The document includes progress on goals, and report on activities and accomplishments of the office.

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Second Ternary Executive Report:

1. Hiring
2. Sustainability
3. Student Fees
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1. Hiring
Since last my report, most of the vacant positions have been filled. I hired my new Associate VP Finance, Sustainability Coordinator, Sustainability Project Coordinator, Sustainability Initiative Fund Administrator, and two Composting Coordinators. The newly created position of Funds and Grants Commissioner shall be filled soon as we are in the final round of interviews. The last hiring should offload some work of my AVP so he can focus on helping me with my projects.

2. Sustainability

   a. Organizational Change

This year for the first time we removed the position of NewSub Sustainability Coordinator (under VP Administration) and distributed its tasks to the AMS Sustainability Coordinator, Sustainability Project Coordinator, and Sustainability Initiative Fund Administrator. The goal was to reorganize the Sustainability Office in order to achieve greater efficiency and upscale the AMS Composting Program.

   b. Internal Projects and Events:

1. In vessel CITYPOD - Ensuring NewSUB’s success as Vancouver’s first closed loop system for organic streams

2. AMS Sustainability Centre - hosted a design charette for interested parties to provide input re: programming of the space; looking to serve practical functions and act as a resource for students and clubs

3. Established AMS Internal SEEDS Working Group - good results from coordination between staff engaged with the SEEDS program

4. Sustainability Projects Fund - Goal to increase applications to min. 5 per month achieved. Multiple outreach events in September. Revised and reorganised all documents and inventories of applications.

5. Website - completely revamped and updated content; resolved the financial commitments to previous website management systems

6. Communications - Review of all sustainable practises within AMS to create copy for new Marketing and communications
7. Inventory of LEED status requirements - working with operations to ensure programming in place to receive LEED credits for NewSUB

8. Hosted SFU and Kwantlen student tours

9. Worm Petting Zoo - hosted a Ripplelab as an outreach event for our vermicomposting program, full report of the event and its impact is available upon request

10. Partnerships established or renewed with multiple student groups; Social Enterprise Club, Debate Society, URO, Common Energy, SEC, CUS, LFSUS

c. On-going SEEDS Projects:

Continuing projects (overseeing and supporting)
1. Timber- in fabrication
2. Runoff- in fabrication
3. Into the Ether- seeking fabrication space
4. Waste- completed
5. Dashboard Monitor- waiting for final report
6. Weight- scale Project-implementation stage

On-going Projects:
1. AMS Sustainable Food Truck- stage 2 beginning
2. AMS Catering Delivery Vehicle- cancelled, final report completed

d. Recently Initiated Projects:

1. AMS Perch Restaurant Patio Heaters - 6 engineering teams finding a solution
2. AMS Preservation Workshops - feasibility study of financial model for extending the seasonality of produce ordered by AMS
3. Pedal Power Project - 6 students building a pedal powered device charging station for the new SUB
4. In-vessel Operational Plan - completed study of best practices around the world and devised necessary operational plan for the CITYPOD
5. In-vessel Output Analysis - quality analysis of compost produced by our new CITYPOD
6. NewSUB Club Lounge Activities - programming physical activity to facilitate cross cultural understanding amongst clubs
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e. External Partnerships:
1. Waterfillz - confirmed maintenance contract, considering severing relationship with waterfillz
2. Umbracity - start up umbrella share by UBC alumni wanting to pilot their business model on UBC campus

3. Student Fees

It was brought to my attention that the Medical Undergraduate Society members were assessed incorrect fees in the 2014/15 academic year. The students were charge an additional $17.5 based on their referendum and the AMS’ letter to BOG. The letter stated that the fee shall be collected only if the Faculty of Medicine sings a contract with UpToDate. The contract never went through thus the students should not be charged the additional fees. It took some time to figure out how to reverse the fee but after contacting the appropriate individuals at UBC the issue was fixed and I was assured that the students will be credited the overpaid amount shortly.

During the month of September I had a number of inquiries regarding general student fees. Number of students has contacted me asking why they have to pay particular fees and who approved the charges. In addition, students were constantly asking about opt-out and opt-in to different fees. I spent fair amount of time on responding to these inquiries as some required in-depth research.

The process of opt-in/opt-out did not go as smoothly as I thought it would. I adjusted the opt-in form from previous years to include an option of selecting the category of student such as 65 years old and older, Med Students, Exchange students. The confusion around the fees was due to the fact that each student had to opt in to all of the AMS fees (including Health and Dental and Upass). Even though, not all of them would be assessed the fees as our particular contracts and policies do not allow them to do so. Usually the Enrolment Services of UBC would assess each student manually according to their eligibility. That takes fair amount of time and students cannot see the fees on their accounts right away. Because of this year’s new form it was more efficient and faster but not perfect. In the next couple of months I will focus on making the entire process more transparent and easier for students to follow. I believe that creating separate forms for different categories of students as well as FAQ would be extremely beneficial for both the AMS and its members.
4. Health and Dental Plan

The Health and Dental Plan Committee met twice during the past three months. Majority of the discussion was around the enhanced plan, surveys, bursary, and possible changes to the plan through referendum. Myself and the President were able to meet with representatives of StudentCare to discuss possibilities for referendum. We are currently working on preparing a survey in order to measure students’ perception of the plan. That can further help us with evaluating the current plan.

Every year there are students asking how to opt-in and opt-out from the plan and this year was no different. My work connected to the H&D Plan was closely tied to answering emails in regards to the process and appeals (late opt-outs).

5. Whistler Lodge

As of the progress on the sale of Whistler Lodge, the committee hired the real estate agent. I have been involved in the hiring process as well as the negotiation process. The constant availability of the AMS signing authorities (myself and VP Administration) was crucial in going forward with the attempted sale as each offer was time sensitive. We have received multiple offers and had to counter-offer them. As of now we can publicly say that we have reached a tentative deal within our price range.

6. Brewery

The Brewery Committee was able to meet almost regularly (weekly) during the summer months with a couple of exceptions. As a committee, we started to look at the project from bottom-up. We started with the basics such as pillars on which the brewery was meant to stand (academics, operations, feasibility, externalities). The committee had meetings with Campus and Community Planning, Land and Food Systems and UBC Farm in order to determine the feasibility of the brewery at UBC Farm. The meeting went well and our attention was focused on a couple of documents e.g. cultivating place which is a guiding document for land use of the Farm. As the tasks were distributed evenly we were able to finalize the Exec 1 document. In the following weeks we will be reviewing and submitting the document.
7. BAGB

In the past 4 months BAGB has met on many occasions. The discussion among the members was mostly connected to on-going issues as well as businesses’ performance. The primary focus of the Board was to determine the metrics on which the businesses would be evaluated in the future. We understand that not all of the measurements would be available right away due to the delayed move to the New SUB. At the end, BAGB decided that there shall be four main pillars on which their performance should be evaluated: business performance, social sustainability, environmental sustainability, and employee development. In the upcoming months the Board will be tackled with reviewing the budget and actual revenues in order to adjust the budget accordingly to the delay of the new SUB.

8. Finance Commission

a. Transition -

After hiring the new Associate VP Finance there was an initial phase of transitioning from previous AVP and myself where the new AVP was briefed in regards to all the daily tasks he would need to carry out as a AVP Finance, introduction to all the various systems he would be required to use and how to effectively use the resources available in order to effective carryout this role. Additionally, the transition report that was prepared for this role was a great resource and contributed heavily towards his successful transition.

It was a big learning curve for the new employee as in the beginning there are various items that need to be completed and at that period of time the two major items on the agenda was to respond to all the different email inquiries, organizing treasurer orientations and sending out budget templates to all the club treasurers for their budget submission in June. The new software systems that he had to master were: GP Dynamics, Sharepoint, Microsoft Access, Sugar CRM, Formstack, MailChimp and Microsoft Outlook. I personally had to train my associate in many fields as his knowledge and understanding of the AMS, its processes, and systems was limited.

b. Club Treasurers + Resources

There was a need to update all the necessary documents accessed by the treasurers such as the “Treasurer Handbook 14/15”, “Treasurer Authorization Form 14/15” and “Treasurer
Orientation Power point 14/15”. Additionally, we made all these items easily available on the AMS Finance Commission website as well as the treasurer orientation dates.

Secondly, we carried out treasurer orientations on a weekly to bi-weekly basis throughout the summer from the start of July till the end of August. Here we would collect all the treasurer authorization forms, get the treasurers to fill out a treasurers card, present the treasurer orientation power point and give a briefing of the administration office and their regular treasurer duties. After completing these items, we processed all treasurer profiles by updating their information on Sugar CRM, checked their treasurer tests and approved their treasurer forms and cards. By the end of this process the treasurer would gain signing authority for their designated club.

By imposing a strict treasurer assignment deadline in September and carrying out frequent treasurer orientations throughout my time at the office we were able to transition around 90% of all club’s treasurers in their roles.

c. Clubs budgets

Processing various club budgets was another major area under the portfolio of the Finance Commission. This consisted of preparing a budget guideline document to guide all treasurers on how to complete a budget, creating a budget template for all individual clubs using GP Dynamics and emailing the club’s treasurers these two files along with some general instructions regarding the budget and its submission. Once, we sent out the budgets, it was the responsibility of the treasurers to complete the budget and send the completed excel file to me before the initial budget submission deadline, which was June 30th. Finally, we had to assess each budget against the general guidelines and the previous years actuals in order to determine if they had created a realistic budget for the 2014/2015 fiscal year. If the budget was not created realistically, the formatting was changed or if the budget total were not equal to ‘0’ or a surplus then we would reject their budget. In this case, the treasurer would have to correct their mistakes and send me back a more completed budget to be processed. Once we approved a clubs’ budget we would import the excel file in to the GP Dynamics system and notify the treasurer that their budget was approved.

Due to the lack of idleness, inactive clubs, treasurers being away from the country during the summer and many treasurers asking for a deadline extension. In result, we extended the budget deadline from June 30th to July 15th in order to accommodate most treasurers. But even after the extension and much focus on budget deadlines there were around 25% of clubs who had not submitted their budgets. In result we had to freeze all these club accounts. This
percentage decreased to around 15% as more clubs submitted their club budgets around September after second round of reaching out to all the clubs who had not submitted their budgets. Now there are around 50 club accounts that remain frozen however this number is decreasing every week as more clubs continue to submit their budgets.

d. Waiver forms

The deadline for all clubs’ general membership waiver forms was due in on October 9th. We made sure all the waiver forms were available for all the clubs to have access to online and now we are near the end of processing all the waiver forms by keeping a track of the number of members each club signed in an Excel file. If by the end of this process there are still clubs that have not submitted their waiver forms then their accounts shall be frozen.

This year we realized that there was a major loophole in the system that could have resulted in the AMS getting easily sued. The waiver forms required each club member to sign off their liability so that they were aware of any risks they may be facing while being part of one of the AMS clubs. However, in British Columbia the legal liability signing age is 19 but were many students who were below the age of 19 and wished to be part of various clubs. Hence, we created a separate liability form that would accommodate these groups of students. The form included a section in the liability form that allows the students to get a sign from their legal guardian that would technically allow the AMS to write of the student’s liability and the waiver forms would then serve their purpose. This whole process although was now more complex was for the sake of the liability of the AMS that was previously at risk.

e. Finance Commission- Grants

During the Finance Commission meetings we keep track of all the various AMS fund applications that the AMS Finance Commission received through the Formstack software. The Finance Commission met on bi-weekly basis and the record of all the fund applications was emailed to all the fund applicants notifying if their applications had been approved or not. Then, once the successful applicants submitted their final event write-up and budget on how they utilized the AMS funds we approved, the FinCom transferred the approved amount from our different AMS fund accounts into their respective club accounts.

Since last ternary report in May the FinCom has assessed around 40 applications and approved around $16,730 worth of funds.
9. Final Budget

Since the last ternary Report the Budget Committee met multiple times. After the presentation and Council’s approval of preliminary budget, the budget committee conducted interviews with each head of department and assessed their budgetary needs. The process was prolonged as we discussed every single line of the budget. Following the budget committee’s approval of the final detailed I was glad to present our work to the AMS Council. The presentation went smoothly and the budget was passed almost unanimously. The bottom line revealed a surplus of almost $500K which was a great achievement compared to the previous fiscal year. The general structural deficit was predicted to disappear by the end of the fiscal year. This year’s healthy situation could be explained by increased number of students; lower actual spending in the LY compared to budgeted LY, and increased businesses contribution (over $485K).

That being said the contribution estimate was based on the fact that the new SUB Businesses would be open in January not February/March. The next step in determining the effect of the delay would be reviewing the actuals up-to-date and estimating decreased revenue. BAGB will handle the initial stages of the process and then forward its recommendations to the Budget Committee.

10. Progress on the Goals

Fixed assets assessment: Myself and my associate held a meeting in regards to the new process for the assessment. Last assessment, in 2010, was not the most accurate one. This year, I decided to be stricter on clubs. The general consensus among member of the Finance Commission was that the lack of clubs’ submissions of lists of fixed assets would result in frozen accounts. In addition, we would randomly pick clubs and physically check if the list matches their real assets. Another aspect of the process in need of improvement was the FAQ for clubs to refer to as many of the executive are unsure of what fixed assets are. We are working on creating the FAQ and finalizing the process. The deadline for the project was based on the opening of the new SUB as that is the time we would be moving all of the fixed assets to the new building. Because of the opening the project was slightly pushed back.

Review of the Funds and Transfers: This is the broadest project of mine. Although all of the funds and transfers can be reviewed it is close to impossible to focus on all of them at once. As of now I was able to pinpoint the most pressing ones. I realized that the internal transfer shall be in accordance to the actual amounts at the end of each fiscal year rather than the budgeted
ones. It can be argued that we were spending students’ money not in accordance to referendum questions. I am in process of drafting a policy that would address that issue. Sustainability Projects Fund mandate was reviewed and a clear criteria and mandate was developed. The committee approved the changes and they will be presented to Council soon. Another Fund that requires to be looked into is WUSC. I held a meeting with WUSC club executives and review the documents. All of the parties agreed that there is a need for an update in order to reflect more transparent practices. As mentioned before opt-in/opt-out process will be reformed by the end of this term as changes made this year were not sufficient to improve the system significantly. After the referendum of 2013, I realized that the bylaws of the AMS state that the society should have a reserves based on percentage of value of student government furnishing. The term Student Government Furnishing is yet to be defined. I will work closely with the Director of Finance in order to finalize the definition and establish an accurate reserve. There are many more funds and transfer I looked into e.g. Ombudsperson fund, Subsidies, Bursaries, SALA etc. I am working with different parties to ensure that any issues in regards to criteria, mandates, and definitions are addressed.

**Sustainability:** As pointed out in the sustainability section of this report, most of the goals are underway whereas a couple of sub-goals have been achieved. Please refer to the Sustainability section.

**Automated Clubs Expense Systems:** I held a number of meetings with the AMS GM and Director of Finance. The meetings were productive and we agreed that planning the next steps is the most important part of this stage of the project. I was able to put together an adjusted timeline which still have to be reviewed by the interested parties. I am yet to make a contact with companies that would be able to provide us with the systems. Nevertheless I started the research thus the contact and negotiations shall begin soon.

**11. Other Activities**

As a signing authority for the AMS accounts I was charged with approving expenses of various groups such as Resource Groups, Clubs, Constituencies, AMS departments, etc. The month of September was busier than the remainder of the summer due to increased number of students on campus and number of activities. In addition, volume of contract was quite high.

Another part of my portfolio is to track actual spending and compare it to the budgeted one. Prior to approving any expenses of any AMS departments I checked how much funds in the budget they have left.
Walter Gage Fund Committee was another commitment that the VP Finance has. I attended the meetings and provided insights, thoughts and feedback to various applications.

Extraordinary Hiring Committee just started its busiest time of the year. I was present during most of the interviews e.g. the Election Administrator and Elections Communication Coordinator. Each position has a number of applicants thus it is a time consuming commitment.

In addition, I am a member of the LPC and attended most of the meetings and tried to contribute as much as possible.

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