

## 1. CALL TO ORDER

Call to Order – 12:02 PM

## 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 q̓icəy̓ (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 ( <i>Chair</i> ) .....	Jennifer Chou
At-Large Representative .....	Phum Luckkid
Faculty Representative (Environment).....	Anuki Karunajeewa
Student At-Large .....	Emma Macchabee
Student At-Large .....	Fiona Wong
Student At-Large.....	Abhishek Parmar
Student At-Large.....	Yashvir Gupta
Student At-Large.....	Ahad Ghani
Council Representative .....	Adrienne Blas

### 3.2 SFSS Staff

MSC Events .....	Dipti Chavan
Administrative Assistant.....	Zoya Nari
Administrative Assistant.....	Somayeh Naseri

### 3.3 Regrets

Faculty Representative (Communications, Art, & Technology) .....	Haider Masood
Faculty Representative (Education).....	Emerly Liu
Student At-Large.....	Karishma Sen

## 4. RATIFICATIONS OF REGRETS

### 4.1 MOTION EVENTS 2020-08-28:01

**Abhishek /Fiona**

*Be it resolved to ratify regrets from Haider Masood, Emerly Liu and Krishma Sen.*

**CARRIED AS AMENDED**

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION EVENTS 2020-08-28:02

**Ahad/Abhishek**

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

**CARRIED**

## 6. NEW BUSINESS

### 6.1 Music Fest/Streaming Party – MOTION EVENTS 2020-08-28:03

Abhishek /Fiona

*Be it resolved to approve \$110 for the Music Fest / Streaming Party event.*

**CARRIED**

#### Music Streaming Party Event Plan

- Next weeks posting Instagram to comment on the favorite song
- One-year subscription costs \$110 includes:
  - \$30 gift card for a ticket
  - \$60 for a six-month subscription
  - 90\$ for a one-year subscription
- The rate will be held towards the end of September

### 6.2 Samosas Food Workshop – MOTION EVENTS 2020-08-28:04

Emma/Fiona

*Be it resolved to approve \$170 for the Samosas Food Workshop.*

**CARRIED**

- \$170 for the Samosas Food Workshop includes:
  - \$100 for instructor fee plus \$50 for any supplies and ingredients plus \$20 Contingency.
- It can be as a part of cultural week in September

### 6.3 Bullet Journaling Workshop – MOTION EVENTS 2020-08-28:05

Fiona/Abhishek

*Be it resolved to approve \$60 for the Bullet Journaling Workshop.*

**CARRIED**

- Refer to attachment
- Will occur near the end of September
- \$60 for the Bullet Journaling Workshop includes:
  - \$50 for instruction fee plus \$10 for Contingency.

The instructors will teach students how to start their own bullet journals

### 6.4 SFSS Club Collaboration – MOTION EVENTS 2020-08-28:06

Fiona/Yashvir

*Be it resolved to approve \$5,000 for SFSS Events club collaborations for the 2020-2021 Board year.*

**CARRIED AS AMENDED**

- Refer to briefing note
- Amendment: remove the “be it further resolved” section
- This money will be set aside, and the Project Lead can report to the events committee how much is being spent the committee will discuss it case by case Amendment: remove the “be it further resolved” section
- This will help strengthen SFSS and club connections

- The project lead will provide committee updates and make sure the duties are aligned and expectations streamlined
  - One project lead for every single club collaboration but has the option to delegate tasks as appropriate
- It is noted that not all the funds were not used
- There was some concern that if committee members are not knowledgeable regarding the event or have interest, that the SFSS will not collaborate with that club event
  - At-Large representative suggests that only certain events should be selected for collaborations as long as they are found interesting
- Suggestion to have different project leads for separate events
  - Email Communications Coordinator with Club Collaboration update and send a work order to start the process for September

## 7. DISCUSSION ITEMS

### 7.1 NHL Watch Party Event

- Dates are uncertain due to COVID-19
- An event plan will be prepared for the next Events Committee meeting with tentative dates according to the NHL

### 7.2 Casual Conversations with Friends

- Some Events Committee members would get together on a Zoom call and talk about how they made new friends at SFU
- This Zoom call would be recorded and uploaded to the SFU 2020 New Undergrads Facebook group
- Currently working on shortlisting candidates before recording
- After the event, the working group is to share with the committee to help with engagement

### 7.3 September Events

- Calendar: <https://www.notion.so/7bbd36f7f54042fa802038c826a0f8d1>
- We have a lot of events going on
- Please check Discord for ongoing updates and promote events for friends

### 7.4 Stranger Things Murder Mystery Night

- This event will be on Zoom with some puzzles and riddles in breakout rooms and on Padlet

## 8. UPDATES

### 8.1 Food Justice Webinar

- Friday, Sept 25th at 1:00pm (Anuki's professor confirmed the time)
- The food justice webinar happening the week after (in October) will be cultural-themed (Indigenous instructor could talk about land and food) as part of cultural week

### 8.2 Pad Thai Food Workshop

- Pad Thai Food Workshop Post-Event Report
- This was such a fun event
- It was recorded: [https://www.youtube.com/watch?v=zIIB8\\_tBPr4](https://www.youtube.com/watch?v=zIIB8_tBPr4)

### 8.3 SFU Trivia Night

- Changed to SFSS Trivia Night so it is not hosting with SFU

- Happening next Friday, Sept 4<sup>th</sup> at 7:00 pm
- Please promote: <https://www.facebook.com/events/316857316435928/>

#### **8.4 Cultural Week**

- Monday, Sept 28 - SFU TA
- Each executive will talk about a different city of Pakistan during the Instagram takeover at sfss\_events, talking about the food, tradition, and culture the cities represent
- Reached out to SFU Turkish Canadian Association, SFU KStorm, Indian Student Federation, and more

#### **8.5 Pets Meet n Greet**

- Fun way to meet new friends
- encourage pet owners to show off their pets to pet owners and non pet owners
- Gift cards can be for a pet-related thing

## **9. ATTACHMENTS**

- Music Streaming Party Event Plan
- Samosas Food Workshop Event Plan
- Bullet Journaling Workshop Event Plan
- Pad Thai Food Workshop Post-Event Report
- Club Collaboration Briefing Note

## **10. ADJOURNMENT**

### **10.1 MOTION EVENTS 2020-08-28:07**

**Emma/Abhishek**

*Be it resolved to adjourn the meeting at 12:57 PM.*

**CARRIED**

## MUSIC FEST / STREAMING PARTY

<b>Description:</b>	<p>1) People will submit songs on the Events Instagram weekly via a post, and tag a friend to enter the prize draw. There'll be a theme to it (like your favorite song of all time). We can have a weekly song shout-out via Stories. After 2 weeks, one person will receive the \$30 gift card, and at the end of the month, a Rave attendee will receive the \$60 gift card.</p> <p>If we get a Spotify account, we can compile all the songs in a playlist for anyone to follow.</p> <p>2) The submissions for one of the weeks will be compiled into a playlist that will be streamed on YouTube through the Rave app (to be downloaded on their phones). The app has a chat feature to it, allows you to vote for the next song to be played, and the number of people per room is unlimited. This will serve as a test-run for a possible bigger event.</p>
<b>Date:</b>	Late September/ early October for the Rave Song submissions starting September
<b>Time:</b>	Late afternoon (Rave)
<b>Location:</b>	Instagram, Rave (YouTube)
<b>Objective:</b>	To bring music lovers together
<b>Event Lead:</b>	Ahad
<b>Event Support:</b>	Jennifer, Dipti, Anuki
<b>Target Audience:</b>	Music Lovers
<b>Budget:</b>	Total Amount: \$110 \$60 Spotify for a year, \$30 Spotify for half a year, \$20 contingency
<b>Measurement of Success:</b>	The number of song submissions, and number of Rave attendees

## SAMOSAS FOOD WORKSHOP

This is a continuation of our monthly food workshops. For September, I asked an instructor to host a workshop on making samosas. This instructor has hosted food workshops with the SFSS Women's Centre before in person. The workshop will be recorded and posted publicly on SFSS social media.

**Description:**

Ingredients needed:

- All purpose flour
- Potatoes
- Onions
- Green chillies
- Curry leaves
- Mustard seeds
- Urad dal
- Oil
- Salt
- Turmeric powder
- Crushed dry red chili

<b>Date:</b>	Saturday, Oct 3, 2020
<b>Time:</b>	4:00pm - 5:30pm
<b>Location:</b>	Zoom
<b>Objective:</b>	To teach students how to make delicious food
<b>Event Lead:</b>	Jennifer
<b>Event Support:</b>	
<b>Target Audience:</b>	Students who are interested in developing their cooking skills or students who enjoy cooking shows
<b>Budget:</b>	Total Amount: \$170 \$100 for instructor's fee, \$50 for ingredients and supplies for instructor, \$20 contingency
<b>Measurement of Success:</b>	Number of event attendees, number of views on workshop recording

## BULLET JOURNALING WORKSHOP

<b>Description:</b>	<p>This is a workshop also hosted by <a href="#">Shay Hayashi</a> (a student productivity blogger at SFU).</p> <p>This workshop will teach students how to do a bullet journal spread for the month of October. This will help them stay organized.</p> <p>For a sample of Shay's work, check out this post: <a href="https://shayhayashi.com/july-bullet-journal-set-up/">https://shayhayashi.com/july-bullet-journal-set-up/</a></p>
<b>Date:</b>	Tuesday, Sept 22, 2020
<b>Time:</b>	12:00pm - 1:30pm
<b>Location:</b>	Zoom
<b>Objective:</b>	To teach students how to stay organized during exam season using a bullet journal (for October)
<b>Event Lead:</b>	Jennifer
<b>Event Support:</b>	
<b>Target Audience:</b>	Students like bullet journaling/art and want to stay organized for the rest of the semester
<b>Budget:</b>	Total Amount: \$60 \$50 for instructor's fee, \$10 contingency
<b>Measurement of Success:</b>	Number of event attendees, number of views on workshop recording

# Pad Thai Food Workshop Post-Event Report

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# Executive Summary

## Summary

The SFSS Pad Thai Food Workshop with [Chez Jorge](#) was the first time the SFSS Events Committee has hosted a cooking workshop online.

Overall, 18 people signed up (3 of which were SFSS staff or Board members). Around 4 to 5 SFU students (non-SFSS staff/Board members) showed up to the Zoom workshop for the entire duration of the workshop; some students dropped by and left before the workshop was over. I (SFSS VP Student Life) was the only person making food alongside the chef, and it ended up being hilarious and entertaining (while still educational). The rest of the attendees watched and asked questions like it was a live interactive cooking show.

The overall budget (including contingency) was \$240, and we spent \$214.95. The event was very well-received by attendees, but since it was during finals season, I am expecting more people to watch the recording of the workshop once it is uploaded online.

## Key Achievements

Attendees of the event expressed [positive feedback](#) for the event. The project helped build connections with some SFU students interested in learning how to cook, and we also built connections with a young chef, [George](#).

One roadblock about the workshop was that it was during finals season, which could explain the low attendance. However, the workshop was recorded so other students can watch the recording later on once it is up on SFSS social media.

## Key Recommendations

Having a 20% contingency for this event was great because the chef was American - we accounted for the currency exchange rate.

A recommendation for future similar events would be not to host during finals season.

I would also recommend the SFSS obtain our own Zoom account that has proper recording privileges since the SFU student account does not.

Marketing the event could have been done better - instead of posting in random groups, there might be better buy-in if I approached specific groups of people (like the HIVE groups or mentorship programs) so people could attend with others that they knew.

I would also recommend having a Facebook event page so people can see which of their friends are “going” or “interested” in the event.



# Introduction

## History

This was the first time the SFSS Events Committee has hosted a Food Workshop online via Zoom.

This idea came to be because some students told me it would be a good idea to host cooking workshops. They said that they were “tired of buying frozen pizzas” and that learning how to cook will be a cool thing to do while in quarantine.

## Background

**Who:** students interested in learning how to cook

**What:** Pad Thai Food Workshop with [Chez Jorge](#)

**When:** Aug 20, 2020 from 2:00pm to 3:30pm

**Where:** Zoom

**Why:** to teach students how to cook

## Objectives

- Test out events on an online platform (the only other event hosted on Zoom by the SFSS Events Committee were the financial literacy workshops)
- Build connections with more students and have them be more aware of what the SFSS is
- Give students some skills that will help them in their future
- Get more familiar with the process of obtaining and working with instructors for workshops

# Finances

## **Budget**

The budget for this workshop was \$240 (Canadian).

Budget breakdown:

\$150 for hosting the workshop

\$50 for supplies and ingredients

\$40 contingency

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\$240 total

The chef was American so in American dollars he would get around \$150 USD total.

## **Actual Costs**

The actual cost was \$214.95 CAD, or \$150 USD.

## **Recommendations**

No recommendations. It was good that there was a contingency because that helped with the currency exchange rate.

# Logistics

## Location

The workshop was hosted on Zoom. The chef had his webcam set up so we could see what he was doing on the chopping board and when he was cooking using a skillet. My laptop was weird so you could only see my face and not my chopping board, but I was kind of glad for that because my kitchen was kind of a mess and I made some mistakes haha. The process for me was very messy so I was glad no one could see what I was doing.

To record the workshop, I had to use another Board member's Zoom account. As SFU students, we all get free Zoom premium accounts, but these accounts do not have recording privileges. Since I wanted to record the workshop to upload online later (for those who couldn't attend due to finals or if they were in different time zones), I had to use the VP External's Zoom account since his account had recording privileges.

The VP External had an exam at the time of the workshop, so he gave hosting rights to me. I had the Environment Rep be the co-host in case technical difficulties resulted in me getting kicked out of the room and not being able to re-enter. The Environment Rep also moderated the chat and verbally asked questions that were typed in which helped a lot since both me and the chef were cooking.

## Marketing & Media Promotion

The event was promoted via SFSS social media (Facebook, Instagram, email newsletter). The @sfss\_events Instagram also promoted the event and so did Board members and Events Committee at-large members.

I also promoted the event on many Discord servers, including the official Reddit Simon Fraser University server. I noticed an attendee was from the FASS Engage Discord server and they left positive feedback in the server after the event.

## Recommendations

I would recommend having a Facebook event page for workshops in the future so people can click "interested" or "going" and their friends can see that.

I would also recommend hosting this event sometime outside of finals season because we could have gotten more sign-ups if students didn't have to study for finals.

# Feedback

Overall, the event was well-received. People who did not attend expressed that they wish they could have, but finals got in the way. Many people were supportive of the idea.

Attendees also had positive feedback. I had a lot of fun too, and so did the Environment Representative who moderated the chat. It was a very entertaining and hilarious food workshop that made me think I should have my own comedy cooking show.

## Attendees

Here were some comments (direct quotes from chat) from attendees:

### Positive comments

- Jennifer this is the best cooking show ever!!
- Thanks for the workshop! I loved this!!
- YOu guys should do more cooking stuff together, it was fun
- I loved the workshop a lot! Will definitely cook it
- You guys should host more of these
- I CANT STOP LAUGHING
- ITS SO ENTERTAINING
- i cant breathe im holding in my laughter so hard
- idk why i just really love this
- Gordon ramsey is QUAKING

### Comments about learning

- Honestly im getting many tips for cooking in general ahah

### Comments about the chef

- George's Instagram looks so good

Some attendees found it easier to engage with the chef by asking questions in the Zoom chat, and the chef answered them after the chat moderator/Environment Representative verbalized them.

## Organizers/Volunteers

I had a lot of fun at the workshop. At first I was a little disappointed that not a lot of folks showed up but the people who did were very engaged and it made for a more intimate, personalized experience. Anuki (our SFSS Environment Rep) was great because she asked a lot of awesome questions and brought her unique viewpoint and comments to the table. We also learned a bit more about the chef, George, and how he went to cooking school in France at 18 years old. George also gave us some tips like using the knife to grind the minced garlic on the chopping board. I also substituted ingredients and modified the recipe (took out spicy stuff) and it turned out great. I felt a lot more competent with the chef there helping me out and giving me directions when I had questions.

Anuki (SFSS Environment Rep) said that the workshop was really educational, fun, and light-hearted. She mentioned that it felt good because she could laugh and ask questions, and she expressed interest in helping out at a similar workshop in the future.



# Conclusion

Overall this event was a great experience. There are areas for improvement, such as marketing towards specific groups (who could attend together) and hosting during a less busy time (not finals season).

In the future, we will be hosting similar monthly food workshops with different chefs and different recipes.

## Club Collaboration

### Background

Last year, we did club collaborations to strengthen our relationship with clubs and other student groups on campus. This collaboration would basically mean the SFSS Events Committee funds a part of a club's event.

Usually, there was one club collaboration a month and clubs would apply to be a part of this using this form: <https://forms.gle/EhMxCpaTViwjrj9zdA>

### Key Considerations

#### Lessons from last year

- Enforce a strict timeline
  - Have a call for submissions
  - 2 weeks for groups to submit
  - Pick a group
  - Bring motion to Events Committee to approve this collaboration
  - Help with event planning and other support
  - Have the event (usually at the end of the month)
- Schedule more meetings with the student group that was chosen to improve communication

#### Project Lead Responsibilities

- Communicate with different student groups who apply to be a part of the collaboration
- Decide the amount of funding for student group events as deemed appropriate
  - Budget should be outlined in the application already - would just need to see if the budget is reasonable
- Bring a motion to the Events Committee to approve the collaboration so the committee knows how much is being spent on it
- Support the student groups in planning the event
- Report any updates to the Events Committee



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## Budget

Last year's budget for the year was \$5,000. Hopefully we can do more collaborations this year but we will continue with the \$5,000 since a lot of event costs have gone down (no need to pay for catering, venue, physical equipment, etc.).

## Motion

Be it resolved to approve \$5,000 for SFSS Events club collaborations for the 2020-2021 Board year.

Be it further resolved to appoint X as the project lead for club collaboration projects.