

September 19th, 2021

Vice-President Finance and Administration

Leena Daboo



### **Introduction:**

Hello there! I hope that you all had an amazing summer and are looking forward to a great and successful year ahead.

### **May**

#### **Bike Co-op:**

- Made amendments to bike co-op policy & waiver
- Sent bikes for annual servicing
- Created a bike tracking form- lists down the bike numbers

#### **Campus Trust:**

- Took Campus Trust exam & ran to be Board Member
- Elected to be Board Member & appointed as Secretary hence fulfilled several formalities
- Read through the policies and agreements for Campus Trust
- Became member of their Communications' team hence attended meetings

### **June**

#### **SUpplies:**

- Contacted several universities as well as local food banks for research in terms of their operations
- Created a rough plan of SUpplies moving forward
- Started working on a Food Security Resources Pamphlet which is now ready

### WUSC (World University Service of Canada):

- Met with Richelle and Nouhad to learn more about WUSC
- Attended WUSC sessions online- Leadership Training, Building your best local committee, etc

### July

#### Finance:

- Made minor changes to the funding forms
- Allocated funds to several students

#### Financial Literacy:

- Started researching ideas for Financial Literacy Week scheduled sometime in November
- Met with MICC for potential collaboration for Financial Literacy Week

### August

#### Staff:

- Prepared staff orientation slides
- Organized and hosted a staff orientation for all part-time staff working at the Student Union
- Researched and prepared a staff handbook for all staff members

### September

#### Sustainability Campaign:

- Started research on Sustainability Campaign

#### Cadre:

- Facilitated the transition of the Cadre Editors in order for them to start working

## **Throughout the whole summer**

### **Supervision:**

- Sat on interviews for Servers at the Fox and Crow, Supervisors at the Fox and Crow, Mental Health and Wellness Officer, Cadre Editors, Services Coordinator
- Regular meetings with the people listed above to update them and make sure they are adapting to the work environment well

### **Meetings:**

- Introductory meetings with stakeholders from the university: The library, Mawi'omi Centre, Residence, VP Academic and Research, VP Finance and Administration, Chaplaincy Centre, English Language Centre, Athletics, NSO Coordinator, Sexual Violence and Prevention Officer, Donna Sutton, AVC point people, Development and Alumni Engagement and Student Affairs.
- Meetings with Sean Casey and Philip Brown
- Introductory meetings with journalists: Louise Martin, Kerry Campbell, Logan Maclean and Stu Neatby

### **Extra Stuff**

- Attended a golf retreat organized by the Department of Athletics
- Attended the Pride Parade
- Attended an EDI workshop organized by BIPOC USHR
- Governance Training
- Attended several NSO events