

Call to Order – 12:34 pm, July 23, 2014 | MBC 2294

The Committee acknowledged that the meeting was being conducted on the Unceded Coast Salish Territories of the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

## 1. Roll Call of Attendance

### Committee Composition

Board Member (*chair*)..... Shirin Escarcha  
Vice President Student Life (*MSO pro tem*).....Kayode Fatoba  
Board of Directors Member .....Ayla Kooner  
Board of Directors Member ..... Tesicca Truong  
Councilor ..... Clara Chow  
Student At-Large ..... Rahul Rajanala  
Student At-Large .....

### Society Staff

Student Union Organiser.....Antonio Daling  
Minute Taker ..... Dion Chong

### Guests

Mechatronics Systems Engineering Student Society ..... Pheonix Phan  
Software Systems Student Society ..... Fedora Furtado

### Absent

Councilor .....Ali Najaf

## 2. Adoption of the Agenda

### MOTION GC 2014-07-23:01

Chow

*Be it resolved to adopt the agenda as presented.*

## 3. Matters Arising from the Minutes

### MOTION GC 2014-07-23:02

Truong

*Be it resolved to approve the minutes of 2014-07-16*

### CARRIED

## 4. Granting Presentations

### a. MESS + SSSS Frosh - September 2<sup>nd</sup> to 5<sup>th</sup>

3<sup>rd</sup> annual joint frosh between two DSUs with significant course overlap and small constituencies. Anticipating 50 students attending. The two Department Student Unions requested a total grant of \$1536.63.

Events:

- Fake Exam
- Scavenger hunt around SFU Surrey
- Systems 101 – tips and tricks of university life
- BBQ and Frosh Olympics
- Midnight Madness

Grant requests would cover equipment for the frosh BBQ materials and Olympics mini-games and prizes, scavenger hunt materials and prizes, Systems 101 food, and contributions to the midnight madness, fake exam printing and snacks, funding for online and print promotions, shirt purchases. Grant requests have been consistent over the past number of years. The group did not charge admission; rather shirts were sold for \$10 and allowed admission to any frosh event. Waivers and photo release forms would be signed with all participants. Sponsorship offers had not yet been received yet, although they were still being sought at the time of the meeting. The Vice President Student Life could provide assistance in that realm. A number of technical questions in event operations were asked of the organizers.

*MSESS and SSSS Representatives left at 12:55pm*

## 5. Grant Considerations

### a. MSESS + SSSS Frosh

The Committee was largely comfortable with the grant request. The Committee was also reminded that the grant was from two different DSUs. The DSUs would be reminded of the need to utilize Society branding on their materials.

The Board may wish to have a presence at Frosh.

#### **MOTION GC 2014-07-23:03**

Chow

*Be it resolved to grant MSESS and SSSS up to \$1536.63 from the DSU granting line item for Frosh activities*

There was a desire to ensure operational autonomy for Department Student Unions in their event planning.

### **CARRIED**

## 6. Discussions

### a. Working Group Updates

As per previous GC, the working group would be made up of two subgroups. There was a desire for an introductory meeting to explain the role of the working group and the subgroup focuses. While the Spectrum of Grants subgroup already had phases of development planned, the loans subgroups had yet to organize phases of development. Working groups would collective all research, resources, and data available, and consider implementation.

**Action Item:** Environment Representative would facilitate a meeting of the working group through Doodle.

### b. Committee Feedback/Looking Ahead at Fall

Feedback was sought from the committee on the structure and facilitation of the process. A conversation on the committee feedback would continue at a future Granting Committee meeting.

## 7. Attachments

1 - MSESS + SSSS - Frosh.pdf

## 8. Adjournment 1:20pm

# **Mechatronic System Engineering & Software Systems Student Societies Frosh 2014 Grant Proposal**

## **Contact Information:**

Mila Pham (MSE Chair)

Joanne Yoon (SOSY Chair)

Eric Yang (Finance Officer)

Email: phoenixp@sfu.ca

Email: joanne@sfu.ca

Email: ebyang@sfu.ca

## **Event Proposal:**

For the third year in a row, the Mechatronic Systems Engineering Student Society and the Software Systems Student Society have teamed up to create a series of events known as Frosh. These events serve to welcome the first years to our programs, help create friendships between our new applied sciences students, and promote our respective student societies. Frosh will have five main events. The first event will be a Fake Exam to help promote Frosh. We will also be hosting a Scavenger Hunt around the Surrey campus to familiarize students with the campus and acquaint them with various faculty members. A third event will be an information session called Systems 101 where senior students will provide their insight and answer any questions regarding university life. We are planning to do a barbeque with a selection of activities to help create teamwork amongst students. Lastly, we will head over to SFU Burnaby campus to participate in Midnight Madness with the other applied science programs. We are anticipating around 50 first years overall at Frosh events. The anticipated cost for all of Frosh is \$2124.21. After adding a ten percent contingency, and subtracting both the revenue from t-shirt sales and core funding, we are asking for \$1536.63 from the SFSS.

Location: SFU Surrey (unless stated otherwise)

Anticipated Attendance: 50

Frosh Committee: 14

Anticipated Volunteers: 20

## **Financial Breakdown:**

### **Revenue:**

- **T-shirt Sales:** We will be selling T-shirts as part of admission to subsidize some of the cost for Frosh at the price of \$10 per t-shirt. We are anticipating \$500 in sales.
- **Core Funding:** The MESS will allocate \$200 from core funding and The SSSS will allocate \$100 from core funding.

**Grant Request:** We are requesting **\$1536.63** from the SFSS

<b>Expenses</b>		
<b>Name</b>	<b>Supplies</b>	<b>Cost</b>
<b>FROSH Olympics /Holland Park BBQ Event</b>		
<b>BBQ</b>	Burgers ( Meat and Veggie)	\$ 80.00
	Buns	\$ 30.00
	Condiments	\$ 25.00
	Assorted Vegetables	\$ 15.00
	Drinks and Supplies	\$ 50.00
	Gas Cost	\$ 20.00
	Food Only Tax	\$ 10.00
	Regular tax	\$ 2.40
	Activity Subtotal	<b>\$ 232.40</b>
<b>Blind Ball Bash</b>	2 Lightweight Balls	\$ 10.00
	Tax	\$ 1.20
	Activity Subtotal	<b>\$ 11.20</b>
<b>Giant Angry Birds</b>	Prizes	\$ 15.00
	Tax	\$ 1.80
	Activity Subtotal	<b>\$ 16.80</b>
<b>Helium Stick</b>	Long stick .86/ft (8.202ft/2.5m stick)	\$ 7.05
	Tax	\$ 0.85
	Activity Subtotal	<b>\$ 7.90</b>
<b>Pass the orange</b>	2 Pounds of Oranges	\$ 3.00
	Food Only Tax	\$ 0.15
	Activity Subtotal	<b>\$ 3.15</b>
<b>Slip n Slide</b>	Dish Soap	\$ 3.00
	Tax	\$ 0.36
	Activity Subtotal	<b>\$ 3.36</b>
<b>Team skis</b>	2x4s	\$ 40.00
	Straps	\$ 10.00
	Tax	\$ 6.00
	Activity Subtotal	<b>\$ 56.00</b>

<b>Tips</b>	Frisbees	\$ 3.00
	Tax	\$ 0.36
	Activity Subtotal	<b>\$ 3.36</b>
<b>Blanket Name Game</b>	Blanket	\$ -
	Activity Subtotal	\$ -
<b>Tug of War</b>	Rope	\$ 10.00
	Roll of Ribbon/Masking tape	\$ 3.00
	Tax	\$ 1.56
	Activity Subtotal	<b>\$ 14.56</b>
<b>Olympics Prizes</b>	Various Prizes	\$ 200.00
	Tax	\$ 24.00
	Activity Subtotal	<b>\$ 224.00</b>
<b>Total Olympics Event With BBQ Subtotal</b>		<b>\$ 572.73</b>
<b>Scavenger Hunt</b>	Items	\$ 45.00
	Printing	\$ 10.00
	Rope	\$ 10.00
	Movie Ticket Prizes (Runner up) 8 tickets	\$ 70.00
	1st place prize	\$ 105.00
	Tax	\$ 28.80
	Activity Subtotal	<b>\$ 268.80</b>
<b>Systems 101</b>	Food	\$ 150.00
	Door Prizes	\$ 20.00
	Tax	\$ 20.40
	Activity Subtotal	<b>\$ 190.40</b>
<b>Midnight Madness at Burnaby campus</b>	Breakfast (\$5.60/person) 18 people	\$ 100.80
	Slushee Boat Race	\$ 33.33
	Duct Tape	\$ 22.26
	Dinner	\$ 206.66
	Tax	\$ 43.57
	Activity Subtotal	<b>\$ 406.62</b>

<b>Fake Exam</b>	Exam Printing	\$ 70.00
	Snacks	\$ 40.00
	Tax	\$ 13.20
	Activity Subtotal	\$ <b>123.20</b>
<b>Advertisement/ Waivers</b>	Printing Cost	\$ 100.00
	Tax	\$ 12.00
	Subtotal	\$ <b>112.00</b>
<b>T-Shirt Printing from entropy.com</b>	70 T-Shirts plus tax and shipping	\$ 450.47
	Subtotal	\$ <b>450.47</b>
<b>Total Events Subtotal</b>		\$ <b>2,124.21</b>
<b>Contingency 10%</b>		\$ <b>212.42</b>
<b>Net Expense Subtotal</b>		\$ <b>2,336.63</b>
<b>Revenue</b>	Projected T-shirt Sales at \$10 each	\$ 500.00
	SSSS Core	\$ 100.00
	MSESS Core	\$ 200.00
<b>Revenue Subtotal</b>		\$ <b>800.00</b>
<b>Grant Request Amount</b>		\$ <b>1,536.63</b>