



# Prashant Kumar Patel

## VP Admin & Finance

January 2013

Federation of Students  
University of Waterloo

# Executive Report

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# Month Summary

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Greetings from earth,

Firstly, I would like to welcome everyone back and hope everyone had a safe and fun holiday season. I would like to wish you and your loved ones a very Happy New year and best of luck for the Winter 2013 academic term!

Along with this executive report, I have also compiled a Mid-Year financial review package. It is simply a 6 month income statement\* (May 1 – Oct 31 2012), and shows where we are in revenues and expenditures ending October 31<sup>st</sup> for the year. It also has a breakdown of expenditures/revenues by department. Please do not hesitate to ask questions about the statement. (\*please note these statements are unaudited)

The Bombshelter has been without a bar manager for the last 5 months and I would like to thank everyone for their patience throughout this period. It was a tiring time, but it really makes me proud we kept our service levels up with reduced management power. With this said, the search is over and we have hired a new manager. It gives me great pleasure to welcome Mr. Gregory Plester to the Bombshelter & Feds family. Greg has over a decade experience in the hospitality industry, has spent the last year as the operations manager at Revolution Nightclub & the Flying Dog Restaurant/Nightclub, and almost a decade of experience with the CARA family of restaurants. Over the next weeks I work closely with Greg for a smooth transition and work towards 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: Special Events Coordinator, IT Administrator, Accounts Payable, Clubs Manager.

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 be 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.

We are continuing work towards our digital signage plan. Due to unforeseen costs associated with this project, phase 1 will be limited to a 12 screen rollout. We are however still working diligently to make this happen and look forward to the initiative. 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 all 12 displays out by the end of this winter term.

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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# 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:**

- All meetings in F2012 were cancelled. Awaiting update on committee.

# 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:**

- Designs have been chosen, and tentative construction will take place over reading week.

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

**Goal:** Launch Loose Leaf Teas

**Synopsis:**

- We have sampled product, conducted surveys etc...
- Menu is built and product has launched

**Future actions:**

- Marketing will begin over Frost week
- We will continue to hear feedback and constantly work on improving product/services

## **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 (updated 12 screens)
- Since then we have been researching and testing methods of deployment, software and hardware options
- Hardware has been purchased

**Future actions:**

- We hope to deploy a few screens by Feb 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
- Due to constraint on IT resources, we will be using third party services to fulfill demand of online ticketing in the interim. For example, the Frost week concert ticket sales will be available in store and online via Eventbrite®.

# 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.**