Executive Board Meeting 15-25
Wednesday, February 24, 2016 @ 12:30pm
MSU Boardroom, MUSC room 201

Called to Order 12:34pm
Present D’Angela, D’Souza, Guarna, Nadarajah, Nestico-Semianiw, Osazuwa, Stegmaier
Late
Absent Ibe
Others Present V. Scott (Recording Secretary), J. McGowan (General Manager), Justin Phan (MACycle Director), Alex Wilson (Maccess Coordinator)

1. Adopt Agenda

Moved by Stegmaier, seconded by D’Souza to adopt the agenda, as presented.

Amendments
- Guarna – move MACycle Report to be Item #3
- Guarna – add Maccess Presentation
- Guarna – add Approval of Maccess Executive job descriptions
- Guarna – add Approval of PSL Assistant Coordinator job description

Moved by Stegmaier, seconded by D’Souza to adopt the agenda, as amended.

Passes Unanimously

2. Adopt Minutes


Passes Unanimously

3. MACycle Report – Justin Phan presented

- Phan summarized the report.

Questions
- D’Angela stated that they should start thinking of the future of MACycle if the SoBi referendum passes.
- Nadarajah asked if Phan had anything in mind for volunteer recognition as it says MACycle has $1,500 in that budget line. Phan responded that he has been buying a mini booklet from the supplier, but hasn’t necessarily been using the volunteer appreciation line to do so. He added that those doing a good job has been rewarded with the book, and that he will be hosting more dinners for the volunteers.
- Nadarajah asked what was taking the logo and re-branding taking so long. Phan responded that he was still talking to the volunteers as Wooder wanted everyone to wear t-shirts, and they are still trying to figure out if they want to wear them or not.
- Nadarajah asked if this will be sorted out before the term ends. Phan responded that he will try as he wanted something to be completed before the end.
- Hsu asked about the repair and maintenance line. Phan responded that he wasn’t sure if it was for the space itself. He added that he was told that if bikes wear out to use the parts budget. Phan explained that he gets everything from one supplier and trying to separate out new equipment and parts was a hassle.
- Hsu asked if there were any projects planned as there was $400 sitting in the special projects line. Phan responded that he was hoping to have the cafe tour once the weather was nice.
Hsu asked if there was data for service usage. Phan responded that he doesn’t have the punched in data for that but is keeping track of expenses.

Guarna stated that she wanted to clarify a few things. She explained that they need to make sure that PTMs are using the correct budget lines as they need the historical data on what was being spent and why. She stated that the Board doesn’t know the difference between general parts and upkeep. Guarna stated that she asked Phan back in the fall on keeping a log of people coming in and using the service, she asked why he hasn’t started. Phan responded that it slipped his mind, but he has been keeping track of expenses.

Guarna asked why the membership cards haven’t been printed. Phan responded that he emailed someone from Underground but he hasn’t been responded to.

Guarna followed up and asked what they were doing for new members then. Phan responded that it was so far into the year already he decided to forget about it. Guarna asked if this mean they weren’t charging for membership. Phan responded that they increased numbers on certain parts to compensate the loss.

Hsu asked what happened to the Tour de Falls. Phan responded that once the weather cooperates they will hopefully do it.

McGowan asked who at Underground Phan talked to. Phan responded that he didn’t remember.

D’Angela asked Phan to do an inventory summary monthly. He added that if he needed help he could talk to them so that they can set it up and be transitioned for the next person. Phan responded that he wanted to have a POS but it was too expensive. D’Angela replied that it shouldn’t be too much to do a spot check.

Osazuwa stated that he felt that the report doesn’t do justice to the service, as it doesn’t state what is going on. He asked for when Phan prepares the reports to go into a lot of detail as this doesn’t show anything happening. Phan responded that they just operate and it’s hard to make the report longer. Osazuwa followed up and stated that they could put in the successes of the partnerships and go into more detail. Guarna agreed with Osazuwa as the PTM hasn’t reported since late Fall. Phan responded that all of those events had been established and he was told that in previous reports he was just repeating himself so he didn’t include it.

Guarna stated that the Board was trying to give feedback and it would be helpful to just take it instead of being defensive, and they just wanted to help.


6. **Maroons Rep Job Descriptions**

   **Moved** by Guarna, **seconded** by Osazuwa that the Executive Board approve the changes to the Maroons Representative Job Description, as circulated.

   - Guarna went over the memo with the Board.

   **Vote on Motion**

   **Passes Unanimously**

7. **PSL Assistant Coordinator Job Description**

   **Moved** by Guarna, **seconded** by Stegmaier that the Executive Board approve the creation of the Peer Support Line Assistant Coordinator position, and subsequent job description, as circulated.

   - Guarna explained that this goes beyond the regular volunteer coordinator as they are expected to go above and beyond. Guarna stated that this position is required to be on-call and present to fill-in for shifts, and do a lot of training and working closely with the Coordinator.
Vote on Motion

Passes Unanimously

8. Sponsorship & Donations Committee Recommendation

Moved by D’Angela, seconded by Nadarajah that the Executive Board approve the recommendations from the Sponsorship and Donations committee as outlined in the report

- D’Angela went over the memo with the Board. He stated that he will be bringing forward a discussion item for next meeting to see if they want to continue funding academic work.

Vote on Motion

Passes Unanimously

9. Maccess Space Report

- Wilson went over the presentation with the Board.

Questions

- D’Angela stated that for the L.R Wilson Building he can help speak to someone about it. Wilson responded that he would appreciate that and can be as involved in the process as possible.
- Hsu asked if the Maroons office would work. Wilson responded that it wouldn’t be the ideal place as it’s very small and the doorway would be too narrow.
- Osazuwa stated that they will try and come up with some options. Wilson asked if it would be too soon to have options by April. Guarna responded that it would be.

10. Maccess Executive Job Descriptions

Moved by Nadarajah, seconded by Hsu that the Executive Board approve the creation of the following Maccess Executive job descriptions, as circulated:

- Training and Volunteer Coordinator
- Resources Executive
- Promotions Executive
- Community Outreach Coordinator
- Social and Political Advocacy Executive
- Logistics Executive

Passes Unanimously

11. MACycle Wage Review

Moved by Guarna, seconded by Stegmaier that the Executive Board approve the Finance Committee’s recommendation of changing the MACycle Director hours to be 12 during the academic term and 20 during the summer, and the subsequent changes to the job description, as circulated, effective May 1, 2016.

- Guarna went over the memo. She explained that the hours are too much for the summer time and 20 would be more reasonable. She didn’t feel as though it was appropriate to also have the Director have more hours than any other PTM during the school year.
- McGowan asked if they spoke about the when the service would be open.
- Guarna responded that they have discussed the possibility having it open for three days a week.
Osazuwa added that they decided to leave it up to the Director on when the shop will stay open.

**Vote on Motion**

**Passes Unanimously**

12. **Closed Session**

**Moved** by Guarna, **seconded** by Osazuwa that the Executive Board move into Closed Session.

**Passes Unanimously**

**Recessed at 1:31pm**

**Called to Order Friday, February 26 at 10:32am**

**Present** D’Angela, Guarna, Nadarajah, Nestico-Semianiw, Osazuwa

**Late** Stegmaier

**Absent** D’Souza, Ibe

**Others Present** V. Scott (Recording Secretary)

**Return to Open Session**

- Guarna reported that in Closed Session they discussed a wage review for the EFRT Director and they increased the hours to 16 hours per week retroactive to January 1, 2016.

13. **Adjournment and Time of Next Meeting**

**Moved** by Nadarajah, **seconded** by Stegmaier that the Executive Board meeting adjourn.

**Passes Unanimously**

**Time of Next Meeting:**

**Wednesday, March 2, 2016**

12:30pm

MSU Boardroom, MUSC 201

Adjourned at 11:33am

/vs