

Brock University Students' Union Board of Directors

**Meeting: 4**

Date: June 20, 2019

**Members present:**

Executive (2): Bilal Khan, Asad Jalib

BUSAC (2): David Bisong, Marcus Fluellon

Student at Large (3): Elijah Wright, Harroop Ahuja, Valentina Castano

General Manager: Robert Hilson

Members absent: Wright, Fluellon

**AGENDA**

1. Approval of Agenda
2. Approval of the Minutes
3. Territorial Recognition
4. Capital Request – First Reading, Subway Remodel
5. Capital Request – First Reading, General Brock New POS/Inventory System
6. In camera session
7. Adjournment

**MINUTES**

**1.0**

**Approval of the Agenda**

Khan motions for addition of in-camera session.

<b>BIRT Board approves the agenda for Meeting 4, with addition of agenda item six.</b>
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Khan, Bisong
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<b>4-0-1 (Khan)</b>
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**2.0**

**Approval of the Minutes**

<b>BIRT Board approves the minutes from Meeting 3</b>
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Jalib, Bisong
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<b>5-0-0</b>
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**3.0**

**Territorial Recognition**

We begin this gathering by acknowledging the land on which we gather is the traditional territory of the Haudenosaunee and Anishinaabe peoples, many of whom continue to live and work here today. This territory is covered by the Upper Canada Treaties and is within the land protected by the Dish

with One Spoon Wampum agreement. Today this gathering place is home to many First Nations, Metis and Inuit peoples, and acknowledging reminds us that our great standard of living is directly related to the resources and friendship of Indigenous people.

**4.0**

**Capital Request – First Reading, Subway Remodel**

*Director of Business Operations, Heather MacLean, and Subway Brand Manager, Danielle Vaillancourt, are present to deliver information on Subway Remodel. MacLean delivers information from Subway corporate team regarding the option to upgrade this year instead of next year. MacLean clarifies an error in the presentation where the costs cannot be amortized.*

**Ahuja:** Is there any equipment that can be reused?

**MacLean:** Yes

**Ahuja:** Where will the equipment repair costs come from?

**MacLean:** It is listed under the expense line that includes fixtures.

**Ahuja:** How will the equipment not able to be reused be disposed?

**MacLean:** Subway's corporation team will dispose of it in an environmentally friendly manner.

<b>BIRT Board approves \$36,818.03 from Capital in its first reading for the Subway Remodel</b>
Jalib, Khan
<b>5-0-0</b>

**5.0**

**Capital Request – First Reading, General Brock New POS/Inventory System**

*MacLean presents information on the Catapult POS and Inventory Management System that will benefit operations for General Brock Store.*

**Bisong:** Will Catapult assist in tracking General Brock's profitability?

**MacLean:** Yes, this system will help to create reports to assist staff on how to conduct inventory orders.

**Ahuja:** Will this POS System interfere with the debit/credit integration?

**MacLean:** No, they are compatible.

**Ahuja:** How likely will General Brock move towards integrating gift cards?

**MacLean:** It's possible. A marketing campaign would need to be created to support the integration and growth of the gift cards.

**Ahuja:** To the board, do you see gift cards being feasible for General Brock?

**Jalib:** We're working on evaluating the marketing campaigns for business operations, which will include General Brock. This will happen in the coming months and the board is welcome to be part of the conversations.

**Ahuja:** Do we have any equipment that could be used towards the back office hardware that could reduce the cost?

**MacLean:** No, this is not optional. We have hardware and software upgrades that are needed, which will come in future requests.

**Jalib:** In terms of the gift cards, is this an add-on we can get later?

**MacLean:** Yes, we can adjust the settings and bring in the gift cards, as well as training.

**Jalib:** And what do you think about removing this option now?

**MacLean:** For the purpose of training and integrating the new system, we can remove it.

**Ahuja:** Does the board want to remove it and add on later?

*Board motions to remove the gift card option to reduce the cost for now.*

**Jalib:** What is the impact of not getting the handheld terminals?

**MacLean:** We will need to print off the reports versus instant updates to inventory with a scanner. We do not need it right now but is a great feature to have in the future.

**Ahuja:** Is there a self-service solution like Walmart?

**MacLean:** Yes, there are options. However we are considerate of student jobs, but it is possible.

**Ahuja:** Can we look into it?

**Jalib:** Yes, I will look into it.

<b>BIRT Board approves \$16,844.22 from Capital in its first reading for General Brock's New POS/Inventory System</b>
Bisong, Jalib
<b>5-0-0</b>

## 6.0

### **In Camera Session**

Hilson removes himself from discussion

*Motion to move in camera - (Khan, Jalib – carried)*

*Motion to move out of camera – (Bisong, Jalib – carried)*

### Adjournment (Jalib)