



## **VUSAC Budget Ratification Meeting Minutes**

**Call to order:** 5:30 PM, January 22<sup>nd</sup> 2021

**Land Acknowledgement:** Faye Tan

Faye: 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 most recently, the Mississaugas of the Credit River. 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.

**Official Regrets:** Leila Tjiang

**Approval of the agenda:** *Motion by Tran to approve the agenda for the Budget Ratification Meeting, seconded by Kate. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

**Meeting Link:** <https://utoronto.zoom.us/j/97176254249>

**Meeting ID:** 971 7625 4249

**[Meeting Procedures Infographic](#)**

**[VUSAC's Guide to Robert's Rules](#)**

### **DISCUSSION ITEM:**

*Discussion of Budgeting Procedure & Rules for this Meeting (10 minutes)*

Faye: Before we jump into looking at the budget, I just wanted to let all of you know that I'm working on catching up on the outstanding bank reconciliations. Unfortunately, VUSAC is about 8 months behind on our reconciliations. I can personally only work on bank statements in person at the VUSAC Office so that's one of the reasons why we're behind. Despite the fact that they are not finished, we can still receive like the 30% funding check for this semester, so that is still being processed right now, which is great, even though the bank reconciliations are not up to date. The current bank account in VUSAC's name has around \$128,000 in it. The internal clubs funding is around \$33,000 so we are in no danger of exceeding our funds. We hope that all the clubs have received the preliminary budget and that you have submitted any comments. Because of the tight timeline, there was no grievance period this year, so this meeting is the time to submit any amendments you need. When we ratify the budget today, this will be the final official budget for the year. If you have any amendments afterwards,

Kate: I was just wondering if you know when the next wave of budget reimbursements will be coming out?

Faye: I think Michelle and I have looked through them and they will be mailed out soon. The form for the winter 2021 reimbursements will also be released this weekend too! If you need to get money quickly please email me or Michelle and we hope to get it as soon as possible.

Hannah: I was just wondering if I could motion to add a line to the preliminary winter budget, I was told that that's what I would have to do I'm just wondering if I should say the amount right now.

Zoe: I believe you can do that, during our discussion when we go line by line through the budget

Faye: Alright, we are going to go through the budget group by group now. I'll give everyone a chance to look at it and tell you all what the Budget Steering Committee had to note about it.

*Discussion of the VUSAC Winter 2021 Budget Proposed by the Budget Steering Committee (1 hour and 50 minutes)*

### **Academic Commission**

### **Arts and Culture Commission**

Faye: I received an email from the arts and culture email asking for a motion to replace this budget with an alternate one because they accidentally submitted the fall budget instead of the winter budget.

Jenny: I named the fall and winter budget the same name, but I meant to submit the winter budget instead

Faye: I just had a few comments from the Budget Steering Committee, first line 277 says there for gift cards for 4 cards for \$20 each and then the expected expenses \$100, so I think either maybe this should be \$80 right or did you mean to get five gift cards?

Jenny: Oh yeah, you're right I just that's just me being dumb.

Faye: Okay I can change that. Second, for line 278, this one for the submissions it looks like there's three categories and each category has a winner and one runner up, so I think the expected expense should be \$450 because if there's three people who get the hundred-dollar prize and then three people who get the \$50 prize.

Jenny: I just want 500 because I'm not really sure if that's the actual way we're going to do it. This is in the like the very early stages of planning and we're doing this as an event with motion pictures so I'm going to have a couple of follow up meetings with them, but I just put 500 for now. We may not end up using that \$500.

Faye: Thank you. Also line 282 says three acrylic trophies and then they look like they're \$65 each so there's three trophies for \$65 that's \$195. And then it's budgeted for 500 so is the rest for for shipping? It also looks like the shipping is \$305 budgeted, I just wanted to ask if that was intended.

Jenny: Oh, it's because I went on the website right to just check it out. It wasn't fully clear, I mean to call the actual company and see what we can do with that. But when I put it in the checkout cart obviously that didn't include tax or any additional like shipping fee. But they are located in Toronto so I'm not sure if I can just go there and pick it up, so I just put like a round number as an estimate because I'm not actually sure how much it will end up costing but most likely it's not going to be \$500.

Faye: Okay, for line 282, this line says, "extra money in case of shipping costs", but then this line also has shipping costs.

Jenny: So, your second shipping costs line is for shipping to actual people individually when I'm making the packages, so that that's going to be an extra shipping costs, I don't actually know how much shipping labels cost, I'm sure the Commuter Commission is very familiar with that. The shipping costs that I included in the budget line for them are just prizes that would be for shipping, like the bulk shipment to my house or two when my Commission members house and then we'll package it and then ship it forward to people who participate in the film festival.

Jay: I wanted to say that usually when we are adjusting expenses and revenue amounts, we have to go through and motion. Because this budget hasn't been approved yet, I think you can probably just change that.

Zoe: I believe that this is correct.

Jenny: I would be very happy to have any changes made.

Faye: The total has been changed, so the new amount is \$3,800, which is a \$625 increase.

*Motion by Jenny Zhang to replace the current Arts and Culture with an updated budget for the Winter 2021 session, seconded by Jay. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

### **Commuter Commission**

Rheannon: For line 24, we will not be requiring shipping for this since we are giving out gift cards. The \$100 that we requested will either be split into four times 25 gift cards or five times \$20 gift cards for winners. For line 27, we were going to host an event with the Commuter Dons, but they haven't decided what type of event this will be yet. Regardless of what type of event it is, we will not need to account for shipping with this. Because we know that we're leaving that event space said that slot open for our exact to make an event for line 32 I'd like to motion to strike this from the budget.

*Motion by Rheannon to strike line 32 in the Commuter Commission's budget entitled "Gift Card", seconded by Alexandra. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

Rheannon: For line 21, I would like to rename the line to "Movie Night for Vic for a Cure" and that the event type is TBD. For line 22, this is an increase in the amount that we are requesting. Line 22 is a February collaboration DO event the current amount is \$200 which was the first estimate that my collaborations do had given me, although they had further consulted with Boundless Books, where they're doing a collaboration with, and found that the shipping costs will be nearly \$350. So, we would instead like to request \$350 which is \$150 more than what we currently have on the budget.

Jay: If we are adjusting expense accounts then that needs to be motioned on.

*Motion by Rheannon to increase the amount from line 22 in the Commuter Commission's budget from \$200 to \$350, seconded by Nerija. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

Rheannon: The last thing here I'll just explain it first and then propose my motion to add a budget line. Our first year Executive Council will be putting together a Spotify profile where students can send us their playlists such as study jams/work tunes etc.. The cost for this was \$9.99 per month which means it's \$39.96 Canadian for four months.

Alexandra: The reason why we decided not to use the student membership is because we didn't want it to be tied to a person's student number. We also wouldn't be able to use the account in the same way

*Motion by Rheannon to add line 34 in the Commuter Commission's budget entitled "Commuter Spotify Playlist" for \$36.96, seconded by Nerija. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

## **Equity Commission**

Soo: I would like to amend line 36. I made this budget before I shipped all the packages for our sweater giveaway but turns out that the delivery rates were higher than I expected. If someone could motion on my behalf that would be awesome.

*Motion by Rheannon to increase line 36 in the Equity Commission's budget to \$22.20, seconded by Maggie. Motion passes*

- Favour: all
- Opposed: none
- Abstained: none

### **Mental Wellness Commission**

Faye: We asked for a few clarifications to items in their budget and they sent us those which was awesome. For these alpaca plush toys, we were asking about the unit and the price, so thank you Dorian for clarifying. They wish to purchase four boxes of 60 plushies for a total of 240 plushies. They are about \$4.98 Canadian dollars each, which is a total of \$1,195 and 20 cents for the plus ease and then I believe the rest is for shipping. Also, they put the number of stickers that are being purchased to explain this expected extensive \$1,430 so the reply was that there are 223 stickers multiplied by the number of clubs, levies, and commissions who are wanting to be involved which are around 10 and it's less than \$2 per sticker. Then for the Spotify playlist the clarification for this was that we weren't wanting to know if this is the expected shipping for line 28 and 39, and this is just a placeholder for initial shipping expenses.

### **Scarlet and Gold Commission**

Faye: We wanted to clarify for line 45 we wish to specify how many gift cards and the amount of each gift card to explain the total expected expense. I have received a reply and the explained expense of \$150 is that they wish to purchase \$25 gift cards and six of them so that looks fine. And then for line 47, we wanted to clarify if this included shipping costs, and the response we got was that there is no shipping very similar to this and a similar event in fault items will be left by Margaret front desk and picked up by the winners, so this does not include shipping.

Fatima: For the shipping note, that's how we did one of our events in the fall, but it really depends on what the amount is when it rolls around and it depends on who gets what.

### **Sustainability Commission**

Jerico: Leila and I wanted to add two additional lines. One of them will be for \$100 for social media promotions and another one will be \$20 for workshopping fees for a project that we are carrying over from the fall semester.

Kate: Can I amend the motion to \$30 instead of \$20?

*Motion by Kate to add line "Facebook Promotion" to the Sustainability Commission's budget for a value of \$100, seconded by Alexandra. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

*Motion by Kate to add line “Groceries for Workshop” to the Sustainability Commission’s budget for a value of \$30, seconded by Nerija. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

### **Vice President External**

Tran: Did you budget for shipping in the cost for sweaters?

Michelle: No, because those will be accounted for in the mailing budget line.

### **Vice President Internal**

*Motion by Tran to add a line “VUSAC Sweater Shipping Costs” to the Vice President Internal’s budget for a value of \$250, seconded by Joy. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

### **Vice President Student Organization**

#### **Chief Returning Officer**

#### **Communications Coordinator**

#### **Chair**

#### **Finance Chair**

#### **Office Manager**

Faye: Line 81 currently has a balance of \$297 but there’s no description attached to it if you could explain that?

Holly: That was a typo on my part. If someone could motion to strike it that would be great.

*Motion by Nerija to strike line 81 from the Office Manager’s budget, seconded by Alexandra. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

*Motion by Alexandra to recess for 5 minutes, seconded by Rheannon. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

## **The Boundary**

Faye: Maybe Jay can speak further on this, but for the line graphic designer honorarium, the Budget Steering Committee just noted that this requires student hiring notice from the VPSO.

Jay: They are going to ensure that equity is at the top of mind when they are selecting their new graphic designer position. They also had to tell us that they were applying for a student honorarium and what it was going to be used for.

## **Boundless Books**

Faye: There is just one comment from the budget steering committee, so we asked that for line 91 the giveaway that the unit price and shipping is explained. The reply was that it's estimated to be \$170 based on six to eight books at 15 to \$20 each and the shipping is budgeted for \$50 so that will just explain the expected expense and that was the only comment

## **Care UofT**

Faye: I believe they had a motion to strike the line for website design?

Jay: They didn't know that they had access to website hosting through ULife. They are going to motion to strike the line because of that.

*Motion by Jay to strike line "Website" from Care UofT's budget, seconded by Maggie. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

Faye: For line 95 the gift bags, there was a clarification requirement from the budget steering committee, we asked them to explain the expected expense and it sounds like they expected to send five times \$10 gift cards, so the total expense should be \$50. I'm not entirely sure what's happening here because there's a discrepancy in their budget. Can I get a motion to table ratifying their budget?

*Motion by Kate to table the ratification of budget line 95 in Care UofT's budget until a later date, seconded by Alexandra. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

## **Goose Fiction**

Faye: We wanted to ask if their budget included shipping because if Goose fiction is budgeting for 25 copies times \$5.15 cents for each copy that's a total of \$128.75 so is the rest of this expense of \$350 for shipping? That would be like I can calculate it right now, that would be \$14 for shipping per copy which seems a little high.

Jay: Apparently, they will be picking up the copies from the printer themselves so all the money will be going directly towards printing the copies. I believe that it is more expensive this year because they are not ordering as many copies.

Tran: Do we know how they are distributing these journals or who is receiving them?

## **Hey, Teach! Magazine**

Faye: First of all, for this Canva month pro monthly account, I have emailed them and given them the credentials for the VUSAC account, and they have replied asking to strike this line. Also for the line entitled "Adobe InDesign monthly plan," the price has actually recently been increased from \$40.99 to \$46.32. If someone wants to motion to strike line 98 and then to amend line 97 to increase this amount due to the increase in price per unit that would be great.

*Motion by Jay to strike line 98 entitled "Graphic Design Software" from Hey, Teach! Magazine's budget, seconded by Max. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

*Motion by Jay to increase line 97 from Hey, Teach! Magazine's budget from \$675.50 to \$753.30, seconded by Kate. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

## **Screenwriting at Victoria College**

### **UofT's Veterinary Medicine Club**

Faye: We asked if line 111 included shipping in their expenses, but we didn't hear from them.

## **Vic Chorus**



## **Vic Dance**

Faye: The Budget Steering Committee just had one question for line 117. If the expected expense is \$150 and there are \$10 per gift to pay for it— I see it says about 15 presenters—if there are 15 presenters, then there's zero dollars left for shipping. It looks like this line is supposed to include shipping, but even if there were 13 or 14 presenters it doesn't include that much money to ship out gift bags.

## **Vic iTeach**

## **Vic Records**

### **Victoria Black Student Network**

Faye: Because all of their revenue will be donated, we need to change their expected revenue to \$0 since it's all going towards their scholarship. We need someone to motion this.

Jay: The amount will be donated to the BIPOC scholarship. They aren't going to write down donated funds on the budget because they aren't going back into the club and they are sometimes unpredictable to account for.

*Motion by Jay to set Victoria Black Student Network's expected revenue in all their line items to \$0, seconded by Nerija. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

### **Victoria College Environmental Fashion Show**

### **Motion Victures Film Production Club**

### **The Unsanitized Club**

Faye: Is the revenue going to be donated? If so, the expected revenue for line 146 and 147 should be \$0.

Kate: We do plan on donating the revenue so it should be \$0

*Motion by Kate to change the expected revenue for line 146 and 147 from The Unsanitized Club's budget to \$0, seconded by Alexandra. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

## **The Women's Circle**

### **Acta Victoriana**

Faye: They would like to motion strike line 153 and 154. I'm not entirely clear on why.

Jay: Acta Victoriana resubmitted their budget request slightly altered so all the motions coming with this are to make sure that they are adhering to their new budget request. They also never had any price values associated with them to begin with so that's why they're striking them now.

*Motion by Tran to strike line 153 from Acta Victoriana's budget, seconded by Kate. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

*Motion by Alexandra to strike line 154 from Acta Victoriana budget, seconded by Maggie. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

Faye: They would also like to strike line 158.

Jay: The Co-Editor and Chiefs of Acta Victoriana have already budgeted for and released their honoraria last semester so that's why it's getting cut.

*Motion by Nerija to strike line 158 from Acta Victoriana's budget, seconded by Alexandra. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

Faye: They also want to increase line 155 from \$2000 to \$2500.

Tran: What was their reason for increasing it?

Jay: They didn't have a rationale for this but I'm assuming that they miscalculated and received a more accurate quote than what they had initially budgeted for.

*Motion by Alexandra to increase budget line 155 from Acta Victoriana's budget to \$2500, seconded by Elaine. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

Faye: They also want to increase line 156 from \$600 to \$800 so that they can include more pieces in their journal. They want to increase the number from 30 to 40 pieces in their journal.

Jay: They will be publishing 40 pieces which is why they are increasing it by \$200.

*Motion by Alexandra to increase line 156 from Acta Victoriana's budget to \$800, seconded Kate. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

Faye: They have also requested to add a line for the position of submission manager for \$200. Sounds like this is a repeat for a position they have had in the past.

*Motion by Alexandra to add budget line "Submission Manager" to Acta Victoriana's budget for a value of \$200, seconded by Elaine. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

## **Caffiends**

### **The Cat's Eye**

Faye: There was one question from the budget steering committee about line 167. We just asked that they clarify the prices for these different sizes and to explain the expected expense. They want to pay \$200 for each 18x18 art piece, \$350 for each 28x36 art piece, and then there is a remaining \$150 for framing and creation of plaques to commemorate each creator. I think that's pretty reasonable if anyone else has any comments on it?

## **Victoria College Athletic Association**

Antoine: We were wondering if it's possible to reallocate the funds for grocery costs to the clothing subsidy and shipping costs.

*Motion by Alexandra to strike line 209 from the Victoria College Athletic Association's budget, seconded by Tran. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

*Motion by Alexandra to increase line 210 from the Victoria College Athletic Association's budget by \$20, seconded by Nathan. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

*Motion by Alexandra to increase line 213 from the Victoria College Athletic Association's budget by \$100, seconded by Nerija. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

### **Victoria College Drama Society**

Faye: Since they submitted their budget, COVID got even worse and they've had to cancel their bookings at the Isabel Bader Theatre which is mainly what the Budget Steering Committee had questions about. They would like to have someone table discussion of their budget to a future meeting.

Jay: They also told me to say that they are very sorry about it. The revise budget will come up at a future meeting.

*Motion by Jay to table ratifying the Victoria College Drama Society until a later date, seconded by Alexandra. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

### **VicXposure**

#### **World University Service of Canada**

Tran: I was going to ask why there was 10 tickets sold for \$2.63 each? Is that supposed to be January 1<sup>st</sup> or February 1<sup>st</sup>?

Maggie: That is supposed to be February 1<sup>st</sup>, I'm sorry.

Faye: So WUSC expects to sell 10 tickets on February 1<sup>st</sup>? Sorry, that just seems very exact.

#### **The Strand**

Faye: The Budget Steering Committee just asked that The Strand clarify for line to 71 the sweater budget so we just ask them to provide number of units and their explanation for their expected expense of \$900 is that there's going to be 26 units of \$30ish dollars, plus a \$50 base fee which equals \$130 and then I guess some of it is allocated for like taxes or unexpected expenses.

Michelle: I wanted to make a motion on behalf of the Student Projects Committee to add their budget. This amount will be \$72,007.01 into their expense line.

Hannah: I think that amount is actually supposed to go into funding?

Jay: I think The Student Projects Fund line item was under the expense column last semester and then you could just reallocate from that line item when you have a project that you want to fund. vBut it also makes sense under the funding column as Michelle is suggesting.

Michelle: I'm happy to amend that.

*Motion by Michelle to add \$72,007.01 to the Student Projects Committee funding line, seconded by Nerija. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

ACTION ITEM:

Faye: Just so you all know, the budget we are ratifying right now will be the final budget.

Jay: Two levies didn't submit their budgets (VISA and VicPride). This is because VicPride! currently has no executive members. I will be following up with VISA.

*Motion by Michelle Zhao to ratify the 2021 Winter Budget (3 minutes), seconded by Jenny. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

*Motion by Nathan to adjourn the meeting, seconded by Maggie. Motion passes.*

- Favour: all
- Opposed: none
- Abstained: none

Meeting adjourned at 7:21 PM.