



University of Alberta Students' Union

FINANCE COMMITTEE

Monday, October 24, 2016

4:00PM

SUB 6-06

AGENDA (FC 2016-07)

- 2016-07/1** **INTRODUCTION**
- 2016-07/1a** **Call to Order**
- 2016-07/1b** **Approval of Agenda**
- 2016-07/1c** **Approval of Minutes**
- 2016-07/1d** Approval of 2016-05 Meeting Minutes from August 2, 2016
- 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
- 2016-07/3b** PACHES moves to approve The Gateway Student Journalism Society's
2016/2017 Dedicated Fee Unit disbursement
- Please see FC 16-07.02
- 2016-07/3c** APIRG DFU Financial Review Submission
- Please see FC 16-07.03
- 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.
- 2016-07/6** **ADJOURNMENT**

2016-07/6a

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



FC 16-07.01

STUDENT LEGAL SERVICES OF EDMONTON (SLS)

ADMINISTRATION OFFICE

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September 22, 2016

Via Email

Audit Committee
Students' Union
2-900 SUB, 8900 114 St.
Edmonton, Alberta
T6G 2J7

Audit Committee:

Re: Students' Union Disbursement of Funds – Student Legal Services

Pursuant to the terms of Bylaw 6000(2) please find enclosed all necessary information for DFU fund disbursement.

Should you require any further information, please contact myself or the SLS bookkeeper, Ms. Shaun Devine at 780-492-2226

Sincerely,

Sarah Sager
Executive Coordinator 2016
Student Legal Services of Edmonton

CONDITIONS OF RECEIPT:

S. 2(1)(b) – Alexander Brophy has been appointed to our Board of Directors by the Students' Union pursuant to s. 10.06(b) of our Bylaws.

S. 2(1)(b.i) – Please see the attached *Appendix A: 2016-2017 Global Budget*.

S. 2(1)(b.ii) – See *Appendix B: 2015-2016 Audited Financial Statement*.

S. 2(1)(b.iii) – I am not aware of any contracts in existence between Student Legal Services of Edmonton and the Students' Union.

S. 2(1)(b.iv) – The mandate of Student Legal Services of Edmonton is to assist undergraduate students not enrolled in the Augustana Faculty and members of Edmonton's low-income community with legal issues, free of charge. For evidence of compliance with this mandate see *Appendix C: SLS Annual Report 2016*.

Appendix A: Global Budget 2016-2017

GLOBAL BUDGET

	Current Budget 2015/16	Proposed Budget 2016/2017	Variance \$	Variance %
Casino	\$38,799.64	\$38,396.15	-\$35.11	-0.09%
CSJ (Federal)	\$24,990.00	\$26,581.95	-\$24.31	-0.09%
Students Union	\$47,206.72	\$47,256.8	-\$32.41	-0.09%
SU non- payroll exp.	\$3,100.00	\$4000.00	\$850.00	39.53%
Total non- ALF exp	\$103,315.10	\$116,234.90	\$758.16	0.74%
Global Total Budget	\$505,365.34	\$517,506.81	-\$17.93	0%

Each year SLS receives approximately \$1.00 from every student at the University of Alberta. In 2012-2013, SLS requested more from ALF than ever before in order to allow SLS to create a small reserve fund with this money, which is subject to fewer restrictions than the other sources of funding.

The reserve fund is maintained to cover unexpected expenses and student salaries. Along with other funding from the Alberta Law Foundation, our AGLC Casino, and the CSJ, this will allow SLS to hire 27 summer workers, who will continue to volunteer their time throughout the 2015-2016 school year. In 2015-2016, SLS decided to hire an additional summer worker due to an increase workload in the criminal project. This was continued in 2016-2017. The money to hire an additional summer worker came from the reserve funds.

The remainder of incoming SU funds will continue to pay for subscriptions to current statutes, publications and legal texts. Additionally, SLS will host events to recruit new volunteers from the Faculty of Law and hold a volunteer appreciation party to thank the volunteers near the end of the school year.

STUDENT LEGAL SERVICES OF EDMONTON

Financial Statements

Year Ended March 31, 2016



INDEPENDENT AUDITOR'S REPORT

To the Members of Student Legal Services of Edmonton

Report on the Financial Statements

We have audited the accompanying financial statements of Student Legal Services of Edmonton, which comprise the statement of financial position as at March 31, 2016 and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Student Legal Services of Edmonton as at March 31, 2016 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Edmonton, Alberta
June 23, 2016

KBH
Chartered Accountants


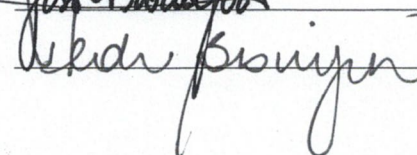
STUDENT LEGAL SERVICES OF EDMONTON
(Incorporated under the Societies Act of Alberta)

Statement of Financial Position

March 31, 2016

	2016	2015
ASSETS		
CURRENT		
Cash	\$ 130,644	\$ 140,952
Accounts receivable	325	-
Goods and services tax recoverable	3,197	3,082
Prepaid expenses	2,476	4,081
	136,642	148,115
RESTRICTED FUNDS - CASINO <i>(Note 4)</i>	86,689	43,719
	\$ 223,331	\$ 191,834
LIABILITIES		
CURRENT		
Accounts payable and accrued liabilities	\$ 10,120	\$ 10,298
Accrued funding repayment	1,585	5,073
	11,705	15,371
DEFERRED CONTRIBUTIONS - CASINO <i>(Note 5)</i>	86,689	43,719
	98,394	59,090
NET ASSETS		
Unrestricted	124,937	132,744
	\$ 223,331	\$ 191,834
LEASE COMMITMENT <i>(Note 6)</i>		

APPROVED BY THE BOARD


Director, Jessica Proudfoot

Director, Heidi Besuijen

STUDENT LEGAL SERVICES OF EDMONTON

Statement of Operations

Year Ended March 31, 2016

	2016	2015
REVENUE		
Unrestricted		
Alberta Law Foundation - operating grant	\$ 400,465	\$ 397,753
Donations	3,705	3,200
Interest	733	725
Publications sale and seminars	900	1,075
Students Union levy	40,178	36,428
	<u>445,981</u>	<u>439,181</u>
Restricted		
Casino	38,654	38,391
Federal Government - Canada Summer Jobs	24,990	27,331
Miscellaneous	126	1,151
	<u>63,770</u>	<u>66,873</u>
	<u>509,751</u>	<u>506,054</u>
EXPENSES		
Salaries and related costs		
Employee benefits	27,333	26,480
Secretarial and administrative	56,295	53,449
Summer staff	297,000	286,000
Project and administrative costs		
Advertising	1,209	1,072
Direct case disbursements	443	527
Insurance	3,031	3,031
Legal advisors - retainers	36,243	36,243
Professional fees	6,663	6,663
Publications - library and legal education	408	360
Rent and utilities - project offices	31,070	29,457
Staff	6,783	6,696
Stationery, postage and office supplies	28,055	32,776
Telephone	13,966	13,501
Travel and parking	9,059	7,510
	<u>517,558</u>	<u>503,765</u>
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	<u>\$ (7,807)</u>	<u>\$ 2,289</u>

STUDENT LEGAL SERVICES OF EDMONTON

Statement of Changes in Net Assets

Year Ended March 31, 2016

	2016	2015
NET ASSETS - BEGINNING OF YEAR	\$ 132,744	\$ 130,455
Excess (deficiency) of revenue over expenses	<u>(7,807)</u>	<u>2,289</u>
NET ASSETS - END OF YEAR	<u>\$ 124,937</u>	<u>\$ 132,744</u>

STUDENT LEGAL SERVICES OF EDMONTON

Statement of Cash Flows

Year Ended March 31, 2016

	2016	2015
OPERATING ACTIVITIES		
Cash receipts		
Alberta Law Foundation - operations	\$ 396,978	\$ 395,348
Donations	3,705	3,200
Interest	733	725
Publications and seminars	900	1,075
Students Union levy	40,178	36,428
Casino receipts	81,624	482
Federal Government grants	24,990	27,331
Miscellaneous	126	1,151
Cash disbursements		
Salaries and wages	(380,628)	(365,929)
Project and administrative costs	(135,944)	(136,680)
INCREASE (DECREASE) IN CASH FLOW	32,662	(36,869)
Cash - beginning of year	184,671	221,540
CASH - END OF YEAR	\$ 217,333	\$ 184,671
CASH CONSISTS OF:		
Cash	\$ 130,644	\$ 140,952
Cash - casino	81,616	38,829
Credit Union membership shares - casino	5,073	4,890
	\$ 217,333	\$ 184,671

STUDENT LEGAL SERVICES OF EDMONTON

Notes to Financial Statements

Year Ended March 31, 2016

1. PURPOSE OF ORGANIZATION

Student Legal Services of Edmonton ("SLS") is a non-profit charitable organization of law students which provides free legal assistance as agents in Criminal and Civil Court to people who do not qualify for Legal Aid and are not able to afford a lawyer. SLS also performs legal research and education in areas of general community interest and concern and background work and suggestions for legal reform.

To meet its objectives, SLS operates a number of specific projects such as Corona Criminal Project, Legal Education Project, Family Law Project, Legal Reform Project and Civil Law Project. Leadership for these projects is provided by employing approximately 27 law students between May and August of each year. In addition to these leaders and full-time clerical staff and legal advisors, there are approximately 300 volunteers involved during the year.

SLS is incorporated under the Societies Act of Alberta as a non-profit organization without share capital, and is a registered charity within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

Financial instruments

Measurement

The entity initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The entity subsequently measures all its financial assets and financial liabilities at amortized cost. Financial assets measured at amortized cost include cash, accounts receivable, and restricted funds - casino. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, and accrued funding repayment.

Impairment

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in excess of revenue over expenses. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in excess of revenue over expenses.

Transaction costs

The entity recognizes its transaction costs in excess of revenue over expenses in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

(continues)

STUDENT LEGAL SERVICES OF EDMONTON

Notes to Financial Statements

Year Ended March 31, 2016

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Revenue recognition

Student Legal Services of Edmonton follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Capital assets

Capital assets are recorded at cost less accumulated amortization. It is the organization's policy to only capitalize assets that are material.

Donations of materials

Materials donated to SLS are recorded at fair market value. No materials were donated during the year.

Donations of capital assets

Capital assets donated to SLS are recorded at fair market value. No capital assets were donated during the year.

Donations of services

The work of SLS is dependent on the voluntary service of many individuals. Since these services are not normally purchased by the Society and because of the difficulty of determining their fair market value, donated services are not recognized in these financial statements.

3. FINANCIAL INSTRUMENTS

It is management's opinion that SLS is not exposed to any significant credit, liquidity, market, currency, interest or other price risks from any financial instruments.

4. RESTRICTED FUNDS - CASINO

Casino funds may only be utilized for specific purposes as approved by the Alberta Attorney General, Gaming Control Branch. Approved expenditures include pamphlet reproduction costs as well as operating costs of SLS such as rent, utilities, equipment maintenance, insurance, capital expenditures and summer staff wages.

	<u>2016</u>	<u>2015</u>
Casino funds are comprised of:		
Cash	\$ 81,616	\$ 38,829
Credit Union membership shares	5,073	4,890
	<u>\$ 86,689</u>	<u>\$ 43,719</u>

STUDENT LEGAL SERVICES OF EDMONTON

Notes to Financial Statements

Year Ended March 31, 2016

5. DEFERRED CONTRIBUTIONS - CASINO

	2016	2015
Balance at beginning of year	\$ 43,719	\$ 81,628
Receipts		
Proceeds from casino	81,384	-
Interest on casino funds	404	482
	<u>125,507</u>	<u>78,816</u>
Disbursements		
Bank charges	(18)	-
Summer staff wages	(38,800)	(38,391)
	<u>(38,818)</u>	<u>(38,391)</u>
Balance at end of the year	<u>\$ 86,689</u>	<u>\$ 43,719</u>

6. LEASE COMMITMENT

SLS is committed to a lease for office space under a contract that expires February 28, 2021. Lease payments under the contract are as follows:

2017	\$ 31,930
2018	33,207
2019	34,542
2020	35,916
2021	34,133

7. ECONOMIC DEPENDENCE

SLS derives substantially all of its revenue from grants from the Alberta Law Foundation and the Federal and Provincial governments. SLS's ability to continue viable operations is dependent upon receiving this grant revenue.

Appendix C: SLS Annual Report 2016-2017

Introduction

Student Legal Services ("SLS") is a non-profit organization dedicated to helping the low-income community in Edmonton and surrounding areas by providing legal information. We have been operational for 47 years and have grown significantly in the scope over this time.

In 2016-17, 299 University of Alberta law students are volunteering their time over the course of the school year over four Projects. Of these 299, twenty-seven students work full-time through the summer to provide services.

There are four Projects within SLS: The Criminal Law Project, the Civil/Family Law Project, the Legal Education and Reform Project and Pro Bono Students Canada.

Criminal Law Project

There are three aspects of the Criminal Law Project that are beneficial to the community.

First, individuals who meet our income guidelines and do not qualify for services provided by other community stakeholders are provided assistance in the criminal justice system. We help those with limited financial resources, mental health challenges, reduced literacy, homelessness, addiction and reduced mobility. These individuals usually do not have the resources or ability to be properly represented in the court system and SLS helps alleviate these issues.

Second, self-represented litigants are increasing in the court system, an issue that strains the judicial system. SLS helps those who would otherwise be self-represented navigate the judicial system.

The Criminal Law project is also the largest project in terms of volunteers. It provides students an opportunity to get practical experience including court work, file work, and public speaking. It instills in students the rewarding experience of pro bono work.

In the 2016 year to date, the Criminal Law Project has represented 7 students charged with Criminal and/or Traffic offences.

Civil/Family Law Project

As the name suggests, there are two areas of law that this project handles. Similar to the Criminal Law Project, this project represents individuals in Provincial Court and various tribunals including the Provincial Small claims, Provincial Family Court, the Residential Tenancy Dispute Resolution Service ("RTDRS") and the University Student Appeals Board.

Another major component of this project is answering phone calls and providing legal information to the public. This includes general legal information and if a file cannot be opened for them, referrals are made. All calls are records on call sheets which are reviewed by the Coordinators and Advising Lawyers to ensure that information being disseminated is appropriate and accurate.

Over the last year we have successfully started a project where SLS volunteers appear in the Court of Queen's Bench to assist individuals with applications for parenting.

Furthermore, the Civil Law Project is currently investigating the possibility of a Wills Clinic, or assisting individuals with immigration issues.

In the 2016 year to date, the Civil/Family Project has assisted 126 students with civil and family legal problems.

Legal Education and Reform ("LER") Project

LER volunteers attend various outreaches in the Edmonton area to provide basic information to marginalized members of the community. In total, seven shelters are visited on a weekly basis as well as attending local schools to conduct mock trials.

This Project is also responsible for updating the SLS website and information pamphlets. Pamphlets are available on all outreaches, at the SLS offices, and online. They are used not only by the people assisted directly by SLS, but also by other organizations in the community.

Pro Bono Students Canada ("PBSC")

PBSC is a chapter under that organization's national office. Students in groups of three to five meet with non-profit organizations and build research projects containing general legal information in response to that organization's specific legal questions. The projects are in conjunction with the project's Coordinator and an advising lawyer within the Edmonton legal community.

In the past year, PBSC has also begun a new project called the Queen's Bench Amicus project. This project sends volunteers to the Queen's Bench with volunteer lawyers to assist unrepresented litigants in Civil court.

Cooperative Efforts with Other Community Stakeholders

SLS strives to work with other service providers in the community to ensure efficient use of resources and reduce duplication of services. In 2016, the SLS Management Committee met and/or worked with the following different stakeholders in the Edmonton community:

- the Provincial Court Judges;
- the Court of Queen's Bench Justices;

- Edmonton Community Legal Center (ECLC);
- Law Society of Alberta (LSA);
- Family Law Information Center (FLIC);
- Public Legal Education Group of Edmonton (PLEDGE);
- Pro Bono Law Alberta (PBLA);
- Homeless Connect;
- Dawson Duckett Shaigec and Garcia Barristers (DDSG);
- Family Law Office (FLO);
- Bryan & Company;
- Chivers Carpenter;
- Dentons;
- the Canadian Bar Association Law Day, Legal Aid of Alberta (LAA); and
- Edmonton Police Services (EPS).

Organization

SLS provides free legal information and assistance to Edmonton's low-income community.

During the academic year, 299 volunteer law students from the University of Alberta, Faculty of Law, provide this information and assistance. During the summer months of May to August, the organization employs 27 law students as full-time caseworkers.

Information is provided on a walk-in basis, by telephone, through the SLS website, and through lectures and seminars. Applicants must comply with SLS financial guidelines, which are reviewed regularly by the SLS Board of Directors. Legal issues must fall within a defined range of complexity that is project specific. All files must be approved by the Project Coordinator and the Advising Lawyer for that Project.

Board of Directors

The SLS Board of Directors is comprised of members of Edmonton's legal community. Many members of the Board of Directors are former SLS Management Committee members who understand the specific concerns and issues that face SLS and the people we help. The Board of Directors creates policy, maintains financial accountability, and provides long-term vision to the organization.

There are various committees for members of the Board. These include the Financial Committee, the Management/Employee Relations Committee, and the By-Law/Policy Review Committee. The current Board members are: Jessica Proudfoot, Katie Clackson, Katie Rowe, Alexander Brophy, Ben Lotery, Patrick Bigg, Catherine Reszansoff, Zack Elias, Robert LaValley, Heidi Besuijen, Kevin Sarsiat, Megan Dawson, Ben Seigel, Melissa Smith and Steven Penney.

Management Committee

The SLS Management Committee is responsible for the day-to-day operations of SLS. Coordinators are responsible for ensuring their projects are running smoothly and that the students they supervise are providing accurate information to the public. The Management Committee is elected by University of Alberta SLS student volunteers in the fall semester. Each elected office term begins in January and runs for one year. They are generally students that have showed a commitment to the organization throughout their law school education. The Management Committee works with the Board of Directors to maintain and improve upon the services SLS provides. The members of the Management Committee are volunteers during the school year and are paid a salary of \$2,750.00 per month for their full time work from May to August.

Summer Caseworkers/Dayleaders

Summer caseworkers are hired in February each year, and assume their paid positions in May. The number of SLS caseworkers hired is contingent on funding. In 2016, SLS hired 20 fulltime caseworkers that worked under the supervision of seven full-time project coordinators. In the fall, caseworkers assume the role of "Dayleader" and each becomes responsible for overseeing approximately fifteen novice volunteers for the remainder of the academic year.

Student Volunteers

Each year, over half of the University of Alberta's Faculty of Law students donate countless hours across the various projects to assist those less fortunate than themselves. This year SLS had a slight increase in the total number of volunteers from 283 last year to 299 this year. Many students volunteer on more than one project.

This participation rate reflects the practical and invaluable benefits SLS provides students in their pursuit of learning the law. From managing files to drafting affidavits and dealing with people and their legal problems, the organization allows for students to build skills the practice of law demands, which a student rarely has the opportunity to do outside of the classroom. In addition to these practical benefits, SLS exposes students to the importance of pro bono work within the community and allows them to witness the difference these crucial services make in a person's life.

SLS Advising Lawyers

Advising Lawyers are a necessary component to the success of SLS. They are responsible for reviewing the accuracy of information SLS volunteers distribute, and they are regularly available to answer student questions and lend their professional expertise to file assessment. Every file that SLS opens is approved by an Advising Lawyer.

The SLS Advising Lawyers are:

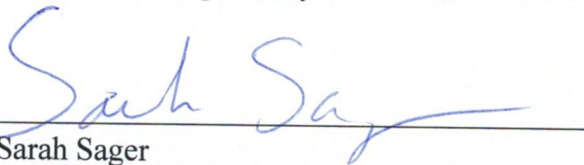
- Criminal Law Project: Dawson, Duckett, Shaigec & Garcia Barristers

- Family Law Project: Family Law Office (FLO)
- Civil Law Project: Bryan & Company and Legal Aid (provisionally)
- PBSC: each year the PBSC Coordinator assigns each project to a local advising lawyer who oversees that project to completion
- Human Rights Project: Chivers Carpenter
- Tax Project: Dentons

Administrative Staff

One full-time and one part-time staff members conduct the day-to-day administrative and financial services required by the organization: Tia Kummer (Full-time Administrator), and Shaun Devine (Part-time Bookkeeper).

All of this is respectfully submitted on the 22nd of September, 2016.



Sarah Sager

Executive Coordinator 2016

FC 16-07.02

Dear Finance Committee,

It's that time of year again where we have to prove to you that The Gateway is deserving of students' money. After a few years of what might be called soul-searching, I'm happy to report that I think we're moving in the right direction.

Obviously there is a lot different this year than in previous years. From an editorial perspective, after a few years of watching our print circulation decrease, we changed gears completely and we're now printing a monthly magazine. Our average circulation last year was 2,500 per weekly issue, and we've been seeing exponential decline in the past years.

The goal was to produce a print product that students, staff and anyone else on campus would want to pick up, while working on our online content to be timely and innovative. The September magazine has been successful, with pickup approaching 5,500, and October appears to be doing well too. We've noticed that pickup in SUB, HUB and especially CAB has improved, which is promising as those are general buildings with students of many different majors and inclinations. Other niche racks such as in Law, Fine Arts and Business are performing satisfactorily as well, and staff has established an effecting restocking and tracking system.

Some staff changes have altered our online plans somewhat this year, but given the major shift we had to undertake by establishing an effecting means of producing online content, it's going well. As print has declined, our online views have increased, and we're getting at least 40,000 page views per month, with the majority of those being unique views. Online views have doubled since mid-September and we are getting more consistent online traffic. People are also spending more average time on our pages, meaning that people are reading the content. To make our content more attractive, we plan our giving assignments to design volunteers, and the magazine content we've boosted for September has performed surprisingly well. Our next step in our online strategy is to solidify our social media presence and establish a unique, consistent voice.

The editorial shift is definitely risky in certain senses, and it's also daunting because we're the first major Canadian student newspaper to change our format this dramatically in a very long time. The newspapers at the University of Calgary and UBC are paying close attention to what we're doing, and quality magazines on campus might be the way of the future for campus press, so trailblazing is something we're proud of.

Financially, the organization has seen some unprecedented change. We used to earn revenues of \$500,000 a year primarily due to ad sales, but the turn for the worse in print media ad sales has dramatically affected our yearly revenue to the point that the DFU now makes up 83% of our annual revenue rather than less than 50%. We've had to cut positions and all staff this year are experiencing pay cuts compared to last year, but financially at least we're stable and we have the ability to plan year-to-year.

The low ad sales have also made us rethink the organization, and our expenses haven't been lower in at least ten years: for example, combining the Editor-in-Chief and the Business Manager positions has saved us about \$40,000. A positive about operating mostly off the DFU is that there is no sales commission, allowing people to not take advantage of the organization.

I'd also like to note that our board has been active and there has been lively discussion at every meeting. Determining the best way of doing things is contentious, but what's important is that everybody cares and that everyone is doing what they think is best for the organization.

If people like what they see, dislike what they see, or would like to contribute to The Gateway through volunteering writing or their time for Outreach events, let me know or drop by the office on the third floor of SUB. The shift ensures that The Gateway remains a relevant host for student voices, and our mandate is to publish a multiplicity of voices. Our content is as strong as the students who support us.

Josh Greschner

THE GATEWAY STUDENT JOURNALISM SOCIETY
Financial Statements
Year Ended June 30, 2016

INDEPENDENT AUDITOR'S REPORT

To the Members of The Gateway Student Journalism Society

We have audited the accompanying financial statements of The Gateway Student Journalism Society, which comprise the statement of financial position as at June 30, 2016 and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

(continues)

Independent Auditor's Report to the Members of The Gateway Student Journalism Society *(continued)*

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Gateway Student Journalism Society as at June 30, 2016 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Edmonton, Alberta
September 29, 2016

Osward & Company LLP

CHARTERED ACCOUNTANTS

THE GATEWAY STUDENT JOURNALISM SOCIETY
Statement of Financial Position
June 30, 2016

	2016	2015
ASSETS		
CURRENT		
Cash	\$ 57,866	\$ 238,434
Accounts receivable	25,984	40,185
Goods and services tax recoverable	301	-
Prepaid expenses	1,075	994
	<u>85,226</u>	<u>279,613</u>
CAPITAL ASSETS <i>(Note 4)</i>	4,515	4,598
LONG TERM INVESTMENTS <i>(Note 5)</i>	3,897	3,825
	<u>\$ 93,638</u>	<u>\$ 288,036</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 85,046	\$ 249,755
Goods and services tax payable	-	1,171
Employee deductions payable	1,332	2,384
	<u>86,378</u>	<u>253,310</u>
NET ASSETS	<u>7,260</u>	<u>34,726</u>
	<u>\$ 93,638</u>	<u>\$ 288,036</u>

ON BEHALF OF THE BOARD

_____ *Director*

_____ *Director*

THE GATEWAY STUDENT JOURNALISM SOCIETY
Statement of Revenues and Expenditures
Year Ended June 30, 2016

	Budget 2016	Actual 2016	Actual 2015
REVENUE			
Student fees	\$ 192,713	\$ 194,898	\$ 189,713
Local advertising	99,500	56,967	86,636
Sponsorships	34,000	25,298	26,891
Multimarket advertising	28,000	12,706	24,965
Online advertising	6,500	10,748	6,116
Students' Union advertising	9,100	2,873	4,565
Fundraising	500	2,233	-
Interest	20	72	-
	370,333	305,795	338,886
EXPENSES			
Wages and benefits	223,957	211,198	215,744
Printing	55,833	47,875	61,549
Outreach and marketing	30,500	28,128	29,085
Professional fees	10,500	9,866	22,515
Rental	9,660	9,660	9,660
Travel	-	6,167	-
Insurance	4,500	5,028	4,742
General operating	4,200	3,062	3,310
Office	6,650	2,805	4,051
Distribution	3,245	2,415	3,049
Public relations	6,250	2,137	857
Equipment and infrastructure	5,100	1,847	395
Amortization	500	1,716	1,770
Communication	1,500	1,357	5,812
Bad debts (recovery)	-	-	(2,199)
	362,395	333,261	360,340
EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES	\$ 7,938	\$ (27,466)	\$ (21,454)

See notes to financial statements

THE GATEWAY STUDENT JOURNALISM SOCIETY
Statement of Changes in Net Assets
Year Ended June 30, 2016

	General Fund	Invested in Capital Assets	2016	2015
NET ASSETS - BEGINNING OF YEAR	\$ 30,128	\$ 4,598	\$ 34,726	\$ 56,180
Capital additions	(1,633)	1,633	-	-
Deficiency of revenue over expenses	(25,750)	(1,716)	(27,466)	(21,454)
NET ASSETS - END OF YEAR	<u>\$ 2,745</u>	<u>\$ 4,515</u>	<u>\$ 7,260</u>	<u>\$ 34,726</u>

See notes to financial statements

THE GATEWAY STUDENT JOURNALISM SOCIETY
Statement of Cash Flows
Year Ended June 30, 2016

	2016	2015
OPERATING ACTIVITIES		
Deficiency of revenue over expenses	\$ (27,466)	\$ (21,454)
Amortization of capital assets	1,716	1,770
	<u>(25,750)</u>	<u>(19,684)</u>
Changes in non-cash working capital:		
Accounts receivable	14,201	24,695
Accounts payable	(164,782)	167,368
Prepaid expenses	(81)	(8)
Goods and services tax payable	(1,472)	2,669
Employee deductions payable	(1,052)	1,139
	<u>(153,186)</u>	<u>195,863</u>
Cash flow from operating activities	<u>(178,936)</u>	<u>176,179</u>
INVESTING ACTIVITY		
Purchase of capital assets	<u>(1,632)</u>	-
Cash flow from (used by) investing activity	<u>(1,632)</u>	-
INCREASE (DECREASE) IN CASH FLOW	(180,568)	176,179
Cash - beginning of year	<u>238,434</u>	<u>62,255</u>
CASH - END OF YEAR	<u>\$ 57,866</u>	<u>\$ 238,434</u>

See notes to financial statements

THE GATEWAY STUDENT JOURNALISM SOCIETY
Schedule to Financial Statements
Year Ended June 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The Gateway Student Journalism Society is a not-for-profit organization incorporated under the Societies Act - Alberta and is exempt from income taxes.

The society's purposes are:

1. To sponsor the advancement of the education of University of Alberta Students through the various practices of journalism and the publication of Gateway, the student newspaper.
2. To provide a fair, reliable, clear source of information, focused mainly, but not exclusively, on issues which directly affect students, whether they are local, national or international.

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO).

Cash

Cash includes cash and cash equivalents. Cash is defined by the society as funds on deposit at Canadian financial institutions.

Fund accounting

The Gateway Student Journalism Society follows the deferral method of accounting for contributions.

Revenues and expenses related to program delivery and administrative activities are reported in the General Fund.

The Invested in Capital Assets Fund reports the assets, liabilities, revenues, and expenses related to The Gateway Student Journalism Society's capital assets.

Investments

Short term investments, which consist primarily of Guaranteed Investment Certificate with original maturities at date of purchase beyond three months and less than twelve month, are carried at cost.

(continues)

THE GATEWAY STUDENT JOURNALISM SOCIETY
Schedule to Financial Statements
Year Ended June 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

Equipment	20%	declining balance method
Computer equipment	30% & 55%	declining balance method
Computer software	100%	declining balance method

The society regularly reviews its capital assets to eliminate obsolete items.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

Net assets

- a) Net assets invested in capital assets represents the organization's net investment in capital assets which is comprised of the amortized amount of property and equipment purchased with restricted funds.
- b) Unrestricted net assets comprise the excess of revenue over expenses accumulated by the organization each year, not of transfers, and are available for general purposes.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Revenue recognition

The Gateway Student Journalism Society follows the deferral method of accounting for contributions.

Revenue from advertising sales are recognized at the time the ad is first run. Revenue from student fees is recognized over the course of the academic term to which the fees relate. Interest income is recognized when earned.

(continues)

THE GATEWAY STUDENT JOURNALISM SOCIETY
Schedule to Financial Statements
Year Ended June 30, 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Non-monetary transactions

In the normal course of business, the society enters into non-monetary transactions under which suppliers provide goods and services in exchange for advertising space in the society's publications. These goods and services, which would otherwise be paid for in cash, are accounted for at the more reliably measurable of the fair value of the advertising services provided or the fair value of the goods and services received.

Financial instruments policy

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealised gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

2. GOING CONCERN

The accompanying financial statements have been prepared on the going concern assumption that the society will be able to realize its assets and discharge its liabilities in the normal course of business. The society has incurred significant losses over the past three years. Their continued existence depends upon its ability to restore and maintain profitable operations.

3. ACCOUNTS RECEIVABLE

	<u>2016</u>	<u>2015</u>
Accounts receivable	\$ 25,984	\$ 25,576
Accrued receivables	-	19,483
Allowance for doubtful accounts	-	(4,874)
	<u>\$ 25,984</u>	<u>\$ 40,185</u>

THE GATEWAY STUDENT JOURNALISM SOCIETY
Schedule to Financial Statements
Year Ended June 30, 2016

4. CAPITAL ASSETS

	Cost	Accumulated amortization	2016 Net book value	2015 Net book value
Computer equipment	\$ 56,467	\$ 52,853	\$ 3,614	\$ 3,472
Equipment	5,787	4,886	901	1,126
Computer software	14,794	14,794	-	-
	<u>\$ 77,048</u>	<u>\$ 72,533</u>	<u>\$ 4,515</u>	<u>\$ 4,598</u>

5. LONG TERM INVESTMENTS

	2016	2015
Guaranteed Investment Certificate bearing interest at 0.90% per annum and maturing in May 2017.	<u>\$ 3,897</u>	<u>\$ 3,825</u>

This GIC has been pledged as collateral for the society's credit cards held with the Bank of Montreal. As the society intends to hold this investment to maturity and then reinvest the funds in a similar instrument, it has been classified as long term.

6. COMMITMENTS

Advertising

The society has an exclusive advertising agreement with Free Media Inc. ("Free"), a third party organization, whereby Free will sell all local and multimarket advertising for the society until April 2017. Under the agreement the society receives 65% of advertising amounts collected, subject to a guaranteed minimum of \$100,000. The agreement will automatically renew for another year each April 30th unless either party terminates the agreement. The agreement makes the society economically dependent on the successful operations and collection efforts of Free.

Office Lease

The society has a contractual obligation under an operating lease for office space which expires on August 31, 2016. As of the date of these financial statements a new lease agreement has not been put in place, but management is of the opinion that a new long term lease agreement will be reached with the Students' Union.

The society's total estimated lease obligations are as follows:

2017	<u>\$ 1,610</u>
------	-----------------

THE GATEWAY STUDENT JOURNALISM SOCIETY
Schedule to Financial Statements
Year Ended June 30, 2016

7. BUDGET

The 2016 operating budget was approved by the board of directors on August 24, 2015. The budget figures have been provided for information purposes only and have not been audited or reviewed.

8. ECONOMIC DEPENDENCE

The society receives approximately 64% of its funding from the University of Alberta Students' Union. Should the students' union withhold funding or significantly change its dealings with the society, management is of the opinion that continued viable operations would be doubtful.

9. FINANCIAL INSTRUMENTS

The society is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the society's risk exposure and concentration as of June 30, 2016.

(a) Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The society is exposed to credit risk from customers. In order to reduce its credit risk, the society reviews a new customer's credit history before extending credit and conducts regular reviews of its existing customers' credit performance. An allowance for doubtful accounts is established based upon factors surrounding the credit risk of specific accounts, historical trends and other information. The society has a significant number of customers which minimizes concentration of credit risk.

(b) Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The society is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, long-term debt, obligations under capital leases, contributions to the pension plan, and accounts payable.

(c) Currency risk

Currency risk is the risk to the company's earnings that arise from fluctuations of foreign exchange rates and the degree of volatility of these rates. The society is exposed to foreign currency exchange risk on cash, accounts receivable, and accounts payable held in U.S. dollars. The company does not use derivative instruments to reduce its exposure to foreign currency risk.

(continues)

THE GATEWAY STUDENT JOURNALISM SOCIETY
Schedule to Financial Statements
Year Ended June 30, 2016

9. FINANCIAL INSTRUMENTS *(continued)*

(d) Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the society manages exposure through its normal operating and financing activities. The society is exposed to interest rate risk primarily through its floating interest rate bank indebtedness and credit facilities.

Unless otherwise noted, it is management's opinion that the society is not exposed to significant other price risks arising from these financial instruments.

Revenue	Budget 16/17 New Model	
Local Sales Revenue		
Local Space	\$	20,000.00
Multimarket Sales Revenue		
Multimarket Space	\$	4,800.00
Print Sales Total	\$	24,800.00
SU Sales Revenue		
SU Space	\$	1,000.00
SU Online Space	\$	1,000.00
SU Sales Total	\$	2,000.00
Online Sales Revenue		
Local Online Space	\$	5,000.00
Multimarket Impressions	\$	5,000.00
Online Sales Total	\$	10,000.00
Other Revenue		
Student Fees	\$	200,000.00
Interest Income	\$	-
Bound Edition Sales	\$	-
Swag Sales	\$	-
Fundraising Income	\$	500.00
Miscellaneous Income	\$	-
Donations	\$	-
Alternate Revenue	\$	1,000.00
Total Other Revenue	\$	201,500.00
Total Revenue	\$	238,300.00

EXPENSE

Printing Expense

Base Printing	\$	33,000.00
Additional Flats	\$	-
Insertion Costs	\$	-
Magazine	\$	-
End Year Joke Issue	\$	-
Total Printing	\$	33,000.00

Staff Costs

Editorial Salaries	\$	112,034.92
Business Salaries	\$	15,480.00
Vacation Salaries	\$	-
CPP Expense	\$	4,845.57
EI Expense	\$	3,315.39
WCB Expense	\$	1,500.00
Health Benefits	\$	-
Staff Recruitment	\$	200.00
Staff Retreat	\$	750.00
Staff Training & Development	\$	500.00

Total Salaries & Benefits \$ 138,625.87

Distribution Expense

Vehicle Rental (incl. fuel)	\$	-
Circulation	\$	-
Misc Distribution	\$	-
Total Distribution	\$	-

Equipment & Infrastructure

Computer Hardware (NC)	\$	200.00
Computer Software (NC)	\$	1,200.00
Photo Equipment (NC)	\$	250.00
Office Equipment (NC)	\$	-
Furniture (NC)	\$	-
Office Improvements (NC)	\$	-
Multimedia Equipment (NC)	\$	250.00
Total Equipment & Infrastructure Expe	\$	1,900.00

General & Administrative Expense

Professional Fees	\$	9,500.00
Office Supplies	\$	650.00

Computer Supplies	\$	250.00
Postage	\$	50.00
Bank & Service Charges	\$	650.00
Telephone & Communication	\$	360.00
Bad Debt	\$	-
Subscriptions	\$	-
Amortization Expense	\$	500.00
Legal Fees	\$	500.00
FOIP Expense	\$	200.00
Insurance & Liability	\$	4,700.00
Miscellaneous Expense	\$	250.00
Scholarships	\$	1,500.00
Repair & Maintenance	\$	500.00
Payroll Service	\$	900.00
Rent & Custodial Services	\$	9,660.00
Volunteer Recruitment	\$	500.00
Volunteer Appreciation	\$	1,500.00
Bound Editions	\$	2,000.00
Orientation Outreach	\$	2,000.00
Swag	\$	-
Prizing	\$	5,000.00
Printing & Duplication	\$	1,000.00
Outreach & Marketing Expense	\$	2,000.00
Outreach & Marketing Expense Contra	\$	-
Contract & Temporary Labour	\$	-
Fundraising Expense	\$	-
Website Hosting	\$	480.00
Editor-in-Chief Expense	\$	250.00
Society Function Food	\$	-
Total General & Admin. Expense	\$	44,900.00
TOTAL EXPENSE	\$	218,425.87
NET INCOME	\$	19,874.13

Things to add:

NOTES

\$2500/issue

\$600/issue

Last year's magazine = 5273
(before commission)
TOTAL \$6637/ Print issue

Based on \$4,000 quote/issue

Salary breakdown on separate sheet

\$42x8

Based on 2 Creative Cloud
Licenses/Photoshop/Quickbooks

Prizing to be sought through contra, expected to be far under budget

TERMS OF AGREEMENT

Operating Agreement

Between the University of Alberta Students' Union (the "Students' Union" or the "Landlord") and

the Gateway Student Journalism Society (the "GSJS" or the "Tenant")

The parties agree to the following:

1. The Students' Union agrees to the following:

- a) To provide nineteen hundred and seventy five (1975) square feet of space on the third floor of the Students' Union Building (SUB), as outlined in Schedule 'B', accepted as is, at a total cost to the GSJS of \$830 per month beginning in September of 2016, including utilities and custodial services. The GSJS retains the right to receive custodial services from a source other than the Students' Union provided that the service is adequate and does not result in any undesirable conditions.
- b) To collect, on behalf of the GSJS, Students' Union fees as per the 2002 referendum, and forwarding of said fees to the GSJS if those conditions established by the Students' Union in the Students' Union's Bylaws are met.
- c) To conduct reasonable payroll and other administrative functions for the GSJS at an initial cost of \$900.00 per annum. This sum is to be paid via a monthly payment of \$75.00 by the last day of each month in which these services are rendered. This cost will be determined each year by an estimate of costs incurred in performing agreed to administrative tasks for the GSJS. The GSJS retains the right to receive these services from a source other than the Students' Union.
- d) To grant to the GSJS non-exclusive license to use the common areas of the building for all reasonable purposes, where "common areas" shall mean all lands, improvements, facilities, utilities, installations, and equipment forming part of the building, other than those parts designated by the Students' Union for leasing to tenants of the building and shall include (but not be limited to) washrooms, stairwells, and loading docks.
- e) Quiet enjoyment of the leased premises by the GSJS.

2. The Gateway Student Journalism Society agrees to the following:


- a) Not to reassign the space specified in Schedule 'B' without the express written consent of the Students' Union, such consent not to be unreasonably withheld.
- b) To be responsible for all property insurance for all capital assets and furniture owned by the GSJS, in the event of theft, fire, and vandalism.
- c) To carry Liability insurance in an amount not less than \$2,000,000 and Publisher Liability insurance in an amount not less than \$1,000,000 which will also include legal fees. The premium and retention will be paid for in full by GSJS with proof of coverage confirmed by a certificate of insurance that includes the Students' Union as an additional insured. The policy will be endorsed to provide that 30 days prior written notice of cancellation or material change of the policy will be mailed to the Students' Union. The insurance coverage will be in place within 30 days of this contract being signed with proof of coverage provided to the Personnel Manager of the Students' Union. Proof of coverage must also be provided to the Personnel Manager of the Students' Union upon annual renewal of the insurance.
- d) To use the space solely for the purpose of producing a publication and for other necessarily related activities, and to do so in such a manner as to reflect well on the Students' Union and the University of Alberta.
- e) To keep the leased premises in a neat and orderly manner, including the kitchen, as outlined in Schedule 'B.'
- f) To provide the Students' Union with advertising rates in the Gateway at a discount fixed at thirty per cent (30%) below retail for display advertising.
- g) To not alter the Leased Premises or remove fixtures upon termination of the Agreement unless the Students' Union has first consented, such consent not to be unreasonably withheld.
- h) To follow all relevant Students' Union Operating Policies unless otherwise specified in the Agreement. In the event of a change in Operating Policy, the Students' Union will notify the GSJS in writing.
- i) To share the use of the kitchen, as outlined in Schedule 'B,' with the University of Alberta Interfaith Chaplains Associations.

3. Notwithstanding the articles contained herein, the following is understood by both parties:

- a) The term of the lease and the license herein granted will be from September 1, 2016 until August 31, 2019, upon which time it will be reviewed with an option to renew the lease based on the similar terms and conditions.


- i. In the event of an alteration of the fee referred to in 1(b), the Students' Union reserves the right to initiate a renewal of the lease under revised terms and conditions on or before April 30th of the following year in which the referendum is held.
- b) Contravention of any the "Default and Termination" conditions outlined in Schedule 'A' by the GSJS may result in the termination of this agreement by the Students' Union. In this circumstance the GSJS shall receive written notice of termination at least 30 days prior to the termination coming into effect.
- c) The GSJS may terminate this agreement, with the exception of clause 2(g), at any time and for any reason provided it gives six months written notice.
- d) Any article or portion thereof may be amended with the mutual written consent of both parties.
- e) Subject to subparagraph 1(a) and 1(c) above, all rental and lease rates are subject to change provided that the Students' Union provides six months notice.
- f) Where a dispute arises between the Students' Union and the GSJS under the terms of this agreement and this dispute cannot be settled by agreement between the two aforementioned parties, then such a dispute shall be settled by arbitration by a single arbitrator, if the parties can agree on one, or by three arbitrators if a single arbitrator cannot be agreed upon. In this situation, one arbitrator shall be appointed by the Students' Union, one shall be appointed by the GSJS, and one shall be appointed by the University of Alberta. Otherwise, such proceedings shall be subject to the provisions of the Arbitration Act of the Province of Alberta and amendments thereto, or such other Act or procedure as may have been substituted, the cost of which is to be borne equally by both parties.
- g) As of April 30, 2003, this agreement is the extent of any agreement between the Students' Union and the GSJS insofar as space costs, asset transfer(s), and the provision of administrative services to the GSJS by the Students' Union, and that this agreement supersedes any previous agreement between the two parties which addresses the aforementioned areas.

For the Students' Union



Robyn Paches
Vice President (Operations & Finance)

For the GSJS



Josh Greshner
Editor-in-Chief (The Gateway)

September 2016



Margriet Tilroe-West
Witness

Signed this 20th day of September 2016.

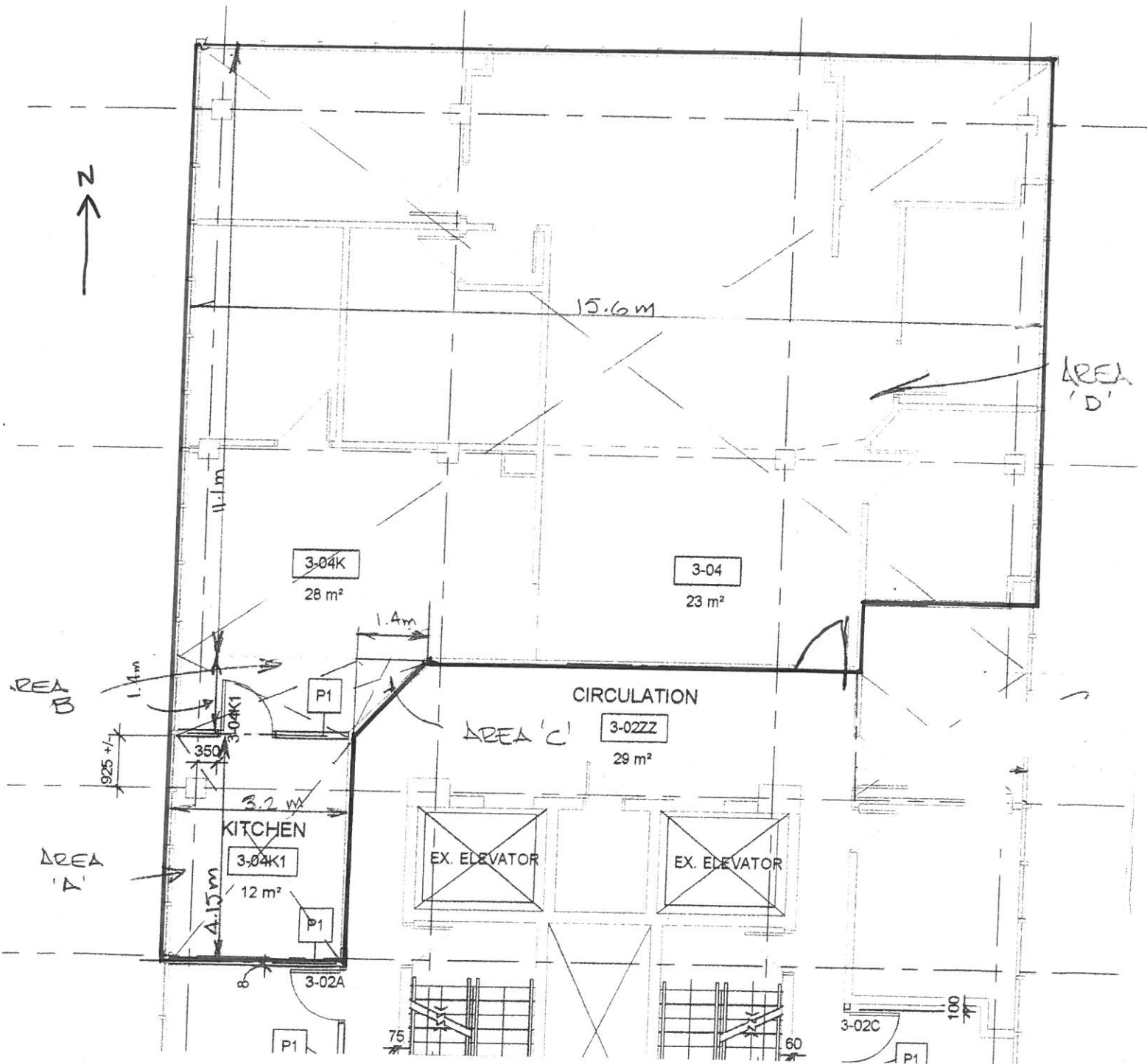


JONATHAN ZILINSKI
Witness


GATEWAY

AREA 'A' - $\frac{1}{2} \times 13.28 \text{ m}^2 = 6.64 \text{ m}^2$
 AREA 'B' - $\phantom{\frac{1}{2} \times 13.28 \text{ m}^2} = 4.48 \text{ m}^2$
 AREA 'C' - $\frac{1}{2} \times 1.96 \text{ m}^2 = .98 \text{ m}^2$
 AREA 'D' - $\phantom{\frac{1}{2} \times 1.96 \text{ m}^2} = 173.16 \text{ m}^2$

$18526 \text{ m}^2 = 1975 \square'$





The Alberta Public Interest Research Group

17 October 2016

Dear Mr. Paches,

Re: Students Union Finance Committee and APIRG

Please find enclosed with this letter the following information relating to the conditions laid out in Bylaw 6200(4) for disbursement of the APIRG dedicated fee:

- APIRG Financial Statements for the fiscal year ending 30 April 2016
- APIRG 2016/2017 Budget (includes budgeted and actual figures from last fiscal year)
- Signed Board of Director meeting minutes that document the 2016/2017 Budget being approved
- Statement of Contracts with the Students Union
- Signed Elections Contract
- 2015/2016 APIRG Annual Report
- Annual General Meeting minutes that document the 2015/2016 Financial Statements and 2015/2016 Annual Report being approved

We have also completed the requirement of posting of all previous meeting minutes on the APIRG website (apirg.org/board-of-directors/board-meeting-minutes/). New minutes are added as they are approved by the Board of Directors.

Additionally, the following documents were presented at previous audit committees and are available on request for this years audit committee. Please let me know if you'd like them, and any other document, for this years Finance Committee.

- Direct Granting Policy
- Opt out procedure document
- Direct Granting Appeal Form

If you require anything further, please let us know as soon as you are able preferably via email to both apirg@ualberta.ca and office@apirg.org.

Kind Regards,

Justin Bartlett
Office Coordinator

Alberta Public Interest Research Group
Financial Statements
April 30, 2016

Alberta Public Interest Research Group

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Statement of Operations	4
Statement of Cash Flows	5
Notes to the Financial Statements	6 - 7

Allan J. Grykuliak, C.A.*
Scott T. Mockford, C.A.*

* Operates as a Professional Corporation

11210 - 107 Avenue N.W. 2nd Flr
Edmonton, Alberta T5H 0Y1
Tel (780) 452-2300, Fax (780) 452-2335

INDEPENDENT AUDITORS' REPORT

To the Board of The Alberta Public Interest Research Group

We have audited the accompanying financial statements of **The Alberta Public Interest Research Group**, which comprise the Statement of Financial Position as at April 30, 2016 and the Statements of Changes in Net Assets, Operations and Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian Audit Standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparations and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

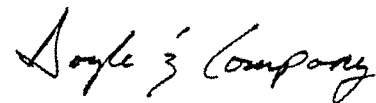
In common with many non profit organizations, The Alberta Public Interest Research Group collects revenue from fundraiser's and events which are not susceptible to satisfactory audit verification for completeness. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the organization. Therefore we were not able to determine whether any adjustments might be necessary to fundraiser's or event revenue, excess of revenues over expenses, current assets and net assets.

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of The Alberta Public Interest Research Group and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

September 7, 2016

Edmonton, Alberta



Chartered Accountants

Alberta Public Interest Research Group

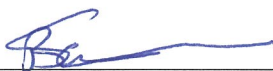
Statement of Financial Position

As at April 30, 2016

	2016	2015
	\$	\$
Current Assets		
Cash	180,496	165,344
Accounts receivable	-	17,155
Prepaid expenses	1,364	1,345
	181,860	183,844
Current Liabilities		
Accounts payable	9,654	9,775
Source deductions payable	1,759	2,574
	11,413	12,349
Net Assets		
Unrestricted net assets	142,750	151,649
Internally restricted net assets	27,697	19,846
	170,447	171,495
	181,860	183,844

Approved by the Board of Directors:


_____ Director


_____ Director

The accompanying notes form part of these financial statements.

Alberta Public Interest Research Group

Statement of Change in Net Assets

For the year ended April 30, 2016

	Internally Restricted	Unrestricted	2016	2015
	\$	\$	\$	\$
Balance, beginning of year	19,846	151,649	171,495	175,123
Excess of revenue (loss) over expenditures	-	(1,048)	(1,048)	(3,628)
Funds committed during the year	28,410	(28,410)	-	-
Funds paid out during the year	(19,321)	19,321	-	-
Funds returned	(1,238)	1,238	-	-
Balance, end of year	27,697	142,750	170,447	171,495

The accompanying notes form part of these financial statements.

Alberta Public Interest Research Group

Statement of Operations

For the year ended April 30, 2016

	2016	2015
	\$	\$
Revenue		
Student fees	180,599	180,054
Community and events revenue	130	310
Interest revenue	564	759
Office and retail revenue	461	456
Other revenue	70	6
	181,824	181,585
Expenditures		
Board expenses	2,227	3,391
Contract work	1,882	1,052
Direct grants	21,056	16,953
Elections	1,170	1,273
Insurance	2,206	2,148
Library	-	1,294
Office (Note 4)	4,556	9,710
Professional fees	6,119	6,000
Programming	9,299	8,706
Promotion and outreach	3,746	6,107
Rent	14,189	14,189
Telecommunications	3,104	3,217
Wages and employee benefits	113,318	111,173
	182,872	185,213
Excess (Loss) of Revenue over Expenditures	(1,048)	(3,628)

The accompanying notes form part of these financial statements.

Alberta Public Interest Research Group

Statement of Cash Flows

For the year ended April 30, 2016

	2016	2015
	\$	\$
Operating Activities		
Cash received from funding agencies and other income	198,979	164,430
Cash paid to suppliers and employees	(183,827)	(184,219)
Increase (Decrease) in Cash During the Year	15,152	(19,789)
CASH - Beginning of year	165,344	185,133
CASH - End of year	180,496	165,344

The accompanying notes form part of these financial statements.

Alberta Public Interest Research Group

Notes to the Financial Statements

April 30, 2016

Purpose of the Organization

Alberta Public Interest Research Group (APIRG) is a not-for-profit organization incorporated under the Alberta Societies Act. The Alberta Public Research Interest Group supports work on public interest issues through research, education, and action initiatives of the students of the University of Alberta as well as those of the greater University and the Alberta communities.

1. Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations ("Part III") of the CPA Canada Handbook - Accounting. Significant accounting policies are described below:

(a) Fund Accounting

The board has approved an Inter-Disbursement Fund Policy to maintain a sustainable organization. This fund is used to pay the operating expenses of the organization from the start of the fiscal year (May 1) until the funding from the University of Alberta Students' Union is received in November/December.

The board also internally restricts funds for projects and events, and a working group fund.

- (i) The project and event fund provides one-time funding and support to help groups and individual students to organize events or undertake a project.
- (ii) The working group fund provides funding and resources to a wide variety of working groups that are focusing on local and global issues.

(b) Capital Assets

Capital assets are recorded as expenditures in the period they are acquired. Capital assets are reported at cost except for donated assets, which are reported at estimated fair value when acquired.

(c) Revenue Recognition

Alberta Public Interest Research Group follows the deferral method of accounting for revenue. Restricted revenues are recognized as revenue in the year in which the related expenses are incurred. Unrestricted revenues are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

(d) Financial Instruments

The financial instruments of Alberta Public Interest Research Group consist of cash, accounts receivable, accounts payable and source deductions payable. Unless otherwise noted, it is management's opinion that Alberta Public Interest Research Group is not exposed to significant interest or foreign currency risks arising from these financial instruments. The fair value of these financial instruments approximates their carrying values, unless otherwise noted.

Alberta Public Interest Research Group

Notes to the Financial Statements

April 30, 2016

1. Significant Accounting Policies - continued

Liquidity Risk

Liquidity risk is the risk that Alberta Public Interest Research Group will encounter difficulty in meeting its obligations associated with financial liabilities. Alberta Public Interest Research Group manages its liquidity risk by monitoring its operating requirements and cash forecasts to ensure it has sufficient funds to fulfill its financial obligations.

(e) Measurement Uncertainty

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-for-Profit Organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

(f) Donated Services

The Alberta Public Interest Research Group benefits greatly from donated services in the form of volunteer work for various activities. The value of donated services is not recognized in these financial statements because of the difficulty of determining their fair value.

2. Library

The Group operates an in-house library that has books, periodicals, cassette tapes, VHS tapes, DVDs, and CDs available for members. These items may be borrowed from the library for a certain period of time.

Library materials have been expensed in the year purchased over the years which is consistent with our policy. The purchases during the year were \$0 (2015 - \$1,294).

3. Economic Dependence

Alberta Public Interest Research Group receives a significant portion of its revenue from students dedicated fees. These fees are collected by the University of Alberta Students Union on behalf of APIRG and are forwarded three times a year after APIRG receives approval from the Finance Committee of Students Council.

4. Capital Purchases

Capital purchases have been expensed in the year they are acquired which is consistent with our policy on tangible capital assets. The purchases during the year were \$0 (2015 - \$5,352) for Leasehold Improvements and \$1,588 (2015 - \$1,253) for Computer Equipment.

5. Comparative Figures

Certain comparative figures have been reclassified to conform to the presentations adopted during the current year. The prior year figures were reviewed by another accounting firm.

APIRG 2016/2017 ANNUAL BUDGET OVERVIEW - May to April fiscal year

	Projected 2015/2016	Actual 2015/2016	Projected 2016/2017
			Last

Revenue

Student Fees	\$182,836.76	\$180,599.00	\$191,142.44
<i>DFU from SU</i>	\$183,236.76		\$192,542.44
<i>student opt-outs</i>	\$(400.00)		\$(1,400.00)
Community and Events Revenue	\$220.00	\$130.00	\$100.00
<i>community memberships</i>	\$220.00		\$100.00
<i>APIRG events (including workshops)</i>	\$0.00		\$0.00
<i>deposits</i>	\$0.00		\$0.00
Interest Revenue	\$820.00	\$564.00	\$465.00
<i>bank interest</i>	\$20.00		\$15.00
<i>investment income</i>	\$800.00		\$450.00
Office and Retail Revenue	\$525.00	\$461.00	\$550.00
<i>button sales</i>	\$450.00		\$550.00
<i>office income</i>	\$75.00		\$0.00
Grants	\$0.00	\$0.00	\$0.00
Other Revenue	\$25.00	\$70.00	\$10.00
<i>donations</i>	\$15.00		\$10.00
<i>miscellaneous revenue</i>	\$10.00		\$0.00
Total	\$184,426.76	\$181,824.00	\$192,267.44

Expenditures

Board and Volunteer Expenses	\$4,112.00	\$2,227.00	\$4,660.00
<i>board training</i>	\$942.00		\$750.00
<i>board appreciation</i>	\$670.00		\$510.00
<i>volunteer training and appreciation</i>	\$0.00		\$500.00
<i>board meetings</i>	\$900.00		\$900.00
<i>board retreats</i>	\$1,600.00		\$2,000.00
Contract Work	\$1,350.00	\$1,882.00	\$2,392.00
<i>contract work</i>	\$1,350.00		\$2,392.00
Direct Grants	\$30,000.00	\$21,056.00	\$30,000.00
<i>project and event fund</i>	\$16,000.00		\$18,000.00
<i>working group fund</i>	\$12,000.00		\$10,000.00
<i>working group discretionary fund</i>	\$650.00		\$650.00
<i>event/project discretionary fund</i>	\$500.00		\$500.00
<i>funding appeals for both WG and E/P</i>	\$850.00		\$850.00
Elections	\$1,325.00	\$1,170.00	\$1,275.00
<i>elections - SU fees</i>	\$950.00		\$950.00
<i>elections - campaigns</i>	\$375.00		\$325.00
Insurance	\$2,060.00	\$2,206.00	\$2,225.00
<i>general insurance</i>	\$1,105.00		\$1,270.00
<i>directors and officers liability</i>	\$955.00		\$955.00
Library	\$1,000.00	\$0.00	\$500.00
Office	\$4,679.30	\$4,556.00	\$5,174.55
<i>office supplies</i>	\$1,000.00		\$1,000.00

<i>photocopier</i>	\$1,584.00		\$1,704.00
<i>office and admin costs</i>	\$700.00		\$750.00
<i>button expense</i>	\$552.30		\$620.55
<i>bank/credit card charges</i>	\$93.00		\$100.00
<i>capital purchases</i>	\$750.00		\$1,000.00
Professional Fees	\$6,600.00	\$6,119.00	\$6,195.00
<i>accounting and legal</i>	\$6,600.00		\$6,195.00
Programming	\$9,073.00	\$9,299.00	\$5,350.00
<i>workshops</i>	\$2,200.00		\$1,500.00
<i>APIRG events and collaborations</i>	\$5,873.00		\$3,850.00
<i>subsidies</i>	\$1,000.00		\$0.00
Promotion and Outreach	\$5,294.00	\$3,746.00	\$3,400.65
<i>publicity/advertising</i>	\$1,495.00		\$1,333.90
<i>AGM</i>	\$1,510.00		\$825.00
<i>annual report</i>	\$775.00		\$331.75
<i>subscriptions/memberships/dues</i>	\$230.00		\$180.00
<i>opt-out promotion and publicity</i>	\$1,284.00		\$730.00
Rent	\$14,189.40	\$14,189.00	\$14,189.40
<i>rent and utilities</i>	\$14,189.40		\$14,189.40
Telecommunications	\$4,357.88	\$3,104.00	\$3,050.40
<i>phone and fax</i>	\$993.48		\$996.00
<i>computers</i>	\$2,250.00		\$900.00
<i>internet</i>	\$1,114.40		\$1,154.40
Wages and Employee Benefits	\$115,881.23	\$113,318.00	\$120,912.54
<i>staff maintenance</i>	\$1,500.00		\$1,500.00
<i>elections - CRO</i>	\$1,774.73		\$1,780.89
<i>lead hand wages</i>	\$2,595.81		\$3,060.28
<i>office coordinator wages</i>	\$34,909.44		\$38,268.38
<i>outreach coordinator wages</i>	\$32,793.64		\$31,251.50
<i>working group coordinator wages</i>	\$32,793.64		\$31,251.50
<i>office coordinator benefits</i>	\$2,371.32		\$2,760.00
<i>outreach coordinator benefits</i>	\$2,371.32		\$2,760.00
<i>working group coordinator benefits</i>	\$2,371.32		\$2,760.00
<i>human resources development fund</i>	\$2,400.00		\$5,520.00
Total	\$199,921.81	\$182,872.00	\$199,324.54
Excess of Revenue over Expenditures	\$(15,495.05)	\$(1,048.00)	\$(7,057.10)

Summary

Revenue	\$184,426.76	\$181,824.00	\$192,267.44
Less Expenses	\$199,921.81	\$182,872.00	\$199,324.54
Excess of Revenue over Expenditure	\$(15,495.05)	\$(1,048.00)	\$(7,057.10)

APIRG Board Meeting Agenda/Minutes – 5:00pm – 07 September 2016 – Humanities 2-17

Attendance:

Voting Board Members: Juan, Batul, Tyler, Claire, Simone, Sarah, Linh (in at 5:47p)

SU Rep: Victoria

Staff: Jasmine, justin

Affiliates:

Guests: Anna Bishop, Francesca Ghossein

Actual Start Time: 5:09pm

Roles:

- i. Facilitator: Victoria
- ii. Speaker's List: Tyler
- iii. Time Keeper: Juan
- iv. Vibes Watcher:
- v. Food Getter:

Items:

1. Check-In (*time as needed*)
 - a. Done
2. Addition of agenda items (*time as needed*)
 - a. Discussion with Francesca (SU VPSL) – 3a
3. Special Presentations (*time as needed*)
 - a. Discussion with Francesca (SU VPSL)
 - i. No official presentation today, just wanted to have an informal discussion.
 - ii. Want to see what initial thoughts were on some ideas I have been throwing around in my role with the SU. Now that I am on the executive I get a chance to look at different DFU boards and see similar challenges happening across different boards.
 - iii. I would like to know how can the SU be a better support to DFU boards? Do you want that? What would it look like?
 - iv. From what I have seen in APIRG and now in other boards, board training each year depends a lot on previous years board members and how the previous year went.
 - v. My thought was to reduce the variability by involving the SU in the process, since the SU and SU staff is not as variable. Thought about developing trainings at the beginning of each year that are delivered by SU to get the boards meeting each other, and a way to provide some stability and continuity for DFUs from the SU side.
 - vi. Many boards come in unsure about what the board's role is in the organization. On the Landing Board, they have received training from people with the Gov't of Alberta. Could give more context to boards in what to expect.
 - vii. Board members think that having this training provided by the SU specifically around the DFU context would be useful.
 - viii. It would be good to get insight and have a working relationship with other DFU organizations.
 - ix. Similarly it would be useful to connect with other organizations who have run plebiscite questions/ campaigns for the SU under the new bylaw.
 - x. Also see it as a place for APIRG to do trainings for other groups. It would be good if more other groups reached out to APIRG for trainings.
 - xi. Either a 3rd party or the SU would administer/ facilitate the trainings, in order to make it applicable to all the DFUs.
 - xii. Timeline? Just getting feedback for now. Feasible for next fall.

- xiii. There is discussion about what timeline would be useful for APIRG. It is agreed that it would be more beneficial for this training to take place around the time of the APIRG board transition, sometime around the end of April or beginning of May. Fall would likely be too late. Not sure what the transition time is for other DFU boards.
- xiv. Thanks to Francesca for bringing these ideas to the board today.

4. Quorum

- a. Reached

5. Minutes Task Follow Up: (5 minutes)

- a. Done

6. Approval of Last Board Meeting Minutes (5 minutes)

- a. 16 June Board Meeting Minutes
 - i. No amendments required.

PROPOSAL: *To approve the 16 June 2016 APIRG Board Meeting Minutes*

DECISION: Consensus (Akanksha by proxy)

ACTION ITEM: To be signed and stored in Board binder

7. Next Meeting (10 min):

- a. Next Meeting: Monday 19 September, 5:30pm
- b. Designation of Roles

Roles:

- i. Facilitator: Sarah
- ii. Speaker's List: Simone
- iii. Time Keeper: Tyler
- iv. Vibes Watcher: Simone
- v. Food Getter: Akanksha

8. Staff Updates (20 minutes)

a. Outreach Coordinator – Laura

- i. Completed designs for general APIRG publicity & fall OptOut posters & ads on SUTV throughout campus.
- ii. Learning InDesign to do the Annual Report template for the AGM; will work with daley on this.
- iii. Justin taught me to update the website.
- iv. Tabled at WOW village and continuing to table at ClubsFair in SUB all week; networking with Clubs and recruiting volunteers.
- v. Planning for Class Raps for throughout the semester, but especially September for OptOut
- vi. Very frustrated with lack of response from the Board regarding prep, class raps, tabling etc.; needing more support or more active communication.
- vii. Also tabling at Rainbow Week & GovWeek & The Student Assembly for Health in the upcoming weeks.
- viii. Worked with justin to get the office crawl space cleared out.
- ix. Donated many boxes of items to teachers and the Reuse Centre.
- x. Shredding docs.
- xi. Food and content planning for the Board Retreat that was canceled.
- xii. Continuing with training.
- xiii. Folded one billion zines.
- xiv. Met with SustainSU: inquiring about possible collaborations.
- xv. Met with Feminists at the University of Alberta: they are looking for resources or help in getting set up.

- xvi. Met with the Students' Union: discussed the upcoming plebiscite.
- xvii. Granting Info Session: Monday, September 12th 4pm 6pm & 7:30 9:30pm, HC 214
- xviii. Open House: Tuesday, September 19th 12 3pm in the APIRG office
 - 1. Will need Board Members present to chat with folks who walk in
- xix. Lister Engagement Series, TBA (will know by the end of the week)
 - 1. 2 out of 3 presenters have confirmed
- xx. Would be ideal if you can all try to make these if you can
- xxi. Laura's request for support and/or communication noted by the Board.

b. Working Group Coordinator – Jasmine

- i. Funding round is coming up – Simone and Sahra are my committee members.
- ii. One working group EOGG wants volunteers to pick veggies for donation to the Food Bank.
 - 1. Board members are interested in participating, Jasmine will let the Board know what date it is over email.
- iii. Working on programming for this year. Have 7 ideas so far. First one will be interactive workshop, on the 28th of September.
- iv. Have been working on developing the Lister engagement series with Laura and Evan.
- v. Looking to do Edmonton Young offenders institution tour. Only 12 people can go on the tour. Date will be set once confirmation is received from the contact at the Institution.
 - 1. Linh will connect Jasmine to another contact at the rehabilitation program.
- vi. Had a really rough time over the month of August, and thankful for getting the space to deal with that.

c. Office Coordinator – justin

- i. The big things happening over the last few months have been going through the yearly Audit with APIRG's accountants, which happened at the beginning of August, getting the budget finalized to be passed by the Board with the budget committee, and going through the crawlspace to clear out all the paper we were storing down there.
- ii. In cleaning out the crawlspace we went through old documents and sorted them for shredding or scanning and archiving. We also donated many old books and supplies from the office to the Reuse Centre and Find. Also took old paint cans to the Eco Station.
- iii. Coming up I will be supporting the other staff in preparation for the upcoming funding round process, and working to plan the AGM with the AGM committee.

d. CRO –

- i.

9. Tabled From Last Meeting

Items can be bumped up to be discussed here or in their respective space within the agenda.

- a. Nothing.

10. Requests for Funding/Support (20 mins)

a. Cinema Politica Collaboration with SustainSU - Laura

- i. Cinema Politica is a Montreal-based non profit that curates a series of independent local and international documentaries, chosen based on themes identified by the organization and relating to social justice and social change.
- ii. The Board is not sure what is being asked for by SustainSU in this collaboration. Laura had asked for a proposal but was given none.
- iii. Laura asked for priorities from the Board. If this is a priority in the Board's perspective for Laura's work time, she will have to remove hours allocated elsewhere.
- iv. Would like to see this in APIRG's long term plan. Maybe for another year.
- v. Some Board members see this as a good opportunity to provide an easier entry point to APIRG, which is valuable in a plebiscite year.
- vi. If being mindful about plebiscite, can it be done well enough to provide that benefit with the capacity we currently have?
- vii. The Board wants to see more of a plan come from SustainSU if they really want it to happen.

- viii. Could be more work than we realize to organize and execute. Who is going to do it?
- ix. Anna would consider making contact with SustainSU to be a person who bottomlines the series.

ACTION ITEM: Get Laura to ask SustainSU for a more formal proposal

11. APIRG Events, Programming, Collaborations (*time allotted*)

a.

12. APIRG Projects (*15 mins*)

a. **AGM Planning – justin/Laura**

- i. Our AGM happens every year in October. We have to wait for the approvals that happen at the AGM in order to submit our documentation for funding to the SU Finance committee. Therefore, sooner is better than later in terms of when we have the AGM.
- ii. We must also put out notice to our membership a minimum of 21 days in advance of the AGM, so that is another limiting factor.
- iii. We need two Board members to join us on a committee. We aren't looking to make a big AGM this time around, since we got quorum last year.
- iv. Batul and Linh will join the committee, and a meeting will be planned over email.

13. Policy (*time allotted*)

a.

14. Office (*time allotted*)

a.

15. Finances (*45 mins*)

a. **APIRG 2016/2017 Final Budget Approval – Akanksha/justin**

- i. Presentation of draft APIRG budget for approval by the Board.
- ii. Main changes have been to Board expenses, Funding round grants.
 - 1. Board training is now a general amount, to be taken from as-needed, rather than allocated per Board member.
 - 2. New volunteer appreciation fund based on the new volunteer program.
 - 3. Increased Board retreat amount to account for change in cost of food, fuel, and venue rentals.
 - 4. Increase project/ event fund amount, and decrease working group amount, to reflect the difference in staff input required for the different types of funding, and prioritizing being able to better support working groups with fewer groups in the roster overall.
- iii. Opt-out projections have increased based on last year's opt-out figures with the move to an online opt-out process administered by the SU.
- iv. Questions about the significant decrease in programming money for the current year over previous years.
 - 1. The decrease is misleading, because those amounts had been inflated one year by trying to whittle away a year-over-year accumulation of funds by registering several large budget surpluses. Were looking to reach a net-zero of money in/ money out.
 - 2. Concerned about the relative amounts for workshops and events, when events were deprioritized by the Board.
 - 3. Staff will be able to negotiate management of the two respective funds as needed.
 - 4. justin will be managing the budget less conservatively than in previous years, and encouraging seeing the budget as a guide not as a hard limit.
 - 5. It will be possible to ask the Board for the ability to overspend some budget lines, if needed.

PROPOSAL: To approve the 2016/2017 Alberta Public Interest Research Group budget as presented

DECISION: Consensus

ACTION ITEM: To be administered by Akanksha and justin

b. 2016 Audited Financial Statement Approval – Akanksha/justin

- i. Presentation of draft audited financials statements as provided by Doyle & Company accountants.
- ii. Came out with a small deficit, despite a large budgeted deficit. Largely due to programming and staffing irregularities that could not have been helped. Overall change in assets is due to balancing out previous years of surpluses.
- iii. The statements overall provide us with a picture of a healthy and well-managed organization.

PROPOSAL: *To approve the 2016 Alberta Public Interest Research Group Audited Financial Statements as provided by Doyle & Company*

DECISION: Consensus

ACTION ITEM: To be presented at the AGM by Akanksha and justin

16. Board (20 mins)

This spot is for anyone that has requests, to remind the board that this available and to approve requests; it's not mandatory to discuss every time

a. Board Development Requests

- i. None

b. Portfolio Updates

i. Financial Portfolio – Akanksha

1. My only update is just the budget stuffs that we already did ☺
2. And I hope everyone is having a really good start to the school year!
3. Also, I purchased tons of bags of coffee for the office so please feel free to go ahead and drink ittttt!!! We can also use this for like 'tea/ coffee dates' with people across campus, just to get our name out there!

ii. Working Group Portfolio – Sahra

1. Absent

iii. Board Portfolio – Claire

1. Been m.i.a. over the summer. Summer was awful.
2. We should do a social, and hang out.
3. Going to send out a doodle tonight!
4. Nothing fancy.

iv. Office Portfolio – Sarah

1. Have also been m.i.a.
2. In getting into a schedule, would love to get availabilities for office hours. 3 hours a week. Can be visible.
3. Need input on chore rotation style. Don't have the capacity to be in the office that much. Want input.
4. Would like to order a new cart for the office, as old one is beyond repair.

PROPOSAL: *To approve the allocation of \$350 from the capital purchase budget toward purchase of a new cart for the office*

DECISION: Consensus

ACTION ITEM: justin to order a new cart for the office

v. Outreach Portfolio –

1. Not assigned yet

vi. Library Portfolio – Simone

1. Had a lot of plans at the beginning of summer. Haven't gotten started yet.
2. Culled magazines and renewed some subscriptions. Significantly reduced what we are receiving.
3. Diversifying media, different resources.
4. Want to develop acquisition policy. Figure out how to update library contents. Will work with Juan on this.

vii. Tech Group Portfolio –

- 1. Not assigned yet
- viii. **Policy Portfolio – Juan**
 - 1. Started reading through policy.
 - 2. Not going to do a committee. Want to meet with portfolios individually about policy priorities and help work on those goals.
 - 3. Working on a plan right now.
- ix. **Staff Liaison – Batul**
 - 1. Nothing big right now.
 - 2. Tyler and Victoria were the only ones who responded to HR committee member call-outs.
 - 3. Nothing much else. Will meet with the HR committee soon.
- x. **SU Rep Update – Victoria**
 - 1. Now that Francesca talked to us about working on a DFU training, I will coordinate with her. She chatted with us about DFU plans for Board development.
 - 2. GovWeek is in two weeks, APIRG has an open house during it.
 - 3. If anything comes up in council, I will bring it to you.

c. Assessment of alternative representation submitted by absent board members

- i. Akanksha – absent with proxy
- ii. Sahra – absent without proxy

17. Upcoming Activities/Events (time allotted)

- a. Youth Connect – Linh – Need volunteers
- b. Funding Information Session – 12 Sept, two sessions
- c. Next Up Program applications – open to 18-30 year-olds – Deadline early October
- d. Intro to Criminalization – 28 Sept, HC 2-14, 7pm

18. Consensus Points of Process/Recognitions (time allotted)

- a. Victoria is good at keeping people on task!

19. Staff / In Camera (time allotted)

PROPOSAL:

DECISION:

PROPOSAL:

DECISION:

20. Check-Out

- a. Done

Actual Finish Time: 7:41pm

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ADDITIONAL INFORMATION:

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ACTION ITEMS AND DECISIONS IN BRIEF FROM 07 September 2016

Agenda item	Proposal/item	Decision	Follow up required	Person(s) responsible for follow up



07 September 2016 APIRG Board meeting minutes

6a	To approve the 16 June 2016 APIRG Board Meeting Minutes	Consensus (Akanksha by proxy)	To be signed and stored in Board binder	Claire
10a	ask SustainSU for a more formal proposal			Laura
15a	To approve the 2016/2017 Alberta Public Interest Research Group budget as presented	Consensus	Financial Portfolio and Office Coordinator to administer	Akanksha, justin
15b	To approve the 2016 Alberta Public Interest Research Group Audited Financial Statements as provided by Doyle & Company	Consensus	To be presented at the AGM	Akanksha, justin
16b iv	To approve the allocation of \$350 from the capital purchase budget toward purchase of a new cart for the office	Consensus	Staff to administer	justin

To be completed at conclusion of APIRG Board meeting at which minutes are approved.

Board meeting date at which APIRG Board meeting minutes approved: Sept 19th 2016

Board Member Signatures:

<u>Akanksha Bhatnagar</u>	<u>Juan Vargas</u>
name (print)	name (print)
<u></u>	<u></u>
name (sign)	name (sign)
<u>Sept 19th 16</u>	<u>Sept 19th 2016</u>
date	date

By signing the above, APIRG Board members are indicating that these APIRG meeting minutes have been approved by the APIRG Board.





The Alberta Public Interest Research Group

17 October 2016

Statement of Contracts with the Student Union

1) The Elections Contract

APIRG (Alberta Public Interest Research Group) initiated an Elections contract with the Students Union for the 2014/2015, 2015/2016, and 2016/2017 elections.

Signed 19 March 2014, APIRG has agreed to a set series of conditions and fee for our joint election procedures until 30 April 2016.

APIRG's new CRO will need to negotiate a new contract with the Student Union's new CRO in the coming months.

APIRG is compliant with the previous contract and paid outstanding invoice (#384) with cheque #447 on 22 April 2016.

A signed copy of the Student Union Elections contract is included with the original package sent to Finance Committee.

Copies of the paid invoice can be provided upon request.

APIRG has no other official contracts with the Student Union.

THIS AGREEMENT MADE THIS 19 DAY OF MARCH 2014

BETWEEN:

THE OFFICE OF THE CHIEF RETURNING OFFICER
OF THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA
(hereinafter referred to as "the Elections Office" or "SU")

- and -

THE ALBERTA PUBLIC INTEREST RESEARCH GROUP
(hereinafter referred to as "APIRG")

JOINT TERMS OF AGREEMENT AND OPERATION

1. **TERM**

- (1) The term of this Agreement shall be effective from February 1, 2014 to April 30, 2016 unless otherwise terminated in accordance with the provisions of this Agreement.

2. **FINANCING**

- (1) APIRG shall be invoiced \$950.00 by the Elections Office each year for services provided to run their election in conjunction with the Students' Union Executive and Board of Governors Representative General Election in March of each year.
- (2) Payment by APIRG of each invoice shall be due March 31 of that year.

3. **APIRG CHIEF RETURNING OFFICER (APIRG CRO)**

- (1) APIRG shall provide the Elections Office with the contact information of their selected APIRG CRO no later than February 1 of each year. The APIRG CRO will be the individual in charge of running the elections process for APIRG. This individual will also act as the contact person between APIRG and the Elections Office. Accompanying this contact information will be a signed note from the APIRG Board of Directors, attesting the appointment of the APIRG CRO.
- (2) The APIRG CRO shall not be permitted to act as a candidate, side manager or volunteer in any Students' Union Election.

Initials: ew JB

- (3) The APIRG CRO must be located on campus during the hours of voting.
- (4) The APIRG CRO must provide the Elections Office with a cellular telephone number through which they may be reached during all hours of voting.

4. BYLAWS

- (1) APIRG or the APIRG CRO shall provide to the Elections Office a complete copy of the applicable rules or bylaws that govern the APIRG elections no later than February 10 of each year.

5. BALLOTS

- (1) APIRG shall arrange for the production of ballots for use in the APIRG election by forwarding to the SU CRO the positions contested and the correct names of the individuals running for each contested position.
- (2) The APIRG CRO will provide a sample ballot and/or set of voting instructions that indicate how to correctly mark the ballot, no later than February 20 of each year.
- (3) APIRG or the APIRG CRO shall submit their preliminary ballot design to the Elections Office no later than February 20 of each year.
- (4) The APIRG CRO shall proof the online ballot prior to the first voting day of the election and shall provide written notification of this proof.

6. SERVICES

- (1) The Elections Office shall operate polling stations on University of Alberta campus(es). Each station within Edmonton city limits shall provide the opportunity to vote in the Students' Union Election and in the APIRG Elections.
- (2) Students using the online voting system outside of a polling station will have the opportunity to vote in the Students' Union Elections and in the APIRG Elections.
- (3) APIRG shall provide to the Elections Office ineligible voters list for electronic voting purposes as soon as it is available.

7. CONCLUSION OF VOTING

- (1) The SU CRO shall be responsible for the counting of all ballots in conjunction with their elections system contractor.
- (2) The SU CRO and APIRG CRO shall submit to Students' Council (at the meeting following voting) the official results of the APIRG elections.

Initials: *EW*

8. GENERAL


- (1) This Agreement may not be amended or modified in any respect unless signed by the SU Chief Returning Officer and another signing officer of the SU, and the appropriate authorized representative(s) of APIRG.
- (2) Under a circumstance where either a change to SU bylaw alters the operation of the Elections Office to substantially inhibit performance of this agreement or the cost to the SU of providing services to APIRG has increased by more than 10% in any given year, the SU may terminate this agreement upon thirty (30) days written notice provided to APIRG.
- (3) The provisions contained in this Agreement constitute the entire agreement between the Elections Office and APIRG, and supersede all previous communications, representations and agreements, whether verbal or written between the parties with respect to the subject matter hereof.
- (4) This Agreement shall be in accordance with the laws of the Province of Alberta.

The parties hereto have affixed their respective seals by the hands of their duly authorized officers this 19 day of March, 2014.

FOR THE STUDENTS' UNION OF THE UNIVERSITY OF ALBERTA:

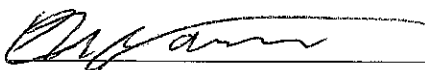


Wayne DeFehr
Chief Returning Officer

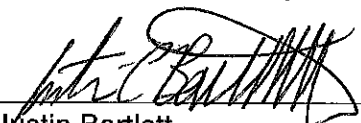


Josh LeCory Hodgeson
Vice President (Operations & Finance)

FOR THE ALBERTA PUBLIC INTEREST RESEARCH GROUP:



Evan Worman
APIRG Chief Returning Officer



Justin Bartlett
Office Manager

Initials: aw

APPENDIX I:

TO BE COMPLETED EACH YEAR

YEAR: _____

FOR SU CRO OFFICE USE ONLY:

Checklist for required information and materials to be provided by APIRG:

- February 1: Signed note by the Board testifying to the appointment of the APIRG CRO received.
- February 10: A complete copy of the applicable rules or bylaws that govern the APIRG elections received.
- February 20: Preliminary election ballot design received.
- February 20: Sample ballot and/or set of voting instructions that indicate how to correctly mark the ballot received.
- February/March: Ineligible voters list received:
- March: Written confirmation of final ballot proof received.

TO BE COMPLETED BY THE ASSOCIATION:

Contact Information of APIRG CRO:

Name: _____

Cell Phone: _____

E-mail: _____

Contact Information for APIRG Office:

Contact Name: _____

Office Phone: _____

Location: _____

E-mail: _____

Initials: BJ

AP!RG

**alberta public interest research group
annual report 2015-2016**

contributors

- » justin bartlett
- » Jasmine Mohamed
- » Laura Kruse
- » Cover Art by: Matthew Cardinal

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www.apirg.org

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(APIRG)*

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about our organization

APIRG (The Alberta Public Interest Research Group) is an incredible resource based at the University of Alberta for student- and community-based research, education and social activism. We provide the administrative, informational and technological resources to help students transform social concern into effective action. Through involvement with PIRGs, thousands of Canadian students have learned skills in consensus decision-making, group facilitation, events organizing, media relations, and community-based research. These skills help individuals to act effectively in the public interest.

Our Mandate

APIRG is a student-run, student-funded, non-profit organization dedicated to research, education, advocacy, and action in the public interest. APIRG exists to provide students with resources to be active citizens.

Basis of Unity

We believe the way to create positive social change is to provide individuals with the information and tools they need to become active citizens and to participate effectively in their communities.

Statement of Values

APIRG considers an equitable environment to be a part of positive social change. We acknowledge that social change is achievable and see social awareness as a valuable facet of the public interest. We see anti-oppression as a process that acknowledges the existence of systemic oppression (including, but not limited to, racism, sexism, homophobia, transphobia, classism, and ableism). Through practices and policies, we seek to actively identify, challenge and address oppression wherever it exists, in all its various forms, and to actively encourage opportunities for social awareness and change. Further, we recognize and respect that systems of oppression interact in different ways and affect each person differently.

organizational structure

APIRG's organizational structure can be broken into two parts: the paid capacity – APIRG staff – and the volunteer capacity – largely made up of the Board of Directors.

Board members are responsible for overseeing all APIRG operations. This includes developing policy, setting organizational goals and priorities, reviewing all funding and collaboration proposals, hiring and managing staff, and assisting with community outreach and events.

2015/2016 saw a complete Board transition. Six new members were elected by the membership in March, and three more joined as appointments by the new Board at the Transition retreat. One elected member resigned before the start of school in the Fall. Another elected member resigned in December, and another member was appointed in July and then later resigned in January. A final Board member resigned in April to take a position on staff. The Board managed to maintain the required balance of elected to appointed members throughout the year.

APIRG staff members are responsible for supporting and implementing Board visioning, day-to-day operations and administration, programming and outreach. They bring the skills, knowledge, institutional memory and consistency that are crucial to the effective and efficient functioning of APIRG.

APIRG staff members provide resources and support to students who are working on various projects and campaigns, in addition to the student Board of Directors. Staff members support student-run Working Groups and ensure that the granting process is equitable and transparent. Staff are also responsible for monitoring the financial accountability of our organization and our funding recipients.

2015/2016 saw another year of significant staff changes. Nav left in December, but continued to run the year's programming for people of colour. daley planned to leave at the end of the year, and a process was commenced to hire replacements for both the Working Group and Outreach Coordinator positions in February. In April Jasmine Mohamed and Laura Kruse were hired for Working Group and Outreach, respectively. APIRG wishes to thank Nav and daley for their contributions to APIRG, and welcome Jasmine and Laura to the staff!

board of directors report

The Board of Directors for this year was composed of both elected undergraduate students and appointed community members who were all new to the organization. We met throughout the summer to build our personal and organizational capacity in relation to governing a non-profit. Our Fall term was challenging. Significant conflict arose due to structural and interpersonal issues. These issues and harms manifested themselves both internally in the organization and in relationship to the broader community. During the Fall term, there were several resignations from the organization. Those who chose to remain with APIRG renewed our commitment to one another during the winter retreat, and worked to develop communication strategies and reflexive analysis of our organization's atmosphere and impact.

Throughout the 2015-2016 year, APIRG participated in many exciting collaborations, funded applicants to our two funding streams, and hired two new staff members. Two Board members were appointed as continuity appointments to the 2016-2017 Board.

In conjunction with UAlberta Pride Week, APIRG collaborated on the Intersections of Queer Symposium, including facilitating a keynote speech by prominent activist and organizer Reina Gossett who spoke movingly on prison abolition, restorative justice, and trans liberation in a climate of heightened visibility and violence. APIRG also supported an Indigenous Feminisms workshop in collaboration with the Indigenous Feminist Collective. APIRG also intervened in a Supreme Court case related to the proceedings of the student protests in Quebec in 2012.

In the Fall and Winter funding rounds, APIRG Board and staff members adjudicated and selected applicants from our two funding streams, the Event/Project Fund and the Working Group Fund. The Event/Project committee received twenty-nine applications and funded fifteen of them. The Working Group committee currently supports twelve Working Groups. New additions to this stream this year included Sapling Poet Tree, Kulture Hubs, the Edmonton Muslim Basketball Association, and Greenpeace.

We wish the 2016-2017 Board and Staff of APIRG the best, and hope APIRG can continually improve our practices to support healing and positive social change both on campus and in the wider Edmonton community.

Regards,
The 2015-2016 APIRG board.

financial summary

APIRG projected for its 14th operating year a significant deficit. This approach was an attempt to use up a series of accumulating surpluses over the previous decade to reach an overall net-zero in terms of cash flow over time. A historically conservative approach to spending within budgets, the peculiarities of granted funds being spent over multiple fiscal years, and the challenges of significant organizational turn-over left APIRG with a deficit of only \$1,048 for the year ending 30 April 2016.

In 2015/2016, APIRG committed over \$30,000 in direct grants and in-kind support across two funding rounds to student campaigns, events, activities and projects as well as community groups addressing issues in the undergraduate and larger communities' public interest. We highlight many of these projects and groups in other pages of this report. By continuing to work closely with funding recipients we were able to increase the amount of funds spent during the year, thereby minimizing the roll-over or return of granting money. In addition to direct grants, APIRG supports undergraduates and the greater community with our resource library, workshops, and collaborative events with other University and Community Organizations. As with many non-profit organizations, APIRG's biggest annual expense is staffing costs, including both salaries and benefits. This expense enables us to provide a high level of service to students, an opportunity for Board members to learn and grow as leaders of the organization with the support of knowledgeable staff, and to maintain a just, competitive, and unionized work environment.

APIRG funding comes from a dedicated fee collected on our behalf by the University of Alberta Students' Union. Other revenue for APIRG remains marginal. This is a consequence of the decision to continue to keep our resources focused on sustainable action in the campus community, rather than fundraising. In 2015/2016, full-time undergraduates paid \$3.44 each term while part-time students paid \$1.72. Annual fee increases are based upon the Consumer Price Index. As agreed upon at the time of our founding, students can opt out of the fee for financial or ideological reasons. In 2015, due to a new SU Bylaw, APIRG's opt-out was changed to an online-only process, administered by the SU. With the new format, a total of 401 opt-outs were processed over the Fall and Winter opt-out terms, totaling \$1,315.80 in fees returned over the year, a significant increase over 33 people receiving \$107.23 in the 2014/2015 year.

As required by our agreement with the Students' Union to have our financial statements audited annually, APIRG had the financial statements audited by Doyle & Company chartered accounting firm. The 2015/2016 audit verified that our financial statements (presented in this report in their entirety) are in accordance with Canadian generally accepted accounting practices.

If you have any questions about APIRG's finances that go beyond the scope of this report, you are welcome to make an appointment with APIRG's Financial Portfolio and Office Coordinator.

- justin bartlett, Office Coordinator

- Sarah Simoes, Director, Financial Portfolio Holder 2015/2016

APIRG Collaborations

A great deal of the programming and events that we do at APIRG happen through collaborations with other organizations and community groups, both on and off campus.

Indigenous Feminism: Decolonization, Pedagogy and Resurgence (March 10 - 11th, 2016) was a workshop presented in collaboration with the Indigenous Feminist Collective, the Department of Women's Studies, the Faculty of Native Studies, and the Department of Political Science. Keynote speeches included Dr. Kim TallBear's "The Standing With and Speaking as Faith: a Feminist-Indigenous Approach Inquiry" and Dr. Dory Nason's "Something Beautiful Lives Inside Us: Indigenous Feminist Resurgence, Love and Resistance in Indigenous Women's Contemporary Storytelling." Other topics and presentations included resisting gendered violence, the TRC, and a panel/performance by Indigenous Femcees.

Intersections of Queer Symposium (March 10th, 2016), in conjunction with the Landing, is an attempt to create spaces for critical engagement with the complexities of LGBTQ+ experiences. Our goal is to support a series of workshops, discussions and facilitated spaces that share knowledge and facilitate collaborative learning around issues of race, class, ability, gender, mental health, spirituality, ethnicity, indigeneity, and citizenship in relation to queerness. Presenters included spoken word artists DarkMatter, and a keynote presentation by Reina Gossett entitled "Making A Way Out of No Way: Trans Liberation in a Moment of Heightened Violence & Visibility."

NO PRIDE for SOME of US without
LIBERATION for ALL of US.



MICAH BAZANT

APIRG programming

Untying the Knot was a project developed by Working Group Coordinator Nav, which ran in the fall and continued to run independently throughout the year.

“The program sought to integrate personal/interpersonal/community relationships within the context of confronting institutional Oppression as racialized settler Diaspora within Canada. The community sessions sought to shift energy inwards, interrogating our own assumptions, biases and education around work and knowledge in a theoretically structured way. The programming was rooted in the understanding that neoliberal and neo-colonial systems work intensely within the individual (heart, mind, bodies and relationships). Sitting within this tension, we hoped to learn and share tools of healing (stories, arts, music etc.) as a means to sustainable resistance within the Edmonton activist community.”

Event/Project Funding Recipients

This year, APIRG continued to provide monetary and non-monetary resources to a variety of events and projects that focus on anti-oppression and intersectionality.

Recipient	Event/Project
Brown, Black & Fierce	Brown, Black & Fierce! Festival
CRIPSiE (The Collaborative Radically Integrated Performers Society in Edmonton) and Mindhive Collective	Pajama Jam
Migrante Alberta	Telling People's Stories Through Art
Not Enough Fest Collective	Not Enough Fest 2016
Native Studies Student Association	Graduation Round Dance
Take Back the Night Collective	Take Back the Night 2016
Indigenous Womyn's Collective	Indigenous Womyn's Collective Project
Group of African Students	Africa Unite
Masala Mix	A Blend of Spices Artistic Showcase
Somali Students' Association	Somali All-Stars Weekend
Naureen Mumtaz	Intercultural Understanding Amongst Youth from Urban Aboriginal & Newcomer Communities
Refugee Experiences Research Group	Refugee Experiences: Healthcare & Policy
Somali Students @ Macewan	Amin Amir Documentary Screening
Victoria Guzman	QT/IBPOC Art Show
Shima Robinson	Dwennimmen's Horn

APIRG working groups

Working Groups (WGs) are collectives of students and community members who work together on an issue. WGs may focus on research, events, actions, publications, and other diverse activities. They tend to have long-term goals with activities and membership that continue beyond the current academic year. WGs are required to hold regular meetings and must maintain a membership that includes U of A undergraduates.

Active Working Groups in 2015-16

Amnesty International

ConsentEd

Edmonton Muslim Basketball Association (EMBA)

Edmonton Organic Growers Guild (EOGG)

Future Librarians for Intellectual Freedom (FLIF)

Greenpeace Edmonton

Islamic Relief

Kulture Hubs

Migrante Youth

Palestinian Solidarity Network (PSN)

Sapling Poet Tree

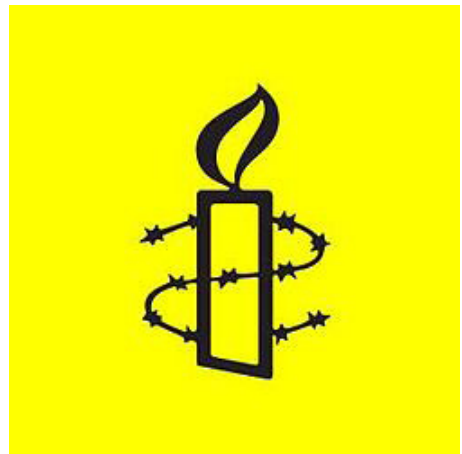
Students' International Health Association (SIHA)

Working Group Descriptions

Amnesty International University of Alberta Chapter Working Group Since: Winter 2013

Amnesty International (AI) is a worldwide movement of people who campaign for internationally recognized human rights. AI's vision is of a world in which every person enjoys all of the human rights enshrined in the Universal Declaration of Human Rights and other international human rights standards. We are dedicated to carrying out Amnesty's work of defending human rights. Our mission is to give the students of the University of Alberta the opportunity to take part in Amnesty International's actions and be a fellow human rights ambassador.

The group operates for the purpose of increasing campus and community awareness of international human rights violations and environmental degradation. It also operates in campaigning peacefully to free all prisoners of conscience, ensure fair and prompt trials for political prisoners, abolish the death penalty, torture, and other cruel, inhuman or degrading treatment of all prisoners, and stop abuses by opposition groups including hostage taking, torture, and deliberate and arbitrary killings.



ConsentEd

Working Group Since: Winter 2012

Website: <http://www.consented.ca/>

ConsentEd believes that everyone deserves to live in a world without sexual violence. Our mission is to actively work towards changing the way our society perceives the issue of consent and sexual violence. Specifically, we hope to provide resources to educate, engage and inspire young adults who are otherwise bombarded with a constant stream of unhelpful or incorrect information about sexual violence.



Edmonton Muslim Basketball Association (EMBA)

Working Group Since: Winter 2016

EMBA is a basketball association for young Muslim women. Their goal is to promote health and wellness through their weekly training sessions and tournament involvement, as well as providing opportunities for mentorship and friendship and promoting self-confidence and empowerment for their members.

Edmonton Organic Growers Guild (EOGG)

Working Group Since: Winter 2010

Website: <http://eogg.org/>

Edmonton Organic Growers Guild (EOGG) is a communal urban farm dedicated to encouraging development of sustainable, organic, local food production within the city core. EOGG works in partnership with the University of Alberta to offer a model of communal gardening that provides university students and members of the public of all ages with the opportunity to learn formally and informally from each other and from personal experience how to grow food for themselves and others. EOGG encourages experimentation with a large variety of fruits and vegetables, including culturally specific crops and cold climate variants not typically grown in Edmonton. Through high yield production methods and through volunteer efforts, EOGG provides locally grown organic garden produce to its members and to those in need throughout the city of Edmonton.

Future Librarians for Intellectual Freedom (FLIF)

Working Group Since: Winter 2011

Website: <http://flifblog.blogspot.ca/>

We are a group of Library and Information Studies students at the University of Alberta who are interested in promoting intellectual freedom and social responsibility. We believe that issues concerning censorship, freedom of expression, and social justice go hand-in-hand, and hope that through information updates and direct action,

we will be able to emphasize the importance of intellectual freedom and social responsibility in the personal and professional lives of our readers and our communities.

Greenpeace Edmonton

Working Group Since: Fall 2015

Greenpeace Edmonton is a local campaigning group that is connected to the larger organization of Greenpeace Canada and Greenpeace International. We advocate for conservation and protection of the environment, the promotion of peace, and changing societal attitudes and behaviour. We communicate with our municipal and provincial government in Alberta on issues such as renewable energy, the tar sands, and environmental justice. As a chapter of a large, international organization, we believe it is important to be critical of Greenpeace and its limited rhetoric of environmentalism which has historically failed to acknowledge that “the land” is often Aboriginal territory.



Islamic Relief at the University of Alberta

Working Group Since: Winter 2013

We are dedicated, as a student group of an international relief and development chapter, to carrying out Islamic Relief’s work of responding to people who are suffering. We aim to help individuals

(regardless of religion, ethnicity or gender) to fulfill their potential in life; without expecting anything in return and in hopes of improving the state of the global world. We aim to allow students at the University of Alberta an opportunity to look past any stereotypes about Muslims by focusing on the values Islam truly represents.

Kulture Hubs

Working Group Since: Fall 2015

Kulture Hubs is an educational extension of the *Hip Hop in the Park Foundation* whose mandate is to reclaim the founding values of Hip Hop as a culture of peace and reconciliation. Hip Hop is commonly perceived as embodying greed, violence, and misogyny; however, it was developed in the South Bronx in the late 1970s to enact a peace treaty between over 100 gangs and singlehandedly saved an entire community. Rather than mimicking this historical Hip Hop culture, *Kulture Hubs* seeks to create a new Hip Hop culture which integrates contemporary issues and experiences in marginalized communities in Edmonton. We seek to unify leadership from different activist communities so that we can work together towards the common goal of liberation. What if Hip Hop's values were shared with the LGBTQ, the Somali, the feminist, the Aboriginal, and the disabled communities? What would Emceeing, Breakin, Graffiti, and Deejaying look like with current Northern Alberta influences?



Palestine Solidarity Network (PSN)

Working Group Since: Fall 2009

Website: <http://psnedmonton.ca/>

The Palestine Solidarity Network is a non-profit, grassroots collective aimed at advocating and upholding the human rights of Palestinians in the face of ongoing oppression, occupation, racism and discrimination, both in occupied Palestine and in the Diaspora. We maintain groups at both the community level, the Palestine Solidarity Network – Edmonton, and on the University of Alberta campus, the Palestine Solidarity Network – U of A.

Migrante Youth

Working Group since: Winter 2015

Migrante Alberta (MA) is a non-profit migrants advocacy groups in the province of Alberta. It was established on August 2013 and been active in organizing and advocacy work for migrant workers. MA has

an active base in Edmonton, Red Deer and Calgary and is a member of Migrante Canada, an alliance of Filipino migrant organizations in BC, Alberta, Manitoba, Ontario and Quebec. It is currently involved in the campaign to protect the rights and stop the deportation of temporary foreign workers.

The group hopes create a space for U of A community to learn more about the Temporary Foreign Workers Program and migrant workers. Its also a space where migrant and immigrants community and the students and faculty meet and share stories and solidarity.

Sapling Poet Tree

Working Group Since: Fall 2015

Sapling Poet Tree is a spoken word organization for marginalized youth in Edmonton. It seeks to enrich, problematize, and revisit perspectives on youth poverty and on the nature of the limitations that people labeled as “poor” experience, while challenging the estimation that the youth’s problem are not systemic. Sapling Poet Tree mentors young poets in a manner that is driven by grass roots approaches to vocal empowerment, literary proficiency, and self recognition. Sapling Poet Tree creates artifacts evidential of the real existence, progress, struggles and realization of youth, all working toward the radical disruption of value systems, economic systems and justice systems that would cast these young people, and all of us at various junctures of our intersectionality, as inhuman.

Student International Health Association (SIHA)

Working Group Since: Winter 2014

Website: www.siha.ca

The Students' International Health Association (SIHA) Local is a student-led organization dedicated to sustainable health promotion and community development. We are locally based; our main office is located on the University of Alberta campus and we have a strong focus on serving the Edmonton community while promoting health awareness and education. We also reach out to underserved communities in rural Alberta to promote healthy lifestyles. We attempt to reduce stigma on marginalized individuals such as those living with HIV by presenting in classrooms and holding events on campus. We also address the topics of tobacco cessation and healthy living in presentations to school age children in conjunction with HIV Edmonton.

AP!RG

financial statements

Alberta Public Interest Research Group

Financial Statements

April 30, 2016

Alberta Public Interest Research Group

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Notes to the Financial Statements	6 - 7

Allan J. Grykuliak, C.A.*
Scott T. Mockford, C.A.*

* Operates as a Professional Corporation

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Tel (780) 452-2300, Fax (780) 452-2335

INDEPENDENT AUDITORS' REPORT

To the Board of The Alberta Public Interest Research Group

We have audited the accompanying financial statements of **The Alberta Public Interest Research Group**, which comprise the Statement of Financial Position as at April 30, 2016 and the Statements of Changes in Net Assets, Operations and Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian Audit Standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparations and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

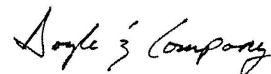
Basis for Qualified Opinion

In common with many non profit organizations, The Alberta Public Interest Research Group collects revenue from fundraiser's and events which are not susceptible to satisfactory audit verification for completeness. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the organization. Therefore we were not able to determine whether any adjustments might be necessary to fundraiser's or event revenue, excess of revenues over expenses, current assets and net assets.

Qualified Opinion

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, these financial statements present fairly, in all material respects, the financial position of The Alberta Public Interest Research Group and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

September 7, 2016
Edmonton, Alberta



Chartered Accountants

Alberta Public Interest Research Group

Statement of Financial Position

As at April 30, 2016

	2016	2015
	\$	\$
Current Assets		
Cash	180,496	165,344
Accounts receivable	-	17,155
Prepaid expenses	1,364	1,345
	181,860	183,844
Current Liabilities		
Accounts payable	9,654	9,775
Source deductions payable	1,759	2,574
	11,413	12,349
Net Assets		
Unrestricted net assets	142,750	151,649
Internally restricted net assets	27,697	19,846
	170,447	171,495
	181,860	183,844

Approved by the Board of Directors:

 _____ Director

 _____ Director

The accompanying notes form part of these financial statements.

2.

Alberta Public Interest Research Group
Statement of Change in Net Assets
For the year ended April 30, 2016

	Internally Restricted	Unrestricted	2016	2015
	\$	\$	\$	\$
Balance, beginning of year	19,846	151,649	171,495	175,123
Excess of revenue (loss) over expenditures	-	(1,048)	(1,048)	(3,628)
Funds committed during the year	28,410	(28,410)	-	-
Funds paid out during the year	(19,321)	19,321	-	-
Funds returned	(1,238)	1,238	-	-
Balance, end of year	27,697	142,750	170,447	171,495

The accompanying notes form part of these financial statements.

3.

Alberta Public Interest Research Group

Statement of Operations

For the year ended April 30, 2016

	2016	2015
	\$	\$
Revenue		
Student fees	180,599	180,054
Community and events revenue	130	310
Interest revenue	564	759
Office and retail revenue	461	456
Other revenue	70	6
	181,824	181,585
Expenditures		
Board expenses	2,227	3,391
Contract work	1,882	1,052
Direct grants	21,056	16,953
Elections	1,170	1,273
Insurance	2,206	2,148
Library	-	1,294
Office (Note 4)	4,556	9,710
Professional fees	6,119	6,000
Programming	9,299	8,706
Promotion and outreach	3,746	6,107
Rent	14,189	14,189
Telecommunications	3,104	3,217
Wages and employee benefits	113,318	111,173
	182,872	185,213
Excess (Loss) of Revenue over Expenditures	(1,048)	(3,628)

The accompanying notes form part of these financial statements.

4.

Alberta Public Interest Research Group

Statement of Cash Flows

For the year ended April 30, 2016

	2016	2015
	\$	\$
Operating Activities		
Cash received from funding agencies and other income	198,979	164,430
Cash paid to suppliers and employees	(183,827)	(184,219)
Increase (Decrease) in Cash During the Year	15,152	(19,789)
CASH - Beginning of year	165,344	185,133
CASH - End of year	180,496	165,344

The accompanying notes form part of these financial statements.

5.

Alberta Public Interest Research Group

Notes to the Financial Statements

April 30, 2016

Purpose of the Organization

Alberta Public Interest Research Group (APIRG) is a not-for-profit organization incorporated under the Alberta Societies Act. The Alberta Public Research Interest Group supports work on public interest issues through research, education, and action initiatives of the students of the University of Alberta as well as those of the greater University and the Alberta communities.

1. Significant Accounting Policies

These financial statements have been prepared in accordance with Canadian Accounting Standards for Not-for-Profit Organizations ("Part III") of the CPA Canada Handbook - Accounting. Significant accounting policies are described below:

(a) Fund Accounting

The board has approved an Inter-Disbursement Fund Policy to maintain a sustainable organization. This fund is used to pay the operating expenses of the organization from the start of the fiscal year (May 1) until the funding from the University of Alberta Students' Union is received in November/December.

The board also internally restricts funds for projects and events, and a working group fund.

- (i) The project and event fund provides one-time funding and support to help groups and individual students to organize events or undertake a project.
- (ii) The working group fund provides funding and resources to a wide variety of working groups that are focusing on local and global issues.

(b) Capital Assets

Capital assets are recorded as expenditures in the period they are acquired. Capital assets are reported at cost except for donated assets, which are reported at estimated fair value when acquired.

(c) Revenue Recognition

Alberta Public Interest Research Group follows the deferral method of accounting for revenue. Restricted revenues are recognized as revenue in the year in which the related expenses are incurred. Unrestricted revenues are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

(d) Financial Instruments

The financial instruments of Alberta Public Interest Research Group consist of cash, accounts receivable, accounts payable and source deductions payable. Unless otherwise noted, it is management's opinion that Alberta Public Interest Research Group is not exposed to significant interest or foreign currency risks arising from these financial instruments. The fair value of these financial instruments approximates their carrying values, unless otherwise noted.

Alberta Public Interest Research Group

Notes to the Financial Statements

April 30, 2016

1. Significant Accounting Policies - continued

Liquidity Risk

Liquidity risk is the risk that Alberta Public Interest Research Group will encounter difficulty in meeting its obligations associated with financial liabilities. Alberta Public Interest Research Group manages its liquidity risk by monitoring its operating requirements and cash forecasts to ensure it has sufficient funds to fulfill its financial obligations.

(e) Measurement Uncertainty

The preparation of financial statements in conformity with Canadian Accounting Standards for Not-for-Profit Organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

(f) Donated Services

The Alberta Public Interest Research Group benefits greatly from donated services in the form of volunteer work for various activities. The value of donated services is not recognized in these financial statements because of the difficulty of determining their fair value.

2. Library

The Group operates an in-house library that has books, periodicals, cassette tapes, VHS tapes, DVDs, and CDs available for members. These items may be borrowed from the library for a certain period of time.

Library materials have been expensed in the year purchased over the years which is consistent with our policy. The purchases during the year were \$0 (2015 - \$1,294).

3. Economic Dependence

Alberta Public Interest Research Group receives a significant portion of its revenue from students dedicated fees. These fees are collected by the University of Alberta Students Union on behalf of APIRG and are forwarded three times a year after APIRG receives approval from the Finance Committee of Students Council.

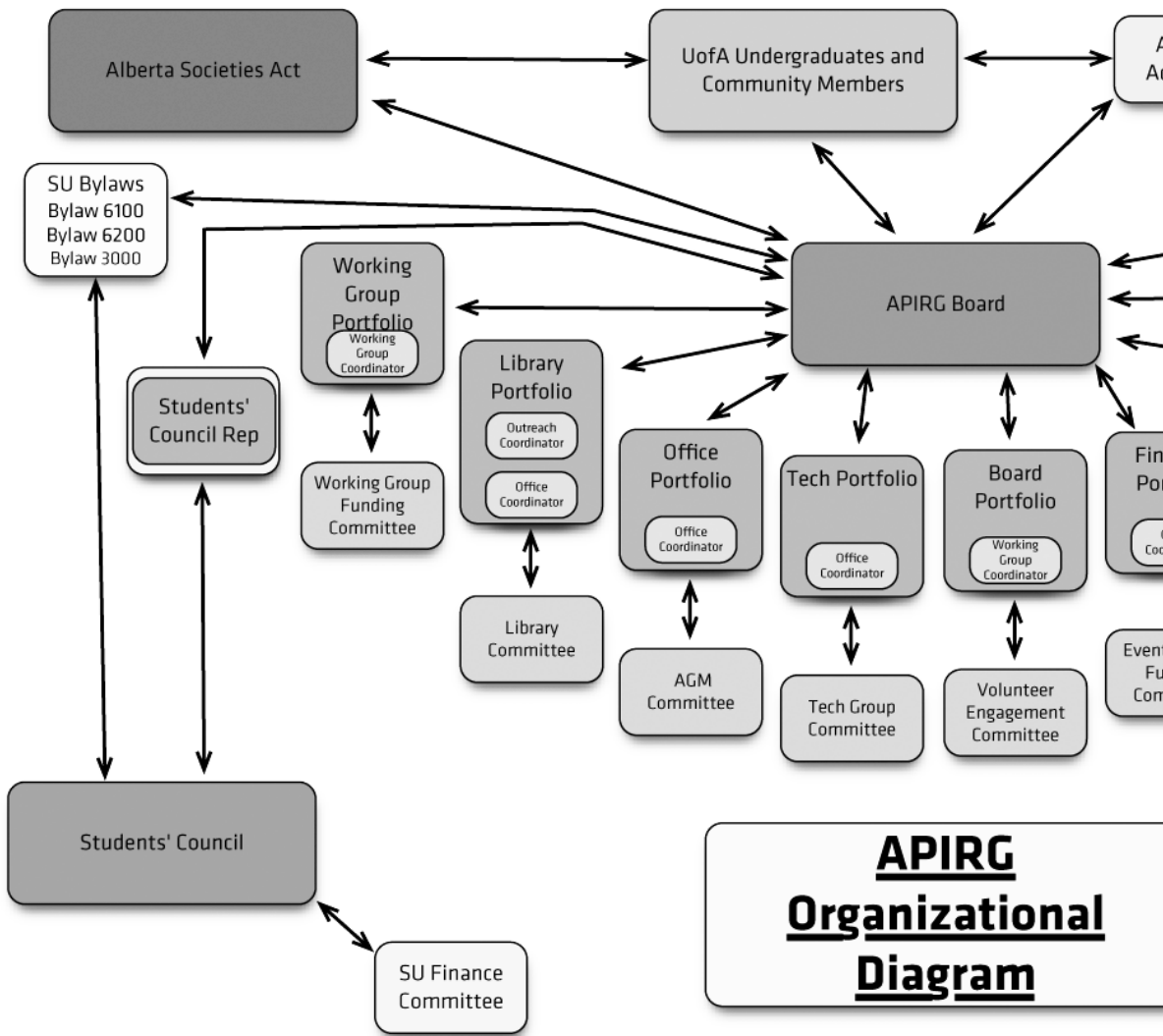
4. Capital Purchases

Capital purchases have been expensed in the year they are acquired which is consistent with our policy on tangible capital assets. The purchases during the year were \$0 (2015 - \$5,352) for Leasehold Improvements and \$1,588 (2015 - \$1,253) for Computer Equipment.

5. Comparative Figures

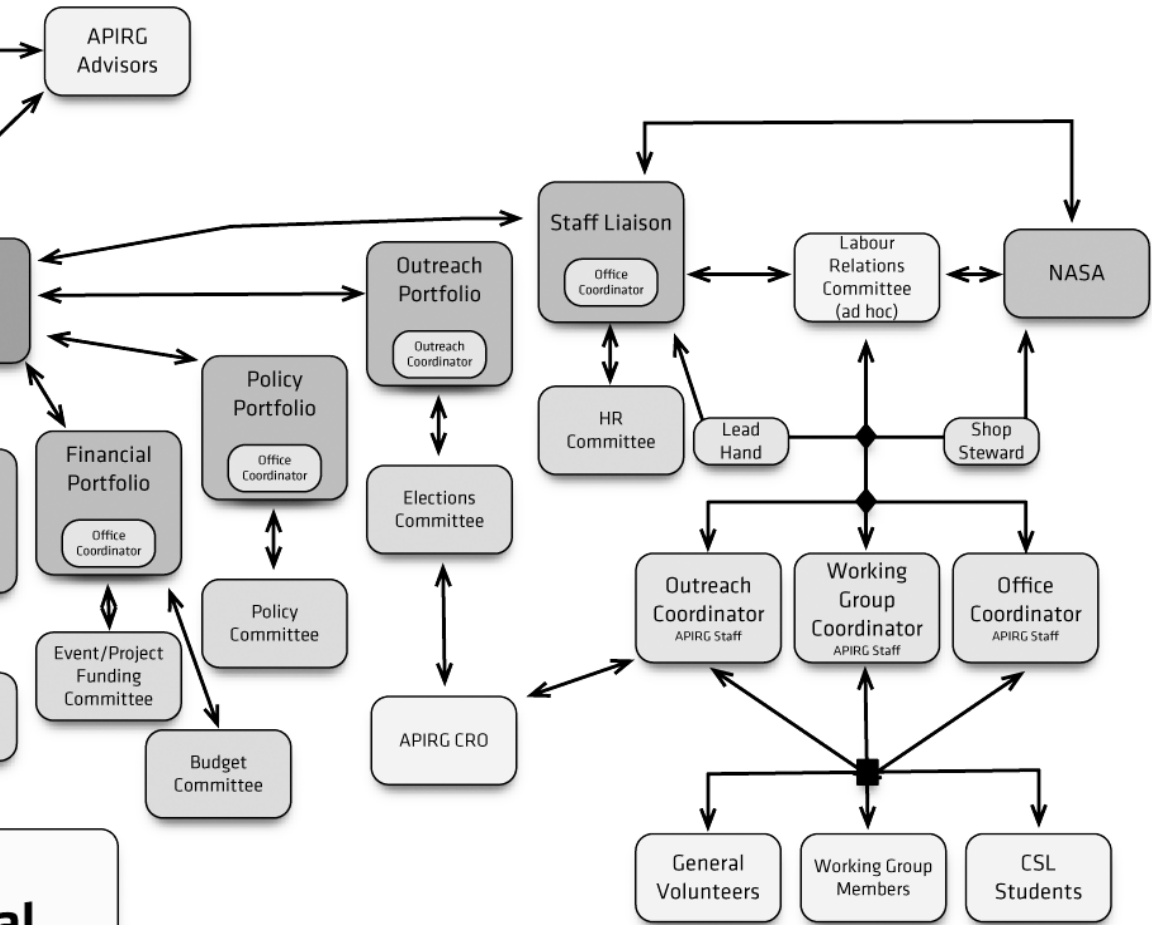
Certain comparative figures have been reclassified to conform to the presentations adopted during the current year. The prior year figures were reviewed by another accounting firm.

7.



APIRG **Organizational** **Diagram**

<p style="text-align: center;">Each year the APIRG board will be responsible for participating in</p> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid gray; padding: 5px; text-align: center;">Annual Budgeting Process</div> <div style="border: 1px solid gray; padding: 5px; text-align: center;">Annual Policy Review</div> <div style="border: 1px solid gray; padding: 5px; text-align: center;">Annual Programming Vision and Theme</div> </div>	<p style="text-align: center;">Each committee may be composed of board members and</p> <div style="display: flex; justify-content: center; margin-top: 20px;"> <div style="border: 1px solid gray; padding: 10px; text-align: center;">General Volunteers</div> </div>
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As needed APIRG board members will be responsible for supervising

- CSL Students
- General Volunteers

As needed APIRG board members will be responsible for sitting on

- Hiring Committee (ad hoc)
- Puttin' Out Fires Committee (ad hoc)
- APIRG Project Committee (ad hoc)

APIRG ANNUAL GENERAL MEETING MINUTES
13 OCTOBER 2016
7:00 – 8:30 PM
Alumni Room, SUB 114 - 8900 114 Street NW, Edmonton AB

Meeting Start time: 7:30pm

1. Approval of Consensus Decision-making, Meeting Chair and Agenda

PROPOSAL: To use Consensus as decision-making method for 2016 APIRG AGM

DECISION: **Consensus**

PROPOSAL: To appoint Linh Lu as Facilitator/Chair for 2016 APIRG AGM

DECISION: **Consensus**

PROPOSAL: To approve the agenda for the 2016 APIRG AGM as presented

DECISION: **Consensus**

2. Check for Quorum

If there isn't quorum (50 members in person, or total with proxies), as per bylaws, the membership can vote for the meeting to be considered quorate for the purposes of approval of 2015/2016 Audited Financial Statements and 2015/2016 Annual Report.

Quorum not reached by 7:30pm

PROPOSAL: To consider the meeting quorate for the purposes of approval of the 2015/2016 Audited Financial Statements and the 2015/2016 Annual Report

DECISION: **Consensus**

3. Introduction to APIRG. Presented by Jasmine Mohamed

A short presentation on APIRG's mandate, basis of unity, and statement of values.

4. Presentation and Approval of Minutes from the 2015 APIRG Annual General Meeting. Presented by Chair.

Quorum not reached. Minutes read by the attendees independently. To be passed at next AGM.

5. Presentation and Approval of Audited Financial Statements for the 2015/2016 fiscal year prepared by Doyle and Company and 2016/2017 APIRG budget. Presented by Akanksha Bhatnagar (2016/2017 Financial Portfolio).

PROPOSAL: To approve 2015/2016 Audited Financial Statements as prepared by Doyle and Company.

DECISION: **Consensus**

PROPOSAL: To approve 2016/2017 APIRG budget

Quorum not reached. In lieu of membership approval, Board approval will be deemed sufficient for the 16/17 budget.

6. Selection of Doyle and Company as Auditor for the 2016/2017 APIRG audit. Presented by Akanksha Bhatnagar (2016/2017 Financial Portfolio).

PROPOSAL: To approve Doyle and Company as the auditors for the Alberta Public Interest Research Group for 2016/2017 fiscal year.

Quorum not reached. In lieu of membership approval, the Board will use their discretion in selection of the 2016/2017 Auditors.

7. Approval of Annual Report for the 2015/2016 year. Presented by Laura Kruse.

PROPOSAL: To approve the 2015/2016 APIRG Annual Report

DECISION: **Consensus**

8. Funding Recipient Presentations

Kaz Mega – Kulture Hubs Working Group

9. Announcements

None

Meeting End Time: 8:07pm



University of Alberta Students' Union

**FINANCE
COMMITTEE**

Wednesday August 30, 2016

6:00 PM

SUB 0-48

ATTENDANCE

NAME	PROXY	PRESENT
Robyn Paches (Chair)		Y
Victoria Dejong		Y
Francesca El Ghossein		Y
Dorsa Nahid		Y
Brandon Prochnau		Y
Nicole Hammond		Y
Reed Larsen		Y
Saba Al Hammouri		Y
Levi Falmen		Y

MINUTES (FC-2016-06)

2015-01/1 INTRODUCTION

2015-01/1a Call to Order

Meeting called to order at 6:01 PM.

2015-01/1b

Approval of Agenda

PACHES

Requested to amend the agenda: to move the committee business up before the presentation to accommodate some members that has to leave early.

PACHES/PROCHNAU moved to approve the agenda for August 30, 2016 as amended.

Vote 8/0/0

CARRIED

2015-01/1c

Approval of Minutes

2015-01/1d

Chair's Business

Access Fund Presentation

FIONA HALBERT

Presentation was sent to the Finance Committee. It covers the history of the Students Financial Support, the effects of ISP on the unit, changes to the application for the Supplementary Bursary over the years, and the review committee.

LARSEN

You mentioned intended university for strategy and engagement to come. Does that engage with students in any way or just with the SU or how that looks?

HALBERT

We are good at acquiring data at who we are funding with the resources that we have to identify the gaps and opportunities. Consultation with faculties will help in determining where the university wants to allocate their resources. There are budget restrictions, and limitations that we are facing, ensuring that we are being competitive in Alberta in showing our support for students. There will also be consultation with the SU. Consultation with students have not been talked about yet. The university is also looking to doing surveys every two years with incoming students and prospective clients. Hopefully, surveys specifically for financial

support will be created in the future.

LARSEN

Is it standard that there are no students for reassessment?

HALBERT

Directed the question to Sirina Hamilton.

HAMILTON

Previous to the amalgamation, both the supplementary bursary fund and the access fund would have 6 appeals in the year. There is selection committee. Appeals Committee made up of 2 different Finance Committee members to get a different set of eyes on the application.

LARSEN

Was there an old process for the university?

HAMILTON

Supplementary Bursaries used to open from around December 1st to January 15th. They will also run an appeal process.

The Access Fund was a decision by a committee almost because Finance Committee will be going through everything with us and ratifying the students we want to support.

With the Supplementary Bursary Program, it was the university bursaries and Emergency Funding which was managed by the Dean of Students before 2014. Staff was making the decisions, collecting GSA, SU, and other student representatives to look at this appeal.

LARSEN

Would they only reassess as needed for the Supplementary Bursaries?

HAMILTON

Students would have to provide. They would be notified that they were not given funding, the reason, and the appeal process. The decision of the committee would overrule whatever the staff has.

LARSEN

Does the SU sit on one now?

HALBERT

There is a member of the review committee now for the Supplementary Bursary Access Fund.

One of the biggest changes was eliminated the amount of students that had to appeal and review, but if circumstances had changed and we could reassess them without enforcing them to go through a formal appeal.

LARSEN

I am curious about why there is no appeals. Has there been an uptake in reassessment and then no appeals?

HALBERT

Students will always ask us questions. If they fall outside the guidelines (i.e. academic requirement), we cannot make the decision for them. We don't have to call for the review committee.

LARSEN

Is there a 50% management in it? Is there an ability for students to say that a student should have access to that fund? Are the students aware enough that they have an appeals process where they could have another set of eyes to look at the application?

HALBERT

If there was a student who escalated to that, we would struck the review committee.

PACHES

Finance Committee is not as involved in Access Fund anymore is because SFAIC was in the SU. SU issued the Access Fund and brought applicants to the table at Grant Allocation Committee to ratify the applicants. It was identified that students is applying for both Supplementary Bursary and Access Fund. SFAIC was amalgamated with Supplementary Bursary, creating Student's Financial Services.

HALBERT

To summarize, you want people to continue the process? So, you would like them to to know that there is reassessment?

LARSEN

Yes.

HALBERT

To clarify in terms of transparency, is it the ability disagree with the guidelines?

LARSEN
Yes.

GHOSSEIN
That is something to decide later on. It is more fair when a decision has another set of when it escalated to that level.

HALBERT
The university is increasing their annual maximum from \$3,000 to \$5,000 which resulted from the additional money that was promised to the university from the Provost as part of the Campus Alberta Grant increase.

2015-01/2

QUESTION/DISCUSSION PERIOD

2015-01/3

COMMITTEE BUSINESS

2015-01/3a

SU Award Ratification

SIRINA HAMILTON
SU Awards Program are funded entirely through SIEF (Student Involvement Endowment Fund). We have 450 applicants for the program.

The awards are made up of some money received from the Access Fund about five years ago. After that, we created additional awards with financial need as a secondary criteria. The committee was not able to award all of the awards in the financial need pocket of money. They were wondering if it is okay to give some of those awards to the non-financial need applicants. If not, we will sit on about \$6,000 that would not go out to students.

LARSEN:
Is this one time or continuous?

SIRINA HAMILTON
Ideally, we will have enough financial need applicants to have a good enough pool.

We used to use the financial need criteria to expand the pool of applicants. Over the years, staff now think it shrinks the number of applicants.

PACHES

This is similar to last meeting I brought up regarding using financial need as an element to an award. Right now, we have to make a decision. We have all the students in financial need with the awards, but we have some financial need awards left. There are runners-up that are not as in as much need as the students awarded. After the decision, we will discuss on keeping financial need as a requirement to these awards.

Is everyone comfortable to allow the Adjudication Committee in awarding the runners-up?

DEJONG:

I would rather hold on to the money since the awards are dedicated to students in financial need from the beginning.

FLAMEN:

I don't see any harm in keeping the money another year for more eligible applicants.

LARSEN:

I am in favour of releasing the funds. Having sat through the Adjudication Committee meeting, there were multiple students who would either put that they have financial need in their statement but may not have made criteria under financial need systems. It does not make sense not to hand out as many scholarships as feasibly possible.

PACHES

Just to clarify, the committee felt that the students who were runners-up felt they were not in as much as financial need, correct?

LARSEN:

There are two levels of financial need: Yes 1, and Yes 2. One of these levels are in need of money right away while the other does not need the money right away. 50% of all the awards are awarded to those persons who have Yes 1 and Yes 2.

SIRINA HAMILTON

Financial need is a secondary criteria not a primary criteria.

PACHES

Don't worry about holding funds over per year. SIEF generates the funds for SU awards every year on interest. There will be this amount of money every single year.

**PACHES/LARSEN move to approve the SU awards ratification with the modifications as explained by Sirina Hamilton.
3/0/3 (PACHES, PROCHNAU, DE JONG ABSTAINED)
CARRIED**

2015-01/4 **INFORMATION ITEMS**

2015-01/5 **ADJOURNMENT**

2015-01/5a **Next Meeting: TBD**

SUMMARY OF MOTIONS

MOTION	VOTES
<i>PACHES/PROCHNAU moved to approve the agenda for August 30, 2016 as amended.</i>	8/0/0 - CARRIED
PACHES/LARSEN to approve the SU awards ratification with the modifications as explained by Sirina.	3/0/3 - CARRIED

**FINANCE
COMMITTEE**

Tuesday August 2, 2016

6:00 pm

SUB 0-48

ATTENDANCE

NAME	PROXY	PRESENT
Robyn Paches (Chair)		Y
Victoria DeJong		Y
Francesca El Ghossein		Y
Dorsa Nahid		Y
Brandon Prochnau		Y
Reed Larson		Y
Nicole Hammond		Y
Saba Al Hammouri		Y
Ben Angus		Y

MINUTES (FC 2016-5)

2016-5/1 INTRODUCTION

2016-5/1a **Call to Order**

Meeting called to order at 6:18 pm.

2016-5/1b **Approval of Agenda**

PACHES

I would like to add one more item on to Committee Business. I received an update on the Awards Application so I would like to add SU Awards Update to Committee Business.

ANGUS/DEJONG moved to approve the agenda for August 2, 2016 as amended.

Vote 8/0/0

CARRIED

2016-5/1c

Approval of Minutes

HAMMOURI/DEJONG moved to approve the minutes for July 5, 2016 as tabled.

Vote 7/0/1 (LARSON ABSTAINED)

CARRIED

2016-5/1d

Chair's Business

2016-5/2

QUESTION/DISCUSSION PERIOD

2016-5/3

COMMITTEE BUSINESS

2016-5/3a

WUSC Update

Paches: Mentioned he had a meeting with various people and he presented them with the cheque, and discussed the SU's recommendations on how it is administered. Mentioned that he especially highlighted the concerns brought up in Finance as well as Council that they don't want to set a precedent that they will be paying for travel loans as it will deplete the funds . Recommended that they would like to see a repayment plan done with a fair term between the WUSC board and the SU. Also discussed the WUSC board in his meeting, and will be working with them to restructure the board a little bit and help them with turnover. Will be looking into restructuring board to ensure consistency year to year.

2016-5/3b

Appointment of one member of Finance Committee to the WUSC Board

PACHES

I would like to appoint one member of Finance to the WUSC Board. Had one seat opening, as Councillor Al Hammouri had other commitments, and it no longer works with her schedule anymore. Does anyone else have interest sitting on the WUSC Board. It is a board that has room for improvement, and this year, it will be working to improve it. It has leeway for our representatives for make sure it's running effectively, and there is some flexibility there in growing the board and making sure it's strong year to year so that the refugee students have the correct support system and a better foundation to which they can contact moving forward. Mentions there is a difference between WUSC Committee and WUSC Board, and that the Finance member appointed will be on the WUSC Board. Mentions meetings will be once a month if not less. Main priorities of the board is making sure that actual funding going to the students is getting to the students and is being used correctly. So it is a heavily financial board and not a heavy time commitment. Anyone interested, we need one representative on the board?

GHOSSEIN

What is the policy on sending proxies or delegates to their meetings?

PACHES

A proxy will be fine. A policy may created to send proxies if need be.

HAMMOND

You can do it, and if you need proxies, we will step in.

GHOSSEIN

That would work. I was planning on working with them, and I was planning on working with them on their policies as well.

PACHES/ NAHID moves to appoint VICE PRESIDENT GHOSSEIN to the WUSC Board of Directors.

VOTE 8/0/0

CARRIED

2016-5/3c

Ratification of Councillors DeJong and Nahid to the SU Awards Adjudication Committee

PACHES

Standing Order state that we have to appoint three members of the Finance Committee to the SU Awards Adjudication Committee, however

only of two us will able to make the commitment so we will have to make a motion to ratify our Councillors sitting on there. Roping in the item I added, SU Awards Update, I have good news that the SU awards had a ton of traction this year, and the number of applications has doubled. In the past, there was 200 and there is over 400 this year. I got a message from Michaela Mann and the rest of the staff today asking if anybody has time in the month of August, since they need that third body. Having another person on that committee will help alleviate the workload from both of the councillors that are there plus the students at large that are sitting. Mentioned that it's one training session, then a meeting at the end of the month. Mentioned that this is a great opportunity to learn in and out about the SU Awards.

LARSON
I can do it.

***GHOSSEIN/ NAHID move to appoint Councillor LARSON to the SU Awards Adjudication Committee.
Vote 8/0/0
CARRIED***

***PACHES/ HAMOURI move to ratify Councillor DE JONG/ NAHID/ LARSON to the SU Awards Adjudication Committee.
VOTE 8/0/0
CARRIED***

2016-5/4

INFORMATION ITEMS

2016-5/5

ADJOURNMENT

PACHES
Discusses what the Finance Committee can expect throughout the rest of the summer. Mentions upcoming presentation about the Access Fund.

2016-5/5a

Next Meeting:

2016-5/5b

Meeting adjourned at 6:36 pm.

SUMMARY OF MOTIONS

MOTION	VOTES
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<i>ANGUS/DEJONG moved to approve the agenda for August 2, 2016 as amended.</i>	8/0/0 - CARRIED
<i>HAMMOURI/DEJONG moved to approve the minutes for July 5, 2016 as tabled.</i>	Vote 7/0/1 (LARSON ABSTAINED) CARRIED
<i>PACHES/ NAHID moves to appoint VICE PRESIDENT GHOSSEIN to the WUSC Board of Directors.</i>	8/0/0 - CARRIED
<i>GHOSSEIN/ NAHID move to appoint Councillor LARSON to the SU Awards Adjudication Committee.</i>	8/0/0 - CARRIED
<i>PACHES/ HAMOURI move to ratify Councillor DE JONG/ NAHID/ LARSON to the SU Awards Adjudication Committee.</i>	8/0/0 - CARRIED