

1. CALL TO ORDER

Call to Order by the Chair – 10:08am

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 | Erwin Kwok |
| 8. Student At-Large | Tatum Miller |
| 9. Student At-Large | Ibrahim Hafeez |

3.2 Guests

- | | |
|----------|--------------|
| 10. CJSF | Nick Lagasse |
|----------|--------------|

3.3 Regrets

- | | |
|----------------------|--------------|
| 11. Councilor | Pardeep Barn |
| 12. Student At-Large | Kevin Kumar |

3.5 Absent

- | | |
|-----------------------|----------------|
| 13. Student At –Large | Mudiwa Bwakura |
|-----------------------|----------------|

4. ADOPTION OF THE AGENDA

MOTION EVENTS 2016-03-09:01

SHIPRA/IBRAHIM

Be it resolved that the agenda be adopted as amended.

CARRIED AS AMENDED

5. RATIFICATION OF REGRETS

MOTION EVENTS 2016-03-09:02

CURTIS/ERWIN

Be it resolved to ratify regrets from Kevin Kumar, Pardeep Barn

CARRIED AS AMENDED

6. GUEST SPEAKERS & PRESENTATIONS

CJSF PRESENTATION

- CJSF would like to partner with the SFSS and has planned for a free variety concert scheduled for April 7 from 5-9 taking place in Convocation Mall.
- Various music groups and bands have been booked and will showcase an 8 piece band, latin, indie, synth pop, a rock band and more.
 - The bands would be paid a small fee.
- The concert will be catering to members who have requested more diverse concerts.

****Melissa Lee, Hangu Kim, Curtis Pooghkay and Shipra Sharma arrived at 10:08am.**

- SFSS would contribute by booking convocation mall and by providing communication support for the event.
- SFSS has requested a formal proposal prior to approving this by the Committee.
- CJSF has requested assistance with food suggestions to serve at the event.
 - It was suggested to contact Pizza hut for food sponsorship.
 - It was informed that if ordering food, then it would be need to be purchased through FBS.
 - Food trucks would not be allowed.
 - It was suggested to host a BBQ in conjunction with the event, as it is easy to sell hot dogs, chips and a drink.
- The event will be promoted through social media and postering.
 - The posters will be printed through the radio station and promoted on the CJSF Facebook Page.
 - The bands will be interviewed intermittently through the radio station.

7. UPDATES

- **International Women's Day**

- Erwin sent an email update to the Committee, which included a suggestion to partner with CJSF for International Women's Day.
 - CJSF aired Women's issues and rights activism themed broadcasts all day.
- It was suggested that the SFSS could help with promoting this through social media.
- Larissa Chen assisted with the communications order forms and constructed a social media post to engage students on who their inspirational woman was.

- **Appreciation Week**
 - Appreciation week took place on February 29- March 3
 - Overall it was a successful event and many people attended. Students got to experience some of what the SFSS has to offer.
 - The free cotton candy was a big hit with the members.
 - There were some complications with the dunk tank however it went ahead as planned after it was resolved.
 - The pub night hit capacity.
 - It was suggested to host a day of Appreciation event every semester at all campuses as a way to give back to the membership.
 - Gratitude was expressed to everyone who helped out with the event.

- **Karaoke Night**
 - It was noted that the Peak has consecutively booked the pub every second Tuesday.
 - Larissa followed up with the pub and it was agreed that the SFSS could host their Karaoke night in conjunction with "Wings Wednesday" for a one time event.
 - The organizers are Deepak Sharma, Larissa Chen and Melissa Lee.

- **Open Mic Night**
 - Tatum Miller has expressed the desire to cancel the event as planned.
 - It was noted that the SFU Recital Society is hosting an Open Mic Night the same day as the SFSS Open Mic Night.
 - Two of the same concepts happening on the same day is not ideal.
 - A question was asked if the SFSS could partner with the Recital Society and provide support in any way.
 - The Committee was informed that the recital society would likely not need any SFSS support.

- Larissa has offered to follow up with the recital society to offer support.
- It was explained that the motion would need to be reconsidered again if they would like to partner with the SFSS.

MOTION EVENTS 2016-03-09:03

CURTIS/SHIPRA

Be it resolved to reconsider motion 8.2 from February 24, 2016.

CARRIED

MOTION EVENTS 2016-03-09:04

LARISSA/ERWIN

Be it resolved to approve up to \$430 from line item 817/20 for the SFSS presents the Peak Open Mic Night.

Be it further resolved that Tatum Miller be appointed as project lead.

FAILED

- **St. Patrick's Day**
 - RHA presented a proposal to the Events Committee on February 24, 2016.
 - The Facebook page and designs are ready and tickets sales are set to begin.
 - Updates will be posted on the Facebook event page
 - RHA has requested assistance with looking for DJs. A list of local DJs was provided by Shipra and will be up to RHA to make the final decision.
 - Tickets will be sold until 10pm the night of the event.

8. NEW BUSINESS

8.1 FILE AND APPROVE REPORTS

MOTION EVENTS 2016-03-09:05

SHIPRA/IBRAHIM

Be it resolved to approve the following reports omnibus: Power of Positivity

CARRIED AS AMENDED

DISCUSSION

- The event was successful and a lot of volunteers from various student groups came out to help.

- It was moved from a week long event to a one day event however it has the opportunity to grow in the coming years.
- The cost was minimal compared to what was allocated.

8.2 THROWBACK THURSDAY

MOTION EVENTS 2016-03-09:06

IBRAHIM/LARISSA as amended by SHIPRA/TATUM

Be it resolved to approve up to \$1600 line item 817/20 for the Throwback Thursday event.
Be it further resolved that Melissa Lee and Nina Savkovic be appointed as project leads.

CARRIED AS AMENDED

ABSTENTION: HANGUE KIM

DISCUSSION

- The event will be held on March 25 from 9-1 at the Highland Pub.
- Local DJs will be used to keep the costs low.
- Tickets will start at \$5 per ticket for the first tier, \$10/ second tier and \$12/door.
- The event will be promoted through social media and tabling will be done in the AQ if necessary.
- It was suggested to have a social media contest for a chance to win prizes.
- Expected attendance: 350 people
- Projected revenue: \$2800.00
- The communications work order form is ready, Larissa has expressed her ideas for the communications and promotions.
- It was noted that Nina Savkovic is a student volunteer and a Board member will be working alongside her for the event.

9. DISCUSSION

It was requested to have an updated budget provided for the next meeting.

10. ATTACHMENTS

- PowerofPositivityReport
- Throwback Thursday - 2000s Pub Night Proposal

11. ADJOURNMENT

Adjournment – 10:55 am

February 24, 2016

Dear EPCOM,

Power of Positivity was a big success today so I wanted to thank you for all your support, it would not have been possible without you and the many other volunteers we had along the way. I wanted to send you a report of some numbers and stories to show you how this event benefited the membership and encourage you with all the work you do.

Some numbers:

- 200 cups of coffee and tea given away
- 700+ handwritten encouragement and inspirational notes given away
- 2 buckets of double bubble chewing gum and lollipops given away
- 18 photos with our polaroid cut out
- An entire pin board covered in words of thankfulness from our membership

Some short stories:

“The last time I got a bag of free chips, I received emails for a year. This is awesome guys!” – A student

Again and again students showed huge appreciation that the student society was willing to support them with free coffee/tea/candy and encouraging things during midterms without a survey or a sign up. There were multiple comments of students saying things like: “this totally made my day” and “thank you *so* much guys, this is so nice.”

Check out the photos on the SFSS facebook page in the upcoming days to see some of the people who got involved with some of our more interactive things like our polaroid photoshoot ☺

The cost:

Description	Cost
Markers and note paper	\$6.91
Balloons and tape	\$19.90
2 Polaroid cut outs	\$17.70
1 bucket of both Double Lollies and Dubble Bubble	\$21.50
100 cups of tea	\$100.00
100 cups of coffee	\$125.00
TOTAL	\$291.00

Thank you again for all your support! This event has definitely benefited the membership. If you ever need to contact me, my email is jragone@sfu.ca.

Sincerely,

John Ragone

#ThrowbackThursday: 2000s Pub Night

March 24, 2016

To: Events and Promotions Committee

From: Melissa Lee, Nina Savkovic, and Hangu Kim

Re: Throwback 2000s Night with good music and even better friends!

This is a proposal for the “#ThrowbackThursday: 2000s Pub Night” by the Events and Promotions Committee (EPCOM) of Simon Fraser Student Society (SFSS). The purpose of this event is to throw it back to the 2000s with the biggest hits of the decade. The theme should have a wide appeal, as students enjoy feeling nostalgic about their childhood and teenage years.

The event will be taking place at the **SFSS Highland Pub** at the Simon Fraser University Burnaby Campus. We decided to choose this location due to the low cost of the venue and because the location is ideal for students. The event will include 2000s music, decorations, and DJs who will be spinning all the old tunes. The proposed date of the event is **Thursday, March 24th, 2016** from **9:00pm-1:00am**.

The event lead for this event will be Melissa Lee, and supported by Nina Savkovic and Hangu Kim.

Promotions will include creating a Facebook event page and posters to promote all around campus, as well as advertising through our social media channels and tabling.

This event will serve as an opportunity for the SFSS to engage with more students and garner support for future events. It is a theme that the Events and Promotions Committee has not explored before. March 24th could be an ideal date to encourage attendance, as it is a Thursday night before the March long weekend, and hopefully will build off the momentum of the consistent pub nights occurring during the month of March.

Budget

The projected expenditure is **\$1,600**.

Based on a projected attendance of **350** attendees, the projected revenue is **\$2,800**.

Please refer to attached budget for a detailed budget breakdown.

Tickets

In order to keep it affordable for students and encourage attendance, 150 early bird tickets will be sold at **\$5** each.

For the next tier, 175 tickets will be sold at **\$10**.

25 (this quantity is subject to pub capacity) tickets will be sold at the door for **\$12**. The projection of 350 attendees allows for more door tickets to be sold if there is a demand.

Metrics

Number of tickets sold

Number of people in the pub

Promotions

Posters and tickets will be designed to reflect a 2000s theme.

A Facebook event page will be created by the SFSS and promoted through our various social media channels (Facebook, Twitter, and our recently created Instagram).

Social media posts will engage students through posts about 2000s music, movies, TV shows, celebrities, fashion, technology, and other trends.

A social media contest could also be an effective way to engage students and gain traction for the event, given that the event name, #ThrowbackThursday, is a popular social media hashtag. Students can post photos of their memories or things that make them nostalgic about the decade of the 2000s, using the hashtag #SFSSThrowbackThursday, on Facebook, Twitter, or Instagram, and the chosen winner +1 can receive free entry to the pub night.

Tabling around campus could reach students that may not be otherwise engaged with the SFSS and encourage students to buy tickets, with favourite music from the 2000s playing to draw students in. Ticket sellers are another avenue that could potentially be utilized to make buying tickets more accessible.

Production

Artists will be four local SFU DJs, who will be playing memorable songs from the 2000s that students will recognize and be able to sing and dance along to. Production will include renting the necessary equipment. This is to ensure that the costs will be minimal, given that the focus of the night is on the 2000s theme. Decorations will be important for creating a nostalgic 2000s-themed environment.

Other

A photographer and a 2000s-themed drink special will be looked into, as they would be valuable additions to the night.

A volunteer sign-up form will be sent out a week in advance to ensure that there will be enough front-of-house help on the night of. A follow-up email will be sent the day before the pub night with a volunteer schedule and important information.

Timeline

March 9	Event proposal to EPCOM
	Submit Communications Work Order
	Pub booking and security form
March 10	Finalize artists
	Book production equipment
March 14	Facebook event page and graphics complete
	Posters and tickets printed
March 15	Begin selling tickets

	Start social media contest
March 15 - 24	Tabling
	Social media posts
March 18	Volunteer sign-up
March 21	Finalize decorations
March 22	Announce social media contest winner
March 23	Follow-up volunteer email
	Pick up production equipment
March 24	EVENT DATE

Simon Fraser Student Society (Events and Promotions Committee)

2000s Night

Expenses for March 24, 2016

Production Expenditures	Description	Budget	Budget Remaining
Decorations	Decorations will be for the 2000s theme	\$100	\$100
Promotions	Promotions costs will cover the poster and ticket costs of the event	\$100	\$100
Entertainment	Entertainment will include 4 DJ's who will be spinning 2000s music	\$250	\$250
Security	Security	\$700	\$700
Production	Including rentals of music equipment, speakers, etc	\$250	\$250
Photographer	Photos for the pub night	\$100	\$100
Miscellaneous	Costs for miscellaneous expenses that may come up	\$100	\$100
Total Expenditures		\$1,600	\$1,600

Simon Fraser Student Society (Events and Promotions Committee)

2000s Night

Revenue for March 24, 2016

Revenue	Quantity	Price	Total
Early Bird	150	\$5	\$750
Regular	175	\$10	\$1,750
Door	25	\$12	\$300
Total	350		\$2,800