

MEMO TO THE EXECUTIVE

RE:

Executive Planning Meeting

Internal Relations

4. Administration of Union

b) i. Equipment purchase/updating

A) Fax Machine

The membership has approved, with the approval of the budget, the purchase of a Fax machine (for up to \$2500) for the Union Office. The Fax machine purchase should be researched by the Secretary-Treasurer and a recommendation made for Executive approval. There is some information about Fax machines in the Secretary-Treasurer file that I compiled before I left.

They membership also approved (with the approval of the budget) the installation of an additional telephone/fax line. This line should be installed after we purchase a Fax machine.

Telephone Equipment

The lease on our telephone equipment expires in April. We have the options of buying out the equipment, extending the lease or upgrading the phone system. I recommend that we upgrade to a better phone system and that we lease this new phone equipment. Someone, probably the new Treasurer, should be researching telephone equipment and making a recommendation to the executive. this should be done before the end of March.

Office supplies

The Union should look into using recycled paper and envelopes. Our suppliers should be contacted to see if they are able to provide us with recycled paper/envelopes, if not we should be finding someone who can. Broadway Printers does our envelopes and UBC Bookstore supplies us with our paper.

Old Equipment

All the old office equipment (both in our office and at the armories) should be inventoried again and surplus supplies contacted (Vincent Grant) to see what their value is. We may then want to offer our members first chance to purchase any surplus equipment at the current value of the equipment. We should then try and sell it either privately or through surplus supplies. Anything that can not/does not sell should be donated to someplace like Tools for Peace.

Office Space

We should make a decision soon regarding the leasing of office space. The Armories is going to be torn down this summer, we should insist that the University supply us with office space when they tear down the Armories. The TA's union office is located in the

Armories and I am sure that the university will be moving them to another office somewhere on campus.

Computer Equipment/Software

We should be updating some of our software versions. We have a modem that will need to be hooked up to the old machine and we will need to buy a communications software package. CUPE offers Crosstalk to its locals at a reasonable rate. That is the communication program that they use for their Solidarity Network. We can also purchase a desktop publishing package from CUPE at below market value.

b) ii.

Armories Storage

As the armories is being torn down, we should be doing an inventory of everything we have over there. There is a lot of old furniture that should be hauled to the dump. There is also a lot of old dead files that need to be sorted/stored as well as other things that could either be sold or garbaged. This is something that should be done before the spring.

Diana Ellis