

# SFSS EXECUTIVE COMMITTEE WORK REPORTS

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This report reflects the Board work from  
**(July 1 - July 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>	2022-07-04
<b>Parties Attending</b>	Myself; Rea Chatterjee; Ella Droko
<b>Meeting Length (Hrs)</b>	11 AM - 12 PM (1 Hour)
<b>Reason</b>	<b>Development Session Planning</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- I walked Ella and Rea through the schedule that we are looking at.</li> <li>- Development sessions are scheduled out for the rest of the year, we are locking down speakers now               <ul style="list-style-type: none"> <li>- The last session, April 19 will be a Social, and the one before it will be about Resume Building and how Council can utilize what they learned here for future career goals.</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Lock down the speakers</li> <li>- Find someone to come in for Green Business Practices</li> <li>- Schedule around the Society Lawyer to come in for discussing the Societies' Act</li> </ul>

<b>Meeting, Date</b>	2022-07-04
<b>Parties Attending</b>	Myself; Student
<b>Meeting Length (Hrs)</b>	1-2:48 PM (1.80 Hour)
<b>Reason</b>	<b>VPIOD Office Hours</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed SFSS resources</li> <li>- Talked about recent council decisions and why the minutes appear to be late on the website</li> <li>- Talked about general student outreach and what can be improved from our end</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Drop in on an Outreach Committee meeting and pass along info</li> <li>- Follow up about our Council Meeting Minutes</li> </ul>

<b>Meeting, Date</b>	2022-07-04
<b>Parties Attending</b>	Myself; Ben Tischler; Helen Sofia Pahou
<b>Meeting Length (Hrs)</b>	5:18-7:05 PM (1.78 Hours)
<b>Reason</b>	<b>CCBC Meeting</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Confidential</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Report to Council</li> </ul>

<b>Meeting, Date</b>	2022-07-05
<b>Parties Attending</b>	Myself; Helen Sofia Pahou; Abhishek Parmar; Sophia Haque
<b>Meeting Length (Hrs)</b>	11:30-12:30 PM (1 Hour)
<b>Reason</b>	<b>Student Care Strategy Meeting</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the new brochures that are designed by Student Care and the new QR code and website that comes with it.</li> <li>- Talked about whether we are going for a Fall referenda or Spring <ul style="list-style-type: none"> <li>- I said I'm more confident to go with a Spring one because the elections tend to bring in people, while it might fail in the Fall if we do not meet the threshold</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Talk to Beaty about fall referenda</li> </ul>

<b>Meeting, Date</b>	2022-07-05
<b>Parties Attending</b>	Myself; Beaty Omboga
<b>Meeting Length (Hrs)</b>	12:30-1 PM (0.5 Hours)
<b>Reason</b>	<b>Check-in</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Talked about Health and Dental, and whether we can push for it at the AGM or wait for a referenda <ul style="list-style-type: none"> <li>- Discussed what to do if we want a fall referenda</li> </ul> </li> <li>- Big concern is quorum capacity</li> <li>- Talked about Beaty coming in to talk about the Privacy and Information Management Policies for the development sessions <ul style="list-style-type: none"> <li>- That's required training for Council set out in policy</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Confirm Beaty for August 24 Dev Session</li> </ul>

<b>Meeting, Date</b>	2022-07-06
<b>Parties Attending</b>	Council
<b>Meeting Length (Hrs)</b>	4:30-9:16 PM (4.77 Hours)
<b>Reason</b>	<b>Bi-weekly Council Meeting</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- We passed motion to task Governance for adjusting CCBC terms of reference and continue CCBC investigation</li> <li>- Natural Disaster Working group formation <ul style="list-style-type: none"> <li>- Composition: Gurleen, Arthur, Myself, Priyanka, Vaihbav, and Helen</li> </ul> </li> <li>- Vancouver Campus Committee appointment <ul style="list-style-type: none"> <li>- Composition: Judit and Nikki, two more seats available</li> </ul> </li> <li>- CSSS furnishing motion <ul style="list-style-type: none"> <li>- Motions passed, and 14K has been allocated to the project through the Space Expansion Fund</li> </ul> </li> <li>- Streetfest financing <ul style="list-style-type: none"> <li>- SFSS is collaborating with SFU and we allocated 10K for working on it</li> </ul> </li> <li>- Discussed Council electronic voting to streamline roll call votes</li> </ul>

	<ul style="list-style-type: none"> <li>- We have a software in mind, we just need a bylaw amendment to implement it.</li> <li>- Discussed holding meetings at Surrey Campus and the logistics behind it</li> <li>- Talked about Council Retreat and the logistics</li> <li>- Operations Organizer Backfill discussion <ul style="list-style-type: none"> <li>- Council referred this matter to HRP as it was inappropriate to discuss at Council</li> </ul> </li> <li>- Bans off Our Bodies discussion <ul style="list-style-type: none"> <li>- Women's Centre March logistics</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Follow up with Governance Committee at the emergency meeting and get preliminary language ready for legal.</li> </ul>

<b>Meeting, Date</b>	2022-07-07
<b>Parties Attending</b>	Myself; Abhishek Parmar; Eshana Baran; Ilham Benttahir; Nancy Mah; Maddy Somaiya
<b>Meeting Length (Hrs)</b>	10-11 AM (1 Hour)
<b>Reason</b>	<b>Staff Meeting Structure Working Group</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed what does not work with the current staff meeting structure</li> <li>- Talked about potential solutions</li> <li>- Discussed how to go about implementing the changes</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Next staff meeting: hybrid</li> <li>- Start a Briefing Note</li> </ul>

<b>Meeting, Date</b>	2022-07-07
<b>Parties Attending</b>	Myself; Somayeh Naseri
<b>Meeting Length (Hrs)</b>	11-11:20 AM (0.33 Hours)
<b>Reason</b>	<b>Check-in/Staff Meeting Planning</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the upcoming staff meeting <ul style="list-style-type: none"> <li>- Discussed the format and the expected items to come to the agenda</li> <li>- Agreed that I would remind Helen to call for the meeting</li> </ul> </li> <li>- Spoke about Council meetings and minutes</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Ask Helen to call a staff meeting</li> </ul>

<b>Meeting, Date</b>	2022-07-07
<b>Parties Attending</b>	Myself; John Walsh
<b>Meeting Length (Hrs)</b>	11:45-12:45 PM (1 Hour)
<b>Reason</b>	<b>Review of Past Month</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the Emergency Actions Plans for the SUB and how SUS and SASS were briefed on the plans <ul style="list-style-type: none"> <li>- Spoke about moving forwards with it so we can open the nap room</li> </ul> </li> <li>- Discussed other building related events/issues that came up during his vacation time.</li> </ul>

<b>Next Steps</b>	- Follow up with JHSC about the emergency action plan
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<b>Meeting, Date</b>	2022-07-07
<b>Parties Attending</b>	Myself; Helen Sofia Pahou; Ben Tischler
<b>Meeting Length (Hrs)</b>	3-3:55 PM (0.92 Hours)
<b>Reason</b>	<b>CCBC Meeting</b>
<b>Summary and Outcome</b>	- Confidential
<b>Next Steps</b>	- Regular report to Council

<b>Meeting, Date</b>	2022-07-08
<b>Parties Attending</b>	Executive; Management
<b>Meeting Length (Hrs)</b>	10 AM - 2 PM (4 Hours)
<b>Reason</b>	<b>Executive Committee Meeting</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed working group ideas</li> <li>- Reviewed the presentations by Bounce and SPCA (thanks Vaibhav for bringing them in!)</li> <li>- Passed motion on creating a consultation group regarding the Strategic Plan for the SFSS</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-07-08
<b>Parties Attending</b>	Myself; Ben Tischler
<b>Meeting Length (Hrs)</b>	2-3 PM (1 Hour)
<b>Reason</b>	<b>Council Agenda Planning</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the definite items that are coming to the agenda at the next meeting <ul style="list-style-type: none"> <li>- Delegating motions to either new business or under consent agenda</li> <li>- Ratification of resignations</li> <li>- Formating of working groups</li> </ul> </li> </ul>
<b>Next Steps</b>	- Submit assigned items

<b>Meeting, Date</b>	2022-07-12
<b>Parties Attending</b>	Myself; Abhishek Parmar; Ricky Che; Rachel Dee; Anna Reva
<b>Meeting Length (Hrs)</b>	11:30-12 PM (0.5 Hours)
<b>Reason</b>	<b>Club + DSU Contract/ Security Meeting</b>

<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- We discussed how to communicate to groups that they are legally not allowed to sign contracts – the SFSS needs to sign – otherwise the groups are liable</li> <li>- Discussed going to SU's to remind them of this</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Find time to go talk to DSUs about signing contracts and ensuring folks are aware of their responsibilities</li> </ul>

<b>Meeting, Date</b>	2022-07-13
<b>Parties Attending</b>	Myself; Vaibhav Arora; Pamela Malec (MRU)
<b>Meeting Length (Hrs)</b>	11-12 PM (1 Hour)
<b>Reason</b>	<b>Meet and Greet: Portfolio Discussion</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed our differing governing models and how our portfolios overlap</li> <li>- Spoke about advocacy initiatives and how our co-curricular system works and how they can set it up</li> <li>- Spoke about fall plans and how to best engage the membership</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Schedule follow up with Pamela</li> </ul>

<b>Meeting, Date</b>	2022-07-13
<b>Parties Attending</b>	Women's Center Collective; Trish Everett; Myself; Eshana Baran; Abhishek Parmar; Helen Sofia Pahou; SVSPO
<b>Meeting Length (Hrs)</b>	11:30-1:30 PM (2 Hours)
<b>Reason</b>	<b>Ban Off Our Bodies Rally</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Rally route→ from Convocation Mall to Corner Stone</li> <li>- Speeches by: Helen (SFSS President), SFU 350, Anita ( SFPIRG Director), Nim (Women's Center), and Paola (SVSPO)</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-07-13
<b>Parties Attending</b>	Myself; John Walsh
<b>Meeting Length (Hrs)</b>	2-2:30 PM (0.5 Hours)
<b>Reason</b>	<b>Policy Consultation Follow up</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Spoke about the Corporate Information Policies <ul style="list-style-type: none"> <li>- The amendments proposed and the restructuring of some of the tasks in the policy that are not followed properly currently</li> </ul> </li> <li>- Spoke about past practices of the SFSS</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Report back to Governance Committee</li> </ul>

<b>Meeting, Date</b>	2022-07-13
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<b>Parties Attending</b>	Myself; Helen Sofia Pahou; Ricky Che
<b>Meeting Length (Hrs)</b>	2:45-3:45 PM (1 Hour)
<b>Reason</b>	<b>Club Procedures and Support Staff</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed standard practice for the department</li> <li>- Spoke about some challenges and how we can mitigate in the fall</li> <li>- Spoke about how we can be support our Club Coordinators moving forwards</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Follow up with Ricky next week</li> </ul>

<b>Meeting, Date</b>	2022-07-13
<b>Parties Attending</b>	Council; SVSPO
<b>Meeting Length (Hrs)</b>	4:30-6 PM (1.5 Hours)
<b>Reason</b>	<b>Development Session</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Spoke about how to address disclosures and knowing our limitations</li> <li>- Discussed resources available to refer people</li> <li>- Spoke about case studies that might come up during our term and how to best address similar situations</li> <li>- Spoke about respecting confidentiality, PIPA, and consent</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Send thank-you card to SVSPO</li> <li>- Look to schedule another session</li> </ul>

<b>Meeting, Date</b>	2022-07-13
<b>Parties Attending</b>	Myself; Helen Sofia Pahou; Vaibhav Arora; Jennifer Seto
<b>Meeting Length (Hrs)</b>	6-7 PM (1 Hour)
<b>Reason</b>	<b>Esports Discussion</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Spoke about plans moving forwards</li> <li>- Discussed some deals at the table for the SFSS</li> <li>- Discussed the past history for SFU Esports</li> <li>- Set timelines on joint meetings with sponsors, SFSS, and SFU EA</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- SFSS meeting between relevant executives and staff scheduled for Friday</li> <li>- Schedule joint meeting with all parties</li> </ul>

<b>Meeting, Date</b>	2022-07-14
<b>Parties Attending</b>	Myself, Arthur Lee, Ryley McWilliams; Aaron Fung
<b>Meeting Length (Hrs)</b>	11:30-12:30 PM (1 Hour)
<b>Reason</b>	<b>Bridging for The Future Working Group (WG)</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Compiled a list of SFU contacts</li> <li>- Outlined a strategy and timeline</li> </ul>

	<ul style="list-style-type: none"> <li>- Discussed the scope of the project and how we can reach the relevant membership <ul style="list-style-type: none"> <li>- I suggested using the SFSS mailing list with the CCommunications Department</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Arthur to draft the emails</li> <li>- I will be sending them to the relevant SFU directors and cc-ing the WG mailing list <ul style="list-style-type: none"> <li>- Also to submit a work order later for a call to membership</li> </ul> </li> </ul>

<b>Meeting, Date</b>	2022-07-14
<b>Parties Attending</b>	Myself; Ben Tischler; Helen Sofia Pahou
<b>Meeting Length (Hrs)</b>	3:47-4:42 PM (0.92 Hours)
<b>Reason</b>	<b>CCBC Meeting</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Confidential</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Confidential</li> </ul>

<b>Meeting, Date</b>	2022-07-15
<b>Parties Attending</b>	Myself; Trish Everett
<b>Meeting Length (Hrs)</b>	11:30-12:30 PM (1 Hour)
<b>Reason</b>	<b>[Carry Over] Confidential-Incident</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Due to the PIPA, I cannot disclose details pertaining to this matter</li> <li>- Discussed the background on the matter, and what the next steps can be</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Take it to Governance Appeals Committee (GAC) asap <ul style="list-style-type: none"> <li>- Use draft language provided</li> </ul> </li> </ul>

<b>Meeting, Date</b>	2022-07-15
<b>Parties Attending</b>	Myself; Ben Tischler; Helen Sofia Pahou
<b>Meeting Length (Hrs)</b>	1-2 PM (1 Hour)
<b>Reason</b>	<b>Council Agenda Planning</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Agenda items confirmed <ul style="list-style-type: none"> <li>- Pulled policy amendments because there is not enough time</li> </ul> </li> <li>- Added back in-camera item: Contract Negotiation</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Send amendments to Admin</li> </ul>

<b>Total Meeting Hours</b>	<b>30.52 Hours</b>
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## Projects and Events

<b>Project/Event Title</b>	Policy Review and Notices of Motions
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Consultation for relevant reviews has gone well. We are ready to approve numerous changes</li> <li>- Consultation folders are available to relevant staff</li> <li>- 15 notices of motions to be added to the July 20 agenda, after 21 notices that were on the July 6 agenda</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Get the new notices on the website</li> <li>- Send Beaty the relevant language after council approved it</li> </ul>
<b>Total Time (Hrs)</b>	10.5 Hours

<b>Project/Event Title</b>	Orientation is Review: Feedback and Analysis
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Completed</li> <li>- Proofreading stage → formatting has been updated and is ready to be released</li> <li>- Reviewed by Helen and Ella</li> <li>- Cover graphic is updated to match the Orientation Posters</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Send it to Council</li> <li>- The BN speaks to the necessary changes that need to be made for our Orientation Policies</li> </ul>
<b>Total Time (Hrs)</b>	3.93 Hours

<b>Total Project and Events Hours</b>	14.43 Hours
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## Committee Chair Work

<b>Committee Name</b>	Governance Committee (GOV)
<b># of Meetings</b>	2
<b>Total Time (Hrs)</b>	3.28 Hours
<b>Summary</b>	<ul style="list-style-type: none"> <li>- Passed numerous recommendation to Council</li> <li>- New Orientation and Retention Policy that focuses on skills-based training for Executive Officers             <ul style="list-style-type: none"> <li>- Brand new policy proposal</li> </ul> </li> <li>- CCBC terms of reference recommendation from Council – waiting on legal sign off before pushing as recommendation for adoption</li> <li>- Discussion items over Communications Policy and how it interacts with the individuality of directors             <ul style="list-style-type: none"> <li>- Looking to create guide with Communications Department</li> </ul> </li> <li>- Discord Moderation for SFSS groups discussion             <ul style="list-style-type: none"> <li>- How to go about ensuring fair elections occur when discord servers are involved</li> </ul> </li> <li>- Discussed bylaws issues</li> </ul>

<b>Ongoing Projects</b>	<b>Policy and Bylaw Review</b>
<b>Relevant Strategic Priorities:</b>	<ul style="list-style-type: none"> <li>- Keep to the GOV annual plan and schedule</li> <li>- Update the review tracker</li> </ul>

<b>Committee Name</b>	<b>Members' Meeting Planning Committee (MMPC)</b>
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	0.82 Hours
<b>Summary</b>	<ul style="list-style-type: none"> <li>- Discussed AGM survey questions bank <ul style="list-style-type: none"> <li>- We are to confirm the question bank by the next meeting and send it out through Communications</li> <li>- Get student input as to what to put on the AGM agenda</li> </ul> </li> <li>- Discussed AGM promotion <ul style="list-style-type: none"> <li>- Tabling and classroom visits</li> <li>- In-person posterling</li> <li>- Meme campaign</li> <li>- Content will depend on the topics on the agenda</li> </ul> </li> <li>- Health and Dental fee increase <ul style="list-style-type: none"> <li>- Discussed whether we want to push a fall referenda or hold off until the spring</li> <li>- The fee increase needs to happen, but pushing the referenda too close to the AGM might hurt attendance</li> </ul> </li> <li>- AGM date confirmation is postponed until first week of August because that's when SFU is going to have the enrollment numbers</li> </ul>
<b>Ongoing Projects</b>	<ul style="list-style-type: none"> <li>- <b>AGM survey outreach question bank</b></li> <li>- <b>Venue scouting</b> <ul style="list-style-type: none"> <li>- Looking for large venues at SFU that will allow for a hybrid set up</li> </ul> </li> </ul>
<b>Relevant Strategic Priorities:</b>	<ul style="list-style-type: none"> <li>- Get Question Bank ready and approved</li> <li>- Have it sent out via mailing list and social media</li> </ul>

<b>Committee Name</b>	<b>Nominating Committee (NOM)</b>
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	0.92 Hours
<b>Summary</b>	<ul style="list-style-type: none"> <li>- Discussed committee terms of reference</li> <li>- Discussed the past practice of the committee</li> <li>- Spoke about how this committee is more of a "need-to-meet" committee to get at-larges appointed</li> <li>- Spoke about the procedure of reviewing candidates at committees, final approval at NOM, and sending it to Council for final approval</li> </ul>
<b>Ongoing Projects</b>	<ul style="list-style-type: none"> <li>- <b>Student At-Large appointments</b> <ul style="list-style-type: none"> <li>- Will most likely wrap up by end of August</li> </ul> </li> </ul>
<b>Relevant Strategic Priorities:</b>	<ul style="list-style-type: none"> <li>- Liaison with committee chairs and get their picks approved</li> <li>- Submit to Council under "consent agenda"</li> </ul>

<b>Total Committee Hours</b>	<b>5.02 Hours</b>
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## Administrative Work

<b>Summary</b>	<p><b>NOM call for agenda items, work report, misc calls and emails</b>  <b>JULY 1, 2022</b></p> <ul style="list-style-type: none"> <li>- Call for agenda items went out for NOM <ul style="list-style-type: none"> <li>- Calendar invites also went out</li> </ul> </li> <li>- Tracker was updated and sent to the Admin team</li> <li>- Admin spreadsheet about committee composition is also updated</li> <li>- Emails and calls relating to miscellaneous business</li> <li>- Work report completion</li> </ul>
<b>Total Time (Hrs)</b>	<b>5.75 Hours</b>

<b>Summary</b>	<p><b>Emails, CCBC work</b>  <b>JULY 2, 2022 and JUNE 3, 2022</b></p> <ul style="list-style-type: none"> <li>- Emails to committee and admin team</li> <li>- Emails to the the Student Learning Commons</li> <li>- CCBC related work</li> </ul>
<b>Total Time (Hrs)</b>	<b>3.167 Hours</b>

<b>Summary</b>	<p><b>Emails, meeting planning, working group, room booking</b>  <b>JULY 4, 2022</b></p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- GOV meeting logistics <ul style="list-style-type: none"> <li>- Calling an emergency meeting an coordinating with the admin team</li> </ul> </li> <li>- working group scheduling for Bridging for the Future <ul style="list-style-type: none"> <li>- room booking submission and confirmation</li> <li>- Sending it out to the committee</li> </ul> </li> <li>- Member services coordination</li> <li>- staff meeting working group meeting set and scheduled</li> </ul>
<b>Total Time (Hrs)</b>	<b>3 Hours</b>

<b>Summary</b>	<p><b>Notices of motion, Election Report, Minutes approval, Consultation</b>  <b>JULY 5, 2022</b></p> <ul style="list-style-type: none"> <li>- Changes required for the Election Report and passing it along to Beaty and the IEC</li> <li>- Call with legal</li> <li>- Minutes approval: GOV</li> <li>- Minutes approval: MMPC</li> <li>- Orientation and Retention Policy updates – consultation email to management sent out <ul style="list-style-type: none"> <li>- Separate folder set up for them to comment if they wish to</li> </ul> </li> <li>- Notices of Motions sent to Communications again <ul style="list-style-type: none"> <li>- Preparation of the document to send over</li> </ul> </li> </ul>
<b>Total Time (Hrs)</b>	<b>7.25 Hours</b>

<b>Summary</b>	<b>Emails</b> <b>JULY 6, 2022</b> <ul style="list-style-type: none"> <li>- Second call for agenda items (regular meeting time)</li> <li>- Sending over emergency GOV agenda items to admin <ul style="list-style-type: none"> <li>- The jotform glitched</li> </ul> </li> <li>- Dev session-SVSPO link sharing</li> <li>- Promotional material discussion for the SFSS <ul style="list-style-type: none"> <li>- Looking to do tabling with Student Care and SFSS merch could attract more people</li> </ul> </li> <li>- Misc staff emails</li> </ul>
<b>Total Time (Hrs)</b>	3.25 Hours

<b>Summary</b>	<b>Emails, MMPC Agenda items, cheque requisitions, staff working group agenda</b> <b>JULY 7, 2022</b> <ul style="list-style-type: none"> <li>- Rough draft of talking point and outline for the first staff working group meeting</li> <li>- Emails related to jotform malfunctions and other miscellaneous items</li> <li>- Submitting the agenda items for Member's Meeting Planning Committee</li> <li>- Cheque requisitions</li> </ul>
<b>Total Time (Hrs)</b>	2.25 Hours

<b>Summary</b>	<b>Emails, agenda items for NOM, agenda approvals (GOV, NOM, MMPC), policy questions, meeting scheduling</b> <b>JULY 8, 2022</b> <ul style="list-style-type: none"> <li>- Emails related to staff and other areas</li> <li>- in-camera minutes questions and issues – relaying it to Beaty for more information on past practice and why it stopped two years ago</li> <li>- agenda approval: MMPC</li> <li>- agenda approval: GOV</li> <li>- agenda approval: NOM</li> <li>- esports check-in organizing</li> <li>- catch up meeting scheduling with John about sponsors</li> <li>- work report</li> </ul>
<b>Total Time (Hrs)</b>	4 Hours

<b>Summary</b>	<b>Agenda items submissions, messages, emails, and drive organization</b> <b>JULY 10, 2022</b> <ul style="list-style-type: none"> <li>- Governance committee agenda submissions for the regular meeting that was scheduled for July 18</li> <li>- Messages and emails related to the Society</li> <li>- Organizing my drive and ensuring I can actually find my documents in it</li> <li>- Updating GOV documents</li> </ul>
<b>Total Time (Hrs)</b>	3.25 Hours

<b>Summary</b>	<b>Emails, meeting scheduling (SLC), staff working doc, staff-council summary, policy</b>
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	<p><b>consultation, Council retreat</b>  <b>JULY 11, 2022</b></p> <ul style="list-style-type: none"> <li>- Emails sent: <ul style="list-style-type: none"> <li>- Health and counselling to get Councillors to see a case manager if needed, asap</li> <li>- AGM scheduling follow up email – looking for optimal time to hold the AGM</li> </ul> </li> <li>- Scheduling pre-dev session meeting with Student Learning Commons (SLC)</li> <li>- Sent out working document for the staff feedback on staff meetings</li> <li>- Staff-council update email sent out to staff and executive <ul style="list-style-type: none"> <li>- Follow-up sent out</li> </ul> </li> <li>- Policy consultation folders and emails sent out</li> <li>- Council retreat organization logistics</li> </ul>
<b>Total Time (Hrs)</b>	<b>7.25 Hours</b>

<b>Summary</b>	<p><b>Emails and messages</b>  <b>JULY 12, 2022</b></p> <ul style="list-style-type: none"> <li>- Emails sent out: <ul style="list-style-type: none"> <li>- SFU Health and Counselling</li> <li>- Council email about accessing a Case Manager</li> <li>- SFU Communications email response</li> </ul> </li> <li>- Messages: <ul style="list-style-type: none"> <li>- Debriefs</li> <li>- Meeting scheduling</li> <li>- Grant issue</li> </ul> </li> </ul>
<b>Total Time (Hrs)</b>	<b>2.25 Hours</b>

<b>Summary</b>	<p><b>Meeting scheduling, cheque requisitions, minutes approval, work report, handling grant issue</b>  <b>JULY 13, 2022</b></p> <ul style="list-style-type: none"> <li>- Scheduling and rescheduling meetings with staff and externals</li> <li>- GOV minutes approval <ul style="list-style-type: none"> <li>- Two amendments required before sign off</li> </ul> </li> <li>- Cheque requisition signing</li> <li>- Work report</li> <li>- Looking for grant that is meant to come to council</li> <li>- Archived document review <ul style="list-style-type: none"> <li>- Looking for missing documentation</li> </ul> </li> <li>- SFSS merchandise inventory review <ul style="list-style-type: none"> <li>- Water bottles, stress balls, beanies, and notebooks</li> </ul> </li> </ul>
<b>Total Time (Hrs)</b>	<b>6 Hours</b>

<b>Summary</b>	<p><b>Work order, drive updates, agenda approvals, emails, scheduling</b>  <b>JULY 15, 2022</b></p> <ul style="list-style-type: none"> <li>- Work order: Communications <ul style="list-style-type: none"> <li>- Letterhead request</li> </ul> </li> <li>- Drive folder updates and document updates</li> <li>- FASC agenda submissions <ul style="list-style-type: none"> <li>- R-12 applicability</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>- December 1 policy amendment consequences</li> <li>- GOV agenda approval</li> <li>- Emails: <ul style="list-style-type: none"> <li>- SFU-SFSS agreements received</li> <li>- Society fee updates. It's possible that SFU was not told about the motions that passed about Concurrent and Step-forward fee changes from last Council year, so I was just following up.</li> <li>- November development session speaker reach-out</li> <li>- Call for agenda items NOM</li> <li>- Furnishing issue</li> </ul> </li> <li>- Scheduling: <ul style="list-style-type: none"> <li>- Rescheduling debrief meeting about esports and gaming lounge</li> <li>- Society fee meeting scheduled</li> <li>- Follow up meeting about confidential matter</li> </ul> </li> <li>- NOM meeting preparation</li> <li>- Sending another batch of notice of motions to Communications <ul style="list-style-type: none"> <li>- Defining and explaining the policy changes</li> </ul> </li> <li>- Work report</li> <li>- Council agenda confirmation and updates before it is sent out <ul style="list-style-type: none"> <li>- Agenda was sent out on Friday night</li> </ul> </li> <li>- Added Anna (MSC) to the Vancouver Campus Committee mailing list</li> </ul>
<b>Total Time (Hrs)</b>	8 Hours

<b>Total Admin Hours</b>	55.417
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<b>Total Hours</b>	<b>105.387 HOURS</b>
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VP Finance and Services  
Abhishek Parmar

## Meeting Summary and Comments

<b>Meeting, Date</b>	SFSS x PM 2022 July 1, 2022 12:30pm - 1:30pm
<b>Parties Attending</b>	Gabriel Manansala
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Requested meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Talked to me about their event that was endorsed by the exec team 2 years ago</li> <li>• I mentioned how they were an external organization which complicates things</li> </ul>
<b>Next Steps</b>	n/a



<b>Meeting, Date</b>	Governance (GOV) Committee Meeting July 4, 2022 3pm - 4:40pm
<b>Parties Attending</b>	Judit Nagy, Ben Tishler, Beaty Omboga , Hilary Tsui , Mark Giles
<b>Meeting Length (Hrs)</b>	1.66
<b>Reason</b>	Bi-Weekly meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Passed a ton of motions to council policies and standing orders</li> <li>● Continuing the policy review <ul style="list-style-type: none"> <li>○ I finished my batch of reviews for that section of policy review</li> </ul> </li> <li>● I signed up for some bylaw reviews</li> <li>● In Camera discussion</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Student Care Strategy Meeting July 5, 2022 11:30am - 12:30pm
<b>Parties Attending</b>	Sophia Haque , Judit Nagy, Helen Sofia Pahou
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	To get an update from Sophia around upcoming plans
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Sophia showed us the new design for brochures <ul style="list-style-type: none"> <li>○ Sophia also expressed that the owner of Student Care would love to go paperless one day</li> </ul> </li> <li>● Discussed whether to have a refernda during elections or the AGM</li> <li>● Discussed tabling plans for the summer and early fall</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Meeting with Kurt July 5, 2022 3-4pm
<b>Parties Attending</b>	Kurt Belliveau
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	To discuss some portions of the audit
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Discussed matters of the audit</li> <li>● Discussed setting myself up as a superuser</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Meeting with DNA July 5, 2022 4pm-4:30pm
<b>Parties Attending</b>	Brianna Price , Vivian Ly, Rea Chatterjee
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	To discuss DNA Letter of agreement (LOA)
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Reviewed DNA and SOCA LOAs</li> <li>● Rea and I agreed to help draft a section for the DNA LOA to match SOCA's</li> </ul>

<b>Next Steps</b>	Draft new section of DNA LOA
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<b>Meeting, Date</b>	EFT Payments Chat July 6, 2022 12:30pm - 1pm
<b>Parties Attending</b>	Zoya Nari
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Original chat to begin a project on EFTs
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Discussed the history of EFTS</li> <li>• Discussed the cheque requisition process</li> <li>• Created a plan to begin work on this project</li> <li>• Zoya created a drive</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	SFSS and FIC July 6, 2022 2pm - 2:15pm
<b>Parties Attending</b>	Harmoon Babachahi
<b>Meeting Length (Hrs)</b>	0.25
<b>Reason</b>	FIC fees owed to SFSS
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Gave needed info to FIC</li> <li>• Fairly short and to the point meeting</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Council meeting July 6, 2022 4:30pm - 9:15pm
<b>Parties Attending</b>	Council, exec, Ayesha Khan , Ella Droko
<b>Meeting Length (Hrs)</b>	4.75
<b>Reason</b>	Bi-weekly meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Vancouver Campus committee election</li> <li>• CSSS common room furnishing motion passed</li> <li>• CCBC motion regarding referring changes to the TOR to Governance and letting them continue all investigations passed</li> <li>• Natural disaster working group lead by Helen was created</li> <li>• Electronic voting options discussion as a follow up to the discussion at governance committee</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	[STAFF MEETING WG] Meeting July 7, 2022 10am-11am
<b>Parties Attending</b>	Judit Nagy, Madhav Somaiya , Ilham Banttahar , Nancy Mah , Eshana Baran
<b>Meeting Length (Hrs)</b>	1

<b>Reason</b>	Flrst meeting of working group
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Discussed how staff were majorly out of the loop when it come to council</li> <li>• Ilham and Nancy provided a staff perspective on staff meetings</li> <li>• There was general agreement that there was a large waste of time in the beginnings of the</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Contract Review - CaseIT, PSA, JDCW July 7, 2022 11am - 11:30am
<b>Parties Attending</b>	Rachel Dee
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	To review concerns with certain contracts
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• We had a discussion but I can't go into details due to the nature of the contracts (Sorry!)</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	SFSS Executive Committee Meeting July 8, 2022 10am - 2pm
<b>Parties Attending</b>	Exec and management
<b>Meeting Length (Hrs)</b>	4
<b>Reason</b>	Bi-Weekly meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Presentations from Bounce and SPC</li> <li>• Passed a motion to create a strategic planning working group</li> <li>• I brought up a discussion item sounding an Engineering event <ul style="list-style-type: none"> <li>◦ We have a good relationship with the organization</li> </ul> </li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Check in with Helen July 8, 2022 5:30pm- 6:30pm
<b>Parties Attending</b>	Helen Sofia Pahou
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	To have Helen better understand my portfolio
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• We discussed the basic of my day to day admin</li> <li>• Did a high level discussion of the budget <ul style="list-style-type: none"> <li>◦ Explained "the budget" generally refers to our general fund</li> </ul> </li> </ul>
<b>Next Steps</b>	In depth look at the general fund, build SFU fund and Space expansion fund with Helen

<b>Meeting, Date</b>	Governance Emergency Meeting July 11, 2022 3pm-5pm
<b>Parties Attending</b>	Helen Sofia Pahou , Judit Nagy , Mark Giles , Hilary Tsui , Ben Tischler

<b>Meeting Length (Hrs)</b>	2
<b>Reason</b>	Many motions to pass
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Passed a ton of housekeeping motions to council policies, standing orders and many other policies</li> <li>• Discussed the progress of reviews and upcoming bylaw review</li> <li>• Discussed the rewording of the CCBC TOR as per the motion at council</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Club + DSU Contract/ Security Meeting July 12, 2022 11:30am - 12pm
<b>Parties Attending</b>	Rachel Dee, Ricky Che , Anna Reva , Judit Nagy
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Previous issues with Clubs/DSUs signing contracts
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Discussed how clubs and student unions (SU) should not be signing contracts without consulting the SFSS</li> <li>• I brought up that it is important this message be given to execs at the start of each semester <ul style="list-style-type: none"> <li>◦ Anna agreed</li> </ul> </li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Bans off Our Bodies Solidarity Rally + post rally July 13, 2022 11:30am - 12:45pm
<b>Parties Attending</b>	Many attendees including Judit Nagy, Eshana Baran, former councilor Anita, Simi from Women's Center and many others
<b>Meeting Length (Hrs)</b>	1.25
<b>Reason</b>	To support the women's center event
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Attended the rally and listened to speeches</li> <li>• Marched with attendees to Cornerstone and back</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Council Dev session July 13, 2022 4:30pm - 6pm
<b>Parties Attending</b>	Council, SVSPO
<b>Meeting Length (Hrs)</b>	1.5
<b>Reason</b>	Bi-weekly meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Went through scenarios and how to react to them</li> <li>• Discussed how to handle disclosures and help someone in the moment</li> <li>• Discussed possible resources</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	EFT Project Weekly Meeting Jul 14, 2022 12:30pm - 1:30pm
<b>Parties Attending</b>	Zoya Nari
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Follow up on first meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Confirmed I have superuser access to Scotiabank</li> <li>Auditors say photocopied versions of receipts are acceptable for the audit next year</li> <li>Digital Cheque Req signing needs timestamp</li> </ul>
<b>Next Steps</b>	This will now be part of projects going forward on work reports

<b>Meeting, Date</b>	WE Consulting x SFSS + debrief July 15, 2022 12pm- 1:30pm
<b>Parties Attending</b>	Helen Sofia Pahou , John Walsh , Ayesha Khan , WE Consulting reps Jordan and Mike
<b>Meeting Length (Hrs)</b>	1.5
<b>Reason</b>	Meeting set up by Ayesha Khan
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Met Jordan and Mike and did intros</li> <li>Talked about contract details regarding non-union staff</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Meeting with Kurt July 15, 2022 1:30pm - 1:45pm
<b>Parties Attending</b>	Kurt Belliveau
<b>Meeting Length (Hrs)</b>	0.25
<b>Reason</b>	Check in before Kurt leaves for vacation
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Discussed the details of payroll</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Esports Debrief, Jul 15, 2022 , 2:30pm - 3pm
<b>Parties Attending</b>	Judit, Vaibhav, Helen
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	To debrief John on the status of the sponsorship
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>John got held up and we discussed other matters instead</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Nominating Committee, Jul 15, 2022 , 5:30pm - 6:30pm
<b>Parties Attending</b>	Judit, Vadym, Simar
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	First Nominating committee meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• I was elected Vice Chair</li> <li>• Vadym asked some good questions about how the committee works</li> <li>• Judit went over expectations</li> <li>• In Camera stuff</li> </ul>
<b>Next Steps</b>	n/a

<b>Total Meeting Hours</b>	<b>26.66</b>
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## Projects and Events

<b>Project/Event Title</b>	AVP Finance Search Committee
<b>Updates and Upcoming Plans</b>	Progressing well. If all goes well, we will have no more meetings. Hope to be done with the committee within the next month.
<b>Relevant Strategic Priorities</b>	Ensuring the new AVP Finance has an interest in working with students while still being qualified for the job.
<b>Total Time (Hrs)</b>	6

<b>Total Project and Events Hours</b>	<b>6</b>
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## Administrative Work

<b>Summary</b>	Jul 1, 2022 (3) work report, emails (2)
<b>Total Time (Hrs)</b>	5 hours

<b>Summary</b>	Jul 3, 2022 emails (0.5)
<b>Total Time (Hrs)</b>	0.5 hours

<b>Summary</b>	Jul 4, 2022 emails (1.5)
<b>Total Time (Hrs)</b>	1.5 hours

<b>Summary</b>	Jul 5, 2022 cheque req(0.5) sending out and reading emails (3.5) signing payroll (0.5)
<b>Total Time (Hrs)</b>	4.5 hours

<b>Summary</b>	Jul 6, 2022 emails (1.5)
<b>Total Time (Hrs)</b>	1.5 hours

<b>Summary</b>	Jul 7, 2022 emails(2), Cheque Req (1)
<b>Total Time (Hrs)</b>	3 hours

<b>Summary</b>	Jul 8, 2022 emails (2)
<b>Total Time (Hrs)</b>	2 hours

<b>Summary</b>	Jul 11, 2022 emails (3), updating oversight work report extension doc (0.5)
<b>Total Time (Hrs)</b>	3.5 hours

<b>Summary</b>	Jul 12, 2022 sending out and reading emails (4)
<b>Total Time (Hrs)</b>	4 hours

<b>Summary</b>	Jul 13, 2022 Cheque reqs(1), emails (2)
<b>Total Time (Hrs)</b>	3 hours

<b>Summary</b>	Jul 14, 2022 sending out and reading emails + signing virtual contracts (4 hours)
<b>Total Time (Hrs)</b>	4 hours

<b>Summary</b>	Jul 15, 2022 sending out and reading emails (6 hours), creating a spreadsheet for FASC at large candidates, signing cheque reqs and bank recs (1.5 hours)
<b>Total Time (Hrs)</b>	7.5 hours

<b>Total Admin Hours</b>	<b>39</b>
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Total 71.66

## VP University and Academic Affairs

Nikki Kirigin

### Meeting Summary and Comments

#### SFSS Council Meetings

<b>Meeting, Date</b>	<b>SFSS Council Meeting, Wednesday July 6th 2022, 4:30-9:15pm (4.75 hours)</b>
<b>Parties Attending</b>	SFSS Council
<b>Meeting Length (Hrs)</b>	4:30-9:15pm (4.75 hours)
<b>Reason</b>	Regularly scheduled biweekly SFSS Council Meeting.
<b>Summary and Outcome</b>	<p><b>SFSS Executive Committee Biweekly Work Summaries:</b></p> <ul style="list-style-type: none"><li>- The Executive Committee presented to the SFSS Council about updates related to their work.</li></ul> <p><b>Committee on Council Breaches of Confidentiality:</b></p> <ul style="list-style-type: none"><li>- Council passed a motion for the CCBC to continue their investigations.</li></ul> <p><b>Natural Disaster Working Group:</b></p> <ul style="list-style-type: none"><li>- Formation of a working group to address natural disasters in British Columbia.</li><li>- Composition: Gurleen, Arthur, Myself, Priyanka, Vaihbav, and Helen</li></ul> <p><b>Vancouver Campus Committee Appointment</b></p> <ul style="list-style-type: none"><li>- Composition: Judit and Nikki, two more seats available</li></ul> <p><b>Computer Science Student Society Furnishing Motion:</b></p> <ul style="list-style-type: none"><li>- Shariq Ahsan from the CSSS presented to Council about the CSSS' need for furnishing for their common room</li><li>- Council approved the motion, allocating \$14,000 to the space expansion project from the SFSS' Space Expansion Fund</li></ul> <p><b>Streetfest Financing:</b></p> <ul style="list-style-type: none"><li>- SFSS is collaborating with SFU for Streetfest</li><li>- The SFSS allocated \$10,000 for the project</li></ul> <p><b>Electronic Voting:</b></p> <ul style="list-style-type: none"><li>- Council discussed the prospect of allowing electronic voting in Council</li><li>- The intention is to streamline roll call votes and improve efficiency</li><li>- I mentioned that Council should consider how introducing electronic voting may impact the social framework of Council - which could be positive, negative, or neutral - but it will definitely have some sort of effect that we should consider</li><li>- A by-law amendment is required before proceeding, which would occur at the</li></ul>



	<p>AGM if proposed and passed</p> <p><b>Council Retreat:</b></p> <ul style="list-style-type: none"> <li>- Discussed the possibility of holding the first Council retreat, and brainstormed ideas</li> </ul> <p><b>Operations Organizer Backfill:</b></p> <ul style="list-style-type: none"> <li>- There was some discussion about requesting to hold this discussion during this Council meeting</li> <li>- Some Councillors expressed their thoughts that this conversation doesn't directly pertain to Councillors</li> <li>- Decision was that this matter is more appropriate for HRP since sensitive HR discussions are considered confidential</li> </ul>
<b>Next Steps</b>	Debrief and prepare for the next Council meeting.

**SFSS Executive Committee Meetings**

<b>Meeting, Date</b>	SFSS Council Meeting, Wednesday July 8th 2022,
<b>Parties Attending</b>	SFSS Executive Committee, Staff
<b>Meeting Length (Hrs)</b>	
<b>Reason</b>	Regularly scheduled biweekly SFSS Executive Committee Meeting.
<b>Summary and Outcome</b>	- (In-progress)
<b>Next Steps</b>	

**Individual Meetings**

<b>Meeting, Date</b>	Meeting with Arthur Lee (SASU Councillor), July 5th 2022, 5:00pm
<b>Parties Attending</b>	Arthur Lee, Sociology and Anthropology Councillor
<b>Meeting Length (Hrs)</b>	10 minutes
<b>Reason</b>	Quick check-in regarding the Bridging for the Future Initiative and the University and Academic Affairs Committee
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussing the scope of the Ukrainian Student Supports Working Group (formally called the "Bridging for the Future Initiative") and working on a strategic plan</li> <li>- Touching base on the University and Academic Affairs Committee</li> <li>- Updates related to student morale at the Departmental Student Union level</li> <li>- Discussion on the strategic plan related to promoting student involvement and overall transparency within SFSS matters</li> </ul>
<b>Next Steps</b>	- Schedule a follow-up meeting to discuss topics at-length

<b>Meeting, Date</b>	Meeting with Ben Tischler, Friday July 8th 2022
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<b>Parties Attending</b>	Myself, Ben Tischler
<b>Meeting Length (Hrs)</b>	1.5 hours
<b>Reason</b>	Requested meeting with Ben to ask for advice on work reports and discuss best practices, as well as matters directly relating to the Oversight Committee.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- <b>Presentation to the Oversight Committee (On Dynamics Within the Executive Committee):</b> Offered to present to the Oversight Committee to assist with the representativeness of discussions that occur within the committee</li> <li>- Discussed the possibility of presenting to the Oversight Committee to provide members with a better understanding of dynamics within the Executive Committee. The rationale is that explaining how some of the internal dynamics work within the Executive Committee will provide members of the Oversight Committee with context related to the various pressures, expectations, and limitations placed on the current Executives. Accordingly, this more holistic understanding would aid in the quality and representativeness of work conducted within the Oversight Committee, and ensure that conversations are productive and not missing relevant context.</li> <li>- The overall idea is that conversations that take place within the Oversight Committee would not necessarily be productive if they are missing relevant contextual pieces.</li> <li>- Ben Tischler said that although this kind of presentation could be helpful, there isn't much space for this sort of presentation due to the terms of reference of the committee. The terms of reference outline that Executives must be invited by the Chair, and that usually wouldn't occur traditionally for a presentation.</li> <li>- <b>Student Outreach:</b> Discussed the drafting of a new working group related to Student Outreach and how our policies may limit both Executives and Councillors from speaking with the student body about the SFSS. Ben expressed interest in joining and participating in the working group.</li> <li>- <b>Oversight Committee Governance Structure:</b> Discussed suggestions on improving the governance structure of the Oversight Committee, specifically in relation to the need to prioritize context gathering prior to the development of conclusions, accounting for PIPA legislation, and how to proceed as the committee chair in order to meet these considerations.</li> </ul>
<b>Next Steps</b>	Schedule a follow-up meeting about the working group related to student outreach.

<b>Meeting, Date</b>	<b>AVP Meeting:</b> Meeting with Rastko Koprivica, Associate Vice-President University and Academic Affairs, Friday July 15 2022, 2:00-3:00pm
<b>Parties Attending</b>	Myself, Rastko Koprivica (AVP UAA)
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	Accessibility and Work Report Discussion (Current Unmet Accessibility Needs for SFSS Councillors and Executives)
<b>Summary and Outcome</b>	<p><b>Accessibility &amp; Work Report Discussion:</b>  <u>Background &amp; Context:</u></p> <ul style="list-style-type: none"> <li>- Discussed the challenges that both Councillors and Executives alike face when completing work reports.</li> <li>- There are unmet accessibility issues that need to be considered related to the completion of work reports.</li> <li>- During the previous fiscal year and this current term, several Councillors have complained about the tediousness of completing work reports, with</li> </ul>

- discussions about their utility when considering the aim of transparency.
- Rastko and I spent time mapping out deficiencies in access needs at work, in order to further understand both our needs, what hasn't been met, and what historically works the best.
- In general, no current policy or practice consideration exists within the SFSS relating to understanding how neurodiversity affects work reports.

Analysis - The Function of Work Reports:

- Theorized that neurodiversity (ADHD) significantly contributes to the difficulty experienced with work reports. Likely executive functioning related.
- It is likely that executive functioning deficits with ADHD and other neurodevelopmental differences create difficulty in completing a task like work reports - since working memory is related to mental organization as a whole.
- Tasks like work reports are predicated on a set of rules that are generalized based on the assumption of neurotypicality across the board, which is definitely an accessibility issue facing Council as a whole. Overall, the set of rules and expectations surrounding work reports do not seem to account for the needs of neurodiverse individuals.
- Also the observation was made that work reports seem to encourage "paper pushing" which promotes passivity of work rather than active work - i.e. spending time writing about doing tasks rather than spending that time actively doing novel work.
- At the same time, work reports have a function and are intended to promote transparency.
- Some claim that work reports also have the function of accountability. Considerations should take place on whether work reports are required for accountability, as more traditional workplaces do not utilize work reports. As a whole, work reports seem to be mostly intended for transparency.
- There is a need to balance the benefits provided by work reports and mitigate the feeling of completing a menial task, as well as structurally addressing barriers with how neurodiversity affects work reports in a meaningful way within the SFSS.
- The intended benefit of promoting transparency is necessitated upon members of the public and student body spending their time to read work reports. There also needs to be a cost-benefit analysis to determine how much time and effort should be spent on work reports, compared to the relative readership and benefits from transparency
- There also should be a discussion on whether more students should be encouraged to read work reports, as well as a conversation on determining to what extent students actually know about the availability of work reports, and why they should read them.
- Work reports may also provide a false sense of security about transparency needs being met within the SFSS, when they actually may not be meaningfully met at the current moment. As a hypothetical, if work reports are the main transparency measure within the SFSS, and at the same time, there is not a meaningful level of readership, then the work reports may not be meeting their function as a transparency measure.
- There also needs to be a consideration of what transparency actually means. Does transparency mean, (1) if it is merely in the public domain, it is sufficiently transparent, or, does transparency mean, (2) it needs to be easily accessible and within the common knowledge of the average person (student) so they know about its existence (which necessitates effective outreach measures).
- If we are going by the first statement, then work reports are currently meeting their transparency function.
- If we are going by the second statement, then work reports are not currently meeting their transparency function.
- **This type of analysis provides definite utility for improving the SFSS as a whole, especially with how access needs are considered by default, as well as the depth of thinking required when considering the transparency goals of the SFSS. There should be more encouragement of these types of analyses**

	<p><b>to be performed when discussing issues pertaining to the Society.</b></p> <ul style="list-style-type: none"> <li>- I mentioned to Rastko that I suggested to Abhi that Councillors should have access to a definitive document with the dates of all relevant meetings, such as Council Meetings, Development Sessions, and Executive Committee Meetings, with the idea to reduce some of the tediousness of manually needing to cross-reference specific dates with a program that is not set-up for the best user experience in this regard (Google Calendar). Overall, this will improve the experience for all Councillors and likely contribute to improving retention and improvement of the quality of work life.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Schedule follow-up meeting for Saturday July 16 2022.</li> </ul>

<b>Meeting, Date</b>	<b>AVP Meeting:</b> Meeting with Gurmehar Singh, Associate Vice-President University and Academic Affairs, Friday July 15 2022, 6:00-8:00pm
<b>Parties Attending</b>	Myself, Gurmehar Singh (AVP UAA)
<b>Meeting Length (Hrs)</b>	2 hours
<b>Reason</b>	Check-in, organization & planning, work report completion
<b>Summary and Outcome</b>	In-progress
<b>Next Steps</b>	

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

### Development of the University and Academic Affairs Strategic Plan

<b>Project/Event Title</b>	Vice President, University and Academic Affairs, Strategic Planning
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Initiated the development of a formal strategic plan for the VP UAA position, which is a living document pertaining to the goals and scope of the position.</li> <li>- Communicated with several SFSS staff, as well as Helen, to discuss the importance of non-unilateral decision-making when creating the strategic plan, as well as other significant philosophical considerations related to prioritizing student involvement and transparency.</li> <li>- Discussed the best methods of student outreach when developing the strategic plan, such as meet-and-greets, office hours, and surveys.</li> <li>- Planning how to effectively involve Associate Vice Presidents.</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Emphasis on non-unilateral decision-making.</li> <li>- Prioritize student outreach, involvement, and transparency, in the development of the strategic plan.</li> </ul>

<b>Total Time (Hrs)</b>	3 hours
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## University and Academic Affairs Committee Planning

<b>Project/Event Title</b>	University and Academic Affairs Committee, Strategic Planning
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Strategic planning related to the “big picture” and scope of the Committee.</li> <li>- Reviewed policies related to the UAAC.</li> <li>- Holds discussions with members of the University and Academic Affairs Committee on issues that pertain to the UAAC.</li> <li>- Development of strategic planning related to the UAAC.</li> <li>- Worked together with members of the UAAC, other Executives, and staff to schedule a meeting.</li> <li>- Must meet quorum during meetings - necessary to hire Members at Large.</li> </ul>
<b>Relevant Strategic Priorities</b>	
<b>Total Time (Hrs)</b>	5 hours

<b>Project/Event Title</b>	University and Academic Affairs Committee, Member at Large Hiring
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Initiated the hiring process of Members at Large, which are required in order to meet quorum and hold meetings.</li> </ul>
<b>Relevant Strategic Priorities</b>	
<b>Total Time (Hrs)</b>	3 hours

## Working Groups

<b>Project/Event Title</b>	<b>Internal Communication (Executive and Council) Working Group</b>
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Initiated the creation of this working group to solve issues relating to internal communications and a lack of clarity among the Executive Committee, as well as between the Executive Committee and Council as a secondary priority.</li> <li>- Brainstorming the aims and outcome goals of the working group.</li> <li>- Setting up communications for the working group.</li> <li>- Sending an email to Executives to gather feedback.</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- In-progress</li> </ul>
<b>Total Time (Hrs)</b>	2 hours

<b>Project/Event Title</b>	<b>Bridging for the Future Initiative Working Group (Ukrainian Student Support Working</b>
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	<b>Group)</b>
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Correspondence with Arthur Lee on scope.</li> <li>- Discussions with the Balkan Student Association.</li> <li>- Filling in availability for meetings.</li> <li>- Correspondence in group chat.</li> </ul> <p><b>Upcoming Meeting: Thursday July 14th at 12:00pm in the SUB.</b></p>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Communicate with and lobby the University on the importance of providing support to students affected by the current issues in Ukraine.</li> <li>- Provide support through the University and Academic Affairs Committee.</li> <li>- Dissemination of information and relevant strategic priorities through the VP University and Academic Affairs, towards relevant administrators.</li> </ul>
<b>Total Time (Hrs)</b>	2 hours

<b>Project/Event Title</b>	<b>Internal Communication (Staff) Working Group</b>
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Understanding the scope of the working group.</li> <li>- Setting up strategic communications for the working group.</li> <li>- Setting up communications for the working group.</li> <li>- Sent an email to inquire if anyone has reached out about organizing a meeting.</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- In-progress</li> </ul>
<b>Total Time (Hrs)</b>	30 minutes

**Policy Research**

<b>Project/Event Title</b>	<b>Research on Policy Related to Student Outreach and Communications</b>
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Initiated a conversation related to provisions related to communications and student outreach.</li> <li>- Submitted a work order to Beaty Omboga (Policy, Research, and Community Affairs Coordinator) related to researching the expectations, norms, and any policy provisions related to initiating student outreach and general communications. Questions related to the differentiation of my personal opinions from that of the SFSS as a whole.</li> </ul> <p><u>Relevant Policies:</u></p> <ol style="list-style-type: none"> <li>1) Council Policies, R-5: Ethical Standards of Conduct and Conflict of Interest for Council and its Committees</li> </ol>
<b>Relevant Strategic Priorities</b>	
<b>Total Time (Hrs)</b>	30 minutes

Total Project and Events Hours	
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## Committee Chair Work

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

Total Committee Hours	
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## Administrative Work

Summary	<p><b>Monday July 4th 2022</b>  <i>Organization &amp; Planning, Scheduling, Emails, Executive Communications, Working Group Communications</i></p> <ul style="list-style-type: none"> <li>- <b>Organization &amp; Planning:</b> Administrative work related to reviewing plans for the work week. Strategizing related to prioritizing the order in which tasks should be completed</li> <li>- Planning how to prioritize the completion of work reports and drafting working groups to address more time-sensitive and significant issues that impact our work in the SFSS (i.e. Internal Communications, Mental Health, Student Involvement and Transparency)</li> <li>- <b>Scheduling:</b> Closely related with planning. The next step after planning the week is inputting these plans into a draft schedule. Work related to setting up and putting together my work schedule, primarily for this week but also the next weeks</li> <li>- Overall focus on prioritization of the most important tasks for the week</li> <li>- <b>Emails:</b> Reading and reviewing emails, responding to emails received, sending emails</li> <li>- Correspondence with staff about Executive Month-In-Review</li> <li>- Follow-up about non-responses to an email that requires mandatory responses</li> <li>- <b>Working Group Communications:</b> Correspondence related to the drafting of new working groups to address issues of priority within the SFSS (i.e. Internal</li> </ul>
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	<p>Communications, Mental Health, Student Involvement and Transparency)</p> <ul style="list-style-type: none"> <li>- <b>Policy Research Communications:</b> Reached out to relevant staff about policy research for a time-sensitive matter relating to possible issues with SFSS Executives and Councillors with speaking to students about the SFSS as a whole - whereby some interpretations of SFSS policy may prevent Executives &amp; Councillors from speaking about the SFSS as a whole, or at the very least, some interpretations may create unnecessary barriers to transparency and student involvement</li> <li>- <b>Executive Communications:</b> Correspondence related to setting up a time-sensitive meeting with Judit to touch-base, discuss urgent issues with policy that impact UAA work, and discuss UAA projects. Requested to meet before the upcoming Council Meeting - on Tuesday or Wednesday that week (Pending response to this inquiry for an urgent meeting as of July 15 2022)</li> <li>- Reached out to Helen about attendance at strategic planning meetings between the SFSS and the University (Pending response to this inquiry as of July 15th 2022)</li> <li>- Reached out to Helen about best practices in reaching out to administrators (Pending response to this inquiry as of July 15th 2022)</li> </ul>
<b>Total Time (Hrs)</b>	<b>9.5 hours</b>

<b>Summary</b>	<p><b>Tuesday July 5th 2022</b>  <i>Emails, Internal Communications Working Group (Executive, Staff, and Council), Communication Regarding Improving Executive Collaboration and Communication, Work Reports, Biweekly Council Executive Work Summary Presentation, Executive Communications</i></p> <ul style="list-style-type: none"> <li>- <b>Emails:</b> Reading and reviewing emails, responding to emails received, sending emails</li> <li>- Correspondence related to submitting agenda items for the upcoming Executive Committee meeting on Friday July 8th 2022</li> <li>- <b>Internal Communications Working Group:</b> Correspondence related to the Internal Communications Working Group (Executive, Staff, and Council).</li> <li>- <b>Executive Collaboration and Communication:</b> Reaching out to Helen to clarify expectations related to internal communication, and to come up with a solution to improve internal communications.</li> <li>- <b>Work Reports:</b> Adding to work reports during free time - otherwise packed with tasks throughout the day due to the upcoming Council Meeting</li> <li>- <b>University Liaising:</b> Correspondence with SFU University administrators for updates</li> <li>- <b>University and Academic Affairs Committee (UAAC):</b> Correspondence related to the University and Academic Affairs Committee</li> <li>- <b>Executive Communications:</b> Reached out to relevant staff member about issues with communications within the Executive, and the best practices in reaching out and getting responses when needed (Pending response to this inquiry as of July 15th 2022)</li> <li>- <b>Planning and Scheduling:</b> Continuation of Monday's tasks</li> </ul>
<b>Total Time (Hrs)</b>	<b>8 hours</b>

<b>Summary</b>	<p><b>Wednesday July 6th 2022</b>  <i>Emails, Biweekly Council Executive Work Summary Presentation, Executive Communications, Work Reports</i></p> <ul style="list-style-type: none"> <li>- <b>Emails:</b> Reading and reviewing emails, responding to emails received, sending emails</li> </ul>
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	<ul style="list-style-type: none"> <li>- <b>Biweekly Council Executive Work Summary Presentation:</b> Finalization of the Biweekly Council Executive Work Summary Presentation to inform Councillors, staff, and visiting students about UAA progress. In addition to presenting a summary of work completed for this work period, I also completed a summary of the previous presentation that I was not able to conduct due to illness around the time of the previous Council Meeting</li> <li>- Communications with The Peak about Arthur Lee's project and UAA work presentation</li> <li>- <b>Executive Communications:</b> Correspondence related to the Council Meeting &amp; followed-up with Helen to touch-base and schedule check-in meeting</li> <li>- <b>Work Reports:</b> Adding to work reports during free time - otherwise packed with tasks throughout the day due to the Council Meeting</li> </ul>
<b>Total Time (Hrs)</b>	<b>6.5 hours</b>

<b>Summary</b>	<p><b>Thursday July 7th 2022</b>  <i>Emails, Organization &amp; Planning</i></p> <ul style="list-style-type: none"> <li>- <b>Emails:</b> Reading and reviewing emails, responding to emails received, sending emails. Overall lighter day considering the length of the previous day and following day due to the Council Meeting and Executive Committee meeting</li> <li>- <b>Organization &amp; Planning:</b> Administrative tasks related to organizing and planning UAA priorities, including work reports and drafting working groups to address more time-sensitive and significant issues that impact our work in the SFSS (i.e. Internal Communications, Mental Health, Student Involvement and Transparency)</li> </ul>
<b>Total Time (Hrs)</b>	<b>2.5 hours</b>

<b>Summary</b>	<p><b>Friday July 8th 2022</b>  <i>Emails, Policy Research Correspondence, Executive Committee Meeting Correspondence, Work Reports, Organization &amp; Planning</i></p> <ul style="list-style-type: none"> <li>- <b>Emails:</b> Reading and reviewing emails, responding to emails received, sending emails</li> <li>- Sent email to Abhi to update him on personal work capacity and how it affects work reports, as well as relevant access needs. Pending setting up a meeting with Abhi to discuss further (Still pending the finalization of this meeting as of July 15th)</li> <li>- Sent email to Erin Biddlecombe to inquire about the specific mental health supports from SFU for Executives of the SFSS, on the behalf of the Executive Committee (Still pending response as of July 15th)</li> <li>- Sent email to SFSS staff about collaborating with administrative work, with the intention to help the overall quality of the outputs produced (Still pending response as of July 15th)</li> <li>- <b>Policy Research Correspondence (Transparency &amp; Student Involvement):</b> Email correspondence related to policy research questions and issues encountered related to issues with the clarity of SFSS policies that leads to differing personal interpretations of SFSS policies - which potentially prevents Executives from speaking with students about the SFSS as a whole. Interpretive issues run the risk of stifling transparency and student involvement in the SFSS. Reached out to Judit on multiple platforms about setting up an urgent meeting to discuss this issue. Pending response regarding this meeting (Still pending the finalization of this meeting as of July 15th)</li> <li>- Requested to meet with SFSS legal counsel to discuss these policies. (Still</li> </ul>
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	<p>pending response as of July 15th)</p> <ul style="list-style-type: none"> <li>- <b>Work Reports:</b> Correspondence with Abhi, Ben, and Judit via email about questions related to the work reports. Scheduled a time to meet with Ben (Outreach Chair) to discuss questions and best practices</li> <li>- <b>Executive Committee Meeting Agenda Item Correspondence:</b> Correspondence related to submitting agenda items for the Executive Committee meeting on Friday July 8th 2022, and ensuring these items are on the agenda</li> <li>- <b>Organization &amp; Planning:</b> Administrative tasks related to organizing and planning UAA priorities, including work reports and drafting working groups to address more time-sensitive and significant issues that impact our work in the SFSS (i.e. Internal Communications, Mental Health, Student Involvement and Transparency)</li> </ul>
<b>Total Time (Hrs)</b>	<b>7.5 hours</b>

<b>Summary</b>	<p><b>Sunday July 10th 2022</b>  <i>Emails, Student Communications</i></p> <ul style="list-style-type: none"> <li>- <b>Emails:</b> Reading and reviewing emails, responding to emails received, sending emails</li> <li>- Reached out to Judit about resetting AVP email and technical issues (Still pending response as of July 15th)</li> <li>- Reached out to Judit and Helen regarding concerns about non-responses to emails, especially when pertaining to UAA work and the expectation to seek approval before going forward with projects. Effect is that it significantly slows the output of the Executives since we are expected to wait for responses and approval before proceeding with projects. Inquired about the preferred route of communication for quicker responses (Still pending response from Helen and finalizing a meeting time with Judit as of July 15th)</li> <li>- <b>Student Communications:</b> Open office hours on Sunday. Individual correspondence with students related to SFSS matters and questions. Communications related to setting-up these meetings and student outreach</li> </ul>
<b>Total Time (Hrs)</b>	<b>3 hours</b>

<b>Summary</b>	<p><b>Monday July 11th 2022</b>  <i>Work Reports, Planning, Scheduling, Student Communications</i></p> <ul style="list-style-type: none"> <li>- <b>Work Reports:</b> Prioritizing the completion of work reports and adding to work reports.</li> <li>- <b>Planning:</b> Organizing priorities for the week ahead.</li> <li>- <b>Scheduling:</b> Organization of work schedule and booking-in meetings, as well as correspondence to finalize meeting times. Prioritizing completion of work reports and administrative tasks. Continuation of planning task, but putting it into a schedule</li> <li>- <b>Student Communications:</b> Open office hours on Monday. Individual correspondence with students related to SFSS matters and questions. Communications related to setting-up these meetings and student outreach.</li> </ul>
<b>Total Time (Hrs)</b>	<b>5.5 hours</b>

Summary	<p><b>Tuesday July 12th 2022</b>  <i>Work Reports, Scheduling, Executive Communications</i></p> <ul style="list-style-type: none"> <li>- <b>Work Reports:</b> Prioritizing the completion of work reports. Adding to work reports and testing out different strategies to ensure the end product is the best it possibly can be.</li> <li>- <b>Scheduling:</b> Organization of work schedule and booking-in meetings, as well as correspondence to finalize meeting times. Prioritizing completion of work reports and administrative tasks.</li> <li>- <b>Executive Communications:</b> Correspondence with Helen and attempt to set-up a check-in meeting, as well as a meeting to offer guidance and approval on UAA projects.</li> </ul>
Total Time (Hrs)	6 hours

Summary	<p><b>Wednesday July 13th 2022</b>  <i>Work Reports, Student Communications</i></p> <ul style="list-style-type: none"> <li>- <b>Work Reports:</b> Prioritizing the completion of work reports. Adding to work reports and strategizing completion</li> <li>- <b>Student Communications:</b> Individual correspondence with students related to SFSS matters and questions</li> </ul>
Total Time (Hrs)	1 hour

Summary	<p><b>Thursday July 14th 2022</b>  <i>Work Reports, Scheduling, Executive Communications</i></p> <ul style="list-style-type: none"> <li>- <b>Work Reports:</b> Prioritizing the completion of work reports. Adding to work reports &amp; correspondence with Abhi about questions related to work reports, and finalizing a time for a meeting</li> <li>- <b>Scheduling:</b> Organization of work schedule and booking-in meetings, as well as correspondence to finalize meeting times. Prioritizing completion of work reports and administrative tasks</li> <li>- <b>Executive Communications:</b> Correspondence with Abhi and Judit about setting up check-ins, as well as more time-sensitive discussions</li> </ul>
Total Time (Hrs)	4 hours

Summary	<p><b>Friday July 15th 2022</b>  <i>Emails, Work Reports, University Liaising, University and Academic Affairs Committee Communications, Student Involvement and Engagement, Scheduling, Executive Communications</i></p> <ul style="list-style-type: none"> <li>- <b>Emails:</b> Reading and reviewing emails, responding to emails received, sending emails</li> <li>- Catching-up with the influx of emails received over the past week. Prioritizing emails that require time-sensitive responses</li> <li>- Correspondence related to a hiring committee and composition</li> <li>- <b>Work Reports:</b> Prioritizing the completion of work reports. Adding to work reports &amp; correspondence with Abhi about questions related to work reports, and follow-up with Abhi about finalizing a time for a meeting.</li> <li>- Finalizing and editing this specific work report</li> <li>- Prioritizing the completion of work reports based on the most efficient and effective methods of completing them, such as working backwards while</li> </ul>
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fresh, then working my way up with the oldest ones right afterwards

- Correspondence related to inquiring whether a document exists that lists the dates of meetings, such as Council Meetings, Development Sessions, and Executive Committee Meetings
- Majority of time spent on work reports
- **Work-Related Access Needs:** Drafting an email for the SFSS Executives related to my access needs and updated medical letter from my SFU HCS family physician outlining working capacity and personal limitations. Setting up meeting to discuss best ways to move forward to account for my evolving access needs due to the intersection between acute and chronic health considerations
- Correspondence with Abhi related to access needs with work reports, with the consideration that these access needs are relevant to all Councillors and can improve the process and experience of completing work reports as a whole
- Suggested to Abhi that we should have access to a definitive document with the dates of all relevant meetings, such as Council Meetings, Development Sessions, and Executive Committee Meetings, with the idea to reduce some of the tediousness of manually needing to cross-reference specific dates with a program that is not set-up for the best user experience in this regard (Google Calendar). Overall, this will improve the experience for all Councillors and likely contribute to improving retention and improvement of the quality of work life.
- Mapping out deficiencies in access needs at work in order to further understand what I need, what hasn't been met, and what works best
- Organization related to the pending Occupational Therapist report & planning correspondence to John Walsh about physical access needs
- **Transparency and Public Communications (General/At-Large):** Responding to requests for news interviews and setting-up times. Ensuring that the requests of Helen are met in relation to public correspondence.
- **University Liaising:** Correspondence with SFU University administrators for updates, setting-up meetings with administration & staff of the University
- **University and Academic Affairs Committee (UAAC):** Correspondence related to the University and Academic Affairs Committee
- **Policy Research:** Researching policies relevant to the UAA portfolio and drafting recommendations on the establishment of policy on issues relating to the university and academic affairs
- Researching SFSS policy relevant to the day-to-day work of the UAA position and drafting recommendations for amendments
- **Student Involvement:** Communications related to coordinating student involvement in University community affairs and activities.
- Communications related to organizing a student town hall for University related issues and campaigns
- Correspondence with FASS Engage about collaborative efforts to improve student engagement, including in matters related to the University
- **Operational Training:** Correspondence related to operational training and organizing schedule around the completion of this training, while balancing other work commitments
- **Associate Vice President:** Correspondence with Rastko Koprivica regarding when he will be able to meet remotely, since he is currently on student exchange in Montreal. Continuation of drafting and assigning remote work tasks considering his current pace of work. Priority on matters related to the University and Academic Affairs Committee
- **Scheduling:** Organization of work schedule and booking-in meetings, as well as correspondence to finalize meeting times. Prioritizing completion of work reports and administrative tasks. Planning for a follow-up doctor appointment with the intent to provide updated work accommodation recommendations, considering that my regular doctor is on vacation until early August
- **Executive Communications:** Correspondence with Helen and Abhi. Sent messages to Helen to schedule the pending meeting and also inquire about the best way to get in touch with her in a timely manner

<b>Total Time (Hrs)</b>	<b>11 hours</b>
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<b>Total Admin Hours</b>	<b>64.5 hours</b>
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VP External and Community Affairs  
Eshana Baran

## Meeting Summary and Comments

<b>Meeting, Date</b>	Migrant Students United (MSU) Meeting (June 4th, 2022)
<b>Parties Attending</b>	Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	4:30pm-6pm (1.5 hours)
<b>Reason</b>	Weekly meetings
<b>Summary and Outcome</b>	<p>Discussion:</p> <ul style="list-style-type: none"> <li>- Sharing the petition to eliminate the International Student Health Fee (ISHF)</li> <li>- Presenting to the Kwantlen Student Union about MSU because they are interested in the work MSU does</li> <li>- Planning a Day of Action for the ISHF</li> <li>- Tabling to share the petition</li> </ul>
<b>Next Steps</b>	Attend the next MSU Meeting

<b>Meeting, Date</b>	VP External and AVP External Check in (June 5th, 2022)
<b>Parties Attending</b>	Gabe Liosis, Myself
<b>Meeting Length (Hrs)</b>	(10am-12pm) 2 hours
<b>Reason</b>	Weekly Check ins
<b>Summary and Outcome</b>	<p>Discussed:</p> <ul style="list-style-type: none"> <li>- Setting an agenda for the next External and Community Affairs Committee Meeting</li> <li>- Planning the Gondola + 10 year plan Press release + social media post</li> <li>- Contacting AEST about the Post Secondary Funding Review</li> <li>- Ongoing projects <ul style="list-style-type: none"> <li>- Municipal elections <ul style="list-style-type: none"> <li>- Debates</li> </ul> </li> <li>- Government Video Emails to Politicians</li> </ul> </li> <li>- Gondola Echo Announcement <ul style="list-style-type: none"> <li>- Planning a day of celebration</li> <li>- Inviting students from previous years who worked on the campaign</li> </ul> </li> <li>- Gondola Roundtable</li> </ul>

	<ul style="list-style-type: none"> <li>- Inviting people from Translink to explain the next steps for the Gondola</li> <li>- Planning to invite membership, ECAC, and councillors</li> </ul>
<b>Next Steps</b>	Attend the next Check-In + continue work on projects discussed during the check in

<b>Meeting, Date</b>	Alliance of BC Students + SFSS (July 6th, 2022)
<b>Parties Attending</b>	Alliance of BC Students Executive + Chairperson, Gabe Liosis, Myself
<b>Meeting Length (Hrs)</b>	1:00pm-1:40pm (40 mins)
<b>Reason</b>	To discuss starting a campaign together
<b>Summary and Outcome</b>	<p>Discussed:</p> <ul style="list-style-type: none"> <li>- Launching a campaign to bring a 2% cap to the tuition for international students</li> <li>- Involving other student unions</li> <li>- Thinking of ways to promote this campaign on social media so people can see it</li> <li>- Keeping the campaign simple yet effective</li> </ul>
<b>Next Steps</b>	Send an email to other student unions to see if they want to get involved and have a meeting together to discuss this further

<b>Meeting, Date</b>	Council (July 6th, 2022)
<b>Parties Attending</b>	Council, Executive, Board Organizer, Operations Organizer, Policy and Research Coordinator, Simar Thukral
<b>Meeting Length (Hrs)</b>	4:30pm-8:37pm (4 hours, 7mins)
<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>	Staff Meeting Structuring Working Group (July 7th, 2022)
<b>Parties Attending</b>	Judit Nagy, Abhishek Parmar, Nancy Mah, Ilham Benttahir
<b>Meeting Length (Hrs)</b>	10am-11am (1 hour)
<b>Reason</b>	Making Staff meeting more productive/better
<b>Summary and Outcome</b>	<p>Discussed:</p> <ul style="list-style-type: none"> <li>- Providing updates to staff about motions passed at councils and exec meetings which would affect the work of staff</li> <li>- Reducing time with making shorter introductions</li> </ul>
<b>Next Steps</b>	Continue attending this working group and seeing how we can make staff meetings better

<b>Meeting, Date</b>	UAC Working Group - U-Pass contract planning
<b>Parties Attending</b>	Working Group, Myself
<b>Meeting Length (Hrs)</b>	2:00pm-3:00pm (1 hour)
<b>Reason</b>	Looking at making changes to the U-Pass Contract
<b>Summary and Outcome</b>	<p>Discussed:</p> <ul style="list-style-type: none"> <li>- Discussing what each institution faces</li> <li>- What students have been saying about the U-Pass</li> <li>- If people want the same kind of contact in the future <ul style="list-style-type: none"> <li>- The consensus seemed to be no</li> </ul> </li> <li>- Students facing unaffordability</li> <li>- The next contract will be seen in 2025, planning to see what we want changed now and then if we want to plan advocacy efforts reshaping a lot of the contact in the future</li> </ul>
<b>Next Steps</b>	Attend future meetings on the contact planning and oyer student unions to see what they think about the current contract

<b>Meeting, Date</b>	Executive Committee Meeting (July 8th, 2022)
<b>Parties Attending</b>	Helen Sofia Pahou, Judit Nagy, Abhishek Parmar, Vaibhav Arora, Ella Droko, Ayesha Khan, John Walsh
<b>Meeting Length (Hrs)</b>	10:00am-2:00pm (4 hours)
<b>Reason</b>	Bi-weekly meetings
<b>Summary and Outcome</b>	<p>Action items:</p> <ul style="list-style-type: none"> <li>- Make a plan for the Gondola Updates on the SFSS Website</li> </ul>
<b>Next Steps</b>	Attend the next Executive Committee Meeting

<b>Meeting, Date</b>	UAAC + ECA Update Meeting (July 11th, 2022)
<b>Parties Attending</b>	Ella Droko, Muriel Adarkwa , Myself
<b>Meeting Length (Hrs)</b>	11:30am-12:30pm (1 hour)
<b>Reason</b>	Bi-Weekly Meetings
<b>Summary and Outcome</b>	<p>Discussed:</p> <ul style="list-style-type: none"> <li>- Possible reformatting of how these meetings take place</li> <li>- Ongoing projects <ul style="list-style-type: none"> <li>- Water Drive <ul style="list-style-type: none"> <li>- Getting our communications to share what students can do to keep cool during a heat wave</li> <li>- Having social media posts about cooling centers in Surrey,</li> </ul> </li> </ul> </li> </ul>

	<p>Vancouver, and Burnaby</p> <ul style="list-style-type: none"> <li>- U-Pass Contract <ul style="list-style-type: none"> <li>- Getting staff to come to the meetings</li> <li>- Possible survey to see what students think about the U-Pass (price, their experience with transit)</li> </ul> </li> </ul>
<b>Next Steps</b>	Attend the next Check-in

<b>Meeting, Date</b>	Meeting with Somayeh Naseri (July 11th, 2022)
<b>Parties Attending</b>	Somayeh Naseri, Myself
<b>Meeting Length (Hrs)</b>	12:45pm-12:52pm (7 mins)
<b>Reason</b>	Questions about the External and Community Affairs Committee (ECAC)
<b>Summary and Outcome</b>	<p>Discussed:</p> <ul style="list-style-type: none"> <li>- Quorum needed for the meetings</li> <li>- The tracker for the meetings and how meeting minutes get filed</li> </ul>
<b>Next Steps</b>	To make sure ECAC meetings get filed and approved by the groups they need to be approved by.

<b>Meeting, Date</b>	Update on Municipal Elections (July 11th, 2022)
<b>Parties Attending</b>	Helen Sofia Pahou, Myself
<b>Meeting Length (Hrs)</b>	3:00pm-3:17pm (17 mins)
<b>Reason</b>	The Get Out to Vote Campaign
<b>Summary and Outcome</b>	<p>Discussed:</p> <ul style="list-style-type: none"> <li>- What has been done for municipal elections for the Get Out to Vote Campaign <ul style="list-style-type: none"> <li>- Reached out to the university for a polling station</li> <li>- Had a meeting with staff</li> <li>- Was brought up to the External and Community Affairs committee</li> <li>- Spoke about holding debates</li> <li>- Spoke about making information packages</li> </ul> </li> </ul>
<b>Next Steps</b>	Working on a Master Document to create a timeline and action items for the Get Out to Vote Campaign

<b>Meeting, Date</b>	Migrant Students United (July 11th, 2022)
<b>Parties Attending</b>	Migrant Students United, Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	4:00pm-4:30pm (30 mins)



<b>Reason</b>	Weekly Meetings
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- Possibly creating a video for the Migrant Students United</li> </ul>
<b>Next Steps</b>	Attend the next meeting

<b>Meeting, Date</b>	Meeting with Liam Maclure from Metro Vancouver Alliance (July 12th, 2022)
<b>Parties Attending</b>	Liam Maclure, Myself
<b>Meeting Length (Hrs)</b>	12:00pm-12:40pm(40 mins)
<b>Reason</b>	To talk about areas of collaboration
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- Ways to engage with other student groups</li> <li>- How we can all work together</li> <li>- Going over my annual plan</li> </ul>
<b>Next Steps</b>	Stay in contact and maybe work on campaigns together in the future

<b>Meeting, Date</b>	Meeting to get updates on Translink Roundtable (July 12th, 2022)
<b>Parties Attending</b>	Ashley, Myself
<b>Meeting Length (Hrs)</b>	1pm-2pm (1 hour)
<b>Reason</b>	To talk about the Maple Ridge Translink Roundtable attended by the VP External
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- VP External and AVP External plan to host a roundtable with Translink with the SFSS</li> <li>- The issues of transit that students have from Maple Ridge to SFU</li> </ul>
<b>Next Steps</b>	Continue planning for the Roundtable so students can be provided the opportunity to ask questions about transit and see what changes may already be on the way

<b>Meeting, Date</b>	Meeting with SFU President and BoG Chair regarding SFU Communities Letter to SFU (July 13th, 2022)
<b>Parties Attending</b>	The Signatories of the Letter
<b>Meeting Length (Hrs)</b>	9am-10am (1 hour)
<b>Reason</b>	Discussion on SFU's process and ways of moving forward to address concerns laid out in the letter
<b>Summary and Outcome</b>	Confidential

<b>Next Steps</b>	Signatories to meet and discuss next steps
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<b>Meeting, Date</b>	Student Worker Organizing (meeting with student workers met at the Labor Notes Conference) (July 13th, 2022)
<b>Parties Attending</b>	Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	10:30am-11:30am (1 hour)
<b>Reason</b>	Create a working relationship with students from the Labor Notes Conference, standing in solidarity with student workers across borders
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- What unions we are a part of</li> <li>- What organizing we have done with unions</li> <li>- How we can help amplify and support each other's work</li> <li>- The progress with the Tuition Freeze Campaign (how it started)</li> </ul>
<b>Next Steps</b>	Action items: <ul style="list-style-type: none"> <li>- Set up a meeting to talk about the SFSS Tuition Freeze Campaign</li> </ul>

<b>Meeting, Date</b>	Council Development Session (July 13th, 2022)
<b>Parties Attending</b>	Council, Judit Nagy, Abhishek Parmar, Myself
<b>Meeting Length (Hrs)</b>	4:30pm-5:54pm (1 hour, 24mins)
<b>Reason</b>	Bi-Weekly Meetings
<b>Summary and Outcome</b>	Development Session with SFU's Sexual Violence Support and Prevention Office
<b>Next Steps</b>	Attend the next development session

<b>Meeting, Date</b>	Quick Check in with Ella (July 14th, 2022)
<b>Parties Attending</b>	Ella Droko, Myself
<b>Meeting Length (Hrs)</b>	10:37am-11am (23mins)
<b>Reason</b>	Delegation of the VPUAA tasks
<b>Summary and Outcome</b>	I will now be looking into Tuition Hikes and continuing the work with the Student Affordability Working Group
<b>Next Steps</b>	Look into these tasks and see what I have to do

<b>Meeting, Date</b>	Municipal Election Get Out to Vote Campaign Updates (July 14th, 2022)
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<b>Parties Attending</b>	Muriel Adarkwa , Helen Sofia Pahou, Myself
<b>Meeting Length (Hrs)</b>	11:00am-11:30am (30mins)
<b>Reason</b>	Municipal elections are coming up and we will be doing a Get Out to Vote Campaign
<b>Summary and Outcome</b>	<p>Discussed:</p> <ul style="list-style-type: none"> <li>- Tabling <ul style="list-style-type: none"> <li>- Possibly at all entry points of the SUB</li> <li>- Contacting SFU to table on SFU</li> <li>- Having a QR code for voting information</li> <li>- Having a scheduled tabling time for volunteers</li> <li>- Having a map of where people are located so people can pin where they live so it can show how many voters are in the Lower Mainland from SFU</li> </ul> </li> <li>- Postering on campus/SUB</li> <li>- Information Packages</li> <li>- Figuring how to register as an organization who will be doing a Get Out to Vote Campaign</li> <li>- Looking at the cap on how much we can spend on the Get Out to Vote Campaign</li> <li>- What worked last year + what we could improve</li> </ul>
<b>Next Steps</b>	<p>Continued planning for Municipal Elections</p> <ul style="list-style-type: none"> <li>- Planning a meeting with communications for the social media content</li> </ul>

<b>Meeting, Date</b>	Meeting with Eve from Compass (mental health website)
<b>Parties Attending</b>	Myself
<b>Meeting Length (Hrs)</b>	11:30am-12:26pm (56 mins)
<b>Reason</b>	To discuss "Compass", a website which helps student with their mental help and the previous board helped a lot in giving feedback and ideas for this website so Eve wanted to meet again to show where the website is and look for more feedback
<b>Summary and Outcome</b>	<p>Discussed:</p> <ul style="list-style-type: none"> <li>- The VP External role</li> <li>- Went over my annual plan</li> <li>- Went over what Eve has done</li> <li>- Went over the Compass website</li> <li>- Bringing this to an executive meeting to discuss</li> </ul>
<b>Next Steps</b>	Bring to the SFSS executive committee

<b>Meeting, Date</b>	Gondola Updates- SFSS Website (July 14th, 2022)
<b>Parties Attending</b>	Muriel Adarkwa , Myself
<b>Meeting Length (Hrs)</b>	1:00pm-1:35pm (35 mins)
<b>Reason</b>	We need to update the website because the Gondola has been endorsed by City Council and the funding also got approved- the Gondola is a big win after a 10 year

	campaign!
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- Archiving the Gondola from current campaign efforts by the SFSS on the SFSS website</li> <li>- Putting the Gondola in the achievements on the website</li> <li>- Making a separate tab for the gondola with a blurb explaining how the campaign took place over 10 years and how we got this win</li> </ul>
<b>Next Steps</b>	Going over the blurb with staff and seeing if they have more insight for the blurb

<b>Meeting, Date</b>	Meeting with MP Jenny Kwan (July 14th, 2022)
<b>Parties Attending</b>	Aleksandra, MP Jenny Kwan, Myself
<b>Meeting Length (Hrs)</b>	2:30pm-3:00pm (30 mins)
<b>Reason</b>	Preparation for the Water Drive
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- What we plan to do <ul style="list-style-type: none"> <li>- Hand out water, maybe even food or snacks depending on what is needed to houseless folks in the Surrey Central and Downtown Eastside community</li> </ul> </li> <li>- Potential collaboration</li> <li>- Other folks we can reach out to collaborate with</li> <li>- What MP Jenny Kwan has done in the community</li> </ul>
<b>Next Steps</b>	Follow up with MP Kwan for future collaborations on the water drive once we have more information

<b>Meeting, Date</b>	Update on Water Drive (July 15th, 2022)
<b>Parties Attending</b>	Muriel Adarkwa , Myself
<b>Meeting Length (Hrs)</b>	12:10pm-12:30pm (20 mins)
<b>Reason</b>	The Water Drive Project
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- I updated staff that we are having meetings and consultations with community who are doing this work to make sure we do not reinvent the wheel and support how we can</li> <li>- We also talked about how we can provide care packages to first responders for people who put out forest fires</li> </ul>
<b>Next Steps</b>	Continue working on this project and bringing the idea of care packages to first responders who bring relief during events of forest fires, floods, mud slides, etc., to the external and community affairs committee

<b>Total Meeting Hours</b>	<b>24.479</b>
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## Projects and Events

<b>Project/Event Title</b>	Townhall: Youth Say Don't Give up (July 5th, 2022)
<b>Updates and Upcoming Plans</b>	<p>This was a town hall where people spoke about how the Trans Mountain Pipeline negatively affects people, the land and the true detrimental effects it will have to the SFU community if there is a gas leak to a spill, or a fire, or an explosion. I learned that there is a toxic gas that can leak from the tank farm that is building on Gaglardi way up to campus which can paralyze people and there is no true plan for how people will be protected. More so, there are detrimental effects of this pipeline in terms of climate justice and Indigenous rights.</p> <p>With the new information: I want to table and help information students about the TMX pipeline and the tank farm being built and how it will affect students and the SFU community on the mountain</p>
<b>Relevant Strategic Priorities</b>	Attend community events as they come
<b>Total Time (Hrs)</b>	3 hours + 1 hour driving = 4 hours total

<b>Project/Event Title</b>	Poster Making with the SFSS Women's Center
<b>Updates and Upcoming Plans</b>	Attend the Bans off Our Bodies Rally hosted by the SFSS Womens Centre
<b>Relevant Strategic Priorities</b>	Went to the poster making session.
<b>Total Time (Hrs)</b>	2 hours

<b>Project/Event Title</b>	Bans off Our Bodies Solidarity Rally + Post Rally Debrief
<b>Updates and Upcoming Plans</b>	Attended the rally + the post rally debrief
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Attended the poster making session before the rally.</li> <li>- Continuing to stand in solidarity for people to make their own choices and being able to access abortions and making sure they are kept safe and legal</li> </ul>
<b>Total Time (Hrs)</b>	11:30am-1:30pm (2 hours)

<b>Total Project and Events Hours</b>	<b>8</b>
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## Committee Chair Work

<b>Committee Name</b>	External and Community Affairs Committee (July 11th, 2022)
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	5pm-6:32pm (1 hour 32 mins)
<b>Summary</b>	- Went over what the Office of the VP External is doing
<b>Ongoing Projects</b>	- Water Drive - Get out to Vote Campaign for the upcoming Municipal Elections
<b>Relevant Strategic Priorities:</b>	Get input from the committee on all ongoing projects

<b>Total Committee Hours</b>	<b>1 hour 32 mins</b>
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## Administrative Work

<b>Summary</b>	<p>July 4th (1:30pm-4:30pm) 3 hours</p> <ul style="list-style-type: none"> <li>- Sending emails</li> <li>- Prepping for the week ahead</li> <li>- Filling out cheque requisitions</li> <li>- Working on presentations to council             <ul style="list-style-type: none"> <li>- Finished the one which include an in depth review of meetings with politicians</li> <li>- Worked on the Master document which explain the agenda items prepared for meetings with politicians and what came about from those meetings</li> <li>- Prepping items of discussion for the VP + AVP check in</li> </ul> </li> </ul> <p>July 5th</p> <ul style="list-style-type: none"> <li>- (1:00pm-1:30pm) 30 mins             <ul style="list-style-type: none"> <li>- Making a motion + discussion item for a yearly donation to the Indian Residential School Survivors Society</li> </ul> </li> <li>- (1:45pm-2:00pm) 15 mins             <ul style="list-style-type: none"> <li>- Coffee and Cookies with TSSU</li> </ul> </li> <li>- (4:15pm-4:48pm) 33 mins             <ul style="list-style-type: none"> <li>- Work report updating</li> </ul> </li> </ul> <p>July 6th</p> <ul style="list-style-type: none"> <li>- (10:30am-11:15am) 45 mins             <ul style="list-style-type: none"> <li>- Emails</li> <li>- Sent in cheque requisitions after finishing them</li> <li>- Planning for the Gondola Day of Celebration</li> </ul> </li> <li>- (12:30pm-1:00pm) 30 mins             <ul style="list-style-type: none"> <li>- Gondola Day of Celebration Preparation</li> </ul> </li> </ul> <p>July 7th</p> <ul style="list-style-type: none"> <li>- (9:45am-10am) 15 mins             <ul style="list-style-type: none"> <li>- Work report</li> </ul> </li> <li>- (3:00pm-3:45pm) 45 mins</li> </ul>
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- Starting email drafts to other student unions
  - Starting a campaign to reduce the increase in international student tuition to the 2% cap as it is for domestic students
  - Contacting the Capilano University Student Union to discuss the U-Pass contract because we had similar ideas
- (7:15pm-8:50pm) 1 hour 35 mins
  - Work report
  - Emails
  - Planning for the External and Community Affairs Committee
  - Updating my calendar with upcoming meetings
  - Sending in work orders for comms
    - Community Townhall against the TMX pipeline

July 9th, 2022

- (4:53pm-6:23pm) 30 mins
  - Working on a draft email to organizations for donation for the water drive
  - Creating meetings with organizations
  - Emails (generally)
  - Planning for the External and Community Affairs meeting

July 10th, 2022

- (11:53am-12:23pm) 30 mins
  - Prep for the External and Community Affairs Committee (ECAC)
    - Roberts Rules (making sure I know the rules for chairing the meeting)
    - Making notes of updates to provide the committee during discussion items
- (1:15pm-1:30pm) 15 mins
  - Continued planning for the ECAC meeting on Monday
- (1:45pm-2:00pm) 15 mins
  - Continued planning for the ECAC meeting on Monday
- (2:15pm-2:50pm) 35 mins

July 11th

- (10:30am-11:30am) 1 hour
  - Work report
  - Emails
  - Starting to work on the newspost for the Petition to Eliminate the International Student Health Fee Campaign
  - Prep for External and Community Affairs Committee meeting
- 12:52pm-1:36pm (44 mins)
  - Working on the Petition to Eliminate the International Student Health Fee Campaign
  - Looked at the information packages which explained the health fee and how it negatively affected international students and goes against the Canada Health Act
- (2pm-3pm) 1 hour
  - Emails
  - Submit Jotform for Council Agenda
  - Prepped for the update to the President about Municipal Elections
- (3:17pm-4:02pm) 45 mins
  - Emails
  - Updating calendar for meetings (external group meetings, visits to the SUB)
- (8:23pm-8:33pm) 10 mins
  - Worked on a document for action items that came from the External and Community Affairs Committee

- (8:50pm-9:50pm) 1 hour
  - Work order to comms
  - Emails
  - Continued work on action items that came from the External and Community Affairs Committee
  - Sent a follow up email to the ECA committee with links and information I said I would provide
  - Worked on making master documents for the municipal elections and water drive

July 12th, 2022

- (4:00pm-4:15pm) 15 mins
  - Worked on the Master Document for Municipal Elections
  - Sent in External and Community Affairs Video to Admin
- (5:57pm-7:53pm) 1 hour 56 mins
  - Worked on the Master Document for Municipal Elections
    - Went through last year's federal election campaign to see what was done for the Get Out to Vote Campaign
  - Updated Notion: what I use to organize the projects I am working on, what has been completed and what has not been started
  - Started working on the Master Document for the Water Drive Project
    - Made a document that we can use to send out to organizations to give information about the water drive if they would like to contribute to the initiative
    - Work report

July 13th, 2022

- (1:30pm-2:20pm) 50 mins
  - Emails
  - Prep for water drive meeting with staff in future
    - Took notes on what was brought up at the ECA committee
- (3:30pm-4:30pm) 1 hour
  - Emails
  - Work report
  - Gondola echo announcement planning
  - Organizing the google drive (putting documents in the right folders)
- (6:54-7:47pm) 53 mins
  - Preparation for the next External and Community Affairs Committee Meeting Agenda
  - Working on the Gondola Echo Announcement
  - Following up on Having a Translink Roundtable hosted at the SFSS

July 14th, 2022

- (9:42am-10:37am) 41 mins
  - Preparation for the Municipal Election update meeting
  - Preparation for meeting with recent SFU grad on potentially looking at a mental health wellness website for SFSS members to use
  - Updating calendar
  - Emails
- (12:26pm-1:00pm) 34 mins
  - Emails
  - Prep for Gondola meeting update
  - Seeing what resources can be put on the website
  - Looking through the resources
  - Making action items to go through the resources in more depth
- (1:35pm-1:45pm) 10 mins
  - Emails
  - Looking at action items that came out of the Gondola meeting (making them clearer for myself from the notes I took from the meeting)
- (2:19pm-2:30pm) 11 mins
  - Setting up for meeting with MP Kwan



	<ul style="list-style-type: none"> <li>- Making a notes document</li> <li>- Looking at what information I can provide for the water drive (from discussions with the external and community affairs committee)</li> <li>- (4:52pm-5:43pm) 51 mins <ul style="list-style-type: none"> <li>- Started the Gondola Blurb for the SFSS website since the project was won!</li> <li>- Worked on sending a work order for the SUB graphic for steps students can take to stay cool during heat waves, and where students can stay cool in the SUB</li> <li>- Updated work report</li> <li>- Making a discussion item for the External and Community Affairs Committee to possibly provide students with water or popsicles during heat waves)</li> <li>- Thinking of a plan to put posters around the SUB with info on how to stay cool during heat waves</li> </ul> </li> <li>- (7:37pm-10:05pm) 2 hour 28 mins <ul style="list-style-type: none"> <li>- Work report</li> <li>- Emails</li> <li>- Going over advocacy and campaigns page on the SFSS website, seeing what needs to be updated</li> <li>- Working on the Gondola blurb for the update on the SFSS website</li> <li>- Going through the resources over the past 10 years on the Gondola (YouTube Videos, websites, etc.)</li> </ul> </li> </ul> <p>July 15th, 2022</p> <ul style="list-style-type: none"> <li>- 9:24am-10:43am (1 hour 19 mins) <ul style="list-style-type: none"> <li>- Worked on water drive master document</li> <li>- Looked at the action items that came out of the meeting with MP Jenny Kwan</li> <li>- Updated the Municipal elections master document</li> <li>- Found resources for municipal elections</li> </ul> </li> <li>- 11:27am-12:10pm (43 mins) <ul style="list-style-type: none"> <li>- Worked on the municipal election master document</li> <li>- Prepared for the water drive prep meeting</li> <li>- Organized google drive <ul style="list-style-type: none"> <li>- Put documents of projects in the folders they need to be in</li> </ul> </li> </ul> </li> <li>- 12:30pm-2:00pm (1 hour, 30 mins) <ul style="list-style-type: none"> <li>- Looked at the action items which came from the water drive prep meeting</li> <li>- Emails</li> <li>- Scheduled meetings in the calendar</li> <li>- Worked on making a work order related to research on who is at the front lines for climate change emergencies such as forest fires, floods, etc.</li> <li>- Made a template for the ECA members to send possible sponsors for the water drive</li> <li>- Made the AVP + VP External check in agenda items</li> <li>- Worked on the Municipal election Master document</li> </ul> </li> <li>- 7:00pm-7:39pm (39 mins) <ul style="list-style-type: none"> <li>- Work report</li> <li>- Editing work report</li> </ul> </li> </ul>
<b>Total Time (Hrs)</b>	28.86

<b>Total Admin Hours</b>	<b>28.86</b>
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Total : 62.872 hours

VP Events and Student Affairs  
Vaibhav Arora

## Meeting Summary and Comments

<b>Meeting, Date</b>	04-07-2022
<b>Parties Attending</b>	Dipti, Myself
<b>Meeting Length (Hrs)</b>	1:30 - 2:30 PM (1 hour)
<b>Reason</b>	Weekly events update with Dipti
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Updating on the progress of the events planned</li> <li>- Taking notes of the "to-do" lists for the week</li> </ul>
<b>Next Steps</b>	Work on the tasks noted

<b>Meeting, Date</b>	04-07-2022
<b>Parties Attending</b>	Sponsorship Committee (StreetFest), Myself
<b>Meeting Length (Hrs)</b>	2:30 - 3:30 PM (1 hour)
<b>Reason</b>	Sponsorship committee meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussion on the potential sponsors</li> <li>- Updating the committee on the list designated to myself</li> </ul>
<b>Next Steps</b>	Talk to the potential sponsors

<b>Meeting, Date</b>	04-07-2022
<b>Parties Attending</b>	StreetFest Committee.Members, Myself
<b>Meeting Length (Hrs)</b>	3:30 - 5 PM (1.5 hours)
<b>Reason</b>	StreetFest Committee Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Chairing the meeting and getting updates from different departments</li> <li>- Updating on the progress so far for the event itself</li> </ul>
<b>Next Steps</b>	Working on the action items noted in the meeting

<b>Meeting, Date</b>	04-07-2022
<b>Parties Attending</b>	Alev, Ethan, Ayo, Abhishek, Dipti, Myself
<b>Meeting Length (Hrs)</b>	6 - 7:15 PM (1.25 hours)
<b>Reason</b>	ESAC 1st meeting

<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Election of the Vice-chair of ESAC</li> <li>- Confidential Matters</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	06-07-2022
<b>Parties Attending</b>	Council, Myself
<b>Meeting Length (Hrs)</b>	4:30 - 9:16 PM (4.77 hours)
<b>Reason</b>	Council Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Natural Disaster Working Group Formation</li> <li>- Motion to allow CCBC to proceed further with their investigation passed</li> <li>- Judit and Nikki appointed for Vancouver Campus Committee</li> <li>- Council Retreat Discussion</li> <li>- OO's position backfilling discussed</li> <li>- Bans off our Bodies discussion</li> <li>- Budget of \$10,000 for StreetFest passed by the council</li> </ul>
<b>Next Steps</b>	Updates StreetFest Committee about the budget being passed and other necessary information

<b>Meeting, Date</b>	07-07-2022
<b>Parties Attending</b>	Rachel, Sonja, Dipti, Myself
<b>Meeting Length (Hrs)</b>	10 - 11 AM (1 hour)
<b>Reason</b>	Selection Committee for StreetFest performers
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Chairing the committee to spread out the information on StreetFest</li> <li>- Applications to student membership</li> <li>- Selection of the groups according to the criteria planned</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	08-07-2022
<b>Parties Attending</b>	Executives, Management
<b>Meeting Length (Hrs)</b>	10 AM - 2 PM (4 hours)
<b>Reason</b>	Executive Committee Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Bounce and SPC presented their platforms</li> <li>- Working groups discussed</li> <li>- Confidential matters discussed</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	08-07-2022
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<b>Parties Attending</b>	Candidates for ESAC (Members at large), Myself
<b>Meeting Length (Hrs)</b>	3 - 5 PM (2 hours)
<b>Reason</b>	Interview for Members at large positions
<b>Summary and Outcome</b>	- Confidential
<b>Next Steps</b>	

<b>Meeting, Date</b>	11-07-2022
<b>Parties Attending</b>	Dipti, Myself
<b>Meeting Length (Hrs)</b>	2 - 3 PM (1 hour)
<b>Reason</b>	Weekly Events planning/check-in
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the updates on LinkedIn Photoshoot event</li> <li>- Other ideas for August planned</li> <li>- Imaginus contract reworked</li> </ul>
<b>Next Steps</b>	Working on the action items discussed

<b>Meeting, Date</b>	11-07-2022
<b>Parties Attending</b>	Dipti, Yavanna, Carmen, Kelsey, Myself
<b>Meeting Length (Hrs)</b>	3:30 - 4:30 ( 1 hour)
<b>Reason</b>	SFSS + SER Connect
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the movie night coming on 27th</li> <li>- Discussed licensing movies and other related stuff</li> <li>- Planning for a bigger event for September 09 (will be disclosed soon)</li> </ul>
<b>Next Steps</b>	Working on renewing the license

<b>Meeting, Date</b>	12-07-2022
<b>Parties Attending</b>	Poparide Representative, Myself
<b>Meeting Length (Hrs)</b>	5 - 6 PM (1 hour)
<b>Reason</b>	Meeting with POPARIDE
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the StreetFest opportunity to Poparide representative</li> <li>- Other potential events where they can collaborate as a sponsor</li> </ul>
<b>Next Steps</b>	Follow up with them at any other time in future

<b>Meeting, Date</b>	13-07-2022
<b>Parties Attending</b>	Judit, Pamela (SAMRA), Myself

<b>Meeting Length (Hrs)</b>	11 - 12 PM (1 hour)
<b>Reason</b>	Meet and Greet
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the governance models of SAMRA and SFSS</li> <li>- Discussed how SAMRA can work on their model for the future semesters</li> </ul>
<b>Next Steps</b>	Going through SAMRA's policy structure and a follow up meeting with Pamela

<b>Meeting, Date</b>	13-07-2022
<b>Parties Attending</b>	ESAC Candidate for Members-At-Large Position, Myself
<b>Meeting Length (Hrs)</b>	3 - 3:30 PM (0.5 hour)
<b>Reason</b>	Interview
<b>Summary and Outcome</b>	Confidential
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	13-07-2022
<b>Parties Attending</b>	Helen, Judit, Jennifer Seto, Myself
<b>Meeting Length (Hrs)</b>	6 - 7 PM (1 hour)
<b>Reason</b>	Esports Discussion
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussion on plans for the future</li> <li>- Went through some past experience</li> <li>- Discussion on a collaboration with SFU EA for the lounge</li> </ul>
<b>Next Steps</b>	A meeting including all the stakeholders

<b>Meeting, Date</b>	14-07-2022
<b>Parties Attending</b>	Jessica (MECS), Rachel, Dipti, Myself
<b>Meeting Length (Hrs)</b>	11 - 11:30 AM (0.5 hour)
<b>Reason</b>	StreetFest Drink Vendor Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed who will take the responsibility of arranging a mocktail vendor for the StreetFest</li> </ul>
<b>Next Steps</b>	Reaching out to potential vendors from google with the application form

<b>Total Meeting Hours</b>	<b>22.5 hours</b>
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## Projects and Events

<b>Project/Event Title</b>	LinkedIn Photoshoot
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- The event went really successful</li> <li>- We got a good turnover ratio (around 60 percent)</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Sign-ups help better plan the event</li> <li>- A professional floor Plan helps the event look more professional</li> </ul>
<b>Total Time (Hrs)</b>	9 hours (6 for the actual event + 3 for planning)

<b>Project/Event Title</b>	Movie Night on 27th July
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Working on getting a license for movie showcase</li> <li>- Getting Events Coordinator to book the Images theatre</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Sign-ups to increase attendance</li> <li>- Promotion on all SFSS pages</li> </ul>
<b>Total Time (Hrs)</b>	3 hours

<b>Total Project and Events Hours</b>	<b>12 hours</b>
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## Committee Chair Work

<b>Committee Name</b>	Events and Student Affair Committee
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	3 hours
<b>Summary</b>	<ul style="list-style-type: none"> <li>- Working on the agenda items for 1st ESAC meeting</li> <li>- Preparing to chair a committee</li> </ul>
<b>Ongoing Projects</b>	Interview for at-large membership
<b>Relevant Strategic Priorities:</b>	Setting a criteria for the interviews

<b>Total Committee Hours</b>	<b>3 hours</b>
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## Administrative Work

<b>Summary</b>	<p><b>July 1 (3 hours):</b></p> <ul style="list-style-type: none"> <li>- Streetfest Committee planning</li> <li>- Regular Emails follow up</li> <li>- Instagram Posting</li> <li>- Call for agenda items for ESAC</li> </ul> <p><b>July 4 (4 hours):</b></p>
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	<ul style="list-style-type: none"> <li>- Events Planning</li> <li>- Weekend Emails follow up</li> <li>- Instagram posting on SFSS_EVENTS page</li> <li>- Interview preparation for candidates</li> </ul> <p><b>July 5 (2 hours):</b></p> <ul style="list-style-type: none"> <li>- Call with Dipti for LinkedIn event requirements</li> <li>- ESAC 1st meeting video converted and sent</li> <li>- Emails follow up</li> </ul> <p><b>July 6 (3 hours):</b></p> <ul style="list-style-type: none"> <li>- Regular Emails follow up</li> <li>- SPC website and services explored</li> <li>- Sponsors list gone through</li> <li>- Instagram posting on LinkedIn event</li> </ul> <p><b>July 7 (2 hours):</b></p> <ul style="list-style-type: none"> <li>- Went through vendors' list</li> <li>- Regular Emails follow up</li> </ul> <p><b>July 8 (3 hours):</b></p> <ul style="list-style-type: none"> <li>- Daily emails</li> <li>- interview planned for candidates</li> </ul> <p><b>July 11 (2 hours):</b></p> <ul style="list-style-type: none"> <li>- Agenda prepared for SFU + SFSS meet for events</li> <li>- Regular emails follow up</li> </ul> <p><b>July 12 (2 hours):</b></p> <ul style="list-style-type: none"> <li>- Went through Poparide's website</li> <li>- Explored more sponsorship opportunities</li> <li>- Regular Emails follow up</li> </ul> <p><b>July 13 (3 hours):</b></p> <ul style="list-style-type: none"> <li>- Instagram posts on the updates of LinkedIn event</li> <li>- Regular emails follow up</li> </ul> <p><b>July 14 (3 hours):</b></p> <ul style="list-style-type: none"> <li>- Vendors emails sent</li> <li>- Emails follow up</li> <li>- Meetings planned for next week</li> </ul> <p><b>July 15 (3 hours):</b></p> <ul style="list-style-type: none"> <li>- Co-chair presentation prepared for StreetFest committee meeting</li> <li>- Emails follow up</li> <li>- Esports explored from other universities</li> </ul>
<b>Total Time (Hrs)</b>	<b>30 hours</b>

<b>Total Admin Hours</b>	<b>30 hours</b>
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<b>Total Hours</b>	<b>67.5 hours</b>
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VP Equity and Sustainability  
Rea Chatterjee

## Meeting Summary and Comments

<b>Meeting, Date</b>	Dev Session Planning
<b>Parties Attending</b>	Judit Nagy, Ella Droko
<b>Meeting Length (Hrs)</b>	1 hr (11-12pm)
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	MSU Weekly Meeting, July 4 2022
<b>Parties Attending</b>	MSU Members
<b>Meeting Length (Hrs)</b>	(1.5 hrs) 4:30-6:05pm
<b>Reason</b>	
<b>Summary and Outcome</b>	Planning for International Health Fees Campaign
<b>Next Steps</b>	<ul style="list-style-type: none"><li>- Reach out to students from Douglas College</li><li>-</li></ul>

<b>Meeting, Date</b>	Meeting with Gabe
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	11:15am-12:30pm
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	DNA Meeting
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	4-4:45pm
<b>Reason</b>	

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

<b>Meeting, Date</b>	Community Townhall: We Will Stop TMX Together
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	7-9:30pm
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	FNMISA x Embark x HiFive x SFSS Nature Walk!
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	1.5 hrs (11:30-1pm)
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

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

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

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

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

<b>Committee Name</b>	Accessibility Committee
<b># of Meetings</b>	
<b>Total Time (Hrs)</b>	
<b>Summary</b>	Setting up the committee work - July 4- 1:30-2:30
<b>Ongoing Projects</b>	
<b>Relevant Strategic Priorities:</b>	

<b>Committee Name</b>	BIPOC Committee
<b># of Meetings</b>	
<b>Total Time (Hrs)</b>	
<b>Summary</b>	Setting up the committee work - July 4 - 2:30-3:00
<b>Ongoing Projects</b>	

<b>Relevant Strategic Priorities:</b>	
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<b>Committee Name</b>	Equity and Sustainability Committee
<b># of Meetings</b>	
<b>Total Time (Hrs)</b>	
<b>Summary</b>	Setting up the committee work - July 4 - 3:00-3:30
<b>Ongoing Projects</b>	
<b>Relevant Strategic Priorities:</b>	

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

<b>Summary</b>	July 4th - Emails 12-1:30pm, 3:30-4pm July 5 - 12:30-1:30 - 3-4pm prep for meeting July 6 - 11-11:30am emails - 1-2:45pm emails, work report
<b>Total Time (Hrs)</b>	

<b>Total Admin Hours</b>	
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