



**APUS Assembly Meeting #2b
(adjourned from October 26, 2018)
November 23, 2018
5:00 pm**

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



**Assembly Meeting #2b Agenda
(adjourned from October 26, 2018)
November 23, 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 #1 – 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.



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 Apr./18 | Preliminary Budget Aug./18 | Operating Budget 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 |
|----------------------|-------------|-------------|

| | | |
|---------------------------------|-------------------|-------------------|
| 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