

Katherine:

- For Operations Committee, I received a Google Drive folder and some past documents. There was no formal report, but it would have been useful.
- During transition, outgoing chairs should be reaching out to incoming chairs and I think this policy would address the issue of past chairs not being present.

Lawrence:

- Do you see any potential changes for the policy?

Katherine:

- Maybe highlight small responsibilities or duties during the transition phase.

Rosaline:

- I thought this policy was detailed. Glad that small details like passwords were mentioned.

Cole:

- I still stand by the original comments I made to Governance committee. Not a fan of the pro-rated honorarium system, it's a bit complicated.
- For me there's always been the expectation that chairs are doing transition reports. However, enforcement has been lacking and I'm not sure this policy would solve the issue.

Katherine:

- Is that because of the honorarium?

Cole:

- Sort of. Chairs could think of switching out mid-year as a way to get out of doing transition reports.
- It might be difficult for the HR chair and brand new councillors to determine whether reports are comprehensive enough. If the whole point is to give someone \$30, this may not be the most effective approach.
- There either needs to be more incentive or more accountability to do a transition report. Whether this is a flat rate for transition reports or having the reports submitted to a body where it can be evaluated in an unbiased way.
- It's uncommon for a body to say a report is poorly done and not give the full honorarium, so I still don't know if this system enforces transition reports.

Katherine:

- Do you think there is another body that could oversee this?
- Sebastian's reasoning for the pro-rated honorarium is if someone is chair for 4 months as opposed to a whole year, there is a lot less to include in the transition report.
- I agree 20 dollars is not a huge incentive.

Cole:

- Sebastian's reasoning is sound, but I'm still worried about over complicating the process. If the incentive isn't enough, it becomes meaningless.
- Three ways to approach this:
 - Have consequences for not doing the transition
 - Good incentive for doing the transition
 - Make the process simple. Less strenuous and less commitment, not sure what this will look like. If the process is easier, we won't need to rely on people transitioning their successors out of the goodness of their hearts.

Mathew:

- Centralizing the process might be easier.

Cole:

- The goal is to have all committees using Onboard, hopefully this will solve the issue of non-centralized files and make transition easier.

Katherine:

- There's also less room for error if the process is centralized.

Mathew (in chat):

- Maybe honorariums could be calculated on a per term basis instead?

Cole:

- The way I phrase this to HR Committee is if a chair works more than 3 months, regardless of the length of term their honorarium would be 100 dollars. Or if they work more than 4 months, then honorarium is prorated.
- It's not hard to calculate, but the incoming HR committee needs to figure out when chairs "officially" start working and there is no formula for pro-rating.

Katherine:

- Is this potentially a conflict of interest?

Cole:

- Technically yes. Chairs shouldn't be discussing the dollar amount of what they would be receiving. I'm not sure what would be the appropriate committee to refer this discussion to, probably Finance since no committee chairs sit on that committee. They can discuss this in an unbiased way. Or if HR talks about this, Lawrence could recuse himself from the conversation.

Katherine:

- Sebastian and I ran into this issue in Governance committee.

Lucia:

- Finance can talk about this.

Cole:

- We can make structural changes such as centralizing, but I'm still skeptical about the effectiveness of this policy. I still think transitions depend on whether chairs have the will to do them. If the chair doesn't want to, this policy won't change anything.

Lucia:

- Didn't we talk about a crossover time period where we work together with the incoming team?

Cole:

- We talked about that for execs and support staff, but we don't know who the new committee chairs are till mid-May, because the previous term ends at the end of April. Technically outgoing chairs don't end till the new chair starts, but it's not reasonable to ask someone to stick around for longer to help transition.

Lucia:

- Could we pay them or extend their terms? Since chairs get hired in mid-May, we could make their contracts a full year, until mid-May of the next year.

Katherine:

- Sylvester sat in meetings when he was transitioning me, I think crossover period would be useful, especially to help incoming chairs learn how to chair a meeting.

Cole:

- I wonder if there is someone who is in the AMS who could be responsible for transitioning committee chairs. The outgoing chairs can help out if they are willing, and I think the majority will do some sort of transition. But I wonder if there needs to be a person responsible for onboarding chairs, maybe the responsibility lies with the President?

Lucia:

- Cole, I think your office has so much going on during that time, this is a lot of extra work.
- If there is a year where the President has never been in AMS, it would be hard for that individual to adapt

Lawrence:

- This recommendation works well in your case, but in a year where someone is completely new they might not have as much knowledge and won't be able to do it effectively.

Katherine:

- Why was the VP Finance originally on this committee and why is there no longer a need for them?

Cole:

- The VP Finance was originally part of this committee probably because they are the de facto chair of Finance Committee. Or they were there for strategic planning purposes because these discussions need a business operations perspective and VP Finance works closely with businesses.
- They are no longer needed because the changes would make this committee less about the society and more focused on Council affairs. The VP finance can still be invited to meetings.

Lucia:

- Health and Dental is not an AMS standing committee for AMS, but I think it's important that they have some outlet for reporting to Council.

Cole:

- Is it an extraordinary committee?

Lucia:

- I'm not sure, but it's one of the biggest services offered by the AMS, so it's important to have some sort of update.

Cole:

- Maybe talk to Sheldon about making Health and Dental an extraordinary committee of Council. In the current code changes chairs of extraordinary committees would be invited but not required to attend every meeting.

Lucia:

- I think that could work. In that case, I agree with your proposal.

Katherine:

- If Health and Dental is important, isn't it also important to get updates from the Student Services Manager?

Cole:

- The changes would move the purpose of this committee away from its current purpose of strategic planning, focusing more on Council related activities. The Student Services Manager has different mechanisms to report into Council, so I don't think it's necessary for them to be on Steering Committee.
- If this doesn't work out, Steering Committee might be removed altogether because it won't serve a purpose.

- A barrier to this change is making sure chairs show up. My question is, is it reasonable to assume people would attend meetings on a bi-weekly basis?

Katherine, Lawrence, Lucia, Agam:

- Yes

Cole:

- Another thing to consider, could be increasing hours and pay for next year. Maybe chairs would have more incentive to attend meetings if they were getting paid more.

“MOTION TO present Steering Committee code changes at the upcoming Council meeting”

Moved:

Cole

Seconded:

Katherine

(no objections)

“BE IT RESOLVED THAT Steering Committee code changes be presented to Council as presented”

Adjournment

There being no further business, the meeting was adjourned at 2:53 pm.