



## Report of the Executive Committee to Council

*November 3<sup>rd</sup>, 2011*

October 11, 2011

Attendance: Vice-President Patel, Vice-President Fraser, Vice-President Plummer, Vice-President Pedneault, Vice-President Clare, President Knight, and General Manager Gervais.

### 1. Adoption of Agenda

The agenda was amended and adopted.

### 2. Guest Speaker: Luciana Ierfino, Richter Chamberland

Ms. Ierfino went over the SSMU's draft audited statements and answered questions. The Executive noted minor additions and corrections that needed to be made to the draft. [The updated version was subsequently circulated by email and approved.]

### 3. Approval of the Minutes

The approval of the minutes of October 4<sup>th</sup> was tabled.

### 4. Reports

#### a. General Manager

- i. The IT report and Communications and Publications Manager Report were approved.
- ii. The job description and payscale evaluation for an Office Clerk was approved. This casual student staff position will assist Mary (SSMU's receptionist) for five hours per week.
- iii. The allocation of one of SSMU's parking spots to the VP Internal was approved until December 1<sup>st</sup>, under the conditions that if it is needed for SSMU visitors or special events he will move his car elsewhere.
- iv. The latest offer from Zoom Media for advertising in the building was rejected.
- v. Expenses for building supplies were approved and will be included in VP Patel's report of financial transactions.
- vi. Expenses for professional fees for SSMU's legal counsel were approved and will be included in VP Patel's report.

#### b. Report of the Vice-President, Finance & Operations (no approvals)

#### c. Report of the Vice-President, Clubs & Services

#### d. Report of the Vice-President, External

- i. The job description and payscale evaluation for the Community Engagement Commissioner were approved.

#### e. Report of the Vice-President, University Affairs (no approvals)

#### f. Report of the Vice-President, Internal (no approvals)

#### g. Report of the President (no approvals)



October 18, 2011

Attendance: Vice-President Pedneault, Vice-President Patel, Vice-President Plummer, Vice-President Fraser, President Knight, and General Manager Gervais.

Regrets: Vice-President Clare was ill.

1. Adoption of Agenda

The agenda was amended and adopted.

2. Approval of the Minutes

The minutes of October 4<sup>th</sup> and October 11<sup>th</sup> were approved with minor corrections.

3. Business Arising

a. Weekend Bookings (Oct 22 & 29, Nov 5 & 6)

VP Fraser listed the weekend bookings for SSMU groups that executives need to porter for. Building shifts were assigned.

4. Reports

a. General Manager

i. The IT report and Communications and Publications Manager Report were approved.

b. Report of the Vice-President, Finance & Operations (no approvals)

c. Report of the Vice-President, Clubs & Services (no approvals)

d. Report of the Vice-President, External (no approvals)

e. Report of the Vice-President, Internal

i. The 4Floors budget was approved (see next page).

ii. The hiring of Austin Johnson, Avian Tang, and Annelise Miska for Old McGill section editors was approved.

f. Report of the President

i. The Archivist job description and payscale evaluation was approved.

Approvals by Email

The following decisions were approved between Executive Committee meetings by email:

VP Clubs & Services Portfolio

The hiring of Aminata Wurie for Advanced Room Bookings Coordinator was approved.  
(October 12<sup>th</sup>)

VP University Affairs Portfolio

The hiring of Murtaza Shambhoora for Academic Research Commissioner was approved.  
(October 18<sup>th</sup>)



**Budget 2011 - 2012**

Revenues	Account Number	Budget	Actuals	Notes
Registration	4908	\$ 9,600.00		1,200 tickets @ \$8/ticket
Coat Check	4912	\$ 600.00		
Sales Beer & Liquor	4927	\$ 6,000.00		
Sponsorship	4914	\$ 2,000.00		
<b>TOTAL REVENUES</b>		<b>\$ 18,200.00</b>		
Expenses	Account Number	Budget	Actuals	Notes
Materials & Supplies	6100	\$ 1,000.00		
Purchases Beer & Liquor	6107	\$ 2,500.00		Confirmed by the Gerts Bar Manager; P/O should be submitted
Food & Beverages (N/S)	6111	\$ 140.00		
Printing	6120	\$ 700.00		Printing the actual tickets
Postage & Courier	6130	\$ -		
Security	6135	\$ 4,000.00		
Porter Charges	6136	\$ -		
Conference & Travel	6306	\$ 50.00		
Advertising & Promotions	6320	\$ 2,093.00		\$559 for the Daily; \$599 for Le Delit; \$495 Tribune
Entertainment	6340	\$ 500.00		
Rentals	6370	\$ 10,000.00		Includes matching costumes
Cleaning Contract Services	6662	\$ 400.00		
<b>TOTAL EXPENSES</b>		<b>\$ 21,383.00</b>		
<b>Surplus (deficit)</b>		<b>-\$ 3,183.00</b>		



Students' Society of McGill University  
Association étudiante de l'Université McGill

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