



# Prashant Kumar Patel

## VP Admin & Finance

September 2012

Federation of Students  
University of Waterloo

# Executive Report

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

# Month Summary

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Welcome Back Waterloo,

I would like to thank everyone that helped make Orientation 2012 a success. On my end, throughout orientation week, we served thousands of bubble teas, Bomber breakfasts and appetizers throughout the week. I also oversaw the security for all the evening mixers, and ensured a safe and happy time. [fun fact, we needed to use over 1 ton of ice to serve 3000 bubble teas throughout the week]

I would like to welcome Chef Brian Dunn to the Federation of Students. Chef Brian is our new kitchen manager for the Bombshelter Pub. Brian has over 20 years experience in the culinary arts, and has prepared dishes for U2 and the president of Ireland. We are looking forward to the innovation and experience he will be bringing to the kitchen and our patrons at the Bomber.

I would also like to welcome Stephanie Wang, as our temporary hire to fill the role of the Accounts payable clerk.

We are currently in the process of hiring a full time clubs manager. The Bombshelter manager, marketing coordinator and IT administrator are the last roles that need to be filled and hiring the process for these roles have already begun.

As we are down a Bar Operations Manager, I have been spending 50+ hours a week covering off managerial duties at the Bombshelter Pub in addition to my day to day VPAF duties. We are working on getting a new bar agreement signed with the administration prior to hiring a replacement manager.

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:**

**Synopsis:**

- The 2012-2013 Feds operating budget was passed on the July council meeting.

## **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:**

- July meeting has been postponed due to availability of members of the committee

# Current Projects/Initiatives (in order of priority)

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## **3. A. Commercial Service Budgets**

**Goal: Complete the review process of budgets**

**Synopsis:**

- Commercial service budgets have been created

**Future actions:**

- Approve budgets at the next board of directors meeting

## **3. B. Feds Website**

**Goal:** To improve our websites to increase communication and resource offerings to our students.

**Synopsis:**

- The website has been launched

**Future actions:**

- Continue to build the community on FEDS CONNECT

## **3. C. Bombershelter Patio**

**Goal:** Renovate the Bomber Patio

**Synopsis:**

- Renovations are currently complete

**Future actions:**

- There are some finishing touches to be made, most work is complete.

## **3. D. Merchant Services**

**Goal:** To ensure that Feds is providing the highest quality of service at the point of sale at its commercial services and is paying reasonable rates (merchant fees)

**Synopsis:**

- New hardware is currently being deployed.
- We are also looking into switching paying our vendors using corporate credit cards that provide a cash/point rebate.

## **3. E. MathSoc CnD**

**Goal:** To help control the debt accumulated by the Math CnD.

**Synopsis:**

- The management board has had meetings to discuss an action plan for the math CnD

**Future actions:**

- Over the next few months a subcommittee will be created to audit the operations of the CnD and present a report to the board.

### **3. F. 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. 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.**