

# SFSS EXECUTIVE COMMITTEE WORK REPORTS

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

[President](#)

[VP Internal and Organizational Development](#)

[VP Finance and Services](#)

[VP University and Academic Affairs](#)

[VP External and Community Affairs](#)

[VP Events and Student Affairs](#)

[VP Equity and Sustainability](#)

# President Helen Sofia Pahou



## Meeting Summary and Comments

<b>Meeting, Date</b>	Council Orientation Planning & Packages, 05-01-2022
<b>Parties Attending</b>	Myself, Judit Nagy
<b>Meeting Length (Hrs)</b>	4pm-4am (12 hrs)
<b>Reason</b>	Building / creation of Council Orientation Packages
<b>Summary and Outcome</b>	
<b>Next Steps</b>	<ul style="list-style-type: none"><li>• Pass along to Board Organizer to email to all incoming non-executive Councillors</li></ul>

<b>Meeting, Date</b>	Debrief: Council Orientation Day #1, 05-02-2022
<b>Parties Attending</b>	Myself, Board Organizer, Judit Nagy, Rea Chatterjee
<b>Meeting Length (Hrs)</b>	3:30pm-4pm (0.5 hrs)
<b>Reason</b>	Debriefing and reflecting on matters taking place during Council Orientation: Day #1.
<b>Summary and Outcome</b>	
<b>Next Steps</b>	<ul style="list-style-type: none"><li>• Extend apologies for where issues took place.</li><li>• Investigate status of incoming directors' signing authority.</li></ul>

<b>Meeting, Date</b>	Debrief: Council Orientation Day #2, 05-03-2022
<b>Parties Attending</b>	Myself, Board Organizer, Judit Nagy, Vaihbav Arora
<b>Meeting Length (Hrs)</b>	3:30pm-4pm (0.5 hrs)
<b>Reason</b>	Debriefing and reflecting on matters taking place during Council Orientation: Day #2.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>• Schedule update about which room we are using</li><li>• Discussed moving the schedule around due to scheduling conflicts last minute</li><li>• New schedule to read: GOV 101 in the morning, RR in the afternoon</li></ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Council Agenda Planning, 05-03-2022
<b>Parties Attending</b>	Myself, Judit Nagy, Abhishek Parmar
<b>Meeting Length (Hrs)</b>	8pm-9:30pm (1.5 hrs)

<b>Reason</b>	Planning agenda items for May 11th Council meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Confirming the items on the agenda planning tracker</li> <li>• Making sure to submit requests for GSU</li> <li>• Discussing adding Orientation in Review as an item</li> <li>• Figuring out how to call for a meeting</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Email Christina (Admin) to create a Jotform for Councillors.</li> </ul>

<b>Meeting, Date</b>	Council Orientation: Day #4, 05-05-2022
<b>Parties Attending</b>	Myself, Board Organizer, Executive Committee, Incoming Councillors
<b>Meeting Length (Hrs)</b>	1pm-3pm (2 hrs)
<b>Reason</b>	Attending Councillors workshops during Council Orientation Day #4
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Stood in solidarity of MMIWG2S</li> <li>• Watched "Highway of Tears", facilitated by Rea Chatterjee</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Debrief: Council Orientation: Day #4, 05-05-2022
<b>Parties Attending</b>	Myself, Board Organizer, Judit Nagy, Abhishek Parmar, Vaibhav Arora, Rea Chatterjee
<b>Meeting Length (Hrs)</b>	3:30pm-4:30pm (1 hr)
<b>Reason</b>	Debriefing and reflecting on matters taking place during Council Orientation: Day #4.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Discussed the Orientation budget and how to manage expenses.</li> <li>• Unexpected invoice came and discussed how to budget for it.</li> <li>• We agreed that VP Finance should be looped in moving forwards</li> </ul>
<b>Next Steps</b>	Amplify financial notifications to VP Finance.

<b>Meeting, Date</b>	Council Orientation: Day #5, 05-06-2022
<b>Parties Attending</b>	Myself, Board Organizer, Building Management & Coordinator Team, Executive Committee, Incoming Councilors
<b>Meeting Length (Hrs)</b>	9am-3pm (6 hrs)
<b>Reason</b>	Going about scheduled workshops and activities for Incoming Councillors during Orientation Week!
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Oversaw daily activities and assisted VPIOD whenever needed</li> <li>• Debriefed with Board Organizer on weekly happenings and the overall organization structure of Orientation Week in general</li> </ul>
<b>Next Steps</b>	Create a Standard Operating Procedure (SOP) for Orientation Week.

<b>Meeting, Date</b>	Development Session Planning Meeting, 05-09-2022
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<b>Parties Attending</b>	Myself, Board Organizer, Judit Nagy, Vaibhav Arora, Rea Chatterjee
<b>Meeting Length (Hrs)</b>	11am-12pm (1 hr)
<b>Reason</b>	Planning development session topics for the Summer 2022 semester.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Supported VP's thoughts and ideas on which topics to cover and which facilitators at SFU to reach out to.</li> <li>Confirmed the first two sessions being: How to Council (Judit and Beaty) and the Communications Department (Ilham)</li> <li>Discussed keeping external facilitators' costs low because of tight budget</li> <li>Discussed further sessions and tasked to get confirmation on speakers' availabilities</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	SFSS Management Meeting, 05-10-2022
<b>Parties Attending</b>	Myself, Board Organizer, Building Manager, Operations Organizer
<b>Meeting Length (Hrs)</b>	2pm-3pm (1 hr)
<b>Reason</b>	Weekly check-in with SFSS management team.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Notified about upcoming tasks and projects on the management side of the house</li> <li>Raised staff concerns on safety protocol within the SUB.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Connect with staff on where their concerns are at.</li> </ul>

<b>Meeting, Date</b>	Meeting w/ Building Manager, 05-10-2022
<b>Parties Attending</b>	Myself, Building Manager
<b>Meeting Length (Hrs)</b>	4pm-5pm (1 hr)
<b>Reason</b>	Review of office needs.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Expedited SFU carpenter to set up President's bookcase</li> <li>Discussed purchasing curtains or blinds for Executive offices</li> <li>Discussed the set up of three new computers in Executive office and removal of old filing cabinets</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Submit discussion items on office supplies and needs at the May 26th Executive Committee meeting.</li> <li>Send the old filing cabinet to the e-trash.</li> </ul>

<b>Meeting, Date</b>	Check-in w/ Operations Organizer, 05-11-2022
<b>Parties Attending</b>	Myself, Operations Organizer
<b>Meeting Length (Hrs)</b>	12:30pm-1pm (0.5 hrs)
<b>Reason</b>	Review of HR needs within the Society.

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

<b>Meeting, Date</b>	SFSS Council Meeting, 05-11-2022
<b>Parties Attending</b>	Executive Committee, Non-Executive Councillors, Society Staff
<b>Meeting Length (Hrs)</b>	4:30pm-9pm (4.5 hrs)
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	SFSS Staff Meeting, 05-12-2022
<b>Parties Attending</b>	Myself, Operations Organizer, Executive Committee, Society Staff
<b>Meeting Length (Hrs)</b>	11am-12pm (1 hr)
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Chairing the next staff meeting in June.</li> <li>• Move staff meeting time to the afternoon.</li> </ul>

<b>Meeting, Date</b>	Collage Training w/ Operations Organizer, 05-12-2022
<b>Parties Attending</b>	Myself, Operations Organizer
<b>Meeting Length (Hrs)</b>	3pm-4pm (1 hr)
<b>Reason</b>	Training on how to request time off (RTO) using Collage (Society's online HR system).
<b>Summary and Outcome</b>	
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>• Start approving any time off left in the backlog.</li> </ul>

<b>Meeting, Date</b>	Check-in w/ Building Manager, 05-13-2022
<b>Parties Attending</b>	Myself, Building manager
<b>Meeting Length (Hrs)</b>	9:30am-10am (0.5 hrs)
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	JHSC SUB Building Inspection, 05-13-2022
<b>Parties Attending</b>	Myself, Clubs Coordinator, DNA Coordinator
<b>Meeting Length (Hrs)</b>	11am-12:30pm (1.5 hrs)
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Check-in w/ Clubs Coordinator, 05-13-2022
<b>Parties Attending</b>	Myself, Clubs Coordinator
<b>Meeting Length (Hrs)</b>	12:45pm-1:15pm (0.5 hrs)
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Introduction Meeting w/ SFU University Liaisons, 05-13-2022
<b>Parties Attending</b>	Myself, Executive Committee, Erin Briddlecombe, Tracy Mason-Innes, Rummana Hemani Khan
<b>Meeting Length (Hrs)</b>	1:30pm-2:30pm (1 hr)
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	JHSC SUB Inspection & Check-in Wrap-Up w/ Clubs Coordinator
<b>Parties Attending</b>	Myself, Clubs Coordinator
<b>Meeting Length (Hrs)</b>	2:30pm-3:45pm (1.25 hrs)
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Total Meeting Hours</b>	<b>42.75</b>
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## Projects and Events

<b>Project/Event Title</b>	JHSC Emergency Staff Safety Protocols
<b>Updates and Upcoming Plans</b>	
<b>Relevant Strategic Priorities</b>	
<b>Total Time (Hrs)</b>	15 hrs

<b>Total Project and Events Hours</b>	15
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## Committee Chair Work

<b>Committee Name</b>	Committee on Councillor Breaches of Confidence (CCBC)
<b># of Meetings</b>	3
<b>Total Time (Hrs)</b>	3 hrs
<b>Summary</b>	
<b>Ongoing Projects</b>	
<b>Relevant Strategic Priorities:</b>	

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

<b>Summary</b>	<ul style="list-style-type: none"> <li>• Emails, emails.....EMAILS! (I have never been this bamboozled in my entire life!)</li> <li>• Responding to previously opened emails with no action having been taken on them.</li> <li>• Email topics/subjects include: insurance, signing authority, lease agreements, scheduling meetings, policy updates, staff-related concerns.</li> <li>• Cleaned out inbox (it's still not cleaned with a massive backlog... welp).</li> <li>• Cleaning out / learning how to navigate the President's Google Drive.</li> </ul>
<b>Total Time (Hrs)</b>	30

<b>Summary</b>	<ul style="list-style-type: none"> <li>• Spent time coming up with a check-in scheduling strategy for all Executives, staff, management, and stakeholders from SFU.</li> </ul>
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Total Time (Hrs)	10
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Total Admin Hours	40
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<b>HOURS IN TOTAL</b>	<b>100.75</b>
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VP Internal and Organizational Development  
Judit Nagy

## Meeting Summary and Comments

<b>Meeting, Date</b>	2022-05-01
<b>Parties Attending</b>	Helen Sofia Pahou; Myself
<b>Meeting Length (Hrs)</b>	4 PM - 1 AM (9 hours)
<b>Reason</b>	Council Orientation Packages
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Worked on council orientation packages</li> <li>- We had a last minute change in the schedule due to an emergency               <ul style="list-style-type: none"> <li>- Required coordination with speakers to move around the orientation schedule</li> </ul> </li> <li>- Added in extra SFU resources</li> <li>- Added schedule and location to the orientation package</li> </ul>
<b>Next Steps</b>	Have the Board Organizer send it out to councilors the next day.

<b>Meeting, Date</b>	2022-05-02
<b>Parties Attending</b>	Myself; Board Organizer; Rea Chatterjee; Incoming Councilors
<b>Meeting Length (Hrs)</b>	8:30 AM - 2 PM (5.5 hours)
<b>Reason</b>	Orientation: Day 1
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Opening ceremony and dealing with a miscommunication               <ul style="list-style-type: none"> <li>- Writing apology note</li> </ul> </li> <li>- Helping and troubleshooting hybrid setup for Decolonization 101 session               <ul style="list-style-type: none"> <li>- Sending out the quiz link for Decolonization 101 from my SFU email to Councilors's SFU emails because no one had access to their SFSS emails.</li> </ul> </li> <li>- Overseeing music set up for ballroom for lunch time</li> <li>- Moving and setting up tech for the second hybrid room. Opting to use my laptop as it was more up to date.</li> <li>- Leading Legal Responsibilities session and overseeing Q&amp;A</li> <li>- Overseeing and leading sessions</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-05-02
<b>Parties Attending</b>	Myself; Board Organizer; Helen Sofia Pahou; Rea Chatterjee
<b>Meeting Length (Hrs)</b>	3:30-4 PM (0.5 hours)
<b>Reason</b>	Orientation Day 1 Debrief
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed issues over how the ISC protocol was not followed. Discussed</li> </ul>

	<ul style="list-style-type: none"> <li>- further apologies that would need to be made</li> <li>- Discussed the tech issues and how they were troubleshooted</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- E-transferring Christina the \$100.00 for paying for the to-SFU cab fare</li> <li>- Looking into where the signing authority paperwork is at.</li> </ul>

<b>Meeting, Date</b>	2022-05-03
<b>Parties Attending</b>	Myself; Board Organizer; Execs; Incoming Councilors
<b>Meeting Length (Hrs)</b>	8:30 AM - 3 PM (6.5 hours)
<b>Reason</b>	Orientation Day 2: Employer Responsibilities
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Tech setup went well!</li> <li>- Facilitated the first session with Operations Organizer <ul style="list-style-type: none"> <li>- Readjusted when second speaker could not make it</li> <li>- Readjusted again when the backup speaker could not make it</li> </ul> </li> <li>- Second session for employment responsibilities was with Ella and Nancy, going over the collective agreement.</li> <li>- Participated in Ella's JEDI session (great session btw, if you ever see this Ella!)</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Get recordings moved into the drive folder.</li> <li>- Ask Ella for JEDI recording and slides</li> </ul>

<b>Meeting, Date</b>	2022-05-03
<b>Parties Attending</b>	Myself; Policy, Research, and Community Affairs Coordinator
<b>Meeting Length (Hrs)</b>	11:30 AM - 12 PM (0.5 hours)
<b>Reason</b>	Check-in about BN presentation
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussing content of the presentation</li> <li>- Discussing how to add the staff perspective on it</li> <li>- Talking about timeline of wrapping up the presentation</li> <li>- Briefly also discussed missing section of NP-3 <ul style="list-style-type: none"> <li>- Found draft language in 2019 Elections and Referenda</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Share slides with Beaty <ul style="list-style-type: none"> <li>- Try to get access to SFSS gmail to make sharing easier</li> </ul> </li> </ul>

<b>Meeting, Date</b>	2022-05-03
<b>Parties Attending</b>	Myself; Board Organizer; Helen Sofia Pahou, Vaihbav Arora
<b>Meeting Length (Hrs)</b>	3:30-4 PM (0.5 hours)
<b>Reason</b>	Orientation Day 2: Debrief
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Schedule update about which room we are using</li> <li>• Discussed moving the schedule around due to scheduling conflicts last minute <ul style="list-style-type: none"> <li>○ New schedule to read: GOV 101 in the morning, RR in the afternoon</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Redo the Robert's Rules presentation.</li> </ul>

	<ul style="list-style-type: none"> <li>- Since only 17 people rsvp-ed to come in-person, the RR game would not have enough people.</li> <li>- Planning to redo the the session with a short presentation and a kahoot, which will be easier to use for both people home and in-person</li> </ul>
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<b>Meeting, Date</b>	2022-05-03
<b>Parties Attending</b>	Myself; Helen Sofia Pahou, Abhishek Parmar
<b>Meeting Length (Hrs)</b>	8-9:30 PM (1.5 hours)
<b>Reason</b>	Council Agenda Planning
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Confirming the items on the agenda planning tracker</li> <li>• Making sure to submit requests for GSU</li> <li>• Discussing adding Orientation in Review as an item</li> <li>• Trying to figure out how to call for a meeting, because no one actually told us how to do it.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Send email to Christina to get the jotform ready for submission either for the 11th or the 18th.</li> <li>- Judit to write up the motions for council committee elections and vice chair</li> </ul>

<b>Meeting, Date</b>	2022-05-04
<b>Parties Attending</b>	Myself; Board Organizer; Execs; Incoming Councilors
<b>Meeting Length (Hrs)</b>	9 AM - 2:30 PM (5.5 hours)
<b>Reason</b>	Orientation: Day 3
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Setting up tech for Governance 101 (hosted on Ella's laptop because I had to work on mine)</li> <li>• Preparing information for RR presentation and putting on finishing touches <ul style="list-style-type: none"> <li>◦ Writing examples on the white board</li> <li>◦ Setting up Kahoot</li> <li>◦ Finishing canva presentation</li> </ul> </li> <li>• Leading RR session, though, we did have to restart because people could not hear us on zoom. <ul style="list-style-type: none"> <li>◦ People seemed to have enjoyed the Kahoot:)</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Work on the BN presentation next for orientation day 5</li> </ul>

<b>Meeting, Date</b>	2022-05-04
<b>Parties Attending</b>	Myself; Helen Sofia Pahou; Abhishek Parmar; Ben Tischler
<b>Meeting Length (Hrs)</b>	7 - 8 PM (1 hour)
<b>Reason</b>	CCBC Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Appointed VPIOD as Vice Chair of CCBC</li> <li>• Appointed Abhi and Ben as advisors, so they could speak to the work done and recommendations of the committee.</li> <li>• Committee agreed to seek legal counsel</li> </ul>

<b>Next Steps</b>	- Consult Society Lawyer and report back to committee
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<b>Meeting, Date</b>	2022-05-05
<b>Parties Attending</b>	Myself; Board Organizer; Incoming Councilors; Execs
<b>Meeting Length (Hrs)</b>	9 AM - 3 PM (6 hours)
<b>Reason</b>	Orientation: Day 4
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Facilitated the session for Student Care and Survey Outreach <ul style="list-style-type: none"> <li>○ Sessions went relatively well.</li> </ul> </li> <li>● Attended the screening of Highway of Tears, facilitated by Rea <ul style="list-style-type: none"> <li>○ Attendance was good, and people seemed to wear red and did change their virtual backgrounds to the graphic provided!</li> </ul> </li> </ul>
<b>Next Steps</b>	- Send thank you emails!

<b>Meeting, Date</b>	2022-05-05
<b>Parties Attending</b>	Myself; Board Organizer; Helen Sofia Pahou; Abhishek Parmar; Vaibhav; Rea Chatterjee
<b>Meeting Length (Hrs)</b>	3:30 - 4:30 PM (1 hour)
<b>Reason</b>	Orientation Day 4: Debrief
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Discussed the budget so far, and where we are so far (over or under budget) <ul style="list-style-type: none"> <li>○ Unexpected invoice came and discussed how to budget for it</li> <li>○ We agreed that VP Finance should be looped in moving forwards</li> </ul> </li> </ul>
<b>Next Steps</b>	- Send thank you emails!

<b>Meeting, Date</b>	2022-05-06
<b>Parties Attending</b>	Myself; Board Organizer; Helen Sofia Pahou; Execs; Incoming Councilors
<b>Meeting Length (Hrs)</b>	9 AM - 3 PM (6 hours)
<b>Reason</b>	Orientation Day 5
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Presented on how to write briefing notes and handed the floor off to Beaty to talk about bylaws (thank Beaty!)</li> <li>● Facilitated the session for Campaigning</li> <li>● Last minute reorganization due to a cancellation and bonding time was moved up</li> </ul>
<b>Next Steps</b>	- Recording for the day has been moved to the drive folder

<b>Meeting, Date</b>	2022-05-09
<b>Parties Attending</b>	Myself; Board Organizer; Helen Sofia Pahou; Vaibhav Arora; Rea Chatterjee
<b>Meeting Length (Hrs)</b>	11 AM - 12 PM (1 hour)

<b>Reason</b>	Development Session Planning
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Confirmed the first two sessions being: How to Council (Judith and Beaty) and the Communications Department (Ilham)</li> <li>Discussed keeping external facilitators' costs low because of tight budget</li> <li>Discussed further sessions and tasked to get confirmation on speakers' availabilities</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>I had to contact Beaty and Trish to help with bylaw and CUPE slides <ul style="list-style-type: none"> <li>Putting together the slides for development session</li> </ul> </li> <li>I was also tasked to reach out to CJ from SVSPO</li> </ul>

<b>Meeting, Date</b>	2022-05-09
<b>Parties Attending</b>	Myself; Building Manager;
<b>Meeting Length (Hrs)</b>	1 PM - 2 PM (1 hour)
<b>Reason</b>	Gaming lounge discussion
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Discussed the sponsorships at the table <ul style="list-style-type: none"> <li>Discussed how the Memory Express deal is expiring on May 14, and how this deal was meant to be passed at council in January, but it was not.</li> <li>Discussed quality of equipment (free equipment, mind you!)</li> <li>The deal was never discussed with our insurers</li> <li>Talked about me drafting an apology email for this elongated process (first discussions with SFSS occurred in October 2021)</li> </ul> </li> <li>Discussed Redbull deal</li> <li>Talked about reviewing the esports MOU</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Apologize to ME</li> <li>Review esports MOU</li> </ul>

<b>Meeting, Date</b>	2022-05-09
<b>Parties Attending</b>	Myself; Society Lawyer
<b>Meeting Length (Hrs)</b>	2 PM - 3 PM (1 hour)
<b>Reason</b>	Topic is in relation to Society business
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Discussion is confidential in nature and cannot be shared ex-camera</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Confidential in nature and cannot be shared ex-camera</li> </ul>

<b>Meeting, Date</b>	2022-05-09
<b>Parties Attending</b>	Myself; Helen Sofia Pahou
<b>Meeting Length (Hrs)</b>	7 PM - 8 PM (1 hour)
<b>Reason</b>	CCBC Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Discussed further findings</li> <li>Discussed past business of the committee and taking the next steps</li> </ul>

<b>Next Steps</b>	N/A
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<b>Meeting, Date</b>	2022-05-10
<b>Parties Attending</b>	Myself; Helen Sofia Pahou; Advisors to the committee
<b>Meeting Length (Hrs)</b>	8 PM - 9 PM (1 hour)
<b>Reason</b>	CCBC Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Updates on past business</li> <li>• Review of potential public report</li> <li>• Discussing next steps</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-05-11
<b>Parties Attending</b>	Myself; Vaibhav Arora; Building Manager
<b>Meeting Length (Hrs)</b>	2 PM - 3 PM (1 hour)
<b>Reason</b>	Esports discussion
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Discussed past (or soon to be past) ME deal</li> <li>• Talked about Redbull</li> <li>• Talked about how to update the gaming lounge</li> <li>• Discussed reviewing the MOU <ul style="list-style-type: none"> <li>◦ MOU is now shared with both of them</li> </ul> </li> <li>• Discussed talking to SFU esports to discuss where they want to be with us</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Send back annotated MOU</li> <li>- Find and send over motion where MOU was approved</li> </ul>

<b>Meeting, Date</b>	2022-05-11
<b>Parties Attending</b>	All of Council
<b>Meeting Length (Hrs)</b>	4:30 PM - 9 PM (4.5 hour)
<b>Reason</b>	Bi-weekly (and first) council meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Motion passed to give our Board Organizer signing authority</li> <li>• Committee appointments ratification scrapped <ul style="list-style-type: none"> <li>◦ Committees appointed: Governance and Oversight</li> </ul> </li> <li>• Vice chair appointed</li> <li>• Presentation on Orientation in Review scrapped to save time</li> <li>• HUG the Mountain event debrief presentation</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Find a way to do committee election during the next council meeting without taking up the entirety of the council meeting.</li> </ul>

<b>Meeting, Date</b>	2022-05-12
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<b>Parties Attending</b>	Myself; DSU President
<b>Meeting Length (Hrs)</b>	3 PM - 4 PM (1 hour)
<b>Reason</b>	DSU President Appointment
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Discussed bringing back online cheque requisitions</li> <li>• Discussed increasing core funding <ul style="list-style-type: none"> <li>◦ Discussed motion passed at April 26 about increased core funding</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Check in finance department about why we had to move back to physical cheque requisitions</li> <li>- Talk to VP Finance about moving around the budget and how/if it is possible to increase core funding</li> </ul>

<b>Meeting, Date</b>	2022-05-13
<b>Parties Attending</b>	Myself; Execs; Erin Biddlecome
<b>Meeting Length (Hrs)</b>	1:30 PM - 2:30 PM (1 hour)
<b>Reason</b>	Initial Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Talked about how to work together moving forwards</li> <li>• Discussed what we have been working on in the past week</li> <li>• Talked about what kind of work is currently on its way by SFU</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Schedule SUB walkthrough for Erin (which never happened)</li> <li>- Schedule our next meeting in one of the SUB offices <ul style="list-style-type: none"> <li>- I'm suggesting the one on the 4th floor.</li> </ul> </li> </ul>

<b>Total Meeting Hours</b>	56 hours
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## Projects and Events

<b>Project/Event Title</b>	Robert's Rules Presentation for Orientation
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Original plan was scrapped due to few people showing up to orientation</li> <li>- The presentation was completed on the day of.</li> <li>- Canva was used for the slides</li> <li>- References pulled from the manual as well as past council meetings <ul style="list-style-type: none"> <li>- E.g., Nov 24, 2021 Council Meeting for postponing a motion</li> </ul> </li> <li>- Kahoot created for practice purposes</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Try to make it clear when discussing concepts <ul style="list-style-type: none"> <li>- Make the basic concepts like moving motions, and amendments clear because those are the most common occurrences at Council <ul style="list-style-type: none"> <li>- Hopefully no one will be calling for a voice vote or a division of the assembly (though it would be funny).</li> </ul> </li> </ul> </li> <li>- Give funny examples to help councilors remember it</li> </ul>
<b>Total Time (Hrs)</b>	3.5 hours

<b>Project/Event Title</b>	Briefing Notes Presentation for Orientation
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Wrapping up the slides the morning of</li> <li>- Resources are linked in the slides to multiple academic sources that also use BNs, as well as governmental resources</li> <li>- Google Slides were used</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Make it entertaining since it's the first thing in the morning and the coffee probably has yet to kick in for people.</li> </ul>
<b>Total Time (Hrs)</b>	2.5 hours

<b>Project/Event Title</b>	Orientation in Review Presentation to Council
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- The slides are complete and ready to go at council <ul style="list-style-type: none"> <li>- Outlines what happened on what day</li> <li>- Outlines key strengths and weaknesses as identified by us</li> </ul> </li> <li>- Releasing feedback survey to those who attended to get a better idea of what went well and what did not.</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Presentation ended up being postponed</li> <li>- Create and release feedback survey</li> </ul>
<b>Total Time (Hrs)</b>	4 hours

<b>Project/Event Title</b>	Students at-large spreadsheet
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Created and shared spreadsheets with Campaigning and Advocacy Coordinators and Execs</li> <li>- Two sheets – one to show how many seats are available for every committee for MALs, and another one to track the students who applied for the committees</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Get going on MAL requirements</li> <li>- Call NOM meeting once committees are fully elected</li> </ul>
<b>Total Time (Hrs)</b>	2 hours

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

<b>Committee Name</b>	Governance Committee
<b># of Meetings</b>	Planning First Meeting
<b>Total Time (Hrs)</b>	1 hour
<b>Summary</b>	<ul style="list-style-type: none"> <li>- Sent out welcome email to the committee members</li> <li>- Asked to have a lettucemeet filled out by Friday night (May 13)</li> <li>- Filling out information required by admin</li> <li>- Meeting called for Monday, May 23, 2022</li> </ul>



<b>Ongoing Projects</b>	Policy Reconciliation
<b>Relevant Strategic Priorities:</b>	<ul style="list-style-type: none"> <li>- Call the first meeting</li> <li>- Work through the elections and referenda policies</li> </ul>

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

<b>Summary</b>	<p><b>Orientation Emails: Red Dress Day</b>  <b>DATE: May 4, 2022</b></p> <ul style="list-style-type: none"> <li>- Creating CCBC agenda (no admin staff at CCBC meetings, like, ever) and taking minutes</li> <li>- Sending out reminder to councilors that they should be wearing red on may 5th for orientation</li> <li>- Sending out the FNMISA toolkit and zoom backgrounds</li> <li>- Sending out the itinerary with TW attached both in the email text and in the orientation package (Rea's TW)</li> <li>- Updating orientation package to only include the resources and itinerary of Day 4 to avoid confusion</li> <li>- Brought in two red dresses for Red Dress Day</li> </ul>
<b>Total Time (Hrs)</b>	2 hours

<b>Summary</b>	<p><b>Email catchup, Onboarding, Nominations for Committee.</b>  <b>DATE: May 5, 2022</b></p> <ul style="list-style-type: none"> <li>- Reviewing over 100 unread emails. Also realized that a lot things were "read" but no action came from it, so scheduling follow ups</li> <li>- Submitting the onboarding information (name, email, meeting minutes) of the SUS council rep to MSC, after tracking it down.</li> <li>- Responding to questions about orientation over email and messages</li> <li>- Sent apology to Student Care</li> <li>- Assigning roles in the SFSS discord server</li> <li>- Created nomination form for council committee elections <ul style="list-style-type: none"> <li>- Updated the form because the page numbers were out of date</li> <li>- There were missing committees</li> <li>- The application was too long, so I cut one of the questions</li> </ul> </li> </ul>
<b>Total Time (Hrs)</b>	6 hours

<b>Summary</b>	<p><b>Committee Nominations, Conflict Management, Signing Authority, email review, report to president</b>  <b>DATE: May 6, 2022</b></p> <ul style="list-style-type: none"> <li>- Nominations for committees and vice chair went out with clear timeline of the proceedings</li> <li>- Issue with a DSU management was handled</li> <li>- Signing authority paperwork was signed and submitted</li> <li>- More email review (when does it end?)</li> <li>- Updating the president on what happened during in-person orientation and reporting on an issue that is confidential</li> </ul>
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<b>Total Time (Hrs)</b>	5 hours
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<b>Summary</b>	<p><b>Updating Committee Doc, Updating Vice Chair Doc, Resetting SFSS email passwords, Assigning roles in server</b>  <b>DATE: May 7, 2022</b></p> <ul style="list-style-type: none"> <li>- Organizing CCBC drive, making sure only committee members have access to the folders</li> <li>- Updating the google doc with the candidates for the committees, also colour-coding to make it easier on the eyes</li> <li>- Pinging councilors in discord to nominate themselves. Private messaging councilors with reminders.</li> <li>- Resetting email passwords for councilors</li> <li>- Assigning roles to incoming councilors in the server</li> <li>- Creating oversight chair email</li> </ul>
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<b>Total Time (Hrs)</b>	4 hours
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<b>Summary</b>	<p><b>Final Update to Committee Doc, Final Updating to Vice Chair Doc, Resetting SFSS email passwords, answering emails</b>  <b>DATE: May 8, 2022</b></p> <ul style="list-style-type: none"> <li>- A lot of last minute updates to committee nominations. The document was finished after 1:30 AM on May 9. <ul style="list-style-type: none"> <li>- The platforms were sent out to council, as was the Websurvey link (which also needed to be updated since more people applied towards 11 pm on May 8th)</li> </ul> </li> <li>- Reset a couple more council emails, for those who emailed me back saying they did not have access.</li> <li>- Got back to email about why HRP was not on the committee nominations <ul style="list-style-type: none"> <li>- Answer: because it's an exec subcommittee and an exec meeting has yet to be called on how to do it this year. <ul style="list-style-type: none"> <li>- Also, last year the execs set precedence on how to do the HRP appointment, so I got to follow that now.</li> </ul> </li> </ul> </li> <li>- Answer to months old emails <ul style="list-style-type: none"> <li>- Found a time sensitive one about the gaming lounge and set up a meeting with John for the upcoming Monday.</li> </ul> </li> </ul>
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<b>Total Time (Hrs)</b>	7 hours
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<b>Summary</b>	<p><b>Emails, Onboarding, Agenda creation.</b>  <b>DATE: May 9, 2022</b></p> <ul style="list-style-type: none"> <li>- Answering more emails and trying to figure out the weird folders in my inbox</li> <li>- Sending off the onboarding information of the CSSS councilor (name, email, and meeting minutes) to MSC, after I tracked them down with some assistance.</li> <li>- Creating CCBC Agenda (again, no admin for CCBC).</li> </ul>
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<b>Total Time (Hrs)</b>	3 hours
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<b>Summary</b>	<p><b>Agenda approval, committee tracker, emails, orientation recordings, agenda creation.</b>  <b>DATE: May 10, 2022</b></p> <ul style="list-style-type: none"> <li>- Creating CCBC Agenda, again... (again, no admin for CCBC).</li> </ul>
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	<ul style="list-style-type: none"> <li>- Reviewing Council Agenda – some of the names were wrong. Sent it back to Helen to send back to admin</li> <li>- Committee tracker membership created</li> <li>- Sent out an email asking Helen and Ella to upload orientation recordings to the drive folders. (Little did I know that Ella was off that week, sorry Ella!)</li> <li>- Hunted down where the council hoodies went (update: they have been located and Building staff moved it to the exec storage. Come talk to me if you want your hoodie, I have the list!)</li> <li>- Posted to committee and VC election results, though, those don't matter anymore.</li> <li>- The email review never ends.</li> </ul>
<b>Total Time (Hrs)</b>	4 hours

<b>Summary</b>	<b>Emails and Council agenda revision</b> <b>DATE: May 11, 2022</b> <ul style="list-style-type: none"> <li>- Answering emails</li> <li>- Legal consult</li> <li>- Reviewing what needs to be moved off the agenda and what needs to be moved on (one hour before council meeting)</li> </ul>
<b>Total Time (Hrs)</b>	2 hours

<b>Summary</b>	<b>Email CJ, Looking for onboarding documents, signing cheque reqs.</b> <b>DATE: May 12, 2022</b> <ul style="list-style-type: none"> <li>- Reaching out to SVSPO about Dev session</li> <li>- Signed like 30 cheque requisitions</li> <li>- Asking councilors to submit their onboarding documents to Samantha</li> <li>- Handling an issue for a DSU (hopefully!) – that will need follow up with Anna</li> </ul>
<b>Total Time (Hrs)</b>	3 hours

<b>Summary</b>	<b>Email CJ, Looking for onboarding documents, scheduling Agenda Planning meetings</b> <b>DATE: May 13, 2022</b> <ul style="list-style-type: none"> <li>- Briefing Note and Notice of Motion Prepared for IEC-1 change as recommended by PRCA</li> <li>- Reviewing and looking for issues in esports MOU <ul style="list-style-type: none"> <li>- It is very outdated</li> </ul> </li> <li>- Other emails regarding Events MOU with SFU (not sure what that is about), scheduling meetings with Student Care for the upcoming week, etc.</li> <li>- Agenda planning was scheduled for the regular time, as well as for Monday as a catch up</li> </ul>
<b>Total Time (Hrs)</b>	4 hours

<b>Total Admin Hours</b>	40 hours
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<b>HOURS IN TOTAL</b>	109 hours
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## VP Finance and Services

Abhishek Parmar

### Meeting Summary and Comments

<b>Meeting, Date</b>	Council Orientation, May 2nd, 2022 9am-2pm
<b>Parties Attending</b>	Exec and incoming council, Ella, other staff
<b>Meeting Length (Hrs)</b>	3.25 hrs
<b>Reason</b>	Orientation week
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>• Opening ceremony with Elder Margret</li><li>• Conducted social activity between councilors to stall for time for the first presentation</li><li>• Decolonization 101 with Matt</li><li>• Social and Legal responsibilities with Kate</li></ul>
<b>Next Steps</b>	For the sake of transparency, lunch time where I was not working has been deducted from these hours (I usually worked through half of lunch)

<b>Meeting, Date</b>	Council Orientation, May 3rd, 2022 8:30am - 3PM
<b>Parties Attending</b>	Exec and incoming council, Ella, other staff
<b>Meeting Length (Hrs)</b>	6hrs
<b>Reason</b>	Orientation week
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>• Employer responsibility session with Ayesha</li><li>• CUPE details read out by Nancy and Ella</li><li>• JEDI principles with Ella</li></ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Agenda planning meeting, May 3, 2022 8pm-9:30pm
<b>Parties Attending</b>	Helen, Judit
<b>Meeting Length (Hrs)</b>	1.5hrs
<b>Reason</b>	To plan the agenda for the first council meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>• Reviewed items on the agenda planning google sheet</li><li>• Tried to figure out how to actually call a meeting</li><li>• Discussed adding on council orientation review as a presentation or discussion time</li></ul>

<b>Next Steps</b>	No more agenda planning meetings for me as I am no longer Vice chair of council
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<b>Meeting, Date</b>	Council Orientation, May 4th, 2022 8:30am - 2:30PM
<b>Parties Attending</b>	Exec and incoming council, Ella, other staff
<b>Meeting Length (Hrs)</b>	5.5 hours
<b>Reason</b>	Orientation week
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Governance 101 with Paul finch <ul style="list-style-type: none"> <li>○ Learned a lot about the budget throughout this process</li> </ul> </li> <li>● Robert's Rules of Order workshop + fun Kahoot setup and facilitated by Judit</li> <li>● Had to deal with an issue with an alumni on this day regarding maneuvering around the sub</li> <li>● Star Wars day!</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Meeting with Kurt, May 4th, 2022 3PM - 4:00PM
<b>Parties Attending</b>	Kurt Belliveau
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	To get updated on the budget and other finance related matter like payments to various vendors
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Learned which line items were "pullable"</li> <li>● Learned about the progress of payments</li> <li>● Learned more about general financial policy</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	CCBC meeting May 4th, 2022 7-8pm
<b>Parties Attending</b>	Ben, Helen, Judit
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Confidential
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Appointed Ben and I as advisors</li> <li>● Appointed Judit as Vice chair</li> <li>● Committee agreed to ask the lawyer for advice</li> <li>● Various in camera discussion</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Council Orientation, May 5th, 2022 9:00am - 3PM
<b>Parties Attending</b>	Exec and incoming council, Ella, other staff
<b>Meeting Length (Hrs)</b>	5.5

<b>Reason</b>	Orientation week
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Online session</li> <li>● Studentcare with Bahareh and Sophia <ul style="list-style-type: none"> <li>○ Told us about Pacific Blue Cross being the best provider (through their analysis of the officers)</li> </ul> </li> <li>● Survey and Outreach with Dr. Lesley <ul style="list-style-type: none"> <li>○ Learned a lot about consent with data and contributed via the jamboard</li> </ul> </li> <li>● Highway of tears video shown by Rea</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Council Orientation debrief, May 5th, 2022 3:30PM - 4:30PM
<b>Parties Attending</b>	Judit, Helen, Ella, Rea, Vaibhav
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	To discuss the wins and losses of orientation so far and the budget
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Discussed money spent on orientation so far</li> <li>● Unexpected invoice for an amount and I (and many others) was looped in for the first time <ul style="list-style-type: none"> <li>○ Action items from this was that all financial matters will CC me</li> </ul> </li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Council Orientation, May 6th, 2022 9:00am - 3PM
<b>Parties Attending</b>	Exec and incoming council, Ella, other staff (Dipti in particular)
<b>Meeting Length (Hrs)</b>	6
<b>Reason</b>	Orientation week
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Judit presented on briefing notes</li> <li>● Beaty discussed the bylaws</li> <li>● Muriel session on campaigning</li> <li>● Bonding time <ul style="list-style-type: none"> <li>○ I won musical chairs :D</li> </ul> </li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	May 6th, 2022 Meeting with former SFSS president
<b>Parties Attending</b>	Giovanni Ho Sang
<b>Meeting Length (Hrs)</b>	0.75
<b>Reason</b>	He showed up and asked to talk to me
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Discussed the campaign leading to the election of the execs and how he envisioned this year going for the executive.</li> </ul>

<b>Next Steps</b>	n/a
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<b>Meeting, Date</b>	CCBC Meeting, May 10, 2022 8- 9pm
<b>Parties Attending</b>	Judit, Helen, Ben
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Confidential
<b>Summary and Outcome</b>	Review of possible public report. Mostly in-camera.
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Mandatory Supplementary fees committee meeting
<b>Parties Attending</b>	Steve Bernie, Mona from GSS, Krista Fitz Gerland, Korina Chu, others
<b>Meeting Length (Hrs)</b>	1.5
<b>Reason</b>	To look at fee increases within classes
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• I raised questions surrounding the fee increase for CA 130</li> <li>• All other fee increases aside from 1 GEOG fee passed</li> <li>• Steve Bernie went through fee increases by faculty to show differences</li> </ul>
<b>Next Steps</b>	Follow up on CA 130 and see if it should be pulled or it can go through

<b>Meeting, Date</b>	Council meeting, May 11, 2022 4:30- 9PM
<b>Parties Attending</b>	Council, exec, students
<b>Meeting Length (Hrs)</b>	4.5 hours
<b>Reason</b>	To conduct council business
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Ella was given signing authority within the organization</li> <li>• Ben elected vice chair</li> <li>• Committee appointment for governance (I got elected :D)and Oversight</li> <li>• Hug the mountain recap from Rea</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	May 12, 2022 11am- 12pm, Staff meeting
<b>Parties Attending</b>	SFSS staff, exec
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	To check in on staff's work
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Exec mentioned the projects they were working on</li> <li>• Staff discussed what they were working on <ul style="list-style-type: none"> <li>◦ Various staff going on vacation (John, Rickie)</li> </ul> </li> </ul>

<b>Next Steps</b>	
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<b>Meeting, Date</b>	May 13, 2022 Intro meeting
<b>Parties Attending</b>	Exec, Erin Bittlecomb, Rumanna Khan Humani, others
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	To get acquainted with these folks who we will be working with.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Discussed future plans and bantered about their master's degrees</li> <li>• Discussed current projects among the execs</li> <li>• Discussed Erin's goals for the upcoming year</li> </ul>
<b>Next Steps</b>	

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

<b>Project/Event Title</b>	Red Dress Day
<b>Updates and Upcoming Plans</b>	N/A. Dresses were purchased on May 3rd. Time was spent driving and purchasing red dresses.
<b>Relevant Strategic Priorities</b>	To honor the deaths of murder and missing indigenous women.
<b>Total Time (Hrs)</b>	1.5

<b>Project/Event Title</b>	Welcome Day tabling
<b>Updates and Upcoming Plans</b>	More dates next week May 17-19
<b>Relevant Strategic Priorities</b>	Interacting with the student body and telling them what the SFSS is and what they do.
<b>Total Time (Hrs)</b>	1.5



<b>Total Project and Events Hours</b>	<b>3</b>
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## Administrative Work

<b>Summary</b>	May 4th, spent 2 hours going through emails (these are all misc, but important ones will be listed in brackets in further admin entires) and 1 hour looking at the budget.
<b>Total Time (Hrs)</b>	3

<b>Summary</b>	May 5th, 1 hour spent on emails (Benson Awards)
<b>Total Time (Hrs)</b>	1

<b>Summary</b>	May 6th, 2 hours going through emails and 2 hours going over the budget. Additionally, 30 minutes were spent getting signing authority and talking to Zoya relating to the finals. Additionally, 1 hour was spent looking at line items within the budget (seperate from the other 2 hours).
<b>Total Time (Hrs)</b>	5.5

<b>Summary</b>	May 8th, 2022 Time spent creating a platform for committee elections 1.5
<b>Total Time (Hrs)</b>	1.5

<b>Summary</b>	May 10th, 2022 0.5 hours spent on emails.
<b>Total Time (Hrs)</b>	0.5

<b>Summary</b>	May 11th, 2022 Time spent signing bank and Audit documents (0.25 hours) and emails (1.75 hours).
<b>Total Time (Hrs)</b>	2

<b>Summary</b>	May 12th, 2022 Reviewing and Signed cheque reqs (about 25) + running them back and forth (1) + emails (1)
<b>Total Time (Hrs)</b>	2

<b>Summary</b>	May 13th, 2022 2.5 hours spent looking at budget + 1.5 hours spent on emails (specifically emailed back saying that the issue involving CA 130 was resolved) .
<b>Total Time (Hrs)</b>	4

<b>Summary</b>	May 15th, 2022 Came into the office on Sunday and worked on emails (1 hour).
<b>Total Time (Hrs)</b>	1

<b>Total Admin Hours</b>	20.5
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Total hours: 64

## VP University and Academic Affairs

Nicole (Nikki) Kirigin

## Meeting Summary and Comments

### SFSS Council Orientation Sessions

<b>Meeting, Date</b>	<b>SFSS Council Orientation</b> , May 2nd, 2022 9:00am-2:00pm
<b>Parties Attending</b>	Non-Executive Councillors, Executive Councillors, SFSS Staff
<b>Meeting Length (Hrs)</b>	3 hrs
<b>Reason</b>	SFSS Council Orientation
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Indigenous Elder Opening Ceremony &amp; Mini-Icebreaker/Coffee Break</li> <li>- Decolonization 101 Presentation</li> <li>- Presentation from Kate (Society lawyer)</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- *Note* I deducted hours for the portions of the day I missed due to medical illness and resulting appointments that I was unable to reschedule.</li> <li>- Review the presentation recordings when they are made available.</li> </ul>

<b>Meeting, Date</b>	<b>SFSS Council Orientation</b> , May 3rd, 2022 8:30am - 3:00pm
<b>Parties Attending</b>	Non-Executive Councillors, Executive Councillors, SFSS Staff

<b>Meeting Length (Hrs)</b>	6 hrs (deducted 30 mins from total for lunch break)
<b>Reason</b>	SFSS Council Orientation
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Employer (aka: Council) Responsibility Session</li> <li>- CUPE 101 Orientation Session</li> <li>- Justice, Equity, Diversity, and Inclusion (JEDI) Principles Session</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Review the presentation recordings when they are made available.</li> </ul>

<b>Meeting, Date</b>	<b>SFSS Council Orientation</b> , May 4th, 2022 10:00am - 2:30pm
<b>Parties Attending</b>	Non-Executive Councillors, Executive Councillors, SFSS Staff
<b>Meeting Length (Hrs)</b>	5.5 hours
<b>Reason</b>	SFSS Council Orientation
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Governance 101 with Paul Finch from the BC GEU.</li> <li>- Took notes of Paul Finch's presentation.</li> <li>- Robert's Rules of Order workshop by Judit Nagy.</li> <li>- Stayed after to debrief and follow-up with Executives and staff after the workshop was completed.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Review the presentation recordings when they are made available.</li> </ul>

<b>Meeting, Date</b>	<b>SFSS Council Orientation</b> , May 5th, 2022 9:00am - 3:00pm (online session)
<b>Parties Attending</b>	Non-Executive Councillors, Executive Councillors, Ella, Other SFSS Staff
<b>Meeting Length (Hrs)</b>	5.5 hours (deducted 30 minutes from total for lunch break)
<b>Reason</b>	SFSS Council Orientation
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Studentcare Presentation</li> <li>- Survey and Outreach Presentation</li> <li>- Presentation on Highway of Tears by Rea</li> <li>- Followed up with Executives virtually after the presentations were completed.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Review the presentation recordings when they are made available.</li> </ul>

## SFSS Council Meetings

<b>Meeting, Date</b>	<b>SFSS Council Meeting</b> , Wednesday May 11, 2022, 4:30- 9:00pm
<b>Parties Attending</b>	Non-Executive Councillors, Executive Councillors, SFSS Staff, Students (Membership)
<b>Meeting Length (Hrs)</b>	4.5 hours

<b>Reason</b>	A regularly scheduled bi-weekly SFSS Council Meeting.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- <b>Signing Authority:</b> Ella Droko was granted signing authority by Council vote.</li> <li>- <b>Vice-Chair:</b> Ben Tischler was elected Vice Chair of Council.</li> <li>- <b>Committee Appointments:</b> Elections for Committee Appointments - Governance Committee and Oversight Committee</li> <li>- <b>Presentation:</b> Hug the Mountain</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Discuss the outcome of the Council Meeting with the membership.</li> <li>- Debrief with Executives.</li> </ul>

<b>Total Meeting Hours</b>	<b>24.5 hours</b>
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## Projects and Events

<b>Project/Event Title</b>	<b>University and Academic Affairs Strategic Planning &amp; Annual Plan Drafting</b>
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Compiled a draft report on strategic plans for the UAA portfolio going forward to inform the drafting of the 2022/2023 annual plan.</li> <li>- Conducted research on the past exit report from the 2021/2022 UAA portfolio to inform further action.</li> <li>- Conducted research on the past UAAC meetings to review what has been accomplished to date.</li> </ul>
<b>Relevant Strategic Priorities</b>	<p><b>Consultation:</b> Seeking advice, guidance, and perspective whenever possible.</p> <ul style="list-style-type: none"> <li>- Connect with the past 2021/2022 UAA to follow-up on orientation and advising.</li> <li>- Correspond with Executives, Councillors, SFSS Staff, and students to seek their perspectives.</li> <li>- Connect with other stakeholders to seek their perspectives.</li> </ul>
<b>Total Time (Hrs)</b>	<b>12 hours</b>

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

<b>Committee Name</b>	<b>Setting up the University and Academic Affairs Committee (UAAC)</b>
<b># of Meetings</b>	N/A
<b>Total Time (Hrs)</b>	4 hours
<b>Summary</b>	<ul style="list-style-type: none"> <li>- Coordinated with SFSS staff, Executives, Councillors, to gather information surrounding the best practices of setting up the committee.</li> <li>- Communicated with students (membership) to discuss their preferences for the committee going forward.</li> <li>- Conducted research regarding strategy for the UAAC.</li> <li>- Reviewed pre-existing member-at-large application prompts.</li> </ul>

	- Reviewed previous member-at-large applications.
<b>Ongoing Projects</b>	- Compile research regarding the establishment of the UAAC.
<b>Relevant Strategic Priorities:</b>	- Establish the UAAC. - Follow up with Executives for further advising.

<b>Total Committee Hours</b>	<b>4 hours</b>
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## Administrative Work

<b>Summary</b>	<ul style="list-style-type: none"> <li>- <b>*Note*</b> This section has been completed retrospectively due to medical accommodations, and will cover the administrative tasks completed during this period.</li> <li>- <b>Organization &amp; Planning:</b> Administrative work related to reviewing plans for the work week. Strategizing related to prioritizing the order in which tasks should be completed</li> <li>- Planning on the prioritization of tasks to address more time-sensitive and significant issues that impact our work within the SFSS.</li> <li>- Correspondence with Councillors on suggestions for priorities.</li> <li>- <b>Scheduling:</b> Creating draft schedules and inputting tasks for the two weeks.</li> <li>- Overall focus on prioritization of the most important tasks for the week</li> <li>- <b>Emails:</b> Setting up email inbox and troubleshooting technical issues encountered with unprompted password resets.</li> <li>- <b>Executive Communications:</b> Correspondence related to setting up meetings with Executives.</li> <li>- Reviewing communications on Facebook Messenger group and Discord.</li> <li>- Asking follow-up questions where required.</li> <li>- Reaching out to request updates on whether big-picture strategic planning has been taking place.</li> <li>- <b>University and Academic Affairs Committee (UAAC):</b></li> <li>- Worked on pre-committee organization and correspondence related to the UAAC.</li> <li>- <b>SFSS By-Law and Policy Research:</b> Refreshing existing knowledge on relevant SFSS By-Laws and Policy.</li> <li>- Asking questions when clarification is required &amp; thinking critically about the practices that enable these by-laws and policies to exist in practice.</li> </ul>
<b>Total Time (Hrs)</b>	<b>22.5 hours</b>

<b>Total Admin Hours</b>	<b>22.5 hours</b>
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<b>HOURS IN TOTAL</b>	<b>63 hours</b>
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VP External and Community Affairs  
Eshana Baran

## Meeting Summary and Comments

<b>Meeting, Date</b>	Council Orientation, May 2nd, 11am-2pm
<b>Parties Attending</b>	Exec, Councilors, Ella Droko
<b>Meeting Length (Hrs)</b>	3 hours
<b>Reason</b>	Council Orientation Day 1
<b>Summary and Outcome</b>	Decolonization 101: <ul style="list-style-type: none"><li>- There was discussion on decolonization and the calls of action that we can take in this. For instance</li></ul> Society legal Responsibilities: <ul style="list-style-type: none"><li>- Learning the legal responsibilities as employers</li></ul>
<b>Next Steps</b>	Decolonization 101: <ul style="list-style-type: none"><li>- Educate ourselves, make sure consultations are done, creating supports for Indigenous folks</li></ul> Society Legal Responsibilities: <ul style="list-style-type: none"><li>- Follow through with our legal responsibilities</li></ul>

<b>Meeting, Date</b>	Council Debrief
<b>Parties Attending</b>	Rea Chatterjee, Vaibhav Arora, and Judit Nagy
<b>Meeting Length (Hrs)</b>	3:00-3:15 (0.25 mins)
<b>Reason</b>	Council Orientation
<b>Summary and Outcome</b>	Overview of council orientation
<b>Next Steps</b>	Follow through to make things go smoother.

<b>Meeting, Date</b>	HUG the Mountain, May 2nd, 2022
<b>Parties Attending</b>	Rea Chatterjee, Kate, Myself

<b>Meeting Length (Hrs)</b>	3:15pm-4:15pm (1 hour)
<b>Reason</b>	Hug the Mountain Event
<b>Summary and Outcome</b>	Met with Kate and figured out <ul style="list-style-type: none"> <li>- Supplies needed</li> <li>- What we would need to purchase</li> </ul>
<b>Next Steps</b>	Prepare supplies needed, confirm what needs to be bought.

<b>Meeting, Date</b>	Council Orientation Day 2, May 3rd, 2022
<b>Parties Attending</b>	Ayesha Khan, Exec, Councilors, Nancy Mah, Ella Droko
<b>Meeting Length (Hrs)</b>	9:00am-1:40pm (3 hours, 40 mins)
<b>Reason</b>	Council Orientation
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Employer Responsibilities</li> <li>- Collective bargaining <ul style="list-style-type: none"> <li>- Reminder to stay professional and keep relationships professional</li> <li>- Respect employee confidentiality</li> <li>- Union provides a safeguard for staff</li> </ul> </li> <li>- JEDI Principles</li> </ul>
<b>Next Steps</b>	Follow through with employer responsibilities and JEDI principles

<b>Meeting, Date</b>	Budget Consultation Request Overview, May 3rd, 2022
<b>Parties Attending</b>	Beaty Omboga, Myself
<b>Meeting Length (Hrs)</b>	12:15pm-12:40pm (25 mins)
<b>Reason</b>	Budget Consultation Review Presentation Request
<b>Summary and Outcome</b>	During this meeting, I went over the budget consultation presentation request to make sure the recommendations I was presenting were in line with the current social need for students.
<b>Next Steps</b>	Working on the Presentation, and planning a meeting with Staff to go over research needed to solidify the presentation.

<b>Meeting, Date</b>	Council Orientation Day 3, May 4th, 2022
<b>Parties Attending</b>	Councilors, Execs
<b>Meeting Length (Hrs)</b>	10am-1:30pm (2.5 hours)

<b>Reason</b>	Council Orientation
<b>Summary and Outcome</b>	<p>Paul Finch:</p> <ul style="list-style-type: none"> <li>- Staff relations/labour relations/budget</li> </ul> <p>Robert's Rules of Order</p> <ul style="list-style-type: none"> <li>- Point of order</li> <li>- Listing</li> <li>- Point of clarification</li> </ul>
<b>Next Steps</b>	Get up to date with Robert's Rules of Order since we will be using this in Council Meetings.

<b>Meeting, Date</b>	Council Orientation Day 4, May 5th, 2022
<b>Parties Attending</b>	Councilors, Exec.
<b>Meeting Length (Hrs)</b>	9am- 1:45pm (3 hours 45 mins)
<b>Reason</b>	Council Orientation
<b>Summary and Outcome</b>	<p>Studentcare</p> <ul style="list-style-type: none"> <li>- Getting to know the student health and dental plan</li> <li>- What are the next steps</li> <li>- How to help students know about their healthcare and dental plan</li> </ul> <p>Survey and Outreach</p> <ul style="list-style-type: none"> <li>- How to make surveys better for students</li> <li>- How help students feel safe taking a survey</li> </ul> <p>Red Dress Day</p> <ul style="list-style-type: none"> <li>- Learning about Red Dress Day and how we can take action for reconciliation.</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Council Orientation Day 5, May 6th, 2022
<b>Parties Attending</b>	Councilors, Execs
<b>Meeting Length (Hrs)</b>	9am-2pm (4 hours)
<b>Reason</b>	Council Orientation
<b>Summary and Outcome</b>	<p>Advocacy and Campaigns</p> <ul style="list-style-type: none"> <li>- Talking to Muriel about advocacy and campaigns</li> <li>- Making sure we plan campaigns with enough time</li> <li>- Making sure we launch a campaign at the right time so it gets a lot of traction</li> </ul> <p>Bonding Time,</p> <ul style="list-style-type: none"> <li>- Played games</li> </ul>
<b>Next Steps</b>	Make sure we plan campaigns with enough time.



<b>Meeting, Date</b>	VP External + AVP Check in, May 9th, 2022
<b>Parties Attending</b>	Gabe Liosis, Eshana
<b>Meeting Length (Hrs)</b>	9am-10am (1 hour)
<b>Reason</b>	Going through VP external email, planning a committee agenda, figuring out days that work for us for committee meetings (online, hybrid, in-person, booking rooms)?
<b>Summary and Outcome</b>	Ability to get a better understanding of how to organize my email.
<b>Next Steps</b>	Sending out an email to committees once they are set up.

<b>Meeting, Date</b>	May 13th, 1:30-2:30
<b>Parties Attending</b>	Erin, Tracey, Ramona, Helen Sofia Pahou, Rea Chatterjee, Abhi Parmar, Judit Nagy, Myself
<b>Meeting Length (Hrs)</b>	1:30pm-2:30pm (1 hour)
<b>Reason</b>	Seeing how we can support each other
<b>Summary and Outcome</b>	Planning for future meetings and ways we can work together
<b>Next Steps</b>	Planning meetings with Erin to go over my annual plan so we can see how SFU can support projects for the year.

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<b>Meeting, Date</b>	Women Center Coordinator
<b>Parties Attending</b>	Simmi Dhaliwal, Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	10-11am (1 hours)
<b>Reason</b>	Bringing Women Center Services to Surrey
<b>Summary and Outcome</b>	Figuring out how we can bring Women Center Services into Surrey and seeing if we can use some of the SFSS space in Surrey to provide these services.
<b>Next Steps</b>	Supporting this work and seeing who we can contact to make sure this happens.

<b>Meeting, Date</b>	SUB Project Updates , May 13th, 2022
<b>Parties Attending</b>	John Walsh, Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	11:30am-12:30pm (1 hours)
<b>Reason</b>	Learning about Project Updates

<b>Summary and Outcome</b>	Learning about projects that are in the works
<b>Next Steps</b>	Making sure these projects happen

<b>Meeting, Date</b>	Council Meeting, May 11th, 2022
<b>Parties Attending</b>	Councilors, Execs.
<b>Meeting Length (Hrs)</b>	4:30pm-9:30pm (6 hours)
<b>Reason</b>	Council Meeting
<b>Summary and Outcome</b>	Passing motions for committees
<b>Next Steps</b>	Next council meeting + developmental sessions

<b>Meeting, Date</b>	No Health Fee Campaign for International Students, May 5th, 2022
<b>Parties Attending</b>	Migrant Students United, Myself
<b>Meeting Length (Hrs)</b>	3:20-4:20 (1 hour)
<b>Reason</b>	Seeing how we can support each other
<b>Summary and Outcome</b>	Learning International Student Health Fee and how we can create a campaign to oppose this fee +, planning a town hall for student input + engagement
<b>Next Steps</b>	Working on a campaign letter + planning a town hall

<b>Meeting, Date</b>	No Health Fee Campaign for International Students, May 12th, 2022
<b>Parties Attending</b>	Migrant Students United, Myself
<b>Meeting Length (Hrs)</b>	3:00-4:30 (1.5 hours)
<b>Reason</b>	Seeing how we can support each other
<b>Summary and Outcome</b>	Further planning for the ISHF opposition campaign
<b>Next Steps</b>	Planning the Townhall details

<b>Meeting, Date</b>	Burnaby Task Force on Homelessness, May 10th, 2022
<b>Parties Attending</b>	Burnaby Task Force on Homelessness, Myself
<b>Meeting Length (Hrs)</b>	9:30am-10:45am (1.25 hours)
<b>Reason</b>	Wanting to work on care packages for the homeless population around the Vancouver

	and Surrey campuses. Working with the university to provide cooling centers at our campuses.
<b>Summary and Outcome</b>	Learning about current projects
<b>Next Steps</b>	Working on creating projects.

<b>Meeting, Date</b>	Staff meeting
<b>Parties Attending</b>	Staff, Rea Chatterjee, Abh Parmari, Helen Sofia Pahou, Myself
<b>Meeting Length (Hrs)</b>	11am-12pm (1 hour)
<b>Reason</b>	Check in with staff + exec
<b>Summary and Outcome</b>	Learning about what everyone is working on.
<b>Next Steps</b>	Keeping in mind peoples schedules + capacities

<b>Meeting, Date</b>	Tuition Freeze Now Campaign, May 12th, 2022
<b>Parties Attending</b>	Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	12pm-1pm (1 hour)
<b>Reason</b>	Planning for rallies + budget consultation
<b>Summary and Outcome</b>	Passing a motion during an exec meeting for a \$100 prize for participating in the survey
<b>Next Steps</b>	Working on creating projects.

<b>Meeting, Date</b>	Migrant Students United
<b>Parties Attending</b>	Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	4:30pm-6:00pm (1.5 hours)
<b>Reason</b>	Working on the ISHF opposition campaign
<b>Summary and Outcome</b>	Working on the campaign letter
<b>Next Steps</b>	Finishing the letter

<b>Meeting, Date</b>	Exec Meeting
<b>Parties Attending</b>	Helen Sofia Pahour, Abhi Parmar, Vaibhav Arora, Rea Chatterjee, Myself

<b>Meeting Length (Hrs)</b>	8pm-9pm
<b>Reason</b>	University Secretary & Counsel General Issue
<b>Summary and Outcome</b>	Working on emails to membership
<b>Next Steps</b>	Finishing the letter

<b>Total Meeting Hours</b>	~ 38.15
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## Projects and Events

<b>Project/Event Title</b>	Indigenous People(s) Day Statement
<b>Updates and Upcoming Plans</b>	Working on the statement, planning a meeting time with Rea Chatterjee to work on the statement
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Looking at previous statement</li> <li>- Planning a meeting with Rea to go over the statement</li> </ul>
<b>Total Time (Hrs)</b>	2

<b>Project/Event Title</b>	Services Fair - Welcome Booth, 1:30-3:30
<b>Updates and Upcoming Plans</b>	Were able to connect with students on the
<b>Relevant Strategic Priorities</b>	Giving out packages to first years.
<b>Total Time (Hrs)</b>	2

<b>Project/Event Title</b>	Migrant Students United , 12:30-1:30
<b>Updates and Upcoming Plans</b>	Town Hall Planning, sent an email to Shelly to book the boardroom for the townhall to take place in the SUB
<b>Relevant Strategic Priorities</b>	We are planning to table to promote the Townhall
<b>Total Time (Hrs)</b>	1

<b>Project/Event Title</b>	2023 Budget Consultation Presentation Request
<b>Updates and Upcoming Plans</b>	We are waiting to see if we are approved to come in to present, in the meantime we are getting a presentation ready with research

<b>Relevant Strategic Priorities</b>	Planning a meeting with Beaty, Ella and Muriel
<b>Total Time (Hrs)</b>	4

<b>Project/Event Title</b>	Scarborough Symposium
<b>Updates and Upcoming Plans</b>	Updates on the Scarborough Charter, how it was formed, challenges which were faced and how to amplify + support the black community.
<b>Relevant Strategic Priorities</b>	
<b>Total Time (Hrs)</b>	6

<b>Project/Event Title</b>	2023 Budget Consultation Presentation
<b>Updates and Upcoming Plans</b>	We are waiting to see if we are approved to come in to present, in the meantime we are getting a presentation ready with research. I've been looking at prior budget consultations submitted because they are similar and making sure I am not reinventing the wheel.
<b>Relevant Strategic Priorities</b>	Planning a meeting with Beaty, Ella and Muriel
<b>Total Time (Hrs)</b>	5

<b>Project/Event Title</b>	City of Burnaby: Cooling Center Open House, May 15th, 2022
<b>Updates and Upcoming Plans</b>	I am planning on drafting a resource for students so they know where cooling centers are and how to keep cool during heat waves during the summer,, outlining places on campus that people in the community can come and get relief from the heat.
<b>Relevant Strategic Priorities</b>	Learn more about the cooling centers and looking at the resources I got from the event to help make resources for students
<b>Total Time (Hrs)</b>	3.25

<b>Project/Event Title</b>	City of Burnaby
<b>Updates and Upcoming Plans</b>	<p>Learned about the Mayors Upcoming plans</p> <ul style="list-style-type: none"> <li>- Building a firehall on the SFU campus</li> <li>- Growing Recreational facilities around Burnaby</li> </ul>
<b>Relevant Strategic</b>	Relay information to students on campus

<b>Priorities</b>	
<b>Total Time (Hrs)</b>	4

<b>Total Project and Events Hours</b>	27.25
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## Committee Chair Work

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

<b>Total Committee Hours</b>	0
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## Administrative Work

<b>Summary</b>	Sending + Preparing Resources for the Budget Consultation
<b>Total Time (Hrs)</b>	3 hours

<b>Summary</b>	Filling out the Committee Jot Forms
<b>Total Time (Hrs)</b>	2 hours

<b>Summary</b>	Council Meeting Executive Reports
<b>Total Time (Hrs)</b>	30 mins

<b>Summary</b>	Planning Budget Consultatun Meetings
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Total Time (Hrs)	1 hour
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Total Admin Hours	6.5
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**TOTAL: 71.9**

VP Events and Student Affairs  
Vaibhav Arora

## Meeting Summary and Comments

<b>Meeting, Date</b>	2022-05-02
<b>Parties Attending</b>	Myself; Board Organizer; Executives, Incoming Councilors
<b>Meeting Length (Hrs)</b>	9:00 AM - 2 PM (4 hours)
<b>Reason</b>	Orientation: Day 1
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Moving and setting up tech for the second hybrid room.</li> <li>- Interacting with councillors to maintain interest</li> <li>- Opening ceremony with Elder Margret</li> <li>- Conducted social activity between councilors to stall for time for the first presentation</li> <li>- Decolonization 101 with Matthew Provost</li> <li>- Social and Legal responsibilities with Kate</li> </ul>
<b>Next Steps</b>	Plan out games for councillors for Day 3

<b>Meeting, Date</b>	2022-05-02
<b>Parties Attending</b>	Myself; Board Organizer; Judit Nagy; Helen Sofia Pahou; Rea Chatterjee
<b>Meeting Length (Hrs)</b>	3:00-4 PM (1 hour)
<b>Reason</b>	Orientation Day 1 Debrief
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the tech issues and how they were troubleshooted</li> <li>- Discussed issues over how the ISC protocol was not followed.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- How to better prep the tech for Day 2 and take appropriate actions in advance</li> </ul>

<b>Meeting, Date</b>	2022-05-03
<b>Parties Attending</b>	Myself, Building Manager
<b>Meeting Length (Hrs)</b>	4-6pm (2 hours)
<b>Reason</b>	Red Dress Day planning
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Coordinated where to put the dresses</li> <li>- Where can we buy the dresses from</li> <li>- A little about e-sports planning</li> </ul>
<b>Next Steps</b>	Coordinating with Building coordinators to hang the dresses

<b>Meeting, Date</b>	2022-05-03
<b>Parties Attending</b>	Myself; Board Organizer; Execs; Incoming Councilors
<b>Meeting Length (Hrs)</b>	8:45 AM - 3 PM (6.25 hours)
<b>Reason</b>	Orientation Day 2: Employer Responsibilities
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Session for employment responsibilities was with Ella and Nancy, went over the collective agreement.</li> <li>- Employer responsibility session with Ayesha</li> <li>- CUPE details read out by Nancy and Ella</li> <li>- JEDI principles with Ella</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Plan for after- lunch games for the next day</li> </ul>

<b>Meeting, Date</b>	2022-05-03
<b>Parties Attending</b>	Myself; Board Organizer; Helen Sofia Pahou; Judit Nagy
<b>Meeting Length (Hrs)</b>	3:00-4:00 PM (1 hour)
<b>Reason</b>	Orientation Day 2: Debrief
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Schedule update about which room we are using</li> <li>• Discussed moving the schedule around due to scheduling conflicts last minute <ul style="list-style-type: none"> <li>○ New schedule to read: GOV 101 in the morning, RR in the afternoon</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Plan to reschedule sessions</li> </ul>

<b>Meeting, Date</b>	2022-05-04
<b>Parties Attending</b>	Myself; Board Organizer; Execs; Incoming Councilors
<b>Meeting Length (Hrs)</b>	9 AM - 2:30 PM (5.5 hours)
<b>Reason</b>	Orientation: Day 3



<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Governance 101 with Paul finch</li> <li>• Learnt a lot about financial structure through Paul's real life experiences</li> <li>• Robert's Rules of Order workshop + Kahoot set up and facilitated by Judit</li> </ul>
<b>Next Steps</b>	- Games for final day

<b>Meeting, Date</b>	2022-05-04
<b>Parties Attending</b>	Myself, Dipti (Events coordinator)
<b>Meeting Length (Hrs)</b>	4-6pm (2 hours)
<b>Reason</b>	Buying games and coordinating with Building staff for games
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Bought Tambola from Amazon</li> <li>- Coordinated about the prizes to be given</li> <li>- Went to Nesters to buy gift cards</li> </ul>
<b>Next Steps</b>	Host the games on Day 5

<b>Meeting, Date</b>	2022-05-05
<b>Parties Attending</b>	Myself; Board Organizer; Incoming Councilors; Execs
<b>Meeting Length (Hrs)</b>	9 AM - 3 PM (6 hours)
<b>Reason</b>	Orientation: Day 4
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Attended the screening of Highway of Tears, facilitated by Rea</li> <li>• Sending background images of Red Dress Day to council</li> <li>• Student Care Session was really amazing</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	2022-05-05
<b>Parties Attending</b>	Myself; Board Organizer; Helen Sofia Pahou; Abhishek Parmar; Judit Nagy; Rea Chatterjee
<b>Meeting Length (Hrs)</b>	3:30 - 4:30 PM (1 hour)
<b>Reason</b>	Orientation Day 4: Debrief
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Discussed the budget so far, and where we are so far (over or under budget) <ul style="list-style-type: none"> <li>○ Unexpected invoice came and discussed how to budget for it</li> <li>○ We agreed that VP Finance should be looped in moving forwards</li> </ul> </li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-05-06
<b>Parties Attending</b>	Myself; Board Organizer; Helen Sofia Pahou; Execs; Incoming Councilors

<b>Meeting Length (Hrs)</b>	9 AM - 3 PM (6 hours)
<b>Reason</b>	Orientation Day 5
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Last minute reorganization due to a cancellation and bonding time was moved up</li> <li>Arranged fun games for everyone in the ballroom</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	2022-05-09
<b>Parties Attending</b>	Myself; Board Organizer; Helen Sofia Pahou; Judit Nagy; Rea Chatterjee
<b>Meeting Length (Hrs)</b>	11 AM - 12 PM (1 hour)
<b>Reason</b>	Development Session Planning
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Confirmed the first two sessions being: How to Council (Judit and Beaty) and the Communications Department (Ilham)</li> <li>Discussed keeping external facilitators' costs low because of tight budget</li> <li>Discussed further sessions and tasked to get confirmation on speakers' availabilities</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>I had to contact Beaty and Trish to help with bylaw and CUPE slides <ul style="list-style-type: none"> <li>Putting together the slides for development session</li> </ul> </li> <li>I was also tasked to reach out to CJ from SVSPO</li> </ul>

<b>Meeting, Date</b>	Indigenous Student Center, May 11th, 2022
<b>Parties Attending</b>	Indigenous Student Center Staff, Eshana, Myself
<b>Meeting Length (Hrs)</b>	9:40-10am (0.33 hour)
<b>Reason</b>	Indigenous Student Center introduction
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Virtual meet and greet with ISC</li> <li>Introduction to their staff members and discussed how we can collaborate together for future events and support each other's work</li> </ul>
<b>Next Steps</b>	ISC and SFSS to work together for future events

<b>Meeting, Date</b>	2022-05-11
<b>Parties Attending</b>	Myself; Judit Nagy; Building Manager
<b>Meeting Length (Hrs)</b>	2 PM - 3 PM (1 hour)
<b>Reason</b>	Esports discussion
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Discussed past (or soon to be past) ME deal</li> </ul>

	<ul style="list-style-type: none"> <li>• Talked about Redbull</li> <li>• Talked about how to update the gaming lounge</li> <li>• Discussed reviewing the MOU <ul style="list-style-type: none"> <li>◦ MOU is now shared with both of them</li> </ul> </li> <li>• Discussed talking to SFU esports to discuss where they want to be with us</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Send back annotated MOU</li> <li>- Find and send over motion where MOU was approved</li> </ul>

<b>Meeting, Date</b>	2022-05-11
<b>Parties Attending</b>	Council members
<b>Meeting Length (Hrs)</b>	4:30 PM - 9 PM (4.5 hour)
<b>Reason</b>	Bi-weekly (and first) council meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Motion passed to give our Board Organizer signing authority</li> <li>• Committee appointments ratification scrapped <ul style="list-style-type: none"> <li>◦ Committees appointed: Governance and Oversight</li> </ul> </li> <li>• Vice chair appointed</li> <li>• Presentation on Orientation in Review scrapped to save time</li> <li>• HUG the Mountain event debrief presentation</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Find a way to do committee election during the next council meeting without taking up the entirety of the council meeting.</li> </ul>

<b>Meeting, Date</b>	2022-05-06
<b>Parties Attending</b>	Myself; Shelley (Building Coordinator)
<b>Meeting Length (Hrs)</b>	6 PM - 7 PM (1 hour)
<b>Reason</b>	Forum Chambers
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Talked about how we can use forum chambers for events</li> <li>• Took a look around in the physical space and talked about the renovations that we need</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Bringing a motion to council to bring the space again in use</li> <li>- Hiring Construction team for renovations</li> </ul>

<b>Meeting, Date</b>	2022-05-06
<b>Parties Attending</b>	Myself; SFU Ancillary Services (Mark, Sonja)
<b>Meeting Length (Hrs)</b>	2:30 PM - 4 PM (1.5 hours)
<b>Reason</b>	Fall Street Fest (16 September)
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Building relationship with SFU Ancillary and MECS</li> <li>• Co-chairing the event with Mark</li> <li>• Talked about Events Space, Clubs involvement, SFSS participation</li> </ul>

<b>Next Steps</b>	- Reaching out to Staff for the assistance to coordinate with various parties involves
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<b>Meeting, Date</b>	2022-05-10
<b>Parties Attending</b>	John; Jenny; Trish; Myself
<b>Meeting Length (Hrs)</b>	10 AM - 11 AM (1 hour)
<b>Reason</b>	Hiring Committee meeting for Building Assistant
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Talked about how hiring committee works</li> <li>One executive needs to be present while hiring</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-05-11
<b>Parties Attending</b>	Abhishek; Myself
<b>Meeting Length (Hrs)</b>	11 AM - 1:30 PM (2.5 hours)
<b>Reason</b>	Welcome Day booth hosting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Dipti called in sick, so I had to set up the booth (11AM-12PM)</li> <li>Hosted the table representing SFSS from 12-1:30 PM</li> </ul>
<b>Next Steps</b>	- Preparation for Clubs Day

<b>Meeting, Date</b>	2022-05-12
<b>Parties Attending</b>	Staff, Executives
<b>Meeting Length (Hrs)</b>	11 AM - 12 PM (1 hour)
<b>Reason</b>	Staff Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Talked to staff about the concerns they are facing</li> <li>Coordinating with them on future events</li> <li>Got to know about their activities in progress</li> </ul>
<b>Next Steps</b>	Regular follow up with random staff members to have a check once a week

<b>Meeting, Date</b>	2022-05-13
<b>Parties Attending</b>	Myself; Execs; Erin Biddlecome
<b>Meeting Length (Hrs)</b>	1:30 PM - 2:30 PM (1 hour)
<b>Reason</b>	Initial Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Talked about how to work together moving forwards</li> </ul>

	<ul style="list-style-type: none"> <li>• Discussed what we have been working on in the past week</li> <li>• Talked about what kind of work is currently on its way by SFU</li> </ul>
<b>Next Steps</b>	- Schedule SUB walkthrough for Erin

<b>Total Meeting Hours</b>	<b>49.58</b>
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## Projects and Events

<b>Project/Event Title</b>	HUG The Mountain
<b>Updates and Upcoming Plans</b>	SFSS Booth at HUG The Mountain Event (Organized by Protect The Planet, Stop TMX)
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Arranged the supplies like tents, chairs, tables etc the day before the event (2 hours)</li> <li>- Planned games to offer to participants on the day of event (1 hour)</li> <li>- Transporting the supplies and setting up the booth on the day of event ( 2 hours)</li> <li>- Actual event ( 3 hours)</li> <li>- Transporting the stuff back to SFSS and unloading the stuff (1.5 hours)</li> </ul>
<b>Total Time (Hrs)</b>	<b>9.5 hours</b>

<b>Project/Event Title</b>	Red Dress Day
<b>Updates and Upcoming Plans</b>	Helped hanging red dresses in SUB
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Talked to John about the placing structure (hours already counted)</li> <li>- Coordinated with Building coordinators to put them at different places (0.5 hours)</li> <li>- Went to Value Village to buy the dresses (2 hours)</li> <li>- Went to Mini So to buy stuff for hanging (1 hour)</li> </ul>
<b>Total Time (Hrs)</b>	<b>3.5 hours</b>

<b>Total Project and Events Hours</b>	<b>13 hours</b>
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## Committee Chair Work

<b>Committee Name</b>	Setting up Committee
<b># of Meetings</b>	-
<b>Total Time (Hrs)</b>	1 hour
<b>Summary</b>	Coordinating with Muriel to discuss about bringing in a vice-chair for the committee or

	not and getting the campaign ready
<b>Ongoing Projects</b>	1
<b>Relevant Strategic Priorities:</b>	-

<b>Total Committee Hours</b>	<b>1</b>
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## Administrative Work

<b>Summary</b>	<p>Emails follow up (from last committee executive on board)</p> <p><b>Date: 2 May, 2022 (4 hours)</b></p> <ul style="list-style-type: none"> <li>- Reached a couple of events planners whose requests were pending in the emails</li> <li>- Requests to get approval for new clubs</li> <li>- Emails related to staff work (sending work orders for Red Dress)</li> </ul> <p><b>Date: 3 May, 2022 (2 hours)</b></p> <ul style="list-style-type: none"> <li>- Follow up on new emails</li> <li>- Going over Robert's rules of order</li> </ul> <p><b>Date: 4 May, 2022 (4 hours)</b></p> <ul style="list-style-type: none"> <li>- went over daily emails</li> <li>- went over SFSS Bylaws</li> <li>- Coordinating with Ilham and John for Red Dress day</li> <li>- Changing password for Social Media handles, managing them, reaching out to unread messages</li> </ul> <p><b>Date: 5 May, 2022 (2 hours)</b></p> <ul style="list-style-type: none"> <li>- Social Media Posting about Red Dress Day</li> <li>- Regular Email Check</li> </ul> <p><b>Date: 6 May, 2022 (3 hours)</b></p> <ul style="list-style-type: none"> <li>- Work Order to Ilham about Hug the Mountain event</li> <li>- Coordinated back and forth with Rea, Eshana and Dipti</li> <li>- Posting social media stories</li> </ul> <p><b>Date: 7 May, 2022 (1 hour)</b></p> <ul style="list-style-type: none"> <li>- Arranging photos for the event in the drive</li> <li>- Posting social media posts about the event</li> </ul> <p><b>Date: 10 May, 2022 (4 hours)</b></p> <ul style="list-style-type: none"> <li>- Catch up with the emails that came over the weekend</li> <li>- Sorting folders in my email</li> <li>- Reviewing Council Agenda</li> <li>- went over a couple of previous executives' meetings on youtube to have an idea of how it looks (fast forward)</li> </ul> <p><b>Date: 11 May, 2022 (1 hour)</b></p> <ul style="list-style-type: none"> <li>- Answering emails</li> <li>- Regular check with Dipti on what events we are planning to bring in summers</li> </ul> <p><b>Date: 12 May, 2022 (3 hours)</b></p> <ul style="list-style-type: none"> <li>- went over e-sports MOU from 2021</li> <li>- Learnt some technical words from Legal Dictionary online</li> <li>- Regular email-check</li> </ul> <p><b>Date: 13 May, 2022 (2 hour)</b></p> <ul style="list-style-type: none"> <li>- Reviewed half of the collective agreement (CUPE)</li> <li>- Email check</li> </ul>
<b>Total Time (Hrs)</b>	<b>26 hours</b>

Total Admin Hours	89.58 hours
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## VP Equity and Sustainability

Rea Chatterjee

### Meeting Summary and Comments

<b>Meeting, Date</b>	Council Orientation Day 1, May 2nd, 8:30-2pm
<b>Parties Attending</b>	Exec Committee, Incoming Councilors, Ella Droko, Matt Provost, Kate Phipps
<b>Meeting Length (Hrs)</b>	5.5
<b>Reason</b>	Council Orientation
<b>Summary and Outcome</b>	<p><b>Welcoming Ceremony</b></p> <ul style="list-style-type: none"><li>- Stepped in to welcoming Elder Margaret and communicating with her support person from ISC when her cab fare was not paid for and no one was there at the (locked) doors to welcome her.</li><li>- Searched for tobacco and/or blankets but when I could not find, I offered them breakfast and took her to Blenz while waiting for the ISC communications program assistant to take her to her next meeting</li><li>- Walked her to an Uber with Ella to make sure that the ride back was paid for and accommodated by the SFSS</li></ul> <p><b>Decolonization 101 Presentation</b></p> <ul style="list-style-type: none"><li>- History of Colonization</li><li>- Decolonization, Indigenization, Reconciliation</li><li>- Colonization and the SFSS</li><li>- How Student governance has caused harm to Indigenous students</li><li>- How to Indigenize these spaces</li></ul> <p><b>Society Legal Responsibilities</b></p> <ul style="list-style-type: none"><li>- Legal responsibilities of Council Members</li></ul>
<b>Next Steps</b>	<p>Follow through with Elder Margaret and the ISC- hold the exec and council accountable to follow proper protocol going forward.</p> <p>Work to support in Indigenizing spaces, make sure proper protocol is followed when doing consultations and not just expecting labour from Indigenous folks.</p> <p>Adhere to the legal responsibilities that the society and that council has for the best interest of the society</p>

<b>Meeting, Date</b>	Council Orientation Day 1 Debrief, May 2nd, 8:30-2pm
<b>Parties Attending</b>	Ella Droko, Judit Nagy, Helen Pahou, Vaibhav Arora
<b>Meeting Length (Hrs)</b>	0.25
<b>Reason</b>	Debrief of the first day of Orientation
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>- Debrief of Welcoming Ceremony and protocol not followed</li></ul>
<b>Next Steps</b>	<ul style="list-style-type: none"><li>- Put a package together with tobacco, water bottle, blanket to give to ISC to give to elder Margaret</li></ul>



<b>Meeting, Date</b>	HUG the Mountain Organizing, May 2nd 3:15-4:15
<b>Parties Attending</b>	Kate Tairyan, Eshana Baran
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Organizing for the upcoming HUG The Mountain Event
<b>Summary and Outcome</b>	<p><b>Made a plan for:</b></p> <ul style="list-style-type: none"> <li>- Materials Needed</li> <li>- Roles we need to Appoint</li> <li>- Recruiting volunteers</li> <li>- Connecting with Faculty for Future and Health Sciences Students</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Connect with Dipti and Vaibhav about Materials</li> <li>- Reach out to Muriel for support for the event with Comms</li> </ul>

<b>Meeting, Date</b>	Council Orientation, May 3, 2022 (8:30-2pm)
<b>Parties Attending</b>	Council, Execs, Staff
<b>Meeting Length (Hrs)</b>	5.5
<b>Reason</b>	Council Orientation
<b>Summary and Outcome</b>	<p>Employer Responsibilities</p> <ul style="list-style-type: none"> <li>- Led by Ayesha</li> <li>- Non-Unionized + Unionized Staff and Roles</li> <li>- Workflow</li> <li>- Which staff is responsible for different operations</li> <li>- Who is to be included in communication with staff</li> <li>- Comms</li> </ul> <p>Unionized Staff Information and Responsibilities</p> <ul style="list-style-type: none"> <li>- Collective Agreement</li> <li>- Union Rights- What is a Union</li> <li>- Strikes/Lockouts</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Making sure that council follows these responsibilities and to make sure that we build a respectful and professional relationship with staff</li> </ul>

<b>Meeting, Date</b>	Onboarding with Predecessor May 3, 2022 (5-6:30pm)
<b>Parties Attending</b>	Myself, Marie Haddad
<b>Meeting Length (Hrs)</b>	1.5
<b>Reason</b>	Helping with transition
<b>Summary and Outcome</b>	<p>Onboarding on different Projects</p> <ul style="list-style-type: none"> <li>- WUSC Scholarship</li> <li>- CG relationships</li> </ul>

	- Going through email inbox
<b>Next Steps</b>	- Prep for items to bring for next onboarding session

<b>Meeting, Date</b>	Council Orientation Day 3, May 4 2022 (9am-2:30pm)
<b>Parties Attending</b>	Council, Exec, Board Organizer
<b>Meeting Length (Hrs)</b>	5.5
<b>Reason</b>	Council Orientation
<b>Summary and Outcome</b>	<p>Roberts Rules</p> <ul style="list-style-type: none"> <li>- What is Roberts Rules</li> <li>- How Meetings run under roberts rules</li> <li>- How to present a motion</li> <li>- How to put something in the agenda</li> <li>- How to participate in discussion</li> <li>- Kahoot</li> </ul> <p>Governance 101</p> <ul style="list-style-type: none"> <li>- Paul - Looking at budget, etc.</li> </ul>
<b>Next Steps</b>	- Making sure that we follow proper procedure in governance and conducting meetings

<b>Meeting, Date</b>	Council Orientation Day 4, May 5 2022 (9-3pm)
<b>Parties Attending</b>	Council, Execs, Staff
<b>Meeting Length (Hrs)</b>	6
<b>Reason</b>	Council Orientation Day 4
<b>Summary and Outcome</b>	<p>Studentcare Presentation</p> <ul style="list-style-type: none"> <li>- What Studentcare does, how it supports students</li> <li>- History of Studentcare, different provides</li> <li>- How to raise awareness about studentcare to students</li> </ul> <p>Survey and Outreach</p> <ul style="list-style-type: none"> <li>- How Surveys should be conducted</li> <li>- Biases in survey development</li> </ul> <p>MMIWG2s Day + Highway of Tears Screening</p> <ul style="list-style-type: none"> <li>- I facilitated this screening and did a presentation before pre-briefing the documentary, providing resources, giving history of this day and importance as well as action items for councilors to commit to.</li> </ul>
<b>Next Steps</b>	- Send MMIGW2s presentation to Ella for distribution among staff

<b>Meeting, Date</b>	Council Orientation Day 5, May 6 2022, (9-3pm)
<b>Parties Attending</b>	Council, Execs, Staff

<b>Meeting Length (Hrs)</b>	6
<b>Reason</b>	Council Orientation
<b>Summary and Outcome</b>	<p>Briefing Notes &amp; Staff Support</p> <ul style="list-style-type: none"> <li>- Beaty</li> <li>- What briefing notes are</li> <li>- Importance of briefing notes</li> <li>- How to write a briefing note</li> <li>- What staff are there to help</li> </ul> <p>Advocacy and Campaigns</p> <ul style="list-style-type: none"> <li>- Past Campaigns</li> <li>- Muriel's role</li> <li>- Campaigns going forward</li> </ul> <p>Games and Bonding!</p> <ul style="list-style-type: none"> <li>- Musical Chairs</li> <li>- A variation of bingo</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Training + Development Session Planning, May 9 2022
<b>Parties Attending</b>	Judit Nagy, Helen Sofia Pahou, Ella Droko
<b>Meeting Length (Hrs)</b>	0.75
<b>Reason</b>	Dev Session Planning
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussing workshops for the year</li> <li>- Figuring out the workshop schedule</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Reach out to Chantelle and Marie about Equity Workshops</li> </ul>

<b>Meeting, Date</b>	Council Meeting, May 11 2022 (4:30-9:30pm)
<b>Parties Attending</b>	Councilors, Execs, Staff, General Membership
<b>Meeting Length (Hrs)</b>	5
<b>Reason</b>	Council Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Went over Agenda Items</li> <li>- HUG The Mountain Debrief</li> <li>- Exec Reports</li> <li>- Appointed Vice-Chair</li> <li>- Appointed Council Members for Governance and Oversight Committees</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Next Council Meeting in 2 weeks</li> </ul>

<b>Meeting, Date</b>	Staff Meeting, May 12 2022, (11 am-12pm)
<b>Parties Attending</b>	Execs, Ayesha, Staff
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Staff Updates
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- All staff went around giving updates</li> <li>- Clubs Day coming up! <ul style="list-style-type: none"> <li>- FNMISA need a table (Dipti will respond to email)</li> </ul> </li> <li>- Communications <ul style="list-style-type: none"> <li>- There is Ilham and 2 other assistants right now</li> </ul> </li> <li>- FNMISA <ul style="list-style-type: none"> <li>- Indigenous Peoples Month coming up!</li> <li>- June 1st - Educational Booth</li> <li>- June 6th- Honouring Feast</li> <li>- June 10th - Nature Walk</li> <li>- 16- rafts and vendors market</li> <li>- 20th - arts live in Vancouver</li> <li>- 28th - movie night</li> </ul> </li> <li>- Food Safe Training for Clubs <ul style="list-style-type: none"> <li>- Another one in September</li> </ul> </li> <li>- OOC <ul style="list-style-type: none"> <li>- Space coming together</li> <li>- Putting furniture</li> <li>- Board Games, switch</li> <li>- Knitting and crochet</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Reach out to Joelle for supporting during Indigenous Peoples Month</li> </ul>

<b>Meeting, Date</b>	Tuition Freeze Now, May 12 2022, (12-1pm)
<b>Parties Attending</b>	TSSU reps, UBC TA's union reps, GSS reps, UBC Okanagan TA union rep, Eshana Baran, Myself
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Tuition Freeze Now Rally Debrief and Next Steps
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Debrief of previous TFN Rally</li> <li>- Next Steps <ul style="list-style-type: none"> <li>- Developing a survey (joint with SFSS X GSS X TSSU)</li> <li>- Next rally in the summer</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Brainstorm ideas for next rally</li> <li>- Attend Workers United Rally</li> </ul>

<b>Meeting, Date</b>	Multi-Day Event Planning on Palestine, May 12 2022, (1:30-2:45)
<b>Parties Attending</b>	Amal Abdullah and Adel Iskander (Centre for Muslim Comparitive Studies), Marie Haddad, Tuleen Awad, Parsa Alirezaei

<b>Meeting Length (Hrs)</b>	1.25
<b>Reason</b>	Planning for upcoming Palestine Multi-Day Event
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Want 2nd day of event to be organized by SFSS and SFU SJP</li> <li>- Possible Location: SFSS Ballroom or Harbour Centre</li> <li>- Want community members and notable Palestinian Journalists zoom-in</li> <li>- Have catering from local Palestinian Restaurant</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Email John and Shelley for booking</li> </ul>

<b>Meeting, Date</b>	MSU (Migrant Student United) Meeting, May 12 2022 (3-5pm)
<b>Parties Attending</b>	Rahil (TSSU), Mohammad (GSS), Weichun Kwa (MSU), Eshana Baran
<b>Meeting Length (Hrs)</b>	2
<b>Reason</b>	<ul style="list-style-type: none"> <li>- Regular MSU Meeting</li> </ul>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Updates from last meeting</li> <li>- Setting up regular meeting times</li> <li>- Planning for International Students Health Fees Tabling</li> <li>- Planning for International Students Health Fees Town Hall</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Do Graphic for Townhall</li> <li>- Book a room for townhall in the SUB</li> <li>- Complete Action Items Next Meeting</li> </ul>

<b>Meeting, Date</b>	Women's Centre Coordinator, May 13 2022 (10-11am)
<b>Parties Attending</b>	Simmi Dhaliwal, Eshana Baran
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Connecting about Services in Surrey
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Students complaining that they pay for fees but can't access services in Surrey</li> <li>- How can we have WC services in Surrey and a space for students to come in</li> <li>- Simmi will meet with Efua</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Follow up with Simmi on Monday after her meeting with Efua</li> <li>- Find out what is happening with Surrey SFSS Space</li> </ul>

<b>Meeting, Date</b>	Project Updates, May 13, (11:30-12:15)
<b>Parties Attending</b>	Eshana Baran, John Walsh
<b>Meeting Length (Hrs)</b>	0.75
<b>Reason</b>	Getting Updates on SUB Projects from last term

<b>Summary and Outcome</b>	<p>SUB Activism Project</p> <ul style="list-style-type: none"> <li>- John will look after this, it will be rolled out as per attached PDF.</li> </ul> <p>Multi Faith Prayer Space:</p> <ul style="list-style-type: none"> <li>- Exec to review the attached guidelines.</li> <li>- Space ready to open once John updates punch code (early next week)</li> <li>- Exec to inform John when he can put up the guidelines and open up the space for use</li> </ul> <p>Freedom Square Plaque:</p> <ul style="list-style-type: none"> <li>- John to have floor put in place</li> <li>- Exec to create content for a " blog" about Freedom Square history</li> <li>- Once content is complete we will regroup and bring in Comms then to get it on the website and the QR code sandwich board sorted.</li> </ul> <p>Random:</p> <ul style="list-style-type: none"> <li>- John to get second screens into your offices.</li> <li>- John to get blue chair with leaf for Rea's office</li> <li>- Exec to create a purchase list for office spaces and then pass motion at exec or space oversight for the expenditure</li> <li>- John mentioned June 2 could be tight for proposed event but John and Sheley will revert back "officially" on Tuesday.</li> <li>- John mentioned to please put any potential bookings on shelleys radar by emailing <a href="mailto:sub.bookings@sfss.ca">sub.bookings@sfss.ca</a></li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Look over guidelines</li> <li>- Freedom Square Blog Post</li> </ul>

<b>Meeting, Date</b>	Initial Meeting with SFU, May 13 2022 (1:30-2:30)
<b>Parties Attending</b>	All Execs, Erin Biddlecombe, Rummana Khan Hemani, Tracey Mason-Innes
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Initial Meeting, Introductions, etc.
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Introductions and priorities for all</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Being a part of the Member Services Equity Hiring Interviews</li> </ul>

<b>Total Meeting Hours</b>	45
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## Projects and Events

<b>Project/Event Title</b>	HUG The Mountain
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- May 4, 2022 (11am-5pm) <b>6 hrs</b> <ul style="list-style-type: none"> <li>- Developing and Posting promotion on Instagram and Facebook</li> <li>- Coordinating with Dipti and Kate Tairyan about expectations and what is needed for the event and how we will be able to pull from the budget</li> <li>- Coordinating with Muriel on our campaign strategy and having an email sent out to membership as well as promotional material on the SFSS social media</li> <li>- Recruiting Volunteers and coordinating with Protect the Planet, Stop TMX and who will be at the booth</li> <li>- Made an event organizing document and coordinated with volunteers to assign roles</li> </ul> </li> <li>- May 4, 2022 (10:30-11:30pm) <b>1 hr</b> <ul style="list-style-type: none"> <li>- TMX Research and Trivia Questions for Booth</li> </ul> </li> <li>- May 7th (11:30-4:30pm) <b>5 hrs</b> <ul style="list-style-type: none"> <li>- Day of Event!</li> <li>- Loaded equipment from the SUB to bring to the event location</li> <li>- Set-up the booth</li> <li>- Ran the booth and organized volunteers</li> <li>- Coordinated with Main event Organizer (Protect the Planet, Stop TMX)</li> <li>- Bought Pizza for volunteers</li> <li>- Led "the HUG" and chants</li> <li>- Packed up</li> </ul> </li> <li>- May 10 (10-11:30am) <b>1.5 hrs</b> <ul style="list-style-type: none"> <li>- Appreciation email, Debrief email, next steps + media</li> </ul> </li> <li>-</li> </ul>
<b>Relevant Strategic Priorities</b>	-
<b>Total Time (Hrs)</b>	13.5

<b>Project/Event Title</b>	Membership Services Fair - Welcome Booth
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- May 11, 1:30-3pm</li> <li>- SFSS to have booth at the member services fair</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Giving out granola bars, pens to everyone and care packages for 1st years</li> <li>- Letting everyone know of the SFSS and what we do and what services students can access through the SFSS</li> </ul>
<b>Total Time (Hrs)</b>	1.5

<b>Project/Event Title</b>	Scarborough Charter Symposium, May 14 2022, 2-7pm
<b>Updates and Upcoming Plans</b>	
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Panel Discussions about the Charter and How to promote Black Flourishing within Academia</li> </ul>

<b>Total Time (Hrs)</b>	6
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<b>Total Project and Events Hours</b>	21
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## Committee Chair Work

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

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

<b>Summary</b>	<p>Council Orientation Package Work (10:40-12:30pm)</p> <ul style="list-style-type: none"> <li>- Making Equity Related Materials for Council Orientation Package on Canva <ul style="list-style-type: none"> <li>- Land Acknowledgement</li> <li>- Highway of Tears Screening Infor, MMIWG2S Resources, Action Items</li> <li>- Decolonization Resources</li> <li>-</li> </ul> </li> </ul>
<b>Total Time (Hrs)</b>	1.9

<b>Summary</b>	<p>May 4, 2022 (5-6pm)</p> <p>MMIWG2s Presentation for Council Orientation Day 4</p>
<b>Total Time (Hrs)</b>	1

<b>Summary</b>	<p>Creating Hug The Mountain Debrief Presentation for Council Meeting</p>
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	May 11, 2022 (3:30-4:30)
<b>Total Time (Hrs)</b>	1 hr

<b>Total Admin Hours</b>	3.9
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**TOTAL HOURS: 69.9 HRS**