VUSAC Meeting Agenda

**Call to order:** 5:30 pm EST, October 15th, 2021

**Land Acknowledgement:**

*Tabina*

*We wish to acknowledge this land on which the University of Toronto operates. For thousands of years it has been the traditional land of the Huron-Wendat, the Seneca, and the Mississaugas of the Credit. Today, this meeting place is still the home to many Indigenous people from across Turtle Island and we are grateful to have the opportunity to work on this land. It is important to understand the longstanding history that has brought you to reside on this land and to seek to understand your place within that history. Land acknowledgements don’t exist in past tense or a historical context, so I believe that we need to build our mindfulness of our present participation today.*

**Official Regrets:**

*Julie Seeger, Katherine Hovdestad, Jocelyn Mattka*

**Absent:**

**Approval of minutes:**

*Motion by Kate Haberl to approve the minutes for October 1st, Seconded by Kayla Man*

*All in favour. None opposed. None abstaining. Motion passes.*

**Additions to the agenda:**

**Approval of the agenda:**

*Motion by Sooyeon Lee to approve the agenda for October 15th, Seconded by Kayla Man*

*All in favour. None opposed. None abstaining. Motion passes.*

EX-OFFICIO REPORTS:

*Campus Life Coordinator, put forth by Ali Kehl (relayed by Fatima Rana) (5 minutes)*

Fatima: Hello VUSAC, I am sorry to be missing this meeting and I hope you all have had a wonderful week. I wanted to let everybody know that the events booking forms and their reopening procedures are belt underway. I am currently working with VUSAC and a few other Levies to finalize the reopening plans and look forward to your doors opening soon. Additionally, we have the events booking forms to be completed soon so that you’ll be able to begin planning for in-person events. For the time being, I encourage you to plan for outdoor events in collaboration with other members of VUSAC. If you have any additional questions please reach out.

ACTION ITEMS:

*Motion: Mary Cortiñas motions to ratify Jiawen Chen as the Commuter co-Chair 2021-2022, seconded by Jerico Raguindin (5 minutes)*

Mary: Hello everyone, Happy Friday! I had the opportunity to interview applicants who applied for Co-Chair this previous May with the help of Tabina and Jerico. Out of all the applicants, we felt that Jiawen was best suited for this year’s VOCA team. She already had leadership skills, she was captain at UofT last year and also provided great new ideas to commuter life programming.

Jerico: I would just like to touch on the hiring process. The hiring process this year was a little different since Mary was elected to be the Commuter Commissioner. We reopened the application for the previous candidates as we thought they were also quite qualified. We believe that we still followed equitable hiring and did our best to navigate through this new situation.

*All in favour. None opposed. None abstaining. Motion passes.*

DISCUSSION ITEMS:

*Budgeting Procedure & Rules, put forth by Jerico Raguindin (10 minutes)*

Jerico: Usually the budget ratification meeting happens in between regular meetings, but we decided it would be best to join the two meetings today. I just wanted to go over the rules of this meeting while we review the budget. I encourage everyone in this meeting to ask questions and raise concerns about the money that we will be spending. Only voting members can motion to amend the budget or we can agree on a friendly amendment.

*VUSAC Fall 2021 Budget, put forth by the Budget Steering Committee (110 minutes)*

Jerico: Welcome to the budget ratification meeting. Here is just a summarized budget of what every Levy, Club, Commission, Executive and Staff are spending. We will go through each line item and review it then.

*Boundless Books & CARE UofT*

Kate: I am noticing budget line 9 (Bake Sale) states 200$ as revenue, but that they will be donating the money to CARE Canada. If I am correct, we don’t count donated money as revenue.

Jerico: That is right, if we are to strike the line we would have to motion for it

*Motion: Kate Haberl motions to strike Budget Line Item 9 (Boundless Books: Bake Sale Revenue), seconded by Tabina Ahmed*

*All in favour. None opposed. None abstaining. Motion passes.*

*Screenwriting at Victoria College & The Boundary*

Jerico: Just for context, any club that requests more than $1000 must have a representative present. Sammy is here from The Boundary, so if you have any questions we can address them now.

*Vic Records*

Jerico: I did have a question regarding the events that you have planned out for this year. I am wondering the size of your executive and whether or not how much planning has been done for all of this. These events require a lot of labour and I just wanted to ask if your club would be prepared to handle the work.

Zach: We have planned a bunch of events because we really want to bring out Vic Records as a club at UofT. The music panel event will be held online, so that wouldn’t take too much labour. As for our executive team, we currently have nine members including myself. We have enough members that we would be able to plan and execute these events well enough. As for the more music-based events, we are planning to host once a month, which we don’t think is too much to ask, especially with the capacity of our executive team.

*Vic Ultimate Werewolf Club & VLSA & Women in International Affairs & Women of the World*

Jerico: I wanted to ask a question for all clubs. Under the Budget Steering Policy, any item purchased under a club budget belongs to VUSAC. I wanted to know how you would be responsible for keeping the items in possession and making sure it isn’t taken for personal use afterwards.

Zach: We didn’t budget for a lot of material things. The couch that we did budget for will remain in our office. Based on our previous inventory that remains in our office, it goes to show that the items will remain there and not be taken after.

Tabina: A lot of the items I am requesting are gift baskets and gift cards that can be ordered online without a way of redeeming them. The finance director would also be responsible for handling these matters and ensuring it stays between us and well those receiving the items.

Sammy: In regards to the props, any props purchased using the budget would be returned at the earliest convenience.

Jerico: Thank you for all the responses.

*Academic Commission*

Fatima: Our budget for this semester is relatively small. Most of our events will be online discussions, panels, exam sessions, so our money is going towards giveaways for those that participate. We have linked the actual items that we will be included, so you can review them if you have any questions.

*Commuter Commission*

Cameron: I wanted to ask if the grocery gift cards will only be going to commuter students?

Mary: The grocery gift cards will be going to Vic students, whether commuter or residence. I check it weekly with Wanda from the Dean’s Office to ensure it is going to Vic Students.

Cameron: So that is the money that would have otherwise gone to pancakes?

Mary: Yes

*Scarlet & Gold Commission*

Kayla: The first just includes the merch that we hope to bring out. The other two budget for gift cards and props for the listening party and the Halloween event.

*Sustainability Commission*

Justin: We budgeted based on the previous year. We also budgeted an extra amount for new commission ideas, since our regular event is usually the Doc ‘n Talk. We hope to run events where we invite speakers in the sustainability industry and would reward them with a 50$ honoraria. This amount would also include catering for some of the events.

Jerico: I had a question regarding catering if you budgeted enough for that. If you’re having six speakers at 50$ each that would be 300$. If you wanted to include catering then you would need to allocate more.

Justin: We made the mistake in budgeting partly for the winter semester as well. We are expecting to only host two events for this semester and the other four next semester.

Jerico: Since two speakers would require 100$, the 200$ remaining can be used for the catering if you choose to do that. I believe it will be okay to leave as is unless anyone else wanted to comment.

Cameron: I wanted to ask if you could provide more specificity for the 700$ being spent for the general event.

Justin: It is there for events that we can run. We don’t have any tangible ideas yet, but the money is intended to be there if one does arise. We want to do some sort of crafts events, but that is still being decided.

*Motion: Cameron Miranda-Radbord motions to table Budget Line Item 94 (Sustainability Commission: New Commission Ideas) to the next VUSAC meeting, seconded by Tabina Ahmed*

Justin: That is fine, I will reconvene with the Sustainability Commission so we can provide more detail.

Cameron: I think it just might be helpful for the Sustainability Commission to have the extra time to plan on how they want to spend their money.

*All in favour. None opposed. None abstaining. Motion passes.*

*International Councillor*

Tazneen: For the amount of food we might need, we just included a rough estimate depending on the number of registrations, which we can keep track of by using a ticketing system

Jerico: Have you considered having the event for free instead of charging attendees $2.50?

Tazneen: I did consider it but I was confused on whether or not we had to generate revenue. If we don’t then we would prefer to have the event for free.

*Motion: Kate Haberl motions to strike revenue for Budget Line Item 101 (International Councillor: Vic Cultural Fashion Show), seconded by Tabina Ahmed*

Jerico: This way we will not be charging for the event anymore.

*All in favour. None opposed. None abstaining. Motion passes.*

*President*

Jerico: All of my budget items except the VPI Summer Honoraria have already been spent. These were budget items for the summer since we did have a hiccup where we lost our domain for the day. I went ahead and paid for that. I also included my rationale for the Uber delivery. We discussed the VPI Summer Honoraria at the previous meeting, so it is just being included in the budget.

*Motion: Jerico Raguindin motions to strike Budget Line Item 108 (President: VUSAC Canva), seconded by Sooyeon Lee*

Jerico: This is because it will be budgeted under the Communications Coordinator.

*All in favour. None opposed. None abstaining. Motion passes.*

Cam: I noticed you have two XL pizzas, and I think that should be removed.

Tabina: I wanted to clarify because that was my bad. I did the budget and forgot to remove the example description.

Jerico: We can make it a friendly amendment.

*VPE*

Soo: I am planning on surveying the members of the VCU asking them about equity concerns and how we can be more accessible. It would be a great chance to see what we should be focusing on to gauge feedback and adjust for the students’ needs. The gift cards are to hopefully get students to participate. We also included the shipping option in case students preferred that as a more accessible option.

*VPI*

Tabina: Firstly, a friendly amendment to remove the description for the President’s Honoraria. The next item is so we can have people come in during our retreat and give us training, so we will be giving them each $100 as compensation. Lastly, each member will be receiving $20 for day 1 of the retreat to compensate for food and do a pizza social for day 2.

*VPSO*

Kate: The line description explains it well. The VPSO Contingency Fund is there to reallocate to clubs if they weren’t able to meet the budget deadline.

*The Cat’s Eye*

Cameron: I noticed a lot of Clubs, Levies etc have a premium Canva Account. Would it be possible to get one account and share it with the other bodies?

Tabina: I think it’s a great idea since I have used a Canva Pro account with the Dons. I do feel like it would be a lot easier if everyone had their own to prevent mixups or losing any projects.

Jerico: I did notice that as well. It is general practice for clubs to purchase Canva, Google Drive and other administrative tools. I would be open to a discussion at another meeting on centralizing all clubs’ needs.

*VCAA & VCDS*

Lisha: I am the producer of VCDS. I was wondering if VCDS Execs get honorariums? That’s what I was told for my transition meeting, but I am not sure.

Jerico: Have you checked your constitution or to see if past people have been paid?

Lisha: There are no details about it in the constitution and I also didn’t receive a transition report.

Kate: The VCDS constitution says the budget will include a $1000 honoraria for each executive producer and a $500 honorarium for the artistic directors and each technical director. It does say that these are all received at the end of the season, so I presume that this would be budgeted for in the winter semester.

Jerico: So that means that you will budget for your honorariums next semester. If you want to pay other directors honorariums above $200, you will have to go through a constitutional amendment to be passed through VUSAC.

*CRO*

Jerico: In an attempt to increase engagement, we had raffle prizes for anyone that attended Town Hall. We had $10 gift cards for up to ten people.

*Finance Chair*

Jerico: I would like to talk about the Internal Contingency Fund. Everything else not budgeted for is considered the surplus for the fall semester and will be carried over into the winter semester for more spending. The ICF budgets $2000 for emergencies in case of over expenditure or immediate need. If we ever need to use the amount, we will discuss the reasons why at the nearest VUSAC meeting.

*Office Manager*

Cameron: Do you know how long we have had the lease for the photocopier? It seems to be very expensive and I think it would be cheaper to just buy a photocopier.

Jerico: I don’t know because it’s just something that is budgeted throughout the years. I do think it is wise to discuss further.

Cameron: I also noticed we pay for phone lines at the university, do people ever call us?

Jerico: Yes. The phone lines are a resource, especially as we get the office back open.

*Any addresses*

Cameron: I wanted to ask why VicPride is not included?

Kate: Their financial situation is a bit of a snafu. While we try to figure their situation out, they have received an extension. They will be working with the Finance Chair to submit a budget at a later date.

ACTION ITEMS POST-BUDGET DISCUSSION :

*Motion by Jerico Raguindin to ratify the Fall 2021 Budget, Seconded by Tabina Ahmed*

*All in favour. None opposed. None abstaining. Motion passes.*

Governing Bodies:

*Board of Regents, put forth by Leila Tjiang (3 minutes)*

Jerico: Leila is one of the BOR representatives. She wanted to come and explain what the BOR is and what it entails. The BOR is the highest governing body at Victoria University. They control the budget of the entire university, it’s an operating budget of millions of dollars, the funds and the endowments. A lot of the land on Bloor is owned by Victoria Univerisity because of its colonial legacy. They rent it out to multimillion-dollar corporations/stores and so we make a lot of money from that.

Leila: I am just here to reintroduce the BOR representatives and explain what we do for those that are unfamiliar. The BOR is an oversight committee that oversees a lot of matters aside from just academics. It is divided into five committees: Executive / Finance, Pension & Audit / Governance and University Affairs / Investment / Property. Five students sit on the board where we aim to represent student input. The rest of the board members are various people with associations to Vic, people with expertise, alumni and faculty/administrators. Some of our big priorities this year are transparency with the board, ensuring that everything from the Ryerson report is followed through with, and pushing for divestment at the board. We will occasionally come to these meetings to update you all on what has been happening. Most of the meeting is open to anyone, so if you would like to attend you can reach out to me at [leila.tjiang@mail.utoronto.ca](mailto:leila.tjiang@mail.utoronto.ca) or any other representative. Also, don’t hesitate to reach out if you have any questions/concerns you would like to address.

Jerico: Ultimately, the board has a say on any big changes/initiatives students may have for Vic.

Lelia: As I mentioned, the board is an oversight body. People bring information to the board and the board decides what to do with the information. The only “new” work that is done might be when it comes to money/investments. Big changes start here and trickle down the Vic bureaucracy.

*Motion: Sooyeon Lee motions to adjourn the meeting, seconded Kayla Man*

*All in favour. None opposed. None abstaining. Motion passes.*

*Meeting adjourned at 7:07 PM.*