

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
(November 1 - November 15)

[President](#)

[VP Internal and Organizational Development](#)

[VP Finance and Services](#)

[VP University and Academic Affairs](#)

[VP External and Community Affairs](#)

[VP Events and Student Affairs](#)

[VP Equity and Sustainability](#)

President
Helen Sofia Pahou

Meeting Summary and Comments

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|----------------------|--|
| 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 | |

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| Total Meeting Hours | |
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Projects and Events

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

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| Project/Event Title | |
| Updates and Upcoming Plans | |
| Relevant Strategic | |

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| Priorities | |
| Total Time (Hrs) | |

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| Total Project and Events Hours | |
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Committee Chair Work

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

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| Total Committee Hours | |
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Administrative Work

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| Summary | |
| Total Time (Hrs) | |

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| Total Admin Hours | |
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VP Internal and Organizational Development

Judit Nagy (ON LEAVE OF ABSENCE NOV 1 TO NOV 20)

Meeting Summary and Comments

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| 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 | |

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| Total Meeting Hours | |
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Projects and Events

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

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| Project/Event Title | |
| Updates and Upcoming Plans | |

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| Relevant Strategic Priorities | |
| Total Time (Hrs) | |

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| Total Project and Events Hours | |
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Committee Chair Work

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

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| Total Committee Hours | |
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Administrative Work

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| Summary | |
| Total Time (Hrs) | |

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| Total Admin Hours | |
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VP Finance and Services
Abhishek Parmar

Meeting Summary and Comments

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| Meeting, Date | SFU PSA Desi Formal |
| Parties Attending | |
| Meeting Length (Hrs) | |
| Reason | |
| Summary and Outcome | |
| Next Steps | |

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|-----------------------------|-----------------------------------|
| Meeting, Date | President and VP Finance check in |
| Parties Attending | |
| Meeting Length (Hrs) | |
| Reason | |
| Summary and Outcome | |
| Next Steps | |

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|-----------------------------|----------------------------------|
| Meeting, Date | Translink Roundtable 1:05 - 2:05 |
| 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 | |

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| 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 | |

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| 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 | |

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|-----------------------------|--|
| Meeting, Date | |
| Parties Attending | |
| Meeting Length (Hrs) | |

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| Reason | |
| Summary and Outcome | |
| Next Steps | |

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

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|-----------------------------|--------------------|
| Meeting, Date | VPES 10:20 - 10:40 |
| Parties Attending | |
| Meeting Length (Hrs) | |
| Reason | |
| Summary and Outcome | |
| Next Steps | |

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| Meeting, Date | VPES + VPEX 10:50-11:15 |
| Parties Attending | |
| Meeting Length (Hrs) | |
| Reason | |
| Summary and Outcome | |
| Next Steps | |

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| Meeting, Date | VPES 12:45-1:05 |
| Parties Attending | |
| Meeting Length (Hrs) | |
| Reason | |
| Summary and Outcome | |
| Next Steps | |

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| Total Meeting Hours | |
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Projects and Events

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

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

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| Total Project and Events Hours | |
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Committee Chair Work

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

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| Total Committee Hours | |
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Administrative Work

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|------------------|--|
| Summary | |
| Total Time (Hrs) | |

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| Total Admin Hours | |
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VP University and Academic Affairs
Nikki Kirigin

Meeting Summary and Comments

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|----------------------|--|
| 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 | |

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| Total Meeting Hours | |
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Projects and Events

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

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

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| Total Project and Events Hours | |
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Committee Chair Work

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

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| Total Committee Hours | |
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Administrative Work

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| Summary | |
| Total Time (Hrs) | |

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| Total Admin Hours | |
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VP External and Community Affairs
Eshana Baran

Meeting Summary and Comments

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|-----------------------------|--|
| Meeting, Date | Get Out to Vote Campaign Debrief + Discussion around Food Insecurity on Campus (November 2nd, 2022) |
| Parties Attending | Muriel Adarkwa , Ella Droko, Myself |
| Meeting Length (Hrs) | 10am-12pm |
| Reason | Debrief of the campaign: |
| Summary and Outcome | Discussed: <ul style="list-style-type: none">- How we can create a better turnout for debates- When to start planning for the next get out to vote campaign |
| Next Steps | Make sure the next VP External has these notes |

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|-----------------------------|---|
| Meeting, Date | SFU350 General Meeting (November 2nd, 2022) |
| Parties Attending | SFU350 General Members, Myself |
| Meeting Length (Hrs) | 1:15pm-1:45pm |
| Reason | Bi-Weekly Meetings |
| Summary and Outcome | Went over the agenda: <ul style="list-style-type: none">- What each working group is working on |
| Next Steps | Attend the next meeting |

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| Meeting, Date | FIC/SFSS (November 3rd, 2022) |
| Parties Attending | Sindhu, Simmi, Jude,, Myself |
| Meeting Length (Hrs) | 2:00pm-2:30pm |
| Reason | Connecting with FIC and how we can collaborate |
| Summary and Outcome | Discussed: <ul style="list-style-type: none">- How we can collaborate- What resources can be provided |
| Next Steps | Continue looking for options for how we can collaborate with FIC |

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| Meeting, Date | Interview with Ubysey (November 2nd, 2022) |
| Parties Attending | Helen Sofia Pahou, Tina Yong, Myself |

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| Meeting Length (Hrs) | 2:00pm -2:20pm |
| Reason | Discussion around food insecurity |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - Food insecurity on campus - What the SFSS is doing to combat this - Discussing how the University can provide more funds and resources for students to combat food insecurity |
| Next Steps | N/A |

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| Meeting, Date | Making Change & Demystifying power at SFU (November 2nd, 2022) |
| Parties Attending | Students from SFU |
| Meeting Length (Hrs) | 4pm-5:45pm |
| Reason | I got invited by the Graduate Student Society |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - How to make change at SFU - How groups can work together |
| Next Steps | Work with groups on campus to make change |

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| Meeting, Date | President x VP External Check-in (November 3rd, 2022) |
| Parties Attending | Helen Sofia Pahou, Myself |
| Meeting Length (Hrs) | 10am-10:10am |
| Reason | Weekly Check-ins |
| Summary and Outcome | Went over what my office is working on |
| Next Steps | Attend the next check-in |

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| Meeting, Date | Preparation for Meeting with MLA Routledge (November 3rd, 2022) |
| Parties Attending | Gabe Liosis, Helen Sofia Pahou, Myself |
| Meeting Length (Hrs) | 10:30am-11am |
| Reason | Helen and I had to prepare for a meeting with MLA Routledge and preparing our asks |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - Our asks - The agenda for the meeting |
| Next Steps | Attend the meeting with MLA Routledge |

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| Meeting, Date | Meeting with Student (November 3rd, 2022) |
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| Parties Attending | Student, Myself |
| Meeting Length (Hrs) | 3:30pm-4:30pm |
| Reason | Getting feedback on how to improve SFSS |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - Feedback - Difficulty in bookings in SFU - Barriers that are faced when accessing SFSS services and how we can alleviate these barriers |
| Next Steps | Follow up with action items: <ul style="list-style-type: none"> - Contact SFU recreation to see how we can alleviate barriers in booking spaces - Talk to SFSS executive to see how we can allibeat these concerns (talk to President of SFSS) |

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| Meeting, Date | Migrant Students United Campaign Meeting (November 3rd, 2022) |
| Parties Attending | WeiChun Kua, Rea Chatterjee, Rahil, Migrant Students United Members, Myself |
| Meeting Length (Hrs) | 4:30pm-5:00pm |
| Reason | Bi-weekly meetings |
| Summary and Outcome | Talked about our campaigns and next steps |
| Next Steps | Attend next meeting |

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| Meeting, Date | Executive Committee Working Session (November 4th, 2022) |
| Parties Attending | Arthur Lee, Helen Sofia Pahou, Abhishek Parmar, Myself |
| Meeting Length (Hrs) | 10:30am-11:45am |
| Reason | Bi-weekly meetings |
| Summary and Outcome | Talked about what each executive is working on |
| Next Steps | Attend next working session |

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| Meeting, Date | Interview with the University Affairs Magazine (November 7th, 2022) |
| Parties Attending | Abhishek Parmar, Myself |
| Meeting Length (Hrs) | 11:00am-11:20am |
| Reason | To discuss the Gondola |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - How the Gondola will help students - The years of advocacy it took - Next steps of the Gondola - The current transit situation on campus |

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| Next Steps | N/A |
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| Meeting, Date | Meeting with Student - ECA At-large Applicant (November 7th,2022) |
| Parties Attending | Danyal, Myself |
| Meeting Length (Hrs) | 12:00pm-12:15pm |
| Reason | Going over their Application |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - There application - Going over ECA - Expectations |
| Next Steps | Making sure Danyal gets added to the ECA mailing list |

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| Meeting, Date | Food Security Discussion (November 7th, 2022) |
| Parties Attending | Jude Mah, Nancy Mah, Sindhu Dharmarajah, Trish Everett, Joel, Simmi Dhaliwal, Muriel Adarkwa |
| Meeting Length (Hrs) | 1:15am-2:15pm |
| Reason | There is a food insecurity issue on campus right now |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - What Constituency groups are doing for food insecurity - What the External Office is doing for food insecurity - How we can work together - Discussing how the University can provide more funds and resources for students to combat food insecurity |
| Next Steps | Continue working on food insecurity initiatives |

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| Meeting, Date | Meeting with Student (November 8th, 2022) |
| Parties Attending | Olivia, Myself |
| Meeting Length (Hrs) | 11am-11:30am |
| Reason | To discuss the TransLink Roundtable as they were unable to attend it in-person |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - Connecting Olivia with TransLink representatives to talk about how TransLink can improve Transit Security |
| Next Steps | Report back to students on the TransLink Roundtable |

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| Meeting, Date | Discussion on Food Drive (November 8th, 2022) |
| Parties Attending | John Walsh, Myself |
| Meeting Length (Hrs) | 11:30am-11:45am |

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| Reason | Food Drive Logistics |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - Logistics of a food drive - Where we could store food |
| Next Steps | See if a food drive should be planned for this semester or next semester |

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| Meeting, Date | Meeting with MLA Routledge (November 8th, 2022) |
| Parties Attending | MLA Janet Routledge, Helen Sofia Pahou, Myself |
| Meeting Length (Hrs) | 12:00pm-1:15pm |
| Reason | Building relationships with folks in government |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - Sexual Violence Prevention - Opposition to the TMX Pipeline - Supports for Students with Disabilities |
| Next Steps | Continue lobbying the government |

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| Meeting, Date | Bi-Weekly UAAC and ECA Updates with Staff (November 8th, 2022) |
| Parties Attending | Muriel, Myself |
| Meeting Length (Hrs) | 2:00pm-2:15pm |
| Reason | Bi-weekly meetings |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - The projects I worked on - De-briefed the TransLink Roundtable |
| Next Steps | Attend the next update meeting |

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| Meeting, Date | Meeting with Student (November 8th, 2022) |
| Parties Attending | Rishi, Myself |
| Meeting Length (Hrs) | 3:30pm-3:40pm |
| Reason | Meeting with Students |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - How students can become more involved |
| Next Steps | Send Rishi resources on how to get involved in the SFSS |

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| Meeting, Date | SFSS Council Meetings (November 9th, 2022) |
| Parties Attending | Council, Executives, Staff, Myself |

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| Meeting Length (Hrs) | 4:30pm-7pm |
| Reason | Bi-weekly meetings |
| Summary and Outcome | Went over the Council Agenda |
| Next Steps | Attend the next Council meeting |

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| Meeting, Date | External Office - office hours (November 10th, 2022) |
| Parties Attending | 2 students came in, Myself |
| Meeting Length (Hrs) | 10:30am-12:30pm |
| Reason | Weekly Office Hours |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - TransLink Roundtable - Open dialogue - What the SFSS is doing - In between when students came and went, I also did admin work |
| Next Steps | Host next office hours |

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| Meeting, Date | Starting SFSS Breakfast Program (November 10th, 2022) |
| Parties Attending | Nancy Mah, Sindhu Dharamarajah, Muriel Adarkwa, Myself |
| Meeting Length (Hrs) | 1:30pm-2:15pm |
| Reason | Food Security Initiative |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - Breakfast program - Possibly partnering with grocery stores |
| Next Steps | Continue working on food security initiatives |

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| Meeting, Date | President x VP External Check-in (November 14th, 2022) |
| Parties Attending | Helen Sofia Pahou, Myself |
| Meeting Length (Hrs) | 1:30pm-1:50pm |
| Reason | Weekly Check-ins |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - Food insecurity - Federal Lobbying Brainstorming session - Karaoke night |
| Next Steps | Attended the Next Check-in |

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| Meeting, Date | Onboarding with VP Equity (November 15th, 2022) |
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| Parties Attending | Sunghyun, Myself |
| Meeting Length (Hrs) | 10:50am-11:15am |
| Reason | Onboarding |
| Summary and Outcome | Discussed: <ul style="list-style-type: none"> - The Award for Indigenous Students and International Students - Collaborating on projects - Relationship building with Constituency Groups |
| Next Steps | N/A |

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| Meeting, Date | Meeting with Burnaby City Councillors (November 15th, 2022) |
| Parties Attending | Daniel Tetrault, Maita Santiago, Myself |
| Meeting Length (Hrs) | 1:00pm-1:45pm |
| Reason | Building connections between the Society and newly elected Burnaby City Councillors |
| Summary and Outcome | We had a tour of the SUB Discussed: <ul style="list-style-type: none"> - Food insecurity - Student housing - Opposition to the TMX pipeline |
| Next Steps | Continue building connections with elected officials in government |

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| Total Meeting Hours | 19.22 |
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Projects and Events

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| Project/Event Title | TransLink Roundtable |
| Updates and Upcoming Plans | Discussed: <ul style="list-style-type: none"> - Burnaby Mountain Gondola - Maple Ridge - Open Question Period |
| Relevant Strategic Priorities | Inviting TransLink to talk to students about the Burnaby Mountain Gondola |
| Total Time (Hrs) | 3 Hours (with set up and take down) |

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| Project/Event Title | Social with MLA Katrina Chen |
| Updates and Upcoming Plans | I was invited by MLA Chen |
| Relevant Strategic Priorities | Meeting with MLA Chen and building relations |

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| Total Time (Hrs) | 2 hours |
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| Total Project and Events Hours | 5 |
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Committee Chair Work

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| Committee Name | External and Community Affairs Committee Meeting |
| # of Meetings | 1 |
| Total Time (Hrs) | 9:00am-9:27am (27 mins) 9:27am-9:50am- socializing with the committee |
| Summary | <ul style="list-style-type: none"> - Passed funds for snacks for the TransLink Roundtable - Passed funds for Karaoke Night snacks - Discussed possible projects members may want to do |
| Ongoing Projects | <ul style="list-style-type: none"> - Karaoke Night |
| Relevant Strategic Priorities: | I am inviting student union executives from across the province to the karaoke night so students can meet representatives and see the work which people are doing across the province |

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| Total Committee Hours | 50 mins |
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Administrative Work

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| Summary | <p>November 1st, 2022 (10:15am-11am)</p> <ul style="list-style-type: none"> - Emails <p>November 1st, 2022 (12pm-2pm)</p> <ul style="list-style-type: none"> - Sending inviting for karaoke night - Quick check in with Gabe - Work orders <p>November 1st, 2022 (3pm-3:30pm)</p> <ul style="list-style-type: none"> - Emails - Calendar invites <p>November 2nd, 2022 (9:45am-10am)</p> <ul style="list-style-type: none"> - Emails - Setting up calendar <p>November 2nd, 2022 (1:45pm-2:00pm)</p> <ul style="list-style-type: none"> - Emails - Preparation for interview - Calendar <p>November 3rd, 2022 (10:10am-10:30am)</p> <ul style="list-style-type: none"> - Emails |
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November 3rd, 2022

(11 am-12pm)

- Emails
- Prep for asks with MLA Routledge meeting
- Preparation for TransLink Roundtable

November 4th, 2022

(10am-10:30am)

- Prep for External and Community Affairs Committee Meeting

(12:30pm-1pm)

- Emails

(3:15-4:45pm)

- Emails
- Calendar

(7:45pm-10pm)

- Work orders
- Prep for food security projects + meetings

November 7th, 2022

(9:45am-11am)

- ECA preparation
- Emails
- Prep for possible food drive in the next couple of months
- Invites for karaoke night

(11:20am-12pm)

- Emails
- Admin work

(1pm-1:15pm)

- Calendar updates

(3pm-3:30pm)

- SFU Whats Next research
- emails

November 8th, 2022

(9:30am-10am)

- Emails
- Prep for MLA Routledge Meeting
- Prep for ECA updates meeting

(10:30am-11am)

- Emails

(2:30pm-3:15pm)

- Prep for student food drive
- Check-in with Nancy on food insecurity

(3:40pm-5:20pm)

- Emails
- Going over notes for meeting with MLA Routledge
- Looking for merch from advocacy for the SFU Gondola

November 9th, 2022

(12:30pm-3:00pm)

- Emails
- Working on award for Indigenous students and International Students

(4:00pm-4:30pm)

- Emails

November 10th, 2022

(1:00pm-1:30pm)

- emails

November 14th, 2022

(1:50pm-2:50pm)

- Emails
- calendar

(3:15-3:30pm)

- Emails

(7:20pm-7:30pm)

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|-------------------------|---|
| | <ul style="list-style-type: none"> - Emails <p>November 15th, 2022</p> <p>(10am-10:50am)</p> <ul style="list-style-type: none"> - Emails - Calendar invites <p>(12pm-1pm)</p> <ul style="list-style-type: none"> - Prep for meetings - Emails <p>(1:45pm-2:30pm)</p> <ul style="list-style-type: none"> - Action item from previous meetings <p>(2:45pm-3pm)</p> <ul style="list-style-type: none"> - Emails <p>(4pm-4:30pm)</p> <ul style="list-style-type: none"> - Emails - Sharing SFSS Karaoke night details |
| Total Time (Hrs) | 22.14 |

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| Total Admin Hours | 22.14 |
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Total Hours: 47.19

VP Events and Student Affairs
Vaibhav Arora

Meeting Summary and Comments

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| 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 | |

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| Total Meeting Hours | |
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Projects and Events

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

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|----------------------------|--|
| Project/Event Title | |
| Updates and Upcoming Plans | |

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| Relevant Strategic Priorities | |
| Total Time (Hrs) | |

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| Total Project and Events Hours | |
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Committee Chair Work

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

| | |
|------------------------------|--|
| Total Committee Hours | |
|------------------------------|--|

Administrative Work

| | |
|-------------------------|--|
| Summary | |
| Total Time (Hrs) | |

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|--------------------------|--|
| Total Admin Hours | |
|--------------------------|--|

Acting VP Equity and Sustainability

Arthur Lee

Meeting Summary and Comments

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|-----------------------------|---|
| Meeting, Date | President x VP Equity Check in's |
| Parties Attending | President, myself |
| Meeting Length (Hrs) | 1 |
| Reason | Acting VP check-in's with President |
| Summary and Outcome | <ul style="list-style-type: none">- Discussed transitional procedures in regards to the new VP Equity- Discussed Munchie Monday (and its first Pilot Test) |
| Next Steps | N/A |

| | |
|-----------------------------|---|
| Meeting, Date | Translink Roundtable, November 3, 2022 |
| Parties Attending | Myself, VP External, Vp Finance, President, Students |
| Meeting Length (Hrs) | 1 |
| Reason | Translink roundtable discussion |
| Summary and Outcome | <ul style="list-style-type: none">- Discussed Burnaby mountain transit- Discussed the construction of the grandola, as well as alternate routes that can be made available for students- Discussed other relevant student concerns regarding transit to/from campus |
| Next Steps | N/A |

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|-----------------------------|--|
| Meeting, Date | Executive Committee Working Session, November 4th, 2022 |
| Parties Attending | Execs, Myself |
| Meeting Length (Hrs) | 1.15 (10:30am-11:45am) |
| Reason | Bi-weekly Executive Committee Working Session |
| Summary and Outcome | <ul style="list-style-type: none">- Discussed potential collaborative projects- Talked about the housing affordability projects that cross over to multiple portfolios under each VP's- Discussed goals for the week and the upcoming week |
| Next Steps | N/A |

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|--------------------------|------------------------------------|
| Meeting, Date | Council Meeting, November 9, 2022 |
| Parties Attending | Council, Myself, Staff, membership |

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| Meeting Length (Hrs) | 2.34 (4:30pm - 7:04pm) |
| Reason | Bi-Weekly Council Meeting |
| Summary and Outcome | <ul style="list-style-type: none"> - Discussed procedures to draft the letters of expectations for executives - Approved the statement release for the Iranian statement - Discussed council conduct in professional emails - Discussed SFSS joint operational group participation |
| Next Steps | N/A |

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|----------------------------|-------------|
| Total Meeting Hours | 5.49 |
|----------------------------|-------------|

Projects and Events

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|--------------------------------------|--|
| Project/Event Title | Iranian Statement Release |
| Updates and Upcoming Plans | None - the project has been completed. Awaiting public release |
| Relevant Strategic Priorities | N/A |
| Total Time (Hrs) | 2.5 |

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|---------------------------------------|------------|
| Total Project and Events Hours | 2.5 |
|---------------------------------------|------------|

Administrative Work

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|-------------------------|---|
| Summary | Reading & responding to emails, monitoring council & other relevant communications |
| Total Time (Hrs) | Two weeks period: <ul style="list-style-type: none"> - November 1-4: 26 hrs - November 7-10: 27 hrs |

| | |
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| Total Admin Hours | 53 |
|--------------------------|-----------|

Total Hours: 60.99