

1. CALL TO ORDER

Call to Order – 1:33 PM

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>)	Hangue Kim
VP External Relations	Prab Bassi
VP Finance	Baljinder Bains
VP Student Services	Jimmy Dhesa
VP Student Life	Alam Khehra
VP University Relations	Erwin Kwok
At-Large Representative	Raajan Garcha
At-Large Representative	Jaskarn Randhawa
Faculty Representative (Applied Sciences)	Jeffrey Leung
Faculty Representative (Arts & Social Sciences)	Jackson Freedman
Faculty Representative (Business)	Gini Kuo
Faculty Representative (Communications, Art, & Technology)	Juvina Silvestre
Faculty Representative (Education)	Jamie Zhu
Faculty Representative (Environment)	Yun Oh
Faculty Representative (Health Sciences)	Aarushi Sharma
Faculty Representative (Science)	Parham Elmi

3.2 Society Staff

Chief Executive Officer	Martin Wyant
Build SFU General Manager	Marc Fontaine
Administrative Assistant	Zoya Nari

3.3 Guests

The Peak News Opinions Editor	Zach Siddiqui
Student	Naman Nagpaul
Student	Nick Zrymiak
Student	Luke Chen

3.4 Board 2018/2019

VP Student Services	Samer Rihani
At-Large Representative	Mohammed Ali
At-Large Representative	Wareez Ola Giwa
Faculty Representative (Arts & Social Sciences)	Kailyn Ng
Faculty Representative (Communications, Art, & Technology)	Amrita Mohar
Faculty Representative (Education)	Cameron Nakatsu
Faculty Representative (Environment)	Russel Dunsford
Faculty Representative (Health Sciences)	Christine Loutsik

3.5 Regrets

VP External Relations	Prab Bassi
Faculty Representative (Health Sciences)	Aarushi Sharma
Faculty Representative (Communications, Art, & Technology)	Juvina Silvestre
Faculty Representative (Environment)	Yun Oh

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2018-09-:01

Erwin/Alam

Be it resolved to ratify regrets from Prab Bassi (academic), Aarushi Sharma (academic), Juvina Silvestre (FCAT Formal), and Yun Oh.

CARRIED

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2018-04-06:02

Alam/Jeffrey

Be it resolved to adopt the agenda as amended.

- New Business: 8.11 Council Thank You Event, 8.12 Archival Proposal
- Discussion: 9.10 Club and Student Union Committee Proposal

CARRIED AS AMENDED

MOTION BOD 2018-04-06:02-01

Jeffrey/Jamie

Be it resolved to amend the above motion.

CARRIED

6. MATTERS ARISING FROM THE MINUTES

6.1 MOTION BOD 2018-04-06:03

Jeffrey/Baljinder

Be it resolved to receive and file the following minutes:

- Board of Directors 2018-03-23.pdf
- Advocacy Committee 2018-03-05.pdf
- Events Committee 2018-01-30.pdf
- Executive Committee 2018-03-28.pdf
- Finance and Audit Committee 2018-03-19.pdf
- Accessibility and Fund Committee 2018-03-26.pdf

CARRIED

7. PRESENTATION

7.1 CEO Monitoring Reports

- Refer to attached document
- Technical reports submitted by the CEO to portray compliance with Board members

- Further discussion to be conducted to improve the reports according to feedback

Tawanda Masawi arrived at 1:51 PM

- Working on making it the reports more effective and engaging for Board members

8. NEW BUSINESS

8.1 March 1-15, 2018 Board & Committee Work Reports – MOTION BOD 2018-04-06:04

Alam/Raajan

Be it resolved to approve the March 1-15, 2018 Board Work Reports.

CARRIED

8.2 SFSS Board of Directors 2018-2019 Results – MOTION BOD 2018-04-06:05

Erwin/Raajan

Be it resolved to approve the SFSS Board of Directors 2018-2019 results submitted by the Independent Electoral Commission.

CARRIED

- Jackson Freedman abstained

8.3 Closed Meeting Policy – MOTION BOD 2018-04-06:06

Alam/Jeffrey

Be it resolved to adopt the in-camera policy in the Board Policies as presented.

CARRIED AS AMENDED

- There was no official up-to-date standard for closed and/or open meetings
- Note: Board members to be aware of the information that is being shared during meetings
- Amendment: closed meeting to in-camera

MOTION BOD 2018-04-06:06-01

Gini/Erwin

Be it resolved to amend the above motion.

CARRIED

8.4 Board Job Descriptions – MOTION BOD 2018-04-06:07

Erwin/Jamie

Be it resolved to adopt the amended GP2 job description Board policy as presented.

WITHDRAWN

- Instead of the information being available only upon request, it is stated in the policy that all members may view the job descriptions as they wish publicly
- Note: the GP2 is based on the old policy manuals that was put into practice

8.5 Committee for Board Continuity – MOTION BOD 2018-04-06:08

Baljinder/Gini

Be it resolved to establish the Committee for Board Continuity.

CARRIED

- A term of reference was created with recommendations that act as requirements

- Interested Board members: Jeffrey Leung, Jimmy Dhesa, Alam Khera, Gini Kuo, Baljinder Bains, and Parham Elmi
- Appointment of committee members to be established by the next meeting

8.6 SFSS-FIC Partnership – MOTION BOD 2018-04-06:09

Gini/Alam

Whereas Council made a recommendation to the SFSS Board of Directors to create a report on a potential partnership between FIC and the SFSS on May 31, 2017.

Whereas the SFSS met FIC representatives to develop a partnership agreement.

Whereas FIC students are not SFSS members and pay no fees but typically use SFSS services.

Whereas FIC senior administration indicated that FIC students would like to access the services, supports and amenities that the SFSS provides, particularly those that are focused on the "social" experience.

Whereas the SFSS by-laws do not allow us to treat FIC students as SFSS members.

Whereas the SFSS believes that developing a new relationship with FIC will allow FIC students to have more access to an array of SFSS-supported programs, services, and amenities in the best interest of FIC students and SFSS members.

Whereas Council approved and recommended to the SFSS Board of Directors of moving forward with the SFSS-FIC partnership agreement at their April 28, 2018 meeting.

Be it resolved that the SFSS Board of Directors approve of the SFSS-FIC partnership agreement.

CARRIED

- Refer to attachment
- FIC students utilize SFSS programs and facilities but are not considered SFSS members and do not pay the required fees that members do
- 2-year contract to be official starting January 1, 2019, giving FIC ample time to administer fees so that FIC students can have access to SFSS services
- To have further consultations between SFSS and FIC to review the partnership agreement prior to the start of the contract
- Note: Partnership to increase engagement on campus

8.7 Budget – MOTION BOD 2018-04-06:10

Alam/Jeffrey

Whereas the Finance and Audit Committee has reviewed the relevant documents and provide the following recommendation to Board.

Be it resolved to approve the SFSS 2018/2019 budget.

Be it further resolved to task the CEO to come back with a work plan for Campaigns, Research, and Policy Coordinator in the upcoming year to Board.

CARRIED AS AMENDED

- Refer to attachment;
 - Now includes the funds budget that has been tailored according to feedback
 - Addition of a Research position, explicitly for students, was recommended mostly for lobbying reports as the workload of the CRPC has increased significantly
- Specialized fees are not included in the consolidated budget; such as the U-Pass, Build SFU levy, etc.
- Note: Board members are requesting further research to be conducted on the position and a report/proposal to justify the funding

- The job description requires more information to clarify the tasks of the position, however, the details such as working hours, will be up to staff
- Amendment: add “be it resolved to task the CEO to come back with a work plan for Campaigns, Research, and Policy Coordinator in the upcoming year to Board”

Kia Mirsalehi left at 2:58PM

MOTION BOD 2018-04-06:10-01

Baljinder/Erwin

Be it resolved to amend the above motion.

CARRIED

MOTION BOD 2018-04-06:10-02

Erwin/Jimmy

Be it resolved to call the question for the above motion.

CARRIED

8.8 Strategic Engagement Committee – MOTION BOD 2018-04-06:11

Jimmy/Baljinder

Be it resolved to abolish the ad-hoc strategic engagement committee, effective April 30th, 2018.

CARRIED

- The committee does not have its own line item, hence, funds are reallocated for engagement purposes
- Member engagement has increased with some successful events that were conducted through the Engagement committee
- 1 abstention

8.9 Semester Reports – MOTION BOD 2018-04-06:12

Jimmy/Raajan

Whereas Jeffrey Leung, the current Applied Sciences Faculty Representative, was tasked with collecting and reviewing Board Semester Reports;

Be it resolved to appoint Jeffrey Leung for the Summer 2018 semester to have full access to previous Board Semester Reports;

Be it further resolved to task Jeffrey Leung with recommending to the Board of Directors the publishing of the reports, pending review and censure of sensitive information.

WITHDRAWN

- Note: semester reports include all the challenges and successes each Board member encountered during their term
- Suggestion: to pass on the work to the next Board term or to the new Archival position

8.10 Increase Support for Student Groups – MOTION BOD 2018-04-06:13

Gini/Jamie

Be it resolved to task CEO to ensure the implementation of the recommendation 1 by May 31, 2018.

Be it further resolved to task the CEO to create a work plan for the implementation of recommendations 2 & 3 by May 31, 2018.

POSTPONED

- Project was tasked to the Business Faculty Representative in the beginning of their term to increase support, training for executives for conflict resolution, etc.
 - Based on the Club and Student Union Executive events
- Note: Campus Vibe stream is yet to be initiated
- Change x to May 31, 2018

Christine Loutsik left at 3:49 PM

Amrita Mohar left at 3:49 PM

MOTION BOD 2018-04-06:13-01

Erwin/Alam

Be it resolved to postpone the above motion to the next meeting.

CARRIED

8.11 Council Thank You Event – MOTION BOD 2018-04-06:14

Jeffrey/Jackson

Be it resolved to approve the final report from the Council Thank You event by the Board of Directors on March 28, 2018.

CARRIED

- Board members are in favor of the event and report

8.12 Archival Proposal – MOTION BOD 2018-04-06:15

Jeffrey/Raajan

Be it resolved to approve the archival proposal as presented.

CARRIED

- Governance committee has been working on the proposal
- Purpose: to assist with the research continuously being conducted in Board

9. DISCUSSION ITEMS

9.1 Stolen Backpack

- Department is refusing to be held accountable as it is a policy for examination procedures
- Suggestion: Board to possibly advocate for the policies regarding backpacks being held at the front of the room and bring it back to SFU

9.2 Co-Op Recognition

- Note: Board members are elected and not hired, hence, there may be a conflict of interest due to the continuous work Board members do with SFU
- Board members already receive a co-curricular recognition on their degree

9.3 Fall Reading Break

- A motion was previously brought up in Council and brought to Board

- Board members are currently working on creating a survey but may have to delegate to the next Board

9.4 Board of Directors SOP

9.5 Storage SUB Furniture

- Suggestion: To trail the furniture and leave it in MBC

9.6 Board Transition Process

- Refer to attachment
- To assist new Board members in their roles

9.7 SFU Catering

- Discussion between SFSS and SFU for catering has been conducted for a period of time, with SFU not being able to follow through with the timelines
- Board will be communicating the motion to students in the upcoming week

MOTION BOD 2018-04-06:16

Hangue/Baljinder

Whereas the SFSS has recently conducted an SFU Catering Survey.

Whereas the results of the survey indicated a significant displeasure with the new catering services provided by the university with their recent change in their food services provider.

Whereas student groups have voiced their concerns over the high prices and poor quality of the catering services.

Whereas the SFSS made numerous attempts to voice these concerns and have met with SFU representatives over the past year to attempt to resolve the issues

Whereas the university has not adequately addressed our concerns.

Be it resolved to remove all requirements related to SFU catering for all SFSS student groups.

CARRIED

9.8 Club and Student Union Committee Proposal

- Note: there are projects dedicated for Clubs and Student Unions, however, there is no official committee for them
- To recommend for the next Board to initiate the proposal

10. IN-CAMERA

10.1 MOTION BOD 2018-04-06:17

Gini/Jimmy

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

CARRIED

10.2 Privacy Act

10.3 External Groups

11. EX-CAMERA

11.1 MOTION BOD 2018-04-06:18

Erwin/Jeffrey

Be it resolved to go ex-camera.

CARRIED

12. ATTACHMENTS

- Communication and Support to the Board March 2018
- Treatment of Staff March 2018
- Notice of 2018 Spring General Election Results (1).pdf
- [BOD1718] March 1-15 Work Report & Committee Update.pdf
- 2018-03-19 Board, New in-camera policy.pdf
- 2018-03-26 Board, Stipends.pdf
- Monitoring Report - (EL-2) Treatment of staff 2017 2018.pdf
- Monitoring Report - (EL-7) Communication and Support to the Board 2018 MW march 22.pdf
- FRB.pdf
- 2018-03-26 Board, TOR Transition.pdf
- Board of Directors 2018-02-27.pdf
- Treatment of Staff March 2018 (1).pdf
- 2018 2019 Budget - Mar 29, 2018 version.pdf
- 2018-03-02 Board Archiver Proposal.pdf
- Simon Fraser Student Society and Fraser International College Partnership MW edit.pdf
- BN - Increasing Support for Student Groups.pdf

13. ADJOURNMENT

MOTION BOD 2018-04-06:19

Baljinder/Jeffrey

Be it resolved to adjourn the meeting at 4:46 PM.

CARRIED

SIMON FRASER STUDENT SOCIETY
Operating Budget - Draft dated Mar 29, 2018
For The 12 Months Ending April 30, 2019
Consolidated

Dept		2017/2018 Budget	2018/2019 Budget
	REVENUE		
400	SFSS Membership Fees Revenue (Note 1)	2,647,316	2,664,172
400	Student Health Plan Administration Fee (Note 2)	46,401	92,000
31	Rent Revenue	180,642	15,315
31	Interest Revenue	20,000	25,000
31	Advertising Revenue	-	7,500
31	Commission Revenue	-	264
	TOTAL REVENUE	2,894,359	2,804,251
	ADMINISTRATIVE COSTS		
10	Financial Office	159,481	147,422
13	Student Centre - Clubs	225,666	197,906
17	Communications Office	148,455	132,332
18	Campaign, Research, And Policy Office	80,968	90,612
25	Independent Electoral Commission	26,965	23,091
29	Surrey Campus Office	74,612	71,302
32	Administration Office	297,337	419,650
11	Building Operating Costs	59,232	64,507
31	Audit	19,000	19,000
31	Bank & Interest Charges	7,000	6,000
31	Insurance	24,000	52,000
31	Capital Purchases	43,800	34,500
31	Employment Postings	900	1,200
31	Fax Telephone Line	420	360
31	Shared Office Copier	720	-
31	Office Supplies/Expenses	4,000	2,900
31	Lease Expense	2,000	1,000
31	Repairs & Maintenance	450	-
31	Good & Welfare	5,000	5,000
31	IT Support (Note 3)	2,797	8,000
31	Staff Development Day	2,500	2,500
31	Email Service	-	10,000
31	Services Review Survey	-	10,000
31	Food Bank R&D Project	-	10,000
31	Food Bank Contribution (Note 4)	14,629	20,000
	TOTAL ADMINISTRATIVE COSTS	1,199,932	1,329,282
	BOD ALLOCATIONS		
	Administrative-BOD		
20	Stipends - Executive	126,000	126,000
20	Stipends - Non-Executive	101,500	101,500
20	Stipends - Council	29,400	29,400
20	CPP / EI / WCB	12,000	12,488
20	Childcare	600	100
20	Parking	-	9,600
20	Legal Consulting	20,000	20,000
20	Telephones	4,320	4,320
20	Copies/Printing	1,276	1,276
20	Office Supplies/Expenses	2,000	2,000

SIMON FRASER STUDENT SOCIETY
Operating Budget - Draft dated Mar 29, 2018
For The 12 Months Ending April 30, 2019
Consolidated

Dept		2017/2018 Budget	2018/2019 Budget
20	Conferences	6,000	6,000
20	Membership Engagement	13,000	20,000
20	General Membership Survey	2,000	2,000
20	Per Diem	1,200	-
20	IT Support (Note 3)	6,913	-
20	BOD Retreat, Orientation & Development	15,900	16,000
20	Council Expenditures	1,500	1,500
20	Annual/Special General Meeting	7,500	4,000
20	Student Staff Meetings	1,467	1,467
	Total BOD Administrative Costs	352,576	357,651
	Services-BOD		
20	Legal Aid Clinic	14,500	7,500
20	Concert	40,000	15,000
20	Events - Committee	20,000	45,000
20	SOCAN	-	4,000
20	Advocacy	30,000	30,000
20	Surrey Campus Committee	10,000	15,000
20	Vancouver Campus Committee	5,000	5,000
20	Bursary Contribution	30,000	30,000
	Total BOD Services Costs	149,500	151,500
	TOTAL BOD ALLOCATIONS	502,076	509,151
	SERVICES		
12	Student Centre - Student Unions	101,360	106,195
12	Faculty Student Unions	15,750	15,750
12	Departmental Student Unions	152,475	163,975
13	Clubs	225,000	250,000
14	Ombuds Office	2,745	1,841
15	Copy Centre	40,059	29,446
19	Food & Beverage Services (Note 5)	197,978	-
24	Women's Centre	111,641	107,466
27	Out On Campus	127,506	103,317
47	Student Centre - Events	-	76,343
	TOTAL SERVICES AREAS	974,514	854,334
	TOTAL SFSS EXPENDITURES	2,676,522	2,692,767
	Increase / (Decrease) To Surplus	217,837	111,484

Please refer to each department's budget for detailed budgetary notes.

Note 1: SFSS Membership Fees Revenue is the portion of the overall Undergraduate Student Activity Fee that funds the majority of SFSS programs and services
The amount collected per undergraduate student is \$42.78 (or \$21.64 for students enrolled in 3 or fewer credits)
This is a net amount after an allowance for bad debts has been deducted

SIMON FRASER STUDENT SOCIETY
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For The 12 Months Ending April 30, 2019
Consolidated

Dept		2017/2018 Budget	2018/2019 Budget
Note 2:	The SFSS student health plan 2018/19 Admin fee is 2% of the Health Plan fee whereas the 2017/2018 Admin fee was incorrectly budgeted at 1% of the Health Plan fee		
Note 3:	The IT support for past years has been reallocated to create an IT Fund. Any future IT expenditures will be charged to the IT Fund (Account 215)		
	When the fund is depleted it will need to be replenished as an expense from Dept 31		
Note 4:	The SFSS has a Food Bank Fund through which contributions are held and payments for vouchers are expensed		
	When the fund is depleted it will need to be replenished as an expense from Dept 31		
Note 5:	Food & Beverage Services has closed down effective April 2017		

SIMON FRASER STUDENT SOCIETY
Operating Budget - Draft dated Mar 29, 2018
For The 12 Months Ending April 30, 2019

Finance Office - Department 10

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
901 / 10	Coordinator Wages	118,744	118,191
911 / 10	Student Wages	2,585	-
940 / 10	CPP / EI / WCB	8,643	8,248
945 / 10	Other Benefits	6,148	5,502
950 / 10	Health Benefits	11,128	9,175
	WAGES & BENEFITS	147,248	141,116
705 / 10	Telephone	456	456
715 / 10	Copies/Printing	350	350
720 / 10	Office Supplies/Expenses	400	400
766 / 10	Accounting Software Upgrades	5,100	5,100
797 / 10	Job Development	2,800	-
	EXPENDITURES	9,106	6,306
767 / 10	IT Support	3,127	-
	TOTAL EXPENDITURES	159,481	147,422

Budgetary Notes: (in same order as above line items)

Coordinator Wages

Two coordinators @ 70 hours per pay @ 32.47 per hour, 26 pay periods annually 118,191

Student Wages

No student wages budgeted this year -

CPP / EI / WCB

Calculated as per CRA regulations 8,248

Other Benefits

RRSP @3% of wages for two coordinators 3,546
 Parking \$70 x 12 months for 1 coordinator 840
 Transit Pass \$93 x 12 months for 1 coordinator 1,116
 5,502

Health Benefits

MSP \$75 x 12 months for 2 coordinators 1,853
 PBC \$295.26 X 12 months for 2 coordinators 7,322
 9,175

Telephone

\$37 per month plus \$1 per month for long distance charges 456

Copies/Printing

Printing done on Konica copier 350

Office Supplies/Expenses

Stationery	150
Blank cheque paper	250
	<hr/> 400

Accounting Software Upgrade

Adagio software upgrade/maintenance	3,600
Clarity payroll software upgrades	1,500
	<hr/> 5,100

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31

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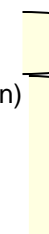
IT Support

No IT Support budgeted this year

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SIMON FRASER STUDENT SOCIETY
Operating Budget - Draft dated Mar 29, 2018
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Building Operating Costs - Department 11

			2017/2018	2018/2019
<u>G/L Acct</u>			<u>Budget</u>	<u>Budget</u>
Operating Costs				
620 / 31	Atrium Cleaning	Note 1	18,360	-
620 / 31	Rotunda Operating Costs	Note 2	51,408	34,272
620 / 31	MBC - Power		43,593	14,864
620 / 31	MBC - Water & Sewer		14,901	4,468
620 / 31	MBC - Heat		27,294	9,330
620 / 31	MBC - Firm Gas		19,544	-
620 / 31	MBC - Janitorial		75,068	24,873
620 / 31	MBC - Pest Control		734	480
620 / 31	MBC - Waste Management		6,328	2,082
620 / 31	MBC - Maintenance		125,301	42,726
620 / 31	SUB - Power		-	50,158
620 / 31	SUB - Water & Sewer		-	15,077
620 / 31	SUB - Heat		-	31,483
620 / 31	SUB - Firm Gas		-	5,000
620 / 31	SUB - Janitorial		-	83,934
620 / 31	SUB - Pest Control		-	300
620 / 31	SUB - Waste Management		-	7,026
620 / 31	SUB - Maintenance		-	144,177
620 / 31	Surrey Campus	Note 5	6,333	6,620
Total Operating Costs			<u>388,863</u>	<u>476,869</u>
Less Cost Recoveries:				
620 / 31	Atrium Cleaning - Tenant Contributions	Note 6	12,000	-
620 / 31	Maintenance Paid By SEF	Note 7	122,736	42,726
620 / 31	FBS	Note 8	119,328	-
620 / 31	Copy Centre	Note 9	8,466	7,382
620 / 31	Ombuds Office	Note 10	1,605	1,081
620 / 31	GSS		17,895	11,083
620 / 31	Mini Mart		3,177	1,967
620 / 31	Studentcare.net	Note 11	1,266	392
620 / 31	Peak	Note 12	8,802	8,175
620 / 31	CJSF	Note 13	9,226	1,240
620 / 31	SFPIRG		8,646	1,162
620 / 31	Bubble Tea (Client Connection)		2,598	-
620 / 31	Gawon (Ireh Enterprise)		3,420	-
620 / 31	Guadalupe		3,543	-
620 / 31	Pasta Organica		4,179	-
620 / 31	Bubble Waffle		2,744	-
-	Build SFU Levy	Note 15	-	337,154
Total Cost Recoveries			<u>329,631</u>	<u>412,362</u>
Net Operating Costs			<u>59,232</u>	<u>64,507</u>
(Total Operating Costs Minus Cost Recoveries)				

Budgetary Notes:

Note 1

There are no Atrium (Food Court) cleaning costs due to the surrender of the space in August 2017

Note 2

Rotunda operating costs are budgeted to decrease as a result of the SFSS moving out of the rotunda in Dec 2018 and moving into the SUB

Note 3

MBC operating costs are budgeted to decrease as a result of the SFSS surrendering the Food Court and Pub spaces in Sep 2017

MBC operating costs are also budgeted to decrease as a result of the SFSS moving out of the MBC in Dec 2018 and moving into the SUB

Estimated MBC Operating Cost for 2018/19 is \$7.06 per square foot, per year

Note 4

SUB operating costs are budgeted to begin in Dec 2018 to align with estimated substantial completion date

The operating costs are based on the same rate as used in the MBC operating calculation, and are based on 109,792 square feet

Note 5

Operating costs charged by SFU for the SFSS Surrey Campus offices and lounge

Estimated Surrey Campus Operating Cost for 2018/19 is \$12.87 per square foot, per year

Note 6

There are no tenant contributions for Atrium (Food Court) cleaning due to the surrender of the space in August 2017

Note 7

The Space Expansion Fund pays the Maintenance portion of MBC Operating Costs

This will cease upon moving into the SUB

Note 8

There is no contribution from SFSS Food and Beverage Services as the department has closed

Note 9

The Copy Centre pays its share of operating costs for the space it occupies

This has been calculated for the space occupied in the MBC (until Dec 31, 2018)

and to be occupied in the SUB (Jan-Apr 2019)

Note 10

Department 14 (Ombuds Office) contributes funding to cover the operating costs associated with the space occupied in the MBC (calculated until Dec 31, 2018)

Note 11

These tenants pay their share of operating costs for the spaces they occupy

GSS lease is expected to continue only until December 31st, 2018

Mini Mart lease is expected to continue only until December 21st, 2018

Studentcare lease expires on August 31st, 2018 and renewal is unknown and unbudgeted

Note 12

The Peak pays its share of operating costs for the spaces it occupies in MBC

Note 13

These tenants pay their share of operating costs for the spaces they occupy in the Rotunda
CJSF lease is expected to continue only until June 30th, 2018
SFPIRG lease is expected to continue only until June 30th, 2018

Note 14

There are no contributions from these former MBC Food Court tenants
For budget comparison purposes, these items remain for this year but are zero

Note 15

Build SFU Levy will fund construction, maintenance, and utility costs associated with the SUB

SIMON FRASER STUDENT SOCIETY
Operating Budget - Draft dated Mar 29, 2018
For The 12 Months Ending April 30, 2019

Student Centre - Student Unions - Department 12

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
901 / 12	Coordinator Wages	48,303	70,444
911 / 12	Union Outreach Assistant Wages	17,457	17,457
912 / 12	Accessibility Designated Assistant Wages	10,474	-
940 / 12	CPP / EI / WCB	7,595	6,272
945 / 12	Other Benefits	3,633	2,289
950 / 12	Health Benefits	5,502	6,999
	WAGES & BENEFITS	<u>92,964</u>	<u>103,461</u>
700 / 12	Advertising	1,000	1,000
705 / 12	Telephone	384	384
715 / 12	Copies/Printing	1,150	1,150
720 / 12	Office Supplies/Expenses	200	200
766 / 12	Software Maintenance	1,330	-
797 / 12	Job Development	2,345	-
	EXPENDITURES	<u>6,409</u>	<u>2,734</u>
767 / 12	IT Support	1,987	-
	TOTAL EXPENDITURES	<u><u>101,360</u></u>	<u><u>106,195</u></u>
FACULTY STUDENT UNIONS			
5000 / F	Faculty Union Core	15,750	15,750
	TOTAL DSU EXPENDITURES	<u><u>15,750</u></u>	<u><u>15,750</u></u>
DEPARTMENTAL STUDENT UNIONS			
5000 / T	Student Union Travel	10,000	20,000
5000 / G	Student Union Grants	75,500	75,500
5000 / C	Student Union Core	55,650	55,650
5000 / S	Workshops	11,325	12,825
	TOTAL DSU EXPENDITURES	<u><u>152,475</u></u>	<u><u>163,975</u></u>

Budgetary Notes: (in same order as above line items)

Coordinator Wages

One coordinator @ 70 hours per pay @ 26.54 per hour, 26 pay periods annually 48,303

Article 28.1b States that the permanent employee who receives EI benefits related to pregnancy and/or parental leave will, upon return to work at the end of their leave, be paid a back to work bonus equal to the difference between EI benefits received during the leave and their regular wages for the period of time they received EI benefits 22,141

70,444

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Student Centre - Student Unions - Department 12

Union Outreach Assistant Wages

These wages are based on:	17,457
20 Hours/Week	

Accessibility Designated Assistant Wages

Removed from the SFSS budget as paid for through the Accessibility Fund	-
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CPP / EI / WCB

Calculated as per CRA regulations	6,272
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Other Benefits

RRSP @ 3% of 1 coordinator's wages	1,449
Parking allowance \$70/month for 1 coordinator	840
	2,289

Health Benefits

MSP / PBC for 2 coordinators	6,999
(Anna Reva's health and dental benefits are active during maternity leave)	

Advertising

Advertising (Peak ads, social media (snapchat) and other ads)	1,000
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Telephone

\$31 per month plus \$1 per month for long distance charges	384
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Copies/Printing

Handouts, guides, agendas, posters, banners	1,000
Cost per copy per year	150
	1,150

Office Supplies

Miscellaneous office supplies	200
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Software Maintenance

No anticipated maintenance charges for 2018/2019 due to SFU	-
IT Services computer support	

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31	-
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IT Support

No IT Support budgeted this year	-
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Departmental Student Unions

Student Union Travel

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Student Centre - Student Unions - Department 12

The budget has been increased in response to student and Board interest	20,000
In the past 3 years the annual budget of \$10,000 has been fully utilized	
In 2016/2017 the amount used was \$14,000 (\$4,000 more than budgeted)	
The annual limit of \$100 per student will remain in effect	
The annual limit for each DSU/FSU/Constituency Group will increase by \$400	
The increase of \$400 per group will be monitored, data will be collected, and recommendations for alterations will be proposed by the coordinator if necessary	

Workshops

Meet and Greet, etc. - 2 workshops per semester (6 @ \$150)	900
Food Safe workshop - 1 workshop per year (@ \$875) less \$100 registration	1,175
Standard First Aid workshop subsidy	2,700
Mental Health First Aid workshop - 1 workshop per year (\$1750) less \$500 registration	1,250
Conflict resolution, leadership simulation or other workshops	2,800
Self-Defense workshop - 2 workshops a year @ \$350	700
A/V for all workshops @100\$ each	1,100
Clubs Days set up	700
Requested increase for TBD DSU events	1,500
	12,825

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Student Centre - Clubs - Department 13

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
	TOTAL NET REVENUE (See Appendix A)	<u>37,200</u>	<u>27,200</u>
901 / 13	Coordinators Wages	147,400	107,398
911 / 13	SC Administrative Assistants Wages	47,941	77,887
940 / 13	CPP/EI/WCB	15,384	14,048
945 / 13	Other Benefits	10,294	7,782
950 / 13	Health Benefits	12,373	8,281
	WAGES & BENEFITS	<u>233,391</u>	<u>215,396</u>
665 / 13	Bank Charges	5,400	5,400
705 / 13	Telephone	1,440	1,080
715 / 13	Copies/Printing	240	260
720 / 13	Office Supplies/Expenses	1,650	150
810 / 13	Clubs Days	11,500	-
821 / 13	Database Hosting & Maintenance	2,820	2,820
797 / 13	Job Development	2,000	-
	EXPENDITURES	<u>25,050</u>	<u>9,710</u>
767 / 13	IT Support	4,425	-
	TOTAL EXPENDITURES	<u>262,866</u>	<u>225,106</u>
	NET EXPENDITURES	<u>225,666</u>	<u>197,906</u>
	(Total Expenditures minus Total Revenue)		

Budgetary Notes: (in same order as above line items)

Net Sales Revenue

See Appendix A for breakdown of revenues 27,200

Coordinators Wages

One coordinator @ 70 hours per pay @ 32.47 per hour, 26 pay periods annually 59,095

One coordinator @ 70 hours per pay @ 26.54 per hour, 26 pay periods annually 48,303

107,398

The wages for MSC- Events coordinator has been separated to its own department, leaving a lower budget than prior year.

SC - Administrative Assistants Wages (pooled)

77,887

Beginning in 2018-2019, these Administrative Assistants will support clubs, events, and the Surrey Campus office and are budgeted as follows. Breakdown is provided based on requests for staffing received from 3 departments.

Clubs and other Student Centre programs:

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Student Centre - Clubs - Department 13

2018-2: 49 Hours/Week - May, Jun, Jul, Aug (no change from prior year)
 2018-3: 80 Hours/Week - Sep, Oct, Nov, Dec (20 hours per week higher than prior year)
 2019-1: 75 Hours/Week - Jan, Feb, Mar, Apr (18 hours per week higher than prior year)
 The increase in hours reflects an increase in activity in the Student Centre (front desk) in 2017-2018 compared to the previous year. Examples:
 Grants increased by 31% in September 2017 compared to September 2016
 Catering requests increased 64% in January 2018 compared to January 2017
 A/V requests increased by 15% in January 2018 compared to January 2017.
 Email correspondence increased by 68% in fall 2017 compared to fall 2016.
 Email correspondence increased by 74% in spring 2018 compared to spring 2017.

Events:

2018-2: 20 Hours/Week - May, Jun, Jul, Aug (20 hours per week higher than prior year)
 2018-3: 20 Hours/Week - Sep, Oct, Nov, Dec (20 hours per week higher than prior year)
 2019-1: 20 Hours/Week - Jan, Feb, Mar, Apr (20 hours per week higher than prior year)
 To assist the MSC-Events. See budgetary notes for Department 47 for details.

Surrey Campus Office:

2018-2: 1.5 Hours/Week - May, Jun, Jul, Aug (0.15 hours per week higher than prior year)
 2018-3: 1.5 Hours/Week - Sep, Oct, Nov, Dec (0.15 hours per week higher than prior year)
 2019-1: 1.5 Hours/Week - Jan, Feb, Mar, Apr (0.15 hours per week higher than prior year)
 To provide coverage at the Surrey Campus office when the coordinator is on vacation or otherwise out of the office

CPP / EI / WCB

Calculated as per CRA regulations	14,048
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Other Benefits

RRSP @3% of Coordinator wages plus \$80 per month for 2 students	6,102
Parking \$70 per month x 2 coordinators	1,680
	7,782

Health Benefits

PBC \$444.06 for 2 coordinators plus \$74.40 per month for 2 students	7,351
MSP \$37.50 per month for 1 coordinator plus \$18.75 per month for 2 students	930
	8,281

Bank Charges

Credit/Debit card service charges (average \$455 per month)	5,400
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Telephone

\$89 per month plus \$1 per month long distance charges	1,080
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Copies/Printing

General Office forms, Konica printing	260
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Office Supplies

Computer accessories	150
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Student Centre - Clubs - Department 13

Clubs Days

Moved to Events department	-
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Database Hosting & Maintenance

Hosting \$45 per month	540
Monthly maintenance agreement (\$190 per month)	2,280
	<hr/> 2,820

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31	-
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IT Support

No IT Support budgeted this year	-
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Appendix A - Department 13 - Student Centre - Clubs

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
422 / 13	Sales - Vending Permits	25,000	23,000
522 / 13	Purchases - Program Costs - Vending	400	400
	NET REVENUE - Vending	24,600	22,600
427 / 13	Sales - Craft Fair	3,900	-
527 / 13	Purchases - Program Costs - Craft Fair	3,900	-
	NET REVENUE - Craft Fair	-	-
435 / 13	Sales - Imaginus	6,000	-
535 / 13	Purchases - Program Costs - Imaginus	-	-
	NET REVENUE - Imaginus	6,000	-
440 / 13	Sales - Miscellaneous	600	5,000
540 / 13	Purchases - Program Costs - Miscellaneous	-	4,400
	NET REVENUE - Miscellaneous	600	600
420 / 13	Sales - Conference Rooms	6,000	4,000
520 / 13	Purchases - Program Costs - Conference Rooms	-	-
	NET REVENUE - Conference	6,000	4,000
	TOTAL NET REVENUE	37,200	27,200
	CLUBS BUDGET	2017/2018 Budget	2018/2019 Budget
4000	Clubs Funding	225,000	250,000

Budgetary Notes: (in same order as above line items)

Sales - Vending Permits

Sales budgeted for 2018/2019 consistent with 2017/18 actual historical revenue earned
(YTD by Dec 2017: \$15,000; Jan-Apr 2018 forecast \$8,000)

Purchases - Program Costs - Vending

For purchase of four new tables from SFU

Sales / Purchases - Craft Fair and Imaginus

These line items have been moved to Department 47
For budget comparison purposes, these items remain for this year but are zero

Sales - Miscellaneous

Sales consist of daily parking passes and buttons
Although the presentation has been modified on this budget sheet, there is no
anticipated change to sales compared to last year

SIMON FRASER STUDENT SOCIETY
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Appendix A - Department 13 - Student Centre - Clubs

Purchases - Program Costs - Miscellaneous

Purchases consist of daily parking passes and buttons

Although the presentation has been modified on this budget sheet, there is no anticipated change to purchases compared to last year

Sales - Conference Rooms

MBC room rentals for May-Dec (8 months)

Sales budgeted for 2018/2019 reduced to match the actual revenue earned in 2017/2018

Purchases - Program Costs - Conference Rooms

There are no costs associated with conference room rentals

Clubs Funding

An increase of \$25,000 (10%) in 2018-2019 reflects increased demands for club funding.

Grants increased by 31% in September 2017 compared to September 2016

The new building will bring increased club activity and related costs.

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Student Centre - Events - Department 47

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
	TOTAL NET REVENUE (see Appendix B)	-	4,100
901 / 47	Coordinator Wages	-	49,099
911 / 47	SC-Events Administrative Assistant Wages	-	-
940 / 47	CPP/EI/WCB	-	3,886
945 / 47	Other Benefits	-	2,313
950 / 47	Health Benefits	-	3,670
	WAGES & BENEFITS	-	58,969
705 / 47	Telephone	-	124
715 / 47	Copies/Printing	-	500
720 / 47	Office Supplies/Expenses	-	500
765 / 47	Equipment	-	2,000
810 / 47	Clubs Days	-	17,000
819 / 47	Film License	-	1,350
797 / 47	Job Development	-	-
	EXPENDITURES	-	21,474
767 / 13	IT Support	-	-
	TOTAL EXPENDITURES	-	80,443
	NET EXPENDITURES	-	76,343
	(Total Expenditures minus Total Revenue)		

Budgetary Notes: (in same order as above line items)

Total Net Revenue

See Appendix B for breakdown of revenues 4,100

Coordinator Wages

One coordinator @ 70 hours per pay @ 26.54 per hour, 26 pay periods 49,099
annually, plus 15 hours overtime wages throughout year for special events

SC-Events Administrative Assistant Wages

These wages are based on: -
2017-2: 20 Hours/Week - May, Jun, Jul, Aug
2017-3: 20 Hours/Week - Sep, Oct, Nov, Dec
2018-1: 20 Hours/Week - Jan, Feb, Mar, Apr

These hours are reflected in the SC-Clubs budget as per CEO instructions for pooled resources

SC-Events Administrative Assistant - Duties and responsibilities

Execute daytime Board initiatives such as set-up and take down
Perform front desk staff operations when needed

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Student Centre - Events - Department 47

Provide event related support to Clubs and DSU's coordinators (COI, waivers, security, etc.)
 Submit and follow up on catering, temporary food permits, room bookings and A/V requests
 Admin support such (emails, review event plans, arrange meetings)
 Document after event reports for large scale and high risk events

CPP / EI / WCB

Calculated as per CRA regulations	3,886
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Other Benefits

RRSP @3% of Coordinator wages	1,473
Parking \$70/month for coordinator	840
	2,313

Health Benefits

PBC \$306 per month for coordinator	3,670
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Telephone

\$31 per month starting Jan 2019	124
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Copies/Printing

Printing relevant forms	500
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Office Supplies

Computer accessories	100
Miscellaneous supplies	400
	500

Equipment

For purchase of non-capital equipment for events such as board games, signs, outdoor board games, etc.	2,000
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Clubs Days

The \$11,500 to \$17,000 budget increase is based on the last 4 years historical records and events history. Moved from SC-Clubs Last years budget was \$11,500	17,000
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Film License/Expenses

Based on historical spending in fiscal 2016/2017. Moved from Board.	1,350
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Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31	-
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IT Support

No IT Support budgeted this year	-
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Appendix B - Student Centre - Events - Department 47

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
427 / 47	Sales - Craft Fair	-	3,100
527 / 47	Purchases - Program Costs - Craft Fair	-	3,000
	NET REVENUE - Craft Fair	<u>-</u>	<u>100</u>
435 / 47	Sales - Imagus	-	4,000
535 / 47	Purchases - Program Costs - Imagus	-	-
	NET REVENUE - Imagus	<u>-</u>	<u>4,000</u>
	TOTAL NET REVENUE	<u><u>-</u></u>	<u><u>4,100</u></u>

Budgetary Notes: (in same order as above line items)

Sales - Craft Fair

Revenue from vendor fees 3,100

Purchases - Program Costs - Craft Fair

Security, facilities set-up and take-down, donation of 10% of revenue to the SFSS Food Bank 3,000

Sales - Imagus

Revenue from rental of space for poster sale event 4,000

Purchases - Program Costs - Imagus

No costs associated with Imagus event as vendor pays all costs of set-up take-down, and security -

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Ombuds Office - Department 14

<u>G/L Acct</u>	2017/2018 Budget	2018/2019 Budget
Dept 14 Ombuds Office Contribution	2,745	1,841
EXPENDITURES	<u>2,745</u>	<u>1,841</u>
TOTAL EXPENDITURES	<u><u>2,745</u></u>	<u><u>1,841</u></u>

Budgetary Notes: (in same order as above line items)

Ombuds Office Contribution

Operating cost \$134 per month (May-Dec 2018)	1,081
Telephone expense \$95 per month (May-Dec 2018)	760
Contribution will cease when SFSS moves into SUB in January 2019	<u>1,841</u>

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Copy Centre - Department 15

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
	TOTAL NET REVENUE (see Appendix C)	70,570	65,051
901 / 15	Coordinator Wages	58,222	59,095
903 / 15	Overtime Wages	2,559	-
911 / 15	Retail Services Assistant Wages	13,285	6,244
940 / 15	CPP / EI / WCB	5,125	4,720
945 / 15	Other Benefits	2,839	2,889
950 / 15	Health Benefits	3,657	2,310
	WAGES & BENEFITS	85,686	75,259
620 / 15	Operating Costs	8,466	7,382
665 / 15	Bank & Interest Charges	3,900	2,400
700 / 15	Advertising	-	-
705 / 15	Telephone	756	756
715 / 15	Copies/Printing	200	100
720 / 15	Office Supplies/Expenses	835	600
766 / 15	Repairs & Maintenance	10,000	8,000
	EXPENDITURES	24,157	19,238
767 / 15	IT Support	785	-
	TOTAL EXPENDITURES	110,629	94,497
	NET EXPENDITURES	40,059	29,446

Budgetary Notes: (in same order as above line items)

Total Net Revenue

See Appendix C for breakdown of revenue 65,051

Coordinator Wages

One coordinator @ 70 hours per pay @ 32.47 per hour, 26 pay periods annually 59,095

Overtime Wages

Overtime for printing for the IEC has been removed as directed by the CEO -

Retail Services Assistant Wages

These wages are based on:

2018-2 - No assistant in May, Jun, Jul, Aug	-
2018-3 - 10 hours/week - Sept, Oct, Nov, Dec	3,021
2019-1 - 12 hours/week - Jan, Feb, Mar, Apr	3,223
	6,244

Retail assistant hours have been eliminated for the summer semester, and have been reduced by 4 hours per week in fall semester and reduced by 6 hours per week in the spring semester

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Copy Centre - Department 15

CPP / EI / WCB

Calculated as per CRA regulations	4,720
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Other Benefits

RRSP @3% of wages for 1 coordinator	1,773
Transit pass \$93 x 12 months for 1 coordinator	1,116
	2,889

Health Benefits

MSP \$37.5 x 12 months for 1 coordinator	465
PBC \$148.80 x 12 months for 1 coordinator	1,845
	2,310

Operating Costs

\$656 per month for 8 months at MBC (1,113.74 sq. ft)	5,242
\$535 per month for 4 months at SUB (909.1 sq. ft)	2,140
	7,382

Bank & Interest Charges

Credit/Debit card service charges (average \$200 per month)	2,400
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Advertising

Budget has been zeroed out as directed by CEO	-
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Telephone

\$63 per month plus \$1 per month long distance charges	756
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Copies/Printing

Printing order forms and invoices for the copy centre	100
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Office Supplies/Expenses

Norton antivirus renewal	100
Office supplies	500
	600

Repairs & Maintenance

Cantor Computing - repairs on CC POS and computers + other repairs & maint	2,000
Merkor / GBC - repairs on electric cutter, pedestal stapler, coil binder and laminator	1,000
Annual service contract with Ruygrok Graphics Ltd (Plotter, printer and cutter)	5,000
	8,000

IT Support

No IT Support budgeted this year	-
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Appendix C - Department 15 - Copy Centre

G/L Acct		2017-2018 Budget	2018/2019 Budget
430 / 15	Sales - Copies School	22,237	14,602
431 / 15	Sales - Copies SFSS	45,559	31,327
446 / 15	Sales - Copies External	39,014	36,979
455 / 15	Sales - Bindery	29,715	22,404
440 / 15	Sales - Labour	2,336	1,632
	Sales	138,862	106,944
530 / 15	Copiers - Leases and Maintenance	21,760	14,888
555 / 15	Bindery	22,844	14,703
570 / 15	Paper Supplies	11,250	7,637
575 / 15	Printing Supplies	13,030	5,071
	Cost Of Sales	68,883	42,298
	Net Copier Sales	69,978	64,646
	Office Supplies		
476 / 15	Sales	1,154	530
576 / 15	Cost Of Sales	562	125
	Net Sales	592	405
	Total Sales	140,015	107,474
	Total Cost of Sales	69,445	42,423
	Total Net Revenue	70,570	65,051

Revenue and cost of sales are down due to a reduction in demand for printing by students, the SFSS, and university departments

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Communications Office - Department 17

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
901 / 17	Coordinator Wages	58,222	59,095
911 / 17	Communications Assistant Wages	22,577	24,457
911 / 17	Copywriter Wages	15,003	-
940 / 17	CPP/EI/WCB	7,175	6,186
945 / 17	Other Benefits	3,617	5,649
950 / 17	Health Benefits	2,737	4,620
	WAGES & BENEFITS	109,330	100,008
700 / 17	Advertising	10,020	5,010
886 / 17	Promotional Material	-	5,010
705 / 17	Telephone	756	384
715 / 17	Copies/Printing	1,800	1,800
720 / 17	Office Supplies/Expenses	3,000	1,000
735 / 17	Subscriptions & Secondary Adobe Creative Cloud	3,388	4,721
797 / 17	Job Development	1,500	-
820 / 17	Campaigns	6,000	6,000
821 / 17	Web Site And Tech Support	8,400	8,400
	EXPENDITURES	36,214	32,325
767 / 17	IT Support	2,911	-
	TOTAL EXPENDITURES	148,555	132,332

Budgetary Notes: (in same order as above line items)

Coordinator Wages

One coordinator @ 70 hours per pay @ 32.47 per hour, 26 pay periods annually 59,095

Communications Assistant Wages

These wages are based on: 24,457

2018-2 - 28 Hours/Week for Communications Assistant (increase of 4 hours)

2018-3 - 28 Hours/Week for Communications Assistant (increase of 4 hours)

2019-1 - 28 Hours/Week for Communications Assistant (increase of 4 hours)

Copywriter Wages

No requirement for this position this year

CPP / EI / WCB

Calculated as per CRA regulations 6,186

Other Benefits

RRSP @ 3% of coordinator wages plus \$80 *12 months * 2 students 3,693

Parking \$70 per month x 1 coordinator plus \$93 per month for 1 student 1,956

5,649

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Communications Office - Department 17

Health Benefits

MSP / PBC \$373 x 12 months for 1 coordinator plus 50% of 2 students 4,620

Advertising

This line is being split in half for 2018-2019 and half of the funds are being allocated to a new line called Promotional Material. 5,010

\$418 per month for social media ads, RHA newsletter ads, Peak ads (for promotion of General Membership Survey, events, voting period [ads that are not mandated by the IEC]) and general SFSS signs and branding (e.g. window vinyls, additional SFSS banners, and SFSS brochures)

Promotional Material

\$2,505 SFSS branded material to distribute for outreach purposes and as prizes 5,010

\$2,505 SFSS branded wearables for member facing services

Telephone

\$31 per month plus \$1 per month for long distance charges 384

Decreased to reflect only one phone line (instead of two) in 2018-2019.

Copies/Printing

\$1,800 per year for outreach promotional materials 1,800

Office Supplies/Expenses

\$1,000 per year contingency for software purchases and other office supplies 1,000

Decreased for 2018/2019 due lower anticipated need

Subscriptions

\$80 per month for Adobe Creative Cloud 960

\$2,100 annual subscription for Getty Images 2,100

\$200 Hootsuite annual fee 200

\$19 per month Survey Monkey 228

\$40 per month for jotform 480

\$752.66/year for secondary Adobe Creative Cloud 753

4,721

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31 -

Campaigns

\$500 per month for the purchase of outreach materials and contest prizes 6,000

Web Site And Tech Support

\$700 per month or hosting, reviews, back-ups, and maintenance tweaks 8,400

IT Support

No IT Support budgeted this year -

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Campaigns, Research, and Policy Office - Department 18

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
901 / 18	Coordinator Wages	58,222	59,095
911 / 18	Research & Administrative Assistant Wages	-	13,093
940 / 18	CPP / EI / WCB	4,302	5,147
945 / 18	Other Benefits	2,839	4,965
950 / 18	Health Benefits	5,449	5,828
	WAGES & BENEFITS	70,811	88,128
700 / 18	Advertising	3,835	-
705 / 18	Telephone	384	384
715 / 18	Copies/Printing	600	600
720 / 18	Office Supplies/Expenses	500	500
735 / 18	Subscriptions	-	500
738 / 18	Resources/Books	250	500
797 / 18	Job Development	3,000	-
	EXPENDITURES	8,569	2,484
767 / 18	IT Support	1,588	-
	TOTAL EXPENDITURES	80,968	90,612

Budgetary Notes: (in same order as above line items)

Coordinator Wages

One coordinator @ 70 hours per pay @ 32.47 per hour, 26 pay periods annually 59,095

Research & Administrative Assistant Wages

These wages are based on: 13,093
 2018-2 - 15 Hours/Week for Research & Administrative Assistant
 2018-3 - 15 Hours/Week for Research & Administrative Assistant
 2019-1 - 15 Hours/Week for Research & Administrative Assistant

The office of the CRPC is budgeting for a Research and Administrative Designated Assistant (RADA).
 The purpose of the RADA is to increase the output of the office generally

More specifically, the RADA will free the CRPC from some of the more rote data gathering and presentation tasks, as well as office administrative tasks, allowing him to focus on higher level analysis, as well as system and process design.

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Campaigns, Research, and Policy Office - Department 18

Some examples of projected RADA work include updating and amending departmental SOP documents and SFSS policy documents, ensuring a consistent look and feel and adherence to document design best practices and SFSS standards, the collection and summary description of governance and programming research to inform CRPC analysis and recommendation work, the collection and organisation of corporate governance records such as elections and referendum records, member resignations records, membership fee payment records, records of Board decisions, records of committee decision.

Some examples of opportunities for sustained, higher value research and analysis that the CRPC will be able to perform is the feasibility of acquiring charitable status for the SFSS in order to offset some of the cost of the services to donors, research into the food security challenges of students at SFU and the existing community services available to them to inform a redesign of the existing food bank program to ensure it is impactful in the short term and sustainable in the long term. It would provide the opportunity to complete the development of the policy and procedural landscape for all Society departments, including Board and student groups.

CPP / EI / WCB

Calculated as per CRA regulations	5,147
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Other Benefits

RRSP @3% of coordinator wages plus \$80 per month for designated assistant	2,733
Transit pass \$93 X 2 X 12 months for coordinator and designated assistant	2,232
	4,965

Health Benefits

MSP / PBC \$463 per month for coordinator and designated assistant	5,828
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Advertising

Reduced to zero as the Advocacy Committee budget will cover advertising expenses for campaigns.	-
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Telephone

\$31 per month plus \$1 per month for long distance charges	384
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Copies/Printing

Estimated copying for the year	600
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Office Supplies/Expense

Miscellaneous supplies	500
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Subscriptions

Various web software services	500
This is a new line in 2018-2019 to better reflect spending for subscriptions for web software such as Jot Forms. These expenses have previously been charged to Office Supplies/Expenses and Resources/Books	

Resources/Books

Reference Material - books and software	500
Budget is increasing to reflect the department's focus shifting to research	

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Campaigns, Research, and Policy Office - Department 18

Job Development

-

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31

IT Support

No IT Support budgeted this year

-

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Board Of Directors - Department 20

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
	Administrative-BOD		
930 / 20	Stipends - Executive	126,000	126,000
931 / 20	Stipends - Non-Executive	101,500	101,500
932 / 20	Stipends - Council	29,400	29,400
911 / 20	Archivist Project Worker Wages	-	6,547
940 / 20	CPP / EI / WCB	12,000	12,488
945 / 20	Childcare	600	100
946 / 20	Parking	-	9,600
685 / 20	Legal Consulting	20,000	20,000
705 / 20	Telephones	4,320	4,320
715 / 20	Copies/Printing	1,276	1,276
720 / 20	Office Supplies/Expenses	2,000	2,000
740 / 20	Conferences	6,000	6,000
741 / 20	Membership Engagement	13,000	20,000
743 / 20	General Membership Survey	2,000	2,000
742 / 20	Per Diem	1,200	-
767 / 20	IT Support	6,913	-
814 / 20	BOD Retreat, Orientation & Development	15,900	16,000
815 / 20	Council Expenditures	1,500	1,500
831 / 20	Annual/Special General Meeting	7,500	4,000
837 / 20	Student Staff Meetings	1,467	1,467
	Total BOD Administrative Costs	352,576	364,198
	Services-BOD		
686 / 20	Legal Aid Clinic	14,500	7,500
816 / 20	Concert	40,000	15,000
817 / 20	Events - Committee	20,000	45,000
818 / 20	SOCAN	-	4,000
820 / 20	Advocacy	30,000	30,000
821 / 20	Surrey Campus Committee	10,000	15,000
822 / 20	Vancouver Campus Committee	5,000	5,000
898 / 20	Bursary Contribution	30,000	30,000
	ALLOCATIONS	149,500	151,500
	TOTAL EXPENDITURES	502,076	515,698

Budgetary Notes: (in same order as above line items)

Stipends

Executive stipends based on 6 executives at \$21,000/year	126,000
Non-Executive stipends based on 10 board members at 10,500/year	101,500
Council stipends based on 35 council members / meeting x \$35 stipend x 2 meetings each month	29,400

Archivist Project Worker Wages

These wages are based on:	6,547
2018-2: 15 Hours/Week - May, Jun, Jul, Aug	

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Board Of Directors - Department 20

2018-3: 15 Hours/Week - Sep, Oct

The archivist is a new position and will assist with:

1. The development of policy and procedural standards for records retention and destruction.
2. The organisation and archiving of all Board records.
3. Regular review of policy and procedures, auditing of adherence to policy and procedure, and archiving of recent records.

CPP / EI / WCB

Calculated as per CRA regulations	12,488
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Childcare

This line item decreased, as it had not been used in the past three years	100
If more money is required for this line item, a budget reallocation is recommended	

Parking

Many Board members worked in the SFSS offices, attended SFSS events at different campuses, and transported materials (popcorn machine, banners, swag, etc) from different campuses. Therefore, there was a recommendation to reimburse Board members for parking-related expenses.	9,600
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Board members can be reimbursed a maximum of \$200 per semester for SFU SFU related parking expenses. This will be done through the cheque requisition with the oversight of the VP Finance

Legal Consulting

\$20,000 general unanticipated legal issues that arise during the year	20,000
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Telephones

6 executive members with \$60 monthly reimbursement for cell phone usage	4,320
--	-------

Copies/Printing

For printing in the Board of Directors office	1,276
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Office Supplies/Expenses

Office supplies for the Board of Directors office	2,000
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Conferences

Board member attendance at conferences	6,000
--	-------

Membership Engagement

This line item increased as there was a shortage of swag to give to students while campaigning and tabling for clubs days in the 2017/18 year. A budget reallocation was completed in the 2017/18 year to purchase more swag	20,000
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Items purchased from this line item may be used for events on all campuses, which currently include the Surrey, Vancouver, and Burnaby campuses

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Board Of Directors - Department 20

General Membership Survey

Prizes for three winners	1,200
Social media contest prizes to create awareness, if needed	800
	<hr/> 2,000

Per Diem

Budget reduced to zero as there has not been any spending in the past two years	-
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IT Support

No amount budgeted this year	-
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Board Of Directors Retreat, Orientation & Development

\$3,000 based on orientation plan organized by staff	3,000
Beginning of the year workshops could include: anti-harassment, Robert's Rules	
Mid-year workshops could include: Robert's Rules	
\$3,000 budget for Board retreat	3,000
\$10,000 budget for Board development of entire board eg. workshops	10,000
(not to include conferences)	<hr/> 16,000

Council Expenditures

\$1,500 budgeted for orientation snacks for three orientation sessions	1,500
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Annual/Special General Meeting

Reduced to \$4,000 in 2018/2019 to reflect actual expenditures in previous two years	4,000
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Student Staff Meetings

Per Collective Agreement Article 17.3 - Student Employee Staff Meetings	1,467
2hr meeting / semester	

Legal Aid Clinic

2018/2019 budget reduced by \$7,000 on recommendation by CEO due to Legal Clinic currently being free of charge by the lawyers	7,500
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Concert

This line item was previously called the "Events – Special/Large Scale". In the past, this line item has been used as a placeholder for the Fall Kickoff concert, as the concert has seen large amounts of expenditure. However, in the 2017/18 year, this line item saw a net increase, due to the success of the concert. This resulted in the committee using the "Events Committee" line item and "Events – Special /Large scale" to throw events throughout the entire year. In order to provide clear direction on the use of these line items, the name of this line item was changed and the budget was decreased to reflect how much the Board was comfortable investing in a concert for 2018/19. Whatever was left over was allocated to the Events Committee line item to ensure the quantity and quality of events throughout the 2018/19 year do not decrease.	15,000
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Events - Committee

Money was allocated from what is now called the concert line item to provide clear	45,000
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Board Of Directors - Department 20

expectations on how much should be spent on the concert and other events for the 2018/19 year. Please see "Concert" note for more context.

This line item may also be used to host events on other campuses, which currently include the Surrey, Vancouver, and Burnaby campus

SOCAN

In the past, the Highland Pub would purchase this license, which allowed the society to play music for pub nights, the concert, and other events. However, since the Highland Pub was closed, this has been budgeted in the Board budget to allow music to be played at SFSS events	4,000
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Advocacy

Funding for the Advocacy Committee's activities. Same amount as previous year.	30,000
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Surrey Campus Committee

The SFU Surrey campus is the largest growing campus at SFU. With the construction of a new building in Surrey and the committee being frugal in spending for the 2017/18 year, the Board expects more events for the 2018/19 year	15,000
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Vancouver Campus Committee

Funding for the Vancouver Campus Committee's activities. Same amount as previous year.	5,000
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Bursary Contribution

To fund the Student Society Emergency Aid Fund which is administered through SFU Financial Aid and Awards	30,000
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Women's Centre - Department 24

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
401 / 24	GSS Contribution	7,126	5,146
	TOTAL REVENUE	7,126	5,146
901 / 24	Coordinator Wages	48,303	48,303
911 / 24	Resource Assistant Wages	17,457	17,457
911 / 24	Project Worker Wages	7,050	-
940 / 24	CPP / EI / WCB	5,834	5,298
945 / 24	Other Benefits	5,553	5,325
950 / 24	Health Benefits	2,717	3,465
	WAGES & BENEFITS	86,915	79,848
700 / 24	Advertising	3,000	1,500
705 / 24	Telephone	864	864
715 / 24	Copies/Printing	1,200	2,700
720 / 24	Office Supplies/Expenses	2,300	950
735 / 24	Subscriptions	450	400
738 / 24	Resources/Books	3,000	3,500
740 / 24	Conferences	2,250	2,500
744 / 24	Mileage	150	150
787 / 24	Dues & Memberships	400	400
797 / 24	Job Development	1,000	-
865 / 24	Childcare	300	700
886 / 24	Special Events / Outreach	6,500	10,000
887 / 24	Food Outreach	3,000	3,000
888 / 24	Safer Sex / Menstrual Supplies	5,000	5,500
889 / 24	Laundry	-	600
	EXPENDITURES	29,664	32,764
767 / 24	IT Support	2,189	-
	NET EXPENDITURES	111,642	107,466

Budgetary Notes: (in same order as above line items)

GSS Contribution

Per agreement between the GSS and the SFSS, the GSS will contribute 16% of funding towards the Women's Centre's expenditures portion of the budget 5,146

Coordinator Wages

One coordinator @ 70 hours per pay @ 26.54 per hour, 26 pay periods annually 48,303

Resource Assistant Wages

These wages are based on: 17,457
2018-2: 20 Hours/Week - May, Jun, Jul, Aug

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Women's Centre - Department 24

2018-3: 20 Hours/Week - Sep, Oct, Nov, Dec

2019-1: 20 Hours/Week - Jan, Feb, Mar, Apr

Project Worker Wages

There is no anticipated need for a project worker in 2018/2019 -

CPP / EI / WCB

Calculated as per CRA regulations 5,298

Other Benefits

RRSP @3% of 1 coordinator wages plus 1 resource assistant @80 per month 3,369

Transit \$93 month - 1 coordinator, Parking \$70 month - 1 resource assistant 1,956

5,325

Health Benefits

MSP / PBC \$279 x 12 months for 1 coordinator and 1 resource assistant 3,465

Advertising

Potential sources include: Peak, Facebook, CJSF radio ads, etc 1,500

Telephone

\$71 per month plus \$1 per month for long distance charges 864

Copies / Printing

Printing job from Copy Centre for events and programs 1,200

Cost per copy for Konica printers 200

Budget includes \$1300 increase for Consent Boxes printing from Hemlock Printers Ltd 1,300

2,700

Office Supplies

950

Office stationary

Paper

Button maker supplies

Archival and preservation supplies

Budget is being reduced as the department does not anticipate needing to purchase much in 2018-2019 and as a result of moving \$500 to Resources/ Books for 2018-2019 to cover cover the cost of the Koha library database.

Subscriptions

Magazine subscriptions for the WC library 400

Resources / Books

3,500

Buy books from Spartacus Books and Little Sisters Books

Buy audiobooks and DVDs

Library database maintenance by Koha - this has been charged to Office Supplies/

Expenses in previous years and is being moved to Resources/Books for 2018-2019

Conferences

Courses, conferences, and meetings relevant to the Women's Centre and its 2,500

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Women's Centre - Department 24

services

These may include feminist conferences, events, weekend workshops and summits (nationally and internationally) that will focus on many of the aspects that the Women's Centre is structured upon.

Mileage

Mileage generally spent year round to buy events materials 150

Dues & Memberships

Includes: BWSS, Pivot, Peer Net BC, Surrey Womens' Centre, etc. 400

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an an expense from Department 31 -

Childcare

SFSS provides funding for childcare for any SFU attendees of WC meetings or special events. 700

The budget is being increased in 2018-2019 because volunteers will no longer be allowed to provide childcare within the centre. Instead, professional childcare will be made available to participants through the SFU Childcare Society or similar professional service.

Special Events / Outreach

10,000

Embark garden plot & workshop
 December 6th - events to commemorate the history of the date and to address violence against women
 Pancake breakfasts - approximately twice a year
 Pro-choice safer space presence in Convo Mall (once/year)
 Wenlido - self-identified women self-defense workshop
 Craft and knitting group supplies
 Survivor support group
 Peer support training for volunteers
 Trans women's night
 EVA healthy choices workshops
 Consent workshops
 BC Women's hospital in-service
 \$2,000 increase for Surrey and Vancouver presentation.

Food Outreach

Healthy snacks and lounge kitchen foods 3,000

Safer Sex / Menstrual Supplies

5,500

Supplies for the year at 24 hour lounge and resource area
 Consent toolboxes
 Pregnancy test
 Budget is being increased in 2018-2019 to allow for supplies to be provided to members through the Surrey Campus office

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Women's Centre - Department 24

Laundry

Laundry services to wash/dry blankets from the 24/7 lounge	600
This is a new line for 2018-2019. SFU Recreation will begin charging for laundry service as a result of increased frequency of cleaning blankets in 2017-2018 compared to previous years. The service had previously been provided for free	

IT Support

No IT Support budgeted this year	-
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IEC/Elections - Department 25

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
930 / 25	IEC Stipends	13,774	12,500
940 / 25	CPP/WCB	601	601
	STIPENDS	14,375	13,101
700 / 25	Advertising	6,000	6,000
705 / 25	Telephone	240	240
715 / 25	Printing/Copies	1,150	1,150
720 / 25	Office Supplies/Expenses	350	350
820 / 25	Campaign Expenditures	4,850	2,250
	EXPENDITURES	12,590	9,990
	TOTAL EXPENDITURES	26,965	23,091

Budgetary Notes: (in same order as above line items)

IEC Stipends

For the 2018-3 semester, \$4,000 to account for a referendum	4,000
For the 2019-1 semester, \$8,500 to account for requirements of a spring election	8,500
	<u>12,500</u>

CPP / WCB

Calculated as per CRA regulations	601
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Advertising

Mainly consists of Peak ads, facebook ads, etc. The election debate costs are included here	6,000
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Telephone

\$60 per month for the Chief Commissioner cell phone reimbursement	240
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Printing/Copies

For printing of forms, posters, and other documents	1,150
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Office Supplies/Expenses

To support the IEC office operations	350
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Campaign Expenditures

Per IEC policies, capped at \$50/candidate	2,250
For the 2019-1 semester: 45 candidates	

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Out On Campus - Department 27

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
401 / 27	GSS Contribution	5,369	3,829
	TOTAL REVENUE	5,369	3,829
901 / 27	Coordinator Wages	38,642	48,303
911 / 27	Administrative Assistant Wages	23,098	21,822
911 / 27	Project Worker Wages	21,787	-
940 / 27	CPP / EI / WCB	6,056	5,536
945 / 27	Other Benefits	4,303	4,089
950 / 27	Health Benefits	5,434	3,465
	WAGES & BENEFITS	99,319	83,215
700 / 27	Advertising	1,500	2,500
705 / 27	Telephone	756	756
715 / 27	Copies/Printing	700	900
720 / 27	Office Supplies/Expenses	3,100	775
738 / 27	Resources/Books	2,000	1,400
740 / 27	Conferences	3,000	-
795 / 27	Programming	14,000	12,600
797 / 27	Job Development	2,500	-
799 / 27	Annual Retreat	1,500	1,000
888 / 27	Safer Sex Supplies	-	2,000
898 / 27	Bursary	2,000	2,000
	EXPENDITURES	31,056	23,931
767 / 27	IT Support	2,500	-
	NET EXPENDITURES	127,506	103,317

Budgetary Notes: (in same order as above line items)

GSS Contribution

Per agreement between the GSS and the SFSS, the GSS will contribute 16% of funding towards the Women's Centre's expenditures portion of the budget 3,829

Coordinator Wages

One coordinator @ 70 hours per pay @ 26.54 per hour, 26 pay periods annually 48,303
 OOC coordinator position has been changed this year from part-time position of 56 hours per pay period to full-time position of 70 hours per pay period

Administrative Assistant Wages

These wages are based on: 21,822
 2018-2: 25 Hours/Week
 2018-3: 25 Hours/Week
 2019-1: 25 Hours/Week

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Out On Campus - Department 27

Project Worker Wages

There is no need for a Trans and Gender Diversity Project Worker as the project is complete -

There is no need for a Positive Space Network Project Worker as the coordinator will lead the program

CPP / EI / WCB

Calculated as per CRA regulations 5,536

Other Benefits

RRSP @3% of 1 coordinator wages plus \$80 per month for designated assistant 2,409

Parking \$140 per month for 2 employees 1,680

4,089

Health Benefits

MSP / PBC \$373 per month x 12 for 1 coordinator and designated assistant 3,465

Advertising

Giveaway Items (info folders, stickers, etc.) 2,000

In-Space Advertisement 500

2,500

Telephone

\$62 per month plus \$1 per month for long distance charges 756

Copies / Printing

Event posters and flyers 600

Project printing 300

900

Office Supplies/Expenses

Flip chart paper, markers, pens, paper, printer toner, etc. 525

Water service 250

775

Resources / Books

Books, magazines 1,000

Online database hosting 400

1,400

Conferences

No spending is anticipated for 2018-2019. -

Programming

Clubs days 600

Large-scale Monthly Event - Wellness Workshop 1,200

Large-scale Monthly Event - Social/Educational 2,400

Facilitator/Presenter fees 1,500

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Out On Campus - Department 27

Volunteer appreciation	800
Pride	500
TDOR	1,000
Weekly Social Event Supplies	1,200
Weekly Wellness Event Supplies	600
Study Space Hot Drinks	400
Study Space Healthy Snacks	1,000
Collective program	800
PSN	600
	12,600

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31

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Annual Retreat

For on-campus planning day with staff and volunteers

1,000

Safer Sex Supplies

Supplies for the year in the lounge area.

2,000

This is a new line for 2018-2019 to allow for clear tracking of spending on safer sex supplies and to match the account used in Dept 24, Women's Centre. Previously, safer sex supplies were charged to Office Supplies / Expenses.

Bursary

\$400 - Living personal truths award to student & \$1,600 in endowment fund for self-sustaining award

2,000

IT Support

No IT Support budgeted this year

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Surrey Campus - Department 29

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
	REVENUES (See Appendix C)		
	Sales	978	465
	Cost Of Sales	978	350
	TOTAL REVENUE	-	115
901 / 29	Coordinator Wages	58,222	59,095
911 / 29	Student Wages	1,070	-
940 / 29	CPP/EI/WCB	4,074	4,139
945 / 29	Other Benefits	2,839	2,889
950 / 29	Health Benefits	2,732	2,310
	WAGES & BENEFITS	68,937	68,433
700 / 29	Advertising	500	500
705 / 29	Telephone	612	384
720 / 29	Office Supplies/Expenses	1,600	1,200
744 / 29	Mileage	300	300
766 / 29	Repairs & Maintenance	600	600
797 / 29	Job Development	600	-
	EXPENDITURES	4,212	2,984
767 / 29	IT Support	1,463	-
	TOTAL EXPENDITURES	74,612	71,417
	NET EXPENDITURES	74,612	71,302

Budgetary Notes: (in same order as above line items)

Net Sales Revenue

See Appendix C for breakdown of revenues 115

Coordinator Wages

One coordinator @ 70 hours per pay @ 32.47 per hour, 26 pay periods annually 59,095

Student Wages

Wages moved to Student Centre-Clubs budget pool -

CPP / EI / WCB

Calculated as per CRA regulations 4,139

Other Benefits

RRSP @3% of coordinator wages 1,773
Transit Pass \$93 Per Month x 1 Coordinator 1,116
2,889

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Surrey Campus - Department 29

Health Benefits

MSP / Pac Blue \$192.50 x 12 months For 1 Coordinator 2,310

Advertising

\$500 used for presentation materials, signage, etc. 500

Telephone

\$31 per month plus \$1 per month for long distance charges 384
Cost is lower in 2018-2019 due to cancellation of 2nd telephone line for the fax machine

Office Supplies/Expenses

Miscellaneous Office Supplies 1,200

Mileage

Picking up supplies with own car 300

Repairs & Maintenance

Repairs to printer, equipment, and furniture 600

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31 -

IT Support

No IT Support budgeted this year -

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Appendix D - Department 29 - Surrey Campus

<u>G/L Acct</u>		<u>2017/2018 Budget</u>	<u>2018/2019 Budget</u>
430 / 29	Sales - Copiers - External	225	150
431 / 29	Sales - Copiers - SFSS	225	150
	Sales	<u>450</u>	<u>300</u>
530 / 29	Cost of Copier Sales	300	100
570 / 29	Paper Supplies	150	100
	Cost Of Sales	<u>450</u>	<u>200</u>
	Net Copier Sales	<u>0</u>	<u>100</u>
	Office Supplies (Buttons)		
476 / 29	Sales	150	150
576 / 29	Purchases	150	150
	Gross Margin	<u>0</u>	<u>0</u>
	Texts		
488 / 29	Sales	0	0
588 / 29	Purchases	0	0
	Gross Margin	<u>0</u>	<u>0</u>
	Fax		
489 / 29	Sales	114	15
589 / 29	Purchases	114	0
	Gross Margin	<u>0</u>	<u>15</u>
	Total Sales	264	165
	Total Cost of Sales	<u>264</u>	<u>150</u>
	Net Other Sales	<u>0</u>	<u>15</u>
	TOTAL REVENUE	<u>0</u>	<u>115</u>

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Administrative - Department 31

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
420 / 31	Rent Revenue	180,642	15,315
421 / 31	MBC Food Court Premium Payment	-	42,211
435 / 31	Interest Revenue	20,000	25,000
440 / 31	Advertising Revenue	-	7,500
441 / 31	Commission Revenue	-	264
	TOTAL REVENUE	200,642	90,290
660 / 31	Audit	19,000	19,000
665 / 31	Bank Charges	7,000	6,000
680 / 31	Insurance	24,000	52,000
896 / 31	Capital Purchases	43,800	34,500
700 / 31	Employment Postings	900	1,200
705 / 31	Fax Telephone Line	420	360
715 / 31	Shared Office Copier	720	-
720 / 31	Office Supplies/Expenses	4,000	2,900
721 / 31	Lease Expense	2,000	1,000
766 / 31	Repairs & Maintenance	450	-
767 / 31	IT Support	2,797	8,000
797 / 31	Job Development	-	33,000
816 / 31	Good & Welfare	5,000	5,000
817 / 31	Staff Development Day	2,500	2,500
821 / 31	Email Service	-	10,000
823 / 31	Services Review Survey	-	10,000
824 / 31	Food Bank R&D Project	-	10,000
825 / 31	Food Bank Contribution	14,629	20,000
	TOTAL EXPENDITURES	127,216	215,460

Budgetary Notes: (in same order as above line items)

Rent Revenue

Mini Mart	12,540
Studentcare	2,775
	15,315

Mini Mart lease is expected to continue only until December 21st, 2018

Studentcare lease expires on August 31st, 2018 and renewal is unknown and unbudgeted

Rent for SUB tenants is not budgeted because tenants, rates, and commencement dates have not been determined

MBC Food Court Premium Payment

Pasta Organico	6,738
Noodle Waffle	6,895
Guadalupe	8,155
Gawon	7,875

Bubble Tea	5,985
Changos	6,563
	<hr/> 42,211

The surrender of the MBC Food Court included a requirement for SFU to provide 35% of MBC Food Court rent revenues to the SFSS for 10 years

Interest Revenue

Interest revenue is earned monthly on the bank balance of the operating account	25,000
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Advertising Revenue

Rouge Media Group approached the SFSS to sell electronic media space to advertisers and advertising media. Rouge Media Group will provide rental revenue to the SFSS as a result of the space rental.	7,500
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Commission Revenue

PST payment commission each month at \$22 per month	264
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Audit

Annual audit of the financial records of the SFSS	19,000
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Bank Charges

The service fees for all SFSS bank accounts	6,000
Decrease may be result of lower bank fees on ticket sales for events as these have been moved to an online platform	

Insurance

Insurance expense has been budgeted the same as the prior year and will be finalized upon insurance renewal in March/April 2018	52,000
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Capital Purchases

Industrial Hand Blender for Pancake Breakfast	1,500
Clubs and SU platform for year 1	25,000
Events/Outreach equipment	3,000
Miscellaneous office furniture (eg. height-adjustable desk risers)	5,000
	<hr/> 34,500

Employment Posting

In 2017/2018 actual spending will be approximately \$1,600 as a result of 13 external job postings. The forecast for 2018/2019 is for 8 external job postings.	1,200
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Fax Telephone Line

Monthly telephone line charge for fax machine located in MBC 2250	360
\$29 per month plus \$1 per month for long distance charges	
Budget has been reduced in 2018/2019 due to declining usage of machine	

Shared Office Copier

General Office doesn't exist anymore. Each department pays its share of photocopying costs based on usage	-
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Office Supplies/Expenses

Water dispenser in MBC 2250	1,200
Key cutting for shared spaces	200
Shared office supplies	500
Photocopier paper	1,000

	2,900
Lease Expense	
Expenses relating to leased space including services such as lock changes, legal counsel, building code consultants, credit check minor space alterations and maintenance	1,000
Repairs & Maintenance	
No budget as no spending has occurred in previous years	-
IT Support	
To provide sufficient funds in the IT Fund to support 2018-2019 planned expenditures	8,000
Job Development	
A new Job Development Fund has been created and will be funded through this line	33,000
Good & Welfare	
Birthday celebrations, staff meetings, and farewell parties	1,000
Holiday party	2,500
Group activities in summer and fall	1,500
	5,000
Staff Development Day	
This annual event has previously been budgeted as part of Good & Welfare. For 2018-2019 a new line has been created. This covers the cost of materials, presenters, room and equipment rental, and catering.	2,500
Email Service	
New line for 2018-2019. Service charge for email system (eg. Gmail or Outlook)	10,000
Services Review Survey	
New line for 2018-2019. To hire a consultant to review existing SFSS services and make recommendations for improvements.	10,000
Food Bank R&D Project	
New line for 2018-2019. To fund a research and development project dedicated to studying the issue of food security on campus. SFU and SFSS have each agreed to split the cost of the project up to \$10,000 per organization.	10,000
Food Bank Contribution	
New line for 2018-2019. SFSS contribution to Food Bank program to match SFU annual contribution	20,000

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Administration Office - Department 32

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
901 / 32	Chief Executive Officer Salary	110,624	147,500
901 / 32	Operations Manager Salary	-	75,000
901 / 32	Build SFU Manager Salary	21,601	-
903 / 32	Administrative Supervisor Salary	57,000	58,000
911 / 32	Administrative Assistant Wages	22,422	48,570
839 / 32	Shop Steward Wages	-	3,392
940 / 32	CPP / EI / WCB	11,459	16,875
945 / 32	Other Benefits	13,914	20,555
950 / 32	Health Benefits	9,795	12,617
	WAGES & BENEFITS	255,008	382,510
689 / 32	Legal/Management Consultant	-	25,000
705 / 32	Telephone	2,732	2,640
715 / 32	Copies/Printing	300	500
720 / 32	Office Supplies/Expenses	750	1,000
797 / 32	Job Development	3,500	-
821 / 32	HR Software	-	8,000
	EXPENDITURES	32,282	37,140
767 / 32	IT Support	5,746	-
	TOTAL EXPENDITURES	293,036	419,650

Budgetary Notes: (in same order as above line items)

Chief Executive Officer Salary

Per contract 147,500
100% Wages assigned to SFSS in 2018/2019
25% of wages had been assigned to BSFU in 2017/2018

Operations Manager Salary

Per contract 75,000
A new management position has been approved by the board of directors and is expected to begin on May 1st, 2018

Build SFU Manager Salary

Per contract -
100% assigned to BSFU for 2018/2019

Administrative Supervisor Salary

Per contract 58,000

Administrative Assistant Wages

35 hours per week divided between two Administrative Assistants. 48,570
This is an increase of 7 hours per week in 2018-2019 to assist with new projects

SIMON FRASER STUDENT SOCIETY
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Administration Office - Department 32

and new work within the department (e.g. key administration) and a further increase of 21 hours per week to support the administration of the new student platform (new software).

Shop Steward Wages

Per Collective Agreement Article 11.6 - Student Employee coverage in shop steward area: 4 hr/week 3,392

CPP / EI / WCB

Calculated as per CRA regulations 16,875

Other Benefits

RRSP @5% of CEO wages, 4% of Admin Supervisor and Ops Manager wages, \$80 x 2 for Admin Assistants 14,615
 Parking \$123 per month for CEO
 Transit pass \$93 per month x 4 employees (Admin Supervisor, Ops Manager, 2 Assistants) 5,940
 20,555

Health Benefits

PBC - CEO, Ops Manager, Admin Supervisor, 3 Admin Assistants 10,292
 MSP - CEO, Ops Manager, Admin Supervisor, 3 Admin Assistants 2,325
 12,617

Legal/Management Consultant

\$25,000 allocated towards general labour and operations management issues 25,000
 Moved from Board

Telephone

\$210 per month plus \$4 per month for long distance charges (4 lines) 2,568
 \$65 per month for cell phone for CEO 780
 \$65 per month for cell phone for Operations Manager 780
 4,128

Copies/Printing

500

Office Supplies/Expenses

1,000

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31 -

HR Software

New software will allow for time tracking (i.e. for example buddypunch software) 1,000
 New software will allow for time off requests tracking; Application tracking system, and Employee data base. One time payment and annual maintenance and technical support fees (i.e. HR net source software) 7,000
 8,000

SIMON FRASER STUDENT SOCIETY
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Administration Office - Department 32

IT Support

No IT Support budgeted this year

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SIMON FRASER STUDENT SOCIETY
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Build SFU - Department 46

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
400 / 46	Build SFU Activity Fee Revenue	2,705,245	3,350,328
898 / 46	Build SFU Bursary	162,315	201,020
	NET BUILD SFU LEVY	2,542,930	3,149,308
901 / 46	Build SFU General Manager Salary	72,004	60,941
901 / 46	Build SFU General Manager Salary 30% Allocated to Dept 32	(21,601)	-
905 / 46	Chief Executive Officer Salary	36,876	-
911 / 46	Build SFU Assistant Wages	-	13,429
940 / 46	CPP/EI/WCB	6,259	3,987
945 / 46	Other Benefits	4,657	4,767
950 / 46	Health Benefits	5,153	5,443
	WAGES & BENEFITS	103,349	88,568
685 / 46	Legal Services	10,000	5,000
689 / 46	Consulting	25,000	25,000
530 / 46	Copier Maintenance	1,800	-
700 / 46	Advertising / Promotion	15,000	30,000
705 / 46	Telephone	1,668	1,200
715 / 46	Copies / Printing	1,000	800
720 / 46	Office Supplies/Expenses	2,000	1,500
744 / 46	Mileage & Travel	500	500
797 / 46	Professional Development	5,000	3,000
	EXPENDITURES	61,968	67,000
	SUBTOTAL OF WAGES, BENEFITS & EXPENDITURES	165,317	155,568
767 / 46	IT Support (2% of Subtotal of Wages, Benefits & Expenditures)	3,306	-
	TOTAL EXPENDITURES	168,623	155,568

BUDGETARY NOTES:

Build SFU Activity Fee Revenue

As of fiscal 2016-2017, the Build SFU Levy is directly deposited into the Build SFU Account which is held in trust by SFU. (See the Fund Management Agreement for details about the Build SFU Account.)

The Build SFU Levy was set by referendum in Spring 2012. The levy increases annually, therefore revenues are expected to increase by approximately \$650,000 in 2018-2019.

Departmental expenses are paid using funds that have already been collected and that reside in the Build SFU Fund.

Build SFU Bursary

The Build SFU Bursary is administered by SFU Financial Aid and Awards.
Up to 6% of the Build SFU Levy is returned each semester to students who demonstrate financial need.

Build SFU General Manager Salary

Per contract.

For 2018-2019, 100% funded by Build SFU due to hiring of Operations Manager.
Budgeted at 10 months due to anticipated completion and closeout of SUB project.

Chief Executive Officer Salary

Per contract.

25% funded by Build SFU in 2017/2018.

0% funded by Build SFU in 2018/2019.

Assistant Wages

To provide support with graphic design, media production, outreach, and other support.
The budget is based on a wage rate of \$15.40 per hour at an average of 20 hours per week from May 1st through January 31st.

CPP/EI/WCB

100% of Build SFU General Manager CPP/EI/WCB.

Other Benefits

100% of Build SFU General Manager RRSP and Transportation allowance
0% of Chief Executive Officer parking/RRSP in 2018/2019 (25% in 2017/2018)
Assistant benefits include transportation allowance, RRSP, and 50% of MSP and PBC

Health Benefits

100% of Build SFU General Manager health benefits.
0% of Chief Executive Officer health benefits in 2018/2019 (25% in 2017/2018)

Legal Services

For legal services regarding the Build SFU project.

Consulting

For consultants relating to the Build SFU project and getting the SFSS ready to move into the SUB. This may include (but not be limited to) a branding consultant and/or a deficiency/warranty review consultant.

Copier Maintenance

Removed for 2018/2019 because department no longer has its own copier

Advertising / Promotion

For communications to students which could include print media, videos, web promotions, etc. Also for grand opening celebration for the SUB.
web promotions, large billboard, etc. Also for grand opening celebration for the SUB.

Telephone

1 SFU phone line at \$60/month + \$60/month Build SFU GM cell phone.

Copies / Printing

This expenditure includes the cost per copy for printing and photocopying as well as non-advertising materials. (i.e. agendas, minutes, etc.)

Office Supplies / Expenses

Based on anticipated usage and prior years' expenses.

Mileage & Travel

Based on anticipated usage during the year.

Professional Development

For courses and other professional development.

IT Support

No IT Support budgeted this year

SIMON FRASER STUDENT SOCIETY
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FNSA - Department 41

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
400 / 41	Fee Revenue (net)	55,000	55,000
435 / 41	Interest Revenue	465	700
	NET FNSA LEVY	55,465	55,700
700 / 41	Branding	500	1,300
705 / 41	Telephone	400	400
720 / 41	Office Expense	2,000	2,000
721 / 41	Food & Beverage for Office	3,800	3,800
740 / 41	Cultural Workshops	1,000	3,000
741 / 41	Educational Workshops	1,000	1,000
745 / 41	Indigenous Alternative Media	2,000	2,000
746 / 41	ISC Food Contribution	2,600	2,600
747 / 41	Grad Frames	4,000	4,200
817 / 41	Events	25,000	22,000
818 / 41	Term Dinner	5,000	5,000
860 / 41	Sponsorship	1,500	1,500
886 / 41	Food & Beverage for Meetings	1,300	1,300
899 / 41	Miscellaneous Expenses (SFSS report)	500	500
	Total Expenditures	50,600	50,600

SIMON FRASER STUDENT SOCIETY
Restricted Contingency Fund
For The 12 Months Ending April 30, 2019

Restricted Contingency Fund

**2018/2019
Budget**

Beginning Bank Balance (May 01, 2018)		759,001
REVENUE		
Transfers To Fund	-	
Interest Revenue	12,000	
TOTAL REVENUE	<u>12,000</u>	
No expenses anticipated	-	
	-	
TOTAL EXPENDITURES	<u>-</u>	
NET REVENUE		<u>12,000</u>
(Total Revenue Less Total Expenditures)		
Closing Bank Balance (Apr 30, 2019)		<u><u>771,001</u></u>
(Beginning Bank Balance plus Net Revenue)		

SIMON FRASER STUDENT SOCIETY
Space Expansion Fund
For The 12 Months Ending April 30, 2019

Space Expansion Fund

	2018/2019 Budget	
Beginning Bank Balance (May 01, 2018)		2,367,164
REVENUE		
SEF Semesterly Fees	196,116	
Interest Revenue	36,000	
TOTAL REVENUE	<u>232,116</u>	
Operating Costs - Maintenance	42,726	
	-	
TOTAL EXPENDITURES	<u>42,726</u>	
NET REVENUE		<u>189,390</u>
(Total Revenue Less Total Expenditures)		
Closing Bank Balance (Apr 30, 2019)		<u><u>2,556,554</u></u>
(Beginning Bank Balance plus Net Revenue)		

SIMON FRASER STUDENT SOCIETY
FNSA Fund
For The 12 Months Ending April 30, 2019

FNSA Fund

2018/2019
Budget

Beginning Bank Balance (May 01, 2018) 62,117

REVENUE

400 / 41	Fee Revenue (net)	55,000
435 / 41	Interest Revenue	700
	TOTAL REVENUE	55,700

700 / 41	Branding	1,300
705 / 41	Telephone	400
720 / 41	Office Expense	2,000
721 / 41	Food & Beverage for Office	3,800
740 / 41	Cultural Workshops	3,000
741 / 41	Educational Workshops	1,000
745 / 41	Indigenous Alternative Media	2,000
746 / 41	ISC Food Contribution	2,600
747 / 41	Grad Frames	4,200
817 / 41	Events	22,000
818 / 41	Term Dinner	5,000
860 / 41	Sponsorship	1,500
886 / 41	Food & Beverage for Meetings	1,300
899 / 41	Miscellaneous Expenses (SFSS report)	500
	TOTAL EXPENDITURES	50,600

NET REVENUE	5,100
(Total Revenue Less Total Expenditures)	

Closing Bank Balance (Apr 30, 2019)	67,217
(Beginning Bank Balance plus Net Revenue)	

SIMON FRASER STUDENT SOCIETY
Accessibility Fund
For The 12 Months Ending April 30, 2019

Accessibility Fund

	2018/2019 Budget	
Beginning Bank Balance (May 01, 2018)		305,648
REVENUE		
Fee Revenue (net)	46,700	
Interest Revenue	4,500	
TOTAL REVENUE	<u>51,200</u>	
Accessibility Designated Assistant	10,474	
	-	
TOTAL EXPENDITURES	<u>10,474</u>	
NET REVENUE		<u>40,726</u>
(Total Revenue Less Total Expenditures)		
Closing Bank Balance (Apr 30, 2019)		<u><u>346,374</u></u>
(Beginning Bank Balance plus Net Revenue)		

SIMON FRASER STUDENT SOCIETY
Health Plan Fund
For The 12 Months Ending April 30, 2019

Health Plan Fund

**2018/2019
Budget**

Beginning Bank Balance (May 01, 2018)	591,200
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REVENUE

Fee Revenue (net)	4,800,000
Interest Revenue	10,000
TOTAL REVENUE	4,810,000

Health Plan Premiums	4,180,000
Health Plan Admin Fees	49,000
Health Plan Reserve Fund	402,000
TOTAL EXPENDITURES	4,631,000

NET REVENUE	179,000
(Total Revenue Less Total Expenditures)	

Closing Bank Balance (Apr 30, 2019)	770,200
(Beginning Bank Balance plus Net Revenue)	

SIMON FRASER STUDENT SOCIETY
Health Plan Reserve Fund
For The 12 Months Ending April 30, 2019

Health Plan Reserve Fund

	2018/2019 Budget	
Beginning Bank Balance (May 01, 2018)		1,061,883
REVENUE		
Fee Revenue (net)	402,000	
Interest Revenue	12,000	
TOTAL REVENUE	<u>414,000</u>	
No expenses anticipated	-	
	-	
TOTAL EXPENDITURES	<u>-</u>	
NET REVENUE		<u>414,000</u>
(Total Revenue Less Total Expenditures)		
Closing Bank Balance (Apr 30, 2019)		<u><u>1,475,883</u></u>
(Beginning Bank Balance plus Net Revenue)		

SIMON FRASER STUDENT SOCIETY
Build SFU Fund
For The 12 Months Ending April 30, 2019

Build SFU Fund

**2018/2019
Budget**

Beginning Bank Balance (May 01, 2018)	1,828,448
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REVENUE

400 / 46	Build SFU Activity Fee Revenue	3,350,328
898 / 46	Less: Build SFU Bursary	201,020
	TOTAL REVENUE	3,149,308

Total Office Expenditures (see Dept 46 budget)	180,581
Operating Costs - SUB (see Dept 11 budget)	337,154
TOTAL EXPENDITURES	517,735

NET REVENUE	2,631,573
(Total Revenue Less Total Expenditures)	

Closing Bank Balance (Apr 30, 2019)	4,460,021
(Beginning Bank Balance plus Net Revenue)	

**SIMON FRASER STUDENT SOCIETY
IT Fund
For The 12 Months Ending April 30, 2019**

IT Fund

	2018/2019 Budget	
Beginning Bank Balance (May 01, 2018)		53,035
REVENUE		
Fund contribution (from Dept 31 - Acct 767/31)	8,000	
TOTAL REVENUE	<u>8,000</u>	
 Printers	8,000	
PCs and Monitors	12,000	
Desktop Computer Support by SFU IT Services	20,000	
Audio Visual Support in SUB	20,667	
TOTAL EXPENDITURES	<u>60,667</u>	
 NET REVENUE		<u>(52,667)</u>
(Total Revenue Less Total Expenditures)		
 Closing Bank Balance (Apr 30, 2019)		<u><u>368</u></u>
(Beginning Bank Balance plus Net Revenue)		

Budgetary Notes:

For any future expenditures supported by IT funds GL#215 will be used to reduce the current account balance \$72,467.16 as of Feb 19, 2018

When the fund is depleted it will need to be replenished as an expense from Dept 31

Printers

Purchase of new printers, including desktop printers and/or multi-function machines and one or more large multi-function machines to replace the aging multi-function machines throughout the organization

PCs and Monitors

Purchase of approximately 10 Dell PCs (including laptops) to replace computers that are expected to reach the end of their useful lives within the fiscal year. Monitors may also be purchased as needed

Desktop Computer Support

Estimated at \$480 per computer, per year, with approximately 40 computers managed by SFU IT Services

Audio Visual Support in SUB

Estimated cost for Jan-Apr 2019 for integrated AV equipment in SUB. Support provided by SFU IT Services

SIMON FRASER STUDENT SOCIETY
Food Bank Fund
For The 12 Months Ending April 30, 2019

Food Bank Fund

**2018/2019
Budget**

Beginning Bank Balance (May 01, 2018) (Note 1)		5,734
REVENUE		
SFU Contributions	20,000	
SFSS Contribution	20,000	
Student Fees	15,500	
SFSS 10% vending sales	2,460	
Christmas Events	900	
Miscellaneous Donations (Note 2)	1,200	
Interest Revenue	-	
TOTAL REVENUE	<u>60,060</u>	
Foodbank Vouchers	60,000	
Printing	1,000	
TOTAL EXPENDITURES (Note 3)	<u>61,000</u>	
NET REVENUE		<u>(940)</u>
(Total Revenue Less Total Expenditures)		
Closing Bank Balance (Apr 30, 2019)		<u><u>4,794</u></u>
(Beginning Bank Balance plus Net Revenue)		

Note 1: Actual figure to date as of Feb 05, 2018 plus estimated expense of \$3,000 per month for Nester's Burnaby for Feb/Mar/Apr and \$500 per month for Safeway Surrey for Mar/Apr

Note 2: Miscellaneous donations occur when an individual drops off a donation at the Student Centre or when an event or program has a food bank donation component to it (eg. Winter Craft Fair, Pub Night coat check)

Note 3: Expenditures include the payment to Safeway and Nesters for foodbank vouchers and Copy Centre printing costs of vouchers

The \$61,000 budget is based on the actual spending from Jan 2017 to Dec 2017

SIMON FRASER STUDENT SOCIETY
Job Development Fund
For The 12 Months Ending April 30, 2019

Job Development Fund

2018/2019
Budget

Beginning Bank Balance (May 01, 2018)		-
REVENUE		
SFSS Contribution	33,000	
TOTAL REVENUE	<u>33,000</u>	
1. Copy Centre Coordinator	2,000	
2. Communications Coordinator	2,000	
3. Campaigns, Policy and Research Coordinator	2,000	
4. Finance Coordinator (1)	2,000	
5. Finance Coordinator (2)	2,000	
6. Member Services Coordinator, Clubs (1)	2,000	
7. Member Services Coordinator, Clubs (2)	2,000	
8. Member Services Coordinator, Events	2,000	
9. Member Services Coordinator, SUs and Groups	2,000	
10. Out on Campus Coordinator	2,000	
11. Surrey Campus Coordinator	2,000	
12. Women's Centre Coordinator	2,000	
1. Administrative Supervisor	3,000	
2. Chief Executive Officer	3,000	
3. Operations Manager	3,000	
TOTAL EXPENDITURES (Note 2)	<u>33,000</u>	
NET REVENUE		-
(Total Revenue Less Total Expenditures)		<u> </u>
Closing Bank Balance (Apr 30, 2019)		-
(Beginning Bank Balance plus Net Revenue)		<u><u> </u></u>

Budgetary Notes: (in same order as above line items)

Job Development Fund

\$2,000 budgeted for each coordinator position	24,000
\$3,000 budgeted for each management position	9,000

SIMON FRASER STUDENT SOCIETY
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Consolidated

Dept		2017/2018 Budget	2018/2019 Budget
	REVENUE		
400	SFSS Membership Fees Revenue (Note 1)	2,647,316	2,664,172
400	Student Health Plan Administration Fee (Note 2)	46,401	92,000
31	Rent Revenue	180,642	15,315
31	Interest Revenue	20,000	25,000
31	Advertising Revenue	-	7,500
31	Commission Revenue	-	264
	TOTAL REVENUE	2,894,359	2,804,251
	ADMINISTRATIVE COSTS		
10	Financial Office	159,481	147,422
13	Student Centre - Clubs	225,666	197,906
17	Communications Office	148,455	132,332
18	Campaign, Research, And Policy Office	80,968	90,612
25	Independent Electoral Commission	26,965	23,091
29	Surrey Campus Office	74,612	71,302
32	Administration Office	297,337	390,718
11	Building Operating Costs	59,232	64,507
31	Audit	19,000	19,000
31	Bank & Interest Charges	7,000	6,000
31	Insurance	24,000	52,000
31	Capital Purchases	43,800	34,500
31	Employment Postings	900	1,200
31	Fax Telephone Line	420	360
31	Shared Office Copier	720	-
31	Office Supplies/Expenses	4,000	2,900
31	Lease Expense	2,000	1,000
31	Repairs & Maintenance	450	-
31	Good & Welfare	5,000	5,000
31	IT Support (Note 3)	2,797	8,000
31	Staff Development Day	2,500	2,500
31	Email Service	-	10,000
31	Services Review Survey	-	10,000
31	Food Bank R&D Project	-	10,000
31	Food Bank Contribution (Note 4)	14,629	20,000
	TOTAL ADMINISTRATIVE COSTS	1,199,932	1,300,351
	BOD ALLOCATIONS		
	Administrative-BOD		
20	Stipends - Executive	126,000	126,000
20	Stipends - Non-Executive	101,500	101,500
20	Stipends - Council	29,400	29,400
20	CPP / EI / WCB	12,000	12,488
20	Childcare	600	100
20	Parking	-	9,600
20	Legal Consulting	20,000	20,000
20	Telephones	4,320	4,320
20	Copies/Printing	1,276	1,276
20	Office Supplies/Expenses	2,000	2,000

SIMON FRASER STUDENT SOCIETY
Operating Budget - Draft dated Mar 29, 2018
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Consolidated

Dept		2017/2018 Budget	2018/2019 Budget
20	Conferences	6,000	6,000
20	Membership Engagement	13,000	20,000
20	General Membership Survey	2,000	2,000
20	Per Diem	1,200	-
20	IT Support (Note 3)	6,913	-
20	BOD Retreat, Orientation & Development	15,900	16,000
20	Council Expenditures	1,500	1,500
20	Annual/Special General Meeting	7,500	4,000
20	Student Staff Meetings	1,467	1,467
	Total BOD Administrative Costs	352,576	357,651
	Services-BOD		
20	Legal Aid Clinic	14,500	7,500
20	Concert	40,000	15,000
20	Events - Committee	20,000	45,000
20	SOCAN	-	4,000
20	Advocacy	30,000	30,000
20	Surrey Campus Committee	10,000	15,000
20	Vancouver Campus Committee	5,000	5,000
20	Bursary Contribution	30,000	30,000
	Total BOD Services Costs	149,500	151,500
	TOTAL BOD ALLOCATIONS	502,076	509,151
	SERVICES		
12	Student Centre - Student Unions	101,360	106,195
12	Faculty Student Unions	15,750	15,750
12	Departmental Student Unions	152,475	163,975
13	Clubs	225,000	250,000
14	Ombuds Office	2,745	1,841
15	Copy Centre	40,059	29,446
19	Food & Beverage Services (Note 5)	197,978	-
24	Women's Centre	111,641	107,466
27	Out On Campus	127,506	103,317
47	Student Centre - Events	-	76,343
	TOTAL SERVICES AREAS	974,514	854,334
	TOTAL SFSS EXPENDITURES	2,676,522	2,663,836
	Increase / (Decrease) To Surplus	217,837	140,415

Please refer to each department's budget for detailed budgetary notes.

Note 1: SFSS Membership Fees Revenue is the portion of the overall Undergraduate Student Activity Fee that funds the majority of SFSS programs and services
The amount collected per undergraduate student is \$42.78 (or \$21.64 for students enrolled in 3 or fewer credits)
This is a net amount after an allowance for bad debts has been deducted

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Consolidated

Dept		2017/2018 Budget	2018/2019 Budget
Note 2:	The SFSS student health plan 2018/19 Admin fee is 2% of the Health Plan fee whereas the 2017/2018 Admin fee was incorrectly budgeted at 1% of the Health Plan fee		
Note 3:	The IT support for past years has been reallocated to create an IT Fund. Any future IT expenditures will be charged to the IT Fund (Account 215)		
	When the fund is depleted it will need to be replenished as an expense from Dept 31		
Note 4:	The SFSS has a Food Bank Fund through which contributions are held and payments for vouchers are expensed		
	When the fund is depleted it will need to be replenished as an expense from Dept 31		
Note 5:	Food & Beverage Services has closed down effective April 2017		

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Finance Office - Department 10

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
901 / 10	Coordinator Wages	118,744	118,191
911 / 10	Student Wages	2,585	-
940 / 10	CPP / EI / WCB	8,643	8,248
945 / 10	Other Benefits	6,148	5,502
950 / 10	Health Benefits	11,128	9,175
	WAGES & BENEFITS	147,248	141,116
705 / 10	Telephone	456	456
715 / 10	Copies/Printing	350	350
720 / 10	Office Supplies/Expenses	400	400
766 / 10	Accounting Software Upgrades	5,100	5,100
797 / 10	Job Development	2,800	-
	EXPENDITURES	9,106	6,306
767 / 10	IT Support	3,127	-
	TOTAL EXPENDITURES	159,481	147,422

Budgetary Notes: (in same order as above line items)

Coordinator Wages

Two coordinators @ 70 hours per pay @ 32.47 per hour, 26 pay periods annually 118,191

Student Wages

No student wages budgeted this year -

CPP / EI / WCB

Calculated as per CRA regulations 8,248

Other Benefits

RRSP @3% of wages for two coordinators 3,546
 Parking \$70 x 12 months for 1 coordinator 840
 Transit Pass \$93 x 12 months for 1 coordinator 1,116
 5,502

Health Benefits

MSP \$75 x 12 months for 2 coordinators 1,853
 PBC \$295.26 X 12 months for 2 coordinators 7,322
 9,175

Telephone

\$37 per month plus \$1 per month for long distance charges 456

Copies/Printing

Printing done on Konica copier 350

Office Supplies/Expenses

Stationery	150
Blank cheque paper	250
	<hr/> 400

Accounting Software Upgrade

Adagio software upgrade/maintenance	3,600
Clarity payroll software upgrades	1,500
	<hr/> 5,100

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31

-







IT Support

No IT Support budgeted this year

-

SIMON FRASER STUDENT SOCIETY
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Building Operating Costs - Department 11

			2017/2018	2018/2019
<u>G/L Acct</u>			Budget	Budget
Operating Costs				
620 / 31	Atrium Cleaning	Note 1	18,360	-
620 / 31	Rotunda Operating Costs	Note 2	51,408	34,272
620 / 31	MBC - Power		43,593	14,864
620 / 31	MBC - Water & Sewer		14,901	4,468
620 / 31	MBC - Heat		27,294	9,330
620 / 31	MBC - Firm Gas		19,544	-
620 / 31	MBC - Janitorial		75,068	24,873
620 / 31	MBC - Pest Control		734	480
620 / 31	MBC - Waste Management		6,328	2,082
620 / 31	MBC - Maintenance		125,301	42,726
620 / 31	SUB - Power		-	50,158
620 / 31	SUB - Water & Sewer		-	15,077
620 / 31	SUB - Heat		-	31,483
620 / 31	SUB - Firm Gas		-	5,000
620 / 31	SUB - Janitorial		-	83,934
620 / 31	SUB - Pest Control		-	300
620 / 31	SUB - Waste Management		-	7,026
620 / 31	SUB - Maintenance		-	144,177
620 / 31	Surrey Campus	Note 5	6,333	6,620
Total Operating Costs			388,863	476,869
Less Cost Recoveries:				
620 / 31	Atrium Cleaning - Tenant Contributions	Note 6	12,000	-
620 / 31	Maintenance Paid By SEF	Note 7	122,736	42,726
620 / 31	FBS	Note 8	119,328	-
620 / 31	Copy Centre	Note 9	8,466	7,382
620 / 31	Ombuds Office	Note 10	1,605	1,081
620 / 31	GSS		17,895	11,083
620 / 31	Mini Mart		3,177	1,967
620 / 31	Studentcare.net		1,266	392
620 / 31	Peak		8,802	8,175
620 / 31	CJSF		9,226	1,240
620 / 31	SFPIRG		8,646	1,162
620 / 31	Bubble Tea (Client Connection)		2,598	-
620 / 31	Gawon (Ireh Enterprise)		3,420	-
620 / 31	Guadalupe		3,543	-
620 / 31	Pasta Organica		4,179	-
620 / 31	Bubble Waffle		2,744	-
-	Build SFU Levy	Note 15	-	337,154
Total Cost Recoveries			329,631	412,362
Net Operating Costs			59,232	64,507
(Total Operating Costs Minus Cost Recoveries)				

Budgetary Notes:

Note 1

There are no Atrium (Food Court) cleaning costs due to the surrender of the space in August 2017

Note 2

Rotunda operating costs are budgeted to decrease as a result of the SFSS moving out of the rotunda in Dec 2018 and moving into the SUB

Note 3

MBC operating costs are budgeted to decrease as a result of the SFSS surrendering the Food Court and Pub spaces in Sep 2017

MBC operating costs are also budgeted to decrease as a result of the SFSS moving out of the MBC in Dec 2018 and moving into the SUB

Estimated MBC Operating Cost for 2018/19 is \$7.06 per square foot, per year

Note 4

SUB operating costs are budgeted to begin in Dec 2018 to align with estimated substantial completion date

The operating costs are based on the same rate as used in the MBC operating calculation, and are based on 109,792 square feet

Note 5

Operating costs charged by SFU for the SFSS Surrey Campus offices and lounge

Estimated Surrey Campus Operating Cost for 2018/19 is \$12.87 per square foot, per year

Note 6

There are no tenant contributions for Atrium (Food Court) cleaning due to the surrender of the space in August 2017

Note 7

The Space Expansion Fund pays the Maintenance portion of MBC Operating Costs

This will cease upon moving into the SUB

Note 8

There is no contribution from SFSS Food and Beverage Services as the department has closed

Note 9

The Copy Centre pays its share of operating costs for the space it occupies

This has been calculated for the space occupied in the MBC (until Dec 31, 2018)

and to be occupied in the SUB (Jan-Apr 2019)

Note 10

Department 14 (Ombuds Office) contributes funding to cover the operating costs associated with the space occupied in the MBC (calculated until Dec 31, 2018)

Note 11

These tenants pay their share of operating costs for the spaces they occupy

GSS lease is expected to continue only until December 31st, 2018

Mini Mart lease is expected to continue only until December 21st, 2018

Studentcare lease expires on August 31st, 2018 and renewal is unknown and unbudgeted

Note 12

The Peak pays its share of operating costs for the spaces it occupies in MBC

Note 13

These tenants pay their share of operating costs for the spaces they occupy in the Rotunda
CJSF lease is expected to continue only until June 30th, 2018
SFPIRG lease is expected to continue only until June 30th, 2018

Note 14

There are no contributions from these former MBC Food Court tenants
For budget comparison purposes, these items remain for this year but are zero

Note 15

Build SFU Levy will fund construction, maintenance, and utility costs associated with the SUB

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Student Centre - Student Unions - Department 12

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
901 / 12	Coordinator Wages	48,303	70,444
911 / 12	Union Outreach Assistant Wages	17,457	17,457
912 / 12	Accessibility Designated Assistant Wages	10,474	-
940 / 12	CPP / EI / WCB	7,595	6,272
945 / 12	Other Benefits	3,633	2,289
950 / 12	Health Benefits	5,502	6,999
	WAGES & BENEFITS	92,964	103,461
700 / 12	Advertising	1,000	1,000
705 / 12	Telephone	384	384
715 / 12	Copies/Printing	1,150	1,150
720 / 12	Office Supplies/Expenses	200	200
766 / 12	Software Maintenance	1,330	-
797 / 12	Job Development	2,345	-
	EXPENDITURES	6,409	2,734
767 / 12	IT Support	1,987	-
	TOTAL EXPENDITURES	101,360	106,195
FACULTY STUDENT UNIONS			
5000 / F	Faculty Union Core	15,750	15,750
	TOTAL DSU EXPENDITURES	15,750	15,750
DEPARTMENTAL STUDENT UNIONS			
5000 / T	Student Union Travel	10,000	20,000
5000 / G	Student Union Grants	75,500	75,500
5000 / C	Student Union Core	55,650	55,650
5000 / S	Workshops	11,325	12,825
	TOTAL DSU EXPENDITURES	152,475	163,975

Budgetary Notes: (in same order as above line items)

Coordinator Wages

One coordinator @ 70 hours per pay @ 26.54 per hour, 26 pay periods annually	48,303
Article 28.1b States that the permanent employee who receives EI benefits related to pregnancy and/or parental leave will, upon return to work at the end of their leave, be paid a back to work bonus equal to the difference between EI benefits received during the leave and their regular wages for the period of time they received EI benefits	22,141
	70,444

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Student Centre - Student Unions - Department 12

Union Outreach Assistant Wages

These wages are based on:	17,457
20 Hours/Week	

Accessibility Designated Assistant Wages

Removed from the SFSS budget as paid for through the Accessibility Fund	-
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CPP / EI / WCB

Calculated as per CRA regulations	6,272
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Other Benefits

RRSP @ 3% of 1 coordinator's wages	1,449
Parking allowance \$70/month for 1 coordinator	840
	2,289

Health Benefits

MSP / PBC for 2 coordinators	6,999
(Anna Reva's health and dental benefits are active during maternity leave)	

Advertising

Advertising (Peak ads, social media (snapchat) and other ads)	1,000
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Telephone

\$31 per month plus \$1 per month for long distance charges	384
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Copies/Printing

Handouts, guides, agendas, posters, banners	1,000
Cost per copy per year	150
	1,150

Office Supplies

Miscellaneous office supplies	200
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Software Maintenance

No anticipated maintenance charges for 2018/2019 due to SFU	-
IT Services computer support	

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31	-
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IT Support

No IT Support budgeted this year	-
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Departmental Student Unions

Student Union Travel

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Student Centre - Student Unions - Department 12

The budget has been increased in response to student and Board interest	20,000
In the past 3 years the annual budget of \$10,000 has been fully utilized	
In 2016/2017 the amount used was \$14,000 (\$4,000 more than budgeted)	
The annual limit of \$100 per student will remain in effect	
The annual limit for each DSU/FSU/Constituency Group will increase by \$400	
The increase of \$400 per group will be monitored, data will be collected, and recommendations for alterations will be proposed by the coordinator if necessary	

Workshops

Meet and Greet, etc. - 2 workshops per semester (6 @ \$150)	900
Food Safe workshop - 1 workshop per year (@ \$875) less \$100 registration	1,175
Standard First Aid workshop subsidy	2,700
Mental Health First Aid workshop - 1 workshop per year (\$1750) less \$500 registration	1,250
Conflict resolution, leadership simulation or other workshops	2,800
Self-Defense workshop - 2 workshops a year @ \$350	700
A/V for all workshops @100\$ each	1,100
Clubs Days set up	700
Requested increase for TBD DSU events	1,500
	12,825

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Student Centre - Clubs - Department 13

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
	TOTAL NET REVENUE (See Appendix A)	<u>37,200</u>	<u>27,200</u>
901 / 13	Coordinators Wages	147,400	107,398
911 / 13	SC Administrative Assistants Wages	47,941	77,887
940 / 13	CPP/EI/WCB	15,384	14,048
945 / 13	Other Benefits	10,294	7,782
950 / 13	Health Benefits	12,373	8,281
	WAGES & BENEFITS	<u>233,391</u>	<u>215,396</u>
665 / 13	Bank Charges	5,400	5,400
705 / 13	Telephone	1,440	1,080
715 / 13	Copies/Printing	240	260
720 / 13	Office Supplies/Expenses	1,650	150
810 / 13	Clubs Days	11,500	-
821 / 13	Database Hosting & Maintenance	2,820	2,820
797 / 13	Job Development	2,000	-
	EXPENDITURES	<u>25,050</u>	<u>9,710</u>
767 / 13	IT Support	4,425	-
	TOTAL EXPENDITURES	<u>262,866</u>	<u>225,106</u>
	NET EXPENDITURES	<u>225,666</u>	<u>197,906</u>
	(Total Expenditures minus Total Revenue)		

Budgetary Notes: (in same order as above line items)

Net Sales Revenue

See Appendix A for breakdown of revenues 27,200

Coordinators Wages

One coordinator @ 70 hours per pay @ 32.47 per hour, 26 pay periods annually 59,095

One coordinator @ 70 hours per pay @ 26.54 per hour, 26 pay periods annually 48,303

107,398

The wages for MSC- Events coordinator has been separated to its own department, leaving a lower budget than prior year.

SC - Administrative Assistants Wages (pooled)

77,887

Beginning in 2018-2019, these Administrative Assistants will support clubs, events, and the Surrey Campus office and are budgeted as follows. Breakdown is provided based on requests for staffing received from 3 departments.

Clubs and other Student Centre programs:

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Student Centre - Clubs - Department 13

2018-2: 49 Hours/Week - May, Jun, Jul, Aug (no change from prior year)
 2018-3: 80 Hours/Week - Sep, Oct, Nov, Dec (20 hours per week higher than prior year)
 2019-1: 75 Hours/Week - Jan, Feb, Mar, Apr (18 hours per week higher than prior year)
 The increase in hours reflects an increase in activity in the Student Centre (front desk) in 2017-2018 compared to the previous year. Examples:
 Grants increased by 31% in September 2017 compared to September 2016
 Catering requests increased 64% in January 2018 compared to January 2017
 A/V requests increased by 15% in January 2018 compared to January 2017.
 Email correspondence increased by 68% in fall 2017 compared to fall 2016.
 Email correspondence increased by 74% in spring 2018 compared to spring 2017.

Events:

2018-2: 20 Hours/Week - May, Jun, Jul, Aug (20 hours per week higher than prior year)
 2018-3: 20 Hours/Week - Sep, Oct, Nov, Dec (20 hours per week higher than prior year)
 2019-1: 20 Hours/Week - Jan, Feb, Mar, Apr (20 hours per week higher than prior year)
 To assist the MSC-Events. See budgetary notes for Department 47 for details.

Surrey Campus Office:

2018-2: 1.5 Hours/Week - May, Jun, Jul, Aug (0.15 hours per week higher than prior year)
 2018-3: 1.5 Hours/Week - Sep, Oct, Nov, Dec (0.15 hours per week higher than prior year)
 2019-1: 1.5 Hours/Week - Jan, Feb, Mar, Apr (0.15 hours per week higher than prior year)
 To provide coverage at the Surrey Campus office when the coordinator is on vacation or otherwise out of the office

CPP / EI / WCB

Calculated as per CRA regulations	14,048
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Other Benefits

RRSP @3% of Coordinator wages plus \$80 per month for 2 students	6,102
Parking \$70 per month x 2 coordinators	1,680
	7,782

Health Benefits

PBC \$444.06 for 2 coordinators plus \$74.40 per month for 2 students	7,351
MSP \$37.50 per month for 1 coordinator plus \$18.75 per month for 2 students	930
	8,281

Bank Charges

Credit/Debit card service charges (average \$455 per month)	5,400
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Telephone

\$89 per month plus \$1 per month long distance charges	1,080
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Copies/Printing

General Office forms, Konica printing	260
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Office Supplies

Computer accessories	150
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Student Centre - Clubs - Department 13

Clubs Days

Moved to Events department	-
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Database Hosting & Maintenance

Hosting \$45 per month	540
Monthly maintenance agreement (\$190 per month)	2,280
	<hr/> 2,820

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31	-
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IT Support

No IT Support budgeted this year	-
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Appendix A - Department 13 - Student Centre - Clubs

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
422 / 13	Sales - Vending Permits	25,000	23,000
522 / 13	Purchases - Program Costs - Vending	400	400
	NET REVENUE - Vending	24,600	22,600
427 / 13	Sales - Craft Fair	3,900	-
527 / 13	Purchases - Program Costs - Craft Fair	3,900	-
	NET REVENUE - Craft Fair	-	-
435 / 13	Sales - Imaginus	6,000	-
535 / 13	Purchases - Program Costs - Imaginus	-	-
	NET REVENUE - Imaginus	6,000	-
440 / 13	Sales - Miscellaneous	600	5,000
540 / 13	Purchases - Program Costs - Miscellaneous	-	4,400
	NET REVENUE - Miscellaneous	600	600
420 / 13	Sales - Conference Rooms	6,000	4,000
520 / 13	Purchases - Program Costs - Conference Rooms	-	-
	NET REVENUE - Conference	6,000	4,000
	TOTAL NET REVENUE	37,200	27,200
	CLUBS BUDGET	2017/2018 Budget	2018/2019 Budget
4000	Clubs Funding	225,000	250,000

Budgetary Notes: (in same order as above line items)

Sales - Vending Permits

Sales budgeted for 2018/2019 consistent with 2017/18 actual historical revenue earned
(YTD by Dec 2017: \$15,000; Jan-Apr 2018 forecast \$8,000)

Purchases - Program Costs - Vending

For purchase of four new tables from SFU

Sales / Purchases - Craft Fair and Imaginus

These line items have been moved to Department 47
For budget comparison purposes, these items remain for this year but are zero

Sales - Miscellaneous

Sales consist of daily parking passes and buttons
Although the presentation has been modified on this budget sheet, there is no
anticipated change to sales compared to last year

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Appendix A - Department 13 - Student Centre - Clubs

Purchases - Program Costs - Miscellaneous

Purchases consist of daily parking passes and buttons

Although the presentation has been modified on this budget sheet, there is no anticipated change to purchases compared to last year

Sales - Conference Rooms

MBC room rentals for May-Dec (8 months)

Sales budgeted for 2018/2019 reduced to match the actual revenue earned in 2017/2018

Purchases - Program Costs - Conference Rooms

There are no costs associated with conference room rentals

Clubs Funding

An increase of \$25,000 (10%) in 2018-2019 reflects increased demands for club funding.

Grants increased by 31% in September 2017 compared to September 2016

The new building will bring increased club activity and related costs.

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Student Centre - Events - Department 47

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
	TOTAL NET REVENUE (see Appendix B)	-	4,100
901 / 47	Coordinator Wages	-	49,099
911 / 47	SC-Events Administrative Assistant Wages	-	-
940 / 47	CPP/EI/WCB	-	3,886
945 / 47	Other Benefits	-	2,313
950 / 47	Health Benefits	-	3,670
	WAGES & BENEFITS	-	58,969
705 / 47	Telephone	-	124
715 / 47	Copies/Printing	-	500
720 / 47	Office Supplies/Expenses	-	500
765 / 47	Equipment	-	2,000
810 / 47	Clubs Days	-	17,000
819 / 47	Film License	-	1,350
797 / 47	Job Development	-	-
	EXPENDITURES	-	21,474
767 / 13	IT Support	-	-
	TOTAL EXPENDITURES	-	80,443
	NET EXPENDITURES	-	76,343
	(Total Expenditures minus Total Revenue)		

Budgetary Notes: (in same order as above line items)

Total Net Revenue

See Appendix B for breakdown of revenues 4,100

Coordinator Wages

One coordinator @ 70 hours per pay @ 26.54 per hour, 26 pay periods 49,099
annually, plus 15 hours overtime wages throughout year for special events

SC-Events Administrative Assistant Wages

These wages are based on: -
2017-2: 20 Hours/Week - May, Jun, Jul, Aug
2017-3: 20 Hours/Week - Sep, Oct, Nov, Dec
2018-1: 20 Hours/Week - Jan, Feb, Mar, Apr

These hours are reflected in the SC-Clubs budget as per CEO instructions for pooled resources

SC-Events Administrative Assistant - Duties and responsibilities

Execute daytime Board initiatives such as set-up and take down
Perform front desk staff operations when needed

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Student Centre - Events - Department 47

Provide event related support to Clubs and DSU's coordinators (COI, waivers, security, etc.)
 Submit and follow up on catering, temporary food permits, room bookings and A/V requests
 Admin support such (emails, review event plans, arrange meetings)
 Document after event reports for large scale and high risk events

CPP / EI / WCB

Calculated as per CRA regulations	3,886
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Other Benefits

RRSP @3% of Coordinator wages	1,473
Parking \$70/month for coordinator	840
	2,313

Health Benefits

PBC \$306 per month for coordinator	3,670
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Telephone

\$31 per month starting Jan 2019	124
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Copies/Printing

Printing relevant forms	500
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Office Supplies

Computer accessories	100
Miscellaneous supplies	400
	500

Equipment

For purchase of non-capital equipment for events such as board games, signs, outdoor board games, etc.	2,000
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Clubs Days

The \$11,500 to \$17,000 budget increase is based on the last 4 years historical records and events history. Moved from SC-Clubs Last years budget was \$11,500	17,000
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Film License/Expenses

Based on historical spending in fiscal 2016/2017. Moved from Board.	1,350
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Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31	-
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IT Support

No IT Support budgeted this year	-
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Appendix B - Student Centre - Events - Department 47

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
427 / 47	Sales - Craft Fair	-	3,100
527 / 47	Purchases - Program Costs - Craft Fair	-	3,000
	NET REVENUE - Craft Fair	<u>-</u>	<u>100</u>
435 / 47	Sales - Imagus	-	4,000
535 / 47	Purchases - Program Costs - Imagus	-	-
	NET REVENUE - Imagus	<u>-</u>	<u>4,000</u>
	TOTAL NET REVENUE	<u><u>-</u></u>	<u><u>4,100</u></u>

Budgetary Notes: (in same order as above line items)

Sales - Craft Fair

Revenue from vendor fees 3,100

Purchases - Program Costs - Craft Fair

Security, facilities set-up and take-down, donation of 10% of revenue to the SFSS Food Bank 3,000

Sales - Imagus

Revenue from rental of space for poster sale event 4,000

Purchases - Program Costs - Imagus

No costs associated with Imagus event as vendor pays all costs of set-up take-down, and security -

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Ombuds Office - Department 14

<u>G/L Acct</u>	2017/2018 Budget	2018/2019 Budget
Dept 14 Ombuds Office Contribution	2,745	1,841
EXPENDITURES	<u>2,745</u>	<u>1,841</u>
TOTAL EXPENDITURES	<u><u>2,745</u></u>	<u><u>1,841</u></u>

Budgetary Notes: (in same order as above line items)

Ombuds Office Contribution

Operating cost \$134 per month (May-Dec 2018)	1,081
Telephone expense \$95 per month (May-Dec 2018)	760
Contribution will cease when SFSS moves into SUB in January 2019	<u>1,841</u>

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Copy Centre - Department 15

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
	TOTAL NET REVENUE (see Appendix C)	70,570	65,051
901 / 15	Coordinator Wages	58,222	59,095
903 / 15	Overtime Wages	2,559	-
911 / 15	Retail Services Assistant Wages	13,285	6,244
940 / 15	CPP / EI / WCB	5,125	4,720
945 / 15	Other Benefits	2,839	2,889
950 / 15	Health Benefits	3,657	2,310
	WAGES & BENEFITS	85,686	75,259
620 / 15	Operating Costs	8,466	7,382
665 / 15	Bank & Interest Charges	3,900	2,400
700 / 15	Advertising	-	-
705 / 15	Telephone	756	756
715 / 15	Copies/Printing	200	100
720 / 15	Office Supplies/Expenses	835	600
766 / 15	Repairs & Maintenance	10,000	8,000
	EXPENDITURES	24,157	19,238
767 / 15	IT Support	785	-
	TOTAL EXPENDITURES	110,629	94,497
	NET EXPENDITURES	40,059	29,446

Budgetary Notes: (in same order as above line items)

Total Net Revenue

See Appendix C for breakdown of revenue 65,051

Coordinator Wages

One coordinator @ 70 hours per pay @ 32.47 per hour, 26 pay periods annually 59,095

Overtime Wages

Overtime for printing for the IEC has been removed as directed by the CEO -

Retail Services Assistant Wages

These wages are based on:

2018-2 - No assistant in May, Jun, Jul, Aug	-
2018-3 - 10 hours/week - Sept, Oct, Nov, Dec	3,021
2019-1 - 12 hours/week - Jan, Feb, Mar, Apr	3,223
	6,244

Retail assistant hours have been eliminated for the summer semester, and have been reduced by 4 hours per week in fall semester and reduced by 6 hours per week in the spring semester

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Copy Centre - Department 15

CPP / EI / WCB

Calculated as per CRA regulations	4,720
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Other Benefits

RRSP @3% of wages for 1 coordinator	1,773
Transit pass \$93 x 12 months for 1 coordinator	1,116
	2,889

Health Benefits

MSP \$37.5 x 12 months for 1 coordinator	465
PBC \$148.80 x 12 months for 1 coordinator	1,845
	2,310

Operating Costs

\$656 per month for 8 months at MBC (1,113.74 sq. ft)	5,242
\$535 per month for 4 months at SUB (909.1 sq. ft)	2,140
	7,382

Bank & Interest Charges

Credit/Debit card service charges (average \$200 per month)	2,400
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Advertising

Budget has been zeroed out as directed by CEO	-
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Telephone

\$63 per month plus \$1 per month long distance charges	756
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Copies/Printing

Printing order forms and invoices for the copy centre	100
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Office Supplies/Expenses

Norton antivirus renewal	100
Office supplies	500
	600

Repairs & Maintenance

Cantor Computing - repairs on CC POS and computers + other repairs & maint	2,000
Merkor / GBC - repairs on electric cutter, pedestal stapler, coil binder and laminator	1,000
Annual service contract with Ruygrok Graphics Ltd (Plotter, printer and cutter)	5,000
	8,000

IT Support

No IT Support budgeted this year	-
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Appendix C - Department 15 - Copy Centre

G/L Acct		2017-2018 Budget	2018/2019 Budget
430 / 15	Sales - Copies School	22,237	14,602
431 / 15	Sales - Copies SFSS	45,559	31,327
446 / 15	Sales - Copies External	39,014	36,979
455 / 15	Sales - Bindery	29,715	22,404
440 / 15	Sales - Labour	2,336	1,632
	Sales	138,862	106,944
530 / 15	Copiers - Leases and Maintenance	21,760	14,888
555 / 15	Bindery	22,844	14,703
570 / 15	Paper Supplies	11,250	7,637
575 / 15	Printing Supplies	13,030	5,071
	Cost Of Sales	68,883	42,298
	Net Copier Sales	69,978	64,646
	Office Supplies		
476 / 15	Sales	1,154	530
576 / 15	Cost Of Sales	562	125
	Net Sales	592	405
	Total Sales	140,015	107,474
	Total Cost of Sales	69,445	42,423
	Total Net Revenue	70,570	65,051

Revenue and cost of sales are down due to a reduction in demand for printing by students, the SFSS, and university departments

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Communications Office - Department 17

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
901 / 17	Coordinator Wages	58,222	59,095
911 / 17	Communications Assistant Wages	22,577	24,457
911 / 17	Copywriter Wages	15,003	-
940 / 17	CPP/EI/WCB	7,175	6,186
945 / 17	Other Benefits	3,617	5,649
950 / 17	Health Benefits	2,737	4,620
	WAGES & BENEFITS	109,330	100,008
700 / 17	Advertising	10,020	5,010
886 / 17	Promotional Material	-	5,010
705 / 17	Telephone	756	384
715 / 17	Copies/Printing	1,800	1,800
720 / 17	Office Supplies/Expenses	3,000	1,000
735 / 17	Subscriptions & Secondary Adobe Creative Cloud	3,388	4,721
797 / 17	Job Development	1,500	-
820 / 17	Campaigns	6,000	6,000
821 / 17	Web Site And Tech Support	8,400	8,400
	EXPENDITURES	36,214	32,325
767 / 17	IT Support	2,911	-
	TOTAL EXPENDITURES	148,555	132,332

Budgetary Notes: (in same order as above line items)

Coordinator Wages

One coordinator @ 70 hours per pay @ 32.47 per hour, 26 pay periods annually 59,095

Communications Assistant Wages

These wages are based on: 24,457

2018-2 - 28 Hours/Week for Communications Assistant (increase of 4 hours)

2018-3 - 28 Hours/Week for Communications Assistant (increase of 4 hours)

2019-1 - 28 Hours/Week for Communications Assistant (increase of 4 hours)

Copywriter Wages

No requirement for this position this year

CPP / EI / WCB

Calculated as per CRA regulations 6,186

Other Benefits

RRSP @ 3% of coordinator wages plus \$80 *12 months * 2 students 3,693

Parking \$70 per month x 1 coordinator plus \$93 per month for 1 student 1,956

5,649

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Communications Office - Department 17

Health Benefits

MSP / PBC \$373 x 12 months for 1 coordinator plus 50% of 2 students 4,620

Advertising

This line is being split in half for 2018-2019 and half of the funds are being allocated to a new line called Promotional Material. 5,010

\$418 per month for social media ads, RHA newsletter ads, Peak ads (for promotion of General Membership Survey, events, voting period [ads that are not mandated by the IEC]) and general SFSS signs and branding (e.g. window vinyls, additional SFSS banners, and SFSS brochures)

Promotional Material

\$2,505 SFSS branded material to distribute for outreach purposes and as prizes 5,010

\$2,505 SFSS branded wearables for member facing services

Telephone

\$31 per month plus \$1 per month for long distance charges 384

Decreased to reflect only one phone line (instead of two) in 2018-2019.

Copies/Printing

\$1,800 per year for outreach promotional materials 1,800

Office Supplies/Expenses

\$1,000 per year contingency for software purchases and other office supplies 1,000

Decreased for 2018/2019 due lower anticipated need

Subscriptions

\$80 per month for Adobe Creative Cloud 960

\$2,100 annual subscription for Getty Images 2,100

\$200 Hootsuite annual fee 200

\$19 per month Survey Monkey 228

\$40 per month for jotform 480

\$752.66/year for secondary Adobe Creative Cloud 753

4,721

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31 -

Campaigns

\$500 per month for the purchase of outreach materials and contest prizes 6,000

Web Site And Tech Support

\$700 per month or hosting, reviews, back-ups, and maintenance tweaks 8,400

IT Support

No IT Support budgeted this year -

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Campaigns, Research, and Policy Office - Department 18

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
901 / 18	Coordinator Wages	58,222	59,095
911 / 18	Research & Administrative Assistant Wages	-	13,093
940 / 18	CPP / EI / WCB	4,302	5,147
945 / 18	Other Benefits	2,839	4,965
950 / 18	Health Benefits	5,449	5,828
	WAGES & BENEFITS	70,811	88,128
700 / 18	Advertising	3,835	-
705 / 18	Telephone	384	384
715 / 18	Copies/Printing	600	600
720 / 18	Office Supplies/Expenses	500	500
735 / 18	Subscriptions	-	500
738 / 18	Resources/Books	250	500
797 / 18	Job Development	3,000	-
	EXPENDITURES	8,569	2,484
767 / 18	IT Support	1,588	-
	TOTAL EXPENDITURES	80,968	90,612

Budgetary Notes: (in same order as above line items)

Coordinator Wages

One coordinator @ 70 hours per pay @ 32.47 per hour, 26 pay periods annually 59,095

Research & Administrative Assistant Wages

These wages are based on: 13,093
 2018-2 - 15 Hours/Week for Research & Administrative Assistant
 2018-3 - 15 Hours/Week for Research & Administrative Assistant
 2019-1 - 15 Hours/Week for Research & Administrative Assistant

The office of the CRPC is budgeting for a Research and Administrative Designated Assistant (RADA).
 The purpose of the RADA is to increase the output of the office generally

More specifically, the RADA will free the CRPC from some of the more rote data gathering and presentation tasks, as well as office administrative tasks, allowing him to focus on higher level analysis, as well as system and process design.

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Campaigns, Research, and Policy Office - Department 18

Some examples of projected RADA work include updating and amending departmental SOP documents and SFSS policy documents, ensuring a consistent look and feel and adherence to document design best practices and SFSS standards, the collection and summary description of governance and programming research to inform CRPC analysis and recommendation work, the collection and organisation of corporate governance records such as elections and referendum records, member resignations records, membership fee payment records, records of Board decisions, records of committee decision.

Some examples of opportunities for sustained, higher value research and analysis that the CRPC will be able to perform is the feasibility of acquiring charitable status for the SFSS in order to offset some of the cost of the services to donors, research into the food security challenges of students at SFU and the existing community services available to them to inform a redesign of the existing food bank program to ensure it is impactful in the short term and sustainable in the long term. It would provide the opportunity to complete the development of the policy and procedural landscape for all Society departments, including Board and student groups.

CPP / EI / WCB

Calculated as per CRA regulations	5,147
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Other Benefits

RRSP @3% of coordinator wages plus \$80 per month for designated assistant	2,733
Transit pass \$93 X 2 X 12 months for coordinator and designated assistant	2,232
	4,965

Health Benefits

MSP / PBC \$463 per month for coordinator and designated assistant	5,828
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Advertising

Reduced to zero as the Advocacy Committee budget will cover advertising expenses for campaigns.	-
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Telephone

\$31 per month plus \$1 per month for long distance charges	384
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Copies/Printing

Estimated copying for the year	600
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Office Supplies/Expense

Miscellaneous supplies	500
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Subscriptions

Various web software services	500
This is a new line in 2018-2019 to better reflect spending for subscriptions for web software such as Jot Forms. These expenses have previously been charged to Office Supplies/Expenses and Resources/Books	

Resources/Books

Reference Material - books and software	500
Budget is increasing to reflect the department's focus shifting to research	

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Campaigns, Research, and Policy Office - Department 18

Job Development

-

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31

IT Support

No IT Support budgeted this year

-

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Board Of Directors - Department 20

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
	Administrative-BOD		
930 / 20	Stipends - Executive	126,000	126,000
931 / 20	Stipends - Non-Executive	101,500	101,500
932 / 20	Stipends - Council	29,400	29,400
911 / 20	Archivist Project Worker Wages	-	6,547
940 / 20	CPP / EI / WCB	12,000	12,488
945 / 20	Childcare	600	100
946 / 20	Parking	-	9,600
685 / 20	Legal Consulting	20,000	20,000
705 / 20	Telephones	4,320	4,320
715 / 20	Copies/Printing	1,276	1,276
720 / 20	Office Supplies/Expenses	2,000	2,000
740 / 20	Conferences	6,000	6,000
741 / 20	Membership Engagement	13,000	20,000
743 / 20	General Membership Survey	2,000	2,000
742 / 20	Per Diem	1,200	-
767 / 20	IT Support	6,913	-
814 / 20	BOD Retreat, Orientation & Development	15,900	16,000
815 / 20	Council Expenditures	1,500	1,500
831 / 20	Annual/Special General Meeting	7,500	4,000
837 / 20	Student Staff Meetings	1,467	1,467
	Total BOD Administrative Costs	352,576	364,198
	Services-BOD		
686 / 20	Legal Aid Clinic	14,500	7,500
816 / 20	Concert	40,000	15,000
817 / 20	Events - Committee	20,000	45,000
818 / 20	SOCAN	-	4,000
820 / 20	Advocacy	30,000	30,000
821 / 20	Surrey Campus Committee	10,000	15,000
822 / 20	Vancouver Campus Committee	5,000	5,000
898 / 20	Bursary Contribution	30,000	30,000
	ALLOCATIONS	149,500	151,500
	TOTAL EXPENDITURES	502,076	515,698

Budgetary Notes: (in same order as above line items)

Stipends

Executive stipends based on 6 executives at \$21,000/year	126,000
Non-Executive stipends based on 10 board members at 10,500/year	101,500
Council stipends based on 35 council members / meeting x \$35 stipend x 2 meetings each month	29,400

Archivist Project Worker Wages

These wages are based on:	6,547
2018-2: 15 Hours/Week - May, Jun, Jul, Aug	

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Board Of Directors - Department 20

2018-3: 15 Hours/Week - Sep, Oct

The archivist is a new position and will assist with:

1. The development of policy and procedural standards for records retention and destruction.
2. The organisation and archiving of all Board records.
3. Regular review of policy and procedures, auditing of adherence to policy and procedure, and archiving of recent records.

CPP / EI / WCB

Calculated as per CRA regulations	12,488
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Childcare

This line item decreased, as it had not been used in the past three years	100
If more money is required for this line item, a budget reallocation is recommended	

Parking

Many Board members worked in the SFSS offices, attended SFSS events at different campuses, and transported materials (popcorn machine, banners, swag, etc) from different campuses. Therefore, there was a recommendation to reimburse Board members for parking-related expenses.	9,600
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Board members can be reimbursed a maximum of \$200 per semester for SFU SFU related parking expenses. This will be done through the cheque requisition with the oversight of the VP Finance

Legal Consulting

\$20,000 general unanticipated legal issues that arise during the year	20,000
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Telephones

6 executive members with \$60 monthly reimbursement for cell phone usage	4,320
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Copies/Printing

For printing in the Board of Directors office	1,276
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Office Supplies/Expenses

Office supplies for the Board of Directors office	2,000
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Conferences

Board member attendance at conferences	6,000
--	-------

Membership Engagement

This line item increased as there was a shortage of swag to give to students while campaigning and tabling for clubs days in the 2017/18 year. A budget reallocation was completed in the 2017/18 year to purchase more swag	20,000
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Items purchased from this line item may be used for events on all campuses, which currently include the Surrey, Vancouver, and Burnaby campuses

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Board Of Directors - Department 20

General Membership Survey

Prizes for three winners	1,200
Social media contest prizes to create awareness, if needed	800
	<hr/> 2,000

Per Diem

Budget reduced to zero as there has not been any spending in the past two years	-
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IT Support

No amount budgeted this year	-
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Board Of Directors Retreat, Orientation & Development

\$3,000 based on orientation plan organized by staff	3,000
Beginning of the year workshops could include: anti-harassment, Robert's Rules	
Mid-year workshops could include: Robert's Rules	
\$3,000 budget for Board retreat	3,000
\$10,000 budget for Board development of entire board eg. workshops	10,000
(not to include conferences)	<hr/> 16,000

Council Expenditures

\$1,500 budgeted for orientation snacks for three orientation sessions	1,500
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Annual/Special General Meeting

Reduced to \$4,000 in 2018/2019 to reflect actual expenditures in previous two years	4,000
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Student Staff Meetings

Per Collective Agreement Article 17.3 - Student Employee Staff Meetings	1,467
2hr meeting / semester	

Legal Aid Clinic

2018/2019 budget reduced by \$7,000 on recommendation by CEO due to Legal Clinic currently being free of charge by the lawyers	7,500
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Concert

This line item was previously called the "Events – Special/Large Scale". In the past, this line item has been used as a placeholder for the Fall Kickoff concert, as the concert has seen large amounts of expenditure. However, in the 2017/18 year, this line item saw a net increase, due to the success of the concert. This resulted in the committee using the "Events Committee" line item and "Events – Special /Large scale" to throw events throughout the entire year. In order to provide clear direction on the use of these line items, the name of this line item was changed and the budget was decreased to reflect how much the Board was comfortable investing in a concert for 2018/19. Whatever was left over was allocated to the Events Committee line item to ensure the quantity and quality of events throughout the 2018/19 year do not decrease.	15,000
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Events - Committee

Money was allocated from what is now called the concert line item to provide clear	45,000
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Board Of Directors - Department 20

expectations on how much should be spent on the concert and other events for the 2018/19 year. Please see "Concert" note for more context.

This line item may also be used to host events on other campuses, which currently include the Surrey, Vancouver, and Burnaby campus

SOCAN

In the past, the Highland Pub would purchase this license, which allowed the society to play music for pub nights, the concert, and other events. However, since the Highland Pub was closed, this has been budgeted in the Board budget to allow music to be played at SFSS events	4,000
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Advocacy

Funding for the Advocacy Committee's activities. Same amount as previous year.	30,000
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Surrey Campus Committee

The SFU Surrey campus is the largest growing campus at SFU. With the construction of a new building in Surrey and the committee being frugal in spending for the 2017/18 year, the Board expects more events for the 2018/19 year	15,000
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Vancouver Campus Committee

Funding for the Vancouver Campus Committee's activities. Same amount as previous year.	5,000
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Bursary Contribution

To fund the Student Society Emergency Aid Fund which is administered through SFU Financial Aid and Awards	30,000
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Women's Centre - Department 24

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
401 / 24	GSS Contribution	7,126	5,146
	TOTAL REVENUE	7,126	5,146
901 / 24	Coordinator Wages	48,303	48,303
911 / 24	Resource Assistant Wages	17,457	17,457
911 / 24	Project Worker Wages	7,050	-
940 / 24	CPP / EI / WCB	5,834	5,298
945 / 24	Other Benefits	5,553	5,325
950 / 24	Health Benefits	2,717	3,465
	WAGES & BENEFITS	86,915	79,848
700 / 24	Advertising	3,000	1,500
705 / 24	Telephone	864	864
715 / 24	Copies/Printing	1,200	2,700
720 / 24	Office Supplies/Expenses	2,300	950
735 / 24	Subscriptions	450	400
738 / 24	Resources/Books	3,000	3,500
740 / 24	Conferences	2,250	2,500
744 / 24	Mileage	150	150
787 / 24	Dues & Memberships	400	400
797 / 24	Job Development	1,000	-
865 / 24	Childcare	300	700
886 / 24	Special Events / Outreach	6,500	10,000
887 / 24	Food Outreach	3,000	3,000
888 / 24	Safer Sex / Menstrual Supplies	5,000	5,500
889 / 24	Laundry	-	600
	EXPENDITURES	29,664	32,764
767 / 24	IT Support	2,189	-
	NET EXPENDITURES	111,642	107,466

Budgetary Notes: (in same order as above line items)

GSS Contribution

Per agreement between the GSS and the SFSS, the GSS will contribute 16% of funding towards the Women's Centre's expenditures portion of the budget 5,146

Coordinator Wages

One coordinator @ 70 hours per pay @ 26.54 per hour, 26 pay periods annually 48,303

Resource Assistant Wages

These wages are based on: 17,457
2018-2: 20 Hours/Week - May, Jun, Jul, Aug

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Women's Centre - Department 24

2018-3: 20 Hours/Week - Sep, Oct, Nov, Dec

2019-1: 20 Hours/Week - Jan, Feb, Mar, Apr

Project Worker Wages

There is no anticipated need for a project worker in 2018/2019 -

CPP / EI / WCB

Calculated as per CRA regulations 5,298

Other Benefits

RRSP @3% of 1 coordinator wages plus 1 resource assistant @80 per month 3,369

Transit \$93 month - 1 coordinator, Parking \$70 month - 1 resource assistant 1,956

5,325

Health Benefits

MSP / PBC \$279 x 12 months for 1 coordinator and 1 resource assistant 3,465

Advertising

Potential sources include: Peak, Facebook, CJSF radio ads, etc 1,500

Telephone

\$71 per month plus \$1 per month for long distance charges 864

Copies / Printing

Printing job from Copy Centre for events and programs 1,200

Cost per copy for Konica printers 200

Budget includes \$1300 increase for Consent Boxes printing from Hemlock Printers Ltd 1,300

2,700

Office Supplies

950

Office stationary

Paper

Button maker supplies

Archival and preservation supplies

Budget is being reduced as the department does not anticipate needing to purchase much in 2018-2019 and as a result of moving \$500 to Resources/ Books for 2018-2019 to cover cover the cost of the Koha library database.

Subscriptions

Magazine subscriptions for the WC library 400

Resources / Books

3,500

Buy books from Spartacus Books and Little Sisters Books

Buy audiobooks and DVDs

Library database maintenance by Koha - this has been charged to Office Supplies/

Expenses in previous years and is being moved to Resources/Books for 2018-2019

Conferences

Courses, conferences, and meetings relevant to the Women's Centre and its 2,500

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Women's Centre - Department 24

services

These may include feminist conferences, events, weekend workshops and summits (nationally and internationally) that will focus on many of the aspects that the Women's Centre is structured upon.

Mileage

Mileage generally spent year round to buy events materials 150

Dues & Memberships

Includes: BWSS, Pivot, Peer Net BC, Surrey Womens' Centre, etc. 400

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an an expense from Department 31 -

Childcare

SFSS provides funding for childcare for any SFU attendees of WC meetings or special events. 700

The budget is being increased in 2018-2019 because volunteers will no longer be allowed to provide childcare within the centre. Instead, professional childcare will be made available to participants through the SFU Childcare Society or similar professional service.

Special Events / Outreach

10,000

Embark garden plot & workshop
 December 6th - events to commemorate the history of the date and to address violence against women
 Pancake breakfasts - approximately twice a year
 Pro-choice safer space presence in Convo Mall (once/year)
 Wenlido - self-identified women self-defense workshop
 Craft and knitting group supplies
 Survivor support group
 Peer support training for volunteers
 Trans women's night
 EVA healthy choices workshops
 Consent workshops
 BC Women's hospital in-service
 \$2,000 increase for Surrey and Vancouver presentation.

Food Outreach

Healthy snacks and lounge kitchen foods 3,000

Safer Sex / Menstrual Supplies

5,500

Supplies for the year at 24 hour lounge and resource area
 Consent toolboxes
 Pregnancy test
 Budget is being increased in 2018-2019 to allow for supplies to be provided to members through the Surrey Campus office

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Women's Centre - Department 24

Laundry

Laundry services to wash/dry blankets from the 24/7 lounge	600
This is a new line for 2018-2019. SFU Recreation will begin charging for laundry service as a result of increased frequency of cleaning blankets in 2017-2018 compared to previous years. The service had previously been provided for free	

IT Support

No IT Support budgeted this year	-
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IEC/Elections - Department 25

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
930 / 25	IEC Stipends	13,774	12,500
940 / 25	CPP/WCB	601	601
	STIPENDS	14,375	13,101
700 / 25	Advertising	6,000	6,000
705 / 25	Telephone	240	240
715 / 25	Printing/Copies	1,150	1,150
720 / 25	Office Supplies/Expenses	350	350
820 / 25	Campaign Expenditures	4,850	2,250
	EXPENDITURES	12,590	9,990
	TOTAL EXPENDITURES	26,965	23,091

Budgetary Notes: (in same order as above line items)

IEC Stipends

For the 2018-3 semester, \$4,000 to account for a referendum	4,000
For the 2019-1 semester, \$8,500 to account for requirements of a spring election	8,500
	<u>12,500</u>

CPP / WCB

Calculated as per CRA regulations	601
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Advertising

Mainly consists of Peak ads, facebook ads, etc. The election debate costs are included here	6,000
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Telephone

\$60 per month for the Chief Commissioner cell phone reimbursement	240
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Printing/Copies

For printing of forms, posters, and other documents	1,150
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Office Supplies/Expenses

To support the IEC office operations	350
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Campaign Expenditures

Per IEC policies, capped at \$50/candidate	2,250
For the 2019-1 semester: 45 candidates	

SIMON FRASER STUDENT SOCIETY
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Out On Campus - Department 27

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
401 / 27	GSS Contribution	5,369	3,829
	TOTAL REVENUE	5,369	3,829
901 / 27	Coordinator Wages	38,642	48,303
911 / 27	Administrative Assistant Wages	23,098	21,822
911 / 27	Project Worker Wages	21,787	-
940 / 27	CPP / EI / WCB	6,056	5,536
945 / 27	Other Benefits	4,303	4,089
950 / 27	Health Benefits	5,434	3,465
	WAGES & BENEFITS	99,319	83,215
700 / 27	Advertising	1,500	2,500
705 / 27	Telephone	756	756
715 / 27	Copies/Printing	700	900
720 / 27	Office Supplies/Expenses	3,100	775
738 / 27	Resources/Books	2,000	1,400
740 / 27	Conferences	3,000	-
795 / 27	Programming	14,000	12,600
797 / 27	Job Development	2,500	-
799 / 27	Annual Retreat	1,500	1,000
888 / 27	Safer Sex Supplies	-	2,000
898 / 27	Bursary	2,000	2,000
	EXPENDITURES	31,056	23,931
767 / 27	IT Support	2,500	-
	NET EXPENDITURES	127,506	103,317

Budgetary Notes: (in same order as above line items)

GSS Contribution

Per agreement between the GSS and the SFSS, the GSS will contribute 16% of funding towards the Women's Centre's expenditures portion of the budget 3,829

Coordinator Wages

One coordinator @ 70 hours per pay @ 26.54 per hour, 26 pay periods annually 48,303
 OOC coordinator position has been changed this year from part-time position of 56 hours per pay period to full-time position of 70 hours per pay period

Administrative Assistant Wages

These wages are based on: 21,822
 2018-2: 25 Hours/Week
 2018-3: 25 Hours/Week
 2019-1: 25 Hours/Week

SIMON FRASER STUDENT SOCIETY
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Out On Campus - Department 27

Project Worker Wages

There is no need for a Trans and Gender Diversity Project Worker as the project is complete -

There is no need for a Positive Space Network Project Worker as the coordinator will lead the program

CPP / EI / WCB

Calculated as per CRA regulations 5,536

Other Benefits

RRSP @3% of 1 coordinator wages plus \$80 per month for designated assistant 2,409

Parking \$140 per month for 2 employees 1,680

4,089

Health Benefits

MSP / PBC \$373 per month x 12 for 1 coordinator and designated assistant 3,465

Advertising

Giveaway Items (info folders, stickers, etc.) 2,000

In-Space Advertisement 500

2,500

Telephone

\$62 per month plus \$1 per month for long distance charges 756

Copies / Printing

Event posters and flyers 600

Project printing 300

900

Office Supplies/Expenses

Flip chart paper, markers, pens, paper, printer toner, etc. 525

Water service 250

775

Resources / Books

Books, magazines 1,000

Online database hosting 400

1,400

Conferences

No spending is anticipated for 2018-2019. -

Programming

Clubs days 600

Large-scale Monthly Event - Wellness Workshop 1,200

Large-scale Monthly Event - Social/Educational 2,400

Facilitator/Presenter fees 1,500

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Out On Campus - Department 27

Volunteer appreciation	800
Pride	500
TDOR	1,000
Weekly Social Event Supplies	1,200
Weekly Wellness Event Supplies	600
Study Space Hot Drinks	400
Study Space Healthy Snacks	1,000
Collective program	800
PSN	600
	<hr/>
	12,600

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31	-
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Annual Retreat

For on-campus planning day with staff and volunteers	1,000
--	-------

Safer Sex Supplies

Supplies for the year in the lounge area.	2,000
This is a new line for 2018-2019 to allow for clear tracking of spending on safer sex supplies and to match the account used in Dept 24, Women's Centre. Previously, safer sex supplies were charged to Office Supplies / Expenses.	

Bursary

\$400 - Living personal truths award to student & \$1,600 in endowment fund for self-sustaining award	2,000
---	-------

IT Support

No IT Support budgeted this year	-
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SIMON FRASER STUDENT SOCIETY
Operating Budget - Draft dated Mar 29, 2018
For The 12 Months Ending April 30, 2019

Surrey Campus - Department 29

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
	REVENUES (See Appendix C)		
	Sales	978	465
	Cost Of Sales	978	350
	TOTAL REVENUE	-	115
901 / 29	Coordinator Wages	58,222	59,095
911 / 29	Student Wages	1,070	-
940 / 29	CPP/EI/WCB	4,074	4,139
945 / 29	Other Benefits	2,839	2,889
950 / 29	Health Benefits	2,732	2,310
	WAGES & BENEFITS	68,937	68,433
700 / 29	Advertising	500	500
705 / 29	Telephone	612	384
720 / 29	Office Supplies/Expenses	1,600	1,200
744 / 29	Mileage	300	300
766 / 29	Repairs & Maintenance	600	600
797 / 29	Job Development	600	-
	EXPENDITURES	4,212	2,984
767 / 29	IT Support	1,463	-
	TOTAL EXPENDITURES	74,612	71,417
	NET EXPENDITURES	74,612	71,302

Budgetary Notes: (in same order as above line items)

Net Sales Revenue

See Appendix C for breakdown of revenues 115

Coordinator Wages

One coordinator @ 70 hours per pay @ 32.47 per hour, 26 pay periods annually 59,095

Student Wages

Wages moved to Student Centre-Clubs budget pool -

CPP / EI / WCB

Calculated as per CRA regulations 4,139

Other Benefits

RRSP @3% of coordinator wages 1,773
Transit Pass \$93 Per Month x 1 Coordinator 1,116
2,889

SIMON FRASER STUDENT SOCIETY
Operating Budget - Draft dated Mar 29, 2018
For The 12 Months Ending April 30, 2019

Surrey Campus - Department 29

Health Benefits

MSP / Pac Blue \$192.50 x 12 months For 1 Coordinator 2,310

Advertising

\$500 used for presentation materials, signage, etc. 500

Telephone

\$31 per month plus \$1 per month for long distance charges 384
Cost is lower in 2018-2019 due to cancellation of 2nd telephone line for the fax machine

Office Supplies/Expenses

Miscellaneous Office Supplies 1,200

Mileage

Picking up supplies with own car 300

Repairs & Maintenance

Repairs to printer, equipment, and furniture 600

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31 -

IT Support

No IT Support budgeted this year -

SIMON FRASER STUDENT SOCIETY
Operating Budget - Final
For The 12 Months Ending April 30, 2019

Appendix D - Department 29 - Surrey Campus

<u>G/L Acct</u>		<u>2017/2018 Budget</u>	<u>2018/2019 Budget</u>
430 / 29	Sales - Copiers - External	225	150
431 / 29	Sales - Copiers - SFSS	225	150
	Sales	<u>450</u>	<u>300</u>
530 / 29	Cost of Copier Sales	300	100
570 / 29	Paper Supplies	150	100
	Cost Of Sales	<u>450</u>	<u>200</u>
	Net Copier Sales	<u>0</u>	<u>100</u>
	Office Supplies (Buttons)		
476 / 29	Sales	150	150
576 / 29	Purchases	150	150
	Gross Margin	<u>0</u>	<u>0</u>
	Texts		
488 / 29	Sales	0	0
588 / 29	Purchases	0	0
	Gross Margin	<u>0</u>	<u>0</u>
	Fax		
489 / 29	Sales	114	15
589 / 29	Purchases	114	0
	Gross Margin	<u>0</u>	<u>15</u>
	Total Sales	264	165
	Total Cost of Sales	<u>264</u>	<u>150</u>
	Net Other Sales	<u>0</u>	<u>15</u>
	TOTAL REVENUE	<u>0</u>	<u>115</u>

SIMON FRASER STUDENT SOCIETY
Operating Budget - Draft dated Mar 29, 2018
For The 12 Months Ending April 30, 2019

Administrative - Department 31

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
420 / 31	Rent Revenue	180,642	15,315
421 / 31	MBC Food Court Premium Payment	-	42,211
435 / 31	Interest Revenue	20,000	25,000
440 / 31	Advertising Revenue	-	7,500
441 / 31	Commission Revenue	-	264
	TOTAL REVENUE	200,642	90,290
660 / 31	Audit	19,000	19,000
665 / 31	Bank Charges	7,000	6,000
680 / 31	Insurance	24,000	52,000
896 / 31	Capital Purchases	43,800	34,500
700 / 31	Employment Postings	900	1,200
705 / 31	Fax Telephone Line	420	360
715 / 31	Shared Office Copier	720	-
720 / 31	Office Supplies/Expenses	4,000	2,900
721 / 31	Lease Expense	2,000	1,000
766 / 31	Repairs & Maintenance	450	-
767 / 31	IT Support	2,797	8,000
797 / 31	Job Development	-	33,000
816 / 31	Good & Welfare	5,000	5,000
817 / 31	Staff Development Day	2,500	2,500
821 / 31	Email Service	-	10,000
823 / 31	Services Review Survey	-	10,000
824 / 31	Food Bank R&D Project	-	10,000
825 / 31	Food Bank Contribution	14,629	20,000
	TOTAL EXPENDITURES	127,216	215,460

Budgetary Notes: (in same order as above line items)

Rent Revenue

Mini Mart	12,540
Studentcare	2,775
	15,315

Mini Mart lease is expected to continue only until December 21st, 2018

Studentcare lease expires on August 31st, 2018 and renewal is unknown and unbudgeted

Rent for SUB tenants is not budgeted because tenants, rates, and commencement dates have not been determined

MBC Food Court Premium Payment

Pasta Organico	6,738
Noodle Waffle	6,895
Guadalupe	8,155
Gawon	7,875

Bubble Tea	5,985
Changos	6,563
	<hr/> 42,211

The surrender of the MBC Food Court included a requirement for SFU to provide 35% of MBC Food Court rent revenues to the SFSS for 10 years

Interest Revenue

Interest revenue is earned monthly on the bank balance of the operating account	25,000
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Advertising Revenue

Rouge Media Group approached the SFSS to sell electronic media space to advertisers and advertising media. Rouge Media Group will provide rental revenue to the SFSS as a result of the space rental.	7,500
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Commission Revenue

PST payment commission each month at \$22 per month	264
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Audit

Annual audit of the financial records of the SFSS	19,000
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Bank Charges

The service fees for all SFSS bank accounts	6,000
Decrease may be result of lower bank fees on ticket sales for events as these have been moved to an online platform	

Insurance

Insurance expense has been budgeted the same as the prior year and will be finalized upon insurance renewal in March/April 2018	52,000
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Capital Purchases

Industrial Hand Blender for Pancake Breakfast	1,500
Clubs and SU platform for year 1	25,000
Events/Outreach equipment	3,000
Miscellaneous office furniture (eg. height-adjustable desk risers)	5,000
	<hr/> 34,500

Employment Posting

In 2017/2018 actual spending will be approximately \$1,600 as a result of 13 external job postings. The forecast for 2018/2019 is for 8 external job postings.	1,200
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Fax Telephone Line

Monthly telephone line charge for fax machine located in MBC 2250	360
\$29 per month plus \$1 per month for long distance charges	
Budget has been reduced in 2018/2019 due to declining usage of machine	

Shared Office Copier

General Office doesn't exist anymore. Each department pays its share of photocopying costs based on usage	-
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Office Supplies/Expenses

Water dispenser in MBC 2250	1,200
Key cutting for shared spaces	200
Shared office supplies	500
Photocopier paper	1,000

	2,900
Lease Expense	
Expenses relating to leased space including services such as lock changes, legal counsel, building code consultants, credit check minor space alterations and maintenance	1,000
Repairs & Maintenance	
No budget as no spending has occurred in previous years	-
IT Support	
To provide sufficient funds in the IT Fund to support 2018-2019 planned expenditures	8,000
Job Development	
A new Job Development Fund has been created and will be funded through this line	33,000
Good & Welfare	
Birthday celebrations, staff meetings, and farewell parties	1,000
Holiday party	2,500
Group activities in summer and fall	1,500
	5,000
Staff Development Day	
This annual event has previously been budgeted as part of Good & Welfare. For 2018-2019 a new line has been created. This covers the cost of materials, presenters, room and equipment rental, and catering.	2,500
Email Service	
New line for 2018-2019. Service charge for email system (eg. Gmail or Outlook)	10,000
Services Review Survey	
New line for 2018-2019. To hire a consultant to review existing SFSS services and make recommendations for improvements.	10,000
Food Bank R&D Project	
New line for 2018-2019. To fund a research and development project dedicated to studying the issue of food security on campus. SFU and SFSS have each agreed to split the cost of the project up to \$10,000 per organization.	10,000
Food Bank Contribution	
New line for 2018-2019. SFSS contribution to Food Bank program to match SFU annual contribution	20,000

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Administration Office - Department 32

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
901 / 32	Chief Executive Officer Salary	110,624	121,971
901 / 32	Operations Manager Salary	-	75,000
901 / 32	Build SFU Manager Salary	21,601	-
903 / 32	Administrative Supervisor Salary	57,000	58,000
911 / 32	Administrative Assistant Wages	22,422	48,570
839 / 32	Shop Steward Wages	-	3,392
940 / 32	CPP / EI / WCB	11,459	16,540
945 / 32	Other Benefits	13,914	18,910
950 / 32	Health Benefits	9,795	11,195
	WAGES & BENEFITS	255,008	353,578
689 / 32	Legal/Management Consultant	-	25,000
705 / 32	Telephone	2,732	2,640
715 / 32	Copies/Printing	300	500
720 / 32	Office Supplies/Expenses	750	1,000
797 / 32	Job Development	3,500	-
821 / 32	HR Software	-	8,000
	EXPENDITURES	32,282	37,140
767 / 32	IT Support	5,746	-
	TOTAL EXPENDITURES	293,036	390,718

Budgetary Notes: (in same order as above line items)

Chief Executive Officer Salary

Per contract 121,971
 75% Wages assigned to SFSS, 25% assigned to Build SFU until Dec 31, 2018,
 thereafter 100% assigned to SFSS due to SUB opening

Operations Manager Salary

Per contract 75,000
 A new management position has been approved by the board of directors and is
 expected to begin on May 1st, 2018

Build SFU Manager Salary

Per contract -
 100% assigned to BSFU for 2018/2019

Administrative Supervisor Salary

Per contract 58,000

Administrative Assistant Wages

35 hours per week divided between two Administrative Assistants. 48,570
 This is an increase of 7 hours per week in 2018-2019 to assist with new projects

SIMON FRASER STUDENT SOCIETY
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Administration Office - Department 32

and new work within the department (e.g. key administration) and a further increase of 21 hours per week to support the administration of the new student platform (new software).

Shop Steward Wages

Per Collective Agreement Article 11.6 - Student Employee coverage in shop steward area: 4 hr/week 3,392

CPP / EI / WCB

Calculated as per CRA regulations 16,540

Other Benefits

RRSP @5% of CEO wages, 4% of Admin Supervisor and Ops Manager wages, \$80 x 2 for Admin Assistants 13,339

Parking \$123 per month for CEO (25% assigned to Build SFU)

Transit pass \$93 per month x 4 employees (Admin Supervisor, Ops Manager, 2 Assistants) 5,571

18,910

Health Benefits

PBC - CEO, Ops Manager, Admin Supervisor, 3 Admin Assistants 9,103

MSP - CEO, Ops Manager, Admin Supervisor, 3 Admin Assistants 2,093

11,195

Legal/Management Consultant

\$25,000 allocated towards general labour and operations management issues 25,000

Moved from Board

Telephone

\$210 per month plus \$4 per month for long distance charges (4 lines) 2,568

\$65 per month for cell phone for CEO 780

\$65 per month for cell phone for Operations Manager 780

4,128

Copies/Printing

500

Office Supplies/Expenses

1,000

Job Development

All funding for Job Development has been moved out of individual departmental budgets and into a new Job Development Fund. The fund will be replenished as an expense from Department 31 -

HR Software

New software will allow for time tracking (i.e. for example buddypunch software) 1,000

New software will allow for time off requests tracking; Application tracking system, and Employee data base. One time payment and annual maintenance and technical support fees (i.e. HR net source software) 7,000

8,000

SIMON FRASER STUDENT SOCIETY
Operating Budget - Draft dated Mar 29, 2018
For The 12 Months Ending April 30, 2019

Administration Office - Department 32

IT Support

No IT Support budgeted this year

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SIMON FRASER STUDENT SOCIETY
Operating Budget - Draft dated Mar 29, 2018
For The 12 Months Ending April 30, 2019

Build SFU - Department 46

G/L Acct		2017/2018 Budget	2018/2019 Budget
400 / 46	Build SFU Activity Fee Revenue	2,705,245	3,350,328
898 / 46	Build SFU Bursary	162,315	201,020
	NET BUILD SFU LEVY	2,542,930	3,149,308
901 / 46	Build SFU General Manager Salary	72,004	60,941
901 / 46	Build SFU General Manager Salary 30% Allocated to Dept 32	(21,601)	-
905 / 46	Chief Executive Officer Salary	36,876	25,529
911 / 46	Build SFU Assistant Wages	-	13,429
940 / 46	CPP/EI/WCB	6,259	5,188
945 / 46	Other Benefits	4,657	5,192
950 / 46	Health Benefits	5,153	3,302
	WAGES & BENEFITS	103,349	113,581
685 / 46	Legal Services	10,000	5,000
689 / 46	Consulting	25,000	25,000
530 / 46	Copier Maintenance	1,800	-
700 / 46	Advertising / Promotion	15,000	30,000
705 / 46	Telephone	1,668	1,200
715 / 46	Copies / Printing	1,000	800
720 / 46	Office Supplies/Expenses	2,000	1,500
744 / 46	Mileage & Travel	500	500
797 / 46	Professional Development	5,000	3,000
	EXPENDITURES	61,968	67,000
	SUBTOTAL OF WAGES, BENEFITS & EXPENDITURES	165,317	180,581
767 / 46	IT Support (2% of Subtotal of Wages, Benefits & Expenditures)	3,306	-
	TOTAL EXPENDITURES	168,623	180,581

BUDGETARY NOTES:

Build SFU Activity Fee Revenue

As of fiscal 2016-2017, the Build SFU Levy is directly deposited into the Build SFU Account which is held in trust by SFU. (See the Fund Management Agreement for details about the Build SFU Account.)

The Build SFU Levy was set by referendum in Spring 2012. The levy increases annually, therefore revenues are expected to increase by approximately \$650,000 in 2018-2019.

Departmental expenses are paid using funds that have already been collected and that reside in the Build SFU Fund.

Build SFU Bursary

The Build SFU Bursary is administered by SFU Financial Aid and Awards.
Up to 6% of the Build SFU Levy is returned each semester to students who demonstrate financial need.

Build SFU General Manager Salary

Per contract.

For 2018-2019, 100% funded by Build SFU due to hiring of Operations Manager.
Budgeted at 10 months due to anticipated completion and closeout of SUB project.

Chief Executive Officer Salary

Per contract.

25% funded by Build SFU for 8 months.
Budgeted at 8 months due to anticipated move-in to SUB in December 2018.

Assistant Wages

To provide support with graphic design, media production, outreach, and other support.
The budget is based on a wage rate of \$15.40 per hour at an average of 20 hours per week from May 1st through January 31st.

CPP/EI/WCB

100% of Build SFU General Manager CPP/EI/WCB.
25% of Chief Executive Officer CPP/EI/WCB.

Other Benefits

25% of Chief Executive Officer parking.
25% of Chief Executive Officer RRSP.
Assistant benefits include transportation allowance, RRSP, and 50% of MSP and PBC

Health Benefits

25% of Chief Executive Officer health benefits.

Legal Services

For legal services regarding the Build SFU project.

Consulting

For consultants relating to the Build SFU project and getting the SFSS ready to move into the SUB. This may include (but not be limited to) a branding consultant and/or a deficiency/warranty review consultant.

Copier Maintenance

Removed for 2018/2019 because department no longer has its own copier

Advertising / Promotion

For communications to students which could include print media, videos,

web promotions, etc. Also for grand opening celebration for the SUB.
web promotions, large billboard, etc. Also for grand opening celebration for the SUB.

Telephone

1 SFU phone line at \$60/month + \$60/month Build SFU GM cell phone.

Copies / Printing

This expenditure includes the cost per copy for printing and photocopying as well as non-advertising materials. (i.e. agendas, minutes, etc.)

Office Supplies / Expenses

Based on anticipated usage and prior years' expenses.

Mileage & Travel

Based on anticipated usage during the year.

Professional Development

For courses and other professional development.

IT Support

No IT Support budgeted this year

SIMON FRASER STUDENT SOCIETY
Operating Budget - Draft dated Mar 29, 2018
For The 12 Months Ending April 30, 2019

FNSA - Department 41

<u>G/L Acct</u>		2017/2018 Budget	2018/2019 Budget
400 / 41	Fee Revenue (net)	55,000	55,000
435 / 41	Interest Revenue	465	700
	NET FNSA LEVY	55,465	55,700
700 / 41	Branding	500	1,300
705 / 41	Telephone	400	400
720 / 41	Office Expense	2,000	2,000
721 / 41	Food & Beverage for Office	3,800	3,800
740 / 41	Cultural Workshops	1,000	3,000
741 / 41	Educational Workshops	1,000	1,000
745 / 41	Indigenous Alternative Media	2,000	2,000
746 / 41	ISC Food Contribution	2,600	2,600
747 / 41	Grad Frames	4,000	4,200
817 / 41	Events	25,000	22,000
818 / 41	Term Dinner	5,000	5,000
860 / 41	Sponsorship	1,500	1,500
886 / 41	Food & Beverage for Meetings	1,300	1,300
899 / 41	Miscellaneous Expenses (SFSS report)	500	500
	Total Expenditures	50,600	50,600

SIMON FRASER STUDENT SOCIETY
Restricted Contingency Fund
For The 12 Months Ending April 30, 2019

Restricted Contingency Fund

**2018/2019
Budget**

Beginning Bank Balance (May 01, 2018)		759,001
REVENUE		
Transfers To Fund	-	
Interest Revenue	12,000	
TOTAL REVENUE	<u>12,000</u>	
No expenses anticipated	-	
	-	
TOTAL EXPENDITURES	<u>-</u>	
NET REVENUE		<u>12,000</u>
(Total Revenue Less Total Expenditures)		
Closing Bank Balance (Apr 30, 2019)		<u><u>771,001</u></u>
(Beginning Bank Balance plus Net Revenue)		

SIMON FRASER STUDENT SOCIETY
Space Expansion Fund
For The 12 Months Ending April 30, 2019

Space Expansion Fund

	2018/2019 Budget	
Beginning Bank Balance (May 01, 2018)		2,367,164
REVENUE		
SEF Semesterly Fees	196,116	
Interest Revenue	36,000	
TOTAL REVENUE	<u>232,116</u>	
Operating Costs - Maintenance	42,726	
	-	
TOTAL EXPENDITURES	<u>42,726</u>	
NET REVENUE		<u>189,390</u>
(Total Revenue Less Total Expenditures)		
Closing Bank Balance (Apr 30, 2019)		<u><u>2,556,554</u></u>
(Beginning Bank Balance plus Net Revenue)		

SIMON FRASER STUDENT SOCIETY
FNSA Fund
For The 12 Months Ending April 30, 2019

FNSA Fund

2018/2019
Budget

Beginning Bank Balance (May 01, 2018) 62,117

REVENUE

400 / 41	Fee Revenue (net)	55,000
435 / 41	Interest Revenue	700
	TOTAL REVENUE	55,700

700 / 41	Branding	1,300
705 / 41	Telephone	400
720 / 41	Office Expense	2,000
721 / 41	Food & Beverage for Office	3,800
740 / 41	Cultural Workshops	3,000
741 / 41	Educational Workshops	1,000
745 / 41	Indigenous Alternative Media	2,000
746 / 41	ISC Food Contribution	2,600
747 / 41	Grad Frames	4,200
817 / 41	Events	22,000
818 / 41	Term Dinner	5,000
860 / 41	Sponsorship	1,500
886 / 41	Food & Beverage for Meetings	1,300
899 / 41	Miscellaneous Expenses (SFSS report)	500
	TOTAL EXPENDITURES	50,600

NET REVENUE

(Total Revenue Less Total Expenditures)

5,100

Closing Bank Balance (Apr 30, 2019)

(Beginning Bank Balance plus Net Revenue)

67,217

SIMON FRASER STUDENT SOCIETY
Accessibility Fund
For The 12 Months Ending April 30, 2019

Accessibility Fund

	2018/2019 Budget	
Beginning Bank Balance (May 01, 2018)		305,648
REVENUE		
Fee Revenue (net)	46,700	
Interest Revenue	4,500	
TOTAL REVENUE	<u>51,200</u>	
Accessibility Designated Assistant	10,474	
	-	
TOTAL EXPENDITURES	<u>10,474</u>	
NET REVENUE		<u>40,726</u>
(Total Revenue Less Total Expenditures)		
Closing Bank Balance (Apr 30, 2019)		<u><u>346,374</u></u>
(Beginning Bank Balance plus Net Revenue)		

SIMON FRASER STUDENT SOCIETY
Health Plan Fund
For The 12 Months Ending April 30, 2019

Health Plan Fund

**2018/2019
Budget**

Beginning Bank Balance (May 01, 2018)		591,200
REVENUE		
Fee Revenue (net)	4,800,000	
Interest Revenue	10,000	
TOTAL REVENUE	<u>4,810,000</u>	
Health Plan Premiums	4,180,000	
Health Plan Admin Fees	49,000	
Health Plan Reserve Fund	402,000	
TOTAL EXPENDITURES	<u>4,631,000</u>	
NET REVENUE		<u>179,000</u>
(Total Revenue Less Total Expenditures)		
Closing Bank Balance (Apr 30, 2019)		<u><u>770,200</u></u>
(Beginning Bank Balance plus Net Revenue)		

SIMON FRASER STUDENT SOCIETY
Health Plan Reserve Fund
For The 12 Months Ending April 30, 2019

Health Plan Reserve Fund

	2018/2019 Budget	
Beginning Bank Balance (May 01, 2018)		1,061,883
REVENUE		
Fee Revenue (net)	402,000	
Interest Revenue	12,000	
TOTAL REVENUE	<u>414,000</u>	
No expenses anticipated	-	
	-	
TOTAL EXPENDITURES	<u>-</u>	
NET REVENUE		<u>414,000</u>
(Total Revenue Less Total Expenditures)		
Closing Bank Balance (Apr 30, 2019)		<u><u>1,475,883</u></u>
(Beginning Bank Balance plus Net Revenue)		

SIMON FRASER STUDENT SOCIETY
Build SFU Fund
For The 12 Months Ending April 30, 2019

Build SFU Fund

**2018/2019
Budget**

Beginning Bank Balance (May 01, 2018)	1,828,448
--	-----------

REVENUE

400 / 46	Build SFU Activity Fee Revenue	3,350,328
898 / 46	Less: Build SFU Bursary	201,020
	TOTAL REVENUE	3,149,308

Total Office Expenditures (see Dept 46 budget)	180,581
Operating Costs - SUB (see Dept 11 budget)	337,154
TOTAL EXPENDITURES	517,735

NET REVENUE	2,631,573
(Total Revenue Less Total Expenditures)	

Closing Bank Balance (Apr 30, 2019)	4,460,021
(Beginning Bank Balance plus Net Revenue)	

**SIMON FRASER STUDENT SOCIETY
IT Fund
For The 12 Months Ending April 30, 2019**

IT Fund

	2018/2019 Budget	
Beginning Bank Balance (May 01, 2018)		53,035
REVENUE		
Fund contribution (from Dept 31 - Acct 767/31)	8,000	
TOTAL REVENUE	<u>8,000</u>	
 Printers	8,000	
PCs and Monitors	12,000	
Desktop Computer Support by SFU IT Services	20,000	
Audio Visual Support in SUB	20,667	
TOTAL EXPENDITURES	<u>60,667</u>	
 NET REVENUE		<u>(52,667)</u>
(Total Revenue Less Total Expenditures)		
 Closing Bank Balance (Apr 30, 2019)		<u><u>368</u></u>
(Beginning Bank Balance plus Net Revenue)		

Budgetary Notes:

For any future expenditures supported by IT funds GL#215 will be used to reduce the current account balance \$72,467.16 as of Feb 19, 2018

When the fund is depleted it will need to be replenished as an expense from Dept 31

Printers

Purchase of new printers, including desktop printers and/or multi-function machines and one or more large multi-function machines to replace the aging multi-function machines throughout the organization

PCs and Monitors

Purchase of approximately 10 Dell PCs (including laptops) to replace computers that are expected to reach the end of their useful lives within the fiscal year. Monitors may also be purchased as needed

Desktop Computer Support

Estimated at \$480 per computer, per year, with approximately 40 computers managed by SFU IT Services

Audio Visual Support in SUB

Estimated cost for Jan-Apr 2019 for integrated AV equipment in SUB. Support provided by SFU IT Services

SIMON FRASER STUDENT SOCIETY
Food Bank Fund
For The 12 Months Ending April 30, 2019

Food Bank Fund

**2018/2019
Budget**

Beginning Bank Balance (May 01, 2018) (Note 1) 5,734

REVENUE

SFU Contributions	20,000	
SFSS Contribution	20,000	
Student Fees	15,500	
SFSS 10% vending sales	2,460	
Christmas Events	900	
Miscellaneous Donations (Note 2)	1,200	
Interest Revenue	-	
TOTAL REVENUE	60,060	

Foodbank Vouchers	60,000	
Printing	1,000	
TOTAL EXPENDITURES (Note 3)	61,000	

NET REVENUE (940)
 (Total Revenue Less Total Expenditures)

Closing Bank Balance (Apr 30, 2019) 4,794
 (Beginning Bank Balance plus Net Revenue)

Note 1: Actual figure to date as of Feb 05, 2018 plus estimated expense of \$3,000 per month for Nester's Burnaby for Feb/Mar/Apr and \$500 per month for Safeway Surrey for Mar/Apr

Note 2: Miscellaneous donations occur when an individual drops off a donation at the Student Centre or when an event or program has a food bank donation component to it (eg. Winter Craft Fair, Pub Night coat check)

Note 3: Expenditures include the payment to Safeway and Nesters for foodbank vouchers and Copy Centre printing costs of vouchers

The \$61,000 budget is based on the actual spending from Jan 2017 to Dec 2017

SIMON FRASER STUDENT SOCIETY
Job Development Fund
For The 12 Months Ending April 30, 2019

Job Development Fund

2018/2019
Budget

Beginning Bank Balance (May 01, 2018)		-
REVENUE		
SFSS Contribution	33,000	
TOTAL REVENUE	<u>33,000</u>	
1. Copy Centre Coordinator	2,000	
2. Communications Coordinator	2,000	
3. Campaigns, Policy and Research Coordinator	2,000	
4. Finance Coordinator (1)	2,000	
5. Finance Coordinator (2)	2,000	
6. Member Services Coordinator, Clubs (1)	2,000	
7. Member Services Coordinator, Clubs (2)	2,000	
8. Member Services Coordinator, Events	2,000	
9. Member Services Coordinator, SUs and Groups	2,000	
10. Out on Campus Coordinator	2,000	
11. Surrey Campus Coordinator	2,000	
12. Women's Centre Coordinator	2,000	
1. Administrative Supervisor	3,000	
2. Chief Executive Officer	3,000	
3. Operations Manager	3,000	
TOTAL EXPENDITURES (Note 2)	<u>33,000</u>	
NET REVENUE		-
(Total Revenue Less Total Expenditures)		<u> </u>
Closing Bank Balance (Apr 30, 2019)		-
(Beginning Bank Balance plus Net Revenue)		<u><u> </u></u>

Budgetary Notes: (in same order as above line items)

Job Development Fund

\$2,000 budgeted for each coordinator position	24,000
\$3,000 budgeted for each management position	9,000

PROJECT PROPOSAL

BOARD PROJECT-BASED ARCHIVIST

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1. BACKGROUND

1.1. PROBLEM

The high rollover rate for the Board of Directors has resulted in an information management challenge. No standards for storing, securing, organising, sharing, or destroying information have been established. As a result, directors struggle to access information, even where they alone possess that information. Moreover, as a result of this situation, it is not possible to determine whether or not the Society is meeting its obligations under the *Personal Information and Protection Act* of BC (PIPA). Any adherence to those obligations would be a matter of luck rather than design.

1.2. STATUS

Any information management system or processes is ad-hoc, and unique to individual directors. Those systems, where present, are not formalized in any way, and not shared between directors, either in a given Board term, or across terms.

Directors do not limit their work hours or location to Society offices. Consequently, much of the information management system, such as it is, is the result of the infrastructure provided by the Society's Google corporate account.

It is not clear whether or not any of the organisational data produce or owned by the Board is kept on the shared, networked drives, which are part of the new SFSS IT infrastructure.

1.3. NEED

To remedy this problem, the Society must:

1. develop clear information management standards, as applicable to the Board, and to be captured in Board policy, which would include:
 - a. classification system for types of records,
 - b. owners for each type of record,
 - c. retention schedules for each type of record,
 - d. storage standards,
 - e. security standards, and
 - f. naming conventions for all electronic documents,
2. develop procedures for the implementation of each standard, as applicable to the Board, and to be captured in Board procedures,
3. review of all existing documents, including their formats and locations, possessed by directors,
4. archive all existing document according to the relevant standards and procedures, and
5. develop a basic training process for new directors to be introduced to the standards.

To achieve these goals, the Society will need additional staff support dedicated to the project Board information management, records retention, and records archiving.

2. OBJECTIVES

2.1. LINK TO SFSS VISION

This project is an administrative condition for the pursuit of the SFSS vision. Without access to information, the Board will not be in a position to contribute to the long-term goals and wellbeing of the Society.

2.2. BENEFITS

Following the successful completion of the project, each director and the Board will:

- have predictable access to core Society records,
- know how to access any information necessary to their role, and
- be positioned to meaningfully contributing to long-term and ongoing Society projects and goals, and
- be positioned to initiate long-term project that subsequent Board can take up in a consistent manner.

Following the successful completion of the project, the Society will:

- better adhere to its obligations under legislation such as PIPA and the Societies Act.

2.3. DELIVERABLES

1. Administrative and Research DA job description.
2. Complete and expanded set of research policies and SOPs.

3. SCOPE

The project scope includes three phases:

1. The development of policy and procedural standards for records retention and destruction.
2. The organisation and archiving of all Board records.
3. Regular review of policy and procedures, auditing of adherence to policy and procedure, and archiving of recent records.

4. PLAN

4.1. CRITICAL PATH

1. Create job description
2. Complete standard HR process for hiring
3. Develop policy and procedural infrastructure for new role
4. Conduct the review, archiving, and destruction of Society records are established by the standards and procedures
5. Establish maintenance schedule for Board archive

4.2. TIMEFRAME

1. Two weeks
2. One month
3. One month
4. Six months

4.3. PROJECT BUDGET (FOR NEW EMPLOYEE)

At up to 15 hours per week, at a wage rate starting May 1, 2018 of \$15.40 in addition to standard benefits is an annual budget of up to \$17,264.

5. REPORTING STRUCTURE

The CEO, or their designate, will supervise the work of the archivist.

GP-X: IN-CAMERA SESSIONS

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: IN-CAMERA SESSIONS

POLICY REFERENCE NUMBER: GP-X

[Adopted](#)
[Next Scheduled Revision](#)
[Previous Revisions](#)

While the Board will record all of the decisions and topics of deliberations of Board meetings in its publicly available meeting minutes, under certain limited conditions, the Board may conduct its deliberations in camera.

The Board may deliberate in camera where those deliberations involve:

1. SFSS HR matters,
2. open contract negotiations or competitive processes,
3. a litigation process in which the Society is involved,
4. discussions involving advice subject to solicitor-client privilege, such as legal counsel, where the Society wishes to maintain that privilege, and
5. subject matter that relates to, or is subject to the *Personal Information Protection Act* (PIPA).

GP-2: BOARD JOB DESCRIPTION

POLICY TYPE: GOVERNANCE PROCESS POLICIES

POLICY TITLE: BOARD JOB DESCRIPTION

POLICY REFERENCE NUMBER: GP-2

Adopted: September 18, 2015

Next Scheduled Revision: October 2018

[Previous Revisions](#)

In general, the job of the Board is to contribute strategically and cohesively to the established ends of the Society.

In recognition of the time Executive Officers volunteer the Society provides a stipend of \$1750.00 per month.

In recognition of the time that faculty representatives and at-large representatives volunteer to the Society, each faculty representative and at-large representative shall receive a stipend of \$875 per month. If Faculty representatives and at-large representatives work above and beyond the scope of their duties with the prior permission of the Board of Directors, they may collect a stipend of \$1 166 instead of \$875.

The job contributions of the Board are to:

1. be the authoritative link between the operational organization and both the members and its external stakeholders by:
 - a. engaging with the membership and external stakeholders, and
 - b. reporting the results of these engagement activities where appropriate,
2. establish, review, and adjust as required the written governing policies that follow from organizational values that address:
 - a. organizational ends,
 - b. board-management delegation,
 - c. executive limitations, and
 - d. governance processes,
3. monitor the performance of the Chief Executive Officer and ensure organizational compliance with the Board Policies,
4. cultivate a clear understanding of, and adherence to the principles of the Board's governing processes, and
5. keep current on issues and developments related to Board governance and responsibilities.

COMMITTEE FOR BOARD CONTINUITY

Name and Type

Name: Committee for Board Continuity

Duration: The committee will be established at the first Board meeting of the cycle or at the leisure of the Board, and dissolved once all committee members have been appointed.

Purpose

This purpose of this committee is to provide the Board and its directors with a point of continuity with past Boards and past Society governance work.

Membership

- 1 past members of Board who sat as a director over 10 years ago
- 1 past members of Board who sat as a director between 5 and 10 years ago
- 2 past members of Board who sat as a director in the last 5 years.
- 3 current Board members, and
- Chief Executive Officer (CEO).

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 relating to good governance, strategic planning, and professional development.

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 once per semester.

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 Board Policies

March 21, 2018

BRIEFING NOTE

INCREASE SUPPORT AND RESOURCES FOR STUDENT GROUPS (ESP. STUDENT UNIONS & CLUBS)

ISSUE

Interactions between SFSS Member Services and student groups are often limited to room booking and grant funding, with the occasional contract signing and large-scale event guidance. While these services offer immense value to student groups and thus enhance undergraduate students' experience at SFU, it is often not enough. Due to the robotic nature of these activities, which is necessary to ensure fairness, there is often disconnect in the relationships between SFSS and student groups.

BACKGROUND

In the past year, we have explored several avenues to address this disconnect between SFSS and student groups. Such as:

- Brought disgruntled groups forward and address their concerns head-on
- Launched online canvas course and received generally positive feedback
- Facilitated relationship building between various student groups through events
- Took a proactive approach in seeking student feedbacks
- Supported various SFSS clubs in event planning, advertising, and funding (events committee)
- Contracted an external consultancy group to conduct research into our current operations to optimize and improve our service delivery. (Yet to begin)
- Contracted a brand new service delivery platform. (Yet to begin)
- Forming a new committee specifically tasked to improve student groups' experience (To be proposed)

While some approaches proved to be more useful than others, positive results were generated from each effort. That being said, the more we engage our subsidiary student groups, the more we realize the need for additional support.

KEY CONSIDERATIONS

1. Student groups who receive faculty support have more advantage and resources to ensure the success of events, initiatives and projects. For example, many Beedie affiliated clubs have access to exclusive Canvas course and the Student Engagement Office staff support. On the other hand, clubs and student unions who do not have these support are often left to start from scratch every time transition takes place.
2. Students struggle to find credible information to support event planning. For example, many student leaders are tasked to create budgets, sponsorship packages, event plans, etc. from

March 21, 2018

scratch unless they have been previously involved in other student organizations. Many of the lessons learned from previous event organizers are not utilized for future events.

3. Due to lack of experience, student leaders often struggle to manage relationships with SFU facilities as well as other external stakeholders such as hotels and other venues for large scale events. As aforementioned, clubs who receive additional staff support from “adult” staff members are often more equipped to address unforeseen issues as they arise.

RECOMMENDATION

1. Task staff member to make accessible real samples of various common documents at a centralized database to all students. Examples of these documents include, but is not limited to,
 - a. Club/Student Union operating budgets
 - b. Sponsorship packages
 - c. Event plan, budget, and layouts for common events on campus (i.e. Pancake breakfast, pub night, carnivals, networking events, ice breakers, socials)
 - d. Venue/ sponsor/ facilities contracts and invoices
 - e. A comment section for students to request other information
2. Task CEO to work with the union to determine a formalized procedure to alter staff hours and/or request overtime for staff member to provide on-site support for student groups on the day of the event if it takes place outside of regular hours or in other locations.
3. Create online webinars and/or in-person training workshops that focuses on topics that student groups often faces. Examples of these include,
 - a. Marketing
 - b. Budgeting
 - c. Event planning
 - d. Conflict resolution

Many of our student groups already offer professional and valuable workshops on some of these topics. We do not have to create these from scratch, but rather just help promote it or ask them to present them to other student groups

NEXT STEPS

1. Produce this recommendation to the Board of Directors and discuss options

The SFSS SOPs sit under the Board Policies and provide the detailed steps by which any process is completed.

SFSS Standard Operating Procedures

Board of Directors

simon fraser
student society

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PURPOSE OF THESE STANDARD OPERATING PROCEDURES

The goal of this document is to establish a clear set of procedural steps that will allow any director to complete a task attributed to the Board of Directors or one of its members in a standardized fashion. The SOPs may also function as the core of new Board training.

PROCEDURE REVIEW AND APPROVAL PROCESS

Each procedure will be reviewed annually by the Governance Committee. Procedures may also be added, amended, or removed on an as-needed basis.

Each year, where initiated by the Board of Directors or its Governance Committee, or where member feedback identifies an opportunity for improvement, the Campaigns, Research, and Policy Coordinator will develop new, delete obsolete, or amend inaccurate or imperfect procedures, and then submit those proposed changes, one procedure at a time, to the Board of Directors or its Governance Committee for review.

FINANCE PROCEDURES (TO BE DEVELOPED)



FP-X:

<i>PROCESS TYPE: FINANCE PROCEDURE</i> <i>PROCESS TITLE:</i> <i>PROCESS REFERENCE NUMBER: FP-X</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
Chief Executive Officer		

Description

Administrator

1.

Clients

2.

Standards

3.

Timeline

4.

Procedural Steps

Step	Description	Image
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

STANDARD REPORTING PROCEDURES (TO BE DEVELOPED)



RP-X:

<i>PROCESS TYPE: REPORTING PROCEDURE</i>		
<i>PROCESS TITLE:</i>		
<i>PROCESS REFERENCE NUMBER: RP-X</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
Chief Executive Officer		

Description

Administrator

1.

Clients

2.

Standards

3.

Timeline

4.

Procedural Steps

Step	Description	Image
1		
2		
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10		

EVENT PROCEDURES (TO BE DEVELOPED)



EPP-X:

<i>PROCESS TYPE: EVENT PLANNING PROCEDURE</i>		
<i>PROCESS TITLE:</i>		
<i>PROCESS REFERENCE NUMBER: EPP-X</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
Chief Executive Officer		

Description

Administrator

1.

Clients

2.

Standards

3.

Timeline

4.

Procedural Steps

Step	Description	Image
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2		
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4		
5		
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9		
10		

ELECTION PROCEDURES (TO BE DEVELOPED)



EP-X:

<i>PROCESS TYPE: ELECTION PROCEDURE</i>		
<i>PROCESS TITLE:</i>		
<i>PROCESS REFERENCE NUMBER: EP-X</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
Chief Executive Officer		

Description

Administrator

1.

Clients

2.

Standards

3.

Timeline

4.

Procedural Steps

Step	Description	Image
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10		

REFERENDUM PROCEDURES (TO BE DEVELOPED)



REFP-X:

<i>PROCESS TYPE: REFERENDUM PROCEDURE</i>		
<i>PROCESS TITLE:</i>		
<i>PROCESS REFERENCE NUMBER: REFP-X</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
Chief Executive Officer		

Description

Administrator

1.

Clients

2.

Standards

3.

Timeline

4.

Procedural Steps

Step	Description	Image
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10		

CONFLICT AND DISCIPLINARY PROCEDURES



CDP-1: ADDRESSING INTER-DIRECTOR CONFLICTS

<i>PROCESS TYPE: CONFLICT AND DISCIPLINARY PROCEDURE</i> <i>PROCESS TITLE: ADDRESSING INTER-DIRECTOR CONFLICTS</i> <i>PROCESS REFERENCE NUMBER: CDP-1</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
Chief Executive Officer		

Description

This procedure details the steps necessary to address any concern or conflict a director may have with another.

Administrator

5. This process will be administered by the director who has a concern regarding another director.
6. Directors may consult with the President or Chief Executive Officer (CEO) for guidance.

Clients

7. Directors

Standards

8. This procedure must be administered in private. Follow the edict: 'praise in public, criticize in private.'
9. Written notes should not be recorded or filed.
10. This procedure should not be administered when tempers are flared. Directors should wait until their feelings have cooled before addressing issues with other directors.
11. Directors should acknowledge that they may be incorrect in their understanding of the situation, and administer this process as a learning and communication tool.

Timeline

12. This procedure will be administered promptly, though not immediately following the event or behaviour that is viewed as problematic. Do not administer this procedure when angry or frustrated.

Procedural Steps

Step	Description	Image
1	Request a meeting with the director in question, proposing a specific time, and private (not secret) place for the meeting.	

Step	Description	Image
2	At the meeting, state the concerning event or behaviour.	
3	Explain how the event was experienced, and why it is concerning.	
4	Refer to specific and relevant sections of the SFSS Board Policies, with a focus on the Governance Process Policies, to describe how the behaviour is inconsistent with the standards for directors in the performance of their duties.	
5	Ask the director in question for their experience of the event or behaviour.	
6	Be prepared for the possibility that some contextualizing consideration may influence whether or not the event or behaviour was problematic.	
7	After listening, and providing the director in question with all the time they need to respond to the concern, determine whether or not the response and explanation alleviate the concern.	
8	<p>If the response is satisfactory, thank the director for their time and the information.</p> <p>If the response is not satisfactory, communicate to the director that some concerns remain, and communicate those concerns, again making use of the standards contained in the SFSS Board Policies.</p>	
9	Provide the director with a chance to respond to those concerns.	
10	If the response is still not satisfactory, communicate the remaining concerns to the director, and notify them that the remaining issues will be administered according to CDP-2: Remediating Breaches of the Board Code of Conduct.	
11	Thank the director for taking the time to meet.	



CDP-2: REMEDIATING BREACHES OF THE BOARD CODE OF CONDUCT

<i>PROCESS TYPE: REPORTING AND DISCIPLINARY PROCEDURE</i>		
<i>PROCESS TITLE: REMEDIATING BREACHES OF THE BOARD CODE OF CONDUCT</i>		
<i>PROCESS REFERENCE NUMBER: CDP-2</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
Chief Executive Officer		

Description

This procedure details the steps necessary to addressing a perceived breach of the standards contained in the Governance Process Policy, GP-3, of the SFSS Board Policies.

Administrator

1. This procedure will be administered by the President; or, where the President is the director believed to have breached the terms of the Code, the VP Student Services and Chief Executive Officer (CEO).
2. The administrator of this procedure may and should consult with the CEO for recommendations.

Clients

3. Directors

Standards

4. CDP-1: Addressing Inter-Director Conflicts should be administered prior to administering this procedure.
5. Written records will be developed using the templates made available by the SFSS Administrative Supervisor.
6. Records of disciplinary measures will be securely stored by the SFSS Administrative Supervisor in a manner consistent with SFSS HR standards, and destroyed after five (5) years.
7. Any copies or drafts of records kept by the administrators of this procedure must be destroyed prior to leaving office.
8. The administrators of this procedure will have the exclusive access to its proceedings and the authority to communicate those proceedings.
9. There are four stages of progressive discipline:
 - a. Stage 1: Verbal Warning

- b. Stage 2: Written Warning,
 - c. Stage 3: 2-week Suspension without Pay
 - d. Stage 4: Impeachment Proceedings via Special General Meeting
10. Stages of progressive discipline may be skipped under to following conditions, and following a consultation with the CEO:
- a. where an act is an egregious breach of the Human Rights Act, Stage 1, 2, and 3 may be skipped,
 - b. where an act is criminal, Stages 1, 2, and 3 may be skipped; and, the appropriate authorities may be notified,
 - c. where an act constitutes an egregious conflict of interest, stages 1 and 2, or 1, 2, and 3 may be skipped.

Resources

11. The following resources will be made available to the administrator of this procedure by the SFSS Administrative Supervisor:
- a. Note Taking Form
 - b. Notice of Decision Form
 - c. Written Notice Template
 - d. Templated Board Motion Calling for a Special General Meeting to Motion in Favour of a Director Impeachment
 - e. Notice of Appeal
 - f. Notice of Review

Timeline

12. This procedure will be administered when a director notifies the appropriate administrator in writing that they believe another director has breached the terms of GP-3: Code of Conduct, and after that director has administered CDP-1: Addressing Inter-Director Conflicts.
13. The director submitting the notice should submit that notice as soon as they become aware of the breach.

Procedural Steps

Step	Description	Image
1	Confirm that the complainant has administered CDP-1: Addressing Inter-Director Conflicts.	
2	If the complainant has not done so, ask that they do. If the complainant has done so, schedule a meeting.	
3	Acquire the note taking forms from the SFSS Administrative Supervisor and notify the CEO of the complaint and scheduled meeting.	
4	Meet with the complainant, noting all the details of the situation, and collect any available material evidence. Ensure the notes capture the Who, What, When, Where, Why, and How of the issue. Note precisely what terms of the Code are believed to be breached.	

Step	Description	Image
5	Thank the complainant for meeting and for all the information.	
6	Review the facts and material evidence submitted by the complainant, the notes taken during the meeting, and make a preliminary determination as to whether or not a breach of the Code transpired. Note this preliminary determination.	
7	Where a preliminary analysis determines that a breach took place, review the facts and material evidence submitted by the complainant, the notes taken during the meeting, and make a preliminary assessment as to whether a criminal act or a conflict of interest took place. Note this preliminary assessment.	
8	Where the breach is believed to raise to the level of Stage 3 or 4, book a meeting with the CEO to review the information and the preliminary determination to receive a recommendation. Note the recommendation and make a final determination.	
9	Acquire the Notice of Decision form from the SFSS Administrative Supervisor and complete the form, noting whether or not a breach is determined to have taken place, and the disciplinary stage to which this issue rises.	
10	Where the administrator of this procedure determines that a breach did not take place, submit a copy of the Notice of Decision to the director in question, and a copy of the Notice of Decision and Notes to the SFSS Administrative Supervisor for filing in a manner consistent with SFSS HR standards.	
11	Where the administrator of this procedure determines that a breach took place, and the breach rises to the level of stage 1 discipline: <ul style="list-style-type: none"> • meet with the director in question, in private or with the CEO, to communicate the determination and review the Code of Conduct, • submit a copy of the Notice of Decision to the director in question, • submit a copy of the Notice of Decision and Notes to the SFSS Administrative Supervisor for filing in a manner consistent with SFSS HR standards, and • destroy all other notes and emails related to this issue. 	
12	Where the administrator of this procedure determines that a breach took place, and the breach rises to the level of stage 2 discipline: <ul style="list-style-type: none"> • acquire the Written Notice template from the SFSS Administrative Supervisor, 	

Step	Description	Image
	<ul style="list-style-type: none"> meet with the director in question, in private or with the CEO, to communicate the determination and review the Code of Conduct, submit a copy of the Notice of Decision and the Written Notice to the director in question, submit a copy of the Notice of Decision, the Written Notice, and Notes to the SFSS Administrative Supervisor for filing in a manner consistent with SFSS HR standards, and destroy all other notes and emails related to this issue. 	
13	<p>Where the administrator of this procedure determines that a breach took place, and the breach rises to the level of stage 3 discipline:</p> <ul style="list-style-type: none"> meet with the director in question with the CEO, to communicate the determination and review the Code of Conduct, submit a copy of the Notice of Decision and to the director in question, the Finance Department, and the VP Finance, submit a copy of the Notice of Decision, the Written Notice, and Notes to the SFSS Administrative Supervisor for filing in a manner consistent with SFSS HR standards, and destroy all other notes and emails related to this issue. 	
14	<p>Where the administrator of this procedure determines that a breach took place, and the breach rises to the level of stage 4 discipline:</p> <ul style="list-style-type: none"> meet with the director in question with the CEO, to communicate the determination and review the Code of Conduct, where the breach is of a criminal nature, task the CEO to contact the relevant authorities, submit a copy of the Notice of Decision and to the director in question, prepare and submit a motion to the Board of Directors at the next meeting using the Board Motion Calling for a Special General Meeting to Motion in Favour of a Director Impeachment Template, submit a copy of the Notice of Decision, the Written Notice, and Notes to the SFSS Administrative Supervisor for filing in a manner consistent with SFSS HR standards, and destroy all other notes and emails related to this issue. 	
15	<p>Where the director in question feels that the administrators of this procedure did not adhere to its terms, they may</p>	

Step	Description	Image
	submit to the VP Student Services and CEO, or to the Executive Committee a request to appeal the Notice of Decision using the Notice of Appeal Form.	
16	<p>Upon the reception of the Notice of Appeal Form, the administrators of the appeal will review all notes of the administrator of this procedure to determine whether or its terms were followed.</p> <p>The administrators of the appeal may ask the administrator of this procedure questions regarding its conduct.</p>	
17	<p>Where it is deemed that the terms of this procedure were not followed, the administrators of the appeal request will order that the procedure be renewed, and will submit a Notice of Review to the director as well as the SFSS Administrative Supervisor for filing.</p> <p>Where it is deemed that the terms of this procedure were followed, the administrators of the appeal will submit a Notice of Review to the director as well as the SFSS Administrative Supervisor for filing.</p>	

STANDARDS FOR RELATIONSHIPS WITH EXTERNAL GROUPS



EGP-1: SPONSORSHIPS

<i>PROCESS TYPE: EXTERNAL GROUP AGREEMENT PROCEDURE</i> <i>PROCESS TITLE: PURSUING SPONSORSHIPS</i> <i>PROCESS REFERENCE NUMBER: EGP-1</i>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
Position	Signature	Date
President		
Chief Executive Officer		

Description

‘Sponsorships’ are a type of fundraising, where organisations provide financial support to the SFSS, typically for the purpose of hosting an event. External groups sponsor events to market their products and services to its attendees.

Sponsorship opportunities are driven by the SFSS. It is the SFSS that actively seeks sponsors for specific initiatives.

Definitions

1. ‘External group’ means a group external to the SFSS. As student union, clubs, constituency groups, and informal student groups pursuing a shared goal are parts of the SFSS, these are not external groups. External groups are legal entities distinct from the SFSS; for example, SFPIRG, CJSF, SFU, Nestor’s, the Peak, Embark, etc.

Administrators

2. Member Services Coordinator/Events, in consultation with the Event Committee or event organiser.

Standards

3. Board members, staff members, and SFSS volunteers are not to accept gifts, compensation or other “perks” from sponsors.
4. Board members and SFSS volunteers may be involved in recruiting sponsors.
5. For each opportunity, the events committee (supported by the Member Services Coordinator/Events) will develop a sponsorship package that includes sponsorship categories (e.g. Platinum, Gold, Silver, etc.).

- a. Each sponsorship category will have an assigned purchase price and a series of specific benefits (e.g. logo on banners, mention at podium, complimentary tickets, etc.) that are provided to sponsors.
6. The SFSS will review each potential sponsor to ensure that they are a good “fit”. We will not offer sponsorship opportunities to groups who:
 - b. are involved with natural resource extraction or processing,
 - c. espouse hate or intolerance as a result of their public stance on issues or their business practices, or
 - d. compete directly with other sponsors that have already been confirmed.
7. In all cases, agreements that detail the rights and obligations of the SFSS and sponsors will be developed by the Member Services Coordinator/Events and signed by the CEO (staff) and either the VP Finance or the President (Board).

Timeline

8. This procedure will be administered where the SFSS is hosting a large-scale event.

Procedural Steps

Step	Description	Image
1	Submit a work order to the MSC/Events to develop a draft sponsorship package, including a templated agreement to be signed by the Society and the sponsors.	
2	Submit the package to the CEO for review.	
3	Establish a list of appropriate potential sponsors.	
4	Establish a schedule and a lead for reaching out to each potential sponsor.	
5	Where a sponsor has indicated interest, submit a work order to the MSC/Events to revise the template and submit it for consideration to the CEO, who will consult with the President and VP Finance.	
6	Where approved, submit to the CEO and either the President or VP Finance for signing.	
7	Submit the SFSS copy of all signed agreements to Finance for permanent, secure storage.	



EGP-2: PARTNERSHIPS

<i>PROCESS TYPE: EXTERNAL GROUP AGREEMENT PROCEDURE</i>		
<i>PROCESS TITLE: PARTNERSHIPS</i>		
<i>PROCESS REFERENCE NUMBER: EGP-2</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
President		
Chief Executive Officer		

Description

A 'partnership' is an agreement between the SFSS and an external group, where both parties agree to cooperate to pursue mutual interests. These may be formed to generate income or pursue other interests.

Examples of partnerships:

- Working with the U-Pass committee to develop an agreement extension
- Working with Health and Counselling to develop, fund and implement a student assistance pilot project

Definitions

1. 'External group' means a group external to the SFSS. As student union, clubs, constituency groups, and informal student groups pursuing a shared goal are parts of the SFSS, these are not external groups. External groups are legal entities distinct from the SFSS; for example, SFPIRG, CJSF, SFU, Nestor's, the Peak, Embark, etc.

Administrators

2. CEO, in consultation with Board

Standards

3. Board members, staff members, and SFSS volunteers are not to accept gifts, compensation or other "perks" from partners.
4. Partnerships may include the investment of funds or in-kind resources like staff time, office space, marketing support, access to equipment, etc.
5. Partnerships require a formal agreement, ratified by the SFSS Board of Directors. The agreement should include:

- a. Term of the agreement (from “when to when”)
 - b. Roles and responsibilities of each party to the agreement
 - c. Deliverables to be pursued
 - d. Name of the partnership (if there is one)
 - e. Cash contributions made by each party
 - f. In-kind contributions made by each party (and estimated value)
 - g. How profits or losses will be determined and addressed (for income- generating ventures)
 - h. How the venture will be managed
 - i. Banking arrangements, if required
 - j. How the relationship can be dissolved
6. In all cases, agreements that detail the rights and obligations of the SFSS and partners will be developed by the Member Services Coordinator/Events and signed by the CEO (staff) and either the VP Finance or the President (Board).

Timeline

7. This procedure will be administered where a director, Board, or Board committee is contacted by a service provider in pursuit of a partnership.

Procedural Steps

Step	Description	Image
1	Where a director or committee is contacted by a service provider, or where a director or committee wished to pursue a partnership, that director or committee will notify the President and CEO.	
2	The CEO, or their designate, will review the request and provide a report and recommendation to Board.	



EGP-3: FEE-FOR-SERVICE RELATIONSHIPS

<i>PROCESS TYPE: EXTERNAL GROUP AGREEMENT PROCEDURE</i> <i>PROCESS TITLE: FEE-FOR-SERVICE RELATIONSHIPS</i> <i>PROCESS REFERENCE NUMBER: EGP-3</i>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
Position	Signature	Date
President		
Chief Executive Officer		

Description

A 'fee-for-service' relationship is an agreement between the SFSS and an External Group, where the SFSS agrees to purchase services to meet its operational and strategic goals.

Examples of services to meet our operational requirements:

- hiring a firm to secure the talent and provide support for a major event,
- hiring a DJ for a pub night,
- hiring SFU to complete space set-ups for events,
- hiring security to support an event, and
- hiring a consultant to deliver customer-service training for employees.

Examples of services to pursue our strategic initiatives could include:

- hiring a consultant to deliver customer-service training for employees.

Definitions

1. 'External group' means a group external to the SFSS. As student union, clubs, constituency groups, and informal student groups pursuing a shared goal are parts of the SFSS, these are not external groups. External groups are legal entities distinct from the SFSS; for example, SFPIRG, CJSF, SFU, Nestor's, the Peak, Embark, etc.

Administrator

2. Member Services Coordinator / Events, in consultation with the Events Committee or event organiser.

Standards

3. Board members, staff members, and SFSS volunteers are not to accept gifts, compensation or other “perks” from partners.
4. All fee-for-service arrangements require a formal agreement, signed by all parties, before services are delivered. Fee-for-service relationships that involve the expenditure of unbudgeted funds that are greater than the CEO’s approval level (\$20,000) need to be formally approved by the SFSS Board of Directors. Agreements should include:
 - a. Term of the agreement (from “when to when”)
 - b. Roles and responsibilities of each party to the agreement
 - c. Services to be delivered
 - d. Service delivery schedule
 - e. Reports required, including deadlines
 - f. Payment schedule
5. In all cases, agreements that detail the rights and obligations of the SFSS and groups participating in a fee-for-service arrangement will be developed by the Member Services Coordinator/Events and signed by the CEO (staff) and either the VP Finance or the President.

Timeline

6. This procedure will be administered where a director, Board, or Board committee is contacted by a service provider in pursuit of a fee-for-service relationship.

Procedural Steps

Step	Description	Image
1	Where a director or committee is contacted by a service provider, or where a director or committee wishes to pursue a fee-for-service relationship, that director or committee will notify the President and CEO.	
2	The CEO, or their designate, will review the request and provide a report and recommendation to Board.	



EGP-4: FEE-FOR-ACCESS RELATIONSHIPS

<i>PROCESS TYPE: INTERNAL AND EXTERNAL GROUP AGREEMENT PROCEDURE</i> <i>PROCESS TITLE: FEE-FOR-ACCESS RELATIONSHIPS</i> <i>PROCESS REFERENCE NUMBER: EGP-4</i>		
<div style="text-align: right;"> Adopted Next Scheduled Revision Previous Revisions </div>		
Position	Signature	Date
President		
Chief Executive Officer		

Description

A 'fee-for-access' relationship is an agreement between the SFSS and an external group, where the group agrees to purchase access to our members in order achieve its for-profit or non-profit goals.

A 'fee-for-access' relationship is often mistakenly portrayed as partnerships. Sponsorships are one type of fee-for-access relationship.

Examples of access could include the SFSS sending an e-mail message, postering, using social media or other SFSS marketing platforms to promote:

- a "student discount" for services or products,
- an upcoming for-profit event that students may be interested in attending,
- selling access to vending tables on campus (could include Imaginus, Craft Fair and similar events and regular table rentals), or
- sponsorships.

Definitions

1. 'External group' means a group external to the SFSS. As student union, clubs, constituency groups, and informal student groups pursuing a shared goal are parts of the SFSS, these are not external groups. External groups are legal entities distinct from the SFSS; for example, SFPIRG, CJSF, SFU, Nestor's, the Peak, Embark, etc.

Administrator

2. CEO, in consultation with Board

Standards

3. Board members, staff members, and SFSS volunteers are not to accept gifts, compensation or other “perks” from partners.
4. In all circumstances, SFSS will not provide any contact information for individual students, clubs, student unions or other SFSS-affiliated groups.
5. All fee-for-access arrangements require a formal agreement, signed by all parties, before access is provided. Agreements should include:
 - a. Term of the agreement (from “when to when”)
 - b. Roles and responsibilities of each party to the agreement
 - c. Access to be provided
 - d. Access schedule
 - e. Payment schedule
6. In all cases, agreements that detail the rights and obligations of the SFSS and groups participating in a fee-for-service arrangement will be developed by the Member Services Coordinator/Events and signed by the CEO (staff) and either the VP Finance or the President (Board).

Timeline

7. This procedure will be administered where a director, Board, or Board committee wishes to pursue a fee-for-access agreement, or where an organisation reaches out to a director in pursuit of a such an agreement.

Procedural Steps

Step	Description	Image
1	Where a director or committee is contacted by a service provider, or where a director or committee wishes to pursue a fee-for-access relationship, that director or committee will notify the President and CEO.	
2	The CEO, or their designate, will review the request and provide a report and recommendation to Board.	



EGP-5: ACCESS-WITHOUT-FEE RELATIONSHIPS

<i>PROCESS TYPE: INTERNAL AND EXTERNAL GROUP AGREEMENT PROCEDURE</i>		
<i>PROCESS TITLE: ACCESS-WITHOUT-FEE RELATIONSHIPS</i>		
<i>PROCESS REFERENCE NUMBER: EGP-5</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
President		
Chief Executive Officer		

Description

An 'access-without-fee' relationship is an agreement between the SFSS and external groups, where the group is provided access to our members in order to achieve its for-profit or non-profit goals for free.

There are a number of situations that may arise when SFSS may want to provide an external group with access to our members.

Examples include:

- promoting events that may be of interest to our members,
- assisting groups in completing surveys, providing the results may positively affect one of the academics,
- health and wellbeing, financial or social condition of undergraduate students,
- distributing free products,
- providing access to free services, and
- promoting job postings that may be of interest to students.

Access could take the form of:

- developing and distributing promotional messages across our social media channels,
- participating in tabling with/without the proponent, or
- providing groups with use of an SFSS table and space

Definitions

1. 'External group' means a group external to the SFSS. As student union, clubs, constituency groups, and informal student groups pursuing a shared goal are parts of the SFSS, these are not external

groups. External groups a legal entities distinct from the SFSS; for example, SFPIRG, CJSF, SFU, Nestor's, the Peak, Embark, etc.

Administrator

2. Events Committee Chair in consultation with the Communications Coordinator

Standards

3. Board members, staff members and SFSS volunteers are not to accept
 - a. gifts, compensation or other “perks” from sponsors.
4. Access-without-fees agreements will be developed and approved by the Communications Coordinator and the CEO

Timeline

5. This procedure will be administered where a director, Board, or Board committee wishes to pursue an access-without-fee agreement, or where an organisation reaches out to a director in pursuit of a such an agreement.

Procedural Steps

Step	Description	Image
1	Where a director or committee is contacted by a service provider, or where a director or committee wishes to pursue a fee-for-access relationship, that director or committee will notify the President and CEO.	
2	The CEO, or their designate, will review the request and provide a report and recommendation to Board.	

MEMBER ENGAGEMENT PROCEDURES



MEP-1: RESPONDING TO MEMBER COMPLAINTS ABOUT SOCIETY SERVICES

<i>PROCESS TYPE: MEMBER ENGAGEMENT PROCEDURE</i>		
<i>PROCESS TITLE: RESPONDING TO MEMBER COMPLAINTS ABOUT SOCIETY SERVICES</i>		
<i>PROCESS REFERENCE NUMBER: MEP-1</i>		
Adopted Next Scheduled Revision Previous Revisions		
Position	Signature	Date
Chief Executive Officer		

Description

This procedure details the necessary steps to responding to a complaint submitted by a member.

Complaints about services are complaints about operations. As the CEO is responsible and accountable for Society operations, complaints must be communicated to them.

Administrator

1. This process will be administered by the director who receives the complaint

Clients

2. Members

Standards

3. All complaints must be taken seriously.
4. All complaints must be taken as important feedback.
5. All facts regarding any complaint submitted in person must be noted using the complaints form.
6. Members making complaints must be treated with respect.
7. Members making complaints must treat directors with respect.
8. Members making complaints must be provided with a date and time at which they will be contacted for a follow-up.
9. Directors may not commit to responses or solutions to complaints.
10. All complaints about SFSS Operations must be communicated to the Chief Executive Officer (CEO).

Timeline

11. This procedure will be administered immediately upon receiving a complaint.

Procedural Steps

Step	Description	Image
1	When a member submits a complaint in writing regarding Society services, forward the complaint to the CEO and Board President.	
2	When a member submits a complaint in person or on the phone, ask the member to pause for a moment while you access the SFSS Complaints Form (https://form.jotform.com/73316448573260).	
3	Complete all fields on the complaints form, ensuring that the who, what, when, where, why, and how of the event about which the complaint is directed is noted.	
4	Encourage the member to provide their name and contact information for follow-up if they hesitate; this is an integral part of actually addressing the problem.	
5	Thank the member for communicating the issue.	
6	Tell the member the date by which you, or someone else in the organisation will contact them for follow up.	
7	Submit the complaint record to the CEO, and cc the Board President.	
8	Follow-up with the CEO on the deadline established with the member for follow-up, to ensure someone has contacted them and addressed the issue.	

Internal Monitoring Report:

Communication and Support to the Board

Purpose of the Report

- When the Board adopted new governance policies during the 2015/16 term, they decided to adopt a “policy governance” model.
- Policy governance is based on some core principles, including:
 - The Board’s job is to govern the organization, to set/confirm the direction we are to pursue and to engage with our members (undergraduate students)
 - The CEO is hired by/reports to the Board. All other employees report to the CEO. Employees are responsible for the delivery of services to members, human resources and the overall management of the SFSS.
 - The Board does not direct staff, except for the CEO. The CEO does not direct the Board, but provides regular advisory support, as required.

Purpose of the Report (continued...)

- Monitoring reports are intended to demonstrate that the CEO is complying with the policies that are included in the “Executive Limitations” section of the Board’s governance policies.
- This report is intended to demonstrate how support has been provided to the Board of Directors during the term. The following slides will focus on key recommendations for each area within the overall report.
- The policy is EL-7 and may be found on page 30 of the Governance Policies. The policies may be found under “documents” on the SFSS website.

Provision #1: The CEO shall not neglect to submit monitoring data....in a timely, accurate and understandable fashion.

Translation: The CEO will submit monitoring reports on time and the Board will be able to understand the reports.

Key findings/recommendations:

- ✓ While reports have been provided, they are not always reviewed by Directors. Feedback from Directors suggests that the reports are lengthy and sometimes difficult to understand.
- ✓ It is recommended that future reports:
 - ✓ include a presentation by the CEO, highlighting key information and recommendations.
 - ✓ are scheduled during the annual Board planning session each May

Provision #2: The CEO shall not neglect to let the Board be unaware of any significant incidental information it requires, including anticipated adverse media coverage, potential lawsuits and material external and internal changes.

Translation: The Board will be informed about important information that could affect our organization.

Key findings/recommendations:

- ✓ The CEO and Board President meet multiple times each week to discuss key items, including how to ensure that our messaging to members and other stakeholders is clear, concise and represents the Board's views accurately.
- ✓ Examples of information reviewed with the Board and/or Executive:
 - ✓ Build SFU Stadium project
 - ✓ Legal agreements with SFU
 - ✓ Lease agreements with tenants
 - ✓ Potential space assignments in the student union building
 - ✓ Relationship concerns with key stakeholders

Provision #2 (continued)

Key findings/recommendations (continued):

- ✓ Continue weekly meetings with incoming President
- ✓ Work with the incoming Board to develop clear standards regarding the regular sharing of information, to ensure that Board members feel well-informed throughout the course of their term

Provision #3: The CEO shall not allow the Board to be without decision information required periodically by the Board.

Translation: The Board will receive the information it needs to make good decisions.

Key findings/recommendations:

- ✓ The Board regularly receives key information via:
 - ✓ Receiving copies of relevant meeting minutes
 - ✓ Receiving CEO-prepared reports (e.g. Funds report, FIC report, briefing notes on a variety of topics)
 - ✓ Monitoring reports
 - ✓ In-person verbal reports from the CEO

Provision #4: *The CEO shall not present information in an unnecessarily complex or length form.*

Translation: no translation required.

Key findings/recommendations:

- ✓ It is recommended that the CEO continue to refine the content and format of reports to ensure that they are understood by Directors
- ✓ Monthly operating reports will be reviewed to ensure that they provide consistent, useful information in a briefer form

Provision #5: *The CEO shall not allow the Board to without internal support for official Board, officer or committee communications.*

Translation: The Board and its committees will get the help it needs to communicate to members and other stakeholders.

Key findings/recommendations:

- ✓ Support is regularly provided for:
 - ✓ Room bookings
 - ✓ Planning and logistics for the AGM
 - ✓ Recording, editing and distributing meeting minutes
 - ✓ Developing and distributing press release, website updates, social media pushes
- ✓ It is recommended that Directors provide staff with reasonable notice for the internal support required
- ✓ It is recommended that we expand our existing work order process to additional parts of our organization
- ✓ It is recommended that we continue with our Admin. Assistants “pool”

Provision #6: *The CEO shall not deal with the Board in a way that favours or privileges certain Board members over others, except when fulfilling individual requests for information, or responding to officers or committees duly charged by the Board.*

Translation: All Directors are treated fairly. The CEO will respond to all requests for information and will ensure that support is in place for Board committees and initiatives.

Key findings/recommendations:

- ✓ The Board has been dealt with as a whole, except for:
 - ✓ Regular meetings of the Executive Committee
 - ✓ Weekly meetings between the CEO and Board President
 - ✓ Meeting with Board committee Chairs
 - ✓ Fulfilling individual requests for information
 - ✓ Meeting with Directors who have been assigned Board tasks

Currently, Simon Fraser University (SFU) students have one Spring semester reading break per year. A commonly cited purpose of reading breaks is to support the overall well being of students by providing them with a rest period in the middle of the semester. Many universities across Canada (68%) have also found ways to incorporate rest days (reading breaks) in the **Fall** semester into the academic calendar, not just the Spring semester.

Many students have been requesting a Fall semester reading break at SFU, which is a break period of two to five days situated near the middle of the Fall semester. As such, the SFSS is conducting this survey to understand the needs of SFU students.

The following are some of the benefits and costs associated with a Fall semester reading break:

- First year students may have a difficult time transitioning from high school to university and can benefit from a break in their first semester (usually fall)
- Many Canadian universities have seen an increase in counselling services demand during the October and November months
- The limited teaching days in the semester would have to be made up at another time (There may be a need to extend the Fall semester or shorten exam periods to implement a reading break)
- There is limited research on the benefits of a Fall reading break on students' mental health

Links to research

Now, we want to hear from you! Would an additional reading break make a difference for your mental health? Tell us by taking this survey:

Fall Reading Break

- This preview shows all your questions on one page, the actual survey delivery will display one question per page for clarity
- Answer the required questions and click "Submit" to see what the "submitted" questions look like
- Click Edit to change an answer
- Click Close when you are finished previewing

Q1 . I support Fall Reading Break

- ☐ Yes
- ☐ No
- ☐ Indifferent

Q2 . Fall Reading Break will Improve my Mental Health

- ☐ Yes
- ☐ No
- ☐ Indifferent

Q3 . Any additional comments?

Submit

Close



Internal Monitoring Report: Treatment of Staff

I hereby present my monitoring report on your Executive Limitations policy “Treatment of Staff” (EL-2, page 24, SFSS Board Policies). I certify that the information contained in this report is true.

Signed: _____, Chief Executive Officer

Date: _____

Broadest Policy Provision:

The Chief Executive Officer shall not cause or allow to be caused conditions that are unfair, undignified, disorganized, or unclear to paid or volunteer staff.

The Chief Executive Officer will not:

Policy Provision #1:

Operate without written personnel policy procedures that:

- a) Clarify rules for staff;
- b) Provide for effective handling of grievances;
- c) Protect against wrongful conditions (such as nepotism and grossly preferential treatment for personal reasons).

CEO Interpretation:

The statement is clear and requires no further interpretation.

Data:

We have developed and adopted Personnel policies that clearly describe workplace expectations for all SFSS employees. All new employees are required to review our Personnel Policies and indicate, by signature, that they have read and agree to adhere to the policies. Staff are also required to acknowledge, by signature, that they have reviewed and agree to adhere to the provisions in our Confidentiality Statement and our Health and Safety Checklist.

These signed agreements are included in staff members’ personnel files. In order to ensure that personnel files are accurate and up-to-date, an annual file audit is completed by our Administrative Supervisor. The first such audit was completed in June 2017 and it revealed that

all current employees had signed the confidentiality statement and the acknowledgement of the personnel policies. The next file audit will be completed in June 2018

Our Personnel policy is thorough and comprehensive and includes information and guidance related to our hiring practices, working conditions and the procedures that employees are to follow. We are also responsible for adhering to the terms and conditions in the active collective agreement, which includes specific language with respect to the handling of grievances.

Status:

I report compliance.

Analysis:

Personnel policies are intended to provide guidance to staff regarding our expectations and our interpretation of our obligations as an employer. The policies are different than the collective agreement that we negotiate with the union, which is intended to identify the rights of employees and the employer, while identifying processes to be undertaken when disputes arise. If there are circumstances that arise where there is a conflict between the language in a personnel policy and the collective agreement, the language in the collective agreement will apply.

The Personnel Policy addresses the following items:

- Office closure
- Abuse
- Confidentiality
- Conflict of interest
- Employee contact information
- Participating in elections
- Employment of relatives
- Hiring practices
- Human resources
- Injury reporting
- Leaves of absence
- Responding to legal actions
- Occupational certification
- Orientation
- Outside employment
- Performance reviews
- Personnel files
- Progressive discipline
- Records retention
- Risk management
- Staff conduct
- Use of telephones
- E-mail, voicemail and Internet use
- Substance misuse

- Use of social media
- Sentinel events
- Code of conduct
- Punctuality and attendance
- Complaints
- Whistleblowing
- Bullying and harassment

Recommendations:

Moving forward, it is recommended that individual personnel policies be reviewed at monthly staff meetings, to ensure that the policies are clear, understood and adjusted as required.

Policy Provision #2:

Retaliate against an employee for non-disruptive expressions of dissent, or for reporting to management or to the Board acts or omissions by Society staff, management, or Board members that the employee believes, in good faith and based on credible information, constitutes a violation of provincial or federal law, or a governing policy of the Board.

CEO Interpretation:

“Retaliate” is interpreted to mean any action that could be interpreted as punishment, such as a reduction in hours or responsibilities, layoff, termination, humiliation or harassment.

“Expression of dissent” is interpreted to mean any statement by an employee of SFSS that indicates disagreement with a decision made by their supervisor, management or the Board of Directors. Such an expression is “non-disruptive” when there is no unlawful refusal to perform work, where it is made in a respectful and confidential manner, when it is not made publicly to the media and when it does not violate existing personnel policies and procedures.

Data:

There have been no incident reports or grievances based on retaliation arising from non-disruptive dissent. Staff grievances have been handled as per the provisions of our collective agreement. We received one grievance between May 1st 2017 and March 21st 2018, related to the denial of a professional development request. The grievance was settled and is closed.

We have instituted regular Working Condition meetings to deal with any questions and concerns that the union or the employer wish to discuss.

Status:

I report compliance.

Analysis:

While we have regular employment conditions meetings to review employee and employer concerns regarding matters related to our working relationship and our interpretation of the collective agreement, staff are typically reluctant to share concerns with respect to their working

relationship with members of the Board of Directors. Board members are also occasionally unclear regarding how they should be working with SFSS employees.

Recommendations

It is recommended that Coordinators that typically work with Board members adopt work order processes, where practical. It is further recommended that we develop clear procedures and include a description of the working relationship between Board members and employees as part of the orientation process for new Board members.

Policy Provision #3:

Allow staff to be unprepared to deal with emergency situations.

CEO Interpretation:

“Unprepared to deal” is interpreted to mean that, in the event of an emergency, staff will not have the proper understanding or be given the proper guidance on how to act appropriately. Staff will be made aware of the proper processes to follow, who to contact and where to exit, or meet, in the case of a fire, flood, earthquake or severe weather situation.

Data:

All employees are provided with a guided tour of their workplace, which includes the identification of building exits and the location of first aid supplies in the Student Centre.

We have a number of staff members trained as emergency wardens, to ensure that employees are safely escorted to muster areas during active building alarms

Status:

I report partial compliance.

Analysis:

We have previously expressed interest in developing a joint health and safety committee with representation from the employer and the union. While we have historically struggled to get representatives to attend meetings, the union has recently expressed interest in establishing the committee.

Recommendations

We have asked the union to identify staff who are interested in participating and we hope to hear from them by the end of March 2018. If no volunteers are identified, we will appoint members and move forward with the establishing of the committee.

Policy Provision #4:

Allow staff to be unfamiliar with the Chief Executive Officer’s interpretations of this policy as well as their protection under it.

CEO Interpretation:

I interpret the statement to mean that staff will have the opportunity to review the Treatment of Staff Policy, along with the CEO Interpretations included in this Monitoring Report.

Data:

The Treatment of Staff Policy and accompanying CEO interpretations was shared with all staff on March 22, 2018. Staff have been asked to contact the CEO with any questions or concerns arising from their review.

Status:

I report compliance.

Analysis:

No analysis at this time.

Recommendations

No recommendations at this time.

Policy Provision #5:

Terminate the employment of staff without reasonable grounds.

CEO Interpretation:

The statement is clear and requires no further interpretation.

Data:

No staff have been terminated during the period covered by this report (May 1, 2017 to March 20, 2018)

Status:

I report compliance.

Analysis:

No analysis at this time.

Recommendations

No recommendations at this time



Internal Monitoring Report: Communication and Support to the Board

I hereby present my monitoring report on your Executive Limitations policy "Communication and Support to the Board" (EL-7, Page 30, SFSS Board Policies). I certify that the information contained in this report is true.

Signed: _____, Chief Executive Officer

Date: _____

Broadest Policy Provision:

The Chief Executive Officer shall not cause or allow to be caused the Board to be uninformed or unsupported in its work.

The Chief Executive Officer shall not:

Policy Provision #1:

Neglect to submit monitoring data by the Board according to BMD-4: Monitoring the Performance of the Chief Executive Officer in a timely, accurate, and understandable fashion.

CEO Interpretation:

This item is clear and requires no further interpretation.

Data:

Monitoring reports have previously been submitted for *Compensation and Benefits*, *Executive Succession*, *Treatment of Members*, *Financial Condition* and *New Program, Service or Enterprise*. This monitoring report along with a *Treatment of Staff* and a second *Financial Condition* report, will be submitted by mid-April 2018.

Status:

I report partial compliance

Analysis:

While reports have been submitted, the Board has asked the CEO to develop new report formats that will help Board members more easily interpret the information that has been provided.

Recommendation(s):

It is recommended that a new approach be taken, beginning in April 2018, to ensure that monitoring reports better meet the needs of the Board. As a first stage, the CEO will use the existing format, but include in-person analysis of key findings and recommendations from each report.

It is also recommended that annual monitoring reports be identified and scheduled as part of the annual Board planning session in May of each Board term.

Policy Provision #2:

Let the Board be unaware of any significant incidental information it requires including anticipated adverse media coverage, threatened or pending lawsuits, and material external and internal changes.

CEO Interpretation:

This item is clear and requires no further interpretation.

Data:

The CEO has weekly meetings and calls with the President to discuss any and all items that may lead to adverse media coverage. Similar meetings have also been held with the Executive Committee and the full Board of Directors. Examples of subject matter discussed include the following:

- ✓ Build SFU Stadium Project
- ✓ Legal agreements with SFU (pub night license agreement, space surrender agreement)
- ✓ Lease agreements with tenants
- ✓ Potential space usage in the Student Union Building
- ✓ Relationships with key stakeholder groups, including SFU and campus “external groups”

I am unaware of any threatened or pending lawsuits against the SFSS.

With respect to material external changes, we have previously reviewed the change in relationship with the announcement of the temporary replacement of SFU's Vice-Provost and AVP, Students and International.

With respect to material internal changes, we reviewed our plans to relocate a number of our offices to create a new "storefront" space to deliver member-facing services. The changes occurred in July 2017, after consulting with the Board of Directors.

Status:

I report compliance.

Analysis:

While I believe that the process has worked well this year, I would welcome feedback from the Board to ensure that they have felt well-informed regarding important issues.

Recommendation(s):

It is recommended that weekly meetings between the CEO and the incoming President continue once the Board turns over in May 2018. It is also recommended that the CEO and the Board, through the President, work together to develop clear standards regarding the regular sharing of information, to ensure that Board members feel well-informed throughout the year.

Policy Provision #3:

Allow the Board to be without decision information required periodically by the Board.

CEO Interpretation:

This item is clear and requires no further interpretation.

Data:

The CEO ensures that the Board has the information it needs to conduct its work. Examples include:

- Copies of meeting minutes
- Reports that are commissioned for a specific purpose at the Board's request, such as the Funds report, FIC report, etc.
- Monitoring reports
- Financial information

Status:

I report partial compliance

Analysis:

While the Board has been provided with a great deal of information, it is clear that the information is not always reviewed or fully understood by all members.

Recommendation(s):

It is recommended that the format of monitoring reports continue, to ensure adherence to our governance policies and practices. It is further recommended that monitoring reports include a presentation that highlights key information related to the subject of the monitoring report and recommendations for any specific next steps that may be required.

Policy Provision #4:

Present information in unnecessarily complex or lengthy form.

CEO Interpretation:

This item is clear and requires no further interpretation.

Data:

The Board has been provided monitoring reports and monthly operating reports during the Board term.

Status:

I report partial compliance.

Analysis:

As identified previously in this report, monitoring reports will now include a presentation during Board meetings, to ensure that the information is understood and to recommend relevant next steps.

Monthly operating reports have formally been in place since 2016. Reports have collected basic information regarding the monthly operations of each SFSS department, but include no information on Board activities.

Recommendation(s):

While there is useful information in the reports, it is recommended that we review how to evolve the reports to ensure that:

- the same type of information is gathered for each department

- the information is compared against prior information to compare and contrast key changes
- analysis/rationale for significant changes in information is provided
- information regarding monthly Board activities is included
- reports will include recommendations, as required, to continue to improve the delivery of services and supports for members

Policy Provision #5:

Allow the Board to be without internal support for official Board, officer, or committee communications.

CEO Interpretation:

This item is clear and requires no further interpretation.

Data:

Staff support has been provided to the Board of Directors and its subcommittees to:

- develop and distribute meeting agenda
- assistance in planning and logistics for the Annual General Meeting
- record, edit and distribute meeting minutes
- develop and distribute press releases, website updates and social media announcements
- book appropriate spaces for meetings

Status:

I report compliance.

Analysis:

It is acknowledged that the employees who provide internal support to the Board, are often students themselves, which means that we can experience regular turnover. Regular turnover can contribute to a lack of availability at times, while we wait for hiring processes to conclude.

Recommendation(s):

At times, request for staff support can be “last-minute”. It is always appreciated when we can receive reasonable notice of the internal support requirements of the Board and its subcommittees.

It is recommended that we continue to have an Administrative Assistant “pool”, rather than a single employee in this role, to reduce the challenges associated with turnover.

Policy Provision #6:

Deal with the Board in a way that favours or privileges certain Board members over others, except when:

- a. fulfilling individual requests for information, or
- b. responding to officers or committees duly charged by the Board, or

CEO Interpretation:

This item is clear and requires no further interpretation.

Data:

The Board has been dealt with as a whole, with the exception of:

- participating in regular meetings of the Executive Committee
- weekly meetings with the Board President, to discuss upcoming agenda, strategic concerns and related matters
- meeting with Board committees and/or committee Chairs
- fulfilling individual requests for information
- meeting with Board members who have been assigned tasks by the Board

Status:

I report compliance

Analysis:

I have no further analysis to provide regarding this policy.

Recommendation(s):

It is recommended that we continue the current practice of referring “Board business” to the appropriate Board channels. If situations arise where individual Board members attempt to conduct business without proper approval of the Board, the CEO and President will meet to determine how best to address the matter.

NOTICE OF SPRING 2018 GENERAL ELECTION RESULTS

ELECTION RESULTS

PRESIDENT

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Jaskarn (Jas) Randhawa</i>	1,206	N/A	<input checked="" type="checkbox"/>
<i>Amar Singh</i>	952	N/A	<input type="checkbox"/>

VICE-PRESIDENT – STUDENT SERVICES

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Samer Ribhani</i>	1,061	N/A	<input checked="" type="checkbox"/>
<i>Simran Sanghera</i>	1,024	N/A	<input type="checkbox"/>

VICE-PRESIDENT – FINANCE

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Vikramaditya Chandbok</i>	940	N/A	<input type="checkbox"/>
<i>Matthew Chow</i>	1,086	N/A	<input checked="" type="checkbox"/>

VICE-PRESIDENT – EXTERNAL RELATIONS

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Jasdeep Gill</i>	1,125	N/A	<input checked="" type="checkbox"/>
<i>Livleen Sidhu</i>	930	N/A	<input type="checkbox"/>

VICE-PRESIDENT – UNIVERSITY RELATIONS

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Colin Fowler</i>	950	N/A	<input type="checkbox"/>
<i>Jackson Freedman</i>	1,048	N/A	<input checked="" type="checkbox"/>

VICE-PRESIDENT – STUDENT LIFE

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Sarosha Ali</i>	299	N/A	<input type="checkbox"/>
<i>Reza Mardan</i>	745	N/A	<input type="checkbox"/>
<i>Tawanda Masawi</i>	971	N/A	<input checked="" type="checkbox"/>

FACULTY REPRESENTATIVE – APPLIED SCIENCES

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Fuyu Li</i>	82		<input type="checkbox"/>
<i>Kia Mirsalehi</i>	133		<input checked="" type="checkbox"/>

FACULTY REPRESENTATIVE – ARTS AND SOCIAL SCIENCES

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Mehak Kalra</i>	224		<input type="checkbox"/>
<i>Kailyn Ng</i>	236		<input checked="" type="checkbox"/>
<i>Ali Versi</i>	174		<input type="checkbox"/>

FACULTY REPRESENTATIVE – BUSINESS

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Jessica Nguyen</i>	325	N/A	<input checked="" type="checkbox"/>
<i>Raunaq Singh</i>	179	N/A	<input type="checkbox"/>

FACULTY REPRESENTATIVE – COMMUNICATION, ART, AND TECHNOLOGY

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Amrita Mobar</i>	86	24	<input checked="" type="checkbox"/>

FACULTY REPRESENTATIVE – EDUCATION

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Leila Amouzandeh</i>	55	N/A	<input type="checkbox"/>
<i>Cameron Nakatsu</i>	66	N/A	<input checked="" type="checkbox"/>

FACULTY REPRESENTATIVE – ENVIRONMENT

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Russel Dunsford</i>	78	14	<input checked="" type="checkbox"/>

FACULTY REPRESENTATIVE – HEALTH SCIENCES

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Christina Koutsik</i>	131		<input checked="" type="checkbox"/>
<i>Yasmin Khalili</i>	106		<input type="checkbox"/>

FACULTY REPRESENTATIVE – SCIENCE

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Gurprince (Prince) Cheema</i>	233	N/A	<input type="checkbox"/>
<i>Natasha Birdi</i>	360	N/A	<input checked="" type="checkbox"/>

AT-LARGE REPRESENTATIVES (2)

<i>Candidate Name</i>	<i>Votes in Favour</i> (<i>'Yes' votes if uncontested</i>)	<i>Votes Against</i> (<i>'No' votes if uncontested</i>)	<i>Elected</i>
<i>Mohammed Ali</i>	895	N/A	<input checked="" type="checkbox"/>
<i>David Evans</i>	376	N/A	<input type="checkbox"/>
<i>Wareez Ola Giwa</i>	712	N/A	<input checked="" type="checkbox"/>
<i>Alexander Krivoli</i>	657	N/A	<input type="checkbox"/>
<i>Arman Mohseni</i>	697	N/A	<input type="checkbox"/>

CHIEF COMMISSIONER SIGNATURE

Printed Name Dee Gorn

Signature



Date

March 23, 2018

Simon Fraser Student Society and Fraser International College Partnership

Introduction

On May 31, 2017 Council made a recommendation to the Simon Fraser Student Society (SFSS) Board of Directors to create a report regarding the offering of SFSS services to Fraser International College (FIC) students, in exchange for student fees.

Background:

FIC provides international students a direct pathway to year two at Simon Fraser University and they operate on SFU's Burnaby campus. FIC students are not SFSS members, but for many years have accessed SFSS amenities and services.

FIC students are virtually indistinguishable from SFU students. It is also true that access to many of our program, services and amenities does not require people to "prove" that they are SFSS members. According to the FIC senior administration, there are roughly 2,900 students that attend in the fall semester, 2,800 in the spring semester and 2,300 in the summer semester, for an average of 2,667 students per semester.

FIC has students from 66 countries and its mandate is to diversify. FIC students have access to all of the SFU services, library and health and counselling services.

Current Status:

FIC students are not SFSS members and pay no fees but typically use SFSS services. Historically, FIC students have also patronized the SFSS coffee shop, pub and food court. When the SUB opens, FIC members will make use of the space along with other members of the SFU community.

Key Considerations:

- 1) According to FIC senior administration, FIC students would like to access the services, supports and amenities that SFSS provides, particularly those that are focused on the “social” experience. They are in a new country and are being fast-tracked to acceptance at SFU, so being exposed to student life on campus is very important.
- 2) SFSS by-laws do not allow us to treat FIC students as SFSS members.
- 3) FIC senior administration indicates that they have the ability to collect student fees from FIC students.
- 4) SFSS undergraduate students are paying for services, supports and amenities that FIC students receive for free.

Developing a new relationship with FIC will allow their students to have more access to an array of SFSS-supported programs, services and amenities. While the SFSS bylaws prevent us from offering membership to FIC students, we believe that a service delivery agreement could:

- ✓ Identify appropriate service, support and access to amenities for FIC students;
- ✓ Determine the costs that will be assessed to support the deliverables in the service agreement;
- ✓ Provide additional support to current services, support and access for both SFSS and FIC students;
- ✓ Clarify the status of FIC students, versus SFSS members.

Timeline:

Implementation for Fall 2018.

Fees and Scope of Engagement:

Services Offered:

- A. Service from our Out on Campus, Women's Centre and Copy Centre
- B. Support from our Campaigns, Research and Policy service for:
 - (i) Policy Development
 - (ii) Election Support
 - (iii) Committee Governance Support
- C. Ability to book rooms in SFSS-controlled spaces
- D. Support in booking rooms in SFU-controlled spaces
- E. Event planning and staging assistance
- F. Support in developing clubs for FIC students
- G. Access to grant funds based on SFSS model
- H. Access to SFSS clubs
- I. Free access to the SFSS student union building and related amenities;
- J. Equipment booking support
- K. A/V booking support
- L. Access to free legal clinic
- M. Access to Food Bank service

Payment:

FIC shall collect from all eligible students who participate in its SFU program at the time of its collection of the FIC tuition and other student fees for each semester, SFSS fees in accordance with the schedule below for SFSS Services under this Agreement:

A. Services and Supports:	\$42.74 full-time/ \$21.38 part-time
B. Student Society Building Fund:	\$5.00 full-time/ \$2.50 part-time
C. Food Bank Fee:	\$0.25 full-time/ \$0.13 part-time
D. Accessibility Fund:	\$0.75 full-time/ \$0.13 part-time
E. Build SFU Fee (subject to schedule):	\$50.00 full-time/ \$25.00 part-time

Potential uses of proceeds from agreement:

If the SFSS-FIC Agreement is approved “as-is”, it will generate new revenues for the SFSS. Here is an estimate:

2,677 FIC students X \$98.74 per semester X 3 semesters = \$792, 980.94 per year.

If the agreement is approved, we recommend that funds are dedicated to:

- 1) Increase contribution to the Emergency Food Bank Program and other affordability concerns from students.
- 2) Increased support for student clubs and student union through grants, staff support and other sources of funding.
- 3) Fund the Student Union Building account focused on building maintenance, equipment purchases, etc.
- 4) Invest in additional staffing support required to increase staff delivery of new students.

Recommendation:

The SFSS Board of Directors recommends that we move forward with the FIC partnership agreement.

Internal Monitoring Report:

Treatment of Staff

Purpose of the Report

- When the Board adopted new governance policies during the 2015/16 term, they decided to adopt a “policy governance” model.
- Policy governance is based on some core principles, including:
 - The Board’s job is to govern the organization, to set/confirm the direction we are to pursue and to engage with our members (undergraduate students)
 - The CEO is hired by/reports to the Board. All other employees report to the CEO. Employees are responsible for the delivery of services to members, human resources and the overall management of the SFSS.
 - The Board does not direct staff, except for the CEO. The CEO does not direct the Board, but provides regular advisory support, as required.

Purpose of the Report (continued...)

- Monitoring reports are intended to demonstrate that the CEO is complying with the policies that are included in the “Executive Limitations” section of the Board’s governance policies.
- This report is intended to provide an indication of how staff have been treated by the employer, during the Board term
- The policy is EL-2 and may be found on page 24 of the Governance Policies. The policies may be found under “documents” on the SFSS website.

Provision #1: The CEO shall not operate without written personnel policies that clarify rules for staff, provide for the effective handling of grievances and protect against wrongful conditions.

Translation: We will have appropriate personnel policies, will handle staff complaints effectively and will treat employees fairly.

Key findings/recommendations:

- ✓ We have clear and comprehensive personnel policies that all staff need to read, accept and abide by
- ✓ Grievances are handled as per the terms of the collective agreement
- ✓ It is recommended that we regularly review specific personnel policies at monthly staff meetings

Provision #2: The CEO shall not retaliate against an employee for non-disruptive expressions of dissent, or for reporting acts or omissions by Society staff, management or Board members that constitute a violation of law or the policies of the Board.

Translation: Staff won't be punished for bringing forward legitimate concerns related to illegal activity or serious violations of Board policies.

Key findings/recommendations:

- ✓ We have received no grievances related to this policy; we received and settled one grievance during the Board term
- ✓ We conduct regular working conditions meetings with Union representatives to discuss and resolve any questions or concerns from our employees or from the employer
- ✓ Our personnel policy includes a section to support “Whistleblowing”

Provision #3: *The CEO shall not allow staff to be unprepared to deal with emergency situations.*

Translation: Staff will be able to deal with emergency situations like earthquakes/other natural disasters and medical emergencies

Key findings/recommendations:

- ✓ Previous efforts to establish a joint health and safety committee have been unsuccessful due to a lack of staff volunteers
- ✓ The union has recently expressed interest in working with us on this issue. If we do not receive volunteers, we will appoint staff members during the next Board term
- ✓ We have a number of staff members trained as emergency wardens, to ensure that employees are safely escorted to muster areas during active building alarms

Provision #4: *The CEO shall not allow staff to be unfamiliar with the CEO's interpretations of this policy and their protection under it.*

Translation: The CEO will send staff a copy of the policy and the “Treatment of Staff” monitoring report and ask them to share any concerns or questions with me.

Key findings/recommendations:

- ✓ This report was shared with all staff on March 22nd
- ✓ I will update this report with any feedback received

Provision #5: *The CEO shall not terminate the employment of staff without reasonable grounds.*

Translation: Employees won't be fired without following a proper process.

Key findings/recommendations:

- ✓ No employees have been fired during the Board term
- ✓ We use working conditions meetings and a progressive discipline system when dealing with employee performance or behavior concerns

SFSS BOARD COMMITTEE UPDATE

This report summarizes SFSS committee activities that took place from
March 1-15, 2018

ADVOCACY

We met on March 5th to finalize and pass the Mental Health Resilience workshop. The committee discussed the proposal and finalized the logistics. The proposal was passed. The committee then collectively campaigned for the Needs Based Grants Campaign.

ACCESSIBILITY FUND

The Accessibility held its second Let's Get Accessible event. The event was very successful and many students were informed about the Accessibility Fund.

EVENTS

Met on March 13 to pass Football Tournament, Soccer Tournament, SFSS Carnival, and SFSS Pancake Breakfast. These were the final events the committee will host for this fiscal year.

FINANCE & AUDIT

The committee reviewed the operating budget that was submitted from staff. The staff were tasked to make changes and bring back additional information to FAC before the budget is presented at Board. Additionally, the committee tasked a few Board members to start a granting program to support the academic pillar.

GOVERNANCE

Governance committee met to review GP1 as part of the policy review, discussed the CRPC's student archivist proposal, discussed Board of directors job descriptions which led to committee transition document development, and discussed the Surrey Governance engagement event. Regrettably, we have decided to cancel the Surrey Governance event given the low participation rate of one person who registered.

NOMINATION

This committee will not be meeting for the remainder of the semester

STRATEGIC ENGAGEMENT

The strategic engagement committee is currently under review and is likely to be abolished effective April 30th, 2018.

SURREY CAMPUS

The Surrey Campus committee met once (its last official meeting of this year) to discuss updates from the Surrey JOAG meeting, to recap previous SCC events, to plan upcoming events, and to plan the upcoming social for SCC executives.

At the Surrey JOAG meeting, members of the SCC met with SFU Surrey Administration to discuss staffing, booking and equipment fees, student engagement plans, and a 3-year booking summary review.

Two events were held - the Club Merger and the Games Day.

VANCOUVER CAMPUS

This committee did not meet during this time.

SFSS BOARD WORK REPORT

This report reflects the Board work from
March 1-15, 2018

PRESIDENT

Named SFSS Committee Work & Action Items

- [March 2] Board of Directors meeting
- [March 3] Executive
- [March 5] Finance and Audit
- [March 6] Executive

Meetings & Action Items

- [March 1] SFSS/SFU Food and Beverage Services
- [March 1] SFU Fashion week
- [March 5] FAS representative faculty discussion
- [March 5] SFSS lobby trip
- [March 5] Surrey space press release
- [March 6] Meeting with student about SFSS finances
- [March 6] FAC terms of reference
- [March 8] Meeting with SFSS candidates
- [March 12] Operating Budget Review
- [March 12] External Business-Randy
- [March 13] Hiring Committee- External Recruiter
- [March 13] Financial Monitoring Reports
- [March 13] Student Union Building Update
- [March 13] SFPIRG meeting
- [March 14] SFU Student Services
- [March 15] WUSC
- [March 15] Build SFU Building Committee

Projects

- Surrey Space Project
- Fraser International College
- Food Bank Program
- Fall Reading Break

Office/Engagement Hours

- Office hours are available by appointment at the Burnaby, Surrey, or Vancouver campus. Please contact president@sfss.ca to set up an appointment.
- [March 1] General Membership Survey tabling
- [March 5] General Membership Survey tabling

Events

- [March 1] SFU Engineering Student Society Polar Plunge

- [March 1] SFSS election candidate orientation
- [March 5] SFSS election candidate orientation

Administrative

- E-mail
- Agenda items, finalizing reports and reviewing minutes

VP STUDENT SERVICES**Named SFSS Committee Work & Action Items**

- [March 2] Board of Directors meeting
- [March 3] Executive
- [March 6] Executive

Meetings & Action Items

- [March 1] Surrey JOAG meeting

Projects

- Health and Dental RFP
- Annual General Membership Survey

Office/Engagement Hours

- [March 1] Annual General Membership Survey and Needs Based Grants Tabling
- [March 2] Annual General Membership Survey and Needs Based Grants Tabling
- [March 5] Annual General Membership Survey and Needs Based Grants Tabling
- [March 6] Annual General Membership Survey and Needs Based Grants Tabling
- [March 7] Annual General Membership Survey and Needs Based Grants Tabling
- [March 8] Annual General Membership Survey and Needs Based Grants Tabling
- [March 9] Annual General Membership Survey and Needs Based Grants Tabling
- Office hours are available by appointment at the Burnaby, Surrey, or Vancouver campus. Please contact vpsservices@sfss.ca to set up an appointment.

Events

- [March 1] SFU Engineering Student Society Polar Plunge
- [March 12] SFSS Surrey Election Debates
- [March 12] Let's get Accessible

Administrative

- E-mails and reviewing minutes

VP EXTERNAL RELATIONS**Named SFSS Committee Work & Action Items**

- [March 3] Executive
- [March 5] Advocacy
- [March 5] Governance committee meeting
- [March 6] Executive

Meetings & Action Items

- [March 2] Meeting with SFSS elections candidate
- [March 5] SFSS lobby trip planning
- [March 5] Meeting with VP External AMS UBC

- [March 5] Meeting with SFSS elections candidate
- [March 9] Meeting with SFU SVO Director
- [March 9] Meeting with SFSS Education Rep
- [March 12-14] SFSS + UVS + AMS UBS + ABCS Lobby Trip meetings with:
 - [March 12] Claire Trevena, ADM Silas Browney, Patrick Abo
 - [March 12] Question Period
 - [March 12] Spencer Chandra Herbert, Bowinn Ma
 - [March 12] Stephanie Cadieux, Simon Gibson
 - [March 13] Question Period
 - [March 13] Andrew Wilkinson
 - [March 13] Jane Thornthwaite
 - [March 13] Minister Popham
 - [March 13] Sam Sullivan
 - [March 14] David Eby
 - [March 14] Andrew Weaver
 - [March 14] Selina Robinson, Melanie Mark
 - [March 14] Katrina Chen, Cheryl May, Robert Lampard
 - This trip also included extensive planning and ad-hoc meeting with the student associations

Projects

- Stress and Resilience | Mental Health Workshop
- Sexual Assault Awareness Month (SAAM) Committee
- Needs Based Grants
- Student Tenancy Rights
- VP External Transition plan
- Government Relations Hiring plan
- Mental Health Assistance pilot
- Harm Reduction at SFU

Office/Engagement Hours

- Office hours are available by appointment at the Burnaby, Surrey, or Vancouver campus. Please contact vpexternal@sfss.ca for appointment.

Events

- [March 1] Throwback Thursday Pub Night
- [March 9] FCAT Undergraduate Conference 2018

Administrative

- E-mail
- Agenda items, finalizing reports and reviewing minutes

VP FINANCE**Named SFSS Committee Work & Action Items**

- [March 3] Executive Meeting
- [March 5] Finance and Audit Committee Meeting
- [March 6] Executive Meeting

- [March 12] Finance and Audit Committee Meeting
- [March 12] Surrey Campus Committee Meeting
- [March 13] SFSS Build SFU Meeting (Informal)
- [March 15] Build SFU Committee Meeting

Meetings & Action Items

- [March 5] Meeting with President, Applied Sciences Rep, CEO, Communications Coordinator, and CRPC
- [March 5] Meeting with SCC Member for SCC Games Day
- [March 6] Meeting with Student
- [March 6] Meeting with President and CRPC
- [March 8] Meeting with VP Student Life
- [March 8] Meeting with Student
- [March 12] Phone call meeting with President, Applied Sciences Rep, and External Organization
- [March 13] Meeting with SFPIRG

Projects

- SFSS Free Food Day at Surrey
 - Created proposal. Waiting for Board approval.
- SFSS Cat Therapy
 - Coordinating the event. Everything has been finalized.
- SCC Games Day
 - Supported the event lead.
- Monthly Financial Statement
 - Reviewed the F/S with CEO and Finance Coordinator
- Access to Jobs
 - Set up meeting with SFU Career Services
- Committee of Continuity
 - Created briefing memo for board
- Education Committee
 - Noticed that SFSS needs to support the academic pillar more
- Increased Financial Support for SFU Students
 - Meeting the SFU staff to discuss potential opportunities
- Board Budget
 - Met with Board members to draft the Board budget
- Operating Budget
 - Reviewed the Board budget
- Asset Management
 - Tasked staff to create a policy that governs all of the assets (small and large)
- Surrey Space Project
 - Reviewed the press release

Office/Engagement Hours

- Meeting with students (Informal and formal)

Events

- N/A

Administrative

- Cheque Requisitions
- Stipend Report
- Reading, sending, and responding to emails
- Preparing, reading, and sending agendas
- Stipend deductions
- Reconciling the statement

VP STUDENT LIFE**Named SFSS Committee Work & Action Items**

- [March 2] Board of Directors meeting
- [March 3] Executive
- [March 5] Executive
- [March 13] Events

Meetings & Action Items

- [March 1] Mo RHA
- [March 6] SFU got talent
- [March 8] SFU got talent auditions
- [March 9] Met Student Life candidate
- [March 9] SFU got talent auditions
- [March 13] Financial Monitoring Reports Review
- [March 13] SFU got talent auditions
- [March 13] SFPRIG
- [March 14] Dean of Science Search Committee

Projects

- Throwback Thursday Pub Night
- St. Patty Pub Night
- Club Paradise Pub Night
- Soccer Tournament
- Pancake Breakfast
- SFU got talent
- Carnival
- Munchie Monday

Office/Engagement Hours

- [March 2] Tabling
- [March 12] Munchie Monday
- Office hours are available by appointment at the Burnaby, Surrey, or Vancouver campus. Please contact vpstudentlife@sfss.ca to set up an appointment.

Events

- [March 1] Throwback Thursday Pub Night
- [March 9] Let's Talk Mental Health @ SFU
- [March 15] St. Patty's Pub Night

Administrative

- Reading, sending, and responding to emails
- Preparing, reading, and sending agendas

VP UNIVERSITY RELATIONS

Named SFSS Committee Work & Action Items

- [March 2] Board of Directors meeting
- [March 3] Executive
- [March 5] Finance and Audit Committee Meeting
- [March 5] Governance committee meeting
- [March 6] Executive Meeting
- [March 12] Finance and Audit Committee Meeting

Meetings & Action Items

- [March 2] SFSS/SFU Sexual Violence Policy MOU Meeting
- [March 9] talked to SFSS candidate
- [March 9] CRPC meeting
- [March 12] talked to SFSS candidate
- [March 13] financial monitoring reports review meeting

Projects

- Operating Budget
 - Reviewed the Board budget
- Surrey Space Project
 - Reviewed the press release
- Student archivist position
 - Worked with CRPC on draft proposal
- Closed meeting procedures
 - Developed draft sent to CEO
- Policy review schedule
 - Review policies per each Governance committee meeting
- CMHA mental health workshop event
 - Assisting HSCI Rep with miscellaneous tasks
- SFSS sexual assault policy
 - Awaiting next steps by project lead
- Committee transition document
 - Developed draft template
- SFSS bursary/fund/award contributions review
 - Setting up meeting with CEO, VP Finance, and SFU staff

Office/Engagement Hours

- Office hours are by appointment. Please email vpuniversity@sfss.ca
- [March 5] Needs-based grants tabling
- [March 6] Needs-based grants tabling

Events

- [March 9] Let's Talk Mental Health Dialogue

Administrative

- E-mail

- Agenda items, finalizing reports and reviewing minutes
- Responded to feedback requests from other Board members' initiatives

AT-LARGE REPRESENTATIVE (GARCHA)

Named SFSS Committee Work & Action Items

- Surrey Campus Committee
- Advocacy Committee
- Governance Committee

Meetings & Action Items

- [March 2] SFSS/SFU Sexual Violence Policy MOU Meeting
- [March 2] Board Development
- [March 5] Governance Meeting
- [March 5] Advocacy Meeting
- [March 5] Surrey Space Press Release Plan Meeting
- [March 12] Surrey Campus Committee Meeting

Projects

- SFSS/SFU MOU for Sexual Violence Policy
- Surrey Governance Engagement Event
- Sexual Assault Awareness Month (SAAM) Committee

Office/Engagement Hours

- Office hours are by appointment. Please email atlarge1@sfss.ca
- [March 2] Grants Now Campaign Tabling
- [March 9] General Membership Survey Tabling

Events

- [March 12] Surrey SFSS Elections Debates
- [March 13] Surrey Games Day Event
- [March 15] Burnaby SFSS Elections Debates

Administrative

- E-mail
- Agenda items, finalizing reports and reviewing minutes

AT-LARGE REPRESENTATIVE (RANDHAWA)

Named SFSS Committee Work & Action Items

- Events committee

Meetings & Action Items

- [March 2] Board of Directors meeting
- [March 13] Events Committee Meeting
- [March 16] Board of Directors meeting

Projects

- Throwback Thursday Pub Night

- St. Patty Pub Night

Office/Engagement Hours

- Office hours are by appointment. Please email atlarge2@sfss.ca
- [March 1] General Membership Survey Tabling
- [March 2] Grants Now Campaign Tabling
- [March 9] General Membership Survey Tabling

Events

- [March 1] Throwback Thursday Pub Night
- [March 15] St. Patty's Pub Night
- Munchie Monday

Administrative

- E-mails
- Agenda items, finalizing reports and reviewing minutes
-

APPLIED SCIENCES REPRESENTATIVE (Jeffrey Leung)**Named SFSS Committee Work & Action Items**

- Surrey Campus Committee:
 - [March 1] Attended the Surrey JOAG meeting
 - Discussed staffing at SFU Surrey Campus
 - Discussed booking and equipment fees
 - Discussed student engagement plans
 - Discussed 3-year booking summary review
 - [March 1] Club Merger
 - [March 12] Meeting (as chair)
 - Discussed update from the Surrey JOAG meeting
 - Discussed recent previous and upcoming SCC events
 - Discussed social for SCC executives
 - [March 13] Games Day
 - Assisted in making popcorn
- Governance Committee
 - [March 5] Meeting
 - Discussed Student Union Engagement Event goals and marketing
 - Discussed future policies for changes to the stipends
 - Discussed recommendation to Board for every committee to create a transition plan
- Executive Committee:

- [March 3] Meeting (online)

Meetings & Action Items

- Board of Directors:
 - [March 2] Development Session
 - Attended presentation on the Mental Health Student Support plan
 - Attended workshop on Self-Care
 - Attended presentation on SFU Security and Risk Services
 - [March 13] Meeting with SFPIRG Board of Directors
 - Discussed space needs
- Council:
 - [March 7] Meeting
 - Provided update from the Board of Directors on:
 - Elections
 - Fraser International College agreement in the process of being drafted
 - Fall Reading Break progress
 - Catering Survey results
 - Discussed SFSS staffing issues
 - Provided information on the discussion of snow issues on campus
- Engineering Science Student Society:
 - [March 5] Meeting
 - Discussed FASSU update
 - Discussed FAS Formal ticketing
 - Discussed proposed collaborative sponsorship package with all Applied Sciences groups
 - Discussed finance/space support meeting
 - [March 12] Meeting
 - Discussed election candidates
 - Discussed finance/space support meeting
 - Discussed FAS Formal ticket sales
- Software Systems Student Society:
 - [March 4] Meeting
 - Discussed FASSU update
 - Discussed FAS Formal ticketing
 - Discussed proposed collaborative sponsorship package with all Applied Sciences groups
 - Discussed finance/space support meeting
- Women in Engineering:
 - [March 2] Meeting

- Discussed proposed collaborative sponsorship package with all Applied Sciences groups
- Discussed finance/space support meeting
- [March 13] Meeting with Student Engagement Coordinators from Applied Sciences (Angelica Sypal-Kohout, Lehoa Mak)
 - Planned an upcoming one-time workshop for Applied Sciences groups' turnover
 - Discussed proposal for food

Projects

- FAS Formal 2018:
 - [March 9] Organizing Committee meeting (as chair)
 - Discussed ticket sales
 - Discussed marketing strategies
 - Discussed logistics (food preferences survey, DJ, photographers, etc.)
- Election Candidate Platform Publishing:
 - [March 5] Meeting with Board members and staff to discuss candidate platform publishing
 - [March 6] Retrieved and reformatted various SFSS elections platforms from archival websites

Office/Engagement Hours

- Annual General Membership Survey and Needs-Based Grants petition:
 - [March 1] Tabled
 - [March 2] Tabled
- [March 14] UNICEF SFU meeting
- Office hours by appointment; email appscirep@sfss.ca
- Most meetings of the DSUs of FAS

Events

- [March 1] ESSS Polar Plunge
 - Was dunked in the (frozen-over) Academic Quadrangle pond for charity
- [March 1] SFSS Throwback Thursday Pub Night
 - Assisted with setup and coat check
- [March 3] UNICEF SFU World Water Gala
- [March 15] SFSS Election Debates
 - Asked various questions to the candidates

Administrative

- Read and commented on documentation
- Read and responded to emails
- Reviewed agenda items, minutes, and supporting documents

ARTS & SOCIAL SCIENCES REPRESENTATIVE (J. Freedman)

Named SFSS Committee Work & Action Items

- Events Committee
 - [March 13] Meeting
- Nominations Committee
 - The committee did not meet during this time.
- Strategic Engagement Committee
 - The committee did not meet during this time.

Meetings & Action Items

- [March 6] Meeting with Model NATO President
- [March 8] FASsembly Faculty Meeting
- [March 14] Meeting with Martin regarding student engagement platform
- [March 14] PSSU Meeting

Projects

- Soccer Tournament
- Football Tournament
- Strategic Engagement Review
- Student Engagement Platform

Office/Engagement Hours

- [March 1] AGMS and NBG tabling
- Office hours by appointment; please email artsrep@sfss.ca

Events

- [March 1] ESSS Polar Plunge - got plunged
- [March 1] SFSS Throwback Thursday Pub Night
- [March 15] SFSS Election Debates

Administrative

- Responded to emails, connected with constituency and prepared for meetings by reviewing documents and minutes/agendas

BUSINESS REPRESENTATIVE**Named SFSS Committee Work & Action Items**

- [Mar 2] SFSS Board of Directors Meeting
- [Mar 5] FAC Meeting
- [Mar 6] Events Committee Meeting
- [Mar 12] FAC Meeting - Operations Budget Review

Meetings & Action Items

- Meetings with cultural clubs for cultural festival
 - [March 6] Meeting with SOCA
 - [March 6] Meeting with SFU Anime Club
 - [March 8] Meeting with SFU Giddha Club
 - [March 8] Meeting with VP Student Life
- [March 13] Meeting with Recruiter

Projects

- Cultural Festival
- SFSS Branding

Office/Engagement Hours

- [March 9] Meeting with Business Rep election candidate

Events

- [March 1] SFU Engineering Student Society Polar Plunge

Administrative

- Replied to emails, bookings for cultural festival, reading meeting agendas and attachments

COMMUNICATION, ART & TECHNOLOGY REPRESENTATIVE**(Juvina Silvestre)****Named SFSS Committee Work & Action Items**

- [Mar 2] SFSS Board of Directors Meeting
- [Mar 12] Let's Get Accessible Tabling Event

Meetings & Action Items

- [Mar 5] FCAT Formal OC Meeting
- [Mar 12] FCAT Formal OC Meeting

Projects

- Mental Health Support Plan Pilot
- FCAT Formal Planning

Office/Engagement Hours

- Office hours are by appointment. Please email fcatrepsfss.ca

Events

- [Mar 9] FCAT Undergraduate Conference 2018
- [Mar 13] Assisted at the audition for the SFSS and SFU Peak Frequency Talent Show

Administrative

- Emails
- Preparing and reading agenda items and attached documents
- Revising the budget and securing funds for the FCAT Formal

EDUCATION REPRESENTATIVE**Named SFSS Committee Work & Action Items**

- Advocacy Committee
 - Needs based grants campaign and lobby trip preparation
- Accessibility Committee
 - Second let's get accessible event

Meetings & Action Items

- [March 2] Board Meeting
- [March 2] ESA Meeting
- [March 5] Mentorship Meeting
- [March 7] Search Committee

- [March 12 - 14] Victoria Advocacy Lobby Trip

Projects

- Sexual Violence Policy
 - Continuation of talks about SFU's MOU
- Needs Based Grants campaign
 - Campaign completed
- Advocacy Lobby Trip
 - Attended with AMS, UVSS and ABCS to lobby provincial government

Office/Engagement Hours

- Office hours by appointment please email: edurep@sfss.ca

Events

- [March 1] Pub Night

Administrative

- Review agendas/ minutes/ sent emails

ENVIRONMENT REPRESENTATIVE**Named SFSS Committee Work & Action Items**

[Mar 5] Finance and audit committee meeting
[Mar 5] Governance meeting
[Mar 12] Finance and audit committee meeting
[Mar 16] Board meeting

Meetings & Action Items

[Mar 6] BESU meeting
[Mar 13] EVSC meeting

Projects

Frosh pre planning
Safe walk

Office/Engagement Hours

By email only

Events

N/A

Administrative

Read meeting minutes
Phone calls
Emails

HEALTH SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

Events Committee

- Working on the mental health workshop
- Approval of other events for the end of the term

Advocacy Committee

- Discussion on the lobby trips
- Discussion on the needs based grants
- Working on the mental health workshop

Meetings & Action Items

[March 1st] meeting with anwar
[March 1st] Tabling for AGS and Needs Based
[March 2nd] Board meeting
[March 2nd] meeting with anwar
[March 5] Advocacy Committee Meeting
[March 6] Phone call meeting with CMHA facilitator
[March 7] Meeting with Hi-Five on Mental Health Workshop
[March 7] Meeting with Anwar
[March 9] Phone call with Sindhu
[March 14] Meeting with Hi-Five on Mental Health Workshop

Projects

- Annual General Survey
- Mental Health Workshop

Office/Engagement Hours

- Office hours by appointment, book via email at healthrep@sfss.ca

Events

- [March 15] SFSS Burnaby Debates

Administrative

- Touching base with the facilitator
- Emailing hi five and all the related parties for the mental health event
- Finalizing work orders and online promotions for mental health event

SCIENCE REPRESENTATIVE

Named SFSS Committee Work & Action Items

- [March 2] Board of Directors meeting
- [March 5] Advocacy Committee Meeting

- [March 13] Build SFU Pre-meeting
- [March 15] Build SFU Building Committee

Meetings & Action Items

- [March 6] Meeting with SFSS President
- [March 8] OER Meeting With Hope Power and TLC representative
- [March 10] Meeting with student
- [March 12] Meeting with BSU

Projects

- Open Textbooks
- Science Peer Mentorship
- Engagement

Office/Engagement Hours

- Office hours are available by appointment, please email sciencerep@sfss.ca to set up a time.
 - Skype meetings are also available, please email for more information.

Events

- [March 15] SFSS Burnaby Debates

Administrative

- Emails, reading minutes, agenda items