



University of Alberta Students' Union

## **FINANCE COMMITTEE**

**Monday, November 6, 2017**

**4:30 PM**

**SUB 0-55**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

We are grateful to be on Cree, Dene, 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 and work towards the decolonization of Indigenous knowledges and traditions.

### **AGENDA (FC 2017-07)**

**2017-07/1     INTRODUCTION**

**2017-07/1a    Call to Order**

**2017-07/1b    Approval of Agenda**

**2017-07/1c    Approval of Minutes**

**2017-07/1d    Chair's Business**

**2017-07/2     QUESTION/DISCUSSION PERIOD**

**2017-07/2a    Winter 2018 - Finance Committee Schedule**

**2017-07/3     COMMITTEE BUSINESS**

**2017-07/3b    PACHES MOVES to approve the 2017/18 First Alberta Campus Radio Association (FACRA) Dedicated Fee Unit disbursement as presented.**

**2017-07/4     INFORMATION ITEMS**

**2017-07/4a    FC-2017-06 *Meeting Minutes***

See FC 2017-07.01

**2017-07/4b    First Alberta Campus Radio Association (FACRA) Dedicated Fee Unit (DFU) Reporting (2017/18)**

See FC 2017-07.02

**2017-07/4c    CJSR 2017/18 Budget**

See FC 2017-07.03

**2017-07/4d    *First Alberta Campus Radio Association, Financial Statements - Year Ended April***

30, 2017

See FC 2017-07.04

**2017-07-4e** Canadian Radio-Television and Telecommunication Commission (CRTC) - FACRA License

See FC 2017-07.05

**2017-07-4f** FACRA Certificate of Incorporation

See FC 2017-07.06

**2017-07/4g** FACRA Bylaws

See FC 2017-07.07

**2017-07/5** **ADJOURNMENT**

**2017-07/5a** **Next Meeting:** Monday, November 27, 2017 at 4:30PM in **SUB 0-31**.

*Location change is due to room availability.*



University of Alberta Students' Union

## FINANCE COMMITTEE

**Monday, October 23, 2017**

**4:30 PM**

**SUB 0-31**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory.

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### **ATTENDANCE**

NAME	PROXY	PRESENT	SUBMISSION OF WRITTEN FEEDBACK (IF ABSENT)
Robyn Paches (Chair)		Y	
Connor Palindat		Y	
James Thibaudeau		Y	
Emily Howell		Y	
Abigail Bridarolli	N	N	N
Delane Howie		Y	
Habba Mahal	Darren Choi	N	N
Monica Lillo		Y	
Ilya Ushakov	N	N	N

### **MINUTES (FC 2017-06)**

**2017-06/1**     **INTRODUCTION**

**2017-06/1a**     **Call to Order**

**Meeting called to order at 5:34 PM**

**2017-06/1b**     **Approval of Agenda**

**2017-06/1c**    **Approval of Minutes**  
**Minutes from July 24, 2017.**  
**Online vote will be recorded and put online.**

**2017-06/1d**    **Chair's Business**  
**Robyn: Welcome back! We will meet bi-weekly from now on.**

**2017-06/2**    **QUESTION/DISCUSSION PERIOD**

**2017-06/2a**    Students' Union Building (SUB) Poster Wall

VP Paches: Councillor Howell brought this to our attention on July 27. She sent me an email re the poster wall, she was looking at other options for the poster wall. It's used by SU Groups, off-campus groups but it's only cleaned off once a year at the end so the question she poses is since we're consider renovating, what options can be pursued.

Councillor Howell: I was looking into the option of having an electronic poster wall eg. Electronic screens instead of having the poster wall and ppl can submit the posters to reduce waste and cost to clean it up. The university provided green grants and sustainability grants for 50K, we can apply for it. I looked into it and 4K - 12K.

VP Paches: Does it cover the entire wall?

Councillor Thibaudeau: Does it cover installation?

Councillor Howell: Yes and just price of the product

Councillor Howie: It's not glass?

VP Paches: The plan with the Reno, the proposed Reno plan is that the stairwell on which the poster wall is mounted on now. There will be a glass wall where the poster wall is, the rest of the walls will be added to the poster wall that we don't want to lose the poster wall because it's used a lot. It's a primary place for ppl to put their ads on. When we're moving in, we can explore different options. (Shows pictures that Councillor Howell attached in the email). It looks like it isn't the size of the board. I think there's pros/cons of moving it to digital. Pros: it's open, ppl can throw their poster up, it's an organic space vs regulated poster areas. Con: you have a lot of posters, wastage, lots of paper use and costs.

Councillor Howell: I just want to see what ppl think bc I'm very passionate about sustainability so I'm considering the uni's goal to be 90% sustainable. More practicality perspective vs. Cost.

VP Paches: You're correct re goal of the poster wall. I personally think it isn't necessarily something that's too time sensitive, it can be installed after the Reno.

Councillor Howie: Yy issue is having a digital poster that would cover the entire space. For eg. LRT ads. You'd have to completely cover the whole thing or cover the rest up in glass so ppl can't put their poster up around the board so it's something to look into. Note the location of the poster board.

VP Paches: We'd have to make sure if we can afford it. The Horowitz project - we're cutting costs bc the project is pretty expensive.

Councillor Howie: It's probably going to be run via the SU TV system for free?

VP Paches: No, not for free. There's an SG rate.

Councillor Palindat: It would make students mad if we start charging for the poster wall.

Councillor Thibaudeau: You don't want everything to go on the digital poster board

Councillor Palindat: It's a lot of paper to cover the wall. It also saves students some cost because it costs them to post on the entire wall.

Councillor Howie: Most only do the middle strip. The SU has ladders.

Councillor Thibaudeau: It's something worth looking into esp for the sustainability of it.

Councillor Howell: I think we should do a student focus group meeting to see if they actually use the wall.

Councillor Howie: Look at what's financially feasible vs first come, first serve.

Councillor Thibaudeau: would it have to run via SU tv?

VP Paches: No it could be a different platform. I would not run it through SU tv bc they dimensions of this is completely different. It would be a diff technical system.

Councillor Thibaudeau: It would go through the same process, we could offer diff prices.

VP Paches: With a digital poster wall, I assume one could be shown at a time vs now, get a snapshot of several things at once. SU tv has 15s before it switches. It depends on the goal.

Councillor Howie: Can we pay for more time/frequency?

VP Paches: You could.

Councillor Howell: It could be a tile kind of thing.

VP Paches: It's pricey but would look cool.

Councillor Choi: Is there an added cost to the outside screen. Is there an associated maintenance cost? And how practical is this wall for winter? Can it survive outside in -30?

VP Paches: There would be maintenance cost, replacing screen tiles, wear of wires, all kind of costs.

Councillor Howie: Safety element of ppl smashing it?

VP Paches: Yes

**2017-06/2b** Designated Fee Units (DFU) Disbursement - Information and Procedure

VP Paches: We have the first DFU application. I want to go over the procedure for groups to submit it to FC. There are 2 bylaws: 6200 - operational DFU, the reporting section. DFU that use their funds - no string attached, we give that money and they run their annual operations eg. The landing, gateway, CFU, and essentially as long as they meet certain requirements - they get the cheque. In order to get their funds, they do an annual report - budget, how funds are spent, audited financial stmts by 3rd party account auditor or org's treasurer, most buy a 3rd part acctg firm, lease contracts for space/loan. Currently we do not have loan contract, just space contracts. In order to get their funds - have to prove their fulfilling their mandate.

Granting DFU - NEVER go to the org in question, they go to relevant parties that org recommends it go to. EG - WUSC (now operational) chapter will recommend current refugee student then SU will write a cheque for their monthly expenses. There are diff reporting requirements. They still have to write a report - proof of expenditures. EG Golden bears and pandas legacy fund. They submit allocations they recommend to each team and we approve/deny that list. Campus rec enhancing fund - for club sports on campus. Any clubs eg. Kinesiology sport and rec, rowing, powerlifting, determined by committee listed that has student representation.

2. Is important - submit a list of successful applicants.  
THIS CRITERIA IS SU WEBSITE - BYLAWS. \*\*\*

**2017-06/2c** Business Update

VP Paches: Businesses are doing well but not as high as last year. We had a

record high last year. We do 2 year actual, what we budget. Going over profit loss; for submart - above budget, postal office - profit 1K vs loss of 7K last year, it's more of a service than anything. Sub print - little under budget, we cut prices of our copies to remain competitive bc the university offered it's own printshop so we cut costs to be below them. September 30 year end. We will move costs from RATT to capital. 22K in maintenance, updates, Reno's. Bars are under budget due to RATT renos but once we properly account for that, it will get better. L'express is profiting, budget 11K, last year 41K, add allocation of labour which we're still reconciling. Catering is still profiting. Daily Grind - doing well. It's another money marker; and subprint allow us to operate. In the business cycle of daily grind, we hit a peak last year, we were 60% above budget every month now we budget accordingly. Undergrind is on target. Total we are under due to reconciliation of casual labour and RATT renos. We were above what we were at 2 years ago because last year was at a peak.

Councillor Choi: What do you mean by reconciliation of casual labour?

VP Paches: What that means, there's 2 types of labour - casual labour vs salaried labour - predictable every month, for manager we do 60/40 vs casual labour - hourly, servers/staff depends on who management brings on. By reconciliation, making sure that # is correct and if it's been allocated precisely. DINWOODIE is on target. MH - before good chunk of summer booking put into the computer but will be where we were last year. We will put things on the door to count traffic to measure volume performance, how many ppl go into the building. We can use that data into advertisements.

Councillor Thibaudeau: L'express had a good year last year compared to the last few years. What did they do differently?

VP Paches: Casual staff hasn't reconciled, revenue is only 11K difference. We had a good amount of food sales. Casual staff costs are affected by increase in min wage and we are ahead of the curve as far as what the province in so we're able to cushion and get ready.

Councillor Palindat: What did the staff costs drop so much? Lay-offs?

VP Paches: I don't know. No, it wasn't lay-offs. I anticipate diff allocations. More casual staff were allocated towards catering bc hourly staff do spend a lot of time doing catering and that represents our strategic plan to move more into catering. I can do the same thing after the fall, winter, do quarterly. We can look at this before we're done (before next FC).

**2017-06/3**

**COMMITTEE BUSINESS**

**2017-06/3a**

**PACHES/THIBAUDEAU MOVES** to approve the Golden Bears & Pandas Legacy Fund Dedicated Fee Unit allocation as presented.

See FC 2017-06.02 to FC 2017-06.03

Paches: RE their submission; red - requested; blue - receiving. Most are receiving what they requested. The main criteria they used to analyze whether or not that team needed it was if they needed the team. Bear hockey has a lot of sponsorship/backing so they have a lot of funding from other sources. You can see actual from previous years. All diff varsity teams and projects from other area. UAB admin is a standard, they requested some money for administration costs. They also run orientation for varsity athletes in addition to orientation of what we already run. This year they need to replace the mascots. Digital enhancements - signing, sports conference is a way to reach out to campus bodies. Meetings from the minutes is included, reasonings behind each recommendation.

James: Another thing was that they allocated money based on how involved in the community they were, do a point system comparing how many ppl were on the team and how involved they were involved in fundraising, sporting events. Panda's hockey as big as their team was wasn't as involved so they only got 8K as compared to other team. If they were more involved, would have received more money. We had a large reserve of money and we thought that this year would be a good year to give what has been given in the past traditionally. Director/AD of athletics suggested amount of money to give to each team. We never asked them to reduce the amount to each team, we asked to increase amt to track and field team.

Councillor Palindat: What's the digital enhancement for?

VP Paches: Rolled into proper scoreboard for track and field bc each sport requires a diff scoreboard. Participation is a big measure of how much funding they get. The team gets points on volunteering, attending other games, fundraising, doing charitable work.

Councillor Howie: Do they have to submit any breakdowns budget wise for any other projects?

VP Paches: Each of these allocation had a corresponding proposal and reasoning. They were discussed at committee level and high recommendation to FC.

Councillor Howie: What was the 3K for orientation?

Councillor Lillo: Are there any other gps not on this list that can submit?

VP Paches: This is it. Any additional individuals will be listed below. Any special projects will be added at the bottom. EG swimming, wrestling, HPTRC at the saddle centre for varsity level training - one time thing.

Councillor Lillo: Is there a way for potentially some other group, could they



request recognition in this?

VP Paches: They can submit to athletics, this specifically pertains to varsity.

***VOTE***  
***7/0/0***  
***CARRIED***

**2017-06/4**     **INFORMATION ITEMS**

**2017-06/4a**    FC-2017-03 *Meeting Minutes*

See FC 2017-06.01

**2017-06/4b**    Legacy Fund Requests (2017/18)

See FC 2017-06.02

**2017-06/4c**    Golden Bears and Panda Legacy Fund *Meeting Minutes* - August 2, 2017

See FC 2017-06.03

**2017-06/5**     **ADJOURNMENT**

**2017-06/5a**    **Next Meeting:** Monday, November 6, 2017 at 4:30PM in SUB 0-55.

Meeting adjourned at 5: 21 PM.

*Location change is due to room availability.*

**SUMMARY OF MOTIONS**

<b>MOTION</b>	<b>VOTES</b>
<b>PACHES/THIBAudeau MOVES</b> to approve the Golden Bears & Pandas Legacy Fund Dedicated Fee Unit allocation as presented.	7/0/0 - CARRIED