

1. CALL TO ORDER

Call to Order – 9:34 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	Zoya Nari
Events Coordinator	Anwar Flores

3.3 Guests

Student	Maham Hashmi
---------------	--------------

3.4 Regrets

Board of Directors Representative	Jackson Freedman
Student At-Large	Larissa Chen
Student At-Large	Simran Sanghera

3.5 Absents

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

4. RATIFICATION OF REGRETS

4.1 MOTION EVENTS 2017-11-29:01

Aarushi/Reza

Be it resolved to ratify regrets from Jackson Freedman (academic), Larissa Chen (work), and Simran Sanghera (academic).

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION EVENTS 2017-11-29:02

Reza/Gini

Be it resolved to adopt the agenda as presented.

CARRIED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION EVENTS 2017-11-29:03

Gini/Aarushi

Be it resolved to receive and file the following minutes:

- Events Committee 2017-11-22.pdf

CARRIED

7. NEW BUSINESS

7.1 Welcome Back Pub Night – MOTION EVENTS 2017-11-29:04

Reza/Gini

Be it resolved to approve up to \$660.00 for the Welcome Back Pub Night on January 11, 2018 from line item 817/20.

CARRIED

- Refer to the attachment
- Not much decoration will be used as it is not themed
- Notes:
 - Will be hiring an external DJ
 - Students were in favor of the photo booth
 - To possibly inquire on the regular use of a photo booth

7.2 SFSS Movie Night – MOTION EVENTS 2017-11-29:05

Reza/Aarushi

Be it resolved to approve up to \$500.00 for the SFSS Movie Night on January 17, 2018 from line item 817/20.

CARRIED AS AMENDED

- Refer to attachment
- Purpose: To promote more small-scaled casual events on campus
 - Snacks and drinks will be provided
- To occur in a room in the Academic Quadrangle
 - Possibly Images Theatre or in smaller lecture rooms
- Will be promoted the week of the event
- Motion amended to read \$500.00 instead of \$409.67

7.2.1. MOTION EVENTS 2017-11-29:06

Gini/Aarushi

Be it resolved to amend the above motion.

CARRIED

7.3 SFSS Trivia Night – MOTION EVENTS 2017-11-29:07

Aarushi/Reza

Be it resolved to approve up to \$1,250.00 for the SFSS Trivia Night on February 1, 2018 from line item 817/20.

CARRIED

- Refer to attachment
- Promotions will commence next semester via a possible events calendar
- Venue:
 - Possibly in the Pub, if not, in the Diamond Alumni Centre
 - Will depend if the event will be all ages or 19+
- Notes:
 - Students will need to register for a free ticket in order to RSVP to the event
 - Volunteers will be needed to count answers and votes

7.4 SFSS Branding – MOTION EVENTS 2017-11-29:08

Aarushi/Gini

Be it resolved to approve up to \$800.00 for the use of purchasing 1 vertical and 1 horizontal SFSS banners from line item 816/20.

CARRIED

- Banners/table clothes to have identical SFSS logos but with identifiable committee marks
- Committee will be looking for various ways of promoting the SFSS

7.5 Spring 2018 Week of Welcome – MOTION EVENTS 2017-11-29:09

Gini/Aarushi

Be it resolved to approve up to \$900.00 for the Spring 2018 Burnaby Week of Welcome happening from January 3 -5, 2018 from line item 816/20.

CARRIED

- Refer to attachment
- SFSS collaborates with SFU for Week of Welcome
 - SFSS will be having a Virtual Reality of the Student Union Building and an SFSS table

7.6 Spring 2018 Clubs Days – MOTION EVENTS 2017-11-29:10

Gini/Reza

Be it resolved to approve up to \$1,380.00 for Spring 2018 Burnaby Clubs Days happening from January 16-19, 2018 from line item 816/20.

CARRIED

- Refer to attachment
- Will be having 3 prizes
 - One club and one student union for student engagement
 - One club or student union for social engagement
- Snacks will be provided at the event
- Committee will be working on a game for students to engage and socialize with clubs
- Note:

- Budget will be updated to reflect the reallocation of funds before presenting the proposal to Board

8. DISCUSSION ITEMS

8.1 Basketball Tournament

8.2 Free Food Day

- Currently happening in front of the Board office

9. UPDATES

9.1 Carnival

- Event was a success

9.2 Santa Pancake Breakfast

- The Angel Tree will be at the event
- Currently looking for volunteers

9.3 Dodgeball Tournament

- Will be occurring Monday evening
- Looking for more volunteers for the event

9.4 Mental Health March

- Looking for speakers that would benefit the event

10. ATTACHMENTS

- MOVIE-NIGHT.pdf
- Spring Week of Welcome.pdf
- Spring-Clubs-Days.pdf
- Trivia Night Proposal.pdf
- Welcome Back Pub Night Budget.pdf
- Welcome Back Pub Night Proposal.pdf

11. ADJOURNMENT

MOTION EVENTS 2017-11-29:11

Gini/Aarushi

Be it resolved to adjourn the meeting at 10:28 AM.

CARRIED

SFSS January 2018 Movie Night Proposal

Date & Time: January 17, 2017, 6:00 pm – 9:00 pm

Overview:

Movie nights are casual way of getting SFU students to come out with friends, relax, interact with other students. While this event is considered a small-scale event, it is important to make this a reoccurring event, so students have more informal, low budgeted events to attend around campus. This event is not looking to make profit, rather it is looking to create better on campus experience.

Goals and Objectives:

- To have more small-scale events around campus
- To create a better on-campus experience
- To get students to come out, interact, and relax.

Stakeholders:

- The SFSS membership
- SFU Dining (Pizza)
- SFU Cleaning services

Target Audience:

- SFU students off all ages

Marketing:

- Posts on SFSS social media: Facebook, Instagram
- Posters around campus

Production:

- There is a production to carry out this event. Creating a calm and interactive environment is the focus of the night. We are going to be using the projector in the room that the event is going to be taking place in to show the movie. SFSS has a popcorn machine maker that we going to use make popcorn for students. Dining services is going to be providing pizza which is going

to be set to come for before the movie starts so students could grab their pizza settle down and enjoy the movie. Although the pizza will be free, it will be on a first come first serve basis.

Logistics:

- Facilities will do the set up and clean up
- We will be doing a call out to all clubs and student unions and ask them to make a quick 30-45 second “trailer” about their club. This will be played before the movie.
- The event is going to be 3 hours long. The event will begin at 6 pm, club trailers will begin at 6:15 pm, and the movie will begin at 6:30 pm.
- Potential classrooms: Images Theatre, AQ 3181, AQ 3182
 - Committee will be updated once a venue is confirmed
- Suggested Movies: Hitman’s bodyguard, Deadpool, 21 Jump Street, 22 Jump Street,

Budget:

	Price	Quantity	Total
Assorted soft drinks	\$2.39 each	30	\$71.70
Pizza (10 slices)	\$20.99 each	3	\$62.97
Popcorn (kernels, oil, bags)	\$50.00	-	\$50.00
Room Booking w/AV	\$125.00	-	\$125.00
Contingency	\$100.00	-	\$100.00
Total	-	-	\$409.67

Spring 2018 Week of Welcome Proposal

Date & Time: January 3rd – 5th, 10:30am – 3:30pm each day

Overview:

- Hosted together with SFU Student Services, Week of Welcome consists of various games and activities in convocation mall. This is the first social event that students are exposed to in the beginning of a semester.

Goals and Objectives:

- To host a diverse station that appeals to the majority of undergraduates
- To continue to foster the sense of community within our SFU undergraduates

Stakeholders:

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

Targeted Audience:

- SFSS undergraduates

Marketing:

- Marketing will be completed by our SFSS communications office. We will be having constant social media presence on both channels (IG and FB), and putting up posters around campus.
- SFU student services will also be promoting this on their channels

Student Services Contribution

- DJ (Club Ilia sponsored) for Friday
- DJ (CJSF sponsored) for Thursday/Friday (undecided)
- Marshmallow roasting and hot drinks for Wednesday and Thursday
- Mini games for all days

SFSS Contribution

- Engagement Table for all 3 days
- VR and display of the new SUB for all 3 days
- DJ for either Wednesday or Thursday
- Pancake Breakfast for Friday
- Popcorn for Wednesday and Thursday



Alam Khehra

VP Student Life
Board of Directors

vpstudentlife@sfss.ca
Tel 604-782-5040

Maggie Benston Centre 2220.5
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6

sfss.ca

Budget:

Expenses

Package Griddles	\$500
DJ	\$50
Popcorn (Oil, kernels, salt)	\$100
Contingency	\$250
Total	\$900

Spring 2018 Clubs Days Proposal

Date & Time: January 16th – 19th

Overview:

- Clubs days is hosted every semester and it allows student clubs to showcase themselves. It is a signature SFSS event and generally pulls large number of students. This year we would like to enhance the engagement by adding in some free food and prizes.

Goals and Objectives:

- To promote the SFSS brand
- To provide an enjoyable event for students
- To continue to foster the sense of community within our SFU undergraduates

Stakeholders:

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

Targeted Audience:

- SFSS undergraduates

Marketing:

- Marketing will be completed by our SFSS communications office. We will be having constant social media presence on both channels (IG and FB), and putting up posters around campus.

Logistics:

- We will be having the cotton candy machine for all days
- We will be going around to each club station to take pictures.
- Prize for clubs: Best Table Presentation (\$100 to core fund)
- Prizes for SU: Best Table Presentation (\$100 to core fund)
- Prize for clubs or SU: Most social media engagement on Facebook. This will be determined by the max number of posts that have the hashtag #SFSSClubsDays with a picture/video of the clubs/SU table. (\$100 to core fund)
- 2 prizes for students: Students fill out a "Get to know your Clubs" sheet and drop it off at our table, we will do a draw on Friday. (\$50 pre-paid visa card + SFSS t-shirt each)

Budget:



Alam Khehra

VP Student Life
Board of Directors

vpstudentlife@sfss.ca
Tel 604-782-5040

Maggie Benston Centre 2220.5
Simon Fraser University
8888 University Drive
Burnaby, BC V5A 1S6

sfss.ca

Expenses (For all 4 days)

Cotton Candy Machine	\$300
Cotton Candy sugar (1000 servings)	\$300
Cotton Candy cones	\$80
Prizes	\$400
Contingency	\$300
Total	\$1,380

Trivia Nights Proposal

Date & Time: February 1, 6:00 pm – 9:00 pm

Overview:

- Being that this is the first trivia night, we want to keep the theme somewhat general such as movies or pop culture. It will serve as a laid back event for students to attend for free. 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 host a diverse event that appeals to the majority of undergraduates
- To continue to foster the sense of community within our SFU undergraduates

Stakeholders:

- The SFSS membership
- Some off-campus attendees
- SFU Dining Services
- SFU Meeting, Events, and Conference Services
- SFU Safety & Risk Services
- SFU Ancillary Services
- Lazy Gourmet Catering

Targeted Audience:

- SFSS members
- Non-SFSS members

Metrics/Measurables:

- Amount students coming to the event

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 prizes for the winning teams.
- We can walk around the hallways giving out free candies/snacks with handbills for the event

Production:

- We don't have to go to crazy on productions because there will be no DJ so no big speakers or lights will be needed. We will be decorating the space with the theme of the trivia night for that day.

Logistics:

- Each table will be given a mini white board and marker, they will write the answer to each question on this and hold it up. We will have volunteers walking around to record all these answers and to ensure no one is using their phone. We will have one volunteer near the MC that will be keeping a record of the score on a laptop. We will have multiple rounds, each round will be themed (eg. Action movies, humor movies, Disney movies, ect). Team must be 2-6 people. 3 teams will win prizes: \$150, \$100, and \$50 prepaid visa gift cards.

Ticket Sales:

- Although tickets will be free, students must "buy" a free ticket from Showpass so that we know how many are coming.

Budget:

Expenses

Decorations	\$200
White boards and Markers	\$100
Prizes	\$350
Security	\$400
Promo	\$100
Contingency	\$100
Total	\$1,250

Spring 2018 Welcome Back Pub Night Budget

Expenses			
		Estimated	Actual
Security	\$	1,100.00	
Decoration	\$	100.00	
Promo	\$	100.00	
DJ	\$	700.00	
Production	\$	500.00	
Photobooth	\$	610.00	
Contingency	\$	300.00	
Total	\$	3,410.00	\$ -

Revenue					
			Estimated		Actual
Early Bird	\$	5.00	100	\$	500.00
Regular	\$	10.00	150	\$	1,500.00
Door	\$	15.00	50	\$	750.00
Coat Check					
Total				\$	2,750.00
				\$	-

Total Revenue				
		Expected		Actual
Total Expense	\$	3,410.00	\$	-
Total Revenue	\$	2,750.00	\$	-
Total Profit/Loss	\$	(660.00)	\$	-

Welcome Back Pub Night Proposal

Date & Time: January 11, 2018, 9:00 pm – 1:00 am

Overview:

- The Welcome Back Pub Night will serve as the primary welcome back party event for the Burnaby campus. The event will serve as a signature welcome back pub night for the spring semester. This event should continue to build on the precedent and momentum set by previous events of building and maintaining an active social life on campus. All aspects other than the bar staff and security will be handled by the SFSS.

Goals and Objectives:

- To host a diverse series of events that appeals to the majority of undergraduates
- To continue to foster the sense of community within our SFU undergraduates

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
- Lazy Gourmet Catering

Targeted Audience:

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

Metrics/Measurables:

- Amount of tickets sold

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 prizes for the winning teams.
- We can walk around the hallways giving out free candies/snacks with handbills for the event

Production:

- Production for any pub night event is one of the most important factors to consider. For this pub night, we are planning with going with an external DJ company (Decibel Entertainment) that will bring their own speakers and a stander lighting system. We will invest some more money to get more lights to give it that night-life atmosphere. We will also be decorating the pub (streamers, posters, etc.). We received great feedback from students regarding the photo booth, hence we will be having that at the bottom floor once again.

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.