

Call to Order – 12:30 am, January 22, 2015 | Build SFU Think Tank

1. Roll Call of Attendance

Committee Composition

Vice President External Relations (<i>chair</i>)	Darwin Binesh
Vice President Student Life	Kayode Fatoba
Vice President University Relations	Moe Kopahi
Board of Directors Representative	Brady Wallace
Councilor	Michael Fujiwara
Councilor	Kathleen Yang
Councilor	Andy Untawala
Councilor	
Out On Campus Representative	
Women’s Centre Representative	Anjali Biju
Senate Representative	
Student At-Large	

Society Staff

Campaigns, Research, and Policy Coordinator	Pierre Cassidy
Minute Taker	Dion Chong

Guest

Board of Directors Representative	Ayla Kooner
Board of Directors Representative	Deepak Sharma
Member.....	Curtis Pooghkay
Sex Week Working Group	Jeff
Sex Week Working Group	Andrew

Regrets

Board of Directors Representative	Rebecca Langmead
Board of Governors Representative	Deven Azevedo

Absent

Student At-Large	Arjan Mundy
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2. New Business

a. Sex Week 2015 Funding

MOTION ADV 2015-01-15:03

Fatoba/Amended Fatoba

Be it resolved to approve the budgeted amount of up to \$5,156.73, allocated from 820/23 Campaigns for Sex Week 2015.

At the previous Advocacy Committee meeting, the committee set aside some funds from the Campaigns line item for the Sex Week 2015 initiative, pending the submission of the campaign details in Campaign Template format, finalized budget, and invoices. It was expressed that not all details were available to the committee in the previous week. Since that time, email correspondences have resulted in substantial reductions to speaker fees. Additionally, the working group was opting to use SFSS t-shirts as opposed to custom Sex Week shirts, which would allow for further cost savings.

Volunteers are currently being recruited, which thus requires approximations for volunteer catering. Gifts for speakers/groups – will likely be mugs and thank you cards. The biggest concern at present was to print posters and prepare advertising for the event.

Sex and Health Fair catering form was presented to the committee. Invoices had yet to be received from two presenters at the fair which required an honorarium, but the following information was drawn from their respective websites: Options for Sexual Health (\$150/hour), YouthCO (\$70).

Six speakers have been confirmed for the speaker series on February 5th.

Confusion was expressed around the consistencies documents that have been forwarded to the committee. Members of the working group identified a number of calculation errors and budgetary issues. It was expressed that the overarching Sex Week document was very different from the campaign proposal recently submitted to ADV.

Breakdown of speaker costs was requested, as there was no indication of which speakers were selection, the contracts, and associated costs. A list could be prepared for the committee of all speakers that the working group was in contact with, the agreed amounts, and the contracts. Concern was expressed that day one costs were merged into day three costs.

One of the working group members indicated that the Sexual Health Fair budget should largely be completed and requested that the committee consider a partial provision of funding for that section of the week at minimum. The estimated amounts within the budget for the entire event were deemed incorrect, and thus the committee focused on the actuals.

There was a desire to ensure that cheque requisitions could be requested and the project could continue. Working group would not need to request additional funding, as the working group continues to be in negotiations.

Conference catering is only for volunteers. Since volunteered have yet to be recruited, the FBS Catering form has not been filled yet.

One speaker has not been confirmed, as the working group was unsure of their relevance to the topic selected for the event. If they did not attend, their spot would be replaced by a free speaker. However, despite repeatedly insistence that there would be 6 speakers at the event, the planning document showed 7.

One speaker was budgeted for \$800. For context, the committee approved a member to attend OpenCon, a multiday conference in Washington D.C. for \$1000. Profiles of speakers were made available on social media and would be printed to ensure that members were aware of the background of speakers at the event.

Transparency and accountability for fund expended was of prime concern for a member.

The Committee was reminded that any contracts being signed by the Society must be signed by the Board. While the committee has been delegated authority for the distribution of funds, this did not extend to the contract signing.

MOTION FAILED

Noted Abstentions: Yang, Fujiwara, Untawala

MOTION ADV 2015-01-15:03

Yang/Amended Wallace/Wallace

Whereas a detailed budget has been presented for the Sex and Health Fair on 2015-02-04.

Be it resolved to approve up to \$1100 from 820/23 Campaigns for Sex and Health Fair parking passes, catering, supplies, honorarium, and printing.

The motion at the previous ADV meeting only approved funding for the conference portion of Sex Week.

Speakers have been confirmed, communications have been designed, and individual has been in contact with the member and has expressed the issue with contracts. There was concern that the failure of the previous motion would cause issues for the continued operation of the event.

CARRIED

3. Attachments

4. Adjournment

DC | CUPE 3338

SEX WEEK: TABOO TALK 2015

ADVOCACY PROPOSAL

Kayode Fatoba





Campaign Mandate or Mission Statement:

While the spectrum of human sex and sexuality is constantly expanding and redefining itself, our culture’s discourse on the topic has remained relatively narrow. Sex Week is a student-run community event aimed at expanding the conversation by bringing together students, clubs, researchers, and sexual health organizations from around the Lower Mainland to engage, educate, and connect on a range of topics related to sex and sexuality.

The goal of this year’s Sex Week is to have a discourse on the principles of Harm Reduction, and to understand if differences between sexual cultures are linked with the social states of those communities. Do explicit displays of human sexuality correlate with a healthier population? Is there a link between high abortion rates and limited sexual freedom? Can we solve the issues of sexually transmitted diseases without confronting or speaking about the stigmas and taboos? All this and more shall be explored at this year’s Sex Week.

SMART (Specific, Measurable, Achievable, Relevant, and Time-bound)

Action Items and Action Items Timeline:

- Secure Executives
- Recruit Speakers and Workshop Facilitators
- Invite Groups and Clubs for Tabling
- Design, Marketing and Necessary event needs
- Location, Parking and Catering

Campaign Timeline:

Given the planning of this event is finally complete, the goal is to market the event and finalize logistics for the successful runthrough of the entire event plan.

Positioning:

Given the varying issues on campus around Sex and Gender, it's important to develop a platform that bring together all parties focused on advocacy surrounding this topic. Sex Week bring together a wide range of stakeholders to promote and advocate for a better more informed and inclusive campus community.

Human Resources:

1. Kayode Fatoba, coLead Ayla Kooner
2. Megan Skyla, Jeff Morgs, Ayla Kooner, Andrew Kochergin

Proposed Budget if any:



Conference	Actual	Estimated		
Speakers (6 Speakers)	\$2,075.00	\$2500.00		
Room, Facilities and AV (SFU Theatre+Halpern) \$700+\$350	\$1,050.00	\$1375.00		
Total	\$3,125.00	6,375.00		
Sex and Health Fair				
Options for Sexual Health honorarium	\$70.00			

YouthCo Honorarium (\$150/hour x 3 hours)	\$450.00			
Total	\$520.00			
Supplies& Logistics				
Parking (\$7.37 x 20 passes) (For speakers and external organizations)	\$147.40	\$147.40		
Interactive Displays + Supplies for Sex and Health Fair	\$200.00	\$200.00		
Thank you gifts	\$100.00			
Total Activities Expenditure	\$447.40	800		
Catering				
Sex and Health fair	\$214.33			
Conference	\$200.00			
Network(Day1)	\$150.00			
Total	\$564.33			
Marketing:				
Printing	\$350.00	\$800.00		
T-Shirt (10*15)	\$150.00	\$300.00		

Total Marketing Expenditure	\$500.00	1100		
	Conservative Budget	Budget Approved		
Total Budgeted Expenses	\$5,156.73	\$9125.00		
Total Actual Expense				
Over/Under Budget				



Simon Fraser Student Society Catering Order Form Food and Beverage Services

Instructions

1) If you are a Club, the General Office will approve this order.

2) If you are a DSU, The Student Union Resource Office will approve this order.

3) Club and DSU catering orders will not be processed without appropriate approval

Quantity	Item	Price	Subtotal
	Deli Platter - serves 30 people	\$90.00	\$ -
	Vegetable Platter - Small serves 15-20 people	\$30.00	\$ -
	Vegetable Platter - Large serves 25-35 people	\$45.00	\$ -
	Fruit tray - small serves 15-20 people	\$32.00	\$ -
1	Fruit tray - large serves 25-35 people	\$50.00	\$ 50.00
	Pickle Platter - serves 15-20 people	\$35.00	\$ -
	Grilled vegetable antipasto - small 15-20 people	\$45.00	\$ -
	Grilled vegetable antipasto - large 25-35 people	\$90.00	\$ -
	Spinach dip - vegetarian serves 20 people	\$36.00	\$ -
	Tex Mex Dip - vegetarian serves 20 people	\$36.00	\$ -
	Tzatziki & Hummus Dip w/ Pita - serves 20 people	\$22.50	\$ -
	Taco Chips and Salsa - serves 20 people	\$22.50	\$ -
	Chips & Dips - serves 20 people	\$22.50	\$ -
	Pizza - 3 toppings	\$16.80	\$ -
	- additional toppings	\$2.25	\$ -
	Appetizers (per dozen - two dozen min.)	\$8.95	\$ -
	Appetizers (per dozen - two dozen min.)	\$14.95	\$ -
	Build Your Own Sandwich Platter serves 36 people	\$150.00	\$ -
	Sandwiches - please refer to catering menu for details	\$5.25	\$ -
	Wraps - please refer to catering menu for details	\$5.55	\$ -
	Kaisers - please refer to catering menu for details	\$4.60	\$ -
	Bagged Lunches - please refer to catering menu for details	\$7.00	\$ -
	Asst. Squares - please refer to catering menu for details	\$1.50	\$ -
	Cookies	\$1.75	\$ -
	Cinnamon Buns	\$2.00	\$ -
20	Muffins	\$2.00	\$ 40.00
	Asst. Loaves - please refer to catering menu for details	\$2.00	\$ -
	Turnovers	\$2.00	\$ -
	Maple Pecan Strudel	\$2.00	\$ -
30	Coffee (per cup - 15 cup min.)	\$1.25	\$ 37.50
20	Tea (per cup - 10 cup min.)	\$1.00	\$ 20.00
	Pkg Hot Chocolate	\$1.25	\$ -
	Gourmet Hot Chocolate	\$2.00	\$ -
	Tea (per cup - 10 cup min.)	\$1.00	\$ -
	Specialty Teas	\$1.25	\$ -
	Ice Tea / Lemonade	\$1.50	\$ -
	Juice Pitchers	\$4.65	\$ -
	Juice Bottles (300 mL)	\$1.65	\$ -
20	Canned Pop	\$1.50	\$ 30.00
	Bottled Water	\$1.65	\$ -
	Fruit Punch	\$3.50	\$ -
	Ice Water Pitcher	\$1.50	\$ -

Order Subtotal:		\$ 177.50
Gratuity @ 15%		\$ 26.63
Total if GST EXEMPT		\$ 204.13
GST @ 5%		\$ 10.21
Order Total:		\$ 214.33

Event Title:	
Account number:	
Club, DSU or Dept:	
Date of function:	
Time of delivery:	
Time of function:	
Location:	
Group size:	
Contact Person:	
Contact Email:	
Contact Phone:	
Gratuities to:	
Special Notes:	

Office Use Only	
Estimated Cost:	
Cost Noted in Core:	
Trust:	
Grant:	
Coordinator Initials:	



Meeting, event and conference services

Meeting, Event and Conference
Services
8888 University Drive
Halpern Centre
Burnaby, B.C.
VA 1S6

January 12, 2015

Rena Hood-Lundrie
SFSS - Simon Fraser Student Society
Maggie Benston Centre
SFU
Burnaby, BC

Email: gocoords@sfss.ca

RE: # 20797 SFSS - Sex Week Conference
February 05, 2015 - February 05, 2015

Dear Ms. Hood-Lundrie:

Thank you for booking facilities at SFU Burnaby. The success of your event is very important to us. Please read through the Conditions of Rental (Part I) and the attached Event Plan (Part II) carefully. ***We require your signature on Part I and an initial on each page of the Event Plan to confirm your service order.***

Please note any changes and additions to your event order when it is returned with your signature. Facilities held at the Burnaby campus are deemed tentative and therefore subject to cancellation by SFU Meeting, Event and Conference Services until this rental agreement is signed and returned. All cancellations by the client must be received in writing and are subject to the policies listed on the attached document. If a cancellation notice is received by Meeting and Event Services, an Event Planner will confirm receipt of the notice. Please call to confirm that our office has received your cancellation.

Thank you again for choosing to host your event at the Burnaby campus. Please do not hesitate to contact our office if you have any questions or concerns about your booking.

Yours truly,

A handwritten signature in black ink, appearing to read "L. Brenton".

Laura Brenton
Tel: 778-782-4910
Fax: 778-782-3420



Meeting, event and conference services

RENTAL AGREEMENT – PART 1

SFSS - SEX WEEK CONFERENCE (#20797)
FEBRUARY 05, 2015 - FEBRUARY 05, 2015

CONDITIONS OF RENTAL for Simon Fraser University, Burnaby campus

All reservations are subject to the rules and regulations of the University and the following conditions:

1. Cancellation Policy: **Notice of cancellation must be received in writing.** In the event of cancellation, the following fees will apply: up to three weeks prior to the event, \$50.00 per room per day; after that date, 50% of full room rental fees; 48 hours or less, full room rental costs plus any additional direct costs and expenses reasonably incurred by the University for this event and for which the University cannot otherwise be reimbursed as a result of cancellation.
2. All catering requirements must be supplied through MECS at Simon Fraser University. Clients may bring in their own audio visual equipment; however, for liability reasons, Simon Fraser University will not assist in the setting up or operation of any equipment not owned by the University. All catering, audio visual services and room arrangements must be completed at least eight (8) days prior to the event.
3. **Rooms must be vacated by the arranged times and left in good order.** A reset charge will apply if a room is not returned to the designated arrangement. The client is responsible for the cost to repair or replace property damaged from their rental of the facility. All displays, exhibits, decorations and signage must be approved by Simon Fraser University and be free standing without attachments to walls, ceilings or floors.
4. Simon Fraser University reserves the right to change room rental, catering, service and equipment prices without notice. Any changes will be communicated to the licensee.
5. All room bookings are subject to approval by the Director, Meeting, Event and Conference Services, Simon Fraser University.
6. If for any reason beyond its control, including but not limited to strike, labour dispute, accident, fire, flood or other emergency condition, Simon Fraser University is unable to perform its obligations under this Rental Agreement, such non-performance is excused and the University may terminate this Rental Agreement without further liability of nature, upon return of the client's deposit. In such an event, the University will endeavour to accommodate client requirements for event space to the best of its ability.

SIGNED: _____

DATED: _____

MECS Burnaby
Simon Fraser University
Burnaby, BC V5A 1S6

February 5, 2015

Event Plan

Contact: **SFSS - Simon Fraser Student Society**
Rena Hood-Lundrie
Maggie Benston Centre
SFU
Burnaby, BC
Main: 23181
Fax: 25843
E-Mail: gocoords@sfss.ca

Event Contact: **Laura Brenton**
Direct: 778-782-4910
Fax: 778-782-3420
E-Mail: meetbby@sfu.ca

Bill To: **21-230113**

On-Site Contact:

	<u>Time</u>	<u>Description</u>	<u>Quantity</u>	<u>Rate</u>	<u>Charges</u>
Space Rental Charges					
Thu	Feb 05	6:00 - 21:30	SFU Theatre		\$350.00
					Function Subtotal:
					\$350.00
Thu	Feb 5	6:00 - 21:30	Audio Visual - TBD		SFU Theatre
	Feb 5	6:00 - 21:30	Catering - TBD		SFU Theatre
	Feb 5	6:00 - 21:30	Session	300 PPL	SFU Theatre
					Estimated License Fee:
					\$350.00

Summary	
<u>Department</u>	<u>Amount</u>
Space Rental Charges	350.00
Estimated License Fee:	350.00



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