Meeting        2013 New SUB Committee
Agenda        130
Place          SUB Design Cube
Date           May 15, 2013
Time           11.30-13.00

Guests
Jamil Rhajiak (UBC Student Communication Services)
Kirk Macdonald (UBC Information Technology)
Nancy Toogood (AMS Food and Beverage)
Keith Hester (AMS Director of Finance and Administration)

Name                      Representing          Initials       Email
Derek Moore               AMS VP-Administration  DM            vpadmin@ams.ubc.ca
Rob Brown                 UBC Properties Trust   RB            rbrown@ubcproperties.com
Rae Barilea               AMS New SUB Team       Rba           newsub@ams.ubc.ca
Collyn Chan               AMS New SUB Team       CC            subsustain@ams.ubc.ca
Caroline Wong             AMS President           CW            president@ams.ubc.ca
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Guillaume Houle           Permanent Member         GH            ghoule15@hotmail.com
Michael Duncan            Permanent Member         MD            michael.ubc@gmail.com
Camille Esquivel          Member-at-large         CE            camillesquivel@gmail.com
Natalie Marshall          AMS Councillor          NM            ncmarshall@msl.ubc.ca

Item       Title                        Details                                                                                                                                                                                                                              People
130.1      Approval: Meeting Agenda    M: 129 NM #threatofdeath please be removed!                                                                                                                                                                                                                                           CW
130.2      Approval: Past Minutes      Be it resolved that NSC establishes the New SUB Opening Ceremonies, with membership and committee visions statement to be congruent with the minutes of meeting 130. Passed without quorum                                                                                                                             CW
130.3      Presentation: UBC Digital Signage System
            MK prefaces: Communications reached out about e-signage with respect to wayfinding. Looked into UBC's e-signage or to go with a different program or even in house. JR provides idea of UBC e-signage system and how AMS can use it. Previous problem using several systems, solved with Digital Signage System. Server sends content to drivers, individuals manage content through local program they can then upload into the system; there are permission restrictions to have specific content for specific groups (i.e
Waterfillz). UBC virtual private network ensures the security of this system. Infrastructure allows individuals to manage specifics like slides, dates, scheduling, etc. Need to find resources to create content. Provide software, infrastructure, support, emergency messaging (for crisis situations on campus through UBC Risk Management Services/President's office). Can pull information from web. Room bookings could be done and fed to smaller displays.

MD: how much content will you have from other groups? JR as much/little as the groups would like as long as the requirement is met. Not looking to sensor.

What UBC requires: 5% of total rotation is to be UBC brand content, emergency content to be able to play, no third party advertising (UBC does not have adequate policies to regulate this, our space is too hot to handle).

MK we'll probably have outside vendors such as Zoom Media. Would this conflict with UBC units? JR Would like to be the only system but if you wanted, the requirements would be that UBC's infrastructure cannot be touched and meets the criteria of the MOU. MK Can you run multiple systems if we are having others develop content? JR if you want unique content you need your own PC for that. If for example a group wanted to buy out and put unique imaging on the screens, you would have to switch the inputs - UBC cannot run it through their infrastructure. MK what about for the emergency messaging during this? JR there is probably a way we can solve this.

GH do we get a say on the UBC content? JR there are options to choose from.

UL for booked rooms and such would we be able to play our content in their still? JR for different purposes we would use different content, will need to look into the system first though. Example: streaming video, system happens to be with a company that specializes in this. This could be scheduled to do live streaming for something like graduation ceremonies but not for inputs not based for commercial use (hockey games, etc.) If you wanted to do this you could just switch the input. UL: what about indoor mapping? JR UBC has mostly done external wayfinding but there is a group looking at indoor wayfinding. There are some best practices to look at: large screen touch screens tend to be very slow and expensive. We can use mobile web technologies and smaller solutions. UBC can provide image maps. But AMS Communications needs to develop a system to manage this; content needs to be made, interaction, audience/customers.

KH cost? JR depends on the MOU. Advertising might include a usage fee but the infrastructure is free because it is a benefit to the university. MOU with be with Communications & Marketing (business) and UBC IT (service). This would be UBC's first type of relationship.

CW what kind of UBC brand content? JR "UBC Place of Mind" CW do you see any future implications if UBC launches lobbying? JR as long as it fits. CW timing in content approval? JR you manage your own content. We can
130.4 Project Change Management Update

130.4.1 Current: Change Order and Cash Flow

Concern over contingency line exhaustion at about 79% already with only 25% project completion. Pockets of moneys that were anticipated to be replenished such as exterior ground work for sewer main - hoping to get $40,000 back for the upgrade. Public realm also being an area for recovery. GH When the contingency line depleting is there a point where we will dial down on spending in this project? MK according to RB projection of the contingency line, we will run out at about 4 months left in the project. It is difficult to slow down the consumption rate.

130.5 New Business

130.5.1 Project Update

Budget is always a problem. 6 weeks ahead on the structure. Complications have arisen, upper slab is a bit concerning in terms of schedule. But we've generally picked up. Structure complete by end of May. Color for exterior placed, complete for month of January 2014. Finishing will then start, very aggressive schedule. Commissioning will be very time consuming - getting plant-ops and others in and run them through systems will take 2 months. A lot of pressure from owner to get in though. F&B will need to move in and get familiar.

130.5.2 Signage and Wayfinding

Working with UBC PT for scope of work for e-signage. Drafted and working on it. Not a lot of time to decide, need to choose UBC e-signage or outside source. Signage consultants are super expensive. UL, MK and a few others to make this decision.

130.5.3 Liquor Licensing Update

Going well but not actually. Signatures and things are done, last bit left.

130.5.4 Pit Theming and Program Review

Postponed; Dialog hasn't quite delivered on this matter yet. Details haven't been worked out yet (color, stage, etc.) RB going to manage concerns with Dialog. RH perhaps the committee is pretty done with this matter and now it's all up to Dialog to just do it.

130.5.5 North and South LL Construction Update

North side has picked up. Asbestos in the area #surprisesurprise, had to decontaminate in the area so no other work can happen in the area yet. VOC have moved to new club space, Pottery Club has been notified of their space - goal to have them up and running by end of month. South side ongoing, dark room for Photosoc has been resolved. Art Gallery gets temporary studio arrangement. Store room relocates to south side area in September, may provide some relief to set up darkroom.
Building monitoring - will start contacting companies. Solid Waste Accounting, from SEEDS Fall 2012. Triple bottom line analysis, waste audit continuously. 4 groups did 4 reports, accommodations for manual and mechanical accounting. Letter for open strategy being revamped. Project specify AMS would like to see consistent waste metrics, using scales to weigh each bid most efficient/affordable, inexpensive, Installing a scale could be more cost effective. Staff may weigh bids efficiently like with a ramp. Firs method proposed: full bins in loading bay, staff load onto scale, color coded. Second method: don’t press anything to weigh, scanner that would say what type of bin.

2 art groups for atrium art. Second group got 5K from grad class council, trying to find more funds but they are also trying to scale down their project as well. 6 SEEDS wall art projects, voting contest will happen. Haven't started yet so process might be revamped.

Have spent a lot of time researching the project. Main focus right now is Alumni Weekend. MK, CC and RBa will be presenting at this as well as running a booth during the fair. Also looking into ways to reengage the community with an updated communications plan and possible events such as a “year out” event this upcoming September.

Schedule Pit Theming meeting(including Anna Hillar)
GH or MD to come forward as permanent member of Opening Ceremonies Committee

Postponed

In progress! Received two applications for Member-at-large. Should be at next NSC

What should the opening ceremonies be like? UL they should motivate.
Discussion postponed until committee members are decided.
Suggested: Events Manager, Communications Manager, Director of Operations, VP-Admin, Member-at-large, Permanent Member, AMS Councillor, Community Engagement, Sustainability
CE steps forward as student member, waiting on MD for permanent member between MD and GH

Next Meeting – Wednesday, May 29th, 2013 11:30 – Design Cube