SFSS EXECUTIVE COMMITTEE

WORK REPORTS

This report reflects the Board work from

**(October 1 - October 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**

### **Meeting Summary and Comments**

| **Meeting, Date** | Oct 3, 2024 |
| --- | --- |
| **Parties Attending** |  SFU President (JJ) | VPSI (Rumana) Graduate Studies Dean GSS |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | Monthly meeting: President | VPSI | SFSS | GSS |
| **Summary and Outcome** | Discussed agenda items |
| **Next Steps** | Book future meetings and come with agenda items  |

###

| **Meeting, Date** | Oct 4, 2024 |
| --- | --- |
| **Parties Attending** | SFSS president & Vp-Equity & JSA exec |
| **Meeting Length (Hrs)** | 0.5 hrs |
| **Reason** | SFSS Exec x Hillel JSA event check-in |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Oct 7, 2024 |
| --- | --- |
| **Parties Attending** | Prez, OM (Sindhu) |
| **Meeting Length (Hrs)** | 1.5 hrs |
| **Reason** | President x Operations Organizer Check-In |
| **Summary and Outcome** | Discussed agenda items  |
| **Next Steps** | N/A |

| **Meeting, Date** | Oct 7, 2024 |
| --- | --- |
| **Parties Attending** | SFSS president and staff, Om, SFU team |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | SFU x SFSS - invoices |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

| **Meeting, Date** | Oct 8, 2024 |
| --- | --- |
| **Parties Attending** | SFSS president & SFU students/Staff |
| **Meeting Length (Hrs)** | 3 hrs |
| **Reason** | Black Student Centre Design Meeting |
| **Summary and Outcome** | N/A |
| **Next Steps** | Hiring committee |

| **Meeting, Date** | Oct 9, 2024 |
| --- | --- |
| **Parties Attending** | President, OM, CUPE Rep |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | CUPE x SFSS |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

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

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### **Projects and Events**

| **Project/Event Title** | Management Hiring Committee |
| --- | --- |
| **Updates and Upcoming Plans** | External consultations on JDs, staff coordination with Job postings, Applications review  |
| **Relevant Strategic Priorities** | Operational longevity of the SFSS  |
| **Total Time (Hrs)** | 10 Hrs |

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| **Total Project and Events Hours** | **10 Hrs** |
| --- | --- |

###

### **Committee Chair Work**

#

| **Committee Name** | Emergency events committee meeting |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 2 |
| **Summary** | Diwali event |
| **Ongoing Projects** | N/A |
| **Relevant Strategic Priorities:** | Student engagement  |

#

| **Committee Name** | Executive Committee Meeting |
| --- | --- |
| **# of Meetings** | 2 |
| **Total Time (Hrs)** | 5 |
| **Summary** | Discussed agenda items  |
| **Ongoing Projects** | N/A |
| **Relevant Strategic Priorities:** | N/A |

| **Total Committee Hours** | **7 Hrs** |
| --- | --- |

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### **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, & short meetings |
| --- | --- |
| **Total Time (Hrs)** | 40 Hrs |

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

**Total Hours: 65**

## VP Internal and Organizational Development

## Sam Killawee

### **Meeting Summary and Comments**

| **Meeting, Date** | Governance Committee , October 1, 2024 |
| --- | --- |
| **Parties Attending** | Exec, OM, Admin Staff, councillors |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | bi-Weekly meeting |
| **Summary and Outcome** | Agenda items |
| **Next Steps** | Next meeting |

| **Meeting, Date** | bi-Weekly council Meeting, October 2, 2024 |
| --- | --- |
| **Parties Attending** | Exec, OM, Admin Staff, councillors |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | bi-Weekly meeting |
| **Summary and Outcome** | Agenda items |
| **Next Steps** | Next meeting |

| **Meeting, Date** | Exec Meeting, October 2, 2024 |
| --- | --- |
| **Parties Attending** | Exec, OM, Admin Staff, councillors |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | Weekly meeting |
| **Summary and Outcome** | Agenda items |
| **Next Steps** | Next meeting |

| **Meeting, Date** | MMPC Meeting, October 2, 2024 |
| --- | --- |
| **Parties Attending** | Exec, OM, Admin Staff, councillors |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | bi-Weekly meeting |
| **Summary and Outcome** | Agenda items |
| **Next Steps** | Next meeting |

| **Meeting, Date** | Exec Meeting, October 2, 2024 |
| --- | --- |
| **Parties Attending** | Exec, OM, Admin Staff, councillors |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | bi-Weekly meeting |
| **Summary and Outcome** | Agenda items |
| **Next Steps** | Next meeting |

| **Total Meeting Hours** | **10** |
| --- | --- |

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### **Projects and Events**

| **Project/Event Title** | Management Hiring |
| --- | --- |
| **Updates and Upcoming Plans** | Preliminary  |
| **Relevant Strategic Priorities** | Organizational development  |
| **Total Time (Hrs)** | 5 |

| **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)** | 5 |

| **Project/Event Title** | Collaboration with the BASS councillor/AVP |
| --- | --- |
| **Updates and Upcoming Plans** | AGM planning  |
| **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** |  hybrid council |
| --- | --- |
| **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 plan  |
| --- | --- |
| **Updates and Upcoming Plans** |  Planning conversations and promoting AGM  |
| **Relevant Strategic Priorities** |  Internal requirements  |
| **Total Time (Hrs)** | 15 |

| **Total Project and Events Hours** | **28.5** |
| --- | --- |

###

### **Committee Chair Work**

#

| **Committee Name** | executive committee  |
| --- | --- |
| **# of Meetings** | 2 |
| **Total Time (Hrs)** | 3 |
| **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)** | 1 |
| **Summary** |  worked on agenda and planning for Governance committee  |
| **Ongoing Projects** | n/a |
| **Relevant Strategic Priorities:** |  policy and governance  |

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#

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

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

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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. |
| --- | --- |
| **Total Time (Hrs)** | 20 |

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

| **Total Hours** | **64.5** |
| --- | --- |

##

## VP Finance and Services

## Simar Sahota

### **Meeting Summary and Comments**

| **Meeting, Date** | Weekly AVP Meeting, October 2, 2024 |
| --- | --- |
| **Parties Attending** | Jaymar |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Weekly meeting |
| **Summary and Outcome** | Discussing grant tracker progress, budget cuts |
| **Next Steps** | Next meeting |

| **Meeting, Date** | bi-Weekly council Meeting, October 2, 2024 |
| --- | --- |
| **Parties Attending** | Exec, OM, Admin Staff, councillors |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | bi-Weekly meeting |
| **Summary and Outcome** | Agenda items |
| **Next Steps** | Next meeting |

| **Meeting, Date** | Weekly Exec Meeting, October 4, 2024 |
| --- | --- |
| **Parties Attending** | Exec, OM, Admin Staff |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Weekly meeting |
| **Summary and Outcome** | Agenda items |
| **Next Steps** | Next meeting |

| **Meeting, Date** | Weekly Exec Meeting, October 11, 2024 |
| --- | --- |
| **Parties Attending** | Exec, OM, Admin Staff |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Weekly meeting |
| **Summary and Outcome** | Agenda items |
| **Next Steps** | Next meeting |

| **Meeting, Date** | Weekly AVP Meeting, October 15 2024 |
| --- | --- |
| **Parties Attending** | Jaymar & Saheb |
| **Meeting Length (Hrs)** | 2.5 |
| **Reason** | Weekly meeting - monthly with Saheb |
| **Summary and Outcome** | Discussing grant tracker progress, budget cuts, goals for end of year |
| **Next Steps** | Next meeting |

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

###

### **Projects and Events**

| **Project/Event Title** | AGM prep- finalizing report, creating script, rehearsing, going over slides, |
| --- | --- |
| **Total Time (Hrs)** | 10 |

| **Project/Event Title** | Reviewing councilor deduction policy, discussing with staff regarding new strategy |
| --- | --- |
| **Total Time (Hrs)** | 3 |

| **Project/Event Title** | Working with Jaymar to discuss which departments will be receiving budget cuts and different streams of revenue options |
| --- | --- |
| **Total Time (Hrs)** | 3 |

| **Project/Event Title** | Reviewing Vancity investment reports, their equity policy in comparison to our IP policy |
| --- | --- |
| **Total Time (Hrs)** | 5 |

| **Project/Event Title** | Reviewing audit report and recommendations before presenting to FASC |
| --- | --- |
| **Total Time (Hrs)** | 2 |

| **Project/Event Title** | Going through fall kick off expense and revenue report to draft statement to council |
| --- | --- |
| **Total Time (Hrs)** | 3 |

| **Total Project and Events Hours** | **26** |
| --- | --- |

###

### **Committee Chair Work**

#

| **Committee Name** | FASC |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 1 |
| **Summary** | Agenda Items, introducing at-large members |
| **Ongoing Projects** | Investment discussion, audit discussion |
| **Relevant Strategic Priorities:** |  |

| **Total Committee Hours** | **1** |
| --- | --- |

###

### **Administrative Work**

| **Summary** | Set up committee meetings, edit agendas, emails, write documents, research, liaisewith councilors and staff, work reports, UPASS appeals, signing |
| --- | --- |
| **Total Time (Hrs)** | 25 |

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

## VP University and Academic Affairs

## Rishu Bagga

### **Meeting Summary and Comments**

| **Meeting, Date** | Involving Undergraduates in Research Working Group oct 1 |
| --- | --- |
| **Parties Attending** | SFU staff |
| **Meeting Length (Hrs)** | 1.5 |
| **Reason** | See minutes |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | Diversity Data Initiative oct 1 |
| --- | --- |
| **Parties Attending** | Jennifer Kandjii |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | In cam |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Zoe Woods Oct 1  |
| --- | --- |
| **Parties Attending** | Zoe woods |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Food drive |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | SFSS Council meeting Oct 2 |
| --- | --- |
| **Parties Attending** | council |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Diversity Data Initiative Oct 3 |
| --- | --- |
| **Parties Attending** | Jennifer Kandjii |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | In cam |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Meeting with Muriel Oct 3 |
| --- | --- |
| **Parties Attending** | Muriel |
| **Meeting Length (Hrs)** | 0.5 |
| **Reason** | Survey prizes |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | emergency events committee meeting Oct 4 |
| --- | --- |
| **Parties Attending** | Events committee  |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | New events  |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Exec Oct 4 |
| --- | --- |
| **Parties Attending** | Exec  |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Food security Initiatives Oct 7 |
| --- | --- |
| **Parties Attending** | Muriel, sindhu |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Introductory Meeting & Discussion of SFSS Representation Oct 8 |
| --- | --- |
| **Parties Attending** | Peter Hall |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | SFU academic plan |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Exec Oct 11 |
| --- | --- |
| **Parties Attending** | Exec |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Bi- Weekly UAAC, ECA, Equity and Sustainability Updates with Staff Oct 14 |
| --- | --- |
| **Parties Attending** | staff |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Total Meeting Hours** | **16** |
| --- | --- |

###

### **Projects and Events**

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

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

| **Project/Event Title** | Sfss survey |
| --- | --- |
| **Updates and Upcoming Plans** |  |
| **Relevant Strategic Priorities** | See previous |
| **Total Time (Hrs)** | 10 |

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

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

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

###

### **Committee Chair Work**

#

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

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

###

### **Administrative Work**

| **Summary** | Emails, dealing with staff, signing cheques |
| --- | --- |
| **Total Time (Hrs)** | 20 |

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

## VP External and Community Affairs

## Joel Gilani

### **Meeting Summary and Comments**

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

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

###

### **Projects and Events**

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

###

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

###

### **Committee Chair Work**

#

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

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

###

### **Administrative Work**

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

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

##

## VP Events and Student Affairs

## Chitransh Motwani

**I was on a leave of absence from October 1st to October 15th, which covered the entire reporting period; hence, no hours were submitted.**

### **Meeting Summary and Comments**

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| **Total Meeting Hours** | **0** |
| --- | --- |

###

### **Projects and Events**

| **Total Project and Events Hours** | **0** |
| --- | --- |

###

### **Administrative Work**

| **Total Admin Hours** | **0** |
| --- | --- |

##

## VP Equity and Sustainability

## Chloe Arneson

### **Meeting Summary and Comments**

| **Meeting, Date** | , October 2, Bi-Weekly council Meeting |
| --- | --- |
| **Parties Attending** | Exec, OM, Admin Staff, councillors |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | bi-Weekly meeting |
| **Summary and Outcome** | Agenda items |
| **Next Steps** | Prepare for AGM |

###

| **Meeting, Date** | Oct 4, SFSS Exec x Hillel |
| --- | --- |
| **Parties Attending** | Hillel, President |
| **Meeting Length (Hrs)** | 1  |
| **Reason** | Event safety and introductions  |
| **Summary and Outcome** | n/a |
| **Next Steps** | n/a |

| **Meeting, Date** | Oct 4, SFSS Exec Meeting |
| --- | --- |
| **Parties Attending** | Exec, Admin Staff |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Weekly |
| **Summary and Outcome** | Refer to post-meeting document |
| **Next Steps** | Refer to post-meeting document |

| **Meeting, Date** | Oct 9, SUB Garden LOA  |
| --- | --- |
| **Parties Attending** | Embark |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Check in for updates regarding SUB Letter of Agreement |
| **Summary and Outcome** | Check in with OM on final details |
| **Next Steps** | Sign letter |

| **Meeting, Date** | Oct 11, SFSS Exec Committee Meeting  |
| --- | --- |
| **Parties Attending** | Exec, OM, Admin Staff |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | Weekly  |
| **Summary and Outcome** | Refer to post-meeting document |
| **Next Steps** | Refer to post-meeting document |

###

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

###

### **Projects and Events**

| **Project/Event Title** | STEPS Forward Initiative |
| --- | --- |
| **Updates and Upcoming Plans** | Meeting with liaison from STEPS Forward, contact AVP in order to get arrangement for bursaries, finalise details with OM and finance. |
| **Relevant Strategic Priorities** | Contact AVP |
| **Total Time (Hrs)** | 6 |

| **Total Project and Events Hours** | **6** |
| --- | --- |

###

### **Committee Chair Work**

#

| **Committee Name** | Accessibility Committee Meeting  |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 1 |
| **Summary** | STEPS Forward initiative with campaigns coordinator |
| **Ongoing Projects** | STEPS Forward ongoing |
| **Relevant Strategic Priorities:** | Finalise bursary structure |

| **Total Committee Hours** | **1** |
| --- | --- |

###

### **Administrative Work**

| **Summary** | Emails, research, preparing meeting documents, reviewing candidates, taking post meeting notes, liaising with councillors and students, |
| --- | --- |
| **Total Time (Hrs)** | 14 |

| **Total Admin Hours** | **14** |
| --- | --- |

###