



**March 3, 2017**  
**Assembly Meeting Agenda**  
**2:00 PM**

**1. Call to order**

**2. Introductions and welcome**

**3. Approval of Agenda**

MOTION      Moved: Kashyap      Seconded: Pyne

Be it resolved that the agenda be approved as presented.

**4. Approval of Minutes**

MOTION      Moved: Pyne      Seconded: Kashyap

Be it resolved that the minutes' package be approved as presented.

- a. Assembly Meeting #2 - October 26, 2016
- b. Assembly Meeting #2B - November 16, 2016

**5. About APUS and role of APUS Assembly**

**6. APUS Operating Budget**

MOTION      Moved: Pyne      Seconded: Kashyap

Be it resolved that the APUS Operating Budget approved by the APUS Board of Directors on February 10, 2017 be ratified as presented.

**7. Adjournment**



**a. Assembly Meeting #2 - October 26, 2016**

In attendance: Susan Froom, Richie Pyne, Margaret Ebifegha, Christine Cullen  
Staff: Danielle Sandhu  
Chair: Caitlin Campisi

**1. Call to order**

The meeting was called to order at 6:30 pm.

**2. Introductions and welcome**

The Chair states that we have not reached quorum but members can introduce themselves and we can do the discussion items today but items requiring a vote would be postponed to the next day when quorum is present.

Everyone introduced themselves.

**3. Adjournment**

The Chair announced that the next meeting would take place on November 16, 2016 at the same time.

The meeting adjourned at 6:35 pm.

## **b. Assembly Meeting #2B - November 16, 2016**

In attendance: Richie Pyne, Margaret Ebifegha, Christine Cullen, Susan Froom, Mala Kashyap  
Staff: Danielle Sandhu  
Speaker: Caitlin Campisi

### **1. Call to order**

The meeting was called to order at 6:27 pm.

### **2. Introductions and welcome**

The Chair thanks everyone for being present.

### **3. Approval of Agenda**

MOTION            Moved: Froom            Seconded: Kashyap

Be it resolved that the agenda be approved as presented.

*Vote carries.*

### **4. Approval of Minutes**

MOTION            Moved: Froom            Seconded: Kashyap

Be it resolved that the minutes' package be approved as presented.

- a. July 13, 2016 Minutes
- b. August 4, 2016 Minutes

DISCUSSION

*Vote carries.*

### **5. About APUS and role of APUS Assembly**

The Chair stated that folks here are very familiar with this and this has been covered previously.

### **6. Approval of APUS Bylaw Amendments**

MOTION            Moved: Froom            Seconded: Kashyap

Be it resolved that the amendments to the APUS bylaws as approved by the Board of Directors on October 5, 2016 be approved as presented.

DISCUSSION

Froom states that there are a series of bylaw amendments that have come forward from the Bylaw Review Committee and have been passed by the Board. She states that she will allow others to ask questions if needed.



Pyne asks about honorary membership.

Froom states if these changes pass, there will no longer be a concept of honorary membership.

*Vote carries.*

**7. Adjournment**

MOTION            Moved: Froom            Seconded: Pyne

*Vote carries.*

The meeting adjourned at 6:34 pm.



**ASSOCIATION OF PART-TIME UNDERGRADUATE STUDENTS**

**Local 97, Canadian Federation of Students**

**DRAFT OPERATING BUDGET 2016-2017**

Fiscal year ending April 30, 2017

**REVISED REVENUE**

	<b>Revised Budget</b>	<b>Preliminary Budget</b>	<b>Operating Budget</b>
	<b>apr./16</b>	<b>Aug./16</b>	<b>jan./17</b>
<b>MEMBERSHIP FEES</b>			
Summer Term (May-Aug 2016)	174,406.00	170,000.00	178,754.85
Transfer to OPIRG <sup>(1)</sup>	12,721.00	12,000.00	12,953.25
Transfer to CFS <sup>(1)</sup>	47,195.00	46,000.00	47,797.50
Fall and Winter Terms (Sep-Dec 2016, Jan-Apr 2017)	172,276.00	168,000.00	168,000.00
Transfer to OPIRG <sup>(1)</sup>	6,292.00	6,200.00	6,200.00
Transfer to CFS <sup>(1)</sup>	46,685.00	46,000.00	46,000.00
<b>Sub-total</b>	<b>459,575.00</b>	<b>448,200.00</b>	<b>459,705.60</b>
<b>SERVICES</b>			
Health and Dental Plan Administration <sup>(2)</sup>	100,000.00	100,000.00	100,000.00
Student Printing Service	-	3,000.00	5,000.00
<b>Sub-total</b>	<b>100,000.00</b>	<b>103,000.00</b>	<b>105,000.00</b>
<b>OTHER</b>			
Interest Income	187.00	200.00	200.00
Miscellaneous Income <sup>(3)</sup>	4,982.00	1,000.00	500.00
<b>Sub-total</b>	<b>5,169.00</b>	<b>1,200.00</b>	<b>700.00</b>
<b>TOTAL OPERATING REVENUES</b>	<b>564,744.00</b>	<b>552,400.00</b>	<b>565,405.60</b>

**Notes:**

- 1 These monies are remitted directly to OPIRG and CFS.
- 2 Exact figure cannot be determined until the end of the policy year.  
Also note that plan fees (collected from members) for premiums are not included.
- 3 Includes event ticket sales.



DRAFT OPERATING BUDGET 2016-2017

Fiscal year ending April 30, 2017

**REVISED EXPENSES**

		<b>Revised Budget</b>	<b>Preliminary Budget</b>	<b>Operating Budget</b>
		<b>apr./16</b>	<b>aug./16</b>	<b>jan./17</b>
<b>MEMBERSHIP FEES</b>				
Summer Term	Transfer to OPIRG <sup>(1)</sup>	12,721.00	12,000.00	12953.25
	Transfer to CFS <sup>(1)</sup>	47,195.00	46,000.00	47797.50
Fall & Winter Term	Transfer to OPIRG <sup>(1)</sup>	6,292.00	6,000.00	6,200.00
	Transfer to CFS <sup>(1)</sup>	46,685.00	46,000.00	46,000.00
		<b>112,893.00</b>	<b>110,000.00</b>	<b>112,950.75</b>
<b>SERVICES</b>				
Scholarships & Bursaries <sup>(2)</sup>		6,600.00	7,000.00	11,500.00
Accessibility Subsidy		541.00	1,000.00	1,000.00
Daycare Subsidy		1,000.00	1,000.00	1,000.00
Health and Dental Plan Administration		100,000.00	100,000.00	100,000.00
Student Printing Service		-	6,000.00	6,000.00
Income Tax Clinics		30.00	200.00	200.00
<b>Sub-total</b>		<b>108,171.00</b>	<b>115,200.00</b>	<b>119,700.00</b>
<b>CAMPAIGNS, PROJECTS, EVENTS</b>				
Campaigns and Projects		1,605.00	1,700.00	4,000.00
Events and Outreach		30,000.00	23,500.00	25,000.00
Coalition and Solidarity		0	2,000.00	3,000.00
<b>Sub-total</b>		<b>31,605.00</b>	<b>27,200.00</b>	<b>32,000.00</b>
<b>ADMINISTRATION AND OFFICE</b>				
Audit		7,910.00	7,910.00	7,910.00
Bank Charges		1,686.00	750.00	800.00
Computer Supplies and Maintenance		2,500.00	2,000.00	2,000.00
Copier Services and Supplies		8,404.00	2,500.00	2,000.00
Insurance <sup>(3)</sup>		5,040.00	5,100.00	5,100.00
Legal		6,942.00	6,000.00	6,000.00
Telephone		3,333.00	3,200.00	3,300.00
Repairs and Maintenance		6,125.00	4,000.00	4,000.00
General Office		7,781.00	8,000.00	7,000.00
Transportation		648.00	650.00	500.00
<b>Sub-total</b>		<b>50369.00</b>	<b>40110.00</b>	<b>38610.00</b>



<b>MEETINGS, CONFERENCES</b>			
Accessibility	0.00	250.00	250.00
Annual General Meeting	2,300.00	2,500.00	2,500.00
Board of Directors	464.00	1,000.00	1,000.00
Class Assembly	750.00	1,000.00	1,000.00
Executive Meetings	1,043.00	1,500.00	1,500.00
Staff Meetings	182.00	200.00	300.00
Other Meetings and Conferences	125.00	200.00	200.00
CFS Meetings	10,346.00	10,000.00	10,000.00
<b>Sub-total</b>	<b>15210.00</b>	<b>16650.00</b>	<b>16750.00</b>
<b>ELECTIONS AND REFERENDA</b>			
Notices	991.00	1,000.00	1,000.00
Meeting of Assembly	91.00	100.00	100.00
<b>Sub-total</b>	<b>1082.00</b>	<b>1100.00</b>	<b>1100.00</b>
<b>HUMAN RESOURCES</b>			
Salaries and Benefits <sup>(4)</sup>			
Executive Honoraria <sup>(5)</sup>	35,410.00	36,000.00	38,000.00
Salaries and Wages <sup>(6)</sup>	180,000.00	180,000.00	180,000.00
Employer Contributions			
CPP	8,982.00	7,800.00	7,800.00
EI	5,204.00	4,500.00	4,500.00
RRSP	3,668.44	4,000.00	4,000.00
Payroll Service	1,747.00	1,800.00	1,800.00
Health Insurance	7,894.90	8,000.00	8,000.00
Other	1,706.00	0.00	0.00
<b>Sub-total</b>	<b>244612.34</b>	<b>242100.00</b>	<b>244100.00</b>
<b>MISCELLANEOUS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>563,942.34</b>	<b>552,360.00</b>	<b>565,210.75</b>
<b>SURPLUS (DEFICIT)</b>	<b>801.66</b>	<b>40.00</b>	<b>194.85</b>

**Notes:**

- 1 These monies are remitted directly to OPIRG and CFS.
- 2 Scholarships & bursaries are awarded by Enrolment Services.
- 3 Insurance includes Director and Office Liabilities
- 4 Obligations under the Collective Agreement



- 5 Approved by 2016 Board of Directors, Executives earn \$500.00/month honorarium, \$25/month cellphone allowance. Executives may be eligible for per diems as per APUS Board of Directors' policy.
- 6 Represents salaries and wages for (1) Executive Director, (1) Events & Outreach Coordinator, (1) Campaigns & Advocacy Coordinator, (1) Member Services Coordinator (1) Financial Coordinator, (4) Information Clerks