

1. CALL TO ORDER

Call to Order – 9:31 AM

2. TERRITORIAL ACKNOWLEDGMENT

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

3. ROLL CALL OF ATTENDANCE

3.1 Committee Composition

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

3.2 Society Staff

Administrative Assistant	Zoya Nari
Events Coordinator	Anwar Flores

3.3 Guests

Student	Cody Leung
Student	Mark Gustov

4. REGRETS OF RATIFICATIONS

4.1 MOTION EVENTS 2017-11-01:01

Jackson/Gini

Be it resolved to ratify regrets from Aarushi Sharma.

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION EVENTS 2017-11-01:02

Jackson/Gini

Be it resolved to adopt the agenda as amended.

- To add under New Business: 7.2 November Carnival
- To add under Discussion: 8.3 Dodgeball Tournament

CARRIED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION EVENTS 2017-11-01:03

Gini/Jackson

Be it resolved to receive and file the following minutes:

- Events Committee 2017-10-18.pdf

CARRIED

7. NEW BUSINESS

7.1 Christmas Event – MOTION EVENTS 2017-11-01:04

Jackson/Gini

Be it resolved to approve up to \$2,180 from line item 817/20 for the Christmas Santa + Pancake day.

CARRIED

- Will be handing out treats and hot beverages
- Suggestions:
 - Possibly host a pancake breakfast in the convocation mall and hire a professional Santa Claus

Rajan Hans arrived at 9:36 AM

7.2 November Carnival – MOTION EVENTS 2017-11-01:05

Simran/Gini

Be it resolved to approve up to \$5,243 from line item 816/20 for the November Carnival that's taking place on November 23 and 24, 2017.

CARRIED

- To possibly be held in the Academic Quadrangle with multiple small workshops on self-care
 - Will have a stress relief theme
- Note:
 - Facilities will consist of the majority of the expenses
 - A tabling map will be created for SFU facilities prior to the event for a more accurate estimate

Noelle Chan arrived at 9:40 AM

8. DISCUSSION ITEMS

8.1 Trivia Nights

- Possibly to commence next week at the Pub or the Diamond Alumni Centre, if the pub is not ready before the event
- Suggestions for Trivia themes:
 - Rick & Morty
 - Star Wars

Larissa Chen arrived at 9:45 AM

- To possibly post a poll on the social media platforms requesting for trivia options
- To possibly host a pub night once a month before the end of 2017
 - To possibly coordinate with student groups who wish to host their own pub nights

8.2 November Pub Night

- Will be based on specific pop artists
- Proposal to be prepared for the next meeting

8.3 Dodgeball Tournament

- Note:
 - The gymnasium is booked until the end of December
- Suggestions:
 - To possibly move it to the next semester as a large-scale event and instead have a small-scale event for December

Hangu Kim arrived at 9:56 AM

9. UPDATES

9.1 Angel Tree Project

- Refer to attachment
 - Project has been amended to collect contributions for the SFSS food bank with remaining funds being donated to the external group
- Suggestions:
 - To have interactive activities for donations instead of members providing monetary donations
- Concern:
 - GoFundMe takes a percent out of all donations which could be used to create multiple hampers

9.2 Club Social

- Student Union executives have been removed from the list as another event will be hosted for them
- Social media reminders will be sent out to remind members of the event

9.3 All Ages Event

- Concern:
 - May not be feasible for this semester due to the time constraint
 - Must be aware of the capacity
- Suggestion:
 - To possibly host the event in the beginning of the Spring semester at Club Ilia for all ages if the Pub is not feasible

9.4 Halloween Pub Night

- Event was a success as members enjoyed the Halloween set-up
- Coat Check fees will be donated to the SFSS Food Bank
- Suggestion:
 - To possibly have door tickets available for future pub night events

Anwar Flores arrived at 10:12 AM

- Prizes for costumes were handed out to individuals at the time of the event

10. ATTACHMENTS

- angel tree proposal foodbank.pdf
- Holidays event proposal.pdf
- November Carnival.pdf

11. ADJOURNMENT

MOTION EVENTS 2017-11-01:06

Gini/Larissa

Be it resolved to adjourn the meeting at 10:20 AM.

CARRIED

EVENTS COMMITTEE
ANGEL TREE PROJECT: HOLIDAY FUNDRAISER 2017
SFSS FOOD BANK FUNDRAISER

OVERVIEW:

The 2017 SFSS Holiday Fundraiser is an initiative geared towards the Food Bank by the SFSS in supporting the student membership in need. We will be raising monetary funds for this food bank program and will have some optional questions on the Food Bank survey to narrow down which Food Bank users would like a Holiday Hamper. This way the student membership can directly impact the students in need at SFU either by buying gifts for the hamper or through the GoFundMe page with monetary donations. We aim to engage the SFU community in this project to provide opportunities for goodwill, charitable efforts and volunteering.

STAKEHOLDERS

Simon Fraser Student Society (SFSS)
SFSS Membership (all SFU undergraduates)
Simon Fraser University (SFU) Faculty & Administration Members
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 (they take a cut of donations; do we have any SFU contacts/connections that allow us to collect donations without a fee).
- We will be disseminating Angel Tree Holiday Hamper questions on the Food Bank Survey as a way to assess/essentially figure out who will be receiving these hampers
- Each Hamper is estimated to cost around \$50-80 and our cut off will be 20 hampers maximum
- 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 recipient's:

The donations can be of one of the three categories but is not limited to these items:

- Ornament 1: Hygiene Products (pads, deodorant, body wash, shampoo)
- Ornament 2: School supplies (notebooks, pens, binders, water bottle)
- Ornament 3: non-perishable (proteins bars, can foods, noodles)
- 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)
- Bus Loop in Saywell Hall near HSUSU office
- Physical donations can be dropped off between November 13 to December 15th' at the following locations:
 - SFSS Burnaby General Office
 - SFSS Surrey Office
 - HSUSU 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 UNIVERSITY AREA

Additional Questions on Survey:

We would like to add a written section on the Survey: The purpose of this section would be to get a more personal response from the people who are doing the survey to help us pick the best candidates to receive a Hamper.

Question 1: Are you interested in receiving a Holiday Hamper? (this hamper is a care package provided by the Angel Tree Project it has non-perishable food items, hygiene products and school supplies)

Yes/No

Question 2: Is this your first time using the Food Bank Program?

Yes/No, if No then “Describe your experience with the Food Bank Program and how it has benefited you” (note: this question will establish the surveyor’s insight on the program which also allows us to estimate their amount of time they have used the system so we can consider how much would they are in need.)

Question 3: Please state your house address and email address. (note: If you qualify for the Holiday Hamper, the SFSS members will be delivering the hamper to your address. Or please indicate if you would like to pick the hamper up from the General Office in Burnaby. Once we have made the hampers we will be emailing to notify you)

TIMELINE

November 6th Print promotional material/organize online components (e.g. Facebook page, GoFundMe, additional questions on)

November 10th Set up trees and ornaments at designated spots, also put up posters

November 13th Launch event/Launch of Survey

December 15th Final Day of donation drop off

December 15th Final Day of Applications (have a hamper cut off on the survey)

December 16th Buy supplies and assemble the hampers and

December 17th Drop off Hampers, possibly drive to the students/families in need, this is a way to show membership involvement and the shows Christmas spirit

BUDGET

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

Christmas Event Proposal

Date & Time: December 1st (before Finals)

Overview:

- The plan is to have a holiday event on campus where students can take pictures with a professional mall-like Santa, enjoy some candy canes, hot chocolate, and pancakes. The event would also be destressing to students who are going to write exams the week after. In addition, this event will bring around some holiday spirit and connectiveness to our campus. The SFSS will hire a Santa, photographer, create a backdrop and decorations for pictures, and arrange candy canes, hot chocolate to be distributed while also incorporating a pancake breakfast.

Goals and Objectives:

- To host a holiday related event that appeals to most undergraduates
- To continue to foster the sense of community within our SFU undergraduates

Stakeholders:

- The SFSS membership
- SFU Meeting, Events, and Conference Services
- SFU Safety & Risk Services
- SFU Ancillary Services
- Externally hired resources

Targeted Audience:

- SFSS members (all ages)
- Other attendees

Metrics/Measurables:

- Amount of resources bought and distributed amongst students
- Hiring fees

Marketing:

- Marketing will be completed by our SFSS communications office. We will carry a social media presence on both channels (IG and FB), and put up posters around campus.
- We can walk around giving out candy canes for the event to generate attraction



JAS RANDHAWA

AT-LARGE REPRESENTATIVE
BOARD OF DIRECTORS

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Production:

- We will mainly be focusing on creating an appealing background with decorations that students would enjoy taking pictures with and posting throughout their social media accounts with hashtags.

Budget:

Expenses

Decorations	\$100
Santa	\$350
Backdrop	\$50
Promo	\$10
Candy Canes (16x60)	\$120
Pancake breakfast	\$1500
Hot Chocolate	\$50

Net

Expenses	\$2180
Net	-\$2180

Exam Relief Event Proposal

Date & Time: Thursday & Friday, Nov 23 and 24

Location: James Douglas + AQ Hallway + Saywell Atrium

Overview:

- Event summary: This will be a mini carnival around the theme of “fun and relaxation”. We have chosen this theme because the carnival is taking place near exam and project due time. The event will start with the kittens 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 (Saywell)
 - Kitten therapy (James Douglas)
 - Free hugs station
 - Punching bag
 - Whack-a-mole
 - Cotton candy (cotton candy maker)
 - Popcorn
 - Tea/ hot chocolate
 - Photo station
 - Human Size Jenga
 - Kind message station
 - Women Centre
 - *What Does Self Care Mean to You?* Station
 - Out on Campus
 - Health and counselling
 - Advocacy committee
 - Mental health clubs
 - Chocolate/ candy station (floating around)

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

Budget:

Item	Cost	Notes	Progress	# of Volunteers
Facilities	\$2000	Table set-up and take down	Will book after budget is passed	0
Puppies	0	SFU Health and Counselling	Setting up meeting	0
Kittens	700		Reached out to vokra (Vancouver Orphan Kitten Rescue Association)	3
Cotton Candy (Sample size)	150	\$75 for the machine rental and \$75 for material (400 servings)	Will book after budget is passed	2
Free Hugs Station	20	Stationary to make free hugs signs	Will start after budget is passed	Potentially staffed by a student club
Punching Bag	0		In contact with SFU Football Team	0
Whack-a-mole	\$500	Rental from Hoelle Games	Will book after budget is passed	1
Popcorn (Sample size)	100	SFSS has a popcorn machine.	Will book after budget is passed	2

		The \$100 will be used for the popcorn and paper bags for distribution.		
Tea/ Hot Cocoa	\$200	“Sample” size portion, will make our own. The budget will be used to buy hot chocolate powders and	Will purchase material after budget is passed	0
Photo Station	\$100	For stationery supplies to make the photo station	Will make after budget is passed	1 (photographer)
Human size Jenga	0	Will be reaching out to SUS to borrow the equipment.	The Jenga is already in the office. Just need to reach out to get permission.	1
Kind message station/ DIY Magazine for self-care massage	\$100	For Stationary supplies	Assisted by Women’s Centre	1
Hand massage tutorial station	\$30	Used for bottles of lotion. Potentially reaching out to sponsors to provide sample size unscented lotion for people to take away	Assisted by Women’s Centre	1
Candle DIY station	\$343	Used for candles, decorations, and image printings	Taken care of by women’s centre	1
Meditation Room	0	Run by Out on Campus	Assisted by Out On Campus	Kyle from Out on Campus
Contingency	\$1000			

TOTAL	\$5,243			13
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