

1. CALL TO ORDER

Call to Order – 1:32 PM

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 (<i>Chair</i>)	Hangue Kim
VP External Relations.....	Prab Bassi
VP Finance	Baljinder Bains
VP Student Services	Jimmy Dhesa
VP Student Life	Alam Khehra
VP University Relations.....	Erwin Kwok
At-Large Representative	Raajan Garcha
At-Large Representative	Jaskarn
Randhawa	
Faculty Representative (Applied Sciences).....	Jeffrey Leung
Faculty Representative (Arts & Social Sciences)	Jackson
Freedman	
Faculty Representative (Business).....	Gini Kuo
Faculty Representative (Communications, Art, & Technology).....	Juvina Silvestre
Faculty Representative (Education).....	Jamie Zhu
Faculty Representative (Environment).....	Yun Oh
Faculty Representative (Health Sciences).....	Aarushi Sharma
Faculty Representative (Science).....	Parham Elmi

3.2 Society Staff

Chief Executive Officer.....	Martin Wyant
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3.3 Regrets

VP Student Life	Alam Khehra
Faculty Representative (Education)	Jamie Zhu
Faculty Representative (Environment)	Yun Oh
Faculty Representative (Science)	Parham Elmi

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2018-02-23:01

Jackson/Baljinder

Be it resolved to ratify regrets from Alam Khehra, Jamie Zhu, Yun Oh, and Parham Elmi.

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2018-02-23:02

Baljinder/Juvina

Be it resolved to adopt the agenda as amended.

- Add to announcements: Needs-based Grants
- Add to Discussion: 8.5 Suggested Engagement Initiatives, 8.6 Update for the Board job descriptions on the website, 8.7 Update from the SFU IT Advisory Committee, 8.8 ESSS Polar Plunge, 8.9 Catering Survey

CARRIED AS AMENDED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2018-02-23:03

Baljinder/Juvina

Be it resolved to receive and file the following minutes:

- Board of Directors 2018-02-09.pdf
- Council Committee 2018-01-17.pdf
- Accessibility Committee 2018-01-22.pdf
- Advocacy Committee 2018-01-08.pdf
- Finance Committee 2018-01-08.pdf
- Finance Committee 2018-02-05.pdf
- Executive Committee 2018-02-09.pdf
- Surrey Campus Committee 2017-11-16.pdf
- Surrey Campus Committee 2017-11-30.pdf
- Surrey Campus Committee 2018-01-15.pdf
- Surrey Campus Committee 2018-02-05.pdf

CARRIED

7. NEW BUSINESS

7.1 Office Chair Replacements – MOTION BOD 2018-02-23:04

Jaskarn/Jackson

Whereas the Board of Directors office is in need of new chairs as the existing chairs are in poor condition;

Be it resolved that the Board of Directors authorizes the expenditure of \$3,012.80 from 896/31 (Capital Purchases) for the purchase of new office chairs.

CARRIED

- New chairs will be moved to the Student Union Building

7.2 Engagement Event – MOTION BOD 2018-02-23:05

Jackson/Jeffrey

Be it resolved to approve up to \$500 for the Engagement Event at Surrey by the Applied Sciences Representative on Wednesday, February 28, 2018 from the Events line item 817/20.

CARRIED AS AMENDED

- Will be similar to the Burnaby event but in the Mezzanine at the Surrey Campus
 - The Mezzanine is more expensive relative to the AQ
- Amendment: change \$300 to \$500

7.2.1. MOTION BOD 2018-02-23:05-01

Jeffrey/Juvina

Be it resolved to amend the above motion.

CARRIED

7.3 Peak Frequency Talent Show – MOTION BOD 2018-02-23:06

Baljinder/Jackson

Be it resolved to approve up to \$2700 from line item 817/20 for the 2018 SFSS/SFU Peak Frequency Talent Show.

CARRIED

- Was sent to Board earlier in the week
- Currently scheduled for March 16th, 2018

7.4 SCC Games day – MOTION BOD 2018-02-23:07

Baljinder/Gini

Be it resolved to approve up to \$1075 from line item 821/20 for the SCC Games Day event on March 13, 2018;

Be it further resolved to rescind the motion which reads:

“Be it resolved to approve up to \$1075 from line item 821/20 for the SCC Games Day event on March 12, 2018”.

CARRIED

- Motion was passed at a previous Board meeting
- Above motion is to amend the date of the event

7.5 Membership Engagement Items – MOTION BOD 2018-02-23:08

Jackson/Baljinder

Be it resolved to approve up to \$11,909.78 from line item 741/20 (membership engagement) for the purchase of membership engagement items.

CARRIED

7.6 Cultural Festival – MOTION BOD 2018-02-23:09

Jackson/Baljinder

Be it resolved to approve up to \$8,500 for cultural festival taking place on March 16th, 2018.

CARRIED

- Cultural Festival to be booked on the same day as the talent show
- Event to be combined with the SFU Peak Frequency event
- Committee will be sending out an email to all cultural clubs on Monday to have a chance to run activities

7.7 Board Donut Engagement – MOTION BOD 2018-02-23:10

Jackson/Baljinder

Be it resolved to approve \$1,200 from line item 816/20 for the Board Donut Engagement Event on Tuesday, February 27th.

CARRIED

- SFU has approved the event
- Members are encouraged to ask Board Directors questions

8. DISCUSSION ITEMS

8.1 GP-2: Board Job Description Policy

- Governance Committee is continuously reviewing the policy
- Board Directors are a link between the society and its members, as it is an overview of their responsibilities

8.2 Fall Reading Break

- SFU Senate's Calendar Committee is responsible for this
 - SFU has asked Board to research student and faculty opinion and support
 - No guarantee of approval
- Possibility of changing this soon, not at the end of the calendar committee period (2019)
- MESS and councillors who supported this initiative are to conduct the research
- Board will be supporting the motion rather than leading it
- Motion brought forward at a previous Council meeting:
 - Whereas: SFU does not have any additional days off in the fall term
 - Whereas: Other Major Universities across Canada have fall reading breaks or have begun implementing fall reading breaks citing student stress reduction and improvement to wellbeing and mental health
 - Whereas: Pressure on students results in poor mental health
 - Whereas: The sudden stress of joining school in the fall term under heavy course load right out of high school or a summer break have an adverse effect on mental stress.
 - Whereas: Counseling services are sought the most in October or November
 - Whereas: SFU lags in mental health support advocacy

8.2.1. MOTION BOD 2018-02-23:11

Baljinder/Jackson

Be it resolved that the Board supports the research of the implementation of a fall reading break.

CARRIED

8.3 IEC Appointment Overview

- Postponed to the next Board meeting

8.4 Co-Curricular Record

- Extending the record at-large committee members by having the committee Chairs as registered supervisors who are responsible for approving the tracked hours
- Informal approval

8.5 Suggested Engagement Initiatives

- Strategic Engagement Committee to write up a list describing engagement methods, such as Coffee Drop Consultations, Freebie Fridays, Munchie Mondays, Directors' Engagement Events, Club/Student Union Socials/Consultation Forums/Galas, with supporting documents
- Suggestion:
 - To expand the current report

8.6 Update for the Board Job Descriptions on the Website

- Added to website: sfss.ca/about/what-is-the-sfss/board-of-directors/
- Will be brought to Governance Committee on Monday to ensure it is in line with the bylaws and policies

8.7 Update from the SFU IT Advisory Committee

- Meeting on Monday with the Chief Information Officer of SFU
- Board Directors to provide suggestions, if any, for IT infrastructure improvements (hardware or software)

8.8 ESSS Polar Plunge

- Fundraising for Variety Children's Charity
- Event to occur on Thursday from 1-2 PM in the AQ Pond
- Members to contact the Applied Sciences Representative if they would like to get dunked for a good cause

8.9 Catering Survey

- Addressing student concerns over SFU catering
- Information will be compiled into a report
 - 200+ responses and many comments in the first 2 days
- Information has been discussed with the SFU senior administration

9. ANNOUNCEMENTS

9.1 Needs-Based Grants

- Campaign launched with in-person campaigns beginning tomorrow alongside the AGM tabling
 - Biggest advocacy campaign of the semester and possibly year
- Engagement will involve Directors going up to students instead of students coming up to Directors
 - Currently no tabling planned for the Surrey and Vancouver campuses
 - A proposal will be brought to the Surrey Campus Committee

10. IN-CAMERA

MOTION BOD 2018-02-23:12

Gini/Baljinder

Be it resolved to go in-camera for the remainder of the meeting.

CARRIED

10.1 Management

10.2 Surrey Space

10.3 Student Union Building

10.4 Fund Report

10.5 WUSC Referendum Question

11. EX-CAMERA

MOTION BOD 2018-02-23:13

Erwin/Gini

Be it resolved to go ex-camera.

CARRIED

Jamie Zhu arrived at 3:26 PM

11.1 MOTION BOD 2018-02-23:14

Prab/Baljinder

Be it resolved to hire McNeil Nakamoto Recruitment Group for the hiring of additional management.

CARRIED

11.2 MOTION BOD 2018-02-23:15

Prab/Baljinder

Be it resolved to approve the letter to President Petter about Surrey space.

CARRIED

12. ATTACHMENTS

- 2018-02-15 Capital Budget Request.pdf
- GP-2_ Board Job Description.pdf
- SFU's Got Talent - Proposal.pdf
- SFU's Got Talent - SFSS and SFUPF Collaboration Details.pdf
- 2018-02-06 BN - IEC Appointment Process v.2.pdf
- Quotation_SFSS_Feb12 (1).pdf
- Cotton Candy.pdf
- Popsocketsx20.png.pdf
- SFSS Cultural Festival Event Proposal.pdf
- Board Engagement Event.pdf
- Faculty of Applied Sciences Representative Engagement Event (Surrey)_Proposal.pdf

13. ADJOURNMENT

MOTION BOD 2018-02-23:16

Gini/Baljinder

Be it resolved to adjourn the meeting at 3:44 PM.

CARRIED

BRIEFING NOTE

IEC APPOINTMENT OVERVIEW – 2017-2018 GENERAL ELECTION

ISSUE

The Board has expressed interest in receiving a summary overview of the Committee to Recommend the Appointment of an IEC (CRAI) recommendation for the appointment of an IEC for the 2017-2018 General Election.

BACKGROUND

In April 2017, the Board approved a new set of elections and referenda policies, which included a new IEC appointment process. The new process took advantage of the development of its new HR standards for hiring, applying them to the process of appointing an IEC, which has traditionally consumed significant organisational resources, and as much as 6 months.

CURRENT STATUS

1. The Committee for the Recommended Appointment of an IEC (CRAI) is comprised of the CRPC and Administrative Supervisor.
2. The advertisements for the IEC are posted in a manner consistent with all SFSS hiring practices, though tailored to the eligibility requirements for the IEC positions. For the IEC positions, this means advertisements on our website, social media channels, and posters across all three campuses.

KEY CONSIDERATIONS

1. For the 2018 General Election, we received 4 applications for the Chief, 12 applications for Commissioners, with 2 applicants applying to both positions.
 - a. For the 2017 Fall Referendum, we received 2 applications for the Chief, 2 applications for the Commissioners, with 1 applicant applying to both.
2. The return Chief Commissioner for the 2017-2018 term re-applied to the position for the Spring 2018 semester.
 - a. No interviews were held for the Chief Commissioner position.
3. Six candidates were short-listed for the Commissioner positions. Five attended the interview.
4. In response to the recommendations made by the Chief during last semester's referendum, all candidates were asked for their availability in terms of times during the week, and number of hours within those windows to ensure the possibility of significant coverage.

Capital Budget Request
Prepared by Marc Fontaine
February 15, 2018

This request is to purchase 10 new rolling chairs to replace the Board office's yellow/gold chairs that are about seven years old and in poor condition. Each new chair will cost \$301.28 including tax. The extended cost will be **\$3,012.80**.

As of February 14, 2018, the balance in Capital Purchases (896/31) is \$28,681 of which at least \$3,350 is not expected to be spent and could be used instead for this purchase.

Get to know your Board?

Date, Time, & Location:

- Tuesday, 10 AM to 2:30 PM, February 27th
- AQ Table

Overview:

- This event will be for the purpose of increasing awareness for elections.

Goals and Objectives:

- To promote the SFSS brand to increase candidate numbers for the upcoming election.
- To provide an enjoyable event for students and provide them an opportunity to learn more about the Board.
- To continue to foster the sense of community within our SFU undergraduates.

Stakeholders:

- The SFSS membership
- SFU Meeting, Events, and Conference Services

Targeted Audience:

- SFSS undergraduates

Marketing:

- Marketing will be completed by our SFSS communications office. We will be having constant social media presence on both channels (IG and FB), and putting up posters.

Logistics:

- Confirm food options through SFU
- Get promotional material designed and printed through communications
 - Example: Election promotional material, role specific material, etc.
- Facebook Event Page made through communications

Budget:

Expenses

Donuts (Krispy Kreme)	\$1,000
Promotions	\$100
Contingency	\$100
Total	\$1,200

PRODUCTS

UNIVERSITY

WEDDING & BABY REGISTRY

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CONTINUE SHOPPING

Your order qualifies for **free shipping!***



Nostalgia™ Electrics Old Fashioned Cotton Candy Cart

COLOR : PINK
SIZE : NO SIZE

1

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☒ **SHIP THIS ITEM**

- In Stock
- EHF applicable in select locations.
- Ships from vendor in **1-2 business days..** Transit and delivery time frame varies based on shipping address. [Learn More](#)

Total

\$379.99

Your Price

1 @ **\$379.99**

Our Price

\$379.99

Don't forget these last minute items



Beach Time Wood Wastebasket

\$24.99

Was \$39.99

Free Shipping on Orders Over \$49



(3 Reviews)



Nostalgia™ Electrics Cotton Candy Cart in White/Pink

\$129.99

Vendor Shipping Details

Gift Packaging Unavailable

Environmental Handling



Beach Time Lotion Dispenser

\$17.99

Was \$26.99

Free Shipping on Orders Over \$49



(1 Review)

Order Summary

Order Subtotal: 1 Item(s)

\$379.99

Estimated Shipping: [details](#)

FREE

Pre-Tax Total 1 Item(s)

\$379.99

[View shipping costs](#)

CHECKOUT

CONTINUE SHOPPING

Engagement Event by the Applied Sciences Representative

SURREY

Proposal

Overview

The Faculty of Applied Sciences Representative will engage with students (primarily Applied Sciences) at a table in the SFU Surrey Mezzanine. Light refreshments and snacks will be provided.

This event is an opportunity for students to ask questions (though greater interest is anticipated from Applied Sciences students) and learn about their faculty representative and student society, as well as about the upcoming elections.

Details

Date Wednesday, February 28, 2018

Time 10:30 AM - 2:30 PM

Location SFU Surrey Mezzanine

Budget \$500

Students who stop by the table will have a chance to ask any question. They can also choose from a stack of cards which have premade questions, such as:

- What is the SFSS?
- What do you actually do in the SFSS?
- How much time do you spend in your position?
- What SFSS positions are there?
- Where do you think the SFSS can improve?
- What skills and experience do I need for your position?

- What have you most enjoyed working on this year?
- How do Applied Sciences students fit into the SFSS?

Coffee, water, and snack food (e.g. cookies, donuts) will be provided, but only to those who stop to talk and ask a question. The food will be ordered from Blenz Coffee, Starbucks, or Tim Hortons and will be picked up in-person.

The promotion for the upcoming elections is intended to be neutrally supportive of all interested candidates for the Applied Sciences position, as the current Applied Sciences Representative will not be re-running.

As the Burnaby event was successful, this is the same event for the Surrey Campus, which is the primary campus for approximately 25% of Applied Sciences students.

Promotions

A Facebook event will be created on Friday, February 23 (5 days before the event). This event will be shared to all Facebook groups of the Departmental Student Unions.

No posters will be used as they were not found to be effective at the Burnaby event, and because the postering space at Surrey is extremely limited.

The table will have a large paper poster on the front which states “Ask Your Faculty Representative”.

Goals

- Provide unengaged students from Applied Sciences a chance to meet their faculty representative
- Give students an opportunity to learn about their student society
- Educate students on the possibilities of running for the position in the upcoming elections

The results will be quantified by counting the numbers of:

- Unique people who engage in conversation and were previously unfamiliar with the Applied Sciences Representative
- Unique people who engage in conversation and were previously familiar with the Applied Sciences Representative

Motion

Be it resolved to approve up to \$500 for the Engagement Event at Surrey by the Applied Sciences Representative on Wednesday, February 28, 2018 from the Events line item 817/20.

Budget

Booking the Mezzanine costs approximately \$1000 per day.

As an internal SFSS group, we pay 21% of the rate (see the [rate sheet](#)), which is \$210.

Booking for half a day (approximately 4 hours) is half the price, which is \$105. The discount is not guaranteed yet.

The coffee and food is from Tim Hortons.

Item	Base Cost	Quantity	Total Cost
Venue			
Mezzanine Booking (Worst-case scenario; full-day booking)	\$210	N/A	\$210
Tables	\$20	2	\$40
Chairs	\$0.15	2	\$0.30
Refreshments and Snacks			
Coffee (70-100 cup cambro)	\$120	1	\$120
Timbits (50 timbits)	\$8.49	3	\$25.47
Tax (12%)	N/A	N/A	\$17.46
Contingency (20%)	N/A	N/A	\$82.65
Total			\$495.88

GP-2: BOARD JOB DESCRIPTION

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: BOARD JOB DESCRIPTION

POLICY REFERENCE NUMBER: GP-2

Adopted: September 18, 2015

Next Scheduled Revision

Previous Revisions

In general, the job of the Board is to contribute strategically and cohesively to the established ends of the Society.

The job contributions of the Board are to:

1. be the authoritative link between the operational organization and both the members and its external stakeholders by:
 - a. engaging with the membership and external stakeholders, and
 - b. reporting the results of these engagement activities where appropriate,
2. establish, review, and adjust as required the written governing policies that follow from organizational values that address:
 - a. organizational ends,
 - b. board-management delegation,
 - c. executive limitations, and
 - d. governance processes,
3. monitor the performance of the Chief Executive Officer and ensure organizational compliance with the Board Policies,
4. cultivate a clear understanding of, and adherence to the principles of the Board's governing processes, and
5. keep current on issues and developments related to Board governance and responsibilities.

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Seller: CASE Group Offline   Contact now!

Product Name & Details

Shipping Details

 GLSHST New 50PCS/Lot Wholesale Custom Pop Phone Stand For iPhone 7 Y
our Own Phone Holder for Tablets For Xiaomi Huawei

Color: White 

Quantity

20 pieces

Price C\$ 62.56 / piece

Seller's Shipping Method

 Remove

Free shipping
Delivery Time: 37-58 days

Subtotal: C\$ 1,251.20 Shipping: C\$ 0.00
Total: **C\$ 1,251.20**

Buy from this seller

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Shipping Cost to Canada: C\$ 0.00
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Quotation Number: 15289634 Quote Date: February 12, 2018 Quote Valid Until: March 14, 2018 Account No.: 2832525	Questions Call: Deb Schoen Phone: 800-300-1336 Ext. 8181 Fax: 877-847-3429 Email: dschoen@4imprint.com	

Item	Blossom Pen/Highlighter	Colors	(Barrel, Highlighter Ink) : See Below		
Qty	Item #	Description	Unit \$	Price \$	Total \$
1,000	C9213	Blossom Pen/Highlighter	0.9900	990.00	990.00
		1000 - Medium Point Black Ink : White, Yellow	0.0000	0.00	0.00
1	Set-Up Charge	Set-Up Charge	30.0000	30.00	30.00
		Freight		41.45	41.45
				Tax	127.37
					1,188.82

Artwork Instructions

Product Color (Base, Trim): White, Yellow
Imprint Location: Barrel- Beside Clip
Imprint Colors: Black (Standard)

Item	Deluxe 8' Event Tent	Colors	(Tent, Frame): Black, Beige		
Qty	Item #	Description	Unit \$	Price \$	Total \$
2	C127666-8	Deluxe 8' Event Tent	692.0000	1,384.00	1,384.00
		Freight		167.87	167.87
				Tax	186.22
					1,738.09

Artwork Instructions

Product Color (Base, Trim): Black, Beige
Imprint Location: Canopy One
Imprint Colors: Heat Transfer

Item	Large Rectangle Soft Keychain - Full Colour	Colors	(Keychain, Trim): Opaque White, Opaque White		
Qty	Item #	Description	Unit \$	Price \$	Total \$
1,000	C17608-LR-FC	Large Rectangle Soft Keychain - Full Colour	0.7500	750.00	750.00
1	Set-Up Charge	Set-Up Charge(Per Order Line)	45.0000	45.00	45.00
		Freight		61.57	61.57
				Tax	102.79



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Email: dschoen@4imprint.com

959.36

Artwork Instructions

Product Color (Base, Trim): Opaque White, Opaque White
Imprint Location: Front-From Any Edge
Imprint Colors: Full Color

Item	Gildan Ultra Cotton LS T-Shirt - Screen - White		Colors	(Shirt,Trim) : See Below		
Qty	Item #	Description	Unit \$	Price \$	Total \$	
125	C7082-LS-S-W	Gildan Ultra Cotton LS T-Shirt - Screen - White	8.0600	1,007.50	1,007.50	
		125 - Size Required : A Color Choice Required, A Color	0.0000	0.00	0.00	
125	Add'l Color	Add'l Color Run Charge	0.4400	55.00	55.00	
2	Set-Up Charge	Set-Up Charge	55.0000	110.00	110.00	
125	Run Charge	1st Color Run Charge	0.0000	0.00	0.00	
		Freight		68.95	68.95	
				Tax	148.97	
					1,390.42	

Artwork Instructions

Product Color (Base, Trim): A Color Choice Required, A Color Choice Required
Imprint Location: Left Chest
Imprint Colors: Red (Standard), Blue (Standard)

Item	Gildan Ultra Cotton LS T-Shirt - Screen - Colours		Colors	(Shirt,Trim) : See Below		
Qty	Item #	Description	Unit \$	Price \$	Total \$	
125	C7082-LS-S-C	Gildan Ultra Cotton LS T-Shirt - Screen - Colours	10.6900	1,336.25	1,336.25	
		125 - Size Required : A Color Choice Required, A Color	0.0000	0.00	0.00	
250	Add'l Color	Add'l Color Run Charge	0.4400	110.00	110.00	
1	Set-Up Charge	Set-Up Charge (1st Color)	55.0000	55.00	55.00	
125	Run Charge	1st Color Run Charge	0.0000	0.00	0.00	
2	Set-Up Charge	Set-Up Charge (Add'l Color)	55.0000	110.00	110.00	
		Freight		68.95	68.95	
				Tax	201.62	
					1,881.82	

Artwork Instructions

Imprint Location: Left Chest
Imprint Colors: White, Red (Standard), Blue (Standard)

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	5.9400	742.50	742.50



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Quote Date: February 12, 2018
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Questions Call: Deb Schoen
Phone: 800-300-1336 Ext. 8181
Fax: 877-847-3429
Email: dschoen@4imprint.com

		125 - Size Required : A Color Choice Required, A Color	0.0000	0.00	0.00
125	Add'l Color	Add'l Color Run Charge	0.3300	41.25	41.25
2	Set-Up Charge	Set-Up Charge	55.0000	110.00	110.00
125	Run Charge	1st Color Run Charge	0.0000	0.00	0.00
1	Delivery	Handling Charge per Order	0.0000	0.00	0.00
		Freight		66.45	66.45
				Tax	115.22

1,075.42

Artwork Instructions

Imprint Location: Left Chest
Imprint Colors: Red (Standard), Blue (Standard)

Item	Fruit of the Loom Heavy Cotton T-Shirt - Screen - Colours		Colors	(T-Shirt,Trim) : See Below	
Qty	Item #	Description	Unit \$	Price \$	Total \$
125	C116841-SS-S-C	Fruit of the Loom Heavy Cotton T-Shirt - Screen - Colours	6.7500	843.75	843.75
		125 - Size Required : A Color Choice Required, A Color	0.0000	0.00	0.00
250	Add'l Color	Add'l Color Run Charge	0.3300	82.50	82.50
1	Set-Up Charge	Set-Up Charge (1st Color)	55.0000	55.00	55.00
125	Run Charge	1st Color Run Charge	0.0000	0.00	0.00
2	Set-Up Charge	Set-Up Charge (Add'l Color)	55.0000	110.00	110.00
		Freight		66.45	66.45
				Tax	138.92

1,296.62

Artwork Instructions

Imprint Location: Left Chest
Imprint Colors: White, Red (Standard), Blue (Standard)

Item	Open-Back Poly/Cotton Table Throw - 6'		Colors	(Throw,Trim): Black, Black	
Qty	Item #	Description	Unit \$	Price \$	Total \$
2	C144288-6	Open-Back Poly/Cotton Table Throw - 6'	271.0000	542.00	542.00
1	Set-Up Charge	Set-Up Charge (1st Color)	0.0000	0.00	0.00
		Freight		33.85	33.85
				Tax	69.10

644.95

Artwork Instructions

Product Color (Base, Trim): Black,Black
Imprint Location: Front
Imprint Colors: White



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Quote Date: February 12, 2018
Quote Valid Until: March 14, 2018
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Shipment Details

Shipment to	Qty	Item #	Estimated Ship Date	Carrier, service	Estimated Delivery Date	Freight
Address as above.	1000	C9213		SHIP BEST METHOD GROUND CANADA ONLY	Feb 12 2018	41.45
	2	C127666-8		SHIP BEST METHOD GROUND CANADA ONLY	Feb 12 2018	167.87
	1000	C17608-LR-FC		SHIP BEST METHOD GROUND CANADA ONLY	Feb 12 2018	61.57
	125	C7082-LS-S-W		SHIP BEST METHOD GROUND CANADA ONLY	Feb 12 2018	68.95
	125	C7082-LS-S-C		SHIP BEST METHOD GROUND CANADA ONLY	Feb 12 2018	68.95
	125	C116841-SS-S-W		SHIP BEST METHOD GROUND CANADA ONLY	Feb 12 2018	66.45
	125	C116841-SS-S-C		SHIP BEST METHOD GROUND CANADA ONLY	Feb 12 2018	66.45
	2	C144288-6		SHIP BEST METHOD GROUND CANADA ONLY	Feb 12 2018	33.85

SFSS Cultural Festival

Date & Time: March 16

Location: SFU Burnaby Convocation Mall

Overview:

Cultural festival is a day of celebration of the different cultural groups that exist at SFU. During this festival, we will be inviting various cultural clubs to showcase their respective cultural via food, activities, or any other unique methods. Imagine SFSS Clubs Day, but instead of clubs, groups are showcasing unique cultural traditions. Furthermore, there will be a front stage area where cultural performances will take place throughout the day. Lastly, we are working to partner with SFU Peak Frequency to host SFSS Talent Show at the end of the day.

Goals and Objectives:

- Create a day of cultural celebration that showcases various culture to students at SFU.
- Allow various cultural SFSS clubs to showcase their culture via this event
- 200-300 people throughout the day

Stakeholders:

- SFU Facilities
- SFSS Clubs
- SFSS Events Committee
- SFU library

Target Audience:

- SFU Student community, staff and faculty

Metrics:

- RSVP on Facebook Event
- Attendance at the event
- Event quality via post-event report
- Number of Clubs and Student Unions participating
- Number of different cultures represented at the event

Marketing:

- Facebook event & promotion

- Performance Schedule graphics
- Event Introduction Graphics
- Cross-promotion with other clubs
- Social Media give-aways

Budget:

Item	Cost	Notes	Progress
SFU Facilities	\$3,000	Table/chairs/rolling board set-up, Convo Mall Decoration, A/V, Projector Screens	
Decorations	\$500	Cultural Decorations	
Marketing	\$500	Handbills, Posters, Social media boosts, give-aways	
Club Allowances	\$3000 (\$150 per club)	Reimbursement for clubs to give out free food, host free activities, or other unique cultural things.	
Photobooth	\$500	Photobooth with cultural backgrounds	
Contingency	\$1,000	For any other event-related, unforeseen expenses	
Total	\$8,500		

Potential SFSS Club Partnerships:

- African Students' Association
- Afro Dance Club
- ALAS (Association of Latin American Students)
- Anime Club
- Arab Students' Association
- Aspiring Young Afghans Club (AYAC)
- Bangladesh Students' Alliance
- Barkada SFU
- Bhangra – SFU – Surrey
- Chinese Student Union
- Chinese Students and Scholars Association
- G-One Dance – Bollywood Dance Team
- Giddha – SFU
- Greek Representation and Interest Development (G.R.I.D)
- Hillel Jewish Students Association
- Hong Kong Society (HKS)
- Idol Culture & Dance Club
- Idian Student Federation (ISF)
- Indonesian Association – SFU
- Iranian Club – SFU
- Ismaili Students Association
- Japanese Network – SFU
- Japanese Speaking Club
- K*ISH
- Korean Cultural Performing Arts Club
- Korean Storm
- Latin Dance Passion – SFU
- Malaysia Singapore Students Club
- Muslim Students Association
- Nigerian Students Association
- Pakistan Students Association
- Panwiberry Dance Crew
- Punjabi Student Association – SFU
- Scottish and Celtic Society – SFU
- SFU Cantonese Club
- SFU French Conversation Club

- SFU Hanfu Culture Society
- SFU Highland Dancers
- Shia Muslim Society
- Sikh Students Federation For Khalistan
- Sikh Students' Association SFU
- Sri Lankan Student Association
- Students of Caribbean & African Ancestry (SOCA)
- Taiwanese association – SFU
- Turkish Canadian Association – SFU
- Vietnamese Student Association

Maybe partnership:

- Ahmadiyya Muslim Student Association
- AIESEC
- Canadianized Asian Club (CAC)
- Concert Orchestra – SFU (Performance)
- Give SFU
- Global Alliance (GA)
- Global Oriental Vision
- Hip Hop club – SFU (performance)
- International Club
- International Justice Mission SFU
- International Rescue Committee
- International Socialists Student Club
- Jazz band – Simon Fraser
- Model United Nations – SFU
- SFU Open Mics
- SFUnison
- SGI Buddhist Club – SFU
- Students For Humanity
- UNICEF
- World University Services of Canada – SFU (WUSC SFU)

SFU's Got Talent Proposal

SFU Peak Frequency x SFSS

Date & Time: as a finale to Culturefest 2018; Doors at 4pm; Event run time: 16:30-19:30 (4:30pm - 7:30pm).

Proposed date: Thursday, March 22, 2018 (leaning towards Friday, March 16, 2018 due to DFA availability)

Location: Diamond Family Auditorium (DFA)

Overview:

- A large-scale talent show showcasing the students and talent of SFU! Collaboration with SFU Peak Frequency and SFSS. Will be a finale event in Diamond Family Auditorium to conclude CultureFest 2018. Auditions will be held early-to-mid February through 2-3 screening processes. This event has the potential to be an annual occurrence in the Spring semester. This brings together SFU students to support and encourage one another, establishing bonds between the students. Ultimately, the SFSS and SFUPF will provide students with a place and venue to showcase their unique musical and artistic talents.

Goals & Objectives:

- To foster and bring a sense of community within SFU undergraduates
- To allow engagement and an opportunity for students to become involved
- To showcase and encourage the talent and culture of SFU
- To maintain and promote SFU culture
- To provide SFU students with a night of entertainment.

Stakeholders:

- SFSS
- SFU Dining Services
- SFU Peak Frequency
- Potential sponsorships we receive

Targeted Audience:

- The undergraduates of SFU

Metrics/Measurables:

- Amount of food ordered through SFU dining services
- Number of attendees
- Number of tickets sold
- Number of event-page shares on Facebook
- Number of profiles listed as 'Going' and 'Interested' in event

Marketing:

- Marketing completed through SFSS communications office and Peak Frequency.
- 2 paper banners (approx \$100 each) to post in the AQ promoting the event; regular-size posters put around campus as well
- Multiple posts on FB and IG; prizes awarded to a random person who shares the event or tagging 3 friends for a chance to win! (i.e.: Amazon gift card, free admission to event)
- Having a table set up that will provide information for the event, attract students walking by
- Setting up a projector and screen outside the SFU theatre during the event to attract people from outside walking by.

Logistics details:

Contest Rules:

- People who audition must be currently active in the SFU system.
- Contestants must go through an audition process.
- If invited to the final SFU's Got Talent event, the performers will:
 - Be prepared and have material to perform.
 - If they need additional equipment, they will need to arrange a time to bring the equipment at a set time.
- Contestants will be given approximately 5 minutes for their performances.
- A panel of 3 judges will vote on the best performer of the night and a winner will be listed through a judge's vote.
- The audience will text to vote on which performer(s) they think was the best. The performer(s) who receive the most votes will emerge as the people's choice winner.

Auditions:

- Peak Frequency & some representatives from SFSS will host the auditions
- Tentative finalizations of auditions: February 28
- 20 finalists max.
- Round 1: Online Audition Stage
 - This stage will involve filling out Google form of some sort/ sending sample performance clip
 - Will be previewed by SFUPF and SFSS representatives. Each performance will be rated on a three point metric.
 - Thumbs up, Neutral, Thumbs down
 - Performers who are rated in the categories thumbs up and Neutral will advance to the next stage of the auditions.
- Round 2: Tryout stage
 - Contact & narrow down from Round 1; schedule audition times

- Book a room such as the forum chambers in order to conduct these auditions. SFUPF can provide equipment such as mics, amplifiers, keyboard, and a guitar for this process.
- A panel of 5 members consisting of SFUPF and SFSS will rate the performances out of 10.
 - 1 being the lowest rating; 10 being the highest rating.
- If performers are unable to make it, auditions can be done through a live/recorded session online, but there will be guidelines that apply.
 - Must have a proper, high quality microphone.
 - Must have a good visual feed.
 - Must have a high speed internet connection.
 - Have no audio distorting effects or autotune attached to the performance that would provide an advantage over people who do it in person.
- Round 3: SFU's Got Talent Stage
 - Performance list is narrowed down to a maximum of 20 contestants. This is the group of people that will be competing in SFU's Got Talent.
 - Will be judged by a panel of 3 judges.
 - Will be rated on a 10 point scale that are indicated through signs.
 - 1 being the lowest rating; 10 being the highest rating.
 - Judges will list general thoughts and elaborate on what they liked from the performance.
 - Compliments.
 - What the contestants can work on.

Production Equipment Rental:

- Speakers, mics, fog machine, lights from Long & McQuade
- Will have to finalize closer to date to figure out what the performers need exactly
- Currently, Peak Frequency owns 2 mics, 2 mic stands, 1 amp, 1 acoustic-electric guitar, & a keyboard.
- If a performance requires additional equipment that we do not have, for example, a drum set, performers will have to bring their own equipment and have it stored by a certain time.

Food:

- SFU dining services provides a concession stands. Refreshment style food (cookies, fruits, baked goods, pitchers)
- Tea and Coffee will be offered during the break for free.
- Provided during intermission

Admission:

- Allocation of 210 tickets for \$5 a ticket (available through eventbrite or via other sales channels).

- Allocation of 210 tickets for \$10 a ticket after the other 210 have sold out. (eventbrite and at the door)
- Proceeds can go to SFU Food Bank

Judges:

- Doug Allen, Jody Baker, Hangu Kim, SFSS Board members? etc. → 1 clear winner; but “special mention” of judge & audience favourite from votes
- Audience can vote via a text-to-vote system; this is definitely DOABLE as my high-school's talent show did this. If high-schools can do this so can we!
 - Potentially use Voxvote, a software, that allows this to happen.
- Prizes for people in 1st to 3rd place? Maybe all contestants who made it get a small giftcard to Starbucks of \$5-10

Timeline of the Night:

- Doors open at 5pm
- 5:30 introduction
- 10 performances x 5 min performance + 2 min set-up/intro = 70 min
- Intermission of 15-20 min
- 10 performances again = 70 min
- Finalization of votes & winner = 20 min
 - 1 fan vote winner
 - 1 judge winner
- Total = 180 min (3 hours)

Things to consider:

- An MC for the event
- People to assist with ticket sales at door
- A sound technician or helper (possibly Joaquin from our club? And Jeffrey)
- A program handout will need to be made for the event.

Budget:

ITEM	PRICE	TOTAL
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Room (DFA)	\$200	\$200
Production: Speaker + Mic Rental	< \$400	\$400
Fog Machine + Lights		
Food	Coffee and Tea \$18.99 /10 people x 15 Concession @ \$150 - Chips, cookies, pop	\$450 + 15% service fee ----- \$517.5
Marketing	2 banners x \$100*, 100 posters x \$0.65 Quarter page programs x 100 x \$0.25 For sharing event: 1 Amazon gift cards x \$50 *Projector and screen outside the event to advertise \$200	\$540
Prizes	Undetermined prizes for the talent show winners x \$400 Small prize for all participants. 20 x \$10. Token of appreciation for the judges. + Token of appreciation for the MC.	\$400 + \$200 + \$100 = \$700.

	\$100	
Contingency	15%	\$353.63
Total		Total: \$2711.13

***Potentially have a projector and screen and speaker outside the auditorium to advertise it during the day.
~200 dollars.**

SFU's Got Talent Event

SFU Peak Frequency x SFSS

Overview:

In order to ensure that this event goes smoothly, it is important to note the strengths of the SFSS and SFUPF. The SFSS, being a student society, is excellent for facilitating, planning, and marketing large scale events that are accessible to all SFU students. Peak Frequency on the other hand, is experienced in performances and ensuring that these events have a positive atmosphere. This document will outline the breakdown of roles and responsibilities for both parties.

Audition Process:

- Stages 1 and 2: Have a panel of 5 judges.
 - 3 from Peak Frequency; 2 from SFSS.
 - Idea here is to have experienced performers to ensure that the level of performance will be high during the main event. But there needs to be people who are not exposed to performing on a regular basis and will provide an unbiased, average joe/jane point of view.
- Stage 3 the actual talent show: Have a panel of 3 judges
 - Have at least 1 judge from the SFSS
 - We need to have people who are widely known to judge because this will create a better environment and allow the audience to feel more connected to the comments and audience.
 - Should have 1 judge that is connected with a performing background (does not need to be from Peak Frequency).
 - Would provide more insight in specific techniques for performances.
 - Have 1 judge either from SFSS or a professor.

Marketing:

- This is the forte of the SFSS. Marketing strategy should be conducted by the SFSS. Peak frequency will help in any manner possible (such as additional personnel, shares on facebook etc.)
- Already proposed ideas for these marketing strategies include: prize for a random person that shares the event/tags three friends in comments on the event post
- SFSS Communications Office can be designated to design the posters and two large banners that will be placed around SFU campuses.

Event Planning:

- Event planning will be divided in half between SFUPF and SFSS.
- Greeters, MCs, ushers, assist with spreading word and putting up posters, etc.

What SFSS Represents:

- Finally, SFSS represents the students of SFU, and how this event is inclusive of all students.
- If this event was run solely by Peak Frequency, the population reached for this event would not only be smaller but seemingly exclusive if others believe we are only showcasing musicians.
- We must look back at the purpose of this event. By showcasing talent and members of SFU, it can foster community and bring the students together to an event that has the potential to become an annual occurrence at SFU.