

## The Landing Board Meeting

August 18, 2015

9:00-10:00am

Present: Jane, Kelin, Cody, Laura, Victoria, Parker

### **Call to order at 9:05am**

#### **1. Appoint a temporary Chair & Secretary**

- 9:07am consensus reached
  - Chair: Laura
  - Secretary: Victoria and Kelin (co-secretaries)
- Confirmed that we will assess Treasurer role/responsibility with larger board

#### **2. Review and approve 2015-16 programming proposal**

- Programming Proposal can be found [here](#)
- Volunteers will likely add in their own events and develop new things as they join and become more active
- Hours and usage discussion
  - Thursday afternoons for drop-in hours were modified after opening last year - usage is pretty high
  - 10am - 12pm hours - people are more likely to come who want support and in-depth resources, whereas 12-4pm people come to drop-in and hang out
- Art Evenings/Creative Jam Nights - some possible rebranding there, but focus around a creative art and music focused night
- Cody: Motion to approve
  - Jane: Second

#### **3. Review tentative budget for 2015-16**

- Tentative budget for salaries [here](#)
- Does not include Colleen's salary, as that is coming out of the Telus grant she received (around \$2000/month for 25h/wk)
  - GBVP is intended to be entirely grant-funded
  - Grants update
    - Telus grant received
    - Did not get the Vitalize grant
    - Government grant - safe communities - is on hold

- Edmonton Community Foundation grant - GBVP rejected because the Landing just received a grant, but asked to apply again in fall
- Reviewed summarized budget including event and operational costs
- Total is around \$62,310.00 - would break even if 28% of students opted out
- Board should consider and discuss staff salary rates - minimum wage increase will impact this
  - Parker: Recommend that board takes on doing some market research on other rates - even on-campus research as to what other student services are paying on campus
  - Jane: Benchmarking is important - would say at minimum, comparing Program Manager rates to Program Lead in SU Services rate could be decent - although PM responsibilities are a bit higher
  - Wise to leave it as is until we can see what the opt-out rates are
- Should have separate GBVP budget by the end of the summer
- Finding alternative revenue streams is a good idea as DFU is on a 5-year cycle
- Budget process refresh:
  - The budget is the Landing's, not SU's
  - Fiscal year runs until April 30, but DFU \$ is offset (school year - first disbursement is October)
    - DFU: receive 45% in Oct, 45% in Jan, 10% in March
  - DFU bylaws give the Landing a year to incorporate as a non-profit, but there is an additional requirement about money not being released until the Landing is registered
  - This board can approve the budget (until April 30 2016)
- The budget is going to be weird at least until 2016, for everyone's information
- **Parker will put the summary budget together with the salary budget, make changes so that year ends at April 30) and distribute via email - the Board will discuss/approve over email following this**
  - Moving forward, it would also be good to have comparisons with 2014-15
  - Need to include insurance cost in the budget

#### 4. Ratify SU-Landing Terms of Agreement

- Reviewed Tenancy Agreement
- Based on combination of agreements with DFU units and Campus Food Bank
- 3 year term agreement
- **Need insurance by September 30**
- With typo amendments and extra line in 2f
  - Motion to ratify: Jane
  - Second: Victoria
  - Abstain: Cody
- Laura, Parker, Marc, and Navneet to sign after approval via board

## 5. Discuss recruitment process for new board members

- Recruitment committee (Victoria, Kelin, Laura) will follow up with this via email
- Chris Daberer from iSMSS has expressed interest in being one of the LGBTQ
  - Motion to include him, none abstaining
  
- Laura will schedule next meeting via Doodle poll
- **Meeting officially ended at 9:58am**