



Wilfrid Laurier University Students' Union Meeting of the Board of Directors

Location: Students' Union Boardroom, Waterloo
Date: April 22nd, 2019, 7:00 PM

The Strategic Ends of the Students' Union

The Organization exists to represent, advocate for, and support the primary stakeholders, the students of Wilfrid Laurier University, and to provide them with a holistic university experience and an enhanced student life. The costs of these benefits will be justified by the results.

In no specific order of priority, students will benefit from:

- An affordable, accessible, and high quality academic experience
- A safe, sustainable, and empowering environment
- Diverse and inclusive social interaction
- Products and services that cater to the financial needs of students

Land Acknowledgement:

We acknowledge the traditional territory of the Neutral, Anishnawbe, and Haudenosaunee People.

Start	Duration	Agenda Item	Type	Presenter
7:00 PM	7:01 PM	Call to Order & Land Acknowledgement	adm	Chair Kovacs
7:01 PM	7:01 PM	Adoption of Agenda	D	Chair Kovacs
7:01 PM	7:03 PM	Adoption of Consent Agenda	D	Chair Kovacs
		Adoption of Minutes: April 5, 2019		
7:03 PM	7:04 PM	Regrets	adm	Chair Kovacs
7:04 PM	7:05 PM	Conflicts of Interest	adm	Chair Kovacs
7:05 PM	7:07 PM	Comments from the Chair of the Board & CGO	fi	Chair Kovacs
7:07 PM	7:07 PM	Comments from the President & CEO	fi	ED Champagne
7:07 PM	7:10 PM	Comments from the Executive Director & COO	fi	ED Champagne
7:10 PM	7:13 PM	Items Pulled from Consent Agenda	if/D	Chair Kovacs
7:13 PM	7:43 PM	Budget Approval	fd	Chair Kovacs
7:43 PM	8:13 PM	Fees Conversation	D	Chair Kovacs
8:13 PM	8:13 PM	New Business & Announcements	fd	Chair Kovacs
8:13 PM	8:13 PM	Adjournment	D	Chair Kovacs
Total	1hr13 min			

REMINDER:

1) Summer Time! Enjoy your Summer Directors!

LEGEND:

fi, For Information
fd, For Discussion
D, Decision required
adm, Administrative task
if, If Required

Wilfrid Laurier University Students' Union

2019-20 Summer Budget Summary by Category

	2019-20 Summer Total	2018-19 Summer Total
REVENUE		
Bank Machine	\$ 2,250.00	\$ 2,250.00
Beverages (Beer and Liquor included)	\$ 66,619.52	\$ 48,265.58
Commissions	\$ 3,100.00	\$ 2,900.00
Donations	\$ 8,688.00	\$ 29,040.71
FNCC Fee	\$ 119,998.50	\$ 136,891.41
Health Plan Fee	\$ 325,000.00	\$ 318,500.00
Dental Plan Fee	\$ 310,000.00	\$ 303,800.00
Other Fees	\$ 54,183.28	\$ 36,767.59
Food	\$ 266,039.94	\$ 248,976.53
Interest	\$ 4,125.00	\$ 3,846.15
Lease Income External	\$ 5,786.76	\$ 44,120.09
Lease Income Internal	\$ 90,054.63	\$ 90,054.63
Other Revenue (Locker Rentals, Tech Share)	\$ 100.00	\$ 63,466.54
Sponsorship Income	\$ 2,000.00	\$ 6,153.85
SAC Fees	\$ 160,661.25	\$ 133,115.60
	\$ 1,418,606.88	\$ 1,468,148.67
EXPENSES		
Cost of Goods Sold	\$ 122,466.59	\$ 108,526.82
Bank Charges	\$ 21,623.08	\$ 14,646.15
Capital Purchase	\$ 8,400.00	\$ 10,413.85
Customer Service	\$ 7,837.00	\$ 3,205.82
Clothing	\$ 86,864.00	\$ 83,774.77
Computers and IT	\$ 16,346.48	\$ 10,384.62
Conferences and Meetings	\$ 9,586.15	\$ 8,732.31
Commissions & Donations	\$ 73,030.55	\$ 77,387.51
Equipment and Other Rentals	\$ 153,452.67	\$ 111,419.36
Janitorial, Repairs, and Contracted Services	\$ 166,204.64	\$ 174,013.01
Food Other	\$ 115,029.68	\$ 109,311.00
Honorarium	\$ 8,682.66	\$ 9,753.23
Staff Wages and Benefits (FT and PT)	\$ 702,355.22	\$ 759,337.59
General Supplies	\$ 49,218.58	\$ 41,307.16
Health and Dental Insurance	\$ 778,638.19	\$ 776,521.16
Insurance and Health & Safety	\$ 75,030.65	\$ 75,030.65
Lease Expense	\$ 103,282.41	\$ 104,650.76
Legal	\$ 2,400.00	\$ 1,846.15
Marketing and Promotions	\$ 27,401.92	\$ 44,814.87
Decorations and Prizes	\$ 2,850.00	\$ 6,605.38
Memberships and Licenses	\$ 35,692.55	\$ 52,953.62
Miscellaneous	\$ 100,855.88	\$ 97,001.70
Programming	\$ 108,450.00	\$ 149,240.32
Staff Development and Tuition	\$ 35,910.00	\$ 44,463.08
Travel and Accommodations/Parking	\$ 26,621.60	\$ 24,980.66
Utilities	\$ 86,905.33	\$ 79,269.23
Volunteer Appreciation	\$ 430.00	\$ 8,103.08
	\$ 2,925,565.83	\$ 2,987,693.86
Surplus/Deficit from Operations	-\$ 1,506,958.96	-\$ 1,519,545.19
Loan Repayment	\$ 128,430.80	\$ 128,430.80
Deficiency of revenue over expense	-\$ 1,635,389.76	-\$ 1,647,975.99
Source of Funds to cover the Deficit		
Cash on Hand	\$ 1,086,000.00	
Advance on FNCC Fee from WLU	\$ 300,000.00	
Advance on Oweek Fee from WLU or ticket sales	\$ 250,000.00	
	\$ 1,636,000.00	

2019-20 Summer Budget Summary By Department

Budget	2019-20			2018-19		
	Revenue	Expenses	Net	Revenue	Expenses	Net
GOVERNANCE						
Board of Directors	\$ -	\$ 11,507.97	-\$ 11,507.97	\$ -	\$ 10,947.21	-\$ 10,947.21
Elections	\$ -	\$ -	\$ -	\$ -	\$ 5,657.54	-\$ 5,657.54
GOVERNANCE TOTAL	\$ -	\$ 11,507.97	-\$ 11,507.97	\$ -	\$ 16,604.75	-\$ 16,604.75
			GOVERNANCE CHANGE FROM 2017/18	-\$	5,096.78	
LEADERSHIP						
President & CEO	\$ -	\$ 10,850.00	-\$ 10,850.00	\$ -	\$ 30,673.85	-\$ 30,673.85
Executive Director	-\$ 4,125.00	\$ 9,590.00	-\$ 13,715.00	-\$ 3,846.15	\$ 10,426.15	-\$ 14,272.31
LEADERSHIP TOTAL	-\$ 4,125.00	\$ 20,440.00	-\$ 24,565.00	-\$ 3,846.15	\$ 41,100.00	-\$ 44,946.15
			LEADERSHIP AMOUNT CHANGE FROM 2018/19	-\$	20,381.15	
FINANCE & ADMINISTRATION						
VP: Finance & Administration	\$ -	\$ 8,675.00	-\$ 8,675.00	\$ -	\$ 10,656.92	-\$ 10,656.92
AVP: Finance & Administration	\$ -	\$ -	\$ -	\$ -	\$ 3,929.23	-\$ 3,929.23
Director: Finance & Administration	\$ -	\$ 24,438.08	-\$ 24,438.08	\$ -	\$ 27,063.38	-\$ 27,063.38
ITS	\$ -	\$ 17,800.00	-\$ 17,800.00	\$ -	\$ 14,753.85	-\$ 14,753.85
Administration	\$ -	\$ 4,196.68	-\$ 4,196.68	\$ -	\$ 4,345.45	-\$ 4,345.45
U-Desk Brantford	-\$ 200.00	\$ -	-\$ 200.00	\$ -	\$ 200.00	-\$ 200.00
U-Desk Waterloo	-\$ 5,250.00	\$ 3,045.00	-\$ 8,295.00	-\$ 5,150.00	\$ 3,345.00	-\$ 8,495.00
Human Resources	\$ -	\$ 23,585.28	-\$ 23,585.28	\$ -	\$ 24,603.75	-\$ 24,603.75
FA Central	-\$ 5,450.00	\$ 81,740.04	-\$ 87,190.04	-\$ 5,150.00	\$ 88,897.58	-\$ 94,047.58
Hiring & Recruitment (Waterloo)	\$ -	\$ 230.00	-\$ 230.00	\$ -	\$ 712.31	-\$ 712.31
FA Waterloo Committees	\$ -	\$ 230.00	-\$ 230.00	\$ -	\$ 712.31	-\$ 712.31
Hiring & Recruitment (Brantford)	\$ -	\$ -	\$ -	\$ -	\$ 301.54	-\$ 301.54
FA Brantford Committees	\$ -	\$ -	\$ -	\$ -	\$ 301.54	-\$ 301.54
FA TOTAL	-\$ 5,450.00	\$ 81,970.04	-\$ 87,420.04	-\$ 5,150.00	\$ 89,911.43	-\$ 95,061.43
			FA AMOUNT CHANGE FROM 2018/19	-\$	7,641.39	
UNIVERSITY AFFAIRS						
VP: University Affairs	\$ -	\$ -	\$ -	\$ -	\$ 22,024.26	-\$ 22,024.26
AVP: University Affairs (Waterloo)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AVP: University Affairs (Brantford)	\$ -	\$ -	\$ -	\$ -	\$ 326.15	-\$ 326.15
Director: Policy, Research & Advocacy	\$ -	\$ 290.80	-\$ 290.80	\$ -	\$ 1,740.01	-\$ 1,740.01
UA Central	\$ -	\$ 290.80	-\$ 290.80	\$ -	\$ 24,090.42	-\$ 24,090.42
Outreach (Waterloo)	\$ -	\$ -	\$ -	\$ -	\$ 267.69	-\$ 267.69
SRAC (Waterloo)	\$ -	\$ -	\$ -	\$ -	\$ 236.01	-\$ 236.01
UA Waterloo Committees	\$ -	\$ -	\$ -	\$ -	\$ 503.70	-\$ 503.70
Outreach (Brantford)	\$ -	\$ 250.00	-\$ 250.00	\$ -	\$ 220.31	-\$ 220.31
SRAC (Brantford)	\$ -	\$ 395.00	-\$ 395.00	\$ -	\$ 370.77	-\$ 370.77
UA Brantford Committees	\$ -	\$ 645.00	-\$ 645.00	\$ -	\$ 591.08	-\$ 591.08
UA TOTAL	\$ -	\$ 935.80	-\$ 935.80	\$ -	\$ 25,185.20	-\$ 25,185.20
			UA AMOUNT CHANGE FROM 2018/19	-\$	24,249.40	

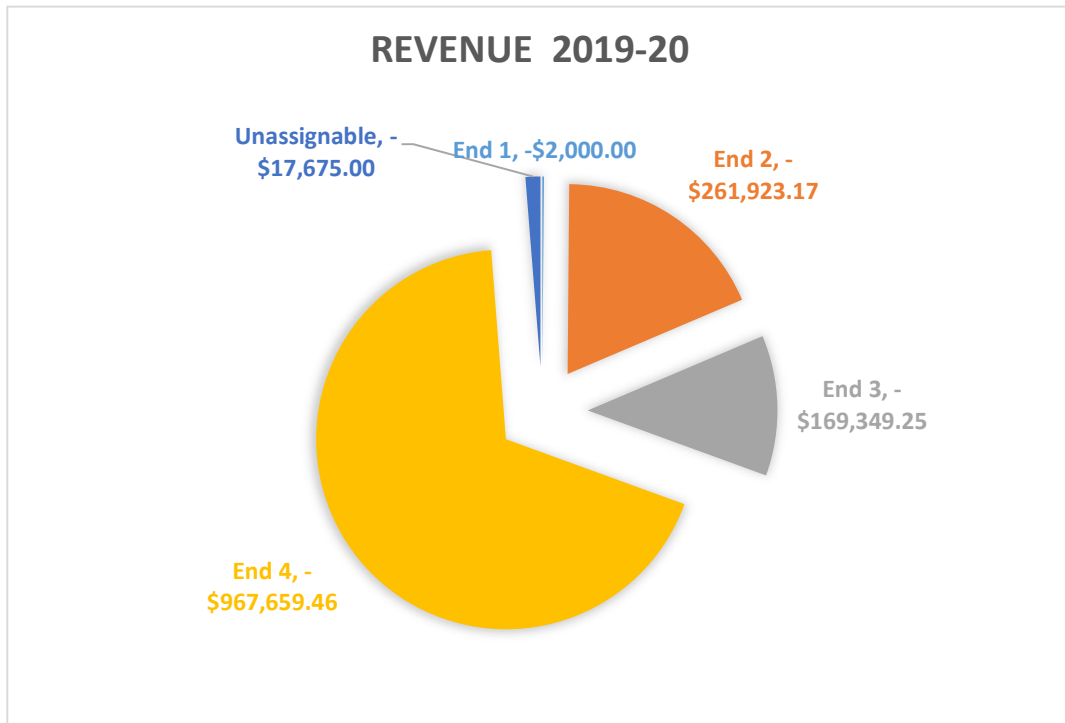
CLUBS & ASSOCIATIONS										
VP: Clubs & Associations	\$	-	\$ 37,450.00	-\$	37,450.00	\$	-	\$ 31,126.15	-\$	31,126.15
AVP: Clubs & Associations	\$	-	\$ -	-\$	-	\$	-	\$ -	-\$	-
Director: Student Experience	\$	-	\$ 568.40	-\$	568.40	\$	-	\$ 818.40	-\$	818.40
CA Central	\$	-	\$ 38,018.40	-\$	38,018.40	\$	-	\$ 31,944.55	-\$	31,944.55
Marketing and Special Events (Waterloo)	\$	-	\$ -	-\$	-	\$	-	\$ 1,926.15	-\$	1,926.15
Campus Clubs Brantford	\$	-	\$ -	-\$	-	\$	-	\$ 273.85	-\$	273.85
Faculty Clubs (Brantford)	\$	-	\$ -	-\$	-	\$	-	\$ 172.31	-\$	172.31
CA Coordinators	\$	-	\$ -	-\$	-	\$	-	\$ 2,372.31	-\$	2,372.31
CA TOTAL	\$	-	\$ 38,018.40	-\$	38,018.40	\$	-	\$ 34,316.86	-\$	34,316.86
CA CHANGE FROM 2018/19				\$	3,701.54					

PROGRAMMING AND SERVICES WATERLOO										
VP: Programming & Services (Waterloo)	\$	-	\$ 78,132.00	-\$	78,132.00	-\$	26,923.08	\$ 54,249.23	-\$	81,172.31
Programming & Promotions Coordinator	\$	-	\$ 6,610.20	-\$	6,610.20	\$	-	\$ 4,193.00	-\$	4,193.00
PSW Central	\$	-	\$ 84,742.20	-\$	84,742.20	-\$	26,923.08	\$ 58,442.23	-\$	85,365.31
Orientation Week (Waterloo)	\$	-	\$ 267,295.00	-\$	267,295.00	-\$	6,153.85	\$ 261,645.00	-\$	267,798.85
A-Team	\$	-	\$ 2,290.00	-\$	2,290.00	-\$	23,523.08	\$ 35,708.46	-\$	59,231.54
First Year Project	\$	-	\$ 850.00	-\$	850.00	-\$	923.08	\$ 5,538.46	-\$	6,461.54
Winter Carnival	\$	-	\$ 425.00	-\$	425.00	-\$	4,921.92	\$ 6,723.08	-\$	11,645.00
Programming Committee Total	\$	-	\$ 270,860.00	-\$	270,860.00	-\$	35,521.92	\$ 309,615.00	-\$	345,136.92
Healthy Lifestyles (Waterloo)	\$	-	\$ -	-\$	-	\$	-	\$ -	-\$	-
EcoHawks (Waterloo)	\$	-	\$ 750.00	-\$	750.00	\$	-	\$ 1,818.46	-\$	1,818.46
Emergency Response Team	\$	-	\$ 9,150.94	-\$	9,150.94	\$	-	\$ 5,824.56	-\$	5,824.56
Food Bank (Waterloo)	\$	-	\$ 850.00	-\$	850.00	-\$	846.15	\$ 2,635.36	-\$	3,481.51
Foot Patrol (Waterloo)	\$	-	\$ 6,099.00	-\$	6,099.00	\$	-	\$ 5,215.69	-\$	5,215.69
Peer Connect (Waterloo)	\$	-	\$ 1,000.00	-\$	1,000.00	\$	-	\$ 1,649.23	-\$	1,649.23
Shinerama (Waterloo)	-\$	8,688.00	\$ 103,182.30	-\$	111,870.30	-\$	31,748.40	\$ 103,182.00	-\$	134,930.40
Service Committee Total	-\$	8,688.00	\$ 121,032.24	-\$	129,720.24	-\$	32,594.55	\$ 120,325.30	-\$	152,919.86
PSW TOTAL	-\$	8,688.00	\$ 476,634.44	-\$	485,322.44	-\$	95,039.55	\$ 488,382.54	-\$	583,422.09
PSW CHANGE FROM 2018/19				-\$	98,099.65					

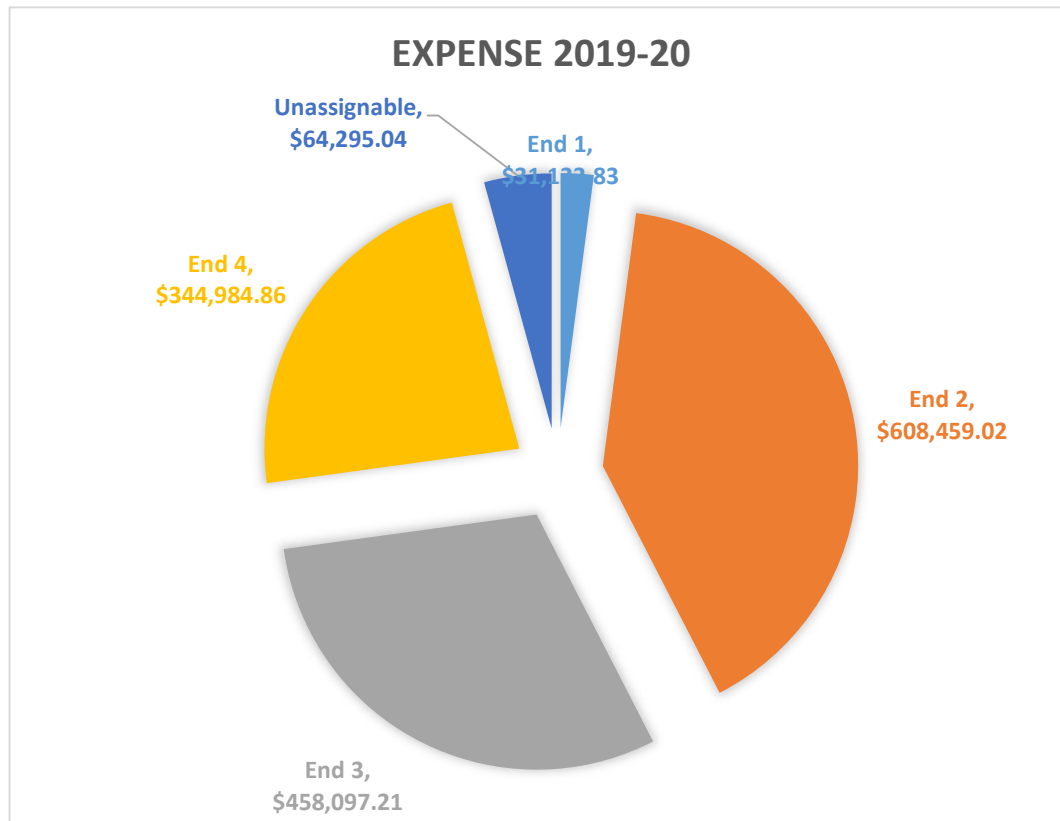
PROGRAMMING AND SERVICES BRANTFORD										
VP: Programming & Services (Brantford)	\$	-	\$ 1,290.00	-\$	1,290.00	\$	-	\$ 1,495.08	-\$	1,495.08
Brantford Administration	-\$	8,100.00	\$ 4,748.56	-\$	12,848.56	\$	-	\$ 6,118.22	-\$	6,118.22
PSB Central	-\$	8,100.00	\$ 6,038.56	-\$	14,138.56	\$	-	\$ 7,613.30	-\$	7,613.30
Orientation Week (Brantford)	\$	-	\$ 122,655.00	-\$	122,655.00	-\$	1,538.46	\$ 129,369.00	-\$	130,907.46
First Year Integration	\$	-	\$ -	-\$	-	\$	-	\$ -	-\$	-
Hawk Team	\$	-	\$ 400.00	-\$	400.00	-\$	1,267.69	\$ 2,883.08	-\$	4,150.77
Snow Week	\$	-	\$ 400.00	-\$	400.00	\$	-	\$ 2,061.54	-\$	2,061.54
Programming Committee Total	\$	-	\$ 123,455.00	-\$	123,455.00	-\$	2,806.15	\$ 134,313.62	-\$	137,119.77
EcoHawks (Brantford)	\$	-	\$ 400.00	-\$	400.00	\$	-	\$ 260.00	-\$	260.00
Food Bank (Brantford)	\$	-	\$ 800.00	-\$	800.00	\$	-	\$ 83.08	-\$	83.08
Foot Patrol (Brantford)	\$	-	\$ 4,400.00	-\$	4,400.00	\$	-	\$ 1,844.62	-\$	1,844.62
Healthy Lifestyles (Brantford)	\$	-	\$ 400.00	-\$	400.00	\$	-	\$ 283.08	-\$	283.08
Peer Connect (Brantford)	\$	-	\$ 300.00	-\$	300.00	\$	-	\$ 363.08	-\$	363.08
Shinerama (Brantford)	\$	-	\$ -	-\$	-	-\$	769.23	\$ 769.23	-\$	1,538.46
Service Committee Total	\$	-	\$ 6,300.00	-\$	6,300.00	-\$	769.23	\$ 3,603.08	-\$	4,372.31
PSB TOTAL	-\$	8,100.00	\$ 135,793.56	-\$	143,893.56	-\$	3,575.38	\$ 145,529.99	-\$	149,105.37
PSB CHANGE FROM 2018/19				-\$	5,211.81					

MARKETING AND COMMUNICATIONS												
Director: Marketing & Communications	-\$	2,000.00	\$	32,187.03	-\$	34,187.03	\$	-	\$	26,155.15	-\$	26,155.15
Sponsorship Coordinator	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Digital Media Coordinator	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
MARKETING TOTAL	-\$	2,000.00	\$	32,187.03	-\$	34,187.03	\$	-	\$	26,155.15	-\$	26,155.15
MARKETING CHANGE FROM 2018/19					\$	8,031.88						
HOSPITALITY												
Turret	\$	-	\$	-	\$	-	-\$	2,000.00	\$	40,713.24	-\$	42,713.24
Wilfs	-\$	237,829.46	\$	328,972.85	-\$	566,802.31	-\$	200,458.26	\$	394,379.62	-\$	594,837.89
Williams	-\$	94,830.00	\$	152,269.41	-\$	247,099.41	-\$	94,830.00	\$	62,370.26	-\$	157,200.26
Golden Grounds	\$	-	\$	-	\$	-	\$	-	\$	2,136.36	-\$	2,136.36
HOSPITALITY TOTAL	-\$	332,659.46	\$	481,242.26	-\$	813,901.72	-\$	297,288.26	\$	499,599.49	-\$	796,887.75
HOSPITALITY CHANGE FROM 2018/19					-\$	17,013.96						
OTHER FEES												
FNCC	-\$	222,087.76	\$	718,915.99	-\$	941,003.74	-\$	238,057.80	\$	737,849.69	-\$	975,907.49
Health & Dental Plan	-\$	635,000.00	\$	778,638.19	-\$	1,413,638.19	-\$	622,300.00	\$	776,541.16	-\$	1,398,841.16
Aramark Lease	\$	-	\$	52,763.87	-\$	52,763.87	\$	-	\$	61,928.02	-\$	61,928.02
International News	\$	-	\$	-	\$	-	-\$	13,333.33	\$	-	-\$	13,333.33
Waterloo SAC Fee	-\$	143,006.64	\$	-	-\$	143,006.64	-\$	118,006.04	\$	-	-\$	118,006.04
Brantford SAC	-\$	17,654.61	\$	-	-\$	17,654.61	-\$	15,109.56	\$	-	-\$	15,109.56
Brantford Food Service Fee	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Brantford Student Centre	-\$	22,676.19	\$	96,518.29	-\$	119,194.48	-\$	44,796.40	\$	36,669.82	-\$	81,466.22
Provincial Advocacy Fee	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-
Protected Services Fee	-\$	15,177.24	\$	-	-\$	15,177.24	-\$	10,066.68	\$	4,575.26	-\$	14,641.94
Protected Services	-\$	1,981.98	\$	-	-\$	1,981.98	-\$	1,579.50	\$	3,344.50	-\$	4,924.00
OTHER TOTAL	-\$	1,057,584.42	\$	1,646,836.33	-\$	2,704,420.75	-\$	1,063,249.32	\$	1,620,908.45	-\$	2,684,157.77
OTHER CHANGE FROM 2018/19					-\$	20,262.98						
GRAND TOTAL	-\$	1,418,606.88	\$	2,925,565.83	\$	1,506,958.96	-\$	1,468,148.67	\$	2,987,693.86	\$	1,519,545.18

2019- 20 Summer Budget Summary by Ends



1. An affordable, accessible, and high quality academic experience;
2. A safe, sustainable, and empowering environment;
3. Diverse and inclusive social interaction;
4. Products and services that cater to the financial needs of students.



2019-20 Over \$10K Payment Report – Summer Budget

\$40,000.00	VP:PSW Welcome Back Concert – Entertainment Cost -Artist Booking Cost (large scale, relevant artist to promote sell-out show)
\$15,000.00	VP: Programming & Services Waterloo Welcome Back Concert Tech -Audio, Labour, Lighting, Staging, Transport, Video/ Video Screens/ Projectors, Truss, Technician \$7,383 * Amount dependent on Artist needs
\$10,000.00	Orientation Week App License (Guidebook or equivalent) Split between Waterloo & Brantford -Scheduling app/ software used for O-Week and Summer training -Integrate O-Week onto The Perch -Guidebook 10,000 subscription
\$18,900.00	Orientation Week Waterloo First Year Student T-Shirts -Split between Waterloo and Brantford -4200@\$5.71
\$12,285.00	Orientation Week Waterloo First Year Student Laundry Bags -4200 @ \$4.70
\$26,000.00	Orientation Week Waterloo First Year Student Kit Swag items (3780 kits) -Sunglasses (\$1.47 each) -Eyeblacks (\$.99 each) -Lanyards (\$1.23 each) -Drawstring Bags (\$1.90 each)
\$20,000.00	Orientation Week Waterloo Orientation Carnival -X-Infused (Roller Rink, LED Swings, Inflatable Games, Stage, Lighting, Decor, Speakers, Stands, Microphones, DJ, Trussing) \$15,200 -Magical Midways (Ferris Wheel, Gravitron, Scramblr, Berry Go Round) \$12,000
\$10,000.00	Orientation Week Waterloo Headphone Disco -2500 Headphones, 2 DJs, Light Package from Degy Entertainment - \$8,150 -Tech Costs (Stage, Trussing,, Microphones, Labour, Technician, Speaker, Speaker Stands, Tent) \$1979.00
\$22,000.00	Orientation Week Waterloo Tech Equipment -“Drop Off”: (stage decks, megaphones, PA, Microphones, Power Equipment)\$1299.00 -“Set up”: (Audio, Labour, Lighting, Staging, Transport, Video) \$20,653.20
\$30,000.00	Orientation Week Volunteer OneCard Meal Money -600*\$50 (\$50 per volunteer)
\$40,000.00	1st Installment OUSA Membership Fee. Assessed @ 80% of FTE
\$34,050.00	Orientation Week Concert Brantford. -Audio, labour, lighting, rental, technician costs -Tokyo Police Club : \$21,000 -Neon Dreams: \$10,000 -Packz (DJ) \$1,000

Glossary:

Trussing: Light cage above/around stage used to hang lights