AMS Finance Committee

Minutes of February 4th, 2020

Attendance
Committee members:
Lucia Liang (AMS VP Finance)
Chris Hakim (AMS President)
Arash Shadkam
Katherine Westerlund
Michael Dobson
Andrew Huang
Brandyn Marx
Keith Hester (Managing Director, non-voting)
Rishav Jasrotia (Not Voting, Finance Systems Administrator)
Reed Garvin (Non-Voting, AVP Finance)

Present:

Guests:

Regrets:

Recording Secretary: (Rishav Jasrotia, Finance Systems Administrator)

Call to Order

The meeting was called to order at 3:59

Prepared by: Reed Garvin
AVP Finance
Adoption of Agenda (3 min)

MOVED Michael, SECONDED Katherine
“BE IT RESOLVED THAT the agenda be adopted as presented.”
• Moving all non-presentation items first
• Arash not do discussion on club management until after
  o 1 Minutes 2 Funds and Grants and Services 3rd spf 4th Bylaws 5th Front Office 6th %

Agenda

1. Meeting Minutes Approval

MOVED Michael, SECONDED Katherine
“BE IT RESOLVED THAT the Jan 28th, 2019 meeting minutes are approved.”

2. Services Front Office Renewal Project, plus discussion on Club Management Platform Discussion

MOVED ____, SECONDED _____
“BE IT RESOLVED THAT the Finance Committee recommend to Council the approval of Option ___ for the Services Front Office Renewal Project totaling $________ from the Capital Projects Fund.”

3. Funds and Grants Approval

MOVED Michael, SECONDED Arash
“BE IT RESOLVED THAT that the Funds and Grants be approved.”

Michael nothing out of the ordinary

4. SPF Application

MOVED Michael, SECONDED Arash
“BE IT RESOLVED THAT the SPF application be approved for 10,000CAD”
• Formula 1
  o Michael it sets a design

Prepared by: Reed Garvin
AVP Finance
Katherine: Funded before as SPF
Michael: why don’t others do it
Katherine: most people don’t know it exist
Solomon: Their main aim is to go into electric vehicle
  • Promote for new students’ electric vehicle
They submitted one page on how they can include all students from all university fields
Michael: Other design teams can apply
Katherine: They should, and they should also get student initiative
Solomon: They have lots of funders we aren’t the only one.
  • We decided to restrict to what they need from us because they had so much funding
  • How are they going to promote the AMS in this regard?
    • Website take pictures and videos for ams writers
Michael: I didn’t know we funded them before
  • What’s the max
Lucia: its 15,000 thousand
  • Anything above 10,000 and it requires letter of understanding
Solomon: more engineering design teams who are coming
  • Sets precedence
Michael: is new student at Large can’t come to meetings due to class
Katherine: We should fund it
Arash: Are we on the Car?
  • Lucia its right there (shows picture)
  • Budget is in USD
o Solomon has converted and they say that it should be enough for the grant
o Arash approved for Canadian then? Its confusing
o Lucia We will add CAD to the motion
o Arash why doesn’t the link to the external budget work?
o Chris does this move in terms of sponsorship level
o Arash how much money do we have left
o We have 20,000 spent this year. And about 170,000 left in the account
o Its reimbursement based so the total given minus the ams budget we are not even half spent
o Next meet bring up

MOVED, SECONDED
“BE IT RESOLVED THAT the SPF application be approved for”

Michael confused sanitation products and kickoff event
I see the need but not this scale
VR equipment seems a bit much. I don’t think it will add enough value. Looking for others input
Lucia if video can be recycled, I don’t see why the video can be funded
Do they need VR equipment?
Arash only the set up
Katherine only rental maybe, Google Cardboards?
Lucia, I think it adds a cool component without it, it lacks excitement
Arash I think they were a tad conservative, justified. Two components
Michael Pilot project needs to happen years ago
One thing to have cool station on nest main floor but it more of a choice on spending on not
Soloman How are you making more sustainably? They said government, they want to build to case that they need the to convince government about education in regard to the project make UBC a statement Cole is also in support

Lucia ok with approving as presented

Michael 1500 in revenue

Lucia doesn’t matter on revenue most likely reimbursement based

Arash all for this project, its justified, may budget conservatively, prescribing on how to do their events, but tell them to be more realistic but who going to distribute the items

Soloman Volunteers are going to do it.

Arash you can’t just put a box in a wall

Chris Custodial staff union is the issue because the volunteer can’t do that without approval.

Lucia how to administer and what type of compensation who have they consulted ubc ams janitors?

Arash convey the message don’t use red as the colour pallet for this project

5. Consultation of 3% Subsidy

6. Introduction and Consultation - Katherine from Governance Committee.
   a. Bylaw amendments
      i. Katherine
         1. We have a second change to bring an amendment from last year back
         2. Bylaw 13
            a. Everyone submits an annual report – not something we do
            b. Not on or before 10 but in the week prior June 30th

Prepared by: Reed Garvin
AVP Finance
c. We have never done this

   Lucia: most treasurers are new but its 400 people who aren’t here or informed

   Katherine: List of major assets would be great to have.

   Chris: prior to June 30th instead of 10 days

   Katherine: you could do 10 years of future budgets and that in line

   Chris: Auditors need to fulfill this

       Society act include assets and revenue and expenditures

400 plus subsidiaries

Lucia: not publicly shaming but work towards

Chris: we do it for all ams central

   It’s better to try

Lucia: I can deconstruct but there will be uproar

Chris: assets and inventory

   Make sure you are submitting that

   Copy of the receipt but it needs to go through the accounts

Lucia: How do know and how do I push them to do it

Chris: It’s a legal thing

Reed: It should be integrating in the next system

Chris: Does this timeline work

Lucia: it’s the only time it could be submitted

Prepared by: Reed Garvin

AVP Finance
Katherine: you could submit whenever

Chris: week to within the 7 days

Katherine Cus make an example

If they don’t 2 or 3 by the deadline freeze the account

Next Meeting
The next scheduled meeting is Feb 11th, 2020, 4-5pm.

Adjourn
The meeting was adjourned at 4:52
AMS Finance Committee

Attendance
Committee members:

Present:
Lucia Liang (AMS VP Finance)
Chris Hakim (AMS President)
Arash Shadkam
Brandyn Marx (Proxy Brianne Buksa)
Michael Dobson
Keith Hester (Managing Director, non-voting)

Guests:
Katherine Westerlund
Andrew Huang

Regrets: Rishav Jasrotia (Not Voting, Finance Systems Administrator)

Recording Secretary: Reed Garvin (Non-Voting, AVP Finance)

Call to Order
The meeting was called to order at 4:08
Adoption of Agenda (3 min)

MOVED Arash, SECONDED Chris
“BE IT RESOLVED THAT the agenda be adopted as presented.”

1. Meeting Minutes Approval

MOVED Chris, SECONDED Brianne
“BE IT RESOLVED THAT the Feb 4th, 2019 meeting minutes are approved.”

Approved

2. Services Front Office Renewal Project, plus discussion on Club Management Platform Discussion

MOVED _____, SECONDED _______

“BE IT RESOLVED THAT the Finance Committee recommend to Council the approval of Option _____ for the Services Front Office Renewal Project totaling $_______ from the Capital Projects Fund.”

Cole Not here

3. Funds and Grants Approval

MOVED Arash, SECONDED Chris
“BE IT RESOLVED THAT that the Funds and Grants be approved.”

Approved

One Grant- Nordic club

EU event

4. SPF Application

MOVED Chris, SECONDED Arash

“BE IT RESOLVED THAT the SPF application be approved for 8145.00CAD under the condition that finance committee receive a letter from the UBC Custodial Union

Prepared by: Reed Garvin

AVP Finance
that says they approve the volunteers doing the work stated in the corresponding application during the pilot project”

Approved

Michael: Volunteer cannot replace Workers and have to union approval

Union could sue

I don’t think there is anything on our end that needs to be done

Arash: Is it our place

Chris: is there a time constraint

Lucia: Can we approve with a condition that we need an email from the union agreeing?

We don’t want to come off as not approving because it’s a bad idea.

Michael: it’s reasonable to reasonable the funds after the letter

5. Approval of 3% Subsidy

MOVED _______, SECONDED ____________

“BE IT RESOLVED THAT the 3% subsidy code changes be approved and sent to council”

Lucia: We are coming back to it.

6. SPF Code Changes

MOVED _______, SECONDED _______

“BE IT RESOLVED THAT the SPF code changes be approved and submitted to council”

Keith: We can’t apply to SPF doesn’t allow AMS internal to use it without applying as a student.

Lucia: still prioritize student projects but allows us to utilize it its full potential

Prepared by: Reed Garvin

AVP Finance
Arash: I do understand the possibility that the Ams could this fund, but it will open pandora’s box of applications and it will not be used by students. It was created by students for students. We could market better, generates creativeness with more marketing. We could hold a competition or have smaller grants for research orientated.

Keith: we aren’t saying we won’t do any of that in addition

Lucia: Currently its impossible to apply for SPF so instead 15,000 would dedicate for clubs through Cole

Keith: AMS sustainability is also run through that

Arash: it has to be student led.

Keith: It’s not the department themselves it is working with Cole’s admin office.

Arash: instead have students lead these products, everyone will use this fund and label there grants as sustainability

Keith: how much will be replacing bamboo silverware cost?

Arash: Have a project lead by student even If list the projects on the website.

Lucia: We had this talk in Sustainability subcommittee: 20% max can go to society departments

Chris: Students are not the Society

Arash: Just don’t do the sustainability project if you can’t afford it

Brianne: You can’t say no it doesn’t send the good message

Arash: go make it a another more

Keith: we can’t raise prices

Arash: Put as questions to general public, RFP thing through interview process

Chris: Table motion

7. Goals for Finance Committee

a. Three Goals

i. Lucia: No goals found yet will do it next meeting

Arash: Next meeting

Prepared by: Reed Garvin
AVP Finance
AMS Finance Committee

Minutes of February 11th, 2020

Arash: Child Care services bursary to help fund the osprey
Keith: to help childcare services on campus
Arash: how much money is left in it
Keith: 100,000 is left to send to them
Arash: find out the money in childcare

Next Meeting
The next scheduled meeting is March 3rd, 2020, 4-5pm.

Adjourn
The meeting was adjourned at 4:53

Prepared by: Reed Garvin
AVP Finance
Finance Committee Meeting Minutes
February 25th 2020

Call to order at 4:01pm.

Present: Katherine, Lucia, Keith, Michael (on phone), Rishav, Arash & Brianne Buksa

Agenda:
- Quarterly Report
- Elections HR hour increase

Motion to adopt agenda: Moved by Michael, 2nd by Katherine

Quarterly Report:
- Arash: General Formatting – have data shown as appendices at the end rather than after each section.
- Lucia: Will do for next quarterly report.
- Arash: Have table of figures for each graph in the table of content
- Lucia: the Communications version has it on the AMS Website
- Lucia: Everything looks mostly the same as previous years, but for exec expenses, we are underspending from our budget. Christina’s is high (VP External) because we haven’t received some funds for SUDS from showpass yet.
- Katherine: Maybe have purchases pre-planned for the year when doing the budgeting at the beginning of the fiscal year.
- Lucia: We will consider it. Currently, we have it allocated evenly to every quarter.
- Brandon: Pie chart doesn’t include IwannaTaco and the Pit.
- Lucia: It’s a typo, I will fix it.
- Brandon: Why is commissary expenses so high?
- Keith: We change how we allocate those expenses. Before we allocated it across to the outlets but now we keep it in the AMS.
- Katherine: Can we move the first Pie chart, its cutting of a sentence.
- Lucia- Yes
- Brandon: How has food and beverage admin costs removed?
- Keith: Rebates offset those costs and we have gotten more rebates so it brings the overall cost down.
- Brandon: Good job with the Financial Analyst volunteer program.
- Arash: what is the total YTD Revenue figure, the graph only shows the breakdown right now.
- Lucia: I will include it into the report.
- Arash: in this report, is there any way for me to understand if a business is profitable.
- Lucia: Yes, it shows the profitability but not the profit margins but I will add the total YRD revenue figure.
Katherine: We can remove “Workshop” from Business operations expenses because it hasn’t had a budget for it for the last few years.

Arash: Can we start budgeting properly for the business. In the 3Y YTD Percent of Budget Revenue: Business operations, it shows that their revenue is less than what we budgeted, could we start doing better forecasts?

Lucia: The Financial Analysts are working on a way to better represent the graphs rather than screenshots from Excel as Comms does it now.

Arash: The SPF seems to be underutilized so we can discuss how to list or modify some restrictions on it to better use it.

Arash: Add that discussion as a discussion item for the week after to talk about this.

Arash: What is the revenue from AMS Events?

Lucia: We don’t have the breakdown as the graph shows Net revenue (Revenue – expenses). Events does not generate profit, it is an expense.

Discussion about hating Justin Bieber for 5 minutes.

Lucia: Motion to pass

Be it resolved to pass the Q3 report with the recommendation first pie chart moved down and fix the typo previously identified and add the YTD revenue figure for businesses in paragraph 2.2.

Moved by Katherine

2nd by Arash

Approved

Elections HR hour increase,

Lucia: It would be good to pass it but if it doesn’t then Leslie will put a caviar in the job posting that it is pending by the decision.

Arash: Where is this coming from?

Lucia: This is coming from the person but HR Committee wants our opinion before they vote on it. Most likely it will get passed by them.

Lucia: We are raising to 15 hours, the tier stays the same. It’s a $2500 increase for the Chief electoral officer. HR Committee wants to know if Fincom is good.

Katherine: I want to know if HR is OK with this increase first. Because we have been increasing our elections budget annually but voter participation is the same. Is this increase even worth it?

Arash: We just increased their budget very recently very dramatically, why does he need an increase.

Lucia: We will table this and ask HR Committee for their minutes for when they had this discussion. I’ll ask for a justification for this increase.

Lucia: I’ll send this back and ask for their rational and recommendation first.

Lucia: Update: Ahsan (Chief Electoral Officer) wants to send the letter to increase the candidate’s budget, so we need a higher number for their campaigns.
No discussion.

Adjourned at 4:59pm.
Attendance

Committee members:
Lucia Liang (AMS VP Finance)
Chris Hakim (AMS President)
Arash Shadkam
Katherine Westerlund
Michael Dobson
Andrew Huang
Brandy Marx (Proxy Brianne Buksa)
Keith Hester (Managing Director, non-voting)
Rishav Jasrotia (Not Voting, Finance Systems Administrator)
Reed Garvin (Non-Voting, AVP Finance)

Present: Lucia, Katherine, Michael, Brianne, Keith, Rishav, Reed, Arash

Guests:

Regrets: Chris, Andrew,

Recording Secretary: (Rishav Jasrotia, Finance Systems Administrator)

Call to Order

The meeting was called to order at 4:12pm.
Adoption of Agenda (3 min)

MOVED by Michael, SECONDED by Brianne
“BE IT RESOLVED THAT the agenda be adopted as presented.”

1. Meeting Minutes Approval

MOVED by Michael, SECONDED by Brianne
“BE IT RESOLVED THAT the Feb 11th, 2019 meeting minutes are approved.”

2. Funds and Grants Approval

MOVED ________________, SECONDED ______________________________
“BE IT RESOLVED THAT that the Funds and Grants be approved.”

3. SPF Applications

a. Michael: Flora is a good application for use of an API to create SENSORS IN GARBAGE CANS around ubc to detect how filled up they are. He has been in talks with ubc and sfu operations about setting that up. He was going to pay for back end dev work and a license. We were going to give him most of the requested funds and send the rest later.

b. Seeds – 54$ for a wellness thing.

c. Solar – a solar car, they want to improve by a certain amount.

d. Orbit: Problem – we have the tech where environmental groups could use it but there was no way to make sure they do. We thought to bring clubs and environmental groups to an event to make sure people use it. Michael is in Orbit but he requested himself from the decision. Orbit will launch a satellite (10x10x10) and a winner will get their satellite launched in space. But this year they are not competing because a startup (Momentus) will launch their satellite for a small fee.

e. Reed: IS it going to orbit over ubc and if it doesn’t orbit over Vancouver and no ubc students can use it, then what happens?

f. Michael: If we establish this relationship then we can launch a satellite every 2 years.

g. Katherine: Is this $10,000 worth of sustainability? It is a lot of money that doesn’t directly relate to sustainability.
h. Reed: Rockets are not sustainable because they use a lot of fuel and release a lot of exhaust.

i. Brianne: How do you make sure that other ubc groups will even use this data?

j. Michael: We thought to have an event where other groups come to see how they can use it.

k. Reed: Innovative projects funds makes more sense than SPF for this project.

l. Michael: SPFs decision was contingent on this being an active event happening to make sure the community knows about it.

m. Lucia: Mugshare is trying to get external companies to use them.

n. Katherine: Mugshare is looking for us to fund the new moldings of the new mug (One that does not explode). They need a machine to imprint the logo onto the mug during the moulding process. Hopefully this time the company can give a statement about the non-explosiveness of their cups.

o. Lucia: We also want our name and logo etched onto the mug.

p. Decisions - 1: Flora is approved contingent upon receiving a statement from ubc ops about their long-term commitment for $9,158.59. We will release $6700 first and the rest later.

q. Decision -2: Seeds funding application is cancelled.


s. Decision 4: Mugshare funding is approved contingent upon having a strong presence of the AMS brand on the mug or future advertising and have a statement from the manufacturer about the non-explosiveness of their mugs. Moved by Kat, 2nded by Michael (approved unanimously).

t. Decision 5: Orbit: Send this back and recommend to reapply for the impact grant. 

MOVED ________, SECONDED ________

“BE IT RESOLVED THAT the SPF applications be approved for a total of ________CAD”

4. Increase in Candidate Reimbursement Budget
- Doing some quick maths, we can see that if all candidates apply for the maximum reimbursement, the additional $5400 is required. So the fincom is put in a difficult position because we have to approve it.

- This does not need to go to council as this is an agreed upon over expenditure.

- The election budget goes to the president for approval, but it should go to the fincom (for future thought).

MOVED by Katherine, SECONDED by Lucia

“BE IT RESOLVED THAT there be an Increase in Candidate Reimbursement Budget to 10,400”

APPROVED

5. SUB Repairs & Replacement Reserve

Keith: The main kitchen has 3 main ovens bought in 2014. Each one cost $45000. All 3 are now broken (From overuse). Rather than repairing all 3, I propose to replace 2 WIRTH CHEAPER MODELS AND repair the 3rd oven from spare parts from the other 2 decommissioned ovens. The new ovens have a life expectancy of 5 years. We are looking for $40,820 from sub repair funds. We have 3 quotes for the ovens. The garland option is looking good because we use it in Bluechip and is cheaper by almost $4000 compared to the other 2 options and has been incident free for the last 5 years. They have a good track record. This also needs to go to Govcom or operations committee before going to council.

MOVED by Michael, SECONDED by Katherine.

“BE IT RESOLVED THAT that around 40,000 dollars be allocated to the replacement of ovens the Commissary Kitchen and then be brought to Council”

APPROVED.

6) Get Thrifty Invoices:

Lucia: If everyone gives me authorization, I will sign it for renovations for the Get Thrifty shop. Also the renovations were done by the president of Get Thrifty and is asking to be reimbursed for her labour for the renovations at $20/hour. We were going to contract out for $30/h but she did it herself.
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Lucia: These 3 invoices presented will be paid through the Get Thrifty Fund.

Moved by Michael, Seconded by Katherine

Be it resolved that Lucia is approved to sign the 3 invoices presented.

Approved.

Next Meeting
The next scheduled meeting is March 10th, 2020, 4-5pm.

Adjourn
The meeting was adjourned at 5:28pm.

Prepared by: Reed Garvin
AVP Finance
Attendance
Committee members:
Lucia Liang (AMS VP Finance)
Chris Hakim (AMS President)
Arash Shadkam
Katherine Westerlund
Michael Dobson
Andrew Huang
Brandyn Marx (Proxy Brianne Buksa)
Keith Hester (Managing Director, non-voting)
Rishav Jasrotia (Not Voting, Finance Systems Administrator)
Reed Garvin (Non-Voting, AVP Finance)
Present: Chris, Michael, Keith, Rishav, Reed, Brandyn, Brianne (Proxy, non-voting)
Guests: Cole
Regrets: Lucia, Andrew, Karherine
Recording Secretary: (Rishav Jasrotia, Finance Systems Administrator)

Call to Order
The meeting was called to order 4:04pm.
Adoption of Agenda (3 min)

- Amendment to add Cole’s Services Wall

MOVED by Michael, SECONDED by Brianne
“BE IT RESOLVED THAT the agenda be adopted as presented.”
- Adopted

1. Meeting Minutes Approval

MOVED by Michael, SECONDED by Arash,________
“BE IT RESOLVED THAT the Feb 25th and March 3rd meeting minutes are approved.”

Approved.

2. Funds and Grants Approval

- The 14 funds applications:
- Michael: This all seems well done. With SPF, we require reports.
- Reed: We have been receiving reports.
- Brandyn: Junnoon, They applied for 2 funds?
- Reed: Yes, they can only apply for 1 for this year.
- Everyone agrees that the applications are good.

MOVED by Michael, SECONDED by Arash.
“BE IT RESOLVED THAT that the Funds and Grants be approved.”

Approved.

3. Salary Inquiry

Reed: For salaries for executives for the upcoming year. His salary will increase based on an increase in hours from 20 hours to 25 hours.

Arash: We just increased the hours for the CEO a few years ago, is this increase necessary?

Reed: WE have to decide if this 5 hour increase from jan-april and take away from summer hours. But then we would have to revise the length of the contract (from May to April to Sep to April).

Brianne: I don’t see the point of the May to July hours.
Chris: Most of those hours are used to training with simply voting. So, I would recommend not changing the contract.

MOVED by Brandon, SECONDED by Chris.

“BE IT RESOLVED THAT that salaries be approved as discussed”

Michael votes no.
Chris votes yes.
Brandon votes yes.
Arash votes yes.
Approved.

4) Adding the AMS Services Wall (Presented by Cole, VP Admin)

- Cole: Services office is kind of hidden and there isn’t a lot of presence. Hard to find for people. This information area in front of it the brochure is scattered and there isn’t a good spot for those brochures. The pony wall is going to implement sightlines from the hallway into the managers office. Abdul and Ian brought up that people are always staring inside their offices. Pony wall will also act to showcase information about services, rather than bother Ian and Abdul. This wall will not interfere with accessibility for people. Should be low cost. They dropped the drop ceiling because it is super expensive (and don’t have to add lights, no shutting off sprinklers). Just under 11k price tag for the pony wall.

- Reed: Shouldn’t Ian and Abdul he allowing students to come in and see students?

- Cole: Not necessarily. They are senior managers and do not need to hold office hours.

- Reed: For the Pony wall, is paper the best idea or would a touch screen be a better idea?

- Cole: We could in the future but its more expensive and you need more work to maintain the directory. Right now this is the most cost effective method.

- Chris: option A, is that a paint job of the wall nearby?

- Cole: Yes and option b is everything in option c except for lighting.
- Chris: I like option A. Privacy isn’t that high of a concern as Abdul’s office is still coverable. Information is a bigger priority, as students are always looking for it and the services brochures are kind of hidden. The rest of the options are not really for me. The wall doesn’t really solve a lot. Option D is too much.

- Cole: We are presenting option C as the recommended. Everything about this project is pitched around having the wall. Without the wall, this project is not worth it and we should scrap it.

- Chris: I really like option A because it attracts more attention for students’ service, which is always a good thing.

- Cole: I will not be going through with this if we pick option A because this is a waste of time to go through council for capital project as services can pay for it. Option A doesn’t make sense as a capital project.

- Chris: I still think that this is a worthy project even with just a paint job and fixing the awareness paintjob.

- Reed: Are we all in approval of option A?

- Arash: The ponywall looks ugly.

- Cole: Michael likes it and it serves it function to block the line of sight and increase visibility of services brochures.

- Reed: Best thing to do for this is to table this motion and wait for Lucia. Leave option A as an email vote, if I don’t send the email then assume that Lucia was not down for option A.

**Next Meeting**

The next scheduled meeting is March 24th, 2020, 4-5pm.

**Adjourn**

The meeting was adjourned at 4:43pm.