

Last Month in Review

- April 27th
 - WEM
 - Emails to the Board and thanks to UFV Admin
 - ABCS transition
 - Fund Request response emails
 - Chair job description posting
 - Boardable: Board meeting agenda
 - SUS Board Meetings
 - Board training prep
 - Monthly report template design
 - Emailing WUSC Co-Chairs regarding website
 - Policy updating
- April 28th
 - SUS new executive transition
 - Emails
 - Policy updating
 - Meetings in office
 - Task planning & checking
 - ABCS/CASA scheduling
 - Internal meetings with President & VPE
 - Internal meetings with President and Finance Manager
 - ABCS IR Meeting
- April 29th
 - Goal Planning Session
 - Elections & Task Planning
 - Misc. Task Completing
 - Canva - Referendum Post making
- April 30th
 - Referendum - Last check on Elections Runner
 - Drafting up some Referendum Marketing

- Studentlife C&A Year End Wrap Up

This Month in Review

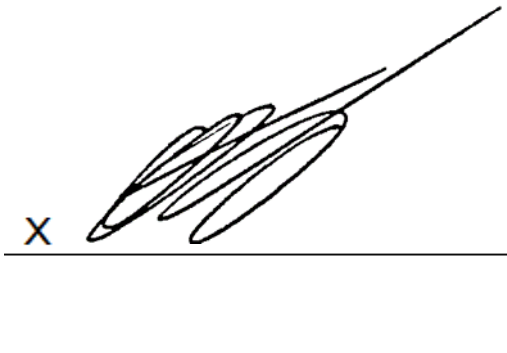
- May 3rd
 - Office Meetings
 - Team Meeting
 - Referendum Troubleshooting
 - SUS Headshots
 - Referendum Troubleshooting & Marketing
 - Misc. Messaging and Task Checking
 - Processing UFV WEST Expense Claim
 - Mini Executive Meeting
 - Meeting with Al Wiseman
 - Emails
 - Enactus Viewing Party
- May 4th
 - VPI Transition & Misc. Meeting
 - Computer Set up, Office organizing, chat with President
 - Emails & BMO
 - VPI Calendar Editing
 - WEM Agenda
 - Office moving
 - Internal Correspondence/Task completion
 - Misc. Messaging and Task Checking
 - Cookbook & Branding Manual Review
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- May 5th
 - Board Training
 - Office Catch-up
 - Emailing WUSC Co-Chairs regarding website
 - WEM
 - WUSC Webpage Meeting
 - Misc. Messaging and Task Checking
 - C&A Fund Requisition: WEST

- May 6th
 - Drafting MACS email response
 - Reviewing CASA Agenda
 - Misc. Messaging and Task Checking
 - Planning Advocacy Meeting
 - CASA Coffee & Conversation
 - Call with President
 - Emails & Communications
 - Excel Calendar for ED & Referendum Updating
- May 10th
 - Emails
- May 11th
 - Emails
 - Adding Land Acknowledgements to WEM Agendas
 - Office Check-in & meetings
 - Financial Processes & Procedures Presentation
 - Boardable: Board Meeting Agenda
 - Advocacy Campaign Meeting
 - Emails & Communications
 - Hybrid Option Campaign Researching & Letter Writing
 - ABCS Emailing Stuff
 - Call with President
- May 12th
 - Emails & Academica Reading
 - Hybrid Option Campaign Researching & Letter Writing
 - WEM
 - Emailing Tiina Regarding Joint Execs
 - Boardable: Updating Board Agenda & WEM times
 - BC Societies Registry
 - Basecamp Task Organization
 - C&A Policy & Phone call with ED
- May 13th
 - Emails & Messaging
 - BMO
 - Emailing Sheila regarding Orientation
 - Task Planning & Checking
 - Scheduling meetings with Sheila and Advocacy Conferences

- AGM Planning
- Boardable: Board Meeting Agenda
- Call with President
- Reviewing/Editing President's Letter to UFV President
- Developing SMART Advocacy Goal Plan
- May 14th
 - Call with President
 - Uploading Files to Basecamp
 - Office Check-in & Chatting
 - Emails
 - Strat Planning Conversation with FM
 - Drafting SMART Advocacy Presentation Document
 - Task Planning & Checking
- May 15th
 - ABCS Special Purpose Board Meeting
 - CASA Basecamp Analysis
- May 17th
 - BMO
 - Board Chair Interview
 - Posting Chair Job Description
- May 18th
 - Emails
 - Flag Project
 - Policy Updating
 - Task Planning & Checking
 - Strat Plan Wordsmithing
 - WEM Agenda
 - Emails & Messaging
- May 19th
 - Office Check-in & Chatting
 - Emails
 - CASA Policy Pop-Up
 - Meeting with ASU President
 - Meeting with Finance Manager
 - Emails, Messaging, Conversations with Staff
 - Boardable: Board Meeting Agenda
 - Elections Policy

- WEM
- Office Chatting
- Meeting with Leanne
- Chat with President
- Task Planning & Checking
- Call with P&S Manager
- Selecting SUS Headshots for Arnold to post
- May 20th
 - ABCS Skills and Training Conference Sessions
 - Misc. Messaging and Task Checking
 - Call with ED
 - Emails
- May 21st
 - ABCS Skills and Training Conference Sessions
 - Emailing & Website Updating
 - Elections Policy
 - WUSC Webpage Emailing
 - Call with President
- May 22nd
 - ABCS Skills and Training Conference Sessions
 - Call with President
 - Call with ED
- May 23rd
 - ABCS Skills and Training Conference Sessions
 - Emails
- May 24th
 - Victoria Day
- May 25th
 - CASA Foundations Conference Sessions
 - Emails
 - Call with P&S Manager
- May 26th
 - CASA Foundations Conference Sessions
 - WEM
 - Emails
 - Elections Policy
 - Board and WEM Agenda

- May 27th
 - CASA Foundations Conference Sessions
 - Public Board Meeting
 - In-Camera Board Meeting
 - Board Debrief
 - Writing TESA email response
 - Board Minute Archiving
 - Call with ED
 - Call with President
 - Emails
 - Board Chair Training

A handwritten signature in black ink, appearing to read "Duncan C. Herd", is written over a horizontal line. To the left of the signature, there is a small "X" mark.

Duncan C. Herd
SUS Vice President Internal