> <li>- Semester report</li> <li>- Governance agenda submissions and troubleshooting</li> </ul>
<b>Total Time (Hrs)</b>	<b>3.5 Hours</b>

<b>Summary</b>	<b>AUGUST 2, 2022</b> <ul style="list-style-type: none"> <li>- Governance agenda approval</li> <li>- Hiring committee and email motion issue</li> <li>- Notice of motions sent to Communications</li> <li>- Emails regarding the SUB emergency plans</li> <li>- Initial emails to staff about AGM Survey</li> </ul>
<b>Total Time (Hrs)</b>	<b>3.5 Hours</b>

<b>Summary</b>	<b>AUGUST 3, 2022</b> <ul style="list-style-type: none"> <li>- Staff emails and inquires</li> <li>- Working group emails</li> <li>- Council update slides</li> </ul>
<b>Total Time (Hrs)</b>	<b>2 Hours</b>

<b>Summary</b>	<b>AUGUST 4, 2022</b> <ul style="list-style-type: none"> <li>- Cheque requisitions</li> <li>- Inquiry about active threat training for executives as well, not just staff</li> <li>- AGM date clarification</li> <li>- Council onboarding</li> </ul>
<b>Total Time (Hrs)</b>	<b>2 Hours</b>

<b>Summary</b>	<b>AUGUST 5, 2022</b> <ul style="list-style-type: none"> <li>- Work orders to PRCA</li> <li>- Month is review completion</li> <li>- Call for agenda items for nominating committee</li> <li>- Agenda item submission HRP</li> <li>- Agenda item submission for NOM</li> <li>- Jotform troubleshooting</li> </ul>
<b>Total Time (Hrs)</b>	<b>4 Hours</b>

<b>Summary</b>	<b>AUGUST 7, 2022</b>
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	<ul style="list-style-type: none"> <li>- Confidential briefing note created and sent to appropriate parties (20 pages long) with policy recommendation – waiting to hear back <ul style="list-style-type: none"> <li>- Calls and emails relating to this matter</li> </ul> </li> </ul>
<b>Total Time (Hrs)</b>	<b>7 Hours</b>

<b>Summary</b>	<b>AUGUST 8, 2022</b> <ul style="list-style-type: none"> <li>- Governance call for agenda items <ul style="list-style-type: none"> <li>- Emails related to governance agenda amendments</li> </ul> </li> <li>- MMPC agenda approval</li> <li>- AGM survey, final touches</li> </ul>
<b>Total Time (Hrs)</b>	<b>3 Hours</b>

<b>Summary</b>	<b>AUGUST 10, 2022</b> <ul style="list-style-type: none"> <li>- Emails relating to Council</li> <li>- Staff check-ins</li> </ul>
<b>Total Time (Hrs)</b>	<b>2.25 Hours</b>

<b>Summary</b>	<b>AUGUST 11, 2022</b> <ul style="list-style-type: none"> <li>- Members’ Meeting Planning Committee did not reach quorum so we waited for a half an hour before we ended the call (regrets were not sent)</li> <li>- MMPC call for agenda items</li> <li>- Governance minutes approval</li> <li>- Council issues</li> <li>- Staff check-ins</li> <li>- Work report completion</li> </ul>
<b>Total Time (Hrs)</b>	<b>6.75 Hours</b>

<b>Summary</b>	<b>AUGUST 12, 2022</b> <ul style="list-style-type: none"> <li>- Council housekeeping issues – meet your student leader</li> <li>- Nominating committee call for agenda items</li> <li>- Nominating committee minutes approval</li> <li>- Call with Student Care</li> <li>- Call with President</li> <li>- Meeting schedulings</li> <li>- MOU review and society documentation review</li> </ul>
<b>Total Time (Hrs)</b>	<b>4 Hours</b>

<b>Summary</b>	<b>AUGUST 13, 2022</b> <ul style="list-style-type: none"> <li>- Miscellaneous calls with committee members and emails</li> </ul>
<b>Total Time (Hrs)</b>	<b>2 Hours</b>

<b>Summary</b>	<b>AUGUST 14, 2022</b>
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	<ul style="list-style-type: none"> <li>- Confidential matter related to potential HR matters</li> <li>- Emergency safety issue meeting scheduling</li> </ul>
<b>Total Time (Hrs)</b>	<b>4 Hours</b>

<b>Summary</b>	<b>AUGUST 15, 2022</b> <ul style="list-style-type: none"> <li>- Staff calls and questions</li> <li>- Motion and discussion item drafting</li> <li>- Staff issues</li> <li>- Issue with student leader post</li> <li>- Meeting scheduling for president and VP University</li> <li>- Assistance with questions about council regrets and such</li> <li>- Final consultation on BN before sent to admin</li> </ul>
<b>Total Time (Hrs)</b>	<b>4.5 Hours</b>

<b>Total Admin Hours</b>	<b>48.5 Hours</b>
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<b>Total Hours</b>	<b>85.88 Hours</b>
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VP Finance and Services  
Abhishek Parmar

## Meeting Summary and Comments

<b>Meeting, Date</b>	SFSS Council Meeting August 3, 2022 4:30pm - 10:30pm
<b>Parties Attending</b>	Council, exec, students
<b>Meeting Length (Hrs)</b>	6
<b>Reason</b>	Bi-Weekly meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Old business of censure and request for resignation of VP Equity postponed</li> <li>• Housekeeping policy changes</li> <li>• Emmanuel presentation on engagement in SFSS elections and awareness of the SFSS</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Student Tuition Consultation Survey & Policy Review August 5, 2022 3:30 pm - 4:30pm
<b>Parties Attending</b>	Helen Sofia Pahou, Muriel Adarkwa, Rastko Koprivica
<b>Meeting Length (Hrs)</b>	1

<b>Reason</b>	To finalize questions fo the survey
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Looked at questions of the final draft of the survey</li> <li>• Proposed amendments and how we want to shape the survey</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Governance Committee August 8, 2022 3pm - 3:45pm
<b>Parties Attending</b>	Ben Tischler, Judit Nagy, Mark Giles, Hilary Tsui
<b>Meeting Length (Hrs)</b>	0.75
<b>Reason</b>	Bi Weekly meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Digital campaigning motion</li> <li>• Finance policies Issues</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Follow up with Kurt Belliveau on Finance polices</li> </ul>

<b>Meeting, Date</b>	Management Benefits Review August 9, 2022 2pm -3pm
<b>Parties Attending</b>	Helen Sofia Pahou
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	To look at the options when it comes to non-union staff benefits
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Confidential</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Sindhu orientation August 10, 2022 11:45am - 12:15pm
<b>Parties Attending</b>	Sindhu Dharmarajah
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	To let Sindhu know about the pain points in the VP Finance portfolio
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Showed Sindhu the budget</li> <li>• Talked about the VP Finance portfolio</li> <li>• Basic intros</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Council Dev session August 10, 2022 4:30pm - 7pm
<b>Parties Attending</b>	Council and Exec
<b>Meeting Length (Hrs)</b>	2.5 hours
<b>Reason</b>	Bi Weekly dev session

<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Mock Robert's Rules agenda</li> <li>● Chaired by Ben</li> <li>● I stayed quiet when it came to catching mistakes <ul style="list-style-type: none"> <li>○ I did submit a motion on to the mock agenda which purposefully had the wrong line item to test councilors</li> </ul> </li> <li>● I submitted a motion to get \$96030 in gift cards (not real money) <ul style="list-style-type: none"> <li>○ \$96000 ended up getting approved as cash and \$30 as a Nintendo gift card (Again not real money, just in the simulation)</li> </ul> </li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Executive meeting August 12, 2022 9:30am -11:45am
<b>Parties Attending</b>	Helen, Judit, Eshana, Ella, Ayesha
<b>Meeting Length (Hrs)</b>	2.25
<b>Reason</b>	Bi-Weekly meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Various discussion item</li> <li>● Two hiring committees set up</li> <li>● Emergency meeting called for Aug 19</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Nominating Committee August 12, 2022 5:30pm - 5:45pm
<b>Parties Attending</b>	Judit Nagy, Simar Thukral, Vadym Shakhraichuk
<b>Meeting Length (Hrs)</b>	0.25
<b>Reason</b>	Biweekly meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Passed FASC at-large member</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>● Replace other at-large candidate</li> </ul>

<b>Meeting, Date</b>	Meeting with Studentcare August 16, 2022 11am - 12:45 pm
<b>Parties Attending</b>	Sophia Haque, Arr Farah, Ali Versi, many others
<b>Meeting Length (Hrs)</b>	1.75
<b>Reason</b>	Networking with other university execs and Studentcare after being unable to attend SUDS
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Talked with Arr Farah, Ali Versi, Sophia Haque for the most part</li> <li>● Also met lots of people from the University of Manitoba</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Tuition Consultation with SFU August 16, 2022 1-2pm
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<b>Parties Attending</b>	Helen Sofia Pahou, Wade Parkhouse, Rumanna Khan Humani, Martin Parchurko, VP Academic office staff
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	To discuss SFU's budget goals and preliminary outreach stages
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Reviewed a slide deck of SFU's goals with the use of their tuition dollars</li> <li>• Discussed International student fee increases <ul style="list-style-type: none"> <li>◦ Used to be 8% down to 4% in the last couple years</li> </ul> </li> </ul>
<b>Next Steps</b>	n/a

<b>Total Meeting Hours</b>	17
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## Committee Chair Work

<b>Committee Name</b>	Finance and Administrative Services Committee
<b># of Meetings</b>	0
<b>Total Time (Hrs)</b>	2.5
<b>Summary</b>	<ul style="list-style-type: none"> <li>• Sent out emails to shortlist of at large candidates</li> <li>• Interviewed one candidate</li> <li>• Converted list on Jotform to an Excel spreadsheet</li> </ul>
<b>Ongoing Projects</b>	<ul style="list-style-type: none"> <li>• Scheduling Fall meeting time</li> <li>• EFT Project</li> </ul>
<b>Relevant Strategic Priorities:</b>	<ul style="list-style-type: none"> <li>• Ensure council is better informed about finances</li> <li>• Aim for efficiency in operations</li> </ul>

<b>Total Committee Hours</b>	2.5
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## Administrative Work

<b>Summary</b>	August 1, 2022 emails (0.5)
<b>Total Time (Hrs)</b>	0.5 hours

<b>Summary</b>	August 2, 2022 emails [4.5 ( hours, work report related emails + buildup from previous day)]
<b>Total Time (Hrs)</b>	4.5 hours

<b>Summary</b>	August 3, 2022 emails (3)
<b>Total Time (Hrs)</b>	3 hours

<b>Summary</b>	August 4, 2022 Cheque Requisitions (1), emails (3.5), Discussion with Rickie (0.5) and a discussion with Kurt (0.75)
<b>Total Time (Hrs)</b>	5.75 hours

<b>Summary</b>	August 5, 2022 emails[6.5, (tenant issue + other emails)] reading and signing agreements (1)
<b>Total Time (Hrs)</b>	7.5 hours

<b>Summary</b>	August 8, 2022 emails (3.5)
<b>Total Time (Hrs)</b>	3.5 hours

<b>Summary</b>	August 9, 2022 Cheque Requisitions (1), emails (3.5)
<b>Total Time (Hrs)</b>	4.5 hours

<b>Summary</b>	August 10, 2022 emails (2.5)
<b>Total Time (Hrs)</b>	2.5 hours

<b>Summary</b>	August 11, 2022 emails (3)
<b>Total Time (Hrs)</b>	3 hours

<b>Summary</b>	August 12, 2022 emails (3.5), Memory Express Briefing note (1) , phone call with Helen (0.25)
<b>Total Time (Hrs)</b>	4.75 hours

<b>Summary</b>	August 15, 2022 Discussion with former SFSS president (2), emails [3.5(emails with insurance)] 0.5 hour conversation with insurance agent
<b>Total Time (Hrs)</b>	6 hours

<b>Total Admin Hours</b>	<b>45.5</b>
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Total hours 65 hours

VP University and Academic Affairs  
Nikki Kirigin

## Meeting Summary and Comments

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

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

Total Meeting Hours	
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## Projects and Events

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



<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

<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>	
<b>Total Time (Hrs)</b>	

<b>Total Admin Hours</b>	
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VP External and Community Affairs  
Eshana Baran

## Meeting Summary and Comments

<b>Meeting, Date</b>	Advocacy and Campaigns SFSS Website Updates (August 2nd, 2022)
<b>Parties Attending</b>	Muriel Adarkwa , Myself
<b>Meeting Length (Hrs)</b>	10am-10:30am (30 mins)
<b>Reason</b>	To talk about updates to the SFSS website in terms of campaigns and advocacy
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- The Tuition Hikes Page</li> <li>- The Lobbying Page</li> <li>- Possibly archiving certain pages such as the Gondola page since we won that campaign</li> </ul>
<b>Next Steps</b>	Updating the pages on the website, and talking to the communications department about the talked about updates.

<b>Meeting, Date</b>	Associate Vice-President External and Vice-President External Check in (August, 2nd, 2022)
<b>Parties Attending</b>	Gabe Liosis, Myself
<b>Meeting Length (Hrs)</b>	12:00pm-12:34pm (34 mins)
<b>Reason</b>	Weekly Meetings
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- Ongoing projects <ul style="list-style-type: none"> <li>- Water drive</li> <li>- Gondola celebration <ul style="list-style-type: none"> <li>- Sending emails out to people</li> <li>- Thinking about how much money to pass in the external and community affairs committee for this event</li> </ul> </li> </ul> </li> <li>- TransLink Roundtable</li> <li>- Organizing the VP External google drive</li> </ul>
<b>Next Steps</b>	Attend the next check-in

<b>Meeting, Date</b>	(Emergency) University and Academic Affairs Committee (August 2nd, 2022)
<b>Parties Attending</b>	Nikki Kirigin, University and Academic Affairs Committee
<b>Meeting Length (Hrs)</b>	5:30pm-7:30pm (2 hours)
<b>Reason</b>	Attending as a member of the University and Academic

<b>Summary and Outcome</b>	We went over the at-large applications for the University and Academic Affairs Committee
<b>Next Steps</b>	Attend the next University and Academic Affairs Committee Meeting

<b>Meeting, Date</b>	President and Vice-President External Check-In (August 3rd, 2022)
<b>Parties Attending</b>	Helen Sofia Pahou, Myself
<b>Meeting Length (Hrs)</b>	11:06am-11:15am (9mins)
<b>Reason</b>	Wanted to provide updates on the projects taking place in the external office
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- Ongoing projects in the external office <ul style="list-style-type: none"> <li>- Municipal elections</li> <li>- TransLink Roundtable</li> <li>- Gondola Celebration</li> </ul> </li> </ul>
<b>Next Steps</b>	Organize another check in when needed

<b>Meeting, Date</b>	Migrant Students United Structure Meeting (August 3rd, 2022)
<b>Parties Attending</b>	Rea Chatterjee, Rahil, Reese, Myself
<b>Meeting Length (Hrs)</b>	12pm-1pm (1 hour)
<b>Reason</b>	To talk about the Structure of SFU
<b>Summary and Outcome</b>	Discussed: The Structure of Migrant Students United <ul style="list-style-type: none"> <li>- Volunteers structure</li> <li>- Providing stipends</li> <li>- How future meetings will go</li> </ul>
<b>Next Steps</b>	Attend the next Migrant Students United Meeting

<b>Meeting, Date</b>	SFSS Council Meetings (August 3rd, 2022)
<b>Parties Attending</b>	SFSS Executive, SFSS Council members, SFSS membership, Myself
<b>Meeting Length (Hrs)</b>	4:30pm-10:25pm (5 hours, 55 mins)
<b>Reason</b>	Bi-Weekly meetings
<b>Summary and Outcome</b>	Went over the council agenda
<b>Next Steps</b>	Attend the next council meeting

<b>Meeting, Date</b>	Clubs at SFU (August 4th, 202)
<b>Parties Attending</b>	Helen Sofia Pahou , Vaibhav Arora, Rlcky, Melanie
<b>Meeting Length (Hrs)</b>	11:05am-11:35am (30 mins)
<b>Reason</b>	Confidential
<b>Summary and Outcome</b>	Confidential
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	TransLink + SFSS, August 4th, 2022
<b>Parties Attending</b>	Helen Sofia Pahou, TransLink Representatives, Myself
<b>Meeting Length (Hrs)</b>	11:35am-11:55am (20 mins)
<b>Reason</b>	To talk about the TransLink Roundtable and making it into a day event
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- Bringing a bus to campus where students can go in and there can be a giveaway of TransLink merchandise</li> <li>- Having a roundtable to get information on the Gondola and an opportunity for students to ask questions</li> </ul>
<b>Next Steps</b>	Continue planning for the event

<b>Meeting, Date</b>	Committee Email Idea + University and Academic Affairs Committee ideas: , August 4th, 2022
<b>Parties Attending</b>	Nikki Kirigin, Ratsko, Muriel Adarkwa
<b>Meeting Length (Hrs)</b>	3pm-4pm (1 hour)
<b>Reason</b>	I brought up an idea on how to include more at-large members in the committee and sending out the link to people who are interested.
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- How to include more people in the University and Academic Affairs Committee</li> <li>- Figuring out how to include the people who have applied to be at-large members</li> </ul>
<b>Next Steps</b>	Follow up with Nikki

<b>Meeting, Date</b>	Meeting about SFU Communities Letter
<b>Parties Attending</b>	Myself, Rea Chatterjee, The Signatories of the Letter

<b>Meeting Length (Hrs)</b>	1:22pm-2pm (38 mins)
<b>Reason</b>	To discuss next steps in the communities letter process
<b>Summary and Outcome</b>	Discussed next steps in the communities letter process
<b>Next Steps</b>	Attend the next meeting with the signatories when it is arranged

<b>Meeting, Date</b>	Migrant Students United Weekly Meeting (August 8th, 2022)
<b>Parties Attending</b>	Myself, Rahil
<b>Meeting Length (Hrs)</b>	4:30pm-5:10pm (40 mins)
<b>Reason</b>	Weekly meetings
<b>Summary and Outcome</b>	Discussed <ul style="list-style-type: none"> <li>- A day of action for the Elimination of the International Student Health Fee Campaign <ul style="list-style-type: none"> <li>- Reaching out to other groups (student societies, groups who advocate for international students rights) to join in the rally</li> </ul> </li> <li>- Making a video for the campaign</li> </ul>
<b>Next Steps</b>	Attend the next Migrant Students United Meeting

<b>Meeting, Date</b>	Meeting with DNA Councillor, August 9th, 2022
<b>Parties Attending</b>	Myself, DNA Councillor
<b>Meeting Length (Hrs)</b>	(10:23am-11am) 37 mins
<b>Reason</b>	Going over "Whereas" clauses and when to put "be it resolved" clauses in motions
<b>Summary and Outcome</b>	Helped the DNA councillor with how to format motions with the language of whereas and be it resolved
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Meeting with DNA Councillor (August 9th, 2022)
<b>Parties Attending</b>	Helen Sofia Pahou, Ayesha Khan, DNA Councillor, Myself
<b>Meeting Length (Hrs)</b>	11:00am-11:40am (40 mins)
<b>Reason</b>	Confidential
<b>Summary and Outcome</b>	Confidential
<b>Next Steps</b>	Confidential

<b>Meeting, Date</b>	TransLink Event Building Logistics Meeting (August 9th, 2022)
<b>Parties Attending</b>	Helen Sofia Pahou, John Walsh, Myself
<b>Meeting Length (Hrs)</b>	11:40am- 11:45am (5 mins)
<b>Reason</b>	To go over details of the upcoming TransLink event from a building perspective
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- How to get the TransLink bus near the SUB</li> <li>- How we would direct students to the roundtable</li> </ul>
<b>Next Steps</b>	Continue working on this event

<b>Meeting, Date</b>	Meeting with the Incoming Operations Organizer (OO) (August 10th, 2022)
<b>Parties Attending</b>	Myself, Sindhu
<b>Meeting Length (Hrs)</b>	1:45pm-2:00pm (15 mins)
<b>Reason</b>	Meeting the incoming operations organizer
<b>Summary and Outcome</b>	Went over the VP External role.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Council Development Session (August 10th, 2022)
<b>Parties Attending</b>	Judit Nagy, Abhishek Parmar , Councillors , Myself
<b>Meeting Length (Hrs)</b>	4:30pm-7:00pm (2.5 hours)
<b>Reason</b>	Bi-Weekly Meetings
<b>Summary and Outcome</b>	Did a mock council session to practice Roberts Rules
<b>Next Steps</b>	Attend the next Council Development session

<b>Meeting, Date</b>	Post-Secondary Funding Review Meeting Preparation, August 11th, 2022
<b>Parties Attending</b>	Ella Droko, Myself
<b>Meeting Length (Hrs)</b>	9:00am-9:45am (45 mins)
<b>Reason</b>	Preparation for a meeting with Don Wright who is conducting the post-secondary funding review
<b>Summary and Outcome</b>	Went over the points for what we would bring up when we talk about where more funding is needed

<b>Next Steps</b>	Continue preparation for the meeting and attend the meeting with Don Wright on August 22nd
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<b>Meeting, Date</b>	Gondola Celebration Planning (August 11th, 2022)
<b>Parties Attending</b>	Dipti Chavan, John Walsh, Muriel Adarkwa , Myself
<b>Meeting Length (Hrs)</b>	10:00am-10:23am (23 mins)
<b>Reason</b>	Planning for the Gondola Celebration
<b>Summary and Outcome</b>	Planning for the Gondola Celebration
<b>Next Steps</b>	Continue planning for the Gondola Celebration

<b>Meeting, Date</b>	Meeting with Campaigns and Mobilizations Coordinator
<b>Parties Attending</b>	Muriel Adarkwa , Myself
<b>Meeting Length (Hrs)</b>	10:23am- 10:39am (16 mins)
<b>Reason</b>	Checking in on external projects
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- Post-secondary funding review, went over ideas</li> <li>- Talked about the blurb for the Gondola</li> </ul>
<b>Next Steps</b>	Worked on the Gondola Blurb (history about the Gondola and the work that went into the campaign) and to work on the preparation for the post-secondary funding review meeting

<b>Meeting, Date</b>	Fall Lobbying Trip (August 11th, 2022)
<b>Parties Attending</b>	Ella Droko, Beaty Omboga , Myself
<b>Meeting Length (Hrs)</b>	2:45pm-3:06pm (21 mins)
<b>Reason</b>	To discuss the details of future fall lobbying trips
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- The timeline of lobby days</li> <li>- Lobbying priorities</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Looking through the VP External Drive to find out how lobbying trips were organized previously and work on planning the lobbying trips</li> <li>- Making lobbying priorities with the External and Community Affairs Committee</li> </ul>

<b>Meeting, Date</b>	SFSS Executive Committee Meetings 2022/23 (August 12th, 2022)
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<b>Parties Attending</b>	Helen Sofia Pahou, Abhishek Parmar, Judit Nagy, Myself
<b>Meeting Length (Hrs)</b>	9:30am-11:51 am (2 hours, 21 mins)
<b>Reason</b>	Bi-Weekly Meetings
<b>Summary and Outcome</b>	Went over the executive meeting agenda
<b>Next Steps</b>	Attend the next executive meeting

<b>Meeting, Date</b>	ERP Training, August 15th, 2022
<b>Parties Attending</b>	Staff, Myself
<b>Meeting Length (Hrs)</b>	12:00pm-1:00pm (1 hour)
<b>Reason</b>	To learn about the Emergency Response Plan
<b>Summary and Outcome</b>	Went over the Emergency Response Plan
<b>Next Steps</b>	Make sure to stay updated on it and to be prepared in case of an emergency

<b>Meeting, Date</b>	Revival of the Tuition Freeze Campaign (August 15th, 2022)
<b>Parties Attending</b>	Ella Droko, Muriel Adarkwa, Myself
<b>Meeting Length (Hrs)</b>	3:00pm-3:30pm (30 mins)
<b>Reason</b>	To think of how we can revive this campaign
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- Getting the campaign off the ground again</li> <li>- Making it a collaborative approach with the other groups who are also in the Tuition Freeze Now Campaign</li> </ul>
<b>Next Steps</b>	Have a meeting with the groups who are a part of the Tuition Freeze Now campaign to see what they think about revamping the campaign

<b>Total Meeting Hours</b>	<b>22.983</b>
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## Projects and Events

<b>Project/Event Title</b>	Teaching Support Staff Union (TSSU) BBQ (August 5th, 2022)
<b>Updates and Upcoming Plans</b>	Got to know and build relationships with the TSSU members
<b>Relevant Strategic Priorities</b>	Making sure we support other unions on campus and the work they do and also being able to connect with one another on how we organize



<b>Total Time (Hrs)</b>	5:40pm-7:40pm (2 hours)
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<b>Project/Event Title</b>	Buying Freezies- Student Heat Relief
<b>Updates and Upcoming Plans</b>	The External and Community Affairs Committee passed money to get heat relief related items during heat waves
<b>Relevant Strategic Priorities</b>	I bought freezies for students for heat relief during the heat waves.
<b>Total Time (Hrs)</b>	1 hour

<b>Project/Event Title</b>	Mendhi Night with Climate Recentered
<b>Updates and Upcoming Plans</b>	Met with students from Climate Recentered and created external relations with them and making sure we support climate justice groups. Maybe we could also collaborate with them on future projects in terms of climate justice.
<b>Relevant Strategic Priorities</b>	Talked to the students who hosted the event, creating external relationships
<b>Total Time (Hrs)</b>	5:30pm-8:30pm (3 hours)

<b>Project/Event Title</b>	Handing out Freezies
<b>Updates and Upcoming Plans</b>	Handed out Freezies with the SFSS President to membership
<b>Relevant Strategic Priorities</b>	The motion was brought to the external and community affairs committee to pass money for heat wave relief related items for students, so I bought freezies during the heat wave and we handed them out.
<b>Total Time (Hrs)</b>	12:00pm-12:40pm (40 mins)

<b>Project/Event Title</b>	Water Drive
<b>Updates and Upcoming Plans</b>	The External Office worked on the water drive project and we were able to go out to the Surrey Central area and hand out water to unhoused folks on August 9th, 2022
<b>Relevant Strategic Priorities</b>	For this project, we consulted with community, got donations from community and then handed out the water
<b>Total Time (Hrs)</b>	2:50-5:20 (2 hours, 30 mins)

<b>Project/Event Title</b>	Anne Kang Summer Outdoor Picnic
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<b>Updates and Upcoming Plans</b>	During this picnic I met with Burnaby Mayor Mike Hurley and invited him to the Gondola Celebration and met with MLA Anne Kang and continued building external relationships
<b>Relevant Strategic Priorities</b>	I will continue going to events which can help create external relationships between the SFSS and governmental entities
<b>Total Time (Hrs)</b>	12pm-1pm (Event) + Driving 1 hour = 2 hours total

<b>Total Project and Events Hours</b>	<b>11.667</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>	<p><b>August 2nd, 2022</b></p> <p>(9:30am-10am) 30 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Prep for the comms meeting (going through notes and the SFSS website again)</li> </ul> <p>(10:30am-11:31am) 1 hour, 1 min</p> <ul style="list-style-type: none"> <li>- Submitting agenda items for the external and community affairs committee</li> <li>- Figuring out when to buy more freezies and when to drop them off at the SUB</li> </ul> <p>(1:30am-3:30pm) 2 hours</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Prep for the External and Committee Affairs Meeting <ul style="list-style-type: none"> <li>- Prepping the meeting room</li> <li>- Agenda details</li> </ul> </li> </ul> <p>(3:51pm-5:40pm) 49 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Submitting cheque requisition forms</li> <li>- Sent out invites for the Gondola Celebration</li> </ul> <p>(7:30pm-7:54pm) 24 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> </ul> <p>(8:05pm-8:38pm) 33 mins</p>
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	<ul style="list-style-type: none"> <li>- Emails</li> <li>- Submitting agenda items for the executive committee</li> </ul> <p>(9:45pm-10:45pm) 1 hour</p> <ul style="list-style-type: none"> <li>- Emails</li> </ul> <p><b>August 3rd, 2022</b></p> <p>(9:45am-10am) 15 mins</p> <ul style="list-style-type: none"> <li>- emails</li> </ul> <p>(10:08am-10:30am) 22 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Organizing calendar</li> </ul> <p>(10:49am-11am) 11 mins</p> <ul style="list-style-type: none"> <li>- Communications work orders</li> </ul> <p>(11:15am-11:40am) 25 mins</p> <ul style="list-style-type: none"> <li>- emails</li> </ul> <p>(2:00pm-2:37pm) 37 mins</p> <ul style="list-style-type: none"> <li>- Prepping work order for the water drive for a call for volunteers</li> <li>- Prepping email to council for the water drive call for volunteers</li> <li>- Emails</li> </ul> <p>(2:46pm-3:07pm) 21 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> </ul> <p>August 4th, 2022</p> <p>(12:00pm-2:03pm) 2 hours, 3 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Planning meeting with the DNA councillor</li> <li>- Working on the TransLink Roundtable event</li> <li>- Planning meetings</li> <li>- Putting out the work order for the water drive volunteers</li> </ul> <p>August 5th, 2022</p> <p>(10:33am-11:20am) 53 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- calendar updates</li> <li>- comms work orders</li> </ul> <p>(11:30am-12:30pm) 1 hour</p> <ul style="list-style-type: none"> <li>- Updating calendar</li> <li>- Email</li> <li>- Figuring out details fro the Gondola Celebration</li> </ul> <p>August 7th, 2022</p> <p>(9:58pm-11:03pm) 1 hour, 5 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Updating calendar</li> <li>- Setting up for freezies to hand out for the next day in the Student Union Building</li> </ul> <p><b>August 8th, 2022</b></p> <p>(10:30am-12:32pm) 2 hours, 2 mins</p> <ul style="list-style-type: none"> <li>- Short check in with the Associate Vice-President External (on ongoing projects)</li> <li>- Emails</li> <li>- Prep for the External and Community Affairs Committee</li> <li>- Working on cheque requisitions</li> <li>- Making a plan for freezie distribution</li> </ul> <p>(1:15pm-1:40pm) 25 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Checking on freezies, they weren't frozen, so we decided to hand them out the next day</li> <li>- Looking at the new Out on Campus space layout</li> </ul> <p>(2:49pm-4:30pm) 1 hour, 41 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Prep for the Gondola celebration, confirming the day for the 13th</li> </ul> <p>(8:30pm-8:56pm) 26 mins</p> <ul style="list-style-type: none"> <li>- Starting the migrant students united registration form for the rally</li> </ul>
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	<ul style="list-style-type: none"> <li>- Calendar updating</li> <li>- Drafting emails to alumni for the gondola celebration</li> </ul> <p>August 9th, 2022</p> <p>(10am-10:15am) 15 mins</p> <ul style="list-style-type: none"> <li>- Setting up calendar</li> <li>- Emails</li> </ul> <p>(12:40pm-1:00pm) 20 mins</p> <ul style="list-style-type: none"> <li>- Prep for the U-pass meeting</li> </ul> <p>(2:30pm-2:50pm) 20 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Prep for the water drive</li> </ul> <p>(7:12pm-8:12pm) 1 hour</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Communications work order for handing out freezies and the water drive</li> </ul> <p>August 10th, 2022</p> <p>(8:57am-9:37am) 40 mins</p> <ul style="list-style-type: none"> <li>- Emails <ul style="list-style-type: none"> <li>- Sent Gondola celebration invites</li> </ul> </li> </ul> <p>(9:57am-11:27am) 1 hour 30 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Worked on external and community affairs committee agenda items</li> <li>- Sent in the SFU President's request to speak at the Gondola Celebration</li> <li>- Research on "Navitas" as the University of Lethbridge wants to come and visit and ask about it</li> </ul> <p>(1:02pm-1:45pm) 43 mins</p> <ul style="list-style-type: none"> <li>- Organized emails</li> <li>- Emails</li> <li>- Prepped for the meeting with the incoming operations organizer</li> </ul> <p>(3:00pm-4:30pm) 1 hour, 30 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Prep on projects <ul style="list-style-type: none"> <li>- Gondola celebration</li> <li>- Translink roundtable</li> </ul> </li> </ul> <p>August 11th, 2022</p> <p>(8:49am-9:00am) 11 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Prep for post-secondary funding review meeting</li> </ul> <p>(9:45am-10am) 15 mins</p> <ul style="list-style-type: none"> <li>- Action items from meeting on post-secondary funding review</li> </ul> <p>(11am-12:36pm) 1 hour, 36 mins</p> <ul style="list-style-type: none"> <li>- Worked on gondola blurb of what has happened</li> <li>- Contacted AVP External to get media to come to the Gondola Celebration</li> <li>- Called Walmart for water bottle donations</li> <li>- Emails</li> <li>- Inquiring for the live streak for the Gondola Celebration</li> </ul> <p>(12:56pm-1:45pm) 49 mins</p> <ul style="list-style-type: none"> <li>- Worked on water drive presentation for council</li> <li>- Worked on notes for the meeting for the post-secondary funding review</li> </ul> <p>(2:17pm-2:45pm) 28 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> </ul> <p>(5:55pm-7:48pm) 1 hour, 53 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Work report</li> </ul> <p>August 12th, 2022)</p> <p>(12:58pm-3:01pm) 2 hours, 5 mins</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Submitting agenda items for the emergency exec meeting the next Friday</li> <li>- Drafting motions</li> <li>- Working on presentations to council for the water drive</li> </ul> <p>(3:32-3:52pm) 20 mins</p>
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	<ul style="list-style-type: none"> <li>- Working on prepping for the meeting for the post-secondary funding review</li> </ul> <p>(5pm-6pm) 1 hour</p> <ul style="list-style-type: none"> <li>- Worked on the post-secondary funding review (going through budget consultation notes)</li> </ul> <p>August 15th (10:56am-12pm) 1 hour, 4 mins</p> <ul style="list-style-type: none"> <li>- Email</li> <li>- Going through student consultation survey preliminary results</li> <li>- Working on meeting notes for post-secondary funding review</li> </ul> <p>(2pm-3pm) 1 hour</p> <ul style="list-style-type: none"> <li>- Work report</li> <li>- Emails</li> </ul>
<b>Total Time (Hrs)</b>	34.772

<b>Total Admin Hours</b>	<b>34.267</b>
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Total: 68.917 (looking over)(I fixed your sections hours, feel free to give it another look over as its my 1am brain)

VP Events and Student Affairs  
Vaibhav Arora

## Meeting Summary and Comments

<b>Meeting, Date</b>	August 2, 2022
<b>Parties Attending</b>	Helen, Dipti, Myself
<b>Meeting Length (Hrs)</b>	10 - 11 AM (1 hour)
<b>Reason</b>	SUB Grand Opening Plan
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Drafting a plan for SUB grand opening</li> <li>- Fixing a date for the event</li> <li>- Set up a list of guests</li> </ul>
<b>Next Steps</b>	Another meeting the following week

<b>Meeting, Date</b>	August 2, 2022
<b>Parties Attending</b>	Nancy, Ricky, Melanie, Myself
<b>Meeting Length (Hrs)</b>	11:30 AM - 12:30 PM (1 hour)
<b>Reason</b>	Discussion on the Conduct of a club

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

<b>Meeting, Date</b>	August 2, 2022
<b>Parties Attending</b>	StreetFest Committee members, Myself
<b>Meeting Length (Hrs)</b>	3:30 - 5 PM (1.5 hours)
<b>Reason</b>	Weekly StreetFest committee meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the updates on the event so far</li> <li>- I got a new sponsor (KOHO)</li> <li>- Discussed the security and other safety details</li> </ul>
<b>Next Steps</b>	Work on the action items

<b>Meeting, Date</b>	August 3, 2022
<b>Parties Attending</b>	Council
<b>Meeting Length (Hrs)</b>	4:30 - 10:30 PM (6 hours)
<b>Reason</b>	Bi-weekly council meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussion on the disciplinary action on a sensitive topic</li> <li>- Went through agenda</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	August 4, 2022
<b>Parties Attending</b>	Ricky, Melanie, Helen, Eshana, Myself
<b>Meeting Length (Hrs)</b>	11 - 11:55 AM (0.9 hours)
<b>Reason</b>	Discussion on the working conditions of some clubs
<b>Summary and Outcome</b>	Confidential
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	August 5, 2022
<b>Parties Attending</b>	Mark, Sonja, Myself
<b>Meeting Length (Hrs)</b>	3 - 4:15 PM (1.25 hours)
<b>Reason</b>	StreetFest Co-chair planning
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Planning the next StreetFest committee meeting</li> <li>- Discussion on the updates between the co-chairs</li> <li>- Working on the map for the event</li> </ul>

<b>Next Steps</b>	N/A
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<b>Meeting, Date</b>	August 5, 2022
<b>Parties Attending</b>	Rastko, Nikki, Another student, Myself
<b>Meeting Length (Hrs)</b>	4:30 - 5:15 PM (0.75 hours)
<b>Reason</b>	Starting a new club
<b>Summary and Outcome</b>	Confidential
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	August 8, 2022
<b>Parties Attending</b>	SFU SER, Myself
<b>Meeting Length (Hrs)</b>	1:30 - 2:30 PM (1 hour)
<b>Reason</b>	SFSS x SER Weekly meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the collaboration for First Friday Movie night</li> <li>- Planned for the welcome week SFSS events</li> <li>- Collaboration for other events discussed</li> </ul>
<b>Next Steps</b>	Take the Movie night for budget approval to ESAC

<b>Meeting, Date</b>	August 8, 2022
<b>Parties Attending</b>	StreetFest Committee, Myself
<b>Meeting Length (Hrs)</b>	3:30 - 5 PM (1.5 hours)
<b>Reason</b>	Weekly StreetFest Committee meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the updates for the fest</li> <li>- Update the slides accordingly</li> <li>- Performers duration and timesheet discussed</li> </ul>
<b>Next Steps</b>	Prepare for the next meeting, work on action items

<b>Meeting, Date</b>	August 8, 2022
<b>Parties Attending</b>	ESAC members, Myself
<b>Meeting Length (Hrs)</b>	6 - 7:15 PM (1.25 hours)
<b>Reason</b>	ESAC Bi-weekly meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Welcomed all the members at large</li> <li>- Events planned for Fall</li> <li>- Approved the budget for some already hosted events</li> </ul>

<b>Next Steps</b>	Work on action items
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<b>Meeting, Date</b>	August 9, 2022
<b>Parties Attending</b>	SFU Vibrancy committe, Myself
<b>Meeting Length (Hrs)</b>	3 - 4 PM (1 hour)
<b>Reason</b>	SFU Vibrancy Bi-weekly meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Everyone present brought their two preferred ideas for bringing vibrancy to the campus</li> <li>- I brought the ideas of concept concerts</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	August 9, 2022
<b>Parties Attending</b>	Rachel, Sonja, Myself
<b>Meeting Length (Hrs)</b>	4 - 5 PM (1 hour)
<b>Reason</b>	Performer Selection committee for StreetFest
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Schedule for Performers criteria planned</li> <li>- Discussion on hiring external performers</li> <li>- Transition time and events planned between performances</li> <li>- Email to be sent drafted</li> </ul>
<b>Next Steps</b>	Follow up with performers

<b>Meeting, Date</b>	August 10, 2022
<b>Parties Attending</b>	Sindhu, Myself
<b>Meeting Length (Hrs)</b>	1:15 - 1:45 PM (0.5 hour)
<b>Reason</b>	Meet and Greet with temp OO
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed Sindhu's previous experience</li> <li>- Described my role and activities done so far</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	August 10, 2022
<b>Parties Attending</b>	Council
<b>Meeting Length (Hrs)</b>	4:30 - 7 PM (2.5 hours)
<b>Reason</b>	Bi Weekly dev session
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Mock Robert's Rules agenda</li> <li>• Chaired by Ben</li> </ul>



<b>Next Steps</b>	N/A
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<b>Meeting, Date</b>	August 11, 2022
<b>Parties Attending</b>	Nancy, Ricky, Dipti, Melanie, Anna, Myself
<b>Meeting Length (Hrs)</b>	2:30 - 3:30 PM (1 hour)
<b>Reason</b>	Clubs Days Fall Planning
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the Executive table food items</li> <li>- MECS restrictions for the event discussed</li> <li>- Tabling structure discussed</li> <li>- Responsibilities delegated to various staff members</li> </ul>
<b>Next Steps</b>	Work on the action items

<b>Meeting, Date</b>	August 12, 2022
<b>Parties Attending</b>	Mark, Sonja, Myself
<b>Meeting Length (Hrs)</b>	3 - 4:30 PM (1.5 hours)
<b>Reason</b>	StreetFest Co-chairing Planning Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Planning the next StreetFest committee meeting</li> <li>- Discussion on the updates between the co-chairs</li> </ul>
<b>Next Steps</b>	Chair the next StreetFest Committee meeting

<b>Meeting, Date</b>	August 15, 2022
<b>Parties Attending</b>	Dipti, Myself
<b>Meeting Length (Hrs)</b>	10 AM - 1 PM (3 hours)
<b>Reason</b>	Events Discussion
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Covered up the missing updates because of Dipti's vacation</li> <li>- Discussed the welcome week 3 events</li> <li>- Discussed the cricket match event</li> <li>- Discussed the Movie night</li> <li>- Planned the events for October and November</li> </ul>
<b>Next Steps</b>	Work on action items

<b>Meeting, Date</b>	August 15, 2022
<b>Parties Attending</b>	SFU SER, Dipti, Myself
<b>Meeting Length (Hrs)</b>	1 - 2 PM (1 hour)
<b>Reason</b>	SFSS x SER Weekly meeting

<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the welcome week events updates</li> <li>- SFSS is sponsoring the event</li> <li>- Discussed tabling for all the events</li> </ul>
<b>Next Steps</b>	Reaching out to MECS and other required departments for the events

<b>Meeting, Date</b>	August 15, 2022
<b>Parties Attending</b>	Helen Sofia Pahou; Ricky Che; Anna Reva; Judit Nagy; Concerned Student Groups, Myself
<b>Meeting Length (Hrs)</b>	3 - 4 PM (1 hour)
<b>Reason</b>	Student Group Safety Concerns
<b>Summary and Outcome</b>	Confidential
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	August 15, 2022
<b>Parties Attending</b>	StreetFest Committee, Myself
<b>Meeting Length (Hrs)</b>	4 - 5:30 PM (1.5 hours)
<b>Reason</b>	Bi-weekly StreetFest Committee meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Chairing the committee meeting</li> <li>- Follow up on everyone's updates</li> <li>- Taking notes of the action items</li> </ul>
<b>Next Steps</b>	Working on action items

<b>Total Meeting Hours</b>	<b>30.5 hours</b>
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## Projects and Events

<b>Project/Event Title</b>	Movie Night: Parasite
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Work on the cons of the previous movie nights</li> </ul>
<b>Relevant Strategic Priorities</b>	Promote the event at all possible platforms
<b>Total Time (Hrs)</b>	1 hour (Planning and space booking)

<b>Project/Event Title</b>	Ind Vs Pak Cricket Match event
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Security booked through SFU</li> <li>- Food items to be served discussed</li> </ul>

	- Floor planning organized
<b>Relevant Strategic Priorities</b>	No outsiders other than SFU/FIC students allowed
<b>Total Time (Hrs)</b>	4 hours (planning)

<b>Total Project and Events Hours</b>	<b>5 hours</b>
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## Committee Chair Work

<b>Committee Name</b>	ESAC
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	2 hours
<b>Summary</b>	- Agenda draft/planned for the meeting
<b>Ongoing Projects</b>	Culture fest, StreetFest, Movie Nights, Pub Nights, Pet therapy etc.
<b>Relevant Strategic Priorities:</b>	

<b>Total Committee Hours</b>	<b>2 hours</b>
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## Administrative Work

<b>Summary</b>	Administrative hours
<b>Total Time (Hrs)</b>	<p><b>August 1 (3 hours):</b></p> <ul style="list-style-type: none"> <li>- Email follow up for the weekend</li> <li>- Social media requests for the events page addressal</li> <li>- Reaching out to Different vendors for food for few of our events</li> </ul> <p><b>August 2 (4 hours):</b></p> <ul style="list-style-type: none"> <li>- Email follow up</li> <li>- Draft for SUB grand opening</li> <li>- Working on the StreetFest performers list</li> </ul> <p><b>August 3 (2 hours):</b></p> <ul style="list-style-type: none"> <li>- Regular emails follow up</li> <li>- Social media coverage for movie night planned</li> <li>- Went through agenda for the council meeting</li> </ul> <p><b>August 4 ( 3 hours):</b></p> <ul style="list-style-type: none"> <li>- Went through Clubs' TOR</li> <li>- Regular emails follow up</li> <li>- Budget for events planned</li> </ul> <p><b>August 5 ( 3 hours):</b></p> <ul style="list-style-type: none"> <li>- StreetFest Committee meeting slides prepared</li> <li>- Work on the action items for the event</li> </ul>

	<ul style="list-style-type: none"> <li>- Emails follow up</li> </ul> <p><b>August 8 (4 hours):</b></p> <ul style="list-style-type: none"> <li>- Regular emails follow up from weekend</li> <li>- Social media posting</li> <li>- Work orders sent to Comms for Events</li> </ul> <p><b>August 9 (4 hours):</b></p> <ul style="list-style-type: none"> <li>- Prepared a budget for merchandise for the year</li> <li>- Regular emails follow up</li> <li>- Social media posting</li> </ul> <p><b>August 10 (3 hours):</b></p> <ul style="list-style-type: none"> <li>- Went through merchandise websites for some quotes</li> <li>- Email follow up</li> <li>- Work on action items for various events planned</li> </ul> <p><b>August 11 (1 hour):</b></p> <ul style="list-style-type: none"> <li>- Emails follow up</li> </ul> <p><b>August 12 (1 hour):</b></p> <ul style="list-style-type: none"> <li>- Emails follow up</li> </ul> <p><b>August 15 (4 hours):</b></p> <ul style="list-style-type: none"> <li>- Lots of pending work finished because of exams on 11th and 12th</li> <li>- Emails follow up</li> <li>- Went through exec meeting minutes</li> </ul>
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<b>Total Admin Hours</b>	<b>32 hours</b>
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<b>Total Hours</b>	<b>69.5 hours</b>
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VP Equity and Sustainability  
Rea Chatterjee

## Meeting Summary and Comments

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

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

Total Meeting Hours	
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## Projects and Events

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

Project/Event Title	
Updates and Upcoming Plans	

<b>Relevant Strategic Priorities</b>	
<b>Total Time (Hrs)</b>	

<b>Total Project and Events Hours</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>	
<b>Total Time (Hrs)</b>	

<b>Total Admin Hours</b>	
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