

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), Sk̓w̓x̓wú7mesh Úxwumixw (Squamish), Sel̓íl̓wítulh (Tsleil-Waututh), k^wik^wəłəm (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
Student At-Large (<i>Vice Chair</i>).....	Abhishek Parmar
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.....	Yashvir Gupta
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3.4 Absents

At-Large Representative	Phum Luckkid
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3.5 Guests

Intercultural Engagement Coordinator.....	Emeralde O'Donnell
Emerge SFU Club Executive	Paratmika
Emerge SFU Club Executive	Angela

4. RATIFICATION OF REGRETS

4.1 MOTION EVENTS-2021-01-13:01

Abhishek/Fiona

Be it resolved to ratify regrets from Yashvir Gupta.

CARRIED UNANIMOUSLY

5. ADOPTION OF THE AGENDA

5.1 MOTION EVENTS-2021-01-13:02

Jennifer/Abhishek

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED UNANIMOUSLY

- Add new motion to section 9.1: BollyX Fitness Workshop
- Add new motion to section 9.2: Emerge SFU's Spring 2021 workshops
- Add new motion to section 9.3: Global Talent Night

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION EVENTS-2021-01-13:03

Emerly/Karishma

Be it resolved to receive and file the following minutes:

- EVENTS 2020-12-02

CARRIED UNANIMOUSLY

7. DISCUSSION ITEMS

7.1 January Events

7.1.1.Mental Health Care Packages

- Soy candles
- Fuzzy/fleece socks
- Notebooks
- Soft blanket
- Hat
- Mug
- Hot n cold pack
- Gum
- Mask cover
- Lip Balm
- Under \$50 but paying a bit more for shipping (covered under contingency)
- Will take a picture after the package is assembled (but don't promise the same thing for the next package, since it was hard to get everything)

7.1.2.Goal-setting Bullet Journaling Workshop

- Will be on January 14th, 2021 at 12:30pm.

7.1.3.Fitness/Yoga workshop

- There is a motion on this - it's a dance workshop collaboration with SFU Recreation.

7.1.4.Trivia Week (Harry Potter, Brooklyn Nine-Nine, The Office, Grey's Anatomy)

- Brooklyn Nine-Nine is pretty much done, just need to put it on the Kahoot site

- Brooklyn Nine-Nine can be done next week
- Grey's Anatomy can be done the week after.

7.1.5. Meditation and Mindfulness workshop

- SFSS Transition Manager will host this work shop.

7.1.6. Stock Market 101

- Can do informal (student-led) or industry professional - Haider will touch base.

7.1.7. Video Games Night/Red Bull Collaboration

- List what we want from Red Bull
 - Prizes for Games Night
 - Red Bull gift cards and voucher
- **Action item:** email Red Bull

7.2 International Women's Day Collaboration

- The Chair of the International Women's Day Conference (from Young Women in Business SFU) reached out and asked to collaborate for the International Women's Day Gala.
- This year, the gala will be online and will become a conference instead. The Chair wanted to know whether SFSS would be interested in running the Women of the Year Awards again.
 - Young Women in Business SFU will promote the awards on their social media and announce the winners at the conference.
- Emerly was the event lead last year
 - The gala didn't happen last year, so SFSS held the Women of the Year Awards on our own (SFSS mailed out the trophies)
- For International Women's Day this year, SFSS is collaborating with the Women's Centre
 - Looking at getting advice/tips from women and posting it on social media leading up to International Women's Day
 - Have a message posted on social media instead of having a live event
- Events Committee members expressed uncertainty at how effective it would be to do the same thing last year
 - Last year's gala event was cancelled so there were no gift baskets/prizes (as there had been in the year previously)
 - The cost was pretty high
 - Need to see how many people benefited from last year's event, and how much work it was
- Some committee members would like to do this, but we need to revamp it for this year (hosting it online)
 - Trophies were an issue - one got fractured in the shipping process
 - The collaboration with Young Women in Business SFU was disjointed.
- SFSS could technically host Women of the Year Awards on its own - it was a lot of work to collaborate with Young Women in Business SFU due to lack of clear task for SFSS to know their role.
 - We sponsored a portion of the gala (it was supposed to be at a hotel)
 - Funds would've gone to tech
- Not sure what they'd ask of the SFSS other than just leading Women of the Year Awards
- **Action item:** email back and ask for collaboration details (what Young Women in Business SFU would want from SFSS)

**Ahad Ghani left the meeting at 12:30PM.*

8. PRESENTATIONS

8.1 Global Talent Night

- Huge variety of talents from speed drawing to showcasing photography
- Feb 5, 2021 at 8:30pm PST
- Auditions close Wednesday, January 20th at 9am
- They're asking for funding for 5 \$20 gift cards
 - Not for first or second place prizes - the event is more about sharing not competing
 - It would be for a general prize draw for any attendee or performer
- People who've auditioned and performed get extra entries for the draw
- Day-of schedule
 - Have a host, and can have an SFSS person co-host
 - Performers have said they wanted to do prerecorded video because of internet issues
 - Hosts would announce the performance, and the performer can explain their piece, then share their video (send in chat as an unlisted YouTube video in case streaming through Zoom is too slow)
 - There may be 7-12 performances, and in between there will be activity breaks like mini Zoom polls, conversations in the chat (chat moderators available to check in on chat)

8.2 Emerge SFU

- <https://docs.google.com/document/d/10IXhPTnzMXDhmXLY-A1DV2CBs74GguQIGYjtUNgRzw0/edit?usp=sharing>
- Emerge run workshops for students to develop industry skills (Python, Digital Marketing, etc.)
- Online format (because of the pandemic) was pretty good as well - it's through Zoom and recordings are posted on YouTube
- This semester's workshops:
 - Digital Marketing
 - Web Development
 - UI/UX Design
 - Count on Me's Financial Literacy
- A lot of the workshop topics are teaching in-demand skills
- Asking for \$800 because each instructor will be dedicated to creating curriculum, homework/activities, projects, grading, and lectures for 5-6 weeks
- There's an honorarium limit for clubs and it's not enough to cover honoraria for all our instructors (4 workshops)

9. NEW BUISINESS

9.1 BollyX Fitness Workshop-MOTION EVENTS-2021-01-13:04 Abhishek/Haider

Be it resolved to approve \$50 for the BollyX Fitness workshop.

CARRIED UNANIMOUSLY

- Partnering with SFU Recreation, which has a BollyX fitness dance workshop every week
- We're collaborating with them for next Thursday, Jan 21

9.2 Emerge SFU's Spring 2021 workshops-MOTION EVENTS-2021-01-13:05
Emerly/Adrienne

Be it resolved to approve \$800 for Emerge SFU's Spring 2021 workshops

CARRIED

Abstain (2): Jennifer Chou, Karishma Sen

In Favor (7): Abhishek Parmar, Haider Masood, Emerly Liu, Karishma Sen, Emma Macchabee, Fiona Wong, Adrienne Blas.

Against (0)

9.3 Global Talent Night-MOTION EVENTS-2021-01-13:06

Abhishek/Fiona

Be it resolved to allocate \$100 from club collaborations for the Global Talent Night event.

CARRIED UNANIMOUSLY

10. UPDATES

10.1 Lantern Making Workshop

- Happened before the holidays (Dec 11 and 12)
- Unfortunately, we only had 5-6 participants
- We spent about \$100 for the professional artist to teach the workshop
 - <http://robismith.indiemade.com/>
- Might do one more because there was a lot of interest, but not a lot of people showed up
- We might post the video recording
- Someone messaged us on Instagram (@sfss_events) with a picture of their lantern
- It was easy and fun to make, and students were really creative
- Can plan again maybe next month for Chinese New Year

10.2 Holiday Giveaways

- Post-event report: <https://docs.google.com/document/d/1N3--VEKmf9zSZeZxz9Jw4rUNlaDsFO8TnUXZW2-0DXc/edit>
- It was a lot of work (and paperwork) but it was worth it for all the positive feedback we got! People had a lot of fun participating, even if they didn't win

**Karishma left at 1:03 PM.*

10.3 Easy stir-fry food workshop

- Post-event report: https://docs.google.com/document/d/1MDqQzWk75-7wuuCH-0mdScm7PD_YbG0skJa9qPyBycM/edit
- It was easy, quick (30 min), engaging, and fun!

10.4 Spring 2021 Meeting Times

- As people's schedules change the regular meeting times will be decided and informed.

11. ATTACHMENTS

11.1 January Events

11.2 Holiday Giveaways Post-Event Report

11.3 SFSS Emerge SFU Workshops

11.4 Easy Stir Fry Food Workshop Post-Event Report

12. ADJOURNMENT

12.1 MOTION EVENTS-2021-01-13:07

Haider/Abhishek

Be it resolved to adjourn the meeting at 1:06 PM.

CARRIED UNANIMOUSLY

Month of Welcome Events

*note: all updates will be on the [@sfss_events Instagram](#) page.

Mental Health Mondays Giveaway

- Monday, January 11
- (No set time)
- Self care package to be given away
- http://instagram.com/sfss_events
- Notes
 - 1 week to enter, the draw happens on Jan 11

Food workshop

- Tuesday, Jan 12, 2021
- 1:30pm - 2:30pm
- Make an easy and delicious meal with the SFSS! We'll teach you how to make a cheap, quick, easy, and healthy meal in our stir-fry food workshop.
- You can use whatever vegetables you have in your fridge, garlic, onion, and your favourite sauce (like sesame sauce)!
- <https://stirfryfoodworkshop.eventbrite.ca>
- Notes
 - Cheap, easy, and quick meals around 30 minutes (event scheduled for an hour as buffer)

Goal-setting Bullet Journaling workshop with Shay Hayashi

- Thursday, January 14, 2021
- 12:30pm - 1:30pm
- Ready to make the most of 2021?
- We've got just the workshop for you. Whether you're hoping to achieve your New Year's Resolutions this year or to get more organized for the new semester, bullet journaling will help!
- **About the instructor**
- Shay Hayashi is a productivity and lifestyle blogger who helps busy students become more organized and productive. As an SFU student herself, she has tailored advice for SFU students about the most effective way to achieve your goals this semester.
- Please note that this workshop will be recorded to ensure accessibility for folks in different time zones.
- <https://goalsettingbulletjournalingworkshop.eventbrite.ca>
- Notes
 - 1 hour

- Help students stay organized for the semester and set goals

Fitness/Yoga workshop

- Friday, January 15, 2021
- Time
- Description
- Link
- Notes
 - 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

Trivia Week

- Week of Jan 18, 2021
- Time
- Description
- Link
- Notes
 - Harry Potter
 - Brooklyn Nine-Nine
 - The Office
 - Grey's Anatomy

Meditation and Mindfulness Workshop with Lawrence Jones

- Monday, Jan 25, 2021
- Time
- Description
- Link
- Notes

Stock Market 101

- Wednesday, Jan 27, 2021
- Time
- Description
- Link
- Notes
 - 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

Red Bull Collaboration / Video Games Night

- Friday, Jan 29, 2021
- Time
- Description
- Link
- Notes

Holiday Giveaways Post-Event Report

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Executive Summary

Summary

Original event plan:

<https://docs.google.com/document/d/1Y0QeZfDbWQCJZLmnMG2OqkVt4oKp2AnjJbtSFUv5dLA/edit?usp=sharing>

Ideas and brainstorming document:

https://docs.google.com/document/d/1_y_V17E6bNNPVqWorP2knyNPpTrXUowDgKehycY5N0U/edit

Overall, this giveaway had more than 400-500 participants. Each week, we had people engage with our Instagram account (@sfss_events). There were instructions on how to enable post and story notifications so we had a lot of people watching our stories.

The giveaway was under budget, but we used a bit of our contingency. It was good to have a contingency because there were unexpected costs, like USD to CAD conversion.

Key Achievements

Engaged SFU students with fun activities to de-stress over finals season and the holiday break.

Provided value to SFU students (like with the goal-setting workshop and giving out gift cards).

Increased awareness of SFSS and expanded our portfolio of events.

Key Recommendations

Having a larger contingency is great because we didn't account for shipping fees, currency conversion, tax, and so on. We also didn't double check enough (Spotify ended up being more expensive since there were only \$30 or \$60 increments, not \$50).

Having a gift card tracker on Excel/Google Sheets was really helpful with keeping organized.

We need to make it clear that students with private Instagram accounts who tag us in their story must screenshot and send their story to us or else we can't see their story.

We need to ensure there are options to participate through desktop, not just the mobile app (like have students send in their answers or participation via DM instead of reposting things to story).

Introduction

History

Although this wasn't the first time the SFSS has done a giveaway, it was the first time we did a holiday giveaway for 5 weeks (giving away over a thousand dollars in gift cards). We thought this would be a great way to de-stress with finals and help students celebrate the holidays.

Background

Who: SFU students on Instagram

What: holiday giveaways

When: Dec 1 - 31

Where: Instagram (@sfss_events)

Why: provide a fun way to engage students and de-stress during finals season and the holidays

Objectives

Increase engagement with SFSS.

Provide a fun way to de-stress and win prizes during the stressful finals season.

Boost students' morale during exams.

Bring awareness to various resources and communities for students.

Increase awareness of SFSS and expand our portfolio of events.

Finances

Budget

Week 1: \$100 (4 x \$25 SkipTheDishes gift cards)

Week 2: \$200 (8 x \$25 Starbucks and Purdy's chocolate gift cards)

Week 3: \$300 (2 x \$50 SkipTheDishes, Spotify, 8 x \$25 SkipTheDishes)

Week 4: \$500 (3 x \$85 HelloFresh, 6 x \$40 JapanCrate)

Week 5: \$500 (10 x \$50 Indigo, SFU Bookstore)

\$100 contingency

Total: \$1,700

Actual Costs

Overall, we went a bit under budget.

Week 1: \$100

Week 2: \$200

Week 3: \$310 (Spotify only does increments of \$30 and \$60)

Week 4: \$521.94 (JapanCrate actually cost \$47.49 with tax, USD to CAD conversion, and shipping)

Week 5: \$500

Total: \$1,631.94

Recommendations

Having a larger contingency is great because we didn't account for shipping fees, currency conversion, tax, and so on. We also didn't double check enough (Spotify ended up being more expensive since there were only \$30 or \$60 increments, not \$50).

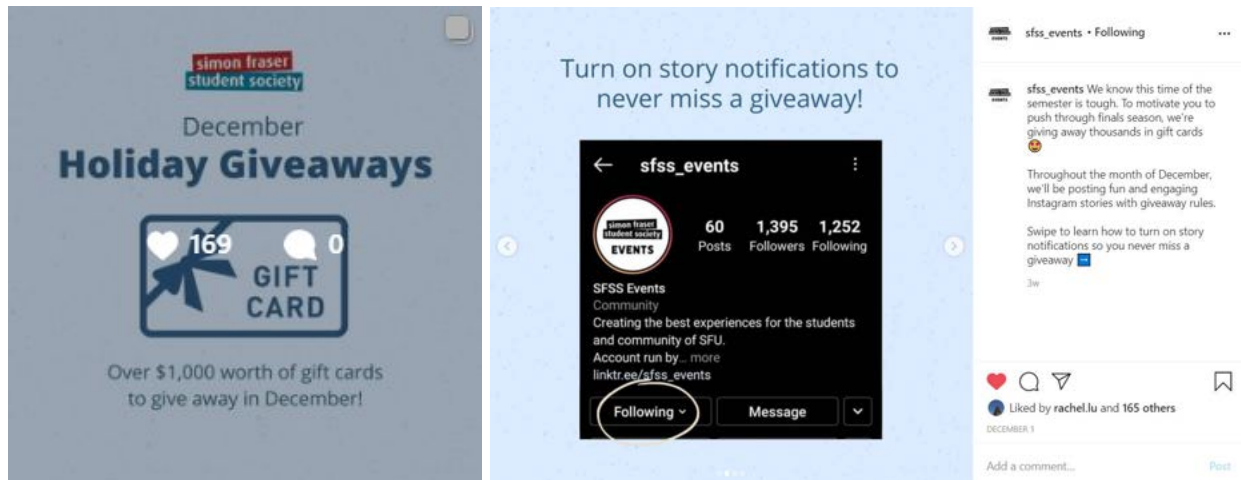
Logistics

Location

This giveaway was hosted on the [SFSS Events Instagram account](#).

It was a bit of work to count all the entries and keep track of DMs (the people who tagged us on their stories). Each week's giveaway was different and we either had to count through the story tag entries (checking our DMs) or the participation on our Instagram story polls. It was helpful to have an excel sheet of names to copy and paste into a [random name picker](#).

Marketing & Media Promotion



Promotion went well - we had the weekly giveaway story posts on our highlights so students can enter even when the story post was no longer on our story (like the 24 hours had passed).

Although we also promoted it on the SFU Reddit Discord server, it was not super active and I kept forgetting to update the channel when there was a new post up.

Lastly, we promoted it through the SFU Student Bulletin email newsletter, which directed students to our Instagram account for giveaway details.

Week 1 (bingo)

simon fraser student society
SFSS EVENTS BINGO

TAG @SFSS_EVENTS
TO BE ENTERED TO WIN A PRIZE!

MET A NEW FRIEND AT AN EVENT	WENT TO WELCOME DAY	PART OF 2 OR MORE CLUBS	YOU FOLLOW SFSS_COUNCIL	GOT LOST TRYING TO FIND AN EVENT
VOLUNTEERED FOR A STUDENT GROUP	ATTENDED A VIRTUAL EVENT	WON A PRIZE AT AN SFSS EVENT	EXCITED FOR THIS SEMESTER TO BE OVER	HAD FUN AT AN SFSS EVENT
TRIED SOMETHING NEW AT AN SFSS EVENT	ATTENDED CLUBS DAY	YOU FOLLOW SFSS_EVENTS	PARTICIPATED IN AN EVENT ICE BREAKER	ATTENDED A CLUB EVENT
JOINED A CLUB	WENT TO WELCOME DAY	ENTERED AN SFSS GIVEAWAY	GOT FREE FOOD AT AN EVENT	ATTENDED THE SFSS AGM
REGISTERED FOR AN EVENT USING EVENTBRITE	KNOW WHO VP STUDENT LIFE IS	YOU FOLLOW SFSS_SFU	JOINED A GROUP DISCORD SERVER	BECAME A CLUB EXEC

I NOMINATE:

Week 2 (this or that and semester in gifs):

simon fraser student society

tag @sfss_events to be entered to win a prize!

THIS OR THAT

socials	workshops
trivia nights	escape rooms
online events	in-person ones
gift cards	free food
30 min events	1 hour events
craft workshops	food workshops
start of the semester	semester break

i nominate:

simon fraser student society
SEMESTER IN GIFS

tag @sfss_events to be entered to win a prize!

your major: your favourite class this semester:

how you felt at the start of the semester: how you feel now:

plans for semester break: what you're excited for next semester:

i nominate:

Week 3 (trivia):

GIVEAWAY ANNOUNCEMENT

We know things are stressful, and hope that these fun giveaways can help make your days a little brighter!

THIS WEEK'S PRIZES:

- 4 \$25 SPOTIFY GIFT CARDS
- 4 SHIP THE DISHES GIFT CARDS
- 2 \$50 SPOTIFY/SHIP GIFT CARDS

RULES:

- Follow @sfss_events, @sfss_council and @sfss_sfu
- Vote in our trivia (next 5 stories)

To keep this as low barrier as possible, each participant will get an entry (doesn't matter what/when you voted). We will post trivias daily until thursday, you just need to vote in any one trivia question to enter!

WHICH ARTIST SURPRISE DROPPED AN ALBUM THIS MONTH?

Drake

Beyoncé

Taylor Swift

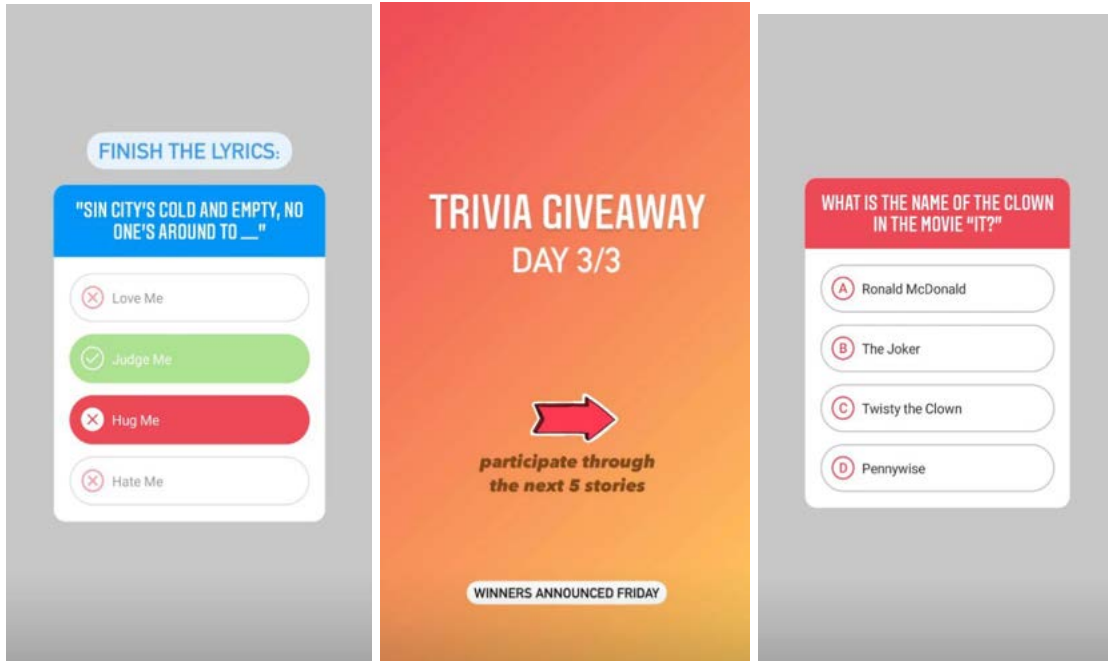
Ariana Grande

TRIVIA GIVEAWAY DAY 2



PARTICIPATE THROUGH THE NEXT 5 STORIES

p.s. don't forget to follow @sfss_sfu, @sfss_council and @sfss_events



Week 4 (holiday picture):



Week 5 (outline SMART goals for New Year's):



(We had some nice conversations in DMs about goals and hacks like walking while listening to lecture)

Recommendations

Having a gift card tracker on Excel/Google Sheets was really helpful with keeping organized.

We need to make it clear that students with private Instagram accounts who tag us in their story must screenshot and send their story to us or else we can't see their story.

We need to ensure there are options to participate through desktop, not just the mobile app (like have students send in their answers or participation via DM instead of reposting things to story).

Using the This or That as a giveaway prompt *and* a way to collect data was really useful.

Feedback

Overall, this project was received very well.

Attendees

Some nice things participants messaged us:

- Sent screenshot! Thanks for hosting this 😊
- Thank you for organizing the Giveaways!
- Thank you for these fun contests!
- Thanks for holding this giftaway
- Awesome thank you! Super cool that you have organized this!
- 🥰 thank you! Giveaway is really helping destress from finals
- Thanks for creating these fun contests to cheer us up during exam season.
Excited for the giveaways to come ❤️
- Just to put it out there, these little contests are so much fun! Even if you don't win anything, they're fun to do!!
- Literally it is the first time that I have ever won something in a contest. Lol I am so happy!
- I am so grateful for winning and excited to try out all the snacks
- Hey SFSS events! So exited for this! Thank you!! 😄😄😄😄! What a great way to jump into 2021!
- This really made my 2021 start out great and I hope you have a wonderful 2021!

Organizers/Volunteers

It was a lot of work to set up sometimes, especially the cheque requisitions and forms. However, I believe it was worth it, especially since students loved the giveaways and had a lot of fun.

Conclusion

Overall, this giveaway was a success. Students had overwhelmingly positive feedback and we also got to connect with some new students through Instagram DMs. Even students who did not win anything had fun participating.

In the future, we could have more giveaways, but I would recommend spreading it out more (either temporally or delegating work to more people).

Emerge SFU Workshops

Fall 2020

120 students in total registered

- Over a quarter from the faculty of Arts and Social Sciences

<p>Digital Marketing:</p> <ul style="list-style-type: none">• Emerge's most popular workshop• Up to 30 students in a zoom session and over 50 views for a single workshop recording	<p>Count on Me:</p> <ul style="list-style-type: none">• Personal finance workshop• Consistent view numbers throughout the semester
<p>UIUX:</p> <ul style="list-style-type: none">• Steady favourite throughout the past year<ul style="list-style-type: none">◦ Third semester running this workshop!• Stable zoom and viewing numbers	<p>Python:</p> <ul style="list-style-type: none">• Over to 60 views for a single workshop• Engagement even outside workshop times through discord

Spring 2021

Workshops start in two weeks!

- Hoping to start registration soon

<p>Digital Marketing:</p> <ul style="list-style-type: none">• Being revamped this semester to have more student engagement	<p>Count on Me:</p> <ul style="list-style-type: none">• Providing students with more information on financial planning
<p>UIUX:</p> <ul style="list-style-type: none">• Keeping material at an introductory level	<p>Web Development:</p> <ul style="list-style-type: none">• Popular topic picked by students<ul style="list-style-type: none">◦ Surveys sent out to students as well as posted on social media

Baking Workshops Post-Event Report

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Executive Summary

Summary

Video recording: <https://www.youtube.com/watch?v=JY0ytobuTPc>

This workshop had 15 registrants and 6 attendees (but 1 left early). I asked whether attendees were just watching or if they were making food alongside us (myself and the event lead, Fiona), and one person said they would not be able to keep up with us so they would just be watching. Participants were very engaged and asked and responded to questions in the chat despite how quickly the event went (30 minutes).

We also did a few things differently for this workshop - I started with a territorial acknowledgement and linked native-land.ca in the chat. We also had the Otter.ai auto captioning with the SFSS Zoom accounts.

We marketed around a week in advance and there was no budget since this event occurred before the first Events Committee meeting of the Spring 2021 term.

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 customizing the Eventbrite order confirmation page and email with the Zoom link details to make sure participants had the link.

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



Just had our easy stir fry workshop - made this in under 30 mins!

Thanks to everyone who joined ❤️



Behind the scenes LOL

This meal is actually really easy, we just took whatever vegetables we had in the fridge and tossed them together!

- I used:
- leafy greens
 - avocado
 - cherry tomatoes
 - broccoli
 - Taiwanese cauliflower
 - frozen veggies
 - quinoa
 - sesame sauce
 - seaweed and sesame seeds

Introduction

History

This was not the first time SFSS Events has hosted an online food workshop via Zoom, but it was the first time that the workshop lasted less than 30 minutes.

Background

Who: students interested in learning how to make easy, cheap, and delicious meals

What: Easy Stir Fry Food Workshop

When: Jan 12, 2021 from 1:30pm to 2:00pm

Where: Zoom

Why: to teach students how to make easy, cheap, and delicious stir fry

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

N/A

Actual Costs

N/A

Recommendations

N/A

Logistics

Location

The workshop was hosted on Zoom. I could move my Microsoft Surface tablet to show my workspace and food, and Fiona (SFSS Event Lead and workshop instructor) was using Zoom on her phone so she could move the camera around easily.

To record the workshop, I used my SFSS Zoom account. I made sure to spotlight only myself and Fiona, so any attendees (regardless of whether they had video on or not) would be cropped out.

Marketing & Media Promotion



The event was promoted via SFSS social media, including the [@sfss_events Instagram](#). Since I was also a Senior Welcome Leader for SFU Welcome Day, I promoted the heck out of upcoming events and directed a lot of students to the [SFSS Events Instagram](#).

I also promoted the event on 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.

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.

- I own the same apron :)
- That looks so good
- Both bowls look so yummy!
- You two were wonderful thank you I will try it tonight
- Lots of thank-yous after the workshop ended

Some questions from attendees:

- Hi Jennifer, can you ask Fiona to explain how they made the green onion garlic oil. What combination of each
- Is Fiona cooking the bigger chopped garlic with the green onion garlic and oil
- If you were to add meat,would it be fried in with the vegetables or separate and then throw it in. In other words, when do you add the chicken or beef or tofu

Organizers/Volunteers

I had fun with these workshops! These online food workshops are more accessible for me and super easy to host now that I'm familiar with the process.

Conclusion

Overall this event was a great experience. There are areas for improvement, such as more marketing (workshops from September had lots of signups and around 10-15 attendees) 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. I want to move towards more accessible, cheaper, and easier recipes. I think students would like the 30-minute events since it doesn't take up a lot of time and these meals can be easy to make in between classes/work.