SFSS EXECUTIVE COMMITTEE

WORK REPORTS

This report reflects the Board work from

**(October 16 - October 31)**

[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 16, 2024 |
| --- | --- |
| **Parties Attending** | Prez, OM (Sindhu), SFSS Finance Staff, SFU Advancement team |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | SFSS Donation ToR |
| **Summary and Outcome** | Discussed TOR for SFU-SFSS partnerships & plans for new SFSS bursaries/awards |
| **Next Steps** | Set up new TOR & sign pending scholarships  |

###

| **Meeting, Date** | Oct 16, 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** | Oct 17, 2024 |
| --- | --- |
| **Parties Attending** | SFSS executives and SFSS staff |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | SFSS staff meeting |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Oct 21, 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** | Oct 22, 2024 |
| --- | --- |
| **Parties Attending** | SFSS president & Executives with SFU President & Execs  |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | Intro meeting with SFU x SFSS Executives |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Oct 22, 2024 |
| --- | --- |
| **Parties Attending** | President, Vp-Internal, Vp-Equity, StudentCare staff - Ali |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | Health & dental Plan Claims report |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

| **Meeting, Date** | Oct 28, 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** | Oct 28, 2024 |
| --- | --- |
| **Parties Attending** | SFSS President, OM, CUPE Reps |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | CUPE x SFSS |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Oct 29, 2024 |
| --- | --- |
| **Parties Attending** | SFSS President, VP-I, VP-F, SFSS staff, OM |
| **Meeting Length (Hrs)** | 2 hrs |
| **Reason** | AGM Prep |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

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

###

### **Projects and Events**

| **Project/Event Title** | Interview w DailyHive |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Student Housing advocacy |
| **Total Time (Hrs)** | 0.5 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** | SFU Diwali Event |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community Partnership  |
| **Total Time (Hrs)** | 4 hrs |

###

| **Project/Event Title** | Building the Future: Elevating B.C. through University Partnerships - Vancouver BOT |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community engagement and Partnership - Relation building |
| **Total Time (Hrs)** | 4 hrs |

###

| **Project/Event Title** | The Voice at Langara College x SFSS |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community Involvement and advocacy  |
| **Total Time (Hrs)** | 1.5 hrs |

###

| **Project/Event Title** | SFU Dining Commons Diwali Event |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community Partnership  |
| **Total Time (Hrs)** | 2 hrs |

###

###

| **Project/Event Title** | AVP Interviews  |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community engagement and opportunities  |
| **Total Time (Hrs)** | 2 hrs |

###

###

| **Project/Event Title** | AGM |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community engagement, involvement, partnerships, and opportunities  |
| **Total Time (Hrs)** | 6 hrs |

###

| **Project/Event Title** | SFSS and SFU Hiring Committees (PRCA & AVP-A) |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community engagement |
| **Total Time (Hrs)** | 5 hrs |

###

| **Total Project and Events Hours** | **29 Hrs** |
| --- | --- |

###

### **Committee Chair Work**

#

| **Committee Name** | Executive Committee Meeting |
| --- | --- |
| **# of Meetings** | 2 |
| **Total Time (Hrs)** | 4 |
| **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** | HRP |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 0.5 hr |
| **Summary** | Discussed agenda items  |
| **Ongoing Projects** | N/A |
| **Relevant Strategic Priorities:** | N/A |

| **Total Committee Hours** | **7.5 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: 76.5**

## VP Internal and Organizational Development

## Sam Killawee

### **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 Finance and Services

## Simar Sahota

### **Meeting Summary and Comments**

| **Meeting, Date** | FNMISA Donation Logistics, October 16, 2024 |
| --- | --- |
| **Parties Attending** | Sindhu Kurt |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | FNMISA bursary |
| **Summary and Outcome** | Whether we can give it and which line item to pull from |
| **Next Steps** | Pull from fnmisa grant item |

| **Meeting, Date** | SFSS Council, October 16 |
| --- | --- |
| **Parties Attending** | Council |
| **Meeting Length (Hrs)** | 3 hrs |
| **Reason** | Biweekly |
| **Summary and Outcome** | See Minutes |
| **Next Steps** | N/A |

| **Meeting, Date** | OCt 18, 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** | Oct 21, SPOC Committee |
| --- | --- |
| **Parties Attending** | SPOC Committee |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Regarding agm room and who will be able to access it |
| **Summary and Outcome** | n/a |
| **Next Steps** | n/a |

###

| **Meeting, Date** | Oct 22, SPOC Committee |
| --- | --- |
| **Parties Attending** | Councillors, no cops on campus |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | No cops on campus, deescalation |
| **Summary and Outcome** | n/a |
| **Next Steps** | Integrating lessons learned |

| **Meeting, Date** | Weekly AVP Meeting, October 22, 2024 |
| --- | --- |
| **Parties Attending** | Jaymar |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Weekly meeting |
| **Summary and Outcome** | Discussing grant tracker progress, budget cuts |
| **Next Steps** | Next meeting |

| **Meeting, Date** | Oct 25, HRP Committee |
| --- | --- |
| **Parties Attending** | HRP Committee |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Updates regarding staff or union concerns |
| **Summary and Outcome** | n/a |
| **Next Steps** | n/a |

| **Meeting, Date** | OCt 25, 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** | Weekly AVP Meeting, October 29, 2024 |
| --- | --- |
| **Parties Attending** | Jaymar |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Weekly meeting |
| **Summary and Outcome** | Discussing grant tracker progress, budget cuts |
| **Next Steps** | Next meeting |

| **Meeting, Date** | AGM Oct 30 |
| --- | --- |
| **Parties Attending** | General members |
| **Meeting Length (Hrs)** | 4 |
| **Reason** | See mins |
| **Summary and Outcome** | See min |
| **Next Steps** | Post agm feedback implementation |

###

| **Total Meeting Hours** | **19** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | Post-kickoff report and presentation |
| --- | --- |
| **Updates and Upcoming Plans** | Working with execs and staff on numbers and delivery |
| **Relevant Strategic Priorities** | Community engagement, involvement, partnerships, and opportunities  |
| **Total Time (Hrs)** | 5 |

###

| **Project/Event Title** | Finishing work reports, reviewing board and council reports |
| --- | --- |
| **Updates and Upcoming Plans** | n/a |
| **Relevant Strategic Priorities** | n/a |
| **Total Time (Hrs)** | 2 |

###

| **Project/Event Title** | AGM and agm training |
| --- | --- |
| **Updates and Upcoming Plans** | Prepping and attending agm. Agm rehearsal meeting. Created and practiced presentation and prepped for any questions |
| **Relevant Strategic Priorities** | Community engagement, involvement, partnerships, and opportunities  |
| **Total Time (Hrs)** | 10 |

###

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

###

### **Committee Chair Work**

#

| **Committee Name** | SHCC |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 3 |
| **Summary** | Discussed agenda items during meeting and worked on ongoing projects |
| **Ongoing Projects** | Referendum, student healthcare survey, healthcare audit |
|  |  |

#

| **Committee Name** | FASC |
| --- | --- |
| **# of Meetings** | 1 |
| **Total Time (Hrs)** | 1.5 |
| **Summary** | Meeting agenda items and ongoing projects |
| **Ongoing Projects** | Referendum, 24/25 budget,  |
|  |  |

| **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)** | 20 |

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

## VP University and Academic Affairs

## Rishu Bagga

### **Meeting Summary and Comments**

| **Meeting, Date** | Council, Oct 16 |
| --- | --- |
| **Parties Attending** | Council |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Meeting, Date** | Staff Oct 17 |
| --- | --- |
| **Parties Attending** | Staff  |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Diversity Data Survey: Student Engagement, Oct 17 |
| --- | --- |
| **Parties Attending** | Jennifer kandji |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Edi survey |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Events updates, Oct 18 |
| --- | --- |
| **Parties Attending** | SFU Events + SFSS Events |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Events updates fall 24 |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Exec Oct 18 |
| --- | --- |
| **Parties Attending** | exec |
| **Meeting Length (Hrs)** | 2 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Food security Initiatives, Oct 21 |
| --- | --- |
| **Parties Attending** | Muriel, joel |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Meet with SFU Execs, Oct 22 |
| --- | --- |
| **Parties Attending** | SFU Exec |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Meet and greet  |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | My SSP follow up, Oct22 |
| --- | --- |
| **Parties Attending** | Jason, Abigail |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | My SSP |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Diwali 24, Oct 24 |
| --- | --- |
| **Parties Attending** | VP Events, Dipti |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Diwali next steps |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | EDI Meeting, Oct 28 |
| --- | --- |
| **Parties Attending** | EDI working group |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | updates |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Bi- Weekly UAAC, ECA, Equity and Sustainability Updates with Staff, Oct 28 |
| --- | --- |
| **Parties Attending** | Joel, Chloe |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | Meeting with VP events and BSA |
| --- | --- |
| **Parties Attending** | BSA, Pres, VP EV |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | In cam |
| **Summary and Outcome** |  |
| **Next Steps** |  |

| **Meeting, Date** | AGM Oct 30 |
| --- | --- |
| **Parties Attending** | General members |
| **Meeting Length (Hrs)** | 4 |
| **Reason** | See mins |
| **Summary and Outcome** |  |
| **Next Steps** |  |

###

| **Total Meeting Hours** | **19** |
| --- | --- |

###

### **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** | Sfss survey |
| --- | --- |
| **Updates and Upcoming Plans** |  |
| **Relevant Strategic Priorities** | See previous |
| **Total Time (Hrs)** | 5 |

| **Project/Event Title** | Diwali  |
| --- | --- |
| **Updates and Upcoming Plans** |  |
| **Relevant Strategic Priorities** | Student engagement |
| **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)** | 5 |

| **Total Project and Events Hours** | **30** |
| --- | --- |

###

### **Committee Chair Work**

#

| **Committee Name** | UAA and OC |
| --- | --- |
| **# of Meetings** | 0 |
| **Total Time (Hrs)** |  |
| **Summary** | Preparing agenda discussion item for next meeting |
| **Ongoing Projects** |  |
| **Relevant Strategic Priorities:** |  |

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

###

### **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

### **Meeting Summary and Comments**

| **Meeting, Date** | SFSS Council, October 16 |
| --- | --- |
| **Parties Attending** | Council |
| **Meeting Length (Hrs)** | 3 hrs |
| **Reason** | Biweekly |
| **Summary and Outcome** | See Minutes |
| **Next Steps** | N/A |

| **Meeting, Date** | SFSS Executive Committee, October 18 |
| --- | --- |
| **Parties Attending** | Executive, OM (Sindhu) |
| **Meeting Length (Hrs)** | 2 hrs |
| **Reason** | Weekly |
| **Summary and Outcome** | See Minutes |
| **Next Steps** | N/A |

###

| **Meeting, Date** | Oct 22, 2024 |
| --- | --- |
| **Parties Attending** | SFSS president & Executives with SFU President & Execs  |
| **Meeting Length (Hrs)** | 1 hr |
| **Reason** | Intro meeting with SFU x SFSS Executives |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

| **Meeting, Date** | FASS DSU Meeting - October 23 |
| --- | --- |
| **Parties Attending** | DSU Representatives, FASS Staff |
| **Meeting Length (Hrs)** | 2 hrs |
| **Reason** | Explaining SFSS Grant and Booking Procedures |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

| **Meeting, Date** | Management Hiring Committee |
| --- | --- |
| **Parties Attending** | Management Working Group |
| **Meeting Length (Hrs)** | 2 hrs |
| **Reason** | Applications closed, discussing further process |
| **Summary and Outcome** | N/A |
| **Next Steps** | N/A |

###

| **Meeting, Date** | SFSS Executive Committee, October 25 |
| --- | --- |
| **Parties Attending** | Executive, OM (Sindhu) |
| **Meeting Length (Hrs)** | 2 hrs |
| **Reason** | Weekly |
| **Summary and Outcome** | See Minutes |
| **Next Steps** | N/A |

###

| **Meeting, Date** | SFSS Sponsorship Discussion, October 25 |
| --- | --- |
| **Parties Attending** | VP External, President, SFU Advancement Staff |
| **Meeting Length (Hrs)** | 0.5 hr |
| **Reason** | Introduction and opportunities |
| **Summary and Outcome** | Can work Together |
| **Next Steps** | Will share past sponsorship packages and look for opportunities together |

###

| **Meeting, Date** | Parking Appeals Review Committee |
| --- | --- |
| **Parties Attending** | Committee Bembers |
| **Meeting Length (Hrs)** | 2 hrs |
| **Reason** | SFSS Representative on the PARC Committee |
| **Summary and Outcome** | Looked through appeals |
| **Next Steps** | N/A |

###

| **Total Meeting Hours** | **14.5** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | Meet & Greet with Consul General of India - Oct 16 |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community Partnership |
| **Total Time (Hrs)** | 2 hrs |

| **Project/Event Title** | SFU Diwali gala - October 22 |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community Partnership |
| **Total Time (Hrs)** | 4 hrs |

| **Project/Event Title** | SFU Dining Commons Diwali Event, October 30 |
| --- | --- |
| **Updates and Upcoming Plans** | N/A |
| **Relevant Strategic Priorities** | Community Partnership  |
| **Total Time (Hrs)** | 2 hrs |

| **Project/Event Title** | Ujjwal’24 SFSS Diwali |
| --- | --- |
| **Updates and Upcoming Plans** | Working on Logistics and Planning |
| **Relevant Strategic Priorities** | Student Engagement |
| **Total Time (Hrs)** | 10 hrs |

| **Project/Event Title** | Annual General Meeting |
| --- | --- |
| **Updates and Upcoming Plans** | Working on Logistics and Planning, tabling, attended the meeting |
| **Relevant Strategic Priorities** | Student Engagement, yearly planning |
| **Total Time (Hrs)** | 14 |

###

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

###

### **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)**  | 4 |

| **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)**  | 3 |

| **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)**  | 11 |

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

## VP Equity and Sustainability

## Chloe Arneson

### **Meeting Summary and Comments**

| **Meeting, Date** | Oct 16, SFSS Bi-weekly Council Meeting |
| --- | --- |
| **Parties Attending** | Council, Staff, Exec |
| **Meeting Length (Hrs)** | 3 |
| **Reason** | Bi-Weekly |
| **Summary and Outcome** | See post-meeting documents |
| **Next Steps** | See post-meeting documents |

| **Meeting, Date** | OCt 17, Staff Meeting |
| --- | --- |
| **Parties Attending** | Staff, President, Exec |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Monthly |
| **Summary and Outcome** | Updates on SFU, updates from exec |
| **Next Steps** | n/a |

###

| **Meeting, Date** | OCt 18, 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** | Oct 25, HRP Committee |
| --- | --- |
| **Parties Attending** | HRP Committee |
| **Meeting Length (Hrs)** | 1 |
| **Reason** | Updates regarding staff or union concerns |
| **Summary and Outcome** | n/a |
| **Next Steps** | n/a |

###

| **Total Meeting Hours** | **7** |
| --- | --- |

###

### **Projects and Events**

| **Project/Event Title** | Black Student Coordinator Hiring Committee |
| --- | --- |
| **Updates and Upcoming Plans** | Interviews are done, each took around an hour and a half, candidates are being reviewed. |
| **Relevant Strategic Priorities** | SOCA execs to schedule informal meeting for the second round of interviews |
| **Total Time (Hrs)** | 9 |

| **Project/Event Title** | AGM |
| --- | --- |
| **Updates and Upcoming Plans** | Tabling and advertising across social media platforms, I provided online support before and after the event on discord and reddit. I found tabling to be ineffective unless done well. |
| **Relevant Strategic Priorities** | Wait for AGM prizes to be finalized, wait for VPIOs analysis  |
| **Total Time (Hrs)** | 13 |

| **Project/Event Title** | Management Hiring Committee |
| --- | --- |
| **Updates and Upcoming Plans** | Check in meeting Oct 25th, must read and review resumes by Monday |
| **Relevant Strategic Priorities** | SFU is providing bias training |
| **Total Time (Hrs)** | 5 |

| **Project/Event Title** | Meeting with SFU Executives |
| --- | --- |
| **Updates and Upcoming Plans** | Introductions to SFU Executives, discusses strategic priorities and ongoing concerns on campus |
| **Relevant Strategic Priorities** | Connect for future projects |
| **Total Time (Hrs)** | 1 |

| **Project/Event Title** | AVPS Multicultural Event |
| --- | --- |
| **Updates and Upcoming Plans** | AVPS have pitched a multicultural event for SFU in spring |
| **Relevant Strategic Priorities** | Outline project and assign tasks |
| **Total Time (Hrs)** | 2 |

| **Total Project and Events Hours** | **30** |
| --- | --- |

###

### **Committee Chair Work**

#

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

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

###

### **Administrative Work**

| **Summary** | Email correspondence, meeting prep, meeting students, reviewing & approving minutes, filling out work reports, reviewing briefing docs, reading hiring committee doc, and short meetings |
| --- | --- |
| **Total Time (Hrs)** | 15 |

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

###