Budget Committee Minutes

February 26, 2018, 3:00 – 4:00PM | Abdul Ladha Room 103

Present:

VP Finance     Ryan Lou
AMS Representative    Wendy Guo
Astronomy Representative   Ronan Kerr
Microbiology and Immunology Representative Arshdeep Ganda

Regrets:

AVP Finance      Alyssa Yong
Coordinated Sciences Program Representative Monica Hsu
Member-At-Large    Jacqueline Zheng
Member-At-Large    Mimi Nguyen

I. Call to Order

The meeting was called to order at 3:09 PM.

II. Budget Amendment Presentations and Discussions:

1. Budget Discussion – Communications Portfolio (~15 Minutes)

   - First Week ($7524) – under budget by ~$500; unused merchandise ($600); Imagine Day and Week events (food), T-shirts for volunteers; Tacos ($900); carnival, prizes
   - Ronan: The merchandise will have a significant amount of carry-over?
   - Ryan: We can just use them for the rest of the year if we have any remaining; e.g. the lanyards. We were about ~$700 under budget.
   - Ronan: Should we just cut it down to $7000?
   - Arsh: I think we should just leave it and it could be extra money left over that could make next year better.
   - Ronan: But should the extra $700 be given to them as flexibility to go higher on their budget?
   - Arsh: We want to go neutral or have a small surplus each year, so we shouldn’t keep it all in Unallocated Funds.
- Ryan: So we’ll keep it at $7500.
- Sales (increased to $12,500 to buy more) – could reduce it to $10,000
- Ronan: How is the balance of revenue vs. spending?
- Ryan: We have gotten back about 70-80% of it. We expect $9000 in revenue.
- Marketing commission – social media ads, increase to $500
- Arsh: The value of sponsored Facebook ads is actually quite high. 70-80% of UBC students check Facebook ads per week.
- Media commission – videographers, photographers, stabilizer; buy tripods
- Wendy: We could borrow them from IKB.
- Arsh: That is actually pretty expensive so I don’t know how effective giving them $500 will be.
- Ronan: I feel like this could have been a one-time proposal to buy new equipment. $250 seems to be a good amount for them to keep up operations. $100 seems like it would be too little. If they want more for equipment, they could just ask us later on.
- Ryan: We’ll keep it $250 for now.

2. Budget Discussion – External Portfolio (~15 Minutes)
   - Increase Careers Expo by $1500 to increase number of companies (pay for their parking)
   - Ryan: The event budget is not finalized yet. I could ask Cathy for the budget. I think we should decrease it since we didn’t go too high this year in terms of sponsorships. We just reimburse their tickets.
   - Arsh: So SUS pays for people to attend Student Leadership Conference? How many people did we sponsor?
   - Ryan: About 10 people, at $42 each.
   - Ronan: $500 just to be safe is good if we always sponsor ~10 people.
   - Community Engagement/PR – buy supplies for fundraisers ($1000 should be enough)

3. Budget Discussion – External Portfolio (~15 Minutes)
   - Club Ops Grants ($9400 spent so far with 7 more applications to go), generally they get around ~$700-1000
   - Ryan: it will probably be under budget but we want to keep it $15000, since we already decreased it from last year. But some of the Non-departmental clubs may be cut.
- Pro-D Grant ($3400, deadline on Mar. 9 so expect more applicants to come)
- Special Projects Grant (since the website was down, we are still accepting more applications) - $3000, $500 max per person
- Ryan: We’ll keep the Special Projects Grant as is; though not many people apply to this grant. Should we keep it at $3000? We could always amend it later to make it higher, depending on how many applicants we get.
- Student Initiative Grant ($2000) – not many students apply for this as this is difficult; a specific student that starts a new initiative beneficial to science students.
  - Ryan: Not many people apply so it should be good as is.
  - Ronan: I agree, and it’s good to have a little flexibility so if they do apply, we have the money for them.
- Research Incentive Grant – combine with Student Initiative Grant, for students to get into research if they have not done any research before
  - Ryan: Max $300 per person
  - Ronan: It is valuable but I feel like not many people know about it. I feel like if people did know more about this, then the $2000 for this and the Student Initiative Grant would not be enough. It seems like some of these should be higher and the only reason that they’re not is that people don’t know much about them; so if they did know about them, we should have a higher budget for them.
  - Ryan: We could just leave it for now and reallocate funds from other grants later.
  - Ronan: This is why I think we should be conservative for now then look at Unallocated Funds and see how we could best use those funds.
- Arsh: There’s also a disclaimer that the grants are on a first-come-first-serve basis regardless of whether there is money or not. So if we run out of money by Mar. 5 and you apply on Mar. 7, it is still a year-round application so the budget goes over to the next fiscal year.
- Club Careers Night Grant ($1500) – approx. 5 ($300 each), deadline passed
  - Ryan: We should just keep all the grant figures the same then.
  - Ronan: We probably should come back to this after looking at all the Unallocated Funds.
- Building Managers ($5000 each, year-round position); Operations ensures that the building is functional
  - Ryan: It is an honorarium so anywhere between ~$2000-$5000; it depends on their performance, decided by Michelle (VP Admin).
- Ronan: The total cannot go over $10,000? So if one person does more than the other then we could just split it up unevenly.
- Ryan: They log their hours. On average, it is 10-20 hours – like a part-time job.
- Building Supervisors ($2200 for term 1) – increase due to more events in term 2 (supervisors are required to be present)
- Ryan: Sometimes Execs aren’t present at all events, so we need the supervisors present to ensure SUS events go smoothly. We could increase it to $4000.
- Arsh: Should we just increase it to $4500 since there will be more events coming up?
- Ryan: I agree, since we do have more events.
- Webmaster ($1000 honorarium) – manages website for the whole year
- Ryan: We plan on decreasing the pay. We could decrease it to $500 to allocate more money towards another graphic designer but that is up to the VP Comm.
- Wendy: I agree, I don’t think that the graphic designer gets paid enough ($1000).
- Ryan: But if we have more designers then they would get paid less if they each did less work.
- Graphic Designer ($2000 split among 4) and Videographer ($1000 pays for 2)
- Ryan: So we’ll just keep the same amount – no increase. Same for the webmaster.
- SSRA, Teaching Excellence (keep the same)
- SUS Leadership ($500) – not previously on the budget
- Ryan: We could increase it by $250 to hand out 3x $250 awards. Since the Senator is no longer an Exec position, this budget has been moved to our portfolio.
- Arsh: Are there usually a lot of applicants? We should just ask how many there are; if there aren’t that many, we should just keep it the same.
- Ryan: So we’ll keep it at $500 for now.

III. Adjournment

Moved by Wendy, Seconded by Ronan.
“BE IT RESOLVED THAT there being no further business the meeting be adjourned at 3:41 PM.”