

Brock University Students' Administrative Council



Meeting: 5  
Date: October 21, 2015, 7:00pm

Speaker: Chris Ventura  
Deputy Speaker: Kayleigh Munro  
Recording Secretary: Kaitlyn Daw

**OVERVIEW**

	Description
<b>Opening Procedures</b>	
1 Call to Order	
2 Approval of the Agenda	Administrative
3 Adoption of the Minutes (Meeting 4)	Administrative
4 Open Question Period	
5 Notes from the Speaker	
<b>Presentations</b>	
<del>6 Turf Field Update (Robert Hilson)</del>	<del>Information</del>
7 Club Funding Request (Roots)	Information
8 Club Funding Request (Economic Students Association)	Information
9 Club Funding Request (Brock Improv)	Information
<b>New Business</b>	
10 Clubs Policy Committee Report (Club Funding)	Action Item
11 Student at Large Approval (Governance Committee)	Action Item
12 Councilor Resignation (Shayne Lasher)	Action Item
13 In Camera Session	
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14 General Manager	Information
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16 VP External Affairs	Information
17 VP Finance and Administration	
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<b>Question Period</b>	
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<b>Adjournment</b>	

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**2.0****Approval of the Agenda**

BIRT BUSAC approves the agenda for the October 21, 2015 meeting.
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Fuller, Budgeon
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-In favor
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-Against
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-Abstain
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**3.0****Adoption of the Minutes**

BIRT BUSAC approves the September 30, 2015 minutes.
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Nugyen, Dawson
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-In favor
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-Against
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-Abstain
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**4.0****Open Question Period**

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**5.0****Notes from the Speaker**

Leaves of absences for the October elections include Mr. Rose, Mr. Bezaire, and Mr. Smaiya. They will return after a few weeks when the election period is done.

You should have received a BUSAC survey that governance and the governance committee put together, all of these questions are leading into deeper research behind them. It's completely anonymous. We'd love to have that data as soon as possible.

Kayleigh will be away for a few weeks, so John Pappas will be our Deputy Speaker during that time.

Your job as councilors is to volunteer 4 hours to poll for the elections. You're required to do it or else an absence will be given against you.

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**6.0**

## **Presentation—Turf Field Update**

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7.0

### **Presentation – Club Funding Request (Roots)**

*Talubi and Tianna present Roots club funding request for the Mr. and Miss Roots pageant.*

**Sergi:** Can you go to the slide about the venue please? It says the deposit has already been put down. I understand the justification for why you changed venues, but do you think it was a good idea to put down a deposit before you knew you would receive funding to cover the costs? What was your rationale for this?

**Roots:** We were really excited about this hall. The hall was booked really early in the semester, in the summer to ensure that we got it. It was highly requested and since we have a lot of events planned we were hoping to be able to fund the hall entirely ourselves. Last year Roots only asked for about \$2000, we only got a loan for \$1800 from BUSAC. We spent \$0 of that loan. Roots is a self-sufficient club and are normally able to pay for events ourselves, however, this year we've run into complications with the events we can host. Our events are normally a success, and the hall was normally supposed to be paid for by Roots. We're hoping BUSAC can help us with that expense.

**Verrier:** Décor and tables are listed as the same price, is that a coincidence or a mistake?

**Roots:** Coincidence.

**Eady:** The major increases in the cost for this year come from the host as well as the venue. Do you think because you changed locations that people will be less likely to show up because it's not a Brock?

**Roots:** A lot of people are excited for the change of venue. More people were coming up to us to express their interest in the pageant.

**Hanula:** Are the people participating in the fashion show paying?

**Roots:** No.

**Hanula:** How much are you selling the tickets for?

**Roots:** \$25 for members and non-members get them for \$35.

**Sergi:** Can you clarify in terms of the design why you chose an \$85 option for a promotional poster as opposed to a free one?

**Roots:** We didn't feel like the first sample was fitting to our event.

**Sergi:** Was it ever an option to go back to the graphic design team?

**Roots:** Yes, they did.

**Sergi:** Is the person who did this a member of your club?

**Roots:** No.

**Eady:** What was your revenue from last year, and what were the ticket prices?

**Roots:** \$20 early bird, \$25 after that, and \$30 at the door. We made about \$4000.

**Berardocco:** Have you considered any sponsorship options to help fund the event? Other than the graphic you selected, there's no proof that you went to any other providers, so what was the decision making process? Are there other providers than can offer services for less money?

**Roots:** We looked at other centers, at least 3-4 halls. This was the last hall we looked at. Some people wanted to look into cheaper options that would set into our budget a little nicer. We all came to this decision because it offered everything we were looking for: a back room for performers to get dress, space to perform, and a stage. It was a hall that could accommodate all of our needs. We looked at every single area throughout the summer. This has been an ongoing thing, it wasn't planned two weeks ago.

**Berardocco:** What do you mean about every single area?

**Roots:** In terms of the major costs, like food for example. Whole Cats had the licensing we needed to ensure that our food is safe for our guests, and we contacted two or three other people from Toronto and London. We had to look outside of the St. Catharines area. We looked at various options to see who could provide us with the best options and variety based on what we needed, for a reasonable price. We are charging people to go on the bus, so that was also a good revenue option for us.

**Amin:** I'm not sure about the logistics, but would you be willing to do this on campus in one of the gyms to reduce your expenses?

**Roots:** It will still add a bunch of additional costs. We'll need to build a stage, rent tables, buy more decorations, etc. to compensate for what would be lost if we didn't go with the hall.

**Amin:** It will mitigate some of your biggest costs, like the helium balloons.

**Roots:** Sure, but it will be an insurance issue if we do it at the gym as well. It'll be a different process bringing food in here and we'll have to worry about Sodexo. Food is a big aspect of our event and doing it in the gym jeopardizes that.

**Hobbs:** Will the amount indicated cover the cost of the entire event?

**Roots:** Yes.

**Hobbs:** You said before that you're expecting to sell 150-200 tickets, and that they'll be sold at \$25 for members and you're planning on charging \$35 for non-members. If you assume the lowest amount in both of those, your revenue will be significantly more than the loan amount. Why are you asking for such a small loan and large grant when you're going to make as much as you expect?

**Roots:** That is an estimate at the end of the day and we can't guarantee those numbers. In terms of the grant, we're not spending everything. It's just an opportunity to pay for the things we will need. We're asking for a grant to ensure we can cover the deposits and other expenses before our event. Hopefully we won't have to use the loan, we're hoping to make enough from our ticket sales to cover the costs.

**Verrier:** With the bus happening at 5:00pm for the pick up and drop off, the buses are running during this time. If they're all Brock students attending this event it means that everyone has a universal buss pass on their student cards. It would cut your costs in half if you adjusted the times slightly and used public transit. Would you consider this as an option as opposed to spending money to rent a bus at 5 o'clock to transport students to and from the venue?

**Roots:** The reason we went with the 5 o'clock time is because Saturday schedules are very different than the weekly one and take a long time. If the students are paying \$5 to \$10 for the bus, they won't be late for it.

**Verrier:** With the aspect of cutting it in half in respect to decorations and tables etc. how do you know it's that much money at this time?

**Roots:** We estimated it by going to different stores and we went to the hall to see how many tables there were.

**Eady:** You increased the ticket price by \$5 to cover the cost of the bus, but you added a host that costs \$1130, so I'm wondering why you didn't increase the cost a little more to help cover that? He is one of your largest expenses.

**Roots:** Transportation is 5 itself, and the event is 30. I know it's 5 dollars, but these are students that may not be able or willing to pay \$50 to attend an event. We don't want to charge an excessive cost that may deter students from attending at all.

**Banava:** I can see 75+75, you're budgeting for 150 people. Why are you budgeting for the lower amount of expected attendees? What if more than 150 people attend?

**Roots:** The issue we had last year was there was too much food for the 121 people that came. We saw that as money going down the drain. We budgeted for the minimum we're expecting for that reason. When it comes to food, there will be more of some food than others because of different preferences. We did this just in case we don't sell enough tickets.

**Banava:** The food is a self-service kind of thing?

**Roots:** It's buffet style. They usually add more food as complimentary too.

**Dawson:** Are you having people pay for the bus beforehand or when they come?

**Roots:** Beforehand.

**Dawson:** Have you talked about what the cancellation price of the bus might be if you have to cancel it?

**Roots:** We haven't made a full deposit it yet.

**Dawson:** If you find you can't fill the 50-person bus they have other sizes as well. Also, if you have to cancel two days prior they usually won't charge you, just so you know.

**Verrier:** You said that you no longer need a speaker. Did you take that price off of your ask or is it still on it?

**Roots:** We just got that information yesterday at the President's meeting, so we didn't have time to change it.

**Verrier:** So we're looking at your ask price minus that?

**Roots:** Yes.

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## 8.0

### Presentation – Club Funding Request (Economic Students Association)

**Hejazi:** Is the date on Saturday October 31? What time do you intend on having it, since that's Halloween and people will likely have plans?

**Economic Students Association:** It will be happening 11-5pm so we anticipate timing won't be an issue because people will still have time to go anywhere they have plans.

**Hejazi:** Was this because you couldn't get someone to come in from the Bank of Canada on a different date? Why did you select that date? Are you able to move it? I'm just concerned about the conflict with Halloween because it might hurt your turnout.

**Economic Students Association:** It is about availability, and we were trying to avoid midterms when the date was selected. The venue was booked back in June so we're going to have to stick with the 31<sup>st</sup>.

**Verrier:** The event is next weekend then?

**Economic Students Association:** Yes.

**Verrier:** So you're under a little pressure to get this money then?

**Economic Students Association:** Yes.

**Campbell:** You said that they would get scenarios at the competition. What kind of scenarios do they have to solve?

**Economic Students Association:** We're going to give them cases from three different scenarios. They will have to create their own policy that will be made through the eye of the Bank of Canada, Commercial Bank, or real world aspects—so how will people of the real world react to this policy. Taxation, interest rates, etc.

**Kyitaba:** Before you came up with your final numbers, did you shop around to see the best price for catering?

**Economic Students Association:** We looked at Sodexo and Isaacs and found that Isaacs had a better price to offer.

**Kyitaba:** So you only looked at two companies?

**Economic Students Association:** Yes.

**Amin:** I was just wondering, how many people are currently enrolled?

**Economic Students Association:** We have 32 enrolled. 24 of the 32 have expressed a lot of interest, but only 2 have paid.

**Eady:** Have you done any fundraising? Your total expenses are \$1880. Would you be okay with a grant to cover your total losses and a loan to cover your projected revenue?

**Economic Students Association:** We haven't done any fundraising. We did some last year but it wasn't enough to carry into this year to cover these costs. We'd be okay with that though.

**Stewart:** How have you been promoting this event to make sure students come out?

**Economic Students Association:** We have been tabling all week to advertise the event. We've also posted it on Experience BU and it's all over social media.

**Sufi:** You said you got 10 shirts. How many are going to the executive?

**Economic Students Association:** 7.

**Nguyen:** I'm a science student so I'm not familiar with these case competitions. So I just wanted to get an idea about where the \$1000 prize came from? And if other case competitions break down the prizes into first, second, third place?

**Economic Students Association:** There will only be one first place winner. It will be divided into 4. Each student gets \$250. We give them a case, they solve it, and it depends on how the support and present it.

**Nguyen:** In other similar case competitions, is the monetary prize similar to what you're offering?

**Economic Students Association:** Typically the winning prize is above the amount we're asking for, usually \$5000 or so. We're not asking for that much, and the \$1000 will be split amongst 4 people.

**Sergi:** It's my understanding that you mentioned you're opening this up to other clubs and groups. Has there been collaboration with the economics club through the Goodman club structure, and are they able to provide any support whether it be manpower or finances? And is your competition open to them?

**Economic Students Association:** We have not approached Goodman for manpower or marketing. They said they would like to participate, however, they do have a finance midterm on Saturday.

**Budgeon:** That is true, there is a finance midterm on Saturday. Since it's a club, according to the bylaw it has to be open to all people.

**Sergi:** If there were a similar case competition from the Goodman economic club would it be exclusive to students who pay the Goodman levy?

**Speaker:** Goodman doesn't have an economic club. External competitions are exclusive to Goodman students.

Verrier, Hanula

**Kyitaba:** When you were going to slide of Montreal. Is there a reason you go to a hotel that costs \$242 a night?

**Brock Improv:** It's the same hotel that we used last year. It had the best balance between price and location relative to the performance space. The coach from last year still has some very nicely displayed locations; I can supply that within a day or two if you need it. We looked at other options, but there weren't decent options that were in the location range that weren't more expensive.

**Berryman:** Have you also looked at services such as Airbnb? Having 4 people to a room can get cramped, it might be cheaper and offer more space to go through something like that.

**Brock Improv:** I don't believe Airbnb has been high on our list when we were looking at options. We looked at bed and breakfasts, hostels, Airbnb not so much. 8 people is usually too many people for a private residence, especially in an area like Montreal.

**Deputy Speaker:** Airbnb may not be approved by Risk Management either.

**Verrier:** Where are you holding your meetings now? Are they still in the basement?

**Brock Improv:** In the past they've been in the basement of the Schmon Tower, but that space has turned into offices. We've been holding them in regular classrooms through room bookings.

**Verrier:** When is your next show?

**Brock Improv:** October 30. It might be in CJ's Lounge.

**Piovesan:** I was confused about the problems with doing it at the Marilyn I Walker school downtown. Why can't we do it there?

**Brock Improv:** We were told we can't host events in that space that were open to the public at this time. The number of logistical road blocks—we were originally told we could host a show there and then we were told absolutely not. At this point we won't know when we can actually start doing that.

**Sergi:** You said you talked to the facility manager?

**Brock Improv:** I spoke to the production manager and he said he was speaking to "building management" so I'm not privy to all of the different layers or reasoning behind that decision. Bottom line, I was told no.

**Sergi:** Can you go back to the part about the Brock summit. You mentioned the justification for doing it at that location was because it's close to downtown so you wouldn't have to pay. Was that your only justification?

**Brock Improv:** Why did we move downtown in the first place? Last year there was a scheduling conflict at Isaacs. I do not know for sure if they can accommodate a group this size yet, but I would hope they are at full capacity by then. It's still in talks, and at this time I'm not prepared to say we're going one

way or another just yet, which is why we're keeping the back up plan (Odd fellows lodge) on the backburner.

**Sergi:** Have you approached Isaacs or the special events team to see how much it would cost?

**Brock Improv:** We have not approached the special events team about asking for Isaacs. The advantages downtown was something we wanted to pursue. If those are not options though, we're not going to turn a blind eye to other options such as Isaacs.

**10.0**

**Clubs Policy Committee Report (Club Funding)**

*Hashmi presents CPC recommendations for the Roots request.*

BIRT BUSAC approves \$6750 from clubs funding to Roots
-In favor
-Against
-Abstain

***Motion to amend: BIRT BUSAC approves \$3000.00 as a loan and \$1765.00 from clubs funding to Roots.***

*Sufi, Verrier*

BIRT BUSAC amend the club funding request to read "BIRT BUSAC approves \$3000.00 as a loan and \$1765.00 to from clubs funding to Roots"
24-In favor
1-Against
2-Abstain (Budgeon)

**Verrier:** Does this include the cost of the speaker?

**Hashmi:** No.

**Vrysen:** I feel like that's a huge difference that will be hindering to the event. I don't support that, but I don't have a vote so I'm just voicing my opinion.

**Hobbs:** When I asked about the loan part after their presentation, the reason they said they had the grant was to cover their deposits and other costs, which the loan can be used for. Based on what they stated and what we've seen I think they can absolutely pay back the \$3000. I don't think it's that much of a hindrance to the club if we give them the recommended amount from CPC.

**Budgeon:** It does look like a big difference compared to what they originally asked for, but it's contingent on the increase in ticket sales being increased to compensate for the difference. The suggested \$40 ticket price doesn't include the bus price that students will be paying either, so they have the potential to make over \$1000 if they increase the price.

**Speaker:** Alex's point reminded me of something. If we give them a loan and they can't repay the loan, they aren't on the hook for the money. In the case that they made \$2000 instead of \$3000 and weren't able to cover the 1000 difference from the loan, it would turn into a grant that BUSU eats into. That's how our system works, for anyone that isn't aware. Also, there's no interest on the loan.

**Hashmi:** We recommended them raise the ticket price. When they came to CPC they had broken down everything they wanted to spend money on. They were asking for a lot of money, and some of the things that were included in their budget breakdown, such as cupcakes and roses, didn't seem necessary in regards to the spirit of the event and seemed a bit excessive. We removed those items from the budget when putting together our recommendation and by recommending an increased ticket price they could make a potential revenue of \$1200 extra dollars not budgeted for, just by an increase of \$10 per person.

**Piovesan:** I wanted to acknowledge that if the ticket prices were raised by an extra \$10, the club expressed concerns about students not being able, or wanting, to pay that much for the event. If that happens, they'll sell fewer tickets than projected and possibly make less money as a result.

**Kyitaba:** To estimate that they should wave the prices is not reasonable. We should give them close to what they asked for. It's a culture group that's been around for a long time, and what they're doing is important for students.

**Berardocco:** I think it's also important to consider other similar events that are being held by other clubs. The BSA had a similar event and they were charging \$40 per ticket, and the Concurrent Education Council was planning on hosting a conference that would charge \$40 a ticket. That price would have allowed us to break even after all of our expenses for the event. If you're going to be offering food, entertainment, trips, etc., that comes with a price. If you want to have all of those things that come with an event, students will have to pay for it. We have to keep in mind that there are a lot of clubs that will likely be coming to us with funding requests close to a large amount like this. We need to ensure that money is left over for other clubs that need it too.

**Verrier:** I was looking at the ticket price itself. They were saying they weren't expecting students to drop \$50 a ticket, but if they keep some kind of early bird special like they currently have that could help for students who may not be able or willing to afford the \$40, or \$45 with transportation.

**Hanula:** As someone who has worked in catering I have to say that their costs were actually ridiculously low. They would have been paying a lot more money if they went with someone else. Taking that into consideration, they've reduced their cost sufficiently enough that I think it warrants giving them what they ask for.

**Sufi:** Do you know if they'll be coming back for funding, or is this all they'll be asking for?

**Deputy Speaker:** I don't know if they'll be coming back. The budgets are due Friday.

**Vrysen:** They usually come back for Culture Way.

**Fuller:** It's important to note that they are having Trix at the event as well. If they increase the ticket price to \$40 and promote the event, and his presence, really well I don't think they'll have a problem selling the tickets at that price. He's well known and pretty funny. Considering this is their fifth year, I really respect them for wanting to ramp up their event. As Verrier mentioned, I think it would be a good idea for them to have an early bird special if they're really concerned about ticket sales.

**Amin:** From what I've seen, they're a smart club when it comes to knowing what they can and can't do. They're very self-educated and informed, and I think that their club can make it work no matter what they get approved for from us. Even if we give them what the recommendation is, I'm confident that they'll be able to figure out a way to make it work and get it done.

**Hobbs:** If we were to follow through with what they wanted originally, based off of their lowest estimate they would be making money from this event. They would have over \$1000 to use afterwards. It is important to know whether they are able to come back in the future, because it may warrant more money if this is all they're asking for. However, if there's going to be that much money left over when other clubs may actually need the funding that could pose a problem if we've given the extra money to them.

**Sergi:** We don't know if they'll come back for Culture Way, but since they referenced it in their presentation they might. Since they're increasing the intensity of the event there should be more incentive and interest from students to attend. They mentioned that charging \$50 a ticket would be too much, but we're still under that price in the recommendation. They have projected up to 250 attendees, but on average the projection is typically higher than what the actual numbers end up being. I think it's important to understand that there is a motivation to put back onus on the club and students. There may seem like a vast difference in the price they asked for and the recommendation presented by CPC, but by doing it this way they're not on the hook for \$1000, and it gives students motivation to attend as well. I will be in support of the recommendation by the committee that was elected by us.

**Call to question**

*Verrier, Sergi*

BIRT BUSAC concludes discussion about the amendment.
25-In favor 0-Against 2-Abstain (Budgeon)

**Call to question succeeds.**

BIRT BUSAC approves \$3000.00 as a loan and \$1765.00 to from clubs funding to Roots
21-In favor 0-Against 4-Abstain (Stewart, Hejazi, Budgeon, Regier)

*Hashmi presents CPC recommendations for the Economic Students Association.*

BIRT BUSAC approves \$1880 from club funding to the Brock Economics Students' Association
-In favor -Against -Abstain

**Sergi:** Were there any other dollar prize amounts?

**Hasmi:** We looked at \$100 as well. We looked at it in terms of future references. There are a lot of other clubs that have to come for money. We need to be diligent about the money we give out, especially during the first term. We were thinking that right now for their first event this would be their best bet.

**Verrier:** Would it be possible to pull up the Roots presentation and go to the prizes? I just want to clarify what we approved them for in terms of allotted prize amounts.

**Sufi:** Last year when we did the clubs bylaw, funding requests for clothing and swag should be fore everyone, not just the executives. I don't like that they're using \$70 to pay for shirts just for the executives.

**Hobbs:** Just to clarify, the money that we allocate to them can be used however they want. We're having discussions about prize money, but that's still up to them. Comparison between two clubs is fairly irrelevant. If they really have an issue with prize money being too low, they can tap into the rest of the money to make it work. They talked about having a business executive, professors, gaining experience—these are all great reasons to go. I don't think they need \$1000 in prize money. If they want to use the leftover money for that, they can.

**Hejazi:** We wouldn't have to give them the entire \$1000, we could give them gift cards or something like that.

**Nguyen:** They did mention that they haven't done any sponsorship or fundraising, which can be done to increase the amount of funds they have to work with.

**Sufi:** This is their first one, so it's definitely something they can build off of. I agree with Mr. Nguyen.

***Motion to amend: BIRT BUSAC approves \$1150 from club funding to the Brock Economics Students' Association***

Amin, Hashmi

BIRT BUSAC amend the club funding request to read "BIRT BUSAC approves \$1150 from club funding to the Brock Economics Students' Association"
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Hashmi, Verrier
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24-In favor 1-Against 2-Abstain (Budgeon, Hejazi)
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***Motion passes.***

BIRT BUSAC approves \$1150 from club funding to the Brock Economics Students' Association
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Hashmi, Verrier
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24-In favor 0-Against 3-Abstain (Budgeon, Hejazi)
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*Budgeon presents CPC recommendations for Brock Improv.*

**Sufi:** This club has come with everything done, so I would follow through.

***Call to question***

Verrier, Dawson

BIRT BUSAC concludes discussion.
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21-In favor 0-Against 4-Abstain (Budgeon)
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***Call to question succeeds.***

BIRT BUSAC approves \$2200.00 from club funding to Brock Improv
Budgeon, Fuller

22-In favor (Verrier)
0-Against
5-Abstain (Budgeon, Reiger, Hejazi)

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11.0

**Student-At-Large Approval**

BIRT BUSAC approves the Student-at-Large members for the 2015-2016 term.
Hashmi, Campbell

27-In favor
0-Against
0-Abstain

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12.0

**Resignation of Shayne Lasher**

BIRT BUASC approves the resignation of councillor Shayne Lasher.
Fuller, Dawson

27-In favor
0-Against
0-Abstain

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13.0

**In Camera Session**

*Motion to move into camera.*

Verrier, Fuller

26-In favor
0-Against
1-Abstain (Banava)

*Motion passes.*

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13.0

**Report – Governance Report (Hashmi/Shorten)**  
*Shanza Hashmi presents the Governance Report*

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13.0

**Report – VP Student Services**

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14.0

**Report – VP External Affairs**

**Hanula:** What percentage of the overall average for that age range?

**Sergi:** I believe between 60% and 68% of people aged 18-25. It was the highest overall turn out since 1963.

**Eady:** Why haven't you hired a new advocacy coordinator, and when will you?

**Sergi:** We've been incredibly busy, and we currently don't have an HR person. Our process has been delayed from a lack of professionalism in that area and we want to ensure we're hiring the right candidate for that position.

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15.0

**Report – VP Finance and Administration**

**Eady:** My question is really for all of the executives. Almost every meeting there has been an executive or two who have submitted their reports late. Last year as a councilor this was an issue as well, and I'm wondering why this is a reoccurring thing because it makes it harder for BUSAC councilors to do their job properly. It's not enough time to read through everything.

**Dawson:** I will ensure that it doesn't happen again, and I'll be sure to mention it to the executives. We'll try to do better in the future.

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17.0

**Closed Question Period**

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18.0

**Information and Reminders**

*Hanula and Piovesan take a leave of absence.*

***Motion to adjourn.***

Dawson, Hanula