

Call to Order – 10:35 am, August 24, 2015 | MBC 2296

**1. Territorial Acknowledgement**

The Granting 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**

Board Member (*chair*) .....Corbett Gildersleve  
Vice President Student Life.....Deepak Sharma  
Board of Directors Member ..... Salathiel Wells  
Board of Directors Member .....  
Councilor ..... Elena Jiang Su  
Student At-Large ..... Darren Lau  
Student At-Large ..... Hermon Ephraim (*late-employment*)

**Society Staff**

General Office Coordinator..... Adrienne Marino  
Minute Taker ..... Dion Chong

**Guests**

Business Administration Student Society..... Tony Li  
Business Administration Student Society..... Jessica Liang  
Business Administration Student Society..... Sara McKenzie

**Regrets**

Councilor ..... Jenna Kraychy (*vacation*)

**Leave of Absence**

**3. Adoption of the Agenda**

MOTION GC 2015-08-24:01

Sharma

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

CARRIED

**4. Ratification of Regrets**

MOTION GC 2015-08-24:02

Sharma

*Be it resolved to ratify regrets from:*

Councilor ..... Jenna Kraychy (*vacation*)

Student At-Large ..... Hermon Ephraim (*employment*)

CARRIED

**5. Granting Presentations**

a. Business Administration Student Society—BASS FROSH 2015

BASS Frosh is an orientation program over the first two weeks of class, which enables students to meet their fellow classmates and the professors they would be studying under over the next

number of years. BASS Frosh has enabled students to develop a community and provided them with the opportunities and confidence to take up many high level student leadership positions across SFU.

- First day consists of minigames led by senior students from diverse leadership background.
- Second day—interactive game for all froshies. Mini clubs days with Beedie clubs (including 24 representatives from the various Beedie clubs, programs etc.), along with clubs week. Scavenger hunt between Surrey and Harbour Centre campus.
- First week—continued minigames to keep froshies engaged.
- Last weekend—celebratory banquet and overnight stay at a hotel.

Revenue is primarily derived from ticket sales to both froshies and frosh leaders, along with financial support from the Beedie Student Engagement Office.

The SFSS grant request covers three major areas

- Photobooth to provide a memento of the event and promotion of friendship and community
  - Includes setup, takedown, immediate printing.
- Midnight snack—at hotel, froshies stay up overnight and the food ensures that the froshies stay in the hotel and don't leave (thus avoiding a security risk).
- Room booking costs—The scavenger hunt crosses all three campuses, allowing for a quick and the costs would ensure that the event is within a controlled environment.

As a Faculty Student Union, BASS can now request additional funding through Granting Committee. The desire was for the funding to contribute towards the first year experience. A number of sponsorship offers have been received, particularly in the form of in kind prizes. The cost increase within the request this year reflected the increase to the number of attendees as well as increased food costs as allocated by the hotel. The organisers wished to avoid increasing ticket prices.

Marketing efforts thusfar—at the end of June, there was an event hosted for incoming Beedie students. The BASS Frosh team has a significant presence at the event, along with online presence. The event was sold out in five days.

In response to questions around the possibility of expanding the number of attendees—Day one and two could be expanded, but the banquet hall has limited capacity and therefore limits the number of additional froshies that could be catered to. BASS Frosh had been held at the same hotel for the past 3 to 4 years and thus a relationship has been developed with the venue. *BASS representatives left after the presentation.*

## 6. Grant Considerations

### a. Business Administration Student Society—BASS FROSH 2015

Concern was raised that the request was extremely high. However, the committee was comfortable with the specificity of the request and expressed appreciation for the advanced planning of the student union.

Student Engagement Fund is a granting body that will fund student groups that are 'engaging SFU', which tops up on top of SFSS funding. They typically fund hard costs, including room booking and AV costs particularly when events are hosted on campus. They are fairly accessible

and therefore the Club Coordinators and the Student Union Organiser have developed a relationship where certain costs can be transferred to the SEF. Room booking costs would be recommended to the SEF for coverage.

**MOTION GC 2015-08-24:04**

Sharma, Amended Sharma

*Be it resolved to grant the Business Administration Student Society up to \$1,610 from the student union grant line item for BASS Frosh 2015, allocated towards photobooth and midnight snack costs.*

*Be it further resolved to recommend to the Student Engagement Fund to cover roombooking costs at SFU Surrey and Harbour Centre campuses.*

**CARRIED AS AMENDED**

**7. Attachments**

07.22.15 Meeting Minutes.docx

BASS FROSH 2015 Budget.xlsx

BASS FROSH 2015 SFSS Granting Proposal.pdf

**8. Adjournment 11:04am**



BUSINESS ADMINISTRATION STUDENT SOCIETY

SFSS Granting Proposal

**BASS FROSH 2015**

**A PROPOSAL TO**  
SFSS Granting Committee

**PRESENTED BY**  
Tony Li  
Jessica Liang  
Sara McKenzie

**DATE OF SUBMISSION**  
July 23, 2015

## **Vision**

*“Here as BASS FROSH, we value lasting friendships, engaging experiences, and personal growth. We aim to provide a fun and exciting jump-start to your university journey.”*

## **Purpose**

BASS FROSH is the jumpstart to the next chapter for incoming business students. Organized by students, for students – it is the perfect introduction to the culture and experiences at the Beedie School of Business. Led by a team of senior FROSH leaders, newly admitted Beedie students will travel to different campuses of SFU over two weekends and participate in a series of team building activities that are both fun and engaging.

For the FROSHees, BASS FROSH is the perfect opportunity to learn what the Beedie School of Business has to offer. During the event, FROSHees will have the opportunity to expand their personal networks and build life long friendships through working with other incoming Beedie students as well as senior Beedie students who can provide them with valuable lessons and advices. In addition, FROSHees will be introduced to various student clubs that are available at Beedie which offers opportunities for FROSHees to develop themselves both academically and professionally.

## **Value Added for SFSS**

BASS FROSH is a student organized event whose aim is to directly give back to the Simon Fraser University student body. The team of dedicated, experienced, and knowledgeable leaders portrays a strong image for the school and the faculty. Judging from our past experiences hosting the event, those who attended the event or volunteered in some capacity have become extremely engaged members in the SFU community going forward. This relationship is mutually beneficial and allows academic endeavours to be supported. The SFSS is focused on engaging the SFU community and BASS FROSH is one of the best ways the Beedie School of Business can reach out to incoming and current students and show them the benefits of being involved as well as give them a safe and fun event to create lasting friendships. BASS FROSH is catered to business students and we aim to showcase the best of SFU.

## Frosh Itinerary

### Day 1 – SFU Burnaby

Start Time	End Time	Activity
9:00	10:00	Leader Briefing
10:00	11:00	FROSHee Registration
11:00	12:00	Introduction
12:00	13:00	Lunch
13:00	16:00	Activities Related to Theme
16:00	16:30	House Down Time/Practice Cheers
16:30	17:00	Present Cheers, Debrief About Next Day
17:00	17:30	Leader Briefing

### Day 2 – SFU Surrey & Harbour Centre

Start Time	End Time	Activity
9:30	10:00	Leader Briefing/Sign In
10:00	10:30	FROSHees Arrive/Sign In
10:30	10:45	Cheers/ Group Ice Breakers
10:45	11:30	Club Pitch/ Activities
11:30	12:30	Staggered Lunches
12:30	13:15	Staggered Departures
13:15	15:45	Cup Quest
15:45	16:30	Staggered Arrivals
16:30	17:15	Closing
17:15	17:45	Leader Briefing

### Day 3 & 4 – Hotel Venue

Start Time	End Time	Activity
10:00	11:00	Leader Briefing
16:00	17:00	Check In
17:00	17:45	FROSHees Get Ready
17:45	19:30	Banquet
19:30	20:00	FROSHees Mingle/ Leaders Get Ready to Perform
20:00	20:30	FROSHees Get Ready For Dance

## Current Funding Sources

### 1) Ticket Revenue

We will obtain ~\$22,080.00 from FROSHee ticket sales and ~\$2880.00 from leader tickets. This is the main source of our funding for the event.

### 2) Core Funding:

The use of \$1500 of SFSS Core Funding will be approved by the Executive Council in our meeting minutes on July 15<sup>th</sup>, 2015.

### 3) SEO Sponsorship:

We have approximately \$3013.45 of confirmed sponsorship from the Student Engagement Office.

Expense	Amount
Leader Subsidy (\$3.35 per leader)	\$160.80
FROSHee Subsidy (\$5.70 per FROSHee)	\$1094.40
Security Costs	\$1300.00
T-Shirts for Leaders, BASS, SA and OC	\$328.25
Wristbands for Leaders, BASS, OC	\$30.00
Parking Expenses for Team Members	\$20.00
First Aid Kit Expense	\$80.00
<b>Total SEO Funding Request</b>	<b>\$3013.45</b>

### 4) SFSS Granting Request:

BASS, along with the BASS FROSH 2015 Organizing Committee, are requesting a total of \$3419.80 for the following expenses highlighted in the next section.

## FUNDING REQUEST FROM SFSS

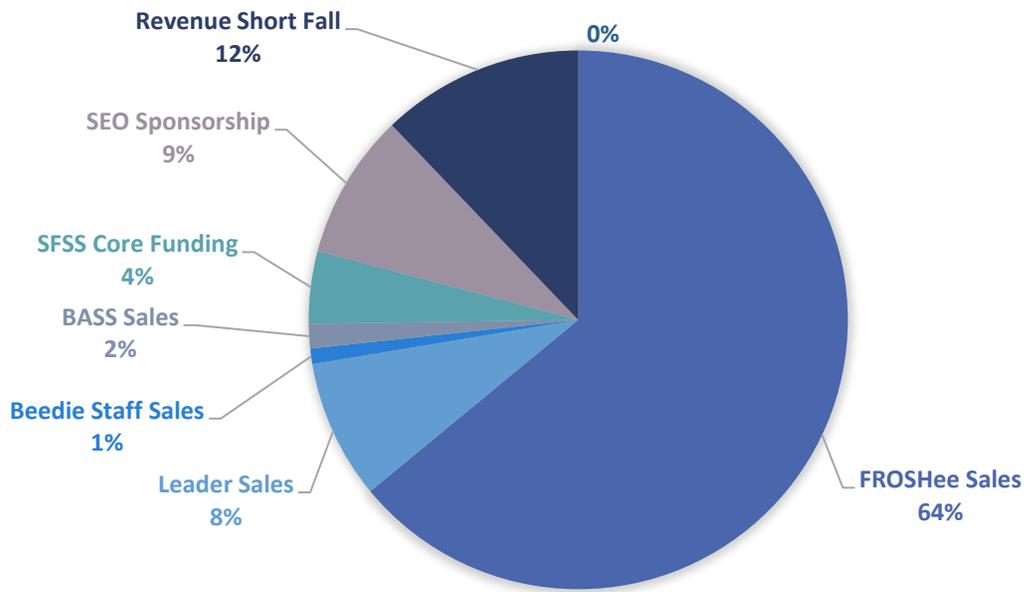
BASS, along with the FROSH 2015 Organizing Committee, are looking to receive \$ 3419.80 to cover expenses that are highlighted below:

Expense	Amount
Photo booth	\$500.00
Midnight Snack Costs (25%)	\$1110.00
Room Booking Expense	\$1300.00
<b>Total Funding Request</b>	<b>\$2900.00</b>

The requested expenses are highlighted in the budget for your convenience.

# Appendix

## ESTIMATED REVENUE



## References

Sara McKenzie, BASS FROSH Chair

Email: [bassfrosh@gmail.com](mailto:bassfrosh@gmail.com)

Tony Li, BASS FROSH Director of Risk Management

Email: [bassfrosh@gmail.com](mailto:bassfrosh@gmail.com)

Jessica Liang, BASS Vice-President of Finance

Email: [bass\\_finance@sfu.ca](mailto:bass_finance@sfu.ca)

**FROSH 2015**  
**September 12-20 2015**

Attendees	Projected	Max
FROSHEES	192	192
Leaders	48	48
Beeble Staff	8	
Sponsor Guests	0	
BASS	8	8
OC	7	7
SAs	2	2
<b>Total Guests</b>	<b>265</b>	<b>265</b>

Revenue	Revenue Per Person			Total Revenue		Notes
	Units	Projected	Actual	Projected	Actual	
<b>Ticket Sales</b>	<b>242</b>	<b>\$104.50</b>		<b>\$25,290.00</b>		
FROSHEE Sales	192	\$115.00		\$22,080.00		
Leader Sales	48	\$80.00		\$2,880.00		
Beeble Staff/Faculty Sales	2	\$165.00		\$330.00		
<b>Sponsorship</b>				<b>\$7,413.45</b>		
SFSS Granting		\$10.94		\$2,900.00		
SFSS Core Funding		\$5.66		\$1,500.00		
SEO Sponsorship		\$11.37		\$3,013.45		
<b>Total Revenue</b>		<b>\$104.50</b>		<b>\$32,703.45</b>		

Variable Expenses	Cost Per Unit			Total Cost		Notes
	Units	Projected	Cost Per Person	Projected	Actual	
<b>Hotel Accomodations</b>			<b>\$34.52</b>	<b>\$9,146.81</b>		
Hotel Rooms	63	\$125.00	\$29.72	\$7,875.00		
Rooms GST	63	\$6.25	\$1.49	\$393.75		
Hotel Tax @ 10%	63	\$12.50	\$2.97	\$797.50		
Destination and Marketing Fee	63	\$1.44	\$0.34	\$90.56		
<b>Food</b>			<b>\$67.69</b>	<b>\$17,938.99</b>		
<b>DAY 1</b>						
Lunch			\$5.66	\$1,500.00		
Water (240 bottles)			\$0.15	\$39.70		
<b>DAY 2</b>						
Lunch			\$2.83	\$750.75		
Water (480 bottles)			\$0.30	\$79.40		
Snacks			\$0.38	\$100.00		
Breakfast			\$1.91	\$506.00		
<b>DAY 3 - Banquet Meals</b>						
Meal	240	\$32.05	\$29.03	\$7,692.00		
Beeble Staff	8	\$32.05	\$0.97	\$256.40		
BASS	8	\$32.05	\$0.97	\$256.40		
FROSH OC and SAs	9	\$32.05	\$1.09	\$288.45		
Gratuity (18%)		\$5.77	\$5.77	\$1,528.79		
GST		\$1.89	\$1.89	\$501.10		
Midnight Snack			\$13.87	\$3,675.00		
Midnight Snack Gratuity/GST			\$2.89	\$765.00		
<b>T-shirts</b>			<b>\$4.89</b>	<b>\$1,297.85</b>		
FROSHee T-shirts	192	\$5.05	\$3.86	\$969.60		
BASS Shirts	8	\$5.05	\$0.15	\$40.40		
SA shirts	2	\$5.05	\$0.04	\$10.10		
OC T-shirts	7	\$5.05	\$0.13	\$35.35		
Leader shirts	48	\$5.05	\$0.91	\$242.40		
<b>Total Variable Expenses</b>			<b>\$107.77</b>	<b>\$28,323.65</b>		

Fixed Expenses	Cost Per Unit			Total Cost		Notes
	Units	Projected	Actual	Projected	Actual	
<b>Administrative Expenses</b>			<b>\$6.26</b>	<b>\$1,660.00</b>		
Security			\$4.91	\$1,300.00		
Paper Bags for Breakfast			\$0.08	\$20.00		
Leader/OC/BASS Wristbands			\$0.11	\$30.00		
Website Domain Host Renewal			\$0.53	\$140.00		
Plastic Wristbands (InterFROSH)			\$0.08	\$20.00		
Printing			\$0.19	\$50.00		
Insurance			\$0.00	\$0.00		
Parking			\$0.08	\$20.00		
First Aid Kit			\$0.30	\$30.00		
<b>Banquet Purchases</b>			<b>\$4.17</b>	<b>\$1,105.80</b>		
Photobooth			\$1.89	\$500.00		
DJ			\$0.83	\$220.00		
A/V			\$1.13	\$300.00		
SOCAN/ReSound			\$0.32	\$85.80		
<b>Clean Wars Material</b>			<b>\$0.62</b>	<b>\$165.00</b>		
Games supplies (day 1)			\$0.57	\$150.00		
Games supplies (day 2)			\$0.06	\$15.00		
<b>Room Bookings</b>			<b>\$3.77</b>	<b>\$1,300.00</b>		
SFU Surrey Campus			\$3.77	\$1,000.00		
Harbour Centre			\$1.13	\$300.00		
<b>Special Component Day 2</b>			<b>\$1.51</b>	<b>\$400.00</b>		
Special Component Day 2			\$1.51	\$400.00		
<b>Total Fixed</b>			<b>\$16.34</b>	<b>\$4,630.80</b>		
<b>Total Expenses</b>			<b>\$123.45</b>	<b>\$33,014.45</b>		
<b>Contingency</b>				<b>\$2,000.00</b>		
<b>Surplus/Deficit</b>				<b>-\$2,311.00</b>		



## Executive Council Meeting Minutes

July 22, 2015 at 9:00am

BBA Conference Room

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### 1. Call to Order – 9:16 am

### 2. Roll Call of Attendance

Chairperson: Ashley Chan

#### **BASS Executive Council:**

President: Daniel Love

Vice-President Corporate Relations: Amanda Chor

Vice-President Events: Deborah Dumagpi

Vice-President Finance: Jessica Liang

Vice-President Human Resources: Chancey Wu

Vice-President Internal Operations: Alannah Jung

Vice-President Marketing and Communications: Susan Nguyen

Director of Student Life & Administration/Minute Taker: Ashley Chan

### 3. Updates:

#### 1. President: Daniel Love

- **Challenge** – Staying on top of all meetings – ongoing struggle
- **Success** – Successful BoA meeting

#### 2. Vice-President Corporate Relations: Amanda Chor

- **Challenge** – Confusion with printing partnership packages – has since been resolved
- **Success** – Nesters wants to go to Diamond/Platinum sponsorship level and provide in-kind sponsorship for Frosh and Banquet

#### 3. Vice-President Events: Deborah Dumagpi

- **Challenge** – Waiting for the Dean to sign off on award -
- **Success** – Events Portfolio is starting to pick up (with Banquet and the selection of roles)

#### 4. Vice-President Finance: Jessica Liang

- **Challenge** – BMP wants to have Pitch Off at a hotel but HBC is much more affordable/sustainable/aligned with organizational strategy
- **Success** – N/A

#### 5. Vice-President Human Resources: Chancey Wu

- **Challenge** – Editor in Chief recruitment – only one applicant
- **Success** – Hired Editor in Chief for the Executive, finished JDs for The Executive team – to release later this week

#### 6. Vice-President Internal Operations: Alannah Jung

- **Challenge** – Have yet to meet with the year reps and solidify the Innovation Council
- **Success** – Starting planning the Terry Fox Fundraiser

#### 7. Vice-President Marketing and Communications: Susan Nguyen

- **Challenge** – Receiving BASS bios in a timely fashion
- **Success** – Found Editor in Chief for The Executive

### 4. Discussion

#### a. Vice-President Corporate Relations: Amanda Chor

- i. In-Kind for Events – see Success for the week

#### b. Vice-President Finance: Jessica Liang

- i. BASS FROSH Rooms



# Executive Council Meeting Minutes

July 22, 2015 at 9:00am  
BBA Conference Room

- 1. Motion to approve \$105.00 for BASS FROSH room bookings to come out of BASS's Trust Account – motion approved unanimously

- c. **Vice-President Human Resources: Chancey Wu**

- i. **The Executive – Editor in Chief**

- 1. Currently working on JDs for the rest of the exec team

- d. **Vice-President Internal Operations: Alannah Jung**

- i. **Terry Fox Fundraiser – Friday, October 2<sup>nd</sup>**

- 1. **Date Selection**

- a. **Potential dates:** September 14<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup>, 21<sup>st</sup>, 28<sup>th</sup>

- 2. **FROSH Involvement**

- a. **Classroom Presentations** – OC wants to have leaders go around to classes (familiar faces)
      - b. **Bake Sale** – During Clubs Day to fundraise for the Terry Fox Fundraiser
      - c. **Photo Contest** – Froshees take photo that embodies Terry Fox spirit

- ii. **Innovation Council – Open Discussion**

- 1. **Opinions** – timing is a little tight
      - 2. **Brainstorming** – incentivize, hold open forum(s), street team (whose job is to seek feedback), “Boothing Bootcamp” (powerpoint/guide that each portfolio goes through at respective meetings), websurveys on social media to collect feedback (“complete this survey within the first x hours and enter into a draw”), BASS Roast, Back to BASicS (coffee chats with VPs), BASS Cheer, BASS Swag/Buttons, street interviews (talk to people in the halls, film and post)

- 5. **Adjournment – 10:22 am**

- Next Meeting: July 29<sup>th</sup>, 2015

- 6. **Action Items**

Name	Action	Completed By
Chancey	Send Daniel JDs for Year Reps	

*\*Note that meetings are open to the general membership of the society unless otherwise deemed in-camera*

*\*Note that presentations and/or proposed motions should be requested to be on the agenda no less than (3) days prior to a meeting by contacting the Director of Student Life & Administration, Ashley Chan, at basspres@sfu.ca*