



MEMO

From the office of the...
AVP Finance

TO: Student Representative Assembly
FROM: Jess Anderson, AVP Finance
SUBJECT: Bylaw 5; Non-MSU Groups - EWB
DATE: November 29, 2019

Dear SRA,

After having seen The McMaster Engineers Without Borders (EWB) presentation at our last SRA meeting, the finance committee is satisfied that the group is adhering to their initial referendum proposal and are being financial transparent with student money. With this being said, we would still like to put forward a few recommendations for the group to strive to improve on in the coming years.

1. **Communication:** The first recommendation is with regard to communication. This year the finance committee found it quite difficult to get in touch with EWB in order to receive their proposed budget. In the future, we believe the EWB group needs to prioritize communication not only internally amongst themselves, but also externally with the MSU/Finance Committee.
2. **Transition:** The second recommendation is directed toward the groups transition from past executives to current/future executives. This is a more general recommendation that we are going to provide to all 5-Non MSU groups going forward. We recommend the group carries out a more extensive transition process including items such as; shadowing previous execs, and full transition reports including details of the group's successes and areas for improvement as well as role expectations. This will help aid in the success of the group moving forward!

I am available to answer any questions that you might have on any of the listed recommendations or decisions!

Thank you,
Jess Anderson

Associate Vice-President Finance
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MSU Financial Questions Update

1. *What other fundraising activities are you planning on running that will produce \$1200 in revenue?*
 - Currently our fundraising team are working on the following projects which they're expecting a net profit of \$1200 for: movie night, dodgeball, coffeehouse, raffle tickets, patch selling,
2. *What are these misc. sponsorships & donations accumulating \$4500? Please break down further your sponsors.*
 - Our recent event, "Run to end poverty," was sponsored by Bumble and Monster; about \$1500 in sponsorship. Other sponsors we are looking at include RBC, Kernel's, AECON, Dufferin Construction, and Faculty of Engineering donations. These sponsorships will mainly used to fund the JF fee and the GEC conference.
3. *Should some of these expenses directed towards swag potentially be covered by members?*
 - In our budget, we made 3 swag allocations. However, they are all for events that things where we have corporate sponsors and the money that we will use for that will also be from the corporate sponsors. We may also give 'swag' as a thank you gift with McMaster and EWB merchandise. So, under the policy and advocacy slot, Under the Admin, Programming, Photography, Branding slot allocates \$400 of swag for redistribution among our smaller event attendees; travel mugs, reusable straws, water bottles etc. Because these events are not set in stone an overestimate of \$400 is allocated.
4. *Can you please provide the actual expenditures from the 2018-2019 year?*
 - Yes, an excel file has been attached with the closing budget from the 2018-2019 year. Please refer to the opening budget you should have received from previous years for any potential cross-references.
5. *Why is there no revenue for your 2020 Global Engineering Conference (GEC) ticket sales? Are people attending this event for free?*
 - Yes, the 2020 Global Engineering Conference is a free event to be more accessible for students.
6. *Under marketing what is the \$300 of miscellaneous?*
 - The \$300 of miscellaneous marketing costs covers, posters, flyers, Facebook ads, raffle draws, social media giveaways. Again, this is a rough estimate as these costs depend on the nature of events that are to be determined.