

Lunik Board Meeting Minutes
September 25, 2015
Start time: 2:41

In attendance:

- Brynn (Chair, Alumni)
- Michelle (Acting Secretary, Alumni)
- Spencer (Student)
- Nabil (non-member)
- Fatima (Student)
- Zachary (non-member)
- Matthew Kensett (Staff)
- Aaron Doupe (Staff)
- Brandon (non-member) left 3:16pm
- Maia (non-member) arrived 2:56pm
- Tia (Student) arrived 3:00pm, left 3:27pm
- Suran (non-member) arrived 3:02pm

2:41 - Summer Review:

- Heavy frosh involvement
- With 2 years of audit money, coordinators made large space investments for long-term benefit (eg. New red chairs, projector)
- Matthew: Helpdesk no longer does special events tech

2:45 - Board of Directors information:

- Brynn explains, BoD is large oversight body made of staff, faculty, students and alumni
- Anything over \$5000 needs to be run by the board
- Hiring happens through the board
- Usually board members are elected at AGM, but 2015 AGM had a poor turnout due to the strike.

2:50 - Electing new board members:

- Brynn: narrowest majority of the board needs to be occupied by students, 2 alumni positions also
- 4 student positions are available and 1 staff/faculty position is available
- During meeting: Spencer, Brandon, Nabil, Matthew (staff), Zach presented their reasons for wanting to join the board. Brynn read out Deanna's (student) blurb, as she is absent.
- Brynn will follow up with eVote in one week (October 2) to elect new board members, written blurbs will be included to ensure absent board members get a chance to know candidates. Candidates will send blurbs to Brynn
- Running for student positions: Spencer, Brandon, Nabil, Zach, Deanna
- Running for staff position: Matthew

3:06 – Letter to Management from Auditors

- Qualified audit is appropriate as Lunik is cash-based and there is a quick turnover of staff members
- Tia will investigate other auditors by getting in touch with Pro Tem
- Brynn reads out letter from auditors, critiquing financial systems in place and detailing issues they have found us to have
 - Issue: Coordinators need to find new bookkeeper
 - Maia will ask Julia (auditor) for bookkeeper recommendation
 - Issue: Auditor suggested daily inventory counts. Lunik works on a donation structure, intricate and daily reconciliations with inventory/profit is not ideal
 - Coordinators (Maia) will liaise with auditor to explain how Lunik operates, perhaps get further suggestions
 - Issue: Receipts were missing
 - Fiscal year runs May1st-April30th means summer period is awkward timing with record keeping before new coordinators take over, problem has been corrected going forward with new financial coordinator (Suran)
 - Issue: Some cheques approved by only one person
 - Suran says that the cheques in question were two clearly voided cheques accidentally left in binder, never deposited
 - Signing authorities: Connie and Brynn have to resign from being signing authorities via a letter
 - 3/6 of coordinators will have signing authority, 2 need to sign each cheque
 - In future, voided cheques will be attached to what actually goes out, eg. A mistake cheque will be voided and attached to proper cheque information
 - Issue: monthly bank reconciliations not performed on regular basis
 - Suran says all bank reconciliations were finished, but after the month
 - In future, hiring a bookkeeper will help with keeping on top of this
 - Issue: Meeting minutes issues: approvals not documented, no food sale budget
 - Auditor appointment will wait until Tia talks to Pro Tem
 - When secretary is appointment at next meeting, minute taking will be reviewed
 - Due to lack of Robert's Rules of order, most voting happens casually. In future, meeting minutes will include voting results, honorarium approvals, and pricing.
 - In future, posting meeting minutes on the website and/or YUConnect and financial statements for members to see
 - Issue: T4 Slips and Source Deductions not provided, no contact with CRA

- Maia: not-for-profit honorariums only exempt from CRA when it is under \$500, therefore Lunik needs to adhere to CRA rules
 - First time this has come up in audit
 - Aaron: recommends chatting with David and Ross (Student Life/Affairs) to see what they suggest in regards to wages
 - 2014-2015 year, payroll at York began at Lunik, so for the next audit it should be taken care of.
 - York charges a 10% rate for pay roll services
 - Brynn will talk to Ross and Charmaine to figure out how to go forward
- To be approved: Audited financial statements, Brynn passed around a hard copy
 - Board members will consent to approval via email sent by Brynn, as quorum is not met

3:55 – Priorities for Next Year

- Maia (Logistics Coordinator): growing and maintaining membership, increasing transparency
 - Posting budget and meeting minutes online
 - Asking membership to start new projects with Lunik
 - Few coordinator meetings, more general meetings to encourage more participation
 - Need board approval for procedure for hiring casual contract employees
- Brynn: coordinator mediation and disciplinary policy
- RE: security issues: YUSA can escalate complaints about security failing to provide supervision
- RE: bike fix-it space, Matthew suggests that the theatre has space if needed

For next meeting:

- Approve budget, approve new policies from coordinators
- Next meeting will take place mid-November