



FEBRUARY MONTHLY REPORT

Duncan C. Herd

2021



February 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.)

January 21st:

- Emails
- Policy Development (Executive Policy)
- Internal Correspondence
- Wellness Week
- Boardable
- Meeting Prep
- ABCS Policy Meeting
- Debrief w. ED
- Policy Research - ABCS

January 25th:

- Meeting with Finance Manager
- Transition Meeting
- Storage Meeting
- Meeting with President
- WEM Agenda
- CEO Correspondence
- Call with Pres
- Reviewed Revised Job Descriptions
- ABCS Policy Research

January 26th:

- Emails
- Meeting with ED and Finance Manager
- WEM
- ABCS Policy Research
- Fall Break Advocacy Meeting
- Board Prep
- Board Meetings
- Meeting with ABCS Policy Researcher

January 27th:

- Emails
- Joint Exec's Prep
- Joint Exec's Meeting





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- Check-in w. President
- ABCS Policy Research
- Film Prep
- Election Filming

January 28th:

- Emails + Payroll Approval
- ABCS Policy Research
- ABCS Policy Interview with Faculty
- AGM Meeting
- Student Concern Advocacy Research
- Call with ED

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

February 1st:

- Storage Room Cleaning/Organizing
- Emails
- WEM Agenda
- Budget Release Form Population
- Vantage Point Emailing
- Wellness Week work
- Website Revision
- Added Friends to UFV Connection

February 2nd:

- Emails + Basecamp
- WEM
- Budget Release Form Population
- Elections Meeting
- Orientation Meeting
- Archive Search

February 3rd:

- Emails
- Storage Cleaning/Sorting
- Wellness Week
- Basecamp and Boardable work
- Vantage Point Correspondence





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- Budget Release Form Population

February 4th:

- Emails
- Budget Release Form Population
- AGM Agenda
- Strat Plan Committee
- C&A Liability Research
- Call with Finance Manager
- Wellness Week
- File Organization

February 5th:

- Emails
- Call with ED

February 8th:

- Emails
- Team Meeting
- Training
- Call w. ED
- Messaging
- Bylaw Prep
- Wellness Week
- WEM Agenda
- File Organization

February 9th:

- Emails
- WEM
- Reviewed DSU policy
- Storage Room
- Policy Recession
- BMO
- Strat Plan Committee Outreach
-

February 10th:

- LLC Racism Presentation
- Strat Plan Committee Outreach
- Emails
- Board Prep





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- Website Review
- Policy Recession
- File Organization
- Task Checking
- Bylaw Prep and Policy Work
- Financial Workshop Meeting
- Vantage Point Zoom Call
- ABCS IR Meeting

February 11th:

- Emails
- Internal Correspondence
- Boardable and Basecamp
- Financial Workshop Presentation work
- Bylaw Preparation and Policy Work
- Referendum Meeting
- Governance (Bylaw Meeting scheduling, referendum research)

February 12th-21st:

- Vacation



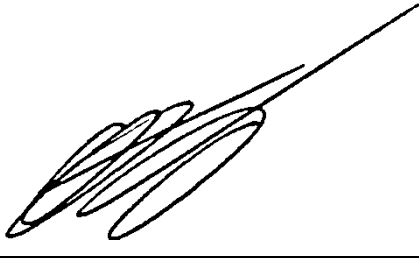


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General Updates from the Vice President Internal

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Duncan C. Herd
SUS Vice President Internal

