



**THE ALMA MATER SOCIETY
OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER**

AMS EXECUTIVE COMMITTEE

Minutes of May 19, 2021

Attendance

Present: Cole Evans (President), Eshana Bhangu (VP Academic & University Affairs, arrived 12:45), Mary Gan (VP Finance), Lauren Benson (VP Administration), Saad Shoaib (VP External), Keith Hester (Managing Director), Lorris Leung (Senior Student Services Manager), Mitchell Prost (Student Services Manager), Sheldon Goldfarb (Archivist & Clerk of Council)

Recording Secretary: Sheldon Goldfarb

Call to Order

- The meeting was called to order at 12:07 pm and took place by videoconference.

Agenda

- The agenda was adopted (Saad, Lauren).

Minutes

- The minutes of May 12 were approved (Saad, Lauren).

Departmental Plans

- Keith:
 - Main feature this year is COVID Recovery.
 - We're hearing that UBC will be back in September, though it's not 100% certain.
 - Planning to reopen some currently closed outlets in October; others in January.
 - The problem with reopening is that it means hiring staff, and then if UBC is not really back, there's a problem.
 - So we're still in a bit of a wait and see mode.
 - Services:
 - Researching a data collection system: need new one to replace previous one.
 - Marketing plan: some people don't know what we offer.
 - Revisiting the Services Review, especially in relation to international students.
 - SASC:
 - Strategic Plan for SASC.
 - Improving confidentiality for SASC records.
 - New workshops for survivors.

- Food & Beverage:
 - All currently open outlets will remain open.
 - Reopening Grand Noodle Emporium in October.
 - Transforming Iwanataco into a test kitchen.
 - Pie R Squared saw a decline in revenue, so we closed it earlier this year; looking to reopen in October.
 - Pit Night will return in January 2022.
 - All of this is dependent on government Public Health Orders.
 - We're looking to lease the former Merit Travel location.
 - Three times a day sanitizing by us in the Nest will continue till January, after which we'll switch to using UBC Custodial, except in our outlets, where our sanitizing will continue.
- Conferences & Catering:
 - Looking to resume bookings, focusing on multi-day conferences, weddings, filming.
 - Commercial booking is only for the summer; in the school year, clubs are the ones we book into the Nest. Have to look at our club bookings policy.
 - We've acquired new A/V equipment to allow livestreaming.
- Building Operations:
 - Ensuring COVID protocols are followed: masks, one person to a table, etc.
 - Training duty managers on first aid for all open hours.
 - Working with UBC on repairs. Increasing our collaboration with them.
- Communications:
 - Finalizing the brand strategy.
 - Streamlining internal submission process.
 - Complaints about the website (hard to navigate and find things); going to redevelop.
 - Communications about COVID reopening.
- Events:
 - Hybrid First Week (virtual and in person) for first and second year students, since second years weren't on campus in their first year: this will be their first year.
 - Expanding into working on campaigns.
 - Check-ins with the Executive to make sure we can collaborate.
- Administration:
 - Changing account system from Dynamics to a cloud-based system.
 - Integration with the Moneris payment platform and the Certify credit card platform.
- HR:
 - Employment engagement.
 - COVID disrupted plans for employee events. This year looking for ways to encourage connections and improve morale.

- IT:
 - Migrating Outlook to Microsoft 365 in the cloud; it's taking a while.
 - Emphasis on security.
 - Encouraging staff to follow policies and procedures.
 - Looking at introducing the IT Subcommittee to oversee any big changes in the IT structure.
- Saad:
 - Will there be a briefing on the branding?
- Keith:
 - Tomorrow talk of direction at the monthly meeting of managers and Executives.
 - Later a presentation on guidelines.
 - There will be some changes based on previous meetings.
- Mitchell:
 - Will we get a real-time view of the budget with the new finance system?
- Keith:
 - Yes.
- Cole:
 - IT Subcommittee?
- Keith:
 - Maybe different from what it was, but we need something.

Updates

- *Keith's update:*
 - Year-End.
 - Staff need to get their reviews in.
- Cole:
 - New cannabis store (Burb) coming in the Village.
 - They asked us for a letter of support.
 - What is our stance?
- Keith:
 - None so far.
 - We were considering one ourselves in the building.
 - Not sure the status of that.
- Cole:
 - It fell flat.
 - I assume the University Endowment Lands, where this one will go, is exempt from UBC permitting.
 - When we talked to the University, they told us it would take a long time to get permits.
 - Personally, if there's a store two blocks away, I don't think it makes sense for us to pursue the same thing.

- Saad:
 - Where in the Village will it be?
- Mitchell:
 - In the old Copy Smart location, next to the A&W.
- Saad:
 - So there won't be one in the Nest.
- Keith:
 - Wouldn't make sense, but I'm leery of contributing a letter of support if we're considering our own.
- Cole:
 - I don't think we're close.
 - Not even sure what space it would go in.
 - I have no issue providing them a letter of support.

[Eshana arrives.]

- *Mary's update:*
 - Club treasurers canvas course out.
 - Q4 report due end of May.
 - Subsidies, U-Pass subsidies, opt-outs.
 - Transitioning new team.
- *Saad's update:*
 - UCRU elections: The AMS will hold the vice-chair position.
 - AMS-GSS MoU on external advocacy:
 - Presenting to GSS Council tomorrow and presenting to the AMS Executive.
 - U-Pass Advisory Council discussions about U-Pass.
 - Not everyone will be on campus.
 - Exemptions.
 - Budget submission: collaborating with multiple stakeholders.
- *Lauren's update:*
 - First clubs newsletter.
 - Clubs orientation canvas course.
 - Interactive Sustainability Centre construction.
 - Scoping areas for capital projects with UBC for space.
 - SEEDS.
- *Eshana's update:*
 - Keith and I are talking to UBC about an MoU for the UBC Ombudsoffice:

- What will they provide to us?
- Met with the UBC VP Academic's office about flexibility for students in the fall.

- *Mitchell's update:*
 - Setting up Services office.
 - Figuring out finances.
 - Living Lab approach to Campus Food Hub.
 - Transitioning staff.

- *Lorris's update:*
 - Marketing plan with Eric (Communications).
 - Engagement and awareness.
 - One-pager on Services to be translated into Chinese, the number 1 other language at UBC.
 - Looking at supporting international students.
 - Policy Advisor: candidates.
 - SASC fundraising.
 - Hiring staff.

Adjournment

The meeting was adjourned at 12:55 pm.