

## 1. CALL TO ORDER

Call to Order – 9:31 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
Ex-Officio .....	Hangue Kim
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 .....	Zoya Nari
Events Coordinator .....	Anwar Flores

### 3.3 Guests

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

### 3.4 Regrets

Student At-Large .....	Simran Sanghera
Student At-Large .....	Reza Mardan

### 3.5 Absents

At-Large Representative .....	Jaskarn Randhawa
Student At-Large.....	Rajan Hans

## 4. RATIFICATION OF REGRETS

### 4.1 MOTION EVENTS 2017-11-22:01

#### Gini/Larissa

*Be it resolved to ratify regrets from Simran Sanghera (academic) and Reza Mardan (appointment).*

**CARRIED**

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION EVENTS 2017-11-22:02

**Gini/Jackson**

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

**CARRIED**

## 6. MATTERS ARISING FROM THE MINUTES

### 6.1 MOTION EVENTS 2017-11-22:03

**Gini/Jackson**

*Be it resolved to receive and file the following minutes:*

- Events Committee 2017-11-08.pdf

**CARRIED**

## 7. NEW BUSINESS

### 7.1 Coffee Day – MOTION EVENTS 2017-11-22:04

**Gini/Jackson**

*Be it resolved to approve up to \$1,000 from line item 817/20 for the SFSS Coffee Day.*

**CARRIED**

- Table to be outside the Board Office
- Suggestion:
  - To increase the number of servings as refreshments ran out early in the previous year
  - To have the Angel Tree next to it and possibly accept donations inside the Board Office
  - Bulletin board in the Academic Quadrangle as advertisement
- Concern:
  - SFU charges \$10 for 10 servings of drinks
  - Possibly allocate funds for external goods

*\*Carol Li arrived at 9:41 AM\**

- To possibly advertise upcoming events at the current events
- Change x to 1,000

## 8. DISCUSSION ITEMS

### 8.1 Welcome Back Pub Night

- To occur in January as the Pub will be available in the Spring semester
- Note:
  - Budget will be significantly lower than that of Halloween Pub Night
- Suggestion:
  - To possibly occur within the first 2 weeks of January

## **8.2 Movie Night**

- To possibly have 3 big movie nights and multiple small ones
- Suggestions:
  - To provide popcorn, drinks, and possibly pizza for the big movie nights
  - Clubs to possibly submit a mini video that will be displayed in the pre-screening sections of the movies
- Possible locations:
  - Images Theatre

## **8.3 Basketball Tournament**

- To possibly occur in the first half of the Spring semester
- Suggestion:
  - To coordinate with the athletics group

## **8.4 Snowball Fight**

- To create the poster beforehand and input dates once it starts snowing

## **8.5 Burger/Free food day**

- To be similar to Coffee day to engage with members and promote future events

## **8.6 All Ages event**

- Refer to the attachment
- To possibly separate 19+ students from minors on different floors in the pub
- Committee will be researching further options

## **8.7 Week of Welcome**

- To occur on the first week of the January when most students are present on campus
- Suggestions:
  - Breakfast each day for the week
  - Different activities and games each day
  - Tables to promote up upcoming events and engagement materials
- Proposal will be ready for the next meeting

*\*Hangu Kim left at 10:16 AM\**

## **8.8 Club Days**

- To occur in the Academic Quadrangle
- To possibly have snacks and a raffle card where students go to each table to be redeemed for a prize

# **9. UPDATES**

## **9.1 Dodge ball Tournament**

- Tournament is currently in the promoting stage
- Student groups have been contacted for participation and assistance

- Still looking for referees

### **9.2 Angel Tree**

- Posters have been set up and the video is in progress
- Santa pictures to occur in December by donation
- Currently working on increasing donations

### **9.3 Fun & Relaxation Carnival**

- Happening tomorrow and Friday

### **9.4 Santa Pancake Breakfast**

- Occurring on the last day of classes with a professional Santa Claus
- Will be having 2 photographers
  - Professional photographer will be taking the Santa Claus photos
- To possibly occur from 10am to 1pm

### **9.5 Mental Health March**

- A possible large-scale event in collaboration with the Advocacy Committee
  - To possibly hire an external planning committee
- Proposal to be prepared for the next meeting

## **10. ATTACHMENTS**

- SFSS All Ages Event Proposal.pdf
- SFSS Coffee Day.pdf

## **11. ADJOURNMENT**

**MOTION EVENTS 2017-11-22:05**

**Jackson/Gini**

*Be it resolved to adjourn the meeting at 10:34 AM.*

**CARRIED**

## All Ages Party Event Proposal

**Date & Time:** January 19th 2018. (2 weeks into school).

### **Overview:**

- This is a music night/concert/rave type event. The main purpose of these events is to infuse campus spirit while maintaining a safe and fun environment for partying during the weekends. The all ages aspect will attract first and second years who might have not turned 19 yet to enjoy most of the campus social events that are 19+.

### **Goals and Objectives:**

- Firstly to establish and plan an event and the logistics behind it.
- Secondly to hold a successful event with many attendees and a positive experience from the students.
- Thirdly to get critical feedback from the students to improve on these events and be able to hold more regular and larger events with the support of the students.

### **Stakeholders:**

- SFU meeting, Events, and Conference Services.
- SFU Safety and Risk Services.
- SFU Ancillary Services.
- Off-campus Attendees.
- Others.

### **Targeted Audience:**

- All students from SFU but primarily focusing on first and second year students.

### **Metrics/Measurables:**

- Amount of tickets sold.
- Feedback from students post-event.

### **Marketing:**

- Printouts of posters around campus, social media presence, asking first and second year students to spread the word with an incentive (WIP), distributing handbills. Costume or themed event. Creating a video with visuals and the artist lineup as well as date, time, location etc and playing it as an ad throughout the school tv's.

**Production:**

- The production will be the most important part of the event. The main focus of the night is the music and therefore should have an emphasis on the sound and lighting production as well as any decorations if a theme is decided to be put in place. We will need to rent lights, speakers, subs and stage platform. Depending on budget we can incorporate smoke machine, lasers, visuals. Along with the production there will need to be a security area and a coat check area (if it is set in the winter months). If there is space to set up a chill area, there can be snacks and water provided that goes along with the ticket price.
- As for the 19+ area with alcohol, the pub has a second floor and a pathway in between the two floors so security can check ID's and act as a barrier between the two floors to make sure that no underage students get into the 19+ event.
- The artist and DJ's performing will be arranged with little to no cost.

**Ticket Sales:**

- Tickets will start at \$5 for students and will eventually move up to \$10 closer to the event and at the doors of the event. (Price can be raised or lowered based on expenses)
- Tickets will be sold through Student Society, Board Members, Event Booth around campus, and depending on size of production, online. Another possibility is getting student promoters to sell tickets with a reward in incentive to do so (prize or free entry). This also pushes for more school involvement and school spirit by having student ambassadors for the events.

**General:**

- If profit is generated, it will be funneled into creating bigger events for the students and possibly opening up to non-SFU students as well.
- There can be special deals for drinks in the 19+ area.
- Open to sponsorships and involvement from other clubs and companies.

-Snapchat filter during the event.

-Saints and Sinners Theme

-Naughty or Nice Theme

**All Ages & 19+ Overview:**

- Having an upstairs(19+) and downstairs(all ages) area during the event. The 2 sides/floors separated by a security barrier. The upstairs area will have alcohol and will only be served to students that are 19+ who have ID etc. The security will make sure the 19+ attendees do not bring alcohol back onto the downstairs(all ages) area and also make sure no minors get into the upstairs area. Access to the upstairs area will be given to those who are 19+ and are wearing a wristband/stamp etc.



## SFSS Holiday Coffee Day Proposal

**Date & Time:** Wednesday, November 29 2017

### **Overview:**

- Set up a table outside of the board office with coffee and other treats for students. Lots of students are studying for final exams around this time hence a coffee with a snack will be a good pick me up. Furthermore, it's a great way for students to learn where the board office is and get a chance to talk with students. This is also a great opportunity to inform students of upcoming events/initiatives we have coming up.

### **Goals and Objectives:**

- To promote health and wellbeing for the SFU students
- Give students an opportunity to see the SFSS spaces, including the board office
- To allow students and board members to engage with one another
- To promote upcoming events/initiatives
- To continue to foster the sense of community within our SFU undergraduates

### **Stakeholders:**

- The SFSS membership
- SFU Dining Services
- SFU Meeting, Events, and Conference Services

### **Targeted Audience:**

- SFSS undergraduate members

### **Metrics/Measurables:**

- Amount of food orders
- Amount of food left over/how quickly it runs out

### **Marketing:**

- Marketing will be completed by our SFSS communications office. We will make multiple posts on both (IG and FB) of our channels. We will also put up a few posters around campus closer to the date to inform students.

### **Production:**

- Will consist of 2-3 tables. Each table will be covered with the SFSS table cloth. Tables are meant to be for the food. One table will be dedicated for SFSS promotions (posters of upcoming events, engagement items, etc.)



**Budget:**

**Expenses**

<b>Item</b>	<b>Price</b>	<b>Quantity</b>	<b>Total</b>
Coffee	\$18.99 (10 servings)	8	\$151.92
Tea	\$1.89 (per serving)	30	\$56.70
Hot Water	\$9.99 (10 servings)	3	\$29.97
Hot Chocolate	\$1.99 (per serving)	30	\$59.70
Cookies	\$1.79 (per serving)	20	\$35.80
Mini cupcakes	\$1.99 (per serving)	18	\$35.82
Mini Danish	\$1.99 (per serving)	20	\$39.80
Poster	\$0.50 (per poster)	25	\$12.50
Contingency	\$50.00	1	\$50.00
<b>Total</b>			<b>\$472.71</b>