

Graduate Student Association — University of Waterloo

notice of Annual General Meeting

You are receiving this communication because you are a member of the Graduate Student Association – University of Waterloo (GSA-UW), an Ontario Corporation.

The Annual General Meeting (AGM) will be held on

Date and time: August 20, 2020 at 4:00 p.m.

Location: virtual Zoom meeting, to attend register in advance here [https://zoom.us/meeting/register/tJArf-yhpbj8qHd160C0gQnX6JS_lGJddtbca](https://zoom.us/join/zoom.us/meeting/register/tJArf-yhpbj8qHd160C0gQnX6JS_lGJddtbca)

Voting/proxy: you must vote via personalized link (delivered via email)

Time estimate, mins	Agenda	Action
5	1. Call to order, establishing a quorum, rules of conduct, opening remarks	Information
2	2. Approval of minutes of the previous AGM* BIRT the minutes of the Annual General Meeting 4/16/2019 are approved.	Decision
30	3. Elections of new Directors*	Decision
10	4. Auditors reports and Financial Statements*	Information
5	5. Appointment of the Auditor BIRT MNP, LLP is appointed as the Auditor for the fiscal year ending August 31, 2020.	Decision
10	6. Confirmation of changes to the by-laws* BIRT the proposal “Changes to By-law #2: Official Information” is confirmed BIRT the proposal “Changes to By-law #3: Fees” is confirmed BIRT the proposal “Changes to By-law #5: Board of Directors” is confirmed BIRT the proposal “Changes to By-law #6: Officers of the GSA-UW” is confirmed BIRT the proposal “Changes to By-law #6: Ratification of Officers of the GSA-UW” is confirmed	Decision

	BIRT the proposal “Changes to By-law #7: Council” is confirmed	
	BIRT the proposal “Housekeeping changes – Various by-laws” is confirmed	
	7. Ratification of Officer appointments	
	Kajanpreet Kaur Randhawa as Chief Returning Officer	
	David Billedeau as President for the term ending on Aug 31, 2021	
	Naima Samuel as President for the term ending on Aug 31, 2020	Decision
	David Billedeau as Vice-President for the term ending on Aug 31, 2020	
	Cindy H.T. Yeung as Vice-President Administration for the term August 20, 2020 to August 20, 2021	
	Zabeen Khamisa as Vice-President Communications for the term August 20, 2020 to August 20, 2021	
	Rebecca Stirling as Chair of the Board for the term ending on the date of AGM in 2020	
	Tyler Hampton as Corporate Secretary for the term ending on the date of AGM in 2020	
	Kevin McKay as Treasurer for the term ending on the date of AGM in 2020	
5	8. Poll close. Report of the Chief Returning Officer	Information
	9. Meeting adjournment	Decision
	10. Rose Vogt Award	Information
	11. Reports	
	11.1. President**	
	11.3. GSEF**	
	12. Q&A	Information

* Documents are attached below.

** Documents will be available on the AGM 2020 website.

Members have the right to vote by proxy. Proxy forms were emailed to the members. For any questions regarding proxies and voting contact the GSA Chief Returning Officer at gsa-cro@uwaterloo.ca

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Rules of Conduct

In fairness to all members and in the interest of an orderly and productive meeting, we require that you follow the rules set forth below.

General

Because this is a meeting of members, only members of the GSA-UW are entitled to be present, speak and vote at the Annual General Meeting.

The GSA uses the same individual link delivered to your UW email for both voting and submitting a proxy. If you have already voted or submitted a proxy, your vote has been received by the GSA's Chief Returning Officer (CRO) and there is no need to vote again unless you wish to revoke or change your vote. Members may vote until the polls close. The polls close immediately after the presentation of the final proposal on the agenda.

The Annual Meeting will follow the agenda set forth in this notice, which is also posted on our website. In the interest of the absent members and in accordance with common practice and the GSA's by-law #4, no new business can be introduced at the Annual Meeting. An amendment to a by-law proposal can be moved, however, no such amendment is allowed that increases the modification of the articles and provisions to be changed.

Speaking and Conduct

Given the circumstances, the Annual Meeting is being held in all virtual format. We intend to run an orderly meeting. We value the engagement of our members but it's important that this engagement is respectful in both directions. The GSA is committed to strengthening member participation and takes seriously its own responsibility to ensure that members are treated with respect and dignity at all events and meetings of the GSA. Any member who feels targeted by harassment or discrimination must be able to speak up and know their concerns will be responded to immediately. Members are encouraged to bring such matters to the Chairperson's attention for immediate action.

Only individuals recognized by the Chairperson may speak. The Chairperson will maintain the speakers' list during discussions of formal business. The instructions on the rules of the debate will be given at the meeting.

Each speaker should restrict their comments to the proposal being presented. In the interest of fairness to all members, the Chairperson may stop discussions that are past the allotted time or otherwise not part of the business of the Annual Meeting.

Procedure at the Annual Meeting shall, except where otherwise set out in the By-Laws, the Policies of the GSA-UW, or in the Ontario Corporations Act, be according to Roberts Rules of Order Newly Revised (by-law 4.5). A chart of motions is on the next page.

These rules of conduct are intended to benefit all members and proxies in attendance. The Chairperson has sole authority to preside over the Annual Meeting and make any and all determinations regarding the conduct of the Annual Meeting, including the administration and interpretation of these rules of conduct.

Limitations on Debate

All comments in the official part of the AGM will be limited to 3 minutes per member. The overall question/debate period will be limited to 20 minutes for each section.

Robert's Rules of Order Motions Chart

Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes if urgent	No	No	No	None
§33	Request for information	Point of information	Yes if urgent	No	No	No	None

Part 3, Motions That Bring a Question Again Before the Assembly.

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

Elections of new Directors

Candidates' statements are available at:

<https://gsauw.ca/governance/bod/gsa-directors-election-2020/>

Candidates for the term ending on April 30th, 2021

(1 position available)

Nastaran Mosavari, PhD, Civil and Environmental Engineering

Candidates for the term ending on April 30th, 2022

(6 positions available)

Aiden Feng, PhD, Electrical & Computer Engineering

Cyrus Fiori, Masters, Chemical Engineering

Nicholas Palaschuk, PhD, School of Environment, Enterprise & Development

Thomas Storwick, Masters, Chemical Engineering

Twesh Upadhyaya, Masters, Physics & Astronomy

Kelly Zheng, Masters, Chemical Engineering

Changes to the GSA-UW By-laws

The Board of Directors implemented a number of changes to the GSA-UW By-laws, which require ratification by the membership. Some of these changes reflect material changes to the By-laws that affect the governance of the organization, while many of the changes simply correct or clarify the language of the By-laws without drastically altering the underlying meaning. The purpose of this report is to summarize these changes, and the justifications behind them, to the membership as clearly as possible. Additions are indicated by underline; deletions are indicated by ~~strikethrough~~.

A complete tracked-changes version of the By-laws is available from the GSA-UW Corporate Secretary.

Changes to By-Law #2: Official Information

By-law 5.2.0 require that 11 directors are elected at annual general meetings for a two-year term. The terms are staggered so that each year we elect 5 or 6 directors. The Ontario Corporations Act has the minimum of 3 directors unless by-laws provide otherwise. Our by-law 2.4.0 sets the minimum number of directors to ten (10). As many student-run organizations, the GSA faces higher rates of turnover of volunteers including directors. While we put our best efforts into filling the vacancies and attracting a sufficient number of director nominees, it is not always possible and the number of directors in office can easily fall below the authorized number of directors. This issue has been in the focus of the Board for a long time. After much deliberation and consultation with governance and legal experts, the Board felt that it would be reasonable to lower the required minimum number of directors. This new amended by-law 2.4.0 will not penalize the organization for dropping below that threshold due to resignations.

The Board implemented this change on July 28, 2020:

2.4.0 Authorized Number of Directors: The minimum number of directors shall be seven (7) ~~ten (10)~~ and the maximum number of directors shall be fifteen (15).

Changes to By-law #3: Fees

The Ontario government's so-called Student Choice Initiative required that certain fees collected by the GSA be collected on an opt-out basis, and that fees be broken down into their constituent parts. As a result, the single GSA membership fee was separated into several fees. The separate fee for the Graduate House was changed from a refundable fee (members paid up-front and could request a refund later) to a non-refundable fee since members could now opt-out up-front.

In keeping with these changes, By-laws were amended by the Board on July 23, 2019.

- "Fee" pluralized to "fees"
- Graduate House Fee changed from "Refundable" to "Non-refundable"

The specific changes are below:

3.2.1 GSA-UW Fees: Association

- ~~A~~ GSA-UW Fees for all full-time and part-time graduate students. Non-refundable

3.2.2 GSA-UW Administered Fees: Services

- A Graduate House Fee for all full-time and part-time graduate students. ~~Non-refundable~~
~~Refundable~~

3.4.0 Changes to GSA-UW Fees: Association

3.4.1 Changes to the GSA-UW Fees can be made up to the consumer price index (CPI) of the previous year, on a yearly basis by a majority vote of the GSA-UW Council.

3.4.2 Changes to the GSA-UW Fees can be made up to 10% plus the CPI of the previous year, on a yearly basis, at a General Meeting for which specific notice has been given.

3.4.3 Changes to the GSA-UW Fees in excess of amounts noted in (b) can be made when approved through both a General Meeting and a referendum for which specific notice has been given.

3.4.4 Notwithstanding the above, the Board may reduce the GSA-UW fees by a majority vote of directors.

Changes to By-law #5: Board of Directors

Under Ontario law, non-profit organizations must specify within their bylaws whether remote participation in meetings of the Board of Directors may take place. As Directors are graduate students, who may be occasionally away for conference or research travel, telephone or videoconferencing provides a valuable tool to ensure the Board is able to fulfil its duties under these circumstances. Remote participation also enables the Board to carry out its duties in emergency situations, such as the COVID-19 pandemic, when in-person meetings are not possible or are ill-advised.

To allow remote participation in meetings, the Board added the following text to By-law #5 on February 18, 2020:

5.5.1 Participation by Telephone or Other Communications Facilities. With 24 hours advance notice, or with the consent of all Directors who are present, a Director may participate in a meeting of the Board or of a committee of Directors by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Director participating by such means is deemed to be present at that meeting.

Changes to By-law #6: Officers of the GSA-UW

The GSA-UW relies on qualified and effective personnel, including the President and Vice President. Serving as Vice-President provides experience that would be immensely valuable for the office of President, and as such, time spent in the Vice-President role should not count against the term limit of the President.

Note that appointment of both the President and Vice-President must be approved by both Board and Council, and the President must be ratified by the membership.

This change was implemented by the Board on January 28, 2020:

6.2.3. Term Limit No individual may serve more than two (2) terms ~~combined~~ in the office of President ~~and/or~~ Vice President.

Changes to By-law #6: Ratification of Officers of the GSA-UW

The Chair of the Board, Corporate Secretary, and Chief Returning Officer are selected by the Board of Directors. Their primary responsibility is focussed on internal processes and does not influence the political activities of the GSA. The membership already elects the Board and does not have a significant interest in internal administrative positions. This is similar to when a board strikes a committee, and the committee decides its own chair. It is proposed to ratify only political positions, *i.e.* the President, Vice-President and Treasurer.

This change was implemented by the Board on July 15, 2020:

6.1.1 Officers to be Members Officers of the GSA-UW must be graduate student members of the GSA-UW, except for the Corporate Secretary and Treasurer, who may be ~~appointed to~~ a full time staff ~~member~~ of the GSA-UW.

6.1.2 Officers

a.) The President shall be appointed by the Board of Directors in such manner and for such term or terms as shall be determined from time to time by agreement of the Board of Directors and the Council.

b.) The Board shall appoint the following officers: Chief Returning Officer (CRO), Corporate Secretary, and Treasurer. Directors who intend to run for re-election must recuse themselves from voting and discussion on the motion to appoint the CRO.

c.) The Vice-President shall be appointed by the Board of Directors in such manner and for such term or terms as shall be determined from time to time by agreement of the Board of Directors and the Council

d.) The President, is a director by virtue of their office, in lieu of election.

6.1.5 Members to ratify appointments Members shall ratify appointments to the President, Vice-President, and Treasurer Officer positions in accordance with policies and procedures.

Changes to By-law #7: Council

In 2018, the GSA altered its governance structure. Under the earlier model, Directors were expected to perform a role more akin to that of a Councillor. The new model sought to clearly separate and distinguish the roles of Board and Council, respectively. Since Council is comprised of departmental representatives, it is understood that votes from Council should represent the voice of the membership. Directors do not have constituents, and instead their primary responsibility is to the organization as a whole, from the perspective of fiduciary duty. Having Directors vote in Council interferes with the division of roles and responsibilities intended by the GSA-UW governance structure. In addition, final authority over the organization rests with the Board, where decisions are voted on by Directors. Therefore, Directors voting in Council decisions and at the Board have two votes.

Changes to By-law #7 were made by the Board on January 28, 2020, to:

- Remove Directors' voting rights at Council
- Clarify the voting rights of the President and Vice-President at Council, and
- Indicate that additional specificity regarding the rules of Council are laid out in policies and procedures.

These changes are below:

7.1.3. The chair of Council, the councillors, and the directors of the Board plus the Vice-President shall be the members of the Council, with Council membership privileges as outlined in the GSA-UW policies and procedures.

7.2.1 Voting members of Council consist of individuals representing their academic department ~~and the GSA-Directors,~~ the President, and the Vice-President.

7.2.2 Non-voting members of Council consist of At-Large Councillors, approved by Council and appointed according to GSA-UW policies and procedures, as well as Directors (not including the President as an ex-officio Director).

Housekeeping changes – Various by-laws

The following changes are made for clarity, consistency, and correctness, and do not alter the meaning or intent of the By-laws. These changes, as summarized here, were made by the Board on January 28, 2020.

By-law #1

Add “GSA-UW” means the Graduate Student Association – University of Waterloo; under 1.0.0

Change 1.0.0 to read: “Board of Directors” or “Board” means the ~~board of~~ directors of the GSA-UW;”

Change 1.0.0 to read: “Chair” means the chair of the Board of Directors;”

Add “Chairperson” means the chair of Annual General Meetings or General Meetings; under 1.0.0

Change 1.0.0 to read: “Council ~~Chair-Speaker~~” means the ~~chair-speaker~~ of the GSA-UW Council

By-law #2

2.2.0 Corporate Name: The name of the corporation is the Graduate Student Association – University of Waterloo. ~~(hereinafter referred to as the GSA-UW)~~

Replace “the Ontario Corporations Act (the Act)” with “the Act” in 2.8.0

Replace the phrase “General Manager” with “Executive Manager” in 2.9.2

Change the phrase “bylaws” to “by-laws” and correct “polices” to “policies” in 2.10.0

By-law #3

Correct the parenthetical “(b)” to “3.4.2”

By-law #4

Correct the second instance of the section 4.7 to 4.10 and likewise the second 4.8 to 4.11.

Change the phrase “Chair” or “Chair of the Meeting” to “[The] Chairperson” in the following sections: 4.5.0, 4.10.0, 4.11.0

Change 4.5.0 to read “... In the absence of ~~the a~~ Chairperson designated by the Board, ...”

Change the phrase “secretary” to “Corporate Secretary” in section 4.6.0

Add the word “the” before the words “annual general meeting” in the second paragraph of section 4.6.0

By-law #5

Alter the text to read: “The directors of a GSA-UW, ~~hereinafter referred to as the “Board”~~, shall manage or supervise the management of the activities and affairs of the GSA-UW in compliance with the Act.”

Capitalize “board of directors” to “Board of Directors” in 5.1.0

Capitalize “council” to “Council” in 5.1.0

Capitalize “chair” to “Chair” in 5.1.0, 5.1.1, and 5.1.2

Un-capitalize “Committees” to “committees” in 5.1.3

Change “bylaws” to “by-laws” in 5.2.0

Change the word “Chairperson” to “Chair” (referring to Board Chair, not the AGM Chair) in 3 instances in 5.6.0

Replace the word “his” to “their” in 5.6.0

Replace “ONCA” with “Act” in 5.8.0

By-law #6

Change “bylaw” to “by-law” in 6.2.1

By-law #7

Make the following changes:

7.1.2 The ~~Chair of the~~ Council Speaker shall be a graduate student at the University of Waterloo and shall be appointed by the Council.

7.1.3. The ~~chair of~~ Council Speaker, the councillors, and the directors of the Board plus the Vice-President shall be the members of the Council, with Council membership privileges as outlined in the GSA-UW policies and procedures.

By-law #10

Replace the phrase “General Manager” to “Executive Manager” in 10.1.0

By-law #11

Change “bylaw” to “by-law” in 11.1.0

Annual General Meeting

Tuesday April 16, 2019

4:00-6:00 p.m.

NH Senate Board Room

Agenda & Minutes



UW GSA Annual General Meeting Minutes, April 16, 2019

AGENDA

	Item	Action
1.	Chair's Welcome and Opening Remarks	
2.	Adoption of the Agenda	Decide
3.	Declarations of Interest	Declare
4.	<u>Approval of the Minutes of the Previous Meeting</u>	Decide
5.	Consent Items* a) <u>Annual Report</u> b) <u>Audited Financial Statements</u> BIRT the consent items be received.	Present Review Decide
6.	<u>Appointment of the Auditor</u> BIRT MNP, LLP be appointed as the Auditor for the fiscal year ending August 31, 2019.	Present Review Decide
7.	<u>Ratifying the Chief Returning Officer</u> BIRT the Board's appointment of Daniel Grimmer as Chief Returning Officer be ratified.	Present, Decide
8.	GSA Director Elections : <i>Chaired by Daniel Grimmer, CRO</i> a. GSA Director Candidates' statements. b. Voting c. Report of election results.	Present Decide
9.	Adjournment	

UW GSA Annual General Meeting Minutes, April 16, 2019

MINUTES

1. Chair's Welcome and Opening Remarks 4:10

Clay Dasilva calls the meeting to order at 4:10pm.

2. Adoption of the Agenda 4:13

Under consent items, the Strategic Report and the Rose Vogt Excellence Award were added.

3. Declarations of Interest 4:13

No declarations of conflicting interests were made.

4. Approval of the Minutes of the Previous Meeting 4:14

Motion to approve the minutes from the April 2018 AGM (Kearney/Samuel). Vote (y/n) 13-0.

5. Consent Items

CONSENT AGENDA ITEMS: Strategic Report, Rose Vogt Award of Excellence, Annual Report, Audited Financial Statements

BIRT the consent items be received.

a) Strategic Report 4:15

High level overview of work performed by the board, council and management throughout the past year was provided (e.g. divestment of fossil fuels, grad house restructuring, etc.). Strategic plan is now online for graduate students to review; there are seven main strategies reflecting the core priorities of the GSA.

b) Rose Vogt Award of Excellence 4:18

The history and purpose behind the Rose Vogt Award of Excellence was described. Vogt joined the stage to accept the award, share her history with the GSA, and highlight the importance of generosity of spirit and building a community of dedicated grad students.

c) Annual Report 4:24

Student Choice Initiative is being implemented in September; as a result, certain fees will become optional for graduate students to pay as part of their tuition. Health & dental, as well as bus passes, will remain mandatory. Details on which fees will be made optional are still being deliberated upon. Data analysis and results from the Vital Signs Survey are being compiled by management and will be made available to the public. One focal point of the survey revolves around cost of living and funding packages received as part of RA, TA and sessional positions; the GSA will use this data to advocate for adequate financial compensation for grad students. Experiences of loneliness were touched on (24% of grad students reported that they felt completely socially isolated). GSA advocacy services were outlined,

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as well as community and social events. Request for any potential missing services to be brought to the attention of the GSA.

In the vital signs survey, questions were included asking students to identify their academic department; some analyses can be stratified by this variable however, some departments have a small sample size that cannot be reliably analyzed. Cuts to the international masters student award was discussed; some supervisors may not be able to take on new grad students due to this.

d) Audited Financial Statements

The audit is complete and the audit report was received by members.

Break commenced at 4:43. Meeting reconvened at 4:53.

6. Appointment of the Auditor

4:53

Third party auditor returned to conduct an audit of the GSA.

BIRT MNP, LLP be appointed as the Auditor for the fiscal year ending August 31, 2019. (Revington/Russ). Vote (y/n) 16-0.

7. Ratifying the Chief Returning Officer

Discussion surrounding the role of CRO in relation to board membership; is it necessary to have one for overseeing the election of board members? It was suggested to investigate existing policy on the matter.

BIRT the Board's appointment of Daniel Grimmer as Chief Returning Officer be ratified. (Revington/Stirling). Vote (y/n) 17-0.

CRO takes the chair to conduct elections portions of AGM.

8. GSA Director Elections

5:00

Valid nominations of Evan Andrews, Teghan Barton, Isidora Gievski Sidorovska, Kareem Tarek Mostafa has been received in advance.

Mostafa described his history as a PhD student, qualifications, and goals as a prospective director. Andrews was not available to present his statement; Vogt offered an endorsement on his behalf. Candidates Barton and Sidorovska were not able to attend the meeting and provide a statement.

Voting on nominated candidates was conducted. All candidates were elected.

Motion to destroy all voting ballots (Stirling, Dasilva). Vote (y/n) 17-0.

The CRO extended a second call for nominations to those attending the meeting. Dmitrii Marin, Jennifer Reid, Tyler Hampton, and Douglas Singe nominated themselves for the role of director; they all described their interest in the position, status as PhD students, history working in relevant roles, and the unique qualifications they bring.

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Motion to accept the second call for nominations (Dasilva/Revington). Vote (y/n) 18-2

Voting on self-nominated candidates was conducted. All candidates were elected.

Discussion was held about the CRO's right to put out a second call for open nominations from the floor. Concern was expressed that a second call for nominations was too abrupt and that voting members would not have enough time to make an informed decision. Reference was made to GSA Bylaw 4.8.0 and the Corporations Act. Although not explicitly included in the agenda, director nominations can be extended to the floor, since the CRO has the ability to put out a second call for nominations. The President provided further clarity on GSA policy as it pertains to this issue. Going forward, it was suggested that procedures for nominating and voting of directors at the AGM should be defined prior to release of the agenda.

Motion to record the vote tallies for director candidates in the public minutes (Wass/Mostafa).

- Amendment to record only the total votes that were cast; votes for individual nominations will not be included in the minutes (Samuel/Stirling). Vote (y/n) 7-2.

25 ballots were cast for voting altogether.

Motion to destroy names associated with votes (Revington/Mostafa). Vote (y/n) 19-0.

9. Adjournment

6:56

Meeting adjourned at 6:56pm.

**Graduate Student Association-
University of Waterloo
Financial Statements**
August 31, 2019

Independent Auditor's Report

To the Members of Graduate Student Association-University of Waterloo:

Opinion

We have audited the financial statements of Graduate Student Association-University of Waterloo (the "Organization"), which comprise the statement of financial position as at August 31, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Organization as at August 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Waterloo, Ontario

March 3, 2020

MNP LLP

Chartered Professional Accountants

Licensed Public Accountants

Graduate Student Association-University of Waterloo
Statement of Financial Position

As at August 31, 2019

	<i>Association Fund</i>	<i>Graduate House Fund</i>	<i>Capital Fund</i>	<i>Health and Dental Fund</i>	2019	2018
Assets						
Current						
Cash	1,151,666	-	-	-	1,151,666	616,092
Investment (Note 3)	513,500	-	-	-	513,500	500,000
Accounts receivable	-	38,525	-	-	38,525	70,963
Interest receivable	3,796	-	-	-	3,796	-
Inventory (Note 4)	-	13,798	-	-	13,798	9,745
Prepaid expenses and deposits	198	10,200	-	-	10,398	15,474
External reserves	-	-	-	43,313	43,313	164,224
Interfund receivable (payable) (Note 5)	(1,253,342)	200,236	60,954	992,152	-	-
	415,818	262,759	60,954	1,035,465	1,774,996	1,376,498
Capital assets (Note 6)	-	-	128,927	-	128,927	142,214
	415,818	262,759	189,881	1,035,465	1,903,923	1,518,712

Continued on next page

The accompanying notes are an integral part of these financial statements

Graduate Student Association-University of Waterloo
Statement of Financial Position

As at August 31, 2019

	<i>Association Fund</i>	<i>Graduate House Fund</i>	<i>Capital Fund</i>	<i>Health and Dental Fund</i>	2019	2018
Liabilities						
Current						
Accounts payable and accruals (Note 7)	-	111,872	-	-	111,872	136,427
Net Assets						
Unrestricted	415,818	-	-	-	415,818	274,613
Internally restricted	-	150,887	189,881	1,035,465	1,376,233	1,107,672
	415,818	150,887	189,881	1,035,465	1,792,051	1,382,285
	415,818	262,759	189,881	1,035,465	1,903,923	1,518,712

Approved on behalf of the Board

 Director

 Director

The accompanying notes are an integral part of these financial statements

Graduate Student Association-University of Waterloo

Statement of Operations

For the year ended August 31, 2019

	<i>Association Fund</i>	<i>Graduate House Fund</i>	<i>Capital Fund</i>	<i>Health and Dental Fund</i>	2019	2018
Revenue						
Bus pass fees	1,189,054	-	-	-	1,189,054	1,115,106
Dental plan fees	-	-	-	1,200,703	1,200,703	1,204,048
Health plan fees	-	-	-	925,467	925,467	927,459
Investment income	26,739	-	-	-	26,739	4,636
Other income	-	6,327	-	-	6,327	62,340
Sales (Schedule 1)	-	337,134	-	-	337,134	297,651
Student fees	389,215	319,529	-	-	708,744	660,126
	1,605,008	662,990	-	2,126,170	4,394,168	4,271,366
Expenses						
Amortization	-	-	18,189	-	18,189	15,732
Dental plan fees	-	-	-	1,191,974	1,191,974	1,093,833
Bus pass fees	1,189,054	-	-	-	1,189,054	1,115,106
Health plan fees	-	-	-	718,619	718,619	707,755
Miscellaneous	2,643	7,323	-	-	9,966	20,415
Purchases (Schedule 1)	-	149,155	-	-	149,155	129,849
Professional services	5,572	20,818	-	-	26,390	20,866
Salaries and benefits	236,677	327,645	-	-	564,322	671,364
Supplies	806	15,370	-	-	16,176	22,876
Operating	9,678	43,486	-	-	53,164	62,788
Student services	37,337	10,020	-	-	47,357	50,019
Promotion	36	-	-	-	36	101
	1,481,803	573,817	18,189	1,910,593	3,984,402	3,910,704
Excess (deficiency) of revenue over expenses	123,205	89,173	(18,189)	215,577	409,766	360,662

The accompanying notes are an integral part of these financial statements

Graduate Student Association-University of Waterloo

Statement of Changes in Net Assets

For the year ended August 31, 2019

	<i>Association Fund</i>	<i>Graduate House Fund</i>	<i>Capital Fund</i>	<i>Health and Dental Fund</i>	2019	2018
Net assets, beginning of year	274,613	79,903	189,881	837,888	1,382,285	1,021,623
Excess (deficiency) of revenue over expenses	123,205	89,173	(18,189)	215,577	409,766	360,662
Interfund transfers (Note 5)	18,000	(18,189)	18,189	(18,000)	-	-
Net assets, end of year	415,818	150,887	189,881	1,035,465	1,792,051	1,382,285

The accompanying notes are an integral part of these financial statements

Graduate Student Association-University of Waterloo

Statement of Cash Flows

For the year ended August 31, 2019

	Association Fund	Graduate House Fund	Capital Fund	Health and Dental Fund	2019	2018
Cash provided by (used for) the following activities						
Operating						
Excess (deficiency) of revenue over expenses	123,205	89,173	(18,189)	215,577	409,766	360,662
Amortization	-	-	18,189	-	18,189	15,732
	123,205	89,173	-	215,577	427,955	376,394
Changes in working capital accounts						
Accounts receivable	-	32,438	-	-	32,438	(59,728)
Interest receivable	(3,796)	-	-	-	(3,796)	-
Inventory	-	(4,053)	-	-	(4,053)	1,280
Interfund receivable/payable	407,289	(75,514)	(13,287)	(318,488)	-	-
External reserves	-	-	-	120,911	120,911	27,293
Prepaid expenses and deposits	4,376	700	-	-	5,076	45
Accounts payable and accruals	-	(24,555)	-	-	(24,555)	63,104
	531,074	18,189	(13,287)	18,000	553,976	408,388
Investing						
Purchase of investment	(13,500)	-	-	-	(13,500)	(500,000)
Purchase of capital assets	-	-	(4,902)	-	(4,902)	(28,032)
	517,574	18,189	(18,189)	18,000	535,574	(119,644)
Increase (decrease) in cash resources	616,092	-	-	-	616,092	735,736
Cash resources, beginning of year	18,000	(18,189)	18,189	(18,000)	-	-
Interfund adjustments (Note 5)						
Cash resources, end of year	1,151,666	-	-	-	1,151,666	616,092

The accompanying notes are an integral part of these financial statements

Graduate Student Association-University of Waterloo

Notes to the Financial Statements

For the year ended August 31, 2019

1. Status and nature of activities

Graduate Student Association-University of Waterloo (the "Organization") is a non-profit organization, incorporated without share capital under the laws of the Province of Ontario. The Organization is an association of graduate students of the University of Waterloo whose purpose is to provide advice and a voice for its members in the University community. In addition, the Organization operates the Graduate House, a private club and graduate student lounge and provides dental and health benefit plans, and a Grand River Transit universal bus pass to its members.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as issued by the Accounting Standards Board in Canada and include the following significant accounting policies:

Fund accounting

The Organization follows the restricted fund method of accounting for contributions, and maintains four funds: the Association Fund, the Graduate House Fund, the Capital Fund and the Health and Dental Fund.

The Association Fund reports the Organization's revenue and expenses related to program delivery and administrative activities.

The Graduate House Fund, an internally restricted fund, reports the Organization's revenue and expenses related to bar and house activities.

The Capital Fund reports the Organization's assets, liabilities, revenues and expenses related to the Graduate Student Association capital assets. Amortization of capital assets is recorded in this fund. Beginning in 1998, other funds which use these assets reimburse the Capital Fund for amortization expense via interfund transfers.

The Health and Dental Fund, an internally restricted fund, reports the Organization's revenue and expenses related to the health and dental plan, including administrative activities.

Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined by the weighted average method. Net realizable value is the estimated selling price in the ordinary course of business, less estimated costs of completion and selling costs.

Capital assets

Purchased capital assets are recorded in the Capital Fund at cost. Contributed capital assets are recorded in the Capital Fund at fair value at the date of contribution, if fair value can be reasonably determined.

Amortization expense is reported in the Capital Fund. Amortization is provided using the following methods at rates intended to amortize the cost of assets over their estimated useful lives.

	Method	Rate
Computer equipment	straight-line	3 years
Equipment	straight-line	7-10 years
Furniture and fixtures	declining balance	20 %
Leasehold improvements	straight-line	20 years

Graduate Student Association-University of Waterloo

Notes to the Financial Statements

For the year ended August 31, 2019

2. Significant accounting policies *(Continued from previous page)*

Revenue recognition

The Organization uses the restricted fund method of accounting for contributions. Restricted contributions are recognized as revenue of the appropriate fund in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue of the appropriate fund in the year in which the related expense is incurred. Unrestricted investment income is recognized as revenue when earned.

Student fees are recognized as revenue of the Association Fund and the Graduate House Fund when the funds are earned. Bus pass fees are recognized as revenue of the Association Fund when the funds are earned. Health and dental fees are recognized as revenue of the Health and Dental Fund when funds are earned. Bar and food sales at the Graduate House are recognized as revenue of the Graduate House Fund at the point of sale when the transaction occurs.

Contributed services

Volunteers assist the Organization in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant estimates include amortization, accruals and allowance for doubtful accounts.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets. Accruals are made for expenses that have occurred, but the invoice has not been received.

Management has estimated the value of the inventory based upon their assessment of the realizable amount less selling costs.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess (deficiency) of revenue over expenses in the periods in which they become known.

Financial instruments

The Organization recognizes its financial instruments when the Organization becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management. Financial assets and liabilities originated and issued in all other related party transactions are initially measured at their carrying or exchange amount in accordance with CPA Canada Handbook Section 3840 *Related Party Transactions* (refer to Note 8).

At initial recognition, the Organization may irrevocably elect to subsequently measure any financial instrument at fair value. The Organization has not made such an election during the year. Fair value is determined by reference to recent arm's length transactions.

The Organization subsequently measures investments in equity instruments quoted in an active market at fair value. Fair value is determined by published price quotations. Investments in equity instruments not quoted in an active market are subsequently measured at cost less impairment. With the exception of financial liabilities indexed to a measure of the Organization's performance or value of its equity and those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in operations for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

Graduate Student Association-University of Waterloo
Notes to the Financial Statements
For the year ended August 31, 2019

2. Significant accounting policies *(Continued from previous page)*

Financial asset impairment

The Organization assesses impairment of all of its financial assets measured at cost or amortized cost. The Organization groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group, there are numerous assets affected by the same factors, or no asset is individually significant. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Organization determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, the Organization reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year operations.

The Organization reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in operations in the year the reversal occurs.

3. Investment

The following investment was on hand as at August 31, 2019:

	2019	2018
Measured at cost:		
CIBC	513,500	500,000
2.05% guaranteed investment certificate, due May 25, 2020 (2018 - 1.80% due May 23, 2019)		

At year end, there was accrued interest receivable on the investment of \$2,850 (2018 - nil).

4. Inventory

	2019	2018
Beer, wine and spirits	4,863	2,461
Food	5,889	5,229
Supplies	3,046	2,055
	13,798	9,745

The cost of inventories recognized as an expense amounted to \$149,155 (2018 – \$129,849).

5. Interfund transactions

During the year, the Organization approved the following transfers:

- a) a transfer of \$18,189 from the Graduate House Fund to the Capital Fund as payment for the amortization of capital assets; and
- b) a transfer of \$18,000 from the Health and Dental Fund to the Association Fund as payment for administration costs.

Graduate Student Association-University of Waterloo

Notes to the Financial Statements

For the year ended August 31, 2019

6. Capital assets

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Computer equipment	6,323	2,012	4,311	1,420
Equipment	170,653	142,483	28,170	35,386
Furniture and fixtures	65,532	61,724	3,808	4,757
Leasehold improvements	418,170	325,532	92,638	100,651
	660,678	531,751	128,927	142,214

Amortization for the year amounted to \$18,189 (2018 - \$15,732).

7. Accounts payable and accruals

Included in accounts payable and accruals are government remittances payable amounting to \$6,802 (2018 - \$4,355).

8. Related party transactions

The University of Waterloo (the "University") has an economic interest in the Organization. The University owns the building in which the Organization operates, provides services to the Organization, and collects student fees on behalf of the Organization.

The University provides a number of services to the Organization at the University's cost. These services include space cost for the Graduate House, utilities and repair and maintenance services for the Graduate House, insurance for the building and the telephone and voice mail system.

The University also provides processing of payroll to the Organization at no cost.

Amounts owing to the University are \$69,141 (2018 - \$43,092) and are included in accounts payable and accruals.

9. Commitments

The Organization entered into a contract with the Region of Waterloo - Grand River Transit, for a period of five years from September 1, 2015 to August 31, 2020, to provide a universal bus pass to full-time, on campus, graduate students. The rate for the pass beginning September 1, 2019 is \$98.60 and will increase by 4.99% annually.

10. Financial instruments

The Organization, as part of its operations, carries a number of financial instruments. It is management's opinion that the Organization is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

Liquidity risk

Liquidity risk is the risk that the Organization will encounter difficulty in meeting obligations associated with financial liabilities. Liquidity risk is also the risk that the Organization will not be able to liquidate assets in a timely manner at a reasonable price. The Organization's exposure to liquidity risk is dependent on the sale of inventory, collection of accounts receivable, and purchasing commitments and obligations.

The Organization meets its liquidity requirements by preparing and monitoring detailed budgets for operations, anticipating investing and financing activities and holding assets that can be readily converted into cash.

Graduate Student Association - University of Waterloo
Schedule 1 - Schedule of Graduate House Sales and Cost of Sales

For the year ended August 31, 2019

		<i>Beer</i>	<i>Liquor</i>	<i>Wine</i>	<i>Food</i>	<i>Total</i>
2019						
Sales	\$	163,886	\$ 7,112	\$ 5,666	\$ 160,470	\$ 337,134
Cost of sales						
Inventory, beginning of year		1,614	755	92	5,229	7,690
Add: purchases		71,257	1,974	2,125	76,861	152,217
Less: inventory, end of year		3,955	776	132	5,889	10,752
		68,916	1,953	2,085	76,201	149,155
Gross margin	\$	94,970	\$ 5,159	\$ 3,581	\$ 84,269	\$ 187,979
Gross margin %		57.9	72.5	63.2	52.5	55.8
2018						
Sales	\$	140,837	\$ 5,482	\$ 5,767	\$ 145,565	\$ 297,651
Cost of sales						
Inventory, beginning of year		1,841	603	128	6,025	8,597
Add: purchases		60,284	2,244	3,008	63,406	128,942
Less: inventory, end of year		1,614	755	92	5,229	7,690
		60,511	2,092	3,044	64,202	129,849
Gross margin	\$	80,326	\$ 3,390	\$ 2,723	\$ 81,363	\$ 167,802
Gross margin %		57.0	61.8	47.2	55.9	56.4

**Graduate Student Association-
University of Waterloo
Financial Statements**
August 31, 2018

Independent Auditors' Report

To the Members of Graduate Student Association-University of Waterloo:

We have audited the accompanying financial statements of Graduate Student Association-University of Waterloo, which comprise the statement of financial position as at August 31, 2018, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Graduate Student Association-University of Waterloo as at August 31, 2018 and the results of its operations, changes in net assets and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Waterloo, Ontario

April 8, 2019

MNP LLP

Chartered Professional Accountants

Licensed Public Accountants

MNP

Graduate Student Association-University of Waterloo
Statement of Financial Position

As at August 31, 2018

	<i>Association Fund</i>	<i>Graduate House Fund</i>	<i>Capital Fund</i>	<i>Health and Dental Fund</i>	2018	2017
Assets						
Current						
Cash	616,092	-	-	-	616,092	735,736
Investment (Note 3)	500,000	-	-	-	500,000	-
Accounts receivable	-	70,963	-	-	70,963	11,235
Inventory (Note 4)	-	9,745	-	-	9,745	11,025
Prepaid expenses and deposits	4,574	10,900	-	-	15,474	15,519
External reserves	-	-	-	164,224	164,224	191,517
Interfund receivable (payable) (Note 5)	(846,053)	124,722	47,667	673,664	-	-
	274,613	216,330	47,667	837,888	1,376,498	965,032
Capital assets (Note 6)	-	-	142,214	-	142,214	129,914
	274,613	216,330	189,881	837,888	1,518,712	1,094,946

Continued on next page

The accompanying notes are an integral part of these financial statements

Graduate Student Association-University of Waterloo
Statement of Financial Position

As at August 31, 2018

	<i>Association Fund</i>	<i>Graduate House Fund</i>	<i>Capital Fund</i>	<i>Health and Dental Fund</i>	2018	2017
Liabilities						
Current						
Accounts payable and accruals (Note 7)	-	136,427	-	-	136,427	73,323
Net Assets						
Unrestricted	274,613	-	-	-	274,613	187,962
Internally restricted	-	79,903	189,881	837,888	1,107,672	833,661
	274,613	79,903	189,881	837,888	1,382,285	1,021,623
	274,613	216,330	189,881	837,888	1,518,712	1,094,946

Approved on behalf of the Board

 Director

 Director

The accompanying notes are an integral part of these financial statements

Graduate Student Association-University of Waterloo

Statement of Operations

For the year ended August 31, 2018

	Association Fund	Graduate House Fund	Capital Fund	Health and Dental Fund	2018	2017
Revenue						
Bus pass fees	1,115,106	-	-	-	1,115,106	986,005
Dental plan fees	-	-	-	1,204,048	1,204,048	1,092,719
Health plan fees	-	-	-	927,459	927,459	836,481
Investment income	4,636	-	-	-	4,636	7,188
Membership fees	-	-	-	-	-	440
Other income	-	62,340	-	-	62,340	14,053
Sales (Schedule 1)	-	297,651	-	-	297,651	355,766
Student fees	370,690	289,436	-	-	660,126	538,472
	1,490,432	649,427	-	2,131,507	4,271,366	3,831,124
Expenses						
Amortization	-	-	15,732	-	15,732	14,974
Dental plan fees	-	-	-	1,093,833	1,093,833	1,064,523
Bus pass fees	1,115,106	-	-	-	1,115,106	986,005
Health plan fees	-	-	-	707,755	707,755	700,248
Miscellaneous	11,969	8,445	-	-	20,415	25,579
Purchases (Schedule 1)	-	129,849	-	-	129,849	171,583
Professional services	-	20,866	-	-	20,866	20,206
Salaries and benefits	239,651	431,713	-	-	671,364	568,044
Supplies	1,064	21,812	-	-	22,876	19,249
Operating	20,420	42,369	-	-	62,788	77,861
Student services	33,470	16,549	-	-	50,019	51,002
Promotion	101	-	-	-	101	75
	1,421,781	671,603	15,732	1,801,588	3,910,704	3,699,349
Excess (deficiency) of revenue over expenses before other items	68,651	(22,176)	(15,732)	329,919	360,662	131,775
Other items						
Loss on disposal of capital assets	-	-	-	-	-	(3,589)
Excess (deficiency) of revenue over expenses	68,651	(22,176)	(15,732)	329,919	360,662	128,186

The accompanying notes are an integral part of these financial statements

Graduate Student Association-University of Waterloo
Statement of Changes in Net Assets

For the year ended August 31, 2018

	<i>Association Fund</i>	<i>Graduate House Fund</i>	<i>Capital Fund</i>	<i>Health and Dental Fund</i>	2018	2017
Net assets, beginning of year	187,962	117,811	189,881	525,969	1,021,623	893,437
Excess (deficiency) of revenue over expenses	68,651	(22,176)	(15,732)	329,919	360,662	128,186
Interfund transfers (Note 5)	18,000	(15,732)	15,732	(18,000)	-	-
Net assets, end of year	274,613	79,903	189,881	837,888	1,382,285	1,021,623

The accompanying notes are an integral part of these financial statements

Graduate Student Association-University of Waterloo

Statement of Cash Flows

For the year ended August 31, 2018

	Association Fund	Graduate House Fund	Capital Fund	Health and Dental Fund	2018	2017
Cash provided by (used for) the following activities						
Operating						
Excess (deficiency) of revenue over expenses	68,651	(22,176)	(15,732)	329,919	360,662	128,186
Amortization	-	-	15,732	-	15,732	14,974
Loss on disposal of capital assets	-	-	-	-	-	3,589
	68,651	(22,176)	-	329,919	376,394	146,749
Changes in working capital accounts						
Accounts receivable	-	(59,728)	-	-	(59,728)	(7,646)
Inventory	-	1,280	-	-	1,280	(1,289)
Interfund receivable/payable	293,788	33,124	12,300	(339,212)	-	-
External reserves	-	-	-	27,293	27,293	(86,404)
Prepaid expenses and deposits	(83)	128	-	-	45	2,539
Accounts payable and accruals	-	63,104	-	-	63,104	9,075
	362,356	15,732	12,300	18,000	408,388	63,024
Investing						
Purchase of capital assets	-	-	(28,032)	-	(28,032)	(3,382)
Increase (decrease) in cash resources	362,356	15,732	(15,732)	18,000	380,356	59,642
Cash resources, beginning of year	735,736	-	-	-	735,736	676,094
Interfund adjustments (Note 5)	18,000	(15,732)	15,732	(18,000)	-	-
Cash resources, end of year	1,116,092	-	-	-	1,116,092	735,736
Cash resources are composed of:						
Cash	616,092	-	-	-	616,092	735,736
Investments	500,000	-	-	-	500,000	-
	1,116,092	-	-	-	1,116,092	735,736

The accompanying notes are an integral part of these financial statements

Graduate Student Association-University of Waterloo

Notes to the Financial Statements

For the year ended August 31, 2018

1. Status and nature of activities

Graduate Student Association-University of Waterloo (the “Organization”) is a non-profit organization, incorporated without share capital under the laws of the Province of Ontario. The Organization is an association of graduate students of the University of Waterloo whose purpose is to provide advice and a voice for its members in the University community. In addition, the Organization operates the Graduate House, a private club and graduate student lounge and provides dental and health benefit plans, and a Grand River Transit universal bus pass to its members.

2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as issued by the Accounting Standards Board in Canada and include the following significant accounting policies:

Fund accounting

The Organization follows the restricted fund method of accounting for contributions, and maintains four funds: the Association Fund, the Graduate House Fund, the Capital Fund and the Health and Dental Fund.

The Association Fund reports the Organization’s revenue and expenses related to program delivery and administrative activities.

The Graduate House Fund, an internally restricted fund, reports the Organization’s revenue and expenses related to bar and house activities.

The Capital Fund reports the Organization’s assets, liabilities, revenues and expenses related to the Graduate Student Association capital assets. Amortization of capital assets is recorded in this fund. Beginning in 1998, other funds which use these assets reimburse the Capital Fund for amortization expense via interfund transfers.

The Health and Dental Fund, an internally restricted fund, reports the Organization’s revenue and expenses related to the health and dental plan, including administrative activities.

Inventory

Inventory is valued at the lower of cost and net realizable value. Cost is determined by the weighted average method. Net realizable value is the estimated selling price in the ordinary course of business, less estimated costs of completion and selling costs.

Capital assets

Purchased capital assets are recorded in the Capital Fund at cost. Contributed capital assets are recorded in the Capital Fund at fair value at the date of contribution, if fair value can be reasonably determined.

Amortization expense is reported in the Capital Fund. Amortization is provided using the following methods at rates intended to amortize the cost of assets over their estimated useful lives.

	Method	Rate
Computer equipment	straight-line	3 years
Equipment	straight-line	7-10 years
Furniture and fixtures	declining balance	20 %
Leasehold improvements	straight-line	20 years

Graduate Student Association-University of Waterloo

Notes to the Financial Statements

For the year ended August 31, 2018

2. Significant accounting policies *(Continued from previous page)*

Revenue recognition

The Organization uses the restricted fund method of accounting for contributions. Restricted contributions are recognized as revenue of the appropriate fund in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted investment income is recognized as revenue of the appropriate fund in the year in which the related expense is incurred. Unrestricted investment income is recognized as revenue when earned.

Student fees are recognized as revenue of the Association Fund and the Graduate House Fund when the funds are earned. Bus pass fees are recognized as revenue of the Association Fund when the funds are earned. Health and dental fees are recognized as revenue of the Health and Dental Fund when funds are earned. Bar and food sales at the Graduate House are recognized as revenue of the Graduate House Fund at the point of sale when the transaction occurs.

Contributed services

Volunteers assist the Organization in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant estimates include amortization, accruals and allowance for doubtful accounts.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets. Accruals are made for expenses that have occurred, but the invoice has not been received.

Management has estimated the value of the inventory based upon their assessment of the realizable amount less selling costs.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess (deficiency) of revenue over expenses in the periods in which they become known.

Financial instruments

The Organization recognizes its financial instruments when the Organization becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management. Financial assets and liabilities originated and issued in all other related party transactions are initially measured at their carrying or exchange amount in accordance with CPA Canada Handbook Section 3840 *Related Party Transactions* (refer to Note 8).

At initial recognition, the Organization may irrevocably elect to subsequently measure any financial instrument at fair value. The Organization has not made such an election during the year. Fair value is determined by reference to recent arm's length transactions.

The Organization subsequently measures investments in equity instruments quoted in an active market at fair value. Fair value is determined by published price quotations. Investments in equity instruments not quoted in an active market are subsequently measured at cost less impairment. With the exception of financial liabilities indexed to a measure of the Organization's performance or value of its equity and those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in operations for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

Graduate Student Association-University of Waterloo
Notes to the Financial Statements
For the year ended August 31, 2018

2. Significant accounting policies *(Continued from previous page)*

Financial asset impairment

The Organization assesses impairment of all of its financial assets measured at cost or amortized cost. The Organization groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group, there are numerous assets affected by the same factors, or no asset is individually significant. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Organization determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, the Organization reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year operations.

The Organization reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in operations in the year the reversal occurs.

3. Investment

The following investment was on hand as at August 31, 2018:

	2018	2017
Measured at cost:		
CIBC	500,000	-
1.80% guaranteed investment certificate, due May 23, 2019		

4. Inventory

	2018	2017
Beer, wine and spirits	2,461	2,573
Food	5,229	6,025
Supplies	2,055	2,427
	9,745	11,025

The cost of inventories recognized as an expense amounted to \$129,849 (2017 – \$171,583).

5. Interfund transactions

During the year, the Organization approved the following transfers:

- a) a transfer of \$15,732 from the Graduate House Fund to the Capital Fund as payment for the amortization of equipment; and
- b) a transfer of \$18,000 from the Health and Dental Fund to the Association Fund as payment for administration costs.

Graduate Student Association-University of Waterloo

Notes to the Financial Statements

For the year ended August 31, 2018

6. Capital assets

	Cost	Accumulated amortization	2018 Net book value	2017 Net book value
Computer equipment	16,677	15,257	1,420	-
Equipment	170,653	135,267	35,386	17,374
Furniture and fixtures	65,532	60,775	4,757	5,957
Leasehold improvements	418,170	317,519	100,651	106,583
	671,032	528,818	142,214	129,914

Amortization for the year amounted to \$15,732 (2017 - \$14,974).

7. Accounts payable and accruals

Included in accounts payable and accruals are government remittances payable amounting to \$4,355 (2017 - \$5,831).

8. Related party transactions

The University of Waterloo (the "University") has an economic interest in the Organization. The University owns the building in which the Organization operates, provides services to the Organization, and collects student fees on behalf of the Organization.

The University provides a number of services to the Organization at the University's cost. These services include space cost for the Graduate House, utilities and repair and maintenance services for the Graduate House, insurance for the building and the telephone and voice mail system.

The University also provides processing of payroll to the Organization at no cost.

Amounts owing to the University are \$43,092 (2017 - \$58,709) and are included in accounts payable and accruals.

9. Commitments

The Organization entered into a contract with the Region of Waterloo - Grand River Transit, for a period of five years from September 1, 2015 to August 31, 2020, to provide a universal bus pass to full-time, on campus, graduate students. The rate for the pass beginning September 1, 2019 is \$93.91 and will increase by 4.99% annually.

10. Financial instruments

The Organization, as part of its operations, carries a number of financial instruments. It is management's opinion that the Organization is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

Liquidity risk

Liquidity risk is the risk that the Organization will encounter difficulty in meeting obligations associated with financial liabilities. Liquidity risk is also the risk that the Organization will not be able to liquidate assets in a timely manner at a reasonable price. The Organization's exposure to liquidity risk is dependent on the sale of inventory, collection of accounts receivable, and purchasing commitments and obligations.

The Organization meets its liquidity requirements by preparing and monitoring detailed budgets for operations, anticipating investing and financing activities and holding assets that can be readily converted into cash.

Graduate Student Association - University of Waterloo
Schedule 1 - Schedule of Graduate House Sales and Cost of Sales

For the year ended August 31, 2018

		<i>Beer</i>	<i>Liquor</i>	<i>Wine</i>	<i>Food</i>	<i>Total</i>
2018						
Sales	\$	140,837	\$ 5,482	\$ 5,767	\$ 145,565	\$ 297,651
Cost of sales						
Inventory, beginning of year		1,841	603	128	6,025	8,597
Add: purchases		60,284	2,244	3,008	63,406	128,942
Less: inventory, end of year		1,614	755	92	5,229	7,690
		60,511	2,092	3,044	64,202	129,849
Gross margin	\$	80,326	\$ 3,390	\$ 2,723	\$ 81,363	\$ 167,802
Gross margin %		57.0	61.8	47.2	55.9	56.4
2017						
Sales	\$	155,835	\$ 7,265	\$ 2,974	\$ 189,692	\$ 355,766
Cost of sales						
Inventory, beginning of year		956	1,265	404	4,628	7,253
Add: purchases		66,710	1,606	940	103,671	172,927
Less: inventory, end of year		1,841	603	128	6,025	8,597
		65,825	2,268	1,216	102,274	171,583
Gross margin	\$	90,010	\$ 4,997	\$ 1,758	\$ 87,418	\$ 184,183
Gross margin %		57.8	68.8	59.1	46.1	51.8

Graduate Student Association
Profit and Loss and Surplus Statement
For the Six Months Ending February 29, 2020

Revenues

Sales	\$ 222,146
Student Fees	\$ 451,527
Dental Plan Fees	\$ 974,309
Health Plan Fees	\$ 664,321
Bus Pass Fees	\$ 904,934
Interest and Miscellaneous	\$ 11,494
Total Revenues	<u>\$ 3,228,731</u>

Expenses

Cost of Goods Sold	\$ 108,383
Wages and Benefits	\$ 311,868
Advertising and Promotion	\$ 8,948
Office	\$ 6,602
Operating, Maintenance and Insurance	\$ 24,608
Professional Services	\$ 8,492
Bank	\$ 4,059
Governance	\$ 5,468
Student Services	\$ 9,449
Amortization	\$ 8,160
Dental Plan Premium	\$ 968,723
Health Plan Premium	\$ 581,972
Bus Pass Premium	\$ 857,737
Miscellaneous	\$ 1,152
Total Expenses	<u>\$ 2,905,621</u>

Net Profit	<u>\$ 323,110</u>
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Surplus, At September 1, 2019	\$ 1,792,050
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Surplus, February 29, 2020	<u><u>\$ 2,115,160</u></u>
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Note:

The Profit and Loss Statement reflects the results of the operation of the GSA for the time period indicated

The Surplus Statement shows the cumulative difference between revenues and expenses as the result of the operations of the GSA since it opened thru to the end of the period covered by the Profit and Loss Statement

Graduate Student Association
Balance Sheet
As At February 29, 2020

Assets

Current Assets

Cash and Bank	\$	1,480,499
Investments	\$	513,500
Accounts Receivable	\$	5,879
Prepaid Expenses and Other	\$	48,754
Inventory	\$	11,765

Total Current Assets	\$	2,060,397
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Long-term Assets

Capital Assets	\$	126,872
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Total Assets	\$	2,187,269
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Liabilities and Fund Balance

Current Liabilities

Accounts Payable	\$	72,109
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Fund Balance	\$	2,115,160
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	\$	2,187,269
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Note:

The Balance Sheet provides a snapshot of the total assets of the GSA and how these assets have been financed as of the date given