



Athabasca University Students' Union

Council Meeting Minutes

Approved September 12, 2017

Tuesday, August 8, 2017

5:30 pm MT

Meeting Called By: Shawna Wasylyshyn, President

Type of Meeting: AUSU Council Meeting

Minutes: Donette Kingyens, Communications and Member Services Coordinator

Participants

Council: President Shawna Wasylyshyn, Vice President External and Student Affairs Julian Teterenko, Vice President Finance and Administration Scott Jacobsen, Councillor Robin Bleich, Councillor Andrew Gray, Councillor Amanda Lipinski, Councillor Kim Newsome, Councillor Brandon Simmons

Staff: Executive Director Jodi Campbell, Communications and Member Services Coordinator Donette Kingyens, The Voice Managing Editor Karl Low

Members: Bonita Arbeau, Darcie Fleming

Meeting called to order at 5:30pm MT

Agenda and Minutes

1.0 Adoption of Agenda S. Wasylyshyn

Motion: BIRT AUSU council adopt the agenda.

R. Bleich / S. Jacobsen

Carried 8/0

2017-08-08 Council Agenda.pdf

Agenda item 5 New Award was moved to after the policy revisions.

The proposed motion regarding rescinding policy 9.22 in February was removed from the agenda and will be reintroduced in February 2018.

Agenda Item

2.0 Approval of Council Meeting Minutes S. Wasylyshyn

Motion: BIRT AUSU council approve the minutes of the July 11, 2017 regular council meeting.

R. Bleich / S. Jacobsen

Carried 8/0

2017-07-11 Council Minutes DRAFT.docx

Motion: BIRT AUSU council approve the in-camera minutes of the July 11, 2017 regular council meeting.

K. Newsome / J. Teterenko

Carried 8/0

2017-07-11 In Camera Council Minutes_DRAFT.docx

Note: Approval of all public council minutes, for special, regular, and interim council meetings, takes place at the next regular public meeting. The in-camera minutes were circulated to council only.

Old Business

3.0 Review of Action Items S. Jacobsen

Note: The status of the action and agenda items at the bottom of the most recent regular council minutes (July 11, 2017 in this case) were reviewed briefly.

4.0 Member-at-large for MECC All

Motion: BIRT council approve Benjamin McDonald's appointment to the member engagement and communication committee for a term beginning immediately and ending in spring 2018 when committee appointments are reviewed following the general election.

K. Newsome / J. Teterenko

Carried 8/0

Note: Councillors received the short-listed application forms from the executive according to Policy 2.07 Council Governance: Member Representation on AUSU Committees. A secret ballot using Simply Voting was used to conduct a vote prior to the meeting to determine which applicant would be chosen for the motion.

5.0 2017/2018 Budget All

Motion: BIRT council adopt the 2017-2018 budget as presented and as recommended by the AUSU finance committee.

S. Jacobsen / B. Simmons

Carried 8/0

2017-2018 AUSU Budget_DRAFT.xlsx

A question was raised about the telephone and internet charges to determine if there was enough budgeted as it was reduced from the previous years' budget. Staff looked through the bills expected and budgeted appropriately, however, the amount listed for internet (\$200) is not clear whether it is monthly or annually.

Friendly Amendment: Change the Operations > Telephone and Internet amount from \$4,500 TO \$6,000.

Friendly Amendment: Change the MECC > AUSU Promotions amount from \$5,700 to \$6,700 to give some leeway for MECC to decide on additional swag items.

It was noted that the line for the previous year's budget shows \$75,000 for The Voice Magazine for "merchandise". That number just shows the total amount expenses to the Voice for 2016/2017, and simply had to be placed on that line to make the spread sheet auto calculations work out.

A question was raised about why some costs for The Voice were integrated into AUSU's budget, such as bank fees, but the costs for postage were left under The Voice budget. Some changes will incorporate a bit of savings with the integration of the AUSU and Voice bank accounts. However, The Voice editor still wanted to know how much of the budget was spend on postage. Although the new budget process allocates a small amount more to The Voice than previously, what AUSU is losing in revenue from The Voice is being gained in efficiencies for the bookkeeper and audit process.

A question was raised about the costs for the new student mail out initiative. The costs include the exact costs of the initiative, including:

- Printing a one-age letter/flyer with info about AUSU
- Adding in a small fridge magnet
- Printing the envelope with address, return address, and postage print
- The actual cost of postage
- The envelope stuffing, sealing, and delivery to the post-office.

Staff considered efficiencies by having these contracted out, as opposed to the large amount of staff time to implement it themselves in house, which could cost 1-2 days of work per month for 1-2 staff members depending on how many new students there were each month. The postage was separated into the postage line.

A question was raised about whether the travel costs include giving individual hotel rooms for each councillor for retreats or conferences, or having them share a room. The following points were made:

- Some people may not be comfortable sharing a room.
- Councillors could ask to share a room with another councillor if they choose.
- Some other associations specifically state in policy that councillors get their own room when travelling for privacy reasons.
- Some non-profit associations also to use room sharing to save costs.
- It would be difficult to determine how to assign rooms especially when it is increasingly inappropriate to classify people based on gender.
- If room sharing is automatic and councillors have to make a specific request to have their own room, they may feel uncomfortable asking to have their own room.
- It could be a deterrent for attendance if they are required to share a room or have to specifically request it.

A question was raised about the \$200 extra fee for "CASA Delegate Fees". The following points were made:

- Currently CASA allows up to 2 delegates per conference, and any more than that require a delegate fee. An additional amount was budgeted to allow AUSU to send additional delegates if they choose.
- It was noted that the delegate fees should only encompass the actual fee for sending another delegate, not their travel costs.

Friendly amendment – Change the Advocacy > Delegate Fees from \$3,000 to \$600 to allow for extra delegate fees for up to 2 conferences, and change Advocacy > External Advocacy to \$3000 to combine the amounts for provincial advocacy research.

Friendly Amendment – Change any place in the budget that specifically refers to CAUS to be changed to provincial advocacy.

6.0 Policy Revisions

Executive

Note: Updated policy 9.12 Academics: Course and Program Development and Maintenance, and policy 9.21 Student Services: Career Services, Co-ops, and Job Placements were approved by executive as part of an informal review.

Policy_9.12_Course_and_Program_Development_Exec_Edits.docx

Policy_9.21_Student_Services_Exec_Edits.docx

Motion: BIRT AUSU council adopt the updated copy of policy 7.02 Member Services: Scholarships and Bursaries, as recommended by the AUSU Awards Committee.

A. Lipinski / S. Jacobsen

Carried 8/0

Policy_7.02_Scholarships_Awards_and_Bursaries RV 1.docx

It was noted this is a simple policy revision to allow for more movement in the future if future award committee members want to propose additional awards.

Motion: BIRT AUSU council adopt the updated copy of policy 9.10 External Relations: Athabasca University National Presence.

A. Lipinski / S. Jacobsen

Carried 8/0

Policy_9.10_Athabasca_University_National_Presence.docx

A question was raised about the first line, which was changed from “Whereas Athabasca University (AU) actively promotes itself as Canada’s Open University” to state “a world-class leader in online and distance education. The following points were noted:

- AU still promoted itself as Canada’s Open University, which is what was stated on the referenced page on AU’s website.
- Council agreed to change this back to the original wording.

7.0 New Award

All

Motion: BIRT council approve the AUSU awards committee recommendation to implement a new #igo2AU Award on a trial basis as presented.

R. Bleich / S. Jacobsen

Carried 8/0

Igo2AU Award Proposal.pdf

The committee was looking into developing a new award with less eligibility requirements to reflect the flexibility and open nature of AU. The following points were made:

- The new award only requires an essay or video outlining why they love AU. No other criteria or minimum credits are required.
- The 2017 services survey had numerous requests to offer awards for students who have less than *12 credits.
- It was noted that there is a cost involved for the AUSU web developer to implement the award on the AUSU website of up to \$500.
- The cost for the website implementation of the award will come out to the website upgrades line item, which has been built with room for such updates.

Reports

8.0 Reports for the Month of July 2017.

Note: Regular monthly reports from executive, staff, and committees are circulated prior to the meeting. Any updates or highlights will be presented by the author of the report. Questions regarding the reports may be posed.

8.1 President’s Report

S. Wasylyshyn

2017-07 President Report.pdf

AUSU Statement on 2018 draft budget.docx

A lot of work went into the AU 2018 budget.

AUSU met success with their advocacy efforts, with some support from AUGSA, to grandfather existing international students at a lower rate of tuition increase instead of the 55% that was proposed. When S. Wasylyshyn proposed the grandfathering, the request would have died on the floor if AUGSA had not supported the proposal, which was then unanimously approved.

8.2 Vice President External and Student Affairs’ Report

J. Teterenko

2017-07 VP External Report.pdf

AUSU just hosted a CASA conference in Kananaskis, and it was a huge success with a lot of work done.

A question was raised about how the VPEX's position on the CASA board is going, and if it is taking the amount of time originally estimated. It was noted the position is going well and was work heavy during the CASA conference, but then there are less hours required on off weeks. It was noted he will have to travel a couple more times for the role, but the cost is covered by CASA.

8.3 Vice President Finance and Administration's Report

S. Jacobsen

2017-07 VP Finance Report.pdf

S. Jacobsen indicated he is working on an independent initiative with CASA to help raise awareness of CASA.

S. Jacobsen is to send a new phone selection to the executive director by the end of the week. It is important when attending meetings with stakeholders, etc. that AUSU is as clear and professional as possible.

8.4 Executive Meeting Report

S. Wasylyshyn

2017-07 Exec Meeting Report.pdf

Note: Executive meeting reports are not public documents. Any decisions made by the executive appear in a separate public report for ratification by council. The executive meeting report is circulated to Council for review and acceptance in their role as the governing council of AUSU.

It was noted that the action items have been kept up to date.

8.5 Finance Committee Report

S. Jacobsen

2017-07 Finance Committee Report.pdf

8.6 Awards Committee Report

R. Bleich

2017-07 Awards Committee Report.pdf

The awards committee gave out the last computer bursary for the 2016/2017 fiscal year as well as 6 additional awards to applicants from the May award cycle.

8.7 Member Engagement and Communication Committee Report

J. Teterenko

2017-07 MEC Committee Report.pdf

The vacancy on the MEC committee was filled. The committee did discuss the new student mail out initiative, ways to engage with members, and the 2017 services survey.

8.8 Executive Director's Report

J. Campbell

2017-07 Executive Director Report.pdf

8.9 Communication and Members Services Coordinator's Reports

D. Kingyens

2017-07 Communications Coordinator Report.pdf

A request was made for the number of registrations made in the AUSU forum, so these numbers can be compared the registrations once the bylaw review consultation process begins.

Action Item

8.10 Approval of Reports

All

Motion: BIRT Council approve the July 2017 reports as presented.

Question & Answer Period

9.0

Question & Answer Period

S. Wasylyshyn

Observers were encouraged to participate in the question & answer period.

Observers are also invited to contact the AUSU office with any questions that arise from the meeting at ausu@ausu.org , 770.497.7000, or 1.755.497.7003.

A question was raised about the reasoning behind the line items for the new executive members and the executive retreat.

RE: new executive:

- For the past 2 years, executives have been maxing out their hours and not able to recoup all hours due to heavy workloads.
- Current bylaws state the council shall elect any other executive roles that council deems appropriate.
- Council has not yet decided exactly how another executive position would work, but felt it should be budgeted in case it is implemented.
- Council would need to put a framework in place if this is the direction council wants to go, such as how it would impact the other executive roles and workload.

RE: potential executive retreat:

- Most student unions do executive retreats.
- For the executives, there is always a lot going on.
- The executive retreat would be planned for a January timeline, a couple months prior to the new council being elected.
- The executive retreat would serve to review goals and create a 30/60/90 timeline for executives to plan for the transition over to the new executives.

A question as raised about whether AUSU would be providing a council retreat report from the 2017 retreat like was done after the 2016 retreat report. The following points were made:

- AUSU did post a news story on the website to give an overview of the retreat as well as some pictures.
- The 2016 council retreat report was an extensive report that involved a lot of time, revisions and edits, and it was determined this was not necessary or an ideal use of staff and council time.
- A report was created as an internal document to track the brainstorming and decisions made during the retreat, and the goals that came out of the retreat will be implemented directly into a strategic plan.

A question was raised about the budget amount for a potential new staff member.

- Council is looking into an additional staff role to fill some gaps for AUSU.
- The process of reviewing potential staff roles is ongoing and will likely continue for the next few months.
- The new position could potentially incorporate governance aspects, which would assist the executives with student leadership and governance, as well as support staff with things like bylaw and policy reviews.
- One benefit of having a staff member focussing on advocacy could include regularly attend the meetings with AU stakeholders to help orient new executives to the meetings and maintain some institutional memory.

A question was raised about the change to the AU materials fees and whether AUSU was responsible for proposing the changes or if AU was.

- AUSU has been advocating to the University to allow for choice between e-texts and textbooks, and to share cost savings sharing.
- The manner in which the materials fee and course materials provision was a plan proposed by AU - AUSU does not get to determine how the fee is implemented.
- AUSU had hoped the savings for students would have been more than \$50 to remove the provision of course materials included in the cost.
- AU has claimed they have been losing money on the course materials, and that they have been supplementing the cost of course materials for a long time.
- The university was looking into ways to increase revenue, and they could have increased the course materials fee, instead of reducing it.
- AU indicated that most e-texts will still only cost \$50 or a bit more, so for people choosing e-texts their costs would be similar.
- There will be a lot of work involved for the university to implement this, and they have estimated that they will be prepared to implement it by January 2018. However, it may take a longer time to take effect.
- AU began implementing e-texts about 5 years ago and started changing all courses over. There are not many courses left that still provide physical texts.
- The changes will likely build an increased market for selling and buying second hand textbooks.
- Some professors and academics want to implement OERs (open educational resources – free scholarly publishing's), but would not because the savings would go to the university, instead of to the students. This change opens up the benefits of implementing them in the future.
- The provincial government is currently undergoing a tuition and fee review province wide because tuition has been frozen for several years.
- If students want to get involved and have their say on the tuition and fee increase, they can google Alberta tuition and funding review to find out how to have their say.
- AUSU did send in a list of topics and talked the Minister of Advanced Education to advocate on behalf of affordable education for students.

Next Meeting and Adjournment

The next meetings of council will be:

Tuesday, September 12, 2017, 5:30 pm MST – Public Meeting

Thursday, October 12, 2017, 5:30pm MST – Public Meeting

B. Simmons moved to adjourn at 7:59 pm MT.

Summary of Action Items

Date	Status Deadline	Action Item and Responsible Party
June 9	Complete	Award Committee Recommendations: AUSU council will need to review and approve suggested amendments to the awards policy as recommended by the awards committee. Council
June 9	Complete	Award Committee Recommendations: The finance committee will need to review the awards allocation in the potentially revised awards policy and incorporate the amounts into the budget. Finance Committee

June 9	In progress	Vice President External and Student Affairs Report: Review the executive blog schedule to ensure the VPEX is not scheduled to write one during a busy CASA month. Executive
July 11	In progress	Policy Revisions: Executive to review policy 4.08 regarding reporting to council on any decision for or against a motion to remove a member from good standing. Executive
July 11	Complete	Executive Director's Report: Council to be provided with an update on the approved Voice action plan progress. J. Campbell
August 8	Feb 2018	Adoption of Agenda: Rescind policy 9.22 in February. Staff/Council
August 8		Communication and Members Services Coordinator's Reports: Report on the number of registrations in the AUSU forum to date. D. Kingyens

AUSU Executive Report

Shawna Wasylyshyn, President

Prepared: July 31, 2017



Current Issues

AU 2017- 2018 Budget – The University had sought permission from the Board to delay the budget process, pending the receipt of the third party report, so that any recommendations could be incorporated into the budget and planning for the next year. The timing was difficult for AUSU because the draft budget was sent while I was on vacation and was to be presented to GFC on July 18. On the Sunday before I returned I spent a significant amount of time reviewing the budget and formulating questions and concerns which I presented to Exec on July 17. We agreed as a group to present two requests on behalf of students, which I developed and have appended to this report. At GFC, I spoke about the difficult weight for students to bear as a result of the presented budget. I challenged the claim that PSE has an inflation rate of 4% and I suggested that more of the savings from the transfer of course materials fee needed to be transferred to students. I also made an impassioned plea on behalf of current international students to hold their tuition increase to only 10% as opposed to the proposed 55%. GFC reacted mostly positively to the draft budget, and it was next presented to the Finance and Property Committee of the Board; a committee on which I sit. At the committee level, I asked the committee to consider the recommendations that I made on behalf of students and the result was a request by the committee to investigate the cost of grandfathering current international students with a 10% tuition increase. When the budget came up to the Board, I spoke about the disproportionate percentage of AU revenue that comes from students as opposed to government grants. I asked questions about what AU is planning to narrow the gap and explained that students can't continue to carry the load through tuition increases. I asked the Board to amend the budget to allow for the grandfathering of international student tuition, which they agreed to; and the budget was unanimously passed. The direct impact for students is that we will pay less when registering for a course (AB students \$50 less, CDN students \$26 less, Int'l students \$15 less) but no students will receive a text of any kind, etext or otherwise. Some students will find this to be of benefit, where others will find it to cost more but in the end we will have choice and autonomy over which materials we pay for. AU will continue to offer the materials and students will have a choice of where, when or if they purchase them.

Committees

AU Board of Governors: I was working away from home in July, and had planned to call into the Board meeting on July 27, but due to the extreme sensitivity of the budget for students I came home earlier than planned to be there in person. I am glad that my request to save international students from a 55% increase was approved and it made my early trip home well worth it.

BOG Sub Committees:

BOG Honorary Awards: No meetings this month

BOG Finance and Property: I attended by teleconference on July 19 when the budget was discussed and approved by the committee.

BOG Governance Review: No meetings this month.

General Faculties Council: GFC met on July 18, for a marathon meeting that went from 9:30am until nearly 3pm with only a 30 minute break. I attended via teleconference and presented my requests on behalf of students related to the budget. We also discussed the draft Comprehensive Institutional Plan and approved the Terms of Reference for a committee to perform a course and program review as prescribed by the 3rd party review. Either Scott or I will have to sit on this committee, and we are currently working out which one of us is available to take on that role.

GFC Sub Committees:

Student Academic Appeals Committee: I attended a SAAC meeting on July 20 via teleconference. It is very difficult to hear the stories and cases of students accused of academic misconduct. Almost every appeal presented comes with heart wrenching factors and consequences and it can be difficult to make decisions that affect students so deeply.

GFC Exec: No meetings this month, but we voted asynchronously on standard business such as approval of graduands, etc.

GFC Governance Review: No meetings this month.

Academic Integrity Working Group: We had our inaugural meeting on July 25 and I attended by teleconference. We agreed to first look at the terms of reference for the SAAC which was requested by the GFC Governance review committee, but we hope to take the time to look at some other areas of student appeal as well. On this group are: Richard MacLeod, Alain May, Donna Romyn and myself.

AUSU MECC: I called into the MECC meeting on July 17. It was a lively meeting with a lot of discussion and ideas shared. Topics of discussion were new student

July 2017 Activity Report

mailout, Facebook Live and the timing/frequency of AUSU member services surveys. Amanda Lipinski and I will be working together to develop a framework for Facebook Live engagements with AUSU members, something I am quite looking forward to!

CASA:

CASA Sub Committees:

CASA Federal Policy Committee: I attended a committee meeting via teleconference on July 21. I will be working on two policies for CASA over the next month or so, they are:

- CASA Policy F10 – Textbook unbundling and price disclosure
- CASA Policy Q09 – Independent PSE transfer

Faculty Councils:

Faculty of Health Disciplines: No meetings this month

Faculty of Business Undergraduate Program Council: No meetings this month

Faculty of Business Faculty Council: No meetings this month

AUSU Business

2017- 2018 AUSU Budget – Executive Director Jodi Campbell has been working hard with the Executive team, AUSU staff and committee chairs to develop a draft budget. Executive has discussed the budget a few times and provided input and considerations via email. The draft will go to the Finance committee on July 31 and then be brought to AUSU Council for approval.

AUSU Bylaws – At long last, I believe we have a bylaw draft, after a process that literally began over 2 years ago with a legal opinion advising bylaw amendments. I am looking forward to presenting our draft bylaws to the AUSU membership and performing member consultations on these bylaws.

AUSU Strategic & Operational Plans – As discussed at our 2017 retreat, we will be moving away from having an annual goals list and into having a multi-year strategic plan which will be supported by an operational plan which will describe the tasks necessary to fulfill the strategic plan and who is responsible for each task. AUSU staff has done a commendable job of gathering our ideas and thoughts from the retreat and populating

July 2017 Activity Report

them into a document. Executive is still in the revision process but I look forward to bringing a draft to council soon.

Meetings

3 – 16 – Vacation ☺
17 – AUSU Exec
17 – AUSU MECC
18 – GFC
18 – w/ AUSU ED
19 – BOG Finance and Property
20 – SAAC
21 – CASA Federal Policy
25 – Student appeal working group
27 – Board of Governors
31 – w/ AUSU VPEX
31 – w/AUSU VPFA

Hours

Weekly Breakdown

Week ending:	Vacation Hours	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
July 9	7	11.5	16.5	0	5.5
July 16	21	10	4	0	1.5
July 23	0	41.25	0	6.25	7.75
July 30	0	35	0	0	7.75

Timesheets and Compliance

I have become concerned with Executive compliance with policy 2.15 as it relates to Executive timesheets. Executive has agreed that timesheets are to be submitted each Monday, for the week ending the day before. On July 31, I sent an email to Executive, citing policy 2.15 and each of our responsibility to report our weekly activities, declare priorities and identify the intention to redeem banked hours. Accountability is at the heart of my concerns, as Executives we are not paid to be in our positions, we are paid to compensate us for the time we spend working on our portfolios. In order to receive pay, our timesheets must be approved and I have informed Executive that going forward any timesheet overdue by 7 days will result in honoraria being withheld until such time as the timesheet may be approved. In the interest of full disclosure, below is a chart of the dates for the month of July that timesheets were due and when they were received:

July 2017 Activity Report

Due Date	Jul 4	Jul 10	Jul 17	Jul 24	Jul 31
Julian	Jul 5	Jul 10	Jul 22	Jul 22	Jul 31
Scott	Jul 4	Jul 11	Jul 31	Jul 31	Jul 31
Shawna	Jun 30	Jul 11	Jul 17	Jul 24	Jul 31

AUSU Executive Report

Julian Teterenko, VP External and Student Affairs

Prepared: 31 July 2017



Committees

AUSU MECC: See MECC Report.

AUSU Finance: See Finance Report.

AUSU Awards: See Awards Report.

Board of Governors:

There was a Board meeting this month to approve the budget. I can say that the new budget has some important lines regarding students. The budget now includes fully transparent course material fees instead of one general fee. It will also include choice and cost savings with regards to text books. This is something that AUSU has been advocating on for quite some time, and is great to finally see that choice available.

Now instead of paying \$180 for the course fee, it will be dropping down to \$130. This new price will not include a textbook, and the students will be required to purchase it on their own. AU has promised to open their own bookstore for the students to buy their textbooks. An e-text will be around \$50 for most courses which would be around the same \$180 that students pay now. A physical text book would cost a bit more but allows the students choice. This gives the option for students to source their own textbooks if they want.

The budget also included increases to out of province tuition and non mandatory fees. Alberta tuition is still frozen and will see no increase. Originally the budget had an increase to international student fees of \$605. An amendment was present by our President, Shawna, that current students are grandfathered in and the fee increase is limited for them. This saves many of our students from paying much higher fees for their courses.

BOG Sub Committees:

Institutional Advancement: No meeting this month.

Academic Affairs: No meeting this month.

Faculty Councils:

Faculty of Science and Technology: No meeting this month.

Faculty of Humanities and Social Sciences: No meeting this month.

Learning and Teaching Student Advisory Group: No meeting this month.

Student Systems Student Advisory Group: No meeting this month.

ICT Governance: There was no meeting this month.

AUSU Business

CASA Policy and Strategy Conference:

This month, AUSU hosted the annual CASA policy and strategy conference. It was held in Kananaskis, AB. At this conference, the members come together and plan their policy and advocacy priorities for the year, finalize their work plans, and go over the financials.

At the conference, the membership voted to allow Capilano Students Union to join the membership, starting on September 1st, which would then have 22 members. There were three other observer schools at the conference who partook in the discussions and some committee work.

Overall, it was a great success that saw much work completed and planned over a short period of time.

Bylaw Review

We have been busy reviewing over our bylaws and preparing to go forward to implement them. We are at the stage where we are done with our drafting and our looking to officially implement them.

Budget

Another thing that we have been busy working on this month is the budget for our next year. This has had much discussion in what to include and what we want to be doing over the next year.

Meetings

July 04 – Voice working group

July 07 – CASA Board

July 10 – AUSU Executive

July 10 – AUSU w/ Alain May

July 2017 Report

July 10 – Awards committee
July 11 – Council meeting
July 12 – Voice working group
July 13 – Voice group w/ Kobot
July 17 – AUSU Exec
July 17 – MECC Meeting
July 18 – CASA Board
July 18 – AUSU w/ Dr. Carter
July 19 – meeting w/ Kobot
July 24-28 – CASA conference
July 31 – Finance Meeting

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
09 JUL 17	30	0	0	24
16 JUL 17	24	6	0	18
23 JUL 17	18	12	0	6
30 JUL 17	60	0	30	30

Timesheets and Compliance

I have reviewed the timesheets from Shawna Wasylyshyn and Scott Jacobsen and found them to be in compliance with AUSU policy. A note, Scott Jacobsen sent his timesheets for July 30th, 23rd, 16th all on the 31st to review instead of at the end of each week.

AUSU Executive Report

Scott Jacobsen, VP Finance and Administration

Prepared: July, 31, 2017



Committees

AUSU Finance: See Finance Report. There was one meeting at the end of the month at 5 pm MST on July 31. There was less ground to be made up this time around. The main items for review were as follows in terms of the action items. The rest of the Finance Report can delineate the details of the proceedings:

March 2017 AUSU Financial Statement Review: Investigate the contest funds which lists \$0 spent despite a free course that was given out from the #igo2AU contest. Executive/Staff
March 2017 AUSU Financial Statement Review: Executive to look into the computer bursary budget, healthcare bursary budget, and “other” awards budget. Executive
March 2017 AUSU Financial Statement Review: Investigate outstanding withdrawal for Breanna Green from November 11, 2016. Executive
Ensure 2017/2018 budget amounts for awards is aligned with policy 7.02. Executive
March 2017 The Voice Financial Statement Review: Locate and update the AUSU capital assets list. Executive
March 2017 AUSU Financial Statement Review: Move overage in the computer bursary line item to the “other awards: line item. Jodi / Tammy
May 2017 AUSU Financial Statement Review: Make corrections to the report formatting. J. Campbell / S. Jacobsen
May 2017 The Voice Financial Statement Review: Reformat the dates in the Voice Internally Restricted Funds document for consistency. J. Campbell
Open Forum: R. Bleich and S. Jacobsen are going to take the accounting course sent out and provide feedback on how helpful it is. S. Jacobsen / R. Bleich

The first three were complete for the July 31 Finance Committee meeting. Following these, the making sure that the 2017/2018 budget amounts for awards were aligned with policy 7.02 were confirmed as complete. Same with the March 2017 The Voice Financial Statement Review and the March 2017 AUSU Voice Financial Statement Review.

There were some issues with the formatting of the documents. These were requested to be changed. The request was sent to Tammy Massa. Tammy made the appropriate changes to the documents and the formatting correction made interpretation of the documents far easier. It made proceedings run much more smoothly.

Executive Director, Jodi Campbell, reformatted the dates for the Voice Internally Restricted Funds, if looking at the May 2017 The Voice Financial Statement Review. Then the accounting course was completed by Robin Bleich, but not VPFA, Scott Jacobsen, due to the VPFA being pre-occupied with other work, especially the Policy and Strat 2017 Conference of the Canadian Alliance of Students' Associations (CASA).

Lastly, the two notable items outside of normal business and the regular action items was the vote for on the draft 2017/18 budget, which was prepared by Jodi Campbell with extensive consultation. The format was found to be clean, straightforward, and probably easily understood by a lay reader, which is good. Then my expenses for the June retreat were unanimously ratified after an email vote on them.

AUSU MECC: See MECC Report. The full information is best left to the report itself, but some of the highlights from the July 17 meeting include discussion on physical mail-outs to new AUSU members, Virtual Chats/Facebook Live Sessions, and the Services Survey.

General Faculties Council: Please see the sub-committees for details on associated content via the General Faculties Council (GFC) Sub Committees. The main, not sub committee, GFC meeting was long and on July 18. The meeting was substantial and the document, as per usual, was also very large in terms of pages and dense in content.

This was a very important meeting. We dealt with the draft 2017-18 Budget Plan, which was done in collaboration with the Athabasca University Community. The decisions that will likely be made for balance will be strategic and tactical. The alterations are being made to build off the positive financial trend of AU.

The most important piece for AU students was for the student members of AUSU, so undergraduate members of AU, and their finances. Some cost savings, and some increases, depending on the type of student.

GFC Sub Committees

Academic Learning Environment Committee: There was no meeting this month. The next is scheduled for August 22, 2017.

Academic Excellence Awards Committee: There was no meeting this month. The next is scheduled for September 12, 2017.

Student Awards Committee: There was no meeting this month. The next is scheduled for October 24, 2017.

AUSU Business

Policies

Some of the policies were the same, or in the same line of consideration, so, before proceeding, please review this from the previous, or June, VPFA report:

The following policies in section 9 of the AUSU [Bylaws & Policies](#) webpage were reviewed, 9.10, 9.12, 9.21, and 9.22, as follows (with links to the relevant documents, either online or in PDF form as required for reading and review):

9.10	External Relations – Athabasca University National Presence	View
9.12	Academics – Course and Program Development and Maintenance	View
9.21	Career Services	View
9.22	E-Text Choice and Cost Savings Sharing	View

The first policy, “9.10 External Relations – Athabasca University National Presence,” was the most substantially in need of revisions, and so took the most amount of time to change. For the policies in general, the policies’ changes were made with two things in mind, clarity for a new reader and formalization of the language. So, some of the language was probably not clear such as initialisms such as “AUSU” or “AU” or “VPFA.”

These various titles are needed to be clarified first, and then can be used throughout the policies, which can help with the clarity of the content. Things become more straightforward, as far as the current VPFA considers the situation. The formalization of the language is another issue that needs to be balanced with clarity. So, the language was intended to be more straightforward while maintaining the similar formality expected for policy documents, which can mean heavy revisions in some instances, or light or no edits in others.

The updates for the reviews on 9.10 External Relations – Athabasca University National Presence are that the reviews were substantia and will be going under a formal review

process. 7.02 Member Services will be undergoing a formal review process as well because of its changes, which emphasized the alterations to the format and to the Returning Student Awards and the Balanced Student Awards (which were double in number from 4 to 8).

Also, 7.02.13...:

7 Member Services

7.02 Scholarships, Awards, and Bursaries Program

[View](#)

...was changed from “Students must have completed at least twelve credits and have maintained a GPA of 2.00 (C grade) over the most recent 12 credits to be eligible for any AUSU award,” to, “Unless otherwise specified in the Council approved individual award criteria, Students must have completed at least twelve credits and have maintained a GPA of 2.00 (C grade) over the most recent 12 credits to be eligible for any AUSU award.”

9.12 Academics – Course and Program Development and Maintenance
Career Services and 9.21 Career Services were changed as well, but only in terms of the clarification of terms and initialisms and the grammatical aspects too, so these will be informal reviews. 9.22 has been proposed to be rescinded because Au has approved the budget, so AUSU on behalf of its membership got exactly what it has asked for.

CER Working Group

We discussed how AU’s course evaluation data should be utilized.

SRM2 AUSA input

There was input in a meeting on behalf of the student membership by Robin Bleich and I. There were some glitches with Skype and connection, but I provided some input on having consistency in the format of the AU student webpage or student page because of the plethora of information available there.

CASA: First Internal Review Committee Meeting

This was a simple run through of the processes of the previous governance committee, same function, and the roles of the members in it, and then this moved into a question and answer period for those present at the meeting.

National Advocacy Team

We looked at the Facebook group format and when the next meeting should be held, as well as the local lobbying spreadsheet with the recording secretary being elected as well.

Call with CASA Liaison

This was a call with the CASA Liaison, Lauren Slegers, to field any questions from me that I may have about CASA at that moment in time, where some of the discussion moved into some queries about the speakers for the Policy and Strat 2017 Conference. It was noted this would be researched later. I received an email later indicating only one speaker was scheduled, which is covered later in this report in the CASA Policy and Strat 2017 Conference reportage.

AUSU/ Dr. Carter Quarterly meeting

There were issues with my phone, again. I was able to call in and talk for an introduction of myself as the new VPFA of the organization and provide some of the basic details about my degree, courses, work, and how long Julian and I have been a duo. My phone went out. I called back in and then began to take notes. The notes were not as extensive as I would have liked them to be.

GoToWebinar - AU Open House – ChatRoom

I loved this experience. There were audiovisual troubles at the outset of the presentation of it, but then things smoothed out – so I began to ask questions and got awesome feedback about the questions with detailed queries about follow-up and then was given a questionnaire. I loved, highly valuable tool for motivated students.

Progress Call with Jodi Campbell & Ed VPFA Catch Up

Usual discussions each week are catching up on activities and work, and then updating on the relevant aspects of AUSU business, Jodi is the nexus of AUSU operations, so he is a good person to refer to each week at a minimal time expenditure.

Budget Consult with AU & AUSU, Budget Consultation - STAFF

These were different but similar perspectives and presentations on the new draft budget that was being set up by Jodi and then having the feedback from the different parties involved in the process, which was helpful.

Budget Update (Scott/Jodi) Session 1, Budget Update (Scott/Jodi) Session 2

This was a more thorough and personalized presentation of the information in the new budget that Jodi has been setting up for some time, and this was a great rundown of the interpretation and meaning of the various budget lines, very happy with the outcomes of these meetings.

CASA Policy and Strat 2017 Conference

What an honor that was, especially with the opening presentation by Chief Charles Weaselhead of Treaty 7 Territory, in order of the presentation of the meetings:

July 24 - Policy and Strat Conference Day 1 – Registration was simply travelling from Abbotsford to Calgary, then driving with the Executive Director to the Kananaskis, and then registering for the conference, which included small talk, socializing, and becoming reacquainted with the other executives and the staff of CASA.

July 2017 Council Meeting

July 25 - Policy and Strat Conference Day 2 - Elder Opening and Introduction was a neat experience. A nice man, good public speaker, he was the only invited speaker for the conference.

July 25 - Policy and Strat Conference Day 2 - Code of Conduct Brief was the standard procedural reminder of what we should and should not do regarding the conference proceedings about behaviour and simply general decorum amongst/between members, and was heavily referencing the CASA Code of Conduct policy. The Board would later introduce the Code of Conduct officers in the conference.

July 25 - Policy and Strat Conference Day 2 - Opening Plenary was discussion on the business to open to the conference followed by the vote on the permanent Code of Conduct officers, which will be positions lasting the entirety of 2017-18 year academic year.

July 25 - Policy and Strat Conference Day 2 - Priorities Selection Overview and Process was the CASA Board and ED review of the process leading to policy and strategy. This was looking at an understanding and the ways in which CASA came to its present state for the non-primary delegates and observers in attendance, as well as here being a review of the member questionnaire sent out earlier.

July 25 - Policy and Strat Conference Day 2 - Priorities Selection: Board Recommendations was the presentation on the priority areas selected by its executive membership where there was a detailed presentation on the rationale for the selection, and the ways that these will integrate with the Board Action Plan and the CASA Committee work plans. There are five CASA committees.

July 25 - Policy and Strat Conference Day 2 - Priorities Selection: Board Q&A was the CASA Board taking questions from the executives, primary and secondary delegates, present at the Policy and Strat 2017 Conference. It was a question fielding session lead by the Board and the Executive Director, Michael McDonald.

July 25 - Policy and Strat Conference Day 2 - CASA Committees working on objectives for the year (Trades & Tech Committee, National Advocacy Team, and Internal Review Committee) was exactly that, where I would be switching around 3 committees brainstorming. Others on multiple committees did the same.

July 26 - Policy and Strat Conference Day 3 - Day 2 in Brief was an overview of the previous day's work.

July 26 - Policy and Strat Conference Day 3 - Board Action Plan Presentation was the presentation of the action plan for the year from the Board. These described the portfolios and core objectives of the Board members with given timelines for the projects. This was another time to field questions and give feedback.

July 2017 Council Meeting

July 26 - Policy and Strat Conference Day 3 - Board of Directors - Membership Communications Expectations Presentation was the Board of Directors discussing the expectations for internal communications for the year. The session was devoted to finding out the best way to communicate with delegates and councils.

July 26 - Policy and Strat Conference Day 3 - Training Session: Holding Effective Lobby Meetings was a training session devoted to the training for holding effective lobby meetings in-ridings with details on how to organize a meeting, what the best practices in a meeting are, ways to reach out to an MP, and so on.

July 26 - Policy and Strat Conference Day 3 - QSU Presentation involved representatives of the Quebec Student Union describing both their organization and advocacy objectives for the 2017-18 academic year.

July 26 - Policy and Strat Conference Day 3 - Committee Working Time and Work Plan Completion was for the creation of the committee work plans. The permanent members of each committee helped draft them while the non-permanent members could attend it. These would help the members later on the July 27 plenary. All were completed by the end of the day as far as I know, and then sent to the Board Chair and Secretary.

July 27 - Policy and Strat Conference Day 4 - Day 3 in Brief was another review of the previous day, the 26th.

July 27 - Policy and Strat Conference Day 4 - CASA Budget Update and Audited Financials Presentation was a presentation by VPEX describing the CASA audited financial statements for year end of 2017.

July 27 - Policy and Strat Conference Day 4 - From Here Until Advocacy Week was looking at policy and strategy especially regarding the main dates and events, and goals, between the end of the Policy and Strat 20-17 Conference and the Advocacy Week.

July 27 - Policy and Strat Conference Day 4 - Closing Plenary Session 1 (Shorter, Before Lunch) the plenary was the first half of the decisions on the CASA business.

July 27 - Policy and Strat Conference Day 4 - Closing Plenary Session 2 (Longer, After Lunch) was the latter portion of the day, and longer than the first session, which included even further deliberation on the CASA business. There were some rough patches in the proceedings around voting, especially the clarification of what means what. Many delegates were confused and the atmosphere was tense for about a 40-minute period out of the total time, which was about 3 hours.

My being on the three committees is benefitting the AUSU membership in a significant way with work on the three committees. CASA is not well-known enough, but as a member AUSU is making its name known and impact is being had through it.

July 31 - Call with VPFA/President

There was a brief update call in place of an AUSU Executive meeting with a rush to complete a series of tasks, so the President expressed concerns about completion of them. I mentioned this a good point and noteworthy in the past three weeks leading up to the Policy and Strat 2017 Conference, and so this will subside in the near future as things settle more and are more manageable because the next major CASA week is a couple months away. My primary responsibility is the AUSU work with the CASA work as secondary but still beneficial to the AUSU membership at the federal or national level.

Meetings with Stakeholders

July 4 - CER Working Group

July 10 - SRM2 AUSA input

July 12 - CASA: First Internal Review Committee Meeting

July 13 - National Advocacy Team

July 17 - Call with CASA Liaison

July 18 - General Faculties Council

July 18 - AUSU/ Dr. Carter Quarterly meeting

Meetings

July 6 - GoToWebinar - AU Open House - ChatRoom

July 10 - Progress Call with Jodi Campbell

July 10 - AUSU Executive Meeting

July 10 - Budget Consult with AU & AUSU

July 11 - Budget Consultation - STAFF

July 11 - Informal Meeting of AUSU Council w/ staff

July 11 - AUSU Public Council Meeting

July 13 - Budget Update (Scott/Jodi) Session 1

July 13 - Budget Update (Scott/Jodi) Session 2

July 17 - Progress Call with Jodi Campbell

July 17 - AUSU Executive Meeting

July 17 - MECC Meeting

July 18 - ED - VPFA Catch Up

July 24 - Progress Call with Jodi Campbell

July 24 - Policy and Strat Conference Day 1 - Registration

July 25 - Policy and Strat Conference Day 2 - Elder Opening and Introduction

July 25 - Policy and Strat Conference Day 2 - Code of Conduct Brief

July 25 - Policy and Strat Conference Day 2 - Opening Plenary

July 25 - Policy and Strat Conference Day 2 - Priorities Selection Overview and Process

July 25 - Policy and Strat Conference Day 2 - Priorities Selection: Board

Recommendations

July 25 - Policy and Strat Conference Day 2 - Priorities Selection: Board Q&A

July 25 - Policy and Strat Conference Day 2 - CASA Committees working on objectives for the year (Trades & Tech Committee, National Advocacy Team, and Internal Review Committee)

July 26 - Policy and Strat Conference Day 3 - Day 2 in Brief

July 2017 Council Meeting

July 26 - Policy and Strat Conference Day 3 - Board Action Plan Presentation
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July 26 - Policy and Strat Conference Day 3 - Committee Working Time and Work Plan Completion
July 27 - Policy and Strat Conference Day 4 - Day 3 in Brief
July 27 - Policy and Strat Conference Day 4 - CASA Budget Update and Audited Financials Presentation
July 27 - Policy and Strat Conference Day 4 - From Here Until Advocacy Week
July 27 - Policy and Strat Conference Day 4 - Closing Plenary Session 1 (Shorter, Before Lunch)
July 27 - Policy and Strat Conference Day 4 - Closing Plenary Session 2 (Longer, After Lunch)
July 31 - Call with VPFA/President
July 31 - July Finance Committee Meeting

Hours

Weekly Breakdown

Week ending:	Hours Worked	Banked Time Used	Banked Time Earned	Banked Time Remaining
July 2	30	5.5	0	4.25
July 9	30	2.25	0	2
July 16	34.5	0	4.5	6.5
July 23	30	0	0	6.5
July 30	58.5	0	28.5	30 (Max)

Timesheets and Compliance

I have reviewed the timesheets from Shawna Wasylyshyn and Julian Teterenko and found them to be in compliance with AUSU policy.

Committee Report

Finance Committee

Prepared by: Scott Jacobsen, Chair

Date: July, 31, 2017



Committee Members: Scott Jacobsen, Robin Bleich, Andrew Gray, Brandon Simmons, Julian Teterenko, Jodi Campbell (non-voting).

Activity This Month

The Finance Committee met once this month and did not need to make up for lost time, really, which was a relief from my view because of the double meetings from the previous month, and as this work was coming around the bend of a strange three weeks culminating in the Policy and Strat 2017 Conference. Please see the VPFA Report for more details from this same period, 2017-07.

All members were present at the July Finance Meeting, which was held on July 31, 2017. It was called to order at 5:00MT. There was the approval of the agenda, followed by the approval of the meeting minutes. Both carried 5/0. This was then followed by review of the action items:

There was one meeting at the end of the month at 5 pm MST on July 31. There was less ground to be made up this time around. The main items for review were as follows in terms of the action items:

March 2017 AUSU Financial Statement Review: Investigate the contest funds which lists \$0 spent despite a free course that was given out from the #igo2AU contest. Executive/Staff
March 2017 AUSU Financial Statement Review: Executive to look into the computer bursary budget, healthcare bursary budget, and “other” awards budget. Executive
March 2017 AUSU Financial Statement Review: Investigate outstanding withdrawal for Breanna Green from November 11, 2016. Executive
Ensure 2017/2018 budget amounts for awards is aligned with policy 7.02. Executive
March 2017 The Voice Financial Statement Review: Locate and update the AUSU capital assets list. Executive

March 2017 AUSU Financial Statement Review: Move overage in the computer bursary line item to the "other awards: line item. Jodi / Tammy
May 2017 AUSU Financial Statement Review: Make corrections to the report formatting. J. Campbell / S. Jacobsen
May 2017 The Voice Financial Statement Review: Reformat the dates in the Voice Internally Restricted Funds document for consistency. J. Campbell
Open Forum: R. Bleich and S. Jacobsen are going to take the accounting course sent out and provide feedback on how helpful it is. S. Jacobsen / R. Bleich

The first three were complete for the July 31 Finance Committee meeting. Following these, there was making sure that the 2017/2018 budget amounts for awards were aligned with policy 7.02 were confirmed as complete. Same with the March 2017 The Voice Financial Statement Review and the March 2017 AUSU Voice Financial Statement Review.

There were some issues with the formatting of the documents before, but as per the action item about formatting this has been fixed and improved the interpretation of the contents of the documents a lot. The original request was sent to Tammy Massa. Tammy made the appropriate changes to the documents and the formatting correction made interpretation of the documents far easier. It made proceedings run much more smoothly.

Executive Director, Jodi Campbell, reformatted the dates for the Voice Internally Restricted Funds, if looking at the May 2017 The Voice Financial Statement Review. Then the accounting course was completed by Robin Bleich, but not VPFA, Scott Jacobsen, due to the VPFA being pre-occupied with other work, especially the Policy and Strat 2017 Conference of the Canadian Alliance of Students' Associations (CASA).

Lastly, the two notable items outside of normal business and the regular action items was the vote for on the draft 2017/18 budget, which was prepared by Jodi Campbell with extensive consultation. The format was found to be clean, straightforward, and probably easily understood by a lay reader, which is good. He provided a 30-minute presentation on the new budget too, which went over well. There appears to be universal praise of the cleanliness of the presentation and the new budget. There was a proposed motion for it and this passed unanimously 5/0. Then my, or the VPFA, expenses for the June retreat were unanimously ratified after an email vote on them at \$268.

July 2017 Council Meeting

The next Doodle poll will be complete soon as it has been sent out for August. That poll will determine the next meeting time. I will likely send out another poll in the earlier half of August for the September Finance Committee Meeting.
Thank you for your attention.

Committee Report

Member Engagement & Communications Committee

Prepared by: Julian Teterenko, Chair

Date: 31 July 2017



Committee Members: Julian Teterenko, Scott Jacobsen, Shawna Wasylyshyn, Amanda Lipinski, Donette Kingyens, Jodi Campbell (non-voting).

Activity This Month

Vacant Committee Seat:

We are currently in the process of having someone replace the position. The nomination application went out and there has been much interest in the seat.

Newsletters:

The committee has been working on brainstorming ideas for upcoming newsletters and previewing the ones ready to send out.

Welcome Package:

One of the items that we discussed at our meeting this month was physically mailing out packages to our new members. Throughout our discussion, we discussed at what point in the students study they should be mailed out. We also discussed what would be included in the package and what would be beneficial to mail out. The committee concluded that a brochure with some other items such as a magnet or stickers would be useful. We also decided that it would go to a student that has been there for more than 6 months, as to avoid mailouts to visiting students, if possible.

Virtual Chats/ Live sessions

Another item discussed was the option of hosting more virtual chats. While the last session did not have much turnout, we discussed what we could do to raise that. Another option that was brought up was starting facebook live sessions. Amanda and Shawna are looking into this topic and will come back with a proposal.

Services Survey

The committee discussed the findings of the services survey that was sent out that pertained to the committee. Some of the things discussed were the timeline of when to put the survey out, the content of it and how it could be more purposeful, and the possibility of sending out different surveys to full time and part time students. Some of the discussion revolved around what kind of questions would be good to ask as well.

Committee Report

Awards Committee

Prepared by: Robin Bleich, Chair

Date: July 31st, 2017

Committee Members: Robin Bleich, Kim Newsome, Amanda Lipinski, Julian Teterenko, Jodi Campbell (non-voting).



Activity This Month

Summary

The awards committee have been working hard this month, from meeting on July 10th to award six (6) additional students from the May Awards intake, to approving our last computer bursary. Collaboratively, the committee developed a new award new award proposal, while carefully weighing the demographics of the current membership. That being said, we chose to leave it open!

During our meeting on July 10th, 2017, the Awards Committee discussed the creation of a new temporary award that would reflect the openness and flexibility of AU's platform; we named the award #lgo2AU. The applicants will have the opportunity to be creative in the process with either an essay or video submission, emphasizing AU's unique educational platform of being an open university. The #lgo2AU award has been submitted to the executives. Moreover, the committee made some minor changes to policy 7.02, section 7.02.13 addressing the *required credits* for AUSU award and bursary eligibility; recommending a change to allow flexibility when experimenting with new awards when engaging a wider demographic of members.

Motions

In order of the decisions: On July 7, 2017, we had a motion pass 3/0 for a Computer Bursary; On July 10, 2017, we had a motion pass 4/0 for two (2) Academic Achievement Awards; On July 10, 2017, we had a motion pass 4/0 for two (2) Balanced Student Awards; On July 10, 2017, we had a motion pass 4/0 for two (2) Returning Student Awards; On July 10, 2017, we had a motion pass 3/0 for an amendment to policy 7.02, section 7.02.21, subsections (7) and (8), to present as a recommendation for council to adopt; On July 21, 2017, we had a motion pass 4/0 for the temporary #lgo2AU Award.

Original Motion with Decision:

July 7, 2017: BIRT AUSU Awards Committee approve the attached Computer Bursary application XXXX.

Moved by: R. Bleich
Seconded by A. Lipinski

This motion passes 3/0

July 10, 2017: BIRT AUSU Awards Committee approve the two (2) Academic Achievement Award applications for XXXX and XXXX.

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Moved by: K. Newsome
Seconded by: A. Lipinski

This motion passes 4/0.

July 10, 2017: BIRT AUSU Awards Committee approve the two (2) Balanced Student Award applications for XXXX and XXXX.

Moved by: K. Newsome
Seconded by: A. Lipinski

This motion passes 4/0.

July 10, 2017: BIRT AUSU Awards Committee approve the two (2) Returning Student Award applications for XXXX and XXXX.

Moved by: J. Teterenko
Seconded by: K. Newsome

This motion passes 4/0.

July 10, 2017: BIRT AUSU Awards Committee recommends council to adopt the updated copy of Policy 7.02 MEMBER SERVICES: Scholarships, Awards, and Bursaries, section 7.02.21, subsections (7) and (8).

Moved by: A. Lipinski
Seconded by: K. Newsome

This motion passes 3/0.

July 21, 2017: BIRT AUSU Awards Committee recommends council to adopt the attached temporary #lgo2AU award for the November/May 2017- 2018 fiscal award deadlines; totalling \$2,000 annually (\$1,000 each).

Moved by: R. Bleich
Seconded by: K. Newsome

This motion passes 4/0.

Awards Overview

The table includes only the applications that were reviewed by the Awards Committee. It does not include any applications that were withdrawn or disqualified for not meeting minimum criteria. Disqualified applications do not get sent to the committee.

Award	Apps	Approved	Denied	Notes	Remaining Awards	Budget	Total paid	Remaining Budget
Academic Achievement Scholarship	143	6	137		0	\$4000 2/deadline	\$6,000	\$0

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AUSU Bursaries	29	10	19		0	\$10,000 5/deadline	\$10,000	\$0
Computer Bursaries	18	12	6		0	\$9,600 or 12 comp.	\$6,468.23 (update l/p x 2)	\$3,131.77
Single Parent Bursary	0	0	0		2	\$2,000 1/deadline	\$0	\$0
Travel Bursaries	2	2	0		n/a	\$4,000 \$1,000/e	\$920.49	\$3,079.51
Emergency Bursaries	2	2	0		n/a	\$6,000 \$700/e	\$501	\$1,499
Health Care Bursary	9	6	3		n/a	\$18,800	\$5,216.6	\$13,583.4
Peter MacKinnon Student Services Award	4	1	3		0	\$1,000 One time only	\$1,000	\$0
Student Service Award	11	4	7		0	\$4,000 2/deadline	\$4,000	\$0
Returning Student Award	63	6	57		0	\$4,000 2/deadline	\$6,000	\$0
Balanced Student Award	54	6	48		0	\$4,000 2/deadline	\$6,000	\$0
Total	334	54	280	Note \$2,000 used from other award fund.		\$67,400	\$46,106.32	\$21,293.68

The table includes only the applications that were reviewed by the Awards Committee. It does not include any applications that were disqualified and did not meet minimum criteria. Disqualified applications do not get sent to the committee.

AUSU Office Report

Jodi Campbell, Executive Director

Prepared: July 31st, 2017



Administration

Staff Review:

I have been working with the staff to review our roles and responsibilities and the potential of bringing on another member to the team. We recognize there are areas of our day-to-day operations that we would like to proactively explore as we move forward into 2018. More consultation with our executive team and the staff will be required as we continue to look at areas such as internal bookkeeping, enhanced governance role, as well as other roles and responsibilities that will support the development of AUSU policies and procedures. The timeline for this hire will likely be at the end of 2017.

Committee Support

Finance:

Throughout the month of July, I have become even more integrated into the financial side of the Association. One of the primary focuses has been the development of our AUSU budget. Having the opportunity to be apart of consultation and creation of our 2018 budget has been very valuable to me as the ED. Throughout the process my goal was to collaborate with the VPFA and executive team as we work to generate a 2018 budget that embodies transparency and accountability throughout the organization. The document is a new look for AUSU, with common topics being brought together into department areas. A few highlights include:

- Enhanced notes area to detail the purpose of every GL expense.
- Budget topics that reflect organizational growth including AUSU staffing, executive team moving from 3 to 4 members, as well as further development of our advocacy efforts at all levels of AU and government.
- New budget GL lines to assist in allocating funds correctly throughout the year.

Through a consultative process we were able to develop a budget that reflects not only where we are now, but also where AUSU is moving to in the future.

MECC:

I have been working with the staff to develop a new student mailout initiative for 2017-2018. As a follow up to our brainstorming session at the council retreat, we set out to find a way to engage with new AU students as soon as they start their studies at AU. The idea presented to MECC involves a mailout introducing AUSU to the student along with a promo magnet that can

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be kept in a convenient location (fridge, filing cabinet, office etc) until needed. Our goal is to have the opportunity to reach out to students at the beginning of their academic career, while at the same time offer the means for them to engage with AUSU down the road when they need it most. Budget considerations are in the current budget and will be available for discussion.

The Voice

Voice Working Group Action Plan:

As mentioned in the working group action plan document that was sent to council this past month, we are now moving into the design phase of the new voice magazine website. KOBOT has conducted interviews and is now compiling the information as they look to capture the many facets of our new website.

“This research document is called the, Audience and Strategy Document, and lays out our ideas for the overall goals of the project, the strategies we’ll employ as well as some analysis about the audience(s) we’re striving to reach.” (Bryan Birtles – KOBOT)

The launch date is currently set for September 1st, with the option of being flexible depending on the level of progress that is made during the month of August.

Governance

CASA Conference:

I was proud to represent AUSU as the host of the 2017 CASA Policy & Strategy Conference this past month. Alongside your VPEX and VPFA, I was able to integrate my role as ED into the events and assist in the committee work that took place during the conference. I found it very valuable to learn more about CASA as a whole, the process to which they set goals, as well as how strategies are established to ensure those goals are achieved. I was quite impressed with the level of professionalism that was displayed and the way student leaders were able to come together under one primary cause, and get a great deal of work accomplished during our time together.

One of the highlights for me was getting to meet Chief Charles Weaselhead, who you’ll also know as one of our AU Board members. Chief Weaselhead welcomed all the CASA delegates to the conference and had a great speech that spoke to the vital nature of education to young people and the indigenous community. He also gave a couple great shout outs to AUSU, which had everyone taking notice of the work we are currently doing.

High-Five to Julian for his hard work in helping to plan the conference.

Bylaws Review:

The past month has seen further review of the draft bylaws, and I’m excited to say we are very close to seeing the bylaws become a reality. The latest draft has been cleaned up and is currently in the hands of our executive team for review with the intention of beginning the

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student membership consultation later in September. We have a solid document at the present and I look forward to discussing it with council.

Conclusion:

July was a busy month for everyone while also taking the opportunity for a summer holiday break as well. If you have any comments or questions about the ED report, please feel free to contact me anytime.

Meetings

July 4	Meeting with CWB Wealth Mgmt – Orest Fialka
July 4	Voice RFP proposal review meeting
July 5-7	Holiday
July 10	Weekly VPFA Meeting
July 10	Weekly Executive Meeting
July 10	AU/AUSU Budget Consultation
July 10	Awards Committee Meeting
July 11	AUSU Budget Consultation with Staff
July 11	Council Meeting
July 12	Staff Meeting
July 12	Voice Working Group Meeting – Consult with KOBOT (web designer's)
July 13	Budget Review with VPFA
July 13	Voice Working Group Meeting – Consult with KOBOT (Bryan Birtles)
July 17	Weekly VPFA Meeting
July 17	Weekly Executive Meeting
July 17	MECC Meeting
July 18	Meeting with Jon Hillis (ACL – We Speak Student)
July 18	Meeting with Dr. Carter (AU)
July 19	Staff Meeting
July 19	Voice Working Group Meeting with KOBOT
July 20	Meeting with Richard McLeod (AU Registrar)
July 21	Bylaws Review Meeting
July 24-27	CASA Conference
July 28 & 31	Holiday
July 31	Finance Committee Meeting

AUSU Office Report

Donette Kingyens,
Communications & Member Services Coordinator

Prepared: Aug 1, 2017



Administration

- **Student Inquiries**

- The majority of inquiries were related to AU, including how to submit assignments, exams, transcript requests, etc.
- Received a few requests for clarification on the requirements to sit on the MEC Committee.
- Received a few requests for advocacy, including making Student ID cards last 2 years instead of one, refund for course withdrawal, a couple grade appeals, and a student who wanted AU to recognize lynda.com courses for credit.
- Numerous emails related to a temporary lynda.com issue wherein the proxy server went down over the weekend – worked to repair it as quickly as possible.

	Emails	Phone Calls	Instant Chats	Website	Facebook
July 2017	27	3	6	1	
June 2017	24	6	1	0	0
May 2017	37	3	7		1
Apr 2017	32	0	7		1
Mar 2017	29	3	8		
Feb 2017	23	3	9	1	1
Jan 2017	38	3	9		1
Dec 2016	20	2	5	1	
Nov 2016	18	4	4		
Oct 2016	32	2	2		1
Sep 2016	31	2	6		
Aug 2016	36	3	3		

**Numbers above are approximate.*

Does not include discussions with award applicants or nursing student inquiries.

Website comments refers specifically to questions that required an answer on news/blog posts

- **General Duties**

- Handled Admin Assistant inbox on her off days
- Helped with orientation of new Executive Director
- Monitored new forums and deleted spam posts
- Ordered new pencil sharpeners with remaining promotional publications budget
- Managed office solo from July 24 to August 1

Meetings

- 5 – Regular staff meeting
- 10 – Awards committee meeting
- 11 – Staff meeting re: budget consultation
- 12 – Regular staff meeting
- 12 – Meeting with Sue Elliot/Drew Martine re: Student Lifeline overview
- 17 – MEC Committee meeting
- 19 – Regular staff meeting
- 27 – Discussion with Shawna

Projects

- **Manuals / Procedures**
 - Continued working on instructions for various office procedures.
- **Budget**
 - Continued work on compiling list of subscriptions to help with new budget process
 - Prices out some costs for promotional/publications budget
 - Reviewed 2016/2017 GL coding for inconsistencies
 - Received quote for Simply Voting for budget
- **AUSU Logo Rebranding**
 - Updated logos/colours on social media channels and Voice ads
 - Continued working on redesigning social media and communications images and advertisement for new colour scheme (over 60 images created/recoloured to date).
 - Updated various documents with new logo/colour scheme, including various forms and waivers, elections manual, instruction sheet, nomination package, among others.
 - Had logo replaced on student lifeline website and promotional materials
 - Updated colour scheme on email templates for various topics
- **Bylaws**
 - Worked on cleaning up bylaw revisions
 - Formatted bylaws in accordance with AUSU templates
 - Began working on a communication plan for the bylaw release
- **2018 General Election**
 - Worked out an election timeline in accordance with policy
 - Began working on updating election materials, including the CRO Manual and email templates, nomination package, and election graphics.

Services

- **Statistics on Services Provided for the Month:**
 - *NOTE: No grad cards in June as no graduates in June.*

Month	Mobile App Accounts	Lynda	Calendars	Eyewear Discount	Grad Cards	Welcome Email
July 2017	108	47	1	11	69	405
June 2017	133	81	2	6	0*	633
May 2017	157	63	0	21	261	1093
Apr 2017	100	21	1	3	78	1060
Mar 2017	188	162	0	12	87	424
Feb 2017	144	32	3	10	64	503
Jan 2017	84	152	8	8	103	766
Dec 2016	160	21	4	3	70	562
Nov 2016	211	48	3	9	75	367
Oct 2016	140	30	3	12	65	415
Sept 2016	291	33	3	7	104	751
Aug 2016	212	78	1	42	78	575
July 2016	145	159	0	n/a	79	797
June 2016	176	43	2	n/a	265	1405
May 2016	99	28	1	n/a	346	1005
Apr 2016	94	38	1	n/a	0*	809

- **Lynda.com**

Month	Total Accounts	New Accounts	Videos Viewed	Hours viewed	Avg. min. per login	Certificates completed
July 2017	1,224	47	1,795	119	17	26
June 2017	1,178	81	1,871	125	12	29
May 2017	1,096	63	2,220	144	19	34
Apr 2017	1,032	21	2,735	182	22	38
Mar 2017	1,011	162	3,657	242	20	59
Feb 2017	848	32	1,873	121	17	28
Jan 2017	816	152	3,140	189	15	53
Dec 2016	731	21	3161	221	48	68
Nov 2016	710	48	2146	151	18	23
Oct 2016	843	30	1510	117	21	18
Sept 2016	813	33	2062	131	18	31
Aug 2016	780	78	2568	168	20	46
July 2016	702	159	5952	401	41	141
June 2016	547	43	2226	168	27	34
May 2016	502	28	1725	139	23	17
April 2016	476	38	1493	94	19	19

- **Course Evaluations**

Month	Total Evaluations	New Evaluations
July 2017	588	16
June 2017	572	15
May 2017	557	13
Apr 2017	544	6
Mar 2017	538	10
Feb 2017	528	7
Jan 2017	521	9
Dec 2016	512	8
Nov 2016	504	86
Oct 2016	418	65
Sept 2016	353	108
Aug 2016	245	10
July 2016	235	10
June 2016	225	6
May 2016	219	24
April 2016	195	3

Social Media & Marketing

- **Newsletters**

- **July 7** - [AUSU Updates – Retreat Recap, Survey Results, Awards, Student Spotlight And More!](#)
- **July 21** - [AUSU Updates – Committee Seat Available, Eyewear Discounts, Parenting Support, and more!](#)

- **The Voice**

- Sent Voice ads for each Voice publication in July (July 7, 14, 21, 280).

Weekly Stats	Overall Visits	Unique Visits	Bounce Rate*	PDF Views	Highest # of Views per Article	Articles with over 20 views
July 21 – 27, 2017	492	418	77.70%	10	22	1
July 14 – 20, 2017	514	419	75.68%	13	16	0
July 7 – 13, 2017	525	441	77.74%	15	12	0
June 30 – Jul 6, 2017	664	531	77.36%	18	26	1
July 2017 Overall	2,608	2,172	79.12%	59	58	7
June 23 – 29, 2017	782	576	72.94%	29	31	1
June 16 – 22, 2017	694	578	73.29%	16	66	3
June 9 – 15, 2017	592	473	73.75	17	18	0
June 2 – 8, 2017	683	580	70.33%	21	31	1
June 2017 Overall	3,028	2,421	71.44%	88	69	9
May 26 – Jun 1, 2017	613	507	74.34%	20	60	2
May 19 – 25, 2017	704	557	74.26%	13	27	1

July 2017

May 12 – 18, 2017	688	577	76.74%	13	28	1
May 5 – 11, 2017	799	667	71.71%	20	23	1
Apr 28 – May 4, 2017	1,057	900	78.87%	13	73	2
May 2017 Overall	3,166	2,637	75.92%	64	97	9
April 21 – 27, 2017	835	676	72.21%	36	40	3
Apr 14 – 20, 2017	771	650	71.39%	27	37	4
Apr 7 – 13, 2017	770	666	74.2%	34	22	1
Mar 31 – Apr 6, 2017	687	560	76.36%	29	25	2
April 2017 Overall						
Mar 24 – 30, 2017	886	749	68.45%	37	38	3
Mar 17 – 23, 2017	641	558	76.58%	13	27	1
Mar 10 – 16, 2017	817	683	71.97%	17	40	4
Mar 3 – 9, 2017	971	810	69.38%	26	28	4
Feb 24 – Mar 2, 2017	785	674	73.58%	23	47	4
Mar 2017 Overall	3,643	3,075	71.42%	103	59	14
Feb 17 – 23, 2017	980	797	76.16%	17	99	4
Feb 10 – 16, 2017	695	591	78.61%	19	27	2
Feb 3 – 9, 2017	1,217	1,022	74.61%	26	126	6
Jan 27 – Feb 2, 2017	855	685	77.81%	23	30	2
Feb 2017 Overall	3,775	3,166	7.43%	87	144	19
Jan 20 – 26, 2017	879	720	77.67%	25	35	3
Jan 13 – 19, 2017	841	703	77.13%	31	65	2
Jan 6 – 12, 2017	876	678	76.40%	31	39	2
Jan 2017 Overall	3,703	2,985	78.37%	116	96	11
Dec 23 – 29, 2016	942	623	87.21%	7	140	2
Dec 16 – 22, 2016	581	497	82.18%	24	29	2
Dec 9 – 15, 2016	777	628	69.78%	22	53	2
Dec 2 – 8, 2016	686	591	81.10%	23	26	1
Dec 2016 Overall	3,252	2,562	80.32%	90	143	7

*Bounce Rate is the % of people who only visit 1 page and leave without any further interaction with the site.

• Mobile App

	Total Accounts	New Accounts	Social Connections (total)	Social Connections (month)	Campus Activity (total)	Campus Activity (month)	Events Scheduled
July 2017	4,408	108	1,594	38	27,237	1,412	56
June 2017	4,300	133	1,556	56	25,825	1,464	20
May 2017	4,167	157	1,500	48	24,360	1,403	23
Apr 2017	4,010	100	1,452	100	22,957	1,703	7
Mar 2017	3,910	188	1,352	122	21,254	2,502	27
Feb 2017	3,722	144	1,230	57	18,752	1,046	23
Jan 2017	3,578	84	1,173	75	17,706	1,474	148
Dec 2016	3,494	160	1,098	65	16,232	1,337	17
Nov 2016	3,334	211	1,033	62	14,899	1,316	27

Oct 2016	3,123	140	971	101	13,583	1,571	173
Sept 2016	2,983	291	870	73	12,012	1,281	127
Aug 2016	2,692	212	797	89	10,731	1,343	31
Jul 2016	2,480	148	708	44	9,388	854	15
Jun 2016	2,332	137	665	51	8,534	1,059	60
May 2016	2,195	99	614	40	7,475	697	114
Apr 2016	2,096	94	574	64	6,778	1,257	43

- **Website**

- Posted July council agenda
- Posted July policy revisions
- Posted June meeting minutes
- Posted July newsletters
- Updated event listings with upcoming council meetings
- Monitored forums

- **New Stories Posted**

- July 19, 2017 – [Apply to sit on an AUSU Committee!](#)
- July 11, 2017 – [B.C. Wildfire Support](#)

- **Website Analytics**

The chart below lists **page views** for our most popular pages. Note, the totals do not reflect how many people actually filled out applications (ie. for awards or course evaluations), just how many people visited the page.

Month	Total Views	Unique Views	Awards	Careers	Course Evals	lynda	Mobile App	Eyewear	Student Lifeline	FAQs	The Voice
July 2017	8,630	3,686	671	300	708	763	91	228	112	26	17
Jun 2017	11,294	4,858	927	130	589	851	60	185	120	35	51
May 2017	10,486	4,379	975	136	773	665	276	607	256	59	35
April 2017	15,713	6,338	5,557	155	508	510	110	80	101	n/a	28
Mar 2017	13,012	5,487	3,170	359	494	1,281	112	345	156	n/a	44
Feb 2017	7,106	2,909	559	202	466	453	274	245	77	n/a	15
Jan 2017	11,158	4,853	2,263	274	431	1,254	130	213	130	n/a	24
Dec 2016	6,463	2,827	448	218	445	383	100	115	108	n/a	32
Nov 2016	13,042	5,451	1,067	262	669	585	411	267	189	n/a	34
Oct 2016	17,815	7,483	3,613	244	600	428	236	179	197	n/a	33
Sept 2016	16,024	6,752	2,200	293	748	552	561	182	309	n/a	66
Aug 2016	10,010	4,296	675	404	506	1,038	178	209	138	n/a	50
July 2016	8,786	3,757	798	314	151	1,247	101	n/a	133	n/a	76
June 2016	7,474	3,154	416	147	238	554	230	n/a	192	n/a	74
May 2016	7,746	3,531	669	143	181	513	101	n/a	135	n/a	23
April 2016	17,503	7,339	5,351	199	57	483	88	n/a	133	n/a	16

Month	Advocacy	Quick Links	Forum	Health Plan	Exec Blog	Finances	Council	Minutes	Agendas	News & Archives	Policies
July 2017	64	33	329	194	309	31	133	49	47	137	268
Jun 2017	60	38	770	131	95	24	213	27	40	135	224
May 2017	90	34	319	171	n/a	71	341	42	301	81	244
Apr 2017	67	33	118	109	198	63	293	62	77	151	345
Mar 2017	151	37	66	147	45	86	319	45	101	165	269
Feb 2017	29	49	86	143	85	65	152	59	84	143	399
Jan 2017	71	45	150	178	236	79	193	66	95	137	365
Dec 2016	21	33	60	91	386	76	124	56	80	111	268
Nov 2016	45	59	132	202	83	26	281	54	73	127	325
Oct 2016	35	65	127	217	589	29	343	67	112	126	287
Sept 2016	82	51	136	266	46	60	300	44	82	149	289
Aug 2016	35	69	112	265	209	101	409	53	97	231	356
July 2016	45	24	84	182	459	53	228	34	41	133	257
June 2016	52	27	120	250	43	82	201	23	78	136	225
May 2016	36	63	86	258	151	22	270	23	42	172	224
April 2016	45	44	114	228	82	n/a	796	85	148	121	223
Mar 2016	35	n/a	89	208	48	n/a	281	84	128	127	341
Feb 2016	35	n/a	112	230	42	n/a	272	61	n/a	126	459

- **Website Polls**

- *How many courses have you taken at AU?*

- This is my first one 4
 - 2 to 4 9
 - 5 to 8 7
 - More than 8 8
 - **Total Responses:** 28
 - **Posted:** July 17 - 31

- *What Faculty/Program are you in at AU?*

- I am not in a program 0
 - Faculty of Business Program 8
 - Faculty of Health Disciplines Program 1
 - Faculty of Humanities and Social Science Program 10
 - Faculty of Science and Technology Program 3
 - I am not sure 2
 - **Total Responses:** 24
 - **Posted:** July 3 – July 17

July 2017

- **Social Media Statistics:**

- **Facebook**

Month	Total Posts	Total Likes	New Likes	Average post reach	Overall Engagements	Overall Impressions
July 2017	66	1,198	25	366	208	43,291
June 2017	73	1,179	20	484	287	64,507
May 2017	64	1,168	20	486	348	59,076
Apr 2017	61	1,156	26	414	250	40,158
Mar 2017	73	1,139	26	281	252	42,433
Feb 2017	58	1,124	19	506	149	47,163
Jan 2017	72	1,110	43	538	260	67,114
Dec 2016	52	1,077	40	637	249	58,210
Nov 2016	70	1,041	91	424	370	64,324
Oct 2016	53	973	69	434	569	63,968
Sept 2016	60	916	121	523	345	60,235
Aug 2016	54	797	25	437	251	63,419
July 2016	45	777	16	503	77	59,619
June 2016	59	770	26	344	113	37,591
May 2016	52	746	12	183	183	22,411
Apr 2016	64	742	20	198	200	37,385
Mar 2016	66	730	18	174	113	35,246

- **Twitter**

Month	Total Posts:	Total Followers	New Followers	Retweets	Link Clicks	Overall Impressions
July 2017	63	820	7	29	49	15,445
June 2017	71	817	8	21	69	18,371
May 2017	60	815	15	20	110	14,387
Apr 2017	59	809	9	15	73	12,899
Mar 2017	70	808	20	19	104	18,219
Feb 2017	52	796	13	18	64	17,453
Jan 2017	71	793	15	18	111	21,505
Dec 2016	51	783	16	16	80	14,485
Nov 2016	80	779	60	31	87	20,526
Oct 2016	52	720	39	13	76	16,393
Sept 2016	51	688	57	19	67	13,618
Aug 2016	51	640	14	10	64	11,681
July 2016	45	636	16	8	53	10,396
Jun 2016	53	625	17	12	55	14,096
May 2016	55	608	17	18	72	19,533
Apr 2016	55	600	13	40	73	14,193
Mar 2016	59	589	10	36	55	15,335

July 2017

○ **LinkedIn**

Month	Total Posts:	Total Followers	New Followers	Engagements	Link Clicks	Overall Impressions
July 2017	60	233	1	29	24	3,411
June 2017	69	232	0	30	21	3,578
May 2017	57	232	0	35	28	2,851
Apr 2017	53	234	0	53	43	3,619
Mar 2017	55	234	3	65	44	5,139
Feb 2017	39	231	1	52	39	4,183
Jan 2017	64	233	1	49	38	4,523
Dec 2016	52	232	3	35	25	3,559
Nov 2016	61	229	71	32	18	5,203
Oct 2016	53	158	56	44	36	3,984
Sept 2016	50	110	89	52	27	3,022
Aug 2016	20	22	0	35	27	1,239