

SFSS EXECUTIVE COMMITTEE WORK REPORTS

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

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President

Emmanuel Adegboyega

Meeting Summary and Comments

Meeting, Date	May 1, 2024
Parties Attending	VP-Internal, VP-UAA, and Brianna(DNA Coordinator)
Meeting Length (Hrs)	1
Reason	Discussing ways to make our transition plans to in-person council meetings as accessible as possible.
Summary and Outcome	Got some insights on a gradual transition plan with hybrid summer meetings and then fall in-person meetings. Got some tips on the way meetings are run and things to provide at meetings so they can be accessible.
Next Steps	Implementation of our transition plans and seeking further advice when necessary

Meeting, Date	May 1, 2024
Parties Attending	Student advocate (Trish) , OO (Sindhu), OOC Coordinator (Jude), and DNA Coordinator(Brianna)
Meeting Length (Hrs)	1
Reason	JHSC
Summary and Outcome	Check-ins, introduction to new president, reports from building safety checks, policy review
Next Steps	Review current health and safety policy

Meeting, Date	May 7, 2024
Parties Attending	Executives, Riane, Sindhu, Beaty, Kurt, Melanie
Meeting Length (Hrs)	2
Reason	Exec Committee Meeting
Summary and Outcome	staff contract renewals, club issues resolved
Next Steps	N/A

Meeting, Date	May 9, 2024
Parties Attending	VP-Events, Dipti, mark and ancillary team
Meeting Length (Hrs)	30 mins

Reason	StreetFest
Summary and Outcome	SFSS role in StreetFest and the study event ideas
Next Steps	Seat on planning committee

Meeting, Date	May 10, 2024
Parties Attending	VP-Internal, VP-UAA, Shelley (Building coordinator), Muriel (policy & research staff), VFRI Reps
Meeting Length (Hrs)	2
Reason	Possibility of hosting the next conference of VFRI
Summary and Outcome	More research and things to consider
Next Steps	Meet w residence and housing, attend the conference at ubc

Meeting, Date	May 10, 2024
Parties Attending	SFSS Executives and UVSS team
Meeting Length (Hrs)	1
Reason	Intros and encampments discussion
Summary and Outcome	Got some tips and ways we can support each other
Next Steps	N/A

Meeting, Date	May 10, 2024
Parties Attending	Laury
Meeting Length (Hrs)	1
Reason	Intros and AVP duties
Summary and Outcome	Laury accepted to be my AVP
Next Steps	Sign AVP forms

Meeting, Date	May 10, 2024
Parties Attending	Soca execs and membership
Meeting Length (Hrs)	2
Reason	Intros and relation building
Summary and Outcome	Suggested ways SFSS can support

Next Steps	Help w coordinator needed
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Meeting, Date	May 13, 2024
Parties Attending	OO(Sindhu)
Meeting Length (Hrs)	1
Reason	President x Operations Organizer check-in
Summary and Outcome	SLO stuff and next steps forward
Next Steps	N/A

Meeting, Date	May 13, 2024
Parties Attending	Ali(StudentCare), VP-Finance, Vp-Internal
Meeting Length (Hrs)	30 mins
Reason	Health and dental plan status
Summary and Outcome	Learnt about our current state and updates on upcoming conference
Next Steps	Need a fee increaseeee

Meeting, Date	May 14, 2024
Parties Attending	Tanya(BEST), OO(Sindhu), Building coordinator (Shelley)
Meeting Length (Hrs)	1
Reason	SUB Cleaning and review of staff
Summary and Outcome	BEST stated their commitment to employing the best staff and keeping the SUB clean
Next Steps	N/A

Meeting, Date	May 14, 2024
Parties Attending	Executives, Riane, Sindhu
Meeting Length (Hrs)	1
Reason	Exec Committee Meeting
Summary and Outcome	Discussed agenda items
Next Steps	N/A

Meeting, Date	May 15, 2024
Parties Attending	SFU President (JJ) VPSI (Rumana)
Meeting Length (Hrs)	1
Reason	Monthly meeting: President VPSI SFSS GSS
Summary and Outcome	Intros, encampments, MOU, SFU priorities, ways to support the SFSS
Next Steps	Book future meetings and come with agenda items

Total Meeting Hours	15
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Projects and Events

Project/Event Title	May 10, 2024 - SFU Welcome movie night
Updates and Upcoming Plans	N/A
Relevant Strategic Priorities	Relation building and community vibrancy
Total Time (Hrs)	1

Project/Event Title	May 15, 2024 -Clubs day
Updates and Upcoming Plans	N/A
Relevant Strategic Priorities	Relation building and community vibrancy
Total Time (Hrs)	2

Total Project and Events Hours	3
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Committee Chair Work

Committee Name	Council
# of Meetings	1
Total Time (Hrs)	3

Summary	Discussed agenda items and announced move to in-person meetings
Ongoing Projects	Staff renewal
Relevant Strategic Priorities:	Firm foundation

Total Committee Hours	3
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Administrative Work

Summary	Email correspondence, SLO Duties, Meeting w staff, meeting prep, meeting students, office set-up, shopping, reviewing & approving minutes, sending out agenda call-outs, filling out work reports, team bonding activities, reviewing briefing docs, going through SFSS by-laws, and going around checking in on coordinators
Total Time (Hrs)	50

Total Admin Hours	50
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Total hours: 71

VP Internal and Organizational Development

Sam Killawee

Meeting Summary and Comments

Meeting, Date	Meeting with DNA, May 1, 2024
Parties Attending	Brianna, Emmanuel Adegboyega , Sam Killawee , Rishu Bagga
Meeting Length (Hrs)	1
Reason	In person council discussion
Summary and Outcome	Accessibility discussion around in person council
Next Steps	Bring it up in council

Meeting, Date	AVP meeting, may 6th
Parties Attending	AVP internal candidates, VP Internal
Meeting Length (Hrs)	1 hr
Reason	team bonding and year planning
Summary and Outcome	get them approved at the next exec meeting
Next Steps	write motion

Meeting, Date	Exec meeting, May 7, 2024
Parties Attending	Execs, Staff
Meeting Length (Hrs)	2 hrs
Reason	Exec meeting
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	council on-boarding, may 7th
Parties Attending	Sindhu, Councillors
Meeting Length (Hrs)	3.5 hrs
Reason	council on-boarding
Summary and Outcome	on-boarded

Next Steps	follow up on dev sessions
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Meeting, Date	council on-boarding, may 9th
Parties Attending	Sindhu, Councillors
Meeting Length (Hrs)	2.5 hrs
Reason	council on-boarding
Summary and Outcome	on-boarded
Next Steps	follow up on dev sessions

Meeting, Date	Youth congress rep meeting, May 10, 2024
Parties Attending	Emmanuel Adegboyega , Rishu, Shelley , Muriel ,
Meeting Length (Hrs)	1.5 hrs
Reason	SFU could be next host
Summary and Outcome	We heard their pitch and showed them the SUB
Next Steps	Go to conference at UBC

Meeting, Date	Meet UVSS exec, May 10, 2024
Parties Attending	Emmanuel Adegboyega , Rishu, Joel, Chloe
Meeting Length (Hrs)	1.5 hrs
Reason	meet and great
Summary and Outcome	meet their team
Next Steps	meet them in person at student care

Meeting, Date	AVP meeting, may 13th
Parties Attending	AVP internal candidates, VP Internal
Meeting Length (Hrs)	1 hr
Reason	team bonding and year planning
Summary and Outcome	get them approved at the next exec meeting
Next Steps	write motion

Meeting, Date	Exec meeting, may 14 2024
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Parties Attending	Execs, Staff
Meeting Length (Hrs)	2 hrs
Reason	Exec meeting
Summary and Outcome	see minutes
Next Steps	see minutes

Total Meeting Hours	16
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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)	25

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)	10

Project/Event Title	Office set up and clean up
Updates and Upcoming Plans	follow up with reimbursements for kitchen supplies
Relevant Strategic Priorities	important in setting up the office and preparing for the upcoming year
Total Time (Hrs)	21

Project/Event Title	Collaboration with the BASS councillor/AVP
Updates and Upcoming Plans	meet with BASS soon

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

Project/Event Title	Collaboration with the CSSS councillor/AVP
Updates and Upcoming Plans	start the governance committee soon
Relevant Strategic Priorities	internal matters and policy review
Total Time (Hrs)	2

Total Project and Events Hours	70
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Committee Chair Work

Committee Name	ecexecutive committee
# of Meetings	1
Total Time (Hrs)	2
Summary	Making the agenda, and reviewing it
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	2
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Administrative Work

Summary	reviewed emails and other pieces of administrative work like signing checks
Total Time (Hrs)	6

Total Admin Hours	6
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total hours 94

VP Finance and Services

Simar Sahota

Meeting Summary and Comments

** PTO taken for first week

Meeting, Date	Student Care Meeting, May 13th
Parties Attending	Sam, Ali
Meeting Length (Hrs)	4
Reason	Student Care Introduction
Summary and Outcome	Meet with Ali regarding student care program. Viewed and discussed student care policies prior to and post meeting
Next Steps	Speaking to Ali further about student concerns

Meeting, Date	Exec Meeting, May 14th
Parties Attending	Execs
Meeting Length (Hrs)	3
Reason	Weekly meeting; going over agenda items
Summary and Outcome	Going over weekly agenda items. Reviewing and submitting agenda items pre and post meeting
Next Steps	Weekly Meetings

Meeting, Date	Council Meeting, May 15
Parties Attending	Councilors
Meeting Length (Hrs)	3hrs
Reason	Weekly Meeting
Summary and Outcome	See minutes
Next Steps	See minutes

Meeting, Date	Meeting with FNMISA, May 15th
Parties Attending	Sam, FNMISA rep
Meeting Length (Hrs)	1 hr
Reason	FNMISA concern
Summary and Outcome	Meeting about U-Pass exemption
Next Steps	Meet again regarding improved processes

Total Meeting Hours	11
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Projects and Events

Project/Event Title	Cleaning up and setting up office
Total Time (Hrs)	3 hrs

Project/Event Title	Clubs day
Total Time (Hrs)	4 hrs

Total Project and Events Hours	7
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Committee Chair Work

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

Total Committee Hours	
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Administrative Work

Summary	Responding to emails, clearing back-log, reviewing policies, signing cheques and documents
Total Time (Hrs)	20 hrs

Total Admin Hours	20 hrs
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VP University and Academic Affairs
Rishu Bagga

Meeting Summary and Comments

Meeting, Date	Meeting with DNA, May 1, 2024
Parties Attending	Brianna, Emmanuel Adegboyega , Sam Killawee , Rishu Bagga
Meeting Length (Hrs)	1
Reason	In person council discussion
Summary and Outcome	DNA wants us to consider accessibility needs
Next Steps	Bring it up in council

Meeting, Date	Exec meeting, May 7, 2024
Parties Attending	Execs, Staff
Meeting Length (Hrs)	2 hrs
Reason	Exec meeting
Summary and Outcome	Went over agenda
Next Steps	Follow up on next meeting

Meeting, Date	Youth congress rep meeting, May 10, 2024
Parties Attending	Emmanuel Adegboyega , Sam Killawee , Shelley , Muriel ,
Meeting Length (Hrs)	1.5 hrs
Reason	SFU could be next host
Summary and Outcome	We heard their pitch and showed them the SUB
Next Steps	Go to conference at UBC

Meeting, Date	EXEC Meeting, May 14th 2024
Parties Attending	Execs, staff
Meeting Length (Hrs)	1 hrs
Reason	Exec meeting
Summary and Outcome	Going over agenda
Next Steps	Work on matters that have been passed in the meeting

Total Meeting Hours	5.5 hrs
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Projects and Events

Project/Event Title	In camera contract
Updates and Upcoming Plans	In camera
Relevant Strategic Priorities	In camera
Total Time (Hrs)	24 hrs

Project/Event Title	Clubs day
Updates and Upcoming Plans	We set up a table at clubs day
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	4 hrs

Total Project and Events Hours	28hrs
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Committee Chair Work

Committee Name	
# of Meetings	
Total Time (Hrs)	

Summary	
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	
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Administrative Work

Summary	Responding to emails, clearing backlog
Total Time (Hrs)	26 hrs

Total Admin Hours	26 hrs
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VP External and Community Affairs
Joel Gilani

Meeting Summary and Comments

Meeting, Date	Contract Worker Justice, May 9, 2024
Parties Attending	TSSU, SFU Students, SFU Faculty
Meeting Length (Hrs)	2 hrs
Reason	Best Worker Layoffs
Summary and Outcome	see CWJ meeting minutes
Next Steps	Connect with Labour Studies Students Union, Peak, CWJ and TSSU to identify opportunities to support contracted workers at SFU

Meeting, Date	UVSS, May 10, 2024
Parties Attending	University of Victoria Student Society Staff & Executives
Meeting Length (Hrs)	2 hrs
Reason	Introductions
Summary and Outcome	Discussed encampments and cross campus advocacy opportunities across campus
Next Steps	Meet in the future

Meeting, Date	Exec Meeting, May 7, 2024
Parties Attending	Execs, Staff
Meeting Length (Hrs)	2.5 hrs
Reason	Exec Meeting
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Exec Meeting, May 14, 2024
Parties Attending	Execs, Staff
Meeting Length (Hrs)	2.5 hrs

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

Meeting, Date	Hosting AMS VP External at SFSS, May 14, 2024
Parties Attending	Execs, AMS VP External
Meeting Length (Hrs)	3 hrs
Reason	Exec Intro
Summary and Outcome	Discussed joint advocacy opportunities, met execs
Next Steps	BC3

Meeting, Date	Council on-boarding, May 9, 2024
Parties Attending	Councilors
Meeting Length (Hrs)	2 hrs
Reason	council on-boarding
Summary and Outcome	on-boarded
Next Steps	N/A

Meeting, Date	BC3 Intro Meeting, May 14, 2024
Parties Attending	SFSS VP External, SFSS VP Internal, UBC AMS, UVic UVSS, UBCO SUO, UBC GSS
Meeting Length (Hrs)	3 hrs
Reason	Exec Intro
Summary and Outcome	Discussed joint advocacy opportunities, met execs
Next Steps	Update MOU, Get signed

Meeting, Date	HCS Consultation, May 7, 2024
Parties Attending	HCS Disability Advisor, DNA

Meeting Length (Hrs)	1
Reason	Health & Counseling Updates and Feedback
Summary and Outcome	
Next Steps	Meet June 4th

Meeting, Date	DNA Meeting, May 9, 2024
Parties Attending	DNA
Meeting Length (Hrs)	2
Reason	see DNA meeting minutes
Summary and Outcome	see DNA meeting minutes
Next Steps	

Meeting, Date	Youth Congress, May 10, 2024
Parties Attending	Execs, Staff
Meeting Length (Hrs)	1.5
Reason	Possibility of hosting event at SFU
Summary and Outcome	
Next Steps	Team members to attend event at UBC on May 25th

Meeting, Date	Rob Haines, May 15, 2024
Parties Attending	Rob, SFU Conservatives
Meeting Length (Hrs)	1.5
Reason	Student Invitation
Summary and Outcome	
Next Steps	

Meeting, Date	Federal Lobbying, May 14, 2024
Parties Attending	VP Internal, President
Meeting Length (Hrs)	1.5
Reason	Understanding Lobbying Landscape and SFSS Priorities
Summary and Outcome	
Next Steps	

Total Meeting Hours	24.5
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Projects and Events

Project/Event Title	SFSS + SFU Movie Night, May 10, 2024
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	2.5

Project/Event Title	SFSS Clubs Days, May 14, 2024
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	4

Project/Event Title	OO Contract Extension
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	4

Total Project and Events Hours	10.5
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Committee Chair Work

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

Total Committee Hours	
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Administrative Work

Summary	Email inbox clean up, office cleaning and rearranging, meeting prep, student health care research, conversations with staff
Total Time (Hrs)	25

Total Admin Hours	25
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VP Events and Student Affairs
Chitransh Motwani

Meeting Summary and Comments

Meeting, Date	Exec meeting, May 7, 2024
Parties Attending	Execs, Staff
Meeting Length (Hrs)	2.5 hrs
Reason	Exec meeting
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	Meeting with MECS, May 7, 2024
Parties Attending	MECS, VPESA, President, MSC Events

Meeting Length (Hrs)	1 hr
Reason	Streetfest
Summary and Outcome	Explored the possibility of collaboration for Streetfest, discussed logistics, and potential roles of each party involved.
Next Steps	Prepare a detailed proposal on what SFSS can offer for the collaboration and set a follow-up meeting to finalize plans.

Meeting, Date	Meeting with Forum SFU, May 12
Parties Attending	Forum SFU, VPESA
Meeting Length (Hrs)	1 hr
Reason	Streetfest
Summary and Outcome	Discussed the potential for collaboration on future events, focusing on aligning goals and resources.
Next Steps	Nothing for now.

Meeting, Date	Exec meeting, May 14, 2024
Parties Attending	Execs, Staff
Meeting Length (Hrs)	1.5 hrs
Reason	Exec meeting
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	council on-boarding, may 9th
Parties Attending	Councilors
Meeting Length (Hrs)	2 hrs
Reason	council on-boarding
Summary and Outcome	on-boarded
Next Steps	N/A

Meeting, Date	Council Meeting
Parties Attending	Councilors
Meeting Length (Hrs)	3hrs
Reason	See minutes

Summary and Outcome	See minutes
Next Steps	See minutes

Total Meeting Hours	11
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Projects and Events

Project/Event Title	Movie Night with SFU SER May 10
Updates and Upcoming Plans	Successfully organized a movie night in collaboration with SFU SER, with good attendance and positive feedback. Planning future similar events.
Relevant Strategic Priorities	Community engagement and student life enhancement.
Total Time (Hrs)	2 hrs

Project/Event Title	Restructuring
Updates and Upcoming Plans	Participated in the restructuring working group to streamline organizational processes and improve efficiency.
Relevant Strategic Priorities	Organizational development
Total Time (Hrs)	6 hrs

Project/Event Title	Clubs Days
Updates and Upcoming Plans	Organized and coordinated Clubs Days to increase student involvement and showcase various student clubs. Planning for future events to enhance club engagement.
Relevant Strategic Priorities	Student engagement and community building.
Total Time (Hrs)	14

Total Project and Events Hours	22
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Administrative Work

Summary	Office set up: set up the office space for new team members, organized supplies, and ensured all equipment was functioning properly.
Total Time (Hrs)	3

Summary	Event plans: Planned details for upcoming events, coordinated with vendors and stakeholders, and ensured all logistical aspects were covered.
Total Time (Hrs)	6

Summary	Exec meeting, May 7 preparation: Prepared the agenda, gathered necessary documents, and coordinated with other exec members to ensure a smooth meeting.
Total Time (Hrs)	2

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)	7

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)	8

Total Admin Hours	28
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VP Equity and Sustainability

Chloe Arneson

Meeting Summary and Comments

Meeting, Date	May 2 - Onboarding review, annual plan discussions
Parties Attending	VPUA, VPIOD
Meeting Length (Hrs)	3
Reason	We discussed various strategic plans for the upcoming year
Summary and Outcome	It was helpful to get an idea of what other execs are planning and get feedback on our own ideas
Next Steps	Slay this year

Meeting, Date	May 6 - HRP Discussion
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Parties Attending	VPIOD
Meeting Length (Hrs)	6
Reason	Management contract
Summary and Outcome	In cam
Next Steps	Project work

Meeting, Date	May 8 - SASS Check in
Parties Attending	SASS President Henry Do
Meeting Length (Hrs)	0.5
Reason	Discussed upcoming council plans and committees, he reminded me to update my schedules
Summary and Outcome	Preparing for upcoming council meeting
Next Steps	

Meeting, Date	May 8 - HRP Discussion
Parties Attending	Sindhu
Meeting Length (Hrs)	0.5
Reason	In Camera
Summary and Outcome	
Next Steps	Project Work

Meeting, Date	May 8 - HRP Discussion
Parties Attending	VPIOD, President
Meeting Length (Hrs)	2
Reason	In Camera
Summary and Outcome	
Next Steps	Project work

Meeting, Date	May 9 - HRP Discussions
Parties Attending	VPIOD
Meeting Length (Hrs)	1
Reason	In Camera

Summary and Outcome	
Next Steps	Project work

Meeting, Date	May 14 - Exec Meeting
Parties Attending	Executive committee
Meeting Length (Hrs)	2
Reason	Bi-weekly executive committee meeting
Summary and Outcome	
Next Steps	Continue slaying

Meeting, Date	May 15 - HRP Check in
Parties Attending	President, Sindhu
Meeting Length (Hrs)	0,5
Reason	In Camera
Summary and Outcome	
Next Steps	We get to work with Sindhu 😊

Meeting, Date	May 15 - Council
Parties Attending	Executive Committee, councillors
Meeting Length (Hrs)	4
Reason	Bi-weekly meeting
Summary and Outcome	
Next Steps	Continue with relevant projects

Total Meeting Hours	19.5
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Projects and Events

Project/Event Title	May 7 - Excluded Management Contract Briefing Note
Updates and Upcoming Plans	

Relevant Strategic Priorities	
Total Time (Hrs)	6

Project/Event Title	May 8 - Excluded Management Contract Review
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	3

Project/Event Title	May 10 - New Excluded Management Contract
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	6

Total Project and Events Hours	15
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Committee Chair Work

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

Total Committee Hours	
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Administrative Work

Summary	Bought office supplies, cleaned the whole office, set up my own office, moved furniture
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Total Time (Hrs)	8
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Summary	Managed all unread emails and inboxes and calendar
Total Time (Hrs)	5

Summary	Compiled all relevant CG events into a separate calendar
Total Time (Hrs)	2

Summary	Research and compilation of past and ongoing projects as to ensure continuity
Total Time (Hrs)	3

Summary	Reviewed SFSS policies for relevant upcoming projects
Total Time (Hrs)	2

Summary	Event planning for equity events throughout the year
Total Time (Hrs)	3

Summary	Outreach and intros to relevant groups
Total Time (Hrs)	2

Summary	Acquiring AVPs - survey, review, outreach, emails, planning
Total Time (Hrs)	6

Total Admin Hours	31	
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