

## 1. CALL TO ORDER

Call to Order – 9:30 AM

## 2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

## 3. ROLL CALL OF ATTENDANCE

### 3.1 Committee Composition

VP Student Life ( <i>Chair</i> ) .....	Alam Khehra
At-Large Representative .....	Jaskarn Randhawa
Board of Directors Representative .....	Jackson Freedman
Board of Directors Representative .....	Gini Kuo
Board of Directors Representative .....	Aarushi Sharma
Student At-Large .....	Larissa Chen
Student At-Large .....	Simran Sanghera
Student At-Large .....	Reza Mardan
Student At-Large .....	Noelle Chan
Student At-Large .....	Carol Li
Student At-Large .....	Rajan Hans

### 3.2 Society Staff

Administrative Assistant .....	Zoya Nari
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### 3.3 Guests

Student .....	Mark Gustov
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### 3.4 Regrets

Student At-Large .....	Larissa Chen
Student At-Large .....	Simran Sanghera
Student At-Large .....	Rajan Hans

## 4. RATIFICATION OF REGRETS

### 4.1 MOTION EVENTS 2017-10-18:01

**Gini/Aarushi**

*Be it resolved to ratify regrets from Rajan Hans (illness), Simran Sanghera (academic), and Larissa Chen.*

**CARRIED**

*\*Carol Li arrived at 9:34 AM\**

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION EVENTS 2017-10-18:02

**Jackson/Gini**

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

- To move Discussion item 8.1 to New Business 7.1: Club and Student Union Social
- To move Discussion item 8.3 to New Business 7.2: Angel Tree Project

**CARRIED AS AMENDED**

## 6. MATTERS ARISING FROM THE MINUTES

### 6.1 MOTION EVENTS 2017-10-18:03

**Jackson/Gini**

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

- Events Committee 2017-10-11.pdf

**CARRIED**

## 7. NEW BUSINESS

### 7.1 Club and Student Union Social – MOTION EVENTS 2017-10-18:04

**Gini/Jackson**

*Be it resolved to approve up to \$1100.00 from line item 817/20 for the 2017 Club and Student Union Social.*

- Refer to attachment
- Tables and booklets will be provided at the event to provide members with further information
- Food and beverages will be provided
- Suggestion: to possibly take the event to Club Ilia and have them extend their happy hour for the event

**CARRIED**

### 7.2 Angel Tree Project – MOTION EVENTS 2017-10-18:05

**Gini/Jackson**

*Be it resolved to approve up to \$500.00 from line item 817/20 for the 2017 Angel Tree Project.*

- Refer to attachment
- Note: a traditional event that occurs on a yearly basis where collected funds is sent to a charity
- Note: approving a lesser amount this year as the equipment and supplies can be re-used
- December 18<sup>th</sup>, 2017 is when online monetary funds, possibly through GoFund me, will no longer be collected
- A video challenge will be created for this event using a script provided by the previous year

**CARRIED**

## 8. DISCUSSION ITEMS

### 8.1 November Carnival

- Refer to attachment
- Purpose: an exam relief and self-care event where members will be given tips on different self-care options
- Suggestion:
  - To have puppy and kitty therapy

- To possibly provide cotton candy and games in the AQ, as it may be too cold in Convocation Mall, to lead members towards the different activities or while they wait for the puppy/kitty therapy
- Note: to further research options about the food safety concern near the animals

*\*Jaskarn Randhawa arrived at 9:53 AM\**

- Suggestion:
  - to possibly have a board where individuals can write down what they are stressed out about
  - To possibly reach out and collaborate with mental health clubs
  - To possibly work with the Advocacy Committee as they are currently working on mental health options
- Proposal to be brought back at the next meeting

## 8.2 December Carnival

- Note: will no longer be having a December carnival as there are multiple events already occurring in November
- Dodgeball Tournament:
  - Suggestions:
    - To possibly occur in mid-November, in the evening when most classes are finished
    - To possibly incorporate SFSS pinnies for participants or teams can create their team designs and pinnies
    - \$5 fee for the event, which will be put in a pool towards the final prize

## 8.3 Trivia Nights

- Refer to attachment
- 3 back to back trivia nights on a weekly basis in November (Trivia month)
- Suggestions:
  - To look in to other locations with similar accommodations as the Pub but for all ages
  - To possibly provide giveaways to attendees
  - Prizes to possibly be gift card visas for participants to use appropriately
- Note: to provide more specific logistics on the event before bringing it back to the committee for approval

### MOTION EVENTS 2017-10-18:06

**Reza/Gini**

*Be it resolved to appoint Jackson Freedman to Chair the remainder of the Events Committee Meeting.*

**CARRIED**

## 8.4 All Ages Party

- Refer to the attachment

- Event to be similar to the Fall KickOff but on a smaller scale as a possible social event for students
- Focus will be on first and second year resident students as they tend to miss out on many events, but the event will be open to all students
- Suggestions:
  - Consent Matters at the end of the day, hosted by the Advocacy Committee
  - To possibly host similar events on a regular basis
  - To possibly collaborate with similar SFU groups who provide these types of events
- Promotions:
  - Hand-outs, posters
  - First and second years to promote the events by word of mouth
    - To possibly provide an incentive for those individuals
- Note:
  - No working committee has been created, but a club may be created to provide on-going events throughout the year

## 9. UPDATES

### 9.1 Halloween Pub Night

- Postponed to the next meeting

### 9.2 SAAC Pre-Game Social

- An update will be sent to the committee after the meeting occurs

## 10. ATTACHMENTS

- angel tree proposal.pdf
- SFSS All Ages Event Proposal.pdf
- Club%2F SU Social Event Proposal
- Exam Relief Event Proposal
- SFSS Dodgeball Tournament – Events Committee – Rough Proposal
- Trivia Night Proposal

## 11. ADJOURNMENT

**MOTION EVENTS 2017-10-18:07**

**Gini/Jaskarn**

*Be it resolved to adjourn the meeting at 10:37 AM.*

**CARRIED**

# **EVENTS COMMITTEE**

## **ANGEL TREE PROJECT: HOLIDAY FUNDRAISER 2017**

### **OVERVIEW:**

The 2017 SFSS Holiday Fundraiser is a fundraising initiative for Variety for VARIETY- The Children's charity BC which supports and funds children with special needs. They have partnered with many businesses and donors to fundraise for families and children across the province. We aim to engage the SFU community in this project to provide opportunities for goodwill, charitable efforts and volunteering. We are going to be collaborating with the an SFSS club called Variety for Tomorrow who works to fundraise on behalf of the charity we will be donating to.

### **STAKEHOLDERS**

Simon Fraser Student Society (SFSS)  
SFSS Membership (all SFU undergraduates)  
Simon Fraser University (SFU) Faculty & Administration Members  
SFU Variety for Tomorrow Club  
SFSS Health Science Undergraduate Student Union (HSUSU)  
Other SFSS student union groups & clubs

### **LOGISTICS**

- Both in-kind and monetary donations will be received, in person & online. The option of online financial contributions will be explored and potentially administered through the GoFundMe website.
- Christmas trees are placed around all SFU campuses, decorated with paper ornaments listing the request donation materials.
- The ornaments will highlight 3 types of requested donations, based on the need of the recipients:
  - Ornament 1: Little Boys Gift box
  - Ornament 2: Little Girls Gift box
  - Ornament 3: Gift cards
- Promotions will take place in-person on all three SFU campuses, as well as through social media.
- Physical presence of trees & ornaments will be at the respective locations:
  - Surrey (SFSS Surrey Office or SFU Security table by the Mezzanine)
  - Burnaby (SFSS General Office, SFU Student Central)
- Physical donations can be dropped off between November 13 to December 1<sup>st</sup> at the following locations:
  - SFSS Burnaby General Office
  - SFSS Surrey Office

### **PROMOTION**

Communications:

- Social Media posts
  - SFSS website, Instagram, Facebook Page (made for this event)
- VIDEO CHALLENGE (SCRIPT WRITTEN UP)
- Posters and signage in the following locations
  - All three SFU campuses (SFU offices and billboards)
- FLYERS FOR UNIVERCITY AREA

## **CONTACTS**

**Variety the Children's Charity**

<http://www.variety.bc.ca/>

**Variety for tomorrow (SFSS club)**

[variety@sfu.ca](mailto:variety@sfu.ca)

## **TIMELINE**

October 19<sup>th</sup> approve Angel Tree Proposal

November 6<sup>th</sup> Print promotional material/organize online components e.g. Facebook page, GoFundMe

November 9<sup>th</sup> Set up trees and ornaments at designated spots, also put up posters

November 13<sup>th</sup> Launch event

December 1<sup>st</sup> Final Day of donation drop off

December 18<sup>th</sup> Make presents using some of the monetary donations and possibly meet with the charity, so that we can have an opportunity to meet the children or their families

## **DONATIONS**

Gift cards

Children gifts

Children care boxes (toys, books, hygiene, school supplies)

## **BUDGET**

<b>item</b>	<b>cost</b>
Marketing and promotions	\$100
Decorations	\$200
Miscellaneous	\$200
<b><u>TOTAL</u></b>	<b><u>\$500</u></b>

## **Club/ SU Social Event Proposal**

**Date & Time:** Tuesday November 7, 6pm-8pm

**Location:** MBC Food Court/ MBC Conference Room/ James Douglas

### **Overview:**

This is a night of gathering for clubs and student union executives. This event will provide the club/ SU executives an opportunity to converse with each other as well as with the board members. During the event, they will be able to share their experience, ask each others for advice, and potentially talk about collaborating in the future.

There will be eight tables set up in round-table style to facilitate discussions on specific topics. Some topics include Upcoming Winter Events, Upcoming Spring Events, SFSS Budget Consultation (specific to grants), SFSS Board of Directors Meet & Greet, Membership Challenges, Fundraiser Brainstorm, etc. Some tables will be staffed with board members or staff and others will consist of only club/SU executives. We have the option of facilitating timed rotations or allow the execs to freely enter and exit table discussion.

We also have the option to run some ice breakers at the beginning depending on the atmosphere of the room. Another option to engage table discussion is to set the food in the middle of each table instead of all off to the side.

In addition, we will have a board-size calendar where FSU/DSU/Club executives can write their upcoming events on a sticky note and add to the board. After the event, we will be constructing an events calendar for the upcoming year.

### **Goals and Objectives:**

- Engage the clubs/SU executives and allow them to give the board members their feedback face-to-face
- Allow clubs/SU executives to get to know each other for the purpose of:
  - Communicating valuable lessons
  - Establish potential partnership between clubs/SUs
- Allow the clubs/SUs to gain insights into other organizations on campus and the upcoming events

### **Stakeholders:**

- SFSS Clubs and Student Unions
- SFSS Board of Directors
- SFSS events/member services staff

### **Targeted Audience:**

- Club and SU executives
- SFSS Board Members

**Metrics/Measurables:**

- Amount of attendees at the event
- Feedback form post event

**Marketing:**

- Personal email to club presidents/execs
  - An email invitation will be emailed to the FSU/DSU/Club (FDC) President or main point of contact. Each FDC will be allowed to send 2 representatives. These invitations will be created by the SFSS Communications Department and sent out through the Student Union Office.
  - The content of these invitations includes a greeting, activities summary, importance of attending, logistics (dates/time), question for the FDC's major event this semester and an Eventbrite link/ google form RSVP, which is essential for tracking attendance. Since the events are taking place during Club Days, Board Members are welcomed to walk around and directly invite them to these events
  - There will be another invitation style graphics sent to all confirmed attendees a week prior to the event.
- Ask all FARM reps to contact respective SUs
- Photos will be taken throughout
- Larissa will reach out to Club Ilia to determine the potential for extending the happy hour for the group social afterwards

**Attendees:**

- 50-75 people

**Budget:**

- Recommended budget: \$1100
  - This budget will cover food & beverage cost and gifts for participants.



## **Exam Relief Event Proposal**

**Date & Time:** Wednesday November 29

**Location:** James Douglas + AQ Hallway + Saywell Atrium

### **Overview:**

- Event summary: This will be a mini carnival around the theme of de-stress/care/kindness. The event will start with the puppies in the James Douglas study space, continued by a popcorn/ cotton candy station at the stairs below images theatre to direct the crowd upstairs, then tables set up for stations along the hallway in front of the images theatre all the way to the Saywell atrium where the kittens will be. All activities will be free to participate.
- Theme: Kindness/ Care/ Winter Holiday Celebration
- Stations:
  - Puppy therapy (James Douglas)
    - \$700 donation to St. Johns (from previous years)
  - Kitten therapy (Saywell Atrium)
  - Free hugs station
  - Punching bag
  - Whack-a-mole
  - Cotton candy
  - Popcorn
  - Tea/ hot chocolate
  - Photo station
  - Human Size Jenga
  - Kind message station
  - Women Centre
  - Out on Campus
  - Electronic High Striker

### **Goals and Objectives:**

- 300 people (students getting in/out of class)
- Stress relief/ spread love and kindness

### **Stakeholders:**

- SFU Facilities
- SFU students
- SFSS Board Members
- SFSS Events Committee

**Targeted Audience:**

- SFU students on Burnaby campus

**Metrics/Measurables:**

- RSVP on facebook event
- Attendance at the event

**Marketing:**

- Facebook event + boost

**Tentative Budget: \$4518-\$5019**

Item	Cost	Notes
Facilities	\$2000	Table set-up and take down
Puppies	700	Donation to St. Johns according to records from previous
Kittens	700	
Cotton Candy	150	\$75 for the machine rental and \$75 for material (400 servings)
Free Hugs Station	20	Stationary to make free hugs signs
Punching Bag		
Whack-a-mole		
Popcorn	100	SFSS has a popcorn machine. The \$100 will be used for the popcorn and paper bags for distribution.
Tea/ Hot Cocoa	\$600 / \$200	\$600 if we go with SFU catering. Will serve around 300 cups. \$200 if we can make our own hot chocolate by mixing powder from walmart with hot water. #SALT
Photo Station	\$100	For stationery supplies to make the photo station
Human size Jenga	\$49 / \$150	\$49 for rental and ~\$150 with we purchase it. If we purchase it we can use for future events too.

Kind message station	\$100	For Stationary supplies
Electronic High Striker	\$399	Rental

### **All Ages Party Event Proposal**

**Date & Time:** November 24th 2017, 9:00pm-1:00am (Open to different dates) (Post exam)

**Overview:**

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

**Goals and Objectives:**

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

**Stakeholders:**

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

**Targeted Audience:**

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

**Metrics/Measurables:**

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

**Marketing:**

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

**Production:**

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

**Ticket Sales:**

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

**General:**

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

## **SFSS Dodgeball Tournament – Events Committee – Rough Proposal**

### **Overview**

This event is intended to be an opportunity for the SFSS membership to engage in some healthy active competition with one another and take some stress of around the midterm season. The event will be a tournament-style dodgeball series taking place on SFU Burnaby campus. Students will be able to register as individuals and as teams. The opportunity will be extended to student athletes to make teams within their athletic community, i.e. “basketball dodgeball team”. The event will be themed around the popular Hollywood movie, *Dodgeball*.

### **Stakeholders**

- SFSS Membership
- SFU Recreation and Athletics
- SAAC
- RHA
- SFU Res Life
  - o Talk to CA’s??
- SFSS Clubs and DSU’s who might be interested (will be invited to make teams)
- SFU Facilities

### **Logistics**

- The event will take place in one of the gymnasiums in the Lorne Davies complex.
- The projected date is Mid November.
- Additional files pertaining to rules and regulations of the tournament will be distributed prior to the event.

### **Expectations and Metrics**

- This event is going to be marketed and delivered similarly to the SFSS football tournament held last year, and as such, expectations for turnout will be similar. The goal will be to recruit about 100 players, or ten full teams.
- Metrics will be evaluated based on registered teams and participation in the tournament. FB statistics will also be considered.

### **Marketing/Promotions**

- SFSS Newsletter
- Facebook Event Page with Boosts
- Facebook Promo Video
- Instagram Promotions
- Posters/Print Media around campus

### **Volunteer Contribution**

This event will require a small number of volunteers to run the tournament and referee games. These volunteers will be pulled from the board of directors and/or the events committee.

### **Cost of Participation**

In order to participate in the event, we are considering a charge of 2\$ per player, in order to be put into a pot for prize money. The SFSS would potentially match the amount of money raised to put in the prizes pot.

### **Prizes**

- Teams and individuals will be eligible for a specific set of prizes;
- Prizes will be awarded for fitness with theme and skill in dodgeball
  - o Prepaid Visa gift-cards to reward teams;
    - (1) \$150
    - (2) \$100
    - (3) \$50
  - o 300 for prizes on separate line/motion

### **Projected Budget**

SFU Facilities/Rec – Booking the Gym (~300)

Marketing/Promo – Posters/Print Media/FB Boosts (~200)

Equipment – 200

Prizes – 300

Food? – 200

- Nesters? Gatorade? Potential Partnerships

Contingency – 100

### **Additional Notes**

**\*\* I would love to see an SFSS Board of Directors team!!**

**Cassandra – CC Anwar**

**Questions Unanswered – Refereeship?**

## **Trivia Nights Proposal**

**Date & Time:** TBD, mid-November?

### **Overview:**

- Idea is to have 3 trivia nights back to back to back. Each would have a different theme and be held at the same location. This event should continue to build on the precedent set by the Fall Kickoff of building and maintaining an active social life on campus. All aspects other than the bar staff will be handled by the SFSS.

### **Goals and Objectives:**

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

### **Stakeholders:**

- The SFSS membership (19+)
- Some off-campus attendees (19+)
- SFU Dining Services and/or external bartending company
- SFU Meeting, Events, and Conference Services
- SFU Safety & Risk Services
- SFU Ancillary Services
- External?

### **Targeted Audience:**

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

### **Metrics/Measurables:**

- Amount of tickets sold

### **Marketing:**

- Marketing will be completed by our SFSS communications office. We will be having constant social media presence on both channels (IG and FB), putting up posters around campus, and distributing handbills. We will also have prizes for the winning teams.
- We can walk around the hallways giving out free candies/snacks with handbills for the event

### **Production:**



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

#### **Ticket Sales:**

- Each event ticket sales will be \$5. Students have the option of buying a "All Access" pass which will grant them access to all 3 trivia nights (\$10)
- Tickets will be sold through the Club and Student Union Center, few Board members, and online via Showpass.

#### **Proposed Themes:**

- Rick and Morty
- Game of Thrones
- The Office
- Harry Potter
- Greys Anatomy
- Netflix Original (Stranger things, Riverdale, House of Cards, etc)

#### **Budget:**

##### **Expenses**

Decorations	\$600
Prizes	\$500
Security	\$1200
Promo	\$250

##### **Revenue**

One event ticket (\$5)	250	\$1250
All Access (\$10)	50	\$500

##### **Net**

Expenses	\$2,550
Revenue	\$1,750
Net	-\$800