**Subject**: AMS Budget Amendment for Board Management Software  

**Meeting Date**: April 9, 2020  

**Motion**: Be it resolved that the AMS Council amend the 2019/20 FY budget to allow for the purchase of board management software.

**Prepared By**: Chris Hakim, President  
Lucia Liang, Vice-President Finance

**Documents**:  
1. Passageways/OnBoard Purchase Agreement

**Description & Rationale**:  
The Executive Committee and Finance Committee are recommending to AMS Council to amend the 2019/20 FY budget to allow for the purchase of the OnBoard board management software from Passageways. This change will amend AMS Council’s budget to disperse $9,000 to purchase this software, which includes both the subscription fee and initial implementation costs.

With board management software, the AMS Council is able to improve the efficiency and effectiveness of its functions similar to other comparable organizations by further its accessibility of documents, resources, discussions, and voting. OnBoard will allow AMS Council to be receiving all necessary documents, both confidential and public ones, without having to worry much about confidential document disclosure. In addition, the features will allow for AMS Council to be able to access committee documents as well in order to keep up-to-date with the business of its committees. Furthermore, the software provides a chat function for board members to be able to discuss items remotely, which we had received supportive feedback from Councillors coming out of the March 25, 2020 virtual AMS Council meeting. Finally, we will see that Executives are able to provide more information and regular reporting through OnBoard in order to further the involvement of directors in the Executives’ work.
The AMS have chosen OnBoard from amongst various other board management softwares due to its pricing. During the search for an appropriate software, the AMS compared softwares such as OnBoard, Diligent, Aprio, and BoardEffect. OnBoard provided the AMS a custom pricing due to its connection to the post-secondary education sector and its non-profit status, with this rate being a fixed price not a per user price. On the other hand, other softwares had only provided the AMS a per user price which meant that the AMS would be charged for the number of administrators and directors using the software. This led to offered contracts amounting to $40,000 - $60,000 (assuming only AMS Councillors were using it).

A final note regarding the OnBoard software: the AMS was provided a further discount on this first agreement due to the COVID-19 situation. The price was reduced by approximately $2,000, providing the first four months for free.

**BENEFITS**

Reputational, Financial, Sustainable, Social

The OnBoard software would increase the accessibility of AMS Council and Committee documents for AMS Councillors. This would also provide a degree of ease for administrators in circulating information to members. In addition, this software will allow for Councillors to ask questions and bring up discussion points through a medium that they may be more comfortable with. Finally, this software would benefit the governance of the AMS by equipping Councillors with the tools that comparable institutions use to resource directors.

**RISKS**

Financial, Operational, Reputational

If implementation fails, the AMS would see a wasted expenditure on the product and a potential to hurt the governance of the AMS.

**COSTS**

Financial, Resources, Lifecycle

The one-year purchase agreement assigns a $9,000 cost. This price also includes a $1,200 implementation cost in which Passageways will work with the AMS to effectively introduce this board management software into the AMS’s operations. If the AMS looks to renew its agreement with Passageways in the future, the cost will be at $10,400 annually.

**TIMELINE**

Implementation Timeline

Implementation will occur immediately upon the purchase of the software. The intention is to spend the month of April and May working with OnBoard to effectively implement this software. In addition, Passageways have provided regular support in ensuring that any future Councillors are orientated to this software.
PURCHASE AGREEMENT

Quote Number 0320-12997
Account Name Alma Mater Society of UBC Vancouver
Created Date 20 March, 2020
Contact Name Chris Hakim
Offer Valid Through 30 April, 2020
Effective Date May 1st, 2020

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<tr>
<th>Product</th>
<th>Quantity</th>
<th>Sales Price</th>
<th>Discount</th>
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Discounts

AGB Education Discount
Credit April – August 31st : Leaving 9 month term

Total Charges to be Invoiced

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<tr>
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All payments are payable in advance and are due within thirty (30) days of invoice. All payments are non-refundable under any circumstances. In the event of a cancellation by customer for any reason during the committed Initial Subscription Term, customer shall pay all amounts outstanding, if any, for the remainder of the Initial Subscription Term within thirty (30) days of notification. Prices shown above do not include any taxes that may apply and are the responsibility of Customer. This is not an invoice.

Usage Rights and Terms

Initial Subscription Term Start Date: Effective Date of this Agreement
Initial Subscription Term End Date: One year(s) thereafter, unless otherwise stated.
Customer is licensed to use the OnBoard product for the Subscription Term for the specified number of users.

Subscription Fees for the products listed herein during any renewal term will incur an inflationary adjustment by 5% above the applicable pricing in the prior term on all future purchases.

Subscription Agreement

This order, together with the Passageways Onboard Master Subscription Agreement terms and conditions located at https://www.passageways.com/onboard-msa, which Customer hereby acknowledges and accepts, constitutes the entire agreement between Passageways and Customer governing the products referenced above and the services relating to such products ("Agreement"), to the exclusion of all other terms.

Customer represents that its signatory below has the authority to bind Customer to the terms and the Agreement. Any capitalized terms and otherwise defined herein shall have the meanings attributed in the Agreement. The terms of this order are Passageways confidential information.

Signatures

Signature: _________________________________ Title: _________________________________

Name: __________________________________ Date: _________________________________