

# SFSS EXECUTIVE COMMITTEE WORK REPORTS

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This report reflects the Board work from  
**(May 16, 2022 - May 31, 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>	May 16, 2022
<b>Parties Attending</b>	Myself, Judit Nagy, Ben Tischler
<b>Meeting Length (Hrs)</b>	1:30pm-2:30pm (1 hr)
<b>Reason</b>	Council Agenda Planning Session
<b>Summary and Outcome</b>	Catch up on what items may need to be brought forward at the next Council meeting.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	May 17, 2022
<b>Parties Attending</b>	Myself, Ella Droko, John Walsh
<b>Meeting Length (Hrs)</b>	2pm-3pm (1 hr)
<b>Reason</b>	Management Meeting
<b>Summary and Outcome</b>	Regular management meeting to discuss work of the management team.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	May 17, 2022
<b>Parties Attending</b>	Myself, Ella Droko, Muriel Adarkwa, Eshana Baran, Rea Chatterjee, Beaty Omboga
<b>Meeting Length (Hrs)</b>	3pm-4pm (1 hr)
<b>Reason</b>	Campaigning and Brainstorming on SFU's B10.00 Policy Change
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>• Explained the current situation on the B10.00 policy</li><li>• Asked staff to monitor the situation and push for student consultation.</li></ul>
<b>Next Steps</b>	Lobby to university to push for student consultation on the policy.

<b>Meeting, Date</b>	May 18, 2022
<b>Parties Attending</b>	Myself, Judit Nagy, Abhishek Parmar, StudentCare
<b>Meeting Length (Hrs)</b>	11am-12pm (1 hr)
<b>Reason</b>	SFSS StudentCare Financial Statement Review
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>• Review of financial statement on student benefits provided by StudentCare</li><li>• Chatted about referendum work on student benefits for the upcoming AGM</li></ul>

<b>Next Steps</b>	Myself and the VP Finance to sign off on financial statement.
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<b>Meeting, Date</b>	May 18, 2022
<b>Parties Attending</b>	Myself, John Walsh
<b>Meeting Length (Hrs)</b>	2pm-3pm (1 hr)
<b>Reason</b>	President x Building Manager Check-In
<b>Summary and Outcome</b>	Regular check in on SUB building inquires
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	May 18, 2022
<b>Parties Attending</b>	Myself, Executive Committee, Council
<b>Meeting Length (Hrs)</b>	4:30pm-6:15pm (1.75 hrs)
<b>Reason</b>	Council Development Session
<b>Summary and Outcome</b>	Overview of Council Policies, by-laws and treating staff with respect.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	May 19, 2022
<b>Parties Attending</b>	Myself, Eshana Baran
<b>Meeting Length (Hrs)</b>	3pm-3:15pm (0.25 hrs)
<b>Reason</b>	Overview of VP External Annual Plan
<b>Summary and Outcome</b>	Reviewed annual plan of the VP External.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	May 20, 2022
<b>Parties Attending</b>	Myself, Judit Nagy, Ben Tischler
<b>Meeting Length (Hrs)</b>	1pm-2pm (1 hr)
<b>Reason</b>	Council Agenda Planning
<b>Summary and Outcome</b>	Regular sessions to plan and delegate tasks during the agenda setting process for Council.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	May 20, 2022
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<b>Parties Attending</b>	Myself, Judit Nagy
<b>Meeting Length (Hrs)</b>	2pm-4pm (2 hrs)
<b>Reason</b>	President x VPIOD Debrief / Check-In
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Discussed upcoming items and how to delegate so that there is no overlap in work.</li> <li>Debriefed on past items since the beginning of our terms started</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	May 20, 2022
<b>Parties Attending</b>	Myself, Eshana Baran, Rea Chatterjee, Vaibhav Arora
<b>Meeting Length (Hrs)</b>	5:30pm-6:45pm (1.25 hrs)
<b>Reason</b>	One Year Memorial Statement Preparation
<b>Summary and Outcome</b>	Preparing and editing Society statement on the findings of the Tk'emlúps te Secwépemc Residential School, and providing resources to those who are (or are related to) the survivors of residential schools.
<b>Next Steps</b>	Send work order to the Communications department to post online and on the SFSS website.

<b>Meeting, Date</b>	May 22, 2022
<b>Parties Attending</b>	Myself, Judit Nagy, Ben Tischler
<b>Meeting Length (Hrs)</b>	5pm-8pm (3 hrs)
<b>Reason</b>	CCBC Meeting
<b>Summary and Outcome</b>	Regular discussion on findings brought forward to the CCBC.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	May 24, 2022
<b>Parties Attending</b>	Myself, Simar Thukral
<b>Meeting Length (Hrs)</b>	5pm-5:30pm (0.5 hrs)
<b>Reason</b>	Admin Check-In
<b>Summary and Outcome</b>	Check-in with Council agenda and if accommodations are needed.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	May 25, 2022
<b>Parties Attending</b>	Myself, Ella Droko

<b>Meeting Length (Hrs)</b>	9:30am-10am (0.5 hrs)
<b>Reason</b>	President x Board Organizer Check-In
<b>Summary and Outcome</b>	Regular check-in with the Board Organizer on Society's organizational inquiries.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	May 25, 2022
<b>Parties Attending</b>	Myself, John Walsh
<b>Meeting Length (Hrs)</b>	11am-11:30am (0.5 hrs)
<b>Reason</b>	President x Building Manager Check-In
<b>Summary and Outcome</b>	Regular check-in with the Building Manager on SUB inquiries.
<b>Next Steps</b>	Forward SUB emergency response plans immediately.

<b>Meeting, Date</b>	May 25, 2022
<b>Parties Attending</b>	Myself, Nicole Kirigin
<b>Meeting Length (Hrs)</b>	1:15pm-1:45pm (0.5 hrs)
<b>Reason</b>	President x VP University and Academic Affairs Check-In
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Discussed VP University's need for accommodations</li> <li>• Discussed the need for the VP University to complete their overdue CUPE training and how to amend staff relations</li> </ul>
<b>Next Steps</b>	Tasked VP University to complete overdue CUPE training immediately.

<b>Meeting, Date</b>	May 25, 2022
<b>Parties Attending</b>	Myself, Executive Committee, Board Organizer, 5s Members / Stakeholders
<b>Meeting Length (Hrs)</b>	2pm-3pm (1 hr)
<b>Reason</b>	5s Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Met with all groups and Societies housed within the SUB</li> <li>• Address any concerns or questions they may have.</li> </ul>
<b>Next Steps</b>	Address questions brought forward by CJSF on SUB operational hours.

<b>Meeting, Date</b>	May 25, 2022
<b>Parties Attending</b>	Myself, Somayeh Naseri
<b>Meeting Length (Hrs)</b>	3pm-3:30pm (0.5 hrs)
<b>Reason</b>	Administrative Check-In

<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Discussed the clean up of old and unused/inactive organizational emails within the Society.</li> <li>Discussed the backlog of approving meeting minutes, and how meeting minutes work</li> </ul>
<b>Next Steps</b>	Clean up admin items within the Society.

<b>Meeting, Date</b>	May 25, 2022
<b>Parties Attending</b>	Myself, Executive Committee, Council
<b>Meeting Length (Hrs)</b>	4:30pm-10pm (5.5 hrs)
<b>Reason</b>	Council Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Committee elections completed on university, external, equity, finance and space oversight (postponed BIPOC committee elections)</li> <li>Presentations given from Save SFU Democracy, No Cops on Campus, and VP External Annual Plan</li> </ul>
<b>Next Steps</b>	Call for next Council meeting on June 8th.

<b>Meeting, Date</b>	May 27, 2022
<b>Parties Attending</b>	Myself, Judti Nagy, Ben Tischler
<b>Meeting Length (Hrs)</b>	1pm-2pm (1 hr)
<b>Reason</b>	Council Agenda Planning
<b>Summary and Outcome</b>	Regular weekly check-in to organize items brought forward onto the Council agenda for Council meetings.
<b>Next Steps</b>	Provide all items to Society's admin team.

<b>Meeting, Date</b>	May 27, 2022
<b>Parties Attending</b>	Myself, Eshana Baran, Rea Chatterjee, other BC Student Societies
<b>Meeting Length (Hrs)</b>	4pm-7pm (3 hrs)
<b>Reason</b>	Alliance of BC Students Conference
<b>Summary and Outcome</b>	First day of the ABCS Conference discussion the importance of doing advocacy work from an anti-oppression standpoint.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	May 28, 2022
<b>Parties Attending</b>	Myself, Eshana Baran, Rea Chatterjee, other BC Student Societies
<b>Meeting Length (Hrs)</b>	10am-5pm (7 hrs)

<b>Reason</b>	Alliance of BC Students Conference
<b>Summary and Outcome</b>	Second day of the ABCS Conference touching on how to organize your Society's Lobbying Registry.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	May 29, 2022
<b>Parties Attending</b>	Myself, Eshana Baran, Rea Chatterjee, other BC Student Societies
<b>Meeting Length (Hrs)</b>	11am-2pm (4 hrs)
<b>Reason</b>	Alliance of BC Students Conference
<b>Summary and Outcome</b>	Third and final day of the ABCS conference on JEDI Principles.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	May 29, 2022
<b>Parties Attending</b>	Myself, Judit Nagy, Ben Tischler, Abhishek Parmar
<b>Meeting Length (Hrs)</b>	6pm-7pm (1 hr)
<b>Reason</b>	CCBC Meeting
<b>Summary and Outcome</b>	Regular discussion on findings brought forward to CCBC.
<b>Next Steps</b>	Seek legal opinion from Society's lawyer in regards to findings.

<b>Meeting, Date</b>	May 30, 2022
<b>Parties Attending</b>	Myself, Eshana Baran, Gabe Liosis, Ella Droko, Rea Chatterjee, Beaty Omboga, Muriel Adarkwa
<b>Meeting Length (Hrs)</b>	12:30pm-1pm (0.5 hrs)
<b>Reason</b>	Preparation to Meet MLA Katrina Chen
<b>Summary and Outcome</b>	Prepared meeting notes and pointers to raise when speaking to MLA Chen (i.e. water drives and affordability of student housing).
<b>Next Steps</b>	Present ideas to MLA Chen in June.

<b>Meeting, Date</b>	May 30, 2022
<b>Parties Attending</b>	Myself, Muriel Adarkwa
<b>Meeting Length (Hrs)</b>	1:45pm-2:30pm (0.75 hrs)
<b>Reason</b>	Project Preparation for University Academic Affairs Committee
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Due to the inaction of the VP University and Academic Affairs, I have had to</li> </ul>

	<p>take on a greater workload to accommodate the staff assisting the University and Academic Affairs Portfolio.</p> <ul style="list-style-type: none"> <li>Meeting set up to gain a general overview of projects that are one-month behind in the UAA portfolio.</li> </ul>
<b>Next Steps</b>	Create a draft of the UAA annual plan.

<b>Meeting, Date</b>	May 30, 2022
<b>Parties Attending</b>	Myself, Ella Droko
<b>Meeting Length (Hrs)</b>	2:30pm-3pm (0.5 hrs)
<b>Reason</b>	President x Board Organizer Check-In
<b>Summary and Outcome</b>	Weekly check-in with the Board Organizer on matters needed to be actioned in relation to the Society.
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	May 30, 2022
<b>Parties Attending</b>	Myself, Dipti Chavan, Trish Everett
<b>Meeting Length (Hrs)</b>	3pm-4:30pm (1.5 hrs)
<b>Reason</b>	Discussion w/ Events Coordinator & SFSS Union Shop Steward
<b>Summary and Outcome</b>	N/A (due to confidentiality and sensitivity of employee matters).
<b>Next Steps</b>	N/A (due to confidentiality and sensitivity of employee matters).

<b>Meeting, Date</b>	May 30, 2022
<b>Parties Attending</b>	Myself, Ben Tischler
<b>Meeting Length (Hrs)</b>	6pm-7pm (1 hr)
<b>Reason</b>	Council Chair & Vice Chair Check-In
<b>Summary and Outcome</b>	Discussed where supports are needed between Chair and Vice Chair during Council meetings.
<b>Next Steps</b>	Prepare a document outlining our needs for supporting each other.

<b>Meeting, Date</b>	May 31, 2022
<b>Parties Attending</b>	Myself, Ayesha Khan
<b>Meeting Length (Hrs)</b>	1:30pm-2pm (0.5 hrs)
<b>Reason</b>	President x Operations Organizer Check-In
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Discussed gaps and concerns in staff's knowledge of the scope of their roles</li> </ul>



	<ul style="list-style-type: none"> <li>in relationship to other staff.</li> <li>Backfill of employees before they go on leave</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Work with Union Shop Steward to close gap in staff's knowledge</li> <li>Assess job postings to backfill positions.</li> </ul>

<b>Meeting, Date</b>	May 31, 2022
<b>Parties Attending</b>	Myself, Executive Committee, Board Organizer, Operations Organizer, Building Manager
<b>Meeting Length (Hrs)</b>	4pm-4:30pm (0.5 hrs)
<b>Reason</b>	SUB Emergency Response Plans Discussion w/ Executive Committee & Management
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Discussed the overview of the SUB response plans and why they are necessary to implement (staff have been given no protocols on how to respond when safety risks arise in the SUB, which leaves the Society in a precarious position with Work Safe BC).</li> <li>Discussed timeline of draft revision.</li> <li>Discussed the second phase of the SUB Plans with including an abolitionist approach to reduce harm towards marginalized communities (project will take over the course of the next 6 months to a year).</li> <li>Discussed the importance of drop-in sessions for community members to express their opinions on the first draft of the plans.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Collect all feedback from drop-in sessions and implement it into a second draft.</li> <li>Get JHSC to approve plans by July, 2022 (or end of Summer).</li> </ul>

<b>Total Meeting Hours</b>	<b>44.5 hrs</b>
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## Projects and Events

<b>Project/Event Title</b>	SUB Emergency Response Plans
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>Completed readthrough of the first draft of the SUB Emergency response Plans.</li> <li>Actioned and organized all drop-in sessions for community members to raise any concerns on the matter alongside the Building Manager.</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>Collect all feedback from drop-in sessions to revise the first draft of the Plans into a second draft.</li> <li>Get Executive Committee's approval on the second draft before forwarding it off to the SFSS Joint Health and Safety Committee (one of the Committee's I Chair).</li> <li>Implement new safety policies after getting JHSC's approval.</li> </ul>
<b>Total Time (Hrs)</b>	7 hrs

<b>Project/Event Title</b>	Project Planning for University Academic Affairs Advocacy Work
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<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>Revision of all UAA and accessibility projects completed (i.e. creating new opportunities for scholarships and job opportunities for folks a part of the Steps Forward initiative, washroom accommodations for those with accessibility needs, contacts to make with University on academic advocacy).</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>Call for the next UAAC meeting.</li> <li>Assist folks a part of the UAAC committee and Accessibility committee on upcoming projects.</li> <li>Update current VP UAA on the work that has been done for her in her absence.</li> </ul>
<b>Total Time (Hrs)</b>	8 hrs

<b>Project/Event Title</b>	Staff Relations / Preparation for Staff Meetings
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>Coordinate with Union Shop Steward and Operations organizer on making Staff meetings more fun and entertaining!</li> <li>Needing to bridge knowledge gaps in Society's roles and staff responsibilities</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>Reframe structure of staff meetings to be more inclusive of all departments (a space for staff to have the opportunity to learn and interact with staff who don't work within their departments).</li> <li>Create a comprehensive powerpoint presentation with Union Shop Steward on the various departments and roles within the Society.</li> </ul>
<b>Total Time (Hrs)</b>	6 hrs

<b>Total Project and Events Hours</b>	21 hrs
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## Committee Chair Work

<b>Committee Name</b>	SFSS Council
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	6 hrs (in reference to time used to prepare for Council prior to scheduled meeting).
<b>Summary</b>	<ul style="list-style-type: none"> <li>Call for agenda items email being drafted and sent</li> <li>Liaising with Admin on the receiving of agenda items</li> <li>Review, revision and approval of agenda / agenda items</li> </ul>
<b>Ongoing Projects</b>	Preparation for the next Council meeting
<b>Relevant Strategic Priorities:</b>	Needing to approve past Council meeting minutes and videos left within the admin team's backlog.

<b>Committee Name</b>	Committee on Councillor Breaches of Confidentiality (CCBC)
<b># of Meetings</b>	2
<b>Total Time (Hrs)</b>	10 hrs (in reference to time used to prepare for this Committee prior to scheduled

	meetings).
<b>Summary</b>	<ul style="list-style-type: none"> <li>• Preparing agenda and meeting notes to further lead discussion</li> <li>• Time taken to assess current circumstances brought forward in the past in regards to CCBC</li> <li>• Reviewing the Committee's Terms of Reference</li> <li>• Consulting with lawyer for legal opinion (when needed)</li> <li>• Creating timelines to move projects along</li> </ul>
<b>Ongoing Projects</b>	CCBC Public Report
<b>Relevant Strategic Priorities:</b>	Continue consulting with legal counsel in relation to working matters brought forward to the CCBC.

<b>Total Committee Hours</b>	<b>16 hrs</b>
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## Administrative Work

<b>Summary</b>	<ul style="list-style-type: none"> <li>• Corresponding with SUB community members on SUB Response Plans</li> <li>• Sensitive union-related matters on employee relations.</li> <li>• Insurance policy follow-ups</li> <li>• Preparation for employee backfill in regards to employee leaves / time off</li> <li>• Agenda preparation with Admin Team</li> <li>• Building inquiries on hours and operations</li> <li>• Staff inquiries and concerns on day-to-day operations</li> <li>• External communications with the University on matters related to Senate and SFU policy</li> <li>• Liaising with Society's lobbying registrar</li> <li>• Cheque requisition signages</li> <li>• Organizing meetings amongst staff and SUB community members</li> <li>• Prioritizing the completion of WUSC scholarship and lease agreements with University stakeholders and SUB tenants (carry over projects from the previous executive team).</li> </ul>
<b>Total Time (Hrs)</b>	30 hrs

<b>Total Admin Hours</b>	<b>30 hrs</b>
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<b>TOTAL HOURS</b>	<b>111.5</b>
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# VP Internal and Organizational Development

## Judit Nagy

### Meeting Summary and Comments

<b>Meeting, Date</b>	2022-05-16
<b>Parties Attending</b>	Myself; Helen Sofia Pahou; Ben Tishler
<b>Meeting Length (Hrs)</b>	1:30-2:30 PM (1 Hour)
<b>Reason</b>	<b>Council Agenda Planning Catch Up</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed how agenda planning is meant to go (as far as we know) to the new member, Ben.</li> <li>- Discussed new notice of motion being added to the agenda</li> <li>- Talked about pushing another notice for getting e-voting</li> <li>- Delegated submissions</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Agenda items need to be submitted by May 18, 2021</li> <li>- Next meeting on Friday, and to resume regular meeting time.</li> </ul>

<b>Meeting, Date</b>	2022-05-18
<b>Parties Attending</b>	Myself; Helen Sofia Pahou; Abhishek Parmar; Student Care
<b>Meeting Length (Hrs)</b>	11 AM-12 PM (1 Hour)
<b>Reason</b>	<b>SFSS Financial Statement Review</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Talked referendum plans for the Health and Dental Plan</li> <li>- Discussed AGM planning             <ul style="list-style-type: none"> <li>- I am to schedule a meeting with Student Care and myself</li> <li>- Use the 4000 level board room</li> </ul> </li> <li>- Talked about refund request             <ul style="list-style-type: none"> <li>- Abhi and Helen to sign for it</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Talk to Health and Counselling about joint session with Student Care</li> <li>- Set up time with Bahareh</li> </ul>

<b>Meeting, Date</b>	2022-05-18
<b>Parties Attending</b>	Myself; Council
<b>Meeting Length (Hrs)</b>	4:30-6:14 PM (1.75 Hours)
<b>Reason</b>	<b>Council Development Session</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Scared council with council policies             <ul style="list-style-type: none"> <li>- Made it more applicable how our policies and bylaws work to both protect them, but also enforce rules</li> <li>- People seemed to be very fascinated by R-5, which seemed a little worrisome</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Talked about CUPE and how that applies to non-executive councilors <ul style="list-style-type: none"> <li>- Discussed grievance, arbitration, and mediation</li> <li>- Politely asked council to treat staff well</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Upload recording, captioning, and slides to dev session folder</li> </ul>

<b>Meeting, Date</b>	2022-05-19
<b>Parties Attending</b>	Myself; Abhishek Parmar
<b>Meeting Length (Hrs)</b>	11AM -3 PM (4 Hours)
<b>Reason</b>	<b>Clubs Day Tabling</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Handed out mini donuts to students</li> <li>- Spoke about SFSS services and what it provided through the SFSS</li> <li>- Spoke to club members and other groups</li> <li>- Clean up</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Do some inventory: we ran out of paper bags and donuts <ul style="list-style-type: none"> <li>- We ended up using paper plates to substitute for bags</li> <li>- Luckily we only ran out of the donuts for like 20 mins before tabling ended.</li> </ul> </li> </ul>

<b>Meeting, Date</b>	2022-05-20
<b>Parties Attending</b>	Myself; John Walsh
<b>Meeting Length (Hrs)</b>	12-12:30 PM (0.5 Hour)
<b>Reason</b>	<b>SUB Walkthrough Planning</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed pushing the walk through to July</li> <li>- Talked about looping in Shelley to get catering ready and room booking</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Loop in Shelley</li> <li>- Tell SFU that we are aiming at mid-July for the walk through</li> </ul>

<b>Meeting, Date</b>	2022-05-20
<b>Parties Attending</b>	Myself; Abhishek Parmar; Hong Kong Student Society President
<b>Meeting Length (Hrs)</b>	12:30- 1 PM (0.5 Hour)
<b>Reason</b>	<b>Summer 2023 Event Planning and Q&amp;A</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Talked about timeline and who their main contact would be</li> <li>- Talked about event guidelines that would need to be met both from the SFSS and SFU</li> <li>- Talked about how to get the funding and the different levels of the SFSS that would need to be consulted to get their budget approved <ul style="list-style-type: none"> <li>- Suggested that they should let me and Abhi know when they are preparing their budget, so we can help with the presentation</li> </ul> </li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-05-20
<b>Parties Attending</b>	Myself; Helen Sofia Pahou; Ben Tischler
<b>Meeting Length (Hrs)</b>	1-2 PM (1 Hour)
<b>Reason</b>	<b>Council Agenda Planning</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Confirmed the items on the agenda</li> <li>- Reviewed the agenda as sent out by admin</li> <li>- Tasked Helen to submit the amendments</li> <li>- Discussed moving some items off the agenda as they were redundant</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Confirm agenda items for admin</li> <li>- Get agenda sent out to council</li> </ul>

<b>Meeting, Date</b>	2022-05-20
<b>Parties Attending</b>	Myself; Helen Sofia Pahou
<b>Meeting Length (Hrs)</b>	2-4 PM (2 Hour)
<b>Reason</b>	<b>President x VPIOD Debrief</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed action items and how to delegate them</li> <li>- Talked about committee work</li> <li>- Discussed overlapping items and meeting, and how to prepare for them</li> <li>- Debriefed on past work since the beginning of May</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-05-22
<b>Parties Attending</b>	Myself; Helen Sofia Pahou; Ben Tischler
<b>Meeting Length (Hrs)</b>	5-7:58 PM (2.98 Hours)
<b>Reason</b>	<b>CCBC Meeting</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed timelines and deadline to wrap up past business</li> <li>- Discussed confidential matter pertaining to the committee</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Adhere to the timeline</li> </ul>

<b>Meeting, Date</b>	2022-05-25
<b>Parties Attending</b>	Myself; PSA Councilor
<b>Meeting Length (Hrs)</b>	10-11 AM (1 Hour)
<b>Reason</b>	<b>Onboarding PSA Councilor</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Ensured that councilor has email access</li> <li>- Made sure that forms were sent to MSC</li> </ul>

	<ul style="list-style-type: none"> <li>- Discussed what happened at orientation</li> <li>- Ensured that he had access to the drive folder for the orientation presentations and recordings</li> <li>- Answered questions about what happened at council so far <ul style="list-style-type: none"> <li>- Talked about committee elections</li> </ul> </li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-05-25
<b>Parties Attending</b>	Myself; DNA Councilor
<b>Meeting Length (Hrs)</b>	11-12 PM (1 Hour)
<b>Reason</b>	<b>Onboarding DNA Councilor</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed orientation <ul style="list-style-type: none"> <li>- Talked about the recording and slides that are available through the SFSS drive</li> </ul> </li> <li>- Discussed work reports and what different sections are</li> <li>- Talked about the council agenda <ul style="list-style-type: none"> <li>- Discussed DNA councilor brining a presentation about Save SFU Democracy</li> </ul> </li> <li>- Discussed agenda items deadline and how to submit regrets through jotform</li> <li>- Briefly talked about committee elections</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-05-25
<b>Parties Attending</b>	Myself; Abhishek Parmar; Helen Sofia Pahou; Eshana Baran; Rea Chatterjee; Ella Droko; Student Societies Senior Staff
<b>Meeting Length (Hrs)</b>	11-12 PM (1 Hour)
<b>Reason</b>	<b>[5S] SFU Student Societies Senior Staff Meeting</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Round table debriefs <ul style="list-style-type: none"> <li>- I reported on policy review and orientation, as well as onboarding new councilors</li> </ul> </li> <li>- Talked about the SUB opening on the weekend and what that will mean for services <ul style="list-style-type: none"> <li>- SFSS services will not be available (ie. Student Center)</li> <li>- Groups can open up their spaces if they wish</li> </ul> </li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-05-25
<b>Parties Attending</b>	All of Council
<b>Meeting Length (Hrs)</b>	4:30-10 PM ( 5.5 Hours)
<b>Reason</b>	<b>Council Meeting</b>

<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Committee elections: external, equity, university, finance, space oversight <ul style="list-style-type: none"> <li>- BIPOC postponed</li> </ul> </li> <li>- Presented on Orientation in Review <ul style="list-style-type: none"> <li>- Discussed areas of improvement <ul style="list-style-type: none"> <li>- Main improvement going forward would be to ensure that the outgoing executive doesn't drop the ball on the incoming executive, and actually abide OTP-2</li> </ul> </li> </ul> </li> <li>- Presentation on No Cops on Campus and Save SFU Democracy</li> <li>- Discussed updating the names of non-executive councilors on the SFSS website</li> <li>- Discussed Notice of Motion for IEC composition change</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-05-26
<b>Parties Attending</b>	Myself; Zoya Nari
<b>Meeting Length (Hrs)</b>	10:15-11:15 AM (1 Hour)
<b>Reason</b>	<b>Check in/Cheque Requisition Questions</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- After multiple DSUs have flagged this issue, I followed up with Zoya to ask about why cheque requisition had to move back to in-person <ul style="list-style-type: none"> <li>- We discussed that the receipts are needed for the audit (if it's a physical receipt)</li> <li>- We discussed that the form and the meeting minutes could be sent digitally</li> </ul> </li> <li>- We also discussed signing authorities and making sure those who have yet to sign the form sign within the next week or so <ul style="list-style-type: none"> <li>- Current there are five signing authorities: myself, Abhi, Helen, John, and Ayesha</li> </ul> </li> <li>- Talked about e-transfers for reimbursements <ul style="list-style-type: none"> <li>- Discussed how that cannot be set up with executive term, but we can start the process if that is something we want to follow through on</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Coordinate with MSC staff to see what can be done to make cheque requisitions faster for groups</li> </ul>

<b>Meeting, Date</b>	2022-05-26
<b>Parties Attending</b>	Myself; Trish Everett
<b>Meeting Length (Hrs)</b>	11:15 AM-12:30 PM (1.25 Hour)
<b>Reason</b>	<b>Check-in</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Asked about projects she would like help on</li> <li>- Talked about the organization and how the transition is going</li> <li>- Discussed potential ways to better communicate within the organization and setting up a more efficient network</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Follow up with Helen asap</li> </ul>

<b>Meeting, Date</b>	2022-05-26
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<b>Parties Attending</b>	Myself; John Walsh
<b>Meeting Length (Hrs)</b>	1-2 PM (1 Hour)
<b>Reason</b>	<b>Ongoing Projects</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Check-in with John about projects that would be ongoing or beginning while he is away</li> <li>- Discussed new SUB opening times on the weekend and how that will work for SUB tenants</li> <li>- Discussed some key points of current projects <ul style="list-style-type: none"> <li>- Overall, we should be okay until he comes back in July (maybe)</li> </ul> </li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-05-26
<b>Parties Attending</b>	Myself; RHA President
<b>Meeting Length (Hrs)</b>	2:30-3:30 PM (1 Hour)
<b>Reason</b>	<b>Onboarding RHA Council Representative</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Met with Emmanuel and discussed that RHA has recently become active again <ul style="list-style-type: none"> <li>- Emmanuel has become RHA president</li> </ul> </li> <li>- Talked about how RHA has a seat on council and how that could be filled <ul style="list-style-type: none"> <li>- As of now, we are looking to have Emmanuel take the RHA seat</li> </ul> </li> <li>- I forwarded him the onboarding documents, as well as other resources</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- The RHA council representative does not have an email with the SFSS, so that would need to be created. <ul style="list-style-type: none"> <li>- Once I got word from staff that the forms are completed, I will create the email and set it up for Emmanuel</li> </ul> </li> </ul>

<b>Meeting, Date</b>	2022-05-26
<b>Parties Attending</b>	Myself; Abhishek Parmar
<b>Meeting Length (Hrs)</b>	3:30-5:30 PM (2 Hour)
<b>Reason</b>	<b>Meeting Prep and Annual Plan Planning</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the budget and how we are looking to move around funding to adhere to the DSU core funding increase <ul style="list-style-type: none"> <li>- Discussed allocating the Outreach Committee 5K and see how it goes. Arguably, they should have a larger budget, but since this is the first year the committee is active, we are airing on the side of caution.</li> </ul> </li> <li>- Discussed the budget presentation to council</li> <li>- Discussed other upcoming projects and meetings, and how we should handle potential issues.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Confirm at the next agenda planning that the budget is coming for approval to council.</li> </ul>

<b>Meeting, Date</b>	2022-05-27
<b>Parties Attending</b>	Myself; CSSS Councilor
<b>Meeting Length (Hrs)</b>	9-9:30 AM (0.5 Hour)
<b>Reason</b>	<b>Onboarding CSSS Councilor</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Went over Orientation topics and what he missed</li> <li>- Set up the CSSS email and made sure he had access</li> <li>- Talked about the main emails to look out for: work reports, orientation folder, development session folder, and council agenda email</li> <li>- We discussed CSSS frosh and budget request coming to council</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-05-27
<b>Parties Attending</b>	Myself; Education Councilor
<b>Meeting Length (Hrs)</b>	10-11 AM (1 Hour)
<b>Reason</b>	<b>Onboarding Education Councilor</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed orientation topics <ul style="list-style-type: none"> <li>- Highlighted the importance of in-camera and what reason would constitute as a reason to move in-camera</li> </ul> </li> <li>- Talked about outstanding onboarding paperwork</li> <li>- Discussed main emails and folders to look out for in the SFSS email</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-05-27
<b>Parties Attending</b>	Myself; Helen Sofia Pahou; Ben Tischler
<b>Meeting Length (Hrs)</b>	1-2 PM (1 Hour)
<b>Reason</b>	<b>Council Agenda Planning</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Went over the necessary items for the agenda <ul style="list-style-type: none"> <li>- Another round of archaic committee elections (yay?) <ul style="list-style-type: none"> <li>- Moving BIPOC elections under old business and it will be the first motion on the agenda</li> </ul> </li> </ul> </li> <li>- Spoke about potential presentations</li> <li>- Asked Somayeh to cc me and Helen on the Jotform submissions, so we can better estimate how stacked an agenda is going to be</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Submit motions for committee elections to the jotform</li> </ul>

<b>Meeting, Date</b>	2022-05-27
<b>Parties Attending</b>	Myself; SASS President
<b>Meeting Length (Hrs)</b>	2-2:30 PM (0.5 Hours)

<b>Reason</b>	<b>SASS Check-in</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the SASS bylaws and how to enforce them, if necessary</li> <li>- Discussed the importance of being able to delegate tasks, and ensuring everyone on the team knows what their responsibilities are <ul style="list-style-type: none"> <li>- I recommended that the everyone on the team prepares an annual plan, to help folks stay on track</li> </ul> </li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-05-27
<b>Parties Attending</b>	Myself; Shelley Durante
<b>Meeting Length (Hrs)</b>	3:35-6:15 PM (2.67 Hours)
<b>Reason</b>	<b>Planning for SUB Walk-through and Check-in</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed what kind of timeline we are looking at <ul style="list-style-type: none"> <li>- Mid July</li> </ul> </li> <li>- Talked about what kind of catering we are looking to do. It would best to either go with MECS or with Blenz <ul style="list-style-type: none"> <li>- I am partial to go with Blenz since SFU uses MECS by default, so it would be nice to do something special for them</li> </ul> </li> <li>- Talked about using the 4000 level boardroom as a meeting hub after the walkthrough</li> <li>- Spoke about other miscellaneous issues and projects happening in the coming months</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Give Shelley a heads up once we have a date so she can book the boardroom</li> <li>- Look over Blenz Menu to get an idea what we want</li> </ul>

<b>Meeting, Date</b>	2022-05-28
<b>Parties Attending</b>	Myself; Engineering Councilor
<b>Meeting Length (Hrs)</b>	10:30-11:30 AM (1 Hour)
<b>Reason</b>	<b>Council Year Brianstorm</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Set up his SFSS email, which he did not have access to</li> <li>- Reviewed committee elections and what committees would be of interest to him</li> <li>- Talked about how to fill out work reports</li> <li>- Discussed plans he has for ESSS</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-05-29
<b>Parties Attending</b>	Myself; Helen Sofia Pahou; Ben Tishler
<b>Meeting Length (Hrs)</b>	6-7 PM (1 Hour)
<b>Reason</b>	<b>CCBC Meeting</b>

<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Followed up on action items from last week</li> <li>- Agreed on time that works for all committee members to go speak to The Peak</li> <li>- Discussed other confidential matters pertaining to the business of the committee</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- I sent off an email to The Peak with our availabilities</li> </ul>

<b>Meeting, Date</b>	2022-05-30
<b>Parties Attending</b>	Myself; Mark Giles
<b>Meeting Length (Hrs)</b>	5:30-6:45 PM (1.25 Hour)
<b>Reason</b>	<b>Governance Committee Vice Chair Check-in</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Spoke about the annual governance plan and the timeline</li> <li>- Discussed how we should wrap up majority of policy review by the end of summer semester</li> <li>- Discussed preparing AGM bylaw change recommendation and the timeline on that</li> <li>- Discussed the pace of policy reviews to expect, and how to keep up <ul style="list-style-type: none"> <li>- Notice of motion recommendation to council</li> </ul> </li> <li>- Setting up bi-weekly check-ins</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Setting bi-weekly calendar invite <ul style="list-style-type: none"> <li>- Mondays at my office</li> </ul> </li> <li>- Getting started on agenda planning google doc</li> </ul>

<b>Meeting, Date</b>	2022-05-31
<b>Parties Attending</b>	Myself; John Walsh
<b>Meeting Length (Hrs)</b>	11:15-12 PM (1 Hour)
<b>Reason</b>	<b>SUB Emergency Response Plans - Drop in for Q&amp;A</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Briefly discussed the response plan</li> <li>- I had a particular interest in regards to procedure for active shooters due to recent concerns</li> <li>- Waited for people to drop in with questions</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Attend the next session(s)</li> </ul>

<b>Meeting, Date</b>	2022-05-31
<b>Parties Attending</b>	Myself; Beaty Omboga
<b>Meeting Length (Hrs)</b>	11:15-12 PM (0.75 Hour)
<b>Reason</b>	<b>Check-in and Debrief on First Governance Meeting</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the main events of the first governance meeting</li> <li>- Briefed Beaty on who the new VC is for governance <ul style="list-style-type: none"> <li>- Mark will be chairing a governance meeting soon!</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Discussed policy review assignment sheet <ul style="list-style-type: none"> <li>- Elections and Referenda Policies are ready to go by Monday</li> <li>- Talked about CIPs</li> <li>- Talked about scheduling Notices</li> </ul> </li> <li>- Discussed preparing bylaw amendments for AGM</li> <li>- Talked about Governance Annual Plan, and how there wasn't one last year → will look at Gabe's for reference on doc length and style</li> <li>- Talked about starting VPIOD SOP maybe in November</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Finish campaigning policy review</li> <li>- Finish Governance Annual Plan</li> </ul>

<b>Meeting, Date</b>	2022-05-31
<b>Parties Attending</b>	Myself; Abhishek Parmar; Helen Sofia Pahou; John Walsh
<b>Meeting Length (Hrs)</b>	11:15-12 PM (1 Hour)
<b>Reason</b>	<b>SUB Emergency Response Plans - Drop in for Q&amp;A</b>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Second session (that I could attend)</li> <li>- Waited for drop ins and discussed the response plan a bit more</li> </ul>
<b>Next Steps</b>	N/A

<b>Total Meeting Hours</b>	<b>42.15 Hours</b>
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## Projects and Events

<b>Project/Event Title</b>	Development Session Presentation on Bylaws and Policies
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Bylaw and council policy review to pull relevant clauses to non-executive councilors <ul style="list-style-type: none"> <li>- Give more of hands-on understanding</li> <li>- A lot of orientation was a little too broad, and maybe not specific enough</li> </ul> </li> <li>- Outstanding: Releasing Take Home Quiz</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Clear language and memorable examples to aid memory</li> <li>- Have recording and slides uploaded in the development session folder for councilors to review</li> </ul>
<b>Total Time (Hrs)</b>	3.5 hours

<b>Project/Event Title</b>	Policy Review for Governance
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Checklist created</li> <li>- Policies assigned for reviews <ul style="list-style-type: none"> <li>- Priorities are Election and Referenda Policies and Corporate and Information Policies (15 policies reviewed individually)</li> </ul> </li> <li>- Current ETA: both policies be reviewed and language recommended for amendments</li> </ul>

	<ul style="list-style-type: none"> <li>- Discussing strategies of pushing multiple Notices per council meeting</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Getting at least ¾ of policy review and amendments done by end of August</li> <li>- Update checklist weekly</li> </ul>
<b>Total Time (Hrs)</b>	7 hours

<b>Project/Event Title</b>	Governance Committee Annual Plan
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Outlining and drawing up a tentative timeline (no need to be unrealistic here based on what we have going on right now...)</li> <li>- Did not find 2021 GOV Annual Plan, based on the GOV Minutes from Nov 9, 2021, there is no Annual Plan</li> <li>- Drafting plan in doc format, presentation to be provided for committee as well</li> <li>- Priorities: Reviews, Reconciliations, Mass-Amendments, Legal Consults (for more than one policy!), New policy drafts and timeline with expectations, AGM designated policies and bylaw updates <ul style="list-style-type: none"> <li>- Governance "Capstone" Project 2022-23</li> </ul> </li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Getting feedback from GOV on the annual plan</li> <li>- Delegate tasks</li> </ul>
<b>Total Time (Hrs)</b>	5.25 hours

<b>Project/Event Title</b>	VPIOD Annual Plan (someone send help)
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Reviewed the "draft" VPIOD SOP and decided that it didn't really make sense</li> <li>- Started drafting annual plan based on: outreach projects, categorizing priorities and campaign promises, section on improving departmental policies <ul style="list-style-type: none"> <li>- Two main priorities: (1) repair what has been broken for years (looking at you, CIP...) and actually start to enforce our policies; (2) prioritize clearly worded, and demystified procedures and policies</li> <li>- Look into VPIOD being a more of a supporter of the president. There are a lot of things IOD cannot help with/or do on behalf of the president.</li> </ul> </li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Expected completion trajectory week of June 13</li> <li>- Distribution through council mailing list (no presentation, I would put people to sleep, probably...unless people do what to hear me ramble on about subclauses? Let me know.)</li> </ul>
<b>Total Time (Hrs)</b>	3 hours

<b>Total Project and Events Hours</b>	18.75 Hours
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## Committee Chair Work

<b>Committee Name</b>	Governance Committee
<b># of Meetings</b>	1

<b>Total Time (Hrs)</b>	2 Hours
<b>Summary</b>	<ul style="list-style-type: none"> <li>- Discussed missing policies from Elections and Referenda</li> <li>- Discussed working on Governance Committee Annual Plan, and what we are planning to work on</li> <li>- Reviewed the IEC composition change notice of motion</li> <li>- Elected Vice Chair</li> <li>- Reviewed Policy Review Tracker</li> <li>- Discussed slates and the issues they pose for elections, and potential remedies moving forward.</li> </ul>
<b>Ongoing Projects</b>	<ul style="list-style-type: none"> <li>- Policy review assignments for committee members</li> <li>- Governance Annual Plan</li> <li>- Notice of Motion for IEC composition at council and on website</li> </ul>
<b>Relevant Strategic Priorities:</b>	<ul style="list-style-type: none"> <li>- Google doc to be sent out for committee members to sign up for reviews</li> <li>- To get Consolidated Decisions spreadsheet shared with committee members</li> </ul>

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

<b>Summary</b>	<p><b>At-large member tracker and applicants spreadsheet, emails, GOV committee meeting confirmation, and committee elections consultation</b>  <b>DATE: May 16, 2022</b></p> <ul style="list-style-type: none"> <li>- At-large tracker was shared with exec and Muriel</li> <li>- Regular email clean up and review</li> <li>- Confirmed GOV meeting and communicated with rest of the committee</li> <li>- Followed up with Beaty to see if there is a better way we could do committee election. There isn't. Not without e-voting.</li> </ul>
<b>Total Time (Hrs)</b>	2.25 Hours

<b>Summary</b>	<p><b>Emails, Minutes review and confirmation, video approval, GOV agenda items confirmation (attachments)</b>  <b>DATE: May 17, 2022</b></p> <ul style="list-style-type: none"> <li>- Following up on Muriel's question about executive page on the SFSS website</li> <li>- Updating and confirming agenda attachments for GOV</li> <li>- Regular email responses</li> <li>- Video sign offs for past council meetings</li> <li>- Reviewing and requesting corrections to the council minutes (duplicates, missing people on roll call, etc.) <ul style="list-style-type: none"> <li>- Sent back annotated copy to admin</li> </ul> </li> </ul>
<b>Total Time (Hrs)</b>	3.75 Hours

<b>Summary</b>	<p><b>Emails, Post StudentCare Action items list</b>  <b>DATE: May 18, 2022</b></p> <ul style="list-style-type: none"> <li>- Regular email responses and review</li> </ul>
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	<ul style="list-style-type: none"> <li>- Planning out actions items after student care meeting and drafting out emails to relevant parties <ul style="list-style-type: none"> <li>- Also estimating AGM timing and when notice would be given</li> <li>- Thinking about a Fall referendum, will ask Beaty about it</li> </ul> </li> </ul>
<b>Total Time (Hrs)</b>	<b>2 Hours</b>

<b>Summary</b>	<p><b>Email update (first round of orientation recordings sent out), esports MOU review, drive organization, email to Peak</b>  <b>DATE: May 19, 2022</b></p> <ul style="list-style-type: none"> <li>- Sent out the folder to the orientation recordings that we had at the time to let people work through them slowly.</li> <li>- Esports MOU review and tracking down the motion</li> <li>- Organizing the drive and the folders I have access to</li> <li>- Drafted correction request to the Peak (sent next day)</li> </ul>
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<b>Total Time (Hrs)</b>	<b>3.5 Hours</b>
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<b>Summary</b>	<p><b>Updating Finance about VC stipend, esports MOU review, esports meeting prep, looking for missing council reps, mass email to councilors with outstanding info</b>  <b>DATE: May 20, 2022 and May 21, 2022</b></p> <ul style="list-style-type: none"> <li>- Following up with finance to ensure the VC is getting the right stipend, the last VC just got the regular councilor stipend unfortunately</li> <li>- Reviewing ways clarify and update e-sports MOU if esports is still interested <ul style="list-style-type: none"> <li>- Highlighting key areas of concern, especially in relations to our operations not matching what is outlined (ie. banning people and how SPOC operates)</li> <li>- We should get legal on whether the MOU is binding since the motion passed but nothing was signed...</li> </ul> </li> <li>- Mass email drafted (May 20) and sent out (May 21) to councilors who are missing their forms for the director filing or for their stipends. Forms were re-sent and outlined who they should send it to. Also encouraged them to let me know if they still do not have email access, and asked them to join the SFSS server.</li> </ul>
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<b>Total Time (Hrs)</b>	<b>4 Hours</b>
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<b>Summary</b>	<p><b>CCBC Agenda drafting and emails</b>  <b>DATE: May 22, 2022</b></p> <ul style="list-style-type: none"> <li>- Drafting CCBC agenda because there is no admin for CCBC</li> <li>- Responding to emails about committee elections and other non-exec concerns</li> </ul>
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<b>Total Time (Hrs)</b>	<b>2 Hours</b>
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<b>Summary</b>	<p><b>Call for agenda items, messages and emails</b>  <b>DATE: May 23, 2022</b></p> <ul style="list-style-type: none"> <li>- Put out the call for agenda items for GOV committee for the next meeting</li> <li>- Got back to old emails and messages that piled up</li> </ul>
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<b>Total Time (Hrs)</b>	<b>1.5 Hours</b>
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Summary	<p><b>Looking for ITS MOU (that doesn't exist, spoilers, I guess), agenda approval and amendments, email resets</b>  <b>DATE: May 24, 2022</b></p> <ul style="list-style-type: none"> <li>- Was looking for the SFSS-SFU ITS MoU to help with ITS policy review, but there is no MOU...</li> <li>- Submitted a quick fix on the agenda and last minute review</li> <li>- Email resets for new councilors</li> <li>- Following up with Erin</li> </ul>
Total Time (Hrs)	3 Hours

Summary	<p><b>Emails, sending out onboarding documents, meeting prep</b>  <b>DATE: May 25, 2022</b></p> <ul style="list-style-type: none"> <li>- Going over regular emails and filling out scheduling links</li> <li>- Sending out onboarding information and giving access to emails and the SFSS discord server</li> <li>- Reviewing talking points for upcoming meetings and how to go about it amicably</li> <li>- Testing SSO link</li> </ul>
Total Time (Hrs)	2.5 Hours

Summary	<p><b>Sending out onboarding info, setting up onboarding appointments, GOV minutes approval, SUB walkthrough planning</b>  <b>DATE: May 26, 2022</b></p> <ul style="list-style-type: none"> <li>- Sending out the onboarding info to education and RHA councilors <ul style="list-style-type: none"> <li>- Setting up meeting times</li> </ul> </li> <li>- Approving governance minutes after some edits</li> <li>- Working on SUB walkthrough</li> </ul>
Total Time (Hrs)	2 hours

Summary	<p><b>Email resetting, confirming date and time for SVSPO training, prep for onboarding sessions, collective agreement review</b>  <b>DATE: May 27, 2022</b></p> <ul style="list-style-type: none"> <li>- Had to reset the email for a councilor again because the reset link expired (I haven't heard from them since, so I hope it worked!)</li> <li>- Confirmed time and date for SVSPO training. They suggested doing signups to get an idea how many people are attending, so I will have to do that.</li> <li>- Overview of orientation to remind myself what happened before I see new councilors → looking at presentation and itinerary</li> <li>- CA review to confirm a nagging suspicion</li> </ul>
Total Time (Hrs)	2 Hours

Summary	<p><b>Emails, updating mailing lists, GOV agenda planning and submissions</b>  <b>DATE: May 29, 2022</b></p> <ul style="list-style-type: none"> <li>- Responding to miscellaneous emails and making a priorities list for the upcoming week</li> </ul>
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	<ul style="list-style-type: none"> <li>- Week schedule planning</li> <li>- GOV committee agenda planning, what should go on there, recommendations, discussion items, presentations, etc.</li> <li>- Updated committee mailing lists for execs who confirmed their committee members.</li> </ul>
<b>Total Time (Hrs)</b>	<b>3 Hours</b>

<b>Summary</b>	<p><b>Council Agenda motion writing and submissions, email responses, councilor profile updates (w/ Ilham), IG Exec profiles reminder (w/ Muriel), cheque requisitions signing, RRSP signing, governance checklist review, meeting scheduling</b>  <b>DATE: May 30, 2022</b></p> <ul style="list-style-type: none"> <li>- Drafting the motions assigned to me for the council agenda and submitting them on the jotform (and not waiting until the last minute)</li> <li>- Running regular email errands</li> <li>- Finishing the councilor list and sending it off the Ilham</li> <li>- Creating the RHA email</li> <li>- Reminding executive to complete the IG post captions for Muriel</li> <li>- Signing cheques and RRSPs</li> <li>- Reviewing GOV policy update status</li> <li>- Prep for GOV VC chair check-in</li> <li>- Scheduling meetings</li> <li>- Working on work report</li> </ul>
<b>Total Time (Hrs)</b>	<b>4.5 Hours</b>

<b>Summary</b>	<p><b>Sending out complete Council Orientation Recordings, Following up with Ilham about NoM, Handling club issue, emergency plan review, GOV agenda review and approval, follow-up email with SFU admin</b>  <b>DATE: May 31, 2022</b></p> <ul style="list-style-type: none"> <li>- Got word from Ella that she uploaded the outstanding recordings to the folders. I sent out a note to council to review the recordings if they have any questions, or if they missed orientation.</li> <li>- Blenz Menu review for SFU walkthrough</li> <li>- Followed up with Ilham about notice of motions, and how that process works from the comm's end</li> <li>- I was briefed on a <i>bit</i> of an issue that the old board messed up on (massively). Reviewed the email and ran damage control on it.</li> <li>- Review the Emergency Plan and try to memorize the majority of it. It will be something that would be worthwhile running our groups through it, if they hold space or events in the SUB.</li> <li>- GOV committee agenda review and approval before sent out to the committee</li> <li>- Continuing the planning of the SUB Walkthrough</li> <li>- Working on work report</li> </ul>
<b>Total Time (Hrs)</b>	<b>3.5 Hours</b>

<b>Total Admin Hours</b>	<b>39.5 Hours</b>
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<b>TOTAL HOURS</b>	<b>102.4 HOURS</b>
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VP Finance and Services  
Abhishek Parmar

## Meeting Summary and Comments

<b>Meeting, Date</b>	University Secretary & Counsel General Issue May 16 8-9pm
<b>Parties Attending</b>	Helen, Rea, Eshana, Vaibhav
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	To discuss the issues concerning the merging of the university secretary and legal counsel roles
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• I provided info that the rumors of a major change being made without going through the Senate first was incorrect.</li> <li>• All execs expressed concerns about how the combined role could be exploited to change definitions of certain terms</li> <li>• I mentioned that I would vote against this at BOG if BOG ended up voting on this</li> </ul>
<b>Next Steps</b>	Follow up at Senate

<b>Meeting, Date</b>	Meeting with Studentcare, May 18th 11am-12pm
<b>Parties Attending</b>	Judit, Helen, Bahareh
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	SFSS finances review
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Discussed referendum plans for the AGM surrounding health and dental             <ul style="list-style-type: none"> <li>◦ Judit mentioned likely AGM timeline</li> </ul> </li> <li>• Refund request from Pacific blue cross to get funds back into our possession             <ul style="list-style-type: none"> <li>◦ Helen and I are to sign this request</li> </ul> </li> </ul>
<b>Next Steps</b>	I signed the refund request document

<b>Meeting, Date</b>	Meeting with a student, May 18th 2022 1:15pm-1:45pm
<b>Parties Attending</b>	A student
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Student wanted to ask me questions
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Answered a student's question regarding getting involved with the SFSS             <ul style="list-style-type: none"> <li>◦ I let the know about council and about at large applications which would come out eventually</li> </ul> </li> </ul>

<b>Next Steps</b>	
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<b>Meeting, Date</b>	Meeting with ESSS president, May 18, 2022 3:30pm-4:30pm
<b>Parties Attending</b>	Boris
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Issues with eventbrite
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Listened to issues that the ESSS has regarding eventbrite</li> <li>● Sent emails to Kurt and Anna regarding the issue</li> </ul>
<b>Next Steps</b>	Follow up with Kurt and Anna

<b>Meeting, Date</b>	Council Dev session , May 18th 4:30pm - 6:15pm
<b>Parties Attending</b>	Councilors, Exec
<b>Meeting Length (Hrs)</b>	1.75
<b>Reason</b>	Bi-Weekly development session
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Judit presented a development session on council policy <ul style="list-style-type: none"> <li>○ Councilors took particular interest in R-5 <ul style="list-style-type: none"> <li>■ I decided to take the time during this valuable development session to make a comment asking councilors to use common sense because I felt it was needed</li> </ul> </li> </ul> </li> <li>● Judit informed dev session listeners on the details of CUPE's interaction with non-executive councilors <ul style="list-style-type: none"> <li>○ Hopefully councilors understand how to treat staff</li> </ul> </li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Meeting with student May 20, 2022 12pm - 12:15pm
<b>Parties Attending</b>	A student
<b>Meeting Length (Hrs)</b>	0.25
<b>Reason</b>	They wanted to know about core funding
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● A student approached me in my office regarding the core funding increase <ul style="list-style-type: none"> <li>○ I informed them I would discuss it with Kurt and updated them on them on the motion from council</li> <li>○ We discussed various disbursements of the 50% increase</li> </ul> </li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Meeting with HKSS president, May 20, 2022 12:30PM-1:00PM
<b>Parties Attending</b>	President of Hong Kong Student Society, Judit
<b>Meeting Length (Hrs)</b>	0.5

<b>Reason</b>	To discuss a potential event
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• The President of the HKSS came to Judit and within the executive office</li> <li>• He pitched the idea of an event for next summer which would take place over a large field or area</li> <li>• It would have a lot of activity and they want food trucks</li> <li>• It would be a collaboration between tons of clubs and club executives</li> <li>• Judit and I both offered advice surrounding logistics</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Meeting with students about the SFSS May 20th, 2022 5:30-6:45pm
<b>Parties Attending</b>	Jaiden Angles, Nima
<b>Meeting Length (Hrs)</b>	1.25
<b>Reason</b>	They wanted to learn about the SFSS
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• I taught them about the basic governing structure of the SFSS</li> <li>• We discussed the last SFSS election</li> </ul>
<b>Next Steps</b>	Nima was interested in Finance committee, will send him the TOR

<b>Meeting, Date</b>	Governance Committee meeting May 23rd, 2022 4-4:30pm
<b>Parties Attending</b>	Judit, Ben, Mark, Hilary
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Bi weekly meeting
<b>Summary and Outcome</b>	Discussed policy review
<b>Next Steps</b>	Working on reviewing policy review

<b>Meeting, Date</b>	Meeting with Kurt, May 24, 2022 1:45 - 3:45pm
<b>Parties Attending</b>	Kurt
<b>Meeting Length (Hrs)</b>	2
<b>Reason</b>	To discuss several different issues
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Got our budgets to match</li> <li>• Figured out how to increase core funding for DSUs, FSUS and CGs</li> <li>• Attempted to resolve ESSS president's issue</li> <li>• Other minor issues</li> </ul>
<b>Next Steps</b>	Finalize the budget

<b>Meeting, Date</b>	[5S] SFU Student Societies Senior Staff Meeting May 25, 2022 11am-12pm
<b>Parties Attending</b>	Ella, various staff, exec

<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	To hear out what staff are doing
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Staff debriefed us on what they were working on <ul style="list-style-type: none"> <li>○ Women's center Ice cream sale stayed in my mind because I wanted ice cream</li> </ul> </li> <li>● I reported that I was working on the budget and signing cheq reqs, emails etc.</li> <li>● Discussed how opening the sub on the weekend would go and how groups could function</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Council Meeting May 25, 2022 4:30pm - 10pm
<b>Parties Attending</b>	Councilors, Exec, No Cops on Campus
<b>Meeting Length (Hrs)</b>	5.5
<b>Reason</b>	Bi-Weekly council meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● Presentation from No Cops on Campus <ul style="list-style-type: none"> <li>○ I monitored the waiting room closely to prevent issues during this segment</li> </ul> </li> <li>● Presentation on Save SFU Democracy <ul style="list-style-type: none"> <li>○ Postponed</li> </ul> </li> <li>● Judit presented orientation in review</li> <li>● Various committee elections <ul style="list-style-type: none"> <li>○ I incentivized running for finance committee with the reward of bubble tea</li> </ul> </li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Meeting with a student, May 26 8:30am - 10:30am
<b>Parties Attending</b>	Student
<b>Meeting Length (Hrs)</b>	2
<b>Reason</b>	Asked to be kept confidential however, part of it was regarding DSU topics
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>● I was about to campus but ended up taking an urgent call from a student</li> <li>● Gave information on the core increase for DSUs</li> <li>● Other info which was asked to be kept private</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Meeting with Sohan jayprakash Baviskar May 26, 2022 11:30am-12pm
<b>Parties Attending</b>	Sohan
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Technology

<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Sohan pitched his management software to me</li> <li>• Implemented by some AMS and SFU clubs already</li> <li>• I submitted it as a presentation to exec</li> </ul>
<b>Next Steps</b>	Presentation at exec

<b>Meeting, Date</b>	Meeting with Helen May 26, 2022 12-12:15pm
<b>Parties Attending</b>	Helen
<b>Meeting Length (Hrs)</b>	0.25
<b>Reason</b>	Jotform
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• I struggled to login to my Jotform and Helen helped me as we ran into similar issues</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Meeting with Judit May 26, 2022 3:30pm - 5:30pm
<b>Parties Attending</b>	Judit
<b>Meeting Length (Hrs)</b>	2
<b>Reason</b>	Meeting prep and Annual Plan Planning
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• Discussed upcoming projects</li> <li>• Discussed the issue fo a 50% increase to DSU core funding (its a lot of money)</li> <li>• Considered giving Outreach committee a \$5000 budget.</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	CCBC, May 29, 2022 6:30pm -7pm
<b>Parties Attending</b>	Judit, Ben, Helen
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Confidential
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>• As an advisor, I was only able to provide advise pertaining to information from the previous year of CCBC and there was not allowed to attend a portion of this meeting</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	AVP Finance Search Committee May 30, 2022 1pm-2:30pm
<b>Parties Attending</b>	Martin Purchurko, Student life rep from GSS, various parties from all over SFU
<b>Meeting Length (Hrs)</b>	1.5

<b>Reason</b>	To find a new AVP finance
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Reviewed various candidates who were confirmed as to having interest in the position</li> <li>Reviewed those who were potentially interested</li> <li>I emphasized that I would like to see more candidates either internally or who graduated from SFU's MBA program</li> </ul>
<b>Next Steps</b>	3 more meetings in June

<b>Meeting, Date</b>	Check in with John May 31, 2022 11:30pm -12:30pm
<b>Parties Attending</b>	John walsh (with a cameo from Judit midway through)
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Check in
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Discussed various funds including the build SFU fund and the space expansion fund</li> <li>Discussed items potentially not accounted for in the budget.</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	SUB Emergency Response Plans Discussion, May 31, 2022 4:00pm - 4:30pm
<b>Parties Attending</b>	Helen, Rea, Eshana, Vaibhav, Ella, Ayesha, John Walsh
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	<ul style="list-style-type: none"> <li>To catch up members of exec and non-union staff on the progress of the emergency response plan.</li> </ul>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>Caught up members of exec and non-union staff on the progress of the emergency response plan.</li> <li>Staff concerns surrounding the lack of an emergency policy were brought up at JHSC</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	SUB Emergency Response Plan Drop in for Q and A, May 31, 2022 6pm - 7:20pm
<b>Parties Attending</b>	John, Judit, Helen
<b>Meeting Length (Hrs)</b>	1.33
<b>Reason</b>	Drop in session
<b>Summary and Outcome</b>	No one showed up so we discussed various matter pertaining to the society and did individual work
<b>Next Steps</b>	n/a



<b>Total Meeting Hours</b>	<b>24.83</b>
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## Projects and Events

<b>Project/Event Title</b>	Welcome Day Tabling
<b>Updates and Upcoming Plans</b>	May 17 11-3 and May 19 11-3
<b>Relevant Strategic Priorities</b>	Helping students be more aware of the SFSS and what we do.
<b>Total Time (Hrs)</b>	8

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

<b>Summary</b>	May 16, 2022 Emails (1.5 hrs), messages for admin purposes (updating exec banking information) (.25 hrs) , signed bank recs (.25 hrs)
<b>Total Time (Hrs)</b>	2

<b>Summary</b>	May 17, 2022 Emails (0.5hrs), voting on motions for mandatory supplementary fees (0.5 hrs)
<b>Total Time (Hrs)</b>	1

<b>Summary</b>	May 18, 2022 emails(2hrs), signing virtual contracts (0.25hrs)
<b>Total Time (Hrs)</b>	2.25

<b>Summary</b>	May 19, 2022 Signed document for Kurt (0.1hrs) emails (0.75hrs)
<b>Total Time (Hrs)</b>	0.85

<b>Summary</b>	May 20, 2022, emails (1.5hrs)
<b>Total Time (Hrs)</b>	1.5

<b>Summary</b>	May 21, 2022 emails + creating of document for oversight (1.5hrs)
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<b>Total Time (Hrs)</b>	1.5
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<b>Summary</b>	May 23, 2022 emails (1 hr)
<b>Total Time (Hrs)</b>	1

<b>Summary</b>	May 24, 2022 Signed Cheq reqs (1.5 hrs) + emails (1.5hrs) + Adjusting the budget (2hrs)
<b>Total Time (Hrs)</b>	5

<b>Summary</b>	May 25, 2022 Emails (2hrs)
<b>Total Time (Hrs)</b>	2

<b>Summary</b>	May 26, 2022 Emails (2hrs)
<b>Total Time (Hrs)</b>	2

<b>Summary</b>	May 27, 2022 Governance policy review (2hrs) + emails (0.5)
<b>Total Time (Hrs)</b>	2.5

<b>Summary</b>	May 28, 2022 emails (1hr)
<b>Total Time (Hrs)</b>	1

<b>Summary</b>	May 30, 2022 Signed Cheque Reqs + RRSP (1.5 hours) , emails (3 hours) + updating OCEO report (0.5 hrs)
<b>Total Time (Hrs)</b>	5

<b>Summary</b>	May 31, 2022 Reading and answering emails many of which were regarding work reports (4.5hrs) + 3.5 hours spent on making this work report
<b>Total Time (Hrs)</b>	8

<b>Total Admin Hours</b>	<b>35.6</b>
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Total hours: 68.43

VP University and Academic Affairs

Nicole Kirigin

**Meeting Summary and Comments**

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

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

Total Meeting Hours	
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**Projects and Events**

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

Project/Event Title	
Updates and Upcoming Plans	

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

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

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

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

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

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

Eshana Baran

### Meeting Summary and Comments

<b>Meeting, Date</b>	Burnaby State of the City Luncheon (May 16th, 2022)
<b>Parties Attending</b>	Myself
<b>Meeting Length (Hrs)</b>	11am-2:30pm (4.5 hours)
<b>Reason</b>	To learn about the City of Burnaby's future plans (how this may affect SFSS membership)
<b>Summary and Outcome</b>	Learned about the City of Burnaby's Next Steps: <ul style="list-style-type: none"><li>- Building multiple recreation facilities</li><li>- Aiming to have full electric cars by the year 2022</li><li>- Building a firehall on the SFU Burnaby Campus</li></ul>
<b>Next Steps</b>	Seeing how we can connect SFU to these projects, see if there is any overlap or connections in this.

<b>Meeting, Date</b>	Migrant Students United (May 16th, 2022)
<b>Parties Attending</b>	Migrant Student United, Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	4:30pm-6:08pm (1 hour 38 mins)
<b>Reason</b>	Removing International Student Health Fee Campaign
<b>Summary and Outcome</b>	Planning townhall, working on the campaign letter
<b>Next Steps</b>	Continued planning

<b>Meeting, Date</b>	University Secretary + Counsel General Issue (May 16th, 2022)
<b>Parties Attending</b>	Helen Sofia Pahou, Rea Chatterjee, Abhishek Parmar, Vaibhav Arora
<b>Meeting Length (Hrs)</b>	8pm-9pm (1 hour)
<b>Reason</b>	Discussing the possible policy change, planning how to inform membership
<b>Summary and Outcome</b>	Action Item for Rea, Helen and I to work on the email to be sent out to membership
<b>Next Steps</b>	Look for new information about the policy

<b>Meeting, Date</b>	Collaboration for Concert in Surrey (May 17th, 2022)
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<b>Parties Attending</b>	Sophonie Priebe, Gabe Liosis, Myself
<b>Meeting Length (Hrs)</b>	10:45am-11am (15mins)
<b>Reason</b>	Helping promote the SOCA event
<b>Summary and Outcome</b>	Sent in work orders for the posts on Instagram
<b>Next Steps</b>	Event is done!

<b>Meeting, Date</b>	ECA Check-in (May 17th, 2022)
<b>Parties Attending</b>	Gabe Liosis, Myself
<b>Meeting Length (Hrs)</b>	9:15am-10:30am (1 hour 15 mins)
<b>Reason</b>	Check in, seeing support needed from the VP External side
<b>Summary and Outcome</b>	Planning for meetings with politicians, prep times.
<b>Next Steps</b>	Making sure we coordinate meetings and projects

<b>Meeting, Date</b>	Campaigining and Brainstorming- SFU's policy change (May 17th, 2022)
<b>Parties Attending</b>	Rea Chatterjee, Muriel A, Helen S. Pahou, Beaty Omboga , Ella Droko
<b>Meeting Length (Hrs)</b>	3pm-4pm (1 hour)
<b>Reason</b>	Figuring out the situation, seeing next steps, confirming what is being sent to membership
<b>Summary and Outcome</b>	Getting a letter to membership out
<b>Next Steps</b>	Letter has been sent

<b>Meeting, Date</b>	Migrant Students United: Campaign Email, working session (May 17th, 2022)
<b>Parties Attending</b>	Migrant Student United, Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	4:00pm-5pm (1 hour)
<b>Reason</b>	ISHF campaign
<b>Summary and Outcome</b>	Continuing to plan the townhall
<b>Next Steps</b>	Reaching out to external groups to endorse the letter

<b>Meeting, Date</b>	No cops on campus (May 17th, 2022)
<b>Parties Attending</b>	Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	5pm-6pm (1 hour)
<b>Reason</b>	Learning more about the organization.
<b>Summary and Outcome</b>	Seeing opportunities where I can learn more
<b>Next Steps</b>	I want to continue to educate myself on No cops on campus and amplifying the work done on this.

<b>Meeting, Date</b>	2023 Budget Consultation (May 18th, 2022)
<b>Parties Attending</b>	Gabe Liosis, Ella Droko,, Muriel A., Beaty, Myself
<b>Meeting Length (Hrs)</b>	2pm-3pm (1 hour)
<b>Reason</b>	Going over the budget consultation, seeing what support I may need from staff to complete this
<b>Summary and Outcome</b>	Getting action items for staff in terms of research and setting a timeline
<b>Next Steps</b>	Working on the Budget Consultation

<b>Meeting, Date</b>	Council Development Session (May 18th, 2022)
<b>Parties Attending</b>	Council, execs
<b>Meeting Length (Hrs)</b>	4:30pm-6:15pm (1 hour, 45 mins)
<b>Reason</b>	Development sessions to help us in our roles
<b>Summary and Outcome</b>	Learned about council policies and by laws in depth, talked about expectations
<b>Next Steps</b>	Follow by-laws and policies

<b>Meeting, Date</b>	Prep for MLA Ralston meeting (May 19th, 2022)
<b>Parties Attending</b>	Gabe Liosis, Muriel A
<b>Meeting Length (Hrs)</b>	12:00pm-12:30pm (30 mins)
<b>Reason</b>	Seeing what we can talk about with MLA Ralston
<b>Summary and Outcome</b>	Making an agenda
<b>Next Steps</b>	Having the meeting with MLA Ralston

<b>Meeting, Date</b>	Prep for Councillor Gu meeting (May 19th, 2022)
<b>Parties Attending</b>	Muriel A., Gabe Liosis, Ella Droko, Beaty Omboga, Myself
<b>Meeting Length (Hrs)</b>	12:30pm-1pm (30 mins)
<b>Reason</b>	Prepping to set an agenda for this meeting, seeing how what we can bring up and in what areas we can get supportah okay
<b>Summary and Outcome</b>	Making sure we have a confirmed agenda
<b>Next Steps</b>	Prepping for the meeting, attending the meeting.

<b>Meeting, Date</b>	Annual Plan go-over (May 19th, 2022)
<b>Parties Attending</b>	Helen S. Pahou, Myself
<b>Meeting Length (Hrs)</b>	3:00pm-3:15pm (15 mins)
<b>Reason</b>	Showing what I would present at council and to politicians
<b>Summary and Outcome</b>	Making sure we are on the same page for my annual plan
<b>Next Steps</b>	Accomplishing my annual plan

<b>Meeting, Date</b>	One Year Memorial Statement Prep (May 20th, 2022)
<b>Parties Attending</b>	Rea Chatterjee, Helen S. Pahou, Vaibhav Arora
<b>Meeting Length (Hrs)</b>	5:30-6:45 (1 hour, 15 mins)
<b>Reason</b>	Making sure we recognize the One Year Memorial Anniversary: Tk'emlúps te Secwépemc Residential School and make active efforts for reconciliation, supporting and amplifying Indigenous folks
<b>Summary and Outcome</b>	Working on the statement, next steps
<b>Next Steps</b>	Send in statement for a social media post

<b>Meeting, Date</b>	5S Meeting (May 25th, 2022)
<b>Parties Attending</b>	Rea, Abhi, Judit, Helen, SUB tenants
<b>Meeting Length (Hrs)</b>	2pm-3:15pm (1 hour, 15 mins)



<b>Reason</b>	Getting updates from the SUB tenants, and execs giving updates as well
<b>Summary and Outcome</b>	Learning what support is needed
<b>Next Steps</b>	Continuing to support the SUB tenants

<b>Meeting, Date</b>	Prepping annual plan for council (May 25th, 2022)
<b>Parties Attending</b>	Gabe, Myself
<b>Meeting Length (Hrs)</b>	4:00-4:30 (30 mins)
<b>Reason</b>	Planning for the presentation, seeing main points, who will screenshare.
<b>Summary and Outcome</b>	Presenting my annual plan at council
<b>Next Steps</b>	Working to achieve my plans

<b>Meeting, Date</b>	Council (May 25th, 2022)
<b>Parties Attending</b>	Council, Exec
<b>Meeting Length (Hrs)</b>	4:30pm- 10pm (5 hours, 30 mins)
<b>Reason</b>	Council Meeting
<b>Summary and Outcome</b>	Had discussion items, had motions
<b>Next Steps</b>	Prepping for the next council meeting

<b>Meeting, Date</b>	AMSxSFSS (May 26th, 2022)
<b>Parties Attending</b>	AMS VP External, myself
<b>Meeting Length (Hrs)</b>	11:00-11:30 (30 mins)
<b>Reason</b>	Talked about areas of future collaboration
<b>Summary and Outcome</b>	Seeing if execs are able to go to the AMS conference in August
<b>Next Steps</b>	Continuing to build a working relationship with AMS and see where we can collaborate in the future

<b>Meeting, Date</b>	Meeting with Councillor Gu (May 26th, 2022)
<b>Parties Attending</b>	Ella Droko, Gabe Liosis, Myslef

<b>Meeting Length (Hrs)</b>	12pm-12:30pm (30 mins)
<b>Reason</b>	Seeing where Councillor Gu could support the SFSS's campaigns
<b>Summary and Outcome</b>	Getting support on Anti-TMX campaigns, getting support for a water drive initiative for expected heat waves
<b>Next Steps</b>	Continue building a working relationship with Burnaby councillors and the SFSS

<b>Meeting, Date</b>	Meeting with Councillor Gu Debfiref (May 26th, 2022)
<b>Parties Attending</b>	Ella Droko, Myself
<b>Meeting Length (Hrs)</b>	12:30-1pm
<b>Reason</b>	Seeing what our action items are
<b>Summary and Outcome</b>	Making sure we get the support where it was said we would get support
<b>Next Steps</b>	Continue building a working relationship with Burnaby councilors and the SFSS

<b>Meeting, Date</b>	Migrant Students United Meeting (May 27th, 2022)
<b>Parties Attending</b>	Myself
<b>Meeting Length (Hrs)</b>	3pm-4:30pm (1 hour, 30 mins)
<b>Reason</b>	Continued work on the ISHF Campaign
<b>Summary and Outcome</b>	Getting details for tabling and a townhall
<b>Next Steps</b>	Table to promote the townhall

<b>Meeting, Date</b>	No cops on campus (May 30th, 2022)
<b>Parties Attending</b>	No cops on campus group, Myself
<b>Meeting Length (Hrs)</b>	10:00am-10:30 (30 mins)
<b>Reason</b>	Learning about the initiatives
<b>Summary and Outcome</b>	Figuring out ways for support and further education
<b>Next Steps</b>	Educating ourselves and other folks on campus about this initiative.

<b>Meeting, Date</b>	Meeting with ABCS (May 30th, 2022)
<b>Parties Attending</b>	ABCS External communications, Myself
<b>Meeting Length (Hrs)</b>	10:00am-10:20 (20 mins)
<b>Reason</b>	Going over my annual plan
<b>Summary and Outcome</b>	Found places of collaboration
<b>Next Steps</b>	Collaborating and working together

<b>Meeting, Date</b>	Planning Day 2: Palestinian Liberation Event (May 30th, 2022)
<b>Parties Attending</b>	Rea Chatterjee, Myself (May 30th, 2022)
<b>Meeting Length (Hrs)</b>	9:45am-10am (15 mins)
<b>Reason</b>	I was volunteering for the event
<b>Summary and Outcome</b>	Talking to external groups to attend
<b>Next Steps</b>	Volunteer for the event

<b>Meeting, Date</b>	UAAC + ECA Check in (May, 30th, 2022)
<b>Parties Attending</b>	Rea Chatterjee, Gabe Liosis, Muriel A, Ella Droko, Myself
<b>Meeting Length (Hrs)</b>	11:30am- 12:30pm (1 hour)
<b>Reason</b>	Checking in with staff, seeing where support is needed
<b>Summary and Outcome</b>	Talking about the budget consultation, answering questions that staff have in where I need support
<b>Next Steps</b>	Next Check in

<b>Meeting, Date</b>	MLA Katrina Chen Prep Meeting (May 30th, 2022)
<b>Parties Attending</b>	Rea Chatterjee, Gabe Liosis, Helen Sofia Pahou, Beaty Omboga, Muriel A, Ella Droko, Myself
<b>Meeting Length (Hrs)</b>	12:30pm-1pm (30 mins)
<b>Reason</b>	Prepping for meeting with MLA Chen
<b>Summary and Outcome</b>	Getting an agenda set
<b>Next Steps</b>	Attend Meeting with MLA Katrina Chen

<b>Meeting, Date</b>	Migrant Students United (MSU) Meeting (May 30th)
<b>Parties Attending</b>	MSU, Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	4:30pm-5:45pm (1 hour, 15 mins)
<b>Reason</b>	Going over tabling for Thursday
<b>Summary and Outcome</b>	Tabling event for the International Student Health Fee Townhall
<b>Next Steps</b>	Attend Tabling

<b>Meeting, Date</b>	Meeting with Sarah Parkes (May 31st, 2022)
<b>Parties Attending</b>	Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	9:30am-10am (30 mins)
<b>Reason</b>	Looking at health services that SFU offers
<b>Summary and Outcome</b>	Seeing how we can expand health services, learning what services are available
<b>Next Steps</b>	Working together in the future to look at expanding equitable health services

<b>Meeting, Date</b>	UAC Meeting (May 31st, 2022)
<b>Parties Attending</b>	Beaty O, Muriel, A, Ella Droko, Myself
<b>Meeting Length (Hrs)</b>	10:00am-11am (1 hour)
<b>Reason</b>	Seeing impact of the UPASS
<b>Summary and Outcome</b>	Seeing UPASS benefits, how students were using it during the pandemic
<b>Next Steps</b>	Continuing to keep up to date with the UPASS

<b>Meeting, Date</b>	ECA Check-In(May 31st, 2022)
<b>Parties Attending</b>	Gabe Liosis, Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	11am-11:30am (30 mins)
<b>Reason</b>	Checking in with Gabe and Rea for check ins to plan for the week
<b>Summary and Outcome</b>	Planning for meetings, seeing how Gabe can support
<b>Next Steps</b>	Making sure we check in during the week as well

<b>Meeting, Date</b>	Meeting with Martin (May 31st, 2022)
<b>Parties Attending</b>	Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	12pm-12:30pm (30 mins)
<b>Reason</b>	Looking at health services at SFU
<b>Summary and Outcome</b>	Maybe starting a Working Group for Wellness
<b>Next Steps</b>	Seeing if this possible, bringing it to council

<b>Meeting, Date</b>	Budget Consultation (May 31st, 2022)
<b>Parties Attending</b>	Ella Droko, Gabe Liosis, Muriel Adarkwa , Myself
<b>Meeting Length (Hrs)</b>	12:30pm-1pm (30 mins)
<b>Reason</b>	Budget Consultation Presentaion
<b>Summary and Outcome</b>	Getting support from staff, getting research for the presentation
<b>Next Steps</b>	Working on the Budget Consultation

<b>Meeting, Date</b>	Notion Overview (May 31st, 2022)
<b>Parties Attending</b>	Ella Droko, Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	1pm- 1:30pm (30 mins)
<b>Reason</b>	Going over notion that I will use, especially for the ECA Commitee
<b>Summary and Outcome</b>	Learned how to acces and use notion
<b>Next Steps</b>	Actively using notion

<b>Meeting, Date</b>	SUB Emergency Response Plan (May 31st, 2022)
<b>Parties Attending</b>	Ella Droko, Rea Chatterjee, Helen S. Pahou, Abhishek Parmar, John Walsh, Ayesha Khan
<b>Meeting Length (Hrs)</b>	4pm- 4:30pm (30 mins)
<b>Reason</b>	Getting clarification on the steps for the emergency response plan
<b>Summary and Outcome</b>	Clarity on the steps we need to take
<b>Next Steps</b>	Working on the emergency plan, maybe starting a working group

<b>Meeting, Date</b>	Palestinian Libeation Event (May 29th,, 2022)
<b>Parties Attending</b>	Rea Chatterjee, Myself
<b>Meeting Length (Hrs)</b>	8:30pm-9:30pm (1 hour)
<b>Reason</b>	For the Palestinan Liberation Event
<b>Summary and Outcome</b>	Making sure I sent emails to external groups, helping in what capacity I can
<b>Next Steps</b>	Go to the event

<b>Total Meeting Hours</b>	<b>35.25</b>
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## Projects and Events

<b>Project/Event Title</b>	Clubs Day Booth (May 17th)
<b>Updates and Upcoming Plans</b>	Talked to students about the SFSS, our roles, the services we offer, and how students can get involved.
<b>Relevant Strategic Priorities</b>	Making sure to continue telling students what services are available to them, maybe tabling in the SUB in the future
<b>Total Time (Hrs)</b>	4

<b>Project/Event Title</b>	Clubs Day Booth (May 18th)
<b>Updates and Upcoming Plans</b>	Talked to students about the SFSS, our roles, the services we offer, and how students can get involved.
<b>Relevant Strategic Priorities</b>	Making sure to continue telling students what services are available to them, maybe tabling in the SUB in the future
<b>Total Time (Hrs)</b>	(3.5 hours)

<b>Project/Event Title</b>	SOCA Catch a Vybes
<b>Updates and Upcoming Plans</b>	Going to the first event of SOCA, getting to know the members.
<b>Relevant Strategic Priorities</b>	Making sure to continue relationship building and supporting/amplifying the work the constituency group does
<b>Total Time (Hrs)</b>	3 hours

<b>Project/Event Title</b>	Alliance of BC Students Skills and Training Conference
<b>Updates and Upcoming Plans</b>	Anti-Oppression workshop and learning about the ABCS
<b>Relevant Strategic Priorities</b>	Attend the conference will full attention
<b>Total Time (Hrs)</b>	2 hours, 15 mins

<b>Project/Event Title</b>	Alliance of BC Students Skills and Training Conference
<b>Updates and Upcoming Plans</b>	A series of workshop for skills and training
<b>Relevant Strategic Priorities</b>	Paying attention, taking notes, bringing what we learned to council
<b>Total Time (Hrs)</b>	6 hours

<b>Total Project and Events Hours</b>	18.75
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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>	Work orders for communications (for SOCA's concert promotion)
<b>Total Time (Hrs)</b>	1 hour

<b>Summary</b>	Emails <ul style="list-style-type: none"><li>- Responding to external groups</li><li>- Figuring out my calendar for meetings with external groups</li></ul>
<b>Total Time (Hrs)</b>	5.25 hours

<b>Summary</b>	Working on the 2023 Budget Consultation <ul style="list-style-type: none"><li>- Planning meetings</li><li>- Looking at research</li><li>- Writing the submission</li><li>- Looking at previous submissions</li><li>- Corresponding with the Finance Committee</li><li>- Submitting work orders</li></ul>
<b>Total Time (Hrs)</b>	8.5 hours

<b>Summary</b>	Migrant Students United Campaign Letter <ul style="list-style-type: none"><li>- Writing the letter</li><li>- Editing the letter</li></ul>
<b>Total Time (Hrs)</b>	2 hours

<b>Summary</b>	Prepping Motions for the Executive meeting
<b>Total Time (Hrs)</b>	30 mins

<b>Summary</b>	Statement on Planning for the One Year Memorial Anniversary: Tk'emlúps te Secwépemc Residential School
<b>Total Time (Hrs)</b>	1 hour, 15 mins

<b>Summary</b>	Work Report
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<b>Total Time (Hrs)</b>	1.5 hours
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<b>Summary</b>	Planning for Alliance of BC Students Skills and Training Conference
<b>Total Time (Hrs)</b>	1 hour

<b>Total Admin Hours</b>	21
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**Total Hours: 75**

## VP Events and Student Affairs

Vaibhav Arora

### Meeting Summary and Comments

<b>Meeting, Date</b>	University Secretary & Counsel General matter, May 16, 8-9 PM
<b>Parties Attending</b>	Helen, Rea, Eshana, Abhishek, Myself
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	To discuss about the merging roles of University Secretary and Counsel General in a single position
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>- Drafting a letter to councillors and membership to let them know about the proposed changes</li><li>- Asking Abhi to talk to senate about how the decision was made without any consultaion</li><li>- Muriel to work on the history of events and follow up with her</li></ul>
<b>Next Steps</b>	Waiting for Abhi's and Muriel's response for us to make a decision

<b>Meeting, Date</b>	Meeting with Sendinblue, May 16, 1-2 PM
<b>Parties Attending</b>	Sendinblue team (Asad, Justin), Myself
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	To discuss about event planning and fall kickoff in 2019
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>- Discussing about hosting big events at SFU campus</li><li>- Learnt about what caused the deficit in 2019 at Fall Kickoff</li><li>- Talked about the events they hosted at UBC like Blockparty etc.</li></ul>
<b>Next Steps</b>	Will get back to me about their pricing and charges for helping with events

<b>Meeting, Date</b>	Meeting with SPC team, May 16 2-3 PM
<b>Parties Attending</b>	SPC team (Tom, Orlando), myself
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	Collaboration with SPC to bring it as a student service
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>- Bringing SPC services on a discounted rates for students</li><li>- Collaborate as a sponsor for the street fest</li></ul>

<b>Next Steps</b>	Bring the motion to the council
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<b>Meeting, Date</b>	StreetFest Committee meeting, May 16, 4-5:30 PM
<b>Parties Attending</b>	SFU Ancillary Services, SFU MECS, Biercraft, SFSS Rep (Myself), others
<b>Meeting Length (Hrs)</b>	1.5 hours
<b>Reason</b>	Draft a plan for the streetfest on 16 September
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed about the requirements (Logistics, Finance, Communication etc.)</li> <li>- Drafted a rough map for where to host the event</li> <li>- Planned about the sponsorship committee, and vendors committee (to begin in July)</li> </ul>
<b>Next Steps</b>	Meetings every week to execute the plans accordingly (till October)

<b>Meeting, Date</b>	Brian Jessel BMW virtual meet, May 17, 1-1:30 PM
<b>Parties Attending</b>	Abdel (BMW manager), myself
<b>Meeting Length (Hrs)</b>	30 minutes
<b>Reason</b>	Bring BMW as a sponsor for StreetFest
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the sponsorship idea at the StreetFest</li> <li>- Future collaborations with BMW for events</li> </ul>
<b>Next Steps</b>	In-person meet on June 8 at BMW, Vancouver

<b>Meeting, Date</b>	May 18, 4:30 - 6:15 PM
<b>Parties Attending</b>	Council, Myself
<b>Meeting Length (Hrs)</b>	1.75 hours
<b>Reason</b>	Council Development Session
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Judit gave a presentation on council policies and concillors were interested in R-5 and its application</li> <li>- CUPE and its application to non-executive members</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	May 19, 12 - 1 PM
<b>Parties Attending</b>	Muriel, Myself
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Draft questions for committee selection
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the criteria to choose the questions for committees</li> </ul>

<b>Next Steps</b>	Forward the questions to Ilham for posting it on jotform and social media
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<b>Meeting, Date</b>	StreetFest Co-chair planning meeting, May 20, 3:30 - 5:15 PM
<b>Parties Attending</b>	Mark, Sonja, Myself
<b>Meeting Length (Hrs)</b>	1.75 hours
<b>Reason</b>	Planning the agenda for next streetfest committee meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Prepared slides on the agenda, what was done for the week and what needs to be done</li> <li>- Talked about the tiers for sponsorship</li> </ul>
<b>Next Steps</b>	Present the slides in next committee meeting

<b>Meeting, Date</b>	One Year Memorial Anniversary: Tk'emlúps te Secwépemc Residential School, May 20, 5:30 - 6:45 PM
<b>Parties Attending</b>	Rea, Eshana, Helen, Myself
<b>Meeting Length (Hrs)</b>	1.25 hours
<b>Reason</b>	To discuss about the statement to be made on the acknowledgement of One Year Memorial Anniversary: Tk'emlúps te Secwépemc Residential School
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Drafted a plan on who will do what</li> <li>- Connect with FNMISA</li> <li>- Put up banners and Orange shirts</li> </ul>
<b>Next Steps</b>	Talk to Joelle and Dipti about their plans

<b>Meeting, Date</b>	Meeting with Riya from Vegan Club, May 23, 1 - 2 PM
<b>Parties Attending</b>	Riya, Myself
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	Discuss about having VeggieMondays again
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Talked about if they want to start again in collaboration with SFSS</li> <li>- If individually, they might need to pay rent</li> </ul>
<b>Next Steps</b>	Discuss floor plan and space use of community kitchen with John and Shelley

<b>Meeting, Date</b>	Meeting with SPC, May 24, 11 AM - 12 PM
<b>Parties Attending</b>	Tom, Myself
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	Talk more about the stats on SPC
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the number of students associated with SPC already</li> </ul>

	- Number of universities using the service
<b>Next Steps</b>	Bring it as a discussion item to the executives' meeting

<b>Meeting, Date</b>	StreetFest Committee meeting, May 24, 3:30 - 5 PM
<b>Parties Attending</b>	Streetfest committee members, myself
<b>Meeting Length (Hrs)</b>	1.5 hours
<b>Reason</b>	Chairing the committee for the event
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed floor plans for the event</li> <li>- Contacted stage rentals and game rentals</li> <li>- Brought EMBARK in for sustainability</li> <li>- Advice from staff members who were a part of last streetfest</li> </ul>
<b>Next Steps</b>	Work on the bookings of various necessities for the event

<b>Meeting, Date</b>	Surrey Clubs Day, May 24, 4 PM - 5 PM
<b>Parties Attending</b>	Myself, Staff (Efua, Nancy)
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	Preparation for Surrey Clubs Day
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Giving out instructions to staff members to buy giveaway stuff</li> <li>- Planned to give 2 giftcards</li> <li>- Decided which item will go to which budget</li> </ul>
<b>Next Steps</b>	Host the event

<b>Meeting, Date</b>	Streetfest Sponsorship Committee, May 25, 4 - 4:30 PM
<b>Parties Attending</b>	Streetfest sponsorship committee, myself
<b>Meeting Length (Hrs)</b>	0.5 hour
<b>Reason</b>	Meeting for sponsorship planning for streetfest
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Work on tiers of sponsorship</li> <li>- Deciding on who will bring the sponsors</li> <li>- Honorariums to be decided for the sponsors</li> </ul>
<b>Next Steps</b>	Presenting the meeting minutes in next Streetfest meeting on Monday

<b>Meeting, Date</b>	SFSS Council Meeting, May 25, 4:30 - 10 PM
<b>Parties Attending</b>	Council, myself
<b>Meeting Length (Hrs)</b>	5.5 hours
<b>Reason</b>	Council Meeting every 2 weeks

<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Held committee elections</li> <li>- BIPOC, MSAC and SCC elections were postponed</li> <li>- Presentations</li> <li>- Discussed IEC composition change</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Meeting with PW Leopard, May 26
<b>Parties Attending</b>	John Walsh (from PW Leopard, Toronto), Dipti, Myself
<b>Meeting Length (Hrs)</b>	0.25 hours
<b>Reason</b>	To order more orientation packages and lodge a complaint about last orientation packages' missing items
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed what we need changed in the future orders</li> <li>- SFSS stickers to be replaces with the ones that we ordered</li> </ul>
<b>Next Steps</b>	Order more packages prior to september

<b>Meeting, Date</b>	Streetfest Co-chair planning, May 27, 3:30 - 4:30 PM
<b>Parties Attending</b>	Mark, Sonja, Myself
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	Streetfest co chair meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Prepared slides on the agenda, what was done for the week and what needs to be done</li> <li>- Talked about the tiers for sponsorship</li> </ul>
<b>Next Steps</b>	Present the slides on monday meeting

<b>Meeting, Date</b>	May 27, 5:30 - 6:30 PM
<b>Parties Attending</b>	Jude, Myself
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	Plan events for Pride Month
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Created a series of events for the month of June</li> <li>- Discussed the things we need to order for the events</li> <li>- Booking space to be done by Jude with Shelley</li> </ul>
<b>Next Steps</b>	Host the events

<b>Meeting, Date</b>	Meeting with Clubs Coordinators, May 30, 1 - 1:30 PM
<b>Parties Attending</b>	Rachel, Nancy, Sonja, Dipti
<b>Meeting Length (Hrs)</b>	0.5 hour

<b>Reason</b>	Preparing club application
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Setting up a criteria for clubs to apply for streetfest</li> <li>- Connecting clubs coordinators and Sonja (Streetfest coordinator)</li> </ul>
<b>Next Steps</b>	Rachel will work on the application

<b>Meeting, Date</b>	StreetFest Committee meeting, May 30, 3:30 - 5 PM
<b>Parties Attending</b>	Streetfest committee members, myself
<b>Meeting Length (Hrs)</b>	1.5 hours
<b>Reason</b>	Chairing the committee for the event
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Talked more about stakeholders needs</li> <li>- Various representatives presented for the progress so far</li> </ul>
<b>Next Steps</b>	Work on the bookings of various necessities for the event

<b>Meeting, Date</b>	SUB Emergency Response Plan, May 31, 3:30 - 4:30 PM
<b>Parties Attending</b>	John, Rea, Eshana, Helen, Ayesha
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	SUB emergency response plan
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discuss about the progress of emergency response plan</li> <li>- To take the updated policies to JHSC for approval</li> </ul>
<b>Next Steps</b>	

<b>Meeting, Date</b>	Meeting with BOUNCE, May 31, 5 - 6 PM
<b>Parties Attending</b>	Viktor, Myself
<b>Meeting Length (Hrs)</b>	1 hour
<b>Reason</b>	Talking about promoting events on Bounce
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Brief idea about what the platform is</li> <li>- BOUNCE is in competition with Eventbrite</li> <li>- Have a first event free posting</li> </ul>
<b>Next Steps</b>	Getting more stats from the team

<b>Total Meeting Hours</b>	<b>27.75</b>
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## Projects and Events

<b>Project/Event Title</b>	SFSS Clubs Day, May 18, 11 PM - 3 PM
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Talked about the services SFSS offers to students</li> <li>- Handed out free donuts</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Connect with more and more students</li> <li>- Provide them with information on SFSS's services</li> <li>- Ask them to follow us on social media</li> </ul>
<b>Total Time (Hrs)</b>	4 hours

<b>Project/Event Title</b>	Surrey Clubs Day, May 25, 11 AM - 4 PM
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Talked about the services SFSS offers to students</li> <li>- Gave away free chips, chocolates, gift cards, etc.</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Connect with more and more students</li> <li>- Provide them with information on SFSS's services</li> <li>- Ask them to follow us on social media</li> </ul>
<b>Total Time (Hrs)</b>	5 hours

<b>Project/Event Title</b>	Orientation Packages Giveaway, May 24, 8 AM - 1 PM
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Giveaways to 1st year students</li> <li>- Cookies and Granola bars for rest of the students</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Connect with more and more students</li> <li>- Provide them with information on SFSS's services</li> <li>- Ask them to follow us on social media</li> </ul>
<b>Total Time (Hrs)</b>	5 hours

<b>Total Project and Events Hours</b>	<b>14</b>
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## Committee Chair Work

<b>Committee Name</b>	SCC, Events Committee and MSAC
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	3
<b>Summary</b>	Preparing questions for selection of members at large
<b>Ongoing Projects</b>	



<b>Relevant Strategic Priorities:</b>	Selecting candidates with prior experience and who have willingness to give out to communities
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<b>Total Committee Hours</b>	<b>3</b>
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## Administrative Work

<b>Summary</b>	<p><b>Date: 16 May, 2022 (3 hours)</b></p> <ul style="list-style-type: none"> <li>- Email follow up with Streetfest committee members</li> <li>- Email to BMW for sponsorship</li> <li>- Reaching out to staff members for support</li> <li>- Going through committee rules</li> </ul> <p><b>Date: 17 May, 2022 (2 hours)</b></p> <ul style="list-style-type: none"> <li>- Follow up on new emails</li> <li>- Going through Robert's rules of order through previous council meetings</li> </ul> <p><b>Date: 18 May, 2022 (5 hours)</b></p> <ul style="list-style-type: none"> <li>- Went through Council agenda</li> <li>- Went through SFSS Bylaws</li> <li>- Instagram posting and going through requests</li> </ul> <p><b>Date: 19 May, 2022 (4 hours)</b></p> <ul style="list-style-type: none"> <li>- Deciding questions for committee selection</li> <li>- Working on emails</li> <li>- Events planning for summers</li> </ul> <p><b>Date: 20 May, 2022 (3 hours)</b></p> <ul style="list-style-type: none"> <li>- Study on One Year Memorial Anniversary: Tk'emlúps te Secwépemc Residential School</li> <li>- Draft email to FNMISA</li> <li>- Follow up on regular emails</li> <li>- Looking out for games rentals</li> <li>- Instagram posting and going through requests</li> </ul> <p><b>Date: 21 May, 2022 (1 hour)</b></p> <ul style="list-style-type: none"> <li>- June events planning</li> <li>- Emails follow up</li> </ul> <p><b>Date: 23 May, 2022 (2 hours)</b></p> <ul style="list-style-type: none"> <li>- Letter to Riya for Veggie Mondays</li> <li>- Research on the space we can use for bringing food vendors in SUB</li> </ul> <p><b>Date: 24 May, 2022 (4 hours)</b></p> <ul style="list-style-type: none"> <li>- Long-weekend emails piled up on tuesday</li> <li>- Researched about SPC and their services</li> <li>- Streetfest committee planning</li> <li>- Looked for vendors to be called for Streetfest</li> <li>- Instagram posting and going through requests</li> </ul> <p><b>Date: 25 May, 2022 (2 hours)</b></p> <ul style="list-style-type: none"> <li>- Council agenda quick review</li> <li>- Went through the list of sponsors presented by Sonja</li> <li>- Worked on the planning of June events</li> </ul> <p><b>Date: 26 May, 2022 (2 hours)</b></p> <ul style="list-style-type: none"> <li>- Regular emails follow up</li> <li>- Planned about the mental health giveaway every month</li> </ul> <p><b>Date: 27 May, 2022 (3 hours)</b></p> <ul style="list-style-type: none"> <li>- Researched on Pride Month and events related</li> <li>- Streetfest planning</li> <li>- Instagram posting and going through requests</li> <li>- Regular emails follow up</li> </ul> <p><b>Date: 28 May, 2022 (1 hours)</b></p>
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	<ul style="list-style-type: none"> <li>- Planned for July events</li> <li><b>Date: 30 May, 2022 (3 hours)</b></li> <li>- Streetfest planning</li> <li>- Connecting Rachel, Dipti and Sonja for the event</li> <li>- Weekend emails follow up</li> <li>- Instagram posting and going through requests</li> <li><b>Date: 31 May, 2022 (4 hours)</b></li> <li>- Went through SUB emergency response plan</li> <li>- Studied more about Bounce</li> <li>- Events planning for July</li> <li>- Regular emails follow up</li> <li>- Instagram posting and going through requests</li> </ul>
<b>Total Time (Hrs)</b>	39

<b>Total Hours</b>	<b>83.75 hours</b>
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## VP Equity and Sustainability

Rea Chatterjee

### Meeting Summary and Comments

<b>Meeting, Date</b>	Migrant Students United Weekly Meeting. May 16 2022
<b>Parties Attending</b>	Rahil Adeli, Mohamad Assari DER GSS , Eshana Baran, Myself
<b>Meeting Length (Hrs)</b>	1.5 (4:30-6pm)
<b>Reason</b>	Discussing and Planning for the Upcoming Eliminate International Student Health Fees Town Hall
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>- Confirmed Tabling space</li><li>- Confirmed SUB Booking</li><li>- Drafting Letter for Membership</li><li>- Created the poster for the event</li></ul>
<b>Next Steps</b>	<ul style="list-style-type: none"><li>- Finishing Drafting Letter</li><li>- Getting Materials Ready for Tabling June 2nd</li><li>- Creating Script for Townhall</li></ul>

<b>Meeting, Date</b>	University Secretary & General Counsel Formal Consolidation Policy Proposal - Response, May 16 2022
<b>Parties Attending</b>	Helen Sofia Pahou , Abhishek Parmar , Vaibhav Arora , Eshana Baran , Myself
<b>Meeting Length (Hrs)</b>	1 (8:00-9pm)
<b>Reason</b>	Discussing what our plan of action will be after the release of the proposed Board of Governors policy amendment
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>- Decided to Draft a letter to membership informing them of this proposed policy amendment</li><li>- Decided to draft a letter to send (alongside GSS) to Mandeep Kalan</li></ul>
<b>Next Steps</b>	<ul style="list-style-type: none"><li>- Draft Letter to Membership</li></ul>

<b>Meeting, Date</b>	Campaigning and Brainstorming - SFU's Policy Change, May 17 2022
<b>Parties Attending</b>	Ella Droko, Muriel Adarkwa , Beaty Omboga , Eshana Baran, Helen Sofia Pahou , Myself
<b>Meeting Length (Hrs)</b>	3:00-4:00pm
<b>Reason</b>	<ul style="list-style-type: none"><li>- Discussing Campaign Strategy for the Proposed Policy Change</li></ul>
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>- Draft Membership Letter will go to Council then finalized version will be sent out to membership</li></ul>

<b>Next Steps</b>	- Send letter to council email
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<b>Meeting, Date</b>	No Cops on Campus, May 17, 2022
<b>Parties Attending</b>	Chantelle Spicer, Tiara Cash, Felix Ruiz de la Orden, Science Engagement Representative (Thomas)
<b>Meeting Length (Hrs)</b>	1.5 (5-6:30pm)
<b>Reason</b>	Regular No Cops on Campus Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Community Announcements → CWJ + RA contract rally</li> <li>- Wanting to collaborate with Policing free schools</li> <li>- Overviewing community agreements</li> <li>- Endorsements from different groups</li> </ul>
<b>Next Steps</b>	- Add in a presentation slot for No Cops on Campus for next council meeting

<b>Meeting, Date</b>	Council Development Session, May 18 2022
<b>Parties Attending</b>	SFSS Council
<b>Meeting Length (Hrs)</b>	4:30-6:15pm (1.75)
<b>Reason</b>	Bi-weekly Council Dev Sessions
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Presentation by Judit on <ul style="list-style-type: none"> <li>- Council Policies</li> <li>- CUPE training: Appropriate interactions with staff</li> </ul> </li> </ul>
<b>Next Steps</b>	- Further review these policies and the collective agreement

<b>Meeting, Date</b>	Workers United for a Better SFU Rally + Next Steps Meeting with CWJ, TSSU, GSS
<b>Parties Attending</b>	CWJ members, TSSU members, GSS members, and general public
<b>Meeting Length (Hrs)</b>	12-3:45pm (3.75)
<b>Reason</b>	To deliver letter of demands to SFU President and Board of Governors to stop contracting out Food + other service jobs and to demand a contract for RAs who have been out of a contract for over 900 days
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- When BoG and SFU President avoided main entrance to the conference hotel where CWJ + TSSU representatives and other community members were leading chants and speeches, we marched inside the hotel and to the BoG meeting where we delivered a 2m sized poster of the letter and read it outloud to all the BoG members</li> <li>- Afterwards, I met with CWJ, TSSU and GSS members and learned more about the dire situation at hand, how many SFU community members are being impacted negatively and how we can work together and collaboratively to push the university to treat workers and RA's fairly</li> </ul>

<b>Next Steps</b>	- Keep Collaborating and supporting CWJ + TSSU
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<b>Meeting, Date</b>	One Year Memorial Anniversary: Tk'emlúps te Secwépemc Residential School Statement Planning Session, May 20, 2022
<b>Parties Attending</b>	Eshana Baran, Vaibhav Arora, Jess Dela Cruz, Helen Sofia Pahou
<b>Meeting Length (Hrs)</b>	5:30-6:45pm (1.25)
<b>Reason</b>	Prepping for One Year Memorial Anniversary: Tk'emlúps te Secwépemc Residential School Statement to come out on May 27th
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Writing Statement <ul style="list-style-type: none"> <li>- Build off of previous years → Rea</li> <li>- Look over → Helen and Eshana</li> </ul> </li> <li>- Sending Statement to FNMISA → Eshana</li> <li>- Posting Statement <ul style="list-style-type: none"> <li>- Give to Ilham → Eshana</li> </ul> </li> </ul>
<b>Next Steps</b>	Work on writing the statement

<b>Meeting, Date</b>	Addressing Concern of Ableism with Mature Students: May 24, 2022
<b>Parties Attending</b>	Vaibhav, Myself
<b>Meeting Length (Hrs)</b>	12:15-12:30 (0.25)
<b>Reason</b>	Concern Brought to Vaibhav of Mature Students facing Ableism at SFU - student wants SFSS to do something about it
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Vaibhav gave myself context on the situation, and what concern the student is bringing forward</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Will connect with student via email</li> <li>- Will set a meeting time</li> </ul>

<b>Meeting, Date</b>	Next Steps for Ensuring proper protocol is in place when Elders are invited, May 24, 2022
<b>Parties Attending</b>	Myself, Ella Droko, Eshana Baran
<b>Meeting Length (Hrs)</b>	May 24, 2022, 3:30-4:30 (1hr)
<b>Reason</b>	Ensuring that proper protocol is in place when Elders are invited
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Proper procedure and protocol was not followed during Council Orientation, when an Elder was asked (through ISC) to open orientation with a welcoming ceremony</li> <li>- Making sure that this does not happen again, and VPES is always looped in on</li> </ul>

	these relations
<b>Next Steps</b>	<p><u>ACTION</u></p> <ul style="list-style-type: none"> <li>● What can we redress with this</li> <li>● Staff Meeting</li> <li>● Exec Meeting</li> <li>● Will come up at the meeting tomorrow <ul style="list-style-type: none"> <li>● We'll talk to previous execs</li> <li>● Staff training at next meeting</li> </ul> </li> <li>● Chantelle <ul style="list-style-type: none"> <li>● Indigenous elder's group <ul style="list-style-type: none"> <li>● Made up of Indigenous students</li> <li>● Reaching out to FNMISA</li> <li>● Group of people that are committed to meeting elders <ul style="list-style-type: none"> <li>● Made</li> </ul> </li> </ul> </li> <li>● BIPOC Committee <ul style="list-style-type: none"> <li>● Working group</li> <li>● Made of councillors</li> <li>● Establishing protocol → working with CJSF</li> </ul> </li> </ul> </li> </ul>

<b>Meeting, Date</b>	Student Services Director of Equity Hiring Selection Committee Foundational Work #1, May 25, 2022
<b>Parties Attending</b>	Erin Biddlecombe, Amie McLea, Nadia Mallay, Laya Behbahni - Director of Erik Mohns, Jessica La Rochelle, Chrysmom Thompson
<b>Meeting Length (Hrs)</b>	10am-12pm (2 hrs)
<b>Reason</b>	Laying foundations for the new Student Services Role (Director of Equity)
<b>Summary and Outcome</b>	<p><b>Why we're here</b></p> <ul style="list-style-type: none"> <li>● New Director of Equity in Student Services</li> <li>● Student Rep</li> <li>● Power Dynamics</li> <li>● Transparency</li> </ul> <p><b>Community Agreements</b></p> <ul style="list-style-type: none"> <li>● Taking Space, Making Space, Holding Space</li> <li>● Being Intentional in this space</li> <li>● Access needs in beginning of meetings</li> <li>● Expect and Accept Discomfort</li> </ul> <p>History of the role</p>

	<ul style="list-style-type: none"> <li>● 2019 Joy Johnson commitment to EDI, reconciliation and decolonization <ul style="list-style-type: none"> <li>● Request for student services role to hold this aswell</li> </ul> </li> <li>● 2020-2021 <ul style="list-style-type: none"> <li>● SFSS BIPOC Committee, GSS Exec, SOCA, and Student Services colleagues - as well as direction from Joy Johnson, Catherine Dauvergne gave feedback</li> </ul> </li> <li>● Taking feedback.. <ul style="list-style-type: none"> <li>● Re-developed this role to be a Director based on feedback raised by staff and students about potential for burnout and inability to lead meaningfully</li> </ul> </li> </ul> <p>How this role is situated within university structure</p> <ul style="list-style-type: none"> <li>● VP, PEI leads institution on matters related to EDI</li> <li>● Intended to have a formal relationship with Executive Director, EDI in VP, PEI portfolio</li> <li>● Role will report to SD (Erin), VPSI with guidance from senior leaders and VPSI</li> <li>● Will work with folks from across Student Services and will build out a staff team</li> </ul> <p>Quite a few directors are thinking a lot of how to they welcome this person and how do we create a community of care</p> <ul style="list-style-type: none"> <li>● Onboarding</li> <li>● Student Affairs Director <ul style="list-style-type: none"> <li>● Group of Directors in Student affairs (meet monthly) talk about how we can help each other</li> <li>● Listening ears for those who are in the same situation</li> <li>● Becoming very urgent to have this person in this role → this person is going to be key <ul style="list-style-type: none"> <li>● We are two years behind</li> </ul> </li> <li>● Having an expert + specialist in this field</li> <li>● Acknowledge the collective work that's been done to get to this point</li> <li>● Focus a lot on the work that marginalized folks have been put on</li> </ul> </li> </ul> <p>-</p>
<b>Next Steps</b>	- Meet at next foundational work meeting

<b>Meeting, Date</b>	5S SFU Student Societies Senior Staff Meeting, May 25 2022
<b>Parties Attending</b>	Executives, Ella Droko, SUB Tennant Staff
<b>Meeting Length (Hrs)</b>	2:00-3:15pm (1.25 hrs)

<b>Reason</b>	- Regular monthly 5S meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Get updates on SUB Tennants <ul style="list-style-type: none"> <li>- Opening up the SUB → Services will not be open, staff concerned what to do if student asks for services</li> </ul> </li> <li>- Following protocol when inviting elders, relations with ISC, FNMISA</li> </ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	SFSS Council Meeting , May 25 2022
<b>Parties Attending</b>	Execs, Councillors
<b>Meeting Length (Hrs)</b>	4:30-10pm (5.5 hours)
<b>Reason</b>	Biweekly Council Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- No Cops on Campus Presentation <ul style="list-style-type: none"> <li>- Made sure that presenters (Chantelle and Ciara) had the zoom link and able to join</li> </ul> </li> <li>- SAVE SFU Democracy Presentation by Vivian Ly <ul style="list-style-type: none"> <li>- Motion to endorse moved to next council meeting so representatives can bring back to their DSU's, CGs, etc.</li> </ul> </li> <li>- Committee elections</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Form other committees in next meetings</li> </ul>

<b>Meeting, Date</b>	Student Services Director of Equity Hiring Selection Committee Foundational Work #2, May 25, 2022
<b>Parties Attending</b>	Amie McLean, Nadia Mallay, Laya Behbahni -, Erik Mohns (FNMISA - Graduate Rep), Jessica La Rochelle, Chrysmo Thompson, Sharon Xu
<b>Meeting Length (Hrs)</b>	10:00am-12pm (2hrs)
<b>Reason</b>	Laying foundations for the new Student Services Role (Director of Equity)
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Going over Must haves, might haves and not haves for future candidates in this position</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Meet for next wrap-up meeting</li> </ul>

<b>Meeting, Date</b>	ABCS Conference, May 27 2022
<b>Parties Attending</b>	Eshana Baran, Helen Sofia Pahou , Myself, Student union representatives from all over the lower mainland
<b>Meeting Length (Hrs)</b>	5:45-7pm (1.25)



<b>Reason</b>	- ABCS Skills and Training Conference 2022
<b>Summary and Outcome</b>	- Anti-Oppression Training - Introduction as to what ABCS is
<b>Next Steps</b>	- Go to next conference day

<b>Meeting, Date</b>	ABCS Conference Day 3, May 29 2022
<b>Parties Attending</b>	Helen Sofia Pahou , Myself, Student union representatives from all over the lower mainland
<b>Meeting Length (Hrs)</b>	11am-2:30pm (3.5 hours)
<b>Reason</b>	- ABCS Skills and Training Conference 2022
<b>Summary and Outcome</b>	- Panel Discussion with various student and community organizers
<b>Next Steps</b>	- Connect with ABCS and see where SFSS can collaborate

<b>Meeting, Date</b>	UAAC & ECA Update
<b>Parties Attending</b>	Eshana Baran, Gabe Liosis, Muriel A, Ella Droko, Myself
<b>Meeting Length (Hrs)</b>	11:30-12:30pm (1)
<b>Reason</b>	Updates from staff and execs surrounding External and Community Affairs + University and Academic Affairs
<b>Summary and Outcome</b>	- Reviewing Budget Consultation and preparation
<b>Next Steps</b>	- n/a

<b>Meeting, Date</b>	Preparation for MLA Chen meeting
<b>Parties Attending</b>	Eshana Baran, Gabe Liosis, Ella Droko, Helen Sofia Pahou , Beaty Omboga, Muriel Adarkwa
<b>Meeting Length (Hrs)</b>	12:30-1pm (0.5 hrs)
<b>Reason</b>	Preparation for upcoming meeting with Katrina Chen
<b>Summary and Outcome</b>	- Setting and going through the agenda + relevant material
<b>Next Steps</b>	- Have meeting with MLA Chen

<b>Meeting, Date</b>	MSU Weekly Meeting, May 30, 2022
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<b>Parties Attending</b>	Eshana Baran, MSU Members, Myself
<b>Meeting Length (Hrs)</b>	4:30pm-6pm (1.5 hours)
<b>Reason</b>	Weekly MSU Meeting
<b>Summary and Outcome</b>	Preparing for upcoming International Student Health Fees Town Hall <ul style="list-style-type: none"> <li>- Drafting Email for TSSU, SFSS, GSS to promote</li> <li>- Preparing for upcoming tabling session</li> <li>- Creating graphic for tabling</li> </ul>
<b>Next Steps</b>	- Get ready for tabling

<b>Meeting, Date</b>	Equity and Sustainability Transition Sync up, May 30, 2022
<b>Parties Attending</b>	Marie Haddad, Myself
<b>Meeting Length (Hrs)</b>	8pm-1am (5 hrs)
<b>Reason</b>	Touching base on projects and going forward within VPES role
<b>Summary and Outcome</b>	- Support on projects
<b>Next Steps</b>	- Next Equity and Sustainability Sync up

<b>Meeting, Date</b>	Sarah Parkes Meeting, May 31 2022
<b>Parties Attending</b>	Sarah Parkes, Eshana Baran, Gabe Liosis
<b>Meeting Length (Hrs)</b>	9:30-10:30am (1 hr)
<b>Reason</b>	Meeting with Sarah Parkes from Health and Counselling
<b>Summary and Outcome</b>	- How SFSS can work with H&C - What are gaps at H&C - What services H&C does have - Plans for H&C in the future
<b>Next Steps</b>	- Meet with Alisa Stanton from H&C

<b>Meeting, Date</b>	Team ECA Check-ins, May 31, 2022
<b>Parties Attending</b>	Eshana Baran, Gabe Liosis
<b>Meeting Length (Hrs)</b>	11:00am-12:00pm (1)

<b>Reason</b>	- Weekly ECA Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Check in with ECA team</li> <li>- Getting ready for Budget Consultation</li> <li>- Preparing for future meetings with MLAs and Counsellors</li> <li>- Talking about priorities for the week</li> <li>- Preparing for Exec Meeting</li> </ul>
<b>Next Steps</b>	- Meeting next week

<b>Meeting, Date</b>	Introductions with Martin Mroz, May 31 2022
<b>Parties Attending</b>	Martin Mroz, Eshana Baran (first half)
<b>Meeting Length (Hrs)</b>	12:00-1:00pm (1 hr)
<b>Reason</b>	- Initial Introductions
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Introductions</li> <li>- H&amp;C plans</li> <li>- SFSS and H&amp;C <ul style="list-style-type: none"> <li>- Wellbeing sub-committee part of ECA Committee</li> </ul> </li> </ul>
<b>Next Steps</b>	- Martin will Connect me to Health Promotion Team

<b>Meeting, Date</b>	Equity and Sustainability Transition Sync up, May 30, 2022
<b>Parties Attending</b>	Marie Haddad, Myself
<b>Meeting Length (Hrs)</b>	8pm-1am (5 hrs)
<b>Reason</b>	Touching base on projects and going forward within VPES role
<b>Summary and Outcome</b>	- Support on projects
<b>Next Steps</b>	- Next Equity and Sustainability Sync up

<b>Meeting, Date</b>	SUB Emergency Response Plans Discussion, May 31, 2022
<b>Parties Attending</b>	Helen, Rea, Eshana, Vaibhav, Ella, Ayesha, John Walsh
<b>Meeting Length (Hrs)</b>	0.5 (4:00pm - 4:30pm)
<b>Reason</b>	Touch base on plans in place for the SUB Emergency Response Plan

<b>Summary and Outcome</b>	- How to make sure that we are addressing the need for a Emergency Response plan in place while ensuring that we hold an equitable and abolitionist framework
<b>Next Steps</b>	- Compile feedback from the drop-in-sessions to work on creating the preliminary Emergency Response Plan document

<b>Meeting, Date</b>	SUB Emergency Response Plans Discussion, May 31, 2022
<b>Parties Attending</b>	Helen, Rea, Eshana, Vaibhav, Ella, Ayesha, John Walsh
<b>Meeting Length (Hrs)</b>	0.5 (4:00pm - 4:30pm)
<b>Reason</b>	Touch base on plans in place for the SUB Emergency Response Plan
<b>Summary and Outcome</b>	- How to make sure that we are addressing the need for a Emergency Response plan in place while ensuring that we hold an equitable and abolitionist framework
<b>Next Steps</b>	- Compile feedback from the drop-in-sessions to work on creating the preliminary Emergency Response Plan document

<b>Meeting, Date</b>	Equity and Sustainability Transition Sync up, May 31, 2022
<b>Parties Attending</b>	Marie Haddad, Myself
<b>Meeting Length (Hrs)</b>	8pm-1am (5 hrs)
<b>Reason</b>	Touching base on projects and going forward within VPES role
<b>Summary and Outcome</b>	- Support on projects
<b>Next Steps</b>	- Next Equity and Sustainability Sync up

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

<b>Project/Event Title</b>	Clubs Day Booth
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<b>Updates and Upcoming Plans</b>	- Handing out donuts to students and informing them of the SFSS/ introducing ourselves as the new execs
<b>Relevant Strategic Priorities</b>	Day 1 (May 17) - 11am-3pm (4) Day 2 (May 18) - 1-3pm (2)
<b>Total Time (Hrs)</b>	6

<b>Project/Event Title</b>	"A Night of Celebration; Celebrating Student and Community Organizing for Palestinian Liberation"
<b>Updates and Upcoming Plans</b>	May 20 (11:30-12:15) <b>0.75 hrs</b> - Meeting With Building Coordinator to discuss logistics of event space May 21 (11am-1:30pm) <b>2.5 hrs</b> - Starting on Master Doc and listing things we will need May 24, 2022 (9am-12:15pm) <b>3.25 hrs</b> - Planning - Meeting with Centre for Comparative Muslim Studies May 26, 2022 (8:30-10am) <b>2.5 hrs</b> - Planning meeting May 27 (2:30-3:30pm) <b>1 hr</b> - Meeting with John Walsh, Shelley Durante, Dipti Chavan about logistics for the celebration May 29 (8:30pm-10pm) <b>1.5</b> - Meeting with SFU SJP x The Caucus May 30 (9:30-11:30am) <b>2 hrs</b> - Planning meeting
<b>Relevant Strategic Priorities</b>	- Connecting with: - Centre for Comparative Muslim Studies - Connecting with SUB Building Staff - Connecting with SFU SJP + the Caucus - Working on: - Finalizing Schedule - Finalizing Catering - Finalizing List of things to buy/needed for the event - Managing Eventbrite - Sending Personal Invitations to Endorsers of the Issues Policy
<b>Total Time (Hrs)</b>	13.5

<b>Project/Event Title</b>	SOCA Catch a Vybz
<b>Updates and Upcoming Plans</b>	- Attend and Help promote
<b>Relevant Strategic Priorities</b>	- Support and attend SOCA events for community building and build relations with the CG and members
<b>Total Time (Hrs)</b>	7-10pm (3hrs)

<b>Total Project and Events Hours</b>	<b>22.5</b>
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## Committee Chair Work

<b>Committee Name</b>	Equity and Sustainability Committee
<b># of Meetings</b>	0
<b>Total Time (Hrs)</b>	2
<b>Summary</b>	<ul style="list-style-type: none"> <li>- Reaching out to all Equity and Sustainability Committee Members</li> <li>- First Opportunity + Event: <ul style="list-style-type: none"> <li>- Palestinian Liberation Student and Community Organizing Event</li> <li>- Opportunity for Council Members to volunteer! <ul style="list-style-type: none"> <li>- Communicating with volunteers and organizing them through discord and emails</li> <li>- Creating a comprehensive volunteer document</li> </ul> </li> </ul> </li> </ul>
<b>Ongoing Projects</b>	<ul style="list-style-type: none"> <li>- Palestinian Liberation Student and Community Organizing Event</li> </ul>
<b>Relevant Strategic Priorities:</b>	<ul style="list-style-type: none"> <li>- Start connecting and building foundation for the committee</li> </ul>

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

<b>Summary</b>	<p>June 21st (3:30pm-6:30pm) <b>3 hrs</b></p> <ul style="list-style-type: none"> <li>- Working on One Year Memorial Anniversary: Tk'emlúps te Secwépemc Residential School Statement</li> </ul> <p>June 24th Worked on JotForm for SFSS IG Exec Post, 12:30-1pm <b>(0.5 hrs)</b></p> <p>Filling out Work Report <b>(4 hrs)</b></p> <ul style="list-style-type: none"> <li>- May 31st (1 hr)</li> <li>- June 5th (1 hr)</li> <li>- June 6th (2 hrs)</li> </ul>
<b>Total Time (Hrs)</b>	7.5 hrs

<b>Total Admin Hours</b>	<b>7.5</b>
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**TOTAL HOURS: 77**