

Call to Order – 9:00 am, April 2, 2015 | MBC 2294

1. Roll Call of Attendance

Committee Composition

Vice President Finance.....Adam Potvin
Executive OfficerDarwin Binesh
Executive Officer Zied Masmoudi (*late*)
Board of Directors Member Deepak Sharma
Board of Directors Member Shadnam Khan (*late*)
Councilor David Chapman (*late*)
Councilor Jesse Velay-Vitow
Student At-Large Barbara Szymczyk
Student At-Large

Society Staff

Executive Director..... Colleen Knox
Finance CoordinatorKurt Belliveau
Finance Coordinator Vanessa Kwong
Minute Taker Dion Chong

Guests

Regrets

2. Adoption of the Agenda

MOTION FASC 2015-04-02:01

Sharma

Be it resolved to adopt the agenda as presented.

4b was removed as the item was approved by Board.

CARRIED

3. Matters Arising from the Minutes

MOTION FASC 2015-04-02:02

Sharma

Be it resolved to approve the minutes of 2015-03-19

CARRIED

4. New Business

a. SURO—Student Wages to SU Grants

MOTION FASC 2015-04-02:04

Sharma

Be it resolved to approve a reallocation of \$1,500 from 911/12 student wages to 5000 G Student Union Grant

Student union grants have been exhausted and excess capacity within student wages could be used.

CARRIED

5. 2015/2016 Budgeting Presentations

The following is an overview of major points made within the budgeting presentations.

a. Out on Campus

- Graduate Student Society Contribution —16% of non-wage expenditures
- 2 Project Workers—PSN program developer and facilitator (discussions of homophobia and transphobia on campus, Trans and Gender Diversity project.
 - Executive Committee in the previous week has supported the continuation of the two aforementioned projects, along with support from the OOC Collective.
 - In the past year, work on the PSN went uninterrupted.
 - OOC Coordinator went on leave in 2014, at which time the TGD Project Worker transferred to fulfill the Replacement coordinator role. Funds related to the TGD PW position were transferred back to the unrestricted surplus in January.
 - Queer History Project worker was no longer interested in pursuing the project, and the project was no longer prioritized by Collective.

Chapman and Khan entered late.

Expenditures

- Advertising allows for The Peak ad for queer awareness week, button maker supplies
- Event posters and flyers for event specific and semesterly outreach.
- Printing costs—One of the end goals of the TGD project was a guide
- Water cooler for the lounge space
- Safer sex supplies—recent inventory provided accurate average use numbers. These include the following types of condoms: external and internal, insertive, non-lubricated, non-latex etc.
- Resources and books—cost of library database (cost shared with SFPIRG, WCTR), costs to keep resources up to date
- Canadian University Queer Services Conference attendance for two people. This year, conference would be occurring at Ryerson University

Programming—projects which directly service the membership, including education

- Clubs days—\$50 per clubs days for outreach supplies. Clubs days remains the most important source of volunteers and awareness building.
- Fall and spring open house—allows new and returning volunteers to enter the space and meet volunteers and staff
- Afterhour social—providing for safe social space for queer students.
- Volunteer training end of Sept, Jan, and May—skill sharing and meeting volunteers
- Facilitator fees—OOO provides a safer space and therefore expects volunteers to have such training. Includes funding for other training, such as peer support, consensus training, crisis management.
- Volunteer appreciation—recognizes the amount of work completed by volunteers
- Pride events— Entry fees for the parades in Vancouver, New West, Surrey, Queer Liberation and Celebration March.
- Queer History Month and TGDR supplies and programs

- Queer Awareness Week—Queer and Trans* friendly programming which changes year to year from what volunteers want to see
- PSN—8 workshops planned this year with an additional module added
- Queer Grad and Faculty Network—supporting their programming
- Collective Programming and Support—allows collective to decide on its own project based on their own interests that OOC has not yet budgeted for.
- Job description—JIBC collaborative conflict resolution course and one other TBD
- Annual retreat—provides accommodations for 3 days 2 nights for 20 volunteers.
 - Provides opportunity for full yearly planning, visioning, and yearly reflection
- Honoraria—shifted to programming line and zeroed out. Honoraria related to event would be pulled from the event specific programming line
- OOC supports Living Personal Truths bursary every year to people who have showed support for gender identity related programming and initiative.
 - OOC is supporting an endowment fund—supporting students who are engaging in activism in gender and sexuality issues, and honorarium. Once fund reaches \$20,000, the Living Personal Truths bursary would be self sustaining.

Reminder that OOC and WCTR both have targeted funding from each student, which would provide \$30,754 minimum for the next year for non-wage expenditures within each of these departments.

Out on Campus was requested a yearly budget lower than that requested for the previous year.
OOC Representatives left at 9:24pm

b. Food and Beverage Services

Commercial Services Committee has yet to review the document. FBS General Manager could not be presented. The Finance Coordinators presented on their behalf. Number from May through January were based on current year actual numbers.

Operating overhead

- major change this year was the zeroing of the entire accounting line. For the past 10 years, this has been \$26,040 which has been allocated from the Finance Office for accounting.
 - The Finance Office (department 10) budget had been increased to reflect the work related to FBS accounting.
- Second full year where FBS pays for its operating costs—cost per square foot is not received from the University until July.
 - This would greatly increase the FBS deficit in year-to-year comparisons
- Concern was raised around the inconsistency in cost allocation. Operating costs were allocated to FBS yet not to the Copy Centre, another revenue generating department. Further, the Society was allocating building costs to these departments yet was withdrawing management (Executive Director) and accounting (Finance Office) costs. It was recommended that FASC make a firm decision on how these allocations would proceed into the future and establish a moratorium to avoid changes for the foreseeable future.
 - It was expressed that operating costs were set, whereas time spent on accounting for individual departments could vary greatly.

- In 2000, a new FBS General Manager had a bonus structure within the project based upon deficit reduction targets. They argued that a large number of costs (finance, insurance etc.) should be removed from their department which visibly reduced the deficit despite consistent loss.
 - The previous Search Committee had a significant discussion around the salary model. Given scope of FBS, the search company recommended a base salary structure as opposed to a low salary with bonus structure
- It was felt that members would have the greater amount of clarity when reviewing the departmental budgets if the costs for the work completed by the department was allocated to the department in its entirety, particularly since departments service the entire society.
 - The percentage allocation was arbitrary and could change significantly. Monthly journal entries also have an impact in time and cost.
- Four major changes—expecting increases to sales in Higher Grounds, Ladle, and Catering. Sales prices are planned to increase (based on increasing food costs), taking into account disgruntled customers arising from the increased prices.
 - Gross margin for alcohol continues to remain good. Gross margin for food is problematic. The General Manager would be reviewing this in the coming year
 - Management wages—drop is based on Management being allocated back to the Executive Director department.
 - Staff wage decrease—based upon the number of student staff leaving by end of semester, and new staff entering lower wage rate under the new CA. Could be even further decreases.

90% of advertising is within FBS space. In the future, this may be allocated entirely into the FBS department.

Masmoudi entered 9:44am

Event Night Security is net of what clubs/Student Unions/external pay.

c. Copy Centre

No significant change within the budget

- Some savings from capital—software did not need to be purchased in the current year.
- Increased costs for hard cover binding as a result of increasing prices from American supplier. Sales price has increased accordingly
- Annual increase in paper (generally 3x per year)—due to US or Canadian industry issues (limited number of mills) as well as currency exchange. Many companies buy Asian paper, which does not have consistent quality and sizing.
- Student employee hours—no change
- Top up wages are standard based on elections or other costs from time to time.
- Advertising—Copy Centre now has advertising space within the Residence Hall Association newsletter. Printing of the newsletter is rung as an expense.
 - Concern was raised that the Society was providing a service as an expense without revenue incoming, other than some advertising space.
 - Costs of printing the newsletter may not be the same cost as the banner ad. Which may be an issue in accounting.

- RHA does all of its printing for the going rate, such as posters for events, large plotter posters etc. As such, this is treated by the Copy Centre as both advertising opportunity and investment in client relations.
- No lease costs nor monthly payments for the hallway copiers and office printers aside from service costs
- Supplies—general for plotter, as costs of all supplies are bought. Society has a markup on the plotter and this service is well used by the membership
 - There was a desire to see revenue of plotter versus supplies purchased
- Major increase in student printing, as a result of residence printing programme issues and SFU Document Solutions refusing smaller print jobs.
- It was recommended that the Society perform an evaluation on the Copy Centre, as an increase in hours may be necessary to offset workload and to cover for vacations—currently the Copy Centre closes entirely where the Coordinator is on vacation.
- Spring semester is generally the busiest for the Copy Centre. Fall, students are still finding their way.
- Many students use the service, even if costs are not significant. They also appreciate the support and assistance of the staff.

d. General Office

- General Office was a centre on student involvement, fulfilling the SFSS' role as the purveyor of club support on campus.
- Fall and Spring, 57 hours of total student hour time per week, summer—49 hours total per week.
- Majority of General Office budget is similar aside from three major asks.
 - New Coordinator
 - SFSS has never supported a dedicated clubs Coordinator, although it supports a dedicated Student Union Organiser. General Office Coordinators perform a range of other work on top of supporting clubs
 - Undergraduate headcount has increase dramatically over the past 15 years. Clubs budget, registration, activity, grant request has increased dramatically, but no staffing increase over the past 15 years. The desire was for two dedicated Clubs Coordinators to provide adequate service to the membership.
 - This would require a new Coordinator, who could be responsible for handling GO administrative tasks, event coordination and resources, building lease and client and administration, some IT role, executive director assistance etc.
 - The new position was temporarily housed with the GO, but this was subject to change based on the will of the Board.
 - The position has been budgeted to beginning in September, which would provide the next board and management with sufficient time to review the opportunity.
 - 4000 Clubs Budget increase
 - Targeted funding already provides for \$107,640.

- \$92,360 is requested as discretionary funds, which would provide significantly more latitude to the Coordinators in funding opportunities, as well as sufficiently supporting clubs.
- Council has voiced a significant support for both club and student union grants, with particular recognition of
- Capital Request—database for \$10,560
 - Services both clubs and student unions
 - In the past year, the database has been enhanced greatly, including auto-renewal.
 - The next phase includes online room booking (with integration with grant requests to prepopulate fields), online grant requesting including prompts for information and embedded information sheets, online vending payment.

6. Attachments

7. Adjournment

DC /CUPE 3338