

1. CALL TO ORDER

Call to Order – 10:03 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

Vice President Student Life (Chair).....	Curtis Pooghkay
President.....	Larissa Chen
Vice President Finance	Hangue Kim
Board of Directors Member.....	Mudi Bwakura
Student At-Large	Vacant
Student At-Large	Drake Henry
Student At-Large	Panteya Niazi
Student At-Large.....	Jackson Freedman
Student At-Large.....	Alam Khehra
Student At-Large.....	Muhammad Adil Naseem

3.2 Society Staff

SFSS Administrative Assistant	Zoya Nari
-------------------------------------	-----------

3.3 Regrets

Student At-Large	Drake Henry
------------------------	-------------

4. RATIFICATION OF REGRETS

4.1 MOTION EVENTS 2017-02-24:01

Mudi/Jackson

Be it resolved to ratify regrets from Drake Henry (Personal).

NOT CARRIED

Panteya Niazi arrived at 10:05 AM

5. ADOPTION OF THE AGENDA

5.1 MOTION EVENTS 2017-02-24:02

Mudi/Jackson

Be it resolved to adopt the agenda as presented.

CARRIED

Alam Khehra arrived at 10:09 AM

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION EVENTS 2017-02-24:03

Mudi/Jackson

Be it resolved to approve the minutes from:

- EventsCommittee_2016-02-10.docx

CARRIED

7. DISCUSSION ITEMS

7.1 Touch Football

- Committee determining how much to allocate for prizes
- Possibly holding the event on the last day of appreciation week
- Proposal to be completed by next meeting

7.2 Cultural Fest

- Event to be a free daytime event to be hosted on the last day of appreciation week on the 24th and to end at 2:30pm
- Facebook attendance, volunteers, and participants are found to be the best indicator to measure event attendance
- Most money to be allocated for set up from SFU services
- Sponsorship from SFU and Cornerstone
 - Possibly purchasing food externally
 - Committee to possibly increase the allocation for food depending on the support of the other cultural clubs
- To work with Surrey and coordinate a cultural fest possibly the day before and split costs

7.3 St. Patrick's Pub Night

- Proposal to be updated and amended due to some subtle discrepancies before proposal can be approved
- Committee believes that there may be a low turnout due to St. Patrick's Day falling on a Friday, however, the event will take place regardless of this
 - Event to possibly be hosted on Thursday, March 16th
- Committee to clarify the breakdown of costs and revenue of the event in terms of a partnership

7.4 Volunteer Gala

- This is going to be the first Volunteer Gala hosted by the SFSS, and it will be a free event
- Event to possibly to be hosted at Diamond Alumni Centre, committee still considering the high cost
- MC and speeches, networking event, sit down dinner, and closing remarks and distinguishable rewards (plaques) for outstanding individuals
 - Event to be roughly 2.5 hours in length
- Proposal for the event to be drafted out before the details is discussed to the working group

- Event is invitation-only (DSU, FSU, Council, Committees), must RSVP to confirm attendance, no drop-ins
 - Hoping to fill up the room to a maximum

8. ANNOUNCEMENTS

8.1 Appreciation Week Update

- Budget approved and currently working on communication work order
- All aspects of the event to be finalized by the end of next week
- Counselling to be doing puppy therapy and supporting the event on the 22nd on all campuses
 - Wellness Wednesday at Burnaby, while puppy therapy in Surrey

9. ATTACHMENTS

- [Proposal] SFSSCultureFest2017.pdf
- [Proposal] SFSS_RHA St. Patrick's.pdf
- [Proposal] SFSSPuppyTherapySpring2017.pdf

10. ADJOURNMENT

MOTION EVENTS 2017-02-24:04

Mudi/Jackson

Be it resolved to adjourn the meeting at 10:48 AM

CARRIED

SFSS CULTURE FEST 2017

Prepared by:
Larissa Chen, President

PURPOSE

The SFSS Culture Fest 2017 is aimed to be a free daytime event, hosted in Convocation Mall. The purpose is to draw in various cultural groups on campus and highlight the diversity that exists on the SFU campus. The itinerary contains student group tabling, cultural activities, performances and music.

LOGISTICS

Date & Time

Friday, March 24, 2017

10:30AM Set-up.

11:00AM Event begins, with Opening Ceremony.

2:30PM Event closure.

3:00PM Take down.

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

Location

SFU Convocation Mall

Performances

Will take place between 12:00pm to 2:00pm. Student groups will contact the projects leads to present and they will coordinate timeslots and schedule accordingly.

Working Group Roles

Project Lead.

External & Sponsorship Relations.

Volunteer Coordinator.

Director of Communications.

Volunteers

Set-up (6)

Tabling (done by respective student groups, at least 2 per table).

Take down (6)

Photographers (2)

Videographers (2)

PROMOTIONS

Posters & handouts

Digital graphic to be created and finalized by SFSS Communications Office, as detailed in Communications Work Order Form.

Digital media

Facebook

- Event: SFSS Culture Fest 2017
- Promotions on main SFSS page.

Instagram

- Short video highlighting performances.
- Promotional materials of submissions and honorable mentions.

SFSS Website

- Upload proposal onto designated link, with Facebook event link attached.

Presentation at Council

Emails

Emails will be sent out to the Student Union Office and General Office Club mailing list.

External

SFU Student Services

SFU International Services

SFU Cornerstone

METRICS

Number of attendees (measured by event sign-in, online RSVP, Facebook attendees).

Number of student group participants.

Number of volunteers.

TASKS

Book Convocation Mall from 11:00am to 3:00pm (set-up at 10:00am).

Submit SFU Facilities work order.

Inquire with SFU about food truck and/or external restaurant sponsorship.

Request Cornerstone restaurants for sponsorship.

Request SFU Student Services and International Services for sponsorship.

Organize working group for regular meetings.

Submit SFSS Communications Work Order Form to create Facebook event, poster graphic, email messaging, social media promotions calendar, website information and prepare speaking points.

Inquire if SFU Administration would be interested in speaking at Welcome ceremony (March 24, 11:00am).

Callout for volunteers, via Google Forms.

Create working group respective director job descriptions

Inquire if similar event can be hosted at SFU Surrey.

Prepare email to be sent out to potential partners.

If catering and/or food provided, confirm food permit.

STAKEHOLDERS

SFSS Events Committee

SFU Global Student Centre

SFU International Services

SFU WUSC

Interfaith Centre

Potential SFSS clubs:

- **Cultural groups:** Bangladesh Students' Alliance, Barkada SFU, CAC, C-Link, Chinese Undergraduate Association, Club Ilia, Hillel Jewish Student Association, Idol Culture & Dance Club, Iranian Club, Japanese Network, K*ish, Nigerian Students Association, Pakistan Student Association, Scottish and Celtic Society, SFU Hanfu Culture Society, Sri Lankan Student Association, Students of Caribbean Ancestry and Turkish Canadian Association.

- [Religious and spiritual groups](#): Ahmadiyya Muslim Student Association, Athletes In Action, Calvary Worship Center SFU Ministries, CFC-Youth, Compassion in Christ, Evangelical Chinese Bible Fellowship, Falun Gong Club, First Love Club, Inter-Varsity Christian Fellowship, Jesus Disciples Movement, Light Up The Hill, Living Water, Muslim Students Association, Pentagram, Power to Change, Redeemed Christian Fellowship, Sikh Students' Association and University Christian Ministries.

BUDGET

Set up (SFU Facilities)*	\$400
AV/IT*	\$200
Food, catering and/or food permit*	\$500
Postering and promotional materials	\$100
Decorations	\$200
Miscellaneous	\$200
TOTAL	\$1600

Sponsorship will be sought from SFU and Cornerstone.

TIMELINE

Established by Organizing Committee, based on the approval process.

NEXT STEPS

We recommend the following steps:

1. Provide revised document as to reflect recommendation and brainstorming from Events committee.
2. Review document with potential stakeholders and partners.
3. Present at upcoming Board meeting.
4. Present update at subsequent Events committee meeting.

Residence Hall Association Presents

St. Patrick's Day Pub Night

Date: Thursday March 16th, 2016

Time: 8pm-1am

Prepared By: Mohammed Ali

Goals and Objectives:

- To promote Residence Hall Association outside of SFU Residence.
- Change RHA pattern for events.
- Partner with the SFSS.

Stakeholders:

- The RHA membership
- The SFSS membership

Targeted Audience:

- RHA members over the age of 19
- SFSS members over the age of 19
- Interested individuals from outside of the memberships.

Messaging:

- This would be an example for future RHA and SFSS collaboration.
- Celebration of St. Patrick's day.

Strategy:

- The strategy would be to engage as many people at the second **RHA** pub night as possible.
- A few tickets (Not more than 10) will be given to RHA members during regular RHA events in residence.
- Tickets will be \$8 presale and \$10 at the door.

Tactics & Channels

- Targeting a sold out event
- We will want this promoted on all SFSS and RHA channels such as the website, twitter, Facebook and Instagram.
- Ticket sales help from the SFSS on AQ table and SFSS office.

Metrics/Measurable

- How many individuals we will get in the pub for that night.
- Number of individuals that receive free tickets.
- Number of RHA members that come to the event.

Timeline:

- February 13th to 20th : Get artists for the event.
- February 20th onwards start Facebook promotions and begin putting posters. Tickets will be available during this time.
- March 7th to 16th: Aggressive marketing. Everyday table sale outside Residence Dining hall between 5pm and 7pm and AQ table.

Overview:

The idea is to have a different of a kind RHA pub night that involves innovation in lighting and in how the pub normally looks like to make individuals feel the change.

Logistics:

The doors of the event will be opening at around 8PM. We can expect crowds to start showing up at around 9PM. We will need security guards in anticipation for a sold out event which is four. Will need help trying to have more than one location for bar to prevent long lineups.

Equipment

As DJ is not elected yet, this will be determines as soon as a DJ is selected.

Ticket Sales

Tickets are going to be running for \$8. RHA is looking to make profit from this pub night. Presale will be \$8 and door will be \$10.

Marketing

Posters to be printed around campus and all around residence, Posters will be approved by our VP Communications before printing.

Budget

- DJ/DJs upto \$350
- Equipment Rental based on Fall kick off after party \$200
- Cdj 2000 Nexus x2= \$112
- Djm 900 Nexus Mixer= \$50
- Insurance= \$38

Printing Costs \$100-\$130

Pub Security \$700

Total Cost \$1380-\$1500

February 23, 2017

SFSS Events Committee and Board of Directors:

Health and Counseling Services is thrilled to be hosting the Spring 2017 edition of Puppy Therapy in March. It is a highly anticipated event, and many students have expressed that is one of the best moments in the semester. This year we'll be hosting the event in March, and we would like to reach out to you, the SFSS Events Committee and Board of Directors for support.

For us, at HCS this bi-annual event a great opportunity to engage with the student population, provide a safe space for interaction and community building, and have an opportunity to widely expose students to the many resources available for them on campus when it comes to taking care of the physical and mental health. During the Fall 2016 event, over 2500 students attended the event.

We are delighted to be working with the St Johns Ambulance Dog Therapy Program for the second semester in a row. We had a very positive experience last semester with all the SJA volunteer teams that came to spend time with us, and we also received lots of positive feedback from them about the way the event was organized.

The events will take place, 12:00-2:00pm, on the following locations and dates:

SFU Vancouver at Harbour Centre: Thursday - Friday, March 9 -10

SFU Burnaby: Wednesday - Friday, March 15 -17

SFU Surrey: Tuesday - Wednesday, March 21 - 22

The support we are hoping to receive is:

- Promotion of the event to the SFSS network via social media channels and display of promo materials in strategic locations on campus.
- \$600 towards the honorarium of \$1200 we will be offering to SJA, alternately, the money can be used to cover logistic spaces such as parking expenses, snacks and drinks, and small tokens of appreciations for the SJA volunteer teams.
- Swag and prizes to raffle during the event

What we can provide in return:

- Logo placement on all promotional materials, printed and digital.
- Acknowledgement as a major community partner in social media posts, the HCS website, and any media appearances.
- Prominent logo placement in a banner on the event site
- An SFSS dedicated table/ both at all the Puppy Therapy events

I am happy to answer any questions or address any concerns you may have. Feel free to contact me at acontre@sfu.ca or 778-782-4692

Kind regards,

Adriana Contreras
Marketing and Communications Coordinator
SFU Health and Counselling Services