

**1. CALL TO ORDER**

Call to Order – 6:30pm

**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>əyəm (Musqueam), Sk̓wx̓wú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwikwetlem) and ǰícəy (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 Events and Student Affairs Committee Composition**

VP Events and Student Affairs (Chair).....	Vaibhav Arora
Science Undergraduate Society Councillor (Vice-Chair) .....	Ayooluwa Adigun
Acting President (Ex-Officio) .....	Abhishek Parmar
French Councillor .....	Ethan Dungey
Linguistics Councillor .....	Alev Maleki
Councillor .....	Vacant
Student-At-large.....	Shaun Angawa
Student-At-large.....	Shruti Wani
Student-At-large.....	Mishika Sodhi
Student-At-large.....	Antanila Hawlader
Student-At-large.....	Andrew Bui
Student-At-large.....	Purnit Saini
Student-At-Large.....	Nancy Brar

**3.2 Society Staff**

Board Organizer .....	Emmanuela Droko
Temporary Operations Organizer .....	Sindhu Dharmarajah
Member Services Coordinator - Events .....	Dipti Chavan
Policy, Research, Community Affairs Coordinator .....	Beatrice Omboga
Administrative Assistant .....	Phanie Phan

**3.3 Absents**

Student-At-large.....	Mishika Sodhi
French Councillor .....	Ethan Dungey
Linguistics Councillor .....	Alev Maleki
Student-At-large.....	Shaun Angawa
Student-At-large.....	Shruti Wani
Student-At-large.....	Antanila Hawlader
Board Organizer .....	Emmanuela Droko
Temporary Operations Organizer .....	Sindhu Dharmarajah
Policy, Research, Community Affairs Coordinator .....	Beatrice Omboga

**4. CONSENT AGENDA**

**4.1 CONSENT AGENDA**

Be it resolved to adopt the consent agenda by unanimous consent.

**CARRIED UNANIMOUSLY**

**4.1.1. MATTERS ARISING FROM THE MINUTES-MOTION ESAC 2022-12-12:01**

Be it resolved to receive and file the following minutes:

- ESAC 2022-11-14

**5. ADOPTION OF THE AGENDA**

**5.1 MOTION ESAC 2022-12-12:02**

**Vaibhav/Abhishek**

Be it resolved to adopt the agenda as presented.

**CARRIED AS AMENDED**

- Add 'New Business' Item:
  - SFSS Events Team Holiday Dinner
  - Christmas Package Budget
- Add 'Discussion' Items:
  - Christmas Care Package items
  - Review event proposal
  - SUB Grand Opening

**6. NEW BUSINESS**

**6.1 DECEMBER GIVEAWAY BUDGET – MOTION ESAC 2022-12-12:03**

**SUBMITTED BY:** VP Events and Student Affairs "Vaibhav Arora"

**Vaibhav/Abhishek**

Whereas SFSS has traditionally done some social media giveaways;

Whereas VP Events is planning to do one for the month of December,

Be it resolved to approve \$100 for the event from events committee budget from line item 817/20.

**CARRIED UNANIMOUSLY**

- The SFSS has not held a social media giveaway for the month of December and as the students usually like these giveaways, the SFSS will do one before December is over.

**6.2 SFSS EVENTS TEAM HOLIDAY DINNER – MOTION ESAC 2022-12-12:04**

**SUBMITTED BY:** VP Events and Student Affairs "Vaibhav Arora"

**Vaibhav/Ayooluwa**

Whereas SFSS Events team has done a tremendous job this year.

Whereas VP Events wants to appreciate for their services through a dinner,

Be it resolved to approve \$350 for the event from events committee budget from line item 817/20.

**CARRIED UNANIMOUSLY**

- There are no plans for the team dinner as of yet, but the event may occur on the evening of December 24<sup>th</sup> at Vaibhav's home; however, the date is flexible.
- This budget will be used to only cover the cost of food for the event.

**6.3 CHRISTMAS PACKAGE BUDGET – MOTION ESAC 2022-12-12:05**

**SUBMITTED BY:** VP Events and Student Affairs "Vaibhav Arora"

**Vaibhav/Abhishek**

Whereas SFSS is giving out 300 packages to the residences this year,

Whereas some of the items in the premade packaged have expired and need to be replaced,

Be it resolved to approve \$600 for the event from events committee budget from line item 817/20.

**CARRIED UNANIMOUSLY**

- Some items are expired or missing from the packages; therefore, this budget will be used to replace some food items, including popcorn and instant ramen noodles. These items will be purchased at Costco.
- The packages typically include, non-perishable food items, wipes, toothpaste, bodywash, sticky notes and some candy.

**7. DISCUSSION ITEMS**

**7.1 VALENTINE'S SOCIAL**

**SUBMITTED BY:** VP Events and Student Affairs "Vaibhav Arora"

- The event will be held the third week of February, on February 19<sup>th</sup>, as Monday is a holiday, followed by reading break.
- Ticket sales will be used to cover the cost of the club and the administrative fee of the ticket purchasing platform
- The ticket purchasing platform will be either Eventbrite or the previous platform used by the Events Committee
- By next meeting, a budget for the event will be established
- The event's dress code will only be a suggestion as many students will probably not dress in red, white or pink
- The event will either be held at Fortune Sound club in Vancouver or the Taphouse in Coquitlam, based on availability
  - Vaibhav will contact these venues to book the space
  - An event spaced will be booked by the end of next week

## 7.2 CHRISTMAS CARE PACKAGE ITEMS

**SUBMITTED BY:** VP Events and Student Affairs “Vaibhav Arora”

- Items needed in the Christmas care packages (to replace expired items):
  - Candy canes, Mr. Noodles and Popcorn; these items will be purchased from Costco or Walmart
  - Condoms from the Women’s Centre
- \$300 of the budget will be spent on Mr. Noodles and Popcorn; \$100 will be used to purchase Christmas candy, such as candy canes
- The care packages will be put together on Wednesday, and therefore 5-6 volunteers will be needed
  - Vaibhav will post in the Group Chat to secure volunteers

## 7.3 REVIEW EVENT PROPOSAL

**SUBMITTED BY:** VP Events and Student Affairs “Vaibhav Arora”

**ATTACHMENT:** Form <https://form.jotform.com/223266235852053>

- This form was created to improve the organization of event budget approval as well as planning and should be used for anyone wanting to plan an event
  - Before the budget of an event is approved, this form must be completed
  - Allows future event committee members to have access to previous budgets and event plans to properly plan their events
  - This form serves as an event plan
    - Dipti will meet with the lead for the event and go over the plan together to ensure a successful event
- Form Deadline: The form must be completed prior to the Agenda Deadline to ensure the budget for the event is approved in a timely manner and that the committee has enough time to review the event’s budget
- The committee is to review the form to ensure nothing is missing; however, there are a few features still needed on the form, such as risk assessment and accessibility check list
- The evaluation of the event is a report to better understand what went well during the event and what needs to be improved for future events as well as to ensure the event met the desired object
  - It may be beneficial to survey students to receive an evaluation of the event, post-event, through an email
  - The event lead will still need to compile the results of the students and answer the three evaluation questions for the report

#### 7.4 SUB Grand Opening

**SUBMITTED BY:** VP Events and Student Affairs “Vaibhav Arora”

- Before the fiscal year end, it would be great to have a SUB grand opening as the space is no longer limited by COVID restrictions
- The event will include a pizza lunch with giveaways during the day for students, followed by a gala for university and city officials as well as the SFSS staff, councillors and executives (the gala is not intended for students)
  
- The events committee will be in charge of signing guests once they arrive as well as help with event coordination
  
- This event was in the planning process with the old president, Helen, and John, the Facilities Manager; therefore, catering as well as table and chair rental budgets have already been assessed.
  - Catering has been estimated at \$100 per person for food, not including alcohol
  - An alcohol permit is needed for the event
  - A facilities request is needed to ensure the space and staffing is available for the event
  - Utilizing tables with proper coverings and chairs to ensure the space looks professional
  
- The budget for the event will utilize a \$30,000 Building Budget set aside in 2021 for the Grand Opening, however, was not used due to COVID restrictions
  - This event and budget will need to be submitted to Council for approval
  
- Abhishek will be the Event Lead and Vaibhav will assist with the event planning, when needed
  - Communication between Abhishek and Vaibhav on a bi-weekly (or weekly) basis is needed to ensure the booking of spaces, catering and other resources are not duplicated and that the event is planned properly; As the event lead, Abhishek will be in charge of booking and serve as the main contact
  
- The event will occur on a Wednesday in Early March, although if there's a conflict with Council meetings, the event may occur on Tuesday, Thursday or Friday
  - While it was discussed to have the event over reading break, many SFU Officials and staff may have vacation plans for the break, and therefore, will not be able to attend the event

**8. ATTACHMENTS**

**8.1** Form <https://form.jotform.com/223266235852053>

**9. ADJOURNMENT**

**9.1 MOTION ESAC 2022-12-12:06**

**Vaibhav/Ayooluwa**

Be it resolved to adjourn the meeting at 7:42pm

**CARRIED UNANIMOUSLY**