

1. CALL TO ORDER

Call to Order by the Chair – 1:31 pm

2. TERRITORIAL ACKNOWLEDGEMENT

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

- | | |
|---|-----------------|
| 1. Vice President Student Life (chair): | Deepak Sharma |
| 2. Board of Directors Member | Hangue Kim |
| 3. Board of Directors Member | Curtis Pooghkay |
| 4. Board of Directors Member | Shipra Sharma |
| 5. Councilor | Erwin Kwok |
| 6. Councilor | Pardeep Barn |
| 7. Student At-Large | Ibrahim Hafeez |
| 8. Student At-Large | Kevin Kumar |
| 9. Student At –Large | Mudiwa Bwakura |

3.3 REGRETS

- | | |
|-------------------------------|--------------|
| 11. Board of Directors Member | Larissa Chen |
| 12. Student At-Large | Tatum Miller |

3.4 GUESTS

- | | |
|----------------------------|-------------------|
| 13. Health and Counselling | Charmaine Wu |
| 14. Health and Counselling | Leon Kalligerakis |
| 15. | Nina Savkovic |
| 16. | Melissa Lee |

4. ADOPTION OF THE AGENDA

MOTION EVENTS 2016-04-21:01

CURTIS/MUDI

Be it resolved that the agenda be adopted as amended.

CARRIED AS AMENDED

DISCUSSION

- Announcement – add committee member appreciation
- Strike wellness outreach

5. RATIFICATION OF REGRETS

MOTION EVENTS 2016-04-21:02

SHIPRA/PARDEEP

Be it resolved to ratify regrets from Larissa Chen, Tatum Miller and Hangu Kim.

CARRIED AS AMENDED

DISCUSSION

- Larissa Chen: Out of the country
- Tatum Miller: Academic
- Hangu Kim: Academic

6. MATTERS ARISING FROM THE MINUTES

MOTION EVENTS 2016-04-21:03

SHIPRA/IBRAHIM

Be it resolved to receive and file the following minutes: 2016-03-23

CARRIED

7. NEW BUSINESS

7.1 PADS

MOTION EVENTS 2016-04-21:04

PARDEEP/ERWIN as amended by CURTIS/MUDI

Be it resolved to approve up to \$400 from line item 817/20 towards PADS in support of SFU Health & Counselling Services for the Puppy Therapy events for the Spring Semester of 2016.

CARRIED AS AMENDED

DISCUSSION

- Puppy therapy started five years ago and comes to campus at least twice a year.
- Last year, they had almost 1400 students attend the puppy therapy events.

**** Kevin Kumar arrived at 1:34pm**

- Marketing has started already – seeking donation of \$400
- PADS will be putting together a plan over the next two years to see what we can do to continue the relationship between PADS and the SFSS.

- The events were held at all three campuses last year.
- The SFSS policy does not allow the SFSS to directly donate to a charity.
 - However if an invoice has been provided then it is allowed.

**7.2 RECEIVE AND FILE REPORT: INTERNATIONAL FESTIVAL
MOTION EVENTS 2016-04-21:05**

PARDEEP/CURTIS

Be it resolved to approve and file the SFSS International festival report

CARRIED

DISCUSSION

- The main purpose of the event was to engage the membership and to show multi-cultural diversity on campus.
- Added challenges and recommendations were made to the report after it was presented on March 23.
- Challenges included:
 - The popcorn machine was broken and a new or repaired machine was not provided in time for the event.
 - Creating the base for the event.
 - Gathering a team to assist with the event.
- Recommendations included:
 - To have the event continue as a free event.
 - Plan ahead.
- Overall the committee managed to stay within the budget.
- The event required more tents and heaters due to the cold weather. Money was pulled from other areas of the budget to allocate for the extra heaters.
- With the help of staff and volunteers, the event garnered positive feedback and had over 2000 people in attendance.

**7.3 RECEIVE AND FILE REPORT: SFSS PUB NIGHT SERIES
MOTION EVENTS 2016-04-21:06**

PARDEEP/SHIPRA

Be it resolved to approve and file the SFSS Pub night series report

CARRIED

DISCUSSION

- The report is in regards to the Welcome Back Pub Night, Halloween and Refresh.
- Overall Recommendations included:

- There is a strong need for a coat check procedure at all SFSS pub night events.
- There is a need for a reformed finance process for pub nights.
- Have a designated clean up team for all events.
- Corona Beach Party should be kept as the first pub night of the year.
- The Welcome Back Pub Night displays a loss of \$1000.
 - It is suspected that there is a deposit of over \$1000 missing from the ledger however this cannot be proven.
- There was a misrepresentation of the money, which could be a missing deposit.
 - The Fall kick off tickets were sold at the same time, it was suggested that there is a possibility that the money could be mixed up.
 - It was suggested that a Board policy discussion should take place regarding handling money.
- The Halloween Pub night went well and would be considered the flagship pub night.
 - The Halloween pub night generated \$535.
- CO2, photobooth and expert DJ equipment was brought in for the event
- Halloween Recommendations included:
 - Continuing with the photobooth
 - Have prizes for the event
 - Halloween candy
 - Have the co2 delivered.
- The Refresh Pub night was considered to be the most successful of the series.
- Special lighting and equipment and a better DJ were brought in for the event.
 - The Refresh pub night generated \$1854.80.
- Refresh Recommendations included:
 - Continuing on with the event at the same time of year.
 - Have a designated clean up team.
 - Change the stage set up for next year.
 - It was highly recommended to invest in a set of SFSS speakers to save time and money for future events.

8. DISCUSSION

- **PROCEDURE AND POLICIES FOR EVENTS**
 - It was noted that a lot of energy has been put in to hosting events.
 - There is a strong need for a front house procedure and for delivery and set up of equipment needed.

- The committee was encouraged to brainstorm ideas as to how can the organization can improve on this.
- It was suggested that the SFSS invest in the stereo equipment, as it would save money and time in the long run.

**** Ibrahim Hafeez left at 2:06pm**

- It was suggested to hire an events coordinator.
 - Having an events coordinator would enable the committee to utilize their time better.
 - It was explained that the coordinator would teach the committee on a need to know basis.
 - Concern was expressed that the learning process would not happen if there was an events coordinator
- **EXTERNAL STAKEHOLDER APPRECIATION**
 - Thank you cards were made by the Communications office
 - The cards have been previously given out to everyone who helped to make the previous events successful.
 - The committee was urged to think of other ways in what else could be done.
 - It was suggested to move a motion to send out the thank you cards, as it would help to build stronger relationships.
 - It was debated that a simple thank you via email would suffice given that companies are in the business for profit.

MOTION EVENTS 2016-04-21:07

CURTIS/KEVIN

Be it resolved to approve up to \$50 from line item 817/20 for external stakeholders appreciation.

CARRIED

Abstention: Mudi Bwakura

DISCUSSION

- It was agreed that thank you cards would be sent out.

- **FUNDING REVIEW AND MODEL FOR NEXT YEAR**

- Line 817/20: Started with \$20,000, Final total \$4908.91
- Line 816/20: Started with \$20,000, Final total \$25,775.07

- **MILESTONES AND CHALLENGES**
 - The event committee contributed to 42 events throughout the year.
 - Some challenges that came across were:
 - Events such as SFU's got talent, world café, karaoke Tuesdays, and Open Mic Night
 - Satellite campuses were not fully engaged.
 - Some milestones included:
 - Events such as Project reconnect, Holiday Breakfast, Music Showcase and many other events that took place.
 - It was also noted that the decision making process went well and by asking people to leave after their presentations relieves the added pressure on the committee.

9. ANNOUNCEMENTS

- Student At Large Committee Applications for 2016/2017 term
 - Applications are out for next year
 - Next year there will only be student at large positions on the committees and no Councilor positions.
 - Four board members and six student at large members will be on the committee.
 - The deadline to apply is May 6 and should be sent to minutes@sfss.ca
 - You will motivate to 4 board members for the position for 2 minutes at the Burnaby, Surrey or Vancouver Campus.
- Committee Member Appreciation
 - Many hours were delegated to the committee
 - Certificates will be printed for everyone who helped out with the committee.

10. ATTACHMENTS

- International Festival Report
- SFSS Pub Night Series Report

11. ADJOURNMENT

Adjournment at 2:32 pm

International Festival Report

By Shipra Sharma

Introduction:

The festival was aimed to showcase diversified cultures on campus. As Simon Fraser University's vision states "Engaging the World," this festival aims to showcase diversified cultures, which is the essence of this festival.

Process:

Period of 3 months

This process began through cross club collaboration. Internal executive team for formed for internal communication and external team was formed for coordination with the clubs. 12 clubs had participated in this Festival. From each club, a team lead was assigned, with whom regular communication was made about the planning of event. Over the span of two months, regular weekly meetings were held with the external and internal teams. Both the teams were assigned their roles and responsibilities. We had got significant number of volunteers as well to help out at the main day. I had conducted 5 training sessions solely for volunteers. The main event was divided into 3 key components:

- Music and dance performances
- Cultural fashion show
- Free food and games

Logistics:

The logistics involved a lot of things to make this event happen such as follows,

- Venue booking which was Convocation Mall
- Forum Chambers booking for performers
- Catering with our own food and beverage services
- Giving orders for tables and chairs
- Heaters and Tents
- Decorations
- Production equipment such as speakers, mikes etc.,
- Arranging DDR game set from engagement office and interfaith center

Staff Relations:

I worked with the staff regularly and sought their advice in a timely manner. All the orders of logistics were handled by the Staff as that is the channel I had to follow. I had regular weekly follow-up meetings with general office coordinators and the communications office regarding status of orders sent with GO and developing promotions plan with the communications office. The Staff was extremely helpful and supportive, without them this wouldn't have been possible. They played one of the key roles behind the scenes.

Promotions:

The marketing and promotions were done extensively. Facebook page was up on time, a timeline was set for the posts, clubs were also asked to share the event page on their club pages that would help in promoting them as well as the event. Posters and Flyers were printed that were put all over the campus and in residence. Both online and print advertising were used to promote the event. I had made a promo video as well to create the hype of the event. Other sources such as Humans of SFU, SFU student services, SFU student central, SFU Residence etc., had also promoted International Festival. Therefore, the promotions took place on a massive scale.

Sponsors:

Our key sponsors were as follows:

- Simon Fraser Student Society
- Nester's Market
- SFSS Food and Beverage Services
- SFU Dining Services

All the sponsors helped in different ways for instance, we catered food from SFSS Food and Beverage Services, Dining services had given free snacks to the membership and Nesters had given free hot chocolate and cookies.

Challenges

- Popcorn machine was broken; the new one was not available for the main event
- There was not much support from the board members
- It was hard to start from the scratch and create the entire structure for the event
- Gathering people on board in the beginning was a bit of a challenge

Recommendations for future:

- I'd say, for DDR game, check the CD if that works properly or not beforehand as there were some technical issues with it.
- For next time, I'd suggest to do this event in the fall semester instead of spring because of the weather
- For future, I'd recommend to keep the event free as well
- Start planning in advance in order to get things done on time

Overall Success

With the help of our wonderful staff, internal and external team and the volunteers, this event turned out to be a great success. We had over **2000+ people** in attendance. The feedback received was positive. Considering the budget was very limited, yet, we managed to engage a lot of students. The main purpose of this event was to engage our students and show them multi-cultural diversity on campus.

International Festival Budget		
Revenue	Amount Received	
SEF		\$734.94
Expenses	Budget Allocated	Actual Spent
Long and McQuade	\$100	\$91.95
Facilities,	\$525	\$525
Tents and Heaters	\$394.77	\$1,327.99
FBS	\$1,530.23	\$686.11
Advertising costs	\$100	\$176
Miscellaneous	\$250	\$127.29
DDR	\$100	\$228.48
Total	\$3,000	\$3,162.82
SEF	\$897.76	\$162.82
GRAND TOTAL	\$3,897.76	\$3,162.82

Net Gain: \$734.94

SFSS Pub Night Series Report

Executive Summary:

I was in charge of many pub nights this year within my role of Student At-large Representative of the SFSS. The pub nights contained in this document are as follows Welcome Back Pub Night/ Corona Beach Party, Halloween Pub night and Refresh Pub Night. These three pub nights were among some of the most successful pub nights we had all year. All shared the common similarities such as sold out, made profit for the most part and had good reviews from students. I personally recommend that these pub nights be done in a similar way going forward as we had a lot of success.

Welcome Back Pub Night

Overview:

The welcome back pub night was the first large scale pub night we did all year. The genre of music we went for was edm. This pub night in particular we experimented with complimentary drink tickets and a larger production budget. We later coined this corona beach party and used that as the theme.

Process

The process of this pub night could be summed up to three things: day of logistics, administrative tasks and selling tickets. These processes were important as each were a pillar of our pub nights.

Finances:

This pub night displays a loss on the current financial statement. However, there is reason to suspect a deposit of over \$1000 is missing from the ledger. We stayed in budget and I do believe that we made a profit. However, this cannot be proven

Recommendations:

- Reform the coat check procedure and have a dedicated coat check arrangement
- Keep Corona Beach Party as the name going forward of our first pub night
- Look into the finance processes of pub nights and ways to reform them

Halloween Pub Night

Overview:

Halloween is a flagship pub night for the SFSS. It is almost a guaranteed sell out and is among the most popular pub nights for students. Halloween is designed for people to dress up and really enjoy themselves. This year we brought in more high profile artists, better production and a photo booth.

Process

Similar to the welcome back pub night the process was again the triangle day of logistics, selling tickets and administrative tasks. The Halloween pub night had some additional challenges associated with it such as the Co2 cannon and the first ever photo booth for an event in our pub. The Co2 was exceptionally difficult because I had to move two tanks of it in my car which proved to be very difficult and dangerous. Another thing was the Photo Booth which was not really a challenge but for of a new aspect that worked very well. I would like to mention this was the second time that we brought in our pioneer CDJ 2000 Nexus set up. This was the first year in which we brought these in consistently and it had to do with me wanting a professional environment for our djs to play in. As a result we were able to routinely bring down Vancouver club talent which is above the level of student djs. Another thing we started doing at this pub night was removing some of the tables on the top floor to increase the dance floor square feet. This was a very good idea as it enriched the experience.

Finances

This pub night we made a profit and kept within our budget parameters. Halloween is an event id recommend you aim for a profit but you also give students the best product possible because Halloween as stated before is one of our flagship events. I feel students really value this one and get excited for it because of the experience of it.

Recommendations

- Get the production company to drop off the Co2 and cannon rather than picking it up by yourself.
- Consider doing a photobooth again it was a really good time.
- Remove all the tables from the top floor during our biggest events.
- Have prizes next year (did not do this)
- Bring in Halloween candy again

Refresh Pub Night

Overview:

This was the pub night I was the most proud of all year. It was a night I envisioned having in our pub that was actually never done before. The idea was to actually make this into a rave style event. With production that would blow the mind of the audience. Our original plan fell through which was to bring in a smaller scale international dj to play at our event. However, with the exchange rate and the asking prices of these artists it just was not feasible. I'd recommend that this not be attempted again as it was not very feasible and I do not think it will be feasible in the future. This pub night got great reviews from students that have been to our pub nights for years and I would highly encourage refresh become a flagship pub event of the SFSS.

Process

The process surrounding this pub night was a little different than usual because we brought in a trust system for lighting. This was quite the job to set up and take down at the end of the night. In addition to the trusts we had some of the best production ever seen in the pub this included many led 4 lights, 4 speakers and 2 sub woofers. In addition to our normal pioneer set up and other lighting. This was a completely sold out pub night so volunteers at the door were key. We had to ensure that coatcheck was managed well and people were taken into the event promptly. The planning process for the pub night was over a month before the event. This event was in collaboration between the SFSS, Brooked Events and the Schedule SFU. This allowed the event to have more reach and for the first ever branded refresh pub night we did very well. The ticket prices were right and the product we gave to students they really appreciated. We also had to have two car loads of production rented and brought from long and mcquade to SFU.

Finances:

We made over \$1500 for this event and was one of our more successful profit generating events of the semester. This was due to the hype and also the res members that showed up to our event. Pub nights like these allowed epcom to have more wiggle room throughout the year. We also had lower costs during this event because of the lack of add ons such as drink specials, co2 or a photo booth.

Recommendations:

- Do refresh again
- Have a dedicated clean up team for the end
- Entertain the idea of investing in a set of speakers for the SFSS.
- Change the stage set up for next year
- Keep ticket prices the same and bring in same level of talent

Corona

Item	Budget	Actual
Talent	400	300
Production	200	150

Misc

Drinks	400	383
Security		500
Photographer		100
Total	1500	1433
Revenue	1005	

Net Gain/ Loss **-428**

Hween

Item	Budget	Actual
Talent	650	500
Production	450	377
Security	700	500
<u>Misc</u>	900	
Photobooth		210
C02		305
Photographer		100
Chocolate		73
Gas		100
Misc Total	900	788
Grand Total	2700	2165

Revenue 2900

Net Gain/Loss 535

Refresh

Item	Budget	Actual
Talent	1000	615
Production	900	600
Security	700	500
BP fee	450	0
<u>Misc</u>	200	
Supplies		100
Gas		100
Misc Total	200	200
Grand Total	3250	1915

Revenue 3769.8

Net Loss\Gain 1854.8