

SFSS EXECUTIVE COMMITTEE WORK REPORTS

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

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President

Emmanuel Adegboyega

Meeting Summary and Comments

Meeting, Date	June 3, 2024
Parties Attending	Executives, OO (Sindhu), Riane (AA)
Meeting Length (Hrs)	30 mins
Reason	President x Operations Organizer Check-In
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	June 4, 2024
Parties Attending	Executives, OO (Sindhu), Riane (AA)
Meeting Length (Hrs)	1.5
Reason	Executive Committee Meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	June 4, 2024
Parties Attending	VP-F and Melanie (FC)
Meeting Length (Hrs)	30 mins
Reason	Budget Discussion
Summary and Outcome	Got some financial breakdowns
Next Steps	Balance budget

Meeting, Date	June 4, 2024
Parties Attending	Laury, Peter, Adriana (AVPs)
Meeting Length (Hrs)	2
Reason	AVP Check Ins
Summary and Outcome	Introduced everyone, talked vision, and steps forward

Next Steps	N/A
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Meeting, Date	June 5, 2024
Parties Attending	VP-External & Galib
Meeting Length (Hrs)	30 mins
Reason	SFU Chief Safety and Risk Officer Intro
Summary and Outcome	Student safety at convocation
Next Steps	N/A

Meeting, Date	June 5, 2024
Parties Attending	Council, Execs, OM (Sindhu), Staff, Lawyer
Meeting Length (Hrs)	1.5
Reason	Developmental Session
Summary and Outcome	Legal On-boarding
Next Steps	N/A

Meeting, Date	June 6, 2024
Parties Attending	SFU President VPSI Me GSS External & Staff
Meeting Length (Hrs)	1
Reason	Monthly meeting: President VPSI SFSS GSS
Summary and Outcome	Discussed agenda items; property, convocation, divestment
Next Steps	Next meeting booked

Meeting, Date	June 7, 2024
Parties Attending	Staff, SOCA, ASA
Meeting Length (Hrs)	1
Reason	Club renewal
Summary and Outcome	Discussed policies around restarting a club and reallocating funds to clubs
Next Steps	Start a club and look at policy deeper to make some changes

Meeting, Date	June 7, 2024
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Parties Attending	StudentCare Ali, Vp-F, VP-I
Meeting Length (Hrs)	2
Reason	SFSS Plan Renewal Meeting
Summary and Outcome	Discussed our annual report on health and dental claims
Next Steps	Make decisions and look at recommendations

Meeting, Date	June 7, 2024
Parties Attending	Henry (VC)
Meeting Length (Hrs)	30 mins
Reason	Prez X Council Vice-Chair Intro
Summary and Outcome	Discussed expectations
Next Steps	N/A

Meeting, Date	June 7, 2024
Parties Attending	AVP(Laury)
Meeting Length (Hrs)	30 mins
Reason	Black Grad Program Run Through
Summary and Outcome	Discussed my role as Emcee
Next Steps	N/A

Meeting, Date	June 10, 2024
Parties Attending	AVP (Adriana), VP-External
Meeting Length (Hrs)	5
Reason	B.C Business Summit
Summary and Outcome	Discussed challenges currently facing B.C and big ideas going forward
Next Steps	N/A

Meeting, Date	June 10, 2024
Parties Attending	Faculty, students, SFU admin
Meeting Length (Hrs)	5

Reason	Invited to Emcee SFU Black Grad
Summary and Outcome	Celebrated with black students graduating and gave a remark as SFSS president
Next Steps	N/A

Meeting, Date	June 10, 2024
Parties Attending	OO (Sindhu)
Meeting Length (Hrs)	30 mins
Reason	President x Operations Organizer Check-In
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	June 11, 2024
Parties Attending	Executives, OO (Sindhu), Riane (AA)
Meeting Length (Hrs)	1
Reason	Executive Committee Meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	June 12, 2024
Parties Attending	Council, Execs, OM (Sindhu), Staff,
Meeting Length (Hrs)	3.5
Reason	Council Meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	June 13, 2024
Parties Attending	Sindhu, Araba, CUPE, SOCA execs
Meeting Length (Hrs)	1
Reason	BSSC Coordinator Return to Work
Summary and Outcome	Discussed working conditions upon return
Next Steps	Book another meeting in 2 weeks

Total Meeting Hours	27.5 Hrs
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Administrative Work

Summary	Email correspondence, SLO Duties, Meeting w staff, meeting prep, meeting students, shopping, 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, Prepping committees
Total Time (Hrs)	40

Total Admin Hours	40
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Total Hours: 67.5

VP Internal and Organizational Development

Sam Killawee

Meeting Summary and Comments

Meeting, Date	June 4, 2024
Parties Attending	Executives, OO (Sindhu), Riane (AA)
Meeting Length (Hrs)	1.5
Reason	Executive Committee Meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	June 5, 2024
Parties Attending	Council, Execs, OM (Sindhu), Staff, Lawyer
Meeting Length (Hrs)	1.5
Reason	Developmental Session
Summary and Outcome	Legal On-boarding
Next Steps	N/A

Meeting, Date	June 7, 2024
Parties Attending	Staff, SOCA, ASA
Meeting Length (Hrs)	1
Reason	Club renewal
Summary and Outcome	Discussed policies around restarting a club and reallocating funds to clubs
Next Steps	Start a club and look at policy deeper to make some changes

Meeting, Date	June 7, 2024
Parties Attending	StudentCare Ali, Vp-F, VP-I
Meeting Length (Hrs)	2
Reason	SFSS Plan Renewal Meeting
Summary and Outcome	Discussed our annual report on health and dental claims

Next Steps	Make decisions and look at recommendations
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Meeting, Date	June 11, 2024
Parties Attending	Executives, OO (Sindhu), Riane (AA)
Meeting Length (Hrs)	1
Reason	Executive Committee Meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	June 12, 2024
Parties Attending	Council, Execs, OM (Sindhu), Staff,
Meeting Length (Hrs)	4
Reason	Council Meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	Vancity Investment Discussion Jun 13, 2024
Parties Attending	Simar, Emmanuel, Finance Coordinators, Vancity Members
Meeting Length (Hrs)	1
Reason	Vancity Portfolio Review
Summary and Outcome	Understanding investment policies and general terms
Next Steps	Discuss investment policies with FC's

Meeting, Date	Jun 14, 2024
Parties Attending	Exec
Meeting Length (Hrs)	3 hrs
Reason	Discuss media strategy
Summary and Outcome	Worked on work orders
Next Steps	Talk to comms

Total Meeting Hours	14.5
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Projects and Events

Project/Event Title	Restructuring
Updates and Upcoming Plans	Restructuring working group
Relevant Strategic Priorities	Organizational development
Total Time (Hrs)	1

Project/Event Title	Student care insurance file
Updates and Upcoming Plans	held meetings with student care, FNMISA and execs about the student care file. Also prepared end for the student care annual stakeholder meeting
Relevant Strategic Priorities	Access to healthcare
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)	5

Project/Event Title	Collaboration with the BASS councillor/AVP
Updates and Upcoming Plans	team social and committee elections
Relevant Strategic Priorities	internal matters and AGM
Total Time (Hrs)	2

Project/Event Title	Collaboration with the CSSS councillor/AVP
Updates and Upcoming Plans	team social and committee elections

Relevant Strategic Priorities	internal matters and policy review
Total Time (Hrs)	2

Project/Event Title	hybrid council
Updates and Upcoming Plans	follow up from the difficult council meeting and attend AC
Relevant Strategic Priorities	board of directors
Total Time (Hrs)	4

Total Project and Events Hours	16
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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

Total Committee Hours	4
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Administrative Work

Summary	responding to emails and signing checks
Total Time (Hrs)	25

Total Admin Hours	25
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total hours 60

VP Finance and Services

Simar Sahota

Meeting Summary and Comments

Meeting, Date	June 3, 2024
Parties Attending	Executives, OO (Sindhu), Riane (AA)
Meeting Length (Hrs)	30 mins
Reason	President x Operations Organizer Check-In
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	June 4, 2024
Parties Attending	Executives, OO (Sindhu), Riane (AA)
Meeting Length (Hrs)	2
Reason	Executive Committee Meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	June 4, 2024
Parties Attending	President and Melanie (FC)
Meeting Length (Hrs)	1 hr
Reason	Budget Discussion
Summary and Outcome	Got some financial breakdowns
Next Steps	Finalize budget

Meeting, Date	June 4, 2024, Finance Discussion
Parties Attending	OOO Counsellor
Meeting Length (Hrs)	1
Reason	Discussing Budget and FASC motives
Summary and Outcome	General discussion about goals and concerns

Next Steps	Further discussion at FASC meeting
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Meeting, Date	June 7, 2024
Parties Attending	StudentCare Ali, Sam, Emmanuel
Meeting Length (Hrs)	2
Reason	SFSS Plan Renewal Meeting
Summary and Outcome	Discussed our annual report on health and dental claims
Next Steps	Make decisions and look at recommendations

Meeting, Date	June 7, 2024
Parties Attending	AVP Finance
Meeting Length (Hrs)	3
Reason	Discussing budget
Summary and Outcome	Discussing draft budget and integrating underspent items
Next Steps	Finalize budget

Meeting, Date	Jun 12, 2024
Parties Attending	Council meeting attendees
Meeting Length (Hrs)	4
Reason	Bi-weekly council meeting
Summary and Outcome	Discussed agenda items
Next Steps	Attend next meeting

Meeting, Date	Vancity Investment Discussion Jun 13, 2024
Parties Attending	Sam, Emmanuel, Finance Coordinators, Vancity Members
Meeting Length (Hrs)	1
Reason	Vancity Portfolio Review

Summary and Outcome	Understanding investment policies and general terms
Next Steps	Discuss investment policies with FC's

Meeting, Date	Jun 14, 2024
Parties Attending	Exec
Meeting Length (Hrs)	3 hrs
Reason	Discuss media strategy
Summary and Outcome	Worked on work orders
Next Steps	Talk to comms

Total Meeting Hours	17.5
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Projects and Events

Project/Event Title	Working on budget with AVP's
Total Time (Hrs)	6

Project/Event Title	Discussing and prepping work for budget goals with FC's
Total Time (Hrs)	2

Project/Event Title	Reviewing policies and discussing with students regarding U-Pass exemptions
Total Time (Hrs)	2

Project/Event Title	Reviewed dental plan policies and plan
Total Time (Hrs)	2

Project/Event Title	Reviewed Vancity investment policies and plan
Total Time (Hrs)	1

Project/Event Title	Council Meeting prep
Total Time (Hrs)	1

Total Project and Events Hours	14
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Committee Chair Work

Committee Name	FASC, SHCC
Total Time (Hrs)	1.5
Summary	Reviewing chair policies, sending out When2meet, gathering admin items for meeting

Total Committee Hours	1.5
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Administrative Work

Summary	Signing cheques and forms, emails, impromptu discussions, meeting prep, post-meeting reviews,
Total Time (Hrs)	28

Total Admin Hours	28
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VP University and Academic Affairs
Rishu Bagga

Meeting Summary and Comments

Meeting, Date	Jun 10, 2024 Food security
Parties Attending	Joel, Muriel, Sindhu
Meeting Length (Hrs)	1 hr
Reason	Food security
Summary and Outcome	Work on different issues
Next Steps	Talk with Joel and work with nesters

Meeting, Date	June 3, 2024 Debrief Club Night
Parties Attending	VP Events, Dipti, Sindhu
Meeting Length (Hrs)	1 hr
Reason	Debrief on SFSS Club night
Summary and Outcome	Do event again
Next Steps	Work on next club night

Meeting, Date	Jun 10, 2024 Senate meeting
Parties Attending	Senate
Meeting Length (Hrs)	3 hrs
Reason	Senate go over agenda

Summary and Outcome	Talked about agenda
Next Steps	Bring senate concerts and updates to Exec and Council

Meeting, Date	Jun 4, 2024 , June 10 2024 Exec meeting
Parties Attending	Exec
Meeting Length (Hrs)	4 hrs
Reason	Go over agenda
Summary and Outcome	Went over agenda
Next Steps	Go to next meeting

Meeting, Date	Jun 10, 2024 Bi weekly campaigns
Parties Attending	Joel, Chloe, Muriel, Sindhu
Meeting Length (Hrs)	1 hr
Reason	Talk campaign strategy
Summary and Outcome	Talked strategy
Next Steps	Work on annual plan

Meeting, Date	Jun 12, 2024 Council
Parties Attending	Council
Meeting Length (Hrs)	3.5 hrs
Reason	Agenda
Summary and Outcome	Went over agenda
Next Steps	Go to next

Meeting, Date	Media strategy Jun 14, 2024
Parties Attending	Exec
Meeting Length (Hrs)	3 hrs
Reason	Discuss media strategy
Summary and Outcome	Worked on work orders
Next Steps	Talk to comms

Meeting, Date	Jun 14, 2024 Space allocation
Parties Attending	Applied science reps
Meeting Length (Hrs)	1 hr
Reason	In camera
Summary and Outcome	In camera
Next Steps	In camera

Meeting, Date	Jun 14, 2024 00
Parties Attending	00, Chloe
Meeting Length (Hrs)	0.5 hrs
Reason	In cam
Summary and Outcome	In cam
Next Steps	In cam

Total Meeting Hours	18 hrs
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Projects and Events

Project/Event Title	Munchie monday
Updates and Upcoming Plans	Reecuring event
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	5 hr

Project/Event Title	SFSS Club night 2
Updates and Upcoming Plans	Working on design and decorations
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	5 hr

Project/Event Title	Convocations
Updates and Upcoming Plans	Go to convocations as SFSS rep
Relevant Strategic Priorities	Meet with relevant SFU staff
Total Time (Hrs)	6 hr

Total Project and Events Hours	16 hrs
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Committee Chair Work

Committee Name	UAAC
# of Meetings	0
Total Time (Hrs)	1 hr
Summary	Setting up commitee
Ongoing Projects	-
Relevant Strategic Priorities:	-

Total Committee Hours	1 hr
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Administrative Work

Summary	Emails
Total Time (Hrs)	25 hrs

Total Admin Hours	25 hrs
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VP External and Community Affairs
Joel Gilani

Meeting Summary and Comments

Meeting, Date	Jun 3, 2024
Parties Attending	CC, OO, MSC, UAA
Meeting Length (Hrs)	1 hrs
Reason	Food Security Weekly
Summary and Outcome	Catch up UAA on initiatives
Next Steps	Identify priorities for the year

Meeting, Date	Jun 3, 2024
Parties Attending	UBC Senate
Meeting Length (Hrs)	1 hrs
Reason	BDS Vote
Summary and Outcome	Understand the framing of BDS vote at UBC Senate
Next Steps	Insights on next steps for SFU Senate

Meeting, Date	Jun 3, 2024
Parties Attending	SFUFA
Meeting Length (Hrs)	.5 hrs
Reason	Intro/Layoff Statement
Summary and Outcome	Reschedule
Next Steps	Reschedule

Meeting, Date	Jun 4, 2024
Parties Attending	HCS, DNA

Meeting Length (Hrs)	1 hrs
Reason	HCS Updates
Summary and Outcome	HCS Updates
Next Steps	Incorporate into Layoff Statement

Meeting, Date	Jun 4, 2024
Parties Attending	OO, CC
Meeting Length (Hrs)	.5 hrs
Reason	Annual Plan
Summary and Outcome	Realistic timelines for ECA initiatives
Next Steps	Revise Annual Plan

Meeting, Date	Jun 4, 2024
Parties Attending	Execs, OO
Meeting Length (Hrs)	2 hrs
Reason	Exec Committee
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Jun 4, 2024
Parties Attending	BC3
Meeting Length (Hrs)	3 hrs
Reason	BC3 Campaign
Summary and Outcome	Campaign on Vacancy Control
Next Steps	SFSS to support, update MOU to be signed

Meeting, Date	Jun 5, 2024
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Parties Attending	SFU CSRO, SFSS President
Meeting Length (Hrs)	1 hrs
Reason	Intro / Convocation Safety Plan
Summary and Outcome	SFSS to be looped in, avoiding police presence
Next Steps	Meet on June 25 for Institutional Risk discussions

Meeting, Date	Jun 5, 2024
Parties Attending	Council
Meeting Length (Hrs)	2 hrs
Reason	Council Dev Session
Summary and Outcome	Council Dev Session
Next Steps	

Meeting, Date	Jun 6, 2024
Parties Attending	CC
Meeting Length (Hrs)	1 hrs
Reason	Community Free Fridge
Summary and Outcome	Current Status, Opportunities to Expand
Next Steps	Plan updates to policy to allow SFU community members to donate to the fridge, train volunteers and schedule foodsafe training to facilitate operations

Meeting, Date	Jun 6, 2024
Parties Attending	UVSS ED, SFSS President
Meeting Length (Hrs)	2 hrs
Reason	BC3 MOU Update
Summary and Outcome	History/ Legal Updates
Next Steps	Consult on Purpose/Structure of BC3

Meeting, Date	Jun 6, 2024
Parties Attending	CGs
Meeting Length (Hrs)	2 hrs
Reason	CG Picnic
Summary and Outcome	
Next Steps	

Meeting, Date	Jun 6, 2024
Parties Attending	SFSS AP
Meeting Length (Hrs)	1 hrs
Reason	Layoff Statement
Summary and Outcome	Draft Statement
Next Steps	

Meeting, Date	Jun 7, 2024
Parties Attending	AVP
Meeting Length (Hrs)	3 hrs
Reason	AVP Intro/ Updates
Summary and Outcome	Caught up on priorities for the year
Next Steps	AVP to connect with community members on Food Security

Meeting, Date	Jun 8, 2024
Parties Attending	SFU AVP External, BCIBN
Meeting Length (Hrs)	5 hrs
Reason	BC India Business Network
Summary and Outcome	
Next Steps	

Meeting, Date	Jun 10, 2024
Parties Attending	SFSS President, AP, External, BC Business Council
Meeting Length (Hrs)	8 hrs
Reason	BC Business Summit
Summary and Outcome	
Next Steps	Connect with MNP/FNMISA regarding Awards for Indigenous Students, Connect with Fraser Health CEO

Meeting, Date	Jun 10, 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

Meeting, Date	Jun 11, 2024
Parties Attending	Execs, OO
Meeting Length (Hrs)	2 hrs
Reason	Exec Committee
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Jun 11, 2024
Parties Attending	SFSS AP
Meeting Length (Hrs)	2 hrs
Reason	Layoff Statement

Summary and Outcome	Draft Updated
Next Steps	Council Approval

Meeting, Date	Jun 12, 2024
Parties Attending	SFUFA ED, SFUFA MSO, SFSS President
Meeting Length (Hrs)	1 hrs
Reason	Intro / Layoff Statement Updates
Summary and Outcome	
Next Steps	Connect for future actions in fall

Meeting, Date	Jun 12, 2024
Parties Attending	Council
Meeting Length (Hrs)	3.5 hrs
Reason	Council Meeting
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Jun 14, 2024
Parties Attending	Execs, AVPs
Meeting Length (Hrs)	3 hrs
Reason	Media Strategy
Summary and Outcome	
Next Steps	Comms strategy for next year

Meeting, Date	Jun 10, 2024
Parties Attending	SFU Senate
Meeting Length (Hrs)	1 hrs

Reason	Introductions
Summary and Outcome	Met Student Senators/ SFU President/ SFU Provost
Next Steps	Senators to be involved in SFSS UAAC

Total Meeting Hours	47.5
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Projects and Events

Project/Event Title	BC3 MOU
Updates and Upcoming Plans	Update MOU
Relevant Strategic Priorities	Structure, Privileges and Liabilities of Associate Members
Total Time (Hrs)	6 hrs

Project/Event Title	SFSS Health Plan
Updates and Upcoming Plans	Connect with BCGEU/WTW
Relevant Strategic Priorities	Minimizing benefit reductions
Total Time (Hrs)	2 hrs

Project/Event Title	Layoff Statement
Updates and Upcoming Plans	Drafted and Passed Council
Relevant Strategic Priorities	Future Actions and Solidarity with Campus Groups
Total Time (Hrs)	7 hrs

Total Project and Events	15
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Hours	
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Committee Chair Work

Committee Name	ECA
# of Meetings	-
Total Time (Hrs)	1
Summary	Scheduling
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	1
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Administrative Work

Summary	office arrange, emails, scheduling, work reports
Total Time (Hrs)	6 hrs

Total Admin Hours	6
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VP Events and Student Affairs

Chitransh Motwani

Meeting Summary and Comments

Meeting, Date	June 3, 2024 Debrief Club Night
Parties Attending	VP Events, Dipti, Sindhu
Meeting Length (Hrs)	1 hr
Reason	Debrief on SFSS Club night
Summary and Outcome	Do event again
Next Steps	Work on next club night

Meeting, Date	June 4, 2024, Executive Meeting
Parties Attending	Executives, OO (Sindhu), Riane (AA)
Meeting Length (Hrs)	2
Reason	Executive Committee Meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	June 5, 2024, Council Development Session
Parties Attending	Council, Execs, OM (Sindhu), Staff, Lawyer
Meeting Length (Hrs)	1.5
Reason	Developmental Session
Summary and Outcome	Legal On-boarding
Next Steps	N/A

Meeting, Date	June 7, 2024, ASA Renewal
Parties Attending	Staff, SOCA, ASA
Meeting Length (Hrs)	1
Reason	Club renewal
Summary and Outcome	Discussed policies around restarting a club and reallocating funds to clubs
Next Steps	Start a club and look at policy deeper to make some changes

Meeting, Date	June 12, 2024, Council
Parties Attending	Council, Execs, OM (Sindhu), Staff,
Meeting Length (Hrs)	3.5
Reason	Council Meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	June 13 2024, Meeting with GSC
Parties Attending	Dipti, Zoreen(GSC)
Meeting Length (Hrs)	1.5
Reason	Discussing how we can support incoming international students
Summary and Outcome	Explore future avenues such as events and other possible collaborations
Next Steps	Look for possible collaboration, connect with other SFSS staff

Meeting, Date	Media strategy, Jun 14, 2024
Parties Attending	Exec
Meeting Length (Hrs)	3 hrs
Reason	Discuss media strategy
Summary and Outcome	Worked on work orders
Next Steps	Talk to comms

Total Meeting Hours	13.5
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Projects and Events

Project/Event Title	SFSS Club night: June 28
Updates and Upcoming Plans	Worked on marketing, set up logistics, figured out paperwork.
Relevant Strategic Priorities	Student engagement and community building.
Total Time (Hrs)	10

Project/Event Title	Eid Al Adha Event
Updates and Upcoming Plans	Confirmed booking and date, placed order for foods, decorations etc.
Relevant Strategic Priorities	Promote a multicultural student environment
Total Time (Hrs)	8

Project/Event Title	LinkedIn Photoshoot
Updates and Upcoming Plans	Confirmed booking and date, got contracts signed
Relevant Strategic Priorities	Giving students an opportunity to enhance their professional profile
Total Time (Hrs)	5

Total Project and Events Hours	23
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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)	10

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,
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	and completed miscellaneous administrative duties to ensure smooth operations.
Total Time (Hrs)	10

Total Admin Hours	28
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VP Equity and Sustainability

Chloe Arneson

Meeting Summary and Comments

Meeting, Date	New Issues Policy Meeting, June 3
Parties Attending	Women's Centre Coordinator
Meeting Length (Hrs)	1 hour
Reason	Issues policy review/edits
Summary and Outcome	WC collective is interested in writing report/suggestions
Next Steps	Research policy options and draft notes

Meeting, Date	SFSS Executive meeting, June 4
Parties Attending	Exec, admin staff, OO
Meeting Length (Hrs)	2 hours
Reason	Biweekly
Summary and Outcome	See meeting minutes
Next Steps	Follow up on relevant projects

Meeting, Date	Ecological Restoration Project Meeting, June 10
Parties Attending	Alexandra Munday
Meeting Length (Hrs)	1 hour
Reason	AQ pond concerns
Summary and Outcome	Student is writing brief
Next Steps	I will conduct research and facilitate meetings

Meeting, Date	ISSA confluence, June 1
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Parties Attending	Confluence rep
Meeting Length (Hrs)	1
Reason	To aid in onboarding duties as past ISSA councilor and discuss SFSS funding
Summary and Outcome	Follow up meeting required
Next Steps	Check in with ISSA team

Meeting, Date	Media Strategy Meeting, June 14
Parties Attending	Exec, AVPUA, AVPIO
Meeting Length (Hrs)	3
Reason	SFSS media revamp
Summary and Outcome	Reports required
Next Steps	Send meeting notes and work orders

Total Meeting Hours	8
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Projects and Events

Project/Event Title	Issues Policy Review
Updates and Upcoming Plans	Have touched base with SFSS staff regarding what this would look like. Have read through and taken notes on each of the issues policies. I have researched comparable policies in other organizations' policies Multiple options to present exec in order to conduct review.
Relevant Strategic Priorities	Plan event/meeting to initiate conversations
Total Time (Hrs)	5

Project/Event Title	Ecological Restoration Project
Updates and Upcoming Plans	UVIC student and SFU Alumni have expressed interest and are willing to take over the project for now
Relevant Strategic Priorities	Facilitate meetings with relevant SFU staff
Total Time (Hrs)	3

Project/Event Title	Student Organizing Guide
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Updates and Upcoming Plans	Continuing my research of literature. Most recently "Mutual Aid" by Dean Spade. I have discussed collaborating with SFU undergraduate activists to interview and compile resources, advice, and stories about student organizing.
Relevant Strategic Priorities	Create outline of guide and begin interviews
Total Time (Hrs)	5

Project/Event Title	SFSS Media, Communications, and Outreach Project
Updates and Upcoming Plans	We have reached conclusions about areas for improvement for SFSS communications and outreach. We will be beginning the revamp in a series of stages.
Relevant Strategic Priorities	Request work reports, create strategic plan
Total Time (Hrs)	8

Project/Event Title	SFU Equity and Sustainability Report
Updates and Upcoming Plans	This is still in its early stages, I've just submitted a work order to compile research about SFU's strategic plans for equity and sustainability (including the Scarborough Charter, SFU Equity Compass, and the SFU Strategic Sustainability and Climate Action Plan)
Relevant Strategic Priorities	I hope to meet with the various staff in charge of overseeing these projects and submit a report to council and the student body regarding holding SFU accountable to these plans.
Total Time (Hrs)	2

Project/Event Title	SFU Campaigns (Palestinian Liberation, SFU Layoffs, Housing Affordability)
Updates and Upcoming Plans	Keeping up to date with ongoing concerns and campaigns
Relevant Strategic Priorities	Continue to meet with relevant groups (I put these all in one so I could estimate a nice even time lol its been mostly quick chats)
Total Time (Hrs)	1

Total Project and Events Hours	24
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Administrative Work

Summary	Emails, committee duties, meeting prep, post meeting review, touching base with staff
Total Time (Hrs)	10

Total Admin Hours	10
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