

## 1. CALL TO ORDER

Call to Order – 12:31 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 Committee Composition

Vice President Finance (*Chair*) ..... Hangue Kim  
Interim President & VP Student Services..... Larissa Chen  
Board of Directors ..... Paul Hans  
Board of Directors ..... Jimmy Dhesa  
Board of Directors ..... Arr Farah  
Board of Directors ..... John Ragone  
Chief Executive Officer..... Martin Wyant  
Finance Coordinator ..... Lucy Zhang

### 3.2 Society staff

Administrative Assistant..... Mandeep Aujla

## 4. RATIFICATION OF REGRETS

~~MOTION FAC 2016-09-14:01~~

+

~~Be it resolved to ratify regrets from:~~

~~CARRIED AS AMENDED / CARRIED~~

## 5. ADOPTION OF THE AGENDA

**MOTION FAC 2016-09-14:02**

**Arr/Jimmy**

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

**CARRIED**

## 6. MATTERS ARISING FROM THE MINUTES

**MOTION FAC 2016-09-14:03**

**Jimmy/Paul**

*Be it resolved to approve the minutes for:*

- FinanceCommittee\_2016-07-21
- FinanceCommittee\_2016-08-11

**CARRIED**

\*Abstentions: Arr Farah

## 7. NEW BUSINESS

### **7.1 By-election budget**

**MOTION FAC 2016-09-14:04**

**Jimmy/Paul**

Whereas the Independent Electoral Commission has requested a budget increase for the upcoming SFSS by-election;

Whereas the current budget only accounts for two referendum campaigns (at \$300.00 each) or six candidate campaigns (at \$50.00 each), or a combination of the two that does not exceed \$600.00;

Whereas in order to account for three possible referendum campaigns, and ten candidate campaigns (between the two positions of President and Environment representative), the budget would have to be increased to \$1,400.00.

*Be it resolved to increase the IEC Campaign Expenditures line item (820/25) by \$1,400.00 from the unrestricted surplus.*

Discussion:

- IEC recommends some changes in terms of By-election expenses.
- Committee suggested that Vanna Lodder (IEC Chief commissioner) be included in future budget deliberations.
- Committee members agreed that debates should be held at the Vancouver and Surrey campuses as well; this suggestion could be brought up to the Board.
- A committee member brought up that the motion should reflect twelve candidate campaigns rather than six candidate campaigns.

→ Motion amended as follows:

### **7.2 By-election budget**

**MOTION FAC 2016-09-14:05**

**Paul/Arr**

Whereas the Independent Electoral Commission has requested a budget increase for the upcoming SFSS by-election;

Whereas the current budget only accounts for two referendum campaigns (at \$300.00 each) or twelve candidate campaigns (at \$50.00 each), or a combination of the two that does not exceed \$600.00;

Whereas in order to account for three possible referendum campaigns, and ten candidate campaigns (between the two positions of President and Environment representative), the budget would have to be increased to \$1,400.00.

*Be it resolved to increase the IEC Campaign Expenditures line item (820/25) by \$1,400.00 from the unrestricted surplus.*

**CARRIED AS AMENDED**

*\*\*John Ragone arrived at 12:42 pm*

### **7.3 SUB Loan**

**MOTION FAC 2016-09-14:06**

**Arr/Jimmy**

*Be it resolved that the first instalment of the student union building loan at Scotiabank be taken in October 2016, upon receipt of Progress Claim #5 from the general contractor.*

**CARRIED**

### **7.4 Student Union Bank Accounts**

**MOTION FAC 2016-09-14:07**

**Arr/John**

*Be it resolved to allow X and Y to request information on all of the SFSS bank accounts with Vancity.*

Discussion:

- Hangué requested information from Vancity regarding SFSS bank accounts, and was informed that due to confidentiality issues this information may not be provided.
- Vancity advised that a motion be passed allowing two SFSS representatives to access this information.
- The committee agreed that one SFSS staff member and Board member should be the representatives.
- In the past the Student Union organiser has been central point of contact for many of the student union bank accounts, which created complications.
- It was suggested that the Student Union Organiser not be the liaison for the student union bank accounts in the future.
- Committee members felt that changing the Student Union bank account to Scotiabank would be feasible, as the Society has switched all other accounts to Scotiabank as well.
- Some student union's have external accounts which the SFSS does not manage either; this would be something the Finance committee might look into.

→ Motion amended as follows:

**7.5 Student-Union Bank Accounts**

**MOTION FAC 2016-09-14:08**

**Jimmy/John**

*Be it resolved to allow Hangué Kim (VP Finance) and Lucy Zhang (Finance Coordinator) to request information on all of the SFSS bank accounts with Vancity.*

**CARRIED AS AMENDED**

## **8. ATTACHMENTS**

- Student Union Building Financing Recommendation.pdf
- SFSS Budget Increase Form IEC Campaign.pdf
- By-Election Budget.pdf

**9. ADJOURNMENT**

**MOTION FAC 2016-09-14:09**

**John/Jimmy**

*Be it resolved to adjourn the meeting at 1:00 pm.*

**CARRIED**

## Operating Budget Amendment Form Budget Increase

Submission Date: (MM/DD/YY) \_\_\_\_\_

Budget Amendment Initiator/Dept.: \_\_\_\_\_

Approving Body: (FASC/BOD) \_\_\_\_\_

*Please fill out only for a budget increase. The account number and description can be obtained from the SFSS Finance Office. **Confirmation of an unrestricted budget surplus is required prior to FASC and/or BOD considering this motion.** Please provide a copy of this form to the Minute Taker for inclusion in the minutes.*

Account Number \_\_\_\_\_ / \_\_\_\_\_ & Description \_\_\_\_\_

Amount: \$ \_\_\_\_\_

Account Number \_\_\_\_\_ / \_\_\_\_\_ & Description \_\_\_\_\_

Amount: \$ \_\_\_\_\_

**Budget Increase Rationale: (Attach any other supporting documentation)**

**Budget Increase Motion:**

*If the motion originated from FASC:*

BIRT FASC recommend to BOD to increase the

line item \_\_\_\_\_ / \_\_\_\_\_ by \$ \_\_\_\_\_ .  
(description) (account #)

*If the motion originated from BOD:*

BIRT BOD increase the

line item \_\_\_\_\_ / \_\_\_\_\_ by \$ \_\_\_\_\_ .  
(description) (account #)

**Student Union Building Financing**  
**Information for the Finance and Audit Committee**  
**Prepared by Marc Fontaine, General Manager, Build SFU**  
**September 12, 2016**

**Background**

The SFSS has arranged financing with Scotiabank for the Build SFU student union building (SUB) project. The project is funded primarily by the Build SFU Levy which has been in effect since January 2014.

In the past, the Build SFU Levy has been remitted by SFU to the SFSS to fund design and initial construction expenses as well as Build SFU departmental operating expenses including staff salaries/wages, legal expenses, consultation expenses, and advertising expenses. Moving forward, revenue from the Build SFU Levy will no longer be available for Build SFU departmental operating expenses as the Build SFU Levy will be redirected to a new account to repay the loan at Scotiabank. Therefore, future Build SFU departmental operating expenses will need to be funded using funds that have already been collected.

Since SUB construction started in June 2016, all construction and consultant expenses have been funded through available funds from the Build SFU Levy and other sources. Eventually, these funds will run out and the SFSS will need to take the first installment of the loan at Scotiabank.

**Issue**

The SFSS has received Progress Claim #4 from the SUB's general contractor – this is equivalent to a monthly invoice. The amount owing is \$910,000 and payment is due in September. Previous progress claims have been for smaller amounts and have been paid using available funds. Related consultant expenses will also be payable in September for consulting work completed during the same time period (August, 2016).

The SFSS needs to decide whether to pay these expenses using available funds or whether to take the first installment of the loan at Scotiabank.

**Analysis**

At this time, the SFSS has approximately \$3.1 million in available funds for Build SFU including the most recent Build SFU Levy revenue from the Summer 2016 semester.

Progress Claim #4 and related consultant expenses are estimated as follows and are payable this month:

General Contractor – Progress Claim #4	\$910,000
Consultants – August 2016	\$70,000
<b>Total</b>	<b>\$980,000</b>

Stadium project expenses incurred but not yet invoiced and future Build SFU departmental operating expenses are estimated as follows:

Stadium project schematic design (if stadium project does not continue)	\$100,000
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Build SFU departmental operating expenses 2016-2017 (remaining)	\$170,000
Build SFU departmental operating expenses 2017-2018	\$200,000
Build SFU departmental operating expenses 2018-2019	\$100,000
<b>Total – must all be paid using existing funds</b>	<b>\$570,000</b>

If Progress Claim #4 and related consultant expenses are paid using available funds, assuming that no unexpected expenses arise over the next two years, it is projected that funds available at the end of construction will be as follows:

Available Build SFU funds, current	\$3,100,000
Progress Claim #4 & consultants	(\$980,000)
Build SFU departmental operating expenses 2016-2019	(\$570,000)
<b>Unrestricted Build SFU funds at end of construction</b>	<b>\$1,550,000</b>

It is expected that the amount of Progress Claim #5 and related consultant expenses will be between \$1 million and \$2 million. Since the exact amounts of these expenses are not yet known, they are not included in the calculation above.

By maintaining unrestricted Build SFU funds, the SFSS will have the financial capacity to address project expenses that may arise unexpectedly. If these funds are not needed by the time construction has finished, they would be used to repay the loan with Scotiabank or for other Build SFU-related expenses such as operating costs of the SUB.

### **Recommendation**

I recommend that Progress Claim #4 and related consultant expenses be paid using available funds rather than by taking the first installment of the loan with Scotiabank.

I further recommend that in order to maintain a healthy amount of unrestricted Build SFU funds, Progress Claim #5 and related consultant expenses for September, 2016, be paid using the first installment of the SUB loan with Scotiabank.

If this recommendation is accepted, a motion could be considered by the committee as follows:

*Be it resolved* that the first installment of the student union building loan at Scotiabank be taken in October, 2016, upon receipt of Progress Claim #5 from the general contractor.

# SFSS By-Election 2016

## Proposed Budget

This budget has been created based off of my previous experience with the costs associated with the 2016 General Election. The requirements of both the General Election and the By-Election are identical, and thus, my budget reflects the funds that will be necessary in order to meet the requirements outlined in the policies and by-laws.

	SFSS By-Election Budget	Recommended Budget
<b>IEC Stipends (Incl. CPP &amp; WCB)</b>	4,175	5,500
<b>Advertising</b>	2,500	3,000
<b>Telephone</b>	240	0
<b>Printing/Copies</b>	300	400
<b>Office Supplies/Expenses</b>	250	100
<b>Campaign Expenditures</b>	600	1400
<b>Total</b>	8,065	10,500

## IEC Stipends

In the general election, the IEC spent \$5,800 on our stipends. Since all of the requirements are identical for the By-Election, I am required to do the same work, and therefore, I expect to work a similar amount of hours.

## Advertising

As stipulated in the by-laws and policies, the IEC is required to do a number of things that fall under the advertising line item. This includes several “Peak” advertisements and three all-candidate debates. In addition to this, the IEC attempts to use the advertising budget for actual advertisement of the election, including paid Facebook ads, buttons and stickers to encourage students to vote, and other tabling material.

Advertising Costs	
<b>Peak Ads</b>	\$1323
<b>Burnaby Debate</b>	\$250
<b>Surrey Debate</b>	\$250
<b>Vancouver Debate*</b>	\$250
<b>Debate ASL**</b>	\$450
<b>Misc Advertisement (Facebook, buttons, etc.)</b>	\$400
<b>Total</b>	\$2923

Unfortunately, the \$2,500 budget does not accurately reflect the expectations of the by-laws, let alone leave enough budget for the actual advertisement of the election.

\*Based on my experience with the Vancouver debate at the general election, I would highly recommend that we do not hold a debate on the Vancouver campus for the by-election. As I have written in my report, there was only roughly 10 people in attendance, including the candidates and IEC, and, to my



knowledge, there were no students that were not running in the election in attendance.

This debate cost the IEC roughly \$300 and only lasted around an hour. I do not think that the Vancouver debate is necessary or beneficial to the membership. Since the Burnaby and Surrey debates will be live streamed, uploaded onto youtube, and students can submit questions via Twitter hashtag, I believe that the entire membership has a chance to engage with the candidates in the election and the Vancouver debate will not be necessary. With that being said, this budget reflects the expectation that the IEC will be required to hold a debate at the Vancouver campus.

\*\*Similarly to the general election, the IEC has been approached by members of the Society who have shown interest in having American Sign Language (ASL) services available at all three of the debates. In the spirit of the broadest participation of the electoral process, I have received quotes from different ASL agencies and have tentatively booked them.

### **Telephone**

I did not require any compensation for my cell phone in the General Election and do not expect to need it for the By-Election.

### **Office Supplies/Expenses**

The IEC did not spend any money on office supplies for the General Election and I expect it to be the same. I would recommend keeping \$100 in this line item in the event that we end up needing any miscellaneous office supplies.

### **Campaign Expenditures**

The current budget only accounts for two referendum campaigns (at \$300 each) or six candidate campaigns (at \$50 each), or a combination of the two that does not exceed \$600.

In order to account for three possible referendum campaigns, and ten candidate campaigns (between the two positions of President and Environment representative), the budget would have to be raised to \$1400. I believe that having three referendum campaigns and ten candidate campaigns in the By-Election could definitely be a reasonable expectation that we should prepare ourselves for.