SFSS EXECUTIVE COMMITTEE

WORK REPORTS

This report reflects the Board work from

**(November 15 - November 30)**

[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**

### **Meeting Summary and Comments**

| **Meeting, Date** | Nov 18, 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 18, 2024 |
| --- | --- |
| **Parties Attending** | President x Operations Organizer x VP-Equity x Embark Directors |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | Embark garden space MOU & lease  |
| **Summary and Outcome** | Misunderstandings resolved  |
| **Next Steps** | Finalize MOU |

###

| **Meeting, Date** | Nov 20, 2024 |
| --- | --- |
| **Parties Attending** | SFSS President, OM, CUPE Reps |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | CUPE x SFSS Working conditions |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

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| **Meeting, Date** | Nov 21, 2024 |
| --- | --- |
| **Parties Attending** | SFSS President, SFSS executives, staff |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | Monthly staff meeting |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

| **Meeting, Date** | Nov 27, 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 |

###

| **Total Meeting Hours** | **5 Hrs** |
| --- | --- |

###

### **Projects and Events**

###

###

| **Project/Event Title** | Management Hiring Committee |
| --- | --- |
| **Updates and Upcoming Plans** | Interviews & questions planning  |
| **Relevant Strategic Priorities** | Organization development and longevity  |
| **Total Time (Hrs)** | 17 hrs |

###

| **Project/Event Title** | SFU EDI Survey Tabling  |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Student advocacy and Equity Initiatives  |
| **Total Time (Hrs)** | 2 hrs  |

###

| **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)** | 9 hrs |

| **Project/Event Title** | Interview for student course projects |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Student advocacy and community engagement |
| **Total Time (Hrs)** | 1 hr |

| **Project/Event Title** | GVBOT TransLink's Annual Address |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Student advocacy and community engagement |
| **Total Time (Hrs)** | 3 hrs |

| **Project/Event Title** | SFSS Execs meet with MLAs and Minister of Post-secondary |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Student advocacy and community engagement |
| **Total Time (Hrs)** | 1 hr |

| **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** | SOCA Cultural night  |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community engagement |
| **Total Time (Hrs)** | 6 hrs |

| **Total Project and Events Hours** | **43 Hrs** |
| --- | --- |

###

### **Committee Chair Work**

#

| **Committee Name** | Executive Committee Meeting |
| --- | --- |
| **# of Meetings** | 2 |
| **Total Time (Hrs)** | 6 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, convocations, SFU event invites, and going around checking in on coordinators, reading hiring committee doc, and short meetings |
| --- | --- |
| **Total Time (Hrs)** | 15 Hrs |

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

###

**Total Hours: 69**

## VP Internal and Organizational Development

## Sam Killawee

### **Meeting Summary and Comments**

| **Meeting, Date** | Nov 21, 2024, SFSS Staff Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, OM |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | monthly |
| **Summary and Outcome** | See post-meeting documents |
| **Next Steps** | See post-meeting documents |

| **Meeting, Date** | Nov 22, 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** | Nov 29th, 2024, SFSS council Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, OM |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | bi-Weekly |

| **Meeting, Date** | Nov 29th, 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** | **6 hours** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | Management Hiring |
| --- | --- |
| **Updates and Upcoming Plans** | Preliminary  |
| **Relevant Strategic Priorities** | Organizational development  |
| **Total Time (Hrs)** | 15 |

| **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)** | 2 |

| **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)** | 3 |

| **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)** | 5 |

| **Total Project and Events Hours** | **39** |
| --- | --- |

###

### **Committee Chair Work**

#

#

| **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)** | 2 |
| **Summary** | Held emergency Governance committee meeting  |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** |  policy and governance  |

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#

| **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)** | 1 |
| **Summary** |  worked on agenda and planning for SHCC |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** |  policy and governance  |

#

| **Total Committee Hours** | **4** |
| --- | --- |

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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)** | 20 |

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

##

| **Total Hours** | **69** |
| --- | --- |

##

## VP Finance and Services

## Simar Sahota

* Had pink eye/very sick days and final exams so hours may have been reduced

### **Meeting Summary and Comments**

| **Meeting, Date** | U-Pass BC new fee discussion |
| --- | --- |
| **Parties Attending** | U-pass bc program |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | 2025 term and med school |
| **Summary and Outcome** | Discuss what plan will look like |
| **Next Steps** | Follow up soon regarding med school |

| **Meeting, Date** | Budget 2025 discussion |
| --- | --- |
| **Parties Attending** | OM, finance staff, AVP |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Discuss 2025 budget cuts staff |
| **Summary and Outcome** | Start with staff cuts in camera |
| **Next Steps** | Implement more budget changes |

| **Meeting, Date** | Budget 2025 discussion |
| --- | --- |
| **Parties Attending** | OM, finance staff, AVP |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Discuss 2025 budget cuts staff |
| **Summary and Outcome** | Start with staff cuts in camera |
| **Next Steps** | Implement more budget changes |

| **Meeting, Date** | Nov 22, 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** | Nov 29, 2024, digital media assistant and union outreach worker interviews + debrief |
| --- | --- |
| **Parties Attending** | Hiring committee  |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | Hiring commitee |
| **Summary and Outcome** | Chose members |
| **Next Steps** | onboarding |

| **Meeting, Date** | Nov 27th, 2024, SFSS council Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, OM, council |
| **Meeting Length (Hrs)** | 2.5 |
| **Reason** | bi-Weekly |

| **Meeting, Date** | Nov 29th, 2024, OCEO |
| --- | --- |
| **Parties Attending** | OCEO |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | in-camera |

| **Total Meeting Hours** | **11.5** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | Hiring committee debrief, looking over apps for both |
| --- | --- |
| **Total Time (Hrs)** | 6 |

| **Project/Event Title** | Going through staff department budgets for cuts |
| --- | --- |
| **Total Time (Hrs)** | 4 |

| **Project/Event Title** | Reviewing policy for oceo future steps |
| --- | --- |
| **Total Time (Hrs)** | 2 |

| **Project/Event Title** | Benefits package for hiring, creatinine and editing it, discussing it |
| --- | --- |
| **Total Time (Hrs)** | 5 |

| **Project/Event Title** | Reviewing appeals stipend policy and r4 policy |
| --- | --- |
| **Total Time (Hrs)** | 3 |

###

| **Total Project and Events Hours** | **20** |
| --- | --- |

###

### **Committee Chair Work**

#

| **Committee Name** | FASC |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 1.5 |
| **Summary** | Discussed agenda items |
| **Ongoing Projects** | Budget, investment policy |
| **Relevant Strategic Priorities:** | Budget priorities  |

| **Total Committee Hours** | **1.5** |
| --- | --- |

###

### **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)** | 20 |

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

## VP University and Academic Affairs

## Rishu Bagga

### **Meeting Summary and Comments**

| **Meeting, Date** | EXEC, 15 |
| --- | --- |
| **Parties Attending** | EXEC |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | SEE MINS |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | Promoting Food Security in Higher Education Network 18 |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | IN CAM |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Unity Game Planning 18 |
| --- | --- |
| **Parties Attending** | SFU STAFF |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | IN CAM |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | ESAC 18 |
| --- | --- |
| **Parties Attending** | ESAC |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | SEE MINS |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | OC 19 |
| --- | --- |
| **Parties Attending** | OC |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | SEE MINS |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | UAA 19 |
| --- | --- |
| **Parties Attending** | UAA |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | SEE MINS |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | EDI SURVEY MEETIG 19 |
| --- | --- |
| **Parties Attending** | JEN KANDJI |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | PRE TABLING |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | EDI SURVEY TABLING 19 |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | TABLING |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | EAC 20 |
| --- | --- |
| **Parties Attending** | EAC |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | IN CAM |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | STAFF MEETING 21 |
| --- | --- |
| **Parties Attending** | STAFF |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | SEE MINS |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | ACADEMIC INTERGRITY 21 |
| --- | --- |
| **Parties Attending** | COMMMITEE |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | IN CAM |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | ACADEMIC PLAN 22 |
| --- | --- |
| **Parties Attending** | MARY HOLMES, PETER HALL |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | IN CAM |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | EXEC 22 |
| --- | --- |
| **Parties Attending** | exec |
| **Meeting Length (Hrs)** | 2  |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Excellence in Teaching Awards Committee meeting 25 |
| --- | --- |
| **Parties Attending** |  |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | IN CAM |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | MED SCHOOL 25 |
| --- | --- |
| **Parties Attending** | MED SCHOOL STAFF, PRES |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | IN CAM |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | COUNCIL 27 |
| --- | --- |
| **Parties Attending** | COUNCIL |
| **Meeting Length (Hrs)** | 4 |
| **Reason** |  |
| **Summary and Outcome** | SEE MINS |
| **Next Steps** |  |

| **Meeting, Date** | EXEC 29 |
| --- | --- |
| **Parties Attending** | EXEC |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | SEE MINS |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Total Meeting Hours** | **27** |
| --- | --- |

###

### **Projects and Events**

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

| **Project/Event Title** | EDI SURVEY |
| --- | --- |
| **Updates and Upcoming Plans** |  |
| **Relevant Strategic Priorities** |  |
| **Total Time (Hrs)** | 6 |

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

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

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

| **Total Project and Events Hours** | **16** |
| --- | --- |

###

### **Committee Chair Work**

#

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

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

###

### **Administrative Work**

| **Summary** | EMAILS |
| --- | --- |
| **Total Time (Hrs)** | 10 |

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

## 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** | Nov 15th, Exec Committee Meeting |
| --- | --- |
| **Parties Attending** | Exec, staff |
| **Meeting Length (Hrs)** | 2.5 |
| **Reason** | weekly |
| **Summary and Outcome** | See post-meeting documents |
| **Next Steps** | See post-meeting documents |

| **Meeting, Date** | Nov 22, 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 29th, 2024, SFSS council Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, OM |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | bi-Weekly |

| **Meeting, Date** | Nov 29th, 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 29th, 2024, OCEO Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin staff, OM |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | In-cam |
| **Summary and Outcome** | in-cam |
| **Next Steps** | in -cam |

###

| **Total Meeting Hours** | **9.5** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | Management Hiring Committee |
| --- | --- |
| **Updates and Upcoming Plans** | Interviews |
| **Relevant Strategic Priorities** | Prepare interview questions, conduct interviews |
| **Total Time (Hrs)** | 6 |

| **Project/Event Title** | Winter Warm-up, November 27 |
| --- | --- |
| **Updates and Upcoming Plans** | Worked on logistics, ran the event. |
| **Relevant Strategic Priorities** | Student engagement |
| **Total Time (Hrs)** | 16 |

| **Project/Event Title** | LinkedIn Photoshoot |
| --- | --- |
| **Updates and Upcoming Plans** | Worked on logistics, ran the event. |
| **Relevant Strategic Priorities** | Student engagement |
| **Total Time (Hrs)** | 6 |

| **Project/Event Title** | SFSS X SFUPOH Yoga Event |
| --- | --- |
| **Updates and Upcoming Plans** | Worked on logistics |
| **Relevant Strategic Priorities** | Student engagement |
| **Total Time (Hrs)** | 4 |

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

###

### **Committee Chair Work**

#

| **Committee Name** | ESAC |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 3 |
| **Summary** | Prepared motions, logistics for meeting, ran a meeting |
| **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)** | 0 |
| **Summary** | - |
| **Ongoing Projects** | - |
| **Relevant Strategic Priorities:** | - |

#

| **Committee Name** | MSA |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 1 |
| **Summary** | Held Meeting |
| **Ongoing Projects** | See post-meeting documents |
| **Relevant Strategic Priorities:** | Student Engagement |

| **Total Committee Hours** | **4** |
| --- | --- |

###

### **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)**  | 7 |

| **Total Admin Hours** | **21** |
| --- | --- |

## VP Equity and Sustainability

## Chloe Arneson

### **Meeting Summary and Comments**

| **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** |  |
| --- | --- |

###

### **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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