

AMS VP Administration Ternary Report - July

The month of April was focused on transition with the outgoing VP Administration (Chris Scott), as well as hiring for the new VP Administration portfolio. Out of the 10 positions, 6 were hired (AVP Administration, Club's Administrator, SLSC Coordinator, AVP Sustainability, Sustainability Outreach Coordinator and Sustainability Projects Coordinator). This was due to the following reasons:

1. After careful consideration, it was decided that the Assistant to the VP Administration would be more beneficial to hire once the role of the Assistant was more established, which would mainly be determined based on the experience of where the VP Administration may require further assistance. The position will be hired in August
2. The role of the Art Gallery Manager and the Assistant Art Gallery Manager require specific skills that cannot be taught and executed in the short timespan. The outgoing Art Gallery Manager has been staying in the role to keep everything running, and will assist the incoming Art Gallery Manager/Assistant once they're hired
3. The SLSC Assistant Coordinator was to be hired with the SLSC Coordinator as they will have a stronger working relationship. This position was hired at the end of May

Goals were written up in May and have been in the execution stage.

CONSTITUENCY SUPPORT:

This goal was focused on improving upon the support the AMS provides to constituencies. It was recognized that constituencies, while not wanting to be treated like clubs, wanted some extra attention and guidance than they've received in the past.

The tasks to achieve these goals were:

1. Constituency Handbook
2. Executive to Executive Councils
3. Socials

The past month and a half have been spent in consultation with individual constituencies to gain insight on where they're at and what they would like to see in the support.

The Constituency Handbook has entered its initial stages of being written, and will attain extra support when the Assistant to the VP is hired.

The President's Council was just passed, and the additional informal 'councils' will be initiated in August. Currently, the planning stages of what these would look like is underway.

Alongside the Assistant, Constituency Socials will commence in September.

CLUBS:

This goal was focused on increasing and improving upon the overall support we provide for clubs.

The 4 main focus areas were:

1. Expanding the SLSC
2. Improving upon Club Policies in Operations Committee
3. Outreach

4. Bookings

Much time has been spent over the past while going through every renewal form and ensuring that clubs are properly renewed, and assisting them with any troubles taking place. The C&S Working Group has met to review all Club Applications, which will be final once minutes are approved.

The SLSC is undergoing a major expansion, as we have decided to move the Sustainability Office down there. The SLSC had an inventory count, and the new inventory that will be brought in has been identified, and will be purchased in the next week. Computer setup, Pay for Print system installation, and setting up the framework for advertising for the SLSC have also been major focuses. The Assistant SLSC Coordinator has been working towards finding retreat options for Clubs and Constituencies, as well as creating the rental forms for equipment. Dad's Printing Contract has been renewed for another year, and efforts have been made to increase the awareness of this service.

Operations Committee has had to shift their focus to update the Operations Committee Handbook in general as it hasn't been previously approved, nor is it a complete handbook with the basics. The SAC Handbook is being used as a resource for this.

More efforts have been put to reaching out the Clubs, which include a faster response times to emails, taking advantage of the emailing system in CampusVibe, and with the hiring of the new Communication Manager, plans will further go underway in the near future.

Not too much new work has been conducted with respect to the booking process and booking policies.

STUDENT LIFE

The purpose of this goal was to work closely with clubs and constituencies on some of our projects to encourage collaboration and a greater outreach.

Meetings have been arranged with the different 'VP Students' of each constituency to gather information about their upcoming events and how to work with AMS Events on these.

Wellness Week planning is being initiated by Keith, Asad, and the VP Administration alongside constituency representatives (usually the VP Academic of each constituency)

OLD SUB/UBC LIFE BUILDING

Individual and group consultation have been taking place with the Clubs and P+W as the project progresses. Currently, BIRD is yet to submit the final budget numbers.

Work is being conducted with UBC PT to arrange an MOU with regards to areas of the AMS' side of the building that overlaps the Universities side of the building (i.e.: Norm Theatre Entrance).

SUSTAINABILITY

Purpose of this goal was to improve the sustainability initiatives of the AMS, both social and ecological.

Goals for sustainability were presented to council and approved.

There has been a bit of a transition process between the outgoing and incoming AVP Sustainability as the position was taken over about 2 weeks ago.

The Lighter Footprint Strategy is in its initial drafting stages, and student consultation is planned to take place.

A Nest Animation Project, which is animation of the pillars in the Nest, is underway. Design and details have been presented, and currently, the materials are being purchased and the design is in its stage of being put together for the pillar.

The Art Gallery submissions have been sent and the Art Gallery Manager and volunteers have been working together to work through the submissions.

A handwritten signature in black ink, appearing to read 'P Bhatti', with a stylized, cursive script.

Pooja Bhatti
AMS VP Administration
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