

1. CALL TO ORDER

Call to Order – 10:00 AM

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

3. ROLL CALL OF ATTENDANCE

3.1 Committee Composition

Vice President Student Life (Chair).....	Curtis Pooghkay
President.....	Larissa Chen
Vice President Finance	Hangue Kim
Board of Directors Member.....	Mudi Bwakura
Student At-Large	Vacant
Student At-Large	Drake Henry
Student At-Large	Panteya Niazi
Student At-Large.....	Jackson Freedman
Student At-Large.....	Alam Khehra
Student At-Large.....	Muhammad Adil Naseem

3.2 Society Staff

SFSS Administrative Assistant	Zoya Nari
-------------------------------------	-----------

3.3 Absences

President.....	Larissa Chen
Student At-Large	Drake Henry

3.4 Regrets

Student At-Large	Panteya Niazi
------------------------	---------------

4. RATIFICATION OF REGRETS

4.1 MOTION EVENTS 2017-02-10:01

Mudi/Jackson

Be it resolved to ratify regrets from Panteya Niazi (Passport renewal).

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION EVENTS 2017-02-10:02

Alam/Jackson

Be it resolved to adopt the agenda as presented.

CARRIED

~~6. MATTERS ARISING FROM THE MINUTES~~

~~7. NEW BUSINESS~~

8. DISCUSSION ITEMS

8.1 International Festival

- Friendly amendment to move it to announcements

8.2 Appreciation Week

- Purpose is to create and initiate a more diverse type of event
- Committee anticipates that the event will be bigger in budget and size compared to last year, and will therefore will be mindful of the budget
- Event breakdown from March 20th to March 24th:
 - Day 1: Engagement and promotions for students; will be on March 20th
 - Day 2: BBQ – Nesters is currently the sponsor
 - Day 3: Wellness Wednesday – Advocacy committee may participate, which will therefore help with costs.
 - International Student Services is interested in partnering as they have an event that is occurring simultaneously
 - Currently sorting out the group for puppy therapy
 - Event to hand out wings voucher to promote Wings Wednesday
 - Day 4: Throwback Thursday - 2000-2010 theme Pub night. Chair suggests free admission and one DJ for the event.

MOTION EVENTS 2017-02-10:03

Mudi/Alam

Be it resolved to approve up to \$6795 from 817/20 for appreciation week 2017. Be it further resolved to appoint Mudi Bwakura as Project Lead.

CARRIED

8.3 Touch Football

- Committee considering possibly offering prizes and trophies for winning teams, may provide gift card visas as an option
- Committee looking into achieving 4 or more teams for the event
- Committee suggests to possibly hold the event on the Friday of appreciation week since there is currently no event occurring at that time
- Currently waiting for a report for the cost for flags (buy or rent), bibs, pylons, and possibly having beverages
- For game referees, committee are considering volunteers
- Attendees participating in the event are to legally sign waivers and may associate a sign up fee for team members to ensure commitment

9. ANNOUNCEMENTS

9.1 International Festival

- Committee is currently waiting for the University for a breakdown of the event requirements to confirm fair allocation of tasks between SFSS and SFU
- Committee suggests possibly holding an event at Surrey during the same time as appreciation week

10. ATTACHMENTS

- ProposalSFSSAppreciationWeek2017.docx

11. ADJOURNMENT

MOTION EVENTS 2017-02-10:04

Mudi/Jackson

Be it resolved to adjourn the meeting at 10:41 AM.

CARRIED

SFSS APPRECIATION WEEK 2017

Prepared by:

Mudiwa Bwakura, SFSS At-Large Representative

Larissa Chen, SFSS President

PURPOSE

Last year, the SFSS hosted the first Appreciation Week event. Due to the positive feedback from the SFSS membership, we hope to host this weeklong event again.

The event is aimed a variety of entertaining and engaging activities for the campus community during a high pressure time in semester. This year's iteration seeks to do the same.

LOGISTICS

Timeframe: March 20 to 24, 2017

Monday, March 20

Purpose: Promotional day for the week-long activities and an engagement opportunity for Board and committee members.

- March 20 is International Happiness Day.
- Hand out coffee, RedBull, candy and calendar detailing the events for the upcoming week.
- Strong communications effort via posters, leaflets, Facebook event and humorous promotional videos.
- Budget: **\$300** for print materials, coffee and candy.
- Potential partnerships: Strategic Engagement Committee, The Schedule SFU,
- **Open Board engagement hours, scheduled at SFSS spaces.**

Tasks

- Purchase coffee via FBS food order form & candy.
- Submit SFSS Communications Work Order Form to develop calendar pamphlet, develop Facebook event page, leaflets, video promotions and poster for the week.
- Request RedBull for sponsorship.

Tuesday, March 21

Purpose: Host community events for BBQ and Art Expo for student engagement and highlight student-generated creative content.

- Aims to promote Wednesday activities, taking place in the SFSS Highland Pub as a side initiative.
- BBQ, pie throwing and Inflatables in Convocation Mall.
- Scavenger Hunt (SFSS Instagram Stories) & handing out FBS wings vouchers.
 - Each voucher costs \$5, anticipating 50 vouchers (\$250).
- Art Expo at the DAC.
 - Refer to separate event proposal titled "[SFSS Art Expo 2017](#)"

Tasks

- Request quote & book inflatables with Houle Games.
- Book Convocation Mall from 11:00am to 3:00pm (set-up at 10:00am)
- Reach out to SFU Students re: liability concerns and safety plan.
- Acquire 50 FBS wings vouchers.
- Request sponsorship from Nester's Market for BBQ supplies.
- Confirm booking of 2 SFSS in-house grill.
- Schedule route of scavenger hunt.
- Submit work order for developing short video to promote Scavenger Hunt.

Wednesday, March 22

Purpose: Host health & wellbeing-focused event for student groups tabling, connection with external groups and interactive events to promote existing SFU/SFSS services and/or campaigns.

- Wellness Wednesday in James Douglas Safe Space (day-time).
 - Potential activities: eyebrows, puppy therapy, massage therapy, colouring sheets, snacks (frozen yogurt), gift bags and student group tabling.
 - Potential partnerships: SASS, Hi-Five, Stress Relievers Club, HSUSU.
 - Partnership with SFU Global Student Centre (GSC) - Make AQ2013 space available for more treats and Cultural Asian Culture & Tea event.
- Karaoke & Wings Night at SFSS Highland Pub (night-time).
 - Partnership with SAAC.
 - Potential partnership with SFU Recital Society and SFU Choir.
- Explore options on Surrey campus through Surrey Campus Committee (Wellness Wednesdays).

Tasks

- Inquire sponsorship from Diva Brow Bar for eyebrows.
- Inquire sponsorship from SFU Health & Counselling for massage therapy.
- Inquire about Puppy Therapy logistics with SFU Health & Counselling Services.
- Inquire sponsorship and/or student discounts from SFU Menchie's.
- Create giftbag care packages (chocolate, condoms, RedBull).
- [Completed] Book James Douglas (JD) Safe Space.
- Submit SFU Facilities for JD room arrangement.
- [Completed] Book SFSS Highland Pub space.
- Print colouring sheets and purchase materials (markers, pencil crayons).
- Request quote for karaoke set, through FBS General Manager.

Thursday, March 23

Purpose: Host Throwback Thursday Pub Night, with free guestlist for volunteers (Council, student union executives and Appreciation Week volunteers) who RSVP.

- Pub night: RSVP for aforementioned volunteers.
- Additional tickets will be sold at low-cost to all SFU students.
- Explore day-time event at SFU Surrey.

Tasks

- Submit SFSS Communications Work Order Form to design invitations for student union groups, develop Facebook event page and poster.
- Ask SFSS Student Union Office to sent out invitation with RSVP form.
- Create Google Forms for volunteer RSVP.
- Book SFSS Highland Pub space.
- Book DJ.
- Book security services.
- Inform SFU Campus Security of event and promote SFU SafeWalk program.
- Book volunteers for coat check.
- Print 1990s/2000s cut-outs for pub night.

Friday, March 24

Purpose: Host day-time event in Convocation Mall, titled SFSS Culture Fest 2017, as to include student groups, cultural activities and SFU stakeholders.

- Refer to separate event proposal titled "SFSS Culture Fest 2017"
- Potential partnerships: SFU Global Student Centre, SFU International Services, SFU WUSC, Interfaith Centre
- Cultural groups: Bangladesh Students' Alliance, Barkada SFU, CAC, C-Link, Chinese Undergraduate Association, Club Ilia, Hillel Jewish Student Association, Idol Culture & Dance Club, Iranian Club, Japanese Network, K*ish, Nigerian Students Association, Pakistan Student Association, Scottish and Celtic Society, SFU Hanfu Culture Society, Sri Lankan Student Association, Students of Caribbean Ancestry and Turkish Canadian Association.
- Religious and spiritual groups: Ahmadiyya Muslim Student Association, Athletes In Action, Calvary Worship Center SFU Ministries, CFC-Youth, Compassion in Christ, Evangelical Chinese Bible Fellowship,

Falun Gong Club, First Love Club, Inter-Varsity Christian Fellowship, Jesus Disciples Movement, Light Up The Hill, Living Water, Muslim Students Association, Pentagram, Power to Change, Redeemed Christian Fellowship, Sikh Students' Association and University Christian Ministries.

Tasks

- Book Convocation Mall from 11:00am to 3:00pm (set-up at 10:00am).
- Inquire with SFU about food truck and/or external restaurant sponsorship.
- Request Cornerstone restaurants for sponsorship.
- Organize working group for regular meetings.

PROMOTIONS

Posters

Digital graphic to be created xxx. Will be contained in SFSS Communications Work Order.

Calendar handouts

Digital media

Facebook

- Event
- Surrey Campus Committee
-

Instagram

- Stories: Scavenger Hunt
- Posts: 3 per day during week
 - 1) Promotion of day-events
 -

SFSS Website

- Upload proposal onto designated link, with Facebook event link attached.

Presentation at Council

Emails

Emails will be sent out to the Student Union Office and General Office mailing list:

- 1) Overview of events.
- 2) Daily reminders regarding activities.

External

Other groups that we will be reaching out to for financial sponsorship and/or promotion support will be SFU Students Office, SFU Engagement Peers, SFU Communications, SFU Surrey, President Petter, The Peak, xxx.

METRICS

Number of attendees (measured by event count each day, online RSVP metrics, Facebook attendees).

Number of tickets sold, at each tier.

Amount of engaged students (Facebook likes, shares, comments).

TASKS

Refer to each respective day.

STAKEHOLDERS

SFSS Events Committee

BUDGET

Overview of proposed budget

TIMELINE

Presented to Events Committee on Feb 3, 2017

Presented to Board on Feb 20, 2017

NEXT STEPS

We recommend the following steps:

1. Provide revised document as to reflect recommendation and brainstorming from Events committee.
2. Present at upcoming Board meeting.
3. Present update at subsequent Events committee meeting.