SFSS EXECUTIVE COMMITTEE

WORK REPORTS

This report reflects the Board work from

**(November 1 - November 15)**

[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)

# 

## 

## 

## President

## [**Emmanuel Adegboyega**](mailto:president@sfss.ca)

### **Meeting Summary and Comments**

### 

| **Meeting, Date** | Nov 4, 2024 |
| --- | --- |
| **Parties Attending** | Prez, OM (Sindhu) |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | President x Operations Organizer Check-In |
| **Summary and Outcome** | Discussed agenda items |
| **Next Steps** | N/A |

### 

| **Meeting, Date** | Nov 4, 2024 |
| --- | --- |
| **Parties Attending** | SFSS Exec & CJ Rowe |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | SFSS x SFU MOU |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

| **Meeting, Date** | Nov 5, 2024 |
| --- | --- |
| **Parties Attending** | SFSS president & SFU President & GSS |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | Monthly check-in |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

### 

| **Meeting, Date** | Nov 6, 2024 |
| --- | --- |
| **Parties Attending** | SFSS President & VP-Internal & SFSS clubs staff |
| **Meeting Length (Hrs)** | 1.5 hrs |
| **Reason** | Club Appeals |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

### 

| **Meeting, Date** | Nov 12, 2024 |
| --- | --- |
| **Parties Attending** | Prez, OM (Sindhu) |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | President x Operations Organizer Check-In |
| **Summary and Outcome** | Discussed agenda items |
| **Next Steps** | N/A |

### 

| **Meeting, Date** | Nov 12, 2024 |
| --- | --- |
| **Parties Attending** | SFSS Staff. SFSS President, and E-sports |
| **Meeting Length (Hrs)** | 0.5 hr |
| **Reason** | Gamer's Lounge MOU |
| **Summary and Outcome** | N/A |
| **Next Steps** | Finalize and edit MOU |

### 

| **Meeting, Date** | Nov 15, 2024 |
| --- | --- |
| **Parties Attending** | SFSS President & AVPs |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | Check-ins |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

### 

| **Meeting, Date** | Nov 15, 2024 |
| --- | --- |
| **Parties Attending** | SFSS President, OM, CUPE Reps |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | CUPE x SFSS Bargaining dates discussion |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

### 

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

### 

### **Projects and Events**

### 

| **Project/Event Title** | AVP Interview |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community engagement and opportunities |
| **Total Time (Hrs)** | 1.5 hrs |

### 

### 

| **Project/Event Title** | Management Hiring Committee |
| --- | --- |
| **Updates and Upcoming Plans** | Interviews |
| **Relevant Strategic Priorities** | Organization development and longevity |
| **Total Time (Hrs)** | 12 hrs |

### 

| **Project/Event Title** | Interview |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Student Housing advocacy |
| **Total Time (Hrs)** | 1.5 hrs |

### 

| **Project/Event Title** | Partnerships discussion with private developers for purpose builds |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Student Housing advocacy |
| **Total Time (Hrs)** | 1 hr |

### 

### 

| **Project/Event Title** | SFU Hiring Committees (VP-F & AVP-S & AD Black Student Centre ) |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community engagement |
| **Total Time (Hrs)** | 4 hrs |

### 

| **Project/Event Title** | Team Development/Bonding |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Team morale, mental health, and executives overall well-being |
| **Total Time (Hrs)** | 6 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)** | 4 hrs |

### 

| **Project/Event Title** | Interview w Peak |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Student Tuition advocacy |
| **Total Time (Hrs)** | 0.5 hr |

### 

| **Total Project and Events Hours** | **30.5 Hrs** |
| --- | --- |

### 

### **Committee Chair Work**

### 

# 

| **Committee Name** | Executive Committee Meeting |
| --- | --- |
| **# of Meetings** | 3 |
| **Total Time (Hrs)** | 8 hrs |
| **Summary** | Discussed agenda items |
| **Ongoing Projects** | N/A |
| **Relevant Strategic Priorities:** | N/A |

# 

| **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** | JHSC |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 1 hr |
| **Summary** | Discussed agenda items |
| **Ongoing Projects** | N/A |
| **Relevant Strategic Priorities:** | N/A |

| **Total Committee Hours** | **12 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, convocations, SFU event invites, and going around checking in on coordinators, reading hiring committee doc, and short meetings |
| --- | --- |
| **Total Time (Hrs)** | 30 Hrs |

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

### 

**Total Hours: 80.5**

## VP Internal and Organizational Development

## [Sam Killawee](mailto:vpinternal@sfss.ca)

### **Meeting Summary and Comments**

| **Meeting, Date** | Nov 1, 2024, SFSS Exec Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, OM |
| **Meeting Length (Hrs)** | 2.5 |
| **Reason** | Weekly |
| **Summary and Outcome** | See post-meeting documents |
| **Next Steps** | See post-meeting documents |

| **Meeting, Date** | Nov 4, 2024 |
| --- | --- |
| **Parties Attending** | SFSS Exec & CJ Rowe |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | SFSS x SFU MOU |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

### 

| **Meeting, Date** | Nov 6, 2024 |
| --- | --- |
| **Parties Attending** | SFSS President & VP-Internal & SFSS clubs staff |
| **Meeting Length (Hrs)** | 1.5 hrs |
| **Reason** | Club Appeals |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

| **Meeting, Date** | Nov 4, 2024, SPOC |
| --- | --- |
| **Parties Attending** | Spoc committee |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Spoc committee meeting |
| **Summary and Outcome** | See post-meeting documents |
| **Next Steps** | See post-meeting documents |

| **Meeting, Date** | Nov 8, 2024, SFSS Exec Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, OM |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Weekly |
| **Summary and Outcome** | See post-meeting documents |
| **Next Steps** | See post-meeting documents |

| **Project/Event Title** | Exec team bonding november 8, 2024 - dinner |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Team Building |
| **Total Time (Hrs)** | 4 |

| **Meeting, Date** | Nov 15, 2024, SFSS Exec Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, OM |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Weekly |
| **Summary and Outcome** | See post-meeting documents |
| **Next Steps** | See post-meeting documents |

| **Total Meeting Hours** | **14 hours** |
| --- | --- |

### 

### **Projects and Events**

| **Project/Event Title** | Management Hiring |
| --- | --- |
| **Updates and Upcoming Plans** | Preliminary |
| **Relevant Strategic Priorities** | Organizational development |
| **Total Time (Hrs)** | 6 |

| **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)** | 5 |

| **Project/Event Title** | Collaboration with VP Equity |
| --- | --- |
| **Updates and Upcoming Plans** | Restructuring working group / healthcare |
| **Relevant Strategic Priorities** | Organizational development |
| **Total Time (Hrs)** | 8 |

| **Project/Event Title** | Collaboration with the BASS councillor/AVP |
| --- | --- |
| **Updates and Upcoming Plans** | ongoing discussions |
| **Relevant Strategic Priorities** | internal matters and AGM |
| **Total Time (Hrs)** | 1 |

| **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)** | 1 |

| **Project/Event Title** | R-4 rewrite |
| --- | --- |
| **Updates and Upcoming Plans** | Rehashed the plan and what the next steps |
| **Relevant Strategic Priorities** | board of directors |
| **Total Time (Hrs)** | 1 |

| **Project/Event Title** | AGM post and follow up |
| --- | --- |
| **Updates and Upcoming Plans** | Planning conversations and promoting AGM |
| **Relevant Strategic Priorities** | Internal requirements |
| **Total Time (Hrs)** | 10 |

| **Total Project and Events Hours** | **32** |
| --- | --- |

### 

### **Committee Chair Work**

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# 

| **Committee Name** | executive committee |
| --- | --- |
| **# of Meetings** | 2 |
| **Total Time (Hrs)** | .5 |
| **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)** | 0.5 |
| **Summary** | Cancelled Governance committee |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** | policy and governance |

# 

# 

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

# 

| **Committee Name** | SHCC committee |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 3 |
| **Summary** | worked on agenda and planning for SHCC |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** | policy and governance |

# 

| **Total Committee Hours** | **4.5** |
| --- | --- |

### 

### 

### **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. |
| --- | --- |
| **Total Time (Hrs)** | 15 |

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

## 

| **Total Hours** | **65.5** |
| --- | --- |

## 

## 

## VP Finance and Services

## [Simar Sahota](mailto:vpfinance@sfss.ca)

### **Meeting Summary and Comments**

| **Meeting, Date** | Nov 1, 2024, SFSS Exec Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, OM |
| **Meeting Length (Hrs)** | 2.5 |
| **Reason** | Weekly |
| **Summary and Outcome** | See post-meeting documents |
| **Next Steps** | See post-meeting documents |

| **Meeting, Date** | Nov 4, 2024, SPOC |
| --- | --- |
| **Parties Attending** | Spoc committee |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Spoc committee meeting |
| **Summary and Outcome** | See post-meeting documents |
| **Next Steps** | See post-meeting documents |

| **Meeting, Date** | Weekly AVP Meeting, nov 5, 2024 |
| --- | --- |
| **Parties Attending** | Jaymar |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Weekly meeting |
| **Summary and Outcome** | checkin, updates,, budget cuts |
| **Next Steps** | Next meeting |

| **Meeting, Date** | Nov 8, 2024, SFSS Exec Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, OM |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Weekly |
| **Summary and Outcome** | See post-meeting documents |
| **Next Steps** | See post-meeting documents |

| **Meeting, Date** | SFSS Council, Nov 13 |
| --- | --- |
| **Parties Attending** | Council |
| **Meeting Length (Hrs)** | 3 hrs |
| **Reason** | Biweekly |
| **Summary and Outcome** | See Minutes |
| **Next Steps** | N/A |

| **Meeting, Date** | AVP Checking, Nov 13 |
| --- | --- |
| **Parties Attending** | Saheb |
| **Meeting Length (Hrs)** | 1.5 hrs |
| **Reason** | Monthly checkin with avp |
| **Summary and Outcome** | Goals, tasks |
| **Next Steps** | N/A |

| **Meeting, Date** | Nov 15, 2024, SFSS Exec Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, OM |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Weekly |
| **Summary and Outcome** | See post-meeting documents |
| **Next Steps** | See post-meeting documents |

| **Total Meeting Hours** | **14** |
| --- | --- |

### 

### **Projects and Events**

| **Project/Event Title** | Exec team bonding november 8, 2024 - dinner |
| --- | --- |
| **Total Time (Hrs)** | 4 |

| **Project/Event Title** | Reviewing policies and researching banks to begin operating loan working group |
| --- | --- |
| **Total Time (Hrs)** | 4 |

| **Project/Event Title** | SFSS Student union outreach worker hiring commitee |
| --- | --- |
| **Total Time (Hrs)** | 15 - over 85 applications |

| **Project/Event Title** | Working with avp on budget cuts for in camera reasons [confidential on departments] |
| --- | --- |
| **Total Time (Hrs)** | 2 |

| **Project/Event Title** | Completing and delegating work reports |
| --- | --- |
| **Total Time (Hrs)** | 2 |

### 

| **Total Project and Events Hours** | **25** |
| --- | --- |

### 

### **Committee Chair Work**

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| **Committee Name** | SHCC |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 3 |
| **Summary** | Meeting, and reviewing survey that will be going out |
| **Ongoing Projects** | Survey, audit |

| **Total Committee Hours** | **3** |
| --- | --- |

### 

### **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. |
| --- | --- |
| **Total Time (Hrs)** | 25 |

| **Total Admin Hours** | **25** |
| --- | --- |

## VP University and Academic Affairs

## [Rishu Bagga](mailto:vpuniversity@sfss.ca)

### **Meeting Summary and Comments**

| **Meeting, Date** | Diwali Event Discussion NOV 1 |
| --- | --- |
| **Parties Attending** | EVENTS |
| **Meeting Length (Hrs)** | 1.5 |
| **Reason** | DIWALI |
| **Summary and Outcome** |  |
| **Next Steps** |  |

### 

| **Meeting, Date** | SFSS Exec Committee Meeting NOV 1 |
| --- | --- |
| **Parties Attending** | EXEC |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | SEE MINS |
| **Summary and Outcome** |  |
| **Next Steps** |  |

### 

| **Meeting, Date** | Food security Initiatives NOV 4 |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | SEE MINS |
| **Summary and Outcome** |  |
| **Next Steps** |  |

### 

| **Meeting, Date** | Meet with CJ regarding MOU NOV 4 |
| --- | --- |
| **Parties Attending** | CJ ROWE |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | IN CAM |
| **Summary and Outcome** |  |
| **Next Steps** |  |

### 

| **Meeting, Date** | SFU Senate Meeting NOV 4 |
| --- | --- |
| **Parties Attending** | SENATE |
| **Meeting Length (Hrs)** | 4 |
| **Reason** | SEE MINS |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Involving Undergraduates in Research Working Group NOV 5 |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | IN CAM |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | UAA NOV 5 |
| --- | --- |
| **Parties Attending** | UAAC |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | SEE MINS |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Meeting - SFU Ombudsperson+ SFSS VP + University Secretary NOV6 |
| --- | --- |
| **Parties Attending** | LAURA REID |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | IN CAM |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Diwali Event Check-in NOV 6 |
| --- | --- |
| **Parties Attending** | EVENTS |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | EVENT CHECK IN |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | EXEC NOV 8 |
| --- | --- |
| **Parties Attending** | EXEC |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | SEE MINS |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Exec Team Bonding NOV 8 |
| --- | --- |
| **Parties Attending** | EXEC |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | BONDING |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | MEETING WITH JEN KANDJI |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | SURVEY |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | COUNCIL NOV 13 |
| --- | --- |
| **Parties Attending** | COUNCIL |
| **Meeting Length (Hrs)** | 4 |
| **Reason** |  |
| **Summary and Outcome** | SEE MINS |
| **Next Steps** |  |

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

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

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

### 

| **Total Meeting Hours** | **24.5** |
| --- | --- |

### 

### **Projects and Events**

| **Project/Event Title** | DIWALI |
| --- | --- |
| **Updates and Upcoming Plans** |  |
| **Relevant Strategic Priorities** | STD ENGAGEMENT |
| **Total Time (Hrs)** | 20 |

| **Project/Event Title** | MUNCHIE MONDAYS |
| --- | --- |
| **Updates and Upcoming Plans** |  |
| **Relevant Strategic Priorities** | STD ENGAGEMENT |
| **Total Time (Hrs)** | 10 |

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

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

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

| **Project/Event Title** | SFU ACADEMIC PLAN |
| --- | --- |
| **Updates and Upcoming Plans** |  |
| **Relevant Strategic Priorities** |  |
| **Total Time (Hrs)** | 2 |

| **Total Project and Events Hours** | **52 HRS** |
| --- | --- |

### 

### **Committee Chair Work**

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| **Committee Name** | UAAC + OC |
| --- | --- |
| **# of Meetings** | 2 |
| **Total Time (Hrs)** | 2 |
| **Summary** | APPROVING MINS |
| **Ongoing Projects** | N/A |
| **Relevant Strategic Priorities:** |  |

| **Total Committee Hours** | **2** |
| --- | --- |

### 

### **Administrative Work**

| **Summary** | EMAILS, DEALING WITH STAFF, STUDENT CONCERNS |
| --- | --- |
| **Total Time (Hrs)** | 25 |

| **Total Admin Hours** | **25** |
| --- | --- |

## VP External and Community Affairs

## [Joel Gilani](mailto:vpexternal@sfss.ca)

### **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](mailto:vpevents@sfss.ca)

### **Meeting Summary and Comments**

| **Meeting, Date** | Nov 1st, Executive Committee Meeting |
| --- | --- |
| **Parties Attending** | Exec, staff |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Weekly |
| **Summary and Outcome** | Each team provided updates on their work, including some projects that had room for collaboration |
| **Next Steps** | Keep in touch - refresh the white board with ongoing projects |

| **Meeting, Date** | Nov 6th, Council Development Session |
| --- | --- |
| **Parties Attending** | No Cops on Campus, councillors |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Deescalation workshop |
| **Summary and Outcome** | Learned how to make a mental health first aid kit! |
| **Next Steps** | Send feedback on workshop to No Cops on Campus with the recommendation that it be implemented in other areas of the university. |

| **Meeting, Date** | November 13th, Management Shortlist |
| --- | --- |
| **Parties Attending** | Emmanuel, Chloe, Sam, Chris, Shoron |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Choose candidates to advance to interview/shortlist stage |
| **Summary and Outcome** | Each of the three positions had a list of around 6 candidates each |
| **Next Steps** | Interviews will be scheduled |

| **Meeting, Date** | SFSS Council, Nov 13 |
| --- | --- |
| **Parties Attending** | Council |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | Biweekly |
| **Summary and Outcome** | See Minutes |
| **Next Steps** | N/A |

| **Meeting, Date** | Nov 15th, Exec Committee Meeting |
| --- | --- |
| **Parties Attending** | Exec, staff |
| **Meeting Length (Hrs)** | 2.5 |
| **Reason** | weekly |
| **Summary and Outcome** | Addressed immediate and emerging concerns, received proposals from Joel for external related initiatives |
| **Next Steps** | Meet again next week |

### 

| **Total Meeting Hours** | **10.5** |
| --- | --- |

### 

### **Projects and Events**

| **Project/Event Title** | Management Hiring Committee |
| --- | --- |
| **Updates and Upcoming Plans** | Read through resumes, vetted candidates, selected shortlist, attended bias training |
| **Relevant Strategic Priorities** | Prepare interview questions, conduct interviews |
| **Total Time (Hrs)** | 6 |

| **Project/Event Title** | Ujjwal’24, SFSS Diwali November 10 |
| --- | --- |
| **Updates and Upcoming Plans** | Worked on logistics, ran the event. |
| **Relevant Strategic Priorities** | Student engagement |
| **Total Time (Hrs)** | 19 |

| **Project/Event Title** | Exec team bonding november 8, 2024 - dinner |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Team Building |
| **Total Time (Hrs)** | 4 |

| **Project/Event Title** | Winter Warm-up |
| --- | --- |
| **Updates and Upcoming Plans** | Coordinating responsibilities with SFU SER, Figuring out logistica |
| **Relevant Strategic Priorities** | Student Engagement |
| **Total Time (Hrs)** | 3 |

| **Total Project and Events Hours** | **32** |
| --- | --- |

### 

### **Committee Chair Work**

# 

| **Committee Name** | ESAC |
| --- | --- |
| **# of Meetings** | 0 |
| **Total Time (Hrs)** | 3 |
| **Summary** | Prepared motions, logistics for next meetings |
| **Ongoing Projects** | Winter warmup, christmas card making, linkedin photoshoot, yoga event, christmas care packages |
| **Relevant Strategic Priorities:** | Student Engagement |

# 

| **Committee Name** | SCC |
| --- | --- |
| **# of Meetings** | 0 |
| **Total Time (Hrs)** | 1 |
| **Summary** | Logistics for next meetings |
| **Ongoing Projects** | - |
| **Relevant Strategic Priorities:** | Student Engagement |

# 

| **Committee Name** | MSA |
| --- | --- |
| **# of Meetings** | 0 |
| **Total Time (Hrs)** | 1 |
| **Summary** | Logistics for next meeting |
| **Ongoing Projects** | N/A |
| **Relevant Strategic Priorities:** | N/A |

| **Total Committee Hours** | **5** |
| --- | --- |

### 

### **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)** | 5 |

| **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)** | 9 |

| **Total Admin Hours** | **18** |
| --- | --- |

## 

## VP Equity and Sustainability

## [Chloe Arneson](mailto:vpequity@sfss.ca)

### **Meeting Summary and Comments**

| **Meeting, Date** | Nov 1st, DNA |
| --- | --- |
| **Parties Attending** | DNA membership, DNA staff |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Check-in, discuss health and dental plan and any concerns from members |
| **Summary and Outcome** | Members will continue to submit feedback and asked for another check in once plans have been solidified |
| **Next Steps** | Attend DNA meeting in January |

| **Meeting, Date** | Nov 1st, Executive Committee Meeting |
| --- | --- |
| **Parties Attending** | Exec, staff |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Weekly |
| **Summary and Outcome** | Each team provided updates on their work, including some projects that had room for collaboration |
| **Next Steps** | Keep in touch - refresh the white board with ongoing projects |

| **Meeting, Date** | Nov 4th, SFSS/MOU |
| --- | --- |
| **Parties Attending** | Emmanuel, Sam, Rishu, CJ Rowe |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Address the MOUs between SFSS/SFU regarding handling student cases |
| **Summary and Outcome** | Some concerns regarding wording that may exclude certain cases, currently working on a complimentary set of policies for SFSS |
| **Next Steps** | CJ will check in with the university and schedule a follow up meeting |

| **Meeting, Date** | Nov 6th, Menstrual Equity Project |
| --- | --- |
| **Parties Attending** | Jennifer Kandji, Rishu Bagga, Chrysmon Thompson, Jennifer Sanguinetti, Mat Cocuzzi, Mike Devolin, Shauna Kaye Brown, Nazy Babaeipanah |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Begin discussions around the implementation of free menstrual hygiene products at SFU and in the SUB |
| **Summary and Outcome** | Process still in the beginning stages |
| **Next Steps** | Attend follow up meetings |

| **Meeting, Date** | Nov 6th, Council Development Setting |
| --- | --- |
| **Parties Attending** | No Cops on Campus, councillors |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Deescalation workshop |
| **Summary and Outcome** | Learned how to make a mental health first aid kit! |
| **Next Steps** | Send feedback on workshop to No Cops on Campus with the recommendation that it be implemented in other areas of the university. |

| **Meeting, Date** | Nov 8th, Executive Committee Meeting |
| --- | --- |
| **Parties Attending** | Exec, staff |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Weekly |
| **Summary and Outcome** | Updated each other on ongoing projects, addressed urgent concerns, discussed policy directions for clubs |
| **Next Steps** | Work as a team, attend team bonding |

| **Meeting, Date** | Nov 6th, SFSS Fee Levy |
| --- | --- |
| **Parties Attending** | SFPIRG, Embark, the Peak, Sam |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Campaign planning |
| **Summary and Outcome** | Developed messaging, worked on wording of motion |
| **Next Steps** | Meet next week |

| **Meeting, Date** | November 13th, STEPS Forward Meeting |
| --- | --- |
| **Parties Attending** | DNA staff, Arianna, STEPS Forward |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | In place of Accessibility Committee, we held an informal meeting to discuss details of ongoing plans to introduce the STEPS Forward initiative |
| **Summary and Outcome** | Wait on proposal from STEPS Forward |
| **Next Steps** | Ask AVP to check in |

| **Meeting, Date** | November 13th, Management Shortlist |
| --- | --- |
| **Parties Attending** | Emmanuel, Chitransh, Sam, Chris, Shoron |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Choose candidates to advance to interview/shortlist stage |
| **Summary and Outcome** | Each of the three positions had a list of around 6 candidates each |
| **Next Steps** | Interviews will be scheduled |

| **Meeting, Date** | Nov 15th, Exec Committee Meeting |
| --- | --- |
| **Parties Attending** | Exec, staff |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | weekly |
| **Summary and Outcome** | Addressed immediate and emerging concerns, received proposals from Joel for external related initiatives |
| **Next Steps** | Meet again next week |

### 

| **Total Meeting Hours** | **15** |
| --- | --- |

### 

### **Projects and Events**

| **Project/Event Title** | Exec Team Bonding Dinner |
| --- | --- |
| **Updates and Upcoming Plans** | Discussed work, celebrated successful AGM, terrified Emmanuel with my driving |
| **Relevant Strategic Priorities** | Stay on course! |
| **Total Time (Hrs)** | 3 |

| **Project/Event Title** | Health and Dental Campaign |
| --- | --- |
| **Updates and Upcoming Plans** | Developing messaging, coordinating groups, organizing related initiatives |
| **Relevant Strategic Priorities** | Community Days event proposal |
| **Total Time (Hrs)** | 6 |

| **Project/Event Title** | Management Hiring Committee |
| --- | --- |
| **Updates and Upcoming Plans** | Read through resumes, vetted candidates, selected shortlist, attended bias training |
| **Relevant Strategic Priorities** | Prepare interview questions |
| **Total Time (Hrs)** | 5 |

| **Project/Event Title** | Policy Competition with ISSA Councillor |
| --- | --- |
| **Updates and Upcoming Plans** | Must get started on official event planning ASAP, discussed details in depth with Hyago but must begin planning |
| **Relevant Strategic Priorities** | Delegate tasks to ESC |
| **Total Time (Hrs)** | 3 |

### 

| **Total Project and Events Hours** | **17** |
| --- | --- |

### 

### **Committee Chair Work**

# 

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

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

### 

### **Administrative Work**

| **Summary** | Emails, research, document writing, liaising with constituency/affiliated groups, informal meetings with councillors/execs/staff to stay up to date with work and the ongoings of the society (this is more time than you’d think but crucial for efficiency) |
| --- | --- |
| **Total Time (Hrs)** | 10 |

| **Total Admin Hours** | **10** |
| --- | --- |

### 

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