



MEMO

From the Office of the...
Vice-President (Administration)

TO: Members of the Executive Board
FROM: Mitchell German (VP Admin)
SUBJECT: Temporary EFRT Closure
DATE: April 18th, 2023

Dear Executive Board,

The EFRT Director and Assistant Director (AD) have requested the Service to temporarily close on April 30th at 6:00pm and to re-open May 15th at 9:00am.

The intention behind this is to allow time for the new Director and AD to smoothly transition into their roles, and to allow the Responders to rest and recuperate prior to coming back to their roles in the Summer. Recognizing that EFRT has responded to over 700 calls during the 2022/23 year, the Board of Directors feel it is wise to allow for this temporary closure to ensure the Responders can prioritize their mental and physical wellbeing prior to coming back to respond over the Summer months. Seeing as the Executive Board was not meeting while this request was made, it has been passed through the Board of Directors and was approved. However, it still needs to be ratified by EB. The motion reads as follows:

Moved by German, seconded by Singh that the Board of Directors temporarily approve the closure of EFRT for the term of April 30th at 6:00pm until May 15th at 9:00am to be ratified by Executive Board at its first meeting.

In Favour: Chui, German, Wong
Abstain: Singh

Motion Passes

Security Services has been made aware of this decision and will plan accordingly. As well, EFRT will notify the Hamilton Paramedic Services (HPS) recognizing that they may receive an influx of calls to McMaster University during this time.

It is the responsibility of the Executive Board to now ratify this approval made by the Board of Directors, as timelines did not permit this decision to be escalated to EB as it typically would be.

If you have any questions, please don't hesitate to reach out to the Incoming Vice-President (Administration), Vithuyan Sugumar.

Sincerely,

A handwritten signature in black ink, appearing to read "M German". The signature is fluid and cursive, with the first name "M" being particularly large and stylized.

Mitchell German
Vice-President (Administration) & CAO
McMaster Students Union
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