

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
(September 1 - September 15)

[President](#)

[VP Internal and Organizational Development](#)

[VP Finance and Services](#)

[VP University and Academic Affairs](#)

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[VP Events and Student Affairs](#)

[VP Equity and Sustainability](#)

President

Emmanuel Adegboyega

Meeting Summary and Comments

Meeting, Date	September 3, 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	September 4, 2024
Parties Attending	SFU President - Joy, GSS External, SFSS President
Meeting Length (Hrs)	1 hr
Reason	Monthly Check-ins
Summary and Outcome	Discussing student union priorities and universities goals
Next Steps	N/A

Meeting, Date	September 9, 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	September 9, 2024
Parties Attending	SFSS executives and SFSS staff
Meeting Length (Hrs)	1.5 hrs

Reason	SFSS staff meeting
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	September 9, 2024
Parties Attending	SFSS president, Jennifer
Meeting Length (Hrs)	1.5 hrs
Reason	Meeting with Jennifer (SFU Residence)
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	September 12, 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

Meeting, Date	September 12, 2024
Parties Attending	President, Vp-Internal, StudentCare staff - Ali
Meeting Length (Hrs)	1 hr
Reason	SFSS Referendum Planning
Summary and Outcome	N/A
Next Steps	N/A

Total Meeting Hours	8 Hrs
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Projects and Events

Project/Event Title	Excluded management Working group
Updates and Upcoming Plans	Organization structure recommendations, final report prep, presentation prep, and external consultations, finalizing JDs
Relevant Strategic Priorities	Operational longevity of the SFSS
Total Time (Hrs)	10 Hrs

Project/Event Title	Clubs Day
Updates and Upcoming Plans	Surrey clubs day
Relevant Strategic Priorities	Relation Building and community development
Total Time (Hrs)	15 Hrs

Project/Event Title	Media Interviews
Updates and Upcoming Plans	Spoke on student housing crisis in B.C
Relevant Strategic Priorities	Relation Building, advocacy, and community development
Total Time (Hrs)	3 Hrs

Project/Event Title	Kickoff
Updates and Upcoming Plans	Overseeing project till the end
Relevant Strategic Priorities	Relation Building, advocacy, and community development
Total Time (Hrs)	6 Hrs

Total Project and Events Hours	34 Hrs
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Committee Chair Work

Committee Name	Council
# of Meetings	1
Total Time (Hrs)	4 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

Committee Name	Executive
# of Meetings	1 hr
Total Time (Hrs)	2 hrs
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, team bonding activities, reviewing briefing docs, and going around checking in on coordinators, & short meetings
Total Time (Hrs)	20 Hrs

Total Admin Hours	20 Hrs
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Total Hours: 69

VP Internal and Organizational Development

Sam Killawee

Meeting Summary and Comments

Meeting, Date	September 4th, 2024
Parties Attending	Staff, Execs, OM
Meeting Length (Hrs)	3
Reason	Council meeting
Summary and Outcome	see meeting minutes
Next Steps	see meeting minutes

Meeting, Date	September 9th, 2024
Parties Attending	Staff, Execs, OM
Meeting Length (Hrs)	0.5
Reason	Staff meeting
Summary and Outcome	see meeting minutes
Next Steps	see meeting minutes

Meeting, Date	September 6th, 2024
Parties Attending	Staff, Execs, OM
Meeting Length (Hrs)	2
Reason	Exec committee
Summary and Outcome	see meeting minutes
Next Steps	see meeting minutes

Meeting, Date	September 13th, 2024
Parties Attending	Staff, Execs, OM

Meeting Length (Hrs)	2
Reason	Exec committee
Summary and Outcome	see meeting minutes
Next Steps	see meeting minutes

Total Meeting Hours	7.5
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Projects and Events

Project/Event Title	Restructuring
Updates and Upcoming Plans	phase 4
Relevant Strategic Priorities	Organizational development
Total Time (Hrs)	6

Project/Event Title	Student care insurance file
Updates and Upcoming Plans	ongoing discussions on student healthcare
Relevant Strategic Priorities	Access to healthcare
Total Time (Hrs)	3

Project/Event Title	Collaboration with VP Equity
Updates and Upcoming Plans	Restructuring working group / healthcare
Relevant Strategic Priorities	Organizational development
Total Time (Hrs)	3

Project/Event Title	Collaboration with the BASS councillor/AVP
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Updates and Upcoming Plans	AGM planning
Relevant Strategic Priorities	internal matters and AGM
Total Time (Hrs)	3

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)	3

Project/Event Title	Clubs Days
Updates and Upcoming Plans	Engaging students and promoting kickoff
Relevant Strategic Priorities	Introducing new students to the society
Total Time (Hrs)	10

Total Project and Events Hours	25
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Committee Chair Work

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

Committee Name	Gov committee
# of Meetings	0

Total Time (Hrs)	1
Summary	worked on agenda and planning for Governance committee, prepped vice chair to chair
Ongoing Projects	n/a
Relevant Strategic Priorities:	policy and governance

Committee Name	MMPC
# of Meetings	0
Total Time (Hrs)	4
Summary	worked on agenda and planning for executive committee
Ongoing Projects	n/a
Relevant Strategic Priorities:	executive committee

Total Committee Hours	7
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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)	35

Total Admin Hours	35
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74.5 hours

VP Finance and Services

Simar Sahota

LOA taken for 3 days

Meeting Summary and Comments

Meeting, Date	Weekly AVP Meeting, Sept 3, 2024
Parties Attending	Jaymar
Meeting Length (Hrs)	1
Reason	Weekly meeting
Summary and Outcome	Updates and planning
Next Steps	Brief next meeting

Meeting, Date	Sep 4, SFSS Council
Parties Attending	Council, staff, guests
Meeting Length (Hrs)	3.5
Reason	n/a
Summary and Outcome	Presented management structure, provided consultation on SFU budget, discussed grant appeals
Next Steps	n/a

Meeting, Date	Exec meeting, September 6, 2024
Parties Attending	SFSS executives and SFSS staff
Meeting Length (Hrs)	1.5 hrs
Reason	SFSS exec meeting
Summary and Outcome	Agenda items
Next Steps	N/A

Meeting, Date	Next steps discussion, September 10, 2024
Parties Attending	Finance Coord, OM
Meeting Length (Hrs)	1
Reason	Discussing role for fall term

Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	HPR committee meeting,, September 13, 2024
Parties Attending	HRP
Meeting Length (Hrs)	0.5
Reason	Bi-weekly committee meeting
Summary and Outcome	Agenda items
Next Steps	N/A

Meeting, Date	Weekly AVP Meeting, Sept 10,, 2024
Parties Attending	Jaymar
Meeting Length (Hrs)	1
Reason	Weekly meeting
Summary and Outcome	Updates and planning
Next Steps	Brief next meeting

Meeting, Date	Exec meeting, September 13, 2024
Parties Attending	SFSS executives and SFSS staff
Meeting Length (Hrs)	1.5 hrs
Reason	SFSS exec meeting
Summary and Outcome	Agenda items
Next Steps	N/A

Total Meeting Hours	10
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Projects and Events

Project/Event Title	AGM Finance Report
Total Time (Hrs)	4

Project/Event Title	Working to ensure vancity investments follow IP
Total Time (Hrs)	1.5

Project/Event Title	Adding to tracker with AVP
Total Time (Hrs)	1

Project/Event Title	Reviewing Financial Statements of 2024 fiscal end
Total Time (Hrs)	1

Project/Event Title	Fall fee increase referendum
Updates and Upcoming Plans	Discussing with finance coords, VPI regarding referendum numbers and logisitics
Total Time (Hrs)	3 Hrs

Project/Event Title	Auditing and filing council and exec work reports
Total Time (Hrs)	3

Project/Event Title	Council Social - Media and marketing
Total Time (Hrs)	1

Project/Event Title	Kickoff
Updates and Upcoming Plans	Overseeing financials, discussing with execs, filming videos for marketing campaign
Relevant Strategic Priorities	Relation Building, advocacy, and community development
Total Time (Hrs)	3 Hrs

Total Project and Events Hours	17.5
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Committee Chair Work

Committee Name	SHCC, Fasc,
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# of Meetings	
Total Time (Hrs)	1.5
Summary	Working on items to prep for coming Fall meetings, creating lettuce meets for meeting times and discussions with members regarding fall priorities
Ongoing Projects	
Relevant Strategic Priorities:	

Total Committee Hours	1.5
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Administrative Work

Summary	Email correspondence, Meeting w staff, meeting prep, reviewing & approving agenda, sending out agenda call-outs, filling out work reports, signing cheques, signing other finance docs, prepping committees
Total Time (Hrs)	25

Total Admin Hours	25
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VP University and Academic Affairs

Rishu Bagga

Meeting Summary and Comments

Meeting, Date	Bi- Weekly UAAC, ECA, Equity and Sustainability Updates with Staff Sep 2
Parties Attending	OO, Muriel, VPX, VPES
Meeting Length (Hrs)	1
Reason	Updates
Summary and Outcome	
Next Steps	

Meeting, Date	Senate Sep 2
Parties Attending	Senate
Meeting Length (Hrs)	3
Reason	See minutes
Summary and Outcome	See minutes
Next Steps	See minutes

Meeting, Date	Council
Parties Attending	Council
Meeting Length (Hrs)	3
Reason	See minutes

Summary and Outcome	See minutes
Next Steps	See minutes

Meeting, Date	Exec Sep 6
Parties Attending	Exec
Meeting Length (Hrs)	2
Reason	See minutes
Summary and Outcome	See minutes
Next Steps	See minutes

Meeting, Date	Priority Enrollment for Indigenous Students Sep 9
Parties Attending	Tom Nault, MBB
Meeting Length (Hrs)	1
Reason	In cam
Summary and Outcome	
Next Steps	

Meeting, Date	Sanitary products on campus Sep 10
Parties Attending	Jennifer Kandji, cj rowe, chloe
Meeting Length (Hrs)	1
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Uaac sep 10
Parties Attending	uaac
Meeting Length (Hrs)	1
Reason	See minutes
Summary and Outcome	
Next Steps	

Meeting, Date	Zoom meet and greet: Steve, Nav, Chole, and Rishu Sep 11
Parties Attending	
Meeting Length (Hrs)	1
Reason	intro
Summary and Outcome	
Next Steps	

Meeting, Date	Allergy-Friendly Food Drive Meeting Sep 11
Parties Attending	Chloe, dna
Meeting Length (Hrs)	1
Reason	Food drive
Summary and Outcome	
Next Steps	

Meeting, Date	Diversity Data Initiative: Orientation sep 12
Parties Attending	Jennifer kandji
Meeting Length (Hrs)	1
Reason	In cam
Summary and Outcome	
Next Steps	

Meeting, Date	Financial transparency Sep 12
Parties Attending	Sfu, choel, joel
Meeting Length (Hrs)	1
Reason	goals
Summary and Outcome	
Next Steps	

Meeting, Date	Fall kickoff sponsorship Sep 12
Parties Attending	Emmanuel, Tracey Mason-Innes
Meeting Length (Hrs)	1

Reason	sponsorship
Summary and Outcome	
Next Steps	

Meeting, Date	Exec Sep 13
Parties Attending	exec
Meeting Length (Hrs)	2
Reason	minutes
Summary and Outcome	
Next Steps	

Meeting, Date	Intro Meeting Erin Morantz, Wanda Dekleva Sep 16
Parties Attending	Emmanuel, SFU
Meeting Length (Hrs)	1
Reason	Scholarships
Summary and Outcome	
Next Steps	

Meeting, Date	Bi- Weekly UAAC, ECA, Equity and Sustainability Updates with Staff Sep 16
Parties Attending	Muriel, OO, joel, chloe
Meeting Length (Hrs)	1
Reason	
Summary and Outcome	
Next Steps	

Total Meeting Hours	21
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Projects and Events

Project/Event Title	Munchie mondays
Updates and Upcoming	Recurring event

Plans	
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	8

Project/Event Title	Club night
Updates and Upcoming Plans	Recurring event
Relevant Strategic Priorities	Student engagement
Total Time (Hrs)	7

Project/Event Title	Clubs day
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	5

Project/Event Title	My ssp awareness
Updates and Upcoming Plans	
Relevant Strategic Priorities	Mental health promotion
Total Time (Hrs)	5

Project/Event Title	Priority enrolment for indigenous students
Updates and Upcoming Plans	
Relevant Strategic Priorities	

Total Time (Hrs)	5
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Project/Event Title	Student satisfaction survey
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	10

Project/Event Title	Council social
Updates and Upcoming Plans	
Relevant Strategic Priorities	
Total Time (Hrs)	2

Total Project and Events Hours	42
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Committee Chair Work

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

Total Committee Hours	
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Administrative Work

Summary	Emails, work reports, dealig with staff
Total Time (Hrs)	20

Total Admin Hours	20
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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	
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Projects and Events

Project/Event Title	
Updates and Upcoming Plans	
Relevant Strategic Priorities	

Total Time (Hrs)	
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Total Project and Events Hours	
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Committee Chair Work

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

Total Committee Hours	
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Administrative Work

Summary	
Total Time (Hrs)	

Total Admin Hours	
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VP Events and Student Affairs
Chitransh Motwani

Meeting Summary and Comments

Meeting, Date	September 4th, 2024
Parties Attending	Staff, Execs, OM
Meeting Length (Hrs)	3
Reason	Council meeting
Summary and Outcome	see meeting minutes
Next Steps	see meeting minutes

Meeting, Date	September 6th, 2024
Parties Attending	Staff, Execs, OM
Meeting Length (Hrs)	2
Reason	Exec committee
Summary and Outcome	see meeting minutes
Next Steps	see meeting minutes

Meeting, Date	September 13th, 2024
Parties Attending	Staff, Execs, OM
Meeting Length (Hrs)	2
Reason	Exec committee
Summary and Outcome	see meeting minutes
Next Steps	see meeting minutes

Total Meeting Hours	7
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Projects and Events

Project/Event Title	Welcome Day
Updates and Upcoming Plans	-
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	6

Project/Event Title	SFU Ready Burnaby
Updates and Upcoming Plans	-
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	5

Project/Event Title	SFU Ready Surrey
Updates and Upcoming Plans	-
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	5

Project/Event Title	SFSS Pancake Breakfast
Updates and Upcoming Plans	-
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	3

Project/Event Title	First Friday Movie Night
Updates and Upcoming Plans	-
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	10

Project/Event Title	Assignment 1 - SFSS Club Night
Updates and Upcoming Plans	-
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	23

Project/Event Title	Burnaby Clubs Days
Updates and Upcoming Plans	-
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	18

Project/Event Title	SFSS Mooncake Festival
Updates and Upcoming Plans	-
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	10

Project/Event Title	SFSS Fall Kickoff
Updates and Upcoming Plans	-
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	90

Total Project and Events Hours	170
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Administrative Work

Summary	Event plans: Planned details for upcoming events, coordinated with vendors and stakeholders, and ensured all logistical aspects were covered.
Total Time (Hrs)	6

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)	20

Total Admin Hours	30
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VP Equity and Sustainability

Chloe Arneson

Meeting Summary and Comments

Meeting, Date	Sep 4, SFSS Council
Parties Attending	Council, staff, guests
Meeting Length (Hrs)	3
Reason	n/a
Summary and Outcome	Presented management structure, provided consultation on SFU budget, discussed grant appeals
Next Steps	n/a

Meeting, Date	Sep 4, VP Equity and Internal Check in
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Parties Attending	VPI
Meeting Length (Hrs)	1
Reason	Weekly meeting
Summary and Outcome	Prepared for presentation, discussed upcoming campaigns
Next Steps	n/a

Meeting, Date	Sep 10, SFU Sanitary Products Discussion
Parties Attending	CJ Rowe, Jennifer Kandjii, VPUAA
Meeting Length (Hrs)	0.5
Reason	Discussion of introducing sanitary napkins to Burnaby campus
Summary and Outcome	SFU is aligned, waiting on quotes from companies
Next Steps	Check in with Jennifer

Meeting, Date	Sep 9, Staff Meeting
Parties Attending	Staff, VPI, President
Meeting Length (Hrs)	1
Reason	Monthly meeting
Summary and Outcome	Presented new structure, received updates, provided information for staff, answered questions
Next Steps	n/a

Total Meeting Hours	5.5
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Projects and Events

Project/Event Title	Clubs Day Tabling Sep 10th, 11th, and 12th
Updates and Upcoming Plans	Set up tables for SFSS Executive Committee and Kickoff, sat at tables, introduced myself to students and other clubs/student orgs, helped with takedown, organized volunteers
Relevant Strategic Priorities	Check in with clubs to offer discounts on Kickoff tickets
Total Time (Hrs)	20

Project/Event Title	sfuReady tabling
Updates and Upcoming Plans	Setup tabling and talked to students, had to leave early to attend class, organized replacement for table
Relevant Strategic Priorities	n/a
Total Time (Hrs)	3

Project/Event Title	Surrey Welcome Day
Updates and Upcoming Plans	Wrote and delivered a speech to incoming students at SFU Surrey, met Surrey campus director Stephen Dooley, attended and participated in intro events
Relevant Strategic Priorities	Meet with Stephen Dooley to discuss increasing SFSS presence in Surrey
Total Time (Hrs)	7

Project/Event Title	Management Working Group
Updates and Upcoming Plans	Presented new structure to council and staff, reviewed and edited job descriptions, met with consultants, met with the working group, planned next steps for the hiring committee
Relevant Strategic Priorities	Develop action items for each of the steps for the hiring process
Total Time (Hrs)	5

Project/Event Title	SFU Carnival/SFSS Movie Night/ SFSS Kickoff tabling
Updates and Upcoming Plans	Tabled for Kickoff concert at the SFU first friday carnival, introduced myself to students, helped with take down
Relevant Strategic Priorities	N/A
Total Time (Hrs)	6

Project/Event Title	Kickoff Concert
Updates and Upcoming Plans	Supported VPX in sponsorship related activities, supported Forum team in their endeavors including set up for tabling and generic tasks
Relevant Strategic Priorities	Assist with the immense workload until concert is done

Total Time (Hrs)	5
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Total Project and Events Hours	46
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Committee Chair Work

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

Total Committee Hours	
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Administrative Work

Summary	Schedule planning for upcoming semester, answering emails, research and report writing, informal consultation and planning with councilors/staff/students/externals.
Total Time (Hrs)	13

Total Admin Hours	13
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