

**Kwantlen University Student Association
Board of Directors Meeting Agenda
Friday, September 8th, 2006 @ 5:00 PM
SURREY CAMPUS – KSA Offices**

- A. Introductory Procedures**
 - 1. Call to Order
 - 2. Confirmation of Chair
 - 3. Adoption of Agenda
- B. Membership**
 - Introduction
 - New Members
 - Declaration of Vacancies
- C. Presentations to the Board**
 - Director's Responsibilities (Laura Anderson)
- D. Approval of Minutes**
 - July 14, 2006
- E. President's Report (Attachment 1)**
- F. Staff Report (Attachment 2)**
- G. Unfinished Business of the Previous Meeting**
- H. Campus Council Reports and Motions**
 - 1. Langley Campus Council Report
 - 2. Richmond Campus Council Report (Attachment 3)
 - 3. Newton Campus Council Report (Attachment 4)
 - 4. Surrey Campus Council Report (Attachment 5)
- I. Liaison and Governance Representative Reports and Motions**
 - 1. Disabilities Liaison Report (Attachment 6)
 - 2. Aboriginal Liaison Report (Attachment 7)
 - 3. LGBT Liaison Report
- J. Executive and Executive Committee Reports**
 - 1. Vice President Internal Affairs Report
 - 2. Vice President Events & Student Life Report
 - 3. Treasurer Report
- K. Other Business**
 - 1. Updated Letter of Concerns (Attachment 8)
 - 2. Ombudsperson Report (Attachment 9)
- L. Submissions**
- M. Next Meeting**
- N. Adjournment**

Kwantlen University Student Association Board Meeting Agenda

September 8th, 2006

Attachment No. 1: President's Report

Prepared by: Danish Butt

1. Student Orientations

- First year student orientations went extremely well, the response was very positive
- Stafford and I were representing the KSA along side RCC where we spoke to approximately 350 students about the duties of the KSA as well as the different services we offer for students.
- Aaron, Stafford and I spoke to students in Langley and then also in Surrey.
- After speaking to Kurt Penner and the rest of the volunteers at the first year student orientations the future looks bright for the KSA and KUC to work together in the future to organize large-scale events for students.

2. Oasis Lounge Café

- Jaivin and Elijah worked ridiculously hard to open the newly renovated Oasis lounge café and they have been successful.
- Although I did not put in as much effort as Jaivin and Elijah I was helping out as much as I could, anywhere I could come of service.
- The café has never looked this good before and with the new menu I know that it will finally be a success.

3. U- Pass

- I have been in serious discussions with many other college student representatives but mainly with Tiffany from VCC.
- Currently Translink has offered a deal for about or around \$42 for all other colleges but Kwantlen has managed to get an offer of about \$21 dollars.
- It would make business sense for the KSA to move ahead with this offer, but our friends and colleagues from our other member locals have asked us to stay in negotiations with them collectively because they are being given a high price.
- I would like to seek the opinion of Council to see where they would like to go with this issue.

4. Welcome Week Preparations

- Stafford and I have been working quite hard to make welcome week a success.

Kwantlen University Student Association Board Meeting Agenda

September 8th, 2006

Attachment No. 2: Staff Report

Prepared by: Yasser Ahmad, Chief Operations Officer

1) Yasser Ahmad, Chief Operations Officer

- a. Many different procedures continue to be revamped and updated in accordance with new internal policies such as transition from Simply Accounting to QuickBooks software.
- b. Accounting procedures continue as normal for all levels of the society
- c. Working in conjunction with the Treasurer to review all financial materials as normal
- d. Working procedures with KSA office suppliers and Café procedures in conjunction with Meenu and Elijah for each respective project.
- e. A staff meeting was held on September 1, mainly to discuss operations for the first week of school. Nothing extraordinary was discussed. Attendees included Aaron, Deep, Sharon, Meenu, Tee and Jeremy. Jeremy was introduced to all staff.

2) Aaron Takhar, Executive Advisor

- a. Continue to assist Jaivin with the new online opt-out system for the Health Plan that began with student registration in mid-July. Ongoing communication with *Gallivan & Associates*, our Health Plan broker with the *Great West Life Assurance Company*. Also steady communication with KUC regarding this project. Students have responded very positively to it and the traffic to the Health offices has greatly decreased.
- b. We are updating all employee files to be in compliance with provincial and federal standards, general updates that occur frequently. Yasser and Aaron are also reviewing benefits and schedules.
- c. Continue to review internal policy and assisting Elijah, Yasser and Jaivin with new café procedures. Also have been helping manually because of how busy everyone is.

- d. Continue to write letters and communicate with external organization and KUC. Preparing Executive members to meet with KUC and providing them with background information on related issues.
- e. Primary liaison with the KSA legal counsel and receive input from Danish, Jaivin and Joey. Continue to update internal policy such as Executive Procedures and staffing files/forms.
- f. Assisting Deep with the upkeep of the website as well as the acquisition of bcbookworm.com and enhancing the site
- g. Main person for political and promotional materials such as posters and leaflets. Liaising with appropriate business to achieve this.
- h. Assisting Yasser with financial matters when needed or to sit in meetings where Danish, Jaivin or Joey are unable to attend.
- i. Ensuring that the Executive members are up to date on any changes that effect the operation of the society, on all levels.

3) Deepkamal Sarang, Technical Advisor

- a. Deep is continuing to work on normal day to day technical things. Traveled to all campuses to update equipment. There is still significant work needed at the Richmond campus, Deep is assisting Brian Tran, Richmond Director.
- b. Deep continues to ensure routine maintenance of all machines and facilities.
- c. Keys, codes and personal information for KSA personnel also updated
- d. Among other daily duties, worthy of mention is the startup of the Café and checking and servicing equipment in the kitchen. Also making sure that the facility is up to date and decent for student use. Updating the POS system in the café and computers.
- e. Continue to manage and maintain our website and more online services that we offer. Online housing, job postings, book sales, live events calendar etc...
- f. Assists Board members with day to day technical issues

4) Elijah Mohammed, Commercial Services Manager (includes Café Staff)

- a. Preparing for the open of the newly renovated Oasis Café Lounge. Preparations and descriptions are endless; Jaivin will expand on this in his report.

- b. Managing, in conjunction with the Athletics Department, the KSA Fitness Center. Fitness Center Attendant, Elmor Lara, is now offering training classes and starting up a fitness program. New equipment from time to time. Special events requests etc...
- c. Marketing ideas are always being shared with the Executive. Nothing specific in terms of commercial marketing is happening right now.

5) Meenu Saran, Executive Assistant (includes all Business Office Staff)

- a. Mandish Saran and Aaron Takhar continue to assist with filing and communicating with suppliers and contractors.
- b. Keeping track of all inventories and scheduling on all campuses. Relaying all communication to the appropriate person and training the other Business Office Staff when there are new projects being initiated by the Executive.
- c. Other written and verbal communication with suppliers, finding better pricing and acting as the front desk attendant during regular business hours.
- d. Creation of promotional materials, making certain that office supplies are on time and that everyone is supported by having the appropriate work supplies.
- e. Office Staff at each campus are: Newton – Jeremy Pingol, Richmond – Tee Ngo, Langley – Sharon Cameron. Keep track of student requests for better service and maintaining existing system.
- f. Often traveling to other campuses to assist with office work.
- g. Arranges appointments and books travel, researching along with Aaron, depending on the specific project. Have spent time working manually in the Café.

6) Paul Browning, Ombudsperson

- a. Paul has been working on appeals from students
- b. Also, updating existing pamphlets about the ombudsperson and contact information at all campuses for better access to students.
- c. Checks email and voicemail regularly.

If any member of the Board of Directors requires assistance in a particular area please do not hesitate to contact any one of us. We are here to assist you! There are many other day-to-day tasks that have not been listed, as it would not be a good use of anyone's time.

We have noted any projects and what activities that take up most of our time. If you have any specific concerns please bring them to our attention.



Kwantlen University Student Association Board Meeting Agenda

September 8th, 2006

Attachment No. 3: Richmond Campus Council Report

Prepared by: Brian Tran

1. Renovations
 - a. The lounge went through major renovations; new couches were finally added thanks to our President “Danish Butt”.
 - b. The lounge also went through a change in appearance, since it was professionally painted.
 - c. We’re working on a system with facilities to remove the old white couches in the lounge that are taking up space.

2. Agenda’s
 - a. Received the agenda’s and single handily moved two crates of agenda’s into the RCC office.
 - b. It was quite tiring but I managed to get the work done.

3. Student Orientations
 - a. With the help of Danish, Stafford, Tee, and the RCC the orientation went excellent.
 - b. The feedback from the students was positive; the new students got to win prizes for answering questions.
 - c. The dunk tank was awesome because Stafford is a maniac. He took one for the team. Danish could not be dunked, no matter who threw the balls.

4. Welcome Week
 - a. Planned with Stafford the events and food for the welcome week.
 - b. Looking forward towards the day of the event

5. Voicemails/Emails
 - a. Got my phone line working again in my office, and I plan to change the voicemail as soon as possible so everyone can leave me a message.
 - b. I check my emails regularly, I enjoy the lines of communication between campuses.

Kwantlen University Student Association Board Meeting Agenda

September 8th, 2006

Attachment No. 4: Newton Campus Council Report

Prepared by: Ajay Cheema

1. Welcome Week

- (a) To be held on September 11th 2006.
- (b) Welcome week plans have been pretty much finalized.
- (c) Stafford and myself have been working together on the plans for welcome week.
- (d) Inflatable basketball hoops will be set up. Prizes will be given out for students.
- (e) The prizes will entail movie tickets, Tim Horton gift certificates and KSA merchandise, like water bottles.
- (f) Free food will be given out as well, consisting of samosas, pizza and pop.

2. Business Office Staff

- (a) We have a new BOS at the Newton campus.
- (b) This will give the Campus Council additional support in the lounge.
- (c) Students no longer need to go to the Surrey Campus for bus tickets etc.

3. Student Agendas

- (a) The new student agendas have been received and are being distributed to students.
- (b) No problems have been encountered with the agendas as of yet.

4. Lounge Equipment

- (a) The foosball table was out of order due to a player been broken.
- (b) It has been temporarily fixed with the manual work of the Campus council.

5. New Semester

- (a) Working on getting a new schedule for the availability of Council at Newton.
- (b) With the change of semester means a change of availability of the members.
- (c) A few more classes have been added and thus will increase the student body at Newton.
- (d) This is a good thing for the KSA with Welcome week coming up.

Kwantlen University Student Association Board Meeting Agenda

September 8th, 2006

Attachment No. 5: Surrey Campus Council Report

Prepared by: Ken McIntyre

1: Campus Council Concerns and Issues

A: The Office hours schedule and timetable for the Members of Surrey Campus Council will be changing due to classes and the start of the new semester, the updated schedule will be posted soon

B: Quorum for SCC meetings has been an issue for the last several weeks due to schedule changes and summer vacation; this should improve now that the fall semester

2: Campus Council Meetings and Events

A: Our last Campus council meeting was held on August 9, 2006 at 12:30 PM

B: Our next Campus council meeting will be held on September 7, 2006 at 11:00 AM

D: The next event for Surrey Campus is going to be assisting with welcome week which will be happening on September 14, 2006 on the Surrey Campus for 10:00AM to 3:00PM. There will also be an event to celebrate the opening of the Oasis Lounge from 4:00PM to 8:00PM also on Surrey Campus.

3: Other Campus Council Topics

A: Michael has been working on designing a banner that will be put up on all the KSA posting boards on the Surrey campus

B: Textbook sale ads are no longer being accepted for posting on the boards, all students are being directed to www.bcbookworm.com for all textbook sales.

**Kwantlen University Student Association
Board Meeting Minutes**

September 8th, 2006

Attachment No. 6: Disabilities Liaison Report

Prepared by: Ken McIntyre

1: Disabilities Issues and Concerns

A: There are no known issues or concerns at this time, as there is a lower amount of traffic on campus; this also includes fewer students with disabilities

2: Disabilities Commission

A: No meetings have taken place as of late due to no interest from the student community; I will be increasing the advertising and visibility of such advertising for the commission in the near future

B: There is no material available on the bus passes however Translink does have material on other programs they offer and has sent some material for me to distribute to students. The amount of material was not very much but I hope to get more in the near future.

3: ACCESS Program

A: I will be making a presentation to a group of ACCESS students on Monday about Disabilities issues and KSA Services.

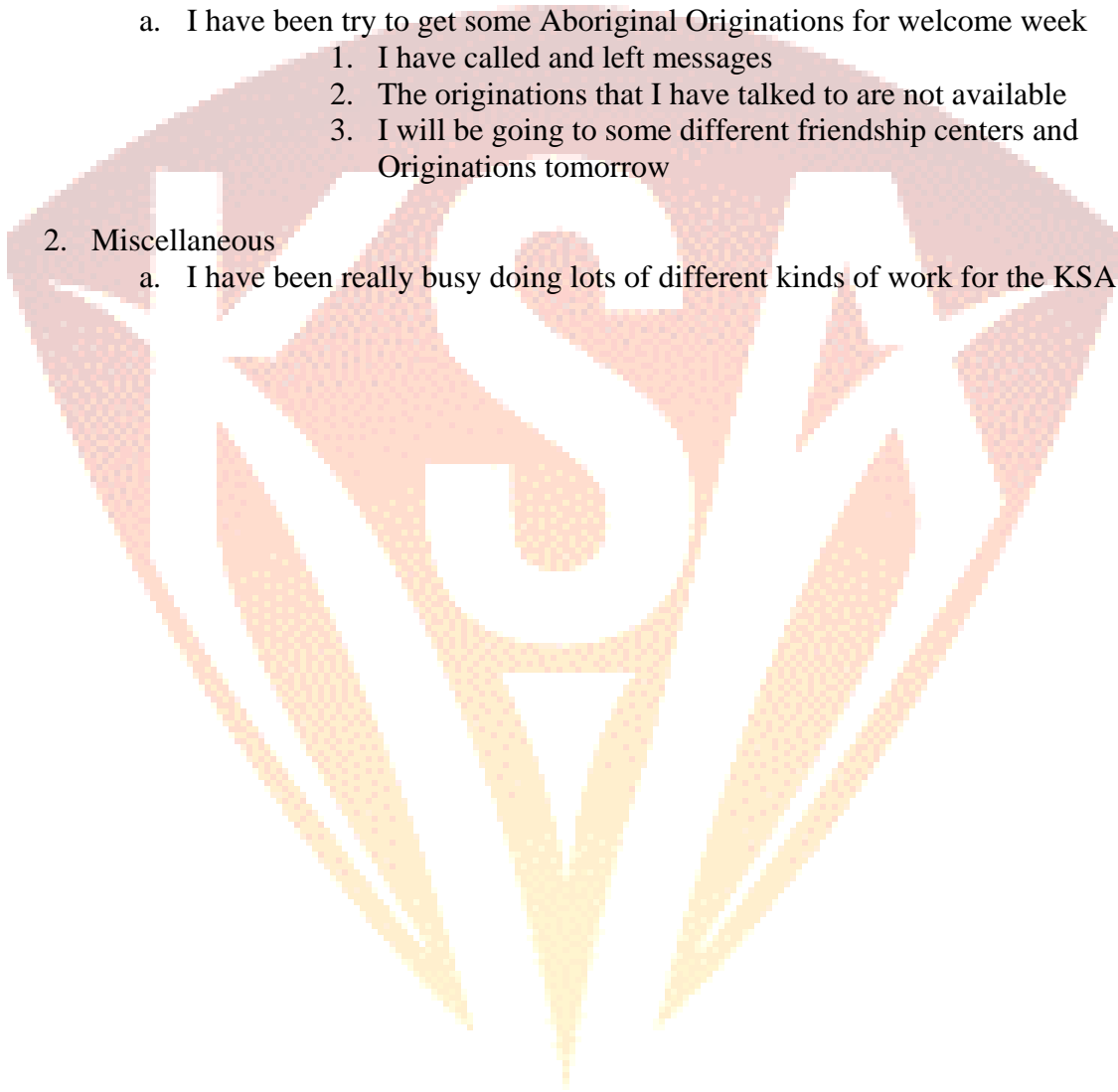
**Kwantlen University Student Association
Board Meeting Minutes**

September 8th, 2006

Attachment No. 7: Aboriginal Liaison Report

Prepared by: Michael Van Fleet

1. Welcome week
 - a. I have been try to get some Aboriginal Originations for welcome week
 1. I have called and left messages
 2. The originations that I have talked to are not available
 3. I will be going to some different friendship centers and Originations tomorrow
2. Miscellaneous
 - a. I have been really busy doing lots of different kinds of work for the KSA



Kwantlen University Student Association Board Meeting Agenda

September 8th, 2006

Attachment No. 8: Updated Letter of Concerns

Prepared by: Steve Lee

**Attn: Staff, Elected & Appointed Officials as well as
Members of the Kwantlen Student Association**

NOTE: This was sent for inclusion in the September 1, 2006 agenda. I've added a few things to it and ask that it be reattached to the September 8, 2006 agenda.

1. CRO Selection

I apologize for not getting back to you Aaron about meeting to discuss CRO selection. I have been very busy lately with other commitments.

Rest assured, I am working to fulfill the settlement order (attached) by referring possible CRO suggestions to my legal representative. The settlement order made no mention of any adhoc committee being formed to discuss this further, so although it may be nice to form such a committee, it does not appear to be absolutely necessary.

If it is felt that such a committee is needed, I think it would be appropriate for voting representatives of the interim KSA Board of Directors to meet and discuss CRO selection, but I respectfully submit that it would not be appropriate for Mr. Takhar to be involved in the decision making process related to this matter, due to the allegations that have been made regarding his own possible inappropriate involvement in the January 2006 General Election and Referendum.

2. Structure of the Interim Council

First off, it is very important to note that the individuals named in the settlement as being voting members of the board of directors hold no specific position. We are all equals on this interim board, each with one vote. There are no interim executive board members or specific campus council members.

Secondly, although the settlement does not address remuneration specifically, the regulations were reset to the old ones that were in place before January 2006. As of August 21, the wage increases that had been supposedly passed in January

2006 and even prior to that in June 2005 are out of order and the following schedule would be in order, as per Section IX: Article 2 of the Regulations:

- Executive Board Members – bi-weekly sum of \$412.00
- Chairperson of the Executive Board – an additional bi-weekly sum of \$51.50
- Campus Directors – bi-weekly sum of 20 hours per week at \$0.75 above minimum wage per hour
- Campus Representatives – bi-weekly sum of 10 hours per week at \$0.40 above minimum wage per hour
- Campus Officers – bi-weekly sum of 5 hours per week at minimum wage per hour

It is prudent that people be remunerated for their contributions to the KSA during the interim period, and I would recommend that all voting members named in the settlement be remunerated at a rate of a Campus Representative.

Concerned students will be watching the interim council's actions closely, so I think that it is extremely important we act in the highest possible ethical and transparent manner possible. The KSA should strive from now on to be as open, transparent and accessible as possible.

Finally, please remind Ken that he should be sending notice to the Board of Governors and Education Council student representatives as they have always been non-voting members of the Board of Directors. They don't have to show up but should have the opportunity to know when Council is meeting, and they should have opportunity to present reports if they wish.

3. Copy of the Constitution, Bylaws and Regulations Online

This should be updated to reflect the settlement order which struck the bylaws of both the September 2005 and November 2005 SGMs, and declared that the pre-September 2005 Bylaws were in effect.

The constitution on the website is also incorrect as per the copy filed with Victoria.

Attached are the copies of the Constitution and Bylaws that I have on hand in word and html format. They are correct and true, as compared to what is filed with Victoria.

4. Appointment of Jamsheed Khan – Violation of Court Order?

I noticed in an e-mail Ken McIntyre sent out about notice for the September 8 meeting that Jamsheed Kahn was listed as VP External - when I thought the position had been previously been vacant, with the duties simply being performed by the President. He also now appears on the KSA site:

<http://www.kusa.ca/index.php?pid=79> as also being in the VP External position. He did not appear in the e-mail notice of August 30, 2006. A few questions:

- *When was he appointed to work in this position?*
- *By whom?*
- *When did he start working?*
- *Why did he not appear on the site before today?*

It was my understanding that quorum was not achieved on Friday, September 1, therefore, appointing him to perform even just the staff duties would not have been possible.

Furthermore, I would argue that if he stays on he would not have a vote and would not have signing authority. The court order appears clear in who makes up the interim council and has no provisions for adding people. Also, the only removal provisions that exist are upon application to the court.

Although I am not a lawyer, I would consider randomly hiring this or any other individual during the interim period without the approval of Council as falling outside the realm of the day to day operations of the Society (as per paragraph 11 of the court order).

I would further question whether Council even has any kind of hiring ability during this interim period - especially considering the position he was hired to fulfill (VP External) does not exist anymore.

5. Fulfilling Other Requirements of the Settlement Order

It is important to meet on or before September 1, 2006. To not meet or achieve quorum on or by this date would be in violation of the settlement order. If you could not live up to this then you should not have agreed to this date. It is my understanding that those who fail to attend could in future be held in contempt of court.

It is curious that the Association appears to have been extremely cautious and diligent about trying to meet on a by-weekly basis since June 2006, that it would now again appear to be a difficulty.

In order to ensure that sections 11 and 13 of the settlement order are met, it is important that the following information should be prepared and presented in the agenda for the September 1, 2006 meeting:

- To ensure compliance with section 11, a complete list and detailing of all projects individuals of the KSA is currently working on should be prepared and presented. This would include, but would not be limited to complete information on:
 - The Advocacy and lobbying efforts of the Association;
 - The Legal activities regarding any outstanding or ongoing legal disputes which the association may have been involved in since May 2005 until now (in addition to the two petitions surrounding fall 2005 SGMs that were recently resolved through settlement);
 - The dialogue between the Association and the Institution since May 2005;
 - Any renovations or capital projects that have taken place since May 2005 until now. This update should include complete financial information regarding all related expenditures, who approved those expenditures and any other information regarding any contracts that have been signed to complete those renovations or capital projects;
 - An update regarding past and upcoming events. This update should include information on events that have occurred since January 2006, as well as information regarding any events that are planned to occur over the next three months. It should also include information regarding all related expenditures that have occurred or plan to be occurred (furthermore, it is important to note that section 11 would essentially forbid any events other than the normal August Orientations and the Welcome-Week event in early September. Concerts, dances and other similar events are not traditional / annual day to day events and as such would be considered extraordinary);
 - Human Resource Issues, including but not limited to the “Bassi situation.” A complete disclosure on the incident that occurred and the resulting impeachments and firings should be prepared to be presented, along with any information regarding the related RCMP investigation and / or any possible civil proceedings that may or may not be ongoing. Because the “Bassi situation” appears to be of a sensitive nature, disclosure of this information does not have to be in the agenda and may be given in-camera with all who may be present at the meeting being allowed to remain for the in-camera session;

- A detailed update regarding the “post-audit issues” surrounding the 2005 audited financial statements. These “issues” were referenced in a very general manner by both executive and staff members in the agendas and minutes for Board of Directors as posted since the June 15 AGM. What are these issues?
- An update regarding the activities of Campus Councils since January 2006; *and*
- An update regarding any other activities not specifically covered above, as conducted by Executive Members, Staff and Liaisons of the Society and the activities of any related committees.
- In order to ensure compliance with section 13, the Association should address in a report included with the September 1, 2006 Council meeting agenda, answer to the following outstanding questions, which were presented to the KSA by student Lisa Coan on Sunday, July 9, 2006:
 1. Why was the audited report for the 2005 fiscal year dated on May 26, 2006? The audited report for the 2004 fiscal year was dated as being completed by March 7, 2005. Why was there such a huge delay?
 2. Do you have any comment(s) on the quality of record keeping in the auditor’s management letter?
 3. As per the balance sheet, the operating fund balance has gone from surplus to significant deficit during the year resulting in a cash shortfall in the operating fund, requiring \$224,000 being borrowed from the Capital Fund long-term investments. This represents 18% of the long-term pool of funds, which proportionately diminishes the KSA’s external investment income. Please answer the following questions based on this circumstance:
 - a. Why is there a deficit?
 - b. Why were the details of this deficit not disclosed in the notes to the Financial Statements or in the report of the Treasurer?
 4. I have a few questions about the mortgage and promissory note receivable. It would appear that the KSA has not only risked the funds by investing such a large portion in a single instrument, but the KSA has chosen an instrument which is

inherently of a higher risk and therefore seemingly inappropriate given the circumstances presented. Please answer the following questions:

- a. Why was \$620,000 of long term investments (representing approximately 49% of the investments) invested in a mortgage receivable and promissory note receivable?
 - b. Why were both secured by a SECOND charge on a borrower's property, both bearing a very low 5% rate of return, and both including an exceptionally long repayment term?
 - c. When was this investment approved, and by whom?
 - d. Does this show up in the auditor's management letter?
 - e. Who is the borrower?
 - f. What is the Fair Market Value for the properties in question?
 - g. How saleable are the properties provided as security?
5. Accounts Payable appears to be up 24% over the last year. Is the KSA staying current with suppliers or is the KSA at risk here due to unpaid accounts?
6. The Statement of Operations Operating Fund went from slightly less than breakeven last year to a significant deficit this year (\$323,000). The KSA entered the year arguably knowing they had to cut expenses and instead increased wages by \$168,000 (38%). Based on this circumstance, please answer the following questions:
- a. Why were additional staff hired *and / or* what pay adjustments occurred during the year?
 - b. Does this show up in the auditor's management letter?
 - c. Finally, why was there such a substantial increase in professional fees during the year? What necessitated this increase? Why were there no notes in the financial

statements or in the Society Reports to the Membership regarding the specific use of these professional fees?

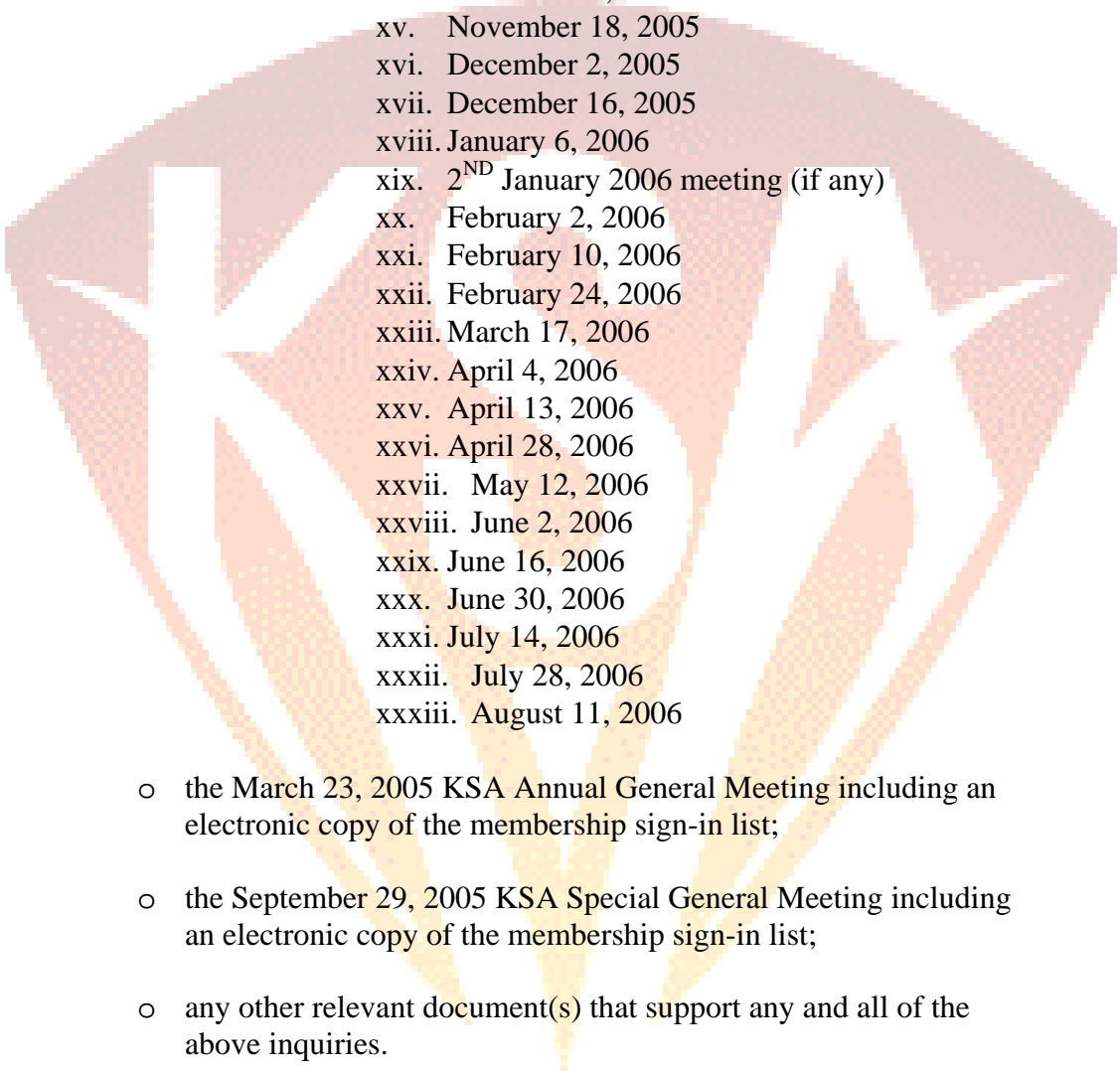
7. In a year of cash-flow pressures, why:

- a. Was \$27,000 spent on Café-Lounge equipment?
- b. Did the Café-Lounge double its loss during the year, from approximately \$16,000 in 2004 to more than \$30,000 in 2005?
- c. Was more than \$51,000 spent on other furniture and / or equipment? What was purchased?
- d. Who authorized the above purchases?

8. The lobbying fund expenditures more than doubled to \$56,000. Presumably the auditors are satisfied that these expenses have been appropriately charged to this fund. But specifically, what activities comprise them? What type of "Lobbying" had occurred in 2005 that is consistent with the referendum restrictions that are in place on the fund?

9. Please provide the specifics of the bursaries awarded during 2005, which amounted to \$14,000.

- In order to further ensure compliance with sections 11 and 13, the Association should produce electronic copy (in MS Word or Adobe PDF) of:
 - the management letter that should have accompanied the 2005 audited financial statements;
 - all executive board meeting agendas and minutes from Executive Board meetings as held from January 1, 2005 until now;
 - all Board of Directors / Council meeting agendas and minutes for all meetings of the KSA Board of Directors as held from January 1, 2005 until now, including, but not limited to copies of documents as related to the following meetings:
 - i. April 29, 2005
 - ii. May 13, 2005
 - iii. May 27, 2005
 - iv. June 10, 2005

- 
- v. June 15, 2005
 - vi. June 24, 2005
 - vii. July 8, 2005
 - viii. July 22, 2005
 - ix. August 5, 2005
 - x. August 19, 2005
 - xi. September 30, 2005
 - xii. Mid-October 2005
 - xiii. October 28, 2005
 - xiv. November 4, 2005
 - xv. November 18, 2005
 - xvi. December 2, 2005
 - xvii. December 16, 2005
 - xviii. January 6, 2006
 - xix. 2ND January 2006 meeting (if any)
 - xx. February 2, 2006
 - xxi. February 10, 2006
 - xxii. February 24, 2006
 - xxiii. March 17, 2006
 - xxiv. April 4, 2006
 - xxv. April 13, 2006
 - xxvi. April 28, 2006
 - xxvii. May 12, 2006
 - xxviii. June 2, 2006
 - xxix. June 16, 2006
 - xxx. June 30, 2006
 - xxxi. July 14, 2006
 - xxxii. July 28, 2006
 - xxxiii. August 11, 2006

- the March 23, 2005 KSA Annual General Meeting including an electronic copy of the membership sign-in list;
 - the September 29, 2005 KSA Special General Meeting including an electronic copy of the membership sign-in list;
 - any other relevant document(s) that support any and all of the above inquiries.
- Many of the above documents were also requested by student Lisa Coan in her e-mail of July 9, 2006 and should have been made available to the auditors in order to complete the 2005 audit – as such, they should be easy for the KSA to produce these documents (I also believe that these same documents were also requested earlier in the year during the January 2006 election by candidate Rob Mumford). Finally, the Bylaws and Regulations

require that these documents be accessible to the student body. Traditionally, this has taken place by having said documents placed on the Society's website;

- In the past the Association has maintained a schedule for its Board of Directors, showing:
 - In respect of each employee, the total remuneration paid to the employee and the total paid for the employee's expenses; and
 - A consolidated total of all remunerations paid to all other employees.

To ensure compliance with sections 11 and 13 of the settlement agreement, the Association should present such a schedule to the September 1, 2006 meeting of Council.

- Article 13(2)(6) of the "RAF BILL2K5" Bylaws stated that the Senior Staff Members shall:

"submit to the Board quarterly financial reports, with the approval of the Operations Supervisor, in the manner specified in the Regulations and in accordance with the individuals and procedure listed in Article 13(2)(ii);"

Further, Article 17(1)(vi) of the old pre-September 29 Bylaws stated that the General Manager shall:

"submit to Council quarterly financial reports in the manner specified in the Regulations;"

And Section V. Article (2) (4) and (5) of the pre-December 31, 2005 Regulations states:

4. In accordance with Bylaw 17(1)(vi), the General Manager shall deliver written financial reports to Council four (4) times per year; in January, April, July and October. Such reports shall include:
 - a. expenditures to-date in each budgeted line item;
 - b. revenues to-date in each budgeted line item;
 - c. reference, in a form determined by the General Manager, to the previous year's Budget comparing the

current financial status to the same reporting period of the previous year;

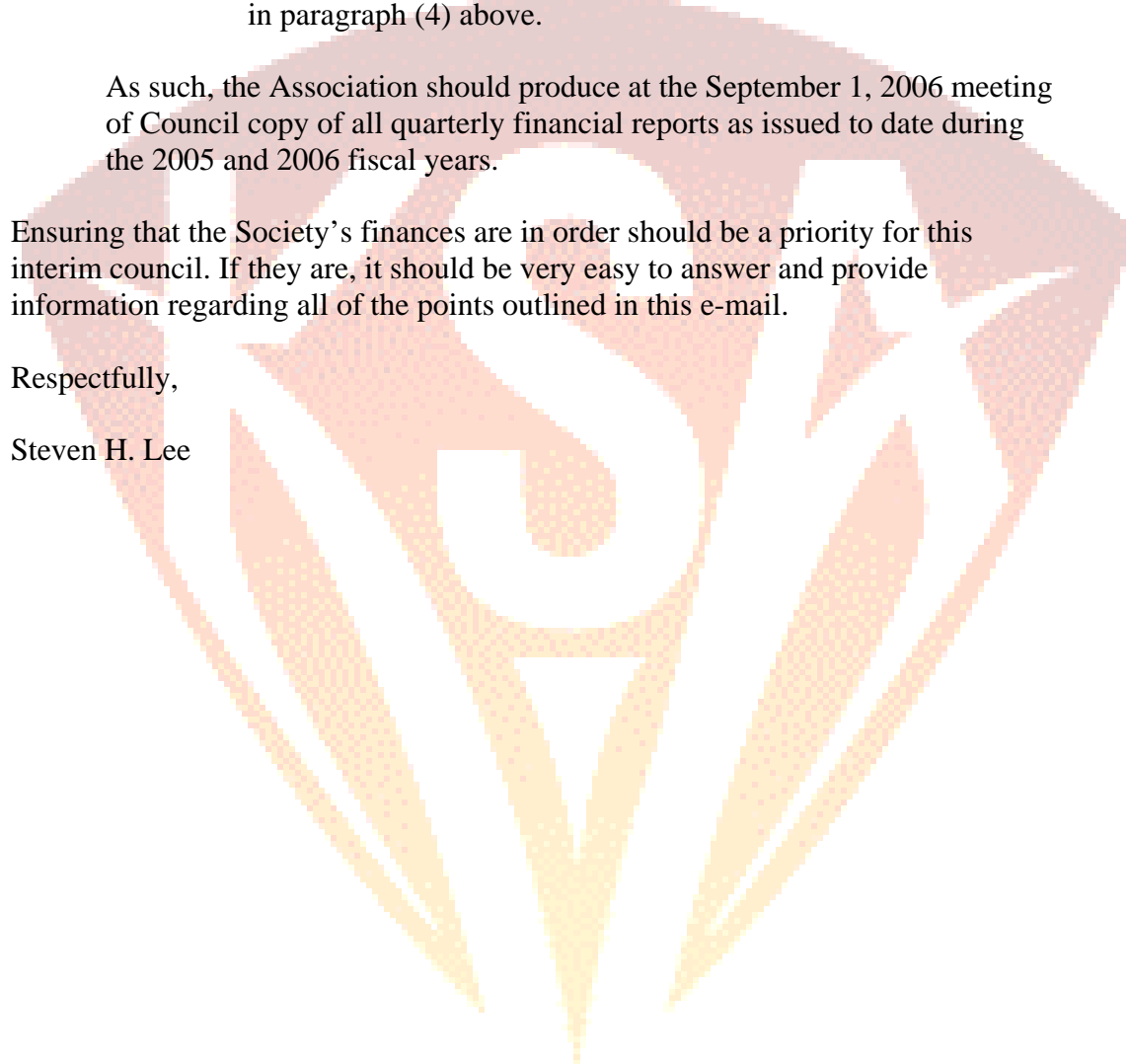
- d. such other information as the General Manager may determine, or that has been requested by Council or the Executive Board.
5. At the request of Council, by Resolution, the General Manager shall provide interim reports at times other than those specified in paragraph (4) above.

As such, the Association should produce at the September 1, 2006 meeting of Council copy of all quarterly financial reports as issued to date during the 2005 and 2006 fiscal years.

Ensuring that the Society's finances are in order should be a priority for this interim council. If they are, it should be very easy to answer and provide information regarding all of the points outlined in this e-mail.

Respectfully,

Steven H. Lee



Kwantlen University Student Association Board Meeting Agenda

September 8th, 2006

Attachment No. 9: Ombudsperson Report

Prepared by: Paul Browning

On activities from May 1, 2006 to August 31, 2006

Investigations Completed and Ongoing Since May 1, 2006

5 closed cases

16 open cases

Case Topics:

- Grade Appeals
- Complaints about instructors
- Conduct of KSA Special General Meetings
- KSA Adherence to Bylaws and Regulations
- KSA Internal operations

In addition to conducting formal investigations, I am also able to deal with certain cases informally such as by informing students of the proper process to follow (i.e. Kwantlen Grade Appeal Policy) or by referring them to assistance through areas such as counseling. Such informal handling of such cases is useful when the issue at hand is not one of maladministration but rather just a case of individuals needing the correct information.

Meetings

- Meetings with KSA Directors + Staff
- Meetings with Faculty + University College Staff
- Meetings with Administration
- Meetings with Students

Percentage Of Activities

- 20% in KSA meetings
- 50% meeting with complainants and respondents
- 10% researching issues related to complaints submitted
- 20% writing formal reports

Due to the confidential nature of a lot of my work, I am unable to report in detail on individual cases, in order to protect the privacy of those involved. That said, I have

released reports on certain issues that I view to be in the interest of all students at Kwantlen, such as my reports on the KSA Special General Meetings.

In the upcoming semester (Fall 2006), I plan to improve advertising and outreach regarding the services of the Ombudsperson so as to make more students aware of service availability. I am planning on attending events such as Welcome-To to make students aware of my role. In addition, in cooperation with the KSA Council, I would like to develop improved promotional material (i.e. posters) and distribute them around campus.

In addition, there are a number of outstanding complaints regarding the KSA of which, I intend to complete my investigations and issue final reports at an expedited pace

If anybody has any further questions or would like to meet with me personally to discuss my role as Ombudsperson, please feel free to contact me by e-mail at ombuds@kusa.ca or by phone at (604) 599-2303.

Paul Browning, KSA Ombudsperson

