



Vice-President Ternary Report

1. Timeline and Update on Goals

Goal 1: Bring AMS into 21st Century:

Implement These Financial Processing Systems:

1. **BMO Spend Dynamics – Management tool for club card program which is a robust online reporting and management tool for company credit cards.**

Month	May	June	July	August	Sept	Nov	Jan
Details	Explore options for a credit card processing system	Get credit limit approved by Bank for program	Work with bank to implement program	Wright internal policy and procedure for credit card program	Implement 25 Company credit cards for clubs and train treasurers on how to use it	Evaluate program and find where improvements can be made.	Have over 50 clubs signed onto credit card program.
Check Box	DONE	DONE	DONE	DONE			

2. **Ariett - Ariett AP Invoice and Box4Dox ensure a seamless transition for your AP team to invoice management software that expedites approvals and payments. With role-based visibility to the status of all invoices across companies and locations, AP Invoice offers your team controls for accruals, compliance and workflows.**

Month	May	June	July	August	Sept	Nov	Jan
Details	Explore options for an invoice management system	Establish internal system and finish	Work with departments to establish routing setup and	Starting training department managers and users	Have all internal departments using software	Test software with 3-5 clubs and establish	Have 15 clubs set up on Ariett



		user set up	approval hierarchy	and start testing program		h training program for them	to manage invoice.
Check Box	DONE	DONE	DONE	Working Progress			

3. Rezgo - Online ticketing software for clubs. Allows clubs to sell tickets online to their events and establish a powerful administration revenue generating tool.

Month	May	June	July	August	Sept	Nov	Jan
Details	Reach out to Rezgo CEO to improve software for AMS Specifications	Establish new internal policy for club management and training.	Implement new policy and imbed Rezgo software onto AMS website to increase visibility of club events	Evaluate new rezgo Policy before September	Have more than 50% of clubs using Rezgo	After 75% of clubs using Rezgo	Have 80% of clubs using Rezgo to decrease financial liability for all clubs
Check Box	DONE	DONE	DONE	DONE	Working Progress		

4. Square - Square is a mobile payments and analytics product that works with iPhones, iPads, and Android which can be used for walk away membership sales, reduce personal liability, and increase event sales.

Month	May	June	July	August	Sept	Nov	Jan
Details	Evaluate current Square program and find out how	Establish better training program for Square	Have more than 125 clubs register	Evaluate feasibility of Square program in the AMS	Have more than 150 clubs	Test feasibility of AMS C&C Square	Have more than 200 clubs



	improvements can be made	and increase efficiency of financial processing	for Square	C&C operations	on Square	program	on Square
Check Box	DONE	DONE	DONE	Working Progress			

Goal 2: Empower Students Through Professional Development

I developed this idea while I was Associate Vice-president Finance. Clubs executives have very little training or development apart from what they learn from running their clubs. Our club executives are the leaders are campus and run some of the most successful organizations on campus. I will be working with our student services manager, e@ubc, and Centre for Student Involvement and Careers. This idea is still at very beginning stages but my timeline below will show development for a possible program. There will be a presentation to council this Wednesday to report on the progress of this.

Month	May	June	July	August
Details	Connect with other student societies to figure out what programs they offer for student development	Explore feasibility options with SSM for ideas which were found out from research of other student societies.	Get approval from hcom for hiring a coordinator for doing further research on service	Establish a structure for service and how it will function
Check Box	DONE	DONE	Working Progress	

Goal 3: Restructure AMS Financial Resources

- The current fee structure allows for little flexibility in the allocation of certain fees. I will do a full financial review of all fees to determine a long-term financial plan to increase the flexibility of its uses to ensure students money goes where it benefits them most
- As new ABBA Chair I will review all business metrics to figure out how to generate more revenues to contribute to the AMS revenue.



Month	May	June	July	August
Details	Research fees structures of other societies. Evaluate empty space in Perch and work on a game plan	Review research and communicate fees structure problems to council. Have an ABBA meeting to establish game plan for Perch	Evaluate fees structure and look at feasibility of a restructure. Work with ABBA to implement Gallery 2.0.	Evaluate business Metrics and set goals for ABBA
Check Box	DONE	DONE	Working Progress	

2. Employee updates

Associate Vice-President Finance

- 1) Video Training for Clubs: My AVP is working on putting all treasures video's online. This will greatly streamline authorization process for treasurers.
- 2) Finance Commission Policy Update: Every year we need to update Finance Commission Policy which we completed in June
- 3) Conduct an Internal Survey: A new task was to determine the efficiency of the finance commission internally to determine how we can improve operations internally. We did the Survey in June which has given us some awesome results on how we can improve.
- 4) Audit Club Square Accounts: Due to the nature of clubs Square Accounts we need to do a full audit at the end of the fiscal year. We did a full audit end of this year and balanced the books.
- 5) Rewrite Square Policy: We had to redo out Square Policy for processing which now has been done.

Funds and Grants Administrator

- 1) Research all other university on current fund structure - DONE
- 2) Complete Website updates for AMS Website - DONE
- 3) Create new subsidy opt out/opt in form - Done
- 4) Create Upass Opt out Form - DONE
- 5) Create opt out process for AMS fees - DONE
- 6) Establish criteria for Arts and Culture Referendum Fee -Working Progress



Clubs and Constituencies Financial Administrator

- 1) Authorize all clubs treasures - 70% Done**
- 2) Send out all club budgets Template - 70% Done**
- 3) Create new procedure for club presidents procedure for authorization - DONE**
- 4) Create standardized memo template for clubs - DONE**
- 5) Send out SharePoint information to all clubs -70% Done**
- 6) Send out Rezgo Credentials to all clubs - Working progress.**