



# **Natasha Pozega**

## **VP Operations & Finance**

**November 2013**

**Federation of Students  
University of Waterloo**

# Executive Report

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## Month Summary

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### **The (full time) hiring queue, in order of priority:**

Empty

### **Recent Hires:**

None

### **Accounting**

The accounting department has begun their search for a co-op student starting in January 2014. This is a new role that was recently approved by the Board of Directors.

### **International News:**

Over the last two months the store has been getting busier and busier at all times of the day including evenings and weekends. Overnight sales saw their peak during midterm season and will likely spike again when finals begin. International News has been open 24/7 since the first week of January, and clearly students are appreciating this service.

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### **Digital Signage:**

Fours screens have been installed in the SLC and will be up and running as soon as we receive notice from Retail Services that they approve of our VDI machines. We are currently working on some documentation that specifies exactly what information is allowed to be displayed on the screens and how student groups apply to have their items displayed. We have also been connecting with societies to ask if they are interested in having a digital display in their faculty buildings.

## Committees

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### **Budget Committee**

Although the 2013-2014 budget is complete, the budget committee is still meeting bi-weekly. Our main goal right now is to rewrite the budget procedure and make it a simpler, more effective process.

## Current Projects/Initiatives

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### **3. A. Used Bookstore:**

**Goal:** To operate the store using a buy back business model with a consignment option.

**Synopsis:** RFI responses have been gathered and are in the review process.

### **3. C. SLC Space Audit**

**Goal:** To centralize resources and cater the newly managed SLC more catered to student "life" needs.

**Synopsis:** A working group has been constructed

### **4.D. Internal Documentation**

**Goal:** To update internal documents and procedures to pass on valuable knowledge to future executives and staff.

**Synopsis:** To update and/or write documents about the Health and Dental Plan (new), Student Fees, Executive (new), Board and Council Codes of Conduct (new), Volunteer rights (new), commercial service training packages (update).

Status: Health and Dental (in progress)

Student Fees (not yet started)

Codes of conduct (exec-complete, board- in progress, council-not yet started)

Volunteer rights (in progress)

Commercial Service Training packages (in progress)