

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
(December 1 - December 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
Abhishek Parmar

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	December 1, 2022
Total Time (Hrs)	

Summary	December 2, 2022
Total Time (Hrs)	

Summary	December 5, 2022
Total Time (Hrs)	

Summary	December 6, 2022
Total Time (Hrs)	

Summary	December 7, 2022
Total Time (Hrs)	

Summary	December 8, 2022
Total Time (Hrs)	

Summary	December 9, 2022
Total Time (Hrs)	

Summary	December 12, 2022
Total Time (Hrs)	

Summary	December 13, 2022
Total Time (Hrs)	

Summary	December 14, 2022
Total Time (Hrs)	

Summary	December 15, 2022
Total Time (Hrs)	

Total Admin Hours	
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VP Internal and Organizational Development
Peter Hance

Meeting Summary and Comments

Meeting, Date	Eshana Council Prep & Recipe Event Planning 12/6
Parties Attending	VP External, VP Internal
Meeting Length (Hrs)	1 ½ hours
Reason	-Preparation regarding council and help regarding VP Internal role during the next SFSS council meeting -Recipe event planning (Recipes, strategy)
Summary and Outcome	-Prepared for council meeting as VP Internal
Next Steps	-Further plan for Recipe event

Meeting, Date	SFSS Council Meeting, 12/7
Parties Attending	SFSS Council, SFSS Execs, SFSS Staff
Meeting Length (Hrs)	2 hours
Reason	Bi-weekly Council Meeting
Summary and Outcome	-First VP Internal Exec Report -Nominated to SPOC
Next Steps	-Work on committees -Prepare for the next year

Meeting, Date	Post SFSS Council Meeting, 12/7
Parties Attending	SFSS Execs
Meeting Length (Hrs)	3 ½ hours
Reason	-Post meeting discussion
Summary and Outcome	-Better cohesion between new executive team -Discussed policies and changes left behind from previous exec team -Discuss planned events in the future
Next Steps	-Continue to work with existing exec team -Plan exec events

Meeting, Date	SPOC, 12/8
Parties Attending	SPOC Members

Meeting Length (Hrs)	18 min
Reason	Predetermined committee meeting
Summary and Outcome	-Introduction of new members -Election of chair -Fixes in SUB
Next Steps	-SUB Decorations

Meeting, Date	Policy and Onboarding 12/8
Parties Attending	Beaty, VP Internal
Meeting Length (Hrs)	30 minutes
Reason	-Onboarding -Going over the different policies
Summary and Outcome	-Better understanding of policy structures -Help with accessing documents
Next Steps	-Further onboarding and studying

Meeting, Date	By-Law Amendments, 12/9
Parties Attending	VP External, VP Internal, President
Meeting Length (Hrs)	30 minutes
Reason	-Review policy introduced by previous VP Internal
Summary and Outcome	-Several numbering errors -Missing clarifications on certain points
Next Steps	-Resubmit policy changes after going over previous governance minutes

Meeting, Date	Red Bull Meeting, 12/9
Parties Attending	VP Finance, VP Internal, President, Facilities Manager
Meeting Length (Hrs)	30 minutes
Reason	-Discuss Red Bull contract
Summary and Outcome	-Learned more about the background of the Red Bull deal -Learned about student interest in competitive gaming
Next Steps	-Review contract for decision in January

Meeting, Date	Staff Meeting, 12/15
Parties Attending	Staff, SFSS Execs

Meeting Length (Hrs)	27 minutes
Reason	-Scheduled Staff Meeting
Summary and Outcome	-Update on projects -Discussing outcome of SFSS policy proposals
Next Steps	-Work on project -Follow through with policies at governance

Meeting, Date	CCBC Meeting, 12/15
Parties Attending	CCBCC Members
Meeting Length (Hrs)	1 hour
Reason	-Pre-scheduled CCBC Meeting
Summary and Outcome	-Review previous CCBC Matters
Next Steps	-Plan for vote for next meeting

Total Meeting Hours	10 hours 15 minutes
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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	Checking emails, going over previous Governance minutes, discussing matters with staff
Total Time (Hrs)	14 hours

Total Admin Hours	24 hours 15 minutes
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VP Finance and Services

Rastko Koprivica

Meeting Summary and Comments

Meeting, Date	Finance Check-In - Dec 1, 2022
Parties Attending	Myself, Kurt (Finance Coordinator)
Meeting Length (Hrs)	2h
Reason	Check-In
Summary and Outcome	Discussed SFSS Budget, Line Items, Account Software (Adagio), Payroll Software (Paymate)
Next Steps	Attend the next check-in, schedule more check-ins

Meeting, Date	Member Services Centre Check-In - Dec 1, 2022
Parties Attending	Myself, Nancy (Member Services Coordinator)
Meeting Length (Hrs)	2h
Reason	Check-In
Summary and Outcome	Discussed my new role as interim VP Finance, how Member Services process works, cheque requisitions, club funding/grants, food security
Next Steps	Attend the next check-in, schedule more check-ins

Meeting, Date	Operations Organizer Check-In - Dec 1, 2022
Parties Attending	Myself, Sindhu
Meeting Length (Hrs)	30m
Reason	Check-In
Summary and Outcome	Discussed strategic plan as it relates to Finance department
Next Steps	Attend the next check-in, schedule more check-ins

Meeting, Date	Meeting with SFU Esports Association Executives - Dec 1, 2022
Parties Attending	Myself, SFUEA Execs
Meeting Length (Hrs)	2h30m

Reason	Discussed SFSS-SFUEA MOU/Space Agreement - Dec 1, 2022
Summary and Outcome	<ul style="list-style-type: none"> -SFUEA waiting for a signed MOU with SFSS since circa 2018 -Sponsorship with Memory Express signed Summer 2022 (was Former VP Internal Judit Nagy's work) -Discussed years of stalling on the SFSS end on this item, space promised 2018, some work done in 2020 but left in limbo during Society restructuring and other matters arising in 2020. There was progress again this year but the former VP Internal resigned and this was left again in limbo. -SFUEA expressed appreciation that I was intending to take on this project and not let it stall again. -Got context on discussions between SFSS and SFUEA this summer regarding this project.
Next Steps	Reach out to former VP Internal and Organizational Development Judit Nagy, Reach out to Facilities Manager John Walsh, schedule more meetings with SFUEA over the coming weeks.

Meeting, Date	SFSS Executive Committee Meeting - Dec 2, 2022
Parties Attending	Myself, SFSS Exec, SFSS Staff
Meeting Length (Hrs)	1h
Reason	Bi-weekly Executive Committee Meeting
Summary and Outcome	<ul style="list-style-type: none"> -Appointment of Vice-Chair -Appointment of AVP Events -Research Assistant Contract Extension -In-Camera
Next Steps	Attend next Exec meeting (scheduled Dec 16, 2022)

Meeting, Date	Meeting with TMA Club - Dec 2, 2022
Parties Attending	Myself, TMA Executive Team
Meeting Length (Hrs)	1h
Reason	TMA reached out to me about a gala event they are planning
Summary and Outcome	<ul style="list-style-type: none"> -Learned about their club -Informed TMA execs of proper grants process, what kind of event proposal staff and exec want to see, etc -Discussed potential collaboration options with their UBC counterpart and UBC AMS
Next Steps	Follow-up with MSC regarding grant status

Meeting, Date	Meeting with Operations Organizer - Dec 4, 2022
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Parties Attending	Myself, Sindhu
Meeting Length (Hrs)	30m
Reason	Weekly Operations Check-In
Summary and Outcome	Discussed any tasks required on my end to support operations
Next Steps	Attend next check-in

Meeting, Date	Meeting with Finance Coordinator - Dec 4, 2022
Parties Attending	Myself, Kurt
Meeting Length (Hrs)	30m
Reason	Weekly Finance Check-In
Summary and Outcome	Discussed any tasks required on my end to support operations
Next Steps	Attend next check-in

Meeting, Date	SFSS Council Meeting - December 7, 2022
Parties Attending	Myself, SFSS Exec and Council, Society Staff, Membership
Meeting Length (Hrs)	~2h
Reason	Bi-weekly SFSS Council Meeting
Summary and Outcome	-Presentation on BC Climate Emergency Campaign -Space Oversight Committee Election (nominated Peter Hance and Mark Giles) -PSA Space Furnishing Proposal -Clubs TOR Changes -CWJ Donation
Next Steps	Attend next Council meeting, scheduled in the New Year

Meeting, Date	Executive Discussion After Council Meeting - December 7, 2022
Parties Attending	Myself and other SFSS Execs
Meeting Length (Hrs)	~3h30m
Reason	Post meeting debrief
Summary and Outcome	-Discussed the improvement in cohesion between execs recently -Discussed what's been done and what needs to be done in terms of projects
Next Steps	Continue in Exec role

Meeting, Date	Space Oversight Committee - December 8, 2022
Parties Attending	SPOC Composition (incl. Newly appointed Mark and Peter)
Meeting Length (Hrs)	20m
Reason	Scheduled SPOC Meeting
Summary and Outcome	-Appointed Chair -Discussion on SUB systems issues
Next Steps	Call next SPOC Meeting as Chair

Meeting, Date	Red Bull Gaming Lounge Sponsorship Meeting
Parties Attending	Myself, Abhi, John, Peter
Meeting Length (Hrs)	30 minutes
Reason	-Discuss Red Bull sponsorship for gaming lounge
Summary and Outcome	-Learned more about the background of the Red Bull deal -Learned about student demand for competitive gaming
Next Steps	-Review contract for decision to be made in January

Meeting, Date	Oversight Committee on Executive Officers, December 15, 2022 - Late Night
Parties Attending	Myself (advising capacity), OCEO Membership
Meeting Length (Hrs)	2h15m
Reason	Scheduled OCEO Meeting
Summary and Outcome	-Chair Election -Work Report Extension -In-camera -Stipend withholding, Membership Audit, Delegating Authority to consult Society legal counsel
Next Steps	Follow up on motions passed ex-camera that I have been tasked with

Total Meeting Hours	23h45m
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Projects and Events

Project/Event Title	SFUEA Gaming Lounge
Updates and Upcoming Plans	-Started this file -Met with SFU Esports, and Society Staff
Relevant Strategic Priorities	Member Engagement
Total Time (Hrs)	5h (excludes meeting with SFUEA, includes various staff meetings as well as research)

Project/Event Title	Food Security - Quest Food Exchange Proposal
Updates and Upcoming Plans	-Brought up the idea of partnering with non-profit grocery market Quest Food Exchange -Met with Nancy, Sindhu, and other staff regarding this initiative
Relevant Strategic Priorities	Member Services - Food Security
Total Time (Hrs)	2h

Project/Event Title	Contract Worker's Justice
Updates and Upcoming Plans	-CWJ organizers contacted Eshana and me regarding a potential donation from Council -Served as the financial planner for this motion, assisted Eshana with the logistics of bringing this motion to Council
Relevant Strategic Priorities	Equity and Social Justice
Total Time (Hrs)	~1h30m

Total Project and Events Hours	8h30m
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Committee Chair Work

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

Total Committee Hours	N/A
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Administrative Work

Summary	Catching up on emails and replying, Document organization
Total Time (Hrs)	4h

Summary	Student Emergency Aid Fund Bursary Renewal
Total Time (Hrs)	1h

Summary	Studentcare Psychoeducational Benefits Paperwork/Reimbursements
Total Time (Hrs)	1h

Summary	Finance Department Documentation Switch-over
Total Time (Hrs)	2h

Total Admin Hours	8h
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Total Hours: 40h15m

VP University and Academic Affairs
Nikki Kirigin

Meeting Summary and Comments

Meeting, Date	
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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	Contract Workers Justice @SFU (CWJ) Meeting (December 1st, 2022)
Parties Attending	CWJ Members, Myself
Meeting Length (Hrs)	1pm-2pm
Reason	Bi-weekly meetings
Summary and Outcome	- Debrief of the CWJ Townhall that took place
Next Steps	Attend next meeting

Meeting, Date	Executive Committee Meeting (December 2nd, 2022)
Parties Attending	Abhishek Parmar, Rastko Koprivica, Sunghyun Choi, Myself
Meeting Length (Hrs)	9:30am-10:30am
Reason	Bi-weekly meetings
Summary and Outcome	Went over the agenda: <ul style="list-style-type: none">- AVP appointments- I was appointed as Vice-chair- Research assistance contact extension- Spring meeting time
Next Steps	Attend next Executive Committee Meeting

Meeting, Date	Member Services Administrative Assistant (MSAA) Hiring Committee (December 5th, 2022)
Parties Attending	Sindhu Dharmarajah, Nancy Mah, Melanie L., Myself
Meeting Length (Hrs)	10:30am-10:45am
Reason	Going over candidates for the MSAA position
Summary and Outcome	- We chose candidates to interview
Next Steps	Interview the chosen candidates

Meeting, Date	Contract Justice Workers Motion (December 5th, 2022)
Parties Attending	Rastko K., Myself
Meeting Length (Hrs)	3:00pm-3:15pm

Reason	Executives got an email asking for a donation from Contract Justice Workers @SFU to help support them.
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - What the motion can look like - What other information is needed
Next Steps	Action items: <ul style="list-style-type: none"> - Contract Contract Workers Justice @SFU to figure out more details about the finances

Meeting, Date	Check-in with Board Organizer (December 5th, 2022)
Parties Attending	Ella Droko, Myself
Meeting Length (Hrs)	3:15pm-3:30pm
Reason	Check-in after their LOA
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Federal Lobby Days Planning
Next Steps	Set up a meeting to discuss Federal Lobby Days Planning

Meeting, Date	Call with Contract Workers Justice (December 5th, 2022)
Parties Attending	Jade Ho, Myself
Meeting Length (Hrs)	5:45pm-6:00pm
Reason	The donation they requested
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Who will be reimbursed if the motion passes - How much money they are requesting - Asking for a Briefing Note
Next Steps	Continue working on the motion

Meeting, Date	VP Equity x VP External Check-in (December 6th, 2022)
Parties Attending	Sunghyun Choi, Myself
Meeting Length (Hrs)	10:30am-11 am
Reason	Bi-weekly meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Food security information - Roberts rules (chairing meetings) - Award for Indigenous Students and International Students
Next Steps	Attend next check-in

Meeting, Date	Meeting with Archeology Councillor (December 6th, 2022)
Parties Attending	Seniha, Myself
Meeting Length (Hrs)	11am-12pm
Reason	Connecting with councillors, seeing how we can all start working together more
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Getting their onboarding - Explaining some of robert's rules of order - Council (what kind of motions and such can be brought) - Going over the Contract Justice Workers Motion
Next Steps	Continue working with councillors and seeing how we can all work together

Meeting, Date	Check-in with Board Organizer (December 6th, 2022)
Parties Attending	Ella Droko, Myself
Meeting Length (Hrs)	1pm-3pm
Reason	Check-in after the Board Organizers month off
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Projects I have been working on - Working on federal lobby days preparation - Updates on projects and written submission I have done - Planning for the spring semester and support I will need from staff for the rallies I am planning
Next Steps	Attend next check-in with Board Organizer

Meeting, Date	Bi-weekly check in with External Office (December 6th, 2022)
Parties Attending	Muriel Adarkwa , Ella Droko, Myself
Meeting Length (Hrs)	3-3:30pm
Reason	Bi-weekly check-ins
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Federal lobby days - Food security initiatives
Next Steps	Attend next check-in

Meeting, Date	Food Security Initiatives + Council Preparation (December 6th, 2022)
Parties Attending	Peter Hance, Myself
Meeting Length (Hrs)	4pm-5:30pm
Reason	Planned a check-in

Summary and Outcome	Discussed: <ul style="list-style-type: none"> - The Contact Workers Justice Motion - Planning for a food security project <ul style="list-style-type: none"> - Getting simple and affordable recipes out to membership
Next Steps	Continue planning for food security initiatives

Meeting, Date	Council (December 7th, 2022)
Parties Attending	Council, Abhishek Parmar, Peter Hance, Sunghyun Choi, Raskto K., Vaibhav Arora, Ella Droko, Sindhu Dharmarajah, Myself
Meeting Length (Hrs)	4:30pm-6:00pm
Reason	Bi-weekly meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Passed a motion to donate \$2500 to Contract Justice Workers - Passed new documents for club guidelines
Next Steps	Attend the next Council Meeting

Meeting, Date	Federal Lobby Days Planning (December 8th, 2022)
Parties Attending	Ella Droko, Muriel Adarkwa, Myself
Meeting Length (Hrs)	11:15am-12pm
Reason	Weekly Meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Logistics - How many people can come - Transportation - Which Federal MP's we want to meet with
Next Steps	Continue Planning for Federal Lobby Days

Meeting, Date	Member Services Administrative Assistant Interview (December 8th, 2022)
Parties Attending	Nancy Mah, Sindhu Dharmarajah, Jenny Lu, Myself
Meeting Length (Hrs)	12:00pm-12:30pm
Reason	Candidate Interview
Summary and Outcome	Conducted the interview
Next Steps	Continue interviews

Meeting, Date	Events Coordinator x VP External Check-in
Parties Attending	Dipti Chavan, Myself

Meeting Length (Hrs)	12:30pm-1:00pm
Reason	I am planning events around food security
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Munchie Mondays - Breakfast Program
Next Steps	Continue planning with the events coordinator

Meeting, Date	Lunch with the Student Affordability Working Group (December 9th, 2022)
Parties Attending	Sunghyun Choi, Tracy Mason Innes, Myself
Meeting Length (Hrs)	12:00pm-1:30pm
Reason	Continued working relationship with SFU
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Housing on campus - Seeing if students can take food out of the dining hall
Next Steps	Continue working with SFU

Meeting, Date	Acting President x VP External check-in (December 9th, 2022)
Parties Attending	Abhishek Parmar, Myself
Meeting Length (Hrs)	3:00pm-3:30pm
Reason	Weekly Check-ins
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Food security projects - Federal lobby days
Next Steps	Attend next check-in

Meeting, Date	Associate Vice-President External and VP External Check-in (December 13th, 2022)
Parties Attending	Gabe Liosis and Myself
Meeting Length (Hrs)	1pm-3pm
Reason	Check-in for meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Tuition freeze rally for the Spring Semester - Letters to new Ministers in Cabinet
Next Steps	Attend next check-in

Meeting, Date	Food Security Discussion (December 13th, 2022)
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Parties Attending	Sunghyun Choi, Simmi Dhaliwal, Nelly Leo, Tara Flynn
Meeting Length (Hrs)	4pm-5pm
Reason	Food Security on Campus
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Future collaboration - The survey sent out to students on food insecurity
Next Steps	Attend future meetings for food security

Meeting, Date	Members Services Assistant Interview (December 12th, 2022)
Parties Attending	Sindhu Dharmarajah, Nancy Mah, Melanie L., and Myself
Meeting Length (Hrs)	9:30am-10am
Reason	Members Services Assistant Hiring Process
Summary and Outcome	Conducted Interview
Next Steps	Continue Conducting Interviews

Meeting, Date	Federal Lobby Days Planning (December 13th, 2022)
Parties Attending	Ella Droko, Myself
Meeting Length (Hrs)	3:00pm-3:30pm
Reason	Weekly meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Logistics - Planning presentation for council on lobby days
Next Steps	Continue Planning for Lobby Days

Meeting, Date	MSAA Interviews (December 15th, 2022)
Parties Attending	Sindhu D., Nancy Mah, Melanie L., Myself
Meeting Length (Hrs)	9:30am-10am
Reason	Interview Process
Summary and Outcome	Conducted Interview
Next Steps	Continue Interview Process

Meeting, Date	Acting President x VP External Check-in (December 15th, 2022)
Parties Attending	Abhishek Parmar, Myself

Meeting Length (Hrs)	10am-10:30am
Reason	Weekly Check-ins
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Food insecurity - Award for Indigenous students and International Students
Next Steps	Attend next check-in

Meeting, Date	By-law amendment overview with Executives (December 15th, 2022)
Parties Attending	Sunghyun Choi, Abhishek Parmar, Peter Hance, Myself
Meeting Length (Hrs)	10:30am-11am
Reason	To go over the previous by law amendments introduced and seeing what all executives thought about them
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Amendments - What we want to take out - Fixing mistakes
Next Steps	Taking these amendments to Council after they go to the Governance committee

Meeting, Date	Food Security (December 15th, 2022)
Parties Attending	Nancy Mah, Myself
Meeting Length (Hrs)	11am-11:30am
Reason	Talk about Food Security
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Possible programming we can provide for food security - How we can get funding
Next Steps	Continue Planning 13.75

Meeting, Date	Staff Meeting (December 15th, 2022)
Parties Attending	Abhishek Parmar, Peter Hance, Sunghyun Choi, SFSS Staff, Myself
Meeting Length (Hrs)	1pm-1:30pm
Reason	Monthly Meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Exec updates - Management updates - Question period
Next Steps	Attend next staff meeting

Meeting, Date	Food Security Meeting (December 15th, 2022)
Parties Attending	Sunghyun Choi, Myself
Meeting Length (Hrs)	1:30pm-2pm
Reason	Creating food security on campus
Summary and Outcome	Discussed: - Initiatives we are working on
Next Steps	Continue working on food security projects

Meeting, Date	Member Services Assistant Interview
Parties Attending	Sindhu D., Nancy Mah, Melanie L., Myself
Meeting Length (Hrs)	3:30pm-4pm
Reason	Interview process
Summary and Outcome	Conducted the interview
Next Steps	Continue Interview process

Total Meeting Hours	15.25
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Projects and Events

Project/Event Title	Year End Celebration 2022- International Services for Students
Updates and Upcoming Plans	Continue seeing what services are offered to International Students and seeing how we can continue to advocate for international student fairness
Relevant Strategic Priorities	Connecting with International Students and familiarizing ourselves with the services international students are offered at SFU
Total Time (Hrs)	3 hours event + 2 hours transportation (5 hours)

Project/Event Title	Grad Cola Rally (December 12th, 2022)
Updates and Upcoming Plans	We are working on a campaign for Cost of Living Adjustment for Graduate Students
Relevant Strategic Priorities	Stand in solidarity and show support
Total Time (Hrs)	2.5 Hours

Project/Event Title	SFSS Holiday Party
Updates and Upcoming Plans	Staff Holiday Party to celebrate the work we did
Relevant Strategic Priorities	
Total Time (Hrs)	3 hours

Total Project and Events Hours	5
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Committee Chair Work

Committee Name	External and Community Affairs Committee
# of Meetings	1
Total Time (Hrs)	10 mins (meeting) 1 hour (prep) = 1 hour 10 mins
Summary	Discussed: <ul style="list-style-type: none"> - Food security - Federal lobby days - What VP External office is doing
Ongoing Projects	Food security initiatives
Relevant Strategic Priorities:	Meeting with ECA bi-weekly

Total Committee Hours	1 hour 10 mins
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Administrative Work

Summary	<p>December 1st, 2022 (10:45 am-11:45am)</p> <ul style="list-style-type: none"> - Emails - Work report <p>(12:45 pm-1:00 pm)</p> <ul style="list-style-type: none"> - Working on a letter in solidarity with Emily Carr amidst tuition hikes <p>(2:30pm-3:30pm)</p> <ul style="list-style-type: none"> - Emails - Making draft menu for breakfast program - Filling in month in review - Working on Translink Written Submission <p>December 2nd, 2022 (9:15am-9:30am)</p> <ul style="list-style-type: none"> - Emails <p>(10:30am-10:40am)</p>
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	<ul style="list-style-type: none"> - Emails <p>(11:30am-1:30pm)</p> <ul style="list-style-type: none"> - Working on letter to the Emily Carr student association amidst tuition hikes - Working on work order for social media posts - Emails <p>(3:00pm-3:45pm)</p> <ul style="list-style-type: none"> - Going over council agenda - Emails <p>December 5th, 2022</p> <p>(9:30am-10am)</p> <ul style="list-style-type: none"> - Emails - Going through collage for MSAA applicants <p>(12:40pm-1:00pm)</p> <ul style="list-style-type: none"> - Emails <p>(1:30pm-2:30pm)</p> <ul style="list-style-type: none"> - Emails - Looking over information for the Contract Justice Workers motion before motion <p>(6:30pm-7:00pm)</p> <ul style="list-style-type: none"> - Working on Contract Justice Workers @SFU (CWJ) motion <p>(8:00pm-10:15pm)</p> <ul style="list-style-type: none"> - Motion for CWJ editing - Emails - Going through calendar <p>December 6th, 2022</p> <p>(10:00am-10:30am)</p> <ul style="list-style-type: none"> - Emails - Prep for meetings <p>(3:30pm-4:00pm)</p> <ul style="list-style-type: none"> - Emails - Federal lobby days planning <p>(5:30pm-6pm)</p> <ul style="list-style-type: none"> - Emails - Submitting items for exec meetings <p>December 7th, 2022</p> <p>(9:50am-10:50am)</p> <ul style="list-style-type: none"> - Writing written submission to TransLink Board of Directors - Emails - Updating calendar - Planning for Spring semester <p>(1:30pm-2:30pm)</p> <ul style="list-style-type: none"> - emails <p>(3:00pm-3:45pm)</p> <ul style="list-style-type: none"> - Emails <p>December 8th, 2022</p> <p>(6:00pm-6:30pm)</p> <ul style="list-style-type: none"> - Emails - Prep for next day <p>December 9th, 2022</p> <p>(1:30pm-3:00pm)</p> <ul style="list-style-type: none"> - Emails - Calendar invites - Communications work orders <p>(3:30pm-3:45pm)</p> <ul style="list-style-type: none"> - Emails <p>December 11th, 2022</p> <p>1:45pm-3:15pm</p> <ul style="list-style-type: none"> - Emails - Work report <p>December 12th, 2022</p>
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	9:15am-9:30am - Emails 10am-11am - Emails - Calendar updates December 13th, 2022 6:45pm-7:30pm - Work report December 14th, 2022 2:15pm-3pm - Email - Calendar updates 3:30pm-4pm - Emails December 15th, 2022 11:30am-12pm - emails
Total Time (Hrs)	21.74

Total Admin Hours	21.74
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Total Hours: 43.15

VP Events and Student Affairs
Vaibhav Arora

Meeting Summary and Comments

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

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

Total Meeting Hours	
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Projects and Events

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

Project/Event Title	
Updates and Upcoming Plans	

Relevant Strategic Priorities	
Total Time (Hrs)	

Total Project and Events Hours	
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Committee Chair Work

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

Total Committee Hours	
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Administrative Work

Summary	
Total Time (Hrs)	

Total Admin Hours	
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VP Equity and Sustainability
Sunghyun Choi

Meeting Summary and Comments

Parties Attending	Executive Committee Meeting (December 2nd, 2022)
Meeting Length (Hrs)	Abhishek Parmar, Rastko Koprivica , Eshana Baran , Myself
Reason	9:30am-10:30am
Summary and Outcome	Bi-weekly meetings
Next Steps	Went over the agenda: <ul style="list-style-type: none">- AVP appointments- Research assistance contact extension- Spring meeting time
Meeting, Date	Attend next Executive Committee Meeting

Meeting, Date	Meeting with Hillel Jewish Students Association (December 4th, 2022)
Parties Attending	Hillel Jewish Students Association members, Vaibhav Arora, Myself
Meeting Length (Hrs)	1:00 pm – 2:30pm
Reason	Learning more about Hillel Jewish Students Association
Summary and Outcome	Discussed: <ul style="list-style-type: none">- Issue policy 10- Workshop and seminar plannings
Next Steps	Attend next meeting on January 24th

Meeting, Date	Plan for 2023 mental health run (December 4th, 2022)
Parties Attending	Vaibhav Arora, Myself
Meeting Length (Hrs)	2:30 pm - 4:30 pm
Reason	To increase awareness of mental health
Summary and Outcome	Discussed: <ul style="list-style-type: none">- When and where to organize this event- Which SFU clubs can we ask for help
Next Steps	Attend next meeting on December 16th

Meeting, Date	External & Community Affairs Committee (December 5th, 2022)
Parties Attending	Eshana Baran, Aleksandra Partyka, Gabe Liosis, Muriel Adarkwa, Grayson Barke, Myself
Meeting Length (Hrs)	12:30pm – 12:40pm
Reason	Bi-weekly meetings
Summary and Outcome	Went over the agenda
Next Steps	Attend next ECA meeting

Meeting, Date	VP Equity x VP External Check-in (December 6th, 2022)
Parties Attending	Eshana Baran, Myself
Meeting Length (Hrs)	10:30am-11am
Reason	Bi-weekly meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Food security information - Roberts rules (chairing meetings) - Award for Indigenous Students and International Students
Next Steps	Attend next check-in

Meeting, Date	Council (December 7th, 2022)
Parties Attending	Council, Abhishek Parmar, Peter Hance, Eshana Baran, Raskto K., Vaibhav Arora, Ella Droko, Sindhu Dharmarajah, Myself
Meeting Length (Hrs)	4:30pm-6:00pm
Reason	Bi-weekly meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Passed a motion to donate \$2500 to Contract Justice Workers - Passed new documents for club guidelines
Next Steps	Attend the next Council Meeting

Meeting, Date	Lunch with the Student Affordability Working Group (December 9th, 2022)
Parties Attending	Tracy Mason Innes, Zoe Woods, Eshana Baran, Myself
Meeting Length (Hrs)	12:00pm-1:30pm
Reason	Continued working relationship with SFU

Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Housing on campus - Seeing if students can take food out of the dining hall
Next Steps	Continue working with SFU

Meeting, Date	HRP Committee Meetings 2022/23 (December 12th, 2022)
Parties Attending	Abhishek Parmar, Peter Hance, Ella Droko, Sindhu Dharmarajah, Myself
Meeting Length (Hrs)	10:00 am – 10:45 am
Reason	Bi-weekly meeting
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Agendas
Next Steps	Attend next HRP meeting

Meeting, Date	Check-in with Board Organizer (December 13th, 2022)
Parties Attending	Ella Droko, Myself
Meeting Length (Hrs)	12:00 pm-2:00 pm
Reason	Check-in after her LOA
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Current project - Iranian women campaign
Next Steps	Attend next check-in meeting

Meeting, Date	Food Security Discussion (December 13th, 2022)
Parties Attending	Eshana Baran, Simmi Dhaliwal, Nelly Leo, Tara Flynn
Meeting Length (Hrs)	4pm-5pm
Reason	Food Security on Campus
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Future collaboration - The survey sent out to students on food insecurity
Next Steps	Attend future meetings for food security

Meeting, Date	Acting President x VP Equity Check-in (December 14th, 2022)
Parties Attending	Abhishek Parmar, Myself
Meeting Length (Hrs)	2:00 pm- 2:30 pm

Reason	Weekly Check-ins
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Food insecurity - LOA - Next executive meeting
Next Steps	Attend next check-in

Meeting, Date	By-law amendment overview with Executives (December 14th, 2022)
Parties Attending	Echana Baran, Abhishek Parmar, Peter Hance, Myself
Meeting Length (Hrs)	10:30am-11am
Reason	To go over the previous by law amendments introduced and seeing what all executives thought about them
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Amendments - What we want to take out - Fixing mistakes
Next Steps	Taking these amendments to Council after they go to the Governance committee

Meeting, Date	Staff Meeting (December 15th, 2022)
Parties Attending	Staff, executive members, Myself
Meeting Length (Hrs)	1:00pm – 1:30pm
Reason	Monthly on the third Thursday meeting
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Agendas - Updates on current and previous project
Next Steps	Attend next meeting

Meeting, Date	Food Security project discussion (December 15th, 2022)
Parties Attending	Eshana Baran, Myself
Meeting Length (Hrs)	1:45 pm – 2:00 pm
Reason	Further discussion after Food security meeting with Embark
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Community fridge - Funding - Sustainable issue
Next Steps	N/A

Total Meeting Hours	16 hr 15 mins
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Projects and Events

Project/Event Title	Food Security
Updates and Upcoming Plans	Discussed: <ul style="list-style-type: none"> - Criticism: why is the fridge always empty? - SFU food security survey - Future location of community fridge - Food voucher program
Relevant Strategic Priorities	Talk to food voucher applicants about what can be improved
Total Time (Hrs)	3 hrs

Project/Event Title	Grad Cola Rally (December 12th, 2022)
Updates and Upcoming Plans	Working on reducing the cost of Living Adjustment for Graduate Students
Relevant Strategic Priorities	Be in solidarity and surveys on living cost of Graduate students
Total Time (Hrs)	40 mins

Project/Event Title	SFSS Holiday Party
Updates and Upcoming Plans	Build team working and discuss about future projects
Relevant Strategic Priorities	N/A
Total Time (Hrs)	1hr

Total Project and Events Hours	4 hrs 40 mins
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Committee Chair Work

Committee Name	Accessibility Committee
# of Meetings	1

Total Time (Hrs)	45 mins (meeting) 35 mins (prep) = 1 hour 20 mins
Summary	Discussed: <ul style="list-style-type: none"> - DNA Food Vouchers Program - ASL interpreter at the AGM - Study Hall CART Captioning
Ongoing Projects	Creating the Futures We Dream Of: Reflections on Mutual Aid, Community Care, and Collective Liberation
Relevant Strategic Priorities:	Meeting with AC bi-weekly

Total Committee Hours	1 hr 20 mins
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Administrative Work

Summary	Reading & responding to emails, monitoring council & other relevant communications
Total Time (Hrs)	Two weeks period: <ul style="list-style-type: none"> - December 1-9: 20 hrs - December 12-15: 19 hrs

Total Admin Hours	39 hrs
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Total Hours: 60 hr 15 mins