Budget Committee Meeting Minutes  
November 26 2018 | 4:00-5:00 PM | Abdul Ladha Room 104

Present:
- VP Finance: Sean Jeong
- AVP Finance: Mary Gan
- Astronomy Representative: Ronan Kerr
- First Year Representative: Keanna Yu
- Member-At-Large (Voting): Satyak Handa
- Member-At-Large (Non-voting): Abesan Rasan
- Physics Representative: Akhil Krishnan

Regrets:
- Member-At-Large (Voting): Anna Zhou
- Biochemistry Representative: Chris Leong
- Member-At-Large (Non-voting): Talia Ada Ang

I. Call to Order

The meeting was called to order at 4:02 PM.

II. Introductions

III. Approval of the Agenda

Moved by Ronan, Seconded by Akhil,

"BE IT RESOLVED THAT the Budget Committee adopts the agenda as presented."

IV. Budget Amendment Presentations and Discussions

Creative Working Group Budget - Deep Dhot, VP Student Life

Deep
- Creative working group is used for events for students
- Last year’s budget $1500, last year’s expenses $1676, with a total of -$1,664.69
- $500 temporarily allocated to Creative WG
- Creative WG used to focus on visual and musical arts, but this year wants to go into

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other aspects such as talent show, more focus on non-science hobbies

- New direction: Craftmas & Festiv-teas, Talent Show, Build your own plush toy, air dry clay pottery session, Bob Ross Acrylic Paint Night…. Learn techniques you wouldn’t normally learn @ general social events
- Higher level of complexity in events
- Proposed budget (~$1800 total)
  - Craftmas and Festiv-teas $300
  - Talent show $560 (promotion, prizes, food)
  - Build your own plush toy $580 (promotions, supplies, donated material)
  - Air dry clay $246.49 (promotion, supplies, snacks)
  - Bob Ross Acrylic Paint Night $503.91 (promotion, supplies)
  - Proposed budgets are made without any revenue made (no charge on events, events are free)
- Deep wants ~$1300 on top of the $500 already present

**Visual Media Payment Allocation - Jacob Ng, VP Communication**

**Sean:**
- Allocate $914.90 surplus from the First Week budget to the Media Pay Staff
- Media Pay Staff budget this year is not enough
- Last year each media staff received ~$300, this year is only around $250
- Last year’s Media Staff Pay did not include photographers

**Conferences Committee - Julia Chai, VP Academic**

**Julia**
- Make conference committee into a extraordinary working group
- IGNITE is a professional development conference geared towards Science students
- Highlights industry in and beyond life sciences to students
- Only professional development conference catered towards science students that is not purely life sciences based
- Applicable to all industrie
- Portion of IGNITE is networking gala- invite industry professionals
- Development of professional skills
- External Portfolio: SUS Careers Month, Speaker Series, etc
  - Show science students what industry has to offer
- Ignite: provide opportunity of developing professional development skills through mostly workshops, as well as keynote speakers, networking with other students, academia, industry
- Budget ($3864 used out of $5000)
  - Revenue was $915, with 48 early bird tickets and 29 regular tickets
  - 15-20% went to venue booking
○ 52% went towards catering
○ 3% went towards pizza as sustenance for volunteers

• Budget Proposal for this year (2018-2019)
  ○ Very large bulk of budget goes towards catering
  ○ Venues used only allow AMS catering or other on campus catering
  ○ Very expensive (minimum amount of money for $2700 for AMS catering)
  ○ Plan: 1-7 PM, only 1 meal catered
  ○ Not all food will be on campus, bring attendees to Ladha for pizza/sandwiches
  ○ Amount of participants may increase, leading to more food costs (which takes of bulk of budget)
  ○ Cutting budget from $5000 -> $4000 will become significant hindrance in conference quality
  ○ Ticket sales with mitigate the impact of budget on conference... will expect an overall deficit of -$3500, instead of losing all budget (revenue-bounce back)
  ○ $3000 catering, $300 merchandise, $750 on refreshments/sustenance, $250 on gifts/honorariums for guests, $200 on prizes/raffles, $300 on decorations instead of renting venue for gala/networking, $20 on marketing
  ○ Planning to use the lower level of Nest (free)

• Net deficit of $4000
• Need line in budget as extraordinary working group

Akhil:
• Deficit can be at maximum $4000, at discretion of VP Finance
• You can spend more, but ensure deficit is under $4000
• Use up to $5000, granted that net cost at the end after the help of ticket sales, is under $4000

Ronan
• As long as you don’t go above $4000 after ticket sales alleviation
• Giving $4000, you have to sell tickets and keep budget under $4000
• Can take out more to

Sean
• Change motion if possible

Keanna
• Where is money coming from for Conference Budget

Financial Workshops Budget - Sean Jeong, VP Finance
V. Motions

Moved by Akhil, Seconded by Ronan.

“BE IT RESOLVED THAT on the recommendation of the Budget Committee, the Creative Working Group and Visual Media Staff Pay motions are omnibussed.”

Moved by ____, Seconded by ____.

“BE IT RESOLVED THAT on the recommendation of the Budget Committee, that Council approves and allocates $1300.00 to the Creative Working Group.”

Moved by ____, Seconded by ____.

“BE IT RESOLVED THAT on the recommendation of the Budget Committee, that Council approves and allocates $914.90 to the Visual Media Staff Pay.

Moved by ____, Seconded by ____.

“BE IT RESOLVED THAT on the recommendation of the Budget Committee, that Council approves and allocates $500.00 to the Financial Workshops Budget.

VI. Adjournment

Moved by Keanna, Seconded by Ronan. “BE IT RESOLVED THAT there being no further business the meeting be adjourned at 5:02 PM.”

Mary Gan
Associate Vice President, Finance
Sean Jeong
Vice President, Finance