

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
(November 16 - November 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

Peter Hance

Meeting Summary and Comments

Meeting, Date	SFSS Council Meeting, November 23, 2022
Parties Attending	SFSS Council, Execs, Staff
Meeting Length (Hrs)	5 hours 20 minutes
Reason	Bi-weekly SFSS Meeting
Summary and Outcome	SFSS Meeting, became acting VP internal, Ashley became Vice-chair, Abhi became acting president
Next Steps	Prepare for onboarding and emergency council meeting next week

Meeting, Date	FNMISA Constituency Meeting
Parties Attending	FNMISA board and members
Meeting Length (Hrs)	2 hours
Reason	Bi-weekly FNMISA meeting
Summary and Outcome	Continuation of previous motions, resignation of FNMISA council rep (hes VP now)
Next Steps	N/A

Meeting, Date	Onboarding, November 25, 2022
Parties Attending	Abhi, Sindhu, Eshana, Peter, Rastko
Meeting Length (Hrs)	7 hours
Reason	Onboarding as acting VP internal
Summary and Outcome	Learned organizational structure, learned acting VP responsibilities, familiarized myself with other VPs, and staff
Next Steps	Continue onboarding

Meeting, Date	Onboarding, November 26, 2022
Parties Attending	Vaibhav, Peter
Meeting Length (Hrs)	1 hour
Reason	Onboarding with VP Events
Summary and Outcome	Familiarize self with VP events, learn more about execs and functions

Next Steps	Continue onboarding
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Meeting, Date	Onboarding, November 28, 2022
Parties Attending	Peter, Rastko, Sindhu, Somayeh
Meeting Length (Hrs)	2 hours 45 minutes
Reason	Continued onboarding as acting VP internal
Summary and Outcome	Continued to learn about organizational structure, staff roles, met with staff, learned about drive and where to find documents
Next Steps	Continue onboarding

Meeting, Date	SFU Meeting regarding recent Zoom Bombing, November 30, 2022
Parties Attending	Peter, Abhi, Eshana, Rastko, SFU Staff
Meeting Length (Hrs)	1 hour
Reason	Recent racist and harassment during last council meeting
Summary and Outcome	Plans to address recent racist attacks, joint communication, and investigation
Next Steps	Continue working with SFU for a statement and action to help marginalized groups

Meeting, Date	Union onboarding, November 30, 2022
Parties Attending	Peter, Rastko, Union Staff
Meeting Length (Hrs)	40 minutes
Reason	Learn about union rules
Summary and Outcome	Learned about union structure, important rules to follow, and how to properly interact with unionized staff
Next Steps	Continue onboarding

Meeting, Date	SFSS Council Meeting, November 30, 2022
Parties Attending	SFSS Council, Execs, Staff
Meeting Length (Hrs)	2 hours
Reason	Bi-weekly SFSS Meeting
Summary and Outcome	Resolved motions from last week's meeting, resolved in-camera items, election of council chair
Next Steps	Prepare for next week's council meeting

Total Meeting Hours	21 hours 45 minutes
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Projects and Events

Project/Event Title	SASS Movie Event, November 25, 2022
Updates and Upcoming Plans	Nothing upcoming
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	2 hours 30 minutes

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

Total Project and Events Hours	2 hours 30 minutes
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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	Answering emails, organizing workspace
Total Time (Hrs)	2 hours

Total Admin Hours	26 hours 15 minutes
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VP Finance and Services

Rastko Koprivica (Acting VP Finance and Services as of November 23 upon Council appointment)

Meeting Summary and Comments

Meeting, Date	Council, Nov 23, 2022
Parties Attending	Myself, SFSS Exec, Council, Staff, and Membership
Meeting Length (Hrs)	5h20m
Reason	Bi-weekly Council meeting
Summary and Outcome	-Appointed Acting VP Finance until March 17th, 2023 -Abhi became Acting President until March 17th, 2023, then returns to VP Finance role -Peter Hance became Acting VP Internal until March 17th, 2023 -Ashley became Vice-Chair of Council until end of Council year
Next Steps	-Attend onboarding as SFSS Exec

Meeting, Date	Meeting with Temporary Operations Organizer, Nov 23, 2022
Parties Attending	Myself, Sindhu
Meeting Length (Hrs)	40m
Reason	SFSS Council Meeting debriefing and discussion regarding next steps as an SFSS Exec
Summary and Outcome	Discussed Onboarding Process
Next Steps	Attend Onboarding, Fill out forms

Meeting, Date	Onboarding, November 25, 2022
Parties Attending	Myself, Abhi, Sindhu, Eshana, Peter
Meeting Length (Hrs)	7h30m
Reason	Onboarding
Summary and Outcome	-Societies Act -Universities Act -Organizational and Management Structure -Met staff
Next Steps	Attend next onboarding session

Meeting, Date	Onboarding, November 26 or 27, 2022 (Need Confirmation of Exact Date)
Parties Attending	Myself, Abhi, Vaibhav, Eshana
Meeting Length (Hrs)	2h30m
Reason	Onboarding with VP Events and VP External
Summary and Outcome	Learned about the VP Events and VP External portfolio
Next Steps	Continue attending onboarding sessions

Meeting, Date	Onboarding, November 28, 2022
Parties Attending	Myself, Sindhu, Somayeh, Peter
Meeting Length (Hrs)	2h45m
Reason	Onboarding - Admin
Summary and Outcome	Learned about the admin department at the Society
Next Steps	Continue onboarding

Meeting, Date	Finance Department Meeting, November 28, 2022
Parties Attending	Myself, Kurt, Zoya
Meeting Length (Hrs)	3h
Reason	Onboarding - Finance
Summary and Outcome	Met the Finance Coordinator Kurt, and staff member Zoya, discussed finance procedures and objectives for the fiscal year
Next Steps	Continue onboarding

Meeting, Date	Operations Meeting, November 29, 2022
Parties Attending	Myself, Sindhu
Meeting Length (Hrs)	1h
Reason	Onboarding - Operations
Summary and Outcome	Met the Operations Organizer Sindhu, discussed in depth goals for the year, etc
Next Steps	Continue onboarding

Meeting, Date	Meeting with SFU Administration Regarding November 23rd Zoom Incident
Parties Attending	Myself, SFSS Exec, SFU Admin
Meeting Length (Hrs)	1h15m
Reason	Concerns regarding harassment at the November 23rd Council meeting
Summary and Outcome	Plans to address the harassment and prevent it from happening again (involves securing Zoom meetings)
Next Steps	Continue working with SFU on this file, secure Committee meetings with SFU SSO (involves migration away from SFSS Zoom, to SFU-Hosted Zoom)

Meeting, Date	CUPE Union Training, November 30, 2022
Parties Attending	Myself, Nancy Mah , Peter
Meeting Length (Hrs)	30 minutes
Reason	Onboarding
Summary and Outcome	Met with shop steward Nancy, discussed collective agreement
Next Steps	Continue with onboarding

Meeting, Date	Member Services Meeting, November 30, 2022
Parties Attending	Myself, Nancy from Student Centre (Society Staff)
Meeting Length (Hrs)	1h
Reason	Onboarding
Summary and Outcome	Discussed the role of Member Services and my vision for that department
Next Steps	Schedule more meetings with MSC

Meeting, Date	SFSS Council Meeting, November 30, 2022
Parties Attending	Myself, SFSS Council/Exec, Staff, Membership
Meeting Length (Hrs)	2h
Reason	Bi-weekly SFSS Meeting
Summary and Outcome	Old Business (carry over from SFSS Council 2022-11-23)

Next Steps	Attend next Council meeting
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Total Meeting Hours	28h30m
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Projects and Events

Project/Event Title	SFUEA Gaming Lounge
Updates and Upcoming Plans	-Began research into the history of the proposal of the space dating back to 2018
Relevant Strategic Priorities	Events/Clubs
Total Time (Hrs)	1h

Project/Event Title	E-Transfer For Club/Student Union Expense Reimbursements
Updates and Upcoming Plans	-Preliminary research on previous work done by Society staff and former VP Finance
Relevant Strategic Priorities	Finance
Total Time (Hrs)	1h

Total Project and Events Hours	2h
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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 (600+ Unread when I got the position)
Total Time (Hrs)	2h30m

Total Admin Hours	2h30m
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Total Hours: 33h

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	Council Development Session (November 16th, 2022)
Parties Attending	Executives, Council
Meeting Length (Hrs)	4:30pm-5:15pm
Reason	Bi-weekly meetings
Summary and Outcome	SFU Governance Structure with Tracey Mason Innes
Next Steps	Attend the next development session

Meeting, Date	Staff Meeting (November 17th, 2022)
Parties Attending	Helen Sofia Pahou, Abhishek Parmar, Vaibhav Arora, Staff, Myself
Meeting Length (Hrs)	1pm-2pm
Reason	Monthly Meetings
Summary and Outcome	Went over the agenda
Next Steps	Attend next Staff Meeting

Meeting, Date	Meeting with Peter Hance (FNMISA Councillor) (November 17th, 2022)
Parties Attending	Peter Hance, Myself
Meeting Length (Hrs)	2pm-2:30pm
Reason	Learning more about Council
Summary and Outcome	Discussed: <ul style="list-style-type: none">- Council- How to get further involved
Next Steps	N/A

Meeting, Date	MSU Founding Committee Meeting (November 17th, 2022)
Parties Attending	Rea Chatterjee, Rahil Adeli, Myself
Meeting Length (Hrs)	2:30pm-3:30pm
Reason	We have a founding committee to make sure we have the agenda set and go over any of our action items

Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Agenda for main meeting - Action items <ul style="list-style-type: none"> - I booked a room for our general members meeting
Next Steps	Complete my action item

Meeting, Date	Meeting with Residence Hall Association President (November 17th, 2022)
Parties Attending	Emmanuel, Myself
Meeting Length (Hrs)	3:30pm-4:30pm
Reason	Sending out a survey to folks in residence on housing affordability
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - A survey - What it could be about - Issues people who live in residence face - When we can send it out - Timeline of working on the survey
Next Steps	Continue working with Staff and Emmanuel on the Survey

Meeting, Date	Executive Committee Meeting (November 18th, 2022)
Parties Attending	Helen Sofia Pahou, Abhishek Parmar, Vaibhav Arora, Sunghyun Choi, Judit Nagy, Ben Tishler, Sindhu D., John Walsh
Meeting Length (Hrs)	9:30am-1pm
Reason	Bi-weekly meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Executive agenda
Next Steps	Attend next executive committee meeting

Meeting, Date	AVP External and VP External Check-in (November 21st, 2022)
Parties Attending	Gabe Lisois, Myself
Meeting Length (Hrs)	11:30am-12:30pm
Reason	Updating the AVP External on Projects and seeing where I need support
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - External and Community affairs committee agenda - Upcoming projects: food security, housing affordability
Next Steps	Attend next check-in

Meeting, Date	Tara Flynn x SFSS Meeting (November 22nd, 2022)
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Parties Attending	Tara Flynn, Muriel Adarkwa , Myself
Meeting Length (Hrs)	11:00am-11:30am
Reason	Updating each other on our food security initiatives. Tara is the one who organizes the SFU food Pantry and Community Fridge
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Tara explained <ul style="list-style-type: none"> - The need at SFU is becoming greater for food security - Continuing work on the food pantry and community fridge - Myself <ul style="list-style-type: none"> - I explained that the SFSS is trying to create their own community fridge - The SFSS would love to collaborate with SFU on this
Next Steps	Continue working on food justice and seeing if the SFSS can collaborate with SFU

Meeting, Date	Food Security Meeting (November 22nd, 2022)
Parties Attending	Sunghyun Choi, Myself
Meeting Length (Hrs)	12:00pm-12:15pm
Reason	Food Security
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - I updated Sunghyun on the food security initiatives I am working on
Next Steps	Continue working on food security initiatives

Meeting, Date	Food Security Discussion (November 22nd, 2022)
Parties Attending	Nelly Leo, Sunghyun Choi, Simmi Dhaliwal, Myself
Meeting Length (Hrs)	4pm-5pm
Reason	Food Security Discussion
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - What everyone is working on - How we can talk to the University about food insecurity that students are facing - Updating each other on what we are working on
Next Steps	Continue working towards food justice

Meeting, Date	Meeting with Sohan (November 22nd, 2022)
Parties Attending	Sohan, Myself
Meeting Length (Hrs)	5pm-5:30pm
Reason	To discuss his app which can help clubs, it's called Varga

Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Varga - How this app will help students
Next Steps	Action items for me: <ul style="list-style-type: none"> - Sohan getting in contact with other execs - Getting Sohan in contact with the President to discuss this further

Meeting, Date	Meeting with FNMISA Councillor (November 22nd, 2022)
Parties Attending	Peter Hance, Myself
Meeting Length (Hrs)	6:30pm-7:30pm
Reason	Going over the Council Agenda
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Council Agenda - We went over how CG's were not consulted on the by-law amendments and I also talked about how executives were not consulted and seeing how we can make sure that more folks are consulted - Discussed my discussion item for food insecurity and how I can get Council's guidance on initiatives
Next Steps	Attend the Council Meeting

Meeting, Date	Brian Fox from FASS x SFSS (November 23rd, 2022)
Parties Attending	Brian Fox, Myself
Meeting Length (Hrs)	2:30pm-3:00pm
Reason	A visit from a Federal Minister
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Booking a space - What the discussion with the Minister will look like
Next Steps	Continue planning this visit

Meeting, Date	Council Meeting (November 23rd, 2022)
Parties Attending	Executives, Council, Staff, Membership
Meeting Length (Hrs)	4:30pm-10:15pm
Reason	Bi-weekly meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - We appointed an Acting VP Internal and Acting VP Finance - We appointed Abhi to be Staff Liaison Officer and the Legal Liaison Officer as he is now the Acting President
Next Steps	Attend next Council Meeting

Meeting, Date	Support after Council Meeting (November 23rd, 2022)
Parties Attending	Abhishek Parmar, Rastko Koprivica , Sunghyun Choi, Sindhu Dharmarajah , Myself
Meeting Length (Hrs)	10:15pm-10:25pm
Reason	To discuss the “zoom bombing” and next steps and supports we can provide people at the meeting
Summary and Outcome	We discussed an action plan and setting up a meeting for the next day so we can provide supports for students
Next Steps	Make sure we get supports out to students as soon as we can

Meeting, Date	Post-Council Meeting Statement (November 24th, 2022)
Parties Attending	Abhishek Parmar, Rastko Koprivica , Sunghyun Choi, Sindhu Dharmarajah , Ilham,
Meeting Length (Hrs)	2:00pm-2:30pm
Reason	To prepare a statement and resources for those who were impacted at the Council Meeting
Summary and Outcome	We edited a statement and added resources
Next Steps	Get the statement and resources out to Membership and Council

Meeting, Date	Migrant Students United Campaign meeting (November 24th, 2022)
Parties Attending	Rea Chatterjee, WeiChun Kua, Two new members, Myself
Meeting Length (Hrs)	4:30pm-5:15pm
Reason	Weekly Meetings
Summary and Outcome	We introduced Migrant Students United to the two new members, who we are and what we are working on (campaigns such as the Elimination of the International Student Health Fee) and how others can get involved
Next Steps	Continue sharing the work that Migrant Students United does

Meeting, Date	Press Release (November 24th, 2022)
Parties Attending	Sindhu Dharmarajah, Abhishek Parmar, Myself
Meeting Length (Hrs)	6pm-6:30pm
Reason	To discuss a press release about the recent resignations in the SFSS and so the membership know what is happening and next steps as well
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - What we can put in the press release - Gabe (AVP External) made a rough draft of a press release and we went over what we can add to, what we can take out and so on.

Next Steps	Make sure the press release gets to the membership
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Meeting, Date	Onboarding with Acting VP Internal and Acting VP Finance (November 25th, 2022)
Parties Attending	Peter Hance, Rastko Koprivica , Myself
Meeting Length (Hrs)	1;15pm-1:45pm
Reason	On-boarding
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - What I work on in the external office - How the new Acting VP Finance and I can work on the Award for Indigenous students and International Students
Next Steps	Continue working with the new executives

Meeting, Date	Meeting the Minister Marci Len (November 25th, 2022)
Parties Attending	Minister Len, Representatives from FASS, SASS Executives, Brian Fox, Myself
Meeting Length (Hrs)	2:45pm-4:30pm
Reason	To discuss their campaign about 16 days of activism and the Minister answered questions that we had for her
Summary and Outcome	We asked the Minister questions about her portfolio and her work as the Minister for Women & Gender Equality & Youth
Next Steps	N/A

Meeting, Date	Residence Hall Association Affordability Survey (November 29th, 2022)
Parties Attending	Sindhu D., Muriel Adarkwa , Myself
Meeting Length (Hrs)	11:45am-12:00pm
Reason	I am working with the Residence Hall Association (RHA) President to send out a survey to students in residence about affordability
Summary and Outcome	We discussed and finalized questions for the survey
Next Steps	I will bring this draft survey to the RHA President and see if anything needs to be changed and to get feedback

Meeting, Date	Food Insecurity Meeting (November 29th, 2022)
Parties Attending	Nancy Mah, Sindhu Dharmarajah
Meeting Length (Hrs)	1:00pm-1:20pm
Reason	Discussing Food Security Initiatives
Summary and Outcome	Discussed:

	<ul style="list-style-type: none"> - A possible breakfast program - Getting volunteers
Next Steps	Continue working on food security initiatives

Meeting, Date	Meeting with SFU about the “zoom bombing” (November 30th, 2022)
Parties Attending	Abhishek Parmar, Peter Hance, Rastko Koprivica, Rumanna, Tracey Mason-Innes
Meeting Length (Hrs)	11:15am-12:45pm
Reason	To discuss the zoom bombing and next steps
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Creating an education campaign - Providing resources to those impacted - Creating an MOU with SFU and the SFSS
Next Steps	Continue having this conversation and seeing what else SFU can do to help support students

Meeting, Date	Consultation with the VP Equity (November 30th, 2022)
Parties Attending	Sunghyun Choi, Tiara Cash, Marissa Traversa, Abhishek K., Chantelle Spicer (other members from No Cops on Campus, Migrant Students United, etc.)
Meeting Length (Hrs)	3:15pm-4:15pm
Reason	SFU’s VP Equity is doing consultations for their guide on doing equity work at the University
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - We went through a presentation (framework of the work) - Feedback was given on the presentation
Next Steps	Attend more consultations if they are set up

Meeting, Date	SFSS Special Council Meeting (November 30th, 2022)
Parties Attending	Abhishek Parmar, Peter Hance, Vaibhav Arora, Rastko Koprivica, Sunghyun Choi, Council, Sindhu Dharmarajah, John Walsh
Meeting Length (Hrs)	4:30pm-6:30pm
Reason	At the last Council Meeting we did not get to a lot of items so we had an emergency meeting so we could go over what we didn’t get to
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - We went through the agenda - We also discussed a discussion item I put forward about food security and I got Council’s input in this work.
Next Steps	I will keep working on food security initiatives

Total Meeting Hours	25.49
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Projects and Events

Project/Event Title	Karaoke Night (Planning + set up + clean up)
Updates and Upcoming Plans	I am planning another Karaoke Night hopefully for January!
Relevant Strategic Priorities	Connecting with other Student Unions across B.C
Total Time (Hrs)	Getting Snacks: 1.25 hours Prep: 2.5 hours Karaoke Night: 3 hours Clean up: 30 mins Total Hours: 7.25

Project/Event Title	Contract Justice Workers Meeting
Updates and Upcoming Plans	We heard workers talk about their horrible working conditions and calling SFU to stop outsourcing work.
Relevant Strategic Priorities	Student x Worker Solidarity
Total Time (Hrs)	1 hour, 15 mins

Project/Event Title	Food Scapes
Updates and Upcoming Plans	This was an event by Embark
Relevant Strategic Priorities	I attended to learn more about food security and talk to groups who are doing this work
Total Time (Hrs)	1

Project/Event Title	Movie Night with SASS
Updates and Upcoming Plans	I hope to attend more events by SASS!
Relevant Strategic Priorities	Attending events and connecting with community
Total Time (Hrs)	2.5 hours

Total Project and Events Hours	12
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Committee Chair Work

Committee Name	External and Community Affairs Committee
# of Meetings	1
Total Time (Hrs)	12:30pm-12:50pm
Summary	<ul style="list-style-type: none"> - We went over what my office is working on - I opened up the opportunity for members of ECA to tell me about projects they may want to start
Ongoing Projects	<ul style="list-style-type: none"> - Food justice - Starting member projects
Relevant Strategic Priorities:	<ul style="list-style-type: none"> - Having meetings every 2 weeks

Total Committee Hours	0.33
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Administrative Work

Summary	<p>November 16th, 2022 (11:15am-1:15pm)</p> <ul style="list-style-type: none"> - Emails - Calendar invites <p>(8:25pm-8:40pm)</p> <ul style="list-style-type: none"> - Work report - Emails <p>November 17th, 2022 (10:35am-1:00pm)</p> <ul style="list-style-type: none"> - Emails - Calendar invites - Talking to staff about food security projects - Ordering pizza for karaoke night - Set up for staff meeting <p>(4:30pm-4:45pm)</p> <ul style="list-style-type: none"> - Action items for Migrant Students United meeting <p>November 21st, 2022 (12:50pm-2:20pm)</p> <ul style="list-style-type: none"> - Emails <p>(2:35pm-3:05pm)</p> <ul style="list-style-type: none"> - Emails <p>(6:45pm-7:10pm)</p> <ul style="list-style-type: none"> - Going over Council attachments <p>November 22nd, 2022 (10:30pm-11:00am)</p> <ul style="list-style-type: none"> - Emails
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	<ul style="list-style-type: none"> - Confirming calendar <p>(11:30am-12pm)</p> <ul style="list-style-type: none"> - Emails <p>(2:15pm-3:30pm)</p> <ul style="list-style-type: none"> - Calendar - Emails - Planning meeting with UBC Sprouts <p>November 23rd, 2022</p> <p>(9:55am-10:10am)</p> <ul style="list-style-type: none"> - Emails <p>(1pm-2:30pm)</p> <ul style="list-style-type: none"> - Emails - Going over the Council Agenda <p>November 24th, 2022</p> <p>(11am-12pm)</p> <ul style="list-style-type: none"> - Emails <p>(2:30pm-3:30pm)</p> <ul style="list-style-type: none"> - Emails - Preparing for meeting with the AMS <p>(3:30pm-4:00pm)</p> <ul style="list-style-type: none"> - Emails - Call with the AMS about the UBC Chapter of Migrant Students Crited and how the AMS can support MSU at UBC <p>(8:00pm-9:30pm)</p> <ul style="list-style-type: none"> - Emails - Going over the Indigenous students and International students award <p>November 25th, 2022</p> <p>(1pm-1:15pm)</p> <ul style="list-style-type: none"> - Emails - Preparation for onboarding with New Acting VP Internal and VP Finance <p>(1:45pm-2:45pm)</p> <ul style="list-style-type: none"> - Admin work (emails, calendar) <p>(8:40pm-9:10pm)</p> <ul style="list-style-type: none"> - Emails <p>November 28th. 2022</p> <p>(10am-10:45am)</p> <ul style="list-style-type: none"> - Emails - Calendar invites - Working on cheque requisitions <p>(11:40am-1:00pm)</p> <ul style="list-style-type: none"> - Work report - Cheque requisitions <p>(3:37pm-4:07pm)</p> <ul style="list-style-type: none"> - Emails <p>November 29th</p> <p>(10am-10:45am)</p> <ul style="list-style-type: none"> - Emails <p>(11am-11:30am)</p> <ul style="list-style-type: none"> - Working on the RHA survey - Emails - Prep for the external and community affairs committee <p>(12:25pm-12:55pm)</p> <ul style="list-style-type: none"> - Emails <p>(1:20pm-2:20pm)</p> <ul style="list-style-type: none"> - Talking to a student about the SFSS as they are interested in running (asked questions about time commitment, etc.) <p>November 30th, 2022</p> <p>(11am-11:15am)</p> <ul style="list-style-type: none"> - Email - Updating calendar with meeting links
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	(12:45pm-2:15pm) - Emails - Working on calendar - Setting up projects
Total Time (Hrs)	24.35

Total Admin Hours	24.35
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Total Hours: 62.17

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	President and VP Equity Check-In (November 16th, 2022)
Parties Attending	Helen Sofia Pahou, Myself
Meeting Length (Hrs)	2:45 pm – 4:15 pm
Reason	Weekly meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none">- Payroll Tax Forms- Council / Executive Documentation- Stepping down from Club/DSU roles
Next Steps	Submit Tax forms

Meeting, Date	Council Development Session (November 16th, 2022)
Parties Attending	Executives, Council
Meeting Length (Hrs)	4:30pm-5:15pm
Reason	Bi-weekly meetings
Summary and Outcome	SFU Governance Structure with Tracey Mason Innes
Next Steps	Attend next development session

Meeting, Date	Staff Meeting (November 17th, 2022)
Parties Attending	Helen Sofia Pahou, Abhishek Parmar, Vaibhav Arora, Staff, Eshana Baran, Myself
Meeting Length (Hrs)	1pm-2pm
Reason	Monthly Meetings
Summary and Outcome	Went over the agenda
Next Steps	Attend next Staff Meeting

Meeting, Date	Executive Committee Meeting (November 18th, 2022)
Parties Attending	Helen Sofia Pahou, Abhishek Parmar, Vaibhav Arora, Eshana Baran, Judit Nagy, Ben Tishler, Sindhu D., John Walsh, Myself
Meeting Length (Hrs)	9:30am-1pm
Reason	Bi-weekly meetings

Summary and Outcome	Discussed: - Executive agenda
Next Steps	Attend next executive committee meeting

Meeting, Date	External & Community Affairs Committee (November 21st, 2022)
Parties Attending	Eshana Baran, Aleksandra Partyka, Gabe Liosis, Muriel Adarkwa, Grayson Barke, Myself
Meeting Length (Hrs)	12:30pm – 12:50pm
Reason	Bi-weekly meetings
Summary and Outcome	Went over the agenda
Next Steps	Attend next ECA meeting

Meeting, Date	Meeting with DNA councilor (November 21st, 2022)
Parties Attending	Aleksandra Partyka, Myself
Meeting Length (Hrs)	1:45pm – 2:15pm
Reason	Learning more about Disability and Neurodiversity Alliance(DNA)
Summary and Outcome	Discussed: - Previous DNA projects and history - How to get further involved
Next Steps	N/A

Meeting, Date	"Nature Walk" event meeting (November 21st, 2022)
Parties Attending	Ashley Flett, Arthur Lee, Myself
Meeting Length (Hrs)	4:00pm – 5:00pm
Reason	Planning for the project "Nature Walk"
Summary and Outcome	Discussed: - Prepare ideas for the Equity & Sustainability Committee's "Nature Walk" event idea
Next Steps	Contact to FNMISA and burnaby mountain festival project leaders

Meeting, Date	Meeting with Hillel Jewish Students Association (November 21st, 2022)
Parties Attending	Hillel Jewish Students Association members, Vaibhav Arora, Myself
Meeting Length (Hrs)	5:00pm – 6:00pm
Reason	Learning more about Hillel Jewish Students Association
Summary and Outcome	Discussed:

	<ul style="list-style-type: none"> - How to make more safe environment for Jewish students on campus - Workshop and seminar plannings
Next Steps	Attend next meeting on December 4th

Meeting, Date	Food Security Meeting (November 22nd, 2022)
Parties Attending	Eshana Baran, Myself
Meeting Length (Hrs)	12:00pm-12:15pm
Reason	Food Security
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - I got updated from Eshana Baran on the food security initiatives
Next Steps	Continue working on food security initiatives

Meeting, Date	President and VP Equity Onboarding (November 22nd, 2022)
Parties Attending	Helen Sofia Pahou, Myself
Meeting Length (Hrs)	1:00pm – 2:00pm
Reason	Review all onboarding documentation
Summary and Outcome	Review Council Policies and Terms of Reference (TOR) for the Equity and Sustainability Committee, BIPOC Committee and Accessibility Committee.
Next Steps	Attend next onboarding meeting

Meeting, Date	Meeting with former DNA councilor (November 22nd, 2022)
Parties Attending	Aiden, Myself
Meeting Length (Hrs)	2:00pm - 3:00pm
Reason	Learning more about Disability and Neurodiversity Alliance (DNA)
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Previous DNA projects and history - Difference between DNA and AC
Next Steps	N/A

Meeting, Date	Operations Training (November 22nd, 2022)
Parties Attending	Sindhu Dharmarajah, Myself
Meeting Length (Hrs)	3:00pm - 4:00pm
Reason	Learning about SFSS operation
Summary and Outcome	Discussed:

	<ul style="list-style-type: none"> - Operation system - SFSS staff and their roles
Next Steps	N/A

Meeting, Date	Food Security Discussion (November 22nd, 2022)
Parties Attending	Nelly Leo, Eshana Baran, Simmi Dhaliwal, Myself
Meeting Length (Hrs)	4pm-5pm
Reason	Food Security Discussion
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Previous food security projects in SFSS - Food insecurity issue that students are facing - Updating each other on what we are working on
Next Steps	Continue working towards food justice

Meeting, Date	Council Meeting (November 23rd, 2022)
Parties Attending	Executives, Council, Staff, Membership
Meeting Length (Hrs)	4:30pm-10:15pm
Reason	Bi-weekly meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Agendas - Election of new VP internal, VP finance, and Vice-Chair
Next Steps	Attend next Council Meeting

Meeting, Date	Support after Council Meeting (November 23rd, 2022)
Parties Attending	Abhishek Parmar, Rastko Koprivica, Eshana Baran, Sindhu Dharmarajah, Myself
Meeting Length (Hrs)	10:15pm-10:25pm
Reason	To discuss the zoom bombing and next steps and supports we can provide people at the meeting
Summary and Outcome	We discussed an action plan and setting up a meeting for the next day so we can provide supports for students
Next Steps	Make sure we get supports out to students as soon as we can

Meeting, Date	Post-Council Meeting Statement (November 24th, 2022)
Parties Attending	Abhishek Parmar, Rastko Koprivica, Eshana Baran, Sindhu Dharmarajah, Ilham, Myself
Meeting Length (Hrs)	2:00pm-2:30pm

Reason	To prepare a statement and resources for those who were impacted at the Council Meeting
Summary and Outcome	We edited a statement and added resources
Next Steps	Get the statement and resources out to Membership and Council

Meeting, Date	Onboarding with Acting VP Internal and Acting VP Finance (November 25th, 2022)
Parties Attending	Peter Hance, Rastko Koprivica , Myself
Meeting Length (Hrs)	11:30am -12pm
Reason	On-boarding
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - What I work on in the Equity and Sustainability office - Planning for future collaboration project
Next Steps	Continue working with the new executives

Meeting, Date	Accessibility Committee Briefing (November 28th, 2022)
Parties Attending	Brianna Price, Myself
Meeting Length (Hrs)	1:00pm – 1:45pm
Reason	Learning more about Accessibility Committee
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - History of Accessibility Committee - What improvements needed - Current project and operation system
Next Steps	Plan for next AC meeting

Meeting, Date	Welcome Orientation: Operations (November 28th, 2022)
Parties Attending	Somayeh Naseri, Peter Hance, Rastko Koprivica , Sindu Dharmarajah
Meeting Length (Hrs)	3:00pm - 4:00pm
Reason	Onboarding
Summary and Outcome	Learning about committee meeting and useful website such as jotform and when2meet
Next Steps	N/A

Meeting, Date	BC Climate change emergency campaign Meeting (November 28th, 2022)
Parties Attending	Ashley Flett, Myself
Meeting Length (Hrs)	4:00pm - 5:00pm

Reason	Preparing motion for signing BC Climate change emergency campaign
Summary and Outcome	We worked on writing a motion for the next council meeting and finishing powerpoint slides.
Next Steps	Submit a motion

Meeting, Date	President and VP Equity Check-In (November 30th, 2022)
Parties Attending	Abhishek Parmar, Myself
Meeting Length (Hrs)	2:00 – 2:30pm
Reason	Weekly meetings
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Review on-boarding documents - Current project
Next Steps	Attend next check-in meeting

Meeting, Date	Consultation with VP Equity (November 30th, 2022)
Parties Attending	Gabby Doebeli, Marissa Traversa, Eshana Baran, Myself
Meeting Length (Hrs)	3:15 pm – 4:10pm
Reason	Sharing Equity compass design
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Definition of Diversity - Equity compass principles - Equity compass design themes
Next Steps	N/A

Meeting, Date	SFSS Special Council meeting (November 30th, 2022)
Parties Attending	Executives, Council, Staff, Membership
Meeting Length (Hrs)	4:30 pm- 6:30 pm
Reason	To continuing last council meeting
Summary and Outcome	Discussed: <ul style="list-style-type: none"> - Agendas
Next Steps	Attend next council meeting

Total Meeting Hours	27h 25m
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Projects and Events

Project/Event Title	Nature Walk (Planning)
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Set a regular meeting time with FNMISA members - Expected date for the event will be March 21st, 2023 (International forest day)
Relevant Strategic Priorities	Connecting with burnaby mountain festival leaders
Total Time (Hrs)	Planning: 3 hours Researching: 4 hours

Project/Event Title	Food Security
Updates and Upcoming Plans	We checked what could be more improved in previous food security projects in SFSS and heard about the food insecurity issue that students are facing now.
Relevant Strategic Priorities	Research SFU's list of food security resources on and off campus
Total Time (Hrs)	Discussion with members: 2 hour Researching: 3 hours

Total Project and Events Hours	12 hours
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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

<p>Summary</p>	<p>November 16th, 2022 (2:00 pm-2:45 pm) - Emails - Calendar invites November 17th, 2022 (3:00 pm- 4:00 pm) - Going over the meeting Agenda November 21th, 2022 (2:15 pm-4:00 pm) - Emails - Calendar invites (7:00 pm - 8:00 pm) - Policy review November 22th, 2022 (9:30 am-11:30 pm) - Emails November 23th, 2022 (2:30 pm -4:00 pm) - Emails - Work report November 24th (9:00 am- 11:00 am) - Going over the council Agenda November 28th, 2022 (9:30 am-12:00 pm) - Emails - Work report November 29th, 2022 (12:00 pm-3:00 pm) - Work report - Emails (4:00 pm- 5:30 pm) - Update meeting Agendas November 30th, 2022 (2:30 pm- 3:15pm) - Council meeting agenda review - Emails (7:00pm- 8:00pm) - Policy Research - Emails</p>
<p>Total Time (Hrs)</p>	<p>20h 40m</p>

<p>Total Admin Hours</p>	<p>20h 40m</p>
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Total Hours: 60.05