1. CALL TO ORDER

   Call to Order – 1:06pm

2. TERRITORIAL ACKNOWLEDGMENT

   We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the xʷməθkʷəy̓əm (Musqueam), Sḵwx̱wú7mesh Úxwumixw (Squamish), Sel̓íl̓witulh (Tsleil-Waututh), k̓ʷíkt̓əm (Kwikwetlem) and q̓ic̓əy̓ (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 Equity and Sustainability Committee Composition
   Acting VP Equity and Sustainability (Chair)..........................Arthur Lee
   VP External and Community Affairs..................................Eshana Baran
   Ex-Officio ........................................................................Helen Sofia Pahou
   Linguistics Councillor......................................................Alev Maleki
   Philosophy Councillor (Vice-Chair)....................................Ashley Flett

   3.2 Society Staff
   Administrative Assistant....................................................Riane Ng

   3.3 Regrets
   VP External and Community Affairs.................................Eshana Baran

4. CONSENT AGENDA

4.1 CONSENT AGENDA
   Be it resolved to adopt the consent agenda by unanimous consent.
   CARRIED UNANIMOUSLY

4.1.1. RATIFICATIONS OF REGRETS- MOTION ESC 2022-10-17:01
   Be it resolved to ratify regrets from VP External and Community Affairs
“Eshana Baran” for the ESC Meeting on October 17th due to time conflict to attend lobby days in Victoria.

4.1.2. MATTERS ARISING FROM THE MINUTES - ESC Committee Minutes
- MOTION ESC 2022-10-17:02
Be it resolved to receive and file the following minutes:
  • ESC 2022-10-03

5. ADOPTION OF THE AGENDA
5.1 MOTION ESC 2022-10-17:03
Arthur/Ashley
Be it resolved to adopt the agenda as presented:
CARRIED UNANIMOUSLY

6. NEW BUSINESS
6.1 Funding Approval for Sponsoring the Panel Event on October 5th—
MOTION ESC 2022-10-17:04
SUBMITTED BY: Acting VP Equity and Sustainability “Arthur Lee”
ATTACHMENT: Event Plan 160885
Arthur/Ashley
Whereas the Women's Centre has helped plan the Iranian Panel/Rally event on October 5th alongside the Iranian Club within SFU

Whereas the Acting VP Equity and Sustainability has received an invoice for the event post-event from Women's Centre;

Be it resolved that we approve spending $370.76 from the ESC fund to assist cover the costs of the event.
CARRIED UNANIMOUSLY

7. DISCUSSION ITEMS
7.1 Brainstorming session
SUBMITTED BY: Acting VP Equity and Sustainability “Arthur Lee”
• The committee discussed the projects they wanted to do.
• Arthur mentioned that ESC has focused on mostly on equity work for the past few years. He suggested increasing their work with sustainability and collaborating with EMBARK.
  o Possible events could be a forest walk, beach cleanup, and advocacy for fair housing.

7.2 Planning Forest Walk
SUBMITTED BY: Acting VP Equity and Sustainability “Arthur Lee”
• Arthur suggested a forest walk as the next ESC event.
• The committee discussed starting within Burnaby before expanding to areas around other campus locations.
• They also discussed possible local beach clean-up event locations.

8. ATTACHMENTS
  8.1 Event Plan 160885

9. ADJOURNMENT
  9.1 MOTION ESC 2022-10-17:05
  Arthur/Ashley
  Be it resolved to adjourn the meeting at 1:23pm
  CARRIED UNANIMOUSLY
## SFSS - Women's Centre Rally
### October 5, 2022

### Event Plan

**Contact:**
SFSS - Simon Fraser Student Society  
Simmi Dhaliwal  
SFU Burnaby  
Burnaby, BC  
Main: 778-855-1341  
E-Mail: womenscentre-admin@sfss.ca

**Event Planner:**
Gigi Jopling  
Main: 778-782-3995  
E-Mail: meetbby@sfu.ca

**Sales Manager:**
Justin J. Ankenmann  
Direct: 778-782-3012  
E-Mail: ankenman@sfu.ca

**Bill To:**
21-S230114 - Attn: Elizabeth Wei

**On-Site Contact:**
IT Support:

**Time** | **Description** | **Quantity** | **Rate** | **Charges**
--- | --- | --- | --- | ---
**Space Rental Charges**
Wed Oct 05 12:30 - 15:30 | West Mall Centre Lounge | | | $0.00
**Function Subtotal:** | | | | $0.00

Wed Oct 5 12:30 - 15:30 | Afternoon Break | 60 PPL | | $0.00

**Food & Beverage - Carved & Crafted (BBY)**

12:30 - 15:30 | Flavour Infused Ice Water Tower-Lemon Lime (serves 30) | 1.0 | 22.99 / EA | $22.99
12:30 - 15:30 | Freshly Brewed Fair Trade Coffee (serves 12) | 4.0 | 20.99 / EA | $83.96
12:30 - 15:30 | Assorted Fair Trade Tea (min 5) | 20.0 | 2.99 / EA | $59.80
12:30 - 15:30 | Catering Note | 1.0 | 0.00 / EA | $0.00

**Function Subtotal:** | | | | $166.75

Oct 5 12:30 - 15:30 | AV | 60 PPL | | $0.00

**Audio/Visual Services**

12:30 - 15:30 | AV Note | 1.0 | 0.00 / EA | $0.00

*layout: TBA*
12:30 - 15:30 | Data Projector, Delivered | 1.0 | 70.00 / EA | $70.00
12:30 - 15:30 | Portable Screen, Delivered | 1.0 | 25.00 / EA | $25.00

*Standard screen size is 60”*  
12:30 - 15:30 | Mic - Handheld, Delivered | 1.0 | 13.00 / EA | $13.00
12:30 - 15:30 | Computer, Windows, Laptop, Delivered | 1.0 | 21.00 / EA | $21.00
12:30 - 15:30 | Portable Speakers - Medium Space, Delivered | 1.0 | 50.00 / EA | $50.00

For spaces with 20 to 60 person seating capacities. Includes one speaker.

**Function Subtotal:** | | | | $179.00

**Taxes and Service Charges**

<table>
<thead>
<tr>
<th>Taxable Amt</th>
<th>Rate</th>
<th>Charges</th>
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<tbody>
<tr>
<td>Catering Administrative Charge</td>
<td>166.75</td>
<td>15.00 %</td>
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</tbody>
</table>

**Total Taxes and Service Charges:** | | | | $25.01

**Estimated License Fee:** $370.76*
### Summary

<table>
<thead>
<tr>
<th>Department</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio/Visual Services</td>
<td>179.00</td>
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<tr>
<td>Food &amp; Beverage - Carved &amp; Crafted (BBY)</td>
<td>166.75</td>
</tr>
<tr>
<td>Catering Administrative Charge</td>
<td>25.01</td>
</tr>
</tbody>
</table>

**Estimated License Fee:** 370.76*

*Please note, an additional amount of approximately $3.16 will be debited to 6379 to cover the portion of GST paid to our caterers which is not rebated (35% of GST, or 1.65% of the total food & beverage).

When a space is cancelled with less than 15 business days’ notice, including a no-show the day of the booking, a $50 per room or per setup request per day applies.

Please note our catering policies:

All catering must be supplied by SFU's contracted caterer. Please talk with your event manager for menus.

Vancouver Coastal Health and Fraser Health in Surrey and Burnaby has strict guidelines on the time perishable catering can be left out. If you need to have catering left out longer than 2 hours, please inquire about staggering your food service.

All catering orders must be made before the Tuesday of the week prior to your event.

Catering guarantees are required 3 business days in advance of your event.

A minimum of 3 business days prior to the start of your event will be required for decreases in your catering order.

- Decreases or cancellations of food within the 3 day period will be billed at 100%
- Decreases or cancellations of beverages within the 3 day period will be billed at 50%