

Call to Order – 4:00 pm July 16<sup>nd</sup>, 2014 | MBC 2290

## 1. Roll Call of Attendance

### Committee Composition

Vice President Student Life (MSO *pro tem*) (*chair*) ..... Kayode Fatoba  
Board of Directors Member ..... Shadnam Khan (*late*)  
Board of Directors Member ..... Rebecca Langmead  
Board of Directors Member ..... Jeremy Pearce  
Councilor ..... Michelle Baillet  
Councilor ..... Bianca Ng  
Student At-Large ..... Kevin Kumar (*late*)  
Student At-Large ..... Stephanie Munez  
Student At-Large ..... Lukas Grajauskas

### Society Staff

General Office Coordinator ..... Lawrence Jones  
General Office Coordinator ..... Rena Hood-Lundrie  
FBS Promotions Coordinator ..... *vacant*  
Minute Taker ..... Dion Chong

### Guests

Board of Directors Member ..... Darwin Binesh (*late*)  
Board of Directors Member ..... Ayla Kooner (*late*)  
Board of Directors Member ..... Shirin Escarcha (*late*)  
Board of Directors Member ..... Brady Wallace (*late*)  
Member ..... Arjan Mundy (*late*)

### Regrets

Board of Directors Member ..... Katie Bell  
Student At-Large ..... Baqar Hassan

## 2. Adoption of the Agenda

### MOTION ECOM 2014-07-16:01

Munez

*Be it resolved that* the agenda be adopted as presented.

**CARRIED**

## 3. Ratification of Regrets

### MOTION ECOM 2014-07-16:02

Pearce

*Be it resolved to ratify* regrets from:

Board of Directors Member ..... Katie Bell  
Student At-Large ..... Baqar Hassan

**CARRIED**

## 4. Matters Arising from the Minutes

### MOTION ECOM 2014-07-16:03

Pearce

*Be it resolved to approve* the minutes of 2014-07-09

**CARRIED**

**5. Updates**

**a. New Meeting Time**

The Chair identified Tuesdays at 2:30 pm to 3:20 pm as the meeting time for the remainder of the semester.

*Binesh entered at 4:07pm*

There were concerns around setting meeting times for the semester, particularly as students on committees may not be willing to change their schedule around.

*Khan and Escarcha entered at 4:10pm*

**6. Unfinished Business**

**a. Residence Orientation Dance Collaboration**

Munez had followed up with Residence Life on the request to include the rest of the SFSS membership in the dance. Residence Life provided the compromise of offering between 150-200 tickets for SFSS members living off campus. The members of the Committee deemed the compromise to be acceptable, although they would request for the full 200 tickets.

**MOTION ECOM 2014-07-16:04**

Munez

Be it resolved to contribute \$500 from 817/20 Events - Committee to put towards tech rentals (Galactic) and swag for the Residence Orientation Dance contingent on the receipt of 150 tickets minimum for distribution to the SFSS membership.

**CARRIED**

**7. New Business**

**a. Outdoor Movie Event**

A number of members expressed interest in creating outdoor movie events. Residence recently purchased a projector and large screen and is currently hosting outdoor movies.

**Action Item:** Vice President Student Life, At-Large Representative Pearce, and Student At Large Grajauskas would work on a proposal for the outdoor movie

*Wallace and Kumar entered at 4:14pm*

*Mundy entered at 4:16pm*

**b. Orientation (General Office)**

The General Office Coordinators provided an overview of General Office services and committee relations with the General Office. Some services offered to the committee in the past have included:

- Room and table bookings
- Providing quotes for equipment rentals
- Ticket sales support

In the past, the General Office did not have direct staff resourcing at the committee. The hope was that staff presence would allow for greater assistance and provision of expertise to the committee.

Relations with clubs and student unions was of particular interest to the Coordinators, as the standing order on assistance of clubs and student unions was vague and overlapped with the work of the General Office staff and the Student Union Resource Office staff. In the creation of new and innovative events, or for co-sponsorship of events from newer clubs, Events and Promotions Committee experience could be an asset, while the General Office staff carried a wealth of knowledge of campus event planning.

A member indicated that there was a desire to provide clubs with funding opportunities, however it was important to avoid double-dipping Events and Promotions Committee funding with grant funding, particularly in relation to varying funding guidelines.

*Binesh entered at 4:23pm*

The Committee was reminded that the staff was present to provide resourcing and support for the committees and for clubs and student unions. There was a desire to avoid redundancy within the organization.

## **8. Discussion**

### **a. World Cup Madness Report**

The event was budgeted for \$1000 and lost \$750. Full event report was forthcoming.

There was a desire to ensure that all reports be received physically by the committee to ensure institutional memory.

### **b. Event Committee Composition Motivation & GO Discussion**

The Committee in the past expressed a desire for greater committee structure. There was a desire to begin developing a manual for committee positions, allowing for greater clarity of positions.

A number of committee members were assuming that they would review the document prior to motivating in the future. The committee was recommended to send all questions to the Vice President Student Life, and forwarding to the Executive Director where necessary.

## **Feedback on the Document**

- Composition allows a volunteer officer initiative to provide volunteers to the organization, and allowing micromanagement alongside the Vice President Student Life. It would also provide a greater set of resources to the rest of the organization beyond the capabilities of individual executive officers and board members.
  - While the structure was desired to ensure that certain, it may not be prudent to have an individual conducting projects which they may not feel passionate about, and there was also a desire to expand the skillsets. In response, full year terms were originally proposed to foster continued relations with external groups, including sponsors.
  - Structure does provide more direction, but people may not want to be locked in. An option was to have multiple individuals identified for certain roles.
- Events/Logistics Coach description of duties was deemed vague
- Confusion around “mapping” in Risk Management position
  - Position was responsible for drawing out site maps and working with SFU Facilities Management

- A number of positions were deemed to be significantly more intense in scope of work, as demonstrated by the difference in duties between the Decorations Officer vs. Financial Officer.
  - For the Decorations Officers, there was a desire for the consideration of storage spaces.
    - An inventory may be a project for the former position.
    - Research into item prices
- Positions within the organization handles some of the responsibilities of the roles
  - Larger portfolios may benefit from additional folks
  - Promotions were focused on developing promotions for the rest of the SFSS
  - Opportunity for the position to identify the overlapping areas.
- Desire to differentiate between club co-sponsorship and assistance.
- Events and Promotions Committee operated as a team and there was a desire for operations to reflect this goal

*Kooner left at 4:41pm*

A member desired a revision of the document with feedback from the Executive Director and the Vice President External Relations. There was a desire for a principled discussion after the Executive Director.

*Kumar left at 4:46pm, returning at 4:50pm*

**Action item:** General Office Coordinators will review the document and provide the Committee with feedback.

Vice President Student Life was to integrate Executive Director and General Office staff recommendations into a new draft.

### **c. Event Scope**

The Vice President Student Life wished to avoid competitions with clubs and student unions. There was a desire for the committee to be involved in high-level event planning (such as Relay For Life, Dance Marathon, TEDxSFU), leaving smaller level event planning (such as pub nights) for clubs and student unions.

Concerns were raised around changing scope and its effect on committee composition documents, as positions may no longer be needed or their responsibilities may change. Additional concerns were raised around potentially restricting the committee exclusively to larger events.

A number of members further expressed concern around the committee participating exclusively with events identified as “quality events”, or with clubs who were graded as providing good quality events. The committee could potentially just find events that they find interesting and were of value to the members of the committee. Clarification was provided on the committee scope of ‘working with’ events as opposed to ‘helping’ events function. Scope and priority were recommended to be the focus, rather than quality.

The Committee requested that a written proposal be submitted.

**Action Item:** The Vice President Student Life would provide the committee with a written proposal and a priorities list at the next meeting.

The Committee was inquired into the feasibility of alternating timeslots between Events and Promotions Committee and Advocacy Committee in order to harness the collective expertise of members on both sides.

**9. Attachments**

EventsCommitteexkedit070714.docx.pdf

**10. Adjournment**

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