

AMS Finance Committee

Minutes of May 27, 2019

Attendance

Present: Lucia Liang (AMS VP Finance), Chris Hakim (AMS President), Katherine Westerlund (Councillor), Max Holmes (Councillor), Arash Shadkam (Councillor), Samuel Kemp (student at large), Noah Mossey (student at large), Keith Hester (Managing Director, non-voting), Grace Ji (AMS AVP Finance, non-voting)

Guests: Eric Lowe (Communications and Marketing Manager), Annette Angell (SASC Manager), Ian Stone (Student Services Manager), Abdulrahman Alnaar (Senior Manager Student Services).

Regrets:

Recording Secretary: (Grace Ji, AMS AVP Finance)

Call to Order

The meeting was called to order at 12:15 PM.

Agenda

1. Agenda Items

Moved by Max, Seconded by Arash.

[The motion carries]

2. Minutes from May 21, 2019

Amendments to be made to the contingency fund section: ~~removing details related to SASC collective bargaining removing details related to SASC collective bargaining.~~

Moved by Max, Seconded by Sam.

[The motion carries]

3. Budget

- *Overview:* The committee reviewed the ancillary and services budgets.
- [Sam]: What were SASC's miscellaneous expenses?
- [Chris]: Legal expenses.

Comment [C1]: What amendments?

Comment [GJ2]: This has been updated

- [Keith]: Note that 2 extra tabs were added to the events budget.
- [Max]: Under ancillary services, what is included in the 15K for the brand strategy?
- [Keith]: A combination of consultants' fees and changing signage in the nest.
- [Eric]: That money would be spent on updating the AMS, Catering and Services and SASC website in adding stories, videos etc.
- [Grace]: What does the timeline look like for this
- [Eric]: We are aiming to have the site done by September and the funds used by the fiscal year.
- [Arash]: How does that differ from website expense?
- [Eric]: The website expense is a monthly maintenance fee.
- [Max]: Why do we have a new work learn?
- [Keith]: They'll be assisting with a new archiving project. But if we don't receive the **2K** **2K** grant, we won't hire for this position.
- [Max]: If we're expecting grant funding and wouldn't be doing it without it, why are we listing it as an expense?
- [Keith]: We are trying to be conservative.
- [Katherine]: Why budget for just the expense and not the expected revenue as well?
- [Grace]: I agree, we should account for it in revenue too (or possibly as a prepaid expense).
- [Keith]: We can change that.
- [Max]: We should reconsider reducing staff development fees if they need it.
- [Max]: Where do SASC legal fees show up?
- [Annette]: Under the contingency cost.
- [Max] Should we account for more legal expenses or increase contingency? I would rather count legal expenses under their own line item to prevent others from being confused. I would also rather account for a somewhat conservative but reasonable scenario.

Comment [C3]: Grant is \$2k, and has been approved

Comment [GJ4]: Thanks for the clarification

Comment [C5]: Remove "our"

Comment [GJ6]: Removed.

- [Chris]: To clarify, we're budgeting a 7% contingency fee, not 10%.
- [Max]: We would take a larger contribution from the SAIF **safe**.
- [Katherine]: Do we have a more reasonable estimate from last year?
- [Keith]: Keep in mind that the more we pull from safe fund, the less we have for other projects.
- [Max]: What's the maximum amount we've pulled from the safe?
- [Keith]: It's never been more than 30K but we can increase it to **20K for legal expenses**.
- [Max]: For EEF funding, is it one-time program funding?
- [Katherine]: Is it expected to continue over the next few years?
- [Annette]: It's one-time program fee but I would be happy to create a separate line item for it.
- [Max]: Include it under workshops and events.
- [Annette]: Ok, we can change that.
- [Max]: What about the increase in the healthy masculinities program?
- [Abdul]: That went towards hiring a new person.
- [Max]: Can you elaborate on professional development expenses?
- [Abdul]: SASC has had high turnover and we were hoping to include a staff budget for staff retention efforts. Relating to CACUSS, the expense includes 10 webinars where a number of people were invited to attend so the cost could be spread out. CACUSS is also unique in that it focuses on the Canadian perspective, but this often means having to travel to the eastern side of the country.
- [Arash]: Should recruitment expenses come out of HR's budget or from individual departments?
- [**Katherine** **Keith**]: It comes from HR and gets charged to each **department**.
- [Max]: I would advocate for consistency in payment for transitional roles and honorariums. If there's a model we like, we should apply it across the board.
- [Arash]: Is there outreach for graduate students?

Comment [C7]: SAIF (Sexual Assault Initiatives Fund)

Comment [C8]: The legal expenses

Comment [GJ9]: Updated

Comment [C10]: Answer was from Keith

Comment [GJ11]: Updated

- [Abdul]: We promote outreach to the widest group possible, including graduate students.
- [Grace]: Is there an account code for grants and donations?
- [Abdul]: We are working on adding that in and the funding refers to a subsidy our department received from Canada summer jobs.
- [Max]: Why has the line item for salaries and benefits gone down for the Assistant Student Services Manager?
- [Abdul]: We had double counted this amount last year.
- [Max]: What's the capacity like for advocacy?
- [Abdul]: We are currently at capacity.
- [Chris]: Do we have data on the number of academic and non-academic cases?
- [Abdul]: There's an analytical program for case files. We can grab that data for you.
- [Katherine]: Can you explain the 54 weeks of pay under the advocacy and foodbank budgets?
- [Keith]: Vacation is included.
- [Max]: And there's a 2 week overlap with another person. If something is reaching capacity, I would hope that we can expand capacity for this upcoming year especially for something that's been at capacity for a while.
- [Abdul]: We can make an argument to try and grow advocacy, maybe hiring an assistant coordinator or a law student. But I wouldn't want to make any decisions until hearing from the Student Services Manager about his workload.

4. Suspension of code (amended)

- Max moved to suspend code, Noah seconded this.

Next Meeting

The next scheduled meeting is June 3rd, 2019.

Adjourn

The meeting was adjourned at 1:59 PM.