



Brock University Students' Union

Brock University Students' Board of Directors

Agenda: Meeting #23 –December 16, 2015

**Members present:**

Executive (2): Spencer Dawson, Kyle Rose  
BUSAC (2): Madi Fuller, Mazin Amin,  
SAL (3): Olivier Kayitaba, Geraldine Rieger, Kelsey Craig  
General Manager: Chris Green

**Members absent (with regrets \*):**

This was the 23<sup>rd</sup> meeting of the Board of Directors for the 2015-2016 year

The meeting was called to order at 10:00am

**Agenda Review & Revisions**

1. Call to order
2. Approval of the Agenda
3. General Manager Update (Dawson)
4. Deferred Maintenance Request (Green/Dawson)
5. Breakfast Funding (Horvath)
6. Ombuds Escalation Process
7. Chair letter to Board and Execs
8. Adjournment

**1.0**

**Call to Order**

*Meeting is called to order at 10:00am*

**2.0**

**Approval of Agenda**

<b>BIRT Board approves the agenda for the 22<sup>rd</sup> meeting of the 2015-2016 term</b>
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<b>Motion carries unanimously</b>
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**3.0**

**General Manager Update**

*Dawson updates the Board that Chris Green has been the successful General Manager candidate*

**4.0**

**Deferred Maintenance Request**

**Green:** The lighting rig above Isaac’s needed to be inspected. A company came in and gave us a report and unfortunately it didn’t pass to code. We needed to change some minor fixtures. Stolk construction came in and gave us a price for the repairs as well as a load rating for the frame. Also, a quote for the inspection and the scissor lift. This cost fits well under Deferred Maintenance. Recommendation is to take the \$6,000 for the repair, \$800 for inspection and \$576 for the scissor lift.

**Amin:** The support ropes didn’t need to be changed?

**Green:** It was recommended that we change them since we will be doing work on it anyways

**Kayitaba:** We have to go with Stolk?

**Green:** Yes, they put it in when we first opened. Many benefits to using them – they have all the original designs

**Amin:** The Deferred Maintenance fund is replenished each year?

**Green:** Yes, it was created when a referendum divided the Strategic Expansion fund

**Rieger:** When will they start?

**Green:** ASAP because we have the lift right now

**Craig:** Expect any other expenses coming up this year?

**Green:** Potentially something with the fan in Fortune Cookie

<b>BIRT Board approves \$7376.30 from Deferred Maintenance in its first reading for Isaac’s light rigging</b>
Kayitaba, Fuller
<b>Motion carries unanimously</b>

**5.0**

**Breakfast Funding (Horvath)**

*Horvath presents a funding request for breakfast during Frost Week. It will take place on Monday, January 11 from 8-10am. Plans include much the same as Wellness Week with the addition of Burrito Boyz supplying French toast from their flat top grill.*

**Kayitaba:** What about Burrito Boyz labour?

**Horvath:** We will pay for their labour – they won’t be open during that time

**Rieger:** Any feedback from the soy products?

**Horvath:** I haven’t heard any feedback

**Fuller:** Expect any numbers to change?

**Horvath:** No, the veggies are approximate though. This is only for one day instead of the three days during Wellness Week

**Craig:** What portion used the Tupperware program?

**Horvath:** It’s hard to judge, some people took some on their plate. We are really going to push the veggies this time.

**Amin:** I don’t think people knew about it

**Horvath:** It should catch on, we are going to push it

**Amin:** Can we add on some type of trail mix? Just a recommendation

**Horvath:** Yes, we can figure something out

**Amin:** What about giving out food at General Brock?

**Green:** We can ask Heather Hill, not sure if that is possible

<b>BIRT Board approves \$1181 for Frost Week breakfast from the Fed Up levy</b>
Kayitaba, Rieger

**6.0**

**Ombuds Escalation Process**

*Board discusses the complaint escalation process when BUSU is without a General Manager and/or a Human Resources Manager. Carole Moss (Ombudsperson) recommends an individual who has a complaint come to the General Manager and an in-camera session at Board.*

**Green:** If we are without an HR Manager, we should assign the duties to a full time staff member

**Kayitaba:** If we do choose to go through the full time staff, do you find that the full time staff will be able to handle their tasks in addition to the HR tasks?

**Green:** You wouldn't download the entire job on someone, just certain tasks

**Fuller:** I like the suggestion of having an in-camera session at Board

**Green:** This is for when the hierocracy is flipped and an employee has a complaint against a supervisor.

**Craig:** I think we should hire an interim HR

**Dawson:** That's another option. We can outsource if needed

**Amin:** Would they receive extra pay

**Green:** Nothing in writing but it would be looked at case by case and brought up at the annual review.

Essentially, in a situation when there is no HR, the General Manager would recommend someone to take on the responsibilities and have it approved by Board. Recommend adding a note to the appendix (of the Code of Conduct) for when the General Manager or HR manager are not available.

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**7.0**

**Chair Letter to the Board and Executives**

*Kayitaba reads a letter to the Board that expresses concerns that were brought up at previous meetings. Agrees there is room for improvement but will continue to work as Chair.*

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Kyle Rose

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Spencer Dawson  
Secretary