Federation of Students’ Council Minutes

Electronic Meeting Records

Speaker: Elizabeth O’Sullivan  Secretary: Seneca Velling

ATTENDANCE

The following members were present:

- Kocko, Christopher*
- Chen, Junru*
- Richardson, Savannah*
- Walden, Kiana* (President, Science Society)
- Baik, Vincent*
- German-Doucet, Jaque*
- Cheng, Linyi*
- Mbandi, Joshua*
- Gerrits, Matthew*
- Hou, Yu Chen*
- Akhtar, Bilal*
- Altaf, Subhan* (Muhammad)
- MacMillan, Kurt*
- Eyre, Alexander*
- Cortes, Amandreo*
- Small, Jason*
- Easton, Benjamin*
- Tran, Tomson*
- P’ng, Jason* (President, Mathematics Society)
- Saleh, Rana*
- Wu, Richard*
- Campbell, Oliver*
- Arnold, Katie* (President, Engineering Society B)
- O’Sullivan, Elizabeth*
- Shimoda, Mariko* (President, Engineering Society A)
- Candler, Ethan*
- Mohan, Andrew*
- Velling, Seneca*
- Drygala, Phillip* (President, AHSUM Society)

* remote
Preliminaries

Call to Order

Secretary Seneca Velling called the electronic vote to order 9:00 AM on August 18th, 2018 with the following information:

The Secretary noted that all electronic votes will be ratified at the next regular Council meeting. The ballots, any comments, and votes noted will be included in these "Electronic Meeting Minutes" produced at the closure of the voting period. Secretary Seneca Velling provided the general ballot in his email to Council.

The Secretary requested that all Councillors ensure they had read the appropriate supporting documentation attached to these ballots prior to casting their votes:

- Reports & Appendices.
- 1-week Budget Question & Answer Document.
- 2019 General Election Dates supporting documentation.

The Secretary noted the electronic ballots shall include approval of the FY 2018 General Operating Budget and associated procedural questions; and the 2019 General Election Dates and associated procedural questions.

The Officers of Council emphasized that electronic voting authorized by suspension of the rules at the prior meeting for the General Operating Budget had already been established. The Secretary requested that Councillors keep in mind when voting on the budget that Council was not voting on approval of the process of electronic approval but rather the substantive items themselves.

A quorum of members voting was established at 3:45 PM on 19 August 2018.

General Orders

FY 2018 General Operating Budget

Councillors were asked if they had read the FY 2018 General Operating Budget Report and 1-week Q&A responses. This was for information only, responses to this question are not required and are anonymous.

Thirty (30) members of Council responded to this question of thirty one (31) total members having voted. Of the respondents, 96.7% (30 persons) indicated they had read the information provided, 3.2% (1 person) preferred not to answer.

Be it resolved that Council approves of the FY 2018 General Operating Budget as prepared by the Budget & Appropriations Committee.

Speaker Elizabeth O’Sullivan and Secretary Seneca Velling.
Motion carries with thirty one (31) respondents, twenty (20) members in favor, five (5) members opposed, six (6) members abstaining.

Secretary’s Note: the budget having been approved for the expenditure of member dues, Council refers the prepared and approved budget to the Board of Directors for approval in consideration of risk and contractual obligations.

Voted noted and comments:

- Councillor Junru Chen (abstain) — "I do like how the item of election date is already being thought of. It shows great progress! The one issue I do have with this is similar with my previous concern. I do feel like this should have been done in person. Especially with this, there was no discussion, no general approval first. So it seems brisk to have this all done electronically."

- Councillor Linyi Cheng (abstain) — "After discussing with my constituents and other Councillors about the proposed General Operating Budget, I’m abstaining on this vote. There are several outstanding lines that require more discussions, such as the funding for clubs, co-op connection events, and ICSN. Because Council didn’t hold a general meeting or an emergency budget meeting to discuss lingering concerns, as it had done in some of the previous years, Councillors were unable to make amendments on behalf of their constituents. To approve a $3.4 million budget funded almost entirely from student fees, when there are lingering concerns from my constituents and when Council didn’t even meet to discuss the budget, is counterproductive. Although Council had previously voted to suspend the rules, many Councillors voted without being fully informed of the impact of their vote, nor that such a vote would eliminate a discussion period, and so defaulted to voting 'yes'. There is also public interest that both the IT Budget and the full Marketing/Communications budget, including the commercial portion, should become part of the public General Operating Budget, especially since they don’t contain confidential information."

- Councillor Yussef Ourchane (nay) — "Due to the decrease in the co-op connection budget by 2k."

- Councillor Yu Chen Hou (nay) — "Disagreement with the cuts to student life funding."

- Councillor Bilal Ahktar (nay) — "I’m particularly concerned about the 2k cut to the coop connection events budget, as well as the defunding of the special projects fund. While I recognize that there may be a need to cut the VPSL portfolio overall to make up for a need elsewhere, I’m not in agreement that these initiatives (especially 2k out of coop connection instead of, say, 1k) are the right way out."

- Councillor Alex Eyre (abstain) — "As the budget for Co-op Connection has been cut, this removes resources from engineering students on co-op."

- SciSoc President Kiana Walden (yay)

- Councillor Jason Small (yay) — "I appreciate the work of the budget committee in providing a detailed report and thoroughly answering all questions. This is a great improvement over last year’s budget process. I am opposed to the budget for the Director of Commercial Operations being funded out of student fees, but I understand the reasoning provided by the committee on why they did not have the
choice on that matter. I will be bringing a motion to the September meeting to adopt a position against this practice to avoid this in future years."

- Councillor Tomson Tran (yay) — "In regard to the General Operations Budget, I do feel there should be more consultation. With the Q&A email that was sent out, I think it was suffice to address the questions given. But more questions and dialogue would have been produced if there was a Special Meeting or something more personal. This allows all the constituents to fully understand all aspects of the budget."

- Councillor Deon Hua (abstain) — "Full Disclosure: I am a Co-op Connection city ambassador but do not stand to personally benefit from this: I have concerns with the budgeting for a couple line-items, for example: the decrease in the Co-op Connection’s events budget and the elimination of the budget for the Internal Funding Committee and would welcome the opportunity to discuss/debate these items."

- EngSoc B President Katie Arnold (yay) — "If I can get the below parts noted without noting my vote, please don’t note my vote. Against exec cell phones: most people have personal cell phones and it seems like a great expense when you can share your personal number. Personal numbers can keep you in contact with Full Time staff members for text, telephone, and email. I know mine does. Save ≈3K. If there’s an argument to be made it needs better defence than ‘is valuable’. Worth looking into eliminating restricted/private budgets where possible. While it is understandable that it is a professional business; Feds is also accountable to the students and to a council who can’t keep you accountable on hidden information. Worth trying to develop more solid plans with societies before allocating $2K towards something that may or may not happen. Support and collaboration from Feds is greatly appreciated. Worth getting buy-in from societies before allocating money to be safe. Additionally, worth investigating more professional/advocacy based collaboration with Societies, rather than just using these well-developed student leaders solely for social events."

- MathSoc President Jason P’ng (nay)

- Councillor Seneca Velling (abstain) — "I abstained from this vote as a member of the Budget & Appropriations Committee responsible for development of this balanced budget. I do not believe it is ethical for me, having been responsible for the production of a portion of the General Operating Budget and having vetted a good portion of the budget, to cast a ballot for the approval of the budget. I do believe the Federation should remove the Director of Commercial operations from the student fees funded budget (while leaving this office publicly available to the membership, if possible). Further it is unreasonable, in my opinion as both a Science Councillor and Council Director on the Board of Directors for the Marketing & Communications and the IT budgets to be confidential. Where we as an institution are not legally obligated to keep information private, continuing to do so undermines our commitment to the student body and our directly elected representatives on the Students’ Council. It is my personal belief that as much information as possible should be available to the student body, and our budgetary practices should be accountable. I was glad to be part of the team that prepared the budget and wrote the analysis report. I think this process is far better than prior years and should continue. That being said, I think it’s really important to have deliberative assembly (discussion of
the budget in public session at a special meeting). I think online voting for this was inappropriate.'

The electronic approval included allowance for ordering a roll-call vote.

**Motion** to roll-call vote.

*Speaker Elizabeth O’Sullivan and Secretary Seneca Velling.*

**Motion carries** above the required threshold of one-fifth \( \left( \frac{1}{5} \right) \) of members voting in the affirmative, with eleven (11) members in favour, thirteen (13) in opposition, and seven (7) in abstention.

The motion to roll-call vote having passed.

**The votes cast in favour:**

- Councillor Christopher Kocko
- Vice President Savannah Richardson
- SciSoc President Kiana Walden
- Councillor Vincent Baik
- Councillor Jacque German-Doucet
- Vice President Matthew Gerrits
- Vice President Kurt MacMillan
- Councillor Amandreo Cortes
- Councillor Jason Small
- Councillor Ben Easton
- Councillor Tomson Tran
- President Richard Wu
- Councillor Rana Saleh
- Councillor Oliver Campbell
- EngSoc B President Katie Arnold
- Councillor Elizabeth O’Sullivan
- EngSoc A President Mariko Shimoda
- AHSUM President Phillip Drygala
- Councillor Ethan Candler
- Councillor Andrew Mohan

**Votes cast in opposition:**

- Councillor Joshua Mbandi
- Councillor Yussef Ourchane
- Councillor Yu Chen Hou
- Councillor Bilal Ahktar
- MathSoc President Jason P’ng

**Votes cast in abstention:**
• Councillor Junru Chen
• Councillor Linyi Cheng
• Councillor Subhan Altaf
• Councillor Alex Eyre
• Councillor Deon Hua
• Councillor Seneca Velling

Motion Council destroys the ballots.
Speaker Elizabeth O’Sullivan and Secretary Seneca Velling.

Motion expunged due to the roll-call vote having passed.

2019 General Election Dates

Councilors were asked if they had read the supporting documentation on Approval of 2019 Federation of Students General Election Dates. This was for information only, responses to this question are not required are will be anonymous.

Thirty (30) members of Council responded to this question of thirty one (31) total members having voted. Of the respondents, 96.7% (30 persons) indicated they had read the information provided, 3.3% (1 person) indicated they had not read the attached documentation.

Council was asked to authorize a suspension of the rules to allow for approval of the 2019 General Election Dates.

Be it resolved that Council authorizes a suspension of the rules of order to allow electronic approval of the 2019 General Election dates as presented.
President Richard Wu and Secretary Seneca Velling.

Motion fails the rules were not suspended\(^1\) with fourteen (14) members in favor, fifteen (15) members opposed, two (2) members abstaining. The question for approval of the 2019 General Election Dates was not consideration.

Be it resolved that Council approves of the of the 2019 General Election dates as presented.
President Richard Wu and Speaker Elizabeth O’Sullivan.

Motion expunged due to the suspension of the rules having failed.
Secretary’s Note: the suspension of the rules to authorize the 2019 General Election Dates having failed, the question for approval was not carried forward. These results, while collected, are not presented in these minutes; for poll results see attached documentation.

Votes noted and comments:

• SciSoc President Kiana Walden (yay)
• Councillor Bilal Ahktar (nay) — "Since the vote to suspend the rules is not happening at a regularly scheduled council meeting, I don’t think an e-vote is a procedurally sound way to decide whether an e-vote is a good idea. So I’m voting that motion down. I’m indifferent about the election dates themselves."

\(^1\)Suspension of the rules of order requires a \(\frac{2}{3}\) majority of the assembly, assuming quorum.
• Councillor Jason Small (nay) — "I fail to see why the determination of these dates is so urgent that it cannot wait until the September meeting. (Last year, the dates weren’t set until November.) Nonetheless, I have no objection to the proposed dates."

• Councillor Tomson Tran (nay) — "I do like how the item of election date is already being thought of. It shows great progress! The one issue I do have with this is similar with my previous concern. I do feel like this should have been done in person. Especially with this, there was no discussion, no general approval first. So it seems brisk to have this all done electronically."

• EngSoc B President Katie Arnold (nay)

• Councillor Deon Hua (nay) — "Council was not afforded an opportunity to discuss or debate the motion/election dates at a meeting."

Councillor Seneca Velling expressed additional concerns regarding the reduction in campaigning period, but otherwise supported the dates presented.

**Motion** to roll-call vote.

*Speaker Elizabeth O’Sullivan and Secretary Seneca Velling.*

**Motion fails** by falling below the required threshold of one-fifth (\(\frac{1}{5}\)) of members voting in the affirmative, with five (5) members in favour, sixteen (16) in opposition, and ten (10) in abstention.

**Motion** Council orders the destruction of the ballots. *Speaker Elizabeth O’Sullivan and Secretary Seneca Velling.*

**Motion carries** with thirty one (31) respondents, seventeen (17) members in favour, four (4) members opposed, ten (10) members abstaining.

The Secretary destroyed the ballots.

**ADJOURNMENT**

Secretary Seneca Velling adjourned the electronic vote at 9:03 PM on 19 August 2018. With no additional business for electronic approval, the Secretary referred the results and the corroborating records to the Speaker for ratification at the 16 September 2018 regular meeting of the Students’ Council.
Feds’ Council Electronic Approvals (August 2018)

Seneca Velling, Council Secretary
Motion approve the budget passed.
MOTION: authorization of suspension of the rules of order to allow electronic approval of the 2019 General Election dates

- Yes: 45.2%
- Abstain: 6.5%
- No: 48.4%

Motion to suspend the rules failed lacing 2/3rds majority required.
Motion expunged due to failure to suspend the rules.
Notes on Electronic Voting

Many members of Council expressed serious concerns over the efficacy and reasonableness of allowing electronic votes on as serious a matter as the organizations operating budget.

- Councillors expressed concerns for being unable to amend the budget.

Councillors failed to approve procedural suspension of the rules to allow electronic voting on the 2019 General Election Dates.

- From a parliamentary stand point allowing electronic voting without referral from Council is likely beyond the authority of the Officers of Council.

- It is recommended that in the future a Special Meeting is called for any item of business that can not adequately wait until the next by regular meeting, and that an Emergency Budget Meeting (per Budget & Appropriations Procedure) be called by the Vice President Operations & Finance in the future.

It is noteworthy that nearly all members of Council, save for those positions with vacancies, participated in the electronic vote.

- Considering the voter participation, the Secretary recommends for ratification the results of the ballot at the next regular meeting on 16 September 2018.
FY 2018 Public General Operating Budget Questions

Budget & Appropriations Committee
Federation of Students’ Council

The following questions were collected over a one week period by Councillor submission and reflected consultation with students and analysis of the Federation of Students FY 2018 Budget Report draft. Questions have been completed by the committee, in consultation with the relevant management. Answers in this document, while complete, are by no means intended to be exhaustive. For further questions please contact the committee chair, Vice President Kurt MacMillan (vpof@feds.ca), or feel free to ask during the next regular meeting of Council on 16 September 2018.

1) I was going through the budget that was just given to council – and it seems like the coop connection events budget was cut by 2k. Do you know why that was the case – and whether the B&A committee considered other cuts in lieu of keeping that item intact?

Approximately $1000.00 dollars of the decrease better reflected real use of the service in the prior few fiscal years (relative to 2017/18 actuals only ~$10k of 11k was used). The remaining $1000.00 dollars decrease was in part made to accommodate other requirements in the Student Life portfolio and other portfolios. There are multiple competing demands in funding the Federation.

Further, the Budget & Appropriations Committee elected to allow the VP Student Life and their staff to choose where cuts would be made in the portfolio. After cuts were proposed by the Student Life department, the committee assessed the cuts to ensure the affected portions of the budget would not prohibit reasonable operations and then adopted the changes.

2) Why is the budget for the "Director of Commercial Operations" being funded out of the Feds fee and not from the Commercial Services budget?

In 2014-15 fiscal year, a General Meeting of the corporation approved a proposal to add this item to the public operating budget paid out of member dues. In this regard, the committee was constrained to act in accordance with this resolution. Council and the Board may consider this matter further if they so wish, but the Budget & Appropriations Committee is prohibited from making changes to this portion of the budget until such a time.

3) Why the shift (compared to last year’s budget) between sales and donations for several services?

There are multiple reasons on the shift between sales and donations when comparing the budget from last year to now. In most cases, our services gained popularity and the methods we offered to have ‘sales’ to offset costs in the budget changed. With SCI, their sidewalk clothing

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sale has been doing very well and based on the last 2 years’ actuals, we felt $3000 is a fair, achievable revenue SCI can bring in. At the Bike Centre we have seen substantial increases in their sales due to the Bike Auction gaining popularity and the rental program this service offers. ICSN’s increase in revenues will be due to the increase in students’ interests for the fall winter and spring trips to multiple places in Ontario such as the CN Tower and Niagara Falls.

For a couple services, there were decreases in the revenue lines. Co-op Connection decreased $2000 in sales due to the service suspending one of their events that raised money. OCC dropped by $600 in revenues because this service is now doing more free events instead of revenue-generating ones.

4) Why is the Co-op Connection events budget being cut by $2000? “Used for off campus events in different cities” is not a sufficient explanation for a $2000 cut. Co-op Connection is a service that was used by over 3900 students at UW during Fall 2017. (full disclosure: I am a SF City Ambassador for Fall 2018 and the budget will likely be cut because of this)

Answer is similar the the one above submitted by another Councillor.

However, unique to this question is the number of student users of Co-op Connection, so we will address that. Currently, the committee lacks service use or need metrics to evaluate funding allocations. We rely heavily on recommendations of student life department staff in setting these budgets.

5) Why is the executive Cell Phone plan price increasing in cost? What changed from the old plan to the new one? Why was this required?

Feds has been on a steady plan for the executive cell-phone with a provider for 3 years and the rate this year went up $5/month. The cell-phone plan is a valuable expense for the Executive as Full Time staff members to keep in contact through text, telephone, and email when they are away on business or for emergency situations.

6) What are the responsibilities of the Director of Commercial Operations? Why is the office of the Director of Commercial Operations being paid out of student fees?

The Director of Commercial Operations was created in April 17, 2014 after GM approval (see above, question 2). The primary purpose of the position was for the effective development and management of high quality commercial operations for the Federation of Students. The Director of Commercial Operations is accountable to the General Manager and VP Operations and Finance. A key focus of the responsibilities was ensuring and promoting competitive operations, and effectively marketing, forecasting and developing Feds businesses. The Director is expected to provide innovation in line with industry trends for Feds commercial operations. (Learn more at UW Human Resources Department: [http://www.hr.uwaterloo.ca/jd/00006526.html](http://www.hr.uwaterloo.ca/jd/00006526.html)).
See above reasoning for why the Director and their office is paid out of student fees (question 2).

a. **If this position is directly related to Commercial Operations, shouldn’t it be paid for from the Commercial Operations’ budgets?**

As noted above, the committee was constrained to act in accordance with this resolution.

The new bylaw changes were adopted in Fall of 2017 provided Council the power to determine student priorities regarding the general expenditure of members’ dues and to responsibility to prepare and approve the Federation of Students’ annual budget for approval by the Board of Directors (except budgets restricted by the Board).

Council and the Board may consider this matter further if they so wish, but the Budget & Appropriations Committee is prohibited from making changes to this portion of the budget until such a time.

b. **Why is it budgeted under “General Fund, Commercial Services” in the audited statements if it’s paid for out of student fees?**

While we cannot speak for the Auditor, this classification likely made sense to the Auditor and went unnoticed/uncorrected by Feds. We would be more than happy to notify the Auditor and have this reclassified if Council or Board so choose.

7) **How are Feds Services’ marketing budgets handled? Ie. Which line item would it be paid out of? Is it out of the general, restricted Marketing budget?**

All marketing, promotion, and advertisement budgets have been consolidated this year under the Marketing & Communications department (this includes the Handbook budget). Currently, the Marketing & Communications budget is restricted, pursuant to Board Procedure 6. Budget & Appropriations Committee cannot provide insight into how these lines are expensed given the budget is not prepared or vetted by the committee.

The Director members of the committee passed along notice that this year the Board of Directors elected to split the marketing budget into a *public* noncommercial portion and *restricted* commercial portion. The public portion of the budget will be attached with the minutes from the August 1st, 2018 meeting. To carry forward as part of the public general operating budget, this change will require the modification of Board budget procedure. Please consult the Board’s portion of the final report entitled “Corporate Overview” when it becomes available for further information.

8) **The new report format makes it a lot easier to understand the budget and the rationale for a given line item increase/decrease. However, students have expressed concerns about being**
able to easily understand the budget. Can we also release an infographic or short-form summary of the budget for accessibility?

Thank you very much! This is the first year we are doing this and wanted to set a standard of excellence. We definitely agree that a 70+ page document is not immediately accessible to students, especially with a heavy focus on financials and projections. With respect to infographics, we certainly can do this! Two such infographics have already been drafted by the committee and are awaiting approval from the Marketing department before go-live. They will accompany the budget report and excel file on our website.

a. Can these be prepared and be released alongside the budget spreadsheet/report draft so that students can easily review key points of the budget?

Certainly. This was the intention.

b. It would be good to create a 1-2 page “budget report digest” in addition to infographics that could explain the higher level details and link to relevant report sections, as needed. It’s pretty clear that the report is intended to inform council (as the audience) for voting but the membership needs something more succinct.

This was also considered but has not yet been developed. We believe this is a good idea and will follow through on this if Council wishes.

c. Please add a table of contents to the report, and add captions to figures that aren’t immediately clear, also standardize the pie graphs.

We intend to, for now this was just a draft copy. The formal public release (after approval) will look standardized. It will include captions and a table of contents.

9) Why are there are no funds allocated to volunteer appreciation in Student Government and Office of the Vice President Operations & Finance in the upcoming year when there was actual spending ($1,561.87 and $588.00 respectively) in this area last year?

For both these sections there was a mistake on the accounting end for what line the money was being allocated to. As you can see in the past, no money was budgeted for either of these lines so those amounts are minor ‘one-offs’ in the budget. The committee will work with the Executive Board and managers to ensure that expenses are allocated correctly. The VP Operations & Finance has indicated that this line number will not be used for going forward.

10) Why are the IT and Marketing budgets confidential? Is it possible to make these budgets public / disclose these budgets?
Most restricted budgets are held confidential because they contain staff salaries\(^1\) or in the interests of good business practice. IT and Marketing & Communications departments are exceptions to this general rule.

Historically, IT was marked as a confidential budget to avoid the risk or underfunding technical and equipment expenses that are required to operate the backend of the organization. Council and Board ought to discuss the return of this budget to the Public General Operating Budget if desired; however the committee would recommend procedural stipulation limiting changes to the IT budget to be made by the committee in consultation with the appropriate staff members.

The Marketing & Communications budget does not contain staff salaries, but has traditionally been marked confidential due to commercial operations marketing being included in the budget. As mentioned in question 7, this year the Board of Directors elected to split the marketing budget into a public noncommercial portion and restricted commercial portion. The public portion of the budget will be attached with the minutes from the August 1st, 2018 meeting. To carry forward as part of the public general operating budget, this change will require the modification of Board budget procedure.

11) I have concerns about the decrease of Coop Connection Events decrease of $2k, is there an explanation on why it was decreased and are there plans to eventually make up for this shortfall though other income sources (perhaps through CECA)? In the explanations the change in this budget item is simply explained as “Used for off campus events in different cities.” which does not explain why the budget was decreased. Many of the current Math counselors including myself are Coop Connection Ambassadors and this affects the plans we have for the term, and many math students are also Coop Connection members who will be impacted by this.

Please see response from question 1 and 4. Please connect with the Vice President Student Life (vpsl@feds.ca) to discuss your concerns further.

12) Is there a reason for the decrease of volunteer appreciation of $1k for the Bike Centre? Would this mean running the bike centre with fewer volunteers?

Last year, the volunteer appreciation allotment was not expensed in accordance with the Council Procedure 24, “Volunteer Appreciation, Skill Development, and Team Building”. From a management perspective the incorrect expensing has been addressed, however the change is only now reflected by the decrease in the budget.

In comparison to actuals from other years, the committee felt that $900 would be appropriate to for volunteer appreciation. Note: the Bike Centre will still have the same amount of volunteers pending the students are willing to volunteer their time.

\(^1\) Most staff salaries are expensed out of Services Salaries or General Office, which is why these portions of budget are confidential from the public operating budget to comply with the Freedom of Information and Protection of Privacy Act, R.S.O. 1990.
13) What is the BBQ supplies line item on the Clubs budget? It doesn’t seem to have been used over the last year. ($400)

This line is to ensure there is money for the BBQ’s repair and maintenance. The 2016-17 fiscal year, $800 was used on the BBQ, so last year nothing was used. As time and wear and tear builds, we felt $400 was a justifiable amount.

If line item goes unused, Council budget procedures allow the executive responsible (VPSL) to transfer between lines in their department provided written approval of the Executive Board and notice to the Budget & Appropriations Committee.

14) Where is the additional $1.00/student increase for services staff go in the budget?

A new part-time position was added under the services manager to help assist in the operational management. When the $1.00 amount was first introduced, this was pending on a new full-time position or to use it for part-time. As an organization, we will allow this first year to act as a trial period with a part-time staff position and will look into a new full-time option in upcoming years. In the meantime, the remainder of the funds were put into other areas to expand operational capacity of our student-run services ie. marketing.

15) What goes into services salaries and general office budgets?

Nearly all Feds full time staff fall under the ‘Services Salaries’ section. General Office contains a portion of salaries as well. General Office additionally accounts for the organization’s insurance, legal work, memberships, annual audit, and a few minor miscellaneous expenses such as licensing costs, repair and maintenance, and office supplies for all of the Federation.

The General Office costs are split 80-20 between student fees revenue and commercial operations revenues; that is to say that 80% of the expenses of this department are borne by member dues and 20% are borne by the commercial service cost center.

16) Is Feds subsidizing commercial operations with student fees? (Question based on auditor’s report: If this money is not coming out of the current Fiscal Year operating budget how are losses being covered?)

No operating budget subsidizes any commercial operations -- unless the Director of Commercial Operations budget is considered such an indirect subsidy. Losses shown in the Auditor’s report for the commercial operations cost center are absorbed by organizational savings overseen by the Board of Directors.
If Council has further questions on this matter, please contact the Board of Directors via the Chair of the Board (chair@feds.ca) and the VP Operations & Finance (ypof@feds.ca).

17) I heard from a number of students that they would like to review the IT budget and Marketing/Communications budget alongside the public budget. What are the reasons IT and Marketing/Communications are currently restricted?

See response to question 10.

18) Because the budget affects so many services and some first-time Councillors may not be fully aware of its importance, can I request that a special Council budget meeting/Skype call be held prior to the e-vote on it?

This process for electronic voting was approved by the Council at the July meeting after some considerable debate about the merits. That debate resulted in a 1 week Q&A period and a 2 day voting period, which if the vote to approve the budget fails will trigger an emergency budget meeting. Moving to this process required suspension of the rules (more than ⅔ support) at the July Council meeting.

Some committee members expressed willingness to receive a conference call if there were still questions following the release of this document.

19) In a similar vein, can it be requested that in future years, a provision be added to the procedures to prohibit e-votes or delegated votes on budgets? This is to ensure Councillors may better understand elements of the budget and debate of merits.

As this question does not immediately pertain to the budget, the committee would like time to provide to more thoroughly consider this recommendation and propose changes to budgetary procedure to reflect this, if it is amenable to Council.

20) One of the recommendations from the B&A Committee was that “The Student Life portfolio is one of the largest budgets and grows with student demand for services. Council should gather use metrics (or other key performance indicators) to better inform future appropriations for services based on need. The Campus Life Advisory Committee should assess and review the continued need for some services which could potentially be off-loaded or should broach cost-sharing arrangements with the University.” To date, has any effort to gather use metrics already begun or would Council be require to pass motions in September to implement gathering use metrics?

Last year the Budget Committee (at that point appropriations powers and YTD reviews had not been added to our committee mandate) requested these KPIs and use/need metrics be developed for all services to make more informed budgeting. This process takes some time.
It is unclear if efforts were made by the Campus Life Advisory Committee (CLAC) in the prior year to provide such metrics, however Council did request restructuring of CLAC (see 27 May 2018 Minutes “Services & CLAC Committee Reorganization Memo”) and expansion of services review that has been heretofore minimal.

As for this year, it is the understanding of the committee that CLAC has begun development of KPIs and other metrics and will be developing procedural changes to ensure regular reporting to Council on termly service audits taking place. For more information on this recommendation we recommend reaching out to CLAC chair (vpsl@feds.ca) and membership.

21) Was the potential purchase of new AV equipment, as mentioned in last month’s Council meeting, factored into the Students’ Government section of the draft budget?

At the 8 July 2018 meeting of Council a motion was adopted (after amendment) that specified:

“Be it resolved that Council tasks the Vice President, Operations and Finance to perform a cost-assessment for new and alternative software and hardware options for means of telecom meetings for those calling in;

“Be it further resolved that Council recommends that the Board review financial opportunities related to teleconferencing;

“Be it further resolved that the Board of Directors appropriate funding in the 2018 FY Budget for capital investment for teleconferencing and will approve the use such funding pending executive/staff cost assessment of hardware and software options.”

As such, the committee made no appropriations for teleconferencing. We recommend Council request an update from the Board on this matter.

22) For RPO’s Telephone expense (6300-2300), is there a reason it’s budgeted at $350 when the sum of the actual telephone cost of the previous three years was $69.15?

The Research & Policy Officer (RPO) shares a telephone line with other staff members. While the RPO does not often use the telephone, budgeting for this line for potential use ensures there is funding to support reasonable telephone communication for the office if it is required. The budget was therefore made with potential use in mind.

23) For ICSN’s Donations (5002-3200), why is there no budget allocated to it, when ¾ of the previous years, it had actual donations of $2400-$4000? Are we expecting ICSN not to receive any donations this fiscal year?
Going over the year over year budgets vs actuals, the Donations line has been quite sporadic. This year, the donations line was separated to fall under Waterloo Int. and GSA, but GSA is no longer using the ICSN service Feds is offering. Therefore, “Donations” are cut to $2000.

24) For Co-op Connection, is it possible to request CECA to provide more revenue, especially since more co-op students are enrolling and our fees are increasing, such as CECA providing $1/co-op student, which would triple the current revenue?

This is out of scope for our committee. As recommended in our report, this should certainly be explored. However, such requests should be discussed with the the VP Student Life (vpsl@feds.ca) who is responsible for services, and brought forth at Council.

25) In the same vein for Co-op Connection, why is the Events budget $2000 less than last year when more students are enrolling in co-op? and arguably using Co-op Connection events.

Please see response from question 1, 4, and 11.

26) How does continued membership in OUSA benefit UW students and would it be worthwhile to look into consequences of withdrawing from the alliance?

Our report emphasized that advocacy efforts and stakeholder relations, particularly in terms of funding, should be considered comparable to the provision of services. Withdrawal from OUSA could be detrimental to those ends by undermining collective advocacy.

It is also worth noting -- in the interests of completeness -- that per Council Procedure 23, “Review of Memberships with External Advocacy Organizations”, a review sub-committee of the Education Advisory Council has been struck and will be examining the cost and benefits of membership in OUSA. That body will be issuing a report summarizing the conclusions and recommendations on continued membership to Students’ Council no less than four weeks prior to the vote on membership (which takes place at the January meeting of Council).

For more information on OUSA please contact VP Education (vped@feds.ca).

*Note: Director Plante declared a conflict of interest on this question and did not contribute to the committee’s response to it because he is currently a member of the EAC sub-committee that is reviewing the Federation’s membership in OUSA. Anyone with questions about this review process is encouraged to contact the VP Education.

27) Can some clarification be provided with regards to the elimination of the budget for the Internal Funding Committee? Specifically, what is “Has become an university fund being overseen by IFC themselves” referring to?

The Internal Funding Committee (IFC) budget line funded the Special Projects Fund (SPF), an endowment fund administered by the IFC. Budget & Appropriations Committee was notified by
the VP Student Life that due to limited use of the endowment funds overseen by IFC -- the SPF and the Enterprise, Opportunity, and Innovation Fund (EOI) -- that the Special Projects Fund was eliminated in order to push more student groups to apply to the EOI Fund. We were informed this change was put into immediate effect in the first week of August.

We were also informed that discussion of the VPSL with the EOI Finance Officer and Marketing & Communications Department culminated in the decision to eliminate the SPF. Given this information, the committee authorized the VPSL’s proposal to re-allocate the $5000.00 dollar line item within the VPSL budget to support some student-run services. This allowed the funds to be reinvested into students.
FOR ELECTRONIC VOTE: Approval of 2019 Federation of Students
General Election Dates

To: Students’ Council
From: Richard Wu, President, Federation of Students
cc: Marketing Specialist, Advocacy; Research & Policy Officer; General Manager
Date: Thursday, August 9th, 2018

Per Article Eleven, Section 1(1) of the Bylaws of the Federation of Students, I would like to propose the following key dates for the 2019 General Election:

<table>
<thead>
<tr>
<th>Nomination Period</th>
<th>Friday, October 26th, 2018 to Monday, January 21st 2019 (16:00)</th>
<th>88 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>All-candidates Meeting</td>
<td>Monday, January 21st, 2019 (18:00)</td>
<td></td>
</tr>
<tr>
<td>Interim Period</td>
<td>Monday, January 21st, 2019 (16:00) to Sunday, January 27th, 2019</td>
<td>7 days</td>
</tr>
<tr>
<td>Campaign Period</td>
<td>Monday, January 28th, 2019* to Thursday, February 7th, 2019*</td>
<td>11 days</td>
</tr>
<tr>
<td>Voting Period</td>
<td>Tuesday, February 5th, 2019* to Thursday, February 7th, 2019*</td>
<td></td>
</tr>
</tbody>
</table>

Announcement of Results  Friday, February 8th, 2019

* Specific times for when the Campaign and Voting Periods officially open and close will be determined at a later date.

The timeline presented above was chosen based on data and feedback from previous General Elections and in consultation with the Research & Policy Officer, Advocacy Marketing Specialist, and with the members of the Executive Board.

For historical context, the following dates were used for the 2018 General Election:

<table>
<thead>
<tr>
<th>Nomination Period</th>
<th>Monday, November 20th, 2017 at 10:00 to Monday, January 15th, 2018 at 16:00</th>
<th>57 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change</td>
<td></td>
<td>(+31 days)</td>
</tr>
</tbody>
</table>

Nomination Period extended to allow more time for students to engage with elections to hopefully allow an increase in the number of nominations and overall voter turnout

**All candidates’ Meeting**

Monday, January 15th, 2018 at 17:30

From 17:30 to 18:00

1. To allow more time for RPO to determine official nominees
2. To allow the President to be in attendance - Board of Governors meeting scheduled for the same day
Interim Period  Monday, January 15th, 2018 at 16:00 to  Sunday, January 21st, 2018 at 22:00  7 days

Campaign Period  Sunday, January 21st, 2018 at 22:00 to  Wednesday, February 7th, 2018 at 22:00  18 days  (-7 days)

*Per Article 11, Section 1(f) of the bylaws, elections are to take place in the Winter academic term before Reading Week of each year. To ensure bylaw compliance and to maximize undergraduate engagement by avoiding periods of academic evaluation, it is proposed that the campaign period be shortened.*

Voting Period  Monday, February 5th, 2018 at 10:00 to  Wednesday, February 7th, 2018 at 22:00  From M-W to  Tu-Th voting period

*Midweek voting period is proposed to allow candidates to regroup and campaign on a Monday after the weekend. Midweek voting period was furthermore preferred over a W-F voting period to allow Friday to be the day when results are announced.*

At your earliest convenience, please consider the proposed timeline and accordingly submit an electronic vote between **Saturday, August 18th, 2018 at 00:00** and **Sunday, August 19th, 2018 at 17:00**.

The motion to be voted on is as follows:

**Be it resolved that Students’ Council approve the following key dates of the 2019 Federation of Students General Election:**

I. **Nomination Period**  
   Friday, October 26th, 2018 to  
   Monday, January 21st, 2019 at 16:00

II. **All-candidates Meeting**  
    Monday, January 21st, 2019 at 18:00

III. **Interim Period**  
     Monday, January 21st, 2019 at 16:00 to  
     Sunday, January 27th, 2019

IV. **Campaign Period**  
    Monday, January 28th, 2019 to  
    Thursday, February 7th, 2019

V. **Voting Period**  
   Tuesday, February 5th, 2019 to  
   Thursday, February 7th, 2019

VI. **Announcement of Results**  
    Friday, February 8th, 2019

Should you have any questions, comments, or concerns, please do not hesitate to contact me at [pres@feds.ca](mailto:pres@feds.ca) or visit me during my office hours.