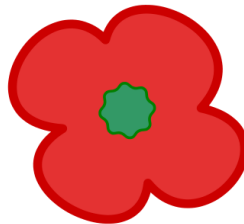




# Prashant Kumar Patel VP Admin & Finance

November 2012



**Lest We Forget.**

Federation of Students  
University of Waterloo

# Executive Report

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# Month Summary

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Hello Everyone,

As noted in my past reports we are still down a Bar Operations Manager, I have been spending a combined total of 75+ hours a week covering off managerial duties at the Bombshelter Pub along with to my day to day VPAF duties. Since my involvement with the managerial duties of the pub, we have kept hour hours of operations normal, have not had any event cancellations and kept part time employees (students) employed. The hiring process of the Bomber manager is near complete and we hope to announce the successful candidate as soon as possible.

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

Campus Bubble celebrated its 1 year anniversary. We had hundreds of guests lined up throughout the day to take part in the celebrations. We sampled hundreds of cups of loose leaf teas, and our team is currently developing the menu for this new line of products. We hope to have loose leaf teas launched for the exam season of Fall 2012.

We have recently installed a new POS and liquor management system in the Bombshelter Pub. This is to improve services times, product quality and reduce costs. Just like any system, bugs need to be worked out. I appreciate your patience as we train our staff and work out system bugs, and errors as we work towards building an optimal system.

The Federation of Students has successfully acquired an International News franchise. We will be converting the Federation Xpress outlet into a beautiful, newly renovated, (with a better layout) International News outlet. The construction is expected to happen post examination period Fall 2012. The store will remain owned and operated by the Federation of Students, and service is not expected to be interrupted during the conversion. Our efforts are to continue to offer low priced goods at exceptional service levels. The expected grand opening will be Jan 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

☎ 519-888-4567 ext. 33880 | [vpaf@feds.ca](mailto:vpaf@feds.ca)

*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:**

- I was unable to attend the September meeting due to covering off duties at the Bomber. Please see President Noble's report on the current status of this committee.

# Current Projects/Initiatives (in order of priority)

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## **3.A. FedXpress / 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:**

- Work towards a Jan 2012 grand opening

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

**Goal:** Launch Loose Leaf Teas

**Synopsis:**

- We have sampled product, conducted surveys etc...
- Team is currently building a menu

**Future actions:**

- Work towards a launch date of Dec 2012

## **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
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# Future Projects/Initiatives

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**4.A. Replacing Feds marketing poster boards with new digital signage.**

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

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