

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
(July 16 - July 31)

[President](#)

[VP Internal and Organizational Development](#)

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President

Emmanuel Adegboyega

Meeting Summary and Comments

Meeting, Date	July 16, 2024
Parties Attending	Union Reps, OM, Prez
Meeting Length (Hrs)	1 hr
Reason	Working conditions meeting
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 17, 2024
Parties Attending	VP-I, Prez, OM, Policy Staff
Meeting Length (Hrs)	0.5 hr
Reason	Policy review scheduling meeting
Summary and Outcome	Created schedule for yearly policy review
Next Steps	N/A

Meeting, Date	July 17 ,2024
Parties Attending	Council, Execs, OM (Sindhu), Staff
Meeting Length (Hrs)	2
Reason	Developmental Session
Summary and Outcome	Sexual violence and prevention workshop
Next Steps	N/A

Meeting, Date	July 18,2024
Parties Attending	Execs, OM, MSC staff
Meeting Length (Hrs)	1 hr

Reason	SFSS-Aon: Insurance Discussion
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 18, 2024
Parties Attending	Staff, Execs, OM
Meeting Length (Hrs)	1
Reason	Monthly Staff meeting
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 18, 2024
Parties Attending	Forum, VP-Events, Prez
Meeting Length (Hrs)	1 hr
Reason	The Forum - Fall Kickoff Proposal
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 19, 2024
Parties Attending	Management Working Group
Meeting Length (Hrs)	0.5 hr
Reason	Management Structure Working Group
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 19, 2024
Parties Attending	Prez & policy staff
Meeting Length (Hrs)	0.5 hr

Reason	Student Case management
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 22 ,2024
Parties Attending	Prez, OM (Sindhu)
Meeting Length (Hrs)	0.5 hr
Reason	President x Operations Organizer Check-In
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	July 24 ,2024
Parties Attending	Council, Execs, OM (Sindhu), Staff
Meeting Length (Hrs)	2 hrs
Reason	Council Meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	July 25, 2024
Parties Attending	Prez, VP-Events, VP-External, OM, EC-Rachel
Meeting Length (Hrs)	1 hr
Reason	Fall Kickoff Marketing Proposal - The Forum
Summary and Outcome	Negotiated a contract deal pending legal approval
Next Steps	Sign LOI while edits to contract is made

Meeting, Date	July 26, 2024
Parties Attending	Management Working Group
Meeting Length (Hrs)	1 hr
Reason	Management Structure Working Group
Summary and Outcome	N/A

Next Steps	N/A
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Meeting, Date	July 26, 2024
Parties Attending	JDC team, Prez, VP-Internal, VP-Finance
Meeting Length (Hrs)	0.5 hr
Reason	JDC Sponsorship Discussion
Summary and Outcome	N/A
Next Steps	Follow up with staff

Meeting, Date	Tuition Consultation, July 30, 2024
Parties Attending	Execs
Meeting Length (Hrs)	1 hr
Reason	Tuition consultation with SFSS
Summary and Outcome	Plans for SFU Tuition consultation process
Next Steps	N/A

Meeting, Date	July 30, 2024
Parties Attending	Prex, OM, FC, SFU Carissa
Meeting Length (Hrs)	0.5 hr
Reason	Follow up about Bursaries
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 31 ,2024
Parties Attending	Council, Execs, OM (Sindhu), Staff
Meeting Length (Hrs)	2
Reason	Developmental Session
Summary and Outcome	Active Bystander Workshop

Next Steps	N/A
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Total Meeting Hours	16 hrs
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Projects and Events

Project/Event Title	Town Hall: Exec Meet & Greet
Updates and Upcoming Plans	N/A
Relevant Strategic Priorities	Student engagement and community building
Total Time (Hrs)	1 hr

Project/Event Title	Excluded management Working group
Updates and Upcoming Plans	Data analysis report with recommendations
Relevant Strategic Priorities	Operational longevity of the SFSS
Total Time (Hrs)	5 Hrs

Total Project and Events Hours	6 hrs
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Committee Chair Work

Committee Name	Executive
# of Meetings	1
Total Time (Hrs)	2 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	1.5 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)	40 hrs

Total Admin Hours	40 hrs
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Total Hours: 63.5

VP Internal and Organizational Development

Sam Killawee

On LOA last two days of the period

Meeting Summary and Comments

Meeting, Date	July 17, 2024
Parties Attending	VP-I, Prez, OM, Policy Staff
Meeting Length (Hrs)	0.5 hr
Reason	Policy review scheduling meeting
Summary and Outcome	Created schedule for yearly policy review
Next Steps	N/A

Meeting, Date	SFU & SFSS - ESports discussion, Jul 17
Parties Attending	Tracey mason, VP UAA
Meeting Length (Hrs)	1
Reason	Confidential
Summary and Outcome	Confidential
Next Steps	Confidential

Meeting, Date	July 17 ,2024
Parties Attending	Council, Execs, OM (Sindhu), Staff
Meeting Length (Hrs)	2
Reason	Developmental Session
Summary and Outcome	Sexual violence and prevention workshop
Next Steps	N/A

Meeting, Date	Discussion: Munchie Mondays Sponsorships and Budget Allocation, Jul 18
Parties Attending	EXEC, OO, Muriel
Meeting Length (Hrs)	1
Reason	Munchie monday budget

Summary and Outcome	Division of funding between committees
Next Steps	Division of funding between committees

Meeting, Date	July 18,2024
Parties Attending	Execs, OM, MSC staff
Meeting Length (Hrs)	1 hr
Reason	SFSS-Aon: Insurance Discussion
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 18, 2024
Parties Attending	Staff, Execs, OM
Meeting Length (Hrs)	1
Reason	Monthly Staff meeting
Summary and Outcome	N/A
Next Steps	N/A

Committee Name	HRP, Jul 19, 2024
# of Meetings	1
Total Time (Hrs)	30 mins
Summary	Agenda items

Meeting, Date	July 24 ,2024
Parties Attending	Council, Execs, OM (Sindhu), Staff
Meeting Length (Hrs)	2 hrs
Reason	Council Meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	E sports, July 25
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Parties Attending	Jennifer seto, VPUAA
Meeting Length (Hrs)	1
Reason	E sports discussion
Summary and Outcome	Told us about their plan
Next Steps	Bring to Exec

Meeting, Date	July 25, 2024
Parties Attending	Prez, VP-Events, VP-External, OM, EC-Rachel
Meeting Length (Hrs)	1 hr
Reason	Fall Kickoff Marketing Proposal - The Forum
Summary and Outcome	Negotiated a contract deal pending legal approval
Next Steps	Sign LOI while edits to contract is made

Meeting, Date	July 26, 2024
Parties Attending	Management Working Group
Meeting Length (Hrs)	1 hr
Reason	Management Structure Working Group
Summary and Outcome	N/A

Meeting, Date	July 26, 2024
Parties Attending	JDC team, Prez, VP-Internal, VP-Finance
Meeting Length (Hrs)	0.5 hr
Reason	JDC Sponsorship Discussion
Summary and Outcome	N/A
Next Steps	Follow up with staff

Total Meeting Hours	13
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Projects and Events

Project/Event Title	Restructuring
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Updates and Upcoming Plans	phase 2
Relevant Strategic Priorities	Organizational development
Total Time (Hrs)	10

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)	1

Project/Event Title	Collaboration with VP Equity
Updates and Upcoming Plans	Restructuring working group / healthcare
Relevant Strategic Priorities	Organizational development
Total Time (Hrs)	4

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)	1

Project/Event Title	Collaboration with the CSSS
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	councillor/AVP
Updates and Upcoming Plans	policy review and governance committee
Relevant Strategic Priorities	internal matters and policy review
Total Time (Hrs)	4

Project/Event Title	hybrid council
Updates and Upcoming Plans	Move to primarily in-person
Relevant Strategic Priorities	board of directors
Total Time (Hrs)	0.25

Total Project and Events Hours	22.25
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Committee Chair Work

Committee Name	executive committee
# of Meetings	2
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	1
Total Time (Hrs)	5
Summary	worked on agenda and planning for Governance committee, prepped vice chair to chair
Ongoing Projects	n/a
Relevant Strategic Priorities:	policy and governance

Total Committee Hours	8
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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)	15

Total Admin Hours	15
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58.25 hours

VP Finance and Services

Simar Sahota

Meeting Summary and Comments

Meeting, Date	Weekly AVP Meeting, Jul 16, 2024
Parties Attending	Jaymar
Meeting Length (Hrs)	1.5
Reason	Weekly meeting
Summary and Outcome	Updates and planning
Next Steps	Brief next meeting

Meeting, Date	Staff Meeting, Jul 18
Parties Attending	Staff, EXEC
Meeting Length (Hrs)	1
Reason	Go over agenda
Summary and Outcome	Went over agenda
Next Steps	Go to next

Meeting, Date	Town Hall: Exec Meet & Greetn July 19
Parties Attending	EXEC
Meeting Length (Hrs)	3
Reason	Student engagement
Summary and Outcome	Student engagement
Next Steps	Work on next one

Committee Name	HRP, Jul 19, 2024
# of Meetings	1

Total Time (Hrs)	30 mins
Summary	Agenda items

Meeting, Date	Caselt Grant initial discussion, july 23
Parties Attending	Caselt VP Finance, AVP Jaymar
Meeting Length (Hrs)	1.5 hour
Reason	Discussing grant retreat
Summary and Outcome	Discussed grant procedure and suggestions
Next Steps	Approve grant when it comes in

Meeting, Date	Weekly AVP Meeting, Jul 23, 2024
Parties Attending	Jaymar
Meeting Length (Hrs)	1.5
Reason	Weekly meeting
Summary and Outcome	Updates and planning
Next Steps	Brief next meeting

Meeting, Date	Jul 24, 2024
Parties Attending	Council
Meeting Length (Hrs)	3 hrs
Reason	Council Meeting
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	JDC Sponsorship discussion initial and meeting Jul 26, 2024
Parties Attending	Initial - JDC team, meeting - Emmanuel, Sam, JDC team
Meeting Length (Hrs)	2
Reason	JDC wants to collaborate with SFSS for donations

Summary and Outcome	Have to speak to finance coords regarding procedures
Next Steps	Next meeting

Meeting, Date	SFU PSA Pind Night meeting Jul 26, 2024
Parties Attending	SFU PSA presidents
Meeting Length (Hrs)	1.5
Reason	Brought up concerns regarding their appeal of pind night event
Summary and Outcome	I suggested we speak to staff regarding appeal
Next Steps	Next meeting with staff

Meeting, Date	SFU PSA Pind Night meeting with staff Jul 29, 2024
Parties Attending	SFU PSA presidents, Sindhu, Ricky, Rachel
Meeting Length (Hrs)	1.5
Reason	Brought up concerns regarding their appeal of pind night event
Summary and Outcome	I suggested we speak to staff regarding the appeal
Next Steps	Next meeting with staff

Meeting, Date	Tuition Consultation, July 30, 2024
Parties Attending	Execs
Meeting Length (Hrs)	1 hr
Reason	Tuition consultation with SFSS
Summary and Outcome	Plans for SFU Tuition consultation process
Next Steps	N/A

Meeting, Date	Weekly AVP Meeting, Jul 16, 2024
Parties Attending	Jaymar
Meeting Length (Hrs)	1
Reason	Weekly meeting
Summary and Outcome	Updates and planning

Next Steps	Brief next meeting
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Total Meeting Hours	22.5
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Projects and Events

Project/Event Title	Reviewing and drafting Investment Policy while speaking to staff and other execs
Total Time (Hrs)	2

Project/Event Title	Working on tracker for club/dsu/fsu grants
Total Time (Hrs)	1

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)	2.5

Project/Event Title	Reviewing SHCC Applications
Total Time (Hrs)	2

Project/Event Title	Reviewing FASC Applications
Total Time (Hrs)	1.5

Total Project and Events Hours	11
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Committee Chair Work

Committee Name	Biweekly Fasc Meeting
# of Meetings	1
Total Time (Hrs)	2
Summary	Agenda items, meeting prep
Ongoing Projects	Investment policy, budget, at-large apps

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,, 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	ESC, Jul 17
Parties Attending	Equity committee
Meeting Length (Hrs)	1
Reason	Go over agenda
Summary and Outcome	Went over agenda
Next Steps	Go to the next one

Meeting, Date	SFU & SFSS - ESports discussion, Jul 17
Parties Attending	Tracey mason, Sam
Meeting Length (Hrs)	1
Reason	In cam
Summary and Outcome	In cam
Next Steps	In cam

Meeting, Date	Discussion: Munchie Mondays Sponsorships and Budget Allocation, Jul 18
Parties Attending	EXEC, OO, Muriel
Meeting Length (Hrs)	1
Reason	Munchie monday budget
Summary and Outcome	Division of funding between committees
Next Steps	Division of funding between committees

Meeting, Date	Staff Meeting, Jul 18
Parties Attending	Staff, EXEC
Meeting Length (Hrs)	1
Reason	Go over agenda
Summary and Outcome	Went over agenda
Next Steps	Go to next

Meeting, Date	meeting about: Scholarship - SFU / McCall MacBain Scholarships, Jul 19
Parties Attending	Joel, Lorena Sora
Meeting Length (Hrs)	1
Reason	Talk about McMaster scholarship
Summary and Outcome	Went over the scholarship
Next Steps	Help them with outreach

Meeting, Date	Town Hall: Exec Meet & Greetn July 19
Parties Attending	EXEC
Meeting Length (Hrs)	3
Reason	Student engagement
Summary and Outcome	Student enaggemetn
Next Steps	Work on next one

Meeting, Date	SFU/SFSS Collaborations, July 22
Parties Attending	EXEC, SFU Staff
Meeting Length (Hrs)	1
Reason	Discuss priorities
Summary and Outcome	Learnt about their and told em ours
Next Steps	Set up another meeting

Meeting, Date	ECA July 22
Parties Attending	ECA
Meeting Length (Hrs)	1
Reason	Guest
Summary and Outcome	Munchie monday motion
Next Steps	-

Meeting, Date	Academic Integrity Advisory committee, July 22
Parties Attending	SFU Academic integrity committee
Meeting Length (Hrs)	1
Reason	Talk about priorities
Summary and Outcome	Restructuring to come
Next Steps	Go to next one

Meeting, Date	Enrollment Appeal Committee, July 24
Parties Attending	SFU EAC
Meeting Length (Hrs)	1
Reason	Went over agenda
Summary and Outcome	Went over agenda
Next Steps	Go to next

Meeting, Date	Council. July 24
Parties Attending	COuncil
Meeting Length (Hrs)	3
Reason	Go over agenda
Summary and Outcome	Went over agenda
Next Steps	Go to next

Meeting, Date	E sports, July 25
Parties Attending	Jennifer seto, Sam
Meeting Length (Hrs)	1

Reason	E sports discussion
Summary and Outcome	Told us about their plan
Next Steps	Bring to Exec

Meeting, Date	ESAC, JULY 26
Parties Attending	ESAC
Meeting Length (Hrs)	1
Reason	Go over agenda
Summary and Outcome	Went
Next Steps	Go to next

Meeting, Date	EXEC, JUL 26
Parties Attending	EXEC
Meeting Length (Hrs)	2
Reason	Agenda
Summary and Outcome	Went
Next Steps	Go to next

Meeting, Date	Meet with CJ Rowe, July 29
Parties Attending	CJ Rowe
Meeting Length (Hrs)	1
Reason	Discuss priorities
Summary and Outcome	Collaborations incoming
Next Steps	Work on the collaborations

Meeting, Date	Tuition consultation
Parties Attending	EXEC, SFU Staff
Meeting Length (Hrs)	1
Reason	Tuition consultation
Summary and Outcome	They will come to council
Next Steps	-

Total Meeting Hours	21
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Projects and Events

Project/Event Title	Munchie mondays
Updates and Upcoming Plans	Reecuring event
Relevant Strategic Priorities	Std engagement
Total Time (Hrs)	6

Project/Event Title	Pet therapy
Updates and Upcoming Plans	Recurring event
Relevant Strategic Priorities	Std engagement
Total Time (Hrs)	2

Total Project and Events Hours	8
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Committee Chair Work

Committee Name	Outreach committee
# of Meetings	2
Total Time (Hrs)	4
Summary	Going over agenda, chairing meeting, approving agenda and minutes
Ongoing Projects	Increasing engagement strategies
Relevant Strategic Priorities:	Increasing outreach

Committee Name	UAAC
# of Meetings	1
Total Time (Hrs)	2
Summary	Going over agenda, chairing meeting, approving agenda and minutes
Ongoing Projects	-
Relevant Strategic Priorities:	Work on things proposed in agenda

Total Committee Hours	6
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Administrative Work

Summary	Emails, Cheques, Event planning, Survey prep, Work report
Total Time (Hrs)	30

Total Admin Hours	30
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VP External and Community Affairs

Joel Gilani

Meeting Summary and Comments

Meeting, Date	BC-IBN Education and Skills Summit, Jul 15, 2024
Parties Attending	Consul General of India, Minister Ravi Parmar, Minister Rachana Singh, Delegations from various cities and universities
Meeting Length (Hrs)	10 Hrs
Reason	Event focused on future of post secondary education
Summary and Outcome	Multiple engaging panel discussions including a senior leader panel consisting of UFV Provost Dr. James Mandingo, VP Global Partnerships at TWU Dr. Philip Laird, SELC President Patrick Dang, UCW President Dr. Bashir Makhoul, Senior Director at IC Impacts Dr. Nemkumar Banthia and VCC President Ajay Patel.
Next Steps	Connect with Post Secondary Minister's staff to schedule a meeting jointly with Ravi and Lisa, Connect FNMISA with Philipa Dutt (Indigenous Relations at City of Port Moody), Explore educational events and awareness campaigns with UBC Kidney Transplant Research Prog along with VP Events, Follow up with Elicia Maine (AVP Knowledge Mobilization and Innovation at SFU) on how the Student Society can help shape SFU's goals

Meeting, Date	UVSS, Jul 16, 2024
Parties Attending	UVSS Execs, SFSS VP External and AVP External
Meeting Length (Hrs)	2 Hrs
Reason	Time to Vote Campaign
Summary and Outcome	SFSS to support
Next Steps	Follow up at ECA

Meeting, Date	Check-in, Jul 16, 2024
Parties Attending	VP Events, VP Equity
Meeting Length (Hrs)	2 Hrs
Reason	Rebalancing portfolios
Summary and Outcome	External to support sponsorships for Kickoff

Next Steps	Connect with VP Events
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Meeting, Date	Jul 17, 2024
Parties Attending	Council
Meeting Length (Hrs)	2 hrs
Reason	Council Dev Session
Summary and Outcome	Council Dev Session
Next Steps	

Meeting, Date	Munchie Monday Budget/Sponsorship Jul 18, 2024
Parties Attending	Exec, OO
Meeting Length (Hrs)	1 Hr
Reason	Budget Reallocation
Summary and Outcome	ESC, UAAC and ECA to recommend reallocating budget to Events Committee in FASC
Next Steps	Motion in ECA

Meeting, Date	Summer Fest, Jul 18, 2024
Parties Attending	Exec
Meeting Length (Hrs)	3 Hrs
Reason	exec support at student engagement event
Summary and Outcome	-
Next Steps	-

Meeting, Date	Staff, Jul 18, 2024
Parties Attending	Exec, Staff
Meeting Length (Hrs)	1 Hrs
Reason	Staff Meeting

Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Security Follow-up Discussions, Jul 18, 2024
Parties Attending	OO, VPES
Meeting Length (Hrs)	1 Hr
Reason	Ongoing safety concerns at the SUB
Summary and Outcome	Follow up with SFU Campus Safety and Risk on a response plan
Next Steps	

Meeting, Date	Fall Kickoff Proposal, Jul 18, 2024
Parties Attending	Forum, SFSS
Meeting Length (Hrs)	2 Hrs
Reason	Fall Kickoff
Summary and Outcome	
Next Steps	

Meeting, Date	UAAC Meeting, Jul 19, 2024
Parties Attending	UAAC
Meeting Length (Hrs)	1 Hr
Reason	Committee Meeting
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	FASC Meeting, Jul 19, 2024
Parties Attending	FASC
Meeting Length (Hrs)	1 Hr

Reason	Committee Meeting
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	McCall MacBain Scholarships, Jul 19, 2024
Parties Attending	UAA, McCall MacBain Representative
Meeting Length (Hrs)	1 Hr
Reason	Scholarships
Summary and Outcome	Promoting opportunities to students
Next Steps	To share opportunities within SFSS Newsletters

Meeting, Date	Townhall, Jul 19, 2024
Parties Attending	Exec
Meeting Length (Hrs)	2 Hrs
Reason	Townhall
Summary and Outcome	
Next Steps	

Meeting, Date	Past Exec, Jul 19, 2024
Parties Attending	Exec and Previous Execs
Meeting Length (Hrs)	2 Hrs
Reason	Learning Opportunity
Summary and Outcome	Update Plans
Next Steps	

Meeting, Date	SFU, Jul 19, 2024
Parties Attending	Chief of Staff James Beresford, VP Comms Kirstin Linklater, Gov Relations Dasha

	Berezhnova, VP Equity, VP University
Meeting Length (Hrs)	2 Hrs
Reason	Joint Government Advocacy Opportunities
Summary and Outcome	Multiple campaigns of interest
Next Steps	SFU to follow up on individual pieces including on Healthcare, Housing, Gondola and Investments

Meeting, Date	Jul 22, 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	

Meeting, Date	Kickoff, Jul 22, 2024
Parties Attending	SFSS, Forum
Meeting Length (Hrs)	2 Hrs
Reason	Proposal Discussion
Summary and Outcome	
Next Steps	

Meeting, Date	#BanksOffCampus, Jul 23, 2024
Parties Attending	Various Student Union Reps, VPES
Meeting Length (Hrs)	2 Hrs
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Lobby Training ABCS,, Jul 23, 2024
Parties Attending	ABCS
Meeting Length (Hrs)	2 Hrs
Reason	Lobby Training
Summary and Outcome	
Next Steps	

Meeting, Date	Council, Jul 24, 2024
Parties Attending	Council
Meeting Length (Hrs)	3 Hrs
Reason	Council
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Fall Kickoff, Jul 25, 2024
Parties Attending	Forum, SFSS
Meeting Length (Hrs)	1.5 Hrs
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	NNECT/CaterDash, Jul 26, 2024
Parties Attending	NNECT Founder, VP Events
Meeting Length (Hrs)	0.5 Hrs
Reason	Potential Sponsorships
Summary and Outcome	
Next Steps	

Meeting, Date	Exec, Jul 26, 2024
Parties Attending	Exec
Meeting Length (Hrs)	2 Hrs
Reason	see minutes
Summary and Outcome	see minutes
Next Steps	

Meeting, Date	ECA At-Large, Jul 26, 2024
Parties Attending	At- Large Candidate
Meeting Length (Hrs)	1 Hrs
Reason	Interview
Summary and Outcome	
Next Steps	

Meeting, Date	Kickoff Touchbase, Jul 27, 2024
Parties Attending	SFSS, Forum
Meeting Length (Hrs)	1.5 Hrs
Reason	Marketing Plan
Summary and Outcome	
Next Steps	

Meeting, Date	Bi-Weekly Food Security Jul 29, 2024
Parties Attending	CC, OO, MSC, UAA
Meeting Length (Hrs)	1
Reason	Bi-Weekly Check in
Summary and Outcome	see minutes
Next Steps	

Meeting, Date	SFU Tuition Consultation , Jul 30, 2024
Parties Attending	SFSS Execs, VPSI Rummana, CJ Rowe, Kat Trinidad
Meeting Length (Hrs)	1 Hrs
Reason	SFU Budget Priorities
Summary and Outcome	To uncouple tuition approval from budget at the board level, Pass tuition increase in Jan, Remove tuition consultation survey in current capacity
Next Steps	Bring to council

Meeting, Date	SFU SER, Jul 18, 2024
Parties Attending	SER
Meeting Length (Hrs)	.5 Hrs
Reason	Introduction
Summary and Outcome	
Next Steps	

Meeting, Date	SFU SER, Jul 25, 2024
Parties Attending	SER
Meeting Length (Hrs)	.5 Hrs
Reason	Kickoff Sponsorships
Summary and Outcome	
Next Steps	

Meeting, Date	Pool Table Donation , Jul 30, 2024
Parties Attending	Donor
Meeting Length (Hrs)	1 Hrs
Reason	Follow up
Summary and Outcome	

Next Steps	
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Meeting, Date	Pool Table Donation , Jul 30, 2024
Parties Attending	Donor
Meeting Length (Hrs)	1 Hrs
Reason	Follow up
Summary and Outcome	
Next Steps	

Meeting, Date	VPX Office Hours , Jul 30, 2024
Parties Attending	Student
Meeting Length (Hrs)	2 Hrs
Reason	
Summary and Outcome	
Next Steps	Connect with appropriate resources

Meeting, Date	Fall Kickoff Sponsor Tiers, Jul 30, 2024
Parties Attending	VP Events
Meeting Length (Hrs)	2 Hrs
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Council Dev Session, Jul 31, 2024
Parties Attending	Council
Meeting Length (Hrs)	2 hrs
Reason	Council Dev Session

Summary and Outcome	
Next Steps	

Total Meeting Hours	58.5
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Projects and Events

Project/Event Title	Fall Kickoff Sponsorships
Updates and Upcoming Plans	Draft Emails/Letters, Follow up with sponsors, connect with Forum on relevant priorities
Relevant Strategic Priorities	Timelines
Total Time (Hrs)	4 Hrs

Total Project and Events Hours	4
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Committee Chair Work

Committee Name	ECA
# of Meetings	1
Total Time (Hrs)	3 Hrs
Summary	Meeting and associated admin work
Ongoing Projects	see minutes
Relevant Strategic Priorities:	see minutes

Total Committee Hours	3
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Administrative Work

Summary	Emails, follow ups, unstructured work, work reports
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Total Time (Hrs)	10
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Total Admin Hours	10
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Total Hours	75.5
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VP Events and Student Affairs
Chitransh Motwani

Meeting Summary and Comments

Meeting, Date	July 18,2024
Parties Attending	Execs, OM, MSC staff
Meeting Length (Hrs)	1 hr
Reason	SFSS-Aon: Insurance Discussion
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	July 18, 2024
Parties Attending	Forum, VP-Events, Prez
Meeting Length (Hrs)	1 hr
Reason	The Forum - Fall Kickoff Proposal
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	Bounce Introduction, July 19
Parties Attending	Bounce, VP Events, AVP Events
Meeting Length (Hrs)	1
Reason	Setup on Bounce app, intro to new features
Summary and Outcome	Will be working with Bounce for future events
Next Steps	Start setting up events on Bounce

Meeting, Date	Blueprint Fall Kickoff Brief - July 19
Parties Attending	Blueprint, VP Events
Meeting Length (Hrs)	2
Reason	Talking about getting Blueprint for artists and staging for Fall Kickoff
Summary and Outcome	Blueprint will be working on potential artists
Next Steps	Prepare for Kickoff, sign agreements accordingly

Meeting, Date	Forum Deliverables Discussion, July 22, 2024
Parties Attending	VP External, VP Equity, The Forum, AVP Events

Meeting Length (Hrs)	2
Reason	Discussing The Forum's proposal for Fall Kickoff
Summary and Outcome	Need to further define The Forum's roles and responsibilities
Next Steps	Draft own contract

Meeting, Date	July 24 ,2024
Parties Attending	Council, Execs, OM (Sindhu), Staff
Meeting Length (Hrs)	2 hrs
Reason	Council Meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	July 25, 2024
Parties Attending	Prez, VP-Events, VP-External, OM, EC-Rachel
Meeting Length (Hrs)	1 hr
Reason	Fall Kickoff Marketing Proposal - The Forum
Summary and Outcome	Negotiated a contract deal pending legal approval
Next Steps	Sign LOI while edits to contract is made

Meeting, Date	July 26, 2024, Exec Committee
Parties Attending	Execs, OM
Meeting Length (Hrs)	2
Reason	Weekly
Summary and Outcome	Updates
Next Steps	N/A

Meeting, Date	July 26, Team Dinner
Parties Attending	Executives
Meeting Length (Hrs)	3
Reason	Team Bonding
Summary and Outcome	N/A

Next Steps	N/A
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Total Meeting Hours	15
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Projects and Events

Project/Event Title	SummerFest 2024 -July 18
Updates and Upcoming Plans	Finalized logistics, bought ice cream, set up, running the event, breakdown
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	12

Project/Event Title	Exec Town Hall - Meet & Greet
Updates and Upcoming Plans	Attended the event
Relevant Strategic Priorities	Engagement
Total Time (Hrs)	3

Project/Event Title	Fall Kickoff
Updates and Upcoming Plans	Working on finalizing vendors, planning event, contacting stakeholders
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	22

Project/Event Title	Pet Therapy
Updates and Upcoming Plans	Finalized Logistics
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	2

Project/Event Title	Promotional Items order
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Updates and Upcoming Plans	Contacting vendors for quotes, brainstorming designs and options
Relevant Strategic Priorities	Student Engagement, Society visibility
Total Time (Hrs)	8

Total Project and Events Hours	47
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Committee Chair Work

Committee Name	FYEC - July 18
# of Meetings	1
Total Time (Hrs)	1.5 hour
Summary	Worked on agenda and discussions, finalized engagement ideas
Ongoing Projects	Welcome Packages
Relevant Strategic Priorities:	First Year Engagement

Committee Name	SCC -July 25
# of Meetings	1
Total Time (Hrs)	1.5 hr
Summary	Discussed upcoming events, passed events for the rest of the summer
Ongoing Projects	Welcome Packages,
Relevant Strategic Priorities:	Increasing Student Engagement

Committee Name	MSA -July 25
# of Meetings	1
Total Time (Hrs)	1.5 hr
Summary	Bounce Presentation
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	ESAC -July 26
# of Meetings	1
Total Time (Hrs)	1.5 hr
Summary	Discussed at-large application, welcome packages project
Ongoing Projects	Welcome Packages, Month of Welcome
Relevant Strategic Priorities:	Increasing Student Engagement

Total Committee Hours	6
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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)	8

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)	6

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)	18

Total Admin Hours	32
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VP Equity and Sustainability

Chloe Arneson

Meeting Summary and Comments

Meeting, Date	Meeting about MOU, July 15
Parties Attending	VPUA, President, Tracey Mason-Innes
Meeting Length (Hrs)	1

Reason	Policy MOU
Summary and Outcome	Introductions and discussion about upcoming renewal of MOU
Next Steps	Identify any issues

Meeting, Date	VPES, VPX, VPE Check in/events meeting, July 16
Parties Attending	VPES, VPX, VPE discussion about upcoming events, ongoing projects
Meeting Length (Hrs)	2
Reason	Check in
Summary and Outcome	Kick off plans are a goooooo
Next Steps	Slay super hard

Meeting, Date	VP Equity and Internal Check in, July 17
Parties Attending	VPES, VPIOD
Meeting Length (Hrs)	1
Reason	Regular meeting
Summary and Outcome	Updated one another about ongoing projects, issues policy review
Next Steps	Take considerations to ESC

Meeting, Date	Munchie Mondays Budget Meeting, July 18
Parties Attending	VPES, VPX, VPIOD, VPE, Staff
Meeting Length (Hrs)	1
Reason	To discuss which budget munchie mondays should come from
Summary and Outcome	Allocate to VPUA
Next Steps	Munch

Meeting, Date	DNA Meeting, July 18
Parties Attending	DNA staff
Meeting Length (Hrs)	1
Reason	Check in on healthcare campaign
Summary and Outcome	No DNA members attended, discussed ongoing concerns with staff
Next Steps	Continue to check in on feedback from DNA

Meeting, Date	Staff Meeting, July 18
Parties Attending	Staff, Exec
Meeting Length (Hrs)	1
Reason	Monthly meeting
Summary and Outcome	Updates, concerns
Next Steps	

Meeting, Date	SFU Pride Planning Committee, July 18
Parties Attending	Planning Committee
Meeting Length (Hrs)	1
Reason	Event is soooooon
Summary and Outcome	Registration is low
Next Steps	Post on our IG

Meeting, Date	Security Meeting, July 18
Parties Attending	VPX, OM
Meeting Length (Hrs)	1
Reason	Ongoing safety concerns in the SUB
Summary and Outcome	Plan meetings with SFU security
Next Steps	Meet with Galib

Meeting, Date	Management Structure Working group, July 19
Parties Attending	Working group
Meeting Length (Hrs)	0.5
Reason	Create timeline
Summary and Outcome	Timeline created
Next Steps	Finish report, meet soon

Meeting, Date	SFSS Council, July 24
Parties Attending	everyone

Meeting Length (Hrs)	3
Reason	regular
Summary and Outcome	updates and motions and such
Next Steps	be good student leaders

Meeting, Date	NCOC Meeting, July 22
Parties Attending	SFPIRG Rep
Meeting Length (Hrs)	1.5
Reason	regular meeting
Summary and Outcome	updates and security discussions
Next Steps	Dev session

Meeting, Date	Biweekly updates, July 22
Parties Attending	VPUA, VPX, OM, Campaigns coord
Meeting Length (Hrs)	0.5
Reason	regular
Summary and	updates :)
Next Steps	check in on SUB sanitary napkins project

Meeting, Date	Student Union banks off campus meeting
Parties Attending	student leaders across Canada (so cool)
Meeting Length (Hrs)	2
Reason	divestment
Summary and	discussed experiences, watches presentation
Next Steps	check in on divestment from Scotiabank

Total Meeting Hours	
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Projects and Events

Project/Event Title	Management Restructuring Working Group
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Updates and Upcoming Plans	Finalize data and start report, meetings for discussions
Relevant Strategic Priorities	work with group to align ideas
Total Time (Hrs)	15

Project/Event Title	Sustainability Policy Event
Updates and Upcoming Plans	Met with ISSA councillor to discuss ideas and plan priorities
Relevant Strategic Priorities	ISSA councillor will finalize event plan and present to ESC
Total Time (Hrs)	5

Project/	Fall Kickoff
Updates	met with forum, meetings with other VPs, AVPs, discussed details
Relevant Strategic Priorities	Assist VPE in any relevant duties
Total Time (Hrs)	5

Project/Event Title	Merch Order
Updates and Upcoming	discussed details with VPE, I did not help very much in the end but I tried to pick order details and contribute to designs
Relevant Strategic Priorities	gave up and he handled it (sorry Chitransh)
Total Time (Hrs)	5

Project/Event Title	DMA Hiring Committee
Updates and Upcoming	reviewed 124 candidates, selected shortlist, interviews, discussions, etc
Relevant Strategic Priorities	report back to exec, issues pending
Total Time (Hrs)	20 (at leasttttt)

Total Project and Events Hours	50
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Committee Chair Work

Committee Name	i don't remember I'm so tired pls
# of Meetings	like at least one or two
Total Time (Hrs)	
Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	
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Administrative Work

Summary	Emails, meeting notes, scheduling meetings, meeting plans, work report, readings (policy, research)
Total Time (Hrs)	15

Total Admin Hours	15
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