



# Prashant Kumar Patel

## VP Admin & Finance

December



Federation of Students  
University of Waterloo

# Executive Report

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# Month Summary

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Happy December,

As I continue to be involved with covering off managerial duties of the pub, it has been difficult for me to work on many desired projects. We will soon announce the successful candidate that will fill the role of Bombshelter Manager. When this announcement is made, I will work closely with him/her for a smooth transition and rebuilding business practices to improve service levels. By February 2013, I hope to be as hands off as possible and return to my regular day to day role as a full time VPAF.

The (full time) hiring queue, in order of priority: Bomber Manager, Services Manager, Special Events Coordinator, IT Administrator.

As mentioned in my previous report, the Federation of Students has successfully acquired an International News franchise. I do apologize for a lack of detail in my last report in regards to this new venture. The decision was made to improve the overall product offerings, and business practices. We will be operating under proven business practices and procedures and be a part of a large buying group. With over 150 locations across Canada and expertise in the field of convenience store operations we believe that our practices and services will better for our student body. They have recently opened a successful operation at Wilfred Laurier's Student Centre and are continuing to grow into student union buildings across Canada.

Last year, the Federation of Students was awarded \$23,000 towards phase 1 of a digital signage initiative I proposed. Phase 1 is the pilot rollout of 23 digital screens to replace (existing) Feds poster boards. It is an initiative to better improve the look of our boards, efficiently and frequently update our boards, and improving two-way communication with our student body. It will also serve as an emergency broadcast system to broadcast dangers/emergency messages.

Our marketing and IT have been working extensively in researching hardware/software solutions and we have 1 test unit in the SLC great hall (outside the bomber). We hope to roll out 5-7 displays in Jan 2013 and have the full 23 displays rolled out before May 2013.

If you have any questions about my report, or the projects I am working on please don't hesitate to ask ☺

Cheers,

**Prashant Kumar Patel**

Vice President Administration & Finance | Federation of Students

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

# Committees

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## **2. A. Budget Committee**

**Responsibilities:** Vet budgets of student's council

**Timeline:** Weekly meetings as budgets are submitted

**Partners:** Budget committee, VPAF, General Manager, Pres, VPIN, VPED, Special Events, Orientation, Marketing

**Goal:** Ensure that actual expenditures match budgeted

**Synopsis:**

- The 2012-2013 Feds operating budget was passed on the July council meeting.
- The Feds BOD have approved all commercial service budgets

## **2. B. Student Life Centre Management Board (SLCMB)**

**Responsibilities:** Manage the SLC's finances, projects etc.

**Timeline:** Monthly meetings; ongoing

**Partners:** GSA, AP SS UW, VP AF UW, SLC Manager & Assistant Manager, Feds Pres, At-large students

**Goal:** Represent undergraduate students interests in the SLC's business, and the interests of the Federation in the space we occupy

**Synopsis:**

- Oct & Nov meetings have been cancelled.

# Current Projects/Initiatives (in order of priority)

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## **3. A. Federation Xpress / International News**

**Goal:** To launch a new, rebranded, modern convenience store operation

**Synopsis:**

- The Feds has partnered up with International News to revamp Federation Xpress into a new convenience store.

**Future actions:**

- We are still reviewing new potential layouts and look towards an early 2013 completion date.

## **3. B. Campus Bubble – New Product Line**

**Goal:** Launch Loose Leaf Teas

**Synopsis:**

- We have sampled product, conducted surveys etc...
- Menu is currently built and staff are undergoing training

**Future actions:**

- Work towards a full launch of Jan 2013 with testing throughout Fall 2012 exam period

## **3. C. Digital Signage**

**Goal:** To replace Feds poster boards with digital screens

**Synopsis:**

- Last year the Student Life Endowment Fund approved a total of \$23,000 to go towards this initiative (23 screens)
- Since then we have been researching and testing methods of deployment, software and hardware options

**Future actions:**

- Hope to roll out phase 1 of the project this January 2013

## **3. C. Online ticketing**

**Goal:** To provide student groups, clubs and societies (and the Federation) the opportunity to sell event tickets online

**Synopsis:**

- After seeing tremendous success in online ticket sales from piloting online ticketing from this year's pride parade, we have come to the simple conclusion that many students rather purchase tickets online than in person
- Although we will continue to sell tickets via mediums such as the Feds front desk, we clearly see a need in online ticketing

**Future actions:**

- We are looking for a payment solution that will integrate with the new feds.ca

# Future Projects/Initiatives

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**4.A. Exploring the possibility of providing Halal options at the Bomber**

**4. B. Seeking ways of improving our water fountains in the SLC and possibly installing water bottle refill stations in various buildings across campus.**