

Call to Order – 9:14 am, April 9, 2015 | MBC 2294

1. Roll Call of Attendance

Committee Composition

Vice President Finance.....Adam Potvin
Executive OfficerDarwin Binesh
Executive Officer Zied Masmoudi
Board of Directors Member Deepak Sharma
Board of Directors Member Shadnam Khan
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

Council Chair/Incoming Vice President External Relations Kathleen Yang
Chief Electoral Officer..... Oscar Sanchez

Absent

Councilor David Chapman

2. Adoption of the Agenda

MOTION FASC 2015-04-09:01

Szymczyk

Be it resolved to adopt the agenda as presented.

Communications Reallocation motion added

CARRIED AS AMENDED

3. Matters Arising from the Minutes

MOTION FASC 2015-04-09:02

Szymczyk

Be it resolved to approve the minutes of 2015-04-02

CARRIED

4. New Business

a. Reallocation—Communications Job Development to Telephone and Copies/Printing

MOTION FASC 2015-04-09:04

Sharma

Be it resolved to approve the reallocation of \$1400 from 797/17 job development to the following line items:

705/17 Telephone—\$400

715/17 Copies/Printing—\$1400

Printing absorbs costs related to increased BOD, Council and Committee activity.
Telephone overrun comes as a result of three telephone lines, one of which would be transferred to the CRP Office in the next fiscal year.
\$1000 has been budgeted in capital expenditures for 1516 to purchase a higher quality projector.

CARRIED

5. 2015/2016 Budgeting Presentations

a. Communications Office—Kwong

The budget are based upon verbal notes from the previous Communications Coordinator and historical carryover.

- Wages are based on collective agreements, with overtime based on historical usage
 - MT hours are set at 28 hours per week, with no change from 1415.
 - An increase was requested in social media hours from 12 to 24, based on increased videography work which has impacted social media capacity within the office.
- Advertising—maintained largely from previous year, including costs for general swag. Event-specific swag will continue to be built into event budgets.
- Telephone will move from three to two based on separation of CRP Office.
- Copies/Printing—additional printing based on usage in the current year.
- Office supplies includes software purchases
- Subscriptions are based on necessary software and service subscriptions, with no changes.
- Resources/Books are nominal amounts
- Job development decreased significantly, allotting for one course per semester for any member of the Resource Office.
 - Nominal amount provides for flexibility. The future Communications Coordinator could request additions to FASC as necessary.
 - Obligation of the employer to provide as per the Collective Agreement.
- Resource/Tech support is based on web support and technical support for Macs. Both are contract bound
- Membership engagement has been zeroed out—originally events were organized out of the department until such time that the Board took over such activities.

The CRP Coordinator was housed in Department 17 in the past year. They were being shifted to Department 18 as of fiscal 1516.

b. Independent Electoral Commission—Sanchez

The CEO projected costs for the department over the course of the year, anticipating the possibility of referendum questions from both the Board and from the membership. Fall semester was based on previous CEO's budget, while the Spring budget was based on the work done for the 2015 General Elections and a desire to enhance the capacity of the office.

- If approved by Board, the budgeting for summer stipends would allow the CEO to handle elections work that could not be reasonably completed during an election period,

including policy improvements, area job descriptions, training materials, and collaborations.

- Without remuneration, the entirety of the IEC typically leaves after any election or referendum period, thus leaving each subsequent IEC to start from scratch. The current CEO has had two predecessors within the calendar year
- This work would have the value of improving the department and enhancing voter turnout
- It was expressed that the workflow would be best if the current Board approved the CEO to work over the summer term
- Advertising is based on policy requirements to use The Peak.
- Campaign expenditures are low in the fall, and high in the spring, accounting for full usage by 45 candidates and 4 referendum campaigns.
 - At one point during the 2015 General Elections, there were 3 referendum campaigns and 43 candidates.
 - 17 candidates used \$45 of \$50 limit. The CEO sought to budget based on full use to avoid financial issues in administering the elections.

Support was expressed for the increased budget for the IEC, as the CEO is asked to serve for a yearly term and has to hold two election periods. The remuneration provided would be in line with the remuneration provided to the Board for work done for the Society. Given turnover in the past number of years, it may be valuable for a longer-term CEO to be present with a long term vision.

It was incumbent on the Board to ensure that a CEO applicant is aware of the length of the term.

The board was reminded that hours carry for the year, and that a particularly contentious referendum could use up any excess capacity or overbudgeted hours within the department.

c. Advocacy—Binesh

The proposal was doubled from previous budget, based upon trends from the past two years.

- Volunteer recruitment and retention—ensures that members are prepared with the skills to advocate on behalf of the student body. Also provides appreciation for the work done by volunteers to enhance Society advocacy.
 - Major reason why ADV was ‘piggybacking’ on other campaigns over the past year was because the majority of the campaigns were largely being run by the members of the committee, without further volunteer support. The hope was that such funding would draw in prospective and current advocates to work with the committee on a longer-term basis.
 - Volunteer appreciation typically in an uncomfortable topic for volunteers to discuss, and budgeting for this would allow for volunteers to be recognized for their work. This was not dissimilar to practices within OOC and WCTR.
 - While volunteer recruitment and retention continues to be a major issue across the Society, it was felt that the individual departments affected should budget independently until the organization had the resources to centralize recruitment.
- Travel and Conference—Increased to account for underbudgeting for a number of travel costs in the current year.

- Includes per diems, as well as travel expenses relating to meetings with politicians.
- In the past year, included travel to Washington DC for OpenCon, and multiple sessions of Lobby Days
- Catering and printing are both constantly expensed by the various campaigns operated by the committee.
 - Banners for campaigns etc.
- Lobby training costs were as provided by the CRP Coordinator. Same amount as approved from the previous year.
 - Single workshop—Requires a fully accredited facilitator to travel. Could be offered to the entire student body.
 - Opportunities existed to share costs with other student unions
 - Elections Canada is running a pilot project at SFU for voter registration and voting at the university, which was an opportunity for ADV.
- Facilities cost—SFU costs are substantial, and invoices are received late.
- Collaboration with other campaigns—typically supports other student advocates and split costs for campaigns.
- Shirts are specifically for Advocacy Committee.
- Prizes are for contest
- Campaign specific costs include unanticipated campaigns, such as the National energy Board hearing and Sex Week in the current year.

The Vice President External Relations provided an overview of projects completed by the ADV over the past semester.

It was felt that advocacy was the greatest function of the Board, as supported by Council. Nearly all candidates from the general elections expressed support for the advocacy function of the organization. ADV further provided an opportunity to separate governance from operations by providing the Board with a direct link to engage with the membership and draw interest on issues of interest.

The next executive will need to make strategic decisions, such as a centralized pool of volunteer recruitment funds or prioritization of financing a IT infrastructure.

The incoming Vice President External Relations expressed that they provided input to the budget.

d. Board of Directors

Debate ensued over the amount to allot to the Events and Promotions Committee line item, as no budget proposal was received and the Vice President Student Life position was vacant.

- Concern was expressed that the committee was working beyond its mandate in the current year. EPCOM was mandated to host and manage events on behalf of the board, as opposed to supporting non-SFSS events arbitrarily.
 - The Committee did not use more than \$10,000 until the final semester when it started granting funds to external events
 - Clubs were being formed for one-off events without any intention of ongoing activity. Policy should be reviewed in governing how clubs are created, as well as policies on external funding.

- Committee members desired for all events to break even, thus contributing to the fairly stable finances. It was felt that it would be valuable to the Society to have low to no cost events for the membership.
- FASC was reminded that the committee had significant value to the Society, such as decreasing pub deficit and drawing in volunteers.
- The incoming Vice President Student Life was in favour of supporting external groups whose interests aligned with the Society.

A policy was in place at the beginning of the year requiring the Society to retain a certain percentage of funds as a transfer to the members' equity, which was necessary to meet SFSS obligations in the event of a society wind down. The policy was amended during summer 2014 for more accuracy, which released funds into the unrestricted surplus. However, upon further review, it was found that the terminology within the policy was problematic and that the SFSS had yet to reach the auditor recommended threshold. However, as the funds had already been released and the Board was halfway through their term, the decision was made not to restrict the funds at that point.

The Board was reminded that the SFSS was unique in having access to a consistent source of funding, unlike many non-profit organizations. As such, the organization did not have to spend all of its funds, and should endeavor to justify each dollar spent.

A director expressed that the optimal unrestricted surplus was \$50,000, particularly considering the various unexpected costs that arise over the course of the year. There was a desire to provide the next board with a larger unrestricted surplus which provides the organization with greater flexibility in prioritization.

However, the budget has significantly more room compared to the current year—even though the unrestricted surplus was not as high as desired, there was a significant opportunity for reallocation.

Continued review of the budget:

- Council stipends—based on 35 councilors meeting biweekly, which allows for an extremely active Council.
 - If the Council passes the amendment for the chairperson, Honorarium or stipends would be impacted depending on internal or external chair.
- No negotiating committee necessary
- Management consultant includes \$20,000 for general labour issues—based on the high end of average—with the remainder for the executive search firm costs.
- Conference/Lobbying would remain separate from the advocacy travel and conferencing line item
- Board retreat/orientation—Executive Director and President would be meeting with next executive this afternoon to discuss orientation plan.
 - An anti-bullying/harassment workshop as per an outstanding grievance
 - Roberts rules workshop
- Honorariums will be increased significantly—in the past year, an external chair was only used for Board for a semester. External chair funding was made available to ensure that the Board had such an option.
- Shop steward wages and student staff meeting is based on collective agreement obligations

- Council—orientation would be absorbed within the Council line item.
 - Some councilors expressed desire to have some funding for direct outreach.
 - The Student Union Organiser would be consulted on the line item.
- Legal aid clinic funding was based on General Office recommendations
- Club days budget increased
- Large-scale event —highly volatile based on the event. \$20,000 is the budgeted net loss based on the same scale of event from the past two years.
- Bursary contribution—reduced from \$22,000 to \$16,000 (as minimum contribution), as every dollar is matched by the government only until \$10,000.
- Annual General Meeting budget includes funds for a Special General Meeting.

Discussion on hiring

- Management should have the opportunity to conduct a review of organizational staff, positions, and needs, rather than budgeting for new staff positions at present.
 - At present, the budget included the following: 2/3rds of a 35 hour position in the General Office, 12 hour increase for the social media assistant, HR manager position within the Executive Director department. It was recommended that the organization prioritize the latter.
 - Concern continues around duplication of work of club and student union management—those should be considered through the new ED.
- There were a number of slight changes to student hours in various departments, including Communications, Student Union Resource Office, General Office.
- Collective Agreement governs minimum hours for all staff, as well as maximum hours for Designated Assistants and Student Staff. Anything between is at the discretion of FASC. Departments requests for additional hours must be decided based on organizational priority and capacity of the office to handle the work requested by the Board.

MEETING EXTENDED BY 30 MINUTES

A director expressed that the budget had enough capacity that budget decreases to the unrestricted surplus would not be difficult to achieve, and that by the end of summer, the Board would know where cuts were possible. These areas included

- Council stipends, should there be fewer meetings and councilors present over the summer
- External chair if not used
- Reduced deficit in revenue generating departments
- Executive and non-executive stipends when not used fully
- Various wage line items with positions are not hired

By end of summer, there would be a significant capacity for changes to the budget. Midyear review in October also provides an opportunity to review the budget and addressing issues. The finance office and the Vice President Finance are responsible for this work.

It was felt that \$50,000 was the ideal unrestricted, but the next Vice President Finance could review the budget and find efficiencies.

If the goal was for more careful expenditures, it was felt that allocating funds to departments was the best way to do so, as requests for budget increases would also have to be accompanied by way of example that another department does not require the funds. Further, it was felt that the additional funds within the unrestricted surplus would only be needed if board members had knowledge of an impending cost that would have to be budgeted for. All potential hires have been presented to FASC and would be reviewed by the Executive Director.

It was expressed that the budget reflects all departmental and council needs (requests for club and student union grant funding increases) being met, thus avoiding budget increases throughout the remainder of the year. Many of the budget increases requested and incurred throughout the current fiscal year have been built into the budget for fiscal 1516 and would not be necessary in the coming year.

The work that had ensued by the Vice President Finance, Finance Office, and all departments was recognized by the committee.

Concern was raised that the budget presumes that the incoming BOD would be sharing the same strategic direction as the current Board, and that matters such as the membership database and IT was not budgeted for. It was raised that the next BOD has complete freedom to change the budget as necessary, and that the Executive Committee should have to opportunity to direct the Executive Director to prioritize matters as they saw fit, including prioritization of IT infrastructure.

6. Attachments

7. Adjournment 11:02am

DC /CUPE 3338

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 #)

SIMON FRASER STUDENT SOCIETY
Resource Office - Dept 17
Statement Of Wages And Expenditures
For The 12 Months Ended April 30, 2015
 Draft Statement Only - Unaudited

	CURRENT MONTH	YTD ACTUAL	YTD BUDGET	YTD DIFF	ANNUAL BUDGET	BUDGET REMAINING
Coordinator Wages	0	88,347	95,101	6,754	95,101	6,754
Top Up / Overtime Wages	0	1,360	2,464	1,104	2,464	1,104
Minute Taker / Social Media Wa	0	27,985	32,971	4,986	32,971	4,986
CPP/EI/WCB	0	8,425	10,120	1,695	10,120	1,695
Other Benefits	0	4,847	5,930	1,083	5,930	1,083
Health Benefits	390	4,449	4,486	37	4,486	37
WAGES & BENEFITS	390	135,413	151,072	15,659	151,072	15,659
Advertising	0	8,650	10,236	1,586	10,236	1,586
Telephone	0	985	756	(229)	756	(229)
Copies/Printing	0	1,635	1,000	(635)	1,000	(635)
Office Supplies/Expenses	0	1,640	1,850	210	1,850	210
Subscriptions	0	4,830	6,264	1,434	6,264	1,434
Resources/Books	0	160	200	40	200	40
Job Development	0	5,676	11,749	6,073	11,749	6,073
Web Site And Tech Support	0	10,502	11,400	898	11,400	898
EXPENDITURES	0	34,077	43,455	9,378	43,455	9,378
TOTAL WAGES/EXPENDITURE	390	169,491	194,527	25,036	194,527	25,036

Reviewed By: _____ Date: _____

Coordinators Name: (printed) Daenens & Cassidy

Notes:
 (Include action item if necessary)

3240 - 18 x 31 PER MONTH x 12 = \$ 372
 4540 - 17 x 31 PER MONTH x 12 = \$ 372
 6565 - 17 x 31 PER MONTH x 12 = \$ 372

$$\$ 1116 (756) = \$ 360 = \$ 400$$
 FOR \$ 40 IN LD.

VP Finance Approval: _____ Date: _____

VP Finance Name: (printed) Adam Potvin \$ 1000

\$1400 FROM 797-17 TO 705-17 \$ 400
 715-17 \$ 1000 \$ 1400