



**REPORT OF THE VICE-PRESIDENT FINANCE & OPERATIONS TO LEGISLATIVE COUNCIL  
 OCTOBER 18<sup>TH</sup>, 2012**

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**1. UPCOMING PRIORITIES**

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

**2. FINANCE**

Budget:

**Frosh** – SQ

**Four Floors** – SQ - Working budget is still being developed by Mike. Waiting for confirmation of ticket price

- **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 16<sup>th</sup>.
  - **Presentation to Council:** November 1<sup>st</sup>.

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 still taking longer than expected to get back to me. I have the whole day set aside tomorrow for budget meetings with services. The deadlines are tight for some of them so I'm trying to expedite the process.
- **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 –
- **Sales:** Figures for presentation



- **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:** SQ - 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:** Figures for presentation
- **Signage:** Chalkboard wall is done and filled. Still needs a border. Other signage still with Myriam .
- **Marketing:** The first two focus groups took place on Tuesday and the organizers reported that there was substantial actionable feedback. When they finish their remaining focus groups there will be a report submitted to us with the results.

#### 2<sup>nd</sup> Floor Tenants:

- **Lola Rosa:** SQ
- **Bocadillos:** SQ
- **Bamboo Bowl:** SQ
- **Tenant Meeting:** The tenant meeting was this morning with all tenants in attendance. The tenants are upset and losing money. Some of them expressed concerns that they wouldn't return after the duration of the contract at this rate. They expressed disappointment with the state of the equipment, the constant breakdowns, and slow response from McGill to fix anything.
- **Feedback:** A google form for feedback will be included in next 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 – License application process to begin soon.

#### 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

- **Ethical Investing Plan:** Adam has done some great work researching options for implementing metrics based on the Ethical Investment Plan criteria into the evaluations of investment positions. We are trying to choose between using an established index versus creating our own. We are on the same page in believing that an index designed by SSMU for SSMU would be best. That being said, it will be time consuming and expensive so we are exploring options. One plan is to use
- **Purchasing Policy:** going to use the policy set and develop further. We then aim to consult with a Professor of strategic sourcing to build a working preferred suppliers database
- **Committee:** The committee met yesterday to go over the plans for the semester. Adam has done a great job so far and the committee will be moving forward with research on indices and our investments for the next meeting.

### Funding Committee

- **Coordinator:** The website has been finally updated with the fund balances and new application forms. We are planning to move forward with a new exciting idea from Myriam to create an online form that groups fill out which will generate digital funding applications straight to the funding committee.
- **Committee:** The second meeting will be tomorrow evening.

### Operations Management Committee

- **Student Run Cafe:** 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. **Update: The team is in the research phase with everyone preparing reports on subjects like successful student run operations on campus, across Montreal, and throughout greater Canada. They will also be taking a look at the shortcomings of the architecture café and other student run ventures.**

Finance Committee – SQ

- **Update:** In the process of taking ideas for the finance committee and developing them into a plan of action. Further information to come soon.

Accounting Committee

Ongoing Projects: SQ

- *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.

**5. OTHER**

ASEQ: SQ - Change of coverage period ended September 27<sup>th</sup>. 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 11<sup>th</sup> but from our meetings it seems that they will be finished in December.

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Respectfully submitted,

Jean-Paul Briggs