



# MEMO

*From the office of the...*  
**Vice-President (Administration)**

---

TO: Members of the Executive Board  
FROM: Christina Devarapalli and John McGowan, General Manager  
SUBJECT: EFRT Capital Allocation Request  
DATE: November 10, 2021

---

Dear Executive Board,

Recently during EFRT's report to Executive Board, we were advised of the challenges of their bike fleet. Historically, they have 4-5 functional bikes.

Currently, EFRT has 2 fully functional bikes and one of the Executive's bikes needs to be repaired for around \$450. In the short term, some folks are using their own bikes. This is not an ideal scenario and the assets for this department should reflect the importance of this service to the McMaster community. As discussed at EB, Ivy, JJ, John and I met to work on a solution.

To replace the stolen bike and bike needing to be repaired, it would cost around \$799.99 per bike, plus tax. In addition, a lock was broken and the remaining locks are dated.

Ivy has reached out to Freewheel Cycle in Dundas as they have serviced the transportation needs of EFRT in recent years. They have advised that inventory is very limited and with a 25% deposit have offered to make them available to EFRT when they are back in stock the first or second week of January 2022.

To ensure EFRT runs as efficiently and smoothly as possible for both responders and individuals in need of assistance whilst accommodating budget, we would like to purchase the aforementioned assets using the Capital Growth Fund. This fund use is appropriate as this is a long-term set of assets which will be used for more than a year.

As a reminder, our Corporate Bylaw 3 - Finance sets the parameters for allocations and expenditures.

Best,

Christina Devarapalli  
Vice-President (Administration)  
McMaster Students Union  
[vpadmin@msu.mcmaster.ca](mailto:vpadmin@msu.mcmaster.ca)

John McGowan  
General Manager  
McMaster Students Union  
[gm@msu.mcmaster.ca](mailto:gm@msu.mcmaster.ca)