



Director/Exec Name	Harveer Singh
Title	VP Operations and Finance
Date Submitted	May 10, 2021

Activities since May 1st:

- Hours worked (May 3rd-7th): 48 total, In office: 48
  - Transitional work, GM hiring and BOG meetings contributed to the long hours.
- Operations
  - Met with Gallivan, insurance company, with Hannah to open a dialogue
  - Read the Budgets for 2019-2020 and 2020-2021
  - Coping with all the transition work
- GM interviews
  - Completed first round interviews
  - Completed second round interviews
  - Will be finalizing the top candidate for board review
- Board work
  - Board orientation
  - Shared Gift cards to every board member
  - Hosted the board social night to get to know each other
- Internal Meetings
  - Operations orientation: got caught up with current projects and some services.



- Management: met managers and got caught up on current challenges and opportunities.
- Signing authority: discussed that process and responsibilities.
- Introduction with the new executive team
  
- Community
  
- Projects
  - Response towards increased tuition fees
  - COVID Bursary applications approved

Executive committee meeting