

## 1. CALL TO ORDER

Call to Order – 10:36 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 Board Composition

President.....	Jaskarn Randhawa
VP External Relations.....	Jasdeep Gill
VP Finance.....	Matthew Chow
VP Student Services .....	Samer Rihani
VP Student Life .....	Tawanda Masawi
VP University Relations.....	Jackson Freedman
At-Large Representative ( <i>Chair</i> ).....	Mohammed Ali
At-Large Representative .....	Wareez Ola Giwa
Faculty Representative (Applied Sciences) .....	Kia Mirsalehi
Faculty Representative (Arts & Social Sciences).....	Kailyn Ng
Faculty Representative (Business) .....	Jessica Nguyen
(via phone)	
Faculty Representative (Communications, Art, & Technology) .	Amrita Mohar
Faculty Representative (Education) .....	Cameron Nakatsu
Faculty Representative (Environment).....	Russell Dunsford
Faculty Representative (Health Sciences) .....	Christina Loutsik
Faculty Representative (Science).....	Natasha Birdi

### 3.2 Society Staff

Build SFU General Manager .....	Marc Fontaine
Administrative Assistant .....	Zoya Nari

### 3.3 Absents

At-Large Representative .....	Wareez Ola Giwa
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### 3.4 Regrets

VP Finance.....	Matthew Chow
VP University Relations.....	Jackson Freedman
Faculty Representative (Health Sciences) .....	Christina Loutsik

### 3.5 Guests

The Peak .....	Alex Bloom
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## 4. RATIFICATION OF REGRETS

**4.1 MOTION BOD 2018-08-24:01**

**Jasdeep/Kia**

*Be it resolved to ratify regrets Matthew Chow, Jackson Freedman, and Christina Loutsik.*

**CARRIED AS AMENDED**

**4.1.1. MOTION BOD 2018-08-24:01-01**

**Kia/Samer**

*Be it resolved to remove Jessica Nguyen from regrets.*

**CARRIED**

*\*Kailyn Ng arrived at 10:37 AM\**

**5. ADOPTION OF THE AGENDA**

**5.1 MOTION BOD 2018-08-24:02**

**Kailyn/Jasdeep**

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

- To add to New Business: 7.16 Member Engagement Items
- To add under Discussion: 8.7 SFSS promotions
- To In-Camera: 10.3 Build SFU
- To move Discussion items to after Ex-Camera

**CARRIED AS AMENDED**

**6. MATTERS ARISING FROM THE MINUTES**

**6.1 MOTION BOD 2018-08-24:03**

**Samer/Jaskarn**

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

- Board of Directors 2018-08-10
- Board of Directors 2018-08-14

**CARRIED**

**7. NEW BUSINESS**

**7.1 Annual General Meeting - MOTION BOD 2018-08-24:04**

**Jasdeep/Kia**

*Be it resolved to host the 2018 AGM on Monday, September 24th at 1:00pm at the Leslie & Gordon Diamond Family Auditorium;*

*Be it further resolved to appoint Jaskarn Randhawa, President, Samer Rihani, VP Student Services, Kia Mirsalehi, Faculty Representative (Applied Sciences), and Jasdeep Gill, VP External Relations to the AGM planning committee to work with the Administrative Supervisor.*

**CARRIED**

- Change x to Jaskarn Randhawa, President, Samer Rihani, VP Student Services, Kia Mirsalehi, and Jasdeep Gill, VP External Relations

**7.2 Special Resolution for AGM- MOTION BOD 2018-08-24:05**

**Jasdeep/Samer**

*Be it resolved that the Board of Directors place the following special resolution on the agenda of the upcoming Annual General Meeting (AGM);*

*Be it further resolved that the notice of AGM include the text of this special resolution as is required by the BC Societies Act, section 78:*

*“Be it resolved, as a special resolution, that Jaskarn Randhawa be impeached and removed as President and as a Director of the Simon Fraser Student Society.”*

**CARRIED**

- It was indicated that a By-Law states that a majority vote of Board members is needed to add special resolutions to the AGM 21 days prior to the meeting
- The question was called

**7.3 Source of Funds for Keep.me Safe– MOTION BOD 2018-08-24:06**

**Jasdeep/Samer**

*Whereas the SFSS and SFU have agreed to work together in connection with the implementation and operation of the keep.me SAFE mental health student support pilot program;*

*Whereas the Executive Committee approved the Collaboration Agreement between SFU and the SFSS on April 24<sup>th</sup>, 2018, and the agreement was executed on the same day;*

*Be it resolved that the \$75,000 contribution by the SFSS for the keep.me SAFE mental health student support pilot program be funded by the Health Plan Reserve Fund.*

**CARRIED**

- SFU agreed to match the amount by SFSS, which is a flat rate that will not increase students' fees
- The funding has already been paid

**7.4 Fall 2018 Board Chair– MOTION BOD 2018-08-24:07**

**Jasdeep/Samer**

*Whereas By-Law 6.12 stipulates that “a member in good standing of the Society shall be elected to the position of Board Chair by a simple majority vote of the Board for a term of one semester,” and;*

*Whereas Mohammed Ali is a member in good standing of the Society;*

*Be it resolved to elect Mohammed Ali to the position of Board Chair for the Fall 2018 semester.*

**CARRIED**

- Abstention: Jaskarn Randhawa

**7.5 Amendment to Food & Beverage Services Partial Lease Surrender Agreement – MOTION BOD 2018-08-24:08**

**Jasdeep/Russell**

*Whereas an agreement was signed in August 2017 to surrender a portion of the MBC lease relating to SFSS Food and Beverage Services spaces and associated assets to SFU;*

*Whereas the agreement included a provision for SFSS bookings of the pub, once it reopened, for a period of 10 years following the surrender time;*

*Whereas the pub has not yet reopened and the 10-year period should be extended such that it begins upon the reopening of the pub;*

*Be it resolved to authorize Jaskarn Randhawa, President, and Martin Wyant, CEO, to sign the Amendment Agreement dated July 5<sup>th</sup>, 2018.*

**CARRIED**

- Based on last year's agreement

- This motion is to change the start date of the 10-year period to when the Pub officially opens

**7.6 Change to Scotiabank signing authorities during CEO absence – MOTION BOD 2018-08-24:09**

**Jasdeep/Kia**

*Whereas the Chief Executive Officer (CEO) is on leave and will be out of the office for an estimated six weeks;*

*Whereas it is important for the organization to continue to be able to provide direction to its financial institution, Scotiabank;*

*Whereas established practice is for a senior member of staff (typically the CEO) and a duly appointed Board representative to jointly execute major agreements on behalf of the organization;*

*Be it resolved to appoint Marc Fontaine, Build SFU General Manager, as a full signing authority with Scotiabank until the CEO returns;*

*Be it further resolved to authorize Jaskarn Randhawa, President, and Matthew Chow, VP Finance, to sign the Banking Resolution certificate in order to effect this change.*

**CARRIED**

- Specific SFSS positions are listed on the contract on who may sign

**7.7 Authority of the Board of Directors – MOTION BOD 2018-08-24:10**

**Samer/Jasdeep**

*Whereas no single member of the Board has the power to enter into agreements or make decisions on behalf of the SFSS.*

*Be it resolved to remind key stakeholders and partners that agreements and decisions related to the SFSS must be formally ratified in advance, by a public Board motion and vote, in order to be binding.*

**CARRIED**

- There have been concerns brought up from external groups
- Individual Board Directors cannot make decisions without consulting the Board
- The question was called

**7.8 Reducing the Interest Rate on the SUB Construction Loan – MOTION BOD 2018-08-24:11**

**Jasdeep/Kia**

*Be it resolved that the Board of Directors authorizes Marc Fontaine, Build SFU General Manager, and Jas Randhawa, President, to execute a Power of Attorney, an Acceptance Agreement, and an instructional letter in order to convert the SUB construction loan from Prime-based lending to Bankers' Acceptance-based lending in order for the SFSS to benefit from a lower interest rate.*

*Be it further resolved that in the event that the prime lending rate decreases to a level that is lower than the Bankers' Acceptance rate, the instruction to Scotiabank be reversed by SFSS signing authorities with no further motion required by the Board of Directors.*

**CARRIED**

- Refer to the attachment

**7.9 Global Talent Night – MOTION BOD 2018-08-24:12**

**Tawanda/Jasdeep**



*Be it resolved to approve up to \$1,222.48 from line item 817/20 for the 2018 Global Talent Night.*

**CARRIED**

- Refer to the attachment

**7.10 AMS X SFSS Expenses – MOTION BOD 2018-08-24:13**

**Tawanda/Kia**

*Whereas a survey has been attached to the SFU ticketing tier for the Welcome Back BBQ. Whereas buses will not be available on short notice and should be booked next week to ensure availability.*

*Be it resolved to approve up to \$4,017.00 from line item 816/20 for the Welcome Back BBQ transportation costs.*

**CARRIED AS AMENDED**

- Amendment: change \$3,517.00 to \$4,017.00
- \$500.00 was added to the original amount
- Abstention: Jaskarn Randhawa

**7.11 Pancake Breakfast – MOTION BOD 2018-08-24:14**

**Samer/Kia**

*Be it resolved to approve up to \$1,000.00 from line item 817/20 for the SFSS Pancake Breakfast on September 7<sup>th</sup>, 2018.*

**CARRIED**

- Change x to \$1,000

**7.12 Sexual Violence and Prevention Awareness Campaign – MOTION BOD 2018-08-24:15**

**Jasdeep/Jaskarn**

*Be it resolved to approve up to \$4589.35 from line item 820/20 for the purchase of consent toolboxes, safe sex supplies, and t-shirts for the sexual violence and prevention awareness campaign.*

**CARRIED**

- The supplies will be used near the end of the year; however, it takes about a month to arrive, hence the early purchase

**7.13 Arts and Social Science Society Grant – MOTION BOD 2018-08-24:16**

**Jasdeep/Tawanda**

*Whereas the Student Union Resource Office has sufficient funds within the grant budget line (5000 G) to support this event.*

*Whereas the grant proposal meets all requirements and aligns with the SFSS policy/guidelines. Be it resolved to approve the Society of Arts & Social Sciences Frosh event grant for \$4,266.25.*

**CARRIED**

- Original amount on the proposal was over \$5,000.00, however, due to the budget line, only the above amount could be approved

**7.14 Board of Directors – MOTION BOD 2018-08-24:17**

**Jasdeep/Kailyn**

*Whereas Wareez Ola Giwa has missed two consecutive scheduled Board meetings without prior authorization of the Board, and;*

*Whereas by missing the two meetings he has satisfied By-Law 17.3;  
Be it resolved to declare Wareez Ola Giwa position vacant forthwith, and removed as At-large Representative and Director of the Simon Fraser Student Society.*

**CARRIED**

**7.15 Surrey Pancake Breakfast – MOTION BOD 2018-08-24:18**

**Jasdeep/Samer**

*Be it resolved to spend up to \$1,273.88 from line item 821/20 for the Surrey Campus Committee pancake breakfast event on September 4<sup>th</sup>, 2018.*

**CARRIED AS AMENDED**

- Amendment: added “from line item 821/20”
- Any Board Director who wishes to help may reach out to the Surrey Campus Committee

**7.16 Membership engagement items – MOTION BOD 2018-08-24:19**

**Cameron/Kia**

*Be it resolved to allocate up to \$9,000.00 from line item 741/20 to be spent on student engagement items (SFSS t-shirts, prize wheel, keychains, stickers, pens, and other small engagement items) used for engagement outreach to students.*

**CARRIED**

- Currently low on SFSS promotional item supplies

*\*Jessica Nguyen hung up at 12:25 PM\**

## **8. IN-CAMERA**

**8.1 MOTION BOD 2018-08-24:20**

**Jasdeep/Kia**

*Be it resolved to go in-camera.*

**CARRIED**

**8.2 CEO's Executive Employment Agreement**

**8.3 External conflicts**

## **9. EX-CAMERA**

**9.1 MOTION BOD 2018-08-24:21**

**Kia/Samer**

*Be it resolved to go ex-camera.*

**CARRIED**

**9.2 CEO's Executive Employment Agreement - MOTION BOD 2018-08-24:22**

**Samer/Jasdeep**

*Whereas the Board of Directors has approved a motion to implement impeachment proceedings for President Jaskarn Randhawa, and;*

*Whereas, the CEO's Executive Employment Agreement states the CEO "will report to the Society's President and will discharge such duties and responsibilities as are assigned to him from time to time by the Society's President", and;*

*Whereas, the uncertain future of the President places the CEO in a reporting relationship that*

*is untenable.*

*Be it resolved to change the language in section 2.b) of the Executive Employment Agreement to "the employee will report to the Society's Executive Committee and will discharge such duties and responsibilities as are assigned to him from time to time by the Society's Executive Committee".*

**CARRIED**

- The question was called

**9.3 Build SFU Building - MOTION BOD 2018-08-24:23**

**Jasdeep/Natasha**

*Whereas the members of the Build SFU Building Committee have reviewed a recommendation from the student union building project manager to amend the capital budget;*

*Whereas the members agree with the recommendation;*

*Whereas the Construction Budget Cap referred to in the Construction and Development Phase Cost Control, Indemnity and Construction Agreement will remain unchanged;*

*Whereas no new or additional funding is being allocated to the Build SFU project;*

*Be it resolved that the SFSS Board of Directors accept the recommendation that the student union building capital budget be amended as recommended;*

*Be it further resolved that the Build SFU General Manager immediately inform the university.*

**CARRIED**

## **10. DISCUSSION ITEMS**

### **10.1 Change to department code for Student Centre – Events Department**

- There was an error in the budget that was previously approved
- Changed from Department 47 to Department 16

### **10.2 Upcoming Board Development Sessions**

- SPSVO office stepped forward for a presentation
- The last development session was conducted last minute

### **10.3 JMSM Sports Business Conference**

- Invitation was extended to members and the Board of Directors
- Suggestion to forward the invitation to Council

### **10.4 SFU Burnaby Week of Welcome**

- Board is currently looking for speakers: The President will be speaking at the event

### **10.5 Website Development**

- The website is not as accessible as anticipated
- Designs are being brainstormed with the developer to change the homepage as a 1 to 3-month option
- External developers were considered however, it is an expensive option that may take more than 3 months
- CampusVibe is to be incorporated into the website as it is an SFSS platform

### **10.6 Club Days**

- Changes to the registration process is being considered where clubs and DSUs will have to agree to the terms and conditions
- There have been incidents where groups do not show up to their table and SFSS has to pay for it
- Suggestion to change the name of the event as it is open to all groups, including and not limited to clubs
  - Any suggestions to be forwarded to the Communications Coordinator

#### **10.7 SFSS Promotion Resources**

- A draft was created and is open to all Board members to edit

## **11. ATTACHMENTS**

- 2018-08-21 BN Reducing the Interest Rate on the SUB Construction Loan (with attachments).pdf
- Banking Resolution for Scotiabank.pdf
- BN Consent Toolboxes and T-shirts Order.pdf
- BN\_Website Revision\_2018-08-21.pdf
- Clubs Days Proposal\_18-08-21.pdf
- Final Promotional Poster.jpg
- Grant Approval Request\_ Coordinator Summary (SASS Frosh).pdf
- JMSM Delegate Package Final Version.pdf
- SASSQUATCH-SFSS-GRANT-PROGRAM-PROPOSAL-FORM\_Revised-1.pdf
- Shirts\_Quote-2018-08-22.pdf
- Shuttle quote SFSS x AMS.pdf
- Talent Show Equipment and Operations Quote (2018-08-15).pdf
- Pancake Breakfast 2018 – Budget.pdf
- Pancake Breakfast 2018 – Proposal.pdf

## **12. ADJOURNMENT**

**MOTION BOD 2018-08-24:24**

*Jasdeep/Jaskarn*

*Be it resolved to adjourn the meeting at 12:25 PM.*

**CARRIED**

# BRIEFING NOTE

## *REDUCING THE INTEREST RATE ON THE SUB CONSTRUCTION LOAN*

### ISSUE

An opportunity exists to reduce the interest rate that is charged on the SUB construction loan.

### BACKGROUND

The SUB construction loan provides up to \$44.3 million to be borrowed from Scotiabank during construction of the building. Toward the end of construction, the construction loan will be repaid using a long-term loan (similar to a home mortgage). The long-term loan will itself be repaid over approximately 20 years using the Build SFU Levy.

### CURRENT STATUS

SFSS currently pays interest on the SUB construction loan at the prime lending rate which is a variable interest rate. The prime rate is set by banks based on conditions in the Canadian financial marketplace.

SFSS' lender, Scotiabank, has offered to change the interest rate charged on the construction loan from a rate that is based on prime to a rate that is based on Bankers' Acceptances (or BAs). Bankers' Acceptances are a type of financial instrument where the borrower (SFSS) promises to repay funds within a short period of time – in our case, 30 days after borrowing. SFSS would use a series of 30-day BAs through to the end of the construction period.

The prime lending rate has increased from a low of 2.7% at the start of construction to a high of 3.7% today. The Bankers' Acceptance rate is currently 2.945% which is a savings of 0.755% compared to the current prime rate (subject to change based on market conditions).

### KEY CONSIDERATIONS

1. This change would have no impact on the interest rate associated with the long-term loan.
2. Going forward, when funds are drawn on the construction loan (typically once every month or two during SUB construction), those funds would initially be subject to the prime rate and would then be added to the Bankers' Acceptance when it renews for the next 30-day period.
3. The interest rate on the construction loan would be decreased by 0.755% based on today's rates and would be expected to reduce interest expense for the remaining duration of the construction loan.

4. Scotiabank requires a power of attorney from SFSS in order to process the Bankers' Acceptances. This is a standard requirement for the use of Bankers' Acceptances because the SFSS is requesting that Scotiabank issue Bankers' Acceptances on its behalf. The power of attorney would only be related to these financial transactions and the agreement has been reviewed by SFSS legal counsel.
5. In the unlikely event that the prime lending rate decreases to a level that is lower than the Bankers' Acceptance rate, this change will be reversed.

## RECOMMENDATION

That the Board of Directors authorize the change to Bankers' Acceptances in order to benefit from a lower interest rate on the SUB construction loan.

A proposed motion follows:

Be it resolved that the Board of Directors authorizes Marc Fontaine, Build SFU General Manager, and Jas Randhawa, President, to execute a Power of Attorney, an Acceptance Agreement, and an instructional letter in order to convert the SUB construction loan from Prime-based lending to Bankers' Acceptance-based lending in order for the SFSS to benefit from a lower interest rate.

Be it further resolved that in the event that the prime lending rate decreases to a level that is lower than the Bankers' Acceptance rate, the instruction to Scotiabank be reversed by SFSS signing authorities with no further motion required by the Board of Directors.

## NEXT STEPS

1. The president and Build SFU General Manager execute the required documentation and sends the documentation to Scotiabank.

Attachments:

Letter of Instruction  
Acceptance Agreement  
Power of Attorney – Bankers' Acceptances

August 27, 2018

**Scotiabank**

4715 Tahoe Boulevard – 2<sup>nd</sup> Floor  
Mississauga, Ontario  
L4W 0B4

Attn: Sheena Hoskin and Charles Gomes

Re: Construction Facility (Facility 2) – Borrowing by way of Bankers Acceptance (“B/A”)

The Simon Fraser Student Society requests that you accept this letter as authorization to convert the amount drawn as of August 31, 2018 on Facility 2 from a Prime based loan at Prime + 0.0% to a 30 day B/A based loan at B/A + 1.125% effective August 31, 2018. Loan Account number is 030200001084.

Any subsequent draws under Facility 2 are to be initially drawn as Prime based loans, and are then to be converted and added to the rolling 30 day B/A based loan upon maturity of the B/A on a monthly basis until such time that Facility 2 is paid out by Facility 3 or until otherwise notified in writing.

Yours Sincerely,

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Marc Fontaine  
Build SFU General Manager

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Jaskarn Randhawa  
President



## ACCEPTANCE AGREEMENT

To: **THE BANK OF NOVA SCOTIA**

In consideration of the acceptance by THE BANK OF NOVA SCOTIA (hereinafter called "the Bank") of drafts drawn on the Bank from time to time by the Undersigned, the Undersigned and, if more than one, each of them individually and collectively (that is jointly and severally) hereby agrees with the Bank as follows:

1. The Undersigned shall provide for each draft accepted by the Bank hereunder by payment of the amount thereof to the Bank at its main office in the city where such draft is payable by the commencement of business on the due date of the draft.
2. Upon the acceptance by the Bank of each draft hereunder, the Undersigned shall pay to the Bank in respect of such draft the Bank's bankers' acceptance fee at the time of such acceptance as may be determined by the Bank, subject to the Bank's minimum fee. The Bank may make changes in its bankers' acceptance fee and minimum fee from time to time (unless such fees are fixed by a separate agreement) without notice to the Undersigned, but any such change shall apply only to drafts accepted after such change has been made.
3. All security now or hereafter held by the Bank for the fulfilment or payment of any obligation or liability heretofore or hereafter incurred by the Undersigned or any of them to the Bank and all property of the Undersigned now or hereafter in the possession or control of the Bank or of anyone for the account of the Bank for any purpose including moneys on deposit and property held for safekeeping, collection, pledge or hypothec, shall be held by the Bank as security for the payment of all obligations of the Undersigned to the Bank under or in connection with this Agreement and the Undersigned shall from time to time, whenever requested by the Bank, furnish additional security satisfactory to the Bank in nature and amount for the obligations of the Undersigned hereunder and any such additional security may be held by the Bank as security for all other obligations and liabilities at any time incurred by the Undersigned and any of them to the Bank.
4. If the Undersigned or any of them fails to make any payment in accordance with paragraph 1 hereof or to furnish promptly satisfactory additional security in accordance with paragraph 3 hereof or to fulfil or pay at maturity any other obligation or liability, or if the Undersigned or any of them is otherwise in default under any other agreement with the Bank, or becomes bankrupt or insolvent, makes an assignment for the benefit of creditors or becomes subject to the provisions of any bankruptcy or insolvency or winding-up legislation, or if proceedings are taken against the Undersigned or any of them for the appointment of a receiver or liquidator, or a receiver is appointed of any property of the Undersigned or any of them, or if any attachment is issued against any property of the Undersigned or any of them, the amount of any draft accepted hereunder shall, at the option of the Bank, become and be immediately due and payable to the Bank by the Undersigned without notice or demand; and if in the Bank's opinion there has been any adverse change in the financial condition of the Undersigned or any of them, the amount of any draft accepted hereunder shall become and be immediately due and payable to the Bank by the Undersigned upon notice by the Bank to the Undersigned or any of them; and the Bank shall be entitled to recover from the Undersigned interest at the Bank's prime lending rate plus an appropriate percentage upon any monies paid by the Bank to the holder of any draft accepted hereunder which has not been provided for by the Undersigned in accordance with paragraph 1 hereof.
5. Upon default in payment by the Undersigned of the amount of any draft accepted hereunder when due and payable, the Bank may exercise all recourses permitted by law and any moneys received by the Bank as proceeds of any such sale or realization, after deduction of all costs and expenses incurred by the Bank in connection therewith with interest and of any interest which the Bank is entitled to recover under paragraph 4 hereof, shall be applied against the obligations of the Undersigned hereunder and the Undersigned shall remain liable for and shall pay to the Bank on demand the balance of the said obligations.
6. The Bank may in its sole discretion, without notice to the Undersigned, at any time refuse to accept any drafts drawn on it hereunder or from time to time limit the aggregate amount of such drafts that it will accept.
7. Each of the Undersigned is individually and collectively (that is jointly and severally) responsible to the Bank for performing all of the obligations under this Agreement. Written notice to any one of the Undersigned shall be considered to be a notice to all of them of the contents of the notice.

\*Witness  
name and  
address  
required if not  
a Bank offer

QUÉBEC  
ONLY

The parties have requested that this Agreement and all related documents be drawn up in English. Les parties ont exigé que ce contrat et tous les documents y afférents soient rédigés en anglais.

IN WITNESS WHEREOF this Agreement has been executed under seal

at \_\_\_\_\_ day of \_\_\_\_\_.

DATE RECEIVED
.....
RECORDED.....
APPROVED.....
E.O. AUDITOR.....

Simon Fraser Student Society

Witness: \_\_\_\_\_

## Power of Attorney - Bankers' Acceptances

**WHEREAS** Simon Fraser Student Society (the "Borrower") wishes to facilitate the issuance of Bankers' Acceptances pursuant to the terms of the Credit Agreement with The Bank of Nova Scotia dated Dec 03 2015 as it may be amended, varied, supplemented, restated, renewed or replaced at any time and from time to time (the "Credit Agreement").

**NOW THEREFORE**, the Borrower hereby appoints The Bank of Nova Scotia (hereinafter called the "Bank"), acting by any authorized signing officer of the Bank, the attorney of the Borrower:

- a. to sign for and on behalf and in the name of the Borrower as drawer and, if applicable, as endorser, drafts ("Drafts") drawn on the Bank payable to or to the order of CDS & Co. (or other nominee name of The Canadian Depository for Securities Limited) or payable to or to the order of the Borrower; and
- b. to fill in the amount, date and maturity date of such Drafts;

provided that such acts in each case are to be undertaken by the Bank in accordance with instructions given to the Bank by or on behalf of the Borrower as provided in this Power of Attorney. The signatures of any authorized signatory of the Bank may be mechanically or electronically reproduced in facsimile on Drafts in accordance herewith and such facsimile signatures shall be binding and effective as if they had been manually executed by such authorized signatory of the Bank.

Instructions to the Bank relating to the execution, completion, endorsement, discount and/or delivery by the Bank on behalf of the Borrower of Drafts which the Borrower wishes to submit to the Bank for acceptance by the Bank shall be communicated by Borrower to the Bank in writing following delivery by the Borrower of a notice of borrowing by way of Bankers' Acceptances pursuant to the Credit Agreement and shall specify the following:

- a. reference to this Power of Attorney;
- b. a Canadian Dollar amount which shall be the aggregate face amount of the Drafts to be accepted by the Bank in respect of a particular borrowing;
- c. a specified period of time (not less than 30 days or in excess of 180 days subject to availability, or other terms as many be mutually agreed to by the Borrower and the Bank) which shall be the number of days after the date of such Drafts that such Drafts are to be payable, and the dates of issue and maturity of such Drafts; and
- d. payment instructions specifying the account number of the Borrower and the financial institution at which the proceeds from the sale of such Drafts are to be credited.

The communication in writing by the Borrower to the Bank for the instructions referred to above shall constitute (a) the authorization and instruction of the Borrower to the Bank to complete and endorse Drafts in accordance with such information as set out above and (b) the request of the Borrower to the Bank to accept such Drafts and deliver the same against payment as set out in the instructions. The Borrower acknowledges that the Bank shall not be obligated to accept any such Drafts except in accordance with the provisions of the Credit Agreement.

The Bank shall be and it is hereby authorized to act on behalf of the Borrower upon and in compliance with instructions communicated to the Bank as provided herein if the Bank reasonably believes them to be genuine. If the Bank accepts Drafts pursuant to any such instructions, the Bank shall confirm particulars of such instructions and advise the Borrower that the Bank has complied therewith by notice in writing addressed to the Borrower in accordance with the Credit Agreement. The Bank's actions confirmed and advised to the Borrower by such notice shall be conclusively deemed to have been in accordance with the instructions of the Borrower unless the Borrower notifies the Bank to the contrary in writing not later than the Business Day next following such deemed receipt by the Borrower.

The Borrower agrees to indemnify the Bank and its directors, officers, employees, affiliates and agents and to hold it and them harmless from and against any loss, liability, expense or claim of any kind or nature whatsoever incurred by any of them as a result of any action or inaction in any way relating to or arising out of this Power of Attorney or the acts contemplated hereby, provided that this indemnity shall not apply to any such loss, liability, expense or claim which result from the negligence or wilful misconduct of the Bank or any of its directors, officers, employees, affiliates or agents or from the Bank or its directors, officers, employees, affiliates or agents failing to use the same standard of care in the custody of such Drafts as the Bank uses in the custody of its own property of a similar nature.

The Power of Attorney may be revoked at any time upon not less than five Business Days' written notice served upon the Bank, provided that no such revocation shall reduce, limit or otherwise affect the obligations of the Borrower in respect of any Draft executed, completed, endorsed, discounted and/or delivered in accordance herewith prior to the time at which such revocation becomes effective.

This Power of Attorney is in addition to and not in substitution for any agreement to which the Bank and the Borrower are parties. In the event of a conflict between the provisions of this Power of Attorney and the Credit Agreement, the Credit Agreement shall prevail. Capitalized terms used and not defined herein shall have the meanings given to them in the Credit Agreement.

This Power of Attorney shall be governed in all respects by the laws of the Province of British Columbia and the laws of Canada applicable therein and each of the Borrower and the Bank hereby irrevocably attorns to the non-exclusive jurisdiction of the courts of such jurisdiction in respect of all matters arising out of this Power of Attorney.

Dated at \_\_\_\_\_, British Columbia this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Simon Fraser Student Society

Per: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Per: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

We, our and us mean The Simon Fraser Student Society  
(FULL LEGAL NAME)

which carries on all or part of its business under the trading name(s):

\_\_\_\_\_

\_\_\_\_\_

(IF APPLICABLE)

You and your mean Scotiabank, The Bank of Nova Scotia.

Resolved that:

1. We appoint you as our banker and agree to the terms set out in the Scotiabank Financial Services Agreement, or where applicable, the Scotiabank Financial Services Agreement section of the Business Banking Services Agreement.
- \_\_\_\_\_
- \_\_\_\_\_

2. Any 2 of the following persons are authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements with you:

President

Chief Executive Officer

Build SFU General Manager

STATE TITLES  
RATHER THAN  
NAMES

3. The persons and the required combination of those persons we verify, are the persons authorized, and the combination of those persons required, to give instructions, verifications and approvals on our behalf from time to time. We will provide this verification by a certificate in writing given to you by any 2 of the officers set out below. The most recent certificate given to you will be the current certificate in effect:

President

Chief Executive Officer

Build SFU General Manager

STATE TITLES  
RATHER THAN  
NAMES

4. We may exercise every power to borrow money and otherwise obtain services from you and to receive repayment thereof and to secure our obligations to you arising out of our acquisition of services from you which is conferred upon us by our governing legislation. The persons and the required combination of those persons we verify, are the persons authorized, and the combination of those persons required, to borrow money from you on our credit from time to time in the amounts and on the terms that those persons determine, and to grant security to you over any of our property from time to time. We will provide this verification by a certificate in writing given to you by any 2 of the officers set out below. The most recent certificate given to you will be the current certificate in effect:

President

Chief Executive Officer

Build SFU General Manager

5. All instructions, agreements and documents which we sign, make, draw, accept, endorse or complete and which are signed by the persons we have authorized from time to time are valid and are binding on us. Our seal is not required on any written document to make it valid or to show consideration.
6. This Resolution remains in effect until we cancel it by written notice to you and you have acknowledged receiving the notice.

### CERTIFICATE

By signing below, our directors/officers/members certify for us that:

- there are no provisions in our incorporating documents or by-laws or in any unanimous shareholders agreement which impair in any way the powers of our directors or officers to borrow money or grant security.
- our directors/shareholders/members have full power to pass this Resolution and to bind us in all respects.
- the above Resolution was properly passed by our directors or members in compliance with all applicable legislation and continues in effect.

Jaskarn Randhawa

NAME OF AUTHORIZED DIRECTOR OR OFFICER OR MEMBER

SIGNATURE: \_\_\_\_\_

Title (print): President

Matthew Chow

NAME OF AUTHORIZED DIRECTOR OR OFFICER OR MEMBER

SIGNATURE: \_\_\_\_\_

Title (print): VP Finance

NAME OF MEMBER OTHER THAN MEMBERS  
AUTHORIZED TO SIGN FOR THE ORGANIZATION

SIGNATURE: \_\_\_\_\_

Title (print):

DATE (MM/DD/YYYY)

DATE RECEIVED  
-----  
RECORDED-----  
APPROVED-----  
E.O.  
AUDITOR-----

1317113 (08/12)

BSCHBR

08/21/2018 0:00 am , 0984895-001

# BRIEFING NOTE

## *Consent Toolboxes and T-shirts Order*

### Issue

The Federal, Provincial, and Municipal Lobbying Committee identified sexual violence and prevention awareness as one of the priorities for this year's committee campaigns. This campaign will include the distribution and promotion of consent toolboxes to our membership.

### Background

The topic of sexual violence and prevention awareness has been a priority for this committee for many years now. Previously, we have supported this issue by organizing awareness events, distributing consent toolboxes, and working alongside the Women's Centre and Out on Campus to deliver consistent messaging to our membership.

Consent toolboxes are a quick and easy way to distribute safe sex supplies. They also include simple messaging on the box itself which has information regarding services our membership can access on and off campus. These boxes can be distributed at large social events on campus (such as pub nights) where we can continue to normalize and promote consent culture.

This year, we have consulted with the Women's Centre and Out on Campus to improve the design, information, and size of the consent toolboxes. These improvements will allow students to easily identify what the contents of each box are, and provide more accurate information of services they can access regarding their sexual health. In addition to these improvements, we will also be ordering t-shirts that will allow students to further promote the visibility of the campaign.

### Cost Breakdown

Sexual Violence and Prevention Awareness				
Consent Toolboxes (Hemlock)				
Item	Qty	Unit	Price	Cost
Toolbox Containers	1	1000/box	\$1,562.00	\$1,562.00
Tax (12%)	n/a	n/a	\$187.44	\$187.44
				<b>\$1,749.44</b>
Toolbox Supplies (Pamco)				
Trustex Plain Lubricated Condoms	1	1000/cs	\$120.00	\$120.00
Dental Dams Latex	3	100/box	\$105.00	\$315.00
Female Condoms	3	100/bag	\$150.00	\$450.00
Personal Lubricant Water Based	2	500/cs	\$105.00	\$210.00
Freight Estimate	n/a	n/a	\$41.67	\$41.67
Tax (5%)	n/a	n/a	\$56.83	\$56.83
				<b>\$1,193.50</b>
T-shirts (4imprint)				
Fruit of the Loom Heavy Cotton T-shirt	125	n/a	\$6.60	\$825.00
Set-up and Add'l Charge Estimate	125	n/a	\$1.70	\$212.50
Freight Estimate	n/a	n/a	\$60.00	\$60.00
Tax Estimate (12%)	n/a	n/a	\$131.70	\$131.70
				<b>\$1,229.20</b>
<b>Total</b>				<b>\$4,172.14</b>
<b>Contingency 10%</b>				<b>\$417.21</b>
<b>TOTAL BUDGET</b>				<b>\$4,589.35</b>

## **Motion**

Be it resolved to approve up to \$ 4,589.35 from line item 820/20 for the purchase of consent toolboxes, safe sex supplies, and t-shirts for the sexual violence and prevention awareness campaign.

August 21, 2018

# BRIEFING NOTE

## *SFSS WEBSITE REVISION PROPOSAL*

## ISSUE

The SFSS Board of Directors made revising the SFSS website a priority project for their 2018-19 term.

## BACKGROUND

A few key aspects the SFSS website working group wanted to address for a revised website:

- Navigation
  - Easier navigation
  - Revised content
  - More plug-ins/ tools for applications (job postings, committee applications)
  - Prompts to “Get Involved” links
- Design
  - Have a cleaner, brighter aesthetic and feel to the website
  - Change the colour schemes; find a palette that is appealing to users and also consistent with SFSS branding
- Campus Vibe
  - Find a way to integrate this platform to the SFSS website
    - Particularly on our homepage

The website working group decided to look into pricing for both a complete redesign and a partial redesign of the website.



August 21, 2018

## CURRENT STATUS

The Communications department reached out to an external company (Major Tom) to determine price of a complete website redesign. Also, the Communications department discussed prices to redevelop aspects of our existing website with our current developers (Ballistic Arts Media Studios Inc.).

## KEY CONSIDERATIONS

1. We provided Ballistic Arts with an example of another website they developed as the inspiration for our new homepage redesign: [essenceliving.com](http://essenceliving.com)
2. We are in the process of moving our content onto the CampusVibe page. Once the transfer has been confirmed and finalized by the website working group, the remaining content on the website will be as follows:
  - What is the SFSS (optional – this info is on the CampusVibe platform)
  - Board of Directors (optional - this info is on the CampusVibe platform)
  - AGM Documents
  - Minutes
  - General Documents
  - Society Fees and Financial Information
  - Complaint and Feedback Forms
  - Elections Forms and Documents
3. The request for better website navigation and content will need to be revised internally. The Communications Coordinator will work with the Website Working Group.

August 21, 2018

## OPTIONS

The cost:

1. Website – Major Tom  
Discovery phase and set up: **Cost: \$8-15K**
  - **Option A**
    - Using Major Tom's template
      - **Cost starting at \$13K**
  - **Option B**
    - Using custom design
      - **Cost starting at \$25K**
2. Website – Ballistic Arts
  - **Option A**
    - Updating only the homepage design (to look like the Essence properties website, or some of the other sites that Board members have referenced)
    - Modifying the inside page (anything that is not the homepage)
    - Ensuring mobile responsiveness for the new designs
    - Wireframing the home page and inside page
    - Navigation and Structurally no changes
    - Content remains the same
      - **Timeline 1-3 months**
      - **Cost is \$7,500**
  - **Option B**
    - Reworking the entire website
    - Timeline about the same as last time
      - **Cost about the same as the initial scope of work (\$25-50K)**

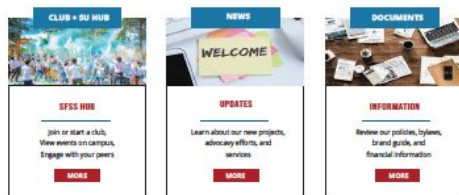
August 21, 2018

## RECOMMENDATIONS

- Option 2: Ballistic Arts, **Option A**
  - With the implementation of CampusVibe, there won't be as much content on the website. It will mainly be used as a platform to store documents. Therefore, it will be more cost-effective to redesign aspects of the current website rather than redeveloping the entire site.
  - If we proceed with replicating the Essence Property website (essenceliving.ca), here are a few examples of what our home page could look like (note: these are not proofs provided by the web developers):



SFSS: For Students, By Students



GENERAL INQUIRIES & FEEDBACK

*Working Together to Improve the Student Experience!*

DO+ FACULTY & DEPARTMENTAL STUDENT UNIONS, 300+ CLUBS, 15+ COMMITTEES

The Simon Fraser Student Society is a student-led organization that represents and advocates for the interests of the 25,000+ undergraduate students at SFU. We are your non-for-profit support network and voice at SFU and provide services and support to make your student life better.

The Simon Fraser Student Society (SFSS) exists to improve the health and wellbeing, academic conditions, social experience, and financial conditions of our members.

[MORE](#)



Complaints Policy  
Treatment of Members Policy



SFSS: For Students, By Students



GENERAL INQUIRIES & FEEDBACK

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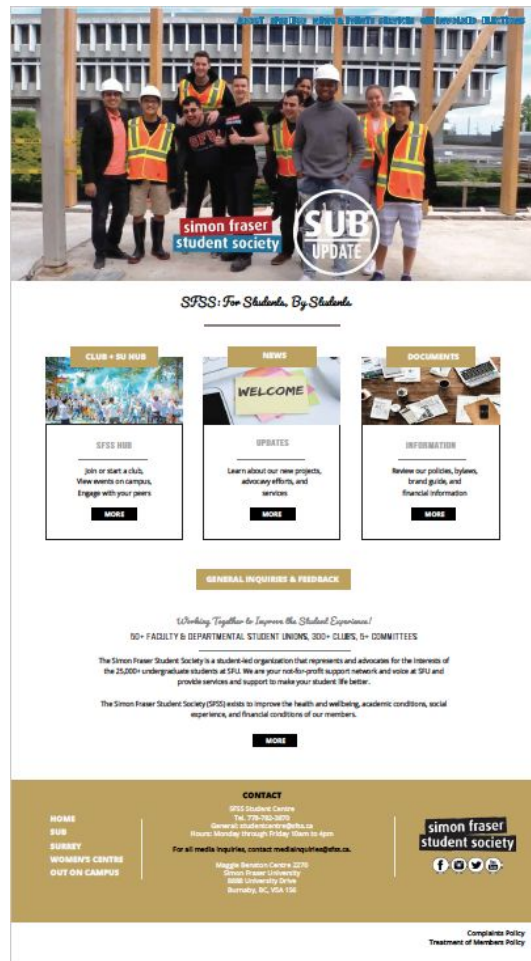
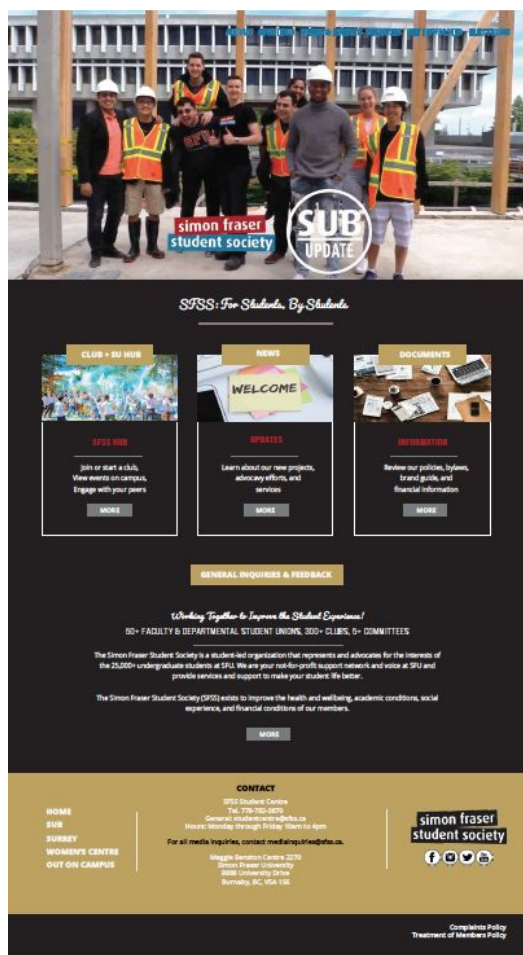
The Simon Fraser Student Society (SFSS) exists to improve the health and wellbeing, academic conditions, social experience, and financial conditions of our members.

[MORE](#)



Complaints Policy  
Treatment of Members Policy

August 21, 2018



## NEXT STEPS

1. Discuss with the Board of Directors
2. Approve costs for the next steps

## ATTACHMENTS

1. Ballistic Arts Media Studios Quote



video PRODUCTION + graphic DESIGN + web DEVELOPMENT

# SFSS WEBSITE DESIGN

**BALLISTIC ARTS MEDIA STUDIOS INC.**

[www.ballisticarts.com](http://www.ballisticarts.com)

#110 – 250 Schoolhouse

Coquitlam, BC, V3K 6V7

[Office] 604 553 1081 [Fax] 604 553 1227

[engage@ballisticarts.com](mailto:engage@ballisticarts.com)

**Project Name:**

Simon Fraser Student Society  
Website Design Modification

**Client Name:**

Sindhu Dharmarajah

**Date:**

August 9, 2018

CLIENT

**Sindhu Dharmarajah – Simon Fraser Student Society**

Maggie Benston Centre 2250, Simon Fraser University  
8888 University Drive, Burnaby, BC, V5A 1S6  
(778) 782-6565 - communications@sfss.ca

# PROJECT PLAN

## SCOPE OF WORK

### SFSS - WEBSITE MODIFICATION

#### Website Modification Scope of Work

- Updating the home page design only (to look like the Essence website, or some of the other sites your board referenced)
- Modifying the inside page
- Ensure mobile responsiveness for the new designs
- Wireframing the home page and inside page
- Navigation and Structurally no changes
- Content remains the same
- Timeline 1-3 months

### SFSS – WEBSITE MODIFICATION

**\$7,500.00**

Client approval initials here:





**simon fraser**  
**student society**

# CLUBS DAYS

## 2018-19

## PROPOSAL



# PURPOSE OF CLUBS DAYS

---

The purpose of Clubs Days is to provide clubs/student unions/other student-centric SFU groups with the opportunity to promote themselves to the SFU Community and attract new members. It also intends to provide SFU students with the chance to engage with other students and learn about what clubs/opportunities they can engage with to foster a sense of community on campus.



# REGISTRATION PROCESS

---

## CHANGES FOR FALL:

We moved away from a dedicated Business zone and Rotunda groups zone, but the other special zones remain: Yellow is Student Unions, Green is Recreation and Blue is SFSS tables.

## PROPOSED CHANGES:

1. We open up Clubs Days table bookings about a month before Clubs Days. We will send out an email notifying all clubs about when registration opens. (See page 2 for the email template).
2. Only executives with room-booking authority in a club that has “Approved” status (has a minimum of 2 executives and 8 members) can log into the club portal to book their Clubs Days table.
3. Under “Club Management”, there is a subheading for “Clubs Days Table Registration” and a link to “Book Tables” under it.
4. Clubs/Student Unions will see a webpage where they have to read over the terms and conditions of booking a Clubs Days table. Only when they check off the boxes agreeing to each of the conditions, will they be able to proceed to the next page to register for a table.

5. They can choose whichever days and tables they want by clicking on the numbered tables on the next page (besides the ones that are blocked off for Student Unions, Recreation, and SFSS).
6. Their tables are confirmed instantly once they submit, and they do not require any other approval or confirmation from the Administrative Assistants or Coordinators.
  - a. In the future if we allow sponsorships, we would have a field for them to fill out about any sponsorships they might be getting. They would have to be approved by us before being allowed to proceed with the sponsorship and getting the sponsors to sign the agreement.
7. At any time if they would like to change their booking, they can do so through the Club Portal by cancelling their current booking and then re-booking different days/tables, until 3 days before Clubs Days begins. We can email out a reminder to clubs about the exact date of the deadline for switching tables a week before that deadline, as well as a checklist and a reminder of the terms & conditions.

# RESOURCES FOR CLUBS

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## CLUB DAYS TERMS & CONDITIONS

By booking a table and participating in Clubs Days, each group (club, student union, or other campus groups) agrees to abide by the following terms and conditions:

- Only executives with room-booking authority in a club with “Approved” status can book Clubs Days tables through the Club/DSU Portal. Other non-club/DSU groups can email [studentcentre@sfss.ca](mailto:studentcentre@sfss.ca) to book tables.
- Tables are booked on a first-come-first-serve basis.
- Groups are allowed to book 1 table each day, for a maximum of 2 days. Groups may be on a waitlist for additional days, but priority will be given to groups with less than 2 days booked.
- All clubs must allow any SFU students to join their club.
- Groups must show up to claim their booked table by 11:00am on the day they have booked the table, or it can be given to another group.
- Groups may not physically move the tables from their location.

- Groups can only book tables within their designated areas. They cannot book tables in the areas reserved for Recreation or SFSS, and clubs cannot book in the area designated for student unions and vice versa, unless they belong to that area. SFSS will move groups to another table and notify them of the change if they do not follow this rule.
- Groups can change their booking up to 3 days before Clubs Days begins. After that, they must commit to the table/dates they have booked. Groups can only change their location or claim an empty table after 11:00am on the day they have booked a table, with SFSS approval.
- Groups can only promote their group, and cannot promote any commercial sponsors, or other businesses that may be donating money or products to them for promotional purposes.
- Groups agree to only use printed materials at Clubs Days that have been printed at the SFSS Copy Centre, which include the SFSS logo and meet the requirements of the SFSS Branding Guidelines. (i.e. All materials with words must have an English translation).
- If groups are handing out snacks, the food items must meet the following requirements: FDA approved for distribution in Canada, pre-packaged, lists ingredients in English.
  - Acceptable: a bag of chips, a granola bar, a chocolate bar (all wrapped)
  - Not acceptable: an apple, loosely wrapped candy, etc.

# CLUB DAYS CHECK LIST

Clubs Days is a fun and exciting event, but it can sometimes be daunting to plan. We put together a checklist and some tips on how you can keep things running smoothly to ensure that your club and your prospective members have a great time!

## **Here are some suggestions for what you should bring:**

- ☐ A tablecloth
- ☐ Member sign-up sheets & pens, or a laptop
- ☐ Club banner
- ☐ Decorations/props/items related to your club
- ☐ Information packages (flyers, pamphlets about your club/club events)
- ☐ Branded materials (e.g. pens, notebooks with your club logo)
- ☐ Free giveaways (e.g. candy, snacks)

## **Here are some more helpful tips:**

- Keep a schedule of the volunteers who will be boothing at your table, to ensure that there will always be someone there. Make sure someone is at your table by 11:00am to avoid having your table re-assigned to another club.
- Prepare some speaking points of what you will say when somebody asks about your club. Try to make your booth interactive and engaging with games and activities. Remember to be friendly and wear a smile!
- Stay hydrated! Bring some water (and food) to your table to make sure you stay energized throughout the day.



- # CLUB DAYS SIGN UP SHEET

[illegible]

7



# ENGAGEMENT OPPORTUNITIES

---

## DJ/MC/SHOWCASE:

- Make song requests on Facebook, SFSS can monitor
- Hire MC?
- Designate area for potential clubs showcase performance, pre-planned and on-the-spot

## CONTESTS:

- Best Table Contest - different winner each day (4 total)
  - Prizes to be determined
- Most Sign Ups Contest - 1 winner for Clubs Days
  - Prize to be determined

## SCAVENGER HUNT:

- Format similar to last year, but involving more groups
- Use stamps this year

## FREE POPCORN AND COTTON CANDY:

- To be determined by Board

## SURREY CAMPUS:

- Outreach items for Surrey Clubs Days

# UPCOMING CHANGES

---

## THE NAME OF THE EVENT:

This event isn't just for clubs. The Clubs Days working group wants to rename the event and we want the Board's input. The top choice right now: Community Days!

## TRACK FOOT TRAFFIC/FEEDBACK:

It would be beneficial for the SFSS to start tracking foot traffic. We're seeking ideas on how to measure this:

### **Fall Semester**

- Foot traffic at SFSS tables - tally of how many people come for OOC, WC, Board tables
- Scavenger Hunt participants

### **Spring Semester**

- Every student gets a ticket and then hands it in at the end for a prize draw and then we count them
  - Use this opportunity for them to choose their favourite Clubs Days table

## FEEDBACK:

- Send out a survey to all participants with a prize incentive after Clubs Days
- Prepare survey for student attendees at keep it at the SFSS table

 SFUINTERNATIONAL SERVICES  
FOR STUDENTSGLOBAL ENGAGEMENT  
STUDENT COMMITTEE  
Building Inclusive Communitiessimon fraser  
student societyPEAK  
FREQUENCY

# GLOBAL TALENT NIGHT

RAFFLE PRIZES • FOOD • LIVE MUSIC • DJ

Join us in celebrating our community's diversity & culture. Global Talent Night is open to everyone at SFU.

FRIDAY, SEPTEMBER 28  
AT 6 PM - 8:30 PM  
LESLIE AND GORDAN  
DIAMOND FAMILY AUDITORIUM

ADMISSION IS FREE!



Register at:  
[at.sfu.ca/JAIEzL](https://at.sfu.ca/JAIEzL)  
OR SCAN  
THE QR CODE

Registration is mandatory!

MAIN PRIZE INCLUDES JAY Z AND BEYONCE CONCERT TICKETS!



## Grant Approval Request: Coordinator Summary

**Date:** August 21st 2018

**Event title:** SASS-SQUATCH FROSH

**Club/DSU:** Society of Arts and Social Sciences

**Event Date:** September 23-25 2018 **Evaluation Score:** 21 **Grant Number:** 924

**Group contribution** \$503.53 **Funds Requested** \$5,035.26

**Request History:** SASS requested a \$2,279 loan for their 2016 FROSH at Camp Jubilee and repaid the SFSS back through eventbrite ticket revenue. In 2016 and 2017, SASS did not apply for FROSH grants. Most recently, we fully approved a \$3500 grant (incl. \$1500 group contribution) called "FASS on a Boat" where 81 students attended. This years event is 3 days and is taking place at all 3 campuses and Science World.

**SFU Undergraduate in attendance:** 300 **Non-SFU attendance:** 0

**Recommendation:** \$ 4,266.25

**Recommendation Rationale:** The SASS Frosh is expecting the highest attendance than any other Frosh event happening this September. Based on our current grant budget line we can allocate \$4,266.25 for the SASS Frosh event. This is the highest grant allocation of the year as SASS is the largest student union with Full-Time Enrolment (FTE) that reached 7,372.4 in 2017-2018. The grant will cover the patio rental, security and SOCAN dance floor fees (expenses listed on grant proposal).

\*\* \*\*

**Approved: \$**

**Coordinator Name:** Ayesha Ali, Member Services Coordinator, SU & Groups

**SFSS CEO/Board**

DELEGATE PACKAGE

---



THE  
**23** <sup>RD</sup>

ANNUAL  
JOHN MOLSON  
SPORTS BUSINESS  
CONFERENCE

HOTEL BONAVENTURE | NOVEMBER 1ST TO 3RD, 2018

# EXPERIENCE JMSM



## WHO WE ARE

The John Molson Sports Marketing Committee has established itself over the past two decades as a leader in the world of sports business education. JMSM organizes a number of events that bring value to students interested in pursuing a career in the sports business industry. Most notably, JMSM organizes the largest student-run sports business conference in Canada.

In November 2018, it will host its 23rd edition of the Annual Sports Business Conference in Montreal.



# EXPERIENCE JMSM





## NOTABLE PAST SPEAKERS

SCOTT MOORE  
President - SportsNet



GEOFF MOLSON  
Owner, President & CEO - Montreal Canadiens



KATE BEIRNESS  
Television Sportscaster - TSN



BILL DALY  
Deputy Commissioner, Chief Legal Officer - NHL



KEN HOLLAND  
Executive VP & General Manager - Detroit Red Wings



BILL MANNING  
President - Toronto FC



AND MANY MORE!

# EXPERIENCE JMSM





# THE VIP EXPERIENCE

**#1**

## **SPEED DATING**

VIP tickets open delegates up to a networking event with HR representatives of major brands and speakers to connect in a "speed dating" setting. This will allow delegates equal opportunity to network with a variety of industry professionals.

## **PRIORITY SEATING & GREEN ROOM ACCESS**

**#2**

No need to worry about getting in early to save yourself a seat. This pass guarantees you a front row seat to all the action, including access to the speakers "post-panel". We have asked that speakers take the time to get to know our VIP delegates in an intimate setting. VIPs will get the chance to network and make that first impression that could go a long way!

**#3**

## **KEY NOTE BREAKFAST**

As JMSM18 comes to a close, we'd like to extend an invitation to enjoy breakfast with a keynote speaker to cap off an unforgettable conference! VIP Delegates will be invited to an exclusive panel in an intimate setting.

## **VIP LUNCH DRAW**

**#4**

All VIP Delegates will automatically be entered into a draw for the opportunity to have lunch with a speaker in a unique restaurant. Four (4) VIP Delegates will be selected during the weekend of the conference.

**#5**

## **DOWNTIME BONUS & FREE JMSM PERKS**

Networking and looking sharp can be exhausting! Take a break and unwind, courtesy of JMSM. JMSM is fortunate to be blessed with generous sponsors, and we like to show our VIPs our appreciation with free merch. Enjoy a collection of conference memorabilia as a little thank you from all of us at JMSM.

**# EXPERIENCE JMSM**

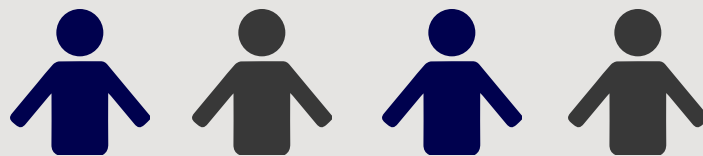


## THE CASE COMPETITION

This year, JMSM will be hosting an inter-university case competition presented by one of our main sponsors, where students must address real-life company issues and offer the most efficient solutions.

**THE WINNING TEAM RECIEVES \$500!**

To register your team of 2-4,  
please contact [chris.arella@jmsm.ca](mailto:chris.arella@jmsm.ca)  
Registration fees are \$99.99 per team.



**# EXPERIENCE JMSM**



# AMBASSADOR PROGRAM & DISCOUNTED PRICING

## AMBASSADOR PROGRAM

JMSM Ambassadors would represent our team in advocating for the conference and recruiting delegates to attend. As a thank you, for every 3 tickets sold by a single ambassador, he/she would receive a complimentary day pass or an upgrade from an All-Access pass to a VIP ticket.

The pricing strategy for the Ambassador Program is as follows:

- For every 3 Day Passes sold, an ambassador will receive reimbursement for the day pass purchased.
- For every 3 All Access passes sold, an ambassador will receive one upgrade to a VIP pass, once the All Access has been purchased.

Please contact one of our Delegates Team representatives if you wish to participate in the ambassador program. Contact information can be found on the last page of this package.

## EARLY BIRD & LOYALTY DISCOUNTS

JMSM Delegates can benefit from Discounted Pricing as follows:

- 10% off total price of your ticket before the October 1st deadline.
- Returning delegations (of 5+ individuals returning from JMSM17) receive a 5% discount.
- Discount for a large delegation is a 5% discount for any increments of 10 delegates, capping off at 15%
- Cap Policy: Discounts can be combined by delegations for a maximum of 17.5%

For more information on these discounts, please contact one of our Delegates Team representatives. Contact information can be found on the last page of this package.

# # EXPERIENCE JMSM



# NETWORKING COCKTAIL & KEYNOTE GALA

## NETWORKING COCKTAIL

For the first time in 2018, JMSM will be opening up the "speed dating" cocktail to all delegates and to public. Attendees will be able to meet 1-on-1 with industry professionals; including but not limited to Presidents, CEOs and HR Representatives.

During this session, delegates will have the opportunity to impress industry executives with their knowledge and expertise, all while developing a professional relationship. Delegates are encouraged to bring along their resumes and business cards in order to further develop their professional network, and potentially get their foot on the door.

\*Access to this cocktail is only included with the VIP Experience Upgrade

## KEYNOTE GALA

On the final night of the conference, Delegates will be treated to a three-course meal, and given the opportunity to hear from one last industry professional.

During this evening, contests, prizes and delegate awards will be announced and given out, as will the winners of the Case Competition. Delegates are encouraged to dress their finest for this event, as photographers will be on hand to cap off the weekend.

\*Access to this Gala is included in the All-Access Pass with and without Hotel ONLY

# EXPERIENCE JMSM





## PRICING TIERS

### ALL-ACCESS with Hotel

- 3 Day Conference Access
- 3 Nights at the Bonaventure Hotel
- 6 Panels
- 3 Workshops
- Keynote Gala

**\$369.99**

### ALL-ACCESS without Hotel

- 3 Day Conference Access
- 6 Panels
- 3 Workshops
- Keynote Gala

**\$229.99**

### VIP Experience Upgrade

- Speed Dating Session
- Priority Seating
- Access to Green Room
- Keynote Breakfast
- Downtime Bonus
- Free JMSM Perks

**\$49.99**

### Thursday Pass

- Thursday Conference Access
- Opening Ceremony
- 1 Panel
- Networking Cocktail

**\$24.99**

### Friday Pass

- Friday Conference Access
- 2 Panels
- 2 Workshops

**\$44.99**

### Saturday Pass

- Saturday Conference Access
- 3 Panels
- 1 Workshop

**\$44.99**

**Case Competition Pass: \$99.99**  
**Networking Cocktail Pass: \$29.99**  
**Keynote Gala Pass: \$60.00**

**# EXPERIENCE JMSM**



## CONTACT INFORMATION

### CHRISTOPHER ARELLA

Vice-President, Delegate Relations

438-274-1666

[chris.arella@jmsm.ca](mailto:chris.arella@jmsm.ca)



1450 rue Guy MB 4.435

Montreal, Quebec

H3H 0A1



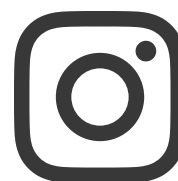
(514) 848-2424 Ext 7382

### WILLIAM BERNASCONI

Director, Delegate Relations

514-430-2702

[william.bernasconi@jmsm.ca](mailto:william.bernasconi@jmsm.ca)



@jmsmcommittee

### RAWFUL AWAL

Director, Delegate Relations

514-578-7394

[rawful.awal@jmsm.ca](mailto:rawful.awal@jmsm.ca)



[www.jmsm.ca](http://www.jmsm.ca)

# EXPERIENCE JMSM

# Pancake Breakfast Budget 2018

## Food

Item	Qty	Unit	Price	Cost
Pancake Mix (Krusteaz)	6	4.53 kg per unit	\$10.00	\$60.00
Blueberries (Kirkland)	5	2 kg per unit	\$11.19	\$55.95
Maple Syrup (Kirkland)	8	1 litre per unit	\$14.99	\$119.92
Chocolate Chips (Kirkland)	1	2 kg per unit	\$14.09	\$14.09
Whipped Cream (Kirkland)	2	2 cans per unit	\$8.99	\$17.98
Unsalted Butter (Natre)	6	454 g per unit	\$4.39	\$26.34
Navel Oranges (Costco)	5	3.63 kg per unit	\$11.19	\$55.95
Bananas (Costco)	10	1.36 kg per unit	\$1.78	\$17.80
Juice Assorted Flavours (Kirkland)	6	40 x 200 ml	\$16.39	\$98.34
Water (Kirkland)	2	40 x 500 ml	\$6.19	\$12.38
Canola Oil Cooking Spray (Kirkland)	1	2 cans per unit	\$7.79	\$7.79
				<b>\$486.54</b>

## Cutlery

Paper Plates (Royal Chinet)	2	150 per unit	\$17.99	\$35.98
Napkins (White Swan)	1	1100 per unit	\$12.89	\$12.89
Plastic Forks (Cafe Express)	1	500 per unit	\$11.99	\$11.99
Plastic Knives (Cafe Express)	1	500 per unit	\$11.99	\$11.99
				<b>\$72.85</b>

## Rentals

Salmons Rentals: 2 grills, 2 big bowls, whisks, and propane	\$405.67
	<b>\$405.67</b>

<b>Total</b>	\$965.06
<b>Tax 12%</b>	\$115.81
<b>Contingency 20%</b>	\$193.01
<b>TOTAL BUDGET</b>	<b>\$1,273.88</b>



## **Surrey Campus Committee Proposal:**

**Name:** Prince Cheema and Simran Sanghera

**Position:** At-large representatives

**Event Name:** Surrey Campus Pancake Breakfast

**Event Type:** Social/Bonding

**Date:** September 4th, 2018

**Time:** 9:00am - 11:00am

**Location:** Surrey Campus Mezzanine and parking lot right outside doors

**Expected attendance/target:** 300 students

**Budget:** attached document

**Which one of the four SFSS pillars does this event align to (Finance, Social, Academic, Health and Well Being)?** Social

### **Description of the event:**

The Surrey Campus pancake breakfast will serve as an opportunity for new students to bond with one another and make new friends, all while they grab a bite to eat.

### **Motion:**

Be it resolved to spend up to \$1,273.88 for the Surrey Campus Committee pancake breakfast event on September 4th, 2018.



# SFSS GRANT PROGRAM PROPOSAL FORM

## 1. PROPONENT INFORMATION

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Name of SFSS Group: \_\_\_\_\_  
Proposal Title: \_\_\_\_\_

## 2. PROJECT PLAN

Please describe the proposed project/event.

Event/Project location: \_\_\_\_\_  
Event Date: \_\_\_\_\_

Please attach all supporting documents for this application (set up diagram, posters, A/V list etc.)

### 3. MANDATE OF THE SFSS

The SFSS has selected the following 4 Pillars as the foundation for all events and projects that the Society supports. Please choose the ones that apply for your proposed event/project and explain how it will support each Pillar:

- ( ) Social \_\_\_\_\_  
( ) Academic \_\_\_\_\_  
( ) Financial \_\_\_\_\_  
( ) Health and Well-being \_\_\_\_\_

### 4. MANDATE OF THE CLUB / STUDENT UNION / GROUP

What is the mandate of your SU/Club/Group and how does this event/project support it?

### 5. SUCCESS OF PREVIOUS EVENTS/PROJECTS FUNDED BY THE SFSS:

Please attach the Final Report/Event Summary Form for the previous grant application.

### 6. SCOPE OF THE PROJECT/EVENT

Who will participate/benefit from this event/project?

Please break down the numbers into the following categories:

SFU students:

SFU staff/faculty:

Non-SFU students:

Invited speakers/presenters:

General public:

## 7. COLLABORATION

Are you working with any other groups on this event/project? If yes, please list the groups.

If any of these groups are student unions, please attach their meeting minutes confirming their contributions.

## 8. ACCESSIBILITY

All events and projects supported by SFSS must be open to all members of SFSS.

I have read the Accessible event planning checklist ([HERE](#)) and agree to include a note on our advertising materials that accessibility accommodations are available upon request

## 9. BUDGET

### 9.1 EXPENSES (LIST)\*

### 9.2 REVENUE\*

Ticket sales \_\_\_\_\_  
Sponsorship \_\_\_\_\_  
Contributions from the applicants (DSUs, Clubs, etc.) \_\_\_\_\_  
Other: \_\_\_\_\_

### 9.3 GRANT AMOUNT REQUESTED\*

---

*Please note that the SFSS requires at least 10 calendar days (excluding submission and event day) to process Grant requests. Please refer to the SFSS granting Program Guidelines for more information.*



P.O. Box 683  
Windsor ON  
N9A 6N4

www.4imprint.ca

Toll Free: 800-300-1336  
Free Fax: 800-300-1379

<b>Main Address</b> SINDHU DHARMARAJAH SFSS MAGGIE BENSTON CENTRE 2250 SIMON FRASER UNIVERSITY 8888 UNIVERSITY DRIVE BURNABY, BC V5A 1S6	<b>Invoice Address</b> Sindhu Dharmarajah SFSS Maggie Benston Centre 2250 Simon Fraser University 8888 University Drive Burnaby BC V5A 1S6 CANADA	<b>Shipping Address</b> Sindhu Dharmarajah SFSS Maggie Benston Centre 2250 Simon Fraser University 8888 University Drive Burnaby, BC V5A 1S6 CANADA Tel: 778-782-6565
<b>Quotation Number:</b> 16425777 <b>Quote Date:</b> August 22, 2018 <b>Quote Valid Until:</b> September 21, 2018 <b>Account No.:</b> 2832525	<b>Questions Call:</b> Monica Brennand <b>Phone:</b> 800-300-1336 Ext. 8242 <b>Fax:</b> 800-300-1379 <b>Email:</b> mbrennand@4imprint.com	

Item	Fruit of the Loom Heavy Cotton T-Shirt - Screen - White		Colors	(T-Shirt, Trim) : See Below	
Qty	Item #	Description	Unit \$	Price \$	Total \$
125	C116841-SS-S-W	Fruit of the Loom Heavy Cotton T-Shirt - Screen - White	5.5600	695.00	695.00
		45 - Small : White, White	0.0000	0.00	0.00
		35 - Medium : White, White	0.0000	0.00	0.00
		15 - Large : White, White	0.0000	0.00	0.00
		15 - Extra Large : White, White	0.0000	0.00	0.00
		15 - Extra Extra Large : White, White	0.0000	0.00	0.00
125	Add'l Color	Add'l Color Run Charge	0.3300	41.25	41.25
1	Set-Up Charge	Reorder Set-Up Charge	0.0000	0.00	0.00
125	Run Charge	1st Color Run Charge	0.0000	0.00	0.00
		Freight		66.45	66.45
				<b>Tax</b>	96.32
					899.02

**Artwork Instructions**

Product Color (Base, Trim): White, White  
Imprint Location: Full Front  
Imprint Colors: Pantone 1805C Red, Pantone 7469 Deep Teal

**Additional Notes:**

Art on file  
Return quote by: 8/22/2018  
Production time: 10  
Estimated ship date: 9/7/2018  
Estimated delivery date: 9/13/2018

Item	Fruit of the Loom Heavy Cotton T-Shirt - Screen - Colours		Colors	(T-Shirt, Trim) : See Below	
Qty	Item #	Description	Unit \$	Price \$	Total \$
375	C116841-SS-S-C	Fruit of the Loom Heavy Cotton T-Shirt - Screen - Colours	5.1000	1,912.50	1,912.50
		125 - Small : Black, Black	0.0000	0.00	0.00
		100 - Medium : Black, Black	0.0000	0.00	0.00
		50 - Large : Black, Black	0.0000	0.00	0.00



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Free Fax: 800-300-1379

**Quotation Number:** 16425777  
**Quote Date:** August 22, 2018  
**Quote Valid Until:** September 21, 2018  
**Account No.:** 2832525

**Questions Call:** Monica Brennand  
**Phone:** 800-300-1336 Ext. 8242  
**Fax:** 800-300-1379  
**Email:** mbrennand@4imprint.com

		50 - Extra Large : Black, Black	0.0000	0.00	0.00
		50 - Extra Extra Large : Black, Black	0.0000	0.00	0.00
750	Add'l Color	Add'l Color Run Charge	0.2800	210.00	210.00
1	Set-Up Charge	Reorder Set-Up Charge	0.0000	0.00	0.00
375	Run Charge	1st Color Run Charge	0.0000	0.00	0.00
		Freight		151.45	151.45
				<b>Tax</b>	272.88

2,546.83

#### **Artwork Instructions**

Product Color (Base, Trim): Black,Black

Imprint Location: Full Front

Imprint Colors: Pantone 1805C Red, White, Pantone 7469 Deep Teal

#### **Additional Notes:**

Art on file

Return quote by: 8/22/2018

Production time: 10

Estimated ship date: 9/7/2018

Estimated delivery date: 9/13/2018

**Grand Total** 3,445.85

#### **METHOD OF PAYMENT**

☐ We would like to establish an open account and are rated with Dun & Bradstreet. (Please list D&B number if possible \_\_\_\_\_)

☐ We would like to establish an open account. Please find our enclosed credit application.

☐ MasterCard ☐ American Express ☐ Visa ☐ Discover

☐ Sending a check in the amount of \$\_\_\_\_\_ payable to 4imprint.

\*\*\*REMIT TO ADDRESS:\*\*\*

4imprint, Inc

PO Box 3548

Station A

Toronto, ON M5W 3G4

\*\*\*IMPORTANT\*\*\* To place your order please let your customer service representative know you would like to proceed along with providing any artwork or changes to the quote that are needed. If paying by credit card please contact your customer service representative with your credit card details.

Please visit our website - [www.4imprint.ca](http://www.4imprint.ca)

**Shipment Details**





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[www.4imprint.ca](http://www.4imprint.ca)

Toll Free: 800-300-1336

Free Fax: 800-300-1379

**Quotation Number:** 16425777  
**Quote Date:** August 22, 2018  
**Quote Valid Until:** September 21, 2018  
**Account No.:** 2832525

**Questions Call:** Monica Brennand  
**Phone:** 800-300-1336 Ext. 8242  
**Fax:** 800-300-1379  
**Email:** [mbrennand@4imprint.com](mailto:mbrennand@4imprint.com)

Shipment to	Qty	Item #	Estimated Ship Date	Carrier, service	Estimated Delivery Date	Freight
Address as above.	125	C116841-SS-S-W		SHIP BEST METHOD GROUND CANADA ONLY	Sep 13 2018	66.45
	375	C116841-SS-S-C		SHIP BEST METHOD GROUND CANADA ONLY	Sep 13 2018	151.45

From: Amy Flores <[AmyFlores@vtigroup.com](mailto:AmyFlores@vtigroup.com)>  
Date: 21 August 2018 at 13:34  
Subject: SFU (Anwar) ..... Quotation.  
To: [msc.events@sfss.ca](mailto:msc.events@sfss.ca)

August 21, 2018

Anwar  
SFU  
**VIA EMAIL: [msc.events@sfss.ca](mailto:msc.events@sfss.ca)**

**RE: September 14, 2018 Concert**  
**QUOTATION FOR SERVICES**

Dear Anwar,  
I would like to thank you for your inquiry regarding a quotation for charter coach services. The following cost are based on the information received and are valid for 30 days after receipt. **Coaches are subject to availability upon booking.**

**One Deluxe H345 (56Pax) Highway Coach**

Sept 14: Depart SFU Burnaby to UBC & return for second wave.

Sept 14: Depart UBC for SFU Burnaby & return for second wave.

~ **TOTAL TRANSPORTATION COST \$1,276.00 ~**

One coach return \$1,276.00 X 4 coaches = \$5'104.00

- or -

**One Deluxe H345 (56Pax) Highway Coach**

Sept 14: One way transfer from SFU Burnaby to UBC.

Sept 14: One way transfer from UBC to SFU Burnaby.

~ **TOTAL TRANSPORTATION COST \$957.00 ~**

One coach return \$957.00 X 7 coaches = \$6'699.00

- or -

**One Deluxe H345 (56Pax) Highway Coach**

Sept 14: One way transfer from SFU Burnaby to UBC.

~ **TOTAL TRANSPORTATION COST \$478.50~**

**All prices are subject to 5% GST.**

***We reserve the right to upgrade/substitute with equivalent equipment when necessary.***

We are providing this price as a guideline only. Excess use could result in additional charges.

I trust this information meets with your satisfaction. As this can be a busy time of year for us, coaches are at a premium, I may need to check availability before confirming a booking. Should you require any additional information, or have any questions, please do not hesitate to contact me.

Thank you & have a great day.

**Kind Regards**

Amy Flores

**8730 River Road, Delta BC V4G 1B5**

P 604.940.1707. ext. 271

F 604.940.2955

E [amy@cbl.ca](mailto:amy@cbl.ca)

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COACH LINES LTD.

<b>FREQUENCY PRODUCTIONS</b>					
<b>ANTHONY LEE AND JEFFREY LEUNG</b>					
<b>Global Talent Night</b>					
September 28, 2018					
<b>Audio &amp; Light Equipment/Operations Quote</b>					
<b>Total Expected Cost: \$1222.48</b>					
<a href="#">Rentals from Long and McQuade</a>					
Service provided by 2 technicians					
<b>Service Fees</b>					
<b>\$460</b>					
Item	Technicians	Time (hours)	Price per hour per tech	Subtotal	Notes
<b>BASICS (Subtotal: \$360)</b>					
Equipment rental and transport	2	5	Free	\$0	
Setup and rehearsal	2	5	\$20	\$200	
Technical operation during show	2	3	\$20	\$120	
Takedown	2	1	\$20	\$40	
<b>ADDITIONAL (Subtotal: \$100)</b>					
Lighting equipment operation	2 (additional)	N/A (Flat rate)	\$100	\$100	
Fog equipment operation	1 (additional)	N/A (Flat rate)	\$50	\$0	Not allowed in venue
<b>Equipment Rentals</b>					
<b>\$762.48</b>					
Item	Model	Price per Day	Quantity	Subtotal	Notes
<b>SOUND EQUIPMENT (Subtotal: \$247)</b>					
Speakers	<a href="#">Yorkville PS12P</a>	\$14	2	\$28	
Speaker stands	<a href="#">Yorkville SKS-09R</a>	\$2	2	\$4	
Subwoofer	<a href="#">Yorkville PS15S</a>	\$17	1	\$17	
Stage Monitors	<a href="#">Yorkville E12</a>	\$9	2	\$18	
Mixer	<a href="#">Allen &amp; Heath W4.1602</a>	\$25	1	\$25	
DI boxes	<a href="#">ART Pro Audio Dual Active Direct Box</a>	\$2	1	\$2	
	<a href="#">ART Pro Audio Dual Passive Direct Box</a>	\$2	1	\$2	
DJ console	<a href="#">Pioneer DDJ-SX2</a>	\$38	1	\$38	
Microphones (vocal)	<a href="#">Shure SM58-LC</a>	\$4	2	\$8	
Microphones (instrumental)	<a href="#">Shure SM57-LC</a>	\$4	2	\$8	
Microphones (wireless)	<a href="#">Line 6 XD-V55</a>	\$12	1	\$12	
Microphones (wireless hands-free)	<a href="#">Line 6 XD-35L</a>	\$10	2	\$20	For performers using instruments and MC
Microphone stands	<a href="#">Yorkville MS-206R</a>	\$2	5	\$10	
Microphone cables	<a href="#">Yorkville XLR and AC Cables (25 foot)</a>	\$2	5	\$10	
	<a href="#">Yorkville XLR and AC Cables (50 foot)</a>	\$2	5	\$10	
Snake cable	<a href="#">Yorkville SN-244X</a>	\$14	1	\$14	
Other cables	<a href="#">Yorkville A206MPY (6')</a>	\$1	3	\$3	Auxiliary TRS-M to 2x1/4"-M cable
Extension cord	Woods 3-outlet extension cord (10m)	\$1	10	\$10	
Power strip	<a href="#">ART PDS8U Power Distribution System</a>	\$2	4	\$8	
<b>LIGHTING EQUIPMENT (Subtotal: \$73)</b>					
Lighting controller	<a href="#">Yorkville LP-C12</a>	\$6	1	\$6	
LED light strips	<a href="#">Yorkville LP-LED4X</a>	\$19	2	\$38	
LED light strip stands	<a href="#">Yorkville SKS-21B</a>	\$2	2	\$4	
Spotlight	<a href="#">Microh LED Arena 150 Follow Spot</a>	\$25	1	\$25	
<b>FOG EQUIPMENT (Subtotal: \$0)</b>					
Fog machine	<a href="#">American DJ Haze Generator Remote Z-H</a>	\$6	0	\$0	Not allowed in venue
<b>MISCELLANEOUS (Subtotal: \$442.48)</b>					
Rental protection	N/A	\$4	1	\$4	
Walkie-talkies	Being researched	\$20	4	\$80	Technicians, stage manager, spotlight volunteer
U-Haul Rental	<a href="#">9' cargo van</a>	2 days	N/A	\$100	Transport of equipment (recommendation)
Equipment Reservation Fee	N/A	30%	N/A	\$97.20	
Tax	N/A	12%	N/A	\$60.48	
Contingency	N/A	20%	N/A	\$100.80	
<b>INCLUDED (No charge)</b>					
Microphone cables	<a href="#">Yorkville MC-5N</a>				
	<a href="#">Yorkville MC-25N</a>				
	<a href="#">Yorkville MC-50N</a>				
Instrument cables	<a href="#">Yorkville PC-1Q</a>				
	<a href="#">Yorkville PC-15</a>				
	<a href="#">Yorkville PC-2Q</a>				
	<a href="#">Yorkville PC-6XPM5 Balanced XLR-M to TRS cable</a>				
Power cords	<a href="#">Yorkville A108PC3 (8')</a>				
	<a href="#">Yorkville A125PC3 (25')</a>				

# BRIEFING NOTE

## *REDUCING THE INTEREST RATE ON THE SUB CONSTRUCTION LOAN*

### ISSUE

An opportunity exists to reduce the interest rate that is charged on the SUB construction loan.

### BACKGROUND

The SUB construction loan provides up to \$44.3 million to be borrowed from Scotiabank during construction of the building. Toward the end of construction, the construction loan will be repaid using a long-term loan (similar to a home mortgage). The long-term loan will itself be repaid over approximately 20 years using the Build SFU Levy.

### CURRENT STATUS

SFSS currently pays interest on the SUB construction loan at the prime lending rate which is a variable interest rate. The prime rate is set by banks based on conditions in the Canadian financial marketplace.

SFSS' lender, Scotiabank, has offered to change the interest rate charged on the construction loan from a rate that is based on prime to a rate that is based on Bankers' Acceptances (or BAs). Bankers' Acceptances are a type of financial instrument where the borrower (SFSS) promises to repay funds within a short period of time – in our case, 30 days after borrowing. SFSS would use a series of 30-day BAs through to the end of the construction period.

The prime lending rate has increased from a low of 2.7% at the start of construction to a high of 3.7% today. The Bankers' Acceptance rate is currently 2.945% which is a savings of 0.755% compared to the current prime rate (subject to change based on market conditions).

### KEY CONSIDERATIONS

1. This change would have no impact on the interest rate associated with the long-term loan.
2. Going forward, when funds are drawn on the construction loan (typically once every month or two during SUB construction), those funds would initially be subject to the prime rate and would then be added to the Bankers' Acceptance when it renews for the next 30-day period.
3. The interest rate on the construction loan would be decreased by 0.755% based on today's rates and would be expected to reduce interest expense for the remaining duration of the construction loan.

4. Scotiabank requires a power of attorney from SFSS in order to process the Bankers' Acceptances. This is a standard requirement for the use of Bankers' Acceptances because the SFSS is requesting that Scotiabank issue Bankers' Acceptances on its behalf. The power of attorney would only be related to these financial transactions and the agreement has been reviewed by SFSS legal counsel.
5. In the unlikely event that the prime lending rate decreases to a level that is lower than the Bankers' Acceptance rate, this change will be reversed.

## RECOMMENDATION

That the Board of Directors authorize the change to Bankers' Acceptances in order to benefit from a lower interest rate on the SUB construction loan.

A proposed motion follows:

Be it resolved that the Board of Directors authorizes Marc Fontaine, Build SFU General Manager, and Jas Randhawa, President, to execute a Power of Attorney, an Acceptance Agreement, and an instructional letter in order to convert the SUB construction loan from Prime-based lending to Bankers' Acceptance-based lending in order for the SFSS to benefit from a lower interest rate.

Be it further resolved that in the event that the prime lending rate decreases to a level that is lower than the Bankers' Acceptance rate, the instruction to Scotiabank be reversed by SFSS signing authorities with no further motion required by the Board of Directors.

## NEXT STEPS

1. The president and Build SFU General Manager execute the required documentation and sends the documentation to Scotiabank.

Attachments:

Letter of Instruction  
Acceptance Agreement  
Power of Attorney – Bankers' Acceptances

August 27, 2018

**Scotiabank**

4715 Tahoe Boulevard – 2<sup>nd</sup> Floor  
Mississauga, Ontario  
L4W 0B4

Attn: Sheena Hoskin and Charles Gomes

Re: Construction Facility (Facility 2) – Borrowing by way of Bankers Acceptance (“B/A”)

The Simon Fraser Student Society requests that you accept this letter as authorization to convert the amount drawn as of August 31, 2018 on Facility 2 from a Prime based loan at Prime + 0.0% to a 30 day B/A based loan at B/A + 1.125% effective August 31, 2018. Loan Account number is 030200001084.

Any subsequent draws under Facility 2 are to be initially drawn as Prime based loans, and are then to be converted and added to the rolling 30 day B/A based loan upon maturity of the B/A on a monthly basis until such time that Facility 2 is paid out by Facility 3 or until otherwise notified in writing.

Yours Sincerely,

---

Marc Fontaine  
Build SFU General Manager

---

Jaskarn Randhawa  
President



## ACCEPTANCE AGREEMENT

To: **THE BANK OF NOVA SCOTIA**

In consideration of the acceptance by THE BANK OF NOVA SCOTIA (hereinafter called "the Bank") of drafts drawn on the Bank from time to time by the Undersigned, the Undersigned and, if more than one, each of them individually and collectively (that is jointly and severally) hereby agrees with the Bank as follows:

1. The Undersigned shall provide for each draft accepted by the Bank hereunder by payment of the amount thereof to the Bank at its main office in the city where such draft is payable by the commencement of business on the due date of the draft.
2. Upon the acceptance by the Bank of each draft hereunder, the Undersigned shall pay to the Bank in respect of such draft the Bank's bankers' acceptance fee at the time of such acceptance as may be determined by the Bank, subject to the Bank's minimum fee. The Bank may make changes in its bankers' acceptance fee and minimum fee from time to time (unless such fees are fixed by a separate agreement) without notice to the Undersigned, but any such change shall apply only to drafts accepted after such change has been made.
3. All security now or hereafter held by the Bank for the fulfilment or payment of any obligation or liability heretofore or hereafter incurred by the Undersigned or any of them to the Bank and all property of the Undersigned now or hereafter in the possession or control of the Bank or of anyone for the account of the Bank for any purpose including moneys on deposit and property held for safekeeping, collection, pledge or hypothec, shall be held by the Bank as security for the payment of all obligations of the Undersigned to the Bank under or in connection with this Agreement and the Undersigned shall from time to time, whenever requested by the Bank, furnish additional security satisfactory to the Bank in nature and amount for the obligations of the Undersigned hereunder and any such additional security may be held by the Bank as security for all other obligations and liabilities at any time incurred by the Undersigned and any of them to the Bank.
4. If the Undersigned or any of them fails to make any payment in accordance with paragraph 1 hereof or to furnish promptly satisfactory additional security in accordance with paragraph 3 hereof or to fulfil or pay at maturity any other obligation or liability, or if the Undersigned or any of them is otherwise in default under any other agreement with the Bank, or becomes bankrupt or insolvent, makes an assignment for the benefit of creditors or becomes subject to the provisions of any bankruptcy or insolvency or winding-up legislation, or if proceedings are taken against the Undersigned or any of them for the appointment of a receiver or liquidator, or a receiver is appointed of any property of the Undersigned or any of them, or if any attachment is issued against any property of the Undersigned or any of them, the amount of any draft accepted hereunder shall, at the option of the Bank, become and be immediately due and payable to the Bank by the Undersigned without notice or demand; and if in the Bank's opinion there has been any adverse change in the financial condition of the Undersigned or any of them, the amount of any draft accepted hereunder shall become and be immediately due and payable to the Bank by the Undersigned upon notice by the Bank to the Undersigned or any of them; and the Bank shall be entitled to recover from the Undersigned interest at the Bank's prime lending rate plus an appropriate percentage upon any monies paid by the Bank to the holder of any draft accepted hereunder which has not been provided for by the Undersigned in accordance with paragraph 1 hereof.
5. Upon default in payment by the Undersigned of the amount of any draft accepted hereunder when due and payable, the Bank may exercise all recourses permitted by law and any moneys received by the Bank as proceeds of any such sale or realization, after deduction of all costs and expenses incurred by the Bank in connection therewith with interest and of any interest which the Bank is entitled to recover under paragraph 4 hereof, shall be applied against the obligations of the Undersigned hereunder and the Undersigned shall remain liable for and shall pay to the Bank on demand the balance of the said obligations.
6. The Bank may in its sole discretion, without notice to the Undersigned, at any time refuse to accept any drafts drawn on it hereunder or from time to time limit the aggregate amount of such drafts that it will accept.
7. Each of the Undersigned is individually and collectively (that is jointly and severally) responsible to the Bank for performing all of the obligations under this Agreement. Written notice to any one of the Undersigned shall be considered to be a notice to all of them of the contents of the notice.

\*Witness  
name and  
address  
required if not  
a Bank offer

QUÉBEC  
ONLY

The parties have requested that this Agreement and all related documents be drawn up in English. Les parties ont exigé que ce contrat et tous les documents y afférents soient rédigés en anglais.

IN WITNESS WHEREOF this Agreement has been executed under seal

at \_\_\_\_\_ day of \_\_\_\_\_.

DATE RECEIVED
.....
RECORDED.....
APPROVED.....
E.O. AUDITOR.....

Simon Fraser Student Society

Witness: \_\_\_\_\_

## Power of Attorney - Bankers' Acceptances

**WHEREAS** Simon Fraser Student Society (the "Borrower") wishes to facilitate the issuance of Bankers' Acceptances pursuant to the terms of the Credit Agreement with The Bank of Nova Scotia dated Dec 03 2015 as it may be amended, varied, supplemented, restated, renewed or replaced at any time and from time to time (the "Credit Agreement").

**NOW THEREFORE**, the Borrower hereby appoints The Bank of Nova Scotia (hereinafter called the "Bank"), acting by any authorized signing officer of the Bank, the attorney of the Borrower:

- a. to sign for and on behalf and in the name of the Borrower as drawer and, if applicable, as endorser, drafts ("Drafts") drawn on the Bank payable to or to the order of CDS & Co. (or other nominee name of The Canadian Depository for Securities Limited) or payable to or to the order of the Borrower; and
- b. to fill in the amount, date and maturity date of such Drafts;

provided that such acts in each case are to be undertaken by the Bank in accordance with instructions given to the Bank by or on behalf of the Borrower as provided in this Power of Attorney. The signatures of any authorized signatory of the Bank may be mechanically or electronically reproduced in facsimile on Drafts in accordance herewith and such facsimile signatures shall be binding and effective as if they had been manually executed by such authorized signatory of the Bank.

Instructions to the Bank relating to the execution, completion, endorsement, discount and/or delivery by the Bank on behalf of the Borrower of Drafts which the Borrower wishes to submit to the Bank for acceptance by the Bank shall be communicated by Borrower to the Bank in writing following delivery by the Borrower of a notice of borrowing by way of Bankers' Acceptances pursuant to the Credit Agreement and shall specify the following:

- a. reference to this Power of Attorney;
- b. a Canadian Dollar amount which shall be the aggregate face amount of the Drafts to be accepted by the Bank in respect of a particular borrowing;
- c. a specified period of time (not less than 30 days or in excess of 180 days subject to availability, or other terms as many be mutually agreed to by the Borrower and the Bank) which shall be the number of days after the date of such Drafts that such Drafts are to be payable, and the dates of issue and maturity of such Drafts; and
- d. payment instructions specifying the account number of the Borrower and the financial institution at which the proceeds from the sale of such Drafts are to be credited.

The communication in writing by the Borrower to the Bank for the instructions referred to above shall constitute (a) the authorization and instruction of the Borrower to the Bank to complete and endorse Drafts in accordance with such information as set out above and (b) the request of the Borrower to the Bank to accept such Drafts and deliver the same against payment as set out in the instructions. The Borrower acknowledges that the Bank shall not be obligated to accept any such Drafts except in accordance with the provisions of the Credit Agreement.

The Bank shall be and it is hereby authorized to act on behalf of the Borrower upon and in compliance with instructions communicated to the Bank as provided herein if the Bank reasonably believes them to be genuine. If the Bank accepts Drafts pursuant to any such instructions, the Bank shall confirm particulars of such instructions and advise the Borrower that the Bank has complied therewith by notice in writing addressed to the Borrower in accordance with the Credit Agreement. The Bank's actions confirmed and advised to the Borrower by such notice shall be conclusively deemed to have been in accordance with the instructions of the Borrower unless the Borrower notifies the Bank to the contrary in writing not later than the Business Day next following such deemed receipt by the Borrower.

The Borrower agrees to indemnify the Bank and its directors, officers, employees, affiliates and agents and to hold it and them harmless from and against any loss, liability, expense or claim of any kind or nature whatsoever incurred by any of them as a result of any action or inaction in any way relating to or arising out of this Power of Attorney or the acts contemplated hereby, provided that this indemnity shall not apply to any such loss, liability, expense or claim which result from the negligence or wilful misconduct of the Bank or any of its directors, officers, employees, affiliates or agents or from the Bank or its directors, officers, employees, affiliates or agents failing to use the same standard of care in the custody of such Drafts as the Bank uses in the custody of its own property of a similar nature.

The Power of Attorney may be revoked at any time upon not less than five Business Days' written notice served upon the Bank, provided that no such revocation shall reduce, limit or otherwise affect the obligations of the Borrower in respect of any Draft executed, completed, endorsed, discounted and/or delivered in accordance herewith prior to the time at which such revocation becomes effective.

This Power of Attorney is in addition to and not in substitution for any agreement to which the Bank and the Borrower are parties. In the event of a conflict between the provisions of this Power of Attorney and the Credit Agreement, the Credit Agreement shall prevail. Capitalized terms used and not defined herein shall have the meanings given to them in the Credit Agreement.

This Power of Attorney shall be governed in all respects by the laws of the Province of British Columbia and the laws of Canada applicable therein and each of the Borrower and the Bank hereby irrevocably attorns to the non-exclusive jurisdiction of the courts of such jurisdiction in respect of all matters arising out of this Power of Attorney.

Dated at \_\_\_\_\_, British Columbia this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Simon Fraser Student Society

Per: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

Per: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

We, our and us mean The Simon Fraser Student Society  
(FULL LEGAL NAME)

which carries on all or part of its business under the trading name(s):

\_\_\_\_\_

\_\_\_\_\_

(IF APPLICABLE)

You and your mean Scotiabank, The Bank of Nova Scotia.

Resolved that:

1. We appoint you as our banker and agree to the terms set out in the Scotiabank Financial Services Agreement, or where applicable, the Scotiabank Financial Services Agreement section of the Business Banking Services Agreement.

2. Any 2 of the following persons are authorized to sign and deliver the Scotiabank Financial Services Agreement, any service requests and any other banking agreements with you:

President

Chief Executive Officer

Build SFU General Manager

STATE TITLES  
RATHER THAN  
NAMES

3. The persons and the required combination of those persons we verify, are the persons authorized, and the combination of those persons required, to give instructions, verifications and approvals on our behalf from time to time. We will provide this verification by a certificate in writing given to you by any 2 of the officers set out below. The most recent certificate given to you will be the current certificate in effect:

President

Chief Executive Officer

Build SFU General Manager

STATE TITLES  
RATHER THAN  
NAMES

4. We may exercise every power to borrow money and otherwise obtain services from you and to receive repayment thereof and to secure our obligations to you arising out of our acquisition of services from you which is conferred upon us by our governing legislation. The persons and the required combination of those persons we verify, are the persons authorized, and the combination of those persons required, to borrow money from you on our credit from time to time in the amounts and on the terms that those persons determine, and to grant security to you over any of our property from time to time. We will provide this verification by a certificate in writing given to you by any 2 of the officers set out below. The most recent certificate given to you will be the current certificate in effect:

President

Chief Executive Officer

Build SFU General Manager

5. All instructions, agreements and documents which we sign, make, draw, accept, endorse or complete and which are signed by the persons we have authorized from time to time are valid and are binding on us. Our seal is not required on any written document to make it valid or to show consideration.
6. This Resolution remains in effect until we cancel it by written notice to you and you have acknowledged receiving the notice.

### CERTIFICATE

By signing below, our directors/officers/members certify for us that:

- there are no provisions in our incorporating documents or by-laws or in any unanimous shareholders agreement which impair in any way the powers of our directors or officers to borrow money or grant security.
- our directors/shareholders/members have full power to pass this Resolution and to bind us in all respects.
- the above Resolution was properly passed by our directors or members in compliance with all applicable legislation and continues in effect.

Jaskarn Randhawa

NAME OF AUTHORIZED DIRECTOR OR OFFICER OR MEMBER

SIGNATURE: \_\_\_\_\_

Title (print): President

Matthew Chow

NAME OF AUTHORIZED DIRECTOR OR OFFICER OR MEMBER

SIGNATURE: \_\_\_\_\_

Title (print): VP Finance

NAME OF MEMBER OTHER THAN MEMBERS  
AUTHORIZED TO SIGN FOR THE ORGANIZATION

SIGNATURE: \_\_\_\_\_

Title (print):

DATE (MM/DD/YYYY)

DATE RECEIVED  
-----  
RECORDED-----  
APPROVED-----  
E.O.  
AUDITOR-----

1317113 (08/12)

BSCHBR

08/21/2018 0:00 am , 0984895-001

# BRIEFING NOTE

## *Consent Toolboxes and T-shirts Order*

### Issue

The Federal, Provincial, and Municipal Lobbying Committee identified sexual violence and prevention awareness as one of the priorities for this year's committee campaigns. This campaign will include the distribution and promotion of consent toolboxes to our membership.

### Background

The topic of sexual violence and prevention awareness has been a priority for this committee for many years now. Previously, we have supported this issue by organizing awareness events, distributing consent toolboxes, and working alongside the Women's Centre and Out on Campus to deliver consistent messaging to our membership.

Consent toolboxes are a quick and easy way to distribute safe sex supplies. They also include simple messaging on the box itself which has information regarding services our membership can access on and off campus. These boxes can be distributed at large social events on campus (such as pub nights) where we can continue to normalize and promote consent culture.

This year, we have consulted with the Women's Centre and Out on Campus to improve the design, information, and size of the consent toolboxes. These improvements will allow students to easily identify what the contents of each box are, and provide more accurate information of services they can access regarding their sexual health. In addition to these improvements, we will also be ordering t-shirts that will allow students to further promote the visibility of the campaign.

### Cost Breakdown

Sexual Violence and Prevention Awareness				
Consent Toolboxes (Hemlock)				
Item	Qty	Unit	Price	Cost
Toolbox Containers	1	1000/box	\$1,562.00	\$1,562.00
Tax (12%)	n/a	n/a	\$187.44	\$187.44
				<b>\$1,749.44</b>
Toolbox Supplies (Pamco)				
Trustex Plain Lubricated Condoms	1	1000/cs	\$120.00	\$120.00
Dental Dams Latex	3	100/box	\$105.00	\$315.00
Female Condoms	3	100/bag	\$150.00	\$450.00
Personal Lubricant Water Based	2	500/cs	\$105.00	\$210.00
Freight Estimate	n/a	n/a	\$41.67	\$41.67
Tax (5%)	n/a	n/a	\$56.83	\$56.83
				<b>\$1,193.50</b>
T-shirts (4imprint)				
Fruit of the Loom Heavy Cotton T-shirt	125	n/a	\$6.60	\$825.00
Set-up and Add'l Charge Estimate	125	n/a	\$1.70	\$212.50
Freight Estimate	n/a	n/a	\$60.00	\$60.00
Tax Estimate (12%)	n/a	n/a	\$131.70	\$131.70
				<b>\$1,229.20</b>
<b>Total</b>				<b>\$4,172.14</b>
<b>Contingency 10%</b>				<b>\$417.21</b>
<b>TOTAL BUDGET</b>				<b>\$4,589.35</b>

## Motion

Be it resolved to approve up to \$ 4,589.35 from line item 820/20 for the purchase of consent toolboxes, safe sex supplies, and t-shirts for the sexual violence and prevention awareness campaign.

August 21, 2018

# BRIEFING NOTE

## *SFSS WEBSITE REVISION PROPOSAL*

## ISSUE

The SFSS Board of Directors made revising the SFSS website a priority project for their 2018-19 term.

## BACKGROUND

A few key aspects the SFSS website working group wanted to address for a revised website:

- Navigation
  - Easier navigation
  - Revised content
  - More plug-ins/ tools for applications (job postings, committee applications)
  - Prompts to “Get Involved” links
- Design
  - Have a cleaner, brighter aesthetic and feel to the website
  - Change the colour schemes; find a palette that is appealing to users and also consistent with SFSS branding
- Campus Vibe
  - Find a way to integrate this platform to the SFSS website
    - Particularly on our homepage

The website working group decided to look into pricing for both a complete redesign and a partial redesign of the website.

August 21, 2018

## CURRENT STATUS

The Communications department reached out to an external company (Major Tom) to determine price of a complete website redesign. Also, the Communications department discussed prices to redevelop aspects of our existing website with our current developers (Ballistic Arts Media Studios Inc.).

## KEY CONSIDERATIONS

1. We provided Ballistic Arts with an example of another website they developed as the inspiration for our new homepage redesign: [essenceliving.com](http://essenceliving.com)
2. We are in the process of moving our content onto the CampusVibe page. Once the transfer has been confirmed and finalized by the website working group, the remaining content on the website will be as follows:
  - What is the SFSS (optional – this info is on the CampusVibe platform)
  - Board of Directors (optional - this info is on the CampusVibe platform)
  - AGM Documents
  - Minutes
  - General Documents
  - Society Fees and Financial Information
  - Complaint and Feedback Forms
  - Elections Forms and Documents
3. The request for better website navigation and content will need to be revised internally. The Communications Coordinator will work with the Website Working Group.



August 21, 2018

## OPTIONS

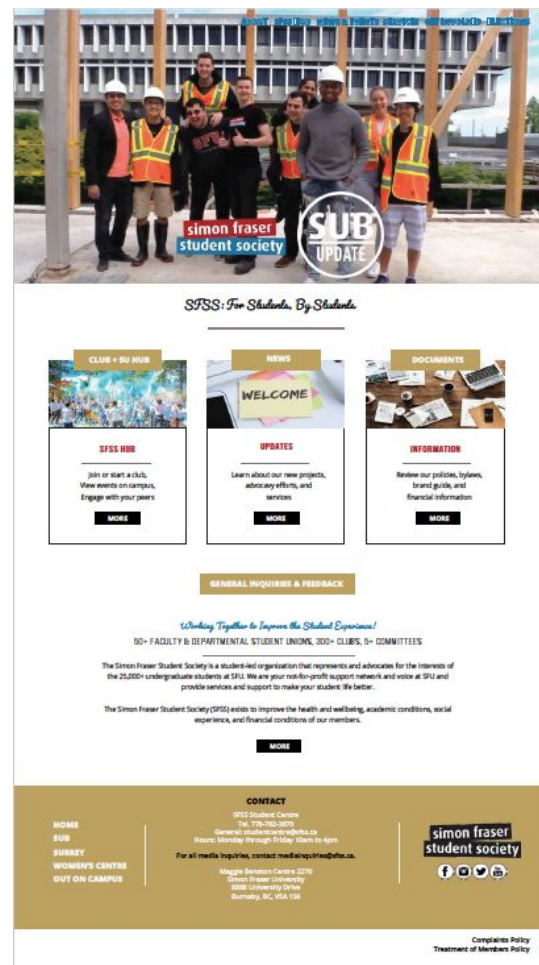
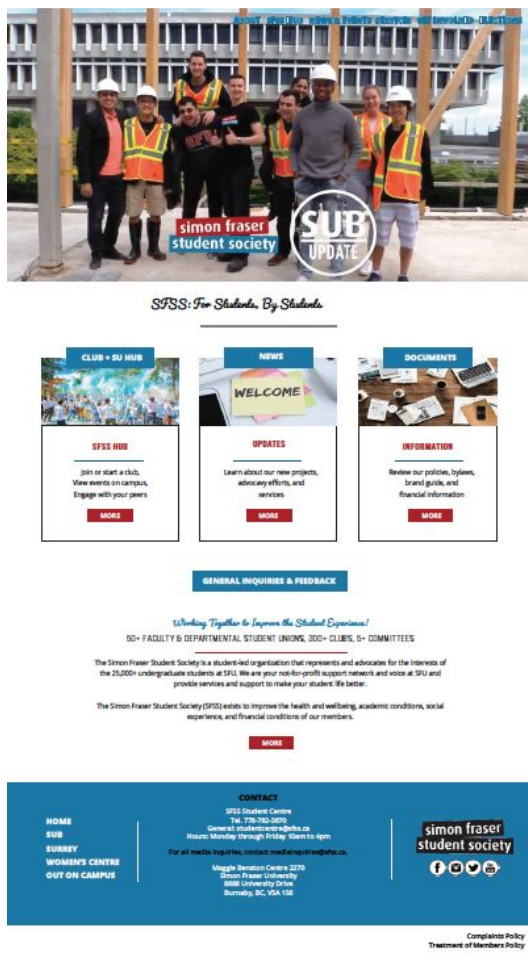
The cost:

1. Website – Major Tom  
Discovery phase and set up: **Cost: \$8-15K**
  - **Option A**
    - Using Major Tom's template
      - **Cost starting at \$13K**
  - **Option B**
    - Using custom design
      - **Cost starting at \$25K**
2. Website – Ballistic Arts
  - **Option A**
    - Updating only the homepage design (to look like the Essence properties website, or some of the other sites that Board members have referenced)
    - Modifying the inside page (anything that is not the homepage)
    - Ensuring mobile responsiveness for the new designs
    - Wireframing the home page and inside page
    - Navigation and Structurally no changes
    - Content remains the same
      - **Timeline 1-3 months**
      - **Cost is \$7,500**
  - **Option B**
    - Reworking the entire website
    - Timeline about the same as last time
      - **Cost about the same as the initial scope of work (\$25-50K)**

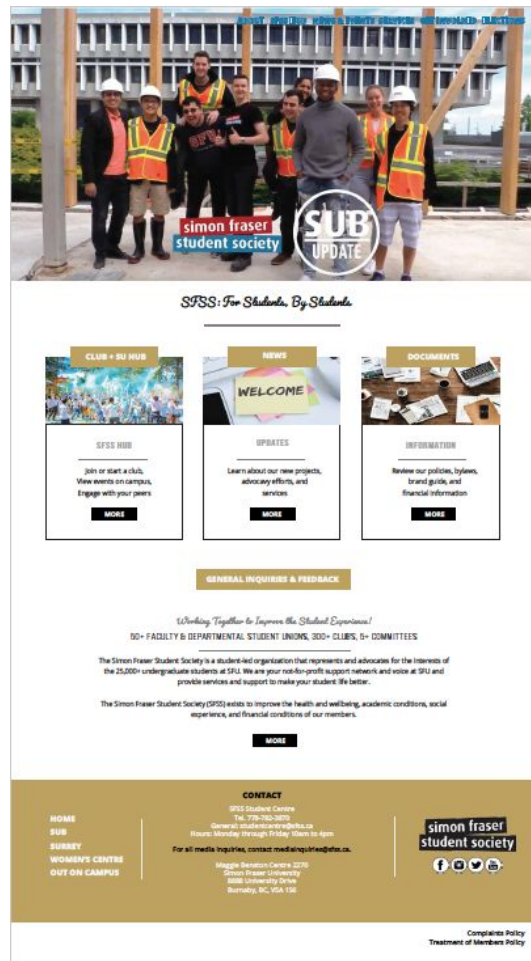
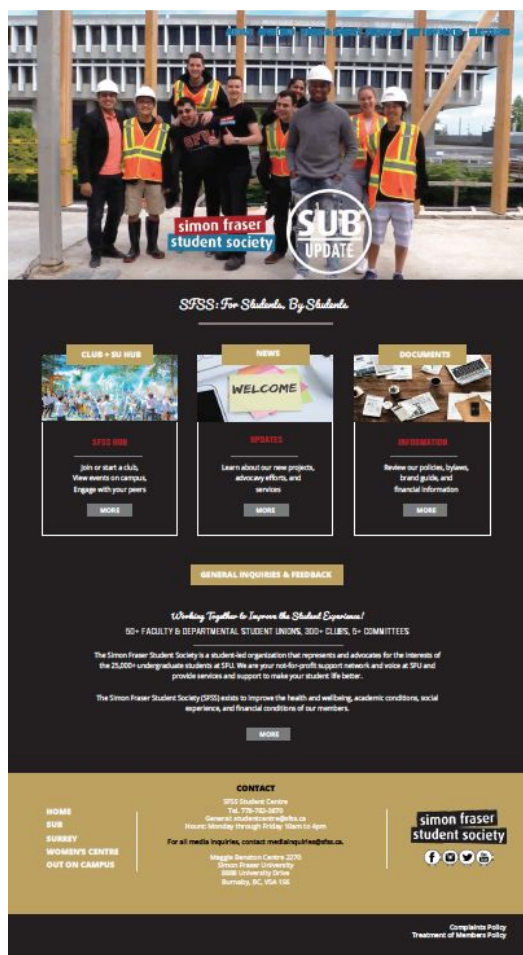
August 21, 2018

## RECOMMENDATIONS

- Option 2: Ballistic Arts, **Option A**
  - With the implementation of CampusVibe, there won't be as much content on the website. It will mainly be used as a platform to store documents. Therefore, it will be more cost-effective to redesign aspects of the current website rather than redeveloping the entire site.
  - If we proceed with replicating the Essence Property website (essenceliving.ca), here are a few examples of what our home page could look like (note: these are not proofs provided by the web developers):



August 21, 2018



## NEXT STEPS

1. Discuss with the Board of Directors
2. Approve costs for the next steps

## ATTACHMENTS

1. Ballistic Arts Media Studios Quote



video PRODUCTION + graphic DESIGN + web DEVELOPMENT

# SFSS WEBSITE DESIGN

**BALLISTIC ARTS MEDIA STUDIOS INC.**

[www.ballisticarts.com](http://www.ballisticarts.com)

#110 – 250 Schoolhouse

Coquitlam, BC, V3K 6V7

[Office] 604 553 1081 [Fax] 604 553 1227

[engage@ballisticarts.com](mailto:engage@ballisticarts.com)

**Project Name:**

Simon Fraser Student Society  
Website Design Modification

**Client Name:**

Sindhu Dharmarajah

**Date:**

August 9, 2018

CLIENT

**Sindhu Dharmarajah – Simon Fraser Student Society**

Maggie Benston Centre 2250, Simon Fraser University  
8888 University Drive, Burnaby, BC, V5A 1S6  
(778) 782-6565 - communications@sfss.ca

# PROJECT PLAN

## SCOPE OF WORK

### SFSS - WEBSITE MODIFICATION

#### Website Modification Scope of Work

- Updating the home page design only (to look like the Essence website, or some of the other sites your board referenced)
- Modifying the inside page
- Ensure mobile responsiveness for the new designs
- Wireframing the home page and inside page
- Navigation and Structurally no changes
- Content remains the same
- Timeline 1-3 months

### SFSS – WEBSITE MODIFICATION

**\$7,500.00**

Client approval initials here:



**simon fraser**  
**student society**

# CLUBS DAYS

## 2018-19

## PROPOSAL



# PURPOSE OF CLUBS DAYS

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The purpose of Clubs Days is to provide clubs/student unions/other student-centric SFU groups with the opportunity to promote themselves to the SFU Community and attract new members. It also intends to provide SFU students with the chance to engage with other students and learn about what clubs/opportunities they can engage with to foster a sense of community on campus.





# REGISTRATION PROCESS

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## CHANGES FOR FALL:

We moved away from a dedicated Business zone and Rotunda groups zone, but the other special zones remain: Yellow is Student Unions, Green is Recreation and Blue is SFSS tables.

## PROPOSED CHANGES:

1. We open up Clubs Days table bookings about a month before Clubs Days. We will send out an email notifying all clubs about when registration opens. (See page 2 for the email template).
2. Only executives with room-booking authority in a club that has “Approved” status (has a minimum of 2 executives and 8 members) can log into the club portal to book their Clubs Days table.
3. Under “Club Management”, there is a subheading for “Clubs Days Table Registration” and a link to “Book Tables” under it.
4. Clubs/Student Unions will see a webpage where they have to read over the terms and conditions of booking a Clubs Days table. Only when they check off the boxes agreeing to each of the conditions, will they be able to proceed to the next page to register for a table.

5. They can choose whichever days and tables they want by clicking on the numbered tables on the next page (besides the ones that are blocked off for Student Unions, Recreation, and SFSS).
6. Their tables are confirmed instantly once they submit, and they do not require any other approval or confirmation from the Administrative Assistants or Coordinators.
  - a. In the future if we allow sponsorships, we would have a field for them to fill out about any sponsorships they might be getting. They would have to be approved by us before being allowed to proceed with the sponsorship and getting the sponsors to sign the agreement.
7. At any time if they would like to change their booking, they can do so through the Club Portal by cancelling their current booking and then re-booking different days/tables, until 3 days before Clubs Days begins. We can email out a reminder to clubs about the exact date of the deadline for switching tables a week before that deadline, as well as a checklist and a reminder of the terms & conditions.

# RESOURCES FOR CLUBS

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## CLUB DAYS TERMS & CONDITIONS

By booking a table and participating in Clubs Days, each group (club, student union, or other campus groups) agrees to abide by the following terms and conditions:

- Only executives with room-booking authority in a club with “Approved” status can book Clubs Days tables through the Club/DSU Portal. Other non-club/DSU groups can email [studentcentre@sfss.ca](mailto:studentcentre@sfss.ca) to book tables.
- Tables are booked on a first-come-first-serve basis.
- Groups are allowed to book 1 table each day, for a maximum of 2 days. Groups may be on a waitlist for additional days, but priority will be given to groups with less than 2 days booked.
- All clubs must allow any SFU students to join their club.
- Groups must show up to claim their booked table by 11:00am on the day they have booked the table, or it can be given to another group.
- Groups may not physically move the tables from their location.

- Groups can only book tables within their designated areas. They cannot book tables in the areas reserved for Recreation or SFSS, and clubs cannot book in the area designated for student unions and vice versa, unless they belong to that area. SFSS will move groups to another table and notify them of the change if they do not follow this rule.
- Groups can change their booking up to 3 days before Clubs Days begins. After that, they must commit to the table/dates they have booked. Groups can only change their location or claim an empty table after 11:00am on the day they have booked a table, with SFSS approval.
- Groups can only promote their group, and cannot promote any commercial sponsors, or other businesses that may be donating money or products to them for promotional purposes.
- Groups agree to only use printed materials at Clubs Days that have been printed at the SFSS Copy Centre, which include the SFSS logo and meet the requirements of the SFSS Branding Guidelines. (i.e. All materials with words must have an English translation).
- If groups are handing out snacks, the food items must meet the following requirements: FDA approved for distribution in Canada, pre-packaged, lists ingredients in English.
  - Acceptable: a bag of chips, a granola bar, a chocolate bar (all wrapped)
  - Not acceptable: an apple, loosely wrapped candy, etc.

# CLUB DAYS CHECK LIST

Clubs Days is a fun and exciting event, but it can sometimes be daunting to plan. We put together a checklist and some tips on how you can keep things running smoothly to ensure that your club and your prospective members have a great time!

## **Here are some suggestions for what you should bring:**

- ☐ A tablecloth
- ☐ Member sign-up sheets & pens, or a laptop
- ☐ Club banner
- ☐ Decorations/props/items related to your club
- ☐ Information packages (flyers, pamphlets about your club/club events)
- ☐ Branded materials (e.g. pens, notebooks with your club logo)
- ☐ Free giveaways (e.g. candy, snacks)

## **Here are some more helpful tips:**

- Keep a schedule of the volunteers who will be boothing at your table, to ensure that there will always be someone there. Make sure someone is at your table by 11:00am to avoid having your table re-assigned to another club.
- Prepare some speaking points of what you will say when somebody asks about your club. Try to make your booth interactive and engaging with games and activities. Remember to be friendly and wear a smile!
- Stay hydrated! Bring some water (and food) to your table to make sure you stay energized throughout the day.

- # CLUB DAYS SIGN UP SHEET

[illegible]

7



# ENGAGEMENT OPPORTUNITIES

---

## DJ/MC/SHOWCASE:

- Make song requests on Facebook, SFSS can monitor
- Hire MC?
- Designate area for potential clubs showcase performance, pre-planned and on-the-spot

## CONTESTS:

- Best Table Contest - different winner each day (4 total)
  - Prizes to be determined
- Most Sign Ups Contest - 1 winner for Clubs Days
  - Prize to be determined

## SCAVENGER HUNT:

- Format similar to last year, but involving more groups
- Use stamps this year

## FREE POPCORN AND COTTON CANDY:

- To be determined by Board

## SURREY CAMPUS:

- Outreach items for Surrey Clubs Days

# UPCOMING CHANGES

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## THE NAME OF THE EVENT:

This event isn't just for clubs. The Clubs Days working group wants to rename the event and we want the Board's input. The top choice right now: Community Days!

## TRACK FOOT TRAFFIC/FEEDBACK:

It would be beneficial for the SFSS to start tracking foot traffic. We're seeking ideas on how to measure this:

### **Fall Semester**

- Foot traffic at SFSS tables - tally of how many people come for OOC, WC, Board tables
- Scavenger Hunt participants

### **Spring Semester**

- Every student gets a ticket and then hands it in at the end for a prize draw and then we count them
  - Use this opportunity for them to choose their favourite Clubs Days table

## FEEDBACK:

- Send out a survey to all participants with a prize incentive after Clubs Days
- Prepare survey for student attendees at keep it at the SFSS table

 SFUINTERNATIONAL SERVICES  
FOR STUDENTSGLOBAL ENGAGEMENT  
STUDENT COMMITTEE  
Building Inclusive Communitiessimon fraser  
student societyPEAK  
FREQUENCY

# GLOBAL TALENT NIGHT

RAFFLE PRIZES • FOOD • LIVE MUSIC • DJ

Join us in celebrating our community's diversity & culture. Global Talent Night is open to everyone at SFU.

FRIDAY, SEPTEMBER 28  
AT 6 PM - 8:30 PM  
LESLIE AND GORDAN  
DIAMOND FAMILY AUDITORIUM

ADMISSION IS FREE!



Register at:  
[at.sfu.ca/JAIEzL](https://at.sfu.ca/JAIEzL)  
OR SCAN  
THE QR CODE

Registration is mandatory!

MAIN PRIZE INCLUDES JAY Z AND BEYONCE CONCERT TICKETS!



## Grant Approval Request: Coordinator Summary

**Date:** August 21st 2018

**Event title:** SASS-SQUATCH FROSH

**Club/DSU:** Society of Arts and Social Sciences

**Event Date:** September 23-25 2018 **Evaluation Score:** 21 **Grant Number:** 924

**Group contribution** \$503.53 **Funds Requested** \$5,035.26

**Request History:** SASS requested a \$2,279 loan for their 2016 FROSH at Camp Jubilee and repaid the SFSS back through eventbrite ticket revenue. In 2016 and 2017, SASS did not apply for FROSH grants. Most recently, we fully approved a \$3500 grant (incl. \$1500 group contribution) called "FASS on a Boat" where 81 students attended. This years event is 3 days and is taking place at all 3 campuses and Science World.

**SFU Undergraduate in attendance:** 300 **Non-SFU attendance:** 0

**Recommendation:** \$ 4,266.25

**Recommendation Rationale:** The SASS Frosh is expecting the highest attendance than any other Frosh event happening this September. Based on our current grant budget line we can allocate \$4,266.25 for the SASS Frosh event. This is the highest grant allocation of the year as SASS is the largest student union with Full-Time Enrolment (FTE) that reached 7,372.4 in 2017-2018. The grant will cover the patio rental, security and SOCAN dance floor fees (expenses listed on grant proposal).

\*\* \*\*

**Approved: \$**

**Coordinator Name:** Ayesha Ali, Member Services Coordinator, SU & Groups

**SFSS CEO/Board**

DELEGATE PACKAGE

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THE  
**23** <sup>RD</sup>

ANNUAL  
JOHN MOLSON  
SPORTS BUSINESS  
CONFERENCE

HOTEL BONAVENTURE | NOVEMBER 1ST TO 3RD, 2018

# EXPERIENCE JMSM



## WHO WE ARE

The John Molson Sports Marketing Committee has established itself over the past two decades as a leader in the world of sports business education. JMSM organizes a number of events that bring value to students interested in pursuing a career in the sports business industry. Most notably, JMSM organizes the largest student-run sports business conference in Canada.

In November 2018, it will host its 23rd edition of the Annual Sports Business Conference in Montreal.



# EXPERIENCE JMSM





## NOTABLE PAST SPEAKERS

SCOTT MOORE  
President - SportsNet



GEOFF MOLSON  
Owner, President & CEO - Montreal Canadiens



KATE BEIRNESS  
Television Sportscaster - TSN



BILL DALY  
Deputy Commissioner, Chief Legal Officer - NHL



KEN HOLLAND  
Executive VP & General Manager - Detroit Red Wings



BILL MANNING  
President - Toronto FC



AND MANY MORE!

# EXPERIENCE JMSM





# THE VIP EXPERIENCE

**#1**

## **SPEED DATING**

VIP tickets open delegates up to a networking event with HR representatives of major brands and speakers to connect in a "speed dating" setting. This will allow delegates equal opportunity to network with a variety of industry professionals.

## **PRIORITY SEATING & GREEN ROOM ACCESS**

**#2**

No need to worry about getting in early to save yourself a seat. This pass guarantees you a front row seat to all the action, including access to the speakers "post-panel". We have asked that speakers take the time to get to know our VIP delegates in an intimate setting. VIPs will get the chance to network and make that first impression that could go a long way!

**#3**

## **KEY NOTE BREAKFAST**

As JMSM18 comes to a close, we'd like to extend an invitation to enjoy breakfast with a keynote speaker to cap off an unforgettable conference! VIP Delegates will be invited to an exclusive panel in an intimate setting.

## **VIP LUNCH DRAW**

**#4**

All VIP Delegates will automatically be entered into a draw for the opportunity to have lunch with a speaker in a unique restaurant. Four (4) VIP Delegates will be selected during the weekend of the conference.

**#5**

## **DOWNTIME BONUS & FREE JMSM PERKS**

Networking and looking sharp can be exhausting! Take a break and unwind, courtesy of JMSM. JMSM is fortunate to be blessed with generous sponsors, and we like to show our VIPs our appreciation with free merch. Enjoy a collection of conference memorabilia as a little thank you from all of us at JMSM.

**# EXPERIENCE JMSM**

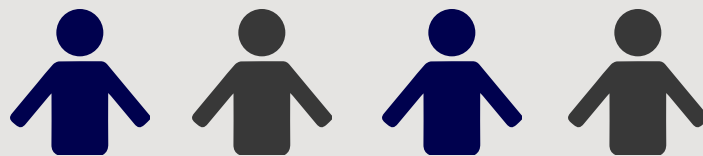


## THE CASE COMPETITION

This year, JMSM will be hosting an inter-university case competition presented by one of our main sponsors, where students must address real-life company issues and offer the most efficient solutions.

**THE WINNING TEAM RECIEVES \$500!**

To register your team of 2-4,  
please contact [chris.arella@jmsm.ca](mailto:chris.arella@jmsm.ca)  
Registration fees are \$99.99 per team.



**# EXPERIENCE JMSM**



# AMBASSADOR PROGRAM & DISCOUNTED PRICING

## AMBASSADOR PROGRAM

JMSM Ambassadors would represent our team in advocating for the conference and recruiting delegates to attend. As a thank you, for every 3 tickets sold by a single ambassador, he/she would receive a complimentary day pass or an upgrade from an All-Access pass to a VIP ticket.

The pricing strategy for the Ambassador Program is as follows:

- For every 3 Day Passes sold, an ambassador will receive reimbursement for the day pass purchased.
- For every 3 All Access passes sold, an ambassador will receive one upgrade to a VIP pass, once the All Access has been purchased.

Please contact one of our Delegates Team representatives if you wish to participate in the ambassador program. Contact information can be found on the last page of this package.

## EARLY BIRD & LOYALTY DISCOUNTS

JMSM Delegates can benefit from Discounted Pricing as follows:

- 10% off total price of your ticket before the October 1st deadline.
- Returning delegations (of 5+ individuals returning from JMSM17) receive a 5% discount.
- Discount for a large delegation is a 5% discount for any increments of 10 delegates, capping off at 15%
- Cap Policy: Discounts can be combined by delegations for a maximum of 17.5%

For more information on these discounts, please contact one of our Delegates Team representatives. Contact information can be found on the last page of this package.

# # EXPERIENCE JMSM



# NETWORKING COCKTAIL & KEYNOTE GALA

## NETWORKING COCKTAIL

For the first time in 2018, JMSM will be opening up the "speed dating" cocktail to all delegates and to public. Attendees will be able to meet 1-on-1 with industry professionals; including but not limited to Presidents, CEOs and HR Representatives.

During this session, delegates will have the opportunity to impress industry executives with their knowledge and expertise, all while developing a professional relationship. Delegates are encouraged to bring along their resumes and business cards in order to further develop their professional network, and potentially get their foot on the door.

\*Access to this cocktail is only included with the VIP Experience Upgrade

## KEYNOTE GALA

On the final night of the conference, Delegates will be treated to a three-course meal, and given the opportunity to hear from one last industry professional.

During this evening, contests, prizes and delegate awards will be announced and given out, as will the winners of the Case Competition. Delegates are encouraged to dress their finest for this event, as photographers will be on hand to cap off the weekend.

\*Access to this Gala is included in the All-Access Pass with and without Hotel ONLY

# EXPERIENCE JMSM





## PRICING TIERS

### ALL-ACCESS with Hotel

- 3 Day Conference Access
- 3 Nights at the Bonaventure Hotel
- 6 Panels
- 3 Workshops
- Keynote Gala

**\$369.99**

### ALL-ACCESS without Hotel

- 3 Day Conference Access
- 6 Panels
- 3 Workshops
- Keynote Gala

**\$229.99**

### VIP Experience Upgrade

- Speed Dating Session
- Priority Seating
- Access to Green Room
- Keynote Breakfast
- Downtime Bonus
- Free JMSM Perks

**\$49.99**

### Thursday Pass

- Thursday Conference Access
- Opening Ceremony
- 1 Panel
- Networking Cocktail

**\$24.99**

### Friday Pass

- Friday Conference Access
- 2 Panels
- 2 Workshops

**\$44.99**

### Saturday Pass

- Saturday Conference Access
- 3 Panels
- 1 Workshop

**\$44.99**

**Case Competition Pass: \$99.99**  
**Networking Cocktail Pass: \$29.99**  
**Keynote Gala Pass: \$60.00**

**# EXPERIENCE JMSM**



## CONTACT INFORMATION

### CHRISTOPHER ARELLA

Vice-President, Delegate Relations

438-274-1666

[chris.arella@jmsm.ca](mailto:chris.arella@jmsm.ca)



1450 rue Guy MB 4.435

Montreal, Quebec

H3H 0A1



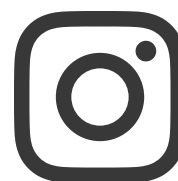
(514) 848-2424 Ext 7382

### WILLIAM BERNASCONI

Director, Delegate Relations

514-430-2702

[william.bernasconi@jmsm.ca](mailto:william.bernasconi@jmsm.ca)



@jmsmcommittee

### RAWFUL AWAL

Director, Delegate Relations

514-578-7394

[rawful.awal@jmsm.ca](mailto:rawful.awal@jmsm.ca)



[www.jmsm.ca](http://www.jmsm.ca)

# EXPERIENCE JMSM

# Pancake Breakfast Budget 2018

## Food

Item	Qty	Unit	Price	Cost
Pancake Mix (Krusteaz)	6	4.53 kg per unit	\$10.00	\$60.00
Blueberries (Kirkland)	5	2 kg per unit	\$11.19	\$55.95
Maple Syrup (Kirkland)	8	1 litre per unit	\$14.99	\$119.92
Chocolate Chips (Kirkland)	1	2 kg per unit	\$14.09	\$14.09
Whipped Cream (Kirkland)	2	2 cans per unit	\$8.99	\$17.98
Unsalted Butter (Natre)	6	454 g per unit	\$4.39	\$26.34
Navel Oranges (Costco)	5	3.63 kg per unit	\$11.19	\$55.95
Bananas (Costco)	10	1.36 kg per unit	\$1.78	\$17.80
Juice Assorted Flavours (Kirkland)	6	40 x 200 ml	\$16.39	\$98.34
Water (Kirkland)	2	40 x 500 ml	\$6.19	\$12.38
Canola Oil Cooking Spray (Kirkland)	1	2 cans per unit	\$7.79	\$7.79
				<b>\$486.54</b>

## Cutlery

Paper Plates (Royal Chinet)	2	150 per unit	\$17.99	\$35.98
Napkins (White Swan)	1	1100 per unit	\$12.89	\$12.89
Plastic Forks (Cafe Express)	1	500 per unit	\$11.99	\$11.99
Plastic Knives (Cafe Express)	1	500 per unit	\$11.99	\$11.99
				<b>\$72.85</b>

## Rentals

Salmons Rentals: 2 grills, 2 big bowls, whisks, and propane	\$405.67
	<b>\$405.67</b>

<b>Total</b>	\$965.06
<b>Tax 12%</b>	\$115.81
<b>Contingency 20%</b>	\$193.01
<b>TOTAL BUDGET</b>	<b>\$1,273.88</b>



## **Surrey Campus Committee Proposal:**

**Name:** Prince Cheema and Simran Sanghera

**Position:** At-large representatives

**Event Name:** Surrey Campus Pancake Breakfast

**Event Type:** Social/Bonding

**Date:** September 4th, 2018

**Time:** 9:00am - 11:00am

**Location:** Surrey Campus Mezzanine and parking lot right outside doors

**Expected attendance/target:** 300 students

**Budget:** attached document

**Which one of the four SFSS pillars does this event align to (Finance, Social, Academic, Health and Well Being)?** Social

### **Description of the event:**

The Surrey Campus pancake breakfast will serve as an opportunity for new students to bond with one another and make new friends, all while they grab a bite to eat.

### **Motion:**

Be it resolved to spend up to \$1,273.88 for the Surrey Campus Committee pancake breakfast event on September 4th, 2018.



# SFSS GRANT PROGRAM PROPOSAL FORM

## 1. PROPONENT INFORMATION

First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Name of SFSS Group: \_\_\_\_\_  
Proposal Title: \_\_\_\_\_

## 2. PROJECT PLAN

Please describe the proposed project/event.

Event/Project location: \_\_\_\_\_  
Event Date: \_\_\_\_\_

Please attach all supporting documents for this application (set up diagram, posters, A/V list etc.)

### 3. MANDATE OF THE SFSS

The SFSS has selected the following 4 Pillars as the foundation for all events and projects that the Society supports. Please choose the ones that apply for your proposed event/project and explain how it will support each Pillar:

- ( ) Social \_\_\_\_\_  
( ) Academic \_\_\_\_\_  
( ) Financial \_\_\_\_\_  
( ) Health and Well-being \_\_\_\_\_

### 4. MANDATE OF THE CLUB / STUDENT UNION / GROUP

What is the mandate of your SU/Club/Group and how does this event/project support it?

### 5. SUCCESS OF PREVIOUS EVENTS/PROJECTS FUNDED BY THE SFSS:

Please attach the Final Report/Event Summary Form for the previous grant application.

### 6. SCOPE OF THE PROJECT/EVENT

Who will participate/benefit from this event/project?

Please break down the numbers into the following categories:

SFU students:

SFU staff/faculty:

Non-SFU students:

Invited speakers/presenters:

General public:

## 7. COLLABORATION

Are you working with any other groups on this event/project? If yes, please list the groups.

If any of these groups are student unions, please attach their meeting minutes confirming their contributions.

## 8. ACCESSIBILITY

All events and projects supported by SFSS must be open to all members of SFSS.

I have read the Accessible event planning checklist ([HERE](#)) and agree to include a note on our advertising materials that accessibility accommodations are available upon request

## 9. BUDGET

### 9.1 EXPENSES (LIST)\*

### 9.2 REVENUE\*

Ticket sales \_\_\_\_\_  
Sponsorship \_\_\_\_\_  
Contributions from the applicants (DSUs, Clubs, etc.) \_\_\_\_\_  
Other: \_\_\_\_\_

### 9.3 GRANT AMOUNT REQUESTED\*

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*Please note that the SFSS requires at least 10 calendar days (excluding submission and event day) to process Grant requests. Please refer to the SFSS granting Program Guidelines for more information.*



P.O. Box 683  
Windsor ON  
N9A 6N4

www.4imprint.ca

Toll Free: 800-300-1336  
Free Fax: 800-300-1379

<b>Main Address</b> SINDHU DHARMARAJAH SFSS MAGGIE BENSTON CENTRE 2250 SIMON FRASER UNIVERSITY 8888 UNIVERSITY DRIVE BURNABY, BC V5A 1S6	<b>Invoice Address</b> Sindhu Dharmarajah SFSS Maggie Benston Centre 2250 Simon Fraser University 8888 University Drive Burnaby BC V5A 1S6 CANADA	<b>Shipping Address</b> Sindhu Dharmarajah SFSS Maggie Benston Centre 2250 Simon Fraser University 8888 University Drive Burnaby, BC V5A 1S6 CANADA Tel: 778-782-6565
<b>Quotation Number:</b> 16425777 <b>Quote Date:</b> August 22, 2018 <b>Quote Valid Until:</b> September 21, 2018 <b>Account No.:</b> 2832525	<b>Questions Call:</b> Monica Brennand <b>Phone:</b> 800-300-1336 Ext. 8242 <b>Fax:</b> 800-300-1379 <b>Email:</b> mbrennand@4imprint.com	

Item	Fruit of the Loom Heavy Cotton T-Shirt - Screen - White		Colors	(T-Shirt, Trim) : See Below	
Qty	Item #	Description	Unit \$	Price \$	Total \$
125	C116841-SS-S-W	Fruit of the Loom Heavy Cotton T-Shirt - Screen - White	5.5600	695.00	695.00
		45 - Small : White, White	0.0000	0.00	0.00
		35 - Medium : White, White	0.0000	0.00	0.00
		15 - Large : White, White	0.0000	0.00	0.00
		15 - Extra Large : White, White	0.0000	0.00	0.00
		15 - Extra Extra Large : White, White	0.0000	0.00	0.00
125	Add'l Color	Add'l Color Run Charge	0.3300	41.25	41.25
1	Set-Up Charge	Reorder Set-Up Charge	0.0000	0.00	0.00
125	Run Charge	1st Color Run Charge	0.0000	0.00	0.00
		Freight		66.45	66.45
				<b>Tax</b>	96.32
					899.02

**Artwork Instructions**

Product Color (Base, Trim): White, White  
Imprint Location: Full Front  
Imprint Colors: Pantone 1805C Red, Pantone 7469 Deep Teal

**Additional Notes:**

Art on file  
Return quote by: 8/22/2018  
Production time: 10  
Estimated ship date: 9/7/2018  
Estimated delivery date: 9/13/2018

Item	Fruit of the Loom Heavy Cotton T-Shirt - Screen - Colours		Colors	(T-Shirt, Trim) : See Below	
Qty	Item #	Description	Unit \$	Price \$	Total \$
375	C116841-SS-S-C	Fruit of the Loom Heavy Cotton T-Shirt - Screen - Colours	5.1000	1,912.50	1,912.50
		125 - Small : Black, Black	0.0000	0.00	0.00
		100 - Medium : Black, Black	0.0000	0.00	0.00
		50 - Large : Black, Black	0.0000	0.00	0.00



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**Questions Call:** Monica Brennand  
**Phone:** 800-300-1336 Ext. 8242  
**Fax:** 800-300-1379  
**Email:** mbrennand@4imprint.com

		50 - Extra Large : Black, Black	0.0000	0.00	0.00
		50 - Extra Extra Large : Black, Black	0.0000	0.00	0.00
750	Add'l Color	Add'l Color Run Charge	0.2800	210.00	210.00
1	Set-Up Charge	Reorder Set-Up Charge	0.0000	0.00	0.00
375	Run Charge	1st Color Run Charge	0.0000	0.00	0.00
		Freight		151.45	151.45
				<b>Tax</b>	272.88

2,546.83

#### **Artwork Instructions**

Product Color (Base, Trim): Black,Black  
Imprint Location: Full Front  
Imprint Colors: Pantone 1805C Red, White, Pantone 7469 Deep Teal

#### **Additional Notes:**

Art on file  
Return quote by: 8/22/2018  
Production time: 10  
Estimated ship date: 9/7/2018  
Estimated delivery date: 9/13/2018

**Grand Total** 3,445.85

#### **METHOD OF PAYMENT**

- ☐ We would like to establish an open account and are rated with Dun & Bradstreet. (Please list D&B number if possible \_\_\_\_\_)
- ☐ We would like to establish an open account. Please find our enclosed credit application.
- ☐ MasterCard ☐ American Express ☐ Visa ☐ Discover

☐ Sending a check in the amount of \$\_\_\_\_\_ payable to 4imprint.

#### **\*\*\*REMIT TO ADDRESS:\*\*\***

4imprint, Inc  
PO Box 3548  
Station A  
Toronto, ON M5W 3G4

**\*\*\*IMPORTANT\*\*\*** To place your order please let your customer service representative know you would like to proceed along with providing any artwork or changes to the quote that are needed. If paying by credit card please contact your customer service representative with your credit card details.

Please visit our website - [www.4imprint.ca](http://www.4imprint.ca)

**Shipment Details**





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Free Fax: 800-300-1379

**Quotation Number:** 16425777  
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**Email:** [mbrennand@4imprint.com](mailto:mbrennand@4imprint.com)

Shipment to	Qty	Item #	Estimated Ship Date	Carrier, service	Estimated Delivery Date	Freight
Address as above.	125	C116841-SS-S-W		SHIP BEST METHOD GROUND CANADA ONLY	Sep 13 2018	66.45
	375	C116841-SS-S-C		SHIP BEST METHOD GROUND CANADA ONLY	Sep 13 2018	151.45

From: Amy Flores <[AmyFlores@vtigroup.com](mailto:AmyFlores@vtigroup.com)>  
Date: 21 August 2018 at 13:34  
Subject: SFU (Anwar) ..... Quotation.  
To: [msc.events@sfss.ca](mailto:msc.events@sfss.ca)

August 21, 2018

Anwar  
SFU  
**VIA EMAIL: [msc.events@sfss.ca](mailto:msc.events@sfss.ca)**

**RE: September 14, 2018 Concert**  
**QUOTATION FOR SERVICES**

Dear Anwar,  
I would like to thank you for your inquiry regarding a quotation for charter coach services. The following cost are based on the information received and are valid for 30 days after receipt. **Coaches are subject to availability upon booking.**

**One Deluxe H345 (56Pax) Highway Coach**

Sept 14: Depart SFU Burnaby to UBC & return for second wave.

Sept 14: Depart UBC for SFU Burnaby & return for second wave.

~ **TOTAL TRANSPORTATION COST \$1,276.00** ~

One coach return \$1,276.00 X 4 coaches = \$5'104.00

- or -

**One Deluxe H345 (56Pax) Highway Coach**

Sept 14: One way transfer from SFU Burnaby to UBC.

Sept 14: One way transfer from UBC to SFU Burnaby.

~ **TOTAL TRANSPORTATION COST \$957.00** ~

One coach return \$957.00 X 7 coaches = \$6'699.00

- or -

**One Deluxe H345 (56Pax) Highway Coach**

Sept 14: One way transfer from SFU Burnaby to UBC.

~ **TOTAL TRANSPORTATION COST \$478.50** ~

**All prices are subject to 5% GST.**

***We reserve the right to upgrade/substitute with equivalent equipment when necessary.***

We are providing this price as a guideline only. Excess use could result in additional charges.

I trust this information meets with your satisfaction. As this can be a busy time of year for us, coaches are at a premium, I may need to check availability before confirming a booking. Should you require any additional information, or have any questions, please do not hesitate to contact me.

Thank you & have a great day.

**Kind Regards**

Amy Flores

**8730 River Road, Delta BC V4G 1B5**

P 604.940.1707. ext. 271

F 604.940.2955

E [amy@cbl.ca](mailto:amy@cbl.ca)

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<b>FREQUENCY PRODUCTIONS</b> <b>ANTHONY LEE AND JEFFREY LEUNG</b>					
<h1>Global Talent Night</h1>					
September 28, 2018					
<h2>Audio &amp; Light Equipment/Operations Quote</h2>					
Total Expected Cost: \$1222.48					
<a href="#">Rentals from Long and McQuade</a> Service provided by 2 technicians					
<b>Service Fees</b>					
\$460					
Item	Technicians	Time (hours)	Price per hour per tech	Subtotal	Notes
BASICS (Subtotal: \$360)					
Equipment rental and transport	2	5	Free	\$0	
Setup and rehearsal	2	5	\$20	\$200	
Technical operation during show	2	3	\$20	\$120	
Takedown	2	1	\$20	\$40	
ADDITIONAL (Subtotal: \$100)					
Lighting equipment operation	2 (additional)	N/A (Flat rate)	\$100	\$100	
Fog equipment operation	1 (additional)	N/A (Flat rate)	\$50	\$0	Not allowed in venue
<b>Equipment Rentals</b>					
\$762.48					
Item	Model	Price per Day	Quantity	Subtotal	Notes
SOUND EQUIPMENT (Subtotal: \$247)					
Speakers	<a href="#">Yorkville PS12P</a>	\$14	2	\$28	
Speaker stands	<a href="#">Yorkville SKS-09R</a>	\$2	2	\$4	
Subwoofer	<a href="#">Yorkville PS15S</a>	\$17	1	\$17	
Stage Monitors	<a href="#">Yorkville E12</a>	\$9	2	\$18	
Mixer	<a href="#">Allen &amp; Heath W4.1602</a>	\$25	1	\$25	
DI boxes	<a href="#">ART Pro Audio Dual Active Direct Box</a>	\$2	1	\$2	
	<a href="#">ART Pro Audio Dual Passive Direct Box</a>	\$2	1	\$2	
DJ console	<a href="#">Pioneer DDJ-SX2</a>	\$38	1	\$38	
Microphones (vocal)	<a href="#">Shure SM58-LC</a>	\$4	2	\$8	
Microphones (instrumental)	<a href="#">Shure SM57-LC</a>	\$4	2	\$8	
Microphones (wireless)	<a href="#">Line 6 XD-V55</a>	\$12	1	\$12	
Microphones (wireless hands-free)	<a href="#">Line 6 XD-35L</a>	\$10	2	\$20	For performers using instruments and MC
Microphone stands	<a href="#">Yorkville MS-206R</a>	\$2	5	\$10	
Microphone cables	<a href="#">Yorkville XLR and AC Cables (25 foot)</a>	\$2	5	\$10	
	<a href="#">Yorkville XLR and AC Cables (50 foot)</a>	\$2	5	\$10	
Snake cable	<a href="#">Yorkville SN-244X</a>	\$14	1	\$14	
Other cables	<a href="#">Yorkville A206MPY (6')</a>	\$1	3	\$3	Auxiliary TRS-M to 2x1/4"-M cable
Extension cord	Woods 3-outlet extension cord (10m)	\$1	10	\$10	
Power strip	<a href="#">ART PDS8U Power Distribution System</a>	\$2	4	\$8	
LIGHTING EQUIPMENT (Subtotal: \$73)					
Lighting controller	<a href="#">Yorkville LP-C12</a>	\$6	1	\$6	
LED light strips	<a href="#">Yorkville LP-LED4X</a>	\$19	2	\$38	
LED light strip stands	<a href="#">Yorkville SKS-21B</a>	\$2	2	\$4	
Spotlight	<a href="#">Microh LED Arena 150 Follow Spot</a>	\$25	1	\$25	
FOG EQUIPMENT (Subtotal: \$0)					
Fog machine	<a href="#">American DJ Haze Generator Remote Z-H</a>	\$6	0	\$0	Not allowed in venue
MISCELLANEOUS (Subtotal: \$442.48)					
Rental protection	N/A	\$4	1	\$4	
Walkie-talkies	Being researched	\$20	4	\$80	Technicians, stage manager, spotlight volunteer
U-Haul Rental	<a href="#">9' cargo van</a>	2 days	N/A	\$100	Transport of equipment (recommendation)
Equipment Reservation Fee	N/A	30%	N/A	\$97.20	
Tax	N/A	12%	N/A	\$60.48	
Contingency	N/A	20%	N/A	\$100.80	
INCLUDED (No charge)					
Microphone cables	<a href="#">Yorkville MC-5N</a>				
	<a href="#">Yorkville MC-25N</a>				
	<a href="#">Yorkville MC-50N</a>				
Instrument cables	<a href="#">Yorkville PC-1Q</a>				
	<a href="#">Yorkville PC-15</a>				
	<a href="#">Yorkville PC-2Q</a>				
	<a href="#">Yorkville PC-6XPM5 Balanced XLR-M to TRS cable</a>				
Power cords	<a href="#">Yorkville A108PC3 (8')</a>				
	<a href="#">Yorkville A125PC3 (25')</a>				