

## 1. CALL TO ORDER

Call to Order – 6:14pm

## 2. TERRITORIAL ACKNOWLEDGMENT

We respectfully acknowledge that the SFSS is located on the traditional, unceded territories of the Coast Salish peoples, including the x<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sḵw̓xwú7mesh Úxwumixw (Squamish), Seíílwitulh (Tsleil-Waututh), k<sup>w</sup>ik<sup>w</sup>əłəm (Kwkwetlem) and ǵicǵy (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 Finance and Administrative Services Committee Composition

VP Finance and Services (Chair) ..... Abhishek Parmar  
Ex-officio (President) ..... Helen Sofia Pahou  
VP Internal and Organizational Development ..... Judit Nagy  
Faculty of Communication, Art, and Technology..... Rastko Koprivicia  
Geography Councillor ..... Natasha Kearns  
Mathematics Councillor ..... Ben Tischler  
Earth Science Councillor..... Eden Lien

### 3.2 Absents

Geography Councillor ..... Natasha Kearns  
Finance Coordinator ..... Kurt Belliveau  
Finance Coordinator ..... Zoya Nari

## 4. CONSENT AGENDA

### 4.1 CONSENT AGENDA

Be it resolved to adopt the consent agenda by unanimous consent.

**CARRIED UNANIMOUSLY**

**4.1.1. MATTERS ARISING FROM THE MINUTES-MOTION FASC 2022-07-22:01**

Be it resolved to receive and file the following minutes:

- FASC 2021-04-27

## **5. ADOPTION OF THE AGENDA**

### **5.1 MOTION FASC 2022-07-22:02**

**Abhishek/Judit**

Be it resolved to adopt the agenda as presented.

**CARRIED AS AMENDED**

- Add discussion item 7.4

## **6. NEW BUSINESS**

### **6.1 Appointment of Vice Chair – MOTION FASC 2022-07-22-03**

**SUBMITTED BY:** VP Finance and Services “Abhishek Parmar”

**Rastko/Eden**

Be it resolved to appoint Judit Nagy as Vice Chair of Finance and Administrative Services Committee for the 2022-23 Council Year.

**CARRIED AS AMENDED**

- Strike “Councillor X” from the motion and replace it with “Judit Nagy”

## **7. DISCUSSION ITEMS**

### **7.1 Finance and Administrative Services Committee review of terms of reference and past practice**

**SUBMITTED BY:** VP Finance and Services “Abhishek Parmar”

- The committee reviewed their responsibilities in SO-6 of the SFSS Council Policies.

### **7.2 R-12 applicability for Stipend Reduction under R-4 and proposed OTP-3**

**SUBMITTED BY:** VP Internal and Organizational Development “Judit Nagy”

**ATTACHMENT:** R-12 Applicability for Stipend Reductions under R-4.docx

- VPIOD asked about the process and logistics of proposing new regulations.
- The committee discussed if R-12 needs to be followed. They will follow up on this topic after the correct interpretation of R-12 is known.

### **7.3 Half-hour pay for Executives**

**SUBMITTED BY:** VP Internal and Organizational Development “Judit Nagy”

**ATTACHMENT:** New OTP-3

**BLURB:** In December 2021, the last board approved paying full amount during half-work periods of April, August, and December. If we only pay for the half hours, rather than the full amount, we could save 22K just on Executives.

- VPIOD suggested paying executives only for the hours they work during exam periods.
- The committee was in favour of this change, they mentioned how the \$22k can go back into the organization and that this change will show the integrity of the executives to the student body.

**7.4 EFT Project**

**SUBMITTED BY:** VP Finance and Services “Abhishek Parmar”

- Currently, student reimbursement is done through signing and mailing physical cheques. Switching to e-transfers can cut out a lot of work done by the finance team.
- VP Finance and Services “Abhishek Parmar” mentioned that Scotia Bank currently waives the fees on sending cheques. E-transfers will have a set \$1.50 fee per transfer.
- FCAT Councillor “Rastko Koprivicia” suggested implementing an email verification process to ensure the money is being transferred to a student. He also suggested looking for local vendors who will send bulk e-transfers at a lower fee, without needing to switch banks.

**8. IN-CAMERA**

**8.1 MOTION FASC 2022-07-22:04**

**Rastko/Judit**

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

**CARRIED UNANIMOUSLY**

**9. EX-CAMERA**

**9.1 MOTION FASC 2022-07-22:05**

**Abhishek/Ben**

Be it resolved to go ex-camera.

**CARRIED UNANIMOUSLY**

**10. ATTACHMENTS**

**10.1** R-12 Applicability for Stipend Reductions under R-4.docx

**10.2** New OTP-3

**11. ADJOURNMENT**

**11.1 MOTION FASC 2022-07-22:06**

**Ben/Judit**

Be it resolved to adjourn the meeting at 7:21pm

**CARRIED UNANIMOUSLY**

## **Change to Conflict Rules in R-4**

*Whereas concurrently serving as an executive of a group that operates within the SFSS and as an SFSS Executive could give rise to potential conflicts of interest;*

*Whereas By-Law 13(3) outlines a basic framework for preventing this, although there is no enforcement measure outlined within any council policies;*

*Whereas one method of ensuring that these rules is a stipend reduction under R-4; Be it resolved to amend R-4 by adding a new heading "Conflict in Seats Held" that contains a new R-4.17 that reads:*

*4.17. Executive officers may not sit as an executive of a Faculty Student Union, Departmental Student Union, Constituency Group, or Club at the same time as they are a member of the executive committee.*

*Be it resolved to amend R-4.17 by adding a new subsection (a) that reads:*

*a. The stipend of an Executive Officer will be reduced by \$100 where they fail to comply with this rule.*

*Be it resolved to renumber the policy accordingly.*

## **Clarification to Executive Officer Committee Stipend Reduction Rule**

*Whereas R-4.15(a), the rule on when the stipend of an executive officer is reduced for not sitting on enough committees, is currently ambiguous in its application*

*Whereas R-4.15(a) should be clarified to ensure that it is clearly worded and can be applied consistently, if necessary, without any ambiguity about its meaning*

*Be it resolved to strike Section R-4.15(a) and replace it with the following:(a) The stipend of an Executive Officer will be reduced by \$200 when they are named to zero (0) committees, and by \$100 when they are named to one (1) committee.*



## OTP-3: INCOMING EXECUTIVE OFFICERS

<i>POLICY TYPE: ORIENTATION AND RETENTION POLICIES</i>		
<i>POLICY TITLE: INCOMING EXECUTIVE OFFICERS</i>		
<i>POLICY REFERENCE NUMBER: OTP-3</i>		
<i>Adopted Next Scheduled Revision Previous Revisions</i>		
<i>Position</i>	<i>Signature</i>	<i>Date</i>
<i>President</i>		

### **Policy**

*3.1 OTP-3 shall take effect once the General Election for the Executive Committee concludes and results are released. Its purpose shall be to ensure that Incoming Executive Officers are onboarded, trained, and prepared for their roles as Executives of the SFSS.*

- (a) OTP-3 shall not apply to Incoming Executives elected via a by-election or appointed by a resolution of Council to fill a vacancy on the Executive Committee.*

*3.2 The President and VP Internal and Organizational Development are to oversee the training of the Incoming Executives.*

- (a) The President and VP Internal and Organizational Development shall ensure that the Incoming Executives who will be signing authorities are transferred signing authority by the time that they take office.*
- (b) The Outgoing VP Finance and Services shall ensure that the Incoming VP Finance and Services has access to relevant banking and payroll information by May 1 of every calendar year.*

3.3 *Incoming Executives are required to report at least thirty (30) hours of training between late-February and late-April.*

- (a) The incoming Executive will receive a stipend for thirty (30) hours of work. Additional hours are voluntary and will not be financially compensated.*
- (b) An Incoming Executive shall not receive an additional stipend if they are also a part of the Outgoing Executive committee*

3.4 *The Board Organizer is tasked with scheduling basic training sessions for the Incoming Executives, between late-February and mid-April:*

- (a) Bylaw and Policy overview with the Policy, Research, and Community Affairs Coordinator and VP Internal and Organizational Development*
- (b) Robert's Rules and Committee Chairing Training with the Administrative Coordinator and VP Internal and Organizational Development*
- (c) Privacy and Information Management with the Privacy Officer*
- (d) Building Operations with The Building Manager and Building Team*
- (e) Society Finances and Budget with the Finance Department and VP Finance and Services*
- (f) Member Services Operations with the Member Services Coordinators*
- (g) HR and Unionized Staff Relations with The Operations Organizer and President*

3.5 *The training sessions outlined in 3.4 (a)-(f) shall be two (2) hours to five (3) hours of shadowing the relevant departments, or required attendance in other facilitated training sessions. These sessions are required to occur after every General Executive Committee Election. The Board Organizer is tasked to ensure these sessions are scheduled before the new Council term begins.*

- (a) Sessions with SFSS departments shall include, but are not limited to:*
  - (i) How the department works*
  - (ii) What functions the department performs for the Society*
  - (iii) How the department works in relation to the Executive Committee*
  - (iv) Overview of programs used to perform tasks*



- (v) *Real-life application of department functions*

3.6 Sessions outlined in s. 3.3 (a)-(f) are mandatory for all Incoming Executives to complete before May 1 of each elected term. If an Incoming Executive does not complete these training sessions by May 1st, the VP Finance and Services shall reduce the Executives stipend by \$200 in each pay period where all training sessions have not been completed.

- (a) *In the case where the VP Finance and Services is found in violation of s. 3.5, and is unwilling to reduce their own stipend, the President may escalate this to Council.*

### **Process**

3.7 Incoming Executives are required to shadow their Outgoing Executive counterparts for their transition. Shadowing may include, but is not limited to:

- (a) *Check-in meetings with their Executive*
- (b) *Performing duties alongside, and under the supervision, of their Executive*
- (c) *Attending and contributing to committee meetings*
- (d) *Attending meetings with their Executives, when appropriate*
  - (i) *It is up to the Outgoing Executive Officer's discretion what meetings, may or may not, be appropriate.*

3.8 Incoming Executives are required to track their hours, meetings, and progress through training work reports.

- (a) *The Outgoing VP Finance and Services is tasked with providing the Incoming Executives with the semi-monthly work report templates.*
- (b) *The Incoming Executives are required to submit a semi-monthly work report, which will be reviewed by the Outgoing VP Finance and Services.*
- (c) *Hours will be tallied by the end of the reporting period to ensure that the required thirty (30) hours of training were completed.*

3.9 The Semi-Monthly Training Work Reports of Incoming Executives must include:

- (a) *All meetings attended during that period*

(b) *The amount of time spent attending meetings, working on projects/events, and any other time spent fulfilling their job as an Incoming Executive Committee Member.*

3.10 *The Semi-Monthly Training Work Reports of Incoming Executives are due on the 16th and 1st of every month*

3.11 *Incoming Executives are required to adhere to the SFSS Constitution, Bylaws, Collective Agreement, and Policies while completing their training.*

3.12 *Incoming Executives answer to their Outgoing Executive counterparts. If necessary, the Outgoing Executive may escalate matters to the Outgoing President for disciplinary measures.*

(a) *Disciplinary measures may include, but are not limited to:*

- (i) *An informal warning from the Outgoing Executive Officer*
- (ii) *A formal warning from the Outgoing Executive Officer*
- (iii) *A formal warning from the President*
- (iv) *Recommendations being brought to Council for further disciplinary measures aligned with SFSS Policies, Bylaws, and the Societies' Act.*

(b) *Notwithstanding OTP-3.12, if the Incoming Executive is a current member of Council, the matter may also be escalated to the Committee on Councillor Breaches of Confidence, if appropriate.*

(c) *Notwithstanding OTP-3.12, if the Incoming Executive is a current Executive Officer, the matter may also be escalated to the Oversight Committee on Executive Officers in compliance with its Terms of Reference.*

3.13 *Incoming Executives are expected to work on an Annual Plan for their respective portfolios throughout their training period.*

(a) *These plans should be completed by the third week of May at the latest.*

(b) *Annual Plans shall be published on the Society website.*