Minutes of the AMS C&S Working Group  
August 17th, 2017

Attendance

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

Call to Order

The meeting was called to order at  5:04  pm

Approval of the agenda

Moved Natasha, seconded Tyler

“BE IT RESOLVED THAT the C&S Working group approve the agenda as presented”

...MOTION PASSES

Agenda Items

Updates:

VP Administration:

- Supporting staff in tasks
- Old SUB work with clubs

AVP Administration:

- Executive orientation
- Clubs day
- Clubs handbook

Clubs Administrator:

- Finished club stats form
- Need to put on shared drive
- Haven’t put the extra treasurers on that have been authorized from two weeks ago
- Started newsletter
- Sending out another one tomorrow
- Shared document for newsletter
- New applications
- Dealing with clubs that haven’t filled out renewals

**AVP Finance:**

- Financial policy guide is out
- Not a lot is very new - elaborated on steps, nothing that has been changed hugely
- Planning to introduce videos for treasurers to get familiar - videos have been held up because of Communications department, so videos not until October

**Clubs and Constituencies Financial Administrator**

- 370 treasurers authorized
- Over 350 budgets
- Frozen around 100 accounts - 50% of those are inactive clubs that still have a bank account
- Be having 2-3 more treasurers orientation in September

**Deconstitution of clubs process:**

Natasha:

- renewals - need to decide how we want to handle that
- Clubs that have had no activity on accounts
- More treasurers than renewals (?)
- No clubhouse account → hard no
- No treasurer authorized → strike ?
- No budget submitted (account is frozen them) → strike? However it is something in the policy

Sheila:

- logistics of the meeting - panel style
- Which clubs do we give the chance to come out?
- Specifically ones with renewals and treasurer problems - could give them ‘second chance’ at the meeting
- Ask questions (get them ahead of time)

Natasha:
who would we invite
- Could find more strict criteria

Automatic no:
- no clubhouse
- No activity
- No renewal forms and no treasurer authorized (neither of those)

Invite:
- no renewal forms
- No treasurer authorized
- Activity in their account

When:
- First to second week of September
- September 11th ***
- Linda can figure out date
- Mention in newsletter
- Formal email - August 30th

Aftermath:
- office
- Locker
- Clubhouse
- Apply as a new club

Email individual clubs:

Outline criteria

Option to appeal

Fill out form ahead of time

Time slots

RSVP system, answers to their questions

Give them time to elaborate on answers

Natasha - club stats with information, except activity (get from Joan, look at 2016/2017)
Contact information - clubhouse

Should split the work

Deconstitution warning - give them a week or two week by the deconstitution meetings fix up, sign up show up to the meeting

Can be any executive

To do list:

- Email Joan - trial balance report form 2016-2017
- Check the inactivity on that list - make a list of clubs
- Checks renewals
- Tyler and Natasha
- Email by AUgust 28th to all the clubs, to RSVP for a timeslot (5-9PM), 5-10 minute time slots
- Send them the list of questions
- Decision on the spot
- Probation period for the rest of the year
- Auto deconstitute - September

Waivers:

Linda:

- Keith talk to Alim and Linda
- Waivers weren’t dealt with properly
- Two waiver forms - one of the waiver forms two versions,same but for two different clubs
- General waivers - from all students
- Part of a club - second waiver
- With this form - one for 19 and over, one under 19
- Need to m are a PDF version
- 19 and over - need to make sure it’s on file somewhere
- There are some AMS clubs that do risky-er events
- Special event waiver form for that for competitive and night events
- Some times when it doesn't need to happen - i.e.: if catering is part of the venue then it’s fine, but if we buy food, we are liable
- Managing that - waivers used to be OrgSync
- Thinking that if we had everyone at their own agm - one large document for everyone to fill out - per document, one club with one waiver forms
- Still have to have an online form - could integrate with clubs days - easiest would be the physical form
- Right now, clubs need incentive - if they use their form list as club membership list - if people click the ‘i agree’, it’s fine
- Digital form - not ideal because it’s general on campus vibe - as an admin on campus vibe, can see it, but the club cannot
- Talk with Kieran to see how to integrate everything - on orgsync was not great
- Process was to get clubs to make their own forms, which didn’t work out well
- Mention at executive orientation, put this in a video
- Constituencies - it was understood for most of them
- Problem - how to track this?
- Need to get the message out there
- What is the incentive? They’re not liable
- Make it clear that it’s part of the requirements
- Getting people to put online events on showpass - could see waivers
- Could we have a function on clubhouse and have a function if a club doesn’t have an account, they have to fill in a paper waiver, upload to clubhouse - could do that
- Can we make it so that there is incentive to have more waivers filled out - competitive for grants?
- Give out club awards
- Bylaws - at least 10 waivers submitted, you’re out
- SUDS - ask other student societies

Committee Motions

MOVED BY Natasha, SECONDED BY Linda

“BE IT RESOLVED THAT the C&S Working Group approve the July 10th meeting minutes as presented”

...MOTION PASSES

Next Meeting

The next scheduled meeting is (date & Location)

Adjourn

1. Moved Natasha, Seconded Linda
There being no further business the meeting was adjourned at 6:05 pm