

**FINANCE
COMMITTEE**

Monday, December 9, 2016

4:00PM

SUB 6-06

AGENDA (FC 2016-11)

2016-11/1 INTRODUCTION

2016-11/1a Call to Order

2016-11/1b Approval of Agenda

2016-11/1c Approval of Minutes

2016-11/1c Approval of FC 2016-09 Minutes

Please see FC 16-11.01

2016-11/1d Chair's Business

2016-11/2 QUESTION/DISCUSSION PERIOD

2016-11/2a Committee Attendance

2016-11/3 COMMITTEE BUSINESS

2016-11/3a PACHES moves to approve the release of The Landing Society for Gender and Sexual Diversity's dedicated fee unit upon review of their annual report.

Please see FC 16-11.02

2016-11/5 INFORMATION ITEMS

2016-11/6 ADJOURNMENT

2016-11/6a Next Meeting: TBD



FINANCE COMMITTEE

Monday, November 14, 2016

4:07 PM

SUB 6-06

ATTENDANCE

NAME	PROXY	PRESENT
Robyn Paches (Chair)		Y
Victoria Dejong		Y
Francesca El Ghossein		N
Dorsa Nahid		Y
Brandon Prochnau		Y
Nicole Hammond		Y
Reed Larsen		Y
Saba Al Hammouri		N
Levi Flaman		N
Asyah Saif (Presentation)		Y
Ryan Scott		Y

MINUTES (FC-2016-09)

2016-09/1

INTRODUCTION

2016-09/1a

Call to Order

Meeting called to order at 4:07 PM.

2016-09/1b

Approval of Agenda

LARSEN/DEJONG moved to approve the agenda for November 14, 2016.

6/0/0

CARRIED

2016-09/1c

Approval of Minutes

LARSEN/HAMMOND moved to approve the minutes for October 31, 2016 as amended.

6/0/0

CARRIED

2016-09/1d

Chair's Business

2016-09/2

QUESTION/DISCUSSION PERIOD

2016-09/3

COMMITTEE BUSINESS

2016-09/3a

FACRA DFU Report

Please see FC-09.01

Checked their budget, financial statements, license, and mandate.

PACHES/NAHID move to conditionally approve upon their seat to the lease agreement.

6/0/0

CARRIED

2016-09/3b

Gateway Students' Society Updated Mandate Document

PACHES

Updated document is attached. Updated policies are posted online.

DEJONG/HAMMOND move to approve the Gateway Students' Journalism Society DFU disbursement as presented.

7/0/0

CARRIED

2016-09/3c

Presentation by Asyah Saif

Presentation is shared via Google Docs.

LARSEN

What is the other reason that we've been operating under this procedure probably since the committee was made? Why did we decide to change it now?

ASYAH SAIF

Even before I took over in July, this was not the practice. The practice was that they were voting members.

LARSEN

That doesn't reflect how this is setup then, correct?

ASYAH SAIF

This is an unfortunate reality for a lot of Student Group Services things. In the past, there is very little procedural documentation of things. There are many big projects starting last year and this year. This is one of those things where we don't have documentation of why. What's this practice? Did they not give us money before? Is this Engagement Grant new? This makes sense if they don't give money. If they are giving money, then everyone in the committee says they should be voting members.

LARSEN

I can't think of any exceptions within our organizations where we would put voting staff members over our process in which we have hand control over this entire time. If we allow them to be voting members, they now sit equal in representation on this committee as do the students as this committee is developed to give funds to

student groups.

If they're giving money, great, but why do they want more ability to affect change on how we grant money to student groups?

ASYAH SAIF

They want to have a say on how their money is being spent.

LARSEN

Are we going to allow them to have that control over how we dictate giving to student groups?

DEJONG

I don't think the 3 staff members would really dominate in the voting. If we have an issue in the future, we can review the situation then.

PACHES/DEJONG move to accept amendments as presented on 13.4 of the Finance Committee Standing Orders.

6/1/0 (LARSEN AGAINST)

CARRIED

ASYAH SAIF PRESENTATION SECOND PAGE 1B

Presentation shared via Google Docs.

ASYAH SAIF

Is the previous suggestion made fair for a group that is dissolved , and then a year later another set of individuals pick it up with the group having no assets? This group will not be eligible for the Restart Grant. My suggestion is to include an "or" instead of an "and" in the eligibility requirements.

LARSEN

Why is the lapsed year matter if it is a completely new set of executives? They don't have any assets.

ASYAH SAIF

The number of years is there because this is a norm that we observed.

PACHES

Is there a need to give away a lot of money or is there already high

demand for it?

ASYAH SAIF

We normally run out.

PACHES

If we remove “three years” it opens up the ability to abuse the system.

NAHID

She just said that student groups need to state how they spent the money.

ASYAH SAIF

Essentially, you could lie in your applications. We do request receipts.

I agree there can be a higher chance that groups will be taking advantage of this. If three years is a problem, we could change it to 1 or 2. I would recommend 2.

PACHES

I think we should have a year restriction. It provides discipline to groups.

ASYAH SAIF

Make a number of year restriction and replacing “and” with “or”. If a group is even less than a year then they pick it up again, there is that exception to honour that. If they applied, and they were only a year inactive, but they can say they don't have connections with the previous execs and no assets with sufficient evidence, then the committee can make that call.

HAMMOND

If you put “or” in for number 2 doesn't that imply that if you're inactive for 3 years but have assets, you're eligible for Startup Grant?

ASYAH SAIF

To apply for Startup Grant, you have to be inactive for more than 3 years or you have to prove that you don't have existing assets. If you're inactive for more than 4 years and you have assets, you'll be able to apply.

HAMMOND

Do we want that though? I don't think that's good.

ASYAH SAIF

We normally don't see that.

HAMMOND

I feel like the "or" doesn't fit because if they have assets then I don't think they should be getting the grant.

PACHES

I would be more comfortable leaving the "and" and switching it to 2 years.

HAMMOND

What about a student group that have been inactive for less than 2 years and has no assets left over?

PACHES

I'm comfortable to tell them them to wait until they are eligible.

ASYAH SAIF

Some student groups are active for many years, but never bought anything --- no assets. If they become inactive for a year, then reactivate, they can say they don't have assets. Also, important reminder that this is only for capital stuff that they will get the money.

PACHES/NAHID move to approve the amendments to student group grant categories as presented.

7/0/0

CARRIED

ASYAH SAIF PRESENTATION ACCESS FUND

Presentation shared via Google Docs.

SCOTT

I like the forever ineligible for receiving the fund.

LARSEN

I'm perfectly okay with that. I'm confused with number 7. How would you forever ineligible to opt-out if you can't pay it?

ASYAH SAIF

It's automatically in your fees.

LARSEN

Let's say in my first year, I receive a fund from the Access fund. In my fourth year, I don't want to pay it anymore. You can't opt-out?

PACHES

The Access Fund is the last resort. The philosophy behind it is if you have benefitted from the program, then you should give back so others can benefit from it just as you did.

LARSEN

I don't understand why people will forever be ineligible to opt-out.

ASYAH SAIF

The reason is the total maximum amount which is \$6000 a year.

PACHES

The whole philosophy of Access Fund is it is an emergency fund for students by students.

PROCHNAU

How many people claim it?

PACHES

Last year, we went 20% over budget.

HAMMOND

Is there a concern if we change it to them only being ineligible in that academic year, that it will increase the number of opt-outs? In terms of point 6.

ASYAH SAIF

There is no data on that. That's not the reality.

PACHES/PROCHNAU move to approve the amendments to 19.6 as presented.

7/0/0

CARRIED

PACHES

We will table the amendments of point 7 until holding day of the original referendum. After Discover Governance meeting regarding

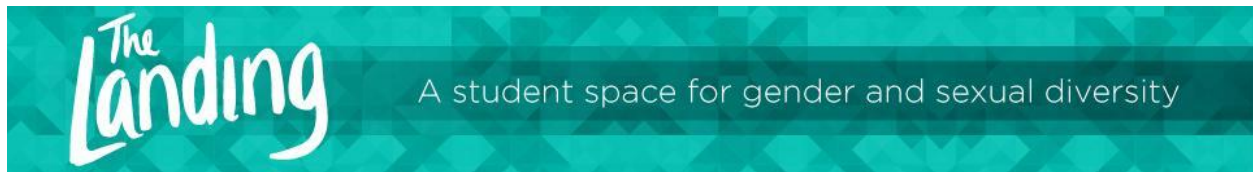
the clause and the Access Fund, you can bring it back to the committee.

- 2015-01/4** **INFORMATION ITEMS**
- 2015-01/5** **ADJOURNMENT**
- 2015-01/5a** **Next Meeting:** Monday November 28, 2016 at 4:00PM.
- 2015-01/5b** Meeting adjourned at 5:00PM.

SUMMARY OF MOTIONS

MOTION	VOTES
PACHES/NAHID move to conditionally approve upon their seat to the lease agreement.	6/0/0 - CARRIED
DEJONG/HAMMOND move to approve the Gateway Students' Journalism Society DFU disbursement as presented.	7/0/0 - CARRIED

PACHES/DEJONG move to accept amendments as presented on 13.4 of the Finance Committee Standing Orders.	6/1/0 (LARSEN AGAINST) - CARRIED
PACHES/NAHID move to approve the amendments to student group grant categories as presented.	7/0/0 - CARRIED
PACHES/PROCHNAU move to approve the amendments to 19.6 as presented.	7/0/0 - CARRIED



December 2, 2016

Re: Financial Submission for DFU Reporting

Dear Students' Union Finance Committee,

I apologize for the lateness in this report; The Landing has had challenges tracking and reporting finances this year that caused our audit to be completed later than usual, but I hope to prove to you below how we have addressed this issue.

On behalf of the Board of Directors for The Landing Society, I confidently submit the following items for your review and approval, as per Students' Union Bylaw 6200, Section 4:

- The Landing's interim budget (November 2016 – April 2017)
- Audited financial statements approved at our November 17, 2016 Annual General Meeting
- A copy of our tenancy agreement with the Students' Union
- The Board of Directors Terms of Reference
- The Landing's most up-to-date policies
- A brief report highlighting the past years' events and programming, and expected upcoming programming that fulfills our mandate

This is the second full year of operations for The Landing as an independent society and non-profit organization, so it is our first time submitting a report for the SU Finance Committee to review and approve for the release of our DFU funding. I openly admit that we have had challenges both with spending and allocation of funds, but I can assure the committee that much of this overspending was a result of a large grant for our Gender Based Violence Prevention Program which was not properly administered. As a new organization, we have been slow to enact policy around financial handling, and it was an oversight of mine when I assumed the position of Chair in June 2016. I can promise now, however, that we have strong and enforceable financial policies, which are enclosed as part of this report to demonstrate how we will move forward from this.

Specifically, The Landing saw a \$24,942 surplus by the end of our 2015-16 fiscal year. Our entire DFU budget fluctuates (based on opt outs) from \$80,000 to \$87,000 each year. The reason for the large surplus was a grant totalling \$158,333 from Human Services Alberta for the GBVPP, which was used to cover staff costs as well as programming for the project. You will also notice a projected deficit of \$10,119 in the interim budget – this will be fully covered by a transfer from our surplus reserve, but since the Board has not yet approved the transfer, I could not record it on the budget officially. At the time of receiving the first installation of the Human Services grant, our budgeting lines were not separated and expenses were being incorrectly tagged as coming from one source of revenue when it was supposed to be the other. We have since rectified this by splitting the money into two streams, and reallocating expenses where necessary. Sirina Hamilton, the Director of Student Life with the SU

and our society's Treasurer, has been extremely helpful by dedicating time and resources to working with our staff on budget management and financial literacy, and we are indebted to her for it.

The Board of Directors has been working to put appropriate policies and financial controls in place to ensure transparency and the long-term financial sustainability of such an important service on campus. Looking to our 2016-17 interim budget, you will see that we are measured in our spending. We have received the second installment of \$158,333 for the Human Services grant, which has an 18-month expiry. We have pro-rated the first two-thirds of that grant and included conservative spending estimates in our interim budget. I would urge the committee to focus on DFU allocation and spending, as we have separate reporting guidelines to the Government of Alberta for the grant funding, but you have been given the full budget of all our accounts and revenue for this review.

Also enclosed is our copy of our tenancy agreement with the Students' Union for our space in the Students' Union Building. You will also find our Terms of Reference, which encompass the mission, mandate, and operating rules for the Board of Directors.

In summary, we have had a fantastic first year of independent operations, and are continuing the success now well into our second. In the eight operational months of 2015-16, The Landing hosted 1,568 visitors during drop-in hours, and we are already at 1,217 visitors for the first three months of the 2016-17 year. The enclosed report on past and upcoming programming is evidence of the necessity of the continuation of voter-approved funding for a queer-focused centre for gender and sexual diversity. Our various programs reach a large group of historically marginalized and oppressed students in Western society, and in my opinion, The Landing is a service that has saved lives. I am available to appear before the committee if members wish to have more information on our report, or you can contact me with any questions you may have. Thank you for your time, understanding, and continued support of The Landing and the work we do.

Best,

A handwritten signature in black ink, appearing to read 'Cody Bondarchuk', with a long horizontal flourish extending to the right.

Cody Bondarchuk
Chair, Board of Directors

The Landing Society

Interim Budget: November 1, 2016 through April 30, 2017

Revenue		
6010-000	Student Fees	42,962.00
6412-000	Internal Services (Grant)	0.00
6425-000	Grant Revenue	0.00
	Total Revenue	42,962.00

Expenses		
Opt-Out		
6010-000	Opt-Out	3,000.00
	Total Opt-Out	3,000.00
Staff Costs		
8110-000	Casual Wages	13,400.00
8111-000	Salaries	23,300.00
8112-100	Overtime Hourly	0.00
8113-100	Vacation Hourly	620.00
8131-000	EI Hourly	310.00
8131-200	EI Salary	520.00
8132-000	CPP Hourly	510.00
8132-100	CPP Salary	1,050.00
8143-000	WCB Hourly	60.00
8143-100	WCB Salary	110.00
8141-100	Stat Holiday	700.00
8141-200	Benefits Salary	588.00
8144-200	Pension Salary	0.00
8171-100	Course External	600.00
	Total Staff Costs	41,768.00
Recruitment		
8165-100	Recruitment (Staff)	75.00
8165-400	Recruitment (Training)	150.00
	Total Recruitment	225.00
Supplies		
8225-300	Supplies (Operational)	738.00
8225-400	Supplies (Other)	90.00
8230-100	Office Supplies (Computer)	225.00
8230-200	Office Supplies (Other)	385.00
8920-000	Publications	200.00
	Total Supplies	1,638.00
Marketing		

8321-100	External Advertising (Media)	650.00
8321-400	External Advertising	700.00
8322-100	Internal Advertising (Media)	90.00
8331-000	External PR	200.00
8332-000	Internal PR	250.00
8333-000	Volunteer PR	510.00
	Total Marketing	2,400.00
Printing		
8411-000	External Printing	250.00
8412-000	Internal Printing	1,000.00
8422-000	Internal Duplication	90.00
	Total Printing	1,340.00
Communication		
8650-000	Telephone	180.00
8665-000	Postage	30.00
	Total Communication	210.00
Production		
8516-000	Production Costs	2,500.00
	Total Production	2,500.00
Maintenance		
8850-000	Utilities	1,500.00
8211-900	R&M (Other)	150.00
	Total Maintenance	1,650.00
	Total Expenses	53,081.00

Revenue 42,962.00

Expenses 53,081.00

Surplus (10,119.00)

Schedule of Revenues and Expenditures for

THE LANDING SOCIETY
For Gender and Sexual Diversity

For the period from May 1, 2015 to April 30, 2016

THE LANDING SOCIETY

For Gender and Sexual Diversity

Notes to the Schedule of Revenues and Expenditures

For the period from May 1, 2015 to April 30, 2016

1. Project Description:

The Landing was created from the Gender Based Violence Project enacted in 2012 through residual grant funds from Status of Women Canada. When the program officially ended in May 2014, The Landing was created and all remaining assets from GBVP transferred to The Landing.

The Landing is a student service for individuals and communities historically and currently marginalized on the basis of gender or sexual identity. The Landing promotes gender equity through broad ranging programming aimed at primary prevention of gender based violence through the development of strong anti-oppression based community spaces, capacity building through training, and peer education approaches using mentorship models.

The Landing is funded through Dedicated Student Fees; received from the students of the University of Alberta, and through private donations and government contributions, as described below. The Landing is governed by a Board of Directors and is supported by bylaws and policies.

The University of Alberta Students' Union ("UASU") signed an agreement (the "Agreement") dated December 15, 2015 with Her Majesty the Queen in Right of the Province of Alberta as represented by the Minister of Human Services (the "Minister") for The Landing: A Student Space for Gender and Sexual Diversity Project (the "Project").

The Agreement is for a term commencing on October 1, 2015 and ending on September 30, 2016. Under the Agreement, the Minister will provide a maximum cash contribution of \$158,333 to the Project.

The Schedule of Revenue and Expenditures (the "Schedule") presents the eligible expenditures incurred, and the contributions received, for this Project.

2. Basis of accounting:

(a) Basis of accounting:

This Schedule is prepared in accordance with the financial reporting provisions in Section 4 of the Agreement between the UASU and the Minister.

3. Significant accounting policies:

(a) Revenue:

Revenue is recognized on an accrual basis.

(b) Expenditures:

Expenditures are eligible under the Agreement if they were incurred between October 1, 2015 and September 30, 2016 and are directly related to the completion of the Project. Other expenses not eligible under the Agreement relating to the Project are funded through the Dedicated Student Fees.

THE LANDING SOCIETY FOR GENDER AND SEXUAL DIVERSITY

SCHEDULE OF REVENUES AND EXPENDITURES

PERIOD FROM MAY 1, 2015 TO APRIL 30, 2016

May 1, 2015
to
April 30, 2016

Revenue

Grants and donations	\$	102,751
Student Fees		82,975

		185,726

Expenses

Salaries, benefits		138,531
Programming		26,507
Rent and utilities		2,000
Equipment		1,086
Travel		444
Administration expense		8,179

		176,747

EXCESS OF REVENUE OVER EXPENSES

\$ 8,979

=====

TENANCY AGREEMENT

THIS AGREEMENT MADE THIS ____ DAY OF _____, 2015

BETWEEN

THE UNIVERSITY OF ALBERTA STUDENTS' UNION
(hereinafter referred to as "the Students' Union" or "the Landlord")

OF THE FIRST PART

and

THE LANDING SOCIETY FOR GENDER AND SEXUAL DIVERSITY
(hereinafter referred to as "the Landing" or "the Tenant")

OF THE SECOND PART

The Tenant has agreed to lease land provided by the Landlord on the terms and conditions that follow. The Students' Union and the Landing agree with each other as follows:

1. TERM

The term of this Agreement shall be effective from September 1, 2015 until August 31, 2018, or until terminated in accordance with the provision of this Agreement.

2. OBLIGATIONS OF THE LANDLORD

The Students' Union agrees to the following:

a. To provide to the Landing space equal to or greater than the presently occupied Rooms 0-68A, 0-68C, and 0-68E (a total value of 25m²) in the Students' Union Building (the "Leased Premises"), at a total cost to the Landing of \$0 per annum. This space shall be considered in-kind support from the Students' Union to the Landing, with the value of the space determined to be \$2,500 per annum. The Landing shall be assessed a rental fee for the space beginning in September 2018, once a new Agreement has been reached.

b. To provide utilities and custodial services to the Landing, at a total cost to the Landing of \$3,000 per annum. This sum is to be paid via a monthly payment of \$250, to be paid on or before the last day of each month. These rates are subject to change at any time, provided six months notice is granted, and will only be based upon changes to custodial and utilities costs.

c. To conduct reasonable payroll functions for employees free of charge, including but not limited to the preparation of direct deposit pay, remittance of required deductions to the Receiver General and preparation of T4 and ROE documents. The Landing reserves the option to receive these services from a source other than the Students' Union.

d. To collect, on behalf of the Landing, Students' Union fees as per the 2015 referendum, and to forward said fees to the Landing if those conditions established by the Students' Union in the Students' Union Bylaws are met.

e. To grant to the Landing a non-exclusive licence to use the common areas of the building for all reasonable purposes directly related to its mission or objectives and with the prior approval of the Students' Union, acting reasonably, where "common areas" shall mean all lands, improvements, facilities, utilities, installations, and equipment forming part of the building, other than those parts designated by the Students' Union for

leasing to tenants of the building and shall include (but not be limited to) washrooms, stairwells, and loading docks.

f. To charge the Landing according to internal pricing rates on use of the Students' Union's resources. These may include (but are not limited to) repairs and maintenance, technical support, use of the Students' Union van, marketing, advertising and promotion, printing and duplication services, and office supplies. For resources that do not have an internal pricing rate, the Students' Union shall determine a fair rate to charge.

g. To provide its accounting system to the Landing free of charge, and distribute cheques to the Landing's creditors with written permission of the Landing's Board of Directors. The Landing reserves the option to receive these services from a source other than the Students' Union.

h. To release all marketing and design materials, projects, and files related to the Landing's operations to the Landing, and waive intellectual property and claims to future revenue from use of said materials.

i. To provide, free of charge, the use of any Students' Union owned furniture, appliances, and office equipment located on the premises as described in 2(a). The Landing is also entitled to the use of other furniture at the discretion of the Vice President Operations and Finance or the Senior Manager Facilities and Operations of the Students' Union.

j. To provide, free of charge, the Landing with web space on the Students' Union website. The Landing reserves the option to receive these services from a source other than the Students' Union.

k. Quiet enjoyment of the leased premises by the Landing.

3. OBLIGATIONS OF THE TENANT

The Landing agrees to the following:

a. Not to reassign the spaces specified in 2(a) without the express written consent of the Students' Union, such consent not to be unreasonably withheld.

b. Not to substantially renovate or physically change the space provided without consent of the Students' Union Vice President Operations and Finance, such consent not to be unreasonably withheld.

c. To be responsible for all property insurance for capital assets and furniture located in the Leased Premises, in the event of theft, fire, and vandalism.

d. To carry liability insurance in an amount not less than \$1,000,000 which will include legal fees. The premium and retention will be paid for in full by the Landing with proof of coverage confirmed by a certificate of insurance that includes the Students' Union as an additional insured. The policy will be endorsed to provide that 30 days prior written notice of cancellation or material change of the policy will be mailed to the Students' Union. The insurance coverage will be in place within 30 days of this contract being signed with proof of coverage provided to the Human Resources Manager of the Students' Union. Proof of coverage must also be provided to the Human Resources Manager of the Students' Union upon annual renewal of the insurance.

e. To use the leased premises solely for the purpose of providing a student space offering support for gender and sexual diversity and other necessarily related activities that further the objectives of the Landing, provided that such use shall accord with Students' Union

and University of Alberta operational policies relating to use of similar premises under the Landing's mandate.

f. If use of the facility is required when the building is closed, the Landing may be permitted access with written permission of the Vice President Operations & Finance or the Senior Manager Facilities & Operations. During these hours all building doors are to remain locked at all times.

g. To not alter the Leased Premises or remove fixtures upon termination of the Agreement unless the Students' Union has first consented, such consent not to be unreasonably withheld.

h. To follow all relevant operating policies of the Students' Union unless otherwise specified in the Agreement. In the event of a change in Operating Policy, the Students' Union will notify the Landing in writing.

4. OTHER OBLIGATIONS

Notwithstanding the articles contained herein, the following is understood by both parties:

a. This Agreement and all terms and conditions herein are subject to approval by the Students' Council Finance Committee.

b. Subject to Article 2, all rental and lease rates are subject to change provided that the Students' Union provides six months notice.

c. Where a dispute arises between the Students' Union and the Landing under the terms of this Agreement and the dispute cannot be settled by Agreement between the two parties, such dispute shall then be settled by arbitration by a single arbitrator, if the parties can agree to one, or by three arbitrators (one appointed by the Landing, one by the Students' Union, and one by the University of Alberta) if a single arbitrator cannot be agreed upon. Otherwise, such proceedings shall be subject to the provisions of the Arbitration Act of Alberta (Chapter A-43, 2014) and amendments thereto, or such other Act or procedure as may have been substituted, the cost of which is to be borne equally to both parties.

5. TERMINATION

a. The term of this lease and the licence herein granted will expire on August 31, 2018, upon which time it may be reviewed with an option to renew the lease based on similar terms and conditions.

b. In the event the Students' Union decides to not renew the Agreement, they reserve the option to terminate the lease on December 31, 2018, and shall not be liable for any financial loss incurred by the Landing as a result of such termination.

c. Contravention of any of the "Default and Termination" conditions outlined in Schedule A by Landing may result in termination of this Agreement by the Students' Union. In this circumstance the Landing shall receive written notice of termination at least 30 days prior to the termination coming into effect.

d. The Landing may terminate this Agreement at any time, with the exception of clause 3(g), at any time and for any reason provided it gives three months written notice.

6. **GENERAL**

This Agreement may not be amended or modified in any respect unless the mutual written consent of both parties is given.

The provisions contained in this Agreement constitute the entire agreement between the Landlord and the Tenant and supersede all previous communications, representations, and agreements, whether verbal or written, between all parties with respect to the subject matter hereof.

This Agreement shall be signed in accordance with the laws of the Province of Alberta.

IN WITNESS WHEREOF the parties hereto have affixed their respective seals by the hand of their duly authorized officers this _____ day of _____, 2015, in the city of Edmonton, in the province of Alberta, on recognized Treaty 6 Territory in the country of Canada.

For the Students' Union

For The Landing

Navneet Khinda
President

Name
Board Chair

Marc Dumouchel
Witness

Parker Leflar
Witness

Schedule 'A'

DEFAULT AND TERMINATION

The tenancy granted by this lease is expressly subject to the condition that if:

- c) the Tenant fails to pay the rent or other charges required to be paid by the Tenant hereunder although no formal demand shall have been made therefore; or
- d) the Tenant fails to observe, perform or keep any one or more of the covenants, provisions or stipulations to be observed, performed or kept by the Tenant hereunder and if such failure continues for a period of TEN (10) DAYS after notice to the Tenant of such failure,

then, in either or both of such events, the Landlord may re-enter the Demised Premises, and upon such re-entry this Agreement shall thenceforth be terminated and of no further force or effect, and no payment or acceptance of rent subsequent to the events of default hereinbefore in this clause cited shall give the Tenant the right to continued occupancy of the Demised Premises, or in any way affect the rights of the Landlord herein, or have the effect of reinstating this Lease.

The Tenant covenants with the Landlord, and it is a condition of this Lease that:

- (i) If the term hereby granted or any of the goods or chattels on the Demised Premises are at any time repossessed, seized, or taken in execution or attachment by any creditor of the Tenant, whether under bill of sale, chattel mortgage, debenture, conditional sales contract, lien, note, lease of personal property, or consignment contract; or
- (ii) If a writ of execution or replevin order issues against the goods or chattels of the Tenant; or
- (iii) If the Tenant makes any assignment for the benefit of creditors, or becoming bankrupt or insolvent takes the benefit of, or becomes subject to, any statutes that may be in force relating to bankrupt or insolvent debtors; or
- (iv) If the Demised Premises at any time during the lease term becomes vacant in consequence of the abandonment by the Tenant, or the removal of the Tenant by legal process for non-payment of rent, breach of covenant or any other cause; or
- (v) If the Tenant does not, within TEN (10) DAYS after notice in writing from the landlord, rectify or correct any non-observance or non-performance of all and every of the covenants, provisions, stipulations, and conditions contained in this Lease; or
- (vi) If any insurance policy insuring the said building of the Landlord or Tenants of the said building is cancelled or refused to be renewed by reason of the use and occupation of the Demised Premises, the Tenant shall immediately cease operations and shall be allowed up to 60 days to rectify the problem and open for business as required by this Lease; or
- (vii) If the Tenant fails to move into or take possession of the Demised Premises and open for business as required by this Lease; or
- (viii) If at any time during the term hereof, the Tenant or any other person removes or attempt to remove, without the consent in writing of the Landlord, any goods or chattels belonging to the Landlord from the Demised Premises, save and except in the ordinary course of the Tenant's business, or in the course of replacement or renovations; or
- (ix) If the Demised Premises is used by any other person or for any other purpose than as herein provided without the written consent of the Landlord, such consent not to be unreasonably withheld,

then and in every such event the Landlord shall be entitled to forthwith re-enter the Demised Premises, and upon such re-entry this Lease shall thenceforth be terminated, and be of no further force and effect, and no payment or acceptance of rent subsequent to the event of default hereinbefore in this clause cited shall give the Tenant the right to continue occupancy of the Demised Premises, or in anyway affect the rights of the Landlord herein, or have the effect of reinstating this Lease.

SURRENDER OF PREMISES ON TERMINATION

Upon the expiration of the Lease or the sooner termination of the term hereby granted, the Tenant covenants to immediately surrender and yield up possession of the Demised Premises in good repair, reasonable wear and tear only expected. The Tenant shall surrender all keys at the place then fixed for payment of rent and shall inform the Landlord of all combinations of locks, safes and vaults, if any, in the Demised Premises. The Tenant shall remove its trade fixtures and the Tenant shall repair any damage to the Demised Premises caused by the Tenant.

LANDLORD'S RIGHTS ON RE-ENTRY

The Tenant agrees that in the event the Landlord shall be entitled to re-enter and retake possession of the Demised Premises, it may use reasonable force for gaining admittance to the Demised Premises, without being liable in respect thereof or for any loss or damage occasioned thereby. The Tenant hereby expressly releases the Landlord from all actions, proceedings, claims and demands whatsoever for or in respect of any such forcible entry, or loss or damage that may be sustained by the Tenant in respect therewith, provided that such forcible entry is limited to such extent that is necessary for the Landlord to take possession of the Demised Premises and is reasonable in the circumstances.

LANDLORD'S RIGHTS ON TERMINATION

Upon the premature termination of this Lease in accordance with this Agreement:

- (i) The Landlord may re-let the Demised Premises or any part thereof;
- (ii) The Tenant shall pay to the Landlord on demand such reasonable expenses as the Landlord may incur in re-letting the Demised Premises, including legal costs, legal fees and real estate fees and commissions, and expenses of keeping the Demised Premises in good order, and of preparing the Demised Premises for re-letting;
- (iii) All rent up to and including the effective date of termination shall immediately become due; and
- (iv) The Landlord may, at its option, and in addition to any other remedies it may have hereunder, require the Tenant to pay to the Landlord as liquidated damages for default of the Tenant in the observance and performance of its covenants under this Lease, all rent and other payments reserved to be paid and remaining unpaid by the Tenant under this Lease two months from the date of termination.

LEGAL COSTS

The Tenant agrees to pay to the Landlord as additional rent all legal costs, and legal fees, on a solicitor-client basis lawfully incurred in obtaining possession of the Demised Premises upon the expiration or earlier termination of this Lease or in enforcing any covenant or agreement of the Tenant herein contained.

CUMULATIVE REMEDIES

No reference to or exercise of any specific right or remedy by either party shall prejudice or preclude such party from any other remedy, whether allowed at law or in equity or expressly provided for herein. No such remedy shall be exclusive or dependent upon any other such remedy, any one or more of such remedies may be exercised independently or in combination. Without limiting the generality of the foregoing, the Landlord shall be entitled to commence and maintain an action against the Tenant to collect any rent not paid when due, without exercising the option to terminate this Lease.

NON-WAIVER

Any condonement, excusing or overlooking by a Party (the "Waiving Party") of any default, breach or non-observance by the other Party at any time or times in respect of any covenant, proviso or condition herein contained shall not operate as a waiver of the Waiving Party's rights hereunder in respect of any subsequent default, breach or non-observance nor as to defeat or affect in any way the rights of either party.



Board of Directors Terms of Reference

Organization Mandate

The mandate of The Landing is:

1. To offer support for gender and sexual diversity at the University of Alberta and related communities;
2. To support LGBTTTQQPIANU+ communities and individuals, as well as their supporters, friends, families, and loved ones;
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
4. To offer a safe space to LGBTTTQQPIANU+ individuals, as well as workshops, educational sessions, and outreach activities for all persons.

Board Mission

The mission of The Landing Board of Directors is:

1. To fairly govern, guide, and support staff and volunteers of The Landing;
2. To ensure work performed by staff at The Landing conforms to the mandate set out by the society;
3. To exercise prudent fiscal management and approve an annual budget for the staff to use in the pursuit of the mandate;
4. To develop, maintain, and amend and abolish as needed a set of principled policies for the functioning of The Landing; and
5. To represent The Landing in all legal and public matters.

Board Membership

Membership of the board shall include:

1. Two students-at-large who are not volunteers or staff of The Landing;
2. One volunteer representative from The Landing;
3. One representative from the Institute for Sexual Minority Studies and Services;
4. One representative from OUTreach;
5. One representative from an LGBTQ+ serving organization;
6. Two members from the greater Edmonton community;
7. One University of Alberta staff member;
8. The University of Alberta Students' Union Director of Student Life, or designate;
9. The University of Alberta Students' Union Vice President Operations & Finance, or designate;
10. One member of the University of Alberta Students' Union Council; and
11. The Landing Executive Director, as a non-voting member.

Governing Documents

The Landing Society shall be governed by the following documents:

1. Bylaws, which shall be amended and approved at an Annual General Meeting and made available on The Landing's website;
2. Policies, which shall be amended and approved at a Board of Directors Meeting and made available online; and
3. The Students' Union Bylaw 6000 series, which shall be amended and approved by Students' Council and made available on the Students' Union website.

Meetings

Meetings of The Landing Board of Directors shall usually occur on a monthly basis, as called by the Chair. Quorum is one-half of the voting membership of the Board. The Chair shall endeavour to use consensus decision making whenever practical, as mandated in the Society bylaws. The Chair shall also be responsible for securing a location for meetings, moderating debate at meetings, facilitating the board's ability to achieve its mission, and offering organizational support to the Executive Director.

Committees

The following are standing committees of the Board of Directors:

1. Finance & Administration Committee
2. Policy & Procedures Committee
3. Personnel Committee

Additional committees or working groups may be struck by the Board on an ad-hoc basis. All members of the Board must be a member of at least one committee, but may be members of as many committees as they'd like, and all committee meetings are open to all members of the Board. The Chair and Executive Director shall be members of all committees, and the Chair may delegate the responsibility of facilitating a committee to another member. Committees are responsible for submitting recommendations to the Board, and have the authority to pass certain motions without Board approval – these motions are outlined in policy, and the Board shall still be notified of any decisions made.

Attendance

Members of the Board are expected to attend all meetings in person, via conference call, or by sending a proxy in their place. If a member is absent from three meetings within the year without sending regrets or a proxy, their position shall be vacated and the board shall select a new member for the position (from the same organization if applicable). After missing two meetings, the Chair shall check in with the member and work out a plan to ensure no further absences occur. Regrets must be sent at least 12 hours in advance to the Secretary of the Board. Extenuating circumstances may be granted by the Board.

Public Access

All meetings of the board shall be open to the public. No speaking turns or voting rights shall be granted to members of the public unless they have been approved by the board as a guest. If the board moves *in-camera* at any time, members of the public may be asked to leave for the portion of the meeting that is *in-camera*.

Reporting

As per the University of Alberta Students' Union Bylaw 6200, all minutes of the board, once approved at the subsequent board meeting, shall be available for all Society members on The Landing's website.

Statement of Equity

The Landing strives to provide a fair, open, and supportive environment, and is committed to ensuring its policies, practices, and systems are free of barriers. The Landing emphasizes diversity, carries an anti-oppressive lens, and ensures the dignity and respect of all individuals through equal access.

Through our policies and practices, The Landing works to eliminate barriers to employment for people who face structural oppression and discrimination, including but not limited to FNMI people, people with disabilities, racialized people, women, and gender and sexual minorities. We are committed to working on identifying and removing barriers impacting historically marginalized groups in our organization. As an organization committed to challenging oppressive structures, The Landing works to take measures to ensure that qualified candidates from marginalized groups are able to compete equally in all aspects of employment, promotion, advancement, and retention.

In accordance with Sections 3 and 11.1 of the *Alberta Human Rights Act*, The Landing commits to ensuring that no individual be discriminated against on the basis of race, religious beliefs, colour, gender identity, gender expression, physical or mental disability, marital status, age, ancestry or place of origin, family status, or source of income. The Landing recognizes and accepts its responsibility to comply with the requirements of the Act in its consideration of students for admission, promotion, and involvement with our organization.

Policies of The Landing Society for Gender and Sexual Diversity

1. STAFF APPRAISALS

- a. All Landing employees will be given regular performance appraisals once per year.
 - i. Employees will also receive additional feedback throughout the year by their supervisor(s) at the supervisor's discretion.
- b. The process used and the level of detail of the appraisal will depend on the employee's position.
 - i. Executive Director:
 1. Will be appraised by one representative of the Personnel Committee and the Board Chair,
 2. Will be appraised before the three month probation period has ended and annually thereafter and before contract renewal, and
 3. Feedback used to inform the appraisal will be gathered from volunteers, staff, and the Board of Directors.
 - ii. All other employees:
 1. Will be appraised by the Executive Director, with one representative of the Personnel Committee present,
 2. Will be appraised before the three month probation period has ended and annually thereafter and before contract renewal, and
 3. Feedback used to inform the appraisal will be gathered from volunteers, other staff, and the Executive Director.
- c. The appraisal process for all staff, not including the Executive Director, will be developed by the Executive Director.
- d. The appraisal process for the Executive Director will be developed by the Personnel Committee and approved by the Board of Directors.

2. FINANCE: BUDGET

- a. The fiscal year of The Landing Society is May 1 to April 30.
- b. The Treasurer and the Executive Director will prepare a budget for the following fiscal year by March 1.
- c. The Treasurer will present the proposed budget to Finance Committee by March 15.
- d. Finance Committee will recommend that the proposed budget, either as presented or with amendments, be presented to the Board by the Treasurer for approval.
 - i. The Board will approve a budget by March 30.
- e. The budget will include the following income types:
 - i. The Dedicated Fee Unit;
 - ii. Operating grants;
 - iii. Sponsorships;

Policies of The Landing Society for Gender and Sexual Diversity

- iv. Donations; and
- v. All other income to The Landing.
- f. The Board may create separate and distinct budgets for the tracking of project grants.
 - i. Unless otherwise specified by the granting body, the project grant budget will follow the same process and timeline as the general budget.
 - ii. In the event that any program of The Landing receives a grant, 20% of that grant will go towards administrative fees of The Landing.
- g. All budgets will correspond to a separate accounting line. There will be as many accounting lines as there are budgets.
- h. The budget will be coded as follows:
 - i. All budgeted and actual income and expenditures will be detailed into categories based on the nature of the income or expenditure.
 - ii. Each category will be attributed to a predetermined code in the budget (e.g., office supplies 601-001, salaries 600-002, etc.).
 - iii. Additional income and expense categories may be created for each project grant received if necessary.
 - iv. All expenses will be coded to an exact account according to the budgets.
 - v. All expenses will be coded with an account number and a code for a specific budget category.
- i. The Executive Director will report on the state of the budget to Finance Committee every three months.

3. FINANCE: RESERVE FUND

- a. A reserve fund will be accounted for in every general budget.
- b. The reserve fund is recommended to equate to six months of operating expenses.
- c. Releasing funds from the reserve requires a vote from the Board of Directors.

4. FINANCE: GUARANTEED INCOME CERTIFICATE INVESTMENTS

- a. A Guaranteed Income Certificate (GIC) investment of \$2000 will be accounted for in every budget for the purpose of collateral for a staff credit card.

5. FINANCE: CONTROLS

- a. Signing Authority
 - i. The signing authorities for The Landing will be the following positions: Chair, Vice Chair, Treasurer, and Executive Director.

Policies of The Landing Society for Gender and Sexual Diversity

- ii. All contracts, bills, notes, debentures, cheques, cheque requisitions, and other papers and documents which pertain to the finances of The Landing's accounts will be signed by any two of the signing authorities.
 - iii. No signing authority may sign anything that would place them in a conflict of interest.
- b. Record Keeping
 - i. All financial records, including but limited to credit card statements, receipts, insurance, and leases must be stored and kept for a minimum of ten years in either electronic form or hard copies.
- c. Audit Process
 - i. The Board of Directors will make best efforts to get multiple quotes from different firms before hiring an auditor.
 - ii. The auditor will be chosen by a motion at the Board of Directors.
 - iii. Finance Committee will meet with the auditor and report consistently to the Board if anything arises.
 - iv. The audit shall be reviewed by the Board before being presented for approval at the Annual General Meeting.

6. FINANCE: EXPENDITURES

- a. Only budgeted expenditures will be allowed.
- b. For expenditures exceeding \$500, the employee will obtain at least three different quotes for the good or service in question before making the purchase when reasonable.
- c. Expenditures exceeding \$500 will be approved by Finance Committee.
- d. Expenditures exceeding \$2000 will be approved by the Board of Directors.

7. FINANCE: ACCEPTED EXPENDITURE METHODS

- a. The following methods are available for making expenditures:
 - i. Cheque requisitions
 - ii. Credit card
 - iii. Cash
- b. Cheque Requisitions and Invoices
 - i. The Treasurer will review invoices for accuracy.
 - ii. Invoices will be coded to the appropriate expense account and signed by two of the appropriate signing officers.
 - iii. Cheque requisitions will be issued should an invoice not be available.
 - iv. Appropriate detail and explanation will accompany the cheque requisition whenever possible.

Policies of The Landing Society for Gender and Sexual Diversity

- v. Reimbursement cheques will only be issued for approved and budgeted expenditures. Expenditures deemed as inappropriate will not be reimbursed.
- c. Corporate Credit Card
 - i. The Executive Director will be the only authorized holder of the credit card.
 - ii. The credit card will not be used for personal expenditures and will only be used for authorized and budgeted business expenditures.
 - iii. The credit card will not be used for honoraria or reimbursements.
 - iv. All receipts will be coded to the appropriate account and kept by the Executive Director until the monthly statement is issued.
 - v. Appropriate detail and explanation will accompany the receipts whenever possible
 - vi. The Executive Director will submit the credit card statement to the Treasurer on a monthly basis.
 - vii. In the event that an expenditure is deemed inappropriate by the Treasurer, the holder of the credit card may be invoiced for that purchase at the discretion of Finance Committee.
- d. Cash Float
 - i. Up to \$50 in cash disbursements will be available at the Landing at all times.
 - ii. Upon a cash disbursement, a receipt signed by the recipient and the ED will be kept and coded to the appropriate account with detail on the nature of the expense.

8. FINANCE: FUNDRAISING AND SPONSORSHIPS

- a. All funds resulting from fundraising efforts will be utilized as part of the operating budget for the year.
- b. Estimates of on-campus or off-campus sponsorships and in-kind donations will be accounted for in the budget.

9. FINANCE: HONORARIA AND CONSULTING FEES

- a. Employees of the Landing who are carrying out activities for an external party as an employee of The Landing will not accept personal compensation (consulting fees, honoraria, or otherwise) from that external party.
- b. Honoraria may be paid by cheque or cash.
 - i. If an honorarium is paid in cash, a signed transaction receipt is needed.
 - ii. Cash honoraria shall not exceed the float amount.

Policies of The Landing Society for Gender and Sexual Diversity

10. FINANCE: TRAVEL EXPENSES

- a. There will be a budget line for travel expenses.
- b. Travel and conference accommodations will be only available to employees of The Landing.
- c. Employees of The Landing will choose the most practical and cost-effective options when arranging accommodations.
- d. Accommodation for one night before or after the activity will be accepted if warranted by the start and end time of said activity.
- e. Accommodations will only be made in case of professional travel requirements, and not personal trips.

11. CONFIDENTIALITY

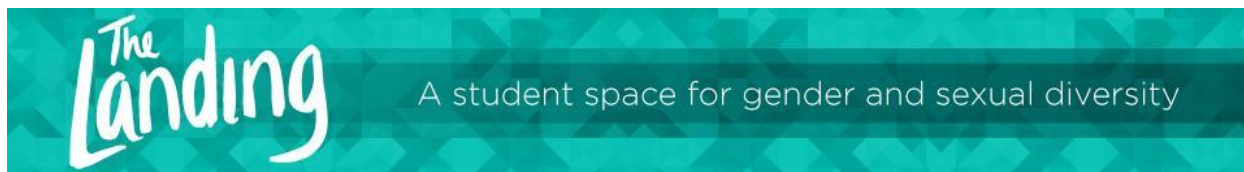
- a. The Landing Board Members will keep confidential all information pertaining to sensitive matters dealt with by the Board. This includes any minutes from meetings held *in camera*, reports to the Board and associated documents, and information contained in those documents.
- b. Any person, such as the Executive Director, who is not a member of the Board but is present at a Board meeting (or part of a meeting) will maintain in confidence all information obtained as a result of their participation in the meeting.
- c. The obligation to maintain confidentiality continues to apply even after a person has left the Board.
- d. A person who obtains information because they are, or have been, a member of the Board will not improperly use the information to:
 - i. gain an advantage for themselves or someone else; or
 - ii. cause detriment to the organization.
- e. If a request is made for access to one or more *Board Documents*, the Board may on a case by case basis resolve to provide access to the document/s. In considering this request, the Board will have regard to:
 - i. the importance of maintaining confidentiality to facilitate effective Board meetings;
 - ii. the importance of complying with the law – including privacy law - and recognizing that the law sometimes creates duties to disclose or protect information;
 - iii. whether the person requesting the document is a member, and the important role of members in holding the Board accountable; and
 - iv. the need to be consistent in the way that documents are treated, and the consequence of establishing any precedents or expectations.
- f. Board Documents is defined as all written communications to Board member/s including without limitation monthly/quarterly Board papers, submissions, minutes, letters, memoranda, Board committee and

Policies of The Landing Society for Gender and Sexual Diversity

sub-committee papers and copies of other documents referred to in any of the abovementioned documents made available to the Board member as a Board member during their time in office.

- g. Nothing in this policy is intended to prevent the Board from seeking confidential legal, accounting, financial, or other expert advice from independent professionals to assist the Board in carrying out its functions.
- h. Board members will be proactive in identifying and reporting any breach of this policy.
- i. Board members acknowledge that any violation of this policy could cause harm to the the Landing and frustrate the Board's deliberations.

Updated November 15, 2016



Annual Report of the Executive Director

Presented November 17, 2016 to the members of The Landing Society

In November 2015, I was hired on as The Landing's first Executive Director. My hiring marked a change in organizational structure, as I moved into this newly created position. I began with a team of four staff: a Volunteer Coordinator, Office Administrator, GBVPP Coordinator, and myself. We currently have three staff, and no longer have a student Office Administrator position.

Things over the last year have been exciting and busy at the Landing. As an organization that's moving into our third year, we're always learning, growing, building new structures, partnerships and connections. As an organization fundamentally centered on anti-oppressive politics, and driven to support gender and sexual diversity on campus and in the community, it is evident that our work is far from done. Each day we support LGBTQ* folks and their allies, through drop-in programming, crisis intervention, providing resources and referrals. Our drop-in space is often full to the point of there being no seating left. And I am frequently tasked with advocating for and supporting students who have been failed by homophobic or transphobic medical and emotional supports.

Unfortunately, we find ourselves in a frightening global moment. With the recent presidential election, it is easy to feel unsafe. With hate crimes on the rise in the United States at rates higher than post-September 11, 2001, there is a palpable fear for minorities and marginalized groups. The presidential election has also fueled a new growth in hate crimes and racist rhetoric in Canada. And while racism, white supremacy, homophobia, and transphobia are not new problems, the rhetoric of this election has unleashed and supported institutional racism in a terrifying way.

It is within this global moment that the Landing operates today. As a safe and supportive space for LGBTQ* and allied individuals, we continue to support, affirm and validate. While hope and "it gets better" narratives may be hard to come by for many of the folks who access our space who are so deeply marginalized and touched by structures of oppression – we continue to do the work of supporting, giving light and building resiliency in the individuals we serve.

Service Growth

Growth has been a central focus at the Landing. Largely, this has taken the form of building new structures for peer mentorship, expanding the reach of our safe spaces, increasing our lines of communication with on and off campus community, and supporting the development of programs to meet student needs. We've seen growth in awareness and access of our drop-in space, which is open 17 hours a week on Monday through Thursday and staffed by our volunteers. Based on an identified need for visitor support, we also have individuals from the Sexual Assault Centre who keep drop-in hours, as well as Denise the Interfaith Chaplain.

Our volunteer program also continues to grow in depth, structure and numbers. With our volunteer numbers growing from 12 in 2014, to 23 this academic year. We've also seen growth in our regular programming. Expanding from 2 regular drop-in programs in 2014, to 5 this academic year.

Regular Programming

- Rainbow Peers | Weekly peer mentorship and conversation group that runs for an hour and a half each Wednesday.
- Trans Meet-Up | Monthly support space for trans identified folks, a casual meet up hosted at the Landing.
- Queerness and Faith | Launched this far, with 15 individuals from 5 different faith backgrounds. Run by landing volunteer and the Interfaith Chaplain. People were so receptive that we've changed from having this program running bi-weekly to weekly
- Shades of Colour | Our closed QTIBPOC programming, which meets bi-weekly in community spaces. This programming provides a safe space for queer and trans people of colour to share their experiences, create and find community. Attendance for this group has continued to grow.
- Creative Jam, in partnership with Harcourt House | Devon Beggs is sponsored to facilitate a weekly creative activity in a safe and supportive space each week at the Landing.

Other Highlights

- In partnership with the Pride Centre and Latitude 53, we brought Rae Spoon in to do a talk on bodies and gendering (this was a part of our six-part body politics series that explored experiences of queerness and embodiment).
- Facilitated a memorial for December 6 Polytechnique massacre in partnership with Status of Women Canada.
- Ran the intersections of queer symposium in partnerships with APIRG, with workshops on queerness and faith, cyber bullying, queer youth homelessness, and a very well attended keynote by Reina Gossett, "Making A Way Out of No Way: Trans Liberation in a Moment of Heightened Violence & Visibility".
- Co-facilitated Rainbow Welcome Week in the fall and Pride Week last March, planning and delivering a suite of LGBTQ* focused activities
- Last Pride Week, beyond being in the Pride Parade and hosting the Intersections of Queer Symposium, we also ran an all-bodies clothing swap, a trans specific makeup workshop, and the Landing Ambassador breakfast – which was a breakfast event with 150 people in attendance and featuring MLAs Estefania Cortes-Vargas and David Shepherd, and former Edmonton City Councillor and current Chair of the University of Alberta Board of Governors Michael Phair. This allowed to us connect and build partnerships on and off campus.
- We also ran part of the youth zone at Edmonton pride festival and walked in the parade.
- Helped in the planning of Take Back the Night in support of survivors of domestic violence.
- Hosted our annual Asexual Awareness Day event, Cake Day, which drew 200 students to the Landing.

Communication

I am currently working on communication plan, this month we launched our Landing Newsletter (sign up information at the back). We have 1,494 Instagram followers, 1,300 likes on our Facebook page, and 786 Twitter followers.

Partnerships

In the last year we've built and sustained partnerships with the following groups, organizations, and entities:

- Feminists at the U of A
- Alberta Public Interest Research Group
- Institute for Sexual Minority Studies and Services
- University of Alberta Students' Union
- Harcourt House
- Peer Support Centre
- Not Enough Fest
- HIV Edmonton
- Interfaith Chaplains Association
- InfoLink
- Campus and Community Recreation
- Edmonton Pride Centre
- Rainbow Connection
- Lotus Art Gallery
- Edmonton Poetry Festival
- Alberta Ministry of Education
- Alberta Department of the Status of Women
- International Women's Day
- Suits by Curtis Elliott
- Take Back the Night
- Edmonton Men's Health Collective
- OUTreach
- Sexual Assault Centre
- Pride Alumni Chapter

We've also been involved with various organizations by going in and delivering gender and sexual diversity trainings, to organizations such as E4C, YouCan, Bissell Centre, and Men Edmonton.

Looking Forward

In the coming year, my focus will be centered on strategic planning and building structures for organizational sustainability, with the support of our Board of Directors. While our growth has been exciting, it's important that we build structures for sustainability to prevent staff and structural burnout. I will continue to build and improve tools for evaluation, and program assessment, and staff support.

We are a fledgling organization continuing to build policy, procedures and institutional knowledge. We continue to move towards fiscal stability, structural maturity, and accountability. There has been significant housekeeping in the areas of finances and policy in the past year. I will also be working with the Board on responsibly and strategically spending our budget surplus focused on meeting the organization's mandate, while also ensuring fiscal sustainability.



University of Alberta Students' Union

FINANCE COMMITTEE

Monday November 28, 2016

4:00 PM

SUB 6-06

ATTENDANCE

NAME	PROXY	PRESENT
Robyn Paches (Chair)		Y
Victoria Dejong		Y
Francesca El Ghossein		N
Dorsa Nahid		Y
Brandon Prochnau		Y
Nicole Hammond		Y
Reed Larsen		Y
Saba Al Hammouri		N
Levi Flaman		N
Ryan Scott		N

MINUTES (2016-10)

2016-10/1

INTRODUCTION

2016-10/1a

Call to Order

Meeting called to order at 4:01 PM.

2016-10/1b

Approval of Agenda

DEJONG/LARSEN moved to approve the agenda for November 28, 2016.

5/0/0

CARRIED

2016-10/1c

Approval of Minutes

HAMMOND/DEJONG moved to approve the minutes for November 14, 2016 as amended.

5/0/0

CARRIED

2016-10/1d

Chair's Business

Awards Presentation Presented by Michaela Mann and Michelle Kim

Slides shared to the committee.

2016-10/2

QUESTION/DISCUSSION PERIOD

2016-10/2a

HAMMOND

With the two letters of reference, is there gonna be a criteria matrix?

MICHAELA MANN

That is up to adjudicators. It definitely gives you a natural advantage.

DEJONG

I agree. Some of the letters don't show uniqueness.

NAHID

I only looked at the reference letters when I was deciding between two people.

PROCHNAU

Regarding the university honorarium, what is the average monetary value for awards given out?

MICHALEA

Excluding Student Group Awards, and the Gateway, most of them are worth \$1000. Centennial are \$2000. The Excellence Awards are \$2500.

ROBYN

I have no problem with the honorarium. In the future years, we can act on that when we pull the money from SU Awards. It is a clear use of monetary awards.

For the 2 Standing Order changes, I don't have a problem with any of them.

PACHES/DEJONG move to accept amendment Finance Committee Standing Order 21 2b as presented in the SU awards presentation.

6/0/0

CARRIED

PACHES/NAHID move to amend Finance Committee Standing Order 22 2b3 as presented in the SU Award presentation.

6/0/0

CARRIED

HAMMOND

It doesn't make sense if you put in 70 hours of work, and your votes wouldn't count.

MICHAELA MANN

I agree.

ROBYN

I have no problem with that.

HAMMOND

Is there any possibility that they won't take this adjudication process seriously?

MICHELLE KIM

We had an incident where a person had incomplete comments. It would depend if the adjudication is completed.

NAHID

I would include the incomplete comments.

MICHELLE KIM

If the honorarium does pass, how would you like to deal with that?

NAHID

For the person who doesn't show up counts. For the one who doesn't, no.

PROCHNAU

If you get an X number of applicants, you get an X number of dollars from the honorarium.

MICHELLE KIM

That would make sense if we do it by awards.

MICHAELA MANN

I think this question is more of an operational discussion.

PROCHNAU

Do they have options where people can Skype-in?

MICHAELA MANN

Yes, we can probably do something with that.

PACHES

Depending on the operational discussion, I think another consideration is a checklist. Once that checklist is complete, you get the honorarium.

2016-10/3

COMMITTEE BUSINESS

2016-10/4

INFORMATION ITEMS

2016-10/4a

Lease Agreement added to FACRA Proposal

Please see FC 16-10.01

2016-10/5

ADJOURNMENT

2016-10/5a

Next Meeting: Monday December 12, 2016 at 4:00PM.

2016-10/5b

Meeting adjourned at 4:25PM

SUMMARY OF MOTIONS

MOTION	VOTES
PACHES/DEJONG move to accept amendment Finance Committee Standing Order 21 2b as presented in the SU awards presentation.	6/0/0 - CARRIED
PACHES/NAHID move to amend Finance Committee Standing Order 22 2b3 as presented in the SU Award presentation.	6/0/0 - CARRIED