The document includes an outline of goals for the year, and report on activities and accomplishments.

Prepared by | Mateusz Miadlikowski  
Vice-President Finance  
May 14, 2014
First Ternary Executive Report

1. Organization of the office
2. Hiring
3. Student Fees
4. Sustainability
5. Health and Dental Plan
6. Whistler Lodge
7. Brewery
8. BAGB
9. Finance Commission
10. Preliminary Budget
11. Final Budget
12. Goals for the year
13. Other Activities
1. Organization of the office

After a complete and productive transition period with the outgoing VP Finance I evaluated the structure of the office. Due to extremely restricted budget the Vice-chair was the only employee hired for the Finance Commission.

In addition, positions connected to sustainability were spread between the portfolios of VP Finance and VP Administration. I decided to improve efficiency by reviewing and adjusting previous job descriptions and the reporting structure. Changes were made to almost all job descriptions with the most notable in the Vice-Chair Fincom. An additional position, Grants and Funds Commissioner, was created in order to improve the quality and speed of Finance Commission's work. After a meeting with the current VP Admin, we decided it would be best to shift all the sustainability related positions to the VP Finance's portfolio thus now the Sustainability Projects Coordinator reports to the Sustainability Coordinator who works directly under VP Finance.

The updated work chart can be seen below:

<table>
<thead>
<tr>
<th>VP Finance</th>
<th>Sustainability Coordinator</th>
<th>Sustainability Projects Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Sustainability Grants Administrator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Composting Coordinators (2)</td>
</tr>
<tr>
<td>Associate VP Finance</td>
<td></td>
<td>Grants and Funds Commissioner</td>
</tr>
</tbody>
</table>

All changes to job descriptions and creation of new position such as Grants and Funds commissioner received approval from LPC and the AMS Council.

2. Hiring

Each Job posting was open for at least 5 days and the applicants submitted their resumes and cover letters online.

Process:

1. Job posting- applications open
2. Resume screening- resume and cover letter
3. Phone screening- phone interviews
4. Interviews- one permanent staff member was present during the interviews in order to ensure full accountability and critical evaluation of each candidate
5. Hiring- official job offer and request for documents

The table below shows a summary of my direct reports:
3. Student Fees:

With help of the Director of Finance and Administration, all AMS fees were sent to the UBC Board of Governors for approval. As per the referendum from January 2014, some of the AMS fees increased while other decreased. The aggregate amount for AMS fees did not change. Other AMS fees such as the New SUB, UPass, and assorted undergraduate society fees were adjusted appropriately according to their respective referendums. The table below outlines the AMS Fees for Winter 2014.

AMS Student Fee Changes 2014 - 2015

<table>
<thead>
<tr>
<th>Fee</th>
<th>Old Fees</th>
<th>New Fees</th>
<th>Difference</th>
<th>Pro-rated</th>
<th>Opt out</th>
<th>3% subsidy</th>
<th>Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>General (AMS Membership)</td>
<td>$21.74</td>
<td>$38.13</td>
<td>$16.39</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Capital Projects Fund</td>
<td>$12.38</td>
<td>$7.38</td>
<td>-$5.00</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Resource Groups</td>
<td>$1.55</td>
<td>$1.55</td>
<td>0</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>University &amp; External Lobbying</td>
<td>$4.14</td>
<td>$-</td>
<td>-$4.14</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>WUSC Refugee Fund</td>
<td>$2.59</td>
<td>$2.59</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>SASC</td>
<td>$3.36</td>
<td>$3.36</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Services</td>
<td>$7.25</td>
<td>$-</td>
<td>-$7.25</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>CITR</td>
<td>$5.18</td>
<td>$5.18</td>
<td>0</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Ombudsperson</td>
<td>$1.01</td>
<td>$1.01</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Lighter Footprint</td>
<td>$2.33</td>
<td>$2.33</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>International</td>
<td>$0.26</td>
<td>$0.26</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Clubs benefit</td>
<td>$1.55</td>
<td>$1.55</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Childcare Bursary Levy</td>
<td>$1.04</td>
<td>$1.04</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Bike Kitchen</td>
<td>$1.00</td>
<td>$1.00</td>
<td>0</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
</tr>
<tr>
<td>Student Legal Fund</td>
<td>$1.00</td>
<td>$1.00</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Student Aid Bursary</td>
<td>$12.00</td>
<td>$12.00</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Athletics and Intramurals</td>
<td>$21.00</td>
<td>$21.00</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Graduating Class Fee</td>
<td>$7.00</td>
<td>$7.00</td>
<td>0</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$106.38</strong></td>
<td><strong>$106.38</strong></td>
<td><strong>$0</strong></td>
<td><strong>N</strong></td>
<td><strong>N</strong></td>
<td><strong>N</strong></td>
<td><strong>N</strong></td>
</tr>
<tr>
<td>Health and Dental Plan</td>
<td>$219.31</td>
<td>$219.31</td>
<td>0</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>U-Pass (per term)</td>
<td>$140.00</td>
<td>$147.00</td>
<td>$7.00</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>SUB Renewal Fee</td>
<td>$70.00</td>
<td>$80.00</td>
<td>$10.00</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Ubyssey</td>
<td>$6.21</td>
<td>$6.21</td>
<td>0</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td><strong>Total Fee</strong></td>
<td><strong>$541.90</strong></td>
<td><strong>$558.90</strong></td>
<td><strong>$17.00</strong></td>
<td><strong>N</strong></td>
<td><strong>N</strong></td>
<td><strong>N</strong></td>
<td><strong>Y</strong></td>
</tr>
</tbody>
</table>
Individual Constituencies Fees were also send to the UBC BOG for approval. The constituencies that changes their fees were: Commerce Undergraduate Society, Music Undergraduate Association, Kinesiology Undergraduate Society, Medical Undergraduate Society, and Engineering Undergraduate Society. All fee changes were approved by sufficient number of respective constituency members and the AMS council.

4. Sustainability

The Sustainability Office has reviewed the AMS Lighter Footprint Strategy to reflect the current operations and initiatives. In April, the revised document was approved by the AMS Council and will continue to be the guidance for sustainable development within the AMS. In addition, the AMS Sustainability Projects Fund has continued to be effectively administered through a committee that reviews incoming student project proposals and evaluates them for funding approval. As the VP Finance, I sat on the committee meeting and oversaw administration of the grants.

Sustainability has also continued to build on previous relationships established with the University Sustainability Initiative (USI) Steering Committee, Working Group, and Student Sustainability Council; the UBC Farm Steering Committee; the UBC Sustainability Pathway Capstone Committee; and USI Zero Waste for facilities waste management. In the past two months, the AMS Sustainability office and myself had a number of productive meeting with the UBC representatives and were involved in reviewing the new UBC Sustainability plan.

The AMS Composting program has expanded scope to include an in-vessel composting machine for the new SUB to close the loop on localized recycling, and will continue vermicomposting on a similar scale to current until the end of December. The AMS Sustainability Centre within the new SUB is moving forward and scheduled for completion with the rest of the new SUB. UBC SEEDS collaboration projects are ongoing and include those such as the Electronic Waste Scale for the loading bay, as well as many sustainable art projects to be displayed in the new SUB.

5. Health and Dental

As the VP Finance, I am the main point of contact for the AMS Health and Dental Plans. In the past 3 months I received many inquiries and requests for opt outs and opt ins. All procedures were followed and individuals’ coverage was changed. I have also met with different stakeholders such as TRG (financial consultant and insurance handler) StudentCare (plan administrator) and GSS (partner).

In addition, a StudentCare Conference was held in Montreal. VP Administration and I attended the event. Conference Presentations and work groups included topics such as trends, challenges, future changes, and privacy policies. Approximately 20 Canadian Student societies sent their executive to the
conference. I have made valuable connections and will keep working closely with other Canadian Student Societies on many issues that affect students.

The StudentCare and TRG provided the Health and Dental Committee with a report and evaluation of our current plan. Due to the financial restrictions the committee decided not to change plan's benefits and remain on the same terms with the Pacific Blue Cross. The main reason was lack of financial flexibility expressed in a small difference between the premiums paid and fees collected. The committee directed myself to ask council to change the CPI to which the fees were attached as the previous arrangement would decrease the amount of the fees collected. The AMS Council approved the recommendation and the student fees remained unchanged. We will have to look into the possibility of increasing the fees as further problems might arise from the current situation.

6. Whistler Lodge

Following students' decision from January 2014 to dispose the Whistler Lodge I work closely with the BAGB to develop a disposal plan. We understood that a proper delegation of this tasks was needed in order to reach efficiency. A group of individuals, including myself, were tasked with interviewing real estate agents and selecting one. The selected agent will present to the AMS council on the 28th of May. The Council will make further decisions with regards to the delegation. As for now, the BAGB decided that I would be the most suited individual to speak with regards to the Lodge; in May I was interviewed by a Whistler magazine.

7. Brewery

In January 2014 referendum students supported the microbrewery project and passed a question regarding levying fees for the brewery. A Brewery Committee was created and the VP Finance was set to be the chair. During the first 2 months the committee was able to meet regularly. I worked on drafting the Terms of Reference for the committee. The Terms were approved by the committee and sent to the AMS Council for review.

As for the development of the project the committee divided its work into sections such as operations, academics, university relations, externalities, campus involvement, etc.

The Committee focused mostly on developing a plan of moving forward and making the idea of a brewery a reality. We held meetings with Campus and Community Planning representatives and possible academic champions. The Academic aspect of the project was recognized as one of the most crucial for the project to move forward. Currently we are working on business and operations proposal and looking forward to going to the Exec stage one for approval.
The Brewery Committee was able to make a valuable connection with the Faculty of Land and Food Systems. The faculty offered to be involved in the project and take on the academic aspect of it. They are currently working on the academic proposal and searching for an academic champion.

8. BAGB

The Business and Administration Governance Board met multiple times over the past three months. Main areas of discussions were the disposal of Whistler Lodge, Businesses’ Budget for 2014/2015, metrics used to evaluate businesses, New SUB businesses, the Microbrewery, and the Future role of BAGB.

The BAGB is still in an early stage of developing appropriate metrics to evaluate our businesses. The Board understands that the net contribution should not be the only goal of the AMS outlets. The discussions included environmental and social sustainability, student employment, and general business measurements. Further investigation of possibilities of measuring some of the criteria will take place through the year. I will focus on being an active voice on the Board and push for implementation of these metrics.

The Board agreed that an efficient delegation of the sale of Whistler lodge is required. After consultations with professionals and internal debates a decision was made to sale the Lodge as is rather than focusing on divisions and redevelopment of the property. Council was presented with the recommendation and a selected group of people, including the VP Finance, was directed to proceed with the research and hiring of real estate agent.

The permanent staff of the AMS presented the final budget for the businesses for the upcoming fiscal year. The BAGB spend number of hours reviewing the budget. After the presentation of the budget, question and discussion period the Board decided to approve the budget. The net contribution to the society's general budget was set at over $485,000. The businesses will focus on achieving that goal while maintaining and improving other aspects of its operations, such as sustainability.

The project of the Brewery was presented to the BAGB. The Board was unsure of its role in the project and directed myself to further research its feasibility and report back to the Board with more information. I am currently the chair of the Brewery Committee; we are currently in early stages of developing business and operations proposal. The BAGB will be kept updated with regards to the project.

9. Finance Commission

All disbursements and applications for grants and funds were reviewed and allocated in an efficient manner. Finance Commission was able to meet regularly and evaluate applications and appeals. A new member at large was appointed to the commission.
The Finance Commission had several problems with the ticket purchasing website, Rezgo, and funds transfers. We were working diligently to pinpoint the issues and make sure all the transfers match our records. Some of the transactions were not processed by the website; thus, the Vice Chair of Finance Commission had to manually go over every transaction to ensure it was conducted properly. All issues were fixed, and adequate measures were taken to ensure all individuals were reimbursed or charged the appropriate amounts.

The Finance Commission provided incoming treasurers with multiple treasurers’ orientations and will do so through the rest of the year. Many new treasurers went through the test, orientations, and authorization process and are now official signing authorities for their clubs and constituencies.

All the outstanding Financial Hardship subsidies were processed and reviewed by myself. With help from the VP External Office, successful applications were approved and individuals were granted subsidies. The finance commission received three appeals that were approved after further investigation. Reason for denial was the AMS’ inability to access applicants’ supporting documentation. I provided the UBC with the list of approved applications.

10. Preliminary Budget

The preparation of the Preliminary Budget was completed in early May with cooperation from all departments. Individual templates and instructions on budgeting were sent to the managers of our departments. They were requested to submit filled budget template, full justifications of their expenditures, short presentation with priorities and overview of their department. With the help of the Director of Finance, I projected revenues for the Society based on changed fees, enrolment estimates, and forecasted business contributions. In addition, I updated the 2013/2014 actuals and performed a full analysis of previous fiscal year.

Each Department met with the Executive Director and myself to answer our questions and present their budgets. After the completion of this process, I consolidated and adjusted the departmental budgets. In summary, the budget consisted of a surplus of over $400,000.

Due to many unforeseen difficulties, the Budget Committee was unable to meet regularly in order to approve the budget. The first round of review was completed, and the budget was updated with further breakdowns and explanations. Further review sessions are needed in order to move forward.

Note: According to the AMS Code of procedures, the preliminary budget consists of the summary of all departments’ expenditures and estimated revenues from fees. The presented budget includes in-depth breakdown of each expense for every department.
11. Final Budget

After the approval of the preliminary budget members at large, councillors, and AMS departments might pose questions and inquiries. The departments will be allowed to appeal to the budget changes imposed by the budget committee and council. Further changes might be necessary in order to allocate the available resources efficiently. The budget committee will be highly involved in the final budget preparation process.

12. Goals

Early goals set for the year for the VP Finance’s office:

1. New Financial Systems: Continue to plan the implementation of new financial systems for the AMS clubs. Start the early stages of implementation with the final deadline for launch in December 2015.
2. Educating and Involving Students: Spreading awareness among students with regards to the AMS finances and use of the students’ fees.
3. Standardize transfers of funds: Review all AMS funds transfers to other organizations such as UBC. Combine all Memorandums of understanding and contracts regarding any transfers and work on creating them where they are needed.
4. Involving Students: Involve more UBC groups and students at large in 2015/2016 budgeting process as the society needs to start gradually expanding and looking for new ideas.
5. Sustainability: Strengthen and clarify all UBC-AMS relationships with regards to sustainability projects. Establish clear relationships with other student groups e.g. SEC and AMS Clubs. Implement the revised Lighter Footprint Strategy. Work on developing structure of the Sustainability Fund Committee and criteria for distribution of the funds.
6. Students' interest and wants: Work on possible referendum regarding increasing fees for Health and Dental Plan as it might be necessary in order to keep the current benefits of the plan. Work on the Brewery Project as students voted in favour of the project.

13. Other Activities

In the past 3 months, I have been an active member of the LPC. The Committee focused on reviewing job descriptions, the AMS internal policies, and particular sections of the code of procedure.

I was appointed to the Extraordinary Hiring Committee. I was present during the interviews for the position of the Council Speaker. The decisions were made and the vacant positions filled.
The AMS communication department is currently working on rebranding the AMS. I was invited to attend brainstorming sessions and gave constructive feedback. In addition, the executive team went through media training prepared by the UBC and our communications department.

I carried on the ongoing duties such as signing cheques and contract, reviewing accounts and expenditures. I also dealt with outstanding invoices and payments.

Regards,

Mateusz Miadlikowski
Vice President, Finance
Alma Mater Society of UBC Vancouver

For any questions or concerns please contact Mateusz Miadlikowski vpfinance@ams.ubc.ca