



Brock University Students' Union

Brock University Students' Board of Directors

Agenda: Meeting #14 – September 1, 2016

Members present:

Executive (2): Faisal Hejazi, Patrick Foster
BUSAC (2): Nadia Bathish, Amalia Banava
SAL (3): Aidan Hibma, Alyssa Berardocco
General Manager: Chris Green

Members absent (with regrets *): Geraldine Rieger

This was the 14th meeting of the Board of Directors for the 2016-2017 year

The meeting was called to order at 11:00am

Agenda Review & Revisions

1. Call to order
2. Approval of the Agenda
3. Student Justice Center Capital Request – Phase 2
4. Job Description Approval – Assistant to the Executives
5. Adjournment

1.0

Call to Order

Meeting is called to order at 11:50pm

2.0

Approval of the Agenda

BIRT Board approves the agenda for the September 1, 2016 meeting

Motion carries unanimously

3.0

Student Justice Center Capital Request – Phase 2

Hughes presents a student justice center capital request for Phase 2 of the Student Justice Center renovations. Includes furniture for coordinators, shared space and Carole's office furniture

BIRT Board approves \$5,213.84 from the Student Justice Center reserves for Phase 2 of renovations

Hibma, Foster

Motion carries unanimously

4.0

Jobs Description – Executive Assistant

Foster presents an updated job description for Executive Assistant. The difference from last year is that the individual will be available to step in and help all the Executive team and General Manager (as opposed to just the President).

Foster: The administrative support would be extremely helpful. All the executives are putting in extra hours.

Banava: I feel this is an important role as I've seen how hectic the executives can be

Foster: I would love to get you to help train the student we hire

BIRT Board approves the Executive Assistant job description as presented

Banava, Foster

Motion carries unanimously

Patrick Foster

Faisal Hejazi
Secretary