

SFSS EXECUTIVE COMMITTEE WORK REPORTS

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

[President](#)

[VP Internal and Organizational Development](#)

[VP Finance and Services](#)

[VP University and Academic Affairs](#)

[VP External and Community Affairs](#)

[VP Events and Student Affairs](#)

[VP Equity and Sustainability](#)

President
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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Administrative Work

Summary	December 16, 2022
Total Time (Hrs)	

Summary	December 19, 2022
Total Time (Hrs)	

Summary	December 20, 2022
Total Time (Hrs)	

Summary	December 21, 2022
Total Time (Hrs)	

Summary	December 22, 2022
Total Time (Hrs)	

Summary	December 23, 2022 3 hours spent on phone and online with bank, 1 hour on emails
Total Time (Hrs)	

Total Admin Hours	
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VP Internal and Organizational Development

Peter Hance

Meeting Summary and Comments

Meeting, Date	Executive Committee Meeting, December 16, 2022
Parties Attending	SFSS Executives, Staff
Meeting Length (Hrs)	15 minutes
Reason	Planned Executive Meeting
Summary and Outcome	Went over exec agenda, appointed AVP
Next Steps	Prepare for next executive meeting

Meeting, Date	Governance Committee, December 16, 2022
Parties Attending	VP Internal, President, Mark
Meeting Length (Hrs)	30 Minutes
Reason	Planned Governance meeting
Summary and Outcome	Passed motions to be brought to council for Spring Referenda
Next Steps	Submit governance motions to council

Meeting, Date	Onboarding, December 20, 2022
Parties Attending	VP Internal, Ella
Meeting Length (Hrs)	2 hours
Reason	Continued onboarding
Summary and Outcome	Informed of projects left behind by previous VP Internal
Next Steps	Follow up on list provided and continue where previous VP Internal left off

Meeting, Date	December 21, 2022
Parties Attending	VP Internal, VP External
Meeting Length (Hrs)	30 minutes
Reason	Follow up on food security program
Summary and Outcome	Discussed plans for food security
Next Steps	Plan a recipe event

Total Meeting Hours	3 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	Check and respond to emails, discussion with students
Total Time (Hrs)	8 hours

Total Admin Hours	11 hours 15 minutes
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VP Finance and Services
 Rastko Koprivica
Meeting Summary and Comments

Meeting, Date	Executive Committee Meeting, December 16, 2022
Parties Attending	Myself, SFSS Exec, Staff
Meeting Length (Hrs)	~20m
Reason	Bi-weekly SFSS Exec Meetings (regularly scheduled)
Summary and Outcome	-RHA Survey Gift Card Incentive -Appointed Emily Zhang as AVP Finance (previous treasurer at multiple clubs including SFUEA, SFU CAC, KStorm, SFU Cognitive Science Student Society) -Appointed Aiden as AVP Internal
Next Steps	Attend next exec meeting in January, onboard Emily

Meeting, Date	Onboarding AVP Finance Emily Zhang, December 17, 2022
Parties Attending	Myself, Emily
Meeting Length (Hrs)	5h
Reason	Onboarding new AVP Finance
Summary and Outcome	-Discussed Societies and Universities Act -Discussed SFSS Governance Model -Brief History of SFSS -Discussed how Finances work at the SFSS -Emily told me about her experience working at an accounting firm, advised on how SFSS can improve accounting process/what to look for -Discussed clubs and student union -Discussed strategy for the remainder of term (focus on club and student union outreach, streamlining cheque requisition process -Scheduled meetings with various clubs such as SFUEA, CAC, KStorm, Surge, Lyfe, Chess Club, Hiking Club
Next Steps	Work with Emily on club outreach!

Meeting, Date	SFUEA LOA Meeting, December 18, 2022
Parties Attending	Myself, Emily, SFUEA Exec
Meeting Length (Hrs)	2h30m
Reason	Scheduled meeting to discuss gaming lounge wants from SFUEA
Summary and Outcome	More discussions, learning about SFUEA's desires for the space, discussion on how to

	make the space welcoming and safe
Next Steps	Meet more with SFUEA, get John involved, reach out to SFSS Exec

Meeting, Date	Finance Check-In
Parties Attending	Myself, Kurt
Meeting Length (Hrs)	1h
Reason	Finance Check-In (Scheduled)
Summary and Outcome	Discussed issues with Adagio/Paymate Clarity
Next Steps	Reach out to software vendors

Meeting, Date	Board Organizer x VP Finance Check-In
Parties Attending	Myself, Ella
Meeting Length (Hrs)	40m
Reason	Onboarding
Summary and Outcome	Discussed admin side of SFSS
Next Steps	Meet more in the new year

Meeting, Date	Meeting with READY Education, December 20, 2022
Parties Attending	Myself, READY Education Sales Reps
Meeting Length (Hrs)	2h
Reason	Scheduled meeting with company that runs the AMS Clubs Portal
Summary and Outcome	Discussed solutions in regards to clubs management software
Next Steps	Meet again in January

Meeting, Date	SFUEA Meeting, December 23, 2022
Parties Attending	Myself, Emily, SFUEA Exec Team, SFUEA Members
Meeting Length (Hrs)	2h
Reason	Scheduled

Summary and Outcome	Talked about rules and guidelines for the space they would like to see
Next Steps	Talk to John at SFSS

Meeting, Date	Meeting with Student Regarding Studentcare Concern, December 26, 2022
Parties Attending	Myself, Student
Meeting Length (Hrs)	1h
Reason	Student reached out to me
Summary and Outcome	Confidential
Next Steps	Call Studentcare, override decision

Total Meeting Hours	14h
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Projects and Events

Project/Event Title	E-Transfer Cheque Requisitions
Updates and Upcoming Plans	-Talked to Zoya -Project handed over to me since she is leaving SFSS -Research on the proposal, calls with software companies and bank
Relevant Strategic Priorities	Finance Process Improvement
Total Time (Hrs)	3h

Total Project and Events Hours	3h
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Committee Chair Work

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

Priorities:	
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Total Committee Hours	N/A
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Administrative Work

Summary	Miscellaneous Admin Work (Signing cheque reqs (not cheques yet cause waiting on signing authority motion), Talking to Studentcare, emails, etc)
Total Time (Hrs)	3h

Total Admin Hours	3h
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Total Hours: 20h

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	Executive Committee Meeting (December 16th, 2022)
Parties Attending	Abhishek Parmar, Peter Hance, Sunghyun Choi, Rastko Koprivica, Nikki Kirigin, Myself, Sindhu Dharmarajah, John Walsh
Meeting Length (Hrs)	9:45am-10:15am
Reason	Bi-weekly meetings
Summary and Outcome	Went over exec agenda
Next Steps	Attend next executive meeting

Meeting, Date	Check-in with VP Internal (December 21st, 2022)
Parties Attending	Peter Hance, Myself
Meeting Length (Hrs)	2:00pm-2:30pm
Reason	Check-in
Summary and Outcome	Discussed: <ul style="list-style-type: none">- Food security- Connecting Peter with previous execs so he can understand LOA's and policy better
Next Steps	Continue working together

Meeting, Date	Check-in with VP Internal (December 22nd)
Parties Attending	Peter Hance, Myself
Meeting Length (Hrs)	11am-11:10am
Reason	Check-in
Summary and Outcome	Discussed: <ul style="list-style-type: none">- Food security- CG LOA's and how Peter can get more information
Next Steps	Continue working together

Meeting, Date	Federal Lobby Days Planning (December 22nd, 2022)
Parties Attending	Ella Droko, Myself
Meeting Length (Hrs)	12pm-1:15pm

Reason	Planning for Federal Lobby Days
Summary and Outcome	<ul style="list-style-type: none"> - We went over presentations for Council - A timeline of when to pass money and the logistics
Next Steps	Continue planning for federal lobby days

Total Meeting Hours	2.41
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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	<p>December 19th, 2022 11:30am-12:30pm</p> <ul style="list-style-type: none"> - Emails - Work report - Working on lobby days presentation - Working on development session presentation for council on lobbying <p>1:15pm-2:15pm</p> <ul style="list-style-type: none"> - Emails - Working on presentations for council on lobby days <p>December 20th, 2022 11:15am-1:15pm</p> <ul style="list-style-type: none"> - Emails - Making master document for food security initiatives - Preparation for the external and community affairs committee - Going through the vp external google drive - Sending out calendar invites to staff for January projects where staff support is needed <p>(3 hours)</p> <ul style="list-style-type: none"> - Answering student questions about motions and the SFSS (providing resources of the SFSS and how to find more information and minutes of our meetings) <p>December 22nd, 2022 10:30am-11am</p> <ul style="list-style-type: none"> - Changing calendar invites - Preparing food security plan - Emails <p>11:30am-12pm</p> <ul style="list-style-type: none"> - Calendar - Emails <p>December 31st, 2022 11:39am-11:54am</p> <ul style="list-style-type: none"> - Work report
Total Time (Hrs)	8.25

Total Admin Hours	8.25
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Total Hours: 10.66

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

Meeting, Date	Executive Committee Meeting (December 16th, 2022)
Parties Attending	Abhishek Parmar, Peter Hance, Eshana Baran, Rastko Koprivica, Nikki Kirigin, Myself, Sindhu Dharmarajah, John Walsh
Meeting Length (Hrs)	9:45am-10:15am
Reason	Bi-weekly meetings
Summary and Outcome	Went over exec agenda
Next Steps	Attend next executive meeting

Total Meeting Hours	30 mins
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Projects and Events

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

Total Project and Events Hours	
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Committee Chair Work

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

Relevant Strategic Priorities:	
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Total Committee Hours	
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Administrative Work

Summary	Reading & responding to emails, Plan committee meeting for 2023, monitoring council & other relevant communications
Total Time (Hrs)	December 20th - Jan 10th: Vacation 15 hrs

Total Admin Hours	15 hrs
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Total: 15 hrs 30 mins