

## 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>əy<sup>ə</sup>m (Musqueam), Skw̓xwú7mesh Úxwumixw (Squamish), Sel̓l̓wítulh (Tsleil-Waututh), k<sup>w</sup>ík<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 .....	Somayah Naseri

### 3.3 Regrets

At-Large Representative .....	Phum Luckkid
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## 4. RATIFICATION OF REGRETS

### 4.1 MOTION Event 2020-10-07:01

**Abhishek/Emma**

*Be it resolved to ratify regrets from Phum Luckkid.*

**CARRIED Unanimously**

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION Event 2020-10-07:02

**Jennifer/Emerly**

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

**CARRIED AS AMENDED Unanimously**

- Update: Added Section 9.7 Samosa Food Workshop Update
- New Business: Added Section 7.2 a new motion

## 6. APPROVAL OF THE MINUTES

### 6.1 Event Minutes – Event 2020-10-07:03

**Abhishek/Haider**

*Be it resolved to approve the minutes from the August 14, 2020 meeting.*

- 2020-08-14 EVENTS

**CARRIED Unanimously**

## 7. NEW BUSINESS

### 7.1 SFU Esports x SFU CAC x SFSS Club Collaboration – MOTION Event 2020-10-07:04 **Emerly/Abhishek**

*Whereas the SFSS is committed to providing support for clubs and student unions in hosting virtual events during the COVID-19 pandemic,*

*Whereas SFU Esports and SFU CAC represent two of the largest social clubs on campus and have recently hosted successful virtual events engaging a large number of students,*

*Whereas a contribution from the SFSS to the SFU Esports and SFU CAC event will enhance student engagement,*

*Be it resolved to commit to supporting the SFU Esports x SFU CAC x SFSS event on October 28, 29, 30, 31.*

*Be it further resolved to allocate \$600 from club collaborations towards this event.*

**CARRIED Unanimously**

- Some members thought \$600 was too much
  - \$600 was the amount granted to SFU Esports x SFU Anime last time, but SFU Esports and SFU Anime requested grants after getting events collaboration funding, In fact they got around \$1,000 in prizes including sponsors' prizes
- The 2 groups “Esports and CAC” are applying for grants to cover gift cards that is around \$100 each
- The promotion should have SFSS logo at the top with the other club logos
- GameFest in July: most of the week was from SFU Anime Club that runs the games
  - SFU Anime Club had a lot of money from grants and sponsors
  - One sponsor gave them a Nintendo Switch Lite
- \$600 can be used for purchasing prizes “Nintendo Switch” or gift cards , but in this case, the grant has to be denied
- A better or stricter guideline was required
  - It was suggested a working group could be created to cover events collaborations

- Decreasing the amount granted was considered
  - Could just fund prizes and have the gift card funding come from SFSS grants
  - However, this might make it seem like we condone “double dipping” where clubs can request funding from Events and through the grant system
- It was settled that we would give \$600 for this event but that the grant requests would be denied
  - The \$600 would go towards prizes and gift cards

### **7.2 Trivia Week– MOTION Event 2020-10-07:05**

**Abhishek /Emma**

*Be it resolved to approve \$350 for Trivia Week.*

**CARRIED Unanimously**

- For Music Trivia, Friends Trivia, and Modern Family Trivia
- \$50 for the first place and \$25 each for the second and third place
- This would be for all 3 trivia events
  - \$300 for the 3 events, plus \$50 contingency

## **8. DISCUSSION ITEMS**

### **8.1 Pumpkin Carving Event**

- Members voted on selection between conventional and unconventional carving
- Majority of members voted on the conventional pumpkin carving
- SFSS Events Coordinator will search for another instructor
- Suggested offering prizes for the best carving

### **8.2 Student Group Event Collaborations**

- SFU Real Estate Club
  - Hosting an event with a giveaway
  - Two students at large volunteered to work on this event
  - Decided to email SFU Real Estate Club asking what kind of funding they want and why a grant would not cover it
- Bangladeshi Students' Alliance
  - In-person event that was rejected automatically
  - Suggested to email back to explain in-person events are not being supported
- Ismaili Students Association
  - Making goodie bags to be mailed out
  - Communication Art and Technology Faculty Representative will contact ISA

- ACIT SFU
    - Collaboration for promotion
    - Suggested to email to ask about what support they are looking for, and if they want SFSS Events to help for promoting the social media posts
  - SFU LYFE
    - Gift cards can be requested via grant
    - Email to ask about what support they are looking for, and to ask for social media posts if they would like SFSS Events to help promote
  - University Christian Ministries
    - Bob Ross Paint Night with supplies pick-up at an in-person location
    - Email back to explain in-person events are not being supported
  - Phi Delta Epsilon
    - Zoom-a-thon, prize and Zoom costs
    - Email back to ask how we can support
  - SFU Real Estate Club (again)
    - How to Network 101
    - Grant for gift cards
    - A student at -large interested in supporting
    - Email back to ask how SFSS Events Committee can support
- 8.3 October Events Check-In**
- Events calendar:  
<https://www.notion.so/7bbd36f7f54042fa802038c826a0f8d1?v=58172866b28245ec9c10cc270a72f243>
  - Grey's Anatomy Trivia Night
    - Two students-at large expressed their interest to helping out
- 8.4 Post-Event Reports**
- The Chair recommend starting these reports while planning the event, updating them during the event, and finishing them a few days after the event is done
  - This ensures that the event is fresh in mind and not forget to include any important details

## 9. UPDATES

- 9.1 Dance Week and Dance Workshops**
- 9.2 Pets Social**
- 9.3 Food Justice Webinar**
- 9.4 NHL Watch Party**
- 9.5 Rave Streaming Party**
- 9.6 Cultural Week**
- 9.7 Samosa Food Workshop update**

## 10. ATTACHMENTS

- Aug 14 Minutes
- SFU Esports Application
- Student Group Collaborations Sheet 1
- Student Group Collaborations Sheet 2
- Dance Week Post-Event Report
- Food Justice Webinar Post-Event Report
- NHL Watch Party Post-Event Report
- RAVE Streaming Party Post-Event Report
- Events Committee Meeting Debriefs
- Trivia Week

## 11. ANNOUNCEMENT

### 11.1 Plant Ethnobotany Webinar Tomorrow (Oct 8)

- <https://www.eventbrite.ca/e/plant-ethnobotany-webinar-squamish-and-coast-salish-perspectives-tickets-123411255387>

### 11.2 Photo Editing Workshop on Friday (Oct 9)

- <https://www.eventbrite.ca/e/sfss-photography-workshop-tickets-115402763773>

## 12. ADJOURNMENT

### 12.1 MOTION Event 2020-10-07:06

**Haider/Abhishek**

*Be it resolved to adjourn the meeting at 1:30 PM*

**CARRIED Unanimously**

# Post-event Report Template

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# Executive Summary

## Summary

The purpose of dance week was to introduce both new and old SFU students to some of the dance teams we have. It has become difficult for these dance clubs to gain more engagement due to everything shifting online, so I thought having a full week to highlight each club would be a great idea!

Overall dance week was received very well by students. We were able to produce engaging content through the form of “Instagram takeovers,” this increased engagement for SFSS Events as well as the clubs we had collaborated with.

We collaborated with the Bhangra Club, Befikre Dance Club, SFU Athletics Dance Team, Hip Hop Club and SFU SOCA. All club execs communicated and provided their content in a timely manner, and the two dance workshops held at the end were a success as well! Lots of students took part in the workshops, and many clubs are hoping to do more collaborations in the future.

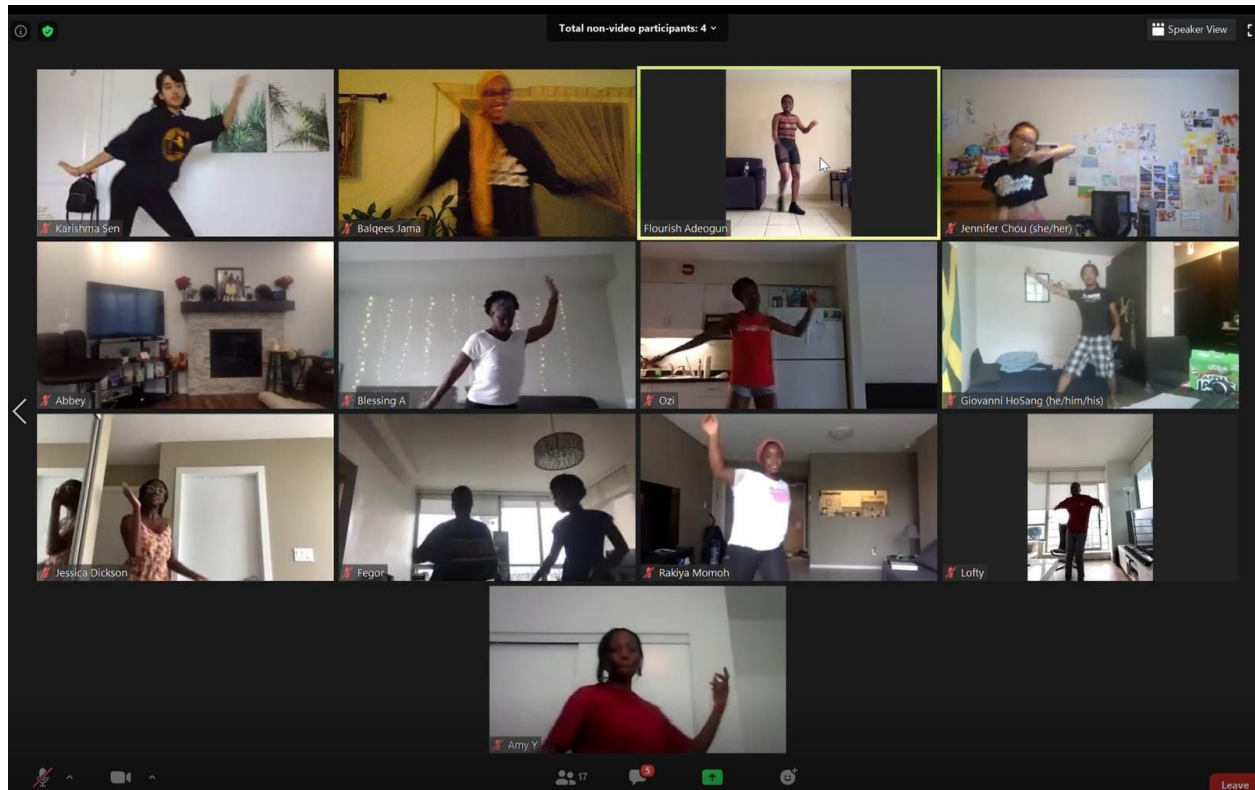
## Key Achievements

The Instagram takeovers were an achievement because they were able to strengthen ties between SFSS and the clubs we had collaborated with. The workshops themselves were really successful and we received a lot of positive feedback from the students who had participated. SFU HipHop, SFU Bhangra, SFU SOCA, and SFU Befikre are hoping to collaborate with workshops in the future as well.

Some roadblocks that we encountered were the recording of the Zoom workshops, we had realized that SFU does not provide recording rights to the host. So for the Hip Hop workshop, we had to quickly change the zoom link last minute to allow for recording. And, for the SFU SOCA workshop luckily Jennifer was able to record from a third party app. So this is definitely something that I will be more aware of next time we host a workshop. We also had someone who did not go to SFU attend the workshop. She had seen our event on Eventbrite and decided to attend.

## Key Recommendations

The main recommendation was in regards to recording rights and that I should have prepared and figured that out beforehand instead of on the day of the event.



Screenshot of the SFU SOCA Dance Workshop



# Introduction

## History

This event has not been hosted before and I believe this is the first time that SFSS has hosted a “Dance Week.” Many dance clubs here at SFU have done online workshops and takeovers, so this idea was fairly easy to execute.

## Background

**Who:** SFU Students

**What:** Instagram Takeovers & 2 Dance Workshops

**When:** The week of September 14th - September 19th

**Where:** Instagram & Zoom

**Why:** event goals and objectives

## Objectives

The main purpose for hosting this event was to engage SFU Students with the Dance clubs available at SFU. By introducing students to these clubs it encourages them to be a part of the club and their dance practices throughout the semester. Due to COVID it's more difficult for both new and old students to feel like they're a part of the SFU community with almost everything being online, and I wanted this event to bring a sense of togetherness.

# Finances

**There were no finances for this event**

## **Budget**

Talk about the budget and projected cost here. Then talk about what portion of the budget went to what. List any collaborations here, if another organization contributed to the budget in some way.

## **Actual Costs**

Did you reuse any supplies? What did you buy from where, and how much was it? Discuss if you went over or under budget. If applicable, put budget in terms of attendees to figure out how much it cost per person. Were any supplies left over?

## **Recommendations**

List recommendations here. ex) have a greater contingency next time, or budget for \_\_\_\_\_. What was a necessary buy, and what wasn't? Any shipping costs?

# Logistics

## **Location**

The takeovers occurred over Instagram, and the workshops occurred over Zoom

## **Marketing & Media Promotion**

The event was promoted on SFSS Instagram, Facebook and Eventbrite.

All the clubs that participated in the “Dance Week” promoted the event on their various social media platforms as well. So the event was well promoted throughout the week!

## **Recommendations**

No recommendations in terms of logistics, the event was marketed and received quite well.

# Feedback

General blurb about how event was received here

## **Attendees**

### **Feedback for the Hip Hop Workshop:**

“I hope we can have more of these in the future!”

“This was so much fun to learn!”

“I hope we can do this again!”

### **Feedback for the SFU SOCA:**

“Thank you for this experience!”

“Best class ever thank you! This was fun!”

“I would have never gone to a dance workshop like this usually but it was so fun!”

## **Organizers/Volunteers**

The main feedback was to figure out recording rights for next time, other than that the event went really smoothly. The volunteers and organizers had a great time attending the dance workshops as well.

## Conclusion

Overall the event was really successful, it was fun and engaging for all SFU students. We built strong relationships with the various SFU Dance clubs, and many students are looking forward to future workshops as a result of the success of this dance week!

# Food Justice Webinar Post-event Report

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# Executive Summary

## Summary

Event plan here:

[https://docs.google.com/document/d/1h47Yh1\\_l4aIV0uO0zE9wTxw99ncLS0aO80UV4jm8cDA/edit?ts=5f33922e](https://docs.google.com/document/d/1h47Yh1_l4aIV0uO0zE9wTxw99ncLS0aO80UV4jm8cDA/edit?ts=5f33922e)

We had 13 registrants, excluding the professor, who also registered. The number of attendees fluctuated throughout the event - we had 5 people (excluding SFSS-related folks) attending at the beginning, and some people arrived later while others left early.

At the end of the event, a few people participated in the trivia for a gift card giveaway. We ended up giving both of them a gift card since we had budgeted for more people to come to the event. Our trivia master, Abhi (Vice-Chair of Events Committee), was hilarious because he sounded like a hockey sports announcer (I don't know the exact title of that position but you know what I mean).

Despite the low attendance, students were very engaged. Many expressed gratitude for the workshop and the professor for his lecture. Students also asked a lot of questions regarding the lecture content, like asking about charities/food banks (the stigma associated with them) and government policies. I learned about local food networks and how helpful they are: <http://vancouverfoodnetworks.com/>

I want to give a huge thanks to the professor, Dr. Ataman Avdan. He gave an engaging 30-minute lecture that was packed with interesting information.

## Key Achievements

This project taught students about food justice in the lower mainland.

This project also brought more engagement and awareness to the SFSS.

Collaborating with Dr. Ataman Avdan was a great experience. He gave a great presentation and was very knowledgeable.

## Key Recommendations

I would recommend marketing earlier and also getting this event on newsletters for specific audiences (like Embark or SFPIRG).

I would also recommend communicating with the lecturer/professor more.

For finances, I would recommend remembering the honorarium when passing a motion, so that all the money could be approved in one meeting.



# Introduction

## History

This was the first Food Justice Webinar event that the SFSS has hosted online. This event came to be because our SFSS Environment Rep and unofficial Events Committee member, Anuki, had an amazing professor who could host a webinar.

The professor, Ataman Avdan, is an expert in environmental sociology, food and ecology, ecological gentrification, and human-nature relationships.

## Background

**Who:** students interested in food justice (sociology/environment students or activists)

**What:** lecture on food justice in the lower mainland

**When:** Sept 25, 2020 @ 1pm - 2pm

**Where:** Zoom

**Why:** to teach students about food justice

## Objectives

Collaborate with a knowledgeable SFU professor (this is the first time SFSS Events has collaborated with a professor, to my knowledge)

Teach students about food justice

Engage a different audience than what SFSS Events has historically

# Finances

## **Budget**

The total budget was \$240 for 2 Food Justice Webinars, but for this first one only the budget was \$120. We also forgot to pass a motion for the lecturer's honorarium, so the total for this event was actually \$195.

Budget breakdown:

\$75 for lecturer

\$50 for first place

\$50 for second place

\$20 for contingency

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\$195 total

## **Actual Costs**

Since there was lower attendance, we ended up spending \$50 (\$25 gift cards for 2 winners).

## **Recommendations**

I would recommend passing a motion for the event as a whole (lecturer's honorarium and prizes).

# Logistics

## Location

This event occurred through Zoom. It was not recorded.

## Marketing & Media Promotion

In addition to promoting this event in the regular channels (SFSS social media, SFU Month of Welcome page, Discord servers), the professor, Dr. Avdan, also promoted this event to students in his class.



## Recommendations

I would recommend marketing earlier and also getting this event on newsletters for specific audiences (like Embark or SFPIRG).

I would also recommend communicating with the lecturer/professor more, and learning the proper pronunciation of his name.

# Feedback

Overall, feedback was very positive since the people who came to the event were very interested in the subject.

## **Attendees**

Attendees were very engaged and asked interesting questions. They expressed gratitude for the workshop and said they learned a lot. The two people who stayed for the trivia also said it was fun.

## **Organizers/Volunteers**

The organizers (VP Student Life, Jennifer, and SFSS Environment Rep, Anuki) thought that the event support, Abhi, was super engaging and hilarious when facilitating the trivia in his hockey announcer voice.

## Conclusion

Overall, this event was engaging and informative. In the future, we could host more activism and social justice related events. We could collaborate with SFPIRG and other campus organizations.

# NHL Watch Party Post-Event Report

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# Executive Summary

## Summary

Overall, the vent went well. We had minor technical difficulties with both the Kahoot and the stream, but we found workarounds, and everyone had a good time. I received all positive feedback from attendees and wishes of another event of this next year. Finances for the event came out to \$5.66 per person. Comparing this to other recent events like the food justice webinar and this is a comparable/ lower per student (15 total). The contingency proved unnecessary, so we were under budget.

The marketing which brought most of the students to the vent came from Abhi messaging the SFU Ambush chat (the SFU students who played ball hockey on campus before COVID-19) and inviting friends. Small amounts of additional traffic came from either the SFSS newsletter, Instagram and Discord marketing. Considering the extremely short marketing window of 3 days I think the materials looked good and got the event across well. Ideally next time the NHL's schedule is clearer, and we can have a bigger run up to the event. I really appreciated the work Jenn put into helping me with design of marketing materials, the actual marketing of the event as well as prep for hosting.

## Key Achievements

In spite of the technical difficulties, I did not receive one complaint about the event from attendees. It was received very positively and allowed the students who attended to form stronger bonds! This event also helped some of the attendees learn a little more about the SFSS. The biggest roadblock was overestimating the power of Abhi's internet. Abhi had previously streamed a interactive maze with no problem while running zoom, however, this was not equal to the strain of streaming a game while being on zoom. This will have to be considered for future events.

## Key Recommendations

The contingency was unnecessary. Testing out the stream a day or two (with a test group) before the event to see how everyone's internet handles it (if the event is held online again) will be a good idea. Zoom was stable in spite of my Wi-Fi not being stable. On a smaller scale this has been done in Discord. If the SFSS manages to get a discord server it may work better in there as opposed to in zoom. I would also recommend, if possible, to give a weeks' worth (or longer) of marketing.

# Introduction

## History

Hosting an NHL watch party was an idea I had last year. However, due to budget and timing concerns I was unable to host this last year. Earlier this year, my friend would stream games in a discord server for people to watch. This reminded me about my old idea, and I ended up planning the event with Jenn.

## Background

**Who:** This event was for SFU students and SFU alumni.

**What:** This was a virtual watch party for game 4 of the Stanley Cup Finals

**When:** The event was on September 26 at 5pm till 10pm.

**Where:** On zoom.

**Why:** The goal of the vent was to allow fans to connect and watch the game together despite COVID making it difficult for people to get together.

## Objectives

- To bring hockey fans at SFU together in a time where everyone is forced to stay apart
- To allow for discussion and dialogue among students.
- Exposing the SFSS to an audience which is usually not super aware of them
- Have fun during a time which has been stressful for many people



# Finances

## **Budget**

We had a \$85 budget which was used for gift cards and a 15% contingency which brought the total to \$98. The contingency was unnecessary. All the money came from the events budget.

## **Actual Costs**

The gift cards were Amazon e-gift cards. No one had to leave home. It was painless and effective. Event was under budget due to contingency. The event cost \$5.66 per person.

## **Recommendations**

If the event is online in terms of finances everything can remain the same. If not, then food costs and a venue need to be considered and contingency will be much more important.

# Logistics

## **Location**

The event took place over zoom. Everyone was able to join the event easily. The only issues were with lag on the stream and Kahoot. Abhi's internet could not handle it as well as he thought it could.

## **Marketing & Media Promotion**

The event was spread on Social Media (particularly on Instagram, Facebook and Discord.) The most people came from advertizing in the SFU Ambush messenger chat. The event was well received by all attendees. Many expressed interests.

## **Recommendations**

If the event is online again, I recommend the host has at least 100 mb/s download speed. I would also recommend trying to use discord if allowed as it works better than any other platform bar twitch (where you may get copyright striked) for streaming. For an in-person event, make sure to get enough food.

# Feedback

Overall, the event was received very positive. Of all the people who expressed how they felt about the event 100% said they had fun or enjoyed themselves. Many of them also expressed interest in attending another event next year! The only advice I can provide loops bac to the logistics session. If the event is online, ensure a extremely strong internet connection and try as much as possible to have it on Discord due to the great streaming capabilities.

## **Attendees**

How did attendees find the event? If you overheard feedback or intentionally collected feedback, list them here. Talk about what attendees liked and didn't like.

## **Organizers/Volunteers**

Just Jenn and Abhi with a little help from Phum during the early planning stages.

# Conclusion

Overall, I think the event was a success. It had only 2 days of advertising but still drew double digit attendance. During the event, in spite of technical difficulties, we managed to get a coherent smooth event to run. Everyone had a good time and I think this sets a good base for a future event. In the future I hope this event can be in person. If not, taking this template with the appropriate logistics changes and a longer marketing time this event can go from what I consider a moderate success to have large success!

# Post-event Report: RAVE Streaming Party + Giveaway

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# Executive Summary

## **Summary**

The song submissions + first giveaway was highly successful. The streaming party itself did not have many attendees, but was enjoyed by those who did attend. The event was neither under or over budget.

The event was well promoted on the SFSS Events Instagram. Maybe a similar event in the future could be promoted via a paid ad. Jennifer and Anuki were of great help.

## **Key Achievements**

A large number of song submissions were received for a Spotify playlist. Music related content resonates well with students. The first giveaway also brought a number of new followers to the SFSS Events Instagram.

## **Key Recommendations**

Paid ads to promote a similar event in the future for a greater number of attendees.

# Introduction

## History

This is the first time an event like this was hosted. There are not enough music-related events hosted. Having enjoyed streaming music together on the RAVE app with my friends, I thought this might be a fun idea for an event for students.

## Background

**Who:** Music lovers and those looking to take a break from studying

**What:** Music streaming party + 2 giveaways

**When:** 27 September (6pm) - Streaming Party + Giveaway 2, 18 September - Giveaway 1

**Where:** Online - SFSS Events Instagram and RAVE

**Why:** To host a fun music-related event for those with a passion for music

## Objectives

To host a music related event where attendees could stream and discuss music together. Moreover, to bring followers to the SFSS Events Instagram and to create a collaborative Spotify playlist for its followers.

# Finances

## **Budget**

The RAVE app is free to use. The budget was only for a \$60 and a \$30 Spotify gift card for the 2 giveaways.

## **Recommendations**

As mentioned earlier, paid ads to promote the event.



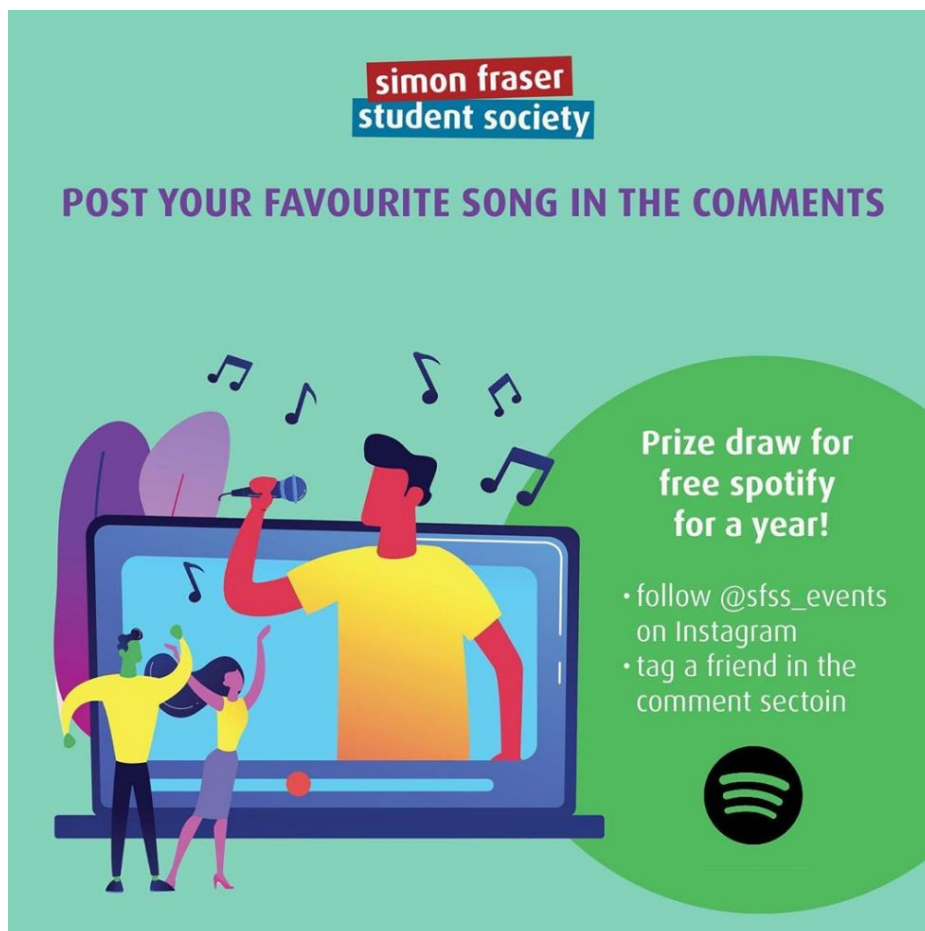
# Logistics

## Location

The event was completely online and ran smoothly.

## Marketing & Media Promotion

Via the SFSS Events Instagram through 2 posts and multiple stories (including Music Mondays), and a couple of shoutouts.



**112 likes, 211 comments**

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

## RAVE STREAMING PARTY SEP 27, 6-7pm

Discover new songs & other individuals who share the same music taste as you!

**DOWNLOAD  
THE RAVE APP  
TO BE PART OF  
THE STREAMING  
PARTY!**



Participants get a chance to enter a giveaway and win free Spotify for 6 months!

**46 likes, 0 comments**

# Feedback

We received a lot of song suggestions, as well as entries for the giveaway. Moreover, the attendees for the streaming party appeared to enjoy the event.

## **Attendees**

Even though the streaming party itself didn't have many attendees, the feedback received was positive. Attendees enjoyed the songs played, and appreciated new recommendations. One attendee hoped for a similar event in the future.

# Conclusion

The Instagram campaign was highly successful and students appeared to take a liking to it. Music related events for the future should be explored. The RAVE streaming party itself did not have many attendees and that may be because it was required for attendees to download an app on their phones before the event itself. Perhaps future events could be on Instagram Live or streamed elsewhere (low-barrier).

A larger streaming party is possible if promoted on a larger scale.