

VP Internal EXEC Report

Date	Task & Related Project	Updates (e.g., Progress, Revised Forecast)	Next Steps	Time Spent (Hours)	Point of Contact	Status
11th July	Past mandate subsidy allocation precess planning	Planning the deadline and logistics of the incomplete work.		2.5	VP Internal	C
13th July	Frosh Events Planning	Brainstorming		1	Execs	C
13th July	Health Insurance Meeting	Future steps and mobilization		1	Execs	C
13th July	Bank Signatory Transfer	wasn't completed on the day		1	Finance manager	P
14th July	Funding Manager role discussion	How to go about the role, and collective agreement from union-based discussion		0.5	President	C
14th July	Funding Manager Interview			1	Staff, President	C
14th July	Sponsorship Ideas Discussion	Brain Storming		1	Execs	C
15th July	Council Meeting			3.5	Council	C
16th July	Discussion with IEAC Event Advisor	Collaboration meeting with IEAC		1	VP Mobilization	C
18th July	Council members details form formation			0.5	President	C
18th July	Budget and Funding Committee meeting			1.5	Staff, President	C
18th July	Bank Signatory Transfer			1	President	C
19th July	Frosh Events Planning with Director	A&S Director		0.5	President	C
22nd July	Sustainability Committee meeting with ENUF			1.5	ENUF, Directors	C
22nd July	Meeting with ECSGA	Collaboration opportunities		1	Execs	C
22nd July	Meeting with JMGSa	1st meet and greet		2	Execs	C
22nd July	Execs Monthly Meeting	todos and update sharing		2	Execs	C
23rd July	Settling Accounts for Subsidies and Gaspe			3	Finance manager	C
24th July	Hand Book, Sports, Sponsorship committee docs prep			1	VP Internal	C
25th July	Staff Execs Meeting			1	Execs, Staff	C
26th July	Accounts stats meeting with Finance Manager			1	Finance manager	C
28th July	Execs Frosh Planning			1	Execs	C
			Total (Hours)	29.5		