

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
(May 1 - May 20)

[President](#)

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President
Liam Feng

Meeting Summary and Comments

Meeting, Date	exec meeting
Parties Attending	entire exec committee
Meeting Length (Hrs)	2
Reason	catching up with other execs about various things
Summary and Outcome	everyone is now caught u
Next Steps	another exec meeting sometime soon, and setting up better communication with the rest of the team

Meeting, Date	meeting with the minister of post secondary education
Parties Attending	
Meeting Length (Hrs)	1
Reason	to discuss the financial, academic and living conditions of students across SFU
Summary and Outcome	Selina Robinson was pleased with our feedback and left
Next Steps	???

Total Meeting Hours	
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Projects and Events

Project/Event Title	clearing inventory space 1331
Updates and Upcoming Plans	contacting the building team to distribute the chats and tables away
Relevant Strategic Priorities	none
Total Time (Hrs)	1

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	JHSC committee
# of Meetings	1
Total Time (Hrs)	2
Summary	discussed building check ins, the resignation of a board organizer, the rechanging of various staff policies
Ongoing Projects	none
Relevant Strategic Priorities:	none

Total Committee Hours	2
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Administrative Work

Summary	
Total Time (Hrs)	

Total Admin Hours	
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VP Internal and Organizational Development
Leonarda Ognjenovic

Meeting Summary and Comments

Meeting, Date	May 8, 2023 at 16:45 to 17:45, PDT
Parties Attending	Me, Sindhu
Meeting Length (Hrs)	1
Reason	Overall discussion of my role and work I do
Summary and Outcome	Learned more
Next Steps	Continue work on motions

Meeting, Date	May 10, 2023 at 11:30 to 12:30, PDT
Parties Attending	Me, Ashley Flett
Meeting Length (Hrs)	1
Reason	Clean up meeting minutes, talk about chairing
Summary and Outcome	Meeting minutes were completed
Next Steps	Bring the minutes to exec/council

Meeting, Date	May 11, 2023 at 14:30 to 15:30, PDT
Parties Attending	Me, liam, john
Meeting Length (Hrs)	1
Reason	Go over use of space
Summary and Outcome	Determined to use room for club activities in sub
Next Steps	Will bring to council/exec

Meeting, Date	May 17, 2023 at 14:00 to 14:05, PDT
Parties Attending	Me, melanie

Meeting Length (Hrs)	5 min
Reason	Stop by for signature
Summary and Outcome	Signed paper
Next Steps	Nothing

Meeting, Date	May 18, 2023 at 16:30 to 18:30, PDT
Parties Attending	exec
Meeting Length (Hrs)	2
Reason	Exec meeting
Summary and Outcome	Discussed in camera
Next Steps	Will proceed with the following exec decisions

Meeting, Date	May 19, 2023 at 10:30 to 11:30, PDT
Parties Attending	Exec (most of us)
Meeting Length (Hrs)	1
Reason	Res opening/meeting the minister
Summary and Outcome	Met the minister and spoke of student issues
Next Steps	Go to board of governors to talk about them more

Meeting, Date	May 19, 2023 at 13:00 to 14:00, PDT
Parties Attending	Most of exec, student care
Meeting Length (Hrs)	1
Reason	Student care explained their purpose and processes
Summary and Outcome	Exec understood student care on a better level
Next Steps	Go to montreal for a meeting

Total Meeting Hours	7
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Projects and Events

Project/Event Title	SFSS lobby Welcome week events, May 6, 2023 at 13:00 to 15:00, PDT
Updates and Upcoming Plans	Lobby welcome week
Relevant Strategic Priorities	
Total Time (Hrs)	2

Project/Event Title	SFSS lobby Club days convocation mall Scheduled: May 16, 2023 at 10:30 to 12:30, PDT
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	2

Project/Event Title	Council on-boarding course: Creation of the course: 12hrs Editing: 6hrs Grading assignments: 0.5-1hr per business day, but it's considered under emails. Communication: 5hrs (but goes under emailing again, or admin work)
Updates and Upcoming Plans	Just made everyone do it in the first week as that is when the new councilors turnover is the highest. They can claim hours for it.
Relevant Strategic Priorities	I honestly don't know what this means. My strategy can be put as: I made the course so that people wouldn't be bored to death by speakers. People who are actually interested in the SFSS structure and governing will look at it.
Total Time (Hrs)	18

Total Project and Events Hours	22
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Committee Chair Work

None

Administrative Work

Summary	Communication/Emails: Everyday May 1st-May 20th Daily (5 days/week) emails 2-3 hours spent: total about 45 hours average over the 20 days. For proof, please look at my Gmail. A lot of meetings were avoided by using email/google chat
Total Time (Hrs)	45

Total Admin Hours	45
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VP Finance and Services
Jadvinder Bolina

Meeting Summary and Comments

Meeting, Date	May 4
Parties Attending	Myself & StudentCare
Meeting Length (Hrs)	2.5hrs
Reason	Discussed what alternatives to the SFSS StudentCare plan can be moving forward due to inflationary concerns etc
Summary and Outcome	
Next Steps	Will discuss with exec board regarding expanding of services or to remain same

Meeting, Date	May 9
Parties Attending	Myself
Meeting Length (Hrs)	3
Reason	SFSS welcome week events
Summary and Outcome	Helped new incoming students settle in to University
Next Steps	To ensure they are kept up to speed on student affairs

Meeting, Date	May 11
Parties Attending	Myself
Meeting Length (Hrs)	3
Reason	SFSS welcome week events
Summary and Outcome	See chart above
Next Steps	Will continue to answer SFU student questions either in-person or via email

Meeting, Date	May 12
Parties Attending	Meeting with Vancity advisor on behalf of SFSS
Meeting Length (Hrs)	1.5hrs

Reason	To become an official SFSS signer in regards to VanCity bank
Summary and Outcome	Have authority to sign off on SFSS investments
Next Steps	If needed, can withdraw SFSS bonds and investments back into SFSS

Meeting, Date	May 15
Parties Attending	Myself and SFSS staff
Meeting Length (Hrs)	2
Reason	To help answer questions/emails on behalf of SFU students
Summary and Outcome	All emails replied to
Next Steps	Will continue to help SFU in regards to questions/funding if needed

Meeting, Date	May 16
Parties Attending	Me and Sindhu
Meeting Length (Hrs)	1.5 hrs
Reason	To determine correct signing off on cheque reqs/exec reports and council reports
Summary and Outcome	Determined correct course of action for council meeting upcoming
Next Steps	Will continue course of action

Meeting, Date	May 16
Parties Attending	Myself
Meeting Length (Hrs)	3
Reason	SFSS Q & A
Summary and Outcome	Answered student questions and handed out SFSS merch
Next Steps	Will continue course of action

Meeting, Date	May 18
Parties Attending	Myself, various SFSS staff
Meeting Length (Hrs)	1.5 hrs

Reason	SFSS agenda items staff meeting
Summary and Outcome	Met the whole team, describing to me their needs moving forward
Next Steps	Will keep closely in touch with various staff and have reached out to those who have requested help within their departments

Meeting, Date	May 18
Parties Attending	SFSS Exec team
Meeting Length (Hrs)	1.5 hrs
Reason	Exec meeting
Summary and Outcome	Passed motions and determined appropriate course of actions against the individual who was acting inappropriately in multifaith centre
Next Steps	Will proceed regular course of action

Total Meeting Hours	19.5
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Projects and Events

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

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

Total Project and Events Hours	-
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Committee Chair Work

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

Total Committee Hours	-
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Administrative Work

Summary	Replying to emails Signing forms Interactions with SFSS council
Total Time (Hrs)	15

Total Admin Hours	15
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Total Hours (Overall)	34.5
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VP University and Academic Affairs
Thomas Lueth

Meeting Summary and Comments

Meeting, Date	May 18, 2023
Parties Attending	Enrollment Appeal Committee
Meeting Length (Hrs)	1
Reason	Evaluation of enrollment appeals and tuition refunds submitted recently by students
Summary and Outcome	Successfully revised and voted on 10 refund/appeal applications by students.
Next Steps	Prepare for the next meeting by reading EAC Terms of Reference, and reading each application thoroughly.

Meeting, Date	May 18, 2023
Parties Attending	SFSS Executive Committee
Meeting Length (Hrs)	2
Reason	First Executive Committee Meeting for 2023/2024 Exec team
Summary and Outcome	Passed motions
Next Steps	Improve communication, prepare for next executive committee meeting

Meeting, Date	May 15, 2023
Parties Attending	Myself, Tracey Mason-Innes
Meeting Length (Hrs)	1
Reason	University policies, student issues
Summary and Outcome	Talked about university policies, roles of certain committees, student issues
Next Steps	Will have a meeting with RHA and the residence director about residence and housing, as well as the meal plan, will meet with Tracey again soon to talk more about other university and student affairs

Meeting, Date	May 19, 2023
Parties Attending	SFSS Executive Committee, Abhishek Parmar, Ali Versi, Sophia Haque
Meeting Length (Hrs)	1 (Technically 2 hrs, I was only present for 1)
Reason	To talk about StudentCare.

Summary and Outcome	Learned about the costs of the StudentCare, the choice students have between the enhanced and basic plan, and other services it provides for students. The option of addition of a Gender-Affirmative care, and the increase of the price to keep the SFSS from losing money on the plan were also discussed.
Next Steps	Prepare for the next meeting, await the information we requested from StudentCare.

Total Meeting Hours	5
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Projects and Events

Project/Event Title	SFSS Welcome Week
Updates and Upcoming Plans	Welcome Week in Convocation Mall, helped set up the table, answered students' questions about the SFSS
Relevant Strategic Priorities	
Total Time (Hrs)	2

Project/Event Title	SFSS Clubs Day
Updates and Upcoming Plans	Handed out merch, answered students' questions about the SFSS, helped take down the banner and clean up
Relevant Strategic Priorities	
Total Time (Hrs)	3

Total Project and Events Hours	5
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Committee Chair Work

Committee Name	University and Academic Affairs Committee
# of Meetings	0
Total Time (Hrs)	0
Summary	N/A
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Total Committee Hours	0
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Administrative Work

Summary	-Sending, replying, reading emails and files -Communicate with SFSS executives and staff -Completed onboarding course
Total Time (Hrs)	20

Total Admin Hours	20
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Total Hours	30
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VP External and Community Affairs

Nancy Brar

Meeting Summary and Comments

Meeting, Date	May 4th
Parties Attending	Myself & Shakiba
Meeting Length (Hrs)	1 hour
Reason	Community Fridge Project
Summary and Outcome	Briefly went over what the Community Fridge is and how it works.
Next Steps	I will proceed with the Community Fridge.

Meeting, Date	May 8th
Parties Attending	Myself & ABCS Executive Director
Meeting Length (Hrs)	2 hours
Reason	To learn about the Alliance of BC Students. Continue the relationship that SFSS has with ABCS.
Summary and Outcome	Josh, the Executive Director, went over what ABCS does, events/conferences that would be coming up, and services he offers for lobbying.
Next Steps	I will continue to build the relationship between ABCS and SFSS.

Meeting, Date	May 11th
Parties Attending	Myself & Shakiba
Meeting Length (Hrs)	2 hours
Reason	Community Fridge Project
Summary and Outcome	We went over the Community Fridge and the process of how to do things. I better understood how we looked for volunteers and the admin work for the community fridge.
Next Steps	Will proceed with the Community Fridge. Started looking for volunteers.

Meeting, Date	May 17th
Parties Attending	Some SFSS Execs, GSSU Members, FNMISA Members and SFU External Office members.
Meeting Length (Hrs)	1 Hour

Reason	Prep for the meeting with Minister Robinson.
Summary and Outcome	Everyone was briefed on the time, where to meet and how much time we had to discuss our topics. The SFSS execs discussed issues we would like to discuss with the minister.
Next Steps	Send an email to inform the Minister of the potential topics we are going to discuss.

Meeting, Date	May 18th
Parties Attending	SFSS Execs
Meeting Length (Hrs)	2 hours
Reason	Exec Meeting
Summary and Outcome	Meeting was conducted in-camera.
Next Steps	Follow through with the decisions execs made.

Meeting, Date	May 19th
Parties Attending	Most of the SFSS Execs & StudentCare
Meeting Length (Hrs)	2 hours
Reason	Discuss the StudentCare Plan. Initial meeting with Student Care
Summary and Outcome	Learned about the specific plan we have and how it helps SFU students.
Next Steps	Read through the requested data from StudentCare and prepare for a follow-up meeting.

Total Meeting Hours	10 Hours
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Projects and Events

Project/Event Title	SFSS Welcome Week (Greet Students in the SUB)
Updates and Upcoming Plans	Successfully completed the Welcome Week Event.
Relevant Strategic Priorities	
Total Time (Hrs)	4 Hours

Project/Event Title	SFSS Welcome Week
Updates and Upcoming Plans	Successfully completed the Welcome Week Event.

Relevant Strategic Priorities	
Total Time (Hrs)	2.5 Hours

Project/Event Title	SFSS Clubs Day
Updates and Upcoming Plans	Successfully completed Clubs Day.
Relevant Strategic Priorities	
Total Time (Hrs)	9 Hours

Project/Event Title	Community Fridge
Updates and Upcoming Plans	I will continue the Community Fridge project every week on Thursdays for the rest of this semester.
Relevant Strategic Priorities	I will find a way to get more volunteers to aid in this project.
Total Time (Hrs)	3.5 Hours

Project/Event Title	Res Opening and Meeting with Minister Robinson
Updates and Upcoming Plans	The meeting went well with the Minister. I will send an email to set up a day to review concerns that still need to be addressed in the meeting.
Relevant Strategic Priorities	
Total Time (Hrs)	0.5 hours

Total Project and Events Hours	19.5 hours
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Committee Chair Work

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

Priorities:	
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Total Committee Hours	0
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Administrative Work

Summary	Responding to emails Meeting Prep Responding to individuals through text/call (main form of communication with these individuals) Council Onboarding Getting Access to the offices and computers
Total Time (Hrs)	29 Hours

Total Admin Hours	29 Hours
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Total Hours	58.5 hours
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VP Events and Student Affairs
Ayooluwa Adigun

Meeting Summary and Comments

Meeting, Date	19th of May 2023
Parties Attending	Myself, PSU representatives
Meeting Length (Hrs)	1
Reason	Discussion of upcoming event
Summary and Outcome	
Next Steps	Formation of ESAC; pursuit of additional guidelines and assistance

Meeting, Date	18th of May 2023
Parties Attending	Executive Committee
Meeting Length (Hrs)	2
Reason	First meeting
Summary and Outcome	
Next Steps	

Meeting, Date	11th of May 2023
Parties Attending	Myself, Club coordinators
Meeting Length (Hrs)	2
Reason	Regarding the conduct of a certain club
Summary and Outcome	Motion taken to Executive Committee
Next Steps	

Meeting, Date	19th of May 2023
Parties Attending	Executive Committee, Studentcare
Meeting Length (Hrs)	2
Reason	First meeting
Summary and Outcome	Discussion of the current state of the service
Next Steps	

Meeting, Date	16th and 18th of May
Parties Attending	Executive Committee, Studentcare
Meeting Length (Hrs)	2
Reason	First meeting
Summary and Outcome	Discussion of the current state of the service
Next Steps	

Meeting, Date	10th of May
Parties Attending	Myself, Dipti
Meeting Length (Hrs)	2
Reason	First meeting
Summary and Outcome	Discussion of the yearly plan
Next Steps	Planning upcoming events

Meeting, Date	11th of May
Parties Attending	Myself, Forum SFU
Meeting Length (Hrs)	4
Reason	First meeting
Summary and Outcome	Discussion of possible future collaborations
Next Steps	

Total Meeting Hours	15
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Projects and Events

Project/Event Title	Pet Therapy
Updates and Upcoming Plans	Availabilities of companies acquired
Relevant Strategic Priorities	Reservations to be made
Total Time (Hrs)	3

Project/Event Title	Clubs day
Updates and Upcoming Plans	Clubs day completed
Relevant Strategic Priorities	
Total Time (Hrs)	6

Project/Event Title	Welcome Week
Updates and Upcoming Plans	Welcome Week completed
Relevant Strategic Priorities	Planning for upcoming events
Total Time (Hrs)	5

Project/Event Title	Services Fair
Updates and Upcoming Plans	Services Fair completed
Relevant Strategic Priorities	
Total Time (Hrs)	3

Total Project and Events Hours	17
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Committee Chair Work

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

Total Committee Hours	-
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Administrative Work

Summary	Answering emails Meeting with Minister of Postsecondary
Total Time (Hrs)	7

Total Admin Hours	7
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VP Equity and Sustainability
Priyanka Dhesa

Meeting Summary and Comments

Meeting, Date	SFU EDI Director
Parties Attending	Student Services EDI Director (Jennifer Kandijii) and VP Equity
Meeting Length (Hrs)	1 hour
Reason	Spoke regarding past communications and collaborations with SFSS and SFU EDI Office, Briefed on Student EDI Working Group
Summary and Outcome	Connect With Members of the student EDI working group, brainstorm questions for external consultations
Next Steps	Prep for next meeting with University of Calgary

Meeting, Date	EDI Working Group: Dalhousie
Parties Attending	SFU Student EDI Working Group, Dalhousie Representatives
Meeting Length (Hrs)	1 hour
Reason	The EDI Working Group is currently under process of conducting external consultations with universities across Canada to learn more about Data Collection processes and uses to implement in the creation of similar tools at SFU.
Summary and Outcome	Learned more about their EDI Survey and Tools
Next Steps	Prep for next meeting with University of Calgary

Meeting, Date	Meeting Regarding Previously Passed Motion at Council, May 17 2023
Parties Attending	Campaigns Coordinator and VP Equity
Meeting Length (Hrs)	1 hour
Reason	Council approved a motion from a past fiscal year to support an initiative, however the funding was not allocated.
Summary and Outcome	Learned more about the motion and why it was not carried through
Next Steps	Connect with VP Finance regarding this motion

Meeting, Date	Executive Meeting, May 18th 2023
Parties Attending	Executive Committee
Meeting Length (Hrs)	2 hours

Reason	First Executive Committee of the Year
Summary and Outcome	In-Camera Discussions
Next Steps	Follow through on motions and courses of action recommended at exec

Meeting, Date	EDI Working Group: Royal Roads
Parties Attending	SFU Student EDI Working Group, Royal Roads Representatives
Meeting Length (Hrs)	1 hour
Reason	The EDI Working Group is currently under process of conducting external consultations with universities across Canada to learn more about Data Collection processes and uses to implement in the creation of similar tools at SFU.
Summary and Outcome	Learned more about their EDI Survey and Tools
Next Steps	Prep for next meeting with UoT

Meeting, Date	Student Care, May 19, 2023
Parties Attending	Student Care Representatives and SFSS Executive Committee
Meeting Length (Hrs)	2 hours
Reason	Initial Meeting with Student Care
Summary and Outcome	Background on our current Health Care Plan, current standing, introduction of concerns and decisions that will need to be made/investigated going forward
Next Steps	Follow-up with student care on requested Data and schedule consistent meetings with them throughout the year to ensure we are remaining updated on the state of our plan

Total Meeting Hours	8 Hours
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Projects and Events

Project/Event Title	Clubs Days – Burnaby
Updates and Upcoming Plans	Clubs Day Surrey on May 24th
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	8 Hours

Project/Event Title	Community Fridge
Updates and Upcoming	Collected food and restocked fridge (to be done weekly on Thursdays)

Plans	Fridge to be moved to SUB, Connect with VP External regarding ongoing Food Security Projects
Relevant Strategic Priorities	Student Well-being
Total Time (Hrs)	3 Hours

Project/Event Title	Food Insecurity
Updates and Upcoming Plans	Looking into current Food Security supports offered by SFSS and SFU and potential areas to expand.
Relevant Strategic Priorities	Student Well-being
Total Time (Hrs)	1 Hour

Project/Event Title	Council Development Sessions
Updates and Upcoming Plans	Preliminary Research into Development Sessions for Council - next steps Connect with VP Internal and President
Relevant Strategic Priorities	Student Well-being
Total Time (Hrs)	2 Hours

Project/Event Title	Issues Policies
Updates and Upcoming Plans	Researching previous issues policies, upcoming meetings to learn more of their intent and background.
Relevant Strategic Priorities	Student Well-being
Total Time (Hrs)	10 Hours

Total Project and Events Hours	24 hours
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Committee Chair Work

Committee Name	N/A
# of Meetings	

Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	
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Administrative Work

Summary	<ul style="list-style-type: none"> Getting access to office and office computers Drafting Motions Responding to emails + other communications Going through VPES Drive and past documents/work to build upon Council Onboarding Meeting Prep
Total Time (Hrs)	20 Hours

Total Admin Hours	20 hours
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Total Hours	52 Hours
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