



## Legislative Council

*Report of the Vice-President Finance & Operations  
March 2, 2012*

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*"Whenever you find yourself on the side of the majority, it is time to pause and reflect." – Mark Twain*

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### 1. PREAMBLE

I hope that everyone had a restful Reading Week; I had a great time working since the office was extremely quiet and calm for one whole week.

### 2. BUDGET AND FINANCES

SSMU Budget: A few weeks ago, I contacted the Executives, Services, and relevant Staff to go over the revision of the budget approved during the fall semester. The following chart provides an overview of the schedule.

Date	Task
Monday, February 6, 2012 (for two weeks)	Meeting with the Services & Executives
Monday, February 6, 2012	Contact Bar Manager to start the Gerts Bar budget
Monday, February 6, 2012 (for two weeks)	Revision of the General Administration, Building, and Security budgets
Tuesday, February 28, 2012	Presentation of Gerts Bar budget revision to the Gerts Administrative Committee
Friday, March 2, 2012	Deadline for all Budget Revisions to be submitted by 9am
Saturday, March 3, 2012 Sunday, March 4, 2012	Go over budget changes and prepare document for the Budget Revision Meeting
Monday, March 5, 2012 or Tuesday, March 6, 2012	Meeting to go over Budget Revision
Wednesday, March 7, 2012	Presentation to the Executive Committee
Thursday, March 15, 2012	Include in the report of the Vice-President Finance & Operations and ask the approval of the Legislative Council

The deadlines above have proven to be helpful. However, of the other five Executive members, I have only met with two to review their respective departments. As I mentioned at the Executive Committee, I will move forward regardless given the reminders I have sent and the announcements made at our weekly meetings.

Aside from the revision of the budget, I have also set a schedule for the preparation of the 2012 – 2013 fiscal year budget.



Lastly, I am in the process of preparing documents for the Finance & Operations portfolio workshop for the transition period.

Financial Plan: The General Manager (breakdown of the Capital Expenditures Reserve Fund for 2010 – 2011) and I (explanation of future projects) completed our respective sections of the Financial Plan.

Clubs: Last year as Funding Coordinator, I promoted the Club Audit and we were able to receive a robust amount of audit documents. This year, the Vice-President Clubs & Services have promoted the audit at the Club Workshops, individual appointments, and through the listserv.

Services: Thus far, I have met with six of the Services (MSERT, Midnight Kitchen, Walksafe, Players' Theatre, MISN, and Elections SSMU) to go over the budget revision. Other Services that have booked an appointment include MISN and the SSMU Volunteer Service.

### **3. OPERATIONAL COMMITTEES**

Gerts: After reviewing several options for the ATM, we are postponing the project until the renovations of the bar this summer. I am, however, looking into all the alternatives to at least commence the paper work involved with having an ATM.

As an aside, I will be in the bar or helping with coat check almost all day on March 16, 2012 for the St. Patrick's Day event. I expect you to drop by!

Mini Courses: As I always do every month or so, I sent the Mini Courses team an update of the financials. In addition, there will not be any revisions to the Mini Courses budget since the actual figures are within budget.

Book Bazaar: I have spent a considerable amount of time during my term sorting some of the books downstairs and holding two free book days to clean out the inventory. That being said, there is still much work to be done; therefore, I will continue to organize the books in the basement to facilitate the next year's Executive Committee and their plans in regards to the remaining books.

Marketplace: Things are slowing down on this front. Although I am content with the promotion early this semester, there still are many improvements that can be made.

Student-run Cafe: I met with Flint, our Intern on March 17, 2012 to discuss the communications plan for the SRC Working Group, especially in terms of reaching out to students. During Reading Week, he prepared a few suggestion boxes, booked a table to raise awareness, and will be working with me to have a "name the cafe" and "envision your cafe space" forum.

Please refer to the Working Group report for a schedule of the plan-of-action.

### **4. ADMINISTRATIVE COMMITTEES**



Finance Committee: Status quo.

Financial Ethics Research Committee: On February 13, 2012, the Committee met to review the draft of the Purchasing Policy. Following the meeting, the FERC Coordinator sent an e-mail with the most up-to-date draft for final suggestions.

Again, during Reading Week, I submitted my final edits to the Committee and am now awaiting the other members' feedback.

Funding Committee: In preparation for June 1, 2012, I am working on the revision of the funding applications in conjunction with the Committee and the Funding Coordinator.

Operations Management Committee: I will be scheduling a meeting after this Legislative Council to discuss updates on the operational level. For the most part, the Committee is involved with the SRC Working Group.

## **5. MISCELLANEOUS INFORMATION**

Accounting Procedures: Status quo.

ASEQ: After the referendum question passed at the last Legislative Council meeting, I met with the Program Manager during Reading Week to discuss campaign rules and promotional items for the campaign period. We have been in communication with the Elections SSMU CEO with questions about the campaign period and processes.

By-law Book II Revision: Over the weekend, I submitted the revision of by-law book II. Thank you to Councillor Clarke

Daycare: The Daycare Board will be meeting on March 15, 2012.

International Women's Week: I have been working closely with the Vice-President Externals (Councillor Parent-Racine and former Councillor Jean-Claude) of the Social Work's Student Association (SWSA) on developing a schedule, contacting like-minded groups to run workshops, and taking care of other logistics.

Sustainability Case Competition: Over the last couple of weeks, I have met with the team twice to go over preparations for the Exposition date. I have helped with room bookings, the promotion of the case competition, and will be taking care of classroom announcements the week of the Exposition.

I hope to see all of you there; the Sustainability Case Competition Exposition is on March 14, 2012 in the SSMU Ballroom.

Transition: I have been preparing for the transition period quite heavily over the last few months and have already completed the SSMU basics portion of the transition. In addition, I have commenced my



exit report and I am in the process of completing a binder with all the relevant documents for the next Vice-President Finance & Operations. This will make it easier for them to find important documents and will also be helpful during the transition period itself.

Website Financials: This week, I am in the process of scheduling a meeting with the Vice-President Internal, Communications & Publications Manager, and the Comptroller to discuss the financials of the website.

Peace be with you,

Shyam Patel