Federation of Students’ Board of Directors’ Minutes

SLC 1106, UNIVERSITY OF WATERLOO

Speaker: President Brieva  Secretary: Director Potter

ATTENDANCE

The following members were present:

- Brieva, Antonio
- Burdett, Suzanne
- Clubine, Andrew
- Gerrits, Matthew Douglas John
- Knight, Jill Leanne
- Potter, Tristan Wesley Morris
- Richardson, Savannah
- Schwan, Brian
- Tran, Tomson Huynh
- Wray, Alexander James David
- Tran, Tomson Huynh

The following members were absent:

- Barakat, Abdullah Mohamed
- Tang, Zhe Chong

* regrets

PRELIMINARIES

CALL TO ORDER

President Brieva called the meeting to order at 10:26 PM.

REGULAR

PROCEDURE 6: BUDGET

Be it resolved that  Board amends Procedure 6: Budget, as presented.  
Director Tran and Vice President Schwan.

Motion carries  unanimously.
BUDGETS

The Board recommended a number of budgets for approval. These items fell within the classification of items to be considered in confidential session and were moved accordingly.

OTHER BUSINESS

There was no other public business.

CONFIDENTIAL SESSION

Be it resolved that the Board moves into confidential session at 10:33PM.
Vice President Clubine and Director Tran.

Motion carries unanimously.

RESIGNATION OF CHAIR

Be it resolved that the Board accepts the resignation of Director Wray as Chair.
Director Wray and Vice President Clubine.

Motion carries unanimously. AJ notably abstained.
President Brieva assumes the role of Chair through his role as President.

APPOINTMENT OF THE CHAIR

Be it resolved that the Board appoint _______ as Chair of the Board.
President Brieva and Director Wray.
Director Tran nominates himself.
There are no other nominees.
The motion reads:

Be it resolved that the Board appoint Director Tran as Chair of the Board.

Motion carries unanimously.

LEAVE CONFIDENTIAL

Be it resolved that the Board move into public session at 5:46 PM.
Director Wray and Vice President Clubine.

Motion carries unanimously.
COMMEND THE OUTGOING CHAIR AND SECRETARY

Be it resolved that the Board commend Director Wray on his excellent work with the last 2.99 years working for the organization.

Be it further resolved that the Board commend Director Potter for being fantastic. Director Gerrits and President Brieva.

Motion carries unanimously.

ADJOURNMENT

Be it resolved that the Chair adjourn the meeting at 5:48 PM. Director Wray and Vice President Clubine.

Motion carries unanimously.
Board of Directors Regular Meeting

Open Session

Governance Items

MOTION: Resolved, Board amends and renews Procedure 6: Budget as presented.

Financial Items

MOTION: Resolved, Board recommends for approval the Bombshelter Pub 2018/19 budget, as presented.

MOTION: Resolved, Board recommends for approval the Dispensary May 2018 to August 2018 budget, as presented.

MOTION: Resolved, Board recommends for approval the Federation Used Books 2018/19 budget, as presented.

MOTION: Resolved, Board recommends for approval the International News May 2018 to August 2018 budget, as presented.

MOTION: Resolved, Board recommends for approval the General Office May 2018 to August 2018 budget, as presented.

MOTION: Resolved, Board recommends for approval the Information Technology 2018/19 budget, as presented.

MOTION: Resolved, Board recommends for approval the Marketing 2018/19 budget, as presented.

Other Business

Attendance

Presidential

Brian Schwan, Vice President Operations & Finance and Acting Chair

Tristan Potter, Secretary

Antonio Brieva, President

Jill Knight, Vice President Student Life

Andrew Clubine, Vice President Education

Suzanne Burdett, General Manager

Savannah Richardson, Director

Matthew Gerrits, Director

Abdullah Barakat, Director

Zhe Tang, Director

Tomson Tran, Director

Remote

Alexander Wray, Chair of the Board
The Board of Directors will set the following departmental budgets:

1. General Office (including Information Technology and Accounting);
2. Food Operations;
3. The Board of Directors will set the following commercial services budgets:
   1. Bombshelter Pub
   2. Federation Xpress; Feds Used Books; and Books Dispensary (Kitchener)

Preliminary budget proposals will be submitted by the departmental managers to the Vice President Operations and Finance and General Manager by the second Friday of March. These budget proposals will address at minimum the twelve-month period commencing May 1st to August 31st and should include a critical analysis of the department’s spending allocation and its level of service to the undergraduate student population.

1. The Vice President Operations and Finance, Vice President Operations and Finance elect, and General Manager shall meet with the departmental managers to review, discuss and modify the budget proposals.
2. The Vice President Operations and Finance, Vice President Operations and Finance elect, and General Manager will then formally prepare the total budget proposal presentation, which at a minimum will include:
   1. The budget’s justification and analysis
   2. The total that will be allocated to Students’ Council for the provision of services, based upon enrolment projections for the upcoming year;
   3. A summary of the corporation’s total investments and savings amounts; and
   4. A review of the previous year’s budget, expenditures, and explanation of notable variances.

The budget proposal will be presented to the Board of Directors within the first two weeks of April for a discussion of the overall financial position of the Corporation and to make recommendations of modification.

1. Should a budget be presented for only the May 1st to August 31st operating period, a supplementary budget for the remainder of the fiscal year must be presented no later than the second Monday in August.
2. The modified budget proposal will then be presented at the annual transition to first meeting of the incoming and outgoing Board of Directors.

Approval

1. Approval - Recommendation for approval of the budget will be sought by the outgoing Board of Directors at the annual transition. A resolution must be carried by a majority of the current voting membership of the Board of Directors during April, with any recommendations for the budget to be approved, modification.
2. If the outgoing Board fails to approve the budget at the annual transition, appropriate modifications will be made and approval will be sought from the incoming Board of Directors.
Directors will approve the modified versions of the budgets during their second meeting.

**Review**

1. A summary of expenditures, in comparison to the approved budget, will be presented monthly to the Vice President Operations and Finance, who will be responsible for ensuring that departmental managers are acting in accordance with the approved budget.

2. This summary of expenditures will be presented to the Board of Directors at least once each academic term.

3. A deviation in the expenditures of a budget line from the budgeted amount by greater than 10%, if equal to or exceeding $500, must be presented to the Board of Directors for approval.