

## **Minutes of the AMS Steering Committee**

June 24th, 2020

### **Attendance**

Present: Cole Evans (President), Lucia Liang (Vice-President Finance), Sylvester Mensah Jr. (Vice-President Administration), Ian Stone (SSM), Chrissa Rassias (Chair of Student Life), Sebastian Cooper (Chair of Governance), Lawrence Liu (Chair of Human Resources), Joshua Kim (Chair of Advocacy)

Regrets: None

Recording Secretary: Haiger Ye (Assistant to the President)

### **1. Call to Order**

The meeting was called to order at 3:07 pm, held by video conference via Zoom

### **2. Territorial Acknowledgement**

### **3. Approval of the Agenda**

Moved: Cole Evans

Seconded: Chrissa Rassias

“BE IT RESOLVED THAT the agenda be adopted as presented.”

### **4. Role of Steering Committee**

- An overview was provided for the roles and responsibilities of the Steering Committee

### **5. Discussion: Role of Steering Committee**

- Committee members were asked to share what they hoped to accomplish in the upcoming year
  - Lawrence: Plan appropriately for COVID-19 situation, in particular if online courses extend to term 2
    - Cole: COVID-19 response plan included in Council doc
  - Ian: Hope to see more higher level vision for services as a whole, turnover rate is high, services over the past few years have been stagnant in operations. Higher level visions of what services should be doing (ex.

tutoring - higher level discussions on where tutoring service should be going, new services that may come up)

- Sylvester: good to find a way for AMS to find a way for undergrad students to buy into services
- Ian: Currently reaching out to big campus groups, trying to make campus more accessible to students
- Chrissa: It's beneficial to talk about increasing accessibility of AMS to other students and getting involved with governance

## 6. Future Meetings

- Meetings will be conducted on a tri-weekly basis
- Align Steering Committee meetings with Council meetings
  - Ideally the week before council for Steering Committee to discuss in advance the updates each committees will be bringing to Council

## 7. Governance Committee Goals Report

- Presented by Sebastian Cooper
- Short term goals
  - Provide alternate wording for AMS fees in order to be responsive and reflexive in times of COVID-19
  - Concerns were raised regarding appointment process of Steering Committee, hope to make this more equitable for those in different time zones and people who feel less comfortable speaking up
  - Issue: chairship of finance and operations committee, taken advice from executives
  - Met with Chris and Kat for continuing work of ad-hoc council, will provide Council with updates on progress by the end of August
- Long-term goals
  - Follow-up recommendations from ad-hoc, evaluate how they have or have not been implemented
  - Work on constituency membership definition
    - Some people don't have constituency and some people have multiple, issues arise in student fees and representation
- Strategic goals
  - Steering committee should operate on the basis of accountability and responsiveness

## 8. HR Committee Goals Report

- Presented by Lawrence Liu
- Goals presented were recommended by Chair of HR or carried over from last year
- Short term goals
  - Update job description without needing to go through committee and executives
    - Hoping to change code to allow executives to easily change job descriptions then update HR committee afterwards
  - Develop new way to increase diversity of applicants
  - Review and update executive salary as discussed in last years HR committee
  - Review transition process for elected positions
- Comments:
  - Sebastian: Governance committee is also looking at transition process, committees can work together to better analyze the process
  - Sylvester: Would be worth it to look at elected students and also chairs, for incoming chairs who don't have a predecessor on the team, important to have good transition
  - Ian: Updating salary of services and executive staff members, would incentivize students to work for the AMS, tutor salary has not been raised in 5 years
  - Lucia: Looking forward to speaking with Lawrence on salary increased to find a solution that works financially and from HR perspective

## 9. Advocacy Committee Goals Report

- Presented by Joshua Kim
- COVID pandemic: support and advocate for students for constructing policies for VP External and VP AUA
- Endorse and implement Principles of a Just Recovery into advocacy planning
- Support and establish equity plan working group
- Update External Policies Manual
  - Manual hasn't been updated for several years
  - Hoping to complete by the end of academic year
- Create new external policies for Bike Share on Campus and Long Term Solutions and Rapid Transit, past policies have expired
- Transition manual for future Advocacy committee members
  - Goal carried over from previous year

- Develop advocacy strategies for 2021 BC provincial election
  - Want to be prepared well in advance for next election
  - Create advocacy strategies and implement them
- Complete policy reviews
  - This is an annual goal that needs to be completed each school year
- Comments:
  - Cole: Justin and I are looking at external policies, will loop you in when we have proposal
  - Lawrence: Important to discuss the privacy policies of Protorio data storage, and concerns around this topic
  - Joshua: Planning to bring it up in next meeting, will discuss and advocate for students best interest

## 10. Student Life Committee Goals Report

- Presented by Chrissa Rassias
- Goals not finalized, meeting next Monday to finalize
- Enhance relationships with affiliate institution
  - Affiliate students/colleges on AMS mailing list - those students don't have AMS information shared to their student body, this is an issue for students of the 8 affiliate colleges
- Connecting students to services
  - Finding promotional strategies to overcome the challenge of not advertising directly to students
  - Big gap in services use is seen in graduate students and affiliate colleges
- Increasing voter turnout, highlight barriers to low voter turnout and find solutions
- Diversification of AMS executives - unsure of what this entails
  - In March, HR and Student Life Committees were mandated to develop recommendations for the diversification of AMS executives
- Comments:
  - Cole: What was the reasoning behind the diversification of executives mandate?
  - Chrissa: Mandate was given in March, still trying to find the specific reason for this mandate - not much context right now
    - Deadline Sept. 2020
  - Cole: There was a previous conversation about getting diversity of people running
    - How to get students informed about running and motivated to run

- Trying to make elections more accessible for students
- Hoping to have current executives provide advice to interested students
- Hoping to release a comprehensive report for elections and voter turnout
- In the upcoming year, executives will work with Student Life committee regarding this issue

## 11. Operations Committee Goals Report

- Presented by Sylvester Mensah Jr.
- Goals still need to be finalized, meeting on Friday
- AMS club audit for program clubs
  - Program clubs specifically - how membership fees are collected and what goes into this
  - Need to better address requirements, need to clarify what goes into program club, how to maintain membership
- Streamline club merger process
  - Option to merge club does not currently exist
  - Currently no discussion on how mergers occur or promote clubs to merge
  - Clubs have many overlapping ideas which may be a shortcoming generated from new club applications
  - Will look over club applications as well in the upcoming year
- Address fee receiving clubs
  - Currently fee receiving club executives have control over how businesses operate
  - Want to better support policy, so executives know what they can and can't do
  - Also need to address clubs with permanent space in the nest to establish how the space is operated
  - Find ways to better outline the relationship between AMS and fee-receiving clubs to provide club businesses context on the scope of their role as executives
  - Ensure working relationship with AMS and subsidiaries high functioning
- Lead AMS campus groups as they are a vital source of campus culture

## **12. Discussion on Committee Goals**

- Sylvester: What is the purpose of this meeting - streamline goals of committees or giving feedback?
- Cole: Introductory meeting, getting everyone on the same page and know what Chairs are working on
  - By next meeting - hoping to have goals finalized, pass them
  - In future meetings can discuss more in-depth topics

## **13. Other Business**

- Planning next meeting for the week of July 6th
- Reminder to include student-at-large in next meeting

## **14. Adjournment**

There being no further business, the meeting was adjourned at 3:59 PM.

## **Minutes of the AMS Steering Committee**

August 26th, 2020

### **Attendance**

Present: Cole Evans (President), Lucia Liang (Vice-President Finance), Sylvester Mensah Jr. (Vice-President Administration), Ian Stone (SSM), Sebastian Cooper (Chair of Governance), Lawrence Liu (Chair of Human Resources), Kanika Khosla (Student at Large), Justin Zheng (AMS Associate Policy and Governance)

Regrets: Chrissa Rassias (Chair of Student Life), , Joshua Kim (Chair of Advocacy)

Recording Secretary: Haiger Ye

### **Call to Order**

The meeting was called to order at 1:04 pm.

### **Territorial Acknowledgement**

### **Amendments to the Agenda**

Moved: Cole                      Seconded: Sylvester

“Motion to strike Committee Chair Reports and Operations of Services from the agenda, and add Approval of Meeting Minutes”

### **Approval of Meeting Minutes**

Passes Unanimously

### **Other Business**

### **Adjournment**

There being no further business, the meeting was adjourned at 1:07pm.