

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
(September 1 - September 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	
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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VP Internal and Organizational Development (Acting President
 Sept 12 to Sept 23)
 Judit Nagy

Meeting Summary and Comments

Meeting, Date	2022-09-01
Parties Attending	Myself; Sindhu Dharmarajah; Helen Sofia Pahou
Meeting Length (Hrs)	10-10:30 PM (0.5 Hours)
Reason	HR Training for Executives
Summary and Outcome	<ul style="list-style-type: none"> - Confirming training dates and times - Discussing priorities and what should take precedence, like confidentiality training
Next Steps	N/A

Meeting, Date	2022-09-01
Parties Attending	Myself; Ben Tischler
Meeting Length (Hrs)	11 AM - 1 PM (3 Hours)
Reason	Discussion about (1) R-12 Applicability and (2) By-law 6(20)
Summary and Outcome	<ul style="list-style-type: none"> - Outstanding concern about whether GOV notices can pass at council without go through the R-12 process <ul style="list-style-type: none"> - ie. imposing a fine on executives who maintain a DSU seat while they serves as executives - Debate over the interpretation of the three clauses in by-law 6(20) <ul style="list-style-type: none"> - Consensus was just to make the individual clauses
Next Steps	<ul style="list-style-type: none"> - Add in recommendation for AGM to separate by-law 6(20) into separate clauses

Meeting, Date	2022-09-01
Parties Attending	Myself; Ben Tischler; Helen Sofia Pahou
Meeting Length (Hrs)	3-3:19 PM (0.317 Hours)
Reason	CCBC Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Confidential
Next Steps	<ul style="list-style-type: none"> - Confidential

Meeting, Date	2022-09-02
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Parties Attending	Myself; Ella Droko; Sindhu Dharmarajah; Abhishek Parmar; Beaty Omboga; IEC
Meeting Length (Hrs)	10-11:30 AM (1.5 Hours)
Reason	By-Election Logistics Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussing action items regarding overseeing the appointment of an acting VP Equity and the by-election of the new VP Equity - Spoke about getting the IEC lawyer retainer back - Notice periods and campaigning - Staff support and who to talk to - Relevant bylaws and policies
Next Steps	<ul style="list-style-type: none"> - Get IEC lawyer back - Send out updated times and dates for referenda

Meeting, Date	2022-09-03
Parties Attending	Myself; Ben Tischler
Meeting Length (Hrs)	12-3 PM (3 Hours)
Reason	AGM Bylaw Amendments and Bylaw Review
Summary and Outcome	<ul style="list-style-type: none"> - Bylaws review and amendments - Draft language for council e-voting and other matters - Overview of supporting documents
Next Steps	<ul style="list-style-type: none"> - Formalize language and send to council

Meeting, Date	2022-09-06
Parties Attending	Myself; Sindhu Dharmarajah
Meeting Length (Hrs)	1:30-2:30 PM (1 Hour)
Reason	Staff Meeting Logistics
Summary and Outcome	<ul style="list-style-type: none"> - Discussing staff meeting logistics <ul style="list-style-type: none"> - Getting Sindhu to be cc-ed on the jotform - Discussing what will be on the agenda and that i booked the room for the staff meeting
Next Steps	

Meeting, Date	2022-09-06
Parties Attending	Myself; Helen Sofia Pahou
Meeting Length (Hrs)	2:30-4:30 PM (2 Hours)
Reason	LOA Action Items
Summary and Outcome	<ul style="list-style-type: none"> - Discussion over outstanding items - Time management

	<ul style="list-style-type: none"> - Emergency contacts
Next Steps	<ul style="list-style-type: none"> - Helen to give me access to her inbox on Sunday (did not happen until MOnDay mid day) - To get a task list by Friday (did not happen until MOnDay mid day)

Meeting, Date	2022-09-07
Parties Attending	Myself; DSU Executives
Meeting Length (Hrs)	11:30-12:45 PM (1.25 Hours)
Reason	DSU check-ins and questions
Summary and Outcome	<ul style="list-style-type: none"> - Questions about room booking protocol - Questions about room availability in the SUB - Questions about the VP Equity by-elections and how the Acting VPES role would work - Concerns about clubs day tabling
Next Steps	<ul style="list-style-type: none"> - Follow up with SFSS Generalist - Offer interested councillors clarification about the by-election and interim appointment

Meeting, Date	2022-09-07
Parties Attending	Council
Meeting Length (Hrs)	4:30-6:30 PM (2 Hours)
Reason	Council Development Session
Summary and Outcome	<ul style="list-style-type: none"> - Presentation by the Student Learning Commons about time management for students - Discussed time allocation based on how much time is in the week - Discussion about procrastination and how to avoid it
Next Steps	<ul style="list-style-type: none"> - Send a thank you email to Ruth!

Meeting, Date	2022-09-08
Parties Attending	Myself; Sindhu Dharmarajah
Meeting Length (Hrs)	12-1 PM (1 Hour)
Reason	HR Training for Executive Planning
Summary and Outcome	<ul style="list-style-type: none"> - Went over key elements and the sessions Sindhu found for us - Discussed session Beaty can do for us, and other sessions we can do for free or in-house
Next Steps	N/A

Meeting, Date	2022-09-08
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Parties Attending	Myself; Ben Tischler; Helen Sofia Pahou
Meeting Length (Hrs)	3-4:28 PM (1.467 Hours)
Reason	CCBC Meeting
Summary and Outcome	- Confidential
Next Steps	- Confidential

Meeting, Date	2022-09-12
Parties Attending	Myself; Chairs; Admin Coordinator
Meeting Length (Hrs)	9-9:35 AM (0.5 Hours)
Reason	Semesterly Chairs Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Presentation by Somayeh on good Chair practices and the admin department operating procedures - Discussed agenda and minutes approval timelines - General consensus over where to find committee jotforms
Next Steps	N/A

Meeting, Date	2022-09-12
Parties Attending	Myself; Sophia Haque
Meeting Length (Hrs)	3-4 PM (1 Hour)
Reason	Referendum Chat
Summary and Outcome	<ul style="list-style-type: none"> - Reviewing the referendum question and SFSS policies for fall referendas - Overview and edits to Student Care presentation - Overview of the use of reserves to fund a mental health initiative for the SFSS.
Next Steps	- Prepare to give Sophia screen sharing at the Council meeting

Meeting, Date	2022-09-12
Parties Attending	Myself; Ben Tischler
Meeting Length (Hrs)	6-7 PM (1 Hour)
Reason	Council Chair and Vice Chair Check-in
Summary and Outcome	<ul style="list-style-type: none"> - Review of Council agenda - Allocation of motions for chairing
Next Steps	N/A

Meeting, Date	2022-09-13
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Parties Attending	Executives; Translink; SFU President
Meeting Length (Hrs)	12-1 PM (1 Hour)
Reason	Gondola Celebration
Summary and Outcome	<ul style="list-style-type: none"> - Meet and greet with Burnaby City Councillors, Joy Johnson, and SFU alumni - Listening to speeches and networking with relevant attendees - I was mostly there because I was Acting President and Helen was late, and it would have looked bad to have no president there at all.
Next Steps	N/A

Meeting, Date	2022-09-13
Parties Attending	Myself; Tracey Manson-Innes; GSS
Meeting Length (Hrs)	2-2:30 PM (0.5 Hour)
Reason	Student Affordability Working Group (SAWG) agenda setting
Summary and Outcome	<ul style="list-style-type: none"> - Met with Tracey and Sharon, alongside with the VP External for the GSS, Mohammad. - Discussed the upcoming agenda items and requested to add in a new section to discuss matters pertaining to student housing off campus - Got asked to chair the next SAWG meeting
Next Steps	<ul style="list-style-type: none"> - Chair the next SAWG Meeting - See whether SFU would be interested in starting up something similar to JOG again

Meeting, Date	2022-09-13
Parties Attending	Myself; John Walsh; Sindhu Dharmarajah; Ella Droko
Meeting Length (Hrs)	3:30-3:40 PM (1.167 Hours)
Reason	Management Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussed roundtable updates that we all should be aware of: - My updates: <ul style="list-style-type: none"> - Committee agendas are getting approved and so are minutes - SAWG meeting went well and I will be chairing - Health and dental referenda and using the reserves to fund mental health program for it – using the money that we couldn't reallocate anyway - AGM by-law amendments - CCBC public report is going up on the website tomorrow - Getting back to legal over outstanding matters - SFU updates about campus closure - Redbull presentation and contract situation - IEC lawyer retainer completed - HRP call for agenda items went out - Building: <ul style="list-style-type: none"> - Memory Express shipment and waiting for everything else to come in - Nap Room is open - No more major glass breakage

	<ul style="list-style-type: none"> - SPOC will be running by the end of the month - Building Manager SOP draft is ready - Operations: <ul style="list-style-type: none"> - MECS MOU being worked on - Job description reviews and updates needed - Committee mailing list updates - Helping with Zoom set up for AGM - HR training for Exec - Establishing standard practice for budgets and briefing notes for financial motions - Board: <ul style="list-style-type: none"> - Admin working through minutes backlog - Hiring committee for admin assistant - Food Security meeting
Next Steps	<ul style="list-style-type: none"> - Follow up with Kurt when he return from vacation about the referendum, from a finance side - Follow up with Sindhu about the MECS MOU by the end of the month - Follow up with John about the security measures spreadsheet he sent over for the gaming lounge

Meeting, Date	2022-09-13
Parties Attending	Myself; Anonymous Student
Meeting Length (Hrs)	4:30-5:45 PM (1.25 Hours)
Reason	Student Concerns
Summary and Outcome	<ul style="list-style-type: none"> - In relations to inappropriate behaviour between membership
Next Steps	<ul style="list-style-type: none"> - Recommended them to the appropriate resources available through the SFSS and SFU

Meeting, Date	2022-09-14
Parties Attending	Myself; Abhishek Parmar; John Walsh
Meeting Length (Hrs)	12-12:30 PM (0.5 Hours)
Reason	Gamer's Lounge Set-up
Summary and Outcome	<ul style="list-style-type: none"> - Some of the Memory Express computers arrived!!!! - Look for the proper set up and layout of equipment - Having to activate the outlets
Next Steps	<ul style="list-style-type: none"> - Wait on M.E. to come set up the equipment

Meeting, Date	2022-09-14
Parties Attending	Myself; Ben Tischler
Meeting Length (Hrs)	1-4 PM (3 Hours)
Reason	Pre-Council Meeting

Summary and Outcome	<ul style="list-style-type: none"> - Going over the agenda - General last minute changes like ratification of regrets for those Councillors who submitted their regrets after the meeting - Approving the regrets jotform structure - Testing whether zoom will let me start the council meeting
Next Steps	N/A

Meeting, Date	2022-09-14
Parties Attending	Council
Meeting Length (Hrs)	4:30-7 PM (2.5 Hours)
Reason	Council Meeting
Summary and Outcome	<ul style="list-style-type: none"> - New business <ul style="list-style-type: none"> - OTP-3: Incoming Executive Officers passed!!!!!!!!!!!! - Policy Manual Changes passed, no more notice of motions for typo changes!!!! - Calling for by-election - Calling for fall-refenda - Appointing an acting VPES - Digital Campaigning Policy update so we are no longer annoying the membership during voting period - Presentations <ul style="list-style-type: none"> - Student Care – Extending Mental Health Benefits - SFU What’s Next? Program
Next Steps	<ul style="list-style-type: none"> - Approve meeting minutes when they become available

Meeting, Date	2022-09-15
Parties Attending	Myself; Sindhu Dharmarajah
Meeting Length (Hrs)	2:30-2:45 PM (0.25 Hours)
Reason	Check-in
Summary and Outcome	<ul style="list-style-type: none"> - Brief updates on training curriculum - Short Staff Liaison updates
Next Steps	N/A

Meeting, Date	2022-09-15
Parties Attending	Myself; Ben Tischler
Meeting Length (Hrs)	3:40-4:41 PM (1 Hour)
Reason	CCBC Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Confidential
Next Steps	<ul style="list-style-type: none"> - Confidential

Total Meeting Hours	30.701 Hours
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Projects and Events

Project/Event Title	AGM Motions, By-elections, and Fall Referenda
Updates and Upcoming Plans	<ul style="list-style-type: none"> - By-law recommendation have been completed and briefing note has been completed - Fall referenda question has been drafted - Policy amendment for Campaigning and Mobilizing Coordinator has been drafted - AGM and by-election dates have been set
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Get it out to council ASAP - Push policy amendment for Campaigning and Mobilizing Coordinator ASAP so we do no run into issues down the line
Total Time (Hrs)	9.15 Hours

Project/Event Title	Policy Reconciliation
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Going over old Council policies documents and trying to make sure we have everything in the current copies that have not been repealed - Hunting down old versions of policies that disappeared
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Somehow find the missing paperwork – ranging from policies, contracts, and agreements
Total Time (Hrs)	3 Hours

Total Project and Events Hours	12.15 Hours
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Committee Chair Work

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

Total Committee Hours	N/A
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Administrative Work

Summary	SEPT 1, 2022 <ul style="list-style-type: none"> - Emails with Student Care regarding Health and Dental Plan change communication - Communications work order for OCEO letter head and posting plan for Student Care - Management emails <ul style="list-style-type: none"> - Gaming lounge security equipment - MMPC agenda approval (meeting did not end up having quorum) - Getting at-large details from Chairs - Calling for NOM meeting - Committee resignation updates to trackers and mailing lists - Update to chairs about agenda and minutes approval
	Total Time (Hrs)
Summary	SEPT 2, 2022 <ul style="list-style-type: none"> - Committees without chairs first meeting scheduling <ul style="list-style-type: none"> - Outreach - Surrey Campus - Vancouver Campus - Space Oversight - First Year Engagement - Staff check-ins and issues - Work calls - Emails regarding the VPES resignation and calling for a by-election - Emails about Accessibility Shuttle - Resigning from SPOC due to an interpersonal issue
	Total Time (Hrs)
Summary	SEPT 4, 2022 <ul style="list-style-type: none"> - Council agenda submissions - Staff agenda submissions - Sending committee schedules to Helen - Responding to committee member emails - Sending referenda info to Sophia from Student Care
	Total Time (Hrs)
Summary	SEPT 5, 2022 <ul style="list-style-type: none"> - GOV agenda planning and scheduling - Emails and calls
	Total Time (Hrs)

Summary	SEPT 6, 2022 <ul style="list-style-type: none"> - Meeting scheduling for MMPC - Reminder for GOV lettucemeet deadline - At-large info collection from Chairs - Meeting scheduling
Total Time (Hrs)	2 Hours

Summary	SEPT 7, 2022 <ul style="list-style-type: none"> - Semester report - Meeting scheduling - Accepting regrets for development sessions - Forwarding training info for FOIPOP
Total Time (Hrs)	2.25 Hours

Summary	SEPT 8, 2022 <ul style="list-style-type: none"> - Scholarship Recommendation letter drafting - Sending reference letters off to SFU - Answering questions for AVPs
Total Time (Hrs)	3.5 Hours

Summary	SEPT 9, 2022 <ul style="list-style-type: none"> - Following up with redbull over contract - NOM agenda approval - Staff check-ins
Total Time (Hrs)	3 Hours

Summary	SEPT 10, 2022 <ul style="list-style-type: none"> - Accepting resignation of councillor - Councillor onboarding documents - Semester report - Work calls - CCBC work
Total Time (Hrs)	5.5 Hours

Summary	SEPT 12, 2022 <ul style="list-style-type: none"> - Call for agenda items for HRP - Staff emails regarding leave approval - Clarifying executive committee meeting time - Check-in meeting scheduling - EXEC agenda approval - Redbull follow ups - Acting President expectations and timelines sent to Council - Work calls
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	<ul style="list-style-type: none"> - Staff check-ins - Email review for president inbox - Following up with executive committee task lists and reminders <ul style="list-style-type: none"> - Work reports, semester reports, and upcoming meeting - Prioritizing and responding to legal (president inbox) - Confidential – resources
Total Time (Hrs)	9 Hours

Summary	<p>SEPT 13, 2022</p> <ul style="list-style-type: none"> - Matters to the SPOC agenda for Nikki - Zoom link sent to Student Care and SFU for presentation - Requested rescheduling for Nikki/Judit check-in - Cheque reqs - Clubs day emails - Redbull rescheduling presentation - Emails to legal (president inbox) - Organizing issues around collective agreement, Queen’s death, and building closure - Calls for SFU - Management check-ins - Approving staff leaves - Occupational therapist feedback review and approval - SFU Equity office - EXEC minutes approval - Signing authority for Sindhu paperwork because that was never done until now - Corresponding with the Auditors - Emails with legal (president inbox) - Management benefits negotiations - Response to water damage - Files reallocation to secure storage - Onboarding documents to new councillor
Total Time (Hrs)	10 Hours

Summary	<p>SEPT 14, 2022</p> <ul style="list-style-type: none"> - Vancouver Sun interview - Motion title correction for Council item - SFU SAWG meeting planning correspondence - Mailing list updates sent to Sindhu - Staff check-ins - Regrets for council - CCBC report for public <ul style="list-style-type: none"> - More info provided to Comms – they did not receive the instructions to properly post them - Approval - Regrets jotform (thanks Somayah!) - Cheque reqs
Total Time (Hrs)	4.5 Hours

Summary	SEPT 15, 2022
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	<ul style="list-style-type: none"> - Acting VPES onboarding information sent to Arthur - Meeting scheduling - Semester Reports issue for Acting VPES handled with OCEO - SLO matters - Work order for comms to get name tag for Arthur - Emails to legal - Financial statements - Staff meeting rescheduling - SFU correspondences - Matters pertaining to outstanding balances - Vacancies for council - Meeting room booking for staff meeting (again) - Municipal election form signing - GOV tracker update - Nikki meeting (no show) - HRP agenda submissions - Motion drafting for John's reimbursement - Organizing Executives for President Dinner invitation - Staff check-ins
Total Time (Hrs)	7.5 Hours

Total Admin Hours	62.25 Hours
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Total Hours	105.101 Hours
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VP Finance and Services
Abhishek Parmar

Meeting Summary and Comments

Meeting, Date	Meeting with Temp Operations Organizer September 1, 2022 3-4pm
Parties Attending	Sindhu Dharmarajah
Meeting Length (Hrs)	1
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	By-elections logistics discussion September 2, 2022
Parties Attending	Judit Nagy, Helen Sofia Pahou, Farhan Shahriar, Sindhu Dharmarajah, Beaty Omboga, Ella Droko
Meeting Length (Hrs)	1.5
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	AMS Finance Communcation
Parties Attending	Eshana Baran
Meeting Length (Hrs)	0.22
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Pancake breakfast set up September 7, 2022
Parties Attending	
Meeting Length (Hrs)	1
Reason	
Summary and Outcome	

Next Steps	
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Meeting, Date	Development session September 7, 2022 4:30pm - 6:30pm
Parties Attending	Execs, councillors
Meeting Length (Hrs)	2
Reason	Bi-weekly meeting
Summary and Outcome	<ul style="list-style-type: none"> Time management workshop from Ruth of the SLC
Next Steps	

Meeting, Date	Semesterly Chairs Meeting + Robert's Rules Review
Parties Attending	Somayeh
Meeting Length (Hrs)	1
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Pub night logistics Sep 12, 2022 5pm - 5:30pm
Parties Attending	Vaibhav Arora, Helen Sofia Pahou, Sindhu Dharmarajah
Meeting Length (Hrs)	0.5
Reason	
Summary and Outcome	<ul style="list-style-type: none"> Missed half of the meeting due to conflict with Senate
Next Steps	

Meeting, Date	Gondola Celebration 12pm - 2pm September 13, 2022
Parties Attending	Hele Sofia Pahou, Eshana Baran, Osob Mohamad, Samad Raza, Gabe Liosis, Judit Nagy, Joy Johnson
Meeting Length (Hrs)	2
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Gamer's lounge set up September 14, 2022
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Parties Attending	
Meeting Length (Hrs)	0.5
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Clubs day tabling September 15, 2022
Parties Attending	Eshana Baran
Meeting Length (Hrs)	1
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Tour and lunch at new dining commons September 15, 2022
Parties Attending	Eshana Baran
Meeting Length (Hrs)	1.5
Reason	
Summary and Outcome	
Next Steps	

Total Meeting Hours	12.22
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Projects and Events

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

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

Total Project and Events Hours	
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Committee Chair Work

Committee Name	Finance and Administration Services Committee
# of Meetings	1
Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	
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Administrative Work

Summary	Sep 1, 2022 emails (3)
Total Time (Hrs)	

Summary	Sep 2, 2022 Cheque signing(1), emails (1)
Total Time (Hrs)	

Summary	Sep 6, 2022 emails (2), contract signing (0.5)
Total Time (Hrs)	

Summary	Sep 7, 2022 emails (1.5)
Total Time (Hrs)	

Summary	Sep 8, 2022 emails
Total Time (Hrs)	

Summary	Sep 9, 2022 emails
Total Time (Hrs)	

Summary	Sep 12, 2022 emails
Total Time (Hrs)	

Summary	Sep 13, 2022 Signing cheques(1), emails
Total Time (Hrs)	

Summary	Sep 14, 2022 Signing Cheques (1), emails
Total Time (Hrs)	

Summary	Sep 15, 2022 emails
Total Time (Hrs)	

Summary	Various meeting with Sindhu
Total Time (Hrs)	

Total Admin Hours	
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VP University and Academic Affairs
Nikki Kirigin

Meeting Summary and Comments

Meeting, Date	
Parties Attending	
Meeting Length (Hrs)	
Reason	

Summary and Outcome	
Next Steps	

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

Total Meeting Hours	
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Projects and Events

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

Project/Event Title	
Updates and Upcoming Plans	
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 External and Community Affairs
Eshana Baran

Meeting Summary and Comments

Meeting, Date	Check-in with Muriel (September 1st, 2022)
Parties Attending	Muriel Adarkwa , Myself
Meeting Length (Hrs)	10:30am-10:48am
Reason	To go over Municipal Elections Poster Materials
Summary and Outcome	Went over Municipal Elections Poster Materials
Next Steps	Put posters up on campuses and the student union building

Meeting, Date	Summer BBQ (September 1st, 2022)
Parties Attending	SFSS staff, Myself
Meeting Length (Hrs)	11am-12:00pm
Reason	Celebrate the summer semester
Summary and Outcome	Rested and celebrated the work done over the semester with food and tie-dye.
Next Steps	N/A

Meeting, Date	Gondola Celebration Planning (September 1st, 2022)
Parties Attending	Dipti Chavan, Myself
Meeting Length (Hrs)	3:00pm-3:15pm
Reason	To discuss and plan the Gondola Celebration
Summary and Outcome	Discussed: <ul style="list-style-type: none">- Logistics of event- Food orders- Cost of order
Next Steps	Continue planning for Gondola Celebration

Meeting, Date	MSAA Interview Prep (September 2nd, 2022)
Parties Attending	Sindhu,, Myself

Meeting Length (Hrs)	11:30am-11:40am
Reason	To discuss how the interview process would work
Summary and Outcome	Discussed how the interview process would work
Next Steps	Attend the interviews

Meeting, Date	MSAA Interviews
Parties Attending	Sindhu Dharmarajah, Nancy Mah, Rachel Dee, Myself
Meeting Length (Hrs)	12:00pm-12:30pm
Reason	Interviews
Summary and Outcome	Conducted Interviews
Next Steps	Continue Interviews

Meeting, Date	Gondola Celebration Updates (September 6th, 2022)
Parties Attending	Shelley Durante , Myself
Meeting Length (Hrs)	10:00am-10:30am
Reason	To provide updates for the Gondola event
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Food options - Set up - Media attendance - Overall attendance (who is coming)
Next Steps	Continue planning for the gondola celebration

Meeting, Date	Working Session for the Post-Secondary Funding Review Written Submission (September 6th, 2022)
Parties Attending	Muriel Adarkwa , Helen Sofia Pahou, Myself
Meeting Length (Hrs)	11am-12pm
Reason	Discussing the post-secondary formula funding review written submission
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Having the written submission in by the 9th - Taking time to work over it

Next Steps	Finish my part of the written submission as Helen and I worked on this submission together
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Meeting, Date	Meeting with Student (September 6th 2022)
Parties Attending	Neema, Myself
Meeting Length (Hrs)	12:00pm-12:30pm
Reason	To discuss possibly making renovations to the SFU gym and that this is something that athletes and students want.
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Process of how we can make this happen - The issues with the gym currently
Next Steps	Set up a meeting with SFU to discuss making renovations to the SFU gym

Meeting, Date	Discussion around Finances and connecting with the AMS VP Finance (September 6th, 2022)
Parties Attending	Abhishek Parmar , Myself
Meeting Length (Hrs)	1:25pm-1:38pm
Reason	Tasked by Council
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Connecting with the AMS Finance
Next Steps	Send an email to the AMS VP External of the AMS to figure out who we can talk to on the Finance side at the AMS

Meeting, Date	Working session (September 6th, 2022)
Parties Attending	Helen Sofia Pahou, Myself
Meeting Length (Hrs)	6:00pm-6:24pm
Reason	To work on the postsecondary formula funding review written submission
Summary and Outcome	Worked on the written submission
Next Steps	Submit the written submission

Meeting, Date	MCAA Interview (September, 7th, 2022)
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Parties Attending	Sindhu Dharmarajah, Nancy Mah, Rachel Dee, Myself
Meeting Length (Hrs)	9:45am-10:30am
Reason	Interviews
Summary and Outcome	Conducted Interviews
Next Steps	Continue hiring process

Meeting, Date	Council Development Session (September 7th, 2022)
Parties Attending	Exec, Council
Meeting Length (Hrs)	4:30pm-6:00pm
Reason	Bi-Weekly meetings
Summary and Outcome	Went over time management strategies
Next Steps	Think about time management and how we can maybe make it better for ourselves

Meeting, Date	Elimination of International Student Health Fee Campaign Organizing Meeting (September 8th, 2022)
Parties Attending	Myself, Weichun, Rea Chatterjee, Rahil
Meeting Length (Hrs)	5:52-6:52pm
Reason	Talking about the rally which is coming up to Eliminate the International Student Health Fee Campaign
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Logistics - Who to reach out to - Getting media
Next Steps	Sending emails to student societies to come

Meeting, Date	Municipal Elections Tabling Planning (September 9th, 2022)
Parties Attending	Muriel Adarkwa
Meeting Length (Hrs)	10:30am-11am
Reason	Planning tabling for Municipal Elections to help educate students about municipal elections
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Logistics

	<ul style="list-style-type: none"> - Passing money for snacks - Printing out posters - Having a QR code to government websites that have information about municipal elections
Next Steps	Continue planning for tabling and booking times to table

Meeting, Date	Semesterly Chairs Meeting + Robert's Rules Review (September 12th, 2022)
Parties Attending	Somayeh, Judit Nagy, Abhi Parmar, Ben
Meeting Length (Hrs)	9:00am-9:38am
Reason	Semesterly meeting with Chairs
Summary and Outcome	To go over the duty of chairs, deadline expectation for when to call for agenda items, and more
Next Steps	Make sure to take into account what was said being the Chair of the External and Community Affairs Committee

Meeting, Date	AVP External + VP External Check in (September 12th, 2022)
Parties Attending	Gabe Liosis, Myself
Meeting Length (Hrs)	20 mins
Reason	Weekly Check-ins
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - The Get Out to Vote Campaign - TransLink Roundtable - Gondola Celebration - Lobbying Trip to Victoria for ECA
Next Steps	Attend next check-in

Meeting, Date	Orange Shirt Day Statement (September 12th, 2022)
Parties Attending	Ella Droko, Myself
Meeting Length (Hrs)	1:45pm-2:00pm
Reason	
Summary and Outcome	Going over the previous statement for Orange Shirt Day
Next Steps	Work on the statement for Orange Shirt Day

Meeting, Date	Migrant Student United Weekly Meeting (September 12th, 2022)
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Parties Attending	Rea Chatterjee, WeiChun, Rahil
Meeting Length (Hrs)	4:30pm-5:30pm
Reason	Planning for the Elimination of the International Student Health Fee
Summary and Outcome	Went over logistics
Next Steps	<ul style="list-style-type: none"> - Continue planning for the rally - Make speech for the rally

Meeting, Date	Planning Municipal Elections Debates
Parties Attending	Ella Droko, Muriel Adarkwa , Myself
Meeting Length (Hrs)	3:30pm-5:17pm
Reason	Planning for debates so they run smoothly
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Booking spaces
Next Steps	Continue planning for debates

Meeting, Date	Council (September 14th, 2022)
Parties Attending	Executive, Council, Staff, Membership
Meeting Length (Hrs)	4:30pm-7pm
Reason	Bi-Weekly meetings
Summary and Outcome	Went over the Council Agenda
Next Steps	Attend the next Council Meeting

Meeting, Date	Debate Prep (September 15th, 2022)
Parties Attending	Ella Droko, Muriel Adarkwa , Myself
Meeting Length (Hrs)	3pm-4pm
Reason	To prepare for Municipal Election Debates
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Logistics
Next Steps	Continue planning for debates

Total Meeting Hours	17.06
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Projects and Events

Project/Event Title	Migrants Students United Button Making
Updates and Upcoming Plans	Preparing for the Elimination of the International Student Health Fee Campau
Relevant Strategic Priorities	Making buttons for folks who come out to the rally.
Total Time (Hrs)	55 mins

Project/Event Title	SFSS Pancake Breakfast (September 7th, 2022)
Updates and Upcoming Plans	Helped out with the SFSS pancake breakfast.
Relevant Strategic Priorities	This event helped make connections with membership and created a welcoming atmosphere around campus.
Total Time (Hrs)	10:30am-12:50pm

Project/Event Title	Breakfast with the SFSS in Surrey
Updates and Upcoming Plans	Engaging with membership
Relevant Strategic Priorities	During this breakfast I helped hand out cookies and there was a place where students could get coffee, I answered questions about the SFSS and talked a bit about the portfolio I'm working on.
Total Time (Hrs)	10am-12pm

Project/Event Title	Tabling with Migrant Students United
Updates and Upcoming Plans	We were tabling to share about Migrant Student United and shared about the campaign to eliminate the international student health fee
Relevant Strategic Priorities	We had candy and iPads for folks to sign up if they were interested.
Total Time (Hrs)	2first fri

Project/Event Title	First Friday Carnival
Updates and Upcoming	N/A

Plans	
Relevant Strategic Priorities	We handed out chips and talked about the SFSS to membership
Total Time (Hrs)	4-7:45pm

Project/Event Title	Sorting elections materials
Updates and Upcoming Plans	Preparing for Municipal elections and making sure I have communications materials
Relevant Strategic Priorities	I got elections materials from the Burnaby Surrey and Vancouver offices and I was sorting these materials
Total Time (Hrs)	12:09-12:33pm

Project/Event Title	Gondola Celebration - Cake
Updates and Upcoming Plans	Calling places for a cake order
Relevant Strategic Priorities	I called a couple places and tried to look for the best and most affordable option
Total Time (Hrs)	10 mins

Project/Event Title	Gondola Celebration- Cake
Updates and Upcoming Plans	
Relevant Strategic Priorities	Ordering Gondola Cake, driving to store, placing order
Total Time (Hrs)	1:39pm-2:48pm

Project/Event Title	Gondola Celebration
Updates and Upcoming Plans	Getting plates + cutlery
Relevant Strategic Priorities	Bought materials for the snacks and cake
Total Time (Hrs)	1 hour

Project/Event Title	Gondola Celebration
Updates and Upcoming	The SFSS celebrated the Gondola coming to SFU with community members

Plans	
Relevant Strategic Priorities	Inviting community members and celebrating.
Total Time (Hrs)	3.5 hours

Project/Event Title	Clubs Day
Updates and Upcoming Plans	Talked to a lot of students and was able to speak more about the SFSS and what we do, it was great!
Relevant Strategic Priorities	Handed out mini donuts to students
Total Time (Hrs)	11am-2pm

Project/Event Title	Clubs Day
Updates and Upcoming Plans	Talked to a lot of students and was able to speak more about the SFSS and what we do, it was great!
Relevant Strategic Priorities	Handed out mini donuts to students
Total Time (Hrs)	10:50am-11:50am + 1:30-3pm

Total Project and Events Hours	22.7
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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

<p>Summary</p>	<p>September 1st, 2022 (12:09-2:09)</p> <ul style="list-style-type: none"> - Emails - Gondola Celebration planning - Calendar updates <p>(3:15-4:15)</p> <ul style="list-style-type: none"> - Gondola celebration prep - Check in with Sindhu- projects - Emails - Speech for gondola celebration <p>September 2nd, 2022 (11:15am-11:30am)</p> <ul style="list-style-type: none"> - Emails <p>(12:30pm-1pm)</p> <ul style="list-style-type: none"> - Emails - Calendar invites - Prep for following week <p>September 4th, 2022 (4:36pm-7:06pm)</p> <ul style="list-style-type: none"> - Work report - Emails - Prep for the external and community affairs committee - Calendar invites <p>September 5th, 2022 (10:30am-11am)</p> <ul style="list-style-type: none"> - Call with Dipti about the Gondola Celebration - Conversation with Blenx for Gondola Celebration <p>(1:45pm-2:45pm)</p> <ul style="list-style-type: none"> - Emails - Button making for MSU - Working on month in review <p>September 6th, 2022 (6:24pm-7:54pm)</p> <ul style="list-style-type: none"> - Work report - Post-secondary funding review written report <p>September 7th, 2022 (12:50-2:20pm)</p> <ul style="list-style-type: none"> - Emails - Making list of food which has to be bought for gondola celebration <p>(3:-3:45pm)</p> <ul style="list-style-type: none"> - Emails - Working on post-secondary funding review written submission <p>(4:09pm-4:30pm)</p> <ul style="list-style-type: none"> - Emails - Prep for post-secondary funding review <p>September 8th, 2022) (5:22pm-5:52pm)</p> <ul style="list-style-type: none"> - Work report - Work orders - Speech for gondola celebration - Working on post-secondary funding review <p>September 9th, 2022 (11:15am-11:30am)</p> <ul style="list-style-type: none"> - Emails <p>September 11th, 2022 (5:55-7:25pm)</p> <ul style="list-style-type: none"> - Planning for gondola celebration - Municipal elections tabling planning <p>September 12th, 2022 (9:38pm-9:53am)</p>
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	<ul style="list-style-type: none"> - Emails (10:40am-11am) - Emails - Calendar (11:20am-11:30am) - Emails (11:45am-12pm) - Emails (2:00pm-3:15pm) - Planning for gondola celebration (7:00pm-7:45pm) - Work report - Emails - Going through pictures from the gondola celebration (8:15pm-8:50pm) - Admin September 15th, 2022 (8:30am-10:50am) - Emails - Calendar invites - Prep for week - Going through elections materials (4:00pm-5:00pm) - Going over lobby days budget with Abhi (VP Finance) - Setting up communications materials for debates - Emails - Prepping documents for meetings (5:00pm-6:00pm) - Emails - Cheque requisitions (waiting for council mins) - Making motions (6:00-6:30pm) - Working on the statement for Orange Shirt Day
Total Time (Hrs)	22.75

Total Admin Hours	22.75
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Total Hours: 62.51 Hours

VP Events and Student Affairs

Vaibhav Arora

Meeting Summary and Comments

Meeting, Date	01-09-2022
Parties Attending	Rachel, Dipti, Myself
Meeting Length (Hrs)	10 - 11 AM (1 hour)
Reason	StreetFest Selection Committee Meeting
Summary and Outcome	<ul style="list-style-type: none">- Worked on the logistics for the performers- Decided roles for both the staff members- Worked on a final email to be sent to performers for StreetFest
Next Steps	Sending the emails to performers

Meeting, Date	01-09-2022
Parties Attending	Plantsome rep, Chang institute rep (Maycko), Myself
Meeting Length (Hrs)	1 - 2 PM (1 hour)
Reason	SFSS x Plantsome x SFU Chang Institute
Summary and Outcome	<ul style="list-style-type: none">- Proposal from Plantsome to collab with SFSS for an event- Event comprises of handing out free plants to students- Need to decide on the logistics soon
Next Steps	Working on the bookings and other requirements

Meeting, Date	01-09-2022
Parties Attending	Blueprint reps, Myself
Meeting Length (Hrs)	4 - 5 PM (1 hour)
Reason	2023 Kickoff discussion
Summary and Outcome	<ul style="list-style-type: none">- More like an intro meeting- Discussed the takeaways from last kickoff- Discussed how the event will help improve the social life at campus
Next Steps	Follow up emails on budget and other related stuff

Meeting, Date	02-09-2022
Parties Attending	Sonja, Mark, Myself
Meeting Length (Hrs)	3 - 5 PM (2 hours)

Reason	StreetFest Co-chair planning meeting
Summary and Outcome	<ul style="list-style-type: none"> - Planned the duties for the organizing committee - Worked on the map for the event - Discussed updates so far
Next Steps	Assigning duties to the organizing committee members

Meeting, Date	06-09-2022
Parties Attending	Member Service Coordinators, Sindhu, Myself
Meeting Length (Hrs)	1 - 2 PM (1 hour)
Reason	Clubs Days Discussion
Summary and Outcome	<ul style="list-style-type: none"> - Discussed activities for the Burnaby campus - Resolved some booking issues - Ordering food for exec table
Next Steps	Working on the action items

Meeting, Date	06-09-2022
Parties Attending	StreetFest Organizing Committee, Myself
Meeting Length (Hrs)	3 - 5 PM (2 hours)
Reason	Weekly StreetFest committee meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussed final steps for the event - Assigning duties to individuals - Volunteers final number was 109 - Planned an alternative if it rains
Next Steps	Working on action items decided

Meeting, Date	06-09-2022
Parties Attending	Dipti, Myself
Meeting Length (Hrs)	2 - 3 PM (1 hour)
Reason	Weekly check in with Events Coordinator
Summary and Outcome	<ul style="list-style-type: none"> - Discussed the updates on events (Pet therapy, self-defence workshop etc.) - Decided on the spaces for the events
Next Steps	Give work order to Comms team for events, book spaces

Meeting, Date	07-09-2022
Parties Attending	Council

Meeting Length (Hrs)	4:30 - 6 PM (1.5 hours)
Reason	Council Dev Session
Summary and Outcome	Time Management Strategies
Next Steps	Implementing Time Management in the working system

Meeting, Date	07-09-2022
Parties Attending	Helen, Myself
Meeting Length (Hrs)	8 - 8:30 PM (0.5 hour)
Reason	Check-in with President
Summary and Outcome	<ul style="list-style-type: none"> - Discussed Pub Night event and the concerns - Discussed other important events VP events is planning
Next Steps	Set up a meeting for Pub Night discussion

Meeting, Date	08-09-2022
Parties Attending	Sonja, Mark, Myself
Meeting Length (Hrs)	3 - 5 PM (2 hours)
Reason	StreetFest Co-chair planning meeting
Summary and Outcome	<ul style="list-style-type: none"> - Preparing slides to be presented to the committee - Discussed the finance and cheques for the event - Printing and promotional materials discussed
Next Steps	Chair the next Organizing committee meeting

Meeting, Date	10-09-2022
Parties Attending	BC-IBN, Myself
Meeting Length (Hrs)	2 - 5 PM (3 hours) + 2 hours (travelling time)
Reason	Unleash the Entrepreneur in You
Summary and Outcome	BC-IBN Invited execs to attend the event, so I went there as a SFSS representative
Next Steps	N/A

Meeting, Date	12-09-2022
Parties Attending	Dipti, Rachel, Myself
Meeting Length (Hrs)	12:30 - 1 PM (0.5 hour)
Reason	Street Walk through for the fest

Summary and Outcome	<ul style="list-style-type: none"> - Walkthrough to explain the duties for the coordinators - Explained the map and the tabling strategies
Next Steps	Rock on the day of the event

Meeting, Date	12-09-2022
Parties Attending	Yavanna, Dipti, Myself
Meeting Length (Hrs)	1 - 2 PM (1 hour)
Reason	SFSS x SER Connect
Summary and Outcome	<ul style="list-style-type: none"> - Discussed the successes and fails for the First week events - Planned for future events (Movie nights) - Streetfest movie night strategies discussed
Next Steps	Work on action items

Meeting, Date	12-09-2022
Parties Attending	Dipti, Myself
Meeting Length (Hrs)	2 - 3 PM (1 hour)
Reason	Weekly check in with Events Coordinator
Summary and Outcome	<ul style="list-style-type: none"> - Discussed the plans for Clubs Days - Planned for October events
Next Steps	Working on action items

Meeting, Date	12-09-2022
Parties Attending	StreetFest Organizing Committee, Myself
Meeting Length (Hrs)	3:30 - 5 PM (1.5 hours)
Reason	StreetFest Committee meeting
Summary and Outcome	<ul style="list-style-type: none"> - Final updates given for the event - Everyone discussed their learnings so far for the event - We thanked everyone for their hardwork and efforts
Next Steps	Hosting the event on 16th

Meeting, Date	12-09-2022
Parties Attending	Helen, Abhi, Sindhu, Myself
Meeting Length (Hrs)	5 - 6 PM (1 hour)
Reason	Pub Night Logistics meeting

Summary and Outcome	Confidential
Next Steps	N/A

Meeting, Date	14-09-2022
Parties Attending	Mark, CJSF rep, Myself
Meeting Length (Hrs)	3 - 3:30 PM (0.5 hour)
Reason	Interview with CJSF
Summary and Outcome	<ul style="list-style-type: none"> - CJSF invited for an interview for StreetFest - Explained what the event is and what will the audience experience on the day of the event
Next Steps	N/A

Meeting, Date	14-09-2022
Parties Attending	Mark, Sonja, Myself
Meeting Length (Hrs)	3:30 - 4:30 PM (1 hour)
Reason	Last in person meeting before StreetFest
Summary and Outcome	<ul style="list-style-type: none"> - Discussed the shortcomings and succeeded so far - Discussed the time to be present on the day of the event - Rehearsed the speech for the event
Next Steps	N/A

Meeting, Date	14-09-2022
Parties Attending	Council
Meeting Length (Hrs)	4:30 - 7 PM (2.5 hours)
Reason	Bi-weekly Council meeting
Summary and Outcome	Went over agenda for the meeting
Next Steps	N/A

Total Meeting Hours	27 hours
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Projects and Events

Project/Event Title	SFSS PANCAKE BREAKFAST
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Updates and Upcoming Plans	<ul style="list-style-type: none"> - Served more than 800 students - Event went successful, but a few things went disorganzaized and hence a few learnings for future events - We made sure that we get our satisfaction ratio met - Nesters sponsored the event with the ingredients
Relevant Strategic Priorities	Make sure audience is engaged while we are cooking the pancakes
Total Time (Hrs)	7 hours (including ordering ingredients and handling logistics)

Project/Event Title	SFU SERVICE FAIR
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Tabled at SFU Service fair as a SFSS representative - Talked to students about our services and other campaigns
Relevant Strategic Priorities	N/A
Total Time (Hrs)	3 hours

Project/Event Title	FIRST FRIDAY MOVIE NIGHT
Updates and Upcoming Plans	<ul style="list-style-type: none"> - SFSS sponsored and partnered for the event - A great turnout, probably more than 1500 students - I alongside VP Externals, got to speak on the stage for what SFSS does
Relevant Strategic Priorities	Make sure we have SFSS logos around
Total Time (Hrs)	7 hours

Project/Event Title	CLUBS DAYS
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Tabled for Clubs Days - Arranged my team every day for the three days to be present on the table
Relevant Strategic Priorities	Make sure we have SFSS logos around
Total Time (Hrs)	6 hours

Total Project and Events Hours	23 hours
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Committee Chair Work

Committee Name	ESAC
# of Meetings	1

Total Time (Hrs)	2.5 hours
Summary	Chaired a meeting on 12th September
Ongoing Projects	Halloween, Diwali, Movie Nights etc.
Relevant Strategic Priorities:	N/A

Total Committee Hours	2.5 hours
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Administrative Work

Summary	<p>01-09-2022 (3 hours):</p> <ul style="list-style-type: none"> - Emails follow up - StreetFest logistics worked on - Went through Plantsome's platform <p>02-09-2022 (3 hours):</p> <ul style="list-style-type: none"> - Went through 2018 Fall Kickoff with Blueprint - Social media posting - Checking in with the ESAC team on messenger <p>05-09-2022 (1 hour):</p> <ul style="list-style-type: none"> - Called a few vendors for Diwali night <p>06-09-2022 (4 hours):</p> <ul style="list-style-type: none"> - A busy day with a lots of emails and social media postings - Worked on logistics of Pancake event - Performers email drafted <p>07-09-2022 (1 hours):</p> <ul style="list-style-type: none"> - Regular emails check and social media postings <p>08-09-2022 (2 hours):</p> <ul style="list-style-type: none"> - StreetFest emails drafted for staff and committee - Performance and other scheduled forwarded to social media platforms for promotion <p>09-09-2022 (2 hours):</p> <ul style="list-style-type: none"> - Emails follow up - Social media postings <p>12-09-2022 (1 hour):</p> <ul style="list-style-type: none"> - Emails follow up <p>13-09-2022 (3 hours):</p> <ul style="list-style-type: none"> - Clubs Days check in with ESAC - Emails follow up - Prepared a speech for CJSF interview <p>14-09-2022 (3 hours):</p> <ul style="list-style-type: none"> - Emails follow up - StreetFest check in with various sponsors on the street <p>15-09-2022 (4 hours):</p> <ul style="list-style-type: none"> - Emails follow up - A lots of social media posts for the event
Total Time (Hrs)	27 hours

Total Hours	79.5 hours
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VP Equity and Sustainability
Rea Chatterjee

Meeting Summary and Comments

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

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