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.
AMS Executive Committee

Minutes of May 19, 2021

- **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:
  o Will there be a briefing on the branding?

Keith:
  o Tomorrow talk of direction at the monthly meeting of managers and Executives.
  o Later a presentation on guidelines.
  o There will be some changes based on previous meetings.

Mitchell:
  o Will we get a real-time view of the budget with the new finance system?

Keith:
  o Yes.

Cole:
  o IT Subcommittee?

Keith:
  o Maybe different from what it was, but we need something.

Updates

Keith’s update:
  o Year-End.
  o Staff need to get their reviews in.

Cole:
  o New cannabis store (Burb) coming in the Village.
  o They asked us for a letter of support.
  o What is our stance?

Keith:
  o None so far.
  o We were considering one ourselves in the building.
  o Not sure the status of that.

Cole:
  o It fell flat.
  o I assume the University Endowment Lands, where this one will go, is exempt from UBC permitting.
  o When we talked to the University, they told us it would take a long time to get permits.
  o Personally, if there’s a store two blocks away, I don’t think it makes sense for us to pursue the same thing.
• Saad:  
  o Where in the Village will it be?
• Mitchell:  
  o In the old Copy Smart location, next to the A&W.
• Saad:  
  o So there won’t be one in the Nest.
• Keith:  
  o Wouldn’t make sense, but I’m leery of contributing a letter of support if we’re considering our own.
• Cole:  
  o I don’t think we’re close.
  o Not even sure what space it would go in.
  o I have no issue providing them a letter of support.

[Eshana arrives.]

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

• Mitchell’s update:
  o Setting up Services office.
  o Figuring out finances.
  o Living Lab approach to Campus Food Hub.
  o Transitioning staff.

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

Adjournment
The meeting was adjourned at 12:55 pm.