Legislative Council

Report of the Vice-President Finance & Operations

November 17, 2011

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| *“Forgiveness is a virtue of the brave.” – Indira Gandhi* |

**1. PREAMBLE**

The past couple of weeks, for all of us, have been extremely busy. However, I still love every minute of it. In the last few days, I have been able to complete a few projects (i.e. the budget, workshops for the Services, second floor project report) and now have the ability to move forward onto new projects that I have been looking forward to.

**2. BUDGET AND FINANCES**

SSMU Budget: I can say with certainty that the SSMU budget is finally complete. It took a long while to meet with different members and to gather all the information; however, I am happy to present a budget which I can say that I am truly proud of. The budget, although similar to past presentations, has been revamped to make it more accessible and understandable; I appreciate any feedback for the future as there is always room for improvement.

Financial Transactions: A separate report has been submitted for this. Please note that the report for the fall semester will be provided at the next Legislative Council given the current workload and amount of time this specific project requires.

Clubs: Of the several clubs, four have scheduled a club audit appointment. I will be in touch with the Clubs & Services to discuss possible ideas to promote the club audit for next semester.

Services: I met with the majority of the Services to discuss their respective budgets and to get feedback on my interactions with them thus far. The appointments were highly helpful enabling the Services to express their concerns and questions about the budget and other relevant financial information. During the meetings, I also prepared some notes for the Vice-President Clubs & Services to provide an update of the Services’ financial position. Moving forward, I will meet with the Services as usual on an individual level; this depends on the Services since some drop by readily while others only drop by once a month.

**3. OPERATIONAL COMMITTEES**

Gerts: The sales of the bar have been healthy and the Gerts Bar Manager along with the night managers has been consistently keeping track of the sales for this year.

Mini Courses: This operation has been relatively quiet recently given that the planning phase of the semester is over. The Mini Courses Supervisor, however, provides me with updates when she drops by the office on a weekly basis. She also submitted the requests for the Mini Courses room bookings well before the deadline. Overall, as usual, she has been readily responding to student messages. In regards to advertising and promotions, she has provided the Marketing Manager with goals for next semester. The Marketing Manager has already completed a postcard sized advertisement to promote Mini Courses registration. On my end, I have sent the team the most updated budget with actual figures to provide an idea of the financial position of the Mini Courses operation.

Book Bazaar: Status quo.

Marketplace: An announcement will be made verbally.

Student-run Cafe: The working group will be meeting next week for its final meeting of the semester. We also met on Saturday, November 5, 2011 to go over the vision of the student-run cafe; however, were unable to complete the discussion due to the time constraint.

**4. ADMINISTRATIVE COMMITTEES**

Accounting Committee: The Junior Accountants have been doing well and are performing their respective tasks accordingly.

Finance Committee: I meet with the committee members on two occasions because of scheduling conflicts. That being said, the committee met to discuss the budget presentation.

Financial Ethics Research Committee: The committee met last week to go over the draft of the Ethical Investment Plan.

On another note, the FERC Coordinator has been working for the past few weeks on organizing many of the past documents. Thereafter, he has been compiling research for the Purchasing Policy revision in anticipation of next semester. Aside from those tasks, his main responsibilities are relevant to the Ethical Investment Plan. After receiving the first draft from me, he has been editing the document according to the previous research complied and integrating the different comments from the committee. In the next week, he will be completing the final edits and meeting with me to go over the final draft for approval. Once this is complete, the committee will meet before this plan is brought forward to the Legislative Council to go over any outstanding edits.

Funding Committee: The Funding Coordinator, for the last three weeks, has been extremely busy with the high volume of funding applications. That being said, he is now working on updating the Club Records document which lists all the approved applications and provides the left-to-date figures of the funds.

Operations Management Committee: Status quo.

**5. MISCELLANOUS INFORMATION**

ASEQ: I met with the Program Manager of ASEQ again to review the plan and to prepare for future years; more updates will be provided once the Finance Committee meets to assess some of the strategies for the long-run.

By-law Revision: I have submitted the first draft of my edits with basic additions or recommendations. For the coming weeks, I will be working on a second draft that focuses on the substantive parts of the second by-law book.

Council: I am still content with the number of Councillors dropping by the office to ask questions and appreciate your involvement.

Lease: A few of the Councillors have met for the past two Sundays to discuss the Lease and alternatives to the Lease negotiations; I am sure aspects of this will be covered elsewhere.

Sustainability Case Competition: I have been actively meeting (once a week) with the co-chairs of the case competition to receive updates on any progress that has been made. Recently, the group has been spearheading a strong promotion strategy to raise awareness of the competition while planning the cocktail event for November 18, 2011. For more information, check out the website for more updates: <http://ssmucasecomp.com/>. Aside from raising awareness and planning for its first event, the team has been applying for different funds and has received strong support financially, thus far.

Transition: I have realized that the only time I will be able to focus on transition material will be during the winter break or, if I am lucky, the second week of December.

Peace be with you,

Shyam Patel