

1. CALL TO ORDER

Call to Order by the Chair – 10:09 am

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. President (ex officio)	Enoch Weng
3. Board of Directors Member	Larissa Chen
4. Board of Directors Member	Hangue Kim
5. Board of Directors Member	Curtis Pooghkay
6. Board of Directors Member	Shipra Sharma
7. Councilor	Pardeep Barn
8. Councilor	Erwin Kwok
9. Student At-Large	Ibrahim Hafeez
10. Student At-Large	Stephanie Ly
11. Student At-Large	Kevin Kumar
12. Student At-Large	Tatum Miller

3.3 GUESTS

3.4 REGRETS

4. APPOINTMENT OF TEMPORARY CHAIR

MOTION EPCOM 2015-11-24:01

Shipra/ Larissa as amended by Larissa/Erwin

Be it resolved to appoint x as a temporary chairperson for the 2015-11-24 meeting.

Larissa/Erwin

Be it resolved to appoint Curtis as a temporary chairperson for the 2015-11-24 meeting.

CARRIED

5. ADOPTION OF THE AGENDA

MOTION EPCOM 2015-11-24:02

Shipra/Erwin

Be it resolved that the agenda be adopted as amended.

Discussion

- [New Business] Add New Years Pub night to Discussion to New Business
- [Discussion] Add request for promotional support from the SFSS for the December 20th event.

CARRIED

6. MATTERS ARISING FROM THE MINUTES

MOTION EPCOM 2015-11-24:03

Shipra/Ibrahim

Be it resolved to approve the minutes of 2015-11-03 as amended.

CARRIED

7. UPDATES

Budget

- No budget update but will be sent via email from Deepak.
- Deepak will update the members at next meeting.

International Festival

- Team has been formed and have plans to meet this week.
- The team has reached out to at least 25 clubs with five clubs confirmed to perform.
- The interested clubs will meet this week and will confirm soon.
- The event will take place on January 22 12-4 in the Convocation Mall.

SFU's Got Talent

- Enoch was not present to update the members.
- Last year's event lost money and was not budgeted properly. The committee requested that the budget be lowered as well as reasonable recommendations however the committee felt that the recommendations were not taken into consideration by the team.
- Not confident in the project.

- A suggestion was made to carry the event to next year with an executive placed on the organizing committee.
- Discussion to continue to the next meeting.

ReConnect

- Reconnect is the project name for the colouring project that took place on November 17th
- The event went well and there will be more events in the coming months with Surrey and Vancouver to hold the event as well.

8. NEW BUSINESS

8.1 PANCAKE BREAKFAST

MOTION EPCOM 2015-11-24:04

Shipra/Larissa

Be it resolved to approve up to \$770 for the Simon Fraser Student Society's Pancake Breakfast happening on December 7th.

CARRIED

Discussion – The original idea for a Christmas dinner is no longer happening due to the time frame, catering and logistics of the event. A pancake breakfast will take its place. The event will be similar to the September event that fed between 500 – 700 students. The team is waiting on confirmation from various sponsors such as Document Solutions and Nestors. The idea is to split the additional cost between the Advocacy committee (\$770) and Epcom committee (\$770). A request was put to the committee to assist with volunteering for the December 7th event. The event also plans to have an area to take pictures with Santa and there is a possibility of a planned flash mob. The team has reached out to music groups on campus and has generated a lot of interest in the event.

A question was raised asking if this event is still catering to students with depression and mental health as was the idea for the original Christmas dinner. A suggestion was made to perhaps advocate or request donations to a charity in the area of mental health. The committee will reach out to other groups to advocate for mental health and well being.

Larissa mentioned HSUSU expressed an interest in hosting a pancake breakfast on December 1st in conjunction with World Aids Day. They plan to reach out to Hi-Five, Health and Counselling and other groups to help create awareness.

The Angel Tree Campaign is also planning on doing photos with Santa. A suggestion was made to collaborate the pancake breakfast along with the Angel Tree campaign to ensure a bigger turnout.

Kevin called the question.

CARRIED

8.2 SFSS HEADLINER PUB NIGHT

MOTION EPCOM 2015-11-24:05

Shipra/Kevin as amended by Kevin/Tatum

Be it resolved to approve up to \$5350 from the 817/20 for the SFSS headliner pub night.

Be it further resolved to appoint Curtis Pooghkay as the event lead.

CARRIED

Abstention - Kevin

Discussion – The idea is to bring in an international DJ to play at the pub. The team has engaged Blueprint to advise which DJ they can use with the budget presented to them. The reason for using Blueprint is because many DJs are booked through agents and Blueprint can help assist them with this process. The plan is to raise the overall standard of the pub nights and to promote the SFSS branding. The event is planned for January 21st in order to build more hype for the event throughout January. A suggestion was made to ask non-SFU members to pay more for their ticket at the door in order to generate a small profit. Being that the plan is to bring in an international DJ, it would lead the way to add potential sponsors to help subsidize the costs of the event. SFSS and Brooked Events are geared towards SFU students. The plan is to gear marketing and promotions towards SFU students first and foremost.

Next steps - Start marketing and promotions.

Tatum / Larissa

Be it further resolved to appoint Curtis Pooghkay and Kevin Kumar as event lead.

WITHDRAWN by Kevin

Discussion – There is a conflict of interest being that it is Kevin's event and cannot also act as event lead.

8.3 SFSS HEADLINER PUB NIGHT

MOTION EPCOM 2015-11-24:06

Larissa / Stephanie

Be it resolved to approve up to \$2150 for the SFSS welcome back pub night on January 7th

Be it further resolved to appoint Shipra Sharma as the project lead for the event on Thursday, January 7th.

DOES NOT CARRY

Abstentions - Erwin

Pardeep/Larissa

Be it resolved to approve up to \$600 for food and beverage for the SFSS welcome back pub night on January 7th as amended.

Be it further resolved to appoint Shipra Sharma as project lead on January 7th.

MOTION WAS RETRACTED BY DEEPAK

The Welcome back pub night is planned for January 7th kicking off the semester with a hip hop night. The plan is to start pre-selling the tickets with the artist to be confirmed soon.

Discussion – A concern was expressed in regards to the date of the event. With classes starting up again on January 5th, this does not seem like enough time to promote the event. The SFSS usually hosts EDM pub nights and a concern was made whether a hip hop night would generate enough interest to make it successful. The SFSS plan is to have two pub nights a month, which is the reasoning behind picking the January 7th date. The committee members are hesitant about hosting a pub night so close to the beginning of the semester due to a lack of interest by the students as shown in past January events.

9. DISCUSSION

9.1 HOLIDAY CAMPAIGN AND ANGEL TREE

MOTION EPCOM 2015-11-24:07

Larissa/Kevin as amended by Erwin/Tatum

Be it resolved to approve up to \$200 for an SFSS Santa costume and backdrop.

CARRIED

Discussion – Engaged with the communications director regarding a social media outreach to promote the Angel tree campaign by offering photos with Santa. All proceeds will go towards the Angel Tree campaign. Larissa will engage wit Hanguie regarding when to schedule the Santa pictures. The cost to rent a costume for the day is \$200. The cost to purchase a costume for the SFSS to keep on hand will cost \$125. It was also suggested to purchase better decorations for a nicer backdrop.

9.2 FRONT HOUSE OPERATION DURING EVENTS

MOTION EPCOM 2015-11-24:08

Larissa/Pardeep as amended by Hanguie/Tatum

Whereas an SFSS member lost their jacket during a pub night

Be it resolved to approve up to \$150 from line item 817/20 to reimburse the clothing item lost at the October 27th event.

DOES NOT CARRY

Discussion – At the last Halloween pub night event an attendee lost an article from coat check. It was suggested that the SFSS would need to take full onus on the lost article of clothing. It was agreed by the committee that proper signage is needed. A receipt and pictures were provided to the Chair showing which jacket was lost.

Ibrihim left at 11:29am

9.3 EXTENTION OF MEETING

MOTION EPCOM 2015-11-24:09

Steph/Erwin

Be it resolved to extend the meeting by 10 minutes

CARRIED

9.4 EXECUTIVE APPRECIATION

Discussion – Available dates for the event are January 13/14 and January 21. Larissa and Shipra will prepare a proposal to be presented at the next meeting.

9.4 PROMOTIONAL SUPPORT FROM SFSS FOR DECEMBER 20TH

MOTION EPCOM 2015-11-24:010

Stephanie/Erwin as amended by Larissa/Erwin

Be it resolved to provide promotional support to Brooked Events for the December 20th event.

Be it further resolved to add Liaison Larissa Chen to the December 20th event.

CARRIED

Abstentions - Kevin

Discussion – Brooked Events and the SFSS are hosting an event with other groups and are requesting promotional support from the SFSS for the December 20th event

10. ADJOURNMENT

Adjournment – 11:36 am

SFSS Presents: Christmas Pancake Breakfast



Presented By: Hangu Kim and Curtis Pooghkay

Goals and Objectives:

- To continue to promote the SFSS branding.
- To appreciate our membership and providing them with a non-ticketed event
- To engage our membership by promoting and executing a really great event.
- To get our membership excited for the holiday season.

Stakeholders:

- The SFSS membership

Targeted Audience:

- SFSS members of any age
- Individuals that like pancakes
- Individuals that like christmas

Messaging:

- Promotion of this event through a marketing plan
- Posters and promotional materials to make our target audience generally aware this event are happening.
- Facebook event to show this event is happening

Strategy:

- Have posters set up around campus creating awareness for the pancake breakfast.
- Facebook group gaining traction
- Word of mouth marketing of the event

Metrics/Measurables

- Amount of people that go to the pancake breakfast

Overview:

The pancake breakfast is something we do every year in September but we don't really do much for our membership in the holiday season. During the cold weather it would be advantageous to show our appreciation for our membership before the holiday season by giving them free pancakes. We will be dressed in Christmas outfits and playing Christmas music.

Timeline: (Deadlines)

- Tues November 24th brought to Epcom
- Wendes November 25th Facebook group created.
- Fri November 27th Posters designed and printed
- Tues Dec 1st Volunteers confimed
- Mon Dec 7 Event Day.

Facilities:

We will be requiring tables, chairs and rolling boards.

Volunteers:

There will be a need for 5-10 volunteers either from Epcom, board and brooked events to work the door and cater to any specific needs of the event.

Budget:

Costs: Up To:

Item	Cost
Facilities	\$500 (Sponsored)
Miscellaneous	\$200
Food	Sponsored
Grill, heaters and Propane	\$1300
Total	\$1500

Event Planning

Instructions: Use this planning form when you are in the initial planning stages of your outreach or event. You can work through this form as a group to help you think through the details of your event as well as decide on the steps that will need to be taken in order to carry out the event successfully.

Name of Event: ReConnect (Color SFU)

Peer Health Educators Involved: TBA

<p>Who is the 'leader' for this event?</p> <p>Note: The leader will help coordinate the planning and implementation process and ensure successful communication between the team. You can pick who will take the lead.</p>	<p>Elbert Bae (Health Peer) & Deepak Sharma (SFSS)</p>
<p>What is the specific objective of this event?</p> <p>Feel free to use the SMART goals reminder on the following page to help think through your objective.</p>	<p>To promote social connection across the four SFU campuses. Promote the importance of social support. Destress activity for students (i.e. promotion of non-academic activities such as coloring to relax) Promote SFU H&C services AND SFSS</p>
<p>What is the main theme or health topic of your event?</p> <p>Think about what health information you want to provide and what key messages participants should take from</p>	<p>Health topic: Stress management, mental well-being, social support, and social well-being</p> <p>Key messages participants will take away: "We attend separate campuses, but we are all connected under the same identity, SFU. The importance of SFU as a pillar of support for students and the services that they provide are and should be for the benefit of students."</p>

<p>attending your outreach. You should only have 1-3 key messages. All rolling board materials should help communicate these messages. Sometimes less is more!</p>	<p>The presence of SFSS and their stance towards the benefit of students. (i.e. the student body for students at ALL campuses)</p>
<p>When will event take place?</p>	<p>November 18th, November 25th, January 5-8 (Week of Welcome) [at least two of those days in January]</p>
<p>Where will event take place?</p> <p>Have you booked the space yet?</p>	<p>Burnaby, Surrey, Woodworths, and Harbour center</p>
<p>Who will participate in the event?</p> <p>Think about who your priority population is, and how will you get their interest and get them to attend.</p>	<p>SFU students Promote the connectivity across campuses with an activity that is NOT related to academics, but rather the importance of connection across campuses and the impact of art.</p>
<p>What activities will occur?</p> <p>Describe an overview of the event and the activities that will occur.</p>	<p>Students will be asked to color a section of the poster to add towards the overall completion of the project. Leave their name to be recognized for their contribution at the end. Leave their email if they would like us to provide a link for the completed picture and other resources provided by SFU H&C and SFSS for students. Take pictures per section colored to make a community video (stop motion) at the end.</p>
<p>Describe marketing plan (if you decide this is necessary)</p>	<p>SFU H&C and SFSS social media promotion Once Burnaby is completed → take pictures and use that to promote it [i.e. part 1!!] then same deal for SFU Surrey [part 2] to promote for upcoming outreaches at other campuses.</p>
<p>What resources will you need?</p> <p>Think through what additional resources, hand-outs, prizes etc you will have at the event.</p>	<p>Posters, coloring material [sharpies], handouts for resources related to social support, prizes [adult coloring books], food [muffins] and drinks [tea and coffee]</p>

<p>How will you evaluate the event?</p> <p>Think through your evaluation strategy, how will you know if it was a success?</p>	<p>Completion of the 4 posters Engagements with students [i.e. verbal and written feedback] Other?</p>
<p>Personal and professional development</p> <p>Please take a few minutes to think about what personal and professional development goals you hope to work on through your participation in this outreach. Please journal or otherwise record how your involvement in this outreach contributed to your personal and professional development goals so that you can share this at our next personal and professional development debrief meeting.</p>	

SMART REMINDERS:

Specific: is what you want to achieve clear? Instead of a general goal ie, "Improve my communication skills," be specific: "Improve my public speaking skills by joining Students on Students radio show program, co-hosting at least 2 shows this semester"

Measurable: how will you know it has been achieved? To determine if your goal is measurable, ask questions like... how much, how many, how will I know it's been accomplished?

Attainable: are you willing and able to work on this?

Result-oriented: will this event move the peer health team closer to the broader goals and objectives of the Health Promotion's goals and objectives?

Time-limited: have you set deadlines for yourself?

SFSS Presents: Headliner Party

Jan, 21, 2016

With Support from Brooked Events



Presented By: Curtis Pooghkay

Goals and Objectives:

- To continue to promote the SFSS branding.
- To continue to promote our Highland Pub
- To engage our membership by promoting and executing a really great event.
- To bring a more high profile performer to our pub

Stakeholders:

- The SFSS membership
- The fans of that Artist

Targeted Audience:

- SFSS members over the age of 19
- Individuals that like to attend pub nights
- Fans of the artist
- Brooked events following

Messaging:

- Promotion of this event through a pub night marketing plan
- Posters, tickets and promotional materials to make our target audience generally aware this event is happening.

Strategy:

- Pre-sale Tier 1 (Quant 50) will be an affordable \$10 for our membership.
- Pre-sale Tier 2 (Quant 300) will be \$15
- Door tickets \$20
- Prices are increased due to the fact that the artist will be of much higher quality.

Metrics/Measurables

- Amount of tickets sold for the pub night
- Amount of individuals wearing costumes for the event

Overview:

The Highland pub continues to be a great venue to host events on campus. This event is about continuing what we do well but also bringing in some international talent to play at the pub. The goal is to have a show that brings in an international dj and has increased production to accommodate this dj. This will create more hype around the highland pub and events we throw. This is also something we have not done so it's a good way to see if this is something the society can do in the future.

Timeline: (Deadlines)

- Tues November 24th brought to Epcom
- Fri December 11th Facebook group created.
- Fri December 18th Tickets and posters printed
- Thur Dec 31st Artist and Production
- Mon Jan 11 Volunteers secured
- Thur Jan 21 Event Day.

Production:

The production budget is going to be \$900. This will include speakers, sub woofers, lights, extra effects and a dj booth. This budget is large because we need to accommodate having an international dj in our venue. Increase production in necessary when bringing in other talent.

Volunteers:

There will be a need for 5-10 volunteers either from Epcom, board and brooked events to work the door and cater to any specific needs of the event.

Budget:

Costs: Up To:

Item	Cost
Artist (Ridership, Hospitality)	\$3000
Production	\$900
Security	\$700

Promotions	\$100
Miscellaneous	\$200
BP Booking Fee (Could be Reduced)	15% X \$3000= \$450
Total	\$5350

Projected Revenue Stream

Item	Revenue
50 x \$10 Tickets	\$500
300 x \$15 Tickets	\$4500
Door Sales 20 X 25	\$500
Total Revenue	\$5500

Total Profit: \$150