

Call to Order – 1:30 pm April 9, 2015 | MBC 2290

**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 ..... Shadnam Khan  
Councilor ..... Melissa Lee  
Student-At-Large .....  
Student-At-Large .....

**Society Staff**

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

**Regrets**

Councilor ..... Anjali Biju (*work*)  
Councilor ..... Charles Turo (*class*)

**Leave of Absence**

Board of Directors Member ..... Jeremy Pearce

**Guests**

Board of Directors Member ..... Deepak Sharma

**Absence**

Board of Directors Member ..... Ben Rogers

**2. Adoption of the Agenda**

**MOTION CSC 2015-04-09:01**

Lee

*Be it resolved that* the agenda be adopted as amended

*Discussions reordered*

**CARRIED**

**3. Ratification of Regrets**

**MOTION CSC 2015-04-09:02**

Binesh

*Be it resolved to ratify regrets from:*

Councilor ..... Anjali Biju (*work*)

Councilor ..... Charles Turo (*class*)

**CARRIED**

**4. Discussion**

**a. Positive Consent Materials in the Highland Pub**

Out on Campus and Women's Centre currently distribute positive consent toolboxes, consisting of condoms, lubricant, and information on the necessity of positive consent. An idea was raised to have the kits permanently housed in the Highland pub, as opposed to provision only on a case-by-case basis. A permanent fixture was being sought in the bathrooms and/or the entrance of the Highland to distribute the kits. It was not felt that such kits would offend any patron more than any other vending machine.

Condoms and lubricant are provided by the provincial government, with the only cost being for the printing of the kits themselves. This cost was raised as a concern by the departments. Source of funding for the kits would be considered at a later date. Further, labour was also an issue, as currently volunteers fold the kits but are unable to keep up with demand. The FBS General Manager indicated that bar staff could fold the kits during slow periods.

**MOTION CSC 2015-04-09:03**

Bueckert

*Be it resolved that* CSC recommend that the Space Expansion Fund approve up to \$1000 for containers for consent toolkits in the Highland Pub

*Be it further resolved to* recommend to the FBS General Manager to task FBS staff to put together the toolkits.

**Action item:** President would follow up with the Collectives on the printing of the boxes and recommend printing costs to a department.

**CARRIED**

**b. Copy Centre Financial Statement**

- The year-to-date actuals were close to the projections. Margins have been significantly higher, sourced partially from the increased price per copy, reduced cost per copy with the new machine, and plotter sales demand.
- A number of invoices were outstanding from Konica Minolta for all Society printers up until 2015-03-31.
- Compared to budget, the Copy Centre was on track budgetarily.
- The Copy Centre continues to expect slight increases to prices as of 2015-05-01, reflecting changes to paper costs due to currency exchange.
- Bank interest charges were lower than expected—first full year of different provider offering lower card processing fee for FBS, Copy Centre, and General Office.
  - Copy Centre now requires a surcharge for card payments below a threshold.
- Price increases could continue without impact to demand while maintaining competitiveness. However, the Copy Centre was a service to the membership.
- It was felt that additional labour would be needed to match increased business driven by any increase to advertising.

*Copy Centre Coordinator left after agenda item.*

**c. FBS Financial Statement**

*The following is a summary of the presentation, with all unaudited number and sensitive information removed. Members may request to view financial documents by contacting the SFSS.*

March financials have been delayed pending the start date of the replacement Coordinator.

- Whereas fiscal 1011 to 1314 operating costs were absorbed by the SFSS, Food and Beverage Services has now absorbed operating costs based on square footage.
- Costs for accounting, insurance, operating costs are fairly standard and were better than expected, but sales continued to be an issue.
  - Catering revenue continues to remain steady, as clubs and student unions activities have increased
  - Ladle and Higher Grounds continue to be worse than expected.
    - Cost of operations have been lowered upon the move of Ladle services next to Higher Grounds, but no increase in sales have incurred.
    - Given lower cost of operations, increased business at both will increase the bottom line.
    - The vacated Ladle space will likely be used for another commercial operation
  - Rearrangement of hours is possible, but to close the Higher Grounds during the day would have no impact to kitchen labour costs given cross service to other units.
    - Operating costs continue to be paid even if the area is closed at different times. As well, any sales at lunch will offset costs.
- Currently all menus are being reviewed and refreshed. Given increasing food costs, pricing would have to be increased.
- The following areas were on target: direct expenses, management labour, staff labour (the latter being higher than industry standard).

Interest was expressed in seeing the financial statements split between the four Food and Beverage Services divisions, in order to provide a more accurate picture of the sources of the deficit and provide greater justification of services to the membership. However, this was difficult as kitchen staff work in all areas, and while labour could be portioned accurately, the FBS did not currently have an electronic inventory system where the portioning out of food costs could be accurately conducted. A more structured food ordering system is being researched by the General Manager, with greater control and management.

Cost of individual menu items was requested to drive decisions and discussions, as FBS already maintains record of the margin per menu item. Menu was currently being reviewed and reconsidered.

Deficit had to be considered temporally, as FBS services have varying demand over the course of the year.

Directors provided the following ideas to increase FBS revenue:

- Providing one best-value item available all day every day.
  - Potentially one or two core competence products known across the campus
- Hosting more large-scale events
  - Major events cause a temporary major increase in sales for a few hours, but results in a break-even operation as the space is empty until patrons start entering after the event.
  - Opportunities existed to have discounts during the earlier portions of the event to entice early entry and sustained patronage throughout the evening.

- Limiting cover prices for clubs and student unions, with a goal of reducing the deterrence effect of cover costs and bringing more patrons into the pub who are more likely to spend.
  - Concern was raised that this would deter student groups from hosting events at the Highland and therefore cause the pub to be empty, particularly given increased club and student union activity
  - Clubs and student unions often use cover as a method of generating funds for community organizations and charities.
  - Student Unions and Clubs currently have access to a tiered security grant programme based on number of patrons.
- Tasking Events and Promotions Committee to host more events and have the pub charge its own cover and keeping revenue, as cover generates the highest profit.
  - Alternative was low to no cost cover, which would draw in more patrons.
- Communications plan and comprehensive strategy with all sections of student society was vital to the organization would have to be a major priority for the next board. This would address the deficit.
  - The desire was for the Highland brand to be built up as a source for high quality events.

Staff recommended that CSC meet monthly and request and review available data for informed decisionmaking moving forward.

**5. Adjournment 2:29pm**

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