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. 

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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 year’s 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.