



NOVEMBER MONTHLY REPORT

Duncan C. Herd

2020



November 2020 Monthly Report

Duncan C. Herd
Vice President Internal
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Last Month in Review (Meetings, Events, Programs, Etc.)

October 26th:

- Welcomed new VPE, explained some changes made to the organization and executive committee over the summer.
- Policy format conversion
- Board meeting
- Took minutes of Board meeting

October 27th:

- AGM attempt no. 2
- Completed and distributed minutes of October board meeting
- Minor organization to the archive project

October 28th:

- Program and Services Assistant Interview
- Program and Services Assistant Interview
- Meetings with FM and ED

October 29th:

- Program and Services Assistant Interview
- Began work on AGM planning Handbook

This Month in Review (Meetings, Events, Programs, Etc.)

November 2nd:

- C&A Policy Meeting
- Budget Planning Discussion
- Continued work on AGM Tracker

November 3rd:

- Strategic Planning Meeting
- Rangoli Timelapse
- WEM
- Laptop Set-up
- AGM Planning Handbook
- Fees Committee correspondence





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November 4th:

- Answered Emails
- Provided elections analytics to ABCS Chair
- Designed new Task Sheet
- Began work on Child care policy
- Painted Rock
- Strategic Planning Stakeholders meeting – UFV
- AGM Planning handbook

November 5th:

- Briefing with FM
- Remembrance day ceremony
- Correspondence with Pres + ED regarding archive project communication
- Read through UFV Strategic Planning Imperatives feedback
- Fees committee

November 9th:

- Team Meeting
- Meeting with President
- AGM Handbook
- ABCS Meeting
- SUB Steering Committee
- values

November 10th:

- AGM handbook
- familiarized myself more with Asana
- TRU Meeting
- WEM
- Strat Planning Values
- Policy maintenance

November 11th:

- STAT

November 12th:

- Meeting with ED
- Emails
- AGM Handbook
- Provided feedback on Website

November 16th:





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- Answered emails
- Signed upass MOU
- Checked Asana for tasks
- Reviewed UFV Strat Plan Imperatives
- Dropped by office to pick up monitor cable
- Reviewed and investigated JCCF
- Endowment fund meeting
- AGM handbook
- Created and distributed Winter 2021 schedule

November 17th:

- Answered emails
- assisted President with fees advocacy letter
- Joint Executives Meeting
- Researched Governance Board models
- AGM Handbook
- Studentcare Meeting

November 18th:

- Researched other SU fee advocacy
- WEM
- Child Care Expense policy revisions
- Bhangra event
- Created and shared google doc for SU research
- Agenda call

November 19th:

- Emails
- Reviewed James' revised Strat plan imperatives
- Completed AGM Handbook
- Policy formatting

November 23rd:

- Shot giphys on campus
- Signed cheques
- Attended ABCS IR meeting
- Governance structure research
- Archiving

November 24th:

- Archiving
- Governance Structure research





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- call with FM
- call with Pres
- research on course evaluations

November 25th:

- Governance Structure Research
- WEM, Board Agenda
- Justice Center/Financial Meeting
- Course Eval research
- Reviewed UFV Fee breakdown
- started on monthly board report

November 26th:

- Completed monthly board report
- Completed and distributed Board Agenda
- Archive Meeting
- Governance research





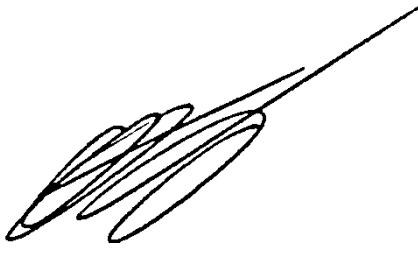
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General Updates from the Vice President Internal

1.1. AGM Planning Handbook

This month I began and completed a “AGM Planning Handbook” for future administrations to follow in order to give some structure to the planning process. This will be an internal document and accessible to the executive committee, the ED, and the Finance Manager.



X _____

Duncan C. Herd
SUS Vice President Internal

