



# Finance Committee Minutes

Alma Mater Society of UBC Vancouver  
Jul 2, 2021 at 12:00 PM PDT  
@ <https://zoom.us/j/91667532872>

## Attendance

### Members Present:

Ben Morrison (SaL), Lucy Li (SaL), Rita Jin (Staff), Mary Gan, Max Holmes

### Members Absent:

Cole Evans, Keith Hester, Kamil Kanji, Grace Lee

### Guests Present:

Michael Kingsmill

#### I. Adoption of the Agenda

BE IT RESOLVED that the agenda is adopted

Moved by Max, Seconded by Ben.

#### II. Nest Outside Signage (Guests: Michael Kingsmill)

BIRT the Finance Committee approve the expenditure of \$12,843.68 to be taken from the Capital Projects Fund for Nest exterior signs- note that this project was previously approved by Operations Committee in May 2019

 [Nest exterior signs 2021.pptx](#)

Michael:

Two parts to this signage project.

We experienced budget issues in 2015 so the project got delayed. In 2019, this was revisited to discuss exterior banners and overhead door signs. We were able to see a compromise and can now move forward. Do the banners first and then the glazing.

The banners addressing the arrival pointing to the nest - be it from the University blvd or the transit terminal, etc.

Banner signs will be on the 4 exterior columns in the four corners of the building. Please see PDF for the images and diagrams.

The banners are not meant to be used in a commercial way. Speaking to the building as a place to gather and a community center. An example of the signage is shown on Page 6 of the PDF.

This is to further enhance people to visit and to explore the building.

Banners made up of nylon and are UV resistant. Also perforated to prevent damage from wind.

made by The Flag Shop which also made the Vancouver banners. Ink is permanent. Project costs include inflation of the poles, the banners themselves, and associated costs.

Primary entrance signage. The building has 6 doorways.

Not all the doors need to be identified. We're trying to draw people's attention to the building from afar. No signage on the building as of now. Regular students will know its the AMS Student Nest but other newcomers or new students would have difficulties finding it.

Both projects were approved several years ago. We didn't for see the development and permit application and then the COVID-19 impacts, all of which led to delays. The estimates have grown stale so we need to secure new pricing - which we did the last month.

Overall, funding ask:

Banner signs: \$8616.16

Exterior Door sign: \$3798.50

Total: \$12,414.66 (includes all taxes and associated costs from both projects)

We will revise our previous motion regarding the funding.

Mary:

Any questions for Michael?

Max:

Great project. Question I have is what is the value of having the signage being so close to the building - will it really attract more people?

A lot of the messaging focusses on student life. Do we plan on expanding the messaging to other things AMS does in the nest. E.g. services, advocacy, clubs.

UBC has a big effort lately of having more indigenous signage on campus. Do we have future plans to collaborate with muqueam on the signage around the nest?

Michael:

General banner with an array of things from the nest and we were asked to revamp it and remove all commercial tagging on the banner. By default, the Communications team took initiative on this and moved forward with our current theme for the banners. We moved this forward with the university and they were receptive to it as well.

If I may give my own 2 cents, I do agree with including some services on it. We would have to do reedits to the artworks but the prices shouldn't change that much if we do it fast enough. Services and safe walk themes could be incorporated.

As for the indigenous signage, I know the AMS is planning to taking some initiatives there. Securing that now on the banners will add a considerable amount of time to the undertaking. The banners are changeable. Banners themselves are only ~20% of the total cost so we can change them up. For now, we can add the services but the other aspects might cause more delay so we can work it into a bigger discussion in the AMS and how we plan on acknowledging and recognizing the indigenous groups.

Mary:

I agree that since we are spending so much money on these items, it would be a great opportunity to showcase what the AMS has to offer. I would personally include businesses and operations as well if it was possible.

Michael:

The businesses and operations were slashed down when we first proposed it. However, the services should be doable.

The banners were meant to be splashes of color to attract attention.

Also, to add on to Max's first question. The outdoor advertising institute has a format/guideline for how big the letters have to be and how far they can be visible. We used those guidelines and the proposed letters' sizes are 250 mm (just over 9 inches) so people can see them from 50 yards away (a street or distance from the Aquatic Centre).

Mary:

How long would the processes take?

Michael:

The door signage contractors are poised and ready to go so that shouldn't take too long.

The banners will be a bit longer. We need to accept it and then they would go into production.

A couple weeks to a month.

We need to resubmit to UBC campus security and planning. It could be done in probably a month.

Michael:

Regarding the direction of the banners. Am I asked to motion/pass any changes the banner?

Mary:

We just approve the financial amount but the changes to the design of the banner (assuming that they won't change the amount spent) won't need to be passed in the Finance Committee.

Michael:

Okay, I will contact Eric and the team to get the door signage process started and begin editing the banners as well.

BIRT the Finance Committee approve the expenditure of \$12,414.66 to be taken from the Capital Projects Fund for Nest exterior signs- note that this project was previously approved by Operations Committee in May 2019.

Moved by Max, Seconded by Lucy.

### III. SPF Applications Adjudication

SPF Policy: [https://docs.google.com/viewer?url=https%3A%2F%2Fwww.ams.ubc.ca%2Fwp-content%2Fuploads%2F2019%2F08%2F2-SPF\\_Policy\\_Apr2019\\_update.docx](https://docs.google.com/viewer?url=https%3A%2F%2Fwww.ams.ubc.ca%2Fwp-content%2Fuploads%2F2019%2F08%2F2-SPF_Policy_Apr2019_update.docx)

SPF Application details: <https://www.ams.ubc.ca/get-involved/sustainability-projects-fund/#!/tab/how-to-apply/>

MOTIONS:

BIRT \$6,800 is approved for the Annual Sustainability Dinner 2021 SPF Application.

BIRT \$5,000 is approved for the Cotton Bags SPF Application.

 [Application Form-Large feb2020 \(1\).docx](#)

 [Application SustainabilityGrant SebastianDawo AmandaHa.docx](#)

Jason:

Hello, I'm Jason and I'm the AVP Sustainability.

SPF stands for AMS Sustainability Projects Fund.

\$2.55 is collected from each student to build this fund.

Been doing this for almost 10 years now.

Students can apply for up to \$15,000 dollars.

We've received 2 applications.

If the application is for above \$5000, it will be passed through the Finance Committee.

If the application is for less than \$5000, it will be passed by the Sustainability subcommittee.

### **\$6,800 for the Annual Sustainability Dinner 2021 SPF Application**

Jason:

This application will be rejected.

Max:

I'm glad this application is rejected.

\$450 per person is an insane amount of money.

People seemed to have gotten pretty far in their application. Has no one notified them that their budget is way off?

Jason:

We hope to redirect them with feedback and that's why it's brought up

Max:

Are projects allowed to be annual through the SPF? Is SPF one-time funding or annual?

Jason:

After 2 successful one-time funding, they can sign a MOU and receive annual funding.

For example, the climate hub, sustainability ambassadors, and - probably this year - the SEEDS sustainability program.

Mary:

Why are they planning a 14 people dinner for \$6800.00 and 5 are from the planning committee. No larger impact on the student body.

## \$5,000 for the Cotton Bags SPF Application

Jason:

Next application is about bags. Requesting \$5000 for ~2500 cotton bags printed with the AMS Sustainability logo and other University sustainability initiatives' logos. Working with Eric and other AMS groups. The goal is to encourage students to reuse that one cotton bag and to reduce single-use bags.

Ben:

I had a question concerning the deli and shoppers. Will they no longer have plastic bags? Or a bit of both?

Jason:

According the Ubysey, all the stores are supposed to not have plastic bags and charge for paper bags. However, this was paused due to COVID.

However, this will be restarted in first week this school year.

Max:

What's the fund balance and annual expenditure for this fund?

If the expenditures are too low compared to the fund balance, then it likely indicates:

- 1) It's not available as a fund
- 2) Too much revenue coming in to the fund

Scalability issue.

Are we buying these bags and given the bags for free? Or will the distributors be charging money for the bags? If so, then the revenue should go back to the AMS and not the distributors. Also, are 2500 bags enough? If it is a good idea, why do we not scale it up more?

Mary:

Fund balance: \$469,232

Annual uptake: \$144,659

Expenditures last year: \$68,343

Jason:

The idea of this project is very similar to the reuse-it campaign (for cup usage). It would be very similar for students. Groups will talk to them and engage them to use a cotton bag instead of the plastic bag. I agree that it would be used up very quickly but I believe this is just the start and to observe how the campaign grows.

As for the fund balance, last year's expenditures were a bit lower than what we expected from COVID. We only met ~halfway point of what we had in mind. However, with this year's MOUs, we should be able to max this. One issue I had as the AVP Sustainability is how the fund was marketed. I think the lack of promotions compared to previous years would be an issue.

Max:

I think this is too small. What we could do is every student that comes to campus could get one of these. My feedback would be if we're trying to eliminate plastic bags on campus, the campaign should be more ambitious. I personally believe larger projects with higher impact would be better. As it goes up, it has a greater impact in having more people reduce their plastic bag usage. Plus, it has the AMS logo so it would be great for branding. Is there an opportunity for us to amend this and make it bigger?

Jason:

We voted for the idea last year but I can leave the this feedback and see if they can reapply for it.

Mary:

Personally for me, it's already quite easy for people to access reusable bags on campus. I saw that they have a plan to hand this out Late August and September. I don't know how I feel about spending \$5000 on reusable bags when cotton bags are already accessible on campus. Why would they come to this group for reusable bags compared to another general store? Also, not sure how they're going to use the AMS and UBC logo. If it's something we don't agree with, that could become an issue. We don't want the AMS to be reflecting an external group's choices.

Ben:

A concern with people using these reusable bags. If it's free, people might throw away these bags. Plus, cotton bags are a lot worse for the environment if they don't reuse it.

Max:

Great for branding for AMS's free resource for sustainability.

Students won't throw them away if they realise that all the other outlets are charging people when they buy one cotton bag whereas the AMS is giving it for free.

My opinion is to scale is up because it can lower the total cost to purchase them too.

I vote yes but I think it should be bigger - it's a good investment for the AMS.

Mary:

I think it would be good for the AMS to take on a project on this instead of having an external group take on this project and then just adding the AMS logo to the bags. We can promote our SPF and businesses which will be better than relying on 2 students to conduct a project that has the AMS logo on it. Better for the AMS to take it on itself than having this separate group represent the AMS.

Jason:

They have been in conversation with Eric regarding the designs. Pretty positive feedback so far. Sustainability coordinator and I already have our own work so students who can take on this initiative would be good. The tasks might be out of our range.

Mary:

Having full control of how the cotton bags are designed and can be used to promote the AMS and our sustainability ideals. Plus, we can withdrawal from the SPF and host it on a bigger scale.

Max:

We could partner with them so that we can send this feedback to the students, Eric, and the Communications team.

Mary:

Personally, I don't want to vote yes. I think it's better to send this feedback to them first and then discuss if it will be an AMS collaboration. If it's not a collaboration, I am hesitant on voting for it.

Voting is conducted via the Zoom chat function.

Moved by Max. None Seconded.

Mary:

Jason, can you bring up the feedback with them and discuss the opportunity to partner with the AMS for a bigger version of the project.

Jason:

Yes, will do. Let me know if you guys have any other feedback/suggestions.

#### IV. AMS Budget Review

- Advisory Board meeting minutes (ref. to page 12 and on for. budget-related comments)
- Budget Comments
- Budget Rationale

 [AMS BUDGET edition 10.xlsx](#)

 [Advisory Board Minutes June 24th.pdf](#)

Mary:

After discussing the budget edit proposals regarding the advertising & promotions, there are some disagreement with reducing the advertising & promotion cuts. So I plan on having the executives come in at the next Finance Committee meeting because it'll be a more productive discussion and they can provide their rationale.

Max:

I think we can save time if people read our previous conversations/minutes so that we don't repeat points too much.

Mary:

Face-to-face conversation between the executives and Finance Committee would be beneficial.

We will extend the meeting on Tuesday to discuss the budget changes in further detail since a lot of people aren't here today.

Mary:

For the Advisory Board minutes, they outline their goals for the year and suggestions for the budget with accordance with their goals - making sure that they align. Everyone got roasted for having lofty or too long goals. They wanted more focus on businesses & student government spending and focusing budget on goals.

Max:

If they want to focus on the businesses, the executives should set goals for the business recovery and where we want to be in the next few years. Set tangible goals for the future business operations. The executives can do that exercise and ask for feedback

from the Finance Committee. I don't know how realistic it'll be but as a public organization, we should have reliable spending.

Mary:

They need the budget to continue their projects without consistently going through the Communications team. Hence, they don't want to cut the advertising & promotions lines. Cole said they can look into the referenda and cut some costs there.

Communications has always been an issue of communicating and reaching students from the AMS. Obviously, executives need money to diversify the way we reach students this year and without the advertising & promotions budget, that would be difficult.

Rish will also get back to me with an updated budget.

Max:

I don't think we should allocate too much time for budget discussion with the executives because I'm worried that we will go through a philosophical discussion than effectively finalizing the budget. I trust that you and Cole can communicate what the other executives are thinking.

Mary:

I think we need to start finalizing the budget over the next few week so hopefully we can agree some set numbers. Then we can come to agreement and have this budget passed.

#### V. Approval of Minutes

BIRT the meeting minutes for June 29th, 2021 are approved

 [June-29th-2021-Finance-Committee-Minutes.pdf](#)

Mary:

We don't have quorum so we will pass the minutes at the next Finance Committee meeting.