



# **APRIL MONTHLY REPORT**

Duncan C. Herd

2021



## April 2021 Monthly Report

Prepared and Presented by Duncan C. Herd

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### Last Month in Review (Meetings, Events, Programs, Etc.)

#### March 30<sup>th</sup>:

- Emails
- WEM
- Goal Plan Update Video Presentation
- Scheduling & Misc.
- Boardable: Board Meeting Agenda
- Board Meetings
- ABCS Proposed Regulation Revisions Review
- Task checking
- DISC test team building

#### March 31<sup>st</sup>:

- Personal day

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

#### April 1:

- SUS Team Day

#### April 2<sup>nd</sup>:

- Good Friday

#### April 5<sup>th</sup>:

- Easter Monday

#### April 6<sup>th</sup>

- Misc. Messaging and Task Checking
- WEM Agenda
- BMO
- Emails
- WEM
- BambooHR Feedback





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- Communication with P&S Assistant over Referendum Marketing
- Fund Request Processing
- Rescheduling VPE Transition meeting
- AGM Social Media
- Transition Documents
- Office meetings
- New Board Correspondence
- Reviewing Programs and Services BambooHR stuff

### April 7<sup>th</sup>:

- Emails
- Misc. ABCS tasks
- Budget Presentation Review
- Shared Drive File Organization
- Transition Documents
- Payroll Deposit Checking
- AGM Prep
- AGM
- AGM Debrief Messaging

### April 8<sup>th</sup>:

- BMO
- Emails + Messaging
- Scheduling Board Meet and Greet
- Transition Documents

### April 12<sup>th</sup>:

- Office Meetings
- Team Meeting
- Emails and Discussions with President
- Transition Planning Meeting
- Office tasks and Meetings
- Annual Report Work
- WEM Agenda

### April 13<sup>th</sup>:

- Emails
- WEM
- Annual Report Work
- Referendum Building (Software)
- BMO





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- Call with President
- Task Checking – Boardable
- Finding Archived Monthly report for Comm manager
- WUSC Meeting
- Referendum Presentation
- Scheduling Advocacy meeting
- Mandate Policy Research
- Mandate Policy Work

### April 14<sup>th</sup>:

- National Educational Association of Disabled Students (NEADS) Report Discussion
- CASA National Indigenous Advisory Council
- Best Practices for EDI on your Campus
- Emails
- AGM Polling Work
- Misc. Messaging and Task Checking
- Committee List work
- Call with Olivia
- Mandate Policy Work
- ABCS IR Meeting
- AGM attempt 2

### April 15<sup>th</sup>:

- CSV Conversations (Sexualized violence)
- Closing Keynote: Inclusive Advocacy- Role of Student Leaders in Promoting EDI
- Emails
- UFV Policy 46 Advocacy Meeting
- Meeting with New Board Rep

### April 19<sup>th</sup>:

- Emails
- WEM Agenda
- Emails & Messaging
- Mandate Policy Work
- WEM
- Task checking
- Referendum Stuff: Testing Email View and Emailing UFV IT
- Emailing Al Wiseman regarding UFV Policy
- Emailing Rodrigo regarding Video Files
- Interview P&S
- C&A Fund Requisition: Enactus





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- Committee List work
- Boardable: Board Meeting Agenda

### April 20<sup>th</sup>:

- Academica, Misc. Messaging, and File Organization
- Board monthly Report
- Shared Drive File Organization
- Bylaws News Story Writing
- Emailing Board regarding new Chair
- Referendum Q/A 1
- Computer & Email fixing
- Coffee with Incoming President
- Emails + Messaging

### April 21<sup>st</sup>:

- Emails & Messaging
- Basecamp: Transition Week planning
- Policy Updating
- Boardable: Board Meeting Agenda
- Payroll Review
- Referendum Q/A 2

### April 22<sup>nd</sup>:

- Sick Leave

### April 23<sup>rd</sup>:

- Referendum Q/A 3
- Emails

### April 26<sup>th</sup>:

- Emails
- Transition Meet & Greet
- Policy Updating
- External Advocacy Training -CASA/ABCS
- WUSC General Meeting
- WEM Agenda





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A handwritten signature in black ink, consisting of several overlapping loops and a long, thin tail extending upwards and to the right.

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Duncan C. Herd  
SUS Vice President Internal

