



The Landing Board of Directors Meeting
Tuesday October 15, 2016
8:00am – SUB 0-33

1. Call to Order/Introductions
 - Call to order at 8:13am.
2. Approval of the Agenda
 - Motion to approve the agenda.
 - Passes unanimously.
3. Approval of Minutes from September 13, 2016
 - Motion to approve the minutes.
 - Passes unanimously.
4. Chair's Report
 - AGM has been rescheduled to November 17th for 5:30pm in the Alumni Room. Work will be done to advertise this event.
 - We need 30 undergraduate students in attendance and will be organized by the chair of the board and the ED.
 - Sociology Undergraduate Student Association has asked the Landing to be a part of their speaker series, with their topic being *Gender*.
 - Continued approval from the Senate with the Landing and their operations.
 - Selena and Cody have been working on bylaw development to present for the AGM, after being reviewed by the policy committee next Thursday.
 - Email has been sent out for the Google Drive for contact and pronoun preference to ensure accurate contact information.
5. Executive Director's Report
 - Family emergence has caused the ED to send her regrets for this meeting.
6. Discussion
 - Financial Update for the 2015/16 Fiscal Year
 - Statements were created where the DFU and the human service grants was joined together, creating some confusion. Attempts were made to try and split grant expenses and operations expenses.
 - Concern that we might become over reliant on grant funding and might make our operation expenses.

- We earned approximately \$168,000 from grants and donations, with \$83,601 from student fees. Of this, \$132,000 went towards salaries, \$12,000 towards administration, and other money was spent for operational costs.
- Conversations need to be had with Colleen, but we have been allocated \$97,000 for operation expenses for the post-grant era. The grant money that will be receiving will have to be allocated over 18 months instead of 12 months, as the previous grants had operated under.
- The high expenditures are coming from programming, but we're unclear if they're one offs or on going expenses. We're lacking the context for the financial numbers.
- The next financial board meeting will be looking at the budget for the upcoming year.
- Board Retreat
 - There needs to be a 75% participation rate for the retreat, but we've had less than that number for the Doodle poll feedback.
 - Poll will be sent out again. Tentative dates will be December 2nd and 3rd, but will be confirmed once we have a guaranteed participation.
- GBVPP Update
 - Update coming from Colleen since January.
 - 210 attitude and surveys have been delivered to athletes. Data will be analyzed. Presentations have been done in relation to GBVPP in an athletic setting. All 24 U of A athletic teams will be participating in some form of GBVPP training.
 - All of the campus rec staff have taken GBVPP training and there is discussion on how to include it in the Greek community.
 - LGBTQ+ hockey team has been developed.
 - Online resources, in relation with athletic and Greek groups, are still in development.

- An inclusion in sports panel will be held at the Horowitz on November 16th. Attempting to build off of the event held by the EPL.

7. Business

- KPMG Audit Quote
 - KPMG was recommended due to the urgency of the audit. They're familiar with the SU's financials and will be able to complete our audit fairly easily.
 - Quote is between \$2500 - \$3000, leaning more towards the \$2500 range.
 - Recommendation is to go with KPMG to ensure completion before the AGM, but also to get credit card approval.
 - We're also expecting \$8500 from the DFU fees this year.
 - Motion to approve the usage of \$3000 + GST for the KPMG audit.
 - Passes unanimously.
- GBVPP Contract Approval
 - Based off the standard template used by the Students' Union.
 - Employee's contract is up to expire on the 31st of October and will be applied for 18 months (November 1st to April 1st)
 - Main changes focused on wording
 - Section 2(d) describes how contact with the media must be approved by the executive committee.
 - Section 2(n) features a clause to extend the contract by 60 days if the board deems it necessary.
 - Negotiations are still going on with Colleen, but the chair is asking for the board approval of the contract skeleton, including the job description. Final edits will be made and be sent to the board for approval as well.
 - Amendments will be made to clarify the expected work hours, most likely matching the 35 hours for the ED.
 - Passes unanimously.
- Financial Policy Approval
 - Due to the urgent nature, this had to bypass policy committee.

- Looking at two separate accounts, one for project grants and another for operational expenditures.
- At all times, we should have 6 month's worth of spending in the reserve, with access being granted by the B.o.D.
- The money that would be put in for the credit card (\$2000) can be left vague for the board to decide.
 - Left at \$2000.
- Signing authority, recording keeping will be held for 10 years, and the norm should be to get 3 quotes for audits.
- For expenditures exceeding \$500, employees should provide 3 quotes and be approved by the finance committee and expenditures over \$2000 will be approved by the board.
- We can spend money through cheques, credit card, and cash flow within the office. The employee can provide an invoice for the cheque, the credit card spending must be authorized by the ED and should not be used for reimbursement or honorariums. The ED is expected to show the credit card statements to the treasurer on a monthly basis.
- Fundraising and sponsorships are allowed to accept in-kind donations and sponsorships, such as waiving booking fees. All of our fundraising will go towards operational instead of the reserve.
- We typically pay staff honoraria, but should not be awarded if they are being paid for participating in another role.
- There is an expectation that employees will take the most cost effective options.
- The personnel committee will review contracts at minimum 4 months prior to the contract expiring, allowing for the board to approve the contract 2 months prior to expiration.
 - Development of a contract policy should happen, but not at this current meeting.
 - Removal of the contract portion from the finance policy for the time being.

- Discussion surrounding accepting honoraria and whether or not the individual should pocket the financials or the Landing would accept it.
 - Inclusion to point 1 under honoraria to specify personal compensation.
- Motion to approve the financial policy.
 - Motion passes unanimously.
- Proposal to remove policy 1 in regards to signing authority.
 - Motion passes unanimously.
- ED Salary Top Up
 - Conversation will be had via email once more information is researched on our financial situation.
 - When the ED's salary was first drawn up, the budget wasn't there to pay the desired amount, so the top up was included to make up for this.
 - Clarification on why the ED will or will not be receiving these funds. The idea was that fundraising was taken in consideration as well.

8. Adjournment

- Meeting adjourned at 9:32am.