
Natasha Pozega

VP Operations & Finance

September 2013



Federation of Students
University of Waterloo

Executive Report

1. Month Summary
2. Committees
3. Current Projects /Initiatives
4. Future Projects/Initiatives

Month Summary

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

Empty

Recent Hires:

IT Administrator: Peter Melse

Receptionist/Accounting Clerk: Stephanie Wang

The last few months have been an incredible learning opportunity for me! Rumor is that September and October fly out the window with all of our eager to learn students back on campus, and I am looking forward to challenge. My weeks are already filling up with meetings, brain storming sessions, and events, plus I have a number of projects on the go. I have also been investing some time into rewriting some internal policies and observing organizational operations. We are VERY excited to finally be operating with a full team (see empty hiring queue above) and I'm very optimistic about all the Federation of Students will accomplish this year! Here is what our commercial services are working on:

The Bombshelter:

The Bombshelter is starting up an exciting new week of programming! On Monday nights the Bombshelter will be the place to be for all you Retro music lovers! Similar to our Legendary Bomber Wednesdays (which are still happening), Monday's will be the ultimate dance party. Open Mic Tuesdays will be a little more laid back and targeting UW's talented musicians and all of their fans. Trivia will kick-off our Thursday nights and lead into karaoke! Friday's will strictly be for student bookings! The Bomber also received a face life in August to be more representative of our student population. You'll have to come in and see for yourself!

International News:

Renovations are finished and some final touches are being done inside the store to make it as beautiful as possible! The grand opening ceremony was held on September 9th where our roadrunners (promo team) gave out delicious cupcakes and informed students that we are now operating 24/7! Now that all of the hard work is done, we can start focusing our efforts on service and sales and get student feedback on the 24hr operations.

Digital Signage:

A work request has been submitted to Plant Operations to have the first three displays installed in the SLC. We still do not have a date for the install, but we hope to see them up and running by mid-October at the latest. We currently have one display set-up in the display case outside of the Bombshelter that we've been using to communicate all of our services to students returning to campus.

Bubble Tea/Wasabi:

All of our same great products are being offered at Bubble Tea and Wasabi! Bubble Tea has

revamped their smoothie recipe and are continuing to serve all of their delicious bubble teas and hot loose leaf teas. Wasabi is now offering some catering options that will be available for students to use for events around campus and at the Bombshelter.

Feds Used Bookstore:

By the time you read this the Used Bookstore will have survived their busiest week of the year! While we currently operate under a consignment business model, we are making strong strides to switching to a buy back model with the option for consignment. A survey conducted last year showed that students would like to see the Used Bookstore operate buy back, and we are catering to our needs! We hope to have the new system in effect by January 2014.

If you have any questions, comments, concerns, ideas, or new challenges please feel free to contact me or stop by my office!

Natasha Pozega

Vice President Operations & Finance | Federation of Students
519-888-4567 ext. 33880 | vpof@feds.ca

To Serve Empower and Represent the Undergraduate Students of the University of Waterloo

Committees

2. A. Budget Committee

Responsibilities: Vet budgets of student's council

Timeline: complete

Partners: Budget committee, VPOF, General Manager, Pres, VPIN, VPED, Special Events, Orientation

Members: Natasha Pozega, Stephane Hamade, Charles Kuno, Kumar Patel, Sacha Forstner

Goal: Ensure that actual expenditures match budgeted

Synopsis:

- Will begin scheduling meetings to start working on some future projects. Some of these projects include making the budget more readable for the average student, drafting up some charts to help students visual see where their dollars are going, rewriting the budget procedure to be more efficient and more reflective of the budgeting process as it is outdated.

Current Projects/Initiatives

3. A. Digital Signage

Goal: To improve Feds communications across campus

Synopsis:

- Waiting on installation from Plant Operations.

Future actions:

- We are hoping to have 3 screens installed by mid-October, 2013, and to have 8 screens installed in effective locations by July, 2014.

3. B. Used Bookstore:

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

Synopsis: An RFI was sent out and we are still receiving responses.

3. C. SLC Space Audit

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

Synopsis: The conversation has been started and information is being gathered. I am currently working on a plan for gaining student feedback and will hopefully be gathering information by November 2013. Some ideas for gathering this information are surveys, promo teams, committees, etc.