

## 1. CALL TO ORDER

Call to Order – 10:35 AM

## 2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sk̓w̓x̓wú7mesh Úxwumixw (Squamish), Sel̓íl̓wítulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwkwetlem) and q̓ícəy̓ (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

## 3. ROLL CALL OF ATTENDANCE

### 3.1 Committee Composition

VP Student Life .....	Jessica Nguyen
At-Large Representative .....	Maneet Aujla
Board of Directors Representative .....	Julian Loutsik
Board of Directors Representative .....	Emerly Liu
Board of Directors Representative .....	Nick Chubb
Board of Directors Representative .....	Jennifer Chou
Student At-Large ( <i>Chair</i> ) .....	Mohnish Farswani
Student At-Large .....	Pratit Mohar
Student At-Large .....	Alicia Heng
Student At-Large .....	Mehtaab Gill

### 3.2 SFSS Staff

MSC Events .....	Dipti Chavan
Administrative Assistant .....	Kristin Kokkov
Executive Assistant .....	Shaneika Blake

### 3.3 Guests

At-Large Representative .....	Rayhaan Khan
Student .....	Abhishek Parmar
Student .....	Chadni Sharma
Student .....	Ritu Mehra
Student .....	Vidisha Challa

### 3.4 Regrets

Student At-Large .....	Mohnish Farswani
Board of Directors Representative .....	Jennifer Chou

### 3.5 Absent

Student At-Large .....	Alicia Heng
Student .....	Vidisha Challa
Student .....	Ritu Mehra

## 4. RATIFICATION OF REGRETS

### 4.1 MOTION EVENTS 2019-11-12:01

**Emerly/Maneet**

*Be it resolved to ratify regrets from Mohnish Farswani.*

*Be it further resolved to ratify regrets from Jennifer Chou for the whole semester.*

**CARRIED**

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION EVENTS 2019-11-12:02

**Emerly/Mehtaab**

*Be it resolved to adopt the agenda as presented.*

**CARRIED**

#### 5.1.1. MOTION EVENTS 2019-11-12:02-01

**Maneet/Emerly**

*Be it resolved to amend the agenda by adding the discussion item 8.6 Student Resource Card to the agenda.*

**CARRIED**

Note: the amendment to the agenda was done after the motion to adopt the agenda was carried.

## 6. MATTERS ARISING FROM THE MINUTES

### 6.1 MOTION EVENTS 2019-11-12:03

**Maneet/Emerly**

*Be it resolved to receive and file the following minutes:*

- EVENTS 2019-10-29

**CARRIED**

## 7. NEW BUSINESS

### 7.1 Holiday Party – MOTION EVENTS 2019-11-12:04

**Maneet/Julian**

*Be it resolved to approve the idea of a holiday party of all of Events Committee members.*

**CARRIED**

Discussion:

- Event will take place after the exams;
  - December 16<sup>th</sup> is proposed as one of the possible dates.

*\*Julian Loutsik came in at 10:39 AM\**

- Price per person is \$32 dollars, including a buffet;
- An informal social gathering, only for Events Committee members.

*\*Pratit Mohar came in at 10:43 AM\**

## 8. DISCUSSION ITEMS

### 8.1 Care Packages (see the report as an attachment)

- The general feedback is that the event went well.
  - It is suggested to organize it again next semester;
  - Can potentially collaborate with other student care events.

*\*Nick Chubb came in at 10:44 AM\**

- It is brought out that if there are any sponsorship letters sent out, they have to be signed by Communications Coordinator, General Manager or Executive Director.

### 8.2 [Nov 27] Winter-Warm Up Event

- The event will take place on November 27<sup>th</sup> at the Convocation Mall from 12:30 PM – 3:00 PM;
  - There is a need to make a volunteer sheet – it will be sent out today.
- The plan is to give out small candy canes;
- Santa Clause will be there;

### 8.3 Surrey Events

- There will be the Winter Warm Up event on November 26<sup>th</sup> – same event as on Burnaby Campus;
  - Santa Clause will be there.
- On November 27–28<sup>th</sup> there will be an event where hot chocolate with whipped cream and marshmallows is given out;
- In January there will be a pub night in Surrey.

### 8.4 Cookies & Cocoa

- The event will take place on November 20<sup>th</sup> at the Convocation Mall from 11:00 AM – 3:00 PM;
  - The Convocation Mall is not booked yet for this event – it might be too late to book this place, but the request will be made.
- In collaboration with SAAC;
  - A volunteer sign up sheet will be created;
    - The sheet will indicate whether the volunteers are SFSS or SAAC members.
- There will be 4 tables with Christmas cookies and decorations.

### 8.5 [Nov 28] Pub Night

- Debrief from last pub night:
  - There was an issue about people coming in without tickets.
  - The communication with the managers did not run smoothly;
    - The emails were not answered.
  - The pub staff arguably claimed that there was a problem with people drinking at the Convocation Mall;
    - It is pointed out that this concern should be addressed by the Security staff not by SFSS.
- The upcoming pub night – pre-exam pyjama party:
  - It is brought out that the everyone who is not the member of Events Committee has to buy a ticket this time;
  - There will be a DJ, photographer, and Santa Clause;

- Tickets are \$5, but no drink included this time.

#### **8.6 Student Resource Card**

- An information card about the resources available for students on campus;
- The reason for making the cards:
  - the information about the available services has not reached everyone, and therefore the services are not used by all the students who are eligible for the services;
    - Grants, food bank, vending, free legal clinic.
- Timeline: the aim is to have it done by the end of November;
- The cards can be handed out at different events;
- The size of the hand-out will be about the size of a post card;
- The most important things will be on the card – there is no space for everything.

### **9. ANNOUNCEMENTS**

- 9.1** There is a plan to organize a free Christmas card making event at the Student Centre;
- 9.2** In December every Wednesday before Christmas, there will be given out free cookies and hot chocolate at the Student Centre.

### **10. ATTACHMENTS**

- Care packages report.pdf

### **11. ADJOURNMENT**

#### **11.1 MOTION EVENTS 2019-11-12:05**

**Nick/Pratit**

*Be it resolved to adjourn the meeting at 11:15 AM.*

**CARRIED/NOT CARRIED**

**simon fraser**  
**student society**

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# Care Packages

## Post-event Report

Fall 2019

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# Executive Summary

## Summary

While there were some roadblocks, this project ended up being very well-received by students.

Overall, we went under the original budget - however, this may be because we did not purchase some of the items we budgeted for, such as the tea bags and stress balls.

Logistically, we need to have a more streamlined process for students to assemble their own care packages, to avoid clogging up the line. An SFSS events sponsorship policy is also due because we could not send out sponsorship packages.

## Key Achievements

The feedback for this project was very positive (from students, staff, and faculty). It helped strengthen community ties with student volunteers, SFU departments, and SFU students as well as staff (staff said the earplugs would help with noisy offices). This project also helped raise awareness for SFSS and what we do.

Despite some roadblocks (planning stalled to concentrate efforts on Fall Kickoff, initial support waived due to high cost of pilot run, hesitation about running the event during dog therapy), the event proved to be successful and garnered the attention of the SFU campus community.

## Key Recommendations

### Finances

- Buy more Dad's cookies, gum, candles, and hand sanitizer (these items were very popular)

### Logistics

- Charge iPads fully before use for Feedback Survey
- If doing a raffle draw for gift cards, digitize it (and include option to fill out feedback survey)
- Improve line-up system because it was hard to tell whether people could skip the dog therapy line if they were only here for care packages



# Introduction

## History

After summer semester's pilot, we changed things based on student feedback. For example, we did this project during midterms season instead of finals. We also did it by dog therapy. However, some aspects people liked about the pilot was not implemented in Fall because it would have been logistically difficult to. Luckily, thanks to our collaboration with SFU Health & Counselling, the SFU Health Peers had the popular rolling board where people could leave notes.

## Background

**Who:** for SFU students, from SFSS

**What:** students assembling their own custom care packages

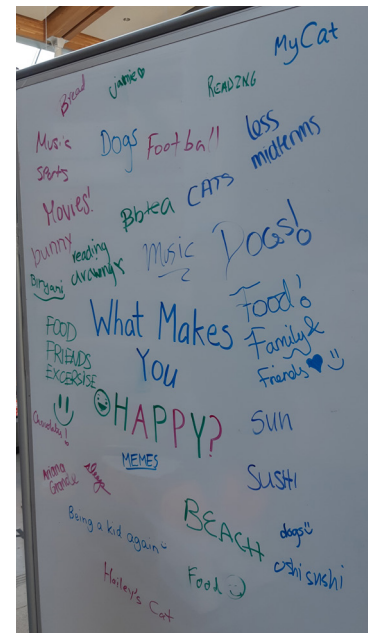
**When:** Oct 29 - 30, 12pm to 2pm

**Where:** Burnaby - Saywell Hall Atrium

**Why:** to provide stress relief and increase engagement/knowledge of what SFSS does

## Objectives

- To make SFU students happier and improve their day
- To show SFU students that there are people who care about their mental health & well-being, and to reduce stigma against it
- To raise awareness for SFSS and other SFU services



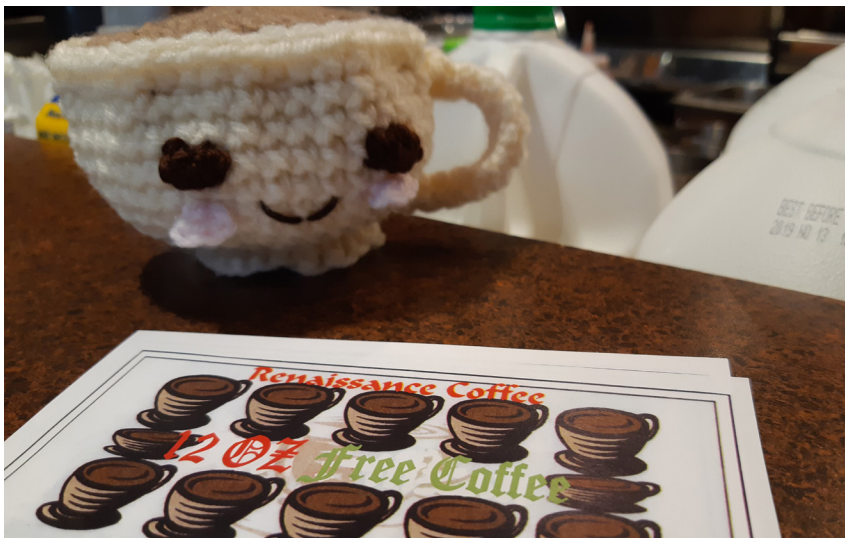






## Shipping

- It is important to plan ahead due to shipping times of items bought in bulk online



# Logistics

## Location

In SFU Burnaby, our 2 tables were located in **Saywell Hall Atrium**, next to dog therapy. Contrary to the summer semester, I did not walk around campus giving packages to people; students had to come to the table and assemble the packages themselves.

This was confusing for some students because they thought they had to go through dog therapy to make their own package. We also ended up having a lineup after students got out of dog therapy because people were slow in making their packages. A more streamlined way to enter in the gift card raffle and make packages is recommended.

Since we had 2 tables, we limited students' choices of items to ensure there was enough to go around. Students could pick 2 items from the food table and 1 item from the "goodies" table (candles, bath bombs, and fidget cubes).

## Marketing & Media Promotion



We did not promote this event a lot, mostly because we already knew there would be a huge turnout at dog therapy. **Health & Counselling** also gave us some shoutouts, and we got tagged by **@fass.engage** the day of the event. Staff from **Student Central** also came by and took pictures of the tables.



# simon fraser student society

**Jennifer Chou**  
Arts & Social Sciences Representative  
Board of Directors

artsrep@sfss.ca  
Tel 604-653-8041

Maggie Benston Centre 2220  
Simon Fraser University  
8888 University Drive  
Burnaby, BC V5A 1S6  
Unceded Coast Salish Territories  
**sfss.ca**

We mostly collaborated with SFU Health & Counselling and SFU Engagement & Retention. SFU Health & Counselling helped a lot with booking tables and providing Health Peer volunteers. SFU Engagement & Retention created and printed the departmental contact postcards for us.



## CONNECT

### Academic Advising:

Academic Advisors in Student Services support students struggling with classes, feeling academically overwhelmed, or questioning their current/future academic path. Declared students can also meet with departmental or faculty advisors.

778-782-4930 | success@sfu.ca  
sfu.ca/students/academicadvising/contact.html

### Centre for Accessible Learning (CAL)

Confidential services to students who have a verified mental health, physical and/or other disability to ensure equitable access and equal opportunity to participate in SFU courses, programs, services, and facilities.

778-782-3112 | caladmin@sfu.ca | sfu.ca/cal

### Financial Aid and Awards

Advising and administration of all undergraduate entrance, athletic, and in-courses scholarships and awards and needs-based funding (bursaries, government student loans (Canadian and US), and Work-Study) for both graduate and undergraduate students.

778-782-6930 | fiasist@sfu.ca  
sfu.ca/students/financialaid



Explore all your  
support options

### Health & Counselling

Medical, mental health, and health promotion professionals are available to support health and well-being. Explore mental health support options at SFU: [www.sfu.ca/mental-health](http://www.sfu.ca/mental-health)  
BBY: 778-782-4615 | SRY/VAN: 778-782-5200  
hcsinfo@sfu.ca | sfu.ca/students/health

### Human Rights Office

Handles complaints from students, staff, and faculty under SFU's human rights policy which prohibits discrimination and harassment.  
778-782-4446 | mbrunell@sfu.ca | sfu.ca/hro  
Appts 778-782-6632 | hroadmin@sfu.ca

### Interfaith Centre

Supports the spiritual well-being of students, staff, and faculty and increases the understanding of, and respect for, religious beliefs and practices.  
778-782-3180 | icadmin@sfu.ca  
sfu.ca/students/interfaith

### International Services for Students (ISS)

Programs, services, and supports to international and newcomer students, including social events, workshops, and immigration advising.  
778-782-4232 | iss\_office@sfu.ca  
sfu.ca/students/iss/

### My SSP

Free, confidential, 24/7 mental health support via chat or phone. Appointment options, including in-person, are also available; phone to book an appointment or request a specific language/counsellor cultural identification.  
1.844.451.9700  
Outside North America: 001.416.380.6578  
sfu.ca/students/health/support/mental-health/my-ssp

### Ombudsperson

A confidential, impartial and independent resource helping students resolve university concerns.  
778-782-4563 | ombuds@sfu.ca  
sfu.ca/ombudsperson

### Out On Campus

Find LGBTQ+ community, peer support, crisis referrals, a queer-themed library, free food, menstrual products, razors, safer sex supplies.  
778-782-5933 | ooc@sfss.ca | sfss.ca/ooc

### Recreation

A variety of programs and services reduce stress and promote well-being for all SFU students; additional programs offered during exam times.  
778-782-4142 | rec@sfu.ca | rec.sfu.ca

### Safety & Risk Services (SRS)

778-782-4500 Emergency  
778-782-1991 Non-emergency  
Outside North America: 001.416.380.6578  
sfu.ca/emergency | sfu.ca/srs

### Sexual Violence Support & Prevention Office

A trauma-informed and survivor-centered service which offers support to campus community members impacted by sexual violence, regardless of when or where the incident took place.  
778-782-7233 | sv-support@sfu.ca  
sfu.ca/sexual-violence

### Women's Centre

A caring-safer space serving students of all genders, including, crisis referrals & peer support, a free feminist library, free menstrual and safer sex supplies, food support, and a 24/7 safer space for women (cis, trans, femmes).  
778-782-3670 | womenscentre@sfss.ca  
sfss.ca/wctr



## Sponsorship

We got some items for free because they were donated to us from different departments across campus. These items include but are not limited to:

- “Take Care” pamphlets and fidget cubes from **SFU Health & Counselling**
- Departmental contact postcards from **SFU Student Engagement & Retention**
- Gift cards from **SFU Bookstore, Nesters, Blenz, & Scott Road Insurance**
- Free coffee vouchers from **Renaissance Coffee** (these were super popular)
- Earplugs from **SFPIRG**
- Postcard and key card from **SFU Safety and Risk Services**
- Discounted 1oz candles from **Mala the Brand**

More sponsors were difficult to secure due to the lack of a sponsorship package. This is because we do not currently have a sponsorship policy for the SFSS Events Committee.

We had students put their name and email address on slips of paper for a raffle draw for the gift cards.





## Recommendations

- Streamline the assembly of care packages so that students can walk by faster - make it more self-explanatory with signs
- Contact more sponsors once a sponsorship policy is finalized and a sponsorship package can be made
- Charge the iPad fully before using it for feedback survey collection
- If doing raffle draw for gift cards, digitize it and give students an option to fill out a feedback survey to be entered in the draw
- Create list of supplies beforehand so we don't forget to hand out items (forgot the bubblewrap the first day)
- Target undergraduate SFU students more (our membership)
- Feedback form was brief but could be improved with more concise questions like "what do you want to see from the SFSS?" rather than "do you know what the SFSS does?", "do you feel supported by the SFSS in regards to your mental health?", and "do you have any recommendations?"
- Improve lineup system - it was confusing and people weren't clear on whether they could skip dog therapy lineup if they were just here for care packages



# Feedback

Students, staff, faculty, and external organizations alike supported this initiative, especially because it highlights the importance of mental well-being. Attendee feedback was collected with SurveyMonkey.

## Attendees

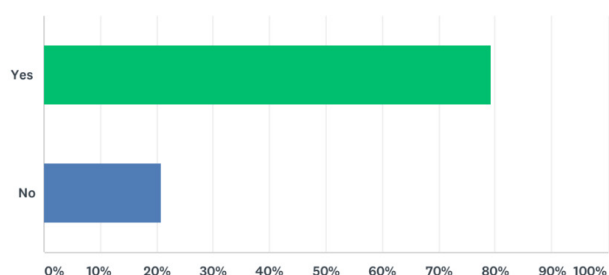
Due to the fact that this was hosted at dog therapy, the correlation with mental health was something that most students understood. Students said the “Take Care” pamphlets provided by SFU Health & Counselling were great (the pamphlets talked about how to take care of your personal mental health as well as others’).

However, some students did not know what SFSS does (**20.67% of the 150 survey respondents**), so they could not answer the second survey question about feeling supported by SFSS in regards to their mental health.

Some recommendations students had were to have more events geared towards bringing the community together. One student said that this event had “lots of mental health awareness which is great.” The majority of students said the event was great as is.

Q1 Do you know what the SFSS does?

Answered: 150 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	79.33%	119
No	20.67%	31
TOTAL		150

## Staff & Faculty

This project received support from many staff and faculty members. **SFU Health & Counselling** helped out with planning and print material, and **SFU Student Engagement & Retention** helped with printing the departmental contact postcards. Staff from **Student Central** and **Arts Central** also came by the event to take pictures.



## Conclusion

Overall, we learned a lot from this project as well as from the pilot run of the project, which was over the summer semester.

In the future, I am hoping to incorporate the feedback from students to improve. I will also start the planning process early to be mindful of shipping times.

