

1. CALL TO ORDER

Call to Order – 10:47 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

3.2 Society Staff

SFSS Administrative Assistant	Zoya Nari
Events Coordinator	Anwar Flores

3.3 Regrets

Board of Directors Representative	Gini Kuo
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4. RATIFICATION OF REGRETS

4.1 MOTION EVENTS 2017-08-30:01

Larissa/Jackson

Be it resolved to ratify regrets from Gini Kuo (out of town).

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION EVENTS 2017-08-30:02

Larissa/Jackson

Be it resolved to adopt the agenda as presented.

CARRIED

6. NEW BUSINESS

6.1 Pancake Breakfast – MOTION EVENTS 2017-08-30:03

Aarushi/Jackson

Whereas the Events Committee has had the chance to read over the relevant documents;

*Whereas the SFSS has an agreement with SFU to host the pancake breakfast.
Be it resolved to approve the Pancake Breakfast 2017 proposal.*

CARRIED

- To be held in the convocation mall during the Week of Welcome from 10 AM to 12:30 PM
- The majority of supplies will be provided by SFU
- Committee members to receive weekly tabling schedules until the 21st

7. DISCUSSION ITEMS

7.1 Club Executive Fall Meet & Greet

- Executives to possibly collaborate between each other on upcoming events to create a sense of connectedness between clubs, Board Members, and Operational Staff
- To possibly occur the first week of October after members settle in
- Suggestions
 - To possibly have 2 separate events, one in Surrey, and one in Burnaby
 - Hand out pamphlets during the event to members and a breakdown of SFSS and what resources/benefits are offered
 - To possibly open the event to active members as representatives up to the discretion of the Club Leader
- Location
 - Forum Chambers for easy accessibility
- Activities
 - Discussion panel, presentations, and icebreakers to get to know executives from other clubs
- Budget is based on the average attendance based on the prior years
- Promotions
 - Social media posts
 - Word of mouth
 - Event page
 - Concern: non-club executives may attend if the event is too widely promoted
- Executives to post their upcoming events on the calendar

8. ATTACHMENTS

- Pancake Breakfast.pdf

9. ADJOURNMENT

MOTION EVENTS 2017-08-30:04

Larissa/Aarushi

Be it resolved to adjourn the meeting at 11:17 AM

CARRIED

SFSS PANCAKE BREAKFAST 2017

PURPOSE:

This event is aimed to be held at Convocation Mall for a free pancake breakfast. The purpose is to engage and welcome the members of our student society through a warm pancake breakfast filled with collaboration and activities with SFU. At the same time, we will also include a booth for cross promotion of the Fall Kickoff and SFSS Events Committee. The Fall Kickoff booth can be selling tickets and handing out flyers with the artist line up as well as information about the upcoming events held in September.

LOGISTICS

DATE & TIME

Friday, September 8th, 2017

9:00 AM Set up

10:30 AM Event begins

12:30 PM Pancake Breakfast ends

The event itinerary is to be finalised by the organizing group.

LOCATION

SFU Convocation Mall

WORKING GROUP ROLES

Project Lead

Director of Communications

Events Coordinator

SFSS Events Chair

VOLUNTEERS

Food Workers (6) → Board Members will be serving Food

Fall Kickoff/Events Booth (2) → Events Committee Board and At large members

Clean up (6) → Any available volunteers: Board Members and at large members

PROMOTIONS

DIGITAL MEDIA

- Facebook Posts (Main Page and Events page)
- Instagram posts
- SFSS website

FLYERS

- Digital graphic to be created and finalized by SFSS communications Office, as detailed in Communications work order form

EXTERNAL

- SFU

METRICS

Number of Volunteers

Number of Activity Participants

Number of Breakfast consumers

STAKEHOLDERS

SFSS Events Committee

SFSS Operations

SFU Student Services

Nesters (food supply donation)

BUDGET

Set-up (provided by SFU facilities)

Griddles (paid for by SFSS)

Utensils (provided by SFU)

Food (donated by Nesters)

TIMELINE

Established by Organizing Committee, based on approval process.

NEXT STEPS

1. Review Document with Stakeholders



Aarushi Sharma
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Board of Directors

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sfss.ca

2. Present at formal Events Committee Meeting for approval
3. Present at formal Board Meeting for approval
4. Volunteers Needed for additional assistance