

## 1. CALL TO ORDER

Call to Order – 10:42 AM

## 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

### 3.1 Board Composition

President ( <i>Chair</i> ).....	Jaskarn Randhawa
VP External Relations .....	Jasdeep Gill
VP Finance .....	Matthew Chow
VP Student Services .....	Samer Rihani
VP Student Life.....	Tawanda Masawi
VP University Relations .....	Jackson Freedman
At-Large Representative .....	Mohammed Ali
At-Large Representative .....	Wareez Ola Giwa
Faculty Representative (Applied Sciences) .....	Kia Mirsalehi
Faculty Representative (Arts & Social Sciences) .....	Kailyn Ng
Faculty Representative (Business).....	Jessica Nguyen
Faculty Representative (Communications, Art, & Technology) .....	Amrita Mohar
Faculty Representative (Education) .....	Cameron Nakatsu
Faculty Representative (Environment) .....	Russell Dunsford
Faculty Representative (Health Sciences) .....	Christina Loutsik
Faculty Representative (Science) .....	Natasha Birdi

### 3.2 Society Staff

Chief Executive Officer .....	Martin Wyant
Campaign, Research, and Policy Coordinator .....	Pierre Cassidy
Administrative Assistant .....	Zoya Nari

### 3.3 Guests

The Peak News Editor Assistant .....	Zach Siddiqui
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## 4. ADOPTION OF THE AGENDA

### 4.1 MOTION BOD 2018-07-06:01

**Mohammed/Natasha**

*Be it resolved to adopt the agenda as amended.*

- To add under Discussion: 7.1 Date Structure, 7.4 Catering Committee
- To add under In-Camera: 8.3 Space

**CARRIED AS AMENDED**

## 5. MATTERS ARISING FROM THE MINUTES

### 5.1 MOTION BOD 2018-07-06:02

**Samer/Kailyn**

*Be it resolved to receive and file the following minutes:*

- Board of Directors 2018-06-22.pdf
- Executive Committee 2018-06-18.pdf

**CARRIED**

## 6. NEW BUSINESS

### 6.1 Fall Kick-Off – MOTION BOD 2018-07-06:03

**Matthew/Tawanda**

*Whereas SFSS is provided with sponsorship for Fall Kick-Off 2018;*

*Whereas the SFSS will absorb the deficit given the proposed ticket structure;*

*Be it resolved to approve the budgeted total spending amount of \$143,746.77 by Tawanda Masawi, VP Student-Life, with \$15,000 coming from line item 816/20 and the remaining amount pending re-allocation.*

**NOT CARRIED**

- It is noted that 2600+ tickets were sold in the previous year; hence, it is hopeful that about the same amount of tickets will be sold this year
- Abstentions: Jasdeep Gill and Natasha Birdi

#### 6.1.1. MOTION BOD 2018-07-06:04

**Amrita/Mohammed**

*Be it resolved to call the question.*

**CARRIED**

### 6.2 Board Committee Structure – MOTION BOD 2018-07-06:05

**Jackson/Matthew**

*Be it resolved to amend GP-7 and the committee terms of reference as attached.*

**CARRIED**

- Refer to the attachment
- The changes will have some implications on the committees, with the Advocacy committee to focus on federal and provincial issues
- To add at-large members to SFU committees to increase fluidity of decisions between the membership and the University

## 7. DISCUSSION ITEMS

### 7.1 Date Structure

- Email trails between SFU and Fall Kick-Off leads have led to the date to be September 20<sup>th</sup>, 2018
  - Currently waiting for further details and approval of certain aspects of the agreement
- SFU is not allowing the event to be on Friday, September 21<sup>st</sup>, 2018, instead they are requesting for Friday, September 14<sup>th</sup>

- Concerns:
  - UBC is hosting an event on that day, which may lead to a low turnout
  - May conflict with Clubs Day and interfere with the logistics of the event
- VP Student Life suggests of possibly hosting the event off-campus if SFU continues to establish limitations on the requested dates
  - Multiple locations have been considered, however, responses are still pending
  - Hosting the event off-campus may have some liabilities the Society is not prepared for

## **7.2 Ticket Structure**

- Considering how much money should be invested into the event in order to identify how many tickets can be sold and how much they will go for without disrupting funding for other events/committee activities for the remainder of the fiscal year
  - May need to consider sponsorships for funding

## **7.3 Brand Guide**

- Current print lines have been developed, however, there are some gaps in the guidelines
- Suggestions:
  - To create some legal language around branding for Clubs, DSUs, SUs, and Constituency Groups
- A proposal to be created regarding changes to the guidelines
  - To be further discussed at the Governance Committee meetings

## **7.4 Catering Committee**

- Next steps:
  - To develop guidelines
  - Increase membership involvement in catering options
- A request for Board members to be involved in the committee
- There has been some confusion about the catering requests as different SFU catering groups have been contacting Board members

# **8. IN-CAMERA**

## **8.1 MOTION BOD 2018-07-06:06**

**Samer/Wareez**

*Be it resolved to go in-camera for the remainder of the meeting.*

**CARRIED**

## **8.2 Development**

## **8.3 Space**

# **9. EX-CAMERA**

## **9.1 MOTION BOD 2018-07-06:07**

**Samer/Wareez**

*Be it resolved to go ex-camera.*

**CARRIED**

## 10. ATTACHMENTS

- Kick-Off 2018 Estimated Budget (July 4th) Final Copy.xlsx.pdf
- 2018-06-13 Board, Committee Structure (1).pdf

## 11. ADJOURNMENT

**MOTION BOD 2018-07-06:08**

**Russell/Tawanda**

*Be it resolved to adjourn the meeting at 12:59PM.*

**CARRIED**

## GP-7: BOARD COMMITTEE STRUCTURE

*POLICY TYPE: GOVERNANCE PROCESS POLICIES*  
*POLICY TITLE: BOARD COMMITTEE STRUCTURE*  
*POLICY REFERENCE NUMBER: GP-7*

**Adopted: September 18, 2015**  
**Next Scheduled Revision: November 2018**  
**Previous Revisions: June 19, 2017**

A committee is a Board Committee only if its existence and charge come from the Board, regardless of whether Board members sit on the committee. Standing committees exist in perpetuity; ad-hoc committees cease to exist as soon as their task is complete. Each Board committee needs to develop terms of reference and have those terms of reference approved by the Board.

Upon the adoption of these Board Policies, the following standing committees are considered established:

1. Nominating Committee
  - a. The Nominating Committee will focus on the appointment of at-large members to Board Committees.
2. Governance Committee
  - a. The Governance Committee will focus on the SFSS Board Policies
3. Finance and Audit Committee
  - a. The Finance and Audit Committee will focus on the financial condition of the Society.
4. Executive Committee
  - a. The Executive Committee will focus on supporting the Board should it be unable to meet in a timely manner.
5. Federal, Provincial, and Municipal Advocacy and Lobbying Committee
  - a. The Federal, Provincial, and Municipal Advocacy Committee will focus on non-University advocacy and lobbying campaigns.
6. University Advocacy and Lobbying Committee
  - a. The University Advocacy and Lobbying Committee will focus on University advocacy and lobbying campaigns.
7. Events Committee
  - a. The Events Committee will focus on the proposal of, and reporting on, events.

8. Surrey Campus Committee
  - a. The Surrey Campus Committee will focus on issues affecting the undergraduate student experience at the Surrey Campus.
9. Vancouver Campus Committee
  - a. The Vancouver Campus Committee will focus on issues affecting the undergraduate student experience at the Vancouver Campus.
10. Accessibility Fund Committee
  - a. The Accessibility Fund Committee will focus on issues affecting the experience of undergraduate students with disabilities and Accessibility Grant applications.

## GOVERNANCE COMMITTEE

### Name and Type

**Name:** Governance Standing Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors aimed at strengthening its governance processes and capacity.

### Membership

- Voting members
  - President (ex-officio)
  - 1 executive board member (Chair) as designated by the Board
  - at least 2 and up to 4 Board members in addition to the Chair
- Non-voting ex-officio members
  - Chief Executive Officer
  - Campaigns, Research, and Policy Coordinator

The Board shall appoint the Chair of the committee.

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- SFSS Constitution, Bylaws, and Board Policies,
- committee terms of reference,
- governance processes, including:
  - the roles and responsibilities of the Board,
  - duties and responsibilities of directors and officers,
  - conflict of interest procedures,
  - procedures for the removal or directors,
  - Board and committee training,
  - Board and candidate orientation, and

- Board and Board member performance review,
- legislative changes that impact the activities of the SFSS, and
- Board calendar, including:
  - meeting times,
  - Board retreat,
  - Board evaluation time,
  - Monitoring report schedule.

## Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

The members of the committee should be familiar with the following:

- SFSS Constitution
- SFSS Bylaws
- SFSS Board Policies
- SFSS Strategic Plan
- Society Act of British Columbia



## FINANCE AND AUDIT COMMITTEE

### Name and Type

**Name:** Finance and Audit Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors regarding its financial and audit functions of the Society on behalf of Board.

### Membership

- Voting members
  - President (ex-officio)
  - VP Finance (Chair) or another director as designated by the Board
  - at least 2 and up to 4 Board members in addition to the Chair
- Non-voting ex-officio members
  - Chief Executive Officer
  - Financial Coordinator

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- the audit of the Society, including:
  - the appointment of the external auditor,
  - the annual financial statements, and
  - the auditor's unobstructed access to information and personnel, and
- the finances of the Society, including:
  - the annual budgets that are developed and presented to the Board,
  - the review and presentation of semesterly financial statements to the Board, and
  - the production of regular monitoring reports by the CEO, which are to be presented to the Board.

## Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure
- EL-3: Financial Condition and Activities
- EL-4: Financial Planning and Budgeting
- EL-5: Asset Protection
- GP-9: Annual Planning

## FEDERAL, PROVINCIAL, AND MUNICIPAL ADVOCACY AND LOBBYING COMMITTEE

### Name and Type

**Name:** Federal, Provincial, and Municipal Advocacy and Provincial Lobbying Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors regarding provincial and municipal advocacy and lobbying campaigns and member facing student information campaigns.

### Membership

- Voting members
  - President (*ex-officio*)
  - VP External (Chair) or another director as designated by the Board
  - at least 2 and up to 4 Board members in addition to the Chair
  - up to 6 at-large members
- Non-voting *ex-officio* members
  - Chief Executive Officer
  - Campaigns, Research, and Policy Coordinator

The Board shall appoint the Chair of the committee.

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- advocacy and lobbying campaigns directed towards the provincial and municipal governments,
- information campaigns directed towards the Society membership regarding provincial and municipal governments,
- plans for the implementation of accepted proposals, including:
  - a budget,
  - resource requirements,

- staffing requirements, and
  - timelines,
- summary reports on the progress of campaigns which include:
  - spending actuals, and
  - campaign highlights.

## Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure

## UNIVERSITY ADVOCACY AND LOBBYING COMMITTEE

### Name and Type

**Name:** University Advocacy and Lobbying Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors regarding University advocacy and lobbying campaigns and member facing student information campaigns.

### Membership

- Voting members
  - President (ex-officio)
  - VP University (Chair) or another director as designated by the Board
  - at least 2 and up to 4 Board members in addition to the Chair
  - up to 6 at-large members
- Non-voting ex-officio members
  - All student representatives sitting on the University Board of Governors or Senate
  - Chief Executive Officer
  - Campaigns, Research, and Policy Coordinator

The Board shall appoint the Chair of the committee.

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- advocacy and lobbying campaigns directed towards the University,
- information campaigns directed towards the Society membership regarding the University,
- plans for the implementation of accepted proposals, including:
  - a budget,
  - resource requirements,
  - staffing requirements, and

- timelines,
- summary reports on the progress of campaigns which include:
  - spending actuals,
  - campaign highlights, and
- coordinate campaigns with student senators and student governors.

## Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- SFSS Constitution
- SFSS Bylaws
- SFSS Board Policies (Ends-1 policy)
- SFSS Strategic Plan
- Society Act of British Columbia

## EVENTS COMMITTEE

### Name and Type

**Name:** Events Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors on SFSS events.

### Membership

- Voting members
  - President (ex-officio)
  - VP Student Life (Chair) or another director as designated by the Board
  - at least 2 and up to 4 Board members in addition to the Chair
  - up to 6 at-large members
- Non-voting ex-officio members
  - Chief Executive Officer
  - Communications Coordinator

The Board shall appoint the Chair of the committee.

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to event:

- proposals, including:
  - a budget,
  - timeline,
  - event schedule,
  - engagement opportunities,
  - staffing requirements, and
  - resource requirements,
- progress, and
- final reports on the event, including:

- financial actuals,
- engagement results,
- participation levels, and
- a recommendation on whether or not to host similar events in the future.

## Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure





## SURREY CAMPUS COMMITTEE

### Name and Type

**Name:** Surrey Campus Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors regarding the all aspects of the undergraduate experience at the Surrey campus.

### Membership

- Voting members
  - President (ex-officio)
  - 1 Board member (Chair)
  - at least 2 and up to 4 Board member in addition to the Chair
  - up to 6 at-large members taking at least one of their courses at the Surrey campus
- Non-voting ex-officio members
  - Staff

The Board shall appoint its Chair by majority vote.

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- engagement initiatives and results,
- community building events at the Surrey campus, and
- other initiatives addressing the pillars of the student experience as defined in the SFSS Board Ends Policies.

### Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure

## VANCOUVER CAMPUS COMMITTEE

### Name and Type

**Name:** Vancouver Campus Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors regarding the all aspects of the undergraduate experience at the Vancouver campus.

### Membership

- Voting members
  - President (ex-officio)
  - 1 Board member (Chair)
  - at least 2 and up to 4 Board member in addition to the Chair
  - up to 6 at-large members taking at least one of their courses at the Surrey campus
- Non-voting ex-officio members
  - Staff

The committee shall appoint its Chair by majority vote.

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- engagement initiatives and results,
- community building events at the Vancouver campus, and
- other initiatives addressing the pillars of the student experience as defined in the SFSS Board Ends Policies.

### Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure

## ACCESSIBILITY FUND COMMITTEE

### Name and Type

**Name:** Accessibility Fund Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to Board regarding the needs of, and supports available to, students with disabilities, as well as Accessibility Grant applications.

- ‘Disability’ is defined as long-term or episodic physical, mental, intellectual, sensory or communication needs, visible or invisible, which in interaction with barriers may hinder a person's full and effective participation in society on an equal basis with others.
- ‘Barriers’ are defined as attitudinal, environmental, and organizational structures and practices that prevent a student with a disability from participating in activities, accessing services, and being accepted by others, as much as students without disabilities.
- ‘Accessibility’ is defined as countering and eliminating barriers by providing specific accommodations; changing attitudes, environments, structures and processes; and implementing practices of universal design.

### Membership

- Voting members
  - President (ex-officio)
  - VP Student Services (Chair) or another director as designated by the Board
  - at least 2 and up to 4 Board members in addition to the Chair
  - up to 2 at-large members
- Non-voting ex-officio members
  - Chief Executive Officer

The committee shall appoint its Chair by majority vote.

## Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to

- Accessibility Grant applications seeking the following:
  - improving the accessibility to Society resources and initiatives, and
  - improving the experience of undergraduate students with disabilities,
- engagement with the community of members with disabilities, and
- engagement with SFU regarding the supports made available to students with disabilities.

## Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure
- EL-3: Financial Condition and Activities
- EL-4: Financial Planning and Budgeting
- EL-5: Asset Protection
- GP-9: Annual Planning

SFSS Fall Kick-Off Budget

Event Date

Participants	Projected
Attendees	2000
Board of Directors	16
Volunteers	100
OC	7
<b>Total</b>	<b>2123</b>

Revenue	Revenue Per Person			Subtotal	GST	PST	Total	Notes
	Units	Unit Price	Projected					
<b>1 Ticket Sales</b>	<b>2000</b>		<b>45.69</b>	<b>97,000.00</b>			<b>97,000.00</b>	9:1 ratio of SFU Students to Non-SFU students
Early Bird Ticket Sales	200	35.00	3.30	7,000.00	0.00	0.00	7,000.00	10% of ticket sales
Tier 1	600	45.00	12.72	27,000.00	0.00	0.00	27,000.00	30% of Ticket Sale
Tier 2	1000	50.00	23.55	50,000.00	0.00	0.00	50,000.00	50% of Ticket Sale
NON-SFU	200	65.00	6.12	13,000.00	0.00	0.00	13,000.00	10% of ticket sales
<b>2 Internal Sponsorship</b>			<b>4.71</b>	<b>10,000.00</b>			<b>10,000.00</b>	10% of ticket sales
Simon Fraser University Sponsorship				10,000.00	0.00	0.00	10,000.00	
<b>3 External Sponsorship</b>			<b>4.71</b>	<b>10,000.00</b>			<b>10,000.00</b>	
Gold Level	1	5000.00	2.36	5,000.00	0.00	0.00	5,000.00	60%
Silver Level	1	2000.00	0.94	2,000.00	0.00	0.00	2,000.00	90%
Bronze Level	3	1000.00	1.41	3,000.00	0.00	0.00	3,000.00	70%
<b>TOTAL REVENUE</b>			<b>55.11</b>	<b>117,000.00</b>			<b>117,000.00</b>	

Sponsorship Probability - the Director of CR is currently in prospecting stage

Variable Expenses	Cost Per Person			Total Cost	GST	PST	Total	Notes
	Units	Unit Price	Projected					
<b>1 Volunteer</b>	<b>185</b>		<b>0.47</b>	<b>1,000.00</b>	<b>50.00</b>	<b>70.00</b>	<b>1,120.00</b>	
Food			0.24	500.00	25.00	35.00	560.00	
Equipment			0.12	250.00	12.50	17.50	280.00	
Supplies			0.12	250.00	12.50	17.50	280.00	
<b>TOTAL VARIABLE EXPENSES</b>			<b>55.58</b>	<b>1,000.00</b>	<b>50.00</b>	<b>70.00</b>	<b>1,120.00</b>	

Fixed Expenses	Cost Per Person			Total Cost	GST	PST	Total	Notes
	Units	Unit Price	Projected					
<b>1 Artists</b>			<b>23.55</b>	<b>50,000.00</b>	<b>2,500.00</b>	<b>3,500.00</b>	<b>56,000.00</b>	Quote Received - Negotiate with Artists
Heading Artist	1	30000.00	14.13	30,000.00	1,500.00	2,100.00	33,600.00	
Secondary Artist	1	10000.00	4.71	10,000.00	500.00	700.00	11,200.00	
Tertiary Artist	1	10000.00	4.71	10,000.00	500.00	700.00	11,200.00	
<b>2 Medical</b>			<b>2.82</b>	<b>5,987.50</b>	<b>299.38</b>	<b>419.13</b>	<b>6,706.00</b>	Quote Received - RockDoc.com We also need to factor in the Cost of BC Ambulance if they come on board.
PCP	13	75.00	0.46	975.00	48.75	68.25	1,092.00	
Supervisor	6.5	75.00	0.23	487.50	24.38	34.13	546.00	
Transportation	1	150.00	0.07	150.00	7.50	10.50	168.00	
BC Ambulance	1	2500.00	1.18	2,500.00	125.00	175.00	2,800.00	
Medical Equipment	1	510.00	0.24	510.00	25.50	35.70	571.20	
OFA3	39	35.00	0.64	1,365.00	68.25	95.55	1,528.80	
<b>3 Marketing</b>			<b>1.77</b>	<b>3,762.10</b>	<b>188.11</b>	<b>263.35</b>	<b>4,213.55</b>	Quote Received
Social Media	1	200.00	0.09	200.00	10.00	14.00	224.00	
Posters/Flyers/Banners	1	1400.00	0.66	1,400.00	70.00	98.00	1,568.00	
Video and photography	1	1500.00	0.71	1,500.00	75.00	105.00	1,680.00	
Shirts	1	662.10	0.31	662.10	33.11	46.35	741.55	
<b>4 Security</b>			<b>2.97</b>	<b>6,300.00</b>	<b>315.00</b>	<b>441.00</b>	<b>7,056.00</b>	Quote Received - Guardteck 40 Guards by SFU
Manager	1		0.14	308.00	15.00	21.00	336.00	
Supervisor	1		0.09	208.00	10.00	14.00	224.00	
Guards	200	24.00	2.26	4800.00	240.00	336.00	5376.00	
Equipment	40	25.00	0.47	1000.00	50.00	70.00	1120.00	
<b>5 Venue</b>			<b>10.68</b>	<b>22,665.73</b>	<b>1,133.29</b>	<b>1,586.60</b>	<b>25,385.62</b>	Quote Received - SFU to provide with most up to information.
Convocation Mall and other expenditures	1	7500.00	1.54	3,266.86	163.34	228.68	3,658.88	
Fencing / Facilities	1	13500.00	7.61	16,150.87	807.54	1,130.56	18,088.97	
SOCAN License	1	3248.00	1.53	3,248.00	162.40	227.36	3,637.76	
<b>6 Production Company</b>			<b>13.19</b>	<b>28,000.00</b>	<b>1,400.00</b>	<b>1,960.00</b>	<b>31,360.00</b>	Quote Received - Present Company to board for approval
Equipment/Production			10.83	23,000.00	1,150.00	1,610.00	25,760.00	
Ridership			2.36	5,000.00	250.00	350.00	5,600.00	
<b>7 Portable Toilets</b>			<b>0.77</b>	<b>1,630.00</b>	<b>81.50</b>	<b>114.10</b>	<b>1,825.60</b>	Kari to come to campus to assess Removal of toilets for the event.
Premium Portable toilets w Santi	13	105.00	0.64	1,365.00	68.25	95.55	1,528.80	
Transportation Fee	1	165.00	0.08	165.00	8.25	11.55	184.80	
Delivery	1	100.00	0.05	100.00	5.00	7.00	112.00	
<b>8 Company Fee</b>			<b>4.24</b>	<b>9,000.00</b>	<b>450.00</b>	<b>630.00</b>	<b>10,080.00</b>	Current Rate going to negotiate this and approve with board before finalizing this amount
Company Fee			4.24	9,000.00	450.00	630.00	10,080.00	
<b>TOTAL FIXED EXPENSES</b>			<b>10.68</b>	<b>127,345.33</b>	<b>6,367.27</b>	<b>8,914.17</b>	<b>142,626.77</b>	
<b>TOTAL EXPENSES</b>				<b>128,345.33</b>	<b>6,417.27</b>	<b>8,984.17</b>	<b>143,746.77</b>	

Net Surplus/Deficit				-11,345.33		-8,984.17	-26,746.77	i69= Net Profit/Deficit After Tax
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Contingency (5%)							7,187.34	5% of all expenses after Tax
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Net Surplus/Deficit after Contingency							-33,934.11	Amount if we use the contingency
Net Surplus/Deficit with Recoverables (GST and Contingency)							-20,329.50	GST and Contingency Recovered
Net Surplus/Deficit with Contingency and GST Recovery							-27,516.84	GST Recovery
Net Surplus/Deficit with no CR							-37,516.84	No External Sponsorship achieved

## GP-7: BOARD COMMITTEE STRUCTURE

*POLICY TYPE: GOVERNANCE PROCESS POLICIES*  
*POLICY TITLE: BOARD COMMITTEE STRUCTURE*  
*POLICY REFERENCE NUMBER: GP-7*

**Adopted: September 18, 2015**  
**Next Scheduled Revision: November 2018**  
**Previous Revisions: June 19, 2017**

A committee is a Board Committee only if its existence and charge come from the Board, regardless of whether Board members sit on the committee. Standing committees exist in perpetuity; ad-hoc committees cease to exist as soon as their task is complete. Each Board committee needs to develop terms of reference and have those terms of reference approved by the Board.

Upon the adoption of these Board Policies, the following standing committees are considered established:

1. Nominating Committee
  - a. The Nominating Committee will focus on the appointment of at-large members to Board Committees.
2. Governance Committee
  - a. The Governance Committee will focus on the SFSS Board Policies
3. Finance and Audit Committee
  - a. The Finance and Audit Committee will focus on the financial condition of the Society.
4. Executive Committee
  - a. The Executive Committee will focus on supporting the Board should it be unable to meet in a timely manner.
5. Federal, Provincial, and Municipal Advocacy and Lobbying Committee
  - a. The Federal, Provincial, and Municipal Advocacy Committee will focus on non-University advocacy and lobbying campaigns.
6. University Advocacy and Lobbying Committee
  - a. The University Advocacy and Lobbying Committee will focus on University advocacy and lobbying campaigns.
7. Events Committee
  - a. The Events Committee will focus on the proposal of, and reporting on, events.



8. Surrey Campus Committee
  - a. The Surrey Campus Committee will focus on issues affecting the undergraduate student experience at the Surrey Campus.
9. Vancouver Campus Committee
  - a. The Vancouver Campus Committee will focus on issues affecting the undergraduate student experience at the Vancouver Campus.
10. Accessibility Fund Committee
  - a. The Accessibility Fund Committee will focus on issues affecting the experience of undergraduate students with disabilities and Accessibility Grant applications.



## GOVERNANCE COMMITTEE

### Name and Type

**Name:** Governance Standing Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors aimed at strengthening its governance processes and capacity.

### Membership

- Voting members
  - President (ex-officio)
  - 1 executive board member (Chair) as designated by the Board
  - at least 2 and up to 4 Board members in addition to the Chair
- Non-voting ex-officio members
  - Chief Executive Officer
  - Campaigns, Research, and Policy Coordinator

The Board shall appoint the Chair of the committee.

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- SFSS Constitution, Bylaws, and Board Policies,
- committee terms of reference,
- governance processes, including:
  - the roles and responsibilities of the Board,
  - duties and responsibilities of directors and officers,
  - conflict of interest procedures,
  - procedures for the removal or directors,
  - Board and committee training,
  - Board and candidate orientation, and

- Board and Board member performance review,
- legislative changes that impact the activities of the SFSS, and
- Board calendar, including:
  - meeting times,
  - Board retreat,
  - Board evaluation time,
  - Monitoring report schedule.

## Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

The members of the committee should be familiar with the following:

- SFSS Constitution
- SFSS Bylaws
- SFSS Board Policies
- SFSS Strategic Plan
- Society Act of British Columbia

## FINANCE AND AUDIT COMMITTEE

### Name and Type

**Name:** Finance and Audit Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors regarding its financial and audit functions of the Society on behalf of Board.

### Membership

- Voting members
  - President (ex-officio)
  - VP Finance (Chair) or another director as designated by the Board
  - at least 2 and up to 4 Board members in addition to the Chair
- Non-voting ex-officio members
  - Chief Executive Officer
  - Financial Coordinator

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- the audit of the Society, including:
  - the appointment of the external auditor,
  - the annual financial statements, and
  - the auditor's unobstructed access to information and personnel, and
- the finances of the Society, including:
  - the annual budgets that are developed and presented to the Board,
  - the review and presentation of semesterly financial statements to the Board, and
  - the production of regular monitoring reports by the CEO, which are to be presented to the Board.

## Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure
- EL-3: Financial Condition and Activities
- EL-4: Financial Planning and Budgeting
- EL-5: Asset Protection
- GP-9: Annual Planning

## FEDERAL, PROVINCIAL, AND MUNICIPAL ADVOCACY AND LOBBYING COMMITTEE

### Name and Type

**Name:** Federal, Provincial, and Municipal Advocacy and Provincial Lobbying Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors regarding provincial and municipal advocacy and lobbying campaigns and member facing student information campaigns.

### Membership

- Voting members
  - President (*ex-officio*)
  - VP External (Chair) or another director as designated by the Board
  - at least 2 and up to 4 Board members in addition to the Chair
  - up to 6 at-large members
- Non-voting *ex-officio* members
  - Chief Executive Officer
  - Campaigns, Research, and Policy Coordinator

The Board shall appoint the Chair of the committee.

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- advocacy and lobbying campaigns directed towards the provincial and municipal governments,
- information campaigns directed towards the Society membership regarding provincial and municipal governments,
- plans for the implementation of accepted proposals, including:
  - a budget,
  - resource requirements,

- staffing requirements, and
  - timelines,
- summary reports on the progress of campaigns which include:
  - spending actuals, and
  - campaign highlights.

## Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure

## UNIVERSITY ADVOCACY AND LOBBYING COMMITTEE

### Name and Type

**Name:** University Advocacy and Lobbying Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors regarding University advocacy and lobbying campaigns and member facing student information campaigns.

### Membership

- Voting members
  - President (ex-officio)
  - VP University (Chair) or another director as designated by the Board
  - at least 2 and up to 4 Board members in addition to the Chair
  - up to 6 at-large members
- Non-voting ex-officio members
  - All student representatives sitting on the University Board of Governors or Senate
  - Chief Executive Officer
  - Campaigns, Research, and Policy Coordinator

The Board shall appoint the Chair of the committee.

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- advocacy and lobbying campaigns directed towards the University,
- information campaigns directed towards the Society membership regarding the University,
- plans for the implementation of accepted proposals, including:
  - a budget,
  - resource requirements,
  - staffing requirements, and



- timelines,
- summary reports on the progress of campaigns which include:
  - spending actuals,
  - campaign highlights, and
- coordinate campaigns with student senators and student governors.

## Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- SFSS Constitution
- SFSS Bylaws
- SFSS Board Policies (Ends-1 policy)
- SFSS Strategic Plan
- Society Act of British Columbia

## EVENTS COMMITTEE

### Name and Type

**Name:** Events Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors on SFSS events.

### Membership

- Voting members
  - President (ex-officio)
  - VP Student Life (Chair) or another director as designated by the Board
  - at least 2 and up to 4 Board members in addition to the Chair
  - up to 6 at-large members
- Non-voting ex-officio members
  - Chief Executive Officer
  - Communications Coordinator

The Board shall appoint the Chair of the committee.

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to event:

- proposals, including:
  - a budget,
  - timeline,
  - event schedule,
  - engagement opportunities,
  - staffing requirements, and
  - resource requirements,
- progress, and
- final reports on the event, including:

- financial actuals,
- engagement results,
- participation levels, and
- a recommendation on whether or not to host similar events in the future.

## Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure



## SURREY CAMPUS COMMITTEE

### Name and Type

**Name:** Surrey Campus Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors regarding the all aspects of the undergraduate experience at the Surrey campus.

### Membership

- Voting members
  - President (ex-officio)
  - 1 Board member (Chair)
  - at least 2 and up to 4 Board member in addition to the Chair
  - up to 6 at-large members taking at least one of their courses at the Surrey campus
- Non-voting ex-officio members
  - Staff

The Board shall appoint its Chair by majority vote.

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- engagement initiatives and results,
- community building events at the Surrey campus, and
- other initiatives addressing the pillars of the student experience as defined in the SFSS Board Ends Policies.

### Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure

## VANCOUVER CAMPUS COMMITTEE

### Name and Type

**Name:** Vancouver Campus Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to the Board of Directors regarding the all aspects of the undergraduate experience at the Vancouver campus.

### Membership

- Voting members
  - President (ex-officio)
  - 1 Board member (Chair)
  - at least 2 and up to 4 Board member in addition to the Chair
  - up to 6 at-large members taking at least one of their courses at the Surrey campus
- Non-voting ex-officio members
  - Staff

The committee shall appoint its Chair by majority vote.

### Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to:

- engagement initiatives and results,
- community building events at the Vancouver campus, and
- other initiatives addressing the pillars of the student experience as defined in the SFSS Board Ends Policies.

### Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure

## ACCESSIBILITY FUND COMMITTEE

### Name and Type

**Name:** Accessibility Fund Committee

**Duration:** The committee will be established upon the adoption of these terms of reference and dissolved at the discretion of the Board.

### Purpose

This purpose of this committee is to make and report on the development of recommendations to Board regarding the needs of, and supports available to, students with disabilities, as well as Accessibility Grant applications.

- ‘Disability’ is defined as long-term or episodic physical, mental, intellectual, sensory or communication needs, visible or invisible, which in interaction with barriers may hinder a person's full and effective participation in society on an equal basis with others.
- ‘Barriers’ are defined as attitudinal, environmental, and organizational structures and practices that prevent a student with a disability from participating in activities, accessing services, and being accepted by others, as much as students without disabilities.
- ‘Accessibility’ is defined as countering and eliminating barriers by providing specific accommodations; changing attitudes, environments, structures and processes; and implementing practices of universal design.

### Membership

- Voting members
  - President (ex-officio)
  - VP Student Services (Chair) or another director as designated by the Board
  - at least 2 and up to 4 Board members in addition to the Chair
  - up to 2 at-large members
- Non-voting ex-officio members
  - Chief Executive Officer

The committee shall appoint its Chair by majority vote.



## Deliverables

As a Board committee, the purpose of this committee is to provide the Board with formal recommendations and reports relating to

- Accessibility Grant applications seeking the following:
  - improving the accessibility to Society resources and initiatives, and
  - improving the experience of undergraduate students with disabilities,
- engagement with the community of members with disabilities, and
- engagement with SFU regarding the supports made available to students with disabilities.

## Governance

The committee will strive for consensus. Where no consensus is reached, the committee will make decisions by simple majority vote.

A majority of voting members constitutes quorum.

Robert's Rules of Order shall govern the conduct committee meetings.

## Communications

The committee shall meet in person as required and at the call of the Chair.

The committee shall report on its progress at Board meetings.

The committee shall set a meeting calendar for the duration of the academic term at the first meeting of that term.

The Chair may call a meeting where a notice of three working days has been provided.

## Relevant Policies

- Ends Policies
- GP-6: Board Committee Principles
- GP-7: Board Committee Structure
- EL-3: Financial Condition and Activities
- EL-4: Financial Planning and Budgeting
- EL-5: Asset Protection
- GP-9: Annual Planning

SFSS Fall Kick-Off Budget

Event Date

Participants	Projected
Attendees	2000
Board of Directors	16
Volunteers	100
OC	7
<b>Total</b>	<b>2123</b>

Revenue	Revenue Per Person			Subtotal	GST	PST	Total	Notes
	Units	Unit Price	Projected					
<b>1 Ticket Sales</b>	<b>2000</b>		<b>45.69</b>	<b>97,000.00</b>			<b>97,000.00</b>	9:1 ratio of SFU Students to Non-SFU students
Early Bird Ticket Sales	200	35.00	3.30	7,000.00	0.00	0.00	7,000.00	10% of ticket sales
Tier 1	600	45.00	12.72	27,000.00	0.00	0.00	27,000.00	30% of Ticket Sale
Tier 2	1000	50.00	23.55	50,000.00	0.00	0.00	50,000.00	50% of Ticket Sale
NON-SFU	200	65.00	6.12	13,000.00	0.00	0.00	13,000.00	10% of ticket sales
<b>2 Internal Sponsorship</b>			<b>4.71</b>	<b>10,000.00</b>			<b>10,000.00</b>	10% of ticket sales
Simon Fraser University Sponsorship				10,000.00	0.00	0.00	10,000.00	
<b>3 External Sponsorship</b>			<b>4.71</b>	<b>10,000.00</b>			<b>10,000.00</b>	
Gold Level	1	5000.00	2.36	5,000.00	0.00	0.00	5,000.00	60%
Silver Level	1	2000.00	0.94	2,000.00	0.00	0.00	2,000.00	90%
Bronze Level	3	1000.00	1.41	3,000.00	0.00	0.00	3,000.00	70%
<b>TOTAL REVENUE</b>			<b>55.11</b>	<b>117,000.00</b>			<b>117,000.00</b>	

Sponsorship Probability - the Director of CR is currently in prospecting stage

Variable Expenses	Cost Per Person			Total Cost	GST	PST	Total	Notes
	Units	Unit Price	Projected					
<b>1 Volunteer</b>	<b>185</b>		<b>0.47</b>	<b>1,000.00</b>	<b>50.00</b>	<b>70.00</b>	<b>1,120.00</b>	
Food			0.24	500.00	25.00	35.00	560.00	
Equipment			0.12	250.00	12.50	17.50	280.00	
Supplies			0.12	250.00	12.50	17.50	280.00	
<b>TOTAL VARIABLE EXPENSES</b>			<b>55.58</b>	<b>1,000.00</b>	<b>50.00</b>	<b>70.00</b>	<b>1,120.00</b>	

Fixed Expenses	Cost Per Person			Total Cost	GST	PST	Total	Notes
	Units	Unit Price	Projected					
<b>1 Artists</b>			<b>23.55</b>	<b>50,000.00</b>	<b>2,500.00</b>	<b>3,500.00</b>	<b>56,000.00</b>	Quote Received - Negotiate with Artists
Heading Artist	1	30000.00	14.13	30,000.00	1,500.00	2,100.00	33,600.00	
Secondary Artist	1	10000.00	4.71	10,000.00	500.00	700.00	11,200.00	
Tertiary Artist	1	10000.00	4.71	10,000.00	500.00	700.00	11,200.00	
<b>2 Medical</b>			<b>2.82</b>	<b>5,987.50</b>	<b>299.38</b>	<b>419.13</b>	<b>6,706.00</b>	Quote Received - RockDoc.com We also need to factor in the Cost of BC Ambulance if they come on board.
PCP	13	75.00	0.46	975.00	48.75	68.25	1,092.00	
Supervisor	6.5	75.00	0.23	487.50	24.38	34.13	546.00	
Transportation	1	150.00	0.07	150.00	7.50	10.50	168.00	
BC Ambulance	1	2500.00	1.18	2,500.00	125.00	175.00	2,800.00	
Medical Equipment	1	510.00	0.24	510.00	25.50	35.70	571.20	
OFA3	39	35.00	0.64	1,365.00	68.25	95.55	1,528.80	
<b>3 Marketing</b>			<b>1.77</b>	<b>3,762.10</b>	<b>188.11</b>	<b>263.35</b>	<b>4,213.55</b>	Quote Received
Social Media	1	200.00	0.09	200.00	10.00	14.00	224.00	
Posters/Flyers/Banners	1	1400.00	0.66	1,400.00	70.00	98.00	1,568.00	
Video and photography	1	1500.00	0.71	1,500.00	75.00	105.00	1,680.00	
Shirts	1	662.10	0.31	662.10	33.11	46.35	741.55	
<b>4 Security</b>			<b>2.97</b>	<b>6,300.00</b>	<b>315.00</b>	<b>441.00</b>	<b>7,056.00</b>	Quote Received - Guardteck 40 Guards by SFU
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Equipment/Production			10.83	23,000.00	1,150.00	1,610.00	25,760.00	
Ridership			2.36	5,000.00	250.00	350.00	5,600.00	
<b>7 Portable Toilets</b>			<b>0.77</b>	<b>1,630.00</b>	<b>81.50</b>	<b>114.10</b>	<b>1,825.60</b>	Kari to come to campus to assess Removal of toilets for the event.
Premium Portable toilets w Santi	13	105.00	0.64	1,365.00	68.25	95.55	1,528.80	
Transportation Fee	1	165.00	0.08	165.00	8.25	11.55	184.80	
Delivery	1	100.00	0.05	100.00	5.00	7.00	112.00	
<b>8 Company Fee</b>			<b>4.24</b>	<b>9,000.00</b>	<b>450.00</b>	<b>630.00</b>	<b>10,080.00</b>	Current Rate going to negotiate this and approve with board before finalizing this amount
Company Fee			4.24	9,000.00	450.00	630.00	10,080.00	
<b>TOTAL FIXED EXPENSES</b>			<b>10.68</b>	<b>127,345.33</b>	<b>6,367.27</b>	<b>8,914.17</b>	<b>142,626.77</b>	
<b>TOTAL EXPENSES</b>				<b>128,345.33</b>	<b>6,417.27</b>	<b>8,984.17</b>	<b>143,746.77</b>	

Net Surplus/Deficit				-11,345.33		-8,984.17	-26,746.77	i69= Net Profit/Deficit After Tax
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Contingency (5%)							7,187.34	5% of all expenses after Tax
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Net Surplus/Deficit after Contingency							-33,934.11	Amount if we use the contingency
Net Surplus/Deficit with Recoverables (GST and Contingency)							-20,329.50	GST and Contingency Recovered
Net Surplus/Deficit with Contingency and GST Recovery							-27,516.84	GST Recovery
Net Surplus/Deficit with no CR							-37,516.84	No External Sponsorship achieved