

Call to Order – 11:35 am June 5, 2014 | MBC 2294

**1. Roll Call of Attendance**

**Board of Directors**

Board of Directors Member (*chair*) ..... Zied Masmoudi  
President (*ex officio*) ..... Chardaye Bueckert  
Vice President Finance ..... Adam Potvin  
Board of Directors Member ..... Darwin Binesh  
Board of Directors Member ..... Brady Wallace  
Board of Directors Member ..... Deepak Sharma  
Board of Directors Member ..... Shadnam Khan  
Board of Directors Member ..... Jeremy Pearce  
Councilor ..... *vacant*  
Student-At-Large ..... Baqar Hassan (*late*)  
Student-At-Large ..... Erika Pan

**Society Staff**

Copy Centre Coordinator ..... Nancy Mah  
FBS General Manager ..... John Flipse  
Financial Coordinator ..... Vanessa Kwong  
FBS Promotional Coordinator ..... *vacant*  
Minute Taker ..... Dion Chong

**Guests**

Board of Directors Member ..... Kayode Fatoba

**Regrets**

Councilor ..... Naveed Azad  
Councilor ..... Bianca Ng

**Absence**

**2. Adoption of the Agenda**

**MOTION COMSERCOM 2014-06-05:01**

Wallace

*Be it resolved that the agenda be adopted*

**CARRIE**

**3. Ratification of Regrets**

**MOTION COMSERCOM 2014-06-05:02**

Sharma

*Be it resolved to ratify regrets from:*

Student-At-Large ..... Baqar Hassan  
Councilor ..... Naveed Azad  
Councilor ..... Bianca Ng

**CARRIED**

**4. New Business**

**a. Food and Beverage Services Update**

Summer traffic has been significantly lower than average. SFU Ancillary Services was experiencing similar numbers. There may be some impact by relocation of all bus services to the upper bus

loop for road construction. Taco Tuesdays was not as busy as hoped, but FBS was still seeing increased traffic. FBS was considering introducing movie nights on Monday with popcorn, Taco Tuesdays, Wing Wednesdays, Thirsty Thursday, and potentially a Friday promotion. Working with the Peak on a monthly trivia night. Working with the Choir to bring in a monthly Karaoke night. Increasing promotions with Labatt, including world cup scarves, aluminum special bottles of Budweiser. Jerseys may arrive as well as prizes, as well as an electronic pool per game. Convocation would be busy and 2 point of sales systems would be utilized at Higher Grounds to ensure full provision of offerings.

The General Office has purchased a film license for the Student Society and a recommendation was put forth to consider applicability of the license to Food and Beverage Services. UBC pubs operate summer beer gardens, which may potentially be an option. Licensee certificate would be necessary, which was different from the extension of the existing license as done for the Spring Sendoff Concert.

Additional funds were received from the Space Expansion Fund to upgrade the sound systems, which has been completed. All televisions and sound systems were now connected in the lower pub. Working with the Labatt representative to broadcast international soccer videos as provided by FIFA.

Breakfast offerings have not been launched yet, given the limited traffic at services. Ladle services may be closed for the summer and consolidated into Higher Grounds.

Food and Beverage Services General Manager was focusing on minimizing losses in summer. The primary focus in the initial year was to reduce losses in liquor. Focus now has been on the food side, as food costs are increasing. Considering pricing, serving sizes, dietary needs, product choices. The kitchen has been restructured.

Some external event bookings have been accommodated. However, the unique location of the pub may be an issue.

In the past, the Highland was opened on weekends, which was not entirely successful, given the unique location of the pub and the limited bus traffic. The VP Finance and the Food and Beverage Services General Manager were to discuss the project in the future.

## 5. Discussion

### b. Copy Centre

Copy Centre had always been part retail and part internal printing. In the past, the Copy Centre was part of Quad Books as an integrated bookstore.

The Copy Centre Coordinator provided an overview of Copy Centre services.

Copy Centre Coordinator handles cash counting, invoicing for all Society Departments, and cutting. She also manages all paper needs for the Student Society, as well as toner (which is covered under the service contract) and printing. Internal printing for students – Copy Centre staff assist in teaching proper layout and other assistance with the printing process, which they are not charged for, unlike external print shops.

Printing and binding services include thesis and for academic journals. Numbering for tickets, brochures. The goal is to have club/student union members teach.

Copy Centre handles printing for all SFSS departments. While the Communications Coordinator handles all design for the Student Society, the Copy Centre Coordinator ensures that all various applications are considered and laid out for printing. Society has seen an increase in large format printing, which would be expensive from external operators.

*Hassan entered at 11:58am*

Build SFU General Manager has been working with architects and requires input on the future service levels of the Copy Centre. Recommendations will be sent to Executive, then to Board for approval.

Copy Centre offers 100% recycled paper, which is used for all self-serve copying and internal department printing.

The Copy Centre does make a profit from external printing requests. The Copy Centre pays a lease for all machines, and external printing revenue offsets fixed costs.

Lease for the colour-copying machine in the Copy Centre lease ends in the near future and the Copy Centre Coordinator recommended that the Society buy out the machine. Service contracts would continue to be needed to ensure maintenance of the machinery. Poster printing pricing at the Copy Centre was deemed to be highly competitive.

In the previous year, Finance Coordinator and Copy Centre Coordinator could provide an average activity based costing. An average ink cost was received from the supplier. Labour has been difficult to calculate, particularly around the lack of charges for assistance to the membership. As labour component and services are not charged, comparison to external for-profit printing services was difficult.

In conversation with Ancillary Services, SFU was considering revamping document solutions. Concern was raised around the overlap of services. SFU Document Solutions lack exposure compared to Cornerstone.

**Action item:** Business Representative and VP Finance tasked to discern profit margins of Copy Centre services, particularly for external services, particularly if the Student Society subsidizes external services.

The area incurring highest labour costs was assistance provided by Copy Centre staff to the membership. 25% of staff time was utilized to serve clubs and student unions. The Copy Centre Coordinator spends personal time providing service for external copies, such as ensuring integrity of thesis printing. 50% of time is used for internal departmental printing. In the last year, Build SFU was the largest beneficiary of Copy Centre services.

Self serve printers are currently \$0.07 for printing, and \$0.05 for self-serve copiers. Coordinator was interested in increasing cost to \$0.08 and \$0.06 respectively. Surrey Campus machine was unable to handle pennies, thus prices would not change.

**MOTION COMSERCOM 2014-06-05:03**

Hassan

*Be it resolved* to increase the Copy Centre prices for photocopies to \$0.06 and digital printing to \$0.08 effective immediately.

Price change was deemed inconsequential and did not require significant discussion.

The Copy Centre Coordinator expected very limited effect. Further, the pricing would still be highly competitive. Revenue drivers are large-scale orders, and there was concern that the price change may disincentivize large orders. However, the Copy Centre can provide significantly faster service, and would continue to handle larger orders.

Copy Centre has access to promotional boxes located above Forum Chambers. The Committee may consider printing large banners outside MBC in the future.

**CARRIED**

The Copy Centre will begin to implementing a 20% rush charge for same day orders as soon as possible, as approved by COMSERCOM in the previous year.

**6. In Camera Session**

**MOTION COMSERCOM 2014-06-05:04**

Sharma

*Be it resolved to move the meeting in camera*

**MOTION COMSERCOM 2014-06-05:05**

Pearce

*Be it resolved to move the meeting ex camera*

**7. Announcements**

**8. Adjournment 1:10pm**

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DC /CUPE 3338