

1. CALL TO ORDER

Call to Order – 8:15 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
(phone)	
VP University Relations.....	Jackson Freedman
At-Large Representative (<i>Chair</i>)	Mohammed Ali
At-Large Representative.....	<i>Vacant</i>
Faculty Representative (Applied Sciences)	Kia Mirsalehi
Faculty Representative (Arts & Social Sciences)	Kailyn Ng
Faculty Representative (Business)	Jessica Nguyen
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
Campaign, Research, and Policy Coordinator	Sarah Edmunds
Administrative Supervisor	Karen Atara
CEO	Martin Wyant
(Phone)	

3.3 Guests

The Peak Features Editor	Gabrielle McLaren
The Peak Copy Editor	Zach Siddiqui

3.4 Absents

President	Jaskarn Randhawa
VP University Relations.....	Jackson Freedman
Faculty Representative (Arts & Social Sciences)	Kailyn Ng

3.5 Regrets

Faculty Representative (Business) Jessica Nguyen
Faculty Representative (Applied Sciences) Kia Mirsalehi

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2018-09-07:01

Natasha/Cameron

Be it resolved to ratify regrets from Jessica Nguyen and Kia Mirsalehi.

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2018-09-07:02

Jasdeep/Camera

Be it resolved to adopt the agenda as amended.

- To add under New Business: 7.3 Website Budget Increase, 7.7 HR Representatives, 7.8 Portside Pub Event, and 7.10 Events Committee

CARRIED AMENDED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2018-09-07:03

Jasdeep/Natasha

Be it resolved to receive and file the following minutes:

- Board of Directors. 2018-08-24
- Finance and Audit Committee 2018-07-16.pdf

CARRIED

7. NEW BUSINESS

7.1 Refresh Financial – MOTION BOD 2018-09-07:04

Matthew/Natasha

Be it resolved to approve the memorandum of understanding defining the terms of partnership between Refresh Financial and the SFSS.

CARRIED

- There are no legal binding terms
- No fix terms
- The only requirement is that we need to keep some tickets for the brand ambassadors
- The next steps will be to reach to CMNS

7.2 Club Collab – MOTION BOD 2018-09-07:05

Matthew/Jasdeep

Be it resolved to approve up to \$691.31 from line item 817/20 for the Club and Student Union Collab event on September 11, 2018.

CARRIED AS AMENDED

- Amendment: \$609.10 to \$691.31

- The increase in the total is due to the increase anticipated attendance

7.3 Website Budget Increase – MOTION BOD 2018-09-07:06

Jasdeep/Russell

Whereas the Board of Directors made website redevelopment a priority for the 2018-19 term.

Whereas the Communications Coordinator and FCAT representative recommended the appointment of Ballistic Arts Media Studios Inc. as the preferred web development company at the August 24th, 2018 SFSS Board of Directors meeting.

Be it resolved that the Board of Directors increase the line item Web Site & Tech Support 821/17 by \$9,000.00.

Be it further resolved to appoint Ballistic Arts Media Studio Inc. as our preferred vendor for Website Redevelopment and appoint Marc Fontaine and Samer Rihani as the authorized signatories for the website redevelopment contract.

NOT CARRIED

- Amendment: Jaskarn Randhawa was removed and Samer Rihani was added
- Note: The motion was carried as amended, then reviewed to be postponed to the next meeting
- The goal is to make the SFSS website and CampusVibe as cohesive as possible and distinguishable from SFU
- The budgeted amount prior to the increase in the line item is for monthly website maintenance

7.4 MOTION BOD 2018-09-07:06-01

Matthew/Jasdeep

Be it resolved to postpone this motion for the next Board meeting.

CARRIED

- Board members need to review the line item increase

7.5 Arts and Social Sciences Representative – MOTION BOD 2018-09-07:07

Jasdeep/Natasha

Be it resolved to accept the resignation of Kailyn Ng effective August 24th, 2018.

CARRIED

7.6 Surrey Campus Committee BBQ – MOTION BOD 2018-09-07:08

Whereas the Mechatronics System Engineering Student Society (MSESS) will contribute to the event financially; and

Whereas the Surrey Campus Committee will match the MSESS contribution for a value up to \$1100;

Be it resolved to spend up to \$2,100.00 for an MSESS and SCC Barbecue Social event in September, 2018.

CARRIED

- The Pancake Breakfast at the Surrey Campus was noted as successful

7.7 HR Representatives – MOTION BOD 2018-09-07:09

Russell/Jasdeep

Be it resolved to appoint Natasha Birdi, Mohammed Ali, and Jackson Freedman as HR representatives for the 2018 Fall Semester.

CARRIED

7.8 Portside Pub Event – MOTION BOD 2018-09-07:10

Jasdeep/Natasha

Be it resolved to approve the agreement between the Simon Fraser Student Society and The Portside Pub for a pub night event on September 27th, 2018.

Be it further resolved to appoint Marc Fontaine and Samer Rihani as signatories for the agreement.

CARRIED AS AMENDED

- Amendment: Add “Be it further resolved to appoint Marc Fontaine and Samer Rihani as signatories for the agreement.”
- It is noted that students are in favor of the Portside Pub
- Ticket revenue goes back to the SFSS
- Coat Check logistics is to be decided by the Events committee.

7.9 Portside Pub Event – MOTION BOD 2018-09-07:11

Samer/Russell

Be it resolved to approve the agreement between the Simon Fraser Student Society and The Portside Pub for a pub night event on September 27th.

Be it further resolved to appoint Marc Fontaine and Samer Rihani as signatories for the agreement.

Be it further resolved to approve up to \$300 from line item 817/20 for the potential provision of a coat check person at the Portside Pub event.

NOT CARRIED

- It was noted that there is human capital so it was suggested to not approve the motion
- SFSS should be providing a coat checker through Board members or volunteers as there is no need to hire an individual
 - Note: Board members are not trained in coat checking
- Question was called
- Abstention: Jasdeep Gill

7.10 Events Committee – MOTION BOD 2018-09-07:12

Russell/Jasdeep

Be it resolved to appoint Graham Campbell to the SFSS Events Committee for the Fall 2018 semester.

CARRIED

Tawanda Masawi hung up at 9:18 AM

8. DISCUSSION ITEMS

8.1 AGM Update

- The AGM agenda has been finalized, however there has been concerns about adding additional items
- It is noted by the VP Student Services that no items will be added during the meeting
- It was suggested to have secret ballots where students must confirm their student information during the AGM for students to submit sensitive items in case of conflict between the Board members

8.2 SUB Space

- The student organization suites in the SUB are expected to be allocated to clubs and student unions using the shared space model
- It was noted that both last year and this year's Board voted in favor of the shared space model
- There has been inquiries about promised spaces made by the President, in relation to his impeachment, which is in conflict with Board's vote for the shared space model

9. IN-CAMERA

9.1 MOTION BOD 2018-09-07:13

Jas/Matthew

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

CARRIED

9.2 Response to Terry Beech

9.3 HR

9.4 Space Surrender of the Undergrounds

10. EX-CAMERA

10.1 MOTION BOD 2018-09-07:14

Matthew/Jasdeep

Be it resolved to go ex-camera.

CARRIED

Tawanda Masawi physically arrived

10.2 HR Issue – MOTION BOD 2018-09-07:15

Jasdeep/Samer

Be it resolved to appoint Jasdeep Gill and Matthew Chow to participate in identifying an appropriate third-party to work with the SFSS, CUPE, and employees to identify and develop strategies to resolve relationship concerns and workplace issues.

CARRIED

11. ATTACHMENTS

- BallisticSFSSWebsiteDesign2018.pdf
- Memorandum of Understanding (SFSS).PDF
- Barbecue - Budget.pdf
- Barbecue - Proposal.pdf
- Club & Student Union Collab.pdf
- SFU and Portside Agreement .pdf

12. ADJOURNMENT

MOTION BOD 2018-09-07:16

Matthew/Jasdeep

Be it resolved to adjourn the meeting at 9:50 AM.

CARRIED



video PRODUCTION + graphic DESIGN + web DEVELOPMENT

SFSS WEBSITE DESIGN

BALLISTIC ARTS MEDIA STUDIOS INC.

Project Name:

Simon Fraser Student Society
Website Design Modification

Date:

September 4, 2018

www.ballisticarts.com

#110 – 250 Schoolhouse

Coquitlam, BC, V3K 6V7

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

engage@ballisticarts.com

CLIENT	<p>Marc Fontaine & Jaskarn Randhawa c/o 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</p>
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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:



POLICIES:

TIME-FRAME:

Changes in the delivery date may affect the price. However, circumstances that delay approvals for the quote, drafts and mock-ups not caused by Ballistic Arts Media Studios Inc. (Ballistic Arts) will affect this delivery date. Ballistic Arts reserves the right to change the delivery date if such circumstances arise.

RE-ACTIVATION FEE:

If Client leaves project (Project plan) inactive for a period of 14 (fourteen) days without any communication to Ballistic Arts, any previous timeline estimates become void. After 30 (thirty) days without any communication to Ballistic Arts, the Project plan will be considered dormant. A dormant Project plan will be considered closed until Client reactivates it. Monies previously provided are non-refundable. Dormant Project plans are subject to a re-activation fee before new procedures are considered.

PAYMENT & CANCELLATION POLICY:

For Project Plans under \$3,000: Payment is to be paid in full prior to commencement.

For Project Plans over \$3,000: 50% of the agreed-upon amount is to be received prior to the Project Plan start. 50% will be paid at an agreed upon halfway point in the Project Plan. The cancellation of the signed agreement must be provided in writing. A cancellation fee of 25% the Project Plan price or work done to date (whichever is greater) will be incurred if the agreement is signed and then cancelled.

The above-indicated prices do not include taxes. Client will be notified if Ballistic Arts finds it necessary to incur additional charges for additional Project Plans. Additional service charges are to be approved by the Client prior to commencement of further treatment.

If Client has not signed contract in 30 days, pricing may be considered void.

TERM, SUSPENSION & TERMINATION

Client acknowledges and agrees that Ballistic Arts may restrict, suspend, or terminate any or all service(s) in this agreement, without liability if the Client:

- Breaches the agreement, including non-payment;
- Harass, threaten, and/or abuse employees or agents of Ballistic Arts;
- Fraudulently or improperly seek to avoid payment.

Ballistic Arts retains the right to terminate services if we reasonably believe that there is an emergency or extreme circumstance that would warrant such action. Ballistic Arts agrees to provide Client ample written warning, in the form of electronic communication, the intent to terminate service(s) before such actions are to take place and that a fair settlement of payment of service(s) rendered will be negotiated.

CONDITION OF INSTRUCTIONS

Upon receipt of but not limited to, original copy or manuscript(s), graphic(s) and photograph(s), should it be evident that the condition of the instructions differ from that which had been originally described and consequently quoted, the original quotation shall be rendered void and a new quotation issued.

ADDITIONAL REVISIONS

Additional revisions represent work performed in addition to the original specifications. Such additional work

Client approval initials here:

shall be charged at current rates and be supported with documentation upon request. No additional payment shall be made for changes required to conform to the original assignment description.

PREPARATORY MATERIALS

Preparatory work performed at the Client's request, such as, however not limited to, sketches, drawings, composition, and materials will be charged at current rates if not included in quote already, and may not be used without the consent of Ballistic Arts. Preparatory work is solely for the Client to review and cannot be used as final work for public or private display.

PRODUCTION SCHEDULES

Production schedules will be established and adhered to by Client and Ballistic Arts, provided that neither shall incur any liability or penalty for delays due to, and not limited to, labour disputes, energy failure, equipment breakdown, delays of supplier(s) or carrier(s), action of government authority and other causes beyond the control of Client or Ballistic Arts. The final delivery date(s) will be subject to renegotiation if Client does not adhere to the production schedule.

DISCLAIMER OF WARRANTIES

Ballistic Arts hereby disclaims any and all implied warranties of merchantability and/or warranties of fitness for particular purpose. In no event shall Ballistic Arts be liable for any person and/or entities consequential and/or incidental damages.

PRE-AUTHORIZATION

Ballistic Arts agrees to undertake the operation cost(s) of equipment and personnel used for the sole purpose of producing work(s) in accordance with this contract using equipment Ballistic Arts will supply. Ballistic Arts then agrees to deliver the work(s) in the format(s) as agreed to in the contract.

Client hereby agrees that Ballistic Arts will strictly be liable only for the full amount of payment as agreed to in the contract. In the case that Client is not satisfied with the final product or believe that the full extent of service(s) required were not fulfilled Client is entitled to and only entitled to a full refund of the entire amount of payment(s) solely for this work.

Client is solely responsible for securing the rights to the use of any and all content(s) to be used in the work(s), and not limited to, logo(s), trademark(s), photograph(s), title(s), and name(s) that are associated with Client.

Further, that Ballistic Arts is responsible only for the production of the work(s) as requested by Client and that this is the full and complete relationship between Ballistic Arts Media Studios Incorporated and Client.

The work(s) are created in accordance to the specification(s) provided by Client and hereby releases Ballistic Arts Media Studios Incorporated from any further consideration(s) and action(s) relating to the works) and its content(s).

INDEMNITY AGREEMENT

Client indemnifies and holds Ballistic Arts Media Studios Incorporated harmless for any actions or statements on the part of Client to any party whomsoever.

Client approval initials here:

Client further agrees to indemnify and hold harmless Ballistic Arts Media Studios Incorporated for claims of any nature whatsoever pertaining to the services and goods provided. This includes the loss of customer furnished proofs and materials, missing projected deadlines set for the completion of work, and loss of any information stored in Ballistic Arts Media Studio Incorporated's computers. Additionally, this Indemnity Agreement includes claims relating to any software or other copyrightable materials furnished by Client, and from any and all copyright claims and/or misappropriations of trade secrets and/or any claim of theft of proprietary information.

PROOFS

A proof form will be supplied with the proof and must be initialed by Client. In the case that the proof was delivered electronically a return electronic mail will be considered a confirmation from Client. If revised proof(s) are desired, request must be made when proof(s) are returned. The maximum number of additional requests for proof(s) is 2 on top of the first delivered and can push back the delivery date of the final product. A reasonable variation in colour between colour proofs and the completed job shall constitute acceptable delivery. Ballistic Arts Media Studios Incorporated cannot be held responsible for errors under either or both of the following conditions: if Client has failed to return proof(s) with indication of changes or if Client has instructed Ballistic Arts Media Studios Incorporated to proceed without submission of proof(s).

BUDGET

The budget provided by Ballistic Arts Media Studios Incorporated will detail all expenses to be reimbursed by Client for the purpose of completing this assignment. Any changes required to the budget must be written, this including electronic mail, and submitted to Ballistic Arts Media Studios Incorporated 15 (fifteen) days prior to the completion of the assignment or the use of the material(s) and/or labour directly affected by the change required. Ballistic Arts Media Studios Incorporated reserves the right to reject any change(s) by Client to the original budget if the change(s) affect work already completed by Ballistic Arts Media Studios Incorporated. Any changes required by Ballistic Arts Media Studios Incorporated to the budget must be written and submitted to Client, this including electronic mail, 15 (fifteen) days prior to the completion of the Project Plan. Client reserves the right to reject any change(s) to the original contract except for material cost(s). Before any work is to begin on the part of Ballistic Arts Media Studios Incorporated the first payment is required and Client hereby agrees that the first payment is non-refundable. For material costs over \$100.00 (one hundred dollars) a down payment of 50% is required.

PAYMENT TERMS

Deposit invoices must be paid immediately prior to the commencement of a Project Plan. All other invoices shall be paid immediately upon receipt. Claims for defects, damages, or shortages must be made by Client in writing within a period of 30 (thirty) days after delivery of all or any part of the order. Failure to make such claim within the stated period shall constitute irrevocable acceptance and an admission that they fully comply with terms, conditions, and specifications.

THIRD PARTY SHIPPING

In the event any material necessary for the production of Client order must be shipped to a third party for additional work, Ballistic Arts Media Studios Incorporated will incur no liability for losses incurred in transit or due to the delay of the shipper of the third party.



Client approval initials here:

Client has read and accepts the Policies, Ownership Agreement, and Terms and Conditions of this Contract. In witness whereof the parties hereto have agreed to and execute this agreement as of this _____ day of _____, 20__.



Ballistic Arts Media Studios Inc.
ted LAU

Simon Fraser Student Society
Marc Fontaine, Build SFU General Manager &
Jaskarn Randhawa, President

Client approval initials here:

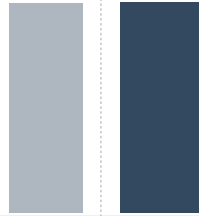


SFSS Surrey Campus Committee

MSESS & SFSS Barbecue Social: Budget

Balance: \$15.18

Attendance: 500 students



EXPENDITURES REVENUES

\$2,184.82 \$2,200.00

Expenses

Revenues

	Base Cost	Quantity	Amount	Notes
<i>Item</i>			+\$2,184.82	
Venue (Subtotal: \$0)				
Venue (Mezzanine)	\$0	N/A	\$0	
Food (Subtotal: \$1210.68)				
Burgers (12-pack)	\$10.00	42	\$420.00	
Veggie burgers (8-pack)	\$8.00	12	\$96.00	
Buns (12-pack)	\$1.88	42	\$78.96	
Condiments (bottle)	\$2.00	20	\$40.00	Ketchup (12 bottles) , mustard (8 bottles)
Lettuce/tomatoes/cheese	\$150	N/A	\$150.00	
Chips (18-pack)	\$7.00	28	\$196.00	
Pop (2L bottles)	\$2.00	50	\$100.00	
Tax	12%	N/A	\$129.72	
Equipment (Subtotal: \$580)				
Barbecues (4'x2' large)	\$165.00	2	\$330.00	
Propane	\$70	N/A	\$70.00	
Equipment Delivery	\$160	N/A	\$160.00	
Food Delivery	\$20	N/A	\$20.00	
Cutlery (Subtotal: \$30)				
Paper plates (100-pack)	\$7.48	0	\$0	SCC has existing
Napkins (100-pack)	\$1.78	0	\$0	SCC has existing
Cups (50-pack)	\$5.00	6	\$30	

<i>Item/Organization</i>	Amount	Notes
	+\$2,200.00	
Surrey Campus Committee	\$1,100	
MSESS (Core/Trust Contribution)	\$100	10% of the grant contribution
MSESS (Grant Contribution)	\$1,000	Will be covered by SCC to avoid the grant process

Tongs	\$0	0	\$0	SCC has existing					
Oven mitts	\$0	0	\$0	SCC has existing					
Marketing (Subtotal: \$0)									
Posters (12"x8", color 12)	\$0.75	0	\$0	Students will not see physical promotions during break					
Miscellaneous (Subtotal: \$364.14)									
Contingency	20%	N/A	\$364.14						

Surrey Campus Committee Proposal

Name: Malika Gill

Position: SCC At-Large Representative

Event Name: MSESS & SFSS Barbecue Social

Date: September 20-30 (exact date TBA), 2018

Time: 11am - 2pm

Setup time: 10 - 11am

Takedown time: 2 - 3:30pm

Location: Mezzanine and Parking Lot, SFU Surrey

Expected attendance/target: 500 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:

Fun, interactive social event for Mechatronics students and Surrey students to ease them into the semester. First-year students are the main focus. Life-sized games will be set up in the Mezzanine.

Collaboration with Mechatronic Systems Engineering Student Society and SFSS Surrey Campus Committee.

Motion:

Whereas the MSESS will contribute to the event financially;

Whereas the SCC will simulate the MSESS grant contribution for a value up to \$1000;

Be it resolved to spend up to \$2100 for an MSESS and SCC Barbecue Social event in September 2018.

Club & Student Union Collab

September 11, 2018

Revenue		Revenue Per Person		
		Units	Unit Price	Projected
1	Ticket Sales			0.00
				0.00
2	Internal Sponsorship			0.00
	SFSS Sponsorship			0.00
	SFSS Core Funding			0.00
3	External Sponsorship			0.00
TOTAL REVENUE				0.00
Variable Expenses		Cost Per Person		
		Units	Unit Price	Projected
1	Food			7.65
	Pasta Polo	75	5.78	5.93
	Cupcakes	75	1.25	1.28
	Icing	3	10.50	0.43
2	Drinks			0.22
	Soda	5	2.00	0.14
	Bottled Water (per 24-pack)	2	2.97	0.08
3	Other			0.27
	Vegan food option	2		
TOTAL VARIABLE EXPENSES				8.14
Fixed Expenses		Cost Per Person		
		Units	Unit Price	Projected
1	Condiments and Food Things			0.82

Attendees	Projected	
SFSS Directors		11
Club & Student Unions Execs		62
Total		73
Total Revenue	Notes	
Projected		
0.00		
0.00		
0.00		
0.00		
0.00		
0.00		
0.00		
Total Cost	Notes	
Projected		
558.45		
433.20		
93.75		
31.50		
15.94		
10.00		
5.94		
20.00		
20.00		
594.39		
Total Cost	Notes	
Projected		
60.00		

	Cupcake Décor			0.62
	Plastic Plating			0.21
2				0.00
3				0.00
TOTAL FIXED EXPENSES				0.82
	GST (5.00%)		5.00%	0.45
	PST (7.00%)		7.00%	0.06
TOTAL EXPENSES				9.47
	Net Deficit			-9.47

45.00	Sprinkles, food colouring, candies	
15.00	Cups, Plates, Cutlery	
0.00		
0.00		
60.00		
32.72		
4.20		
691.31		
-691.31		

Memorandum of Understanding

Between

Refresh Financial

and

The Simon Fraser Student Society (SFSS)

This Memorandum of Understanding's (MOU) purpose is to set the key deliverables expected to be conducted during The SFSS's partnership with Refresh Financial.

Background

Refresh Financial is a company dedicated to fighting the barriers that have been put in place between our clients and their financial goals. We have identified a solution to prevent these barriers and it is through education. We want to provide Simon Fraser University (SFU) students free financial education as well as three student job openings as brand ambassadors for the academic year. The SFSS wants their students to be well prepared for the future and this includes financial preparation. Both the SFSS and Refresh want to achieve their goals through a mutually beneficial partnership.

Purpose

This MOU of our partnership will keep us accountable towards accomplishing our goals. This is a NON-BINDING agreement that simply outlines our goals. Our goals include:

- Signing students up for free Financial Intelligence Training (F.I.T.)
- Hiring (tentatively) three students as paid brand ambassadors
- Discovering new opportunities to identify the best way to bring students to financial literacy and credit fluency

The above goals will be accomplished by undertaking the following activities:

- The SFSS publishing pre-approved marketing material on their official website, Facebook page, and any other social media platforms for the Refresh Brand Ambassador job opening
- The SFSS providing pamphlets at their office as well as publishing pre-approved marketing material on their official website, Facebook page, and other social media platforms to allow students to be aware that the SFSS and SFU's Refresh Brand Ambassador can provide them with free F.I.T.
- The SFSS providing Refresh Brand Ambassadors reserved spots at limited capacity events (Refresh will compensate for their presence)
- Refresh will train the brand ambassadors to be well versed on the topic of credit and will be capable to engage students in order to bring them to financial awareness

- Both the SFSS and Refresh will communicate regularly about successful and unsuccessful tactics that are used to reach out to students and provide them free F.I.T.

Reporting

Refresh Financial will keep a record of the number of students who sign up on Refresh F.I.T. We will communicate with the Refresh Brand Ambassador to make journal-style notes about progress that is made within the school community and during school events. While in communication with the SFSS and the Refresh Brand Ambassadors, Refresh will periodically ask about student receptiveness and the awareness of Refresh F.I.T.

Funding

Fixed funding between organizations will not occur. Refresh is open to providing funding for events or initiatives that the SFSS or Refresh Brand Ambassadors see as a socially profitable opportunity. If we can work together to create an event or initiative that will provide students a free or cheap opportunity to learn how to take hold of their financial future, Refresh is open to fund up to (a set dollar amount) of the costs.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the SFSS and Refresh Financial. This MOU shall become effective upon email approval by the authorized officials from the SFSS and will remain in effect until modified or terminated by any one of the partners by mutual consent. Refresh Financial would like to continue this partnership for consecutive years with the help of the SFSS by including this partnership in their transition from one executive team to the next.

Contact Information

Refresh Financial
David Knapp
Director of Strategic Partnerships & Development
1628 Dickson Ave, Kelowna, BC
1 (778) 363-7994
[1 \(888\) 877-4219](tel:18888774219)
david.knapp@refreshfinancial.ca

The Simon Fraser Student Society
Matthew Chow
Vice-President of Finance
8888 University Dr. Burnaby, BC
(604) 367-8810
vpfinance@sfss.ca

This agreement is dated for reference August 30th, 2018

BETWEEN

The Portside Pub
7 Alexander Street
Vancouver BC
V6B 1R4

And

Simon Frasier Student Society MBC
2250-8888 University Center
Burnaby BC
V5A 1S6

REPRESENTATIONS AND WARRANTIES

1. The Pub represents and warrants the following:
 - (a) That it has a valid Liquor Licence and any other permits required to hold the Event (whatever the regime is)
 - (b) That it has insurance sufficient to cover any losses or damages that might arise from the event (talk to insurer)

THE PUB'S OBLIGATIONS

2. The Pub agrees that the SFSS, its members and guests will have use of the Pub between 10:00 pm on 27 September 2018 and 1:00 am
3. The pub will provide:
 - (a) The venue of The Portside Pub
 - (b) The sound system and DJ
 - (c) Sufficient staff to serve and host approximately 350 people
 - (d) A food kitchen from 10:00 pm to 11:00pm and bar sales from 10:00 pm to 2:00 am

- (e) Bus to the location
- (f) Drink specials
- (g) Security

SFSS OBLIGATIONS

1. Sell tickets to the event
2. Provide a coat check person or pay a \$300 fee for us to supply one.

GENERAL

This Agreement shall be governed by and construed under the Laws of British Columbia and the provision of this Agreement shall be construed as a whole according to their common meaning and not strictly for or against the SFSS or the Pub.

Should any dispute arise between the parties with respect to any matter pertaining to this Agreement, its terms, its conditions or its implementation, both parties must make every reasonable effort to resolve the dispute. If the parties are not able to resolve any dispute they agree to submit the matter to arbitration under the *Commercial Arbitration Act*, R.S.B.C. 1996, c. 55, and amendments thereto. The decision of the arbitrator shall be final and binding on both parties.

LIABILITY

The Pub shall indemnify, defend and hold the SFSS and SFSS's, directors, agents and employees harmless from any losses, claims, damages or judgments, including legal fees, directly or indirectly resulting from the hosting of the Event, including but not limited to those arising out of any injury or death to any person or persons or damage to any property of any kind whatsoever, unless they are caused by SFSS's negligence or failure to fulfill its obligations under this Agreement.

The Pub and SFSS shall not be responsible for any losses or damages to the other occasioned by delays in the performance or non-performance of any of said party's obligations when caused by Acts of God, strikes, lock-outs, acts of war or any other cause beyond the reasonable control of said party.



video PRODUCTION + graphic DESIGN + web DEVELOPMENT

SFSS WEBSITE DESIGN

BALLISTIC ARTS MEDIA STUDIOS INC.

Project Name:

Simon Fraser Student Society
Website Design Modification

Date:

September 4, 2018

www.ballisticarts.com

#110 – 250 Schoolhouse

Coquitlam, BC, V3K 6V7

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

engage@ballisticarts.com

CLIENT

Marc Fontaine & Jaskarn Randhawa
c/o 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

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

SFSS – WEBSITE MODIFICATION

\$7,500.00

Client approval initials here:



POLICIES:

TIME-FRAME:

Changes in the delivery date may affect the price. However, circumstances that delay approvals for the quote, drafts and mock-ups not caused by Ballistic Arts Media Studios Inc. (Ballistic Arts) will affect this delivery date. Ballistic Arts reserves the right to change the delivery date if such circumstances arise.

RE-ACTIVATION FEE:

If Client leaves project (Project plan) inactive for a period of 14 (fourteen) days without any communication to Ballistic Arts, any previous timeline estimates become void. After 30 (thirty) days without any communication to Ballistic Arts, the Project plan will be considered dormant. A dormant Project plan will be considered closed until Client reactivates it. Monies previously provided are non-refundable. Dormant Project plans are subject to a re-activation fee before new procedures are considered.

PAYMENT & CANCELLATION POLICY:

For Project Plans under \$3,000: Payment is to be paid in full prior to commencement.

For Project Plans over \$3,000: 50% of the agreed-upon amount is to be received prior to the Project Plan start. 50% will be paid at an agreed upon halfway point in the Project Plan. The cancellation of the signed agreement must be provided in writing. A cancellation fee of 25% the Project Plan price or work done to date (whichever is greater) will be incurred if the agreement is signed and then cancelled.

The above-indicated prices do not include taxes. Client will be notified if Ballistic Arts finds it necessary to incur additional charges for additional Project Plans. Additional service charges are to be approved by the Client prior to commencement of further treatment.

If Client has not signed contract in 30 days, pricing may be considered void.

TERM, SUSPENSION & TERMINATION

Client acknowledges and agrees that Ballistic Arts may restrict, suspend, or terminate any or all service(s) in this agreement, without liability if the Client:

- Breaches the agreement, including non-payment;
- Harass, threaten, and/or abuse employees or agents of Ballistic Arts;
- Fraudulently or improperly seek to avoid payment.

Ballistic Arts retains the right to terminate services if we reasonably believe that there is an emergency or extreme circumstance that would warrant such action. Ballistic Arts agrees to provide Client ample written warning, in the form of electronic communication, the intent to terminate service(s) before such actions are to take place and that a fair settlement of payment of service(s) rendered will be negotiated.

CONDITION OF INSTRUCTIONS

Upon receipt of but not limited to, original copy or manuscript(s), graphic(s) and photograph(s), should it be evident that the condition of the instructions differ from that which had been originally described and consequently quoted, the original quotation shall be rendered void and a new quotation issued.

ADDITIONAL REVISIONS

Additional revisions represent work performed in addition to the original specifications. Such additional work

Client approval initials here:

shall be charged at current rates and be supported with documentation upon request. No additional payment shall be made for changes required to conform to the original assignment description.

PREPARATORY MATERIALS

Preparatory work performed at the Client's request, such as, however not limited to, sketches, drawings, composition, and materials will be charged at current rates if not included in quote already, and may not be used without the consent of Ballistic Arts. Preparatory work is solely for the Client to review and cannot be used as final work for public or private display.

PRODUCTION SCHEDULES

Production schedules will be established and adhered to by Client and Ballistic Arts, provided that neither shall incur any liability or penalty for delays due to, and not limited to, labour disputes, energy failure, equipment breakdown, delays of supplier(s) or carrier(s), action of government authority and other causes beyond the control of Client or Ballistic Arts. The final delivery date(s) will be subject to renegotiation if Client does not adhere to the production schedule.

DISCLAIMER OF WARRANTIES

Ballistic Arts hereby disclaims any and all implied warranties of merchantability and/or warranties of fitness for particular purpose. In no event shall Ballistic Arts be liable for any person and/or entities consequential and/or incidental damages.

PRE-AUTHORIZATION

Ballistic Arts agrees to undertake the operation cost(s) of equipment and personnel used for the sole purpose of producing work(s) in accordance with this contract using equipment Ballistic Arts will supply. Ballistic Arts then agrees to deliver the work(s) in the format(s) as agreed to in the contract.

Client hereby agrees that Ballistic Arts will strictly be liable only for the full amount of payment as agreed to in the contract. In the case that Client is not satisfied with the final product or believe that the full extent of service(s) required were not fulfilled Client is entitled to and only entitled to a full refund of the entire amount of payment(s) solely for this work.

Client is solely responsible for securing the rights to the use of any and all content(s) to be used in the work(s), and not limited to, logo(s), trademark(s), photograph(s), title(s), and name(s) that are associated with Client.

Further, that Ballistic Arts is responsible only for the production of the work(s) as requested by Client and that this is the full and complete relationship between Ballistic Arts Media Studios Incorporated and Client.

The work(s) are created in accordance to the specification(s) provided by Client and hereby releases Ballistic Arts Media Studios Incorporated from any further consideration(s) and action(s) relating to the works) and its content(s).

INDEMNITY AGREEMENT

Client indemnifies and holds Ballistic Arts Media Studios Incorporated harmless for any actions or statements on the part of Client to any party whomsoever.



Client approval initials here:

Client further agrees to indemnify and hold harmless Ballistic Arts Media Studios Incorporated for claims of any nature whatsoever pertaining to the services and goods provided. This includes the loss of customer furnished proofs and materials, missing projected deadlines set for the completion of work, and loss of any information stored in Ballistic Arts Media Studio Incorporated's computers. Additionally, this Indemnity Agreement includes claims relating to any software or other copyrightable materials furnished by Client, and from any and all copyright claims and/or misappropriations of trade secrets and/or any claim of theft of proprietary information.

PROOFS

A proof form will be supplied with the proof and must be initialed by Client. In the case that the proof was delivered electronically a return electronic mail will be considered a confirmation from Client. If revised proof(s) are desired, request must be made when proof(s) are returned. The maximum number of additional requests for proof(s) is 2 on top of the first delivered and can push back the delivery date of the final product. A reasonable variation in colour between colour proofs and the completed job shall constitute acceptable delivery. Ballistic Arts Media Studios Incorporated cannot be held responsible for errors under either or both of the following conditions: if Client has failed to return proof(s) with indication of changes or if Client has instructed Ballistic Arts Media Studios Incorporated to proceed without submission of proof(s).

BUDGET

The budget provided by Ballistic Arts Media Studios Incorporated will detail all expenses to be reimbursed by Client for the purpose of completing this assignment. Any changes required to the budget must be written, this including electronic mail, and submitted to Ballistic Arts Media Studios Incorporated 15 (fifteen) days prior to the completion of the assignment or the use of the material(s) and/or labour directly affected by the change required. Ballistic Arts Media Studios Incorporated reserves the right to reject any change(s) by Client to the original budget if the change(s) affect work already completed by Ballistic Arts Media Studios Incorporated. Any changes required by Ballistic Arts Media Studios Incorporated to the budget must be written and submitted to Client, this including electronic mail, 15 (fifteen) days prior to the completion of the Project Plan. Client reserves the right to reject any change(s) to the original contract except for material cost(s). Before any work is to begin on the part of Ballistic Arts Media Studios Incorporated the first payment is required and Client hereby agrees that the first payment is non-refundable. For material costs over \$100.00 (one hundred dollars) a down payment of 50% is required.

PAYMENT TERMS

Deposit invoices must be paid immediately prior to the commencement of a Project Plan. All other invoices shall be paid immediately upon receipt. Claims for defects, damages, or shortages must be made by Client in writing within a period of 30 (thirty) days after delivery of all or any part of the order. Failure to make such claim within the stated period shall constitute irrevocable acceptance and an admission that they fully comply with terms, conditions, and specifications.

THIRD PARTY SHIPPING

In the event any material necessary for the production of Client order must be shipped to a third party for additional work, Ballistic Arts Media Studios Incorporated will incur no liability for losses incurred in transit or due to the delay of the shipper of the third party.



Client approval initials here:

Client has read and accepts the Policies, Ownership Agreement, and Terms and Conditions of this Contract. In witness whereof the parties hereto have agreed to and execute this agreement as of this _____ day of _____, 20__.



Ballistic Arts Media Studios Inc.
ted LAU

Simon Fraser Student Society
Marc Fontaine, Build SFU General Manager &
Jaskarn Randhawa, President

Client approval initials here:

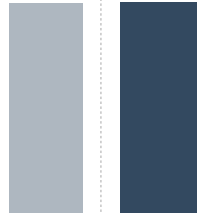


SFSS Surrey Campus Committee

MSESS & SFSS Barbecue Social: Budget

Balance: \$15.18

Attendance: 500 students



EXPENDITURES REVENUES

\$2,184.82 \$2,200.00

Expenses

Revenues

	Base Cost	Quantity	Amount	Notes
<i>Item</i>			+\$2,184.82	
Venue (Subtotal: \$0)				
Venue (Mezzanine)	\$0	N/A	\$0	
Food (Subtotal: \$1210.68)				
Burgers (12-pack)	\$10.00	42	\$420.00	
Veggie burgers (8-pack)	\$8.00	12	\$96.00	
Buns (12-pack)	\$1.88	42	\$78.96	
Condiments (bottle)	\$2.00	20	\$40.00	Ketchup (12 bottles) , mustard (8 bottles)
Lettuce/tomatoes/cheese	\$150	N/A	\$150.00	
Chips (18-pack)	\$7.00	28	\$196.00	
Pop (2L bottles)	\$2.00	50	\$100.00	
Tax	12%	N/A	\$129.72	
Equipment (Subtotal: \$580)				
Barbecues (4'x2' large)	\$165.00	2	\$330.00	
Propane	\$70	N/A	\$70.00	
Equipment Delivery	\$160	N/A	\$160.00	
Food Delivery	\$20	N/A	\$20.00	
Cutlery (Subtotal: \$30)				
Paper plates (100-pack)	\$7.48	0	\$0	SCC has existing
Napkins (100-pack)	\$1.78	0	\$0	SCC has existing
Cups (50-pack)	\$5.00	6	\$30	

<i>Item/Organization</i>	Amount	Notes
	+\$2,200.00	
Surrey Campus Committee	\$1,100	
MSESS (Core/Trust Contribution)	\$100	10% of the grant contribution
MSESS (Grant Contribution)	\$1,000	Will be covered by SCC to avoid the grant process

Tongs	\$0	0	\$0	SCC has existing					
Oven mitts	\$0	0	\$0	SCC has existing					
Marketing (Subtotal: \$0)									
Posters (12"x8", color 12)	\$0.75	0	\$0	Students will not see physical promotions during break					
Miscellaneous (Subtotal: \$364.14)									
Contingency	20%	N/A	\$364.14						

Surrey Campus Committee Proposal

Name: Malika Gill

Position: SCC At-Large Representative

Event Name: MSESS & SFSS Barbecue Social

Date: September 20-30 (exact date TBA), 2018

Time: 11am - 2pm

Setup time: 10 - 11am

Takedown time: 2 - 3:30pm

Location: Mezzanine and Parking Lot, SFU Surrey

Expected attendance/target: 500 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:

Fun, interactive social event for Mechatronics students and Surrey students to ease them into the semester. First-year students are the main focus. Life-sized games will be set up in the Mezzanine.

Collaboration with Mechatronic Systems Engineering Student Society and SFSS Surrey Campus Committee.

Motion:

Whereas the MSESS will contribute to the event financially;

Whereas the SCC will simulate the MSESS grant contribution for a value up to \$1000;

Be it resolved to spend up to \$2100 for an MSESS and SCC Barbecue Social event in September 2018.

Club & Student Union Collab

September 11, 2018

Revenue		Revenue Per Person		
		Units	Unit Price	Projected
1	Ticket Sales			0.00
				0.00
2	Internal Sponsorship			0.00
	SFSS Sponsorship			0.00
	SFSS Core Funding			0.00
3	External Sponsorship			0.00
TOTAL REVENUE				0.00
Variable Expenses		Cost Per Person		
		Units	Unit Price	Projected
1	Food			7.65
	Pasta Polo	75	5.78	5.93
	Cupcakes	75	1.25	1.28
	Icing	3	10.50	0.43
2	Drinks			0.22
	Soda	5	2.00	0.14
	Bottled Water (per 24-pack)	2	2.97	0.08
3	Other			0.27
	Vegan food option	2		
TOTAL VARIABLE EXPENSES				8.14
Fixed Expenses		Cost Per Person		
		Units	Unit Price	Projected
1	Condiments and Food Things			0.82

Attendees	Projected	
SFSS Directors		11
Club & Student Unions Execs		62
Total		73
Total Revenue	Notes	
Projected		
0.00		
0.00		
0.00		
0.00		
0.00		
0.00		
0.00		
Total Cost	Notes	
Projected		
558.45		
433.20		
93.75		
31.50		
15.94		
10.00		
5.94		
20.00		
20.00		
594.39		
Total Cost	Notes	
Projected		
60.00		

	Cupcake Décor			0.62
	Plastic Plating			0.21
2				0.00
3				0.00
TOTAL FIXED EXPENSES				0.82
	GST (5.00%)		5.00%	0.45
	PST (7.00%)		7.00%	0.06
TOTAL EXPENSES				9.47
	Net Deficit			-9.47

45.00	Sprinkles, food colouring, candies	
15.00	Cups, Plates, Cutlery	
0.00		
0.00		
60.00		
32.72		
4.20		
691.31		
-691.31		

Memorandum of Understanding

Between

Refresh Financial

and

The Simon Fraser Student Society (SFSS)

This Memorandum of Understanding's (MOU) purpose is to set the key deliverables expected to be conducted during The SFSS's partnership with Refresh Financial.

Background

Refresh Financial is a company dedicated to fighting the barriers that have been put in place between our clients and their financial goals. We have identified a solution to prevent these barriers and it is through education. We want to provide Simon Fraser University (SFU) students free financial education as well as three student job openings as brand ambassadors for the academic year. The SFSS wants their students to be well prepared for the future and this includes financial preparation. Both the SFSS and Refresh want to achieve their goals through a mutually beneficial partnership.

Purpose

This MOU of our partnership will keep us accountable towards accomplishing our goals. This is a NON-BINDING agreement that simply outlines our goals. Our goals include:

- Signing students up for free Financial Intelligence Training (F.I.T.)
- Hiring (tentatively) three students as paid brand ambassadors
- Discovering new opportunities to identify the best way to bring students to financial literacy and credit fluency

The above goals will be accomplished by undertaking the following activities:

- The SFSS publishing pre-approved marketing material on their official website, Facebook page, and any other social media platforms for the Refresh Brand Ambassador job opening
- The SFSS providing pamphlets at their office as well as publishing pre-approved marketing material on their official website, Facebook page, and other social media platforms to allow students to be aware that the SFSS and SFU's Refresh Brand Ambassador can provide them with free F.I.T.
- The SFSS providing Refresh Brand Ambassadors reserved spots at limited capacity events (Refresh will compensate for their presence)
- Refresh will train the brand ambassadors to be well versed on the topic of credit and will be capable to engage students in order to bring them to financial awareness

- Both the SFSS and Refresh will communicate regularly about successful and unsuccessful tactics that are used to reach out to students and provide them free F.I.T.

Reporting

Refresh Financial will keep a record of the number of students who sign up on Refresh F.I.T. We will communicate with the Refresh Brand Ambassador to make journal-style notes about progress that is made within the school community and during school events. While in communication with the SFSS and the Refresh Brand Ambassadors, Refresh will periodically ask about student receptiveness and the awareness of Refresh F.I.T.

Funding

Fixed funding between organizations will not occur. Refresh is open to providing funding for events or initiatives that the SFSS or Refresh Brand Ambassadors see as a socially profitable opportunity. If we can work together to create an event or initiative that will provide students a free or cheap opportunity to learn how to take hold of their financial future, Refresh is open to fund up to (a set dollar amount) of the costs.

Duration

This MOU is at-will and may be modified by mutual consent of authorized officials from the SFSS and Refresh Financial. This MOU shall become effective upon email approval by the authorized officials from the SFSS and will remain in effect until modified or terminated by any one of the partners by mutual consent. Refresh Financial would like to continue this partnership for consecutive years with the help of the SFSS by including this partnership in their transition from one executive team to the next.

Contact Information

Refresh Financial
David Knapp
Director of Strategic Partnerships & Development
1628 Dickson Ave, Kelowna, BC
1 (778) 363-7994
[1 \(888\) 877-4219](tel:18888774219)
david.knapp@refreshfinancial.ca

The Simon Fraser Student Society
Matthew Chow
Vice-President of Finance
8888 University Dr. Burnaby, BC
(604) 367-8810
vpfinance@sfss.ca

This agreement is dated for reference August 30th, 2018

BETWEEN

The Portside Pub
7 Alexander Street
Vancouver BC
V6B 1R4

And

Simon Frasier Student Society MBC
2250-8888 University Center
Burnaby BC
V5A 1S6

REPRESENTATIONS AND WARRANTIES

1. The Pub represents and warrants the following:
 - (a) That it has a valid Liquor Licence and any other permits required to hold the Event (whatever the regime is)
 - (b) That it has insurance sufficient to cover any losses or damages that might arise from the event (talk to insurer)

THE PUB'S OBLIGATIONS

2. The Pub agrees that the SFSS, its members and guests will have use of the Pub between 10:00 pm on 27 September 2018 and 1:00 am
3. The pub will provide:
 - (a) The venue of The Portside Pub
 - (b) The sound system and DJ
 - (c) Sufficient staff to serve and host approximately 350 people
 - (d) A food kitchen from 10:00 pm to 11:00pm and bar sales from 10:00 pm to 2:00 am

- (e) Bus to the location
- (f) Drink specials
- (g) Security

SFSS OBLIGATIONS

1. Sell tickets to the event
2. Provide a coat check person or pay a \$300 fee for us to supply one.

GENERAL

This Agreement shall be governed by and construed under the Laws of British Columbia and the provision of this Agreement shall be construed as a whole according to their common meaning and not strictly for or against the SFSS or the Pub.

Should any dispute arise between the parties with respect to any matter pertaining to this Agreement, its terms, its conditions or its implementation, both parties must make every reasonable effort to resolve the dispute. If the parties are not able to resolve any dispute they agree to submit the matter to arbitration under the *Commercial Arbitration Act*, R.S.B.C. 1996, c. 55, and amendments thereto. The decision of the arbitrator shall be final and binding on both parties.

LIABILITY

The Pub shall indemnify, defend and hold the SFSS and SFSS's, directors, agents and employees harmless from any losses, claims, damages or judgments, including legal fees, directly or indirectly resulting from the hosting of the Event, including but not limited to those arising out of any injury or death to any person or persons or damage to any property of any kind whatsoever, unless they are caused by SFSS's negligence or failure to fulfill its obligations under this Agreement.

The Pub and SFSS shall not be responsible for any losses or damages to the other occasioned by delays in the performance or non-performance of any of said party's obligations when caused by Acts of God, strikes, lock-outs, acts of war or any other cause beyond the reasonable control of said party.

