

Call to Order – 11:00 am August 25, 2015 | MBC 2296

1. Territorial Acknowledgement

The Events and Promotions Committee acknowledged that the meeting was being conducted on the traditional and unceded territories of the Coast Salish peoples, which included the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people to the current knowledge of the Society.

2. Roll Call of Attendance

Committee Composition

Vice President Student Life (*chair*) Deepak Sharma
President (*ex officio*)..... Enoch Weng
Board of Directors Member Larissa Chen
Board of Directors Member Shipra Sharma
Board of Directors Member Hangue Kim
Board of Directors Member Curtis Pooghkay
Councilor Pardeep Barn
Councilor Erwin Kwok
Student At-Large
Student At-Large Kevin Kumar
Student At-Large Stephanie Ly (*late-car*)

Society Staff

FBS Promotions Coordinator *vacant*
Minute Taker Dion Chong

Guests

Regrets

Student At-Large Ibrahim Hafeez

3. Adoption of the Agenda

MOTION EPCOM 2015-08-25:01

Sharma S.

Be it resolved to adopt the agenda as presented

Added: SFSS Fall Seemster Club Executive Meet and Greet.

Removed: Vancouver Campus Outreach Program

CARRIED AS AMENDED

4. Ratification of Regrets

Although no regrets were received, it was stated that Hafeez was out of town since being ratified.

Ly entered 11:07am

MOTION EPCOM 2015-08-25:02

Sharma S.

Be it resolved to ratify regrets from:

Student At-Large Ibrahim Hafeez

CARRIED

5. Matters Arising from the Minutes

MOTION EPCOM 2015-08-25:03

Pooghkay

Be it resolved to approve the minutes of 2015-08-11

CARRIED

6. Updates

a. Corona Beach Party (SFSS Welcome Back Pub Night)

It was raised that the distinction between the city of Corona Beach and the beer brand had to be made, given campus restrictions on promotion of alcohol.

The DJs have been confirmed for the event, and Facebook event page has been created with substantial response from the community thusfar. Given the current workload in the Communications Office, designs from the previous Corona Beach Party were being revived. The event would be facing some competition from other venues, but it was expected to sell out. In discussion with the Food and Beverage Services General Manager, a limited quantity of free coronas and margarita coupons would be provided to the first number of attendees. This was based on base bar sales. Question was raised of whether FBS could subsidize a portion from their own budget. Pooghkay would continue to consult the General Manager on this possibility.

b. SFSS Pilot Outreach Program

A report was created by the Communications Office which had been circulated within the organization. Between 150 to 200 responses had been received. This was used towards developing a communications plan. It was expressed that EPCOM and ADV should continue to coordinate outreach.

7. Unfinished Business

a. First Nations Student Association Indigenous Day

MOTION EPCOM 2015-08-25:04

Barn

Be it resolved to approve up to \$400 from line 817/20 for FNSA Indigenous day event taking place on September 24th.

This was in following up to the meeting where a representative of the FNSA had presented to the committee. The FNSA representative had followed through with working with General Office Coordinators to lower parking rental prices.

The FNSA would be requested to assist in the promotion of other upcoming SFSS events. The SFSS would also have a presence at the event.

Question was raised around the amount to grant for print material, as no confirmed request was received. This was removed from the motion.

CARRIED

8. Discussion

a. Forum on Safe Event Management – September 17 to 19

This was a two-day conference for event management experience. However, it was a week prior to the SFSS Fall Kickoff, and having held so many large scale events already, it seemed that the SFSS was already in a position where such a forum was unnecessary. Also, it was raised that the delegate cost was substantial.

b. Fall Kickoff Pub Night

A meeting would occur after EPCOM today.

c. SFSS Fall Semester Club Executive Meet and Greet

Over 120 club executives attended the previous club executive meet and greet, with between 30 to 40 clubs represented over two days.

Preliminarily, the next Meet and Greet were planned for the days immediately after clubs days to avoid any clashes with club icebreakers (and preparation time) or midterms. Promotion of AGM and Fall Kickoff would also be possible during this time. The format of the event would be largely the same, with different games, increased number of more concise presentation addressing specific questions and needs (ex. Available services, how to partner with the SFSS). It was raised that the focus should be on promoting the SFSS given the proximity to the AGM. The event would continue to be hosted on two separate days, which would allow for more flexible scheduling accommodating class and work schedules. The event would cost \$400 per day.

Concern was raised that EPCOM may be hosting events that addresses the same population on a limited budget, particularly if the event consistently draws the same people thereby making the meet and greet function redundant. However the student population would change during Fall semester. Additionally, the event could be promoted during clubs days through personal interaction by the Directors. Opportunities would be possible to reconsider how often the event is hosted in the future. Further, an expansion of the event to the Surrey campus should be considered. While the event was operated similarly, the content would change to address the needs of new and returning club executives within a significantly busier campus and student leadership population.

Physical sign-in as well as online signup lists was available. This would allow the committee to create attendance statistics, and to encourage those who have not previously attended to participate. One day could also be devoted for newer students, with the second day devoted to more intensive materials for returning club executives, or to change content as per the registrations. Time slots could also be set up with sessions for differing experience levels.

It was raised that concerns around the potential redundancy of the event, but the concerns also apply to club days. This could possibly become subsumed under the responsibilities of a department in the future as a regular professional development function and service to clubs. This was the only gathering of student clubs on campus, and the committee was encouraged to run the event every semester.

In order to encourage repeated attendance, a social and networking component should continue to be emphasized.

Discussion ensued around the possibility for other project leads to bring in new ideas.

MOTION EPCOM 2015-08-25:05

Pooghkay

~~Be it resolved to approve up to \$800 from 817/20 Events—Committee for the Fall Semester Club Executive Meet and Greet contingent upon the itinerary being presented to the committee.~~

It was raised that Weng required assistance to plan out the event. Weng could provide the resources and plans used for the previous event, including statistics of attendees, and plans for presentation.

Concern was expressed that approval on contingency was a dangerous precedent, given previous issues with such events operated by EPCOM.

MOTION WITHDRAWN

Discussion ensued around the process of how the event would be vetted and approved moving forward, as well as the composition of the team. The understanding was that the committee would approve beginning work in room booking and promotion. The committee expressed that it was striving to be financially prudent and accountable.

Moving forward, it was recommended that the committee consider the process on how events arrive to the committee table as ideas and how to continue the momentum as they are vetted through the layers of the Society.

MOTION EPCOM 2015-08-25:06

Pooghkay

Be it resolved to approve up to \$400 from 817/20 Events—Committee for Day One of the Fall Semester Club Executive Meet and Greet.

Be it further resolved to appoint Larissa Chen as project lead.

Action Item: an update for the project would be provided at the next EPCOM meeting

The motion would effectively approve funding for one day of the event. The second day would be approved if the presentation at next EPCOM was to the satisfaction of the committee.

CARRIED

Abstention noted from Weng

9. Announcement

a. Fall semester meeting times: Tuesdays from 10:00 am to 11:30 am in Forum Chambers

The committee was reminded that the Society had access to a full projector and screen setup and therefore did not need to use Forum Chambers for presentations.

10. Attachments

SFSS - FNSA parking.pdf

11. Adjournment 12:05pm

SFSS - FNSA

September 24, 2015

Contact: SFSS – Simon Fraser Student Society
Lawrence Jones
Maggie Benston Centre
SFU
Burbaby, BC
Direct: 23181
Fax: 25843
Email: gocoords@sfss.ca

Event contact: Burnaby Event Assistant
Direct: 778-782-9496
Fax: 778-782-3420
Email: meetbby@sfu.ca

<u>Time</u>	<u>Description</u>	<u>Quantity</u>	<u>Rate</u>	<u>Charge</u>
9:00 – 16:00	Parking lot rental WMC	1	\$400	\$400

Summary

<u>Department</u>	<u>Amount</u>
Parking Services	\$400

Estimated License Fee: \$400

SFSS Club Executive Fall Meet & Greet Overview

Project Managers

Enoch Weng (For now)

Last meet and greet

- Over 120+ Club Execs in attendance
- Met with great enthusiasm

Audience

An invitation will be sent out to each Club President or main point of contact. We will be limiting to up to 4 executive members from each club in order to keep numbers to a manageable amount. This is a continuation from the summer pilot project that hopes to encourage community building within the club structure. We have limited it to just Club Executives in order to provide a suitable scope within feasibility, and also to effectively target the “campus movers” so to speak. We hope to have a sizeable crowd of around 50-60 participants per day.

The Aim

The hope is to allow club presidents/execs the chance to meet one another and share ideas, creating a club-collaborative culture that we hope to continue on in future years. Also this opens up doors to having “Club President Meetings” or something similar, allowing the SFSS easier access to clubs. In addition, this will establish relations between clubs and SFSS right away, and will allow for relationship building. We will be emphasizing our two major events (AGM and Fall kickoff) and will be promoting those two, as well as presenting a more focused SFSS pitch based on previous suggestions.

Activities

We will begin with a few icebreaker games to loosen tension, and to create a warm and safe environment. As one of the major focuses is on inter-club collaboration, we will be having some brainstorming sessions. Facilitated session will primarily be focused on forming small groups between club executives, and having question prompts - to which the groups will brainstorm and work together and coming up with answers. We will be handing out sheets of paper and pens to write on.

Sample question prompts (Irma will be developing these by next week):

“What events have gone well in your club? Which not so well?”

“What are some ways that your clubs can collaborate on..”

“What are some challenges your clubs are facing?”

“How has SFSS helped your clubs? How can SFSS improve on?”

Following the brainstorming and collaboration, we will regroup and offer each group the chance to share and learn from each other. At the end we will be doing a presentation about SFSS, what we do and how we can help the clubs, and move from there.

Invitations

The communications office will be creating simple graphics, whereupon we will email out to the Club Presidents (and by extension their executive members).

Dates

As an attempt to allow for more students to attend the event, we would hold two consecutive meet & greet events, on Sept 18th, and 21st

Timeline:**4:30 - 6:30pm**

4:30 - 4:40 - Crowd trickles in
4:40 - 4:45 - Introduction to group
4:45 - 5:00 - Some group icebreakers
5:00 - Split into smaller groups
5:00 - 5:45 (small group exercises, facilitated sessions)
5:45 - 6:00 - group presentations
6:00 - 6:20 - SFSS dialogue
6:20 onwards - break for food (end of event) (prizes)

Budget

\$320 for Food per day
\$80 worth of prizes (SFSS gift cards, swag) per day
Total: \$400/day