

Call to Order – 11:30 am, August 7, 2014 | MBC 2294

1. Roll Call of Attendance

Committee Composition

Vice President Finance (*chair*).....Adam Potvin

President (*ex-officio*) Chardaye Bueckert

Executive OfficerKayode Fatoba

Executive Officer Zied Masmoudi

Board of Directors Member Shadnam Khan

Councilor David Chapman

Society Staff

Executive Director..... Colleen Knox

Finance Coordinator Vanessa Kwong

Campaigns, Research, and Policy Coordinator Pierre Cassidy

Stijn

Minute Taker Dion Chong

Guests

Regrets

Councilor Melissa Lee

Student At-Large Barbara Szymczyk

Student At-Large Baqar Hassan

Absent

Board of Directors Member Deepak Sharma

2. Adoption of the Agenda

MOTION FASC 2014-08-06:01

Khan

Be it resolved to adopt the agenda as amended.

All agenda items were added

CARRIED AS AMENDED

3. Ratification of Regrets

MOTION FASC 2014-08-06:02

Khan

Be it resolved to ratify regrets from:

Councilor Melissa Lee

Student At-Large Barbara Szymczyk

Student At-Large Baqar Hassan

Hassan and Lee had examinations, Szymczyk was still in Quebec

CARRIED

4. Matters Arising from the Minutes

MOTION FASC 2014-08-06:03

Hassan

Be it resolved to approve the minutes of 2014-07-24

CARRIED

5. New Business

a. Reallocation – CRP Coordinator Job Development

MOTION FASC 2014-08-06:03

Khan

Be it resolved to approve the reallocation of \$1,592.64 from 901/17 CRP Coordinator Wages to 797/17 Job Development.

As the CRP Coordinator June, and the position was budgeted to begin in May, one month of wages would not be used from the budget for the current year. The CRP Coordinator was interested in pursuing a course in business analytics, which would assist in the development of the database. The CRP Coordinator desired to complete the full programme over the year, with two courses each semester. The reallocation would fulfill two of six courses. The course was in the evenings and was not projected to impact operations. The Staff Liaison Officers [SLOs] had already approved the programmes.

Job development budget within Department 17 was significantly reduced in the previous year and concern was raised around impact to budgeting in the future.

There were also some potential concerns of the lack of overlap between the course and the position job description. The courses were selected to provide alternatives to decisions based on anecdotal evidence, which would require infrastructural changes, and it may fall under the Research component of the position. The committee was reminded that determining the veracity of the courses was under the jurisdiction of the SLOs and the committee had the option of referring the matter back to the SLOs.

QUESTION WAS CALLED

Bueckert

CARRIED

b. Increase – Website and Tech Support

MOTION FASC 2014-08-06:03

Masmoudi

Be it resolved to recommend to BOD to a budget increase of \$3,600 from the unrestricted surplus to Communications & Resource Office's website and tech support (821/17).

Reflected an oversight of the Communications Office. Budgeting for 2014/2015 was conducted based on budgeting for 2013/2014, but changes were made in the SFSS contract with the website developer to increase maintenance hours available, owing to the amalgamation of hosting for FBS, Out on Campus, Women's Centre, and Surrey websites into the main SFSS site. The costs were as per a signed contract. Given increasing needs of organizational technical needs, members were interested in discussions on changes to the contract.

QUESTION WAS CALLED

Khan

CARRIED

c. Increase - Council Stipend

MOTION FASC 2014-08-06:03

Khan/Amendment Bueckert

Be it resolved that FASC recommends to Board to increase line item 932/20 Stipends-Council by \$1400 from the unrestricted surplus

With the existing budget, Council was budgeted for an average of 25 Councilors per meeting for four meetings per semester. Although there had only been 21 to 26 Councilors per meeting thus far, it was expected that additional councilors would be ratified in the Fall semester reflecting successes of the Student Union Resource Office in increasing student union activity. In the Summer semester, the agendas were such that it was not possible to handle all discussion items within a single meeting, and thus an additional meeting was called, potentially necessitating addition funds.

As an autonomous body, Council may wish to meet more often and it was deemed that it should be under their purview to make decisions on their meeting frequency. Council also had the right and authority to utilize its budget into a deficit, as per the requirements of the policy and bylaws to fund meetings. The issue on the table was primarily on board administrative issues.

CARRIED AS AMENDED

d. Increase – Board External Chair for Fall 2014

MOTION FASC 2014-08-06:03

Khan

Be it resolved that FASC recommends to Board to increase line item 867/20 Honorarium by \$675 from the unrestricted surplus for a Board external chair for the Fall 2014 semester.

Next Board of Directors will have to discuss whether an external chair would be sought for the next semester. Board of Directors would be meeting biweekly, and the external chair for Summer 2014 was not present for two meetings, thus providing for some leeway within the line item.

CARRIED

6. Attachements

Budget Increase Form Website & Tech \$3,600.pdf
Budget Reallocation for Professional Development.pdf
Budget request for Forum Stipends calculations.docx
SFSS Forum Stipend Budget Increase (2).pdf
SFSS Budget Increase Board Chair.pdf

7. Adjournment

Operating Budget Amendment Form Budget Increase

Submission Date: (MM/DD/YY) _____

Budget Amendment Initiator/Dept.: _____

Approving Body: (FASC/BOD) _____

*Please fill out only for a budget increase. The account number and description can be obtained from the SFSS Finance Office. **Confirmation of an unrestricted budget surplus is required prior to FASC and/or BOD considering this motion.** Please provide a copy of this form to the Minute Taker for inclusion in the minutes.*

Account Number _____ / _____ & Description _____

Amount: \$ _____

Account Number _____ / _____ & Description _____

Amount: \$ _____

Budget Increase Rationale: (Attach any other supporting documentation)

Budget Increase Motion:

If the motion originated from FASC:

BIRT FASC recommend to BOD to increase the

line item _____ / _____ by \$ _____ .
(description) (account #)

If the motion originated from BOD:

BIRT BOD increase the

line item _____ / _____ by \$ _____ .
(description) (account #)

Operating Budget Amendment Form Budget Increase

Submission Date: (MM/DD/YY) _____

Budget Amendment Initiator/Dept.: _____

Approving Body: (FASC/BOD) _____

*Please fill out only for a budget increase. The account number and description can be obtained from the SFSS Finance Office. **Confirmation of an unrestricted budget surplus is required prior to FASC and/or BOD considering this motion.** Please provide a copy of this form to the Minute Taker for inclusion in the minutes.*

Account Number _____ / _____ & Description _____

Amount: \$ _____

Account Number _____ / _____ & Description _____

Amount: \$ _____

Budget Increase Rationale: (Attach any other supporting documentation)

Budget Increase Motion:

If the motion originated from FASC:

BIRT FASC recommend to BOD to increase the

line item _____ / _____ by \$ _____ .
(description) (account #)

If the motion originated from BOD:

BIRT BOD increase the

line item _____ / _____ by \$ _____ .
(description) (account #)

Re: Request to increase Budget for Forum Stipends

30 ratified Council reps

26 Council reps present at the July 9th Council meeting

21 Council reps at the June 25th meeting

$30 \times \$35 = \1050 for stipends per Council meeting

$\$1050 \times 4 = \4200 for 4 meetings worth of stipends assuming full attendance

$\$4200 - \$3500 = \$700$ increase per semester or \$2100 for the 2014/2015 year

\$5250 per semester would also be the cost of having 3 Council meetings per semester if all positions on Council are filled as there are a total of 50 seats on Council for DSUs and Constituency groups.

Operating Budget Amendment Form Budget Reallocation

Submission Date: (MM/DD/YY) _____

Budget Amendment Initiator/Dept.: _____

Approving Body: (FASC/BOD) _____

Please fill out only for a budget reallocation. The account number and description can be obtained from the SFSS Finance Office. Please provide a copy of this form to the Minute Taker for inclusion in the minutes.

FROM:

Account Number _____ / _____ & Description _____

Amount: \$ _____

TO:

Account Number _____ / _____ & Description _____

Amount: \$ _____

Budget Reallocation Rationale: (Attach any other supporting documentation)

Budget Reallocation Motion:

BIRT FASC/Board/Executive approve the reallocation of \$_____ from

line item _____ / _____ to
(description) (account #)

line item _____ / _____
(description) (account #)

