

# SFSS EXECUTIVE COMMITTEE WORK REPORTS

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

[President](#)

[VP Internal and Organizational Development](#)

[VP Finance and Services](#)

[VP University and Academic Affairs](#)

[VP External and Community Affairs](#)

[VP Events and Student Affairs](#)

[VP Equity and Sustainability](#)

# President Helen Sofia Pahou

## Meeting Summary and Comments

<b>Meeting, Date</b>	<b>Monday, October 17, 2022</b>
<b>Parties Attending</b>	Myself, Judit Nagy (VPIOD), Arthur Lee (Acting VPES), Ben Tischler (Mathematics Councillor), Sindhu Dharmarajah (Temporary Operations Organizer), Ella Droko (Board Organizer), SFSS Administrative Assistant
<b>Meeting Length (Hrs)</b>	10am-10:53am (0.88 hrs)
<b>Reason</b>	SFSS HRP Committee Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Next Steps</b>	<ul style="list-style-type: none"><li>•</li></ul>

<b>Meeting, Date</b>	<b>Monday, October 17, 2022</b>
<b>Parties Attending</b>	Myself, Sindhu Dharmarajah (Temporary Operations Organizer)
<b>Meeting Length (Hrs)</b>	12pm-12:30pm (0.5 hrs)
<b>Reason</b>	President x Temporary Operations Organizer Check-In's
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Next Steps</b>	<ul style="list-style-type: none"><li>•</li></ul>

<b>Meeting, Date</b>	<b>Monday, October 17, 2022</b>
<b>Parties Attending</b>	Myself, Sindhu Dharmarajah (Temporary Operations Organizer), Rachel Dee (Member Services Coordinator, Generalist)
<b>Meeting Length (Hrs)</b>	2:30pm-3pm (0.5 hrs)
<b>Reason</b>	Well-Being Check-In for SFSS Member Services Coordinator, Generalist
<b>Summary and Outcome</b>	Confidential (HR Matter)
<b>Next Steps</b>	Confidential (HR Matter)

<b>Meeting, Date</b>	<b>Monday, October 17, 2022</b>
<b>Parties Attending</b>	Myself, Sindhu Dharmarajah (Temporary Operations Organizer), Nancy Mah (Union Shop Steward)
<b>Meeting Length (Hrs)</b>	3:30pm-3:50pm (0.33 hrs)
<b>Reason</b>	Discussion: Connecting w/ Unionized Staff

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

<b>Meeting, Date</b>	<b>Tuesday, October 18, 2022</b>
<b>Parties Attending</b>	Myself, Kate Phipps (Societies Lawyer)
<b>Meeting Length (Hrs)</b>	8:30am-9:30am (1 hr)
<b>Reason</b>	Check-in w/ Societies Lawyer
<b>Summary and Outcome</b>	Confidential (Legal Matter)
<b>Next Steps</b>	Confidential (Legal Matter)

<b>Meeting, Date</b>	<b>Tuesday, October 18, 2022</b>
<b>Parties Attending</b>	Myself, Sindhu Dharmarajah (Temporary Operations Organizer), John Walsh (Facilities Manager), Ella Droko (Board Organizer)
<b>Meeting Length (Hrs)</b>	2pm-3pm (1 hr)
<b>Reason</b>	Management Working Sessions
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Tuesday, October 18, 2022</b>
<b>Parties Attending</b>	Myself, Ella Droko (Board Organizer)
<b>Meeting Length (Hrs)</b>	3pm-4pm (1 hr)
<b>Reason</b>	President x Board Organizer Check-In's
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Wednesday, October 19, 2022</b>
<b>Parties Attending</b>	Myself, Abhishek Parmar (VPFS)
<b>Meeting Length (Hrs)</b>	11am-12:30pm (1.5 hrs)
<b>Reason</b>	President x VP Finance Check-In's
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Wednesday, October 19, 2022</b>
<b>Parties Attending</b>	Myself, Burnaby Mayor Mike Hurley
<b>Meeting Length (Hrs)</b>	3pm-4pm (1 hr)
<b>Reason</b>	Meeting w/ Burnaby Mayor Mike Hurley
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Thursday, October 20, 2022</b>
<b>Parties Attending</b>	Myself, Sindhu Dharmarajah (Temporary Operations Organizer)
<b>Meeting Length (Hrs)</b>	12pm-12:30pm (0.5 hrs)
<b>Reason</b>	Staff Meeting Check-In
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Thursday, October 20, 2022</b>
<b>Parties Attending</b>	Myself, SFSS Management, SFSS Staff, SFSS Executive Committee
<b>Meeting Length (Hrs)</b>	2pm-2:45pm (0.75 hrs)
<b>Reason</b>	SFSS Staff Meeting
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Thursday, October 20, 2022</b>
<b>Parties Attending</b>	Myself, James Beresford (SFU President's Executive Director & Chief of Staff)
<b>Meeting Length (Hrs)</b>	3:30pm-3:45pm (0.25 hrs)
<b>Reason</b>	Meeting / SFU President's Executive Director & Chief of Staff
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Friday, October 21, 2022</b>
<b>Parties Attending</b>	Myself, Abhishek Parmar (VPFS), Eshana Baran (VPECA), Arthur Lee (Acting VPES)
<b>Meeting Length (Hrs)</b>	10:30am-12:30pm (2 hrs)

<b>Reason</b>	Executive Committee Working Sessions
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Friday, October 21, 2022</b>
<b>Parties Attending</b>	Myself, Arthur Lee (Acting VPES)
<b>Meeting Length (Hrs)</b>	2pm-2:30pm (0.5 hrs)
<b>Reason</b>	President x VP Equity & Sustainability Check-In's
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Friday, October 21, 2022</b>
<b>Parties Attending</b>	Myself, Sindhu Dharmarajah (Temporary Operations Organizer), Ella Droko (Board Organizer)
<b>Meeting Length (Hrs)</b>	2:30pm-3pm (0.5 hrs)
<b>Reason</b>	Staff COVID Protocol Reassessment & Sick Days
<b>Summary and Outcome</b>	Confidential (Operational / HR Matter)
<b>Next Steps</b>	Confidential (Operational / HR Matter)

<b>Meeting, Date</b>	<b>Friday, October 21, 2022</b>
<b>Parties Attending</b>	Myself, Eshana Baran (VPECA)
<b>Meeting Length (Hrs)</b>	4pm-4:30pm (0.5 hrs)
<b>Reason</b>	President x VP External & Community Affairs Check-In's
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Friday, October 21, 2022</b>
<b>Parties Attending</b>	Myself, Sindhu Dharmarajah (Temporary Operations Organizer), John Walsh (Facilities Manager)
<b>Meeting Length (Hrs)</b>	5pm-5:30pm (0.5 hrs)
<b>Reason</b>	SFSS Community Guidelines
<b>Summary and Outcome</b>	•

<b>Next Steps</b>	•
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<b>Meeting, Date</b>	<b>Friday, October 21, 2022</b>
<b>Parties Attending</b>	Myself, Vaibhav Arora (VPESA), Abhishek Parmar (VPFS), Eshana Baran (VPECA), SFU Indian Student Federation (ISF), SFU Community Members, SFU Alumni
<b>Meeting Length (Hrs)</b>	8:30pm-12am (3.5 hrs)
<b>Reason</b>	SFSS 2022 Diwali Celebration
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Monday, October 24, 2022</b>
<b>Parties Attending</b>	Myself, Sindhu Dharmarajah (Temporary Operations Organizer)
<b>Meeting Length (Hrs)</b>	10am-11am (1 hr)
<b>Reason</b>	Annual General Meeting Script Review
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Monday, October 24, 2022</b>
<b>Parties Attending</b>	Myself, Sindhu Dharmarajah (Temporary Operations Organizer)
<b>Meeting Length (Hrs)</b>	12pm-1pm (1 hr)
<b>Reason</b>	President x Operations Organizer Check-In's
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Monday, October 24, 2022</b>
<b>Parties Attending</b>	Myself, Gwynne Roseborough (SFU Multimedia Communications, Strategic Support - Student Services), Carmen Ho (SFU Student Engagement Coordinator)
<b>Meeting Length (Hrs)</b>	2pm-3pm (1 hr)
<b>Reason</b>	SFU Spring 2023 Welcome Day Video Shoot
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Tuesday, October 25, 2022</b>
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<b>Parties Attending</b>	Myself, SFSS Management, SFSS Staff, SFSS Executive Committee
<b>Meeting Length (Hrs)</b>	10:30am-12pm (1.5 hr)
<b>Reason</b>	Annual General Meeting Staff Role Review & Question Period
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Tuesday, October 25, 2022</b>
<b>Parties Attending</b>	Myself, Vaibhav Arora (VPESA)
<b>Meeting Length (Hrs)</b>	12pm-12:30pm (0.5 hrs)
<b>Reason</b>	President x VP Events Check-In
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Tuesday, October 25, 2022</b>
<b>Parties Attending</b>	Myself, SFSS Executive Committee, Ella Droko (Board Organizer), Sindhu Dharmarajah (Temporary Operations Organizer), SFU MECS
<b>Meeting Length (Hrs)</b>	1pm-2pm (1 hr)
<b>Reason</b>	SFSS x SFU Meeting, Event & Conference Services (MECS) Annual General Meeting Technical Walkthrough
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Tuesday, October 25, 2022</b>
<b>Parties Attending</b>	Myself, Sindhu Dharmarajah (Temporary Operations Organizer), John Walsh (Facilities Manager), Ella Droko (Board Organizer)
<b>Meeting Length (Hrs)</b>	2pm-3pm (1 hr)
<b>Reason</b>	President x Management Meetings
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Tuesday, October 25, 2022</b>
<b>Parties Attending</b>	Myself, Ella Droko (Board Organizer)
<b>Meeting Length (Hrs)</b>	3pm-4pm (1 hr)

<b>Reason</b>	President x Board Organizer Check-In's
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Wednesday, October 26, 2022</b>
<b>Parties Attending</b>	Myself, Abhishek Parmar (VPFS)
<b>Meeting Length (Hrs)</b>	11am-11:30am (0.5 hrs)
<b>Reason</b>	President x VP Finance Check-In's
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Wednesday, October 26, 2022</b>
<b>Parties Attending</b>	Myself, SFSS Councillors, SFSS Executive Committee, SFSS Management, SFSS Administrative Assistant
<b>Meeting Length (Hrs)</b>	4:30pm-8:30pm (4 hrs)
<b>Reason</b>	SFSS Council Meetings
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Thursday, October 27, 2022</b>
<b>Parties Attending</b>	Myself, Ella Droko (Board Organizer), Sindhu Dharmarajah (Temporary Operations Organizer)
<b>Meeting Length (Hrs)</b>	10:45 am-12 pm (1.25 hrs)
<b>Reason</b>	SFSS 2022 Annual General Meeting Run-Through #1
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Thursday, October 27, 2022</b>
<b>Parties Attending</b>	Myself, Ella Droko (Board Organizer), Sindhu Dharmarajah (Temporary Operations Organizer), Arthur Lee (Acting VPES), Abhishek Parmar (VPFS)
<b>Meeting Length (Hrs)</b>	1:30pm-3pm (1.5 hrs)
<b>Reason</b>	SFSS 2022 Annual General Meeting Run-Through #2
<b>Summary and Outcome</b>	•



<b>Next Steps</b>	•
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<b>Meeting, Date</b>	<b>Thursday, October 27, 2022</b>
<b>Parties Attending</b>	Myself, SFSS Executive Committee, Ella Droko (Board Organizer), Sindhu Dharmarajah (Temporary Operations Organizer), Beaty Omboga (Policy, Research & Community Affairs Coordinator, SFU MECS Staff, SFSS Staff, SFU American Sign Language (ASL) Interpreters
<b>Meeting Length (Hrs)</b>	4:30pm-5:30pm (1 hrs)
<b>Reason</b>	SFSS 2022 Annual General Meeting Run-Through #3 with SFU Meeting, Event and Conference Services (MECS)
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Thursday, October 27, 2022</b>
<b>Parties Attending</b>	Myself, SFSS Executive Committee, Ella Droko (Board Organizer), Sindhu Dharmarajah (Temporary Operations Organizer), Beaty Omboga (Policy, Research & Community Affairs Coordinator, SFU MECS Staff, SFSS Staff, SFU American Sign Language (ASL) Interpreters, SFSS Councillors, SFSS Financial Auditors, SFSS Membership
<b>Meeting Length (Hrs)</b>	5:30pm-11pm (5.5 hrs)
<b>Reason</b>	SFSS 2022 Annual General Meeting
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Friday, October 28, 2022</b>
<b>Parties Attending</b>	Myself, SFSS Executive Committee, SFSS Management, SFSS Administrative Assistant
<b>Meeting Length (Hrs)</b>	9:30am-11:23am (1.88 hrs)
<b>Reason</b>	SFSS Executive Committee Meetings
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Friday, October 28, 2022</b>
<b>Parties Attending</b>	Myself, Nicole Kirigin (VPUAA), Arthur Lee (Acting VPES), Brianna Price (Accessibility Coordinator), Ricky Che (Member Services Coordinator, Clubs), Rafid Rahman (Economics Councillor)
<b>Meeting Length (Hrs)</b>	1pm-2pm (1 hr)
<b>Reason</b>	Working Session for Council Mental Health & Well-Being Initiative

Summary and Outcome	•
Next Steps	•

<b>Meeting, Date</b>	<b>Friday, October 28, 2022</b>
<b>Parties Attending</b>	Myself, Sindhu Dharmarajah (Temporary Operations Organizer), Nicole Kirigin (VPUAA)
<b>Meeting Length (Hrs)</b>	2:30pm-3pm (0.5 hr)
<b>Reason</b>	VP University & Academic Affairs Check-In & Preliminary Accessibility Meeting
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Friday, October 28, 2022</b>
<b>Parties Attending</b>	Myself, Arthur Lee (Acting VPES)
<b>Meeting Length (Hrs)</b>	2:30pm-3pm (0.5 hrs)
<b>Reason</b>	President x VP Equity & Sustainability Check-In's
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Monday, October 31, 2022</b>
<b>Parties Attending</b>	Myself, Judit Nagy (VPIOD), Arthur Lee (Acting VPES), Ben Tischler (Mathematics Councillor), Sindhu Dharmarajah (Temporary Operations Organizer), Ella Droko (Board Organizer), Administrative Assistant
<b>Meeting Length (Hrs)</b>	10am-11:07am (1.12 hrs)
<b>Reason</b>	SFSS HRP Committee Meeting
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Monday, October 31, 2022</b>
<b>Parties Attending</b>	Myself, Sindhu Dharmarajah (Temporary Operations Organizer)
<b>Meeting Length (Hrs)</b>	12pm-1pm (1 hr)
<b>Reason</b>	President x Temporary Operations Organizer Check-In's
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Monday, October 31, 2022</b>
<b>Parties Attending</b>	Myself, Joy Johnson (SFU President), Mohamad Assari (Graduate Student Society VP External), Tracey Mason-Innes (SFU Associate VP Student & International)
<b>Meeting Length (Hrs)</b>	2pm-3pm (1 hr)
<b>Reason</b>	Monthly Meeting w/ SFU President Joy Johnson
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Meeting, Date</b>	<b>Monday, October 31, 2022</b>
<b>Parties Attending</b>	Myself, Eshana Baran (VPECA)
<b>Meeting Length (Hrs)</b>	3pm-3:20pm (0.33 hrs)
<b>Reason</b>	President x VP External & Community Affairs Check-In's
<b>Summary and Outcome</b>	•
<b>Next Steps</b>	•

<b>Total Meeting Hours</b>	<b>45.79 hrs</b>
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## Projects and Events

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

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

<b>Total Project and Events</b>	
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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

<b>Meeting, Date</b>	2022-10-17
<b>Parties Attending</b>	Myself; Ben Tischler; Arthur Lee; Helen Sofia Pahou; Sindhu Dharmarajah; Ella Droko
<b>Meeting Length (Hrs)</b>	10-11 AM (1 Hour)
<b>Reason</b>	HRP Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>- Presented on Personnel Policies based on Governance Committee's review<ul style="list-style-type: none"><li>- Highlighted major areas of concern</li></ul></li><li>- Discussed HRP's participation on the review process because they have yet to provide input</li><li>- Spoke about Management review</li></ul>
<b>Next Steps</b>	<ul style="list-style-type: none"><li>- Report back to Governance Committee</li><li>- Look for a Consultation to help on the HR side of things</li></ul>

<b>Meeting, Date</b>	2022-10-18
<b>Parties Attending</b>	Myself; Somayeh Naseri; Sindhu Dharmarajah; Ella Droko
<b>Meeting Length (Hrs)</b>	9-9:30 AM (0.5 Hours)
<b>Reason</b>	AGM Admin Planning Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>- Discussed any outstanding items for the AGM</li><li>- Made use that the ASL translators are ready to go</li><li>- Talking about the Cheat Sheet and the Memes on it</li></ul>
<b>Next Steps</b>	<ul style="list-style-type: none"><li>- Following up at the next meeting</li><li>- Waiting for Finance Report still</li></ul>

<b>Meeting, Date</b>	2022-10-18
<b>Parties Attending</b>	Myself; Councillor
<b>Meeting Length (Hrs)</b>	1:30-2:15 PM (1.25 Hours)
<b>Reason</b>	Concerns Related to Council
<b>Summary and Outcome</b>	Confidential and now resolved
<b>Next Steps</b>	Confidential

<b>Meeting, Date</b>	2022-10-18
<b>Parties Attending</b>	Myself; Sophia Haque

<b>Meeting Length (Hrs)</b>	3-3:30 PM (0.5 Hour)
<b>Reason</b>	Referendum Touch Base
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed getting social media posts up</li> <li>- Spoke about tabling strategy</li> <li>- Discussed getting students out to vote</li> <li>- Spoke about campaigning policy</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Follow up with Sindhu and Communications</li> </ul>

<b>Meeting, Date</b>	2022-10-18
<b>Parties Attending</b>	Myself; Ben Tischler
<b>Meeting Length (Hrs)</b>	3:30-6 PM (2.5 Hours)
<b>Reason</b>	Fixing Chair's Mistakes
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Going over supplementary documentation to try and track how many councillors were in the call</li> <li>- Going over policy and bylaw to see whether if the Chair miscounted quorum would cause the meeting to be quorate or not quorate <ul style="list-style-type: none"> <li>- The answer is no, it wasn't quorate</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Draft and finish BN</li> <li>- Send to Council</li> </ul>

<b>Meeting, Date</b>	2022-10-18
<b>Parties Attending</b>	Myself; Sindhu Dharmarajah; Ella Droko; John Walsh
<b>Meeting Length (Hrs)</b>	11-12 PM (1 Hour)
<b>Reason</b>	Management x VPIOD Meetings
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Spoke about the past council meeting's quorum issue</li> <li>- Spoke about SVSPO MOU</li> <li>- Discussed personnel policies</li> <li>- Discussed looking at society liabilities and how they may be mitigated.</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Start SVSPO MOU email drafting after the AGM</li> </ul>

<b>Meeting, Date</b>	2022-10-19
<b>Parties Attending</b>	Council
<b>Meeting Length (Hrs)</b>	4:30-5:45 PM (1.25 Hours)
<b>Reason</b>	Council Development Session
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Critical Thinking by the Student Learning Commons!!!</li> <li>- Discussed fallacies and different ways of approaching disagreements</li> <li>- Spoke about what to do when there is turmoil and misinformation</li> </ul>

<b>Next Steps</b>	- Upload slides to the Drive for later use, for those who did not attend the session
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<b>Meeting, Date</b>	2022-10-21
<b>Parties Attending</b>	Myself; Abhishek Parmar; Rastko Koprivica; Natasha Kearns; Eden (Earth Science)
<b>Meeting Length (Hrs)</b>	10-11 AM (1 Hour)
<b>Reason</b>	Finance and Administrative Services Committee (FASC)
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the new facilities manager role and how it will impact FASC</li> <li>- Spoke about executive stipend cut</li> <li>- Discussed Society risk management and inappropriate roles that exist in the Society</li> </ul>
<b>Next Steps</b>	- Finish BN for executive stipend cut

<b>Meeting, Date</b>	2022-10-21
<b>Parties Attending</b>	Myself; Sindhu
<b>Meeting Length (Hrs)</b>	11-12 PM (1 Hour)
<b>Reason</b>	Next Steps & What to Expect
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed expected large scale projects</li> <li>- Spoke about moving forward with the Society with these dynamics</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-10-21
<b>Parties Attending</b>	Myself; Arthur Lee; Sindhu Dharmarajah
<b>Meeting Length (Hrs)</b>	12:30-1:30 PM (1 Hour)
<b>Reason</b>	CG Support
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Spoke about letters of agreements and where they fall in the organizational structure</li> <li>- Spoke about how the organization can best pivot and move forward</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Follow up with Arthur and Sindhu</li> <li>- Start joint google doc to type out an email</li> </ul>

<b>Meeting, Date</b>	2022-10-21
<b>Parties Attending</b>	Myself; Councillor X
<b>Meeting Length (Hrs)</b>	1:30-1:45 PM (0.25 Hour)
<b>Reason</b>	Stopping a Massive Conflict

<b>Summary and Outcome</b>	- People really hate each other here, and it really shows
<b>Next Steps</b>	- Matter is resolved - Follow up with this person later that day

<b>Meeting, Date</b>	2022-10-21
<b>Parties Attending</b>	Myself; CJ Rowe; Michelle Verbrughe
<b>Meeting Length (Hrs)</b>	2-3 PM (1 Hour)
<b>Reason</b>	SFSS-SFU SVSPO MOU
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Highlighted concerns as to what to do if: <ul style="list-style-type: none"> <li>- Councillor will not resign while under investigation</li> <li>- What to do if there's an internal issue related to the investigation on Council</li> <li>- What to do if staff are hurt by a student</li> </ul> </li> <li>- Agreed to circle back to this at a later time</li> </ul>
<b>Next Steps</b>	- Report back to management

<b>Meeting, Date</b>	2022-10-21
<b>Parties Attending</b>	Myself; Ben Tischler
<b>Meeting Length (Hrs)</b>	3-4 PM (1 Hour)
<b>Reason</b>	VP Internal x Council Vice-Chair Check In
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed what to expect for the next Council meeting</li> <li>- Talked about agenda review process</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-10-22
<b>Parties Attending</b>	Myself; Ella Droko; Sindhu Dharmarjah
<b>Meeting Length (Hrs)</b>	2-3 PM (1 Hour)
<b>Reason</b>	Conflict of Interest Issue
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed what to do with a Councillor were to be employed by a high level SFU office</li> <li>- Discussed what should the procedure and the threshold to acknowledge a conflict of interest</li> <li>- Discussed adding in Conflict of Interest disclosure forms for the next Council to avoid issues like this</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- For me to follow up the the Councillor</li> <li>- Speak to Ella about creating some documentation around this</li> </ul>

<b>Meeting, Date</b>	2022-10-25
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<b>Parties Attending</b>	Myself; Ella Droko; Sindhu Dharmarajah
<b>Meeting Length (Hrs)</b>	9-9:30 AM (0.5 Hours)
<b>Reason</b>	AGM Admin Planning Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- In preparation to the AGM, we answered some last minute questions or clarified anything</li> <li>- Agreed that we will all be meeting at the the MECS walk through</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Attend staff walkthrough</li> <li>- Attend MECS walkthrough</li> </ul>

<b>Meeting, Date</b>	2022-10-25
<b>Parties Attending</b>	Myself; Ella Droko; Sindhu Dharmarajah; Helen Sofia Pahou; Support Staff
<b>Meeting Length (Hrs)</b>	10:30-11:15 AM (0.75 Hours)
<b>Reason</b>	AGM Staff Role Review + Question Period
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the roles of different executives and staff for the AGM</li> <li>- Went over potential scenarios</li> <li>- Went over agenda items</li> </ul>
<b>Next Steps</b>	- N/A

<b>Meeting, Date</b>	2022-10-25
<b>Parties Attending</b>	Myself; Ella Droko; Sindhu Dharmarajah; Executives
<b>Meeting Length (Hrs)</b>	1-2 PM (1 Hour)
<b>Reason</b>	SFSS + MECS - AGM Technical Walkthrough
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Had MECS show us how to use panelest mode and how things will look on our end</li> <li>- Went over the presentation slides for the AGM <ul style="list-style-type: none"> <li>- I had another meeting at 2 PM, so I left, but I think others stayed longer</li> </ul> </li> </ul>
<b>Next Steps</b>	- Mentally prepare for the AGM, as all questions will be directed at me

<b>Meeting, Date</b>	2022-10-25
<b>Parties Attending</b>	Confidential
<b>Meeting Length (Hrs)</b>	4-4:30 PM (0.5 Hours)
<b>Reason</b>	Concerns Related to Organizational Well-being
<b>Summary and Outcome</b>	Confidential
<b>Next Steps</b>	Confidential – resolved

<b>Meeting, Date</b>	2022-10-26
<b>Parties Attending</b>	Myself; Sindhu Dharmarajah; Ella Droko
<b>Meeting Length (Hrs)</b>	11-12 PM (1 Hour)
<b>Reason</b>	Management x VPIOD Meetings
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Spoke about bringing policy training to staff and how that might look like</li> <li>- Discussed the SVSPO MOU</li> <li>- Spoke about the Redbull Contract and what to expect</li> <li>- Discussed administrative matters</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Follow up with Redbull and prepare for meeting</li> </ul>

<b>Meeting, Date</b>	2022-10-26
<b>Parties Attending</b>	Myself; Ella Droko; Sindhu Dharmarajah; Somayeh Naseri
<b>Meeting Length (Hrs)</b>	12-1 PM (1 Hour)
<b>Reason</b>	Meeting w/ Somayeh, Ella, Sindhu (SOP issue)
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Spoke about inconsistent operating procedures</li> <li>- Discussed what it the best course of action for the Society regarding avoiding liability and ensuring that we keep a decent perception</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Follow up with Ella and Sindhu</li> </ul>

<b>Meeting, Date</b>	2022-10-26
<b>Parties Attending</b>	Myself; Trish Everett
<b>Meeting Length (Hrs)</b>	3-4 PM (1 Hour)
<b>Reason</b>	Touch-base
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed outstanding projects</li> <li>- Spoke about Accessibility Shuttle and how it should be just passed at Executive to start conversations around it</li> <li>- Spoke about the referenda and where we are with that</li> <li>- Discussed other SFU issues in relation to student experience</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Bring Accessibility Shuttle back to Executive</li> </ul>

<b>Meeting, Date</b>	2022-10-26
<b>Parties Attending</b>	Council
<b>Meeting Length (Hrs)</b>	4:30-8:30 PM (4 Hours) (Left at 8:30 sharp)
<b>Reason</b>	Council Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- President fell from the call, the Vice Chair of Council was chairing <ul style="list-style-type: none"> <li>- I was helping with speakers list, vote count, and procedure (which</li> </ul> </li> </ul>

	<p>was actually pretty fun)</p> <ul style="list-style-type: none"> <li>- Council went through new business, I wasn't there for Discussion items as it was after 8:30 PM</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-10-27
<b>Parties Attending</b>	Myself; Executive; Council; Membership
<b>Meeting Length (Hrs)</b>	5:30-8:30 PM (3 Hours)
<b>Reason</b>	Annual General Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- No quorum</li> <li>- Only filed finance and annual report, minutes, and appointed an auditor</li> <li>- No special resolutions</li> <li>- The President's ruling was appealed and nearly lost the appeal.</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	2022-10-28
<b>Parties Attending</b>	Myself; Executive; Management
<b>Meeting Length (Hrs)</b>	9:30-11:23 AM (2 Hours)
<b>Reason</b>	Executive Committee Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Amended on and approved SUB Community Guidelines prepared by staff <ul style="list-style-type: none"> <li>- Will have to go to Council for extension and review in three months time</li> </ul> </li> <li>- Amended on and approved reimbursement for Board Organizer for Mental Health First Aid</li> <li>- Amended on Hours of Work Survey, and discussed where the project is at</li> <li>- Amended on Social Media Guidelines and discussed what should or should not be permissible on our channels based on the guidelines drafted by Communications Coordinator.</li> <li>- Discussed space bookings for ASGs that do not have letters of agreements <ul style="list-style-type: none"> <li>- John and I are to begin the process</li> </ul> </li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Circle back to Social Media Guidelines</li> <li>- Being drafting Letters of Agreements for ASGs that do not have any</li> </ul>

<b>Meeting, Date</b>	2022-10-28
<b>Parties Attending</b>	Myself; Beaty Omboga
<b>Meeting Length (Hrs)</b>	11:45-12:30 PM (0.75 Hours)
<b>Reason</b>	AGM Motions and Referenda Revisit
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed whether we can use the powers of the IEC to allow the AGM motions to go for referenda</li> <li>- Agreed to draft an email to legal for the President to send off</li> </ul>

<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Email was drafted and sent to the President to send, with supporting documents</li> </ul>
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<b>Meeting, Date</b>	2022-10-28
<b>Parties Attending</b>	Myself; Arthur Lee; Ben Tischler; Helen Sofia Pahou; Ella Droko
<b>Meeting Length (Hrs)</b>	10-11 (1 Hour)
<b>Reason</b>	HRP Meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Approved HRP-GOV Policy review schedule</li> <li>- Discussed staff policy training expectations and what that would look like</li> <li>- Discussed SVSPO training for staff</li> <li>- Discussed looking for consultations for personnel policies</li> </ul>
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>- Prepare staff policy training document</li> <li>- Gather consultant information then bring it back to the committee to approve it</li> </ul>

<b>Total Meeting Hours</b>	<b>30.75 Hours</b>
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## Projects and Events

<b>Project/Event Title</b>	Health and Dental Tabling with Student Care
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Tabling with Student Care to tell students what the referendum is about</li> <li>- Handed out treats and discussed why the referendum is important and how/when to vote</li> <li>- Based on our count, we have spoken to over 300 students</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Get those info instagram posts up</li> <li>- Get Council's endorsement for the referendum</li> </ul>
<b>Total Time (Hrs)</b>	11 Hours

<b>Project/Event Title</b>	Procedural Error Correction for 2022-09-28 Council Meeting
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- The Council meeting was not quorate and the President continued to pass motions, which are problematic because those motions may be challenged <ul style="list-style-type: none"> <li>- Poor practice for the upcoming year's audit</li> </ul> </li> <li>- BN outlined what needed to be done, what happened, and the extent it was an issue.</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Send to Council on time</li> <li>- Send it to the non-exec and exec-only mailing list</li> </ul>
<b>Total Time (Hrs)</b>	3 Hours

<b>Project/Event Title</b>	HRP-GOV Personnel Policies Review
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<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Personnel Policy Review Schedule completion</li> <li>- Presentation for HRP</li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Complete it by October 31, 2022 HRP meeting</li> </ul>
<b>Total Time (Hrs)</b>	4.5 Hours

<b>Project/Event Title</b>	Executive Officer Stipend Cut for Half-Hour Pay
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Being consultations through FASC</li> <li>- Get FASC and EXEC onboard with cutting the Executive Stipend, there has been some hold out <ul style="list-style-type: none"> <li>- There is simply better ways to spend student money than on Executives</li> </ul> </li> </ul>
<b>Relevant Strategic Priorities</b>	<ul style="list-style-type: none"> <li>- Complete BN</li> <li>- Present motion at the next FASC meeting</li> </ul>
<b>Total Time (Hrs)</b>	3 Hours

<b>Total Project and Events Hours</b>	21.5 Hours
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## Committee Chair Work

<b>Committee Name</b>	Governance Committee (GOV)
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	5-6 PM (1 Hour)
<b>Summary</b>	<ul style="list-style-type: none"> <li>- Discussed personnel policies</li> <li>- Discussed updates to R-5 to reduce occurrences of Council meetings becoming hostile</li> <li>- Spoke about policy reconciliation</li> <li>- Spoke about getting a dedicated lawyer to governance, but that never happened because I went on leave pretty soon after that.</li> </ul>
<b>Ongoing Projects</b>	<ul style="list-style-type: none"> <li>- Policy review and reconciliation</li> <li>- Preparing for Spring Referenda</li> </ul>
<b>Relevant Strategic Priorities:</b>	<ul style="list-style-type: none"> <li>- Not much really.</li> </ul>

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

<b>Summary</b>	<p>OCT 17, 2022</p> <ul style="list-style-type: none"> <li>- HRP call for agenda items</li> <li>- Matters related to SOPs</li> <li>- Following up with Auditors</li> <li>- HRP presentation slides sent over to Admin</li> <li>- Meeting scheduling with CJ and Michelle</li> <li>- Communications related to the Referenda</li> <li>- IT matters</li> </ul>
<b>Total Time (Hrs)</b>	4 Hours

<b>Summary</b>	<p>OCT 18, 2022</p> <ul style="list-style-type: none"> <li>- cheat sheet for AGM</li> <li>- ASL translator update</li> <li>- Flu Clinic confirmation</li> <li>- SAAC councillor update</li> <li>- exec emails</li> <li>- Council minutes clean up – The President kept passing funding motions without quorum and the minutes were wrangled</li> </ul>
<b>Total Time (Hrs)</b>	4 Hours

<b>Summary</b>	<p>OCT 19, 2022</p> <ul style="list-style-type: none"> <li>- management meeting prep</li> <li>- work report</li> <li>- emails</li> <li>- Kurt (stipends)</li> <li>- annual report edits</li> <li>- minutes review</li> <li>- payment updates</li> <li>- Student Care flu clinic poster drop off</li> <li>- Confirming matters with Oversight <ul style="list-style-type: none"> <li>- Sending over Summer Semester report template folder</li> </ul> </li> </ul>
<b>Total Time (Hrs)</b>	4.5 Hours

<b>Summary</b>	<p>OCT 20, 2022</p> <ul style="list-style-type: none"> <li>- Ratification of action for Executives (no conflict, I was not there)</li> <li>- Eventbrite sign ups</li> <li>- Attachments sent to council</li> </ul>
<b>Total Time (Hrs)</b>	2.5 Hours

<b>Summary</b>	<p>OCT 21, 2022</p> <ul style="list-style-type: none"> <li>- Staff matters</li> <li>- Executive agenda confirmation</li> <li>- Council agenda approval process and clarification</li> <li>- Follow up on PRCA election report</li> <li>- Club contract</li> </ul>
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<b>Total Time (Hrs)</b>	2 Hours
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<b>Summary</b>	OCT 22, 2022 <ul style="list-style-type: none"> <li>- Calendar setup</li> <li>- Meeting preparation about Conflict of Interest</li> </ul>
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<b>Total Time (Hrs)</b>	3 hours
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<b>Summary</b>	OCT 24, 2022 <ul style="list-style-type: none"> <li>- Report approval</li> <li>- Reference letter questions</li> <li>- Calls</li> </ul>
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<b>Total Time (Hrs)</b>	4.5 Hours
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<b>Summary</b>	OCT 25, 2022 <ul style="list-style-type: none"> <li>- HRP agenda approval</li> <li>- Staff check-ins</li> <li>- Report approvals</li> <li>- Communication with Redbull</li> <li>- Executive emails</li> </ul>
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<b>Total Time (Hrs)</b>	3 Hours
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<b>Summary</b>	OCT 26, 2022 <ul style="list-style-type: none"> <li>- motion drafting</li> <li>- AGM slide show updates</li> <li>- AGM FB post</li> <li>- staff check-ins</li> <li>- PSU hole in the wall issue</li> <li>- exec report slides</li> <li>- work calls and messages</li> </ul>
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<b>Total Time (Hrs)</b>	2 Hours
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<b>Summary</b>	OCT 27, 2022 <ul style="list-style-type: none"> <li>- emails about policy change</li> <li>- IEC – referenda follow up</li> <li>- communication materials</li> <li>- campaigning emails to council</li> </ul>
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<b>Total Time (Hrs)</b>	1.25 Hours
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<b>Summary</b>	OCT 28, 2022 <ul style="list-style-type: none"> <li>- Email drafting to legal (which was totally not sent apparently, btw)</li> <li>- Governance language drafting</li> <li>- Executive committee meeting amendments – motion drafting</li> <li>- Referenda motion approval for web survey</li> </ul>
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<b>Total Time (Hrs)</b>	5 Hours
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<b>Summary</b>	<p>OCT 31, 2022</p> <ul style="list-style-type: none"> <li>- HRP minutes feedback</li> <li>- FASC minutes feedback</li> <li>- Staff check-ins</li> <li>- SFU What's Next? Report</li> <li>- Emails with Trish and SFU about our referendum</li> <li>- Calls</li> </ul>
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<b>Total Time (Hrs)</b>	5 Hours
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<b>Total Admin Hours</b>	40.75 Hours
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<b>Total Hours</b>	<b>94 Hours</b>
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## Committee Chair Work

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

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

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



Total Admin Hours	
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VP Finance and Services  
Abhishek Parmar

## Meeting Summary and Comments

<b>Meeting, Date</b>	AVP Check in October 17, 2022 6:30pm-7pm
<b>Parties Attending</b>	Aaron Fung
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Weekly meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Meeting with John October 18, 2022 10am - 10:30am
<b>Parties Attending</b>	John Walsh
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Discussion about building a SPOC annual plan
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>• Discussed Sub revitalization process</li><li>• Discussed SUB tenant manual</li><li>• Generally excited for the future</li></ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	President x VP Finance October 19, 2022 11 am - 12:30pm
<b>Parties Attending</b>	Helen Sofia Pahou
<b>Meeting Length (Hrs)</b>	1.5
<b>Reason</b>	Weekly meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"><li>•</li></ul>
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Council development session October 19, 2022 4:30pm - 5:45pm
<b>Parties Attending</b>	Execs, Councillors
<b>Meeting Length (Hrs)</b>	1.25
<b>Reason</b>	Bi-weekly occurrence
<b>Summary and Outcome</b>	

<b>Next Steps</b>	n/a
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<b>Meeting, Date</b>	Staff meeting October 20, 2022 2pm-2:45pm
<b>Parties Attending</b>	SFSS staff, Execs
<b>Meeting Length (Hrs)</b>	0.75
<b>Reason</b>	Monthly meeting
<b>Summary and Outcome</b>	
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	FASC October 21, 2022
<b>Parties Attending</b>	Judit Nagy, Rastko Koprivica, Natasha Kearns, Eden Lin, staff
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Bi-weekly meeting
<b>Summary and Outcome</b>	
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Executive Committee working session October 21, 2022 11am- 12:30pm
<b>Parties Attending</b>	Arthur Lee, Eshana Baran, Helen Sofia Pahou
<b>Meeting Length (Hrs)</b>	1.5
<b>Reason</b>	Bi-weekly meeting
<b>Summary and Outcome</b>	
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Diwali 2022 Event October 21, 2022 7:30pm - 12:15am
<b>Parties Attending</b>	Vaibhav Arora, Samad Raza, Eshana Baran, Helen Sofia Pahou, Nim Basra, Simmi Dhaliwal, Dipti Chavan,
<b>Meeting Length (Hrs)</b>	4.75 hours
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	SFU PSA event meeting October 24, 2022 11:45am- 12:15pm
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<b>Parties Attending</b>	Rachel Dee
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	Follow up meeting with Sindhu and PSA

<b>Meeting, Date</b>	Meeting with SFU academic advising October 24, 2022 3:30pm - 4:15pm
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	0.75
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	SFSS + MECS AGM Walkthrough October 25, 2022 (1pm - 2:15pm)
<b>Parties Attending</b>	Helen Sofia Pahou, Arthur Lee, Ella Droko, Sindhu Dharmarajah
<b>Meeting Length (Hrs)</b>	1.25
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>● Finish presentation</li> <li>● Attend AGM</li> </ul>

<b>Meeting, Date</b>	President x VP Finance check in October 26, 2022 11am - 11:30am
<b>Parties Attending</b>	Helen Sofia Pahou
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Weekly meeting
<b>Summary and Outcome</b>	
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	SFSS Council meeting October 26, 2022 4:30pm-9:10pm
<b>Parties Attending</b>	Councilors, Execs
<b>Meeting Length (Hrs)</b>	4.66
<b>Reason</b>	Bi-weekly meeting

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

<b>Meeting, Date</b>	Space Oversight Committee october 27, 2022 1pm - 1:20pm
<b>Parties Attending</b>	Rastko Koprivica, Ashley Flett
<b>Meeting Length (Hrs)</b>	0.33
<b>Reason</b>	Bi-weekly meeting
<b>Summary and Outcome</b>	
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Annual General meeting run through October 27, 2022 (1:45pm - 3:15pm)
<b>Parties Attending</b>	Ella Droko, Helen Sofia Pahou
<b>Meeting Length (Hrs)</b>	1.5
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Attend the AGM</li> </ul>

<b>Meeting, Date</b>	Annual General meeting prep (4:30PM-5:30PM)
<b>Parties Attending</b>	Eshana Baran, Helen Sofia Pahou, Judit Nagy
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	<ul style="list-style-type: none"> <li>Attend the AGM</li> </ul>

<b>Meeting, Date</b>	Annual General meeting October 27, 2022 (5:30pm-9:15pm)
<b>Parties Attending</b>	Execs, general SFSS members, councillors, staff
<b>Meeting Length (Hrs)</b>	3.45
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Executive Committee meeting October 28, 2022 9:30am-11:23am
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<b>Parties Attending</b>	Execs
<b>Meeting Length (Hrs)</b>	1.88
<b>Reason</b>	Bi-weekly meeting
<b>Summary and Outcome</b>	
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Governance Committee October 28, 2022
<b>Parties Attending</b>	Judit Nagy, Ben Tischler, Hilary Tsui, Mark Giles
<b>Meeting Length (Hrs)</b>	0.83
<b>Reason</b>	Bi-weekly meeting
<b>Summary and Outcome</b>	
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	AVP Check in Oct 31, 2022 6:32pm - 7:42pm
<b>Parties Attending</b>	Aaron Fung
<b>Meeting Length (Hrs)</b>	1.17
<b>Reason</b>	Weekly meeting
<b>Summary and Outcome</b>	
<b>Next Steps</b>	n/a

<b>Total Meeting Hours</b>	<b>29.57</b>
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## Committee Chair Work

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

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

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

<b>Summary</b>	October 17, 2022
<b>Total Time (Hrs)</b>	

<b>Summary</b>	October 18, 2022
<b>Total Time (Hrs)</b>	

<b>Summary</b>	October 19, 2022
<b>Total Time (Hrs)</b>	

<b>Summary</b>	October 20, 2022 meeting with Kurt + signing stuff (0.75)
<b>Total Time (Hrs)</b>	

<b>Summary</b>	October 21, 2022
<b>Total Time (Hrs)</b>	

<b>Summary</b>	October 24, 2022
<b>Total Time (Hrs)</b>	

<b>Summary</b>	October 25, 2022
<b>Total Time (Hrs)</b>	

<b>Summary</b>	October 26, 2022
<b>Total Time (Hrs)</b>	

<b>Summary</b>	October 27, 2022
<b>Total Time (Hrs)</b>	

<b>Summary</b>	October 28, 2022
<b>Total Time (Hrs)</b>	

<b>Summary</b>	October 31, 2022 Meetings with temp 00 (0.75)
<b>Total Time (Hrs)</b>	

<b>Total Admin Hours</b>	
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VP University and Academic Affairs  
Nikki Kirigin

## Meeting Summary and Comments

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

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

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

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

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

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

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

<b>Relevant Strategic Priorities:</b>	
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<b>Total Committee Hours</b>	
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## **Administrative Work**

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

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

## Meeting Summary and Comments

<b>Meeting, Date</b>	SFU350 General Meeting (October 19th, 2022)
<b>Parties Attending</b>	SFU350 Membership, Myself
<b>Meeting Length (Hrs)</b>	1:00pm-2:20pm
<b>Reason</b>	Bi-Weekly Meetings
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"><li>- We went through all the SFU350 working groups and what they are working</li></ul>
<b>Next Steps</b>	Attend the next meeting

<b>Meeting, Date</b>	Staff Meeting (October 20th, 2022)
<b>Parties Attending</b>	Helen Sofia Pahou, Abhishek Parmar, Vaibhav Arora, Arthur Lee, Myself, Staff Members
<b>Meeting Length (Hrs)</b>	2:00pm-2:45pm
<b>Reason</b>	Monthly Meetings
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"><li>- Management updates</li><li>- Question period</li></ul>
<b>Next Steps</b>	Attend the Next meeting

<b>Meeting, Date</b>	Executive Committee Working Session (October 21st, 2022)
<b>Parties Attending</b>	Helen Sofia Pahou, Arthur Lee, Abhishek Parmar, Myself
<b>Meeting Length (Hrs)</b>	11am-12:30pm
<b>Reason</b>	Bi-weekly meetings
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"><li>- Where we need support from other execs in our offices</li><li>- Worked on whatever we needed to work on</li></ul>
<b>Next Steps</b>	Attend the next executive committee working session

<b>Meeting, Date</b>	President x VP External Check-in (October 21st, 2022)
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<b>Parties Attending</b>	Helen Sofia Pahou, Myself
<b>Meeting Length (Hrs)</b>	4pm-4:30pm
<b>Reason</b>	Weekly Check-ins
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- Upcoming meetings with political officials</li> <li>-</li> </ul>
<b>Next Steps</b>	Attend the next check-in

<b>Meeting, Date</b>	External and Community Affairs Onboarding (October 25th, 2022)
<b>Parties Attending</b>	Gurjot Gill, Myself
<b>Meeting Length (Hrs)</b>	30 mins
<b>Reason</b>	Onboarding new at-large members
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- Robert's rules</li> <li>- Expectations (coming to meetings, projects they may want to work on)</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	SFSS + MECS AGM walkthrough (October 25th, 2022)
<b>Parties Attending</b>	Ella Droko, Beaty Omboga, Sindhu Dharmarajah, Helen Sofia Pahou, Arthur Lee, Abhishek Parmar, Judit Nagy, Vaibhav Arora, Myself
<b>Meeting Length (Hrs)</b>	1pm-2:15pm
<b>Reason</b>	Preparation for AGM
<b>Summary and Outcome</b>	Went through some of the AGM script + logistics
<b>Next Steps</b>	Attend the AGM

<b>Meeting, Date</b>	SFU What's Next Discussion (October 25th, 2022)
<b>Parties Attending</b>	Arthur Lee, Alisa Stanton, Gabe Liosis, and Myself
<b>Meeting Length (Hrs)</b>	3:00pm-3:20pm
<b>Reason</b>	To discuss SFU's What's Next Initiative
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- How students can become more involved in this process</li> </ul>
<b>Next Steps</b>	An action item for me is to email folks from SFU What's Next to see how students can be involved in this process

<b>Meeting, Date</b>	Meeting with FNMISA Councillor
<b>Parties Attending</b>	Peter, Myself
<b>Meeting Length (Hrs)</b>	4:30pm-5:30pm
<b>Reason</b>	To discuss the motion at council for the Indian Residential School Survivors Society (IRSSS)
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- How we can clarify questions about the IRSSS (putting links in chat, if necessary)</li> <li>- Peter brought up the idea of an amendment and I helped flesh out this idea and we wanted to make sure that FNMISA members would be comfortable to bring this amendment to my original motion</li> <li>- I helped explain how to write a motion and how to bring an amendment if Peter wanted to</li> </ul>
<b>Next Steps</b>	Attend the Council Meeting

<b>Meeting, Date</b>	SFSS Council Meetings (October 26th, 2022)
<b>Parties Attending</b>	SFSS Executive, SFSS Council, Ella Droko, Sindhu D.
<b>Meeting Length (Hrs)</b>	4:30pm-9pm
<b>Reason</b>	Bi-weekly meetings
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- The annual donation to the Indian Residential School Survivors Society, which passed as an annual donation as amended to \$6400</li> </ul>
<b>Next Steps</b>	Attend the next council meeting

<b>Meeting, Date</b>	TransLink x SFSS (October 27th, 2022)
<b>Parties Attending</b>	Holly Foxcroft, Myself
<b>Meeting Length (Hrs)</b>	10am-10:15am
<b>Reason</b>	Finalizing Details for the TransLink Roundtable
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- Topics which we wanted TransLink to present on <ul style="list-style-type: none"> <li>- Gondola</li> <li>- Maple Ridge</li> </ul> </li> </ul>
<b>Next Steps</b>	Continue planning

<b>Meeting, Date</b>	University and Academic Affairs Committee Meeting (October 27th, 2022)
<b>Parties Attending</b>	Nikki Kirigin, Arthur Lee, Alan Ropke

<b>Meeting Length (Hrs)</b>	12pm-12:30pm
<b>Reason</b>	Regular Meetings
<b>Summary and Outcome</b>	Discussed: - In camera
<b>Next Steps</b>	Attend the next UAAC meeting

<b>Meeting, Date</b>	Preparation for SFSS Annual General Meeting
<b>Parties Attending</b>	Helen Sofia Pahou, Abhishek Parmar, Arthur Lee, Nikki Kirigin, Judit Nagy, Myself
<b>Meeting Length (Hrs)</b>	4:30pm-5:30pm
<b>Reason</b>	To prepare for the Annual General Meeting
<b>Summary and Outcome</b>	Discussed: - Did a run through of the Annual General meeting - Answered each others questions
<b>Next Steps</b>	Attend the Annual General Meeting

<b>Meeting, Date</b>	SFSS Annual General Meeting (October 27th, 2022)
<b>Parties Attending</b>	SFSS Executive, SFSS Council, SFSS Membership,
<b>Meeting Length (Hrs)</b>	5:30pm - 9:13pm
<b>Reason</b>	Annual Meetings
<b>Summary and Outcome</b>	Discussed: - Financial statements - Q+ A - Auditors explained finance
<b>Next Steps</b>	Listen to the feedback which students gave during the Annual General Meeting

<b>Meeting, Date</b>	SFSS Executive Committee Meeting (October 28th, 2022)
<b>Parties Attending</b>	Helen Sofia Pahou, Abhishek Parmar, Judit Nagy, Arthur Lee, Ella Droko, John Walsh, Sindhu D., Myself
<b>Meeting Length (Hrs)</b>	9:30am-11:23am
<b>Reason</b>	Bi-weekly meetings
<b>Summary and Outcome</b>	Discussed: - Voted to unlock the executive office door - Executive SOP's - LOAs around access to to SUB Spaces with groups that have seats on council - Space allocation - Student activities - Extension of BC's tuition limit policy for international students

<b>Next Steps</b>	Attend the next executive committee meeting
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<b>Meeting, Date</b>	Equity and Sustainability Committee Meeting (October 31st, 2022)
<b>Parties Attending</b>	Arthur Lee, Ashley Flett, Alev, Myself
<b>Meeting Length (Hrs)</b>	1:00pm-1:36pm
<b>Reason</b>	Bi-Weekly Meetings
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- Projects we want to work on</li> <li>- Possibly collaborating with the external office and volunteering at a soup kitchen</li> </ul>
<b>Next Steps</b>	Attend the next meeting

<b>Meeting, Date</b>	President x VP External Check-in
<b>Parties Attending</b>	Helen Sofia Pahou, Myself
<b>Meeting Length (Hrs)</b>	3:00pm-3:20pm
<b>Reason</b>	Weekly check-ins
<b>Summary and Outcome</b>	Discussed: <ul style="list-style-type: none"> <li>- TransLink Roundtable</li> <li>- SFSS Halloween Carnival</li> <li>- Dinner at UBC about Tuition Freeze</li> <li>- External Office Karaoke Night</li> </ul>
<b>Next Steps</b>	Attend Next Check-in

<b>Total Meeting Hours</b>	<b>20.72</b>
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## Projects and Events

<b>Project/Event Title</b>	Alliance of BC Students Lobby Days
<b>Updates and Upcoming Plans</b>	<p>Updates:</p> <p>Day 1: Training</p> <p>We started off Lobby Days with Training. We went over our asks which included</p> <ol style="list-style-type: none"> <li>1) Student Financial Aid: Increasing the Maximum Receivable in the BC Access Grant and Removing Parental Contributions from Student Loans</li> <li>2) International Student Fairness: Removing the International Student Health Fee and Putting a cap on international student tuition increases</li> <li>3) Equity for Students with Disabilities</li> <li>4) Preventing Sexualized Violence and supporting survivors</li> <li>5) Supporting Graduate Students</li> </ol>

	<p>Day 2: Lobbying</p> <ol style="list-style-type: none"> <li>1) Tour of the Parliament Building</li> <li>2) Attended Question Period</li> <li>3) Meeting with the BC Liberals</li> <li>4) Meeting with the BC Greens</li> <li>5) De-briefed our meetings</li> </ol> <p>Day 3: Lobbying</p> <ol style="list-style-type: none"> <li>1) Attended two meetings with the BC NDP</li> <li>2) Attended Question period</li> <li>3) De-briefed our meetings</li> </ol> <p>Upcoming Plans:</p> <p>I want to continue building on the relationships I created during Lobby Days and have meeting with political officials to talk about issues which specifically pertain to SFU Undergraduate students</p>
<b>Relevant Strategic Priorities</b>	<p>Strategic Priorities:</p> <p>I attended the training for lobby days.</p>
<b>Total Time (Hrs)</b>	25 hours (includes travel time, meetings, de-briefs, training)

<b>Project/Event Title</b>	Society of Arts and Social Sciences Pumpkin Carving Event (October 19th, 2022)
<b>Updates and Upcoming Plans</b>	SFU SASS Undergrads carved pumpkins and socialized
<b>Relevant Strategic Priorities</b>	I talked to a lot of undergrads such as myself and it was nice to meet new people
<b>Total Time (Hrs)</b>	2 hours

<b>Project/Event Title</b>	Womens Centre Diwali Event (October 21st, 2022)
<b>Updates and Upcoming Plans</b>	<p>Diwali Event:</p> <ul style="list-style-type: none"> <li>- Mehndi</li> <li>- Painting</li> <li>- food</li> </ul>
<b>Relevant Strategic Priorities</b>	N/A
<b>Total Time (Hrs)</b>	1.5 hours

<b>Project/Event Title</b>	Diwali 2022 Event
<b>Updates and Upcoming Plans</b>	Attended the event



<b>Relevant Strategic Priorities</b>	N/A
<b>Total Time (Hrs)</b>	5 hours + 40 mins driving

<b>Project/Event Title</b>	Tabling for Student Care
<b>Updates and Upcoming Plans</b>	There is a referendum coming to vote to increase the health and dental fee, so we explained why this fee would need to be raised, taking a neutral stance, and telling students to vote
<b>Relevant Strategic Priorities</b>	Tabling in the SUB
<b>Total Time (Hrs)</b>	2

<b>Project/Event Title</b>	SFSS Halloween Carnival
<b>Updates and Upcoming Plans</b>	I helped hand out pizza and clean up the event
<b>Relevant Strategic Priorities</b>	I talked to students
<b>Total Time (Hrs)</b>	3

<b>Total Project and Events Hours</b>	<b>39.16</b>
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## Committee Chair Work

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

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

<p><b>Summary</b></p>	<p><b>October 18th, 2022</b> (5:20pm-7:20pm)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- De-brief notes after Lobby Days</li> <li>- Preparation for emails to meet with Ministers who Gabe (AVP External) and I talked to</li> </ul> <p><b>October 19th, 2022</b> (10:30am-11am)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Preparation for the External and Community Affairs Committee</li> </ul> <p>(11am-12pm)</p> <ul style="list-style-type: none"> <li>- Organizing my calendar</li> <li>- Working on cheque reqs</li> </ul> <p>12pm-1pm</p> <ul style="list-style-type: none"> <li>- Cheque requisitions</li> </ul> <p>2:20pm-3:20pm</p> <ul style="list-style-type: none"> <li>- Looking at materials from lobby days and organizing it</li> </ul> <p>3:30pm-4:30pm</p> <ul style="list-style-type: none"> <li>- Admin work</li> <li>- Emails</li> </ul> <p>6:30pm-7:50pm</p> <p><b>October 20th, 2022</b> (11am-12:30pm)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Work report</li> <li>- Preparation for working session with executives</li> <li>- Preparation for executive committee meeting</li> <li>- Preparing presentations for Council</li> </ul> <p>(1:30pm-2pm)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Making debrief notes for debate</li> <li>- A quick phone call check in with the AVP External for upcoming projects + meetings</li> </ul> <p>(3pm-3:20pm)</p> <ul style="list-style-type: none"> <li>- Emails</li> </ul> <p><b>October 21st, 2022</b> (2pm-2:30pm)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Organizing the Get Out to Vote Campaign Materials for the google drive</li> </ul> <p>(2:48pm-3:03pm)</p> <ul style="list-style-type: none"> <li>- Calendar organizing</li> <li>- Google drive organizing</li> </ul> <p>(3:30pm-4:00pm)</p> <ul style="list-style-type: none"> <li>- Organizing google drive</li> </ul> <p><b>October 23rd, 2023</b> (1:45pm-3:35pm)</p> <ul style="list-style-type: none"> <li>- Organizing google drive</li> <li>- Make TransLink Roundtable meeting notes</li> <li>- Organizing cheque requisitions</li> <li>- Emails</li> <li>- Work report</li> </ul> <p><b>October 24th, 2022</b> (12:20pm-2:15pm)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Preparation for karaoke night</li> </ul>
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	<ul style="list-style-type: none"> <li>- Working on presentation for council</li> <li>- Going over details with John about where to do karaoke</li> </ul> <p>(2:40pm-2:55pm)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Calendar invites</li> </ul> <p>(3:00pm-3:45pm)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Preparation for roundtable</li> </ul> <p><b>October 25th, 2022</b></p> <p>(9:50am-10:10am)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Checking if the rolling speakers work (for karaoke night)</li> </ul> <p>(12-12:30pm)</p> <ul style="list-style-type: none"> <li>- Emails</li> </ul> <p>(2:30pm-3:00pm)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Calendar updates</li> <li>- Prep for meetings</li> </ul> <p>(3:30pm-4:30pm)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Prep for karaoke night</li> </ul> <p>(6:08pm-6:23pm)</p> <ul style="list-style-type: none"> <li>- General admin (emails, calendar)</li> </ul> <p><b>October 26th, 2022</b></p> <p>(12pm-1:15pm)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Sent invites to student union reps for karaoke night</li> <li>- Preparation for the council meeting</li> </ul> <p><b>October 27th, 2022</b></p> <p>(10:15am-11am)</p> <ul style="list-style-type: none"> <li>- Check in with Gabe</li> <li>- Emails</li> <li>- Setting up meeting with ECA applicant</li> </ul> <p>(11am-11:45am)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Calendar updates</li> <li>- Going over community guidelines</li> </ul> <p><b>October 29th, 2022</b></p> <p>(12:00pm-1:05pm)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Worked on month in review</li> <li>- Work report</li> </ul> <p><b>October 31st, 2022</b></p> <p>(12:40pm-1:00pm)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Calendar updates</li> </ul> <p>(1:45pm-2:30pm)</p> <ul style="list-style-type: none"> <li>- Emails</li> <li>- Prep for karaoke night invitation emails</li> <li>- Work report</li> </ul> <p>(3:20-3:35)</p> <ul style="list-style-type: none"> <li>- Work report</li> <li>- Emails</li> </ul>
<b>Total Time (Hrs)</b>	23.14

<b>Total Admin Hours</b>	<b>23.14</b>
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**Total Hours: 83.02**

## 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	

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

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

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

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

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

<b>Total Admin Hours</b>	
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Acting VP Equity and Sustainability  
Arthur Lee

## Meeting Summary and Comments

<b>Meeting, Date</b>	Conversation with DNA
<b>Parties Attending</b>	Myself, DNA execs, Ashley Flett (ES AVP)
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Discussion about DNA's new councilor, listens to concerns and to have some discussions about constituency groups in relation to council
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed the need to define DNA's role in "meaningful representation" within the AC</li> <li>- As there is a councilor seat remaining on AC, there is plans to include the new DNA councilor onto the AC team at the next council meeting</li> <li>- Discussed ways we can ensure that the new DNA councilor can feel more comfortable at the next council meeting as we do have the AGM right in that week</li> <li>- Discussed constituency groups' current concerns in building friendly relationships with Council &amp; how the VPES office can and should support</li> <li>- Discussed what constituency groups are actually looking for in terms of support from VPES and on council</li> <li>- Discussed a possible plan to create a roundtable for Constituency groups and with the VPES office to preview any motions that concerns the CGs.</li> </ul>
<b>Next Steps</b>	Prepare for next council meeting, write a motion to initiate an election for AC at the next council meeting

<b>Meeting, Date</b>	FNMISA check-in, Oct 19, 2022
<b>Parties Attending</b>	Myself, FNMISA Coordinator, Staff
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Check-in and consultation session
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Check-in with FNMISA post council meeting about FNMISA's motion for the Equity office to plan training (as a consultation stage to help determine what training is best going forward to push for reconciliation)</li> <li>- Opened discussion about establishing a constituency group roundtable prior to council meeting to discuss any motions pertaining to constituency groups and what to expect</li> <li>- Discussed the constituency groups' concerns surrounding relationship building with the SFSS council and their individual concerns</li> </ul>
<b>Next Steps</b>	Ask constituency groups to see if there's an appetite for creating a roundtable and to look for training modules for Council and Membership

<b>Meeting, Date</b>	President x VP Equity Check in
<b>Parties Attending</b>	Myself, President

<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Weekly check-in with President
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed constituency group documents progress</li> <li>- Discussed supports for Equity office during prep for AGM</li> </ul>
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	SFU What's Next Discussion, October 25, 2022
<b>Parties Attending</b>	Myself, Eshana, Gabe, Alisa (SFU)
<b>Meeting Length (Hrs)</b>	.15
<b>Reason</b>	Follow-up discussion about SFU's What's Next - Health and Well-being
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed action items that SFSS can take to promote SFU's what's next discussion</li> <li>- Those includes roundtable, survey, or other measures</li> <li>- Discussed about the global nature of events today and how it's critical to put health and well-being in the front and center</li> </ul>
<b>Next Steps</b>	Prepare for next meeting

<b>Meeting, Date</b>	SFSS Council Meeting, October 26, 2022
<b>Parties Attending</b>	Myself, Council, Staff, Students
<b>Meeting Length (Hrs)</b>	4.40 (4:30-9:10)
<b>Reason</b>	Bi-weekly council meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Held elections for Events &amp; Student Affairs Committee &amp; Accessibility Committee</li> <li>- Discussed motion to create annual donation to residential schools survivor group (with the amendment to adjust to inflation in the future)</li> <li>- Ratified decisions from the September 28 meeting due to a procedural error</li> </ul>
<b>Next Steps</b>	Prepare for next meeting

<b>Meeting, Date</b>	SFSS Annual General Meeting, October 27, 2022
<b>Parties Attending</b>	Execs, general student memberships, staff, council members
<b>Meeting Length (Hrs)</b>	3.45 hrs (5:30pm - 9:13pm)
<b>Reason</b>	Annual general meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Main role: powerpoint/screen share <ul style="list-style-type: none"> <li>- Also helped manage/answer Q's and A's from students</li> </ul> </li> <li>- Discussed Financial Report</li> <li>- Discussed Annual Report</li> <li>- Discussed appointment of auditor for next year</li> <li>- Discussed audit report</li> </ul>



<b>Next Steps</b>	N/A
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<b>Meeting, Date</b>	SFSS Executive Meeting, October 28, 2022
<b>Parties Attending</b>	Execs, Staff
<b>Meeting Length (Hrs)</b>	1.53 (9:30am - 11:23am)
<b>Reason</b>	Exec meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed a motion to reopen the exec offices in the SUB procedurally (ratified after last exec meeting)</li> <li>- Discussed Exec SOPs</li> <li>- Discussed Community Guidelines for the SUB</li> <li>- Reimbursed Board Organizer</li> </ul>
<b>Next Steps</b>	Prepare for next meeting

<b>Meeting, Date</b>	HRP Meeting, October 31, 2022
<b>Parties Attending</b>	Myself, Judit, Helen, Management Staff
<b>Meeting Length (Hrs)</b>	2hrs (10-12am)
<b>Reason</b>	HR meeting
<b>Summary and Outcome</b>	<ul style="list-style-type: none"> <li>- Discussed hiring Third Party HR consultant</li> <li>- Discussed other HR concerns</li> </ul>
<b>Next Steps</b>	Prepare for next meeting

<b>Total Meeting Hours</b>	<b>14.53</b>
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## Projects and Events

<b>Project/Event Title</b>	Iranian Statement
<b>Updates and Upcoming Plans</b>	<ul style="list-style-type: none"> <li>- Completed first draft, awaiting approval from relevant parties</li> <li>- Writing a motion to get Council's approval before submission to communications team to make it public</li> <li>- Relevant parties includes: <ul style="list-style-type: none"> <li>- Council Members</li> <li>- Iranian Club Members</li> <li>- GSS Mohammad</li> </ul> </li> </ul>
<b>Relevant Strategic Priorities</b>	N/A
<b>Total Time (Hrs)</b>	5

<b>Total Project and Events Hours</b>	<b>5</b>
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## Committee Chair Work

<b>Committee Name</b>	Equity and Sustainability Committee, October 31, 2022
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	.3 (30 minutes)
<b>Summary</b>	<ul style="list-style-type: none"> <li>- Discussed Projects for the Committees <ul style="list-style-type: none"> <li>- Potential Collaboration with External Team, and Events</li> </ul> </li> <li>- Discussed relevant goals for committees to work towards: <ul style="list-style-type: none"> <li>- SFU's Next Steps <ul style="list-style-type: none"> <li>- International student supports</li> <li>- For Indigineous Bursary/Scholarship idea</li> </ul> </li> </ul> </li> <li>- Discussed the edits for the Iranian Statement (with the due date by Friday)</li> </ul>
<b>Ongoing Projects</b>	Edits for Iranian Statement and Motion to Council
<b>Relevant Strategic Priorities:</b>	N/A

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

<b>Summary</b>	Reading emails, reviewing documents, and related communications text
<b>Total Time (Hrs)</b>	In two weeks: <ul style="list-style-type: none"> <li>- Oct 17-21: 26 Hrs</li> <li>- Oct 24-31: 26 Hrs</li> </ul>

<b>Total Admin Hours</b>	<b>52</b>
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**Total Hours: 71.83**