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.

Hiring
Each year the VP-Administration hires 7 students to work on different sections of the portfolio. The positions are and have been taken on by:

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
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<tbody>
<tr>
<td>Assistant</td>
<td>Krystal Hakkaart</td>
</tr>
<tr>
<td>New SUB Community Engagement</td>
<td>Rae Barilea</td>
</tr>
<tr>
<td>New SUB Sustainability Coordinator</td>
<td>Collyn Chan</td>
</tr>
<tr>
<td>SAC Vice-Chair</td>
<td>Nina Scott</td>
</tr>
<tr>
<td>SAC Administrator</td>
<td>Philip He</td>
</tr>
<tr>
<td>SAC Art Gallery Commissioner</td>
<td>Joshua Bokor</td>
</tr>
<tr>
<td>Shinerama Coordinator</td>
<td>Harsev Oshan</td>
</tr>
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Hiring was completed for all positions on Thursday, April 25, 2013. This year there were 124 applications for positions in the portfolio. The interest in the portfolio was overwhelming; it was exciting to narrow down the candidates to the interview shortlist. Interviewing took place over 1.5 weeks and the team that has come in to the portfolio is nothing short of excellent.

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 last week and will continue to the end of June with three sessions related to each: Working within the Portfolio, Working within the AMS, Strategic Planning within and between the VP-Admin Portfolios.

Budget
The budgeting process for the VP-Administration portfolio has been completed. Many efficiencies were found; many programs were reduced or removed in accordance with the zero-base budgeting process and the goals of the budget as dictated by current revenue levels and the priorities of the society. The budget was completed in consultation with the VP-Finance and the Budget Committee.
Goals
At this point, the PAI goal-setting process is almost complete. I have submitted my final draft to Aaron Bailey (Oversight Committee Chair). The latest submission for PAI is outlined below:

PAI Goals

<table>
<thead>
<tr>
<th>Number</th>
<th>Category</th>
<th>Memo</th>
</tr>
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| 1      | New SUB  | Complete the Pocket Lounge Program  
*The pocket lounge program is an initiative spearheaded by Derek Moore, Rae Barilea and Michael Kingsmill to theme approximately 7 spaces within the New SUB that previously did not contain any programming other than basic lounge programming. The purpose of the program is to advance the mission of the AMS by providing students with spaces in the new building that connect them to the ongoing history of the society. The themes are as follows: AMS Clubs, First Nations History and the AMS, Sustainability, the Great Trek of 1922, Student Activism on Campus. The themes will be expressed using materials gathered from the AMS Archives and other on-campus sources. The completion of this program in Derek’s term relies on the creation of reports for each room outlining the proposed contents and method of display, including room layouts, to be executed upon the completion of the building.* |
| 2      | New SUB  | Continue pushing for LEED Platinum+  
*The current programming for the building has the building meeting requirements for LEED Platinum+. This goal is a commitment on my part to do my best to maintain that status through the construction phase. This goal will not become something that is actively sought until something occurs in the programming that jeopardizes enough LEED points, or seems to be the beginning of a process that will jeopardize enough LEED points to change the final certification of the building.* |
| 3      | New SUB  | Name the New SUB  
*With a little over a year to go until the new building opens, we are now in the window of opportunity for amping up the branding of the AMS via the naming of the new building. In conjunction with AMS Operations and the New SUB Committee, devise and execute a plan to engage with the student body with the goal of shortlisting 3 names, to be approved by New SUB Committee and AMS Council.* |
| 4      | SAC      | Migrate to Ungerboeck-based Clubs Management  
*Some aspects of SAC Club Administration still rely on non-digital resources. Ungerboeck, a database program already in use in the Society by AMS Operations (Bookings), has some applications that would be useful in digitizing some of the administration work. In conjunction with AMS Operations, migrate these of administration pieces to Ungerboeck.* |
| 5      | Special Projects | Create Recommendations report on the direction for the proposed "VP-Student Life" to replace the VP-Administration post-New SUB  
*Post-New SUB, the VP-Administration portfolio will look significantly different from today. What should it look like? The aim of this report will be to answer that question. The report will be completed in conjunction with the other AMS Executives, LPC and Archives.* |

In the process of creating the PAI goals, many goals for the VP-Administration portfolio were shortlisted. Not included for PAI, and dependent on the resources available within the portfolio as the year progresses, these shortlisted goals are as follows:

Non-PAI Goals

<table>
<thead>
<tr>
<th>Category</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Gallery</td>
<td>Modernize the Gallery - complete the migration to electronic management</td>
</tr>
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</table>
New SUB | Pick a company for Building Monitoring and integrate with Waste Weighing
New SUB | Initiate SEEDS report on Rooftop Garden
New SUB | Initiate SEEDS report on Community Kitchen
New SUB | Website: update and minor restructuring
New SUB | Re-establish New SUB Operations Working Group to create non-structural programming for the building with program outcomes to improve sustainability, student study and social lives.

SAC | Develop online training resources for Club Executives
Shinerama | Double the number of Shine Day Volunteers from last year
Shinerama | Execute the first week pre-shine day large event
Special Projects | Run 3 Anti-Silo Events over the year
Special Projects | Continue MOU negotiations for the AMS-UBC Farm Brewery MOU
Special Projects | Setup all team members to work mobile
Special Projects | Develop a collaborative team approach to the portfolio, encourage horizontal assistance through the portfolio by VP-Admin team members

**Conclusion**

This report outlines the direction for the portfolio for this year. The next report will outline progress specifically on the goals as presented here, and any goals that arise as the term continues.