SFSS EXECUTIVE COMMITTEE

WORK REPORTS

This report reflects the Board work from

**(February 1 - February 15)**

[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** | Feb 3, 2025 |
| --- | --- |
| **Parties Attending** | Prez, OL, SL, Comms Coordinator |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | Website Issues  |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

| **Meeting, Date** | Feb 3, 2025 |
| --- | --- |
| **Parties Attending** | Prez, SL, OL, HR-L  |
| **Meeting Length (Hrs)** | 1 hr  |
| **Reason** | President x Operations Lead x HR Lead x Services Lead Check-in |
| **Summary and Outcome** | Discussed agenda items  |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Feb 4, 2025 |
| --- | --- |
| **Parties Attending** | Prez, StudentCare Rep, Vp-Internal |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | SFSS/StudentCare Referandum Planning |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Feb 10, 2025 |
| --- | --- |
| **Parties Attending** | Prez, AVPs |
| **Meeting Length (Hrs)** | 1 Hr |
| **Reason** | Planning for semester and Check-in |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Feb 10, 2025 |
| --- | --- |
| **Parties Attending** | Prez, OL, Finance staff, SFU gifts & Fundraising  |
| **Meeting Length (Hrs)** | 1 Hr |
| **Reason** | SFSS Bursary Planning  |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

| **Meeting, Date** | Feb 11, 2025 |
| --- | --- |
| **Parties Attending** | Prez, SL, OL, HR-L  |
| **Meeting Length (Hrs)** | 2 hrs |
| **Reason** | President x Operations Lead x HR Lead x Services Lead Check-in |
| **Summary and Outcome** | Discussed agenda items  |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Feb 11, 2025 |
| --- | --- |
| **Parties Attending** | Prez, StudentCare Rep, Vp-Internal |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | SFSS/StudentCare Referandum Planning |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Feb 12, 2025 |
| --- | --- |
| **Parties Attending** | Prez, VP-Finance, Insurance  |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | SFSS Benefits Renewal |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Feb 13, 2025 |
| --- | --- |
| **Parties Attending** | Prez, Execs, Leads, SFU Campus services team  |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | Meet and Greet  |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

| **Total Meeting Hours** | **10 Hrs** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | SOCA BHM Events  |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community Engagement  |
| **Total Time (Hrs)** | 1 Hr |

###

| **Project/Event Title** | Pancake Breakfasts  |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community Engagement  |
| **Total Time (Hrs)** | 4 Hrs |

| **Project/Event Title** | SFSS Referendums Campaign Content creation  |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community Engagement  |
| **Total Time (Hrs)** | 10 Hrs |

| **Project/Event Title** | SFSS x SOCA Men’s Group  |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Mental health advocacy and community engagement  |
| **Total Time (Hrs)** | 3 hrs |

| **Project/Event Title** | SFSS Town Hall |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community Engagement  |
| **Total Time (Hrs)** | 3 Hrs |

###

| **Total Project and Events Hours** | **26 Hrs** |
| --- | --- |

###

### **Committee Chair Work**

#

| **Committee Name** | Executive  |
| --- | --- |
| **# of Meetings** | 2 |
| **Total Time (Hrs)** | 4 hrs |
| **Summary** | Discussed agenda items  |
| **Ongoing Projects** | N/A |
| **Relevant Strategic Priorities:** | N/A |

#

| **Committee Name** | JHSC |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 1 Hr |
| **Summary** | Discussed agenda items  |
| **Ongoing Projects** | N/A |
| **Relevant Strategic Priorities:** | N/A |

#

| **Committee Name** | Council  |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 3 hrs |
| **Summary** | Discussed agenda items  |
| **Ongoing Projects** | N/A |
| **Relevant Strategic Priorities:** | N/A |

#

| **Committee Name** | HRP  |
| --- | --- |
| **# of Meetings** | 3 |
| **Total Time (Hrs)** | 3 hrs |
| **Summary** | Discussed agenda items  |
| **Ongoing Projects** | N/A |
| **Relevant Strategic Priorities:** | N/A |

#

| **Total Committee Hours** | **11 Hrs** |
| --- | --- |

###

### **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, reviewing briefing docs, SFU event invites, going around checking in on coordinators, union meetings, and staff/student short meetings |
| --- | --- |
| **Total Time (Hrs)** | 25 Hrs |

| **Total Admin Hours** | **25 Hrs** |
| --- | --- |

###

**Total Hours: 67 Hrs**

## VP Internal and Organizational Development

## Sam Killawee

### **Meeting Summary and Comments**

| **Meeting, Date** | Feb 3, Exec Meeting |
| --- | --- |
| **Parties Attending** | Staff, exec, leads |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | weekly exec |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | Feb 5, Gov |
| --- | --- |
| **Parties Attending** | Gov members |
| **Meeting Length (Hrs)** | 1.5 |
| **Reason** | Bi-weekly meeting  |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | Feb 6, Exec Meeting |
| --- | --- |
| **Parties Attending** | Staff, exec, leads |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | in cam  |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | Feb 7, HRP |
| --- | --- |
| **Parties Attending** | HRP members |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Bi-weekly meeting half in cam |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | Feb 11, Townhall  |
| --- | --- |
| **Parties Attending** | Staff, exec, leads |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | weekly exec |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | Feb 5, 2025, SFSS council Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, Managers |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | bi-Weekly |

| **Meeting, Date** | Feb 12, 2025, study happy hour meeting with SFU |
| --- | --- |
| **Parties Attending** | Campus services director, VP Ex, Campus services finance manager  |
| **Meeting Length (Hrs)** | 1.5 |
| **Reason** | bi-Weekly |

| **Meeting, Date** | Feb 14, HRP |
| --- | --- |
| **Parties Attending** | HRP members, exec, leads |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | weekly exec |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | Feb 14, SPOC meeting |
| --- | --- |
| **Parties Attending** | Building coordinator, SPOC members  |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | bi-weekly |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Total Meeting Hours** | **19.5 hours** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | Student care insurance file |
| --- | --- |
| **Updates and Upcoming Plans** |  ongoing discussions and meeting on student healthcare  |
| **Relevant Strategic Priorities** | Access to healthcare  |
| **Total Time (Hrs)** | 30 |

| **Project/Event Title** | Collaboration with VP Equity  |
| --- | --- |
| **Updates and Upcoming Plans** | Healthcare/Community days  |
| **Relevant Strategic Priorities** | Organizational development  |
| **Total Time (Hrs)** | 5 |

| **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)** | 0.5 |

| **Project/Event Title** | Collaboration with the BASS councillor/AVP |
| --- | --- |
| **Updates and Upcoming Plans** | Healthcare referendum  |
| **Relevant Strategic Priorities** |  internal matters and policy review |
| **Total Time (Hrs)** | 0.5 |

| **Total Project and Events Hours** | **36** |
| --- | --- |

###

### **Committee Chair Work**

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#

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

#

| **Committee Name** | Gov committee  |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 1 |
| **Summary** | Held emergency Governance committee meeting  |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** |  policy and governance  |

#

#

| **Committee Name** | MMPC committee  |
| --- | --- |
| **# of Meetings** | 0 |
| **Total Time (Hrs)** | 0.5 |
| **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)** | 1 |
| **Summary** |  worked on agenda and planning for SHCC |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** |  policy and governance  |

#

| **Committee Name** | SPOC committee  |
| --- | --- |
| **# of Meetings** | 0 |
| **Total Time (Hrs)** | 0.5 |
| **Summary** |  planning for SPOC |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** |  policy and governance  |

#

| **Total Committee Hours** | **5** |
| --- | --- |

###

###

### **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)** | 20 |

| **Total Admin Hours** | **8** |
| --- | --- |

##

| **Total Hours** | **68.5** |
| --- | --- |

##

## VP Finance and Services

## Simar Sahota

### **Meeting Summary and Comments**

| **Meeting, Date** | Feb 3, Exec Meeting |
| --- | --- |
| **Parties Attending** | Staff, exec, leads |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | weekly exec |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | Feb 5, SFSS council Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, Managers |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | bi-Weekly |

| **Meeting, Date** | Feb 6, emergency Exec Meeting |
| --- | --- |
| **Parties Attending** | Staff, exec, leads |
| **Meeting Length (Hrs)** | 1.5 |
| **Reason** | weekly exec |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | Feb 7, Budget Discussion |
| --- | --- |
| **Parties Attending** | All leads |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Budget discussion |
| **Summary and Outcome** | In cam |
| **Next Steps** | Continue budget |

| **Meeting, Date** | Feb 7, HRP commitee |
| --- | --- |
| **Parties Attending** | HRP members, staff |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | See minutes |
| **Summary and Outcome** | See minutes |
| **Next Steps** | Bargaining discussions |

| **Meeting, Date** | Feb 12 , benefits renewal discussion |
| --- | --- |
| **Parties Attending** | Jordan grundy and team |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Benefits renewal staff |

| **Meeting, Date** | Feb 13 , directors luncheon |
| --- | --- |
| **Parties Attending** | Campus services directors |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | relations |

| **Meeting, Date** | Feb 14 , HRP |
| --- | --- |
| **Parties Attending** | HRP committee, staff |
| **Meeting Length (Hrs)** | 1.5 |
| **Reason** | See minutes |

| **Total Meeting Hours** | **14** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | Reviewing Council/Exec work reports and completing mine |
| --- | --- |
| **Total Time (Hrs)** | 1.5 |

| **Project/Event Title** | Elections content |
| --- | --- |
| **Total Time (Hrs)** | 1 |

| **Project/Event Title** | Healthcare tabling |
| --- | --- |
| **Total Time (Hrs)** | 4 |

| **Project/Event Title** | townhall |
| --- | --- |
| **Total Time (Hrs)** | 2 |

| **Project/Event Title** | Discussions with elections candidates |
| --- | --- |
| **Total Time (Hrs)** | 3 |

| **Project/Event Title** | Grant tracker |
| --- | --- |
| **Total Time (Hrs)** | 2 |

| **Project/Event Title** | Benefits renewal with jordan and chandra |
| --- | --- |
| **Total Time (Hrs)** | 2 |

| **Project/Event Title** | Budget changes |
| --- | --- |
| **Total Time (Hrs)** | 3 |

| **Project/Event Title** | Referendum docs and tabling |
| --- | --- |
| **Total Time (Hrs)** | 3 |

| **Project/Event Title** | CA review |
| --- | --- |
| **Total Time (Hrs)** | 1 |

###

| **Total Project and Events Hours** | **22.5** |
| --- | --- |

###

### **Committee Chair Work**

#

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

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

###

### **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)** | 25 |

## 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** |  |

###

| **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** |  |

###

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

###

### **Projects and Events**

| **Project/Event Title** | Sfss referendums + Healthcare plans  |
| --- | --- |
| **Updates and Upcoming Plans** | Tablings, debriefs, brainstorming, reels |
| **Relevant Strategic Priorities** |  |
| **Total Time (Hrs)** | 20 |

| **Project/Event Title** | Naloxone training |
| --- | --- |
| **Updates and Upcoming Plans** |  |
| **Relevant Strategic Priorities** |  |
| **Total Time (Hrs)** | 10 |

| **Project/Event Title** | Munchie mondays |
| --- | --- |
| **Updates and Upcoming Plans** |  |
| **Relevant Strategic Priorities** |  |
| **Total Time (Hrs)** | 10 |

| **Total Project and Events Hours** | **40** |
| --- | --- |

###

### **Committee Chair Work**

#

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

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

###

### **Administrative Work**

| **Summary** | Work report, staff dealing, emails |
| --- | --- |
| **Total Time (Hrs)** | 20 |

| **Total Admin Hours** | **20** |
| --- | --- |

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

###

### **Administrative Work**

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

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

## VP Equity and Sustainability

## Chloe Arneson

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

###

###