



*University of Alberta Students' Union*

## **FINANCE COMMITTEE**

**Wednesday, November 7, 2018**

**5:00 PM**

**SUB 6-06**

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 2018-07)**

**2018-07/1**     **INTRODUCTION**

**2018-07/1a**   **Call to Order**

**2018-07/1b**   **Approval of Agenda**

**2018-07/1c**   **Approval of Minutes**

**2018-07/1d**   **Chair's Business**

**2018-07/2**     **QUESTION/DISCUSSION PERIOD**

**2018-07/3**     **COMMITTEE BUSINESS**

**2018-07/3a**   **RIPKA MOVES** to approve the APIRG DFU report.

**2018-07/3b**   **RIPKA MOVES** to approve the Student Legal Services DFU report.

See FC-2018-07.02.

**2018-07/4**     **INFORMATION ITEMS**

**2018-07/4a**   **FC-2018-06, October 31, 2018 - Minutes**

See FC-2018-07.01.

**2018-07/4b**   **Student Legal Services DFU Report - SU Budget**

See FC-2018-07.02.

**2018-07/4c**   **Student Legal Services DFU Report - Global Budget**

See FC-2018-07.03.

**2018-06/5**     **ADJOURNMENT**

**2018-06/5a**     **Next Meeting:** Wednesday, November 21, 2018 @ 5:00PM in SUB 6-06.



University of Alberta Students' Union

## FINANCE COMMITTEE

Wednesday, October 31, 2018

5:00 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)
Emma Ripka (ex-officio)(chair)		Y	
Lane Anderson		Y	
Tahra Haddouche		N	
Steven Lin		Y	
Nathan Sunday		Y	
André Bourgeois (ex-officio)		N	
Robert Bilak		Y	
Mariam Hosseiny		N	
Reed Larsen		N	

### MINUTES (FC 2018-06)

2018-06/1 **INTRODUCTION**

2018-06/1a **Call to Order**

RIPKA: Called the meeting to order at 5:03.

2018-06/1b **Approval of Agenda**

**BILAK/RIPKA MOVED** to approve the agenda.

5/0/0 - CARRIED

**2018-06/1c**    **Approval of Minutes**  
**BILAK/RIPKA MOVED** to approve the minutes of *FC-2018-04-M*.  
3/0/0 - CARRIED

**2018-06/1d**    **Chair's Business**  
  
RIPKA: Special ordered item *2018-06/2a*.

**2018-06/2**    **QUESTION/DISCUSSION PERIOD**

**2018-06/2a**    FACRA First Alberta Campus Radio Association Dedicated Fee Unit  
  
RIPKA: Established that Bylaw 6100 §5 notes that reports must include a fee description, a fee amount, a notice of increase and its amount, the next scheduled plebiscite date, and whether Augustana students must pay. Established that the FACRA reporting will be ready for the next meeting as they could not ready it for this meeting due to scheduling.

**2018-06/3**    **COMMITTEE BUSINESS**

**2018-06/3a**    **RIPKA MOVES** to approve The Landing DFU reporting.  
  
RIPKA: Established that Council will vote as to whether the Landing is to become a student service at the next meeting. Suggested that the Students' Union, in absorbing the Landing, would assume control of its funds.  
  
SUNDAY: Inquired into whether, if its is incorporated as a service, there need be another plebiscite.  
  
RIPKA: Responded that the funds from the DFU would remain until renewal in 2020.  
  
SUNDAY: Expressed concern that the DFU plebiscite occurred on the basis that the Landing was independent of the Students' Union and, therefore, its joining to the SU requires another plebiscite.  
  
RIPKA: Emphasised that the situation with the Landing is unprecedented. Considered that the DIE Board can provide clarification if needed.  
  
BILAK: Expressed concern that the report does not include the relevant information as per Bylaw 6100 §5.  
  
RIPKA: Noted that §5 on oversight is the schedule from Bylaw 6000.  
  
BILAK: Inquired into the application of Bylaw 6200 §4 which concerns reporting protocols for operational DFU's.

ANDERSON: Inquired into whether the Students' Union is putting funds toward this project.

RIPKA: Responded that the funds are coming from the DFU funded by students. Considered that this review did not occur last year.

SUNDAY: Suggested that Bylaw 6200 §4 does not refer to the relevant report because it applies to a period of May 1 2017 to April 30 2018 and the requirement to provide an annual report within six months of the end of the fiscal year. Noted that this fiscal year already ended. Noted that the received reports relate to future spending whereas the report of §4 is on past spending.

BILAK: Inquired into whether the Committee intends to approve the DFU reporting or the disbursement of the DFU.

RIPKA: Responded that it aims to do both. Clarified that the Committee receives reports each year that proves alignment to the DFU. Expressed concern at locating the specifics of what need be within this report. Expressed concern that she misled the Gateway in that its report must include more than the 6100 §5 items.

BILAK: Noted that a January 16th meeting last year shows Ripka's predecessor approving the disbursement of the 2017-18 Gateway DFU based on a report that included items such as audit and profit and loss statements.

RIPKA: Inquired into whether that report accords with the 6200 §4 requirements.

BILAK: Responded in the affirmative.

RIPKA: Confirmed that the received reports are not complete and require further additions.

**RIPKA/BILAK MOVED** to table *2018-06/3a* and *2018-06/3b* to the next meeting.  
5/0/0 - CARRIED

RIPKA: Noted that, depending upon the speed with which the relevant parties can produce the materials for submission, the next meeting may or may not occur as planned.

**2018-06/3b** **RIPKA MOVES** to approve The Gateway DFU reporting.

See FC-2018-06.03.

**2018-06/4** **INFORMATION ITEMS**

**2018-06/4a** FC-2018-05, September 26, 2018 - Minutes

See FC-2018-06.01.

**2018-06/4b** The Landing DFU - Report.

See FC-2018-06.02.

**2018-06/4c** The Gateway DFU - Report.  
See FC-2018-06.03.

**2018-06/5** **ADJOURNMENT**  
RIPKA: Adjourned the meeting at 5:24.

**2018-06/5a** **Next Meeting:** Wednesday, November 7, 2018 @ 5:00PM in SUB 6-06.

<b>MOTION</b>	<b>VOTES</b>
<b>BILAK/RIPKA MOVED</b> to approve the agenda.	5/0/0 - CARRIED
<b>BILAK/RIPKA MOVED</b> to approve the minutes of <i>FC-2018-04-M</i> .	3/0/0 - CARRIED
<b>RIPKA/BILAK MOVED</b> to table <i>2018-06/3a</i> and <i>2018-06/3b</i> to the next meeting.	5/0/0 - CARRIED

2018/2019 Global Budget

	<u>2018/2019</u>
<b>Income</b>	
<b>4000 · REVENUE</b>	
4030 · SU Grant	40,469
<b>Total 4000 · REVENUE</b>	<u>40,469</u>
<b>Total Income</b>	40,469
<b>Expense</b>	
<b>5000 · EXPENSES</b>	
5020 · Staff & Board	
5021 · Board of Directors	1,200
5022 · Staff Meeting & Other	1,400
<b>Total 5020 · Staff &amp; Board</b>	<u>2,600</u>
5031 · Wine & Cheese Event	1,400
<b>5800 · SALARY - SUMMER STUDENTS</b>	
5801 · Salaries (SUMMER)	34,200
5802 · EI EXPENSE (SUMMER)	755
5803 · CPP (SUMMER)	1,445
5804 · WCB Expense (SUMMER)	69
<b>Total 5800 · SALARY - SUMMER STUDENTS</b>	<u>36,469</u>
<b>Total 5000 · EXPENSES</b>	<u>40,469</u>
<b>Net Income</b>	<u><u>0</u></u>

## Student Legal Services of Edmonton

## 2018/2019 Global Budget

	<u>2018/2019</u>
<b>Income</b>	
<b>4000 · REVENUE</b>	
4020 · ALF Grant (Core)	436,842
4030 · SU Grant	40,469
4100 · CSJ Grant	38,388
4120 · STEP Grant	11,516
4140 · CASINO Revenue	38,388
<b>Total 4000 · REVENUE</b>	<u>565,603</u>
<b>Total Income</b>	565,603
<b>Expense</b>	
<b>5000 · EXPENSES</b>	
5001 · Office Supplies & Stationary	10,500
5002 · Advertising	1,500
5004 · Office Insurance	1,780
5005 · Mileage, Parking & Travel	10,000
5008 · Professional Fees	6,663
5011 · Ceridian (Payroll) Expenses	1,700
<b>5020 · Staff &amp; Board</b>	
5021 · Board of Directors	1,520
5022 · Staff Meeting & Other	1,400
5025 · Directors Insurance	1,638
5024 · Seminars & Staff Development	2,566
<b>Total 5020 · Staff &amp; Board</b>	<u>7,124</u>
5031 · Wine & Cheese Event	1,400
5033 · Volunteer Apprec. & mugs, pens etc	800
5040 · Case Disbursements	700
<b>5050 · ADVISOR RETAINERS</b>	
5051 · Legal Aid Retainer	16,986
5052 · Lawyer - Retainer	23,123
<b>Total 5050 · ADVISOR RETAINERS</b>	<u>40,109</u>
<b>5100 · COMPUTER EXPENSES</b>	
5102 · Computer Software	
5105 · Computer Hardware/IT Support	1,500
<b>Total 5100 · Computer Expenses</b>	<u>1,500</u>
<b>5200 · PHOTOCOPIER</b>	
5201 · Photocopier (LEASE)	2,642
5202 · Photocopier (Copy charges)	1,000
5203 · Photocopier (Toner, Paper)	2,500
<b>Total 5200 · PHOTOCOPIER</b>	<u>6,142</u>
<b>5400 · POSTAGE &amp; COURIER</b>	
5401 · Postage Meter Lease	607
5402 · Postage	3,500
<b>Total 5400 · POSTAGE &amp; COURIER</b>	<u>4,107</u>



# Student Legal Services of Edmonton

## 2018/2019 Global Budget

	2018/2019
<b>5500 · RENT &amp; MAINTENANCE</b>	
5501 · Rent - Downtown	33,720
5502 · Office Maintenance	1,750
5503 · Emily Murphy House Maintenance	400
<b>Total 5500 · RENT &amp; MAINTENANCE</b>	35,870
<b>5600 · TELEPHONE &amp; INTERNET</b>	
5601 · Telephone (Downtown)	7,835
5602 · Long Distance (DOWNTOWN)	
5603 · Telephone (U of A)	5,697
5604 · Long Distance (U of A)	
5605 · Internet	1,192
<b>Total 5600 · TELEPHONE &amp; INTERNET</b>	14,724
<b>5700 · SALARY - PERMANENT</b>	
<b>5701 · Salary - Administrator</b>	
5701-1 · EI - Admin	913
5701-2 · CPP - Admin	1,806
5701-3 · WCB - Admin	82
5701-4 · Blue Cross - Admin	1,116
5701 · Salary - Administrator	40,000
<b>Total 5701 · Salary - Administrator</b>	43,917
<b>5702 · Salary - Bookkeeper</b>	
5702-1 · EI - BK	321
5702-2 · CPP - BK	522
5702-3 · WCB - BK	29
5702-4 · Blue Cross - BK	1,366
5702 · Salary - Bookkeeper	14,040
<b>Total 5702 · Salary - Bookkeeper</b>	16,277
<b>5703 · Salary - Part Time</b>	
5703 · Salary - Part Time - Other	2,500
<b>Total 5703 · Salary - Part Time</b>	2,500
<b>Total 5700 · SALARY - PERMANENT</b>	62,695
<b>5800 · SALARY - SUMMER STUDENTS</b>	
5801 · Salaries (SUMMER)	336,000
5802 · EI EXPENSE (SUMMER)	7,420
5803 · CPP (SUMMER)	14,191
5804 · WCB Expense (SUMMER)	679
<b>Total 5800 · SALARY - SUMMER STUDENTS</b>	358,290
<b>Total 5000 · EXPENSES</b>	565,603
<b>Net Income</b>	<b>0</b>