

**FINANCE  
COMMITTEE**

**Monday, October 24, 2016**

**4:00PM**

**SUB 6-06**

**ATTENDANCE**

NAME	PROXY	PRESENT
Robyn Paches (Chair)		Y
Victoria DeJong		Y
Francesca El Ghossein		Y
Dorsa Nahid		N
Brandon Prochnau		Y
Reed Larson		Y
Nicole Hammond		Y
Saba Al Hammouri		Y
Ryan Scott		Y
Colton Chachalias		Y

**MINUTES (FC 2016-07)**

**2016-07/1      INTRODUCTION**

**2016-07/1a      Call to Order**

Meeting called to order at 4:05 PM.

**2016-07/1b      Approval of Agenda**

**HAMMOND/DEJONG MOVE** to approve the agenda.

**8/0/0**

***MOTION CARRIED***

**2016-07/1c      Approval of Minutes**

**GHOSSEIN/HAMMOND MOVE** to approve the minutes.

**8/0/0**

***MOTION CARRIED***

**2016-07/1d** Approval of 2016-05 Meeting Minutes from August 2, 2016

**GHOSSEIN/DEJONG MOVE** to approve the Meeting Minutes from Aug 2, 2016

**7/0/1**

***MOTION CARRIED***

**2016-07/2** **QUESTION/DISCUSSION PERIOD**

**2016-07/3** **COMMITTEE BUSINESS**

**2016-07/3a** Student Legal Services DFU Report

Please see FC 16-07.01

**PACHES/GHOSSEIN** move to approve Student Legal Services DFU Report.

**7/0/1**

***MOTION CARRIED***

**2016-07/3b** **PACHES** move to approve The Gateway Student Journalism Society's 2016/2017 Dedicated Fee Unit disbursement

Please see FC 16-07.02

HAMMOND: One of the provisions is that they have to demonstrate how they're reaching the mandate but I thought it was demonstrated more in SLS and in APIRG. The other ones had reports of how they're reaching their mandate but not the gateway.

GHOSSEIN: The nature of APIRG can give money in grants.

PROCHNAU: The Gateway is easier to disburse.

LARSEN: The Gateway has mandates than just disbursements.

GHOSSEIN: How is it measured?

LARSEN: Something for the board to figure out, because of transition online, how they're measuring reach is moving from pick-up to online readership. It's usually measured by time on websites, revenues from ads.

GHOSSEIN: How is readership being measured? Who deems if something is news?

LARSEN: It's up to the board to dictate that. Editor in Chief would be the sole person deciding what is news, opinion, research. The Gateway used to have higher ad sales. Relies on ads. Gateway isn't doing well without print so relying on student funding.

GHOSSEIN: Is the option of electronic ads being explored?

LARSEN: Free media does their ad-work. Leverage student group connections to get more advertising. Their revenue is entirely DFU.

PROCHNAU: They didn't have any travel expenses, \$27000. They're still relying on money so it's weird how they go from no travel expenses to \$6000.

LARSEN: almost all of their salaries are persons. Travel isn't mentioned when saving money because the big concern is who are we going to hire.

DEJONG: Thinks it's weird if they have travel expenses but lack of context.

GHOSSEIN: Re cost of travel expenses. Is it actual travel to another province?

LARSEN: Paches might know. Before we get too far with a \$700 travel budget. The interesting correlation is in their mandate is to devote a portion of budget surplus to providing scholarships to under-grad students so they don't have that but still providing scholarships. But there's talk of reducing scholarships to the lowest denominator. In the future, that could be interesting if they consistently run deficits, there won't be a surplus to give scholarships. If they don't have an advertising budget. How do they offer advertising rates at discount rates if they don't have a discount budget? He's concerned about financial reports and not showing how they're accomplishing mandated principles.

GHOSSEIN: As a non-board member, when did they have a budget surplus? And how much detail do they have on what they spent it on? They only give us their budget and actuals. What I think could provide some clarity if they actually spend surplus on scholarships is seeing at the year they have surplus and the year after. We only have actual 15/16 and currently in -27. They don't have surplus to give scholarships so they can't do that.

LARSEN: It's troublesome because they originally had a mandate to give scholarships. They can't accomplish their mandate EG volunteer opportunities, writing services, scholarships.

HAMMOND: It doesn't match this in financial statements. To provide news

and to provide advancement of education for journalism.

GHOSSEIN: 4 points in DFU schedule. 1. To publish at least 4 print issues in 500 unique content posts to the Gateway's website each following term. What does unique content post mean?

LARSEN: It can be ANYTHING posted to their website. It could be a headline.

GHOSSEIN: She's inclined to say that they would have fulfilled that considering how many issues they printed and each story in the Fall/Winter would make up 500. 2. To offer advertising rates discounted by at least 10% to SU in registered student groups. Do student groups advertise in the gateway and do they get that 10%?

PACHES: The 4 print issues in the mandate was approved for this upcoming year. They can meet this mandate as they have already published 2.

GHOSSEIN: 2. To offer advertising rates discounted by 10% to SU and student groups. Do they do that?

PACHES: They do offer this.

HAMMOND: Are they not supposed to provide evidence of this in their report?

PACHES: They should be. There's a write up in the report as evidence so it's the committee's decision to believe if that's proof or not.

HAMMOND: There's a contradiction between report and mandate. EG They do say their ad revenues and paid views but they never say how many things they published or how many issues printed but do say about discount to SU for advertising.

PACHES: re discount, they do contra-deals w/ SU, we will give them x dollars of printing for free advertising. SUBprint is a contra deal, we give them printing and they get the back page. He hopes that he's doing that for student groups but no evidence.

GHOSSEIN: How pressing is the approval and what's the ability to send questions to DFU?

PACHES: If the committee feels as evidence wasn't sufficient then we have ability to do so. Pressing depends if DFU has funds on reserve to sustain them.

GHOSSEIN: (From mandates in 6200) 3. To develop, advertise, and implement actions to resolve complaints about editorial policies of that

Gateway and its staff. She assumes it's for the public. Not aware if they have done this.

DEJONG: They have it on their website, you can send it to the EIC. If can't be resolved then take to BoD.

PACHES: The board also reviewed the complaints procedure/policies and revised to make it more clear.

GHOSSEIN: 4. To devote a portion of any budget surplus to providing scholarships to under-grads.

PACHES: They have 2 awards on Friday (\$1500).

GHOSSEIN: Do they provide discounted rates for student groups? Is there 500 unique content posts? She thinks they're minor issues.

LARSEN: He would prefer if it was in the reports.

PACHES: 500 content posts is a total of the year but we're only a couple months in. He would like to go back and ask for evidence that they give discounts to members of student groups. Does not know how this works governance wise but should have continual approval upon reception of evidence.

LARSEN: That is an ad-hoc procedure. It's not a general procedure. Usually we would turn this down, say no and send them back comments of why and they would get back to us with a revised finance report next meeting. So conditionally saying no is saying they're not doing well enough. But the traditional way is saying no and sending it back.

PROCHNAU: He'd rather see it as no because you should be writing down enough information and it's not done.

GHOSSEIN: So what questions do we want to have? More clarity in the report?

PACHES: Evidence. He provided a report but it's just words on paper. We need evidence. Anyone can type up whatever.

HAMMOND: It was in their lease agreement that they give discounts to SU. It was one of their terms.

PACHES: He signed the lease agreement earlier and it's included in the lease agreement.

SCOTT: Ask them about the 3rd mandate - implement actions to resolve

complaints. Has this process been launched? How many people submitted complaints, who did it go to?

LARSEN: We recently updated of how they go through policies and how it goes to the EIC, if it goes all the way to the board but they can provide proof of the process.

HAMMOND: It's updated online.

PACHES: They're not doing mandated procedure of reviewing complaints. 2 points to discuss with them: 1. Discounts to student groups - easy ask to provide evidence 2. Complaint process - specific asks and evidence, wants them to post policies/process.

HAMMOND: They should provide evidence of each specific points of the mandate.

LARSEN: They can give projections as to how many prints they would do up until February.

PACHES: He will communicate for evidence of each point to the Gateway.

DEJONG: She likes what SLS did. SLS shows each point of what they needed to do, outlined how they did it so that would be a good guideline. That would be something for Bylaw to look into it. Just to create a summary of what should be included in reports.

LARSEN: It's good to standardize how everyone reports because it's random across the entire board.

PROCHNAU: If they ask for examples, just mention that a reader should be able to understand their mandates.

HAMMOND: Why is their society's purposes in financial statements different in their schedules in the financial statements?

LARSEN: The gateway sees DFU as a way of getting revenue but they don't see it as mandated structure of their society. If finance does has a problem then we can discuss that with the Gateway. He doesn't know why it wasn't done properly on the report. It isn't in the reporting structure so indicative of something that's incorrect.

PACHES: So hard evidence of each point. Future topic: standardization of reporting. Also to notify them that society's mandate in financial statements did NOT match schedule approved by students. So do we want to go with NO, bring it back in 2 weeks?

**PACHES MOVES** to approve The Gateway Student Journalism Society's  
2016/2017 Dedicated Fee Unit disbursement  
**0/6/2 (LARSEN/PACHES ABSTAIN)**  
***MOTION DEFEATED***

**2016-07/3c**

APIRG DFU Financial Review Submission

Please see FC 16-07.03

GHOSEIN: The mandate of APIRG is 1. To allow under-grads to work on public policy issues through undergraduate directed research, education, and action initiatives. How we can verify the format is through their annual report because that's where they say who they gave money to, how they supported the community/students to do research/actions. The first point of the mandate can be verified through looking at the project funding recipients and how much they got. If working groups were supported also through programming/collaborations. 2. To develop, advertise, implement procedure to opt-out. Students should have a policy to refund any contributions that students made AKA opt-out procedure that was outlined. This year because they moved to electronic way of opting out so there were more opt-outs.

PACHES: They budgeted for opt-outs.

HAMMOND: They had 401 opt-outs. They budgeted for opt-outs.

GHOSEIN: One thing is really good with this submission is that it's transparent. 3. To develop and implement policy on granting funds to under-grad students and allow them to work on public policy research, education and action initiatives, it's verified to how BoD chooses the groups and approves that funding so we can look at financial statements to ensure that it was approved and that money was well distributed.

SCOTT: How does mandate 3a differ from 1?

GHOSEIN: Mandate 1 is that they should be supporting research, action initiatives, etc. Mandate 3 - about having policies regarding 1. She's ok if that's not completely fulfilled. In the report it states that the following documents presented at previous audit committees and are available on request. It also goes for 3b, they could provide an appeals policy and ensure proper expenditure of funds granted. Their financial statements are shown through budgets, audits, etc.

LARSEN: It would be nice to know if they're granting funds directly to certain undergrad students but it does make sense that they have a policy. It says to implement but not to do.

GHOSSEIN: It's not a mandate but they provide who they gave money to.

HAMMOND: Direct funding policy is also on their website.

**PROCHNAU/GHOSSEIN MOVE** to approve APIRG DFU Financial Review Submission.

**7/0/1 (DEJONG ABSTAINS)**

***MOTION CARRIED***

**2016-07/5**

**INFORMATION ITEMS**

**2016-07/5a**

Deadline of the Landing's financial statements submission has been extended upon approval granted by Vice President Paches.

DEJONG: Why is the Landing deadline extended?

GHOSSEIN: Was it because of grant stuff?

PACHES: He doesn't know. It might have to do with reporting procedures regarding their grant, maybe to get some info from the government. They have a decent government grant that they operate out of so maybe the needed more time to include it in the report. That's his best guess. He will include it once he finds it.

GHOSSEIN: The Landing has a mandate they should follow and a grant that fits into their mandate but could also be doing other things. Are we only evaluating what they spend their DFU on and that should be according to the mandate or are we looking at all their money that's spent in accordance to the requirements to getting the grant and not specifically the DFU mandate?

PACHES: He interprets it as the student dollars that students voted to spend are being used in an appropriate manner. He interprets it as ensuring DFU funds are being spent according to mandate and being reported properly.

**2016-07/6**

**ADJOURNMENT**

Meeting adjourned at 4:57 PM.

**2016-07/6a**

**Next Meeting:** November 7, 2016 at 4:00PM in SUB 6-06