

Brock University Students' Union Board of Directors

Meeting: 9

Date: August 3, 2018

Members present:

Executive (2): Aidan Hibma, Bilal Khan

BUSAC (2): Cara Persia,

Student at Large (3): Rafay Rehan,

General Manager: Robert Hilson

Members absent: Valentina Castano, Witta Nicoyishakiye, Mohamad Ali

AGENDA

- 1 Approval of the Minutes
- 2 Food Court Franchise Brand Supervisor – job description approval (McLean)
- 3 Capital Request – first reading (Booster Juice signage, BBQ, marketing flags)
- 4 Club funding recovery

MINUTES

1.0

Approval of the Minutes

BIRT Board approves the minutes from Meeting #8
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Khan, Hibma

4-0-0 Motion Carries Unanimously

2.0

Food Court Franchise Brand Supervisor – job description approval

Heather McLean, Director of Business Operations presents a job description for approval.

Rehan: You mentioned the role was previous there – was it taken away?

McLean: At the time we had three franchise ambassadors and two of them left. The one remaining ambassador had a change in job title and responsibilities. The position was changed from what it originally was.

Swiatek: We didn't have a Food and Beverage Administrator at that time either. Jess can provide administrative support for the franchises now.

BIRT Board approves the Food Court Franchise Brand Supervisor job description as presented
Khan, Persia
4-0-0 Motion Carries Unanimously

3.0

Capital Requests – First Readings

Hilson: Bilal and I are working on an overall capital budget which will come to Board next week. There are a couple of requests that need faster approval as they are time sensitive for September.

Booster Juice

McLean: As a franchisee we are required to follow their signage requirements. We will need to upgrade the signs in the Union location to digital. This is going to be a requirement for September. It requires a design team to come in and decide what will be installed.

Persia: Do we need anything else for Booster Juice?

McLean: We are requesting additional blender jugs. They need to be replaced often

BIRT Board approves \$7136 from capital in its first reading for digital signage for Union Station Booster Juice. This includes TV's, installation and network cables
Hibma, Rehan
4-0-0 Motion Carries Unanimously

Isaac's BBQ

McLean: We are looking to replace the BBQ on the patio. It will bring in revenue for division 31 (Isaac's) as well as any provide another option for catering and staff events. We need to purchase something that is commercial grade and that has a warranty. With Dave in place the equipment will be well taken care of and will last us a long time.

Rehan: How big was the last BBQ we had?

McLean: It was 48" as well.

Rehan: It comes with a lifetime warranty?

McLean: Yes there will be a warranty with each model

BIRT Board approves \$4125 from capital in its first reading for a commercial grade BBQ for Isaac's
Hibma, Rehan
4-0-0 Motion Carries Unanimously

Marketing Flags

BUSU Marketing Manager Jordan Hallawell presents a funding request for BUSU branded flags. They are asking for 20 flags.

Khan: How long should these last?

Hallawell: they are intended for outdoor use so they will last a long time so long as we take care of them

Hilson: Storage?

Hallawell: Storage is always tight at BUSU. The polls will contract and the flags can be folded up.

Rehan: Just to confirm this option is cheaper than your other quotes?

Hallawell: They are about \$20 cheaper than the quotes from similar companies

BIRT Board approves \$5900 from capital in its first reading for 20 branded BUSU flags

Khan, Persia

4-0-0 Motion Carries Unanimously

4.0

Club Funding Recovery

Hilson: The Brock Life line club has been inactive for a couple years. We have found \$5.43 in their locker. We would like to move the funds into the Clubs Levy to be used for other clubs

Persia: How long have they been inactive?

Hilson: Approximately two years

Rehan: I support sending it back to clubs

BIRT Board transfers \$5.43 from Brock Life Line (inactive) to the BUSU Clubs Levy

Hibma, Persia

4-0-0 Motion Carries Unanimously

Adjournment (Hibma, Khan)