



Brock University Students' Union

Brock University Students' Board of Directors

Agenda: Meeting #13 – September 16, 2015

**Members present:**

Executive (2): Spencer Dawson, Kyle Rose  
BUSAC (2): Madi Fuller,  
SAL (3): Olivier Kayitaba, Geraldine Rieger  
General Manager: Juliette Prouse

**Members absent (with regrets \*):** Kelsey Craig, Mazin Amin,

This was the 13<sup>th</sup> meeting of the Board of Directors for the 2015-2016 year

The meeting was called to order at 11:00am

**Agenda Review & Revisions**

1. Call to order
2. Approval of the Agenda
3. Letter to Board of Directors
4. Green Levy expenditure
5. Liquor License Update
6. General Manager: Job Description/Process
7. In Camera Session
8. Adjournment

**1.0**

**Call to Order**

*Meeting is called to order at 11:00am*

**2.0**

**Approval of Agenda**

**BIRT Board approves the agenda for the 13<sup>th</sup> meeting of the Board of Directors for the 2015-2016 term**

Rose, Kayitaba

**Motion carries unanimously**

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**3.0**

**Letter to the Board of Directors**

*Rose reads a letter to Board regarding attendance and responsibilities. It expresses the importance of all Board members having due diligence and attending all meetings as well as coming prepared. Rose will follow up by sending out the letter as well as a motion to be voted on at the next meeting*

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**4.0**

**Green Levy Expenditure – Bus Shelters**

*Rose presents a Green Levy request for bus shelters. Shows Board a drawing of where the shelters would go.*

**Rose:** Different options have been priced out. The university will be providing the concrete base for each of the shelters. They will have solar lighting to illuminate the shelter at night. We would also like to set up cell phone charging stations for students to use. Asking the Board to approve “up to” a certain amount as we will have the university pay for some of it which is still being discussed. They are approximately \$10,000 each plus \$3,000 for the solar panels.

**Dawson:** The solar panels would be covered by the green levy? I don’t see the shelters themselves being a green initiative. What else is the university covering?

**Rose:** We haven’t talked about ad space yet. The university wants them to be Brock branded. While the bus shelter itself isn’t necessarily a “green” initiative, it will help encourage students to take public transit more

**Fuller:** I don’t think students will have a problem with it

**Kayitaba:** What is the pool of money this is coming from?

**Rose:** The Green Levy

**Rieger:** When will you know how much it’s going to cost?

**Rose:** I can get a final number by our meeting next week

<b>BIRT Board approves \$45,000 from the Green Levy for the construction of three bus shelters</b>
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Fuller, Kayitaba
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<b>Motion carries unanimously</b>
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**5.0**

**Liquor License Update**

*Prouse requests Board remove herself from the liquor license for Isaac’s as she will be leaving BUSU on September 23, 2015*

**Prouse:** I would like Board to approve the removal of myself from the license as I will no longer be with BUSU.

<b>BIRT Board removes Juliette Prouse from the BUSU liquor license effective September 23, 2015</b>
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Rose, Dawson
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<b>Motion carries unanimously</b>
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**6.0**

**Advocacy Coordinator Update**

*Rose explains that Antonio Sergi, VP External Affairs, will be posting the Advocacy Coordinator position on the BUSU website*

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**7.0**

**General Manager: Job Description/Process**

*Rose reviews the job description for the General Manager*

**Prouse:** I recommend adding experience working with hospitality management as a bonus

<b>BIRT Board approves the General Manager job description as presented</b>
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Kayitaba, Dawson
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<b>Motion carries unanimously</b>
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**Rose:** Looking to hire an HR consultant to help us find the next General Manager as we currently don't have an HR Manager.

**Rose:** The Executive as well as the full time staff will absorb the General Managers responsibilities. Responsibilities will be dispersed among executives by what best relates to their job description.

<b>BIRT Board approves up to \$8000 for an HR consultant to assist in the hiring of the General Manager</b>
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Dawson, Kayitaba
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<b>Motion carries unanimously</b>
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**Rose:** Would like a motion to approve the following hiring committee: all four executives, a member of the BUSU Board, a member of the BUSAC hiring committee and the hired HR consultant

<b>BIRT Board approves the recommendation for the General Manager hiring committee</b>
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Reiger, Kayitaba
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<b>Motion carries unanimously</b>
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Kyle Rose

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Spencer Dawson  
Secretary