SFSS EXECUTIVE COMMITTEE

WORK REPORTS

This report reflects the Board work from

**(January 16 - January 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** | Jan 16, 2025 |
| --- | --- |
| **Parties Attending** | Prez, OL, HR-L, SL, Staff, Execs |
| **Meeting Length (Hrs)** | 3 hrs |
| **Reason** | Monthly Staff Meeting |
| **Summary and Outcome** | Discussed agenda items  |
| **Next Steps** | N/A |

| **Meeting, Date** | Jan 16, 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** | Jan 16, 2025 |
| --- | --- |
| **Parties Attending** | Prez, OL, HR-L, Staff Member |
| **Meeting Length (Hrs)** | 1 hr  |
| **Reason** | HR Issue |
| **Summary and Outcome** | Confidential  |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Jan 16, 2025 |
| --- | --- |
| **Parties Attending** | Prez, GSS, VPSI, SFU President  |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | Monthly meeting: SFU leadership | SFSS | GSS |
| **Summary and Outcome** | Discussed agenda items  |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Jan 16, 2025 |
| --- | --- |
| **Parties Attending** | Prez, VP-Equity |
| **Meeting Length (Hrs)** | 1.5 hrs |
| **Reason** | Semester Planning Meeting |
| **Summary and Outcome** | Discussed agenda items  |
| **Next Steps** | N/A |

| **Meeting, Date** | Jan 20, 2025 |
| --- | --- |
| **Parties Attending** | Prez, SL, OL, HR-L  |
| **Meeting Length (Hrs)** | 1 hr  |
| **Reason** | President x Operations Lead x HR Lead x Services Lead Weekly Meeting  |
| **Summary and Outcome** | Discussed agenda items  |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Jan 24, 2025 |
| --- | --- |
| **Parties Attending** | Prez, SL, VP-Events, VP-Internal |
| **Meeting Length (Hrs)** | 1 hr  |
| **Reason** | Clubs process restructuring  |
| **Summary and Outcome** | Discussed agenda items  |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Jan 24, 2025 |
| --- | --- |
| **Parties Attending** | Prez, OL |
| **Meeting Length (Hrs)** | 1 hr  |
| **Reason** | Operations matters  |
| **Summary and Outcome** | Discussed agenda items  |
| **Next Steps** | N/A |

| **Meeting, Date** | Jan 27, 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** | Jan 28, 2025 |
| --- | --- |
| **Parties Attending** | Prez, OL, SFU Facilities Rep |
| **Meeting Length (Hrs)** | 1 hr  |
| **Reason** | Meeting w SFU Facilities Re: Maintenance Projects |
| **Summary and Outcome** | Discussed agenda items  |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Jan 28, 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** | Jan 28, 2025 |
| --- | --- |
| **Parties Attending** | Prez, Leads, Union Reps |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | Working conditions meeting  |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

###

| **Meeting, Date** | Jan 30, 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** | Jan 31, 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 |

###

| **Total Meeting Hours** | **16.5 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)** | 3.5 hrs |

| **Project/Event Title** | Clubs Days |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Membership 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** | SOCA Catch A Vybz |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community engagement |
| **Total Time (Hrs)** | 5 hrs |

| **Total Project and Events Hours** | **21.5 Hrs** |
| --- | --- |

###

### **Committee Chair Work**

#

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

#

| **Committee Name** | Executive  |
| --- | --- |
| **# of Meetings** | 3 |
| **Total Time (Hrs)** | 6 hrs |
| **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 |

| **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, On-boarding new leads, and staff/student short meetings |
| --- | --- |
| **Total Time (Hrs)** | 30 Hrs |

| **Total Admin Hours** | **30 Hrs** |
| --- | --- |

###

**Total Hours: 79 Hrs**

## VP Internal and Organizational Development

## Sam Killawee

### **Meeting Summary and Comments**

| **Meeting, Date** | Jan 16, Staff Meeting |
| --- | --- |
| **Parties Attending** | Staff, exec |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Monthly staff |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | Jan 16, ExecMeeting |
| --- | --- |
| **Parties Attending** | Staff, exec, leads |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | weekly exec |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | Jan 17, 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** | Jan 20, ExecMeeting |
| --- | --- |
| **Parties Attending** | Staff, exec, leads |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | weekly exec |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | January 22, 2025, SFSS council Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, Managers |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | bi-Weekly |

| **Meeting, Date** | January 24, 2025,HRP |
| --- | --- |
| **Parties Attending** | HRP members |
| **Meeting Length (Hrs)** | 1.5 |
| **Reason** | bi-Weekly |

| **Meeting, Date** | Jan 27, ExecMeeting |
| --- | --- |
| **Parties Attending** | Staff, exec, leads |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | weekly exec |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | Jan 21, policy planning meeting |
| --- | --- |
| **Parties Attending** | PRCA coordinator, VP I |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | planning policy for the semester |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Total Meeting Hours** | **14.5 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)** | 20 |

| **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 |

| **Total Project and Events Hours** | **25.5** |
| --- | --- |

###

### **Committee Chair Work**

#

#

| **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 |

#

| **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  |

#

#

| **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** | 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** |
| --- | --- |

###

###

### **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** | **20** |
| --- | --- |

##

| **Total Hours** | **66** |
| --- | --- |

##

## VP Finance and Services

## Simar Sahota

### **Meeting Summary and Comments**

| **Meeting, Date** | Jan 16, Staff Meeting |
| --- | --- |
| **Parties Attending** | Staff, exec |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Monthly staff |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | Jan 16, ExecMeeting |
| --- | --- |
| **Parties Attending** | Staff, exec, leads |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | weekly exec |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | Jan 17, 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** | Jan 17, Finance Department Catch -up |
| --- | --- |
| **Parties Attending** | Melanie |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Talking about semester plans |
| **Summary and Outcome** | Budget, grants, etc. |
| **Next Steps** | See minutes |

| **Meeting, Date** | Jan 17, In-cam meeting with SUS member |
| --- | --- |
| **Parties Attending** | SUS member, further meeting with execs |
| **Meeting Length (Hrs)** | 2.5 |
| **Reason** | In cam |
| **Summary and Outcome** | In cam |
| **Next Steps** | In cam |

| **Meeting, Date** | Jan 20, U-Pass appeals commitee |
| --- | --- |
| **Parties Attending** | UPass members |
| **Meeting Length (Hrs)** | 0.5 |
| **Reason** | Appeal |

| **Meeting, Date** | Jan 20, ExecMeeting |
| --- | --- |
| **Parties Attending** | Staff, exec, leads |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | weekly exec |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | January 22, 2025, SFSS council Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, Managers |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | bi-Weekly |

| **Meeting, Date** | January 24, 2025,HRP |
| --- | --- |
| **Parties Attending** | HRP members |
| **Meeting Length (Hrs)** | 1.5 |
| **Reason** | bi-Weekly |

| **Meeting, Date** | Jan 27, ExecMeeting |
| --- | --- |
| **Parties Attending** | Staff, exec, leads |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | weekly exec |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | Jan 28, Vancity Finance meeting |
| --- | --- |
| **Parties Attending** | VPF, Kurt, Vancity |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Investment policy |
| **Summary and Outcome** | Review VCIM and SFSS policy |
| **Next Steps** | Add VCIM Suggestions |

| **Meeting, Date** | Jan 28, Budget Conversation |
| --- | --- |
| **Parties Attending** | Patience, further meeting with execs |
| **Meeting Length (Hrs)** | 2.5 |
| **Reason** | in-cam |
| **Summary and Outcome** | in-cam |
| **Next Steps** | Apply changes to budget |

| **Meeting, Date** | Jan 28, Meeting with potential candidates of elections |
| --- | --- |
| **Parties Attending** | Meeting with prez candidate |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | in-cam |
| **Summary and Outcome** | in-cam |
| **Next Steps** | in-cam |

| **Total Meeting Hours** | **22** |
| --- | --- |

###

### **Projects and Events**

| **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)** | 1 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)** | 2 |

| **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)** | 1 |

| **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 |

###

### **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** | Menstrual equity project jan 15 |
| --- | --- |
| **Parties Attending** | Jennifer Kandjii |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | In cam |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | SRS/SFSS connect jan 16 |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 1.5 |
| **Reason** | Naloxone/MHFA Trainings Community Care Plans (Foundry)Safety Communication Strategy (Safe App) SUB Safety Protocols Fall Kickoff Playbook Andrea AMA? |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | Staff meeting |
| --- | --- |
| **Parties Attending** | staff |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | Student Events Working Group Meetings |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 1 |
| **Reason** |  |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Exec |
| --- | --- |
| **Parties Attending** | exec |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Food security  |
| --- | --- |
| **Parties Attending** | Staff, chloe |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Food security updates |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | Student Events Working Group Meeting Jan 20 |
| --- | --- |
| **Parties Attending** | Working group |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Discuss agenda |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | Exec  |
| --- | --- |
| **Parties Attending** | Exec |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | nrollment Appeal CommitteeJan 21 |
| --- | --- |
| **Parties Attending** | committee |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | In cam |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | Council Jan 22 |
| --- | --- |
| **Parties Attending** | council |
| **Meeting Length (Hrs)** | 4 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | EiTA Committee Adjudication Meeting jan 24 |
| --- | --- |
| **Parties Attending** | SFU staff |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Meet and greet with SFU |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Exec jan 27 |
| --- | --- |
| **Parties Attending** | exec |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | Lunar new year jan 28 |
| --- | --- |
| **Parties Attending** | Vp events |
| **Meeting Length (Hrs)** | 4 |
| **Reason** | event |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Food security Initiatives Jan 30 |
| --- | --- |
| **Parties Attending** | Staff, chloe |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | See mins |
| **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** | **25.5** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | My SSP |
| --- | --- |
| **Updates and Upcoming Plans** | Tablings and debriefs |
| **Relevant Strategic Priorities** |  |
| **Total Time (Hrs)** | 10 |

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

| **Total Project and Events Hours** | **20** |
| --- | --- |

###

### **Committee Chair Work**

#

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

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

###

### **Administrative Work**

| **Summary** | Work reports, email, dealing with staff |
| --- | --- |
| **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** |  |
| --- | --- |

###

###