

Call to Order – 5:14 pm, October 17, 2016 in SUR 3010

**1. Territorial Acknowledgement**

The Committee acknowledged that the meeting was being conducted on the traditional and unceded territories of the Coast Salish peoples, which included the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people to the current knowledge of the Society.

**2. Roll Call of Attendance**

**Committee Composition**

Surrey Board Liaison [non-voting Chair] ..... Hangué Kim  
Officer ..... Raajan Garcha  
Officer ..... Jaskarn Randhawa  
Officer ..... Pritesh Pachchigar  
Officer ..... Prashant Verma

**Regrets**

Officer ..... Simran Sanghera

**Absent**

Officer ..... Moein Sharifi Moghaddan

**Society Staff**

Surrey Campus Coordinator..... Ed Deeks

**Guests**

Student..... Philip Huang

Student..... Omid Erfani

**3. Adoption of the Agenda**

MOTION SCC 2016-10-17:01

Pachchigar/Garcha

*Be it resolved to adopt the agenda.*

CARRIED

**4. Ratification of Regrets**

MOTION SCC 2016-10-17:02

Randhawa/Garcha

*Be it resolved to accept regrets from Sanghera.*

CARRIED

**5. Matters Arising from the Minutes**

MOTION SCC 2016-10-17:03

Pachchigar/Verma

*Be it resolved to adopt the minutes of 2016-09-26.*

CARRIED

**6. Upcoming Events**

a) Halloween

MOTION SCC 2016-10-17:04

Pachchigar/Garcha

*Be it resolved to approve spending of up to \$450 from line item 821/20 for the SCC Halloween event on October 26 and 27, 2016.*

CARRIED

Garcha and Sanghera are the project leads. Need help to set up on Oct 25th, and several more to manage the event on October 26 and 27. Making a scary maze in SUR 3330. May need to use the black wire grids. Giving out candy. See attached proposal.

b) Pub Night

MOTION SCC 2016-10-17:05

Pachchigar/Randhawa

*Be it resolved to approve spending of up to \$2700 from line item 821/20 for the Pub Night event on January 5, 2017.*

CARRIED

Randhawa is the project lead. This will be a large event to be held in the Central City Brew Pub. The date has been confirmed by the pub, which will require a contract and deposit to proceed. Begin publicity and ticket sales in early November. See attached proposal.

c) Drop-in Sports – not discussed. Moghaddan is coordinating.

d) FIFA Tournament mid-October– not discussed . Moghaddan is coordinating

**7. SFU Entrepreneur of the Year Event**

Entrepreneurial idea development competition. Enactus Club has asked the SCC to take over production planning for the annual event, which has run successfully with up to 30 competitors for several years. Pachchigar and Verma will lead the initial project planning and proposal. Target event date is late March.

**8. Adjournment**

MOTION SCC 2016-10-17:06

Verma/Pachchigar

*Be it resolved to adjourn the meeting.*

CARRIED

The meeting adjourned at 6:43 p.m.

#### APPENDIX A: EVENT PROPOSALS

**Name: SFSS Haunted Hallowe'en Crawl!**

**Date:** October 26 and 27

**Location:** SUR 3330 or the SFU Surrey Mezz

**Time:** 10:00AM-6:00PM (tentative)

**Description:**

The Surrey Campus Committee will be hosting a Haunted Hallowe'en Crawl in the Surrey room 3330. Students will go through a crawling maze covered with scary decorations and music. Students will have to find their way to the end of the maze and will get candy once they complete it. We will have SCC members as well as other volunteers throughout the maze scaring people. This event is open to all undergraduate students, as well as children trick-or-treating. There will be no ticket for going into the maze, but we will be accepting donations for the SFSS Food Bank.

**SFSS Pillar:** Social and Health and Well Being

**Communications plan:**

- Posters
- Social media posts on Facebook on the SCC and SFSS page. (1 week prior to the event)

**Logistics:**

- October 25: Set up the haunted crawl in the evening.
  - 6 volunteers to set up - putting up decorations, building the maze
- October 26: Open up the Haunted Maze; it will continue on until the 27th.
- We need 2 volunteers at the entrance to welcome students, as well as collect donations
- We need 1 volunteer at the end of the maze to hand out candy and lead students out of the maze.
- We need 4 volunteers participating in the crawl and scaring students as they crawl through.
- Each volunteer will be on for a 2 hour or longer shift

**Materials:**

- Tables
- Cardboards to cover sides of tables
- Table cloths
- Halloween decorations eg. webs, spiders, masks/toys that talk
- Spooky music
- Lights
- Treats (candy and chocolate)
-

**Budget:**

Expenses	Amount
Decorations (table cloths, halloween decor, lighting etc)	\$350
Treats (candy, chocolate)	\$100
Total	\$450

## Surrey Campus Committee Proposal:

**Name:** Surrey Campus Welcome Back Pub Night!

**Project lead:** Jaskarn Randhawa

**Position:** SFSS member

**Event Name:** Surrey Campus Pub Night

**Event Type:** Social

**Date:** January 5, 2016.

**Time:** 8:30PM-12:00AM

**Location:** Central City Mall, 13450 102 Ave, Surrey, BC V3T 5X3

**Expected attendance/target:** 300-400 students including the SCC Committee members.

**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:**

SFSS Surrey's pub night will serve as a social gathering for SFU students once exams are over. Entry tickets for the pub night will be sold 3-4 weeks prior the event and during the pub night. This event will take place at Central City's pub right down the mezzanine stairs from SFU Surrey, where students may socialize, eat, and drink with their classmates.

**Logistics:**

- recruit volunteers

- set up production
- volunteer set up
- volunteers at the door
- ticket sales
- clean up
- security

**Schedule:**

- volunteers from 8:00pm-1:00am
- time slots for each 1 hour shift
- 10 volunteers
- coat check
- production

**Communications Plan:**

- marketing will begin early/mid November
- posters and facebook social media pages
- tabling in november-january
- pre made posts for december
- partnership with clubs
  - PSA
  - Applied Science
  - Business (Enactus)
  - Brooked Events
  - The Schedule
- Tickets out of Ed's office

Simon Fraser Student Society			
Surrey Campus Committee			
SFU Surrey Summer Pub Night			
Revenue	Amount	Quantity	Total
Tier 1 (includes free drink)	\$10	300	\$3,000
Door	\$12	25	\$300
	<b>Total Revenue</b>	<b>\$3,300</b>	
Expenses	Amount	Description	
Entertainment	\$200	artist (dj)	
Production	\$200	speakers, lights and other.	
Security	\$750	security for 9pm-12am	
Promotions	\$50	posters	
Miscellaneous	\$250	Promotions, stamps, tickets, etc.	
Minimum spend	\$5,000		
	<b>Total Expenses</b>	<b>\$6,450</b>	
<b>Net Total</b>		<b>-\$3,150</b>	

\*No cost for the venue. There is the minimum spend of \$5000 expected from the pub. includes drinks and food. We are expecting the attendees to purchase \$2