

# **BOARD AGENDA**

UBC Students' Union, Okanagan Local 12 British Columbia Federation of Students  
Regular Board Meeting, November 14, 2018 – UNC105

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## **15:30 – CALL TO ORDER**

Meeting called to order at 15:32

## **PRESENT:**

Amal Alhuwayshil (chair)  
Taylor Dotto (arrived 15:36, left 17:01)  
Paula Tran  
Cody Isaac  
Maher Al-Hawarneh  
Holly Denby  
Gabby Lees  
Miriam Woldu  
Jessica Moffat

## **STAFF:**

Lori Stevenson  
Leanne Smailes  
Mike Ouellet  
Megan Domerchie

## **REGRETS RECEIVED:**

Shahd Shaker  
Sage Cannon  
Nimrah Pannu

## **LEAVE OF ABSENCE:**

Casey Stein

## **ABSENT:**

Soji Ogunbanwo  
An-Noura Compaoré  
Jassim Naqvi (Senate Rep)  
Shola Fashanu (Board of Governors Rep)

## **1. ACKNOWLEDGEMENT OF TERRITORY**

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

## **2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP**

### **18/11/14.01 MOTION**

Denby/Isaac

Be it resolved that the agenda be adopted.

### **18/11/14.02 MOTION TO AMEND**

Tran/Isaac

Be it resolved that Discussion of the BCFS executive report be added to the agenda.

**CARRIED**

### **18/11/14.01 CARRIED AS AMENDED**

### **18/11/14.03 MOTION**

Isaac/Denby

Be it resolved that Director at Large Dela Hini's resignation be accepted

**CARRIED**

## **3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS**

### **18/11/14.04 MOTION**

Tran/Moffatt

Be it resolved that minutes of the meeting held November 2, 2018 be adopted.

**CARRIED**

## **4. PRESENTATIONS**

### **JDC West Funding Appeal**

Andy Le and Justin Bell of JDC West presented on their club funding appeal.

### **UBCSUO 2018 Audited Financial Statement**

Lori Stevenson presented the Audited Financial Statement.

## **5. MONTHLY REPORTS**

- |   |          |
|---|----------|
| <b>5.1 President</b>                      | Attached |
| <b>5.2 VP Finance and Operations</b>      | Attached |
| <b>5.3 VP Internal</b>                    | Attached |
| <b>5.4 VP External</b> (presented orally) |          |
| <b>5.5 VP Services</b> (presented orally) |          |
| <b>5.6 General Manager</b>                | Attached |

## **6. QUESTION PERIOD**

## **7. COMMITTEE BUSINESS**

### **7.1 Executive Committee**

#### **18/11/14.05 MOTION**

Isaac/Denby

Be it resolved that minutes of the Executive Committee meeting held Nov 05, 2018 be adopted.

**CARRIED**

### **7.2 Finance Committee**

### **7.3 Policy Committee**

### **7.4 Environmental and Sustainability Committee**

## **8. REPORT ON UNIVERSITY RELATIONS**

- 1. Board of Governors**
- 2. Senate**
- 3. Other University Committees**

## **9. OLD BUSINESS**

## **10. NEW BUSINESS**

### **10.1 UBCSUO 2018 Audited Financial Statement**

#### **18/11/14.06 MOTION**

Denby/Lees

Be it resolved that the UBCSUO 2018 Audited Financial Statements be accepted as presented

**CARRIED**

## **10.2 UBCSUO Associations**

### **18/11/14.07 MOTION**

Dotto /Isaac

Be it resolved that the UBCO Graduate Student Association be ratified

### **18/11/14.08 MOTION TO AMEND**

Dotto/Tran

Be it resolved that the UBCO Graduate Student Association, the Mental Health Awareness and Advocacy Club, and the Students for Healthy Alternatives and Risk Prevention be ratified.

**CARRIED**

### **18/11/14.07 CARRIED AS AMENDED**

### **18/11/14.09 MOTION**

Dotto/Tran

Be it resolved that the JDC West Club receive an additional \$3000.00 for their term 1 grant.

**CARRIED**

## **11. INFORMATION ITEMS**

### **11.1 Discussion and Announcements**

**UBCSUO Staffing - in camera**

### **18/11/14.11 MOTION**

Isaac/Tran

Be it resolved to move in camera.

**CARRIED** at 16:25 - In camera session completed at 17:01

**International Women's Day Updates**

**BCFS Executive Report**

### **11.2 Next Board Meeting Date**

### **11.3 ADJOURNMENT Woldu/Moffat**

Meeting adjourned at 17:07

# Letter of Appeal

November 2<sup>nd</sup> 2018

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*To the UBCSUO Board of Directors:*

*Thank you for your time in listening to our appeal request. We wanted to discuss some points that have been raised with us that may have influenced the UBCSUO's decision regarding awarding a lower grant than requested in Semester One:*

- 1) Exclusivity and reach of the program*
- 2) Student financial contributions and external sponsorships*
- 3) Goal of 'surplus' after January 2019*

*With respects to the exclusivity of UBCO JDC West, JDC West organizational rules dictate that the maximum team of 46 competitors must be from their school's respective business faculties. With this in mind, we must limit our delegacy to 46 students within the Management Faculty. Each year, our club vigorously engages 46 competitors, 2 co-captains, an academic Development Team, and non-competing executives. The opportunities we provide have a huge impact on these participants' confidence, abilities, and leadership. We also strive to offer learning and application opportunities to over 850 students within the Management Faculty, aiding in their academic success and engagement. This can be seen in multiple initiatives, including the Development Team which opens the academic team experience to even more students, and the workshops and case competitions offered throughout the year in partnership with the Management Student Association (MSA). We as UBCO JDC West strive to open up the JDC West experience and learnings to as many students as possible, even if the competition is restricted by nature.*

*80% of UBCO JDC West delegates are new delegates this year, allowing for great learning and growth opportunities amongst the team. Returning delegates are able to help to provide guidance and leadership to new delegates, while still furthering their own skills and abilities, and this ratio helps create balance amongst the team. All delegates, new and returning, are encouraged to share their knowledge through mentorship positions, including the required MSA x JDC West case competition where delegates were paired with Management students less familiar with case competitions. Delegates are also encouraged to seek out other mentorship opportunities, such as the MSA's 1st and 2nd Year Case Competition where many JDC alumni have offered their mentorship, further displaying how the skills and abilities provided through the JDC West program reach beyond the program.*

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# Letter of Appeal

November 2<sup>nd</sup> 2018

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*Concerns have been raised regarding the contributions of the UBCSUO in comparison to those of other sponsors and of the delegates involved. Delegates are asked to pay a \$600 fee, which cumulatively covers over half of all expenses incurred for the competition and preparations. UBCO JDC West reduces these fees for students with financial need, but the decision of the UBCSUO to reduce our funding from previous years creates strain in doing this. This decision directly affects the accessibility of JDC West.*

*In addition to collecting delegate fees, UBCO JDC West seeks out sponsorship from multiple organizations. This year, we have 6 external businesses providing \$11,500 in order to subsidize delegate fees, and the MSA further sponsoring \$7,000. In seeking \$10,000 from the UBCSUO, we hope to be able to provide more resources and opportunities to all students, while not contending with providing for those delegates who have financial struggles. With the granting of \$2,000, a mere 20% of our ask, the UBCSUO greatly reduces our ability to provide valuable and accessible experiences to all students.*

*Regarding the goal of maintaining a surplus after our competition in January 2019, this is not a surplus but a float, maintained strictly for the financial operation for the upcoming year. The cycle of spending for UBCO JDC West begins with the transition of the executive team in March, and the SUO's funding periods do not reflect the cash outflows for UBCO JDC West. Without a float for the summer, our organization would be unable to operate. Some of the main expenses encountered before the funding period in October 2019 include the JDC West Organizing Committee delegate fee deposit of \$6,500, the transportation deposit of \$5,200 to Westjet, and required Captains' Conferences expenses of \$1,500. Maintaining a float that is able to cover expenses during the transition period and seeking of sponsorship is necessary for the sustainability of our organization.*

*We have attached an extended budget of how our cash flows will be allocated post-competition, illustrating how the SUO's funding decisions have a great impact on our organization. We sincerely hope that you see the merit in our request, and support our program and the 850+ students whose education we impact.*

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Thank you for reviewing our appeal

**JDC West UBC Okanagan  
2018 - 2019 Tiered Budget**

Committed Ins		Running Balance
Balance from JDC 2018	\$ 12,351	\$ 12,351.21
Delegate Fees	\$ 23,100	\$ 35,451.21
Merchandise Sales	\$ 400	\$ 35,851.21
Development Team Fees	\$ 550	\$ 36,401.21
Summer Delegate Fees	\$ 2,990	\$ 39,391.03
	\$ 39,391	\$ 39,391.03

Sponsorship Goals		
Sentes	\$ 5,000	\$ 44,391.03
Belgravia Capital	\$ 2,500	\$ 46,891.03
CapriCWM	\$ 1,000	\$ 47,891.03
BigSteelBox	\$ 500	\$ 48,391.03
Tuum Est ( <i>uncommitted</i> )	\$ 500	\$ 48,891.03
MSA Funding ( <i>committed</i> )	\$ 7,000	\$ 55,891.03
UBCSUO ( <i>committed</i> )	\$ 2,000	\$ 57,891.03
	\$ 18,500	\$ 57,891.03

Committed Outs		
JDC West OC Delegate Fees	\$ 21,000	\$ 36,891.03
Transportation	\$ 4,260	\$ 32,631.03
Captains' Conferences	\$ 4,200	\$ 28,431.03
Faculty Advisor 1 - Travel Expenses	\$ 850	\$ 27,581.03
Charity	\$ 900	\$ 26,681.03
	\$ 31,210	\$ 26,681.03

Fundamental Outs		
Simulations	\$ 1,100	\$ 25,581.03
Spirit Clothing	\$ 9,650	\$ 15,931.03
Sports Bookings	\$ 300	\$ 15,631.03
Meet the Team & Year-End Event	\$ 1,200	\$ 14,431.03
Gsuite	\$ 80	\$ 14,351.03
	\$ 12,330	\$ 14,351.03

Value Added Outs		
Retreat/Bonding	\$ 1,200	\$ 13,151.03
Faculty Advisor 2 - Travel Expenses	\$ 850	\$ 12,301.03
Social Expenses	\$ 500	\$ 11,801.03
Advertisements	\$ 200	\$ 11,601.03
Stationary & Supplies	\$ 400	\$ 11,201.03
West Coast games (Travel)	\$ 400	\$ 10,801.03
Judging Gifts	\$ 900	\$ 9,901.03
	\$ 4,450	\$ 9,901.03

Total Expected Outs	\$ 47,990
Post-2019 Competition Before Buffer	\$ 9,901
Less: 15% Contingency	\$ 7,199
Balance for 2020 Competition	\$ 2,703

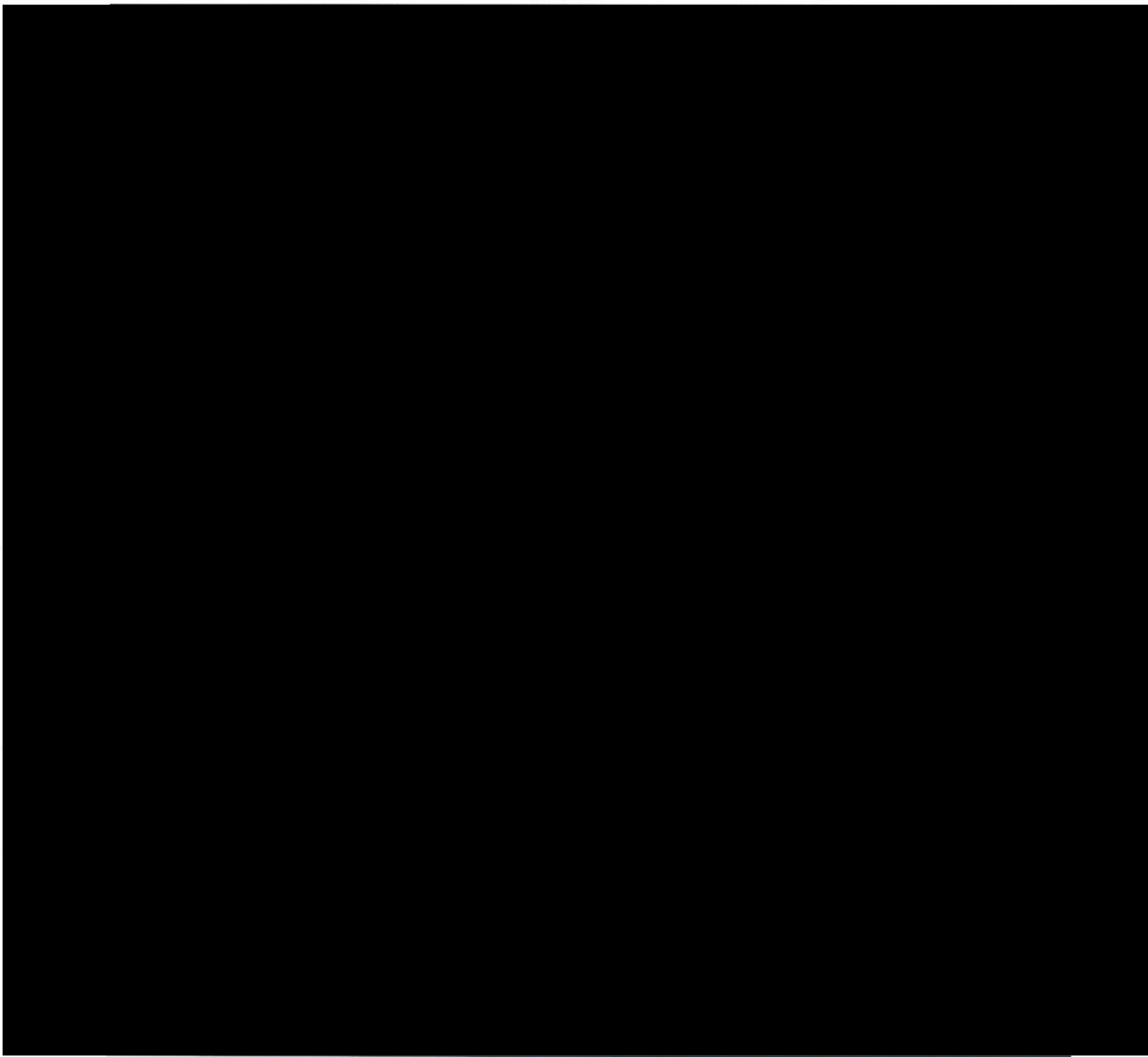
Expected Ins		
Summer Program Delegate Fees (30 x \$100)	\$ 3,000	\$ 5,703
UBCSUO Funding Round 2 (January 2019)	\$ 6,000	\$ 11,703
Early Sponsorship	\$ 1,500	\$ 13,203
	\$ 10,500	\$ 13,203

Committed Outs (Before October Funding)		
JDC West OC Delegate Fees (Round 1)	\$ 6,500	\$ 6,703
Transportation Deposit (52 seats x \$100)	\$ 5,200	\$ 1,503
Captains' Conferences	\$ 1,500	\$ 3
Sports Bookings	\$ 300	\$ (297)
Retreat Booking Deposit	\$ 200	\$ (497)
Advertising (for Spring/Summer Hire)	\$ 150	\$ (647)
	\$ 13,850	\$ (647)



UNIVERSITY OF BRITISH COLUMBIA  
OKANAGAN CAMPUS

# UBCO JDC West





# **STUDENTS UNION OF UBC OKANAGAN**

**MAY 31, 2018**



## **KH KELOWNA CHARTERED PROFESSIONAL ACCOUNTANTS INC.**

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**Chartered Professional Accountants  
A Member of Kemp Harvey Group Inc.**

Associated offices in Burnaby, Grand Forks, Osoyoos, Penticton, Coquitlam, Vernon, Terrace

**STUDENTS UNION OF UBC OKANAGAN**

**FINANCIAL STATEMENTS**

**MAY 31, 2018**

# **STUDENTS UNION OF UBC OKANAGAN**

## **FINANCIAL STATEMENTS**

**MAY 31, 2018**

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**STATEMENT B - Statement of Changes in Net Assets**

**STATEMENT C - Statement of Financial Position**

**STATEMENT D - Statement of Cash Flows**

#### **NOTES TO FINANCIAL STATEMENTS**



# KH KELOWNA

Chartered Professional Accountants Inc.

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of Students Union of UBC Okanagan

### *Report on the Financial Statements*

We have audited the accompanying financial statements of Students Union of UBC Okanagan, which comprise the statement of financial position at May 31, 2018, and the statement of operations and changes in net assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

(continues)

Independent Auditor's Report to the Members of Students Union of UBC Okanagan (*continued*)

*Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Students Union of UBC Okanagan as at May 31, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

*Report on Other Legal and Regulatory Requirements*

As required by the British Columbia Societies Act, we report that, in our opinion, the Society's financial statements have been prepared following Canadian accounting standards for not-for-profit organizations..

KH Kelowna Chartered Professional Accountants Inc.

Kelowna, British Columbia  
October 31, 2018

CHARTERED PROFESSIONAL ACCOUNTANTS

**STUDENTS UNION OF UBC OKANAGAN**  
**STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED MAY 31, 2018**

**STATEMENT A**

	2018	2017	2016
<b>REVENUE</b>			
Student fees	\$ 1,215,934	\$ 1,138,008	\$ 1,093,757
Interest	70,137	63,667	50,131
Student Union Productions Revenue - Note 12	123,001	94,057	37,225
Room bookings	4,989	3,810	2,980
Lease Income - Note 13	124,033	115,127	97,078
Used Bookstore Revenue - Note 14	384,686	354,146	340,536
Pub and Food Services Revenue - Note 17	908,419	890,981	870,574
Coffee House Revenue - Note 18	228,149	288,811	278,660
Miscellaneous	1,209	6,560	5,469
Sponsorship income	9,500	6,822	4,700
UPass administration fee	54,156	41,128	50,007
	<u>3,124,213</u>	<u>3,003,117</u>	<u>2,831,117</u>
<b>EXPENSES</b>			
Accounting and legal	69,152	29,206	31,934
Administration collections	9,727	9,895	8,765
Advertising and promotion	33,700	35,894	62,431
Amortization	199,825	207,677	210,761
Bad debts	-	1,751	12,090
Bank charges and interest	2,563	2,265	2,463
Bursaries	7,800	2,800	3,329
Coffee House Expenses	217,945	280,073	285,213
Council conferences & training	40,074	68,106	64,266
Employee conferences	2,070	689	984
Executive and elections	7,523	10,435	21,259
Executive GM Operations	13,236	34,793	32,643
Handbook, net	-	-	5,572
Honoraria - Board of Directors - Note 4	20,305	27,745	27,160
Insurance and memberships	14,256	8,748	8,710
Interest on long term debt	150,820	158,406	165,593
Loss on disposal of assets	(36)	1,343	-
Office expenses	23,734	9,523	8,703
Office repairs and maintenance	25,550	26,248	27,527
Ombudsperson	7,879	-	15,000
Pub and Food Services Expenses - Note 17	847,008	834,519	806,380
Resource Centres	15,343	15,631	10,646
Student Affairs/Campaigns	-	6,488	28,671
Student Accounting and Legal services	2,211	1,501	1,456
Student Union Productions Expenses - Note 12	126,814	86,087	37,404
Telephone and utilities	20,431	17,976	20,576
Used Bookstore Expenses - Note 14	373,632	347,930	335,680
President - Notes 4 & 19	59,706	31,734	101,035
VP Finance & Operations - Notes 4 & 20	198,764	175,526	150,704
VP Services - Notes 4 & 21	203,704	185,248	167,583
VP Internal - Notes 4 & 22	40,170	23,659	36,431
VP External - Note 4 & 23	26,877	23,879	37,044
Wages and employee benefits - Note 4	389,314	466,944	422,370
Web page	3,068	765	534
	<u>3,153,165</u>	<u>3,133,484</u>	<u>3,150,917</u>
<b>EXCESS (DEFICIENCY) OF REVENUE OVER EXPENSES</b>	<b>\$ (28,952)</b>	<b>\$ (130,367)</b>	<b>\$ (319,800)</b>

See accompanying notes to financial statements

**STUDENTS UNION OF UBC OKANAGAN  
STATEMENT OF CHANGES IN NET ASSETS  
FOR THE YEAR ENDED MAY 31, 2018**

**STATEMENT B**

	2018	2017	2016
<b>INVESTMENT IN TANGIBLE CAPITAL ASSETS</b>			
Beginning balance	\$ 546,668	\$ 526,366	\$ 522,381
Increase (decrease) in investment in capital assets			
Purchase of tangible capital assets	52,808	101,594	93,963
Proceeds from sale of assets	(675)	-	-
Amortization - Statement A	(199,825)	(207,677)	(210,761)
Gain (loss) on disposal of assets - Statement A	36	(1,343)	-
Mortgage advances, net of repayments	135,072	127,728	120,783
Ending balance - Statement C	\$ 534,084	\$ 546,668	\$ 526,366
	2018	2017	2016
<b>UNRESTRICTED</b>			
Beginning balance	\$ 1,185,635	\$ 1,336,305	\$ 1,660,091
Excess (deficiency) of revenue over expenses before amortization and gain (loss) on disposal of assets - Statement A	170,836	78,652	(109,040)
Purchase of capital assets	(52,808)	(101,594)	(93,963)
Proceeds from sale of assets	675	-	-
Mortgage advances (repayments)	(135,072)	(127,728)	(120,783)
Ending balance - Statement C	\$ 1,169,266	\$ 1,185,635	\$ 1,336,305
	2018	2017	2016
<b>RESTRICTED</b>			
Beginning balance	\$ 2,435,281	\$ 1,808,616	\$ 1,369,964
Increase (decrease) of the following:			
Health and Dental - Note 9	233,802	475,136	374,649
Clubs and Course Unions	108,715	108,888	52,463
Phoenix Newspaper - Note 15	(2,194)	4,804	3,324
Heat Wave Radio - Note 16	(413)	3,990	413
Media Fund	8,022	4,728	8,578
Resource Centers	3,826	2,559	(775)
WUSC Student Refugee Program	17,360	26,560	-
Ending balance - Statement C	\$ 2,804,399	\$ 2,435,281	\$ 1,808,616
<b>TOTAL NET ASSETS</b>	<b>\$ 4,507,749</b>	<b>\$ 4,167,584</b>	<b>\$ 3,671,287</b>

See accompanying notes to financial statements

**STUDENTS UNION OF UBC OKANAGAN**  
**STATEMENT OF FINANCIAL POSITION**  
**MAY 31, 2018**

**STATEMENT C**

	2018	2017	2016
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash	\$ 515,539	\$ 288,856	\$ 479,509
Accounts receivable	75,880	59,843	124,655
GST receivable	-	4,277	-
Inventory - Notes 2 & 5	41,270	48,422	45,533
Prepaid expenses	42,593	16,515	14,657
	<u>675,282</u>	<u>417,913</u>	<u>664,354</u>
<b>INVESTMENTS</b> - Note 2	772,769	1,113,423	911,384
<b>RESTRICTED CASH</b> - Note 6	2,804,399	2,435,281	1,808,616
<b>TANGIBLE CAPITAL ASSETS</b> - Notes 2 & 7	<u>3,103,698</u>	<u>3,251,356</u>	<u>3,358,783</u>
	<u>\$ 7,356,148</u>	<u>\$ 7,217,973</u>	<u>\$ 6,743,137</u>
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
Accounts payable - Note 8	\$ 226,707	\$ 311,230	\$ 190,645
PST payable	254	99	157
GST payable	5,779	-	3,728
Payroll payable	44,543	32,777	41,569
WCB payable	331	426	416
Unearned revenue	1,167	1,167	2,917
Current portion of long-term debt	142,838	135,072	127,727
	<u>421,619</u>	<u>480,771</u>	<u>367,159</u>
<b>LONG-TERM DEBT</b> - Note 10	<u>2,426,780</u>	<u>2,569,618</u>	<u>2,704,691</u>
	<u>2,848,399</u>	<u>3,050,389</u>	<u>3,071,850</u>
<b>NET ASSETS</b> - Statement B			
<b>INVESTMENT IN TANGIBLE CAPITAL ASSETS</b>	534,084	546,668	526,366
<b>UNRESTRICTED</b>	1,169,266	1,185,635	1,336,305
<b>RESTRICTED</b> - Note 6	<u>2,804,399</u>	<u>2,435,281</u>	<u>1,808,616</u>
<b>ENDING BALANCE</b>	<u>4,507,749</u>	<u>4,167,584</u>	<u>3,671,287</u>
	<u>\$ 7,356,148</u>	<u>\$ 7,217,973</u>	<u>\$ 6,743,137</u>
<b>CONTRACTUAL OBLIGATIONS</b> - Note 11			
<b>APPROVED ON BEHALF OF THE STUDENTS UNION</b>			

See accompanying notes to financial statements



**STUDENTS UNION OF UBC OKANAGAN**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED MAY 31, 2018**

**STATEMENT D**

	<b>2018</b>	<b>2017</b>	<b>2016</b>
<b>OPERATIONS</b>			
Receipts from Revenue	\$ 3,083,775	\$ 3,041,719	\$ 2,708,490
Payments to suppliers for goods and services	(1,991,698)	(1,627,852)	(1,819,472)
Payments to and on behalf of employees	(878,234)	(1,006,691)	(946,876)
Payments of interest	(150,820)	(158,406)	(165,593)
Changes in sales taxes	10,211	(8,063)	15,103
<b>CASH PROVIDED (USED)</b>	<b>73,234</b>	<b>240,707</b>	<b>(208,348)</b>
<b>INVESTMENTS</b>			
Proceeds from investments	340,654	-	-
Acquisition of investments	-	(202,038)	(1,101,699)
Disposition of property, plant & equipment	675	-	-
Acquisition of capital assets	(52,808)	(101,594)	(93,963)
<b>CASH PROVIDED (USED)</b>	<b>288,521</b>	<b>(303,632)</b>	<b>(1,195,662)</b>
<b>FINANCING</b>			
Payments on long-term debt	(135,072)	(127,728)	(120,783)
<b>CASH USED</b>	<b>(135,072)</b>	<b>(127,728)</b>	<b>(120,783)</b>
<b>INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS</b>	<b>226,683</b>	<b>(190,653)</b>	<b>(1,524,793)</b>
<b>BEGINNING CASH AND CASH EQUIVALENTS</b>	<b>288,856</b>	<b>479,509</b>	<b>2,004,302</b>
<b>ENDING CASH AND CASH EQUIVALENTS</b>	<b>\$ 515,539</b>	<b>\$ 288,856</b>	<b>\$ 479,509</b>

See accompanying notes to financial statements

**Note 1 PURPOSE OF THE ORGANIZATION**

The purpose of the Students Union of UBC Okanagan is to co-ordinate, direct and promote the activities of the students of the UBC Okanagan campus. The Students Union is registered under the B.C. Society Act as a not-for-profit organization and is exempt from income taxes under the Income Tax Act of Canada.

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**Note 2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**a) Basis of presentation**

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) that are applicable to a students union that will continue in operation for the foreseeable future and will be able to realize its assets and discharge its liabilities in the normal course of operations (a "going concern").

**b) Cash and cash equivalents**

Cash and cash equivalents are maintained with reputable and major financial institutions and include highly liquid investments with a term to maturity of three months or less at date of purchase. All cash and cash equivalents are recorded at Fair Value.

**c) Financial Instruments policy**

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

**d) Revenue recognition**

The Students Union receives monies from a number of different sources and classifies these monies into different categories of revenue. The Students Union uses the deferral method of accounting for contributions. Revenues received without restrictions are reported as revenue at the time the services are substantially provided or the product is delivered.

**e) Valuation of inventories**

Inventory has been valued at the lower of cost (determined principally on the first-in, first-out and specific item basis) or net realizable value. Supplies are recorded at cost.

**f) Investments**

Investments are carried at fair value. The investments consist of term deposits with maturity dates in excess of three months at date of purchase.

**g) Amortization**

Amortization of tangible capital assets has been recorded using the declining balance method (except as noted) at the following annual rates prorated for the number of months of ownership:

JPM Student Center	30 yrs Straight Line
Office equipment	20 %
Theatre equipment	20 %
Recreation equipment	20 %
Computer equipment	20 %
Newspaper equipment	20 %
Bookstore equipment	20 %
Radio station equipment	20 %
Pub and food service equipment	20 %
Coffee House equipment	20 %
Signage	20 %
Student Union Productions	20 %
Website	20 %

**h) Use of estimates**

When preparing financial statements according to Canadian accounting standards for not-for-profit organizations (ASNPO), estimates are made and assumptions relating to:

- Reported amounts of revenue and expenses
- Reported amounts of assets and liabilities
- Disclosure of contingent assets and liabilities

Assumptions are based on a number of factors including historical experience, current events, actions that the Students Union of UBC Okanagan may undertake in the future, and other assumptions that are believed to be reasonable under the circumstances. Actual results could differ from those estimates under different conditions and assumptions. Estimates are used when accounting for certain items such as useful lives of capital assets, impairment of long-lived assets, goodwill, employee future benefits, allowance for doubtful accounts, and provision for slow-moving inventories.

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**Note 3 FINANCIAL INSTRUMENTS**

The Students Union of UBC Okanagan is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the Students Union of UBC Okanagan's risk exposure and concentration as of May 31, 2018.

**Credit risk**

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Students Union of UBC Okanagan is exposed to limited credit risk from customers due to the limited amount of revenue collected on account. Most daily sales are cash sales and all Membership fees are collected by UBC and remitted to the Students Union of UBC Okanagan .

**Liquidity risk**

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. Students Union of UBC Okanagan has low liquidity risk as their cash and cash equivalents are easily converted to cash in order to meet its financial liabilities.

**Currency risk**

There are no financial instruments denominated in foreign currency nor are a significant portion of revenues and expenses being incurred in foreign currency, therefore the Students Union of UBC Okanagan has no currency risk.

**Interest rate risk**

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Students Union of UBC Okanagan manages exposure through its normal operating and financing activities. The Students Union of UBC Okanagan is exposed to interest rate risk primarily through its cash equivalents. The long term debt is at a fixed rate of interest so the interest rate risk is minimal for this financial instrument.

Unless otherwise noted, it is management's opinion that the Students Union of UBC Okanagan is not exposed to significant other risks arising from these financial instruments.

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**Note 4 REMUNERATION**

In accordance with the BC Societies Act, effective for financial statements issued after November 28, 2016, a society must include a note setting out remuneration paid to its directors and its highest paid (\$75,000 plus) employees/contractors. Below is a list of the directors and employees, and their respective remuneration, that meet the qualifications of section 36 of the BC Societies Act.

TITLE	REMUNERATION
President	\$ 19,610
Vice-President Finance and Operations	\$ 17,713
Vice-President External	\$ 19,610
Vice-President Internal	\$ 19,610
Vice-President Services	\$ 19,610
Directors at Large	\$ 20,305
Executive General Manager	\$ 94,230

**Note 5 INVENTORY**

	2018	2017	2016
Bookstore			
Postage	\$ 347	\$ 363	\$ 342
Stationery	2,989	3,071	2,906
Books / iClickers	4,671	9,313	10,759
Merchandise / pop & snacks	3,640	2,982	3,332
Miscellaneous & memberships	-	79	454
Pharmacy	1,512	1,352	900
Confection	3,929	3,746	2,863
Apparel	1,831	3,886	3,797
Coffee shop	13,769	12,445	11,753
Food Services	6,591	9,116	6,394
Pub	1,991	2,069	2,033
	<u>\$ 41,270</u>	<u>\$ 48,422</u>	<u>\$ 45,533</u>

**Note 6 RESTRICTED CASH**

Cash designated for specific purposes is segregated as follows:

	2018	2017	2016
Club and Course Union accounts	\$ 480,301	\$ 371,586	\$ 262,697
Resource Centres	12,971	9,145	6,586
Student health and dental plans - Note 9	2,233,879	2,000,078	1,524,942
Media Fund	23,114	15,091	10,364
Phoenix Newspaper - Note 14	6,878	9,072	4,268
Heat Wave Radio - Note 15	3,336	3,749	(241)
WUSC Student Refugee Program	43,920	26,560	-
	<u>2,804,399</u>	<u>2,435,281</u>	<u>1,808,616</u>

**Note 7 TANGIBLE CAPITAL ASSETS**

	Cost	Accumulated Amortization	2018	Net Book Value 2017	2016
JPM Student Center	\$ 3,890,322	\$ 1,100,512	\$ 2,789,810	\$ 2,919,487	\$ 2,997,999
Office equipment	89,774	49,591	40,183	44,073	50,100
Radio station equipment	6,048	1,706	4,342	5,427	-
Recreation equipment	37,180	26,946	10,234	12,831	15,011
Computer equipment	177,812	135,147	42,665	43,212	45,081
Newspaper equipment	23,691	16,914	6,777	8,472	10,589
Bookstore equipment	34,390	22,285	12,105	15,132	18,915
Pub and food service equipment	343,820	247,552	96,268	99,263	105,727
Theatre equipment	58,965	39,535	19,430	24,287	30,359
Student Union Productions equipment	43,987	21,284	22,703	26,030	22,158
Coffee House equipment	65,409	45,941	19,468	24,335	29,762
Signage	57,476	28,626	28,850	15,229	16,109
Website	19,584	8,721	10,863	13,578	16,973
	<u>\$ 4,848,458</u>	<u>\$ 1,744,760</u>	<u>\$ 3,103,698</u>	<u>\$ 3,251,356</u>	<u>\$ 3,358,783</u>

**Note 8 ACCOUNTS PAYABLE**

	2018	2017	2016
Accounts payable	\$ 130,739	\$ 210,562	\$ 85,520
Accrued interest payable	<u>95,968</u>	<u>100,668</u>	<u>105,125</u>
	<u>\$ 226,707</u>	<u>\$ 311,230</u>	<u>\$ 190,645</u>

**Note 9 FUNDS HELD IN TRUST - STUDENT HEALTH & DENTAL PLAN**

The Student Health & Dental plans are administered by the Student Union. The plans run from September 1 to August 31 each year. Premiums are collected from the students with their tuition fees when they register. The funds are held in trust by the Student Union during the year and remitted to the carrier. Any funds remaining in the account will be kept to subsidize future fluctuations in premiums.

	2018	2017	2016
Funds held in Trust - May 31	\$ 2,000,078	\$ 1,524,942	\$ 1,150,292
Premiums collected	1,823,006	1,699,519	1,604,589
Remittances to Carrier	(1,498,106)	(1,140,601)	(1,179,909)
Administration costs			
Office and printing	(480)	(480)	(2,629)
Wages and employee benefits	(15,453)	(16,113)	(8,592)
Project Manager	(24,000)	(14,000)	-
AccessAbility	(11,515)	(13,422)	-
Travel and miscellaneous	(66)	(1,268)	(972)
Admin fee	(14,584)	(13,499)	(12,837)
Lease	<u>(25,000)</u>	<u>(25,000)</u>	<u>(25,000)</u>
Total Administration Costs	<u>(91,098)</u>	<u>(83,782)</u>	<u>(50,030)</u>
Funds held in Trust - May 31	<u>2,233,880</u>	<u>2,000,078</u>	<u>1,524,942</u>

Note 10 LONG-TERM DEBT

	2018	2017	2016
<b>UBCO - Soft Costs Mortgage</b>			
Payable in blended annual instalments of \$66,524 including interest at 5.75%. The term is 15 years or 180 months and the loan is unsecured. Required payments will be taken at source by UBCO based on the collection of assessed Student Fees and the corresponding calculated disbursement/reconciliation in September/October and March of each fiscal year. UBCSU also agrees to apply 50% of any excess revenue over expenses supported by the UBCSU annual financial statements against the repayment of principal of this loan. Any additional payments in multiples of \$25,000 do not reduce the annual payment but rather the principal amount outstanding at the time of the additional payment.	\$ 265,827	\$ 314,280	\$ 360,099
<b>UBCO - Building Costs Mortgage</b>			
Payable in blended annual instalments of \$224,067 including interest at 5.75%, concluding September 30, 2033. Required payments will be taken at source by UBCO based on the collection of assessed Student Fees and the corresponding calculated disbursement/reconciliation in September/October and March of each fiscal year. The loan is unsecured.	2,303,791	2,390,410	2,472,319
	2,569,618	2,704,690	2,832,418
	142,838	135,072	127,727
Less: current portion due within one year	\$ 2,426,780	\$ 2,569,618	\$ 2,704,691
The required principal repayable on the long-term debt over the next five years will be as follows:			
2019	\$ 142,838		
2020	\$ 151,052		
2021	\$ 159,737		
2022	\$ 168,922		
2023	\$ 157,057		

**Note 11 CONTRACTUAL OBLIGATIONS**

The Student Union has entered into a 30 year lease agreement for premises in the J. Peter Meekison Student Center commencing on the Commencement Date, August 14, 2009. Rent in the amount of \$10 per annum is payable on the Commencement Date, and each anniversary of the Commencement Date thereafter. Payment of Additional Rent shall be paid on a quarterly basis as accounts are rendered by the University or its agent from time to time, and in any event within 30 calendar days of the date of such account. Additional Rent includes the Student Union's proportionate share of the operating costs, goods and services or value added taxes, and occupancy costs (Electricity, custodial services, maintenance, gas, garbage, sewage, water, other utilities and operating costs). On August 5, 2014 the University and Student Union mutually agreed to amend the lease to increase the demised premises and alter the approved commercial activities and increase the maximum commercial space. To compensate the University for this amendment the Student Union agreed to pay an annual amount of \$1,980 as additional rent plus applicable GST during the term of the lease.

The Student Union entered into a three year contract with This is Blueprint commencing June 23, 2015, to have the exclusive right to plan, promote, produce and organize the UBCSUO events for Recess and Frosh. Fees for services rendered ranging from \$10,000 to \$20,000 based on the number of ticket holders who attend are payable to Blueprint for each event. The contract also stipulates that UBCSUO may cancel the event at no cost by providing Blueprint with five months notice of cancellation, and Blueprint shall receive a right of first refusal to be the exclusive provider of these services for the next Frosh or Recess event scheduled after the term of this agreement has expired.

**Note 12 STUDENT UNION PRODUCTIONS**

	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL
Revenue			
Internal funding/media fund	\$ 20,435	\$ -	\$ -
SUP events	82,155	-	-
Rentals and services - external	12,184	-	-
Rentals and services - internal	8,227	-	-
	<u>123,001</u>	<u>94,057</u>	<u>37,225</u>
Expenses			
SUP event expenses	71,399	-	-
Honoraria and subcontracts	42,637	-	-
Equipment and repairs	5,629	-	-
Parking and car share	2,412	-	-
Office and miscellaneous	3,522	-	-
Website expenses	1,215	-	-
	<u>126,814</u>	<u>86,086</u>	<u>37,404</u>
	\$ (3,813)	\$ 7,971	\$ (179)

**Note 13 LEASE INCOME**

	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL
Revenue			
Koi Sushi	\$ 67,285	\$ 65,691	\$ 56,162
Fusion Express Lease	24,748	17,436	8,916
Health & Dental Lease	25,000	25,000	25,000
Bank Lease	<u>7,000</u>	<u>7,000</u>	<u>7,000</u>
	<u>\$ 124,033</u>	<u>\$ 115,127</u>	<u>\$ 97,078</u>

**Note 14 USED BOOKSTORE**

	2018 ACTUAL	2017 ACTUAL	2016 ACTUAL
Revenue			
Bus passes	\$ 24,883	\$ 25,558	\$ 25,163
Merchandise and New Books	192,613	154,963	130,048
Used books	163,999	166,897	178,864
Miscellaneous	<u>3,191</u>	<u>6,728</u>	<u>6,461</u>
	<u>384,686</u>	<u>354,146</u>	<u>340,536</u>
Expenses			
Bus passes	24,401	24,457	24,676
Merchandise	84,428	80,528	55,019
New books	47,986	27,253	28,118
Used books	118,692	123,092	136,619
Supplies and miscellaneous	12,233	15,987	14,455
Credit card charges	5,354	4,802	4,454
Wages	<u>80,538</u>	<u>71,811</u>	<u>72,339</u>
	<u>373,632</u>	<u>347,930</u>	<u>335,680</u>
	<u>\$ 11,054</u>	<u>\$ 6,216</u>	<u>\$ 4,856</u>



**Note 15 NEWSPAPER - THE PHOENIX**

	<b>2018</b>	<b>2017</b>	<b>2016</b>
Receipts			
Fees - Student Media Fund	\$ 24,000	\$ 32,339	\$ 38,000
Advertising - In-house	-	4,250	3,530
Advertising - Outside	<u>7,049</u>	<u>10,163</u>	<u>7,031</u>
	<u>31,049</u>	<u>46,752</u>	<u>48,561</u>
Disbursements			
Honoraria	21,587	28,442	24,767
Conferences	1,991	-	5,792
CUP membership fees	190	1,095	1,021
Office and computer	4,353	1,472	1,183
Printing	5,122	10,939	11,602
Miscellaneous	<u>-</u>	<u>-</u>	<u>872</u>
	<u>33,243</u>	<u>41,948</u>	<u>45,237</u>
Current Year Change	(2,194)	4,804	3,324
Opening Balance	<u>9,072</u>	<u>4,268</u>	<u>944</u>
Ending Balance	\$ 6,878	\$ 9,072	\$ 4,268

The Phoenix receives its revenue from the Student Media Fund fees collected from the students and advertising sold for the newspaper. Effective June 1, 2014 the operating costs are limited to the Student Media Fund fees received and any other revenue generated by the Phoenix. If funds are not spent in the current year they will carry forward and be available for the next fiscal year. If the expenses exceed the funding available, the deficit will come out of the surplus from previous years or the following year's funds.

**Note 16 HEAT WAVE RADIO**

	2018	2017	2016
Receipts			
Fees - Student Media Fund	\$ 4,000	\$ 8,000	\$ 1,000
Donation/Sponsorship	-	-	645
Fundraisers and events	-	2,565	-
Rentals	-	90	-
	<u>4,000</u>	<u>10,655</u>	<u>1,645</u>
Disbursements			
Radio Booth/Equipment/Rentals	-	5,657	353
Advertising/Website	3,839	639	510
Radio Licence/fees	<u>574</u>	<u>369</u>	<u>369</u>
	<u>4,413</u>	<u>6,665</u>	<u>1,232</u>
Current Year Change	(413)	3,990	413
Opening Balance	<u>3,749</u>	<u>(241)</u>	<u>(654)</u>
Ending Balance	\$ 3,336	\$ 3,749	\$ (241)

Heat Wave Radio receives its revenue from the Student Media Fund fees collected from the students and advertising sold or donations received. Effective June 1, 2014 the operating costs are limited to the Student Media Fund fees received and any other revenue generated. If funds are not spent in the current year they will carry forward and be available for the next fiscal year. If the expenses exceed the funding available, the deficit will come out of the following year's funds.

**Note 17 PUB AND FOOD SERVICES**

	<b>2018 ACTUAL</b>	<b>2017 ACTUAL</b>	<b>2016 ACTUAL</b>
Revenue			
Sales	\$ 889,404	\$ 875,811	\$ 841,873
Catering and Special Events	2,561	7,165	25,504
Pool Tables	4,575	3,560	2,667
Entertainment & promotions	1,399	4,445	530
Skills net income	10,480	-	-
	<u>908,419</u>	<u>890,981</u>	<u>870,574</u>
Expenses			
Cost of goods sold	477,913	452,478	446,916
Advertising and promotions	1,987	1,282	593
Audit - liquor	275	125	125
Bank charges	3,070	2,850	2,793
Cleaning supplies	1,175	1,310	1,955
Entertainment	2,860	9,695	11,575
Equipment and supplies	4,652	6,292	2,525
Insurance	6,000	6,000	6,000
Licenses	1,962	1,654	3,347
Maintenance and repairs	19,135	20,798	9,766
Miscellaneous	1,999	779	679
Telephone and cable	2,483	3,005	2,774
Uniforms	2,343	3,059	5,708
Utilities	16,864	18,462	16,016
Wages and benefits	304,290	306,730	295,608
	<u>847,008</u>	<u>834,519</u>	<u>806,380</u>
	\$ 61,411	\$ 56,462	\$ 64,194

**Note 18 THE COFFEE HOUSE**

	<b>2018 ACTUAL</b>	<b>2017 ACTUAL</b>	<b>2016 ACTUAL</b>
Revenue			
Sales - Coffee House	\$ 190,003	\$ 256,477	\$ 243,666
Sales - Catering	38,146	32,334	34,994
	<u>228,149</u>	<u>288,811</u>	<u>278,660</u>
Expenses			
Advertising	-	222	55
Wages and benefits	95,460	124,681	139,265
Purchases and supplies	112,752	145,852	138,196
Bank charges	2,621	2,979	2,574
Maintenance	7,112	6,339	5,123
	<u>217,945</u>	<u>280,073</u>	<u>285,213</u>
	\$ 10,204	\$ 8,738	\$ (6,553)

**Note 19 PRESIDENT**

	<b>2018 ACTUAL</b>	<b>2017 ACTUAL</b>	<b>2016 ACTUAL</b>
Salary - President	\$ 19,610	\$ 18,902	\$ 22,311
Sponsoring (formerly MyUBC)	20,823	9,071	-
AVP Honorarium	-	-	7,563
Campus Community Bridges	-	-	56,022
President's Fund	19,274	3,761	15,139
	<u>59,707</u>	<u>31,734</u>	<u>101,035</u>

**Note 20 VP FINANCE AND OPERATIONS**

	<b>2018 ACTUAL</b>	<b>2017 ACTUAL</b>	<b>2016 ACTUAL</b>
Salary - VP Finance and Operations	\$ 17,713	\$ 18,902	\$ 18,668
AVP Honorarium	-	4,850	6,548
Club Development	45,727	43,379	48,177
Student Association Grants	129,181	108,395	77,311
Daman's Visa - Unreceipted expenses	6,143	-	-
	<u>\$ 198,764</u>	<u>\$ 175,526</u>	<u>\$ 150,704</u>

**Note 21 VP SERVICES**

	<b>2018 ACTUAL</b>	<b>2017 ACTUAL</b>	<b>2016 ACTUAL</b>
Salary - VP Services	\$ 19,610	\$ 18,902	\$ 18,667
AVP Honorarium	-	800	7,500
Orientation Week (Frosh)	75,470	64,105	52,045
Year End Party (Recess)	93,396	79,170	60,710
Events Development	15,229	22,271	28,661
	<u>\$ 203,705</u>	<u>\$ 185,248</u>	<u>\$ 167,583</u>

**Note 22 VP INTERNAL**

	<b>2018 ACTUAL</b>	<b>2017 ACTUAL</b>	<b>2016 ACTUAL</b>
Salary - VP Internal	\$ 19,610	\$ 17,466	\$ 18,668
AVP Honorarium	-	800	7,708
Accessability, Equity and Inclusion	-	-	7,055
Wage - Resource Center Co-Ordinator	-	-	3,000
Initiatives - Internal	17,401	3,881	-
Resource Development	3,159	1,512	-
	<u>\$ 40,170</u>	<u>\$ 23,659</u>	<u>\$ 36,431</u>

**Note 23 VP EXTERNAL**

	<b>2018 ACTUAL</b>	<b>2017 ACTUAL</b>	<b>2016 ACTUAL</b>
Salary - VP External	\$ 19,610	\$ 18,902	\$ 18,668
AVP Honorarium	-	-	7,200
International Women's Day	-	-	11,176
Initiatives - External	7,268	4,977	-
	<u>\$ 26,878</u>	<u>\$ 23,879</u>	<u>\$ 37,044</u>

## **October - UBCSUO President Report**

October was a lot of catching up on the work and emails of September, and the work that was left to the back burner. Found myself following up, participating in strategic conversations, gathering information, directing and making sure we are on track for what needed to take place, more than I was accomplishing and checking off items myself.

### **UBC Vice President Student Affairs Hiring Committee**

Three meetings took place in October, where I travelled twice, and called in for the third one, where it was discussion based to reflect on the candidates interviewed. The second round of returning candidates was very rewarding for me, when I watched and/or listened to the candidates speak of UBCO more than they did in the first round, or have more questions about our fifth-of-the-size of Vancouver's. The Stakeholder meetings were more UBCSUO representatives could have met the candidates and asked them questions; however, I was not able to find a representative who's able to skip two days of class to travel to Vancouver. This is a long term gain for the UBCSUO, where we are able to put UBCO in the forefront of the decision makers.

### **EXPO Day / Orientation Day Debrief**

I had made a survey to clubs and course unions to gauge the value of the full day orientation we held early September. In this meeting, we discussed what the 33 associations responded and rated the sessions, what worked for us and what we can improve on next year.

### **Endowment Fund Presentation and Updates**

Sarah Campbell from Development and Alumni Engagement presented to me the Annual Impact Report of the UBCSUO Endowment Fund for the UBCSUO Service Award for Outstanding Campus Community Engagement.

### **Course Union Council Meeting and Clubs Council Meeting**

This was the first council meetings that we had, we discussed matters that concerning to the associations, the role of the UBCSUO, answered some questions, and took some feedback on how leaders wish to see from those meetings as they develop.

### **Graduate Student Advisory Council**

Graduate students are possibly the least served members of the UBCSUO, they pay the same fees that undergraduates pay; however, the only direct support to this constitutes is the Associations/Course Unions that serves their academic program. The

feedback I received from this table is that the body of Graduate Students are not feeling served and not getting the value out of the fees they pay the SUO.

**UBCSUO Staffing and the restructure of the executive rules**

This is not just the official meetings and discussions with General Manager Stevenson, BCFS Executive Director Michael Olson, members of the UBCSUO board and executives, other students' union staff and executives, but also the research, the conversations and the mind power that one spends thinking about what is the best solution for the betterment of the organization and for the long term gains.

**BCFS Advocacy Week**

Thrifty (30) representatives of fifteen (15) universities and colleges from across BC met with over Sixty Five (65+) MLAs, Ministers, and the Premier. I have met with eleven of which, and discussed the topics in our Advocacy and Lobby Document; Financial Aid and Grants system, Fairness for International Students, Open Educational Resources, Sexual Misconduct Policies, Funding for Post-Secondary Public Institutions and Reconciliation Through Education.

**Many other activities such as:**

- Served breakfast at the UBCSUO tent at the Homecoming Breakfast
- Clean up team for Fright Night - (did not attend the event)
- Attended a number of clubs/course unions events.
- Participated/chaired Finance Committee, Policy Committee, and Executive Committee Meetings
- Attended the FROSH Debrief with campus partners, and did follow up meetings afterwards to discuss large events culture and expectations of UBCSUO.

Yours,

Amal Alhuwayshil

UBCSUO President 2018/2019

## VP FINANCE AND OPERATIONS OCTOBER MONTHLY REPORT

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- This month has been full of events
- I met with some of the clubs that desired to appeal
  - I met with the Ice Cream club and VOCO
  - We discussed the reasons of their funds and how they can better apply next semester.
  - I also met with JDC West after they sent their late appeal letter
  - We also discussed their low funds and how they can better apply for next semester
  - I also sent their appeal to the Board to directors for considerations
- Met with the club funding committee to better discuss the next steps, the recommendations for the next funding terms
- We have discussed how to better instore accountability of the clubs to the students
- Met with Michael Olsen from BCFS to clarify some questions we had about the OHALALA applications
- Exchanged e-mails and discussions with Leah Dullum from UBC to for international women day
- Had a meeting our monthly meeting with the DVC and other executives to let know how and where we are going. What are our next plans. We talked a bit about the campaigns going on
- Finalized the LEGACY FUND application and got it approved by the board
- Signed 55% of the student care wire transfer
- We received our first fund application from 2 students wanting to go to the USA for a conference
  - These two students are planning to go to a cinematography conference and also have the chance of assist the writer of an Amazon TV series name BOTSCH.
  - They have been invited by the executive producers
  - Upon their arrival back to Kelowna they are planning to do a project to demonstrate their learning and to begin a cinematography/ film making club
  - The executive committee agreed to fund them \$500 CAD each for their travel expenses and a maximum of \$50 each for their project if needed.
  - They will be able to get reimbursed upon their arrival
- Planned the next UBCSUO Networking Night.
  - The first one was postponed due to not enough time and an administrative error
  - We are planning to have the next one after our AGM in semester two.
- I was planning to meet with PURPLL on November 7 but could not due to health circumstances
  - We are planning to do workshop for students next semester that will teach them more adulting in February which is very exiting
  - We are also planning to request their consulting services for our businesses
- Met with the finance manager to have talk some normal new changes regarding the used bookstore
- Met with the General manager to discuss about our business

- Signed cheques and cheques requisition forms
- Had our monthly finance committee meeting which was very fruitful



## VP Internal Report for The Month of October 2018

This is a summary of this month:

- Most of my time this month was spent working on Bylaw revisions and edits to finish the bylaws that will be voted on during the AGM. Also worked on some regulations.
- Had a meeting with UBCO Cares to discuss upcoming involvement in Thrive events.
- Had a WUSC info session.
- Went to the Ribbon cutting ceremony in The Commons.
- Tabled for the Homecoming afterparty.
- Scheduled a lot of posts for social media.
- Had multiple policy committee meetings.
- Had multiple Exec meetings.
- Had a meeting with the ITL center.
- Had WUSC meetings.
- Volunteered to help out with Fright Night.
- Was involved in “A Taste of Home” with Thrive.
- Registered us for the Tax clinic happening next semester.
- Did a reverse trick or treat event with WUSC.
- Worked to help with the upcoming Multicultural Art Gala.

## VP FINANCE AND OPERATIONS OCTOBER MONTHLY REPORT

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- This month has been full of events
- I met with some of the clubs that desired to appeal
  - I met with the Ice Cream club and VOCO
  - We discussed the reasons of their funds and how they can better apply next semester.
  - I also met with JDC West after they sent their late appeal letter
  - We also discussed their low funds and how they can better apply for next semester
  - I also sent their appeal to the Board to directors for considerations
- Met with the club funding committee to better discuss the next steps, the recommendations for the next funding terms
- We have discussed how to better instore accountability of the clubs to the students
- Met with Michael Olsen from BCFS to clarify some questions we had about the OHALALA applications
- Exchanged e-mails and discussions with Leah Dullum from UBC to for international women day
- Had a meeting our monthly meeting with the DVC and other executives to let know how and where we are going. What are our next plans. We talked a bit about the campaigns going on
- Finalized the LEGACY FUND application and got it approved by the board
- Signed 55% of the student care wire transfer
- We received our first fund application from 2 students wanting to go to the USA for a conference
  - These two students are planning to go to a cinematography conference and also have the chance of assist the writer of an Amazon TV series name BOTSCH.
  - They have been invited by the executive producers
  - Upon their arrival back to Kelowna they are planning to do a project to demonstrate their learning and to begin a cinematography/ film making club
  - The executive committee agreed to fund them \$500 CAD each for their travel expenses and a maximum of \$50 each for their project if needed.
  - They will be able to get reimbursed upon their arrival
- Planned the next UBCSUO Networking Night.
  - The first one was postponed due to not enough time and an administrative error
  - We are planning to have the next one after our AGM in semester two.
- I was planning to meet with PURPLL on November 7 but could not due to health circumstances
  - We are planning to do workshop for students next semester that will teach them more adulting in February which is very exiting
  - We are also planning to request their consulting services for our businesses
- Met with the finance manager to have talk some normal new changes regarding the used bookstore
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UBCSUO – General Manager Report  
For Meeting Dated November 14, 2018

- Continuing with policy committee work in preparation of AGM. Have spent considerable time over the past several weeks researching other SU policies, regulations and bylaws including work on:
  - Finance and purchasing regulation
  - Health and Dental Reserve regulation
  - Membership fees bylaw
  - Legacy fund policy
  - General Manager job description – removing from bylaws, redrafting for regulations
  - New constitution and societies act transition research and preparation
- Researched, drafted and presented a proposal for executive role and committee restructure to bring the SUO operations more in line with the strategic plan. This included:
  - removal of Environmental and Sustainability committee and addition of two new committees: Campaigns and Campus Life
  - Renaming the roles VP Finance & Operations and VP Services to VP Finance & Administration and VP Campus Life respectively and making edits to those role descriptions to provide additional structure
  - Revised all executive member role descriptions to add additional structure, clarity and reinforce the strategic pillars of the organization, as well as to reallocate some of the workload to deal with capacity issues.
- Sourced quotes for new audit firm and presented recommendations for board vote
- Met with current auditors to receive their financial statements and report for the last year end
- Participated in Club Funding Appeal meeting, discussion and recommendations
- Prepped AGM agenda and associated attachments and notices
- Sourced volunteers for the Homecoming Breakfast
- Dealt with property tax issue on the third-party lease spaces (we are paying on their behalf). Worked with both legal counsel and James Heath at UBC Vancouver on lease addendums to look after this going forward
- Presented bargaining dates to the Union – we have the following dates set aside: Jan 22-24; and Jan 30 – Feb 1.
- Met with a labor relations consultant who may help us through the CBA bargaining process
- Attended the Curious About Cannabis dialogue during Thrive Week
- Attended my first Campus Programmers' Meeting
- Attended the opening day of UBCO / Okanagan College joint blood drive that happened during the month of October, and donated blood for the first time

# EXECUTIVE MEETING MINUTES

UBC Students' Union, Okanagan Local 12 British Columbia Federation of Students Regular  
Executives Meeting, Nov 5, 2018 – UNC113C

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## 09:12 – CALL TO ORDER

### 1. ACKNOWLEDGEMENT OF TERRITORY

We would like to acknowledge that we are on the traditional, ancestral territory of the Okanagan Nation. We would like to recognize that learning happened in this place long before this institution was established. It's important that we understand that we are very privileged to be living, working, and learning in these territories that are not our own.

### 2. ADOPTION OF AGENDA AND REVIEW OF MEMBERSHIP

18/11/05.01

#### MOTION

Tran/Shaker

Be it resolved that the agenda be adopted.

**CARRIED**

### 3. PRESENTATIONS

### 4. EXECUTIVE REPORTS Executive members provide oral reports and updates.

#### 4.1 President

#### 4.2 VP Finance and Operations

#### 4.3 VP Internal

#### 4.5 VP Services

#### 4.6 General Manager

### 5. OLD BUSINESS

### 6. NEW BUSINESS

#### 6.1 Legacy Fund Application Requests

18/11/05.02

#### MOTION

Compaore/Tran

Be it resolved that the application for Legacy funding be approved for students Ini Oladosu and Gabriel to travel to LA to learn more about filmmaking be approved.

**Motion tabled – more information as to the details and impact of the conference are required.**

### 7. INFORMATION ITEMS

#### 7.1 Discussion and Announcements

7.1.1 Staffing discussion – session moved In-Camera at 9:44 am. Out of Camera at 10:20am

7.1.2 Multicultural Art Gala – we have confirmed the caricaturist. Paula Tran will represent the SUO at the Gala on November 17.

7.1.3 Collective bargaining for the organization's CA with BCGEU will commence Jan 22. The General Manager recommends that we retain a Labor Relations Consultant to assist in this very important process as internally we do not have the required skills to ensure that this is done optimally from the SU side. Lori will provide additional information as to expected cost.

### 8. ADJOURNMENT – 10:21 am