

## 1. CALL TO ORDER

Call to Order – 9:35 AM

## 2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

## 3. ROLL CALL OF ATTENDANCE

### 3.1 Committee Composition

VP Student Life ( <i>Chair</i> ) .....	Alam Khehra
At-Large Representative .....	Jaskarn Randhawa
Board of Directors Representative .....	Jackson Freedman
Board of Directors Representative .....	Gini Kuo
Board of Directors Representative .....	Aarushi Sharma
Student At-Large .....	Larissa Chen
Student At-Large .....	Simran Sanghera
Student At-Large .....	Reza Mardan
Student At-Large .....	Noelle Chan
Student At-Large .....	Carol Li
Student At-Large .....	Rajan Hans

### 3.2 Society Staff

Administrative Assistant .....	Christina Chen
Events Coordinator .....	Anwar Flores

### 3.3 Guests

Student .....	Maham Hashmi
Student .....	Mark Gustov

## 4. RATIFICATION OF REGRETS

### 4.1 MOTION EVENTS 2017-10-11:01

**Aarushi/Gini**

*Be it resolved to ratify regrets from Simran Sanghea and Jackson Freedman.*

**CARRIED**

*\*Carol Li arrived at 9:36 AM\**

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION EVENTS 2017-10-11:02

**Gini/Aarushi**

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

**CARRIED AS AMENDED**

- Move Discussion item 7.2 Halloween Pub Night to New Business 6.1 Halloween Pub

Night

## 6. NEW BUSINESS

### 6.1 MOTION EVENTS 2017-10-11:03

**Aarushi/Gini**

*Be it resolved to approve the 2017 Halloween Pub Night as proposed from line item 816/20.*

**CARRIED**

- Refer to attachment
- Happening on Friday, October 26, 2017 from 8:00 PM - 1:00 AM at the Highland Pub
- Tickets will be available at the door
- Security guards will present at the event from 7:30PM-1:30AM
- Committee will be hosting a costume contest:
  - Three categories: most hilarious costume, most unique costume, most scary costume
  - Potential prizes:
    - Three \$20 VISA prepaid gift cards
    - First 100 dressed attendees will get a free drink ticket
- Concerns:
  - \$800 budgeted for free drinks may be too high if ticket sales are low
  - Volunteers under the age of 19 may not be able to help out
- Suggestions:
  - Free drink tickets are only redeemable for soft drinks or highballs
  - Committee Chair will contact SFU regarding underage volunteers
- Potential tent set-up outside event to hand out consent toolboxes

*\*Rajan Hans arrived at 9:42 AM\**

*\*Larissa Chen arrived at 9:46 AM\**

*\*Mark Gustov arrived at 9:55AM\**

## 7. DISCUSSION ITEMS

### 7.1 Concert Debrief

- Committee has received positive feedback in terms of artist choices
- Potential for a Spring Concert
  - Tickets will be priced at around \$10-20
  - Committee would be required to start planning by the end of this month or early November

### 7.2 SAAC Tailgate Event

- Refer to attachment
- SFSS will be partnering with the Student Athlete Advisory Committee to run the event
- Event will include:
  - Beer garden
  - Food trucks
- Audience:
  - All ages
- Possible locations:

- Strand field
- Field behind Terry Fox field
- Parking lot in front of the Dining Hall
- Suggestion:
  - Adding cost of tarp into the budget in case of unexpected weather conditions
  - Profits from event will be donated to charity
  - SFSS to potentially sign a contract outlining the partnership with SAAC for liability reasons
- Concerns:
  - Given that this is a SAAC event, SFSS should not be financially liable

*\*Jaskarn Randhawa arrived at 10:05AM\**

### **7.3 Assigning leads to Fall Events**

- Leads were confirmed for each upcoming event
  - Updates on the events will be discussed by leads in the next meeting
- Upcoming Events:
  - Student Union/Club Social
  - SAAC
  - Mini Carnival
  - Angel Tree
- The Mini Carnival event is expected to possibly happen in Convocation Mall in November and December
  - Include inflatables, games, hot chocolate, and warm food
  - Suggestion: incorporate a Christmas dinner into the event
- Angel Tree
  - Planning to commence by the beginning of November
  - Suggestions:
    - Each faculty fundraiser for different charities
    - Host a Pub Night event in December where all proceeds go towards the Angel Tree project
  - Event to have a donation box for canned food.
  -
- Other possible events to host:
  - Caribbean Night
  - Harry Pottery Night
  - Game of Thrones Night

## **8. ATTACHMENTS**

- Halloween Budget.pdf
- Halloween Proposal (1).pdf
- Proposed Events\_Ideas-Google Docs.pdf
- Tailgate Budget (1).pdf

## **9. ADJOURNMENT**

**MOTION EVENTS 2017-10-11:04**

**Jaskarn/Aarushi**

*Be it resolved to adjourn the meeting at 10:29 AM.*

**CARRIED**

## Expenses

		Estimated	Actual
Security	\$	900.00	
Decoration	\$	500.00	
Promo	\$	500.00	
DJ	\$	1,000.00	
Volunteer Food	\$	100.00	
Photobooth	\$	750.00	
Prizes	\$	100.00	
Free drink tickets	\$	800.00	
Production	\$	150.00	
Coat Check Tickets	\$	20.00	
Contingency	\$	300.00	
<b>Total</b>	<b>\$</b>	<b>5,120.00</b>	

## Total Revenue

Total Expense	\$
Total Revenue	\$
<b>Total Profit/Loss</b>	<b>\$</b>

# Halloween Pub Night Budget

			Revenue
		Estimated	
Early Bird	\$ 5.00	100	\$ 500.00
Regular	\$ 10.00	150	\$ 1,500.00
Door	\$ 15.00	50	\$ 750.00
Coat Check			
<b>Total</b>			<b>\$ 2,750.00</b>

	5,120.00
	2,750.00
	<b>(2,370.00)</b>



Actual



## Halloween Pub Night Proposal

**Date & Time:** October 26, 2017, 8:00 pm – 1:00 am

### **Overview:**

- The Halloween Pub Night is a huge event we hold every year, it is one of the most popular pub nights we have. The idea of this pub night is to not turn a profit but to give students the best experience possible as is it one of our signature pub nights. This event should continue to build on the precedent set by the Fall Kickoff of building and maintaining an active social life on campus. All aspects other than the bar staff will be handled by the SFSS.

### **Goals and Objectives:**

- To hold one of our signature events Pub Nights
- To continue to foster the sense of community within our SFU undergraduates
- To have a sold-out event

### **Stakeholders:**

- The SFSS membership (19+)
- Some off-campus attendees (19+)
- SFU Dining Services and/or external bartending company
- SFU Meeting, Events, and Conference Services
- SFU Safety & Risk Services
- SFU Ancillary Services

### **Targeted Audience:**

- SFSS members over the age of 19
- Non-SFSS members over the age of 19

### **Metrics/Measurables:**

- Amount of tickets sold for the pub night

### **Marketing:**

- Marketing will be completed by our SFSS communications office. We will be having constant social media presence on both channels (IG and FB), putting up posters around campus, and distributing handbills. We will also have costume contests and prizes available for the pub night. Furthermore, we will be offering one “1 free drink” ticket to the first 100 attendees for the pub night (included in the budget).

### **Production:**



- The production aspect of this event is the most important part. There has been a significant amount of money invested into production and decorations as this a themed event. If we are expecting students to come in costumes, we should provide them with a venue that provides the same Halloween style atmosphere. We are planning on renting lights, Halloween decorations, candies, and anything else within that budget that can make the Highland Pub look spooky. Furthermore, we have lots of decorations in storage that we will use as well (no cost). Since the bottom floor of the Pub no longer has pool tables, we will be setting up a photo booth on that floor.

**Ticket Sales:**

- We will have 100 early bird tickets priced at \$5, 150 tier 1 tickets priced at \$10, and 50 tier 2 tickets prices at \$15.
- Tickets will be sold through the Club and Student Union Center, few Board members, and online via Showpass.

**Costume Contest and Prizes:**

- At this event we will be having a costume contest where we give out prizes for the winner of the following categories.
  - Best costume
  - Most unique costume
  - Most hilarious costume

**Budget**

Expenses			Revenue			
	Estimated	Actual		Estimated	Actual	
Security	\$ 900.00		Early Bird	\$ 5.00	100	\$ 500.00
Decoration	\$ 500.00		Regular	\$ 10.00	150	\$ 1,500.00
Promo	\$ 500.00		Door	\$ 15.00	50	\$ 750.00
DJ	\$ 1,000.00		Coat Check			
Volunteer Food	\$ 100.00		<b>Total</b>			<b>\$ 2,750.00</b>
Photobooth	\$ 750.00					
Prizes	\$ 100.00					
Free drink tickets	\$ 800.00					
Production	\$ 150.00					
Coat Check Tickets	\$ 20.00					
Contingency	\$ 300.00					
<b>Total</b>	<b>\$ 5,120.00</b>					
			<b>Total Revenue</b>			
			Total Expense	\$ 5,120.00		
			Total Revenue	\$ 2,750.00		
			<b>Total Profit/Loss</b>	<b>\$ (2,370.00)</b>		

## Proposed Timeline

- August: collaborate with SEC
- September:
  - Clubs day
  - Outdoor Movie
  - Fall Kickoff
  - Water balloon fight (If you remember the snowball fight that was highly engaging and it was lit)
- October:
  - SU/ Club Social
  - Yoga Destress
  - SAAC event
- November:
  - Carnival
  - Surrey Pub Night (SCC)
- December
  - Christmas Dinner
  - Angel Tree
- January
  - SAAC event
- February
  - Valentine's Day Themed Event
- March
  - Spring Jam (surrey)
  - Club Showcase
- April
  - Football Tournament
  - Cultural Festival
  - Volunteer Gala

## Proposed Events/Ideas

- **Weekly events in Images Theater (Magic shows, New episodes of GoT, or other shows/ Movies, have science shows, science world. Talks about interesting things.**
- Feature clubs on our SFSS TV at Clubs Day 1
- Football Tournament 1
- Treasure hunt/trivia hunt 2
  - Can do it online
  - Work with SFU for convo mall and its costs, and also work with SFUs social media
  - Work with student groups
- Menchies/Yeti yogurt event (like toonie tuesday - SEC Partnership)
- Pub Nights
  - Halloween

- Trivia Night
- Kickoff After party
- End of Fall
- Beginning of Spring
- End of Spring
- St. Patrick's Day
- Holiday Themed Events
  - Turkey Dinner 2
  - Christmas 1
- End of august/clubs week - Outdoor movie theatre (convo mall/strand field) (Maybe have fire pits) - VIP club sections 1
  - Indoor during winter
- Exam relief events - SEC partnership SCC
- Magic Show 2
- Slip & Slide 2
- ( SEC partnership) Ice cream/freezie/popsicle weekly or bi-weekly handouts
- Dunk Tank SEC
- End of the year club showcase 1
- Some sort of an educational fair (like a science fair) - DSU showcase - 2
- Gym equipment in some places of SFU for quick stress relief -1
- Gym equipment set up in Convo mall for some sort of track event -1
- Yoga in Convo (instructors from Rec) - 1
- Kitten Therapy - 2
- Pancake/hotdog/burger days - SEC
- Clubs day
  - Photobooth , Cotton Candy, food
  - Make it more engaging/fun - bring DJ
- SU/Club social - 1 - mandatory for council
- Culture Fest - 1
- Carnival - 1
  - Bouncy Castle/Mechanical Bull
  - Food trucks
  - Henna art
- Angel Tree - 1
- Work w/SAAC - 1
  - Pool movie night
  - Basketball tournament
  -
- Work w/RHA - 1
- Burnaby Spring Concert - 2
- Surrey Spring Jam - 1
- Theme events
- Flash Mob - 2
- Volunteer Gala - 1
- Collaborate with SFU snapchat - SEC

- January month long calendar - 2
- Online engagement - SEC
  - Contests
  - Polls
  - Tags
  - Shares
- **Surrey Pub night - SCC - 1**
- Work with nightclubs downtown (potential halloween club crawl) - 2 - talk to Iari
  - Collab with brooked/savage
- End of exams night club event - 2
- Terry Fox field obstacle course - 2
- **Mental Health event w/student care (Prab/Jovina) - 1**
- Blood drive w/Blood for life - 2
- Talent show - 2
- Petting Zoo - 2

# 2017 Fall Tailgate

## Event Budget for 2017 SAAC

EXPENSES		
	Estimated	Actual
Fencing	\$ 6,000.00	
Security	\$ 2,000.00	
Medix	\$ 700.00	
Promo	\$ 1,000.00	
Facilities	\$ -	
Tax	\$ 700.00	
Contingency	\$ 2,000.00	
<b>Total</b>	\$ 10,400.00	\$ -

# Fall Tailgate

INCOME			
	Amount	Estimated	Actual
SFU Tickets (\$5)	600.00	\$ 3,000.00	
SFU Tickets (\$10)	400.00	\$ 4,000.00	
Non - SFU Tickets (\$15)	100.00	\$ 1,500.00	
Sponsorship	5,000.00	\$ 5,000.00	
	<b>6,100.00</b>	\$ 13,500.00	\$ -



	Estimated	Actual
Total Income	\$ 13,500.00	\$ -
Total Expenses	\$ 10,400.00	\$ -
Total Profit/Loss	\$ 3,100.00	\$ -