



AMS Governance Committee

Minutes of June 10th, 2019 | 4:30 - 5:30 | NEST 3511

Attendance

Present: Katherine Westerlund (Chair), Jeanie Malone (Councillor), Kevin Zhang (Councillor), Dylan Braam (Student at Large), Cole Evans (VP Administration), Sheldon Goldfarb (AMS archivist - non-voting), Tyra Phillips (Councillor), ~~Nicholas (Councillor)~~

Guests: Michelle (Councillor)

Regrets: Nicholas

Recording Secretary: Katherine

Call to Order

The meeting was called to order at 4:36 pm.

Land Acknowledgement

Introductions

Approval of Agenda

Moved: Cole

Seconded: Jeanie

That the agenda be adopted.

The motion carries unanimously.

Approval of Minutes

Moved: Jeanie

Seconded: Cole

That the minutes of June 3rd, 2019 be approved.

The motion carries unanimously.

Updates from the Chair - 5 mins

- Working on council report for June

- Michelle may bring more things for us to do in the future!
- Maybe we will do more looking into audit committee in the future
- Need an advisory board. It's an HR comm issue, but

[Dylan]: do I count as a professional?

[Cole]: If HR comm thinks you are, then yeah. They probably won't think that, but they may be desperate. HR comm has some leeway when determining who is a "professional member"

[Dylan]: Last year we chose the advisory board as the "audit comm" was because we wanted them to consider the process. No way to have someone who has a CPA level knowledge who isn't Keith. I am of the opinion if we give people things to do they are more likely to meet.

[Cole]: HR comm knows that the advisory board is important. Many of these people are professors.

[Katherine]: should we consider the composition of this board?

[Jeanie]: I think compensation is something to be considered, and actually giving these people "power" over governance.

[Cole]: have some concerns for the loosening of the definition, don't really want to end up with a board full of people who don't understand the complexities of student government and AMS operations.

[Katherine]: Maybe we should consider opening this up to council for consideration.

[Kevin]: do we pay these people?

[Cole]: \$1,500 per year

[Katherine]: so we wanted this board to serve the purpose of the Audit committee?

[Dylan]: yes.

[Cole]: another thing to consider: what is the purpose of this thing? Advisory board doesn't have real power, can't really take actions on anything that they find.

[Katherine]: do we want any actions from this discussion?

[Cole/Kevin]: check in with HR comm, think of some members.

[Jeanie]: Had a convo w university last week about conforming to University Act. Registrar is probably going to create an MoU with us about running these elections. This will probably be an ongoing conversation this summer.

[Sheldon]: We've never had an MoU.

[Jeanie]: in the University Act it's technically on the registrar to run these elections.

[Sheldon]: Keith has sent the privacy policy to the lawyers, and abdul and the ombudsperson.

Committee Transition Report Code - 20 mins

These used to exist, they do not anymore, maybe they should again? Old code, and a working doc, are on the drive!

[Dylan]: Marium was supposed to make a committee transition report template thing, but that appears to have died? I think we should look into this. Most of the work should already be done.

[Jeanie]: My thoughts are it's more valuable to have as a template instead of it being in code. We may be hesitant to change it in the future.

[Cole]: How would this be enforced? Some kind of honorarium?

[katherine]: yeah, detailed in policy

[Kevin]: Some kind of process for the submission of these reports and verification of the "completeness" of the transition.

[Katherine]: What are our steps forward here?

[Jeanie]: I think this will be an iterative process. something along the lines of "They shall transition their successor, through a process decided by steering committee." should suffice.

[Katherine]: I'll email Chris to discuss.

Review of Internal Policies - 25 mins

What currently needs updating, what don't we need anymore, what should we be sending to other committees to do? *Please familiarize yourself with our internal policies here:

<https://www.ams.ubc.ca/how-we-run/bylaws-policies/> *

[Sheldon]: Internal policies were invented in ~2005 so we could make more detailed procedural non-code documents. In theory, generally supposed to be reviewed every 3 years. 5 years ago, we made a policy on policies, and gave responsibility of some policies to non-governance committee bodies. Some of these policies we have reviewed, some haven't.

[Cole]: In my opinion, all policies pre 2017 need to be reviewed.

<i>POLICY</i>	<i>COMMITTEE RESPONSIBLE</i>	<i>REVIEW TIMELINE</i>
I-1 POLICY ON POLICIES	GOVERNANCE	IN PROGRESS
I-2 CHEQUE SIGNING POLICY	GOVERNANCE (SEND TO FINANCE?)	REVIEWED IN 2014. NEXT REVIEW IN 2019.
I-3 RESPONSIBLE USE OF STUDENTS' EMAIL ADDRESSES	GOVERNANCE (SEND TO EXECUTIVE?)	REVIEWED IN 2014. NEXT REVIEW IN 2019.
I-4 ALCOHOL CONSUMPTION POLICY	OPERATIONS	IN PROGRESS
I-5 COMMUNICATION WITH THE MUSQUEAM INDIAN BAND	EXECUTIVE	REVIEWED IN 2018. NEXT REVIEW IN 2021.
I-6 RESPONSIBLE COMPUTER USE POLICY	GOVERNANCE (SEND TO IT SUBCOMMITTEE?)	REVIEWED IN 2014. NEXT REVIEW IN 2017.
I-7 SUSPENSIONS AND EXPULSIONS FROM AMS PROPERTY	OPERATIONS	IN PROGRESS
I-8 AMS INVESTMENT POLICY	FINANCE	REVIEWED IN 2018. NEXT REVIEW 2022.

I-9 EXECUTIVE GOAL SETTING AND REPORTING POLICY	GOVERNANCE	REVIEWED IN 2019. NEXT REVIEW 2021.
I-10 PETITION PRIVACY POLICY	GOVERNANCE	REVIEWED IN 2017. NEXT REVIEW IN 2020.
I-11 TUITION CONSULTATION POLICY	ADVOCACY	REVIEWED IN 2017. NEXT REVIEW IN 2019.
I-12 POLICY ON THE ACADEMIC EXPERIENCE SURVEY	ADVOCACY	REVIEWED IN 2017. NEXT REVIEW IN 2020.
I-13 MEDIA POLICY	EXECUTIVE	REVIEWED IN 2018. NEXT REVIEW IN 2020.
I-14 CREDIT CARD POLICY	FINANCE	REVIEWED IN 2019. NEXT REVIEW IN 2022.
AMS ETHICAL AND SUSTAINABLE PURCHASING POLICY	GOVERNANCE	REVIEWED IN 2009.
AMS ENVIRONMENTAL SUSTAINABILITY STRATEGY	GOVERNANCE (SEND TO SUSTAINABILITY SUBCOMMITTEE)	REVIEWED IN 2007.
AMS CAMPUS SAFETY VISION STATEMENT	GOVERNANCE (SVPREP?)	REVIEWED IN 2009.
AMS COMMUNICATIONS POLICY	GOVERNANCE (DOES MEDIA POLICY REPLACE THIS?)	REVIEWED IN 2009.
AMS POLICY ON VIDEO SURVEILLANCE	OPERATIONS	IN PROGRESS

EXECUTIVE SMART PHONES	GOVERNANCE (SEND TO FINANCE?)	REVIEWED IN 2010.
ALCOHOL REIMBURSEMENT POLICY	GOVERNANCE (SEND TO FINANCE?)	REVIEWED IN 2010.
POLICY ON RECORDS MANAGEMENT AND THE AMS ARCHIVES	GOVERNANCE (ARCHIVIST?)	REVIEWED IN 2013.
AMS TRAVEL POLICY	GOVERNANCE (SEND TO FINANCE?)	REVIEWED IN 2011.
PERSONAL INFORMATION PROTECTION POLICY	GOVERNANCE	REVIEWED IN 2014.
AMS HEALTH AND SAFETY POLICY	GOVERNANCE (SEND TO HR?)	REVIEWED IN 2011.
RELATIONS WITH EXTERNAL ORGANIZATIONS	GOVERNANCE (SEND TO ADVOCACY?)	REVIEWED IN 2012.
AMS SPONSORSHIP GUIDELINES	GOVERNANCE (SEND TO FINANCE)	REVIEWED IN 2012.
RESPECTFUL ENVIRONMENT POLICY	GOVERNANCE (SVPREP WILL REPLACE)	IN PROGRESS

Next Meeting

The next scheduled meeting is June 17th, 2019

Adjourn

The meeting was adjourned at 5:28 pm.