



UNIVERSITY OF PRINCE EDWARD ISLAND STUDENT UNION
MINUTES- MEETING
STUDENT COUNCIL
SUNDAY, JANUARY 22, 2017

The eighth meeting of the Student Council of the University of Prince Edward Island Student Union was held Sunday, January 22, 2017. Lauren McKearney took minutes for the meeting. Hossein Mivehchi, Chair of Council, called the meeting to order at 6:08 pm.

PRESENT:

Nathan Hood
John Rix
Kaylee Jabbour
Hammad Ahmed
Justin Clory
Matthew Coleman
Damilola Emmanuel
Michael Ferugson
Charlee Fry
Joel Hansen
Zak Jarvis

Erin MacNeill
Nicole Mann
William McGuigan
Mudhafar Mudheher
Sarah Outram
Amy Rix
Megan Rix
Julia Ross
Kali Ross
Robyn Soulsby
Daniel Wartman
Stephen Wilfeard

ABSENT:

ALSO PRESENT:

Hossein Mivehchi
Lauren McKearney

Clayton Smith
Connor Mayhew

1-1 CALL TO ORDER

The meeting was called to order at 6:08 pm.

2-1 APPROVAL OF THE AGENDA

Motion: Wartman/Outram: to approve the agenda for Sunday, January 22, 2017.

Motion: Carried

3-1 APPROVAL OF THE MINUTES

Motion: McNeill/Jarvis: to approve the meeting minutes for Sunday, January 22, 2017.

Motion: Carried

4-1 REPORTS

4-2 PRESIDENT

Hi Council,

Here are some of the highlights from the last two weeks:

NIFD:

- Student Centre Refresh: Facilities Management has provided us with written quotes for some of the proposed renovations to the Student Centre. We have submitted out materials to Facilities, who is responsible for conducting the RFP for a designer. Once that process has concluded, NIFD will evaluate the applicants, and provide a recommendation for Council. Following its approval, the designer will then build a proposed design scheme for changes to the Student Centre, which will then build a proposed design scheme for changes to the Student Centre, which will then be brought to NIFD and/or Council for review. Following its approval, we would look at securing funding for the renovations and following that, Facilities would initiate a second RFP process to find a contractor to complete the renovations over the summer months.
- Outreach Week: NIFD has been busy with planning Outreach Week, which will take place from February 6th to February 10th. Historically, Outreach Week has featured and relied on the participation of councillors in making the week a success, and this year will be no different. I will go over the schedule with you in New Business.
- Executive Evaluations: The executive evaluations will be presented tonight. We made some changes to the way in which they are conducted this year, and I think the changes are a great stepping-stone for future improvements. I'm always happy to hear your thoughts on how we can improve the process, so if you do have some, please feel free to share them during our discussion or at another time.

Development & Alumni Engagement

- Great news- Development & Alumni made a \$1000 donation to the Student Union this past week to support mental health initiatives. Development & Alumni would like to host Council for a luncheon on Monday, January 30th. The event will take place at 618 University Ave.

I need to confirm who will be attending, so if you can't attend please let me know.

Policy Committee

- I'm hoping to bring forward some constitution, bylaw, and policy amendments at the next meeting. There are still some changes that need to be made and the referendum question/questions still need to be written.

Other news

- I've been keeping busy with meetings, including meetings with Career Services, CASA's Grad Council, UPEI Grad Students, Senate Steering Committee, SCENT, and Senate.
- I attended the UPEI New Year Levee on January 1st. It was great to see some of the Councillors at it! If you didn't have a chance to make it out this year I would encourage you to make it out next year.

4-3 VP ACADEMIC AND EXTERNAL

Standing Committee Report

4 of 6 SU asks endorsed by the Committee

Meetings

- Megan MacLean - Co-ops
- Robert Gilmore, VP Academic & Research

Advocacy Team

- Outreach Week Involvement, ED Visit Planning

AxComm

- Opinion Polls

Policy Projects

- Timely Feedback In Full Swing
- MYF Done
- White Paper Underway

4-4 VP STUDENT LIFE

Good evening council,

I hope everyone had a wonderful holiday break and the first few weeks of school have gone smoothly.

Below I have quickly summarized what I have done since we last met:

- Two Years Eve (January 5) and the Frozen Four Afterparty (January 20)

were both planned and executed

- I have also planned to have Wes Barker (comedian/magician) perform on February 9th
- The next clubs cup has been planned for this coming Tuesday and it is dodgeball in McMillan Hall
- Planning and meetings for Sex Week (February 13-17)
- Attended the first Mental Health Week meeting
- Met with two computer science students about the development of a Clubs Matchmaker system. This should be ready for the end of the semester.
- I've also been planning for beach blast (March 10 & 11)

Thanks!

4-5 VP FINANCE

Good Evening Council,

It has been a while since we last met and I have been very busy, but I will keep this short for the sake of time.

December 01 - 09, 2016 - During this week I had all of my exams, but I was still active in the office. I spent most of my time prepping for bank recs, looking through the auditor's reports, and reviewing funding information.

December 12 - 16, 2016 - During this week I did all of the bank recs for the year to date and developed an ongoing schedule for future bank recs. During this week I also did the reports for The Wave and Mickey's Place as well as Final Fest and \$2,000+ expenditures.

January 02 - 06, 2017 - This was a busy week for me getting all of my committees back up and running and organizing our first meetings of the new year. I spent a lot of time finalizing reports and fixing up the budget and preparing the budget summary for the website.

January 08 - 13, 2017 - During this time frame I worked on some potential amendments for the funding policy as well as developing some more in-depth statistical data for us to use to make decisions. It was during this time that I started working on a presentation and Google Form for our upcoming budget consultations during outreach week. I also completed

some more reports for two years eve during this period.

January 16 - 20, 2017 - During this time I performed the December bank reconciliation which took up almost a full day. I also worked further on the budget consultation presentation and Google Form and the budget committee met to discuss these items. It was during this time that I also finalized the reports for counsel on the 22nd.

If you have any questions or concerns related to what I have been doing please let me know and we can set up a meeting time to discuss.

Kind Regards,
Clayton Smith

Final Fest 2016			
Revenue			
	Ticket Sales	\$ 1,372.17	
	Bar Sales	\$ 772.06	
Total Revenue			\$ 2,144.23
Expenses Kaylee			
	Tickets	\$ 237.76	
	Ryder	\$ 50.00	
	Band	\$ 450.00	
	Production	\$ 900.00	
	Posters	\$ 79.78	
	Security (Wave Extra)	\$ 840.48	
Total Expenses (Kaylee)			\$ 2,558.02

Wave Expenses		
	Liquor Cost	\$ 201.60
	Miscellaneous	\$ 100.00
	Bartenders/servers	\$ 374.00
	Wave Security (Routine)	\$ 650.70
Total Wave Expenses		\$ 1,326.30
Total Expenses		\$ 3,884.32
Net Income		<u>-\$ 1,740.09</u>

Two Years Eve Income Statement		
Revenue		
	Ticket Sales	\$ 5,368.69
	Bar Sales	\$ 2,725.33
Total Revenue		\$ 8,094.02
Expenses Kaylee		
	Tickets	\$ 237.76
	Ryder	\$ 50.00
	Band	\$ 1,739.13
	Opener	\$ 420.00
	Production	\$ 900.00
	Decorations	\$ 14.36
	Security (UPEI)	\$ 1,760.00
	Posters	\$ 46.35
	Security (Wave Extra)	\$ 1,074.87
Total Expenses (Kaylee)		\$ 6,242.47

Wave Expenses			
	Liquor Cost	\$	517.20
	Miscellaneous	\$	200.00
	Bartenders/servers	\$	297.00
	Wave Security (Routine)	\$	735.05
Total Wave Expenses			\$ 1,749.25
Total Expenses			\$ 7,991.72
Net Income			<u>\$ 102.30</u>

November/December \$2,000+ Expenditures			
11/02/2016	10,000.00	VISA payment	
11/02/2016	5,000.00	VISA payment	
11/02/2016	7,412.74	Full Time staff RRSP May-Oct, 31	
11/08/2016	114,491.64	H&D premiums	
11/22/2016	2,107.83	Replenish the Safe for payouts from Sept-Oct 31 (trivia hosts, meal buyout, receipt reimbursements)	
11/22/2016	4,000.00	ATM	
11/22/2016	4,000.00	ATM	
11/24/2016	102,522.78	Health and Dental premiums	
11/28/2016	2,233.86	Supplies (hot chocolate machine, cups, hot chocolate, gloves, cups for wave)	

11/30/2016	14,907.99	Monthly Fees for building, telephone, internet	
11/30/2016	6,556.32	Monthly income tax for employees	
12/08/2016	21,191.82	Insurance for the year	
11/30/2016	4,759.91	Food orders for the Wave for the month	
12/19/2016	102,522.78	H&D premiums	
12/19/2016	5,000.00	VISA payment	
12/19/2016	6,000.00	VISA payment	
12/19/2016	4,000.00	ATM	
12/19/2016	4,000.00	ATM	

Mickey's Place November 2016			
Revenue			\$ 6,815.02
Cost of Goods Sold:			
	Coffee	\$ 906.92	
	Materials an Supplies	\$ 1,108.45	
Total Cost of Goods Sold			\$ 2,015.37
Gross Margin			\$ 4,799.65
Operating Expenses:			
	Wages	\$ 3,166.66	
	Internet and Phone	\$ 121.72	
	Interest and Bank Charges	\$ 134.64	
	Equipment Depreciation	\$ 170.26	
Total Operating Expenses			\$ 3,593.28
Net Income			\$ 1,206.37

Mickey's Place November Year Over Year			
		2016	2015
Revenue		\$ 6,815.02	\$8,844.08
Cost of Goods Sold:			
	Coffee	\$ 906.92	\$1,176.94
	Materials an Supplies	\$ 1,108.45	\$1,438.48
Total Cost of Goods Sold		\$ 2,015.37	\$2,615.41
Gross Margin		\$ 4,799.65	\$6,228.67
Operating Expenses:			
	Wages	\$ 3,166.66	\$3,240.81
	Printing	\$ -	\$1,179.96
	Internet and Phone	\$ 121.72	\$ 195.41
	Interest and Bank Charges	\$ 134.64	\$ 291.40
	Equipment Depreciation	\$ 170.26	\$ 983.00
Total Operating Expenses		\$ 3,593.28	\$5,890.58
Net Income		\$ 1,206.37	\$ 338.09

The Wave November 2016			
Revenue:			
	Food Sales	\$ 11,565.22	
	Liquor Sales	\$ 11,579.64	
Total Revenue			\$ 23,144.86
Cost of Goods Sold:			
	Food Costs	\$ 8,296.01	
	Liquor Costs	\$ 3,467.62	
Total Cost of Goods Sold			\$ 11,763.63
Gross Margin			\$ 11,381.23
Operating Expenses:			
	Wages and Benefits	\$ 13,098.67	
	Materials and supplies	\$ 893.22	
	Internet & Communications	\$ 467.76	

	Miscellaneous Expense	\$ 350.65
	Equipment Depreciation	\$ 268.63
	Entertainment	\$ 2,341.99
	Licenses and Dues	\$ 335.00
	Repairs and Maintenance	\$ 159.00
Total Operating Expenses		\$ 17,914.91
Net Income		-\$ 6,533.68

The Wave November Year Over Year			
Revenue:		2016	2015
	Food Sales	\$ 11,565.22	\$ 11,816.81
	Liquor Sales	\$ 11,579.64	\$ 20,824.54
Total Revenue		\$ 23,144.86	\$ 32,641.35
Cost of Goods Sold:			
	Food Costs	\$ 8,296.01	\$ 7,012.02
	Liquor Costs	\$ 3,467.62	\$ 3,251.39
Total Cost of Goods Sold		\$ 11,763.63	\$ 10,263.41
Gross Margin		\$ 11,381.23	\$ 22,377.94
Operating Expenses:			
	Wages and Benefits	\$ 13,098.67	\$ 18,492.82
	Materials and supplies	\$ 893.22	\$ 634.75
	Licenses and Dues	\$ 335.00	\$ 335.00
	Internet & Communications	\$ 467.76	\$ 586.33
	Miscellaneous Expense	\$ 350.65	\$ 1,799.36
	Equipment	\$ 268.63	\$ 185.07
	Entertainment	\$ 2,341.99	\$ 3,537.65
	Repairs and Maintenance	\$ 159.00	\$ 2,494.00
Total Operating Expenses		\$ 17,914.91	\$ 28,064.97
Net Income		-\$ 6,533.68	-\$ 5,687.03

4-6 SENATE

Hello Council!

On Friday the 13th we had our first Senate meeting of the second half of the school year. We looked at our student numbers and they are doing well, however they are subject to change some due to students adding/dropping courses. Also our number of international students is up by 6% which is pretty exciting! We approved the motion of the School of Business to be

renamed the Faculty of Business. There was also a discussion about adding an extra day or two to our Christmas Break in January. This motion is being sent to APCC for them to review and discuss. Our next meeting will be held on February 10th.

Thanks!
Erin MacNeill

4-7 BOARD OF GOVERNORS

Nothing to report.

5-1 RATIFICATION OF E-VOTES

Motion: Hood/Jarivs: be it resolved that council ratify the e-vote regarding the Associate Director of Communications.

Motion: Carried

Motion: Hood/Ferguson: be it resolved that council ratify the e-vote regarding the creation of the Clubs & Campaigns Coordinator Position.

Motion: Carried

6-1 APPROVAL OF HIRING BOARD RECCOMENDATIONS

Motion: Jarvis/M.Rix: to move into camera.

Motion: Carried

Motion: Wartman/Hansen: to move out of camera.

Motion: Carried

Motion: Rix/Wartman: to approve the Hiring Board Recommendations results for The Wave server and Kiosk Attendant.

Motion: Carried

Abstain: J.Ross

7-1 PRESENTATION OF FINANCIAL STATEMENTS

Clayton Smith, Vice President Finance, presented the audited UPEI SU financial statements.

Motion: Hood/Ferguson: to approve the 2016 Financial Statements.

Motion: Carried

8-1 NOMINATIONS FOR THE MARKETING & COMMUNICATIONS COMMITTEE

The Marketing & Communications Committee is looking for volunteers. Councillors were asked to reach out to anyone they feel may be interested.

9-1 EXECUTIVE EVALUATIONS

Motion: Hood/Jarvis: to move into camera.

Motion: Carried
Opposed: Ahmed

Motion: Jarvis/ MacNeill: to move out of camera.

Motion: Carried

10-1 SOCIETY RATIFICATIONS

Motion: Jabbour/Wartman: to ratify the following as UPEI SU societies:

The Young Liberals

Dawson Lounge

Motion: Carried

Abstain: M. Rix

Ferguson

11-1 OUTREACH WEEK SCHEUDLE

Nathan Hood, President, presented the proposed schedule for Outreach Week.

A variety of events will take place during Outreach Week, some including budget consultations and constituency consultations.

12-1 COUNCILLOR FOR DIAMOND AWARDS ADJUDICATION COMMITTEE

Justin Clory (Arts Representative), Megan Rix (Arts Representative), and Erin MacNeill (Senate Representative) declared interest for sitting on the Diamond Awards Adjudication Committee.

There was a three-way tie between all three candidates. Due to the tie, a representative was chosen by a ballot draw. Erin MacNeill, Senate Representative, was the successful candidate.

13-1 FUTURE EXECUTIVE DEVELOPMENT UPDATE

Kaylee Jabbour, Vice President Student Life suggested that the Future Executive Development Program be postponed for this semester. Instead of the program, a focus will be put on engaging first year students on campus to better prepare for the programs success next year.

Council has requested that the VP Student Life and Clubs Coordinator reach out to clubs and societies to determine if there is interest in continuing the program this semester. Once that information has been collected, council will evaluate the program.

14-1 NEW BUSINESS

Motion: J. Rix/Jarvis: to extend the meeting by fifteen minutes.

Motion: Carried

Opposed: Hansen

Ferguson

Motion: Wilfeard/K. Ross: to move the meeting time of our next meeting, February 5, 2017, to 4:00 pm.

Motion: Carried
Opposed: Hood

The science representatives have started a new initiative. They are interviewing different UPEI science alumni and highlighting them on Facebook. The science representatives have asked council to help promote this initiative!

Motion: Clory/J.Rix: to move into camera.

Motion: Carried
Abstain: Mudheher

15-1 ADJOURNMENT

The meeting expired at 9:15 pm

The meeting adjourned at 9:15 pm.

Signatures

President

Chair of Council