

Call to Order – 10:05 am, February 4, 2014 | MBC 2290

The Granting Committee acknowledged that the meeting was being conducted on Unceded Coast Salish Territories, which included the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people to the current knowledge of the Society.

1. Roll Call of Attendance

Committee Composition

Board Member (*chair*)..... Shirin Escarcha
Vice President Student Life Kayode Fatoba (*late*)
Board of Directors Member Deepak Sharma (*late-BOD*)
Board of Directors Member Ayla Kooner
Councilor Gleb Moiseyenko
Councilor
Student At-Large Clara Chow
Student At-Large Rahul Rajanala

Society Staff

General Office Coordinator Lawrence Jones
Student Union Organiser Antonio Daling
Minute Taker Dion Chong

Guests

CSSA Erick Zhou
CSSA Justin Liang

Absence

2. Adoption of the Agenda

MOTION GC 2015-02-04:01

Chow/Amended Kooner

Be it resolved to adopt the agenda as amended.

Discussion added: Sci-Crew Geek Week

CARRIED

3. Ratification of Regrets

No formal regrets received. A notice was issued by the VP Student Life that they would not make it to any meetings for the semester. The committee was asked to advise on how they wished to proceed.

The Committee had consensus that the VP in question should be considered absent, as they were not present for the first 15 minutes as per their notice.

4. Matters Arising from the Minutes

MOTION GC 2015-02-04:02

Kooner

Be it resolved to approve the minutes of 2015-01-21

CARRIED

5. Granting Presentations

a. CSSA – 2015 Chinese Spring Festival Gala

CSSA was hosting an event for international students, in support of the BC Children's Hospital.

- Location Cost – a larger theatre was being rented resulting in an increased cost. Venue provides a discount for non-profits.
- Performers – more performers than the previous year with traditional Chinese performances
- Logistics – over 160 volunteer and staff. Dinner boxes was being provided for the staff and volunteers for \$6.50, catered by a restaurant. Stipend to subsidize for gas and other costs relating to the event for staff using their own vehicles.
 - Equipment includes rented photo and video equipment to record the event. The club was reminded that a number of clubs on campus have access to such equipment already.
 - Stage hands were hired through the theatre. It was expressed that the CSSA did not have a relationship with any volunteers who could provide such expertise
 - The School of Contemporary Arts had a significant number of students with such expertise who could've provided assistance and reduced costs.
 - 125 tickets were being made available for volunteers and staff to enjoy the event.
 - Concern was raised around the high proportion of volunteers and staff compared to the capacity of the space.
 - It was expressed that a significant number of volunteers were needed for both front of house and backstage logistics.
- Bus service – ticket price includes an option shuttle bus add-on. As the CSSA would have to absorb the cost for the bus regardless of the number who take the busses, they were trying to push for more students to purchase the add-on.
 - It was requested that all attendees using shuttle service sign a liability waiver.
 - SFSS insurance coverage could now cover transportation with some caveats including the necessity for a waiver.
- Income – more sponsors than the previous year. Ticket prices were also increased at the suggestion of the General Office Coordinator.
- Donation – net profit is being provided to the BC Children's Hospital.
 - Concern was expressed around where the profit would be sourced from, since the best case scenario of 100% tickets sold would still incur a substantial loss to the CSSA. The event was projected by the Society to break even at best.
 - External Relations team was currently seeking additional sponsorship.
- Games and Prizes – conducted to keep attendees in the theatre space, with multiple levels of prizes. In the previous year, the top tier prizes included iPads and rings.
 - \$2000 had been allotted to prizes and games. A number of prizes would be in kind donations from sponsors.

The club has had issues trying to find space on campus to sell tickets. They have booked a booth at Crystal Mall with some costs to try and sell tickets to the general public.

Sharma and Other arrived 10:15am

The CSSA was the sole host of the event and projected an attendance of 500, with 125 seats reserved for SFU student in capacity as staff and volunteers, as well as VIP tickets for sponsors. In the previous year, the event was at 75% capacity, with 30 to 40 members of the general public.

SFSS funding was requested to cover location costs and volunteer dinner boxes.

The committee was reminded that there have been additional rental costs relating to rehearsals at SFU Theatre, as well as AV services.

6. Grant Considerations

The committee was provided an update on the current state of the Clubs grant budget and were reminded to maintain a conservative mindset moving forward in the disbursement of funds. Student Engagement Fund would be covering a large percentage of AV costs for clubs, although the funds have yet to be received by the Society.

a. CSSA – 2015 Chinese Spring Festival Gala

There was concern that the event was not in the benefit to the majority of the members of the Student Society, particularly given the off campus nature, the large portion of their attendees being volunteers, minimal ticket sales and outreach despite scale of event, total reliance of their event on grant funds, and their lack of willingness to work with other clubs with expertise to offset costs. While club autarky was not an issue in most cases, grant funds were drawn from the general student body and therefore should serve to benefit the largest number of members possible. A member indicated that they would be comfortable funding areas that may be more beneficial for the SFSS community.

As the printing for the event was being funded by an external group, the SFSS could not fund this area. Clarity was provided on practices in funding transportation, including various fieldtrips.

It was expressed that an event of such scale should've been submitted to the SFSS months prior, particularly since the event would be occurring next week. All clubs had received a memorandum with all dates that the Granting Committee would be meeting and therefore they should have understood the impact of timing on their grants.

The organisers requested that the SFSS cover venue and volunteer food costs. Issues were raised with the latter, as the prices of the dinner boxes were above the granting guidelines for off campus catering. Additionally, funding for food was generally provided for cases where food forms an integral part of the event. There was a desire to see a consistency in the application of granting principles.

Concern was raised around the history of event planning issues from the clubs and particularly from the executives of the club in question. This included issues of extravagance in their funding requests, such as the extremely high costs relating to food and prizes during the basketball tournament hosted with GC funding over the summer, as well as the grant request for the same event in the previous year where prizes included rings and iPads.

While it was expressed that the budget had improved to some extent, including the shift of prizes to sponsors, the club has continued to demonstrate issues in submitting acceptable grant requests to the committee.

A member recommended a \$1000 grant, which would allow \$400 for SFU Theatre, and \$600 for the final event venue. This would mitigate identified issues of trivial items costing high amounts. A member was not convinced of the event planning skills of the club, particularly given a consistent history of high costs for events.

MOTION GC 2015-02-04:03

Kooner

Be it resolved to grant the SFU CSSA 2015 Chinese Spring Festival Gala up to \$1000 from the club grants line item for venue and SFU Theatre rehearsal costs.

A member was uncomfortable allocating such a large amount of money to an insular club which has not demonstrated fiscal responsibility in relation to event plans.

There was a desire to avoid discouraging groups from holding large-scale events, which have an impact on contributing to the building of campus community. Further, 160 staff and volunteers would be SFSS members who would benefit directly from the event and the event planning process. However, there was a desire to ensure that clubs were aware of the fiscal responsibility necessary in planning and hosting events of such scale.

The General Office Coordinator has indicated that the Student Engagement Fund may provide partial funding. SEF has a preference for on campus events, although they will consider off campus.

CARRIED

Abstention noted: Sharma

7. Other Business

a. Meeting Time

MOTION GC 2015-02-04:04

Sharma

~~Whereas certain committee members have stated their unavailability due to academic reasons;~~

~~Whereas the current choice to have individuals unable to make a Granting committee meeting have to step down, leaving the committee inquorate until new members are elected from council;~~

~~Whereas committee practice on a couple of other committees have resulted in changes to confirmed meeting time to accommodate members;~~

~~Be it resolved to find an alternative meeting time that works well with members of Granting committee.~~

~~Be it further resolved to recirculate this MEMO to Clubs and DSU notifying them of a potential change in meeting time.~~

On 2015-01-19, the Vice President Student Life indicated that they could not attend meetings as a result of academic commitments. There was a hope that they could arrive for the first 15 minutes of the meeting as per their notice to speak to the matter.

The primary issue was that the Vice President Student Life was named to the committee. In discussions with the Campaigns, Research, and Policy Coordinator, the following options were

available: to ask the committee or board for direction, or change the terms of reference to delete the Vice President Student Life from the committee composition.

The final option was seen to be negligent, given the role of the Vice President Student Life position which interacts with clubs and can assist with the granting process. It was expressed that fourth year courses have limited availability, and that the Vice President Student Life has been given leave from class to attend to important issues if requested by the committee.

As all upcoming meeting times had been circulated to all clubs and student unions via a memorandum in the previous and the current semester, there was no desire to set a precedent of constantly changing committee times. A set meeting time was of value to clubs and student unions which have to make plans to present to the committee. Further, the committee was already one month into the semester.

MOTION WITHDRAWN

Concern was raised around the attendance of the Vice President Student Life in the previous semester. The VP apologized for failing to submit regrets to the committee. They expressed that they would submit regrets to formalize the process, and that they have communicated to their instructor that they will request to be excused if they are needed for quorum or for a particular decision at the committee.

The Chair has been highly diligent in finding times which work for the availability for all members. A memorandum was provided to all clubs and student unions in the previous semester (and resent in the current semester) to provide an outline of all meeting dates and the expectations of the Granting Committee for any grant applications. The chair expressed that they had done everything within their power to accommodate the members of the committee and ensure the well-functioning of the Granting Committee.

As the agenda is sent to the committee beforehand, it was suggested to the Vice President Student Life submit an email with questions/concerns/opinions on grants on a weekly basis, which would allow the questions to be raised with the group on their behalf. This would also be an opportunity for the VP to provide context to their interactions with the group in question. The email could consist of the following components:

- Interactions with groups
- Amount that they would be comfortable granting
- Questions about the grant or of the group

A system is being instituted for the Vice President Student Life to be informed of events receiving grant funding.

The Chair will follow up with the CRP Coordinator to consider ramifications of their consistent regrets, and will report back to the committee.

8. Discussions

a. Sci-Crew Geek Week

9. Attachments

CSSA Grant.pdf

10. Adjournment 11:29am

DC | CUPE 3338

Contact Information

Club name: SFU CSSA Today's date: Jan/22/2015
MUST be submitted at least 7day in advance of event! 2 weeks if over \$500
Contact person: Erick Zhou Position: VP of Finance
must be Club Fund Authority
Email: sza47@sfu.ca Phone: 778-319-6099
please use your SFU email!

Event/Project Information

Name of event/project: SFU CSSA 2015 Chinese Spring Festival Gala Expected attendance: 500+
Date: Feb/12/2015 Time: 8:00pm- 12:00pm Location: Centennial Theatre Nor

Purpose and description of event/project:

SFU CSSA decides to host our annual Spring Festival Show at the Centennial Theatre at the night before the Chinese New Year's Eve. Spring Festival is the most important festival for Chinese and the purpose of this show is to celebrate the Chinese New Year and to popularize Chinese culture. Also, since Spring Festival is the time for Chinese family reunion, we are hoping to ease homesickness for our fellow Chinese students through this social gathering.
Moreover, we want to contribute to our community through this event, by donating tickets income to BC Children's Hospital.
Therefore, we are having this Chinese Spring Festival Gala and we would like to receive generous support from you.

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

This event will be held by CSSA. We are not working with other groups.

Who will benefit from this event/project and how? Who can participate in it?

-Anyone who wants to celebrate the Chinese New Year with us can join us.
The participants will benefit from this event since it is a great opportunity for them to enjoy Chinese culture and meet new friends. Also, it is a perfect way to help students walk away from the stresses of studying.
-Our community will benefit from it because all the tickets income of this event will be donated to BC Children's Hospital.
-Moreover, SFU will benefit from this event. Since this gala will be open to the public and we will be organizing this event under the title of SFU, people will see the strong event management and operating ability of SFU students.

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?

Yes, we hold similar events almost every year and the previous one was the "Lantern Festival Show" in 2014. It was a great success and has been greeted rapturously by audience.

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

Yes, please see budget form "SFU CSSA 2015 Chinese Spring Festival Gala Budget" and as a non-profit organization, we are not able to cover all expenses. Thus we are hoping to get support from SFSS and we appreciate for your support.

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 Copy Centre - description and total. Please speak to SFSS Copy Centre to obtain an estimate. 604-2360 / copycentre@sfu.ca	Catering from SFSS Food and Beverage Services - description and total. Ask GO staff for a catering form & attach it to this grant request.
\$N/A	\$N/A

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

TOTAL REQUESTED FUNDING:

\$ 4863.78

All the tickets selling income will be donated to the BC Children's Hospital.

Have you requested or received sponsorship or other funding?

Yes, we received some funding from our sponsors. The funding we received can cover about 57% of total expenses. For more budget information, please see the attached excel document, thanks.

office use only, please!

SEF
 Erick ~~301187024~~
 301187024

COST :

Location: Centennial Theatre (tax excluded):

*This section of budget is based on the data from last year, the actual cost might be different

Theatre cost:	\$	2,567.28
Audio service:	\$	50.00
Box office:	\$	450.00
CIF:	\$	400.00
Insurance:	\$	100.00
Projection Equipment:	\$	200.00
Sound operator:	\$	450.00
Stage Hand:	\$	450.00
Technical Director:	\$	520.00
Discount for non-profit organization:	\$	(250.00)
sub total:	\$	4,927.28

Stage: *Program settings and performers might change

Stage setting:	\$	300.00
Lights:	\$	350.00
A/V rent:	\$	350.00
Flowers for decoration: \$25*10	\$	250.00
Photography equipment:	\$	700.00
Magician:	\$	400.00
Kongfu:	\$	800.00
Flying Dance:	\$	300.00
Singer 1:	\$	250.00
Singer 2:	\$	250.00
Singer 3: (performed by club member)	\$	-
Comic dialogue (\$250*2 Artists):	\$	500.00
Band:	\$	300.00
Ending dance:	\$	300.00
Games & prize:	\$	2,000.00
sub total:	\$	7,050.00

Logistics:

Dinner for all staffs and volunteers: 160*\$6.5 each	\$	1,040.00
Promotion (brochures, sponsor contracts, Posters etc):	\$	250.00
Barricade tape:	\$	5.00
Staff: (club student)	\$	200.00
Water:	\$	60.00
First-aid Kit:	\$	30.00
sub total:	\$	1,585.00

→ sponsorship (reduced price)

Shuttle service:

3 buses (tips included):	\$	1,676.50
Staff gasoline subsidy:	\$	300.00
sub total:	\$	1,976.50

TOTAL Cost: \$ 15,538.78**Income: (75% of total tickets sell* + Sponsors)**

Income from Sponsors:

NA Accounting INC: (annual)	\$	1,600.00
Chinese Consulate: (annual)	\$	1,500.00
Credit Union:	\$	1,200.00
Feisha Education Group:	\$	1,000.00
Bank of China (North America):	\$	1,000.00
Auster education:	\$	500.00
Speed Up edu:	\$	500.00
Shenhuoxiaopin Restaurant: (\$300 Coupon)	\$	-
Vanpeople:	\$	300.00
Golden Star auto:	\$	300.00
Zhong Shan students union:	\$	300.00
Qilin Restaurant:	\$	300.00
Yantusave:	\$	300.00
sub total:	\$	8,800.00

Tickets income: (All the tickets income will be donated to BC Children's Hospital)

Total # of tickets: 500 tickets			
Price of tickets: \$10 each			
-25 tickets are given to sponsors:	\$	-	
-125 tickets are given to Staffs and volunteers:	\$	-	
-50 tickets are given to other SFU student clubs:	\$	-	
-250 tickets for sell:	\$	1,250.00	\$ 1,875.00 \$ 2,500.00
sub total:	\$	1,250.00	\$ 1,875.00 \$ 2,500.00
TOTAL Revenue:	\$	10,050.00	\$ 10,875.00 \$ 11,300.00
Balance (Income minus Expenses):			\$ (4,963.78)

*from previous experience we are using 75% of total tickets sell as standard