PGSS

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 Pierzchala

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 (Aiyin 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)