

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
(September 16 - September 30)

[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	2022-09-16
Parties Attending	Myself; Ben Tischler
Meeting Length (Hrs)	2:30-3:30 PM (1 Hour)
Reason	Council Agenda Planning
Summary and Outcome	<ul style="list-style-type: none"> - Agenda item submission review - Discussed any potential amendments
Next Steps	<ul style="list-style-type: none"> - Draft motion for AGM prize budget

Meeting, Date	2022-09-16
Parties Attending	Myself; John Walsh
Meeting Length (Hrs)	3-4 PM (1 Hour)
Reason	Outstanding Matters
Summary and Outcome	<ul style="list-style-type: none"> - Confidential
Next Steps	<ul style="list-style-type: none"> - Relay information to Executive and follow up with John

Meeting, Date	2022-09-20
Parties Attending	Myself; Sindhu Dharmarajah
Meeting Length (Hrs)	2-3 PM (1 Hour)
Reason	Acting President x Temp Operations Organizer Check-in
Summary and Outcome	<ul style="list-style-type: none"> - Overview of Sindhu's task list - Discussing AGM matters - Spoke about ensuring SLO matters are in order and what needs to be communicated to Helen when she returns
Next Steps	<ul style="list-style-type: none"> - Write the entire annual report because of missing VPIOD exist report

Meeting, Date	2022-09-20
Parties Attending	Myself; Ella Droko
Meeting Length (Hrs)	3-4 PM (1 Hour)

Reason	President x Board Organizer Check-in
Summary and Outcome	<ul style="list-style-type: none"> - Discussion over matters relating to the admin assistant hiring committee - Translink - Municipal debates - Committee chairs - Upcoming matters pertaining to my portfolio
Next Steps	N/A

Meeting, Date	2022-09-21
Parties Attending	Myself; Abhishek Parmar; WE Consulting
Meeting Length (Hrs)	10-11 AM (1 Hour)
Reason	Excluded Management Benefits
Summary and Outcome	<ul style="list-style-type: none"> - Discussion of the massive liabilities from the contract signed by the last Executive - Review of options for negotiation
Next Steps	<ul style="list-style-type: none"> - Follow up with management over this matter

Meeting, Date	2022-09-21
Parties Attending	Myself; Abhishek Parmar
Meeting Length (Hrs)	11-12 PM (1 Hour)
Reason	Executive Chair and Vice Chair Check-in
Summary and Outcome	<ul style="list-style-type: none"> - Discussion about managing the speaker's list - Discussion over the hiccup about amending on the in-camera item for the retainer - Discussion over the new exec meeting being called for Oct 7
Next Steps	<ul style="list-style-type: none"> - Abhi to have a check in with Helen when she returns

Meeting, Date	2022-09-21
Parties Attending	Council
Meeting Length (Hrs)	4:30-5:30 PM (1 Hour)
Reason	Special Council Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Staff compensation and budgetary allocation
Next Steps	<ul style="list-style-type: none"> - Take up with relevant committees

Meeting, Date	2022-09-22
Parties Attending	Myself; Staff; Executives

Meeting Length (Hrs)	10-11 AM (1 Hour)
Reason	Staff Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Rundown on major society events - Discussion over staff sign in sheet - Discussion over constituency group block party
Next Steps	<ul style="list-style-type: none"> - Send Admin the new structure for staff agendas

Meeting, Date	2022-09-22
Parties Attending	Myself; Ricky Che; Brianna Price
Meeting Length (Hrs)	11 AM - 1 PM (2 Hours)
Reason	JHSC September Inspection
Summary and Outcome	<ul style="list-style-type: none"> - Overview of the JHSC inspection process - Review of staff spaces and general areas
Next Steps	N/A

Meeting, Date	2022-09-22
Parties Attending	Myself; Arthur Lee; SFU Equity Office
Meeting Length (Hrs)	3-4 PM (1 Hour)
Reason	Equity Compass Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussed SFU's main goal for equity and inclusion - Discussed target-based and substantial change in SFU's policy and operations - Spoke about future collaboration
Next Steps	<ul style="list-style-type: none"> - I need to reach out to Yabone to get some ideas as to how we can better incorporate a strong SV prevention program at the SFSS

Meeting, Date	2022-09-22
Parties Attending	Myself; Abhishek Parmar; Vaibhav Arora; SFU Admin; SFU Donors
Meeting Length (Hrs)	6-9 PM (3 Hours)
Reason	Chancellor's Dinner
Summary and Outcome	<ul style="list-style-type: none"> - Celebration of SFU donors and SFU climate activist group
Next Steps	N/A

Meeting, Date	2022-09-23
Parties Attending	Finance Committee; Auditors

Meeting Length (Hrs)	10-11 AM (1 Hour)
Reason	Finance Committee Meeting
Summary and Outcome	- Review of the auditor's finding
Next Steps	- Have the auditors present to Council

Meeting, Date	2022-09-28
Parties Attending	Myself; New GASSU Councillor
Meeting Length (Hrs)	8:30-9 AM (0.5 Hours)
Reason	Check-in
Summary and Outcome	<ul style="list-style-type: none"> - Onboarding process - Discussion over upcoming council meetings <ul style="list-style-type: none"> - Background, what to expect, and what are the expectations
Next Steps	- Schedule onboarding for Emilio

Meeting, Date	2022-09-28
Parties Attending	Myself; Sindhu Dharmarajah
Meeting Length (Hrs)	9:15-10 M (0.75 Hours)
Reason	Check-in
Summary and Outcome	<ul style="list-style-type: none"> - Debrief over the past two weeks of acting presidency - HRP items and JDs that need more time - AGM content - Expectations and timelines
Next Steps	- Make sure Helen completes Sindhu's probation evaluation

Meeting, Date	2022-09-28
Parties Attending	Myself; Ella Droko
Meeting Length (Hrs)	10 AM - 11:45 AM (1.75 Hours)
Reason	Check-in over AGM items
Summary and Outcome	<ul style="list-style-type: none"> - Discussion over the importance of the AGM items - I have been told that there might be an anti-campaign for the AGM if I do not get rid of an item - Ella and I discussed the massive organizational holes we found in these months and the importance of these items - Agreed that I should come to the 5S meeting to give more context
Next Steps	- Show up to 5S and answer some questions

Meeting, Date	2022-09-28
Parties Attending	Myself; Ella Droko; Sindhu Dharmarajah; SUB tenants
Meeting Length (Hrs)	2-3 PM (1 Hour)
Reason	[5S] SFU Student Societies Senior Staff Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Told the groups that we are doing this because if we can create something, we should be allowed to undo it, if needed - I agreed to strike the item from the agenda, but did stress that this is massive organizational liability that will cause issues down the line
Next Steps	<ul style="list-style-type: none"> - Council agenda amendment

Meeting, Date	2022-09-28
Parties Attending	Council
Meeting Length (Hrs)	4:30-8:30 PM (4 Hours) – I left exactly at 8:30 because I needed to go home
Reason	Council Meeting
Summary and Outcome	<ul style="list-style-type: none"> - AGM agenda items approval - AGM prize budget approval - OCEO election - ECA election
Next Steps	<ul style="list-style-type: none"> - Ensure that both Ben and I do not go to the bathroom at the same time, as that seems to present an issue when it comes to procedural knowledge. This is not a joke, but a genuine concern. - Send out RONR cheat sheet to council again

Meeting, Date	2022-09-29
Parties Attending	Myself; Emilio De Silva
Meeting Length (Hrs)	4-5 PM (1 Hour)
Reason	Councillor Onboarding
Summary and Outcome	<ul style="list-style-type: none"> - Went over council policies - Major governing documents - Spoke about hour expectations and work reports
Next Steps	<ul style="list-style-type: none"> - Fill out onboarding forms

Total Meeting Hours	24 hours
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Projects and Events

Project/Event Title	Staff Meeting Briefing for New Staff Meeting Structure
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Updates and Upcoming Plans	<ul style="list-style-type: none"> - Completed - Outlines large society events such as the AGM, by-elections, and referenda that are happening - What staff need to know, what are the timelines, and who are your contacts
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Be available to staff with questions - Ensure that a cheat sheet is available when needed
Total Time (Hrs)	5.5 Hours

Project/Event Title	In-house Sexual Violence Prevention Program
Updates and Upcoming Plans	<ul style="list-style-type: none"> - SFSS-SVSP0 MOU review - Failed motion review and digging for the reasons behind it - Scheduling meetings with relevant key parties
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Bring motion to create a working group for the matter - Prepare BN if there is time
Total Time (Hrs)	4.75 Hours

Total Project and Events Hours	10.25 Hours
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Committee Chair Work

Committee Name	Governance Committee (GOV)
# of Meetings	1
Total Time (Hrs)	1 Hour
Summary	<ul style="list-style-type: none"> - OTP-3 change approved and recommendation is going to council - CIP policy change approved and recommendation is going to council - JHSC referral and approval - Personnel policy review with HRP
Ongoing Projects	<ul style="list-style-type: none"> - Personnel policy review with HRP
Relevant Strategic Priorities:	<ul style="list-style-type: none"> - Relay comments of GOV to HRP

Committee Name	Executive Committee (EXEC)
# of Meetings	1
Total Time (Hrs)	2.83 Hours
Summary	<ul style="list-style-type: none"> - Accepting AVP UAA resignation - Office modification for VP UAA motion - Reimbursement motion for mental health first aid - Approving IEC lawyer retainer - Appointing AVP FS

	<ul style="list-style-type: none"> - Taking Acting President to present informal offer to relevant party - Discussion items – postponed
Ongoing Projects	- N/A
Relevant Strategic Priorities:	- Approve and clear up exec minutes backlog left behind

Committee Name	HR and Personnel Subcommittee (HRP)
# of Meetings	1
Total Time (Hrs)	1.25 Hours
Summary	<ul style="list-style-type: none"> - Discussed job description updates and reviews - Discussed beginning management performance reviews - Discussed personnel policy review with governance committee - In-camera matters - Amendment of building manager to facilities manager <ul style="list-style-type: none"> - Offer letter approval
Ongoing Projects	<ul style="list-style-type: none"> - Personnel policy review - JD review - Performance review matrix creation
Relevant Strategic Priorities:	<ul style="list-style-type: none"> - Use old performance review matrix as backbone - Coordinate with governance about policy review

Committee Name	Nominating Committee (NOM)
# of Meetings	1
Total Time (Hrs)	0.20 Hours
Summary	<ul style="list-style-type: none"> - Approving members at larges for Events and External Committee - Recommendations will be added to the COuncil agenda by me
Ongoing Projects	- Member approval
Relevant Strategic Priorities:	<ul style="list-style-type: none"> - Keep bugging chairs to send me information - Call NOM in a ad-hoc basis

Total Committee Hours	5.28 Hours
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Administrative Work

Summary	<p>SEPT 16, 2022</p> <ul style="list-style-type: none"> - Streetfest attendance and support - NOM minutes approval - Sensitive HR matters and informal proposal drafting and sending it off - Call for Exec meeting for Oct 7 – something that the President since
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	<ul style="list-style-type: none"> cancelled - Forwarding outstanding legal invoices to VPFS - Media request answers
Total Time (Hrs)	7.5 Hours

Summary	SEPT 17, 20221 <ul style="list-style-type: none"> - SLO LOA search – does not exist - HRP submissions
Total Time (Hrs)	2.5 Hours

Summary	SEPT 18, 2022 <ul style="list-style-type: none"> - Exec discussions and debates - Preparing for alternate outcomes - Work calls and communications - Agenda items drafting for potential special HRP meeting - Looking for past precedence – found none – will be an issue down the line regarding liability
Total Time (Hrs)	6 Hours

Summary	SEPT 19, 2022 <ul style="list-style-type: none"> - Staff email announcing acting VPES - Emails about scheduling meetings for committees - Job description updates - Offer letter completion - Work calls and messages
Total Time (Hrs)	6.5 Hours

Summary	SEPT 20, 2022 <ul style="list-style-type: none"> - Staff check-ins and updates regarding urgent matters - Confidential HR matters - Committee mailing list updates - FASC agenda approval - Call for Special Council meeting - Motion drafting and agenda planning for special council meeting <ul style="list-style-type: none"> - Confidential briefing note drafted and sent to council - Council agenda approval - HRP agenda approval
Total Time (Hrs)	5 Hours

Summary	SEPT 21, 2022 <ul style="list-style-type: none"> - First Year Engagement Committee agenda items submission - Communication with Legal accounting - Communications with SVSPO - Following up on outstanding (month ago) staff requests (president inbox)
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	<ul style="list-style-type: none"> - SLO matters - Exec meeting planning - Policy amendment consultation - IEC lawyer retainer signing - EXEC tasklist and reminders - FYEC agenda approval - Communications with Student Care - SASS ballot issue - Answering questions over council matters - Follow up about mental health first aid for management - Cheque reqs - Regrets for special council meeting
Total Time (Hrs)	7.5 Hours

Summary	<p>SEPT 22, 2022</p> <ul style="list-style-type: none"> - Confirmation about President's dinner to SFU - Staff meeting troubleshooting - SPOC agenda approval - Communications with The Peak regarding council meeting - Sending staff meeting recording to admin - Sending VPUAA exist report to Arthur - Getting back to SFU - JD amendments - Email to council about outstanding items
Total Time (Hrs)	3.5 Hours

Summary	<p>SEPT 23, 2022</p> <ul style="list-style-type: none"> - WUSC deed signing and communication to SFU - Billing issues - Policy updates to Beaty - Elections prep questions - GOV agenda submissions - Email to legal - Staff check-ins - Group safety issues
Total Time (Hrs)	5.5 Hours

Summary	<p>SEPT 24, 2022</p> <ul style="list-style-type: none"> - Staff meeting structure SOP sent to admin - Leave of absence tracker <ul style="list-style-type: none"> - Following up with councillor's who's leave of absence was not properly approved - Collecting master list items for next year's audit - Work reports - Organizing Helen's inbox with key things she needs to get done - Council minutes annotations sent back to admin
Total Time (Hrs)	6 Hours

Summary	<p>SEPT 26, 2022</p> <ul style="list-style-type: none"> - HRP motion re-draft <ul style="list-style-type: none"> - Adding additional in-camera item regarding staff complaint - Call for agenda items for HRP - HRP tracker update - Surrey Campus Committee agenda fixes and approval - Sending Sindhu and Helen the offer letter and JD to send out for signature - Closing the loop over an employee matter - SFU emails - AGM prize budget completion - Follow up with the SFU Equity office - GOV agenda approval - Outreach Committee agenda approval - JHSC report fixes and approval - Council minutes approval - Staff check-ins
Total Time (Hrs)	7.5 Hours

Summary	<p>SEPT 27, 2022</p> <ul style="list-style-type: none"> - Issue with council recording - New councillors onboarding welcome - Staff minutes updates and approval - Communications with SFU - At-large emails adding to committee mailing lists - Urgent email to be sent off to legal drafted with attachments and timeline <ul style="list-style-type: none"> - Sent to president to send to legal
Total Time (Hrs)	4.5 Hours

Summary	<p>SEPT 28, 2022</p> <ul style="list-style-type: none"> - Scotiabank paperwork signing - SVSPO meeting scheduling - Room booking - Cheque reqs - Onboarding scheduling - Work calls
Total Time (Hrs)	3.5 Hours

Summary	<p>SEPT 29, 2022</p> <ul style="list-style-type: none"> - Staff emails - Student emails regarding starting a club - New councillor onboarding scheduling - By-election content issue - AGM agenda preparation - SUB room booking confirmation - Orange Shirt Day Statement issues - Finding new presenters for council for Indigenous Allyship 101 - Staff check-ins and updates
Total Time (Hrs)	5.5 Hours

Summary	SEPT 30, 2022 <ul style="list-style-type: none">- Council minutes adjustments- EXEC minutes adjustment- Personnel Policy review and reconciliation- GOV agenda amendments- Final reminder for semester report to Exec
Total Time (Hrs)	3.5 Hours

Total Admin Hours	74.5 Hours
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Total Hours	114.03 Hours
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VP Finance and Services
Abhishek Parmar

Meeting Summary and Comments

Meeting, Date	Exec committee September 16, 2022 9:30am - 1pm
Parties Attending	Judit Nagy, Eshana Baran, Nikki Kirigin
Meeting Length (Hrs)	3.5
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Nominating Committee September 16, 2022 5:30pm - 5:45pm
Parties Attending	Judit Nagy, Simar Thukral
Meeting Length (Hrs)	0.25
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Meeting with aaron September 19, 2022
Parties Attending	
Meeting Length (Hrs)	0.5
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	SFSS Exempt Employees Contract - Amendments & Benefit September 21, 2022 10am-11am
Parties Attending	Mike Porteous, Jordan Grundy, Helen Sofia Pahou
Meeting Length (Hrs)	1
Reason	
Summary and Outcome	

Next Steps	
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Meeting, Date	Executive Committee Chair & Vice-Chair Check-in / Agenda Planning September 21, 2022 11am-12pm
Parties Attending	Helen Sofia Pahou
Meeting Length (Hrs)	1
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	VP External check in September 21, 2022 3pm - 3:15pm
Parties Attending	Eshana Baran
Meeting Length (Hrs)	0.25
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Special Council meeting September 21, 2022 4:30pm - 5:34pm
Parties Attending	Councillors, Execs
Meeting Length (Hrs)	1.07
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Staff meeting September 22, 2022 10am - 11am
Parties Attending	Execs, staff
Meeting Length (Hrs)	1
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	SFSS Food Security Program September 22, 2022 11am - 12pm
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Parties Attending	Muriel Adarkwa, Nancy Mah, Sindhu Dharmarajah
Meeting Length (Hrs)	1
Reason	
Summary and Outcome	
Next Steps	

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

Meeting, Date	Donation to IRSS meeting
Parties Attending	Eshana Baran
Meeting Length (Hrs)	0.12
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	U-Pass appeals committee
Parties Attending	
Meeting Length (Hrs)	0.5
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Council prep September 27, 2022 6pm-8pm
Parties Attending	Helen Sofia Pahou
Meeting Length (Hrs)	2
Reason	

Summary and Outcome	
Next Steps	

Meeting, Date	President x VP Finance Check-In September 28, 2022 11 am-12pm
Parties Attending	Helen Soifa Pahou
Meeting Length (Hrs)	1
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	SFSS Council meeting (4:30pm - 9:45pm)
Parties Attending	Execs, councillors
Meeting Length (Hrs)	5.25
Reason	Bi-weekly meeting
Summary and Outcome	
Next Steps	

Meeting, Date	Space Oversight Committee September 29, 2022 (1pm-2pm)
Parties Attending	Helen Sofia Pahou, Ashley Flett, Building Staff, Rastko Koprivica
Meeting Length (Hrs)	1
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Governance Committee September 30, 2022
Parties Attending	Ben Tischler, Judit Nagy, Mark Giles, Hilary Tsui
Meeting Length (Hrs)	1.07
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Outreach Committee September 30, 2022
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Parties Attending	Ben Tischler, Emmanuel Adegboyega, Raghava Payment, Rastko Koprivica, Alan Röpke, Helen Sofia Pahou
Meeting Length (Hrs)	0.25
Reason	First meeting of the fiscal year
Summary and Outcome	
Next Steps	

Total Meeting Hours	21.76
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Projects and Events

Project/Event Title	EFT project
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	September 16, 2022
Total Time (Hrs)	

Summary	September 19, 2022
Total Time (Hrs)	

Summary	September 20, 2022
Total Time (Hrs)	

Summary	September 21, 2022
Total Time (Hrs)	

Summary	September 22, 2022
Total Time (Hrs)	

Summary	September 23, 2022
Total Time (Hrs)	

Summary	September 26, 2022
Total Time (Hrs)	

Summary	September 27, 2022
Total Time (Hrs)	

Summary	September 28, 2022
Total Time (Hrs)	

Summary	September 29, 2022
Total Time (Hrs)	

Summary	September 30, 2022
Total Time (Hrs)	

Total Admin Hours	
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VP University and Academic Affairs
Nikki Kirigin

HOURS IN TOTAL	
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Please Note This is a work-in-progress and not yet finalized.

VP External and Community Affairs
Eshana Baran

Meeting Summary and Comments

Meeting, Date	SFSS Executive Committee Meeting (September 16th, 2022)
Parties Attending	Judit Nagy, Nikki Kirigin, Abhishek Parmar, Myself
Meeting Length (Hrs)	9:30am-11:08am and then 12pm-1pm
Reason	Bi-weekly meetings
Summary and Outcome	Went over the agenda
Next Steps	Attend the next executive committee meeting

Meeting, Date	Meeting with Tara from SFU (September 16th, 2022)
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Parties Attending	Tara, Ella Droko, Shakiba Zahabioun, Myself
Meeting Length (Hrs)	11:08-11:38
Reason	Discussing food security
Summary and Outcome	Talking about food security at SFU, how we could possibly work together to bring food security to students.
Next Steps	Continue having conversations around food security

Meeting, Date	Check-in with Ella (September 16th, 2022)
Parties Attending	Ella Droko, Myself
Meeting Length (Hrs)	11:38am-12:00pm
Reason	Going over action items from meeting
Summary and Outcome	Writing a letter to get a fridge(s) donated to the SUB to create a community fridge
Next Steps	N/A

Meeting, Date	Meeting with Student (September 21st, 2022)
Parties Attending	Student, Myself
Meeting Length (Hrs)	7pm-8pm
Reason	Looking at rooms in the SUB where we could possibly host a social from the external office/going over details on when the social could happen
Summary and Outcome	Looked at rooms, we saw the SASS room would probably work the best
Next Steps	<ul style="list-style-type: none"> - Continue planning for the karaoke night, getting input from the external and community affairs committee - Contact president of SASS to see if it would be possible from the SASS room

Meeting, Date	No Cops on Campus (September 19th, 2022)
Parties Attending	Chantelle Spicer, Other members, Myself
Meeting Length (Hrs)	12:00pm-12:30pm
Reason	Starting meetings for the fall
Summary and Outcome	Introductions
Next Steps	Attend the next meeting

Meeting, Date	Glacier Media (September 19th, 2022)
Parties Attending	Glacier Media representative, Myself
Meeting Length (Hrs)	3:00pm-3:20pm
Reason	Glacier media reached out to talk about their media options
Summary and Outcome	Talking about media options for the SFSS
Next Steps	N/A

Meeting, Date	Migrant Students United Weekly Meetings (September 19th, 2022)
Parties Attending	WeiChun Kua, Rahil, Rea Chatterjee, Myself
Meeting Length (Hrs)	4:30pm-6:00pm
Reason	Weekly Meetings
Summary and Outcome	Planning for the ISHF rally
Next Steps	Make a script for the speech

Meeting, Date	Migrant Students United (September 20th, 2022)
Parties Attending	WeiChun Kua, Rea Chatterjee, Rahil, Myself
Meeting Length (Hrs)	4:30pm-6:00pm
Reason	Planning for the Elimination of the International Student Health Fee rally
Summary and Outcome	Discussed details: <ul style="list-style-type: none"> - Getting snacks - Speakers - Reaching out to other student unions and student organizations
Next Steps	Continue preparation for the rally

Meeting, Date	Letters for Fridge (September 21st, 2022)
Parties Attending	Ella Droko, Muriel Adarkwa, Myself
Meeting Length (Hrs)	10am-11am
Reason	Prepping the letter which we will send organizations when asking for a fridge donation
Summary and Outcome	Made a timeline of when we want the letter done and further planning for food security
Next Steps	Work on the letter for a donation

Meeting, Date	Special Council Meeting (September 21st, 2022)
Parties Attending	Judit Nagy, Abhishek Parmar, Vaibhav Arora, Nikki Kirigin, Council, Myself
Meeting Length (Hrs)	4:30pm-5:34pm
Reason	Going over the council agenda
Summary and Outcome	Passed the motion on the agenda
Next Steps	N/A

Meeting, Date	Staff Meeting (September 22nd, 2022)
Parties Attending	Staff, Executive, Myself
Meeting Length (Hrs)	10am-11am
Reason	Regular meetings
Summary and Outcome	Discussed: - Upcoming AGM
Next Steps	Attend the next staff meeting

Meeting, Date	SFU Spaces (September 23rd, 2022)
Parties Attending	Simmi Dhaliwal , Todd Mann, Myself
Meeting Length (Hrs)	10am-10:20am
Reason	Going over space allocation with Todd for a possible space for a Women's Centre in Surrey
Summary and Outcome	Talked about who we can talk to get more information and how we can go about getting women's centre services in Surrey
Next Steps	Create a meeting with Steve Dooley to continue this conversation

Meeting, Date	VP External and AVP External Check-in (September 26th, 2022)
Parties Attending	Gabe Liosis, Myself
Meeting Length (Hrs)	11am-12pm
Reason	Weekly check-ins

Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Lobby days - Get out to Vote Campaign action items
Next Steps	Attend the next check-in

Meeting, Date	Surrey Municipal Elections Mayoral Debate Planning (September 26th, 2022)
Parties Attending	Gabe Liosis, Muriel Adarkwa, Ella Droko, Efua Bhavnani, Myself
Meeting Length (Hrs)	12pm-1:40pm
Reason	Planning for debates
Summary and Outcome	Went over details of the debate: <ul style="list-style-type: none"> - Contacting candidates - Booking a space - Sorting out financials
Next Steps	Continue planning

Meeting, Date	President x VP External Check-in (September 26th, 2022)
Parties Attending	Helen Sofia Pahou, Myself
Meeting Length (Hrs)	5:15pm-6:37pm
Reason	Weekly check-ins
Summary and Outcome	Discussed updates while the President was on LOA: <ul style="list-style-type: none"> - Lobby days - The motion I am bringing on an annual donation to the Indian Residential School Survivors Society
Next Steps	Attend the next check-in

Meeting, Date	SFSS Fridge Initiative (September 27th, 2022)
Parties Attending	Muriel Adarkwa, Myself, Ella Droko
Meeting Length (Hrs)	11:30am-12pm
Reason	Finding food security solutions on campus
Summary and Outcome	<ul style="list-style-type: none"> - Starting community programs (cooking food with one another) - Getting A fridge - Starting a breakfast program
Next Steps	Continue work on food security

Meeting, Date	Municipal Elections Tabling (September 27th, 2022)
Parties Attending	Helen Sofia Pahou, Myself

Meeting Length (Hrs)	12:45pm-2pm
Reason	Tabling for the Get out to Vote campaign
Summary and Outcome	I shared information with membership about voting, such as why it is important and sharing resources where they can find information
Next Steps	Continue tabling

Meeting, Date	Bi-Weekly meeting with UAAC + ECA (September 27th, 2022)
Parties Attending	Muriel, Myself
Meeting Length (Hrs)	2:00pm-2:15pm
Reason	Bi-weekly meetings
Summary and Outcome	Updating staff on the projects I am working on and where I may need support
Next Steps	Attend the next meeting

Meeting, Date	Debate Budget Review (September 28th, 2022)
Parties Attending	Muriel Adarkwa , Ella Droko, Myself
Meeting Length (Hrs)	11am-11:30am
Reason	Going over the budget for debates
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Budget - The debate planning - What is left - What we need to buy
Next Steps	Continue planning

Meeting, Date	No Cops on Campus Meeting (September 28th, 2022)
Parties Attending	No Cops on Campus Members, Myself
Meeting Length (Hrs)	12pm-1pm
Reason	Meetings when folks are available
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Listening and learning sessions - Materials and outreach - Education - Goals for the term
Next Steps	Attend the next meeting

Meeting, Date	SFSS Council Meeting (September 28th, 2022)
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Parties Attending	Executive, Council, Staff
Meeting Length (Hrs)	4:30pm-9:45pm
Reason	Bi-weekly meetings
Summary and Outcome	Went through the Agenda
Next Steps	Attend the next Council meeting

Meeting, Date	SUB Meet and Greet (September 29th, 2022)
Parties Attending	Myself, SFSS Clubs and DSU's
Meeting Length (Hrs)	11am-12:30pm
Reason	Meet and greet with the individual student unions on campus
Summary and Outcome	Met and chatted with SFSS Clubs and DSU's
Next Steps	Continue building relationships with DSU's and Clubs, such as showing up to events.

Meeting, Date	Acting VP Equity Onboarding (September 29th, 2022)
Parties Attending	Arthur Lee, Myself
Meeting Length (Hrs)	1:30pm-2:00pm
Reason	On-boarding of the VP Equity
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Projects we are working on - Areas of collaboration with the VP external office and Vp Equity Office
Next Steps	See areas of future collaboration in the future.

Total Meeting Hours	26.48
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Projects and Events

Project/Event Title	Streetfest
Updates and Upcoming Plans	I helped out during Streetfest
Relevant Strategic Priorities	We had a spinning wheel which students could spin and then could get a prize, during this I talked with students about the SFSS, current advocacy we are doing and more!
Total Time (Hrs)	8.5 hours

Project/Event Title	Status for all Rally (September 18th, 2022)
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Updates and Upcoming Plans	Working with Migrants Students United, we are currently wanting the government to eliminate in the unfair international student health fee
Relevant Strategic Priorities	We held a rally outside of Adrian Dix's office where students shared their stories and allies showed their solidarity with international students to eliminate the fee
Total Time (Hrs)	1 hour + 1.5 hours driving

Project/Event Title	Surrey Clubs Day (September 20th, 2022)
Updates and Upcoming Plans	I went to the Surrey Clubs Day and talked to students about the SFSS
Relevant Strategic Priorities	I want to continue engaging with students!
Total Time (Hrs)	2

Project/Event Title	Food Pantry with SFU
Updates and Upcoming Plans	Working on bringing food security on campus so I am working with SFU on seeing what their initiatives are and how we could possibly build upon what they are doing.
Relevant Strategic Priorities	I visited and worked with the pantry which SFU provides to see how they provide food security.
Total Time (Hrs)	3

Project/Event Title	Migrant Students United Rally
Updates and Upcoming Plans	Attended the rally and continue to support and amplify the voices of international students
Relevant Strategic Priorities	Prepped a speech
Total Time (Hrs)	1.5 hours

Total Project and Events Hours	17.5
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Committee Chair Work

Committee Name	External and Community Affairs Committee Meeting
# of Meetings	1
Total Time (Hrs)	45 mins
Summary	Went over the agenda
Ongoing Projects	<ul style="list-style-type: none"> - Get out to vote campaign - Lobby days -
Relevant Strategic Priorities:	

Total Committee Hours	0.75 hours
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Administrative Work

Summary	<p>September 16th, 2022 (8:30pm-9:30pm)</p> <ul style="list-style-type: none"> - Emails <p>(10pm-11pm)</p> <ul style="list-style-type: none"> - emails <p>September 18th, 2022 (9am-10:30am)</p> <ul style="list-style-type: none"> - Emails - Prep for the Elimination of the International Student Health Fee Rally <p>September 19th, 2022 (10:26am-11:26am)</p> <ul style="list-style-type: none"> - Emails - Work report - Working on a motion for council <p>(12:40pm-2:40pm)</p> <ul style="list-style-type: none"> - Working on motion for council - Work report - Emails - Working on motion for lobby days <p>(4:00pm-4:30pm)</p> <ul style="list-style-type: none"> - Emails <p>(6:30pm-8:00pm)</p> <ul style="list-style-type: none"> - Semesterly report <p>September 20th, 2022) (8:45am-9:45am)</p> <ul style="list-style-type: none"> - Emails - Working on motions for council - Prep for the external and community affairs committee <p>(10:45am-11:30am)</p> <ul style="list-style-type: none"> - Figuring out funds for lobby days - Emails - Working on lobby days moton <p>(3:15pm-3:30pm)</p> <ul style="list-style-type: none"> - Emails <p>(6:00pm-7:00pm)</p> <ul style="list-style-type: none"> - Emails - Preparing for meetings - Working on action items from the migrants students united meeting - Work orders <p>September 21st, 2022 (8:50am-9:05am)</p> <ul style="list-style-type: none"> - Preparing for meetings - Emails <p>(9:25am-9:55am)</p> <ul style="list-style-type: none"> - Emails - Prep for the day <p>(3:45pm-4:15pm)</p> <ul style="list-style-type: none"> - Emails <p>September 22nd, 2022 (9:00am-9:30am)</p> <ul style="list-style-type: none"> - Emails
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(4:00pm-5:00pm)

- Emails
- Working on the Statement for Orange Shirt Day
- Prep for meetings

September 23rd, 2022

(9:30am-10am)

- Emails
- Prep for meeting or SFU Spaces

(10:20am-10:40am)

- Action items from SFU Spaces meeting
- Emails

(2:00pm-2:20pm)

- Emails

September 26th, 2022

(10:07am-10:52am)

- Emails
- Prep for meetings in the day

(2:00pm-3:00pm)

- Emails
- Working on action items that came from the day

(4:50pm-5:20pm)

- Emails
- Prep for meetings

September 27th, 2022

(8:45am-9:45am)

- Emails sent to mayoral candidates for debate invites

(10:00am-11:30am)

- Emails
- Finalizing Orange Shirt Day Statement
- Sending in work order to post Orange Shirt Day Statement
- Filling out month in review

(2:30pm-5:00pm)

- Emails
- Prep for Surrey Debates

September 28th, 2022

(10am-11am)

- Surrey Debates prep
- Emails
- Work order prep

(11:30am-12pm)

- Emails

(2:45pm-3:00pm)

- Emails

September 29th, 2022

(8:30am-9:00am)

- emails

(9:15am-10:00am)

- Emails
- Writing script for the Elimination of the International Student Health Fee

(10:30am-11am)

- Emails
- Prep for debates

(12:30pm-1:30pm)

- Prep speech for the elimination of the international student health fee
- Emails
- Prep for debates

(2:30pm-3:30pm)

- Prep for the migrants students united rally

(7:00pm-8:30pm)

- Working on emails

	<ul style="list-style-type: none"> - Prep for debate September 30th, 2022 (7:30pm-8:45pm) - working on semesterly report
Total Time (Hrs)	29.91

Total Admin Hours	29.91
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Total Hours: 74.64

VP Events and Student Affairs
Vaibhav Arora

Meeting Summary and Comments

Meeting, Date	19-09-2022
Parties Attending	Dipti, Myself
Meeting Length (Hrs)	2 - 3:30 PM (1.5 hours)
Reason	Weekly discussion with MSC Events

Summary and Outcome	<ul style="list-style-type: none"> - Regular checkin with Events coordinator - StreetFest success discussion - Diwali planning - Pet therapy planning
Next Steps	Work on action items

Meeting, Date	20-09-2022
Parties Attending	Sonja, Mark, Myself
Meeting Length (Hrs)	10:30 - 11:30 AM (1 hour)
Reason	StreetFest Debrief
Summary and Outcome	<ul style="list-style-type: none"> - Discussed the successes and lessons learnt - Prepared a slide deck for the committee debrief - Worked on the financial report
Next Steps	Chair the last StreetFest debrief committee meeting

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	

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

Next Steps	
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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	

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	

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	

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	

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

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

Total Meeting Hours	
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Projects and Events

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

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

Total Project and Events Hours	
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Committee Chair Work

Committee Name	
# of Meetings	
Total Time (Hrs)	

Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	
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Administrative Work

Summary	
Total Time (Hrs)	

Total Admin Hours	
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Acting VP Equity and Sustainability
Arthur Lee

Meeting Summary and Comments

Meeting, Date	Executive Committee Meeting, September 16, 2022
Parties Attending	Executive Committee
Meeting Length (Hrs)	4 hrs
Reason	Bi-weekly executive meeting
Summary and Outcome	<ul style="list-style-type: none">- Appointed councilor as the finance AVP- Discussed HRP composition- Accepted resignation from the UAA AVP
Next Steps	Prepare for Next Meeting

Meeting, Date	Meeting with DNA Execs, September 20, 2022
Parties Attending	Myself, DNA Execs
Meeting Length (Hrs)	1.5 Hour (11am – 12:30am)
Reason	Meeting to introduce myself as the new Acting VP Equity and Sustainability, and also to talk about projects surrounding the Accessibility Committee

Summary and Outcome	<ul style="list-style-type: none"> - Talked about At-Large Student membership - Raised concerns about the composition of the accessibility committee and the role DNA will play in the accessibility committee
Next Steps	Handling the At-Large appointment applicant list & collaborate with DNA on it

Meeting, Date	Meeting with Students, September 21, 2022
Parties Attending	Myself, Abhi (VP Finance), Eshana (VP External), two other students
Meeting Length (Hrs)	1 Hr (12pm – 1pm)
Reason	Discussion on Iran Crisis Project
Summary and Outcome	<ul style="list-style-type: none"> - Provides details about Iranian crisis regarding heavy gender discrimination against Women from Iranian government - Discussed about ways that SFSS can help spread awareness to the crisis at hand - Identified next steps over the week as well as next week (at September 28th) about providing an presentation to council
Next Steps	Prepare presentation to council & there will be further follow-up on Thursday at 4pm. Also need to schedule a meeting with the student’s party and Helen for next week when she returns

Meeting, Date	Special Council Meeting, September 21, 2022
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Parties Attending	Exec, Council
Meeting Length (Hrs)	1.4Hrs (4:30pm – 5:34pm)
Reason	Emergency Council Meeting
Summary and Outcome	- Discussed HR & personnel matters
Next Steps	Prepare for Next Meeting

Meeting, Date	Equity Roundtable Compass Conversation with SFSS, September 22, 2022
Parties Attending	Myself, Judit, and RoundTable with SFU
Meeting Length (Hrs)	1 Hr (3:00pm – 4:00pm)
Reason	SFU collaborative project
Summary and Outcome	- Discussed Equity Compass program - Provided feedback on equity projects
Next Steps	To follow up with any theme-specific hubs that can enhance students' services and experiences

Meeting, Date	Peace for Iran, September 22, 2022
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Parties Attending	Myself, two students advocates
Meeting Length (Hrs)	1 Hr
Reason	Discussion on plans for Iran Awareness Project
Summary and Outcome	<ul style="list-style-type: none"> - Produced a timeline for a rally for October 4th, and a bigger event here at SUB aiming for the 13th or the 14th - Developed plans for speakers, possible food & beverages - Developed social media promotion plans - Identifies key elements in timeline to make the event work
Next Steps	Make appointment with Helen next week (4pm), and to discuss on space with John (Building manager) about booking space here in the SUB as well as using the convocation hall for the rally

Meeting, Date	VP Equity Onboarding
Parties Attending	Myself, SFSS staff, and other execs
Meeting Length (Hrs)	7.3 Hrs (9:00am – 4:30pm)
Reason	VPES onboarding

Summary and Outcome	<ul style="list-style-type: none"> - Learned about SFSS committee chair review - Review the role of VP Equity - Learned about how unions work and the collective agreement - Learned about the internal relationship structure within SFSS
Next Steps	N/A

Meeting, Date	HRP Meeting
Parties Attending	Myself, Judit, Helen, and the HRP Committee
Meeting Length (Hrs)	1.2 Hrs (10:00 – 11:02)
Reason	Regularly scheduled HRP Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Discussed annual personnel policy review - Discussed job description review - Discussed management annual review
Next Steps	Follow up with Staff about Equity projects and compositions

Meeting, Date	SFSS Council Meeting, September 28,2022
Parties Attending	SFSS council, execs, and staff
Meeting Length (Hrs)	5.18 (4:30pm - 9:48pm)

Reason	Bi-Weekly Council Meeting
Summary and Outcome	<ul style="list-style-type: none"> - Added agenda items onto the AGM agenda - Conducted committee elections (Accessibility and External committees) - Passed the supporting bill to eliminate international students health fee - Supported bill to provide donations for the Indigenous Survivor group as well as committing to continue to amplify the call to action from the indigenous groups
Next Steps	Prepare for next meeting

Total Meeting Hours	23.58
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Projects and Events

Project/Event Title	Iran Support Project - Rally for Iran
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Rally planned for October 4th - Planning to pull funds from accessibility funds to support the event (catering, snacks, etc.)
Relevant Strategic Priorities	<ul style="list-style-type: none"> - Rally is the main project at the moment, but further amplification/messaging is in the works post-rally - Also getting council's involvement could be beneficial
Total Time (Hrs)	5

Project/Event Title	Working group, Bridging for Future Initiative
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Talks with the University are ongoing - The initiative is designed to be flexible, so there could be lens to follow in regards to what is happening in

	Iran and how SFSS can show support similar to the context of the Initiative with Ukraine
Relevant Strategic Priorities	While communications are ongoing with the university, we can shift the lens a little bit towards Iran.
Total Time (Hrs)	6

Total Project and Events Hours	11
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Administrative Work

Summary	Catching on emails, responding to communications, and other related Council communications
Total Time (Hrs)	Over the two-week periods: - September 19-21: 26 Hrs - September 26-31: 26 Hrs

Total Admin Hours	52
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TOTAL HOURS: 86.58