

Call to Order – 11:41 am, July 24, 2014 | MBC 2294

1. Roll Call of Attendance

Committee Composition

Vice President Finance (*chair*).....Adam Potvin
President (*chair*)..... Chardaye Bueckert
Executive OfficerKayode Fatoba
Board of Directors Member Deepak Sharma
Board of Directors Member Shadnam Khan
Councilor
Student At-Large Baqar Hassan

Society Staff

Executive Director..... Colleen Knox
Finance Coordinator Vanessa Kwong
Minute Taker Dion Chong

Regrets

Student At-Large Barbara Szymczyk
Councilor Melissa Lee

Absent

Executive Officer Zied Masmoudi

2. Adoption of the Agenda

MOTION FASC 2014-07-24:01

Khan

Be it resolved to adopt the agenda as amended.

New business added: File server, projector, website maintenance.

Discussion added: Council stipends, SFSS TV

CARRIED

3. Ratification of Regrets

MOTION SEVERED

MOTION FASC 2014-07-24:02

Khan

Be it resolved to ratify regrets from:

Student At-Large Barbara Szymczyk

CARRIED

Szymczyk was in Quebec and submitted regrets. Lee had regrets for personal issues. Ratification of Regrets process was done to accept only exceptional regrets. Leave of Absence policy was made such that extended absences were covered. For extended regrets, there may be a desire to request that members step down to ensure that quorum was met, although they would be encouraged to remain involved upon their return.

MOTION FASC 2014-07-24:02

Potvin

Be it resolved to ratify regrets from:

Councilor Melissa Lee

FAILED

4. New Business

a. Budget Increase – 896/31 Capital Purchases

MOTION FASC 2014-07-24:04

Khan

Whereas the SFSS file server needs to be replaced, and the 2014/2015 budgeting process underbudgeted for setup and installation;

Be it resolved that FASC recommend to BOD to increase the line item 896/31 Capital Purchases by \$5,000 for the file server, with a final File Server allocation budget of \$10,000

Issues with the existing file server were identified and their impact to staff workflows. While was originally budgeted for in the past year, installation costs were not adequately covered. Multiple staff members had spoken in support of the motion and the issue had been raised at multiple levels both in the previous and current years.

CARRIED

MOTION FASC 2014-07-24:05

Khan

Whereas the SFSS's current projector no longer works, and CPR, FASC and Granting are all in need of a projector for weekly meetings;

Be it resolved that FASC recommends to BOD to increase the line item 896/31 Capital Purchases by \$600.

The \$600 would cover the purchase of a projector for use by a number of committees, and it was deemed a necessary purchase to reduce costs of renting equipment from SFU AV.

Maintenance concerns were highlighted, given the issues of bulb lifespans with projectors.

Repairs and maintenance line item within Department 31 would cover such costs.

The Committee was reminded that a budget increase would also be necessary in the future to cover costs of computers for usage with the projector, as the old minute taker laptop used for the previous projector was in use by the Vice President Finance to replace a non-functional executive officer computer. A number of Society computers, which continued to run on Windows XP, would also have to be replaced in the near future.

Question was raised of the potential of purchasing a computer service contract to alleviate issues of having old computers, however the size of the organization did not allow for such a contract to be signed. Bulk computer purchases have occurred with NCIX in the past, and may be desirable given the number of computers which were reaching end of life.

CARRIED

Action Item: Minute taker and Vice President Finance would investigate pricing for a new computer, and additional computers for other areas.

b. Budget Increase – 821/17 Website and Tech

Fatoba

Whereas the website maintenance agreement was under budgeted for the current year;

Be it resolved to recommend to BOD to increase 821/17 Website and tech by \$3,600

The line item housed MacAtHome service contract and website monthly maintenance contract. It was under budgeted due to increased maintenance costs associated with the new subsites such as Surrey, Women's Centre, FBS, Out on Campus.

Questions were raised of whether the service contract needed to be reviewed and renewed. Concerns were expressed around the rising costs of development and maintenance of the website and database. Discussions around the feasibility of hiring an IT person may need to be restarted.

While student unions had expressed interest in assisting with the IT requirements of the organization, longterm continuity had been a barrier to such initiatives.

No prior notice was provided to the Vice President Finance on the budget increase.

POSTPONED TO NEXT FASC

Khan

5. Discussions

a. Council Stipends

Council was budgeted for a certain number of Councilors per month. Stipend was provided at \$35 per meeting irrespective of the meeting duration. There were concerns around the costs associated with increased meeting frequency and their associated impacts on the Society budget.

Bylaw 8 required Council to meet a minimum of once per semester. Council was currently budgeted for once per month, however a petition could cause the Council to convene more often and therefore meeting frequency may be beyond the control of the Board of Directors until such time that the Council exhausted their budget.

There were concerns around the potential of limiting Council meetings particularly when the Society was investigating the feasibility of enhancing the duties of the Council. It was also raised that Collective Agreement requirements would not allow for extended Council meetings.

b. SFSS TV

SFSS TV was a project in development mandating the Communications Office to output videography projects on behalf of the Board. Communication forms would be developed for videography requests. There was confusion whether this could be managed by the Staff Liaison Officer or the Executive Committee through departmental tasking.

Financially, there would be a requirement to create a position for videography or increasing hours of existing staff resources, which would be under the purview of FASC.

First draft of the review/revision of the Communications Assistant job description had been circulated among a number of Executive Officers, staff, and the Executive Director

Hardware and software purchases would also be necessary for the development of multimedia engagement.

6. Adjournment 12:28pm

DC /CUPE 3338

SFU Student Society

Proposed solution, commitments, terms.

These are your guaranteed deliverables. You'll get these results for the one fixed price, no matter what it takes us time-wise or staff-wise.

Complete set-up of your new Mac server.

- Initial set-up of a new Mac Pro with Mavericks Server.
- Co-ordination with SFU IT to make sure nothing changes network-wise, except the server hardware.
- Networking is set-up so that everything communicates well.
- File Sharing services are configured to ensure a seamless transition from the old server to the new one.

Your data is carefully handled, so that everything is just the way it was before.

- Your data is copied to the new server.
- The Firewire drive will be set up as a destination for hourly backups.
- Server accounts and share points will be carefully and manually created, avoiding messy problems while importing old data.
- The server is set-up to allow PCs to seamlessly connect as well, and have access to their files.
- PCs will seamlessly connect to the new server.
- Up to **one hour** of review with Stijn, to verify how user/group permissions should be set up on the new server, including the trimming of any accounts that are no longer in use, and resetting passwords for any that may need it.

We'll have remote access - just in case.

- Remote access will be tested to ensure that we can reconfigure or troubleshoot the server if necessary.
- **30-day** unlimited remote follow-up support for the package deliverables above.
- Follow-up support available during business hours Mon to Fri, 9am to 6pm with <24hr response time.

Total project investment including 30-day follow-up support: \$3998 + tax
\$1999 deposit up front, \$1999 upon 30-day follow-up completion. Hardware not included.

Our commitments to you

As a team of consultants working from home and on the road, we will use iPhones and cloud systems to serve you rapidly. If your usual consultant is unavailable and someone else will be visiting you, they'll be briefed beforehand to prevent confusion. You can expect same-day initial response and next-day on-site for urgent issues, or service within a week for non-urgent issues. Any changes in technology may reveal or create new problems - when you report them quickly to us, we will resolve them quickly for you. We will hear and act upon your feedback at any time during our work; talk to your consultant or email feedback@macinhome.com. We will help you keep your backups, passwords, data, and systems safe by teaching you what you need to know, at your request.

Terms and disclaimers

Protecting and backing up your data is your responsibility; we will setup error reporting to be sent to you. We are not liable for data loss. Some downtime and problems can be expected in any technical work; we're not liable for damages due to interruption in business. Security and passwords are your responsibility; share your password at your own risk and ask us to show you how to change it. Payment is due by cheque or credit card 48hrs after our PDF invoice is emailed from accounting@macinhome.com. Invoices 30 days past due are subject to interest applied at 18% per annum.

I, _____, understand the above and agree to the terms.

Signature: _____ Date: ___D___/___M___/___Y___

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Operating Budget Amendment Form
Budget Increase

Submission Date: (MM/DD/YY) 07/21/14
Budget Amendment Initiator/Dept.: 17
Approving Body: (FASC/BOD) FASC

Please fill out only for a budget increase. The account number and description can be obtained from the SFSS Finance Office. Confirmation of an unrestricted budget surplus is required prior to FASC and/or BOD considering this motion. Please provide a copy of this form to the Minute Taker for inclusion in the minutes.

Account Number 821 / 17 & Description Website and Tech

Amount: \$ 3600

Account Number _____ / _____ & Description _____

Amount: \$ _____

Budget Increase Rationale: (Attach any other supporting documentation)

I had budgeted the same amount as the previous year but overlooked that our website maintenance agreement now covers all websites and not just sfss.ca. (wctr.sfss.ca, pub.sfss.ca, buildsfu.sfss.ca, ooc.sfss.ca, scc.sfss.ca)

Budget Increase Motion:

If the motion originated from FASC:

BIRT FASC recommend to BOD to increase the

line item _____ by \$ _____
(description) (account #)

If the motion originated from BOD:

BIRT BOD increase the

line item _____ by \$ _____
(description) (account #)

Updated January 2013

Operating Budget Amendment Form
Budget Increase

Submission Date: (MM/DD/YY) 07/15/14

Budget Amendment Initiator/Dept.: 31-Admin

Approving Body: (FASC/BOD) _____

Please fill out only for a budget increase. The account number and description can be obtained from the SFSS Finance Office. Confirmation of an unrestricted budget surplus is required prior to FASC and/or BOD considering this motion. Please provide a copy of this form to the Minute Taker for inclusion in the minutes.

Account Number 896,31 & Description File Server
Amount: \$ 5,000 (Capital Purchases)

Account Number / & Description _____
Amount: \$ _____

Budget Increase Rationale: (Attach any other supporting documentation)

Stijn needs a new file server (IT stuff).

Budget Increase Motion:

If the motion originated from FASC:

BIRT FASC recommend to BOD to increase the

line item capital purchases 896,31 by \$ 5,000.
(description) (account #)

If the motion originated from BOD:

BIRT BOD increase the

line item _____ by \$ _____.
(description) (account #)