MINUTES OF THE BUDGET COMMITTEE

Present: Laura Best (Chair), Brian Duong (VP Finance), Kristen Read, Ian McKechnie, Alan Warkentin (SAC member)

Absent: James Goodfellow (at-large), Scott Price (at-large)

The meeting was called to order at 6:20 p.m.

1. Budget for AMS Events Department - Questions to ask Justin Sudds:

- Need specific events budgets?
  - Justin will provide event budgets for the past year.
- Need a more detailed breakdown of line items such as:
  - sponsorship.
  - salary and wages.
  - benefits.
  - conferences.
  - furniture and equipment.
  - professional services.
- Role of employees:
  - job descriptions.
- Concert revenue? Speaker?
- What is encompassed under joint projects?
  - where is the revenue line item?
- Are commission included in the budget?
- What was special projects this past year?
- Advertising and promotion:
  - promotion of events goes under events budgets.

2. Answers to above questions:

- Sponsorship:
  - jumped because of Rogers deal.
  - additionally - smaller sponsors (except for main events and Welcome Back BBQ) no event sponsorship.
  - Durex - representative came out to events.
  - Travel Cuts - all goes to events.
  - We pay XFM.
  - Gets revenue from sponsorship and just JV’s out costs (ie. $ to Firstweek and Bookings).
  - Concert revenue - SUBcetera deposits (maybe in wrong account).
- Salary & Wages:
  - Justin and Eran are full-time employees.
  - Part-time salary for Shea, Brian and Karen (½ year).
  - Workstudy - Jocelyn, Maryam, Cristin and Kathleen.
  - Shortstaffed this past year.
  - 2 banner
  - 3 crew
  - 1 office assistant
  - promotional/marketing assistant
  - Ask Bernie about being over- budget on this line item.
- Benefits:
  - Health & dental benefits.
  - Meal vouchers.
- Conferences and official business - industry based relationships:
- Last year - 2 to Guelph for COCA National Conference (Justin/Eran) in June.
- 2 to Winnipeg for COCA Regional Conference.
- 1 to ‘new music west’ - Justin in October.
- Canada Music Week - Justin in March.

<
Professional Services:
- Meals and outings.

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Furniture and Equipment:
- New computer, new chairs, office paint and PA equipment (expensive) purchased last year.
- New year - more PA equipment expenses.

<
Ad and Promotions:
- Should be under Promotions Dept.
- Needs clarification.

<
Job Descriptions:
- Justin Sudds (Events Manager) - high end programming, sponsorship (a couple of months dedicated to this ie. Firstweek), finances, overseeing department and entertainment for other groups ie. ACF and SLC).
- Eran Norton (Events Assistant) - low end programming special projects (Vagina Monologues, Battle of Bands).

<
Joint Projects:
- External to Events (Events is more logistics, behind scenes, not personally responsible for success of events).
- Bookings $ comes out.
- Events does take a loss on these joint projects.
- Work with clubs (ie. Ski and Board). One party was subsidized.

<
Special Projects:
- Revenue from what?
- Vagina Monologues revenue (ie. chocolate).
- Expenses and revenue from Vagina Monologues.

<
Sponsorship for new year - real (net):
- Net revenue is only $37,500

<
Banner Department Charges:
- $3.50 internal.
- Banner painting service $9 each for room use, $9 for supplies ($18 in total).
- Justin feels we might be undercharging.
- Rogers and Travel Cuts - part of agreement to have banners.

3. Suggestions:
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- Need clearer account codes.
- New account codes to be used precisely.
- Sponsorship will probably be moved out to more general AMS line.
- Banners to be moved under Promotions/PR.

4. Next Meeting:
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- To be held Tuesday, April 22 at 5:30 p.m.

There being no further business, the meeting was adjourned at 7:45 p.m.
Laura Best
Chair, Budget Committee

LB:pr
MINUTES OF THE BUDGET COMMITTEE

Present: Laura Best (Chair), Brian Duong (VP Finance), Ian McKechnie, Kate Woznow

Absent: Alan Warkentin, Kristen Read (at-large), Sigal Stein (at-large), (SAC member)

The meeting was called to order at 3:40 p.m.

1. Budget Presentation:

   - Brian presented the current financial situation of the AMS.
   - Introduced improvements to the budgetary process and increased the awareness of potential opportunities.
   - Ian asked if the current budget takes into account that any honorarium over $1000 has to be changed to a salary (with benefits)?
     - Brian will follow-up on this issue with Henry Chen.

2. Next Meeting:

   - To be held Saturday, May 10 at 3:00 p.m.

There being no further business, the meeting adjourned at 4:30 p.m.

Laura Best
Chair
Budget Committee

LB:pr
MINUTES OF THE BUDGET COMMITTEE

The meeting was called to order at 3:30 p.m.

1. Tutoring:
   - Salaries and wages (employees) - 30 tutors, $15/per hour.
   - Staff training - 6 hours each.
   - Exam database - $500 honorarium for management.
   - Teaching Supplies - $25 for whiteboard markers.
   - Volunteer/staff appreciation - $350 for staff dinner.
   - $350 for staff t-shirts (required to wear).
   - Brooke will create a separate line item for staff uniforms to make this line item more clear.
   - Tutoring bottom line $20,866

2. Orientations:
   - Salaries and wages - $15,250; $10,00 for the Coordinator, $750 for honorarium for those who helped in lieu of Assistant Coordinator for the month of May, $4,500 for Assistant Coordinator starting in June.
   - Last year advertising and promotions shared between Firstweek, Orientations and Imagine UBC. This year a mail-out will be shared between Firstweek and Orientations.
   - Orientations budget (combination between Dani’s and Natasha’s recommendations):
     - Salaries and wages $15,250
     - Staff wages $9,500
     - Benefits $2,722
     - Telephone/Fax $540
     - Postage $3,500
     - Photocopying $250
     - Advertising & Promotions $1,650
     - Part. packages $5,000
     - Food $4,500
     - Transportation $500
     - Transfer/mature students $500
     - Miscellaneous $100
     - Office Supplies $250
     - Expenses $44,512
     - Revenue/Sponsorship $1,000
     - Fee Revenue $35,000
     - Bottom Line $8,512

3. Safewalk:
Salaries and wages - Coordinator ($12,000), 2 Assistant Coordinators at ($6,000) each.

Staff salaries and wages will be under review by Safewalk in partnership with Brian.

Staff training $750 (more realistic figures to include food at 2-day training). Wants to increase staff appreciation to $1000; Budget Committee would like to have an idea of what it would go to before this budget line item is passed.

Telephone - 2 land lines, 2 AMS cell phones, reimbursement of $20/month for personal cell phone = $1400

Furniture and equipment - needs to be more clarity between radios, office improvements, new computer ($1800).

Advertising and promotions - keychains (about 5000 at 75¢ each - hopefully will split with SASC and Speakeasy).

NOTE: Safewalk will be renegotiating contract with TREK for the use of the van.

Photocopying - needs to be more accurate as Safewalk always goes over-budget on this line item.

More accurate budget for staff salaries and wages will be coming out next week.

Safewalk bottom line is $191,502

4. **Speakeasy:**

- Honoraria - 6 team leaders, 1 person responsible for statistics, $500 each.
- Volunteer training - $2300 + extra $600 (for team leader training).
- All volunteers - 2 weekends of training in September and 1 weekend in January.
- Would like a guest speaker for team leader and normal training.
- New manuals.
- Volunteer appreciation - year-end dinner, (maybe t-shirts, sports team subsidization).

- Advertising and promotions $1400 - keychains and posters, new sign, vests for volunteers at desk.

NOTE: How will the cost of keychains be divided between Safewalk, SASC and Speakeasy? Maybe put a small donation jar by free keychain basket.

- Signage will cost $100 - $150
- Library and subscriptions - 2 Redbooks ($70 each).
- Special projects - something to do with conference

What could be cut without compromising the quality of the service?

- could guest speakers be offered a small gift instead of an honorarium?
- volunteer training - photocopy costs of new manuals.
- Coordinators will be encouraged to apply for grants.
- special projects $300 for conference? Conference was to be cost recovery - Speakeasy already has miscellaneous line item - this line item could be eliminated.
- new volunteer training cost is $2600
- keychains - options? - need to discuss cost sharing. Could we use stickers instead?

5. **Joblink:**

- Salaries (Coordinators) - $22,000 (includes honorarium in salaries as opposed to separate line item.
- Staff appreciation - $100
- Photocopying and administration - already stocked up on.
- Special Projects - job fairs, mass outreach to campus - working with Career Services.
- Budget Committee - is advertising and promotions too low? Could we have a larger campaign?
The Joblink logo should be on the AMS Jobs website.

6. **Advocacy Office:**
   - Salary - $12,000 for Coordinator and $6000 for Associate Intern - $100 per month for 12 months. ($600 left over from IPF) - honoraria for 6 months for an Associate 10 - 15 hours per week.
   - NOTE: 2nd Advocate Associate did not go through Compensation Review.

7. **Volunteer Services:**
   - Salaries and wages $22,000 ($12,000 for the Coordinator, $6,000 for the full-time Assistant Coordinator, and $4000 for the part-time (8 months) Assistant Coordinator.
   - Volunteer/staff appreciation - need to make this number consistent with other services with equal number of staff.
   - Across the board - $50/admin staff.
   - Staff appreciation.
   - Joblink and Advocacy budgets will be adjusted as necessary.
   - NOTE: Ian McKechnie arrive at 5:50 p.m.

8. **Next Meeting:**
   - To be held on Tuesday, May 13 at 6:30 p.m.
   - Budgets to be discussed on Tuesday include:
     - Firstweek
     - Executive Committee
     - VP Academic and VP Finance
   - We will also be finalising the Services budgets wth the exceptio of Safewalk.

There being no further business, the meeting adjourned at 6:45 p.m.

Laura Best  
Chair  
Budget Committee  

LB:pr
MINUTES OF THE BUDGET COMMITTEE

Present: Laura Best (Chair), Brian Duong (VP Finance), Kate Woznow

Absent: Kristen Read (at-large), Sigal Stein (at-large), Ian McKechnie, Alan Warkentin, (SAC member)

The meeting was called to order at 6:30 p.m.

1. Firstweek:
   - Staff honoraria $5000 - 10 people $500 each.
   - Postage - mailouts, residence mailouts.
   - 1st night BBQ entertainment - $400 for DJ.
   - Movie - $500 for pool table and screen set-up.
   - Speaker - 2 speakers.
   - SRC beer garden - rental of SRC.
   - Shinerama - is that money recovered from donations or is it an AMS donation to Shinerama - we do not get that money back.
   - Recommendation - look at free speakers - ie: local MP’s from different parties to debate.

2. OmbudsOffice:
   - Honoraria $1300 - we need a breakdown of hours and job description.
   - Professional Development - 6 courses at approximately $465 at Justice Institute.
   - 6 courses - are these needed? Maybe 3 would be more appropriate?
   - how many courses should one take to be an excellent ombudsperson?
   - Advocacy and other similar services do not have professional development.

3. Student Government:
   - Discussed proposed budgets for Council and Committees of Council as well as budgets for VP Academic, VP Finance and VP External.

4. Next Meeting:
   - To be held on Thursday, May 15 at 2:00 p.m.
   - We will be discussing budgets for the following:
     - Executive Coordinator of Student Services.
     - Events and Firstweek.
     - Public Relations Department.
     - Rest of the Executive and the Executive Committee
     - Policy Advisor

5. Minutes:
   - The minutes of the Budget Committee dated May 6, 2003 were approved as presented.

There being no further business, the meeting adjourned at 9:00 p.m.

Laura Best
Chair
Budget Committee

LB:pr
MINUTES OF THE BUDGET COMMITTEE

Present: Laura Best (Chair), Brian Duong (VP Finance), Kate Woznow, Ian McKechnie, Sigal Stein (at-large)

Absent: Kristen Read (at-large), Alan Warkentin, (SAC member)

The meeting was called to order at 2:00 p.m.

1. Public Relations Department:
   < Salaries and wages (summer) #1 - Services Promo, 2nd Graphic Designer - everything else (businesses, events, executive stuff) - both will be postering, summer Database Developer, 2 positions partly funded by HRDC.
   < Salaries and wages (part-time), 2 part-time designers and 1 part-time Web Content Manager - about 15 hours per week.
   < Office supplies - ie: exacto knives, graphic pens, computer - 2 new computers (already purchased), 2 old computers, software upgrades, large banner printer ($5000) - large format printing ie: calendar of events.
      - banner - reduced number of staff, free up room in SUB, increased level of professionalism, easier for logos, can match posters to banners.
   < Special and professional courses in media relations and internet communication, price about three courses, buy books and learning materials
   < Furniture - building desks, shelves, chairs.
   < Library and subscription - ‘tools of the trade’.
   < Purchases online subscriptions.
   < Printer - 6 consumable parts.
   < Special projects (line item from old Communications Department).
      - portable display unit.
      - comment card boxes.
   < Revenue:
      - banner - maybe increase price by a bit, don’t charge for weekends ($4 per day ) 25¢. Banner pricing still not entirely worked out.
      - form online for promotions.
   < One time costs:
      - printer.
      - 3 computers (one new/year probably).
      - furniture/equipment (usually $1200).
      - web projects a chunk at a time - spread over several summers).

2. Inside UBC:
   < Lisa came into this project mid-stride and is therefore less familiar with this budget.
   < No need for honorarium for photographer.
   < Computer hardware - had to buy Quark.
   < Ian - feels computer and software purchase policy needs to be reviewed.

3. Policy Advisor:
   < Conference and official business - $700 - $1000 on Vancouver Board of Trade and other events. Remaining $600 for membership fees (Fraser Institute, and the Canadian Centre for Policy Alternatives); University conferences that the Policy Advisor attends on site.
Special and professional events - to ensure ability to engage in government relations; lunches, personal exchanges; Kate mentioned that this could come out of the External and University Lobbying Fund.

Library - 3 key areas:
- CABO (Canadian Association of Business Officials) - information used in tuition argument.
- $350 towards Boudin’s Media (database of reporters) - $700 in total but half is covered by the PR Department.
- Journals - ie: journals of higher education miscellaneous - added $100

4. VP Administration:
Budget was presented.

5. VP External:
Conferences and official business - transportation conference - is this needed? Went to national forum.

6. Events Department:
Part-time salaries - staffing changes due to quality, 1 Assistant (posterizing and promotions).
Work-study - don’t know how many work study students will be appointed vs. part-time staff - depends on who applies.
- Currently 8 student staff.
Conferences - COCA National (Justin and Eran go - 2 flights to Montreal, hotel and conference fees); COCA Regional (2 delegates); Canada Music Week (Justin), New Music West.
- those relationships are needed in this industry.
Advertising and promotions - cut down on the number of posters printed for shows.
Library - COCA membership fee, magazines.
Volunteer/staff appreciation - 2 dinners a year.

7. Executive Coordinator of Student Services:
$1500 for conference and official business - COCA, BC Orientations, CAUCUSS.
Special projects and professional - conferences for services.
Assistant - June - April (10 months) 10 hours per week - requested $2500
- Assistant would do:
  - Roundup.
  - make appropriate evaluations for the Services.
  - attend meetings.
  - find out how to mold services to fit the needs of students.
  - look at options for the future.
  - conduct a general survey of student services.
  - work on outreach for the services.
Budget Committee decided that the proposal of the roles outlined for this position can be fulfilled by current staff and the new Executive Projects Assistant.
- see how it goes this year with the new position and then re-assess the need.
Dani also noted a need for new computers.
- Hong should do a computer assessment of what we currently have and what we need.
There being no further business, the meeting adjourned at 6:25 p.m.

Laura Best  
Chair  
Budget Committee

LB:pr
MINUTES OF THE BUDGET COMMITTEE

Present: Laura Best (Chair), Brian Duong (VP Finance), Kate Woznow, Mark Lam (proxy for Alan Warkentin), Jason Salvador (proxy for Kristen Read)

Guest: Mark Hannesson (Ombuds Office)

The meeting was called to order at 1:30 p.m.

1. **Ombuds Office Budget:**
   - Discussion around Ombuds office's budget, specifically in relation to the Special Projects (Conflict Resolution workshops) expenses and revenues.
   - Current Ombuds office budget as approved by Council:
     - Professional Development – expenses - $1700
     - Special Projects (Con Res) – expenses - $1000
     - Special Projects (Con Res) – revenues - $1300
     - ~ Con Res was to break even, and then the extra $300 profit was to go towards professional development for the Ombudsperson (to take another course at the Justice Institute so she would be qualified to run this course)
   - The Ombuds Office thought the $1000 in expenses was a subsidy and that the total costs of Con Res could exceed total expenses of Con Res by $1000 for the year – this was erroneous.
   - What Ombuds Office had planned for year (see detailed budget breakdown attached):
     - Con Res expenses - $2765
     - Con Res revenue - $1800
   - Ombuds office noted that they felt this was an important project as their workload is almost double from last year.
   - Ombuds office feels that the submitted budget proposal for the Con Res program is needed so that AMS' Con Res program is as appealing as other offered (ie: GSS).
   - Budget Committee voiced concerns that under the original approved budget, the Con Res program would break even and then help fund other line items in the budget (namely, the professional development).
     - Under the current plan of the Ombuds office, they would require a subsidy from the AMS, changing the nature of what Budget Committee and Council originally approved.
   - A Con Res workshop has been planned for August 20-21st; participants have already paid $20 registration and have certain expectation (like food).
   - While the contract for the coordinator of Con Res program (Bijan) has not been approved by SAC, there was an agreement between the Ombuds office and Bijan that he would get paid $500 for running it.
     - It is therefore not possible to breakeven on this coming workshop
   - The Ombuds Office was hesitant to change the salary of the coordinator as $500 per session was deemed “market value”.
     - Coordinator prepares handouts, runs the workshops (8 hours total) and is in charge of registration, evaluations and certificates.
     - This pay is for both his time and expertise.
     - This determination of market value was based on Bijan's pay by other departments for this work.

2. **Budget Committee's Decisions on these issues:**

MOVED BRIAN DUONG, SECONDED LAURA BEST:

"That Budget Committee approve the following changes to the Ombuds Office's budget:
Professional Development $1400 – expenses
Special Projects $1500 – total expenses for the entire year
Special Projects $1500 – total revenues for the entire year

Note: It is up to the Ombuds Office to determine the breakdown of expenses and revenues within their special projects line items, however, the Con Res program is intended to break even this year."

Carried

Laura will inform the Ombuds Office of these changes. Brian will work with them (if necessary) to ensure the office understands these changes and that they stay on budget.

There being no further business, the meeting was adjourned at 2:15 p.m.

Laura Best
Chair
Budget Committee

LB:pr