

1. CALL TO ORDER

Call to Order – 12:00 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^wməθk^wəyəm (Musqueam), S^kwxwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k^wik^wəłəm (Kwkwetlem) 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

| | |
|-----------------------------------------------------------------|-----------------|
| Student At-Large (<i>Chair</i>)..... | Abhishek Parmar |
| VP Student Life | 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..... | Yashvir Gupta |
| Student At-Large..... | Ahad Ghani |
| Council Representative | Adrienne Blas |

3.2 Society Staff

| | |
|--------------------------------|----------------|
| MSC Events | Dipti Chavan |
| Administrative Assistant | Somayeh Naseri |

3.3 Regrets

| | |
|------------------------|------------|
| Student At-Large | Fiona Wong |
|------------------------|------------|

4. ADOPTION OF THE AGENDA

4.1 MOTION EVENTS 2020-12-02:01

Abhishek /Karishma

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED UNANIMOUSLY

- Add section 5.1 to ratify regrets from Fiona Wong
- Add a new motion to section 7.1
- Add a new Discussion item to section 8.2

5. RATIFICATION OF REGRETS

5.1 MOTION EVENTS 2020-12-02:02

Jennifer/Emma

Be it resolved to ratify regrets from Fiona Wong.

CARRIED UNANIMOUSLY

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION EVENTS 2020-12-02:03

Emerly/Adrienne

Be it resolved to receive and file the minutes: 2020-11-18 EVENTS.

- EVENTS 2020-11-18

CARRIED UNANIMOUSLY

7. NEW BUSINESS

7.1 MOTION EVENTS 2020-12-02:04

Jennifer/Emerly

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

CARRIED AS AMENDED

- Amended motion:
 - Change \$70 into \$60
- Please see the Event plan link below:
 - <https://drive.google.com/file/d/15Pn7s0zbvVXMjXODSiWINd0tNeBg4dpr/view?usp=sharing>
- The previous bullet journaling workshop had a high turnout, but ended up being too long so we will shorten it to 1 hour.

8. DISCUSSION ITEMS

8.1 January Events

- **Mental Health Mondays Giveaway** - Jennifer, Dipti
 - We should have a package since we give out gift cards for events already
 - Can buy in bulk and keep it ready every month
 - Can mail package to every winner
 - Every month we can have different health-related items
 - Shipping fees for international students - maybe have a gift card of equal value
- **Stock Market 101** - Haider, support: Abhishek, Yashvir
 - Workshop (1-1.5 hours) for stock market
 - Someone will come in with lecture slides
 - Get an SFU student who knows how this works
 - Or get an industry professional
 - Can we make it more interactive (memes, tailored for millennials)
 - Can open this to SFU staff or anyone in the SFU community who wants to attend

- **Fitness/Yoga workshop** (collab with SFU Recreation) - Jennifer, Dipti, Karishma
 - Easy at-home workouts with no equipment
 - Can hire fitness coach (yoga or Zoom) and deliver our banner there so they can have SFSS in the background
 - Make videos and post on our social media (IG Reels or TikTok)
 - Can give fitness tips too
 - Can also do dance tutorial reels
- **Bullet Journaling Workshop** (goal-setting) - Jennifer
 - Already discussed earlier
- **Food Workshop** (cheap, easy, and quick meals - 30 min) - Jennifer, Emma
 - Fiona wanted to help with this
- **Video Games Night** - Yashvir, support: Abhishek , Jennifer
 - Will be planned out by next meeting
 - We can decide prizes then
- **Trivia** - Harry Potter or Brooklyn Nine-Nine or The Office or Grey's Anatomy
 - We can have a themed trivia week and have different people working on the different trivia nights
 - Harry Potter: Jennifer, Emerly
 - Brooklyn Nine-Nine: Abhishek , Adrienne, Jennifer
 - The Office: Haider, Adrienne, Abhishek
 - Grey's Anatomy: Ahad, Emma, Nafoni
- **Red Bull Collaboration**
 - Abhishek and Adrienne stated interest in this earlier
 - January event? Collab with the Video Game night event to make it a big thing
 - Need to check with SFU (because they have an approval with Pepsi)
 - Give SFU a heads up
 - Shouldn't be conflict if it's not on campus (due to COVID)
 - Need to be very clear what we want from them
 - Benefit both parties
 - We should get sponsored prizes
- **Meditation and Mindfulness Workshop with Lawrence - Jennifer, Dipti, Phum**
 - Doing this in January, since it might be better to have stress-relief tips at the beginning of the semester (also with New Year's Resolutions) than during the stressful exam season when people don't have time to go to the event
- **Black History Month - Jennifer, Anuki, Nafoni, SOCA**
 - Anti-racism workshops wouldn't be part of this - would be at another month
 - This month is supposed to be about celebrating Black culture, not focusing on negative parts

9. UPDATES

9.1 SFSS x Esports x CAC Spellbound Game Nights

- Post-event report:
https://docs.google.com/document/d/1ki0lmZeqy2gf2KknkV33DcNa9drvSzE7MOrC_05iQzA

9.2 Stranger Things Murder Mystery Night Post-Event Report:

- Post-event report: <https://docs.google.com/document/d/1TIb-Cap2HQyDAv-J5Bp432ctBDpbIavqHIAzUx9sJzI/edit>
- Less people than expected, but glowing feedback (it was so fun)

9.3 Horror Movie Night Post-Event Report:

- Post-event report: https://docs.google.com/document/d/1tpuoyQ-xNgM_IpmgoMEkvuZeo0Ca-vbBd8iZNMJFU8/edit?usp=sharing
 - Many people heard about us from the Student Bulletin email
 - This was SO FUN, some people cancelled plans to stay
 - Students talked about driving, courses, and more in the Netflix Party chat, and also made jokes throughout the movie

9.4 Baking Workshops (Salted Caramel Pretzel Cookies and Apple Pie) Post-Event Report:

- Post-event report:
<https://docs.google.com/document/d/19alZaMf71BcQJPLZsHdhRsatdrQPvicVBjavGEOxlGA/edit>
 - Saying we can crop people out of the recording would be helpful for increased engagement

9.5 Diwali Dance Workshop Post-Event Report:

- Post-event report:
https://docs.google.com/document/d/1pTMJGF62BQWUQHdCdx_GO-u8zQ559Hf4tdL_R2b-UsA/edit?usp=sharing
 - 13 people joined, it went pretty well
 - At the beginning, the internet connection was fine, but as soon as people joined, the instructor had internet difficulties
 - But everyone had cameras on and were engaged
 - Karishma had to take over to teach
 - Jennifer had discussions with participants to get engagement

9.6 Rasam Soup Food Workshop Update

- Post-event report:
https://docs.google.com/document/d/1OjnchhDlkBiT_01XvUeXhH3vU7twj0T4dE0vwn808xc/edit
 - Super-fast (30 min) and easy, instructor answered all Jennifer's questions

10. ATTACHMENTS

10.1 January Bullet Journaling Event Plan

10.2 SFSS x Esports x CAC Spellbound Game Nights

10.3 Stranger Things Murder Mystery Night

10.4 Horror Movie Night

10.5 Baking Workshops (Salted Caramel Pretzel Cookies and Apple Pie)

10.6 Diwali Dance Workshop

10.7 Rasam Soup Food Workshop

11. ADJOURNMENT

11.1 MOTION EVENTS 2020-12-02:05

Karishma /Adrienne

Be it resolved to adjourn the meeting at 1:16 PM.

CARRIED UNANIMOUSLY

JANUARY BULLET JOURNALING WORKSHOP

Description:

This is a workshop also hosted by [Shay Hayashi](#) (a student productivity blogger at SFU).

This workshop will teach students how to do a bullet journal spread for the month of January. This will help them stay organized. There will be a focus on New Year's Resolutions/goals alongside semester planning.

For a sample of Shay's work, check out this post: <https://shayhayashi.com/july-bullet-journal-set-up/>

Shay has hosted a workshop with us before, recording here: <https://www.youtube.com/watch?v=-VFDGEN7S4>

| | |
|--------------------------------|---------------------------------------------------------------------------------------------|
| Date: | Week of Jan 11 |
| Time: | To be decided |
| Location: | Zoom |
| Objective: | To teach students how to stay organized and set their goals |
| Event Lead: | Jennifer |
| Event Support: | |
| Target Audience: | Students like bullet journaling/art and want to stay organized for the rest of the semester |
| Budget: | Total Amount: \$60 \$50 for instructor's fee, \$10 contingency |
| Measurement of Success: | Number of event attendees, number of views on workshop recording |

Post-event Report Template

Table of Contents

Executive Summary

- [Summary](#)
- [Key achievements](#)
- [Key recommendations](#)

Introduction

- [History](#)
- [Background](#)
- [Objectives](#)

Finances

- [Budget](#)
- [Actual costs](#)
- [Recommendations](#)

Logistics

- [Location](#)
- [Marketing & media promotion](#)
- [Recommendations](#)

Feedback

Conclusion

Executive Summary

Summary

The SFSS Events Committee partnered with SFU Esports and SFU CAC (Canadianized Asian Club) for their October event “Spellbound Game Nights” as part of the SFSS x Club/Student Union Collaboration pilot project. This four-day long virtual event consisted of a variety of casual games and raffle prizes. SFU Esports and SFU CAC coordinated hosting 2-3 different games each night on their Discord channels. The event was successful in a number of aspects, most notably the number of unique students that participated in the games, costume contest, closing ceremonies, and movie viewing.

SFU Esports and SFU CAC demonstrated competency with organizing the event logistics, outlining raffle rules, designing promotional materials, advertising, and handling the finances. The Instagram poster and Facebook Banner were very well made and they were completed by the agreed upon date in order for the SFSS to cross-promote the event on the SFSS social media page. When the SFSS asked for an Instagram story poster, SFU Esports was quick to fulfill the request. Thank you to the following people from SFU Esports: Brandon, the Co-President of SFU Esports for being the point-of-contact for this event, and Jennifer, Paul, Clare, Josh, Apurv, and Heewon for facilitating the games. Thank you to Jonathan, Russel, Katherine, and Jimmy from SFU CAC for facilitating the games as well.

Key Achievements

“Spellbound Game Nights” was a successful collaborative event between the SFSS, SFU Esports, and SFU CAC. An estimated number of 70 SFU students participated over the course of 4 days. Some of the more popular social games, such as ‘Among Us’ and ‘Codenames’, consistently had two full lobbies with 20 people at a time. 45 students attended the closing ceremonies where the prizes were raffled.

Key Recommendations

A recommendation for logistics is to appoint more executive members to facilitate more lobbies, and to obtain more executive members to participate in the games in order to run each game at its full capacity. Another recommendation is to set up a quick game to entertain the students who are idly waiting for a game to finish to be subbed in.

Introduction

History

The SFSS has worked with SFU Esports in the past for their “Gamefest” week-long event that they hosted in the summer with SFU Anime. “Spellbound Game Nights” was the first formal partnership between the SFSS and SFU Esports as part of the SFSS Student Union/Club Collaboration Pilot Project. SFU Esports regularly organizes events of this nature and caliber, however this was SFU CAC’s first virtual event since COVID-19.

Background

Who: SFU students

What: Various Halloween-themed casual online games—Minecraft minigames, Codenames, Among Us, Jackbox, Hearthstone, Skribbl.io, Fall Guys, Valorant Inhouses, League of Legends Inhouses

When: October 28-31

Where: SFU Esports and SFU CAC Discord Channels

Why: To increase student engagement

Objectives

The main objective was to connect both clubs and their memberships and provide opportunities for students to foster new friendships online.

Finances

Budget

The SFSS provided SFU Esports and SFU CAC with \$600.00 through the Events Committee budget for the following:

- 1 Nintendo Switch - \$250 of \$447.90
- 6 x \$50 Amazon gift cards - \$300
- 2 x \$25 Amazon gift cards -\$50

Actual Costs

The full of the SFSS funding was used for the aforementioned prizes. The Nintendo Switch was partially covered as they opted to rearrange their other funds to allocate money towards gift cards. All of these items were purchased from Amazon. SFU Esports also received a sponsorship for the Logitech MX518 + G640 gear as secondary prizes. The cost per person was \$8.50.

Recommendations

SFU Esports and SFU CAC both submitted SFSS grant requests of \$100 each on top of the \$600 from the SFSS Events Committee. The SFSS only granted them \$600. Next time, it would be recommended to opt for less expensive prizes and for more mini prizes for more chances for more students to win.

Logistics

Location

SFU Esports and SFU CAC hosted the event on their Discord Channels through temporary text and voice channels. Everything ran smoothly.

Marketing & Media Promotion

SFU Esports and SFU CAC advertised the event on their respective Facebook and Instagram accounts. The SFSS shared the Facebook event page on the SFSS Facebook account, the graphics were reposted and re-storied on the main SFSS and events SFSS Instagram pages many times leading up to the event, and the event was detailed in the SFSS Newsfeed email to all club and student union executive members.

Recommendations

Repost the event in various SFU-related Facebook groups, such as "[Must Attend Events at SFU](#)", "[SFU Undergrads](#)", and first-year groups.

Feedback

SFU Esports and SFU CAC executive members have voiced nothing but positive comments about the reception of the event itself. They found the information about the SFSS Student Union/Club Collaboration unclear.

Attendees

SFU Esports and SFU CAC did not collect any formal feedback from the participants. However, it was noted that the students mentioned that they had fun, and many of them were overheard exchanging information and making plans to play together after the event.

Organizers/Volunteers

The event would have benefited from more volunteers to lead and fill-in the empty spots in games. Although students did not complain about the wait time for some games, this is an area of improvement to ensure that all of the attendees are engaged. There was only one volunteer from the SFSS Events Committee because we did not anticipate this problem. For the future, I would suggest pooling more volunteers from the SFSS side. SFU Esports requested clarification about the funding decision and expressed confusion about the reimbursement process. Moving forward, the SFSS needs to explicitly state the guidelines for collaboration.

Conclusion

The SFSS collaboration event with SFU Esports and SFU CAC was very well organized and well-received by students. The two executive teams worked cohesively, met and communicated often, and successfully brought students together with this event. One thing that could be improved upon is the finances because the cost per student is relatively high. On the SFSS's end, we need to streamline the Collaboration Pilot Project and design a measure to evaluate the collaboration if necessary.

Stranger Things Murder Mystery Night Post-event Report

Table of Contents

Executive Summary

- [Summary](#)
- [Key achievements](#)
- [Key recommendations](#)

Introduction

- [History](#)
- [Background](#)
- [Objectives](#)

Finances

- [Budget](#)
- [Actual costs](#)
- [Recommendations](#)

Logistics

- [Location](#)
- [Marketing & media promotion](#)
- [Recommendations](#)

Feedback

Conclusion

Executive Summary

Summary

We had 9 signups and 9-10 people attended (5 of which who had signed up, the rest were friends who were sent the link).

This event started around 7:02pm. We had introductions, then started the event. After every "round" everyone had to come back to the main room so the Zoom host could move everyone to the new rooms.

The event ended at around 8:50pm. We promoted other events and just chilled/vibed casually for a bit until the Zoom meeting was ended.

Key Achievements

Community ties between the SFSS and SFU students were strengthened through this event.

Students who liked Stranger Things and/or murder mystery were more likely to come to this event and this created strong student engagement.

Students had a lot of fun with this unique event.

Key Recommendations

To help warm up the group, I liked how we played a recap video to get students in the Stranger Things mindset. I feel that having more small talk about the show would have made the event even more engaging and fun.

Strong internet and devices for moderators to share screen.

Introduction

History

This was the first time SFSS Events hosted a virtual murder mystery night. This event involved the support of many Events Committee members. This event would not have been possible without everyone's great help. We met quite a few times to plan the night and hosted two practice rounds of the full event.

Background

Who: fans of Stranger Things, murder mystery/riddle/puzzle lovers

What: Murder mystery night - Stranger Things themed

When: October 24th @ 7pm - 9pm

Where: Zoom

Why: To increase student engagement and to get people in the spooky season spirit

Objectives

To increase student engagement

To get used to hosting more complex events online (this event involved a lot of components)

To get into the Halloween spirit

Finances

Budget

The budget for this event was \$60.

\$300 for gift cards for 40 people

\$60 contingency

\$360 total

Actual Costs

The actual cost of the event was \$150. We were supposed to host the event twice - once with 20 people, and another time with 20 people (the original event was planned to host 40 people at once). We split it up due to technical issues (too much time wasted allocating people to breakout rooms).

Unfortunately we were unable to get 20 people to attend, instead only getting 9. We split it into 3 groups of 3, and with 1 winning group, the total cost ended up being \$150 (with each of the 3 winning group members getting a \$50 gift card).

Recommendations

N/A

Logistics

Location

The Zoom and puzzles ran quite smoothly with no major difficulties. Fiona was able to share her screen in order to play the recap video (Fiona had a powerful gaming computer). Each moderator had no problems sharing their screens, except for Yashvir, but his room could be done without it. Overall, in comparison to our two practices, this event ran very well.

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. It was also promoted on Discord servers.

Recommendations

I would recommend doing an event like this in the future with a different show or theme. It involved a lot of effort, but the end product was great!

Feedback

Overall, the attendees said that they had a lot of fun and that the puzzles were great.

Attendees

“This event has been amazing”

“It was fun”

“I did not understand what was happening at all (didn't know Stranger Things) XD Got carried so hard by my team. It was really fun tho”

“My favourite was the lights / big brain energy”

“Discussing in spare time / drawing game was funny”

“Props to Abhi (he played the Demogorgan), his poor voice...he committed”

“Timing was good, I liked having the debrief time”

“Interesting games, not typical/boring. I thought it would be basic/riddles, i liked how it still related to the show”

“I do not have any complaints, it was fun”

“The event yesterday was beyond amazing! I was so so excited and I had a lot of fun. Thank you for coming up with these amazing events.”

Organizers/Volunteers

It was a lot of work but seeing how much fun people had made it all worth it. It will be easier to host something in the future now that we've established how it works.

Conclusion

Overall, this event was a lot of fun and worth all the effort people put into it. It definitely would not have gone as smoothly without all the wonderful people who helped out! There was discussion of doing an event like this again, but with a different theme.

Horror Movie Night Post-event Report

Table of Contents

Executive Summary

Summary

Key Achievements

Key Recommendations

Introduction

History

Background

Objectives

Finances

Budget

Actual Costs

Recommendations

Logistics

Location

Marketing & Media Promotion

Recommendations

Feedback

Attendees

Organizers/Volunteers

Conclusion

Executive Summary

Summary

For our Horror Movie Night, we watched Hereditary.

This event had 8 registrants (but 1 person got 2 tickets, so really 7 people registered). 3 students (outside the Events Committee) showed up. One of them said they heard about this event from the SFU Student Bulletin email newsletter.

Overall, this event was super fun and it brought attendees closer together (even though we just met) because we talked about our lives, school, and so on.

Key Achievements

Brought students closer together/helped students bond

Created a fun Halloween-themed event for students

Promoted SFSS and SFSS Events

Key Recommendations

I would recommend setting aside time for introductions and troubleshooting.

I would also recommend making future SFSS Eventbrite events private.

Introduction

History

This was the first time that the SFSS Events committee has hosted a movie night during the COVID-19 pandemic. Previously, we were made aware of the legal issues around movie nights and streaming. For this event, we used Netflix Party which was one of the approved, legal platforms.

Background

Who: SFU students interested in watching horror movies together

What: SFSS Horror Movie Night

When: Oct 30, 2020 @ 7pm - 9pm

Where: Zoom and Netflix Party

Why: to get in the Halloween spirit and have fun!

Objectives

To bring students closer together/help students bond

To create a fun Halloween-themed event for students

To not be alone while watching horror movies lol

Finances

Budget

N/A

Actual Costs

N/A

Recommendations

N/A

Logistics

Location

This event was hosted on Zoom and Netflix Party (now called Teleparty). I had my camera on in Zoom so people could feel less alone and they could see my reactions. We talked to each other via text/typing in the Netflix Party web browser extension, and it was super fun.

Some people were not familiar with the Netflix Party extension (but they found it super cool). We spent a few minutes troubleshooting. The movie started around 15 minutes after the event started because of fun introductions (names, pronouns, and star signs haha) and because of the troubleshooting.

Marketing & Media Promotion



This event was promoted a few days before it happened. However, a few weeks before the event, people still knew it was going to happen because we did a few polls asking people which movie we should watch. The most popular pick was Hereditary.

We promoted this event through many different channels. Our usual channels were SFSS Events Instagram, several Discord servers (including the SFU Reddit Official Discord Server), and the Psychology Department's email newsletter. We also used

some new channels - I asked to be put on the SFU Student Bulletin (email newsletter) callout for stuff to send out to students, so I sent in the event information and they helped promote. This was actually very effective in getting students to sign up.

Students had to RSVP via Eventbrite. Ever since I went to an event with a public Zoom link that got Zoom bombed (we saw VERY inappropriate things and heard horrible/loud sounds, people were spamming inappropriate things in the chat), I've been wary of posting the Zoom link publicly. In the past, some random people (non-SFU) would see the Eventbrite event and sign up to come. I tried solving this by adding a custom question to the sign up/RSVP form asking students for their SFU email, but that was a lot of work. This time, I made the event private which meant that only people who had the link could access the Eventbrite (and the link was only promoted via SFSS and SFU channels).

Recommendations

I would recommend setting aside time for introductions and troubleshooting.

I would also recommend making future SFSS Eventbrite events private.

Feedback

Feedback for this event was very positive. We all had a lot of fun and we wouldn't be getting any nightmares because we were all there for each other so the movie wasn't too scary.

Attendees

Throughout the movie, we all talked about our majors, ages, driving (road tests), classes/lecture, online school, and comments about the movie (like the poor dad in the movie).

We made jokes about Halloween and scary stuff and it was so funny and someone said "my lack of focus for studying already haunts me enough" HAHAHAHA. Everyone was super fun and relatable.

Organizers/Volunteers

I think some people had to leave but it was so fun that they didn't want to.

I had a lot of fun and didn't even find the movie scary because everyone was super funny and friendly in the chat. I was also distracted by the chat and by crocheting an Among Us crewmate.

Conclusion

Overall, this event was super fun. In the future, we could host more movie nights, maybe for Christmas or for other new releases on Netflix.

One thing I considered was having a Netflix gift card for anyone who did not have a Netflix subscription. This gift card would be available for anyone who requested it. We didn't do it this time because I forgot to bring a motion to the Events Committee.

Baking Workshops Post-Event Report

Table of Contents

Executive Summary

- [Summary](#)
- [Key achievements](#)
- [Key recommendations](#)

Introduction

- [History](#)
- [Background](#)
- [Objectives](#)

Finances

- [Budget](#)
- [Actual costs](#)
- [Recommendations](#)

Logistics

- [Location](#)
- [Marketing & media promotion](#)
- [Recommendations](#)

Feedback

Conclusion

Executive Summary

Summary

Salted Caramel Pretzel Cookies

- Workshop recording: https://youtu.be/k9_AQSVnuPc
- Recipe:
https://docs.google.com/document/d/1goQN_SrBpogQDOxYwbm0ABELk3v42muibzgdR_jRjME/edit

This first part (salted caramel pretzel cookies) of the workshop series had 12 registrants and 3 attendees. One registrant reached out saying she did not receive a link (which was sent with Eventbrite and my vpstudentlife@sfss.ca), so I would look into telling people to check their spam email in the event description. I didn't want to publish the Zoom link publicly in case of Zoom bombers.

Mini Apple Pie

- Workshop recording: <https://youtu.be/ok6f4Ntsn8g>
- Original event plan here:
<https://docs.google.com/document/d/17ra1DmkBzilccswiM-aere2NnQH3NekPtGm2fXMJJJdw/edit>
- Recipe:
<https://docs.google.com/document/d/1bWZiEEnAZptdgu7L670x0vAmkpxKeCpG6p978MR3QZ0/edit>

The second part (mini apple pie) of the workshop series had 26 registrants (but 3 of which were 1 family, so it was really 23 registrants). 9 people attended (excluding myself and the event lead, Fiona). Throughout the workshop, a few people had to leave early.

We marketed around a week in advance and the budget mainly consisted of ingredients.

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.

Key Recommendations

I would recommend making sure everyone has access to the Zoom link.

I would recommend promoting earlier (instead of 1 week).

I would also recommend inviting specific groups to come together (like FASS mentors/mentees).



Introduction

History

This was the first time SFSS Events hosted a baking food workshop series, but not the first time we've hosted a food workshop.

Background

Who: students interested in learning how to make delicious baked goods

What: Baking workshops

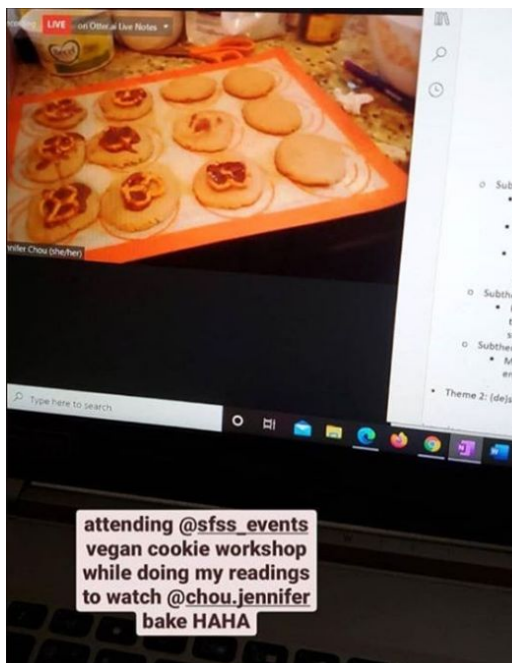
When: Oct 29, 2020 and Nov 4, 2020 from 2:30pm to 3:30pm

Where: Zoom

Why: to teach students how to make baked goods as study snacks

Objectives

- 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
- Teach students how to make delicious food



Finances

Budget

The budget for the apple pie baking workshop was \$60 (Canadian).

Budget breakdown:

\$40 for apple pie workshop supplies/ingredients

\$20 for contingency

\$60 total

Actual Costs

The actual cost was \$32.11.

Recommendations

N/A

Logistics

Location

The workshop was hosted on Zoom. Since I had a Microsoft Surface Pro (tablet) it was kind of hard to hold the tablet and show what was going on atop my stove at the same time. I was glad people couldn't see my messy work station though.

To record the workshop, I used my SFSS Zoom account.

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.

Lastly, I asked SFU to add me to their mailing list for the callout for items to put on the Student Bulletin newsletter that goes to all SFU students. I will be promoting future events there.

Recommendations

I would recommend promoting earlier (instead of 1 week).

I would also recommend inviting specific groups to come together (like FASS mentors/mentees).

Feedback

Overall, the event was well-received. Attendees had positive feedback, and I had a lot of fun too.

Attendees

Here were some comments from attendees.

Salted Caramel Pretzel Cookies

- Thank you.
- loved it <3
- thank you, you are fun!

Apple Pie

- Those look so good!
- [Some words of encouragement for Jennifer (me) since I was so worried about my homemade pie crust]
- [Some questions and comments about baked goods/cheesecake]

Organizers/Volunteers

I had fun with these workshops! I wished it was in person so we could share delicious food but (un)fortunately I get to eat all my baked goods by myself.

Conclusion

Overall this event was a great experience. There are areas for improvement, such as marketing towards specific groups (who could attend together) and making sure emails are sent out to everybody.

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

SFU Befikre: Diwali Dance Workshop

Table of Contents

Executive Summary

- [Summary](#)
- [Key achievements](#)
- [Key recommendations](#)

Introduction

- [History](#)
- [Background](#)
- [Objectives](#)

Finances

- [Budget](#)
- [Actual costs](#)
- [Recommendations](#)

Logistics

- [Location](#)
- [Marketing & media promotion](#)
- [Recommendations](#)

Feedback

Conclusion

Executive Summary

Summary

The purpose of this Diwali Dance workshop was to allow SFU students to have some sort of small celebration for Diwali. Due to COVID restrictions many students are unable to celebrate with family and friends, therefore this dance workshop was a fun way to bring students together.

We collaborated with the SFU Befikre Dance Club, the execs communicated well. We had a good turn out, and the workshop was engaging and it seemed that the attendees had fun.

Overall this dance workshop was received very well by students. We were able to produce engaging content through an Instagram post, stories and eventbrite page. The SFU Befikre club also shared the posts on their Instagram page as well.

Key Achievements

The workshops themselves were really successful and we received a lot of positive feedback from the students who had participated. SFU Befikre is hoping to collaborate with workshops in the future again.

Some roadblocks that we encountered were the recording of the Zoom workshops was the internet connection of the instructor. The zoom call on her end continued to freeze, glitch and crash. As the instructor tried to reconnect to the call, Jennifer continued to engage with the students that attended through questions and conversation. Eventually, I (Karishma) had to take over teaching the dance ensuring that the students were able to learn what they signed up for.

Key Recommendations

The main recommendation was in regards to making sure the Internet connection on all ends is strong enough to be able to hold a Zoom workshop.



Screenshot of the SFU Befikre Dance Workshop

Introduction

History

This event has been hosted before successfully during SFSS Dance Week. We had two workshops by SFU Hip Hop Club and SFU SOCA. 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: Dance Workshop

When: November 13th

Where: Zoom

Why: Bring SFU students together for Diwali!

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. Especially during this time, many students are away from their friends and family and unable to celebrate Diwali to the fullest. By having this dance workshop it allowed for a sense of community.

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 Diwali Dance workshop occurred over Zoom

Marketing & Media Promotion

The event was promoted on SFSS Instagram, SFU Befikre Instagram and Eventbrite.



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: 13 attendees (including instructor, Karishma & Jennifer)

- 5 people had their videos on

Feedback for the Diwali Dance Workshop:

- "Thank you for hosting guys happy diwali!!"
- "Happy Diwali, thanks for teaching!"
- Someone mentioned wanting to join the club to dance/chill/have fun
 - Allowed for more interest in SFU students wanting to join the befikre dance club

Organizers/Volunteers

The main feedback was to figure out how to ensure a strong internet connection for the instructor. Or creating a plan to figure out what to do when something like this does happen again in the future. Maybe creating "fillers" or emergency activities while we allow the instructor to reconnect.

Conclusion

Overall the event was really successful, it was fun and engaging for all SFU students. Although we faced a lot of internet connection issues, I am hoping to create more “filler activities” if problems like these rise again. Therefore, we will be more prepared for the future as technology can be unpredictable. SFU Befikre was really grateful to be able to host this workshop, and is looking forward to collaborating with SFSS Events again in the future.

Rasam Soup Food Workshop Post-Event Report

Table of Contents

Executive Summary

- [Summary](#)
- [Key achievements](#)
- [Key recommendations](#)

Introduction

- [History](#)
- [Background](#)
- [Objectives](#)

Finances

- [Budget](#)
- [Actual costs](#)
- [Recommendations](#)

Logistics

- [Location](#)
- [Marketing & media promotion](#)
- [Recommendations](#)

Feedback

Conclusion

Executive Summary

Summary

Workshop recording: <https://youtu.be/UWY5V7m3hHI>

Original event plan here:

<https://docs.google.com/document/d/1JBwWCG1sLqp0sxGeoRcgmyxklxsQu3hh/edit#heading=h.gjdgxs>

Recipe here:

https://docs.google.com/document/d/1OF_nZr5y5IzUjaecUwC4C2E0hskBddepQ7DkcDT428/edit

The SFSS Rasam Soup Food Workshop was the [I lost count] time the SFSS Events Committee has hosted a cooking workshop online.

Overall, 9 people signed up. Around 3 to 4 people (non-SFSS staff/Board members/instructors) showed up to the Zoom workshop, but some people left and the number fluctuated. 1 person made soup alongside myself and the instructor (she turned on her camera, which I'd crop out for the recording), while another person just watched. These 2 people stayed the whole duration of the event.

The overall budget (including contingency) was \$170, and we spent \$150.

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 in the community with a (very small) local business.

Key Recommendations

Since there were only a few attendees at this event, we didn't run into a lot of issues - my recommendations are similar to previous recommendations (but not really much we can do about it, like hosting events not during exams/midterms, promoting earlier, etc.).

Introduction

History

At this point, we've hosted quite a few food workshops virtually - at least once a month.

This idea came to be because I wanted to have an easy and warm soup recipe for students to make during the upcoming cold months.

Background

Who: students interested in learning how to make easy soup

What: Rasam Soup Food Workshop

When: November 29, 2020 from 4:30pm to 5:00pm

Where: Zoom

Why: to teach students how to make Rasam Soup

Objectives

- 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
- Teach students how to make cultural foods
- Support small, local businesses
- Get more familiar with the process of obtaining and working with instructors for workshops

Finances

Budget

The budget for this workshop was \$170 (Canadian).

Budget breakdown:

\$100 for hosting the workshop

\$50 for supplies and ingredients

\$20 contingency

\$170 total

Actual Costs

The actual cost was \$150.

Recommendations

N/A

Logistics

Location

The workshop was hosted on Zoom. The chef's laptop wasn't super high quality but it worked. We could see the chopping board and the pan and everything. The wifi connection was stronger this time and everything ran smoothly.

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.

SFSS finally got Zoom accounts that allow recording, so I recorded the event but assured attendees I'd crop them out if they chose to show video. I wanted to record the workshop to upload online later (for those who couldn't attend due to assignments/papers or if they were in different time zones).

Both the chef and I moderated the chat. The chef was super engaging and really nice. She answered all my questions.

Marketing & Media Promotion



The event was promoted via SFSS social media (Facebook, Instagram, email newsletter). The @sfss_events Instagram also promoted the event.

I also promoted the event on many Discord servers, including the official Reddit Simon Fraser University server. This event was also put on the Student Bulletin email newsletter that's sent out to all SFU students every week (deadline to send events in is every Wednesday at 10am; newsletter is sent out Thursday or Friday). The VP Student

Life email receives the callout for these items for the newsletter every week (Monday) ever since I requested to be subscribed to the list.

Recommendations

N/A

Feedback

Overall, the event was well-received. Attendees had positive feedback, and I had a lot of fun too.

Attendees asked a lot of engaging questions when they didn't understand a step (like folding the samosas).

Attendees

Many attendees said thank you. The one who made soup alongside us said "Thanks! I'm excited to eat mine!"

Organizers/Volunteers

This recipe was super simple and the chef answered all my (VP Student Life, Jennifer Chou) questions. The whole workshop took around 30 minutes - everything was super quick.

Also I didn't put any chili flakes in my soup but it still turned out spicy lol how...it was still delicious though

Conclusion

Overall this event was a great experience. It was different from other events because it was pretty short (30 min).

In the future, we can host food workshops for cheap, quick (30 minutes), and easy meals.