

Call to Order – 9:23 am, February 26, 2015 | MBC 2294

1. Roll Call of Attendance

Committee Composition

Vice President Finance (*chair*).....Adam Potvin
Executive Officer Zied Masmoudi
Board of Directors Member Deepak Sharma (*late*)
Board of Directors Member Shadnam Khan
Councilor David Chapman
Student At-Large Barbara Szymczyk
Student At-Large

Society Staff

Executive Director..... Colleen Knox
Campaigns, Research, and Policy Coordinator Pierre Cassidy
Minute Taker Dion Chong

Regrets

Councilor Gursher Sidhu (*academic*)

Absent

Executive Officer Kayode Fatoba

2. Adoption of the Agenda

MOTION FASC 2015-02-26:01

Khan

Be it resolved to adopt the agenda as presented.

Finance Office Presentation postponed to next FASC

CARRIED AS AMENDED

3. Ratification of Regrets

MOTION FASC 2015-02-26:02

Masmoudi

Be it resolved to ratify regrets from:

Councilor Gursher Sidhu (*academic*)

Fatoba has been absent for two meetings and the seat has therefore been deemed abandoned.

CARRIED

4. Matters Arising from the Minutes

MOTION FASC 2015-02-26:03

Masmoudi

Be it resolved to approve the minutes of 2015-01-22 and 2015-02-05

CARRIED

5. New Business

a. Decrease – Women’s Centre Wages

Sharma entered at 9:25am

MOTION FASC 2015-02-26:04

Khan

Be it resolved to recommend to BOD to decrease these Women's Centre line items for a total of \$12,182:

- 1) \$896 from Regular wages
- 2) \$8,882 from Resource Assistant Wages and Student work study wages
- 3) \$460 from CPP/EI/WCB
- 4) \$1,638 from Other Benefits
- 5) \$306 from Health Benefits

Similar to Out on Campus, the WCTR has experienced staffing issues since November. The budget decrease recognizes the wage differentials between the current Coordinator and the replacement Coordinator. Benefit reductions result from RRSP non-usage, although new hires have still been budgeted for RRSP. Resource Office Assistant hours have not been used fully, and work-study position was only filled for one semester. Full allotment has been provided for the resource assistant to ensure that any additional workload resulting from the absence of a staff member in the position can be adequately dealt with.

Change includes the extension of the previous Coordinator's position for training purposes.

The WCTR Coordinator indicated that the Collective would review the proposed changes, but FASC had yet to receive a response. It was unlikely that any of the budget decrease areas could be used by April 30th, and the Society is still meeting the targeted funding from space expansion funding.

CARRIED

b. Increase – Department 18 Policy and University Relations Office
MOTION FASC 2015-02-26:05

Khan

Be it resolved to recommend to BOD to increase Department 18 by \$418 from the unrestricted surplus.

Be it further resolved to eliminate the University Relations Office from the SFSS budget.

The department does not exist anymore, although an outstanding invoice was received.

CARRIED

c. Increase—Management Consultant
MOTION FASC 2015-02-26:06

Khan

Be it resolved to recommend to BOD to increase 689/20 Management Consultant by \$20,000 from the unrestricted surplus.

Management consultant is the labour lawyer, with the former term being used as a result of policy mandates.

Last round of invoices have been received from collective bargaining. Although the Society has spent significant amounts in management consultant, this has also included an unanticipated

HR grievance with a major impact on the budget. Unanticipated events could not have been budgeted for by the previous board.

Completion of collective bargaining will hopefully avoid issues in the future of renegotiations in the same year. Negotiations are retroactive to the expiry date of the previous CA, with Food and Beverage Services being up for renegotiation in 2016

An outstanding invoice from Paula Boddie was also received in May.

\$20,000 additional was incurred this year which would not be spent in the following year with the completion of all negotiations. Moving into next year, a budget would be allocated for any unanticipated incidents.

The increases presented the committee with a reminder of the real financial costs of grievances and that it was in the Society's interest to avoiding being in a situation where grievances are necessary.

CARRIED

d. Increase—Annual General Meeting

MOTION FASC 2015-02-26:07

Sharma

Be it resolved to recommend to BOD to increase 831/20 AGM by \$2,400 from the unrestricted surplus.

The Society did not foresee the necessity for the Special General Meeting. The amount was considered minimal considering the degree of planning and the infrastructure necessary for the meeting.

CARRIED

e. Increase—Legal Consulting

MOTION FASC 2015-02-26:08

Szymczyk

Be it resolved to recommend to BOD to increase 685/20 Legal Consulting by \$4,000 from the unrestricted surplus.

Much of the legal consulting arose from the Special General Meeting, including legal representation at the SGM itself. Some MBC lease concerns and tenant relations costs, as well as rotunda lease issues, were also absorbed within the legal consulting line item. The Society has had to request legal advice significantly more often than normal in the current year.

CARRIED

f. Increase—Finance Office

MOTION FASC 2015-02-26:09

Szymczyk

Be it resolved to recommend to BOD to increase Finance Office by the following amounts (total \$2,661.70):

- 1) Coordinator Wages: \$1,946.70
- 2) CPP/EI/WCB: \$150

- 3) Other Benefits: \$68
- 4) Employment Postings: \$500

The increase allows for a crossover training period of two weeks for the permanent and replacement Finance Coordinator. May also include 2 weeks of vacation, but are all coverage relating to Finance Coordinator Kwong's leave.

This also accounted for job postings on the CPA and CharityVillage. It was recommended that the Board budget for employment posting in the future, as the line item was currently empty and had been budgeted as such.

CARRIED

g. Decrease—Executive Stipends
MOTION FASC 2015-02-26:10

Sharma

Be it resolved to recommend to BOD to decrease 930/20 Executive Stipends by \$1,900

In a review of the Board line items, excess capacity was identified in stipends as Executive Officers have not always worked to the full limit of their hours.

FASC was recommended to prepare all forms in time for Board review.

CARRIED

h. Decrease—Non-Executive Stipends
MOTION FASC 2015-02-26:11

Shadnam

Be it resolved to recommend to BOD to decrease 931/20 Non-Executive Stipends by \$4,500

The decrease includes the number of leaves of absences and vacations from FARM. FARM indicated that they may request additional hours in March. However, this would require Board approval, after which time an increase could be processed by FASC and recommended to the Board.

All directors were reminded that any stipend increases must be preapproved by Board prior to any work in those hours.

CARRIED

i. Consolidation—Department 23 Advocacy
MOTION FASC 2015-02-26:12

Masmoudi

Be it resolved to consolidate Department 23 Advocacy Committee into Department 20 Board of Directors for the 2015-2016 year.

Advocacy is the only department of the SFSS that has a single line. This change would bring the committee in line with the Events and Promotions Committee, which is under the BOD budget.

ADV was separated in the past as the Society's main function is Advocacy. It was recommended that the President and Vice President External Relations be consulted prior to the discussion. The Committee is delegated a measure of authority from the Board to operate on its behalf. This accounting change would have no impact on the business of the ADV or its efficacy in advocacy. The only change would be that of the account number for advocacy initiative funding, as subsumed within the Board of Directors department.

CARRIED

j. Consolidation—Events-Special/Large-Scale
MOTION FASC 2015-02-26:13

Masmoudi

~~*Be it resolved to consolidate 816/20 Events—Special/Large Scale into the 817/20 Events Committee for the 2015-2016 year.*~~

Large-scale events has typically expended more funds than the EPCOM combined. Consolidation would cause difficulty in budgeting and monitoring expenditures, particularly given the length of time required to plan out any such initiatives, resulting in administrative difficulties in sorting ledger entries between those of the Large Scale Event and that of EPCOM. Given the potential for revenue and potential revenue, large scale events are typically audited separately, and a separation in the line item would assist in financial analysis. Large scale events will continue to be under the purview of EPCOM.

It was recommended for the Society to review EPCOM's role on a global scale, as the committee over the last year was seen to have been engaging in events outside the purview of EPCOM and the Society in general.

FAILED

k. Reallocation—Independent Electoral Commission
MOTION FASC 2015-02-26:14

Sharma

Be it resolved to approve the reallocation of:

\$826 from 930/25 IEC stiepnnds

\$1,015 from 820/25 campaign expenditures

\$300 from 705/25 IEC telephone

to

700/25 IEC advertising for \$1,941

720/25 office supplies for \$200.

FASC recommended to Board originally reduce a number of areas, as the fall referendum did not spend the entirety of the budget. An argument ensued at Board reagrding both impact on the department and the optics of reducing the budget of an independent electoral comission, resulting in Board voting down the recommendation.

Higher voter turnout continued to be a priority of the board, and the reallocation presented, as recommended by the Chief Electoral Officer, would enable greater outreach.

CARRIED

I. Reallocation—General Office Wages
MOTION FASC 2015-02-26:14

Khan

Be it resolved to approve a reallocation of \$618 from 901/13 regular wages to 903/13 top-up wages in anticipation of 10 hours OT before April 30, 2015 from the GO.

The Executive Director has been reviewing excess capacity from staffing in the General Office. In review of the General Office wages and benefits, the General Office was already overspent in overtime wages, and the motion does not capture the full breadth of changes needed.

POSTPONED TO NEXT FASC

Executive Director is meeting with the General Office Coordinators in the afternoon.

Finance and Administrative Services Committee was provided with an update on the unrestricted surplus.

6. 2015/2016 Budgeting Presentations

FASC will be budgeting for the 2015/2016 year over the next two months. Departments will be presenting their projected budgets. The budget needs to be prepared by mid-April to ensure that Board can be the body approving the budget, as opposed to the Executive Committee.

The following areas may provide greater budgetary latitude in the next year: stipend changes, management consultant reductions.

Action Item: The Vice President Finance would circulate the schedule for meetings and provide year-to-date actuals.

Finance Office was in discussions to enable the Executive Officers to have access to accounting software in the future to review finances at their leisure.

All departmental coordinators will receive year-to-date along with budgeting information
Chapman left at 10:06am

a. Campaigns, Research, and Policy Office—Transferred to Department 18

The Campaigns, Research, and Policy Coordinator will be moved from Department 17 Resource Office to Department 18 Campaigns, Research, and Policy Office.

Campaigns, Research, and Policy Coordinators had received the new computer. There are a number of principled recommendations:

- The Coordinator has not input on the wages, and thus these should be set by the Finance Office.
 - Same applies for Copies and Printing—the Copy Centre Coordinator is the individual with the expertise of costing out the organization's printing needs.
 - Number has been completely arbitrary as some proportion of the printing in the Resource Office.

- \$500 Office Supplies—The Coordinator did not expect to spend \$500 in office supplies, although it will include software purchases. It was not deemed possible to meaningfully project usage.
- \$0 Subscription—Adobe Creative Cloud subscription was budgeted in the current year to provide support for the Communications Coordinator when they were away. However, the specific workflows between the file structure and the formatting for printing has resulted in minimal assistance being possible. As such, it was recommended to simply allow the subscription to lapse.
- \$250 Resources and Books—Canadian Society of Organization Executives have been a source for useful books. These could continue to be a resource for Board members with an interest in governance
- Job Development—The only major expense. \$4500 per year (\$700 per class, with 2 classes per semester)

The Coordinator is currently pursuing courses in business analytics—Turning data into information which would assist in having an objective foundation to make policy decisions. At present, the Society is basing on practices of other societies and supposed best practices, without objective data in decision-making. There was a desire to have a principle of information management that has been missing.

The job development was part of a longer term goal for the Campaigns, Research, and Policy Office to leverage information technology to enable student society initiatives. The society has a legal mandate to manage the member registry, and yet it does not currently have access to the member registry. A secure local database along with concrete controls and policies would have to be in place in the organization to meaningfully request the information from SFU in a way that eliminated liability for both the university and the society. This would allow the organization to begin building up databases and systems for low cost, including volunteer and campaign databases, as well as relational information. This could also assist in service reviews and the provision of information to the membership in an increasingly effective manner.

The goal of the overall job development was to allow for meaningful analytics through the management of a database. This would require IT support within the Society to establish a local area network, support development of databases, and to recognize the needs of the Society and to convey such needs to suppliers. The organization need to review the current databases and their relations to a member registry and centered through one vendor and one staff member. Infrastructure was seen as a crucial long-term investment for the organization.

It was expressed that any infrastructure items should be sourced from Communications Office.

Concern was raised around office capacity, should the development of the IT infrastructure take a priority. The office had not prioritized media monitoring, but a research position may need to be created in the future—potentially as a student position. The research would enable the development of campaigns, as the organizational burden for advocacy campaign research is being carried by President Bueckert and the level of research being conducted could not be subsumed within the CRP Office without increasing support. Support would also be needed to maintain capacity in policy work.

7. Adjournment 10:26pm