

**FINANCE
COMMITTEE**

Wednesday September 16, 2015

5.00pm

SUB 0-55

AGENDA (FC 2015-06)

2015-06/1 INTRODUCTION

2015-06/1a Call to Order

2015-06/1b Approval of Agenda

2015-06/1c Approval of Minutes

2015-06/1d Chair's Business

2015-06/2 QUESTION/DISCUSSION PERIOD

2015-06/3 COMMITTEE BUSINESS

2015-06/3a BONDARCHUK MOVES TO appoint one member of Finance Committee to the Golden Bears and Pandas Legacy Fund Committee.

2015-06/3b DFU Financial Package Review: Student Legal Services.

Please see FC 15-06.01

2015-06/4 INFORMATION ITEMS

2015-06/5 ADJOURNMENT

2015-06/5a **Next Meeting: Monday October 5, 2015 at 5pm in SUB 0-48.**



STUDENT LEGAL SERVICES OF EDMONTON (SLS)

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August 31, 2015

Via Email

Audit Committee
Students' Union
2-900 SUB, 8900 114 St.
Edmonton, Alberta
T6G 2J7

Audit Committee:

Re: Students' Union Disbursement of Funds – Student Legal Services

Pursuant to the terms of Bylaw 6000(2) please find enclosed all necessary information for DFU fund disbursement.

Should you require any further information, please contact myself or the SLS bookkeeper, Ms. Shaun Devine at 780-492-2226

Sincerely,

Robert LaValley
Executive Coordinator 2015
Student Legal Services of Edmonton

CONDITIONS OF RECEIPT:

S. 2(1)(b) – Azhar Khan has been appointed to our Board of Directors by the Students' Union pursuant to s. 10.06(b) of our Bylaws.

S. 2(1)(b.i) – Please see the attached *Appendix A: 2015-2016 Global Budget*. The only significant change from last year to this year is that the Board of Directors approved hiring an additional caseworker (\$11,000) from SU funds to meet the increased demand in the Criminal Law Project.

S. 2(1)(b.ii) – See *Appendix B: 2014-2015 Audited Financial Statement*.

S. 2(1)(b.iii) – I am not aware of any contracts in existence between Student Legal Services of Edmonton and the Students' Union.

S. 2(1)(b.iv) – The mandate of Student Legal Services of Edmonton is to assist undergraduate students not enrolled in the Augustana Faculty and members of Edmonton's low-income community with legal issues, free of charge. For evidence of compliance with this mandate see *Appendix C: SLS Annual Report 2015*.

Appendix A: Global Budget 2015-2016

GLOBAL BUDGET

	Current Budget 2014/15	Proposed Budget 2015/2016	Variance \$	Variance %
Casino	\$37,530.00	\$38,355.78	-\$35.11	-0.09%
CSJ (Federal)	\$24,140.00	\$26,554.00	-\$24.31	-0.09%
Students Union	\$35,437.74	\$35,405.33	-\$32.41	-0.09%
SU non- payroll exp.	\$2,150.00	\$3,000.00	\$850.00	39.53%
Total non- ALF exp	\$102,556.94	\$103,315.10	\$758.16	0.74%
Global Total Budget	\$505,383.27	\$505,365.34	-\$17.93	0%

Each year SLS receives approximately \$1.00 from every student at the University of Alberta. In 2012-2013, SLS requested more from ALF than ever before in order to allow SLS to create a small reserve fund with this money, which is subject to fewer restrictions than the other sources of funding.

The reserve fund will be maintained to cover unexpected expenses and student salaries. Along with other funding from the Alberta Law Foundation, our AGLC Casino, and the CSJ, this will allow SLS to hire 26 summer workers, who will continue to volunteer their time throughout the 2015-2016 school year. In addition to the regular hiring of 26 summer workers, SLS decided to hire an additional summer worker due to an increase workload in the criminal project. The money to hire an additional summer worker came from the reserve funds.

The remainder of incoming SU funds will continue to pay for subscriptions to current statutes, publications and legal texts. Also, SLS will host events to recruit new volunteers from the Faculty of Law and hold a volunteer appreciation party to thank the volunteers near the end of the school year.

STUDENT LEGAL SERVICES OF EDMONTON
Financial Statements
Year Ended March 31, 2015



INDEPENDENT AUDITOR'S REPORT

To the Members of Student Legal Services of Edmonton

Report on the Financial Statements

We have audited the accompanying financial statements of Student Legal Services of Edmonton, which comprise the statement of financial position as at March 31, 2015 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Student Legal Services of Edmonton as at March 31, 2015 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Edmonton, Alberta
July 24, 2015

KBH
Chartered Accountants

STUDENT LEGAL SERVICES OF EDMONTON

(Incorporated under the Societies Act of Alberta)

Statement of Financial Position

March 31, 2015

	2015	2014
ASSETS		
CURRENT		
Cash	\$ 140,952	\$ 139,912
Goods and services tax receivable	3,082	3,078
Prepaid expenses	4,081	3,670
	<u>148,115</u>	<u>146,660</u>
RESTRICTED FUNDS - CASINO <i>(Note 4)</i>	<u>43,719</u>	<u>81,628</u>
	<u>\$ 191,834</u>	<u>\$ 228,288</u>
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 10,298	\$ 8,727
Accrued funding repayment	5,073	7,478
	<u>15,371</u>	<u>16,205</u>
DEFERRED CONTRIBUTIONS - CASINO <i>(Note 5)</i>	<u>43,719</u>	<u>81,628</u>
	<u>59,090</u>	<u>97,833</u>
NET ASSETS		
Unrestricted	<u>132,744</u>	<u>130,455</u>
	<u>\$ 191,834</u>	<u>\$ 228,288</u>
LEASE COMMITMENT <i>(Note 6)</i>		

APPROVED BY THE BOARD

Director

Director

STUDENT LEGAL SERVICES OF EDMONTON

Statement of Operations

Year Ended March 31, 2015

	2015	2014
REVENUE		
Unrestricted		
Alberta Law Foundation - operating grant	\$ 397,753	\$ 389,830
Students Union levy	36,428	44,226
Interest	725	726
Donations	3,200	-
Publications sale and seminars	1,075	1,200
	<u>439,181</u>	435,982
Restricted		
Federal Government - CSJ	27,331	26,809
Casino	38,391	40,285
Miscellaneous	1,151	268
	<u>66,873</u>	67,362
	<u>506,054</u>	503,344
EXPENSES		
Salaries and related costs		
Employee benefits	26,480	26,847
Secretarial and administrative	53,449	54,867
Summer staff	286,000	286,001
Project and administrative costs		
Advertising	1,072	1,905
Direct case disbursements	527	1,168
Insurance	3,031	3,194
Legal advisors - retainers	36,243	38,224
Professional fees	6,663	6,663
Publications - library and legal education	360	316
Rent and utilities - project offices	29,457	27,777
Staff expenses	6,696	2,951
Stationery, postage and office supplies	32,776	26,195
Telephone	13,501	12,646
Travel and parking	7,510	7,896
	<u>503,765</u>	496,650
EXCESS OF REVENUE OVER EXPENSES	<u>\$ 2,289</u>	<u>\$ 6,694</u>

STUDENT LEGAL SERVICES OF EDMONTON

Statement of Changes in Net Assets

Year Ended March 31, 2015

	2015	2014
NET ASSETS - BEGINNING OF YEAR	\$ 130,455	\$ 123,761
Excess of revenue over expenses	<u>2,289</u>	<u>6,694</u>
NET ASSETS - END OF YEAR	<u>\$ 132,744</u>	<u>\$ 130,455</u>

STUDENT LEGAL SERVICES OF EDMONTON**Statement of Cash Flows****Year Ended March 31, 2015**

	2015	2014
OPERATING ACTIVITIES		
Cash receipts		
Alberta Law Foundation - operations	\$ 402,826	\$ 395,758
Students Union levy	36,428	80,226
Casino receipts	482	76,817
Donations	3,200	-
Federal Government grants	27,331	26,809
Publication sales, seminars and interest	2,951	2,533
Cash disbursements		
Salaries and wages	(365,929)	(374,495)
Project and administrative costs	(136,680)	(129,826)
	<u>(29,391)</u>	<u>77,822</u>
FINANCING ACTIVITIES		
Repayment of unspent prior year funding to Alberta Law Foundation	<u>(7,478)</u>	<u>(31,632)</u>
INCREASE (DECREASE) IN CASH FLOW	(36,869)	46,190
Cash - beginning of year	<u>221,540</u>	<u>175,350</u>
CASH - END OF YEAR	\$ 184,671	\$ 221,540
CASH CONSISTS OF:		
Cash	\$ 140,952	\$ 139,912
Cash - casino	38,829	76,925
Credit Union membership shares - casino	4,890	4,703
	<u>\$ 184,671</u>	<u>\$ 221,540</u>

STUDENT LEGAL SERVICES OF EDMONTON

Notes to Financial Statements

Year Ended March 31, 2015

1. PURPOSE OF ORGANIZATION

Student Legal Services of Edmonton ("SLS") is a non-profit charitable organization of law students which provides free legal assistance as agents in Criminal and Civil Court to people who do not qualify for Legal Aid and are not able to afford a lawyer. SLS also performs legal research and education in areas of general community interest and concern and background work and suggestions for legal reform.

To meet its objectives, SLS operates a number of specific projects such as Corona Criminal Project, Legal Education Project, Family Law Project, Legal Reform Project and Civil Law Project. Leadership for these projects is provided by employing approximately 26 law students between May and August of each year. In addition to these leaders and full-time clerical staff and legal advisors, there are approximately 300 volunteers involved during the year.

SLS is incorporated under the Societies Act of Alberta as a non-profit organization without share capital.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Financial instruments

Measurement

The entity initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The entity subsequently measures all its financial assets and financial liabilities at amortized cost. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, and restricted funds - casino. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, and accrued funding repayment.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

Transaction costs

The entity recognizes its transaction costs in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

Revenue recognition

Student Legal Services of Edmonton follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

(continues)

STUDENT LEGAL SERVICES OF EDMONTON

Notes to Financial Statements

Year Ended March 31, 2015

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Capital assets

Capital assets are recorded at cost less accumulated amortization. It is the organization's policy to only capitalize assets that are material.

Donations of materials

Materials donated to SLS are recorded at fair market value. No materials were donated during 2015 or 2014.

Donations of capital assets

Capital assets donated to SLS are recorded at fair market value. No capital assets were donated in 2015 or 2014.

Donations of services

The work of SLS is dependent on the voluntary service of many individuals. Since these services are not normally purchased by the Society and because of the difficulty of determining their fair market value, donated services are not recognized in these financial statements.

3. FINANCIAL INSTRUMENTS

It is management's opinion that SLS is not exposed to any significant credit, liquidity, market, currency, interest or other price risks from any financial instruments.

4. RESTRICTED FUNDS - CASINO

Casino funds may only be utilized for specific purposes as approved by the Alberta Attorney General, Gaming Control Branch. Approved expenditures include pamphlet reproduction costs as well as operating costs of SLS such as rent, utilities, equipment maintenance, insurance, capital expenditures and summer staff.

	<u>2015</u>	<u>2014</u>
Casino funds are comprised of:		
Cash	\$ 38,829	\$ 76,925
Credit Union membership shares	4,890	4,703
	<u>\$ 43,719</u>	<u>\$ 81,628</u>

5. DEFERRED CONTRIBUTIONS - CASINO

	<u>2015</u>	<u>2014</u>
Balance at beginning of year	\$ 81,628	\$ 45,096
Receipts		
Proceeds from casino	-	76,549

(continues)

STUDENT LEGAL SERVICES OF EDMONTON

Notes to Financial Statements

Year Ended March 31, 2015

5. DEFERRED CONTRIBUTIONS - CASINO <i>(continued)</i>		
Interest on casino funds	482	268
	<u>82,110</u>	<u>78,816</u>
Disbursements		
Bank charges	-	(12)
Summer staff	<u>(38,391)</u>	<u>(40,273)</u>
	<u>(38,391)</u>	<u>(40,285)</u>
Balance at end of the year	<u>\$ 43,719</u>	<u>\$ 81,628</u>

6. LEASE COMMITMENT

SLS is committed to a lease for office space under a contract that expires February 29, 2016. Lease payments under the contract are as follows:

2016	\$ 29,175
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7. INCOME TAX STATUS

SLS is a registered charity within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

8. ECONOMIC DEPENDENCE

SLS derives substantially all of its revenue from grants from the Alberta Law Foundation and the Federal and Provincial governments. SLS's ability to continue viable operations is dependent upon receiving this grant revenue.

Appendix C: SLS Annual Report 2015-2016

Introduction

Student Legal Services ("SLS") is a non-profit organization dedicated to helping the low-income community in Edmonton and surrounding areas by providing legal information. We have been operational for 46 years and have grown significantly in the scope over this time.

In 2015-16, 228 University of Alberta law students are volunteering their time over the course of the school year over four Projects. Of these 228, twenty-seven students work full-time through the summer to provide services.

There are four Projects within SLS: The Criminal Law Project, the Civil/Family Law Project, the Legal Education and Reform Project and Pro Bono Students Canada.

Criminal Law Project

There are three aspects of the Criminal Law Project that are beneficial to the community.

First, individuals who meet our income guidelines and do not qualify for services provided by other community stakeholders are provided assistance in the criminal justice system. We help those with limited financial resources, mental health challenges, reduced literacy, homelessness, addiction and reduced mobility. These individuals usually do not have the resources or ability to be properly represented in the court system and SLS helps alleviate these issues.

Second, self-represented litigants are increasing in the court system, an issue that strains the judicial system. SLS helps those who would otherwise be self-represented navigate the judicial system.

The Criminal Law project is also the largest project in terms of volunteers. It provides students an opportunity to get practical experience including court work, file work, and public speaking. It instills in students the rewarding experience of pro bono work.

In the 2015 year to date, the Criminal Law Project has represented 9 students charged with Criminal offences.

Civil/Family Law Project

As the name suggests, there are two areas of law that this project handles. Similar to the Criminal Law Project, this project represents individuals in Provincial Court and various tribunals including the Provincial Small claims, Provincial Family Court, the Residential Tenancy Dispute Resolution Service ("RTDRS") and the University Student Appeals Board.

Another major component of this project is answering phone calls and providing legal information to the public. This includes general legal information and if a file cannot be opened for them, referrals are made. All calls are records on call sheets which are reviewed by the Coordinators and Advising Lawyers to ensure that information being disseminated is appropriate and accurate.

Over the last year we have successfully started a project where SLS volunteers appear in the Court of Queen's Bench to assist individuals with applications for parenting.

Furthermore, the Civil Law Project is currently investigating the possibility of a Wills Clinic, or assisting individuals with immigration issues.

In the 2015 year to date, the Civil/Family Project has assisted 163 students with civil and family legal problems.

Legal Education and Reform ("LER") Project

LER volunteers attend various outreaches in the Edmonton area to provide basic information to marginalized members of the community. In total, six shelters are visited on a weekly basis as well as attending local schools to conduct mock trials. During the summer, this Project also conducts summer camps with YMCA to introduce children to the law.

This Project is also responsible for updating the SLS website and information pamphlets. Pamphlets are available on all outreaches, at the SLS offices, and online. They are used not only by the people assisted directly by SLS, but also by other organizations in the community.

Pro Bono Students Canada ("PBSC")

PBSC is a chapter under that organization's national office. Students in groups of three to five meet with non-profit organizations and build research projects containing general legal information in response to that organization's specific legal questions. The projects are in conjunction with the project's Coordinator and an advising lawyer within the Edmonton legal community.

In the past year, PBSC has also begun a new project called the Queen's Bench Amicus project. This project sends volunteers to the Queen's Bench with volunteer lawyers to assist unrepresented litigants in Civil court.

Cooperative Efforts with Other Community Stakeholders

SLS strives to work with other service providers in the community to ensure efficient use of resources and reduce duplication of services. In 2015, the SLS Management Committee met and/or worked with the following different stakeholders in the Edmonton community:

- the Provincial Court Judges;

- the Court of Queen's Bench Justices;
- Edmonton Community Legal Center (ECLC);
- Law Society of Alberta (LSA);
- Family Law Information Center (FLIC);
- Public Legal Education Group of Edmonton (PLEDGE);
- Pro Bono Law Alberta (PBLA);
- Homeless Connect;
- Dawson Duckett Shaigec and Garcia Barristers (DDSG);
- Family Law Office (FLO);
- Bryan & Company;
- Chivers Carpenter;
- the Canadian Bar Association Law Day, Legal Aid of Alberta (LAA); and
- Edmonton Police Services (EPS).

Organization

SLS provides free legal information and assistance to Edmonton's low-income community. During the academic year, 228 volunteer law students from the University of Alberta, Faculty of Law, provide this information and assistance. During the summer months of May to August, the organization employs 27 law students as full-time caseworkers.

Information is provided on a walk-in basis, by telephone, through the SLS website, and through lectures and seminars. Applicants must comply with SLS financial guidelines, which are reviewed regularly by the SLS Board of Directors. Legal issues must fall within a defined range of complexity that is project specific. All files must be approved by the Project Coordinator and the Advising Lawyer for that Project.

Board of Directors

The SLS Board of Directors is comprised of members of Edmonton's legal community. Many members of the Board of Directors are former SLS Management Committee members who understand the specific concerns and issues that face SLS and the people we help. The Board of Directors creates policy, maintains financial accountability, and provides long-term vision to the organization.

There are various committees for members of the Board. These include the Financial Committee, the Management/Employee Relations Committee, and the By-Law/Policy Review Committee. The current Board members are: Jessica Proudfoot, Katie Clackson, Katie Rowe, Azhar Khan, Ben Lotery, Patrick Bigg, Catherine Reszansoff, Zack Elias, Angus Cheung, Heidi Besuijen, Kevin Sarsiat, Megan Dawson, Ben Seigel and Steven Penney.

Management Committee

The SLS Management Committee is responsible for the day-to-day operations of SLS. Coordinators are responsible for ensuring their projects are running smoothly and that the students they supervise are providing accurate information to the public. The Management Committee is elected by University of Alberta SLS student volunteers in the fall semester. Each elected office term begins in January and runs for one year. They are generally students that have showed a commitment to the organization throughout their law school education. The Management Committee works with the Board of Directors to maintain and improve upon the services SLS provides. The members of the Management Committee are volunteers during the school year and are paid a salary of \$2,750.00 per month for their full time work from May to August.

Summer Caseworkers/Dayleaders

Summer caseworkers are hired in February each year, and assume their paid positions in May. The number of SLS caseworkers hired is contingent on funding. In 2015, SLS hired 20 fulltime caseworkers that worked under the supervision of seven full-time project coordinators. In the fall, caseworkers assume the role of "Dayleader" and each becomes responsible for overseeing approximately fifteen novice volunteers for the remainder of the academic year.

Student Volunteers

Each year, over half of the University of Alberta's Faculty of Law students donate countless hours across the various projects to assist those less fortunate than themselves. This year SLS had a decrease in the total number of volunteers from 272 last year to 228 this year. However, many students volunteer on more than one project.

This participation rate reflects the practical and invaluable benefits SLS provides students in their pursuit of learning the law. From managing files to drafting affidavits and dealing with people and their legal problems, the organization allows for students to build skills the practice of law demands, which a student rarely has the opportunity to do outside of the classroom. In addition to these practical benefits, SLS exposes students to the importance of pro bono work within the community and allows them to witness the difference these crucial services make in a person's life.

SLS Advising Lawyers

Advising Lawyers are a necessary component to the success of SLS. They are responsible for reviewing the accuracy of information SLS volunteers distribute, and they are regularly available to answer student questions and lend their professional expertise to file assessment. Every file that SLS opens is approved by an Advising Lawyer.

The SLS Advising Lawyers are:

- Criminal Law Project: Dawson, Duckett, Shaigec & Garcia Barristers

- Family Law Project: Family Law Office (FLO)
- Civil Law Project: Bryan & Company and Legal Aid (provisionally)
- PBSC: each year the PBSC Coordinator assigns each project to a local advising lawyer who oversees that project to completion
- Human Rights Project: Chivers Carpenter

Administrative Staff

One full-time and one part-time staff members conduct the day-to-day administrative and financial services required by the organization: Bethany Weolfle (Full-time Administrator), and Shaun Devine (Part-time Bookkeeper).

All of this is respectfully submitted on the 27th of August, 2015.

Robert LaValley
Executive Coordinator 2015

**FINANCE
COMMITTEE**

Monday August 24, 2015

6.00 pm

SUB 6-06

ATTENDANCE

NAME	PROXY	PRESENT
Cody Bondarchuk (Chair)		Y
Levi Flaman		Y
Alex Kwan		Y
Charles Lewis		Y
Robyn Paches		Y
Kevin Wang		Y
Jane Yu		Y
Colin Mackinnon		N
Vivian Kwan		Y

MINUTES (FC 2015-05)

2015-05/1 INTRODUCTION

2015-05/1a Call to Order

Meeting called to order at 6:18 pm.

2015-05/1b Approval of Agenda

FLAMAN/PACHES moved to approve the agenda for August 24, 2015 as tabled.

Vote 8/0/0

CARRIED

2015-05/1c Approval of Minutes

FLAMAN amended the agenda to note his abstention in the vote to

nominate members of Council to the Awards Adjudication Committee.

FLAMAN/ALEX KWAN moved to approve the minutes for July 06, 2015 as amended.

Vote 8/0/0

CARRIED

2015-05/1d

Chair's Business

i. *Fall Term Meetings*

BONDARCHUK: Thank you for everyone who have sent me their schedules. I'm just waiting for the schedules of a couple more members. At the moment several time slots seem to be available. I'll find the best time among them.

ii. *DFU Preparation*

BONDARCHUK: In the next few weeks/months, we'll be reviewing financial packages of Dedicated Fee Unites (DFUs). When they send their packages for the first time, we would either approve it or send it back requesting more information. We have to make sure that each DFU is doing what it's supposed to. The 2nd week of October is when we can start giving them money. The different DFUs have separate deadlines to send in their financial packages after their fiscal year ends.

On a side note, does anybody here know someone in WUSC? They haven't replied to my emails, and they have no office. I'll try to find their contact details somehow.

2015-05/2

QUESTION/DISCUSSION PERIOD

BONDARCHUK/FLAMAN moved to allow a presentation by Fiona from the Registrar's Office about the Access Fund.

Vote 8/0/0

CARRIED

2015-05/2a

Registrar's Office Access Fund Presentation

FIONA: This is the first year we are having the Access Fund under the Supplementary Bursary Program. It has been a huge success. The co-operation has allowed us to reach out to about 13% more students. Previously, the Supplementary Bursary Program was available to students once a year. Now, we have applications open 6 times a year. So, there's much greater flexibility for students. We weren't sure whether we would have seen a dramatic increase of students applying. With regards to the guidelines of the Access Fund, we wanted to look at increasing the transparency and the funding opportunities for students. There are 3 proposed changes. The first change would be to round up

the bursary assessments to the nearest \$100. Right now, students are awarded to the closest dollar. This causes some confusion to students. We feel that rounding gives the program a little bit more legitimacy. Also, it gives students some extra access. In terms of cost to the Access Fund, it's minimal.

FLAMAN: Is the rounding only up?

FIONA: Yes. It follows the federal guidelines for grants. The second change was with respect to the moderate standard of living. We recognize that the cost of living goes up every single year, and we hadn't done a re-evaluation in 7 years. Previously, \$1200 was the maximum. We did a review of rent in the university area, and we recommend increasing the monthly allowance by \$200 to \$1400. Unfortunately, this doesn't meet the average student's need, and does not include utilities and cable phones etc. With this increase, we will see an additional cost of \$200,000 for the Access Fund. The third change is to increase the lifetime maximum to \$9000. Currently, the lifetime maximum is \$6000. The incidence of us funding first year students is pretty low. Therefore, given that our yearly maximum is \$3000, we think that \$9000 would be a more appropriate value for the lifetime maximum. One of our biggest challenges right now is tracking the lifetime maximum. Because of the amalgamation, we don't have all the data and history of past students who received the Access Fund.

FLAMAN: Was there a significant number of applicants that hit the current lifetime maximum?

FIONA: There were three this year. It's really hard to project.

BONDARCHUK: Do 25% of students get the full \$3000 per year?

FIONA: Yes.

BONDARCHUK: That was the reason to keep the yearly maximum at its current value. The dedicated fee for the Access Fund is \$14.08 per year, and it's charged once during the Fall term. We do a rolling average of the previous 3 years. If we see an increase in claims, the student fee would go up. We also have an endowment fund. We can always set it as a flat fee if it gets too high.

FLAMAN: When's the deadline to apply for bursaries from the Access Fund?

FIONA: There are 6 applications. The September application opens and closes in September.

2015-05/2b

DG Standing Order Template

BONDARCHUK: Does anybody have an opinion on how our Standing Orders would look within this template?

FLAMAN: I remember you telling us that they may not work for us.

BONDARCHUK: It's flexible in the way that we can add more categories and numbers. In that case, I would not be against these. We would have 24 categories instead of the 17.

VIVIAN KWAN: I need to make a friendly amendment to 13 f).

BONDARCHUK: We don't have to pass them officially. We did find some errors. Would anybody be willing to take this as a project? If nobody is

willing, I can do it myself.

2015-05/2c

DFUs in FC Standing Orders

BONDARCHUK: We still have to put our overview of DFUs into our Standing Orders. I will do that.

BONDARCHUK: The bubble tea place will be opening pretty soon. Originally, they were supposed to open in late September or October, but our facilities manager reminded them that they are already paying rent.

FLAMAN: Have they expanded?

BONDARCHUK: Yes, this is the second location.

We'll have the grand opening of SUB next week. I'm still waiting for the final confirmation on fireworks.

ALEX KWAN: Is there any update about the tenant for the location on the lower level of SUB?

BONDARCHUK: Once we open it, people would see the potential.

WANG: Do we invite any media?

BONDARCHUK: Yes. We have some issues with dignitaries because most of the politicians are busy these days.

PACHES: The CEO of Edmonton Economic Development Corporation makes great speeches.

FLAMAN: You can also get in touch with the Windsor Park and Garneau community leagues.

BONDARCHUK: Great. I'll check those out.

Our food court is consistently hitting high numbers. This past July was the most profitable July we have ever had. Marco's had a giant spike in popularity. I think it's because they did renovations and have cool new signage. Our business manager thinks that it's because we have had construction workers here.

Our finances are pretty good. We are working on the staff waging plan with the potential minimum rate increase.

FLAMAN: Any guess on the percentage of SU employees who make less than \$11.20 per hour?

BONDARCHUK: It's less than 10 people. It will cost us about \$6000 to increase staff wages this time around for the 6 month period. It's going to be fine. We'll be talking about a more long term plan such that we won't be running out of money when the next increase comes. We want to be ahead of it. We'll also look at the impacts of the new atrium and bringing in 2 new tenants. Increasing the SU fee may not be needed.

FLAMAN: Are we on par for the groceries?

BONDARCHUK: Yes. Our manager from SUBmart is looking at getting some equipment for free from *The Grocery People*. The coolers will cost us, but it has already been included in the budget.

FLAMAN: Will there be any overlap when the Farmer's Market kicks up again?

BONDARCHUK: No. Only one vendor from the Farmer's Market does produce. I think they are more into organic stuff. The Farmers Market

mostly does packable lunches and snacks. They also don't have exclusivity rights.

FLAMAN: Will there be renovations to the Myer Horowitz Theatre?

BONDARCHUK: Yes. It's a long term capital project. It'll take several years.

I hope to set up a mystery shopper program. I felt that we really didn't need a research team because we have dedicated business managers.

FLAMAN: Is it only for SU businesses?

BONDARCHUK: Yes. We would consider the speed of service, friendliness, and pricing.

ALEX KWAN: Can you apply that for Infolink?

BONDARCHUK: It's not my area. The Infolink managers are really good at checking up on staff.

FLAMAN: If we are paying the mystery shoppers, won't they be biased?

BONDARCHUK: Not really. The bulk of the money given would be for them to buy the food.

2015-05/3

COMMITTEE BUSINESS

2015-05/3a

The Landing Tenancy Agreement

BONDARCHUK: This is a tenancy agreement between us and The Landing. Because they have been granted DFU status, they are a separate society now. From September 1, they would go from being a service of ours to a tenant of ours. For now, we are charging just for utilities and services. Because they are a new service, they will have a higher than average number of students opting out and therefore will have a lower budget to work with. So, I thought it would be best not to charge them for the space. I have attached a dollar value assessment based on what the Gateway and CJSR pay as a reference to future Finance Committees. This would be a reminder to future Finance Committees that we do intend to charge them for the space eventually after 3 years.

FLAMAN: Did CJSR and the Gateway get the same deal for 3 years?

BONDARCHUK: The CJSR started independently. The Gateway did. But, the situation with the Landing is unique.

ALEX KWAN: How big is the Gateway's space?

BONDARCHUK: They have more than half of the 3rd floor. The landing is only occupying a space of roughly three offices. I would have been more inclined to charge them for space if they were occupying a bigger area.

FLAMAN: If they are breaking even now, how do they gain revenue to cover the additional cost for space when it happens?

BONDARCHUK: Their current budget is based on a 24% opt-out. I don't believe it'll be that high. They're working off a worst case scenario. Also, they are free to get grants. Anyway, they know that they'll get assessed for space. We are giving them intellectual property rights for the designs and logos we have come up with. Furthermore, they'll be using our payroll system.

***PACHES/ALEX KWAN moved to approve the tenancy agreement with The Landing.
Vote 8/0/0
CARRIED***

BONDARCHUK: This will be signed by The Landing and by the SU.
President Khinda will be signing for the SU.

2015-05/3b Access Fund Changes

***FLAMAN/PACHES moved to approve the changes to the Access Fund disbursement as proposed.
Vote 8/0/0
CARRIED***

2015-05/4 INFORMATION ITEMS

ALEX KWAN: When will we get a new schedule for the finance committee?

BONDARCHUK: As soon as I get everyone's schedules. Would everyone like to follow the Council schedule or a standard bi-weekly schedule?

PACHES: We can judge it on how many DFU financial statements we have to review.

LEWIS: We can schedule for every 2 weeks, and meet every week if necessary when the deadlines for DFUs come.

FLAMAN: It's better to plan for more meetings and cancel as opposed to calling surprise meetings.

BONDARCHUK: We don't really rely on the Council schedule much.
When I get everyone's schedules, I'll put out a poll to decide.

2015-05/5 ADJOURNMENT

2015-05/5a Next Meeting: To be decided.

**2015-05/5b *ALEX KWAN/PACHES moved to adjourn the meeting.
Vote 8/0/0
CARRIED***

Meeting adjourned at 7.09 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
<i>FLAMAN/PACHES moved to approve the agenda for August 24, 2015 as tabled.</i>	8/0/0 - CARRIED
<i>FLAMAN/ALEX KWAN moved to approve the minutes for July 06, 2015 as amended.</i>	8/0/0 - CARRIED
<i>BONDARCHUK/FLAMAN moved to allow a presentation by Fiona from the Registrar's Office about the Access Fund.</i>	8/0/0 - CARRIED
<i>PACHES/ALEX KWAN moved to approve the tenancy agreement with The Landing.</i>	8/0/0 - CARRIED
<i>FLAMAN/PACHES moved to approve the changes to the Access Fund disbursement as proposed.</i>	8/0/0 - CARRIED
<i>ALEX KWAN/PACHES moved to adjourn the meeting.</i>	8/0/0 - CARRIED