



# MEMO

From the office of the...  
Vice-President (Education)

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TO: Student Representative Assembly  
FROM: Shemar Hackett, Vice-President (Education)  
SUBJECT: Ontario Undergraduate Student Alliance (OUSA)  
Membership  
DATE: October 16, 2019

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Dear Members of the Assembly,

Roughly 20 years ago the MSU expanded their advocacy efforts by officially becoming members of the Ontario Undergraduate Student Alliance. For those who are unaware, OUSA is a non-partisan provincial lobbying organization, with 8 member institutions across the province. Since joining, our advocacy has grown much stronger than it would've on our own and has significantly impacted our research and policy initiatives.

There will be an item on the agenda for the upcoming meeting is to review our membership status. I have personally felt, since the recent change in government, that the advocacy undertaken by OUSA could be more vocal when it comes to student issues. Aside from my own perspective, numerous students, in person and online, have stated their frustrations with OUSA as an organization. I decided the best course of action would be to have the conversation with the SRA to decide what the next steps should be and how the room feels regarding current advocacy efforts.

I want to clearly note that the steps to change our membership is not something that can be done quickly, nor will it be done at this meeting. According to both the MSU and OUSA's bylaws any school wanting to change their membership must provide:

*Written notice of intent to withdraw must be sent by registered mail to OUSA's registered address, must be received 90 days in advance of any vote or referendum on a motion to withdraw, and must include the exact motion or referendum question, a copy of any student petition to withdraw, a copy of the Member Association's current by-laws and all additional policies or guidelines governing the conduct of the Member Association's elections and referenda.*

*Any withdrawal shall take effect in the next fiscal year of OUSA, and any membership fees owed by a Member Association in the current fiscal year shall be due.*

As a result of this bylaw stipulation, this upcoming meeting we will have a committee of the whole to discuss how the room feels and whether or not documentation should be filed. Once OUSA receives the documentation, 90 days later (aka sometime in February/early march) the actual vote will take place on whether or not we should stay, change membership or leave OUSA as a whole.

Below, I have outlined a few important pieces of information to lay the foundation to begin our conversation and will field any questions that you may have. Over the next 90 days I will gather more information, extend an invitation for OUSA to attend McMaster to aid you in your decision.

### **Money – OUSA Budget**

The first question I'm assuming many people will have is money. How much do we actually pay to OUSA each year? Historically, we pay \$3.16 per full-time student represented by the MSU. In previous years, this would mean that we transfer roughly \$70-75,000 to OUSA over the summer for our payment for the year. Given the student choice initiative, this has changed how money is collected. Instead of sending over a lump sum during the summer, member associations will send 50% of their projected full-time equivalents (FTE) and the second half of the payment will be paid in January and reconciled with the number of opt-outs. For this upcoming year, we have already paid just under \$38,000 with the remainder of funds being transferred over after opt-outs are reconciled later this year.

A subsequent question I'm assuming many will have is what does the money get spent on? I have included a copy of the budget down below. Yellow refers to areas we discussed making cuts, green are areas in which there was a recommendation we keep it the same and blue are lines the group wanted to increase. This isn't the final copy of the budget and changes have been made since this being passed in the summer.

REVENUES				
A7	2018-19 Budget			
	4001 Member Fees - Brock	\$	49,014.00	\$ 49,014.00
	4002 Member Fees - Laurier	\$	51,924.00	\$ 51,924.00
	4003 Member Fees - McMaster	\$	70,971.00	\$ 70,971.00
	4004 Member Fees - Queens	\$	54,610.00	\$ 54,610.00
	4005 Member Fees - Waterloo	\$	94,421.00	\$ 94,421.00
	4006 Member Fees - Western	\$	89,919.00	\$ 89,919.00
	4007 Member Fees - Windsor			
	4008 Member Fees - McMaster Part-Time			
	4009 Member Fees - Trent Durham	\$	3,139.00	\$ 3,139.00
	4010 Associate Member Fees			
	4011 Member Fees - Laurentian	\$	15,051.00	\$ 15,051.00
	4026 Other Shared Income			
	4401 Delegate Fees (Transition)	\$	5,000.00	\$ 5,000.00
	4402 Delegate Fees (Strategic Planning)	\$	4,000.00	\$ 4,000.00
	4403 Delegate Fees (Fall GA)	\$	10,000.00	\$ 10,000.00
	4404 Delegate Fees (Spring GA)	\$	10,000.00	\$ 10,000.00
	4405 Delegate Fees (Lobby Con)	\$	3,500.00	\$ 3,500.00
	4410 Delegate Fees (Partners Dinner)	\$	17,000.00	\$ 17,000.00
	4600 Grants	\$	5,000.00	\$ 5,000.00
	4610 Donations and Sponsorships			
	4620 Advertising Revenue			
	4700 Miscellaneous Income	\$	1,500.00	\$ 1,500.00
	4710 Investment Account	\$	1,700.00	\$ 1,700.00
	4800 Transfer From Strategic Fund			
	4900 Transfer From Surplus			
	SUM OF DISCONTINUED ACCOUNTS			
	TOTAL REVENUES	\$	486,749.00	\$ 486,749.00
EXPENSES - OFFICE		\$	-	\$ -
	6010 Supplies	D42 \$	2,000.00	\$ 1,500.00
	6011 Computer Supplies and Software	\$	6,000.00	\$ 6,000.00
	6013 Water	\$	500.00	\$ 500.00
	6014 Web	\$	1,000.00	\$ 1,000.00
	6020 Photocopier Supplies	\$	750.00	\$ 500.00
	6030 Postage & Delivery	\$	400.00	\$ 400.00
	6050 Office Lease	\$	33,000.00	\$ 33,000.00
	6052 Repair and Maintenance			
	6060 Utilities & Phone	\$	2,000.00	\$ 2,000.00
	6070 Equipment Lease Expense	\$	4,100.00	\$ 4,100.00
	6080 Office Furniture	\$	500.00	\$ 500.00
	6090 Office (Other)	\$	200.00	\$ 200.00
	TOTAL OFFICE	\$	50,450.00	\$ 49,200.00
EXPENSES - LOBBYING		\$	-	\$ -
	6101 Lobbying (Other)	\$	3,000.00	\$ -
	6160 External Meeting Expenses	\$	600.00	\$ 300.00
	TOTAL LOBBYING	\$	3,600.00	\$ 300.00

EXPENSES - COMMUNICATIONS		\$ -	\$ -
6200	Communications (Other)		
6221	Printing (Member Publications)	\$ 1,500.00	\$ 500.00
6222	Printing (Media Publications)	\$ 3,200.00	\$ 3,200.00
6223	Printing (Submissions)	\$ 800.00	\$ 800.00
6250	Media Releases	\$ 2,000.00	\$ 500.00
6280	Advertising, Marketing, and Swag	\$ 7,000.00	\$ 3,500.00
	TOTAL COMMUNICATIONS	D73 \$ 14,500.00	\$ 8,500.00
EXPENSES - CAMPAIGNS		\$ -	\$ -
6300	Campaigns (Other)	\$ 7,000.00	\$ 6,000.00
6310	Campaigns (Supplies)	\$ 2,000.00	\$ -
6360	Professional Services (Campaign)	\$ 2,500.00	\$ 1,000.00
6380	Election Campaigns		
	TOTAL CAMPAIGNS	\$ 11,500.00	\$ 7,000.00
EXPENSES - CONFERENCES AND EVENTS		\$ -	\$ -
6400	Conferences (Other)	\$ 4,100.00	\$ 2,000.00
6401	Transition Conference (Billable)	\$ 5,000.00	\$ 5,000.00
6402	Strategic Planning (Billable)	\$ 4,000.00	\$ 4,000.00
6403	Fall General Assembly (Billable)	\$ 10,000.00	\$ 10,000.00
6404	Spring General Assembly (Billable)	\$ 10,000.00	\$ 10,000.00
6406	Lobby Conference (Billable)	\$ 3,500.00	\$ 3,500.00
6407	Partners in Higher Education	\$ 23,000.00	\$ 17,000.00
6408	<a href="#">OUSA Conference Expenses (Non-billable)[34]</a>	E93	
6425	Campus Coordinator Events	\$ 1,300.00	\$ -
6426	Alumni Events	\$ 2,000.00	\$ 1,000.00
6440	Gifts and Honouraria	\$ 500.00	\$ 500.00
6450	Accommodation (Guest)		
6451	Accommodation (Conferences)	\$ 4,700.00	\$ 4,000.00
6452	Accommodation (Campus Travel)	\$ 1,500.00	\$ 1,500.00
6453	Accommodation (Other)		
6460	Meals and Incidentals (Guest)		
6461	Meals and Incidentals (Conferences)	\$ 500.00	\$ 500.00
6462	Meals and Incidentals (Campus Travel)	\$ 1,200.00	\$ 1,200.00
6465	Meals and Incidentals (Other)		
6480	Travel (Guest)		
6481	Travel (Conferences)	\$ 2,000.00	\$ 2,500.00
6482	Travel (Campus Travel)	\$ 2,500.00	\$ 1,500.00
6483	Travel (Other)		
6485	Mileage (Local)	\$ 1,000.00	\$ 1,000.00
6490	Registration (Guest)		
6491	Registration (Conferences)	\$ 2,000.00	\$ 1,000.00
6492	Registration (Other)	\$ 1,000.00	\$ 500.00

EXPENSES - PROFESSIONAL AND CONTRACT	\$	-	\$	-
6500 Fees (Other)				
6510 Audit	\$	6,200.00	\$	6,700.00
6520 Legal & HR Services	\$	3,000.00	\$	3,000.00
6530 Web Support	\$	2,000.00	\$	1,000.00
6540 Accounting	\$	6,100.00	\$	6,100.00
6550 Insurance	\$	5,200.00	\$	5,400.00
TOTAL PROFESSIONAL AND CONTRACT	\$	22,500.00	\$	22,200.00
EXPENSES - STAFF EXPENSES				
6600 Staff Expenses (Other)				
6605 Salaries	\$	225,500.00	\$	225,500.00
6610 Payroll Expenses (Taxes)	\$	17,600.00	\$	17,600.00
6630 Health Plan and Benefits	\$	7,321.00	\$	7,321.00
6640 Staff Professional Development	\$	6,000.00	\$	6,000.00
6645 Staff Fitness and Wellness	\$	1,200.00	\$	1,200.00
6660 Staff Appreciation	\$	1,500.00	\$	1,500.00
6680 Cell Phone Reimbursement	\$	4,000.00	\$	4,000.00
6690 Staff Recruitment	\$	1,200.00	\$	800.00
TOTAL STAFF EXPENSES	\$	264,321.00	\$	263,921.00
EXPENSES - STEERING COMMITTEE				
6700 Steering Committee (Other)	\$	5,000.00	\$	4,000.00
6710 Meeting Expenses	\$	1,200.00		
6720 Event Sponsorships				
6730 Special Projects				
6740 SC Travel Reimbursement	\$	2,000.00	\$	1,000.00
6750 SC Professional Development	\$	2,000.00	\$	750.00
TOTAL STEERING COMMITTEE	\$	10,200.00	\$	5,750.00
EXPENSES - RESEARCH AND POLICY				
6800 Research and Policy (Other)	\$	5,000.00	\$	1,500.00
6830 Special Projects (Research)	\$	6,000.00	\$	1,500.00
6840 Books and Subscriptions	\$	400.00	\$	1,200.00
6850 Research Interns				
TOTAL RESEARCH AND POLICY	\$	11,400.00	\$	4,200.00
EXPENSES - MISCELLANEOUS	\$	-	\$	-
6900 Miscellaneous Expenses				
6910 Bank Service Charges	\$	500.00	\$	500.00
6920 Depreciation Expense				
6930 Investment Fund				
6940 Bad Debt Expense				
6950 Interest and Finance Charges	\$	200.00	\$	300.00
6960 <a href="#">Strategic Fund[55]</a>				
6970 Contingency	\$	11,116.00	\$	5,000.00
SUM OF DISCONTINUED ACCOUNTS				
6999 Uncategorized expenses	\$	-	\$	-
TOTAL MISCELLANEOUS	\$	11,816.00	\$	5,800.00

## **Options Moving Forward**

Moving forward there are a number of options in regard to our status within OUSA. For context, there are currently 3 classes of membership within OUSA that are outlined below:

### **1. Changing OUSA Membership Status**

- The first option that we have would be to change our membership status. The different membership levels are below.
  1. Full Member – [*This is the status the MSU currently holds*]
    - 1.1. Each Full Member shall
      - 1.1.1. Have the right to appoint one Director to the Steering Committee;
      - 1.1.2. Have the right to send the number of delegates prescribed by Section 6.04 to meetings of the Member Associations and of the Assembly; and [*Section 6.04 states that the MSU can bring approximately 3000*]
      - 1.1.3. Pay the full membership fee required by OUSA's Operating Policies.
    2. Class A Associate Member
      - 2.1. Each Class A Associate Member shall:
        - 2.1.1. Have the right to designate one person as an External Advisor to the Steering Committee;
        - 2.1.2. Have the right to send two delegates to meetings of the Member Associations and of the assembly; and
        - 2.1.3. Pay one-half of the membership fee which would be required if the Class A Associate Member was a Full Member.
    3. Class B Associate Member
      - 3.1. Have the right to send two delegates to meetings of the Member Associations and the Assembly; and
      - 3.2. Pay one-quarter of the membership fee which would be required if the Class B Associate Member was a Full Member.

### **2. Don't Change Membership**

- For this option, we would continue to pay the same amount with no changes.

### **3. Alternative Advocacy Options**

- If the group is more in favor of this option, I could do more research and bring forward a more solidified list of alternative advocacy options (i.e joining another lobbying group, or doing our own advocacy).

## **Closing**

Thank you for reading all of the documentation that I have provided! As a reminder, a decision does not need to be made at today's meeting on whether or not we should change our membership status. The committee of the whole for this upcoming meeting is to gauge how the room feels, determine whether this is something that needs further review and gather questions that you would like myself or OUSA to answer prior to a vote. Feel free to reach out to me before the SRA meeting if anything doesn't make sense and I'll be happy to answer. See you all on Sunday!

Yours Truly,

Shemar Hackett  
Vice-President (Education)