MINUTES OF THE BUDGET COMMITTEE

Present: Jeff Friedrich (VP Academic, Chair), Sophia Haque (VP Finance), Scott Price (Council), Abigail Ong (Council), Jonathan Lam (Council)

Absent: Kiran Bisra (Member at Large)

The meeting was called to order at 11:16 a.m.

1. **Sponsorship Distribution**
   - Have $8000 more from Rogers/Cellmart, $3500 more from Staples, and $1000 more from Shaw cable to give out.

   **Distribution:**
   - $3500 of Staples money to Firstweek
     - Kevin has expressed an interest in expanding Firstweek so this seems like a logical place to allocate a portion of the money
   - $1000 of Shaw Cable money to Promotions
     - Paul has expressed a need for some technological updates in the promotions department.
     - Possibly to be used for creating an internal AMS newsletter
   - $5000 of Rogers/Cellmart money to Events; $3000 Rogers/Cellmart money to Promotions
     - EVENTS: Jeff recommends money to be used to assist with Farmade
     - Shea has expressed an interest in bringing in better speakers

   **MOVED ABIGAIL ONG, SECONDED JONATHAN LAM:**

   “Be it resolved that Budget Committee approve the Sponsorship Distribution as amended.”

   ...Carried

There being no further business, the meeting was adjourned at 11:50 a.m.

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Jeff Friedrich
Chair
Budget Committee

JF:pr
MINUTES OF THE BUDGET COMMITTEE

Present: Sophia Haque (VP Finance), Jonathan Lam (SUS), Stephanie Ryan (AUS), Chris Little (LSA)

Absent: Jeff Friedrich (Chair), Sean Wilson (CUS), Sean Kearney (SUS)

The meeting was called to order at 6:00 p.m.

1. Reviewed 06/07 Budget Projections:

2. Made Administrative Changes (line adjustments etc):

3. Committee directs Sophia to review the following:
   - Look into Compensation for Ombuds Advisory Committee.
   - Check with Hong Re cost of new computers.
   - Ask Ian about Conferences and Official Business line item.
   - Look into Great Trekker award.
   - Volunteer Connections—why the discrepancy between 05/06 budget and actual?

4. Next Meeting:
   - Next meeting to be held on June 14th at 6:00 p.m.
   - For next meeting: Committee to review budget and send Sophia any questions prior to the meeting or come prepared with questions at the meeting.

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

Jeff Friedrich
Chair
Budget Committee

SH:pr
MINUTES OF THE BUDGET COMMITTEE

Present: Sophia Haque (VP Finance), Jonathan Lam (SUS), Chris Little (LSA), Stephanie Ryan (AUS)

Absent: Sean Wilson (CUS), Sean Kearney (SUS), Jeff Friedrich (Chair)

The meeting was called to order at 6:05 p.m.

1. Food Bank:
   - What Conference/Official Business were they planning to spend money on? Why so much money for Photocopying? What Furniture/Equipment were they planning on purchasing?

2. ECSS:
   - Why were the Actuals for Office Supplies last year so high? How much are the office chairs and other office supplies this year actually going to cost? ($1700's high).
     - Office Supplies are for “communal services use”—not just for the ECSS
   - Could we budget volunteer/staff appreciation higher and actually spend it this year? it seems to me that the ECSS sees over a lot of staff (coordinators, etc)
     - changed to $2000
   - 1500 Special and Professional- what's this being spent on?
     - Conference in Hamilton, Ontario
   - Should we be budgeting in something for food/refreshment? does the ECSS chair any committees?
     - no.

3. Advocacy:
   - Volunteer/Staff Appreciation seems a little high.
   - Why are they spending 350/300 respectively on computers/furniture this year? What are they buying?
     - are moving into a bigger office, therefore need to purchase client meeting table. the work of the advocacy office requires a certain level of professionalism and needs to ensure the client feels comfortable in the environment.

3. Joblink:
   - Advertising/Promo seems way too high based on last year's actuals.
     - are revamping things this year—introducing facebook ads and such.

4. Minischool:
   - Honoraria- high compared to actuals.
   - Why were course teaching supplies so terribly expensive last year?
     - because honoraria was paid out of teaching supplies (b/c of poor transition)
   - Advertising/Promo - high:
     - making long-term investments this year in the form of banners, sandwich boards, paint, rebranding.
5. Safewalk:
   - Why is staff training budgeted so high again?
     - are going to have an actual full day of training and focus more on campus awareness
   - Why is telephone/fax low compared to actuals?
     - there was confusion over the phone plan last year resulting in the coordinator overspending.

6. Tutoring:
   - Why is photocopying such a high arbitrary number?
     - are needed for tutor sign in sheets and vary depending on how many midterm exams need to be printed out.

7. Volunteer Connections:
   - Why so much on postage???
     - send lots of mail each year to potential volunteer groups etc. last year postage expenses were charged to office supplies in error.
   - Why so much on advertising? do they plan for the money?

8. Events:
   - Why were the actuals for furniture high, and why will they be high again this year?
     - yes. they are in year 3 of a 5 year plan to renew audio visual equipment of the department. This year they will focus on lighting, drapery, and casing purchases.
   - What's going on with computer hardware?
     - the department purchased a new laptop this year.
   - Why is the library/subscriptions so high?
     - SOCAN fees charges.
   - What are the amortization costs for?
     - because of long term planning, some bigger purchases charged to budget over a (usually) 5 year period.
   - What equipment maintenance/repair's being done?
     - there's lots of equipment used/required by the events department that there is a high probability something will breakdown and need repairing
   - Why are revenues jumping all over the place for sponsorship/speaker series?
     - revenues reflect framework agreed to with the Chan Centre.

9. Promotions:
   - Not sure what's going on with salaries/wages.
     - there was an increase this past year due to hiring a new full time person.
   - what's going on with computer hardware costs?
     - purchased a new computer.

MOVED STEPHANIE RYAN, SECONDED JONATHAN LAM:

"That Budget Committee approve the budget to date (as presented at the June 14th, 2006 Budget Committee Meeting), with exception to the following sections which require further
consultation:

- Tutoring
- Volunteer Connections
- Speakeasy
- SASC
- Minischool
- ECSS
- Welcome Back BBQ
- Insider
- Firstweek
- Elections & Referenda.” .....Carried

- The remaining budget questions will be answered via email by Monday and will be voted on at that time.

**External and University Lobbying Fund**

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<th>VP External</th>
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<tr>
<td>President Conference</td>
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<tr>
<td>VP External conferences</td>
<td>750</td>
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<tr>
<td>Provincial Lobbying Campaign</td>
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<td>HRDC intern</td>
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<tr>
<td>Xcom salaries</td>
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**SUB Management Fund**

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<tr>
<td>computer</td>
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<tr>
<td>sac computer</td>
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**VP Finance**

| Fincom Computer                   | 500            |
|**Total**                          | **1500**       |

**Student Services Fund**

<table>
<thead>
<tr>
<th>ECSS</th>
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<tbody>
<tr>
<td>Computer hardware/software</td>
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<tr>
<td>Special and professional</td>
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<table>
<thead>
<tr>
<th>Minischool</th>
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<tr>
<td>Advertising and Promo</td>
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<tr>
<td>new meeting/client furniture</td>
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<table>
<thead>
<tr>
<th>Foodbank</th>
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<td></td>
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<table>
<thead>
<tr>
<th>Speakeasy</th>
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<td>Honoraria for social coordinator</td>
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<tr>
<td>Special Projects</td>
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<table>
<thead>
<tr>
<th>Tutoring</th>
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<table>
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<tr>
<th>VP External</th>
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</thead>
<tbody>
<tr>
<td>external ad and promo</td>
<td>2200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>16065</strong></td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>29615</strong></td>
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MOVED JONATHAN LAM, SECONDED CHRIS LITTLE:

“Be it resolved that the Budget Committee direct the Treasurer/Controller to perform the discretionary transfers listed above to cover the projected deficit of the draft AMS Budget.”

... Carried

There being no further business, the meeting was adjourned at 10:10 p.m.

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Jeff Friedrich
Chair
Budget Committee

JF:pr
MINUTES OF THE BUDGET COMMITTEE

Present: Chris Little (LSA), Stephanie Ryan (AUS), Jonathan Lam (SUS), Sean Kearney (SUS), Sean Wilson (CUS - via telephone), Sophia Haque (VP Finance)

Absent: Jeff Friedrich (Chair)

The meeting was called to order at 6:15 p.m.

1. **Code Changes to Student Services Fund:**
   - Currently any expenditure from the Student Services Fund needs to go to Council. Would it be more practical to enable Budget Comm to approve expenditures for up to $5000 and any amount over that to go to council?
     - we will be discussing this at Executive Committee tomorrow.

2. **Budget Review:**

   MOVED JONATHAN LAM, SECONDED CHRIS LITTLE:

   “That the minutes of Budget Committee dated March 23, 2006 be approved as presented.”

   ...Carried

3. **Discussion Items:**

   Difficulties of budget process
   - timing makes it difficult to properly analyze last years numbers.
   - lack of transition from one coordinator to the next makes it difficult to accurately forecast budget numbers.

   Analyze current year’s process
   - timing
   - submission process
   - communication

   Should we use a base budgeting process?
   - would be too difficult for new VP Finances and coordinators etc to understand and follow. What would end up happening is the current process would just end up being the default system.

4. **Other Thoughts and Ideas:**

   Sean set up meetings with people from KPMG to see if there is any other budgeting process that can be recommended.
   - start from scratch and give Budget Committee more power? But again, wouldn’t work due to the frequency of turnover.
   - No proper turnover amongst Service Coordinators and that hinders the budget process.
   - Positions have no idea of the actual costs incurred for each event etc.
   - Encourage Service Coordinators to have people actually in charge of their budget.
   - We should have 2 Budget Committee members working with Coordinators during the course of the year to help them with their budgeting process.

There being no further business, the meeting was adjourned at 7:01 p.m.

Jeff Friedrich
Chair, Budget Committee