

1. CALL TO ORDER

Call to Order by the Chair – 2:30 PM

2. TERRITORIAL ACKNOWLEDGEMENT

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

- 1. Vice President Student Life (*Chair*) Curtis Pooghkay
- 2. President..... Larissa Chen
- 3. Vice President Finance.....Hangue Kim
- 4. Board of Directors Member Mudi Bwakura
- 5. Student At-Large Nina Savkovic
- 6. Student At-Large Drake Henry
- 7. Student At-Large Panteya Niazi
- 8. Student At-Large.....Jackson Freedman
- 9. Student At-Large.....Alam Khehra
- 10. Student At-Large.....Muhammad Adil Naseem

3.2 Society Staff

- 11. Administrative Assistant.....Mandeep Aujla

3.3 Regrets

- 12. Student At-Large Nina Savkovic

4. RATIFICATION OF REGRETS

MOTION EVENTS 2016-11-30:01

Hangue/Alam

Be it resolved to ratify regrets from Nina Savkovic.

CARRIED

5. ADOPTION OF THE AGENDA

4.1 MOTION EVENTS 2016-11-30:02

Alam/Jackson

Be it resolved to adopt the agenda as presented.

NOT CARRIED

→ Motion to reconsider adoption of the agenda:

4.2 MOTION EVENTS 2016-11-30:03

Jackson/Alam

Be it resolved reconsider the adoption of the agenda.

CARRIED

4.3 MOTION EVENTS 2016-11-30:04

Jackson/Mudi

Be it resolved to adopt the agenda as amended to add Motion 7.4 under New Business.

CARRIED AS AMENDED

6. MATTERS ARISING FROM MINUTES

MOTION EVENTS 2016-11-30:06

Mudi/Alam

Be it resolved to approve the minutes from:

- *Events_2016-11-02*

CARRIED

7. NEW BUSINESS

7.1 MOTION EVENTS 2016-11-30:07

Mudi/Alam

Be it resolved to approve up to \$700 for St. John's Ambulance for the Puppy Therapy Fall 2016 events.

Discussion:

- Hangu received an email from Adriana Contreras of Health & Counselling on November 14, 2016 requesting the SFSS' contribution to the Fall 2016 Puppy and Kitten Therapy events.
- In the past, the SFSS and Health and Counselling have split the costs for these events.
- Logistics for Events:
 - SFU Burnaby: Nov 16, Nov 17, Nov 18 - Saywell Hall
 - SFU Surrey: Nov 23, Nov 24 - The Mezzanine
 - SFU Vancouver (Harbour Centre): Nov 29 - Teck Gallery Lounge
- Due to a staff turnover and communication error this email was received on short notice.
- The email thread between Hangu & Adriana was not provided prior to the meeting for the committee's review; this email thread was forwarded to the committee during the discussion of this motion.
- Upon review of this email thread committee members stated they feel uncomfortable approving a retroactive motion as well felt that an email thread does not amount to sufficient documentation.
- It was stated that the SFSS logo has already been branded for these events.
- Committee members stated that it cannot be assumed that funding will be provided given that there is a new Board each election period and the Board rules could change as a result of this.

- Committee members suggested that Health & Counselling cover the costs for now and request that sufficient documentation be provided in a timely manner in the future.

****MOTION FAILED****

~~7.2 MOTION EVENTS 2016-11-30:08~~

~~f~~

~~Be it resolved to approve up to \$400 for VOKRA for the Kitten Therapy Fall 2016 events.~~

~~CARRIED AS AMENDED / CARRIED~~

****Motion withdrawn by Hangu Kim****

7.3 MOTION EVENTS 2016-11-30:09

Mudi/Jackson

Be it resolved to approve up to \$2,750 for the welcome back Pub Night on Jan.12th, 2017.

Discussion:

- *Note: Halloween Pub Night portion not supposed be in the document and there will be no ticket sales at the doors.
- Curtis stated that he will add more context into the document before it goes to the Board for approval.
- Curtis stated that he will assist with the production and artists portion of the event.
- Mudi & Alam volunteered as project leads.
- Hangu suggested that the project leads provide an Event Report after the event is over.
- Friendly amendment: *Be it further resolved to appoint Mudi Bwakura and Alam Khehra as the project leads.*

CARRIED

7.4 MOTION EVENTS 2016-11-30:10

Alam/Jackson

Be it resolved to receive and file the fall kickoff 2016 event report as it reads Nov. 30th, 2016.

Discussion:

- Recommendations document gives a summary report of the event.
- Savings are outlined in the financial report document.
 - Some actual costs at zero because those items were not needed due to a variety of reasons.

CARRIED

8. ATTACHMENTS

- Welcome Back Pub Jan Night Proposal.pdf
- fall kickoff week financial report.pdf
- Engagement Recommendation.pdf

9. ADJOURNMENT

MOTION EVENTS 2016-11-30:11

Alam/Mudi

Be it resolved to adjourn the meeting at 3:01 PM.

CARRIED

Fall kickoff Week: Event report

Overview

The event was a success not only from a financial aspect, but from a student engagement perspective too. The society was able to actively engage with students for two days exhibiting a wider variety of events. This was the first time the society explored expanding the Fall Kickoff experience past a concert, and overall, the event was a success..

Day 1.

The two vendors resorted that they had a good amount of interest expressed by students in their services (Krakit escape games & Ages 3+ Up), and they have expressed further interest in coming back up to SFU in the future.

Day 2.

Over 1200 free hotdogs were handed out to the membership in convocation mall.

Stakeholders

1. Simon Fraser Student Society
2. Simon Fraser University
3. Krakit escape games - <http://www.krakit.ca/>
4. Ages 3+ Up - <http://www.agesthreeandup.com/>

Outcomes

- Based on day 2 alone, over 1000 students were actively engaged through minimal effort by the society.
- Exhibition of the ability of the society to host a wide diverse range of events.
- Minimal expenditure as shown in the final budget. The overall two day event came in at under 50% of the approve budget. Detailed financial breakdown on attached spreadsheet
 - Board approved expenditure - CAD\$4200.00
 - Final expenditure - CAD\$1663.60

Recommendations

I highly recommend that the BBQ be hosted again in the future for the following reasons

1. The SFSS has a large twin grill, which significantly reduced the overall cost of the event

2. The location of the BBQ pulled students in

The relative low cost of the BBQ and the outreach potential makes it a powerful tool in the society's engagement efforts. And since a BBQ is a neutral event type, it can be coupled with virtually any initiative or campaign. The \$1033.60 spent on the BBQ payed for two propane tanks, 1235 hot dogs and condiments. These come out to the society spending \$0.84 per student, assuming that each person receives one hotdog.

I would recommend that all bookings are confirmed a week prior to the event. We were unable to have a dunk tank for this event because of a minor miscommunication. Not having a dunk tank however, did not take away significantly from the overall event.

SFSS Fall Kickoff Week: Days 1 & 2 budget proposal

Day 1 [Pokemon Go party]					Day 2 [Welcome Day]				
Expenditure					Expenditure				
	Item(s)	Expected	Actual	Difference		Item(s)	Expected	Actual	Difference
1. Facilities	tables and chairs	650	0		1. BBQ	Grill 1	50	0	
	subtotal	650	0	650		Grill 2	150	0	
4. Miscellaneous	misc	200	90			Propane tanks [x3]	100	30	
	subtotal	200	90	110		Food (hotdogs and c	700	1003.6	
2. Refreshment	food	300	0			subtotal	1000	1033.6	-33.6
	drinks	150	0		2. Dunk Tank	Dunk Tank	399	0	
	subtotal	450	0	450		subtotal	399	0	399
3. Prizes	prizes	100	90		3. Facilities	table and chair set u	540	450	
	subtotal	100	90	10		subtotal	540	450	90
					4. Outreach Ma	misc items	200	0	
						subtotal	200	0	200
					5. Production (v	Speakers	70	0	
						Mixer	50	0	
						Microphone	25	0	
						Cabling and cordage	40	0	
						Djs	150	0	
						subtotal	335	0	335
					6. Miscellaneous	misc	250	0	
						subtotal	250	0	250
	DAY TOTAL	1400	180	1220		DAY TOTAL	2724	1483.6	1240.4
						WEEK TOTAL	4124	1663.6	2460.4

Welcome Back Pub Night Proposal

Prepared By: Curtis Pooghkay

Date: January 12th 2016

Time 9:00PM – 1AM

Goals and Objectives:

- To hold our signature event to start the semester.
- To continue to promote SFSS branding and our successful pub night series
- To have a sold out event.

Stakeholders:

- The SFSS membership.
- Students over the age of 19
- Some off campus people that would like to attend

Targeted Audience:

- SFSS members over the age of 19
- Individuals that like to go to SFSS events.

Messaging:

- The SFSS hosting their Halloween Pub Night
- Typically one of the highlights of the school year
- It will be fully Halloween themed

Strategy:

- Presale for an affordable \$5-\$10
- Day of sales will be \$15

Metrics/Measurable:

- Amount of tickets

Overview:

The Welcome Back Pub Night is a huge event we hold every January. This pub night is typically one of the most popular pub nights we have. This will be a fully run by the SFSS. We will have a theme and drink specials. This will be very similar to the events we have done previously.

Marketing:

Marketing will be done by our communications office. We will be printing tickets and putting up promotions for posters. We will have 300 tickets at the door. We will have themed tickets and posters also.

Production:

The production of this event is the most important part of the event. There will be more money invested in production and artists of the event. There will not be a trust system for this. We are planning on bringing some co2. We will have lights and CDJ 2000 NSX and a DJM 900 NXS mixer.

Ticket Sales:

50 ticket sales sold at \$5 and an additional 250 at \$10.

Item Cost:

Item	Cost
Production	\$800
Artist	\$400
Security	\$750
Misc	\$400
Decorations	\$400
	Total:
	\$2750

Revenue	
50 x \$5	\$250
250 x \$10	\$2500
40 x \$15	\$600

Total	\$3350
Gain/Loss	+\$600