

1. CALL TO ORDER

Call to Order – 12:30 pm

2. TERRITORIAL ACKNOWLEDGMENT

We acknowledge that this meeting is being conducted on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lo, and Tsleil-Waututh people.

3. ROLL CALL OF ATTENDANCE

President.....	Enoch Weng
VP External Relations.....	Kathleen Yang
VP Student Life	Deepak Sharma
VP Student Services.....	Darwin Binesh
At-Large Representative.....	Curtis Pooghkay
At-Large Representative.....	Shipra Sharma
Faculty Representative (Applied Sciences)	Corbett Gildersleve
Faculty Representative (Arts & Social Sciences)	Arr Farah
Faculty Representative (Business)	Hangue Kim
Faculty Representative (Education)	Melissa Lee
Faculty Representative (Science)	Jas Hans
Society Staff	
Build SFU General Manager	Marc Fontaine
Chief Executive Officer	Martin Wyant
Minute Taker	Carmela Frouws
3.1 Regrets	
VP University Relations.....	Brady Yano

VP FinanceBarbara Szymczyk
Faculty Representative (Communication, Art & Technology).....Salathiel R. Wells
Faculty Representative (Environment) Christine Dyson
Faculty Representative (Health Sciences)..... Larissa Chen
Anjali Biju

3.2 Guests

Council Chair.....Karen Abramson
Human Resources Coordinator Karen Atara
Incoming FCAT Representative Prab Bassi

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2016-04-27:01

KATHLEEN/SHIPRA as amended by ARR/CURTIS

Be it resolved to ratify the regrets of Christine Dyson separately from Brady Yano, Salathiel Wells, Larissa Chen and Barbara Szymczyk.

CARRIED

DISCUSSION

- Christine Dyson is on a trip with her DSUs, the regrets should be treated differently than that of Brady Yano, Salathiel Wells, Larissa Chen and Barbara Szymczyk, as they are on vacation.

4.2 MOTION BOD 2016-04-27:02

ARR/SHIPRA

Be it resolved to ratify the regrets from Brady Yano, Salathiel Well, Larissa Chen and Barbara Szymczyk.

CARRIED

DISCUSSION

- The regrets were given well in advance however when people miss for two weeks and only send in regrets for one meeting, it is considered leave of absence without pay.
- It was suggested that Board members are treating the last two weeks of the term differently than any other two weeks of the term.
- It was debated that if Board were to set the precedent now, it would show inconsistency in the way regrets were ratified throughout the term.
 - It was suggested that this should be brought forth to the Governance Committee for further review.

- It was explained that if there is a concern with the existing process then it should be discussed within the Governance Committee.

****Jas Hans arrived at 12:34pm**

4.3 MOTION BOD 2016-04-27:03

HANGUE/CORBETT

Be it resolved to ratify the regrets for Christine Dyson.

CARRIED

5. ADOPTION OF THE AGENDA

MOTION BOD 2016-04-27:04

SHIPRA/MELISSA

Be it resolved to adopt the agenda as amended.

CARRIED AS AMENDED

DISCUSSION

- New Business - Add website redevelopment motion, which was received via email.
 - Wording for 9.2 – change “Premium” to “Fee”.
- Reports from Society - Add ratification of President’s Fall Work Report.
- Announcement – Add Ombudsperson Update.
- In-Camera – Move to the end of new business: Add Surrey Agreement

6. MATTERS ARISING FROM THE MINUTES

MOTION BOD 2016-04-27:05

SHIPRA/MELISSA

Be it resolved to receive and file the following minutes:

BoardOfDirectors_2016-04-08
EventsCommittee_2016-03-23

CARRIED

Abstention: Arr Farah

7. REPORTS FROM SOCIETY

7.1 GOOD NEWS STORIES

- Thanks to Prab and the rest of the Surrey Campus Committee and their hard work they put in this year. Student life has improved on campus.

- Thanks to the staff and the entire Board for their accomplishments this year and their contributions.
- Thank you to Darwin for presenting a lot of work on the U-Pass and the Health and Dental plan.
- Thanks to all the board members in attendance today for flexibility in finding a time to meet for the last meeting of the term.
- The Strategic Plan is now on the SFSS website and is now shared with the membership. The graphics look good and we are happy to have it.

7.2 REPORT FROM COMMITTEES

STRATEGIC PLANNING COMMITTEE

- No updates

EXECUTIVE COMMITTEE

- The committee met to evaluate performance reviews.

GOVERNANCE

- No updates

EVENTS COMMITTEE

- The committee met last Thursday.
- A motion was passed to contribute to puppy therapy for the next year.
- Next steps were addressed.
- Fall Kick Off Line item = \$25775.07
- General Ledger \$13548.57 = \$4908.91

ADVOCACY

- Fraser Library outreach went well.
- Thank you to the Surrey Campus Committee, Christine and Brady for taking it on.

GRANTING

- The term has now ended for the committee.
- The committee came under budget for most of the grants.
- Came over budget for the DSUs however Antonio was able to find some money in other areas of his budget.

AFAC

- No updates

SCC

- The committee assisted with the Fraser library outreach.

- Committee Outreach applications will be coming.

7.3 REPORT FROM THE CEO

- Currently working on the board orientation for the new board.
- Karen started in her new role last week and we are looking forward to her contributions in the years ahead.
- We are halfway done working through the staff annual reviews.
- A staff Strategic Plan review meeting will take place next week.
- A discussion took place with legal council to discuss the Society Act and it was suggested that an in-camera discussion could take place in today's meeting.

7.4 COUNCIL UPDATE

- Council will not meet until May 11, 2016
- Hi-F.I.V.E. has confirmed their attendance

7.5 RECEIVE AND FILE: BOARD REPORTS

MOTION BOD 2016-04-27:06

CURTIS/ARR

Be it resolved to receive and file the Board reports for March 31-April 15, 2016.

CARRIED

DISCUSSION

- It was noted that Curtis Pooghkay and Shipra Sharma submitted their reports late.

7.6 RECEIVE AND FILE: PRESIDENT'S FALL WORK REPORT 2015

MOTION BOD 2016-04-27:07

ARR/SHIPRA

Be it resolved to ratify the President's Fall Work Report 2015

CARRIED

8. OLD BUSINESS

8.1 EXTENDED HEALTH AND DENTAL PLAN SUBSIDY

MOTION BOD 2016-04-27:08

DARWIN/CORBETT

Whereas the SFSS currently provides an extended health and dental plan in partnership with Student Care Networks;

Whereas the SFSS maintains a health plan reserve fund for a purpose of subsidizing the rising costs of premiums, in lieu of cutting benefits;

Whereas premiums are projected to exceed the \$255.00 student fee, by \$17.63 per student enrolled.

Be it resolved to approve the expense of up to \$17.63, from the Health Plan Reserve fund per student enrolled in the SFSS Extended Health and Dental Plan, in the 2016-2017 plan year.

CARRIED

DISCUSSION

- The main reason for the subsidy is to ensure that benefits are not cut.
 - The subsidy will be taken from the reserve fund and is based on use.
- Board was assured that this is only an up to amount and the student fee would not change in any way.

8.2 EXTENDED HEALTH AND DENTAL PLAN ADMINISTRATIVE FEE

MOTION BOD 2016-04-27:09

DARWIN/SHIPRA

Whereas the SFSS currently provides an extended health and dental plan in partnership with Student Care Networks;

Whereas the SFSS maintains a Health Plan Reserve Fund to subsidize the rising costs of premiums, in lieu of cutting benefits, and for the purpose of cost-recovery;

Whereas the health plan reserve is unable to fulfill the function of cost-recovery;

Whereas an administrative fee will effectively fulfill the function of cost-recovery;

Be it resolved that the SFSS Board approve an administrative fee charged at 2% of the total fee for the purpose of recovering costs associated with the administration and oversight of the Extended Health and Dental Plan.

CARRIED

DISCUSSION

- An admin fee will be charged from the plan fee to help recover the costs on what the SFSS projects to be the use.
- Board was assured that the subsidy could be lowered to 1.5% if need be.
- The subsidy will be taken off the plan fee because the plan fee is fixed and therefore the fee would not change.
- If the fee is based off the premium, the fee would change if the premium changes.
- 2% is the number that was suggested upon discussions with the brokers and auditors.

9. NEW BUSINESS

9.1 U-PASS BC AGREEMENT

MOTION BOD 2016-04-27:10

DARWIN/ARR

Whereas the U-Pass BC Agreement between SFSS, SFU, and TransLink expires on April 30, 2016.
Whereas negotiations for the U-Pass BC Agreement are complete
Whereas students approved the following referendum question in the 2016 SFSS General Election

"Whereas the current U-Pass BC Agreement expires April 2016; Whereas the current and proposed U-Pass BC fees are:

- Current fee: \$38.00 per month of study
- Proposed year 1 fee: \$39.50 per month of study (May 1, 2016 - April 30, 2017)
- Proposed year 2 fee: \$41.00 per month of study (May 1, 2017 - April 30, 2018)

Whereas a "no" result for this referendum will result in SFU undergraduate students no longer having access to the U-Pass BC;

Are you in favour of authorizing the Simon Fraser Student Society to collect a mandatory fee of \$39.50 per month of study for participation of students in the U-Pass BC Program beginning May 1, 2016 to April 30, 2017 and \$41.00 beginning May 1, 2017 to April 30, 2018?"

Be it resolved that the SFSS Board of Directors approve the U-Pass BC Agreement as presented;
Be it further resolved that the SFSS Board of Directors approve VP Student Services Darwin Binesh, President Enoch Weng, and Chief Executive Officer Martin Wyant, to sign the U-Pass BC Agreement on behalf of the SFSS.

CARRIED

DISCUSSION

- Students have approved the fee and the contract has been done.

9.2 SFSS SURREY OFFICE SPACE RENOVATION

MOTION BOD 2016-04-27:11

DEEPAK/SHIPRA

Be it resolved to approve up to \$1407 from line item 995/40 (Space Expansion Fund) for the SFSS Surrey lounge

Be it further resolved that the funds allocated be used for re-painting of the lounge and the installation of a protective chair railing only.

CARRIED

DISCUSSION

- A request has been submitted by Ed Deeks regarding basic work that needs to get done around the Surrey Campus.
- The quote has been attached to the agenda.
- Board was informed that this is separate from the other space renovation project.

9.3 WEBSITE REDEVELOPMENT

MOTION BOD 2016-04-27: 12

DEEPAK/CORBETT

Whereas the SFSS is in significant need of website redevelopment;
Whereas the 2016/17 Budget has allocated up to \$50,000 for website development;
Whereas a RFI (Request for Information) process was initiated to provide quotes from website development firms;
Whereas the CEO recommendation is to appoint Ballistic Arts as the preferred web development company

Be it resolved to follow the CEO's recommendation and appoint Ballistic Arts as our preferred vendor for Website Redevelopment

CARRIED

Abstention: Hangué Kim

DISCUSSION

- A selection process was conducted when coming to a decision for the SFSS website redevelopment.
- A criteria of evaluation was created and Ballistic Arts came out on top and had great references.
- Ballistic Arts will provide the SFSS with a mock up of designs and Board was informed that they were the only company to suggest a discovery process.
 - It was explained that the timeline for the discovery phase would depend on how organized the SFSS is with what is desired.
- It was explained that it is unsure at the moment which server the website will be stored on.
- Board was informed that it is hard to gage right now what the final price will be, as the discovery phase would need to be completed before we know.
- Board was assured that the plan will be developed prior to more money being spent.

9.4 IN-CAMERA

MOTION BOD 2016-04-27:13

SHIPRA/CURTIS

Be it resolved to move the meeting to In-Camera.

CARRIED

IN-CAMERA DISCUSSION

- Surrey Agreement
- Legal Council

9.5 EX-CAMERA

MOTION BOD 2016-04-27:14

DEEPAK/HANGUE

Be it resolved to move the meeting to Ex-Camera.

CARRIED

**** Guests arrived back at 1:37pm**

LAST PRESIDENTIAL REMARK

- This year has been full of challenges and friction however everyone has done their best to work with one another.
- Everyone should be very proud of their successes such as Build SFU, governance, Strategic Planning.
- New directions were chartered and a new direction has been set for Board and staff to move forward.
- Lots of hard work and sleepless nights has gone into getting the work done and to set the path for students down the line.
- Gratitude was expressed to the Board.

10. ANNOUNCEMENTS

- OMBUDSPERSON UPDATE
 - Effective May 1, 2016, the SFSS will be contributing office space in lieu of financial funding.
 - The SFSS will provide use of the space until the SFSS occupies the new Student Union Building.
 - The SFSS has agreed to revisit the funding agreement at least six months prior to the SFSS occupying the Student Union Building.
 - This will leave the next board with lots of flexibility in the next year.

11. ATTACHMENTS

- BoardofDirectorsWorkReport_March 31-April 15
- QUOTE SFU room 3390
- Website Redevelopment Proposal

12. ADJOURNMENT

Adjournment – 1:40 pm

BOARD REPORT

THIS BOARD REPORT DOCUMENT IS DUE BI-WEEKLY ON THE 15TH AND 30TH (FEB EXCEPTION) OF THE MONTH

Time Range: March 31st to April 15th, 2016

President

Vice President External Relations

Vice President Finance

Meetings

- o Question and Answer session with Board regarding 2016/2017 SFSS Budget
- o Board Meeting
- o FASC
- o Governance Committee
- o Meetings Regarding Cheque Requisitions (Adrienne, Lawrence, Kurt)
- o Conference call: Gary, Pamela, Marc, Lucy, Sabiha regarding Build SFU Accounting
- o Check-in with Marc Re: Banking E-mails

Other

- o Cheque Requisitions Run
- o Reconciliation Sheet approvals
- o Setting up for FASC meeting with presentation, correspondence regarding budget, agenda planning, preparation of motions
- o Prep for Board Budget presentation
- o Correspondence regarding budget with various individuals
- o Other administrative: Prep for meetings, Burnaby Office hours, Emails

Vice President Student Life

Vice President Student Services

U-Pass BC:

- Communicating with TransLink regarding a final version of the U-Pass BC Agreement.
- Negotiations for U-Pass BC Agreement are complete.
- Discussed SFSS participating in long-term sustainability committee with SFU and TransLink.

Health and Dental Plan:

- Completed negotiating new terms for MOU between SFSS and insurance broker.
- Completed proposal to make student fees useful with an admin fee attached to the health and dental plan.
- Completed setting terms for a new kind of relationship with insurance broker
- Creating a plan for the future of the Health and Dental plan, RFP process, and suggestions on how to proceed.

Ombudsperson

- Completing negotiations with SFU regarding new terms for providing the office in partnership.

Build SFU

- Finished negotiating terms for MOU and Schematic Design Agreement with SFU regarding Stadium.

Miscellaneous

- Completed SFSS partnership checklist
- Conducting exit interviews
- CEO Performance Evaluation work
- Writing Exit Report
- Completed transition with upcoming VP Student Services

Vice President University Relations

- SFSS Meetings: Board x2, Exec,
- Presentation at SFSS Staff Meeting RE: Bin Buddies
- OOO Canada Monthly Meeting
- ABCS Lobby Days, April 3-6
- Fraser Library Outreach
- Signing Cheque Requisitions
- Vancouver Space Meeting w/ SFU Vancouver Administration
- SFSS CEO Performance Review meetings
- Preparation for VP UR succession
- Office Hours and other administrative duties

Applied Sciences Representative

- Meetings: Board x 2, CSSS, ESSS x 2
- FAS Formal
 - Finished selling tickets and we met with our venue's event coordinator to go over the programme, final numbers, catering, and logistics for the event. All we have left to do is pay them the remaining money owed to them.
- FASSU Constitution
 - We won't be meeting for the rest of the term, but I have started to talk to other student groups about the next steps for the summer and fall, which include a bigger outreach effort to the FAS student body and getting feedback.
- FAS Dean's Search Committee
 - The committee has submitted a recommendation to President Petter. Due to confidentiality laws, I can't say much more than that, but we hope to have a public announcement within 2-4 weeks.
- NWCCU Accreditation
 - Attended a roundtable interview with Melissa and Enoch as well as people from GSS and the Peak. We discussed our relationship with SFU, how much say we had in things, and some areas we wish SFU could improve on.
- Transition
 - I've met with Alan once this week to discuss some aspects of Board transition (what to expect, committees, etc.)
 - I have also been talking with FAS staff and administration about the new App Sci Rep and letting them know my plans for the summer and fall terms.
 - Been assisting and giving advice to the ESSS, MESSS, and CSSS on their own execs transitioning. Most of this advice is to plan ahead in the summer and hold some kind of casual retreat before the end of this term with the new and old execs

Arts and Social Sciences Representative

- Governance:
 - Met twice
 - Created several documents
 - Prepared presentation to board
 - Several meetings with CRPC
 - Planning Orientation with incoming president at staff
- Advocacy:
 - No longer meets
- Faculty Focused Work:
 - Met with FASS Student Engagement Office
 - FASS DSU President's meetings

- Began transition of incoming Arts Rep Blossom Malhan

Business Representative

- Meetings
 - Board Meeting X 2
 - Events and Promotions Committee
 - Granting Committee
 - Financial and Administrative Services Committee X 2
 - Finance Questions Meeting
- Business Faculty
 - Student Engagement Office meeting
 - Called newly admitted Beedie students and informed them of SFU
- Engagement
 - Justin Bieber Pub Night
 - Enactus Nationals Showcase
- Administrative
 - Emails
 - Meeting Minutes Review
 - Board Office Hours

Communications, Art, and Technology Representative

Meetings

Succession Planning - Introductory Meeting between Emma, Prab and myself
Meeting with Vancouver Administration Re: Vancouver Space Expansion
Board Meeting x3
Strategic Planning Committee x1
Emails and follow ups Re: Vancouver Space Expansion
Review of Gift Agreement Re: Vancouver Space Expansion

Events

FCAT Formal
BFA Graduating Art Exhibition

Administrative

Office Hours Vancouver x1
Emails, e-filing
Meeting preparation and document review

Education Representative

- Meetings
 - Strategic Planning Committee (March 31, April 1, April 5)
 - Board (April 1, April 8, April 15)
 - Education Student Association (April 7)
 - NWCCU Accreditation Site Visit (April 7)
 - Budget Q&A (April 8)
- Events
 - SFSS Music Showcase
 - Tabling/outreach
 - Reviewed and made edits to concert brochure
 - Assisted with concert take-down
- Strategic Planning
 - Reviewed Board feedback and made edits to draft strategic plan
- Emergency Food Bank Voucher Program
 - Reviewed student feedback survey results
- Other
 - Reviewed 2016/2017 Budget documents
 - Prepared transition documents
 - Administrative tasks (emails, reviewing minutes and documents, office hours, etc.)

Environment Representative

- Meetings
 - Board (x3), Governance (x3), DSU Liaison, Frosh 2016, GSU, Transition with VP External, CASA
- Governance
 - Finalizing transition plan and policy additions
 - Preparing for board meeting
- Advocacy
 - Fraser Library Pilot Project - Bought coffee and set up table
 - Meeting with CPR coordinator regarding advocacy committee next year
- Faculty Work
 - Frosh 2016 - Went over roles/expectations and the application process, finalized venue
 - Undergraduate Symposium - Compiled all presentation slides, reviewed presentation order with presenters and the Dean
- Outreach
 - Faculty of Environment Undergraduate Symposium/Spring Mingle with Faculty
 - GSU Fundraiser - Pub night at Blarney Stone
 - Fraser Library Pilot Project Tabling - April 3rd and 10th
- Administrative

- Emails
- Reviewing minutes/preparing for meetings
- Office Hours

Health Sciences Representative

Meetings

- Strategic Plan Committee x2
- Transition with VP Student Services x4
- NWCCU Accreditation Site Visit Interview
- Board x2
- Budgeting FAQ with VP Finance
- Transition with CEO

Engagement (tabling, outreach, events)

- Hi-Five Mental Health Video
- HSUSU's Faculty of Health Sciences Gala
- Justin Bieber Pub Night

Projects

- CMNS Work Order: Vancouver Zen Den

Miscellaneous

- Administrative duties (emails, office hours, reviewing minutes/documents)
- Board office organization

Science Representative

At-Large Representative Pooghkay

Meeting

- Board Meeting X2
- Incoming exec meeting

Reports

- Started exit report
- Report on pub nights

Other Tasks

- Worked on board retreat
- Emails
-

At-Large Representative Sharma

Meetings

- Board Meeting X2
- EPCOM
- Granting
- Governance

Granting Committee

- Reviewed club and dsu grants
- Heard presentations
- Made recommendations

EPCOM

- Meeting did not take place

Governance committee

- Reviewed transition plan
- Reviewed nominating committee structure

International Festival

- Worked on finalizing the Intl Fest work report
- Event video submitted to Sindhu

Administrative tasks

- Meeting with GO
- Informal meeting with Sindhu
- Board documents review
- Emails
- Office hours

QUOTE

April 19, 2016.

TO: Simon Fraser University Surrey
Central City
250 – 13450 102nd Avenue
Surrey, BC
V3T 0A3

Attention: Todd Mann

We are glad to provide you with the following quote for the renovation
Room # 3390 in Surrey BC

Supply labor and materials for the following items:

- Removes wooden slat and install on the wall between office door 3392 and 3394.
- Patch holes and paint walls
- On 1 wall Install maple chair rails

Total cost estimated at: 1340.00+ GST

Sincerely
Wieslaw Bzowski



WESLLY RENOVATIONS

26684 Cunningham Av.
Maple Ridge BC
V2W 1M8

*Tel: (624) 462 7288
Cell: (604) 723-7427*

WEBSITE REDEVELOPMENT PROPOSAL (SFSS.CA)

Through a request for information (RFI), prepared by the Campaigns Coordinator, the SFSS sought to narrow a set of possible vendors located in the Greater Vancouver Area on the basis of:

- Vendor capacity
- Vendor recommendations
- Best fit

ASSESSMENT OF CURRENT WEBSITE

Our current website (sfss.ca) is the product of an operational Board of Directors whose primary focus was the principle of information availability and transparent governance.

GOALS FOR PROPOSED WEBSITE

In light of the governance reform process, the Society is seeking to redevelop its website in an effort to modernize of its service delivery. It is seeking to consolidate its web design, development, and support needs with one client-centered vendor who can help the Society respond to the current needs and expectations of the SFSS membership, and scale any development as those needs evolve.

In addition to standard organizational information (e.g. 'About Us' pages) and links to organizational social media networks, Society business processes will involve a degree of automation through any proposed system. Such services may include, but are not limited to:

- Funding requests
- Room bookings
- Equipment bookings
- Event proposals
- Printing requests
- Volunteer and event registries
- Events calendars

CRITERIA OF EVALUATION

After preliminary screening process, three firms were selected to meet with the SFSS CEO and Communications Coordinator in response to the RFI. Following the meetings, the three firms were rated in the following components:

- Experience with student groups
- Portfolio
- Design
- Functionality
- Mobile Responsive Design
- Fit
- Strategy and Price Proposals
- References

RECOMMENDATION OF BALLISTIC ARTS FOR WEBSITE REDEVELOPMENT (SFSS.CA)

Ballistic Arts is a full service design agency specializing in Web Development and Interactive Design, Video Production and Graphic Design. Our main point of contact is Ted Lau, Ballistic Arts CEO and an SFU graduate.

EXPERIENCE

This web development firm has worked with many medium size organizations targeting a younger demographic. Some relevant clients include:

- Steve Nash Fitness World
- Diva En Blanc
- Vancouver Auto Show
- Vancity
- Residence Inn at the Marriott
- Tourism Langley
- Tourism Burnaby
- Vancouver Coastal Health

STUDENT GROUP: SPROTT SHAW COMMUNITY COLLEGE

- Provided graphic design, video production, and web design and development services for Sprott Shaw College.
- Reference from Scott Elliott, Marketing Manager at Sprott Shaw College:
 - Ballistic Arts redeveloped the Sprott Shaw website from scratch
 - Other services provided for Sprott Shaw: Video Campaigns, Program Guide, Graphics, Ads
 - “Ballistic created more for less”
 - Timeline: Approximately 6 months

PROPOSED STRATEGY AND PRICE

Ballistic Arts suggestion to the SFSS is to present a website discovery phase. Ballistic Arts would interview various stakeholders, present surveys to the student body at large, develop the overall website strategy, goals and objectives, site-map architecture, user experience, and user interface. Once that is complete, the SFSS will have the freedom to either have Ballistic Arts scope out the costs of building the website from this blue-print or open it up to another vendor. Ballistic Arts would also consider developing a strategy that would intake some larger-scale requests as required.

PRICE:

- The initial plan: the cost to build the full website development plan has been proposed for \$7,500. Should Ballistic Arts continue with developing the website, \$2,500 of these costs will be redistributed back into the cost for developing the website. This essentially makes the website discovery \$5,000. If we select a different vendor to develop the site, we will pay the full \$7,500.
- Development of the website: the rest of the development work associated with the site will not exceed a maximum of \$42,500, without prior Board approval.