

Call to Order – 10:00 am, November 26, 2014 | MBC 2296

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
President (*ex officio*) Chardaye Bueckert
Vice President Student Life..... Kayode Fatoba
Board of Directors Member Ayla Kooner
Councilor Stephanie Hall (*late-academic*)
Councilor
Student At-Large..... Rahul Rajanala

Society Staff

General Office Coordinator..... Rena Hood-Lundrie (*late-craft fair*)
Minute Taker Dion Chong

Guests

Applied Sciences Representative..... Ben Rogers
FAS Formal Planning Committee Jade Andersen
Computer Science Student Society Corbette Gildersleve

Regrets

Board of Directors Member Deepak Sharma
Student At-Large..... Clara Chow

2. Adoption of the Agenda

MOTION GC 2014-11-26:01

Rajanala/Amended Bueckert
Be it resolved to adopt the agenda as amended.
Working group updates added to end of agenda.

CARRIED AS AMENDED

3. Ratification of Regrets

MOTION GC 2014-11-26:02

Kooner
Be it resolved to ratify regrets from:
Board of Directors Member Deepak Sharma (*BOD-Surrey Nap Room*)
Student At-Large..... Clara Chow (*academic recital*)

CARRIED

4. Matters Arising from the Minutes

MOTION GC 2014-11-26:03

Kooner
Be it resolved to approve the minutes of 2014-11-12

CARRIED

5. Granting Presentations

a. JDC West - Transportation to JDC West 2015

JDC had not been invited to the meeting due to an oversight.

b. CSSS, ESSS, MESS, SSSS - FAS Formal – April 10

Traditionally, FAS Formal has been organized by the Applied Sciences Representative. The event allows students to interact with faculty and alumni, as well as building community and pride amongst members of the Faculty of Applied Sciences. Event consists of formal dinner and dance floor with a live band. The event has become more expensive than previous years, although the Formal had 4 months to change costs.

GO Coordinator entered at 10:11am

Ticket prices in the previous year were extremely high and attendance decreased significantly as a result (2013 - 200 down to 2014 - 129). Liquor prices also contributed to dissatisfaction in the event, as venues typically demand use of own liquor. In the coming year, \$2 average per alcoholic beverage was expected and would allow for the DSUs to recoup costs.

\$1800 total is the expected contribution from the DSUs, along with \$3000 from Faculty of Applied Sciences, although exams were causing delays in communicating with DSUs.

In the venue selection process, hotels were seen as both expensive and inflexible, although they provide décor. The planning committee found that a banquet hall would provide the greatest cost savings, which would only require a liquor license and décor. A number of banquet halls were rejected as a result of their prices per beverage.

SFU Jazz Band would charge less than the amount budgeted, but they may not be available on the night of the event. Further, a number of performers were also applied science students, and there was a desire to ensure that members were not put into a position where they could not attend their own faculty formal.

At present, the venue requires a down payment. Additionally, earlier funding would allow the planning committee to consider areas of funding and cuts early in the planning and preparation process, which was not the case in the past.

The budgeted contingency amount was seen as extremely high in the budget. The committee considered granting a lower amount in the beginning and allow for revision where needed.

However, it was expressed that costs change as more detailed quotes are received from venues and service providers.

DSUs contribute \$1800 total in core funding towards the event. Typically, grants have been provided proportionally. The planning committee was currently unaware of any projects from the FAS DSUs which would require any other large-scale grant. While a grant cap exists, DSUs typically are able to work within the limits.

A DSU contribution breakdown confirmation was requested from the organisers and the DSUs involved.

Hall entered at 10:27am

FAS Representatives left at 10:28am

6. Grant Considerations

a. CSSS, ESSS, MESS, SSSS - FAS Formal

The group was praised for their early planning, although there was concern that significant portions of the budget were expensive and unsubstantiated estimates. There were also significant variance within budget items.

The committee considered funding a portion of the request and inviting the organisers to return upon receipt of finalized quotes. The organisers would also be referred to accessing Student Engagement Funding.

MOTION GC 2014-11-26:04

Bueckert

Be it resolved to grant up to \$2000 from the student union grant line item for the FAS Formal contingent upon the Student Union Organiser and the Communications, Art, and Technology Representative receiving confirmation of DSU approval via meeting minutes.

Typically, any approval from DSUs are captured within meeting minutes, which could be a solution to ensuring that DSUs have approved the grant request proportion.

CARRIED

b. JDC West - Transportation to JDC West 2015

JDC was requesting \$1500 to attend a competition in Victoria, with 51 expected SFU member attendance. Granting Committee in the past has not provided for transportation, but ferry costs have been considered in the past (International Club visit to Victoria). Bus rentals could not be considered due to liability to the Society. There was concern around the inconsistency in applying bans on transportation funding, since the Camping Club had been funded for transportation in the current year.

There was concern that the competition was only available for students within the Beedie School of Business. While JDC West club events were open to all students, there were concerns that the event were limited to members of a faculty, which would open the door for exclusive membership in clubs in violation to the spirit of the clubs platform. It was requested that any granting procedures guide be explicit in its ban of granting for events which were limited to a certain subset of the community (ex. Only students with a faculty/department/class).

It was indicated that the club does represent SFU nationally, and may be cause for the Student Engagement Fund to provide funding. As the SFSS could not grant due to specificity to one group of students, the SEF could potentially fund the project in its entirety upon grant applicant confirmation of good standing at the university.

It was perceived that paying members of the Student Society should still have access to SFSS funding, particularly for clubs which open up opportunities to students. Additionally, any student wishing to attend could transfer to Business.

MOTION GC 2014-11-26:05

Fatoba

Be it resolved to approve up to \$500 to JDC West from the clubs grant line item and recommend the event to the SEF

FAILED

Abstention noted: Hall

MOTION GC 2014-11-26:06

Bueckert

Whereas the JDC West transportation grant proposal states explicitly that attendance is limited to business majors and minor and thus Granting Committee cannot fund this event;

Be it resolved to refer the grant request to the Student Engagement Fund.

There was concern that a club could operate but events relating to its operation would not be funded by the SFSS. However, there was concern that the proposal was seeking funding for transportation to an event that was limited to a subset of the population. The club status of JDC West was under question by a member. It was expressed that members outside of the faculty should not be deprived of the opportunity to participate.

It was indicated that the matter should be referred to the Business Administration Student Society, since BASS was organized to serve the interests of Business students. Conflicts within the clubs platform has predominantly within business clubs. Shifts may occur upon the further development of BASS as a Faculty Student Union. It was expressed the matter would be less of an issue had JDC West been operated under the student union platform.

While club policy is flexible, the desire was for all clubs to be inclusive, which was being crossed. Examples were provided to the committee on other instances of clubs which have requirements for participation in certain events, such as necessity of an academic background in certain subject matters to participate in a conference. It was desired for the SFSS to support the continued academic growth of the membership, such that SFU was not the sole provider of such support. Concern was raised around the inability for the SFSS to support academic flexibility by exposing the membership to other faculties and departments.

Bueckert left at 11:01am

The concern of the committee was of setting multiple precedents of issue, in funding both an exclusive event and a transportation cost. The committee was reminded that, given the primacy of such an event for the club, fundraising should be conducted by the club to offset costs.

MOTION GC 2014-11-26:07

Fatoba

Be it resolved to approve up to \$500 to JDC West in principle from the clubs grant line item

FAILED

It was expressed that the lack of rigidity in granting policy has resulted in issues.

The General Office Coordinator clarified that JDC West has been funded in the current year for fundraising events, JDC West boot camp, parking for mock competitions, banner printing, Introductory JDC 101 course for members. All events which were open to the membership received fair consideration for grant funding.

MOTION GC 2014-11-26:08

Kooner

Be it resolved to have the General Office Coordinator refer the JDC West grant proposal to the Student Engagement Fund.

The committee must consider the relationship of business clubs and the business student union. It was clarified that the committee was in favour of the event in principle, but a number of issues precluded some members from supporting financially.

CARRIED

The committee was reminded that each of the JDC participants would have access to Travel/Conference Funding through their Student Union as well. Staff support indicated that they were in favour of supporting the event through the SEF process.

7. Discussions

a. Spring 2014 Meeting Scheduling

The committee would maintain the current meeting time for the following semester. Meeting documents would be circulated on Mondays.

b. Committee Guidelines for the Coming Semester

The chair of the committee had created a memorandum to circulate amongst clubs and student unions. The memorandum would be drafted to the committee for review prior to circulation to the membership.

Internal Guidelines

- The committee would continue to meet three times per month
- Tardiness – academic purposes with advanced notice was deemed acceptable for tardiness.
- Last minute regrets for academic reasons was not seen as acceptable. Emergencies were deemed the only acceptable reason for last minute excuses.

8. Working Group Updates

Visual Aid Working Group

General Office Coordinator and Communications, Art, and Technology Representative were preparing pie charts indicating percentage of grant funding success based on different types of funding areas. General Office staff had been working on compiling information.

Loans Procedures for Clubs

Differential club status had been considered. At the Clubs townhall, clubs had significant feedback on the potential of club loans. Information from the townhall was being compiled in planning next steps.

9. Attachments

Applied Sciences - Formal.pdf

JDC West - Transportation to JDC West 2015.pdf

10. Adjournment 11:26am

Contact Information

Club name: JDC West - SFU Today's date: November 12, 2014
MUST be submitted at least 7day in advance of event! 2 weeks if over \$500
Contact person: Jeremy Chao Position: Co-Captain
must be Club Fund Authority
Email: jdcwest@sfu.ca Phone: 778-389-3892
please use your SFU email!

Event/Project Information

Name of event/project: Transportation to JDC West 2015 Expected attendance: 51
Date: January 15, January 19 Time: _____ Location: Vancouver - Victoria

Purpose and description of event/project:
JDC West is the largest business competition in Western Canada, with over 600 students from 12 of Western Canada's top universities. Since 2006, SFU has been sending a delegation of 50 students to represent the school, where our most recent results include: 1st Place Academic School of the Year in 2013, and 3rd Place Academic School of the Year in 2014.
As the competition is held in Victoria, our students already pay a hefty \$430 Delegate Fee to compete, where we are seeking financial support to help our team with the transportation costs in representing this school.

Are you working with other groups on this event/project? If so, who and how?
N/A

Who will benefit from this event/project and how? Who can participate in it?
All 51 competitors representing SFU in Victoria are directly impacted by this project. But as a school that competes at JDC West, we have also benefited 12 first year students who are part of our Competitors of Tomorrow Program, as well as benefited over 30 alumni who are given the opportunity to coach and mentor teams for 7 months.
For competitors, both Business majors and minors are eligible to compete (these are competition rules). As for alumni coaches, anyone who has some industry experience, and who has a passion for coaching and mentoring are able to and encouraged to participate (regardless of their academic background).

If you run out of space, please attach additional information on a separate sheet of paper to this form. Thanks!

Have you or your group organised an event/project like this before? How did it go?

JDC West is a yearly competition, where SFU has competed since 2006, for a total of 9 times. The location varies between schools in Western Canada, but through the many years of competing, our team is very organized and effective in properly preparing the team, which leads to strong results.

Do you have any other information that is relevant or might help in the evaluation of this request?

N/A

Budget Information Please provide a **detailed** budget – if preferred, attach a budget on a separate sheet of paper. Please account for ALL revenue and expenses. Please note: clubs receiving grant funding **MUST** use SFSS printing and catering services, with few exceptions. Speak to GO staff for more info.

Photocopying/printing from SFSS CopyCentre - description and total.

Please speak to SFSS Copycentre to obtain an estimate.

MBC 2269 / copycentre@sfus.ca

Catering from SFSS Food and Beverage Services - description and total.

Ask GO staff for a catering form & attach it to this grant request.

\$

\$

Additional revenues and expenses Please include quantities & costs of individual items

TOTAL REQUESTED FUNDING:

\$ \$1522

See the attached budget.

Have you requested or received sponsorship or other funding?

As outlined in the attached budget, we have \$750 of sponsorship from BCHRMA.

office use only, please!

If you run out of space, please attach additional information on a separate sheet of paper to this form. Thanks!

Transporation to JDC West Budget

REVENUE	Total Revenue	Notes
1		
BCHRMA	750.00	

Expenses	Total Cost	Notes
1		
School Bus Rental	808.00	\$404 per bus (1 for Vancouver, 1 for Victoria)
Ferry Ticket	1,463.70	\$28.70 per person round trip - 51 people

Total Budget



Applied Sciences Formal Organizing Committee Grant Proposal Presented to SFSS Granting Committee on 28 November 2014

Introduction

The Applied Sciences Formal Organizing Committee is requesting \$3500 in funding from the SFSS in order to help fund the Applied Sciences Formal on 10 April 2014.

Applied Sciences DSUs are contributing a total amount of \$1800 in core funding to this event. These contributions are proportional to core funding received by each DSU (see fig. 1). An additional contribution of \$3000 is expected from the Faculty of Applied Sciences who have historically contributed \$3000 to prior Applied Sciences formal events

This event will provide an excellent networking opportunity for applied sciences students as this is a chance to mingle with classmates, fellow students in different programs whom they wouldn't ordinarily meet in their classes, instructors, and faculty staff and administrators. This will also give students a chance to dress up nicely and feel confident which will promote a sense of pride in their faculty and in their identity as an SFU student. Approximately 200 guests are expected to attend this event and the entire event is budgeted at \$17,359.25, a cost of \$86.80 per head.

Event Description

The FAS Formal will take place on Friday, 10 April, 2014 at Roma Hall. The event will consist of a formal dinner and an open dance floor with a live jazz band.

100 early sale tickets will be available for \$30 per head, and \$50 per pair, the remainder will be sold at \$35 per head and \$60 per pair. We hope to conduct a door prize raffle with in-kind contributions from sponsors provided as prizes. The event will be followed by an afterparty at a Downtown Vancouver nightclub as has been tradition in past years.

Budgeting

NOTE: The budget is included in this document under the heading "Appendix 1". What follows is a detailed explanation behind the rationale for many decisions made in the construction of this budget.

The cost structure is modelled based on previous FAS Formal Events, though with the goal of optimising the cost/quality ratio with each subsequent undertaking. Sponsorship is being sought for the 2015 FAS Formal through companies closely affiliated with the Faculty of Applied Sciences, though this has not been done in the past. In-kind donations of prizes relevant to various specialties within Applied Sciences will be sought. Requests for money may be deemed inappropriate by companies with whom the Faculty of Applied Sciences and its constituent DSUs have previously forged good relationships with.

DSU	Core Funding per Term	$\frac{x}{(\sum x_i)}$	$\frac{x}{(\sum x_i)} * 1800$
CSSS	1050	38.9%	700
ESSS	750	27.8%	500
MSESS	600	22.2%	400
SSSS	300	11.1%	200
Total	2700		1800

Figure 1: Proportional DSU contributions

200 Attendees		250 Attendees	
Expenses	\$17,359.25	Expenses	\$20,838.00
Revenue	\$17,510.44	Revenue	\$19,610.44
Margin	\$151.19	Margin	-\$1,227.56

Figure 2: Cost margin difference in relation to number of attendees

An initial contingency value of 15% has been included in the budget, which is a fairly conservative estimate for a preliminary budget. Contingencies already foreseen whose values cannot be readily estimated are the 2.75% Square Reader fee, as well as taxes on any services that quotes were given for that were unclear on whether or not tax was included. Additionally all quotes received from service vendors were preliminary quotes and will be subject to adjustment when the next phase of planning has been reached. Service vendors will not be contacted again until initial funding for this event is confirmed and it has been determined that the time expenditure involved meeting with vendors and hashing out the details will be worthwhile.

Previous fundraising events have not generated the predicted revenue, and though attempts will be made to raise funds, these will be planned more conservatively and less optimistically than previous endeavours. False assumptions should not be made about fundraising revenue in such an early planning stage, so potential funds from this source have not been included in the budget. It should be noted though that the \$3500.00 requested from the SFSS will barely cover the predicted expenses for 200 attendees. If all values were otherwise completely accurate, the event would only be able to accommodate a maximum number of 205 attendees. It would be preferable to not be required to cap the number of attendees, so cuts in expenses or diligent and fruitful fundraising efforts would be required to bring the attendance cap to 250 **(See fig. 2).**

Improvements in revenue generation this year include taking responsibility for the sale of alcohol at the event. In the past this was handled by the venues that were chosen, and resulted in a large loss of potential revenue. Furthermore, one of the most consistent complaints about previous formals was the exorbitant cost of alcohol. Many venues surveyed for this event charged \$7 - \$10 per glass of wine and \$5.50 - \$7.50 for low quality domestic beer. It was agreed upon by the committee that \$4 was the optimal average price for one standard drink at the event taking into account that costs too low would encourage overconsumption and cut into the profit margin and costs set too high would be prohibitive and result in less revenue.

There are additional expenses that were not accounted for directly in budgets for previous FAS formal events such as decorating expenses. These expenses are necessary to account for this year because in previous years they were rolled into overall event expenses. Some expenses such as live musicians are simply improvements on previous events. Many complaints were directed to the Applied Sciences Formal Organizing Committee about the quality and price of the 2014 FAS Formal. Inclusion of live musicians, high quality printed tickets and place cards, as well utilising a ticket pricing scheme similar to the 2013 event are all improvements the committee felt were necessary to encourage ticket sales amongst individuals who had felt the previous event held poor value and those who had heard the negative feedback.

Planning Committee Contact Information

Ben Rogers - Applied Sciences Rep.

appscirep@sfss.ca 604.655.6884 alt:778.999.4513

Corbett Gildersleve - CSSS, President

cgilders@sfu.ca 604.724.0059

Vivian Pan - ESSS, Student At-Large

panhuip@sfu.ca

Blaise Crisologo - ESSS, VP Departmental Relations

bcrisolo@sfu.ca

Alan Lee - SSSS, President

atlee@sfu.ca

Nathan Tanner - ESSS, First Year Rep

ntannar@sfu.ca

Appendix 1: Preliminary Budget

FAS Formal - Class 4 Cost Estimate

Expected attendance 200
 Food price per person 50
 Length (hours) 3

Prepared by: Benjamin Rogers
 Presented to SFSS Granting Committee
 26 November 2014

Expenses

Static Expenses		
Venue Rental		\$0.00
Backdrop		\$375.00
Decor/floral		\$400.00
Liquor License		\$25.00
Staff Wages		
Jazz Band	\$300.00	\$900.00
Bartenders	\$25.00	\$200.00
Dynamic Expenses		
Catering	\$50.00	\$10,000.00
Chair cover rental	\$3.25	\$650.00
Charter bus rental	\$595.00	\$595.00
Promotional materials	\$300.00	\$300.00
Tastings (catering)	\$200.00	\$200.00
Ticket printing	\$0.25	\$50.00
Liquor	\$2.00	\$1,200.00
Place cards	\$1.00	\$200.00
Contingency (15%)		\$2,264.25
Total		\$17,359.25

Revenue

Static Revenue			
DSU core contribution			\$1,800.00
Faculty contribution			\$3,000.00
SFSS grant			\$3,500.00
Carryover from 2014			\$1,982.44
Dynamic Revenue			
Ticket Sales - Tier 1**	\$25.00		\$2,500.00
Ticket Sales - Tier 2**	\$30.00		\$3,000.00
Drink Sales	\$4.00		\$2,400.00
Lost Revenue			
Compped tickets***	16		-\$480.00
Compped drinks***	48		-\$192.00
		Total	\$17,510.44
Total Expenses			\$17,359.25
Total Revenue			\$17,510.44
Margin			\$151.19

*Table runners are provided with chair rental

**This makes the assumption that all tickets will be sold in pairs

***Tickets are generally gifted to the faculty as a goodwill gesture for their monetary contribution