MINUTES OF THE BUDGET COMMITTEE

February 11, 2005

Stacey Chiu, Scott Price (Council), Justine Chan (Council), Raseel Sehmi (SAC)
Brenda Ogembo (VP Academic), Gavin Dew (member at large)

Jeff Potter, Alan Warkentin

The meeting was called to order at 3:50 p.m.

1. Discussed purpose of this meeting and made it clear all points of view were welcome.

2. Options:
   - part-time contract staff member
   - student employee(s); studying HR $12,000 for one or multiples - 3 @ $6,000 each
   - equipping current student positions with 'superior' HR training - no cost - Bernie $2000.
   - status quo.
   - HR consultant - Henry quotes between $17-18,000 a year.
   - call Odyssey.
   - hybrid of consultant to create a framework for a student.

3. Henry - HR:
   - assume: there is a part-time person in the market place.
   - $45,000 = full-time person half a year/part time person half a year.
     - includes salary, office supplies, computers.
   - Two approaches $45,000/$1,700 consolidated budget = 3.6%.
     i) ask each department to carve out 3.6%
        - may be harder/easier to save
     ii) make a subjective decision in terms of priorities from the existing budget, then
        challenge each department to cut %.

Q: Has there been precedent for this procedure?
A: Budget Committee has gone through a process like this in the past, three years ago
to deal with a structural deficit (6.5%)

Q: If we have already made cuts, haven't we already cut the fat?
A: There is always opportunity.

Q: Have we done careful analysis by Henry for other options?
A: Just part-time contract staff member.

Q: How is the market?
A: You won't know until you try - it's a very niche position.

Q: Any upcoming systemic changes?
A: University Boulevard Competition which is unknown.

4. Budget increases/decreases:
   - Orientations:
     - discussion of restructuring idea.
     - perhaps more will be spent on promotions.
     - less revenue coming in which covered cost.
     - $3,000 cost-savings.
   - Exec Special Projects Position:
     - $4,000 cost savings.
   - Elections/Referenda:
     - $3,000.
Firstweek/Welcome Back:
- to some students, events are the face of the AMS.

Archives Printer:
- One time cost $1,000.

Safety:
- One Coordinator instead of two - $3,000 savings.

Marketing - Computer:
- need to meet with department to discuss amount necessary.

5. Get Estimates for costs:
   • what will we need to know?
     - student will likely be comparable to a service coordinator level ($12,000)
     - money would probably better spent on providing training for current employees in
       a managerial capacity.

6. Summary:
   • Budget Committee's findings:
     - we have potential sources for $15,000 (conservative)
     - furthermore we will engage in more analysis of option.

There being no further business, the meeting was adjourned at 5:50 pm

Stacey Chiu
Chair
Budget Committee

SC:val
MINUTES OF THE BUSINESS OPERATIONS COMMITTEE

Present: Jane Barry (Facilities Manager), Nancy Toogood (Food & Beverage Manager), Bernie Peets (General Manager), Scott Price (AUS Rep), Manj Sidhu (VP Administration – present at 9:30 am), Kevin Keystone (VP Finance, Chair)

The meeting was called to order at 9:00 a.m.

1. Popcorn Vending Machine Proposal
   - Issues
     - Greasy – could have impact on Video Arcade equipment
     - Messy – both eating and vending machine
     - Smell
     - Money available not significant
     - Competition with FilmSoc popcorn
   - Verdict: REJECTED

2. Business Pickup (in anticipation of future)
   - meeting to be had with Burger Bar staff
   - Pit Pub
     - Wednesdays are still popular
     - Possible refurbishment
     - Trying to improve daytime sales
     - May improve awning over backdoor of Pit Pub – sign above stairwell
     - may improve sign over South door entrance to Pit ($3-5000)
     - Cleaning of Pit has dropped because of decrease in number of building cleaning staff
     - Men’s Bathroom renovations: changing sink to avoid use as urinal ($45-50,000)
     - Improving paper towel dispensers with 10 gauge stainless steel case to deter vandalism – convex security mirrors to protect dispensers have created privacy issues and are not 100% effective

Snack Attack
- Surplus will be used for renovations to improve efficiencies ($10,000)
- Cash register will move to other side of counter
- installation of display fridge for grab-and-go options

Signage on East Wall of SUB
- May be installed
- May install sign in planter box over East entrance to lower level
Threat: Espresso on the Go converting to Starbucks located on edge of Pacific Spirit Place (PSP), across from South Alcove will be extending Starbucks seating into PSP from border to East entrance of SUB, facing Bus Loop need to retaliate with improving signage on glass divide between PSP and South Alcove

Impact

a. nights and weekends given extended entrance hours to SUB via East entrance
b. conference users of SUB
c. outdoor seating possibility
d. will not affect loyal Blue Chip customers

Comparison: Burger Bar VS. A&W

  e. A&W is faster
  f. SUB users aren’t aware of Burger Bar
  g. take out window at Bar has improved 70/30 inside Pit/outside Pit usage split
  h. response: green awning and new name for Bar to improve promo
  i. will install display case from Pit to Burger Bar so people can read while they wait

3. September Business Statistics

   Key Points
   - TO BE INSERTED BY BERNIE?

There being no further business, the meeting was adjourned at 10:00 a.m.

Kevin Keystone
Chair
Business Operations Committee

KK:RH
The Alma Mater Society of UBC

MINUTES OF THE BUSINESS OPERATIONS COMMITTEE

Present: Bernie Peets (General Manager), Kevin Keystone (VP Finance, Chair), Gavin Dew (VP Academic), Sophia Haque (FinCom)

The meeting was called to order at 2:50 p.m.

Perpetual Lease Expiry

- exercising right to not renew lease
- had been interest for various companies from students to fill space currently occupied by Patch Computers
- past: Patch Computers, Electronic Arts (computers), Optometrists
  - Patch selected
  - Optometrist was too expensive to route appropriate plumbing from On The Fringe
- present: plumbing is readily available in Perpetual space
- possibilities: optometrist, spa/aesthetician, other?
- Next Steps: Bernie to talk to spas to see if interest exists
  - Spa Ethos
  - Le Petit Spa
  - Shannon from On The Fringe

NEXT MEETING: May 24, 2004 (time to be determined)

Tentative Agenda

1. Budget/Actualls for 2004-2005
2. University Town Strategy

There being no further business, the meeting was adjourned at 3:14 p.m.

Kevin Keystone
Chair
Business Operations Committee

KK:RH
The Alma Mater Society of UBC

May 16, 2005

MINUTES OF THE BUDGET COMMITTEE (MOTION)

Present: Michael Grunberg (At-Large), Jonathan Lam (SUS), Kevin Keystone (VP Finance, Chair), Sophia Haque (At-Large) – by phone

The meeting was called to order at 4:50 p.m.

Approving of Minutes

- Budget Committee, May 9th
- Budget Committee, May 11th
- Budget Committee, May 16th
- Budget Committee, May 24th (Special)
- Budget Committee, May 24th

MINUTES APPROVED AS PRESENTED

Increase in Transfer of AMS Funds

- Kevin: due to the changes in the Benefit line items for the Society, we have a re-evaluated deficit of $3,300
- Kevin: At the request of the Archivist, I have listed the total opportunity cost of the AMS Services on the Budget, and it is apparent that the Services spend more in opportunity cost than the $9.50 allocated to them

MOTION

MOVED JON, SECONDED MICHAEL

"Be It Resolved That The Budget Committee direct the Treasurer-Controller to transfer an additional $4,000 from the Student Services Fund to subsidize the Student Services Deficit"

CARRIED UNANIMOUSLY

MOVED MICHAEL, SECONDED JON

"Be It Resolved That The Budget Committee approves the AMS Final Budget 2005-2006 as presented and amended"

CARRIED UNANIMOUSLY

There being no further business, the meeting was adjourned at 5:03 pm.

Gavin Dew
Chair
Budget Committee

GD:RH
The Alma Mater Society of UBC

MINUTES OF THE BUSINESS OPERATIONS COMMITTEE

Present: Bernie Peets (General Manager), Kevin Keystone (VP Finance, Chair), Gavin Dew (VP Academic)

The meeting was called to order at unknown

1. Leasing of Perpetual Space
   - Spa Update
     - Shannon not interested, but will see if contacts are
     - Suggestion for new lessee: massage/chiropractor
   - Optometrist still interested
   - Cryptic "unique venture" to do with food

2. 18-to-24 The Buzz Network to present next week (Simon Kwan)
   - revenue will be marginal, maybe $20,000 max
   - concerns over percentage of information on screens controlled by AMS

   - Pit Pub down due to hockey strike
   - Catering banner year due to Tessie’s “can-do” attitude (Catering Manager)
     - UBC Catering has dropped small contracts that we have picked up, and
     - have won larger contracts with the same businesses
   - Bernoulli’s still amortizing $52,000 renovations from a few years back

NEXT MEETING: May 31, 2005 for 18-to-24 Buzz Network Presentation

There being no further business, the meeting was adjourned at unknown

Kevin Keystone
Chair
Business Operations Committee

KK:RH
The Alma Mater Society of UBC

MINUTES OF THE BUDGET COMMITTEE

May 24, 2005

Present: Sophia Haque (FinCom), Scott Price (AUS), Abby Ong (CUS), Kevin Keystone
VP Finance), Gavin Dew (VP Academic), Jon Lam (SUS)

The meeting was called to order at 4:37 p.m.

Updated Wishlist for Budget Committee

- Board of Governors
  - Vinyl Banner, $200

  Archives
  - Disaster Kit, $200
  - 2nd Assistant, $2,550
  - Renovations, $1,200

  Speakeasy
  - Retreat, $2,100

  Joblink
  - Advertising and Promotions $250 (see attached)

MOTION

MOVED SCOTT, SECONDED ABBY

"Whereas the Budget Committee was persuaded to fund many of the proposed Wishlist Items
by presentations of various AMS Services, Government members and Programs and
Publications members,

Whereas the Budget Committee decided not to fund two of the proposed Wishlist Items, but
rather to recommend them to other sources of funding within the AMS,

Whereas the Budget Committee is directed by the AMS Bylaws to create a Final Budget that
does not project a deficit for the upcoming fiscal year,

Whereas prior to funding any Wishlist Items, the draft AMS Final Budget projected a deficit of
$16,743,

Be It Resolved that the Budget Committee allocate funding to the following items on the
Updated Budget Committee Wishlist, to a total of $5,180:

- Board of Governors Vinyl Banner ($80)
ARCHIVES DISASTER KIT ($200)
ARCHIVES 2ND ASSISTANT ($2,550)
SPEAKEASY RETREAT ($2,100)
JOBLINK ADVERTISING AND PROMOTION INCREASE ($250)

Be It Further Resolved that the Budget Committee recommend to the VP Administration to fund the Archives Renovations with the Capital Projects Allocation Fund, at the VP Administration’s discretion.

Be It Further Resolved that the Budget Committee direct the Treasurer-Comptroller to perform the following discretionary transfers, to a total of $22,450, in order to cover the projected deficit of the draft AMS Final Budget and the funding of the aforementioned Wishlist Items:

- SUB Management Fund: $200
  - Archives Disaster Kit ($200)
- External Lobbying Fund: $5,750
  - President Conference and Official Business ($3,000)
  - VP Academic Conference and Official Business ($1,750)
  - VP External Conference and Official Business ($500)
  - VP External Advertising and Promotion ($300)
  - Board of Governors Vinyl Banner ($200)
- AMS Student Services Fund: $16,500
  - Safety Coordinator Special Projects ($3,000)
  - AMS Orientations ($1,500)
  - Marketing/Promotions Graphic Designer Subsidy ($3,750)
  - Executive Coordinator of Student Services Advertising and Promotions ($8,000)
  - Joblink Advertising and Promotion ($250)

CARRIED UNANIMOUSLY (quorum was present)

There being no further business, the meeting was adjourned at 5:45 pm.

Gavin Dew
Chair
Budget Committee

SC:RH
MINUTES OF THE SPECIAL MEETING OF THE BUDGET COMMITTEE

Present: Sophia Haque (FinCom), Jon Lam (SUS), Scott Price (AUS), Kevin Keystone (VP Finance)

The meeting was called to order at 2:37 p.m.

DISCUSSION:

Budget Committee has been directed by the Treasurer-Comptroller to decide where to allocate the approximately $106,000 surplus from 2004-2005.

- Surplus is a result of the banner year of AMS Catering, the revenue saved by the AMS Consolidation Project of SubCetera, the Outpost and the Post Office, and the revenue generated by the AMS Automatic Banking Machine.

- Presentation by Henry Chen, Treasurer-Comptroller

The Student Services Fund is the most flexible reserve fund in terms of its availability to be used by the AMS Services, the Budget Committee and AMS Council.

The SUB Management Fund is used to renovate the Student Union Building lessee spaces and AMS Business spaces to allow for special types of lessees (like On The Fringe's plumbing) and perform upgrades to AMS Businesses (like the renovations to Snack Attack).

The Insurance Reserve Fund is part of the long-term insurance strategy of the AMS, to generate a $750,000 reserve to partly self-insure the AMS and strategically negotiate a lower premium from our insurance providers as a result of a higher deductible.

This strategy could potentially save the AMS over $100,000 annually in insurance premium costs.

The Insurance Reserve Fund covers six types of insurance, including general liability (eg. slip and fall) for both alcohol and non-alcohol events, and crime insurance.

The Repair and Replacement Fund is mandated by Bylaws to maintain a balance of 25% of all AMS assets, and will need to be increased as a result of the increase in AMS assets since the last inventory audit.

The Events Reserve Fund was created as a reserve for Events to contribute to, in order to dampen the volatile fluctuations of surpluses and deficits in the Events budget.

the reserve provides an incentive for AMS Events to generate revenue and reserve a portion.

allocating money to the fund may provide a disincentive for AMS Events to generate revenue and be conservative in their expenditures.
Recommendation (total surplus plus budgeted contributions as per the 2004-2005 budget equal $206,000)

$101,000 to Student Services Fund  
$20,000 to Repair and Replacement Fund  
$50,000 to SUB Management Fund  
$35,000 to Insurance Reserve Fund

**MOTION:**

MOVED SOPHIA HAQUE, SECONDED SCOTT PRICE

"Be It Resolved That the Budget Committee direct the Treasurer-Comptroller to allocate the $106,000 surplus from 2004-2005 and the originally budgeted discretionary transfer of $100,000 (as per the 2004-2005 budget) as follows:

$85,000 to Student Services Fund  
$20,000 to Repair and Replacement Fund  
$50,000 to SUB Management Fund  
$51,000 to Insurance Reserve Fund"

CARRIED UNANIMOUSLY (quorum was present)

There being no further business, the meeting was adjourned at 3:23 pm.

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Gavin Dew  
Chair  
Budget Committee

SC:RH
The Alma Mater Society of UBC

MINUTES OF THE BUDGET COMMITTEE (MOTION)

June 8, 2005

Present:  Michael Grunberg (At-Large), Jonathan Lam (SUS), Kevin Keystone (VP Finance, Chair), Sophia Haque (At-Large) – by phone

The meeting was called to order at 4:50 p.m.

Approving of Minutes

- Budget Committee, May 9th
- Budget Committee, May 11th
- Budget Committee, May 16th
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Kevin: At the request of the Archivist, I have listed the total opportunity cost of the AMS Services on the Budget, and it is apparent that the Services spend more in opportunity cost than the $9.50 allocated to them

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"Be It Resolved That The Budget Committee direct the Treasurer-Controller to transfer an additional $4,000 from the Student Services Fund to subsidize the Student Services Deficit"

CARRIED UNANIMOUSLY

MOVED MICHAEL, SECONDED JON

"Be It Resolved That The Budget Committee approves the AMS Final Budget 2005-2006 as presented and amended"

CARRIED UNANIMOUSLY

There being no further business, the meeting was adjourned at 5:03 pm.

Gavin Dew
Chair
Budget Committee

GD:RH