



**BOARD OF DIRECTORS' MEETING PACKAGE**  
**Association of Part-time Undergraduate Students of the University of Toronto**  
**(APUS)**

**July 29, 2020**  
**5:00pm**  
**Meeting #1**  
**Virtual Meeting via Zoom**

**Board of Directors' Meeting #1**

Dear Directors of the Board,

The following package includes all the relevant documents in anticipation of the next APUS Board of Directors' Meeting to be held on **July 29 at 5:00 pm** online via Zoom.

Included in this package:

- I. Agenda (page 3)
- II. Minutes Package (page 4 – 14)
- III. APUS COVID-19 Report (page 15)
- IV. APUS Preliminary Budget 2020-2021 (attached separately in Excel)

Please feel free to forward any question or concerns via email to me directly.

Sincerely,

Jaime Kearns  
President  
Association of Part-Time Undergraduate Students of the University of Toronto (APUS)  
Local 97 of the Canadian Federation of Students  
president@apus.ca

## **I. AGENDA**

### **1. Call to Order**

### **2. Approval of Agenda**

MOTION          Moved: Kearns                  Seconded: Coggon

Be it resolved that the meeting agenda for Board of Directors' meeting #1 be adopted as presented.

### **3. Approval of Minutes**

MOTION          Moved: Froom                  Seconded: Pyne

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

- a. Board of Directors Meeting #8 – April 27, 2020

### **4. APUS COVID-19 Summer Semester Report**

### **5. APUS Preliminary Budget 2020-2021**

MOTION          Moved: Froom                  Seconded: Kearns

Be it resolved that the Board of Directors approve the Preliminary Budget 2020-2021, as proposed in the addendum; and

Be it further resolved that the Board cause a copy of the Preliminary Budget 2020-2021 to be sent to the General Meeting for confirmation.

### **6. Donation to the U of T Black Students Association**

MOTION          Moved: Kearns                  Seconded: Coggon

Be it resolved that APUS donate \$1000.00 to the U of T Black Students Association.

### **7. Donation to Black Lives Matter – Toronto**

MOTION          Moved: Kearns                  Seconded: Pyne

Be it resolved that APUS donate \$1000.00 to Black Lives Matter - Toronto.

### **8. Appointment of APUS Representatives to U of T Committees**

### **9. Other Business**

### **10. Adjournment**

## II. MINUTES

### a) Board of Directors Meeting #8 – April 27, 2020

**In attendance:** Jaime Kearns, Susan Froom, Jennifer Coggon, Richie Pyne, Sam Wong, Marcel Stevenson, Mahdi Kazemi, Mussa Marashi

**Speaker:** Nadia Kanani

**Staff:** Caitlin Campisi

#### 11. Call to Order

The meeting is called to order at 5:26pm.

Kanani provides an overview of Zoom guidelines for this meeting, including the chat function, raising hands, and muting/unmuting.

Everyone introduces themselves and states their access needs.

#### 12. Approval of Agenda

MOTION            Moved: Kearns            Seconded: Coggon

Be it resolved that the meeting agenda for Board of Directors' meeting #8 be adopted as presented.

*Vote carries.*

#### 13. Approval of Minutes

MOTION            Moved: Froom            Seconded: Pyne

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

b. Board of Directors Meeting #7 – March 10, 2020

*Vote carries.*

#### 14. APUS COVID-19 Report

Kearns states that the APUS COVID-19 Report is on page 12 of the meeting package and folks can follow along as she presents the report. She provides an overview of the current situation at APUS due to COVID-19 campus closures and efforts to support students during this time. On March 13, following recommendations from the University of Toronto administration and local public health agencies, APUS closed both our offices and postponed all scheduled programming, events and meetings. We were not initially sure how long the closure would last, but there was a huge concern at the time for students' health. We did not want our membership to get sick and we therefore had to cancel our Annual General Meeting, among other events and programming. The University of Toronto subsequently closed the campus and all buildings too. It was a difficult decision at the time, but in hindsight it was obviously the right decision as COVID cases continue to increase in the GTA. Our staff and Execs are working remotely from home to continue to support students and offer services, advocacy and support remotely. We have ensured continuity of pay for our staff. At this point in time, everything on campus is shut down, including campus libraries. We know our members need access to laptops and

computers to complete their assignments and exams so we created the APUS Long-Term Laptop Loan Program for our members. This program has been very successful and as the summer semester will now also be offered online, we are expanding this new program to help part-time students access summer courses. We have already received requests for laptops for the summer session without any promotion. We joined with UTMSU and SCSU to send a letter to President Gertler asking U of T to reconsider their decision to completely cancel convocation. We are tri-campus so we try to work closely with UTMSU and SCSU to support our members on all three campuses. Students were really not happy with U of T cancelling June convocation instead of postponing it. We are happy to say students' advocacy worked – there will be in person convocations at a later date when it is safe to do so. We are communicating with our members through weekly newsletters, social media channels, and online programming for the summer session. Our Health and Dental plan is still being administered remotely, and we have issued and mailed all of the opt out cheques. APUS will always be here to support our members.

Stevenson asks regarding food security for students.

Kearns states that the food bank on campus is closed. She has therefore been working with other student groups on campus that want to start delivering food boxes to students. There is one student group in particular that is getting final details together on this initiative. Another support we would like to offer is financial support as you will see later on the agenda.

Froom notes additional advocacy work we have been doing on behalf of students. We have successfully ensured that the U of T COVID-19 relief fund is available to part-time students rather than just full-time students. Also, U of T Health & Wellness is now offering remote counselling sessions, Accessibility Services is offering appointments remotely as well. She notes that our APUS health and dental benefits continue to the end of August, and online mental health services are available through GreenShield to our members.

Campisi notes that APUS staff continue to support students online and via email regarding the APUS Health & Dental plan, academic advocacy and support, including as it relates to students' mental health.

#### **15. APUS Revised Operating Budget 2019-2020**

MOTION            Moved: Froom            Seconded: Kearns

Be it resolved that the Board of Directors approve the Revised Operating Budget 2019-2020, as proposed in the addendum; and

Be it further resolved that the Board cause a copy of the Revised Operating Budget 2019-2020 to be sent to the General Meeting for confirmation.

#### **DISCUSSION**

Froom states that she will walk the Board through the budget, which is included in the meeting package as a separate Excel document. She states that we received additional revenue in fees from students who became part time since February. This Revised Operating Budget is otherwise mostly in line with the Operating Budget presented in January. Our mandatory fees are slightly up based on increased student enrolment. This is also true for our optional fees, but we have significantly more in optional fees than we had originally budgeted in the Preliminary Budget in July because our opt-ins were much higher than our predictions. Our Student Printing Service revenue is lower because we were closed in March and April, which is a busy time for printing. She presents our expenses and states that CFS and OPIRG fees are in and out. Our Academic

Support programming is up because of the creation of the APUS Long-Term Laptop Loan Program but still lower than originally allocated in the Preliminary Budget. We spent less on tax clinics because we had to close them early. The Spring Banquet budget line is zero because it cannot happen this year. Our surplus, partially due to cancelled programming and meetings due to COVID, is in the neighbourhood of \$30,000. Our plan is to spend that on creating a COVID grant for our members in an upcoming motion. We are otherwise in good standing and did better than expected in opt-ins this year. She did not receive any questions in advance but is happy to answer them now.

Kazemi asks regarding the interest income. Froom and Campisi explain that our chequings account at Alterna generates interest instead of the usual bank fees. We are happy to have switched to Alterna and are able to reinvest this interest in students.

Stevenson asks regarding the Part-Time and Proud and Equity budget line as well as the Student Representation and Meetings budget line. Froom clarifies that the first refers to the campaigns and advocacy work that we do for students. This includes our Part-Time and Proud campaign, as well as donations which is separated out in the budget. She states that the second mostly covers Canadian Federation of Students meetings, as well as sending representatives to provincial and federal lobby weeks.

Kanani clarifies the individual budget line items and where to find them in the Excel document.

Stevenson asks regarding OPIRG. Froom reviews OPIRG's mandate and the original student referenda that created the levy. She notes that the levy is refundable and the OPIRG office is right downstairs from APUS office.

Stevenson notes that he likes the budget Excel document.

Campisi notes that Board members are usually provided with printed copies of the budget at Board meetings, whereas documents have been provided in electronic format for this meeting.

*Vote carries.*

## **16. Proposed Bylaw Amendment**

MOTION            Moved: Froom            Seconded: Kearns

Whereas APUS Bylaw Article 1.01 (g) defines *Force majeure* as any of the following: an act of God, fire, governmental order, court order, civil disturbance, act of public enemy, embargo, war, work stoppage or labour dispute; and

Whereas APUS Bylaw Section 5 does not explicitly allow for alterations to normal operations of the APUS Board of Directors in circumstances of *Force majeure*; and

Whereas APUS Bylaw Section 4 does not explicitly allow for alterations to normal operations of the Annual General Meeting in circumstances of *Force majeure*; and

Whereas such alteration of normal operations is necessary under circumstances of *Force majeure* and would be in keeping with the spirit and intent of the Bylaws; therefore

Be it resolved that APUS Bylaw Section 4 and Section 5 be amended as follows:

4.03 Annual General Meeting

The General Meeting of the Members of the Corporation in the Winter Term shall be deemed the Annual General Meeting at which the membership shall receive the financial statements and the auditor's report thereon, appoint auditors for the ensuing year, authorize the Board to fix the remuneration of the auditors, and elect the Board for the ensuing year. **Excepting force majeure, the Annual General Meeting shall be held no later than March 15. In the event of force majeure, the Board shall set an appropriate date for a Special Annual General Meeting(s) at which the membership shall receive the financial statements and the auditor's report thereon, appoint auditors for the ensuing year, authorize the Board to fix the remuneration of the auditors, and elect the Board for the ensuing year.**

As per Article 5.04 (b) notice of the Annual General Meeting at which the Election of the Board of Directors is to be held shall be given to members at least one month prior to the proposed date thereof.

At least fourteen days before the annual meeting, the Corporation shall cause a copy of the balance sheet and statement of income and expenses, extracted from the Corporation's financial statements and the auditor's report thereon to be published in the designated publication. Copies of the complete financial statements shall be made available for inspection at the St. George campus and at the Scarborough and Mississauga campuses. Notice of the date, time and place of the annual meeting of members of the Corporation shall be given to the auditors in writing at least fourteen days before the meeting.

[...]

#### 5.04 Election of the Board of Directors

Elected Directors shall be elected by and from amongst members of the Corporation as follows:

(a) The election of Directors shall be held at the Annual General Meeting held during the Winter Term, **excepting force majeure, as noted in 4.03;**

[...]

#### 5.05 Term of Office

The term of office of the Directors shall be from May 1st to April 30th, **excepting force majeure, as noted in 4.03;**

[...]

#### 5.11 Joint Meeting

A meeting of the Board of Directors shall be called no later than forty-five days after the election of the Directors by the Annual General Meeting of the Members of the Corporation, and in no case later than April 30, **excepting force majeure, as noted in 4.03.** At such Board meeting, both incoming and outgoing directors shall be entitled to be present; outgoing directors shall be entitled to exercise votes on all matters excepting the election of officers; and incoming Directors shall be entitled to exercise their votes only in connection with the election of officers.

DISCUSSION

Froom states that she will provide an overview of the proposed Bylaw amendment and its effects. She states that it will alter Section 4 and 5 to bring them in line with other areas of the Bylaw, such as Definition 1.01 (g): force majeure. She states that 1.01 (g) defines *Force majeure* “as any of the following: an act of God, fire, governmental order, court order, civil disturbance, act of public enemy, embargo, war, work stoppage or labour dispute”. She states that in other words, this is what we are clearly facing right now with the COVID-19 campus lockdown. She states that we need to clarify this as some sections state this implicitly and we would like to make them explicit. She reads the *Whereas* clauses and reiterates that we are currently facing a widespread shut down. She states that this Bylaw amendment would explicitly allow for *force majeure* provisions in the Annual General Meeting and Board elections sections of the Bylaws. In the event of *force majeure*, the Board shall set a date for the AGM, with all the same items as usual. In the event of *force majeure*, the Board elections would also be set for a later joint meeting following the AGM as per normal. She states that under the Bylaws and provincial law, the Board is empowered to make these decisions. This Bylaw change would only be permanent if approved at the AGM meeting being held later in the year, but the Board can make this an interim change due to COVID-19 which would then allow for postponing the AGM. She states that this is her recommendation and that she can answer any questions.

Mahdi asks regarding the definition of an act of god. Froom states that it is a legal term for things that are beyond the control of any individual or corporation, such as a natural disaster.

Stevenson asks if Directors terms will be extended.

Kanani states that the extension of the Directors’ terms is considered under item 8 on the agenda. Froom clarifies that while that will be considered under item 8, this Bylaw amendment provides context for that change. She states that the Bylaws explicitly allow the Executive to continue on but are silent on the Board. She states that this is the first of three linked motions, and the intent is to extend the Directors terms.

Stevenson asks about the elections process. Froom clarifies that as per the current Bylaws, the elections would take place at the postponed AGM.

Kanani clarifies that the motion is simply making explicit the *force majeure* terms already defined in the Bylaws. She clarifies that this motion is not specifying a term for the Executive or Board, which will be considered in item 8.

Kearns states that as it stands in our current Bylaws, the current Executive will hold office until an election can take place. She states that this ensures we will still have an Executive team. She states that this amendment makes sure that the Board is also able to continue until we can have an election at the AGM. This will therefore ensure that we have a functioning Board and Executive to get us through until we can have an AGM and elect a new team.

Froom states that the intent would be that the current Board continue until an AGM can safely take place.

*Vote carries.*

#### **17. Postponement of APUS Annual General Meeting 2020**

MOTION            Moved: Kearns            Seconded: Pyne



Whereas the APUS Annual General Meeting 2020, previously scheduled for March 13, was postponed due to public health concerns and campus closures amid the COVID-19 outbreak; and

Whereas a virtual Annual General Meeting may be inaccessible for APUS members for many reasons, including access to an internet connection, a working personal computer, childcare or family care responsibilities, ASL interpretation, and/or live captioning; and

Whereas APUS Bylaw 4.03 as amended allows for the rescheduling of the Annual General Meeting in circumstances of force majeure, with the date and time of the rescheduled meeting to be set by the Board; and

Whereas APUS Bylaw 1.01 (g) defines *force majeure* as any of the following: an act of God, fire, governmental order, court order, civil disturbance, act of public enemy, embargo, war, work stoppage or labour dispute; and

Whereas the circumstances surrounding the COVID-19 outbreak constitute circumstances of *force majeure* as defined in APUS Bylaw 1.01 (g); and

Whereas APUS Bylaws 10.04 and 10.05 disallow consideration of certain matters, such as referenda on the removal of Executive Officers or fee changes during the spring/summer session; and

Whereas this is in recognition that regular part-time students are frequently not enrolled during the spring/summer session and regular full-time students are temporarily studying part-time during the spring/summer session; and

Whereas the APUS Health and Dental plan schedule also reflects this distinctive nature of the spring/summer session with coverage being aligned with enrolment in the fall/winter session; and

Whereas the University of Toronto administration is currently planning to offer spring/summer “Y” courses in an online format with the expectation that much of the campus will be closed and students absent from the campus during the spring/summer session; and

Whereas it is desirable that regular part-time students have the opportunity to participate in the rescheduled Annual General Meeting; therefore

Be it resolved that the Annual General Meeting 2020 be postponed to the Fall 2020 session.

#### DISCUSSION

Kearns provides an overview of the motion, including the Whereas clauses. She states that in our current situation, there are many barriers that would limit full participation in our AGM, including access to computers, internet, live captioning, ASL interpretation and family care responsibilities. She states that the recommendation is to postpone the 2020 AGM to the Fall 2020 session. She states that we hope that in Fall 2020, everyone will be able to participate fully.

Froom speaks in favour of the motion. She states that our Bylaws would allow for an AGM in early Fall, or three weeks after the first day of classes. This would be the end of September/early October. She states that she hopes this will allow for a robust AGM with as many of our regular part time students engaged as possible.

Stevenson asks about the normal term of the Board. Froom notes the term would normally end at the end of April for the Board as well as the Executive.

*Vote carries.*

**18. Extension of APUS Board of Directors and Executive Committee Term of Office 2019-2020**

MOTION            Moved: Froom            Seconded: Coggon

Whereas the APUS Annual General Meeting 2020 is being postponed until the Fall 2020 session as a result of extraordinary force majeure circumstances arising from the COVID-19 outbreak; and

Whereas APUS Bylaw 8.03 states that “the Speaker shall serve at the pleasure of the Board from May 1st to April 30th in any year, or until a new speaker is appointed”; and

Whereas APUS Bylaw 6.08 states that Executive Committee Officers shall “hold office from May 1st in each year until April 30th of the following year or until their successor is elected or appointed”; and

Whereas APUS Bylaw 5.05 as amended states “The term of office of the Directors shall be from May 1st to April 30th, excepting force majeure, as noted in 4.03”;

Whereas APUS Bylaw 4.03 states that the election of the Board of Directors must take place at the Annual General Meeting; and

Whereas APUS Bylaw 6.01 states that Executive Committee must be elected by and from the incoming Directors elected at the Annual General Meeting; therefore

Be it resolved that the terms of the current Board of Directors be extended until such time as a new Board can be elected at the rescheduled Annual General Meeting in the Fall 2020 session; and

Be it further resolved that the current Executive Committee Officers shall continue to hold office until their successors are elected or appointed and such election is held by the newly elected Directors in the Fall session; and

Be it further resolved that the Speaker shall continue to serve at the pleasure of the Board until the newly elected Board is able to convene to decide upon the appointment or re-appointment of the Speaker.

**DISCUSSION**

Froom states that we have discussed the content of this motion while discussing the previous two motions. This motion explicitly extends the term of the current Board of Directors and Executives until elections can take place at the postponed AGM in the Fall session. Additionally, as the Speaker’s term ends on April 30, she is also suggesting that the Speaker continue to serve at the pleasure of the Board in the interim. Overall, this motion would mean that the Board, Executive, and Speaker continue in their current positions until we are able to hold the postponed AGM in the Fall.

Stevenson asks regarding *force majeure*. Froom rereads the definition from our Bylaws and reiterates that it is a legal term. She states that the current circumstances are almost a textbook definition of *force majeure*: unexpected occurrences that cannot be controlled by the organization, i.e. the University being closed and campus buildings on lockdown. She also reiterates that the emergency order from the province has made it illegal for us to meet in person.

Kanani clarifies that the Ontario Corporations Act has been recently re-interpreted by the province to allow for later AGM dates for not-for-profits due to the government order to not hold gatherings of more than five people.

Stevenson asks whether this is similar to emergency powers. Campisi clarifies that the only changes to the Bylaws are those that are explicitly bolded in the motion as presented.

*Vote carries.*

**19. APUS Auditor 2019-2020**

MOTION            Moved: Kearns            Seconded: Froom

Be it resolved that Grant Thornton be appointed as APUS auditors for the fiscal year 2019-2020, pending confirmation by a general meeting as per Article 4.02 (a) (v) of the APUS Bylaws; and

Be it further resolved that the Board be authorized to fix the remuneration of the auditors, pending confirmation by a general meeting as per Article 4.02 (a) (v).

DISCUSSION

Kearns states that she is highly recommending the continued appointment for the current year of our auditors from the previous year, Grant Thornton.

Froom states that we already made this recommendation at a previous Board meeting, but the recommendation would usually go to the AGM, which has been postponed. She explains that the audit must take place over the summer so that it can be presented and approved by the Board before our taxes must be submitted at the end of October. She states that the audit takes quite a bit of time to put together. She states that this would still be pending confirmation of the AGM in the Fall but allows us to get started in the interim.

*Vote carries.*

**20. APUS COVID-19 Grant**

MOTION            Moved: Coggon            Seconded: Froom

Whereas the APUS Revised Operating Budget at April 30, 2020 currently shows an approximately \$26,000 surplus for the current fiscal year; and

Whereas this current \$26,000 surplus is due in part to cancelled programming and events as a result of campus closures due to the COVID-19 outbreak, and

Whereas the COVID-19 outbreak is creating difficult financial circumstances for students, including APUS members; therefore

Be it resolved that the APUS COVID-19 Grant be created with the surplus from 2019-2020 operating budget, up to \$30,000.

#### DISCUSSION

Coggon states that when the pandemic hit and the university shut down, this created difficult circumstances for many students, including capacity to pay rent and food security, let alone how to finish their courses. Many students are therefore in need of additional financial support. Additionally, we have a surplus in our APUS budget ending April 30, 2020 partially due to cancelled and postponed events that could be held due to pandemic, such as our tax clinics, AGM, programming and end of year events. We therefore have over \$30,000 in surplus funds for this budget year. We are therefore recommending the creation of a COVID grant for our members in the amount of \$300/person. She is recommending that beyond the allocation of funds and general creation of the fund, the Board leave the development of eligibility criteria and other processes to APUS staff so as to ensure the Board does not have conflict of interests if they choose to apply. She states that we have experienced staff who have previously developed innovative bursaries and needs-based grants for our very successful APUS Bursary Program. She states that the COVID grant would also be a way to support this for our summer members as we will not be able to hold the same summer programming in person as usual.

Froom states that we have a surplus from the Revised Operating Budget that she presented earlier in the meeting. She states that the COVID grant would be a way of addressing what we expect to be the extraordinary needs of our members over the summer. She states that our staff are well positioned to administer such a grant. She states that this financial support would be in addition to the APUS Laptop Loan Program and that we now have 15 laptops available for our members. The APUS COVID grant could offer a smaller amount to students as a way of supplementing some of the other COVID relief funds at the institution and governments.

Coggon states that the intent would be that applying for the grant would not be cumbersome for our members.

Marashi asks regarding how soon the grant could be available. Campisi states that if the Board allocates the funds, she anticipates the grant application could be available in the next couple weeks and the overall fund in May/June.

Kazemi asks regarding whether the intent is to make the grant available to APUS members in the Summer and/or Winter sessions. Campisi clarifies that the intent is to make the grant available to APUS members financially affected by COVID, which would include the Winter and Summer sessions.

Stevenson asks regarding the amount of \$300/student. Campisi clarifies that she has reviewed similar COVID grants by other student unions and student groups, and that they are generally in the \$100-\$300 range. Other student unions on campus are offering \$250 grants, for example. She states that the grant is intended to be supplementary to main institutional or governmental relief funds.

Stevenson states that he is in favour of creating the COVID grant.

Kearns reiterates that the Board can allocate the funds but should leave the logistics to our staff so that there are no conflicts of interest.

*Vote carries.*

## 21. Other Business

Kearns states that she has been contacted by the Canadian Federation of Students-Ontario and that there is a seat available for a representative from APUS to sit on their Ontario Executive Committee. Most student unions have already elected new Executives to fill their seat. She states that she has spoken with Wong, who has previously attended CFS gatherings, about the APUS representative positions and that she wanted to bring it to the Board.

Froom clarifies that this representative appointment could be a Board or Executive motion. She states that she has a seat on the Ontario Executive Committee as a representative of the Part-Time Student Caucus, as does Kearns as a representative of the Circle.

Wong speaks to his experience meeting other Indigenous students at a meeting of the CFS Circle of First Nations, Inuit and Metis students. He states that he would like to get more involved and has been learning about the Canadian Federation of Students and the Circle.

Marashi says that he supports Wong as the APUS representative to the Ontario Executive Committee.

Stevenson asks for clarification about the mandate of the Canadian Federation of Students. Froom provides information on the mandate of CFS, as well as recent advocacy and campaigns.

MOTION  
Kearns/Froom

Be it resolved that Sam Wong, APUS Board of Director, be appointed to the CFS-Ontario Executive Committee as APUS representative.

*Vote carries.*

Stevenson asks about the Student Choice Initiative and legal aid for students. Froom provides an update on the Student Choice Initiative and the appeal from the government that is pending. She states that any referenda for a levy for Downtown Legal Services could not take place before the Fall as per our Bylaws.

Kearns states that she was previously looking into Downtown Legal Services before the pandemic and offers a summary of those conversations.

Marashi states that Stevenson and others who are interested in creating a levy for Downtown Legal Services should lobby part-time students, not only the Board.

Froom clarifies that all low-income individuals, including part-time students, would already have access to these services.

Coggon provides examples of legal resources available online due to COVID, as well as organizations that offer pro bono work in certain cases.

Stevenson states that part-time students should have access to legal aid.

Froom reiterates that as per our Bylaws, that decision can only be made through a referendum of all part-time students. She also clarifies eligibility for legal aid clinics based on low-income status.

Marashi and Kearns provide clarification on referenda and the need to consult all members on the creation of any additional fees.

**22. Adjournment**

MOTION

Moved: Pyne

Seconded: Kearns

The meeting is adjourned at 7:42pm.

### **III. APUS COVID-19 REPORT**

This summer session has been one of change, adaptation and much uncertainty. The APUS offices have remained closed since March 13, following the emergency order from the government of Ontario that required the campus to lockdown. We continue to support our summer membership with virtual services, programming, events and advocacy. We are frequently on the phone and on Zoom with the U of T administration, our members and each other to ensure that part-time students are well-represented during these difficult times.

We have offered a variety of summer programming and events online via Zoom, including academic support, mental health, and social programming. We started off the semester with a Mini APUS Summer Orientation, which was well-attended and engaging. We provided information on APUS, our services, financial aid, programming and available academic support. We have held two Games Nights, one in partnership with Students for Barrier-Free Access, a team puzzle game and a drawing guessing game. We held a Pride panel, entitled Re-Queering Pride: Activism and Community Under COVID-19, as an online version of our usual Pride programming. We also created an Expressive Arts Writing Workshop Series, facilitated by an MSW, to offer mental health support to our members. We recently moved our Indigenous Hand Drumming Series online to offer an additional way to support students' mental health. We moved our Academic Support Workshops: Applying to Grad School Series online, and are offering CV and Personal Statement workshops and peer feedback for our members who are currently working on grad school applications. We have held Online Study Sessions during midterm and exam periods, and have more programming planned for August. Feedback from our members has been positive and helpful, and we are continuously learning how to best provide a diversity of programming online.

Financial support has been a priority for APUS this summer, both in terms of direct bursaries and grants and through our campaigns and advocacy efforts. We administrated our regular APUS Summer Bursary Program, and following the last Board meeting, created the APUS COVID Fund. The campus closures and delays with mail service meant that it took a bit longer to administer the Fund than we originally intended, but by early June we were able to provide direct and meaningful financial support to our members in financial need. We also continued the APUS Long-Term Laptop Loan Program for the entirety of the summer semester to ensure students are able to access online classes. Additionally, we contributed to the creation of the U of T Emergency Food Bank, a partnership with Engineers Without Borders U of T and Trek for Teens, to provide good food boxes directly to students through FoodShare. Financial aid and food security remain a priority for APUS moving into the Fall.

Our plans for the Fall semester are still being finalized as public health guidelines from the province, the municipality and U of T continue to change. Much of our programming will continue to be offered online, but we are speaking with other student unions, the Office of the Vice-Provost Students and Student Life departments in order to plan a safe and gradual re-opening of APUS offices in the Fall and Winter semesters.

# Association of Part-Time Undergraduate Students

## PRELIMINARY BUDGET 2020-2021

Fiscal Year Ending April 30, 2021

REVENUE	Revised Budget Apr-20	Preliminary Budget Jul-20	Operating Budget Jan-21
<b>MEMBERSHIP FEES</b>			
<b>MANDATORY (1)</b>			
Summer Term (May - August 2020) (1)	200,154.00	159,082.59	
Fall and Winter Terms (September 2020 - April 2021)	100,472.06	100,000.00	
Sub-total Mandatory Fees	300,626.06	259,082.59	
<b>OPTIONAL (2)</b>			
Summer Term (May - August 2020) (1)	0.00	67,825.35	
CFS (3)	58,943.00	68,156.35	
OPIRG (3)	14,653.00	16,623.50	
Fall and Winter Terms (September 2020 - April 2021)			
APUS Bursary Program	8,686.59	8,700.00	
APUS Tax Clinics	4,986.09	5,000.00	
APUS Events	8,420.30	8,400.00	
APUS Handbook	4,308.63	4,300.00	
Part-Time and Proud and Equity	4,687.45	4,700.00	
Part-Time Student Representation and Meetings	6,438.60	6,400.00	
Sub-total Optional Fees	37,527.66	37,500.00	
CFS (3)	37,199.30	37,000.00	
OPIRG (3)	4,578.75	4,600.00	
Sub-total Optional Levy Groups	115,374.05	126,379.85	
Sub-total Optional Membership Fees	152,901.71	231,705.20	
Sub-total Membership Fees (4)	453,527.77	490,787.79	
<b>SERVICES</b>			
Health and Dental Plan Administration (5)	80,000.00	80,000.00	
Student Printing Service (6)	6,500.00	3,000.00	
Sub-total Services	86,500.00	83,000.00	
<b>OTHER</b>			
Interest Income	3,009.73	3,000.00	
Miscellaneous Income (7)	0.00	0.00	
Sub-total Other	3,009.73	3,000.00	
Total Mandatory Fee Revenue	300,626.06	259,082.59	
Total Non-Mandatory Fee Revenue	242,411.44	317,705.20	
<b>TOTAL REVENUES</b>	<b>543,037.50</b>	<b>576,787.79</b>	

### NOTES

- Membership fees are collected in two categories, mandatory and optional, as of September 2019. For the 2019-2020 year, Summer 2019 fees were all charged as Mandatory, whereas Summer 2020 fees are now Mandatory & Optional. This accounts for differences from the previous year. For comparison purposes, the total Summer Membership fees for 2020 are \$159,028 + \$67,825 for a total of \$226,907.
- Optional fee revenue projections in the Preliminary Budget are based on the actual optional fee revenue from the previous 2019-2020 year.
- Levy group fees collected are remitted directly to CFS and to OPIRG.
- Includes both Mandatory and Optional Membership Fees.
- Exact figure determined at end of policy year.
- We are projecting lower student printing service usage this year due to online courses.
- Miscellaneous income includes ticket sales for events. We are not projecting hosting large events with ticket sales this year.



Association of Part-Time Undergraduate Students

**PRELIMINARY BUDGET 2020-2021**  
Fiscal Year Ending April 30, 2021

EXPENSES	Revised Budget Apr-20	Preliminary Budget Jul-20	Operating Budget Jan-21
<b>MEMBERSHIP FEES (1)</b>			
Summer Term (May - August 2020)			
CFS	58,943.00	68,156.35	
OPIRG	14,663.00	16,623.50	
Fall and Winter Terms (September 2020 - April 2021)			
CFS	37,199.30	37,000.00	
OPIRG	4,578.75	4,600.00	
Sub-total Membership Fees	115,384.05	126,379.85	
<b>MANDATORY PROGRAMMING (2)</b>			
Academic Support Programming	7,929.00	8,000.00	
Career Services Programming	4,858.00	5,000.00	
Financial Aid Programming	300.00	500.00	
Health & Counselling Programming	4,378.00	15,000.00	
Safety & Consent Culture Programming	2,517.00	2,500.00	
Total Mandatory Programming Expenses	19,982.00	31,000.00	
<b>OPTIONAL PROGRAMMING</b>			
APUS Bursary Program	11,316.00	15,000.00	
APUS COVID Fund	30,000.00	9,000.00	
APUS Tax Clinics	379.00	1,000.00	
APUS Events & Outreach			
Pride Programming	340.00	900.00	
Caribana Programming	1,423.00	900.00	
Queer Orientation	368.00	300.00	
Spring Banquet	0.00	0.00	
Other Events	453.00	500.00	
General Outreach & Materials	4,858.00	4,000.00	
APUS Handbook	7,497.00	5,200.00	
Sub-total Events & Outreach	14,939.00	11,800.00	
Part-Time and Proud and Equity (3)			
Campaigns and Advocacy (3)	1,486.00	14,000.00	
Solidarity and Donations (3)	1,000.00	5,000.00	
Sub-total Part-Time and Proud and Equity	2,486.00	19,000.00	
Part-Time Student Representation and Meetings			
CFS Meetings	12,500.00	6,000.00	
Other Meetings and Conferences	0.00	500.00	
Sub-Total Part-Time Student Representation and Meetings	12,500.00	6,500.00	
Total Optional Programming Expenses	71,620.00	62,300.00	
<b>ADMINISTRATIVE EXPENSES</b>			
Audit	14,180.00	14,000.00	
Bank Charges	712.00	700.00	
Computer Software, Supplies and Maintenance	8,662.00	8,000.00	
General Office Supplies (5)	6,698.00	8,000.00	
Insurance (4)	5,405.00	5,405.00	
Legal	0.00	3,000.00	
Photocopier Contract and Supplies	6,353.00	7,000.00	
Repairs and Maintenance (5)	340.00	5,000.00	
Telephone	3,216.00	3,200.00	
Sub-Total Administrative Expenses	45,566.00	53,305.00	
<b>APUS MEETINGS</b>			
Annual General Meeting	280.00	3,000.00	
Assembly Meetings	562.00	0.00	
Board Meetings	900.00	500.00	
Executive Meetings	740.00	300.00	
Sub-Total APUS Meeting Expenses	2,482.00	3,800.00	
<b>HUMAN RESOURCES AND STAFF SUPPORT</b>			
Salaries and Benefits			
Executive Honoraria (6)	29,700.00	31,500.00	
Salaries and Wages (7)	147,367.00	155,000.00	
Employer Contributions			
CPP	10,260.96	10,500.00	
EI	5,262.49	5,200.00	
RRSP	1,761.53	2,000.00	
Health Insurance	10,307.00	12,000.00	
Payroll Service	2,256.55	2,500.00	
Staff Meetings and Training	664.00	1,000.00	
Sub-Total Human Resources and Staff Support	207,379.53	219,700.00	
<b>HEALTH AND DENTAL ADMINISTRATION</b>			
Health and Dental Plan Administration	80,000.00	80,000.00	
<b>MISCELLANEOUS</b>			
Other	0.00	0.00	
Total Membership Fee Expenses	115,384.05	126,379.85	
Total Mandatory Programming Expenses	19,982.00	31,000.00	
Total Optional Programming Expenses	71,620.00	62,300.00	
Total Administrative, Meeting and Human Resources Expenses	255,427.53	276,805.00	
Mandatory Portion (8)	181,353.55	196,531.55	
Optional Portion (8)	74,073.98	80,273.45	
Total Health and Dental Administration (9)	80,000.00	80,000.00	
Total Miscellaneous	0.00	0.00	
Total Mandatory Operating Expenses (10)	201,335.55	227,531.55	
Total Optional Operating Expenses (11)	341,078.03	348,953.30	
<b>TOTAL OPERATING EXPENSES</b>	542,413.58	576,484.85	
<b>SURPLUS (DEFICIT)</b>	623.92	303.04	

**NOTES**

- These fees are remitted directly to CFS and OPIRG and correspond to levy revenues.
- Expenses for Mandatory Programming are from Mandatory Revenues.
- We are projecting increased Advocacy & Donations expenses to support students during COVID. For example, we started an emergency food bank partnership with Engineers Without Borders - University of Toronto while the campus food bank is closed with a \$10,000 financial contribution.
- Insurance includes Directors and Officers Liability Insurance.
- We are projecting additional General Office and Repairs & Maintenance expenses due to increased COVID health & safety procedures.
- Approved by the board in 2017, Executives are eligible for up to \$600/month honorarium. Executives are also eligible for a 25% month cell phone allowance.
- Salaries and Wages include obligations under the Collective Agreement. Includes Executive Director, Member Services, Academic Advocacy, Events and Outreach, Finance, Info Clerks.
- Percentage based on approved APUS fees breakdown by DVPS at 71% mandatory and 29% optional.
- Exact figure cannot be determined until end of policy year.
- Includes Mandatory Programming Expenses and Mandatory Portion of Admin, Meeting, HR expenses.
- Includes Optional Programming, Membership Fee, Health and Dental, Miscellaneous, and Optional Portion of Admin, Meeting and HR expenses.