SFSS EXECUTIVE COMMITTEE

WORK REPORTS

This report reflects the Board work from

**(January 1 - January 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)

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## 

## 

## President

## [**Emmanuel Adegboyega**](mailto:president@sfss.ca)

### **Meeting Summary and Comments**

| **Meeting, Date** | Jan 2, 2025 |
| --- | --- |
| **Parties Attending** | Prez, OL, HR-L |
| **Meeting Length (Hrs)** | 3 hrs |
| **Reason** | President x Operations Lead x HR Lead Intro Meeting/Set ups |
| **Summary and Outcome** | Discussed agenda items |
| **Next Steps** | N/A |

| **Meeting, Date** | Jan 6, 2025 |
| --- | --- |
| **Parties Attending** | Prez, SL |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | President x Services Lead Intro Meeting |
| **Summary and Outcome** | Discussed agenda items |
| **Next Steps** | N/A |

| **Meeting, Date** | Jan 6, 2025 |
| --- | --- |
| **Parties Attending** | Prez, SL, OL, HR-L |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | President x Operations Lead x HR Lead x Services Lead Intro Meeting |
| **Summary and Outcome** | Discussed agenda items |
| **Next Steps** | N/A |

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| **Meeting, Date** | Jan 9, 2025 |
| --- | --- |
| **Parties Attending** | Prez, StudentCare Rep, Vp-Internal |
| **Meeting Length (Hrs)** | 3 hrs |
| **Reason** | SFSS/StudentCare Survey Report Meeting |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

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| **Total Meeting Hours** | **8 Hrs** |
| --- | --- |

### 

### **Projects and Events**

| **Project/Event Title** | SFU Hiring Committees (VP-F & AVP-S & AD Black Student Centre ) |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community engagement |
| **Total Time (Hrs)** | 10 hrs |

| **Project/Event Title** | SFU Ready |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community engagement & relation building |
| **Total Time (Hrs)** | 1 hr |

| **Project/Event Title** | SFSS Onboarding planning and Intro Meeting (SOCA Coord) |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community engagement |
| **Total Time (Hrs)** | 2 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 |

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| **Total Project and Events Hours** | **16 Hrs** |
| --- | --- |

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### **Committee Chair Work**

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

| **Total Committee Hours** | **3 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, reviewing briefing docs, SFU event invites, going around checking in on coordinators, union meetings, On-boarding new leads, and staff/student short meetings |
| --- | --- |
| **Total Time (Hrs)** | 35 Hrs |

| **Total Admin Hours** | **35 Hrs** |
| --- | --- |

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**Total Hours: 62**

## VP Internal and Organizational Development

## [Sam Killawee](mailto:vpinternal@sfss.ca)

### **Meeting Summary and Comments**

| **Meeting, Date** | January 8th 2025, meeting with Trever |
| --- | --- |
| **Parties Attending** | VP Equity, VP External |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | networking with SFU |
| **Summary and Outcome** | See post-meeting documents |
| **Next Steps** | See post-meeting documents |

| **Meeting, Date** | January 8th, 2025, SFSS council Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, MANAGERS |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | bi-Weekly |

| **Meeting, Date** | January 13, 2025, SFSS Exec Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, PRCA |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Weekly |
| **Summary and Outcome** | See post-meeting documents |
| **Next Steps** | See post-meeting documents |

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

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### **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)** | 15 |

| **Project/Event Title** | Collaboration with VP Equity |
| --- | --- |
| **Updates and Upcoming Plans** | Healthcare/Community days |
| **Relevant Strategic Priorities** | Organizational development |
| **Total Time (Hrs)** | 13 |

| **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** | R-4 rewrite |
| --- | --- |
| **Updates and Upcoming Plans** | Followed up on ongoing exec concerns |
| **Relevant Strategic Priorities** | board of directors |
| **Total Time (Hrs)** | 0.5 |

| **Total Project and Events Hours** | **29** |
| --- | --- |

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### **Committee Chair Work**

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| **Committee Name** | executive committee |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 3 |
| **Summary** | worked on agenda and planning for executive committee |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** | executive committee |

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| **Committee Name** | Gov committee |
| --- | --- |
| **# of Meetings** | 0 |
| **Total Time (Hrs)** | 1 |
| **Summary** | Held emergency Governance committee meeting |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** | policy and governance |

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| **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 |

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| **Committee Name** | SHCC committee |
| --- | --- |
| **# of Meetings** | 1 |
| **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** | **6** |
| --- | --- |

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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)** | 22 |

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

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| **Total Hours** | **63** |
| --- | --- |

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## VP Finance and Services

## [Simar Sahota](mailto:vpfinance@sfss.ca)

### **Meeting Summary and Comments**

| **Meeting, Date** | January 6 |
| --- | --- |
| **Parties Attending** | Vp X |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | In-cam discussion |
| **Summary and Outcome** | In-cam discussion regarding bank and loan |
| **Next Steps** | n/a |

| **Meeting, Date** | January 8th, 2025, SFSS council Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, MANAGERS |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | bi-Weekly |

| **Meeting, Date** | January 13, 2025, SFSS Exec Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, PRCA |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Weekly |
| **Summary and Outcome** | See post-meeting documents |
| **Next Steps** | See post-meeting documents |

| **Meeting, Date** | January 12, 2025, Avp meeting |
| --- | --- |
| **Parties Attending** | AVP F |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | AVP check in - grant tracker |
| **Summary and Outcome** | n/a weekly |
| **Next Steps** | Finalize grant tracker |

| **Total Meeting Hours** | **8** |
| --- | --- |

### 

### **Projects and Events**

| **Project/Event Title** | SFU Ready |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community engagement & relation building |
| **Total Time (Hrs)** | 1 hr |

| **Project/Event Title** | Revising investment policy |
| --- | --- |
| **Updates and Upcoming Plans** | Passing policy after vancity meeting |
| **Relevant Strategic Priorities** | Aligning finance and equity initiatives |
| **Total Time (Hrs)** | 2 hr |

| **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)** | 4 |

| **Project/Event Title** | SFU Fee Levy referenum |
| --- | --- |
| **Updates and Upcoming Plans** | Reviewing docs and discussions with in-cam |
| **Relevant Strategic Priorities** | referendum |
| **Total Time (Hrs)** | 2 |

| **Project/Event Title** | Upcoming Collective Bargaining |
| --- | --- |
| **Updates and Upcoming Plans** | Reviewing CA and plans for bargaining, reviewing roles |
| **Relevant Strategic Priorities** | Access to healthcare |
| **Total Time (Hrs)** | 4 |

| **Project/Event Title** | Working on budget 24/25 with finance department |
| --- | --- |
| **Updates and Upcoming Plans** | Creating annual budget |
| **Relevant Strategic Priorities** |  |
| **Total Time (Hrs)** | 2 |

| **Project/Event Title** | Reviewing jotform and policy for council appeals |
| --- | --- |
| **Updates and Upcoming Plans** | No appeals sent for deductions over last few months |
| **Relevant Strategic Priorities** | Policy alignment |
| **Total Time (Hrs)** | 2 |

| **Project/Event Title** | Creating, completing, reviewing exec and council work reports |
| --- | --- |
| **Updates and Upcoming Plans** | n/a |
| **Relevant Strategic Priorities** | n/a |
| **Total Time (Hrs)** | 2 |

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| **Total Project and Events Hours** | **19** |
| --- | --- |

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### **Committee Chair Work**

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| **Committee Name** | FASC |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 0.5 |
| **Summary** | Meeting to pass investment policy, did not meet quorum |
| **Ongoing Projects** | Investment policy, referendum |
| **Relevant Strategic Priorities:** |  |

| **Total Committee Hours** | **3** |
| --- | --- |

### 

### **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](mailto:vpuniversity@sfss.ca)

### **Meeting Summary and Comments**

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| **Meeting, Date** | Welcome Day Tabling Jan 3 |
| --- | --- |
| **Parties Attending** | Vp events |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | event |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Bi- Weekly UAAC, ECA, Equity and Sustainability Updates with Staff jan 6 |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

### 

| **Meeting, Date** | Senate jan 6 |
| --- | --- |
| **Parties Attending** | senate |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Involving Undergraduates in Research Working Group Jan 7 |
| --- | --- |
| **Parties Attending** | Working group |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | In cam |
| **Summary and Outcome** |  |
| **Next Steps** |  |

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| **Meeting, Date** | SFU & SFSS - Priority Enrolment for Indigenous Students Jan 7 |
| --- | --- |
| **Parties Attending** | Tom nault |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | In cam |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | SFUReady Jan 3 |
| --- | --- |
| **Parties Attending** | exec |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | tabling |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Meeting with chloe goodinson Jan 8 |
| --- | --- |
| **Parties Attending** | Nalohome society |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Start project |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Meeting with Laura Reid Jan 8 |
| --- | --- |
| **Parties Attending** | Laura reid |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | In cam |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Council Jan 8 |
| --- | --- |
| **Parties Attending** | Council |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Academic Plan: Student Input Jan 9 |
| --- | --- |
| **Parties Attending** | Henry Do, Hein Htet, Peter hall, Mary holmes |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Academicplan discussion |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | My SSP tabling Jan 13 |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 2 |
| **Reason** |  |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Meet with nalohome Jan 14 |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | Shoot reels |
| **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** | **22** |
| --- | --- |

### 

### **Projects and Events**

| **Project/Event Title** | My ssp |
| --- | --- |
| **Updates and Upcoming Plans** | Tabling and debfrief |
| **Relevant Strategic Priorities** |  |
| **Total Time (Hrs)** | 10 |

| **Project/Event Title** | Naloxone training |
| --- | --- |
| **Updates and Upcoming Plans** | Project strategies |
| **Relevant Strategic Priorities** | Harm reduction |
| **Total Time (Hrs)** | 15 |

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

| **Total Project and Events Hours** | **35** |
| --- | --- |

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### **Committee Chair Work**

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

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

### 

### **Administrative Work**

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

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

## VP External and Community Affairs

## [Joel Gilani](mailto:vpexternal@sfss.ca)

### **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](mailto:vpevents@sfss.ca)

### **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](mailto:vpequity@sfss.ca)

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

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