

1. CALL TO ORDER

Call to Order – 10:30 AM

2. TERRITORIAL ACKNOWLEDGMENT

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

3. ROLL CALL OF ATTENDANCE

3.1 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
Campaign, Research, and Policy Coordinator.....	Pierre Cassidy
Administrative Assistant.....	Zoya Nari

3.3 Guests

The Peak News Editor	Cecile Favron
VP Students and International	Tim Rahilly
Director of Operations and Planning	Erin Biddlecombe
Writing Services Associate.....	Julia Lane

3.4 Regrets

Faculty Representative (Health Sciences).....	Aarushi Sharma
Faculty Representative (Communications, Art, & Technology).....	Juvina Silvestre

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2017-06-05:01

Baljinder/Prab

Be it resolved to ratify regrets from Juvina Silvestre and Aarushi Sharma (leave of absence).

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2017-06-05:02

Baljinder/Jamie

Be it resolved to adopt the agenda as amended

- Change 8.1: line item 741/20 to 820/20 (Advocacy)
 - Due to insufficient funds in the 714/20 line item

CARRIED AS AMENDED

Parham Elmi arrived at 10:33 AM

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2017-06-05:03

Gini/Erwin

Be it resolved to receive and file the following minutes:

- Board of Directors 2017-05-29.docx
- Finance Committee 2017-05-19.docx

CARRIED

7. PRESENTATION

7.1 Sexual Violence Policy - Tim Rahilly and Erin Biddlecombe

- The same presentation was made to the previous Board term
 - During Q&A there was an update of their progress; such as the policy consultation that was conducted by SFU
- It is noted that Sexual Violence has been an issue for a while and a legislation was just passed in 2016 for universities
 - Legislation of prevention and responses to sexual violence from external support
 - There is a focus on universities to lead the way for the sexual violence policy
- It is noted that the university has control over and a role to play with the events that occur in their jurisdiction
 - If an event occurs outside of the university's jurisdiction, support can be given, but an investigation may be difficult to conduct; such as in the SFSS owned areas
- Suggestion: Board members to possibly collaborate with SFU's policy and adopt the language used
 - As past Board members have assisted in voicing out the concern to students
 - To possibly have a procedure where SFU and SFSS members collaborate to create fair and reasonable decisions for when an event occurs
- Challenge: choosing the right procedures for when students come forward with an issue of sexual violence and where the society stands on the university's policy
 - Issues with satisfying feasible requests

- UBC, UVIC, and Thompson Rivers have a strong collaboration with SFU and their student society has adopted the language in their policy

7.2 Writing Services - Julia Lane

- Noted: students are not always aware of all the resources that the Student Learning Commons offers at all three (3) campuses
 - There is a larger option range at the Burnaby campus
- The Student Learning Commons offers Writing and Learning Resources Workshops to students
 - There is also a Career Centre that assists with professional writing such as resume writing
- General workshops are conducted at the library or tailored options are available for specific classes
- There are consultations that are available for one on one sessions
 - Or WriteAway, where you can submit writing pieces online instead
 - Or Writing Groups where a facilitator is present in the designated area and assists only when requested/needed
- Suggestion: SFSS to possibly collaborate with the Student Learning Commons to promote resources to students
 - To possibly promote to incoming students a couple weeks before their arrival

8. NEW BUSINESS

8.1 Consent Tool Boxes – MOTION BOD 2017-06-05:04

Prab/Alam

Be it resolved that the Board of Directors approve \$1,904.00 from Line item 820/20 for the purchase of Consent Toolboxes for Membership Engagement purposes.

CARRIED

- Three (3) different kits will be made instead of the previous 1
- Purpose: for the Board to increase consent culture to students at events where it may be needed
- Suggestion: to possibly have more of Kit #1 due to its popularity
 - External toolboxes are already provided by the Women's Centre and Out on Campus
- Kits – exterior colours will differentiate between each kit
 - Its contents will be written in the inside of the box
 - Suggestion: to possibly have the contents listed on the outside of the box instead of inside
- Noted: to promote the toolboxes according to its popularity and need by members

MOTION BOD 2017-06-05:05

Erwin/Jimmy

Be it resolved to call the question.

CARRIED

Jimmy Dhesa left at 11:23 AM

8.2 2017 Fall Kickoff Budget – MOTION BOD 2017-06-05:06
Gini/Baljinder

Be it resolved to approve the 2017 Fall Kickoff budget from line item 816/20.

CARRIED

- Refer to the attached document
- Budget is similar to last year's with minor adjustments
- Suggestion: to have a budget allocated for a possibility that the Pub's area may not be available
 - Contingency of \$1000 has been made
- An update of the proposal will be done on a weekly basis for the Board or when there are Board meetings
- Friendly amendment – to add “line item 816/20” to the motion

8.3 JDC West Letter of Support – MOTION BOD 2017-06-05:07
Parham/Erwin

Be it resolved to approve the letter of support for the 2019 JDC West Competition hosted by SFU JDC West.

WITHDRAWN

- Brief: a 3-category case competition and require a letter of support from SFSS to be able to bid for the competition
- Update: their budget reflects the costs of room booking, therefore the Board is not responsible or required to provide free room bookings
- Suggestion: letter of support to have more structure and professionalism to it
 - Further editing will be done and completed by the end of the week

9. DISCUSSION ITEMS

9.1 Council Proposal

- Last Council meeting focused on orientation and introductions of Student Unions and DSUs
- It is noted that FIC students have been using SFSS resources and services for free
 - Information to its feasibility for FIC students to be considered as SFSS members by paying the services fees
 - Suggestion: further discussion to be made by and with FIC students
- Question: Where is Council now and what can be done to move Council to a position where it can further succeed
- Suggestion for the proposal: to possibly have Council members more involved in SFSS rather than strictly having discussions between the Student Unions and Council
 - Proposal is a long-term suggestion
 - This is to increase governance work and SFSS involvement
 - A Board member suggested for the discussion to possibly be moved to the Governance Committee
 - Discussion was brought to Board due to the number of members who have had experience in Council and are not in the Governance Committee

10. ATTACHMENTS

- Consent Toolkit_05-25-17.pdf
- Consent Box May Green (1).pdf
- 2017 Fall Kickoff Budget.xlsx
- Concert-Proposal.pdf
- SFSS Letter of Support (1).pdf
- 2017 Summer workshops.pdf

11. ADJOURNMENT

MOTION BOD 2017-06-05:08

Parham/Alam

Be it resolved to adjourn the meeting at 12:04 PM.

CARRIED

2017 Fall Kickoff Concert

Event Budget for 2017 Fall Kickoff Concert : 1

Tickets		Estimated	
Estimated	Actual		
200		Discount	\$25.00 \$5,000.00
		Presale	\$0.00
400		Early Bird	\$30.00 \$12,000.00
		Regular	\$0.00
500			\$35.00 \$17,500.00
900			\$40.00 \$36,000.00
100		Door	\$60.00 \$6,000.00
			\$76,500.00

After Party Revenue		Estimated	
Estimated	Actual		
300		Ticket Price	\$15.00 \$2,500.00
		Door Revenue	\$4,500.00

Sponsorship		Estimated	
Estimated	Actual		
15000		Monetary @	\$1.00 \$15,000.00
			\$15,000.00

Concession		Estimated	
Estimated	Actual		
500	0	Items @	\$2.00 \$1,000.00
			\$1,000.00

Total Income		Estimated	
			\$97,000.00

INCOME

Actual

\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00
\$0.00

\$0.00

Actual

\$0.00
\$0.00

Actual

\$0.00
\$0.00

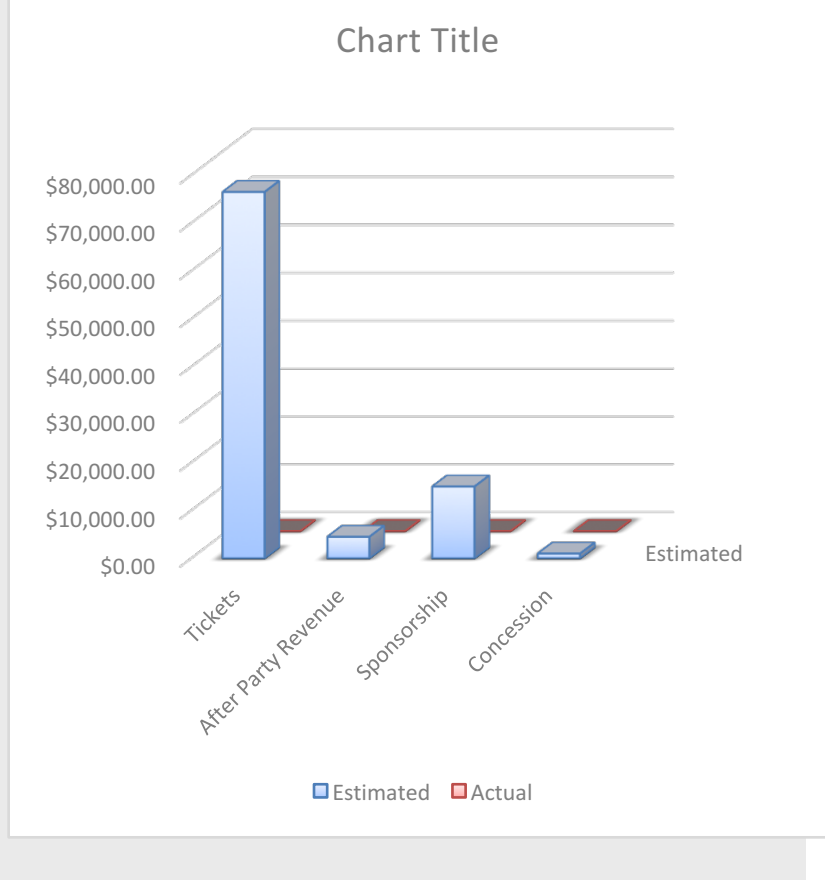
Actual

\$0.00
\$0.00

Actual

\$0.00

Income Comparison



Summer Workshops 2017

How to Stay Focused on School in the Summer

Monday, May 15, 11:30 am - 12:20 pm, Bennett Library, Rm 7301 (Burnaby)

Monday, May 15, 11:30 am - 12:20 pm, Fraser Library, Rm 3695 (Surrey via video conf.)

Wednesday, June 7, 11:30 am - 12:20 pm, Bennett Library, Rm 7301 (Burnaby)

Wednesday, June 7, 11:30 am - 12:20 pm, Fraser Library, Rm 3695 (Surrey via video conf.)

So many things compete for your attention in the summer - work, friends, weekend trips, and ... THE SUMMER! Learn some strategies to cut through the distractions and give your summer courses the attention they need.

Time Management for Busy Students

Tuesday, May 16, 4:30 pm - 5:20 pm, Bennett Library, Rm 7301 (Burnaby)

Tuesday, May 16, 4:30 pm - 5:20 pm, Fraser Library, Rm 3695 (Surrey via video conf.)

Are you juggling work, school and other responsibilities? Attend this workshop to build skills around living by your priorities; it will be a good investment of your precious time.

Improve Your Reading Effectiveness

Tuesday, May 23, 2:30 pm - 3:20 pm, Bennett Library, Rm 7301 (Burnaby)

Tuesday, May 23, 2:30 pm - 3:20 pm, Fraser Library, Rm 3695 (Surrey via video conf.)

Do you feel that you are not getting enough benefit from the time you invest in your readings? This workshop will cover how to effectively learn from various types of readings (textbook, journal article, online source) with a variety of academic purposes in mind (test prep, paper writing, discussion).

Improve Your Concentration & Reading Effectiveness

Monday, May 24, 1:30 pm - 2:20 pm, Belzberg Library, Rm 1002 (Vancouver)

Do you drift off while reading and don't retain much? Or do you get distracted easily in lectures? You are spending valuable time on these activities, so you might as well increase your effectiveness by adopting strategies described in this workshop.

How to Succeed on Exams

Wednesday, June 21, 1:30 pm - 2:20 pm, Bennett Library, Rm 7301 (Burnaby)

Wednesday, June 21, 1:30 pm - 2:20 pm, Fraser Library, Rm 3695 (Surrey via video conf.)

This workshop will teach you which study strategies are shown by research to be the most effective, as well as how to manage your time when writing exams and deal with common types of questions: multiple choice, problem solving, essay and short answer.



register online at workshops.lib.sfu.ca

Let's Talk Series

Drop in to ask questions about grammar, pronunciation, and essay writing and learn some strategies to help you improve your academic English skills. Open to all SFU students.

Let's Talk Grammar

Tuesday, June 13, 12:30 pm - 1:20 pm, Bennett Library, Rm 3020 (Burnaby)

Thursday, June 15, 12:30 pm - 1:20 pm, Belzberg Library, Rm 1002 (Vancouver)

Let's Talk Pronunciation

Tuesday, June 20, 12:30 pm - 1:20 pm, Bennett Library, Rm 3020 (Burnaby)

Thursday, June 22, 12:30 pm - 1:20 pm, Belzberg Library, Rm 1002 (Vancouver)

Let's Talk Essay Writing

Tuesday, June 27, 12:30 pm - 1:20 pm, Bennett Library, Rm 3020 (Burnaby)

Thursday, June 29, 12:30 pm - 1:20 pm, Belzberg Library, Rm 1002 (Vancouver)

Go to workshops.lib.sfu.ca 
to sign up and explore more workshops

Come drop in this summer for our
NEW writing group sessions!

This summer, the SLC is offering undergraduate writers something new: a chance to work with other writers in an informal group. For 1.5 to 2 hours, an experienced facilitator guides your group, gives quick feedback, and offers strategies and resources to help you improve and stay on top of your assignment.

No need to sign up in advance or stay the entire time! Simply drop by to ask questions, participate in discussion, offer some informal feedback, or take some time to write in a supportive, focused atmosphere.

Several writing group sessions will run this summer, starting mid-May. They're open to all SFU undergraduates. Check the SLC homepage starting the first week of classes for dates and times.

Fall Kickoff 2017 Proposal

Executive Summary

The Simon Fraser Student Society has hosted five concerts at Simon Fraser University over the past four years. We have had an attendance of 1,500 – 2,000 attendees at each of these concerts. With the Fall Kickoff 2017, we are setting a goal for having the greatest number of attendees ever.

In the past, our concerts have included artists such as 3LAU, Ekali, Pierce Fulton, Vicetone, Dzeko and Torres, Cash Cash, Felix Cartal, Botnek, Mat Zo, Paris & Simo and Sleepy Tom and many more artists. These artists have engaged huge crowds at our previous concerts.

The Simon Fraser Student Society will be hosting its sixth concert at SFU Burnaby this fall. We will be working closely with other on-campus departments such as Facilities, Student Services, Environmental health and Safety. With the success of the previous five events, this will continue to improve the community being built at SFU. Furthermore, this will increase the SFSS brand awareness and promote knowledge on current and future stakeholder initiatives. This year we are expecting a minimum of 2000 people in attendance for the main event and a sold out after-party of 300 students.

Logistics

Location: Convocation Mall

Date/Time: September 22nd and at 5pm-10pm

Minimum Expected Attendance: 2000

Stakeholders

- SFSS
- SFU
- SFU Facilities

- SFU Security
- SFU Parking Services
- MECS
- Fencing company (used Modulock Fences in the past)
- Ticket printing (used Clubzone tickets in the past)
- Production Company

Operations

Book Space: The space will be booked through MECS. The proposed date is set to be September 22nd.

On-Event Health Care: Their main duty is to give treatment for individuals that need it. They are fully trained healthcare professionals. Mediforce was used last year, however our first goal will be contact a non-profit company such as St. Johns in order to reduce our costs.

Beer Garden: The purpose of the beer garden is to mitigate the associated risk of attendees coming to the front gates too intoxicated. This was the case at the Fall Kickoff 2015 due to a communication issue that resulted in this concert not having a beer garden. This year, we will work closely with staff to ensure everything runs smoothly. Furthermore, we are hoping to receive in-kind sponsorships for the beverages.

Waiver Form: Individuals that will be selling tickets, who are not board members, will be signing a waiver. The purpose of the waiver will be to ensure that these individuals are held accountable for any and all tickets that they handle directly. Such a measure is necessary to ensure as accurate a ticket tracking process as possible.

Production Company: Once the proposal is approved by board, an RFP (Request for Proposal) process will begin. This process will include us reaching out to multiple production companies and selecting the one with the best quality of service and pricing to suit our needs. This will be a process in which staff and board delegates will be responsible for working together on this.

Production is a huge part of the main event and after party. Production will include the following things: Production for the main event (Lights, special effects, sound), the production company fee and after party production which is the same components as the main event but on a smaller scale.

Security: Source security has been the company of choice in the past and SFU has requested we retain their services due to their familiarity with the event. There

have been instances in the past where the quality of the company has been called into question however, all things considered, they provide effective, comprehensive service. We don't necessarily have to go with them, we will be talking to SFU to find an alternative option. Guardteck Security is one of the biggest security company's in the Lower mainland and they have given us a rough quote of \$2,000 for the event, cutting our cost by \$3,000 since last year.

Volunteers: Volunteers are always a huge aspect of our event. Traditionally volunteers get sorted into the following teams; security, will call, floaters, entrance, bathrooms and auxiliary. Volunteers work in tandem with the organizing committee, team leads and external stakeholders to ensure the event runs smoothly.

After Party: The purpose and value of the after party is to wrap up the event on a high note. Closing the largest annual SFSS project on a good note is key for the society and its brand growth. Historically we have worked with the production company to have concert artists perform in order to keep continuity.

Marketing

Photographer & Videographer: Good quality photographer and videographer are essential for the event on the scale of this. Every year good quality promotional shots help improve our brand and create more material for future use. These are 2 separate roles.

Marketing Plan: Shortly after the RFP is complete the creation of the marketing plan with communications and Production Company will commence. This will include all the ticket selling strategies and social media strategies we will employ to get the word out.

Sales of Tickets: Ticket sales will happen in a few different ways. They will be available through our general office and through tabling operations through our Fall Kickoff marketing team.

Branding: The Fall Kickoff branding is something that has been in the making since the first ever Fall Kickoff concert. Our branding is going to continue to improve and become stronger. This is something that we are going to be working on with our communications department. This would include having large and visible logo placements on the day of and promotional material be tied with the SFSS brand.

Tabling: One of the most important ways we have sold tickets to our membership in the past was through tabling. This is something that we will continue to be utilizing when we are selling tickets. This will be an initiative worked on by both our

marketing team and communications office. This will be a time consuming task and all of board, events committee and SFSS volunteers will be expected to help.

Reaching Out to Student Groups: Student groups have been a very big supporter of our Fall Kickoff concerts in the past. We have a certain amount of discount tickets exclusively available to them.

Sponsorship

Sponsorship Package: Gini has already worked with the communications department to make a new sponsorship package.

Contacting Sponsors: This is something that is going to be done by our sponsorship team through the event committee. The director of Finance which will oversee the acquisition of sponsorship and will have a team working with her.

Booking Booths: One of the aspects of sponsorship is to have a booth set up for our sponsors so they can interact with students and promote their brand which is a big reason why they would be giving us sponsorship.

Reducing any Miscommunications with Sponsors: An important aspect of sponsorship is making sure sponsors are getting what they expect for the contribution they give. This will be done by oversight from Fall Kickoff management.

Finance

Ticketing Procedure: The ticketing procedure will be similar to previous years which tickets are being sold by tabling and from the general office. The idea is that students would be limited to by three tickets with a single student id. Without a SFU ID, they would be charged a flat rate of \$50. This is to recognize that SFU students should get a better deal on tickets than non SFU students. The three ticket cap is also to ensure that a student is not buying a ridiculous amount of tickets for their non SFU friends.

Budget Checks: The Director of Finance will be doing regular budget to checks to ensure we are on budget in all the areas of our concert and will look to reduce if we look like we are projecting to be over budget. This is really important to be done on a regular basis.

Tracking (Tickets): Ticketing tracking will be taking place from the student numbers and cards provided. These will allow us to take down student numbers and track the amount of SFU students coming through the event.

Ticket Tracking: A document will be created to track where tickets are being sold. Making sure that we account for every ticket being sold from our tabling and general office operations.

Volunteer Management

Training Procedure: Every year volunteers are a huge part of our event. There is a portion of the proposed budget that is for volunteers because we understand how important they are to having a successful event. Our training sessions similar to last year will be taking place in the MBC conference rooms

Group Training Sessions: This is usually done with a group of students who have signed up to be volunteers for the Fall Kickoff. We have multiple sessions in which volunteers can choose to attend. The sessions are designed to discuss roles and expectations in addition to general information about the event.

Day(s) of Training: Training typically starts occurring in August. These dates at this point are yet to be determined. The training will be over one single day in a TBA location.

Fall Kickoff Organizing Committee: The Fall kickoff organizing committee is a huge part of the planning of the Fall Kickoff event. We typically have director roles that we bring students in to help with particular parts of the concert. This group will be undertaking most of the student led components to the concert.

Roles:

- Director of Concert Experience – Alam Khehra
- Director of Marketing – Jaskaran Randhawa
- Director of Finance – Gini Kuo
- Director of Human Resources – Jackson Freedman
- Director of Internal Operations – Aarushi Sharma

Timeline

June 5th:

- Proposal submitted to board for approval

June Week 1-2

- RFP (Request for Proposal) Process Begins

- Book convocation mall

June Week 3-4

- Start planning for fencing and facilities concert support
- Contact on-event medics
- Security
- Finalize production company
- Discuss communications plan
- First Events Committee Meeting
- Sponsorship team training

July Week 1-2

- Volunteer recruitment launch
- Liquor license (Extension for beer garden)
- Contact SFU Risk Management
- Book Generator
- Finalize production (Contracts)
- Begin sponsorship reach out

July Week 3-4

- Volunteer Training begins
- Finalize artists (Contracts)
- After party planning begins
- Establish online ticketing procedure
- Establish 2017 branding graphics
- Meet Lucy for GST

August Week 1-2

- Launch social media platforms
- Begin Ticket Sales
- Select will call, volunteer coordinators, security manager and other coordinator tasks
- Purchase Promo material

August Week 3-4

- Establish after party procedure (hospitality, artists and ticket sales)
- Confirm event passes
- Finalize Radio, and school paper marketing

September Week 1

- Day of itinerary
- Promo video

- Artist announcement
- Main promotional graphic created
- Fall kickoff tabling begins

September Week 2

- Reconfirmation of artists, production, liquor license, security, on event medical care
- Fall kickoff tabling
- Sponsorship Finalized

September Week 3

- Fall kickoff tabling
- Fall kickoff tabling
- Production and fencing set up
 - Left day open as a contingency in the event of unplanned events or changes to circumstances
- Day of concert!
- Volunteers start helping out

Notes:

- This is the largest event the SFSS will host all year, the entire board is expected to put in time
- Board will receive updates on the budget and timeline progress at every board meeting
- Some stuff on the timeline is contingent upon the production company, for example, the marketing plan will be refined with the production company

Dieline:
Pantone DS 320-5C

Outside



TOOLBOX

CONSENT

simon fraser
student society

simon fraser
student society

Women's Centre

simon fraser
student society

Out on Campus

CRISIS LINES
Campus Security:
Emergencies:
778-782-4500

Vancouver Crisis
Hotline:
604-872-3311

Women Against
Violence Against
Women:
604-255-6344

CONSENT TOOLKITS

Item	Price	Units	Price per Unit
Consent Kits	\$703.00	1200	\$0.59
Kit #1			
External condoms (2)	\$96.00	800	\$0.12
Package Lube	\$356.00	400	\$0.89
Copy of CATIE resource, "How To Use An External Condom"	Free	400	Free
TOTAL	\$452.00	400	
Kit #2			
Internal Condom	\$600.00	400	\$1.50
Package Lube	\$356.00	400	\$0.89
CATIE resource, "How To Use An Internal Condom"	Free	400	Free
TOTAL	\$956.00	400	\$2.39
Kit #3			
Pair nitrile gloves	\$96.00	400	\$0.24
Package Lube	\$356.00	400	\$0.89
Dental Dam	\$44.00	400	\$0.11
TOTAL	\$496.00	400	\$1.24
GRAND TOTAL	\$1,904.00		

SFSS Letter of Support

Dear the JDC West Competition Bidding Committee,

On behalf of the Simon Fraser Student Society, we would like to offer our support for the JDC West club at Simon Fraser University to bid for the hosting of the JDC West Competition in 2019. JDC West and the Simon Fraser Student Society promotes similar goals for students: improvement of academics and social aspects in university. We are very excited to have the opportunity to host such a reputable and impactful event on our campus.

Sincerely,