



## BUILDING SERVICES COMMITTEE

### MEETING NOTES

September 22, 2010 – 2:00 p.m. to 3:15 p.m. – Room 4

#### IN ATTENDANCE:

Committee Members: Wendy Cathcart, Jim Crosscombe, Sherry Funston and Lore Dehmel

Regrets: Glenda Costa, Blair Webster

**SUBJECT: Building Services Committee Meeting**

---

#### Topics Discussed

<b>Agenda Items</b>	<ul style="list-style-type: none"><li>• Mailroom Update<ul style="list-style-type: none"><li>○ What Happened To Purolator?</li><li>○ SAO Next Steps</li><li>○ Review Rates/ Surcharges</li></ul></li><li>• Lunchroom Relocation<ul style="list-style-type: none"><li>○ Review Plan / Costs</li><li>○ Discuss Next Steps</li></ul></li><li>• Review Remaining CS Items</li><li>• Select committee member to do Oct presentation to members</li><li>• Other Business<ul style="list-style-type: none"><li>○ Podium with Sound System Proposal</li><li>○ Marketing Staff Person Update</li></ul></li><li>• Next Meeting – To be scheduled early Oct for after Thanksgiving</li></ul>
<b>Mailroom</b>	<ul style="list-style-type: none"><li>• Lore informed:<ul style="list-style-type: none"><li>○ Purolator lost the government contract to Canpar – SAO was notified by Pitney Bowes of the rate increase 1 day prior to Sept 1<sup>st</sup>.</li><li>○ Marilyn and Lore immediately went to the market to obtain quotes from Canpar, FedEx, UPS and Purolator</li><li>○ Lore created and distributed the new rate chart for courier services</li><li>○ Canpar - provided us with the gov't rates, no contract, no annual revenues to meet with Canpar – they also don't guarantee delivery service – in other words, they are not accountable to anyone – we can terminate service at any time with no consequences</li><li>○ FedEx – provided their rates, SAO has signed a 6 month contract on a trial basis – FedEx does guarantee next day delivery and all their <b>supplies are free</b> – their rates are negotiable after 6 months based on annual volume</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>○ Purolator – we contacted our rep to find out if a) it was true they lost the gov’t contract and b) what our new rates are – we received the rates 2 days later. Since then we met with them again asking if they can consider lowering the rates even further seeing we’ve been a dedicated client of theirs for several years – we await a new rate chart from them – Lore to follow up with them on Sept 24<sup>th</sup> for a status report.</li> <li>○ The old Purolator contract was directly with Purolator – because we receive funding from the Ministry and because we committed to \$100K in annual revenue a year, we qualified to receive the gov’t rates</li> <li>○ UPS – they did provide us with pricing, however, their fees are way to high so we will not offer this service</li> <li>● Committee comments/questions: <ul style="list-style-type: none"> <li>○ How long is the new gov’t contract with Canpar? Lore to confirm with Canpar?</li> <li>○ Someone in the Ministry must have known about Purolator losing their contract – can we find out why we weren’t told about this from the Ministry?</li> <li>○ Lore to contact original Purolator rep to see what his thoughts are around us receiving the latest pricing from Purolator</li> <li>○ We should consider making either Purolator or FedEx SAO’s Choice of Courier</li> <li>○ We should limit to what we are offering the clients <ul style="list-style-type: none"> <li>▪ i.e. offer October 1st only, EP, Can, FedEx OR Purolator, but not both – whoever gives the best price</li> </ul> </li> </ul> </li> </ul>
<b><i>Lunchroom Proposal</i></b>	<ul style="list-style-type: none"> <li>● Lore reviewed the proposed floor plan and costs with the group</li> <li>● Committee comments/questions: <ul style="list-style-type: none"> <li>○ Move 3<sup>rd</sup> floor copier to 2<sup>nd</sup> floor</li> <li>○ Lore to give Sherry a list of PSO’s using the copier today – Sherry will ask those tenants for their thoughts about the copier going to the 2<sup>nd</sup> floor</li> <li>○ Lore to create a furniture floor plan – blow it up so Sherry/Jim may present to the members</li> <li>○ We need to present the floor plan to the group first for their buy-in and then survey the E.D.’s for a vote</li> <li>○ We are recommending to the tenants that the funds be taken from the old parking fund – today’s balance is \$20,758.</li> <li>○ The cost to construct the new area is approx. \$7K</li> <li>○ The cost to furnish the area is approx. \$3K</li> <li>○ Total amount from parking fund – estimated \$10K</li> </ul> </li> </ul>
<b><i>Customer Survey Results – Review Status Column</i></b>	<ul style="list-style-type: none"> <li>● Committee reviewed changes</li> <li>● Changes this time around are: <ul style="list-style-type: none"> <li>○ Page 2 – bullet 1, moved to done section</li> <li>○ Page 2 – bullet 3, moved to done section</li> <li>○ Page 2 – bullet 7, moved to done section</li> <li>○ Page 3 – Facility Services brochure for New Hires – done</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Page 3 - MP and Finance deferred to the end of October.</li> <li>● Lore to maintain updating chart with on-going develops</li> <li>● Lore to send the committee revised report prior to members meeting</li> </ul>
<b>Member to Present At Next Meeting</b>	<ul style="list-style-type: none"> <li>● Sherry or Jim will present at next members meeting</li> </ul>
<b>Other – Podium &amp; Sound Speaker Proposal</b>	<ul style="list-style-type: none"> <li>● Lore indicated the current SAO podium and sound system are outdated.</li> <li>● We received two quotes to replace: <ul style="list-style-type: none"> <li>○ 1<sup>st</sup> quote - \$3,655 podium + sound system</li> <li>○ 2<sup>nd</sup> quote - \$980 – podium only</li> </ul> </li> <li>● Lore asked if we could survey the tenants with a vote to buy new equipment through the parking fund?</li> <li>● The group thought we could get away with our old podium</li> <li>● All agreed that we should investigate pricing for a new sound system</li> <li>● Both Wendy and Jim to forward Lore specs on some wireless sound system they know about that would be good for SAO/clients</li> <li>● If Lore can get the quote prior to the next meeting, we can inform the members that we will send out a survey vote to buy the sound system through the parking fund</li> </ul>
<b>Other Discussions</b>	<ul style="list-style-type: none"> <li>● Lore informed the group that an announcement for the marketing position will be made probably upon Jim’s return from India</li> <li>● New Hires Brochure to be posted on our website under the “Services” section labelled New Tenant Info prior to upcoming meeting</li> <li>● MP envelopes / invoices – it was suggested by the committee that MP not put invoices in envelopes – it was also suggested that MP provide monthly statements – Lore to speak with Mo/Bill</li> </ul>
<b>Take Away’s</b>	<ul style="list-style-type: none"> <li>● Lore to create new floor plan and then enlarge for upcoming meeting</li> <li>● Lore to contact old Purolator rep for better rates</li> <li>● Lore to contact Canpar to find out when their contract expires</li> <li>● Lore to find anything out about Ministry’s knowledge of the Purolator rate increase and why we weren’t notified</li> <li>● Lore to add welcome package on our website prior to next meeting</li> <li>● Lore to investigate pricing for new wireless sound system</li> <li>● Lore to meet with Mo/Bill re: committee questions</li> <li>● Sherry to survey tenants on the 3<sup>rd</sup> floor re: copier</li> <li>● Wendy / Jim to send Lore sound system specs</li> <li>● Lore to send slide show to group by the end of this week</li> <li>● Lore to send an updates to the group re: CS comments</li> </ul>

**Next Meeting: October 14<sup>th</sup> at 2:00 p.m.**