

THIS MEETING WAS DEEMED INQUORATE

As per Robert's Rules §40 ll. 25-7, in the absence of quorum, any business transacted (except for procedural actions...) is null and void. The membership should not consider any discussions or decisions within this meeting as having occurred.

Call to Order – 4:10 pm, January 19, 2017 in SUR 5320

1. Territorial Acknowledgement

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

2. Roll Call of Attendance

Committee Composition

Surrey Board Liaison [non-voting Chair] Hangue Kim
Officer Raajan Garcha
Officer Prashant Verma
Officer Steven Sharma

Regrets

Officer Jaskarn Randhawa

Society Staff

Surrey Campus Coordinator..... Ed Deeks

Absent

Officer Moein Sharifi Moghaddan
Officer Pritesh Pachchigar
Officer Simran Sanghera

Guests

TechExpo..... Andrey Gromov
Student..... Philip Huang
Student..... Inderpreet Sran
Student..... Jagvir Kullar

2. TechExpo Presentation

MechExpo is expanding to include MSESS, SSSS and IATSU, and is moving from spring to fall in the hope of expanding the event scope. The goal is twenty corporate display tables. Organizers are seeking a grant from SFSS, and expect to also cover expenses through exhibitor fees. Asking the SCC to help with advertising and promotion, volunteers, logistics, and possibly equipment. Gromov will follow up with Deeks for event planning assistance.

3. Events

a) SFSS Surrey Pub Night: Review

The event was a big success, with approximately 200 students attending. Liquor sales were around \$2400. There was some confusion about unnegotiated charges for beer tickets. Tabling was useful for promotion, but could have been limited to the last week before the event. The DJ worked out well. Kim will upload photos to Facebook. Partnered with five SFSS groups,

which was helpful for volunteer recruitment. Members expressed interest in hosting another event soon, but are not yet prepared to commit to a date.

b) Entrepreneur of the Year: March 2017

March 18th or April 1st – depending on Enactus Hackathon timing. Start marketing by mid-February. Planning meetings every Thursday 4-6 (work around SCC meetings).

Organizing team: Team Lead [Verma]; Logistics [Garcha, Pachchigar]; Marketing [Kullar]; External Relations/Sponsors (2) Sran], Finance [Kim]. Deeks and Verma to create a work plan before the next meeting.

c) Future Event Ideas

Sports Day, Music Festival (Plaza, City Hall, Holland Park) [Kullar] organizers. Something in the new classroom above the pub? Appreciate week/day carnival in the mezzanine [Garcha, Kullar, Huang].

d) Clubs Days: January 24th and 25th

Kim is available all day Tuesday. Sharma Wed 10-1. Sran Tuesday 1-4. Other SCC members are encouraged to help staff the SFSS/SCC Clubs Days table.

4. Adjournment

The meeting adjourned at 5:05 p.m.

APPENDIX 1: TechExpo Proposal

What is TechExpo?

TechExpo is a career fair designed to showcase the talent pool of SFU Surrey students to prospective employers. Organized by members of MSE, SOSY and SIAT, the career fair will feature leading local high-tech companies working in the fields closely related to Mechatronic Systems Engineering, Software Systems and Interactive Arts and Design. TechExpo is a concrete realization of the concept that hardware engineering, software development, and digital design are intricately linked in modern society. The objective of this event is to increase awareness of SFU Surrey undergraduate programs and to encourage students and companies alike to connect for enriched internships and post-graduation opportunities.

Event Schedule

The event is scheduled for the last week of September. It will be held in SFU Surrey Campus Mezzanine from 10:00 AM to 4:00 PM.

Facilities and Equipment Bookings

This list is not final and to be worked on throughout the preparation phase.

The career fair will happen at SFU Surrey Campus, in the Mezzanine. We are expecting to book it within the next month. Additionally, we will be booking classrooms to set up a lunch room and a coat check for attendees and volunteers.

We will also be booking classrooms to be used by company representatives for information sessions for students. These rooms will be available for upper-tier sponsors for the duration of one and a half hours per organization.

Company representatives will be provided with booths and tables to set up their stands. We will be requesting equipment sponsorship from SFU Facilities Services. If the sponsorship request is denied by the Facilities Services, MSESS has previous arrangements with Rowe Events for equipment rental. We will also be providing laptops and projectors to attendees upon request (rented from the library by SFSS free of charge).

Event Marketing and Promotion

Ideally, we want to be working closely with the SCC for an improved outreach potential and a strong marketing campaign for the event. We expect to use the following forms of advertising to reach our target audience.

On-campus Advertisement

We will be utilizing the poster boards and the TV advertising services across the three campuses starting late March to start promoting TechExpo.

E-mail Advertisement

We will send out teasers and event information through the MSESS, SSSS, and IATSU newsletters. We will also reach out to faculty advisors and co-op coordinators to promote the event.

Social Media

We will promote the event through Facebook and Twitter. Our posts and tweets will feature the benefits of TechExpo, industry profiles, teasers, short videos. Closer to the date of the event we expect to open a volunteering position through SAP in maintaining social media presence.

Financial Forecast

The committee relies on external funding from entities (e.g. student unions) within the university to cover for initial operating expenses, such as getting website hosting and developing the sponsorship package. The costs of renting equipment, purchasing food and booking the space will be covered by registration fees collected from the registered fair attendees. Until the expenditures are finalized and all the invoices are paid, we would like to store our financial assets in the SCC trust fund.

What help do we need from Surrey Campus Committee?

Our organizing committee needs support in the form of financial assistance and services alike. If SCC is willing to provide us support with accessing some resources provided by SFU that will aid us in planning and organizing the event, we would be happy to discuss it. However, we are not requesting financial backing from the SCC, as our funding should come from other sources and the main purpose of this partnership is a collaboration in organization of logistics.

BUDGET: TechExpo Fall 2017

Site:

| | | |
|--------------------|---------|---|
| Mezzanine Rental | 884.80 | 21% discount |
| Trade Show Package | 1456.00 | Rowe Events- draped booth, 6' skirted table, 2 chairs |
| Delivery/Return | 200.00 | |

Marketing:

| | | |
|----------------------|--------|-------------------|
| Website | 20.00 | |
| Posters | 112.00 | |
| Sponsorship Packages | 112.00 | depends on length |
| Welcome Packages | 112.00 | |
| Photographer | 50.00 | |

Refreshments

| | | |
|---------------|--------|----------------|
| Food Catering | 300.00 | for 100 people |
| Drinks | 100.00 | |
| Dishes/cups | 50.00 | |

Miscellaneous

| | | |
|----------------|--------|--|
| Parking Passes | 60.00 | |
| T-shirts | 280.00 | http://bang-on.com/online/custom http://www.getbold.com/products/product-category/t-shirts/short-sleeve/ |

TOTAL EXPENSES \$ 3,886.80