



McMASTER STUDENTS UNION INCORPORATED

TAKE NOTICE that there will be a meeting of McMASTER STUDENTS UNION INCORPORATED (the Corporation) on Sunday, November 14, 2010, at 6:30 o'clock in the evening, local time, for the following purposes.

1. To adopt the minutes from MSU Inc SRA 10B – April 25, 2010, MSU Inc SRA 10D – July 10, 2010, and MSU Inc SRA 10F – October 3, 2010.
2. To approve the Key Card Access transaction.
3. To transact any further business that may properly come before the meeting.

Dated at Hamilton, Ontario, this 29th day of October, 2010 BY ORDER OF THE BOARD OF DIRECTORS.

Alecia Tutolo
Corporate Secretary

MOTIONS

1.a) Moved by McIntyre, seconded by Shorten that the SRA approve the allocation of \$8,000 to the Capital Growth Fund for the purchase of a Key Card Access system for the front doors of MUSC 201, the door of MUSC B110 and for the TwelvEighty Coffee Lounge Door as circulated and attached.

1.b) Moved by McIntyre, seconded by Shorten that the SRA approve the allocation of up to \$8,000 from the Capital Growth Fund for the purchase of a Key Card Access system for the front doors of MUSC 201, the door of MUSC B110 and for the TwelvEighty Coffee Lounge Door as circulated and attached.



McMaster Students Union Notice of Motion

DATE: November 1, 2010
TO: Student Representative Assembly
FROM: Victoria Scott, Administrative Assistant
RE: **NOTICE OF MOTIONS**

The following motions will be discussed at the MSU Inc. meeting scheduled for Sunday, November 14, 2010 (SRA 10I):

1. Moved by Shorten, Seconded by _____ that the Student Representative Assembly approve the 2009-2010 audited financial statements of McMaster Students Union Incorporated as circulated.



**Meeting of Full Members of MSU Inc.
Sunday, November 14, 2010 – SRA 101
Council Chambers, Gilmour Hall 111**

CALL OF THE ROLL

Present	Adkins, Bauman, Behdad, Campbell, Carrier, Chong, Cioci, Dillon-Leitch, DuBois, Fink, Finkle, Fisher, Huang, Kim, Kuzman, Manos, Marlowe, McIntyre, Popescu, Ramirez, Rathbone, Sharma, Smyth, Stewart, Wadood, Wood, Wright
Absent Excused	
Absent	Ojo, Terzian
Late	Farjou, Saeed, Shorten, Tang
Others Present	A. Tutolo (Recording Secretary), Maggie Gallagher (Comptroller)
Chair	Mary Koziol (MSU President)

1. Adopt the Minutes

Moved by Fisher, **seconded** by Bauman to adopt the minutes from MSU Inc SRA 10B - April 25, 2010, MSU Inc SRA 10D - July 10, 2010 and MSU Inc SRA 10F - October 3, 2010.

Vote on Motion

Passes Unanimously

2. To approve the 2009-2010 Audited Financial Statements

Moved by Shorten, **seconded** by Wadood that the Student Representative Assembly approve the 2009-2010 audited financial statements of McMaster Students Union Incorporated as circulated.

Discussion

- Shorten noted the statements were circulated, however only 1 person contacted Shorten regarding questions and comments. Shorten discussed the total loss of the PST audit, as the PST audit wasn't paying taxes for 8 years. Unfortunately this loss needed to be paid at once. Shorten also reminded the Assembly that this was posted in the Silhouette.
- Wadood asked how the MSU is going to pay for this. Shorten responded that there will be adjustments for health and dental fees, as well as a frugal spending process in place. There will be a review of the budget set in motion, with targets set.
- Wadood asked Shorten to provide an overall report. Shorten noted that the Health & Dental plan is very difficult to say, as the final numbers are not in from last year. Shorten reported that TwelvEighty lost \$70,000 in the summer, however September was a good month as money earned wiped out debt, so TwelvEighty broke even. Shorten reminded the Assembly that financial statements are always a month behind.
- Wadood noted the problems in Ombuds, as in previous years they were not paid. Shorten responded that in 2009 were higher than 2010. Shorten also noted that the Comptroller is in place to help, and there will be more attention paid in upcoming years. Maggie Gallagher explained that Ombuds have always waited to be billed by university, however in the future, the Ombuds fee will be allocated every year.

Vote on Motion

Passes Unanimously

3. To approve the Key Card Access transaction.

- a) **Moved** by Shorten, **seconded** by Smyth that the SRA approve the allocation of \$8,000 to the Capital Growth Fund for the purchase of a Key Card Access system for the front doors of MUSC 201, and the door of MUSC B110 as circulated and attached.
- Shorten noted that TwelvEighty will be struck from the motion that was circulated on the motion sheet.

Vote on Motion

Passes Unanimously

- b) **Moved** by Shorten, **seconded** by Smyth that the SRA approve the expenditure of up to \$8,000 from the Capital Growth Fund for the purchase of a Key Card Access system for the front doors of MUSC 201, and the door of MUSC B110 as circulated and attached.
- Shorten noted that TwelvEighty will be struck from the motion that was circulated on the motion sheet.

Vote on Motion

Passes Unanimously

ADJOURNMENT

Moved by Rathbone, **seconded** by Bauman to adjourn.

Passes Unanimously

/at



REPORT

From the office of the...

Vice-President Administration

TO: Members of the Student Representative Assembly
FROM: John McIntyre
SUBJECT: MUSC Security – Swipe Card Access
DATE: October 31, 2010

Dear Members of the Student Representative Assembly,

As has been discussed previously at SRA meetings, there have been a significant number of thefts in the MUSC over the last few months. The University as a whole has been slowly moving towards swipe card access, with the goal of eventually being completely swipe card accessible. This has many benefits:

- 1) Cards are cheap to buy and replace
- 2) Cards are easily programmed to include several doors, and can be limited to specific times of day
- 3) Swipe card systems allow us to determine who has accessed a space and at what time
- 4) Card access can be removed from our end if there are any security issues

It is in the MSU's best interest to eventually move to swipe card access in all areas, however, due to the nature of this year's budget, we wanted to only move forward on essential areas for this year. We have decided on the three following areas:

1) MSU Main Office

A large number of our assets are held in the MSU Main Office, and there are many keys issued due to the number of staff working in this area. Swipe card access would be extremely beneficial in this area. If this is approved, the front door would be the only method of access outside of business hours – the door between the committee room and main office would no longer be used.

2) Silhouette Office

The value of our assets in the Silhouette Office are immense, with computers, servers, photography equipment and software. It would be very important to install a swipe card system here.

3) TwelvEighty

We are looking to install a swipe card access only on the door to the TwelvEighty Coffee Lounge, as this is both the cheapest and most logical location. There would be no entrance from other doors – staff would come in through swipe card door and open up the restaurant/club from the inside.

Although ideally we would be installing this across the board at all of our spaces, I believe it is important for us to do this in stages to minimize the financial burden on the organization. Other spaces that have significant assets are CFMU and Underground, but CFMU has several live feed cameras to security and Underground has an alarm system, and so we do not believe these are as time sensitive.

On the quote provided, there is a charge for just under \$5,000 for the swipe card hub. This cost would be assumed by MUSC, as more spaces than just ours are considering this option. We would assume the cost of approximately \$1,600 per door (approximately \$3,000 for double doors). We have included up to \$8,000 just to be safe, but any additional money remaining after installing swipe card access on these 3 locations will not be used.

Furthermore, we will be working with MUSC and Security to lobby for more cameras in the MUSC, particularly in the basement as that is where we have seen significant loss of assets.

If you have any questions, please do not hesitate to contact me.

Cheers,

John McIntyre
Vice President (Administration) & CAO
McMaster Students Union
vpadmin@msu.mcmaster.ca



REPORT

From the office of the...

Finance Committee

TO: Student Representative Assembly
FROM: Finance Committee
SUBJECT: MUSC Security – Swipe Card Access
DATE: Thursday, November 4, 2010

At its meeting on November 4, 2010 the Finance Committee reviewed and approved the attached Capital request. The capital request was analyzed by the committee to be reconciled into our operating budget.

It is Recommended Unanimously:

THAT the Student Representative Assembly approve the capital request as attached and circulated.



REPORT

From the office of the...

Finance Committee

TO: Student Representative Assembly
FROM: Finance Committee
SUBJECT: 2009-2010 audited financial statements
DATE: Thursday, November 4, 2010

At its meeting on November 4, 2010 the Finance Committee reviewed and approved the attached 2009-2010 audited financial statements of the McMaster Student Union Incorporated.

It is Recommended Unanimously:

THAT the Student Representative Assembly approves the 2009-2010 audited financial statement as attached and circulated.