

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
(July 1- July 15)

[President](#)

[VP Internal and Organizational Development](#)

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President

Emmanuel Adegboyega

Meeting Summary and Comments

Meeting, Date	July 3 ,2024
Parties Attending	Council, Execs, OM (Sindhu), Staff, Ali
Meeting Length (Hrs)	2
Reason	Developmental Session
Summary and Outcome	SFSS—SFU Policies, Resources, and Responding to Disclosures of Bullying, Harassment, or Discrimination
Next Steps	N/A

Meeting, Date	July 4 ,2024
Parties Attending	SFSS & External Company (confidential)
Meeting Length (Hrs)	1
Reason	Fulfilling our fiduciary duties to make the best decisions for our members
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 5 ,2024
Parties Attending	Pres and AVPs
Meeting Length (Hrs)	2
Reason	Regular meeting w my AVPs
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 5 ,2024
Parties Attending	SFSS execs & Tracey (Student service)
Meeting Length (Hrs)	1

Reason	Introductions and updates about SFU
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 8 ,2024
Parties Attending	Prez, OM (Sindhu)
Meeting Length (Hrs)	1
Reason	President x Operations Organizer Check-In
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	July 9 ,2024
Parties Attending	SFSS Execs & GSS Execs/Staff
Meeting Length (Hrs)	1
Reason	Introductions/Strategic collaboration planning
Summary and Outcome	Lots of ways to work together
Next Steps	Set up Future connection point

Meeting, Date	July 10 ,2024
Parties Attending	Prez, VP-F, VP-UAA, Jennifer (Student services)
Meeting Length (Hrs)	1
Reason	Diversity Data Survey Meeting with Director(EDI)
Summary and Outcome	N/A
Next Steps	Set up another meeting for final thoughts

Meeting, Date	July 11 ,2024
Parties Attending	Prez, VP-External, OM, Research Staff
Meeting Length (Hrs)	1
Reason	Briefing for meeting with Post-Secondary Minister
Summary and Outcome	N/A

Next Steps	N/A
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Meeting, Date	July 11 ,2024
Parties Attending	Prez, VP-I, VP-F
Meeting Length (Hrs)	30 mins
Reason	Bank Investment Discussion
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 12 ,2024
Parties Attending	Prez and VP-External
Meeting Length (Hrs)	30 mins
Reason	Interview with Radio-Canada regarding new residence announcement
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 12 ,2024
Parties Attending	Prez, MSC(Nancy), and VP-External
Meeting Length (Hrs)	1 hr
Reason	Food security plans
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 15, 2024
Parties Attending	SFSS execs & Tracey (Student service)
Meeting Length (Hrs)	1
Reason	Meeting about policy on policies for BOG
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 15, 2024
Parties Attending	Prez, OM (Sindhu)
Meeting Length (Hrs)	1
Reason	President x Operations Organizer Check-In
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Total Meeting Hours	14 Hrs
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Projects and Events

Project/Event Title	Excluded management Working group
Updates and Upcoming Plans	Concluded rounds of internal and external interviews and data analysis report with recommendations to follow.
Relevant Strategic Priorities	Operational longevity of the SFSS
Total Time (Hrs)	30 Hrs

Project/Event Title	New Housing Project Announcement
Updates and Upcoming Plans	Spoke at the announcement as a student speaker and looking forward to hosting the minister soon at the SFSS.
Relevant Strategic Priorities	Community building and advocacy
Total Time (Hrs)	3 Hrs

Total Project and Events Hours	33 Hrs
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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	HRP
# of Meetings	First
Total Time (Hrs)	30 mins
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Total Committee Hours	4.5 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.
Total Time (Hrs)	25 Hrs

Total Admin Hours	25 Hrs
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Total Hours: 76.5

VP Internal and Organizational Development

Sam Killawee

Meeting Summary and Comments

Meeting, Date	July 3 ,2024
Parties Attending	Council, Execs, OM (Sindhu), Staff, Ali
Meeting Length (Hrs)	2
Reason	Developmental Session
Summary and Outcome	SFSS—SFU Policies, Resources, and Responding to Disclosures of Bullying, Harassment, or Discrimination
Next Steps	N/A

Meeting, Date	July 5, HRP Meeting
Parties Attending	HRP Committee
Meeting Length (Hrs)	1
Reason	Bi-weekly
Summary and Outcome	First meeting of the year, we discussed scope and goals of the committee
Next Steps	N/A

Meeting, Date	July 9 ,2024
Parties Attending	SFSS Execs & GSS Execs/Staff
Meeting Length (Hrs)	1
Reason	Introductions/Strategic collaboration planning
Summary and Outcome	Lots of ways to work together
Next Steps	Set up Future connection point

Meeting, Date	July 10 ,2024 - Developmental Sessions
Parties Attending	Council, Execs, OM (Sindhu), Staff
Meeting Length (Hrs)	3 hrs
Reason	BI-weekly Council Meeting

Summary and Outcome	see meeting minutes,
Next Steps	see meeting minutes

Meeting, Date	July 11 ,2024
Parties Attending	Prez, VP-I, VP-F
Meeting Length (Hrs)	30 mins
Reason	Bank Investment Discussion
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 12, Executive Committee Meeting
Parties Attending	Exec, Sindhu
Meeting Length (Hrs)	2 hrs
Reason	Weekly
Summary and Outcome	see meeting minutes
Next Steps	see meeting minutes

Meeting, Date	July 15, meeting with Tracy
Parties Attending	VP I, VP UAA, VP Eq
Meeting Length (Hrs)	1 hr
Reason	to provide feedback on a specific proposed board policy
Summary and Outcome	presented our questions and concerns
Next Steps	write up summary and send it to SFU

Total Meeting Hours	10.5 hours
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Projects and Events

Project/Event Title	Restructuring
Updates and Upcoming Plans	phase 2

Relevant Strategic Priorities	Organizational development
Total Time (Hrs)	20

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)	4

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 OOC councillor/AP
Updates and Upcoming Plans	restructuring and council discussions
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)	2

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)	3

Project/Event Title	hybrid council
Updates and Upcoming Plans	follow up with the continuing difficulties and collaborate with staff to find new ways forward
Relevant Strategic Priorities	board of directors
Total Time (Hrs)	2.5

Total Project and Events Hours	35.5
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Committee Chair Work

Committee Name	executive committee
# of Meetings	2
Total Time (Hrs)	4
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)	4
Summary	worked on agenda and planning for Governance committee
Ongoing Projects	n/a
Relevant Strategic Priorities:	policy and governance

Total Committee Hours	8
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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)	21.5

Total Admin Hours	21.5
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total 74.5

VP Finance and Services

Simar Sahota

Meeting Summary and Comments

Meeting, Date	Weekly AVP Meeting, Jul 2, 2024
Parties Attending	Jaymar
Meeting Length (Hrs)	1
Reason	Weekly meeting
Summary and Outcome	Updates and planning
Next Steps	Brief next meeting

Meeting, Date	July 3 ,2024
Parties Attending	Council, Execs, OM (Sindhu), Staff, Ali
Meeting Length (Hrs)	2
Reason	Developmental Session
Summary and Outcome	SFSS—SFU Policies, Resources, and Responding to Disclosures of Bullying, Harassment, or Discrimination
Next Steps	N/A

Meeting, Date	Group Benefits WTW July 4 ,2024
Parties Attending	WTW, Joel
Meeting Length (Hrs)	1
Reason	Internal Reasons
Summary and Outcome	Internal Summary and Outcome
Next Steps	N/A

Meeting, Date	Group Benefits WTW July 4 ,2024
Parties Attending	WTW, Joel

Meeting Length (Hrs)	1
Reason	Internal Reasons
Summary and Outcome	Internal Summary and Outcome
Next Steps	N/A

Meeting, Date	Group Benefits WTW July 4 ,2024
Parties Attending	WTW, Joel
Meeting Length (Hrs)	1
Reason	Internal Reasons
Summary and Outcome	Internal Summary and Outcome
Next Steps	N/A

Meeting, Date	SPOC July 4 ,2024
Parties Attending	SPOC members
Meeting Length (Hrs)	30
Reason	Biweekly Committee Meeting
Summary and Outcome	Agenda Items
Next Steps	Next meeting

Meeting, Date	July 5, Executive Committee Meeting
Parties Attending	Exec, Sindhu
Meeting Length (Hrs)	2 hrs
Reason	Weekly
Summary and Outcome	Updates, discussion about various things
Next Steps	Next meeting

Meeting, Date	July 5 ,2024
Parties Attending	JDC Captains
Meeting Length (Hrs)	30

Reason	Sponsorship Request
Summary and Outcome	Discuss further with execs
Next Steps	Next meeting

Meeting, Date	Jul 5, 2024
Parties Attending	Execs, OO
Meeting Length (Hrs)	2 hrs
Reason	Exec Committee
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	HRP Meeting July 4 ,2024
Parties Attending	HRP members
Meeting Length (Hrs)	30
Reason	Biweekly Committee Meeting
Summary and Outcome	Agenda Items
Next Steps	Next meeting

Meeting, Date	July 9 ,2024
Parties Attending	SFSS Execs & GSS Execs/Staff
Meeting Length (Hrs)	1
Reason	Introductions/Strategic collaboration planning
Summary and Outcome	Lots of ways to work together
Next Steps	Set up Future connection point

Meeting, Date	Weekly AVP Meeting, Jul 9, 2024
Parties Attending	Jaymar
Meeting Length (Hrs)	1
Reason	Weekly meeting

Summary and Outcome	Updates and planning
Next Steps	Brief next meeting

Meeting, Date	July 10 ,2024
Parties Attending	Prez, VP-F, VP-UAA, Jennifer (Student services)
Meeting Length (Hrs)	1
Reason	Diversity Data Survey Meeting with Director(EDI)
Summary and Outcome	N/A
Next Steps	Set up another meeting for final thoughts

Meeting, Date	Jul 10, 2024
Parties Attending	Council
Meeting Length (Hrs)	3 hrs
Reason	Council Meeting
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Grant Discussion Jul 11, 2024
Parties Attending	Anna [unions]
Meeting Length (Hrs)	1
Reason	Tracking Grants
Summary and Outcome	Showed me how to access grants for tracking
Next Steps	Create a tracker

Meeting, Date	Investment Discussion Jul 11, 2024
Parties Attending	Emmanuel, Sam
Meeting Length (Hrs)	1
Reason	Investment Policy Review
Summary and Outcome	Revising policy changes and investment goals

Next Steps	Meet with Kurt and Melanie
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Meeting, Date	July 12, Executive Committee Meeting
Parties Attending	Exec, Sindhu
Meeting Length (Hrs)	2 hrs
Reason	Weekly
Summary and Outcome	Updates, discussion about various things
Next Steps	Next meeting

Total Meeting Hours	21.5
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Projects and Events

Project/Event Title	Reviewing Investment Policy and Vancity Policy based on auditor and exec feedback
Total Time (Hrs)	4

Project/Event Title	Working on tracker for club/dsu/fsu grants
Total Time (Hrs)	3

Project/Event Title	Reviewing Financial Statements of 2024 fiscal end
Total Time (Hrs)	3

Project/Event Title	Reviewing grant applications from club coordinators, dsu/fsu/clubs
Total Time (Hrs)	2

Project/Event Title	Auditing and filing council and exec work reports
Total Time (Hrs)	2

Total Project and Events Hours	14
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Committee Chair Work

Committee Name	SHCC
# of Meetings	1
Total Time (Hrs)	2 meeting, post meeting and pre meeting prep
Summary	Went over healthcare brochure
Ongoing Projects	Raising sfss fees

Total Committee Hours	2
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Administrative Work

Summary	Email correspondence, Meeting w staff, meeting prep, reviewing & approving agenda, sending out agenda call-outs, filling out work reports, signing cheques, signing other finance docs, prepping committees
Total Time (Hrs)	25

Total Admin Hours	25
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VP University and Academic Affairs
Rishu Bagga

Meeting Summary and Comments

Meeting, Date	Food security july 1
Parties Attending	OO, VPX, Muriel
Meeting Length (Hrs)	0.5
Reason	Food security
Summary and Outcome	Work with tara
Next Steps	Meet up with tara

Meeting, Date	SFU Senate meeting
Parties Attending	Senate
Meeting Length (Hrs)	3hrs
Reason	Go over agenda
Summary and Outcome	Went over agenda
Next Steps	Prep fpr next one

Meeting, Date	ESC July 3
Parties Attending	ESC committee
Meeting Length (Hrs)	1hr

Reason	Go over agenda
Summary and Outcome	Went over agenda
Next Steps	Prep for next one

Meeting, Date	Exec, July 5
Parties Attending	Exec, OO
Meeting Length (Hrs)	2 hrs
Reason	Go over agenda
Summary and Outcome	Went over agenda
Next Steps	Prep for next

Meeting, Date	Student services check in July 5
Parties Attending	Tracey Mason-Innes , pres, VPE, VPX
Meeting Length (Hrs)	1hr
Reason	Student services check in
Summary and Outcome	Stronger relations with Tracey
Next Steps	Set up meeting for discussing B10.00

Meeting, Date	Bi- Weekly UAAC, ECA, Equity and Sustainability Updates with Staff July 8
Parties Attending	OO, VPX, VPE, Muriel
Meeting Length (Hrs)	0.5
Reason	Advocacy updates
Summary and Outcome	Setting up meeting with Provost
Next Steps	Go to next one

Meeting, Date	Meet with GSS, July 9th
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Parties Attending	GSS, SFSS
Meeting Length (Hrs)	1.5hrs
Reason	Networking
Summary and Outcome	Talk about BC3
Next Steps	Work with them on some advocacy

Meeting, Date	Robbins oliver award July 9
Parties Attending	Award commitee
Meeting Length (Hrs)	2hrs
Reason	Deciding a nominee
Summary and Outcome	confidential
Next Steps	Go to the next one

Meeting, Date	Meeting with EDI director, JULY 10
Parties Attending	EDI, VPE, Pres
Meeting Length (Hrs)	1 hr
Reason	Talk about sfu diversity survey
Summary and Outcome	Talk about the committee
Next Steps	Sit on the committee

Meeting, Date	Donation drive, Jul 10, 2024
Parties Attending	OO
Meeting Length (Hrs)	0.5hrs
Reason	Work on event
Summary and Outcome	Canceled event
Next Steps	-

Meeting, Date	Council July 10
Parties Attending	Council
Meeting Length (Hrs)	3hrs
Reason	Go over agenda

Summary and Outcome	Went over agenda
Next Steps	Prep for next

Meeting, Date	Housing phase 3 July 12
Parties Attending	Ministers, Tracey Mason-Innes , many more
Meeting Length (Hrs)	2.5 hrs
Reason	Housing phase 3
Summary and Outcome	New res buidling
Next Steps	-

Meeting, Date	ESAC July 12
Parties Attending	ESAC
Meeting Length (Hrs)	1 hr
Reason	Go over agenda
Summary and Outcome	Went over agenda
Next Steps	Prep for next

Meeting, Date	Exec July 12
Parties Attending	Exec
Meeting Length (Hrs)	2 jrs
Reason	Go over agenda
Summary and Outcome	Went over agenda
Next Steps	Prep for next

Meeting, Date	
Parties Attending	
Meeting Length (Hrs)	
Reason	
Summary and Outcome	
Next Steps	

Total Meeting Hours	21.5 hrs
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Projects and Events

Project/Event Title	Munchie monday
Updates and Upcoming Plans	Recurring event
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	12 hrs

Project/Event Title	Town hall
Updates and Upcoming Plans	Work on the fall town hall, improve outreach
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	10 hrs

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

Total Project and Events Hours	22 hrs
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Committee Chair Work

Committee Name	UAAC
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# of Meetings	1
Total Time (Hrs)	2.5 hrs
Summary	Prep for agenda, Approval, Recording approval, Chair meeting, Approve minutes
Ongoing Projects	Town hall, Student survey, silent study space
Relevant Strategic Priorities:	Set up meetings with SFU to start advocay

Committee Name	Outreach
# of Meetings	1
Total Time (Hrs)	2.5
Summary	Prep for agenda, Approval, Recording approval, Chair meeting, Approve minutes
Ongoing Projects	Town hall, concert, silent study space
Relevant Strategic Priorities:	Make more reels, start a tiktok

Total Committee Hours	5 hrs
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Administrative Work

Summary	Writing emails, signing cheques, working with staff
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	Weekly Food Security Jul 1, 2024
Parties Attending	CC, OO, MSC, UAA
Meeting Length (Hrs)	1
Reason	Weekly Check in
Summary and Outcome	Status Updates
Next Steps	Start Free Lunch

Meeting, Date	Jul 5, 2024
Parties Attending	Execs, OO
Meeting Length (Hrs)	2 hrs
Reason	Exec Committee
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Jul 12, 2024
Parties Attending	Execs, OO
Meeting Length (Hrs)	2 hrs
Reason	Exec Committee
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Jul 3, 2024
Parties Attending	Council

Meeting Length (Hrs)	2 hrs
Reason	Council Dev Session
Summary and Outcome	Council Dev Session
Next Steps	

Meeting, Date	Jul 11, 2024
Parties Attending	VP External UFV
Meeting Length (Hrs)	1
Reason	Introduction
Summary and Outcome	Check-in
Next Steps	Introduce UFV SUS' Early Available Course Syllabb

Meeting, Date	UAAC Committee Meeting Jun 21, 2024
Parties Attending	UAAC Committee
Meeting Length (Hrs)	1
Reason	UAAC Committee
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	FASC Committee Meeting Jun 21, 2024
Parties Attending	FASC Committee
Meeting Length (Hrs)	1
Reason	FASC Committee
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Weekly Food Security Jun 24, 2024
Parties Attending	CC, OO, MSC, UAA

Meeting Length (Hrs)	1
Reason	Weekly Check in
Summary and Outcome	Status Updates
Next Steps	Funding for Free Breakfast, Streamlining SFSS Food Security Initiatives, Policy to Expand Community Free Fridge

Meeting, Date	Jun 24, 2024
Parties Attending	UAA, ES, OO, CC
Meeting Length (Hrs)	1 hrs
Reason	Bi-Weekly Equity Sustainability Check-in
Summary and Outcome	Updates
Next Steps	Annual Plan, Synergies Between Execs

Meeting, Date	SFU Security & Risk, Jun 25, 2024
Parties Attending	VPES, SFU CSRO (VPFA)
Meeting Length (Hrs)	1
Reason	Check in
Summary and Outcome	Convocation Debrief, Institutional and Climate Risk, Impact on Student Life and Synergies
Next Steps	Meet in Fall

Meeting, Date	Jun 25, 2024
Parties Attending	VPES, Director SFU MFC/Acting Director CAL
Meeting Length (Hrs)	1
Reason	Navigating IPs
Summary and Outcome	Updates on CAL, Restructuring SFU Student Services, Priorities for the year
Next Steps	Connect with Senate on Policy on Concessions/Accommodations

Meeting, Date	SHCC Committee Meeting Jun 26, 2024
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Parties Attending	SHCC Committee
Meeting Length (Hrs)	1
Reason	SHCC Committee
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Jul 10, 2024
Parties Attending	Council
Meeting Length (Hrs)	3 hrs
Reason	Council Meeting
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Jun 27, 2024
Parties Attending	OO
Meeting Length (Hrs)	1
Reason	ECA Priorities
Summary and Outcome	Annual Plan
Next Steps	ECAC input on ECA priorities, Connect with Relevant Staff on Campaigns

Meeting, Date	Jun 27, 2024
Parties Attending	VPES, VPE, VPUAA, VPI, OO
Meeting Length (Hrs)	1
Reason	Funding Munchie Mondays
Summary and Outcome	Strategic objective of Munchie Mondays - student engagement, weekly programing, exec interaction, well recognized Lower barrier to entry and lower stigma attached with Munchie Monday as a food security initiative. Has a place within SFSS programming Funding - sources are scarce if funding from individual committee budgets but constitute a small portion of overall SFSS budget
Next Steps	Research policy to fund Munchie Monday, execs to evaluate Munchie Monday's role in

	supporting future initiatives including townhalls, AGMs, and referendums
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Meeting, Date	Staff Meeting, Jun 20, 2024
Parties Attending	Staff, Execs
Meeting Length (Hrs)	2
Reason	Monthly Staff Meeting
Summary and Outcome	Staff Updates,
Next Steps	Questions for SFU, Review

Meeting, Date	Jun 17, 2024
Parties Attending	OO, Pres, VPFA, VPECA, BCGEU Pres
Meeting Length (Hrs)	1
Reason	In Camera
Summary and Outcome	In Camera
Next Steps	

Meeting, Date	Jun 20, 2024
Parties Attending	EXEC
Meeting Length (Hrs)	5
Reason	Bonding/Dinner
Summary and Outcome	SFSS priorities and schedule for the year
Next Steps	

Meeting, Date	
Parties Attending	
Meeting Length (Hrs)	
Reason	
Summary and Outcome	

Next Steps	
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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	July 3 ,2024 - Developmental Sessions
Parties Attending	Council, Execs, OM (Sindhu), Staff, Ali
Meeting Length (Hrs)	2 hrs
Reason	Developmental Session
Summary and Outcome	SFSS—SFU Policies, Resources, and Responding to Disclosures of Bullying, Harassment, or Discrimination

Next Steps	N/A
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Meeting, Date	July 4, 2024
Parties Attending	SFU MECS, SRS, SER, Dipti
Meeting Length (Hrs)	1 hr
Reason	Proposing Fall Kickoff 2024
Summary and Outcome	Questions and Discussions to improve the plan
Next Steps	Work on proposal, create map and schedule

Meeting, Date	July 5, Executive Committee Meeting
Parties Attending	Exec, Sindhu
Meeting Length (Hrs)	2 hrs
Reason	Weekly
Summary and Outcome	Updates, discussion about various things
Next Steps	Work on Welcome month, Promotional Items, SFSS Club Nights

Meeting, Date	July 10 ,2024 - Developmental Sessions
Parties Attending	Council, Execs, OM (Sindhu), Staff
Meeting Length (Hrs)	3 hrs
Reason	BI-weekly Council Meeting
Summary and Outcome	Fall Kickoff budget approved, discussion with SFU Forum
Next Steps	Work on putting Fall Kickoff together

Meeting, Date	July 12, Executive Committee Meeting
Parties Attending	Exec, Sindhu
Meeting Length (Hrs)	2 hrs
Reason	Weekly
Summary and Outcome	Updates
Next Steps	-

Meeting, Date	July 15, 2024
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Parties Attending	SFU MECS, SRS, SER
Meeting Length (Hrs)	1 hr
Reason	Finalizing Fall Kickoff 2024 proposal
Summary and Outcome	Questions and Discussions to improve the plan
Next Steps	Start working on getting vendors finalized

Meeting, Date	July 15, 2024
Parties Attending	The Forum
Meeting Length (Hrs)	2 hr
Reason	Understanding their organization
Summary and Outcome	Discussed their offerings and how they can help
Next Steps	Will Review Proposals as the come through

Total Meeting Hours	13 hrs
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Projects and Events

Project/Event Title	SummerFest 2024
Updates and Upcoming Plans	Finalized space with the building team, ordered items on Amazon, Bought things from Costco.
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	8

Project/Event Title	Fall Kickoff
Updates and Upcoming Plans	Worked on Event Plan, confirmed with SFU Departments, reached out to 3rd parties for artists and various other needs.
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	12

Project/Event Title	SFSS Club Night
Updates and Upcoming	Contacting various venues to find a date and available venue

Plans	
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	4

Total Project and Events Hours	24 hrs
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Committee Chair Work

Committee Name	FYEC
# of Meetings	1
Total Time (Hrs)	30 Minutes
Summary	Didn't meet quorum
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	ESAC -July 12
# of Meetings	1
Total Time (Hrs)	1 hr
Summary	Discussed upcoming events, passed events for the rest of the summer
Ongoing Projects	SummerFest, Pet Therapy, Fall Kickoff, SFSS Club Night, Munchie Mondays
Relevant Strategic Priorities:	Increasing Student Engagement

Total Committee Hours	1.5
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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)	12

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)	8

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)	16

Total Admin Hours	36
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VP Equity and Sustainability

Chloe Arneson

Meeting Summary and Comments

Meeting, Date	VP Internal and VP Equity Check In
Parties Attending	VP Internal
Meeting Length (Hrs)	1
Reason	Update on current projects and align goals for upcoming weeks
Summary and Outcome	I clarified with Sam about some ongoing things that we haven't touched base on in a while, we prepped for the dev session and discussed priorities
Next Steps	stay in touch with team while I'm remote

Meeting, Date	July 3, SFSS Council Development Sessions
Parties Attending	Council, Staff, Guest
Meeting Length (Hrs)	2
Reason	Bi-weekly
Summary and Outcome	we went through the various services and processes that SFU has to ensure wellbeing and manage student cases
Next Steps	review policies and procedures that are still up in the air on who manages cases that arise within the SFSS

Meeting, Date	July 4, External Management Working Group Interview #1
Parties Attending	President, VPI

Meeting Length (Hrs)	1.5
Reason	Management restructuring working group
Summary and Outcome	Took notes on interview
Next Steps	summarise and analyse data

Meeting, Date	July 4, External Management Working Group Interview #2
Parties Attending	President, VPI
Meeting Length (Hrs)	1.5
Reason	Management restructuring working group
Summary and Outcome	Took notes on interview
Next Steps	summarise and analyse data

Meeting, Date	July 5, Staff Consultation Interview #1
Parties Attending	OOO coordinator, WC coordinator
Meeting Length (Hrs)	1
Reason	Management Restructuring Working Group
Summary and Outcome	Conducted interview
Next Steps	summarise and analyse data

Meeting, Date	July 5, Meeting with AVPES
Parties Attending	Andrew, Shanja, Zahila, Rehman
Meeting Length (Hrs)	1
Reason	Intros, new projects, to dos
Summary and Outcome	Everyone is very nice and friendly!
Next Steps	I will provide them with an overview of my current projects, they will submit project ideas and we will work on developing plans together

Meeting, Date	July 5, SFSS and Student Services Check-In
Parties Attending	Tracy Mason-Innes, VPUA, VPE, President
Meeting Length (Hrs)	1
Reason	Introductions and questions

Summary and Outcome	Received new information about ongoing changes within the university, their plans, introduced ourselves and discussed plans for the year
Next Steps	keep in touch regarding IP10 and the MOU

Meeting, Date	July 5, HRP Meeting
Parties Attending	HRP Committee
Meeting Length (Hrs)	1
Reason	Bi-weekly
Summary and Outcome	First meeting of the year, we discussed scope and goals of the committee
Next Steps	N/A

Meeting, Date	July 5, Management Structure Working Group Interview #3
Parties Attending	Sindhu, President, VPI, HSUSU councillor
Meeting Length (Hrs)	2
Reason	Data collection
Summary and Outcome	took notes on the interview
Next Steps	analyse and summarise data

Meeting, Date	July 6, Management Structure Working Group Interview
Parties Attending	Abhishek Parmar
Meeting Length (Hrs)	0.5
Reason	Data collection
Summary and Outcome	Took notes on interview
Next Steps	Report back to team

Meeting, Date	July 8, Communications Strategy Check In
Parties Attending	Ariana Shamsuddin
Meeting Length (Hrs)	0.5
Reason	Editing and reviewing steps to improve the society's outreach and engagement through media
Summary and Outcome	We notified each other of our ongoing concerns, discussed the current document, and set a timeline for next steps

Next Steps	Ariana will provide feedback and planning
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Meeting, Date	July 8, Bi-Weekly Committee Updates with Staff
Parties Attending	Muriel, Sindhu, Joel, Rishu
Meeting Length (Hrs)	0.5
Reason	Bi-weekly
Summary and Outcome	We discussed ongoing campaigns and relevant updates
Next Steps	Touch base with ISSA councillor about divestment

Meeting, Date	July 8, Management Structure Working Group Interview
Parties Attending	Emmanuel, Sam, John Walsh
Meeting Length (Hrs)	1.5
Reason	Data collections
Summary and Outcome	Took notes on interview
Next Steps	Report back to team

Meeting, Date	July 9, Management Structure Working Group Interview
Parties Attending	Peter Hance
Meeting Length (Hrs)	1
Reason	Data collections
Summary and Outcome	Took notes on interview
Next Steps	Report back to team

Meeting, Date	July 9, Management Structure Working Group Interview
Parties Attending	Samantha Li, Nancy Mah, Anna Reva, Ricky, Rachel Dee
Meeting Length (Hrs)	1.5
Reason	Data collections
Summary and Outcome	Took notes on interview
Next Steps	Report back to team

Meeting, Date	July 9, Management Structure Working Group Interview
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Parties Attending	Constantin Lozitsky, Sam Robinson
Meeting Length (Hrs)	1
Reason	Data collections
Summary and Outcome	Took notes on interview
Next Steps	Report back to team

Meeting, Date	July 9, Management Structure Working Group Interview
Parties Attending	Cicely, Shelley
Meeting Length (Hrs)	1.5
Reason	Data collections
Summary and Outcome	Took notes on interview
Next Steps	Report back to team

Meeting, Date	July 9, Management Structure Working Group Interview
Parties Attending	Peter Hance
Meeting Length (Hrs)	1
Reason	Data collections
Summary and Outcome	Took notes on interview
Next Steps	Report back to team

Meeting, Date	July 11, Meeting with Student
Parties Attending	Eden Chipperfield
Meeting Length (Hrs)	1
Reason	Sexual violence prevention measures
Summary and Outcome	Introduction with student who discussed their research and ideas for how the SFSS can play a role in creating a better culture
Next Steps	Follow up with SFPIRG, EXEC, or council (not sure) send follow up email for sure

Meeting, Date	July 1, Management Structure Working Group Interview
Parties Attending	Muriel, Trish
Meeting Length (Hrs)	1.5

Reason	Data collections
Summary and Outcome	Took notes on interview
Next Steps	Report back to team

Meeting, Date	July 11, Management Structure Working Group Interview
Parties Attending	Balkees, Marie, Corbett, Emmanuel, Sam
Meeting Length (Hrs)	2.5
Reason	Data collections
Summary and Outcome	Took notes on interview, discussed preliminary thoughts with Emmanuel and Sam
Next Steps	Report back to team

Meeting, Date	July 12, Executive Committee Meeting
Parties Attending	Exec, Sindhu
Meeting Length (Hrs)	2
Reason	Weekly
Summary and Outcome	Updates, discussions about SUB incidents
Next Steps	Follow up with relevant folks about relevant projects

Meeting, Date	July 12, Management Structure Working Group Meeting
Parties Attending	Emmanuel, Sam, Adrianna, Sharon, Peter
Meeting Length (Hrs)	2
Reason	Recurring Meeting
Summary and Outcome	We discussed how our interviews went, touched on some initial thoughts, and outlined how we would be analysing data
Next Steps	Digest all the interviews and survey responses

Meeting, Date	July 15, Meeting about policy MOU
Parties Attending	Rishu, Emmanuel, Tracey Mason-Innes, Joel Gilani
Meeting Length (Hrs)	1
Reason	To discuss the renewal of an MOU between BOG, SFSS, and SFU
Summary and Outcome	

Next Steps	
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Total Meeting Hours	31
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Projects and Events

Project/Event Title	Management Structure Working Group
Updates and Upcoming Plans	Data collections have ended, consolidating files, checking in with team, reviewing notes, doing research.
Relevant Strategic Priorities	Analyze and present findings
Total Time (Hrs)	15

Total Project and Events Hours	15
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Committee Chair Work

Committee Name	Equity Sustainability Committee
# of Meetings	1
Total Time (Hrs)	1
Summary	Great meeting with two speakers! ISSA councilor gave two presentations and we had a guest grad student directed to us from Student Engagement who talked about his research
Ongoing Projects	Discuss divestment from fossil fuels
Relevant Strategic Priorities:	Add students at large

Committee Name	Accessability Committee
# of Meetings	1
Total Time (Hrs)	1
Summary	Discussed hybrid modes of council
Ongoing Projects	Healthcare campaign
Relevant Strategic Priorities:	Keep committee updated on ongoing concerns

Committee Name	BIPOC Committee
# of Meetings	1
Total Time (Hrs)	1
Summary	Elected vice chair
Ongoing Projects	
Relevant Strategic Priorities:	Add students at large

Total Committee Hours	3
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Administrative Work

Summary	Read and approved agendas, created meeting note documents for multiple external meetings and projects, reviewed policies for relevant projects, managing internal documents and resources, emails
Total Time (Hrs)	15

Total Admin Hours	15
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