

**Vice President Internal  
 Report to the Board of Directors  
 September 2014**

**1. Governance & Board Secretary**

Work for the 2014 Fall By-Election is progressing as planned, and the Governance Committee has not been required to put in much work during the month. The CEO and Electoral Appeals Committee have just been hired, and duties will be transferred to the CEO imminently. I do not expect any loss in productivity of knowledge gap with the transition.

Governance Committee, which met three times this month, has been primarily working on job descriptions for the Executives, and the Ex-Officio Policy. Although job outlines were created when the new organizational structure was passed, they have not yet been developed into full job descriptions. After some work, they are being brought to the Board for review and discussion, before fine tuning by Governance, and final approval by Board next month.

On a separate note, I am happy to report that the Extraordinary General Meeting on September 23 was held successfully. We met quorum and presented/passed the 2013/2014 Audited Financial Statements and the bylaw corrections and clarifications previously reviewed by Board.

**2. Finance**

The Finance Committee met twice during September, with the following funding decision.

Date	Category	Name	Purpose	Requested	Approved
10-Sep-14	Club	UFV Yoga Club	U-Join and Kickoff	265.00	265.00
10-Sep-14	Association	Social Work	Bursary Fundraiser	228.00	178.00
10-Sep-14	Association	Social Work	Awareness March	120.00	70.00
24-Sep-14	Association	Philosophy	U-Join	46.27	46.27
24-Sep-14	Association	Psychology	Bi-weekly Coffee/Donuts	150.00	0.00
24-Sep-14	Association	Psychology	Honours/Grad School Info Night	200.00	200.00
24-Sep-14	Association	Psychology	Annual Meet & Greet	300.00	300.00
24-Sep-14	Club	UFV Urbanists	Guest Speaker Event	255.00	255.00
24-Sep-14	Club	Chinese Student/Scholar	Moon Festival Celebration	517.43	517.43

To date, \$7,346.97 of funding has been approved for Clubs & Associations, with \$52,153.03 remaining in the budget. Notably, the soft cap for Clubs is 44.2% used due to the higher than expected activity level. Although the soft caps likely will need to be adjusted in the Winter semester, at this point with 87.6% of the overall budget remaining there does not appear to be an overall budget concern. For clarity, the Finance Committee is typically awarding full or almost full funding for requests.

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Under the direction of the Finance Officer, the Finance Committee reviewed and approved the findings of two audits conducted in accordance with the Fund Request Policy. The Cricket Club was found to have failed to keep receipts verifying use of funds, and to have brought non-UFV students on a tournament trip funded by SUS. As funding could be reasonably verified through known activities and available receipts, and no funding appeared to support the non-UFV students, the outcome was to change the distribution of funding for the Cricket Club until April 2015 so that 50% is funded up front and 50% after receipts are submitted (instead of the standard 70/30). An audit of the Biology & Chemistry Students' Association is also complete, and is pending ratification by CLASS Committee

Finally, the banking transition is progressing ahead of schedule and we are currently receiving and reviewing RFPs from multiple institutions.

### 3. Clubs & Associations

The Clubs & Associations Handbook was released at the beginning of September, and we have received many positive comments from various groups. We shared the handbook with all groups through various mediums, in addition to holding the Clubs & Associations Kickoff during Weeks of Welcome in Aftermath. There were about 25 people in attendance and all were glad to have participated in the session.

The Clubs & Associations Committee met four times during the month and review the below registration packages. Items in bold are new registrations, all others are re-registrations. CLASS also met on September 29 after this report was submitted, and updates from that meeting will be included in my October report.

Finally, we are looking to implement additional communication methods with Clubs & Associations, which will likely take the form of a periodic newsletter. This will include upcoming events, news from SUS, and other items that may be relevant to the various groups on campus.

Date	Category	Name	Status
10-Sep-14	Club	UFV Muslim	Approved
10-Sep-14	Club	Canadian Advocates for Freedom and Liberty	Approved
10-Sep-14	Club	UFV Circle K International	Approved
15-Sep-14	Association	Geography	Approved
15-Sep-14	Association	Kinesiology/Physical Education	Pending
15-Sep-14	Club	Aiding Communities Everywhere	Pending
15-Sep-14	Club	African-Canadian Students	Approved
15-Sep-14	Club	Math	Approved
15-Sep-14	Club	Pre-Med	Approved
15-Sep-14	Club	Chinese Student and Scholar <sup>^</sup>	Approved
15-Sep-14	Club	UFV Urbanists	Approved
22-Sep-14	Club	United Christian Ministries	Pending
22-Sep-14	Club	International Friendship Club	Pending
22-Sep-14	Club	Mental Health Awareness	Pending
22-Sep-14	Club	UFV Arab Club	Approved
22-Sep-14	Club	UFV Giddha Club	Pending
22-Sep-14	Association	Biology/Chemistry	Approved

#### 4. Student Fee Application

Further to previous meetings with OReg, we have seen many cases of students in programs that UFV excludes from SUS membership come for us requesting access to our services. To date, UFV's systems are unable to even allow students to opt-in in many cases, and we are working to create a process that will allow students to access SUS services regardless of UFV's systems. The challenge stems primarily with the U-Pass and Shuttle Bus, where a UFV student ID card is required, but for this same category of students, UFV won't even provide them with student ID. On a broader scale, we are hoping to be able to offer membership to these students automatically, and these consistent requests for membership only help our case when advocating UFV for change.

#### 5. Canadian Alliance of Student Associations

The CASA Board met twice this month (once after the submission of this report). Among other items, our overall focus has been preparing the 'asks' for Advocacy Week that will be held in November. At the Policy & Strategy Conference, the Membership approved a thematic series of focus areas, from which the Board, with support from Home Office, is creating a series of asks that are logically linked within the selected themes. There is continued work on Youth Employment issues and the fee structure and membership term of CASA. With regards to the latter two points, I do not anticipate any changes that would have a material impact on SUS.

#### 6. Shuttle Bus

Exterior half-wraps are now installed on the shuttle busses and are a great promotion of the SUS brand. Further improvements to the student experience while on the shuttles are in

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process and we hope to implement soon. All other pertinent information is included in the special presentation and motion regarding the campus connector referendum.

**5. External Communication, Events, and Meetings**

September 3 – Meeting with Jody Gordon about the Shuttle Bus and other collaborative programs

September 12 – Meeting with Chris Duffin about SUS funded scholarships, bursaries, and grants

September 15 – CASA Board Meeting

September 17 – Learning Environment Advisory Group (LEAG) meeting

September 30 – CASA Board Meeting

**6. Upcoming Items of Note**

November 16 – 21 – CASA Advocacy Week, Ottawa ON