

## 1. CALL TO ORDER

Call to Order – 12:34 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>əy̓əm (Musqueam), Sḵw̓x̓wú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwkwetlem) and q̓icəy̓ (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

## 3. ROLL CALL OF ATTENDANCE

### 3.1 Committee Composition

VP Student Life ( <i>Chair</i> ).....	Jennifer Chou
Student At-Large ( <i>Vice Chair</i> ).....	Abhishek Parmar
EX-Officio .....	Osob Mohamed
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.....	Joseph An

### 3.3 Regrets

Student At-Large.....	Yashvir Gupta
Student At-Large.....	Karishma Sen
Student At-Large ( <i>Vice Chair</i> ).....	Abhishek Parmar

## 4. RATIFICATION OF REGRETS

### 4.1 MOTION EVENTS-2021-03-24:01

#### Emerly/Emma

*Be it resolved to ratify regrets from Yashvir Gupta, Karishma Sen, and Abhishek Parmar.*

**CARRIED UNANIMOUSLY**

## 5. ADOPTION OF THE AGENDA

### 5.1 MOTION EVENTS-2021-03-24:02

Jennifer/Fiona

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

#### **CARRIED AS AMENDED**

- Add section 4, Ratification of Regrets for Yashvir Gupta, Karishma Sen, and Abhishek Parmar
- Add section 9.2, Announcement for Office Trivia Night.

## 6. MATTERS ARISING FROM THE MINUTES

### 6.1 Events Committee Minutes-MOTION EVENTS-2021-03-24:03

Ahad/Haider

*Be it resolved to receive and file the following minutes:*

- EVENTS 2021-03-10

#### **CARRIED UNANIMOUSLY**

## 7. NEW BUSINESS

### 7.1 Creating Accessible Neighbourhoods Workshop-MOTION EVENTS-2021-03-24:04

Emerly/Emma

*Whereas Creating Accessible Neighbourhoods can provide training for hosting inclusive events,*

*Be it resolved to approve \$300 for a disability awareness workshop hosted by Creating Accessible Neighbourhoods.*

#### **CARRIED UNANIMOUSLY**

- Jennifer will speak with the next VP person as the event will take place at the beginning of next term. Jennifer was recommended to book as soon as possible for the next term as it fills up quickly.
- \$300 for the 2-hour workshop as they charge \$150 an hour.
- We chose Disability Awareness Workshop as the topic which includes topics such as how to be an ally, types of disabilities, ableism, etc...
- Would be hosted in May.
- Jennifer will send email Accessibility Assistant with the updates.

### 7.2 Women of the Year Awards Celebration Event-MOTION EVENTS-2021-03-24:05

Emerly/Emma

*Be it resolved to approve \$400 towards the raffle prizes for Women of the Year Awards Celebration.*

#### **CARRIED UNANIMOUSLY**

- The event will have \$20 gift cards for 20 SFU students.
- Will be doing a raffle ticket prize draw instead of Ubereats giftcard to encourage event participation.
- Event is open to anyone.
- The event is expected to take around 1 hour, beginning with Jennifer giving an introductory speech, then ask people to introduce themselves, having raffle prizes and then ending with a closing statement.

## 8. UPDATES

### 8.1 SFSS x SFU Recreation Quick Bites Food Workshop Update

- The event was fun and a new experience as it was hosted in Instagram Live.
- SFU Recreation did a lot of the marketing and promotion.
- Food was delicious.

### 8.2 Women's Safety Workshop update

- The event was hosted with Elements Academy of Martial Arts
- It was very useful for learning self-defense.
- Received great feedback from attendees.
- In the future, self-defense workshops can be open to everyone, not just women.
- Dipti got ideas from the event for future workshops like Wilderness Awareness workshop.

### 8.3 Inclusive Events Workshop update

- Event was very informative and engaging.

## 9. ANNOUNCEMENT

**9.1 Women of the Year Awards Celebration Event is this Friday (March 26) at 7pm.**

### 9.2 Office Trivia Night

- Will take place at March 29<sup>th</sup> at 6 PM.

## 10. ATTACHMENTS

### 10.1 SFSS x SFU Recreation Quick Bites Food Workshop Post-Event Report

## 11. ADJOURNMENT

### 11.1 MOTION EVENTS-2021-03-24:06

**Emerly/Emma**

*Be it resolved to adjourn the meeting at 1:01 PM.*

**CARRIED UNANIMOUSLY**

# SFSS x SFU Recreation Quick Bites Food Workshop Post-Event Report

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# Executive Summary

## Summary

Event plan:

[https://docs.google.com/document/u/3/d/1e6WIGZCJ95O\\_QBeD1OlzW621MFMg4hlt/e/dit](https://docs.google.com/document/u/3/d/1e6WIGZCJ95O_QBeD1OlzW621MFMg4hlt/e/dit)

Video recording: [https://www.instagram.com/p/CMVK9\\_7gP4F/](https://www.instagram.com/p/CMVK9_7gP4F/)

This workshop was hosted on Instagram Live in collaboration with SFU Recreation. It had 5 to 10 attendees (the number fluctuated as people came and went). People were commenting in the chat and asking some questions.

Marketing started a week before the event and both SFU Recreation and SFSS promoted the event. SFU Recreation had a trivia on Instagram stories (using the Quiz sticker) about nutrition and food.

During the workshop, the co-host and I (SFSS VP Student Life) traded nutrition facts (which we had searched up ahead of time - we also made a rough script ahead of time) while making the [energy bites](#). The event lasted around 40 minutes.

## Key Achievements

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

The event helped teach students more about nutrition.

The event taught students how to make a healthy study snack and promoted healthy living.

We had a successful collaboration with SFU Recreation.

## Key Recommendations

In the future, I would recommend having someone from the group we're collaborating with attend the meeting where the motion is passed. This way, they could answer any questions and report back to the team about whether the event was approved or not.

I would also recommend asking for feedback for the chance to win a gift card after the event.



# Introduction

## History

This was not the first time SFSS Events has hosted an online food workshop, but it was the first time that the workshop was hosted on Instagram Live and in collaboration with SFU Recreation.

SFU Recreation reached out to us with the idea, even though at the time we weren't actively seeking collaborations (we stopped sending out the form for clubs to apply for a collaboration). However, it was great to collaborate with SFU Recreation because the work was split up and we had a clear idea of what we wanted the event to look like.

## Background

**Who:** students interested in learning how to make easy and healthy study snacks

**What:** SFSS x SFU Recreation Quick Bites Food Workshop

**When:** March 12, 2021 from 11am to 12pm

**Where:** Instagram Live

**Why:** to teach students how to make easy and healthy snacks, while also talking about the importance of nutrition and healthy living

## 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 easy and healthy food
- Teach students about nutrition

# Finances

## **Budget**

The budget for this event was \$80.

Budget breakdown:

\$10 x 3 pre-event gift card giveaway

\$20 x 2 post-event gift cards for people who made the recipe

\$10 contingency

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\$80 total

## **Actual Costs**

TBD

## **Recommendations**

In the future, I would recommend having someone from the group we're collaborating with attend the meeting where the motion is passed. This way, they could answer any questions and report back to the team about whether the event was approved or not.



# Logistics

## Location

The workshop was hosted on Instagram Live. I used my phone for the event, and the video was posted on SFU Recreation's Instagram profile.

## Marketing & Media Promotion



< SFSS Events. SFU Recreation posted 6 times below



The event was promoted via SFSS social media, including the [@sfss\\_events Instagram](#). It was also promoted on SFU Recreation's social media - on Instagram and Facebook.

I also asked SFU to put this event on their Student Bulletin newsletter that goes out to all undergraduate students at SFU.

### **Recommendations**

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

I would also recommend asking for feedback for the chance to win a gift card after the event.

# 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.

- Looks so good!
- They were soooo good! Thank you!

## **Organizers/Volunteers**

I had fun with these workshops! Hosting them on Instagram Live was different but still fun. We promoted some SFU Recreation services (like bootcamps and workout workshops) that I didn't even know about and was interested in.

# Conclusion

Overall this event was a great experience, and collaborating with SFU Recreation was fun.

In the future, we can see whether hosting workshops through Instagram Live do better than workshops through Zoom. I also 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.