

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
(October 1 - October 15)

[President](#)

[VP Internal and Organizational Development](#)

[VP Finance and Services](#)

[VP University and Academic Affairs](#)

[VP External and Community Affairs](#)

[VP Events and Student Affairs](#)

[VP Equity and Sustainability](#)

President Helen Sofia Pahou

Meeting Summary and Comments

Meeting, Date	Monday, October 3, 2022
Parties Attending	Myself, Judit Nagy (VPIOD), Ella Droko (Board Organizer), Sindhu Dharmarajah (Temporary Operations Organizer), Somayeh Naseri (Administrative Coordinator)
Meeting Length (Hrs)	11am-11:45am (0.75 hrs)
Reason	SFSS Annual General Meeting: Admin Planning Meetings
Summary and Outcome	<ul style="list-style-type: none">•
Next Steps	<ul style="list-style-type: none">•

Meeting, Date	Monday, October 3, 2022
Parties Attending	Myself, Sindhu Dharmarajah (Temporary Operations Organizer)
Meeting Length (Hrs)	12pm-1:15pm (1.25 hrs)
Reason	President x Temporary Operations Organizer Check-In's
Summary and Outcome	<ul style="list-style-type: none">•
Next Steps	<ul style="list-style-type: none">•

Meeting, Date	Monday, October 3, 2022
Parties Attending	Myself, Judit Nagy (VPIOD), Abhishek Parmar (VPFS), Mohamad Assari (Graduate Student Society VP External), Tracy Mason-Innes (SFU Associate VP Student & International)
Meeting Length (Hrs)	2pm-3:30pm (1.5 hrs)
Reason	SFU Student Affordability Working Group (SAWG)
Summary and Outcome	<ul style="list-style-type: none">•
Next Steps	<ul style="list-style-type: none">•

Meeting, Date	Monday, October 3, 2022
Parties Attending	Myself, Beaty Omboga (PRCA)
Meeting Length (Hrs)	4pm-4:30pm (0.5 hrs)
Reason	Check-In w/ Policy, Research & Community Affairs Coordinator (PRCA)
Summary and Outcome	<ul style="list-style-type: none">•

Next Steps	•
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Meeting, Date	Monday, October 3, 2022
Parties Attending	Myself, Ella Droko (Board Organizer), Sindhu Dharmarajah (Temporary Operations Organizer), Arthur Lee (Acting VPES)
Meeting Length (Hrs)	5pm-5:20pm (0.33 hrs)
Reason	FNMISA Support Discussion
Summary and Outcome	•
Next Steps	•

Meeting, Date	Tuesday, October 4, 2022
Parties Attending	Myself , Vaibhav Arora (VPESA)
Meeting Length (Hrs)	12pm-12:10pm (0.17 hrs)
Reason	President x VP Events & Student Affairs Check-In
Summary and Outcome	•
Next Steps	•

Meeting, Date	Tuesday, October 4, 2022
Parties Attending	Myself, Ricky Che (Member Services Coordinator, Clubs)
Meeting Length (Hrs)	12:30pm-12:50pm (0.33 hrs)
Reason	Joint Health & Safety Committee (JHSC) Co-Chair Check-In
Summary and Outcome	•
Next Steps	•

Meeting, Date	Tuesday, October 4, 2022
Parties Attending	Myself, Ella Droko (Board Organizer), Sindhu Dharmarajah (Temporary Operations Organizer), Arthur Lee (Acting VPES), Joelle Majeau (First Nation, Métis & Inuit Student Association Coordinator)
Meeting Length (Hrs)	1pm-2pm (1 hr)
Reason	FNMISA Coordinator Check-in
Summary and Outcome	•
Next Steps	•

Meeting, Date	Tuesday, October 4, 2022
Parties Attending	Myself, Sindhu Dharmarajah (Temporary Operations Organizer), John Walsh (Facilities Manager), Ella Droko (Board Organizer)
Meeting Length (Hrs)	2pm-3pm (1 hr)
Reason	Management Working Sessions
Summary and Outcome	•
Next Steps	•

Meeting, Date	Tuesday, October 4, 2022
Parties Attending	Myself, Ella Droko (Board Organizer)
Meeting Length (Hrs)	3pm-4pm (1 hr)
Reason	President x Board Organizer Check-In
Summary and Outcome	•
Next Steps	•

Meeting, Date	Tuesday, October 4, 2022
Parties Attending	Myself, Ashley Flett (Philosophy Councillor), Aarthi Srinivasan (Behavioural Neuroscience Councillor), Ayooluwa Adigun (Science Undergraduate Society Councillor)
Meeting Length (Hrs)	4pm-4:10pm (0.17 hrs)
Reason	SFSS First Year Engagement Committee
Summary and Outcome	•
Next Steps	•

Meeting, Date	Wednesday, October 5, 2022
Parties Attending	Myself, Tracey Mason-Innes (SFU Associate VP Student & International)
Meeting Length (Hrs)	9am-10am (1 hr)
Reason	Meeting w/ SFU Associate VP Student & International
Summary and Outcome	•
Next Steps	•

Meeting, Date	Wednesday, October 5, 2022
Parties Attending	Myself, Abhshek Parmar (VPFS)

Meeting Length (Hrs)	11am-11:30am (0.5 hrs)
Reason	President x VP Finance & Student Services Check-In's
Summary and Outcome	•
Next Steps	•

Meeting, Date	Wednesday, October 5, 2022
Parties Attending	Myself, Eshana Baran (VPECA)
Meeting Length (Hrs)	11:30am-12pm (0.5 hrs)
Reason	SFSS Surrey Debate Tabling
Summary and Outcome	•
Next Steps	•

Meeting, Date	Wednesday, October 5, 2022
Parties Attending	Confidential
Meeting Length (Hrs)	1pm-1:30pm (0.5 hrs)
Reason	Staff Liaison Officer (SLO) Discussion
Summary and Outcome	Confidential
Next Steps	N/A

Meeting, Date	Wednesday, October 5, 2022
Parties Attending	Myself, Sindhu Dharmarajah (Temporary Operations Organizer), Ricky Che (Member Services Coordinator, Clubs), Mary Phan (Building Coordinator), Brianna Price (Accessibility Coordinator), Dipti Chavan (Member Services Coordinator, Events)
Meeting Length (Hrs)	2:30pm-3pm (0.5 hrs)
Reason	Joint Health & Safety Committee (JHSC) Meeting
Summary and Outcome	•
Next Steps	•

Meeting, Date	Wednesday, October 5, 2022
Parties Attending	Myself, Arthur Lee (Acting VPES)
Meeting Length (Hrs)	3pm-4pm (1 hr)
Reason	President x VP Equity & Sustainability Check-In

Summary and Outcome	•
Next Steps	•

Meeting, Date	Thursday, October 6, 2022
Parties Attending	Myself, Kate Phipps (Societies Lawyer)
Meeting Length (Hrs)	10am-11am (1 hr)
Reason	Legal Liaison Officer (LLO) Meeting w/ Legal Counsel
Summary and Outcome	Confidential
Next Steps	Confidential

Meeting, Date	Thursday, October 6, 2022
Parties Attending	Myself, Tracey Mason-Innes (SFU Associate VP Student & International)
Meeting Length (Hrs)	11:15am-11:35am (0.33 hrs)
Reason	Confidential
Summary and Outcome	Confidential
Next Steps	Confidential

Meeting, Date	Thursday, October 6, 2022
Parties Attending	Myself, SFU Executive, SFU Board of Governors, SFU Award Recipients, Multiple SFU Community Members
Meeting Length (Hrs)	6pm-9pm (3 hrs)
Reason	SFU Chancellor's Dinner
Summary and Outcome	•
Next Steps	•

Meeting, Date	Friday, October 7, 2022
Parties Attending	Myself, Sindhu Dharmarajah (Temporary Operations Organizer)
Meeting Length (Hrs)	9:30am-10:15am (0.75 mins)
Reason	Check-In w/ Temporary Operations Organizer
Summary and Outcome	•
Next Steps	•

Meeting, Date	Friday, October 7, 2022
Parties Attending	Myself, Abhishek Parmar (VPES), Eshana Baran (VPECA), Arthur Lee (Acting VPES)
Meeting Length (Hrs)	11am-12:30pm (1.5 hrs)
Reason	Executive Committee Working Session
Summary and Outcome	•
Next Steps	•

Meeting, Date	Friday, October 7, 2022
Parties Attending	Myself, Sindhu Dharmajah (Temporary Operations Organizer)
Meeting Length (Hrs)	2pm-3pm (1 hr)
Reason	Google Admin Training & Staff Liaison Officer (SLO) Updates
Summary and Outcome	•
Next Steps	•

Meeting, Date	Friday, October 7, 2022
Parties Attending	Myself, Eshana Baran (VPECA)
Meeting Length (Hrs)	3pm-3:30pm (0.5 hrs)
Reason	President x VP External & Community Affairs Check-In's
Summary and Outcome	•
Next Steps	•

Meeting, Date	Tuesday, October 11, 2022
Parties Attending	Myself, Judit Nagy (VPIOD), Vaibhav Arora (VPESA), Ella Droko (Board Organizer), Sindhu Dharmajah (Temporary Operations Organizer)
Meeting Length (Hrs)	9am-9:30am (0.5 hrs)
Reason	SFSS Annual General Meeting (AGM) Admin Planning Meetings
Summary and Outcome	•
Next Steps	•

Meeting, Date	Tuesday, October 11, 2022
Parties Attending	Confidential
Meeting Length (Hrs)	9:30am-10:45am (1.25 hrs)

Reason	Committee on Councilor Breaches of Confidentiality
Summary and Outcome	Confidential
Next Steps	Confidential

Meeting, Date	Tuesday, October 11, 2022
Parties Attending	Myself, Ricky Che (Member Services Coordinator, Clubs), Brianna Price (Accessibility Coordinator), Mary Phan (Building Coordinator)
Meeting Length (Hrs)	10:45am-12:30pm (1.75 hrs)
Reason	October Building Inspection
Summary and Outcome	•
Next Steps	•

Meeting, Date	Tuesday, October 11, 2022
Parties Attending	Myself, Sindhu Dharmarajah (Temporary Operations Organizer), John Walsh (Facilities Manager)
Meeting Length (Hrs)	1pm-1:30pm (0.5 hrs)
Reason	Discussion w/ Management
Summary and Outcome	•
Next Steps	•

Meeting, Date	Tuesday, October 11, 2022
Parties Attending	Myself, Sindhu Dharmarajah (Temporary Operations Organizer), John Walsh (Facilities Manager), Ella Droko (Board Organizer)
Meeting Length (Hrs)	2pm-3pm (1 hr)
Reason	President x Management Meetings
Summary and Outcome	•
Next Steps	•

Meeting, Date	Tuesday, October 11, 2022
Parties Attending	Myself, Ella Droko (Board Organizer)
Meeting Length (Hrs)	3pm-4pm (1 hr)
Reason	President x Board Organizer Check-In's
Summary and Outcome	•

Next Steps	•
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Meeting, Date	Tuesday, October 11, 2022
Parties Attending	Myself, Sindhu Dharmarajah (Temporary Operations Organizer)
Meeting Length (Hrs)	4pm-5pm (1 hr)
Reason	President x Temporary Operations Organizer Check-In's
Summary and Outcome	•
Next Steps	•

Meeting, Date	Wednesday, October 12, 2022
Parties Attending	Myself, Abhishek Parmar (VPFS)
Meeting Length (Hrs)	12pm-12:30pm (0.5 hrs)
Reason	President x VP Finance & Student Services Check-In's
Summary and Outcome	•
Next Steps	•

Meeting, Date	Wednesday, October 12, 2022
Parties Attending	Myself, Arthur Lee (Acting VPES)
Meeting Length (Hrs)	2pm-2:30pm (0.5 hrs)
Reason	President x VP Equity & Sustainability Check-In's
Summary and Outcome	•
Next Steps	•

Meeting, Date	Wednesday, October 12, 2022
Parties Attending	Myself, Sindhu Dharmarajah (Temporary Operations Organizer), Arthur Lee (Acting VPES)
Meeting Length (Hrs)	2:30pm-3:15pm (0.75 hrs)
Reason	Constituency Group (CG) Document Discussion
Summary and Outcome	•
Next Steps	•

Meeting, Date	Wednesday, October 12, 2022
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Parties Attending	Myself, SFSS Councillors, SFSS Executive Committee, SFSS Management, SFSS Administrative Assistant
Meeting Length (Hrs)	4:30pm-8:15pm (3.75 hrs)
Reason	SFSS Council Meetings
Summary and Outcome	•
Next Steps	•

Meeting, Date	Thursday, October 13, 2022
Parties Attending	Myself, Tracey Mason-Innes (SFU Associate VP Student & International)
Meeting Length (Hrs)	10am-11am (1 hr)
Reason	Student Services & Engagement Meeting w/ SFU Associate VP Student & International
Summary and Outcome	•
Next Steps	•

Meeting, Date	Thursday, October 13, 2022
Parties Attending	Myself, Eshana Baran (VPECA)
Meeting Length (Hrs)	11:30am-12pm (0.5 hrs)
Reason	President x VP External & Community Affairs Check-In's
Summary and Outcome	•
Next Steps	•

Meeting, Date	Thursday, October 13, 2022
Parties Attending	Myself, Melanie Ling (Member Services Coordinator, Clubs)
Meeting Length (Hrs)	2pm-2:30pm (0.5 hrs)
Reason	SFSS Club Concerns
Summary and Outcome	Confidential
Next Steps	Confidential

Meeting, Date	Thursday, October 13, 2022
Parties Attending	Myself, Eshana Baran (VPECA), Abhishek Parmar (VPFS), Arthur Lee (Acting VPES)
Meeting Length (Hrs)	2:30pm-4pm (1.5 hrs)
Reason	SFSS Burnaby Debate Support

Summary and Outcome	•
Next Steps	•

Meeting, Date	Thursday, October 13, 2022
Parties Attending	Myself, Eshana Baran (VPECA), Abhishek Parmar (VPFS), Vaibhav Arora (VPESA), Burnaby Municipal Election Candidates, Multiple Community Members from both SFU and the City of Burnaby
Meeting Length (Hrs)	4pm-7:15pm (3.25)
Reason	SFSS 2022 Burnaby Municipal Elections Debate
Summary and Outcome	•
Next Steps	•

Meeting, Date	Friday, October 14, 2022
Parties Attending	Myself, SFSS Executive Committee, SFSS Management
Meeting Length (Hrs)	9:30am-10:45am (1.25 hrs)
Reason	SFSS Executive Committee Meetings
Summary and Outcome	•
Next Steps	•

Meeting, Date	Friday, October 14, 2022
Parties Attending	Myself, Mohamad Assari (Graduate Student Society VP External)
Meeting Length (Hrs)	3:30pm-4:30pm (1 hr)
Reason	Student Affordability Working Group (SAWG): Student Housing Affordability Working Group
Summary and Outcome	•
Next Steps	•

Meeting, Date	Friday, October 14, 2022
Parties Attending	Myself, Sindhu Dharmarajah (Temporary Operations Organizer), Ella Droko (Board Organizer)
Meeting Length (Hrs)	4:30pm-5pm (0.5 hr)
Reason	Admin Console Review
Summary and Outcome	•

Next Steps	•
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Total Meeting Hours	42.08
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Projects and Events

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

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

Total Project and Events Hours	
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Committee Chair Work

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

Total Committee Hours	
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Administrative Work

Summary	
Total Time (Hrs)	

Total Admin Hours	
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VP Internal and Organizational Development

Judit Nagy

Meeting Summary and Comments

Meeting, Date	2022-10-03
Parties Attending	Myself; John Walsh
Meeting Length (Hrs)	9:30-10 AM (0.5 Hours)
Reason	IT Matters
Summary and Outcome	<ul style="list-style-type: none">- Discussed security issues regarding the domain we use- Discussed moving to outlook in the coming months
Next Steps	<ul style="list-style-type: none">- Follow up with John about how the process would go

Meeting, Date	2022-10-03
Parties Attending	Myself; Gary Wozny (Auditors)
Meeting Length (Hrs)	10:30-11 AM (0.5 Hours)
Reason	Outstanding Audit Information
Summary and Outcome	<ul style="list-style-type: none">- Updating the Auditors on what has happened at the past Council meeting, after their presentation<ul style="list-style-type: none">- they could not reach reach Abhi (VP Finance)- They noted that we should have a motion to accept the audit findings before the AGM<ul style="list-style-type: none">- They said Abhi was meant to add the motion to the agenda, but did not
Next Steps	<ul style="list-style-type: none">- Submit motion to approve the financial statements for the Oct 12 Council meeting

Meeting, Date	2022-10-03
Parties Attending	Myself; Ella Droko, Somayeh Naseri; Sindhu Dharmarajah; Helen Sofia Pahou
Meeting Length (Hrs)	11:00-11:45 AM (0.75 Hours)
Reason	AGM Planning
Summary and Outcome	<ul style="list-style-type: none">- Discussed missing annual report and ETA on drafting it- Prize budget is ready and will be sent for approval by council- Motions are ready and on the agenda
Next Steps	<ul style="list-style-type: none">- Get budget approved by council for AGM prizes- Finish "message from author" and "message from council"

Meeting, Date	2022-10-03
Parties Attending	Myself; Helen Sofia Pahou; Abhi Parmar; Sharon Xu; Mohammad (GSS); Tracey Mason-Innes
Meeting Length (Hrs)	2-3:30 PM (1.5 Hours)
Reason	Student Affordability Working Group Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Review of undergraduate financial calculator website - Review of SAWG new terms of reference - Residence housing update and off-campus housing <ul style="list-style-type: none"> - Working group composition: Helen, myself, and Mohammad
Next Steps	<ul style="list-style-type: none"> - Meet with working group

Meeting, Date	2022-10-03
Parties Attending	Myself; Ethan Dungey; SEF members
Meeting Length (Hrs)	5-6 PM (1 Hour)
Reason	SEF Elections
Summary and Outcome	<ul style="list-style-type: none"> - Secret ballot election for majority of the Executive roles - I was there to supervise in case there there is some conflict
Next Steps	<ul style="list-style-type: none"> - Follow up with Ethan to make sure everything went well after I left

Meeting, Date	2022-10-03
Parties Attending	Myself; Nikki Kirgin; Rastko Koprivica
Meeting Length (Hrs)	6:30-7 PM (0.5 Hours)
Reason	Check-in
Summary and Outcome	<ul style="list-style-type: none"> - Discussed outstanding work report and semester reports - Showed Nikki how to use gmail - Spoke about outstanding projects - Spoke about accessibility occupational therapist review
Next Steps	<ul style="list-style-type: none"> - N/A

Meeting, Date	2022-10-04
Parties Attending	Myself; CJ Rowe
Meeting Length (Hrs)	11-12 PM (1 Hour)
Reason	Meeting about SVSPO-SFSS MOU
Summary and Outcome	<ul style="list-style-type: none"> - Discussed the background on the memorandum of understanding - Discussed the loopholes in it that should be addressed regarding directors - Spoke about ongoing

Next Steps	<ul style="list-style-type: none"> - Schedule follow up meeting with CJ and Student Rights and Responsibilities office - Send CJ follow up email about setting up monthly meetings
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Meeting, Date	2022-10-05
Parties Attending	Myself; Sindhu Dharmarajah ; John Walsh
Meeting Length (Hrs)	9:15-10 AM (0.75 Hours)
Reason	PP-2: Building Closure Policy Discussion
Summary and Outcome	<ul style="list-style-type: none"> - Spoke about the background and how sneakily this policy got added with very little staff consultation - Discussed the overlaps with office holidays in the collective agreement - Agreed that the policy needs to be revised and add in a new section about actual procedure for building closure.
Next Steps	<ul style="list-style-type: none"> - Follow up with Sindhu and John about their comments and edits they are suggesting by November (busy month ahead)

Meeting, Date	2022-10-05
Parties Attending	Myself; John Walsh ; Sindhu Dharmarajah ; Ella Droko
Meeting Length (Hrs)	11-12 PM (1 Hour)
Reason	Management x VPIOD Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Spoke about AGM updates <ul style="list-style-type: none"> - Discussed zoom link situation and setting up SFU SSO and getting the auditors an SFU email so they can access it - Discussed AGM prizes and no access to credit car <ul style="list-style-type: none"> - Judit will buy the prizes and get reimbursement – current estimate is around 4K in physical prizes (ipad, surface tablet, etc.) - Discussed that it will be easier to send emails about the AGM than to hold a development session (no one shows up, and no one pays attention) <ul style="list-style-type: none"> - Judit will buy prizes during the allotted time - Discussed Student Care tabling for referendum - Spoke about SFSS email issues and banned words - SVSPO MOU improvements and where do we go from here - Discussed completed minutes backlog for Council and Executive Committee - Spoke about deadlines and expectations for the coming months
Next Steps	<ul style="list-style-type: none"> - Sindhu to find emails that the auditors can use - Ella to fix banned words issue - John to work on SPOC annual plan (or now 4 month plan) - Judit to figure out where the cheque req is for an outstanding item

Meeting, Date	2022-10-07
Parties Attending	Myself; Grayson (Environmental Science Councillor)
Meeting Length (Hrs)	11:30-12:45 PM (1.25 Hours)

Reason	Onboarding with Grayson
Summary and Outcome	<ul style="list-style-type: none"> - Spoke about governance structure since he was last on council - Spoke about services, responsibilities, policies, bylaws, and how-to-not-burn-out-on-council-and-survive
Next Steps	<ul style="list-style-type: none"> - Send Grayson the discord link for the SFSS discord

Meeting, Date	2022-10-11
Parties Attending	9-9:30 AM (0.5 Hours)
Meeting Length (Hrs)	Myself; Ella Droko, Somayeh Naseri; Sindhu Dharmarajah; Helen Sofia Pahou
Reason	AGM Planning Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussed that the portions for the AGM Council Annual report is complete, waiting for services parts - Discussed the meme folder - Spoke about setting up zoom polling for AGM, and sanity-checked the questions
Next Steps	<ul style="list-style-type: none"> - Follow up with relevant staff whether the zoom link is ready to go for a trial run

Meeting, Date	2022-10-11
Parties Attending	Myself; Helen Sofia Pahou; Ben Tischler
Meeting Length (Hrs)	9:30-10:30 AM (1 Hour)
Reason	CCBC Meeting
Summary and Outcome	Confidential
Next Steps	Confidential

Meeting, Date	2022-10-11
Parties Attending	Myself; Sophia Haque; Abhishek Parmar
Meeting Length (Hrs)	11-12 PM (1 Hour)
Reason	SFSS Referenda Discussion
Summary and Outcome	<ul style="list-style-type: none"> - Spoke about campaigning policies - Discussed referenda question fiasco at Council <ul style="list-style-type: none"> - Told Sophia that I am waiting for the meeting minutes so I can send in the referenda submission package to the IEC - Spoke about promotion to get people to vote in the referenda: <ul style="list-style-type: none"> - sidewalk chalk - Postering - Tabling
Next Steps	<ul style="list-style-type: none"> - Follow up with John whether we can do the sidewalk chalk given what

	<p>happened last year with vandalism on SFU property</p> <ul style="list-style-type: none"> - Book tables - Submit referenda package ASAP after I get the draft Council minutes
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Meeting, Date	2022-10-11
Parties Attending	Myself; John Walsh
Meeting Length (Hrs)	12-12:30 PM (0.5 Hour)
Reason	Sidewalk Chalk on SFU property
Summary and Outcome	<ul style="list-style-type: none"> - Discussed the feasibility of doing sidewalk chalk promotion that would wash of <ul style="list-style-type: none"> - Discussed the difficulty of doing so after september 2021 - Looked at potential places we can do it - Discussed the vague campaigning policies around it
Next Steps	<ul style="list-style-type: none"> - John to ask SFU if we can do it - Judit to follow up

Meeting, Date	2022-10-11
Parties Attending	Myself; Somayeh Naseri
Meeting Length (Hrs)	12:30-12:45 (0.25 Hours)
Reason	AGM Agenda
Summary and Outcome	<ul style="list-style-type: none"> - Somayeh wanted to know if everything is okay on the agenda or is any final changes need to be made to it - I told her that it is good to go and the membership has access to it
Next Steps	<ul style="list-style-type: none"> - N/A

Meeting, Date	2022-10-11
Parties Attending	Myself; Pamela Felix (auditor)
Meeting Length (Hrs)	3-4 PM (1 Hour)
Reason	Call with Auditor
Summary and Outcome	<ul style="list-style-type: none"> - Discussed outstanding matter that should have been addressed weeks ago but it was not - I told them to prepare for a conservative approach in case we do not get the relevant information in time, and account for the expenditure
Next Steps	<ul style="list-style-type: none"> - Draft email to relevant consultant (confidential as to who, and about what, and why, sorry)

Meeting, Date	2022-10-12
Parties Attending	Myself; Pamela Felix

Meeting Length (Hrs)	9:45-10:45 AM (1 Hour)
Reason	Call with Auditor
Summary and Outcome	<ul style="list-style-type: none"> - Discussed feedback the SFSS received on the outstanding matter and how we plan to address it - Spoke about the audit outcome - Spoke about potential avenues forward for better fiscal responsibility
Next Steps	<ul style="list-style-type: none"> - To email Gary - Submit items for FASC agenda

Meeting, Date	2022-10-12
Parties Attending	Myself; John Walsh; Sindhu Dharmarajah
Meeting Length (Hrs)	11-12 PM (1 Hour)
Reason	Management x VPIOD Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussed outstanding issues regarding Society exposures and where we can improve before it bites us in the butt - Spoke about mailing lists and SFSS emails issue - Discussed matters pertaining to HRP - Gaming lounge discussion - Spoke about VPIOD potential leave in november for medical reason - Discussed SFU matters related - Sidewalk chalk for referendum is a no
Next Steps	<ul style="list-style-type: none"> - Get John to open the door for the gaming lounge today at 3PM - Follow up with Sindhu about whether the banned words issue was addressed or not

Meeting, Date	2022-10-12
Parties Attending	Myself; Nancy Mah; Emily and Jennifer Seto (esports)
Meeting Length (Hrs)	3-4 PM (1 Hour)
Reason	Esports Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussed potential changes to the esports team and team name - Spoke about the spaces and timelines - Discussed potential middle grounds - Confidential matters
Next Steps	<ul style="list-style-type: none"> - Wait for proposal from Jennifer

Meeting, Date	2022-10-12
Parties Attending	Council
Meeting Length (Hrs)	4:30-7:30 (3 Hour) – left early
Reason	Council Meeting

Summary and Outcome	<ul style="list-style-type: none"> - Finance statements approved to go to AGM - In-camera discussion (confidential) - Contentious motion
Next Steps	<ul style="list-style-type: none"> - N/A follow up with hurt parties

Total Meeting Hours	19 Hours
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Projects and Events

Project/Event Title	Annual Council Report
Updates and Upcoming Plans	<ul style="list-style-type: none"> - So as a quick TL;DR: This report is meant to be drafted by the outgoing VP Internal and is meant to be attached to their Exit Report in accordance with R-4 of Council Policies. This was not done because half of the Exit Reports from the last Executive are missing, the VP Internal report included, so I had to write it. - Committee blurbs and highlight sections are completed in accordance with what I could find on social media and in their meeting minutes. - Council highlights sections were added because the majority of the projects went through Council and not the committees. I wanted to show the full picture, so we added that extra section. - Changed "Message from President" to "Message from Author" because the President had (a) nothing to do with the last year's board, (b) had nothing to do with drafting the report. - Completed "Letter from Council" and tried to make it as nice as possible for last year's Council, I hope they'll like it.
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Finding images and graphics. There was nothing left behind from last year to do this and we are pulling from old work orders and instagram posts to compensate - Get it added to the AGM folder
Total Time (Hrs)	6.5 Hours

Project/Event Title	AGM Outreach Survey Report
Updates and Upcoming Plans	<ul style="list-style-type: none"> - In the drafting stage for the Members' Meeting Planning Committee's Outreach report - Currently looking at data analysis and creating the graphs because the ones on SFU Websurvey are not the best looking ones
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Estimated completion ETA is October 25 - To be added on the website, under the new reports section, under the Public CCBC report
Total Time (Hrs)	4 Hours

Project/Event Title	SVSPO-SFSS MOU
Updates and Upcoming	<ul style="list-style-type: none"> - Since September, we have identified key holes in the MOU that need to be

Plans	<p>fixed moving forward to accommodate our Governance Model</p> <ul style="list-style-type: none"> - Meetings are scheduled to handle this matter - The extent of the issue will most likely be conveyed to Council in the coming weeks
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Prepare a briefing to Council <ul style="list-style-type: none"> - Prepare suggestions to handle the issue
Total Time (Hrs)	3.25 Hours

Project/Event Title	SFSS Student Care Referendum
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Tables have been booked for spreading information about the student plan, because people rarely know how to use it - I am scheduled to attend every tabling session with the exception of one because I have class to attend. - Referenda submission package was completed and approved by the IEC - Campaigning material has been approved by the IEC as well. - Snacks had been acquired to tabling
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Follow up with Sophia regularly to see progress and ensure that students do get out to vote during the by-election, to ensure we have quorum for the referenda (~1600 people).
Total Time (Hrs)	7 Hours

Total Project and Events Hours	20.75 Hours
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Committee Chair Work

Committee Name	Governance Committee (I canceled the meeting in protest for committee member safety concerns)
# of Meetings	0
Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	N/A
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Administrative Work

Summary	OCT 1, 2022 <ul style="list-style-type: none"> - VPIOD Semester report submission to Oversight - Sending in VPX Semester report to Oversight Chair because she sent to me by accident - Completing september work reports - Misc. emails
Total Time (Hrs)	6 Hours

Summary	OCT 2, 2022 <ul style="list-style-type: none"> - Work calls - Council minutes approval - Communications over Surrey debates, forwarded to VPX - GOV call for agenda - Draft committee blurbs sent to admin
Total Time (Hrs)	3 Hours

Summary	OCT 3, 2022 <ul style="list-style-type: none"> - SFSS mail list issue - SU issue - AGM agenda - SAWG sub working group - onboarding new councillors - communications with the auditors and sending out the financial statement - GOV and EXEC minutes approval - SOP things - DEV SESSION follow up - council agenda item submission - staff check-ins
Total Time (Hrs)	5 Hours

Summary	OCT 4, 2022 <ul style="list-style-type: none"> - Confidential - Onboarding scheduling - Cheque reqs - SOPs collection - SVSPO MOU review - Staff check-ins
Total Time (Hrs)	4 Hours

Summary	OCT 5, 2022 <ul style="list-style-type: none"> - DSU issues - Staff updates - AGM agenda updates - WUSC invoice search - Surrey Debates eventbrite information - Esports scheduling
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	<ul style="list-style-type: none"> - Management action items - AGM prizes purchase (pt.1)
Total Time (Hrs)	6 Hours

Summary	OCT 6, 2022 <ul style="list-style-type: none"> - Confidential email - SFSS email issues - Response to confidential email that if said someone raises that publicity, I will say, on the record, that Council should not be given that power whatsoever, that power should rest with the membership, and the membership alone - AGM notice approval and final touch ups
Total Time (Hrs)	4 Hours

Summary	OCT 7, 2022 <ul style="list-style-type: none"> - Sending Management's SOPs to Beaty directly - HRP minutes approval - EXEC minutes approval - Sending council discord link to new councillor - Meeting scheduling with Student Care - Council Minutes approval - GOV agenda submissions
Total Time (Hrs)	4.5 Hours

Summary	OCT 10, 2022 <ul style="list-style-type: none"> - MFA setup - Schedule meeting with legal counsel - CCBC agenda - receipt of prize acknowledgement for AGM
Total Time (Hrs)	4 Hours

Summary	OCT 11, 2022 <ul style="list-style-type: none"> - lawyer email - auditor email - MECS matters - councillor onboarding issue - core activation - HRP agenda approval - GOV agenda approval - referenda matters - September month in review - esports scheduling
Total Time (Hrs)	2.5 Hours

Summary	OCT 12, 2022
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	<ul style="list-style-type: none"> - Urgent email to legal counsel - Burnaby debates information forwarded to VPX - Cheque reqs - Canceling governance committee meeting - Staff check-ins
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Total Time (Hrs)	3.5 Hours
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Summary	OCT 13, 2022 (on LOA) <ul style="list-style-type: none"> - Responding to SFSS email issue and solutions - Calls and messages
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Total Time (Hrs)	2 Hours
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Summary	OCT 14, 2022 (on LOA) <ul style="list-style-type: none"> - Draft minutes for referenda - Calls - Staff-check in (I hate the fact that I had to come in and put out another fire. Also if you saw me coming into the SUB in a hoodie – no you didn't.) - Policy dispute
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Total Time (Hrs)	4 Hours
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Summary	OCT 15, 2022 (on LOA) <ul style="list-style-type: none"> - Call (confidential) and messages pertaining the issues and potential reporting matters
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Total Time (Hrs)	2 Hours
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Total Admin Hours	50.5 Hours
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Total Hours	90.25 Hours
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VP Finance and Services
Abhishek Parmar

Meeting Summary and Comments

Meeting, Date	Meeting with investments Manager, October 3, 2022 10am-11am
Parties Attending	Rakesh Mehta
Meeting Length (Hrs)	1
Reason	To get further information to make dev session presentation for January
Summary and Outcome	<ul style="list-style-type: none">• Worked through multiple reports with Rakesh• Rakesh gave pointers on how to make presentation easier for those without a finance background to understand
Next Steps	Make a presentation for council dev session

Meeting, Date	Student Affordability Working Group, October 3, 2022 2pm-2:45pm
Parties Attending	Helen Sofia Pahou, Mohammad Assari, Sharon Xu, Tracy Mason Innes, Sud Mehta, Judit Nagy
Meeting Length (Hrs)	0.75
Reason	Monthly meeting
Summary and Outcome	<ul style="list-style-type: none">• Meeting is a little bit hazy to me as I left early due to chest pain
Next Steps	n/a

Meeting, Date	AVP Check in October 3, 2022 7pm-8pm
Parties Attending	Aaron Fung
Meeting Length (Hrs)	1
Reason	Weekly check in
Summary and Outcome	<ul style="list-style-type: none">• Went over the basics of the budget
Next Steps	<ul style="list-style-type: none">• Go into greater detail of each individual department

Meeting, Date	President x VP Finance Check-In October 5, 2022 11am-11:30am
Parties Attending	Helen Sofia Pahou
Meeting Length (Hrs)	0.5
Reason	Weekly check in

Summary and Outcome	<ul style="list-style-type: none"> • Gave an update on the status of the finance report
Next Steps	n/a

Meeting, Date	Exec working session October 7, 2022 11am - 12:30pm
Parties Attending	Helen Sofia Pahou, Eshana Baran, Arthur Lee
Meeting Length (Hrs)	1.5
Reason	To help build cohesion within willing members of the executive
Summary and Outcome	<ul style="list-style-type: none"> • Made lists of our upcoming projects <ul style="list-style-type: none"> ◦ Bonus category of how to help VP Finance • Lightsaber battle with dry erase markers • A couple mental exercises • Overall, good vibes
Next Steps	n/a

Meeting, Date	Confidential meeting, October 7, 2022 12:45pm -1:45pm
Parties Attending	Confidential
Meeting Length (Hrs)	1
Reason	Confidential
Summary and Outcome	Confidential
Next Steps	Follow up on October 12

Meeting, Date	SFSS: Referendum Planning October 11, 2022 11am-12pm
Parties Attending	Judit Nagy, Sophia Haque
Meeting Length (Hrs)	1
Reason	Meeting scheduled by Sophia
Summary and Outcome	<ul style="list-style-type: none"> • Discussed promo ideas for the referenda <ul style="list-style-type: none"> ◦ Ideas like chalk and tabling were brought up • Linking referenda to discuss with flu shots was discussed • Campaigning policies for the referendum were discussed
Next Steps	n/a

Meeting, Date	Confidential meeting, October 12, 2022 11:30am -12pm
Parties Attending	Confidential
Meeting Length (Hrs)	0.5
Reason	Confidential

Summary and Outcome	Confidential
Next Steps	No follow up needed

Meeting, Date	President x VP Finance check-in October 12, 2022 12pm-12:30pm
Parties Attending	Helen Sofia Pahou
Meeting Length (Hrs)	0.5
Reason	Weekly check in
Summary and Outcome	<ul style="list-style-type: none"> • Signed the audit letter • Discussed joint tasks and future working session to get them done
Next Steps	n/a

Meeting, Date	Student appreciation pizza party 12:30pm-1:30pm
Parties Attending	Vaibhav Arora, Arthur Lee, Eshana Baran, Ayo Adigun, Dipti Chavan
Meeting Length (Hrs)	1
Reason	Student engagement
Summary and Outcome	<ul style="list-style-type: none"> • I helped hand out pizza and pop • Engaged with students • Helped clean up
Next Steps	n/a

Meeting, Date	SFSS Council meeting October 12, 2022 4:30pm - 8:15pm
Parties Attending	Councilors, execs
Meeting Length (Hrs)	3.75
Reason	Bi-weekly meeting
Summary and Outcome	<ul style="list-style-type: none"> • Audited Financial Statement approved for AGM • Motion to donate money to IRSS postponed to next meeting
Next Steps	n/a

Meeting, Date	Signing + finance chat October 13, 2022 10am-11am
Parties Attending	Sindhu Dharmarajah, Kurt Belliveau
Meeting Length (Hrs)	1
Reason	Catching up on signing payroll and spontaneous discussion
Summary and Outcome	<ul style="list-style-type: none"> • Signed cheque reqs, payroll and bank recs • Discussed issues in certain policies

Next Steps	n/a
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Meeting, Date	Check in with John October 13, 2022 11:30am - 12:00pm
Parties Attending	John Walsh
Meeting Length (Hrs)	0.5
Reason	To discuss John's new role and its implications for committees and other issues
Summary and Outcome	<ul style="list-style-type: none"> • Various items to be submitted to the SPOC agenda • Discussion item submitted to the FASC agenda
Next Steps	Follow up at SPOC and FASC

Meeting, Date	Burnaby City Councilor Candidates Debate October 13, 2022 4:15pm - 7:15pm
Parties Attending	Burnaby City Councilor Candidates, Helen Sofia Pahou, Eshana Baran, Rastko Koprivica, various other guests
Meeting Length (Hrs)	3
Reason	To hold debates for Burnaby council candidates
Summary and Outcome	<ul style="list-style-type: none"> • Ran to Tim Horton's and brought 2 take 12 coffees • Helped set up the snack station • Helped clean up event
Next Steps	n/a

Meeting, Date	Executive committee meeting October 14, 2022 9:30am - 10:45m
Parties Attending	Helen Sofia Pahou ,Eshana Baran, Vaibhav Aroa, Arthur Lee, John Walsh, Sindhu Dharmarajah
Meeting Length (Hrs)	1.25
Reason	Bi-weekly meeting
Summary and Outcome	<ul style="list-style-type: none"> • Ashley Flett appointed as new AVP for VP Equity and Sustainability • I was appointed to the sit on the University Committee for the Excellence in Teaching Awards • Agreed to unlock the executive office during regular SUB operating hours
Next Steps	n/a

Meeting, Date	Confidential Call October 14, 2022 4pm-5pm
Parties Attending	Confidential
Meeting Length (Hrs)	1
Reason	Confidential

Summary and Outcome	Confidential
Next Steps	Confidential

Meeting, Date	Confidential Meeting October
Parties Attending	Confidential
Meeting Length (Hrs)	1
Reason	Confidential
Summary and Outcome	Confidential
Next Steps	Confidential

Meeting, Date	Confidential Call, October 15, 2022 9:45pm- 10:15pm
Parties Attending	Confidential
Meeting Length (Hrs)	0.5
Reason	Confidential
Summary and Outcome	Confidential
Next Steps	Confidential

Total Meeting Hours	20.75
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Projects and Events

Project/Event Title	VP Finance report for the AGM
Updates and Upcoming Plans	<ul style="list-style-type: none"> • Is complete and part of AGM Folder
Relevant Strategic Priorities	<ul style="list-style-type: none"> • Keeping the student body informed on the SFSS' financial health. • Part of Bylaw responsibilities of the VP Finance
Total Time (Hrs)	20 - (does not include research time)

Total Project and Events Hours	20
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Committee Chair Work

Committee Name	Finance and Administrative Services Committee
# of Meetings	0
Total Time (Hrs)	1.5
Summary	Submitting agenda items, communicating, correcting FASC minutes
Ongoing Projects	n/a
Relevant Strategic Priorities:	<ul style="list-style-type: none"> Looking at fiscal matter for the SFSS

Committee Name	Space Oversight Committee
# of Meetings	0
Total Time (Hrs)	2
Summary	<ul style="list-style-type: none"> Discussions with committee members and Facilities manager, updating SPOC document, submitting Jotform items and minutes approval.
Ongoing Projects	<ul style="list-style-type: none"> Adjustment to TOR
Relevant Strategic Priorities:	<ul style="list-style-type: none"> Utilization of space in the SUB Use of SFSS Spaces

Total Committee Hours	3.5
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Administrative Work

Summary	October 3rd, 2022 updating extension doc for OCEO, emails (5)
Total Time (Hrs)	5 hours

Summary	October 4th, 2022 signing bank recs (0.25), emails (1.5)
Total Time (Hrs)	1.75 hours

Summary	October 5th, 2022 sign cheque reqs (0.5), emails (2)
Total Time (Hrs)	2.5 hours

Summary	October 6th, 2022 emails (4)
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Total Time (Hrs)	4 hours
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Summary	October 7th, 2022 (1.5 hours)
Total Time (Hrs)	1.5 hours

Summary	October 8th, 2022 answering emails in office (2)
Total Time (Hrs)	2 hours

Summary	October 10th, 2022 emails (2)
Total Time (Hrs)	2 hours

Summary	October 11th, 2022 emails (3.5)
Total Time (Hrs)	3.5 hours

Summary	October 12th, 2022 signing cheques (0.5), emails (3)
Total Time (Hrs)	3.5 hours

Summary	October 13th, 2022 emails (2.5)
Total Time (Hrs)	2.5 hours

Summary	October 14th, 2022 emails (3)
Total Time (Hrs)	3 hours

Total Admin Hours	31.25
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Total hours = 75.5 (Plus ~ 10 hours in research for VP Finance report but I didn't know exactly when I did it, so I didn't include it)

VP University and Academic Affairs
Nikki Kirigin

Note Working on my work report for this period in a separate document. I will copy and paste the contents here when complete.

Please be understanding, as I have far exceeded my hours during this period and am honestly exhausted.

Meeting Summary and Comments

SFSS Council Meetings

Meeting, Date	SFSS Council Meeting, Wednesday September 12th 2022, 4:30-8:15pm
Parties Attending	SFSS Council, SFSS Staff, Students
Meeting Length (Hrs)	4:30-8:15pm (3 hours and 45 minutes)
Reason	A regularly scheduled bi-weekly SFSS Council Meeting.
Summary and Outcome	- The agenda items can be found on the SFSS website.
Next Steps	- Attend the upcoming regularly scheduled SFSS Council Meeting.

Meetings with Councillors or Executives

Meeting, Date	Discussion with Judit and Rastko, Monday October 3rd 2022, 7:00-8:30pm
Parties Attending	Judit Nagy (Vice-President Internal and Organizational Development), Rastko Koprivica (Faculty of Art, Communication, and Technology Councillor)
Meeting Length (Hrs)	6:30-7:00pm (30 minutes) Location: SUB 3331
Reason	- We all updated each other on what has been happening and where we are at currently.
Summary and Outcome	- We updated each other on what we have been working on and our recent experiences within the SFSS.
Next Steps	- N/A

Meeting, Date	Check-In with Rastko, Monday October 3rd 2022, 7:00-8:30pm
Parties Attending	Rastko Koprivica (Faculty of Art, Communication, and Technology Councillor)
Meeting Length (Hrs)	7:00-8:30pm (1 hour and 30 minutes) Location: SUB 3331

Reason	- Rastko and I updated each other on what has been happening and where we are at currently. This meeting was an extension of the previous meeting after Judit left.
Summary and Outcome	- Rastko and I both shared our recent experiences within the SFSS and how to move forward to ensure the success of the students and that students are meaningfully represented.
Next Steps	- N/A

Associate Vice-President Meetings

Meeting, Date	Associate Vice-President Meeting, Monday October 3rd 2022, 9:30-10:00pm
Parties Attending	Gurmehar Singh (Associate Vice-President, University and Academic Affairs)
Meeting Length (Hrs)	11:30-12:00am (30 minutes)
Reason	- Update on meetings with staff and the eventful day prior to the meeting.
Summary and Outcome	- I mainly discussed what I talked about with the Administrative Coordinator and how it impacts UAAC.
Next Steps	- N/A

Meeting, Date	Associate Vice-President Meeting, Sunday October 9th 2022, 7:00-8:30pm
Parties Attending	Emilio Da Silva (Associate Vice-President, University and Academic Affairs)
Meeting Length (Hrs)	6:00-7:30pm (1 hour and 30 minutes)
Reason	- Working session on UAA admin.
Summary and Outcome	- Emilio and I had a working session regarding UAA admin and worked through emails and discussions regarding work reports.
Next Steps	- N/A

Meeting, Date	Associate Vice-President Meeting, Sunday October 9th 2022, 11:30-12:00am
Parties Attending	Gurmehar Singh (Associate Vice-President, University and Academic Affairs)
Meeting Length (Hrs)	11:30-12:00am (30 minutes)
Reason	- Update on UAA admin.
Summary and Outcome	- Gurmehar knew that I needed some assistance with administrative tasks. I updated him on the progress I made with Emilio in the meeting earlier in the day.
Next Steps	- N/A

Meeting, Date	Associate Vice-President Meeting, Thursday October 13th 2022, 8:00-8:30pm
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Parties Attending	Gurmehar Singh (Associate Vice-President, University and Academic Affairs)
Meeting Length (Hrs)	8:00-8:30pm (30 minutes)
Reason	- Council meeting debrief and updates.
Summary and Outcome	- Gurmehar and I discussed what happened at the last Council meeting. - We discussed how this impacts UAAC. - We also discussed how UAAC went.
Next Steps	- N/A

Meeting, Date	Associate Vice-President Meeting, Friday October 14th 2022, 6:00-7:30pm
Parties Attending	Emilio Da Silva (Associate Vice-President, University and Academic Affairs)
Meeting Length (Hrs)	6:00-7:30pm (1 hour and 30 minutes)
Reason	- Council meeting debrief and updates. Discussion regarding UAAC plans
Summary and Outcome	- Emilio and I mainly talked about the last Council meeting. We also talked about UAAC plans and I outlined some of the items for the upcoming agenda.
Next Steps	- N/A

Staff and Organizational Meetings

Meeting, Date	Check-In Meeting, Tuesday October 4th 2022, 12:00-1:00pm
Parties Attending	Sindhu Dharmarajah (Temporary Operations Organizer)
Meeting Length (Hrs)	12:00-1:00pm (1 hour)
Reason	- Check-in with Sindhu for updates, advice, and support.
Summary and Outcome	- I updated Sindhu on UAAC progress. - I also discussed accessibility concerns with Sindhu.
Next Steps	- N/A

Meeting, Date	SFU Surge Event Meeting, Tuesday October 4th 2022, 3:00-4:30pm
Parties Attending	John Walsh (Facilities Manager), Sindhu Dharmarajah (Temporary Operations Organizer), Ishaan Bedi (President of SFU Surge)
Meeting Length (Hrs)	3:00-4:30pm (1 hour and 30 minutes)
Reason	- Meeting regarding the feasibility of a 24-hour Hackathon Event organized by SFU Surge.
Summary and Outcome	- We discussed the feasibility of a 24-hour Hackathon Event. - John outlined some issues regarding the operating hours of the Student Union Building. - We discussed potential alternatives.

Next Steps	- N/A
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Meetings with University Administrators

Meeting, Date	SFU Campus Public Safety Discussion Regarding MLMs on Campus, Tuesday October 4th 2022, 2:00-2:30pm
Parties Attending	Three Members of SFU Campus Public Safety
Meeting Length (Hrs)	2:00-2:30pm (30 minutes)
Reason	<ul style="list-style-type: none"> - I requested to talk to SFU Campus Public Safety after an incident regarding an employee of SFU and the recent current events with the presence of MLMs on campus.
Summary and Outcome	<ul style="list-style-type: none"> - <i>*Note* The details of the conversation are confidential.</i> - We discussed an incident with a university administrator being volatile towards myself and how they are related to the current event with the presence of MLMs on campus. - SFU Campus Public Safety requested more details from me and I provided them.
Next Steps	<ul style="list-style-type: none"> - Investigate further regarding who provided permission for the presence of MLMs on campus.

Meeting, Date	Discussion with University Administrator from the SFU Beedie School of Business, Tuesday October 4th 2022, 2:30-3:00pm
Parties Attending	A Representative from the Simon Fraser University Beedie School of Business
Meeting Length (Hrs)	2:30-3:00pm (30 minutes)
Reason	<ul style="list-style-type: none"> - The administrator came to talk with me after an incident regarding one of their employees.
Summary and Outcome	<ul style="list-style-type: none"> - <i>*Note* At this current moment, the two administrators involved requested to keep their identities confidential and to complete the process of information-gathering prior to publicly announcing our strategy or any public condemnation of parties involved.</i> - Discussed the issue with the presence of MLMs on campus. - Debriefed after the incident of an administrator being volatile towards myself.
Next Steps	<ul style="list-style-type: none"> - Set-up a meeting with this administrator to discuss the issue further.

Meeting, Date	Introductory Meeting with SFU Beedie School of Business & Discussion on Multi-Level Marketing Recruitment on Campus, Friday October 14th 2022, 1:30-3:00pm
Parties Attending	Representatives from the Simon Fraser University Beedie School of Business
Meeting Length (Hrs)	1:30-3:00pm (1 hour and 30 minutes) <i>Location: West Mall Centre, 5th Floor, Beedie School of Business</i>
Reason	<ul style="list-style-type: none"> - The subject matter of the discussion is regarding Multi-Level Marketing (MLM) recruitment on campus.

Summary and Outcome	<ul style="list-style-type: none"> - <i>*Note* At this current moment, the two administrators involved requested to keep their identities confidential and to complete the process of information-gathering prior to publicly announcing our collective strategy or any public condemnation of parties involved.</i> - Discussed the issue with the presence of MLMs on campus. - Debriefed after the incident of an administrator being volatile towards myself. - Worked on a collective strategy of next-steps to ensure that we are moving forward. - A mutual recognition of the issue and mutual agreement of the importance of moving forward and working together to protect students from predatory labour and recruitment practices, as frequently seen with MLMs on campus. - Discussion of anecdotes provided by students regarding Vector Marketing.
Next Steps	<ul style="list-style-type: none"> - Meet with the same administrators bi-weekly.

Meetings with Students

Meeting, Date	Debrief: SFU Surge Event Meeting, Tuesday October 4th 2022, 4:30-5:00pm
Parties Attending	Ishaan Bedi (President of SFU Surge)
Meeting Length (Hrs)	4:30-5:00pm (30 minutes)
Reason	<ul style="list-style-type: none"> - Ishaan and I had a discussion after the meeting with John and Sindhu.
Summary and Outcome	<ul style="list-style-type: none"> - I talked with Ishaan about the likelihood that this event could go through, and potential next steps.
Next Steps	<ul style="list-style-type: none"> - N/A

Meeting, Date	Interview with UAAC Applicant, Tuesday October 4th 2022, 5:00-5:30pm
Parties Attending	Duc Anh Luu (Student)
Meeting Length (Hrs)	5:00-5:30pm (30 minutes)
Reason	<ul style="list-style-type: none"> - Duc Anh applied as a student member-at-large of the University and Academic Affairs Committee.
Summary and Outcome	<ul style="list-style-type: none"> - Duc Anh and I had an interview to determine if he would be the right fit for the UAAC. - I asked Duc Anh questions regarding his ideas for the UAAC, motivation, and time commitment.
Next Steps	<ul style="list-style-type: none"> - Draft a motion to elect Duc Anh Luu to the UAAC.

Meeting, Date	Meeting with SFU Student, Friday October 14th 2022, 3:30-4:30pm
Parties Attending	Confidential Student Identity
Meeting Length (Hrs)	3:30-4:30pm (1 hour)
Reason	<ul style="list-style-type: none"> - The student requested to meet with me to discuss a sensitive issue regarding university policy and contentions surrounding their accessibility needs not

	being properly considered.
Summary and Outcome	- We discussed how to improve their experience and the experience of all students and how to move forward and improve things.
Next Steps	- Bring forward the student's thoughts and suggestions to the UAAC.

University Community Meetings and Events

Meeting, Date	Burnaby City Councillor Debates, Thursday October 13th 2022, 3:30-6:30pm
Parties Attending	Helen Sofia Pahou (President), Eshana Baran (Vice-President External and Community Affairs), Rastko Koprivica (Faculty of Communication, Art, and Technology)
Meeting Length (Hrs)	3:30-6:30pm (3 hours) <i>Location: Student Union Building, Ballroom</i>
Reason	- An event organized by the Vice-President External and Community Affairs.
Summary and Outcome	- I volunteered to assist with the event when Eshana Baran sent out an email asking for assistance. - I worked as a float to assist with the event wherever required, such as with crowd control.
Next Steps	- N/A

Projects and Events

Project/Event Title	Project: [UAAC] Annual Strategic Planning (2022/2023)
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Ongoing project that is the theoretical foundation of action within the UAA office and UAAC. The document is significant because it provides a framework of the vision of the UAA and UAAC. - The 2022/2023 UAA Annual Strategic Plan exists as a living document that is amendable and requires robust student consultation prior to final implementation. - Consensus of the UAAC has outlined the importance of ensuring that the 2022/2023 UAA Annual Strategic Plan is representative of the student body and their perspectives, desires, and priorities, and that the formation of this annual plan is founded in student outreach and engagement. - The University and Academic Affairs Strategic Planning Working Group was formed at the Thursday October 13th 2022 UAAC Meeting, with Alan Ropke, Priyanka Dhesa, and Duc Anh Luu as members. - The planning and formation of a working group for UAA outreach initiatives is to be further discussed at the UAA Strategic Planning Working Group. - Most work on this project during this work report period has been completed indirectly through other projects, and the total time (hrs) solely reflects dedicated time to this specific project.
Relevant Strategic Priorities	<ul style="list-style-type: none"> - The primary strategic priority and overall goal is to ensure that the 2022/2023 UAA Annual Strategic Plan is in-line with student interests, specifically their perspectives, desires, and priorities. - Strategy to establish other projects and create a network that will provide

	<p>benefit and guidance to the creation of the annual plan. For example, utilizing learnings through the project on “[UAAC] Student Outreach Reform: Meaningful Consultation & Involvement” to inform how to conduct student outreach for the formation of the 2022/2023 UAA Annual Strategic Plan.</p> <ul style="list-style-type: none"> - Other directly relevant projects are, for example: “[UAAC] Terms of Reference: Review and Amendment” and “[UAAC] Theory and Practice: Educational Basis of Action.” <hr/> <p>Next Steps: Continue to expedite work in other directly relevant projects to enable the expedient formation of the 2022/2023 UAA Annual Strategic Plan. Convene a meeting of the UAA Strategic Planning Working Group.</p>
Total Time (Hrs)	2 hours

Project/Event Title	Project: [UAAC] University Policy Research
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Ongoing project that prepares the foundation of work within the office of the University and Academic Affairs. - Policy research is required to establish and continuously develop the strategies of the UAAC. - Main focus of policy research is centered around policies at the University, but other directly and indirectly relevant policies are also within the scope of this project, such as within Federal and Provincial legislation, and also within SFSS By-Laws and Policies. - Current Topics of University Policy Research: - Withdrawal Under Extenuating Circumstances - Academic Dishonesty - SFU Career Services and Whether Provisions Exist for MLMs - Human Rights Office - → Human Rights Policy (GP 18) - → Procedures (of the Human Rights Office)
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Establish an understanding of the framework that the university relies upon when making decisions. This understanding is a prerequisite for whenever there needs to be a new policy proposal or to challenge a pre-existing policy. <hr/> <p>Next Steps: Continue research.</p>
Total Time (Hrs)	6 hours

Project/Event Title	Project: [UAAC] Terms of Reference: Review and Amendment
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Ongoing project regarding reviewing and amending the terms of reference (TOR) for the University and Academic Affairs Committee (UAAC) - Members of the UAAC brought up suggestions for amending the TOR. - Discussions with the Campaigns and Mobilization Coordinator on the goal to improve the TOR related to improving and promoting direct student involvement.
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Overall goal to bring the UAAC’s TOR more in-line with student interests, as well as optimizing how it operates. - Goal to improve direct student involvement and not turn-away students who would be interested in participating as members-at-large. - Progress was made towards the drafting of a proposal for the UAAC. The proposal will be presented after other priorities are met. - Discussions with UAAC members and AVPs on proposed TOR amendments. <hr/>

	Next Steps: Continue the drafting of a proposal for the UAAC and continue discussions within the committee on where the TOR could be improved.
Total Time (Hrs)	1 hour and 30 minutes

Project/Event Title	Project: [UAAC] Student Outreach Reform: Meaningful Consultation & Involvement
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Updates and Upcoming Plans	<ul style="list-style-type: none"> - Ongoing project related to ensuring that students are meaningfully consulted and involved within SFSS and UAA matters. Focus on devising a strategic plan to reform current standing student outreach practices within the SFSS as they directly guide the practices of the UAA. - Successfully completed the last indicated upcoming plan for this project, which was to re-introduce the project to the UAAC at the next meeting (occurred on October 13th 2022). - The UAAC met on Thursday October 13th and had a discussion on the importance of optimizing student outreach initiatives, and the need for this to occur in a more organized manner, such as within a working group. - Suggestion for the formation of the University and Academic Affairs Student Outreach Working Group, as a part of strategic planning. - The University and Academic Affairs Strategic Planning Working Group was formed at the Thursday October 13th 2022 UAAC Meeting, with Alan Ropke, Priyanka Dhesa, and Duc Anh Luu as members. - The planning and formation of a working group for UAA outreach initiatives is to be further discussed at the UAA Strategic Planning Working Group. - Discussions on progress with the Outreach Committee, as Alan Ropke is a part of the committee and they had their first meeting very recently. - The UAAC also discussed the progress with the most recent student outreach initiative that was planned collectively within the SFSS, with the assistance of staff. We had an update from the Chair on knowledge surrounding the Student Tuition Consultation Survey and Muriel (Campaigns Coordinator) also provided an update. - Further discussions and planning on how to optimally obtain student perspectives. - Continued regular meetings and grassroots outreach with students. Met with students regarding their experiences with student engagement and the extent to which they feel their voices are heard. - This project was discussed further within the UAAC and with AVPs.
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Relevant Strategic Priorities	<ul style="list-style-type: none"> - The fundamental strategic priority is to ensure that the UAA, and the SFSS as a whole, are directly accountable to the student body, and that the actions of the SFSS are representative to their perspectives, desires, and priorities. - Goal to ensure that the UAA projects are directly representative of the wishes of the student body, and that all initiatives are directly informed by students. - Goal to develop a process that is efficient enough to allow the UAAC to have regular action while ensuring not to create unnecessary bureaucratic barriers without any ultimate and meaningful purpose. <hr/> <p>Next Steps: Continue research, conduct further student outreach on this matter, and continue the discussion within UAAC.</p>
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Total Time (Hrs)	2 hours and 30 minutes
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Project/Event Title	Project: [UAAC] Theory and Practice: Educational Basis of Action
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Updates and Upcoming Plans	<ul style="list-style-type: none"> - Planning surrounding a new project that provides an avenue to articulate ongoing and further projects, initiatives, advocacy, campaigns, and any actions that come out of the UAA office, UAAC, and SFSS as a whole.
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	<ul style="list-style-type: none"> - All activism should be able to be directly accountable to a strong theoretical basis. The purpose is to direct meaningful action that falls within a singular theoretical and ideological framework, and to ensure that this framework is governed by student perspectives, desires, and priorities. - This project will tie into all other UAAC projects, as well as proposed projects currently in the drafting process. - To open up this project as a potential working group, within the format of a reading group or book club, to members of UAAC and Council. - To utilize this project and any groups that come out of it as forming a theoretical basis for all further practice in UAAC. - Plan to provide opportunities for UAAC members and Councillors to summarize their work within shorter works, such as blog posts, and provide avenues for publication opportunities. - At the Thursday October 13th 2022 UAAC Meeting, the committee discussed potential collaborations with The Peak. - Continuation of work towards adding to the proposal with an outline of strategic priorities.
<p>Relevant Strategic Priorities</p>	<ul style="list-style-type: none"> - The overall goal is to ensure that all projects, initiatives, advocacy, campaigns, and any actions that come out of the UAA office, UAAC, and SFSS as a whole are accountable to a theoretical and ideological framework that is fundamentally governed by student perspectives, desires, and priorities. - To form a framework to help student leaders (Councillors, Executives, etc) articulate and understand the fundamentals of their intended actions. - To form a framework to analyze the current-standing by-laws, policies, and standard operating procedures of the SFSS and ensure their compatibility with a cohesive structural framework—especially as these proceedings relate to UAA and UAAC. - To create a network of students and SFSS Councillors with the goal to mobilize towards establishing a mutually dependent dialectic of analysis and action, to guide overall activism. <hr/> <p>Next Steps: Continue work on drafting a clear proposal outlining the strategic priorities and their necessity and benefit to UAAC and the Society as a whole, and how this project will inform and enable further action.</p>
<p>Total Time (Hrs)</p>	<p>1 hour</p>

<p>Project/Event Title</p>	<p>Project: [UAAC] Student Mental Health and Wellbeing</p>
<p>Updates and Upcoming Plans</p>	<ul style="list-style-type: none"> - Ongoing project regarding researching and implementing improvements to student mental health supports at the university. - Successfully completed admin tasks on scheduling meetings with the University. - Review of current university policies (reflected within “[UAAC] University Policy Research”). - Continuation of the drafting of strategy regarding UAAC member and Councilor involvement. - Continuation of the drafting of implementation with the Council Mental Health and Wellbeing Working Group. - At the Thursday October 13th 2022 UAAC Meeting, the committee discussed the student tuition consultation process as an introduction to the topic of how the University’s budget can be amended to provide more resources towards SFU Health and Counseling Services. - Discussions with Councillors, AVPs, and Executives on progress with the project and working group. - Student outreach discussions are to be brought to the UAA Strategic Planning Working Group for further guidance.

Relevant Strategic Priorities	<ul style="list-style-type: none"> - Strategic priority to provide additional and meaningful material benefits for students in the form of improved mental health services at Simon Fraser University, and to implement changes at the university policy level. <hr/> <p>Next Steps: Meet with members of the University and draft a proposal for the Council Mental Health and Wellbeing Working Group.</p>
Total Time (Hrs)	3 hours and 30 minutes

Project/Event Title	Project: [UAAC] Student Affordability & University Advocacy
Updates and Upcoming Plans	<ul style="list-style-type: none"> - New project on student affordability, with a broad scope to enable the discussion of issues ranging from tuition affordability, cost of living, student residences on campus, and University advocacy, such as lobbying the Financial Aid and Awards Office. - Housing affordability on campus is specifically discussed and prioritized within a separate project, called “[UAAC] Housing Affordability and Availability on Campus.” In contrast to the housing affordability on campus project, this specific project is more broad in scope and addresses issues of student affordability wherever applicable and wherever I may be of assistance within my capacity as VP UAA. - Conducted grassroots student outreach to determine student priorities related to affordability. Outreach conducted through social media, direct conversations, meetings, and random sampling on campus (such as in the Convocation Mall and West Mall Centre). - Invitation for a discussion sent to the Financial Aids and Awards office. - Potential of establishing a scholarship, award, or bursary for students.
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Strategic priority to analyze and diagnose student priorities regarding student affordability. - To advocate for students at the University level, to implement initiatives and policy change to improve the cost of living and lower burdens placed upon students. <hr/> <p>Next Steps: Meet with the Financial Aid and Awards office. Bring forward updates to the UAAC.</p>
Total Time (Hrs)	5 hours and 30 minutes

Project/Event Title	Project: [UAAC] Accessible Course Practices
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Continuation of review of relevant University policies, especially ones regarding Withdrawal Under Extenuating Circumstances (reflected within “[UAAC] University Policy Research”). - Continuation of the reviewing of previous UAA portfolios related to the project. - Continuation and a special emphasis on the reviewing of SFSS Issues Policies (reflected within “[UAAC] University Policy Research”).
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Strategic priority to provide additional and meaningful material benefits for students in the form of improved mental health services at Simon Fraser University, and to implement changes at the university policy level. <hr/> <p>Next Steps: Continue to conduct research and student outreach to determine priorities.</p>
Total Time (Hrs)	1 hour and 30 minutes

Project/Event Title	Project: [UAAC] Housing Affordability and Availability on Campus
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Ongoing project related to housing affordability, especially when concerned with on-campus housing options due to direct relevance with UAA portfolio. - Several students have indicated that this is a priority. - Students have reached out and indicated that they were unable to secure on-campus housing for the Fall 2022 semester. - Continued student outreach on this issue, and had more discussions with students. - Began drafting a proposal for this project.
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Strategic priority to serve students where they have indicated that an issue exists. Primary issues with on-campus housing are related to availability, as well as relative affordability considering living conditions offered. <hr/> <p>Next Steps: Continue research and conduct further student outreach. Meet with SFU Residence and Housing after the proposal is drafted.</p>
Total Time (Hrs)	30 minutes

Project/Event Title	Project: [UAAC] Exploitative Labour Practices: Student Educational Approach and University Policy Amendments
Updates and Upcoming Plans	<ul style="list-style-type: none"> - This project is directly relevant to efforts with community consultation and includes the cumulation of learnings from meeting with members of the community. - Continued the reviewing of the current SFSS Issues Policies document to analyze current ideological stances by the Society and potential gaps in the Society's direction in overall advocacy initiatives. - The current SFSS Issues Policies lacks a specific policy on advocating against exploitative labour practices, especially when directly relevant to students. In the SFSS Issues Policies document, IP-5 discusses living wage and union rights but currently has many gaps that could be improved upon within this policy or another new one. - The UAAC can take a university policy and advocacy approach and this is relevant due to several issues originating within the university itself. - A meeting has been set-up with the SFU Beedie School of Business and representatives from their career services branch. - Updated the UAAC on the plan to review the SFSS Issues Policies at a subsequent University and Academic Affairs Committee (UAAC) meeting & preference towards reviewing the policy at a more low-barrier and low-stakes meeting. Will likely occur after the AGM takes place. - At the Thursday October 13th 2022 UAAC Meeting, I (VP UAA) presented to the committee on the current events surrounding MLMs on campus. We engaged in a conversation at-length on this issue and were in consensus that this is an important initiative to take on. - The UAAC passed a motion in condemnation of exploitative labour practices, including MLMs, and to create a strategic plan to implement advocacy and policy change at the university level. - Formation of the UAA Labour Rights Working Group with Priyanka Dhesa, Alan Ropke, and Duc Anh Luu as members.
Relevant Strategic Priorities	<ul style="list-style-type: none"> - <i>Guiding Principles & Strategic Priorities Relevant to Project</i> - Consultation & Collaboration: - Gather as many perspectives as possible to ensure a well-rounded approach. - Consult external and community groups when applicable to seek advice and further education. Wherever possible, form a network of mutual aid to encourage the most effective outcomes for students.

	<ul style="list-style-type: none"> - Lean on learnings from concurrent project on optimizing student outreach methods. - Theory & Practice: - Ensure that all actions taken within projects are guided by a systematic material analysis of contributing variables. Proceed with the understanding that a systematic material analysis is necessary to guide proper action with the most material benefit for students and to avoid imposing accidental harms. - Fundamental Priority of Project: - Ensure the development of material benefits for students in a manner that is catered to their interests, relevant, and meets them where they are at. <hr/> <p>Questions:</p> <ul style="list-style-type: none"> - What is the best format for taking an educational approach to this project? Would a town-hall be beneficial? Are there any other initiatives that can be directly supported by the SFSS? - How to best ensure that any educational initiatives are benefitting the primary target audiences? <hr/> <p>Next Steps: Bring forward a presentation to Council at the next Council meeting. Continue drafting this presentation and submit the agenda item before the deadline. Update the UAAC on progress. Meet with SFSS staff for further guidance. Draft a proposal and preliminary strategic plan for the UAA Labour Rights Working Group. Call a meeting of the UAA Labour Rights Working Group. Plan how to reduce the workload of UAAC members to prevent burnout and promote efficiency as much as possible. Continue student outreach.</p>
Total Time (Hrs)	23 hours and 30 minutes

Total Projects/Events Hours	47.5 hours
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Committee Chair Work

Committee Name	University and Academic Affairs Committee (UAAC)
# of Meetings	2* <i>*Note* The agenda was prepared and submitted for the Friday October 7th 2022 meeting of the UAAC, but the meeting was canceled upon not reaching quorum.</i>
Total Time (Hrs)	(2 hours and 15 minutes) <i>*Note* These number of hours are solely reflective of the time physically spent in UAAC meetings. Any time for planning or administrative work is reflected within the Projects and Administrative Work Sections.</i>
Summary	<ul style="list-style-type: none"> - The UAAC went through the agenda submitted for the meeting. - At the Thursday October 13th 2022 UAAC Meeting, I (VP UAA) presented to the committee on the current events surrounding MLMs on campus. We engaged in a conversation at-length on this issue and the committee was in consensus that this is an important initiative to take on. - The UAAC passed a motion in condemnation of exploitative labour practices, including MLMs, and to create a strategic plan to implement advocacy and policy change at the university level. - Formation of the UAA Labour Rights Working Group with Priyanka Dhesa, Alan

Committee Name	University and Academic Affairs Committee (UAAC)
	<p>Ropke, and Duc Anh Luu as members.</p> <ul style="list-style-type: none"> - A meeting has been set-up with the SFU Beedie School of Business and representatives from their career services branch. - Updated the UAAC on the plan to review the SFSS Issues Policies at a subsequent University and Academic Affairs Committee (UAAC) meeting & preference towards reviewing the policy at a more low-barrier and low-stakes meeting. Will likely occur after the AGM takes place. - The current SFSS Issues Policies lacks a specific policy on advocating against exploitative labour practices, especially when directly relevant to students. In the SFSS Issues Policies document, IP-5 discusses living wage and union rights but currently has many gaps that could be improved upon within this policy or another new one. - The UAAC can take a university policy and advocacy approach and this is relevant due to several issues originating within the university itself. - Consensus of the UAAC has outlined the importance of ensuring that the 2022/2023 UAA Annual Strategic Plan is representative of the student body and their perspectives, desires, and priorities, and that the formation of this annual plan is founded in student outreach and engagement. - The UAAC met on Thursday October 13th and had a discussion on the importance of optimizing student outreach initiatives, and the need for this to occur in a more organized manner, such as within a working group. - Suggestion for the formation of the University and Academic Affairs Student Outreach Working Group, as a part of strategic planning. - The University and Academic Affairs Strategic Planning Working Group was formed at the Thursday October 13th 2022 UAAC Meeting, with Alan Ropke, Priyanka Dhesa, and Duc Anh Luu as members. - The planning and formation of a working group for UAA outreach initiatives is to be further discussed at the UAA Strategic Planning Working Group. - Discussions on progress with the Outreach Committee, as Alan Ropke is a part of the committee and they had their first meeting very recently. - The UAAC also discussed the progress with the most recent student outreach initiative that was planned collectively within the SFSS, with the assistance of staff. We had an update from the Chair on knowledge surrounding the Student Tuition Consultation Survey and Muriel (Campaigns Coordinator) also provided an update. - Further discussions and planning on how to optimally obtain student perspectives. - Continuation of the drafting of implementation with the Council Mental Health and Wellbeing Working Group with UAAC members. - At the Thursday October 13th 2022 UAAC Meeting, the committee discussed the student tuition consultation process as an introduction to the topic of how the University's budget can be amended to provide more resources towards SFU Health and Counseling Services. - Alan Ropke was elected as the Vice-Chair of UAAC. - Duc Anh Luu was elected as a student member-at-large. - Further brief discussion items. - The UAAC is to convene regular weekly meetings on Thursdays from 11:30-1:30pm.
Ongoing Projects	Refer to the Projects Section
Relevant Strategic Priorities:	Refer to the Projects Section

Total Committee Hours	2 hours and 15 minutes
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Administrative Work

Summary	<ul style="list-style-type: none">- Emails, brief staff discussions, work reports, and other similar admin tasks.- For this two weeks period:- Oct 1-9: 21 hours- Oct 10-15: 17 hours
Total Time (Hrs)	38 hours

Total Admin Hours	38 hours
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VP External and Community Affairs
Eshana Baran

Meeting Summary and Comments

Meeting, Date	Follow up Meeting: Surrey City Council Candidates Debate Planning (October 3rd, 2022)
Parties Attending	Gabe Liosis, Muriel Adarkwa , Efua Bhavnani, Myself
Meeting Length (Hrs)	12pm-1pm
Reason	Planning for the Surrey Debate
Summary and Outcome	Discussed: <ul style="list-style-type: none">- Logistics- Confirming the space with MECS- Questions- Gifts for Mayoral Candidates who came
Next Steps	Continue Planning for the debate

Meeting, Date	Equity and Sustainability Committee Meeting (October 3rd, 2022)
Parties Attending	Arthur Lee, Ashley Flett, Alev, Myself
Meeting Length (Hrs)	1pm-1:40pm
Reason	Recurring meeting
Summary and Outcome	Discussed: <ul style="list-style-type: none">- Vice-chair appointment
Next Steps	Attend the next Equity and Sustainability Committee Meeting

Meeting, Date	Debate Preparation (October 4th, 2022)
Parties Attending	Muriel A., Ella Droko, Myself
Meeting Length (Hrs)	3:00pm-4:07pm
Reason	To go over debate details
Summary and Outcome	We discussed: <ul style="list-style-type: none">- The space for booking- Funding for the food
Next Steps	Continue Preparation for Debates

Meeting, Date	Surrey Debate Finalizing (October 5th, 2022)
Parties Attending	Ella Droko, Muriel Adarkwa, Myself
Meeting Length (Hrs)	10:30am-10:53am
Reason	To go over debate details
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Space funding <ul style="list-style-type: none"> - How we would set up the space - Campaigning
Next Steps	Continue planning for Surrey Debate

Meeting, Date	Finalizing debates part 2 (October 5th, 2022)
Parties Attending	Ella Droko, Muriel Adarkwa, Efua Bhavnani, Myself
Meeting Length (Hrs)	2:30pm-3:00pm
Reason	Finalizing debate details before the debate
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Space allocation
Next Steps	Making sure everything is finalized

Meeting, Date	Executive Committee Working Sessions (October 7th, 2022)
Parties Attending	Helen Sofia Pahou, Arthur Lee, Abhishek Parmar, Myself
Meeting Length (Hrs)	10:30am-12:30pm
Reason	Bi-weekly Meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - The projects we are working on - Our vision for the SFSS
Next Steps	Attend the next meeting

Meeting, Date	President and VP External Check-in (October 7th, 2022)
Parties Attending	Helen Sofia Pahou, Myself
Meeting Length (Hrs)	3:00pm-3:30pm
Reason	Weekly Meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Burnaby Debates - TransLink Roundtable
Next Steps	Attend next check-in

Meeting, Date	Bi-weekly UAAC + ECA Updates
Parties Attending	Muriel A., Nikki Kirigin, Myself
Meeting Length (Hrs)	2:00pm-2:15pm
Reason	Bi-weekly meetings
Summary and Outcome	Muriel A., Nikki Kirigin, Myself
Next Steps	Attend the next meeting

Meeting, Date	Burnaby Debate Finalizing (October 12th, 2022)
Parties Attending	Somayeh Naseri, Myself
Meeting Length (Hrs)	10:00am-10:10am
Reason	Updating Somayeh on the Debate Plan
Summary and Outcome	Discussed:

	- Buying plants for the candidates as a thank you for attending the debate
Next Steps	Continue planning for debate

Meeting, Date	Burnaby Debate Prep (October 12th, 2022)
Parties Attending	Muriel Adarkwa , Myself
Meeting Length (Hrs)	1:00pm-1:15pm
Reason	Preparation for the debate
Summary and Outcome	Discussed: - Finalized details + gift ideas
Next Steps	Make sure everything is prepared for the debate

Meeting, Date	SFSS Council Meeting (October 12th, 2022)
Parties Attending	Executive, Council, Staff
Meeting Length (Hrs)	4:30pm-8:14pm
Reason	Bi-Weekly Meetings
Summary and Outcome	Went over the Council Agenda
Next Steps	Attend next Council Meeting

Meeting, Date	Promoting Debate with CJSF (October 13th, 2022)
Parties Attending	Myself, Jesse
Meeting Length (Hrs)	10:15am-10:30am
Reason	To promote the Burnaby City Councillor Candidates Debate
Summary and Outcome	We promoted the debate on the radio, providing details about teh debate and why it is important to be involved in municipal politics
Next Steps	N/A

Meeting, Date	President x VP External Check-in
Parties Attending	Helen Sofia Pahou, Myself
Meeting Length (Hrs)	11:30am-12pm
Reason	Weekly Meetings

Summary and Outcome	Discussed: - Updates on projects in the external office
Next Steps	Attend next check-in

Meeting, Date	UAAC Meeting (October 13th, 2022)
Parties Attending	Nikki Kirigin, Arthur Lee, Muriel A.,
Meeting Length (Hrs)	12:15pm-12:45pm
Reason	I am part of the Committee
Summary and Outcome	
Next Steps	Attend the next meeting

Meeting, Date	Executive Committee Meeting (October 14th, 2022)
Parties Attending	Helen Sofia Pahou, Abhishek Parmar, Arthur Lee, Sindhu D., John Walsh, Myself
Meeting Length (Hrs)	9:30am-10:45am
Reason	Bi-Weekly Meetings
Summary and Outcome	Went over the agenda
Next Steps	Attend the next Executive Committee Meeting

Total Meeting Hours	13.54
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Projects and Events

Project/Event Title	Tabling for Surrey Debate (October 5th, 2022)
Updates and Upcoming Plans	The President and I tabled for Surrey Debates
Relevant Strategic Priorities	We made sure to explain why getting involved in municipal elections is important and details for the Surrey Debates
Total Time (Hrs)	1

Project/Event Title	SFSS Surrey Mayoral Candidates Debates (October 6th, 2022)
Updates and Upcoming Plans	We hosted a debate for Surrey Mayoral candidates
Relevant Strategic	- Made sure to plan before and send out invite and make sure to

Priorities	
Total Time (Hrs)	4 hours

Project/Event Title	Tabling for Municipal Elections (October 11th, 2022)
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	1 hour

Project/Event Title	Handing out Flyers for the Burnaby Debate
Updates and Upcoming Plans	Burnaby Debates were coming up
Relevant Strategic Priorities	We handed out flyers to students
Total Time (Hrs)	45 mins

Project/Event Title	Student Appreciation Pizza Party (October 12th, 2022)
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	1

Project/Event Title	Burnaby City Councillor Candidates Debate (October 13th, 2022)
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	4

Project/Event Title	Diwali Dinner
Updates and Upcoming Plans	
Relevant Strategic	

Priorities	
Total Time (Hrs)	5

Project/Event Title	Debate Preparation
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Getting materials together - Printing
Relevant Strategic Priorities	
Total Time (Hrs)	4.5

Total Project and Events Hours	21.25
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Committee Chair Work

Committee Name	External and Community Affairs Committee
# of Meetings	1
Total Time (Hrs)	17mins
Summary	We didn't reach quorum so I just had a conversation with one of the members of ECA to talk about ongoing projects
Ongoing Projects	<ul style="list-style-type: none"> - TransLink Roundtable - Get Out to Vote Campaign (done)
Relevant Strategic Priorities:	Make sure that we try to reach quorum.

Total Committee Hours	17 mins
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Administrative Work

Summary	<p>October 3rd, 2022 (10:50am-12pm)</p> <ul style="list-style-type: none"> - Emails - Preparation for Surrey Debate - Sending emails to Burnaby City Councillor Candidates for invites to the Burnaby Debate <p>(1:40pm-3:40pm)</p> <ul style="list-style-type: none"> - Preparation for the Surrey Debate <p>(6pm-7pm)</p>
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- Preparation for the Surrey Debate
- (8pm-9pm)
- Preparation for the External and Community Affairs Committee (ECA) + Debate
- October 4th, 2022**
- (8:15am-9am)
- Preparation for ECA
- (1pm-1:45pm)
- Preparation for debate
 - Questions
 - Script
 - Space
- (2pm-2:30pm)
- Debate Prep
- (5:30pm-6:30pm)
- Debate prep
- October 5th, 2022
- (8:30am-10am)
- Powerpoint for debates
- (12:30pm-12:45pm)
- Emails
- (2:00pm-2:30pm)
- Emails
- Prep for debate
- (3pm-4:30pm)
- Emails
- Prep for debate
- (5pm-6pm)
- Prep for debate
- October 6th, 2022
- (9am-10am)
- Admin
- (10am-1pm)
- Set up gift packages
- Print check in sheets
- Make sure have all materials for the debate
- Buying materials for the debate
- (6:40pm-7:40pm)
- Work report
- October 7th, 2022
- (10am-10:30am)
- Emails
- (12:30pm-3pm)
- Communications work orders
- Media invites
- Candidate confirmation emails
- Livestream confirmation
- Figuring out snacks
- (4pm-5pm)
- Work report
- October 10th, 2022
- (12pm-1:30pm)
- Emails
- Work report
- October 11th, 2022
- (9:55am-10:18am)
- Comms for roundtable
- ECA email for volunteers for the burnaby debate
- (10:38am-11am)
- Set up for tabling

	<ul style="list-style-type: none"> - Emails <p>(12pm-1:15pm)</p> <ul style="list-style-type: none"> - Emails - Sharing materials in SUB for the Get Out to Vote Campaign - Debate prep <p>(1:45pm-2pm)</p> <ul style="list-style-type: none"> - Admin <p>(2:15pm-3pm)</p> <ul style="list-style-type: none"> - Preparation for debate <p>(3:45pm-4:15pm)</p> <ul style="list-style-type: none"> - Preparation for debate <p>October 12th, 2022</p> <p>(9am-10am)</p> <ul style="list-style-type: none"> - Preparation for debate <p>(10:10am-10:40am)</p> <ul style="list-style-type: none"> - Continued preparation for debate <p>(11:18am-12pm)</p> <ul style="list-style-type: none"> - Get livestream link online - Prepare script fro Burnaby Debate - Send all candidates email with updates for Burnaby Debate with address and information <p>(1:15pm-2pm)</p> <ul style="list-style-type: none"> - Preparing debate script + questions <p>(2pm-3pm)</p> <ul style="list-style-type: none"> - Email - Debate preparation <p>(3:30pm-4pm)</p> <ul style="list-style-type: none"> - Debate preparation <p>(4:15pm-4:30pm)</p> <ul style="list-style-type: none"> - Admin (calendar, emails) <p>October 13th, 2022</p> <p>(12:45pm-1pm)</p> <ul style="list-style-type: none"> - Preparation for the debate <p>(1-1:15pm)</p> <ul style="list-style-type: none"> - Preparation for debate and lobby days preparation <p>October 14th, 2022</p> <p>(1:15pm-2:45pm)</p> <ul style="list-style-type: none"> - Emails - Prep for lobby days - Check-in with AVP external <p>October 15th, 2022</p> <p>(1:30pm-1:45pm)</p> <ul style="list-style-type: none"> - Preparation for lobby days presentation
Total Time (Hrs)	31.1

Total Admin Hours	31.1
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Total Hours: 66.17

VP Events and Student Affairs
Vaibhav Arora

Meeting Summary and Comments

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

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

Total Meeting Hours	
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Projects and Events

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

Project/Event Title	
Updates and Upcoming Plans	

Relevant Strategic Priorities	
Total Time (Hrs)	

Total Project and Events Hours	
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Committee Chair Work

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

Total Committee Hours	
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Administrative Work

Summary	
Total Time (Hrs)	

Total Admin Hours	
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Acting VP Equity and Sustainability
Arthur Lee

Meeting Summary and Comments

Meeting, Date	FNMISA Support Discussion
Parties Attending	Myself, Helen, Staff
Meeting Length (Hrs)	0.33 (20 minutes)
Reason	Discussion on how we can support FNMISA and other constituency groups going forward
Summary and Outcome	<ul style="list-style-type: none">- Discussed the avenues that we can support FNMISA - by validating their experiences and their contributions- Had a discussion on why the constituency groups still have trouble trusting SFSS and the Council and steps we can take to communicate better
Next Steps	Establish check-in time with the constituency groups, and how we can formally create an welcoming space for them to participate in the current environment

Meeting, Date	FNMISA Check-in
Parties Attending	Myself, Helen, FNMISA Coordinator, and staff
Meeting Length (Hrs)	1
Reason	Check-in with the FNMISA after the last council meeting
Summary and Outcome	<ul style="list-style-type: none">- Discussed about the events that occurred in the previous council meeting (on September 28th) in regards to what happened with Eshana's motion for Truth and Reconciliation Day- Talked about major steps we can take as executives to ensure that the conversation about Indigenous communities can take place in the form of education and laying the groundwork for future council
Next Steps	Schedule bi-weekly check-in sessions with the FNMISA

Meeting, Date	Surrey Candidates Debates, October 6th, 2022
Parties Attending	Myself, Staff, Eshana
Meeting Length (Hrs)	3 hrs (1-4pm)
Reason	Surrey Mayoral Debates
Summary and Outcome	<ul style="list-style-type: none">- Volunteers at the Surrey mayoral Debates- Helping out at ensuring time limit for each response by using a stopwatch via a iPad
Next Steps	N/A

Meeting, Date	Collective Meeting, October 7th, 2022
Parties Attending	Myself, staff
Meeting Length (Hrs)	1 hr
Reason	Meeting with collectives to assist in interpretation for consultation
Summary and Outcome	<ul style="list-style-type: none"> - Discussed constitutional interpretations - Discussed concerns for interpretations, and for item on AGM
Next Steps	Review policies and other constituency groups terms and references, as well as their individual constitutions

Meeting, Date	Tabling for Municipal Elections, October 11, 2022
Parties Attending	Myself, Eshana, Vaibhav
Meeting Length (Hrs)	1
Reason	Tabling for Municipal Elections + Spread the word about the Debates on Thursday
Summary and Outcome	<ul style="list-style-type: none"> - Handed out snacks and candies - Talked with membership about upcoming elections and helped answer questions about how to vote
Next Steps	N/A

Meeting, Date	Student Appreciation Pizza Party, October 12, 2022
Parties Attending	Students, myself, VP External, VP Events, and VP Finance
Meeting Length (Hrs)	1
Reason	Student Appreciation Celebration + Interaction
Summary and Outcome	-
Next Steps	

Meeting, Date	President x Equity Check-ins
Parties Attending	Myself, Helen
Meeting Length (Hrs)	1.3 Hrs
Reason	Weekly Check-in with President
Summary and Outcome	<ul style="list-style-type: none"> - Discussed planning for potential projects for the role - CG document overview - ESC project planning
Next Steps	N/A

Meeting, Date	Council Meeting, October 12, 2022
Parties Attending	Council, staff
Meeting Length (Hrs)	3.45 (4:30pm - 8:15pm)
Reason	Bi-Weekly council session
Summary and Outcome	<ul style="list-style-type: none"> - Iranian club presentation and new motion to write statement of support has passed - Discussed motion from FNMISA + First nations donations where Council tasked the VP Equity office to work on Reconciliation workshops for memberships & for council to attend. - Prep for AGM
Next Steps	Prep for AGM, work on Iran Statement, and prep for AGM

Meeting, Date	UAAC Meeting, October 13, 2022
Parties Attending	Myself, UAAC committee, Nikki
Meeting Length (Hrs)	1.3
Reason	Fall UAAC regular programming
Summary and Outcome	<ul style="list-style-type: none"> - Discussed about a initiative around MLM on campus - UAAC vice-chair election - Established UAAC Strategic Planning working group
Next Steps	N/A

Meeting, Date	CG Staff check-in
Parties Attending	Myself, CG staff, and staff
Meeting Length (Hrs)	.3
Reason	CG check-in
Summary and Outcome	<ul style="list-style-type: none"> - Check in with CG staff about their accessibility needs, their concerns, and other related topics
Next Steps	N/A

Total Meeting Hours	13.55
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Projects and Events

Project/Event Title	Iran Panel Event, October 5th, 2022
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Attended the panel event set at the West Mall and listened to relevant guest speakers talk about what is happening to Iran

Relevant Strategic Priorities	The Club has asked for a statement from SFSS in terms of condemnation for the government's actions (yet to be completed - but council has approved it so I will be working on it over the next week)
Total Time (Hrs)	3

Total Project and Events Hours	3
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Committee Chair Work

Committee Name	Equity and Sustainability Committee
# of Meetings	1
Total Time (Hrs)	.5
Summary	<ul style="list-style-type: none"> - Voted in a Vice Chair - Started discussing about opening the at-large membership applications - Discussed about projects relevant to the committee
Ongoing Projects	Iranian Club Supports (ongoing)
Relevant Strategic Priorities:	<ul style="list-style-type: none"> - At the next ESC meeting, we will approve using the fund to help cover the cost for the rally that occurred on Oct. 5

Total Committee Hours	.5
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Administrative Work

Summary	Reading emails, responding to communications, research, and reviewing documents
Total Time (Hrs)	For this two weeks period: <ul style="list-style-type: none"> - Oct 3-7: 26 Hrs - Oct 10-14: 26 Hrs

Total Admin Hours	52
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Total Hours: 69.05