Agenda

1 Approval of the agenda
   1.1 Add Item: MSO leave of absence

2 Announcements
   2.1 2 Minutes exec update

3 Reports
   3.2 Study Saturdays 2014-2015

4 Discussion Items
   4.1 Citizen Council
   4.2 Information Policy
   4.3 Leisure Courses 2014-2015
   4.4 2015-2016 Budget

5 New Business
   5.1 MSO leave of absence
Attending

Secretary-General (Yony Bresler), Financial Affairs Officer (Nikki Meadows), External Affairs Officer (Julien Ouellet)

6:56 PM  Call to order

1 Approval of the agenda

6:59 PM  1.1 Add Item: MSO leave of absence

WHEREAS the Member Services Officer has personal and academic matters to attend to during the month of May, 2015;

WHEREAS the SAM (Chapter 2, Section 1, 5.8) allows for one month leave of absence subject to executive approval;

BIRT that Member Services Officer be granted a leave of absence from the 13 May to the 30 May.

2 Announcements

7:02 PM  2.1 2 Minutes exec update

EAO: back and forth with the STM to discuss the issue of over 25 students, proposal as of now is a fee implemented for students to buy into this program (opt out-able) where students then get monthly passes for the semesters in which they opt into the program. Meeting for the student transit project in May, where all interested groups will meet.

Creation of the new student association (right now there is a summer working group) could have up to 200,000 students, the largest student association in Quebec ever. There are also a number of new players at the table now. McGill is playing a major roll in this process.

Sent an email to the representative from Ville Marie and we will be able to meet with him to discuss our issues.

SG: CJPAC last week. Senate was today. Follow up with Olivier tomorrow. MOA changes. MOA issues – closed session

Meetings with incoming SG – productive and awesome.
3 Reports


All events – all the events IAC did this year (including single occurrence events that cost PGSS money but we had money in the budget to allocate to these events).

Repetitive/Annual IAC events – events we did this year, blue is family friendly, white is everything else. The total costs (everything out), revenue (everything in), balance going out, fees payed (online ticket set etc), number of participants, average cost per participant.

Info sessions and meetings - Costs for councils and AGMs – just food costs and busses for mac campus councils and (contract staff are in salary tab, daycare during meeting costs are elsewhere) MCGSS – breakdown of events they hold for their members, fees we collect for them and they they then use.

EAO: Considering the costs for EC recruitment day it might be better to move money to a general committee recruitment day rather than just one day specifically for EC.

Incoming FAO: where did the number for cost for participant come from? FAO: The current number is from an incorrect formula, its been fixed.

SG: The new spreadsheet is great way of seeing this data.

3.2 Study Saturdays 2014-2015

2015-05-11 Study Saturdays 2014-2015

FAO: This year enrolment is low and we are overspending for a low number of participants, I believe there are ways we can support our student parents in ways that are more cost effective. Participant number is based on the average number of participants. There was a request from the MSO to look at where we are spending our money and what services are being offered. Feedback from students that Sunday was a better day.

SG: We could do it 8 times a year, 10 times a year or 50 times a year. The food costs change for each one.

FAO: Idea is to use Costco or other bulk buying of snacks that are kid and allergy friendly, that can also be kept from week to week.

SG: This year the budget was $10,000, what did we spend.

FAO: We spent slightly over that, this year we had a coordinator that we haven't had in previous years. Editing of formulas in the spreadsheet

SG: We need to take on the new administrator cost, and there are things we can do to make individual cost lower, I would go for doing 10.

FAO: It makes sense to do 10, we would be useful

Incoming IAO: The point has been raised that September and January study days should be reallocated to December and April (during exams), something to discuss going forward. Incoming
FAO: The costs have gone up for background checks, why.

FAO: Because we are working with small children, we need to do background checks, otherwise we are subject to liability. Administrative costs refer to how much time someone from our office needs to spend on this. Its not a money spending venture, its more about commitment costs (also training volunteers etc)

Incoming IAO: Are the salaries in Study Saturdays as a line item or on a Salaries line item?

FAO: The administrative costs are there for our information now, they will be removed in the final line item (and put in the Salaries line item). Other things in administrative costs is renting a table at SSMU Activities Night.

SG: There is general agreement for the 10 sessions at $10,000, there is no cutting to the budget, just changing of the information. There are details to be worked out still, but the basic structure is sound as is.

4 Discussion Items

4.1 Citizen Council

7:25 PM

There are 2 developments at the Citizen’s council.

A report from the project earlier in the year, review of the principal’s plan, was completed, and will be posted on each association website.

An upcoming project is the Governance Survey. We will solicit feedback from our members, and executive, to pass on before the June CC meeting.

Citizen Council ()

It’s an informal body that meets once a month to talk about things.

Principal’s Plan: (got the report, got feedback from staff and students, met with the principal, got a two page executive report) – downside is there was poor student participation,

General Governance: looking into what is good or bad governance at McGill, we have basic framework of questions to use but up to us how we ask the questions. We will ideally have feedback for the next CC meeting in June. (Good governance, bad governance, chronic issues, general improvements)

EAO: There is the potential for this group to evolve into something useful for the McGill community as a whole.

SG: All of the groups on campus minus the administration, so there are good conversations that go on but there is no official membership, no votes etc. There are good

EAO: Do all the executives have seats or can anyone attend?

SG: Generally its an executive, preference is for someone tied to decision making in that body, but not a specific position. If multiple people are interested they can all go.

FAO: I agree sending the questions to PGSAs is a great strategy and one of the best resources we have.
4.2 Information Policy

A draft of the document was previously sent out, please review and we can discuss any suggestions from the Executive before moving forward.

History, it is mentioned in our corporate manual but we don’t actually have it so Karim translated FECUM’s policy into English and we have edited that – they are a lot more closed than we would like to be so we made some changes. There are stipulations written in that make allowing access possible and for revoking access for legal reasons. At citizens council, one thing that has come up has been about what constitutes consultation – MAUT made a document that outlines what actually constitutes as consultation with that body. Not directly involved in Info Policy but related.

FAO: There are lots of grammar issues (assuming from translation)

FAO: We need a better definition of Personal Information

SG: There is a legal definition, and some of the issues in definitions are translation issues, but that should be looked into.

FAO: Should it only be the mandate of the SG to uphold this policy? Shouldn’t it be under the jurisdiction of the Exec Com.

SG: The SG has no more power, it is just their responsibility to make sure the policy is enforced.

FAO: I think it is too large a role for one person, it should be the responsibility of a larger body.

SG: This is just so there is someone responsible for the outcome.

FAO: The person who executes the policy should be a staff member, they have institutional memory, the executive committee should be involved because each portfolio has documents specific to their portfolio that may require different treatment than documents in another portfolio.

SG: I will look into other ways to word this to take the concerns into account. In the actual documents it doesn’t go in depth into documents for executives, it is more about broader governance (minutes, agendas, budget summary etc) that fall under everyone more generally as a whole.

EAO: This is a constant management of requests for information that should be managed by one person, but the executive committee should probably have a larger degree of oversight over the policy and decisions.

SG: There is a line in the policy outlined now that requests for information go to the executive or the board, the idea is basic information will be put in areas accessible to the right levels of people.

EAO: Would the SG do the day to day?

SG: The SG is just responsible for the general implementation, they could delegate. EAO/FAO: Something to consider would be adding it to the role of one of the employees for day-to-day implementation (put in the EPM).

SG: Definitely something we could and should do, though an exec should be on the policy. SG: One proposal from the IAO was we should record closed sessions rather than take written minutes.

EAO: Are there not problems with uploading and sharing? SG: To some extent this cannot be avoided, but the idea is to minimize sharing of closed session minutes. There are also ways around this, you can come into the office and request information from a closed session, and we cannot stop them.
SG: Minutes of Executive Committee are currently public, so there are certain things that cannot be shared publicly so there are issues with that.

SG: Idea is to get feedback from executives, council, and PSAC, there also needs to be some consultation about conflicts with SAM, then it will go to the board.

### 4.3 Leisure Courses 2014-2015

**Leisure Courses 2014-2015**

**FAO:** Breakdown of spending for these courses. Tabs with projected budgets and costs, the actual are what actually ended up being spent. There was a loss in all three semesters.

**SG:** Spring 2013, we had 0 people participate so it didn't cost us anything in salaries etc, but the room costs ended up being higher. Loss of $530 in total

**SG:** What is the result of these findings LC are suppose to be revenue neutral

**EAO:** Can we pool resources with SSMU Mini Courses?

**FAO:** Holding courses on our own, some residency requirements

**Incoming AAO:** Establishment of room costs?

**FAO:** There are costs for staff etc in the process of opening up and staffing a room. PGSS doesn't get special treatment in terms of costs at this point, we are working on making a sliding scale.

**SG:** There needs to be a more clearly defined line in terms of what takes priority in terms of external bookings that generate revenue and PGSS bookings that provide services to our members.

**FAO:** When the society wants to do something in Thompson House there should be recovery of costs but they should not be making a profit on PGSS events. There is difficulty in terms of the external bookings that produce revenue.

**Incoming IAO:** Were the projected numbers for this year different from previous years?

**FAO:** I rechecked the numbers, the same formulas and scale were used for room costs. I haven't checked these documents. We can get the numbers from last year but it will be a time consuming process, the important take away is that enrollment was low.

### 4.4 2015-2016 Budget

Work is still ongoing to finalize a budget for next year.

Attached is the latest working copy. The main tabs of interest are master budget 2015-16, and Historical comparison. In both, the text colour scheme is as follows:

**Red:** Revised figures.

**Blue:** Set numbers that can't be changed.

**Black:** Yet to be updated, awaiting latest figures.

**Purple:** Awaiting confirmation or further investigation.
Also note that beginning of year balances for next year can’t be updated at this time.

We need to discuss budgeting for Study Sundays and Leisure Courses next year. I’ll attach them as other reports.

2015-2016 Budget

FAO: Actual numbers from February are off, but I will be getting updated info soon. We are also missing 10-15% of our fees that McGill holds back until summer, we’ll get that in the next month. The assumption going forward is that enrolment will be flat. Have numbers for the health and dental plan but waiting for opt-out numbers (have the numbers today, will be updated) Generally a lot of things have seen a 10% cut (red items), the only thing that didn’t get touched were the things in blue (they can’t be cut), the things in black are potentially able to be cut. Will be talking to CRO about the general needs in the elections and referendum budget, we went over this year because of the CFS referendum. Study Saturdays and leisure courses we need to make decisions going forward. Salaries and benefits will be discussed at the board tomorrow – need to update the information with the HR audit. Points to talk about: Study Saturdays, there is a contract with SSMU about daycare slots/labs (what do we want to do going forward).

SG: We know what we pay for but at this point we don’t actually know how much of this we are using and communication with SSMU is not forthcoming.

FAO: We don’t know if PGSS staff are included in this.

SG: We know that PGSS staff use the daycare but we don’t know if they are taking spots for PGSS members.

Incoming IAO: Is this a lump sum per year? Would it not be better for SSMU to invoice us depending on the number of people using the service.

SG/FAO: $10,000 per year and the invoice concept is interest, there is some benefit to knowing a lump sum for budgeting purposes.

SG: We need to look at what we’re paying and what members are paying to compare with other market prices.

5 New Business

5.1 MSO leave of absence

WHEREAS the Member Services Officer has personal and academic matters to attend to during the month of May, 2015;

WHEREAS the SAM (Chapter 2, Section 1, 5.8) allows for one month leave of absence subject to executive approval;

BIRT that Member Services Officer be granted a leave of absence from the 13 May to the 30 May.

Motion carries, 3-0-0
Adjourned