CUS Board of Directors Minutes

May 24th, 2011

Start Time: 6:37pm

Present: Johannes, Vitor, (Sara), Jackie, Mandy, Lilian, (Cindy), Chrisanne, (Andrea), DavidH, (David L), (Nikki Babic), (Pia), (Andy)
Late: Enzo, Tim
Absent: Klazina, Anna, Jacky

1) Call to order and adoption of the agenda

- **Attendance**
- **Approval of Minutes**
- **Adoption of the Agenda**

2) Updates from the Board

- Chrisanne: went to Access & Diversity; discussed society event issues and how to tackle these; equity issues are often tackled passively or "preaching" way (telling people what to do and expecting them to do it); trying to tackle issues in different ways; brainstorming events for next year
    - Talked to ombudsperson officer; will inform her of any events coming up
    - Spoke to Ruth at UGO; thinks good idea to have more resources available to us
- Lilian: Mandy and I started Facebook page and blog
- Mandy: need everyone to "Like" our page (need volume)
- Vitor: working on getting in touch with AMS speaker to improve skills
- Tim: was meeting with VP Finance AMS; we have huge surplus; looking for ways for surplus to come back to CUS and students
    - AMS meeting last week; committee changes, sent report to execs
- Johannes: talked with CABS today; looking at ways to help us out this year; trying to reach out and do some stuff in the west; offered to find sponsors for us and have some good ideas; may be able to connect us with inexpensive merchandise
    - Good meeting with Tom Ross re: CUS store; going well
    - Talking with us re: board structure and if it's working or not; this organization has been on a test run for the past few years think it's time to reevaluate
    - Working with Sara to get new building up and running (POITS)

3) Committee Updates

Services Review Committee- n/a

Academic Committee- n/a

Contributed Surplus- David H

- CLC equipment proposal; asking for $35,500 to be put towards equipment; money goes through contributed surplus committee
- Maintenance of 1.5 times the cost (one-time cost)
- Over the last month, reworked our budget and was able to cut down by 50%
- Met with Vivienne Foresman, head of LTS with Chad, Dylan, and Johannes; need more info on what student actually need; did a survey; minimal demand for laptops, high demand for projectors and speakers
- Met with Johanna; asked if any contribution/ subsidy they can provide; wouldn't be; talked to Chad though and they came to us during our budgeting period and didn't realized they had funding for this; do have some money to spend on some things but asked if we go through with this to make list of everything we want and our budget, they'll make up their list as well
    - If go with them, we get discount price on equipment and get their asset management system; use their storage space, they do purchasing, good step with creating strong relationship with CLC and LTS
    - Downside: large maintenance multiplier ($10,000 in equipment is $5000 in maintenance)
    - May set bad precedent; less flexibility in what we can purchase
    - if do this on our own, could cut costs but don't have capabilities and storage space
    - would like to discuss if we should continue with this or wait and see what they can purchase with the money they have; speakers may be very useful for us
- may take away pool of current inventory

Building- Tim

- meeting with Tom Ross tomorrow to implement 24/7 access to Sauder
- Working with VP Admin for 24 hour access to SUB during exam time and see if we can get businesses open to that too

Marketing- n/a

Budget Oversight- Lilian

- met with Tato re: Arc becoming CUS initiative; will be looking into this later

4) [Presentation] JDC West Bid Proposal- Pia & Andy *see powerpoint*

JDC Info : http://jdcwest.cusonline.ca/?page_id=58

Questions

- Johannes: if you do recruit anyone from CUS, they can't participate in JDC themselves?
    - Yes; for this year
    - Could be on 2012 JDC team next year
- DavidH: when are you hiring the next organizing committee?
    - 2012
- Vitor: who else is bidding?
    - No one right now other than us, don't officially need to let us know until July 31st
- Cindy: how many schools bid every year?
    - Varies; last year 1, previous year 4 (two showed up for bid in August)
- Johannes: to clarify with the board, Pia and Andy aren't doing this as part of the CUS, and all financial liability goes to CABS, not CUS if we sponsor them; low risk relationship financially, no commitment until Aug 28
- Pia: this presentation was to get everyone on the same page, next week we'll be talking finances

5) Grad Night 2011 Charity Contribution issue (*See attached) and powerpoint*- Chad/ DavidL

- *Overturn the executive motion (request)*

DavidL's explanation/ response to powerpoint and attached letter:

- No memorandum sent to me on this matter; couldn't have responded
- We're asking why we're donating $4000 so we know where the money is coming from/ why spending what we're spending
- response was $4000 from the money raised; I asked "what money raised?"; says sales from after party
- asked where the after party money is and how much raised; response was he didn't know and hadn't counted it; hadn't deposited it; worries me it's been almost a month since grad night passed; gave opportunities for myself, Cindy, or exec to come pick it up and wasn't done; didn't count the money and asked how we'd know if it was $4000 if hadn't counted the money
- couldn't submit a memo and donate $4000 because don't know the charitable amount
    - Chad: couldn't remember numbers off top of my head when discussed but was in budget
- David: this isn't following the model we go through with CCP and Golf Tournament; CCP budgets for all of the expenditures on its events
    - Chad: Says in budget how much will be donating to charity
- For past fiscal year CCP still waiting for cheque to come through
    - Only reason CCP accounts look a little messy; CCP accounts and fiscal years don't align with donation times
    - Ex. CCP budgets a $5000 deficit for expenditures, not donations
- Wasn't presented to board or execs last year; $10 from ticket sales will be directly going

to charity; don't believe this was communicated directly
    - No communication to last year's VP Finance with what doing with the money
    - Would be setting bad precedent that we're guaranteeing donations
- Sara: got this budget after grad
- DavidL: I never had it either
- Nikki: I had access to it, but didn't communicate it
- David: was last year's exec; don't think we can bear that burden
- David: reason can't cut cheque is after party sales haven't been counted so can't proceed; I was just handed the cash, if everything goes well can start donating

Questions/ Discussion

- Tim: if the afterparty sales are counted, is it possible to cut a cheque up to $4000?
    - DavidL: no
    - Last year's grad had charitable portion, donated around $1000 because sales were low and we'd guaranteed a little more; was no increasing ticket sales by $10, I don't know if it was communicated to every person that money was going to charity from each ticket
- Nikki: every time I spoke to Brian he didn't mention it; knew grad night typically had a charity component; as long as the expenses cover the costs, whatever is left over is charity and that's my understanding of what happened here
- David: the grad committee concluded to donate $10 per ticket without getting it authorized
- Nikki: I didn't know this was an issue until a few days ago
    - Chad: this issues came up after turnover
- Nikki: I respect the decisions of Johannes and Sara then
- Johannes: by no means would I ever not want to donate to this charity, but this is student money and unless clear budgeting communication is put forward, we don't have the authority to put money where our morals guide us; this process wasn't followed and it's unfortunate but I think Brian was hired late, things are overlooked, but when making decision last week with execs, we've had people say $4000, $2000, $10 per ticket, $20 per night event, didn't sound like was agreed upon; we came up with $2000 because it seems like a fair amount that we can contribute if went just by ticket sales (seemed fair); more than what we've usually contributed in the past as well; no means to disrespect anyone but need to respect the money we've been entrusted with
- David: conclusion: miscommunication and lack of communication with everyone involved is very unfortunate, I don't think donating $4000 is appropriate given the miscommunication and we never charge a surplus on ticket sales to donate
- Andrea: we want to hear from the board so I think we should hear from them
- Nikki: in the past, I asked Michael and David to allocate according to previous year's budget and allocate some money in that ballpark; I did have access to the budget and I think the power lies with the current execs and their judgment

- DavidL: Why is it $440 (in powerpoint)?
    - Forgetting online sales
- Tim: I care about the people who attended grad night, do the people who bought the grad tickets, was it explicit that the $10 would go to the CCS?
    - Said portion would go towards this; didn't' know where that contribution would be, minimum $5, max $10
- Tim: once you've had the idea of accumulating money to $4000, when did you do this budget?
    - Prediction didn't know; didn't know where after party ticket sales would be; based on ticket sales, looked like was going to be close to $4000
- Tim: so ballpark of $2000-$4000 wasn't explicit, but was $10 contribution explicit in budget?
    - Only explicit is the $5 in the budget
- Tim: asking if students knew; if students knew this money was going to CCS I don't think we'd be having this discussion; also asking because should that $10 information been given to the execs and had they just skimmed it and didn't see it, if that was the case but they had the information available to them and didn't have due diligence to investigate, then I'd say that's cool but I'm concerned in neither of those areas was the $10 explicit enough
    - I thought Brian was updating Nikki on an regular basis
- Tim: this is where the issue lies; miscommunication of information and it's unfortunate but it can cause a lot of problems for future people running these events and conferences
- Nikki: every time I spoke to Brian and asked for update, for me the higher cost was that he was looking into a private venue/ wanted to make the night more memorable and that's why it was a higher ticket price before, not because it was due to a charitable contribution
- Sara: that's what I heard as well
- Nikki: I know there's a charity part to grad night
- DavidH: it was never said how much we'd be putting towards charity?
    - Brian hired late
- DavidH: where did the $2000-$4000 come from?
    - Based on last year's budget; Brian hadn't been hired yet; Nikki and David finalized budget
- DavidH: how much put towards in the past?
    - David: less than $2000 last year
- Chrisanne: we weren't going to approve $4000 without having counted or knowing where it was coming from and I thought the decision was fair; wanted to ask if anyone needs to hear from Brian before we make a decision tonight, because he isn't here
- Tim: I'd be more comfortable hearing from him
- Chad: we told the charity we'd have the money to them by end of April; quite time sensitive
- DavidH: I think we have most of the information in front of us now
- Lilian: in the case that this doesn't get passed, what happens to the extra $2000?

    - Goes to contributed surplus; not the matter of money, is a matter of fundamentals and setting bad precedent for the future
- Chrisanne: what did you tell the CCS?
    - We're giving a minimum $1000 but aiming for $4000 based on how we'd set up our budget, $4000 seemed doable
- Johannes: when you told the CCS you could be getting $4000 had this been communicated to the CUS beforehand at all?
    - I didn't think I'd get this resistance
- Enzo: fiscally some of these points of Chad's make sense; numbers do add up based on ticket sales
    - DavidL: fundamentally it wasn't approved; we didn't approve money to be donated, we approved providing money for grad night and giving value back to students
- Enzo: problem we have is that we're not agreeing on how the tickets were charged
- Chad: you can't say charging on "top" is wrong because it's not policy
- Tim: when this budget was passed, did it say $75?
    - Not how it worked; no ticket price "set"
- Nikki: never approved in the breakdown
- DavidL: wasn't presented and I've requested it verbally but always responded with things are going well; don't know if Michael asked for a line-by-line budget
- Johannes: to me this decision comes down to one philosophical interpretation of the constitution; if a contributed amount is given to people and isn't budgeted, does that give them free reign to do what they want with that money or is it required that they need to show a budget for that amount? Very grey area
- DavidL: should've been a line-by-line budget technically; in policy if you spend over, you're responsible for that, given grad night was just given an amount and after Brian was hired and no line-by-line was submitted despite Michael and I requesting it, fits in with the problems. We support someone going on a trip and coming back with receipts; if budget $1000 and they only spend $600, don't get $400 back automatically to them
- Chad: annual budget line-by-line in the constitution
- Chrisanne: students knew it was a charitable portion but not how much?
    - Correct
- Chrisanne: whose fault is the line-by-line budget not happening? Us? Them? Both?
    - Nikki: Brian wasn't hired so he and his team couldn't come up with a budget
- Tim: the fact there was no line-by-line submitted, can run suspicions as a whole on running grad night; were in a unique situation, and given this our reaction and response to this does not create a precedent; if similar person had presented line-by-line budget and proceeded beyond their ranges, then cut that off and prevent that from happening; I'm uncomfortable to put this back into the contributed surplus; have to realize everyone here is trying to operate with good intentions; uncomfortable knowing $2000 going back to our student society
- Johannes: how much did the CUS contribute to the event?
    - DavidL: $15,000
    - Chad: Minus $4000, we had not given the charity portion yet.

  Johannes: a huge portion of the event was CUS proceeds, money from people who did

not attend the event .

- Chad: that is the opposite argument of what I'm making. All one giant pot of money.
- Johannes: Another point to make…for example Me Inc runs really well, are 2-3000 under budget, who gets to control where this money goes? If you run a surplus, you can't just give it to anyone.
- Chad: We purposely ran a budget under, so that we could donate the money. That $4000 of revenue sitting in the bank account is "student money" and should be going to charity.
- David: The only reason we passed 19,400 was because there was no grad chair, and then a submission of a line-by-line budget by the chair once he/she was hired. That process would show how much should be donated, for example meals or night events, and the board can see that everything is accounted for. If this situation had been presented, which was requested multiple times, instead of saying 'it was going to be okay', then we could say 'yes, do that' and all of these costs would be 'x' amount and the charitable contribution could be made. However, whoever was responsible for communicating to the executive of what their intensions were did not make this apparent – then it would be like you running a surplus, and we would lower our contribution.
- Chad: With a budget, you can be above and below, and there is no re-toying the budget. At this point I don't know what to say –
    - DavidL: should at least have line by line budget
    - Nikki: never knew the price because were still finalizing things; never told me the higher ticket price was because money going to charity
    - Sara: feels like you wanted Nikki on the committee doing the budget, I don't think this was her responsibility
    - Vitor: I think we should move onto a motion

Voting Phase

(Motion- see powerpoint)

Yes: 2
Opposed: 4

Motion does not pass.

6) Other business

- **CLC Equipment- David H**

- DavidH: I feel we can wait and see what the CLC will do; I can look into what everything will cost

*** Next meeting**

*** Adjournment**

a. BIRT that the meeting is adjourned

End time: 8:36pm