



University of Alberta Students' Union

FINANCE COMMITTEE

Monday, April 4, 2016

5.00pm

SUB 6-06

AGENDA (FC 2015-13)

- | | |
|-------------------|--|
| 2015-13/1 | <u>INTRODUCTION</u> |
| 2015-13/1a | Call to Order |
| 2015-13/1b | Approval of Agenda |
| 2015-13/1c | Approval of Minutes |
| 2015-13/1d | Chair's Business |
| 2015-13/2 | <u>QUESTION/DISCUSSION PERIOD</u> |
| 2015-13/3 | <u>COMMITTEE BUSINESS</u> |
| 2015-13/3a | BONDARCHUK MOVES TO approve the 2016-17 Campus Recreation Enhancement Fund allocations as recommended by the CREF Committee.

Please see FC 15-13.01
Please see FC 15-13.02
Please see FC 15-13.03 |
| 2015-13/3b | BONDARCHUK MOVES TO approve the 2016-17 Golden Bears and Pandas Legacy Fund allocations as recommended by the GBPLF Committee.

Please see FC 15-13.04
Please see FC 15-13.05 |
| 2015-13/3c | BONDARCHUK MOVES TO recommend the 2016-17 Students' Union Budget to Students' Council. |

Please see FC 15-13.06

Please see FC 15-13.05

Please see FC 15-13.08

Please see FC 15-13.09

Please see FC 15-13.10

2015-13/3d WUSC Travel Loan

2015-13/4 **INFORMATION ITEMS**

2015-13/5 **ADJOURNMENT**

2015-13/5a **Next Meeting:** TBA.

Rebecca Marsh
Chair, Campus Recreation Enhancement Fund Committee
2-670 Van Vliet Complex
University of Alberta
Edmonton, AB T6G 2H9

March 30, 2016

Cody Bondarchuk
Vice President Operations and Finance, Students' Union
2-900 Students' Union Building
University of Alberta
8900 – 114 Street
Edmonton, AB T6G 2J7

Dear Mr. Bondarchuk:

On behalf of the Campus Recreation Enhancement Fund Committee (CREFC), I am respectfully submitting, to the Finance Committee, the final allocation amounts for the 2016-2017 Campus Recreation Enhancement Fund (CREF). The application period for CREF commenced on January 19th, 2016 and closed February 26th, 2016. The CREFC received thirty-seven applications for the 2016-2017 funding year from student associations, program areas within the Faculty of Physical Education and Recreation, and Campus and Community Recreation programs and organizations. Only one application was denied in full, while an additional three were denied as their requested funds for construction of the same room were allocated to one item line. Three presentations were not attended and their applications were considered after approval of the attended presentations.

The CREFC, comprised of four undergraduate students at the University of Alberta, involved in recreation on campus in varying capacities, as well as myself, a non-voting graduate student, held the CREF presentations and interviews on March 7, 2016, March 9, 2016, and March 16, 2016 and held the CREF allocation deliberations on March 30, 2016.

I would be remiss if I did not mention that I regret your absence from the CREF proceedings. I believe that an additional voice would have added to the diverse and enriching conversations and discussions that took place and that your unique perspective would have been welcomed and appreciated.

Please find our 2016-2017 CREF allocations attached along with an itemized breakdown of our total allocation and signature pages. I will be notifying recipients prior to May 15, 2016.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,



Rebecca Marsh
Chair, Campus Recreation Enhancement Fund Committee

FC 15-13.02

2016-2017 Campus Recreation Enhancement Fund Allocations						
Item #	Organization	Item	Description	Amount Allocated	Expenditure Amount	Comments
1	Aquatics	Program Subsidy	Undergraduate Morning Swim Drop In	21,240		
2	Badminton Club	Equipment	Repainting badminton lines	\$3,000		
3	Campus St. Jean	Equipment	Treadmill	\$4,376		
4	Campus St. Jean	Equipment	Volleyballs, Basketballs	\$600		
5	Cheer Team	Choreography Fees	Competition Choreography	\$4,500		
6	Cheer Team	Rental Fees	Practice rental facility	\$1,000		
7	Cheer Team	Registration Fees	Competition fee	\$3,000		
8	Cheer Team	Equipment	Velcro	\$400		
9	Climbing Wall	Equipment	Climbing Shoes	\$2,500		
10	Climbing Wall	Equipment	Ropes	\$1,500		
11	Climbing Wall	Equipment	Climbing holds	\$2,000		
12	Climbing Wall	Program Subsidy	Climbing Instruction Subsidy	\$1,800		
13	Climbing Wall	Program Subsidy	Wall Brawl	\$1,350		
14	Club Sports	Construction	Revamp Ed GB 23	\$28,500		All funds requested by clubs for this construction were given to this item line
15	Club Sports	Registration Fees	Evergreen Subsidy	\$4,350		
16	Club Sports	Equipment	Equipment costs for new clubs	\$1,000		
17	Dance Team	Registration Fees	Competition Fees	\$700		
18	Dance Team	Choreography Fees	Competition routine	\$250		
19	Group Exercise	Equipment	Smart toners	\$400		
20	Group Exercise	Equipment	Wireless Microphones x 4	\$1,500		
21	Group Exercise	Equipment	Mounted Speakers x 6	\$750		
22	Hanson FLC	Equipment	Treadmill	\$10,000		
23	Hanson FLC	Equipment	Multi purpose weight machine	\$4,690		
24	HUB Community Asc.	Equipment	Leg Press Machines	\$800		
25	Intramural Spring/Summer	Program Fees	Slo-Pitch Officiating	\$1,000		
26	Intramural Spring/Summer	Facility Fees	Garneau Beach Volleyball	\$2,480		
27	Intramural F/W	Program Subsidy	Basketball programs	\$ 17,223		
28	Intramural F/W	Program Subsidy	Soccer and Futsal programs	\$ 3,405		
29	Intramural F/W	Program Subsidy	Ice Hockey Programs	\$ 14,227		
30	Intramural F/W	Program Subsidy	Curling Bonspiel	\$ 1,280		
31	Intramural F/W	Program Subsidy	Innertube Waterpolo programs	\$ 3,628		
32	Intramural F/W	Program Subsidy	Golf Tournament	\$ 3,006		
33	Intramural F/W	Program Subsidy	Red Eye recreation	\$ 13,090		
34	Intramural F/W	Program Subsidy	Pond Hockey Tournament	\$ 4,952		
35	Intramural F/W	Program Subsidy	Cricket Tournament	\$ 494		

36	Intramural F/W	Program Subsidy	Slo-Pitch Tournament	\$ 800		
37	Intramural F/W	First Aid Fees	First Aid Wages	\$ 3,000		
38	Intramural F/W	Equipment	Equipment cleaning	\$ 6,400		
39	Instructional Recreation	Facility Fees	Stick and Skate Facility Rental	\$6,615		
40	Instructional Recreation	Program Fees	Old Tyme Skating Party	\$200		
41	Lacrosse Club	Referee Fees	Tournament and Exhibition Ref	\$2,000		
42	MOD Contemporary Dance	Facility Fees	Theatre Rental	\$1,500		
43	Orchesis	Facility Fees	Facility Rental for Rehearsal	\$3,250		
44	Outdoors Club	Program Subsidy	First Aid for Executives	\$400		
45	Outdoors Club	Program Subsidy	Trips for Students	\$1,400		
46	Outdoors Club	Program Subsidy	Technical Training for Executives	\$1,000		
47	Paddling Club	Facility Rental	WEM Rental Fee	\$500		
48	Paddling Club	Facility Rental	Pool Rental	\$1,000		
49	Rec Facilitator Learning Program	Training Fee	Guest Speaker for Orientation	\$1,000		
50	Rec Facilitator Learning Program	Equipment	Teambuilding Event Supplies	\$500		
51	Rec Facilitator Learning Program	Facility Fees	Training Facility	\$750		
52	Residence Engagement	Event Fees	Find what moves you instructor, food, materials	\$ 1,000		
53	Residence Engagement	Event Fees	Lister Base Camp instructor, food, materials	\$ 500		
54	Residence Engagement	Event Fees	Transitions instructor, food, materials	\$ 500		
55	Residence Engagement	Event Fees	Aboriginal orientation instructors, food, materials	\$ 500		
56	Residence Engagement	Facility Rental	Residence competition events	\$ 2,090		
57	Residence Engagement	Equipment	Residence competition events	\$ 1,000		
58	Residence Students Association	Equipment	Treadmill	\$3,750		
59	Residence Students Association	Equipment	Cable Cross Machine	\$500		
60	Residence Students Association	Equipment	1 Spin Bike	\$1,800		
61	Rowing Club	Equipment	Boat	\$8,000		
62	Rugby Club	Facility Rental	Field Rental for Home Game	\$400		
63	Rugby Club	Facility Rental	Commonwealth Pavilion Practice Facility	\$2,040		
64	Rugby Club	Equipment	Seven Jerseys	\$850		
65	Scuba Club	Equipment	Introductory Manuals - Intro to dive	\$ 605		
66	Scuba Club	Equipment	Intro to Dive - Equipment Rental	\$ 1,470		
67	Scuba Club	Facility Rental	Intro to Dive - Pool Rental	\$ 1,208		
68	Special Events - International	Program Subsidy	Ski and Snowboard Trip	\$ 2,000		
70	Special Events - International	Program Subsidy	Canoe Trips	\$ 1,800		
71	Special Events - International	Program Subsidy	Turkey Trot	\$ 4,000		
72	Special Events - International	Program Subsidy	Elk Island Hiking and Snowshoeing	\$ 1,250		

73	Special Events - Rec Stock	Promotional Items	Fruit Stand and Giveaways	\$1,400		
74	Squash Club	Construction	Refinishing Floor in Courts	\$6,000		
75	Sunday Night Drop In	Facility Rental	Sunday night gym rental	\$5,000		
76	Swim Club	Facility Rental	Pool Rental	\$3,254		
77	Synchronized Swimming Club	Facility Rental	Pool Subsidy	\$7,000		
78	Table Tennis Club	Equipment	Table Tennis Tables	\$1,000		
79	Table Tennis Club	Equipment	Rackets and balls	\$150		
80	Triathlon Club	Program Fees	Transportation and Traffic Redirection	\$ 2,500		
81	Triathlon Club	Program Fees	Policing and Government Support	\$ 2,500		
82	Triathlon Club	Equipment	Heronrib Mat	\$ 2,500		
83	Ultimate Club	Program Subsidy	Team Registration	\$1,680		
84	Ultimate Club	Equipment	Club Reversibles	\$2,000		
85	Water Polo	Program Subsidy	Regular Season practices	\$3,000		
86	Water Polo	Program Subsidy	Tournament Subsidy	\$400		
87	Water Polo	Equipment	Shot clocks	\$2,000		
88			TOTAL:	\$270,953		
89						

2016-2017 Campus Recreation Enhancement Fund Committee

FINAL ALLOCATION APPROVAL

Organization	Amount Requested	2016-2017	
Aquatics	\$ 21,420	\$ 21,240	
Badminton Club	\$ 6,000	\$ 3,000	
Campus St. Jean	\$ 13,864	\$ 4,976	
Cheer Team	\$ 14,500	\$ 8,900	
Climbing Wall	\$ 18,786	\$ 9,150	
Club Sports	\$ 10,350	\$ 33,850	*
Dance Team	\$ 1,425	\$ 950	
Fencing Club	\$ 20,000	\$ -	**
Group Exercise	\$ 18,197	\$ 2,650	
Hanson FLC	\$ 36,690	\$ 14,690	
HUB Community Association	\$ 7,300	\$ 800	
Healthy Campus Unit	\$ 10,000	\$ -	
Intramurals Spring/Summer	\$ 3,933	\$ 3,480	
Intramurals Fall/Winter	\$ 77,805	\$ 71,505	
Instructional Recreation	\$ 7,215	\$ 6,815	
Lacrosse Club	\$ 2,000	\$ 2,000	
MOD Contemporary Dance	\$ 2,000	\$ 1,500	
Orchestr	\$ 6,500	\$ 3,250	
Outdoors Club	\$ 3,400	\$ 2,800	
Paddling Club	\$ 2,300	\$ 1,500	
Recreation Facilitator Learning Program	\$ 4,000	\$ 2,250	
Residence Engagement	\$ 7,090	\$ 5,590	
Residence Student Association	\$ 12,155	\$ 6,050	
Rowing Club	\$ 41,000	\$ 8,000	
Rugby Club	\$ 6,101	\$ 3,290	
Scuba Club	\$ 3,283	\$ 3,283	
Special Events - International Engagemen	\$ 14,680	\$ 9,050	
Special Events - Rec Stock	\$ 2,800	\$ 1,400	
Squash Club	\$ 6,976	\$ 6,000	
Sunday Night Drop-In	\$ 6,952	\$ 5,000	
Swim Club	\$ 4,254	\$ 3,254	
Synchronized Swimming Club	\$ 9,800	\$ 7,000	
Table Tennis Club	\$ 9,250	\$ 1,150	**
TaeKwon Do Club	\$ 20,473	\$ -	**
Triathlon Club	\$ 15,559	\$ 7,500	
Ultimate Club	\$ 4,105	\$ 3,680	
Water Polo Club	\$ 7,450	\$ 5,400	
TOTAL REQUESTED	\$ 459,613	\$ 270,953	TOTAL ALLOCATED
Allocation Available	\$ 270,000		

** Indicates money requested for construction of the same room, which funds were allocated to *.

By signing below, I approve the 2016-2017 Campus Recreation Enhancement Fund to be allocated as detailed.

2016-2017 CREF Committee Members	Date	Signature			
Rebecca Marsh (Chair)	March 31, 2016	RMarsh			
Miranda Perry	March 31, 16	[Signature]			
Quinn Russell	March 31, 2016	[Signature]			
Ge Shi	March 31, 2016	[Signature]			
Kristi Tupechka	MARCH 31 2016	[Signature]			

Golden Bears and Pandas Legacy Fund Committee
Minutes of Meeting # 2 – Wednesday, February 17th, 2016 – 6:00 PM
Minerva Room – Van Vliet Complex

Attendance:

Vang Ioannides (Non-voting Chair)

Ian Reade (Non Voting)

Jessica Niles

Ed Ilnicki

Vivian Kwan

Pranidhi Baddam

Welcome and Introductions

The meeting was called to order at 6:29 PM. Vang welcomed everyone and thanked those in attendance for coming. With four voting representatives including at least one from the SU and one from UAB, quorum is achieved. As part of the introduction, Vang provided an overview of the financial information that had been provided by the SU in the excel file titled "Legacy and Campus Rec Reserve Balances". The document shows that the amount raised by the fund for 2015-16 is projected at \$229,808, and that the minimum amount to be placed to the reserve is \$22,980, thereby allowing us to recommend a maximum dispersal of approximately \$207,000 for the 2016-17 year. Vang also referenced the SU Finance Committee's Standing Orders with respect to the Legacy Fund, and the guiding principles which are contained in that document.

The committee received copies of all of the applications for funding, as well as a document indicating Athletics' recommended amounts for dispersal for the upcoming year. That excel file also included all historical information with regards to the fund disbursement, and Vang gave a brief overview of the information, as well as an explanation of the criteria and guidelines each person should consider in our deliberations. Vang also indicated that the UAB representatives present would speak to each team's current and past involvement in the campus community. Jessie and Ed described how they compile UAB "Participation Points" for such involvement.

The committee then proceeded to deliberate on the 2016-17 applications.

Events – Recommendation of \$10,000 for Campus Coordinator Position and \$3,000 for Mascot Replacement.

The committee discussed the merits of the Campus Coordinator (A-Team) proposal. There were several questions about the types of promotions Events has run and what has been effective in the past. The committee recommended \$10,000 of funding to help offset the staff costs of A-Team coordination and promotion.

Next, the committee discussed the GUBA and Patches mascot suit replacement plan. Vang indicated that this is a yearly rotation, and noted that we are now partnering with Public Affairs to share, along with Athletics and the SU, the annual costs of replacing these popular suits. The committee agreed that this was a worthy project and \$3000 was recommended for allocation.

Bears Basketball - Recommendation of \$9000.00.

The committee recommends approval of \$7000 for Project 1 (tournament hosting) and \$2000 for Project 2 (non conference travel) to cover a portion of the estimated costs of accommodations and meals on this trip.

It was noted that Bears Basketball has been a regular contributor to UAB initiatives this past year, which was an improvement over the previous year.

Pandas Basketball - Recommendation of \$9000.00.

The committee recommends approval of \$6700 for project 1 (Hoopfest tournament hosting) and \$2300 for project 2 (non-conference travel) to offset the costs of accommodations and meals.

Although the UAB reps indicated that Pandas Basketball has been good on fundraising and participation, the team has fallen behind where they would normally be, and part of this may have been caused by miscommunication. Pandas Basketball would be well served to ensure that the lines of communication with the UAB improve.

Bears Volleyball - Recommendation of \$9000.00.

The committee recommends approval of \$9000 for project 1 (Sofaland tournament hosting).

Bears Volleyball has been well represented on the UAB executive with John Goranson, but more participation from other team-mates is desirable. This was also stated in last year's minutes, so the coaches need to ensure stronger leadership and greater expectations for involvement of this group in UAB initiatives. In fact, at this time, Bears VB sits in 16th of 17 teams based on UAB points participation ranking.

Pandas Volleyball - Recommendation of \$9000.00.

The committee recommends approval of \$9000 for project 2 (Japanese team hosting). This project was seen as very worthy of full funding.

Pandas Volleyball has been involved in UAB activities, and are about average in current activity. Over the years, there has been significant involvement in the leadership of UAB by this team.

Bears Football - Recommendation of \$20,000.00.

The committee recommends \$17,500 for project 1 (Study Hall/Academic Support) and \$2500 for project 2 (all-star opportunity) to offset the costs of selected athletes' participation in the East vs. West All-star Game.

Bears Football has done a good job of being involved in the community, both within and outside of UofA and currently is 6th of 17 teams in the participation points ranking.

Bears Hockey – Recommendation of \$8000.00.

The committee recommends that \$8000 be allocated to project 1 (non-conference hosting) to facilitate bringing in a quality North American opponent for exhibition play.

Bears Hockey's involvement at the UAB and SU level is lower than expected for the second year in a row. In fact, the team is dead last in current participation ranking. It was noted that this group is involved in various activities in the community at large, but this involvement tends to be dominated by a few of the soon to be departing 5th year players, which should be of concern to the Bears Hockey leadership. The team needs a consistent team rep and should try to increase their volunteer involvement in UAB initiatives.

Pandas Hockey – Recommendation of \$10000.00.

The committee recommends that \$10000 be allocated, including \$3000 to project 1 (non-conference hosting) and \$7000 to project 2 (non-conference travel) to help offset the costs of accommodations and meals.

The committee acknowledges that Pandas Hockey has been very active and successful with respect to participation at the UAB level this year. Jessie suggested a "Gold Star" for them.

Bears Soccer – Recommendation of \$9000.00.

The committee recommends approval of \$9000 for Bears Soccer, including the requested funds for project 1, \$3250 (non-conference hosting), project 2, \$1500 (non-conference hosting), and project 4, \$4750 (non-conference play). The committee was not supportive of project 3.

Bears Soccer, having been warned last year, has had very good representation this year and are involved.

Pandas Soccer – Recommendation of \$9000.00.

The committee recommends approval of requested funds of \$4750 for project 1 (Butterdome Cup Hosting), and \$4250 for project 2 (non-conference travel) towards the costs of meals and accommodations.

Pandas Soccer, as usual, is very involved with UAB, currently holding executive positions as well as other leadership roles and they are currently 4th of 17 teams with respect to Participation Points.

Bears and Pandas Swimming – Recommendation of \$18,000.

Swimming received a reduction in funding last year due to poor activity. The team has responded very positively and is currently very active in UAB. The committee recommended a \$3000 increase over last year's allocation to reflect this positive direction.

Specifically, the committee approved full funding for projects 1, 2, 3, and 4, for a total of \$10,460, and also approved \$7540 for project 5 (non conference foreign training camp) to help offset the costs of accommodations.

Track & Field/Cross Country – Recommendation of \$18000.00

The committee recommends \$10,000 for project 1 (elite hosting) to help offset the costs of accommodating incoming elite and CIS athletes, and \$8000 for project 2 (branding of equipment for hosting).

Although the level of activity within UAB has dropped off marginally by the cross country and track and field teams this year, they are still on track to reach the minimum standard expected in terms of participation points per person this year.

Bears and Pandas Wrestling – Recommendation of \$18000.00.

The committee was supportive of each of the projects, providing full requested funds for hosting (\$4000), the SFU International (\$5000), the tri-university training camp (\$6000) and partial funding for the non conference travel request to Winnipeg (\$3000)

It was noted that although wrestling is participating and even have an executive member on UAB this year, their per student-athlete involvement is less than average and they should pick up their volunteer involvement opportunities as well as ensure proper recording of any non-UAB volunteer events.

Pandas Rugby – Recommendation of \$9000.00

The committee supports full funds for project 1, \$3300 (pre-season training and team building), and partial funding of project 3, \$5700 (non-conference travel) to help offset the costs of participating in Rugby 7's which will debut as an Olympic Sport in Rio this summer.

Pandas Rugby has had average involvement this past year after several very active years. The leadership of this group should be encouraged to try and increase involvement for the future.

Bears and Pandas Curling – Recommendation of \$4000.00

The committee supports the request for \$1950 for hosting and participation in project 1, and \$2050 to help offset costs of entry fees into the non-conference travel initiatives in project 2 and 3.

It was noted that UAB participation has tapered off this year from our curling teams. It is recommended they become more actively involved in attending events and taking volunteer opportunities.

Bears and Pandas Golf – Recommendation of \$4800.00.

After poor participation in 2014-15, the Golf Team was penalized financially and received a significant reduction in Legacy funding for 2015-16. This year, Golf's reps have been engaged and communicative, so there has been significant improvement in that regard, but the team is still below average in participation even after doubling their points from a year ago.

The committee chose to reward the positive steps forward that have been made this year, but still expects increased UAB and volunteer activity from this group. The committee recommends approval of \$4800 to support the attendance of the team at the Golf National Championships, offsetting the costs of accommodations and meals.

Bears and Pandas Tennis – Recommendation of \$3800.00.

The committee recommends allocation of the full request of \$3800 (non-conference hosting).

Last year, tennis finished very low with respect to their participation, and the UAB reps noted that Bears Tennis has been good and Pandas Tennis has been even better in this regard this year.

UAB – Recommendation of \$5000.00.

The committee recommends approval of funds in the amount of \$3000 for project 1 (student-athlete orientation), and \$2000 for project 2 (UAB Administration and Outreach), which are seen as very important.

UA International Student Project– Recommendation of \$5,000.00.

The committee endorsed full funding of this special initiative designed to give our international students a better understanding of our culture.

Student Athlete Mental Health Project

The committee recommends that \$10,000 of Legacy funding be allocated to the student-athlete mental health initiative which has been launched on campus.

Concluding Remarks

Once the committee had gone through all of the applications once, they were asked whether or not everyone was satisfied with the recommendations. The total amount recommended for dispersal is \$200,600, leaving \$29,208 to be placed in the reserve. There were no requests for reconsideration, so Vang thanked the committee for their time. He explained that next steps included providing this information and the meeting minutes to the SU's Finance Committee for approval by March 1st. The meeting was adjourned at 8:35 PM.

	A	B	C	D	E	F	G	H	I	J
1										
2	*=APP			Recommended 16/17	Requested 16/17	Actual 15/16	Actual 14/15	Actual 13/14	Actual 12/13	Actual 11/12
3										
4										
5	Campus Coordinator			\$10,000.00	\$11,750.00		\$3,000.00			10,000
6	Hosting						\$0.00	\$0.00		0
7	Bears Basketball			\$9,000.00	\$13,000.00	\$9,000.00	\$8,800.00	\$9,500.00	\$8,000.00	9000
8	Pandas Basketball			\$9,000.00	\$10,700.00	\$9,000.00	\$9,200.00	\$9,500.00	\$8,500.00	9000
9	Bears Volleyball			\$9,000.00	\$16,000.00	\$9,000.00	\$8,000.00	\$9,500.00	\$9,000.00	8750
10	Pandas Volleyball			\$9,000.00	\$15,000.00	\$9,000.00	\$8,800.00	\$10,000.00	\$10,000.00	10000
11	Bears Football			\$20,000.00	\$26,500.00	\$20,000.00	\$17,592.00	\$20,954.11	\$14,200.00	20250
12	Bears Hockey			\$8,000.00	\$21,000.00	\$8,000.00	\$8,640.00	\$8,500.00	\$9,000.00	9500
13	Pandas Hockey			\$10,000.00	\$10,000.00	\$10,000.00	\$9,745.00	\$8,000.00	\$15,000.00	9000
14	Bears Soccer			\$9,000.00	\$15,000.00	\$9,190.00	\$8,360.00	\$10,790.00	\$12,000.00	12000
15	Pandas Soccer			\$9,000.00	\$12,525.00	\$9,000.00	\$7,800.00	\$10,950.00	\$12,000.00	10000
16	Bears Swimming		Both Teams	\$18,000.00	\$26,468.00	\$7,500.00	\$8,664.00	\$9,352.22	\$11,800.00	11000
17	Pandas Swimming					\$7,500.00	\$8,664.00	\$11,690.28	\$8,850.00	8500
18	Cross Country*									9000
19	Track & Field*			\$18,000.00	\$25,126.00	\$18,250.00	\$19,400.00	\$20,265.00	\$20,000.00	12000
20	Pandas Wrestling		Both Teams	\$18,000.00	\$21,000.00	\$9,000.00	\$7,440.00	\$9,000.00	\$8,000.00	9000
21	Bears Wrestling					\$9,000.00	\$7,600.00	\$9,000.00	\$8,000.00	9000
22	Pandas Rugby			\$9,000.00	\$17,425.00	\$8,200.00	\$10,400.00	\$9,000.00	\$14,000.00	15000
23	Curling			\$4,000.00	\$12,885.00	\$3,750.00	\$4,000.00	\$0.00	\$3,300.00	3000
24	Golf			\$4,800.00	\$7,365.00	\$1,500.00	\$2,100.00	\$5,250.00	\$4,000.00	3500
25	Tennis			\$3,800.00	\$3,800.00	\$4,000.00	\$3,600.00	\$4,500.00	\$4,400.00	4000
26	TEAM TOTALS			\$167,600.00	\$253,794.00	\$160,890.00	\$161,805.00	\$175,751.61	#####	191,500
27	Special Projects:									
28	UAB Administration			\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	2000
29	1st Year Orientation (UAB)			\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	3000
30	Interfraternity Council						\$1,446.50			
31	Mascot Replacement			\$3,000.00	\$4,500.00	\$5,000.00				
32	Student Honoraria					\$10,000.00				
33	UA International Project			\$5,000.00	\$5,000.00					
34	Student Athlete Mental Health			\$10,000.00	\$30,000.00					
35	HPTRC								\$50,000.00	
36	Special Requests from Reserve									
37	T&F, Swimming and Wrestling (6 teams)							\$60,000.00		
38	Total Yearly Allocation			\$200,600.00	\$310,044.00	\$180,890.00	\$168,251.50	\$240,751.61	\$235,050.00	216,750

K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual
10/11	09/10	08/09	07/08	06/07	05/06	04/05	03/04	02/03	01/02	00/01	99/00	98/99	97/98	96/97	95/96
14,000	12000	12000	12000	12000	12000	12,000	8000	8000	8000	8000	6750				
0	5000	5000	5000	5000	10000	14,000	5000	10000	5000	5000	5000				
9000	8500	8500	8500	8500	8500	8,500	10000	8250	8250	7000	9000	8000	6000	9500	9500
9000	8500	8500	8500	8500	8500	8,500	10000	8250	8250	7000	9000	8000	10000	10000	9500
10000	8500	8500	8500	8500	8500	8,500	10000	8250	8250	7000	9000	8000	10000	10000	9000
11000	8500	8500	8500	8500	8500	8,500	10000	8250	8250	7000	9000	8000	10000	15000	12000
22000	22000	22000	22000	22000	18000	18,000	14000	13000	8175	14000	10000	14000	15000	12400	10000
10000	11000	11000	11000	11000	12000	10,000	10000	9000	10000	10000	9000	8000	10000	10000	10000
11000	11000	11000	11000	11000	11000	9,500	10000	9000	10000	12450	9000	9000	3000	0	0
11000	11000	11000	11000	11000	12000	9,000	9000	8000	10000	4000	10000	7000	10000	8553	10000
15000	11000	11000	11000	11000	11250	8,400	8000	8000	10000	10000	8500	7000	10000	10000	6500
8650	8500	8500	8500	8500	9000	8,000	8750	7500	6500	6000	6000	6000	7000	7500	6000
8650	8500	8500	8500	8500	9000	8,000	8750	7500	6500	6000	6000	6000	7000	7500	6000
13000	12500	12500	12500	12500	11250	10,000	6750	7500	6500	5500	7000	7000	7000	5000	5000
13000	12500	12500	12500	12500	11250	10,000	6750	7500	6500	5500	7000	7000	7000	5000	5000
9000	7000	6000	6000	7500	7500	8,000	10000	7000	8000	8000	7500	4000	0	0	0
9000	8000	8000	8000	8000	8000	8,000	10000	9000	8000	8000	10000	11000	11700	10000	14500
13000	12000	12000	11300	11300	12000	8,800	10000	9000	0	0	0	0	0	0	0
#####	#####	#####	#####	185800	#####	175700	165000	153000	136175	129200	131000	118000	123700	120453	113000
2,050															
							5000								
207,350	207,000	194,000	210,300	214,800	226,661	221,372	176,000	160,400	142,175	134,200	139,000	125,530	127,755	126,303	120,555



January 19, 2016

To: Students' Council

Re: Recommended Budget Principles 2016-17

Budget Principles 2016-17

This is intended to serve as an outline of the fiscal priorities of the University of Alberta Students' Union for the fiscal year beginning May 1, 2016 and ending April 30, 2017. This document is legislated under Students' Council Standing Orders, and is mandated as a responsibility of the Vice-President (Operations and Finance) under Bylaw 1100.

Preamble

The Students' Union is guided by our Strategic Plan. Our mission is to serve, represent, and engage students. The four pillars that support our mission are:

- Services and businesses
- Events and programs
- Building space
- Advocacy

Our guiding values are:

- Do what's right, not what's easy
- Inspire change for the world
- Act with unbridled compassion
- Always keep moving
- Plan for tomorrow

Our critical success factors and goals are:

- Supporting students
 - o Student opportunities
 - o Governance support
 - o Inclusivity
 - o Mental health
 - o Social needs
 - o Just treatment
- Increase our relevance to, and connection with, our members
 - o Focus on social media
 - o Mobile-friendly communication
 - o Alumni connection
- Collaboration
 - o Credibility and stability
 - o Unique systems and expertise
 - o Active collaboration
 - o Research leadership
- Build organizational capacity
 - o Non-student revenue
 - o Business improvements
 - o Capital asset maintenance
 - o Staff restructure
 - o Advocacy resources
 - o Human capital
 - o Sustainability



The Students' Union consists of the following departments and units:

- **Students' Council**
 - o Speaker of Students' Council, Council Administration Committee
- **Executive Committee**
 - o VP Academic, VP External, VP Operations and Finance, VP Student Life, President
- **Discover Governance**
- **Elections Office**
- **Research and Political Affairs**
 - o Council of Alberta University Students, Canadian Alliance of Student Associations
- **Services: Operations**
 - o InfoLink, Student Group Services, Jobkin, Renting Spaces, InfoLink registries
- **Services: Leadership and Recognition**
 - o SU Awards, Alberta Student Leadership Summit (in conjunction with the University of Alberta), Student Group Granting, Co-Curricular Record, Emerging Leaders Program
- **Services: Involvement**
 - o Safewalk, Sustain SU, Peer Support Centre, Orientation
- **Businesses**
 - o SUBmart and SUBtitles, SUBprint, Canada Post Outlet, Room at the Top, Dewey's, L'Express, L'Express Catering, The Daily Grind, The Undergrind
- **Entertainment: Programming**
 - o Week of Welcome, Antifreeze, Campus Cup, other programming as needed
- **Entertainment: Venues**
 - o Myer Horowitz Theatre, Dinwoodie Lounge, SUBstage
- **Marketing and Communications**
 - o Student Handbook, Design Studio, Sponsorship, SUTV
- **Facilities and Operations**
 - o Facilities and Maintenance, Room Rentals, SUB Tenant Leasing
- **Administration**
 - o Administrative Support, Accounting, Human Resources

Fiscal Considerations

Budget principles shall outline the basic direction for creation of the budget. The following adjustments lie outside of budget principles and, while they should be considered in the submission, are at the sole discretion of Students' Council and/or any other legislative body outlined in Bylaw:

- Alberta Consumer Price Index (ACPI) calculations for 2016-17
- Total membership revenue based on enrolment estimates from the Office of the Registrar
- Changes to the Post-Secondary Learning Act by the Government of Alberta
- Students' Union Membership Fee increases (beyond inflation) and decreases
- Students' Union Dedicated Fee increases (beyond inflation), decreases, creation, and/or elimination



Principles

1. In the event that a section of this document conflicts with any other section, the Finance Committee shall identify such a conflict and propose any necessary changes in the presentation of the final budget.
2. Total operating and capital expenditures will not exceed the amount of total operating and fee revenues. The only exception to this would be council-approved capital purchases that do not cause a deficit on an accrual basis.
3. Capital budgeting shall be apportioned at the discretion of the Financial Controller and Vice President (Operations and Finance) after the operating budget has been created. Using the set amount of capital funds allocated, decisions for use of capital funds shall be made by the Core Manager responsible for each unit. **(new)**
4. The Students' Union shall not budget for a deficit in its operating and capital budget. Growth in a department shall be offset by a variety of strengthened revenue streams in that department, where possible.
5. All departments must work within the mandate of the Students' Union; activities or operations deemed to be beyond its scope shall be eliminated. The 2015-2018 Strategic Plan shall be used as a guide to assess relevance and value prior to such decisions.
6. External entities such as dedicated fee units and operating grants shall be managed as per existing Students' Union Bylaws and applicable contracts.
7. Unless otherwise noted, operating and fixed costs increase at a rate relative to the previous fiscal year no higher than inflation for the province of Alberta; activity of the Students' Union will continue in a manner consistent with the precedent set in previous fiscal years.
8. The Students' Union shall implement all necessary financial restraints and audits as required by the Post Secondary Learning Act and its own Bylaws and Standing Orders.
9. Staff costs shall change as specified in the CUPE (Canadian Union of Public Employees) collective agreement. Managerial and other union-exempt staff who are not term staff are entitled to a merit increase in accordance with their respective employment agreements and appraisal outcomes. **(new)**
10. Operating and dedicated fees shall increase in accordance with the Students' Union Bylaw 3000, as set out in the 1992 referendum approving increases based on the Alberta Consumer Price Index. Based on estimates, ACPI for 2016-17 will be approximately 1.29%.
11. In addition to ACPI increases, the Students' Union's Membership Fee shall increase by no more than an additional 10%, subject to approval by Students' Council, in direct response to the Alberta government's long-term plan to increase minimum wage. **(new)**



12. Resources shall be made available for recurring projects of the Executive Committee, provided they can show need for such resources and consistency of such projects. **(new)**
13. Resources shall be made available to promote and enhance visibility and constituency engagement for members of Students' Council. **(new)**
14. The Students' Union shall allocate resources to provide sufficient staffing to support student governance objectives.
15. The Students' Union shall allocate resources toward professional advice and services as they relate to advocacy.
16. Resources shall be made available for increased administration of student groups, should the Students' Union need to increase capacity in Student Group Services. **(new)**
17. The Students' Union business units shall not budget for a deficit prior to cost apportionment allocations. All reasonable attempts to maximize the profitability of these business units, consistent with the mandate of the Students' Union as a service provider, shall be made.
18. In line with Operating Policy 5.12, non-academic materials offered for sale shall have price increases approved by the Core Manager responsible for that unit when necessary to balance annual expected revenue with expected costs. Where costs have increased in academic material areas, there shall be a marginal increase to compensate. **(new)**
19. New lease space shall be available in the Students' Union Building and may need to be funded accordingly.
20. The Students' Union shall allocate resources toward customer experience improvements in its licenced establishments.
21. The Students' Union shall allocate additional resources toward front-facing visual and operational improvements for its businesses and venues. **(new)**
22. Steps shall be taken towards the creation of a client services program for the purpose of creating efficiency and value for the booking of conferences and other multi-step events in the Students' Union Building. **(new)**
23. Where possible, all entertainment units shall plan to recover all costs. Admission sales, sponsorship, and donations are acceptable sources of revenue.
24. Resources shall be allocated towards improving the audio and visual components of the Students' Union's venues. **(new)**



25. The Students' Union shall make resources available towards a renovation to the Myer Horowitz Theatre. (new)
26. Costs associated with Marketing and Communications, Facilities and Operations, and Administration shall be apportioned to all departments of the Students' Union based on usage.

Removed Principles (2015-16)

1. When possible, precedence in capital budgeting shall be given to expenditures contemplated in the 5-Year Capital Plan.
2. Capital expenditures shall be incurred based upon the following criteria: (a) replacement due to wear and tear; (b) to ensure continued operations of a particular unit; (c) to enhance the security or functionality of a particular unit; and/or (d) to strengthen the viability of a particular unit.
3. The services units of the Students' Union shall undergo a staffing restructuring.
4. The services total budget will be within 5% of last year's budget.
5. An average margin increase to non-academic materials not resulting from decreasing costs shall not exceed 10%.
6. For the purpose of the budget principles discussion, programming that takes place in a Students' Union venue or event that is not specifically mentioned in the above list shall be considered as separate from the entertainment and programming units.
7. The Students' Union shall allocate additional resources toward the Students' Union Building Renovation project.
8. The Students' Union will investigate the expansion of the administrative offices and may allocate funding to the initiative.
9. Ombuds is removed as a service of the Students' Union.



April 5, 2016

To: Students' Council

Re: Budget Instructions 2016-17

Budget Instructions 2016-17

This document accompanies the budget summary of the University of Alberta Students' Union for the fiscal year beginning May 1, 2016 and ending April 30, 2017. It outlines additional written instruction providing further detail on how money within budget categories is to be spent, as legislated under Students' Council Standing Orders.

Variance From Previous Budget

Dept.	Description	2016-17 Budget	Variance	Explanations	Applicable Principle(s)
400	General Administration	\$2,508,705	\$232,007	<ul style="list-style-type: none"> CPI calculated at 1.74% Enrolment numbers consistent with 2015/16 actuals Membership fee increase included 	2, 4, 6, 7, 9, 11
402	Office Administration	-\$847,484	-\$3,616	<ul style="list-style-type: none"> Staff restructuring 	26
411	Facilities & Operations	\$433,408	\$1,946		26
425	Research and Advocacy	-\$230,058	\$35,942	<ul style="list-style-type: none"> Staff restructuring 	
500	President	-\$43,001	-\$2,025	<ul style="list-style-type: none"> Increased project funding 	12
501	Executive Support	-\$33,517	-\$3,806	<ul style="list-style-type: none"> Increased legal fees 	15
502	Governance	-\$111,738	-\$5,095		13, 14
509	Elections Office	-\$41,002	\$2,540		
519	VP Academic	-\$43,792	-\$742	<ul style="list-style-type: none"> Increased project funding 	12
520	VP Operations & Finance	-\$41,632	-\$1,196	<ul style="list-style-type: none"> Increased project funding 	12
521	VP External	-\$42,142	-\$666	<ul style="list-style-type: none"> Increased project funding 	12
523	VP Student Life	-\$43,102	-\$417	<ul style="list-style-type: none"> Increased project funding 	12
528	CASA	-\$62,325	\$0		
530	CAUS	-\$54,450	-\$2,470	<ul style="list-style-type: none"> Increased Association dues 	
600	Student Life	-\$173,582	\$2,188	<ul style="list-style-type: none"> Total changes to 600 and 700 departments is -52,083 	



				<ul style="list-style-type: none"> Uncertain DoS funding Staff costs reorganized 	
612	SL Involvement	-\$199,706	\$152,983	<ul style="list-style-type: none"> Safewalk, Sustain SU, Peer Support Centre, some Orientation costs 	
616	SL Operations	-\$241,908	\$33,274	<ul style="list-style-type: none"> InfoLink, Student Group Services, Jobkin, Renting Spaces, InfoLink registries 	16
624	SL Leadership & Recognition	-\$181,013	-\$59,629	<ul style="list-style-type: none"> SU Awards, ASLS, Student Group Granting, Co-Curricular Record, Emerging Leaders Program 	
640	Marketing	-\$288,414	\$18,635	<ul style="list-style-type: none"> Staff restructuring 	26
642	SUTV	\$21,851	\$20,080	<ul style="list-style-type: none"> Increased revenue 	
644	Handbook	\$39,904	\$5,700	<ul style="list-style-type: none"> Reduced production costs 	
700	Orientation and Programming	-\$120,039	-\$120,039	<ul style="list-style-type: none"> New budget line New staff costs split with 600 New positions created 	22, 24
712	SUB Programming	\$4,184	\$297		23
713	Alternative Programming	-\$138,903	-\$48,647	<ul style="list-style-type: none"> Addition of Antifreeze Staff restructuring 	22, 23, 24
714	Week of Welcome	-\$120,982	-\$29,592	<ul style="list-style-type: none"> Shorter WoW in 2016 	23
750	Dinwoodie Lounge	\$12,310	\$7,090	<ul style="list-style-type: none"> Increased revenue 	23
755	Myer Horowitz Theatre	\$86,221	\$6,681	<ul style="list-style-type: none"> Increased revenue Funding for renovation project 	23, 25
765	Antifreeze	\$0	\$2,685	<ul style="list-style-type: none"> Moved into 713 	
800	SUBmart	\$19,617	\$1,186	<ul style="list-style-type: none"> Reduction in consignment revenue 	17, 21
815	SUBprint	\$253,437	\$18,806	<ul style="list-style-type: none"> Amortized savings from purchasing new equipment Additional revenue to be used to fund 900 	17
825	Post Office	\$16,045	\$10,363	<ul style="list-style-type: none"> Staff costs split with 800 	17
832	Room at the Top	\$4,258	-\$57,470	<ul style="list-style-type: none"> Expected revenue decrease Redistributed wages for full time staff Reduction in summer hours 	17, 20
833	Undergrind	\$1,061	\$21,731	<ul style="list-style-type: none"> Expected revenue increase 	17
835	L'Express	\$29,004	-\$25,515	<ul style="list-style-type: none"> Decreased margins due to increased COGS 	17, 21



836	L'Express Catering	\$2,553	-\$102,350	• Salaries redistributed	17
837	Daily Grind	\$156,195	\$35,859	• Expected revenue increase	17
841	Dewey's	\$788	-\$1,373		17, 20
900	Sponsorship Fund	\$33,216	\$1,070		
910	Capital Reserve	-\$284,612	-\$93,062	• Increase in computer and tech budget	3, 21, 22, 24
911	Contingency Reserve	-\$30,000	\$0		
912	Project Allocation Reserve	\$5,000	\$5,000	• Reallocated to Executive budgets	12
920	Building Expansion Reserve	-\$253,335	-\$41,893	• Previous enrolment figures too high	10
921	Tenant Reserve	\$11,064	\$0		

FC 15-13.07

UNIVERSITY OF ALBERTA STUDENTS' UNION 2016/17 OPERATING, CAPITAL & NON-DEDICATED RESERVES BUDGET					Cost	Expenses	Net Profit(Loss)
Dept #	Department Name	Revenue	Expenditures	Net	Apportionments	After Cost Apportionments	After Cost Apportionments
400	General Administration	\$2,630,728	\$122,021	\$2,508,707	(90,653)	31,368	\$2,599,360
402	Office Administration	\$1,200	\$848,684	(\$847,484)	(558,001)	290,683	(\$289,483)
411	Facilities & Operations	\$1,929,534	\$1,496,126	\$433,408	168,389	1,664,515	\$265,019
425	Research/Advocacy		\$230,058	(\$230,058)	20,100	250,158	(\$250,158)
500	President		\$43,001	(\$43,001)	6,538	49,539	(\$49,539)
501	Executive Support	\$60,000	\$93,517	(\$33,517)	20,523	114,040	(\$54,040)
502	Governance		\$111,738	(\$111,738)	16,209	127,947	(\$127,947)
509	Elections & Referenda	\$1,000	\$42,002	(\$41,002)	1,679	43,681	(\$42,681)
519	Academic Affairs		\$43,792	(\$43,792)	6,420	50,212	(\$50,212)
520	Operations & Finance		\$41,632	(\$41,632)	5,831	47,463	(\$47,463)
521	External Affairs		\$42,142	(\$42,142)	6,455	48,597	(\$48,597)
523	Student Life		\$43,102	(\$43,102)	6,884	49,986	(\$49,986)
528	CASA		\$62,325	(\$62,325)	2,902	65,227	(\$65,227)
530	CAUS		\$54,450	(\$54,450)	2,536	56,986	(\$56,986)
600	Student Life Manager	\$61,190	\$234,772	(\$173,582)	15,723	250,495	(\$189,305)
612	Student Life - Involvement / Engagement	\$27,551	\$227,257	(\$199,706)	14,340	241,597	(\$214,046)
616	Student Life - Operations	\$173,643	\$415,551	(\$241,908)	26,981	442,532	(\$268,889)
624	Student Life - Leadership & Recognition	\$122,000	\$303,013	(\$181,013)	19,317	322,330	(\$200,330)
640	Marketing		\$288,414	(\$288,414)	(122,864)	165,550	(\$165,550)
642	SUtv	\$50,000	\$28,149	\$21,851	3,157	31,306	\$18,694
644	Handbook	\$85,000	\$45,096	\$39,904	5,256	50,352	\$34,648
700	Orientation / Programming	\$82,000	\$205,909	(\$123,909)	16,661	222,570	(\$140,570)
712	SUB Programming	17,800	13,616	\$4,184	1,979	15,595	\$2,205
713	Alternative Programming/SUKCP	106,900	245,803	(\$138,903)	22,205	268,008	(\$161,108)
714	WOW	122,500	243,482	(\$120,982)	17,184	260,666	(\$138,166)
765	Antifreeze			\$0			
750	Dinwoodie Lounge	128,301	115,991	\$12,310	13,808	129,799	(\$1,498)
755	Myer Horowitz	473,781	387,560	\$86,221	37,663	425,223	\$48,558
800	SUBmart	577,102	557,485	\$19,617	59,207	616,692	(\$39,590)
815	Print Centre	859,330	605,893	\$253,437	38,721	644,614	\$214,716
825	Post Office	373,029	356,984	\$16,045	10,266	367,250	\$5,779
832	RATT	596,111	591,853	\$4,258	47,216	639,069	(\$42,958)
833	Under Grind	88,000	86,939	\$1,061	4,319	91,258	(\$3,258)
835	L'Express	760,250	731,246	\$29,004	48,877	780,123	(\$19,873)
836	Catering	397,150	394,597	\$2,553	24,712	419,309	(\$22,159)
837	Daily Grind	626,450	470,255	\$156,195	44,032	514,287	\$112,163
841	Powerplant (Deweys)	506,558	505,770	\$788	35,428	541,198	(\$34,640)
Operating Before Capital and Sponsorship		\$10,857,108	\$10,330,225	\$526,883			\$526,883
910	Capital Reserve	\$0	\$284,612	(\$284,612)		284,612	(\$284,612)
920	Building Expansion Reserve	\$665,976	\$919,311	(\$253,335)	\$0	919,311	(\$253,335)
921	Tenant Reserve	\$11,064		\$11,064			\$11,064
Total Operating & Capital		\$11,534,148	\$11,534,148	\$0	\$0		(\$0)
900	Sponsorship Fund	\$130,000	\$96,784	\$33,216		96,784	\$33,216
Total Operating, Capital & Sponsorship		\$11,664,148	\$11,630,932	\$33,216	\$0		\$33,216
911	Contingency Reserve		\$30,000	(\$30,000)			(\$30,000)
912	Project Reserve	\$50,000	\$45,000	\$5,000			\$5,000
913	Underperformance Reserve			\$0			\$0
Total Op., Capital, Spens. & Non Dedicated Reserve		\$11,714,148	\$11,705,932	\$8,216			\$8,216
601	The Landing	\$85,924	\$85,924	\$0			\$0
940	Golden Bear & Legacy Fund	\$242,608	\$242,608	\$0			\$0
941	Campus Recreation	\$273,933	\$273,933	\$0			\$0
945	Student Involvement Endowment Fund	\$0	\$0	\$0			\$0
960	WUSC	\$27,914	\$25,729	\$2,185			\$2,185
975	Access Fund	\$905,241	\$905,241	\$0			\$0
976	Studentcare	\$0	\$0	\$0			\$0
Total Op., Capital & Reserves		\$13,249,768	\$13,239,367	\$10,401			

Students' Union Capital Projections by Department

DEPT. #		2008/09 Budget \$	2009/10 Budget \$	2010/11 Budget \$	2011/12 Budget	2012/13 Budget	2013/14 Budget	2014/15 Budget
401	SUB BUILDING RENOVATIONS							
402	OFFICE ADMINISTRATION	6,000.00	1,250.00	3,050.00	500.00			
411	FACILITIES & OPERATIONS	15,950.00	25,600.00	28,750.00	40,050.00	30,250.00	35,450.00	18,000.00
425	ADVOCACY							
600	SERVICES MANAGER							
605	STUDENT FINANCIAL AID		600.00		1,500.00			
610	OMBUDSERVICE			700.00				
611	STUDENTS' ORIENTATION SERVICES							
611	CENTRE FOR STUDENT DEVELOPMENT	3,100.00	1,400.00	700.00				
612	STUDENT DISTRESS CENTRE							
616	INFORMATION SERVICES			1,400.00			600.00	
624	STUDENT GROUPS			700.00		700.00		
625	VOLUNTEER SERVICES							
630	TICKETMASTER							
640	MARKETING/MEDIA	1,840.00	1,500.00					
644	HANDBOOK							
646	SAFEWALK		1,200.00	1,000.00	2,150.00	1,000.00	2,000.00	
650	CAMPUS FOOD BANK							
655	ECOS			2,500.00				
712	SUB PROGRAMMING							
713	ALTERNATIVE PROGRAMMING							
714	WEEK OF WELCOME							
750	DINWOODIE LOUNGE							
755	MYER HOROWITZ THEATRE	21,700.00	30,000.00	30,000.00	40,000.00		5,000.00	
760	EXTERNAL ENTERTAINMENT							
805	COPY CENTER							
765	ANTIFREEZE							
800	SUBMART	27,000.00	1,800.00			15,000.00	8,000.00	
810	SUBTITLES	58,000.00	17,700.00	7,500.00	5,000.00			
815	PRINT CENTRE	9,870.00	29,900.00	6,900.00	73,309.00	19,815.00	11,420.00	
821	SUB GAMES/EMPTY POCKET							
825	POSTAL OUTLET		11,500.00	31,000.00				
830	BEAR'S DEN							
832	ROOM AT THE TOP	5,999.00	41,460.00		9,550.00	125,000.00		
833	UNDERGRIND							
834	JUICY			15,875.00				
835	L'EXPRESS	144,000.00		4,122.00		800.00		
836	L'EXPRESS CATERING	7,500.00		7,900.00	4,270.00	6,500.00		
837	CRAM DUNK			1,400.00	2,800.00			
841	POWER PLANT	25,000.00				8,300.00		
	Furniture Pool							
	Computing and Networking							
	Hardware and Software Renewal	67,642.00	70,000.00	70,000.00	50,000.00	70,000.00	70,000.00	70,000.00
	Communications/InfoLink/Online Projects	15,000.00	15,000.00	15,000.00	50,000.00	15,000.00	15,000.00	50,317.00
	PSE Renovations (\$50k PSE/\$75k CFB)		35,000.00	35,000.00	125,000.00			
	Total	408,601.00	283,910.00	263,497.00	404,129.00	292,365.00	147,470.00	138,317.00
Additional	RATT/Dewey's DÉCOR			5,000.00			5,000.00	
	VIDEO DISPLAYS / KIOSKS			49,000.00				
		408,601.00	283,910.00	317,497.00	404,129.00	292,365.00	152,470.00	138,317.00

**FINANCE
COMMITTEE**

Monday March 23, 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		Y
Kevin Wang		Y
Jane Yu		N
Vivian Kwan		Y
Brett Stephen		N

MINUTES (FC 2015-12)

2015-12/1 INTRODUCTION

2015-12/1a **Call to Order**

Meeting called to order at 5:04 pm.

2015-12/1b **Approval of Agenda**

PACHES/WANG moved to approve the agenda for March 21, 2016 as tabled.

Vote 6/0/0

CARRIED

2015-12/1c Approval of Minutes

ALEX KWAN/ FLAMAN moved to approve the minutes for February 01, 2016 as tabled.

Vote 5/0/1

CARRIED

2015-12/1d Chair's Business

BONDARCHUK: We're going to have a busy couple of meetings. Since we have Sirina Hamilton and Michaela Mann as special guests, is anyone opposed to doing item 3a first?

2015-12/2 QUESTION/DISCUSSION PERIOD

2015-12/2a Bill 18 Consultation

BONDARCHUK: I wanted to get your recommendation for this. It's regarding amendments to the Elections Reserve in Bylaw. In bylaw 3000, there are reserves which have stipulations. We enshrine it as a reserve so that staff can't just change the budget without Council's approval. We have an elections reserve, and it's used for get out and vote campaigns and campaigns to the municipal, provincial, and federal governments. This was created in 2008/2009. Every time a department has a surplus in their budget at the end of the year, it's pooled into the general operating revenue. Then we split it out. For example, the businesses should have a surplus, and the money gets funnelled into services. So, when the advocacy department has a surplus at the end of the year, that surplus gets funnelled into this reserve. It's unique because it's the only

department which does that directly. I have noticed that this fund is well over \$70,000, and while we have pulled from it from time to time, it's only getting bigger. I want to set some restrictions around it so that it doesn't get too large. So, I'm asking it to be renamed as the Campaign and Advocacy reserve. I would also rewrite the definition to include campaign and advocacy towards the University. I'm also asking for the Executive Committee to have the authority to approve up to \$5,000 in spending for a campaign. This is the same way that the project allocation currently works. I'd also like an upper limit to be set on the reserve.

The project allocation fund is \$50,000 per year. Executives can approve up to \$5,000 for a single project. From next year it'll be \$45,000. It's used to help along specific goals or projects. I'm a big fan of things being used for what they are supposed to be used for. I can also approve up to \$5,000 in casino funds myself. If it's over that, I have to get the Executive Committee's approval. \$5,000 is the magic number where it's big enough to be trusted with the executives, but not too big.

PACHES: I agree with money being used for what it's designated for.

BONDARCHUK: IS everyone fine with me bringing this to Council? Excellent.

2015-12/3

COMMITTEE BUSINESS

2015-12/3a

Standing Order Amendments

MANN: I'm the Team Lead for Leadership & Recognition, and I oversee the awards night of the Students' Union (SU). Sirina is the Director of Student Life.

The first one we want to change is 73-d. With the change, it would read "*No monetary award is awarded to any person who was not an undergraduate student in the Fall and Winter semesters preceding disbursement*". This change is due to the change in timeline when we do the award ceremony. Prior to this year, awards took place during March. However, it now happens in October. Before, you had to be registered during the Winter semester during which the awards were held. Now, the awards are based on the previous year.

FLAMAN: Prior to this change, did you have to be registered just for the Winter?

MANN: It had to be both Fall and Winter.

HAMILTON: Before, students had to be enrolled when they got their check. Now, the students whose achievements are recognized in their final year would be out of school. Functionally, while first year students can't apply, they get that year back at the end.

FLAMAN: If you were in your second or third year and you take a

semester off for financial reasons, what would happen then?

MANN: As it currently sits, they are not eligible. You guys can change the wording.

BONDARCHUK: Levi, would you like it amended?

FLAMAN: It reflects my personal situation as well. I might end up not being here for a semester, and I hate to feel obliged to register for another semester just to be able to apply for awards. I don't know what the wording would be.

BONDARCHUK: It would just change and to or.

MANN: What should also be looked into is the fact that this change may also complicate the financial need calculation.

HAMILTON: For example, if the student is not paying tuition for that semester should we omit that? It makes it a bit more challenging. It's not something that cannot be overcome though.

BONDARCHUK: Also if somebody only does one term, he/she would need to demonstrate stellar activity for that particular term to compete with others.

MANN: I agree that it would be a shame to exclude someone because they took a semester off. However, they may not be in financial need because they are doing a job.

BONDARCHUK: Is it going to be a lot of work?

HAMILTON: Not for me, but I have a lot of expertise in this area. We are hoping to have a spreadsheet which calculates financial need for us. If somebody took that semester off for financial reasons, the income would offset the financial need. If we omit considering the income from that term entirely, is it fair to everyone else?

BONDARCHUK: When calculating financial need, I believe the Standing Orders give staff that prerogative.

FLAMAN: Would halving the award be an option?

MANN: I don't think so.

BONDARCHUK: That's not the issue. The problem is with regards to calculating the financial need. However, every award is open to students in financial need and who are not in demonstrative need. Probably somebody who took a term off would show up as someone not in financial need. It wouldn't restrict them, but would rather put them in a different category for the awards.

MANN: So what's the final verdict?

BONDARCHUK: We'll change it to:

"No monetary award is awarded to any person who was not an undergraduate student in the Fall or Winter semesters preceding disbursement"

MANN: The second change is regarding the adjudication committee. Currently it just says 5 undergraduate students. We're hoping to amend this to 3 members of the Finance Committee and 2

undergraduate students. This is to give more hands-on interaction for the Finance Committee. It'll also help us because recruiting for adjudication is very difficult. Furthermore, because members of the Finance Committee are not eligible anyway, it cuts down on the people ineligible to apply.

BONDARCHUK: A lot of things we do are focused around ratification. I think that the Finance Committee has the opportunity to do a lot more. I want to compile all the involvement and representative opportunities for the Finance Committee and appoint them all at the start of the year.

ALEX KWAN: It would cut down on the ineligible undergraduates.

BONDARCHUK: Any opposition to this change? No?

MANN: The next few items are naming changes. I'm not certain whether they technically fall under Standing Orders, but I prefer if the Finance Committee makes decisions on these.

I have prepared a draft for naming guidelines. I looked at other universities and student associations across the country and pulled out some things which will be useful for us. It's up to you guys how you want to use it. This only talks about awards. For example, if you want to name this room after someone, this document doesn't delve into that. Having said that, I have 3 naming changes.

The Royal Bank Financial Group Involvement Award would like us to change it to RBC Royal Bank Involvement Award.

WANG: Do they fund the award? If so, they can name it as they see fit.

MANN: Yes. The next one is the Hooper Monroe Academic Award. This one isn't actually a name change. It's a change in the criteria. The award currently looks at the top 2 women and the top 2 men in terms of GPA. This excludes anyone who doesn't fall in one of those 2 binaries. So, we'd like to change this so that it aligns with current social standings. The new criteria would be "this award will be awarded to the 4 students with the highest academics with no more than 2 being from the same gender identity".

BONDARCHUK: It can be a combination can't it?

MANN: Yes. It can be 2 men and 2 women, but not something like 3 men and 1 woman or vice-versa.

WANG: What would these gender identities be?

MANN: It could be any.

HAMILTON: We'd be asking potential applicants to state their gender identity on the application form.

ALEX KWAN: Aren't we taking gender into account anymore?

MANN: We do. It's just that no more than 2 people from one particular identity would get the award.

The last change is a renaming based on an individual. It's a change I'm putting forward. Louise Veillard used to be the ECOS director

which is now Sustain SU. She was very active on every social justice issue. She took her life in 2014 after a battle with depression. So I believe she is a good candidate to name the Social Justice Activism Award after.

WANG: Are we including the history of her working with the SU?

MANN: I believe it would be important to have that in the award description.

WANG: Have you contacted her family?

MANN: Yes. I wanted to ensure that they were comfortable moving forward with this. They said they're fully supportive.

WANG: The last time we had this conversation, Marc mentioned that he wasn't too sure about giving the full background.

MANN: I think what Marc mentioned was that it would look bad if 2 awards were named after people who took their life. My personal stance is that it's not a reason to exclude somebody when they have made a contribution. There's no official position though. We can exclude how she died as well.

BONDARCHUK/FLAMAN moved to change Finance Committee's Standing Orders as amended.

Vote 6/0/0

CARRIED

BONDARCHUK/WANG moved to approve the 3 presented changes to the Social Justice Activism Award, Hooper Monroe Academic Award, and Royal Bank Financial Group Involvement Award.

Vote 6/0/0

CARRIED

BONDARCHUK: What about the changes to student group granting?

MANN: We aren't ready to talk about that yet. We'll be having the last round of granting allocations on Thursday. Student Group Services (SGS) is looking at ways to make the granting process a lot less intense for the adjudication committee.

WANG: I know both the SU and Dean of Students contribute to the funds. Do we get to control disbursement?

MANN: There's \$45,000 which comes from the Dean of Students and \$50,000 which comes from the SU. We do take care of the disbursement, but don't decide on them necessarily.

VIVIAN KWAN: Is the Graduate Students' Association (GSA) also contributing money?

MANN: No. But the Dean of Students does.

Bylaw 3000 Schedule Approval

BONDARCHUK: There are 2 schedules which directly impact finances in bylaw. They are schedules 3000 and 6000. In the past, they have just been updated. The bylaws are unclear. They say that the chair of Finance Committee maintains the schedules. But, it doesn't talk about who updates them. Traditionally, we have had our financial controller update them. But, I believe it should go through something related to governance. So, I would like to start a pattern of Finance Committee approving the release of these schedules. Bylaw 3000 concerns the 2 different types of fees that we have. We have class A and class B type fees. I have added the SUB renovation fund. It's something we passed 3 years ago, but it was never put into bylaw. I changed the Access Fund fees. The Registrar's Office apologized that they had made a mistake and are giving us some of our money back. We only had to raise the fee by 26 cents. The Access Fund fee is based on a rolling average. The Access Fund was tied to inflation related to tuition for 2010 levels. It was an arbitrary year. I'm proposing to make the increase no more than 10% each year. So, if the Access Fund gets a massive number of applications, the students will have fee security. I believe I didn't change anything with the class B fees except the changes relating to CPI. Any other changes will have to go through referendum. Spring/Summer students used to pay 44% of the Access Fund fee. I have increased it to 50%.

FLAMAN: Who decides the fee level?

BONDARCHUK: When the original referendum was passed, people set the base level. We just inflate it by CPI. Under bylaw, we have to go to referendum to change it.

BONDARCHUK/PACHES moved to approve the Bylaw 3000 Schedule.

Vote 6/0/0

CARRIED

Bylaw 6000 Schedule Approval

BONDARCHUK: This goes in depth about the Dedicated Fee Units (DFUs). I updated the Gateway's plebiscite date. So, 2021 would be their next call for a plebiscite. I have also included the Landing's mandate. This wasn't included in the previous iterations of the schedule. The mandate is what they have to give evidence they are fulfilling when they submit their DFU review. The Granting DFUs don't have a mandate.

BONDARCHUK/WANG moved to approve the Bylaw 6000 Schedule.

Vote 6/0/0

CARRIED

Capital Equipment Reserve Recommendation

BONDARCHUK: I want Finance Committee's recommendation to go to Council and ask for a release of funds from the Capital Equipment Reserve. A lot of our SUBprint machines are hitting expiry at the same year. I have got a quote from a company regarding the printers. Under our budget principles, we aren't able to run a deficit. If we purchased all 5 of these machines we'll go into a deficit. So, we have to draw money from the Capital Equipment Reserve to purchase them. The other option is leasing. Leasing would stop us from going into a deficit, but we'll lose money over time. The lease for 5 years ends up being about \$50,000 more. Leasing would cost \$270,000, but if we purchased them outright, we will only spend \$220,000 upfront. So the options are either purchase them through the Capital Equipment reserve or lease them. The 5 year leasing terms are irrevocable. So, if we cancel the lease early, we won't be saving any money. We can invest the money if we lease, but unless we get a return of 8%, it's better to purchase outright. Under the current economic climate, I don't believe we'll get a high return if we invest.

FLAMAN: With lease agreements, isn't maintenance covered by them?

BONDARCHUK: We'll be covered under warranty for 5 years.

FLAMAN: I don't see any reason why we shouldn't purchase them.

BONDARCHUK: Because we'll be taking money from that reserve we won't be going into a deficit.

PACHES: I fully support this because we are taking money from a fund dedicated to purchasing capital equipment. Also, purchasing is cheaper in the long run.

BONDARCHUK: Also, the purchasing from the reserve would be divided over 5 years. So, there would be no big hole in the reserve so to speak.

PACHES: Do we have any other projects which would go to this reserve?

BONDARCHUK: At the moment, no.

WANG: Why even propose the lease option then?

BONDARCHUK: It's because the leasing option would exclude using

the reserve. We would be able to fit it into the budget year after year.

FLAMAN: Would this amount go up later?

BONDARCHUK: It covers everything including installation.

FLAMAN/PACHES moved to recommend to Students' Council the approval of no more than \$220,000 in funds from the Capital Equipment Reserve for the purchase of new equipment for SUBprint.

Vote 6/0/0

CARRIED

2015-12/4 **INFORMATION ITEMS**

2015-12/5 **ADJOURNMENT**

2015-12/5a **Next Meeting:** April 4, 2016 at 5:00 pm.

2015-12/5b Meeting adjourned at 6:02 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
<i>PACHES/WANG moved to approve the agenda for March 21, 2016 as tabled.</i>	6/0/0 - CARRIED
<i>ALEX KWAN/ FLAMAN moved to approve the minutes for February 01, 2016 as tabled.</i>	5/0/1 - CARRIED
<i>BONDARCHUK/FLAMAN moved to change Finance Committee's Standing Orders as amended.</i>	6/0/0 - CARRIED
<i>BONDARCHUK/WANG moved to approve the 3 presented changes to the Social Justice Activism Award, Hooper Monroe Academic Award, and Royal Bank Financial Group Involvement Award.</i>	6/0/0 - CARRIED
<i>BONDARCHUK/PACHES moved to approve the Bylaw 3000 Schedule.</i>	6/0/0 - CARRIED
<i>BONDARCHUK/WANG moved to approve the Bylaw 6000 Schedule.</i>	6/0/0 - CARRIED
<i>FLAMAN/PACHES moved to recommend to Students' Council the approval of no more than \$220,000 in funds from the Capital Equipment Reserve for the purchase of new equipment for SUBprint.</i>	6/0/0 - CARRIED