Call to Order - 9:08am October 6, 2014 | MBC 2220

An emergency meeting was called to reapprove items approved at the EPCOM meeting of 2014-09-16. As records of the meeting were lost, the committee chose to reapprove all items.

1. Roll Call of Attendance

Committee Composition

Vice President Student Life (chair)	Kayode Fatoba
Board of Directors Member	Shadnam Khan
Board of Directors Member	Katie Bell
Board of Directors Member	
Student At-Large	
Student At-Large	Kevin Kumar
Student At-Large	
Society Staff	
FBS Promotions Coordinator	vacant
Minute Taker	Dion Chong
Guests	
Regrets	
Councilor	
Councilor	
Board of Directors Member	Jeremy Pearce
Student At-Large	Baqar Hassan

2. Adoption of the Agenda

MOTION ECOM 2014-10-06:01

Bell

Be it resolved to adopt the agenda as presented

CARRIED

3. Unfinished Business

a. Business Speaking Competition MOTION ECOM 2014-10-06:03

Bell

Be it resolved that the Events and Promotions Committee partner with the Business Speaking and Fundraising Club for the 2014 Business Speaking Competition Event at SFU Woodward's on November 21, 2014.

Be it further resolved to approve the budget contingent on change of social media line item to advertising.

Be it further resolved to strike a working group for the event.

Be it further resolved to appoint Qaid Jivan as Project Lead for the event. Be it further resolved to approve up to \$1009 for the event from 817/20 Events

- Committee.

CARRIED

b. Halloween Pub Night



MOTION ECOM 2014-10-06:04

Langmead

Be it resolved to approve up to \$2500 from 817/20 Events – Committee towards the Halloween Pubnight on October 30, 2014 for pub security/rental (\$700), DJ costs (\$300), printing (\$150+125), photography and videography (\$200), lighting (\$50), and miscellanious costs (\$500).

CARRIED

c. Student Union Eat and Greet MOTION ECOM 2014-10-06:05

Khan

Be it resolved to approve up to \$720.40 from 817/20 Events – Committee for the purchase of food, SFSS printing, AV, and miscellaneous costs for the Student Union Eat and Greet

CARRIED

d. SFU's Got Talent Promo: Open Mic Night MOTION ECOM 2014-10-06:06

Bell

Be it resolved to approve up to \$450 from 817/20 Events – Committee towards the Open Mic Night on October 2, 2014 to cover facilities, AV costs, performances, and other miscellaneous costs.

CARRIED

4. Attachments

BS Comp Budget.xlsx HalloweenPubNightBudget.pdf SFSS Open Mic Night.pdf Student Union Eat and Greet.pdf

5. Adjournment 2:17pm

DC /CUPE 3338





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SMART Goals Template - Student Union Eat and Greet

Prepared by the FCAT Representative & the Student Union Outreach Assistant

Overview

Event: The SFSS Student Union Resource Office and SFSS Board of Directors will organize a Student Union Eat and Greet networking event for DSU, FSU, and Constituency Group executives on Wednesday, October 1st (before the monthly Council meeting). *Goal:* The goal is to:

- · Encourage and promote active student union involvement
- · Build inter-student union relationships
- · Build relationships between student unions and SFSS staff and board
- Appreciate student unions' service and acknowledge their efforts

SMART Template

Specific - What is the desired result?	 Facilitate connectivity among DSUs, FSUs, and Constituency Groups Appreciate and recognize DSU, FSU, and Constituency Group efforts Help establish potential collaboration on student union initiatives
Measurable - How will success be measured? - How will you know when the goal is achieved?	 Time for mingling and speed dating activity will help foster conversation "Needs and Haves" board will help student unions build relationships
Attainable - Is success realistically attainable in the current environment? - What are some obstacles? - What can be done to overcome the obstacles?	 Realistically attainable: Yes - there are 47 active student unions. With the assumption that 2-3 executives from each one attend, it will fulfill our expected attendance Obstacles: Uneven distribution of attendance from student unions (i.e. 10 from CMNSU, 1 from VASU) What can be done to overcome: Student Unions will be given notice with their invitation that all their executives are welcome, however, there is an 150-person cap on the attendance, and there is a possibility that the number of representatives from their SU will be limited if there is an overwhelming response



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Relevant - Is the goal aligned with the overall mission of the SFSS?	Yes, the SFSS aims to engage their departmental student unions, and one of the key ways to do this is to appreciate them and encourage collaboration
Time-bound - When will it be completed? - How will you recognize the achievement of each milestone?	Sept 16: Proposal to EPCOM Sept 22: Poster made, event launched, invitations sent out Sept 26: Deadline to RSVP, Guest list confirmed, food orders submitted to FBS and external caterers Sept 26: Cards designed, sent to Copy Centre Oct 1: Event will take place 2:30pm – 4:30pm

Event Budget

		Debit	Credit
Cost (Hard Costs)	SFSS Printing (Take-away cards, speed dating trivia questions)	~\$25	
	SFSS pens	\$105 (\$35/50 pens x 3)	
	Miscellaneous (ribbons, door prizes, etc.)	\$50	
	Plates	Will find out from FBS	
	Forks	Will find out from FBS	
	Napkins	Will find out from FBS	
	AV (medium speakers, microphone)	\$63 (speakers \$50, microphone \$13)	
Cost (Soft Costs)	FBS fruit tray for 25-35 people	\$50.00	
	FBS vegetable platter for 25-35 people	\$45.00	
	Cupcakes, cookies, etc.	~\$45.00	
	FBS water jug (4)	\$6.00 (\$1.50 x 4)	



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	FBS juice (3)	\$13.95 (\$4.65 x 3)	
	FBS coffee (50)	\$197.45 (\$1.25 x 50)	
	Sushi (50 pc x 4)	\$120 (\$30 x 4)	
Cost (Total)		Up to \$720.40	
Requested Funding	Events and Promotions Committee (EPCOM)		Up to \$720.40
Total			Up to \$720.40

Marketing Plan

Sept 17-19 - Preliminary marketing meeting with CMNS Office regarding marketing material for event

- Event poster
- Facebook event, if need be
- Social media posts, if need be
- Virtual invitations
- Cards and swag for attendees

Sept 22 - Ideal poster release date, invitations sent out - either via Facebook event or email invites, poster made

Sept 26: Cards designed, sent to Copy Centre

Oct 1: Cards printed and ready for event

Event Itinerary

Potential activities for the Eat and Greet include:

- Mingling via snacks (2:30pm 2:50pm)

 As stated by the aforementioned, most of the budgeting will come from the Events

 Committee and will be for the purposes of food and refreshments for the event.
- Haves and Needs Board (2:50pm 3:10pm)
 In order for groups to identify opportunities to collaborate, we will be having bulleting boards wherein DSU executives can advertise the resources they have and need. This will enable all DSUs to collaborate with one another.
- Short Welcome from SURO (3:10pm 3:20pm)
 Student Union Organiser and Student Union Outreach Assistant will prepare a few introductory words
- Speed Dating (3:20pm 4:00pm)



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We will be having a speed dating timeslot for participants to get to know other DSU executives on a more concentrated level

Exit Report

To complete the documentation process, an exit report will be completed after the event to serve as reference should future staff, Board members, or students want to purse a similar event.

SMART OBJECTIVES

Name: Open Mic Night
Date: October 2nd 2014

1. SPECIFIC:

<u>a)</u> To Develop an Open Mic Night as per request from membership for October 2nd at 6:30PM in the Saywell Atrium

2. MEASURABLE

b. We will look at the number of attendees on FB, Registered Performers as well as potential Inquiries. As this event will be free for the membership, ticket sales is not necessary. There will be an email list for individuals who are interested in potentially Volunteering for SFU's Got Talent which will be happening around November. The previous one was done in October but my goal is to develop the event for November before Exams commences.

3. ATTAINABLE

a. As there are already a number of individuals and performers looking to get involved in this event, there is a great amount of certainty it'll be a great night.

4. RESULTS

a. The goal is to have about 40 people at this event with close to 5 to 10 performers doing a range of performances from Dance, Singing, to Drama.

5. TIME BOUND

a. The estimated Budget for this event will be around \$150 which is few refreshments as well as AV setup.

Halloween Pub Night: Budget Breakdown

Product	Amount	Budget
DJ's	\$255	\$300
Security	\$700	\$700
Photography	\$200	
Printing	\$115	\$150
Drink tickets	\$125	
Lighting	\$50	\$100
Donations for SAAC and Unicef	\$150	up to \$200
Miscellaneous		\$500

TOTAL: \$2090

Leftover: \$410

Expenses

Day of event	Description	Quantity	Cost
	Catering - Coffee	50	\$ 2.00
	Catering - Torta Pacifica (large)	2	75
	Catering - West Coast Lox Mousse (large	1	60
	Table cloths	2	\$ 2.00
	Pens	50	\$ 0.50
	Judges Thank-yous	5	\$ 15.00
	Prize -1st place	1	\$ 250.00
	Prize - 2nd place	0	\$ 100.00
	Prize - 3rd place	0	\$ 50.00
	Prize - Crowd favourite	0	\$ 100.00

	Description	Quantity	Cost
Preliminary round - Burnaby,			
Surrey, Downtown	Equipment rental - laptops	0	
	Equipment rental - projectors	2	\$ 97.50
	Equipment rental - wires	0	

Online Promotion	Social Media Promotion	1 5	150 00
Offilie Proffiction	Social Media Promotion	1 2	130.00

Total

Club Startup Costs	Description	Quantity	Cost
	T-shirts	10	10
	Banner	1	275
	Lanyards	10	2.5

Promotion	Description	Quantity	C	ost
	Printing - 8.5x11" Ads	500	\$	0.25

Printing - 8.5x11" Event day posters	20	ς	0.25
ir initing 0.5x11 Event day posters		Y	0.23

ing Competition Budget

Total					
\$	100.00				
\$	150.00				
\$	60.00				
\$ \$ \$ \$	4.00				
	25.00				
\$	75.00				
\$	250.00				
ς	_				

Note: May also be covered if we can obtain our last sponsor (several lea

	Total
\$	-
\$	195.00
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664.00

\$ 195.00

\$ 150.00 \$ 150.00

1,009.00

Total
\$ 100.00
\$ 275.00
\$ 25.00

\$ 400.00 Note: Should be covered via Grant (awaiting confirmation from Lawren

Total					
\$	125.00				

\$	Note: PRINTING (Not Social Media) should also be covered via the Grant
\$ 130.00	

ads in the works)

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