

## Executive Committee Work Summary

Name	Position	Date Submitted	Reporting Period
Melinda Moore	VP Finance		End of October- November 2013

**Consultation and Representation:** Having been elected near the end of the October I spent the last two weeks of the month getting acquainted with the current financial situation of the GSA. I have prepared a list of goals that I wish to accomplish in regards to the organization of the finances and have created priorities for tasks that need to be done in regards to financial reporting. I have begun holding office hours on Tuesdays from 12pm-2pm to coincide with Jeff's (the office administrator) hours.

**Research and Legislation:** N/A

**Committees and Boards:** The Finance Committee did not meet together during this period, however I met with members individually as part of my training for the position. We are meeting together at the end of the month to discuss our goals for year end and the budgeting process that will be underway in January. In the Bylaw and Constitution Committee, we prepared Bylaw IV for first reading through council. My hopes with this bill are to increase the accountability to council of committees that have operating budgets (Orientation and GRC).

**Financial Oversight:** GSA Finances require greater organization, although we are awaiting the return of books from the accounting firm, we need to create interim organization so as to be able to provide coherent monthly reports. Windsor Castle Bar is reaching its target numbers.

**Projects and Goals:** Implement current financial tracking (in lieu of waiting for the books to return from the accountant). Further oversight of the day to day financial operations of the GSA.

**Announcements:** If someone would like to join the finance committee you are welcome. We have one council position vacant. Please let me know.

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