

1. CALL TO ORDER

Call to Order – 10:31AM

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 Committee Composition

VP Finance (Chair)	Baljinder Bains
VP University Relations	Erwin Kwok
Ex-Officio	Hangue Kim
At-Large Representative	Jaskarn Randhawa
Board of Directors Representative	Gini Kuo
Board of Directors Representative	Yun Oh

3.2 Society Staff

Chief Executive Officer	Martin Wyant
Financial Coordinator	Lucy Zhang
Administrative Assistant	Nadine Ratu

3.3 Regrets

Board of Directors Representative	Gini Kuo
At-Large Representative	Jaskarn Randhawa

4. RATIFICATION OF REGRETS

4.1 MOTION FAC 2018-02-19:01

Yun/Erwin

Be it resolved to ratify regrets from Gini Kuo and Jaskarn Randhawa

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION FAC 2018-02-19:02

Yun/Erwin

Be it resolved to adopt the agenda as presented.

CARRIED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION FAC 2018-02-19:03

Yun/Erwin

Be it resolved to receive and file the following minutes:

- Finance Committee 2018-02-05.pdf

CARRIED

7. NEW BUSINESS

7.1 Accessibility Fund – MOTION FAC 2018-02-19:04

Yun/Erwin

Be it resolved that the Finance and Audit Committee authorize the reallocation of 2017-2018 fiscal year wages for the Accessibility Assistant such that they be allocated to the Accessibility Fund rather than the Operating Fund, and that future wages for the Accessibility Assistant be paid from the Accessibility Fund.

CARRIED

- Refer to attachment
- Suggestions:
 - To prepare a budget for all of the allocated funds including a yearlong plan reflective of the costs and revenue
 - To prepare a budget forecast for each committee (i.e Accessibility Committee)
 - To review revenues and expenses including operating costs through the finance department
- SFU receives SFSS financial statements but does not break it down into categories (only total sum)
- The budget for accessibility related expenses will be \$3,500 assigned to the Accessibility Fund
- The Finance Department to set up account for Food Bank for this fiscal year

7.2 Budget Reallocation – MOTION FAC 2018-02-19:05

Erwin/Yun

Be it resolved to approve the reallocation of \$250 from Office Supplies, line item 720/24, to Special Events/Outreach, line item 886/24.

CARRIED

- Refer to attachment

8. DISCUSSION ITEMS

8.1 18/19 Budget

- A draft to be presented in the board meeting approximately a month before the end of the term

8.2 Budget Reallocation Request

- Committee to shift capital fund to purchase equipment for student centre work stations including:
 - Computers
 - Printers
- Sufficient funds are available so there is no need to obtain more money

8.2.1. MOTION FAC 2018-02-19:06

Yun/Erwin

Be it resolved to approve up to \$5,000 for the purchase of computer equipment for the student center from line item 896/31 Capital Purchases.

CARRIED

9. ATTACHMENTS

- 2018-02-14 BN - Accessibility Assistant Wages Reallocation.pdf
- Events Feb-April 2018.pdf
- 02-16-2018 Budget Reallocation Form.pdf

10. ADJOURNMENT

MOTION FAC 2018-02-19:07

Erwin/Yun

Be it resolved to adjourn the meeting at 11:01am

CARRIED

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 #)

BRIEFING NOTE

ACCESSIBILITY ASSISTANT WAGES REALLOCATION

ISSUE

There is an opportunity to reallocate the wages of the Accessibility Assistant such that they be allocated to the Accessibility Fund rather than the Operating Fund for the 2017-2018 fiscal year and beyond.

BACKGROUND

The Accessibility Fund was created in 2005 and provides funding for increasing the accessibility of, and removing barriers to, participation in campus activities and events for students with disabilities. The fund has been underutilized in most years since its creation.

The Accessibility Assistant position was first created in 2014 and the current employee was hired in January 2017. The position supports work related to accessibility; please see the attached job description for details.

Wages for this position were allocated to the Accessibility Fund until April 30, 2017. As of May 1, 2017, for unknown reasons the wages have instead been allocated to the Operating Fund (budgeted under Department 12 – Student Unions and Groups).

CURRENT STATUS

During the 2017-2018 fiscal year, \$3,173.63 has been paid in wages and benefits to the Accessibility Assistant.

KEY CONSIDERATIONS

1. There is ample funding available in the Accessibility Fund for this reallocation.
2. The position was funded by the Accessibility Fund until April 30, 2017.
3. Using the Accessibility Fund to pay for these wages is consistent with the intention of the fund.

RECOMMENDATION

That the Finance and Audit Committee authorize the reallocation of 2017-2018 fiscal year wages for the Accessibility Assistant such that they be allocated to the Accessibility Fund rather than the Operating Fund, and that future wages for the Accessibility Assistant be paid from the Accessibility Fund.

NEXT STEPS

1. FAC considers and votes on the recommended motion.
2. If the motion passes, the Finance Coordinators be directed to reallocate the 2017-2018 wages and to fund future wages from the Accessibility Fund.

Attachment:

Job description for Accessibility Designated Assistant

Internal/External Job Posting

Accessibility Designated Assistant

Description: The Accessibility Designated Assistant is responsible for the development of proposals, facilitation and administrative work related to accessibility.

This is a part time (up to 12 hours per week) Assistant Designated position for the 2016-2017 term and is included in the Canadian Union of Public Employees (CUPE) local 3338-5. **End date: May 31, 2017.**

The Simon Fraser Student Society is an equal opportunity employer

Goal: The Accessibility Designated Assistant serves as a focal point for requests from students with disabilities requiring assistance.

Working Relationship(s)/Role in Organizational Structure: The Accessibility Designated Assistant takes direction from and reports to the Chief Executive Officer (CEO). In the event of an absence of the CEO, the Accessibility Designated Assistant will report to the Student Union Organiser.

Duties and Responsibilities:

1. Help students secure the accommodation support they require.
2. Review and score SFSS accessibility grant proposals.
3. Provide support to the SFSS Accessibility Committee.
4. Assist students with disabilities in completing SFSS accessibility grant proposals
5. Liaise with student groups, clubs, student unions, and others who are interested in supporting the needs of students with disabilities.
6. Regularly meet with students with disabilities to understand how we can best provide support.
7. Provide planning, logistics and other support for Disability Week.
8. Other administrative duties as directed by the CEO.

Required Skills and Experience:

1. Education in relevant field.
2. Excellent computer skills - Microsoft Office Suite.
3. Knowledge of or ability to understand and learn to use assistive technologies.
4. Group presentation experience.
5. Knowledge regarding disability issues.

Submit your resume, cover letter, and availability by email to **jobs@sfss.ca** citing that you are applying for the **Accessibility Designated Assistant** position in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored. Resumes must be received no later than 12:00 p.m. (PST) on Monday, November 14, 2016.

Only shortlisted candidates will be contacted. Only applicants who are selected for interviews will be contacted. Start date: as soon as possible. If you require accommodations for the interview, please let us know when we contact you.

Women's Centre Events February – April 2018

Event	Estimate Cost
Feb 27 Pancake Breakfast and Open House	\$ 850
Feb 9 to April 13 ARThrive – A creative group for survivors of trauma and sexualized violence	\$350 (Art Materials)
March 5 and 7 th International Women's Day events -Decolonizing our relations lunch and conversation circle - Candle Collage Making	\$ 400 (Catering and Art Materials)
March 1-15-22 Self-Defense classes	\$600 (Facilitator cost)
March 22 Menstruation workshop	\$350 (Cost of the facilitator and food)
March 15- April 5 Active Bystander workshops and Responding to Disclosures workshops (2 day	\$490 (Catering / projector-speakers)
April 10 Volunteer Appreciation Afternoon Tea	\$450
TOTAL	\$3490

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