SFSS EXECUTIVE COMMITTEE

WORK REPORTS

This report reflects the Board work from

**(March 16 - March 31)**

[President](#_oryw3yl2tad4)

[VP Internal and Organizational Development](#_2oay91hgj8i9)

[VP Finance and Services](#_3ltsqsmhzs0d)

[VP University and Academic Affairs](#_5nwi61irukzp)

[VP External and Community Affairs](#_752cpi243654)

[VP Events and Student Affairs](#_jrcyj2aln9md)

[VP Equity and Sustainability](#_olx7n6e1fyrp)

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##

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## President

## **Emmanuel Adegboyega**

### **Meeting Summary and Comments**

###

| **Meeting, Date** | March 20, 2025 |
| --- | --- |
| **Parties Attending** | Prez, Execs, Staff, Leads  |
| **Meeting Length (Hrs)** | 1 Hr |
| **Reason** | Monthly Staff Meeting |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

| **Meeting, Date** | March 25, 2025 |
| --- | --- |
| **Parties Attending** | Prez, StudentCare Rep, Vp-Internal |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | SFSS/StudentCare Referandum debrief |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

| **Meeting, Date** | March 25, 2025 |
| --- | --- |
| **Parties Attending** | Prez, StudentCare Rep, Vp-Internal, VP-UAA |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | SFU School of Medicine Planning  |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

| **Total Meeting Hours** | **3 Hrs** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | Collective Bargaining  |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | SFSS Sustainability  |
| **Total Time (Hrs)** | 60 Hrs |

| **Project/Event Title** | SFSS x SOCA Men’s Group  |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Mental health advocacy and community engagement  |
| **Total Time (Hrs)** | 3 hrs |

| **Project/Event Title** | SFSS x BCFS Provincial Lobbying  |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Student advocacy |
| **Total Time (Hrs)** | 15 hrs |

| **Total Project and Events Hours** | **78 Hrs** |
| --- | --- |

###

### **Committee Chair Work**

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| **Committee Name** | Council  |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 3 hrs |
| **Summary** | Discussed agenda items  |
| **Ongoing Projects** | N/A |
| **Relevant Strategic Priorities:** | N/A |

#

| **Committee Name** | Executive  |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 3 hrs |
| **Summary** | Discussed agenda items  |
| **Ongoing Projects** | N/A |
| **Relevant Strategic Priorities:** | N/A |

###

| **Total Committee Hours** | **6 Hrs** |
| --- | --- |

###

### **Administrative Work**

| **Summary** | Email correspondence, SLO Duties, Meeting w staff, meeting prep, meeting students, reviewing & approving minutes, sending out agenda call-outs, filling out work reports, signing cheques, reviewing briefing docs, SFU event invites, going around checking in on coordinators, union meetings, and staff/student short meetings |
| --- | --- |
| **Total Time (Hrs)** | 5 Hrs |

| **Total Admin Hours** | **5 Hrs** |
| --- | --- |

###

**Total Hours: 92 Hrs**

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## VP Internal and Organizational Development

## Sam Killawee

### **Meeting Summary and Comments**

###

| **Meeting, Date** | March 25, 2025 |
| --- | --- |
| **Parties Attending** | Prez, StudentCare Rep, Vp-Internal |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | SFSS/StudentCare Referandum debrief |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

| **Meeting, Date** | March 25, 2025 |
| --- | --- |
| **Parties Attending** | Prez, StudentCare Rep, Vp-Internal, VP-UAA |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | SFU School of Medicine Planning  |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

| **Meeting, Date** | March 19th, council meeting  |
| --- | --- |
| **Parties Attending** | Staff, exec, leads, council |
| **Meeting Length (Hrs)** | 4 |
| **Reason** | bi-weekly council meeting |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | March 26th, exec meeting  |
| --- | --- |
| **Parties Attending** | Staff, exec, leads, |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | bi-weekly exec meeting |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Total Meeting Hours** | **9** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | Student care insurance file |
| --- | --- |
| **Updates and Upcoming Plans** |  ongoing discussions and meeting on student healthcare  |
| **Relevant Strategic Priorities** | Access to healthcare  |
| **Total Time (Hrs)** | 8 |

| **Project/Event Title** | Collaboration with VP Equity  |
| --- | --- |
| **Updates and Upcoming Plans** |  work on ongoing projects |
| **Relevant Strategic Priorities** | Organizational development  |
| **Total Time (Hrs)** | 4 |

| **Project/Event Title** | Collective Bargaining  |
| --- | --- |
| **Updates and Upcoming Plans** |  confidential  |
| **Relevant Strategic Priorities** | Organizational development  |
| **Total Time (Hrs)** | 7 |

| **Project/Event Title** | Collaboration with the CSSS councillor/AVP |
| --- | --- |
| **Updates and Upcoming Plans** |  policy review and governance committee  |
| **Relevant Strategic Priorities** |  internal matters and policy review |
| **Total Time (Hrs)** | 0.5 |

| **Total Project and Events Hours** | **19.5** |
| --- | --- |

###

### **Committee Chair Work**

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| **Committee Name** | executive committee  |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 2 |
| **Summary** |  worked on agenda and planning for executive committee |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** |  executive committee |

#

| **Committee Name** | Gov committee  |
| --- | --- |
| **# of Meetings** | 0 |
| **Total Time (Hrs)** | 1 |
| **Summary** | Planned Governance committee meeting  |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** |  policy and governance  |

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| **Committee Name** | SPOC committee  |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 0.5 |
| **Summary** |  worked on agenda and planning for SPOC |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** |  policy and governance  |

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#

| **Total Committee Hours** | **3.5** |
| --- | --- |

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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. Miscellaneous meetings with students. |
| --- | --- |
| **Total Time (Hrs)** | 30 |

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

##

Total hours = 62

##

## VP Finance and Services

## Simar Sahota

\*\*LOA 4 FULL DAYS 17-20 = 8 hours x 4 = 24 hours allocated

### **Meeting Summary and Comments**

| **Meeting, Date** | March 26, Exec Meeting |
| --- | --- |
| **Parties Attending** | Staff, exec, leads |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | scheduled weekly  |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Meeting, Date** | March 28, HRP Meeting |
| --- | --- |
| **Parties Attending** | HRP committee |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | scheduled weekly  |
| **Summary and Outcome** | See minutes |
| **Next Steps** | See minutes |

| **Total Meeting Hours** | **3** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | Working on budget and future year’s financial goals |
| --- | --- |
| **Total Time (Hrs)** | 10 |

| **Project/Event Title** | Reviewing student care files and insurance plan |
| --- | --- |
| **Total Time (Hrs)** | 3 |

| **Project/Event Title** | Reviewing grant appeals, following grant tracker and updating student union/club grants |
| --- | --- |
| **Total Time (Hrs)** | 3 |

| **Project/Event Title** | Reviewing exec and council work reports, filling mine |
| --- | --- |
| **Total Time (Hrs)** | 2 |

| **Total Project and Events Hours** | **18** |
| --- | --- |

###

###

### **Administrative Work**

| **Summary** | responding to emails, signing checks and talking to stakeholders. answering questions on society policy, and providing support to council and fellow executives. Miscellaneous meetings with students. |
| --- | --- |
| **Total Time (Hrs)** | 15 |

| **Total Admin Hours** | **15** |
| --- | --- |

## VP University and Academic Affairs

## Rishu Bagga

### **Meeting Summary and Comments**

| **Meeting, Date** | Promoting Food Security in Higher Education Network March 17 |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 1 |
| **Reason** |  |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | Bi- Weekly UAAC, ECA, Equity and Sustainability Updates with Sta |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 1 |
| **Reason** |  |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | March Enrollment Appeal Committee |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 1 |
| **Reason** |  |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | SFSS collaboration with Kiran basra |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 1 |
| **Reason** |  |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | re-group - food pantry, March 20 |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 1 |
| **Reason** |  |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Burnaby neighbourhood house, March 20 |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 1 |
| **Reason** |  |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Holi Discussion on Tasks March 21 |
| --- | --- |
| **Parties Attending** | Staff, vpev |
| **Meeting Length (Hrs)** |  |
| **Reason** |  |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Canvas Cloud Advisory Group, March 24 |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 1 |
| **Reason** |  |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | School of medicine |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 1 |
| **Reason** |  |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Total Meeting Hours** | **8** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | Course satisfaction |
| --- | --- |
| **Updates and Upcoming Plans** |  |
| **Relevant Strategic Priorities** |  |
| **Total Time (Hrs)** | 10 |

| **Project/Event Title** | Holi  |
| --- | --- |
| **Updates and Upcoming Plans** |  |
| **Relevant Strategic Priorities** |  |
| **Total Time (Hrs)** | 15 |

| **Project/Event Title** | Munchie mondays |
| --- | --- |
| **Updates and Upcoming Plans** |  |
| **Relevant Strategic Priorities** |  |
| **Total Time (Hrs)** | 5 |

| **Project/Event Title** | Food pantry |
| --- | --- |
| **Updates and Upcoming Plans** |  |
| **Relevant Strategic Priorities** |  |
| **Total Time (Hrs)** | 10 |

| **Total Project and Events Hours** | **40** |
| --- | --- |

###

### **Committee Chair Work**

#

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

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

###

### **Administrative Work**

| **Summary** | Work report, Emails, staff |
| --- | --- |
| **Total Time (Hrs)** | 20 |

| **Total Admin Hours** | **20** |
| --- | --- |

## VP External and Community Affairs

## Joel Gilani

### **Meeting Summary and Comments**

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

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

###

### **Projects and Events**

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

###

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

###

### **Committee Chair Work**

#

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

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

###

### **Administrative Work**

| **Summary** |  |
| --- | --- |
| **Total Time (Hrs)** |  |

| **Total Admin Hours** |  |
| --- | --- |

## VP Events and Student Affairs

## Chitransh Motwani

### **Meeting Summary and Comments**

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

###

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

###

### **Projects and Events**

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

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

###

### **Administrative Work**

| **Summary** |  |
| --- | --- |
| **Total Time (Hrs)** |  |

| **Total Admin Hours** |  |
| --- | --- |

## VP Equity and Sustainability

## Chloe Arneson

### **Meeting Summary and Comments**

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

###

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

###

### **Projects and Events**

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

###

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

###

### **Committee Chair Work**

#

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

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

###

### **Administrative Work**

| **Summary** |  |
| --- | --- |
| **Total Time (Hrs)** |  |

| **Total Admin Hours** |  |
| --- | --- |

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