

Name: Joelle Mason
Position: Vice President of Operations & Finance
Date: March 28, 2018
Subject: February Report Report

This was my second month as Vice President of Operations and Finance. March was a busy, but enjoyable month. The following entails what occupied my time in this role.

March 1 – Office hours: Reviewed late time sheet applications, checked emails and assisted staff (3.5 hours)

March 5 – Attended/supported/promoted cultures meet and greets event and office hours (4 hours)

March 6 – Office hours (1.5 hours)

March 7 – Office hours and attended all candidates forum (3 hours)

March 8 – Office hours (3 hours)

March 9 – Student council, unfortunately did not have quorum and office hours (4 hours)

March 11 – Helped the Enactus club collect donations from volunteer donors around Calgary (5 hours)

March 12 – Executive meeting to review motions that could not be decided in council and meeting with Ifeoma (3 hours)

March 13 – Managed the thrift store event (4 hours)

March 14 – Managed the thrift store event (5 hours)

March 15 – Office hours and presented an award on behalf of SABVC at the CEFL Awards ceremony (3 hours)

March 16 – Office hours (2.5 hours)

March 19 – Office hours (2 hours)

March 20 – Student Life Meeting and office hours (3 hours)

March 21 – Office hours and SABVC event Flames game I promoted this event to all of my classes (2 hours)

March 22 Finance Meeting and Office hours (2.5 hours)

March 23 – Council Meeting and Office hours (2.5 hours)

March 26 – Meeting with Corrina and Office hours (2 hours)

March 27 – Office hours (4 hours)

March 28 – Office hours

Best,

Joelle Mason