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