



Approved as Amended at July 26, 2016 Board of Director Meeting

**Board of Directors Meeting Minutes – Nipissing University Student Union  
Friday, June 24, 2016 at 5:30 pm  
Nipissing University Room B217**

**In Attendance:** Jordan Andrews (Chairperson)  
Markus Hawco (Vice-Chairperson)  
Brittaney Kent, Jordan Dempster, Dave Ratcliffe,  
Alex Cadotte, Sydney Lamorea, Jasmin Beal  
Erin Edge (Recording Secretary)

**By Telephone:** Rebecca Dubeau, Ray Mulville, Catherine Ridsdale,  
Destiny Murtaugh

**1. Formal Opening – Call to Order**

Jordan Andrews calls the meeting to order.

**2. Adoption of Agenda**

**Motion:** Jordan Andrews motions to adopt the agenda.

**Seconded:** Brittaney Kent

Jordan Andrews opens the table to discussion of the agenda.

Jordan Dempster would like to make an amendment to the Agenda.

**Motion:** Jordan Dempster motions to amend the Agenda and to table item 7  
Policy Approval until the next Board of Directors meeting.

**Seconded:** Jordan Andrews

**Motion carried to amend the agenda and to table item 7 – policy approval until  
the next Board of Directors meeting.**

Jordan Andrews asks all in favour to adopt the agenda as amended.

**Motion carried to adopt the agenda as amended.**

Jordan Dempster suggests that a Vice-Chair of the meeting needs to be elected from the executive members.

Sydney Lamorea nominates Markus Hawco.  
Markus Hawco accepts the nomination for Vice-Chair.

Brittaney Kent nominates Dave Ratcliffe.  
Dave Ratcliffe accepts the nomination for Vice-Chair.

Jordan Andrews explains that to vote for the Vice-Chair the vote can either be a hand raising vote or silent ballot vote. If someone asks for a silent ballot vote, it has to be silent ballot vote. Jordan Andrews asks the Directors on the telephone to send their vote by email to him.

**Markus Hawco was voted as the Vice-Chair of the meeting.**

**3. Adoption of Minutes**

**Motion:** Jordan Andrews motions to adopt the minutes of the April 20, 2016 Board of Directors meeting.

**Seconded:** Jordan Dempster.

**Motion carried to adopt the minutes of the April 20, 2016 Board of Directors meeting.**

**4. Executive Committee Updates**

**a) Jordan Andrews - President**

Building Project

- There has not been a lot of success in getting the trust fund money released by way of an Affidavit process rather than going to Court. The attorney, Rahul Shastri, of Kagan, Shastri Lawyers advised that there has not been any progress made to date and it may need to go back to Court to get the trust funds released which takes a lot more time.
- The executive committee has decided to move forward with KPMG to secure funding for the building project.
- There has been many successful meetings with Mitchell Architects, interior design, av, mechanical and kitchen consultants regarding the building project.
- Kate Lepage, The Wall's previous kitchen manager has been hired as a consultant for the kitchen design and proposals for the new building.

**b) Vice-President Legal & Governance – Jordan Dempster**

i) Policy Manual for NUSU

- Has begun developing policies for the internal aspects of NUSU operations.
- He has about fifteen (15) policies drafted that are in review by the other executives and staff.
- There will be some policies ready for approval at the next Board of Directors meeting.

ii) Student Appeals

- There have been two student appeals.

iii) Elections

- The student Senator bi-elections have been finalized. They will be held in September to fill the remaining 2016-2017 school year Senator positions that are open.
- The open positions are Graduate, Applied Professional Studies and Education student senator positions.
- The senator bi-elections will run from Monday, September 19<sup>th</sup> to Tuesday, October 4<sup>th</sup>, 2016.
- The executive and director at large elections for the 2017-2018 school year have yet to be finalized. He is trying to figure out election times that would include the education students.

iv) Conferences

Jordan attended the Canadian Federation of Students (CFS) semi-annual general meeting in Gatineau, Quebec on June 5<sup>th</sup> to 8<sup>th</sup>, 2016. He will provide a full report to anyone who would like it.

v) Sponsorship

- Jordan was appointed by Markus Hawco to lead the phase 3 sponsorship team. The phase 3 sponsorship team is responsible for reaching out to larger corporate companies for sponsorship.
- The team consists of Sarah McGowan, Director of Communications, Brittaney Kent, Vice-President of Communications, Dave Ratcliffe, Vice-President Services and Cat Ridsdale recently joined the team.
- They have created letters to send out to the companies which he has been sending out to the companies.
- They are also going to revamp NUSU's linked in page.

**c) Vice-President Services – Jordan Dempster**

i) Frosh Week

- Frosh kits have been selected and are just waiting on budget approval to go ahead and order items. He is hoping to have samples for NSO week.
- A lot of the Frosh week planning is done mostly in part to his fellow executives working alongside with Markus Hawco to stay on budget.
- The overall Frosh week schedule has been finalized and will be sent out to students.
- The Frosh leader schedule is being prepared and leader training needs to be finalized.
- The Frosh week logos for the theme Frosh Week's Greatest Hits have been completed. There are 12 team logos, the main Frosh Week's Greatest Hits logo as well as the Shinerama logo. He asks that the logos are kept top secret until they are released at NSO.

ii) Shinerama

- Shine day this year will be September 3<sup>rd</sup>, 2016. They are looking at bumping up the number of locations from 12 to 14. This will allow the students to be more prominent in the community as well as raise more funds for Cystic Fibrosis.

iii) Conference

- Dave attended a Cystic Fibrosis conference over the May long weekend. This will be instrumental in helping to plan and implement our Shine day. There is a lot of information which he gained from other students.
- Attended a Canadian Organization of Campus Activities (COCA) Conference on June 7 to 11<sup>th</sup>. The conference was a lot of networking for Frosh week, clubs and seeing what can be brought to Nipissing's campus.

iv) Shineball Baseball Tournament

- The baseball tournament is being held on September 10<sup>th</sup> and 11<sup>th</sup>.
- It will be a 2 day tournament this year. Having it for 2 days rather than 1 will allow up to 6 more teams take part and raise more funds.

v) Clubs

- He is working on new club policies over the summer.
- In September, with Markus Hawco, he would like to hold a clubs summit.
- This will help to make sure that all clubs are on track with their activities and budget.

d) Vice-President Finance – Markus Hawco

i) 2016-2017 Budget

- The 2016-2017 budget has been finalized from the executive point of view.
- The proposed budget will be reviewed and presented later on in the meeting.

ii) Sponsorship

- Sponsorship has done tremendously well so far this year. The original estimate of sponsorship was \$25,000.00 and sponsorship is now over that mark. There are a number of sponsors that we have which will be announced once contracts have been signed.
- This year there will be a student Perk card offered to students to purchase. There will be discounts offered to students with the card at participating businesses. The sponsors just need to be firmed up by signing the contract and the list will be posted for students to see.
- There are three different phases to the sponsorship outreach.
  - a) Phase 1 includes reaching out to all previous sponsors.
  - b) Phase 2 includes anybody in North Bay who would be a new sponsor. Some Directors are helping by creating additional teams to go and reach out to the businesses.
  - c) Phase 3 includes any business or corporation outside of North Bay on a larger scale.

iii) Financial Audit

The financial audit will be completed by BDO between July 18<sup>th</sup> and 22<sup>nd</sup>. They will be attending the office to review all financial documentation and complete the audit before the annual general meeting.

iv) Credit Card & Line of Credit

- Attempted to change the line of credit to be able to use it for a longer period of time. Right now it is only accessible from August to October. This is still in the works.
- Looked into changing the corporate credit cards from BMO to CIBC. Unfortunately, the corporate credit cards could not be changed for this year. For future years he will try and get the executive to switch to CIBC where NUSU banks.

v) Other Items

- Will be partnering up with some business professors for students in business/marketing classes to use NUSU as a business assignment.
- There is a sales and merchandise committee which will cover everything in regard to merchandise. NUSU has set-up an e-commerce web-site so that merchandise can be sold online. The committee will decide which merchandise will be sold on line.
- He has been working with Dave Ratcliffe to change the club budget lines. This is because in reviewing the clubs past budgets they spend too much money in not necessarily the best spots. This way NUSU can help monitor how the club money is spent in the best interest of students.
- He is finishing up financial tracking and will be posting it online on our new web-site. This way students can see monthly where and how NUSU's money is being spent.

- In house, he has set-up a tracking system for employees to submit receipts and attribute it to the right account or budget line.
- For the building project, is preparing a Northern Ontario Heritage Fund Corporation (NOHFC) Application to apply for money for the building. In talks with Maryanne Brubay, the Chair of the Board of Governors, who has a connection to the NOHFC.

**e) Vice-President Communications – Brittaney Kent**

Sarah McGowan, Director of Communications, her staff partner has been working very closely together on several projects.

**i) Handbook**

- All the content that they chose for the handbook came from Nipissing University, NUSU and the community.
- They took pictures of Nipissing Students on our campus to be in the handbook.
- A Nipissing Student designed the cover page for the handbook.

**ii) Website**

- The information from the handbook has been elaborated on the website.
- The goal was to keep the handbook, website and app cohesive and get traffic to link the three things together.
- The website is set to launch on July 7<sup>th</sup>. This is so that Frosh will be able to purchase their Frosh kits online through the Shopify account.

**iii) App**

- The current NUSU App is pretty horrible and not easy to navigate at all.
- Met with Campus Vibe and got a presentation on partnering with them for the App.
- Also met with Ohh La La and received a presentation on doing the App -with them. Their presentation was very impressive and because NUSU is a member of the Canadian Federation of Students (CFS) it is free for us. They will either revamp our App completely or design a new one for us which would cost about \$10,000-\$20,000 + maintenance but we won't have to spend any of that.
- The App will be a great way for students to stay connected and provide opportunities for students.

**iv) Conferences**

- At the beginning of May went to the all executive meeting for the representatives for the Canadian Federation of Students Conference. At the conference she was ratified as an official voting member of the CFS executive.
- Went to Skills Conference at the end of May.
- Attended the 69<sup>th</sup> CFS National Semi-Annual General Meeting.

- Attended the COCA Conference in Ottawa.
- She has reports completed on all the conferences that she attended and will be sending them out shortly.
- There are 3 delegates going to the National Aboriginal Cacous meeting this weekend. This is the first National Aboriginal meeting being held by CFS in Sault Saint Marie. She will sit down with the delegates next week when their back to see if it was beneficial and if NUSU should send delegates again next year.

v) Campaigns

- There has been a lot of discussion on creating sub-committees for each of the campaigns that she wants to run this year. She would really like to get the Directors more involved and possibly chair on a committee.
- The 3 platforms that she is looking at doing campaigns on this year are:
  - a) Combatting Sexual Violence and Sexual Violence Prevention;
  - b) Body Wellness. Creating a healthy campus;
  - c) Community Involvement. Getting students more involved in the community.
- Wants to get other groups on campus involved with the campaigns.

vi) Welcome BBQ

- Wants to plan a welcome BBQ in the middle of September.
- The BBQ would be an event to get all students connected. It would address all students on campus and to bring everyone together.
- Provide students with information about NUSU and what we do and help to give them what they deserve.

vii) Health Plan

- The health plan is a \$75 cost for students this year.
- There are 3 plans that are available to students. Students are automatically enrolled into the balanced plan.
- The opt out date for the health plan is Oct. 7<sup>th</sup>.
- Each student has the option to opt out of the health plan or change their plan by October 7<sup>th</sup>.
- The only dentists that offer discounts are in the Spencer Health Network which are listed online on the wespeakstudent.com website.
- Dependents can be added onto the insurance plans at an additional charge.

viii) Miscellaneous

- Marketing and social media platforms. They would like to get NUSU's name out in the community more. She is looking at how our social media is doing. Want to plan events that students are interested in

## 5. Building Project

Jordan Andrews explain that any large expenditures at NUSU have to be approved through the Board of Directors. This is so that the executive members are not the only ones deciding how money is being spent.

### a) Landscape Architect Proposal

- The initial landscape architect proposal came in from the Architects at \$30,000. This \$30,000 is to decorate the outside of the building such as sidewalks, gardens, courtyard, etc. In discussions with Mitchell Architects, the executive have realized that it is best to move forward with the landscape design now.
- Mitchell Architects only provided one quote for the landscaping of the building. The executive has asked for quote from other companies to compare figures.
- The executive would like to have an allowance for the landscape design of what they can spend be approved. This is so that they are able to move forward with landscaping up to a certain amount.
- There are 3 phases to the landscape design.
  - i) The first phase is reviewing the existing site. They will review the design standards and basically do all the background research. This is \$12,000.00.
  - ii) The second phase is the landscape concept and design which is also \$12,000.00.
  - iii) The third phase is the site visits and landscaping, coming in about \$6,000.00.
- Mitchell Architects recommendation is that NUSU wouldn't be able to get as good a design for such a good price.

**Motion:** Jordan Dempster formally motions that the executive committee recommends to the board to accept an allowance of \$30,000.00 plus H.S.T. towards the landscape/architect fee.

**Seconded:** Brittaney Kent

**Motion carried to an allowance of \$30,000.00 plus H.S.T. towards the landscape/architect fee.**

### b) Interior Design Proposal from Carlyle Design Associates Dated June 15, 2016 - Attached as Schedule "A"

- The interior design proposal is built into 2 phases.
- The estimated fee for new furniture and equipment is about \$25,000.00 with about a \$5,000.00 allowance.
- The estimated fee for design is about \$32,000.00



- The total interior design proposal fee is estimated to be about \$57,000.00 with a \$5,000.00 allowance.
- If the board accepts the proposal, the designers cannot go outside of what is written in the proposal.
- NUSU only received one proposal for the interior design because this company has a very good working relationship with Mitchell Architects.

**Motion:** Jordan Dempster formally motions that the executive committee recommends to the board that we accept the interior design proposal from Carlyle Design Associates.

**Seconded:** Dave Ratcliffe

**Motion carried to accept the interior design proposal from Carlyle Design Associates dated June 15, 2016.**

**c) KPMG Letter of Engagement  
Dated March 14, 2016 – Attached as Schedule “B”**

Jordan Andrews:

NUSU was approached by KPMG last year to help find funding for the building project. NUSU was introduced to a man named Richard Simm, a financier with KPMG. His job is to go out and secure loans and financing for University building projects. He helped to find the financing for the York University Student Centre. He got the loans with significant savings for the student union at York.

NUSU has 48% of the funds that are required to build the student centre. It was questionable if NUSU required Mr. Simms services or go out looking for the financing ourselves. Mr. Simms proposal is to pay him a flat rate fee of \$75,000.00 plus HST. This fee is not built into the building project budget. It will need to come out of the trust fund or other financing obtained. That is what the trust fund was set-up for to get these kind of professional services.

NUSU has already engaged a Laurie Bissonette from KPMG. She has been helping NUSU to be in contact with Richard Simm as well as setting up the lock box account arrangement with the University. The lock box account arrangement with the University is that once the trust funds are released, the University will hold the 7.5 Million dollars in their bank in a restricted account on their books. There are very strict rules as to what that money will be used for and it won't be used for anything else. Laurie has been working really well with Cheryl Sutton, the VP Finance of the University. This week NUSU signed an MOU with the University in regard to the lock box account.

Markus Hawco:

It would cost NUSU a lot more money to obtain financing through CIBC rather than through Richard Simm. CIBC is a regulated bank from the government has to follow the basic mortgage payments or schedule. CIBC is unable to offer financing

arrangements the same as Richard Simm would be able to through a private lender.

Richard Simm would be able to find financing that would allow NUSU to pay back the loan in lump sums once we get monies in (ie: ancillary fees come in) rather than being locked into a payment schedule which would mean paying more interest over time.

In the long run, going with Richard Simm's financing could save an estimated \$250,000.00. This means that Richard Simm has earned his \$75,000.00 fee and saved money. NUSU would not be able to do this on our own. We need an experienced professional to obtain and search out this type of financing.

Jordan Andrews:

The attached letter is a draft but the executives have arranged a telephone call and further discussions with Richard Simm to have a more formal letter prepared.

A lot of the content will be the same such as his \$75,000.00 fee and his terms.

Discussion:

JA - The building capital levy started in 2005 and has been saving up for over 10 years. Every executive committee seems to be very eager to get the building project underway at the beginning of their term. As things arise over the school year the enthusiasm for the building project to move ahead seems to die out. This year's executive committee is committed to making sure that the building project begins this year. That is why they are moving full steam ahead with this and want to move forward with Richard Simm's services.

MH – Richard Simm's cancellation/termination fees throughout the stages is only a reassurance that NUSU and Richard Simm will be able to see the project through.

**Motion:** Jordan Dempster formally motions that the board accepts the executive committee recommendation of engaging Richard Simm of KPMG to pursue financing for the new student centre project.

**Seconded:** Dave Ratcliffe

**Motion carried to engage Richard Simm of KPMG to pursue financing for the new student centre project.**

## **6. Budget Approval**

Markus Hawco presents the 2016/2017 proposed budget that was sent out to all Directors by email (attached as Schedule "C").

The 2016/2016 budget figures are not actual yet as the audit is scheduled to be completed on July 18<sup>th</sup> to 22<sup>nd</sup> which will confirm figures.

## Highlights

Revenue is what we collect from our student ancillary fees.

### Fees:

- CFS Fees is set out by CFS and we collect that amount from each student and pay to CFS to be members.
- Spotlight Fee is the handbook fee.

### Student Life:

- NUSU Perk Card is based on selling 750 cards, which is 350 more than last year. The Perk Card will only cost students \$20 this year compared to \$40 last year and \$100 the year previous.
- Frosh revenue is \$44,000.00 which is selling 440 frosh kits at \$100 per kit.
- Sponsorship revenues have already exceeded the \$25,000.00 estimate. Although the Markus is not going to increase the goal as NUSU is a not-for-profit company and is not looking to make profit. We are relying on the \$25,000.00 for operational expenses and have allotted anything above that to something else.

### Other Revenues:

- ATM commission has been brought down from \$8,000.00 to \$5,500.00 as we are down an ATM machine because we no longer have The Wall.
- Bank interest is down as we no longer have Muskoka and the student enrolment is down as enrollment has decreased so we will be receiving less ancillary fees.
- General merchandise has increased as NUSU is starting an e-commerce site to sell merchandise online.
- No vending machine or table rental revenue as we no longer have the same space and no vending machine or space to rent out tables.

Total 2016/2017 estimated revenues are \$1,278,750.00.

## Expenses

### Fees:

- FTE Student Enrolment is a refugee program which NUSU donates \$2.00 per student to bring a refugee over to Nipissing University and provide them with a full education to obtain a 4 year degree. A refugee is brought over every three years. NUSU has been doing this since 2006.
- There is no license and maintenance fees as we no longer have The Wall (ie: liquor license, etc.).

### Charity Expenses:

- Donations and bursaries has gone down. This is because we donated to the community Relay for Life and now we are going to donate to Nipissing's.

- Nipissing University may be putting another student lounge in the school. NUSU has allocated \$15,000.00 towards this to help the University out in making the lounge happen.

#### Executive Committee:

- Campaigns has increased as Brittaney has several campaigns which she would like to do this year which are not sponsored by CFS and will cost more money
- Conferences have decreased as this year they are local compared to another province.
- Retreat expense has gone down as the retreat will now be done in North Bay rather than out of town.
- The NUSU Perk Card expense will include things such as maps, advertising and marketing.
- The graduate program expense is a new expense. This will be governed by Dave Ratcliffe and Brittaney Kent. This is specific towards graduate students to help with expenses such or they can apply for a bursary to help pay for a conference, etc.

#### Programming:

- Many of the programming expenses have decreased because we do not have the Wall and many of these expenses will not be required on a regular basis.
- Frosh expense has decreased as the expected number of students has gone down from 500 to 440.
- Student activities is allocated towards a movies night or a tournament or other activities provided for the students.

#### Operating Expenses:

- Many of the operating expenses have changed as The Wall has closed and Muskoka campus has closed.
- Automobile expenses includes items such as maintenance, gas, oil and insurance.
- Bad debts has increased because with the closing Muskoka and The Wall it is expected that there are some contracts that we will owe on and will arise over time.
- Bank charges hopefully will go down as we don't have The Wall and our payables will be less and our account won't be overdrawn as much.
- Long term interest is eliminated because our loan with the University has been cleared as Muskoka has been closed.
- Investment is putting money into investments so that there is money in a reserve for an in case situation that something goes wrong.
- Professional development has increased from \$650.00 to \$5,000.00. This is for our staff for example if they wanted to take a class at Nipissing or a course and would benefit NUSU in the long run, we would support it.
- Gain on disposal of capital assets is from selling the items from The Wall.
- Settlement – there are still some on the books from previous years and current.

#### Payroll:

- RRSP contribution is for our staff. This is something to offer the staff to try and keep the staff long-term. We have three full-time staff members and if they wanted to invest in an RRSP, NUSU would match the contribution up to a certain amount. We want staff to look at their job with NUSU as a long-term one not temporary until they find a better one.

Total 2016/2017 estimated expenses are \$1,189,540.00.

For the first time in over 6 years, NUSU has an estimated surplus of \$89,210.00. \$85,000.00 of that has already been allocated to \$84,500.00 to CFS as last year there were financial issues and last year's payment had to be deferred to this year. What NUSU is going to do this year is a direct fee remittance so that this doesn't happen again.

**Motion:** Jordan Andrews motions to approve the proposed budget for the 2016/2017 fiscal year.

**Seconded:** Markus Hawco.

**Motion carried to approve the budget for the 2016/2017 fiscal year.**

## **7. Policy Approvals**

Tabled until next Board of Directors meeting.

## **8. Committee Proposals**

Jordan Dempster asks the Directors to refer to the Elections Committee handout he emailed out earlier that day (attached as Schedule "C") which has the terms of reference and explains the elections committee in more detail. He would like to propose to the Board of Directors to strike up an elections committee.

The reason that Jordan Dempster would like to strike up an elections committee is because when he ran for an executive position, he found that there was no structure. He wants more structure for elections when moving forward.

He reads over the elections committee handout.

He chose the VP Communications as the Deputy Returning Officer (DRO) on the elections committee. Last year he found that the elections were not communicated properly to the students and general public.

The elections policies are also in the works. He is drafting the policies up right now as the policies have not been created yet.

NUSU does not yet have a policy manual yet to go with our new By-Laws that were ratified last year.

**Motion:** Jordan Dempster motions that the Board of Directors accept the terms of reference to officially create the NUSU elections committee effective immediately.

**Seconded:** Brittaney Kent

**Motion carried to accept the terms of reference to officially create the NUSU elections committee effective immediately.**

## 9. Other Business

### **Speakers List:**

#### Alex Cadotte

He has heard that the performer for the Frosh concert is Coleman Hell who is also performing at the Summer in The Park about three weeks earlier. He is worried that it might affect the attendance.

- DR – Coleman Hell is who NUSU is looking at for the main act on September 3<sup>rd</sup> for Shine Day. We are looking at booking him as Laurentian University is also booking him so we would be getting him at a discount price at \$25,000.00. Laurentian is paying \$35,000.00. Also, the concert is for students who are mostly from out of town and likely not in North Bay to see him play at Summer in The Park. So this shouldn't be a problem.

#### Dave Ratcliffe

Nipissing University Nursing Games will be held in North Bay in 2017. Himself and Markus Hawco will be starting to work on this project after September. Cat Ridsdale is the Treasurer of the Nursing Society and will be planning also.

The Nursing Games is like the Kin version of games only the nursing ones. Nipissing University is the second school to host the nursing games. The dates are March 17<sup>th</sup> and 18<sup>th</sup> which also falls on St. Patty's Day.

#### Jordan Andrews

At the last BOG's meeting on April 2, 2016, they passed the budget for the upcoming school year for the University and everything therein. Historically, NUSU has always voted no to this budget or has abstained from the vote. The reason for this is tuition has always been hiked up to the maximum limit as the University is in debt. Last year the University was at \$6 million in debt and this year they were able to bring it down to \$4 million dollars.

The tuition vote (as many people reference the budget vote for the University) includes the entire budget for the University which does include tuition. This year's budget did include a tuition increase which did not go up across the board. Some programs did not increase although the University could have raised all tuition fees up to the maximum limit. There was also a 9% increase in spending to student services, bursaries and scholarships. They have also amended the criteria to the bursaries and scholarships making them much more accessible to students.

NUSU reps on the Audit and Finance Committee as well as the Board of Governors Committee voted to approve the budget. A lot of students could be upset with NUSU for voting yes to a raise in tuition. What we want the Board to know is that NUSU didn't vote yes for a tuition increase, we voted yes to the overall budget which did include some tuition increases but not to the maximum limit but also included a 9% percent increase to student spending and student accessible in student bursaries. Which NUSU found to be in the best interest of the majority of students.

Students could bring this up and questions the yes vote so everyone has to be on the same page and understand why NUSU voted yes.

Brittaney Kent

Suggests that the Directors go over the policy manual. There are some policies that were voted in last year that have been approved. Robert's Rules are beneficial for the Directors to read over. There will also be training for the Directors close to the start of the school year to help give more direction as to the roles of the Directors.

Dave Ratcliffe

The executives are going to prepare a Director's handbook including the policies, Robert's Rules and contact numbers for reference.

**Motion:** Jordan Andrews motions to adjourn.

**Seconded:** Jordan Dempster.

**Motion carried to adjourn the meeting.**

**Enclosures:**

1. Board of Directors Meeting Agenda for Friday, June 24, 2016.
2. Board od Directors Meeting Minutes for Wednesday, April 20<sup>th</sup>, 2016.
3. Carlyle Design Associates – Proposal of Interior Design Services dated June 15, 2016 – Project Understanding.

4. Carlyle Design Associates – Proposal of Interior Design Services dated June 15, 2016 – Proposed Interior Design Work: Furniture and Equipment.
5. Engagement Letter from KPMG dated March 14, 2016.
6. Nipissing University Student Union Proposed Operational Budget for 2016-2017.
7. Elections Committee – Ex Officio Members and Terms of Reference.





**Board of Directors Meeting Minutes – Nipissing University Student Union  
Friday June 24, 2016 – NUSU Boardroom**

- 1. Formal Opening – Call to Order**
- 2. Adoption of Agenda**
- 3. Adoption of Minutes**
- 4. Executive Committee Updates**
- 5. Building Project**
  - a. Landscape Architect Proposal**
  - b. Interior Design Proposal**
  - c. KPMG Letter of Engagement**
- 6. Budget Approval**
- 7. Policy Approvals**
- 8. Committee Proposals**
- 9. Other Business**
- 10. Adjournment**



**Board of Directors Meeting Minutes – Nipissing University Student Union**

**Wednesday, April 20, 2016– 3:00 pm – NUSU Boardroom**

**In Attendance:** Jordan Andrews (Chair), Madison Byblow, Andrew Deugo, Kieran Donnelly, Jordan Dempster, Brittaney Kent, Dave Ratcliffe, Shayla Garrick, Sydney Lamorea (observer), Alex Cadotte (observer), Josh Loeffler (observer), Ray Mulville (observer), Catherine Ridsdale (observer), Jordon Staroba (observer), J'aime Brunet (observer), Markus Hawco (observer)

**Regrets:** Ruth Cortez-Alevarez

- 1. Formal Opening – Call to Order**
- 2. Adoption of Agenda – Motioned by Jordan Andrews, seconded by Andrew Deugo, passed unanimously.**
- 3. Adoption of Minutes – JA explains that the last two Board meeting minutes need approval as there were no minutes approved at the last meeting. JA motions to approve the minutes from the January 28<sup>th</sup> meeting. AD seconds and the motion passes unanimously. JA motions to approve the minutes of the March 31<sup>st</sup> meeting. AD seconds and the motion passes unanimously.**
- 4. Executive Updates – MB has taken charge on planning the retreat for the new executives to take place during the last weekend of April with a maximum \$2000.00 budget. The retreat is to take place in the NUSU offices and around the North Bay community. AD has begun preliminary work with MH to develop the budget for the year with MH to take over the majority of the work after the retreat. JA has been working with the university to conduct the valedictorian elections for the three convocation ceremonies. JA says that the voting will be conducted via online voting similar to all other NUSU elections.**
- 5. Executive Summaries of Office (all reports can be obtained upon request)**
  - a. Vice President Internal – JA reads highlights from his report of office.**
  - b. Vice President External – MB reads highlights from her report of office.**

- c. **Vice President Student Life** – AD reads highlights from his report of office.
  - d. **Vice President Satellite** – Ruth was absent from the meeting however her transition report was submitted to the Executive Committee for circulation to the Board.
- 6. **Summer Transition** – JA explains that the new board is at the meeting to act as observers to understand how a typical board meeting will function. He explains that he appreciates that not all the directors will be present in the summer months but they will do their best to accommodate via teleconferencing and “Skyping”.
- 7. **Building Project**
  - a. **KPMG Engagement** – JA explains that with the new building project the trust fund is taking some time to be released. JA explains that the work is going to continue on the building and financing will be required. He then goes on to explain that KPMG has been working with NUSU in the previous months to begin this work and we have received a letter of engagement from Richard Sim of KPMG. JA explains how Richard will go out and seek financing for NUSU’s project with significantly reduced interest. Richard will cost NUSU roughly \$75000, a fee that will come out of the trust fund and not NUSU operating budget. MH explains that we are also seeking financing options from banks, primarily CIBC and that we will be bringing those options and Richard’s proposal to the next board meeting for the Board to vote.
- 8. **Health Plan Update** – As per the last Board meeting, a vote was conducted to raise student health plan fees for the next year for better service. AD and MB explain to the Board that they must look very carefully at this for the next year’s ancillary fee meeting.
- 9. **Other Business** – JA thanks the outgoing Board members and executives for all of their services over the past year. He also says they will keep the new Board apprised of business moving forward.
- 10. **Adjournment**

## **Nipissing University Student Union Building Proposal of Interior Design Services:**

June 15, 2016

### **PROJECT UNDERSTANDING**

Nipissing University Student Union is developing a new building to house a mix of spaces including lobby lounge, various types of study spaces, a restaurant and bar/nightclub, food bank, a retail space, offices and meeting rooms, and washrooms and support spaces such as IT, storage, etc..The two-story building is estimated to be approximately 31,500 gross square feet and to have a construction cost of approximately \$10,000,000.

The project shows an aggressive schedule with the process of design development and construction drawings under way and compressed together over four months. Construction tender is anticipated for some time in September.

Mitchell Architects is Project Architect and prime consultant. This proposal outlines proposed interior design services for the building and for furniture and equipment, scoped out separately. Work will be conducted in close collaboration with Mitchell Architects, based on our successful collaborative experience with similar projects. It is understood that interior design services will not address the retail space which will be designed and fit-up by a future tenant. As with other recent collaborations, lighting and millwork will be designed by Mitchell Architects and Carlyle Design will review and comment for overall integration with interior design. The kitchen and bar service area fit-up will be addressed by a food services consultant. IT and AV/special nightclub lighting equipment and technologies will be addressed by specialist consultants.

### **PROPOSED INTERIOR DESIGN WORK: BUILDING**

#### **CONCEPTS AND DESIGN DEVELOPMENT**

Consult and collaborate with MA for development of interior materials, finishes options and colour palettes, schemes/zone concepts, in support of program and architectural character and materiality, etc.

Consult on design off/approaches for millwork, lighting, window coverings throughout.

Consult with MA and NUSU and develop preliminary concepts for restaurant and bar/nightclub – theme, materials, environmental graphics and their possible applications, to integrate with special lighting, AV and acoustical requirements. It is assumed that design concepts will make simple, strong statements, providing multi-purpose and durable space, and that solutions will not be overly detailed or decorated.

Develop interior finishes and colour concepts presentation including sample boards and illustrated plans and sketches and review with MA.

Present/review concepts – finishes and colours, etc. – to NUSU representatives with MA.

Refine/develop interior finishes selections/schemes and their allocation based on feedback.

Present/review refined/developed finishes selections/schemes and their allocation to NUSU representatives.

*Allow for two trips to North Bay*

## **DOCUMENTATION**

Based on approval to proceed, develop finishes/colour legend and complete room by room finish/colour schedule addressing floors, walls, ceilings, millwork, etc..

Provide product specifications to MA for inclusion in architectural spec package.

Develop wall and floor finishes plans (using final architectural base drawings provided by MA) showing legends and layouts/application, dimensions and details where necessary. Coordinate for details, transitions and adjacency with architectural elements etc. for inclusion in MA drawing package for tender.

## **TENDER**

Assist MA for preparation of Addenda and responses to contractors and NBPSDHU during tender period.

## **CONSTRUCTION**

Assist MA with relevant review of alternates, submittals, shop drawings, information for preparation of site instructions and contemplated change orders.

Assist with site inspections during finishing stages, if and as required.

## **ESTIMATED FEES: BUILDING**

Our design fees for the outlined services for Concept and Design Development through Documentation are estimated to be \$32,000.

Based on past experience, services required during Tendering and Construction are expected to be limited and can be provided on an on-call basis at our standard hourly rates. It would be reasonable to hold an allowance of 15% or \$4,800. Our current standard hourly rates for additional services that may be requested are:

Anne Carlyle	\$160 per hour
Alanna Drawson	\$ 95 per hour

Out-of-pocket reimbursable expenses are billable at cost. These include travel whether by air, bus or car to and from North Bay, accommodation while in North Bay as well as any minor things related to document/presentation production, courier and shipping charges, sample purchases made on the client's behalf, etc.. At this stage, we recommend allowing \$750 – \$1,000 per trip.

Invoices for services are generally issued monthly and are due and payable within 30 days.

## **Nipissing University Student Union Building Proposal of Interior Design Services**

June 15, 2016

### **PROPOSED INTERIOR DESIGN WORK: FURNITURE AND EQUIPMENT**

This proposal accompanies our proposal for interior design services related to the new Student Union building. Conceptually, it is intended that all furniture and equipment (F+E) extend and compliment the design of the building and enhance the experience of students, visitors and staff. At the same time, furniture and equipment will fully support functional requirements, including for accessibility, durability and sustainability, and meet project budget parameters.

Conceptual thinking will coincide with development of interior design for the building and will allow for the preparation of a preliminary budget based on layouts and quantities to test overall project allowances for furniture and equipment. The budget will, in turn, guide subsequent planning for new F+E and possible re-use of any existing items that may be suitable. For purposes of this proposal, we are assuming that all F+E will be new. This being said, we have estimated below an allowance for review, evaluation, allocation and planning of existing F+E, should this be necessary.

It is understood that MA and/or other subconsultants will be addressing millwork, electrical, IT, lighting, etc., but that CDA services will include coordination of furniture and equipment with MA and these building components. The scope of work does not address computers and related office equipment, security equipment, housekeeping items, etc.. Design of wayfinding/interior signage will be an additional service.

Given the aggressive schedule for documentation of the building for construction, detailed planning and specifications for new F+E will be scheduled to follow after tender.

It is assumed that tendering/requests for proposals for new F+E will need to be publicly advertised. CDA will provide documents – specifications and cross-referenced layout drawings – suitable for issuing by NUSU in public tender.

### **PLANNING AND CONFIRMATION OF REQUIREMENTS**

Referring to approved architectural plans and statement of facility/functional requirements, develop preliminary furniture and equipment (F+E) room-by-room list and budget, assuming all items are new. The list will include such things as:

Seating and tables for lobby and study/work areas, supportive of various quiet, collaborative and group scenarios

Seating and tables for varied scenarios in the restaurant, bar/nightclub and mezzanine

Meeting room and boardroom furniture  
Enclosed and shared office furniture –work stations, tables, seating, integrated storage, etc.  
Storage including file cabinets, storage cabinets, bookshelves, steel shelving, lockers, etc.

Cross-referencing to preliminary F+E list, complete preliminary/conceptual furniture and equipment layouts.

### **SCHEMATIC DESIGN AND DESIGN DEVELOPMENT**

Develop conceptual approach and select options/ideas for new furniture and equipment for all spaces. Adjust layouts, list and budget, where relevant.

Present and review concepts/options, layouts and budget information with MA and NUSU representatives.

Based on feedback, refine and evolve options/ideas and layouts. Update budget figures.

Present and review refined concepts/options including selected furniture samples for evaluation if appropriate, layouts and budget information.

*Allow for two trips to North Bay*

### **DOCUMENTATION**

Based on feedback and decisions, prepare furniture lists/schedules, coded layouts and specifications suitable for tendering and installation. Specifications will describe product performance requirements, generic finishes and acceptable products as examples.

Final finishes and colours will be selected post-tender from the standards offered by winning manufacturers.

### **TENDER, PROCUREMENT AND INSTALLATIONS**

Issue invited requests for proposals/quotations and receive, summarize and evaluate submissions on behalf of NUSU.

Review and evaluate submissions with NUSU and make recommendations for award of contract/purchase. Assist NUSU with procurement process and with contract negotiations/clarifications if necessary with suppliers/dealers.

Prepare and coordinate final finishes selections for furniture to be procured, selecting from manufacturers' standards and considering other finishes where equivalent and appropriate.

Review finishes and colours selections with NUSU for approval.

Document approved selections and issue to suppliers.

Assist NUSU with development of schedule for deliveries and installations of new furniture, coordinating with suppliers and the general contractor

Review and approve any submittals from furniture suppliers and assist NUSU with any questions/issues that arise during fabrication and/or installations

Review and inspect furniture installations, prepare deficiency lists and issue to suppliers, and assist NUSU with follow-up for correction of any deficiencies

Gather information from suppliers and compile/prepare as-installed documentation for NUSU records, including lists, layouts, specifications, maintenance and housekeeping instructions, warranties

*Allowance for two trips to North Bay*

### **ESTIMATED FEES: FURNITURE AND EQUIPMENT**

Based on the outlined scope of work for furniture and equipment, our estimates of design fees are as follows:

New Furniture and Equipment	\$ 25,820
Existing Furniture and Equipment (allowance, to be confirmed)	\$ 4,560

Fees to address existing furniture and equipment can be confirmed after early work, when decisions are made as to what and how much of existing inventory is suitable for re-use in the new building.

Additional services that might be requested/required can be provided hourly at our standard hourly rates for an additional lump sum to be estimated and mutually agreed upon. Our current standard hourly rates are:

Anne Carlyle	\$160 per hour
Alanna Drawson	\$ 95 per hour

Out-of-pocket project expenses are billable at cost. These may include travel between Ottawa and North Bay whether by air, bus, taxi or car, accommodation and per diem while in North Bay, as well as minor things related to document/presentation production, courier and shipping charges, sample purchases made on the Client's behalf, etc.. At this stage, we recommend allowing \$750 to \$1,000 per trip.

Invoices for services are generally issued monthly and are due and payable within 30 days.





**KPMG Corporate Finance Inc.**  
Bay Adelaide Centre  
333 Bay Street, Suite 4600  
Toronto ON M5H 2S5  
Canada

Telephone (416) 777-8500  
Fax (416) 777-8818  
Internet [www.kpmg.ca](http://www.kpmg.ca)

**DRAFT FOR DISCUSSION**

**Mr. Andrew Deugo and Mr. Jordan Andrews**  
Nipissing University Student Union  
100 College Drive  
North Bay ON P1B 8L7

March 14, 2016

Dear Mr. Deugo and Mr. Andrews:

**Re: Financial Advisory Services**

KPMG Corporate Finance Inc. ("KPMG Corporate Finance") is pleased to submit this engagement letter to Nipissing University Student Union ("NUSU" or "Client") to provide financial advisory services. The following describes our understanding, scope of services, team, fees, and our standard terms and conditions.

**Our Understanding**

NUSU is moving ahead with the construction of a new student centre (the "New Student Centre"), which will provide dedicated space and programming to the students of Nipissing University and Canadore College (the "Project"). The Project budget has been estimated at \$13 million.

NUSU and the Project Architect have completed design development and are in the process of preparation of construction drawings and specifications. Tender review and award is scheduled for the beginning of August 2017.

The New Student Centre will be paid for by the students of Nipissing University by way of the Student Centre Building Ancillary Fee which has been collected over the past decade. To date, approximately \$6.75 million has been collected in trust and will be contributed to the Project costs.

NUSU requires a financial advisor to assist in the development of the optimal legal and financing structure aligned with its key objectives and requirements, and in arranging and securing flexible, limited recourse, cost-effective, and "borrower-friendly" Project finance in an amount of up to \$7 million for the Project (the "Financing").

**Scope of Services**

The following sets out the scope of services during each stage of the financing process (the "Services"). Specific activities may change subject to capital markets circumstances or as your needs may dictate.

Stage 1 – Financing Strategy and Capital Structure

- Conduct a working session with NUSU to capture the most recent Project information and assumptions and to confirm Project objectives and constraints.
- Assist NUSU with the preparation of a summary cash flow summary that will include inputs and drivers, cash flows, output summaries, and sensitivity capabilities for construction and operating periods of the Project.
- Review the cash flow analysis with NUSU.
- Assist with the development of the optimal capital structure and financing strategy for the Project, including rationale, an indicative outline term sheet and overall financing timetable.

Stage 2 – Planning and Documentation

- Assist NUSU with the preparation of a summary information overview of the Project which will outline the financing requirement and opportunity for presentation to prospective lenders.
- Prepare the list of targeted and prospective lenders.
- Provide ongoing strategic and financial advice as required.

Stage 3 – Marketing and Funding Competition

- Assist NUSU with the presentation of the Financing opportunity to prospective lenders in confidential one-on-one sessions.
- Assist NUSU with preliminary discussions with prospective lenders, management of communications, and maximization of the competitive process.
- Assist NUSU with the coordination of lender preliminary due diligence.
- Assist NUSU with the review and evaluation of term sheet proposals / offers to finance, and prepare a summary report that includes the results of the Financing process, presents the proposed lender, and sets out a path to financial close.
- Assist NUSU with the preparation of any required Board resolutions.
- Support NUSU in presentations to its Board.

Stage 4 – Financial Close

- Assist NUSU with the coordination of due diligence and information related to any conditions precedent to close.



- Provide financial advice on and input into the credit agreement and related documents. Note, NUSU's legal counsel will have drafting responsibility.
- Assist NUSU with the development of the final draw schedule, design of the interest rate swap transaction(s) if applicable, and interest rate set process (if applicable).
- Assist NUSU with the preparation of the hedge documentation for accounting purposes (if applicable).
- Assist NUSU with the interest rate set process (if applicable).
- Assist NUSU with organization and coordination of closing documents.
- Prepare a final summary report for presentation / update to the NUSU Board.

#### Timing

We are prepared to commence immediately in order to align the Financing process with the selection of the general contractor such that the Financing satisfies achieving commercial close with the selected general contractor, unless otherwise agreed to.

Notwithstanding the above, timing may change subject to capital markets circumstances, timing required by lenders, or other external events which are beyond our control.

#### Team

The engagement will proceed under the overall direction of Richard Simm. Richard is a Managing Director with KPMG Corporate Finance Inc., and a Partner with KPMG Canada with significant experience advising universities and public sector infrastructure on the innovative financing plans and arranging high-value financing solutions. Richard is currently advising three Canadian universities on new student centres and several others on innovative financing structures.

Laurie Bissonette will provide accounting and audit subject matter expertise as and if required.

Other KPMG personnel from our Infrastructure Advisory, Tax, and Audit and Accounting groups may be involved as appropriate, to assist with the Services.

#### Fees

Our fees for the Services described herein are fixed at \$75,000. If NUSU terminates the engagement, KPMG Corporate Finance will be entitled to fees as follows:

Phase	Fees
Termination during Stage 1	\$20,000
Termination during Stage 2	\$35,000
Termination during Stage 3	\$60,000



Phase	Fees
Termination during Stage 4	\$70,000

KPMG Corporate Finance is undertaking the Financing on a best efforts basis. If NUSU cannot obtain third party financing for the Project due to capital markets circumstances, lender requirements, or other external events which are beyond our control, KPMG Corporate Finance will be entitled to fees at each stage as set out above.

KPMG Corporate Finance will be reimbursed for all out-of-pocket expenses related to the Services such as travel to meetings, parking, meals, accommodations, and any other direct expense incurred. In addition, an administrative charge of 5% of fees will be applied to each invoice.

All fees and expenses are subject to applicable taxes. Fees and expenses will be invoiced upon completion of each Stage.

#### **Our Role as Financial Advisor**

You will be engaging KPMG Corporate Finance to assist you as exclusive financial advisor in undertaking the Financing on a best efforts basis.

KPMG Corporate Finance is licensed as Exempt Market Dealer under the securities laws of the Province of Ontario. We operate as a discretely managed financial advisory business of KPMG LLP. We can provide the organized and creative assistance you seek and have the experience, skills and resources to act as your financial advisor. KPMG Corporate Finance has an experienced debt and capital markets advisory team providing independent advice to clients on a range of financing issues, in addition to undertaking private placements.

In our view, the following distinguish KPMG Corporate Finance as an organization uniquely qualified to represent your interests:

- We are actively advising a number of Canadian universities on innovative financing structures for new building, student centres, and residence projects;
- As part of a comprehensive professional services firm offering accounting, tax and other specialized advisory services, we can bring a seamless, cross-functional approach to the engagement;
- Independence from all sources of capital means we will present you with all the possible options and recommendations to address your particular Project needs; and,
- As a valued client of KPMG Corporate Finance, you will benefit from a dedicated engagement team comprising senior professionals with extensive experience in all aspects of corporate finance related activities.

In summary, we bring value through a combination of expert resources, independence, innovative ideas, technical knowledge, and transaction experience.



Page 5

**Terms and Conditions**

The Services described herein are subject to the attached Terms and Conditions for Advisory and Tax Services.

\*\*\*

We wish to express our appreciation for this opportunity to act as your financial advisor. We believe we can provide you with an organized and creative approach to the financing contemplated herein and we look forward to working with you on concluding an appropriate transaction, within the framework of strict confidentiality. KPMG Corporate Finance takes the role of financial advisor very seriously and you can be assured of our personal commitment to this important task.

If this engagement letter meets your needs, please sign and return a copy of this letter to indicate your acceptance of the terms and conditions as outlined herein.

Yours very truly,  
KPMG CORPORATE FINANCE INC.

*KPMG Corporate Finance Inc.*

Richard Simm  
Managing Director, KPMG Corporate Finance Inc.  
Partner, KPMG Canada  
Phone: 416-777-8437



The arrangements and terms set out are as agreed:

**Nipissing University Student Union**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Nipissing University Student Union  
Proposed operational budget for 2016/2017**

\* This is off of operational this year not previous ie wall gone\*

2016/2017      2015/2016      2014/2015 actual

Revenues

<u>Fees</u>			
CFS Fees	84,500.00	84,500.00	79,253.68
Health Plan Fees	295,000.00	295,000.00	294,221.50
Maintenance & Licence Fees	140,000.00	140,000.00	139,399.16
Student Activity Fees	650,000.00	650,000.00	649,162.71
Spotlight Fee	8,000.00	8,000.00	7,921.19
	<b>1,177,500.00</b>	<b>1,177,500.00</b>	<b>1,169,958.24</b>
<u>Student Life</u>			
NUSU Perk Card	15,000.00	30,000	23,825
Frosh revenues	44,000.00	50,000	36,949.57
<b>Sponsorship revenues</b>	<b>25,000.00</b>	<b>10,000</b>	<b>3,231.90</b>
Student activities - North Bay	5,000.00	5,000	2,745.24
Student activities - Muskoka	-	5,000	1,894.03
	<b>89,000.00</b>	<b>100,000.00</b>	<b>68,645.74</b>
<u>Other revenues</u>			
ATM Commissions	5,500.00	8,000	6,940.71
Bank interest	1,000.00	1,500	2,080.40
Ontario Northland Commissions	200.00	200	537.07
Photocopies & faxes	50.00	120	1,139.07
General Merchandise	5,000.00	400	1,138.77
Other Revenues	500.00	500 -	
Vending Machine Revenue	-	1,200	1,279.82
Table Rental	-	1,500	2,502.49
	<b>12,250.00</b>	<b>13,420.00</b>	<b>15,618.33</b>
<b>Total revenues</b>	<b>1,278,750.00</b>	<b>1,290,920.00</b>	<b>1,254,222.31</b>
<u>Expenses</u>			
<u>Fees</u>			
CFS Fees	84,500.00	84,500.00	79,253.68
Spotlight Fees/Handbook	10,000.00	8,000	7,163

Health Plan Fees	295,000.00	295,000.00	286,405.75
FTE Student Enrollment- Refugee Program	11,140.00	11,140.00	-
License and Maintenance fees	94,000.00	94,000.00	47,520.63
General repairs & maintenance	5,000.00	46,000	41,689.27
	405,640.00	538,640.00	462,032.33

Charity expenses

Donations & bursaries	1,000.00	1,300	15,247.13
Student Lounge	\$15,000	1,300.00	15,247.13

Executive Committee

Campaigns (Brittaney)	3,500.00	1,500	
Meeting expenses (Jordan A)	1,200.00	1,200	1,184.49
Conferences (Markus)	5,000.00	10,500	12,982.75
Retreat (Markus)	2,000.00	9,000	11,000
NUSU Perk Card (Markus)	700.00	-	
Travel & accommodations	1,500.00	1,500	9,786.65
Graudate program (Dave and Brittaney)	3,000.00		
	16,900.00	23,700.00	34,953.89

2016/2017

Programming (Dave)

Concerts	20,000.00	30,000	-
DJ's	5,000.00	10,000	-
Decorations	1,000.00	2,000	-
Safe ride home	5,000.00	13,000	-
Shinerama			
Softball Tournament	10,000.00	10,000	8,605.07
Shine Gala			
Clubs	1,500.00	1,500	11,160
Frosh	50,000.00	55,000	61,632.61
Student activities - North Bay	20,000.00	20,000	115,863.36
Student activities - Muskoka	-	10,000	16,542.38
	112,500.00	141,500.00	197,261.04

Operating expenses



Automobile Expenses	4,000.00	4,000.00	1,326.47
Audit fees	14,200.00	14,200.00	17,757.95
Bad debts	3,300.00	1,800	41,439.03
Bank charges	6,000.00	8,000	5,838.27
Cash short/over	500.00	500	153.38
Contingency	10,000.00	20,000	976.75
Equipment rental	-	2,500 -	
Foreign exchange	-	-	1,056.51
Insurance	25,000.00	58,500	41,250.25
Long-term interest	-	13,000.00	13,083.30
Investment	10,000.00		
Graphic Design	3,000.00	-	2,410.00
Merchandise	6,000.00	4,000	12,189.07
Marketing & advertising	16,000.00	38,000	14,328.88
Office supplies & Administrative	8,000.00	15,000	14,850.87
Postage and delivery	500.00	500	913.96
Tv and Internet	-	1,000	571.22
Professional fees & services	40,000.00	65,000	54,210.22
Telephone Expense	4,000.00	6,000	13,867.35
Professional development	5,000.00	650 -	
Gain on disposal of capital asset	(10,000.00)	-	-16,826.05
Settlement	20,000.00	15,000	22,500
Depreciation Expense	90,000.00	91,000	93,482.00
	255,500.00	358,650.00	335,379.43
Payroll and related benefits	380,000.00	532,773.31	443,746.59
RRSP Contribution	3,000.00		
Total expenses	1,189,540.00	1,596,563.31	1,488,620.41
Total surplus/(deficit)	89,210.00	(305,643.31)	(234,398.10)



### Elections Committee

#### **a) Ex Officio Members:**

1. The Vice-President Governance & Legal Affairs, or a designate (Chief Returning Officer – CRO);
2. The Vice-President Communications, or a designate (Deputy Returning Officer – DRO);
3. Three (3) appointed Board of Director members

#### **b) Terms of Reference:**

1. The responsibility of this committee is to facilitate and coordinate all NUSU elections throughout the course of the year for the five (5) Executive Committee positions (President, Vice-President Governance & Legal Affairs, Vice-President Finance, Vice-President Communications and Vice-President Services), the ten (10) Director-At-Large positions, and the four (4) Student Senator representatives (Arts & Science, Applied and Professional Studies, Education, and Graduate Studies).
2. The CRO shall be the chair of this committee, and will be predominately responsible for all aspects of elections and referenda, which include, but are not limited to the overall operation of the elections, to ensure all legislation with regards to the election is being followed, the administration of the online voting system via Blackboard.
3. The DRO will assist the CRO with all pertinent matters in relation to elections that are set herein, and have the same signing privileges as the CRO. In the event that the CRO is absent when there is in need of assistance from a student that is campaigning during an election, the DRO will deal with the matter accordingly on behalf of the committee.
4. The responsibility of the three (3) Director-At-Large members is to be another point of reference for students campaigning to use if they need assistance or clarification. Both the Executive Committee and the Board of Directors as a whole will appoint the three (3) Directors through a nomination/voting procedure.
5. The Elections Committee will work in conjunction with the Communications Department in order to notify the membership of the Corporation with regards to all pertinent election information through the various media channels.
6. If there is a significant matter that has risen during an election (i.e. a student that is campaigning breaches a rule set out in the election policy), the matter will be sent in writing to the rest of the committee for review. If there is a vote that needs to occur on a matter, the committee members will vote, with the majority being the quorum. Quorum is two-thirds (2/3's) of the Elections Committee.
7. If any of the members of this Committee intend to run in any of the elections, a new member must be chosen by the Executive Committee and Board Members to fill the Elections Committee in order to meet quorum. For example, if the CRO intends to campaign for an Executive position for the following year, the Board of Directors will appoint a new Executive or Director to fill that position in order to avoid conflict of interest, etc.
8. The Elections Committee can draft, and recommend amended policies that pertain to election matters, to the Board.