

SFSS EXECUTIVE COMMITTEE WORK REPORTS

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

[President](#)

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President

Emmanuel Adegboyega

Meeting Summary and Comments

Meeting, Date	May 17 , 2024
Parties Attending	Executives and Staff
Meeting Length (Hrs)	1
Reason	Monthly Staff meeting
Summary and Outcome	Intros, exec priorities, and management updates
Next Steps	N/A

Meeting, Date	May 27 , 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 , 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 29, 2024
Parties Attending	Councillors, staff, Executives
Meeting Length (Hrs)	3
Reason	Council Meeting
Summary and Outcome	Discussed agenda items

Next Steps	N/A
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Total Meeting Hours	6
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Projects and Events

Project/Event Title	Clubs Day
Updates and Upcoming Plans	N/A
Relevant Strategic Priorities	Relation Building
Total Time (Hrs)	5

Project/Event Title	StudentCare Trip
Updates and Upcoming Plans	Read briefing notes, met student leaders across Canada, attended sessions w great speakers, met StudentCare staff and admin, discussed the plans for SFSS H & D Plan
Relevant Strategic Priorities	Relation Building
Total Time (Hrs)	50

Project/Event Title	ABCS Conference
Updates and Upcoming Plans	N/A
Relevant Strategic Priorities	Relation Building, met with student leaders in B.C, met w Paul Finch, met ABCS Admin
Total Time (Hrs)	25

Project/Event Title	SFSS Club Night Event
Updates and Upcoming Plans	N/A
Relevant Strategic Priorities	Relation Building
Total Time (Hrs)	3

Total Project and Events Hours	83
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Committee Chair Work

Total Committee Hours	N/A
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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,, and going around checking in on coordinators
Total Time (Hrs)	12

Total Admin Hours	12
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Total hours: 101

VP Internal and Organizational Development
Sam Killawee

Meeting Summary and Comments

Meeting, Date	Meeting with AP, may 21st
Parties Attending	AP
Meeting Length (Hrs)	1
Reason	discussion on student care
Summary and Outcome	follow up after montreal trip
Next Steps	get FNMISA on student healthcare

Meeting, Date	AVP meeting, may 26th
Parties Attending	AVP internal candidates, VP Internal
Meeting Length (Hrs)	1 hr
Reason	team bonding and year planning
Summary and Outcome	assigned confidentiality agreements
Next Steps	give the confidentiality agreements to OM

Meeting, Date	Meeting with OM and Campaigns coordinator, may 27th
Parties Attending	OM, Campaigns coordinator
Meeting Length (Hrs)	1
Reason	R-17 discussion
Summary and Outcome	staff will write job descriptions for AVP's
Next Steps	send AVP policy to governance as soon as possible

Meeting, Date	Exec meeting, MAY 27th
Parties Attending	Execs, Staff
Meeting Length (Hrs)	2 hrs
Reason	Exec meeting
Summary and Outcome	see minutes
Next Steps	see minutes

Total Meeting Hours	5
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Projects and Events

Project/Event Title	Clubs Days
Updates and Upcoming Plans	helped with 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)	7 hours

Project/Event Title	Restructuring
Updates and Upcoming Plans	Restructuring working group
Relevant Strategic Priorities	Organizational development
Total Time (Hrs)	6

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	Studentcare montreal trip
Updates and Upcoming Plans	follow up with reimbursements for kitchen supplies. two 15 hour days with 8 hours of work done while traveling
Relevant Strategic Priorities	important in setting up the office and preparing for the upcoming year
Total Time (Hrs)	38

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)	6
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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)	6

Project/Event Title	hybrid council
Updates and Upcoming Plans	follow up from the Q&A and improve council attendance
Relevant Strategic Priorities	board of directors
Total Time (Hrs)	4

Total Project and Events Hours	71
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Committee Chair Work

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

Total Committee Hours	2
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Administrative Work

Summary	conversations with the OM on various issues, emails, signing checks and answering quick concerns
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Total Time (Hrs)	6 hours
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Total Admin Hours	84
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VP Finance and Services

Simar Sahota

Meeting Summary and Comments

Meeting, Date	Council Meeting, May 29
Parties Attending	Councilors
Meeting Length (Hrs)	3hrs
Reason	Weekly Meeting
Summary and Outcome	See minutes
Next Steps	See minutes

Meeting, Date	Staff Meeting, May 20
Parties Attending	Staff
Meeting Length (Hrs)	2hrs
Reason	Staff Agenda
Summary and Outcome	See minutes
Next Steps	See minutes

Meeting, Date	May 20
Parties Attending	Sam
Meeting Length (Hrs)	1 hr
Reason	Discussing budget before speaking to BASS
Summary and Outcome	Discussing line items and grant funding
Next Steps	Speaking to BASS

Meeting, Date	Exec Meeting, May 28th
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	May 24th
Parties Attending	Rishu Bagga
Meeting Length (Hrs)	3 hr
Reason	In-camera
Summary and Outcome	In-camera
Next Steps	N/A

Meeting, Date	May 22th
Parties Attending	U-Pass team
Meeting Length (Hrs)	1 hr
Reason	U-Pass appeal
Summary and Outcome	Student appealed a u-pass exemption denial, appeal was also denied
Next Steps	N/A

Meeting, Date	BASS Grant meeting, May 21
Parties Attending	Sam, Meha, BASS Execs
Meeting Length (Hrs)	1 hr
Reason	Discussing grant budget for BASS
Summary and Outcome	Discussing line items and grant funding
Next Steps	Speaking to BASS after finalized budget

Meeting, Date	Interviewing and meeting AVP's
Parties Attending	7 candidates for AVP
Meeting Length (Hrs)	10 hrs

Reason	AVP Hiring
Summary and Outcome	Interviewing and having conversations about goals and future steps
Next Steps	Hiring

Total Meeting Hours	24
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Projects and Events

Project/Event Title	Reviewing draft budget and making suggestions based on actual spending
Updates and Upcoming Plans	Meeting with finance team next week to discuss changes
Total Time (Hrs)	4

Total Project and Events Hours	4
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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, quick meetings
Total Time (Hrs)	40 hrs

Total Admin Hours	40 hrs
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VP University and Academic Affairs

Rishu Bagga

Meeting Summary and Comments

Meeting, Date	Meeting with Tracy Mason, Tom Nault, May 16th
Parties Attending	Tracy Mason, Tom Nault
Meeting Length (Hrs)	1 hr
Reason	Introductions
Summary and Outcome	Introductions, Future plans
Next Steps	Set up meeting with other SFU people

Meeting, Date	Staff meeting (May 17th)
Parties Attending	Staff and execs
Meeting Length (Hrs)	1 hr
Reason	Staff updates
Summary and Outcome	Listened to staff concerns
Next Steps	Put out a statement about SFU staff layoffs

Meeting, Date	Enrollment appeals, (May 22)
Parties Attending	Enrollment committee
Meeting Length (Hrs)	1 hr
Reason	Enrollment appeals
Summary and Outcome	Looked at various appeals
Next Steps	Go to next meeting

Meeting, Date	Meeting with VP Finance May 24th
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Parties Attending	Simar Sahota
Meeting Length (Hrs)	3 hrs
Reason	In camera
Summary and Outcome	In camera
Next Steps	N/A

Meeting, Date	Exec meeting (May 27th)
Parties Attending	Execs
Meeting Length (Hrs)	2 hrs
Reason	Going over agenda
Summary and Outcome	Went over agenda and Talked about Staff
Next Steps	See minutes

Meeting, Date	Council meeting (May 29th)
Parties Attending	Council
Meeting Length (Hrs)	3.5 hrs
Reason	Council meeting
Summary and Outcome	Go over agenda
Next Steps	See minutes

Meeting, Date	Meeting with AVP research
Parties Attending	AVP research
Meeting Length (Hrs)	1hr
Reason	Discuss research opportunities at SFU for students
Summary and Outcome	Invitation to working group
Next Steps	Look into the invitation and work load

Total Meeting Hours	12.5 hrs
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Projects and Events

Project/Event Title	Moose hide campaign and networking (May 16th)
Updates and Upcoming Plans	Learnt about moose hide campaign and met with SFU staff
Relevant Strategic Priorities	Meet FNMISA
Total Time (Hrs)	3 hrs

Project/Event Title	Munchie Mondays (May 27th)
Updates and Upcoming Plans	Do recurring
Relevant Strategic Priorities	Distribute snacks
Total Time (Hrs)	2 hrs

Project/Event Title	Club Night prep
Updates and Upcoming Plans	Club night prep, tabling, advertising
Relevant Strategic Priorities	Increase student engagement
Total Time (Hrs)	5 hrs

Project/Event Title	Youth congress meeting
Updates and Upcoming Plans	Discuss on plans for hosting at SFU
Relevant Strategic Priorities	Increase student engagement
Total Time (Hrs)	8 hrs

Total Project and Events Hours	18 hrs
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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	Emails, Talking to staff, Cheque reqs, review policy
Total Time (Hrs)	30 hrs

Total Admin Hours	30 hrs
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VP External and Community Affairs
Joel Gilani

Meeting Summary and Comments

Meeting, Date	Staff Meeting, May 17, 2024
Parties Attending	Staff, Execs
Meeting Length (Hrs)	2
Reason	Monthly Staff Meeting
Summary and Outcome	00 Contract Extension, Staff Updates
Next Steps	see minutes

Meeting, Date	Free Breakfast, May 17, 2024
Parties Attending	Staff
Meeting Length (Hrs)	2
Reason	Restart
Summary and Outcome	Donors Free Breakfast, Fraser Health Permits, Free Lunch, SFU Relationships, Community Fridge
Next Steps	Set up weekly check-in

Meeting, Date	BC3 Meeting, May 21, 2024
Parties Attending	SFSS VP External, SFSS VP Internal, UBC AMS, UVic UVSS, UBCO SUO, UBC GSS, Staff
Meeting Length (Hrs)	2 hrs
Reason	Weekly Meeting
Summary and Outcome	Platform, Logo, Goals
Next Steps	Meet May 28, 2024

Meeting, Date	DNA Meeting, May 23, 2024
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Parties Attending	DNA
Meeting Length (Hrs)	2
Reason	see DNA meeting minutes
Summary and Outcome	see DNA meeting minutes
Next Steps	

Meeting, Date	Staff Check-in, May 27, 2024
Parties Attending	OO, CC, VP UAA, VP ECA, VP ES
Meeting Length (Hrs)	1
Reason	Bi-weekly check in
Summary and Outcome	Annual Plans
Next Steps	Exec Strategy Discussions

Meeting, Date	Layoff Statements, May 28, 2024
Parties Attending	VPES, VPECA, OO, CC
Meeting Length (Hrs)	1
Reason	Layoff Statement
Summary and Outcome	Update statement to align with goals
Next Steps	Contact campus groups for input (TSSU, APSA, CUPE, SFUFA)

Meeting, Date	Undergraduate Research, May 28, 2024
Parties Attending	SFU AVP Research, VPUAA
Meeting Length (Hrs)	1.5
Reason	Increasing undergraduate participation in research as part of SRP implementation plan
Summary and Outcome	Possible USRA updates
Next Steps	Set up a working group to start in september. SFU VPRI office to send Terms of Reference

Meeting, Date	Council Meeting, May 29, 2024
Parties Attending	Councilors
Meeting Length (Hrs)	3.5
Reason	Bi-weekly Meeting
Summary and Outcome	See minutes
Next Steps	See minutes

Meeting, Date	CUPE, May 30, 2024
Parties Attending	CUPE President
Meeting Length (Hrs)	1
Reason	Intro, Layoff Statement
Summary and Outcome	
Next Steps	

Meeting, Date	TSSU, May 28, 2024
Parties Attending	TSSU Chief Steward, TSSU CSO
Meeting Length (Hrs)	1
Reason	Intro, Layoff Statement
Summary and Outcome	
Next Steps	

Meeting, Date	SFU VP External, May 31, 2024
Parties Attending	SFU VP External, SFU AVP External
Meeting Length (Hrs)	1
Reason	Intro
Summary and Outcome	Joint priorities
Next Steps	SFSS exec to attend international credential recognition act roundtable with Parliamentary Secretary for International Credentials on Jun 12, 2024 . Connect with Kristin Linklater regarding Gondola Campaign in Fall

Meeting, Date	BC3 Meeting, May 28, 2024
Parties Attending	SFSS VP External, SFSS VP Internal, UBC AMS, UVic UVSS, UBCO SUO, UBC GSS, Staff
Meeting Length (Hrs)	2 hrs
Reason	Weekly Meeting
Summary and Outcome	Survey Results, Issues Voting Campaign, Campaign Strategy, Work Allocation
Next Steps	Meet Jun 4, 2024

Meeting, Date	Exec Meeting, May 28, 2024
Parties Attending	Execs, Staff
Meeting Length (Hrs)	1.5
Reason	Weekly meeting
Summary and Outcome	see minutes
Next Steps	see minutes

Meeting, Date	ABCS Conference, May 25, 2024 - May 26, 2024
Parties Attending	CSU, KSA, RRUSA, UBC GSS, ABCS Staff, New Majority (Morag) , BCGEU (Paul)
Meeting Length (Hrs)	25
Reason	Skills dev workshop and lobbying training
Summary and Outcome	Better understanding of canadian student org landscape (CASA, CSF, BCSF, ABCS), pitfalls to avoid, ideas for approaching cross uni collabs, ideas for approaching insurance update
Next Steps	Connect with Paul/WTW for insurance, connect with ABCS/Tashia for SVP events

Meeting, Date	SFSS Club Night, May 31, 2024
Parties Attending	Students, Staff, Execs
Meeting Length (Hrs)	5
Reason	First Major SFSS Event
Summary and Outcome	

Next Steps	
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Total Meeting Hours	51.5
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Projects and Events

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

Total Project and Events Hours	-
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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	Scheduling meetings, emails, policy/contract reviews, office clean up, staff updates, ad hoc work
Total Time (Hrs)	12

Total Admin Hours	12
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VP Events and Student Affairs

Chitransh Motwani

Meeting Summary and Comments

Meeting, Date	Meeting with SER - May 30
Parties Attending	SER SFU, MSC Events, VPESA
Meeting Length (Hrs)	2
Reason	Welcome week programming
Summary and Outcome	SER SFU expressed strong interest in collaborating on Welcome Week programming, discussing potential events and activities.
Next Steps	Define the specific roles and responsibilities of SFSS in the program and finalize the collaboration plan.

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

Meeting, Date	Clubs Day Debrief
Parties Attending	MSC Clubs, MSC Events, Communications, Operations Organiser
Meeting Length (Hrs)	1.5
Reason	Review and debrief Clubs Day
Summary and Outcome	Evaluated the successes and areas for improvement for Clubs Day, gathering feedback to enhance future events.
Next Steps	Plan and implement improvements for Clubs Day in Fall 2024, incorporating feedback and new ideas.

Total Meeting Hours	6.5
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Projects and Events

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)	7 hours

Project/Event Title	SFSS Club Night -May 31
Updates and Upcoming Plans	Worked on marketing, set up logistics, figured out paperwork. Ran the event.
Relevant Strategic Priorities	
Total Time (Hrs)	27 hours

Project/Event Title	Munchie Mondays
Updates and Upcoming Plans	Costco run to pickup snacks, marketing. Figuring out logistics
Relevant Strategic Priorities	
Total Time (Hrs)	8 hours

Total Project and Events Hours	42
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Administrative Work

Summary	Event plans: Planned details for upcoming events, coordinated with vendors and stakeholders, and ensured all logistical aspects were covered.
Total Time (Hrs)	8

Summary	Event Preparation Meetings with staff: Held multiple meetings with staff to discuss and finalize event details, assign tasks, and troubleshoot any issues.
Total Time (Hrs)	6

Summary	Replying emails, catch-up work: Responded to emails, followed up on ongoing tasks, and completed miscellaneous administrative duties to ensure smooth operations.
Total Time (Hrs)	8

Total Admin Hours	22
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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	
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Projects and Events

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

Total Project and Events Hours	
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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	
Total Time (Hrs)	

Total Admin Hours	
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