



University of Alberta Students' Union

## FINANCE COMMITTEE

**Tuesday, March 6, 2018**

**4:00 PM**

**SUB 0-48**

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 2017-12)**

- 2017-12/1      INTRODUCTION**
- 2017-12/1a      Call to Order**
- 2017-12/1b      Approval of Agenda**
- 2017-12/1c      Approval of Minutes**
- 2017-12/1d      Chair's Business**
- 2017-12/2      QUESTION/DISCUSSION PERIOD**
- 2017-12/3a      Budget Principles**  
  
FC-2017-12.04
- 2017-12/3      COMMITTEE BUSINESS**
- 2017-12/3a      PACHES MOVES** to approve the 2018/19 Golden Bears and Pandas Legacy Fund disbursement as presented.  
  
See the *Student Council Google Drive Folder* and FC-2017-12.02.
- 2017-12/3b      PACHES MOVES** to adopt the Student Group Services (SGS) amendments to the Finance Committee Standing Orders, pertaining to the *Student Granting Program*.  
  
See FC-2017-12.04
- 2017-12/4      INFORMATION ITEMS**
- 2017-12/4a      FC-2017-11, Meeting Minutes**  
  
See FC-2017-11.01

- 2017-12/4b** Legacy Fund Requests (2018/19)  
*Available on the Students' Council Google Drive Folder.*
- 2017-12/4c** Golden Bear Panda Legacy Fund (GBPLF) *Meeting Minutes* (January 25, 2018)  
See FC-2017-11.02
- 2017-12/4d** Student Group Services (SGS) Amendments - Finance Committee Standing Orders, *Student Granting Program*  
See FC-2017-12.03
- 2017-12/4e** Budget Principles  
FC-2017-12.04
- 2017-12/5** **ADJOURNMENT**
- 2017-12/5a** **Next Meeting:** Tuesday, March 20, 2018 @ 4:00PM in SUB 6-06.



University of Alberta Students' Union

## FINANCE COMMITTEE

**Monday, January 30, 2018**

**4:00 PM**

**SUB 6-06**

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		N	
James Thibaudeau		Y	
Darren Choi		N	The Campus food bank DFU seems mostly fine, though I will note I don't think I see a budget similar to what we've expected from other organizations. I could be mistaken though.
Abigail Bridarolli		N	N
Delane Howie		Y	
Habba Mahal		N	N
Monica Lillo		N	N
Ilya Ushakov		Y	
Lane Anderson		N	N
Robert Bilak		Y	

## MINUTES (FC 2017-11)

### **2017-11/1    INTRODUCTION**

#### **2017-11/1a    **Call to Order****

Meeting called to order at 4:33 PM.

#### **2017-11/1b    **Approval of Agenda****

USHAKOV/HOWIE MOVE to approve the agenda.  
5/0/0 CARRIED.

#### **2017-11/1c    **Approval of Minutes****

THIBAudeau/BILYK MOVE to approve the minutes.  
5/0/0 CARRIED.

#### **2017-11/1d    **Chair's Business****

### **2017-11/2    QUESTION/DISCUSSION PERIOD**

### **2017-11/3    COMMITTEE BUSINESS**

#### **2017-11/3a    PACHES/HOWIE MOVES to approve the 2017/18 Campus Food Bank dedicated fee unit disbursement. 5/0/0 CARRIED.**

See FC 2017-11.02 to FC 2017-11.06

PACHES: This is their first DFU. (Goes over by-law). The ED of CFU is Cory Hodgson, he's doing good in finances. I was given multiple sheets with details of every single line. This is an operational DFU. Let's go through the report:

- This is the budget of how funds will be spent.
- Evidence of compliance with all contracts?
  - Everyone agrees -
- Evidence they're fulfilling the mandate as described by the by-law? I'm going to say they're following it because they have a ton of information regarding what they're doing with the hampers.
- Do we feel good?
  - Everyone agrees -
- E) Do we need more information?

HOWIE: It's beyond good.

PACHES: I will aim to have the principles by next meeting.

**2017-11/4     INFORMATION ITEMS**

**2017-11/4a**   FC-2017-11, Meeting Minutes

See FC-2017-11.01

**2017-11/4b**   Hamper Composition

See FC-2017-11.02

**2017-11/4c**   Campus Food Bank Society, Financial Statements - Ended April 30, 2018

See FC-2017-11.03

**2017-11/4d**   Campus Food Bank Budget

See FC-2017-11.04

**2017-11/4e**   Campus Food Bank (Signed) Lease - 2017 to 2020

See See FC-2017-11.05

**2017-11/4f**   Usage Statistics

See FC-2017-11.06

**2017-11/5     ADJOURNMENT**

Meeting adjourned at 4:36 PM.

**2017-11/5a**   **Next Meeting:** Tuesday, February 13, 2018 @ 4:00PM in SUB 6-06.

**SUMMARY OF MOTIONS**

<b>MOTION</b>	<b>VOTES</b>
USHAKOV/HOWIE MOVE to approve the agenda. 5/0/0 CARRIED.	6/0/0 CARRIED.

THIBAUDEAU/BILYK MOVE to approve the minutes.	5/0/0 CARRIED.
PACHES/HOWIE MOVES to approve the 2017/18 Campus Food Bank dedicated fee unit disbursement.	5/0/0 CARRIED.

**Golden Bears and Pandas Legacy Fund Committee**  
**Minutes of Meeting Thursday, January 25, 2018 – 7:00 PM**  
**Minerva Room – Van Vliet Complex**

**Attendance:**

Vang Ioannides (Non-voting Chair)  
 Katie Spriggs (Non Voting)  
 Robyn Paches (SU VP. Ops/Finance)  
 Ilya Ushakov (SU VP Student Life)  
 Ed Ilnicki (UAB President)  
 Codie Abrams (UAB Rep)  
 Ashley Whiteman (UAB Rep)

**Welcome and Introductions**

The meeting was called to order at 6:04 PM. Vang welcomed everyone and began with roundtable introductions. With five voting representatives including at least one from the SU and one from UAB, quorum is achieved.

Vang reviewed the action items from the previous meeting minutes. Vang noted that on this year's application forms that a standardized budget template for the different types of projects was included to help those that were completing the applications to provide more standardized information. Vang also highlighted that an initial summary of the recommendations made to the committee were included at the top of each application, noted in red, as requested.

Vang then provided an overview of the financial information that had been provided by the SU in the excel file titled "GBPLF Numbers". The numbers for 2017/18 and 2018/19 are not yet finalized but those numbers included were used to provide a rough forecast. Robyn indicated that updated final numbers will be provided in the next few months. It was agreed that it is reasonable to estimate about \$250,000 in revenues again in 2018/19 so it would be reasonable to assume the opening balance would be about \$500,000 at the beginning of the 2018/19 allocation.

Vang provided an overview to the group noting that the team requested amounts have been quite consistent year over year. The increased allocation recommendations are in projects that are aimed at greater overall student population engagement.

UAB role is to provide context to the team's reciprocation and commitment to that role. Overall there is agreement that teams are doing more in the community than is reported as reciprocation on their respective applications.

Ed shared an update regarding UAB engagement that is based on participation points and what they are reporting on is year to date participation points for this year (since September 2017 to January 25, 2018). This is actually a more typical given the usual timing of the allocation meeting, it was unusual that last year's meeting did not occur until the summer. It was raised that given that there is only reporting on participation points for part of the year there will likely be variance in teams' engagement over the two terms depending on the competitive emphasis for each team per term.

The committee began to review the applications (from top to bottom of the list as presented on the recommendation summary excel document). Vang reminded the committee that applications were vetted to cover the principles as outlined in the opening of the document.

The group was reminded that the target for UAB participation points for 2017/18 season is 180 per person, prorated for roster sizes. The pro-rating can make it more difficult for larger teams to score points.

**Bears Basketball - Recommendation of \$9000.00.**

The committee recommends approval of \$6000 for Tournament hosting and \$3000 for non-conference travel to cover a portion of the estimated costs of accommodations and meals on this trip.

Last year their overall involvement was 4<sup>th</sup> in UAB points, this year the team is 10<sup>th</sup> to date. A bit behind last year's pace but still good overall.

**Pandas Basketball - Recommendation of \$9000.00.**

The committee recommends approval of \$9000 with \$6000 for hosting Hoopfest and \$3000 for travel to a pre-season Ontario trip to offset the costs of accommodations and meals.

Pandas Basketball placed 12<sup>th</sup> in points standings in 2016-17. The team is currently in 11<sup>th</sup> with a similar standing. They are consistently a mid-range team for involvement. Anecdotally, the UAB felt there was more engagement from the team this year to date.

Often the UAB points scoring ends up in groupings of 3 with top 5, mid range group, and those that lag behind average.

**Bears Volleyball - Recommendation of \$9000.00.**

The committee recommends approval of \$6000 for project 1 (SofaLand tournament hosting) and \$3000 for non-conference travel to California over the winter break.

Bears Volleyball has made significant improvement in participation this past year. Although the team finished 13 of 17 teams last year, they have climbed a lot this year and are currently in 4<sup>th</sup> this year to date. Significant improvement has been noted this year so far.

**Pandas Volleyball - Recommendation of \$9000.00.**

The committee recommends approval of \$9000 for project 2 (Christmas Tournament - Japanese team hosting). This project was seen as very worthy of funding. This special event does have the potential to draw a different crowd. It is important to maintain this event in its time slot to be able to potentially attract teams.

Pandas Volleyball has been involved in UAB activities, and placed 8<sup>th</sup> in total points last year. They are up to 3<sup>rd</sup> this year to date and ahead of they're pace last year to stay in the top 5. They have maintained their high level of consistent involvement with the UAB.

**Bears Football - Recommendation of \$20,000.00.**

The committee recommends \$18,000 for project 1 (Study Hall/Academic Support) and \$2000 for project 2 (non-conference travel for August Exhibition Game vs U of C).

Bears Football has done a good job of being involved in the community. The team finished last year 10<sup>th</sup> of 17 teams in the participation points ranking. This year to date they are in 6<sup>th</sup> place, ahead of last year's pace with a 90 person roster.

**Bears Hockey – Recommendation of \$4000.00.**

The initial recommendation was for \$8000 to be allocated to project 1 (non-conference hosting) for an NCAA visiting team over the Christmas break. The possibility of this event coming to the U of A will be a draw and engage the students and community to campus.



Bears Hockey's involvement at the UAB and Student Union level is lower than expected for the third year in a row. The team is currently in last in participation ranking. The team needs a consistent team rep and should try to increase their volunteer involvement in UAB initiatives. It is recognized that the team continues to do a lot in the greater Edmonton community and they need to ensure that their non-UAB community initiatives are tracked and recorded for participation points. This could be assisted by a consistent and engaged representative to UAB. It seems to be a role that the team is not "excited" to take.

Ultimately the committee recommended 50% of the initial recommendation, a total of \$4000, toward hosting of non-conference event. The reduction was recommended on the basis of a consistent underperformance of Golden Bears Hockey in UAB participation. At minimum the Golden Bears Hockey team needs consistent and engaged involvement with the UAB.

#### **Pandas Hockey – Recommendation of \$10,000.00.**

The committee recommends that \$10,000 be allocated to both of the recommended projects - \$1250 toward hosting non-conference games at Clare Drake Arena and \$8750 toward the construction of a Shooting Development facility. There was strong interest and support for the shooting project.

The Pandas Hockey team is currently in 12<sup>th</sup> in UAB participation points after being 9<sup>th</sup> last year. They tend to be more involved in the second half of the season. They are meeting the recommended target for engagement.

#### **Bears Soccer – Recommendation of \$9000.00.**

The committee recommends approval of \$9000 for Bears Soccer, including \$6400 for projects 1 and 2 (non-conference hosting) and \$2600 toward project 3 (non-conference play) for offsetting the costs of dome rental fees for the winter non-conference games in the Alberta Major Soccer League.

Bears Soccer has been an engaged group. Last year Golden Bears Soccer ranked 7<sup>th</sup> of 17 teams. This year they are currently in 9<sup>th</sup> but expected to increase participation in the winter term.

#### **Pandas Soccer – Recommendation of \$9000.00.**

The committee recommends approval of requested funds of \$6000 for travel and \$3000 for hosting towards the costs of meals and accommodations. This would allow some out of province travel for the first time in a while.

Pandas Soccer, as usual, is very involved with UAB. The team is currently in 8<sup>th</sup> place after finishing 4<sup>th</sup> last year. Codie did acknowledge that the team representative had difficulty submitting points so their totals could be underrepresented as of the meeting.

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

The committee recommended \$18,000 with full amounts for the first 3 projects (\$700 toward non-conference hosting, \$11,225 toward non-conference travel costs and with remainder (up to \$6075) to go towards Christmas camp travel expenses.

Committee is reminded that the individual sports (WR, SW, TF, XC) do not receive conference funding in the same way that the team sports do and these events are usually in the same location so it is an "exception" to the funding the same trips year over year.

Swimming was ranked 1<sup>st</sup> last year in UAB participation point standings and this year is currently in 2<sup>nd</sup>. They are very organized and the standard by which other teams engagement is currently compared.

### **Cross Country - Recommendation of \$7000.00**

Recommendation is for \$7000. \$3000 for non-conference travel and \$4000 for a capital project to give them more of a home base on the "farm" where they train.

The UAB did some evaluation of considering splitting track and field and cross country team's participation point but opted not to do this given the logistics and overlap between the teams. Last year the team finished 14<sup>th</sup> (combined with TF) and this year they are currently 13<sup>th</sup>. The group did note the large combined roster size of the team is a challenge to scoring UAB points.

### **Track & Field – Recommendation of \$20,000.00**

The committee recommended \$7500 Project #2 for enhancement of hosting events and \$12000 for capital equipment purchases (project #1).

Committee commented on the value and exposure of the Facebook live coverage of track and field this past weekend. The rental of a screen enhances the in-venue experience of spectators and allows for the featuring of different events. The capital equipment is a legacy to the team.

As was mentioned with Cross Country, the combined teams UAB participation was 14<sup>th</sup> last year and this year is 13<sup>th</sup> so far.

### **Bears and Pandas Wrestling – Recommendation of \$18,000.00.**

The committee is recommending full amounts for first 3 projects (\$15,000) and then \$3000 for Christmas training camp travel. These projects include some non-conference travel to gain important international experience and a Pandas only trip as well.

Wrestling was to 6<sup>th</sup> place in 2016/17 in UAB participation points. To date in 2017/18 the team is in 14<sup>th</sup>. Codie to note that they are somewhat far behind so wondering if there may be an issue with reporting on points because UAB do think they have been more involved that this scoring may show. Codie is to check on the points.

### **Pandas Rugby – Recommendation of \$9000.00**

The committee supports \$9000 for full amounts of Travel Project #1 (\$4000) and \$5000 of funding of project #3 (hosting rugby 7s non-conference event). Facility rental is significant cost that they have to recoup when hosting.

Pandas Rugby team is currently 7<sup>th</sup> in UAB participation points, up from 11<sup>th</sup> last year.

### **Bears and Pandas Curling – Recommendation of \$3000.00**

The committee supports the payment of \$3000 for entry fees across the projects that have entry fees as requested. This recommendation was for a \$1000 reduction to the original recommendation from Athletics. The reduction was made on the basis that there been a downward trend in participation by curling and the committee felt that given that this message had been given more than one year then there needs to be a reduction in allocation.

Last year Curling finished 16<sup>th</sup>, this year they are in 15<sup>th</sup> so far. It was noted that the Head Coach of the Curling program recently requested to coordinate a meeting between his team reps and the UAB executive to try to get more involved. There are about 15 athletes involved between the men and the women so the feeling is that the poor participation points come down to leadership and coordination. The Golden Bears have had consistent representation but the Pandas less so at meetings. The committee discussed considering the strategy used in the past with tennis of splitting the Bears and Pandas representation on the University Athletics Board. It has been communicated to the Coach but the UAB acknowledged the need to follow up as well. The curling team did show reasonable participation three years ago so it did show the group is capable if coordinated.

Action: UAB to investigate recommendation of splitting reps (having both a Bear and Panda UAB rep) and to have a meeting with the Head Coach and team representatives.

**Bears and Pandas Golf – Recommendation of \$4000.00.**

Vang briefed the committee that the Golf teams are currently under review. The teams do retain varsity status at this time and given that it was recommended that a Legacy Fund application be submitted. If the team does not continue with varsity status into the 2018/19 season, the funds would be returned to the reserve.

Last year the golf team was 15<sup>th</sup> in UAB participation. This year they are sitting at 16<sup>th</sup>. The committee discussed the poor rankings of the golf team in the participation points but given the current uncertainty of the ongoing status of the team it was somewhat understandable. The committee did recommend that assuming the team does retain varsity status this should be an area of emphasis for the team to determine how to engage more fully in UAB participation going forward. It was noted that team representation has been good but that is not translating to participation points at this time.

**Bears and Pandas Tennis – Recommendation of 4000.00.**

The committee recommends allocation of the full request of \$2000 (non-conference hosting) and \$2000 toward non-conference travel.

Both teams were outstanding in 2016/17 with the Bears in 2<sup>nd</sup> and Pandas in 3<sup>rd</sup>. Bears are currently in first and Pandas are 5<sup>th</sup>. Very good examples of team involvement.

SPECIAL PROJECTS

**UAB Administration – Recommendation of \$5000.00.**

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

The UAB expressed that they feel they are operating in quite a stable manner and are now looking to find more creative and engaging ways to be involved on campus. It was noted that there was the most athlete involvement in anti-freeze this year and that the UAB feels it is very positive that they have student group space in the Student Union Building.

One demonstration of the current success of UAB was the amount of interest there was in executive positions. All positions (except for President-elect) were determined by election. This was the most engagement in recent memory.

**Events – A Team & Food – Recommendation of \$25,000.00**

Since students now get free admission to conference games, Athletics is looking for new ways to engage with students and get them out to games. Experience would say that free food brings students out to events so Athletics wishes to try this tact at varsity games.

Action: Ilya requested that Athletics try to track data to compare student attendance at games where this promotion is offered and where it isn't.

Robyn suggested that Athletics try focusing more on events that don't traditionally get a large student crowd.

**Events – Digital Enhancement – Recommendation of \$13750**

Recommendation was for support of the full project (an increase over the initial recommendation of \$10,000) to further enhance webcasting. The feedback from the broader community is that this is helping showcase our product.

**Athletics – Special Event Promotion – Recommendation \$12,000**

Vang explained that this project is intended to attract students to special championship events that Athletics are hosting in 2018/19 season. As these are championship events students would normally have to pay to attend.

The committee liked the targeted events and recommended the full value of funding \$12,000 to the project.

**Athletics – Coaching Support – Recommendation of \$36,000.00**

Vang reminded the committee that this is the second year of what was outlined last year to be a three -year ask for coaching support for these individual sport teams. The intent is to provide three years of growth so these teams can become self-sustaining in maintaining these positions going forward.

The committee supported the recommendation in full (\$36,000).

**Athletics – The Sport Conference – Recommendation of \$10,000.00**

Wish to continue the sport conference and keep access to students to this conference free. These funds help to offset some of the costs of hosting the event.

The committee supported the recommendation for \$10,000 toward the hosting of the 2<sup>nd</sup> Annual Sport Conference.

Action: Katie to send the SU (Robyn and Ilya) the Sport Conference Save the Date information.

**Concluding Remarks**

\$272,750 is the total final recommendation. This should leave over \$225,000 - \$230,000 in reserve which is over the required \$200,000 threshold before spending has to be returned to the annual reserve.

The committee reviewed the action items identified above , and UAB is to follow up with the teams. The recommendations are not finalized until reviewed by the SU Finance Committee but the messages from this committee are important to share.

The meeting minutes and financial summary are to be completed and sent to Robyn. Robyn then takes them to the SU Finance Committee for their review and final recommendations. Those final recommendations would be expected around the end of March 2018.

Meeting adjourned at 7:49 pm.

## 14 Student Group Granting

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1. Student group granting processes shall strive to:
  - a. Provide funding for groups and events that shall strive to benefit the wider campus community;
  - b. Target funding for groups and events that shall benefit the maximum possible number of University of Alberta students;
  - c. Target funding for student groups for unmet student group needs;
  - d. Provide funding to student groups who demonstrate initiative in finding funding for themselves through other sources;
  - e. Complement existing University of Alberta student group grant programs;  
and
  - f. Provide support to undergraduate student groups in concert with the Student Engagement Grant for University of Alberta and Graduate Students' Association student groups.
2. Student group granting shall be overseen by the Student Group Granting Committee.
3. The Student Group Granting Committee shall disburse funds from the Students' Union Student Group Granting Program and the University of Alberta Student Engagement Fund.
4. The voting membership of the Student Group Granting Committee shall be:
  - a. Two executive members of undergraduate student groups, as selected by Student Group Services;
  - b. Two members of the Students' Union Finance Committee;
  - c. One staff member from the Office of the Dean of Students;
  - d. One member of the University of Alberta Senate;
  - e. One staff member from University of Alberta Student Services;
  - f. Two representatives selected by the Graduate Students' Association.
  - g. In the case funding is not available through the Student Engagement Fund through the University, the University of Alberta representatives will become non-voting positions.
5. The non-voting membership of the Student Group Granting Committee shall be:
  - a. The Manager of Student Group Services.
  - b. A Student Group Services Coordinator.
6. The Team Lead of Operations shall serve as Chair of the Student Group Granting Committee. The Program Lead of Student Group Services shall serve as Secretary of the Student Group Granting Committee.

7. Quorum of the Student Group Granting Committee shall consist of the Chair, and four other members, including at least one representative each from the University of Alberta, Students' Union, and Graduate Students' Association.
  - a. In absence of attendance at the meeting, submission of granting scores may count towards quorum.
  - b. In the event the Chair is unable to attend the meeting, the meeting shall be rescheduled to a later date when quorum can be reached.
8. In order to be eligible to receive grants from the Student Group Granting Program, a student group must:
  - a. Be fully registered with Student Group Services as an undergraduate student group;
  - b. Complete the Student Group Services grant application form in full prior to the application deadline;
    - i. Late applications shall not be accepted.
  - c. Demonstrate a benefit not only to their own group, but to the campus community as a whole;
  - d. Demonstrate a need for funding only for projects in the future;
    - i. Retroactive granting is not in the scope of this committee.
  - e. Not have any outstanding financial issues with the University of Alberta or the Students' Union;
  - f. Submit an application completed by a member of the student group executive who is an undergraduate student;
  - g. Provide reasonable estimates of event expenses;
  - h. Provide the Student Group Granting Committee with a budget of anticipated costs;
  - i. Provide proof of a valid bank account; and
  - j. Complete event risk management approval with either the Office of the Dean of Students or Student Group Services.
9. In order to be eligible to receive grants from the University of Alberta Student Engagement Fund, a student group must:
  - a. Be fully registered with Student Group Services and the University of Alberta, Students' Union, or Graduate Students' Association;
  - b. Complete the Student Group Services grant application form in full prior to the application deadline;
    - i. Late applications shall not be accepted.
  - c. Demonstrate a benefit not only to their own group, but to the campus community as a whole;
  - d. Demonstrate a need for funding only for projects in the future;

- i. Retroactive granting is not in the scope of this committee.
  - e. Not have any outstanding financial issues with the University of Alberta or the Students' Union;
  - f. Not apply for funding related to academic or for-credit activities;
  - g. Provide reasonable estimates of event expenses; and
  - h. Provide the Student Group Granting Committee with a budget of anticipated costs.
- 10. All Student Group grants shall fall within one of the following categories:
  - a. Start-Up Grant, where:
    - i. A student group is in the first two years of its existence;
    - ii. A student group has been inactive for more than two (2) years and can provide reasonable evidence that it has no existing assets from previous years;
    - iii. A student group has not previously received a Start-Up Grant;
    - iv. A student group is registered with the University of Alberta or Students' Union; and
    - v. The maximum funding received by each group is no more than \$450.
  - b. Restart Grant, where:
    - i. A student group has not received a Restart Grant in the past three (3) years.
    - ii. A student group is registered with the University of Alberta and Students' Union.
    - iii. A student group has been inactive for less than two (2) years, and has assets leftover from previous years of the student group's operations.
    - iv. The maximum funding received by each group is no more than \$250.
  - c. Event & Conference Grant, where:
    - i. A student group may be registered with any of the University of Alberta, Students' Union, or Graduate Students' Association; and
    - ii. The maximum funding received by each group is no more than 50% of their total event or conference expenses for items approved by the committee.

11. A student group is eligible to receive a maximum of \$3,000 per academic year (May 1 through April 30), unless:
  - a. Two or more executive members of a student group commit to attending the Alberta Student Leadership Summit, where the student group may be eligible to receive a maximum of \$4,000 per academic year.
12. A student group may apply any number of times and for any combination of granting categories in each granting session until their annual maximum limit is reached.
13. A group may apply only for the amount of funds remaining in their annual limit.
  - a. Any requests over this limit shall be reduced by Student Group Services staff prior to submission to the Student Group Granting Committee.
14. A student group may apply for event funding up to six months in advance if a reasonable estimate of their actual event expenses can be provided.
15. A student group shall not make purchases from organizations closely connected or related to the student group or the student group's individual members unless prior arrangements have been made with Student Group Services.
16. A student group shall not apply for or use Student Group Granting funds to:
  - a. Obtain alcohol and related items;
  - b. Obtain illegal substances;
  - c. Obtain prizes;
  - d. Distribute or sponsor scholarships or bursaries;
  - e. Pay wages or staff expenses; or
  - f. Contribute to fundraisers that benefit external agencies, causes, or organizations without directly benefiting student group members or the wider campus community.
17. A student group shall pick up their grant cheques within fifteen business day of being notified that they have received funding, unless the group make alternate arrangements.
18. A student group shall complete a granting report, which shall:
  - a. Be completed by a deadline provided by Student Group Services staff;
  - b. Meet the expectations of Student Group Services staff; and
  - c. Be written and submitted by an executive of the student group.
19. A student group that fails to submit a grant report shall face appropriate consequences at the discretion of Student Group Services staff, which may include:
  - a. Suspension or removal of student group privileges on campus;
  - b. Denial of future grant requests;
  - c. Cancellation of group registration on campus; and
  - d. Other measures as deemed necessary by Student Group Services staff.



20. The Chair of the Student Group Granting Committee shall provide minutes of each Student Group Granting Committee meeting to Finance Committee within two weeks of each meeting's occurrence.

21. Student Group Services and the Students' Union reserve the right to request the return of funds in the event that a student group or event violates any of the SU's Operating Policies.

March 17<sup>th</sup>, 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**

**Robyn Paches**, Vice President Operations and Finance

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- VP Academic, VP External, VP Operations and Finance, VP Student Life, President
- Discover Governance
- Elections Office
- Research and Political Affairs
  - Council of Alberta University Students, Canadian Alliance of Student Associations
- Services: Operations
  - InfoLink, Student Group Services, Jobkin, Renting Spaces, InfoLink registries
- Services: Leadership and Recognition
  - SU Awards, Alberta Student Leadership Summit (in conjunction with the University of Alberta), Student Group Granting, Co-Curricular Record, Emerging Leaders Program
- Services: Involvement
  - Safewalk, Sustain SU, Peer Support Centre, Orientation
- Businesses
  - 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
  - Week of Welcome, Antifreeze, Campus Cup, other programming as needed
- Entertainment: Venues
  - Myer Horowitz Theatre, Dinwoodie Lounge, SUBstage
- Marketing and Communications
  - Student Handbook, Design Studio, Sponsorship, SUTV
- Facilities and Operations
  - Facilities and Maintenance, Room Rentals, SUB Tenant Leasing
- Administration
  - 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 ACPI). (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%, as approved by Students' Council, in direct response to the Alberta government's long-term plan to increase minimum wage. (Edited)
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. Examples include Faculty Associations, Residence Associations and members of the University of Alberta Board of Governors. (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 increase the salary of Executive elected positions to bring the remuneration in line with the provincial average. (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 honorariums for Elders to attend relevant meetings and events of the Students' Union. (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)