

Call to Order – 9:42 am, September 4th, 2014 | MBC 2294

1. Roll Call of Attendance

Committee Composition

Vice President Finance (*chair*).....Adam Potvin
President (*ex officio*)..... Chardaye Bueckert
Board of Directors Member Deepak Sharma
Board of Directors MemberShadnam Khan
Councillor
Councillor David Chapman
Student At-Large Barbara Szymczyk

Society Staff

Executive Director..... Colleen Knox
Minute Taker Dion Chong

Guests

Executive Officer Moe Kopahi

Regrets

Absent

Executive OfficerKayode Fatoba
Executive Officer Zied Masmoudi
Student At-Large Baqar Hassan

2. Adoption of the Agenda

MOTION FASC 2014-09-04:01

Bueckert
Be it resolved to adopt the agenda as presented.
Order of business changed.

CARRIED

3. Matters Arising from the Minutes

MOTION FASC 2014-09-04:02

Khan
Be it resolved to approve the minutes of 2014-08-07

CARRIED

4. New Business

a. Reallocation – Department 17

MOTION FASC 2014-09-04:03

Sharma
Be it resolved to approve the reallocation of:
\$5,500 from 901-17 Wages,
\$4,758 from 945-17 Other Benefits, and
\$578 from 950-17 Health Benefits
to:
700-17 Advertising in the amount of \$1,736
735-17 Subscriptions in the amount of \$1,200

797-17 Job Development in the amount of \$2,900
896-31 Capital Expenditures in the amount of \$5,000

FASC requested a review of the department 17 budget as a result of the late hiring of the CRP Coordinator. However, an error was discovered in the calculation in benefits (4 staff instead of 2). Subscription covers videography software. Videography/Cinematography job development for Communications Coordinator and CRP job development for the winter semester, and capital expenditures for two new computers to handle videography. Department 17 could fund its own capital expenditure and therefore did not require an increase from the unrestricted surplus. These capital expenditures were seen as sorely needed given aging equipment. Advertising increases was around the depletion of SFSS swag stocks.

The Board of Directors approved videography projects for society outreach, which included board spotlights and SFSS shorts. These were being handled by existing Resource Office staff. There was a desire to begin tracking the hardware and IT lifecycles within the organization for more proactive maintenance and replacement. Capital and operating budgets were originally handled simultaneously by FASC, and it was recommended to return to such a system.

CARRIED

b. Increase – 896/31 Capital Expenditures for Tablets

MOTION FASC 2014-09-04:04

Sharma

Be it resolved to recommend to BOD an increase of \$7,000 to 896/31 Capital Expenditures for the purchase of 10 tablets.

Be it resolved to recommend to BOD an increase of \$2,500 to 896/31 Capital Expenditures for the purchase of up to 4 tablets for a tablet pilot project.

Be it further resolved to recommend to bod to have paperless BOD meetings by the end of FALL 2014

Proposal was put forth to reduce printing costs and environmental impact of meetings through the use of tablets in meetings. Under the proposal, the Communications Office would be in charge of programming the tablets and ensuring that the tablet was only used to view agendas. They could also be used for outreach purposes, such as signing petitions. All uses would have to be approved at Board, although the tablets could possibly replace all organizational needs requiring paper. A number of tablets from a variety of manufacturers could be considered. Concerns were raised around the number of iPads available vs the number of meeting attendees, although the SFU senate simply provided them on a first come first serve basis. iPads would utilize notetaking software which could be emailed.

For those without tablets, agendas could be projected onto the wall, while those with laptops could access the documents from there. Some members expressed the concern around the necessity of such an expenditure. Labour, accessory, and programming costs would also be necessary in calculation of cost/benefit.

There was a support for a pilot programme to test out the feasibility of using tablets on a larger scale basis. Average university student had 2.4 devices. There was a desire to build the habit of a paperless meeting environment. Further, the communications office did request that an IT

strategy and IT policy be developed, allowing the society to use the iPads for various purposes. However, a pilot programme may increase workload on the office, particularly given the lack of IT specialization within the organization. Feasibility of workload limit was highlighted as a potential issue for the institution of any programme, pilot or otherwise.

A process has not yet been created to manage the workload piece. There was a desire not to introduce a project that had not yet been thought out at the procedural level. Further, limited information on the processes, programmes etc. hindered a number of members ability to make a decision on the matter, a point which was contested by other members. The Vice President University Relations also invited interested members with questions to approach themselves.

The pursuit of sustainability was in question, given the carbon emissions inherent in the manufacturing and transportation of tablets. The committee was reminded that the SFU Senate had access to a number of SFU resources to institutionalize tablet usage, which impacted labour costs.

There was a request to consider workflows and work processes with the Communications Office. There was a request that the committee consider the full breadth of processes necessary for staff to facilitate meetings.

Factors for Committee Research

- Possibility for outreach (petitions etc)
- Use for internal purposes (meetings etc.)
- Use for sustainability (carbon emissions from tablets vs paper)
- Financial efficiencies

The Board rejected a motion to completely ban the use of paper in the organization, however a shift to paperless meetings may still be possible.

POSTPONED TO NEXT FASC

5. Discussions

a. Working Group Assignment

POSTPONED TO NEXT FASC

6. Attachements

Budget for Website SFSS

Communications Office Budget Amendment Memo 090214

iPad Report

Tablet usage for SFSS Board and Committee Meetings Proposal

7. Adjournment 10:24am