



University of Alberta Students' Union

FINANCE COMMITTEE

Monday, March 20, 2017

5:00PM

SUB 6-06

We would like to acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Dene, Cree, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge continuing colonial violence and respect Indigenous knowledges and traditions.

AGENDA (FC 2016-14)

- | | |
|-------------------|---|
| 2016-14/1 | <u>INTRODUCTION</u> |
| 2016-14/1a | Call to Order |
| 2016-14/1b | Approval of Agenda |
| 2016-14/1c | Approval of Minutes |
| 2016-14/1c | Approval of FC 2016-12 Minutes.

Please see FC 16-14.01 |
| 2016-14/1d | Chair's Business |
| 2016-14/2 | <u>QUESTION/DISCUSSION PERIOD</u> |
| 2016-14/3 | <u>COMMITTEE BUSINESS</u> |
| 2016-14/3a | New Business: Budget Principals 2017-18

Please see FC 16-14.02 |
| 2016-14/5 | <u>INFORMATION ITEMS</u> |
| 2016-14/6 | <u>ADJOURNMENT</u> |

2016-14/6a

Next Meeting: April 3, 2017 @ 5PM in SUB 6-06



FINANCE COMMITTEE

Monday, January 30, 2017

4:00 PM

SUB 6-06

ATTENDANCE

NAME	PROXY	PRESENT
Robyn Paches (Chair)		Y
Victoria DeJong		Y
Fransesca El Ghossein		Y
Dorsa Nahid		Y
Ben Angus		N
Brandon Prochnau	Umer Farooq	Y
Ryan Scott		Y
Nicole Hammond		N
Saba Al Hammouri		N
Reed Larsen		Y

MINUTES (FC 2016-12)

2016-12/1

INTRODUCTION

2016-12/1a

Call to Order

Meeting called to order at 4:06 PM.

2016-12/1b

Approval of Agenda

SCOTT requested to add his resignation from Finance Committee due to his busy semester.

NAHID/FAROOQ moved to approve the agenda for January 30, 2017.

7/0/0

CARRIED

2016-12/1c

Approval of Minutes

NAHID/DEJONG moved to approve the minutes for December 12, 2016 as amended.

6/0/1

CARRIED

FAROOQ ABSTAINED

2016-12/1d

Chair's Business

2016-12/2

QUESTION/DISCUSSION PERIOD

2016-12/2a

Budget Principals Discussion

PACHES

Finance Committee recommends to council a list of principles. Generally, for the most part, these stay similar except for 5-10 added or subtracted. It kinda works similar to the first reading of a bylaw in which you set the parameters.

I got a suggestion via email. One thing that we have been running into as an exec this year is that - a couple of projects from previous execs that haven't really been budgeted for so they roll into our PA every year. The suggestion is there would be a consistent budgetary item for that instead of going into money that should be allocated towards projects instead.

Any other suggestions?

FAROOQ

I recommend some more money being budgeted towards council's resources to take more initiative and do more outreach.

LARSEN

The way the CAC budget ends up getting used up every year is $\frac{3}{4}$ on the jackets - around \$1600. We end up with only around \$400 to do engagement with. The way our Standing Orders are structured is were supposed to do half for group engagement and half for individual engagement - \$200 each.

The problem is that the use of all that money for that one swag is a little bit odd. If we have that whole \$2000 we could run a page, run facebook ads, go for dinner, or have a large singular activity. As far as support, I think \$2000 is enough but because of the jackets we have less.

PACHES

Allocation of funds could be in the Budget Principle. As far as the structure of how it is dispersed amongst council is up to CAC.

The purpose of this meeting is to take these suggestions down. I'll comment briefly on the feasibility.

LARSEN

Remunerations for execs will be coming at some point in time.

DEJONG

Does the Point 25 towards the Myer Horowitz Theatre renovation should be more specific?

PACHES

Good idea.

LARSEN

The convention of Executive Committee doing PAs for projects. Seeing those as itemized budget request before the money is cleared, I don't know if it's a place for finance.

PACHES

That's not in Budgets Principle. Common practice is we haven't passed anything yet without automatized budget. That can be added into operating policy.

FAROOQ

Is there a way that we can make a proposal system that if a member of council proposes an idea, and they get support from Council and bring it to the exec committee to see if it's a viable idea that they should pursue?

PACHES

In my opinion, any member of council can come to exec for help. That's a great use of the Council resource for pushing initiatives.

This Budget Principles suggestion is open at all times. I prefer email. This is open process.

2016-12/3

COMMITTEE BUSINESS

2016-12/3a

Myer Horowitz Theatre next step - Design Development

PACHES

Mark made a presentation on where the renovation is sitting. We're finishing up Schematic Design. Next step is Design development. Schematic is about the layout of the bathroom; Design Development tells about the brand of faucets.

We need a bit more funding to move on to the design development stage. Mark will be bringing a proposal to Council for some funding.

We will complete a package of what the theatre can look like. Hit pause, fundraise, then make a decision based on the Feasibility study and the relationship with donors. I will send the figures soon.

LARSEN

Is there levels of quality?

PACHES

Not necessarily. Design development is the creation of engineering documents that they use afterwards to build it. These are the complete drawings.

EL GHOSSEIN

In our operating policy, it works for accommodation, purchasing new thing, projects, etc. that these get three quotes and pick the best one. That's what you include in your final proposal.

PACHES

I will send the detailed breakdown to the committee.

2016-12/4 **INFORMATION ITEMS**

2016-12/5 **ADJOURNMENT**

2016-12/5a **Next Meeting:** February 13, 2017 @ 4PM in SUB 6-06

2016-12/5b Meeting adjourned at 4:25 PM.

SUMMARY OF MOTIONS

MOTION	VOTES
<i>NAHID/FAROOQ moved to approve the agenda for January 30, 2017 as amended</i>	7/0/0 CARRIED
<i>NAHID/DEJONG moved to approve the minutes for December 12, 2016.</i>	6/0/1 CARRIED FAROOQ ABSTAINED



March 17th, 2017

To: Finance Committee

Re: Recommended Budget Principles 2017-18

Budget Principles 2017-18

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, 2017 and ending April 30, 2018. 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.
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. Unionized 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, appraisal outcomes and cost of living adjustments (based on APCI). (Edited)
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 2017-18 will be approximately 1.5%. (Edited)



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.
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.
13. Resources will be made available for the Executive Committee to build positive relationships with important stakeholders. (New)
14. Resources shall be made available to promote and enhance visibility and constituency engagement for members of Students' Council.
15. Recurring, annual expenses of Students' Council shall be budgeted for outside of resources made available to promote and enhance visibility and constituency engagement for members of Students' Council. (New)
16. Resources will be made available for the translation of all Students' Union bylaws and policies into French. (New)
17. The Students' Union shall allocate resources to provide sufficient staffing to support student governance objectives.
18. The Students' Union shall allocate resources to ensuring the financial accessibility of Executive elected positions. (New)
19. The Students' Union shall allocate resources toward professional advice and services as they relate to advocacy.
20. Resources shall be made available for increased administration of student groups, should the Students' Union need to increase capacity in Student Group Services.
21. 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.
22. The Students' Union shall allocate resources toward customer experience & retention improvements in its licenced establishments. (Edited)
23. The Students' Union shall allocate additional resources and staff towards the promotion of its business units.



24. The Students' Union shall allocate additional resources toward front-facing visual and operational improvements for its businesses and venues. (Edited)
25. Where possible, all entertainment units shall plan to recover all costs. Admission sales, sponsorship, and donations are acceptable sources of revenue.
26. The Students' Union shall make resources available towards a renovation to the Myer Horowitz Theatre and its corresponding capital fundraising campaign. (Edited)
27. Costs associated with Marketing and Communications, Facilities and Operations, and Administration shall be apportioned to all departments of the Students' Union based on usage.
28. Resources will be made available to provide an honorarium for an Elder to attend meetings of the Aboriginal Relations and Reconciliation Ad Hoc Committee. (New)
29. Resources will be made available for piano and microwave repairs that fall under Students' Union responsibility. (New)
30. 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.
31. Resources shall be allocated towards improving the audio and visual components of the Students' Union's venues.



Removed - 2017/18

1. 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. (Already in Operating Policy)
2. The Students' Union shall allocate resources toward professional advice and services as they relate to advocacy. (In the SU structure)
3. New lease space shall be available in the Students' Union Building and may need to be funded accordingly. (Completed)

Monday February 6, 2016

5:00 pm

SUB 6-06

ATTENDANCE

NAME	PROXY	PRESENT
Robyn Paches (Chair)		Y
Emil Yim		N
Dorsa Nahid		Y
Wajiha Islam		Y
Victoria DeJong	(Over phone)	Y
Reed Larsen		Y
Ryan Scott	(Over phone)	Y
Brandon Prochnau		Y
Francesca El Ghossein		Y

MINUTES (FC 2016-13)

2016-13/1 INTRODUCTION

Marc Dumouchel (General Manager, SU) attended as guest.

2016-13/1a Call to Order

Meeting called to order at 5:05 pm

2016-13/1b Approval of Agenda

PACHES/LARSEN moved to approve the agenda
7/0/0
CARRIED

2016-13/1c Approval of Minutes

PACHES/GHOSSEIN moved to approve the minutes
7/0/0
CARRIED

2016-13/1d Chair's Business

2016-13/2 QUESTION/DISCUSSION PERIOD

2016-13/3 COMMITTEE BUSINESS

2016-13/3a PACHES moves to recommend that Students' Council approves \$134,000 be pulled from the Building and Tenant Reserve

DUMOUCHEL

Expressed the inclination of taking the project further, and need for funding. He knows what he is looking for but it is not getting documented. Previously they had received a grant from Employee Health and Dental Reserve, but now it is an unbudgeted expense. There is a need for \$93000 + \$31000, because the project manager needs to get paid. Cost assessment needs planning (geotechnical assessment) and our expectations are to design it along the lines of arts and theatre markets in Edmonton. Overall plan for the project is \$800,000. He is here because he doesn't want to be there for two to three months, just to ask for money. Said he can happily answer any questions.

PROCHNAU

How much is currently spent?

DUMOUCHEL

\$110,000.

PACHES

Mentioned that \$125,000 is a correct estimate, and that they can lower that upon feedback from councillors and stakeholder. We are working cooperatively with the department, and that there was a \$1000 grant in the summer.

LARSEN

Asked if after this approved by the Finance Committee, do they go to next step?

PACHES

Replied that the Student Council will have to approve it first.

PROCHNAU

Asked what was the last cost and how much was withdrawn?

DUMOUCHEL

Roughly about 900,000 to a million dollars.

PROCHNAU

Said that the market assessment was low balled but it might be lower.

DUMOUCHEL

Replied that it is just an estimate.

DEJONG (over phone)

Said that they can bring the motion to council but people may have problem with it.

Motion:

PACHES/GHOSSEIN moved to recommend that Students' Council approves \$134,000 be pulled from the Building and Tenant Reserve

8/0/0

CARRIED

GHOSSEIN

Proposes to have further discussion after adjournment of the meeting

2016-13/4

INFORMATION ITEMS

2016-13/5

ADJOURNMENT

PACHES/LARSEN moved to adjourn the meeting

8/0/0

CARRIED

2016-13/5a

Next Meeting: March 21, 2017 @ 5PM

2016-13/5b

Meeting adjourned at 5:18 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
PACHES/LARSEN moved to approve the agenda	7/0/0, CARRIED
PACHES/GHOSSEIN moved to approve the minutes	7/0/0, CARRIED
PACHES/GHOSSEIN moved to recommend that Students' Council approves \$134,000 be pulled from the Building and Tenant Reserve	8/0/0, CARRIED
PACHES/LARSEN moved to adjourn the meeting	8/0/0, CARRIED