

1. CALL TO ORDER

Call to Order – 2:35 p.m.

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəy̓əm (Musqueam), Sḵwxwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k^wik^wəłəm (Kwikwetlem) and q̓icəy̓ (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Executive Committee Composition

President (Chair)	Emmanuel Adegboyega
VP Internal and Organizational Development (Vice-Chair).....	Sam Killawee
VP Finance and Services.....	Simar Sahota
VP External and Community Affairs.....	Joel Gilani
VP Equity and Sustainability	Chloe Arneson
VP Events and Student Affairs.....	Chitransh Motwani
VP University and Academic Affairs	Rishu Bagga

3.2 Society Staff

Board Organizer.....	VACANT
Facilities Manager.....	VACANT
Operations Manager.....	Sindhu Dharmarajah
Policy, Research, Community Affairs Coordinator	VACANT
Administrative Assistant.....	Vanessa Gomez

3.3 Regrets

VP Events and Student Affairs.....	Chitransh Motwani
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4. CONSENT AGENDA

4.1 CONSENT AGENDA

Be it resolved to adopt the consent agenda by unanimous consent.

CARRIED UNANIMOUSLY

4.1.1. MATTERS ARISING FROM THE MINUTES - MOTION EXEC 2024-11-08:01

Be it resolved to receive and file the following minutes:

- EXEC 2024-10-11
- EXEC 2024-10-25
- EXEC 2024-11-01

4.1.2. RATIFICATION OF REGRETS - MOTION EXEC 2024-11-08:02

Be it resolved to ratify the regrets from VP Events for the 2024-11-08 EXEC meeting.

5. ADOPTION OF THE AGENDA

5.1 MOTION EXEC 2024-11-08:03

President / VP Internal

Be it resolved to adopt the agenda as presented.

CARRIED AS AMENDED

- President added discussion items “Executive storage space”, “Follow up on comms project”, “Friendly reminders for executives”, “Management hiring committee update,” and “SFSS Diwali event update”
- President added In-Camera item “media request”
- President added New Business items “Reimbursement for refreshments” and “Budget expense correction”

6. REPORTS

6.1 Report from Management

- Operations Manager sent an email to staff regarding the new positions that have been filled.
 - Sophie is now the Member Service Coordinator, Matthew is the new Policy, Research and Community Affairs Coordinator, and Shelly will return as the Bookings Coordinator for Burnaby with Laura and Efua.

6.2 Report from Executive Officers

- VP Internal helped with the hiring committee, focused on student care survey and admin tasks.
- VP Finance has been prepping for next week’s council and worked with the hiring committee. She is also preparing a finance report to present to the council and talked with the U Pass committee and will send out a meeting request in this regard.
- VP External reports things will start picking up for provincial lobbying and focused on admin tasks.
- VP Equity had a meeting with VP University and Jennifer to get menstrual products in all buildings at SFU. They also met with meet with CJ Rowe about handling student incident cases. Additionally, she worked with the VP of Internal on the lobby campaign, developing the messaging strategy.
- VP University has been focused on his current projects and the survey results that are coming in today. He also reports he is in the waiting phase for the audits. He will be sitting on a new committee now and working on a new campaign raising awareness at the office.
- President had a meeting with SFU’s EDI department to set up biased training for the hiring committee. He had his weekly check-in with management and met with the hiring committee for management. President also discussed with CJ Rowe the bullying and sexual harassment, and violence policy. He held the club appeals meeting with the VP Internal and staff. He also had interviews for student housing regarding partnerships with

student unions.

President meeting for the Vice Provost for the ABP student position. He is also trying to find ways to collaborate with the university and met with a consultant regarding the shortlist in process. Later, he will have meetings with a club regarding some issues and an interview for student housing. The president also discussed with the university the initiatives regarding raising cases of homelessness in all three campuses and spoke about the student PUB. The president also spoke with the university about the medical school and ways they could support SFSS in this regard, as well as the health and dental plans.

6.3 Report from HR & Personnel Sub-Committee

- N/A

7. DISCUSSION ITEMS

7.1 Executive Storage Space

SUBMITTED BY: President

- After the Health and Safety Inspection in the executive space one of the concerns is the hazards in the storage room. President asks the executives why the room is disorganized at the moment and how they can fix this.
 - VP Internal says that half of the storeroom is events, and the other half is the Christmas decorations. He clarified that the Christmas decorations were recently taken out.
 - President says the safety concerns happened before the Christmas decorations.
 - VP Equity explained that the storage room is mostly filled with food, and at the moment, they have a large amount of merch that they could allocate to another room, she can consult with the building staff if there is another space that the VP events could access without interfering with Munchie Mondays. She says that there are also old items they will need to get rid of.
 - President says some staff have shown interest in helping out with this task.
 - Operations Manager says that right now, the main concern is the safety hazard in the room and that the next inspection is mid-next week and then a month after that. Then it will be up to the executives to coordinate a timeline and tell the staff.
 - President says they will need a couple of hours to do it, and the hazard code should be addressed before the next check-in.
 - VP External says they cannot ask staff to help since it is not part of their job description, and the executives should take care of this task.
 - VP Equity suggested doing it today before dinner since all the executives will be at the office.
 - President agrees with this idea to eliminate the immediate hazard.

* VP Finance and Services left the meeting at 3:02 P.M.

7.2 Follow-up on comms project

SUBMITTED BY: President

- President asks if this is a project the executives are still working on.

- VP Equity says that this was an initiative she created at the beginning of the term, and the intention was to wait until the digital media assistant was hired and sit down with the comms team. She can send to executives what she has at the moment and get a report ready before she leaves next week.
 - President says this project should also involve VP Events and VP University, as well as anyone involved in outreach.
 - VP External says this project could be pushed from now until the digital media assistant position is filled.

** VP Finance and Services rejoins the meeting at 3:11 P.M.*

7.3 Friendly reminder for executives

SUBMITTED BY: President

- President reminds VP Finance to email counsellors regarding the deductions.
 - VP Finance explains that for this month, they have not deducted anyone since they want to create a seamless process and that next month the deductions will be back.
- President reminds VP University, External and Equity, to attend the bi-weekly meetings since he has received a report that they have not attended a number of them for the past month. He explains they should be attending since in these meetings, they will address important projects that are coming up. President says that if they have any schedule conflicts, they should reach out and communicate with the staff.
 - VP External apologized for missing the meeting and said he would attend the next one and talk with the staff.
- President applauds all the executives for prioritizing the development session this week and reminds everyone of the importance of attendance and communication.
- President says he has gotten reports about the room on the first floor being used again without proper communication with staff.
 - Operations manager says this was brought up at the beginning of the week, and she had a meeting with VP Internal and VP Equity to talk about options, and this will be brought up to the executives afterward.
 - VP Equity is consulting with the staff on the possible uses of the room and has a proposal ready.
- President reminds VP External to attend the food security meeting and the executives that the work reports need to be done on time with context for each item they work on.
 - VP External says the food security meeting needs to be rescheduled, and he will reach out to staff to do this.
 - VP Equity says that she understands there are communication issues and that it would be a good idea to revisit the weekly and bi-weekly responsibilities so executives can handle the workload.
 - President acknowledges this but clarifies that according to their policies, there are some tasks that need to be completed.
 - The Operations Manager explains that if the executives want to change the policies, this can be brought up to the governance committee.
 - President states that some structural changes are already in the work with VP Internal.

- VP External sends a message to the community highlighting the work of VP Equity and President.

**VP Internal and Organizational Development left in-person meeting at 3:18 P.M.*

7.4 Management of hiring committee update

SUBMITTED BY: President

- President had a long list of applicants that has been reduced and sent to the consultant and management. After their comments, they will come up with a shortlist for each position, hopefully for next week. Then they will start having interviews.
- For the Services Lead and Operations Lead, there is a list of six candidates. For Human Resources there is a list of eight candidates.

**VP Internal and Organizational Development joined online meeting at 3:31 P.M.*

7.5 SFSS Diwali event update

SUBMITTED BY: President

- VP University reports the tickets are almost sold out. At the moment, they have 300 tickets sold and 20 volunteers. Everything is under budget, and they won't use all the money allocated.
- President asks if anything is needed from executives.
- VP University says they are finalizing preparations and won't need the executives' assistance in this regard.

8. NEW BUSINESS

8.1 Refreshment Reimbursement - MOTION EXEC 2024-11-08:04

SUBMITTED BY: President

President/ VP Finance

Whereas the management of the hiring committee is required to meet regularly to fulfill the goals of the society's restructuring;

Whereas the previous meeting longer hour than expected and refreshments were provided to members of the meeting;

Be it resolved to reimburse the President \$174.73 from office expenses line item 720/20 for the purchase of refreshments.

CARRIED UNANIMOUSLY

8.2 Budget expense correction - MOTION EXEC 2024-11-08:05

SUBMITTED BY: President

President/ VP Equity

Whereas a portion of the Agora Entertainment merchandise purchases were incorrectly expensed from the Events Department and Surrey Campus Department, instead of the Events Committee

and Surrey Campus Committee;

Be it resolved to move \$4,995.20 in expenses from 817/16 to 817/20, and to move \$4,995.20 in expenses from 821/29 to 821/20

CARRIED UNANIMOUSLY

- VP External abstents from the vote

9. IN-CAMERA

9.1 MOVE IN-CAMERA - MOTION EXEC 2024-11-08:06

SUBMITTED BY: President

President / VP Internal

Be it resolved to go in-camera for the remainder of the meeting.

CARRIED UNANIMOUSLY

- Club Appeal
- Media Request

10. EX-CAMERA

10.1 MOVE EX-CAMERA - MOTION EXEC 2024-11-08:07

President / VP External

Be it resolved to go ex-camera for the remainder of the meeting.

CARRIED UNANIMOUSLY

11. ADJOURNMENT

11.1 MOTION EXEC 2024-11-08:08

President / VP External

Be it resolved to adjourn the meeting at 4:26 p.m.

CARRIED UNANIMOUSLY