

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
(July 16 - July 31)

[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](#)

Administrative Work

Summary	<p>Wednesday July 20 2022 <i>Council Meeting Executive Reports, Organization & Planning, Scheduling, Emails, Policy Research Communications, Executive Communications, Working Group Communications, University and Academic Affairs Committee</i></p> <ul style="list-style-type: none">- Council Meeting Executive Reports: Completed the Executive Reports that are presented at Council.- Organization & Planning: Administrative work related to reviewing plans for the work week. Strategizing related to prioritizing the order in which tasks should be completed- 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)- Worked with AVP Rastko Koprivica to plan priorities for UAA.- Worked with Abhi to strategize how to best meet access needs in relation to retroactive work report completion.- Scheduling: 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- Overall focus on prioritization of the most important tasks for the week- Emails: Reading and reviewing emails, responding to emails received, sending emails- Email correspondence with Helen, Judit, Abhi, Vaibhav, Eshana, and Rea. Sent emails reaching out to them for check-ins.- Sent another email to Eshana for a specific check-in.- Working Group Communications: Correspondence related to the drafting of
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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 Priorities	
Total Time (Hrs)	

Total Project and Events Hours	
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Committee Chair Work

Committee Name	
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Administrative Work

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

Total Committee Hours	
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Administrative Work

Summary	
Total Time (Hrs)	

Total Admin Hours	
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Administrative Work

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VP Internal and Organizational Development

Judit Nagy

Meeting Summary and Comments

Meeting, Date	2022-07-18
Parties Attending	Myself; Muriel Adarkwa
Meeting Length (Hrs)	1 Hour (2-3 PM)
Reason	Clarification about Student Fees
Summary and Outcome	<ul style="list-style-type: none"> - Discussed the policy change regarding step-forward students - There seems to be an issue with them accessing the UPASS - It's unclear as to how student fees are allocated and how students are charged - SFU's messaging is not consistent with our messaging
Next Steps	<ul style="list-style-type: none"> - For me to reach out to SFU get some idea as to what is going on <ul style="list-style-type: none"> - Brief Muriel once I know

Meeting, Date	2022-07-19
Parties Attending	Myself; Helen Sofia Pahou; Ben Tischler
Meeting Length (Hrs)	0.083 Hours (11-11:05 AM)
Reason	CCBC Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Approval of the public report regarding the February 16 SUB letter leaks - Formality meeting, but there are minutes for it, so reported for transparency

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	sake
Next Steps	- Send for approval by Council

Meeting, Date	2022-07-20
Parties Attending	Myself; Student
Meeting Length (Hrs)	1 Hour (2-3 PM)
Reason	Student Advising
Summary and Outcome	<ul style="list-style-type: none"> - Discussing regarding involvement in faculty student unions - Discussed basic structure of the SFSS and how the bodies within it operate - Connected student with the respective student union
Next Steps	- N/A

Meeting, Date	2022-07-20
Parties Attending	Council
Meeting Length (Hrs)	4.05 Hours (4:30-8:33 PM)
Reason	Council Meeting
Summary and Outcome	<ul style="list-style-type: none"> - CCBC Public report approval – passed - Space Oversight Committee (SPOC) changes regarding how money allocation works for spacing furnishing and updates – passed - Changes that SFSS Executives cannot hold other union, club, etc. seats at the same time as their exec terms – passed - Censure policy update – passed - Discussed council movie night (though it was canceled because a leak in the room we booked)

Administrative Work

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Next Steps	- Book room for council movie night
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Meeting, Date	2022-07-21
Parties Attending	Myself; Helen Sofia Pahou; Abhishek Parmar; Staff
Meeting Length (Hrs)	1 Hour (2-3 PM)
Reason	Staff Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Hybrid staff meeting with doughnuts!!! (personal expense, not student money) - Discussed fire evacuation procedures - Discussed EFT project for students instead of cheques (Abhi and Zoya)
Next Steps	- N/A

Meeting, Date	2022-07-22
Parties Attending	Myself; Helen Sofia Pahou; Abhishek Parmar; Ella Droko; Scotia Bank
Meeting Length (Hrs)	1.5 Hour (10:30-11:30 AM)
Reason	ScotiaBank Meet and Greet
Summary and Outcome	<ul style="list-style-type: none"> - Met with the new account manager and gave them a tour of the SUB <ul style="list-style-type: none"> - This is the first time they saw the building finished - Discussed the SFSS account and spoke about better timelines to transfer signing authority in the future <ul style="list-style-type: none"> - The current exec did not have signing authority for over a week in office because it was not transferred in time.
Next Steps	- N/A

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Meeting, Date	2022-07-22
Parties Attending	Myself; Nikki Kirgin; Ben Tischler
Meeting Length (Hrs)	0.75 Hour (5:15-6 PM)
Reason	Check-in
Summary and Outcome	<ul style="list-style-type: none"> - Discussed communication coming from executive and what the proper procedure it is for it - Spoke about at-large selections for UAA - Discussed other council related matters
Next Steps	<ul style="list-style-type: none"> - Schedule follow-up meeting

Meeting, Date	2022-07-22
Parties Attending	Finance Committee
Meeting Length (Hrs)	1.117 Hour (6:14-7:21 PM)
Reason	Finance Committee Meeting (FASC)
Summary and Outcome	<ul style="list-style-type: none"> - Elected vice chair (me) - Discussed at-large selection process - Spoke about how R-12 applies for stipend changes and what circumstances does it need to be used - Discussed how to go about removing the half-hour pay for executives <ul style="list-style-type: none"> - It would save us 22K a year - In essence, Exec and Council are only meant to work half their hours for the months of April, August, and December, but still get paid the full amount - I want to cut it down to exec, so if we only work 30 hours/bi-weekly then we only get paid as much. <ul style="list-style-type: none"> - No reason to cut it for council because that will not pass

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	<ul style="list-style-type: none"> - Also, council gets significantly less money than exec, so it wouldn't be equitable. - Abhi discussed his EFT project
Next Steps	<ul style="list-style-type: none"> - Bring back motion to recommend to Council to get going on the half-hour pay recall process

Meeting, Date	2022-07-25
Parties Attending	Myself; Helen Sofia Pahou; Rea Chatterjee; Ella Droko; Ayesha Khan
Meeting Length (Hrs)	2 Hour (10-12 PM)
Reason	HR and Personnel Committee
Summary and Outcome	<ul style="list-style-type: none"> - Operations Organizer Backfill selected and offer sent out - Discussed changes in job descriptions
Next Steps	<ul style="list-style-type: none"> - Schedule onboarding for the new Operations Organizer while Ayesha is on maternity leave

Meeting, Date	2022-07-27
Parties Attending	Council
Meeting Length (Hrs)	6.15 Hours (4:30-10:45 PM)
Reason	Special Council Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussing pertaining to requesting the resignation and the Censure of the VP Equity - Process has been postponed to give room for due process
Next Steps	<ul style="list-style-type: none"> - N/A

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Meeting, Date	2022-07-29
Parties Attending	Executive Committee; Management
Meeting Length (Hrs)	5 Hours (9:30-2:30 PM)
Reason	Executive Committee Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussing the open letter about student housing brought by AMS - Spoke about timeline and passed motion relating to the strategic plan - Discussed locking the executive offices due to death threats being spread about myself, Helen, and Nikki
Next Steps	<ul style="list-style-type: none"> - Look for process and timeline of actually locking the executive office main door, with only fob access

Meeting, Date	2022-07-29
Parties Attending	Myself; Rory (Archeology)
Meeting Length (Hrs)	1 Hour (3-4 PM)
Reason	Meeting with the Archeology Student Society President
Summary and Outcome	<ul style="list-style-type: none"> - Spoke about the issue that was reported to me regarding merchandise purchase - I will be submitting a motion and briefing note to executive to reimburse the union until the matter is handled
Next Steps	<ul style="list-style-type: none"> - Wait for invoices - Prepare BN and submit motion to Exec

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Total Meeting Hours	24.3 Hours
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Projects and Events

Project/Event Title	Notice of Motions Tracker
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Google sheet to track all the notices that go through governance, get approved, get on the website, get on the agenda, and eventually get voted on. <ul style="list-style-type: none"> - Policy reconciliation date will also be referenced - Last year, a lot of the notices got lost in the process or were not pushed for a vote altogether, this is meant to ensure that all the changes are followed and updated on our policy documents
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Keep the sheet updated after every governance and council meeting - Update the hyperlinks as they get on the website
Total Time (Hrs)	3.25 hours

Project/Event Title	Policy Review and Updates
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Waiting to hear back from the Finance Department because the Finance policies are very different compared to standard practice - Communications Policies is reviewed and only two major changes are recommended <ul style="list-style-type: none"> - The policies have been sent off to the Communications Department for review
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Finish this sometime soon - Wait to hear back from finance

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Total Time (Hrs)	4.25 Hours
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Project/Event Title	SFSS X Student Care Tabling
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Met with Student Care and we tabled next to the GO Desk - Discussed the current coverage students had and what the changes will look like in the Fall - Tabling set up: SFSS bottles, SFSS shirts, candies, and pamphlets
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Ensure students know how to use their insurance before they actually are in the need of it
Total Time (Hrs)	4 Hours

Project/Event Title	SFSS AGM Outreach Survey
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Completed the question back and survey constructed <ul style="list-style-type: none"> - Admin: Policy Coordinator and myself - Blurb is ready - Waiting for communications to send it out
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Have it sent out - Put report together by September
Total Time (Hrs)	3.33 Hours

Total Project and Events Hours	14.83 Hours
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Committee Chair Work

Committee Name	Governance Committee (GOV)
# of Meetings	1
Total Time (Hrs)	1.92 Hours
Summary	<ul style="list-style-type: none"> - Notice of motion being pushed to council to give the Policy, Research, and Community Affairs Coordinator (PRCA) the power to fix typos in policy without going through the process in the policy manual currently. - SO-5.1 appointed - Discussed consultation process and feedback received
Ongoing Projects	<ul style="list-style-type: none"> - Policy Review and Reconciliation
Relevant Strategic Priorities:	<ul style="list-style-type: none"> - Keep to the Governance Annual Plan Schedule.

Committee Name	Members' Meeting Planning Committee (MMPC)
# of Meetings	1
Total Time (Hrs)	0.72 Hours
Summary	<ul style="list-style-type: none"> - Discussed AGM potential dates - Approved the question bank for the AGM Outreach Survey
Ongoing Projects	<ul style="list-style-type: none"> - AGM planning
Relevant Strategic Priorities:	<ul style="list-style-type: none"> - Get MECS quote on AV setup - Prepare feasibility study

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Committee Name	Nominating Committee (NOM)
# of Meetings	1
Total Time (Hrs)	0.77 Hours
Summary	- At-large review for committees
Ongoing Projects	- At-large appointments - Trying to get committees to go through the nominating process and actually submit items to Nominating and Council Agenda
Relevant Strategic Priorities:	- Keep bugging committee chairs to go through the nominating process for the at-larges - Get confirmation on whether at-larges should be allowed in-camera, because that should be a "no." - R-9 is unclear regarding the matter and the policy amendment did not pass in June

Total Committee Hours	3.41 Hours
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Administrative Work

Summary	JULY 16, 2022 - Update email regarding to admin and policy tracker for governance - AVP email reset
Total Time (Hrs)	1 Hour

Administrative Work

Summary	<p>Wednesday July 20 2022 <i>Council Meeting Executive Reports, Organization & Planning, Scheduling, Emails, Policy Research Communications, Executive Communications, Working Group Communications, University and Academic Affairs Committee</i></p> <ul style="list-style-type: none"> - Council Meeting Executive Reports: Completed the Executive Reports that are presented at Council. - Organization & Planning: Administrative work related to reviewing plans for the work week. Strategizing related to prioritizing the order in which tasks should be completed - 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) - Worked with AVP Rastko Koprivica to plan priorities for UAA. - Worked with Abhi to strategize how to best meet access needs in relation to retroactive work report completion. - Scheduling: 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 - Overall focus on prioritization of the most important tasks for the week - Emails: Reading and reviewing emails, responding to emails received, sending emails - Email correspondence with Helen, Judit, Abhi, Vaibhav, Eshana, and Rea. Sent emails reaching out to them for check-ins. - Sent another email to Eshana for a specific check-in. - Working Group Communications: Correspondence related to the drafting of
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Summary	<p>JULY 18, 2022</p> <ul style="list-style-type: none"> - Confirming development session presenter - Sending out Council Update email to staff so they know what Council is up to - Following up about mental health support from SFU for Councillors - Follow-up about in-camera minutes for council and why was it removed two years ago - Requesting information from Board Organizer about whether the SVSPO thank-you package has been sent out (no response as of August 11, 2022) - Discussion over site-visit - Orientation in review BN has been sent out to Council - Meeting scheduling
Total Time (Hrs)	5.75 Hours

Summary	<p>JULY 19, 2022</p> <ul style="list-style-type: none"> - Minutes approval for MMPC - Meeting scheduling - Submission of notice of motions to the Communications team - Inquiry about Society fees (regarding Step-Forward) sent to SFU <ul style="list-style-type: none"> - Follow up with Muriel - SOP issue and attempting to gain access to the shared drive
Total Time (Hrs)	4 hours

Summary	<p>JULY 20, 2022</p> <ul style="list-style-type: none"> - Confidential issue regarding membership safety - Discussion over specific terms of reference changes - Council Movie Night scheduling
Total Time (Hrs)	2.5 Hours

Summary	<p>JULY 21, 2022</p> <ul style="list-style-type: none"> - Cheque requisition signing
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Administrative Work

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	<ul style="list-style-type: none"> - Issue regarding broke glass - New councillor onboarding process - Staff email responses and questions - Meet Your Student Leader Jotform to Non-exec Council sent out - Issue regarding constitutions for SFSS group - Email log-in issue troubleshooting for councillor (no response)
Total Time (Hrs)	4 Hours

Summary	JULY 22, 2022 <ul style="list-style-type: none"> - Meeting recordings update for the Admin spreadsheet - Records of decisions issue regarding email motions - Committee issue clarification and helping with agenda issues - SUB deficiency list review - SFU GP-46 and GP-24 policy review
Total Time (Hrs)	5.5 Hours

Summary	JULY 25, 2022 <ul style="list-style-type: none"> - Housekeeping updates sent to council - Council-Staff meeting summary sent out to the staff mailing list - Matters relating to the grout repair - Agenda approval for MMPC - Agenda approval for NOM - Minutes approval for GOV - Minutes approval for NOM - Review of SUB financing documents - Call for agenda items (again) because meeting fell on a holiday
Total Time (Hrs)	6.25 Hours

Summary	JULY 27, 2022 <ul style="list-style-type: none"> - Jotform pricing issue
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Administrative Work

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	<ul style="list-style-type: none"> - Cancellation of development session - Onboarding DNA councillor - Email reset for councillor who forgot their password (not an issue, just let me know)
Total Time (Hrs)	3 Hours

Summary	JULY 28, 2022 <ul style="list-style-type: none"> - Call for agenda items for MMPC - Answering questions regarding orientation day for SFU - Councillor onboarding for MBB - Space booking
Total Time (Hrs)	2 Hours

Summary	JULY 29, 2022 <ul style="list-style-type: none"> - Issue accessing the accessibility fund since no Accessibility meeting has been called - AGM date selection poll created and sent out to committee - Minutes approval for MMPC - NOM minutes approval - Issue regarding safety in the SUB
Total Time (Hrs)	5.5 Hours

Total Admin Hours	39.5 Hours
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Total Hours	82.04 Hours
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Administrative Work

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VP Finance and Services
Abhishek Parmar

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	

Administrative Work

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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 Priorities	
Total Time (Hrs)	

Total Project and Events Hours	
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Committee Chair Work

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

Total Committee Hours	
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Administrative Work

Summary	July 16, 2022 Work report (2)
Total Time (Hrs)	2

Summary	
Total Time (Hrs)	

Administrative Work

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Summary	
Total Time (Hrs)	

Summary	
Total Time (Hrs)	

Summary	
Total Time (Hrs)	

Summary	
Total Time (Hrs)	

Summary	
Total Time (Hrs)	

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Summary	
Total Time (Hrs)	

Summary	
Total Time (Hrs)	

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Total Time (Hrs)	

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Total Time (Hrs)	

Summary	
Total Time (Hrs)	

Summary	
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Total Time (Hrs)	
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Summary	
Total Time (Hrs)	

Total Admin Hours	
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VP University and Academic Affairs
Nicole (Nikki) Kirigin

HOURS IN TOTAL	
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Administrative Work

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Meeting Summary and Comments

SFSS Council Meetings & Executive Committee Meetings

Meeting, Date	SFSS Council Meeting, Wednesday 20 July 2022, 4:30-8:45pm
Parties Attending	Non-Executive Councillors, Executive Councillors, SFSS Staff, Students
Meeting Length (Hrs)	4:30-8:45pm (4.25 hours)
Reason	Regularly scheduled bi-weekly SFSS Council Meetings.
Summary and Outcome	<ul style="list-style-type: none"> - Council went through the amended agenda. <p>NP-3 Language and Safeguard Updates (Item 9.4):</p> <ul style="list-style-type: none"> - Intention of language clarification updates to policy. - I (VP IAA) expressed that, for the amendment to NP-3.3(a), that hopefully we can come up with some sort of solution to encourage executives to remain involved with student groups (at their capacity) so they remain connected with the student body to the greatest extent, and this may occur through a different method than becoming a named Executive. Ben called for an amendment to 13.3 since the language is not entirely clear. <p>Constituency and Affiliated Student Group Censure Policy Correction (Item 9.6)</p> <ul style="list-style-type: none"> - Intention to treat all Councillors equally for the same offense. <p>Minor Policy Changes (Item 9.7):</p> <ul style="list-style-type: none"> - Changes to make the policies cohesive. - R-3.6 discusses the nature of office hours. <p>Council Mental Health and Wellbeing Working Group (Item 9.8):</p> <ul style="list-style-type: none"> - Composition: Nikki Kirigin (VP UAA; Chair), Helen Sofia Pahou (President),

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	<p>Arthur Lee (SASU), Gurleen Grewal (BPK), Daniel Alder (PSA), Christine Yoo (EDUC), Nim Basra (WC)</p> <p>Council Movie Night</p> <ul style="list-style-type: none"> - Intended to be a monthly get-together with Council. Not intended to replace the Council retreat. <p>Student Q&A Period (Verbatim & Direct):</p> <ul style="list-style-type: none"> - Balqees Jama, a former SFSS Executive, asked a question accusing the current Council of issues of due process. - My Response: "I will write here about the section of "why is a mental health and wellness working group being created" instead of improving practices. I have encountered significant negative mental health outcomes within Council during the time of the Progressive board, during the 2021-2022 term. There have been so many issues during previous Council terms, disclosed by past and current members of the Executive and Council. This is an issue of the legacy of the previous boards and how they have handled mental health, rather than a brand new occurrence from this Council and Executive in particular. We have to deal with these past structural issues during this term, which is obviously spilling out into this Council term. I am personally doing a significant amount to mitigate and protect the mental health and wellbeing of everyone involved in Council by planning methods of structural change, which will improve the outcomes of mental health in Council for years and years to come." - Abigail Herd, a student, expressed disappointment in barring Rea and Eshana from speaking and is accusing the SFSS of a lack of transparency and a toxic work environment, and encouraged Council to focus purely on equity and diversity issues and preventing "young women of colour" from speaking their words and being investigated as a consequence. - Councillor Ayooluwa disclosed that he is of Nigerian descent and expressed disappointment with Abigail's suggestion that people of colour should not be investigated because of their skin colour. Ayoo expressed that Councillors are free to have opinions on whether people should or should not be investigated. - Student Allyson expressed dissent to Ayoo in the chat. - Balqees Jama (former SFSS Board Member) posted in the chat: "As a preface, I'm happy to paste my question in the chat and will provide context for my question given that discussion about amendment to raise concerns of
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Administrative Work

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	<p>transparency and mistreatment is being actively stifled by the council today and acting like current Executives and council members aren't the ones actively bullying. So its a lengthy Q but would appreciate not being silenced. The SFSS has clearly shown today and leading up to today that there is an utter disregard for transparency and professionalism. This is supported by misuse of Society resources and power as demonstrated by: councilors resigning and blaming the toxicity of SFSS, selectively vague meeting minutes, unidentified use of 'in-camera' discussions, and sadly very childish and condescending comments by Councillors directed at membership raising concerns about governance and transparency."</p> <ul style="list-style-type: none"> - Allyson, a student, accused that the Executives have silenced Rea and Eshana by shutting down their motion, and is wondering why Councillors did not want Rea and Eshana to speak up. Allyson says that Rea and Eshana's identity has "everything to do" with how they have been treated and have experienced "death threats and racism." Allyson exclaimed, "so much for EDI." - Rea (VP Equity) claimed that their concerns have been swept under the rug. In response to Ayo, about bringing up issues only after investigations have been proposed, their thoughts have been swept under the rug. Rea claimed that herself and Eshana have been excluded by Helen, Judit, and Abhi. Claimed verbal harassment once coming into her position. - Eshana (VP External) claimed that there are issues with composition of investigative committees, in-camera usage for non confidential matters, lack of communications with key SFSS contacts, and "Council resignation and toxic climates." Eshana expressed a LOA immediately as of now, for two days. - Chloe Arneson (they/she), a News Writer for The Peak, asked about R-5.2 and asked how this pertains to the vote and how certain members were concerned about respect, and wondering if it was an intentionally vague policy. - Abby posted in the chat, on behalf of Allyson: From Abigail (she/her) to Everyone 08:01 PM - On behalf of Allyson and for meeting minutes: "Very disappointing to see the gradual crumbling of SFSS democracy over these past months through silencing of execs (i.e., shutting down Eshana & Rea's motion to speak), lack of transparency (which currently no one as addressed yet) all of which has been directed towards the VP External and VP Equity and Sustainability (Eshana and Rea) who have earned their positions and deserve to be treated as valued executives. This means actually listening to their experiences. All that is to say is current execs and more or less a few
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Administrative Work

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	<p>council members run our UNIVERSITY STUDENT SOCIETY like a high school and it's ridiculous, even laughable.”</p> <ul style="list-style-type: none"> - “But my question for VP Equity and Sustainability and VP External → what concerns did you want to raise earlier that was shut down? I would very like to hear from them.” - “Also the fact that the only darker-skinned women of colour whom are also the youngest on the Board have had these awful experiences at the hands of execs and a few council members is deeply disturbing and shameful. Not to mention these women have had to deal with death threats and racist comments during their campaigns. What is being done for their safety?” - “The SFSS clearly does not provide a safe space or resources for our marginalized folks to work, and instead create toxic cultures and environments that further marginalize them...shameful. So much for EDI..” - “But my question for VP Equity and Sustainability and VP External → what concerns did you want to raise earlier that was shut down? I would very like to hear from them.” - I posted in the chat: “Although this isn't the best of circumstances, I wanted to express gratitude for those who spoke today, even if I don't agree with them individually. It is the nature of dialogue that will solve issues and I believe in this. Thank you so much everyone.” - Shariq Ahsan (CSSS) expressed that there was not adequate time to go through the material, as Councillors, to prepare for today's discussion. In his opinion, Shariq said that this circumstance is not an issue of transparency because it does not allow Councillors adequate time to dissect the material and adequately understand it. Shariq said that I put out my motion for my working today and saw the interest in it, and it is a good way to address the issues, and it takes time to do so, and Shariq expressed us being patient. - I responded in agreement to Shariq and I expressed that it is great that we had dialogue today, even though it may have not been the right place to do so, and that I hope through the working group I have created that we can create long-term systemic change for the SFSS to improve mental health and wellbeing outcomes. - In response to my statement, these Councillors expressed support: Arthur Lee (SASU), Rastko Koprivica (FCATSU), Daniel Alder (PSA), and Ayooluwa Adigun (SUS)
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Next Steps	- Attend the next regularly scheduled SFSS Council Meeting.
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Meeting, Date	Emergency SFSS Council Meeting, Wednesday July 27 2022, 4:30-10:45pm
Parties Attending	Non-Executive Councillors, Executive Councillors, SFSS Staff, Students
Meeting Length (Hrs)	4:30-10:45pm (6.25 hours)
Reason	Emergency Council Meeting called at the discretion of the Chair to address an issue of immediate concern regarding the alleged actions of the SFSS VP Equity and Sustainability (Rea Chatterjee).
Summary and Outcome	<ul style="list-style-type: none"> - Council was called to convene during the regular scheduled time of the SFSS Council Development Sessions. This emergency SFSS Council Meeting was called at the discretion of the Chair to address an issue of immediate concern regarding the alleged actions of the SFSS VP Equity and Sustainability. - Additionally, at the Chair's discretion, the proposed motions to call for the censure and resignation of the VP Equity and Sustainability was postponed to ensure that Rea has ample time to prepare and seek legal counsel if she wishes.
Next Steps	<ul style="list-style-type: none"> - Attend the next regularly scheduled SFSS Council Meeting. - Agenda items regarding the possible censure and request for resignation of the VP Equity and Sustainability were moved to the next regularly scheduled SFSS Council Meeting on Wednesday August 3 2022.

Meeting, Date	SFSS Executive Committee Meeting, Friday July 29 2022, 9:30-2:30pm
Parties Attending	Executive Councillors (Helen Sofia Pahou, Judit Nagy, Abhishek Parmar, Eshana Baran, Vaibhav Arora), SFSS Staff (Ella Droko, John Walsh, Ayesha Khan)

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Meeting Length (Hrs)	9:30am-2:30pm (6 hours)
Reason	Regularly scheduled bi-weekly SFSS Executive Committee Meetings.
Summary and Outcome	<ul style="list-style-type: none"> - Rea Chatterjee (Vice-President Equity and Sustainability) sent in her regrets. - Current events within the Society were discussed at length.
Next Steps	<ul style="list-style-type: none"> - Attend the next SFSS Executive Committee meeting

University Administration Related Meetings

Meeting, Date	Enrolment Appeal Committee Meeting, Wednesday 20 July 2022, 2:00-3:00pm
Parties Attending	Vicki Heywood, Kris Nordgren, Wendy Norman, Krista Gerlich-Fitzgerald, Audrey Ling, Naomi Ross
Meeting Length (Hrs)	1 hour
Reason	<ul style="list-style-type: none"> - The Enrolment Appeal Committee (EAC) reviews appeals from students who submit requests for tuition refunds. - Invited to join the Committee within the capacity of the Vice President University and Academic Affairs. - The EAC meets monthly and each member is assigned 2-3 cases to review before attending. - Microsoft Teams is used for the EAC.
Summary and Outcome	<ul style="list-style-type: none"> - Reviewed and assessed appeals from students who submitted requests for tuition refunds.
Next Steps	<ul style="list-style-type: none"> - Attend the upcoming Enrolment Appeal Committee (EAC) meeting and review documents prior to the meeting.

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	<ul style="list-style-type: none"> - Meet with Naomi Ross separately to ask questions about the Enrolment Appeal Committee (EAC) to get up-to-speed with the committee.
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Meeting, Date	Meeting with Erin Biddlecombe, Friday July 22 2022, 2:00-2:45pm
Parties Attending	Erin Biddlecombe
Meeting Length (Hrs)	45 minutes
Reason	<ul style="list-style-type: none"> - Check-in and farewell meeting regarding Erin's leave of absence.
Summary and Outcome	<ul style="list-style-type: none"> - Erin will be away from the end of July 2021 until late Spring 2022 to complete her PhD. - In lieu of Erin, I will be meeting with Tracey Mason-Innes as my main point of contact.
Next Steps	<ul style="list-style-type: none"> - Connect with Erin Biddlecombe to coordinate follow-up emails. - Connect with replacement once they return from vacation. - Connect with SFU student communications to seek general advice regarding student outreach for UAA projects.

Meeting, Date	Student Tuition Consultation Meeting, Friday July 22 2022, 3:00-4:00pm
Parties Attending	Rummana Khan Hemani (Vice-Provost and Associate Vice-President, Students & International), Wade Parkhouse (Vice-Provost and Associate Vice-President, Academic), Helen Sofia Pahou (President), Abhishek Parmar (VP Finance)
Meeting Length (Hrs)	1 hour

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Reason	<ul style="list-style-type: none"> - Scheduled tuition consultation meeting between the SFSS Executive Committee and the University administration. - The University has a tuition consultation policy to consult with students as a part of the institution's budget planning process.
Summary and Outcome	<ul style="list-style-type: none"> - SFU's student tuition consultation process is a part of the overall annual budget consultation process. - The University is looking to gather data on the tuition allocation priorities from the student body at large. - SFSS is to assist with gathering data.
Next Steps	<ul style="list-style-type: none"> - Attend the next tuition consultation meeting between the SFSS, Graduate Student Society, and the University administration on August 15 2022. - Connect with SFU student communications to seek general advice regarding student outreach for UAA projects.

Individual & Small Group Meetings (SFSS)

Meeting, Date	Check-In with Associate Vice President, Gurmehar Singh, Wednesday July 20 2022, 1:00-2:00pm
Parties Attending	Gurmehar Singh (Associate Vice President)
Meeting Length (Hrs)	1 hour
Reason	<ul style="list-style-type: none"> - Check-in related to current events within the Simon Fraser Student Society. - Discussion of next-steps.
Summary and Outcome	<ul style="list-style-type: none"> - Discussed ex-camera events related to the last SFSS Council Meeting.
Next Steps	<ul style="list-style-type: none"> - Check-in with AVP Rastko Koprivica.

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Meeting, Date	Check-In with Associate Vice President, Rastko Koprivica, Wednesday July 20 2022, 12:00-12:15pm
Parties Attending	Rastko Koprivica (Associate Vice President)
Meeting Length (Hrs)	15 minutes
Reason	<ul style="list-style-type: none"> - Check-in related to current events within the Simon Fraser Student Society. - Discussion of next-steps.
Summary and Outcome	<ul style="list-style-type: none"> - Discussed ex-camera events related to the last SFSS Council Meeting.
Next Steps	<ul style="list-style-type: none"> - Schedule a follow-up meeting with both AVPs Gurmehar Singh and Rastko Koprivica.

Meeting, Date	Check-In with Helen Sofia Pahou (President), Wednesday July 20 2022, 1:00-2:00pm
Parties Attending	Helen Sofia Pahou (President)
Meeting Length (Hrs)	1 hour
Reason	<ul style="list-style-type: none"> - Recurring weekly check-in between Helen (President) and Nikki (VP UAA)
Summary and Outcome	<ul style="list-style-type: none"> - Check-in for the UAA position. - Finalization of collaborative meeting time between staff member, Helen, and myself (VP UAA) to discuss best practices, communications, access needs. - Discussion of access needs. - Discussion of internal Executive Committee communication continuity and access. - Agenda planning and consultation related to the upcoming SFSS Council Meeting (Wednesday July 20 2022). - Advice and support regarding Council Mental Health and Wellbeing Working

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	Group proposal.
Next Steps	- Schedule a follow-up meeting with Helen.

Meeting, Date	Check-In with Arthur Lee (SASU Councillor), Wednesday July 20 2022, 3:00-3:15pm
Parties Attending	Arthur Lee (Society and Anthropology Student Union Councillor)
Meeting Length (Hrs)	30 minutes
Reason	<ul style="list-style-type: none"> - Check-in related to the Bridging for the Future Initiative (Working Group). - Check-in related to current events within the Simon Fraser Student Society. - Discussion about confidential society matters. - Discussion about the mental health and wellbeing of Councilors and how current events affect Councilors. - Discussion of next-steps.
Summary and Outcome	- There is a need to develop strategy to ensure the aims of the group are met (Bridging for the Future Initiative).
Next Steps	- Continue with next-steps and strategy discussion. Schedule follow-up meeting with Arthur Lee.

Meeting, Date	Pre-Council Meeting Discussion, Wednesday July 20 2022, 3:15-3:45pm
Parties Attending	Helen Sofia Pahou (President), Judit Nagy (VP Internal), Ben Tischler (Vice Chair, Mathematics Councillor), Arthur Lee (SASU Councillor)
Meeting Length (Hrs)	30 minutes
Reason	<ul style="list-style-type: none"> - Meeting with Executives and Councilors Pre-Council (ad-hoc) - Individuals that were present in-person at the Executive Committee office at

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	the time joined the conversation.
Summary and Outcome	<ul style="list-style-type: none"> - Check-in related to current agenda items and planning of the pacing of the meeting. - Discussions on best practices to mitigate increases in temperature with considerations of the mental health and wellbeing of Councillors. - Discussion of next-steps.
Next Steps	- None in particular. Attend the upcoming Council Meeting.

Meeting, Date	Post Council Meeting Debrief with Associate Vice President, Rastko Koprivica, Wednesday July 20 2022, 8:45-9:00pm
Parties Attending	Rastko Koprivica (Associate Vice President)
Meeting Length (Hrs)	15 minutes
Reason	- Post-Council Meeting Debrief and Discussion
Summary and Outcome	<ul style="list-style-type: none"> - Debrief and discussion of the July 20 2022 Council Meeting. - Informed Rastko of the parts he missed during the meeting. - Went over my notes of the meeting and emphasized important parts of the meeting. - Rastko asked if AVPs are allowed to attend Executive in-camera discussions. I informed him that I would ask. - Rastko informed me that he won't be able to attend the next Council meeting on August 3rd due to being on an airplane at the time. - Rastko informed me that after August 4st, he will be able to resume all his Council and AVP duties since he is currently working remotely in Montreal
Next Steps	- Meeting cut short due to needing to meet with Abhi Parmar. Plan to resume the meeting at 10:00pm.

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Meeting, Date	Check-In with Abhi Parmar, Wednesday July 20 2022, 9:00-9:30pm
Parties Attending	Abhishek Parmar (VP Finance and Services)
Meeting Length (Hrs)	30 minutes
Reason	<ul style="list-style-type: none"> - Discussion of how to best meet access needs for completing retroactive work reports due to medical issues at the beginning of the term. - Discussion of the practical and philosophical considerations of work reports. - Conversation regarding best practices surrounding Committees and how to manage the difficulty in managing conflicting schedules of members and the two week notice deadline.
Summary and Outcome	<ul style="list-style-type: none"> - Abhi and I discussed and had a debrief on how medical issues at the beginning of the term impacted the completion of work reports. Abhi was empathetic, compassionate, and in agreement with the difficulty of completing work reports when undergoing medical issues. - Abhi mentioned that he is happy to provide extensions wherever possible, but it would be best if I can complete the first work report retroactively sometime soon. - I also debriefed Abhi on my discussions with several other Councillors regarding their expressed difficulty with work reports. There seems to be a pattern that those councillors that have lived experience with neurodiversity find work reports increasingly difficult. - Based on our conversation, ideally Abhi would like the first work report to be submitted soon (the May 1st-15th work report), and I said I can get that one done by this upcoming Monday July 25 2022. - He says that, for the other May one, by the end of that week would be good. - He recommends looking for minutes on the drive. - Abhi agreed with the difficulty of retroactively completing work reports. Abhi gave me suggestions to control-F search on other work reports to check which meetings I'm named in. - We discussed the practical and philosophical reasons around the purpose of work reports, and Abhi said that it's a layer to add to transparency. - Abhi suggests using Google Calendar and the draft minutes uploaded to Google Drive.

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	<ul style="list-style-type: none"> - Sent an email to Abhi (as well as Helen, Judit, and Ben) to confirm the plan. - Discussed methods of calling Committee meetings when schedules conflict, as well as the 2 week notice limitation.
Next Steps	<ul style="list-style-type: none"> - Complete work reports. - Follow-up check-in with Abhi.

Meeting, Date	Check-In Meeting with Associate Vice President, Rastko Koprivica, Wednesday July 20 2022, 10:00-10:30pm
Parties Attending	Rastko Koprivica (Associate Vice-President, University and Academic Affairs)
Meeting Length (Hrs)	30 minutes
Reason	<ul style="list-style-type: none"> - Continuation of discussion earlier in the day with Rastko. - Check-in meeting with AVP. - Planning of AVP priorities for this week.
Summary and Outcome	<ul style="list-style-type: none"> - Continuation of the initial 15 minute discussion with Rastko earlier in the evening due to prioritizing discussion with Abhi at the time. - Debriefed outcome of discussion with Abhi. <p><u>Work Report Discussion & Accessibility:</u></p> <ul style="list-style-type: none"> - Discussed the difficulty of work reports for Councillors with neurodiversities. - I discussed that retroactive work reports are the most difficult to complete because of needing to always switch between tabs and go back-and-forth to cross reference different dates, as well as trying to map out what happened during particular times in the past. - Overall, work reports, especially retroactive ones, are characterized by requiring a significant amount of task management. <p><u>What's The Issue?:</u></p> <ul style="list-style-type: none"> - <i>Theorized that the root cause of the difficulties with work reports for neurodiverse individuals (particularly ADHD) is that the style of completing</i>

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	<p><i>work reports conflicts with differences in the cognitive tasks of task management and following a singular train of thought.</i></p> <p><u>Planning of AVP Priorities for the Week:</u></p> <ul style="list-style-type: none"> - Rastko is currently in Montreal and working at a reduced capacity. - What is Rastko capable of assisting with, given his circumstances? - Priorities: - University and Academic Affairs Committee (UAAC) - advertising the call for Members at Large, assessing pre-existing applications, drafting agenda, calling a time for regular meetings. - Catching up on administrative tasks and scheduling. - Prioritizing which administrators to meet with. - Introduction to staff within the capacity of an AVP. - Agenda drafting for Council Mental Health and Wellness Working Group and finalizing regular meeting times. - Drafting of other working groups in-progress. <p><u>Summary:</u></p> <ul style="list-style-type: none"> - Out of the above listed priorities, what can Rastko help with this week? There will also be a further discussion on this topic tomorrow, Thursday July 21.
Next Steps	<ul style="list-style-type: none"> - Attend the scheduled meeting with Rastko Koprivica on Thursday July 21 2022 from 2:30/3:00-4:00pm (flex start).

Meeting, Date	Confidential Meeting with SFSS Councillor, Wednesday July 20 2022, 11:45-12:00am
Parties Attending	Confidential SFSS Councillor (Identity protected at request)
Meeting Length (Hrs)	15 minutes
Reason	<ul style="list-style-type: none"> - A Councillor reached out individually to express how they were affected by actions of certain past SFSS Executive Committee members during the July 20 2022 SFSS Council Meeting. - The Councillor requested for their identity to remain in confidence.

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Summary and Outcome	<ul style="list-style-type: none"> - A Councillor expressed the negative impacts of the words and actions by a past Executive Committee member during the Wednesday July 20 2022 SFSS Council Meeting. - The Councillor expressed that the words and actions of the previous Executive during this meeting triggered feelings of anxiety and panic, and the Councillor expressed that the individual's manner of talking came across as aggressive and did not create an environment that promoted mental wellbeing. - The Councillor expressed that the statements made by the previous Executive Committee member in favour of promoting the wellbeing of Council were in direct conflict with the actions of the individual, in which the Councillor claimed that this previous Executive created an uncomfortable and mentally stressful environment. - I suggested for the Councillor to bring their concerns anonymously to the Council Mental Health and Wellbeing Working Group. - I notified the Councillor that the University offers some mental health support through Access Case Managers.
Next Steps	<ul style="list-style-type: none"> - Forwarding these concerns to the Council Mental Health and Wellbeing Working Group. - Notifying the Executive Committee while keeping the identity of the Councillor in confidence.

Meeting, Date	Collective Associate Vice President Meeting with Rastko Koprivica and Gurmehar Singh, Thursday July 21 2022, 3:45-4:45pm
Parties Attending	Rastko Koprivica and Gurmehar Singh (Associate Vice Presidents)
Meeting Length (Hrs)	1 hour
Reason	<ul style="list-style-type: none"> - Planning of AVP priorities for this week.

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<p>Summary and Outcome</p>	<ul style="list-style-type: none"> - Second call for member-at-large applications for the University and Academic Affairs Committee (UAAC) to be posted by Thursday July 22 2022, and deadline in one week on Thursday July 28 2022. - The first UAAC meeting will occur on Tuesday July 26 2022. - So far, as of today, Alan Ropke, Arthur Lee, Rastko Koprivica, Helen Sofia Pahou, and Gurmehar Singh confirmed their attendance. - According to SO-1: Standing and Ad-Hoc Committees, Subcommittees, and Working Groups, under section 1.10, quorum for the UAAC is the “majority of the seats filled.” - “1.10 Unless otherwise specified in the standing order establishing the committee, quorum for all standing and ad-hoc committees shall be a majority of the seats filled.” - Accordingly, we should meet quorum for the UAAC meeting based on those who specified that they would come. - Under SFSS Council Policies, section 1.9, it states that “Council shall oversee the maintenance of other society policies such as the: (a) Issues Policies, (b) Elections and Referenda Policies, and (c) Accessibility Policy” - We can review these policies in UAAC and bring recommendations to Council. - Rastko recommends reading about how student unions in Quebec successfully advocated for reduced tuition. <p>UAAC Agenda Planning:</p> <ul style="list-style-type: none"> - Discussion Item: Scheduling for Regular UAAC Meetings During the Fall Semester - UAAC Policy review. - Issues Policy Review
<p>Next Steps</p>	<ul style="list-style-type: none"> - Attend the scheduled meeting with Rastko Koprivica on Thursday July 21 2022 from 2:30/3:00-4:00pm (flex start).

<p>Meeting, Date</p>	<p>Associate Vice President Interview, Thursday July 21 2022, 4:45-5:45pm</p>
<p>Parties Attending</p>	<p>Gurmehar Singh (AVP University & Academic Affairs) & Duncan Booker (Student & Interviewee)</p>

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Meeting Length (Hrs)	1 hour
Reason	<ul style="list-style-type: none"> - Meeting to discuss the possibility of adding Duncan Booker as another Associate Vice President, University and Academic Affairs
Summary and Outcome	<ul style="list-style-type: none"> - For the Fall 2022 semester, Duncan indicated that his current schedule is not finalized. His plan is to have his schedule as light as possible. This will be his last semester before graduating, if he switches to a Cognitive Science minor. - Currently, Duncan is doing a double major in Philosophy and Cognitive Science, but is looking to switch the Cognitive Science major to a minor. - Duncan's current Fall 2022 plan is to take classes on Mondays, Tuesdays, and Thursdays, but he is looking to drop PHIL 320 on Tuesdays which would free up time between 2:30-5:20pm. - Right now, as of the Summer 2022 semester, Duncan has a class from 2:30-4:30pm on Tuesdays. Duncan indicated this class is likely online for the rest of the semester and won't be on campus on most Tuesdays. He says he is usually free after 4:30pm on Tuesdays. - He indicated that more than 50% of students in his class contracted COVID-19 during the semester so that is the rationale for the class moving online for the rest of the semester. - Duncan says 5:30pm on Tuesdays works for him for the Summer 2022 semester. - Went through the SFSS Council Policies, Section V: Executive Officers, R-17: Associate Vice-Presidents - Duncan indicated interest in being appointed to the Associate Vice President, University and Academic Affairs position.
Next Steps	<ul style="list-style-type: none"> - Touch base with Duncan Booker on Saturday July 23 2022. - Submit a motion to elect Duncan Booker as Associate Vice President, University and Academic Affairs.

Meeting, Date	Psychology Council Representative Discussion, Thursday July 21 2022, 5:45-6:30pm
Parties Attending	Mark Giles (Psychology Council Representative) & Gurmehar Singh (AVP University &

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	Academic Affairs)
Meeting Length (Hrs)	45 minutes
Reason	<ul style="list-style-type: none"> - Vice President, University and Academic Affairs Open Office Hours - Discussion to check-in with the students' experience in Council.
Summary and Outcome	<ul style="list-style-type: none"> - Summary of the Wednesday July 20 2022 SFSS Council Meeting, due to Councillor Mark Giles being unable to attend this particular SFSS Council Meeting. - Discussion on the current status of mental health and wellbeing within Council. - Discussion of the newly created Councilor Mental Health and Wellbeing Working Group.
Next Steps	<ul style="list-style-type: none"> - Touch base with Duncan Booker on Saturday July 23 2022. - Submit a motion to elect Duncan Booker as Associate Vice President, University and Academic Affairs.

Meeting, Date	Check-In Meeting with Judit, Friday July 22 2022, 5:15-6:00pm
Parties Attending	Judit Nagy (Vice-President Internal), Ben Tischler (Mathematics Councillor, Council Vice-Chair, Oversight Committee Chair)
Meeting Length (Hrs)	45 minutes
Reason	<ul style="list-style-type: none"> - Meeting to update Judit on my portfolio and ask pertinent policy questions for clarification. - I updated Judit on my progress for strategic planning related to the University and Academic Affairs Committee (UAAC). -
Summary and Outcome	-
Next Steps	

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Meeting, Date	Meeting with Gurmehar Singh and Arthur Lee, Friday July 22 2022, 6:00-7:00pm
Parties Attending	Gurmehar Singh (Associate Vice-President, University and Academic Affairs), Arthur Lee (Sociology and Anthropology Councillor)
Meeting Length (Hrs)	1 hour
Reason	- Debrief of the ex-camera components of the last SFSS Council Meeting.
Summary and Outcome	<p><u>Discussion on Last Council Meeting:</u></p> <ul style="list-style-type: none"> - Conversation surrounding the last Council meeting and the Q&A period. - Suggestion from conversation that some of the questions during the Council meeting may not have been in good faith. - Mentioned that Nikki (VP UAA) reached out to several members to offer opportunities for conversation and dialogue going forward. - Conclusion that the ball is now in their court, regarding opening up the conversation and coming to a mutual understanding. <p><u>UAAC Planning:</u></p> <ul style="list-style-type: none"> - Debrief of the Tuition Consultation Meeting with the University administration (with attendance from Helen Sofia Pahou and Arthur Lee). - Arthur Lee suggests having frequent University and Academic Affairs Committee (UAAC) meetings and would be open to having them weekly.
Next Steps	- Schedule a follow-up AVP meeting.

Meeting, Date	Pre-Committee Meeting with UAAC Member, Arthur Lee, Friday July 22 2022, 7:00-8:15pm
Parties Attending	Arthur Lee (Sociology and Anthropology Council Representative)

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Meeting Length (Hrs)	1 hour and 15 minutes
Reason	<ul style="list-style-type: none"> - Check-in and strategic planning meeting related to the University and Academic Affairs Committee.
Summary and Outcome	<ul style="list-style-type: none"> - Discussion on policies related to the UAAC. - SFSS Council Policies, SO-2: Appointments, Selection Process and Resignations to and from Committees. - This policy describes some provisions in electing members-at-large. - Discussion to check-in with those elected Councillors that expressed contention at the recent SFSS Council Meeting, before the meeting, to ensure they are in the right mental framework and to avoid increases in temperature during Committee meetings. - Arthur Lee suggests getting the Vice-Chair election out of the way as soon as possible to ensure that someone can run meetings if UAA is unable to. - For the number of members-at-large, we are allowed to have a maximum of 7 members-at-large as voting members. After that, they are allowed to come but they are not voting members. - The problem is, on SFSS Council Policies, SO-1, 1.10, quorum is 50% of seats filled. If we elect a large number of members-at-large, and they don't show up, we could have issues with meeting quorum. - We asked Judit, Ben, and Abhi for feedback, suggestions, and solutions. - Arthur said he can come in-person for the first UAAC meeting. - Arthur says that his other Committees have not called meetings (Equity and Sustainability Committee). - Arthur says that he's already in two Committees which is more than required. - In the Fall 2022 semester, Arthur says that he will likely be taking 3 classes, as well as volunteering in Peer Mentoring, Council, two committees, three working groups, so he doesn't think he can sustain more commitments in the Fall. <p>Bridging for Future Initiative:</p> <ul style="list-style-type: none"> - Discussed the draft email to the membership of the Society. - The email that Arthur is drafting is to invite the membership of the Society (students) to join and participate in the initiative, and to educate them on what we are working on. - Arthur said his plan is to use his Council email to send the message to the

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	<p>membership.</p> <ul style="list-style-type: none"> - Arthur says he would like to ask for the approval of the members of the working group prior to sending out the email. - I suggested consulting with the Communications Coordinator to inquire about how to send emails to the membership. - Arthur says that the plan is to send out the email next week, first, then after the email, we will check if people want to come talk to us. After that, we will set up a meeting. - Helped Arthur with drafting the email and edits. - For the initiative, Arthur says that it's important to set up appointments with University administrators as a priority. <p>UAAC Agenda Planning:</p> <ul style="list-style-type: none"> - Discussion Item: Scheduling for Regular UAAC Meetings During the Fall Semester - UAAC Policy review. - Issues Policy Review - Discussion on Vice-Chair Appointment
Next Steps	<ul style="list-style-type: none"> - Meet with the University and Academic Affairs Committee.

Meeting, Date	Meeting with Councillor Arthur Lee, Tuesday July 26 2022, 2:45-3:00pm
Parties Attending	Arthur Lee (Sociology and Anthropology Councillor)
Meeting Length (Hrs)	15 minutes
Reason	<ul style="list-style-type: none"> - Debrief of the last SFSS Council Meeting.
Summary and Outcome	<ul style="list-style-type: none"> - Discussed the last Council meeting and significant current events within the Society. - Discussed the outcome of the last Council meeting from the perspectives of several other Councillors that have come forward privately.

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Next Steps	<ul style="list-style-type: none"> - Attend the next SFSS Council Meeting. - Loop-in Arthur in discussions related to the Council Mental Health and Wellbeing Working Group and strategic planning.
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Meeting, Date	Meeting with Councillor Ethan Dungey, Tuesday July 26 2022, 3:00-3:15pm
Parties Attending	Ethan Dungey (French Councillor)
Meeting Length (Hrs)	15 minutes
Reason	<ul style="list-style-type: none"> - Debrief of the last SFSS Council Meeting. - Mutual mental health and wellness check-in.
Summary and Outcome	<ul style="list-style-type: none"> - Discussed the last Council meeting and significant current events within the Society. - Had a discussion regarding impacts on mental health and wellbeing.
Next Steps	<ul style="list-style-type: none"> - Attend the next SFSS Council Meeting. - Work on further strategic planning for the Council Mental Health and Wellbeing Working Group.

Meeting, Date	Urgent Safety & Pre Emergency Council Meeting Discussion, Tuesday July 26 2022, 3:15-4:30pm
Parties Attending	Abhishek Parmar (Vice President Finance), Judit Nagy (Vice President Internal), Ethan Dungey (French Councillor), and Arthur Lee (Sociology and Anthropology Councillor)
Meeting Length (Hrs)	1 hour and 15 minutes
Reason	<ul style="list-style-type: none"> - Related to sensitive safety issues and threats of bodily harm towards Society members. - Discussion of the emergency SFSS Council Meeting on Wednesday 27 July

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	2022.
Summary and Outcome	<ul style="list-style-type: none"> - Abhi mentioned that several Executives are likely under-reporting their hours on their work reports due to mental health, burnout, or that the hours may not traditionally have a space within work reports. - Discussion about best practices going forward for the emergency Council meeting. - Ethan suggests separating problems arising from specific actions from the individuals who conducted the actions. - Ethan suggests a fair and level-headed approach that discusses the issues at hand. - Ethan says to use a “this is why it is important and this is why it impacts the Society” approach. - Abhi and Judit express that they hope that the Society understands the significance of in-camera breaches and its impact to the Society, and its ability for Council to carry out its work. - Judit mentions the negative mental health implications of her experience in the position.
Next Steps	<ul style="list-style-type: none"> - Attend the emergency SFSS Council Meeting on Wednesday July 27 2022.

Meeting, Date	Social Committee Meeting, Tuesday July 26 2022, 3:30-4:30pm
Parties Attending	Ayesha Khan, Simmi Dhaliwal, Jenny Lu, Somayeh Naseri, Dipti Chavan
Meeting Length (Hrs)	1 hour
Reason	<ul style="list-style-type: none"> - *Note* Attended the majority of the meeting passively due to urgent meeting at the same time & adjusted for this in total meeting hour calculation.
Summary and Outcome	<ul style="list-style-type: none"> - Touched base with Ayesha Khan (Chair) to notify her of the urgent meeting at the same time and the need to attend passively.

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	<ul style="list-style-type: none"> -  Social Committee - Attended passively and listened to the ideas posed by the members.
Next Steps	<ul style="list-style-type: none"> - Attend the next Social Committee Meeting. - Correspond via group chat with members.

Meeting, Date	Pre-Emergency Council Meeting Discussion, Tuesday July 26 2022, 4:30-5:00pm (Continuation)
Parties Attending	Abhishek Parmar (Vice President Finance and Services), Judit Nagy (Vice President Internal and Organizational Development), Ethan Dungey (French Councillor), and Arthur Lee (Society and Anthropology Councillor)
Meeting Length (Hrs)	30 minutes
Reason	<ul style="list-style-type: none"> - Continuation of the previous discussion earlier in the day of the emergency SFSS Council Meeting on Wednesday 27 July 2022.
Summary and Outcome	<ul style="list-style-type: none"> - Members within the conversation shared their perspectives on recent events within the Society. - Discussions related to negative mental health impacts on Councillors and Executives alike. - Emphasis on taking a reasoned approach and ensuring that due process is met.
Next Steps	

Meeting, Date	Pre-UAAC Meeting with Abhishek Parmar, Tuesday July 26 2022, 5:15-5:30pm
Parties Attending	Abhishek Parmar (Vice-President Finance and Services)

Administrative Work

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Meeting Length (Hrs)	15 minutes
Reason	- Walkthrough of Chairing and Robert's Rules for the UAAC.
Summary and Outcome	<p><u>Step-By-Step Instructions from Abhi on Chairing Committees (Verbatim)</u></p> <ul style="list-style-type: none"> - Going to need to: share screens, record. - "I'm calling the meeting to order at ___" - Territorial Acknowledgement - Roll call of attendance - name, pronouns, access needs - Be it resolved to adopt the consent agenda by unanimous consent - Read out the title - matters arising from the minutes (4.1.1.) - unanimous consent - Adoption of the Agenda: mover and seconder. - List here. Move to add a section for regrets. Move to ratify the regrets. Need seconder after moving. Unanimous consent works. - After this, we have to have a new vote "be it resolved to adopt the agenda as amended" - Move onto my reports. - The way I facilitate discussion items is to give an opening blurb, and then list and direct response in the chat as needed. Tell people how to list and direct response since not everyone is familiar. - Motion to move in camera for the remainder of the meeting. - Mover/Secunder. After this, pause the recording.
Next Steps	- Chair the University and Academic Affairs Committee.

Meeting, Date	Cheque Requisition Meeting, Thursday July 28 2022, 3:00-3:30pm
Parties Attending	Zoya Nari (Finance Assistant), Gurmehar Singh (Associate Vice-President University and Academic Affairs), Abhishek Parmar (Vice-President Finance and Services)
Meeting Length (Hrs)	30 minutes

Administrative Work

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Reason	- Consultation and feedback on current progress with the cheque requisition process.
Summary and Outcome	- Discussed plans with the cheque requisition process.
Next Steps	- Schedule a follow-up meeting with Zoya.

Meeting, Date	Pre-Emergency University and Academic Affairs Committee Meeting, Thursday July 28 2022, 3:30-4:00pm
Parties Attending	Gurmehar Singh (Associate Vice-President University and Academic Affairs)
Meeting Length (Hrs)	30 minutes
Reason	- Discussion about the upcoming emergency UAAC meeting regarding the student tuition consultation survey to determine University budgetary priorities.
Summary and Outcome	-
Next Steps	

Meeting, Date	Student Tuition Consultation Survey Feedback Meeting with Abhishek Parmar, Thursday July 28 2022, 6:00-6:30pm
Parties Attending	Abhishek Parmar (Vice-President Finance and Services)
Meeting Length (Hrs)	30 minutes
Reason	- Consultation and feedback on student tuition priorities survey draft.

Administrative Work

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Summary and Outcome	- Abhi provided his feedback on the tuition priorities survey draft.
Next Steps	- Integrate Abhi's feedback and provide this feedback to the Campaigns Coordinator.

Meeting, Date	Check-In with Helen Sofia Pahou, Abhishek Parmar, and Ben Tischler, Thursday July 28 2022, 8:00-9:00pm
Parties Attending	Helen Sofia Pahou (President), Abhishek Parmar (Vice-President Finance and Services), and Ben Tischer (Math Councillor)
Meeting Length (Hrs)	1 hour
Reason	- Debrief on the recent Council meeting and current events.
Summary and Outcome	- *Note* Some contents of this discussion are of sensitive nature. - Next-steps on ensuring Council mental health needs are met.
Next Steps	- Meet with Helen on Friday July 29 2022.

Meeting, Date	Associate Vice President Interview, Thursday July 28 2022, 9:00-11:00pm
Parties Attending	Emilio Da Silva (Student, AVP Interviewee)
Meeting Length (Hrs)	2 hours
Reason	- Interview of student that expressed interest in the Associate Vice President position. - Overview of the student's positive attributes and background that would bring utility to the University and Academic Affairs portfolio, as well as the Society

Administrative Work

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	at large.
Summary and Outcome	- Discussion regarding Emilio's background and experience, as well as his particular interests and motivations towards the position.
Next Steps	- Submit a motion to elect Emilio at the upcoming Executive Committee meeting.

Meeting, Date	Meeting with Newly Appointed Associate Vice-President University and Academic Affairs, Saturday July 30 2022, 11:00-1:00am
Parties Attending	Emilio Da Silva (Associate Vice-President, University and Academic Affairs)
Meeting Length (Hrs)	11:00-1:00am (3 hours)
Reason	<ul style="list-style-type: none"> - Meeting related to AVP onboarding. - Further discussion regarding Emilio's background and experience, as well as his particular interests and motivations towards the position. - Ex-camera debrief of the most recent Executive Committee meeting. - University and Academic Affairs strategic planning. - Discussion on working with Helen.
Summary and Outcome	<ul style="list-style-type: none"> - Discussion of ex-camera current events within the SFSS Council and Executive Committee. - Discussed strategy going forward for the University and Academic Affairs portfolio.
Next Steps	<ul style="list-style-type: none"> - Schedule a follow-up meeting with Emilio to discuss AVP planning and the UAA portfolio. - Emilio is to schedule an introductory meeting with Helen Sofia Pahou,

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Meeting, Date	Meeting with Associate Vice-President University and Academic Affairs, Emilio Da Silva, Saturday July 30 2022, 12:15am-1:15am
Parties Attending	Emilio Da Silva (Associate Vice-President, University and Academic Affairs)
Meeting Length (Hrs)	12:15am-1:15am (1 hour)
Reason	<ul style="list-style-type: none"> - The meeting purpose is to debrief and summarize the outcome of a consultation with an expert related to strategic inquiries regarding the University and Academic Affairs portfolio. - Discussion on policy. - Further discussion on working with Helen.
Summary and Outcome	<ul style="list-style-type: none"> - Discussion on current events within the SFSS (ex-camera). - Discussion on feedback from an expert regarding the UAA portfolio. - The expert is well-known within business law and provided his feedback in an informal manner related to ex-camera knowledge. - Discussed the policy S-33 - Technology Use for Employees (only applies to employees). The expert suggested that this policy can be copied and pasted for employers. - As per R-9, SFSS HR matters are in-camera. - Regarding R-5 and R-9 in-camera, since in-camera can be an HR manner, this can be interpreted because of the vagueness of the by-laws, as an SFSS HR manner. Anything that can be interpreted as an SFSS HR manner is grounds for in-camera based on our policies and by-laws, as well as the BC Societies Act. - A breach of in-camera based on SFSS policies and by-laws is also a breach of the BC Societies Act, according to the lawyer and legal expert. - Internal and work emails are considered to be SFSS property. - A dispute between executives can be considered to be an HR matter and therefore would be in-camera. - Privacy Acts no longer apply if the matter is within the public domain. - Robert's Rules of Order has the jurisdiction for disciplinary action.
Next Steps	<ul style="list-style-type: none"> - Schedule a follow-up meeting with Emilio to discuss AVP planning and the UAA portfolio.

Administrative Work

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	- Emilio reached out to Helen to schedule an introductory meeting and is pending her response.
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Meeting, Date	
Parties Attending	
Meeting Length (Hrs)	
Reason	-
Summary and Outcome	-
Next Steps	-

Meeting, Date	Meeting with
Parties Attending	
Meeting Length (Hrs)	1 hour
Reason	
Summary and Outcome	-
Next Steps	

Administrative Work

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Meeting, Date	Meeting with
Parties Attending	
Meeting Length (Hrs)	1 hour
Reason	
Summary and Outcome	-
Next Steps	

Individual Meetings (Students)

Meeting, Date	Confidential Meeting with Current Student, Tuesday July 19 2022, 5:00-7:00pm
Parties Attending	Current Student (Confidential)
Meeting Length (Hrs)	2 hours
Reason	<ul style="list-style-type: none"> - The nature of the discussions within this meeting are confidential due to the sensitivity of the topics at hand. - Confidential meeting related to sensitive issues and barriers expressed about their current involvement within an SFSS student group. - Ex-member of SFSS student group who expressed contentions with the student group.
Summary and Outcome	<ul style="list-style-type: none"> - Provided guidance to the student, connected them to the relevant resources, and scheduled a follow-up meeting.
Next Steps	<ul style="list-style-type: none"> - Touch base with the student in two weeks time.

Administrative Work

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Total Meeting Hours	86 hours
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Projects and Events

Project/Event Title	SFU Streetfest at University (Burnaby Mountain's Official Community Street Festival)
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Streetfest occurs on Friday September 16 2022. - Correspondence with Vaibhav (VP Events) to offer assistance. - Liaising with the SFU Jazz Band as prospective performers at Streetfest.
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Offering assistance within my capacity as VP University and Academic Affairs and utilizing my networking to assist the VP Events and Student Affairs portfolio.
Total Time (Hrs)	1 hour

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

Working Groups

Committee Name	Council Mental Health and Wellbeing Working Group
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Administrative Work

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# of Meetings	Tuesday July 26 2022
Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Project and Events Hours	1 hour
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Committee Chair Work

Committee Name	University and Academic Affairs Committee (UAAC)
# of Meetings	Tuesday July 26 2022, 5:30-7:00pm
Total Time (Hrs)	1 hour and 30 minutes
Summary	<p>Pre-Meeting Scheduling:</p> <ul style="list-style-type: none"> - Regularly scheduled biweekly meetings to occur on Tuesdays from 5:30-7:00pm, starting on August 2 2022. - The earliest that the regularly scheduled biweekly meetings can occur is on August 2nd 2022, due to the requirement of two weeks notice for administrative staff. - Called for an emergency meeting for Tuesday July 26 2022, with the priority to assess the first round of member-at-large applicants for the UAAC. - Liaised with administrative staff to ensure they are aware of the plan for the emergency meeting, as well as the regularly scheduled meetings starting on

Administrative Work

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	<p>August 2nd 2022.</p> <ul style="list-style-type: none"> - Reached out to members of the UAAC to inquire about their availability for an emergency meeting. - Reached out to Helen Sofia Pahou (President) to ensure she is able to attend the UAAC meeting. - Communicated individually with all members of the UAAC to ensure they are aware of the emergency meeting, can make time to attend the meeting, and know about the plan to hold biweekly meetings on Tuesdays from 5:30-7:00pm starting on August 2nd. - Completed a meeting tracker for the UAAC. - Ongoing email correspondence with administrative staff to ensure we are all on the same page. - Drafted an email to send out to UAAC members with the date of emergency meeting and call for agenda items. - Connected with Rastko Koprivica and Gurmehar Singh (Associate Vice Presidents) to assist with administrative tasks and planning surrounding the UAAC.
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	
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Summary	<p>Thursday July 21 2022 <i>University and Academic Affairs Committee, Organization & Planning, Scheduling, Emails, Executive Communications</i></p> <ul style="list-style-type: none"> - Organization & Planning: - Scheduling:
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Administrative Work

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	<ul style="list-style-type: none"> - Overall focus on prioritization of the most important tasks for the University and Academic Affairs Committee. - Emails: Reading and reviewing emails, responding to emails received, sending emails - The majority of email correspondence has been in direct relation to the emergency UAAC meeting on Tuesday July 26 2022 and the convening of regular UAAC meetings. - Executive Communications: Correspondence with Executives to ask for advice regarding University and Academic Affairs Committee planning. - Liaising between the SFU Jazz Band and VP Events for the upcoming Streetfest event. - Discussion of best practices regarding the UAAC and Chairing. - University and Academic Affairs Committee (UAAC): - Worked on pre-meeting scheduling and organization. - <u>Committee Scheduling Updates:</u> - Regularly scheduled biweekly meetings to occur on Tuesdays from 5:30-7:00pm, starting on August 9 2022, for the duration of the Summer 2022 semester. - The earliest that the regularly scheduled biweekly meetings can occur is on August 9th 2022, due to the requirement of two weeks notice for administrative staff. - Called for an emergency meeting for Tuesday July 26 2022, with the priority to assess the first round of member-at-large applicants for the UAAC. - Liaised with administrative staff to ensure they are aware of the plan for the emergency meeting, as well as the regularly scheduled meetings starting on August 9th 2022, for the duration of the Summer 2022 semester. - Reached out to members of the UAAC to inquire about their availability for an emergency meeting, and followed-up on Thursday July 21 2022 over alternate forms of social media to ensure they have seen the message. - Reached out to Helen Sofia Pahou (President) to ensure she is able to attend the UAAC meeting. - Communicated individually with all members of the UAAC to ensure they are aware of the emergency meeting, can make time to attend the meeting, and know about the plan to hold biweekly meetings on Tuesdays from 5:30-7:00pm starting on August 9th. - <u>UAAC Administrative Tasks:</u> - Sent out emails specific to the call for agenda items for the emergency
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Administrative Work

<p>Summary</p>	<p>Wednesday July 20 2022</p> <p><i>Council Meeting Executive Reports, Organization & Planning, Scheduling, Emails, Policy Research Communications, Executive Communications, Working Group Communications, University and Academic Affairs Committee</i></p> <ul style="list-style-type: none"> - Council Meeting Executive Reports: Completed the Executive Reports that are presented at Council. - Organization & Planning: Administrative work related to reviewing plans for the work week. Strategizing related to prioritizing the order in which tasks should be completed - 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) - Worked with AVP Rastko Koprivica to plan priorities for UAA. - Worked with Abhi to strategize how to best meet access needs in relation to retroactive work report completion. - Scheduling: 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 - Overall focus on prioritization of the most important tasks for the week - Emails: Reading and reviewing emails, responding to emails received, sending emails - Email correspondence with Helen, Judit, Abhi, Vaibhav, Eshana, and Rea. Sent emails reaching out to them for check-ins. - Sent another email to Eshana for a specific check-in. - Working Group Communications: Correspondence related to the drafting of
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	<p>meeting on Tuesday July 26 2022.</p> <ul style="list-style-type: none"> - Cross-referenced the policies and terms of reference pertaining to the UAAC. - Attentively read through the previous meeting minutes from the previous Council term to inform agenda item drafting. - Read through minutes UAA 2021-06-25, UAA 2021-07-22, UAA 2021-08-06, and agenda UAA 2021-10-22. - Double-checked to ensure that previous minutes were filed. - Inquired with administrative staff as to why the minutes for UAA 2021-10-22 are not available. - Corresponded with Abhi to inquire about the best method of reaching out to undergraduate student senators, non-voting members of the committee. - Sent an email to the non-voting members of the committee (undergraduate student senators, constituency group representatives, and the campaigns coordinator) and ensured that they have access to all important information for the convening of the UAAC meeting. - Invited Shariq Ahsan to the upcoming meetings when he entered the Executive Committee space. - Invited Abhi and Judit to the upcoming meetings during conversation within the Executive Committee space. - Ensured that Eshana Baran had access to the information regarding the emergency meeting and regular meeting times since she is currently on a leave of absence and indicated that she would not be checking her email inbox. - Added to the meeting tracker for the UAAC. - Ongoing email correspondence with administrative staff to ensure we are all on the same page. - Successfully requested for an extension for agenda item submissions for the emergency meeting on Tuesday July 26 2022. - Connected with Rastko Koprivica and Gurmehar Singh (Associate Vice Presidents) to assist with administrative tasks and agenda planning for the UAAC. - Wrote an in-depth systematic analysis of the priorities of the University and Academic Affairs portfolio and UAAC to inform agenda item drafting. - Reached out to all elected members of the UAAC for feedback. - Corresponded with elected members of the UAAC, Rastko Koprivica, Arthur Lee, and Alan Ropke for feedback on agenda item drafting. - Corresponded with AVP University, Gurmehar Singh for feedback on agenda
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Administrative Work

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	<ul style="list-style-type: none"> item drafting. Reached out to previous VP UAA, Serena Bains, to invite them as a special guest of the UAAC and requested for them to present their 2021/2022 exit report and annual plan.
Total Time (Hrs)	11 hours

Summary	Thursday July 21 2022 <i>University and Academic Affairs Committee, Organization & Planning, Scheduling, Emails, Executive Communications</i> <ul style="list-style-type: none"> Other Called the SFU Facilities Services to report a deceased rodent near SUB entrance
Total Time (Hrs)	

Summary	
Total Time (Hrs)	

Total Admin Hours	
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HOURS IN TOTAL	
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Administrative Work

Summary	Wednesday July 20 2022 <i>Council Meeting Executive Reports, Organization & Planning, Scheduling, Emails, Policy Research Communications, Executive Communications, Working Group Communications, University and Academic Affairs Committee</i> <ul style="list-style-type: none"> Council Meeting Executive Reports: Completed the Executive Reports that are presented at Council. Organization & Planning: Administrative work related to reviewing plans for the work week. Strategizing related to prioritizing the order in which tasks should be completed 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) Worked with AVP Rastko Koprivica to plan priorities for UAA. Worked with Abhi to strategize how to best meet access needs in relation to retroactive work report completion. Scheduling: 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 Overall focus on prioritization of the most important tasks for the week Emails: Reading and reviewing emails, responding to emails received, sending emails Email correspondence with Helen, Judit, Abhi, Vaibhav, Eshana, and Rea. Sent emails reaching out to them for check-ins. Sent another email to Eshana for a specific check-in. Working Group Communications: Correspondence related to the drafting of
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VP External and Community Affairs Eshana Baran

Meeting Summary and Comments

Meeting, Date	Municipal Elections Communications Plan (July 18th, 2022)
Parties Attending	Muriel Adarkwa , Ilham Banttahar , Myself
Meeting Length (Hrs)	11:00am-11:33am (33min)
Reason	Municipal Elections- Get Out to Vote Campaign
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Posters - Blurb on CJSF Radio - Social Media Posts - Emails to membership - Newsletter - Videos on the Simon Fraser Student Society (SFSS) Instagram and Twitter - QR codes for information - Timeline for communications material rollout
Next Steps	Update information onto Municipal Elections Master planning document

Administrative Work

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Meeting, Date	U-Pass Conversation (July 18th, 2022)
Parties Attending	Christopher Girodat, Aryanna Chartrand, Myself
Meeting Length (Hrs)	12:00pm-12:40pm (40 mins)
Reason	To discuss possible changes to the current U-Pass contract
Summary and Outcome	<ul style="list-style-type: none"> - Possible adjustments for the fall contract - 2025 contract - Making transit provincially funded for students - Negotiations for further funding
Next Steps	Continue attending the U-Pass working group and conversations with student unions

Meeting, Date	Migrant Students United Meeting (July 18th, 2022)
Parties Attending	Migrant Students United Members, Rea Chatterjee, Myself
Meeting Length (Hrs)	4:30pm-6:00pm (1.5 hours)
Reason	Weekly Meetings
Summary and Outcome	<p>Discussed:</p> <ul style="list-style-type: none"> - Tabling with Migrant Student United in the Student Union Building - Reaching out to those who have signed the Petition to Eliminate the International student health fee because we want to do a survey to see how people feel about this fee - Making the survey for students to fill out on the international student health fee
Next Steps	Attend the next weekly Migrant Students United Meeting

Administrative Work

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Meeting, Date	SFSS Council Meeting (July 20th, 2022)
Parties Attending	Executives, Council
Meeting Length (Hrs)	4:30pm-7:50pm (3 hours, 20 mins)
Reason	Bi-weekly Meetings
Summary and Outcome	Went over the council agenda
Next Steps	Attend the next council meeting (bi-weekly meetings)

Meeting, Date	University and Academic Affairs & External and Community Affairs Update (July 25th, 2022)
Parties Attending	Muriel Adarkwa , Myself
Meeting Length (Hrs)	11:30am-12:00pm (30 mins)
Reason	Bi-weekly meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - BC Federation of Students meeting - Update on the meeting with MP Jenny Kwan - Gondola Celebration - Water Drive <ul style="list-style-type: none"> - Action item: call local businesses for donations of water - Get out to Vote Campaign for Municipal elections
Next Steps	Attend the next update meeting

Administrative Work

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Meeting, Date	BC Federation of Students (BCFS) + SFSS (July 25th, 2022)
Parties Attending	BC Federation of Students Chairperson, Gabe Liosis, Myself
Meeting Length (Hrs)	1:30pm-2:45pm (1 hour, 15 mins)
Reason	Creating external relations with organizations who do similar work to the SFSS
Summary and Outcome	<ul style="list-style-type: none"> - Discussed a campaign to make the 2% cap for international student tuition - What we are working on as organizations - Had a tour of the SUB
Next Steps	<p>Contact the BCSF to discuss the “deals” app and possibly bringing it for SFSS members</p> <ul style="list-style-type: none"> - This would provide members deals for restaurants

Meeting, Date	Meeting with John (July 25th, 2022)
Parties Attending	John Walsh, Gabe Liosis, Myself (July 25th, 2022)
Meeting Length (Hrs)	3:30pm-4:30pm (1 hour)
Reason	Providing Heat Wave Relief items for students
Summary and Outcome	<p>Discussed:</p> <ul style="list-style-type: none"> - Heat wave relief items for students <ul style="list-style-type: none"> - Freezies - Making merch for students (water bottles which they can refill water with) - Getting posters up that show what students can do to keep

Administrative Work

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	<p>themselves safe during heat waves</p> <ul style="list-style-type: none"> - Communication between executives and management to make sure things are handled smoothly <ul style="list-style-type: none"> - If motions are passed, management are told if passed motions will affect certain departments <ul style="list-style-type: none"> - For instance with the heat relief items, if the motion passes for heat relief items, telling building coordinators (if we buy freezies and then handing them out because building staff help with this)
Next Steps	Bring a motion to the external and community affairs committee to buy heat relief related items for students during heat waves for the summer 2022 semester

Meeting, Date	SFU 350 General Meeting (July 25th, 2022)
Parties Attending	SFU 350 General Members, Rea Chatterjee, Myself
Meeting Length (Hrs)	6:00pm-7:30pm (1.5 hours)
Reason	Bi-Weekly meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - What each working group is working on - SFU350 got an award - If people want to attend other meetings to represent SFU350
Next Steps	Attend the next SFU350 General Meeting

Meeting, Date	Meeting with the Alma Mater Society (AMS) and the University of Victoria Students' Society (UVSS) (July 26th, 2022)
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Administrative Work

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Parties Attending	Erin Co, Izzy Adachi, Myself
Meeting Length (Hrs)	3:00pm-3:30pm (30 mins)
Reason	Monthly Meetings - to get updates on what other student societies are doing and seeing how we can support each other, for instance if it may be campaigns that we can support on
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - The Rent Freeze Letter written by the Alma Mater Society - Day of action by the UVSS for a rent freeze - Updating the student societies what the external office if working on here at the SFSS, such as the Water Drive and the Get Out to Vote Campaign for Municipal elections
Next Steps	<ul style="list-style-type: none"> - Attend the next meeting - Bring the Rent Freeze letter to the next executive meeting as a motion to see if we can endorse it as executives

Meeting, Date	SFSS Special Council Meeting (July 27th, 2022)
Parties Attending	Executive Committee, Council, SFSS Membership
Meeting Length (Hrs)	4:30pm-10:30 (6 hours)
Reason	The President called a Special Council Meeting
Summary and Outcome	Went over the Special Council Meeting agenda
Next Steps	Attend the next Council Meeting

Meeting, Date	SFSS Executive Committee Meetings
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Administrative Work

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Parties Attending	Helen Sofia Pahou , Abhishek Parmar, Judit Nagy, Nikki Kirigin, Ella Droko, John Walsh, Ayesha Khan, Myself
Meeting Length (Hrs)	9:30am-2:36pm (6 hours, 6 mins)
Reason	Bi-Weekly Meetings
Summary and Outcome	Went over the agenda
Next Steps	<ul style="list-style-type: none"> - Contact the Alma Mater Society VP External to tell them the motion to endorse the rent freeze letter they wrote passed - Attend the next executive committee meeting

Meeting, Date	Check in with Board Organizer (July 29th, 2022)
Parties Attending	Ella Droko, Myself
Meeting Length (Hrs)	2:36pm-3:26pm (50 mins)
Reason	Regular Check-ins
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - A survey for students on tuition - Regular Check in
Next Steps	Attend the next Check in with the Board Organizer

Total Meeting Hours	23.732
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Administrative Work

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Projects and Events

Project/Event Title	Water Drive - Picking up Donations (July 26th, 2022)
Updates and Upcoming Plans	Picked up water bottles which were donated for the water drive - Got 5 packages of water donated
Relevant Strategic Priorities	Calling local business for donations
Total Time (Hrs)	11:45am-1:00pm (1 hour, 15 mins)

Project/Event Title	Water Drive + Heat Relief for Students (July 27th, 2022)
Updates and Upcoming Plans	Bought 3 cases of freezies and dropped them off at the Student Union building, I also dropped off the water which was donated and put them in the storage room
Relevant Strategic Priorities	Make sure that the freezies are given out to students and we hand out the water during heat waves to unhoused folks in the local community during heat waves
Total Time (Hrs)	8:57am-10:30am (1 hour, 37 mins)

Total Project and Events Hours	2.866
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Committee Chair Work

Committee Name	External and Community Affairs Committee
# of Meetings	1

Administrative Work

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Total Time (Hrs)	1.5 (4:30pm-5:00pm set up and 5:00pm-6:00pm meeting)
Summary	<ul style="list-style-type: none"> - Passed \$200 for heat related items for students during heat waves for this summer - Discussed ongoing projects
Ongoing Projects	<ul style="list-style-type: none"> - Gondola Celebration - Translink Roundtable - Water Drive - Get Out to Vote Campaign for Municipal Elections
Relevant Strategic Priorities:	Make sure committee stays updated on projects and agendas reflect what the committee wants to do

Total Committee Hours	1.5
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Administrative Work

Summary	<p>July 18, 2022 (9:54am-11am) 1 hour 6 mins</p> <ul style="list-style-type: none"> - Emails - Working on municipal elections communications plan notes before meeting - Figuring out getting posters for heat wave safety around the SUB - Organizing email <p>(11:33am-12:00pm) 27 mins</p> <ul style="list-style-type: none"> - Sorting out action item from Municipal Elections Communications Plan - Emails <p>(12:40pm-12:57pm) 17 mins</p> <ul style="list-style-type: none"> - Going over advocacy and campaigns on the SFSS Website - Looking over campaigns + lobbying efforts to continue from past years <p>(2:16pm-3:42pm) 1 hour 26 mins</p>
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Administrative Work

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	<ul style="list-style-type: none"> - Submitted agenda items for ECA Committee meeting - Added action items from Communications plan to the Municipal Elections Master document - Organized email - Booked room for ECA Committee meeting <p>(3:49pm-4:30pm) 41 mins</p> <ul style="list-style-type: none"> - Emails - Prepping for the External and Community Affairs Committee Meeting (approving agenda, making notes of details I need to say for the meeting) <p>(9:58pm-10:44pm) 46 mins</p> <ul style="list-style-type: none"> - Emails - Managing calendar for the week - Getting the Elimination of the International Students materials together to send to people (including the toolkit, social media materials) <p>July 19th, 2022</p> <p>(10:08am-10:15pm) 7 mins</p> <ul style="list-style-type: none"> - Emails <p>(10:30am-12pm) 1.5 hours</p> <ul style="list-style-type: none"> - Working on presentations to council and making speaking notes - Emails <p>(12:20-1:11) 51 mins</p> <ul style="list-style-type: none"> - Working on Elimination of the International Student Health Fee Campaign survey - Drafting emails to potential sponsors for the water drive - Emails <p>(1:44pm-4:00pm) 2 hours 16 mins</p> <ul style="list-style-type: none"> - Emails - Working on the International Student Health Fee Campaign Survey for students - Working to get information out to folks who have signed and endorsed the International Student Health Fee Campaign <p>(5:18pm-7:10pm) 1 hour 52 mins</p> <ul style="list-style-type: none"> - Working on Gondola blurb - Emails - Finding numbers to call for the Water Drive to get sponsorships (local stores) - Work report <p>(7:50pm-8:02pm) 12 mins</p>
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Administrative Work

<p>Summary</p>	<p>Wednesday July 20 2022</p> <p><i>Council Meeting Executive Reports, Organization & Planning, Scheduling, Emails, Policy Research Communications, Executive Communications, Working Group Communications, University and Academic Affairs Committee</i></p> <ul style="list-style-type: none"> - Council Meeting Executive Reports: Completed the Executive Reports that are presented at Council. - Organization & Planning: Administrative work related to reviewing plans for the work week. Strategizing related to prioritizing the order in which tasks should be completed - 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) - Worked with AVP Rastko Koprivica to plan priorities for UAA. - Worked with Abhi to strategize how to best meet access needs in relation to retroactive work report completion. - Scheduling: 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 - Overall focus on prioritization of the most important tasks for the week - Emails: Reading and reviewing emails, responding to emails received, sending emails - Email correspondence with Helen, Judit, Abhi, Vaibhav, Eshana, and Rea. Sent emails reaching out to them for check-ins. - Sent another email to Eshana for a specific check-in. - Working Group Communications: Correspondence related to the drafting of
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	<ul style="list-style-type: none"> - Emails <p>(10:27-11:27) 1 hour</p> <ul style="list-style-type: none"> - Emails <p>July 20th 2022</p> <p>(10:05am-2:13pm) 4 hours 8 mins</p> <ul style="list-style-type: none"> - Emails - Going over External and Community Affairs Minutes - Getting ready for the External and Community Affairs meeting on Monday <ul style="list-style-type: none"> - Making sure agenda is set - Having details on what we need to talk about - Writing the letter to council on "Concerns about Secrecy, Transparency, and Overuse of Investigative Committees, General Toxicity" <p>(2:13pm-3pm) 47 mins</p> <ul style="list-style-type: none"> - Worked on presentations to council - Contacting those who have endorsed the International Students Health Fee Campaign <p>July 25th, 2022</p> <p>(11:11-11:30pm) 19 mins</p> <ul style="list-style-type: none"> - Emails <p>(2:45pm-3:30pm) 45 mins</p> <ul style="list-style-type: none"> - Prep for the external and community affairs committee meeting - Making sure agenda is up to date - Going over projects and seeing if there are any updates for the committee when we talk about it during the committee meeting <p>July 26th 2022:</p> <p>(9:30am-10am) 30 mins</p> <ul style="list-style-type: none"> - Emails <p>(3:30pm-5:06pm) 1 hour 36 mins</p> <ul style="list-style-type: none"> - Emails - Calendar updates - Setting up meeting with SFU for updates on the community fridge - Working on the VP External notion (updating, figuring out how it works) - Creating action items that came from the External and Community Affairs Committee meeting <p>July 27th, 2022</p> <p>(10:30am-12:10pm) 1 hour 40 mins</p> <ul style="list-style-type: none"> - Emails
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	<ul style="list-style-type: none"> - Calls with TransLink to set up a date for the Translink Roundtable <ul style="list-style-type: none"> - Wanted to have a time in August but this didn't work out, we are now looking at the possibility for the end of September - Updating the Municipal elections master document from the External and Community Affairs committee meeting - Figuring out the Gondola Celebration <ul style="list-style-type: none"> - What will need to get passed at the External and Community Affairs Committee (money for food) <p>(1:30pm-2:30pm) 1 hour</p> <ul style="list-style-type: none"> - Emails - Organizing meetings - External and Community Affairs Committee meeting preparation - Check in items for the AVP External and VP External Check in <p>July 28th, 2022 (8:57am-10:08am) 1 hour 11 mins</p> <ul style="list-style-type: none"> - Emails - Filling out Cheque Requisition forms - Calendar planning - Work report <p>(11:09am-11:30am) 21 mins</p> <ul style="list-style-type: none"> - Emails - Calendar planning <p>July 29th, 2022 (8:53am-9:30am) 37 mins</p> <ul style="list-style-type: none"> - Emails - Bringing amendments to the executive meeting agenda <p>(5:00pm-8:30pm) 3.5 hours</p> <ul style="list-style-type: none"> - Emails - Figuring out urgent emergency situation with the Student Union Building - Contacting the President and trying to get into contact with them after I sent an email about the urgent emergency situation with the Student Union Building - Contacting the Building Coordinator to make sure things go well with the Student Union Building and making sure proper procedures are in place - Making sure that the SUB tenants are aware of the urgent emergency situation - Contacting the VP Internal to see if they know about the situation and seeing
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	<p>if they were able to contact the President</p> <ul style="list-style-type: none"> - Getting updates from the Building Coordinator throughout this time on the Student Union Building and the emergency situation <p>July 30th, 2022 (9:20pm-10:57pm) 1 hour 37 mins</p> <ul style="list-style-type: none"> - Work report <p>August 1st, 2022 (12:45am -1:53am) 1 hour 8 mins</p> <ul style="list-style-type: none"> - Editing work report - Finishing the work report
Total Time (Hrs)	31.675

Total Admin Hours	31.675
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Total Hours: 59.773

Administrative Work

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VP Events and Student Affairs

Vaibhav Arora

Meeting Summary and Comments

Meeting, Date	18-07-2022
Parties Attending	Rachel, Dipti, Sonja, Myself
Meeting Length (Hrs)	12 - 1 PM (1 hour)
Reason	Selection Committee for StreetFest performers
Summary and Outcome	<ul style="list-style-type: none">- Selection Committee set up for the first meeting for StreetFest performers selection- Scrutinized the applications as purely SFU and externals- Prepared a criteria for which application to be chosen for the event
Next Steps	Prepare for next selection committee meeting

Meeting, Date	18-07-2022
Parties Attending	Krystal, Sonja, Myself
Meeting Length (Hrs)	1 - 2 PM (1 hour)
Reason	Cornerstone and Strand Hall walkthrough
Summary and Outcome	<ul style="list-style-type: none">- Walkthrough for meeting accessible needs for the StreetFest- Looking for possible tabling structure according to the street sidewalks- Covering possible hazards

Administrative Work

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Next Steps	Planning a Map structure for the event
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Meeting, Date	18-07-2022
Parties Attending	SER members, Myself
Meeting Length (Hrs)	2 - 3 PM (1 hour)
Reason	Regular Events Collaboration Planning meeting with SER
Summary and Outcome	<ul style="list-style-type: none"> - Discussed events for welcome week - Discussed Outside Movie Night coming up on September 09 - Discussed StreetFest and licensing for movies
Next Steps	Working on the action items

Meeting, Date	18-07-2022
Parties Attending	Dipti, Myself
Meeting Length (Hrs)	3 - 3:30 PM (0.5 hour)
Reason	Events planning for July and August
Summary and Outcome	<ul style="list-style-type: none"> - Events planning for the month of August - Movie Night licensing discussion - Paint Night Artist lookup
Next Steps	Follow up regularly on the updates

Meeting, Date	18-07-2022
Parties Attending	StreetFest Committee, Myself

Administrative Work

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Meeting Length (Hrs)	3:30 - 5 PM (1.5 hours)
Reason	StreetFest Weekly/Biweekly committee meeting
Summary and Outcome	<ul style="list-style-type: none"> - Updates from all the stakeholders for the event - Updating working plan accordingly - Chairing the committee
Next Steps	Work on Action items

Meeting, Date	26-07-2022
Parties Attending	Helen, Dipti, Myself
Meeting Length (Hrs)	12 - 1 PM (1 hour)
Reason	SUB Grand opening planning meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussion on the date for the event - Appropriate requirements for the event discussed - List for guests discussed
Next Steps	Follow up with updates on action items

Meeting, Date	19-07-2022
Parties Attending	Ayesha, Dipti, Rachel, Myself
Meeting Length (Hrs)	11:30 AM - 12 PM (0.5 hours)
Reason	Events Planning Guidelines
Summary and Outcome	<ul style="list-style-type: none"> - Preparing a guideline portfolio for the events department for the future VP Events to come

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	<ul style="list-style-type: none"> - Communications enhancement between departments to make the events smooth and better
Next Steps	Preparing proper guidelines for events

Meeting, Date	19-07-2022
Parties Attending	Helen, John Walsh, Myself
Meeting Length (Hrs)	3:30 - 4:30 PM (1 hour)
Reason	SUB Grand Opening Planning meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussion on the date for the event - Appropriate requirements for the event discussed - List for guests discussed
Next Steps	Another meeting to be scheduled for detailed information

Meeting, Date	20-07-2022
Parties Attending	Cassidy from DRNK, Myself
Meeting Length (Hrs)	12:30 - 1:30 PM (1 hour)
Reason	DRNK as a potential vendor for StreetFest
Summary and Outcome	<ul style="list-style-type: none"> - Discussed StreetFest opportunities - Potential opportunities for DRNK to sponsor the event - DRNK to talk to INC in SUB
Next Steps	N/A

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Meeting, Date	20-07-2022
Parties Attending	Trish, Myself
Meeting Length (Hrs)	4 - 4:30 PM (0.5 hour)
Reason	A student academic case
Summary and Outcome	Confidential
Next Steps	

Meeting, Date	20-07-2022
Parties Attending	Council
Meeting Length (Hrs)	4:30 - 8:45 PM (4.25 hours)
Reason	Bi-weekly Council Meeting
Summary and Outcome	- Went through Agenda items
Next Steps	

Meeting, Date	21-07-2022
Parties Attending	Dipti, Rachel, Myself
Meeting Length (Hrs)	10 - 10:30 AM (0.5 hour)
Reason	Performer Selection Meeting
Summary and Outcome	- Plan for time slots for the selected candidates

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	<ul style="list-style-type: none"> - Email draft for waitlist, rejected and other candidates - Logistics for Candidates discussed
Next Steps	Action Items to be worked upon

Meeting, Date	21-07-2022
Parties Attending	Staff, Executives, Myself
Meeting Length (Hrs)	2 - 3 PM (1 hour)
Reason	Staff Meeting
Summary and Outcome	
Next Steps	

Meeting, Date	22-07-2022
Parties Attending	Rachel, Dipti, Sonja, Myself
Meeting Length (Hrs)	11 - 11:30 AM (0.5 hour)
Reason	Entertainment for StreetFest meeting
Summary and Outcome	<ul style="list-style-type: none"> - DJ to be booked for the StreetFest - Looking for an Emcee for the show
Next Steps	Reaching out to organizations that host events for the same

Meeting, Date	22-07-2022
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Parties Attending	Sonja, Mark, Myself
Meeting Length (Hrs)	3 - 4 PM (1 hour)
Reason	StreetFest Co-Chair Planning
Summary and Outcome	<ul style="list-style-type: none"> - Preparing an outline for next StreetFest Committee meeting - Updating the co-chair on the work done and take away action items
Next Steps	Work on action items

Meeting, Date	25-07-2022
Parties Attending	Dipti, Myself
Meeting Length (Hrs)	2 - 3 PM (1 hour)
Reason	Events planning weekly meeting
Summary and Outcome	<ul style="list-style-type: none"> - Planned for Movie night in August - Debrief on movie night for 27th July - Discussed the work roles for events
Next Steps	N/A

Meeting, Date	25-07-2022
Parties Attending	StreetFest Committee members, Myself
Meeting Length (Hrs)	3:30 - 5 PM (1.5 hours)
Reason	Weekly StreetFest committee meeting

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Summary and Outcome	<ul style="list-style-type: none"> - Discussed the updates so far - I talked about the participants selected - Got BMW as a sponsor for the event
Next Steps	Work on action items discussed

Meeting, Date	25-07-2022
Parties Attending	ESAC, Myself
Meeting Length (Hrs)	6 - 7 PM (1 hour)
Reason	Events and Students Affairs Committee biweekly meetings
Summary and Outcome	<ul style="list-style-type: none"> - In camera discussions
Next Steps	N/A

Meeting, Date	26-07-2022
Parties Attending	Helen, Dipti, Myself
Meeting Length (Hrs)	12 - 1 PM (1 hour)
Reason	SUB grand opening planning meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussed the list of guests and catering services to be booked - Discussed the architects who were hired for the building - Action items for everyone of us discussed
Next Steps	Work on Action items

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Meeting, Date	26-07-2022
Parties Attending	Ella, Myself
Meeting Length (Hrs)	1 - 1:30 PM (0.5 hour)
Reason	Strat Plan Review
Summary and Outcome	<ul style="list-style-type: none"> - Discussed the events guidelines and the new updates - I suggested minimum 12 events per calendar year for VP Events - Need to update as I gain more experience
Next Steps	

Meeting, Date	26-07-2022
Parties Attending	Ricky, Melanie, Myself
Meeting Length (Hrs)	2 - 2:30 PM (0.5 hour)
Reason	Meeting for wrong behaviour of a club
Summary and Outcome	Confidential
Next Steps	

Meeting, Date	27-07-2022
Parties Attending	Council
Meeting Length (Hrs)	4:30 - 10:30 PM (6 hours)

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Reason	President's special council meeting
Summary and Outcome	- In camera discussions and agenda review
Next Steps	Next council meeting for further updates

Meeting, Date	28-07-2022
Parties Attending	Melanie, Nancy, Ricky, Myself
Meeting Length (Hrs)	11 - 11:30 AM (0.5 hour)
Reason	Discussion on two clubs
Summary and Outcome	Confidential
Next Steps	

Meeting, Date	29-07-2022
Parties Attending	Helen, Abhishek Parmar, Judit Nagy, Nikki Kirigin, Ella Droko, John Walsh, Ayesha Khan, Myself
Meeting Length (Hrs)	9:30 - 2:30 PM (5 hours)
Reason	SFSS Executive Committee Meetings
Summary and Outcome	- Agenda review
Next Steps	I will start working on merchandise ordering

Administrative Work

Summary	<p>Wednesday July 20 2022 <i>Council Meeting Executive Reports, Organization & Planning, Scheduling, Emails, Policy Research Communications, Executive Communications, Working Group Communications, University and Academic Affairs Committee</i></p> <ul style="list-style-type: none"> - Council Meeting Executive Reports: Completed the Executive Reports that are presented at Council. - Organization & Planning: Administrative work related to reviewing plans for the work week. Strategizing related to prioritizing the order in which tasks should be completed - 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) - Worked with AVP Rastko Koprivica to plan priorities for UAA. - Worked with Abhi to strategize how to best meet access needs in relation to retroactive work report completion. - Scheduling: 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 - Overall focus on prioritization of the most important tasks for the week - Emails: Reading and reviewing emails, responding to emails received, sending emails - Email correspondence with Helen, Judit, Abhi, Vaibhav, Eshana, and Rea. Sent emails reaching out to them for check-ins. - Sent another email to Eshana for a specific check-in. - Working Group Communications: Correspondence related to the drafting of
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Total Meeting Hours	33.25 hours
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Projects and Events

Project/Event Title	Movie Night on 27th
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Host movie nights every month - Learn from the shortcomings from 1st movie night
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Serve free popcorns and drinks for more inclusion - Sign ups help grab more attention to the event
Total Time (Hrs)	8 hours

Total Project and Events Hours	8 hours
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Committee Chair Work

Committee Name	ESAC
# of Meetings	1
Total Time (Hrs)	3 hours
Summary	Meeting for 1 hour and working on agenda took me 2 hours
Ongoing Projects	Selecting At-Large membership

Administrative Work

Summary	<p>Wednesday July 20 2022 Council Meeting Executive Reports, Organization & Planning, Scheduling, Emails, Policy Research Communications, Executive Communications, Working Group Communications, University and Academic Affairs Committee</p> <ul style="list-style-type: none"> - Council Meeting Executive Reports: Completed the Executive Reports that are presented at Council. - Organization & Planning: Administrative work related to reviewing plans for the work week. Strategizing related to prioritizing the order in which tasks should be completed - 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) - Worked with AVP Rastko Koprivica to plan priorities for UAA. - Worked with Abhi to strategize how to best meet access needs in relation to retroactive work report completion. - Scheduling: 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 - Overall focus on prioritization of the most important tasks for the week - Emails: Reading and reviewing emails, responding to emails received, sending emails - Email correspondence with Helen, Judit, Abhi, Vaibhav, Eshana, and Rea. Sent emails reaching out to them for check-ins. - Sent another email to Eshana for a specific check-in. - Working Group Communications: Correspondence related to the drafting of
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Relevant Strategic Priorities:	Making a diverse team
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Total Committee Hours	3 hours
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Administrative Work

Summary	Admin related work
Total Time (Hrs)	<p>18-07-2022 (4 hours)</p> <ul style="list-style-type: none"> - Making selection guidelines for selection committee - Went through weekend emails - Went through council agenda - Worked on email for a student (confidential) - Social media posting on instagram for clubs and SUs <p>19-07-2022 (4 hours)</p> <ul style="list-style-type: none"> - Drafting events planning guidelines - Regular Emails follow up - Social media posting <p>20-07-2022 (2 hours)</p> <ul style="list-style-type: none"> - Went through DRNK's platform - Worked on email drafting to sponsors - Regular email follow up <p>21-07-2022 (3 hours)</p> <ul style="list-style-type: none"> - StreetFest floor plan - Email follow up - Selection committee emails drafted with Sonja <p>22-07-2022 (3 hours)</p> <ul style="list-style-type: none"> - Contacting Photographers and DJ for StreetFest - Looking for an emcee - Emails follow up - Social media posting

Administrative Work

Summary	<p>Wednesday July 20 2022</p> <p><i>Council Meeting Executive Reports, Organization & Planning, Scheduling, Emails, Policy Research Communications, Executive Communications, Working Group Communications, University and Academic Affairs Committee</i></p> <ul style="list-style-type: none"> - Council Meeting Executive Reports: Completed the Executive Reports that are presented at Council. - Organization & Planning: Administrative work related to reviewing plans for the work week. Strategizing related to prioritizing the order in which tasks should be completed - 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) - Worked with AVP Rastko Koprivica to plan priorities for UAA. - Worked with Abhi to strategize how to best meet access needs in relation to retroactive work report completion. - Scheduling: 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 - Overall focus on prioritization of the most important tasks for the week - Emails: Reading and reviewing emails, responding to emails received, sending emails - Email correspondence with Helen, Judit, Abhi, Vaibhav, Eshana, and Rea. Sent emails reaching out to them for check-ins. - Sent another email to Eshana for a specific check-in. - Working Group Communications: Correspondence related to the drafting of
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	<p>25-07-2022 (3 hours)</p> <ul style="list-style-type: none"> - Weekend emails follow up - Criteria for ESAC future meetings prepared - Working on August events <p>26-07-2022 (2 hours)</p> <ul style="list-style-type: none"> - Planned a list for guests for SUB GO - Emails follow up - Movie night license acquired almost on the last day <p>27-07-2022 (1 hour)</p> <ul style="list-style-type: none"> - Regular emails looked after <p>28-07-2022 (3 hours)</p> <ul style="list-style-type: none"> - Went through selection criteria and bylaws for 2 clubs - Emails follow up - Social media posting <p>29-07-2022 (4 hours)</p> <ul style="list-style-type: none"> - Work report - Emails - Social media posting
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Total Admin Hours	29 hours
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Total Hours	73.25 hours
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Administrative Work

Summary	<p>Wednesday July 20 2022</p> <p><i>Council Meeting Executive Reports, Organization & Planning, Scheduling, Emails, Policy Research Communications, Executive Communications, Working Group Communications, University and Academic Affairs Committee</i></p> <ul style="list-style-type: none"> - Council Meeting Executive Reports: Completed the Executive Reports that are presented at Council. - Organization & Planning: Administrative work related to reviewing plans for the work week. Strategizing related to prioritizing the order in which tasks should be completed - 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) - Worked with AVP Rastko Koprivica to plan priorities for UAA. - Worked with Abhi to strategize how to best meet access needs in relation to retroactive work report completion. - Scheduling: 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 - Overall focus on prioritization of the most important tasks for the week - Emails: Reading and reviewing emails, responding to emails received, sending emails - Email correspondence with Helen, Judit, Abhi, Vaibhav, Eshana, and Rea. Sent emails reaching out to them for check-ins. - Sent another email to Eshana for a specific check-in. - Working Group Communications: Correspondence related to the drafting of
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VP Equity and Sustainability
Rea Chatterjee

Meeting Summary and Comments

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

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

Administrative Work

Summary	<p>Wednesday July 20 2022 Council Meeting Executive Reports, Organization & Planning, Scheduling, Emails, Policy Research Communications, Executive Communications, Working Group Communications, University and Academic Affairs Committee</p> <ul style="list-style-type: none"> - Council Meeting Executive Reports: Completed the Executive Reports that are presented at Council. - Organization & Planning: Administrative work related to reviewing plans for the work week. Strategizing related to prioritizing the order in which tasks should be completed - 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) - Worked with AVP Rastko Koprivica to plan priorities for UAA. - Worked with Abhi to strategize how to best meet access needs in relation to retroactive work report completion. - Scheduling: 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 - Overall focus on prioritization of the most important tasks for the week - Emails: Reading and reviewing emails, responding to emails received, sending emails - Email correspondence with Helen, Judit, Abhi, Vaibhav, Eshana, and Rea. Sent emails reaching out to them for check-ins. - Sent another email to Eshana for a specific check-in. - Working Group Communications: Correspondence related to the drafting of
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Next Steps	
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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 Priorities	
Total Time (Hrs)	

Total Project and Events Hours	
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Administrative Work

Summary	<p>Wednesday July 20 2022 Council Meeting Executive Reports, Organization & Planning, Scheduling, Emails, Policy Research Communications, Executive Communications, Working Group Communications, University and Academic Affairs Committee</p> <ul style="list-style-type: none"> - Council Meeting Executive Reports: Completed the Executive Reports that are presented at Council. - Organization & Planning: Administrative work related to reviewing plans for the work week. Strategizing related to prioritizing the order in which tasks should be completed - 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) - Worked with AVP Rastko Koprivica to plan priorities for UAA. - Worked with Abhi to strategize how to best meet access needs in relation to retroactive work report completion. - Scheduling: 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 - Overall focus on prioritization of the most important tasks for the week - Emails: Reading and reviewing emails, responding to emails received, sending emails - Email correspondence with Helen, Judit, Abhi, Vaibhav, Eshana, and Rea. Sent emails reaching out to them for check-ins. - Sent another email to Eshana for a specific check-in. - Working Group Communications: Correspondence related to the drafting of
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Committee Chair Work

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

Total Committee Hours	
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Administrative Work

Summary	
Total Time (Hrs)	

Total Admin Hours	
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Administrative Work

Summary	<p>Wednesday July 20 2022 <i>Council Meeting Executive Reports, Organization & Planning, Scheduling, Emails, Policy Research Communications, Executive Communications, Working Group Communications, University and Academic Affairs Committee</i></p> <ul style="list-style-type: none"> - Council Meeting Executive Reports: Completed the Executive Reports that are presented at Council. - Organization & Planning: Administrative work related to reviewing plans for the work week. Strategizing related to prioritizing the order in which tasks should be completed - 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) - Worked with AVP Rastko Koprivica to plan priorities for UAA. - Worked with Abhi to strategize how to best meet access needs in relation to retroactive work report completion. - Scheduling: 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 - Overall focus on prioritization of the most important tasks for the week - Emails: Reading and reviewing emails, responding to emails received, sending emails - Email correspondence with Helen, Judit, Abhi, Vaibhav, Eshana, and Rea. Sent emails reaching out to them for check-ins. - Sent another email to Eshana for a specific check-in. - Working Group Communications: Correspondence related to the drafting of
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