

AMS Finance Committee

Minutes of June 3, 2019

Attendance

Present: Lucia Liang (AMS VP Finance), Chris Hakim (AMS President), Katherine Westerlund (Councillor), Arash Shadkam (Councillor), Samuel Kemp (student at large), Noah Mossey (student at large), Keith Hester (Managing Director, non-voting), Grace Ji (AVP Finance, non-voting)

Guests: Cristina Initchi (AMS VP External), Cole Evans (AMS VP Administration), Julia Burnham (AMS VP academic & University Affairs), Ian Stone (Student Services Manager)

Regrets: Max Holmes (Councillor)

Recording Secretary: (Grace Ji, AVP Finance)

Call to Order

The meeting was called to order at 12:04 PM.

Agenda

1. Approval of last meeting's minutes
2. Graduation class gift
3. Budget

Approval of Agenda

Moved: Chris

Seconded: Noah

Be it resolved that the agenda is adopted.

[The motion carries.]

Approval of Minutes

Moved: Chris

Seconded: Noah

Be it resolved that the minutes of May 27, 2019 are adopted.

[The motion carries.]

Approval of Graduation Class Gift

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- AMS Archives was awarded \$1,000 for a magazine digitization project.

Moved: Chris

Seconded: Sam

Be it resolved that the graduation class gift is adopted.

[The motion carries.]

Budget

- *The executive team was invited to present on their budgets. Cristina was first to present on the External portfolio's budget.*
- [Cristina]: Miscellaneous expense decreased to \$500. Photocopying and administrative expenses are higher in my portfolio as they are used more frequently. The external commission salary has gone up as extra hours were needed given that this is a federal election year. For SUDS, the Facilitators Honoraria expense increased. Last year, the AMS could only cover half the cost of flights for speakers. An increase in membership fees is anticipated as we are trying to get more participants. Also, sponsorship fees have increased. Transportation expenses are also expected to increase but accommodations have decreased due to venue changes. Lobbying expense has increased also. The contingency expense has increased so that we breakeven this year.
- [Katherine]: Instead of having a \$3000 contingency for SUDS, this should just be reported as a loss.
- [Cristina]: That change will be made.
- [Sam]: What explains the \$750 increase in the "Conference and Official Business" line?
- [Cristina]: We've adjusted this to reflect the change in lobbying style.
- [Katherine]: What's the other \$500 in miscellaneous?
- [Lucia]: We've allocated some money for backup.
- [Chris]: This can help to understand what the unexpected expenses were.
- [Cristina]: For example, we didn't think we had to pay for a conference call system but it came up as an unexpected expense that didn't quite fit into other categories.
- [Arash]: How certain are you that you'll hit \$60,000 in revenues?
- [Cristina]: We're quite certain about it.

- *Cole presented the Administration portfolio's budget.*
- [Cole]: The staff appreciation expense is around the same as last year. Some expenses increased as we're subscribing to Adobe creative cloud and replacing a workstation. The club's newsletter provider will change and which will increase costs too. The clubs and societies systems expense is what we spend on Clubhouse. The advertising expense can be removed and we are looking into cutting printing costs but that part of the budget is not complete yet. "Volunteer appreciation" is an added expense but the "damaged art" line item will be moved into the collection appraisal expense.
- [Keith]: We should take [funds for damaged art] from the Art Gallery reserve fund. Art preservation comes from that fund and nothing returns to operational expenses.
- [Cole]: Project maintenance is a new line item thanks to an MOU with UBC. But a number of items can be funded with SPF. Also, the VP Admin portfolio has been reduced to 8 staff members this year.
- [Arash]: The sustainability outreach coordinator position is gone?
- [Cole]: Yes.
- [Arash]: Is it alright to use SPF for maintenance/operational activities?
- [Chris]: Yes. The line item that Cole is talking about includes operational activities that can be covered.
- [Arash]: What about the \$22,000 for the Campusvibe?
- [Cole]: That's the clubs and societies expense.
- [Chris]: To clarify, the sustainability projects coordinator's role was given an additional 5 hours from the outreach coordinator role.
- *Chris presented the Presidential portfolio's budget.*
- [Arash]: The salary was cut in half for the Student Life initiative?
- [Chris]: We're accounting for a change in hiring.
- [Sam]: What about the time capsule ceremony expense?
- [Chris]: We plan to execute it.
- [Arash]: Why are the "Indigenous Affairs" and "Policy and Community Engagement" items increasing?

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- [Chris]: New positions were created and the assumption is that we've hired these positions for the full fiscal year.
 - *Lucia presented the Finance portfolio's budget.*
 - [Lucia]: The staff salary didn't change much. There is a standardized telephone cost. The budget for furniture and equipment has increased since the fridge broke. Costs have increased for orientations to decrease staff work hours. We've removed the volunteers section because there are no volunteers. We will be partnering with RBC and CPA to increase financial literacy and will be increasing the number of constituency meetings.
 - [Katherine]: We should make video orientation for treasurers.
 - [Lucia]: We should and think about improving the process for it.
 - [Arash]: Do you have anything in mind for special projects?
 - [Lucia]: We are looking into replacing Showpass.
 - *Julia presented the Academic and University Affairs portfolio's budget.*
 - [Julia]: Staffing has changed which has reduced the salary expense as we've consolidated positions and reduced the hours for some positions and reallocated them to others. Everything remained quite consistent over the past couple of years. The academic experience survey is the biggest line item. We have looked into different contractors for this service. Continuing to contract with Insights West will help to reduce the cost. We will allocate \$3,000 to prizes for the survey.
 - [Chris] We have presented the complete executive budget and will take in the feedback.
 - [Lucia]: The changes to be made include removing the \$3,000 in contingency expenses from Cristina's portfolio and the \$2,000 expense for damaged art on Cole's budget.
 - [Chris]: The cost of the executive retreat has been reduced by \$500. The "Executive Committee" page is done. We'll now move into the Student Government expenses. Salaries and Wages refers to the wages for the speaker at council. We've allocated \$1000 for transportation in case council goes overtime.
 - [Arash]: The speaker's salary has gone down from \$10,000 to \$4,000?
 - [Katherine]: We used to have two speakers. Can we increase the AMS food budget?
 - [Chris]: You can suggest it at council.
 - [Arash/Katherine]: What about the appreciation line items?

- [Chris]: Staff appreciation includes the Block Party tickets for all councilors and volunteer appreciation includes other gifts that are purchased but we can consolidate them.
- [Chris]: There's been an increase in the Ombudsperson salary to even out the workload. You'll see an increase in the "computer hardware/software" cost for the next draft. Under the Elections section, you'll see an increase in the salaries and wages. We've also decreased the "Candidate Refunds" allocation.
- [Arash]: How can we be sure that we'll stay at \$5,000 this year for candidate refunds?
- [Chris]: Last year, the elections timeline increased from two weeks to three, so council authorized an increase in candidate refunds. We've since brought it down to the \$5,000 to match historical numbers.
- [Lucia]: We're also refunding less also because of a reduction in posters.
- [Chris]: Also, for last year's referendum, we hired two coordinators. This year, we have one.
- [Katherine]: For the AGM, do we want to increase the advertising line item?
- [Chris]: Yes. We can anticipate an additional \$1,000 for that.
- [Arash]: We should rephrase the "staff appreciation" item to "councilor appreciation".
- *Ian presented on the Student Services section*
- [Ian]: Note that Santa Ono increased a donation to the Food Bank. We use the Olive-wood software for statistical analysis.
- [Arash]: Tell me more about the special projects.
- [Ian]: We're aiming to make services more welcoming for all students.
- [Noah]: Staff training has dropped by 550, why?
- [Chris]: This is mean to reflect actuals.
- [Ian]: Wages also changed to reflect the demand for the service.
- [Chris]: With coordinators, actuals are reflected but for staff, we anticipate an increase.
- [Arash]: We should be consistent in the way we report things.
- [Ian]: We use 7 shifts for this particular service and not others.

- [Chris]: There are no large changes to Speakeasy.
- [Ian]: For group tutoring sessions, we're cutting out the on-residence sessions which accounts for the significant decrease.
- [Arash]: Will this overload the rest of the tutoring services?
- [Chris]: We're making these changes based on the stats/data.
- [Arash]: So wages are going down but benefits are going up?
- [Katherine]: Why does tutoring have the same amount of benefits as Safewalk with a third of the staff?
- [Chris]: We'll look into it.
- [Grace]: What's miscellaneous and TLEF Grant revenue and why are the numbers for previous positive?
- [Ian]: The positive numbers are an error. TLEF is a grant we receive and miscellaneous revenue comes from Mastercard and the WUSC program.
- [Chris]: For VICE, we removed miscellaneous expenses and reallocated them to more appropriate areas. For eHub, the biggest change was the e@UBC grant.
- [Arash]: The special projects line items seems more like maintenance. That should be changed.
- [Chris]: Changes to tutoring benefits and other changes discussed so far will be reflected in the newest budget. We've decreased the contingency allocation and will talk about the events budget on Friday.
- [Lucia]: We can highlight these changes in the next meeting.

Next Meeting

The next scheduled meeting is June 7th, 2019.

Adjourn

The meeting was adjourned at 1:36 PM.