

**Agenda for the Students' Council Meeting of the
Students' Association of MacEwan University
March 20, 2019 at 6:00pm in room #7-218**

In Attendance:

Andrew Bieman, Vice President External
Lee Burton, Councillor
Ruan Bouwer, Councillor
Rachelle Drummond, Councillor
Myles Dykes, Councillor
Ahsan Hassan, Councillor
Gurleen Kaur, Councillor
Jackie Kent, Vice President Academic
Jaden Melech, Councillor
Spencer Newton, Councillor
Emma Patterson, Vice President Operations
Parvin Sedighi, President

Michael Simpson, Councillor
Tansy Spyker, Vice President Student Life
Alycia Stewart, Councillor
Kent Strayer, Councillor
Lukus Ratz, Councillor
Luis Ruiz, Councillor
Matthew Yanish, Councillor

SAMU Officials and Council Support:

Timothy Jobs, Chair
Alan Honey, Governance Advisor
Samantha Hay, Governance Assistant

Meeting called to order at.

1. Treaty 6 Land Recognition

We would like to acknowledge that this meeting of the Students' Association of MacEwan University is taking place on the traditional territories of the people of the Treaty 6 region in Central Alberta.

The Students' Association of MacEwan University is situated in the centre of what we call the city of Edmonton, which is called Amiskwaciy Waskahikan or Beaver Hill House in Nehiyawewin (Cree). This is the traditional home of the Nehiyaw (Cree) and Michif (Métis), and meeting place for many Indigenous peoples including the Nakawe (Saulteaux), Siksika (Blackfoot), Nakota Sioux (Stoney) and other nations.

2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR MARCH 20, 2019

2.2 MOTION

TO APPROVE THE MINUTES OF FEBRUARY 20, 2019

3. Presentations

3.1. SAMU Budget 2019/20

4. For Information

4.1. Reports

4.1.1. President

4.1.2. Vice President Academic

4.1.3. Vice President External

4.1.4. Vice President Operations & Finance

4.1.5. Vice President Student Life

4.1.6. Town Hall

4.2. Executive Committee Minutes

Minutes of February 6, 13, 20, 27, and March 6, 2019 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

6. In Camera Period

6.1. Chair of Students' Council appointment

7. Motions & Business Orders of the Day

7.1. SAMU Budget 2019-2020

***MOTION TO APPROVE THE 2019-2020 SAMU OPERATING BUDGET ON THE
RECOMMENDATION OF THE BUDGET AND FINANCE COMMITTEE***

VPO/

Favour:

Oppose:

7.2. Students' Council Review Committee

***MOTION TO APPOINT COUNCILLOR _____ TO THE STUDENTS' COUNCIL REVIEW
COMMITTEE FOR THE 2018-2019 TERM***

VPE/

Favour:

Oppose:

7.3. Chair of Students' Council

***MOTION TO APPOINT TIMOTHY JOBS AS CHAIR OF STUDENTS COUNCIL FOR A TERM OF
MAY 1, 2019 – APRIL 30, 2020***

PRES/

Favour:

Oppose:

7.4.

8. Consultation

8.1

9. Evaluation

10. Recognition

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11. Adjournment

MOTION TO ADJOURN

Next Meeting Date: April 17, 2019

Meeting adjourned at

**Minutes for the Students' Council Meeting of the
Students' Association of MacEwan University
February 20, 2019 at 6:00pm in room #7-218**

In Attendance:

Andrew Bieman, Vice President External
Lee Burton, Councillor
Ruan Bouwer, Councillor
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Jackie Kent, Vice President Academic
Jaden Melech, Councillor
Spencer Newton, Councillor
Emma Patterson, Vice President Operations
Parvin Sedighi, President
Tansy Spyker, Vice President Student Life
Alycia Stewart, Councillor
Kent Strayer, Councillor

Lukus Ratz, Councillor
Luis Ruiz, Councillor
Matthew Yanish, Councillor
vacant, Councillor
vacant, Councillor
vacant, Councillor
vacant, Councillor

SAMU Officials and Council Support:
Timothy Jobs, Chair
Alan Honey, Governance Advisor
Samantha Hay, Governance Assistant

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2. Approvals

2.1 MOTION

TO APPROVE THE AGENDA FOR FEBRUARY 20, 2019

PRES/VPE

MOTION TO AMEND THE AGENDA TO MOVE 7.3 TO 7.2

VPO/VPE

CARRIED

CARRIED

2.2 MOTION

TO APPROVE THE MINUTES OF JANUARY 16 AND 23, 2019

DRUMMOND/STEWART

CARRIED

3. Presentations

3.1. Council of Alberta University Students

4. For Information

4.1. Reports

4.1.1. President

Campaign workshop update.

4.1.2. Vice President Academic

4.1.3. Vice President External

4.1.4. Vice President Operations & Finance

Building update. BFC meeting.

4.1.5. Vice President Student Life

4.1.6. Q2 Financial Statements

4.2. Executive Committee Minutes

Minutes of January 8, 16, 23, and 30, 2019 provided.

5. Question Period

5.1. Written Questions

5.2. Oral Questions

Topics include: campaign workshops; Voluntary Student Unions.

6. In Camera Period

6.1 Councillor Vacancies

MOTION TO GO IN CAMERA

RUIZ/BURTON

CARRIED

MOTION TO GO OUT OF CAMERA

VPO/PRES

CARRIED

7. Motions & Business Orders of the Day

7.1. Roles and Responsibilities of the Chair of Students Council

MOTION TO APPROVE THE ROLE & RESPONSIBILITIES OF THE CHAIR OF STUDENTS' COUNCIL POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE

VPO/VPE

Favour: Vpo, Stewart, Melech, Ruiz, Yanish, Burton, Ratz, Vpsl, Newton, Strayer, Vpa, Vpe, Pres, Drummond, Bouwer

CARRIED

7.2. Student Groups Policy

MOTION TO APPROVE THE STUDENT GROUPS POLICY ON THE RECOMMENDATIONS OF THE BYLAWS AND POLICY COMMITTEE EFFECTIVE JULY 1, 2019

VPO/RUIZ

Favour: Vpo, Stewart, Melech, Ruiz, Yanish, Burton, Ratz, Vpsl, Newton, Strayer, Vpa, Vpe, Pres, Drummond, Bouwer

CARRIED

7.3. Clubs Policy

MOTION TO RESCIND THE CLUBS POLICY, ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE, EFFECTIVE JULY 1, 2019

VPO/BURTON

Favour: Vpo, Stewart, Melech, Ruiz, Yanish, Burton, Ratz, Vpsl, Newton, Strayer, Vpa, Vpe, Pres, Drummond, Bouwer

CARRIED

7.4. Roles and Responsibilities of the Board of Governors Student Representative Policy

MOTION TO APPROVE THE ROLE AND RESPONSIBILITIES OF THE BOARD OF GOVERNORS STUDENT REPRESENTATIVE POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE

VPO/BOUWER

MOTION TO AMEND THE MOTION TO ADD THE WORDS “AND REPLACE ‘THE CRO’ WITH ‘THE BOARD OF GOVERNORS STUDENT REPRESENTATIVE’ TO ITEM 5.1”

VPO/NEWTON

Favour: Vpo, Stewart, Melech, Ruiz, Yanish, Burton, Ratz, Vpsl, Newton, Strayer, Vpa, Vpe, Pres, Drummond, Bouwer

CARRIED

Favour: Vpo, Stewart, Melech, Ruiz, Yanish, Burton, Ratz, Vpsl, Newton, Strayer, Vpa, Vpe, Pres, Drummond, Bouwer

CARRIED

7.5. Role and Responsibilities of Elected Representatives Policy

MOTION TO APPROVE THE ROLE AND RESPONSIBILITIES OF ELECTED REPRESENTATIVES POLICY ON THE RECOMMENDATION OF THE BYLAWS AND POLICY COMMITTEE EFFECTIVE MAY 1, 2019

VPO/VPSL

Favour: Vpo, Stewart, Melech, Ruiz, Yanish, Burton, Ratz, Vpsl, Newton, Strayer, Vpa, Vpe, Pres, Drummond, Bouwer

CARRIED

7.6. Councillor Vacancy

MOTION TO APPOINT MICHAEL SIMPSON AS COUNCILLOR EFFECTIVE FEBRUARY 21, 2019 FOR A TERM ENDING OCTOBER 31, 2019

PRES/NEWTON

Favour: Vpo, Stewart, Melech, Ruiz, Yanish, Burton, Ratz, Vpsl, Newton, Strayer, Vpa, Vpe, Pres, Drummond, Bouwer

CARRIED

7.7. Councillor Vacancy

MOTION TO APPOINT AHSAN HASSAN AS COUNCILLOR EFFECTIVE FEBRUARY 21, 2019 FOR A TERM ENDING OCTOBER 31, 2019

PRES/MELECH

Favour: Vpo, Stewart, Melech, Ruiz, Yanish, Burton, Ratz, Vpsl, Newton, Strayer, Vpa, Vpe, Pres, Drummond, Bouwer

CARRIED

7.8. Councillor Vacancy

**MOTION TO APPOINT MYLES DYKES AS COUNCILLOR EFFECTIVE FEBRUARY 21, 2019
FOR A TERM ENDING OCTOBER 31, 2019**

PRES/RATZ

Favour: Vpo, Stewart, Melech, Ruiz, Yanish, Burton, Ratz, Vpsl, Newton, Strayer, Vpa, Vpe, Pres, Drummond, Bouwer

CARRIED

7.9. Councillor Vacancy

**MOTION TO APPOINT GURLEEN KAUR AS COUNCILLOR EFFECTIVE FEBRUARY 21, 2019
FOR A TERM ENDING OCTOBER 31, 2019**

PRES/RUIZ

Favour: Vpo, Stewart, Melech, Ruiz, Yanish, Burton, Ratz, Vpsl, Newton, Strayer, Vpa, Vpe, Pres, Drummond, Bouwer

CARRIED

8. Consultation

9. Evaluation

10. Recognition

11. Adjournment

MOTION TO ADJOURN

PRES

CARRIED

Next Meeting Date: March 20, 2019

Meeting adjourned at 7:18pm.

Students' Council Report

President
March 20, 2019

Councillors, please find my report provided for your information. This report includes all activity since we last met.

Projects & Initiatives

Board of Governors Meeting

I attended the February Board of Governors meeting, where we approved the updated terms of reference for the board's committees. This was following a comprehensive governance review, that resulted in a paring down of the number of board committees.

Pride March

The executive team participated in the Pride March, which saw many more participants than its first year. I was able to participate in some media for the event, as SAMU is a partner with the university on pride week initiatives. Events are ongoing through out this week, and I encourage you to participate if you can!

SAMU and MacEwan Executive Meeting

The excutive teams of the two organizations met for the final time during the term of our current executive, to discuss the upcoming provincial election, the university budget plans, and plans for transitioning in the new team, particularly in light of the fact that there will be a complete turnover with the executives.

Committees

CASA Committees: FPC, GIRC, EDIC

Ahead of the final CASA conference of the year, I've been kept busy with CASA committee work. The Federal Policy Committee (FPC) will be putting forward a number of new policies in a new format for approval by membership, and I was able to contribute to the sexual violence policy. With the Governance and Internal Review Committee (GIRC), there will be proposed amendments to the role of observers at CASA and the code of conduct, among other days. The Equity, Diversity, and Inclusion Committee (EDIC) has been busy this year working on an EDI strategic plan for CASA, with recommendations on how to be more active on this front. We have completed a 30-page document, which will also be presented to the membership for approval at the conference.

Convocation Planning Committee

In light of the capacity issues faced at the last Spring convocation ceremonies, which saw some family and friends of graduates being unable to attend due to fire code concerns, the committee is looking at opportunities to be better prepared. To this end, a ticketing system will be introduced at the Fall 2019 or Spring 2020 convocation, where

graduands will now be limited to three guests, with a number of tickets up for grabs once initial tickets have been distributed.

Appointment Advisory Committee

AAC met to discuss the recommendation of SCRC, concerning the Chair's appointment. The committee supports, unanimously, the reappointment of Timothy Jobs as the SC Chair, as reflected in the submission form attached to the agenda.

Other Business

EC Election

As you have seen and heard, the SAMU EC election is underway, and by the time you receive this report, our successors will have been elected. EC attended the all candidates meeting, and I provided some remarks on the role of executives and expectations candidates might have during the campaigning process. We are excited to see the decision of the student body, and to work with our successors to set them up for, well, success!

Closing Remarks

It is month 22 of my time as an executive, and every day remains exciting and wracked with its own adventures. I am more than excited, however, to pass on the excitement to a fresh crew of student leaders, and I hope you're excited for the new faces around the table, too!

All the best,

Parvin Sedighi, President
Students' Association of MacEwan University

Students' Council Report

Vice President Academic March 20, 2019

Greetings Council,

Below is my report detailing what has happened between February 14th and March 14th

Committees

Awards Sub-Committee

We met to discuss award nominees for the majority of SAMU Awards, and made some hard decisions. There were so many deserving students nominated, and I look forward to celebrating a wonderful year at Awards night in a couple of weeks.

Academic Policy Committee

APC has formed a working group that has been meeting with the purpose of deciding policy review process. It is a fine line between having appropriate consultation and not putting a bottleneck on the policy process, which is the largest concern of the committee.

Academic Planning and Priorities

A new Chemistry major in the BSc program is being proposed.

Initiatives

Tutoring on Campus

I met with the Manager of Student Success Services to discuss the possibility of having a tutor registry on campus. Student Affairs is very much interested in having a platform like this, but emphasized that it will take time to get something like this in place. I am hopeful that my successor will continue the conversation with Student Affairs to continue this conversation.

Other Business

Deferral Policy Consultation

The VP Student Life and I met with the manager of Exam Services to discuss a policy change that they are proposing. The main idea is that they want to centralize midterm and final exam deferral, and eliminate the variance between programs. They are also hoping to eliminate the need for a doctor's note, instead students would sign a declaration when they are applying for a deferral.

AVP Research Search

We have discussed the current candidates that have applied for the position, and will be conducting first interviews in the beginning of April, and second interviews in early May. I am excited to be able to finish this search process, as I have been working with the committee since August.

Associate Dean of Libraries Reappointment

I will be assisting with the Associate Dean of Libraries reappointment process. We have had our initial meeting to discuss the reappointment process.

Closing

Other than mentioned above, I have been working hard on transition and ideas for my successor.

Do not hesitate to contact me, or drop by with any questions - you know where to find me!

Best as always,



Jackie Kent
Vice President Academic
Students' Association of MacEwan University

Students' Council Report

Vice President External
March 14, 2019

Greetings Councilors,

Please see below for the report on the activities of the Vice President External from February 21 to March 14.

Projects and Initiatives

Council of Alberta University Students (CAUS)

I attended the Public Interest Alberta (PIA) Post-Secondary Task Force meeting. The discussion centered on the upcoming PIA Post-Secondary Citizens Forum. The goal of the forum is to make Post-Secondary Education a central and pressing issue in the forthcoming provincial election.

Amanda, the Vice Chair of CAUS, and I presented to the ULSU Student Council about CAUS. We talked about CAUS' successes and goals for the year, and the yearly policy/advocacy schedule.

CAUS' Executive Director (ED) job posting closed. After the job posting closed, the CAUS ED Hiring Committee interviewed shortlisted applicants resulting in finding a successful applicant. I am currently in the process of negotiating terms of employment with the successful applicant, more details to come soon.

The Deputy Premier/Minister of Health, Sarah Hoffman, met with CAUS to discuss the government's plan for Post-Secondary Education (PSE). She told us that if their government is elected again, PSE will continue to be a priority. Minister Hoffman also clarified that the government is not doing anything else for PSE before the election.

SAMU

The Vice President Academic and I attended the United Way Red Tie Gala as guests of MacEwan representing SAMU. It was great to see the MacEwan Community's commitment to philanthropy.

The SAMU Executive Committee hosted a lunch for MacEwan's Junior Achievement Job Shadow Day. The entire SAMU Executive Committee attended to discuss SAMU's role in enhancing the student experience at MacEwan and answer questions about student life at MacEwan. It was a great opportunity that strengthened our relationship with MacEwan and the community.

Closing Remarks

Well folks there are just under two months left in my term as the Vice President External, meaning this is my second last executive report to Students' Council. I wish all you of the best as we enter paper/final season. If you have any questions about my report, do not

VPE Report to Students' Council

[Submitted March 14, 2019]

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hesitate to contact me before the Students' Council meeting or ask at the Students' Council meeting.

Cheers,

Andrew Bieman
Vice President External

Students' Council Report

Vice President Operations & Finance March 20, 2019

Please see below my report for the dates between February 20 and March 14, 2019.

Projects & Initiatives

SAMU Building

The furniture package is still ongoing, but nearing completion. We have some final finishes to select before the order will be placed, which is very exciting. We've been able to select some really cool furniture pieces for our student spaces, which I think students will really like and utilize. The project team was able to do our first site tour with the construction team last week. If you checked SAMU social media, you would have seen some of the pictures and videos we posted about it. It was a really cool experience, especially for myself as I have been involved with the project for some time now. Even though the outside seems quiet, there is a large team on the inside of the hoarding working really hard. They have begun dry walling some areas already, installing mechanical systems, and finishing the floors. Next they will be working on the interior cladding and glazing.

I also attended the monthly SAMU Building Risk Committee meeting, where things are pretty status quo. We provided updates on things we are working on internally, so they could be recorded.

We also continue to have bi-weekly building meetings with our Project Manager, to stay up-to-date with the project and upcoming work.

Food For Thought Town Hall

See my attached Food for Thought report about the event. Thank you to everyone for attending – this was the first time in my 2 terms that we have had full attendance at the event, and I think it went very well!

Committees

Budget & Finance Committee

BFC has met 3 times, all around the upcoming 2019/20 budget. The result of those meetings is part of the motions section of the agenda today. The budget has been recommended by this group unanimously.

Student Services Joint Operations Committee (SSJOC)

SSJOC is a committee full of IT people, who speak a different language from me. This committee can be overwhelming sometimes, so I do my best to follow along and provide input.

Right now the ERP 5.0 projects are all on schedule. A big project that is of student interest is the online degree audit, so students can better track their graduation process with classes, rather than going through the manual process with advisors. This project will be kicking off soon with requirement gathering by IT, and will require an upgrade for Campus Solutions, which is the system advisors use. Another project is the visual schedule builder, which has not begun yet, but is on the docket to start soon, which is also exciting for students!

MacEwan Committee on Internationalization Students Sub Committee (MCI: Students)

MCI: Students has started working with IAP (Institutional Analysis and Planning) to begin data collection efforts about international students and their experiences. This will take some time, but we're making some good progress.

Other Business

SC Orientation

As part of my oversight of SAMU governance, I helped the governance advisor orient and train our new SC members on Roberts Rules of Order, council meetings, and a budget orientation. This is simply to prepare them in the meantime, before the more official orientation in April.

Meetings with Students

There have been several students reaching out to me to talk about SAMU Operations and the association in general for class projects or assignments. It's nice to see an increase in engagement, and that students feel comfortable reaching out and asking questions! I also had a meeting with a student from Concordia Students' Association (CSA), who wanted to know about the SAMU Building, how we started the project, etc. They are interested in putting together a proposal for a building of their own on their campus, which would be cool for them!

SAMU Committees

In anticipation of new SC members and those who may not currently sit on committees, if you are currently sitting on multiple committees, I would encourage you to resign that position for another councilor to have the opportunity. This is not a mandatory resignation, but something to think about, especially if you sit on 2 or 3 committees already.

Closing Remarks

Happy election time to you all! I'm sure you are as curious as I am as to who the new Executive Committee will be. Because this report is due before the election results, it will be a surprise to all of us! Hopefully you voted!

In other news, it is only 47 days until I am officially out of office, and I am both incredibly anxious and thrilled at the same time. After spending so long doing SAMU work, I am very reflective on that time, and ready to power through my remaining time to finish on a high note.

Regards,

Emma Patterson, VP Operations & Finance

Students' Council Report

Vice President Student Life March 20, 2019

Hello Councilors,

Please see below for the report on the activities of the Vice President Student Life from February 21st to March 14th.

Projects & Initiatives

Roundhouse Grant

I have finally been able to negotiate a productive working relationship with the Roundhouse. Hopefully now that this has been ironed out we will be able to exhaust all of the grants that have been allocated for paying the student membership, to the Roundhouse community.

Co-Curricular Record (CCR)

I have been working with Marg from Student Affairs to develop CCR's for Executive Council and Students' Council members to be able to claim at the end of individuals terms. It is an awesome way to be able to quantify the work that folks have done for future development.

MacEwan Pride Week

Thought the work of the Sexual and Gender Minority committee the MacEwan Pride week went off with only one hitch! We had three times as many people take part in March compared to the past two years. This was largely because of the partnerships made with faculty and departments. I am thrilled to see the movement to continue to grow!

Committees

Budget and Finance

The details of the meetings are covered in the VP Operations report, as they are the chair of the committee.

Indigenous Advisory Council

It has been my pleasure to sit on such a momentous committee. During that last meeting, I put my name forward to assist in re-writing the committee's Terms of Reference (TRO). Since that meeting, I meant with the director of kihêw waciston and a community member to write the seventeen-page TOR document. As kihêw waciston has a large amount of established autonomy under the current University leadership, I wanted to ensure it remains via the terms in the TRO. The document is only subject to the approval of the University President, so upon its approval in the next week that will have been achieved.

Student Success Sub-committee

This committee main initiative is to define what student success is and how it can be quantified. We have been able to collect a bunch of valuable information and higher a consultant to put together a business case to move forward.

MacEwan Pride Week

Has been a huge success! The campus movement has grown exponentially this year. The committee took great efforts to expand the campus involvement and it paid off.

MacEwan Book of the Year

The book for 2020 has been selected! Unfortunately, I can not go into detail about the selection as the decision has not been made public and this report is. But what I can say, is that I am very happy with the selection!

Awards Sub-committee

The VP Academic has covered this meeting

U-SOLVE

In the last meeting, we did a year in review and have started the planning for next year. There is nothing too substantive to report.

Black History Month

Black history month was amazing! Now that it is completed we had a recap and strategic planning for next year. And built a committee for making a TOR for this group of people. Natrually I put up my hand and will be helping to set up the sustainability of the committee.

Grant Allocation Sub-Committee

We have been able to support over two dozen student inishatives! It has been so wonderful to see all of the wonderful things that our students have been doing.

Other Business

High School Campus Visits

Over the past months, we have been able to support student visits to campus. The president has reported on the Student Leaders visit, and I will elaborate on the students that have visited via the invitation of kihêw waciston. The students then I was connected with by kihêw waciston are from northern communities. It was a pleasure to help them with leadership and communication games and skills.

Deferral Policy

The VP Academic has covered this meeting in her report.

Tan France

I am sure all of you are aware that we had to cancel the event. The team has been working hard to get a rescheduled event, and I look forward to that happening.

Diversity Policy Presentation

This has been covered by the president's report, as most of SAMU was there.

Closing Remarks

As always, my door is open and I am happy to chat about any questions or concerns that you might have. Noted in the report or not.

All the best,
Tansy Spyker

Students' Council Report

Town Hall
March 20, 2019

Hello Council,

As per policy, a report is to be submitted to Students' Council for the winter semester town hall. This report is a summary of the feedback we received at the town hall. Please note, I have only included what was written down in the notes. If there are additions you think should be made, please let me know.

Advocacy and Governance

At this table conversation was focused around a Councilor's roles and responsibilities, and educating students on the importance of engagement with Students' Council. Another topic was how Students' Council works, and on what topics they advocate on. There was also discussion about how to be a Councilor and what is required to run. On the advocacy side, the conversation mostly centered around the tuition freeze and government funding, specifically for mental health. There was also some conversation about advocacy within the institution, and what things we are working on.

Health & Dental and UPASS

There are still some students unaware that they are charged for and therefore receive coverage, and requested more awareness campaigns to inform students about the health and dental plan and accessing the plan. The majority of the questions were around what coverage came with the different plans, and some feedback about different types of coverage. For the UPASS, the conversation was almost exclusively about why all students pay for the UPASS. Based on the notes, the UPASS wasn't a very large topic of discussion, it was mostly about the Health and Dental plan.

Programs & Services

Programs & Services is always a popular table, as it is most often our programs and services that people recognize or identify with. There was some feedback around having more interactive booths and things for students to engage with, which I have passed along to operations. The general feeling is that more advertising about the programs and services is needed, which is something we are always trying to address. There was a fair amount of talk about increased elections engagement, which is not feedback we hear about as much, so that was an interesting discussion.

SAMU Building

There was also lots of interest in this table, many conversations centering around what kinds of spaces the building will have, and the different food options that will be available. We got lots of feedback on what kind of food students would like to have in the building, which is helpful for the project team as we engage with future tenants. Students did not necessarily know that the construction on 109th street had anything to do with SAMU, so it was an opportunity to share our plans and goals for the building, as well as educate students on the process.

SAMU Fees

The conversation at this table mostly centered around what the SAMU fees pay for, and the services students have access to as SAMU members. It also ended up being a little bit of a 'catch all' for some other discussions. There was some feedback about making the fee breakdown a little more accessible, which I've passed on to our marketing department. There was also a discussion around microwaves on campus, and what we can do about increasing that.

Share Your Thoughts

This table always acts as a catch all for student feedback and other topics of discussion. There was some praise for our programming, which is always nice to hear! There was some feedback about health and dental coverage, which was passed on to the Benefits Office. There were questions about the SAMU Building like when it will be opening, and some suggestions of food options to go inside it. Conversation around engagement and engagement methods for things SAMU offers came up, as well as general inquiries about what SAMU actually provides.

Whiteboard Survey Discussion

For the question about contacting students, the most popular social media was Instagram, followed by facebook. The most popular answer was via email, which we hear very often. Unfortunately, there is only so much we can do in that regard. Several respondents also said that a megaphone announcement through the halls would be great – which is definitely a new idea! For the question about the programs/services students want to hear more about, the most popular answer was breakfast club, which makes sense for obvious reasons. Another popular answer was that students want to hear more about events and activities that the institution is doing, which is something I haven't really heard before. There wasn't any other stand-out programs or services past those 2 themes.

Closing Remarks

Overall, I'm very pleased with the town hall event. Our ballot box count at the end was exactly 150, although we know there were more students who entered the event, which is great news – we average 150 attendees, so overcoming that number is great! Our highest population of students came from the Faculty of Arts and Science, followed closely by the School of Business.



Those 2 faculties made up about 80% of the attendees, with Health and Community Studies next in line. We unfortunately had about 10% of the ballots not identify a program or faculty, so no information could be gained from them.

As a very hands-on event for councilors, I hope you enjoyed speaking to students, listening to their concerns, and maybe learned more things about SAMU and/or your position. Thanks for participating – we all appreciate it!

Thanks!

Emma Patterson
VP Operations & Finance

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
February 6, 2019**

Copies To:

Parvin Sedighi, President
Jackie Kent, VP Academic
Andrew Bieman, VP External

Emma Patterson, VP Operations & Finance
Tansy Spyker, VP Student Life
Gwen Bauer, General Manager
Alan Honey, Governance Advisor (Recording Secretary)

TOPIC		DISCUSSION	ACTION/MOTION MOTION
1.	Appointment		<p>TO APPOINT CK DHALIWAL TO THE SCHOOL OF BUSINESS COUNCIL</p> <p>VPA/PRES CARRIED</p>

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
February 13, 2019 @ 9:00am**

Copies To:

Parvin Sedighi, President
Jackie Kent, VP Academic
Andrew Bieman, VP External

Emma Patterson, VP Operations & Finance
Tansy Spyker, VP Student Life
Gwen Bauer, General Manager
Alan Honey, Governance Advisor (Recording Secretary)

1. Call to Order: 9:01am

2. Approval Minutes for: January 30 and February 6, 2019

VPSL/VPE

CARRIED

3. Approval of Agenda

VPA/VPSL

CARRIED

TOPIC	DISCUSSION	ACTION/MOTION
1. Clubs	AIESEC Club Vpsl – new club – everything looks good. Vpa – would like to know what AIESEC stands for. Pres – club mandate isn't very clear. What will they be doing on campus? Specific initiatives they'll bring to campus? I'd like more specificity in this application.	Action: Vpsl to take back to Clubs dept for further clarification on what they'll actually be doing on campus.
2. EC outgoing transition	Pres – Vpo has previously discussed outgoing transition traditions. Would like to brainstorm some potential ideas. Career planning session, exit interviews, staff feedback are some initial ideas. Could help with SAMU alumni. Vpa – exit interviews & start of term interviews – able to watch them; "thank you for your service" memento – something substantive; Vpsl – like Vpa's idea. Do some kind of gift per role for incoming – encourage EC to do that within portfolios – create a tradition. Pres – some kind of opportunity for reflection on last night of retreat with incoming & outgoing execs. Pass something down to incoming execs within portfolios.	Action: Pres to create shared Google doc for outgoing transition traditions.
3. Distinguished Alumni Committee	Pres- was reached out to by Rebecca Chelmick. Require exec to sit on this committee. Pres or Vpsl could sit on it.	Decision: Pres to sit on committee.
4. Accessible Study Spaces	Pres- reached out to by a student with a disability. Wondering if SAMU could help with accessing a specific study space on campus. Waiting to get more info back about. Should be talking to SSD or provost about. Gm – first floor study space in new building could provide an opportunity for that. Pres – call out	Action: Gm to work with SSD about accessible study spaces on campus.
5. Transition and Succession Planning	Pres – we will need to start our succession planning soon. Thinking about bringing in a facilitator for parts of it. Task each portfolio with coming up with 2 activities to do with successor. Will begin building schedule soon. Vpsl – activities around info you're going to share?	Action: Each exec to compile list of what they each need to talk to

			their successor about re. transition.
6.	Associate Dean of Libraries Reappointment	Pres – request from Debbie McGoogan for a student rep to sit on committee. One-month commitment.	Decision: Vpa to sit on committee.
7.	Outstanding Action Items		
8.	President's Report	Records management meeting. Student code of conduct meeting. Tenants meeting. Advo Coord meeting re CAUS & CASA. GOTV. Minster of Education Youth Council panel. CASA update. Black History Month event. Fees update. SAMRU Pres call. CAUS Policy Committee update. SAMU Furniture coordination meeting. Food for Thought. CASA member relations officer on campus. Councillor interviews. Legal update. MacEwan hockey game for memorial. CASA Policy meeting.	
9.	VP Academic's Report	Records manage. Student code of conduct. Meeting re student issue. GOTV. Met with Evan. Black History Month event. Support person for student at academic hearing. Gm meeting Food for Thought. Committee on Admission & Transfers. Academic Policy Committee. Academic Planning & Priorities meeting. Distinguished Research Award Adjudication meeting. Events meeting. MacEwan hockey game. Evan & I met with student. Info & tech Management meeting. Transition.	
10.	VP External's Report	GOTV. SCRC. Records management meeting. Fees call. Student code of conduct, Political forum meeting. Met with Evan. Food for thought. CASA tour. Experiential Learning Committee meeting.	

		CASA update.	
11.	VP Operations Report		
12.	VP Student Life's Report	<ul style="list-style-type: none"> Records management. Attended play. Student code of conduct Met with Jaime re. clubs. GOTV. Wellness week. Black History Month event. Lynne Wells meeting Development of People, Culture, and Foundation Plan Group. Town hall JACK.org event. Harm reduction workshop. Overdose and naloxone training. Student services committee. MAVEN workshop. Campus community update. Met with Evan. Met with gm Student and Mental Health Working Group. USOLVE meeting. GASC meeting. Student success sub-committee. Roundhouse update. Stalking & Sexual Violence presentation. 	
13.	GM report & Dashboards	<ul style="list-style-type: none"> Records management. Tenant review meeting. E-commerce meeting. Met with Vpo. Directors meeting. Orientation with Evan. Gov structure review update. Met with Vpe & Vpa. Budget update. Furniture meetings. Met with CASA staff member. Met with Jaime. Maintenance & Ops meeting. Director meeting. Met with Pres & Vpo. Employee checklist. ACUI speaker orientation. SRP update. 	
14.	Recognition		

4. Adjournment

Time: 10:10am

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
February 20, 2019 @ 9:00am**

Copies To:

Parvin Sedighi, President
Jackie Kent, VP Academic
Andrew Bieman, VP External

Emma Patterson, VP Operations & Finance
Tansy Spyker, VP Student Life
Gwen Bauer, General Manager
Alan Honey, Governance Advisor (Recording Secretary)

1. Call to Order: 9:04am

2. Approval Minutes for: February 13, 2019

VPSL/VPA

CARRIED

3. Approval of Agenda

VPO/VPSL

CARRIED

TOPIC	DISCUSSION	ACTION/MOTION
1. Book exchange	Vpe – info provided to me about a book exchange(student for Concordia). They want us to promote it. Website to sell or rent books student to student. Vpa – not sure it would be effective for our campus. Universities use many different versions of books that are used. Pres – not necessarily our role to coordinate & don't want to promote a service that we're not affiliated with.	
2. CCR	Vpsl – spoke to Marg Ralston re. CCR for EC & councillors. She want to expand CCR to more students. Vpa – originally CCR was for volunteer opportunities. But no formal record of us doing these roles, both EC & councillors. Vpsl – I can create the outcomes & bring back here for review.	Action: Vpsl to create CCR descriptions & bring back to EC for approval.
3. Outstanding Action Items		
4. President's Report	Campaign workshops. AAC interview. Code of Conduct info sharing session. GOTV. Joint Steering Committee meeting. Retail meeting. CASA committee meeting.	
5. VP Academic's Report	Code of conduct meeting. GOTV volunteering. Potential candidate meeting. Site safety training. Student research day meeting. Research Council.	
6. VP External's Report	GOVT. Code of Conduct. Safety training. Community foundation pan meeting. CAUS update. SCRC.	

		Health Sciences Association of Alberta meeting.	
7.	VP Operations Report	Records management. Building tenant meeting. Code of conduct meeting. Gm one on one. Global education study abroad meeting. Met with candidate. Black history month event. Staff meeting. MacEwan Committee on internationalization Food for thought. Met with CASA staff. Building update. SSJOC meeting. Building meetings. Pres/Gm meeting. MacEwan men's hockey game. Campaign workshop. JSC. Financials review. Potential Tenant meeting.	
8.	VP Student Life's Report	Code of conduct meeting. Met with Jaime. Student Community engagement grant meeting. Mental health commission app. On site training. Club meeting. MacEwan Pride week march meeting. Black history month showcase. Sexual gender minority working group meeting.	
9.	GM report & Dashboards	HR update. Furniture update. Webinar re change management. Director meeting. Financials review. Potential tenant meeting. A/V meeting. Met with Evan.	Action: Vpo to look at adding Gm as committee resource to appropriate committees.
10.	Recognition		

4. Adjournment

Time: 9:55am

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
February 27, 2019 @ 9:00am**

Copies To:

Parvin Sedighi, President (regrets)
Jackie Kent, VP Academic
Andrew Bieman, VP External (regrets)

Emma Patterson, VP Operations & Finance
Tansy Spyker, VP Student Life
Gwen Bauer, General Manager (regrets)
Alan Honey, Governance Advisor (Recording Secretary)

1. Call to Order: 9:04am

2. Approval Minutes for: February 20, 2019

**VPSL/VPA
CARRIED**

3. Approval of Agenda

**VPSL/VPA
CARRIED**

TOPIC	DISCUSSION	ACTION/MOTION
1. Clubs	<p>Vpsl – concern that we're pushing approvals through too fast. Would like to see a better checklist before club apps/requests come to me to be brought here. Need to make sure once approved that clubs get proper training before starting anything. Club training required first?</p> <p>Vpa – drawback is that we might say no to an application.</p> <p>Vpo – don't want to have to do training so many times over on an individual basis.</p> <p>Vpa – change way we approve clubs? Scheduled approval dates (ex. once a month) at EC minutes?</p> <p>Vpsl – with move online a lot of concerns can be addressed but in house processes will need to be updated.</p> <p>AIESEC Club</p> <p>Earnedit MacEwan BSCN Grad 2019</p> <p>Closures: Pre-optometry club CASE Club</p>	<p>Action:</p> <p>Vpsl to communicate some expectations/solutions to Jaime to include in Student Groups procedure.</p> <p>Vpsl to followup on club closures & openings with clubs department</p> <p>MOTION</p> <p>TO APPROVE THE AIESEC CLUB AND EARNEDIT MACEWAN BSCN GRAD 2019 CLUB</p> <p>VPSL/VPO CARRIED</p>
2. Political Forum	<p>Vpo – UASU Pres want to have a political engagement forum and have us help promote it. Would include all political parties. Would not cost us anything but our time. May need to print some materials that have been created elsewhere and sharing items on social media.</p>	<p>Action:</p> <p>Pres to get more details from UASU and provide to EC.</p>
3. Outstanding Action Items		

4.	President's Report	Tabled	
5.	VP Academic's Report	BFC meeting. SC meeting. United Way Red Tie Gala. Exam test deferral process meeting. All candidates meeting. Harassment & Violence change in legislation meeting, with Pres & Vpsl. Met with Linda Wood Edwards.	
6.	VP External's Report	Tabled	
7.	VP Operations Report	Met with Advo Coord. BFC meeting. SC meeting. Building update. MacEwan Committee on Internationalization student subcommittee meeting. Marketing Consultant meeting. All candidates meeting. Met with Linda Wood Edwards. Building meetings.	
8.	VP Student Life's Report	Black History Month event. Indigenous Advisory Council. SC meeting. BFC meeting. Deferral policy stakeholder meeting Marketing consultant meeting. All candidates meeting. Health and safety consultation. Student success subcommittee meeting. Clubs & Roundhouse issues.	
9.	GM report & Dashboards	Tabled.	
10.	Recognition		

4. Adjournment

Time: 9:50am

**Minutes for the Executive Committee Meeting of the
Students' Association of MacEwan University
March 6, 2019 @ 9:00am**

Copies To:

Parvin Sedighi, President
Jackie Kent, VP Academic
Andrew Bieman, VP External

Emma Patterson, VP Operations & Finance
Tansy Spyker, VP Student Life
Gwen Bauer, General Manager
Alan Honey, Governance Advisor (Recording Secretary)

1. Call to Order: 9:01am

2. Approval Minutes for: February 27, 2019

VP SL/VPA

CARRIED

3. Approval of Agenda

PRES/VPA

CARRIED

TOPIC		DISCUSSION	ACTION/MOTION
1.	Outstanding Action Items		
2.	President's Report	CAUS teleconference. Upcoming advo meetings planning. BFC. SC. Federal policy committee meeting LEC meeting. Marketing consultant meeting. BOG work. All candidates meeting. Health & safety meeting with MacEwan HR. Building meeting. CASA meetings. Distinguished Alumni Award meeting. Convocation planning meeting. Gov consultant meeting. PSLA governance changes meeting. Furniture proposal meeting. MacEwan strategy & stakeholders meeting. Junior achievement lunch. Call with SAMRU pres. BOG meeting. Provost meeting. CASA Equity, diversity, & inclusion meeting. UN Club volunteering. Media for Pride Week meeting. Dirty Bingo.	
3.	VP Academic's Report	Awards Sub Committee meetings. Dirty Bingo. Met with students. Junior achievement lunch. Provost meeting.	

		AVP Research search meeting. UN club volunteering. Academic policy committee working group. AGC/GFC exec committee meeting. Met with Roundhouse. Provost meeting.	
4.	VP External's Report	tabled	
5.	VP Operations Report	tabled	
6.	VP Student Life's Report	GASC meeting. Met with Linda. Dirty Bingo. Junior Achievement job shadow. Met with students. MacEwan Pride March meeting. Book of the Year meeting. United Way meeting. Lynne Wells meeting. USOLVE meeting. Student Affairs meeting re. mental health on campus.	
7.	GM report & Dashboards		
8.	Recognition		

4. Adjournment

Time: 9:40am

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: March 20, 2019

Submitted By: Emma Patterson, VP Operations & Finance

Submission Title (As it will appear on agenda):

Motion to approve the 2019-2020 SAMU Operating Budget on the recommendation of the Budget and Finance Committee.

Background Information:

BFC spent 2+ days reviewing each schedule with SAMU's Director team, asked questions, and critiqued the budget.

In an attempt to identify major changes, as recommended by BFC, all variances in the budget that exceed \$5000 have been highlighted, with accompanying explanations. New budget lines have also been identified for information.

In my presentation to SC, I will give highlevel summaries of changes in each department.

The budget is comprised of different departments, all with budget goals and strategies to align the money spent with the SAMU Strategic Plan. The 'Goals' spreadsheet breaks down costs into strategic goals from the Strategic Plan, strategies to achieve those goals, and metrics to measure the effectiveness of the strategies. You will see in the GL breakdown spreadsheets that the goals are listed next to the expenses, to better track the spending.

As was presented in the BFC Budget Workshop, which all SC members at the time were invited to attend, the major role of the board and the budget is as follows:

1. Does the spending align with SAMU's priorities?
2. Can we pay our bills and meet our obligations?



3. Are we following out spending (finance and investment) policy?
4. Is there anything suspect or an unjustified amount in the line items?

A close evaluation of budgeting process and due diligence has been done by BFC, and the committee recommends this budget for SC consideration.

Implications:

SAMU will have a new operating budget for the next fiscal year.

Department 1 - Operations

Fixed Costs

Salaries (EI & CPP), Benefits, WCB, Terms & Conditions of Employment, Insurance, Office Supplies, Equipment, Building Loan Repayment

\$ 3,303,587.00

		Budget	
1. Goal	Stewardship of Resources	\$	89,500
Strategy	Metric Description	Metric Target	Estimated Completion Date
a. Develop robust, consistent HR practices	Updated HR policies and procedures	50% completed	June 30, 2020
	Legal claims	Zero legal claims	June 30, 2020
	New Employee Orientation Program	Orientation Program Completed	Dec 31 2019
	Positive Working Environment	10 - 15% attrition	June 30, 2020
	Diversity & equity practices	Completed plan	June 30, 2020
	Staff acknowledgement	Recognition program in place	Dec 31 2019
b. Access specialist expertise not currently within SAMU (i.e. Building, Policies & Procedures, Financial)	Comprehensive policy framework	Policy Framework Completed	June 30 2020
	Financial strategy for building is sound	Financial Strategy Completed	June 30 2020
c. Building is adequately funded and positioned for financial stability	Stable and adequate financial resources	Do not use Contingency Fund	Dec 31 2019

		Budget	
2. Goal	Dedicated Advocacy	\$	9,444
Strategy	Metric Description	Metric Target	Estimated Completion Date
a. Ensure the student voice is represented through membership with local, provincial and national agencies	Review memberships to ensure still relevant/valuable	Completed review	Dec 31 2019

		Budget	
3. Goal	Commitment to Sustainability	\$	7,800
Strategy	Metric Description	Metric Target	Estimated Completion Date
a. Implement a fund development strategy	Fundraising plan	Completed plan	Dec 31 2019

4. Goal Enhance Student Experience		Budget	
		\$	29,000
Strategy	Metric Description	Metric Target	Estimated Completion Date
a. Support student success by dedicating funds toward scholarships, sponsorships and grants	Maintain investment level for scholarships/sponsorship	No reduction in funds	June 30 2020
b. Provide students with disabilities to fair and easy access to SAMU-led events, programs and services	Maintain investment level for scholarships/sponsorship	No reduction in funds	June 30 2020
		Total	\$ 3,439,331
			\$ -

GOALS:	Dedicated Advocacy Commitment to Sustainability Relations with our Community Stewardship of Resources Integration of the SAMU Building Connect to Students Enhance Student Experience
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Reference Number	Account Name	Goal & Strategy	Department	TOTAL	2018-2019 Budget	Variance	Variance Explanation (Over \$5,000)	Notes
OPERATING								
1	Student Fees		1 - Operations	4,517,664	3,500,000	1,017,664	Changed fee from \$13/credit to \$11.75/credit and removed the cap	Estimate with increased fees
2	Building Levy			1,365,000	-	1,365,000	New fee beginning September	Estimate
3	Secondary Student Membership Fees		1 - Operations	49,000	42,000	7,000	Enrolment increase	Projected fee based on new rate (\$4.66/credit)
4	Building Fund Revenue		1 - Operations	-	-	-		Allocated at year end
5	Contingency Reserve Fund		1 - Operations	-	-	-		Allocated at year end
6	Other Revenue/Grants		1 - Operations	500	8,000	(7,500)	No STEP Program funds	Misc (\$500)
	TOTAL REVENUE			5,932,164				
7	Affiliation & Memberships	2	1 - Operations	\$ 9,444	8,880	564		For administrative affiliations and memberships
8	Sponsorship	4	1 - Operations	\$ 5,000	5,000	-		Sponsorship of Business Conference
9	Postage	FC	1 - Operations	\$ 2,000	2,000	-		Estimate
10	Equipment Purchase - office	FC	1 - Operations	\$ 3,000	3,000	-		Estimate for what may be required for misc office equip
11	SAMU Meetings and Hospitality	FC	1 - Operations	\$ 3,000	3,000	-		External hosting
12	Fund Development Expenses	3		\$ 7,800	30,000	(22,200)	Increasing activity with the hiring of a new fund development officer	Updating collateral, donor stewardship, appreciation event & SAMU Alumni Recognition
13	Software License Renewal Fee	FC	13 - Finance	\$ 26,016	7,784	18,232	New software: Campus Vibes & Survey Monkey	SAGE50 Software, BambooHR, Basecamp, Campus Vibes, Skillshare, Survey Monkey
14	Scholarships	4	1 - Operations	\$ 2,000	2,000	-		Used to top-up scholarships - one-off requests
15	Office supplies	FC	1 - Operations	\$ 5,000	5,000	-		General office supplies - based on average annual spending
16	Non-staff Parking	FC	1 - Operations	\$ 700	700	-		For SAMU Guests
17	Position Expenses	FC	1 - Operations	\$ 7,900	6,000	1,900		For GM, Directors & Managers
18	Staff Training	1	1 - Operations	\$ 46,000	52,000	(6,000)	Reduced based on lower expenditures	Reduced based on 2017-2018 actuals & 2018-2019 budget
19	Staff travel and parking	FC	1 - Operations	\$ 5,000	5,000	-		Expenses for business-related travel (mileage, parking, car rental)
20	Staff Wellness and Appreciation	1	1 - Operations	\$ 2,000	2,000	-		Farewells, birthdays, other staff celebrations
21	Courier and delivery	FC	1 - Operations	\$ 750	750	-		Estimate
22	Insurance	FC	1 - Operations	\$ 35,940	10,227	25,713	Increasing insurance to reflect the new building, Student Group activities, and making other insurance more robust to better manage risks	E&O, D&O, General, and MacEwan Building Insurance Requirements
23	GM Parking	FC	1 - Operations	\$ 2,155	2,155	0		GM parking (taxable benefit)
24	Staff health and dental benefits	FC	1 - Operations	\$ 72,000	60,000	12,000	Moved to self-funded benefits and kept the same level of coverage	Estimate based on average cost
25	Staff Benefits - HSA	FC	1 - Operations	\$ 17,250	12,750	4,500		Estimate based on average cost
26	Staff Benefits - HSA admin fees	FC	1 - Operations	\$ 1,725	1,275	450		Estimate based on average cost
27	CPP expense - PT	FC	1 - Operations	\$ 8,303	12,914	(4,611)		Estimate based on number of PT employees during the year
28	EI expense - PT	FC	1 - Operations	\$ 5,518	6,022	(504)		Estimate based on number of PT employees during the year
29	Professional Development	FC	1 - Operations	\$ 10,350	7,650	2,700		Allocated evenly over all full time employees
30	Full-Time Salaries	FC	1 - Operations	\$ 1,314,568	1,050,634	263,934	Addition of Fund Development Officer; Director of Bldg Operations; increasing 2 positions from 30hrs to 35hrs;	Based on salary forecast for 2019-2020 & additional staffing.
31	CPP expense - FT	FC	1 - Operations	\$ 55,126	38,969	16,157	Reflects changes in payroll	Based on salary forecast for 2019-2020 & additional staffing.
32	EI expense - FT	FC	1 - Operations	\$ 31,145	18,621	12,524	Reflects changes in payroll	Based on salary forecast for 2019-2020 & additional staffing.
33	Part-Time Salaries	FC	1 - Operations	\$ 253,024	362,800	(109,776)	Estimate closer to actual costs	Based on salary forecast for 2019-2020 & additional staffing.
34	WCB	FC	1 - Operations	\$ 4,800	4,800	-		Based on the annual return reflecting # of FT & PT staff plus any change to the rate (EC included)
35	Consultants	1	1 - Operations	\$ 40,000	25,000	15,000	Increasing due to anticipated needs	Estimated based on possible needs before, during and after the move into the building, HR, Governance
36	Serv for Students with Disabilities	4	1 - Operations	\$ 2,000	2,000	-		Provide visual and hearing assistance to students
37	Employee Recruitment	1		\$ 1,500	New Account	N/A		Job Postings on FB, LinkedIn, and other social media
38	Loan Repayment	FC		\$ 1,369,825	New Account	N/A		Based on loan agreement.
39	GST on Loan	FC		\$ 68,492	New Account	N/A		Based on loan agreement.
40	SAMU Cares	4		\$ 20,000	New Account	N/A		Not enough funds in the endowment to cover future yrs
	TOTAL EXPENSES			\$ 3,439,331				
	NET INCOME (LOSS)			\$ 2,492,833				

Department 2 - Marketing

Fixed Costs	
Reoccurring payments for website fees & Plotter supplies.	\$ 18,000

1. Goal	Enhance student experience	Budget		
		\$	26,000	
	Strategy	Metric Description	Metric Target	Estimated Completion Date
a.	Create marketing strategies that allows the marketing department to engage with students, support them in their academic journey and seek opportunities to drive awareness of SAMU.	Provide monthly giveaways on Facebook and Instagram that are beneficial to students and that bring awareness to SAMU programs and services.	20% increased engagement on contest related posts compared to standard posts.	June 30, 2020
		Ensure that a variety of swag/promotional items are available to improve SAMU awareness on campus based on student feedback.	Provide a new SAMU themed collateral annually based on student feedback.	Sept 31, 2020
b.	Using our brand guidelines effectively by ensuring that the marketing department supports the initiatives of programs and services so that we are able to aid and cater to the spiritual, social and mental wellbeing of our members. Investing in quality branding and effective marketing strategies throughout the university and our building will allow for more meaningful recognizable campaigns.	Explore student concerns and feedback about their experience navigating through the SAMU website.	Complete the strategic direction of a new SAMU website based on student and staff feedback.	April 30, 2020
		Invest in paid advertising within the MacEwan network to expand our reach to students.	Select a Service and one Program/Group promo to advertise.	Dec 31, 2019

2. Goal	Relations with our community	Budget	
		\$	-
	Strategy	Metric Description	Metric Target
			Estimated Completion Date
a.	Utilize the student handbook and other means to secure community and MacEwan partnerships.	Approach local businesses in the downtown core to secure ads in the student handbook.	Secure at least 50% of local entrepreneurs in the student handbook.
		Seek more opportunities within the MacEwan community to secure ads in the agenda	Secure one new MacEwan department in the student handbook.
			July 31, 2019
			July 31, 2019

3. Goal	Commitment to Sustainability	Budget		
		\$	-	
	Strategy	Metric Description	Metric Target	Estimated Completion Date
a.	Find creative alternatives to generate revenue outside of student fees.	Create attractive and affordable advertising rates for the student handbook.	Attaining \$22,000 in advertising revenue via the student handbook	July 31, 2019
		Provide a new option for advertising in the student handbook.	Reserving at least 1 new spot in the standard pages option of the handbook.	July 31, 2019

4. Goal	Stewardship of Resources					Budget	
						\$	32,000
		Strategy	Metric Description	Metric Target	Estimated Completion Date		
	a.	Manage the production cost of the student handbook.	Rely on the pick-up rates to determine an affordable amount of handbooks to order.	Reduce the number of handbooks that are not disseminated by 500 copies.	June 30 2020		

5. Goal	Integration of the SAMU building					Budget	
						\$	23,500
		Strategy	Metric Description	Metric Target	Estimated Completion Date		
	a.	Implement the marketing revenue plan that supports revenue generation via advertising in the SAMU building to sustain the operations and offset expenses.	Implement an advertising revenue plan based on consultation with The Red agency.	Successful implementation of plan (\$3500)	Dec 31, 2019		
			Review the resources recommended by our consultants that will allow the marketing department to accept ads from external parties at an attractive price in the downtown community.	Successful implementation of software and successfully training staff required to manage it.	April 30, 2020		
			Incorporate a new marketing initiative for implementation in the SAMU building from the department's consultation with RED	Marketing Initiative is integrated.	Dec 31, 2019		

GOALS:	Dedicated Advocacy Commitment to Sustainability Relations with our Community Stewardship of Resources Integration of the SAMU Building Connect to Students Enhance Student Experience
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Total \$ 99,500

\$ -

Reference Number	Account Name	Goal & Strategy	Department	TOTAL	2018-2019 Budget	Variance	Variance Explanation (Over \$5,000)	Notes
MARKETING								
1	Handbook Advertising Receipts		2 - Marketing	22,000	20,000	2,000		Revenue from ads placed in the student handbook.
2	Printing Revenue (plotter)		2 - Marketing	500	500	-		Revenue from printing banners for external customers on the department's plotter.
	TOTAL REVENUE			22,500				
3	Integrated Marketing Plan/Ad Revenue research	5	2 - Marketing	3,500	20,000	(16,500)	The budgeted amount last year reflected the initial consultation fees, which included research and recommendations. The current budgeted amount reflects the implementation.	Marketing and communication department's assessment of a digital asset management plan for the SAMU building.
4	SAMU Promotions	1	2 - Marketing	10,000	11,000	(1,000)		For purchasing prizes used in contests, providing free swag to students and creating student engagement through promotional items. In addition to paying for print collateral related to the organization's initiatives not including sub-departments in SAMU.
5	Student Handbook	4	2 - Marketing	32,000	35,000	(3,000)		For printing 7000 student handbooks, distributed to students at no cost.
6	Plotter Supplies	FC	2 - Marketing	7,500	7,500	-		For the purchase of paper and ink supplies throughout the year for the department's plotter.
7	SAMU Designated Branding	1	2 - Marketing	13,500	12,000	1,500		For the payment of any organizational branding and corporate documents, SAMU signage, business cards. In addition to branding spaces in the new building.
8	Website Updates	FC	2 - Marketing	10,500	7,000	3,500		Monthly payments for hosting and website maintenance for the samu.ca and samu building website. In addition to payment for a website consultation/audit July 2019.
9	Stock Images	1	2 - Marketing	800	800	-		For purchasing stock images and font bundles used in SAMU's promotional material.
10	Social Media	1	2 - Marketing	1,700	1,700	-		For purchasing social media ads intended to promote, engage and inform students of SAMU initiatives, programs and services. Monthly analytics payments are also taken from this account
11	Marketing Initiative - Building	5	2 - Marketing	20,000	New Account	N/A		Incorporate a new marketing initiative for implementation in the SAMU building from the department's consultation with RED.
	TOTAL EXPENSES			99,500				
	NET INCOME (LOSS)			(77,000)				

Department 3 - SAM

Fixed Costs	
Merchant Fees for POS	\$ 9,100.00

1. Goal	Student Engagement		Budget	
			\$ 141,374.00	
	Strategy	Metric Description	Metric Target	Estimated Completion Date
	Develop an opportunity for students to market and sell artistic style products	Create a consignment program for students to sell their own creations (e.g. art, jewelry and other handmade items) This will be a revenue opportunity for both students and SAMU	10 students signed up to sell items.	30-Jun-20
	Evaluate if Oilers Season Tickets are still viable for SAMU	Review sales and monitor who is using and what are our benefits for having this service	Make an informed recommendation to keep or forfeit ticket renewal 2020/21 season	30-Apr-20

2. Goal	Community Engagement Responsible Stewardship of Resources*		Budget	
			\$ -	
	Strategy	Metric Description	Metric Target	Estimated Completion Date
a.	Using the space in the new building to bring in local business and Create a "SAMU Market"	Create a opportunity like a mini famers Market for outside vendors to market and sell goods to students.	10 booths rented in the event center	June 30, 2020

3. Goal	SAMU Building		Budget	
			\$ -	
	Strategy	Metric Description	Metric Target	Estimated Completion Date
a.	SAMU asset moving transition plan for new building.	Create a WBS (Work Breakdown Structure) to organize a plan and steps on how to implements.	WBS is created	Oct 31, 2019

Total \$ **150,474**

GOALS:	Dedicated Advocacy Commitment to Sustainability Relations with our Community Stewardship of Resources Integration of the SAMU Building Connect to Students Enhance Student Experience
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\$ -

Reference Number	Account Name	Goal & Strategy	Department	TOTAL	2018-2019 Budget	Variance	Variance Explanation (Over \$5,000)	Notes
SAM								
1	Grad Photo Sales		3 - SAM	15,000	15,000	-		
2	Table Game Receipts		3 - SAM	5,000	4,000	1,000		Pool Tables in Towers Pub
3	Table Bookings		3 - SAM	10,000	15,000	(5,000)	New Building we may not have as many tables as we currently do with MPR	
4	Fax and Printing Services		3 - SAM	300	600	(300)		
5	Posters		3 - SAM	11,000	11,000	-		
6	SAM (misc. items)		3 - SAM	1,060	1,144	(84)		
7	WEM Passes		3 - SAM	13,200	13,200	-		
8	SAM's Movie Tickets		3 - SAM	14,974	11,800	3,174		
9	Eskimos Tickets		3 - SAM	9,975	9,975	-		
10	Oilers Tickets		3 - SAM	36,177	49,455	(13,278)	We plan to use some tickets as SAMU Promotion (These are low sellers) As well we have budgeted sales for none peak games which we end up selling for less.	
11	Ski Tickets		3 - SAM	37,809	33,450	4,359		
12	Oil Kings Tickets		3 - SAM	857	1,713	(856)		
13	SAM's - Atlantic Prepaid Cards		3 - SAM	20,000	10,000	10,000	New procedure for selling high dollar Visa Pre Pairs has lowered the sales and the liability to fraud. The type of clientele that were buying these high value cards were not Students we believe. Unfortunately we get the most commission on these high value cards.	
14	SAM's - Student Price Card		3 - SAM	3,000	5,000	(2,000)		
15	ETS Tickets		3 - SAM	20,200	19,805	395		
16	New Ticket Sale		3 - SAM	1,000	5,500	(4,500)		
	TOTAL REVENUE			199,552				
17	Emergency Transit Tickets	1	3 - SAM	100	100	-		
18	Merchant Fees	FC	3 - SAM	9,000	5,444	3,556		
19	New ticket sale	1	3 - SAM	900	5,000	(4,100)		
20	Marketing Printing - SAM	1	3 - SAM	650	500	150		
21	Deposit (over/short)	FC	3 - SAM	100	100	-		
22	ETS Purchase	1	3 - SAM	19,965	19,604	361		
23	Eskimos Ticket Purchases	1	3 - SAM	9,275	9,275	-		
24	Oilers Ticket Purchases	1	3 - SAM	40,325	40,170	155		
25	Ski Tickets	1	3 - SAM	31,367	30,021	1,346		
26	Oil Kings Ticket Purchase	1	3 - SAM	722	1,444	(722)		
27	WEM Passes	1	3 - SAM	11,200	11,200	-		
28	SAM's - Student Price Card	1	3 - SAM	2,400	4,000	(1,600)		
29	SAM's - Atlantic Prepaid Cards	1	3 - SAM	15,000	9,800	5,200	New procedure for selling high dollar Visa Pre Pairs has lowered the sales and the liability to fraud. The type of clientele that were buying these high value cards were not Students we believe. Unfortunately we get the most commission on these high value cards.	
30	SAM (misc.) items purchase	1	3 - SAM	920	996	(76)		
31	SAM's - movie tickets	1	3 - SAM	8,550	14,400	(5,850)	We have adjusted our buying strategy so that we don't buy large orders of tickets. We buy more often when we need to.	
	TOTAL EXPENSES			150,474				
	NET INCOME (LOSS)			49,078				

Department 4 - Building Operations

Fixed Costs	
Ops Agreements, All IT and Communications, Moss Wall Maintenance, Extra Janitorial & Security Services	Budget \$ 561,996.00

1. Goal	Integration of the SAMU Building	Budget \$ 319,800.00	
Strategy	Metric Description	Metric Target	Estimated Completion Date
a. Develop effective retail operations	Tenants Selected For Move IN	Leases Signed	Aug 31, 2019
	Complying with SAMU / Policy & Procedures	Less than 5 noncompliance	June 30, 2020
b. Technology is meeting the need of Students & Staff	WIFI	Less than 5 % Downtime	June 30, 2020
	Post event survey results on technology deficiencies	responding to technology deficiencies	June 30, 2020
c. Grand Opening	Grand Opening VIP Invites and Attendees	65 % of invitees Show Up	Jan 20, 2020
d. Safe and Healthy Building for Students & Staff	Safe working environment assessment	PO of Safety Equipment	Oct 19, 2019
	Work with MacEwan to minimize cost	report generated on list of shared cost	June 30, 2020
e. Updated Technology for SAMU Staff Outside of Construction Budget Scope	Upgrade computers as per upgrade policy	Microserve PO	Aug 31, 2019
	Upgrade monitors and key boards OHS	Staff review and Order	Aug 31, 2019
	Upgrade existing plotter for Marketing	HP PO	Oct 31, 2019
f. Internal External Marketing of Events Space	Develop plan for external marketing of our events space	Strategy approved for Campaign	June 30, 2020

2. Goal	Commitment to Sustainability	Budget \$ -	
Strategy	Metric Description	Metric Target	Estimated Completion Date
a. Work with MacEwan to redeveloped their recycling process	Better the current system in place	Bring forth SAMU recommendations to the Joint Building Ops Committee	June 30, 2020

3. Goal Enhance Student Experience		Budget	
		\$ -	
	Strategy	Metric Description	Metric Target Estimated Completion Date
a.	Work with Suppliers / Tenant to show case SAMU events	Solicit sponsorship opportunities with external vendors	1 event sponsored June 30, 2020
		Tenant sponsorship opportunities	1 event sponsored June 30, 2020

Total

\$ 881,796

\$ -

GOALS:

- Dedicated Advocacy
- Commitment to Sustainability
- Relations with our Community
- Stewardship of Resources
- Integration of the SAMU Building
- Connect to Students
- Enhance Student Experience

CONFIDENTIAL

Reference Number	Account Name	Goal & Strategy	Department	Apr - Jun 2020 - Building	TOTAL	2018-2019 Budget	Variance	Variance Explanation (Over \$5,000)	Notes
BUILDING OPERATIONS									
1	Tenant #101 Rent		4 - Building Operations	2,227	2,227	New Account	-		Lease Hold Inducements Rent Free Period
2	Tenant #101 Ops Cost		4 - Building Operations	3,207	3,207	New Account	-		
3	Tenant #102 RBC		4 - Building Operations	2,227	2,227	New Account	-		Lease Hold Inducements Rent Free Period
4	Tenant #102 Ops Cost		4 - Building Operations	3,207	3,207	New Account	-		
5	Tenant #209		4 - Building Operations	793	793	New Account	-		Lease Hold Inducements Rent Free Period & Sum Rate
6	Tenant #209 Ops Cost		4 - Building Operations	1,269	1,269	New Account	-		
7	Tenant #210		4 - Building Operations	793	793	New Account	-		Lease Hold Inducements Rent Free Period & Sum Rate
8	Tenant #210 Ops Cost		4 - Building Operations	1,269	1,269	New Account	-		
9	Tenant #211		4 - Building Operations	793	793	New Account	-		Lease Hold Inducements Rent Free Period & Sum Rate
10	Tenant #210 Ops Cost		4 - Building Operations	1,269	1,269	New Account	-		
11	Events Center		4 - Building Operations			New Account	-		Nothing For Year One Student Use Is The Focus
12	Exclusivity Deals		4 - Building Operations	1,000	1,000	New Account	-		Money From Vendors
13	Vending Machines		4 - Building Operations	2,500	2,500	New Account	-		Partial Year And Reduced Number Off Of Business Case
14	Recycling		4 - Building Operations	250	250	New Account	-		To Early To Tell May Need To Wait until Year Two
15	Room Rentals Non Student		4 - Building Operations	-	-	New Account	-		
16	Tenant Cart Main		4 - Building Operations	1,050	2,450	New Account	-		7% of Sales Percent Only Rent
	TOTAL REVENUE			\$ 21,854	23,254				
17	MacEwan Ops Agreement	FC	4 - Building Operations	180,870	452,175	New Account	-		
18	Ops Cost GST	FC	4 - Building Operations	9,044	22,610	New Account	-		
19	Property Tax	FC	4 - Building Operations	863	1,271	New Account	-		Revenue Generating Space 3200 Sqft
20	Security Services Extra	FC	4 - Building Operations	3,000	9,000	New Account	-		For Events That Are Not Normal Hours
21	Janitorial Services	FC	4 - Building Operations	3,000	9,000	New Account	-		We Could Assume This Cost
22	RM General	FC	4 - Building Operations	1,875	7,500	New Account	-		Odds and Ends None Agreement Stuff
24	Telephone	FC	4 - Building Operations	2,535	10,140	9,840	300		Cell Phone Reimbursement + Landline
25	IT Cable	FC	4 - Building Operations	225	600	New Account	-		Shaw TV For Event Center
26	IT IS MacEwan	FC	4 - Building Operations		27,500	New Account	-		Support Agreement
27	General Main Supplies	1	4 - Building Operations	12,500	12,500	New Account	-		Ladders Tools Safety Equipment Things We Need OHS
28	Micro Serve AV Support	1	4 - Building Operations	7,500	15,000	New Account	-		Technology Support for AV
29	Technology Support Other	FC	4 - Building Operations	2,500	2,500	New Account	-		Marketing Mac Needs
30	Tenant Incentive	1	4 - Building Operations	150,000	150,000	New Account	-		30,000 Per Spot Per Incentive Due To Lease Market
31	Building Marketing Materials	1	4 - Building Operations	1,000	3,000	New Account	-		Signs, Printing Etc
32	Equipment Purchase - Computers	1	4 - Building Operations		35,000	24,572	10,428	With the New building we will be upgrading our old monitors to a new standard to be more compliant with OHS standards. As well also have some computers to upgrade as per our computer policy.	Misc. Technology New Building
33	Printers	FC	4 - Building Operations	1,800	7,200	7,200	-		Konica Minolta Printer Lease
34	Moss Wall	FC	4 - Building Operations		7,500	New Account	-		Moss Wall Maintenance
35	Building Advertising For Events	1	4 - Building Operations	50,000	50,000	New Account	-		Promoting Events Center In The Building, Like Bridal Fantasy, Booth Set Up Design, Room Pictures For Advertising, Website
36	New Plotter	1	4 - Building Operations		14,300	New Account	-		See Business Case
37	Marketing Storage & Network	1	4 - Building Operations		10,000	New Account	-		MacEwan's infrastructure isn't compatible with Marketing
38	Digital Marketing Asset Management	FC	4 - Building Operations	1,250	5,000	New Account	-		Software required to facilitate digital marketing
39	Grand Opening	1	4 - Building Operations		30,000	New Account	-		Opening of The New Building
	TOTAL EXPENSES			\$ 427,962	881,796				
	NET INCOME (LOSS)				(858,542)				

Department 5 - Events

Fixed Costs	
Events Equipment, & Printing	\$ 5,250.00

1. Goal Connect to Students		Budget	
		\$ 54,500.00	
Strategy	Metric Description	Metric Target	Estimated Completion Date
a. Be an employer of students and attempt to provide meaningful learning opportunities.	Hire student musicians to perform at events	6 students	April 30, 2020
b. Support a culture that celebrates school spirit.	Organize a new beginning and end of the year celebration.	2 events	April 30, 2020
	Attend an external event with another MacEwan Department	1 event	June 30, 2020
c. Provide spaces for students to connect and engage with peers and SAMU staff	Plan a social gathering off campus. (E.g.: Holiday Party)	35 PT Staff, Execs & Councilors	Dec 31, 2019
	Plan a platform to honor students (E.g.: Awards Night)	50 students	April 30, 2020
	Plan an event that builds relationships within SAMU (E.g.: Team Building)	1 event	Aug 30, 2019

2. Goal Enhance Student Experience		Budget	
		\$ 244,000.00	
Strategy	Metric Description	Metric Target	Estimated Completion Date
a. Provide programming that enhances student engagement.	Feature unique speakers at our Speakers Series events	Engagement through Social Media- Look at current number of outreach	Mar 31, 2019
	Through student feedback, we are turning Fall Fest into a 1 day event	2,000 students	Sept 30, 2019
	Create new unique events to bring in different types of the MacEwan student body.	2 Events	Mar 31, 2019
b. Collect and utilize demographic data to inform the creation and maintenance of services.	Create surveys and/or focus group to gather department related information and launch questionnaire at events.	2 surveys	June 30, 2020
	Utilize information gained in the annual SAMU Survey for events based decisions	Use one high rated stat towards making an events decision	Dec 31, 2019
c. Using resources to improving the student experience and attempt to lessen stress for students.	Expand an event to cover different parts of campus	1 event with 5 locations	Jan 31, 2020
	Offer stress relieving activities	150 students attend	April 30, 2020
	Giving away swag and prizing that is exciting and interesting for students	3 unique swag/prize items	April 30, 2020

3. Goal Relations with our Community		Budget	
		\$	3,000.00
Strategy	Metric Description	Metric Target	Estimated Completion Date
a. Build partnerships within MacEwan University that enhance the student experience.	Work with other MacEwan departments on new events	1 new event	April 30, 2020
	Plan specific MacEwan Partnership events	2 events	June 30, 2020
	Get MacEwan departments to become involved through exhibitor space at events	4 exhibitor spaces	April 30, 2020
b. Seek sponsorship opportunities that build relationships with community partners.	Trade product for advertising on campus	2 companies	April 30, 2020
	Sell exhibitor space at select events	15 exhibitors	April 30, 2020

Total

\$ 306,750

GOALS:	Dedicated Advocacy Commitment to Sustainability Relations with our Community Stewardship of Resources Integration of the SAMU Building Connect to Students Enhance Student Experience
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\$ -

Reference Number	Account Name	Goal & Strategy	Department	TOTAL	2018-2019 Budget	Variance	Variance Explanation (Over \$5,000)	Notes
EVENTS								
1	Fall Fest		5 - Events	31,000	35,000	(4,000)		Exhibitors, beverage sales, Molson Sponsorship
2	Winter Week		5 - Events	3,500	6,600	(3,100)		Sponsorship and partnerships
3	New Programming		5 - Events	2,500	47,500	(45,000)	Smaller Venue for Speaker Series. Less tickets will be available to buy.	Student ticket and food and beverage sales
4	Reading Break		5 - Events	50,000	New Account	N/A		Fees to cover all costs
5	Year end event		5 - Events	3,950	New Account	N/A		Student ticket and food and beverage sales
6	Speaker Events		5 - Events	10,875	9,000	1,875		Sponsorship and three tiers of tickets
	TOTAL REVENUE			101,825				
7	Holiday Event	1	5 - Events	15,000	15,000	-		PT/FT/EC/SC+guest, venue rental, food costs, taxes, logistics, party favors, entertainment, GC's
8	Fall Fest	2	5 - Events	83,500	84,000	(500)		Entertainment, production, rentals, swag, activities, logistics
9	Food for Thought (Town Hall)	2	5 - Events	2,000	2,000	-		Food, prizing, Passports/Supplies,
10	Speaker Series	2	5 - Events	81,000	67,500	13,500	Both Fall an Winter Speakers came in under budget. Amount spent depends on entertainers available at that time.	Speaker fee, Transportation, accommodations, A/V production, Volunteers, equipment, rentals, security
11	Winter Week	2	5 - Events	10,000	20,500	(10,500)	Winterfest budget was cut in half. Winter Week will be using half that amount for activities indoors throughout the week.	5 events in 5 days: Movie: licensing, snacks, giveaways. Sleigh rides w/ fire pit: rentals, snacks, permits, musicians. Games: games, rentals. Campus race: Logistics, prizing. Campus Cooking: Speaker, supplies, food, prizing. Swag.
12	New Programming	2	5 - Events	10,000	45,500	(35,500)	Other half of Wintefest budget moved to new programing to bring students a new event to showcase the event space in the building.	Karaoke w/ major recording artist. Rate logistics, prizing
13	Reading Break	2		48,000	New Account	N/A		Reading break trip: All inclusive trip w/ medical insurance, logistics
14	Awards Night	1	5 - Events	22,000	22,000	-		Food, AV, Décor, rental, logistics, entertainment
15	MacEwan Partnership Events	3	5 - Events	3,000	3,000	-		MacEwan O week, partnership events, new programming
16	Summer Team Building - Staff	1	5 - Events	2,500	1,500	1,000		Food, Activity, Workshop
17	Promo Team	2	5 - Events	9,500	9,500	-		Uniforms, giveaways (snacks/prizing), New building promo
18	Events Equipment	FC	5 - Events	2,000	2,000	-		Tools, décor, long term items, repairs/ replace broken used gear, etc.
19	Marketing Printing - Events	FC	5 - Events	3,250	3,000	250		Event printing
20	Year end event	1		15,000	New Account	N/A		Entertainment, production, rentals, logistics
	TOTAL EXPENSES			306,750				
	NET INCOME (LOSS)			(204,925)				

Department 6 - Services

Fixed Costs

Marketing and Printing Materials

\$3,750.00

1. Goal	Relations with our Community	Budget
		\$6,900.00
	Strategy	Metric Description
	Metric Target	Estimated Completion Date
a.	Building Partnerships within MacEwan that enhance the student experience.	Collaborate with MacEwan to provide training/education to all Services volunteers
		Collaborate with MacEwan on shared initiatives, e.g. a Mental Health Awareness etc.
		1 New Training/Education Opportunity
		December 31 2019 & April 30 2020
		1 New Training/Education Opportunity
		December 31 2019 & April 30 2020

2. Goal	Stewardship of Resources	Budget
		\$-
	Strategy	Metric Description
	Metric Target	Estimated Completion Date
a.	Responsible financial management	Utilizing Food Bank donation line prior to budget line, to maintain our promise to donors
		\$6,550 used from donation
		June 30, 2020
b.	Automate manual processes	Implement Online Client Management Software for Food Bank
		One software program
		Aug 31, 2019

3. Goal	Enhance Student Experience	Budget
		\$36,450.00
	Strategy	Metric Description
	Metric Target	Estimated Completion Date
a.	Provide services for and information on student mental health concerns	Peer Support initiatives
		Peer Support initiatives
		Peer Support Advocacy
		1 Initiative in Fall
		Dec 15, 2019
		1 Initiative in Winter
		Mar 31, 2020
		1 advocacy event
		Mar 31, 2020
b.	Use an intersectional approach to addressing student needs	Ensuring services training is intersectional, including safe spaces, treaty acknowledgment and ensuring training is updated
		Review Fall semester
		Dec 15, 2019
		Review Winter semester
		April 30, 2020

4. Goal	Commitment to Sustainability	Budget				
		\$ -				
		a.	Strategy	Metric Description	Metric Target	Estimated Completion Date
Implement environmentally-friendly operating practices	Use biodegradable and recyclable products	2 product changes	April 30, 2020			
	Use environmentally safe cleaning products	2 product changes	April 30, 2020			
	Encourage clients to use their own reusable bags	40 clients	June 20, 2020			
	Switching to an automated process	Implement online software	Aug 31, 2019			

5. Goal	Connect to Students	Budget			
		\$	46,000.00		
		Strategy	Metric Description	Metric Target	Estimated Completion Date
a.	Provide spaces for students to connect, engage and receive support through peers and SAMU staff.		Provide food security (via food bank hamper) for 30 students in need per month	360 hampers (average 30 hampers a month)	April 30, 2020
			Enhance safety on campus by accompanying 100 students (by the end of the academic year) to their destinations.	100 clients	April 30, 2020
			Feed 400 students per breakfast club	9200 Total Students Fed	April 30, 2020
			Support 210 clients by the end of the year (Peer Support)	210 Total Clients	April 30, 2020

Total

\$93,100

- GOALS:
- Dedicated Advocacy

Commitment to Sustainability

Relations with our Community

Stewardship of Resources

Integration of the SAMU Building

Connect to Students

Enhance Student Experience

Reference Number	Account Name	Goal & Strategy	Department	TOTAL	2018-2019 Budget	Variance	Variance Explanation (Over \$5,000)	Notes
SERVICES								
1	Food Bank Revenue		6- Services	3,600	6,100	(2,500)		To match food bank purchases taken out of donation line/holding account (#207700)
	TOTAL REVENUE			3,600				
2	Breakfast Club - CCC	5	6- Services	46,000	23,700	22,300	Each individual BC went up due to cost of goods and steady increase in student attendance. Cost reflects supplies/food necessary for the event to run at least an hour. Added more BC's for 2nd semester when it is centrally located in the building.	Fall Semester: 8 Cold Breakfasts, 1 Hot Breakfast. Winter Semester: 9 Cold Breakfasts 1 Hot Breakfast and an additional 4 cold breakfasts in Jan 2020 and cost of Supplies/Equipment/Licensing.
3	Safewalk - CCC	1	6- Services	6,900	6,700	200		Volunteer Clothing Supplies. Volunteer Retention Incentives, Operational Costs, Promotional Campaign/Group Walks.
4	Peer Support - CCC	3	6- Services	29,700	28,500	1,200		Fall retreat + Risk Training + Manuals, Winter Retreat, Operational costs, Awareness bags
5	Food Bank - CCC	3	6- Services	6,750	6,100	650		Replenishing Food costs, Operational Costs, Fundraising/Food Drive
6	Marketing Printing - Services	FC	6- Services	3,750	2,750	1,000		From Marketing for year-round Services print materials
	TOTAL EXPENSES			93,100				
	NET INCOME (LOSS)			(89,500)				

Department 8 - ACC

Fixed Costs	
None	\$ -

1. Goal Enhance Student Experience		Budget	
		\$ 23,400.00	
	Strategy	Metric Description	Metric Target Estimated Completion Date
a.	Create and maintain an active and viable volunteer program that benefits both the volunteers as well as the programs and services they serve	Maintain a minimum of 300 active volunteers from Sept-Apr	300 Active Volunteers April 30, 2020
		Engage Volunteers with upcoming opportunities via Newsletter at least twice a month from Sept-Apr	14 newsletters April 30, 2020
		Administer Year End Volunteer Survey	60 responses April 30, 2020
b.	Coordinate with Programs, Services, and Events at City Centre Campus to ensure Students are receiving as equal as an experience at ACC	Consistency with swag among campuses	1 item/event June 30, 2020
		Consistency with activities among campuses	1 activity/event June 30, 2020
		Consistency with marketing among campuses	minimum of 80% June 30, 2020

2. Goal Connect to Students		Budget	
		\$ 2,500.00	
	Strategy	Metric Description	Metric Target Estimated Completion Date
a.	Survey and consult students to ensure that SAMU is providing students with programs, services and events that are relevant to the demographic and needs of ACC	Use Survey Monkey- short survey on demographic of ACC and wants/needs of students.	50 responses April 30, 2020

3. Goal Relations with our Community		Budget	
		\$	16,000.00
Strategy	Metric Description	Metric Target	Estimated Completion Date
a. Provide students with opportunities to see/experience Edmonton outside of their campus.	Find 10 types of activities offered	10 Activities	June 30, 2020
	Increase number of new attendees by 20%	20%	June 30, 2020
	Post activity questionnaire	20 responses	June 30, 2020
b. Provide students more opportunity to access SAMU volunteer opportunities	Advertise Fall SAMU volunteer opportunities on MacEwan Life website	1 Opportunity Advertised (Fall)	Sept 30, 2019
	Advertise Winter SAMU volunteer opportunities on MacEwan Life website	1 Opportunity Advertised (Winter)	Jan 31, 2020
c. Ensure SAMU volunteers are familiar and able to access MacEwan's co-curricular program to record their SAMU volunteering	Provide opportunities for SAMU volunteers to access co-curricular transcripts through the volunteer Fall newsletter	Co-curricular info is highlighted in 1 volunteer newsletter (Fall)	Sept 30, 2019
	Provide opportunities for SAMU volunteers to access co-curricular transcripts through the volunteer Winter newsletter	Co-curricular info is highlighted in 1 volunteer newsletter (Winter)	Jan 31, 2020
Total		\$ 41,900	

GOALS:

- Dedicated Advocacy
- Commitment to Sustainability
- Relations with our Community
- Stewardship of Resources
- Integration of the SAMU Building
- Connect to Students
- Enhance Student Experience

Reference Number	Account Name	Goal & Strategy	Department	TOTAL	2018-2019 Budget	Variance	Notes
ACC							
1	Concessions		8 - ACC	-	-	-	
	TOTAL REVENUE			-			
2	Volunteer Program	3	8 - ACC	13,500	11,000	2,500	VIP, Shirts, Incentives. Volunteer Events, gifts and operations.
3	Fall Events - ACC	2	8 - ACC	500	1,000	(500)	Halloween Event
4	Summer Events - ACC	2	8 - ACC	500	1,000	(500)	Pop Up Events- Summer
5	Edmonton/Community Experience - ACC	3	8 - ACC	2,500	1,500	1,000	Edmonton Community Engagement Opportunities
6	Fall Fest - ACC	1	8 - ACC	6,200	5,500	700	Fall Fest; Food, Entertainment, Swag, Promo Team Initiative.
7	Global Awareness Week - ACC	1	8 - ACC	500	500	-	GAW Event with MacEwan.
8	Stressless - ACC	1	8 - ACC	3,000	1,000	2,000	Fall and Winter Stressless. Interactive stations/activities. Over two days/semester.
9	Sustainamania - ACC	1	8 - ACC	1,500	500	1,000	Sustainamania Event; Interactive activities/stations
10	Breakfast Club - ACC	1	8 - ACC	5,550	4,300	1,250	Hot Breakfast 1/semester. 7 Cold Breakfasts. Supplies, equipment, licensing.
11	Winter Fest - ACC	1	8 - ACC	5,900	5,000	900	Winter Fest, Food, Entertainment/Activities, Swag, Decorations
12	Winter Events - ACC	2	8 - ACC	500	1,000	(500)	Valentine's Day Swag Bags
13	New Programming - ACC	2	8 - ACC	1,000	500	500	New Programming. Fall or Winter.
14	Marketing Printing - ACC	1	8 - ACC	750	500	250	Printing Costs. Posters, a-frames.
	TOTAL EXPENSES			41,900			
	NET INCOME (LOSS)			(41,900)			

Department 9 - Student Groups

Fixed Costs	None	\$ -
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1. Goal Enhance Student Experience		Budget	
		\$	14,950.00
Strategy	Metric Description	Metric Target	Estimated Completion Date
a. Provide Programming that enhances student engagement	Organize club minglers	2 activities are completed	April 30, 2020
	Track participation at Student Groups activity organized by SAMU (club minglers, training, club workshops)	200 total attendees for all activities	April 30, 2020
b. Support student led initiatives	Increase operation grant usage through a social media and marketing assistance.	Increase usage by 50%	June 30, 2020
	Increase usage of Event Grant through social media and marketing assistance	Increase usage to 80%	June 30, 2020
	Utilize monthly newsletter to inform clubs about these two grants	8 newsletters	April 20, 2020
c. Support the development and structuring of student clubs	Establish 2 focus groups that meets twice a year to gather information on the day to day operations of clubs.	2 focus groups	June 30, 2020
	Recruitment would be done through our weekly newsletter, minglers and at our training sessions	20 attendees total	April 30, 2020

2. Goal Responsible Stewardship of Resources		Budget	
		\$	82,800.00
Strategy	Metric Description	Metric Target	Estimated Completion Date
a. Strong Administration structure based on best practices	Obtain feedback on process changes & implement changes.	2 processes/procedures	June 30, 2020
b. Automate manual processes	Train all groups on Campus Vibes	2 training sessions- 50%	Nov 30, 2019
	Get our most active groups incorporated into and fully functioning in the new software	50 groups trained	Nov 30, 2019

3. Goal		Relations with our Community		Budget	
				\$	10,750.00
	Strategy	Metric Description	Metric Target	Estimated Completion Date	
a.	Provide spaces for people to collaborate and work together	To organize a club meetup that will show off our new space	40 attendees	Dec 31, 2019	
		Ensure that there is a process for clubs to have 1st chance at booking club space in our new building.	40% of club space is booked by clubs	April 30, 2020	
		Increase our hours of operation in our new space	25% space utilization after regular hours	April 30, 2020	
b.	Build Partnership with MacEwan University that enhance the student experience	To meet with the Fine Arts and Communications- Dean of Arts and Cultural Management to promote our club program to students in the Allard Hall building	3 new clubs	May 31, 2020	

4. Goal		Integration of the SAMU Building		Budget	
				\$	3,500.00
	Strategy	Metric Description	Metric Target	Estimated Completion Date	
a.	Foster and environment of acceptance and community	Develop a Club Code of Ethics for our new Club Space (similar to what is in our SAMU Lounge)	completed code of ethics	Dec 31, 2019	
		Organizing a monthly café in our new building	3 events/attendees	Dec 31, 2019	
		Provide tours for students of our new club space	4 tours	Mar 31, 2020	

Total

\$ 112,000

GOALS:

- Dedicated Advocacy
- Commitment to Sustainability
- Relations with our Community
- Stewardship of Resources
- Integration of the SAMU Building
- Connect to Students
- Enhance Student Experience

Reference Number	Account Name	Goal & Strategy	Department	TOTAL	2018-2019 Budget	Variance	Variance Explanation (Over \$5,000)	Notes
STUDENT GROUPS								
1	Other Revenue/Grants		9 - Student Groups	-	-	-		
	TOTAL REVENUE			-				
2	Club Operational Grant	2	9 - Student Groups	33,000	33,000	-		Operational Grants
3	Marketing Printing - Clubs	3	9 - Student Groups	3,000	4,000	(1,000)		Brochures, Handbooks, Banner Bugs
4	New programming	4	9 - Student Groups	3,500	2,000	1,500		Club Café and Student Group Welcoming Event
5	Clubs Day	3	9 - Student Groups	4,000	4,300	(300)		Clubs Week, Breakfast, TV Rentals, Snacks/Refreshments
6	Club Mingler	3	9 - Student Groups	1,000	1,000	-		Networking Events for Clubs
7	Clubs License	2	9 - Student Groups	3,800	3,800	-		Annual Movie License
8	Club Appreciation	1	9 - Student Groups	5,400	5,400	-		Club Recognition System
9	Clubs Training	1	9 - Student Groups	9,550	8,750	800		Clubs Training, Food, IT Support, Snacks, Clubs Refresher
10	Club Software	2	9 - Student Groups	1,000	2,000	(1,000)		Cognito Form Builder
11	Club Promotions	3	9 - Student Groups	2,750	2,750	-		Clubs Promotional Items
12	Club Event Grant	2	9 - Student Groups	45,000	50,000	(5,000)	Clubs were included in new insurance coverage (2019). Calculated the increase to SAMU insurance and what was spent on insurance through Event Grants. Moved that amount into finance to cover the cost.	Event Grants for Clubs
	TOTAL EXPENSES			112,000				
	NET INCOME (LOSS)			(112,000)				

Department 10 - Programs

Fixed Costs	
Part-Time Training and Development & SRP Cost	\$ 75,000.00

1. Goal		Enhance Student Experience		Budget	
				\$ 25,000.00	
	Strategy	Metric Description	Metric Target	Estimated Completion Date	
a.	Research new, current, and trending initiatives/campaigns, and update existing programming to stay up to date while remaining innovative	Number of new Lifestyle initiatives	1 New Lifestyle Initiative	April 30, 2020	
		Number of new Community campaigns	2 New Community Campaigns	April 30, 2020	
		Total attendance at new programming	200 Attendees at New Programming	April 30, 2020	
b.	Help students get through exam times by planning and implementing stress relieving and mental wellness initiatives and activities around final exams	Increase attendance to StressLess (Fall)	1500 Total attendance (Fall)	Dec 15, 2019	
		Increase attendance to StressLess (Winter)	1500 Total attendance (Winter)	April 30, 2020	
c.	Plan and implement initiatives, campaigns and activities to help give students mental health breaks throughout the school-year	Attendance at Paws for a Study Break	900 total attendance at PAWs	April 30, 2020	
		Number of students engaged with Random Acts of Kindness	800 students	April 30, 2020	
d.	Support the intellectual and creative development of students, and encourage student-led initiatives	Purchasing artwork from MacEwan students, number of pieces purchased	5 Pieces Purchased	May 31, 2020	
		Number of external partners (clubs, athletics) to participating in Programming	2 Partners	April 30, 2020	
		Gray Gallery - number of exhibits put on by students	3 Student Exhibits	June 30, 2020	

2. Goal	Relations with our Community	Budget			
		\$ 10,500.00			
		Strategy	Metric Description	Metric Target	Estimated Completion Date
a.	Plan fundraisers and get the MacEwan community involved to raise funds for SAMU Cares		Amount of funds raised with Community Fundraiser	\$2,000 Raised	April 30, 2020
			Amount of funds raised with Grayworks	\$1,500 Raised	April 30, 2020
b.	Work with MacEwan on campus-wide activities to reach out to larger student population and to strengthen relationship with MacEwan		Global Awareness Week - total attendees	50 Total Attendees	Jan 31, 2020
			Pride Week - total participants	100 Total Participants	Mar 28, 2020
			New Student Orientation (Fall and Winter) - total attendees	600 Total Attendees	Jan 10, 2020
				(Fall & Winter)	

3. Goal	Commitment to Sustainability	Budget			
		\$ 7,000.00			
	Strategy	Metric Description	Metric Target	Estimated Completion Date	
a.	Keep developing the new Sustainability program, as well as implementing and aiding practices throughout all of SAMU operations	Number of sustainability-related activities run (1 per semester, Fall & Winter)	2 Activities Run	April 30, 2020	
		Number of SAMU departments worked with for sustainability auditing	2 Departments	April 30, 2020	
b.	Planning and implementing campaigns and activities relating to the community while tying it in with sustainability	Number of participants at Sustainamania	800 Total Participants	Mar 30, 2020	

4. Goal	Connect to Students	Budget			
		\$ 4,000.00			
	Strategy	Metric Description	Metric Target	Estimated Completion Date	
a.	Maximize relevance and participation in programs through effective marketing and promotion	Marketing materials - utilizing digital marketing, one all-digital activity per semester, Fall & Winter	2 All-Digital Activities	April 30, 2020	

Total

\$ 121,500

GOALS:	Dedicated Advocacy Commitment to Sustainability Relations with our Community Stewardship of Resources Integration of the SAMU Building Connect to Students Enhance Student Experience
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Reference Number	Account Name	Goal & Strategy	Department	TOTAL	2018-2019 Budget	Variance	Variance Explanation (Over \$5,000)	Notes
PROGRAMS								
1	Community Fundraiser		10 - Programs	2,000	2,000	-		Expected revenue from the Community Fundraiser to SAMU Cares
2	Grayworks		10 - Programs	1,500	1,500	-		Expected revenue from Grayworks for SAMU Cares
3	Student Refugee Program		10 - Programs	70,000	62,162	7,838	Updated the actuals of student pop paying this fee.	Revenue matched with expense
	TOTAL REVENUE			73,500				
4	Artworks	1	10 - Programs	6,500	5,000	1,500		Art Collection database annual fee; purchase of artwork; collection maintenance; Grayworks fundraiser
5	Pride Week	2	10 - Programs	1,500	2,000	(500)		Pride Week
6	Global Awareness Week	2	10 - Programs	1,000	1,000	-		SAMU's GAW booth
7	Sustainamania	3	10 - Programs	4,500	4,000	500		Workshops, materials, sustainable giveaways
8	Community Fundraiser	2	10 - Programs	4,000	4,000	-		Fundraising Campaign(s) for SAMU Cares (2 semesters)
9	New Programming	1	10 - Programs	5,000	5,000	-		New Community and Lifestyle programming
10	Stressless	1	10 - Programs	6,500	6,000	500		StressLess activities, supplies, giveaways (2 semesters)
11	Lifestyle	1	10 - Programs	6,000	6,000	-		Paws, Random Acts of Kindness (x6 weeks)
12	Part-Time Training and Development	FC	10 - Programs	5,000	6,000	(1,000)		Summer Assistant training (Breakfast, team building, materials, incl. the griff) - Planned and organized by all SPEC managers
13	New Student Orientation	2	10 - Programs	4,000	4,000	-		NSO Initiatives (2 semesters) - Planned and organized by all SPEC managers
14	Marketing Printing - Programs	4	10 - Programs	3,000	2,750	250		Year-round Programs print materials
15	Sustainability	3	10 - Programs	2,500	1,000	1,500		Various Sustainability initiatives, Sustainability auditing
16	Gray Gallery	1	10 - Programs	1,000	1,000	-		Student-run exhibits (x4), upkeep and other gallery maintenance
17	Programs equipment	4	10 - Programs	1,000	New Account	N/A		Various equipment to help run and promote Programs
18	Student Refugee Program	FC	10 - Programs	70,000	62,162	7,838	Reviewed and updated actual costs of SRP students. Had not been updated/completed in over 5 years. Revenue matches with expenses.	Two SRP students: Tuition, textbooks, student fees, residency fees, monthly living allowance, WUSC Fees, travel loan
	TOTAL EXPENSES			121,500				
	NET INCOME (LOSS)			(48,000)				

Department 12 - Governance

Fixed Costs	Exec Salaries, Course Fees, Upass, Exec Term Payout, Vacation, RSP Payout, EI/CPP, Exec Health & Dental, Exec Phone allowance, Executive Position Expense, Chair Honorarium	Budget	
		\$	273,116

1. Goal	Connect to Students	Budget			
		\$	68,600		
		Strategy	Metric Description	Metric Target	Estimated Completion Date
a.	Make student representatives and information accessible and transparent		The number of students engaged with during LEC provided activities (50/activity)	50 Students Engaged	June 30, 2020
			Page visits to SC meeting minutes/transcriptions on average	30 page visits/month	June 30, 2020
			Attendees of EC for a Day of 3 per portfolio	3 Attendees per Portfolio	Feb 28, 2020
b.	Incentivize student involvement to increase engagement		How many councilor positions are filled per SC term (July 1-Oct 31)	14 councilors/term	Oct 31, 2019
			How many councilor positions are filled per SC term (Nov 1 - June 30)	14 councilors/term	June 30, 2020
			How many University governance committee spots are filled by students-at-large	40 University Committee Spots	Sept 31, 2019
			How many SAMU committee spots are filled by students-at-large/community members	11 SAMU Committee Spots	Dec 31, 2019
c.	Effective methods for building awareness and involvement from the student body		Events per campaigns target 180 students over course of event	180 Total Students	June 30, 2020

2. Goal	Commitment to Sustainability	Budget		
		\$	117,450	
	Strategy	Metric Description	Metric Target	Estimated Completion Date
a.	Ensure election practices are fair and accessible	Number of students running in SC elections	21 SC Candidates	Oct 31, 2019
		Number of students running in EC elections	15 EC Candidates	Mar 31, 2020
b.	Invest in developing SC and students-at-large knowledge and experience	Attendance at external board training by SC members	10 SC Members Attend	Mar 31, 2020
		Attendance at orientation for university committees	40 Total Students in Committee positions	Sept 31, 2019
c.	Utilize professionals external to organization for professional advice and council	Legal consultation	All risks are mitigated	June 30, 2020

3. Goal		Dedicated Advocacy		Budget	
				\$	185,277
		Strategy	Metric Description	Metric Target	Estimated Completion Date
a.		Collaborate with other SU/SA organizations	Attendance of EC members and Advocacy coordinator at associated CAUS conferences	80% Attendance	June 30, 2020
			Attendance of EC members and Advocacy coordinator at associated CASA conferences	80% Attendance	June 30, 2020
			CAUS, CASA, and ESA goals reflect SAMU goals and positions	75% Goals are aligned	July 30, 2019
			SAMU elected to leadership positions within affiliated advocacy organizations	2 Leadership positions held by SAMU	July 30, 2019
b.		Provide students with institutional support for academic and non-academic issues	Increase involvement at SC sponsored events	2 SC Sponsored Events	June 30, 2020
			How many students utilize the Ombudsperson annually	500 Students	June 30, 2020
c.		Provide EC members with external learning opportunities for increased advocacy efforts	Attendance at external professional development ops (1 for VPA/VPOF/VPSL)	3 External Operations Attended	June 30, 2020
d.		Highlight and promote the upcoming Federal Election to MacEwan Students	Number of students who pledge to vote in the election	5000 Students Pledged	Oct 31, 2019
			Number of students who use the on-campus advanced polls	1000 Advanced Poll Submissions	Oct 31, 2019
e.		Relationship building with government officials, civil servants, and related stakeholders	Number of meetings with MPs/MLAs	15 Total Meetings	Sept 30, 2019

4. Goal		Enhance Student Experience		Budget	
				\$	20,000
		Strategy	Metric Description	Metric Target	Estimated Completion Date
a.		Support student initiatives within the University	How many conference grant applications are received	60 Applications Received	June 30, 2020
			How many social innovation institute grant applications are received	10 Applications Received	June 30, 2020

5. Goal		Relations with our Community		Budget	
				\$	4,000
		Strategy	Metric Description	Metric Target	Estimated Completion Date
a.		Increase availability and access to SAMU representatives to the outside community and develop relationships with external partners	Number of outside community events attended by EC (2 annually @ \$150/ticket)	2 Events Attended	April 30, 2020

Total \$ 668,443.00

GOALS:	Dedicated Advocacy Commitment to Sustainability Relations with our Community Stewardship of Resources Integration of the SAMU Building Connect to Students Enhance Student Experience
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CONFIDENTIAL

Reference Number	Account Name	Goal & Strategy	TOTAL	2018-2019 Budget	Variance	Variance Explanation (Over \$5,000)	Notes
GOVERNANCE & LEADERSHIP							
1	Sponsorship		-	-	-		
	TOTAL REVENUE		-				
2	Executive Consulting Fees	1	5,000	5,000	-		General consultation, start plan consulting, etc.
3	SAMU Legal Fees	2	75,000	25,000	50,000	With an increase of legal expectations around contracts, tenant leases, and other anticipated agreement reviews, the amount was increased to account for the increased usage	legal expenses of SAMU (contracts, tenant agreements, HR, ex.)
4	Executive Position Expenses	FC	6,000	6,000	-		In relation to staff position expenses
5	SAMU Committee Honorarium	1	660	660	-		Per policy - Remuneration of Elected Representatives
6	Executive Transition & Succession	2	20,000	20,000	-		incoming/outgoing EC + staff at transition, midyear travel EC + staff
7	Executive Phone Allowance	FC	3,600	3,600	-		Per policy - Remuneration of Elected Representatives
8	Donations and Gifts	5	2,000	2,000	-		EC initiated donations, gifts and student deaths
9	Executive Course Reimbursement	FC	6,000	6,000	-		Per policy - Remuneration of Elected Representatives
10	Executive Salaries	FC	207,987	200,700	7,287	Increased by CPI by GRAC	Per policy - Remuneration of Elected Representatives
11	Executive Transition Salaries	FC	11,430	21,780	(10,350)	Historically this line has been underutilized, as it is budgeted for 100 hours for each. It has been reduced in anticipation of that utilization	Per policy - Governance Transition (extrapolated from salary)
12	Executive ETS Transit/U Pass	FC	2,625	2,550	75		Per policy - Remuneration of Elected Representatives
13	Executive Vacation Payout	FC	12,000	11,435	565		Per policy - Remuneration of Elected Representatives
14	Executive RSP/TFSA Payout	FC	5,000	5,000	-		Per policy - Remuneration of Elected Representatives
15	EI/CPP (Exec's employer portion)	FC	15,324	13,650	1,674		Per legal requirement, and set out in Remuneration of Elected Representatives
16	Executive Health & Dental	FC	1,400	1,160	240		Per policy - Remuneration of Elected Representatives
17	Students' Council Rep Honorariums	1	23,040	23,040	-		Per policy - Remuneration of Elected Representatives
18	Students' Council Chair Honorarium	FC	1,750	1,750	-		Per policy - Role and Responsibilities of the Chair of Students' Council
19	EC and SC branding	1	2,000	2,000	-		For both EC & SC branded clothing and nametags
20	Leadership and Engagement	1	5,700	5,700	-		LEC events for SC members
21	SC Meeting Meals	1	5,250	5,250	-		meals prior to SC meetings
22	SC Orientation	2	5,000	5,000	-		2 x a year; Includes facilitators, food, activity.
23	Councilor Board Development Training	2	2,850	2,850	-		One day conference/workshop for board members. March. Could be other opportunity.
24	Election Cost - SC	2	6,900	12,000	(5,100)	This amount was broken out into the new election line for EC	reimbursement of SC candidates, cost of polling clerks, and voting promotion
25	Election Cost - EC	2	5,400	New Account	N/A		reimbursement of EC candidates, cost of polling clerks, and voting promotion
26	Election Cost - CRO Honorarium	2	1,500	1,500	-		Per procedure - Elections
27	University Governance Student Rep Honorarium	1	2,400	2,400	-		honorarium for students-at-large in university governance positions per procedure - University Governance Representation
28	Ombudsperson (MacEwan/SAMU)	3	50,000	50,000	-		Based on matching of funds with MacEwan University. Further allocation of this amount to be determined by SAMU - MacEwan partnership agreement
29	Executive Projects	1	12,500	12,500	-		for incoming EC projects and initiatives
30	Awards for Awards Night	1	4,050	3,300	750		per procedure - Awards
31	University Committee Orientation	2	500	500	-		VPA orientation training for students on University committees
32	Executive for a Day	1	500	500	-		Annual event that provides students ability to shadow EC for a day in winter semester for marketing & food.

33	Social Innovation Hub - Student Grants	4	2,500	5,000	(2,500)		Grant available for Roundhouse membership fee
34	Student Conferences & Grants	4	17,500	15,000	2,500		students-at-large eligible for Student Conference grants
35	Federal Advocacy Travel	3	22,500	17,000	5,500	To account for the addition of the advocacy coordinator travel expenses	calculated 4 CASA conferences for 2 EC and Advocacy coordinator
36	Provincial Advocacy Travel	3	17,500	15,000	2,500		calculated average travel for 5 EC at 3 counterparts, 2 advocacy weeks, changeover, and in-person, plus Advocacy coordinator
37	Exec Travel	3	6,000	3,500	2,500		additional conference travel for non-advocacy portfolios
38	SC Meeting recording and transcription	1	2,000	2,430	(430)		Transcription for SC meetings per policy - Students' Council Meetings
39	EC Event Attendance	5	2,000	2,000	-		available for EC to attend events
40	Marketing Printing - Governance	1	1,500	1,500	-		printing for campaigns, initiatives, election packages, and other printing needs
41	Peer Support Training	2	300	300	-		Peer Support training for VPSL and VPA roles
42	Advocacy Campaigns	3	7,000	7,000	-		included is federal election GOTV efforts and other initiatives
43	Affiliations and Memberships	3	79,077	68,850	10,227	This has not been accounted for correctly in the past, and so this is the more accurate number	Advocacy affiliation memberships including CAUS, CASA and ESA
44	Student Consultation	1	4,000	4,000	-		Consultation efforts directly with students, including focus groups, forums, etc.
45	External & Government Relations	3	3,200	3,000	200		Relationships with government, civil servants, and stakeholders (EC and Advocacy)
	TOTAL EXPENSES		668,443				
	NET INCOME (LOSS)		(668,443)				

Department 13 - Finance

Fixed Costs	Audit Fee, Bad Debts, Emergency Loan, Direct Deposit Fee (Bambora), Bank fees, Amortization	\$ 286,345
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1. Goal Stewardship of Resources				Budget
				\$ -
Strategy	Metric Description	Metric Target	Estimated Completion Date	
a. Ensure appropriate resources are allocated to effectively and efficiently run the Finance department to support SAMU's overall operational activities	Analyze and propose cost reduction in three processes/areas.	Three processes/areas are analyzed, and conclusions are made.	June 30, 2020	
b. Evaluate SAMU finances to determine if investments strategy is proper for new building operations and sustainability	Investment Strategy is revisited & changes are recommended (if any).	Analysis & conclusion of on-going investment strategy is completed.	June 30, 2020	

2. Goal Commitment to Sustainability				Budget
				\$ -
Strategy	Metric Description	Metric Target	Estimated Completion Date	
a. To ensure the Finance Department continually re-evaluates finance procedures, and incorporates changes to increase efficiency & cost reduction.	Reduce the # of operating cheques issued by 10% (2017-2018: 1122 total operational cheques issued) Set-up E-transfer payments to 5 vendors.	785 Total Cheques are printed 5 vendors are set-up	June 30, 2020 June 30, 2020	
b. Evaluate effectiveness, feasibility, compatibility, and cost of integrating cloud accounting resources for SAMU accounting operations.	Cloud Accounting options are identified, analyzed and concluded.	Concluding analysis is completed	June 30, 2020	

3. Goal Enhance Student Experience				Budget
				\$ -
Strategy	Metric Description	Metric Target	Estimated Completion Date	
a. To align SAMU Finance processes with student needs to improve the effectiveness, and efficiency of procedures used by students.	Evaluate, and implement 1 alternative method of accepting club funds (e.g. donations/sponsorships from 3rd parties). Evaluate the risks and benefits of using E-Transfers to reimburse club members as a realistic alternative to cheques.	1 Alternative method is implemented Risk/Benefit analysis is completed.	June 30, 2020 June 30, 2020	

4. Goal Relations with our Community				Budget
				\$ -
Strategy	Metric Description	Metric Target	Estimated Completion Date	
a. Create presentations to allow staff/EC/SC to better understand financial information	Presentation for Executive Committee & staff completed for investment strategy overview. Presentation for Students' Council regarding variance analysis. Presentation for Full-Time staff on monthly department reports.	Presentation is completed for staff & Executives. Presentation is completed for SC. Presentation is completed for Full-Time Staff.	June 30, 2020 June 30, 2020 June 30, 2020	
b. Create robust and comprehensive reporting tools to EC/SC reporting	Evaluate and implement new reporting to allow for financial information to be more easily readable to non-financial people.	Evaluation and reports implemented	June 30, 2020	

4. Goal Integration of the SAMU Building				Budget
				\$ -
Strategy	Metric Description	Metric Target	Estimated Completion Date	
a. To ensure that there is sufficient funding to support the needs of the SAMU building	Evaluate investment strategy based on new costs associated with the building.	Evaluation is completed & recommendation is made.	June 30, 2020	

Total \$ 286,345.00

GOALS: Dedicated Advocacy
Commitment to Sustainability
Relations with our Community
Stewardship of Resources
Integration of the SAMU Building
Connect to Students
Enhance Student Experience

Reference Number	Account Name	Goal & Strategy	Department	TOTAL	2018-2019 Budget	Variance	Variance Explanation (Over \$5,000)	Notes
FINANCE								
1	Interest on Investments		13 - Finance	115,386	116,340	(954)		Assuming 2% interest rate
	TOTAL REVENUE			115,386				
2	Audit Fee	FC	13 - Finance	30,000	25,000	5,000	Additional Audit Fee for expected increase in audit work for SAMU Building & New Bank.	Estimate of MNP audit fees (based on increase over the years plus additional work for the building and new bank)
3	Bad Debts (Recovery)	FC	13 - Finance	57,154	30,000	27,154	Based on 17-18 Write off + Recovery in 18-19 + \$10,000 buffer	U-Pass write-off
4	Emergency Loan Bad Debt (Recovery)	FC	13 - Finance	2,000	1,500	500		
5	Direct Deposit Fee	FC	13 - Finance	1,881	2,400	(519)		Direct deposit payroll fees
6	Interest & Bank Charges	FC	13 - Finance	3,470	2,000	1,470		Credit Card annual fees & bank fees
7	Amortization	FC	13 - Finance	191,840	-	191,840	Amortization was not included in the 2018-2019 Budget. This estimation is based on expected 2018-2019 Amortization + Building Furnitures & Fixtures	
	TOTAL EXPENSES			286,345				
	NET INCOME (LOSS)			(170,959)				

Department 14 - The griff

Fixed Costs	
Printing costs, Google Apps for the griff emails & staff appreciation.	\$ 25,000.00

1. Goal		Enhance Student Experience		Budget	
				\$ 2,000.00	
		Strategy	Metric Description	Metric Target	Estimated Completion Date
a.	Build a robust diverse student involvement in the development of an outstanding student led magazine		Provide volunteers with rewards depending on their level of involvement with the publication in order to encourage them to continue to work with us throughout the year and in the future.	Provide all repeat volunteers with a reward based on the tiered rewards system, increase one volunteer per tier	April 30, 2020
			Complete an audit with a web developer once per term in order to increase usability and speed of site, as well as to prevent crashes in the future	Have an audit with web developer once per term to ensure the site is running properly and efficiently	April 30, 2020
			Have print collateral including posters, handbooks, and business cards in order to attract new volunteers, increase readership, and generally increase awareness about the publication.	Produce necessary new print collateral in order to recruit 10 new volunteers per term, and increase magazine pickups by 70 for the academic year.	April 30, 2020

2. Goal	Stewardship of Resources	Budget			
		\$	300.00		
		Strategy	Metric Description	Metric Target	Estimated Completion Date
a.	Student staff and volunteers are current with relevant skills in the production of an outstanding student led magazine.	Showcase student contributions to the griff by submitting entries to the JHM Awards in hopes that a student will be rewarded for their work	Apply for JHM Awards - usually around 20 applications are free with membership fee	Dec 31, 2019	

3. Goal	Relations with our Community	Budget			
		\$ 4,700.00			
		Strategy	Metric Description	Metric Target	Estimated Completion Date
a.	Robust engagement between the griff and the downtown community		Update print collateral on off-campus racks and locations in order to raise outside awareness about our publication.	Update off-campus racks, use awareness to create 1 new offsite partnership with an outside organization	June 30, 2020
			Provide coverage of off-campus events to raise awareness of the magazine around downtown Edmonton.	Increase stories covering off-campus events by 10%	April 30, 2020

4. Goal	Integration of the SAMU Building	Budget			
		\$ -			
		Strategy	Metric Description	Metric Target	Estimated Completion Date
		a. Raise awareness about new office location in the SAMU Building	Update old print collateral, including rack signage, to reflect new location once the office moves into the new SAMU Building.	Update all magazine racks at CCC and ACC with new signage (currently 34 racks)	Dec 31, 2019

Total\$ 32,000

GOALS:	Dedicated Advocacy Commitment to Sustainability Relations with our Community Stewardship of Resources Integration of the SAMU Building Connect to Students Enhance Student Experience
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	Account Name	Goal & Strategy	Department	TOTAL	2018-2019 Budget	Variance	Notes
The griff							
1	the griff Advertising Receipts		14 - The griff	10,500	10,500	-	Approx. \$1,500 in F-Media ads per issue, 7 issues
	TOTAL REVENUE			10,500			
2	the griff Printing	FC	14 - The griff	22,400	22,400	-	The cost of printing 2000 copies per issues of the magazine for the academic year.
3	the griff Marketing	3	14 - The griff	4,500	3,000	1,500	For updating racks and signage, posters, and to update old print collateral that will need re-printing with office migration into the new building. In addition, to paying for occasional website issues.
4	the griff Staff Appreciation	FC	14 - The griff	2,000	500	1,500	Year-end team dinner or event to show appreciation for the work put in throughout the academic year & payment for the Griff's annual bind.
5	the griff Special Event Travel	3	14 - The griff	200	200	-	Used for coverage of events off-campus if we are not provided cover, parking, etc.
6	the griff Memberships	2	14 - The griff	300	300	-	Annual membership to CUP provides communication with other campus media, discounts for NASH conference, 20 free entries in JHM awards for students. We'd like to stay in for one more year and see if we feel continued membership is worth it
7	the griff Volunteer Incentives	1	14 - The griff	2,000	2,000	-	Reward volunteers with exclusive prize based on their number of contributions and the corresponding level in our tiered rewards system
8	Google Apps	FC	14 - the griff	600	2,650	(2,050)	For the payment of Google apps for the griff.
	TOTAL EXPENSES			32,000			
	NET INCOME (LOSS)			(21,500)			

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: March 20, 2019

Submitted By: Andrew Bieman, VP External

Submission Title (As it will appear on agenda):

Students' Council Review Committee (SCRC) vacancy

Motion to appoint Coucillor _____ the the Students' Council Review Committee for a term ending Ocotber 31, 2019

Background Information:

Councillor Ratz has resigned from this committee leaving room for a new member to be appointed.

Implications:

SCRC can continue to do its work with full membership.

Students' Council Review Committee

Mandate

1 Students' Council Review Committee is an advisory and review body, researching and discussing contentious issues on behalf of Students' Council. Students' Council Review Committee is a semi-judicial body and recommends solutions to Students' Council.

Roles of Committee

2 Students' Council Review Committee reviews the performance of the Chair of Students' Council.

3 Students' Council Review Committee reviews Students' Council's decisions in relation to their adherence to SAMU Bylaws and Policies.

3.1 Students' Council Review Committee may call a re-vote on a decision where it deems the decision was a violation of Bylaws or Policies.

3.2 Members of Students' Council may request a review of a decision in relation to its adherence to Bylaws and Policies.

3.2.1 Requests must be made in writing to the Chair of Students' Council Review Committee within 10 days of the disputed decision.

3.2.2 Students' Council Review Committee will have 30 days to respond in writing to Students' Council with its decision.

4 Students' Council Review Committee monitors and reports on the effectiveness and progress of Students' Council, recommending any needed improvements.

Composition

5 The voting members of Students' Council Review Committee are one Executive and three Councilors.

6 The resource official of Students' Council Review Committee is the Governance Advisor.

6.1 Any member of Students' Council is entitled to attend a committee meeting in a non-voting capacity.

Committee Operations

7 Meetings of Students' Council Review Committee are held at least once per month

8 The Committee Chair may call additional meetings as required.

STUDENTS' COUNCIL MEETING SUBMISSION

(must be fully completed or item will not be added to Students' Council meeting agenda)

TYPE OF SUBMISSION (CHECK ONE):

☒ MOTION

☐ CONSULTATION ITEM

Meeting Date: March 20, 2019

Submitted By: Parvin Sedighi, PresidentI

Submission Title (As it will appear on agenda):

Chair of Students' Council

Motion to appoint Timothy Jobs as Chair of Students' Council for a term of May 1, 2019 - April 30, 2020

Background Information:

As per policy, SCRC conducted a review of the Chair of Students' Council, which included a survey that was sent to the entirety of students' council. The SCRC report indicated an overwhelmingly positive response from council members regarding the Chair's capacities and his abilities to effectively chair meetings and support students' council. Where opportunities for improvement were presented, which were very few, the Chair was made aware of them, so that he might make appropriate adjustments.

The current Chair has indicated that should students' council approve it, he would like to return to SAMU as the students' council Chair, and it is the recommendation of the Appointment Advisory Committee that Timothy Jobs be reappointed as Chair for another term of one year.

Implications:

Students' Council will continue to operate with an impartial Chair.