

Board of Directors Meeting Minutes

Tuesday, August 11, 2015

Students' Union Building

1) Meeting Called to Order

4:05PM

PRESENT

Melissa Gordon	President
Amber Storvold	Vice President External
Ryan Makar	Vice President Finance
Sonya Charley	Aboriginal Representative
Dana Prymak	International Students' Representative
Rami Alzahrani	Graduate Students' Representative
Abdullah Alosaiwan	Director-at-Large
Noel Braganza	Director-at-Large
Eric Rankin	Director-at-Large

REGRETS

Meshari Alanazi	Vice President Internal
Paige Bernard	Women's Representative
Julian Simpson	LGBTQ Representative
Cameron Staff	Director-at-Large

ABSENT

STAFF

Nathan Lane	Executive Director
Alex McLellan	Research and Governance Coordinator
Abbey McAuley	Services Coordinator
Jillian Griffin	Campaigns and Outreach Coordinator
Dylan Robinson	Equity Coordinator

2) Approval of the Agenda

2.1) MOTION
RANKIN/BRAGANZA

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

3) Approval of the Minutes

3.1) MOTION
STORVOLD/ALOSHAIWAN

Be it resolved that the Board of Directors adopt the minutes from the July 28, 2015
Board of Directors meeting
CARRIED

3.2) MOTION
PRYMAK/BRAGANZA

Be it resolved that the Board of Directors adopt the minutes from the July 27, 2015 and August 04, 2015 Executive Committee meetings

CARRIED

4) **Correspondence**

FOR ACTION

FOR INFORMATION

5) **Presentations**

6) **Committee Progress Reports**

Campaigns Committee

Storvold reported that the committee last met on August 06, and discussed the federal election campaign and campaigns outreach in September.

For the federal election campaign, the committee has begun planning a “pizza and politics” style voter outreach event. This would serve as a more social and informal way to engage students in the election, and is tentatively booked in the Students' Union Building on September 24 or October 08 depending on the date of the all candidates forum. Materials for the campaign are in development, including a questionnaire for candidates to provide student voters with information about the positions related to post-secondary education. This will serve to inform students' vote and as a starting point for participation in the all candidates forum. Finally, the committee is working with the local returning officer to secure a campus polling station. Initial possibilities are either an advanced or regular polling station on campus with the Students' Union Building as the location.

For campaigns outreach, the committee considered participation in the Union's September event schedule, and materials are in development.

The committee will meet next on August 20.

Services Committee

Makar reported the committee last met August 10, and discussed the continuing education program and the Health and Dental Plan referendum.

For the continuing education program, the committee brainstormed an official program title; confirmed three instructors; and began developing the online calendar, instructor biographies, and web and social media content.

For the Health and Dental referendum, the committee agreed on a question to recommend to the Electoral Committee, and began drafting web and social media content.

Entertainment Committee

No report

Equity Committee

No report

Policy Committee

Nothing to report

Executive Committee

Nothing to report

7) Institutional Student Representation Reports

Student Caucus

Gordon reported that the Steering Committee has submitted a parking and transportation proposal and is awaiting a response. The Student Services Review Task Force held first meeting and Makar began his service as the student representative. The committee has submitted revisions to the Exam Policy and is awaiting a response. Finally, the committee is preparing for membership recruitment in September.

8) Canadian Federation of Students Report

9) Finance Report

Financial Statement – January 2015

Financial Statement – February 2015

Financial Statement – March 2015

Financial Statement – April 2015

Financial Statement – May 2015

Financial Statement – June 2015

Lane reported on the Statement of Operations.

Operating Fund revenue is on target. Membership fees at this point do not include summer fees, and will meet or exceed the budget. Common Grounds revenue is on target, but is reduced as expected from the previous year due to the impact of changes in the campus food service market. Common Ground revenue was lower in all months this year except September and February compared to last year, and the Union may need to project lower revenues again in the coming budget. Other revenue exceeds the budget due to donations to the Food Back. Overall, revenue is generally stable from year to year.

Operating Fund expenditures are on target. Equity Committee expenditures vary from the budget due to the shift from constituency to activity-based budgeting,

which required new estimates. The coming budget estimates will have greater accuracy. Campaigns materials are under budget due to the significant use of internally produced materials. The Student Research Program does not have expenses because it is a carryover from a previous budget and will not continue. The Student Caucus was over budget for Orientation and materials, but under budget for workshops, meetings, and dialogues due to changes in the program operations. Common Grounds expenditures are closely connected to revenue and, with strong waste management, staff has been successful in managing costs in relation to the decline in revenue. As a result, the coffee shop continues to be financially viable. UPASS materials and supplies were over budget due to the one-time transition to the campus card. Tickets and passes expenditures are down significantly due to the termination of Blazers partnership, which the next budget will account for. The Fall Movie Night significantly overspent due to new accounting for production costs across a number of Kickstart events; overall the Kickstart events are slightly over budget. Website and social media were over budget due to a decision by the Executive to purchase social media advertising. Wages were slightly under budget despite significant overtime due to budgeting for positions that were vacant for a portion of the fiscal year. This reduces dramatic fluctuations between years, and wages will be stable next year with a full staff component due to a corresponding reduction in the need for overtime. Benefits were over budget due to the addition of staff that was not accounted for.

Overall the Operating Fund has an approximate \$60,000 surplus and is performing well. In the coming budget, that surplus is expecting to be much smaller as operations reach full capacity and fiscal discipline will be increasingly important.

In the Health and Dental Fund, revenue has outperformed the budget due to continual growth in opt in fees over multiple years, which has been adjusted for and outstripped each year. For expenditures, premiums are closely on target. The Fund is anticipated to have a small surplus.

In the Capital Fund, revenue is stable and on target. Fees will be on budget with the addition of summer fees, and the replacement and recovery reserves are received by schedule. For expenditures, amortization is over budget due to growth in assets during the fiscal year. The fund is intended to avoid deficit by saving through fees and reserves at the same rate as amortization and debt repayment. However, the Fund may perform as a sinking fund as the capacity to fund reserves from the Operating Fund is reduced. This is acceptable practice for the Capital Fund since a reduction in the significant cash balance is corresponds with a reduction in amortization and debt payments, but it is not ideal for ensuring a continued capacity to maintain and add new assets.

In the TRUSU Grants Fund, there is no revenue in this fiscal year. There are expenditures because the fund was transitioned from TRU at the end of the TRU fiscal year ends at March 31. The Union's fiscal year ends on July 31, so expenditures since March 31 are being accounted for in this fiscal year.

Revenue will not be realized until the start of the next fiscal year at August 01. As a result, in the next fiscal year, the Fund will effectively cover 18 months of expenditures.

Overall, the Union remains in a strong financial position. The small deficit anticipated in the Capital Fund is the one area for improvements, and the coming budget will include a recommendation to transfer \$500,000 from Health and Dental Fund to Capital Fund to address this situation.

10) Staff Report

11) Old Business

12) New Business

12.1) MOTION – CLUB RATIFICATION
CHARLEY/ALOSHAIWAN

Be it resolved that the Board of Directors ratify the Online Media Club
CARRIED

12.2) MOTION – HONORARIA
STORVOLD/BRAGANZA

Be it resolved that the Board of Directors receive the Honoraria Report for the period of July 16-29, 2015
CARRIED

12.3) MOTION – RESIGNATION
RANKIN/STORVOLD

Be it resolved that the Board of Directors accept the resignation of Vice President Internal Meshari Alanazi
CARRIED

13) Meeting Time

Tuesday, August 25, 2015 – 4:00PM

14) Notices of Motion

15) In Camera Section (if needed)

16) Adjournment

16.1) MOTION
CHARLEY/BRAGANZA

Be it resolved that this meeting be adjourned
CARRIED