

To : Bryan McLennon
1 Maplehurst Dr., #11,
Dartmouth, NS

From : John Wilkes
Director
Dalhousie Arts Centre
Halifax, NS

Date : July 10, 1986

Dear Bryan,

Please accept this letter as confirmation of acceptance of your proposal dated July 10, 1986 to analyze the computerization of our clerical and technical needs.

I hope that you will be able to start as soon as possible, and with this in mind, our staff will be at your disposal for interviews immediately.

I will look forward to having you back on the Arts Centre team.

Thank you,

John Wilkes
apl/jw

To: Mr. John Wilkes
Director
Dalhousie Arts Centre
Halifax, N.S.

From: Bryan McLennon
1 Maplehurst Dr. #11
Dartmouth, N.S.
B2Y 3N7
421-4457 (Days) 465-2048 (Evenings)

Date: 10/July/86

Re: Automation of Arts Centre Clerical and Technical Tasks

As a result of discussions with Bob Reinholt, I am offering my services to analyze the information needs of your organization and to provide a plan for the automation of activities where appropriate.

Should you decide to avail yourself of these services, a document will be prepared describing:

- The information received, stored, created and transmitted by each function within your organization;
- How the information is used and by whom;
- How the information relates to the primary function of the the Arts Centre (Presentation of culture & entertainment);
- How different types of information relate to one another;
- How the timeliness, accuracy and security of the
- information could or does affect the performance of your
- organization.

The document will present an overall design for the collection, storage, retrieval and analysis of textual (i.e. non-graphical) information that can be used to develop a database for the Arts Centre. It will also propose a method, schedule and fee list for the staged implementation of the design by myself. Since this document will become the property of Dalhousie Arts Centre, it may, of course, be used in any manner that you wish.

This analysis will not concern itself with utility packages such as electronic mail, word processing or graphical design except where they involve the use of data stored in a common database. Given the relatively low cost of software and hardware, a very thorough analysis would quickly reach into the realm of diminishing returns. For this reason the study will be aimed at providing a solid practical overview rather than a finely detailed audit.

In order to carry out the analysis, it will be necessary for all users that will be affected by the computer system to be available for individual interviews during which the purpose and effects of the proposed system will be explained and the necessary information will be collected. At least sixty minutes will be required for each interview, and it would be most appropriate and expedient if all interviews can be carried out on the same day.

The report will be delivered within two weeks of the completion of the last interview, which will be held at the earliest convenience of both the Arts Centre and myself. The fee for this service will be \$500.00 payable on receipt of the report.

Should you wish to accept this offer, please contact me at the above address.

I look forward to doing business with you.

A handwritten signature in blue ink, appearing to be 'C. J. ...', with a long horizontal line extending to the right.

Dalhousie Arts Centre

THE REBECCA
COHN AUDITORIUM

THE SIR JAMES
DUNN THEATRE

THE DALHOUSIE
ART GALLERY

DALHOUSIE UNIVERSITY
6101 UNIVERSITY AVE.
HALIFAX, N.S. B3H 3J5

(902) 424-2267

MEMO

TO: Ann Vessey
FROM: John Wilkes
DATE: July 17, 1986
RE: Account numbers - Capital Items and Computers



Please be advised that the Operating account numbers for capital acquisition related to the \$25,000 as per agreement with Robbie Shaw and for the purchase of computers/services will be as follows.

\$25,000	Capital purchases	-	Technical	-	63109
\$31,000	(approx) Computers	-	General	-	63109

Thanks, Ann.

John Wilkes

JDW/bm

Dalhousie Arts Centre

THE REBECCA
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6101 UNIVERSITY AVE.
HALIFAX, N.S. B3H 3J5

(902) 424-2267

July 18, 1986



Bryan McLennon
1 Maplehurst Dr., #11
Dartmouth, N.S.
B2Y 3N7

Dear Bryan:

Please accept this letter as confirmation of acceptance of your proposal dated July 10, 1986 to analyze the computerization of our clerical and technical needs.

I hope that you will be able to start as soon as possible, and with this in mind, our staff will be at your disposal for interviews immediately.

I will look forward to having you back on the Arts Centre team.

Thank you.

Sincerely yours,

John Wilkes
Director

JDW/bm



DALHOUSIE UNIVERSITY

PURCHASE REQUISITION

NOTE: REQUISITIONER PLEASE FILL IN SHADED AREAS ONLY

P.O. NUMBER

96971

SUGGESTED SUPPLIER (VENDOR CODE)		SHIP TO	
NAME Atlantis Microcomputer		DEPARTMENT Dalhousie Arts Centre	
ADDRESS 6161 Young St. Halifax, N.S.		LOCATION/ROOM NO. Administration Office Main Floor	
STORES INVENTORY <input type="checkbox"/>	OTHER <input type="checkbox"/>	ATTENTION J. Wilkes	PHONE NO. 2267
DATE July 17, 1986	ACCOUNT NUMBER 0-150501-63109	QUOTATION NO.	REQUIRED DATE ASAP
DELIVERY DATE	TERMS	VIA	F.O.B.
		N.S. HOSP. TAX	F.S.T. & DUTY

ITEM	QUANTITY	CAT. OR STOCK #	DESCRIPTION	UNIT PRICE	AMOUNT
1.	2	OK	HYPERDRIVE (20 Meg)	OK.	4300.00
2.	1	OK	ROLAND Plotter with cable (11" X 17")	1	1435.00
3.	1	OK	Thunderscan For MACPLUS	1	425.00
4.	1		OMNIS 3 Multi-User Database (5/10 user)		2500.00
5.	1	OK	MACDRAFT Automated Drafting	1	316.00
6.	1		VIDEX Mailcentre Messaging		410.00
7.	2		HYPERNET		840.00
8.	1	OK	MICROSOFT EXCEL Spreadsheet/Graphics	1	460.00
9.	1	OK	MACPLOT II	1	250.00
					10,936.00
				F.S.T.	
				P.S.T.	1,093.60
				EXCHANGE	
CONTACT PERSON Robert Reinholdt				TOTAL	12,029.60
REQUESTED BY John Wilkes	AUTHORIZED SIGNATURE	DAY 17	MO. 07	YR. 86	PURCHASING DEPT BUYER'S INITIALS

REQUISITION NO.

DISTRIBUTION: WHITE - PURCHASING, PINK - DEPARTMENTAL COPY

52710

TO BE USED FOR THE PURCHASE OF GOODS, EQUIPMENT, CONTRACT SERVICES, MAINTENANCE AND REPAIRS. FOR DETAILS, SEE PURCHASING MANUAL

Order for Atlantis Microcomputer

Hardware Needs :

- | | | |
|----|---|------------|
| 1. | (2) - HYPERDRIVE (20 Meg.) | \$ 4300.00 |
| 2. | 1 - ROLAND Plotter with cable (11" x 17") | 1435.00 |
| 3. | 1 - Thunderscan For MACPLUS + power supply (2 sm pieces) | 425.00 |

Software needs:

- | | | |
|----|---|---------|
| 4. | (1) - OMNIS 3 Multi-User Database (5/10 user) | 2500.00 |
| 5. | 1 - MACDRAFT Automated Drafting | 316.00 |
| 6. | (1) - VIDEX Mailcentre Messaging | 410.00 |
| 7. | (2) - HYPERNET | 840.00 |
| 8. | 1 - MICROSOFT EXCEL Spreadsheet/Graphics | 460.00 |
| 9. | 1 - MACPLOT II | 250.00 |

Sub-total 10936.00

Prov. Tax 1093.60

Total \$ 12029.60

July 30/80 Pagemaker



DALHOUSIE UNIVERSITY

PURCHASE REQUISITION

NOTE: REQUISITIONER PLEASE FILL IN SHADED AREAS ONLY

P.O. NUMBER

96970

SUGGESTED SUPPLIER (VENDOR CODE)		SHIP TO	
NAME Apple Canada Ltd.		DEPARTMENT Dalhousie Arts Centre	
ADDRESS Toronto, Ontario		LOCATION/ROOM NO. Administration Office Main Floor	
STORES INVENTORY <input type="checkbox"/>	OTHER <input type="checkbox"/>	ATTENTION J. Wilkes	PHONE NO. 2267
DATE July 17, 1986	ACCOUNT NUMBER 0-150501-63109	QUOTATION NO.	REQUIRED DATE ASAP
DELIVERY DATE	TERMS	VIA	F.O.B.
		N.S. HOSP. TAX	F.S.T. & DUTY

ITEM	QUANTITY	CAT. OR STOCK #	DESCRIPTION	UNIT PRICE	AMOUNT	
1.	5	(M2503)	MACINTOSH PLUS computers	5 ✓	13,635.00	
2.	4	(M0131)	MACPLUS external drives	4 ✓	2,100.00	
3.	3	(M2555)	IMAGEWRITER II with MacPlus cable	3 ✓	2,025.00	
4.	2	(M1085)	MACPLUS IMAGEWRITER		98.00	
5.	6	(M2052)	APPLETALK connector kits - 10m	5+1 ✓	294.00	
6.	12	(M2014)	APPLETALK cable Kits - 10m	5+5+2 ✓	588.00	
7.	1		MAC 512 to MACPLUS update			
		(M2516)	- disk drive		410.00	
		(M2518)	- MACPLUS Board		982.00	
		(M2519)	- MACPLUS Keyboard	1 ✓	139.00	
8.	5		MACWRITE		250.00	
					20,621.00	
				F.S.T.		
				P.S.T.	2,062.10	
				EXCHANGE		
CONTACT PERSON Robert Reinholdt					TOTAL	22,683.10
REQUESTED BY John Wilkes		AUTHORIZED SIGNATURE		DAY 17	MO. 07	YR. 86
						PURCHASING DEPT BUYER'S INITIALS

REQUISITION NO.

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52712

TO BE USED FOR THE PURCHASE OF GOODS, EQUIPMENT, CONTRACT SERVICES, MAINTENANCE AND REPAIRS FOR DETAILS, SEE PURCHASING MANUAL

5-

M 0187

Apple System
Peripheral/
8 cable

Apple Order

Hardware needs:

5 - MACINTOSH PLUS computers.	(M2503)	\$13635.00	
4 - MACPLUS external drives.	(M0131)	2100.00	
3 - IMAGEWRITER II with Mac Plus cable.	(M2555)	2025.00	
2 - MACPLUS IMAGEWRITER cables	(M1085)	98.00	
6 - APPLE TALK connector kits.	(M2052)	294.00	5+1
12 - APPLE TALK cable kits - 10m.	(M2014)	588.00	5+5+2
1 - MAC 512 TO MACPLUS update			
- Disk drive	(M2516)	410.00	
- MACPLUS Board	(M2518)	982.00	
- MACPLUS Keyboard ✓	(M2519)	139.00	1

Software needs:

5 - MACWRITE	M 0535.	250.00
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Sub-total 20621.00

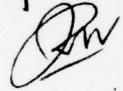
Prov. Tax 2062.10

Total \$ 22683.10

To: Dalhousie Atrs Centre
Dalhousie University
Halifax, N.S.

August 14/86

Ø-150501-63109



From: Bryan McLennon
1 Maplehurst Dr., #11
Dartmouth, N.S.
B2Y 3N7

Date: 14/August 1986

INVOICE

=====

For: Preparation of Report "Information Needs Analysis For
Automation of Clerical and Technical Tasks"

--- \$500.00

Total Net Due

=====

\$500.00

=====

Please hold the check for pickup if possible.
Please phone 465-4028 when the check is ready for pickup. Thank you.

Thanks



PAYABLE IMMEDIATELY. Thank you.



DALHOUSIE UNIVERSITY

PURCHASE REQUISITION

NOTE: REQUISITIONER, PLEASE FILL IN SHADED AREAS ONLY

P.O. NUMBER

99489

SUGGESTED SUPPLIER (VENDOR CODE -)		SHIP TO	
NAME -		DEPARTMENT -	
ADDRESS - ATLANTIS COMPUTER		DALHOUSIE ARTS CENTER	
6161 Young Street, Halifax, NS		LOCATION/ROOM NO. - Admin. Office	
STORES INVENTORY <input type="checkbox"/>		ATTENTION - B. Reinholdt	
OTHER <input type="checkbox"/>		PHONE NO - 7049	
END USE -		QUOTATION NO.	
DATE Sept 9/86		REQUIRED DATE	
ACCOUNT NUMBER 0 - 150501 - 63109		Immediately	
DELIVERY DATE		N.S. HOSP. TAX	
TERMS		F.S.T. & DUTY	
VIA			
F.O.B.			

ITEM	QUANTITY	CAT. OR STOCK #	DESCRIPTION	UNIT PRICE	AMOUNT
1.	3		10-meters cable	\$ 60.00	\$180.00
2.	two		Apple Talk Boxes (with old plug)	\$ 50.00	\$100.00
3.	one		Apple Talk Box (with new plug)	\$ 50.00	50.00
(DAC OFFICE AUTOMATION)					
C O N F I R M E D					\$330.00
				F.S.T.	
				P.S.T.	33.00
				EXCHANGE	
CONTACT PERSON BOB REINHOLDT (7049)				TOTAL	\$363.00
REQUESTED BY ANN VESSEY (2267)		AUTHORIZED SIGNATURE J.D. Wilkes		DAY 09	MO. 09
				YR. 86	PURCHASING DEPT. BUYER'S INITIALS

REQUISITION NO.

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TO BE USED FOR THE PURCHASE OF GOODS, EQUIPMENT, CONTRACT SERVICES, MAINTENANCE AND REPAIRS.
FOR DETAILS, SEE PURCHASING MANUAL.



Dalhousie Arts Centre

MEMORANDUM

To:

John

From:

Brenda.

Re:

Computer Program

Date:

Apr. 20/87

-
- Bob left this contract for you to peruse.
 - He asked that you call Bryan this week.
 - Bob checked it and says its "terrific". "Please sign."

Thanks.
B.