

AMS STEERING COMMITTEE
May 29, 2019 – 5PM, Room #3529

Members

Christopher Hakim (Chair), Katherine Westerlund (Chair of Governance), Riley Ty (Chair of Human Resources), Cole Evans (Chair of Operations), Cristina Ilnitchi (Chair of Advocacy), Kevin Zhang (Chair of Student Life, arrived 5:23pm), Ian Stone (SSM), John Cookson (Member-at-large)

Call to Order

- The meeting was called to order at 5:03PM

Regrets: Nick Pang (Executive Projects Assistant, Policy and Governance)

Agenda Items

1. Approval of the Agenda

- BIRT the agenda be adopted.
- Moved by Lucia, Second by John

2. Updates from the Chair

I. What is Steering: High level and strategic plans of AMS:

- Helps coordinate different committees
- Meeting once a month, usually an hour long
- Comprised of different committee chairs
- Nick (Governance): Leads a lot of work that comes out to Steering, also provide supports for different councillors and anything concerning council and policies

3. Discussion: Committee Goals and Timeline

I. Discussion and Work on Committee Goals and Timeline:

- AMS has made template to be sent out to all chairs, will receive template report in May and September asking for things completed and future goals
 - Some committees sent in already, some not in time (expectation is June)
 - Need to confirm goals

- Other templates similar, considered monthly report
- January- Will receive other template asking for larger goals (mid-term review)
- Essentially, will receive new template report every month, Nick will be providing deadline
- Templates go to AMS and is then sent to Council
 - Sent to Steering, reviewed in Steering, then Council

II. Timeline: What happens each month during whole year

- Will provide information as to when different codes and by-laws are mandated
- Will be sent monthly by Nick
- Summer session and whole year session all together
- One version with most basic things (ex. budget)
- Katherine: Make Google docs just to make things easy to edit and change
 - Individual councillors include their own timelines on what they intend to bring to council
 - Cole: Will lessen council time, gives general idea of what each councillor intends to bring in, more organized and clear, will lead to council efficiency
 - Chris: Will get staff to create Google doc

III. Reviewing Committee Goals:

- **Governance Committee:**

(A). Completed Thus Far:

- Has already met twice
- Nominated chair

(B). 5 Major summer goals, expected to be done by end of summer:

- General Privacy Policy:
 - Drafted by Sheldon
 - Should be to council to mid to late July

- Timeline brought
- Security Camera Policy:
 - Already discussed by previous Governance committee
 - Already passed
- Election Code Review:
 - Began process at Inclusion meeting
 - Make it more equitable for people to participate
 - Want more women and minorities
 - Coming to council if there is anything to act on
- Bring back code for committee transition report:
 - Got rid of in 2016, since transitions to all executive chairs
 - Take a look at words in code and see if any changes made, will then send off to council
- Start conversation on creation of Indigenous seat on Council:
 - Just reached out today to Jennifer (Indigenous Affairs)
 - Want to reach out, voting or non-voting?
 - Review process doing to achieve this
 - Likely need to be voted in if given voting seat on council
 - Action needs to be swift, background research needs to be done
 - AMS wants to reach quorum
 - Needs to have most things done before referendum in March
 - Chris: Jennifer meets with Indigenous Committee and having separate meeting to discuss annual priorities, Jennifer can ask if they want a seat in Council and follow up with Katherine
 - Cristina: Equity plan Working Group, wants to meet with Kat, Cristina to present on representation in working groups

Priorities: Privacy policy, coming next Monday and Sheldon has draft prepared

- **Student Life Committee**

(A) Improve Council efficacy:

- Lower cost council retreats: laser tag
- Go within committee and come back to council before end of council with list of low-cost retreats
- Find lower costs for Orientations
- Combine retreat and council, prevents people from coming out numerous times
 - Won't be enacted until next year, unless Kevin sorts out before July
- Kat: Should separate retreat from orientation, less interest if expected to learn

(B) Student Engagement Strategy Plan:

- Chris: Expects strategic plan this year, Kevin should wait for larger AMS strategic plans before making small one, easier to align goals and priorities

(C) Establish anonymous councillor consultation survey :

- In-person check-in too time consuming
- Kevin on what he expects from these: questions on procedure, whats being discussed, outlet for councillors to establish point of contact
- Chris: Speaker usually not kept up-to-date with everything and can't give advice because required to be impartial, Nick is better point of contact

(D) Improve diversity of AMS events, create events to attract different personalities

- Potential item under student engagement strategy

- Include consultation survey in monthly letters to see what students want, give report and give to AMS Events and see what they want to do
- Spoke to Asad, didn't seem like he wanted too much Governance influence on AMS Events

(E) Shorten existing Councillors handbook

- Create informal working group to revise, on-going project so no concrete deadline
- Will be in consultation with Sheldon

(F) Improve interaction between Councillors and AMS Executives

- Will props list with ideas
- Invite Councillors for cake once a month

(G) Initiate early recruitment for Grad Class Sub Committee

- Code mandates specific timeline, but last time hard because discussion on changing Grad Class composition before hiring
- October for recruitment, align with when constituencies start elections
 - Chris: better to wait later in year, better evaluate priorities of Grad Class

(H) Conduct regular check-ins with constituency student life groups

- Strategic long-term goal

- Chris will send out two reports before new Council meeting

• **HR Committee**

(A) Ombuds person review

- State code that committee supposed to review 3 times year of this person

- Never actually implemented before
- Workout timeline before school starts, might change to quarterly to be more effective
- Review Ombudsperson's ability to talk to staff and send report to them
 - Should invite ombuds to give their own opinion
 - HR to give their side of argument so Council can re-vote
 - Riley to follow-up with ombuds next week to discuss working dynamics

(B) Update job descriptions for elections in September

- Review salaries and compensation
- Kat: (brought up in finance committee)
 - Compensation during transitions overlaps
 - Useful to codify at least for Executives (priority)
 - Investigate transition process and compensation for said process
 - Standardized across different levels of staff, also would include AMS Executives
 - Likely joint project with Finance and HR

IV. Discussion: AMS Strategic Plan

- In research process, Nick looking at strategic plans of different U15 schools
- Will go in to discussion on what to expect and timelines
- Will likely form different working groups, involve discussion back and forth on what to expect from strategic plan and what to put in
- Kat: Swot analysis before writing it, focus on major pillars of AMS before creating full plan, would help to see trends between pillars
- Chris: Goals will be very broad, should at least fall under umbrella of what values are
- Steering will be body that oversees this, will be the people that pass over to council

- Working groups will be under steering
- Majority of work to be done by Chris's staff
- Nick will present report on research

Adjournment

- The meeting was adjourned at 5:50 PM.