

# SFSS EXECUTIVE COMMITTEE WORK REPORTS

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

[President](#)

[VP Internal and Organizational Development](#)

[VP Finance and Services](#)

[VP University and Academic Affairs](#)

[VP External and Community Affairs](#)

[VP Events and Student Affairs](#)

[VP Equity and Sustainability](#)

President

**Emmanuel Adegboyega**

## Meeting Summary and Comments

<b>Meeting, Date</b>	August 1, 2024
<b>Parties Attending</b>	Esports team, MSC-Nancy, Sfu staff - Jennifer
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Esports future plans
<b>Summary and Outcome</b>	More follow-up meetings
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	August 6, 2024
<b>Parties Attending</b>	CUPE, Execs, OM
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	CUPE-SFSS Bargaining prep meeting
<b>Summary and Outcome</b>	Intro & Timelines
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	August 7, 2024
<b>Parties Attending</b>	Council, Execs, OM (Sindhu), Staff
<b>Meeting Length (Hrs)</b>	2 hrs
<b>Reason</b>	Council Meeting
<b>Summary and Outcome</b>	Discussed agenda items
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	August 9, 2024
<b>Parties Attending</b>	MECS, CPS, Facilities, VP-Events & AVP, SFSS - Rachel
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Fall Kickoff Walkthrough
<b>Summary and Outcome</b>	N/A

<b>Next Steps</b>	N/A
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<b>Meeting, Date</b>	August 9, 2024
<b>Parties Attending</b>	Prez and AVPs - Laury & Peter
<b>Meeting Length (Hrs)</b>	2 hrs
<b>Reason</b>	Check in w AVP on assigned tasks
<b>Summary and Outcome</b>	N/A
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	August 12, 2024
<b>Parties Attending</b>	Prez, OM (Sindhu)
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	President x Operations Organizer Check-In
<b>Summary and Outcome</b>	Discussed agenda items
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	August 13, 2024
<b>Parties Attending</b>	Prez, VP-F, OM, Policy staff - Araba
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Grant Process + Tracking
<b>Summary and Outcome</b>	N/A
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	August 14, 2024
<b>Parties Attending</b>	CUPE, OM, Prez, VP-Equity
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Working Conditions Meeting
<b>Summary and Outcome</b>	N/A
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	August 14 ,2024
<b>Parties Attending</b>	Council, Execs, OM (Sindhu), Staff
<b>Meeting Length (Hrs)</b>	2
<b>Reason</b>	Developmental Session
<b>Summary and Outcome</b>	De-escalation workshop
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	August 15, 2024
<b>Parties Attending</b>	Staff, Execs, OM
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Monthly Staff meeting
<b>Summary and Outcome</b>	N/A
<b>Next Steps</b>	N/A

<b>Total Meeting Hours</b>	<b>13 Hrs</b>
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## Projects and Events

<b>Project/Event Title</b>	Excluded management Working group
<b>Updates and Upcoming Plans</b>	Organization structure recommendations, final report prep, and external consultations
<b>Relevant Strategic Priorities</b>	Operational longevity of the SFSS
<b>Total Time (Hrs)</b>	10 Hrs

<b>Project/Event Title</b>	UBC SUDS Conference
<b>Updates and Upcoming Plans</b>	N/A
<b>Relevant Strategic Priorities</b>	Leadership development, Relation building, and skills/ideas generation
<b>Total Time (Hrs)</b>	50 hrs

<b>Total Project and Events Hours</b>	<b>60 Hrs</b>
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## Committee Chair Work

<b>Committee Name</b>	Executive
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	2 hrs
<b>Summary</b>	Discussed agenda items
<b>Ongoing Projects</b>	N/A
<b>Relevant Strategic Priorities:</b>	N/A

<b>Total Committee Hours</b>	<b>2 Hrs</b>
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## Administrative Work

<b>Summary</b>	Email correspondence, SLO Duties, Meeting w staff, meeting prep, meeting students,, reviewing & approving minutes, sending out agenda call-outs, filling out work reports, signing cheques, team bonding activities, reviewing briefing docs, and going around checking in on coordinators, & short meetings
<b>Total Time (Hrs)</b>	30 Hrs

<b>Total Admin Hours</b>	<b>30 Hrs</b>
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**Total Hours: 105**

## VP Internal and Organizational Development

Sam Killawee

On LOA last two days of the period

### **Meeting Summary and Comments**

<b>Meeting, Date</b>	August 7th ,2024
<b>Parties Attending</b>	Council, Execs, OM (Sindhu), Staff
<b>Meeting Length (Hrs)</b>	2
<b>Reason</b>	council meeting
<b>Summary and Outcome</b>	see meeting minutes
<b>Next Steps</b>	see meeting minutes

<b>Meeting, Date</b>	August 2st,2024
<b>Parties Attending</b>	Execs, OM, MSC staff
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	exec meeting
<b>Summary and Outcome</b>	see meeting minutes
<b>Next Steps</b>	see meeting minutes

<b>Meeting, Date</b>	August 15th, 2024
<b>Parties Attending</b>	Staff, Execs, OM
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Monthly Staff meeting
<b>Summary and Outcome</b>	see meeting minutes
<b>Next Steps</b>	see meeting minutes

<b>Total Meeting Hours</b>	<b>4</b>
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## Projects and Events

<b>Project/Event Title</b>	Restructuring
<b>Updates and Upcoming Plans</b>	phase 3
<b>Relevant Strategic Priorities</b>	Organizational development
<b>Total Time (Hrs)</b>	12

<b>Project/Event Title</b>	Student care insurance file
<b>Updates and Upcoming Plans</b>	ongoing discussions on student healthcare
<b>Relevant Strategic Priorities</b>	Access to healthcare
<b>Total Time (Hrs)</b>	1

<b>Project/Event Title</b>	Collaboration with VP Equity
<b>Updates and Upcoming Plans</b>	Restructuring working group / healthcare
<b>Relevant Strategic Priorities</b>	Organizational development
<b>Total Time (Hrs)</b>	2

<b>Project/Event Title</b>	Collaboration with the BASS councillor/AVP
<b>Updates and Upcoming Plans</b>	AGM planning
<b>Relevant Strategic Priorities</b>	internal matters and AGM
<b>Total Time (Hrs)</b>	1

<b>Project/Event Title</b>	Collaboration with the CSSS councillor/AVP
<b>Updates and Upcoming Plans</b>	policy review and governance committee

<b>Relevant Strategic Priorities</b>	internal matters and policy review
<b>Total Time (Hrs)</b>	2

<b>Project/Event Title</b>	hybrid council
<b>Updates and Upcoming Plans</b>	Move to primarily in-person
<b>Relevant Strategic Priorities</b>	board of directors
<b>Total Time (Hrs)</b>	0.5

<b>Project/Event Title</b>	SUDS 2024
<b>Updates and Upcoming Plans</b>	conference (August 9th to 12th)
<b>Relevant Strategic Priorities</b>	Representing the society and professional development
<b>Total Time (Hrs)</b>	40

<b>Total Project and Events Hours</b>	58.5
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## Committee Chair Work

<b>Committee Name</b>	executive committee
<b># of Meetings</b>	2
<b>Total Time (Hrs)</b>	1
<b>Summary</b>	worked on agenda and planning for executive committee
<b>Ongoing Projects</b>	n/a
<b>Relevant Strategic Priorities:</b>	executive committee

<b>Committee Name</b>	Gov committee
<b># of Meetings</b>	0
<b>Total Time (Hrs)</b>	1
<b>Summary</b>	worked on agenda and planning for Governance committee, prepped vice chair to chair



<b>Ongoing Projects</b>	n/a
<b>Relevant Strategic Priorities:</b>	policy and governance

<b>Total Committee Hours</b>	2
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<b>Total Committee Hours</b>	2
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## Administrative Work

<b>Summary</b>	responding to emails, signing checks and talking to stakeholders. answering questions on society policy, and providing support to council and fellow executives.
<b>Total Time (Hrs)</b>	5

<b>Total Admin Hours</b>	5
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69.5 hours

## VP Finance and Services

### Simar Sahota

- Reached fewer hours due to final exams and final projects. According to by-law policy reduced hours are not subject to deductions in final exam months (August, December, April)

## Meeting Summary and Comments

<b>Meeting, Date</b>	Aug 6, CUPE Bargaining Introduction Meeting
<b>Parties Attending</b>	CUPE reps, VPF, President, VPI
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Bargaining
<b>Summary and Outcome</b>	Introductions, timeline
<b>Next Steps</b>	Start planning and revising

<b>Meeting, Date</b>	Weekly AVP Meeting, Aug 6, 2024
<b>Parties Attending</b>	Jaymar
<b>Meeting Length (Hrs)</b>	1.5
<b>Reason</b>	Weekly meeting
<b>Summary and Outcome</b>	Updates and planning
<b>Next Steps</b>	Brief next meeting

<b>Meeting, Date</b>	Weekly AVP Meeting, Aug 6, 2024
<b>Parties Attending</b>	Saheb
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Monthly meeting
<b>Summary and Outcome</b>	Updates and planning
<b>Next Steps</b>	Brief next meeting

<b>Meeting, Date</b>	Aug 6, JDC Sponsorship Meeting
<b>Parties Attending</b>	Finance coordinators
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Discussing logistics of the JDC sponsorship

<b>Summary and Outcome</b>	Have to brief with JDC team with updates
<b>Next Steps</b>	Meet JDC

<b>Meeting, Date</b>	Aug 6, JDC Sponsorship Meeting
<b>Parties Attending</b>	JDC Team
<b>Meeting Length (Hrs)</b>	0.5 hr
<b>Reason</b>	Discussing logistics of the JDC sponsorship
<b>Summary and Outcome</b>	Most likely will not continue with sponsorship due to tax reasons
<b>Next Steps</b>	Discuss other strategies next meeting

<b>Meeting, Date</b>	Aug 7, Loan agreement meeting
<b>Parties Attending</b>	VPE, pres, finance coordinator
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Discussing operating loan
<b>Summary and Outcome</b>	Discussing loan renewal options
<b>Next Steps</b>	Next meeting with scotia

<b>Meeting, Date</b>	August 7, Council
<b>Parties Attending</b>	Council
<b>Meeting Length (Hrs)</b>	3hrs
<b>Reason</b>	Go over agenda
<b>Summary and Outcome</b>	Went over agenda
<b>Next Steps</b>	Go to next meeting

<b>Meeting, Date</b>	Aug 12, Loan renewal meeting
<b>Parties Attending</b>	Scotia team, finance coordinators,
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	Discussing operating loan
<b>Summary and Outcome</b>	Discussing loan renewal options
<b>Next Steps</b>	Next meeting with scotia

<b>Meeting, Date</b>	Aug 13, Grant process meeting
<b>Parties Attending</b>	OM, pres, Araba
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Grant Process + Tracking
<b>Summary and Outcome</b>	N/A
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	Weekly AVP Meeting, Aug 6, 2024
<b>Parties Attending</b>	Jaymar
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Weekly meeting
<b>Summary and Outcome</b>	Updates and planning
<b>Next Steps</b>	Brief next meeting

<b>Meeting, Date</b>	Staff meeting, August 15
<b>Parties Attending</b>	Staff
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Go over agenda
<b>Summary and Outcome</b>	Went over agenda
<b>Next Steps</b>	Go to next

<b>Total Meeting Hours</b>	12.5
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## Projects and Events

<b>Project/Event Title</b>	Reviewing and drafting Investment Policy while speaking to staff and other execs
<b>Total Time (Hrs)</b>	1

<b>Project/Event Title</b>	Reviewing grant applications from club coordinators, dsu/fsu/clubs
<b>Total Time (Hrs)</b>	2

<b>Project/Event Title</b>	Auditing and filing exec work reports
<b>Total Time (Hrs)</b>	1

<b>Project/Event Title</b>	Shortlisting FASC and SHCC Applications
<b>Total Time (Hrs)</b>	1

<b>Project/Event Title</b>	Reviewing loan agreement and policy
<b>Total Time (Hrs)</b>	1

<b>Total Project and Events Hours</b>	<b>6</b>
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## Committee Chair Work

<b>Committee Name</b>	FASC
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	3
<b>Summary</b>	Prepping and post meeting work
<b>Ongoing Projects</b>	Investment policy, loan agreement, hiring at-large, sub tenant fees

<b>Total Committee Hours</b>	<b>3</b>
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## Administrative Work

<b>Summary</b>	Email correspondence, Meeting w staff, meeting prep, reviewing & approving agenda, sending out agenda call-outs,, signing cheques, signing other finance docs, prepping committees
<b>Total Time (Hrs)</b>	25

VP University and Academic Affairs  
Rishu Bagga

## Meeting Summary and Comments

<b>Meeting, Date</b>	Aug 2, EXEC
<b>Parties Attending</b>	Exec
<b>Meeting Length (Hrs)</b>	2hrs
<b>Reason</b>	Go over agenda
<b>Summary and Outcome</b>	Went over agenda
<b>Next Steps</b>	Go to next

<b>Meeting, Date</b>	August 7, Council
<b>Parties Attending</b>	Council
<b>Meeting Length (Hrs)</b>	3hrs

<b>Reason</b>	Go over agenda
<b>Summary and Outcome</b>	Went over agenda
<b>Next Steps</b>	Go to next

<b>Meeting, Date</b>	ESAC, Aug 9
<b>Parties Attending</b>	ESAC
<b>Meeting Length (Hrs)</b>	1hr
<b>Reason</b>	Go over agenda
<b>Summary and Outcome</b>	Went over agenda
<b>Next Steps</b>	Go to next

<b>Meeting, Date</b>	Food security, Aug 12
<b>Parties Attending</b>	VPX, VPES, Muriel, OO
<b>Meeting Length (Hrs)</b>	0.5hr
<b>Reason</b>	Go over agenda
<b>Summary and Outcome</b>	Went over agenda
<b>Next Steps</b>	Go to next

<b>Meeting, Date</b>	Staff meeting, August 15
<b>Parties Attending</b>	Staff
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Go over agenda
<b>Summary and Outcome</b>	Went over agenda
<b>Next Steps</b>	Go to next

<b>Meeting, Date</b>	AVP meetings (over numerous days)
<b>Parties Attending</b>	AVP UAA ( MBB Councilor )
<b>Meeting Length (Hrs)</b>	5 hrs
<b>Reason</b>	Talking about priorities for fall
<b>Summary and Outcome</b>	Allocating various tasks and Projects
<b>Next Steps</b>	Work on council social, student survey and campaigns

<b>Meeting, Date</b>	
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Total Meeting Hours</b>	<b>12.5 hrs</b>
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## Projects and Events

<b>Project/Event Title</b>	Munchie mondays
<b>Updates and Upcoming Plans</b>	Reecuring event
<b>Relevant Strategic Priorities</b>	Student engagement
<b>Total Time (Hrs)</b>	4 hrs

<b>Project/Event Title</b>	My SSP Awareness campaign
<b>Updates and Upcoming Plans</b>	Work with health and counseling office to set up a campaign in fall
<b>Relevant Strategic Priorities</b>	Spread awareness about mental health resources provided by SFU
<b>Total Time (Hrs)</b>	5hrs

<b>Project/Event Title</b>	SVSPO awareness
<b>Updates and Upcoming Plans</b>	Work with SVSPO office in setting up campaign for fall 24
<b>Relevant Strategic Priorities</b>	Mostly targeted towards new first years
<b>Total Time (Hrs)</b>	5hrs



<b>Project/Event Title</b>	Naloxone training awareness
<b>Updates and Upcoming Plans</b>	Work with Student services team in setting up a campaign in fall 24
<b>Relevant Strategic Priorities</b>	Increase students with naloxone training on campus
<b>Total Time (Hrs)</b>	4hrs

<b>Project/Event Title</b>	Early enrolment for Indigenous students
<b>Updates and Upcoming Plans</b>	Gathering data to prepare a campaign
<b>Relevant Strategic Priorities</b>	Help indigenous students with enrolment issues
<b>Total Time (Hrs)</b>	4hrs

<b>Project/Event Title</b>	Student satisfaction survey
<b>Updates and Upcoming Plans</b>	Release after 3 years in mid october
<b>Relevant Strategic Priorities</b>	Getting direct response from the membership and use data for future campaigns
<b>Total Time (Hrs)</b>	10hrs

<b>Total Project and Events Hours</b>	<b>32hrs</b>
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## Committee Chair Work

<b>Committee Name</b>	UAA
<b># of Meetings</b>	2
<b>Total Time (Hrs)</b>	2
<b>Summary</b>	Approved agenda, went over minutes

<b>Ongoing Projects</b>	SSR,
<b>Relevant Strategic Priorities:</b>	-

<b>Committee Name</b>	OC
<b># of Meetings</b>	2
<b>Total Time (Hrs)</b>	2
<b>Summary</b>	Approved agenda, went over minutes
<b>Ongoing Projects</b>	-
<b>Relevant Strategic Priorities:</b>	-

<b>Total Committee Hours</b>	<b>4</b>
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## Administrative Work

<b>Summary</b>	Emails, Working with staff on projects
<b>Total Time (Hrs)</b>	25

<b>Total Admin Hours</b>	<b>25</b>
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VP External and Community Affairs  
Joel Gilani

## Meeting Summary and Comments

<b>Meeting, Date</b>	SFSS x Forum, Aug 1, 2024
<b>Parties Attending</b>	Forum
<b>Meeting Length (Hrs)</b>	3
<b>Reason</b>	Fall Kickoff
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	SFSS x SER, Aug 1, 2024
<b>Parties Attending</b>	VP Events, SER Staff
<b>Meeting Length (Hrs)</b>	.5
<b>Reason</b>	Welcome week planning
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	BASS, Aug 1, 2024
<b>Parties Attending</b>	BASS
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	BASS Common Room
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Bi-Weekly FASC, Aug 2, 2024
<b>Parties Attending</b>	FASC

<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	
<b>Summary and Outcome</b>	see minutes
<b>Next Steps</b>	see minutes

<b>Meeting, Date</b>	Bi-Weekly Exec, Aug 2, 2024
<b>Parties Attending</b>	Exec, OO
<b>Meeting Length (Hrs)</b>	3
<b>Reason</b>	
<b>Summary and Outcome</b>	see minutes
<b>Next Steps</b>	see minutes

<b>Meeting, Date</b>	SFU NDP Event, Aug 2, 2024
<b>Parties Attending</b>	SFU NDP, Rhea Arora
<b>Meeting Length (Hrs)</b>	3
<b>Reason</b>	Student Invite
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Management Work Session, Aug 5, 2024
<b>Parties Attending</b>	Exec, Management Working Group
<b>Meeting Length (Hrs)</b>	6
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Surrey City Councillor, Aug 6, 2024
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<b>Parties Attending</b>	Surrey Councillor Linda Annis, SFSS Execs and Staff
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Surrey City Concerns and Plans for the Next Year
<b>Summary and Outcome</b>	
<b>Next Steps</b>	Contact Surrey Campus Security and Connect with Councillor's Staff

<b>Meeting, Date</b>	DMA Interview, Aug 7, 2024
<b>Parties Attending</b>	Candidate and Hiring Committee
<b>Meeting Length (Hrs)</b>	2
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Loan Agreement Meeting, Aug 7, 2024
<b>Parties Attending</b>	VPF, Finance Coordinators
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Loan Renewal
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	DMA Interview, Aug 8, 2024
<b>Parties Attending</b>	Candidate and Hiring Committee
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	DMA Interview, Aug 8, 2024
<b>Parties Attending</b>	Candidate and Hiring Committee
<b>Meeting Length (Hrs)</b>	2
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Council Meeting, Aug 7, 2024
<b>Parties Attending</b>	Council
<b>Meeting Length (Hrs)</b>	3
<b>Reason</b>	
<b>Summary and Outcome</b>	see minutes
<b>Next Steps</b>	see minutes

<b>Meeting, Date</b>	SFSS x Forum, Aug 7, 2024
<b>Parties Attending</b>	SFSS Execs, Forum
<b>Meeting Length (Hrs)</b>	2
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	SFSS x Forum, Aug 8, 2024
<b>Parties Attending</b>	SFSS, Forum
<b>Meeting Length (Hrs)</b>	3
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

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	

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	

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	
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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)	

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

Project/Event Title	
Updates and Upcoming Plans	
Relevant Strategic Priorities	

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

<b>Total Project and Events Hours</b>	
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## Committee Chair Work

<b>Committee Name</b>	ECA
<b># of Meetings</b>	2
<b>Total Time (Hrs)</b>	2
<b>Summary</b>	At Large Interviews
<b>Ongoing Projects</b>	
<b>Relevant Strategic Priorities:</b>	

<b>Committee Name</b>	ECA
<b># of Meetings</b>	
<b>Total Time (Hrs)</b>	
<b>Summary</b>	
<b>Ongoing Projects</b>	
<b>Relevant Strategic Priorities:</b>	

<b>Total Committee Hours</b>	
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# Administrative Work

Summary	
Total Time (Hrs)	

Total Admin Hours	
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## VP Events and Student Affairs

Chitransh Motwani

### Meeting Summary and Comments

Meeting, Date	Aug 2, EXEC
Parties Attending	Exec
Meeting Length (Hrs)	2hrs
Reason	Go over agenda
Summary and Outcome	Went over agenda
Next Steps	Go to next

Meeting, Date	August 7, 2024
Parties Attending	Council, Execs, OM (Sindhu), Staff
Meeting Length (Hrs)	2 hrs
Reason	Council Meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	August 9, 2024
Parties Attending	MECS, CPS, Facilities, VP-Events & AVP, SFSS - Rachel
Meeting Length (Hrs)	1 hr
Reason	Fall Kickoff Walkthrough
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	August 9, 2024
Parties Attending	Bounce, Project Coordinator, VP Events
Meeting Length (Hrs)	2
Reason	Bounce touchbase + exploring potential
Summary and Outcome	Will look more into their offering/ options for integrations

<b>Next Steps</b>	Research the platform
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<b>Total Meeting Hours</b>	7
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## Projects and Events

<b>Project/Event Title</b>	Pet Therapy
<b>Updates and Upcoming Plans</b>	Ran the event
<b>Relevant Strategic Priorities</b>	Student Engagement
<b>Total Time (Hrs)</b>	3

<b>Project/Event Title</b>	Fall Kickoff
<b>Updates and Upcoming Plans</b>	Working on finalizing vendors, planning event, contacting stakeholders
<b>Relevant Strategic Priorities</b>	Student Engagement
<b>Total Time (Hrs)</b>	32

<b>Total Project and Events Hours</b>	35
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## Committee Chair Work

<b>Committee Name</b>	ESAC -August 26
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	1.5 hr
<b>Summary</b>	Worked on future projects planning, at-large members
<b>Ongoing Projects</b>	Month of Welcome
<b>Relevant Strategic Priorities:</b>	Increasing Student Engagement

<b>Total Committee Hours</b>	1.5
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## Administrative Work

Summary	<b>Event plans:</b> Planned details for upcoming events, coordinated with vendors and stakeholders, and ensured all logistical aspects were covered.
Total Time (Hrs)	14

Summary	<b>Event Preparation Meetings with staff:</b> Held multiple meetings with staff to discuss and finalize event details, assign tasks, and troubleshoot any issues.
Total Time (Hrs)	8

Summary	<b>Replying emails, catch-up work:</b> Responded to emails, followed up on ongoing tasks, and completed miscellaneous administrative duties to ensure smooth operations.
Total Time (Hrs)	22

Total Admin Hours	44
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## VP Equity and Sustainability

Chloe Arneson

## Meeting Summary and Comments

Meeting, Date	Aug 2nd, Jocelyn Career Fair Meeting
Parties Attending	Jocelyn Loi
Meeting Length (Hrs)	1
Reason	Discuss certain partner orgs
Summary and Outcome	Discussed appropriate safety measures and concerns from students
Next Steps	Continue to check in closer to career fair

Meeting, Date	Aug 2, Executive Committee
Parties Attending	Exec :)
Meeting Length (Hrs)	1.5
Reason	Bi-weekly

<b>Summary and Outcome</b>	See minutes
<b>Next Steps</b>	See minutes

<b>Meeting, Date</b>	Aug 6, CUPE Bargaining Introduction Meeting
<b>Parties Attending</b>	CUPE reps, VPF, President, VPI
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Bargaining
<b>Summary and Outcome</b>	Introductions, timeline
<b>Next Steps</b>	Start planning and revising

<b>Meeting, Date</b>	Aug 7, SFSS Council
<b>Parties Attending</b>	Council :)
<b>Meeting Length (Hrs)</b>	3
<b>Reason</b>	Biweekly
<b>Summary and Outcome</b>	Frooooosh
<b>Next Steps</b>	Prepare for fall!

<b>Meeting, Date</b>	Aug 14, Union Meeting
<b>Parties Attending</b>	SLO's, Union Reps
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Working conditions meeting/check in
<b>Summary and Outcome</b>	N/A
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	VP Equity and VP Internal check ins
<b>Parties Attending</b>	VPIOD
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Weekly check in
<b>Summary and Outcome</b>	We are both very occupied by management project
<b>Next Steps</b>	Try our bestest to hold on until the summer ends so we can have the best fall ever

<b>Meeting, Date</b>	Council Development Session
<b>Parties Attending</b>	NCOC, Council
<b>Meeting Length (Hrs)</b>	2
<b>Reason</b>	Deescalation workshop from No Cops on Campus
<b>Summary and Outcome</b>	Went through various deescalation techniques, discussed recognizing signals within our own body and others, simulated conversations
<b>Next Steps</b>	Part two in two weeks from now!

<b>Total Meeting Hours</b>	<b>10.5</b>
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## Projects and Events

<b>Project/Event Title</b>	Pet Therapy
<b>Updates and Upcoming Plans</b>	Completed :)
<b>Relevant Strategic Priorities</b>	I watched the dogs and created post event media
<b>Total Time (Hrs)</b>	3

<b>Project/Event Title</b>	Management Working Group
<b>Updates and Upcoming Plans</b>	Report coming soon we had a seven hour working meeting about this okay it hurts my brain
<b>Relevant Strategic Priorities</b>	Finish report
<b>Total Time (Hrs)</b>	20

<b>Project/Event Title</b>	Student Union Development Summit
<b>Updates and Upcoming Plans</b>	Three days of networking, workshops, socials, speakers.
<b>Relevant Strategic Priorities</b>	Keep connections, apply epic knowledge
<b>Total Time (Hrs)</b>	37



<b>Total Project and Events Hours</b>	<b>60</b>
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## Committee Chair Work

<b>Committee Name</b>	Digital Media Hiring Committee
<b># of Meetings</b>	3
<b>Total Time (Hrs)</b>	3
<b>Summary</b>	Candidate selected
<b>Ongoing Projects</b>	Finish process
<b>Relevant Strategic Priorities:</b>	Work with coordinator/relevant staff to finalize process

<b>Committee Name</b>	Equity Sustainability Committee
<b># of Meetings</b>	1
<b>Total Time (Hrs)</b>	1
<b>Summary</b>	Went through IP1 and IP2, discussed new event, and group chat
<b>Ongoing Projects</b>	Review of IPs, Sustainability event
<b>Relevant Strategic Priorities:</b>	Make group chat!

<b>Total Committee Hours</b>	<b>4</b>
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## Administrative Work

<b>Summary</b>	Emails, notes, preparing for meetings
<b>Total Time (Hrs)</b>	3

<b>Total Admin Hours</b>	<b>3</b>
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