



# AS Finance Council

January 31, 2023 4:00 p.m. Teams Online

**Members: Present:** Brandon Denny, Chair (AS Business Director), Sargun Handa, Vice Chair (AS President), Bella Bedard (Activities Rep), Meagan Brown (delegate for AS Student Senate President), Madi Gilbert (Central Services Rep), Kiara Kim (ADEI Rep)

**Advisor:** Raquel Vigil, Assistant Director for Business Services and Planning

**Secretary:** Cindy Monger, VU Administrative Specialist; Sam Hughes, VU Business Services Program Support

## MOTIONS

- FC-23-W-02** Approve the minutes of January 24, 2023. **Passed**
- FC-23-W-03** Approve the Finance Council Rules of Operation as stated in Doc. 1. **Passed**
- FC-23-W-04** Approve the AS Council Values Statement (Doc. 2) with the amendment of adding back in under Equity: "The council recognizes that there are areas that need extra attention: dismantling antiblackness, amplifying student voices, etc." **Passed**
- FC-23-W-05** Approve the AS Funding Proposal Rubric as stated in Doc. 3. **Passed**
- FC-23-W-06** Approve the AS Reserves Policy & Procedure as stated in Doc. 4. **Passed**
- FC-23-W-07** Approve the AS Reserve Policy (Doc. 4) with the change in Large Events to Purpose: For funding events for Programs & Services that will enhance the Western Student experience and are beyond the scope of their allocated Operating Budget. **Passed**

**Brandon Denny, chair, called the meeting to order at 4:03 p.m.**

### I. Call to Order

### II. Introduction of the Council Members

**III. Revisions to the Agenda-** Handa asked to either table the AS Reserve Policies draft action item or review the document before voting. The council reviewed the action item before voting.

### IV. Public Forum

### V. Approval of the Minutes- January 24, 2023

*MOTION FC-23-W-02 by Brown*

Approve the minutes of January 24, 2023.

Second: Handa

Vote: 4-0-1

Action: Passed

### VI. Information Items

### VII. Action Items

#### A. Rules of Operation

*MOTION FC-23-W-03 by Bedard*

Approve the Finance Council Rules of Operation as stated in Doc. 1.

Doc. 1

Second: Gilbert      Vote: 5-0-0      Action: Passed

B. Values Statement

Doc. 2

Monger said if there isn't anything specific the council wants to add under the Equity section, the struck out sentence, "This year the council recognizes that there are areas that need extra attention: dismantling antiblackness, amplifying student voices, etc." and comment asking if this sentence is applicable this year or if they want to give another focus can be removed. Denny asked if the council had any suggestions for the sentence, and if there should be a particular group mentioned or if the sentence should be removed. Handa suggested removing "This year" out of the sentence and having it be a standing line in the equity section. Denny agreed.

*MOTION FC-23-W-04 by Handa*

Approve the AS Council Values Statement (Doc. 2) with the amendment: "The council recognizes that there are areas that need extra attention: dismantling antiblackness, amplifying student voices, etc."

Second: Bedard      Vote: 5-0-0      Action: Passed

C. Funding Rubric

Doc. 3

Denny asked the council if they wanted to make any edits to the document before bringing it to a vote or if they have any questions. Vigil said, "I want to make sure we [the council] all understand that this will be the rubric in place for all funding proposals. Budget, Grants and Large Event." Denny said this is the rubric for everything the Finance Council is involved in: from grants, to large event requests, to budget requests throughout the rest of this quarter and next quarter.

*MOTION FC-23-W-05 by Brown*

Approve the AS Funding Proposal Rubric as stated in Doc. 3.

Second: Handa      Vote: 5-0-0      Action: Passed

D. AS Reserve Policies

Doc. 4

Vigil agrees with Handa that the council should review the AS Reserve Policies before voting, and then if everyone feels comfortable the policies can be voted on. Denny read through the draft of the AS Reserves Policies.

Vigil clarified that this document was reviewed and revised as appropriate by her, Denny Monger, and Eric Alexander (Exec. Director for Student Engagement and Director of the VU) not created. Now it is time for the Finance Council to review and approve and add or subtract to the document as appropriate. Denny wondered if Vehicle Replacement was allocated yearly. Vigil said, "Vehicle Replacement is allocated yearly. Not necessarily spent each year. And no carry forward of unspent allocation from previous years". Brown asked where funds go that are allocated yearly but don't have carry over. Vigil said the funds go back into the Reserve Fund to be distributed as per the priority that is set out in the procedure. Vigil said, "Note: I want to make sure the grants is in line with the Charge and Charter currently passed by the Executive Board and Student Senate. I forgot to verify this". Monger did not add that they would be seen as consent items and

suggested adding that to the document to ensure the AS Reserve Policies align with the Charge and Charter, but Monger is unsure if that is needed. Vigil said because it isn't needed to add this change because the procedure is laid out in the Charge and Charter and intent of multi-Board approval for anything over \$50,000 is laid out in the AS Reserve Policies. Handa confirmed that the amount of \$50,000 is correct and in alignment with the Charge and Charter.

*MOTION FC-23-W-06 by Handa*

Approve the AS Reserves Policy & Procedure as stated in Doc. 4.

Second: Gilbert

Vote: 5-0-0

Action: Passed

Bedard asked if in the AS Reserves Policy, if the people proposing the Large Events must be part of the AS. If not, is this where an Instagram post would be beneficial? If it needs to be a student group, there may need to be clarifying language in the policy. Vigil said there used to be language in the policy about who could apply for the Large Event Fund, and it is AS Organizations. If a group of students were sponsored by an AS Organization, they could apply that way, but it is not open to the general student population. Monger said that the language in the policy did not go away, but perhaps it is not as clear as the council wants it to be. Monger asked if the council wants to add something to the document to clarify this.

Brown asked where clubs fall under this. Can clubs apply for the Large Event Fund? Vigil said that AS clubs have funds available through the Activities Council. If clubs are interested in seeking funding, they go through the Activities Council for those funds. The Large Event Fund was set up for funded organizations of the AS who have an unforeseen opportunity, but don't have allocated funds to support that opportunity. If it is a departmentally related club, then they go through their department or as appropriate they go to whomever funds them within the institution. Denny said the language in the policy should be clarified. Vigil is open to feedback about the language about the clubs and doesn't want to put prohibitive language in the policy because then it sounds like the club system is not being supported. Vigil wants to make sure that clubs are being adequately funded, and at this time there are funds that are distributed for club use by the Activities Council and the ESC, but either area ran out of funding could come forward to ask for additional funding. Bedard asked if it would be acceptable to list out the priority in the policy, for example saying priority is given to certain groups as opposed to clubs to try to reach a middle ground about not being prohibitive and ensuring who the funds are intended for is clear. Denny suggested breaking down the hierarchy, for example saying organizations that oversee specific clubs can apply, but not specific clubs under the organizations themselves. Denny asked how we separate Programs and Services between the overseeing group and the things that are supported under that. Monger said that this distinction is contained in the definition for AS Programs & Services and groups supported under organizations would not fall under that definition because they do not have an operating budget. Denny thinks more clarification is needed and this could be a confusing part for people. Monger suggested altering the sentence to say, "For funding events for AS Programs & Services that will enhance the Western Student experience and are beyond the scope of their allocated Operating Budget". Vigil said it does, and the key word is "allocated Operating Budget". It is up to the Business Director how it should be worded in the message that goes out to the AS in order to provide clarity. This change was put to a vote.

*MOTION FC-23-W-07 by Brown*

Approve the AS Reserve Policies as stated in Doc 4 with the change in Large Events to Purpose: For funding events for AS Programs & Services that will enhance the Western Student experience and are beyond the scope of their allocated Operating Budget.

Second: Bedard

Vote: 5-0-0

Action: Passed

**VIII. Other Business**

- A. Funding Proposal Brainstorm- Denny asked the council if anyone had ideas for how to spread the word that funding for grants is available, and how to increase the knowledge of how the council goes about evaluating grant proposals and funding. Brown said, most AS organizations have Instagram. Would it be possible for these organizations to post about the fact there are grant funds available through the AS? Vigil is unsure about Instagram and asked if it would appear to the general Western community that the opportunity is open for the full university when that is not the case. Brown said it could, but if the Finance Council had their own Instagram account the post would only appear to that page's followers. But if other AS Organization accounts share that post it would get out to a larger portion of the university. Vigil does not want to mislead the general Western community to think they can apply for a grant when this grant is only for AS Organizations as defined in the documents that were reviewed earlier. Denny said the phrasing of the message would be important to make it clear who the funds are available to. Denny asked if this is something the council wants to do on Instagram or in the form of an email or newsletter. Denny said he is open to social media, but the message needs to be well-tailored to avoid misleading people about who the funds are available for. Bedard said the ASWWU Staff Info Hub Teams could be an option. This group of people may be more specific as opposed to sending the message to the broader Western community. Denny asked if the dollar amount that is available should be stated. Vigil said it should be stated for transparency. Vigil also encouraged Denny to talk to the Fund Financial Manager, Eric Alexander. Alexander might have ideas about the sustainability of proposals that have been coming through to fund staff with no real plan to operationalize those costs at the end of the year or two. Vigil said push is coming to shove and they are getting worried about where they are at with employees that have been funded through grant proposals for the last few years and where continued funding for those positions will come from. Denny asked if the council wants to include any documents with the message about grant proposals, such as the Funding Proposal Rubric, or if a link to that information would be better. Bedard said the various steps for submitting a proposal and metrics that are used to evaluate proposals could be unclear to people, so linking or listing the steps in the message would be a good idea, especially about what the council is judging grants by and what kind of ideas they should be thinking up. Vigil clarified that the council does not judge proposals, but rather evaluates them. Vigil said, "Send the rubric out with the notice of fund availability". Denny said that past grants could be referenced in the message and that it is important to mention what criteria the council follows for proposal evaluation and how the decision-making works. Vigil said, "Maybe an email blast out to Budget Authorities and Student Budget Coordinators?". Brown said, "We could also send a general email to AS Staff about it". Denny asked if there is a group email list for AS Staff, but he was unsure if people would like that or if it would be viewed as spam. Vigil said there is an AS student staff email list and Budget Authority

email list. Vigil doesn't think it would be seen as spam and it would be transparent. Vigil said "You don't need to be a Student Budget Coordinator or the Budget Authority to propose an idea. You would for sure want their support for the area you are seeking to get a grant for".

Vigil said "I am aware of one proposal that may be submitted to hire a 2-year project employee (this may change) to support KUGS. Has anyone heard of others? I keep thinking there is one that will be forthcoming from the OC. But not sure?"

Bedard suggested in the future contacting the Student Staff Development Coordinator and having there be a byline about the Finance Council and the various funds that student staff can apply for through their organizations, perhaps in the student staff training. Vigil said if there is not enough interest this quarter, grant funding availability could be highlighted at the Spring Student Staff Development training.

#### **IX. ADEI updates-**

Denny asked for any updates related to ADEI work. Monger shared that Black History Month programming starts tomorrow. Denny said there was a luncheon and there will be events all week going into next week and throughout the month of February. Vigil said that there are changes and revisions that have occurred that impact the AS and the Finance Council. As recently as last year, the AS Budget process included the ADEI Unit, otherwise known as the Ethnic Student Center and Student Advocacy & Identity Resource Centers. Those two organizations that were previously housed within the AS are now housed under the ADEI unit within the Multicultural Student Center (MCC). They are no longer going to be asking for their budget through the AS Finance Council. This means around \$237,000 will be removed from the AS budget and moved to the ADEI Unit. Denny believes they will be asking for their portion of the S&A fee independently but needs to confirm. Denny said Michael Sledge sent an email today that discussions regarding presentations of everyone's section will be happening soon, which also includes the ADEI unit.

#### **X. Adjourn-**

Monger said in general the council would be deciding Friday afternoon whether or not there would be a meeting for the next week. At this point everything on the council's list has been approved, so unless there is a proposal that comes up or other topic that needs to be discussed, there may not be a meeting next week. Monger suggested Friday afternoon as the deadline to put something up on the agenda for the following week's meeting. Denny said the current assumption is the council will not meet next week.

***The Meeting was adjourned at 5:15 p.m.***