

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
(August 16 - August 31)

[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

Meeting, Date	August 16, 2024
Parties Attending	SFSS Execs, SFSS staff
Meeting Length (Hrs)	30 mins
Reason	SFSS kickoff concerns
Summary and Outcome	Discussing things that needs to be in place for event approval
Next Steps	N/A

Meeting, Date	August 19, 2024
Parties Attending	SFU President - Joy, GSS External, SFSS President
Meeting Length (Hrs)	1
Reason	Monthly Check-ins
Summary and Outcome	Discussing student union priorities and universities goals
Next Steps	N/A

Meeting, Date	August 20, 2024
Parties Attending	SFSS Execs, SFSS staff, SFU admin
Meeting Length (Hrs)	1
Reason	SFSS kickoff Insurance and risks
Summary and Outcome	Figuring out last minutes things that needs to be in place for event approval
Next Steps	N/A

Meeting, Date	August 23, 2024
Parties Attending	SFSS Execs, SFSS staff, SFU admin

Meeting Length (Hrs)	1
Reason	Safety Risk Assessment and Sales for Fall Kickoff
Summary and Outcome	Next steps to kickoff outlined
Next Steps	N/A

Meeting, Date	August 23, 2024
Parties Attending	SFSS president, SFSS staff
Meeting Length (Hrs)	1.5
Reason	SFSS Building Assistant Interview and evaluation
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	August 23, 2024
Parties Attending	President, Vp-Equity, Embark staff
Meeting Length (Hrs)	1
Reason	SFSS x Embark LOA Discussion
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	August 26, 2024
Parties Attending	President, SFU staff - Carissa
Meeting Length (Hrs)	1
Reason	SFSS/SFU advancement office Touch Base
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	August 26, 2024
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Parties Attending	Prez, OM (Sindhu)
Meeting Length (Hrs)	1 hr
Reason	President x Operations Organizer Check-In
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	August 26, 2024
Parties Attending	SFSS Execs
Meeting Length (Hrs)	1
Reason	Fall campaign planning session
Summary and Outcome	Figured out timelines
Next Steps	N/A

Meeting, Date	August 27, 2024
Parties Attending	SFSS execs and Staff
Meeting Length (Hrs)	1
Reason	Clubs Approval Process
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	August 28, 2024
Parties Attending	Council, Execs, OM (Sindhu), Staff
Meeting Length (Hrs)	3 hrs
Reason	Emergency Council Meeting
Summary and Outcome	Loan renewal
Next Steps	N/A

Meeting, Date	August 30, 2024
Parties Attending	President, Vp-Internal, StudentCare staff - Ali
Meeting Length (Hrs)	1
Reason	SFSS Referendum Planning
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	August 30, 2024
Parties Attending	Prez and OM
Meeting Length (Hrs)	30 mins
Reason	SFSS kickoff updates
Summary and Outcome	N/A
Next Steps	N/A

Total Meeting Hours	14.5 Hrs
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Projects and Events

Project/Event Title	Excluded management Working group
Updates and Upcoming Plans	Organization structure recommendations, final report prep, presentation prep, and external consultations
Relevant Strategic Priorities	Operational longevity of the SFSS
Total Time (Hrs)	20 Hrs

Total Project and Events Hours	20 Hrs
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Committee Chair Work

Committee Name	Executive
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# of Meetings	2
Total Time (Hrs)	5 hrs
Summary	Discussed agenda items
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Total Committee Hours	5 Hrs
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Administrative Work

Summary	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
Total Time (Hrs)	15 Hrs

Total Admin Hours	15 Hrs
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Total Hours: 54.5

VP Internal and Organizational Development
Sam Killawee

Meeting Summary and Comments

Meeting, Date	August 28th, 2024
Parties Attending	Staff, Execs, OM
Meeting Length (Hrs)	3
Reason	Monthly Staff meeting
Summary and Outcome	see meeting minutes
Next Steps	see meeting minutes

Total Meeting Hours	3
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Projects and Events

Project/Event Title	Restructuring
Updates and Upcoming Plans	phase 3
Relevant Strategic Priorities	Organizational development
Total Time (Hrs)	6

Project/Event Title	Student care insurance file
Updates and Upcoming Plans	ongoing discussions on student healthcare
Relevant Strategic Priorities	Access to healthcare
Total Time (Hrs)	3

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

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

Project/Event Title	Collaboration with the CSSS councillor/AVP
Updates and Upcoming Plans	policy review and governance committee
Relevant Strategic Priorities	internal matters and policy review
Total Time (Hrs)	2

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

Project/Event Title	exec Retreat
Updates and Upcoming Plans	conference (August 19th to 21st)
Relevant Strategic Priorities	Representing the society and professional development
Total Time (Hrs)	40

Total Project and Events Hours	57.5
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Committee Chair Work

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

Committee Name	Gov committee
# of Meetings	0
Total Time (Hrs)	1
Summary	worked on agenda and planning for Governance committee, prepped vice chair to chair
Ongoing Projects	n/a
Relevant Strategic Priorities:	policy and governance

Total Committee Hours	2
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Total Committee Hours	2
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Administrative Work

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

Total Admin Hours	5
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69.5 hours

VP Finance and Services

Simar Sahota

Took an LOA so shortened hours this bi-weekly

Meeting Summary and Comments

Meeting, Date	August 16, 2024
Parties Attending	SFSS Execs, SFSS staff
Meeting Length (Hrs)	30 mins
Reason	SFSS kickoff concerns
Summary and Outcome	Discussing things that needs to be in place for event approval
Next Steps	N/A

Meeting, Date	August 20, 2024
Parties Attending	SFSS Execs, SFSS staff, SFU admin
Meeting Length (Hrs)	1
Reason	SFSS kickoff Insurance and risks
Summary and Outcome	Figuring out last minutes things that needs to be in place for event approval
Next Steps	N/A

Meeting, Date	August 23, 2024
Parties Attending	SFSS Execs, SFSS staff, SFU admin
Meeting Length (Hrs)	1
Reason	Safety Risk Assessment and Sales for Fall Kickoff
Summary and Outcome	Next steps to kickoff outlined
Next Steps	N/A

Meeting, Date	Weekly AVP Meeting, Aug 27, 2024
Parties Attending	Jaymar
Meeting Length (Hrs)	1.5
Reason	Weekly meeting

Summary and Outcome	Updates and planning
Next Steps	Brief next meeting

Meeting, Date	August 27, 2024
Parties Attending	SFSS execs and Staff
Meeting Length (Hrs)	1
Reason	Clubs Approval Process
Summary and Outcome	N/A
Next Steps	N/A

Total Meeting Hours	5
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Projects and Events

Project/Event Title	exec Retreat
Updates and Upcoming Plans	conference (August 19th to 21st)
Relevant Strategic Priorities	Representing the society and professional development
Total Time (Hrs)	40

Total Project and Events Hours	40
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Committee Chair Work

Committee Name	FASC
# of Meetings	1
Total Time (Hrs)	1.5

Committee Name	SHCC
# of Meetings	1
Total Time (Hrs)	1

Total Committee Hours	2.5
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Administrative Work

Summary	Email correspondence, Meeting w staff, meeting prep, reviewing & approving agenda, sending out agenda call-outs,, signing cheques, signing other finance docs, prepping committees
Total Time (Hrs)	10

Total Admin Hours	10
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VP University and Academic Affairs
Rishu Bagga

Meeting Summary and Comments

Meeting, Date	Staff Aug 15
Parties Attending	Staff, Exec
Meeting Length (Hrs)	1
Reason	see minutes
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Exec Aug 16
Parties Attending	Exec
Meeting Length (Hrs)	2
Reason	see minutes
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Safety Risk Assessment and Sales for Fall Kickoff Aug 21
Parties Attending	SFU STAFF, Exec
Meeting Length (Hrs)	1 hr
Reason	Fall kickoff
Summary and Outcome	Fall kickoff
Next Steps	Fall kickoff

Meeting, Date	Urgent: Safety Risk Assessment and Sales for Fall Kickoff Aug 23
Parties Attending	SFU STAFF. Exec
Meeting Length (Hrs)	1 hr

Reason	Fall kickoff
Summary and Outcome	Fall kickoff
Next Steps	Fall kickoff

Meeting, Date	Exec Aug 23
Parties Attending	Exec
Meeting Length (Hrs)	2
Reason	see minutes
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Fall campaign planning session, Aug 26
Parties Attending	Exec
Meeting Length (Hrs)	1 hr
Reason	Fall campaigns plan
Summary and Outcome	-
Next Steps	Do them

Meeting, Date	Merch offload Aug 26
Parties Attending	VPUAA, VP events
Meeting Length (Hrs)	2hrs
Reason	Merch offload
Summary and Outcome	-
Next Steps	-

Meeting, Date	Council social prep Aug 26
Parties Attending	VPUAA, AVPUAA
Meeting Length (Hrs)	3 hrs
Reason	Council social prep and prep for meeting with Provost
Summary and Outcome	-
Next Steps	-

Meeting, Date	Meet with Dilson Rassier, Aug 26
Parties Attending	Provost, VPUAA, AVPUAA
Meeting Length (Hrs)	1
Reason	Improve relations and ask for support on campaign
Summary and Outcome	Provost provided support
Next Steps	Meet with different SFU staff

Meeting, Date	Allergy-Friendly Food Drive Meeting, Aug 27
Parties Attending	Bianna price, VPUAA, VPX
Meeting Length (Hrs)	1
Reason	Fodd drive planning
Summary and Outcome	Work on the project
Next Steps	Work on the project

Meeting, Date	ESC, Aug 28
Parties Attending	ESC
Meeting Length (Hrs)	1
Reason	see minutes
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Meet with Jessica La Rochelle Aug 28
Parties Attending	Jesica La Rochelle, VPUAA, AVPUAA
Meeting Length (Hrs)	1
Reason	Work on priority indigenous enrolment
Summary and Outcome	In cam
Next Steps	In cam

Meeting, Date	Emergency Council Meeting Aug 28
Parties Attending	Council

Meeting Length (Hrs)	2.5
Reason	see minutes
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	ROA selection cmte meeting #2, Aug 29
Parties Attending	ROA Selection committee
Meeting Length (Hrs)	2
Reason	In cam
Summary and Outcome	In cam
Next Steps	In cam

Meeting, Date	Student satisfaction survey questionnaire 1, Aug 29
Parties Attending	VPUAA, AVPUAA
Meeting Length (Hrs)	1.5
Reason	In cam
Summary and Outcome	In cam
Next Steps	In cam

Meeting, Date	SFU Esports Update, Aug 29
Parties Attending	SFU Esports, OM, VPI
Meeting Length (Hrs)	1
Reason	In cam
Summary and Outcome	In cam
Next Steps	In cam

Total Meeting Hours	24 hrs
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Projects and Events

Project/Event Title	Allergy friendly food drive
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Updates and Upcoming Plans	Project is in preliminary steps
Relevant Strategic Priorities	Free food donations
Total Time (Hrs)	3hrs

Project/Event Title	My SSP awareness
Updates and Upcoming Plans	Working group formed
Relevant Strategic Priorities	Supporting better mental health
Total Time (Hrs)	5hrs

Project/Event Title	Student satisfaction survey
Updates and Upcoming Plans	Questionnaire draft 1 complete
Relevant Strategic Priorities	Getting student feedback
Total Time (Hrs)	7 hrs

Project/Event Title	Priority indigenous enrolment
Updates and Upcoming Plans	Met with Indigenous center and got in contact with FNMISA
Relevant Strategic Priorities	Provide support to indigenous students and step towards reconciliation
Total Time (Hrs)	5 hrs

Project/Event Title	ACADEMIC PLAN 25-30
Updates and Upcoming Plans	Preliminary steps
Relevant Strategic Priorities	Provide student voice in SFU Plans
Total Time (Hrs)	2 hrs

Project/Event Title	Assignment 1
Updates and Upcoming Plans	Club event
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	3 hrs

Total Project and Events Hours	25 hrs
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Committee Chair Work

No committee meetings due to exams, vacations and lack of agenda

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

Total Committee Hours	
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Administrative Work

Summary	Emails, Working with staff on projects, Work report
Total Time (Hrs)	20hrs

Total Admin Hours	20 hrs
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VP External and Community Affairs

Joel Gilani

Meeting Summary and Comments

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)	

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 Events and Student Affairs

Chitransh Motwani

Meeting Summary and Comments

Meeting, Date	August 16, 2024
Parties Attending	SFSS Execs, SFSS staff
Meeting Length (Hrs)	30 mins
Reason	SFSS kickoff concerns
Summary and Outcome	Discussing things that needs to be in place for event approval
Next Steps	N/A

Meeting, Date	August 20, 2024
Parties Attending	SFSS Execs, SFSS staff, SFU admin
Meeting Length (Hrs)	1
Reason	SFSS kickoff Insurance and risks
Summary and Outcome	Figuring out last minutes things that needs to be in place for event approval
Next Steps	N/A

Meeting, Date	August 23, 2024
Parties Attending	SFSS Execs, SFSS staff, SFU admin
Meeting Length (Hrs)	1
Reason	Safety Risk Assessment and Sales for Fall Kickoff
Summary and Outcome	Next steps to kickoff outlined
Next Steps	N/A

Meeting, Date	August 28, 2024
Parties Attending	Council, Execs, OM (Sindhu), Staff
Meeting Length (Hrs)	3 hrs
Reason	Emergency Council Meeting
Summary and Outcome	Loan renewal
Next Steps	N/A

Total Meeting Hours	4.5
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Projects and Events

Project/Event Title	Fall Kickoff
Updates and Upcoming Plans	Working on finalizing vendors, planning event, contacting stakeholders
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	60

Project/Event Title	Assignment 1 - SFSS Club Night
Updates and Upcoming Plans	Working on decor etc.
Relevant Strategic Priorities	Engagement
Total Time (Hrs)	10

Project/Event Title	Exec Retreat
Updates and Upcoming Plans	Team building activities, group bonding, and good food
Relevant Strategic Priorities	Representing the society and professional development
Total Time (Hrs)	40

Total Project and Events Hours	110
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Administrative Work

Summary	Event plans: Planned details for upcoming events, coordinated with vendors and stakeholders, and ensured all logistical aspects were covered.
Total Time (Hrs)	8

Summary	Event Preparation Meetings with staff: Held multiple meetings with staff to discuss and finalize event details, assign tasks, and troubleshoot any issues.
Total Time (Hrs)	4

Summary	Replying emails, catch-up work: Responded to emails, followed up on ongoing tasks, and completed miscellaneous administrative duties to ensure smooth operations.
Total Time (Hrs)	20

Total Admin Hours	32
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VP Equity and Sustainability

Chloe Arneson

Meeting Summary and Comments

Meeting, Date	Aug 16, Impromptu Meeting
Parties Attending	SFSS Execs, SFSS staff
Meeting Length (Hrs)	0.5
Reason	SFSS kickoff concerns
Summary and Outcome	Discussing things that needs to be in place for event approval
Next Steps	N/A

Meeting, Date	Aug 23, Safety Risk Assessment and Sales
Parties Attending	VP Events, Mike Spencer, Sindhu Dharmarajah, Emmanuel Adegboyega, Christstine Barnett, Galib Bhyani, Rachel Dee, Joel Gilani, Rishu Bagga
Meeting Length (Hrs)	1
Reason	Kickoff risk assessment and ticket sales

Summary and Outcome	Attended to keep up to date with Kickoff project and provide support to VP Events
Next Steps	Continue promotion and planning

Meeting, Date	Aug 23, SFSS x Embark LOA Discussion
Parties Attending	Emmanuel Adegboyega, Marie Haddad
Meeting Length (Hrs)	1.5
Reason	Review letter of agreement and discuss SUB use
Summary and Outcome	Went through each clause of agreement, updated the Operations Manager regarding potential concerns and forwarded relevant documents for review
Next Steps	Wait for feedback and set up a follow-up

Meeting, Date	Aug 23, Management Meeting
Parties Attending	Management Working Group
Meeting Length (Hrs)	1.5
Reason	Project Updates
Summary and Outcome	Check in
Next Steps	Meet with consultant to review final document

Meeting, Date	August 26, 2024
Parties Attending	SFSS Execs
Meeting Length (Hrs)	1
Reason	Fall campaign planning session
Summary and Outcome	Figured out timelines
Next Steps	N/A

Meeting, Date	August 28, 2024
Parties Attending	Council, Execs, OM (Sindhu), Staff
Meeting Length (Hrs)	3 hrs
Reason	Emergency Council Meeting
Summary and Outcome	Loan renewal
Next Steps	N/A

Meeting, Date	Aug 28, External and Community Affairs Meeting
Parties Attending	ECA, SFSS staff
Meeting Length (Hrs)	1
Reason	N/A
Summary and Outcome	N/A
Next Steps	Check in with VPX

Total Meeting Hours	9.5
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Projects and Events

Project/Event Title	Exec Retreat
Updates and Upcoming Plans	Team building activities, group bonding, and good food
Relevant Strategic Priorities	Representing the society and professional development
Total Time (Hrs)	40

Project/Event Title	Management Working Group
Updates and Upcoming Plans	Finalized report, met with working group, met with consultant, revisited data to create next steps, prepared information for presentation
Relevant Strategic Priorities	Present structure and begin hiring processes
Total Time (Hrs)	10

Total Project and Events Hours	50
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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	Writing and responding to emails, talking to stakeholders, research, providing support to council and fellow executives
Total Time (Hrs)	8

Total Admin Hours	
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