

1. CALL TO ORDER

Call to Order – 1:33 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 Committee Composition

VP Student Life (<i>Chair</i>)	Tawanda Masawi
At-Large Representative	Mohammed Ali
Board of Directors Representative	Russell Dunsford
Board of Directors Representative	Jessica Nguyen
Board of Directors Representative	Natasha Birdi
Student At-Large	Maneet Aujla
Student At-Large	Matthew Cooper
Student At-Large	Mohnish Farswani
Student At-Large	Rayhaan Khan

3.1 Regrets

Student At-Large	Mohnish Farswani
Student At-Large	Rayhaan Khan

3.2 Society Staff

General Manager	Alejandro Reyes
MSC, Events	Dipti Chavan
Administrative Assistant	Nadine Ratu

4. RATIFICATION OF EGRETS

4.1 MOTION EVENTS 2019-02-06:01

Mohammed/Russell

Be it resolved to ratify regrets from Rayhaan Khan, and Mohnish Farswani.

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION EVENTS 2019-02-06:02

Mohammed/Russell

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

- Added 8.4 Woman Crush Wednesday under Discussion Items

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION EVENTS 2019-02-06:03

Natasha/Russell

Be it resolved to receive and file the following minutes:

- Events Committee 2019-01-23.pdf

NOT CARRIED

7. NEW BUSINESS

7.1 Valentine's Day Giveaway – MOTION EVENTS 2019-02-06:04

Mohammed/Russell

Be it resolved to approve up to \$499 from line item 817/20 for the SFSS Valentine's Day Give Away.

CARRIED AS AMENDED

- Refer to attachment
- Tentative plans include:
 - Tabling from 11-2:30pm at WMC
 - To give away candy
 - To make a schedule for the committee to volunteers
 - To ask the Communication Coordinator to make a poster
- Changed X to \$499

7.2 Movie Night – MOTION EVENTS 2019-02-06:05

Mohammed/Russell

Be it resolved to approve up \$499 from line item 817/20 for SFSS/SFU Movie Night.

CARRIED AS AMENDED

- Refer to attachment
- First movie night is going to be on Friday, Feb 8 without the committee's help
 - MSC, Events will be attending the first one to see how it goes
- Changed X to \$499

8. DISCUSSION ITEMS

8.1 March Celebrations Updates

- In the process of formatting the video presentation
 - Potential questions that will be asked are posted on the committee's Slack account for everyone to vote
 - Budget for the film production and post production labour is around \$1k
 - Video will be played at the Gala and then released on social media after
- Women Crush Wednesday
 - Currently looking for a location to table for selling tickets and giving out Crush cans
 - Suggestions include James Douglas or WMC

- Received several partnerships for Women of the Year Awards to correspond to a bigger reach on social media

8.2 Trophies

- Committee is planning to award the Gala winners with a plaque
 - MSC, Events will contact someone to customize the plaque
 - A placement suggestion is to place it in a trophy case or on a wall of plaques in the SUB

8.3 Gala Afterparty

- Location is Portside Pub
 - Minimum of 100 tickets will be sold, \$10 for each additional ticket; each ticket comes with a drink voucher that is valid until 10:30pm
 - At-large Rep. will contact Portside about designing tickets
 - Chair will contact Showpass about the logistics of ticket purchasing
 - Students will be able to donate a feminine hygiene product instead of paying \$10 for the ticket

9. ATTACHMENTS

- Movie Night proposal.pdf
- Valentine's Day Give away.pdf

10. ADJOURNMENT

MOTION EVENTS 2019-02-06:06

Mohammed/Matthew

Be it resolved to adjourn the meeting at 1:28 PM.

CARRIED

General Event Supplies -

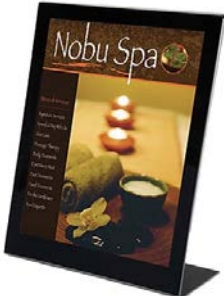
General Event Supplies -	Cost
Flag Banners	\$150
Retractable Banner	\$300
Fabric Horizontal Banner	\$150
Table Cloths plain without SFSS logo	\$50
Aprons with SFSS logo x 4	\$100
Plastic Sandwich board - 25 x 45" (Holds upto 24 x 36" signs)	\$150
Acrylic Sign Holder with Black Border (Staples)	\$20
T-Stand Acrylic Sign Holders, 8-1/2"W x 11"H (4/Pack from Staples)	\$65
TOTAL	\$835

Visuals:-

Plastic Sandwich boards - 25 x 45" (Sign Size - 24 x 36") - **\$150**



Acrylic Sign Holder with Black Border (Staples) - **\$20**



T-Stand Acrylic Sign Holders, 8-1/2"W x 11"H (4/Pack from Staples) - **\$65**



International Women Day Gala Afterparty Portside Pub Night

Location:

Portside Pub, Gastown

Date and Time:

March 9th @ 9pm

Stakeholders:

The SFSS membership (19+)

YWIB

Targeted Audience:

SFU Undergraduate Students

International Women Day Gala attendees

Ticket Sales:

\$10 tickets *TBD*

Tickets by feminine hygiene products donation

Tickets will be sold through the Club and Student Union Center, few Board members, and online via Showpass.

Marketing

Marketing will be completed by our SFSS communications office and YWIB (TBC). Facebook event will be released during IWD award deliberation period (Feb 19-22), putting up posters around campus. We will also have prizes for the winning teams.

Agreement with Portside

\$1000 for 100 ticket covers

\$10 for subsequent individual tickets sold

Cover includes a free drink

Expense

Detail	Amount
100 tickets	\$1000
50-100 extra tickets	\$500-\$1000
Marketing	\$150
Total	\$1650-\$2150

Movie Night – Proposal

Purpose

SFSS has always hosted movie nights in past and received good response. Since the last few months there hasn't been any regular movie night on campus, therefore SFU and SFSS decided to collaborate and organize movie nights for students on Burnaby Campus.

Expected Attendance

Around 50-200 attendees

Location

Images Theatre & C9001 (When Images theatre is not available)

Time and Date

Start between 5-6:30 pm every Friday. Best times are when a lot of students are on campus – so may not plan during Reading Break or on long weekends.

Resources

- Popcorn machine (General Office)
- Events and Communications Coordinators

Procedure

- The SFSS staff and SFU staff (Student Engagement and Retention Dept) will be organizing the event. Promote around campus for student volunteers to supervise this event and facilitate the activities, as it will be after SFSS working hours.
- Movies will be covered under our current license with Criterion.
- After the first movie night, students will be given options (3/5 movies) to choose movie for the following week
- Depending on the response and budget, themes will be planned for each week.

Budget

\$485

Items/Activities	Cost
Popcorn	\$155 (2X \$56/box + \$43 for 400 bags)
Themed night Give Away (Gift/Gift Cards/Prize)	\$100-150
Pizza (\$23/10 slices)	\$230

Stakeholders

- The SFSS
- SFU Student Engagement and Retention

Budget Allocations

Popcorn supplies

Pizza/ refreshments

Themes/Contest prizes/Door prizes

Printing (Can be covered under Events department)

SFSS Valentine's Day Give Aways

Date & Time:

Thursday, February 14th

Overview:

- Give out free Valentine's Day themed helium balloons & heart shaped candies/chocolates/cookies.

Goals and Objectives:

- To give students free candies in hopes of brightening up their day
- To continue to foster the sense of community within our SFU undergraduates

Stakeholders:

- The SFSS membership

Targeted Audience:

- SFSS undergraduates

Logistics:

- Hope to make and distribute 200-400 items
- The back of each card will have the SFSS logo
- Will be made and distributed with the help of events committee

Budget:

Items	Cost
Balloons (350)	\$150
Helium Tank	\$189 (225 Balloons)-350 (365 balloons)
Candies or Cookies/Chocolates	\$50-100
TOTAL	\$389-600

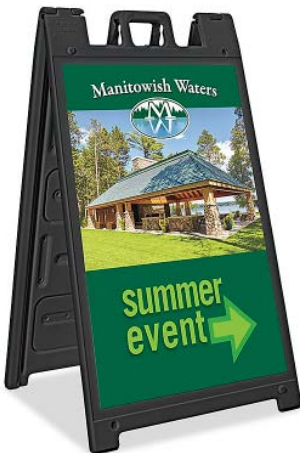


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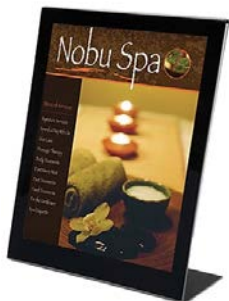
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