

Minutes of the AMS Advisory Board Committee

June 23rd, 2020

Attendance

Present: Cole Evans (AMS President), Lucia Liang (AMS VP Finance), Sylvester Mensah Jr. (AMS VP Administration), Kalith Nanayakkara (AMS VP External), Georgia Yee (AMS VP Academic and University Affairs), Justin Zheng (AMS Associate, Policy and Governance), Keith Hester (AMS Managing Director), Alessia Rodriguez (Student), Louis Retief (Student), Ron Gorodetsky (Professional), Samantha So (Professional), Jerry Jim (Professional)

Regrets: None

Recording Secretary: Haiger Ye (Assistant to the President)

1. Call to Order

The meeting was called to order at 12:08pm.

2. Territorial Acknowledgement

3. Introductions & Meeting Overview

- Cole discussed purposes of the Advisory Board transition meeting
 - Progression of the AMS
 - Goals for the Advisory Board
 - Evaluate current operations of the board and propose potential improvements to maximize efficiency moving forward
- AMS Executives and Advisory Board Members engaged in a round of introductions

4. AMS & Advisory Board Code of Procedures

- Cole provided an overview of AMS structure and Section VII of the AMS Code of Procedures pertaining to the Advisory Board. The potential barrier to commitment caused by the 2-year term length was addressed

5. Discussion: Chairship

- Cole:
 - Chair is responsible for organizing and chairing meetings, as well as other responsibilities outlined in Code
 - Is it feasible for this advisory board to elect a Chair from its members

- Louis:
 - Makes more sense for AMS executive to act as Chair, too much context involved for an Advisory Board member to fully understand the organization
 - Chair will have to dedicate 10-15 hours per week to sitting on Executive Committee and Council meetings
- Cole:
 - Someone with an AMS background would probably not need to invest as much time as they won't need to look more into the background of the organization
 - Makes more sense for the VP Finance or President to steer meetings and discussion

Chair of the Advisory Board will be an AMS executive.

6. Discussion: Honorarium

- Cole:
 - Intend to provide board members with honorarium, initial proposed amount is \$1500/year, averaging 5 meetings a year
 - Amount may seem a bit high as the role is less involved
 - Hoping to get input from board members
- Louis:
 - Difficult to recruit good board members
 - Compensation should be based on attendance, number of meetings per year and length of meetings
 - Looking at about \$100 per hour, most professionals are earning more than that
- Ron:
 - Need to recruit and retain good members of the Advisory Board
 - \$1500 is neither high nor low
 - Compensation tied to attending meetings acts as incentive to attend
- Sylvester:
 - There should be some compensation to incentivize top-tier performance
 - Important to give credit to hardworking professionals
- Cole

- Given nature of the board, it will be more relevant to look into hourly billing model for determining compensation

7. Discussion: Meetings

- Cole:
 - Is everyone comfortable with the number of meetings (5 regular meetings/year, 4 meetings to view quarterly reports, 1 transitional meeting with incoming executives), is it a sufficient amount of time?
- Ron:
 - Good amount of meetings per year in terms of current duties of the board members
 - Number of meetings very dependent on role and responsibility
- Cole:
 - Will revisit this topic after discussing roles and responsibilities
- Louise:
 - Advisory Board should be used outside of scheduled meetings to provide Executives with advice
 - Shouldn't just be a board that is updated, quarterly reports are just there to provide further context
- Jerry:
 - There should be a lot of discussion leading up to formal meetings
- Samantha:
 - How do quarterly reports align with the school year and key times for students
 - Executives may want to reach out to board for advice during these times
- Cole:
 - School year starts May 1st, quarterly reports come out one month after end of quarter
 - Past reports are strictly finance based, looking to make reports more holistic and include qualitative analysis, scorecarding for businesses to report on aspects of the society other than finances
 - Advisory board respond to reports which go directly to council, councillors can interact with advice from board members
- Louis:
 - Want to learn more about what executives are looking to do in their roles in order to provide advice on long-term growth
- Cole:
 - Looking to have another meeting soon to discuss budget for upcoming year, supporting documentation and goals

8. Powers and Duties

- Advisory Board's purpose is to provide insight and feedback to the executives, and help Council identify important issues they should be discussing
- Provide long-term advice on the society's goals, most relevant to executive's annual goals
- Members of the board should be reviewing Quarterly Reports produced by the AMS

9. Discussion: Powers and Duties

- Jerry:
 - Are there archives available for previous strategic plans, introduction of AMS council and turnover of leadership process?
- Cole:
 - Detailed synopsis of AMS background (history of strategic plan, 2016 governance review) will be compiled for next meeting
- Cole:
 - Initial plan is for the Advisory Board to submit a Quarterly Report as AMS produces their own report. Seemed unreasonable board members don't work for the AMS, can't be expected to operate with the AMS timeline
 - Recommendation now is for board to submit responses to AMS Quarterly Report
 - Since Chair of Advisory Board will be an AMS executive, evaluate most efficient method for board members to report back to AMS
- Louis:
 - Purpose of Advisory Board is provide insight on topics AMS Council can't understand due to lack of experience
 - Point out topics that should be talked about
- Cole:
 - Best way to organize meetings and prepare reports?
 - What will the process look like?
- Louis:
 - Collaborative, mostly led by the Chair
- Ron:
 - Google Docs, somewhere people can work together
- Jerry:
 - Sharepoint, most often used in industry

- Ron:
 - Set up communication channels aside from meetings and email (ex. Slack, Teams)
 - Easy to keep discussions going
- Cole:
 - Slack used at AMS

10. Goals of the Advisory Board and AMS

- Cole:
 - Talk about what each person hopes to get out of this experience and what they can help AMS with
- Jerry:
 - Long-term involvement with UBC, currently lecturing part-time, CS background
 - Has experience with mentorship and sitting on various committees
 - Hoping to improve aspects of the University, can provide advice to AMS, not as much knowledge on background info
- Samantha:
 - Past AMS Vice-President AUA
 - Present day, looking more into financial side of businesses, hoping to grow experience for advising on financial and business matters
- Louis:
 - Advisory Board should act as transitional knowledge, keep execs and councillors up to date on current issues so execs don't get stuck at the same hurdles each time
 - Want to be a part of making this possible
- Alessia:
 - Previous experience at University of Toronto
 - Public policy student, want to support community
 - Want to make changes with long-term impacts
 - Can best help by knowing what is expected, hoping to keep open communication
- Ron:
 - Experience with AMS and industry through starting companies and working in business operations
 - Important for students to understand how things are done to move things along smoothly
 - Hoping to help students understand operations better and provide transitional support

- Keith:
 - Looking for Advisory Board to provide insight on areas which students lack experience
 - Finance, admin and businesses are strong but lacking in services and governance structure support
- Lucia:
 - Looking for accounting support, organize and automate data management
 - Staff provides support, hoping to better organize council facing work (mostly done by Lucia)
- Sylvester:
 - Need more guidance in terms of business and service operations
- Georgia:
 - Interested in accountability and follow-ups to university projects, making sure long-term advocacy projects are being continued
- Cole:
 - Hoping to create sustainable model for advisory board to provide support for executives and guide council
 - Develop a way for board members to provide insights on business aspects (ex. budget), gives executives credibility
 - Important to have innovation, yearly transitions force executives to focus on short-term goals and less emphasis on long-term planning, hoping that an outside perspective helps foster innovation among executives and council

11. Next Steps

- Executives will compile supporting documents and send to the Advisory Board far in advance before the next meeting, this will provide context and necessary background information

12. Future Meetings

- Will schedule next meeting to reflect on Q4 of previous year
- After which, meetings will be hosted on quarterly basis
- Virtual meetings will work better for professionals, allows them to coordinate with full-time jobs

The next scheduled meeting will be on July 30th, 3pm to 5pm

12. Other Business

- Discussion on the Chair of the Advisory Board will be added to the next meeting agenda
- AMS will reach out to Louis regarding board prep documents before next meeting

14. Adjournment

There being no further business, the meeting was adjourned at (time).