

## 1. CALL TO ORDER

Call to Order at 3:02 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

Interim President & VP Student Services ( <i>Chair</i> ) .....	Larissa Chen
VP External Relations .....	Christine Dyson
VP Finance .....	Hangue Kim
VP Student Life .....	Curtis Pooghkay
VP University Relations .....	Arr Farah
At-Large Representative .....	Paul Hans
At-Large Representative .....	Mudi Bwakura
Faculty Representative (Applied Sciences) .....	Alan Lee
Faculty Representative (Arts & Social Sciences) .....	Blossom Malhan
Faculty Representative (Business) .....	Pritesh Pachchigar
Faculty Representative (Communication, Art & Technology) .....	Prab Bassi
Faculty Representative (Education) .....	John Ragone
Faculty Representative (Environment) .....	Vacant
Faculty Representative (Health Sciences) .....	Raajan Garcha
Faculty Representative (Science) .....	Jimmy Dhesa

### 3.2 Society Staff

Administrative Assistant .....	Mandeep Aujla
Chief Executive Officer .....	Martin Wyant

### 3.3 Guests

The Peak web news editor .....	Nathan Ross
Campaigns, Research and Policy Coordinator .....	Pierre Cassidy
Council Chair .....	Christian Avendano

## 4. RATIFICATION OF REGRETS

### **4.1 MOTION BOD 2016-09-16:01**

/

*Be it resolved to ratify regrets from:*

Discussion:

- There were no regrets for this meeting.

**CARRIED/CARRIED AS AMENDED**

## 5. ADOPTION OF THE AGENDA

### **5.1 MOTION BOD 2016-09-16:02**

**Prab/John**

*Be it resolved to adopt the agenda as amended to add Motion 8.11 under New Business and 10.2 Ombudsperson Update under Announcements.*

**CARRIED AS AMENDED**

## 6. MATTERS ARISING FROM THE MINUTES

### **6.1 MOTION BOD 2016-09-16:03**

**Mudi/Alan**

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

~~Board of Directors- September. 9, 2016~~

Finance Committee- July. 21, 2016

Finance Committee- August. 11, 2016

Discussion:

- There was some misinformation on the guests list on the Sept. 9, 2016 Board minutes.  
These will be approved at the subsequent Board meeting.

**CARRIED**

### **6.2 MOTION BOD 2016-09-16:04**

**Christine/John**

*Be it resolved to postpone the approval of the 'Board of Directors- September. 9, 2016' minutes to the next Board meeting following corrections to the Guests list.*

**CARRIED**

## 7. REPORTS FROM SOCIETY

### **7.1 Reports from the CEO**

- A written document was provided for the Board to review (Attachment: SFSS Ops Monthly Report August 2016.pdf)

## **7.2 Reports from the Council Chair**

- The Council chair was not present at this time; therefore this topic was tabled to the end of the meeting.

## **8. NEW BUSINESS**

### **8.1 MOTION BOD 2016-09-16:05**

**Mudi/Raajan**

*Be it resolved to adopt the SFSS Annual General Meeting Agenda for the September 30, 2016 meeting.*

**CARRIED**

### **8.2 MOTION BOD 2016-09-16:06**

**Prab/Blossom**

*Be it resolved to appoint X and Y as members of the Vancouver Campus Committee for the 2016/2017 year.*

Discussion:

- At least two Board members on this committee would be necessary, otherwise it would be difficult to reach quorum.
- Meeting times will be finalised once all nomination forms have been received
- Christine and Pritesh expressed interest.

→ Motion amended as follows:

### **8.3 MOTION BOD 2016-09-16:07**

**Hangue/Curtis**

*Be it resolved to appoint Christine Dyson (VP External Relations) and Pritesh Pachchigar (Faculty of Business Representative) as members of the Vancouver Campus Committee for the 2016/2017 year.*

**CARRIED AS AMENDED**

**\*\*Abstentions:** Mudi Bwakura

### **8.4 MOTION BOD 2016-09-16:08**

**Paul/Pritesh**

Whereas membership on the search committee for the Dean of the Faculty of Health Sciences requires an undergraduate involved with the SFSS from the Faculty of Health Sciences to act as a representative.

*Be it resolved to appoint X as the SFSS representative for the search committee for the Dean of the Faculty of Health Sciences.*

Discussion:

- Raajan expressed interest.
- Time commitment would overall be twelve hours between October 27<sup>th</sup> and April 13<sup>th</sup>.

→ Motion amended as follows:

**8.5 MOTION BOD 2016-09-16:09**

**Arr/Hangue**

Whereas membership on the search committee for the Dean of the Faculty of Health Sciences requires an undergraduate involved with the SFSS from the Faculty of Health Sciences to act as a representative.

*Be it resolved to appoint Raajan Garcha (Board member) as the SFSS representative for the search committee for the Dean of the Faculty of Health Sciences.*

**CARRIED AS AMENDED**

**\*\*Abstentions:** Raajan Garcha

**8.6 MOTION BOD 2016-09-16:10**

**Hangue/Jimmy**

Whereas the Finance and Audit committee has reviewed the relevant documents and provided these recommendations to the SFSS Board of Directors;

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) for 12 candidate campaigns (at \$50.00 each), or a combination of the two that does not exceed \$600.

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:

- Although the IEC recommends a debate not be held at the Vancouver Campus (due to a low turnout), the Board felt it would be important to have an opportunity for students to be able to attend Vancouver debates.
- The Board further suggested that the IEC be involved in the budgeting for this year's election as well future elections.
- A Board member stated that commitments should be made for the Vancouver debates given that this suggested budget increase allocates a cost for it.
- It was noted that the motion states an incorrect budget increase amount (should be \$800.00 rather than \$1,400.00).

→ Motion amended as follows:

**8.7 MOTION BOD 2016-09-16:11**

**Hangué/Arr**

Whereas the Finance and Audit committee has reviewed the relevant documents and provided these recommendations to the SFSS Board of Directors;

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) for 12 candidate campaigns (at \$50.00 each), or a combination of the two that does not exceed \$600.

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 \$800.00 from the unrestricted surplus.*

**CARRIED AS AMENDED**

**8.8 MOTION BOD 2016-09-16:12**

**Hangué/Mudi**

Whereas the Finance and Audit committee has reviewed the relevant documents and provided these recommendations to the SFSS Board of Directors;

*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.*

Discussion:

- Since progress claim #5 had not been received yet, and was to be reviewed once it would be received, the Board members felt this motion should not be approved at this time.
- To move forward with the Build SFU manager's recommendation that Progress Claim #4 and related expenses be paid using available funds rather than by taking the first installment of the loan with Scotiabank, the Board members decided to amend the motion in question.

*\*\*Raajan Garcha left at 3:41 pm*

→ Motion amended as follows:

**8.9 MOTION BOD 2016-09-16:13**

**Curtis/Arr**

Whereas the Finance and Audit committee has reviewed the relevant documents;

*Be it resolved to pay Progress Claim #4 from the unrestricted Build SFU fund.*

**CARRIED AS AMENDED.**

\*Abstentions: Alan Lee

*\*\*Christian Avendano arrived at 3:45 pm*

#### **8.10 MOTION BOD 2016-09-16:14**

**Hangue/Arr**

Whereas the Finance and Audit committee has reviewed the relevant documents and provided these recommendations to the SFSS Board of Directors;

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

**CARRIED**

**\*\*Abstentions:** Hangue Kim

#### **8.11 MOTION BOD 2016-09-16:15**

**Arr/Christine**

Whereas the Board of Directors approved the HI-FIVE Project Coordinator Memorandum of Understanding on August 11th 2016;

Whereas both the SFSS and SFU Health and Counseling Services identified the need to make amendments to the MOU; to reflect an updated budget and added deliverables for the successful candidate;

*Be it resolved to approve the revised Hi-FIVE Project Coordinator Memorandum of Understanding.*

Discussion:

- Changes to the document made were as follows:
  - Included task succession planning for 2017.
  - Changed the 44-week contract to an initial 16-week contract at 10 hours a week (Sept. 12<sup>th</sup> -Dec. 31<sup>st</sup>) with possibility of renewal from Jan. 1<sup>st</sup> to June 1<sup>st</sup>, 2017 (for 22 weeks) at 7 hours per week.
  - The first 16 weeks will be a probation period; if the coordinator is not performing as expect, then this would be cause for termination.
  - A section on seeking approval for events was added.

→ Motion amended as follows:

#### **8.12 MOTION BOD 2016-09-16:16**

**Arr/Mudi**

Whereas the Board of Directors approved the HI-FIVE Project Coordinator Memorandum of Understanding on August 11th 2016;

Whereas both the SFSS and SFU Health and Counseling Services identified the need to make amendments to the MOU; to reflect an updated budget and added deliverables for the successful candidate;

*Be it resolved to approve the revised Hi-FIVE Project Coordinator Memorandum of Understanding.*

*Be it further resolved to appoint Larissa Chen (Interim President & VP Student Services) and Martin Wyant (Chief Executive Officer) as the signing authorities.*

**CARRIED AS AMENDED**

## 9. DISCUSSION ITEMS

### **9.1 TEDXSFU**

- Ed Deeks (SFSS Surrey Campus) approached Curtis Pooghkay regarding an external sponsorship request from TEDXSFU.
- TEDXSFU would like to fill out a grant form; the event will be held on November 5<sup>th</sup>.
- The Board was asked the following questions:
  - Does the Board want to fund external organizations?
  - If sponsorship were to be provided, would it be in monetary?
  - If in monetary, where would these funds be taken from?
- It was noted that there was a technological error in the sending of the TEDXSFU attachments.
- Board decided to postpone this discussion to the next meeting.
- A small discussion on whether the Board would like to fund external organizations was held:
  - There are limited funds from membership fees; therefore such events should first and foremost be beneficial to students.
  - The Board discussed which committee(s) could be tasked to working on approving funding for external organizations.
  - Hangue stated that in the Finance and Audit Committee, there have been discussions to have a departmental line item for external funding.
  - The Board agreed that the Granting-working group can develop a matrix and system for funding external organizations, and at the same time the Finance and Audit Committee can look into the budget to see if funds may be allocated.
  - The two groups can also create some conditions for external funding; these ideas can be brought up to a subsequent Board meeting.

## 10. ANNOUNCEMENTS

### **10.1 Budget Consultations**

- Christine Dyson and Arr Farah will be doing a 5-10 minute presentation to the Select Standing Committee on behalf of the Society in regards to financing and government services.
- Consultations will be held on September 28<sup>th</sup>, 2016.

### **10.2 Ombudsperson Update**

- The current Ombudsperson has resigned and Laura Reid will be taking on the role on a temporary basis.
- SFU will be conducting a review of the role and a permanent replacement will be appointed accordingly.

### **10.3 Reports from the Council Chair**

- No meetings took place in August.
- Meetings will resume once a month on Wednesdays and the next meeting will be on September 28<sup>th</sup>.

## **11. ATTACHMENTS**

- VP Finance Report for 2016 AGM.pdf
- Student Union Building Financing Recommendation.pdf
- SFSS Budget Increase Form IEC Campaign.pdf
- By-Election Budget.pdf
- SFSS Ops Monthly Report August 2016.pdf
- Search Committee (Dean of HSCI) – Availability.pdf

## **12. ADJOURNMENT**

### **MOTION BOD 2016-09-16:17**

**Alan/John**

*Be it resolved to adjourn the meeting at 4:11 pm.*

**CARRIED**



# 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.

<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
Meeting 1	Thursday, October 27, 2016	9:00am - 11:00am	President's Conference Room
Open Forum	Thursday, November 10, 2016	9:00am - 10:30am	IRMACS Theatre, ASB 10900 SUR room 5380
Meeting 2	Friday, November 25, 2016	9:00am - 10:30am	SH 3171
Progress Report	Friday, January 27, 2017	9:00am - 11:00am	SH 3171
Candidate Report	Thursday, February 23, 2017	9:00am - 11:00am	SH 3171
First Round Interviews	Tuesday, March 7 and Wednesday, March 8 - 2017	All day.	tbd
Second Round Interviews	March 28 - 31, April 3 & 4 - 2017	All day.	tbd
Decision Meeting	Thursday, April 13, 2017	9:00am - 11:00am	SH 3171

## 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 #)

## **CEO Monthly Report: August, 2016**

### **1) Introduction**

The intent of this monthly report is to provide brief synopsis of key activities, events and other noteworthy items that are related to SFSS service-delivery and administration. The information included here was taken from the monthly reports that are completed by SFSS Coordinators. This is a new process at SFSS and we would welcome constructive feedback that can help us make these reports as useful as possible.

### **2) Departmental Highlights**

#### **A) Campaigns, Research, Policy**

- Developed a briefing note that recommended new approaches to more effectively respond to member-submitted referendum questions.
- Completed the first phase of a research initiative to help consolidate our records of past referendum questions. Phase 1 was focused on information included in prior IEC reports.
- Developed an SFSS policy template that can be applied to policies for Council, Board, clubs, student unions, elections and SFSS operations and personnel.
- Actively supporting the work of the IEC in advance of the upcoming by-election.
- Continued to support the work of the Governance, Advocacy and Strategic Engagement committees.

#### **B) Finance**

- Completed accounts payable invoice entries, cheque runs, aged payables reviews and reviewed the Visa expense report.
- Completed accounts receivable catering and gratuity entries for Food and Beverage Services. Reviewed daily cash sheets and completed an aged accounts receivable review.

- Completed GST, PST and WCB remittances.
- Completed Build SFU construction cost reconciliation.
- Completed a number of tasks related to the completion of the SFSS audit.
- Revised 5 year Council Cost report for FAC.
- Supported the GO for Fall Concert ticket sales.

#### C) Communications

- Worked with SFU and SFSS to support the SUB ceremony event, planned for Week of Welcome.
- Supported the Fall Kickoff Concert by developing promotional material (posters, banners, T-shirts, etc.)
- Planning a Pub Extravaganza event for October.
- Phase 1 of the website consultation is complete.
- Developed a signage plan for all campuses.
- Helping develop the service/performance metrics for SFSS operations, as part of the Strategic Plan subcommittee.

#### D) Copy Centre

- Build SFU large poster printing and cutting for pyramids.
- Printing and bindery work for “Welcome Week” and orientation materials for various groups.
- Coordinated a branding meeting with SFSS employees.
- Participated on hiring committee for SURO position.

#### E) Food and Beverage Services

- Catered two events (Track and Field and APSA).
- Prepared and issued schedules for August and early September.
- Arranged liquor license for Fall Kickoff concert.
- Met with major suppliers regarding September promotions.

#### F) Surrey

- Assisted in developing and implementing SCC “De-Stressing Day”, SCC Bowling event and Surrey “Welcome Day”.
- Processed 19 room/equipment requests.
- Supported 44 events.
- Participated in Strategic Planning committee, Pub brainstorming, logo and branding and SURO support meetings.
- Planning for Surrey Campus Clubs Days.

#### G) Out on Campus

- Preparation for 4 new volunteer orientations.
- Worked with SFU residence services to develop a scavenger hunt for residence advisors, to help them learn about OOC and our work.
- Planning to provide LGBATQ+ training for security personnel.
- Working with GSS to help inform their members about our services.
- Hired a Positive Space worker.

#### H) General Office

- Supported a number of club events (e.g. DoTA2 international viewing, Satellite Design weather balloon launch, Student Marketing breakfast, Enactus retreat, etc.).
- Processed 21 grants and 133 room bookings.
- Processed 86 Food Bank submissions.
- Provided on-site support for SU's during Antonio's absence.
- Planning and support for key September events (Kickoff Concert, pancake breakfast, Clubs Days, etc.).

#### I) Women's Centre

- Supporting the planning and development of a number of key events (e.g. Residence Women's Mixer, Clubs Days, Residence Move-In Day, Orientation Word Search Hunt).
- Delivered a number of workshops (Women's Centre 101, Active Bystanders and Consent).
- Participated as a member of the Sexual Violence Policy Advisory Group.
- Had door counter installed to estimate visits to the Women's Centre.
- Worked with SFSS CEO and members of HCS to determine the need for counselling, peer support or other services for survivors of sexual violence.

#### J) Build SFU

- Assisted in the planning of the SFSS AGM.
- Helped plan the SUB BBQ event with SFU and SFSS.



- Monitored SUB construction progress and related financial transactions.
- Dealt with numerous food court tenancy issues.
- Acted as lead for SFSS for IT support service launch.
- Participated on hiring committees for OOC and SURO positions.
- Installed door counting system at Women's Centre.
- Participated in multiple meetings and assisted in the development of strategy related to the proposed stadium project.

#### K) Administration/HR

- Gathered feedback for newly-developed personnel policies.
- Coordinated a number of hiring processes (SURO, OOC).
- Completed two performance reviews.
- Began work on re-housing SFSS policies.
- Developed draft of Accessibility Worker position.
- Led the onboarding process for the Positive Space Network worker.

#### L) CEO

- Explored the opportunity to provide Counselling services to sexual violence survivors via the SFSS Women's Centre. With the SFU decision to hire a dedicated HCS Counsellor to focus on sexual violence support, we have shifted our focus to the possibility of developing a more formal peer support program for Out on Campus and the Women's Centre.
- We developed a full slate of personnel policies and have shared these with staff to gain their feedback. The second draft of the policies will be complete in September.

- Participated in numerous meetings regarding the Build SFU stadium project. Supported the development of a communications plan which was implemented once the Board decided to stop their involvement in the project.
- Supported staff in the review of multiple grant proposals.
- Established the revised granting committee with new Board representatives.
- Planning related to the provision of SURO support until new employee is recruited.

# Vice President Finance Report



["We acknowledge that the meeting that the contents of this report will be presented on the unceded territories of the Coast Salish peoples; which, to the current knowledge of the Society include the Squamish, Musqueam, Stó:lō, and Tsleil-Waututh people."]

# Vice President Finance Report

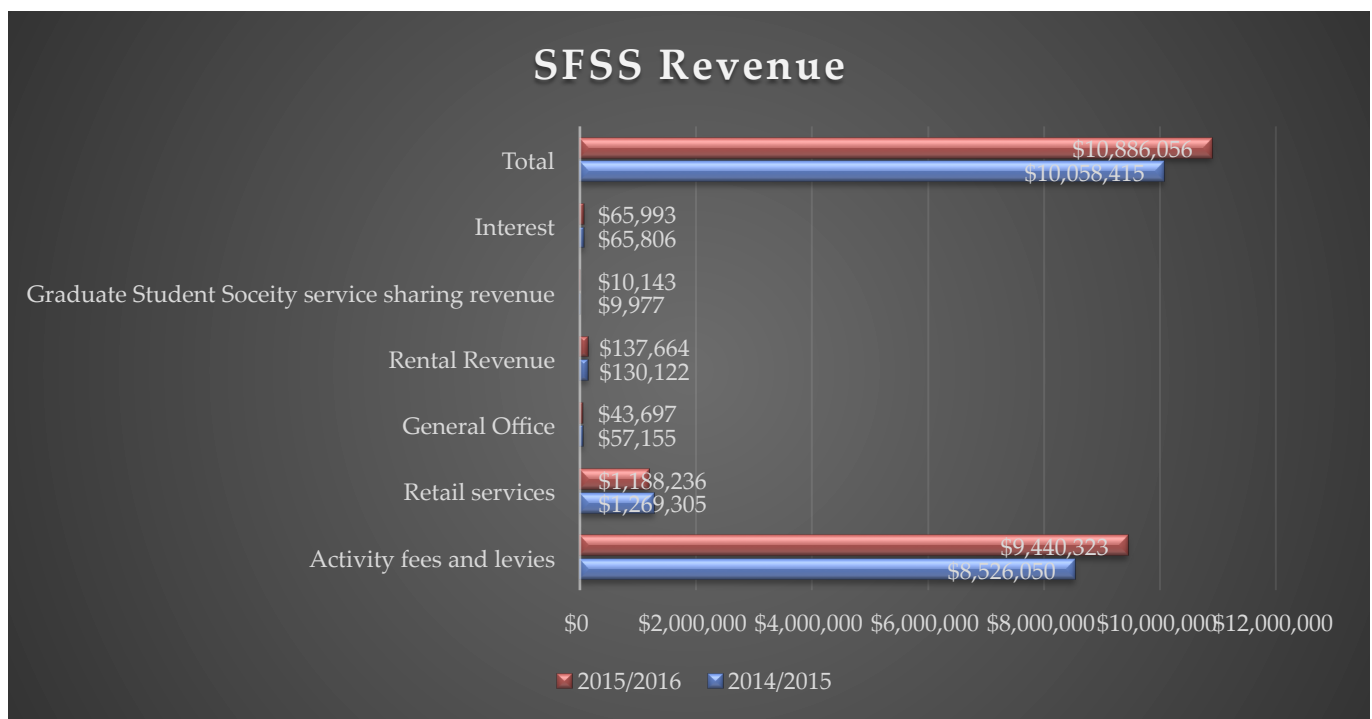
[The report provides an outline of the financials from May 1, 2015-April 30, 2016 of the Simon Fraser Student Society presented at the 2016 Annual General Meeting on September 30]

## Introduction

The Simon Fraser Student Society (SFSS) is a not-for-profit organization that represents and advocates on behalf of the undergraduate students at Simon Fraser University (SFU). The SFSS is governed by a student-elected Board of Directors that oversee the day to day operations of the SFSS. Alongside the Board, the SFSS has professional staff that support the services and initiatives set forth by the Board. As a student at SFU, you are a member of the SFSS. Members of the SFSS pay activity fees set forth through referendums that assist to financially support the services to students. The following report will highlight the finances of the organization for the period of May 1, 2015-April 30, 2016 in align with our audit report.

## Revenues:

The SFSS collects revenue mainly through the activity fees and levies that are collected from students each semester. However, the SFSS also generates revenue from our retail services including the Copy Centre and the Food and Beverage Services through sales and other income. Revenue is also collected from the General Office through the Craft Fair, Conference room rentals, vendor permits, food bank donations and advertising. The Graduate Student Society also contributes in the funding of our services including the Women's Centre and Out on Campus. We also collect revenue through interest. Below is the data on the revenue collected in the 2014/2015 and the 2015/2016 years.

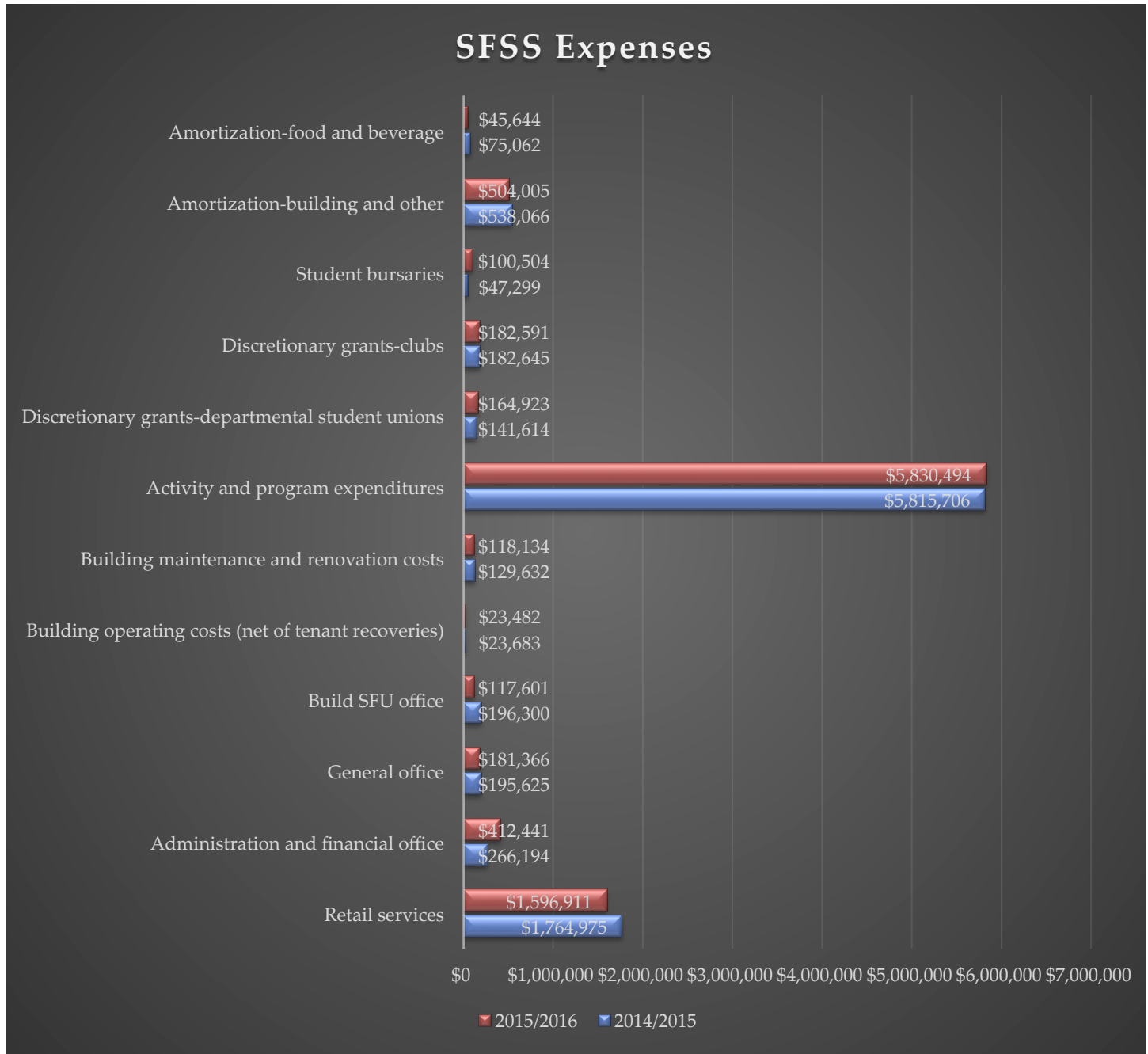


## Vice President Finance Report

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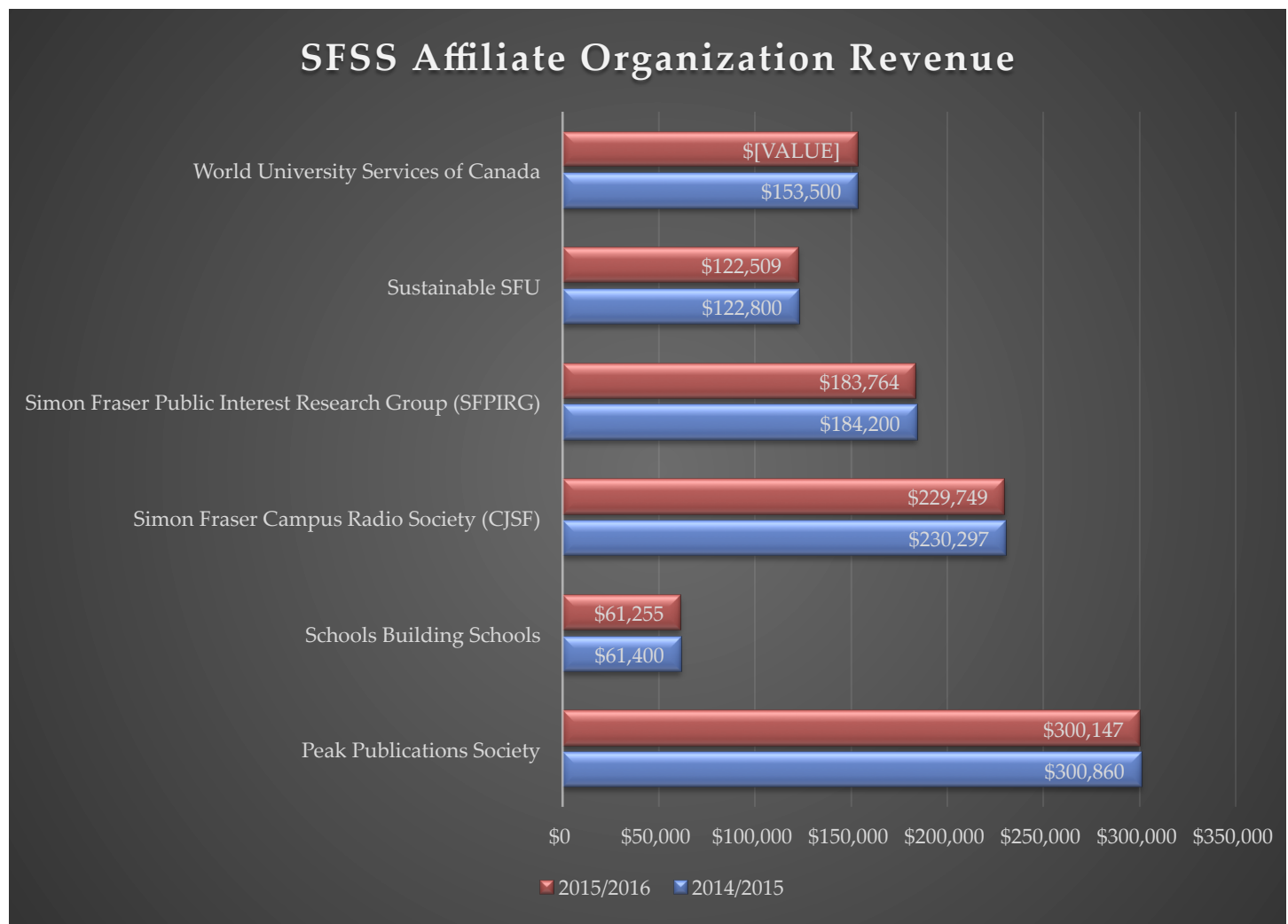
### Expenses:

The SFSS incurs expenses through the services provided to the membership. The expenses include the retail services costs, administration and financial office, General Office, Build SFU office, building operating cost, activity and program expenditures, grants for clubs and departmental student unions, student bursaries, amortization-building and other and the amortization-food and beverage services. Our offices and services operate all year around with the exception of holidays. Below is the data on the expenses incurred in the 2014/2015 and the 2015/2016 year.



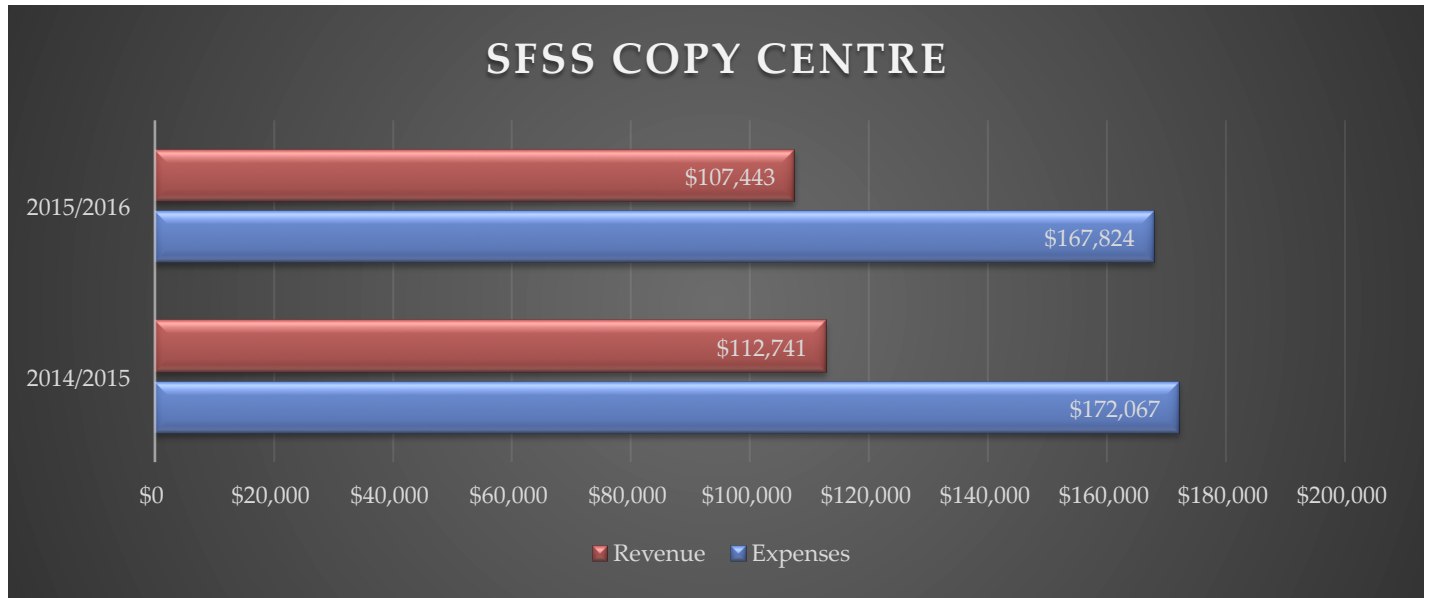
### Affiliate Organizations:

The SFSS collects fees on behalf of affiliate organizations based on previous referendum questions that were voted on and approved by the membership. The SFSS has no authority of the decision making of these groups and how they manage their funds. The fees collected for these organizations each semester are simply channeled through the SFSS from the students directly to the organizations. The organizations include the Peak Publications Society, Schools Building Schools, Simon Fraser Campus Radio Society (CJSF), Simon Fraser Public Interest Research Group (SFPIRG), Sustainable SFU and the World University Services of Canada. If you are interested in finding out more about these organizations, please visit their offices and websites. Below is the date on the revenue collected for the affiliate organizations in the 2014/2015 and the 2015/2016 year.



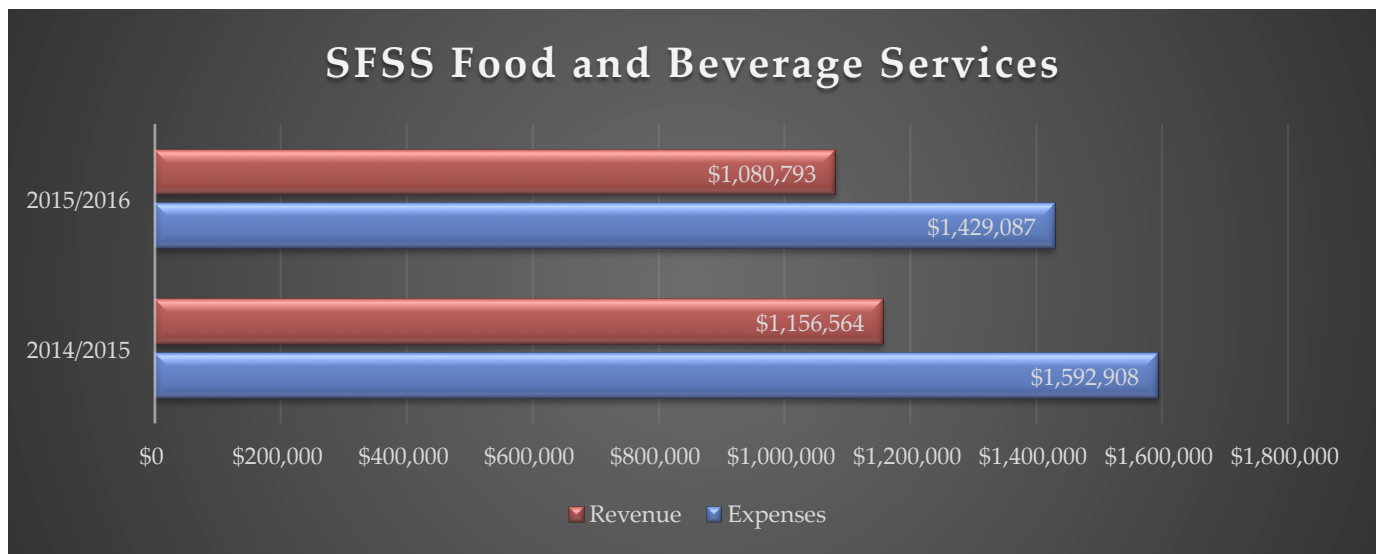
### Copy Centre

The SFSS operates a Copy Centre that provides a high quality printing and copying service to students at low prices. The services include copies, laser printing, folding, coil and hardcover binding, stapling, banners and more. The chart shows a breakdown of the SFSS Copy Centre's Revenue and Expenses in 2014/2015 and 2015/2016.



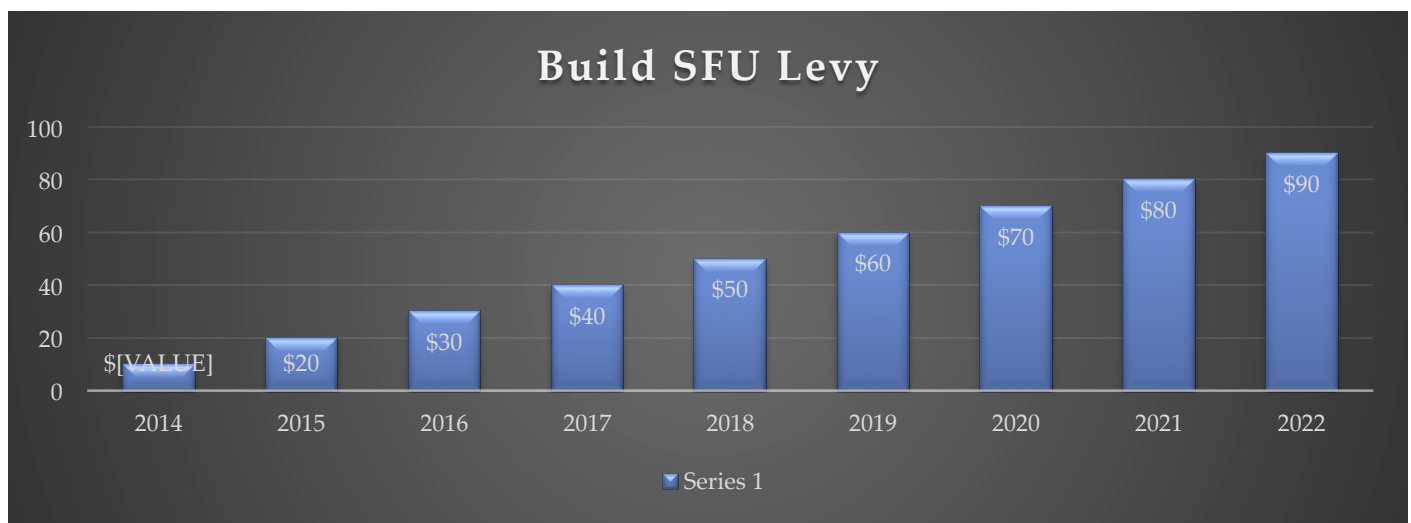
### Food and Beverage Services

The SFSS also operates a Food and Beverage Services for students. The services include the Highland Pub, the Ladle, Higher Grounds Coffee and catering services for on campus events. The chart below shows a breakdown of the SFSS Food and Beverage Services' Revenue and Expenses in 2014/2015 and 2015/2016.



### Build SFU:

The Build SFU project is an SFSS initiative dedicated to building a new student union building and stadium seating. The project was approved in a 2012 referendum and the debentures were passed during the 2015/2016 Annual General Meeting hosted by the SFSS. The cost for the entire project is approximately \$55 million for the student union building and \$10 million for the stadium seating. Over 90% of the costs incurred as of April 30, 2016 is related to the architects and other consultants to help students in designing the building. The additional costs incurred include engagement with students and promotional costs. The Build SFU levy started in 2014 at \$10 per semester for full-time and will increase by \$10 every year until 2022, at which point the levy will reach \$90 per semester. The levy will only increase by inflation annually after 2022 based on the Canadian Consumer Price Index. The levy is formulated so that current students who are in the design and construction phase pay less than the students who get to use the facility. As of April 30, 2016, there has been \$3 846 053 spent on the pre-acquisition and development costs which have been capitalized within the Build SFU Fund. The Build SFU Bursary was doubled in 2015, basically eliminating the levy for students who are in financial need and cannot afford to fund the project.



\*the fee will increase by inflation based on CPI (Canadian Consumer Price Index) after 2022.

On December 21, 2015, the SFSS and Scotiabank signed a \$44.3 million loan for the construction of the new Student Union Building at the SFU Burnaby campus. The loan is for 20 years and the construction started in the summer of 2016. The building will also be LEED Gold certified and will be 100 000 square feet of space for students. The building includes a club center, napping rooms, student meeting rooms, offices, gamer's lounge and more.



### Conclusion:

The Simon Fraser Student Society is a student-led organization that represents and advocates on behalf of the undergraduate students at Simon Fraser University. The SFSS collects funds on behalf of students and are expected to meet a standard of financial reporting and services that are provided towards students. The finances are an integral part of the organization in ensuring student funds are being used appropriately to benefit students through services, campaigns, initiatives, funding and more. The SFSS is also supported by a group of professional staff who help run the day to day operations and ensure continuity exists within the Society.

As a non-profit organization, we must find the balance between managing the SFSS as a student centric service and as a business to ensure that we do not place the Society at any financial risk. We must balance and always keep in mind the impact that we are having on students and make tough decisions that will affect the entire undergraduate population. As Board Members, we always have questions in our mind like if we are going spend this much on this service, what other service has to be reduced or taken away? How much should we save for a rainy day or how much more should we spend to provide more value? All these questions are always looming over the Board of Directors.

The Board of Directors are a group of students that manage a multi-million dollar organization. For most, it is the first time being in such a role, for some it is their second or third time. But when you are given the authority to manage such a fund at such a young age, there is always bound to be mistakes, but the student-led part is the most important piece of the SFSS. It gives a voice to students, an ability to shift and focus an entire organization's view to the needs of students. It can be used as a force of good or potentially for bad, so it is important that the students are elected by students who place their trust into these individuals and believe that they can make our student experience that much better.

Thank you for taking the time to read the report. If you have any questions about the content of the report, please feel free to email me at [vpfinance@sfss.ca](mailto:vpfinance@sfss.ca).

Kind Regards,

Hangue Kim, SFSS Vice President Finance 2016/17