Minutes of the AMS C&S Working Group

July 10th, 2017

Attendance

Present: Sheila Wang (Skype), Pooja Bhatti, Natasha Rygnestad-Stahl, Tyler Yan, Linda Huang

Regrets:

Recording Secretary:

Call to Order

The meeting was called to order at 5:05 pm

Approval of the agenda

MOVED BY Tyler, SECONDED BY Linda

“BE IT RESOLVED THAT the agenda be adopted as presented”

Agenda Items

1. Introduction
   a. What is C&S
   b. Expectations
   c. Meetings

2. Updates
   a. VP Administration: operations committee- working on the handbook for SAC/Operations
   b. AVP Administration: Clubs Days and Exec Orientation
   c. Clubs Administrator: Renewals
      i. Can’t constitute that many more clubs until we reconstitute some because we’re running out of account codes
   d. AVP Finance: Helping clubs track down finances from last year, handbook
   e. Clubs and Constituencies Financial Administrator: Treasurer handbook, budgets

3. Overview of constitution guidelines
   a. Refer to SAC and Operations Committee Handbook
   b. Refer to guidelines posted on AMS website
   c. Guidelines from Sheldon

4. Applications:

   Refer to:
   https://docs.google.com/spreadsheets/d/1FSGpPb72bhtRplAF_a_6LPyf_EZx8XNIq06FmxcCc7o/edit?#gid=435558877
Changes to be made in form: Should have word limits suggestion on responses and more detail in event description. Need to be able to see the demand for the service - needs to be more clear how this is actually serving the UBC community. Copying criteria onto the form. Link to Clubhouse list of clubs.

**Next Meeting**

The next scheduled meeting is TBD

**Adjourn**

1. Moved Natasha, Seconded Linda

There being no further business the meeting was adjourned at 7 pm