



**REPORT OF THE VICE-PRESIDENT FINANCE & OPERATIONS TO LEGISLATIVE COUNCIL
OCTOBER 10TH, 2012**

"Success is not final, failure is not fatal: it is the courage to continue that counts." - Winston Churchill

1. UPCOMING PRIORITIES

Item	Timeline
Budget Revision	Presentation to Council: November 1 st , 2012
By-Law Book II Revisions	Update: Process ongoing – December

2. FINANCE

Budget:

Frosh – SQ

Four Floors – I have made the initial budget with VP Szejda.

- SSMU** – Budget process underway
 - **Exec Departments** – Sep 10-17
 - Update:** President and VP Internal remaining.
 - **Student Fees:** Sep. 17-27
 - Update:** We have the final reports. Student fees for Operating fund, HDRF, discretionary funds, and fee funded services are reconciled.
 - **Services:** Ongoing – Oct. 15
 - Update:** Services should be coming in for follow-ups to present their own budgets and have their departments updated at which point this section will be finished.
 - **Exec Portfolios:** Oct. 1-15
 - Update:**
 - **Gerts:** Oct. 1-8
 - Update:** Natasha is preparing her budget and we will be meeting to review them in the coming days.
 - **Aggregation & Analysis:** Oct. 8-15
 - Note:** This is when we will determine the size of the deficit and thusly if - and by how much - we increase the base fee to make ends meet.
 - **Executive Approval:** October 16th.
 - **Presentation to Council:** November 1st.

Clubs & Services:

- Audits** –
 - **Results:** SQ
 - **Revision:** This will become a higher priority after the budget process is complete. In the meantime I will be meeting with Sandy to outline the preliminary revisions and then we will follow up in further detail at a later date.
- Services** –
 - Services are taking longer than expected to get back to me but should all have finished their budgets for the year and met with me by October 16th. The deadlines may be tight for some of them so I've continued meeting with them to help with the process. At this point we'll see how it goes.
- Clubs** –
 - **Club Management:** Club Management package is designed to facilitate the administration of the club finances and operations. **Update:** As with the audits, I will be meeting with Sandy to develop the financial side of the package. The Package has taken a backseat to the budget and other more pressing matters but remains a priority.

3. OPERATIONS

Gerts:

- Staff:** SQ – We had an interview for a coat check employee last week.
- Sales:** I don't have the sales figures on hand at the time of the report but will provide an update by council.



- Feedback:* A google form for feedback will be included in this week's listserv. Make sure to fill it out and spread the word so gerts can get as much input as possible.

Gertrude's Corner:

- Kitchen:* The infrastructure is being improved and is helping the kitchen become more operationally efficient. We expect the kitchen team to continue improving over the coming weeks.
- Sales:* I don't have the sales figures on hand at the time of the report but will provide an update by council.
- Marketing:* A team of marketing students have begun a case project and evaluation of Gertrude's. Their report and recommended marketing plan will be available within four to six weeks.

2nd Floor Tenants:

- Lola Rosa:* SQ
- Bocadillos:* SQ
- Bamboo Bowl:* SQ
- Tenant Meeting:* A meeting of all the tenants is arranged for October 16th. Lola Rosa and Bocadillos have already met to discuss some mutual issues and are prepared for the meeting. Bamboo hasn't responded to the emails yet.
- Feedback:* A google form for feedback will be included in this week's listserv. As with the gerts form, make sure to fill it out and spread the word so we, and the tenants, can get as much input as possible.

Mini-Courses:

- Registration – SQ –* Registration has outpaced last years by a respectable margin. The registration and projected income remain above expectations.

TED x SSMU:

- New Idea: - SQ -* The previous director of TEDxMcGill suggested that SSMU take it on as an event/operation. It promises to be a great addition to SSMU's current offerings and an excellent opportunity for student involvement.

Student Run Cafe:

- Operations Management Committee* will be conducting a feasibility study of the project in conjunction with team members from the Sustainability Case Competition.

4. COMMITTEES

FERC

- Coordinator:* Adam has done some great work researching options for implementing metrics based on the Ethical Investment Plan criteria into the evaluations of investment positions.
- Committee:* The committee will be meeting for the first time this week for input on Adam's research.

Funding Committee

- Coordinator:* Rochelin has been training and catching up on emails and applications. We're also almost done the application revision process. It's been greatly simplified and hopefully improved
- Committee:* We will be meeting for training, feedback on the revisions, and the first round of funding October 10th

Operations Management Committee

- Student Run Cafe:* The committee will be meeting this week to begin the feasibility study. The committee will be divided into three teams: Menu and Operations, Space & Design, and Sustainability. The Sustainability team will work with both design teams to build a foundation of sustainability into the design of the Cafe. The teams will be comprised of members at large, participants from the Sustainability Case Competition, and any interested councillors. There is certainly no shortage of work to be done so if you would like to contribute please contact me. The goal is to have the study completed in 4-6 weeks from the first meeting.

Finance Committee – SQ

Accounting Committee

Ongoing Projects:

- Cheque Request Procedure –* A document to outline the proper way to file a cheque request for general use.



- Purchase Order Procedure** – Ongoing procedural revision concerning P.O.'s. Initiated by the Controller. For internal use.
- Club Audit Revamp** – Ongoing revision of the structure, procedure and implications of the club audits. For Club use.
- Internal Control Revision** – Relentless emphasis aimed at improving our general internal controls.

Fee Advisory Committee – SQ - Next meeting is in October 16th.

5. OTHER

ASEQ: Change of coverage period ended September 27th. We have final numbers from ASEQ for the semester. There have also been a couple students requesting coverage under the Health and Dental plan that have opted in. The current policy is that students wishing to opt-in to the plan also have to pay SSMU and other relevant fees.

By-law Revision: SQ - Ongoing meetings with the Comptroller and General Manager to bring our financial by-laws up to speed. The process has been going very well so far. They were previously scheduled to be presented to council October 11th but from our meetings it seems that they will be finished in December.

Respectfully submitted,

Jean-Paul Briggs

COUNCIL