



BREWERY COMMITTEE

Terms of Reference – May 2017

1.0 Mandate:

- 1.1 The Brewery Committee shall explore options for the AMS Brewery on campus in accordance with the referendum of January 2014, including proposals on academic integration, sustainability targets and commercial operations.

2.0 Objectives:

- 2.1 Maintain the mission statement, goals and values of the AMS
- 2.2 Explore possible options for the location and construction of the Brewery
- 2.3 Explore commercial operation models for the Brewery
- 2.4 Work with the University to develop long- term agreements to support the Brewery Project
- 2.5 Explore integration of the Brewery into the University's academic mission
- 2.6 Determine the feasibility and scope of the Project
- 2.7 Explore possible options for funding for the initial stages of the Brewery
- 2.8 Integrate environmental and social sustainability into the operations and programming of the Brewery

3.0 Deliverables:

- 3.1 Proposed Memorandum of Understanding (MoU) with the University to finance the construction
- 3.2 Updates on progress to AMS Council from time-to-time

4.0 Membership:

- 4.1 The committee is composed as follows:
 - 4.1.1 Three (3) members of AMS Council, as appointed by AMS Council
 - 4.1.1.1 One of the members appointed by AMS Council shall serve as chair
 - 4.1.2 One AMS executive, as designated by the Executive Committee (non-voting member)
 - 4.1.3 the Designer (non-voting member)
 - 4.1.4 Other AMS staff shall attend at the invitation of the Chair.
- 4.2 In order to maintain effectiveness and productivity of the Brewery Committee, it is imperative that its members make every effort to regularly attend meetings and provide feedback and updates to the Chair as requested.
- 4.3 Brewery Committee voting members with two unexcused absences will be asked to resign by the Chair.
- 4.4 In the event that a Brewery Committee member is unable to regularly attend scheduled committee meetings, it is important that a new member be identified and appointed by the AMS Council in order to replace the existing member.
- 4.5 The committee consists of three (3) voting members; quorum requires at least two (2) voting members to be present at a meeting.
- 4.6 Decisions shall be made by a simple majority vote.
- 4.7 Term of each member of the Brewery Committee shall be twelve (12) months.
- 4.8 A vice-chair shall be appointed by the Brewery Committee.



- 4.8.1 In case the chair cannot attend a meeting, the vice-chair shall serve as chair and carry on required duties.

5.0 Operational Protocol:

- 5.1 Meetings: The Brewery Committee shall meet as needed, and at least once every six weeks during the school year. Whenever possible, meetings should not exceed two (2) hours in length.
- 5.2 Agenda/minutes: The Brewery Committee chair will be responsible for drafting the agenda, minutes, and relevant attachments for distribution to the committee members.
- 5.3 The Brewery Committee shall review the committee's Terms of Reference every twelve (12) months.