

First Ternary Report

Ava Nasiri, Vice President Administration

Dear AMS Community, VP Administrations of the future and rest of the world,

This first ternary report will give you some insight into what I have been up to for the past 105 days in my position as Vice president Administration of the AMS. I started my term early and was appointed by council on February 5 2014 and it has been an incredible experience so far. At the beginning of my term, my biggest hurdle was learning how to use the dreaded computer software that is commonly known as Outlook. Once I got that somewhat figured out, the rest of the things relating to this position have been incredibly exciting. In this report I will give you an executive summary, my goals for the year and a month by month breakdown of the things that have gone on in the Administrative office of SUB, Clubs, Sports, Shinerama and all things admin-y. My office door is always open and I am almost always there, you are cordially invited to stop by for a fancy little tea party if you have any questions or would like clarification or further details on the journey you are about to embark on reading my very first ternary report ever. You may also contact me at vpadmin@ams.ubc.ca or 778-835-7572! I might suggest playing Debussy's clair de lune in the background for ambience while you read the tales of VP Admin circa 2014.

Regards,
Ava Nasiri

Executive Summary

The purpose of this report is to fulfill the requirements of code, stating that each executive must complete a ternary report at specific points in their term. This is the first of these reports, and as such pertains to executive member's goals for the year and also on what I have so far accomplished. This report will focus on the goals of the VP-Admin for this year and go over the ongoing of the past four months.

Goals

My goals include the following

- Meticulously follow the details of construction for on-time completion of the new SUB and oversee the planning for life-changing opening ceremony festivities
- Work closely with Beverly Nielson, the SUB move coordinator to ensure a stress free and seamless transition into the new SUB
- Create an all-encompassing guidebook for all student groups on campus with tips and ideas for successful campus presence, recruitment, event planning, team bonding and transitions
- Revive SAC wine and cheese nights to bring together club and constituency executives and allow for networking and transfer of information
- Revive the Dean's Debate with a focus on targeting the first year population through the first year sub-committee of SAC.
- Make equity training easily accessible and available to student leaders on campus
- Create sub-committees of SAC to provide networks for similarly oriented student groups on campus
 - Fitness - Bring together representatives from sports clubs, REC and Varsity teams to allow collaboration on shared initiatives
 - First Year Committee- Help facilitate collaborative work done by first year representatives and provide extra support for community engagement
- Embrace intercultural initiatives on campus by collaboratively working on an intercultural fair to be held in the new sub promoting interactions between cultures
- Ensure athletic clubs undergoing the transition from AMS Club to Competitive club under athletics and recreation have the support they need

Hiring

Each year the VP-Administration hires 6 students to work on different sections of the portfolio. This year the positions are and have been taken on by:

Position	Name
New SUB Community Engagement	Rae Barilea
SAC Vice-Chair	Carol Dou
SAC Administrator	Kathleen Simpson
SAC Art Gallery Commissioner	Joshua Bokor
Shinerama Coordinator	Iona Lioznyansky
Equity Commissioner	Margareta Dovgal

The hiring process was very excited and I am pleased to say the team has great chemistry and I would like to publicly state my excitement to work with this incredible team for the rest of my term. Hiring was completed for all positions in the last week of April and the new team took office on May 5th. The students have been working on their sections for over a month now. A formal transition program for the VP-Admin portfolio was kick started with personalized transitions between previous and new staff followed by a number of team meetings and bonding activities. The position of new SUB sustainability coordinator was moved over to the portfolio of the VP Finance to allow for better coordination with the sustainability office. The position of equity commissioner is a new position shared this year between the portfolio of VP Academic and VP Admin to address equity both in context of the University while also creating programming accessible to student leaders on campus on behalf of the AMS.

Major Undertakings:

Le NEW SUB!

- **The Completion** of the building requires minimizing changes and making sure all relevant bodies are working with as much coordination as possible in order to prevent unforeseen problems or delays. Steps currently being taken include the scheduling of weekly meetings with UBC Properties Trust, Bird Construction, the AMS and Dialogue design scheduled by UBCPT in order to have weekly updates and hold all bodies accountable to agreed upon timelines.
- **The naming** of the new SUB was a bit of a contentious issue in council given the criticisms of the processes followed last year, in the interest of building

completion with a name attached the process of naming was finalized in council and the new SUB shall be known as the AMS Student Nest.

- Meetings for embellishments of the building including Signage and way finding and furnishings and fixtures are in the ordering process towards the final stages.
- **The move** into the new SUB this fall was temporarily an area of great concern around the AMS offices; this was promptly resolved following meetings with our move coordinator Beverly Nielson. This woman is incredible at what she does and I have confidence that the move will go quite well!
- **The Rager.** We will be throwing a week long of shinding hootenanny rager opening ceremonies festivities in celebration of this brand shiny new building opening the first week back from winter break in 2015. Currently we are in the planning stages and ideas include an overnight sleepover at the sub, laser tag in the sub, a how-long-can-you-dance-off and many more exciting things.

Le Student Administrative Commission

- SAC is pretty awesome.
- **Executive Orientations** took place over the last week of March and there was incredibly high attendance. The team really did a great job of packing tons of high level information into one hour out of respect to the exam season. Three one-hour long sessions were held in Buchanan and overall informal surveying showed great interest in follow up sessions in the form of a SAC wine and cheese night mixed with some professional development workshops in September.
- **Office space** applications went out immediately following Executive orientations and the deadline was May 15. Over 230 applications have been received and the team is currently working on reviewing and evaluating these applications while allocating offices.
- **An all encompassing guidebook** for clubs constituencies and any student groups on campus with tips on event planning, member recruitment, retreat planning and team bonding, etc,etc,etc. is one of the major projects taken on by the SAC Vice Chair Carol Dou at the moment. We are at the early stages of finalizing structure and content. The timeline on this is mid June, input is welcome!
- The SAC office is also currently working in collaboration with the Student Development office of UBC to explore options for hosting a Constituency mixer to allow team building and professional development for executives of constituencies.

Resource Group Community Meetings

In the meeting during which I was appointed to Council, the position of VP Administration was tasked with bringing together a committee of members to discuss code as it relates to Resource Groups. Given the natural differences between the resource group community and that of the AMS, simply getting in touch with all 6 groups and attempting to come to a consensus on one member to represent 6 widely different values took a lot of effort and a great deal of time during my first few weeks in this new position. After a number of effective meetings and some changes to the composition of the Ad-Hoc Committee changes to code were recommended by the Resource Group Ad-Hoc Committee within the deadline set by council and are currently being revised by LPC to allow further oversight before changes are made to code.

Competitive Clubs Review

I was invited by the department of Athletics and Recreation to sit on the selection committee for the new league of competitive clubs created within athletics. The selection process was very detailed and a great learning experience. All applications were reviewed by the committee in detail before a series of 8:30 am meetings over the course of three days where evaluations as a group took place. I am currently in the process of following up with clubs that have been offered competitive club status in compiling a report of bookings history, assets and working out the details of the transfer from AMS Club status to that of a competitive club.

Shinerama

I was fortunate enough to have the opportunity to attend the national Shinerama Conference to accompany the lovely Iona Lioznyansky our Shinerama Coordinator. At this conference we met a number of student leaders from across Canada dedicated to the Shinerama campaign and learned incredibly valuable skills with regards to sponsorship, volunteer recruitment and the campaign in general.

Whistler Realtor Interviews

A number of interviews took place over two weeks in early May. A number of highly qualified candidates were interviewed for an hour each and graded on a scale by the interview panel followed by a debrief session. The candidate selected was high on the list of the whole interview committee.

Other

- **CiTR** – One council meeting I decided to volunteer for a seat on the Board of Directors of CiTR. After attending a board meeting and a Strategic planning session, it has been a great experience representing the AMS and finding ways that we can collaborate with the campus radio and vice versa.
- **Health and Dental Conference** – The health and Dental conference hosted by Student Care took place in the second to last weekend in May and I attended as a proxy for Tanner as he was not able to attend. This conference was very eye opening in terms of things to look out for when customizing a health and dental plan with regards to trends in claims and healthcare in general. I also had the opportunity to represent the AMS and UBC in networking with other major universities across Canada.
- **Connecting with people around campus-** I have spent many an afternoon in meetings with leaders from around campus connecting on shared initiatives that can be taken to improve the overall student experience as well as room for collaboration with the VP Admin Portfolio and the opening ceremonies for the new SUB.
- **Just Desserts** - This was fun. Tanner and I presented awards to cool people from around campus and then everyone ate dessert.