



## Legislative Council

*Report of the Vice-President Finance & Operations  
April 12, 2012*

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*"A small body of determined spirits fired by an unquenchable faith in their mission can alter the course of history." – Mahatma Gandhi*

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### 1. PREAMBLE

This year, although overwhelming in many ways, has been a great year on many frontiers. I want to take this opportunity to thank you for your dedication to the SSMU and the greater student body, and hope that you continue to do some great work on campus.

I wish you all the best in both your academic and social endeavors. If you have any questions or would ever like to chat, you are more than welcome to reach me at [shyam.patel@mail.mcgill.ca](mailto:shyam.patel@mail.mcgill.ca).

### 2. BUDGET AND FINANCES

SSMU Budget: I apologize that this document was not distributed earlier. The budgeted amounts are heavily reliant on the Lease and since there is no Lease signed as of April 12, 2012, it is difficult to predict the finances.

As an aside, a separate presentation will be submitted for the budget.

Financial Plan: It took a long while to complete the Financial Plan; however, it is finally done. This document will hopefully facilitate the SSMU's finances in the long-term and is a document that will be worked on by the Vice-President Finance & Operations on a regular basis. A separate report will be provided for the Financial Plan.

Clubs: As a reminder, the Club Audit deadline is May 31, 2012. Please remind any SSMU Clubs (not Services) that you know that the deadline is fast approaching.

Services: I have met with ten of the Services to review their respective budgets; these meetings were quick and efficient, just the way it should be.

### 3. OPERATIONAL COMMITTEES

Gerts: The Gerts Administrative Committee met last week to review the budget for 2012 – 2013. This was approved by the Committee and will be presented in the overall budget of the SSMU.



As an aside, the Gerts Bar Manager is planning an Ice Cream day in the bar for April. I suggested that there is a station where students can purchase the ice cream and then have different toppings to choose from. As you can tell, I am fairly excited for this event!

Mini Courses: I completed the 2012 – 2013 budget in conjunction with the Mini Courses Supervisor. Aside from the budget, I will be helping with the May registration period.

Book Bazaar: The books that the SSMU received from the McGill Book Fair have been removed from the basement. Now, I only have the books from Haven Books that need to be cleared (they will be cleared by April 13, 2012). These books will be distributed to students for free in the SSMU lobby.

Marketplace: Last week, the Communications & Publications Manager and I printed a large poster for the SSMU building and I also promoted Marketplace on Facebook. Given the semester is fast approaching, I will continue to promote Marketplace through any means possible (i.e. listserv, contacting Faculty Associations to include a message on their listserv, and posters on campus).

Student-run Cafe: The business plan for the Student-run Cafe is almost complete. Once complete, it will be distributed to the Working Group for feedback. If you are interested in reviewing the business plan, you are more than welcome to do so.

#### **4. ADMINISTRATIVE COMMITTEES**

Finance Committee: The Finance Committee, as mentioned previously, will be meeting next week to review the Financial Plan.

Financial Ethics Research Committee: Please see the report of the FERC. We will also be reviewing (and hopefully passing) the Purchasing Policy at tonight's Legislative Council meeting.

Funding Committee: The Committee's last meeting took place on April 4, 2012. The final report provides an overview of the year.

Operations Management Committee: See the Student-run Cafe section above.

#### **5. MISCELLANEOUS INFORMATION**

Accounting Procedures: Now that the new Comptroller is more settled in with the SSMU, have set a meeting with the General Manager and the Comptroller to go over the SSMU's accounting procedures in hopes that the next year's Executives will be working with more structured and easy-to-follow procedures. I will also integrate the accounting procedures document that I worked on during the summer into the by-law book so that we need not have several documents but fewer documents that are cohesive and unified.

ASEQ: I reviewed and confirmed the coverage dates for the upcoming year.



By-law Book II Revision: This is a project that I will be focusing on after tonight's meeting because my main two priorities for the last few weeks have been the SSMU Budget and Financial Plan.

Daycare: I have sent the incoming Boards of Directors members a reminder to set-up an appointment with the Daycare Manager to complete any paper work for their respective police checks.

Human Resources: I recently sent the Student-Staff I work with a reminder to log-in all hours (as per usual) and the relevant template for their exit report that was prepared by the HR Advisor.

Leave of Absence: I would like to note that I will be on vacation the week of April 16, 2012; this was approved by the Executive Committee on April 4, 2012.

Student Accounts: I have been in contact with Student Accounts about changing the SSMU description on the Student Accounts website. I have also started preparing a memo that will be sent to Student Accounts by me regarding the SSMU fees for 2012 – 2013 by April 15, 2012.

Sustainability Case Competition: I am super proud of this event and, although we are done for the year, the team will be leaving an exit report for next year in hopes that the case competition will be continued in some way, shape, or form.

Transition: Two weeks ago, I sent my successor an e-mail outlining the interview process and have kept him abreast of any pressing information. We will also be conducting interviews this Friday afternoon for some positions under the Finance & Operation portfolio.

Website Financials: The Communications & Publications Manager, the Comptroller, and I met two weeks ago to discuss the website financials and the invoices are on track with what was approved by last year's Legislative Council.

Yearly Report: I started my yearly report on the portfolio and will submit the report to the President early next week – it will be distributed to Councillors and students thereafter.

Peace be with you,

Shyam Patel