

SFSS EXECUTIVE COMMITTEE WORK REPORTS

This report reflects the Board work from
16th July, 2021 to 31st July, 2021

[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

Gabe Liosis (Leave of Absence)

Meeting Summary and Comments

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

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

Total Meeting Hours	
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Projects and Events

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

Project/Event Title	
Updates and Upcoming Plans	

Relevant Strategic Priorities	
Total Time (Hrs)	

Total Project and Events Hours	
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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 Internal and Organizational Development

Corbett Gildersleve

Meeting Summary and Comments

Meeting, Date	Studentcare Meeting, July 16th, 2021
Parties Attending	VP Finance and Services Corbett Gildersleve, President Gabe Liosis, Studentcare Reps Bahareh Jokar and Sohpie Haque
Meeting Length (Hrs)	1 hour
Reason	Receive updated premium numbers
Summary and Outcome	Discussed with Studentcare the updated premium numbers (this includes overall costs) and projections for next year.
Next Steps	Discuss these numbers with the Executive Committee

Meeting, Date	BC Hiring Committee, July 16th, 2021
Parties Attending	Hiring Committee Members
Meeting Length (Hrs)	2 hours
Reason	Shortlisting and Interview Scheduling
Summary and Outcome	We met to shortlist candidates. We also reviewed our work schedules and then set up some day and time ranges to hold interviews.
Next Steps	I will contact the shortlisted candidates and schedule the interviews.

Meeting, Date	IEC Orientation, July 16th, 2021
Parties Attending	IEC Members, PRCAC Beaty Omboga, President Gabe Liosis, Myself
Meeting Length (Hrs)	1 hour
Reason	Support Beaty in Orienting the IEC
Summary and Outcome	I answered any questions posed by the IEC Chief and Commissioners including the spring elections and referendum.
Next Steps	N/A

Meeting, Date	Training Check-in, July 19th, 2021
Parties Attending	Board Organizer Ella Droko, VP Equity and Sustainability Marie Haddad, Myself
Meeting Length (Hrs)	0.5 hrs

Reason	Review upcoming Dev Sessions
Summary and Outcome	We discussed the upcoming dev sessions, what had been scheduled and if anything needed to be rescheduled.
Next Steps	N/A

Meeting, Date	Acting President Check-in, July 19th, 2021
Parties Attending	Board Organizer Ella Droko, Building Manager John Walsh, Myself
Meeting Length (Hrs)	1 hour
Reason	Review Admin Projects
Summary and Outcome	I met with Ella and John to get an update on current projects and upcoming work during Gabe's leave of absence as well as what they needed from myself (if anything) in order to progress their projects.
Next Steps	John needs feedback on the SFSS Emergency Response Plan from Exec. I will add that to an upcoming meeting.

Meeting, Date	Executive Committee Dev Session, July 20th, 2021
Parties Attending	Exec Committee
Meeting Length (Hrs)	2 hours
Reason	Scheduled meeting
Summary and Outcome	We reviewed the big items for the next two weeks including Council dev sessions and meetings. We discussed what we needed to work on over the next two weeks. We took an initial look at the SFSS Emergency Response plan and decided to have a follow up meeting later in the week to give it more review.
Next Steps	N/A

Meeting, Date	Council Development Session, July 21st, 2021
Parties Attending	Council
Meeting Length (Hrs)	3 hours
Reason	Biweekly Scheduled Dev Session
Summary and Outcome	We held two sessions: 1 - Group gaming destresser: played a hotseat game where volunteers had to answer as many questions from the chat as they could in a set time limit. Also broke up into multiple breakout rooms and played Jeopardy covering SFSS, tiktok, songs lyrics, etc. 2 - Reviewed what the SFSS's annual audit is and how to read the audit documents, compare them to the SFSS budget, and other related matters.

Next Steps	N/A
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Meeting, Date	Peak Interview, July 22, 2021
Parties Attending	Peak Representative Karissa Ketter, Myself
Meeting Length (Hrs)	0.5 hrs
Reason	Article Interview
Summary and Outcome	Karissa interviewed me about the early SFSS advocacy history as well as the importance of advocacy in general in a student society like the SFSS.
Next Steps	N/A

Meeting, Date	Building Coordinator Part Time - Shortlisting
Parties Attending	Hire Committee Members
Meeting Length (Hrs)	1 hour
Reason	Shortlist and Setting up Interview Times
Summary and Outcome	We shortlisted candidates that applied for the part-time Building Coordinator positions. We also reviewed our work schedules to set up interview days and times.
Next Steps	I will contact the shortlisted candidates to set up an interview day and time.

Meeting, Date	Check-in w/ Ayesha, July 22nd, 2021
Parties Attending	Operations Organizer Ayesha Khan, Myself
Meeting Length (Hrs)	0.5 hrs
Reason	Check in on projects and tasks
Summary and Outcome	We discussed current projects and tasks being handled by Ayesha, and I asked if she needed anything by me in order to complete her tasks.
Next Steps	N/A

Meeting, Date	Building Coordinator Interview, July 22, 2021
Parties Attending	Hiring Committee Members
Meeting Length (Hrs)	1.25 hrs
Reason	Interview
Summary and Outcome	We interviewed a candidate for the full-time Building Coordinator role.
Next Steps	N/A

Meeting, Date	Building Coordinator Interview, July 23, 2021
Parties Attending	Hiring Committee Members
Meeting Length (Hrs)	1.25 hrs
Reason	Interview
Summary and Outcome	We interviewed a candidate for the full-time Building Coordinator role.
Next Steps	N/A

Meeting, Date	Building Coordinator Interview, July 23, 2021
Parties Attending	Hiring Committee Members
Meeting Length (Hrs)	1.25 hrs
Reason	Interview
Summary and Outcome	We interviewed a candidate for the full-time Building Coordinator role.
Next Steps	N/A

Meeting, Date	SFSS Emergency Response Plan - Review, July 23rd, 2021
Parties Attending	Executive Committee, FNSA Coordinator Lacie Burning
Meeting Length (Hrs)	1 hour
Reason	Reviewing and Providing Feedback
Summary and Outcome	We reviewed the current plan, identified some gaps, missing areas, bad wording, and other issues. We made a plan to consult with SOCA, FNSA, DNA, and other student groups to get additional feedback.
Next Steps	N/A

Meeting, Date	Bargaining Proposal Review, July 26th, 2021
Parties Attending	Bargaining Committee Members
Meeting Length (Hrs)	0.5 hrs
Reason	Reviewing proposals
Summary and Outcome	We met to review our proposals for upcoming bargaining sessions.
Next Steps	I need to update the financial models to use the most up to date SFSS budget that was approved by Council at the end of June.

Meeting, Date	Exec Meeting, July 27th, 2021
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Parties Attending	Exec Committee
Meeting Length (Hrs)	2 hours
Reason	Scheduled Meeting
Summary and Outcome	Updates: • SFSS Exec Coops ◦ JD's are submitted • SFSS Emergency Response Plan ◦ Multiple missing items, wording changes needed • In-person events ◦ Updates on in-person events guidelines • Hiring Committee Updates ◦ Campaigns Mobilizer 2nd round, with presentations coming ◦ Women's Center Assistant hiring is in the finals stage ◦ Candidate chosen for the out on campus program assistant ◦ Admin Assistant hiring committee will be scheduling interviews ◦ Building Coordinator has hired 2 people for full-time and are looking at the part-time interviews ◦ Admin Coordinator hiring committee is formed and will begin the process soon. • Staff were informed of the change from the COVID-19 Safety Plan to the SUB Safe Operating Plan Motions: • Extend Corbett's SLO appointment to match Gabe's extended leave of absence • Passed the "Return to Work Plan" for staff in the lead up to the SUB opening in the fall term • Appointed VP Finance and Services Almas Phangura to the Building Assistant hiring committee as an employer representative.
Next Steps	N/A

Meeting, Date	Building Coordinator (Part-time) Interview
Parties Attending	Hiring Committee Members
Meeting Length (Hrs)	1.25 hrs
Reason	Interview
Summary and Outcome	We interviewed a candidate for the full-time Building Coordinator role.
Next Steps	N/A

Meeting, Date	Check-in w/ Ella Droko
Parties Attending	Board Organizer Ella Droko, Myself
Meeting Length (Hrs)	0.5 hrs
Reason	Update on Board Organizer Tasks

Summary and Outcome	We discussed Ella's work over the last week including her projects and tasks.
Next Steps	Ella will invite me to the next SUB Opening WG - Communications to talk about press strategy for the SUB Opening.

Meeting, Date	Executive Committee Dev Session, July 27, 2021
Parties Attending	Execs, Council Vice-Chair GSWS Councilor Devynn Butterworth
Meeting Length (Hrs)	1 hour
Reason	Prep for Council Session
Summary and Outcome	We reviewed the Council agenda, discussed with the chair any last-minute amendments to be made (leave of absences, regrets, etc.)
Next Steps	N/A

Meeting, Date	Meeting on Student Conduct, July 28th
Parties Attending	VP Events and Student Affairs Jess Dela Cruz, Operations Organizer Ayesha Khan, MSC staff, myself
Meeting Length (Hrs)	3 hours
Reason	Go over reports of member misconduct
Summary and Outcome	We went over reports of a member's misconduct with relevant staff. Due to the confidential nature, I can't go into more detail at this time.
Next Steps	N/A

Meeting, Date	Meeting with SFU about Member Misconduct, July 28th, 2021
Parties Attending	VP Events and Student Affairs Jess Dela Cruz, Operations Organizer Ayesha Khan, MSC staff, SFU staff
Meeting Length (Hrs)	0.75 hrs
Reason	Discuss Member's Misconduct
Summary and Outcome	We went over reports of a member's misconduct with relevant staff. Due to the confidential nature, I can't go into more detail at this time.
Next Steps	N/A

Meeting, Date	Council, July 28, 2021
Parties Attending	Council
Meeting Length (Hrs)	3 hours
Reason	Scheduled Meeting

Summary and Outcome	Motions • Appointed student-at-larges to Council Committees • Passed the Course Materials Issues Policy • Approved the creation of a work Discussions
Next Steps	

Meeting, Date	SFU - SFSS Stadium Agreement, July 29th, 2021
Parties Attending	SFU Reps Joyce Chong and Ryan, VP Finance and Services Almas Phangura, and Myself
Meeting Length (Hrs)	0.5 hrs
Reason	Discuss the Agreement
Summary and Outcome	With the SFU Stadium reaching completion, I asked to meet to discuss the SFSS contribution schedule and if we could shift it by a year to take into account the 1 year delay in the completion of the stadium. This would allow us to have more operational flexibility for this first year of operating the SUB in case of any small or medium-sized building projects. They have pitched an alternative where we spread out one year's payments over the other years, so that the financial contributions are still made by a fixed length. I have agreed to share our financial modeling so that we can all be on the same page for the finances.
Next Steps	We will have a follow up meeting once I've submitted to them our financial modeling.

Meeting, Date	Meeting with Burnaby City Councilor Allison Gu, July 29th, 2021
Parties Attending	VP External and Community Affairs Matt Provost, Board Organizer Ella Droko, Burnaby City Councilor Allison Gu, Myself
Meeting Length (Hrs)	0.75 hrs
Reason	Meet and Greet
Summary and Outcome	We meet with the newly elected city councilor to learn about her platform, her views on the Burnaby Gondola, and what her day-to-day work is like. Additionally, she asked us questions around the SFSS, our advocacy initiatives, and other matters important to students.
Next Steps	N/A

Meeting, Date	Student Safety Group Agenda Setting, July 29th, 2021
Parties Attending	SFU: Mark Lalonde, GSS: Executive Director Pierre Cenerelli, External Director Ruben, Academic Director, Myself
Meeting Length (Hrs)	0.75 hrs

Reason	Review and Finalize the Agenda
Summary and Outcome	We met to review and finalize the agenda for the Student Safety Group meeting on August 5th. We discussed who would lead which discussion item.
Next Steps	N/A

Meeting, Date	Administrative Coordinator Hiring Committee Meeting, July 30th, 2021
Parties Attending	Hiring Committee Members
Meeting Length (Hrs)	1 hour
Reason	Scheduled Meeting
Summary and Outcome	We reviewed and approved the job description (making a few small grammatical changes and removing two items from the IT section as it didn't match the job requirements). We also discussed the length of time the internal posting would be open before going to external.
Next Steps	I will make the posting in Collage (our HR software) and then share it with staff

Meeting, Date	Member's Conduct Meeting, July 30th, 2021
Parties Attending	Student Advocacy Coordinator Trish Everett, MSC Staff, Myself
Meeting Length (Hrs)	2 hours
Reason	Advice and Support Meeting
Summary and Outcome	We brought in our Student Advocacy Coordinator into the discussion to give advice and support on this matter. Due to the confidential nature of the situation I can't go into further detail at this point.
Next Steps	N/A

Total Meeting Hours	33.75
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Projects and Events

Project/Event Title	Council Dev Session - SFSS Audit 101
Updates and Upcoming Plans	Developed a powerpoint for how to read and understand the SFSS's annual audit. I also compared it with the SFSS annual budget to show the differences and similarities.
Relevant Strategic Priorities	Organizational Development

Total Time (Hrs)	2 hours
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Project/Event Title	SFSS Exec Coop JDs
Updates and Upcoming Plans	As part of the process to have SFSS Exec potions count as a possible SFU Coop, I had to develop and submit job descriptions for each position. This involved going through our bylaws and reformatting them into the form of the SFSS's job description format. After that was done, I submitted them to SFU Coop.
Relevant Strategic Priorities	Student Financial Health
Total Time (Hrs)	1.5 hours

Project/Event Title	Governance Annual Plan Doc
Updates and Upcoming Plans	I developed the skeleton doc for the Governance Committee's Annual Plan and sent it to the committee.
Relevant Strategic Priorities	Organizational Development
Total Time (Hrs)	1 hour

Total Project and Events Hours	4.5
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Committee Chair Work

Committee Name	Nominating Committee
# of Meetings	2
Total Time (Hrs)	2
Summary	We met multiple times to discuss and vote on recommendations to Council for student-at-larges for committees.
Ongoing Projects	Student-At-Large Appointments
Relevant Strategic Priorities:	N/A

Committee Name	Governance Committee
# of Meetings	1
Total Time (Hrs)	1 hr
Summary	We met to discuss the Governance Committee annual plan. We reviewed last year's plan

	and what was completed. We also discussed an interpretation of policies around Council member's committee membership and attendance, especially around ex-officio and the President. The understanding is that the President, as ex-officio of every committee, is a member of every committee.
Ongoing Projects	Governance Annual Plan
Relevant Strategic Priorities:	Organizational Development

Committee Name	MMPC Meeting
# of Meetings	1
Total Time (Hrs)	0.75 hrs
Summary	We reviewed the purpose of the committee with the Communications coordinator as well as the timeline for notices, campaigns, etc. We discussed what support we would need from the Comms department as well as rough timelines of how long things would take to be done. We also discussed the need to have the plan complete for the end of August.
Ongoing Projects	AGM Plan
Relevant Strategic Priorities:	Organizational Development

Total Committee Hours	3.75
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Administrative Work

Summary	Executive Check-In
Total Time (Hrs)	July 16 - 0.5 hrs July 19 - 0.5 hrs July 20 - 0.5 hrs July 26 - 0.75 hrs July 29 - 0.5 hrs July 30 - 0.5 hrs Total = 3.25 hrs

Summary	Semi-Monthly Work Report, July 16th
Total Time (Hrs)	2 hrs

Summary	NOM Meeting Prep, reviewed the agenda and student-at-large applications, July 16th
Total Time (Hrs)	0.5 hrs

Summary	July 19th, Organize myself over the next two weeks - VP Internal tasks and projects that are behind - Calling the MMPC and GOV meetings - Setting initial agenda items for the meeting - Reaching out to those Vice-Chairs to make sure they have access to training materials - Call Building Coordinator shortlist candidates to set up interviews - Acting President Responsibilities - Setting up check in meetings with admin - Calling the exec committee dev sessions and setting the agenda - Checking President emails and developing a To-Do list Description: Work on time-sensitive requests made by Admin - Requesting SFU Host Accounts for Building Coordinators - Giving feedback on the Council Work Report Submission Jotform - Answering old emails - Level Playing Field proposal and minutes - Connecting the new Econ Student Society councilor with Anna and Sam to get the right forms
Total Time (Hrs)	5.5 hrs

Summary	July 20th, 2021, VP Internal Emails - Approving Council attendance - Looking for documents requested by MSC events around vendors - Contact our lawyer about the Peak Lease update - Room booking process in the SUB - Blenz LOA - Answer questions related to the Audit - Contact the insurance broker to receive an updated COI for SFU - SUB Workshop Acting President Emails - Track down termination letters from last summer
Total Time (Hrs)	5.5 hrs

Summary	July 21, 2021, Acting President - Updating new Comms Coord on the comms policies around student-generated posts and disclaimers VP Internal - Scheduled last interview for Building Coordinator hiring committee - Fixing calendar times - Communicating with SFU IT Services about the payroll server issues and timelines - Communicating with SFU IT Services about host account creation
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Total Time (Hrs)	2 hours
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Summary	July 24th VP Internal - Catching up on emails due to being sick the previous day - Tracked down LOA and subtenant leases for the SUB 1000 level and sent to SFU - Submitted the updated SUB Insurance COI to SFU Interview Prep - Frosh Grants (external booking) - Approving NOM minutes and agenda - Answering Councilor question around the consent forms Interview Prep Acting President - Reviewing Council draft minutes - Council Stipend review and approval
Total Time (Hrs)	3 hours

Summary	July 25th, VP Internal - Checked emails Prepped for Building Coordinator interviews on Monday and Tuesday Sent an email to our lawyers to check about scholarships
Total Time (Hrs)	1 hour

Summary	July 26th, VP Internal - Fill out requisition form for May and June SUB construction costs - Reply to questions from the Auditor - Answering emails related to Council stipends, SUB storage proposals, etc. Acting President - Reviewing Exec and Council Agenda Items
Total Time (Hrs)	3 hours

Summary	July 28th, VP Internal - Fixing SUB Payment Requisition Template PDF - Livestreaming coordination - Payroll server updates - Replying to student questions
Total Time (Hrs)	2 hours

Summary	July 30th, VP Internal Admin Coordinator HC - creating job posting in Collage, drafting posting announcement email, sending it to staff for any internal transfer interest - Sending an email to our lawyer setting up a meeting - Answering emails relating to the SFSSxWUSC scholarship - NOM, GOV, EXEC, and other draft minutes approvals - Answer a question from the CSSS about a temporary common room in the SUB while their space is renovated in the ASB.
Total Time (Hrs)	2.5 hours

Total Admin Hours	30.25
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Total Hours	72.25
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VP Finance & Services
Almas Phangura

Meeting Summary and Comments

Meeting, Date	Studentcare Meeting (16th July, 2021)
Parties Attending	Executives: Almas Phangura, Corbett Gildersleve, Gabe Liosis Studentcare Team: Bahareh Jokhar, Sophia H
Meeting Length (Hrs)	1 hr (1pm to 2pm)
Reason	Follow up on the previous meeting and Council Presentation
Summary and Outcome	-Final renewal analysis report -We anticipate a bounce-back in claims next year once students resume a more "normal" pattern of engagement with the Health and Dental Plan -Need to prepare for a referendum that allows the SFSS to bring the plan fee more in line with current plan premiums -Studentcare recommends that for 2021-22 is to transition the plan to Fully Insured, and reduce vision coverage from \$150 to \$100 to mitigate the risk of running a deficit if plan fees are not increased to be more in line with plan premiums.
Next Steps	Take second opinions and have a discussion among the meeting attendees to figure out if we would like to proceed with the suggestions and present them to council or go ahead with an alternative

Meeting, Date	Check-in with Gabe (16th July, 2021)
Parties Attending	Almas Phangura and Gabe Liosis
Meeting Length (Hrs)	0.5 hrs (3:30pm to 4pm)
Reason	Regular check-in to talk about monthly goals and progress
Summary and Outcome	-Discussion about what I have been upto (external audits, work reports, studentcare-health and dental insurance) -Plan for the upcoming month (main priorities and secondary priorities) -Joining a hiring committee (a position to run the SUB)
Next Steps	Do a follow up check in later in the month or next month

Meeting, Date	No More "Wellness Checks": Building Grassroots Mental Health First Aid Skills (17th July, 2021)
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Parties Attending	Executives:Almas Phangura, Serena Bains Moderators: SFPIRG, DNA, UBC SVPRO etc Speakers: Kalamity, Brian O'Donnell, Vivian Ly 30 other attendees
Meeting Length (Hrs)	7 hrs (10am to 5pm)
Reason	SFPIRG Transformative Workshop Series (gain knowledge about different issues and aspects that are helpful as development sessions)
Summary and Outcome	-Round of introductions for Facilitators -What is wrong with our framework and the idea of Police wellness checks -Attendees were divided into groups and they brainstorm about alternatives for the said framework -The danger narrative, reading the provided support handouts and how they can be used in times of adversity -A presentation on how to support your peers who are suicidal (recognising that a person needs help and how to help them effectively)- some basic peer support skills - Abolitionist guiding principles and discussion about the same -Two speakers- Brian O'Donnell from VANDU and Vivian Ly from Autistics United (to support neurodiverse people in times of crisis, discussion on disability rights etc) -What can be done as an alternative? Groups that promote similar work like CAre not Cops and Defund 604 -Examples of some care collectives and mutual Aids -How can we do our part to make this an issue of the past? -Question and answer session
Next Steps	N/A

Meeting, Date	Executive Committee Development Session (20th July, 2021)
Parties Attending	Executive Committee Members
Meeting Length (Hrs)	2 hrs (10am to 12pm)
Reason	Regular executive committee members development sessions
Summary and Outcome	-Going over the goals that the Executives have set for the year (discussing the current priorities and upcoming events and tasks) -Checking on the progress of different projects with execs -Planning for the upcoming projects -Distribution of duties among the AVPSs according to their portfolios
Next Steps	Check-in next month

Meeting, Date	Council Development Session (22nd July, 2021)
Parties Attending	Council Members
Meeting Length (Hrs)	3 hrs (4:30pm to 7:30pm)
Reason	Regularly scheduled council development sessions
Summary and Outcome	-A round of games for all the councillors -Presentation by Corbett on Audits - What are Audits, how to read the Audit documents? Results of the audit

	-SFSS Financial Overview (Budget and different costs), financial statements and funds (three tables per fund) -Operating Costs and cash flow -Line items (how are line items divided?) -Key takeaways (take your time with the information) -Investments (managed by Vancity)- bonds and equities
Next Steps	N/A

Meeting, Date	TSSU General Membership Meeting (22nd July, 2021)
Parties Attending	TSSU Members, SFU 350
Meeting Length (Hrs)	2 hrs (2:30pm to 4:30pm)
Reason	General Meeting (main reason to attend was the anti-black racism aspect)
Summary and Outcome	On campus personal safety committee, presented new by law changes and voting on the previous general meeting's changes like- -TSSU members updated Jurisdiction language to include all members -Brand new language for TSSU Health & Safety Committee -Updates to the Representative Policy with minor edits and adding Health & Safety Representatives -SFU 350's talk about their goals and initiative
Next Steps	N/A

Meeting, Date	Anti-Racism Giving Workshop (22nd July, 2021)
Parties Attending	Social Justice Fund Members, CARW members and other attendees
Meeting Length (Hrs)	2.5 hrs (5:30pm to 8pm)
Reason	Regular executive committee members development sessions
Summary and Outcome	-What is the organization and what do they work for? -What is fundshifting and what is CARW's vision for it? -Historical context of the Racial Wealth Divide (government boosts and blocks to wealth) List of blocks: land theft, enslavement, redlining, racial covenants, GI Bill The racial wealth gap -BIPOC resource and health myths -Systemic challenges with philanthropy -History of mutual aid and BIPOC led organisations -Giving plans and how to be a donor (ethical banking,. Community bank trust etc)? -Group Discussion
Next Steps	N/A

Meeting, Date	Emergency Response Plan (for SUB) (23rd July, 2021)
Parties Attending	Executives: Almas Phangura, Jess Dela Cruz, Serena BAins, Corbett Gildersleve Non- Executive: Lacie Burning
Meeting Length (Hrs)	0.5 hrs (4:30pm to 4:50pm)

Reason	To Provide feedback on the Response PLa
Summary and Outcome	-Overview of the document and making suggestions for any required changes -Adding suggestions for the different emergency codes -Discussion on accessibility and opinion of the BIPOC folks
Next Steps	-Follow-up meeting to review the plan again -Fill up the areas that are missing

Meeting, Date	What's my Place? Reflections and Next steps in movement building)(24th July, 2021)
Parties Attending	SFPRIG Members, DNA, UBC SVPRO, SOCA and SASC and other attendees
Meeting Length (Hrs)	7 hrs (10am to 5pm)
Reason	SFPIRG Transformative Justice Series
Summary and Outcome	-Barriers to joining community spaces -What are the reasons why people do this work? What calls their heart to this work? Video presentation and group discussion around unpacking the video -Individual activity (how comfortable do I feel with doing activism work and what is my capacity etc) -Important parts of building a movement and group work related to the same -What are the various roles in a movement and how can we bring movements into our individual lives (social change ecosystem roles, the skill set that we have etc) Questions and reflections on the workshop series, a lot of break out room activities
Next Steps	N/A

Meeting, Date	Executive Committee Meeting (27th July, 2021)
Parties Attending	All Executive committee members except Gabe (leave of absence)
Meeting Length (Hrs)	2 hrs 15 mins (10am to 12:15pm)
Reason	Regularly scheduled biweekly meeting
Summary and Outcome	-Approved minutes of the previous meetings -Coop job descriptions of executive positions finalised and sent to SFU by Corbett -SFSS emergency response plan discussion by Jess (what going on till till and the plans ahead) -An update of the various Hiring Committees- Almas was nominated as the Employer Representative for the Building Assistant Hiring Committee -A motion was through email to move from the COVID-19 Safety Plan to the SUB Safe Operating Plan, which was approved by staff -Discussion on the SFSS Required return to work (is it mandatory for people to come back to work in the end of September or they will be given a choice to work remotely) -Endorsing RISE events "Liberation for Palestine: Collective action and solidarity" and "Settler-Colonialism in Palestine: A History and Investigation of Colonial Aggression". -Leave of absence policy gaps -OCEO Chair emailed (by Corbett) regarding Paid Leave for Executives -Surrey Transportation Plan: meeting summary by Almas
Next Steps	N/A

Meeting, Date	Student Town hall (Return to campus) (27th July, 2021)
Parties Attending	SFU Student Engagement SFSS Executive members and other attendees
Meeting Length (Hrs)	1 hr (3pm to 4pm)
Reason	Provide feedback and suggestions about return to campus
Summary and Outcome	-Students and council members sent in their questions for the town hall in a survey. These questions were answered by the staff members of SFU (a list of about 20 questions) -Discussion around issues that the executives and council members put forward
Next Steps	N/A

Meeting, Date	PGSA Anti-Racism Speaker Series: COVID-19 Pandemic (27th July, 2021)
Parties Attending	Organizer: University of Regina PGSA Speakers: Dr. Veronica McKinney, Dr. Farah N. Mawani, and Dr. Weiguo Zhang Moderator: Kim Ngugen And other attendees
Meeting Length (Hrs)	1 hr (4pm to 5pm)
Reason	Anti-Racism Workshop Series
Summary and Outcome	-Talk about how the COVID-19 pandemic has exposed and exacerbated systemic racism impacting social and health inequities, such as Indigenous people's health and anti-Asian racism, and they'll provide actionable items to dismantle these systems and advocate for change.
Next Steps	N/A

Meeting, Date	Governance Committee Meeting (27th July, 2021)
Parties Attending	Almas Phangura, Corbett Gildersleeve, Devynn Butterworth, Jess Dela Cruz, Mohammad Al-Sheboul, PRCA Coordinator Beaty, Admin Assistant Christina Kachkarova
Meeting Length (Hrs)	0.5 hrs (5pm to 5:30pm)
Reason	As a guest as the annual plan was being reviewed
Summary and Outcome	-Jess discussed the issues policies plan of the Executive Committee and made the committee members aware of their goals for the year (Governance committee to look over the issues policies and give recommendations to the council) -Corbett went over and finalised the annual plan of the committee -Devynn's discussion on executive committee's duties as per the council policies
Next Steps	N/A

Meeting, Date	Executive Committee Development Session (27th July, 2021)
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Parties Attending	Almas Phangura, Jess Dela Cruz, Serena Bains, Corbett Gildersleve
Meeting Length (Hrs)	45 mins (7pm to 7:45pm)
Reason	Development Session
Summary and Outcome	-Preparation for the council meeting (discussion of agenda, rectification of a motion, executive committee report) -Planning for the council meeting on 4th August to talk about student care plan
Next Steps	N/A

Meeting, Date	Council Meeting (28th July 2021)
Parties Attending	All Council Members
Meeting Length (Hrs)	4 hrs (4:30pm to 8:30pm)
Reason	Regularly scheduled biweekly meeting
Summary and Outcome	-Discussion about council development sessions and what people would want to see more of for upcoming sessions -Report from the Executive Committee -Appointed student-at-large members (from the applications received) to Council Committees -Passed the Course Materials Issues Policy -Plans for september (FROSH, clubs etc) -DNA accessibility group proposal
Next Steps	N/A

Meeting, Date	SFU-SFSS Stadium Agreement (29th July, 2021)
Parties Attending	Almas Phangura, Corbett Gildersleve Joyce Chong, Michael Chang
Meeting Length (Hrs)	0.5 hr (10am to 10:30am)
Reason	To discuss the contract of the SFU Stadium
Summary and Outcome	-Payment schedule (specific layout of dates- November 15 each year) -Financial modelling (why the payments shall be very tight for the very first year) -Payment broken down into installments (8,60,000 in November 2022 instead of the scheduled 2021) -Alternate payment plan offered by SFU -Financial hardship plan by SFU
Next Steps	Attend the next meeting after SFU staff has had discussion on their end

Meeting, Date	Executive Committee Daily Check-ins
Parties Attending	Executive committee Members (depending on their availability)

Meeting Length (Hrs)	0.5 hrs x 3 meetings = 1.5 hrs
Reason	Discuss daily tasks and capacities
Summary and Outcome	-Share the work done during the previous day and plans for the day (checking in with other to see if they have the capacity to take on any additional work, what they have been upto and progress on any larger projects that they are working, preparation for any meetings of the day)
Next Steps	N/A

Total Meeting Hours	37 hours
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Projects and Events

Project/Event Title	JotForms for council Work Report Submissions
Updates and Upcoming Plans	With the help of board organizer Emmanuela Droko and Somayeh Naseri, worked on making the work report submission JotForms for tracking submission time of the work reports and work hours
Relevant Strategic Priorities	Feedback taken from Gabe Liosis, Corbett Gildersleve and myself to make any additions to the JotForms and relevant changes were made later
Total Time (Hrs)	2 hrs

Total Project and Events Hours	2 hrs
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Committee Chair Work

Committee Name	FASC (Finance and Administrative Services Committee)
# of Meetings	0 (was supposed to happen this week but availabilities of members did not match)
Total Time (Hrs)	2 hrs
Summary	Preparation for the first meeting
Ongoing Projects	None
Relevant Strategic Priorities:	-Emails sent out to the current members with a when2meet -Agenda for the first meeting finalised (it will more of an introduction and get to know each other's goals for the committee type of meeting as folks are busy with their prep for the finals) -Plan to send out another reminder to get at-large members on board as there are none as of now -Fixing on a date for the 2nd meeting after the finals

Total Committee Hours	2 hrs
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Administrative Work

Summary	Receive invoices and check requisitions, double check amounts and departments in the budget document and approve them
Total Time (Hrs)	2 hr

Summary	Filling up the work reports with meetings and events from the 15-day period
Total Time (Hrs)	2.5 hrs

Summary	External Audit (overviewing documents to give the auditors the required information, emails with Corbett and Financial coordinators)w
Total Time (Hrs)	2.5 hours

Summary	-Checked the work reports for the second half of June (double check if the duties performed within the pay period were actually relevant to their role, the timing of the meetings, sellings and grammatical errors etc) and updated the hours in our record (some information is still missing)- a couple of them are still left (about 10-15%) -Answering emails, queries and communication with staff members (average of 15-16 emails at least/ per day, sometimes upto 20)
Total Time (Hrs)	16th July = 2 hrs 19th July= 2.5 hrs 22nd July= 1.5 hrs 26th July= 2 hrs 27th July= 2 hrs 30th July= 2.5 hrs 31st July= 3.5 hrs Total hours= 16 hrs + 3hrs (Committee Action Items and Investments review tasks) = 19 hrs

Summary	Solving issues related to stipends of the council members (double checked the resignations and newly elected councillors, made the appropriate changes to our records and updated stipend lists, sent in the missing stipends of some councillors, checked the attendance since the start of the semester to ensure both councillors and their alternate was not paid)
Total Time (Hrs)	3 hrs

Total Admin Hours	29.5 hrs
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Total Hours	70.5 hrs
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VP University and Academic Affairs

Serena Bains

Meeting Summary and Comments

Meeting, Date	Daily Executive Committee Check-ins, from July 16th from 9:00AM - 9:30AM to July 31st (X7)
Parties Attending	Executive Committee members
Meeting Length (Hrs)	3.5 hours
Reason	To know what folks are working on and where they need support
Summary and Outcome	- What did you work on yesterday? - What are you working on today? - Are there any areas where you need support?
Next Steps	- Complete action items and meetings for the day

Meeting, Date	SFPIRG No More "Wellness Checks:" building grassroots mental health first aid skills, July 17th from 10:00AM - 5:00PM
Parties Attending	Serena Bains, 20 community members
Meeting Length (Hrs)	7 hours
Reason	To discuss alternatives to wellness checks in community
Summary and Outcome	- Discussed how wellness checks work currently - What are our current biases in terms of conflict and community members that we are hesitant to help - What are possible alternatives to wellness checks that we can implement in community
Next Steps	- N/A

Meeting, Date	OOO Program Assistant Interview #2, July 19th from 10:00AM - 11:00AM
Parties Attending	Serena Bains, Marie Haddad, Araba, Shelley Durante
Meeting Length (Hrs)	1 hour
Reason	To interview the second candidate for this position

Summary and Outcome	- Went through the interview - Rated the answers to the questions
Next Steps	- N/A

Meeting, Date	OOO Program Assistant Interview #3, July 19th from 1:45PM - 3:00PM
Parties Attending	Serena Bains, Marie Haddad, Araba, Shelley Durante
Meeting Length (Hrs)	1.25 hours
Reason	To interview the third candidate for this position
Summary and Outcome	- Went through the interview - Rated the answers to the questions
Next Steps	- N/A

Meeting, Date	Executive Committee Development Session, July 20th from 10:00AM - 12:00PM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	2 hours
Reason	To catch up on the notion and to go over the Council agenda
Summary and Outcome	- Organized executives portfolio for the next two weeks - Notion review and update where folks are at - Emergency Action Plan feedback
Next Steps	- N/A

Meeting, Date	OOO Program Assistant Interview #4, July 20th from 12:00PM - 1:30PM
Parties Attending	Serena Bains, Marie Haddad, Araba, Shelley Durante
Meeting Length (Hrs)	1.5 hours
Reason	To interview the fourth candidate for this position
Summary and Outcome	- Went through the interview - Rated the answers to the questions
Next Steps	- N/A

Meeting, Date	Chat with Martha, July 20th from 2:00PM - 3:00PM
Parties Attending	Serena Bains, Marie Haddad, Martha
Meeting Length (Hrs)	1 hour
Reason	To discuss PLM and upcoming events

Summary and Outcome	- Approval of events would have to go through the Executive Committee - Palestine issues policy - Would be valuable to include folks who are doing event organizing - Contact through RISE - Provided interviews to The Peak - Want to publish a separate piece as well - People don't know about the history of the Palestinian liberation movement - That BDS is a tool, not the movement itself
Next Steps	- Approval of event for the 23rd

Meeting, Date	Steering Committee for Community Engagement on Personal Safety on Campus, July 21st from 10:00AM - 11:30AM
Parties Attending	Serena Bains, Marie Haddad, Hafsa Sadiq, 20 other community members
Meeting Length (Hrs)	1.5 hours
Reason	To discuss the next steps for this steering committee since the scope change and it go over the draft report
Summary and Outcome	- Provided feedback on draft report - Provided feedback on the dynamics of this group and that the original scope of the group should be reinstated - Can't provide consultation on a potential consultation process when there's nothing for the future group to consult on
Next Steps	- N/A

Meeting, Date	(A)VP UAAs Weekly Check-In, July 21st from 11:30AM - 12:30PM
Parties Attending	Serena Bains, Priyanka Dhesa, Hanah Bazzi
Meeting Length (Hrs)	1 hour
Reason	To check-in with AVPs, see what work was done over the week and any support they may need
Summary and Outcome	- Went over the undergraduate survey - Discussed potential upcoming campaigns - Went over some research and next steps - Went over annual plan for other projects folks may want to work on
Next Steps	- N/A

Meeting, Date	Council development session, July 21st from 4:30PM - 7:30PM
Parties Attending	Council members
Meeting Length (Hrs)	3 hours
Reason	To learn more about the SFSS finances
Summary and Outcome	- Went over SFSS finances and budget

Next Steps	- N/A
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Meeting, Date	OOO Program Assistant Discussion, July 22nd from 10:00AM - 11:00AM
Parties Attending	Serena Bains, Marie Haddad, Araba, Shelley Durante
Meeting Length (Hrs)	1 hour
Reason	To complete the hiring process
Summary and Outcome	- Decided on the final candidate - Discussed next steps - Delegated who was going to provide the offer and check references
Next Steps	- N/A

Meeting, Date	TSSU GM, July 22nd from 3:00PM - 3:30PM
Parties Attending	Serena Bains, Tiara Cash, Hafsa Sadiq, TSSU members
Meeting Length (Hrs)	0.5 hour
Reason	To provide an update on the safety steering committee
Summary and Outcome	- Provided any additional comments on the safety steering committee that wasn't covered in Tiara's presentation of the current issues with the group at hand
Next Steps	- N/A

Meeting, Date	Special Aboriginal Steering Committee meeting, July 22nd from 3:30PM - 5:30PM
Parties Attending	Serena Bains, Jess Dela Cruz, Matthew Provost, members of the committee
Meeting Length (Hrs)	2 hours
Reason	To come up with a community response to the residential school findings
Summary and Outcome	- Had a sharing circle regarding how the news has impacted everyone - Because of the time it took everyone to share, there wasn't many action items resulting from this meeting, it took up the entirety of the meeting
Next Steps	- N/A

Meeting, Date	Emergency Response Plan Feedback, July 23rd from 4:30PM - 5:30PM
Parties Attending	Serena Bains, Jess Dela Cruz, Corbett Gildersleve, Lacie, Almas Phangura
Meeting Length (Hrs)	1 hour
Reason	To go over the emergency response plan
Summary and Outcome	- Went over the purpose of the emergency response plan

	- Provided initial feedback on the plan - Discussed a timeline for when to have the feedback completed for John
Next Steps	- N/A

Meeting, Date	JOG Subcommittee: return to campus planning, July 26th from 1:00PM - 2:00PM
Parties Attending	Serena Bains, Erin Biddlecombe, Ruben Munoz, committee members
Meeting Length (Hrs)	1 hour
Reason	To discuss any items to do with return to campus
Summary and Outcome	- Went over the purpose of the group and that the mandate of this group was probably now covered in other committees that have been struck - This committee will no longer meet as a result
Next Steps	- N/A

Meeting, Date	Executive Committee Meeting, July 27th from 10:00AM - 12:00PM
Parties Attending	Executive Committee members
Meeting Length (Hrs)	2 hours
Reason	To discuss any items to do with the SFSS in-between Council meetings
Summary and Outcome	- SFSS Exec Co-ops - SFSS Emergency Response Plan - Hiring Committee Updates - Change from the COVID-19 Safety Plan to the Safe Operating Plan - Acting Staff Liaison Officer Appointment Extension - SFSS Required Return to Work - Appointing Employer Representatives to The Building Assistant Hiring Committee - Endorsing RISE Events - SUDS Attendees - Surrey Transportation Plan - Leave of Absence Policy Gaps - Paid Leave for Execs - In-Camera
Next Steps	- N/A

Meeting, Date	Student Town Hall - return to campus, July 27th from 3:00PM - 4:00PM
Parties Attending	SFU community members
Meeting Length (Hrs)	1 hour
Reason	For students' questions regarding return to campus to be answered by admin
Summary and Outcome	- Not a lot of information resulted from this town hall - No to mandated vaccines and masks, no to hybrid, no to any

	accommodations for immunocompromised folks and disabled folks - No to contact tracing - Basically just doing what the province says and nothing else
Next Steps	- N/A

Meeting, Date	Executive Development Session, July 27th from 7:00PM - 8:00PM
Parties Attending	Serena Bains, Jess Dela Cruz, Corbett Gildersleve, Almas Phangura
Meeting Length (Hrs)	1 hour
Reason	To go over the Council agenda and discuss other items if time allows
Summary and Outcome	- Went over all of the motions and discussion items ahead of the Council meeting and discussed any amendments that people had planned for the meeting
Next Steps	- N/A

Meeting, Date	(A)VP UAAs Weekly Check-In, July 28th from 11:30AM - 12:30PM
Parties Attending	Serena Bains, Priyanka Dhesa, Hanah Bazzi
Meeting Length (Hrs)	1 hour
Reason	To check-in with AVPs, see what work was done over the week and any support they may need
Summary and Outcome	- Went over the undergraduate survey - Discussed potential upcoming campaigns - Went over some research and next steps - Went over annual plan for other projects folks may want to work on
Next Steps	- N/A

Meeting, Date	Administrative Assistant Hiring Committee, July 28th from 2:00PM - 3:00PM
Parties Attending	Serena Bains, Akum Sidhu, Nancy, Somayeh
Meeting Length (Hrs)	1 hour
Reason	To hire a new administrative assistant
Summary and Outcome	- Started the process of the hiring committee - Created a timeline - Delegated action items to each of the members
Next Steps	- N/A

Meeting, Date	Council meeting, July 28th from 4:30PM - 8:30PM
Parties Attending	Council members

Meeting Length (Hrs)	4 hours
Reason	To discuss any items to do with the SFSS and larger community
Summary and Outcome	- Report from the Executive Committee - Issues Policies: Course Materials: - Student-At-Large Committee Applications - Council appointed various members to the following Committees: - Accessible Course Practices Working Group - DNA Accessibility Centre Proposal (Motion Postponed) - September Plans: Council Member Groups - Council Development Sessions
Next Steps	- N/A

Meeting, Date	Administrative Assistant Hiring Committee, July 29th from 3:00PM - 4:00PM
Parties Attending	Serena Bains, Akum Sidhu, Nancy, Somayeh
Meeting Length (Hrs)	1 hour
Reason	To hire a new administrative assistant
Summary and Outcome	- Decided on the interview questions, top five candidates and interview times - Went over who was going to ask which question and how interviews work - Updated timeline
Next Steps	- N/A

Total Meeting Hours	39.25
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Projects and Events

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

Project/Event Title	
Updates and Upcoming Plans	
Relevant Strategic Priorities	

Total Time (Hrs)	
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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	Emails, phoning interviewees, notion items, responding to messages, etc.
Total Time (Hrs)	July 16th - 2 hours July 17th - 1 hour July 18th - 1 hour July 19th - 1.5 hours July 20th - 1 hour July 21st - 1.5 hours July 22nd - 1 hour July 23rd - 1.5 hours July 24th - 4 hours July 25th - 1 hour July 26th - 2 hours July 27th - 1 hour July 28th - 1 hour July 29th - 1 hour July 30th - 1 hour July 31st - 1 hour

Total Admin Hours	22.5
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Total Hours	61.75
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AVP University and Academic Affairs

Hanah Bazzi

Note: Extended time was taken off during this month due to personal issues. Confirm with Serena.

Meeting Summary and Comments

Meeting, Date	UAA AVP Onboarding, July 7
Parties Attending	Serena Bains, Hanah Bazzi, Gabe Liosis, Priyanka Dhesa
Meeting Length (Hrs)	1HR
Reason	onboarding
Summary and Outcome	- Going over the definitions of VP University and Academic Affairs - Going over the definitions of AVPs and what they're responsible for - Discussed the structure of SFU and the hierarchy - Went over SFU Senate and Board of Governors
Next Steps	New check in time established

Total Meeting Hours	1HR
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Projects and Events

Project/Event Title	RCMP/Policing band
Updates and Upcoming Plans	- Updated by serena regarding discussions from JOG, - Panel prep, no cops on campus - Updates from ToSS, and Organizing for a police-free world - Incorporating new dialogue ^ into the research and planning of the project - Establishing new timeline due to ongoing disagreement with personal steering committee - Briefing and reports
Relevant Strategic Priorities	Rethinking this plan and its progress thus far, considering postponation
Total Time (Hrs)	26HRs

Total Project and Events Hours	26
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Administrative Work

Summary	Emails, messaging, editing
Total Time (Hrs)	Emails - 1 hr Messaging - 3 hr Editing - 1 hr

Total Admin Hours	5 HR
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Administrative Work

Summary	Completed SFSS Canvas course
Total Time (Hrs)	8HR

Summary	Emails and messaging regarding minor work updates that did not require meetings
Total Time (Hrs)	Approx 3HR

Total Admin Hours	11HRs
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Total Hours	48HRS
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VP External and Community Affairs Matthew Provost

Meeting Summary and Comments

Meeting, Date	Daily Executive Committee Check-Ins (CUMULATIVE)
Parties Attending	Members of the Executive Committee

Meeting Length (Hrs)	- 4 x 30 minute sessions TOTAL = 2
Reason	The Executive Committee has Check-Ins every morning at 9am to discuss actions items and to-dos for the day.
Summary and Outcome	- Changes day-to-day
Next Steps	- Changes day-to-day

Meeting, Date	Nominating Committee, 8/16/21
Parties Attending	SFSS Exec: Corbett Gildersleve (VP Internal) SFSS Council: Tiffany Lui (Psychology) Society Staff: Beaty (CRPC), Joseph (Admin)
Meeting Length (Hrs)	30 min
Reason	Scheduled meeting
Summary and Outcome	Filed some minutes New Business: - Student at-large committee recommendations Discussed we would go over applications and at the following committee meeting make recommendations to the council to review.
Next Steps	Going over at-large applications and making recommendation at next meeting

Meeting, Date	Exec Committee Development Session, 8/20/21
Parties Attending	SFSS Executive
Meeting Length (Hrs)	2 hr
Reason	Scheduled Meeting
Summary and Outcome	- Organized executives portfolio for the next two weeks - Notion review and update where folks are at - Emergency Action Plan feedback
Next Steps	n/a

Meeting, Date	SFU Aboriginal Steering Committee, 8/22/21
Parties Attending	Office for Aboriginal People, Indigenous Student Centre, First Nations Student Association, various members of the community at SFU
Meeting Length (Hrs)	2 hr
Reason	Scheduled Meeting

Summary and Outcome	I requested this meeting a few weeks ago to have a discussion with the Indigenous community on ASC to address the Residential School findings and work with community members on how SFU will implement reconciliation efforts that show accountability. - There were no action items for this meeting even though it was intended - Very triggering and some folks took a lot of space from Indigenous folks in this meeting - Myself included felt very drained and disappointed to see no actionable items or goals set
Next Steps	n/a

Meeting, Date	Nominating Committee, 8/23/21
Parties Attending	SFSS Exec: Corbett Gildersleve (VP Internal) SFSS Council: Tiffany Lui (Psychology) Society Staff: Beaty (CRPC), Joseph (Admin)
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	New Business: - Events and Student Affairs Committee Appointment Recommendations: - VP Events and Student Affairs (Jess Dela Cruz) tasked nom committee to make recommendations to council - We picked our shortlist and will be making recommendations for next council meeting - BIPOC Committee Appointment Recommendations - We picked our recommendations for BIPOC committee and will be sending our shortlist to next council meeting for appointment
Next Steps	n/a

Meeting, Date	Discussion w/ Exec, 8/26/21
Parties Attending	SFSS Executive, AVP Nim
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	Had a discussion w/ exec around capacity for upcoming semester
Next Steps	Will be keeping executive updated

Meeting, Date	Bargaining Proposal Review, 8/26/21
Parties Attending	SFSS Exec: Corbett Gildersleve (VP Internal) Society Staff: Ayesha (Operations Organizer)
Meeting Length (Hrs)	1 hr
Reason	Scheduled Meeting

Summary and Outcome	Reviewed proposals for upcoming bargaining dates in the month of August - Prepped and reviewed relevant and outstanding proposals
Next Steps	n/a

Meeting, Date	Check in w/ Ella, 8/26/21
Parties Attending	Society Staff: Ella (Board Organizer)
Meeting Length (Hrs)	30 min
Reason	Scheduled Meeting
Summary and Outcome	Checked in with Ella to discuss something that are coming and reached out in terms of support with portfolio work
Next Steps	n/a

Meeting, Date	Check in w/ Ayesha, 8/26/21
Parties Attending	Society Staff: Ayesha (Operations Organizer)
Meeting Length (Hrs)	30 min
Reason	Scheduled Meeting
Summary and Outcome	Checked in to discuss upcoming areas of support - Requested to switch on CAM-C Hiring committee
Next Steps	n/a

Meeting, Date	Executive Committee, 8/27/21
Parties Attending	SFSS Executive
Meeting Length (Hrs)	2 hr
Reason	Scheduled Meeting
Summary and Outcome	Updates: - SFSS Executive Co-ops - Job descriptions have been made for executive positions - SFSS Emergency Response Plan - Discussed last week and invited FNSA coordinator Lacie - Lack of response information in regards to overdose or mental health crisis - Lack of inclusion for disabled folks - More consultation will be provided in the upcoming week - In-Person Events - Discussed and reviewed guidelines and checklist - Hiring committee updates (theres so many rip) - Ayesha is swapping with myself to continue CAM-C due to limited capacity and has been approved by Exec via email - Womens Centre Assistant: One interview left

	- Out on Campus: successful candidate - Building Coordinator: two full time hired/ interviews ongoing for part-time - Admin Assistant: waiting for scheduled times - Admin Coordinator: Scheduling interviews - Change from COVID-19 Safety Plan to Safe Operating Plan - Passed motion via email to move from safety plan to operating plan - Guidelines to follow when entering the SUB, will be posted New Business: - Acting Staff Liaison Officer Appointment Extension: - Gabe has extended his leave and Corbett will be acting until July 31st (Passed) - SFSS Required Return to Work - Attendance will remain optional for staff until August 27th, and from August 30th - September 27th attendance shall be required based on a minimum staffing requirement dependant on each department (Passed) - Appointing Employer Representatives to Building Assistant Hiring Committees - Almas (VP Finance) was appointed (Passed) - Endorsing RISE Events - We endorsed two upcoming events "Liberation for Palestine: Collective action & Solidarity" & Settler-Colonialism: A History and Investigation of Colonial Aggression" - Our Issues policies take a firm stance on anti-racism and these events are inline with our mandate on what we support - Also the motion on May 19th Council meeting that was passed SFSS Response to the Israeli Colonization of Palestine which outlines our solidarity with Palestinians (Passed) Discussion Items: - SUDS Attendees - Surrey Transportation Plan - Leave of Absence Policy Gaps - Paid Leave for Execs In-Camera Discussion
Next Steps	n/a

Meeting, Date	External & Community Affairs Committee, 8/27/21
Parties Attending	Council: Estephanie (Indigenous Studies), Chloe (Environment), Helen (Political Sci.), Ashran (Communications) At-Large: Chi, Fizza Society Staff: Ella (Board Organizer), Beaty (Policy, Research, Coordinator)
Meeting Length (Hrs)	2 hr
Reason	Scheduled Meeting
Summary and Outcome	Filed some minutes New Business: - External & Community Affairs Committee Vice Chair Appointment - Chloe (Environment) was appointed as the Vice Chair for ECA for the

	duration of the year - We also discussed the ways in which we can pass off Vice chair position to other members if capacity changes as well as for other to gain experience chairing meetings Discussion Items: - Introduction of Committee Members - Went through informal introductions and reasons why folks applied or wanted to be on committee - Discussed what folks were interested in terms of lobbying or campaigning for this year - Housekeeping & Expectations of 2021-2022 ECA Committee - Went over expectations as well as discussed the establishment of community guidelines to be implemented and agreed upon by committee members - ECA Development Sessions - I am working with Ella and Ayesha to have development session within the meeting in regards to public speaking, lobbying and campaigning - Lobbying might be in-person this year and will be expected if folks will be attended they will have to attend all relevant dev sessions - Strategic Planning Session for 2021-22 ECA Committee - We will be doing our strategic planning for ECA and goals and campaigns, and lobbying we will focusing on this year - Federal Advocacy Report 2021 - Sent to committee to review - Provincial Lobbying Report 2021 - Sent to committee to review
Next Steps	Sent out recap email, and will be following up w/ Chloe around chairing a meeting

Meeting, Date	Alliance of BC Students, 8/28/21
Parties Attending	Aryanna Chartrand (Chair for ACBS), Joshua (ED for ABCS)
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	Met to discuss priorities of the Provincial Budget Consultation, as well as introductions. They met to discuss the ways in which we can unify our recommendations Also discussed priorities this year in regards to my external portfolio and will be contact in the next few weeks to further our discussion once SFSS has finalized our recommendations for provincial budget
Next Steps	n/a

Meeting, Date	Meeting Prep for Alison Gu, 8/28/21
Parties Attending	SFSS: Corbett Gildersleve (VP Internal), Ella (Board Organizer)
Meeting Length (Hrs)	1 hr
Reason	Scheduled Meeting

Summary and Outcome	Prepped discussion questions as well as main points to cover in the meeting
Next Steps	n/a

Meeting, Date	Meeting with FNSA/ VP Events
Parties Attending	SFSS Exec: Jess Dela Cruz (VP Events)
Meeting Length (Hrs)	1 hr
Reason	Scheduled Meeting
Summary and Outcome	Was asked to support and provide information on honoraria for paying Indigenous community members
Next Steps	Will be contacting Corbett to discuss this further

Meeting, Date	Meeting with Alison Gu, 8/28/21
Parties Attending	SFSS: Corbett Gildersleve (VP Internal), Ella (Board Organizer) Burnaby City Councillor: Alison Gu
Meeting Length (Hrs)	1 hr
Reason	Scheduled Meeting
Summary and Outcome	Introductory meeting and discussion around Alisons new role within Burnay City Council. Discussed stance and current portfolio projects for the upcoming 15 months they are in office. Asked questions related to how their position can provide support for SFSS membership, supporting further advocacy in relation to climate justice, getting more involvement from students regarding city council Extended Invite to ECA committee and opportunity to meet current students
Next Steps	n/a

Meeting, Date	COVID Return to Campus - Transportation Discussion, 8/29/21
Parties Attending	COVID Transportation Task Force
Meeting Length (Hrs)	1 hr
Reason	Scheduled Meeting
Summary and Outcome	Discussion about return campus in regards to public transit, discussed some "confidential" aspects to what the current plan is for transit options come fall semester. I raised concerns over safety measures that will be implemented i.e. capacity of buses as well as masks on buses since now they are only recommended I also discussed other options that could be considered to support students ability to make it to campus.
Next Steps	There are 2 town halls happening for students at the end of august

Meeting, Date	Migrant Students United Meeting, 8/29/21
Parties Attending	TSSU, GSS, MSU
Meeting Length (Hrs)	1.5 hr
Reason	Scheduled Meeting
Summary and Outcome	Met with folks to catch up on information regarding International Student Advocacy Office - I discussed the ways in which SFSS could potentially support as well continue collaborating in the month of august and duration of the year - International student issues policy as well as welcoming International students applying for ECA committee - Discussed inviting members to come into meeting with politicians and sharing points of contact to support and advocate for issues regarding International students
Next Steps	n/a

Meeting, Date	Joint Letter Regarding Indian Residential Schools, 8/30/21
Parties Attending	TSSU, GSS, Allies, SFSS Exec
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting
Summary and Outcome	Ongoing meeting to work on joint letter and campaign to push for accountability on supporting and amplifying asks for Indian Residential School Survivors and Indigenous community members
Next Steps	Meeting August 5th

Total Meeting Hours	21.5
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Projects and Events

Project/Event Title	Campaigns & Mobilization Coordinator Hiring Committee
Updates and Upcoming Plans	I will be leading this hiring committee and this is still ongoing: Action items: - Job description will be going up soon - Contacting relevant folks for this committee - Finalizing interview questions - Scheduling interviews and phoning short list applicants *Updates* - Been finalizing short listed contacts and contacting for interviews - Marie has been supporting this aspect of the hiring process

	Finalized Questions for candidates for rounds of interviews: From this point I have switched with Ayesha (Operations Organizer) to fill my position on this committee
Relevant Strategic Priorities	HR & Personnel
Total Time (Hrs)	2 hr

Project/Event Title	External and Community Affairs
Updates and Upcoming Plans	Planning for the first meeting and scheduling times for introductions, planning internal ECEC development sessions and supports to build engagement, speaking opportunities, invitations from representatives and organizations Working with Ella our board organizer to get work shops for public speaking and navigating conversations directed towards lobbying, 101 to lobbying and going over last years lobbying reports *Updates* - Held a meeting with Ella and Ayesha in moving forward for prepping in meeting development sessions for ECAC committee and at-large members - Building workshops in regards to lobbying, campaigning, public speaking Ongoing: - Working on strategic planning aspect and community guidelines format - Working on adding resources to drive for committee members - Outlining and creating docs for lobby briefs setting up training for developments sessions
Relevant Strategic Priorities	Student engagement and support
Total Time (Hrs)	6 hr

Project/Event Title	Provincial Budget Session
Updates and Upcoming Plans	We are discussion and outlining our recommendations for the Provincial Budget Consultation - I am going over processes and looking over last years provincial budget documents and following up in terms of our next meeting
Relevant Strategic Priorities	Student advocacy
Total Time (Hrs)	1 hr

Project/Event Title	Reconciliation Efforts
Updates and Upcoming	Advocating for Indigenous Student Supports for mental wellness during these times of

Plans	mourning (i.e. unmarked graves and residential schools) - Met with Indigenous student centre to see if support groups can be established to address trauma *Ongoing* Working on multiple letters and creating action items in regards to reconciliation efforts for SFU, Federal and Provincial Gov Submitting donation for IRSSS Working with community to establish cultural relevant support
Relevant Strategic Priorities	Student support
Total Time (Hrs)	4 hr

Total Project and Events Hours	13 hr
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Committee Chair Work

Committee Name	External & Community Affairs
# of Meetings	1
Total Time (Hrs)	7
Summary	Prepping and working with Staff to create in meeting development sessions - Prepping agenda and relevant documents
Ongoing Projects	Planning a guiding document for strategic plan, community guidelines, setting up times to train vice chair in the upcoming weeks, organizing ECA shared folder
Relevant Strategic Priorities:	Student advocacy and engagement

Total Committee Hours	2 hr (this was counted also in my projects/ events) not doubled But have added 3 hrs due to work done
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Total Committee Hours	5
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Administrative Work

Summary	Emails, scheduling, prepping for committees and meetings, phone calls, check ins, work reports
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Total Time (Hrs)	10 hr
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Total Admin Hours	10 hr
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Total Work Hours	47.5
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VP Events and Student Affairs

Jess Dela Cruz

**** July 16 - July 31 ****

Folks who I work with the most:

SFSS Execs:

- VP Events and Student Affairs - Jess Dela Cruz
- VP Internal and Organizational Development - Corbett Gildersleve
- VP Finances and Services - Almas Phangura
- VP University and Academic Affairs - Serena Bains
- VP External and Community Affairs - Matthew Provost
- VP Equity and Sustainability - Marie Haddad

AVP:

- AVP Events and Student Affairs - Akum Sidhu
- AVP University and Academic Affairs - Priyanka Dhesa
- AVP External & Community Affairs - Nim Basra

SFSS Staff:

- Member Services Coordinator, Clubs - Nancy Mah
- Member Services Coordinator, Clubs - Melanie Ling
- Member Services Coordinator, Events - Dipti Chavan
- Member Services Coordinator, Clubs - Ricky Che
- Member Services Coordinator, Student Unions & Groups - Anna Reva
- Operations Organizer - Ayesha Khan
- Board Organizer - Ella Droko
- Member Services, Clubs, Surrey - Shelley Durante
- Building Manager - John Walsh
- Women's Centre Coordinator - Athena Guertin
- Administrative Assistant - Somayeh Naseri
- Policy, Research, & Community Affairs Coordinator - Beaty Omboga
- Student Advocacy Coordinator - Trish Everett

SFU

- Director, Client Services, Meeting, Event and Conference Services - Lynda Hewitt
- Director, Student Engagement & Retention - Annette Santos
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Meeting Summary and Comments

Meeting, Date	Daily Executive Check-Ins
Parties Attending	• VP Events and Student Affairs - Jess Dela Cruz • VP Internal and Organizational Development - Corbett Gildersleve • VP University and Academic Affairs - Serena Bains • VP External and Community Affairs - Matthew Provost • VP Equity and Sustainability - Marie Haddad
Meeting Length (Hrs)	0.5 hrs x 5 = 0.25
Reason	Scheduled Daily Executive Check-Ins

Summary and Outcome	
Next Steps	n/a

Meeting, Date	Jess/Gabe Check-In, 07.16.21.
Parties Attending	- VP Events and Student Affairs - Jess Dela Cruz - President - Gabe Liosis
Meeting Length (Hrs)	0.5 hrs
Reason	I needed to catch up with Gabe to let him know updates about work and personal life, requesting Leave of Absence.
Summary and Outcome	Confidential.
Next Steps	Send Gabe LOA request for approval

Meeting, Date	07.16.21. Confidential
Parties Attending	- VP Events and Student Affairs - Jess Dela Cruz - Member Services Coordinator, Clubs - Nancy Mah - Student
Meeting Length (Hrs)	1 hr
Reason	Confidential.
Summary and Outcome	Confidential.
Next Steps	Confidential.

Meeting, Date	Nominating Committee
Parties Attending	- VP Events and Student Affairs - Jess Dela Cruz - VP Internal and Organizational Development - Corbett Gildersleve - VP External and Community Affairs - Matthew Provost - Clr. Tiffany Liu
Meeting Length (Hrs)	1 hr
Reason	I was a guest at their scheduled Nominating Committee to help choose for At-Large Members for ESAC.
Summary and Outcome	- Filed some minutes - New Business: - Student at-large committee recommendations - Discussions: - Discussed we would go over applications and at the following committee meeting make recommendations to the council to review. - We chose some folks for ESAC!
Next Steps	Going over at-large applications and making recommendation at next meeting

Meeting, Date	Executive Committee Dev Session 07.20.21.
Parties Attending	• VP Events and Student Affairs - Jess Dela Cruz • President - Gabe Liosis • VP Internal and Organizational Development - Corbett Gildersleve • VP Finances and Services - Almas Phangura • VP University and Academic Affairs - Serena Bains • VP External and Community Affairs - Matthew Provost • VP Equity and Sustainability - Marie Haddad
Meeting Length (Hrs)	2 hrs
Reason	• Organizing ourselves for the next two weeks • Notion Review and Update • Emergency Action Plan and Feedback
Summary and Outcome	
Next Steps	

Meeting, Date	Double Cohort Meeting, 07.20.21.
Parties Attending	• VP Events and Student Affairs - Jess Dela Cruz • Various SFU Staff/Faculty
Meeting Length (Hrs)	1 hr
Reason	• Scheduled meeting • To plan student return to campus for those students who has yet to start school on campus (meaning they started SFU as a remote student) and those who are entering SFU in the Fall for the first time
Summary and Outcome	• Updates from Student Engagement and Retention (SER) ◦ They collected data from Undergraduate students (domestic and international, across all faculties) within the Double Cohort of what they would like to see ■ E.g. Transportation buddies, activities online and remotely, way of connection, how to join clubs/extracurriculars
Next Steps	• Attend the next Double Cohort meeting!

Meeting, Date	Fall Programming Information Sharing, 07.21.21.
Parties Attending	• VP Events and Student Affairs - Jess Dela Cruz • Member Services Coordinator, Events - Dipti Chavan • Student Engagement and Retention (SER) ◦ Carmen Ho ◦ Lynda Hewitt ◦ Caitlin Stiles
Meeting Length (Hrs)	1 hr
Reason	SER and SFSS do a check-in with one another to catch-up with what we are doing in our respective groups.

Summary and Outcome	Tour Guide • Job Description • Fall 2020 and Fall 2021 Cohort (hiring existing HIVE leaders and perhaps Peer Groups, starting August 30th and different versions) Other Ideas: • Scavenger Hunts • Hiring of the SMORES • SFU Residence & Housing Communicable Plan: (connect with Lynda) August 23rd Soft Opening Plan Need to fill in these forms September 7th - don't need to fill in these forms Month of Welcome: We don't have to think about these forms Clubs Days: • Going to be online (Hopin) - September 15th • Spring Semester will be an in-person Clubs Days (high demand) Imaginous: • Maybe in SUB • Doesn't have to be in the first month, could be October (no date yet) Staff Tours: • August 25th or August 30th • Bring Your Own Lunch tours SFU BYOL (Bring Your Own Lunch) • Stadium • Above Transportation Centre • AQ Gardens • SUB • Depending in our own capacity
Next Steps	

Meeting, Date	Women's Centre Assistant Interview #1, 07.21.21.
Parties Attending	• VP Events and Student Affairs - Jess Dela Cruz • VP Equity and Sustainability - Marie Haddad • Women's Centre Coordinator - Athena Guertin • Administrative Assistant - Somayeh Naseri • Interviewee (confidential)
Meeting Length (Hrs)	1.5 hrs
Reason	The Women's Centre Assistant Hiring Committee are having a total of four interviews to select one successful candidate for this position.
Summary and Outcome	Confidential
Next Steps	Continue interviews.

Meeting, Date	Women's Centre Assistant Interview #2, 07.21.21.
Parties Attending	• VP Events and Student Affairs - Jess Dela Cruz • VP Equity and Sustainability - Marie Haddad • Women's Centre Coordinator - Athena Guertin • Administrative Assistant - Somayeh Naseri • Interviewee (confidential)
Meeting Length (Hrs)	1.5 hrs
Reason	The Women's Centre Assistant Hiring Committee are having a total of four interviews to select one successful candidate for this position.
Summary and Outcome	Confidential
Next Steps	Continue interviews.

Meeting, Date	Council: Development Session, 07.21.21.
Parties Attending	• VP Events and Student Affairs - Jess Dela Cruz • VP Internal and Organizational Development - Corbett Gildersleve • VP Finances and Services - Almas Phangura • VP University and Academic Affairs - Serena Bains • VP External and Community Affairs - Matthew Provost • VP Equity and Sustainability - Marie Haddad • Non-Executive Councillors
Meeting Length (Hrs)	3 hrs
Reason	Scheduled bi-weekly Council Development Session
Summary and Outcome	SFSS Finance & Budget
Next Steps	n/a

Meeting, Date	Women's Centre Assistant Interview #3, 07.23.21.
Parties Attending	• VP Events and Student Affairs - Jess Dela Cruz • VP Equity and Sustainability - Marie Haddad • Women's Centre Coordinator - Athena Guertin • Administrative Assistant - Somayeh Naseri • Interviewee (confidential)
Meeting Length (Hrs)	1.5 hrs
Reason	The Women's Centre Assistant Hiring Committee are having a total of four interviews to select one successful candidate for this position.
Summary and Outcome	Confidential
Next Steps	Continue interviews.

Meeting, Date	Emergency Response Plan Feedback, 07.23.21.
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Parties Attending	- VP Events and Student Affairs - Jess Dela Cruz - VP Internal and Organizational Development - Corbett Gildersleve - VP Finances and Services - Almas Phangura - VP University and Academic Affairs - Serena Bains - FNSA Coordinator - Lacie Burning
Meeting Length (Hrs)	0.5 hr
Reason	Our Building Manager, John Walsh created an Emergency Response Plan Feedback Plan and asked Execs for approval.
Summary and Outcome	- Lack of response to overdose and mental health - Lack of safety for Black, Indigenous, and People of Colour folks, and Disabled folks - Missing: - Stalking & Harassment - Sexual Harassment - Gun Threats - Hazardous Spill - Emergency Lockdown - Cardiac Arrest - Tank Farm
Next Steps	Execs want consultation with the coordinators of FNSA (Lacie) and SOCA (Araba).

Meeting, Date	Large Event - SFSS Participation and Idea Generation, 07.26.21.
Parties Attending	- VP Events and Student Affairs - Jess Dela Cruz - Member Services Coordinator, Events - Dipti Chavan - Director, Student Engagement & Retention - Annette Santos - Director, Client Services, Meeting, Event and Conference Services - Lynda Hewitt
Meeting Length (Hrs)	1 hr
Reason	Brainstorming any welcome back events for Fall.
Summary and Outcome	- SER x SFSS collaboration (with perhaps SFU Athletics and SFU Alumni) for a welcome back event - Not only for 2020 and 2021 Cohort but for all undergraduate and alumni students as well - Brainstorming: - Firepits, outdoor movie, food, SUB Tours - Where can SFSS Sponsor/have their own mini-events that we can branch off of SER's event
Next Steps	

Meeting, Date	Executive Committee Meeting, 07.27.21.
Parties Attending	- VP Events and Student Affairs - Jess Dela Cruz - VP Internal and Organizational Development - Corbett Gildersleve - VP Finances and Services - Almas Phangura - VP University and Academic Affairs - Serena Bains - VP External and Community Affairs - Matthew Provost

Meeting Length (Hrs)	2 h
Reason	Scheduled bi-weekly.
Summary and Outcome	Updates: ● SFSS Exec Co-ops ○ Job descriptions are made up (includes reporting structure, compensations, and hours) ○ Corbett will look into when process is complete and for potential funding/subsidies for domestic students seeking co-op ● SFSS Emergency Response Plan ○ Execs and FNSA Coordinator, Lacie, went over the SFSS Emergency Response Plan (see above for Feedback) ○ Would also like Araba from SOCA for consultation ○ Lack of inclusion and safety policies of Black, Indigenous, and disabled folks ○ Will present feedback to John when he returns from vacation ● In-Person Events ○ In-person events guidelines and checklist completed ○ Will be posted through relevant social media channels ● Hiring Committee Updates ○ CAM-C (Matt/Marie): Effective immediately (and approved via email thread prior to Exec meeting), Matt no longer is on the CAM-C hiring committee. Ayesha our Operations Organizer will take his place. ○ Women's Centre Assistant (Jess/Marie): one interview left, will regroup to finalize the candidate ○ Out On Campus Program Assistant (Serena/Marie): Successful candidate chosen, reference check needs to be done. ○ Administrative Assistant (Serena): Lack of availability amongst hiring committee - Serena sent out meeting times and needs to confirm questions and schedule interviews ○ Building Coordinator (Corbett): two-full time folks hired, doing interviews for part-time building coordinators ○ Administrative Coordinator (Corbett): Need to schedule interviews ○ Almas to take part in SFU's bullying and harassment manager hiring committee ● Change from the COVID-19 Safety Plan to the Safe Operating Plan ○ Passed a motion through email to move from the COVID-19 Safety Plan to the SUB Safe Operating Plan, which was approved by staff ○ List of seven guidelines to follow when in the SUB, can be put up as posters ● New Business: ○ Acting Staff Liaison Officer Appointment Extension ■ "...Be it resolved to extend the appointment of the Vice President Internal and Organizational Development as Acting Staff Liaison Officer to July 31st" ○ SFSS Required Return to Work ■ "...Be it resolved that the Executive Committee approve the results of this staff survey, and that attendance remain optional in the Student Union Building until August 27th, 2021." ■ "...Be it further resolved that starting August 30th to September 27th, attendance in the building shall be required based on a minimum staffing requirement in each staff department as determined by the President and Operations Organizer in consultation with each department." ○ Appointing Employer Representatives to The Building Assistant

	Hiring Committee ■ "...Be it resolved to appoint VP Finance and Services Almas Phangura to the Building Assistant Hiring Committee as employer representatives." ○ Endorsing RISE Events ■ "...Be it resolved that the SFSS endorses the two online events titled; "Liberation for Palestine: Collective action and solidarity" and "Settler-Colonialism in Palestine: A History and Investigation of Colonial Aggression" occurring on July 28th 2021 and July 30th 2021, ■ Be it further resolved that the SFSS will promote said events on all social media channels" ● Discussions: ○ SUDS Attendees ■ Budget has \$12k for conference attendees ■ SUDS (Student Union Development Summit) is hosted by UBC - taking place in Downtown Vancouver ■ SFSS usually sends a couple of people per year ■ How do we make sure that if there's an influx of people who want to attend, what are the request forms, expectations etc. ■ Matt/Corbett/Ella to create standard documents and outline processes ○ Surrey Transportation Plan ■ Attended by VP Finance - Almas Phanghura ■ Increased attention to bike lanes ■ How to make transportation more accessible for all folks ■ Introduction to the working group ■ How to make investment in transportation (over the next 10 years) more beneficial to folks. ■ How is the new vision aimed at improving connectivity, dealing with climate crisis (moving away from fossil fuel run vehicles) and better the safety standards ■ Increased attention to completing the city's walking and biking networks ■ The survey about feedback and suggestion on the 4 fold plan laid out by the city ■ Previous wins (how it will help SFU and KPU students) and discussion on how to make it more accessible for all folks ■ There was also a discussion between different attendees about the questions they had. ○ Leave of Absence Policy Gaps ■ Only one option, take the time off and not get paid or work through it ■ Looking to start a conversation with the oversight committee, for more options for bereavement, mental health situations, taking care of family, etc. ■ Having the rigid structure, forces folks to resign if they don't have any other options ■ Would have to develop a policy and go through the governance committee ■ Should support folks that we work with going forward, especially if we're looking to encourage BIPOC folks and marginalized community members to work in these positions ■ If there's extenuating circumstances, there needs to be specific language around that in policy, but shouldn't create barriers in terms of providing documentation or having folks
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	- re-iterating their trauma ■ Need an accountability piece as well, so folks don't take advantage of the policy ○ Paid Leave for Execs ■ Corbett already emailed OCEO chair to have a meeting to start this discussion ● In-Camera ○ Confidential
Next Steps	● Matt/Corbett/Ella to create Conference Attendees Guidelines ● Paid Leave for Execs discussion ● Follow up on Co-Op ● GOV to take a look at Leave of Absence Policy Gaps ● Various action items from the in-camera discussion

Meeting, Date	Student Townhall, Return to Campus, 07.27.21.
Parties Attending	● SFU Staff / Faculty ● Vice-President, Academic and Provost - Catherine Dauvergne ● VP Events and Student Affairs - Jess Dela Cruz ● VP University and Academic Affairs - Serena Bains ● Various students
Meeting Length (Hrs)	1 hr
Reason	Scheduled student townhall.

Summary and Outcome

- Moving away from individual covid safety plans > moving towards communicable disease plan
- Are vaccines going to be mandatory?
 - No.
- SFU's back-to-campus plan excludes those who are immunocompromised, organ transplant recipients and other at-risk individuals. How will online learning options be provided for these students in courses listed as in-person? Is this the responsibility of each instructor to accommodate these cases?
 - Encouraging professors to be flexible
 - Had a number of seats reserved for folks who are immunocompromised (students registered with CAL only, a lot of folks have already had issues with this)
 - Missing supports for non-immunocompromised students who are living with immunocompromised students.
- Will contact tracing occur at SFU?
 - No.
 - Public health discouraged doing this and will only be making contact tracing public when there is outbreaks.
- My Study Permit is delayed due to late biometric appointment because of corona. Will I have an option to join online classes and enrol in courses as I wait for my study permit? Are students able to shift their way of learning halfway through?
 - Hopeful that the study permit will be approved for the Fall
 - Asks that students reach out to international students advisors
 - Not recommended that folks miss more than one week of class
 - Switching from remote to in-person depends on the time of the semester
- How will SFU support workers and students to stay home when sick?
 - "By trying to make it easy" - Catherine D
 - Not creating incentives for folks to come to campus sick
 - Not mandatory attendance (what about Tutorials and Labswhere attendance is mandatory....ok...)
 - Cultural change?
 - Expecting more people to be away in campus during the fall
 - TA encouraged to have good comms program with their program
 - Communicated to faculty to record lectures and post materials when possible, adding AV to some of the rooms,
 - Students to encourage to reach out to instructor that you are unwell (first week of class they should be telling you and you ask them to be clear)
 - "Work together to support learning for entire campus community"

Felling Sick or Immunocompromised?

- Registering for in-person classes, you are responsible for attending
- Encouraging self-declaration if you are unwell so that you don't have to get a medical note

SFU is not requiring proof of vaccination to return to campus as many US institutions and Seneca College, Ont., are requiring. SFU is also not requiring many non-pharmaceutical interventions (e.g., mandatory masking), and limited ventilation

upgrades have been made. Delta is currently leading to rapid case growth & a dangerous new wave in other jurisdictions, and there is no reason to believe that Delta will behave differently in BC. With this in mind, how does SFU plan to ensure the health and safety of students (and their families)? Why not adopt the precautionary principle and maintain mandatory indoor masking, physical distancing, and reduced class sizes with hybrid learning options?

- Increase in number of cases in the province and PHO confirms that less than 5% are among unvaccinated individuals (this is what Catherine says, to what she learned from B.Henry — need to confirm this point)
- Classroom settings as not principle setting to cause transmission (this is a lie, schools severely underreported cases)
- “Classroom setting was proven to be pretty safe” - Catherine (false, high school students within Surrey had so many outbreaks).
- Masking is an interesting thing to think about, mandatory masks may be reimplemented in the future

What will students without vaccines or vaccines not recognized by the province do?

- Vaccines are free in B.C.
- Can use CARES program

The AQ hallways outside C9001 are always packed with thousands of people during class change, and there's barely 2 cm between people and certainly not 2 metres.

How will you keep us safe in these crowded spaces?

- Fewer larger classes
- “Think differently about the time between classes”
 - Profs keep us late
 - But there is encouragement to let students out early

Bus Routes and adjustment for transit and parking on campus

- Some additional parking on campus (only temporary)
- Need more routes

TA's: Remote teaching and office hours

- It's up to individual folks to disclose their concerns, it's already been decided whether courses are remote or in-person
- Have to go through “the law” to receive accommodations

SFU's plan is based in hope and is SFU actually prepared for an outbreak?

- Based on public health information, going to stick to the science
- Worried about upcoming variants

Are professors mandated to implement a hybrid if a student cannot make it to campus for whatever reason?

- No

Racialized students have expressed in large numbers that they are nervous about returning to campus for many reasons, one of which is facing increased racism (macro and micro) in person again. This significantly affects students - especially Black and Indigenous - ability to maintain good health and grades.

	What supports have you set up for Black, Indigenous, and People of Colour students? And what systemic anti-racism actions are you taking? • Zero tolerance... • More support in Student Services for BIPOC students (designated Black Counsellor)
Next Steps	n/a

Meeting, Date	Governance Committee, 07.27.21.
Parties Attending	• VP Events and Student Affairs - Jess Dela Cruz • VP Internal and Organizational Development - Corbett Gildersleve • Cllr. Devynn Butterworth • Cllr. Mohammad Al-Sheboul
Meeting Length (Hrs)	1.5 hrs
Reason	
Summary and Outcome	DISCUSSION ITEMS Governance Annual Plan • Submit an email to the plan of the annual plan from November, developed and submitted) Issues Policies 2021-2022 • I shared various Issues Policies that Execs want to work on for the year Council Policy R-3.5: Exec Committee Duties • Actively participate in another committee other than the Executive Committee • Will this apply to the Chair...since they are chair of all the committees they are on? • Reference to the President...not a member of any • But ex-officio allows him for this • But also another Executive Officer has not fulfilled this (FASC > has not meant yet, and needs to get her on another committee) • Slightly conflicting wording that we need to solve
Next Steps	• n/a

Meeting, Date	Confidential Meeting with Student
Parties Attending	• VP Events and Student Affairs - Jess Dela Cruz • VP Internal and Organizational Development - Corbett Gildersleve • Operations Organizer - Ayesha Khan • Member Services Coordinator, Student Unions & Groups - Anna Reva • Student (confidential)
Meeting Length (Hrs)	2 hrs
Reason	Confidential.

Summary and Outcome	Confidential.
Next Steps	Confidential.

Meeting, Date	Women's Centre Assistant Interview #4, 07.28.21.
Parties Attending	• VP Events and Student Affairs - Jess Dela Cruz • VP Equity and Sustainability - Marie Haddad • Women's Centre Coordinator - Athena Guertin • Administrative Assistant - Somayeh Naseri • Interviewee (confidential)
Meeting Length (Hrs)	1.5 hrs
Reason	The Women's Centre Assistant Hiring Committee are having a total of four interviews to select one successful candidate for this position.
Summary and Outcome	Confidential
Next Steps	Finalize Candidate

Meeting, Date	SUB Opening Events Discussion, 07.28.21.
Parties Attending	• VP Events and Student Affairs - Jess Dela Cruz • Member Services Coordinator, Events - Dipti Chavan • AVP Events and Student Affairs - Akum Sidhu
Meeting Length (Hrs)	1 hr
Reason	• We need to plan a SUB Soft Opening!
Summary and Outcome	• Confidential.
Next Steps	• Dipti to create document of what we talked about in our meeting to share with me and Akum to present to John

Meeting, Date	Confidential Meeting, 07.28.21.
Parties Attending	• VP Events and Student Affairs - Jess Dela Cruz • Member Services Coordinator, Clubs - Nancy Mah • Member Services Coordinator, Clubs - Melanie Ling • Member Services Coordinator, Clubs - Ricky Che
Meeting Length (Hrs)	0.5 hrs
Reason	Confidential.
Summary and Outcome	Confidential.
Next Steps	Confidential.

Meeting, Date	07.28.21, Michelle x SFSS
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Parties Attending	- VP Events and Student Affairs - Jess Dela Cruz - VP Internal and Organizational Development - Corbett Gildersleve - Member Services Coordinator, Student Unions & Groups - Anna Reva - Operations Organizer - Ayesha Khan - Director, Office of Student Support, Rights & Responsibilities - Michelle Verbrugghe
Meeting Length (Hrs)	1 hr
Reason	Confidential.
Summary and Outcome	Confidential.
Next Steps	Confidential.

Meeting, Date	Council Meeting, 07.28.21.
Parties Attending	- VP Events and Student Affairs - Jess Dela Cruz - VP Internal and Organizational Development - Corbett Gildersleve - VP Finances and Services - Almas Phangura - VP University and Academic Affairs - Serena Bains - VP External and Community Affairs - Matthew Provost - AVP Events and Student Affairs - Akum Sidhu
Meeting Length (Hrs)	4 hrs
Reason	Scheduled bi-weekly Council Meeting.
Summary and Outcome	- Report from the Executive Committee - Issues Policies: Course Materials: "...Be it resolved that the SFSS Council approve and establish the drafted Course Materials Issues Policy." - Student-At-Large Committee Applications - Council appointed various members to the following Committees: - Events and Student Affairs - University and Academic Affairs - Black, Indigenous, and People of Colour - Accessibility - First Year Engagement - Accessible Course Practices Working Group "Be it resolved to strike a Working group dedicated to the Accessible course practices initiative so that this group can be more representative of all the DSUs and work under and report to the UAA committee. Be it further resolved to appoint BPK councilor, Kashish Mehta as the chair of this working group. And to appoint at least 6 other councilors (X) to be a part of this working group." - DNA Accessibility Centre Proposal *Motion Postponed - September Plans: Council Member Groups - Clubs Days and Welcome Day is virtual - FROSH - In-Person guidelines needs to have stuff for inside the SUB - SUS usually has four events during the Fall and Spring - Formals - Need a safety plan, name of Executives, PPE supplies - What is needed in terms of a COVID safety plan or a contact tracing plan?

	○ What could help increase engagement: Tapping shoulders, visiting lecture halls, events, collaborating with other DSUs ● Council Development Sessions ○ Participation helps folks focus more in development session ○ Some folks find it difficult to focus during development sessions ○ Ongoing social issues ○ The development sessions provide folks the tools they need to represent our members well ○ Some of us take notes during the development sessions, folks should take a break if necessary ○ For folks with less capacity it can be more helpful if the sessions aren't as interactive and if they were shorter ○ Can work on making them more interactive and avoiding finals season ○ Potentially having shorter sessions, asynchronous ○
Next Steps	● Fill in Council Dev Sessions Feedback Form

Meeting, Date	Women's Centre Assistant Hiring Finalize Candidate, 07.29.21.
Parties Attending	● VP Events and Student Affairs - Jess Dela Cruz ● VP Equity and Sustainability - Marie Haddad ● Administrative Assistant - Somayeh Naseri
Meeting Length (Hrs)	0.5 hrs
Reason	Finalize Women's Centre Assistant Candidate.
Summary and Outcome	Confidential.
Next Steps	Contact references.

Meeting, Date	Pow Wow Planning, 07.29.21.
Parties Attending	● VP Events and Student Affairs - Jess Dela Cruz ● VP External and Community Affairs - Matthew Provost
Meeting Length (Hrs)	1 hr
Reason	Scheduled meeting to possibly plan a Pow Wow on campus - with lead from FNSA. Kali could not attend at the last minute.
Summary and Outcome	● Created a to-do list ● Reviewed the process of space booking with SFU Recreation & Athletics
Next Steps	

Meeting, Date	Meeting with Club, 07.29.21.
Parties Attending	● VP Events and Student Affairs - Jess Dela Cruz ● Operations Organizer - Ayesha Khan ● Member Services Coordinator, Clubs - Ricky Che ● Student (confidential)

	Student (confidential)
Meeting Length (Hrs)	1 hr
Reason	Confidential.
Summary and Outcome	Confidential.
Next Steps	Confidential.

Meeting, Date	Phone Call with Nim 07.29.21.
Parties Attending	- VP Events and Student Affairs - Jess Dela Cruz - AVP External & Community Affairs - Nim Basra
Meeting Length (Hrs)	0.25 mins
Reason	I wanted to check-in with Nim.
Summary and Outcome	I wanted to offer support with Nim as she transitions into this role.
Next Steps	Onboarding meeting with Gabe/Matt/Nim/Jess.

Meeting, Date	Meeting with Staff, 07.29.21.
Parties Attending	- VP Events and Student Affairs - Jess Dela Cruz - VP Internal and Organizational Development - Corbett Gildersleve - Operations Organizer - Ayesha Khan - Student Advocacy Coordinator - Trish Everett
Meeting Length (Hrs)	0.5 hrs
Reason	Confidential - need to deal with student concerns.
Summary and Outcome	Confidential.
Next Steps	Confidential.

Total Meeting Hours	31.5
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Projects and Events

Project/Event Title	In-Person Event Guidelines
Updates and Upcoming Plans	- Helped create In-Person Event Guidelines and Contract Tracing Policy - To be posted on SFSS channels so Executives and Club Members are aware
Relevant Strategic Priorities	Student Engagement

Total Time (Hrs)	3 hrs
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Project/Event Title	Room Booking Policies
Updates and Upcoming Plans	• To double check that it aligns with other policies • Confirmation from John and Execs • Present to Council
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	0.5 hrs

Project/Event Title	SUB Soft Opening Plans
Updates and Upcoming Plans	Brainstorming and providing feedback.
Relevant Strategic Priorities	Student Engagement
Total Time (Hrs)	2 hrs

Total Project and Events Hours	5.5
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Committee Chair Work

Committee Name	Events & Student Affairs Committee
# of Meetings	0
Total Time (Hrs)	1 hr
Summary	Reviewed and approved At-Large Member Applications
Ongoing Projects	n/a
Relevant Strategic Priorities:	n/a

Total Committee Hours	1 hr
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Administrative Work

Summary	Emails! So many emails! And a lot of back and forth texting with the Executive Committee throughout every day! And, calendar scheduling, etc.
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	On average, I receive around 15 emails per day. I try and get back to them within 1-2 business days.
Total Time (Hrs)	$\sim 1 \text{ hrs per} \times 5 \text{ days} = 5 + 5 \text{ (second week)} = 10$ $.5 \text{ per} \times 2 \text{ weekend days} = 1 \text{ hr} + 1 \text{ hr (second week)} = 2 \text{ hr}$ $= \sim 12 \text{ hrs}$

Total Admin Hours	12 hrs
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Total = 50 hrs

VP Equity and Sustainability
Marie Haddad

Meeting Summary and Comments

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

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

Total Meeting Hours	
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Projects and Events

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

Project/Event Title	
Updates and Upcoming Plans	

Relevant Strategic Priorities	
Total Time (Hrs)	

Total Project and Events Hours	
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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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