

1. CALL TO ORDER

Call to Order – 02:11 PM

2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x^wməθk^wəyəm (Musqueam), S^kw^xwú7mesh Úxwumixw (Squamish), Selílwitulh (Tsleil-Waututh), k^wik^wəłəm (Kwkwetlem) and qícəy (Katzie) Nations. Unceded means that these territories have never been handed over, sold, or given up by these nations, and we are currently situated on occupied territories.

3. ROLL CALL OF ATTENDANCE

3.1 Board Composition

President (<i>Chair</i>)	Giovanni HoSang
VP External Relations	Jasdeep Gill
VP Finance	Tawanda Chitapi
VP Student Services	Christina Loutsik
VP Student Life	Jessica Nguyen
VP University Relations	Shina Kaur
At-Large Representative	Maneet Aujla
At-Large Representative	Rayhaan Khan
Faculty Representative (Applied Sciences)	Nick Chubb
Faculty Representative (Arts & Social Sciences)	Jennifer Chou
Faculty Representative (Business)	Andrew Wong
Faculty Representative (Communications, Art, & Technology)	Fiona Li
Faculty Representative (Education)	Emerly Liu
Faculty Representative (Environment)	Julian Loutsik
Faculty Representative (Health Sciences)	Osob Mohamed
Faculty Representative (Science)	Simran Uppal

3.2 Society Staff

Campaign, Research, and Policy Coordinator	Sarah Edmunds
Executive Director	Sylvia Ceacero
Executive Assistant	Shaneika Blake
Administrative Assistant	Kristin Kokkov
Finance Manager	Rowena de la Torre

3.3 Guests

Council/Board Liaison	Ryan Vansickle
Council Chair	Gabe Liosis
Student	Jessica Fan
Student	Lauren Thomson
Student	Corbett Gildersleve

Student.....Samad Raza
Student.....Zak Thompson

3.4 Regrets

Faculty Representative (Communications, Art, & Technology)..... Fiona Li
VP External Relations Jasdeep Gill
VP Student Services Christina Loutsik
Faculty Representative (Environment) Julian Loutsik
Faculty Representative (Health Sciences) Osob Mohamed
At-Large Representative Rayhaan Khan

3.5 Absent

At-Large Representative Maneet Aujla

4. RATIFICATION OF REGRETS

4.1 MOTION BOD 2020-04-15:01

Shina/Nick

Be it resolved to ratify regrets from Jasdeep Gill (exam), Christina Loutsik (family matters), Julian Loutsik (family matters), Osob Mohamed (another meeting), and Rayhaan Khan.

CARRIED unanimously

5. ADOPTION OF THE AGENDA

5.1 MOTION BOD 2020-04-22:01

Nick/Shina

Be it resolved to adopt the agenda as presented.

CARRIED unanimously

6. APPROVAL OF THE MINUTES

6.1 Board Minutes – MOTION BOD 2020-04-22:02

Tawanda/Nick

Be it resolved to receive and file the following minutes:

- BOD 2020-04-15

CARRIED unanimously

6.2 Committee Minutes – MOTION BOD 2020-04-22:03

Emerly/Andrew

Be it resolved to receive and file the following minutes:

- FAC 2020-03-27

CARRIED unanimously

7. DISCUSSION ITEMS

7.1 2020/21 Fiscal Year budget draft

- Several basic assumptions were made as to what is going to happen in the summer and fall:
 - In the summer semester, the classes will be online and therefore the enrollment both for the international and domestic students is expected to drop.
 - Another assumption is that the SFSS staff will be back in the office in September.
- It was pointed out that the expenses that have been budgeted are normal expenses for the functioning of the organisation.
 - There is a division between administrative costs – finance office, student centre, the communications office etc.
 - The administration office – last year the budget was \$829,379, but now it is \$642,035.
 - Last year it was budgeted with the intent of hiring more people for the entire year, but this ended up not happening.
 - Now the budgeting was done with the number of people that are expected to be in the office.
 - The foodbank contribution is increased about \$10,000 to accommodate the needs that have been seen in the past months.
 - It was pointed out, that under the administrative cost there are several additional travel costs that were not budgeted last year – why is it budgeted for the upcoming year?
 - Those expenses are in the upcoming year’s budget because they were actual expenses even though they were not budgeted in the previous year.
 - About the food bank budget, it was asked why it was chosen to increase it by \$10,000 – it might not be enough.
 - It was explained that the calculations were done based on what had been spent in the previous year.
 - The Board can increase it, if necessary.
 - It was pointed out that Nesters Market and Safeway cannot offer virtual gift certificates – they would have to be in person.
 - Therefore, it was suggested to consider increasing the bursary contribution rather than the food bank program to address Covid-19 concerns.
 - It was pointed out that the contribution for the bursary can be added, or the Board can have a one-time vote about funds, as was done recently about the \$150,000.
- Board allocations:
 - Most of the things have been left at around the same levels.
 - The legal consulting fees have been increased.
 - The budget was done based on the previous year’s needs.
 - The Council expenditure has dropped to around \$2000
 - This was budgeted based on what was actually spent during the previous year.
 - The increase in the AGM budget shows the fee of the consultant who will present on the bylaws at the 2020 AGM.
 - The bylaws have been reviewed previously and are supposed to come to full approval at the 2020 AGM.

- The services are left around the same as if they were in person.
 - It is preferred to over project on the expenditure rather than under project them.
 - The numbers reflect what have been spent previously.
- There is a new line item – FNSA coordinator that has been hired and who will start in September.
 - The expenses are put in the FNSA budget to show the costs, but the FNSA coordinator is actually paid through the administrative budget.
 - For record purposes it is initially covered from FNSA funds, but in the end of the year the expenses are transferred from the operating funds.
- The projected deficit is \$515,000, but there is a surplus about \$250,000 from the last year.
- It was pointed out that the potential deficit in the budget is not a realized deficit.
 - The summer is not in person semester, the services for student union are not the same – there will be no need to buy supplies or rent rooms.
 - The expenditure will not be the same as projected.
 - If the fall is not in person semester, then it can be expected that about half of the budget will not be spent.
- There is no budget for Fall Kickoff.
 - The upcoming year will be taken to rethink how to organise large events.
- The aim of the budget is to preserve the organisation as much as possible in the current form so that the work could continue as soon as the situation normalizes again.
 - SFSS has enough money in the bank to sustain the pandemic.
- Aside what has been budgeted, SFSS has reserves that can be used to cover the losses should there be any in the end of the day.
- It was added that the SFSS will be eligible for the subsidy from the Government if the revenues are down 30% in May.
 - About up to 75% of the salaries would be funded by the Government assuming that there are no layoffs.
- It was pointed out that internal or forensics audit are not included in the budget.
 - The Council recommended not to go ahead with the audit, but to be more mindful with budgeting the large events in the future.
 - In addition, the Executive Committee did not come out with the clear directive regarding the audit and there was no motion on the Board table.
- It was asked if the government summer job program would apply to the student staff.
 - It was explained that the summer student jobs are very specific, and it is not sure if the collective agreement allows that.
 - However, this will be looked into more closely.
- It was brought out that in the Campaign, Research and Policy department there is a decrease in the budget although the motion was passed to hire a designated assistant.
 - It was explained that accessibility assistant was hired, and the salary will come out of the accessibility funds.
- There was a question about the communication office – there is a budget for subscription of Getty images, but there are a number of free stock images online.
 - It was suggested that the communication office should use free images.

- However, it was pointed out that the Communication office staff has previous experience and the subscription might be necessary.
- The final draft will be sent out to the Board for the final meeting on April 29th.
- It was suggested to have a note stating that the revenue is not prorated, and it is the revenue for the whole year so that there would not be any confusion about how much money there actually is.
 - In the financial statements it is said that SFSS has \$700,000 projected surplus, which is not real, but rather shows how the revenues are registered in the books.
 - It is an offset and it makes it seem bigger that it actually is.
- It was pointed out that there are no funds for space extension and accessibility in the budget.
 - These funds are at the discretion of the Board and the Board makes decisions based on what comes down the line.

7.2 Guidelines for board committees and directors using budgets under coordinator departments

- This guideline was made to support the committees that have their budgets housed in coordinator departments.
 - It is still the Board budget, but it is housed in the coordinator's department so it would be easier and quicker to pass funds.
- The committees prepare annual plans in the beginning of the year and report back to the Board on any expenditures.
- This makes it easier for the committees to organize events and pass funds.

8. ATTACHMENTS

- Simon Fraser Society Invoice 9208004_17.pdf
 - This invoice is an attachment for the motion that was carried in the previous meeting.
- Guidelines for Board Committees and Directors Using Budgets Under Coordinator Departments.pdf

9. ADJOURNMENT

9.1 MOTION BOD 2020-04-22:04

Shina/Giovanni

Be it resolved to adjourn the meeting at 3:18 PM.

CARRIED



GUIDELINES FOR BOARD COMMITTEES AND DIRECTORS USING BUDGETS UNDER COORDINATOR DEPARTMENTS

POLICY TYPE: GUIDELINE
BOARD BUDGET PILOT PROJECT

Adopted: April 22, 2020

This guideline sets out standards and processes for Board committees with the ability to pass funds, which are managed by Society coordinators. It is supported by GP-15: Advocacy and Lobbying Standards of the SFSS Board Policies and staff Standard Operating Procedures.

Definitions

1. Committee Annual Plan – an annual plan for the use of Board committee budgets broken down by initiative (e.g. advocacy campaign) that is passed by the Committee and the Board of Directors. This also includes the Branded Materials Plan.
2. Committee Budgets – the funds allocated by the Board of Directors that are managed under Society coordinator budgets, available for expenditure by the relevant Board committee. This also includes the Branded Materials Budget.

Application

This guideline applies to the following Board committees:

- The University and Academic Affairs Committee (UAAC) – supported by the Campaigns, Research and Policy Coordinator department
- The Federal, Provincial, and Municipal Advocacy & Lobbying Committee (FPMALC) – supported by the Campaigns, Research and Policy Coordinator department
- The Events Committee – supported by the MSC Events Coordinator department
- The Vancouver Campus Committee – supported by the MSC Events Coordinator department
- The Surrey Campus Committee – supported by the MSC Surrey Coordinator department

This guideline also applies to the following:

- Branded Materials – supported by the Communications Coordinator department
 - o Any Board member can access this budget item

Standards

1. The Board of Directors must approve all Committee Annual Plans for administering Committee Budgets.
2. All initiatives presented in the Committee Annual Plan must contain an overview of the following:
 - a. key contact for the initiative,
 - b. purpose of the initiative,
 - c. targeted outcome,
 - d. measure of success,
 - e. budget,
 - f. timeline,
 - g. fact sheet, if necessary,
 - h. partners and/or sponsors, if any,
 - i. actions taken, and
 - j. commitments made and their status.
2. The Chairs of the committees must provide the Board with both a proposal prior to the initiative being undertaken, and a summary report after the completion of the initiative and all relevant expenses are paid.
 - a. The Chairs of the UAAC and FPMALC must also provide the Board with a monthly written report on progress if the timeline for the initiative is greater than one (1) month, as per GP-15.
 - b. Any Board member that requires branded materials must notify the entire Board, in writing, of their intention to purchase branded materials using the Branded Materials Budget prior to the purchase of those materials, constituting a proposal to the Board. They must provide the Board with a summary report after the purchase.
3. If initiatives require the expenditure of funds not included in the Annual Plan, a motion must be brought to the committee for recommendation to the Board.
 - a. If the committee is already over their annual budget, they must bring a motion to the Board for approval.

Process

4. The Chair of each individual committee or Board member accessing the Branded Materials Budget, in consultation with the respective coordinator will:
 - a. review the past annual plans and reports provided to them by Society,
 - b. develop an Annual Plan which will include, for each proposed initiative, all standards as per 2 a-i of this guideline,

- c. implement the initiatives described in the Annual Plan, providing Board with a proposal report and summary report, and monthly report on its development if the initiative uses the Advocacy Initiatives budget, and
- d. submit all reports to the relevant coordinator for permanent filing.

Invoice Number: 9208004_17

Client Number: 814433

Invoice Date: March 30, 2020

Invoice Terms: Due Upon Receipt

Simon Fraser Student Society
Maggie Benston Centre 2270,
Simon Fraser University
8888 University Drive
Burnaby BC, BC V5A 1S6

For Professional Services Rendered:

Final invoice for professional fees for discussions and presentations with SFSS Executive and Board related to audit options for the Fall Kick-off	9,079.00
Out-of-Pocket Expenses	1,208.00
Administrative Expenses	453.95
GST	537.05
Sub Total (CDN)	11,278.00

GST Registration Number: 121882955 RT 0001

Invoices are due and payable upon receipt. A service charge of 1.5% per month (19.56% per annum) will be added to any invoice not paid within 30 days of billing.