



MARCH MONTHLY REPORT

Duncan C. Herd

2020



March 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.)

February 22nd:

- Emails
- Boardable
- February Board Report/Canva Troubleshooting
- Financial Workshop Presentation/BMO
- Strat Plan Vision Statement
- Policy Rescission/Scheduling/Job Opportunity Posting
- SUS Candidate Review
- Financial Workshop Meeting with MCL Assist.
- WEM Agenda

February 23rd:

- Messaging Scheduling
- Emails
- WEM
- Wellness Week Workshop
- Q/A Problem-solving
- Board Prep
- Board meetings
- Emails/Scheduling/Boardable

February 24th:

- Emails + Academica
- BMO
- Airmeet Question Prep + Emailing + Basecamp
- Airmeet Testing
- What the SUS Airmeet
- Debrief
- File organization
- Spot the Error Payroll
- CEO + FM Correspondence
- UFV VPS Townhall Email Work
- Social Media Outreach
- Strat Plan Committee Questions
- Policy Research
- CEO Correspondence





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February 25th:

- Emails + Academica
- HR Downloads - Respectful Workplace
- HR Downloads - Improving Workplace Accessibility
- Emails
- Corresponded with Executives over Slack for filling out the Boardable meeting scheduler
- N8V Fitness
- Bylaw Party
- RESCHEDULING Bylaw Party
- C&A Fund Request Correspondence
- Scheduling Student Meeting
- HR Downloads - Workplace Diversity and Inclusion Training
- HR Downloads - Workplace Sensitivity Training for Employees

February 26th:

- Emails
- Reading Break Advocacy Meeting
- Archiving + Emails

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

March 1st:

- Cheque Signing
- Team Meeting
- Emails + Student Advocacy
- Bylaws
- Payroll
- Task checking
- Transition
- Strat Plan Committee
- Bylaw Scheduling
- Call with ED
- Board Chair Research
- Board Minutes: Review, Writing and Organization
- BC Societies Act
- HR Downloads - Workplace Sensitivity Training for Employees
- WEM Agenda

March 2nd:





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- Emails
- WEM
- Meeting with President
- Familiarized Website
- Slacking/messaging
- HR Downloads - Gender and Sexual Diversity Training
- AGM Marketing Feedback w. CM
- Task checking
- Personality Test
- Board Agenda Work
- Strat Plan Survey Revision
- C&A Expense Claim Voting + Requisition
- AGM Webinar Creation
- Task checking
- Emails + Investigative work

March 3rd:

- Academic Continuity Committee to discuss plans for the Fall 2021 term.
- Debrief
- HR Downloads - Unconscious Bias Training for All Audiences
- Emails
- Fund Requisition and Correspondence
- Elections: Debate Question Review
- Strat Plan Survey Revision
- Task checking
- Wellness Week Event Report
- Writing AGM Press Release
- UFV Open Education Faculty Fellows (OEFF) Panel Discussion
- Debrief with President
- Special Purpose Board Meeting Minutes
- ABCS Prep
- ABCS IR Meeting

March 4th:

- Emails
- BMO
- Writing AGM Press Release
- Task checking
- Transition
- AGM Marketing Feedback w. CM
- Strat Plan Committee Date Setting





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- HR Downloads - Due Diligence Training
- Support Student Learning with Open Education – A Discussion with Lauri Aesoph, BC Campus
- HR Downloads - Mastering the Art of Business Writing Training for Professionals
- Board Chair Research + Emails
- SUB Steering Committee Meeting
- Call with ED
- Call with Jess

March 5th:

- Emails
- Reviewed VPS Goal Plan Update
- Elections: Reality Check Question Brainstorming

March 8th:

- Emails
- Task checking
- AGM Marketing Feedback w. Rodrigo
- WEM Agenda
- HR Downloads - Conflict Resolution Training
- Transition Document Writing
- Referendum: Question Formation and Date planning
- C&A Policy Work: Prep for Meeting
- Elections: Reality Check Question Brainstorming
- ABCS Proposed Regulation Revisions Review
- SUS Accomplishment Brainstorming
- Goal Plan Final Edit Summary

March 9th:

- Emails + Internal Correspondence
- Research
- WEM
- Task checking
- Academica Reading
- C&A Meeting
- Debrief with Jessica
- Canva Instagram
- AGM Planning: Karen Correspondence
- Emailing Kyle and Sheila C&A Policy
- Scheduling Meeting
- Budget Roundtable





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- Reality Check
- Slacking/Messaging

March 10th:

- Emails + academica
- Network/Shared Drive Troubleshooting
- AGM Prep: Zoom Tinkering
- Office Cleaning, Computer troubleshooting, Payroll, Emails
- Goal Plan Final Edit Summary
- Email Logo fixing with CM
- Scheduling
- Bylaw Party
- Office, Meeting with ED
- Bylaw Document Revision

March 11th:

- Emails and Messaging
- Call with ED
- Bylaws
- Fees Committee Meeting
- Bylaws Meeting
- Bylaw Document Revision + Call with ED
- Zoom scheduling
- Task checking
- Social Media Posting
- Board Chair Research + Emails

March 15th:

- AGM Planning Meeting
- Emails and Messaging
- Chat and Check in
- HR Downloads - Detecting and Deterring Money Laundering and Terrorist Financing Training
- Task checking
- AGM Agenda Revision
- Emailing Rod Elections Policy
- Task Checking – Boardable
- Emails
- Ratification Agenda
- Goal Plan Final Edit Summary
- Call with President





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- HR Downloads - Protecting Confidential Information Training for Employees

March 16th:

- Emails and Messaging
- WEM
- Strat Plan Committee Outreach
- Task Checking – Boardable
- Creating Transition Date Calendar
- Call with FM
- Referendum Press Release
- Clockify Retroactive Entry for Reading Break
- Budget Roundtable
- Bylaw Presentation Creation
- Emailing Alumni Association

March 17th:

- Finance Stuff
- Referendum Planning
- ABCS IR Meeting
- Call with ED
- Referendum Press Release
- Boardable: Board Meeting Agenda

March 18th:

- Task checking
- Emails
- Updating Transition Form
- Call with President
- Board Agenda Making
- Revealing Systemic Racism and Inequities in BC
- AGM Agenda Building (Boardable)
- Emailing incoming President regarding Joint Executives
- HR Downloads - Project Management Training for Professionals

March 19th:

- Ratification Board meetings

March 22nd:

- Emails
- HR Downloads - Problem Solving and Decision Making Training





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- Task checking
- Payroll Checking & Misc.
- Board Agenda Minutes, Governance File Management, & Personality Stuff
- Board Chair Job Description
- Executives Wrap Up Form
- Feedback on Fund Request Forms
- WEM Agenda
- ABCS Proposed Regulation Revisions Review

March 23rd:

- WEM
- Sick Leave

March 24th:

- Emailing incoming President – NDA
- Emails
- ABCS Budget Review
- Joint Execs Pre Meeting
- Joint Executives Preparation
- Joint Executives Meeting
- Task checking
- Misc AGM tasks
- Redoing AGM Bylaw Presentation
- Creating Referendum Q/A Events
- Call with ED
- AGM Pres Messaging with President
- Emailing Alumni Association
- ABCS IR Meeting Prep and Agenda Review
- Fund Request Review
- Call with Board Member
- Emailing
- ABCS IR Meeting
- Call with ED
- AGM with CM
- AGM-Website Stuff

March 25th:

- Emails
- Creating Summer Availability
- Misc. Messaging and Task Checking





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- HR Downloads - Social Media Awareness Training for Employees
- Call with President
- Goal Plan Update Presentation
- Performance Review
- Shared Drive File Organization
- Updating Website with Board Minutes

March 29th:

- Emails & Messaging
- Clockify
- Task Checking – Boardable
- Writing timeline email to Incoming Board Members
- Shared Drive File Organization
- Intranet Launch
- Intranet exploration
- Studentcare Meeting
- Call with CEO
- Zoom scheduling
- Call with President
- AGM Bylaw Presentation
- Card
- BMO
- Referendum Meeting
- Referendum Stuff
- WEM Agenda
- Reviewed Exec hrs



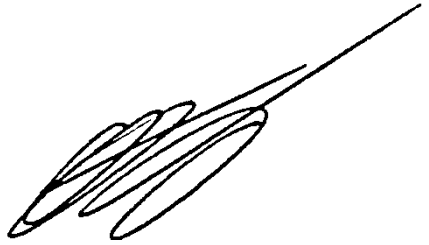


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General Updates from the Vice President Internal

X 

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