POST-GRADUATE STUDENTS’ SOCIETY OF McGILL UNIVERSITY INC.
Board of Directors Meeting - Minutes
Thomson House, Room 403
16 September 2009 – 18h30
BoD-09-09-#01

Present: President Daniel Simeone, VP Finance Eric Pollanen, VP Internal Charalampos Saitis, Jaideep Oberoi, Aiyin Wang, Sebastian Kaats, Business Manager Andre Pierzchala

Call to Order
18h30

1. Approval of the Agenda

The agenda was approved.

2. Announcements

The VP Finance accepts his appointment, by the PGSS President, to chair the PGSS Board of Directors, as per PGSS Bylaw 3.4.2.

3. Approval of the Minutes

3.1 BoD-09-05-#27
Minutes approved.

3.2 BoD-09-05-#28
Minutes approved as amended.

4. New Business

4.1 Corporate Bylaw Changes: 2008-2009 (BoDR-09-09-#01) (President)

BIRT the corporate bylaw changes BoDR-08-11-#028, BoDR-08-11-#029, and BoDR-09-01-#060 be adopted.

Motion passed.
4.2 New Corporate Bylaw Change: Corporate Bylaw 3 (BoDR-09-09-#02) (President)

**BIRT** PGSS Corporate Bylaw 3 be changed to read as follows:
To replace 3.1 with:
3.1 The Board of Directors shall be composed of the President, VP (Finance), VP (Internal), two duly elected PGSS members-at-large, and two duly elected outside members of the Montreal community.

Motion passed.

4.3 Ratification of Board Nominees (BoDR-09-09-#03) (VP Finance)

**BIRT** Jaideep Oberoi and Aiyin Wang be appointed, effective immediately, to the PGSS Board of Directors as PGSS member-at-large board members.
**BIFRT** Sebastian Kaats be appointed, effective immediately, to the PGSS Board of Directors as a Montreal community PGSS board member.

Motion passed.

4.4 Adoption of Management Project List (BoDR-09-09-#04) (VP Finance)

**BIRT** the board adopt the 2009-2010 Business Management Project List.

Motion passed.

4.5 Adoption of Corporate Regulation for House Rules (BoDR-09-09-#05) (President)

**BIRT** Corporate Regulation 2, PGSS House Rules and Society Affairs, be adopted.

Motion tabled.

4.6 Hiring of Insurance Coordinator/ Administrative Assistant (BoDR-09-09-#06) (President)

**BIRT** the board authorize the hire of Marilou Alforque for the position of Insurance Coordinator/ Administrative Assistance, effective August 18, 2009.

Motion passed.

5. Discussion

5.1 2009-2010 QT Financials
The Business Manager and the VP Finance reported regarding the Q1 Financial performance.

5.2 MoA Negotiation
Discussion ensued.

5.3 Board Member Tasks for Next Meeting
- Salary Scales (VP Finance/ Business Manager)
- Employee Policy Manual (Jaideep Oberoi)
- Thomson House Marketing (Aiyin Wang)
- Service Standards (Sebastian Kaats)

Board members will review and report at the next Board meeting.

5.4 Next Meeting Date
- October 28th, 6:30pm, room 405.

Adjournment
19h55

Addenda:
- Business Management Project List
- Q1 Financials 2009-2010
- Corporate Bylaw changes 2008-2009
Present: President Daniel Simeone, VP Finance Eric Pollanen, Jaideep Oberoi, Aiyin Wang, Sebastian Kaats, Grayden Wagner, Business Manager Andre Pierzchala

Regrets: VP Internal Charalampos Saitis

Call to Order
18h40

1. Approval of the Agenda

Agenda approved as amended.

2. Announcements

None.

3. Approval of the Minutes

3.1 BoD-09-09-#01
Minutes approved.

4. Business

4.1 Ratification of Board Nominee (BoDR-09-10-#07) (VP Finance)
BIRT Grayden Wagner be appointed, effective immediately, to the PGSS Board of Directors as a Montreal community PGSS board member.

Motion passed unanimously.

4.2 Acceptance of Audited Financial Statements (BoDR-09-10-#08) (VP Finance)
BIRT PGSS Inc. accept the audited financial statements.
Motion passed unanimously.

4.3 Motion of thanks to the PGSS Management Team (BoDR-09-10-#09) (VP Finance)
BIRT PGSS Inc. thank the management team for its excellent work in steering PGSS through last year's financial crisis.

Motion passed unanimously.

4.4 Hiring of Chef (BoDR-09-10-#10) (VP Finance)
BIRT the board authorize the hire of Patrizia Di Cori for the position of Chef, effective October 12, 2009.

Motion passed unanimously.

4.5 Business Manager Compensation (BoDR-09-10-#11) (VP Finance)
WHEREAS the board placed on the current Business Manager the additional temporary responsibility of Acting Business Manager in October 2008, without additional compensation provided at that time;
WHEREAS the current Business Manager became the permanent Business Manager on March 11 2009 without additional compensation provided at that time;
WHEREAS the issue of adjustment of compensation was to be resolved after the PGSS financial crisis had come to an end and;
WHEREAS the audited financial statements have been accepted by the Board of Directors and demonstrate that the PGSS financial crisis is now at an end;
BIRT the compensation of the Business Manager be increased by $10,000 per annum, to reflect the additional responsibility associated with the position, effective November 1st 2009.

Motion passed unanimously.

4.6 Motion for Additional Signing Officer (BoDR-09-10-#12) (VP Finance)
BIRT Daniel Simeone be made a signing authority for PGSS Inc.

Motion passed unanimously.

4.7 Adoption of Corporate Bylaw for House Rules (BoDR-09-09-#05) (President)
BIRT Corporate Regulation 2, PGSS House Rules and Society Affairs, be adopted.

Motion passed unanimously.

5. Discussion

5.1 Salary Scale Template
Discussion ensued.

5.2 Thomson House Marketing Plan
Discussion ensued.

5.3 Employee Policy Manual (EPM)
Discussion ensued.

5.4 MoA Negotiation
Discussion ensued.

5.5 Service Standards
Discussion ensued.

5.6 Board Member Tasks for Next Meeting
- Employee Policy Manual (Jaideep Oberoi)
- Thomson House Marketing (Aiyin Wang and Business Manager)
- Service Standards (Sebastian Kaats)
- Management Systems (Grayden Wagner)

Board members will review and report at the next Board meeting.

5.7 Next Meeting Date
- Wednesday, November 25th, 6:30pm, room 403.

Adjournment
21h30
BoD-09-11-#03
APPROVED

POST-GRADUATE STUDENTS' SOCIETY OF McGill UNIVERSITY INC.
Board of Directors Meeting - Minutes
Thomson House, Room 403
25 November 2009 – 18h30
BoD-09-11-#03

Present: VP Finance Eric Pollanen, Jaideep Oberoi, Aiyin Wang, Sebastian Kaats, Grayden Wagner, Business Manager Andre Pierzhala

Regrets: VP Internal Charalampos Saitis, President Daniel Simeone

Call to Order
18h36

1. Approval of the Agenda

The agenda was approved.

2. Announcements

No announcements.

3. Approval of the Minutes

3.1 BoD-09-10-#02
Approval of the minutes postponed.

4. Business

4.1 Resignation of Sebastian Kaats (BoDR-09-11-#13) (VP Finance)
WHEREAS Sebastian Kaats is moving to Australia next month;
BIRT PGSS Inc. accept the resignation of Sebastian Kaats from the PGSS Board of Directors, effective November 28, 2009;
BIFRT the Board express its interest in having another Board member from the restaurant industry.

Motion passed.
4.2 Service Standards (BoDR-09-11-#14) (VP Finance)
BIRT Management present a Service Standards document to the Board at its next meeting.

Motion passed.

4.3 Salary Scale Template (BoDR-09-11-#15) (VP Finance)
BIRT PGSS adopt the accompanying salary scale template as a guidance tool for compensation decisions;
BIFRT Management provide, within 3 months time, a revised version of the document clarifying baseline and retention increases.

Motion passed.

5. Discussion

5.1 Employee Policy Manual (Jaideep Oberoi)
Discussion ensued.

5.2 Thomson House Marketing (Aiwin Wang and Business Manager)
Discussion ensued.

5.3 Management Systems (Grayden Wagner)
Discussion ensued.

5.4 Service Standards Implementation (Sebastian Kaats)
Discussion ensued.

5.5 Menu Item Costing - Bar (Business Manager)
Discussion ensued.

5.6 Menu Item Costing - Christmas Menu (Business Manager)
Discussion ensued.

5.7 Focus Group Report (President)
Discussion ensued.

5.8 Budget Update (VP Finance)
Discussion ensued.

5.9 Board Recruiting Procedure (VP Finance)
Discussion ensued.

5.10 Proposed Next Meeting Date
-Thursday, January 7th 2010 at 7:00pm in room 403.
Adjournment
20h45

Board member tasks for next meeting:
- Employee Policy Manual (Jaideep Oberoi)
- Thomson House Marketing (including value proposition) (Aiyin Wang)
- Service Standards (Business Manager)
- Management Systems (Grayden Wagner)
- Second Quarter Financials (VP Finance)
Present: VP Finance Eric Pollanen, VP Internal Charalampos Saitis, President Daniel Simeone, Aiyin Wang, Jaideep Oberoi, Grayden Wagner

Guests: Business Manager Andre Pierzchala

Call to Order
19h05

1. Approval of the Agenda

The agenda was approved.

2. Announcements

No announcements.

3. Approval of the Minutes

3.1 BoD-09-11-#03
Minutes were approved.

4. Business

4.1 Service Standards (BoDR-10-01-#16) (VP Finance)
BIRT PGSS implement and circulate the accompanying service standards.

Motion passed unanimously.

5. Discussion

5.1 Employee Policy Manual (Jaideep Oberoi)
Discussion ensued.
5.2 Thomson House Marketing (including value proposition) (Aiyin Wang)
Discussion ensued.

5.3 Management Systems (Grayden Wagner)
Discussion ensued.

5.4 POS Review
Discussion ensued.

5.5 New website update
Discussion ensued.

5.6 Capital projects
Discussion ensued.

Next meeting: February 17th, 7:00pm, room 403.

Adjournment
20h30

Board member tasks for next meeting:
- Employee Policy Manual (Jaideep Oberoi)
- Thomson House Marketing (including mock ups) (Aiyin Wang & Business Manager)
- Service Standards follow-up (Business Manager)
- Management Systems (Grayden Wagner & Jaideep Oberoi)
- Second Quarter Financials (VP Finance)
Present: VP Finance Eric Pollanen, VP Internal Charalampos Saitis, President Daniel Simeone, Aiyin Wang

Regrets: Jaideep Oberoi, Grayden Wagner

Guests: Business Manager Andre Pierzchala

Call to Order
19h01

1. Approval of the Agenda

The agenda was approved.

2. Announcements

No announcements.

3. Approval of the Minutes

3.1 BoD-10-01-#04
Minutes approved as amended.

4. Business

4.1 To Create Corporate Regulation 3 (BoDR-10-02-#17) (President)
BIRT a new Corporate Regulation 3 be created to read:
The official version of all PGSS governing documents and policy shall be the English version. La version anglaise de tous les documents concernant la gouvernance et les politiques de l'AÉÉDTC est considérée comme étant la version officielle.

Motion passed unanimously.
4.2 Corrections to Corporate Bylaw 6 and Corporate Regulation 2 (BoDR-10-02-#18)
(President)
BIRT the reference to "Bylaw 6" in Corporate Bylaw 6.2 be changed to "Bylaw 7."
BIFRT the reference to "item 5.1" in Corporate Regulation 2.4.3 be changed to
"item 4.1."

Motion passed unanimously.

5. Discussion

5.1 Employee Policy Manual (Jaideep Oberoi)
Discussion tabled until next meeting.

Adjournment
Quorum lost at 19h30.
Present: **VP Finance** Eric Pollanen, **VP Internal** Charalampos Saitis, **President** Daniel Simeone, Jaideep Oberoi, Grayden Wagner

**Regrets:** Aiyin Wang

**Guests:** **Business Manager** Andre Pierzchala, **President-Elect** A. Bishop, **VP Finance-Elect** N. Lee

**Call to Order**
19h35

1. **Approval of the Agenda**

The agenda was approved.

2. **Announcements**

Brief announcements were made.

3. **Approval of the Minutes**

3.1 **BoD-10-02-#05**
Minutes approved.

Discussion on Employee Policy Manual ensued.

4. **New Business**

4.1 **2010-2011 Budget** (BoDR-10-05-#19) (VP Finance)

BIRT the Board adopt the 2010-2011 budget.

Motion passed unanimously.
4.2 2010-2011 Capital Projects Allocation (BoDR-10-05-#20) (VP Finance)

BIRT the Board allocate $43,750 for capital projects from the Thomson House Trust for 2010-2011.

Motion passed unanimously.

4.3 Performance Parameters (BoDR-10-05-#21) (President)

BIRT the following become new Corporate Bylaw 1.3:

1.3 Thomson House business operations (i.e. bar, restaurant, and catering) are expected to operate within set performance parameters to ensure that Thomson House operations are optimally administered.

Optimal administration of Thomson House requires that Thomson House business operations at least break even. Performance parameters for understanding breaking even are defined as follows:

a) Cost of goods must be below 35% of business revenues (i.e., sales and rent) per annum; the range of acceptable percentages is between 30% and 35%.

b) Total direct labour and indirect labour (i.e., including management expense) must be below 55% of business revenues per annum; the range of acceptable percentages is between 50% and 55%.

c) Remaining business revenues must cover other business expenses, or generate a slight contribution towards PGSS Society activities or services.

Motion passed unanimously.

4.4 Results of CFS membership referendum (BoDR-10-05-#22) (President)

WHEREAS the membership of the PGSS voted in a referendum held from March 29, 2010 to April 1, 2010.

AND WHEREAS the question posed was:

“Are you in favor of continued membership in the Canadian Federation of Students?”

“Êtes-vous en faveur de la continuation de l’adhésion à la Fédération Canadienne des Étudiants et Étudiantes?”

AND WHEREAS 869 registered electors of a total of 7,205 registered electors voted, in excess of the quorum requirement of 361 electors,

AND WHEREAS 747 NO votes were cast, 109 YES votes, and 13 NO OPINION votes,

BIRT the PGSS acknowledge that its membership has expressed its will to have the PGSS no longer be a member of CFS (-S) Inc.

BIFRT the Board of Directors recognize that the Post-Graduate Students’ Society of McGill University Inc. is no longer a member of the Canadian Federation of Students Inc. and the Canadian Federation of Students Services Inc., effective April 1st, 2010, and that the PGSS take all steps required to ensure that the will of the membership is respected.

Motion passed unanimously.

4.5 Signing the MoA (BoDR-10-05-#23) (President)
BIRT the President and the VP-Finance sign, on behalf of the PGSS, the Memorandum of Agreement between the PGSS and McGill.

The VP Internal stated that, in his view, the Board has not been provided with sufficient updates on the MoA.

The President responded that updates were given at a number of Board meetings.

Motion tabled.

4.6 Thomson House Summer Performance Plan (BoDR-10-05-#24) (VP Finance)
BIRT PGSS adopt the 2010-2011 Thomson House bar, restaurant and catering Summer Performance Plan.

Motion passed unanimously.

5. Discussion

5.1 Daycare Contract (President)
Discussion ensued.

5.2 Patio (Business Manager)
Discussion ensued.

5.3 Next meeting date
May 25th at 7:30pm

Adjournment
20h50, Quorum lost.
Call to Order
14h28

1. Special Order for the Meeting

1.1 Signing the MoA (BoDR-10-05-#23) (President)
WHEREAS the MOA between McGill and the PGSS expires at the end of this month, and has been under negotiation for two years,
WHEREAS in order to be signed in time for Fall fee collection, it must go forward to the Executive Committee of the Board Governors later in the month of May,
WHEREAS the President, after extensive negotiations, is of the opinion that this is the best agreement that could be reached at this time,

BIRT the President and the VP-Finance sign, on behalf of the PGSS, the Memorandum of Agreement between the PGSS and McGill.

Motion passed.

Adjournment
10h49, 06 May 2010
Present: VP Finance Eric Pollanen, VP Internal Charalampos Saitis, President Daniel Simeone, Grayden Wagner, Aiyin Wang

Regrets: Jaideep Oberoi

Guest: President-Elect Alexandra Bishop, VP External Ryan Hughes

Call to Order
19h36

1. Approval of the Agenda

The agenda was approved.

2. Announcements

Brief announcements were given.

3. Approval of the Minutes

3.1 BoD-10-05-#06
Minutes approved as amended.

3.2 BoD-10-05-#07
Minutes approved.

4. New Business

4.1 Daycare Contract (BoDR-10-05-#25) (President)
BIRT that the President and the VP-Finance, sign, on behalf of the PGSS, the contract with SSMU Daycare Corporation Inc. regarding reserved spaces in the SSMU Daycare.
Motion passed unanimously.

4.2 Signing Officers 2010-2011 (BoDR-10-05-#26) (VP Finance)
BIRT Ryan Hughes, the Vice-President (External) and Natalie Lee, the Vice-President (Finance) be the signing officers of the PGSS Corporation for fiscal year 2010-2011.
BIFRT Eric Pollanen and Daniel Simeone be removed as signing officers, effective June 1, 2010.

Motion passed unanimously.

5. Discussion

5.1 Terrace Construction
Discussion ensued.

5.2 Management Projects List Review
Discussion ensued.

5.3 Food Services
Discussion ensued.

5.4 Varia
Discussion ensued.

Adjournment
20h10