

# SFSS EXECUTIVE COMMITTEE WORK REPORTS

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This report reflects the Board work from  
**(September 16 - September 30)**

[President](#)

[VP Internal and Organizational Development](#)

[VP Finance and Services](#)

[VP University and Academic Affairs](#)

[VP External and Community Affairs](#)

[VP Events and Student Affairs](#)

[VP Equity and Sustainability](#)

President

**Emmanuel Adegboyega**

## Meeting Summary and Comments

<b>Meeting, Date</b>	September 16, 2024
<b>Parties Attending</b>	Prez, YVR
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Sponsorship for Kickoff
<b>Summary and Outcome</b>	Discussed logistics
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	September 16, 2024
<b>Parties Attending</b>	Prez, SFU VPAEE team, Vp-UAA
<b>Meeting Length (Hrs)</b>	0.5 hr
<b>Reason</b>	Sponsorship for Kickoff
<b>Summary and Outcome</b>	Discussed logistics for award creation and past projects
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	September 16, 2024
<b>Parties Attending</b>	Prez, Trish, Students
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Student support
<b>Summary and Outcome</b>	N/A
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	September 16, 2024
<b>Parties Attending</b>	Prez, VP-Events, Vancouver Social
<b>Meeting Length (Hrs)</b>	1 hr

<b>Reason</b>	Partnership possibilities
<b>Summary and Outcome</b>	N/A
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	September 17, 2024
<b>Parties Attending</b>	President, Vp-Internal, StudentCare staff - Ali
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	SFSS Referendum Planning
<b>Summary and Outcome</b>	N/A
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	September 18, 2024
<b>Parties Attending</b>	Prez, SFU Registrar -Tom, Medical school team, Vp-UAA, VP-Internal
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	SFU School of Medicine
<b>Summary and Outcome</b>	Discussed logistics for including med school students as SFSS members and considerations to make
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	September 23, 2024
<b>Parties Attending</b>	Exec Team
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	Emergency Informal Exec Meeting
<b>Summary and Outcome</b>	N/A
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	September 25, 2024
<b>Parties Attending</b>	Prez, Peak
<b>Meeting Length (Hrs)</b>	0.5 hr

<b>Reason</b>	Interview
<b>Summary and Outcome</b>	N/A
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	September 25, 2024
<b>Parties Attending</b>	President, Vp-Internal, Vp-Equity, StudentCare staff - Ali
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	SFSS Referendum Planning
<b>Summary and Outcome</b>	N/A
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	September 27, 2024
<b>Parties Attending</b>	President, Vp-Finance, Finance staff, auditors
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	SFSS annual report review
<b>Summary and Outcome</b>	N/A
<b>Next Steps</b>	N/A

<b>Meeting, Date</b>	September 27, 2024
<b>Parties Attending</b>	President, Vp-Internal, Vp-Equity, SFPIRG, Embark
<b>Meeting Length (Hrs)</b>	1 hr
<b>Reason</b>	SFSS Referendum Planning
<b>Summary and Outcome</b>	N/A
<b>Next Steps</b>	N/A

<b>Total Meeting Hours</b>	<b>10 Hrs</b>
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## Projects and Events

<b>Project/Event Title</b>	CBC Interview
<b>Updates and Upcoming Plans</b>	N/A
<b>Relevant Strategic Priorities</b>	Advocacy
<b>Total Time (Hrs)</b>	2 hrs

<b>Project/Event Title</b>	FALL Kickoff
<b>Updates and Upcoming Plans</b>	N/A
<b>Relevant Strategic Priorities</b>	Student Engagement
<b>Total Time (Hrs)</b>	20 hrs

<b>Project/Event Title</b>	Council Social
<b>Updates and Upcoming Plans</b>	N/A
<b>Relevant Strategic Priorities</b>	Council Development and Well-being
<b>Total Time (Hrs)</b>	10 hrs

<b>Project/Event Title</b>	Welcome Video Filming
<b>Updates and Upcoming Plans</b>	N/A
<b>Relevant Strategic Priorities</b>	Student Engagement and awareness building of the SFSS
<b>Total Time (Hrs)</b>	1 hr

<b>Project/Event Title</b>	3 SFU Search Committees
<b>Updates and Upcoming Plans</b>	N/A

<b>Relevant Strategic Priorities</b>	Community Involvement and relation building
<b>Total Time (Hrs)</b>	12 hrs

<b>Total Project and Events Hours</b>	<b>45 Hrs</b>
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## Committee Chair Work

<b>Committee Name</b>	Council & Dev Session
<b># of Meetings</b>	2
<b>Total Time (Hrs)</b>	6 hrs
<b>Summary</b>	Discussed agenda items
<b>Ongoing Projects</b>	N/A
<b>Relevant Strategic Priorities:</b>	N/A

<b>Total Committee Hours</b>	<b>6 Hrs</b>
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## Administrative Work

<b>Summary</b>	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
<b>Total Time (Hrs)</b>	10 hrs

<b>Total Admin Hours</b>	<b>10 Hrs</b>
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**Total Hours: 71**

## VP Internal and Organizational Development

Sam Killawee

### Meeting Summary and Comments

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

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

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

<b>Meeting, Date</b>	September 13th, 2024
<b>Parties Attending</b>	Staff, Execs, OM

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

<b>Total Meeting Hours</b>	7.5
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## Projects and Events

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

<b>Project/Event Title</b>	Student care insurance file
<b>Updates and Upcoming Plans</b>	ongoing discussions on student healthcare
<b>Relevant Strategic Priorities</b>	Access to healthcare
<b>Total Time (Hrs)</b>	2

<b>Project/Event Title</b>	Collaboration with VP Equity
<b>Updates and Upcoming Plans</b>	Restructuring working group / healthcare
<b>Relevant Strategic Priorities</b>	Organizational development
<b>Total Time (Hrs)</b>	6

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

<b>Project/Event Title</b>	Collaboration with the CSSS councillor/AVP
<b>Updates and Upcoming Plans</b>	policy review and governance committee
<b>Relevant Strategic Priorities</b>	internal matters and policy review
<b>Total Time (Hrs)</b>	3

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

<b>Total Project and Events Hours</b>	25
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## Committee Chair Work

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

<b>Committee Name</b>	Gov committee
<b># of Meetings</b>	0

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

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

<b>Total Committee Hours</b>	7
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## Administrative Work

<b>Summary</b>	responding to emails, signing checks and talking to stakeholders. answering questions on society policy, and providing support to council and fellow executives.
<b>Total Time (Hrs)</b>	35

<b>Total Admin Hours</b>	35
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74.5 hours

## VP Finance and Services

Simar Sahota

### Meeting Summary and Comments

<b>Meeting, Date</b>	Weekly AVP Meeting, Sept 17, 2024
<b>Parties Attending</b>	Jaymar
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Weekly meeting
<b>Summary and Outcome</b>	Updates and planning
<b>Next Steps</b>	Brief next meeting

<b>Meeting, Date</b>	Council Meeting September 18th, 2024
<b>Parties Attending</b>	Staff, Execs, OM
<b>Meeting Length (Hrs)</b>	3
<b>Reason</b>	Council meeting
<b>Summary and Outcome</b>	see meeting minutes
<b>Next Steps</b>	see meeting minutes

<b>Meeting, Date</b>	Emergency Exec Meeting September 23, 2024
<b>Parties Attending</b>	Execs,
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Urgent items to discuss
<b>Summary and Outcome</b>	Post-kickoff communication
<b>Next Steps</b>	Take action on kickoff post-event communication

<b>Meeting, Date</b>	SFU Student Society and VCIM Sep 25, 2024
<b>Parties Attending</b>	Vancity team, finance team, VPE

<b>Meeting Length (Hrs)</b>	1.5
<b>Reason</b>	Discuss investments
<b>Summary and Outcome</b>	n/a
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Council dev session, september 25, 2024
<b>Parties Attending</b>	Council, execs
<b>Meeting Length (Hrs)</b>	1.5
<b>Reason</b>	Discuss referendum plans
<b>Summary and Outcome</b>	Referendum goals
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Audit findings meeting september 27, 2024
<b>Parties Attending</b>	Auditors, finance team, prez
<b>Meeting Length (Hrs)</b>	2
<b>Reason</b>	Discuss financial statements and audit findings
<b>Summary and Outcome</b>	Discuss outcome and present to council
<b>Next Steps</b>	Get draft statements passed

<b>Total Meeting Hours</b>	10	
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## Projects and Events

<b>Project/Event Title</b>	FALL Kickoff
<b>Updates and Upcoming Plans</b>	N/A
<b>Relevant Strategic Priorities</b>	Student Engagement

<b>Total Time (Hrs)</b>	15 hrs
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<b>Project/Event Title</b>	Council Social
<b>Updates and Upcoming Plans</b>	N/A
<b>Relevant Strategic Priorities</b>	Council Development and Well-being
<b>Total Time (Hrs)</b>	7 hrs

<b>Project/Event Title</b>	Welcome Video Filming
<b>Updates and Upcoming Plans</b>	N/A
<b>Relevant Strategic Priorities</b>	Student Engagement and awareness building of the SFSS
<b>Total Time (Hrs)</b>	1 hr

<b>Project/Event Title</b>	AGM - finance report, committee reports,, prep
<b>Total Time (Hrs)</b>	15

<b>Project/Event Title</b>	Completing, collecting, auditing work reports
<b>Updates and Upcoming Plans</b>	N/A
<b>Relevant Strategic Priorities</b>	Ensuring proper completion of work reports
<b>Total Time (Hrs)</b>	2 hr

<b>Total Project and Events Hours</b>	40
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## Committee Chair Work

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

<b>Total Committee Hours</b>	
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## Administrative Work

<b>Summary</b>	Set up committee meetings, edit agendas, emails, write documents, research, liaise with councilors and staff, work reports, UPASS appeals
<b>Total Time (Hrs)</b>	25

<b>Total Admin Hours</b>	25
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VP University and Academic Affairs  
Rishu Bagga

## Meeting Summary and Comments

Meeting, Date	Promoting Food Security in Higher Education Network, sept 16
Parties Attending	
Meeting Length (Hrs)	2
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Bi- Weekly UAAC, ECA, Equity and Sustainability Updates with Staff, sept 16
Parties Attending	
Meeting Length (Hrs)	0.5
Reason	
Summary and Outcome	
Next Steps	

Meeting, Date	Intro Meeting   Erin Morantz, Wanda Dekleva, Rishu Bagga, Emmanuel, sept 16
Parties Attending	
Meeting Length (Hrs)	0.5
Reason	
Summary and Outcome	
Next Steps	

<b>Meeting, Date</b>	My SSP awareness campaign, sept 17
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Student EDI Working Group, sept 18
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	SFU School of Medicine & Simon Fraser Student Society, sept 18
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	SFSS Council meeting, sept 18
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	3
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	SFSS Survey gift cards, sept 19
<b>Parties Attending</b>	



<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	SFSS Exec Committee Meeting, sept 20
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	2
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Food security Initiatives, sept 23
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Emergency Informal Exec Meeting, sept 23
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	My SSP Campaign Meeting 2, sept 24
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	1

<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	MySSP follow up, sept 24
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Enrollment Appeal Committee - September Meeting, sept 25
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	SFSS Council Development Sessions, sept 25
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	2
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Diversity Data Initiative: Student Engagement, sept 26
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<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Meet to discuss collaboration between SFU Bookstore and SFSS, sept 27
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Council Social, sept 27
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	4
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Meeting, Date</b>	Bi- Weekly UAAC, ECA, Equity and Sustainability Updates with Staff, sept 30
<b>Parties Attending</b>	
<b>Meeting Length (Hrs)</b>	0.5
<b>Reason</b>	
<b>Summary and Outcome</b>	
<b>Next Steps</b>	

<b>Total Meeting Hours</b>	23
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## Projects and Events

<b>Project/Event Title</b>	Munchie mondays
<b>Updates and Upcoming Plans</b>	reecuring
<b>Relevant Strategic Priorities</b>	Student engagement
<b>Total Time (Hrs)</b>	10 hrs

<b>Project/Event Title</b>	Diwali 2024
<b>Updates and Upcoming Plans</b>	
<b>Relevant Strategic Priorities</b>	Student engagement
<b>Total Time (Hrs)</b>	7

<b>Project/Event Title</b>	SFSS satisfaction survey
<b>Updates and Upcoming Plans</b>	
<b>Relevant Strategic Priorities</b>	Look at previous
<b>Total Time (Hrs)</b>	8

<b>Project/Event Title</b>	My SSP
<b>Updates and Upcoming Plans</b>	
<b>Relevant Strategic Priorities</b>	
<b>Total Time (Hrs)</b>	5 hrs

<b>Project/Event Title</b>	Food drive
<b>Updates and Upcoming Plans</b>	
<b>Relevant Strategic Priorities</b>	
<b>Total Time (Hrs)</b>	5 hrs

<b>Total Project and Events Hours</b>	35
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## Committee Chair Work

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

<b>Total Committee Hours</b>	
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## Administrative Work

<b>Summary</b>	Talk to staff, emails, cheque signing
<b>Total Time (Hrs)</b>	20 hrs

<b>Total Admin Hours</b>	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)	

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 16, 2024
Parties Attending	Prez, VP-Events, Vancouver Social
Meeting Length (Hrs)	1 hr
Reason	Partnership possibilities
Summary and Outcome	N/A
Next Steps	N/A

Meeting, Date	September 23, 2024
Parties Attending	Exec Team
Meeting Length (Hrs)	1 hr
Reason	Emergency Informal Exec Meeting
Summary and Outcome	N/A
Next Steps	N/A

Total Meeting Hours	2
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## Projects and Events

Project/Event Title	SFSS Mooncake Festival
Updates and Upcoming Plans	-
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	8

Project/Event Title	SFSS Fall Kickoff
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<b>Updates and Upcoming Plans</b>	-
<b>Relevant Strategic Priorities</b>	Student Engagement
<b>Total Time (Hrs)</b>	80

<b>Total Project and Events Hours</b>	<b>88</b>
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## Administrative Work

<b>Summary</b>	<b>Event plans:</b> Planned details for upcoming events, coordinated with vendors and stakeholders, and ensured all logistical aspects were covered.
<b>Total Time (Hrs)</b>	2

<b>Summary</b>	<b>Event Preparation Meetings with staff:</b> Held multiple meetings with staff to discuss and finalize event details, assign tasks, and troubleshoot any issues.
<b>Total Time (Hrs)</b>	0

<b>Summary</b>	<b>Replying emails, catch-up work:</b> Responded to emails, followed up on ongoing tasks, and completed miscellaneous administrative duties to ensure smooth operations.
<b>Total Time (Hrs)</b>	6

<b>Total Admin Hours</b>	<b>8</b>
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## VP Equity and Sustainability Chloe Arneson

## Meeting Summary and Comments

<b>Meeting, Date</b>	Sep 18, Council Meeting
<b>Parties Attending</b>	Council, staff, Studentcare rep
<b>Meeting Length (Hrs)</b>	3

<b>Reason</b>	n/a
<b>Summary and Outcome</b>	Council discussed the importance of healthcare fees and services for students. Discussed opportunities and options for executing the duties of the society.
<b>Next Steps</b>	Replace the next development session with a planning session to discuss details.

<b>Meeting, Date</b>	Sep 19, SFU350 Welcome Event
<b>Parties Attending</b>	SFU350, ISSA councilor, students, guests
<b>Meeting Length (Hrs)</b>	2
<b>Reason</b>	Introductory event
<b>Summary and Outcome</b>	Met with SFU350 executives, networked with other students, discussed potential opportunities to collaborate
<b>Next Steps</b>	Follow up with SFU350 executives

<b>Meeting, Date</b>	Sep 23, BSSC Hiring Committee Meeting
<b>Parties Attending</b>	SOCA VP, SOCA President, Samantha Li
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Edit and suggest interview questions for hiring process
<b>Summary and Outcome</b>	Removed outdated questions, discussed potential options
<b>Next Steps</b>	Finalize list and send to OM

<b>Meeting, Date</b>	Sep 23, Emergency Informal Exec Meeting
<b>Parties Attending</b>	Executives
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	In camera (contracts)
<b>Summary and Outcome</b>	n/a
<b>Next Steps</b>	n/a

<b>Meeting, Date</b>	Sep 25, Meeting with Studentcare
<b>Parties Attending</b>	President, VPIOD, Studentcare rep
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Consult about AGM and services
<b>Summary and Outcome</b>	We will need to connect with multiple groups and discuss options and campaign

	strategy
<b>Next Steps</b>	Relay information to council

<b>Meeting, Date</b>	Sep 26, Check In with Muriel
<b>Parties Attending</b>	Campaigns coordinator
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Discuss campus initiatives and planning
<b>Summary and Outcome</b>	Revisited ongoing/unfinished campaigns
<b>Next Steps</b>	Finalize details of STEPS Forward initiative

<b>Meeting, Date</b>	Sep 27, UVic x SFSS Proposal
<b>Parties Attending</b>	Dr. Chris Kennedy, Alex Munday
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	AQ Ecological Restoration Project
<b>Summary and Outcome</b>	Encouraged us to continue our project and expressed happiness about improving pond conditions
<b>Next Steps</b>	Meet with SFU Facilities

<b>Meeting, Date</b>	Sep 27, Referenda Meeting
<b>Parties Attending</b>	The Peak, SFPIRG, Embark
<b>Meeting Length (Hrs)</b>	1
<b>Reason</b>	Discussing the nature of fee increases and operations
<b>Summary and Outcome</b>	Agreed upon a campaign strategy
<b>Next Steps</b>	Form a working group and create framework around structure, language, autonomy

<b>Total Meeting Hours</b>	11
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## Projects and Events

<b>Project/Event Title</b>	Fall Kickoff
<b>Updates and Upcoming Plans</b>	Last week to complete miscellaneous tasks. Following up with collaborators and stakeholders, reaching out to students across social media platforms, helping execute

	the event day of, assist in dealing with unforeseen circumstances and security issues.
<b>Relevant Strategic Priorities</b>	Start post Kickoff plan
<b>Total Time (Hrs)</b>	23

<b>Project/Event Title</b>	Post Kickoff Report/Media
<b>Updates and Upcoming Plans</b>	Conceptualize a comprehensive report to analyze the performance of the event. Write a project management document, develop media strategy and messaging, assign tasks.
<b>Relevant Strategic Priorities</b>	Set deadlines for each team member, follow up in one week, write section(s), create content calendar
<b>Total Time (Hrs)</b>	10

<b>Project/Event Title</b>	Council Social
<b>Updates and Upcoming Plans</b>	Went well, had several councilors and AVPs show up and participate. Executives gave speeches. AVPUA did a wonderful job and the decorations were beautiful
<b>Relevant Strategic Priorities</b>	Look out for event photos online!
<b>Total Time (Hrs)</b>	5

<b>Project/Event Title</b>	Embark LOA
<b>Updates and Upcoming Plans</b>	Revisited document to review terms, checked in with Embark, OM, and President regarding lease agreements
<b>Relevant Strategic Priorities</b>	Check in with auditor/SFU/OM again
<b>Total Time (Hrs)</b>	3

<b>Total Project and Events Hours</b>	<b>41</b>
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## Committee Chair Work

<b>Committee Name</b>	
<b># of Meetings</b>	
<b>Total Time (Hrs)</b>	

<b>Summary</b>	
<b>Ongoing Projects</b>	2
<b>Relevant Strategic Priorities:</b>	

<b>Total Committee Hours</b>	
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## Administrative Work

<b>Summary</b>	Set up committee meetings, edit agendas, emails, write documents, research, liaise with councilors and staff, work reports
<b>Total Time (Hrs)</b>	19

<b>Total Admin Hours</b>	19
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