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Report of the Vice President, Internal

Name: Tammy Maniou

Reporting Period: May 1, 2023 – June 16, 2023

Council Date: June 16, 2023

Internal Affairs and DSU Committees

Comms meeting, May 2, 3 pm:

- a. Was updated on new comms request form status and Society request.
- b. Discussed upcoming newsletter content.
- c. Decided on new meeting time for comms meetings to accommodate staff summer hours.

Staff meeting, May 3, 10 am:

- a. Facilitated the meeting.
- b. Updated staff on exec items, clarified context around WFH requests and child care obligations, and checked progress on executive transition items.

R&O meeting, May 3, 11 am:

- a. Discussed potential supports for R&O staff and updates on action items.

Meeting with legal counsel, May 3, 1 pm:

- a. Discussed a confidential issue with legal counsel, the President, VPFO, and Director Operations.

One-on-one staff meeting, May 4, 11 am:

- a. Met with the Policy and Governance Coordinator and Director of Operations.
- b. Touched base on pending onboarding items and ongoing tasks.

Steering Committee meeting, May 4, 12:30 pm:

- a. Took minutes.
- b. Discussed committee mandate and task items.

Executive Committee meeting, May 5, 11 am:

- a. Took minutes.
- b. Was updated on the President's transition status, pending items for O-Week and from last year and this year, and meetings that need to be scheduled.

Comms meeting, May 9, 1:30 pm:

- a. Discussed newsletter and website updates.
- b. Discussed Sponsorship Coordinator tasks and Grawood socials.

One-on-one staff meeting, May 10, 12 pm:

- a. Met with the Societies and Programming Coordinator and Director of Operations.
- b. Was updated on prospective projects and ongoing tasks.

Steering Committee meeting, May 11, 12:30 pm:

- a. Took minutes.
- b. Investigated GM job descriptions from other Student Unions.

One-on-one staff meeting, May 12, 10 am:

- a. Met with the Policy and Governance Coordinator and Director of Operations.
- b. Was updated on pending task item progress.

Executive Committee meeting, May 15, 1:30 pm:

- a. Took minutes.
- b. Discussed O-Week tasks, external meeting scheduling, and exec convocation attendance.

One-on-one staff meeting, May 16, 1 pm:

- a. Met with the Societies and Programming Coordinator.
- b. Wrapped up Society training pieces.

Comms meeting, May 16, 1:30 pm:

- a. Discussed important O-Week timeline pieces and sponsorship updates.

Steering Committee meeting, May 17, 12:30 pm:

- a. Took minutes.
- b. Workshopped DSU GM job description.

DSU Event Commissioner interview, May 18, 11 am:

- a. Interviewed a candidate for the role with the Graphic Designer and the Societies and Programming Coordinator.

Steering Committee meeting, May 18, 12:30 pm:

- a. Took minutes.
- b. Began researching Research and Outreach Coordinator job description.

DSU Event Commissioner interview, May 19, 11:45 am:

- a. Interviewed a candidate for the position with the Graphic Designer and Societies and Programming Coordinator.

E&A meeting, May 19, 1 pm:

- a. Met with the new E&A Office Manager and the Director of Operations.
- b. Discussed pending onboarding items and explained OSC and Office structure.

One-on-one staff meeting, May 22, 10 am:

- a. Met with the President and Policy and Governance Coordinator.
- b. Received updates on Council Chair and Recording Secretary interview schedule, deed of gift with Dal Archives.

Health and Safety meeting, May 23, 12 pm:

- a. Was updated on H&S related items.

Comms meeting, May 23, 1:30 pm:

- a. Discussed website updates, sponsorship task list, promos for CASA conference, O-Week T-Shirt logistics.

Hiring committee meeting, May 24, 11 am:

- a. Met with the President and the Policy and Governance Coordinator.
- b. Went through interview questionnaires for Council Chair and Recording Secretary.

One-on-one staff meeting, May 24, 12:30 pm:

- a. Met with the Societies and Programming Coordinator and Director of Operations.
- b. Received ratification and PEO training updates.

Council Chair interview, May 24, 3 pm:

- a. Interviewed a candidate for the position with the rest of the hiring committee.

Steering Committee meeting, May 25, 12:30 pm:

- a. Attended the meeting and discussed ROC job description.
- b. Was informed of GM hiring committee progress.

Executive Committee meeting, May 26, 10 am:

- a. Took minutes.

- b. Brought forward a Society space proposal.
- c. Discussed supervision and 1-1 structure.

Staff meeting, May 26, 12 pm:

- a. Facilitated the meeting.
- b. Discussed HR updates, communication protocols.

Recording Secretary interview, May 26, 1:30 pm:

- a. Interviewed a candidate for the position with the rest of the committee.

Recording Secretary interview, May 26, 2:30 pm:

- a. Interviewed a candidate for the position with the rest of the committee.

Big Tree Promotions meeting, May 26, 3 pm:

- a. Met with the rest of the executive and a company rep and made a merch order for O-Week.

One-on-one staff meeting, May 29, 10 am:

- a. Met with the President and the Policy and Governance Coordinator.
- b. Was updated on ongoing tasks and Council schedule plan.

Staff meeting overview, May 29, 10:30 am:

- a. Met with the Director of Operations for updates from the last staff meeting and pending questions.

Executive Committee meeting, May 29, 2:30 pm:

- a. Took minutes.
- b. Received Council updates and approved new WFH policy for FT staff.

Meeting with legal counsel, May 29, 3:45 pm:

- a. Met with legal counsel and the executive to discuss a confidential HR matter.

Comms meeting, May 30, 11:30 am:

- a. Discussed plan for fire resources, newsletter and calendar updates.

One-on-one staff meeting, May 31, 12 pm:

- a. Met with the Societies and Programming Coordinator and Director of Operations.
- b. Was updated on PEO training, event approval for Societies, and Society Expo planning progress, and was introduced to a new Societies service idea.

Steering Committee meeting, June 1, 12:30 pm:

- a. Took minutes.
- b. Finalized job description for ROC and was assigned relevant hiring tasks.

One-on-one staff meeting, June 5, 10 am:

- a. Met with the President and Policy and Governance Coordinator.
- b. Was updated on Council O-Week shirt progress and committee membership promotion.

Chartwells meeting, June 5, 12 pm:

- a. Met with the executive, the Director of Operations, and the Financial Controller.
- b. Discussed Chartwells update.

Executive Committee meeting, June 5, 2:30 pm:

- a. Took minutes.
- b. Was assigned relevant tasks to the Society space proposal item.

Comms meeting, June 6, 1:30 pm:

- a. Received updates on sponsorship package progress.
- b. Discussed engagement tracking with the rest of the team.

DSUSO meeting, June 7, 12:30 pm:

- a. Met with the DSUSO Office Manager and Director of Operations.
- b. Dealt with onboarding issues and outlined expectations for the position.

O-Week Steering Committee meeting, June 9, 9 am:

- a. Attended the meeting and caught up with work done so far on O-Week.

Staff meeting, June 9, 12 pm:

- a. Facilitated the meeting.
- b. Updated staff on ROC hiring process, received updates on GM hiring process, and was notified of a scheduled power outage to take place a week later.

One-on-one staff meeting, June 12, 10 am:

- a. Met with the President and Policy and Governance Coordinator.
- b. Received progress update on Council training schedule.

Chartwells meeting, June 12, 1 pm:

- a. Met with the executive and Financial Controller.
- b. Discussed updates on the issue.

Offices meeting, June 12, 1:30 pm:

- a. Met with the Director of Operations and an Offices Manager to discuss an issue.

Executive Committee meeting, June 13, 10 am:

- a. Took minutes.
- b. Discussed exec goals and was updated on staff WFH days and Vacation schedule up until July.

DUES meeting, June 13, 12 pm:

- a. Met with the President of DUES, the Director of Operations, and the VPFO.
- b. Discussed DUES and Engineering Faculty initiative to request exceptions to the T-Room liquor licence.

Comms meeting, June 13, 1:30 pm:

- a. Discussed sponsorship package and social media conference updates, as well as promo and signage progress.

Society complaint meeting, June 15, 11 am:

- a. Met with the Societies and Programming Coordinator and a Society executive to discuss a complaint we received against the Society.

Steering Committee meeting, June 15, 12:30 pm:

- a. Took minutes.
- b. Discussed hiring updates, printing, and MSA desk reuse.

Council training, June 15, 5 pm:

- a. Received Council training.

O-Week Steering Committee meeting, June 16, 10:30 am:

- a. Received updates on O-Week progress.

Council meeting, June 16, 6 pm:

- a. Attended the meeting and provided verbal updates on my work so far.

Society Review Committee Updates

Society Review Committee members for 2023-2024 have not been appointed yet. I've been dealing with Society complaints in an investigative capacity until that happens. I have also been approving event requests for Levy and Faculty Societies on a case-by-case basis and will be submitting a report to SRC at our first meeting to ensure transparency and accountability.

Offices Steering Committee Updates

Offices Steering Committee members for 2023-2024 have not been appointed yet. As seen above, the Director of Operations and I have been dealing with onboarding new hires for the Offices, outlining expectations for each position and navigating issues as they arise.

Student Accessibility Fund Committee Updates

Following Bursary Policy 2.6.3, SAFC members' terms from 2022-2023 have continued until members for 2023-2024 are appointed. The Committee has met four times, on the below dates, to assess application backlog from 2022-2023 due to the overwhelming number of applications received. With Committee members' feedback, I have also prepared the form for 2023-2024 applications and have submitted them to the DSU Communications Team to update the website.

SAFC meeting dates May 1 – June 16:

- May 18
- May 24
- May 31
- June 7 (did not meet quorum, but form consultation took place).

University Affairs and Committees

FASS meeting, May 9, 11:30 am:

- a. Last meeting of the year, discussed sub-committee reports.

Faculty of Medicine Convocation, May 30, 9 am:

- a. Attended the Ceremony on behalf of the DSU.

Faculties of Architecture & Planning and Dentistry Convocation, May 30, 12:30 am:

- a. Attended the Ceremony on behalf of the DSU.

Faculty of Law Convocation, June 2, 9 am:

- a. Attended the Ceremony on behalf of the DSU.

Faculty of Engineering Convocation, June 5, 12:30 pm:

- a. Attended the Ceremony on behalf of the DSU.

DSU x VPEI meeting, June 7, 11 am:

- a. Met with the Vice-Provost, Equity and Inclusion.
- b. Discussed next meeting steps.

External and Broader Community

Nothing to report.

Goal Progress

In terms of leftover tasks from 2022-2023, I do not consider my Winter goal complete, due to what I find to be insufficient consultation with stakeholders on my end. I had a meeting with the Assistant Vice-Provost, Equity and Inclusion, to receive advice on university structures that could help students deal with equity-related issues. I was also referred to a member of the HRES team to receive further information on how they help students navigate equity-related issues.

In terms of goals for 2023-2024, goals have not been yet presented to Council. Based on my experience last year, I would like to work on setting Residence Councils up for success in the Summer, develop supports for Societies for their Winter elections in the Fall, and create a Society appreciation scheme in the Winter. Details are TBD on the last goal.

Upcoming Dates

Nothing to report.



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Report of the Vice President, Finance and Operations

Name: Henry Amin

Reporting Period: May 01 – June 15, 2023

Council Date: June 16, 2022

Internal Affairs and DSU Committees

- a) Chaired all Steering Committee meetings.
- b) Conducted a Treasurer Training on May 31st.
- c) Executive Committee Meetings:
 - Attended ECM meetings and engaged with members.
- d) Responded to emails and offered help and guidance to all societies and members that required assistance that was within my jurisdiction as the VPFO.
- e) Attended Health and Safety Meetings.
- f) Attended Meetings with Staff and discussed internal operations processes.
- g) Attended most Staff Meetings and offered insights and ideas.
- h) Attended several meetings with banks to discuss potential investment management opportunities.
- i) Attended all interviews seeking to hire a new General Manager.
- j) Attended O-Week Committee meetings.
- k) Attended meetings to discuss updates with our food services provider.

- l) Attended meeting with DUES to discuss T-room queries.
- m) Attended council training.
- n) Attended investment portfolio review with the bank we are collaborating with.

Budget and Finance Committee Updates

- a) Currently in the process of assigning committee members. Awaiting applicants to insinuate interest in joining the committee.

Grants and Sponsorship Committee Updates

- a) Currently in the process of assigning committee members. Awaiting applicants to insinuate interest in joining the committee.

International Student Emergency Bursary Committee Updates

- a) Currently in the process of assigning committee members. Awaiting applicants to insinuate interest in joining the committee.

University Affairs and Committees

- a) None.

External and Broader Community

- a) None.

Goal Progress

a) Summer Semester Goal: Restructuring the Dalhousie Student Union

During the summer semester, my primary goal was the initiation and implementation of a substantial restructuring of the Dalhousie Student Union. In pursuit of this goal, I established and chaired a dedicated steering committee tasked with designing a new, more efficient internal structure. This new structure saw the creation of a single general manager role in place of the previously existing two director positions, a move designed to streamline leadership and improve administrative efficiency. Additionally, we proposed the role of a research and outreach coordinator to improve our connections both within our student body and our broader community and to better support DSU executives. After crafting detailed job

descriptions, we set a hiring timeline for these new roles and are currently in the final stages of hiring the general manager, with the process for the research and outreach coordinator soon to commence.

b) Fall Semester Goal: Policy and By-Law Updates

In the upcoming fall semester, my primary focus will be on updating the various policies and by-laws that fall within my portfolio. Many of these policies have become outdated, and it's crucial that they are revised to reflect the current needs and realities of our student union. In addition to updating these policies, I also plan to provide recommendations for amendments to by-laws relevant to my portfolio. This process will involve thorough consultations with all relevant parties to ensure that any proposed changes adequately represent the union's interests and continue to create a welcoming and inclusive environment for all students.

c) Winter Semester Goal: Under Evaluation

As for the winter semester, I am still in the process of evaluating and setting my primary goal. My commitment to maintaining an open line of communication with all constituents will play a significant role in deciding this goal. I intend to seek their input to ensure that my goal aligns with their needs and aspirations. Further updates on this will be provided in due course.

Upcoming Dates

a) Treasurer Training: June 30th.