SFSS EXECUTIVE COMMITTEE

WORK REPORTS

This report reflects the Board work from

**(December 15 - December 31)**

[President](#_oryw3yl2tad4)

[VP Internal and Organizational Development](#_2oay91hgj8i9)

[VP Finance and Services](#_3ltsqsmhzs0d)

[VP University and Academic Affairs](#_5nwi61irukzp)

[VP External and Community Affairs](#_752cpi243654)

[VP Events and Student Affairs](#_jrcyj2aln9md)

[VP Equity and Sustainability](#_olx7n6e1fyrp)

#

##

##

## President

## **Emmanuel Adegboyega**

### **Meeting Summary and Comments**

| **Meeting, Date** | Dec 16, 2024 |
| --- | --- |
| **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 |

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| **Meeting, Date** | Dec 17, 2024 |
| --- | --- |
| **Parties Attending** | SFSS President, OM, CUPE Reps |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | CUPE x SFSS meeting |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

| **Meeting, Date** | Dec 19, 2024 |
| --- | --- |
| **Parties Attending** | SFSS Execs & SRS Team |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | SFSS/SRS Check-In Meeting |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

| **Meeting, Date** | Dec 19, 2024 |
| --- | --- |
| **Parties Attending** | SFSS Execs & Staff |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | Monthly Staff Meeting |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

| **Meeting, Date** | Dec 23, 2024 |
| --- | --- |
| **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 |

###

| **Total Meeting Hours** | **5 Hrs** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | Address by Bank of Canada Governor Tiff Macklem |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community engagement |
| **Total Time (Hrs)** | 5 hrs |

| **Project/Event Title** | Executive Christmas Dinner |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Team development and bonding  |
| **Total Time (Hrs)** | 5 hrs |

###

| **Total Project and Events Hours** | **10 Hrs** |
| --- | --- |

###

### **Committee Chair Work**

#

| **Committee Name** | Emergency SFSS Council meeting  |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 2 hrs |
| **Summary** | Discussed agenda items  |
| **Ongoing Projects** | N/A |
| **Relevant Strategic Priorities:** | N/A |

| **Total Committee Hours** | **2 Hrs** |
| --- | --- |

###

### **Administrative Work**

| **Summary** | Email correspondence, SLO Duties, Meeting w staff, meeting prep, meeting students, reviewing & approving minutes, filling out work reports, signing cheques, SFU event invites, going around checking in on coordinators, onboarding new leads and short meetings |
| --- | --- |
| **Total Time (Hrs)** | 15 Hrs |

| **Total Admin Hours** | **15 Hrs** |
| --- | --- |

###

**Total Hours: 32**

## VP Internal and Organizational Development

## Sam Killawee

### **Meeting Summary and Comments**

| **Meeting, Date** | Dec 18, emergency council |
| --- | --- |
| **Parties Attending** | Council, execs, staff |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Grant appeal |
| **Summary and Outcome** | Grant appeal cost given by council |
| **Next Steps** | n/a |

| **Meeting, Date** | Executive Christmas Dinner- Dec 18 |
| --- | --- |
| **Parties Attending** | Executives |
| **Meeting Length (Hrs)** | 4 |
| **Reason** | Team Building |
| **Summary and Outcome** | - |
| **Next Steps** | - |

| **Total Meeting Hours** | **6** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | Management Hiring |
| --- | --- |
| **Updates and Upcoming Plans** | Preliminary  |
| **Relevant Strategic Priorities** | Organizational development  |
| **Total Time (Hrs)** | 5 |

| **Project/Event Title** | Collaboration with VP Equity  |
| --- | --- |
| **Updates and Upcoming Plans** | Restructuring working group / healthcare |
| **Relevant Strategic Priorities** | Organizational development  |
| **Total Time (Hrs)** | 3 |

| **Total Project and Events Hours** | **8** |
| --- | --- |

###

### **Committee Chair Work**

#

#

| **Committee Name** | executive committee  |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | .5 |
| **Summary** | n/a |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** |  executive committee |

#

| **Committee Name** | Gov committee  |
| --- | --- |
| **# of Meetings** | 0 |
| **Total Time (Hrs)** | 0 |
| **Summary** | N/A  |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** |  policy and governance  |

#

#

| **Committee Name** | MMPC committee  |
| --- | --- |
| **# of Meetings** | 0 |
| **Total Time (Hrs)** | 0 |
| **Summary** |  worked on agenda and planning for MMPC, prepped AGM information  |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** |  policy and governance  |

#

| **Committee Name** | SHCC committee  |
| --- | --- |
| **# of Meetings** | 0 |
| **Total Time (Hrs)** | 0 |
| **Summary** | n/a |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** |  policy and governance  |

#

| **Total Committee Hours** | **0** |
| --- | --- |

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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. Miscellaneous meetings with students. |
| --- | --- |
| **Total Time (Hrs)** | 6 |

| **Total Admin Hours** | **6** |
| --- | --- |

## Total 22

## VP Finance and Services

## Simar Sahota

### **Meeting Summary and Comments**

| **Meeting, Date** | Dec 17, AVP Check-in |
| --- | --- |
| **Parties Attending** | Jaymar |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Check in |
| **Summary and Outcome** | Plans for new year, budget, grant tracker |
| **Next Steps** | n/a |

| **Meeting, Date** | Dec 18, emergency council |
| --- | --- |
| **Parties Attending** | Council, execs, staff |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Grant appeal |
| **Summary and Outcome** | Grant appeal cost given by council |
| **Next Steps** | n/a |

| **Meeting, Date** | Dec 19, staff meeting |
| --- | --- |
| **Parties Attending** | execs, staff |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Monthly meeting |
| **Summary and Outcome** | Agenda for staff |
| **Next Steps** | Next meeting |

| **Meeting, Date** | Dec 19, council appeal meeting |
| --- | --- |
| **Parties Attending** | VPI, Finance coord, OM |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Council appeals process |
| **Summary and Outcome** | restructuring |
| **Next Steps** | Applying new structure |

| **Total Meeting Hours** | **5** |
| --- | --- |

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### **Projects and Events**

| **Project/Event Title** | Reviewing council work reports since term start to see if any undue fines had been given out with finance team. Strategizing new plan to streamline council appeals |
| --- | --- |
| **Total Time (Hrs)** | 5 |

| **Project/Event Title** | Reviewing, reading, researching, and editing referendum docs for spring referendum |
| --- | --- |
| **Total Time (Hrs)** | 5 |

| **Project/Event Title** | Exec christmas dinner, team bonding and working relations |
| --- | --- |
| **Total Time (Hrs)** | 4 |

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| **Total Project and Events Hours** | **14** |
| --- | --- |

###

### **Committee Chair Work**

#

| **Committee Name** | FASC |
| --- | --- |
| **# of Meetings** | ~1 |
| **Total Time (Hrs)** | 2 |
| **Summary** | Meeting did not meet quorum, needed to pass and review investment policy |
| **Ongoing Projects** | Investment policy |
| **Relevant Strategic Priorities:** |  |

| **Total Committee Hours** | **2** |
| --- | --- |

###

### **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)** | 10 |

| **Total Admin Hours** | **10** |
| --- | --- |

## VP University and Academic Affairs

## Rishu Bagga

### **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** |  |
| --- | --- |

###

### **Projects and Events**

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

| **Total Project and Events Hours** |  |
| --- | --- |

###

### **Committee Chair Work**

#

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

| **Total Committee Hours** |  |
| --- | --- |

###

### **Administrative Work**

| **Summary** |  |
| --- | --- |
| **Total Time (Hrs)** |  |

| **Total Admin Hours** |  |
| --- | --- |

## 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** |  |
| --- | --- |

###

### **Projects and Events**

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

###

| **Total Project and Events Hours** |  |
| --- | --- |

###

### **Committee Chair Work**

#

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

| **Total Committee Hours** |  |
| --- | --- |

###

### **Administrative Work**

| **Summary** |  |
| --- | --- |
| **Total Time (Hrs)** |  |

| **Total Admin Hours** |  |
| --- | --- |

## VP Events and Student Affairs

## Chitransh Motwani

### **Meeting Summary and Comments**

| **Meeting, Date** | Dec 18, emergency council |
| --- | --- |
| **Parties Attending** | Council, execs, staff |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Grant appeal |
| **Summary and Outcome** | Grant appeal cost given by council |
| **Next Steps** | n/a |

| **Meeting, Date** | Executive Christmas Dinner- Dec 18 |
| --- | --- |
| **Parties Attending** | Executives |
| **Meeting Length (Hrs)** | 4 |
| **Reason** | Team Building |
| **Summary and Outcome** | - |
| **Next Steps** | - |

| **Total Meeting Hours** | **6** |
| --- | --- |

###

### **Projects and Events**

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| **Project/Event Title** | Management Hiring Committee |
| --- | --- |
| **Updates and Upcoming Plans** | Interviews & questions planning & Contract/Benefits discussions |
| **Relevant Strategic Priorities** | Organization development and longevity  |
| **Total Time (Hrs)** | 5 hrs |

| **Project/Event Title** | Christmas Care Packages |
| --- | --- |
| **Updates and Upcoming Plans** | Working on logistics, execution |
| **Relevant Strategic Priorities** | Student engagement |
| **Total Time (Hrs)** | 6 |

| **Total Project and Events Hours** | **11** |
| --- | --- |

###

### **Committee Chair Work**

#

| **Committee Name** | ESAC |
| --- | --- |
| **# of Meetings** | 0 |
| **Total Time (Hrs)** | 0 |
| **Summary** | - |
| **Ongoing Projects** | - |
| **Relevant Strategic Priorities:** | - |

#

| **Committee Name** | SCC |
| --- | --- |
| **# of Meetings** | 0 |
| **Total Time (Hrs)** | 0 |
| **Summary** | - |
| **Ongoing Projects** | - |
| **Relevant Strategic Priorities:** | - |

#

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

| **Total Committee Hours** | **0** |
| --- | --- |

###

### **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)**  | 4 |

| **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)**  | 2 |

| **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)**  | 8 |

| **Total Admin Hours** | **14** |
| --- | --- |

## VP Equity and Sustainability

## Chloe Arneson

### **Meeting Summary and Comments**

| **Meeting, Date** | SFSS STEPS Forward Follow Up, Dec 18 |
| --- | --- |
| **Parties Attending** | STEPS Forward, Campaigns Coordinator |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Follow up  |
| **Summary and Outcome** | Clarifications on progress |
| **Next Steps** | Continue Project |

| **Meeting, Date** | SFSS SRSS Check in, Dec 19 |
| --- | --- |
| **Parties Attending** | VPUA, VPE |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Check in |
| **Summary and Outcome** | Check in with SFU staff in new positions since restructuring |
| **Next Steps** | N/A |

| **Meeting, Date** | Staff Meeting |
| --- | --- |
| **Parties Attending** | Exec, Staff |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | N/A |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

| **Total Meeting Hours** | **3** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | Fee Levy Campaign |
| --- | --- |
| **Updates and Upcoming Plans** | Continue discussing ongoing work with affiliated groups and execs, begin creating media, set up social media accounts |
| **Relevant Strategic Priorities** | Begin actively campaigning |
| **Total Time (Hrs)** | 15 |

| **Project/Event Title** | Healthcare Campaign |
| --- | --- |
| **Updates and Upcoming Plans** | Aid VPIOD in creating media |
| **Relevant Strategic Priorities** | Put out messaging |
| **Total Time (Hrs)** | 6 |

| **Total Project and Events Hours** | **21** |
| --- | --- |

###

### **Committee Chair Work**

#

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

| **Total Committee Hours** |  |
| --- | --- |

###

### **Administrative Work**

| **Summary** | Emails, talking to stakeholders, answering questions on society plans and operations, and providing support to council and fellow executives. Miscellaneous meetings with students. |
| --- | --- |
| **Total Time (Hrs)** | 10 |

| **Total Admin Hours** | **10** |
| --- | --- |

###