

## 1. CALL TO ORDER

Call to Order – 12:03PM

## 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), Sk̓wx̓wú7mesh Úxwumixw (Squamish), Sel̓ílwitulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwikwetlem) and 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 (Communications, Art, & Technology) .....	Haider Masood
Faculty Representative (Education) .....	Emerly Liu
Student At-Large .....	Karishma Sen
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 .....	Somayeh Naseri

### 3.3 Regrets

Student At-Large .....	Ahad Ghani
Student At-Large .....	Fiona Wong

## 4. RATIFICATION OF REGRETS

### 4.1 MOTION EVENTS 2020-09-09:01

#### Karishma/Haider

*Be it resolved to ratify regrets from Ahad Ghani and Fiona Wong*

#### CARRIED AS AMENDED UNANIMOUSLY

- Add regrets from Fiona Wong.

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION EVENTS 2020-09-09:02

**Haider/Karishma**

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

**CARRIED AS AMENDED UNANIMOUSLY**

- Add Update 8.3 Murder Mystery Night

## 6. NEW BUSINESS

**6.1 SFSS x TechBytes Graphic Design Workshops – MOTION EVENTS 2020-09-09:03**  
**Emerly/Yashvir**

*Be it resolved to approve \$170 for the SFSS x TechBytes graphic design workshops*

**CARRIED UNANIMOUSLY**

- Event plan:  
<https://drive.google.com/file/d/1BCyakKr9YHkubq-9smv43IIB5SaDRAJQ/view>

**6.2 Stranger Things Murder Mystery Event– MOTION EVENTS 2020-09-09:04**  
**Emma/Haider**

*Be it resolved to approve \$360 for the Stranger Things Murder Mystery Event*

**CARRIED UNANIMOUSLY**

- Event plan:  
<https://drive.google.com/file/d/1Fykn7Ah5Zvfe0UtmkNU5KZuQqVGEVzj/view>
- Discussion about whether money should be spent on Netflix gift cards or general gift cards; decided on general gift cards.

## 7. DISCUSSION ITEMS

**7.1 October events**

- VP Student Life wants to have a calendar post similar to this one for October:  
<https://www.instagram.com/p/CE3HYJBAlj/>
  - Trivia nights, mental health workshop, movie night, cooking workshop, lantern craft workshop, dance workshop, spooky paint night.

## 8. UPDATES

**8.1 SFSS Trivia Night Update**

- Post-event report  
<https://docs.google.com/document/d/1qwwgXCSsLiHUx7HjpCtShJayT8ApDq3mSmk8-T6l9c/edit>
- There were some technical difficulties for student attendees - important to have moderators in the chat
- Having the Kahoot music would help with awkward silence, but if anyone's device lags then the music could be distracting
  - Need to have a disclaimer statement telling attendees to ensure they have a strong internet connection

**8.2 Photography Workshops Update**

- Original photographer unable to host due to scheduling difficulties
- Referred to new photographer - <https://www.instagram.com/siingghs/>

- Date and time of workshops: Oct 6th at 7pm: taking photos/composition/lighting & Oct 9th at 7pm: photo editing workshop using Lightroom and Photoshop

### **8.3 Stranger Things Murder Mystery Night Update**

- Need volunteers to moderate the rooms and be the “characters” in each room to ensure attendees stay on task, nothing inappropriate is happening, and answer any questions
  - Not required to know about the TV show Stranger Things since you’d only be there to explain the instructions
  - Adrienne, Haider, Yashvir volunteered
- We will also be doing a test run to see if the event runs smoothly
  - Events Committee members should ask their friends to test run event
  - People who do the test run cannot participate in the real event

*\*At Large Representative left at 12:58PM.*

## **9. ATTACHMENTS**

### **9.1 SFSS x TechBytes Graphic Design Workshops Event Plan**

### **9.2 Stranger Things Murder Mystery Event Plan**

### **9.3 SFSS Trivia Night Post-Event Report**

## **10. ADJOURNMENT**

### **10.1 MOTION EVENTS 2020-09-09:05**

**Haider/Karishma**

*Be it resolved to adjourn the meeting at 1:00PM*

**CARRIED UNANIMOUSLY**

## SFSS x TECHBYTES GRAPHIC DESIGN WORKSHOPS

<b>Description:</b>	<p>I reached out to TechBytes, a group of IAT students who teaches Adobe Creative Cloud and other design software.</p> <p>There will be 2 workshops:</p> <ul style="list-style-type: none"> <li>● Illustrator Workshop             <ul style="list-style-type: none"> <li>○ Tuesday, September 15th, 7:30 PM - 9:00 PM</li> </ul> </li> <li>● Figma Workshop             <ul style="list-style-type: none"> <li>○ Friday, September 18th, 7:30 PM - 9:00 PM</li> </ul> </li> </ul>
<b>Date:</b>	Sept 15 & 18
<b>Time:</b>	7:30pm - 9:00pm
<b>Location:</b>	Zoom
<b>Objective:</b>	To teach students graphic design software
<b>Event Lead:</b>	Jennifer
<b>Event Support:</b>	
<b>Target Audience:</b>	Students who aren't a part of IAT who want to learn graphic design
<b>Budget:</b>	Total Amount: \$170 \$50 for instructor's fee (x2 instructors), \$25 for instructors' assistants (x2 - one for each workshop), \$20 contingency
<b>Measurement of Success:</b>	Number of event attendees, number of views on workshop recording

## Stranger Things Murder Mystery Event Plan

<b>Description</b>	<p>Mystery: Who murdered the Eggo waffle?</p> <p>In this Stranger Things themed murder mystery, participants will be randomly split up into groups of 4-5 (depending on attendance) and work together to be the first team to solve the mystery.</p> <p>Each group will start off in a different breakout room and move around to others every ten minutes. There will be eight rooms in total. Each breakout room will be hosted by a moderator, acting as one of the Stranger Things' characters. They will be giving the teams clues/puzzles/trivia to help them solve the mystery. To end, there will be a 20 minute deliberation period for teams to piece together all there clues. The first team to figure out who the murderer is and what their motive was will win a four-month Netflix subscription gift card for each member. All teams are encouraged to try and solve the mystery, even if a winner is already crowned.</p>
<b>Date</b>	Mid-October
<b>Time</b>	Late afternoon or evening (2 hours long)
<b>Location</b>	Zoom
<b>Objective</b>	To bring students together through a fun, social game before the midterm season.
<b>Event Lead</b>	Emma
<b>Event Support</b>	Jennifer, Fiona, Abhishek & Adrienne
<b>Target Audience</b>	SFU students
<b>Budget</b>	Total Amount: \$360 \$300 for Netflix subscription gift card, \$60 contingency
<b>Measurement of Success</b>	Number of event attendees, how smoothly the event runs

# SFSS Trivia Night Post-Event Report

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# Executive Summary

## Summary

The SFSS Trivia Night was the first time the SFSS Events Committee has hosted a Kahoot trivia night online. Here are the questions that we asked (some were very hard and could not be Googled:

<https://docs.google.com/document/d/16PmEynGsYFnt4m7eYvVVO4tuDTKI-OiC2io57T1YaDU/edit>)

Overall, 50 people (the maximum) signed up and some were waitlisted. At 7:00 pm, 25 people were at the Zoom call (minus 3 because of the moderators, so 22 event attendees). By 7:36pm, 23 people were in the call. Some people mentioned that they were only there to support and watch, and had to leave early.

The event lasted around 49 minutes with 12 minutes at the beginning for introductions and waiting for people to get in the Zoom call.

Some attendees had difficulty figuring out how to use Kahoot, but some of their questions were answered by our moderators in the chat.

The overall budget (including contingency) was \$120, and we spent \$105.20. The event was very well-received by attendees and people said it was fun.

## Key Achievements

Attendees of the event expressed [positive feedback](#) for the event.

One roadblock about the workshop was technical difficulties. My laptop was too slow to handle Zoom and screensharing to Kahoot, so I had to use my sister's laptop.

## Key Recommendations

Make sure everyone knows how the Kahoot game works and play a few practice rounds.

State that you will need stable internet connection and good technology.

Having a post-event survey to see how people found out about the event, what they liked/disliked, and ideas for future events would be helpful.

# Introduction

## History

This was the first time the SFSS Events Committee has hosted a Kahoot trivia night online via Zoom.

This event was meant to be targeted towards incoming SFU students, but all SFU students were invited to come. Students would be able to take a Kahoot quiz to win a \$50 gift card.

## Background

**Who:** students interested in a fun SFU trivia event who want to win gift cards

**What:** SFSS Trivia Night on Kahoot

**When:** Sept 4, 2020 from 7:00pm - 8:00pm

**Where:** Zoom

**Why:** to host a fun trivia night about SFSS and SFU

## Objectives

- Host an engaging, interactive event
- See how a trivia night would work online and test out Kahoot
- Improve students' knowledge of SFSS and SFU



# Finances

## **Budget**

The budget for this event was \$120.

Budget breakdown:

\$50 for first place

\$25 for second place

\$25 for third place

\$20 for contingency

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\$120 total

## **Actual Costs**

The actual cost was \$105.20.

## **Recommendations**

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

The only kind of related recommendation is to process the gift card forms quickly and get winners to fill them out for reimbursement.

# Logistics

## Location

The workshop was hosted on Zoom. I had to use my sister's Macbook laptop because my Windows Surface was too laggy when I tested it out. I shared screen so people could see the Kahoot questions, and attendees used their phones to join the game. Some people had some difficulties with the technology and didn't know how to see the questions or their phones didn't work.

We did not record the trivia night.

## Marketing & Media Promotion

The event was promoted via SFSS social media (Facebook, Instagram). We set up an Eventbrite page and a Facebook event page for this event. 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. Some attendees were from the FASS Engage Discord server as well.

## Recommendations

I recommend doing a test run so students know how the game works.

I also recommend including in marketing somewhere that students will need to have a stable internet connection. Sending instructions on how to play Kahoot via email would be helpful as well.

In the future, we should have a post-event survey prepared to ask how people found out about the event, what they liked/disliked, and ideas for future events. This could be emailed out to all Eventbrite attendee signups.

# Feedback

Overall, the event was well-received.

I had a lot of fun and so did many students. Students also learned a bit about the new Student Union Building (I did explain some questions would be for the SUB, some questions had multi-select, and I also explained what quorum meant).

I gave verbal encouragement to some people rising up on the scoreboard.

## **Attendees**

Some attendees had technical difficulties but the Events Committee members who were there to moderate the chat helped out. Some attendees had also unmuted their mic to speak up and help the people in the chat.

Some other people used the chat to talk about the trivia scoreboard and make jokes. At the end of the event, some people said it was really fun and funny too.

## **Organizers/Volunteers**

The Events Committee volunteers who helped with creating questions and moderating the event, Adrienne and Fiona, were amazing. Emerly (SFSS Education Rep) also helped with creating the Kahoot and Emma helped with making the questions. Fiona made note of attendee numbers which was really helpful because I am not a numbers person myself.

# Conclusion

Overall this event was a great experience. There are areas for improvement, like a more scripted and smoother introduction/instructions and ending. I should have plugged the [@sfss\\_events Instagram](#) one last time.

In the future, I am hoping to host more Trivia Nights but for a variety of topics like TV Shows (Modern Family, Friends, Brooklyn Nine-Nine), books, movies, and music.