



JANUARY MONTHLY REPORT

Duncan C. Herd

2021



January 2020 Monthly Report

Prepared and Presented by Duncan C. Herd

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

December 14th:

- Emails
- Campus visit (Cheques, Meeting w. President & Finance Manager)
- Board Prep
- Board Meeting(s)
- Document signing
- Archiving
- Governance Reading/Research

December 15th:

- Emails
- Archiving
- Document Editing (schedule)
- Policy Development (Executive Conduct Review + Executive Committee Revision)
- Clockify Reorganization
- Fund Request doc review
- Policy Development (Exec Committee Revision)

December 16th:

- Emails
- Policy Development (Exec Committee Revision)
- Archiving
- WEM
- Scheduling
- Press Release Writing
- Policy Development
- ABCS correspondence review
- Policy Development (fund request revision)

December 17th:

- Emails
- Archiving
- Payroll
- Policy Development (fund request revision)
- Christmas Party





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

January 6th:

- Emails
- WEM
- Tax Stuff
- BambooHR review
- Policy development
- ABCS IR meeting
- Debrief w. ED

January 7th:

- Vacation

January 8th:

- Vacation

January 11th:

- All Team Meeting
- Emails
- BC Societies Registry and Filing
- File Organization
- ABCS Fee Meeting
- Value Wordsmithing
- C&A Policy stuff
- ABCS Bylaw Review

January 12th:

- Emails
- WEM
- Elections Meeting
- Goal Plan Update Report
- Boardable
- Archiving

January 13th:

- Emails





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- Governance Strat Planning
- Boardable
- Elections Meeting
- Elections Policy Referendum tinkering
- Policy Development
- Agenda Call + Creation
- Reviewed VPE Goal Plan
- File Organization

January 14th:

- Emails
- Internal Correspondence
- Reviewed VPE Goal Plan
- Wellness Week Planning
- C&A Reform Discussions
- Wellness Week Letter Writing
- Payroll
- Meeting with University Secretary
- Governance Reading/Research

January 18th:

- Emails
- Executive Strategic Planning
- Goal Plan Update Report
- Storage Room Coordination
- External Correspondence w. UFV

January 19th:

- Emails
- WEM
- Elections File Transfers
- Boardable
- Executive Strategic Planning
- Goal Plan update report
- Payroll

January 20th:

- Emails
- Goal Plan Update Report





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- Elections Correspondence w. CEO
- ABCS meeting organization and Scheduling
- Meeting with StudentLife assistant
- ABCS IR Meeting



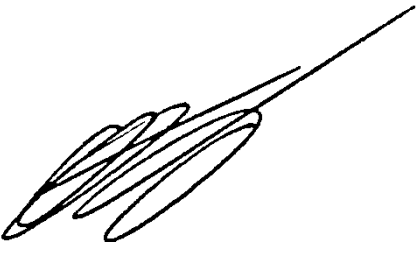


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General Updates from the Vice President Internal

X 

Duncan C. Herd
SUS Vice President Internal

