MINUTES OF THE BUDGET COMMITTEE

Present: Stacey Chiu (Chair), Jeff Potter, Reka Pataky, Lana Rupp (left 4:30 pm) Alan Warkentin (arrived 4:20 pm)

Absent: Scott Price, Brenda Ogembo

The meeting was called to order at 4:05 p.m.

1. Historical Surplus/Deficit of the AMS:
   - Stacey provided an historical look at the AMS’ financial status from 1998 -1999 to present.
   - AMS Fees received have increased due to the increase of students on campus.
   - Last three months have been favourable for the Business operations.
   - Investment income has increased as a result of better cash flow management.
   - Budgeted surplus for 2003-2004 is $34,000 for an accumulated surplus of $7,000.

2. Forecast Surplus/Deficit of the AMS:
   - Will need to pick up an insurance.
   - Forecasted deficit for 2004-2005 fiscal year is $37,000

3. Structure of AMS Accounts System:
   - Stacey provided an explanation for the system of accounts.
     - each department is assigned a three digit primary account code
   - Budget Committee is responsible for budgeting for student government, student services and programs and publications.

4. Student Council (050):
   - Alan provided insight for previous year’s decisions and rationale.
   - Food and refreshments - depends on the number of meetings and number of councillors.
   - During the 2003-2004 year office supplies is substantially higher than budget and photocopying of administrative is substantially below budget - could there be a correlation?
   - The committee scrutinized each account and set figures or required further information.
   - Stacey will look into questions and provide information during the next meeting.

5. Services:
   - Stacey has met with each service and determined rationale for numbers set.
   - Almost all services have submitted complete templates.
   - Stacey will email the group the templates for perusal during exam period.

There being no further business, the meeting was adjourned at 5:10 p.m.
Stacey Chiu
Chair, Budget Committee

SC:val
The Alma Mater Society of UBC

MINUTES OF THE BUDGET COMMITTEE

Present: Stacey Chiu (VP Finance), Jeff Potter, Scott Price
Absent: Brenda Ogembo (Chair), Reka Pataky, Lana Rupp (at-large), Alan Warkentin (Finance Commissioner), SAC member

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

1. Discussed Preliminary Budget:
   - 2003-2004 performed better than budget for three reasons:
     - Increased number of students, therefore more revenue from student fees.
     - Businesses were under budget until February, but since then have exceeded expectations and generated $25,000 above budget.
     - There was no reason for us to touch our contingency of $87,350 (5% of the operating budget as stipulated by Code).
   - Would like to top-up funds which are not regularly replenished:
     - $65,000 to the Student Services Fund
     - $50,000 for the Repair & Replacement Fund
     - $25,000 for the Insurance Fund
     - Pay off the balance of the CITR loan of $18,000
   - Will assume the same budget as last year for the Preliminary Budget- this incorporates a cushion as taking into consideration all the departments as a whole, we did not spend as much.
   - Will budget $40,000 in Discretionary Transfers. This will be to supplement expected legal fees.

2. Discussed the possibility of a Contingency Fund to be approved by Council should a Service/Government Department come up with a new initiative during the year that is not budgeted for. Stacey to follow up.

3. Put together Timeline for budget with the Final Budget Presentation to Council on Wednesday, June 30th.

4. Stacey will send out the Preliminary Budget with an accompanying memo on Wednesday, May 5th.

There being no further business, the meeting was adjourned at 8:00 p.m.

Brenda Ogembo
Chair
Budget Committee

BO:pr
The Alma Mater Society of UBC

MINUTES OF THE BUDGET COMMITTEE

Present: Stacey Chiu (VP Finance), Scott Price, Alan Warkentin (Finance Commissioner)

Absent: Brenda Ogembo (Chair), Jeff Potter, Reka Pataky, Lana Rupp (at-large), SAC

member

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

1. Reviewed Initial Submissions from Services:
   ▶ Stacey has already looked through it and made her suggestions and formulated
      some questions for meetings.
   ▶ Budget Committee looked through the numbers and also made suggestions and
      questions.

2. In regards to the Contingency Fund proposed at the last meeting, Stacey has done some
   research and found out that on the Government Side, groups can request money from the
   Executive Committee Special Projects account and on the Services Side, groups can
   request money from the Student Services Fund (however such has not been done since
   2000 when $5000 was requested to form the AMS Internship Program).

There being no further business, the meeting was adjourned at 9:30 p.m.

Brenda Ogembo
Chair
Budget Committee

BO:pr
The Alma Mater Society of UBC

MINUTES OF THE BUDGET COMMITTEE

May 15, 2004

Present: Stacey Chiu (VP Finance), Scott Price, Gavin Dew (at-large), Lucia Lam (Appointed by SAC, but not yet appointed by Council), Alan Warkentin (via Speakerphone 3:30-3:45pm)

Absent: Brenda Ogembo (Chair), Jeff Potter, Justine Chan

Guests: Alison Atkinson (Firstweek), Colin Jack (Minischool), Karen Ward (Inside UBC)

The meeting was called to order at 2:30 p.m.

1. Committee Members:
   - Reka Pataky and Lana Rupp have officially resigned. New members appointed during last council meeting are Justine Chan and Gavin Dew. SAC has appointed Lucia Lam.

2. Budget Committee reviewed the steps it would be taking to formulate the budget.

3. Firstweek:
   - Was $18,891 over budget last year.
   - Formulated budget using last year's budget as a guide.
   - Key Changes:
     - Will be changing kit prices from $16 to $10, a more convenient amount to pay.
     - Will not be booking a Comedian, but will continue to have UBC Improv Club.
     - Shinerama will be done in partnership with Volunteer Connections.
     - Looking to have a well-known speaker, which will cost more; but also looking to scale back on concert.
     - Implementing new events: Jazz Night, Candlelight Sessions, DJ and Band Pit Night.
   - Overall budget down from last year’s by $5400.

4. Minischool:
   - Still uncertain if there will be Summer Minischool.
   - Has prepared budget for September 2004 to April 2005.
   - Would like an assistant as the job requires someone to be present while classes run and classes run from Monday to Thursday.
   - Had an intern.
   - Would like to see more done with the PR Department. Did all of his promotions independently.
   - Estimating an increase in the amount of participation will increase, with the potential to increase revenue.
   - Would like to open up classes to nearby residents as well, however students would always receive priority for registration.

5. InsideUBC:
   - Went $1449 over budget last year; however feels this year will be similar to what was budgeted last year due to ads sold and printing costs.
   - Feels comfortable with last year’s budget numbers and would like to use them again for this year.

There being no further business, the meeting was adjourned at 5:15 p.m.

Brenda Ogembo
Chair
Budget Committee
MINUTES OF THE BUDGET COMMITTEE

May 21, 2004

Present: Brenda Ogembo (Chair - arrived 1:30 p.m.), Stacey Chiu (VP Finance), Jeff Potter, Gavin Dew (at-large)

Absent: Scott Price, Justine Chan, Alan Warkentin (Finance Commissioner), Lucia Lam (Appointed by SAC, but not yet appointed by Council)

Guests: Sheldon Goldfarb (Researcher & Archivist), Megan Volk (Advocacy), Holly Foxcroft (VP External)

The meeting was called to order at 12:45 p.m.

1. Archives:
   - Last year $10,715 over budget. This was due to two disasters: flood & computer died.
   - Had to replace 100 boxes, by a hygrometer, and spend extra hours on flood recovery.
   - There has been an increased volume of work so would like to expand Daphne’s hours from 10 to 15. There is more work because of the need to keep up with the AMS website and AMS subsidiaries.
   - Wages are also expected to increase according to CPI.
   - As a result of the flood would like to prevent future damage by purchasing plastic bins to protect blue print drawings, photocopying photographs, and providing better protection for newspapers.
   - Would like a double sided printer. Prints all of the e-mails that gets sent to archives because has reservations about electronic archiving. A busy week used to consist of 200 e-mails, now a slow one does.
   - Item needed the most: cart. The current cart is “warped and wobbly”. Will look into the possibility of getting one from the library.

2. Advocacy:
   - Sticking very closely to last year’s budget.
   - Would like to have another advocate to help handle the increased volume of work, therefore there is an increase of $3000 in honoraria.
   - Would like more promotions.
     - Question: Will the office be able to handle more people if there already is an increased volume of work?
     - Answer: Has a goal of 200 cases and would like to meet that goal.
   - Already purchased a computer and Stacey approved the transaction at the end of the previous coordinator’s term.

3. VP External:
   - Overall budget has decreased $2921 from last year. This includes the $2,431 raise given to executives last year.
   - Has cut as much as possible from budget where it did not seem necessary last year.
   - Not doing Provincial Lobby Group for $3000.

4. VP Finance:
   - Overall budget has increased $588 from last year. This includes the $2,431 raise given to executives last year.
   - Decreased conference and official business by $1000 because the only conference she will be attending is CCSA.
   - Has concerns about photocopying costs. Has put a sign by the photocopier informing people that each copy results in six cents being charged to their budget.
   - Has decreased costs of Financial Awareness Days from $1700 to $900 and instead has reallocated the funds to the Sigma Tao Chi dinner for Fundraising.

There being no further business, the meeting was adjourned at 3:30 p.m.

Brenda Ogembo
Chair, Budget Committee
MINUTES OF THE BUDGET COMMITTEE

May 25, 2004

Present: Stacey Chiu (VP Finance), Gavin Dew (at-large), Justine Chan (Council - left from 1:00 - 2:15 p.m.), Lucia Lam (SAC - arrived 3:00 p.m.), Brenda Ogembo (Chair - arrived 3:30 p.m.)

Absent: Scott Price (Council), Alan Warkentin (Fincom), Jeff Potter (Council)

Guests: Kimberley Jones (Tutoring); Caitlin McCreary-Burke (JobLink), Josh McNorton (Volunteer Connections), Alice Campbell (Orientations), Amina Rai (President)

The meeting was called to order at 11:10 a.m.

1. Tutoring:
   - Would like a new assistant. There would be 2 weeks of overlap for 2 assistants.
   - Although $100 was spent on volunteer training last year, would like the same amount of $250 to be budgeted to be able to focus more on teambuilding and big trainings in September and January.
   - There are about 32 tutors, would like $2000 to have teambuilding events three or four times a year.
   - If necessary to cut, suggest cut from Advertising and Promotions.
   - Need $500 for the Exam Database.
   - Appointment fee incomes and tutor registry revenue are not on the actuals printout, will look it up.

2. JobLink:
   - Majority of budget consistent with last year's.
   - Would like postage to increase as plan on recruiting more off-campus businesses.
   - Cross-promotions to be done with Volunteer Connections.
   - Special projects are rack cards to put in employer's business, job fairs, and a database for summer jobs across Canada.
   - Hoping the additional revenue for more business will offset most of the costs for extra advertising.

3. Volunteer Connections:
   - Majority if budget consistent with last year's.
   - Would like postage to increase as plan on recruiting more off-campus organizations.
   - Cross-promotions to be done with Volunteer Connections.
   - Still have a lot of promotional materials from last year that can be re-used.
   - Received IPF funding to make a database.
   - Through discussion with the outgoing co-ordinator, feel that $1000 is sufficient for Volunteer fairs. Not much growth is expected with the fairs. Instead, there are other projects that are expanding and growing.

4. Orientations:
   - Summer budget.
   - Alice has taken last year's actuals and calculated which costs were incurred over the summer to provide a benchmark.
   - Last year, guides were paid late in September due to a lot of paperwork being processed in September.
   - Increase in postage cost expected with increase in mail prices.
   - Last year, Coke Sponsorship was received for drinks to be available for lunch.
   - This year due to the delay in hiring, no one applied.
   - Would like to offer more of a food variety.
     - In the past, pizza from Pie R has been purchased for $2.75.
     - Through discussions with Nancy, has determined that $5 vouchers which can be used at any of the outlets can be made available for $4.
       - The Food and Beverage Department is willing to subsidize $1.
       - Project summer participation is 2000; therefore, food costs could be $8000.
       - Another possibility would be using the Patio BBQ instead of Pie R.
Phone/Fax prorated for 8 weeks.

Staples in willing to give 50% off pens.
- Suggest inquiring with the Outpost if they are willing to offer a similar discount.

Looking for quotes for clipboards.
- Suggest also going to the Outpost and inquire what the lowest price they will offer.

Will be working on pushing sponsorship. Have budgeted $3,300 in sponsorship revenue.
- This is to consist of people having cash to have inserts placed in clipboards.
- Also will have an e-newsletter called First Contact.
- Working with Justin Sudds to pursue sponsorship.

First week partnership: Students will receive a $3 discount if they register for Orientations and Firstweek together. Last year they received a $5 discount covered entirely by Orientations. This year the cost will be shared ($1 from Firstweek; $2 from Orientations).

Online Registration: would have much like to have online registration and payment.

Pricing Model proposal:
- $18 for Early Bird Registration.
- $23 for Pre-Registration.
- $25 for Drop-in (there is a lot of administrative work involved, therefore to discourage there is a higher price)
- $15 for International Student Orientations

Will speak to Lynden to determine who should put together the budget from September to April.

5. President:
- Formed budget from last year's actuals.
- Forecast greater phone and fax as more communication will be done with other universities.
- Needs to purchase a chair. Has given hers to the VP Academic, whose chair was taken 2 years ago.
- Does not need a budget for Public Relations.

There being no further business, the meeting was adjourned at 4:45 p.m.
MINUTES OF THE BUDGET COMMITTEE

Present: Brenda Ogembo (Chair), Stacey Chiu (VP Finance - arrived 12:30 pm), Gavin Dew (at-large), Lucia Lam (SAC)

Absent: Scott Price (Council), Justine Chan (Council), Alan Warkentin (Fincom), Jeff Potter (Council)

Guests: Jared Wright (Policy Analyst), Justin Sudds (Events)

The meeting was called to order at 12:00 p.m.

1. **Policy Analyst:**
   < There is a salary increase according to contract.
   < Everything else is budgeted the same as last year.

2. **Welcome Back BBQ:**
   < Has gone through each line item.
   < Would like to stick with last year's budget.
   < Last year went over budget by $11,000.
   < Feels that beverage costs could be better managed.

3. **Events:**
   < Salary amount includes co-ordinator and assistant and commission.
   < However, commission accounting structure is to change with this year's budget.
   < Street Team was not budgeted for last year. Part time staff on honorarium (Coordinator receives $1,750 and 5 team members that get paid $1,500 each). Hiring done internally. Coordinator already hired.
   < There is an office assistant. She was originally hired on work-study. She is hired on a contract for between $11 to $12 per hour.
   < Would like to budget $3,500 for phone calls as people are contacted all over North America.
   < Last year, went over with furniture and equipment because purchased a printer/fax machine, new chairs and new desks.
   < Photocopying is quite high. Nor sure why. Could be due to an accounting error.
   < Spent $8,803 last year in conference and official business. This is the most that was ever spent in the last couple of years. An increase was due to the fact that three people (Justin, Erin and Dani) went to COCA last year.
   < Advertising and Promotions: looks like there are accounting errors there. Went over budget by $14,218. Requesting $600 for this year. Other charges were taken from this account when it should not have been. Items such as Georgia Straight ad should be.
   < Would like $1,000 for Special and Professional. This includes business lunches and dinners. Last year went over budget by $406 and spent $1,156.
   < Would like $1,500 for Library and Subscriptions. This includes Rolling Stones and COCA membership.
   < Budgeting $200 for postage. Postage is used to courier contracts.
   < The Special Projects account was used for Vagina Monologues last year.
   < Budgeting $1,000 for Rental expense. This is because equipment often needs to be replaced as people are not as careful with equipment that does not belong to them.
   < Expecting roughly the same total amount in revenue for various events next year,
but expecting differences in sources from last year.

There were some accounting mistakes made with last year's event revenues so that they are off budget.

The breakdown in revenue sources differ each year as it depends on the direction of the executive. That is, some years there is a greater focus on speaker series or concerts.

Estimating $20,000 in Equipment Rentals as more club rentals could be done. Last year there was $2,686.

There was some confusion with Sponsorship Revenue last year. The account is 5090 but the sheet that Justin was given said 5060 and Constituency Concert Revenue was listed as 5090.

At the end of the year, the events department's bottom line was $15,000 mainly due to Noam Chomsky. However, Henry pulled out some funds for an events holding fund.

There being no further business, the meeting was adjourned at 1:30 pm.

Brenda Adhiambo Ogembo
Chair
Budget Committee

BAO:val
MINUTES OF THE BUDGET COMMITTEE

Present: Stacey Chiu, Gavin Dew (at-large), Scott Price (Speakeasy), Jeff Potter (Safewalk)

Absent: Brenda Ogembo, Justine Chan (Council), Alan Warkentin (Fincom), Lucia Lam (SAC)

Guests: David Treleaven (Speakeasy Coordinator), Jenny McCann (Safewalk Coordinator)

The meeting was called to order at 11:30 am.

1. Speakeasy:
- Pretty much looking to stick with last year’s budget.
- Less will be spent this year because last year we were the host of the National Peer Support Conference and a computer was purchased.
- Will be having two $500 bursaries for two people to attend the 2005 National Peer Support Conference in Ottawa.

The meeting with Speakeasy ended at 12:00 pm.

The meeting was reconvened at 4:40 pm.

2. Safewalk:
- The service is pretty much budgeted to remain close to last year.
- Will have the same amount in employee wages.
- Two weeks will be but from day light savings time.
- Assistant Coordinator salaries will be down by $2,000 as the second assistant will be hired later.
- Staff training consists of lunch and Positive Space.
- Would like $2,000 for furniture and equipment. This will cover rain pants and umbrellas.
- Would like advertising and promotions to increase to $3,000 to cover blue flashlights, which will be used to promote the blue lights. Will also have key chains ($1,900), stickers ($500), and posters.
- There is a water dispenser in the Safewalk office.
- Budgeting $500 for shifts for ACF.

There being no further business, the meeting was adjourned at 5:30 pm.

Stacey Chiu, Chair
Budget Committee

SC: val
MINUTES OF THE BUDGET COMMITTEE

Present: Brenda Ogembo (Chair), Stacey Chiu, Gavin Dew (at-large), Justine Chan (Council), Alan Warkentin (Fincom - via speakerphone), Lucia Lam (SAC)

Absent: Jeff Potter

Guests: Michelle Quigg (Ombuds), Paul Sutton (Safety Coordinator), Veronica Fynn (Safety Coordinator), Holly Foxcroft (VP External)

The meeting was called to order at 11:00 am.

1. BOG:
   - Basic expenditures: phone/fax, photocopying, miscellaneous.

2. WOW:
   - Costs are already spent. Spent $2,863.
   - This is down $1,386 from last year.

3. VP Academic:
   - Budgeted based on last year’s actuals.
   - Two commissioners say they were not paid their complete honoraria last year.
   - Would like to purchase new chairs and shelves for the new Ucom/Excom office.
   - Amalgamating special projects account. Would like $3,500 for Research and Community Projects and Wellness.
   - Just Desserts will now be done by the Exec Special Projects Assistant.

4. Ombudsperson:
   - Needs to buy new computer.
   - (Note: Idea - perhaps we would establish a Computer Replacement Fund as it seems each year there are a certain amount of computers that need to be replaced).
   - $900 honoraria for an intern to work on the computer database.
   - Would like $500 to add to website.
   - For professional development, would like to attend one or two classes.

5. Student Court
   - Budget is usually done by VP Academic. Budget Committee worked together to come up with the budget.
   - Honoraria is paid as needed for cases. The maximum honoraria that could be paid out is $6,250.
   - Past years has shown the full amount not being used.
   - Budget Committee decided to budget for $5,000.

6. Safety:
   - This year and only this year there will be two safety coordinators.
   - Compensation Review has set salaries at $6,000 for both, $3,500 higher than last year.
   - Because they are getting paid less than last year, they will be working fewer hours so they have less time to search for funding.
   - Would like $4,000 for special projects. This includes: personal safety, safety dance, safety theatre, and anti-racism and international student projects.
7. **The Conference Formerly Known as SUDS**
   - Will be done in a different format this year. Will be a conference amount different student unions across BC to get together for a weekend.
   - Budgeted to break-even.
   - Possibility of putting together a travel subsidy pool.
   - Will not be going to Whistler.

There being no further business, the meeting was adjourned at 3:30 pm.

Brenda Adhiambo Ogembo
Chair
Budget Committee

BAO:val
MINUTES OF THE BUDGET COMMITTEE

Present: Brenda Ogembo (Chair), Stacey Chiu, Gavin Dew (at-large)

Absent: Jeff Potter (Council), Justine Chan (Council), Alan Warkentin (Fincom), Lucia Lam (SAC), Scott Price (Council)

Guests: Lynden Wei, (ECSS - via speakerphone), Anthony Waldron (former EA)

The meeting was called to order at 1:00 p.m.

1. Senate:
   < Basic expenditures: phone/fax, photocopying, miscellaneous.
   < Food budget was based on taking a per meeting average last year and multiplying it by the number of expected meetings.

2. Exec Committee:
   < Wondering how to differentiate between conference and official business in Exec Committee budget and individual exe budgets.
   < Would like all projects to come out of Exec Special Projects instead of Exec Special Projects, Community Involvement and AMS Forums.
   < Would like $25,000 for Special Projects.
   < Other costs: Retreat, Photocopying and Admin, Conference and Official business.

3. ECSS:
   < Salary increase from $26,500 to $18,668 (as approved by the Executive Compensation Review Committee).
   < Would like $9,000 for joint services promotion account.
   < Suggested pooling all the different service accounts promo budgets to one account. Limits would be given to each service though.
   < Does not plan on using conference and official business.
   < Would like $3,000 for special projects.

3. Elections:
   < Most of the budget consists of wages of Elections Committee and poll and postering staff.
   < The number of referenda held will greatly increase costs. There are large labour costs as they take a lot of work.
   < The EA's cell phone should be upgraded to an unlimited plan during elections/referenda.
   < Candidate refunds may increase with more individual candidates running as there are no more slates. Should look at the percentage of votes that must be received in order to get a refund.

There being no further business, the meeting was adjourned at 3:30 pm.

Brenda Adhiambo Ogembo
Chair
Budget Committee

BAO: val
MINUTES OF THE BUDGET COMMITTEE

Present: Brenda Ogembo (Chair), Stacey Chiu, Gavin Dew (at-large), Scott Price (Council)

Absent: Jeff Potter (Council), Justine Chan (Council), Alan Warkentin (Fincom), Lucia Lam (SAC)

Guests: Caitlin McCreary-Burke (Joblink Coordinator)

The meeting was called to order at 4:30 p.m.

1. **Joblink:**
   - At the Service Meeting, it was discussed that things done with promotions by the ECSS was now going to be done by service.
   - It is not good for Joblink to cut back.
   - Would like $1,000 for Promotions instead of $100. The increase represents the amount which would normally be covered by the ECSS.
   - Also would like clipboards. One clipboard is $2.52. Last year the ECSS ordered additional ones when Orientations clipboards were made.
   - Budget Committee clarified that the ECSS had budgeted $9,000 for joint services promotions.
   - Budget Committee decided to allow the purchase of 100 clipboards from the ECSS Promo account for Joblink.

2. **Advocacy:**
   - Email from Megan.
   - Request change in Promotions from $500 to $1,000.
   - Increase represents cost of rack cards.
   - There will be new rack cards with tear away magnets on the bottom.
   - They cost 30¢ to 50¢ each. Would like 1,500.
   - Planning two big events this year: 1) promotional event with all the services, and 2) an advocacy awareness event.

3. **The Department Formerly Known as Public Relations:**
   - Stacey has been meeting with Shawn to put together this budget.
   - The new structure of the PR department has not yet been 100% determined.
   - Will most likely be split into two departments: Promotions and Communications (however need new names).
   - Budget estimates based on classifying last year's actuals into one of the two departments as well as new tasks.

3. **Budget Proposals:**
   - Budget proposals were amalgamated into one spreadsheet yesterday. Total proposals close to $100,000 above preliminary budget numbers.
   - Budget Committee reviewed the timeline to follow: setting final numbers, Henry to review Excel entries, appeals period, distribute to Council one week before budget presentation (Wednesday, June 23rd).
   - Budget Committee felt the timeline was really short and would feel rushed to complete the budget by Wednesday.
   - Budget Committee determined that having more time to complete the budget would allow for more of a consultative process and would allow more accurate budgets.
for departments that are currently undergoing restructuring.

- Decided to present the budget during the next council meeting after June 30th.
- Brenda and Amina rescheduled the next Council from July 21st to July 14th as Amina is leaving for a conference in California on the 18th.

3. **Budget:**
   - Reviewed current proposals. Looked for areas where budget could be less.
   - Re-evaluated Student Council budget.
   - Re-evaluated Exec budgets.

There being no further business, the meeting was adjourned at 11:00 pm.

Brenda Adhiambo Ogembo  
Chair  
Budget Committee

BAO:val
MINUTES OF THE BUDGET COMMITTEE

Present: Brenda Ogembo (Chair), Stacey Chiu, Gavin Dew (at-large), Jeff Potter (Council), Justine Chan (Council)

Absent: Alan Warkentin (Fincom), Lucia Lam (SAC), Scott Price (Council)

Guests: Lynden Wei, (ECSS - via speakerphone), Anthony Waldron (former EA)

The meeting was called to order at 2:30 p.m.

1. **Budget:**
   < Budget Committee continued to review current proposals and look for departments that could make adjustments.
   < Budget Committee looked in particular at the calculation of Employee Benefits. 22% has been used at the percentage for full-time staff and 12% for others.
   < The calculation of benefits is complicated as each employee's benefits vary on a number of factors such as the honoraria amount.
   < Decided to maintain full-time staff benefits at 22%.
   < Recalculated all other employees by taking the percentage of benefits relative to the honoraria paid and rounding up the percentage reasonable to be conservative.
   < Included $14,000 for the Federal Elections Campaign and $14,000 from the CASA fee increase from the External Lobbying fund.

There being no further business, the meeting was adjourned at 4:00 pm.

Brenda Adhiambo Ogembo
Chair
Budget Committee

BAO:val
MINUTES OF THE BUDGET COMMITTEE

Present: Brenda Ogembo (Chair), Stacey Chiu, Gavin Dew (at-large), Justine Chan (Council), Scott Price (Council)

Absent: Alan Warkentin (Fincom), Lucia Lam (SAC), Jeff Potter (Council)

Guests: Alice Campbell (AMS Orientations)

The meeting was called to order at 3:00 p.m.

1. Orientations:
   < The Orientations fees have been set: $18 for early bird; $23 for pre-reg; $25 for drop-in and $15 for international students.
   < A decision needed to be made for the cost of food and guide salary as they were time sensitive.
   Food:
   < The initial proposal was for $5 meal vouchers to be available for students. $4 to come from the Orientations budget and $1 to be subsidised by Food and Beverage department.
   < Budget Committee liked the idea of promoting AMS Businesses to new students through Orientations.
   < Budget Committee recognized the need to have alternative available to vegetarians and vegans.
   < Last year $4,500 was budgeted and $4,200 was spent. However, last year drinks were covered by Coke Sponsorship. This year, no application was made.
   < Discussed the possibility of continuing to have pizza for lunch or have burgers from the burger bar. An additional amount would be given to provide choices for students with food restrictions.
   < The amount of $6,000 was agreed upon. Alice would confirm with Nancy Toogood, Food and Beverage Manager, if this was a workable amount.
   Guide Salaries
   < The initial proposal was $10,000 for guide salaries. Would like to hire 10 guides and pay them each an honorarium of $1,000. They would pick 10-11 days to work. This amount also covers 4 days of training. More guides would allow for a more diverse group of guides from different faculties.
   < Last year there were fewer guides, paid $9.50/hour and they were overworked.
   < Budget Committee agreed to the proposal.

2. Budget:
   < Budget Committee continued to review current proposals and look for departments that could make adjustments.

There being no further business, the meeting was adjourned at 5:45 pm.

Brenda Adhiambo Ogembo
Chair
Budget Committee

BAO:val
MINUTES OF THE BUDGET COMMITTEE

Present: Stacey Chiu (Chair), Gavin Dew (at-large - arrived 12:00 pm), Justine Chan (Council), Scott Price (Council), Brenda Ogembo (arrived 12:30 pm)

Absent: Alan Warkentin (Fincom), Lucia Lam (SAC), Jeff Potter (Council)

Guests: Caitlin McCreary-Burke (Joblink Coordinator), Sheldon Goldfarb (Researcher and Archivist)

The meeting was called to order at 10:00 am.

1. Orientations:
   < Alice emailed Stacey confirming that Nancy thought $6,000 was a workable amount.

2. Student Services:
   < Looked at the promotions account for the ECSS and each individual service.
   < Decided it would be more effective to create a separate account for promotions and advertising for all the services.
   < During our discussions with each service, each coordinator agreed with this as long as the amount allocated to each individual service was clearly stated.
   < No cuts were made/suggested to any of the services individual promotions and advertising accounts.
   < The main idea for combining is so if during the year, one service is not using its complete amount, it can be reallocated to another service with approval from the services involved, the ECSS and the VP Finance.
   < The signing officer of the account would be the ECSS.

3. Joblink:
   < Budget Committee realized that the revenues for the services had not been included in the budget.
   < Caitlin clarified that $15 is charged per ad, $5 goes to UBC Career Services and $10 goes back to the service.
   < Last year from September to April (8 months), $7,300 was made. There was also notably a decrease in job posting once the service began charging; however this tended to be for jobs such as shoveling gravel.
   < It was agreed that $8,000 was a conservative estimate to make for expected revenues from Joblink.

4. Archives:
   < Budget Committee requested more specific information about the breakdown in wages for increased hours for the assistant and the budget for special office supplies.
   < Would like to purchase 50 tubes to store Michael Kingsmill’s architectural drawings. Each tube is $14.95. There is a slight discount if you buy a minimum of 5 tubes per year.

There being no further business, the meeting was adjourned at 1:00 pm.

Brenda Adhiambo Ogembo
Chair, Budget Committee
BAO: val
MINUTES OF THE BUDGET COMMITTEE

Present: Stacey Chiu (Chair), Gavin Dew (at-large), Justine Chan (Council), Brenda Ogembo (VP Academic)

Absent: Scott Price (Council), Alan Warkentin (Fincom), Lucia Lam (SAC), Jeff Potter (Council)

Guests: Caitlin McCreary-Burke (Joblink Coordinator), Sheldon Goldfarb (Researcher and Archivist)

The meeting was called to order at 1:00 pm.

1. Events/ Promotions/ Marketing:
   - these departments currently have no one employed as head of the department
   - Stacey sent the budget proposals to Bernie for suggestions (ex: wages should be pro-rated for the year and not budgeted for the time when no one was in the positions)
   - discussed suggestions and adopted them

2. Welcome Back BBQ:
   - the event started off with the intention of being a revenue generator, then the focus was shifted to break-even
   - last year $11,000 was spent
   - current budget proposal budgeted to bring in $4000
   - this is unrealistic; continuing with the trend in how things have been run, the bbq could cost as much as $15,000
   - Budget Committee discussed whether the Society should be putting in $15,000 into a one day event
   - the budget was scaled back to break even

3. Inside UBC
   - adjusted to break even
   - although more advertising was sold, there will be more features this year: ruler, fold out map, etc.

4. CiTR
   - adjusted budget to $115,000
   - needs to be $115,000 each year; only $110,800 budgeted for this year
   - additional amount put into a reserve

5. Firstweek
   - consulted with Alison, decided to reduce Candlelight Sessions from $10,000 to $8,000

6. Donations
   - in accordance with a motion passed last year, Budget Committee needs to set aside an amount for donations
   - after evaluating the final numbers, Budget Committee decided upon $3000 as a reasonable amount for the introductory year
7. **Budget Committee officially adopted the budget.**
   - Quorum was not present so Stacey will e-mail/call the other members of the Committee to get approval and then send out Final Budgets to departments on Tuesday.
   - Timeline from here:
     I. Tuesday- send out Final Budgets
     ii. Friday, July 2\textsuperscript{nd} noon- appeals must be received in writing
     iii. Weekend- resolve any appeals; format and write supplement
     iv. Monday/Tuesday/Wednesday- Final Budget sent to Council

There being no further business, the meeting was adjourned at 6:00 pm..

Brenda Adhiambo Ogembo  
Chair, Budget Committee

BAO:val
MINUTES OF THE BUDGET COMMITTEE

The meeting was called to order at 3:15 pm.

1. Reviewed Objectives:

2. Discussed Requests/Information from following departments:
   - Ad-Hoc Hiring Review
   - AMS Internship
   - Joblink
   - Safewalk
   - Archives
   - VP External
   - Events
   - Marketing
   - Policy

   Stacey will contact the above departments regarding budget committee's thoughts.

   Reviewed current status of each account vs. budgeted.

The next meeting will be held on Thursday, October 21, 2004 at 3:00 pm.

There being no further business, the meeting was adjourned at 4:30 pm.

Brenda Adhembo Ogembo
Chair, Budget Committee

BAO:val