



**2015-12/3d** Capital Equipment Reserve Recommendation

**2015-12/4** **INFORMATION ITEMS**

**2015-12/5** **ADJOURNMENT**

**2015-12/5a** **Next Meeting:** Monday, April 4, 2016 @ 5pm in SUB 6-06.



March 17, 2016

**To:** Finance Committee

**Re:** Bill 18 Consultation

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BONDARCHUK MOVES TO approve Bill 18: Amendments to the (Bylaw 3000) Elections Reserve in Students' Union Bylaw in first reading based on the following first principles:

- 1) The Students' Union holds a number of financial reserves for the purpose of large-expense projects not outlined in an annual budget.
- 2) The Elections Reserve is distinct from the other reserves in that it may be used more frequently and unexpectedly than other reserves.
- 3) The Elections Reserve shall be renamed to the Campaign and Advocacy Reserve, and the definition shall be changed to include advocacy campaigns towards the University, for clarity.
- 4) Guidelines shall be set for use of the reserve, where the Executive Committee has authority to approve up to \$5,000 in spending for a single campaign before requiring Finance Committee to release additional funds.
- 5) An upper limit shall be set on the accrual of the reserve, where additional funds outside the limit will be reallocated to the operating budget on an annual basis.

## FC 1512.02

### Class A Fees

<i>Fund</i>	<i>Fee Level</i>	<i>Increase</i>	<i>Augustana</i>	<i>Limit</i>
Access Fund	F: \$14.34 P: \$14.34 S: \$7.17	Rolling Average	Yes	No more than a 10% increase per year
SUB Renovation Fund	F: \$9.39 P: \$9.39 S: \$4.70	Indexed to CPI	No	N/A

### Class B Fees

<i>Fund</i>	<i>Fee Level</i>	<i>Increase</i>	<i>Augustana</i>	<i>Joint Consent</i>
Refugee Student Fund	F: \$0.48 P: \$0.48 S: \$0.00	Indexed to CPI	Yes	World University Service of Canada Refugee Student Sponsorship Committee
CJSR-FM Fund	F: \$2.16 P: \$0.77 S: \$0.00	Indexed to CPI	No	First Alberta Campus Radio Association of Directors
Golden Bear and Panda Legacy Fund	F: \$4.32 P: \$4.32 S: \$0.00	Indexed to CPI	No	University Athletics Board of the University of Alberta
Campus Recreation Enhancement Fund	F: \$4.05 P: \$4.05 S: \$4.05	Indexed to CPI	No	Recreation Action Committee of the University of Alberta
Student Legal Services of Edmonton Fund	F: \$0.74 P: \$0.74 S: \$0.00	Indexed to CPI	No	Student Legal Services of Edmonton Board of Directors
Alberta Public Interest Research Group Fund	F: \$3.50 P: \$1.75 S: \$0.00	Indexed to CPI	No	Alberta Public Interest Research Group Board of Directors
Gateway Student Journalism Fund	F: \$3.45 P: \$3.45 S: \$0.44	Indexed to CPI	No	Gateway Student Journalism Society Board of Directors
The Landing Fund	F: \$1.53 P: \$1.53 S: \$0.00	Indexed to CPI	No	The Landing Board of Directors

*Fund:* This is the fund to which the fee is allocated, in accordance with Bylaws 3000 and 6000.

*Fee Level:* This indicates the level of the fee.

- "F" indicates the fee payable by each full-time student per Fall or Winter Term;
- "P" indicates the fee payable by each part-time student per Fall or Winter Term; and,
- "S" indicates the fee payable by each student per Spring or Summer Term.

*Increase:* This is the indexing provision of the fee.

- "CPI" denotes that the fee is indexed to inflation each year.
- "Rolling Average" denotes that the fee "F" and "P" shall be equivalent to the average of the total monies disbursed and net transfers to the fund over the previous two fiscal years and the projected disbursement for the current fiscal year, pro-rated on a per-student basis. "S" shall be equivalent to 50% of "F".

*Augustana:* This indicates whether or not the fees are assessed to students at Augustana Faculty in accordance with Section 5 (3) of Bylaw 6100.

- "Yes" denotes that students at Augustana Faculty are assessed the fee at the same rate as all other undergraduate students.
- "No" denotes that this fee is not assessed to students at Augustana Faculty.

*Limit:* This indicates the maximum increase to the fee in a given fiscal year.

*Joint Consent:* This identifies the body which must consent to the amendment of the fee, as set out in Section 4 (4) of Bylaw 6100.

**Last Updated: March 22, 2016**

**FC 1512.03**

<b>Name</b>	<b>Operational or Granting</b>	<b>Joint Consent</b>	<b>Fee Level</b>	<b>Increase</b>	<b>Opt Out</b>	<b>Off Campus</b>	<b>Augustana</b>	<b>Plebiscite Date</b>
Refugee Student Fund	Granting	World University Service of Canada Refugee Student Sponsorship Committee	F: \$0.48 P: \$0.48 S: \$0.00	Indexed to CPI	No	Yes	Yes	March 2017
CJSR-FM Fund	Operational	First Alberta Campus Radio Association of Directors	F: \$2.16 P: \$0.77 S: \$0.00	Indexed to CPI	No	Yes	No	March 2019
Golden Bear and Panda Legacy Fund	Granting	University Athletics Board of the University of Alberta	F: \$4.32 P: \$4.32 S: \$0.00	Indexed to CPI	No	Yes	No	March 2020
Campus Recreation Enhancement Fund	Granting	Recreation Action Committee of the University of Alberta	F: \$4.05 P: \$4.05 S: \$4.05	Indexed to CPI	No	Yes	No	March 2018
Student Legal Services of Edmonton Fund	Operational	Student Legal Services of Edmonton Board of Directors	F: \$0.74 P: \$0.74 S: \$0.00	Indexed to CPI	No	Yes	No	March 2019
Alberta Public Interest Research Group Fund	Operational	Alberta Public Interest Research Group Board of Directors	F: \$3.50 P: \$1.75 S: \$0.00	Indexed to CPI	Yes	Yes	No	March 2017
Gateway Student Journalism Fund	Operational	Gateway Student Journalism Society Board of Directors	F: \$3.45 P: \$3.45 S: \$0.44	Indexed to CPI	No	Yes	No	March 2021
The Landing Fund	Operational	The Landing Board of Directors	F: \$1.53 P: \$1.53 S: \$0.00	Indexed to CPI	Yes	No	No	March 2020

*Fee Level:* This indicates the level of the fee.

- “F” indicates the fee payable by each full-time student per Fall or Winter Term;
- “P” indicates the fee payable by each part-time student per Fall or Winter Term; and,
- “S” indicates the fee payable by each student per Spring or Summer Term.

*Augustana:* This indicates whether or not the fees are assessed to students at Augustana Faculty in accordance with Section 5 (3) of Bylaw 6100.

- “Yes” denotes that students at Augustana Faculty are assessed the fee at the same rate as all other undergraduate students.
- “No” denotes that this fee is not assessed to students at Augustana Faculty.

*Joint Consent:* This identifies the body which must consent to the amendment of the fee, as set out in Section 4 (4) of Bylaw 6100.

<b>Name</b>	<b>Description</b>	<b>Mandate</b>
Refugee Student Fund	The Student Refugee Fund shall be used for the support of those students selected as participants in the World University Service of Canada Student Refugee Sponsorship Program.	N/A
CJSR-FM Fund	The CJSR-FM88 Fund shall be used for the support of the First Alberta Campus Radio Association.	The mandate of the First Alberta Campus Radio Association is to operate an FM radio station that includes a University of Alberta focus.
Golden Bear and Panda Legacy Fund	The Golden Bear and Panda Legacy Fund shall be used for the support of University of Alberta varsity athletics.	N/A
Campus Recreation Enhancement Fund	The Campus Recreation Enhancement Fund shall be used for the support of University of Alberta Campus Recreation programs.	N/A
Student Legal Services of Edmonton Fund	The Student Legal Services of Edmonton Fund shall be used for the support of Student Legal Services of Edmonton.	The mandate of Student Legal Services of Edmonton is to assist undergraduate students not enrolled in Augustana Faculty and members of Edmonton's low-income community with legal issues, free of charge.
Alberta Public Interest Research Group Fund	The Alberta Public Interest Research Group Fund shall be used for the support of the Alberta Public Interest Research Group.	<p>The mandate of the Alberta Public Interest Research Group is:</p> <ol style="list-style-type: none"> <li>1. to allow undergraduate students to work on public policy issues through undergraduate directed research, education, and action initiatives;</li> <li>2. to develop, advertise, and implement a procedure by which undergraduate students wishing to have their contributions to the Alberta Public Interest Research Group fund refunded to them may do so; and</li> <li>3. to develop and implement policy on <ol style="list-style-type: none"> <li>a. granting funds to undergraduate students to allow them to work on public-policy research, education, and action initiatives;</li> <li>b. an appeals process for undergraduate students pursuant to (a.);</li> <li>c. addressing conflicts-of-interest;</li> <li>d. and ensuring proper expenditure of funds granted.</li> </ol> </li> </ol>

Gateway Student Journalism Fund	The Gateway Student Journalism Fund shall be used for the support of the Gateway Student Journalism Society.	<p>The mandate of the Gateway Student Journalism Society is:</p> <ol style="list-style-type: none"> <li>1. to publish at least four print issues and 500 unique content posts to the Gateway's website each Fall and Winter term;</li> <li>2. to offer advertising rates discounted by at least ten percent to the Students' Union and registered student groups;</li> <li>3. to develop, advertise, and implement actions to resolve complaints about the editorial policy of the Gateway and its staff; and</li> <li>4. to devote a portion of any budget surplus to providing scholarships for undergraduate students.</li> </ol>
The Landing Fund	The Landing Fund shall be used for the support of The Landing.	<p>The mandate of The Landing is:</p> <ol style="list-style-type: none"> <li>1. to offer support for gender and sexual diversity at the University of Alberta and related communities;</li> <li>2. to support LGBTTQQPIANU+ communities and individuals, as well as their supporters, friends, families, and loved ones;</li> <li>3. to promote gender equity on a broad scale, and advocate for the safety and acceptance of individuals of all genders and sexualities in campus life; and</li> <li>4. to offer a safe space to LGBTTQQPIANU+ individuals, as well as workshops, educational sessions, and outreach activities for all persons.</li> </ol>

*Mandate:* Mandates only apply to Operational Dedicated Fee units, and are the requirements they must fulfill under Bylaw in accordance with Section 5 (4) of a Bylaw Respecting Operational Dedicated Fee Units

**Last Updated: March 22, 2016**



**FINANCE  
COMMITTEE**

**Monday February 01, 2016**

**5:00 pm**

**SUB 6-06**

**ATTENDANCE**

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

**MINUTES (FC 2015-11)**

**2015-11/1            INTRODUCTION**

**2015-11/1a           **Call to Order****

Meeting called to order at 5:06 pm.

**2015-11/1b           **Approval of Agenda****

***FLAMAN/WANG moved to approve the agenda for February 01, 2016 as tabled.***

***Vote 6/0/0***

***CARRIED***

**2015-11/1c            Approval of Minutes**

***FLAMAN/ ALEX KWAN moved to approve the minutes for January 11, 2015 as tabled.***

***Vote 5/0/1***

***CARRIED***

**2015-11/1d            Chair's Business**

BONDARCHUK: The operating agreement between the Students' Union and The Gateway as well as the brief payment agreement are not included in the public agenda because they are confidential.

**2015-11/2            QUESTION/DISCUSSION PERIOD**

**2015-11/3            COMMITTEE BUSINESS**

**2015-11/3a            DFU Financial Package Review: The Gateway**

BONDARCHUK: Their review is quite late, and they are aware about it. We have a letter from the Executive Director and the Business Manager of the Gateway. I'll pull out the rules to remind people what we're looking for. They should have a budget illustrating how funds would be spent through the year, audited financial statements, evidence of fulfillment of contracts, evidence of mandate fulfillment, and any other information that the Finance

Committee may need.

FLAMAN: As they have acknowledged, their revenue has dropped. While I do appreciate that they still give some scholarships, it may be prudent to postpone those when there is a \$21,000 shortfall even know the scholarships are only \$1,500.

BONDARCHUK: Those scholarships are a requirement for them to be in this building. They go to students.

FLAMAN: Can we give an exception to that?

BONDARCHUK: We technically could, but I'm not sure of the precedent it'll set for other tenants.

FLAMAN: How many other tenants are facing a serious financial shortfall like this?

BONDARCHUK: I believe none are. I'm not sure.

FLAMAN: Everything else looks good. It's just this point that I'm concerned about. You just don't keep doling money out when you don't have the money.

Was there anything about what the change to their mandate was?

BONDARCHUK: Yes. They'll be going for 4 print issues per term in a magazine format, and 500 unique online contents per term.

FLAMAN: Is it similar to the magazine they print now?

BONDARCHUK: Yes. They are essentially going online.

There has been a significant decrease in advertising revenue, and the budget has dropped by about \$50,000. They hire an external company called Free Media to manage their advertising. They had projected about \$135,000 in advertising revenue initially, but had dropped the projection to about \$85,000 halfway through the year. The Gateway board is not pleased.

FLAMAN: How often is the contract signed with Free Media?

BONDARCHUK: It's a continuous contract.

FLAMAN: Will the board continue with them?

BONDARCHUK: They indicated that they want to continue with Free Media for now. However, I wasn't at the last meeting and don't know if there have been any changes.

With online advertisements, you could identify who's looking at your content much easily. We'll see how many page clicks occur.

FLAMAN: With online content, people use ad blocking software.

BONDARCHUK: Will it affect the company which placed the ad or the host?

WANG: The host. The company pays money whenever the ad is viewed. So, the host may not get money for their advertising space if the ad is not clicked.

BONDARCHUK: Sponsored content is a good solution. I don't know if the Gateway had that conversation.

FLAMAN: Are they eligible to apply for the Activation Fund under conference sponsorship advertising revenue?

BONDARCHUK: No they are not as they're not a group.

FLAMAN: With the economic downturn, it appears that the Gateway wouldn't have consistent revenue.

BONDARCHUK: They have consistent revenue through student fees. About half of The Gateway's budget comes from student fees.

WANG: Do we advertise with them as well?

BONDARCHUK: Our previous contract had given us a guaranteed amount of space in the paper for a guaranteed amount of revenue we give them. That agreement no longer exists. We are still required to advertise things such as elections and certain job postings with The Gateway.

Regarding the scholarships, some of our other tenants do not want to provide scholarships, but have to. To waive that requirement, I believe it should be a separate motion.

FLAMAN: Do you think the proposed changes made by the Gateway would be effective?

BONDARCHUK: Yes, people just don't want to advertise in a downturned economy. I think that it's a smart move to make before it's too late. Print media is on its way out. They have a fair amount of clicks for their online content, and it'll grow when they are primarily online. They'll have to make a good presence during the week of welcome and orientation. Anyway, it's the best option for now. There's a staff structure change as well. This will be talked about at the presentation during Council sessions tomorrow.

FLAMAN: Are they trimming editors?

BONDARCHUK: They'll have the same staff cost at the end.

FLAMAN: How much money would they save from printing?

BONDARCHUK: They save about half the printing cost.

STEPHEN: Was there any reason for the staff restructure?

BONDARCHUK: They added another full-time position last year. They are also restructuring their contracts as well.

WANG: I'm curious about the bad debts.

BONDARCHUK: These occur whenever they issue an invoice for someone, which remains unpaid.

FLAMAN: This was discussed during CJSR's review too. Their reasoning was that they had lumped together several years' worth bad debts into a single year. That's why it was huge instead of a steady amount.

BONDARCHUK: The Students' Union has bad debts too. We send around the list of people who haven't paid us to other departments so that they wouldn't work with these people in the future.

***FLAMAN/WANG moved to approve The Gateway's DFU financial report.***

***Vote 7/0/0***

**CARRIED**

**2015-11/4            INFORMATION ITEMS**

BONDARCHUK: The membership fee increase will be brought to council tomorrow. Let me know if you have any questions about that. The presentation that Mark gave regarding the compensation review is confidential. You can only talk about the broad strokes of it. If you want to talk specifics, we'll have to move in-camera.

**2015-11/5            ADJOURNMENT**

**2015-11/5a            Next Meeting:** March 7, 2016 at 5:00 pm.

**2015-11/5b            Meeting adjourned at 5:36 pm.**

**SUMMARY OF MOTIONS**

<b>MOTION</b>	<b>VOTES</b>
<i>FLAMAN/WANG moved to approve the agenda for February 01, 2016 as tabled.</i>	6/0/0 - CARRIED
<i>FLAMAN/ ALEX KWAN moved to approve the minutes for January 11, 2015 as tabled.</i>	5/0/1 - CARRIED
<i>FLAMAN/WANG moved to approve The Gateway's DFU financial report.</i>	7/0/0 - CARRIED