

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
(May 15 - May 31)

[President](#)

[VP Internal and Organizational Development](#)

[VP Finance and Services](#)

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President
Liam Feng

Meeting Summary and Comments

Meeting, Date	Audit meeting, May 30th
Parties Attending	President, VP finance and various staff members in the finance department
Meeting Length (Hrs)	1
Reason	To go over the requirements for SFSS annual audit
Summary and Outcome	Kurt and Melanie will do various preparations; and the audit will happen in the middle of June
Next Steps	none

Meeting, Date	Staff meeting may 18th
Parties Attending	All the SUB building staff, president and VP finance
Meeting Length (Hrs)	1
Reason	Updating all staff on various questions, complaints and letting them know who the current execs are.
Summary and Outcome	Everyone is slightly happier than before the meeting
Next Steps	none

Meeting, Date	Chat with Haven Nelson, May 17th
Parties Attending	Liam Feng and Nelson Lee
Meeting Length (Hrs)	1
Reason	Liam Feng listening in on Nelson's preach about his wonderful app that is meant to create a safe environment for students across college campuses
Summary and Outcome	Practically nothing came of this meeting
Next Steps	Another meeting

Meeting, Date	JHSC
Parties Attending	All the SUB building staff, president and VP finance
Meeting Length (Hrs)	1
Reason	Updating all staff on various questions, complaints and letting them know who the current execs are.
Summary and Outcome	Everyone is slightly happier than before the meeting
Next Steps	none

Meeting, Date	Walk with the Minister, May 19th
Parties Attending	Selena Robinson, and the exec staff, RHA councilor and two indigenous students
Meeting Length (Hrs)	1
Reason	Various students complaining to the minister about various problems
Summary and Outcome	I dont think she's gonna do anything, but I have the courage to hope
Next Steps	Absolutely nothing

Total Meeting Hours	5
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Projects and Events

Project/Event Title	Clubs day booth standing
Updates and Upcoming Plans	none
Relevant Strategic Priorities	Informing people about the SFSS using doughnuts
Total Time (Hrs)	2

Project/Event Title	Clearing inventory space in the SUB
Updates and Upcoming Plans	wait for John to get back

Relevant Strategic Priorities	none
Total Time (Hrs)	1

Total Project and Events Hours	3
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Committee Chair Work

Committee Name	JHSC
# of Meetings	1
Total Time (Hrs)	1
Summary	talking about staff complaint and potentially changing various policies
Ongoing Projects	nonr
Relevant Strategic Priorities:	none

Total Committee Hours	1
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Administrative Work

Summary	answering emails
Total Time (Hrs)	10

Total Admin Hours	10
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VP Internal and Organizational Development
Leonarda Ognjenovic

Meeting Summary and Comments

Meeting, Date	Student Care Trip in whole, 23rd-26th 2023
Parties Attending	All student leaders across canadian universities, student care team
Meeting Length (Hrs)	4 days (30hrs of work)
Reason	To know more about student care and to make connections with other universities
Summary and Outcome	Met with a lot of schools from BC (UVic, UBC, Capilano, etc), Waterloo, Alberta to name a few. We attended orientations on student care and they presented data and research findings.
Next Steps	Meet with student care for follow ups on how to better address the student needs.

Total Meeting Hours	30
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Projects and Events

Total Project and Events Hours	none
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Committee Chair Work

Total Committee Hours	none
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Administrative Work

Summary	emails
Total Time (Hrs)	3

Total Admin Hours	3
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VP Finance and Services
Jadvinder Bolina

Meeting Summary and Comments

Meeting, Date	May 23
Parties Attending	Me and StudentCare in Montreal
Meeting Length (Hrs)	9hrs
Reason	To meet StudentCare representatives to discuss how Student insurance can be expanded/improved
Summary and Outcome	Met various other student leaders across Canada to discuss our student insurance plans
Next Steps	Sit down with exec team and see if there is anything else StudentCare can do with the fees we pay

Meeting, Date	May 24
Parties Attending	Me and StudentCare in Montreal
Meeting Length (Hrs)	9hrs
Reason	To meet StudentCare representatives to discuss how Student insurance can be expanded/improved
Summary and Outcome	Met various other student leaders across Canada to discuss our student insurance plans
Next Steps	Sit down with exec team and see if there is anything else StudentCare can do with the fees we pay

Meeting, Date	May 25
Parties Attending	Me and StudentCare in Montreal
Meeting Length (Hrs)	9hrs
Reason	To meet StudentCare representatives to discuss how Student insurance can be expanded/improved
Summary and Outcome	Met various other student leaders across Canada to discuss our student insurance plans
Next Steps	Sit down with exec team and see if there is anything else StudentCare can do with the fees we pay

Meeting, Date	May 26
Parties Attending	Me and StudentCare in Montreal
Meeting Length (Hrs)	9hrs
Reason	To meet StudentCare representatives to discuss how Student insurance can be expanded/improved
Summary and Outcome	Met various other student leaders across Canada to discuss our student insurance plans
Next Steps	Sit down with exec team and see if there is anything else StudentCare can do with the fees we pay

Total Meeting Hours	36
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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	N/A
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Administrative Work

Summary	Replying to emails/Signing cheques
Total Time (Hrs)	20

Total Admin Hours	20
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Total Hours (Overall)	56
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VP University and Academic Affairs
Thomas Lueth

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	
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# 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

Nancy Brar

Meeting Summary and Comments

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.

Meeting, Date	May 24th
Parties Attending	Council and Execs
Meeting Length (Hrs)	4 hours
Reason	The first council meeting of the term.

Summary and Outcome	Went over motions from the previous year Explained work reports Committee elections
Next Steps	Continue the meetings every two weeks.

Meeting, Date	May 25th
Parties Attending	U-pass Appeal Committee
Meeting Length (Hrs)	0.5 Hours
Reason	Convene for the semesterly meetings
Summary and Outcome	Went through the u-pass appeal applications and made decisions based on the requirements.
Next Steps	Meet again for the fall semester

Meeting, Date	May 30th
Parties Attending	Muriel and Myself
Meeting Length (Hrs)	0.5 hours
Reason	Discuss campaign plans
Summary and Outcome	Discussed how to reach out to politicians and councilors within the city, how lobbying works and what we have done in the past.
Next Steps	Meet again to further discuss which individuals we would like to meet with.

Meeting, Date	May 31st
Parties Attending	Brianna and Myself
Meeting Length (Hrs)	0.75 hours
Reason	TSSU Strike
Summary and Outcome	Discussed the TSSU strike and how that affects the SFSS, the Students and the SUB.
Next Steps	Follow up through email and create a presentation to show to council.

Total Meeting Hours	10.75
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Projects and Events

Project/Event Title	SFSS Clubs Day
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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)	2.5 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	12 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	n/a
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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)
Total Time (Hrs)	28 Hours

Total Admin Hours	28 Hours
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Total Hours	50.75 hours
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VP Events and Student Affairs
Ayooluwa Adigun

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

Priyanka Dhesa

Meeting Summary and Comments

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, May 19th
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

Meeting, Date	Clubs Background, May 23rd
Parties Attending	VP Equity, Operations Organizer, Clubs Coordinator
Meeting Length (Hrs)	0.5 hours
Reason	Discussion regarding concerns raised by a club with the SFSS in the past, and potential ways forward.
Summary and Outcome	Learned more about the original events that have lead to the club's concerns
Next Steps	VPES to continue looking into this concern, meet with impacted club executives, and do research regarding relevant SFSS policies and steps forward.

Meeting, Date	Health and Counseling, May 23rd
Parties Attending	Health & Counseling (Alisa Stanton), VP Equity
Meeting Length (Hrs)	1 hour
Reason	Discussion regarding the Plan for Advancing Black Student Well-Being
Summary and Outcome	Alisa shared the Plan for Advancing Black Student Well-Being at SFU, that was put together by H&C staff in conjunction with students on campus. Discussed the plan, its applications, ongoing work, and role for SFSS to utilize.
Next Steps	VPES to look into ways to implement this plan in their work throughout the year and as well as look into the progress of the previously announced SFU Black Student Centre.

Meeting, Date	VP Equity and Hillel JSA, May 23rd
Parties Attending	Hillel JSA Executive Team, VP Equity
Meeting Length (Hrs)	1 hour
Reason	Ongoing check-ins/consultations with Hillel JSA
Summary and Outcome	Hillel JSA has raised concerns of Jewish Student Safety on Campus. Held a discussion regarding concerns and focus of future steps.
Next Steps	Follow-up meeting scheduled for June 5th

Meeting, Date	VPES and IP-10 Working Group,, May 23rd
Parties Attending	IP-10 Working Group Members, VP Equity

Meeting Length (Hrs)	2 hours
Reason	Discussion regarding IP-10
Summary and Outcome	Learned more about the intent of IP-10, its creation, and the process of the working group, including consultations and time line.
Next Steps	VPES to learn more about the consulted groups

Meeting, Date	EDI Working Group: University of Toronto, May 24th
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 TRU

Meeting, Date	Council Meeting, May 24th
Parties Attending	Council and Execs
Meeting Length (Hrs)	4 hours
Reason	First Council Meeting of the year
Summary and Outcome	Going through motions left over from the previous fiscal year Committee Elections Discussion regarding Council opinions and ideas on SFSS
Next Steps	Reconvene in 2 weeks.

Meeting, Date	Student Services, May 25th
Parties Attending	Erin Biddlecombe, Trish Everett, Muriel Adarkwa, VPES
Meeting Length (Hrs)	1 hour
Reason	Student Services Budget
Summary and Outcome	Discussion regarding the upcoming Student Services budget, impacted student services, and concerns the SFSS has regarding what has been shared.
Next Steps	Follow-up on requested information

Meeting, Date	EDI Working Group: THompson River University, May 25th
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 McMaster

Meeting, Date	Upass Appeal Committee, May 25th
Parties Attending	Appeal Committee
Meeting Length (Hrs)	0.5 hours
Reason	Semesterly meeting
Summary and Outcome	Voted on submitted appeals according to exemption policy
Next Steps	Reconvene in Fall Semester

Meeting, Date	VPES and Accessibility Coordinator, May 26th
Parties Attending	Brianna Price and VPES
Meeting Length (Hrs)	0.5 hours
Reason	Introductory Meeting
Summary and Outcome	Learned more about VP Equity/SFSS relationship with DNA, role of accessibility committee, and where VP Equity may be able to support during their term
Next Steps	Look into progress of updated DNA LOA approval

Meeting, Date	VPES and Operations Organizer, May 26th
Parties Attending	VPES and Operations Organizer
Meeting Length (Hrs)	0.5 hours
Reason	Update following meetings earlier in week, inquiry regarding Issues Policies
Summary and Outcome	VPES learned more about the SFSS club policies
Next Steps	Continue to update Operations Organizer as needed

Meeting, Date	DNA First General Meeting. May 26th
Parties Attending	DNA Execs, Members, and Coordinators, and VPES
Meeting Length (Hrs)	0.5 hours
Reason	SFU DNA Members Meeting
Summary and Outcome	VPES introduced themselves DNA Executives elected
Next Steps	Continue to attend meetings where possible

Meeting, Date	SFSS Councillor. May 29th
Parties Attending	VPES and SFSS Councillor
Meeting Length (Hrs)	1 hour
Reason	A councillor reached out to VPES regarding some questions they had about the Councillor role following the first council meeting
Summary and Outcome	Discussed councillor roles and responsibilities, Robert's Rules, Went through past Council Meeting Agenda.
Next Steps	Look into creating a Council "Cheat Sheet" for councillors so that they do not feel overwhelmed stepping into the role and to ensure that it does not pose as a barrier to engaging in council

Meeting, Date	SFU VP EDI and SFSS VPES, May 30th
Parties Attending	Jennifer Kandjii and Priyanka
Meeting Length (Hrs)	0.75 hours
Reason	Discussing potential points of collaboration, and current ongoings.
Summary and Outcome	Scheduled Bi-weekly Check-ins
Next Steps	Attend next check-in

Meeting, Date	Student Advocacy Office, May 30th
Parties Attending	Trish Everett, Thomas Leuth (VP UAA), VPES
Meeting Length (Hrs)	1 Hours
Reason	Discussing ongoing advocacy efforts and where VP Equity and VP UAA may be able to support.

Summary and Outcome	Learned more about ongoing advocacy efforts and goals for VP Equity.
Next Steps	Follow-up on campaigns/advocacy efforts

Meeting, Date	Campaigns Coordinator, May 31
Parties Attending	Muriel and Priyanka
Meeting Length (Hrs)	1 Hours
Reason	Follow-up on past motion
Summary and Outcome	Follow-up on past motion (SFSSxStepsForward) determined potential avenues for funding, motion to be brought back to the Accessibility Committee. Discussion regarding council, student engagement, and AGM.
Next Steps	Follow-up on campaigns/advocacy efforts

Meeting, Date	Hiring Committee, May 31st
Parties Attending	Building Assistant Hiring Committee
Meeting Length (Hrs)	0.5 Hours
Reason	Reviewing Applicants
Summary and Outcome	Shortlisted Applicants for Interviews
Next Steps	Interviews to be conducted next week.

Total Meeting Hours	23.75 Hours
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Projects and Events

Project/Event Title	Clubs Day - Burnaby and Surrey (May 17, 18, 24)
Updates and Upcoming Plans	Look for more opportunities to table and engage students on campus
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	12

Project/Event Title	Community Fridge
Updates and Upcoming Plans	Collected food and restocked fridge (to be done weekly on Thursdays) Spoke with VP External about potential of expansion and increasing restock days - look

	further into logistics.
Relevant Strategic Priorities	Student Well-being
Total Time (Hrs)	1 Hours

Project/Event Title	Council Development Sessions
Updates and Upcoming Plans	Preliminary Research into Development Sessions for Council Upcoming meeting with VP Internal and President to create a schedule.
Relevant Strategic Priorities	Student Well-being
Total Time (Hrs)	1 Hour

Project/Event Title	Issues Policy Review
Updates and Upcoming Plans	Researching previously passed issues policies Continue to consult with relevant student groups
Relevant Strategic Priorities	Student Well-being
Total Time (Hrs)	4

Project/Event Title	Hiring Committee
Updates and Upcoming Plans	Reviewing Building Assistant Applications
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	5

Total Project and Events Hours	23 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	Responding to emails + other communications Meeting Prep
Total Time (Hrs)	17 Hours

Total Admin Hours	17 Hours
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TOTAL Hours: 63.75