

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
(June 16 - June 30)

[President](#)

[VP Internal and Organizational Development](#)

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President

Emmanuel Adegboyega

Meeting Summary and Comments

Meeting, Date	June 17, 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	June 17, 2024
Parties Attending	President , OperationsManager, VP-external, Paul Finch
Meeting Length (Hrs)	30 mins
Reason	Confidential
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	June 17, 2024
Parties Attending	Pres and Embark co-directors
Meeting Length (Hrs)	1
Reason	Intros and plans for the year
Summary and Outcome	Outlined sfss plans and learnt of embark plans and ways we can support each other
Next Steps	MOU for outdoor spaces and possible event collab

Meeting, Date	June 19, 2024
Parties Attending	Pres, Vp-Internal, Vp-Equity, Shoron, Adriana (AVP), Laury(AVP)
Meeting Length (Hrs)	1
Reason	Staff Structure Working Group
Summary and Outcome	Discussed plans and structure of the working group

Next Steps	Start consultations and prep interview questions/surveys
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Meeting, Date	June 19 ,2024
Parties Attending	Council, Execs, OM (Sindhu), Staff, Ali
Meeting Length (Hrs)	2
Reason	Developmental Session
Summary and Outcome	StudentCare
Next Steps	N/A

Meeting, Date	June 19 ,2024
Parties Attending	Pres and SFPIRG lead (Noelle)
Meeting Length (Hrs)	30 mins
Reason	Membership list email question
Summary and Outcome	Discussed the need of members emails to share info with students
Next Steps	Follow up OM on solutions

Meeting, Date	June 20 ,2024
Parties Attending	Staff, execs
Meeting Length (Hrs)	1.5
Reason	Monthly staff meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	June 24, 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	June 24, 2024
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Parties Attending	Pres, council VC, OM, staff
Meeting Length (Hrs)	1
Reason	Hybrid Council Meeting Operations Discussion
Summary and Outcome	Made some decision on how to make council meetings run better
Next Steps	Continue accessing how meetings are going

Meeting, Date	June 25, 2024
Parties Attending	Pres and AVPs
Meeting Length (Hrs)	1
Reason	Regular meeting w my AVPs
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	June 26, 2024
Parties Attending	Pres, OM, Trish
Meeting Length (Hrs)	1
Reason	Check-in
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	June 28, 2024
Parties Attending	Pes, VP-F, Kurt, Melanie, Auditors
Meeting Length (Hrs)	1
Reason	Meeting with auditors
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	June 28, 2024
Parties Attending	Pres, Vp-Internal, Vp-Equity, Shoron, Peter(AVP)
Meeting Length (Hrs)	2
Reason	Staff Structure Working Group

Summary and Outcome	Discussed plans and structure of the working group
Next Steps	Start consultations and send out emails

Total Meeting Hours	14.5
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Projects and Events

Project/Event Title	Eid Al Adha
Updates and Upcoming Plans	N/A
Relevant Strategic Priorities	Relation Building
Total Time (Hrs)	30 mins

Project/Event Title	Eid Al Adha
Updates and Upcoming Plans	N/A
Relevant Strategic Priorities	Relation Building
Total Time (Hrs)	30 mins

Project/Event Title	Exec Team Dinner/Bonding
Updates and Upcoming Plans	N/A
Relevant Strategic Priorities	Team Relation Building and check-in/feedback space
Total Time (Hrs)	5 hrs

Project/Event Title	JHSC Inspection
Updates and Upcoming Plans	N/A
Relevant Strategic Priorities	Student and executive safety/well-being

Total Time (Hrs)	30 mins
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Total Project and Events Hours	6.5 hrs
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Committee Chair Work

Committee Name	OC
# of Meetings	First
Total Time (Hrs)	15 mins
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	FYEC
# of Meetings	First
Total Time (Hrs)	15 mins
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	SPOC
# of Meetings	First
Total Time (Hrs)	15 mins
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	UAAC
# of Meetings	First
Total Time (Hrs)	15 mins
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	FASC
# of Meetings	First
Total Time (Hrs)	30 mins
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A
Relevant Strategic Priorities:	Budget changes

Committee Name	NOM
# of Meetings	First
Total Time (Hrs)	15 mins
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	Accessibility Committee
# of Meetings	First
Total Time (Hrs)	30 mins
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A

Relevant Strategic Priorities:	N/A
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Committee Name	SHCC
# of Meetings	First
Total Time (Hrs)	30 mins
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	JHSC
# of Meetings	First
Total Time (Hrs)	1 hr
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	Executive
# of Meetings	2
Total Time (Hrs)	15 mins
Summary	Discussed agenda items
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	Council
# of Meetings	1
Total Time (Hrs)	2 hrs

Summary	Discussed agenda items
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	OCEO
# of Meetings	First
Total Time (Hrs)	15 mins
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	SCC
# of Meetings	First
Total Time (Hrs)	15 mins
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	VCC
# of Meetings	First
Total Time (Hrs)	15 mins
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Total Committee Hours	7.5 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

Total Admin Hours	40
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Total Hours: 68.5

VP Internal and Organizational Development

Sam Killawee

Meeting Summary and Comments

Meeting, Date	Exec Meeting, June 18, 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 18, 2024
Parties Attending	Pres. internal
Meeting Length (Hrs)	1
Reason	Budget discussion
Summary and Outcome	Implementing changes and underspent items
Next Steps	FASC meeting, council meeting

Meeting, Date	June 19 ,2024
Parties Attending	Council, Execs, OM (Sindhu), Staff, Ali
Meeting Length (Hrs)	2
Reason	Developmental Session
Summary and Outcome	StudentCare
Next Steps	N/A

Meeting, Date	June 19, 2024
Parties Attending	Pres, Vp-Equity, Shoron, Adriana (AP), Laury(AP)
Meeting Length (Hrs)	1
Reason	Staff Structure Working Group
Summary and Outcome	Discussed plans and structure of the working group

Next Steps	Start consultations and prep interview questions/surveys
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Meeting, Date	June 20 ,2024
Parties Attending	Staff, execs
Meeting Length (Hrs)	1.5
Reason	Monthly staff meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	SPOC Meeting, Jun 20, 2024
Parties Attending	SPOC Committee
Meeting Length (Hrs)	1
Reason	Biweekly SPOC meeting
Summary and Outcome	Agenda items
Next Steps	Next meeting

Meeting, Date	FASC Meeting, Jun 21, 2024
Parties Attending	FASC Committee
Meeting Length (Hrs)	1.5
Reason	Biweekly FASC meeting
Summary and Outcome	Agenda items
Next Steps	Next meeting

Meeting, Date	Fall Concert Meeting, Jun 21, 2024
Parties Attending	Exec
Meeting Length (Hrs)	0.5
Reason	Discuss plan for fall concert
Summary and Outcome	Discussed strategy and finances
Next Steps	Continue planning

Meeting, Date	SHCC Meeting, Jun 26, 2024
Parties Attending	SHCC Committee
Meeting Length (Hrs)	1
Reason	Biweekly SHCC meeting
Summary and Outcome	Agenda items
Next Steps	Next meeting

Meeting, Date	June 28, 2024
Parties Attending	Pres, Vp-Internal, Vp-Equity, Shoron, Peter(AVP)
Meeting Length (Hrs)	2
Reason	Staff Structure Working Group
Summary and Outcome	Discussed plans and structure of the working group
Next Steps	Start consultations and send out emails

Total Meeting Hours	13
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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)	2

Project/Event Title	Student care insurance file
Updates and Upcoming Plans	held meetings with student care, and pressed the plan to students
Relevant Strategic Priorities	Access to healthcare

Total Time (Hrs)	4
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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)	4

Project/Event Title	Collaboration with the BASS councillor/AVP
Updates and Upcoming Plans	committee elections and 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	student care presentation and policy review
Relevant Strategic Priorities	internal matters and policy review
Total Time (Hrs)	3

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)	2
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Total Project and Events Hours	19
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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)	3
Summary	worked on agenda and planning for Governance committee
Ongoing Projects	n/a
Relevant Strategic Priorities:	policy and governance

Committee Name	Nom committee
# of Meetings	1
Total Time (Hrs)	2
Summary	worked on agenda and planning for Nomanations committee
Ongoing Projects	n/a
Relevant Strategic Priorities:	At-large committee members

Total Committee Hours	9
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Administrative Work

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

Total Admin Hours	25
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total 68

VP Finance and Services

Simar Sahota

Meeting Summary and Comments

Meeting, Date	Exec Meeting, June 18, 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 18, 2024
Parties Attending	OO (Sindhu)
Meeting Length (Hrs)	1
Reason	Budget discussion
Summary and Outcome	Implementing changes and underspent items
Next Steps	FASC meeting, council meeting

Meeting, Date	June 18, 2024
Parties Attending	Emmanual, Sam
Meeting Length (Hrs)	1
Reason	Budget discussion

Summary and Outcome	Implementing changes and underspent items
Next Steps	FASC meeting, council meeting

Meeting, Date	June 18, 2024
Parties Attending	AVP Finance Jaymar
Meeting Length (Hrs)	2
Reason	Budget
Summary and Outcome	Checkin and updates
Next Steps	FASC meeting, council meeting

Meeting, Date	Staff Meeting, Jun 20, 2024
Parties Attending	staff
Meeting Length (Hrs)	1
Reason	Monthly staff meeting
Summary and Outcome	Agenda items
Next Steps	Next staff meeting

Meeting, Date	SPOC Meeting, Jun 20, 2024
Parties Attending	SPOC Committee
Meeting Length (Hrs)	1
Reason	Biweekly SPOC meeting
Summary and Outcome	Agenda items
Next Steps	Next meeting

Meeting, Date	FASC Meeting, Jun 21, 2024
Parties Attending	FASC Committee
Meeting Length (Hrs)	1.5
Reason	Biweekly FASC meeting
Summary and Outcome	Agenda items

Next Steps	Next meeting
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Meeting, Date	Fall Concert Meeting, Jun 21, 2024
Parties Attending	Exec
Meeting Length (Hrs)	0.5
Reason	Discuss plan for fall concert
Summary and Outcome	Discussed strategy and finances
Next Steps	Continue planning

Meeting, Date	SHCC Meeting, Jun 26, 2024
Parties Attending	SHCC Committee
Meeting Length (Hrs)	1
Reason	Biweekly SHCC meeting
Summary and Outcome	Agenda items
Next Steps	Next meeting

Meeting, Date	Council Meeting, Jun 26, 2024
Parties Attending	Councilors, exec, staff
Meeting Length (Hrs)	3
Reason	Biweekly council meeting
Summary and Outcome	Agenda items
Next Steps	Next meeting

Meeting, Date	Meeting with auditors, Jun 28, 2024
Parties Attending	auditors, finance coordinators, president
Meeting Length (Hrs)	1
Reason	Discussed audit findings and future plans

Summary and Outcome	Go over policies and budget for investments
Next Steps	Meet with finance coordinators regarding audit next steps

Meeting, Date	Meeting with AVP Jaymar, Jun 28, 2024
Parties Attending	AVP Jaymar
Meeting Length (Hrs)	2
Reason	Weekly updates and assignments
Summary and Outcome	Updates on fasc and shcc committee, discussed future plans for budget, and assigned work regarding council reports
Next Steps	Meet with finance coordinators regarding audit next steps

Total Meeting Hours	17.5
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Projects and Events

Project/Event Title	Planning on reevaluating investment accounts and amounts in equity - reviewing policies and noting suggestions/grey areas
Total Time (Hrs)	2

Project/Event Title	Discussions with committee members/staff regarding changes to budget and their suggestions. Looking further into consolidated budget to see if there are any further cuts we can begin making. Discussing with finance coordinators/clubs, events etc. while line items can or should be decreased regarding policies and other factors. Multiple discussions with sindhu, melanie on their advice on the current and future budget plans
Total Time (Hrs)	6

Project/Event Title	Council meeting prep before presenting budget and shcc plan
Total Time (Hrs)	1.5

Project/Event Title	Discussing upass exemptions with students and upass team while reviewing policy
Total Time (Hrs)	2

Project/Event Title	Reading through the slides sent from wednesday's development session regarding student care to prep for shcc meetings and further changes to plan
Total Time (Hrs)	2

Total Project and Events Hours	13.5
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Committee Chair Work

Committee Name	FASC
# of Meetings	1
Total Time (Hrs)	2.5
Summary	Prepping for meeting by preparing final copy of budget, drafting notes regarding changes, calling for meetings, reviewing agenda
Ongoing Projects	Continuing changes to 25/26 budget

Committee Name	SHCC
# of Meetings	1
Total Time (Hrs)	1.5
Summary	Reviewing new policy sent by ali and taking notes to prep for in camera discussion items, calling for meetings, reviewing agenda
Ongoing Projects	Planning for next shcc policy

Total Committee Hours	4
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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	june 16 Event planning
Parties Attending	VP Events
Meeting Length (Hrs)	3 hrs
Reason	future event plans
Summary and Outcome	talked about bring plans to exec and council
Next Steps	work on event plans

Meeting, Date	Jun 17, 2024 Food security
Parties Attending	OO, Muriel, Nancy Mah, joel
Meeting Length (Hrs)	1
Reason	Food security
Summary and Outcome	Look for sponsors
Next Steps	Meet with Tara and Joel

Meeting, Date	Jun 18, 2024 Exec meeting
Parties Attending	exec
Meeting Length (Hrs)	2
Reason	Agenda
Summary and Outcome	Went through agenda items
Next Steps	Prep for stuff discussed

Meeting, Date	June 21, Nom committee
Parties Attending	NOM comitte
Meeting Length (Hrs)	1
Reason	Go over agenda
Summary and Outcome	Went over agenda
Next Steps	Work on stuff discussed

Meeting, Date	Jun 24, 2024 Food security
Parties Attending	OO, Muriel, Nancy Mah, joel
Meeting Length (Hrs)	1
Reason	Food security
Summary and Outcome	Look for sponsors
Next Steps	Meet with Tara and Joel

Meeting, Date	Jun 24 BI weekly check in
Parties Attending	Joel, Chloe, Muriel, OO
Meeting Length (Hrs)	1
Reason	Work on strategy
Summary and Outcome	Need to work on annual plan
Next Steps	Work on annual plan

Meeting, Date	Jun 25, 2024 Exec
Parties Attending	exec
Meeting Length (Hrs)	2
Reason	Go over agenda
Summary and Outcome	Went over agenda
Next Steps	Prep for next

Meeting, Date	Jun 25, 2024 SUB 1330 MOU
Parties Attending	OO, SFU clubs
Meeting Length (Hrs)	1
Reason	Refusal reasons
Summary and Outcome	Told them to bring proposal to SPOC
Next Steps	Case closed for the moment

Meeting, Date	Jun 26, 2024 Council
Parties Attending	Council
Meeting Length (Hrs)	3hrs
Reason	Go over agenda
Summary and Outcome	Went over agenda
Next Steps	Prep for next meeting

Meeting, Date	Jun 26, 2024 media discussion
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Parties Attending	Chloe, Chitransh
Meeting Length (Hrs)	1
Reason	Work on media promotion
Summary and Outcome	New ideas
Next Steps	Work on the new ideas

Meeting, Date	Jun 27, 2024 Munchie monday steps
Parties Attending	Chloe, Joel, Chitransh, Dipti
Meeting Length (Hrs)	1
Reason	How to sustain munchie mondays
Summary and Outcome	Look for sponsors
Next Steps	Looks for sponsors for fall

Meeting, Date	Jun 28, 2024 ESAC
Parties Attending	Events commitee
Meeting Length (Hrs)	1
Reason	Go over agenda
Summary and Outcome	Went over agenda
Next Steps	Passed events

Total Meeting Hours	18 hrs
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Projects and Events

Project/Event Title	Munchie mondays
Updates and Upcoming Plans	next
Relevant Strategic Priorities	Student enaggement
Total Time (Hrs)	4

Project/Event Title	CLub night
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Updates and Upcoming Plans	Work on next one
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	10

Total Project and Events Hours	14
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Committee Chair Work

Committee Name	Outreach committee
# of Meetings	1
Total Time (Hrs)	2
Summary	Intro and chairs
Ongoing Projects	Increase student engagement
Relevant Strategic Priorities:	Brainstrom ideas

Committee Name	UAAC
# of Meetings	1
Total Time (Hrs)	2
Summary	Work on suggestion box
Ongoing Projects	Suggestion box
Relevant Strategic Priorities:	Making an annual plan

Total Committee Hours	4 hrs
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Administrative Work

Summary	Emails, Agenda reading, Minutes reading, Recoding submissions
Total Time (Hrs)	24 hrs

Total Admin Hours	24hrs
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VP External and Community Affairs

Joel Gilani

Meeting Summary and Comments

Meeting, Date	Weekly Food Security Jun 17, 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

Meeting, Date	Jun 18, 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 25, 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 19, 2024
Parties Attending	Council
Meeting Length (Hrs)	2 hrs

Reason	Council Dev Session
Summary and Outcome	Council Dev Session
Next Steps	

Meeting, Date	Jun 20, 2024
Parties Attending	FNMISA
Meeting Length (Hrs)	1.5
Reason	SFSS Priorities for External Advocacy, Healthcare
Summary and Outcome	
Next Steps	Connect with FNMISA Treasurer to develop a new grant/bursary program for Indigenous Students at SFU

Meeting, Date	Jun 21, 2024
Parties Attending	VP External UFV
Meeting Length (Hrs)	1
Reason	Introduction
Summary and Outcome	Connected on Joint Advocacy Priorities
Next Steps	Introduced to UVSS for GOTV campaign

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
Parties Attending	SHCC Committee
Meeting Length (Hrs)	1
Reason	SHCC Committee
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Jun 26, 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

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	

Total Meeting Hours	29.5
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Projects and Events

Project/Event Title	SFSS Eid-ul-adah Event
Updates and Upcoming Plans	Jun 17, 2024 - Community consultations and exec support at events
Relevant Strategic Priorities	
Total Time (Hrs)	3

Project/Event Title	SFSS Club Night Event
Updates and Upcoming Plans	Jun 28, 2024 - exec support/event takedown
Relevant Strategic Priorities	
Total Time (Hrs)	3

Project/Event Title	SFSS Linkedin Photo Event
Updates and Upcoming Plans	Jun 20, 2024 - setup and event support
Relevant Strategic Priorities	
Total Time (Hrs)	2

Project/Event Title	SFU VPSI MOU
Updates and Upcoming Plans	- Background Research
Relevant Strategic Priorities	- in camera
Total Time (Hrs)	1

Project/Event Title	Society for Affordable Student Housing of British Columbia (SASH BC)
Updates and Upcoming Plans	<ul style="list-style-type: none"> - Possible Collaborations
Relevant Strategic Priorities	<ul style="list-style-type: none"> - SFSS Conflict of Interest, - Ways to collaborate on student housing issues
Total Time (Hrs)	3

Project/Event Title	Pool Table Donation
Updates and Upcoming Plans	<ul style="list-style-type: none"> - SFU connected with community member looking to donate for students - Conferring with Building Team and SPOC to identify locations and feasibility - Follow up with donor
Relevant Strategic Priorities	
Total Time (Hrs)	5

Total Project and Events Hours	17
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Committee Chair Work

Committee Name	ECA
# of Meetings	
Total Time (Hrs)	3
Summary	Prep for first meeting
Ongoing Projects	
Relevant Strategic Priorities:	<ul style="list-style-type: none"> - ECA priorities for the year

Total Committee Hours	3
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Administrative Work

Summary	Emails and scheduling
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Total Time (Hrs)	10
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Summary	Accessibility - Office Lights Change Work Order
Total Time (Hrs)	3

Total Admin Hours	13
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VP Events and Student Affairs
Chitransh Motwani

Meeting Summary and Comments

Meeting, Date	June 19 ,2024
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Parties Attending	Council, Execs, OM (Sindhu), Staff, Ali
Meeting Length (Hrs)	2
Reason	Developmental Session
Summary and Outcome	StudentCare
Next Steps	N/A

Meeting, Date	Jun 26, 2024 media discussion
Parties Attending	Chloe, Rishu
Meeting Length (Hrs)	1
Reason	Work on media promotion
Summary and Outcome	New ideas
Next Steps	Work on the new ideas

Meeting, Date	Jun 27, 2024 Munchie monday steps
Parties Attending	Chloe, Joel, Rishu, Dipti
Meeting Length (Hrs)	1
Reason	How to sustain munchie mondays
Summary and Outcome	Look for sponsors
Next Steps	Looks for sponsors for fall

Total Meeting Hours	4
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Projects and Events

Project/Event Title	Eid Al Adha Event -June 17
Updates and Upcoming Plans	Ran the event, clean up
Relevant Strategic Priorities	Promote a multicultural student environment
Total Time (Hrs)	6

Project/Event Title	LinkedIn Photoshoot - June 20
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Updates and Upcoming Plans	Ran the event, clean up
Relevant Strategic Priorities	Giving students an opportunity to enhance their professional profile
Total Time (Hrs)	5

Project/Event Title	Exec Team Dinner/Bonding
Updates and Upcoming Plans	N/A
Relevant Strategic Priorities	Team Relation Building and check-in/feedback space
Total Time (Hrs)	5 hrs

Project/Event Title	SFSS Club Night - June 28
Updates and Upcoming Plans	Worked on marketing, set up logistics, figured out paperwork. Ran the event.
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	24

Total Project and Events Hours	40
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Committee Chair Work

Committee Name	FYEC
# of Meetings	First
Total Time (Hrs)	30 Minutes
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	NOM
# of Meetings	First

Total Time (Hrs)	30 mins
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	SCC
# of Meetings	First
Total Time (Hrs)	30 mins
Summary	Appointed chair and Vice-chair
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	MSAC
# of Meetings	First
Total Time (Hrs)	1
Summary	Introductions, Vice-Chair Appointment
Ongoing Projects	N/A
Relevant Strategic Priorities:	N/A

Committee Name	ESAC
# of Meetings	First
Total Time (Hrs)	1
Summary	Introductions, Vice-Chair Appointment, Discussing fall events, passing events for summer
Ongoing Projects	SummerFest, Pet Therapy, Fall Welcome Concert
Relevant Strategic Priorities:	Increasing Student Engagement

Total Committee Hours	3.5
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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)	4

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)	12

Total Admin Hours	28
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VP Equity and Sustainability

Chloe Arneson

Meeting Summary and Comments

Meeting, Date	June 18 -, SFSS Executive Committee
Parties Attending	Executive Committee
Meeting Length (Hrs)	2
Reason	Bi-Weekly Meeting
Summary and Outcome	
Next Steps	

Meeting, Date	June 19 - Staff Restructuring Working Group
Parties Attending	President, VP Internal, Shoron, Peter
Meeting Length (Hrs)	1
Reason	Ongoing staff consultations

Summary and Outcome	Developed key action items
Next Steps	Begin survey methodology

Meeting, Date	June 20, Staff meeting
Parties Attending	staff, executive
Meeting Length (Hrs)	1
Reason	Monthly staff meeting
Summary and Outcome	delivered updates for my portfolio as well as discussed management restructuring group
Next Steps	address concerns regarding data collection in interview process

Meeting, Date	June 24, No Cops on Campus
Parties Attending	Noell Cousins
Meeting Length (Hrs)	1.5
Reason	Bi-weekly discussion
Summary and Outcome	Learned about their initiative and past workshops, discussing possible points of integration into the broader community
Next Steps	Connect NCOC to different groups including Residence, Executive Committee, and Member Services

Meeting, Date	June 24, Bi-Weekly UAAC, ECA, Equity and Sustainability Committee
Parties Attending	Sindhu Dharmarajah, Muriel Adarkwa, Rishu Bagga, Joel Gilani
Meeting Length (Hrs)	0.5
Reason	Bi-weekly updates
Summary and Outcome	Discussed annual plans
Next Steps	Finalize annual plans

Meeting, Date	June 25, SFSS/SRS Connection
Parties Attending	Joel Gilani, Galib Bhayani
Meeting Length (Hrs)	1
Reason	Discuss ongoing projects and connect on concerns
Summary and Outcome	Discussed building and safety concerns related to climate change and Palestinian

	divestment
Next Steps	Schedule monthly check ins

Meeting, Date	June 25 - Acting CAL director check in
Parties Attending	VPX, Seth Greenham
Meeting Length (Hrs)	1
Reason	Introductions
Summary and Outcome	Discussed CALs immediate goals post layoffs
Next Steps	check in sometime next month

Meeting, Date	Restructuring Methodology Meeting
Parties Attending	Adrianna Cumming-Fletcher
Meeting Length (Hrs)	1
Reason	Staff consultation data collection and analysis
Summary and Outcome	Created a semi-structured narrative interview + survey method to draw out key themes and concerns
Next Steps	Create questionnaire and interview questions

Meeting, Date	June 25, Executive Committee
Parties Attending	Executive committee
Meeting Length (Hrs)	2
Reason	Bi-weekly meeting
Summary and Outcome	discussed ongoing projects and concerns
Next Steps	continue with projects and keep each other in the loop

Meeting, Date	June 26, Council
Parties Attending	Council, Student Care representatives, OM
Meeting Length (Hrs)	3
Reason	Bi-weekly meeting
Summary and Outcome	Passed budget, healthcare reductions
Next Steps	create framework for campaign around healthcare

Meeting, Date	June 26 - Media Strategy meeting
Parties Attending	VP Events
Meeting Length (Hrs)	2
Reason	Ongoing outreach plans
Summary and Outcome	create content schedule for execs and community, continue with plans for analysis
Next Steps	submit work order to comms

Meeting, Date	June 27, DNA and VPES Check In
Parties Attending	DNA coordinators and members
Meeting Length (Hrs)	1
Reason	Discussion regarding health care concerns
Summary and Outcome	Students and staff organized a method to provide continuous feedback for me
Next Steps	check in in July

Meeting, Date	June 27, Munchie Mondays Discussion
Parties Attending	VPX, VPE, VPUA, Dipti, Sindhu
Meeting Length (Hrs)	1
Reason	To ensure continuous programming for munchie mondays
Summary and Outcome	the executives will need to come up with creative funding solutions to keep the program running
Next Steps	sponsorship list

Meeting, Date	June 27, External Sponsorship/BDS Movement (SFSS/SER)
Parties Attending	Christine Barnett
Meeting Length (Hrs)	1
Reason	To discuss moving forward with sponsorships and partners that align with the SFSS's values
Summary and Outcome	We discussed the history of IP10 as well as the referendum and creating a working relationship to engage students with corporations that align with their interests
Next Steps	provide brief to SER

Meeting, Date	June 28, Management Structure Working Group
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Parties Attending	President, VPI, Peter, Shoron
Meeting Length (Hrs)	1.5
Reason	Ongoing project
Summary and Outcome	I presented my interview method and survey questions, the group provided feedback
Next Steps	schedule interviews and begin data collection

Total Meeting Hours	21.5
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Projects and Events

Project/Event Title	June 21, Team Bonding Dinner
Updates and Upcoming Plans	Our first time meeting since we've been in office! We updated each other on working environment, plans, best ways to support one another
Relevant Strategic Priorities	Plan retreat
Total Time (Hrs)	3

Project/Event Title	June 26, Women's Centre Yoga
Updates and Upcoming Plans	I am working on attending and making content for our events
Relevant Strategic Priorities	Yoga is not really suitable for filming will try another event, so so enjoyable and will be working to help them keep this program going and advertise it well
Total Time (Hrs)	1

Project/Event Title	June 27, Club Night tabling
Updates and Upcoming Plans	helped VP Events set up and promote upcoming event, including making media and doing outreach
Relevant Strategic Priorities	get the party going
Total Time (Hrs)	2

Project/Event Title	June 28, Y2K club night
Updates and Upcoming Plans	ticketed, advertised, handed out goodies, networked, and cleaned
Relevant Strategic	recover from hangover

Priorities	
Total Time (Hrs)	5

Project/Event Title	Management Restructuring Group
Updates and Upcoming Plans	I am working so hard on the management stuff ples my little brain hurts
Relevant Strategic Priorities	Continue to hustle hard
Total Time (Hrs)	6

Project/Event Title	Healthcare Campaigning
Updates and Upcoming Plans	Create list of groups to reach out to and collect feedback and mobilize
Relevant Strategic Priorities	Email template, touch base with groups who have expressed interest or groups I have reached out to that have yet to respond
Total Time (Hrs)	3

Total Project and Events Hours	20
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Committee Chair Work

Committee Name	Accessibility Committee
# of Meetings	1
Total Time (Hrs)	1
Summary	Introductions and planning
Ongoing Projects	Healthcare campaigning
Relevant Strategic Priorities:	reach out to communities to gauge interest and mobilize

Total Committee Hours	1
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Administrative Work

Summary	Emails and thangs of that nature
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Total Time (Hrs)	3
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Summary	Work Orders and Briefs (staff, healthcare, comms, IP10, etc)
Total Time (Hrs)	10

Summary	Outreach for student led projects
Total Time (Hrs)	3

Summary	Meeting prep and post meeting documentation
Total Time (Hrs)	2

Total Admin Hours	18
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