



## **APUS Assembly Meeting #3 Agenda**

**February 9, 2018**

**5:30 – 6:00 PM**

**APUS North Borden Office  
563 Spadina Crescent, Suite 236  
Toronto ON**



**Assembly Meeting #3  
February 9, 2018  
5:30 PM**

**I. AGENDA**

**1. Call to order**

**2. Introductions and welcome**

**3. Approval of Agenda**

MOTION          Moved: Pyne          Seconded: Ebifegha

Be it resolved that the agenda be approved as presented.

**4. Approval of Minutes**

MOTION          Moved: Kashyap          Seconded: Zhao

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

- a. Assembly Meeting #2 – November 6, 2017
- b. Assembly Meeting #2b – November 28, 2017

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

**6. APUS Operating Budget 2017-2018**

MOTION          Moved: Froom          Seconded: Kashyap

Be it resolved that the APUS Operating Budget 2017-2018 as approved by the APUS Board of Directors be adopted as presented.

**7. Review of APUS Board Election Procedures**

**8. Executive Updates**

**9. Adjournment**



## **II. MINUTES PACKAGE**

### **a. Assembly Meeting #2 – November 6, 2017**

In attendance: Mala Kashyap, Richie Pyne, Margaret Ebifegha, Jennifer Coggon, Christine Cullen, Mala Halpenny  
Speaker: Nadia Kanani  
Staff: Caitlin Campisi

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

The meeting was called to order at 6:29 pm.

Kanani states that we do not have quorum.

#### **2. Adjournment**

The meeting was adjourned at 6:34 pm. She states that we are adjourned until November 28, 2017 at 6pm. The agenda will remain the same.



**b. Assembly Meeting #2b – November 28, 2017  
(adjourned from November 6, 2017)**

In attendance: Margaret Ebifegha, Jennifer Coggon, Christine Cullen, Susan Froom, Mala Kashyap, Jackie Zhao, Richie Pyne

Speaker: Nadia Kanani

Staff: Caitlin Campisi

**1. Call to order**

The meeting was called to order at 6:29 pm.

**2. Introductions and welcome**

Nadia asks the room to state their names, pronouns and access needs for the purpose of being accountable to each other in the space of the meeting. She notes her style of chairing includes moderating discussion gently but firmly and avoiding back and forth discussions.

Everyone introduces themselves and states their names, pronouns and access needs.

**3. Approval of Agenda**

MOTION            Moved: Froom            Seconded: Zhao

Be it resolved that the agenda be approved as presented.

*Vote carries.*

**4. Approval of Minutes**

MOTION            Moved: Kashyap            Seconded: Ebifegha

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

- a. Assembly Meeting #2 – July 11, 2017
- b. Assembly Meeting #2b – August 1, 2017

*Vote carries.*

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

Campisi suggests moving to the next item as there are no new Assembly members present tonight and therefore all Assembly members are familiar with APUS and the role of the APUS Assembly.

**6. APUS Preliminary Budget 2017-2018**

MOTION            Moved: Froom            Seconded: Kashyap

Be it resolved that the APUS Preliminary Budget 2017-2018 as approved by the APUS Board of Directors be adopted as presented.



## DISCUSSION

Kanani states the governance path of the Preliminary Budget as having previously been approved by Board. Froom reiterates that this was approved in August by the Board and we will be presenting a more recent Operating Budget at the Board Meeting.

Ebifegha asks regarding number of students receiving scholarships and bursaries. Campisi notes that the revised actuals from the past year are for context only. We are voting on how much we plan to contribute in the current year as this is a preliminary budget, and therefore cannot have numbers at this point. Ebifegha clarifies that she would like to know in terms of why we are projecting that amount for this year. Campisi states that we are projecting the same amount as last year.

Froom and Pyne clarify regarding the need for conservative estimates in a preliminary budget due to the fact that we do not know our actual enrolment revenue from memberships fees until after Winter semester course drop date. Zhao states that it is important to be fiscally responsible while we wait to receive membership fees. Froom clarifies that individual scholarships and bursaries are generally in the amount of \$300-\$500. Coggon states that this budget seems consistent with past budgets.

*Vote carries.*

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

MOTION            Moved: Froom            Seconded: Pyne

Be it resolved that the amendments to the APUS bylaws as approved by the APUS Board of Directors on August 1, 2017 and October 20, 2017 be approved as presented.

## DISCUSSION

Froom states that the Board of Directors has substantively discussed and approved these amendments at meetings on August 1, 2017 and October 20, 2017. She asks if there are any questions from Assembly members. Coggon states that she was at the Board meetings that approved these amendments. Kashyap states she is supportive of these amendments and that she has had a chance to engage and ask questions. Pyne states he participated in a lengthy discussion at the Board meetings along with other members and therefore he feels very comfortable moving forward with these amendments.

*Vote carries.*

### 8. **Executive Updates**

Campisi states full Executive reports will be given at the Board meeting immediately following the Assembly meeting.

### 7. **Adjournment**

MOTION            Moved: Froom            Seconded: Coggon

*Vote carries.*

The meeting adjourned at 6:59 pm.



**III. PROPOSED OPERATING BUDGET 2017-2018**

**ASSOCIATION OF PART-TIME UNDERGRADUATE STUDENTS  
 Local 97, Canadian Federation of Students**

**DRAFT OPERATING BUDGET 2017-2018**

Fiscal year ending April 30, 2018

**REVISED REVENUE**

	<b>Revised Budget</b>	<b>Preliminary Budget</b>	<b>Operating Budget</b>
	<b>Apr./17</b>	<b>Aug./17</b>	<b>Nov./17</b>
<b>MEMBERSHIP FEES</b>			
Summer Term (May-Aug 2017)	178,754.85	177,000.00	178241.70
OPIRG <sup>(1)</sup>	12953.25	12,800.00	13058.76
CFS <sup>(1)</sup>	47797.50	47,300.00	50795.62
Fall and Winter Terms (Sep-Dec 2017 Jan-Apr 2018)	173,735.99	168,000.00	169376.60
OPIRG <sup>(1)</sup>	6,272.06	6,100.00	6204.00
CFS <sup>(1)</sup>	46,287.78	44,700.00	49011.60
<b>Sub-total</b>	<b>465,801.43</b>	<b>455,900.00</b>	<b>466,688.28</b>
<b>SERVICES</b>			
Health and Dental Plan Administration <sup>(2)</sup>	100,000.00	100,000.00	100,000.00
Student Printing Service	6,681.00	7,000.00	7000.00
<b>Sub-total</b>	<b>106,681.00</b>	<b>107,000.00</b>	<b>107,000.00</b>
<b>OTHER</b>			
Interest Income	95.34	100.00	200.00
Miscellaneous Income <sup>(3)</sup>	1,031.12	500.00	500.00
<b>Sub-total</b>	<b>1,126.46</b>	<b>600.00</b>	<b>700.00</b>
<b>TOTAL OPERATING REVENUES</b>	<b>573,608.89</b>	<b>563,500.00</b>	<b>574,388.28</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.



**ASSOCIATION OF PART-TIME UNDERGRADUATE STUDENTS**  
**Local 97, Canadian Federation of Students**

**DRAFT PRELIMINARY BUDGET 2017-2018**

Fiscal year ending April 30, 2018

**REVISED EXPENSES**

		<b>Revised Budget apr./17</b>	<b>Preliminary Budget Aug./17</b>	<b>Operating Budget Nov./17</b>
<b>MEMBERSHIP FEES</b>				
Summer Term	Transfer to OPIRG <sup>(1)</sup>	12953.25	12,800.00	13058.76
	Transfer to CFS <sup>(1)</sup>	47797.50	47,300.00	50795.62
Fall & Winter Term	Transfer to OPIRG <sup>(1)</sup>	6,272.06	6,100.00	6204.00
	Transfer to CFS <sup>(1)</sup>	46,287.78	44,700.00	49011.60
		<b>113,310.59</b>	<b>110,900.00</b>	<b>119,069.98</b>
<b>SERVICES</b>				
Scholarships & Bursaries <sup>(2)</sup>		11,500.00	11,500.00	11,500.00
Accessibility Subsidy		0.00	500.00	500.00
Daycare Subsidy		0.00	500.00	500.00
Health and Dental Plan Administration		100,000.00	100,000.00	100,000.00
Student Printing				
Service		7,577.03	8,000.00	8,000.00
Income Tax Clinics		0.00	200.00	200.00
<b>Sub-total</b>		<b>119,077.03</b>	<b>120,700.00</b>	<b>120,700.00</b>
<b>CAMPAIGNS, PROJECTS, EVENTS</b>				
Campaigns and Projects		4,373.96	3,000.00	3,000.00
Events and Outreach		24,531.81	20,500.00	20,500.00
Coalition and				
Solidarity		3,000.00	2,000.00	2,000.00
<b>Sub-total</b>		<b>31,905.77</b>	<b>25,500.00</b>	<b>25,500.00</b>
<b>ADMINISTRATION AND OFFICE</b>				
Audit		7,910.00	7,910.00	7,910.00
Bank Charges		1,299.94	1,000.00	1,000.00
Computer Supplies and Maintenance		10,009.75	2,000.00	3,000.00
Copier Services and Supplies		2,000.00	2,000.00	2,000.00
Insurance <sup>(3)</sup>		5,067.36	5,100.00	5,100.00
Legal		8,996.50	8,000.00	8,000.00
Telephone		3,310.93	3,300.00	3,300.00



Repairs and Maintenance	4,230.31	4,000.00	4,000.00
General Office	6,476.48	7,000.00	7,000.00
Transportation	201.70	500.00	500.00
<b>Sub-total</b>	<b>49502.97</b>	<b>40810.00</b>	<b>41,810.00</b>
<b>MEETINGS, CONFERENCES</b>			
Accessibility	0.00	250.00	0.00
Annual General Meeting	1,996.13	2,000.00	2,000.00
Board of Directors	1,015.26	1,000.00	1,000.00
Class Assembly	745.85	1,000.00	1,000.00
Executive Meetings	1,799.58	2,000.00	2,000.00
Staff Meetings	299.55	400.00	400.00
Other Meetings and Conferences	0.00	200.00	200.00
CFS Meetings	11,335.73	11,000.00	12,000.00
<b>Sub-total</b>	<b>17192.10</b>	<b>17850.00</b>	<b>18,600.00</b>
<b>ELECTIONS AND REFERENDA</b>			
Notices	0.00	500.00	500.00
Meeting of Assembly	100.00	500.00	500.00
<b>Sub-total</b>	<b>100.00</b>	<b>1000.00</b>	<b>1,000.00</b>
<b>HUMAN RESOURCES</b>			
Salaries and Benefits <sup>(4)</sup>			
Executive Honoraria <sup>(5)</sup>	34,457.88	42,000.00	42,000.00
Salaries and Wages <sup>(6)</sup>	180,000.00	180,000.00	180,000.00
Employer Contributions			
CPP	6,024.54	7,800.00	7,800.00
EI	3,178.86	4,500.00	4,500.00
RRSP	1,873.32	2,500.00	2,500.00
Payroll Service	1,725.53	1,800.00	1,800.00
Health Insurance	7,886.19	8,000.00	8,000.00
Other	0.00	0.00	0.00
<b>Sub-total</b>	<b>235,146.32</b>	<b>246,600.00</b>	<b>246,600.00</b>
<b>MISCELLANEOUS</b>	<b>102.02</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL OPERATING EXPENSES</b>	<b>566,336.80</b>	<b>563,360.00</b>	<b>573,279.98</b>
<b>SURPLUS (DEFICIT)</b>	<b>7,272.09</b>	<b>140.00</b>	<b>1,108.30</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 2017 Board of Directors, Executives earn \$600.00/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