

## Board of Directors Meeting Minutes

Tuesday, October 07, 2014

Students' Union Building

### 1) Meeting Called to Order

4:00PM

#### PRESENT

Dylan Robinson	President
Leif Douglass	Vice President External
Melissa Gordon	Vice President Internal
Meshari Alanazi	International Students' Representative
Kaitlin Clement	Director-at-Large
Lahana Ghosh	Director-at-Large
Taylor Gluska	Director-at-Large

#### REGRETS

Paige Bernard	Women's Representative
Elizabeth Whiting	Aboriginal Representative
Sabina Donnelly	Graduate Students' Representative
Cameron Staff	Director-at-Large

#### ABSENT

Trad Bahabri	Vice President Finance
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#### STAFF

Nathan Lane	Executive Director
Alex McLellan	Research and Governance Coordinator
Natalie Reisle	Membership Development Coordinator
Abbey McAuley	Services Coordinator
Jillian Griffin	Campaigns and Outreach Coordinator

### 2) Approval of the Agenda

2.1) MOTION  
*CLEMENT/GLUSKA*

Be it resolved that the Board of Directors adopt the agenda as presented  
**CARRIED**

### 3) Approval of the Minutes

3.1) MOTION  
*DOUGLASS/GORDON*

Be it resolved that the Board of Directors adopt the minutes from the September 23, 2014 Board of Directors meeting  
**CARRIED**

3.2) MOTION  
*ALANAZI/GLUSKA*

Be it resolved that the Board of Directors adopt the minutes from the September 15, 2014; and September 22, 2014 Executive meetings

**CARRIED**

4) **Correspondence**

FOR ACTION

FOR INFORMATION

5) **Presentations**

6) **Committee Reports**

Campaigns Committee

Douglass reported that the committee met once, on September 25, since last Board meeting, and reviewed a presentation of the Union's annual public opinion polling data. This polling data is collected each year by a national firm contracted by the Union and serves to demonstrate how the community feels about post-secondary education issues to guide our campaigns and outreach work.

On September 30, the Union made its presentation to the Standing Committee on Finance and Government Services, which tours the province each year to receive advice on the provincial budget. The presentation provided analysis and recommendations on fees, funding, and financial aid. It was well received with committee members commenting on the professional and well-researched presentation and document.

Members of the Campaigns Committee met with the Office of Environment and Sustainability today to discuss food and beverage container options on campus in an extension of the previous Ban Plastic Bottles campaign. Currently a campus-wide composting system cannot process compostable food containers, so it is proposed that a system to process those containers would be developed and the campus would move to all compostable containers.

Services Committee

No report

Entertainment Committee

Gordon reported that the committee met once, September 26, since the last Board meeting. The committee received a report on the Poetry Night, and due to a lack of progress it was cancelled to allow the committee to focus on providing excellence in established events. The committee broke into working groups to address Winter Kickstart events, which has been effective.

The Common Voices speaker has also been booked and the logistics finalized.

## Equity Committee

Gordon reported that the committee met once, on September 24, since the last Board meeting. It received reports on the Pride Parade, which has now happened; on the International Student Visa Workshop, which is progressing with a meeting with Kamloops Immigration Services; and on the LGBTQ Representative vacancy. The committee had a discussion on its participation in Kickstart events and noted the importance of tailoring participation to match the purpose and character of each event.

The Pride Parade was held on September 26, and was largely successful. Participation was good with a range of students, faculty, staff, and community members.

The Graduate Student Development Day was held on October 3. The presenters were excellent and there was good participation by attendees. In the future, an area of focus will be improved attendance.

## Policy Committee

Robinson reported that the committee met once, on September 25, since the last Board meeting. While the summer work of the committee focused on issues policy, it has now shifted to operational policy. The committee had an initial discussion on childcare policy to determine the principles of who would be covered, for what activities they would be covered, and to what extent would coverage be provided. A draft of the policy based on these principles will be developed for consideration at the next committee meeting.

## Executive Committee

No report

## 7) Institutional Student Representation Reports

### Student Caucus

Robinson reported that the Student Caucus has been focus on Orientations for new members, with two group Orientations and number of individual orientations for those who couldn't attend. These orientations provide the tools, skills, and background needed to participate in institutional governance.

The Meeting Participation Workshop will be held tomorrow, and is open to all students, faculty, staff, and administration. Board members are encouraged to attend.

Finally, as noted at the previous meeting, there are a number of addition appointments to be made, and the associated motions will be considered later in this meeting

## 8) Canadian Federation of Students Report

## 9) Finance Report

### Financial Statement – July 2014

Lane reported on the final unaudited statement of the 2013/14 fiscal year. This statement was prepared by the Union's accountant, and submitted to the auditor.

The Statement of Financial Position represents the balance sheet of the Union. Current assets consist primarily of cash reserves built up over many years of operation, and provides for cash flow and major purchases. These reserves are distributed by the interfund account between the unrestricted, capital, and health and dental funds. Long-term assets consist of approximately \$3.0M in leasehold improvements; \$300,000 in furniture and equipment; \$195,000 in deferred rental expenses. Current liabilities of approximately \$420,000 consist of accounts payable and current loan payments. Long-term liabilities of approximately \$3.0M consist of total loans. Overall, the Union has strong net equity and is in a strong cash position.

The Statement of Operations represents the Union's financial management over the past year.

In the Unrestricted Fund, revenue slightly exceeded the budget with membership dues, Common Grounds sales, and the Employment Centre on target; and the UPass, tickets and passes sales, Club Dissolutions, interest and investments, and sponsorship and event revenue slightly over budget. Overall, the Union demonstrated very accurate and appropriately conservative revenue projections.

In the Unrestricted Fund, expenditures were slightly over budget. The Equity Collectives were budgeted on the old model, which provided significant disparity between budgeting and expenditures for individual Collectives. The move to activity-based budgeting this fiscal year should address this. Campaigns were on budget. The Student Caucus did not realize expenditures that were expected for presenters. Common Grounds food was under budget, coffee was on budget, containers were under budget due to inventory management, and wages were on budget; the operation remains viable as a not-for-profit service. UPASS remittance was over budget and opt outs were under budget, suggesting that projections need improvement. Tickets and passes were on budget. Students' Union Building insurance was under budget, janitorial was on budget despite cost pressures, utilities were not billed, and offsite storage was under budget. However, Students' Union Building repairs and maintenance was significantly over budget due to the volume of traffic and a series of unplanned repair projects. Clubs Day was over budget. Club Grants were on budget to the credit of the Board, which manages that expenditure directly. The Endowment was over budget to take advantage of a government matching grant. Discount programs and the Food Bank had minimal expenditures. In entertainment, the Back-to-School Barbeque and Tunes Against Tuition Fees were slightly over budget; the Movie Night was under

budget; Common Voices was over budget for additional production; and the Last Class Bash was under budget. The “Other” category encompasses expenditures for new equity collectives. In communications and membership development, website hosting was not billed and materials were not ordered due to existing inventory. Office Administration was largely on budget. However, staff orientation and meetings were over budget due to an unbudgeted social, which was of benefit; bank charges were slightly over budget; telephone was over budget due to overuse and hardware upgrades; and software and licensing was over budget due to new and upgraded work stations. Professional fees were slightly over budget. Honoraria and benefits were over budget due to the addition of new Board members and increased summer service of Board members. The Board Orientation has a negative expense due to a credit from a service provider. Wages and benefits were slightly over budget due to filling vacant staff positions and scheduled salary increases.

Overall, the Unrestricted Fund had an excess of revenue over expenditure of approximately \$62,000, which, in addition to strong opening balance, leaves the fund in a good position.

In the Health and Dental Fund, revenue exceeded the budget as regular fees were slightly over budget and opt in fees were significantly over budget despite accommodation for past growth. Expenditures were slightly over budget largely due to higher premiums corresponding to greater enrolment. The fund remains in a strong position.

In the Capital Fund, revenue was right on target. Expenditures were under budget. Amortization was slightly over budget due to growth in value of building, but interest payments were significantly under budget. The fund is operating with a positive balance despite significant growth and improvements to the Students' Union Building, and the fund is in a strong position to consider advance payment on debts.

**10) Staff Report**

**11) Old Business**

**12) New Business**

12.1) MOTION – APPOINTMENT OF STUDENT REPRESENTATIVE  
*CLEMENT/GORDON*

Be it resolved that the Board of Directors appoint Courtney Hunter to the Nursing Faculty Council

**CARRIED**

12.2) MOTION – APPOINTMENT OF STUDENT REPRESENTATIVE  
*DOUGLASS/GLUSKA*

Be it resolved that the Board of Directors appoint Ishmeet Singh to the Convocation Advisory Committee

**CARRIED**

- 12.3) MOTION – APPOINTMENT STUDENT REPRESENTATIVE  
*ALANAZI/CLEMENT*  
Be it resolved that the Board of Directors appoint Jarryd Burles to the Sustainability Grant Fund Advisory Committee  
**CARRIED**
- 12.4) MOTION – CLUB REGISTRATION  
*GORDON/ALANAZI*  
Be it resolved that the Board of Directors ratify the Women and Law Club  
**CARRIED**
- 12.5) MOTION – CLUB REGISTRATION  
*GORDON/ALANAZI*  
Be it resolved that the Board of Directors ratify the Defense of the Ancients Club  
**CARRIED**
- 12.6) MOTION – HONORARIA REPORT  
*DOUGLASS/GLUSKA*  
Be it resolved that the Board of Directors receive the Honoraria Report for the period of August 17 – September 24, 2014  
**CARRIED**
- 13) Meeting Time**  
Tuesday, October 21, 2014 – 4:00PM
- 14) Notices of Motion**
- 15) In Camera Section (if needed)**
- 16) Adjournment**
- 16.1) MOTION  
*GORDON/CLEMENT*  
Be it resolved that this meeting be adjourned  
**CARRIED**