



University of Alberta Students' Union
**FEE GOVERNANCE REVIEW
 COMMITTEE**

**22 September 2021
 6:00pm
 Google Meet**

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6 Territory. We are grateful to be on Cree, Dene, Saulteaux, Métis, Blackfoot, and Nakota Sioux territory; specifically the ancestral space of the Papaschase Cree. These Nations are our family, friends, faculty, staff, students, and peers. As members of the University of Alberta Students' Union we honour the nation-to-nation treaty relationship. We aspire for our learning, research, teaching, and governance to acknowledge and work towards the decolonization of Indigenous knowledges and traditions.

ATTENDANCE

NAME	PROXY	PRESENT (Y/N)
Emily Kimani, Chair		Y
Samar Barazesh		Y
Simran Dhillon		Y
Georgia Korfeh		Y
Samantha Gardner		N
Andrew Batycki		N
Nathan Brandwein		N
Marc Dumouchel		Y
Courtney Graham		N/A
Thomas Banks		N/A

MINUTES (FGRC 2021-02)

- 2021-02/1 INTRODUCTION**
- 2021-02/1a **Call to Order****
 KIMANI: Called the meeting to order at 6:06pm.
- 2021-02/1b **Approval of Minutes****
- 2021-02/1c **Approval of Agenda****
- 2021-02/1d **Chair's Business****
- 2021-02/2 QUESTION/DISCUSSION PERIOD**

2021-02/2a

Reporting Protocols

DHILLON: Proposed amending bylaw in order to standardise deadlines for the submission of financial reporting. Recognised the need for additional time to be built-into the submission process in case of delay. Proposed finding a more efficient method to receive, store, and monitor SRA reporting than Google Drive.

KIMANI: Inquired as to whether audit material submission processes are currently standardised.

DHILLON: Responded in the affirmative. Clarified that there is a financial report template and process guidebook.

KIMANI: Inquired as to whether SRA should be able to make requests to Audit Committee to extend their reporting deadlines.

DHILLON: Responded in the affirmative.

BATYCKI: Proposed, however, having some absolute limit on extensions.

KIMANI: Agreed.

BATYCKI: Proposed forming MOU with SRA early as part of GovCamp. Considered that the MOU could include information concerning audit processes and expectations.

DHILLON: Emphasised the need for MOU to enable streamlined communication.

BARAZESH: Considered that the MOU may function better than bylaw in informing SRA of their obligations as it may be more simple.

KIMANI: Inquired as to the content of MOU.

BATYCKI: Responded that MOU could include an acknowledgment of completed training and audit expectations.

DHILLON: Responded that MOU could include deadlines, extension request process information, and an emphasis on ongoing communication.

KIMANI: Noted that MOU should also include an overview of sanctions for non-compliance and the deadlines for the effect of the MOU.

DHILLON: Proposed having meetings between audit and SRA early-on in order to establish rapport.

BARAZESH: Inquired as to whether MOU should be renewed annually.

KIMANI: Responded that SRA MOU should be renewed as they change significantly but DFU MOU should not.

BATYCKI: Agreed. Proposed that DFU MOU be renewed every time a fee comes up for renewal.

DUMOUCHEL: Cautioned that SRA should not feel empowered to substantially re-negotiate their MOU every year. Clarified that renewals will be performed by Administrative Services. Proposed that MOU renewals occur whenever there is change in the individual serving in a position named as a signatory in the MOU (eg. the Vice-President of an SRA).

KORFEH: Agreed.

2021-02/3

COMMITTEE BUSINESS

2021-02/4

INFORMATION ITEMS

2021-02/5

ADJOURNMENT

KIMANI: Adjourned the meeting.