



**APUS Assembly Meeting #2 Agenda
October 26, 2018
5:00 pm**

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



Assembly Meeting #2 Agenda

October 26, 2018

5:00 PM

1. Call to Order

2. Approval of the Agenda

MOTION Moved: Froom Seconded: Kearns

Be it resolved that the agenda be approved as presented.

3. Approval of the Minutes

MOTION Moved: Coggon Seconded: Kashyap

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

a. Assembly Meeting #1a – July 9, 2018

b. Assembly Meeting #1b – July 30, 2018

4. About APUS and Role of APUS Assembly

5. APUS Preliminary Budget 2018-2019

MOTION Moved: Froom Seconded: Pyne

Be it resolved that the APUS Preliminary Budget 2018-2019 as approved by the APUS Board of Directors be adopted as presented.

6. Executive Updates

7. Adjournment



MINUTES PACKAGE

a) Assembly Meeting #1a – July 9, 2018

In attendance: Mala Kashyap, Susan Froom, Richie Pyne, Jaime Kearns, Jennifer Coggon
Staff: Caitlin Campisi
Speaker: Nadia Kanani

1. Call to order

The meeting is called to order at 5:29pm. The Speaker states that we do not have quorum. She states that we will therefore adjourn until July 30 and that the agenda will remain the same at the adjourned meeting.

2. Adjournment

The Speaker states that the meeting is adjourned until July 30 at 5:30pm.



b) Assembly Meeting #1b – July 30, 2018
(adjourned from July 9, 2018)

In attendance: Jaime Kearns, Jennifer Coggon, Christine Cullen, Mala Kashyap, Susan Froom
Staff: Caitlin Campisi
Speaker: Nadia Kanani

1. Call to order

The meeting is called to order at 5:53pm.

The Speaker asks everyone to introduce themselves and state their access needs.

Everyone introduces themselves and states their access needs.

2. Approval of Agenda

MOTION Moved: Froom Seconded: Kashyap

Be it resolved that the agenda be approved as presented.

Vote carries.

3. Approval of Minutes

MOTION Moved: Froom Seconded: Cullen

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

- a. Assembly Meeting #3a – February 9, 2018
- b. Assembly Meeting #3b – March 9, 2018
- c. Assembly Meeting #4a – March 16, 2018
- d. Assembly Meeting #4b – April 6, 2018

Vote carries.

4. About APUS and role of APUS Assembly

Froom states that this is a standing item for new Assembly members. She notes that there are no new Assembly members present tonight.

The Speaker states that we will move to the next item.

5. Executive Updates

The Speaker states that the Executive Committee will also be giving reports at the Board meeting. She asks if any Executives would like to make additional comments at Assembly.

Executive Reports will be given at the Board meeting immediately following.

Association of Part-Time Undergraduate Students
North Borden Building
563 Spadina Crescent, Suite 236
Toronto, Ontario M5S 2J7



6. Adjournment

MOTION Moved: Froom Seconded: Kearns

The meeting is adjourned at 5:57pm.



PRELIMINARY BUDGET

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

PRELIMINARY BUDGET 2018-2019

Fiscal year ending April 30, 2019

PRELIMINARY REVENUE

	Revised Budget	Preliminary Budget	Operating Budget
	Apr./18	Aug./18	Nov./18
MEMBERSHIP FEES			
Summer Term (May-Aug 2018)	178,241.70	177,000.00	
OPIRG ⁽¹⁾	13,058.76	12,800.00	
CFS ⁽¹⁾	50,795.62	49,792.00	
Fall and Winter Terms (Sep-Dec 2018 Jan-Apr 2019)	173,233.35	170,000.00	
OPIRG ⁽¹⁾	6,105.45	6,100.00	
CFS ⁽¹⁾	42,449.41	42,288.00	
Sub-total	463,884.29	457,980.00	
SERVICES			
Health and Dental Plan Administration ⁽²⁾	100,000.00	100,000.00	
Student Printing Service	9,811.50	8,000.00	
Sub-total	109,811.50	108,000.00	
OTHER			
Interest Income	0.00	0.00	
Miscellaneous Income	331.52	500.00	
Sub-total	331.52	500.00	
TOTAL OPERATING REVENUES	574,027.31	566,480.00	

Notes:

- 1 These monies are remitted directly to OPIRG and CFS.
- 2 Exact figure cannot be determined until the end of the policy year.



ASSOCIATION OF PART-TIME UNDERGRADUATE STUDENTS

Local 97, Canadian Federation of Students

PRELIMINARY BUDGET 2018-2019

Fiscal year ending April 30, 2019

PRELIMINARY EXPENSES

		Revised Budget Apr./18	Preliminary Budget Aug./18	Operating Budget Nov./18
MEMBERSHIP FEES				
Summer Term	Transfer to OPIRG ⁽¹⁾	13,058.76	12,800.00	
	Transfer to CFS ⁽¹⁾	50,795.62	49,792.00	
Fall & Winter Term	Transfer to OPIRG ⁽¹⁾	6,105.45	6,100.00	
	Transfer to CFS ⁽¹⁾	42,449.41	42,288.00	
		112,409.24	110,980.00	
SERVICES				
Scholarships & Bursaries ⁽²⁾		11,000.00	11,500.00	
Accessibility Subsidy		0.00	500.00	
Daycare Subsidy		0.00	500.00	
Health and Dental Plan Administration		100,000.00	100,000.00	
Student Printing		7,092.52	8,000.00	
Income Tax Clinics		215.63	400.00	
Sub-total		118,308.15	120,900.00	
CAMPAIGNS, PROJECTS, EVENTS				
Campaigns and Projects		1,375.24	5,000.00	
Events and Outreach		16,562.31	21,500.00	
Coalition & Solidarity		1,700.00	2,000.00	
Sub-total		19,637.55	28,500.00	
ADMINISTRATION AND OFFICE				
Audit		7,910.00	7,910.00	
Bank Charges		1,235.22	1,000.00	
Computer Supplies and Maintenance		5,900.52	5,000.00	
Copier Services and Supplies		2,000.00	2,000.00	
Insurance ⁽³⁾		5,067.36	5,100.00	
Legal		3,487.00	7,000.00	
Telephone		3,208.71	3,300.00	



Repairs and Maintenance	2,826.93	4,000.00
General Office	5,147.11	6,000.00
Transportation	186.91	500.00
Sub-total	36,969.76	41,810.00

MEETINGS, CONFERENCES

Accessibility	0.00	250.00
Annual General Meeting	1,701.31	2,000.00
Board of Directors	1,378.56	1,000.00
Class Assembly	765.78	1,000.00
Executive Meetings	1,814.09	1,500.00
Staff Meetings	40.05	300.00
Other Meetings and Conferences	175.00	200.00
CFS Meetings	13,342.10	13,000.00
Sub-total	19,216.89	19,250.00

ELECTIONS AND REFERENDA

Notices	0.00	0.00
Meeting of Assembly	100.00	500.00
Sub-total	100.00	500.00

HUMAN RESOURCES

Salaries and Benefits ⁽⁴⁾		
Executive Honoraria ⁽⁵⁾	38,900.00	40,000.00
Salaries and Wages ⁽⁶⁾	181,435.93	182,000.00
Employer Contributions		
CPP	7,551.85	7,800.00
EI	2,837.17	3,500.00
RRSP	935.13	1,000.00
Payroll Service	2,035.93	2,000.00
Health Insurance	7,624.30	8,000.00
Other	531.10	0.00
Sub-total	241,851.41	244,300.00

MISCELLANEOUS	0.00	0.00
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TOTAL OPERATING EXPENSES	548,493.00	566,240.00
SURPLUS (DEFICIT)	25,534.31	240.00



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