AMS Finance Committee

Attendance
Committee members:
Priscilla Chan
Brandyn Marx
Keith Hester (Managing Director, non-voting)
Rishav Jasrotia (Not Voting, Finance Systems Administrator)
Present:
Lucia Liang (AMS VP Finance)
Chris Hakim (AMS President)
Arash Shadkam
Katherine Westerlund
Michael Dobson
Andrew Huang
Guests:
Regrets:
Recording Secretary: (Rishav Jasrotia, Finance Systems Administrator)

Call to Order
The meeting was called to order at 4:08

Adoption of Agenda
One amendment to have block of funds 9
Be it resolved

Prepared by: Reed Garvin
AVP Finance
Chris moved

MOVED Chris, SECONDED Kathrine
“BE IT RESOLVED THAT the agenda be adopted as presented.”

Agenda

1. Funds Block Grant (9)

MOVED Michael, SECONDED Andrew
“BE IT RESOLVED THAT the funds listed above are approved as presented.”

Arash Recused from voting

Approved

2. Meeting Minutes Approval (8 min)

MOVEDL Lucia, SECONDED Andrew
“BE IT RESOLVED THAT the November 4th and 20th meeting minutes are approved.”

3. SPF Approval (10 min)

Budget approved this time up to 3000 dollars.

Unbecoming Modernity

MOVED Lucia, SECONDED Andrew
“BE IT RESOLVED THAT Unbecoming Modernity is approved of $3000 from the SPF.”

Approved

4. SPF Appointment (2 min)

Michael is new appointment (had interest in SPF)

MOVED Andrew, SECONDED Kathrine
“BE IT RESOLVED THAT Michael is appointed to the SPF subcommittee.”

Prepared by: Reed Garvin
AVP Finance
5. Budgeting process (40 min)

Lucia ok with April 30th
  - Good for past exec to do
Changes good up to 5
  - Not doing 5 now
Chris: Average salaries
  - Katherine: Averages allows people
    Businesses is the issue because it needs to be broken into businesses.
  - Lucia: Commercial Rent is broken down (not good business strategy)
    Fairly unequally rent
    If after contract ends, they can see what we offered before.
Chris: combine all sensitive info to into one-line item
  - Katherine: what are we putting in, let’s do it,
  - Lucia: get rid of 5
Chris: bad to get rid of completely but make sure we break down dept. but some numbers are not valuable to disclose.
  - Katherine: Amend with Caveat—Annotations
  - Lucia: remove
    - Chris: amend
  - Lucia: amend the code
    - Chris: go to Sheldon and prevent disclosure of information that is commercially sensitive.
Chris: Robust budgeting process for number 10 b changing the word from report to annotation
  - response to Lucia.
Reed: semantics are ok but turn over at Ams has often
Lucia: presentation is better and annotations.
Chris: Annotations are not enough
  - Katherine: Annotations are good because it goes from 1 document to document versus report and two different documents
Chris: It’s better to have a report because
Lucia: thinks midyear annotations are better than previous
Changed to annotations

C made sense

D
Lucia: Lucia can check KPI
Chris: even with rose colored glasses it need review
    - If there is an issue it needs to be reviewed.
Katherine: It is too much because the projects are ours and we are self-critical
    - How do we support one-year projects? There is a benefit in trying things
Agree with annual review
Remove entire second sentence
Andrew: KPI
Summary overprescribing project by project basis
G Final overall budget must not be deficit maybe make to council

Article 10
G to removes June

If necessary,
January for article 3 number 9

Changes

MOVED _____, SECONDED _____
“BE IT RESOLVED THAT the new budgeting process is present to council by the Finance Committee on the 22nd of January.”

Next Meeting
The next scheduled meeting is Jan 21st, 2020, 4-5pm.

Adjourn
The meeting was adjourned at 5:29pm

Prepared by: Reed Garvin
AVP Finance
Attendance

Committee members:

Lucia Liang (AMS VP Finance)
Chris Hakim (AMS President)
Arash Shadkam
Katherine Westerlund
Michael Dobson
Andrew Huang
Brandyn Marx
Keith Hester (Managing Director, non-voting)
Rishav Jasrotia (Not Voting, Finance Systems Administrator)
Reed Garvin (Non-Voting, AVP Finance)

Present: Lucia Liang, Michael Dobson, Chris Hakim, Andrew Huang, Keith Hester, Reed Garvin, Rishav Jasrotia

Guests:

Regrets: Katherine Westerlund, Arash Shadkam

Recording Secretary: (Rishav Jasrotia, Finance Systems Administrator)

Call to Order

The meeting was called to order at 4:06pm on Jan 21st, 2020.
AMS Finance Committee

Minutes of January 21st, 2019 [2020]

Amendment to Agenda

Moved number 4 to Jan 28th meeting

Adoption of Agenda (3 min)

MOVED Michael, SECONDED Andrew

"BE IT RESOLVED THAT the amended agenda be adopted"

Agenda

1. Meeting Minutes Approval (2 min)

MOVED Andrew, SECONDED Michael

"BE IT RESOLVED THAT the November 4th and 20th meeting minutes are approved."

- Approved (Chris abstained)

2. Code Changes (30 min)

- Funds and fees update

- Sustainable food access fun, thrift store fund, bike kitchen fund, indigenous fund

- Their administration was not in code so this officially adds their administration by the finance committee.

- They were still getting their money but this makes it an official part of code.

- Keith: Thrift store fund, does this mean that anything they spend should come through the AMS. Right now the AMS has their money.

- Keith: Currently they are ordering things for the new thrift store but have not paid for anything since AMS is holding has their funds. It’s fine to add the administration of this fund in code but we should talk to them soon about their spending.

- Lucia: Thrift store fund should be administered by Fincom but we should give them access to the funds.

MOVED ________, SECONDED ________

“BE IT RESOLVED THAT the Code Changes is approved.”

Prepared by: Reed Garvin

AVP Finance
3. Campus Culture and Performance Fund (20 min)

- Lucia: we should change the fee numbers to the original referendum numbers rather than numbers that reflect inflation.
- Michael: Thrift Store fund will stop receiving student fees once it becomes self-sufficient.
- Lucia: We can check their financials to see if they are breaking even or making a profit.
- Lucia: Table the budget change but let’s vote on the code change.
- **Motion to table the budgeting process to the next meeting: Moved by Andrew and 2nded by chris. Passes**
- Lucia: 2 & 3 are the same thing in funds and fees.
- Chris: Should we table the indigenous fund reporting structure until we figure out if they can do quarterly report?

MOVED Andrew, SECONDED Chris
“BE IT RESOLVED THAT Campus Culture and Performance fund code changes be enacted.”
- Funds and fees except indigenous part is passed.

4. Bring Budgeting process changes to Council on Feb. 5th

➢ **This was moved to the Meeting scheduled for January 28th, 2020.**
- Michael: in indigenous student fund, part 9, were going to ask them to do a quarterly report.
- Michael: we should change it to semi-annually or annually.
- Lucia: all our subsidiaries submit reports annually because treasurers wouldn’t be able to write reports properly in the beginning of their term and treasurers aren’t around campus during the summer term either.
- Chris: So which quarters would the annual report show?

Prepared by: Reed Garvin
AVP Finance
AMS Finance Committee

Minutes of January 21st, 2019 [2020]

- Michael: the AMS should have a program where clubs could enter their transactions and the program would track and analyze that data year over year.
- Discussion about quarterly reports and making templates for treasurers to fill.
- Lucia: How would be a fee review be conducted?
- Chris: Finance committee and the finance team can conduct this at any time along with Keith and accounting.

MOVED _______, SECONDED _______
“BE IT RESOLVED THAT these changes be brought to council on February 5th, 2020.”

Next Meeting
The next scheduled meeting is Jan 28th, 2020, 4-5pm.

Adjourn
The meeting was adjourned at 5:01pm.
AMS Finance Committee

Minutes of February 4th, 2020

AMS Finance Committee

Attendance
Committee members:

Lucia Liang (AMS VP Finance)
Chris Hakim (AMS President)
Arash Shadkam
Katherine Westerlund
Michael Dobson
Andrew Huang
Brandyn Marx
Keith Hester (Managing Director, non-voting)
Rishav Jasrotia (Not Voting, Finance Systems Administrator)
Reed Garvin (Non-Voting, AVP Finance)

Present:

Guests:

Regrets:

Recording Secretary: (Rishav Jasrotia, Finance Systems Administrator)

Call to Order

The meeting was called to order at 3:59
Adoption of Agenda (3 min)

MOVED Michael, SECONDED Katherine
“BE IT RESOLVED THAT the agenda be adopted as presented.”
- Moving all non-presentation items first
- Arash not do discussion on club management until after
  - 1 Minutes 2 Funds and Grants and Services 3rd spf 4th Bylaws 5th Front Office 6th %

Agenda

1. Meeting Minutes Approval

MOVED Michael, SECONDED Katherine
“BE IT RESOLVED THAT the Jan 28th, 2019 meeting minutes are approved.”

2. Services Front Office Renewal Project, plus discussion on Club Management Platform Discussion

MOVED _____, SECONDED _______
“BE IT RESOLVED THAT the Finance Committee recommend to Council the approval of Option ___ for the Services Front Office Renewal Project totaling $_________ from the Capital Projects Fund.”

3. Funds and Grants Approval

MOVED Michael, SECONDED Arash
“BE IT RESOLVED THAT that the Funds and Grants be approved.”

Michael nothing out of the ordinary

4. SPF Application

MOVED Michael, SECONDED Arash
“BE IT RESOLVED THAT the SPF application be approved for 10,000CAD”
- Formula 1
  - Michael it sets a design

Prepared by: Reed Garvin
AVP Finance
AMS Finance Committee

Minutes of February 4th, 2020

- Katherine Funded before as SPF
- Michael why don’t others do it
- Katherine most people don’t know it exist
- Solomon Their main aim is to go into electric vehicle
  - Promote for new students’ electric vehicle

- They submitted one page on how they can include all students from all university fields
- Michael: Other design teams can apply
- Katherine: They should, and they should also get student initiative
- Soloman: they have lots of funders we aren’t the only one.
  - We decided to restrict to what they need from us because they had so much funding
  - How are they going to promote the AMS in this regard?
    - Website take pictures and videos for ams writers

- Michael: I didn’t know we funded them before
  - What’s the max

- Lucia its 15,000 thousand
  - Anything above 10,000 and it requires letter of understanding

- Soloman more engineering design teams who are coming
  - Sets precedence

- Michael is new student at Large can’t come to meetings due to class
- Katherine: We should fund it
- Arash: Are we on the Car?
  - Lucia its right there (shows picture)
  - Budget is in USD

Prepared by: Reed Garvin
AVP Finance
AMS Finance Committee

Minutes of February 4th, 2020

- Solomon has converted and they say that it should be enough for the grant
- Arash approved for Canadian then? It’s confusing
- Lucia We will add CAD to the motion
- Arash why doesn’t the link to the external budget work?
- Chris does this move in terms of sponsorship level
- Arash how much money do we have left
- We have 20,000 spent this year. And about 170,000 left in the account
- Its reimbursement based so the total given minus the ams budget we are not even half spent
- Next meet bring up

MOVED, SECONDED

“BE IT RESOLVED THAT the SPF application be approved for”

Michael confused sanitation products and kickoff event

I see the need but not this scale

VR equipment seems a bit much. I don’t think it will add enough value. Looking for others input

Lucia if video can be recycled, I don’t see why the video can be funded

Do they need VR equipment?

Arash only the set up

Katherine only rental maybe, Google Cardboards?

Lucia, I think it adds a cool component without it, it lacks excitement

Arash I think they were a tad conservative, justified. Two components

Michael Pilot project needs to happen years ago

One thing to have cool station on nest main floor but it more of a choice on spending on not

Prepared by: Reed Garvin

AVP Finance
Soloman How are you making more sustainably? They said government, they want to build to case that they need the to convince government about education in regard to the project make UBC a statement Cole is also in support

Lucia ok with approving as presented

Michael 1500 in revenue

Lucia doesn’t matter on revenue most likely reimbursement based

Arash all for this project, its justified, may budget conservatively, prescribing on how to do their events, but tell them to be more realistic but who going to distribute the items

Soloman Volunteers are going to do it.

Arash you can’t just put a box in a wall

Chris Custodial staff union is the issue because the volunteer can’t do that without approval.

Lucia how to administer and what type of compensation who have they consulted ubc ams janitors?

Arash convey the message don’t use red as the colour pallet for this project

5. Consultation of 3% Subsidy

6. Introduction and Consultation - Katherine from Governance Committee.

a. Bylaw amendments

i. Katherine

1. We have a second change to bring an amendment from last year back

2. Bylaw 13

a. Everyone submits an annual report – not something we do

b. Not on or before 10 but in the week prior June 30th

Prepared by: Reed Garvin

AVP Finance
c. We have never done this

Lucia most treasurers are new but its 400 people who aren’t here or informed

Katherine List of major assets would be great to have.

Chris: prior to June 30th instead of 10 days

Katherine you could do 10 years of future budgets and that in line

Chris: Auditors need to fulfill this

Society act include assets and revenue and expenditures

400 plus subsidiaries

Lucia: not publicly shaming but work towards

Chris: we do it for all ams central

It’s better to try

Lucia: I can deconstruct but there will be uproar

Chris: assets and inventory

Make sure you are submitting that

Copy of the receipt but it needs to go through the accounts

Lucia: How do know and how do I push them to do it

Chris: It’s a legal thing

Reed: It should be integrating in the next system

Chris: Does this timeline work

Lucia: it’s the only time it could be submitted

Prepared by: Reed Garvin

AVP Finance
Katherine: you could submit whenever

Chris: week to within the 7 days

Katherine Cus make an example

If they don’t 2 or 3 by the deadline freeze the account

Next Meeting

The next scheduled meeting is Feb 11th, 2020, 4-5pm.

Adjourn

The meeting was adjourned at 4:52
AMS Finance Committee

Minutes of February 11th, 2020

AMS Finance Committee

Attendance

Committee members:

Present:
Lucia Liang (AMS VP Finance)
Chris Hakim (AMS President)
Arash Shadkam
Brandyn Marx (Proxy Brianne Buksa)
Michael Dobson
Keith Hester (Managing Director, non-voting)

Guests:
Katherine Westerlund
Andrew Huang

Regrets: Rishav Jasrotia (Not Voting, Finance Systems Administrator)

Recording Secretary: Reed Garvin (Non-Voting, AVP Finance)

Call to Order

The meeting was called to order at 4:08
Adoption of Agenda (3 min)

MOVED Arash, SECONDED Chris
“BE IT RESOLVED THAT the agenda be adopted as presented.”

1. Meeting Minutes Approval

MOVED Chris, SECONDED Brianne
“BE IT RESOLVED THAT the Feb 4th, 2019 meeting minutes are approved.”

Approved

2. Services Front Office Renewal Project, plus discussion on Club Management Platform Discussion

MOVED _____, SECONDED _______

“BE IT RESOLVED THAT the Finance Committee recommend to Council the approval of Option _____ for the Services Front Office Renewal Project totaling $________ from the Capital Projects Fund.”

Cole Not here

3. Funds and Grants Approval

MOVED Arash, SECONDED Chris
“BE IT RESOLVED THAT that the Funds and Grants be approved.”

Approved

One Grant- Nordic club
EU event

4. SPF Application

MOVED Chris, SECONDED Arash

“BE IT RESOLVED THAT the SPF application be approved for 8145.00CAD under the condition that finance committee receive a letter from the UBC Custodial Union

Prepared by: Reed Garvin
AVP Finance
that says they approve the volunteers doing the work stated in the corresponding application during the pilot project.”

Approved

Michael: Volunteer cannot replace Workers and have to union approval

Union could sue

I don’t think there is anything on our end that needs to be done

Arash: Is it our place

Chris: is there a time constraint

Lucia: Can we approve with a condition that we need an email from the union agreeing?

We don’t want to come off as not approving because it’s a bad idea.

Michael: it’s reasonable to reasonable the funds after the letter

5. Approval of 3% Subsidy

MOVED ________, SECONDED _____________________________

“BE IT RESOLVED THAT the 3% subsidy code changes be approved and sent to council”

Lucia: We are coming back to it.

6. SPF Code Changes

MOVED ________, SECONDED ________

“BE IT RESOLVED THAT the SPF code changes be approved and submitted to council”

Keith: We can’t apply to SPF doesn’t allow AMS internal to use it without applying as a student.

Lucia: still prioritize student projects but allows us to utilize it its full potential

Prepared by: Reed Garvin

AVP Finance
Arash: I do understand the possibility that the Ams could this fund, but it will open pandora’s box of applications and it will not be used by students. It was created by students for students. We could market better, generates creativeness with more marketing. We could hold a competition or have smaller grants for research orientated.

Keith: we aren’t saying we won’t do any of that in addition

Lucia: Currently its impossible to apply for SPF so instead 15,000 would dedicate for clubs through Cole

Keith: AMS sustainability is also run through that

Arash: it has to be student led.

Keith: It’s not the department themselves it is working with Cole’s admin office.

Arash: instead have students lead these products, everyone will use this fund and label there grants as sustainability

Keith: how much will be replacing bamboo silverware cost?

Arash: Have a project lead by student even If list the projects on the website.

Lucia: We had this talk in Sustainability subcommittee: 20% max can go to society departments

Chris: Students are not the Society

Arash: Just don’t do the sustainability project if you can’t afford it

Brianne: You can’t say no it doesn’t send the good message

Arash: go make it a another more

Keith: we can’t raise prices

Arash: Put as questions to general public, RFP thing through interview process

Chris: Table motion

7. Goals for Finance Committee

a. Three Goals

i. Lucia: No goals found yet will do it next meeting

Arash: Next meeting

Prepared by: Reed Garvin
AVP Finance
AMS Finance Committee

Minutes of February 11th, 2020

Arash: Child Care services bursary to help fund the osprey
Keith; to help childcare services on campus
Arash: how much money is left in it
Keith: 100,000 is left to send to them
Arash: find out the money in childcare

Next Meeting
The next scheduled meeting is March 3rd, 2020, 4-5pm.

Adjourn
The meeting was adjourned at 4:53

Prepared by: Reed Garvin
AVP Finance
Finance Committee Meeting Minutes
February 25th 2020

Call to order at 4:01pm.

Present: Katherine, Lucia, Keith, Michael (on phone), Rishav, Arash & Brianne Buksa

Agenda:
- Quarterly Report
- Elections HR hour increase

Motion to adopt agenda: Moved by Michael, 2nd by Katherine

Quarterly Report:
- Arash: General Formatting – have data shown as appendices at the end rather than after each section.
- Lucia: Will do for next quarterly report.
- Arash: Have table of figures for each graph in the table of content
- Lucia: the Communications version has it on the AMS Website
- Lucia: Everything looks mostly the same as previous years, but for exec expenses, we are underspending from our budget. Christina’s is high (VP External) because we haven’t received some funds for SUDS from showpass yet.
- Katherine: Maybe have purchases pre-planned for the year when doing the budgeting at the beginning of the fiscal year.
- Lucia: We will consider it. Currently, we have it allocated evenly to every quarter.
- Brandon: Pie chart doesn’t include IwannaTaco and the Pit.
- Lucia: It’s a typo, I will fix it.
- Brandon: Why is commissary expenses so high?
- Keith: We change dhow we allocate those expenses. Before we allocated it across to the outlets but now we keep it in the AMS.
- Katherine: Can we move the first Pie chart, its cutting of a sentence.
- Lucia- Yes
- Brandon: How has food and beverage admin costs removed?
- Keith: Rebates offset those costs and we have gotten more rebates so it beings the overall cost down.
- Brandon: Good job with the Financial Analyst volunteer program.
- Arash: what is the total YTD Revenue figure, the graph only shows the breakdown right now.
- Lucia: I will include it into the report.
- Arash: in this report, is there any way for me to understand if a business is profitable.
- Lucia: Yes, it shows the profitability but not the profit margins but I will add the total YRD revenue figure.
- Katherine: We can remove “Workshop” from Business operations expenses because it hasn’t had a budget for it for the last few years.
- Arash: Can we start budgeting properly for the business. In the 3Y YTD Percent of Budget Revenue: Business operations, it shows that their revenue is less than what we budgeted, could we start doing better forecasts?
- Lucia: the Financial Analysts are working on a way to better represent the graphs rather than screenshots from excel as comms does it now.
- Arash: the SPF seems to be underutilized so we can discuss how to list or modify some restrictions on it to better use it.
- Arash: Add that discussion as a discussion item for the week after to talk about this.
- Arash: What is the revenue from AMS Events?
- Lucia: We don’t have the breakdown as the graph shows Net revenue (Revenue – expenses). Events does not generate profit, it is an expense.
- Discussion about hating Justin Bieber for 5 minutes.

Lucia: Motion to pass

- Be it resolved to pass the Q3 report with the recommendation first pie chart moved down and fix the typo previously identified and add the YTD revenue figure for businesses in paragraph 2.2.
- Moved by Katherine
- 2nd by Arash
- Approved

Elections HR hour increase,

- Lucia: It would be good to pass it but if it doesn't then Leslie will put a caviat in the job posting that it is pending by the decision.
- Arash: Where is this coming from?
- Lucia: This is coming from the person but hr committee wants our opinion before they vote on it. Most likely it will get passed by them.
- Lucia: We are raising to 15 hours, the tier stays the same. It’s a $2500 increase for the Chief electoral officer. HR committee wants to know if fincom is good.
- Katherine: I want to know if HR is ok with this increase first. Because we have been increasing our elections budget annually but voter participation is the same. Is this increase even worth it?
- Arash: We just increased their budget very recently very dramatically, why does he need an increase.
- Lucia: We will table this and ask HR Committee for their minutes for when they had this discussion. I’ll ask for a justification for this increase.
- Lucia: I’ll send this back and ask for their rational and recommendation first.

Lucia: Update: Ahsan (Chief Electoral Officer) wants to send the letter to increase the candidate’s budget, so we need a higher number for their campaigns.
No discussion.

Adjourned at 4:59pm.
Attendance
Committee members:
Lucia Liang (AMS VP Finance)
Chris Hakim (AMS President)
Arash Shadkam
Katherine Westerlund
Michael Dobson
Andrew Huang
Brandyn Marx (Proxy Brianne Buksa)
Keith Hester (Managing Director, non-voting)
Rishav Jasrotia (Not Voting, Finance Systems Administrator)
Reed Garvin (Non-Voting, AVP Finance)
Present: Lucia, Katherine, Michael, Brianne, Keith, Rishav, Reed, Arash
Guests:
Regrets: Chris, Andrew,
Recording Secretary: (Rishav Jasrotia, Finance Systems Administrator)

Call to Order
The meeting was called to order at 4:12pm.
Adoption of Agenda (3 min)

MOVED by Michael, SECONDED by Brianne
“BE IT RESOLVED THAT the agenda be adopted as presented.”

1. Meeting Minutes Approval

MOVED by Michael, SECONDED by Brianne
“BE IT RESOLVED THAT the Feb 11th, 2019 meeting minutes are approved.”

2. Funds and Grants Approval

MOVED __________________, SECONDED ________________________________
“BE IT RESOLVED THAT that the Funds and Grants be approved.”

3. SPF Applications

a. Michael: Flora is a good application for use of an API to create SENSORS IN GARBAGE CANS around ubc to detect how filled up they are. He has been in talks with ubc and sfu operations about setting that up. He was going to pay for back end dev work and a license. We were going to give him most of the requested funds and send the rest later.

b. Seeds – 54$ for a wellness thing.

c. Solar – a solar car, they want to improve by a certain amount.

d. Orbit: Problem – we have the tech where environmental groups could use it but there was no way to make sure they do. We thought to bring clubs and environmental groups to an event to make sure people use it. Michael is in Orbit but he requested himself from the decision. Orbit will launch a satellite (10x10x10) and a winner will get their satellite launched in space. But this year they are not competing because a startup (Momentus) will launch their satellite for a small fee.

e. Reed: IS it going to orbit over ubc and if it doesn’t orbit over Vancouver and no ubc students can use it, then what happens?

f. Michael: If we establish this relationship then we can launch a satellite every 2 years.

g. Katherine: Is this $10,000 worth of sustainability? It is a lot of money that doesn’t directly relate to sustainability.
h. Reed: Rockets are not sustainable because they use a lot of fuel and release a lot of exhaust.

i. Brianne: How do you make sure that other ubc groups will even use this data?

j. Michael: We thought to have an event where other groups come to see how they can use it.

k. Reed: Innovative projects funds makes more sense than SPF for this project.

l. Michael: SPF's decision was contingent on this being an active event happening to make sure the community knows about it.

m. Lucia: Mugshare is trying to get external companies to use them.

n. Katherine: Mugshare is looking for us to fund the new moldings of the new mug (One that does not explode). They need a machine to imprint the logo onto the mug during the moulding process. Hopefully this time the company can give a statement about the non-explosiveness of their cups.

o. Lucia: We also want our name and logo etched onto the mug.

p. Decisions - 1: Flora is approved contingent upon receiving a statement from ubc ops about their long-term commitment for $9,158.59. We will release $6700 first and the rest later.

q. Decision -2: Seeds funding application is cancelled.


s. Decision 4: Mugshare funding is approved contingent upon having a strong presence of the AMS brand on the mug or future advertising and have a statement from the manufacturer about the non-explosiveness of their mugs. Moved by Kat, 2nded by Michael (approved unanimously).

t. Decision 5: Orbit: Send this back and recommend to reapply for the impact grant.

MOVED _______, SECONDED _______

“BE IT RESOLVED THAT the SPF applications be approved for a total of ________CAD”

4. Increase in Candidate Reimbursement Budget
- Doing some quick maths, we can see that if all candidates apply for the maximum reimbursement, the additional $5400 is required. So the fincom is put in a difficult position because we have to approve it.

- This does not need to go to council as this is an agreed upon over expenditure.

- The election budget goes to the president for approval, but it should go to the fincom (for future thought).

MOVED by Katherine, SECONDED by Lucia

“BE IT RESOLVED THAT there be an Increase in Candidate Reimbursement Budget to 10,400”

APPROVED

5. SUB Repairs & Replacement Reserve

Keith: The main kitchen has 3 main ovens bought in 2014. Each one cost $45000. All 3 are now broken (From overuse). Rather than repairing all 3, I propose to replace 2 WIRTH CHEAPER MODELS AND repair the 3rd oven from spare parts from the other 2 decommissioned ovens. The new ovens have a life expectancy of 5 years. We are looking for $40,820 from sub repair funds. We have 3 quotes for the ovens. The garland option is looking good because we use it in Bluechip and is cheaper by almost $4000 compared to the other 2 options and has been incident free for the last 5 years. They have a good track record. This also needs to go to Govcom or operations committee before going to council.

MOVED by Michael, SECONDED by Katherine.

“BE IT RESOLVED THAT that around 40,000 dollars be allocated to the replacement of ovens the Commissary Kitchen and then be brought to Council”

APPROVED.

6) Get Thrifty Invoices:

Lucia: If everyone gives me authorization, I will sign it for renovations for the Get Thrifty shop. Also the renovations were done by the president of Get Thrifty and is asking to be reimbursed for her labour for the renovations at $20/hour. We were going to contract out for $30/h but she did it herself.
Lucia: These 3 invoices presented will be paid through the Get Thrifty Fund.

Moved by Michael, Seconded by Katherine

Be it resolved that Lucia is approved to sign the 3 invoices presented.

Approved.

Next Meeting
The next scheduled meeting is March 10th, 2020, 4-5pm.

Adjourn
The meeting was adjourned at 5:28pm.
Attendance
Committee members:
Lucia Liang (AMS VP Finance)
Chris Hakim (AMS President)
Arash Shadkam
Katherine Westerlund
Michael Dobson
Andrew Huang
Brandyn Marx (Proxy Brianne Buksa)
Keith Hester (Managing Director, non-voting)
Rishav Jasrotia (Not Voting, Finance Systems Administrator)
Reed Garvin (Non-Voting, AVP Finance)
Present: Chris, Michael, Keith, Rishav, Reed, Brandyn, Brianne (Proxy, non-voting)
Guests: Cole
Regrets: Lucia, Andrew, Katherine
Recording Secretary: (Rishav Jasrotia, Finance Systems Administrator)

Call to Order
The meeting was called to order 4:04pm.
Adoption of Agenda (3 min)

- Amendment to add Cole’s Services Wall

MOVED by Michael, SECONDED by Brianne

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

- Adopted

1. Meeting Minutes Approval

MOVED by Michael, SECONDED by Arash.

“BE IT RESOLVED THAT the Feb 25th and March 3rd meeting minutes are approved.”

Approved.

2. Funds and Grants Approval

- The 14 funds applications:
- Michael: This all seems well done. With SPF, we require reports.
- Reed: We have been receiving reports.
- Brandyn: Junnoon, They applied for 2 funds?
- Reed: Yes, they can only apply for 1 for this year.
- Everyone agrees that the applications are good.

MOVED by Michael, SECONDED by Arash.

“BE IT RESOLVED THAT that the Funds and Grants be approved.”

Approved.

3. Salary Inquiry

Reed: For salaries for executives for the upcoming year. His salary will increase based on an increase in hours from 20 hours to 25 hours.

Arash: We just increased the hours for the CEO a few years ago, is this increase necessary?

Reed: WE have to decide if this 5 hour increase from Jan-April and take away from summer hours. But then we would have to revise the length of the contract (from May to April to Sep to April).

Brianne: I don’t see the point of the May to July hours.
AMS Finance Committee

Agenda of March 10th, 2020

Chris: Most of those hours are used to training with simply voting. So, I would recommend not changing the contract.

MOVED by Brandon, SECONDED by Chris.

“BE IT RESOLVED THAT that salaries be approved as discussed”

Michael votes no.

Chris votes yes.

Brandon votes yes.

Arash votes yes.

Approved.

4) Adding the AMS Services Wall (Presented by Cole, VP Admin)

- Cole: Services office is kind of hidden and there isn’t a lot of presence. Hard to find for people. This information area in front of it the brochure is scattered and there isn’t a good spot for those brochures. The pony wall is going to implement sightlines from the hallway into the managers office. Abdul and Ian brought up that people are always staring inside their offices. Pony wall will also act to showcase information about services, rather than bother Ian and Abdul. This wall will not interfere with accessibility for people. Should be low cost. They dropped the drop ceiling because it is super expensive (and don’t have to add lights, no shutting off sprinklers). Just under 11k price tag for the pony wall.

- Reed: Shouldn’t Ian and Abdul he allowing students to come in and see students?

- Cole: Not necessarily. They are senior managers and do not need to hold office hours.

- Reed: For the Pony wall, is paper the best idea or would a touch screen be a better idea?

- Cole: We could in the future but its more expensive and you need more work to maintain the directory. Right now this is the most cost effective method.

- Chris: option A, is that a paint job of the wall nearby?

- Cole: Yes and option b is everything in option c except for lighting.
AMS Finance Committee

Agenda of March 10th, 2020

- Chris: I like option A. Privacy isn’t that high of a concern as Abdul’s office is still coverable. Information is a bigger priority, as students are always looking for it and the services brochures are kind of hidden. The rest of the options are not really for me. The wall doesn’t really solve a lot. Option D is too much.

- Cole: We are presenting option C as the recommended. Everything about this project is pitched around having the wall. Without the wall, this project is not worth it and we should scrap it.

- Chris: I really like option A because it attracts more attention for students’ service, which is always a good thing.

- Cole: I will not be going through with this if we pick option A because this is a waste of time to go through council for capital project as services can pay for it. Option A doesn’t make sense as a capital project.

- Chris: I still think that this is a worthy project even with just a paint job and fixing the awareness paintjob.

- Reed: Are we all in approval of option A?

- Arash: The ponywall looks ugly.

- Cole: Michael likes it and it serves it function to block the line of sight and increase visibility of services brochures.

- Reed: Best thing to do for this is to table this motion and wait for Lucia. Leave option A as an email vote, if I don’t send the email then assume that Lucia was not down for option A.

Next Meeting

The next scheduled meeting is March 24th, 2020, 4-5pm.

Adjourn

The meeting was adjourned at 4:43pm.

Prepared by: Reed Garvin
AVP Finance
Attendance

Committee members:
Lucia Liang (AMS VP Finance)
Cole Evans (AMS President)
Brandon Connor
Katherine Feng
Mathew Ho
James Chen
Jimmy Kim
Keith Hester (Managing Director, non-voting)
Mary Gan (Non-Voting, AVP Finance)

Present: Lucia Liang, Cole Evans, Keith Hester, Mary Gan, Brandon Connor, Katherine Feng, Mathew Ho, James Chen, Jimmy Kim

Guests:

Regrets:

Recording Secretary: [Vice-Chair]

Call to Order

The meeting was called to order at 11:06 AM.
Adoption of Agenda (3 min)

MOVED by Mathew, SECONDED by Brandon

“BE IT RESOLVED THAT the agenda be adopted”

1. Appointments

Vice-Chair, Finance Committee
Finance Committee Councillor, Funds and Grants Committee
Finance Committee Councillor, SPF Committee

- Finance Committee Vice-Chair: Take meeting minutes, coordinating documents with the Finance team so that it will be ready to send to council
  - Katherine: Vice-Chair responsible for organizing and taking meeting minutes, involved in Gavel club in highschool, experience with taking meeting minutes and sending out agendas
  - Mathew: Vice-Chair responsible for organizing and taking meeting minutes, former VP Finance of AUS, brings experience to the table
  - Katherine (4) vs Mathew (3)

- Funds and Grants Committee: subcommittee of Finance Committee, requires a Finance Committee member to attend. Meets every other week
  - Responsible for working with Funds and Grants Administrator to review different funds (Clubs Benefit funds, Student Initiative fund, subsidies, constituencies, etc.)
  - Speak on behalf of entire committee about grants and funding
  - Funds and Grants Administrator organizes everything and provides debrief, and Finance Committee member assists in reviewing
  - James: In commerce, interested in seeing how AMS Finance works and the small details that occur in the background
  - Mathew: Blurb has already said
AMS Finance Committee

Agenda of May 21st, 2020

- James (6) vs Mathew (1)

  • SPF Committee: Larger application
    - Brandon: SPF Committee made sense to me, experience in ResLife and other commitments would be able to contribute well
    - Katherine: I’m in Science studying sustainability, and I believe that it would be helpful
    - Brandon (3) vs. Katherine (3)

  MOVED by _____, SECONDED by _____
  “BE IT RESOLVED THAT the appointments above are approved”

2. Get Thrifty Invoice Approval

  • Lucia: Old Admin team working with Get Thrifty for a thrift store fund
    - Lots of labour being put into the work, and sending invoices to the AMS to be paid
    - Wanted to shelve herself instead of getting an independent contractor
    - Admin and Finance team working with Thrift Store to have her on independent contractor or on payroll

  MOVED by Jimmy, SECONDED by Mathew
  “BE IT RESOLVED THAT the $1,650.00 is approved for Get Thrifty Independent Contractor”

3. Get Thrifty Fund Transfer

  • Transferring funds from the Get Thrifty Fund to the Get Thrifty club so that they can pay off invoice costs

    • Invoice includes UBC labor costs and Can-Secure

  MOVED by Mathew, SECONDED by Brandon
  “BE IT RESOLVED THAT the $453.60 is transferred from the Get Thrifty fund to the Get Thrifty club”

Prepared by: Lucia Liang

VP Finance
4. Clubs Benefit Funds Transfer

- Some clubs had events with Showpass during mid-March when the Nest closed
- Need to transfer from money from the Clubs Benefit Fund to clubs in order to pay off Showpass refunds
- Two more figures remain to be obtained from Showpass

MOVED by Mathew, SECONDED by Katherine

“BE IT RESOLVED THAT the $1,240.31 is transferred from the Clubs Benefit Fund to pay off Showpass COVID-19 refund”

5. Grad Class Fee Approval

- Meeting with Grad Class Committee to figure out what gift the fund will go towards
- $20,000 donation to the AMS Food Bank, $20,000 donation to the university to help with student financial aid during COVID-19 (on top of $200,000 AMS donation), $20,000 to commission a mural across from Sprouts to celebrate UBC students and key issues of university (ex. Climate justice, reconciliation, technology)
- Talking with Student Enrolment Services to discuss how money is to be used

MOVED by Mathew, SECONDED by Cole

“BE IT RESOLVED THAT $60,000 is transferred from the Grad Class Fee to the AMS Food Bank, the University of British Columbia to assist with student financial aid during COVID-19, and to commission a mural in the Nest”

6. AMS Budget Timeline Overview

- Call in Executives if needed to explain budget
- Determine which areas need to increase or decrease budget
- Determine how AMS Events budget will be impacted, and how it can be distributed
- Compile a call-back list of who we want to come in and give comments to justify their budget
- Budget to be sent to Council in June, must be approved before June 24th

Prepared by: Lucia Liang
VP Finance
AMS Finance Committee

Agenda of May 21st, 2020

Next Meeting
The next scheduled meeting is May 26th, 2020, 4-5pm.

Adjourn
The meeting was adjourned at 12:05 PM.

Prepared by: Lucia Liang
VP Finance
AMS Finance Committee

Attendance
Committee members:
Lucia Liang (AMS VP Finance)
Cole Evans (AMS President)
Brandon Connor
Katherine Feng
Mathew Ho
James Chen
Jimmy Kim
Keith Hester (Managing Director, non-voting)
Mary Gan (Non-Voting, AVP Finance)

Present: Lucia Liang, Keith Hester, Mary Gan, Brandon Connor, Katherine Feng, Mathew Ho, James Chen, Jimmy Kim

Guests:

Regrets: Cole Evans

Recording Secretary: [Vice-Chair]

Call to Order
The meeting was called to order at 4:03 PM.
Adoption of Agenda (3 min)

MOVED by Mathew, SECONDED by Brandon

“BE IT RESOLVED THAT the agenda be adopted”

1. Appointments

- Katherine Feng as AMS Finance Committee Vice-Chair
- James Chen as AMS Funds & Grants Committee member
- Brandon Connor as AMS SPF Committee member

MOVED by Mathew, SECONDED by Jimmy

“BE IT RESOLVED THAT the members mentioned above are approved in their positions”

2. Get Thrifty Invoice Approval

MOVED by Katherine, SECONDED by Mathew

“BE IT RESOLVED THAT that the Get Thrifty Painting Invoice is approved”

3. AMS Comment Discussion

- James: Under executive committee, could you explain the fund under President’s Assistants -> Projects and Events?
  - Lucia: We can set 30 minutes later to discuss Cole’s budget
- James: For student services, there’s a massive increase in furniture and equipment- $1,100 each/7 accounts

Prepared by: Lucia Liang

VP Finance
AMS Finance Committee

Agenda of May 22nd, 2020

- Lucia: Nimbus helps students meet up and determine meeting times for tutoring appointments

- Keith: In last year’s budget change, council came up with $30,000 in additional funding for advertising
  - Mathew: Should we be giving more money for advertising and promotions, given less in-person communication?

- James: Are we projecting the same amount of revenue from selling First Week kits? Budget has not changed
  - Lucia: The AMS Events team will be re-determining their budget as the COVID-19 situation has affected it
  - Lucia: The Welcome Back BBQ is a big selling point of First Week kits, but there will likely be a reduction in sales as the Welcome Back BBQ is not happening

- James: Should we be scaling back on SafeWalk due to the fact that there will be less on-campus interaction/traffic?
  - Keith: Considering parking the SafeWalk car, and only keeping a SafeWalk walking team
  - Cole: It’s hard to budget accurately when we don’t know when to restart services again

- Brandon: Considering the current situation and fall-term online, what are students going to be charged in terms of AMS fees?
  - Lucia: These fees are all tied to student groups and most are subsidiaries under the AMS- each has a specific purpose under the AMS
  - Lucia: Resource groups fees are opt-out-able already, a lot of collected fees are necessary as these services remain operating throughout COVID
  - Lucia: $18 million that we collect in total non-discretionary allocations, which we are not necessarily able to touch

- Mathew: Are we allowed to estimate what fees with be charged this year, such as UPass? Will it be collected during these times?
  - Lucia: Our contract with UPass is paused right now since likely most students won’t be using UPass during Term 1. Likely will not charge UPass fees in term 1

Prepared by: Lucia Liang
VP Finance
AMS Finance Committee

Agenda of May 22nd, 2020

- Lucia: We are working with Translink to establish a concession fee for university students
  - Cole: UPass is not opt-outable
- Mathew: Are there any fees that people have the option of opting out of?
  - Lucia: Bike Kitchen fee, Resource Group fee, Campus and Culture fee, we are working on pushing out more subsidies for larger fees to financially support students
- Katherine:
  - We normally consolidate all employee salaries into one line item for each portfolio
  - It doesn’t make sense to have so many account codes for employees specifically if we end up running out of them
- Jimmy: How will the Executive Team Building work during COVID-19 since the budget went back to $5,000? It was dropped in 2019/2020 to $1,000.
  - Cole: Even though there is COVID-19 there is a lot of team-building exercises to be done between the six of us. It helps us stay cohesive- it’s not simply a social budget- in some way it relates to work
  - Cole: Last year’s drop affected our cohesiveness as an executive team
- Jimmy: Why is there a $700 increase in Research & Community Projects?
  - Cole: Georgia is looking to run surveys during the COVID-19 pandemic, and the money will be used towards supporting that
- Why is there an $1,200 increase in Advertising & promotion for Sustainability under the Admin portfolio? What is ASAP?
  - Lucia: We can ask Sly to come in
  - Cole: This allows the sustainability team to do more things in terms of projects- previously there was no money for the team to do such
  - Lucia: Would like for Sly to justify $1,300 for advertising and promotion of Art Gallery as well, as class will be online for fall term

Prepared by: Lucia Liang

VP Finance
AMS Finance Committee

Agenda of May 22nd, 2020

- Mathew: In terms of student services, why is the staff and volunteer appreciation budget increases
  - Lucia: We should be asking student services what they will be doing for their staff and volunteer appreciation budget- we can ask Ian or Abdul to expand on it when they come in

- Lucia: From what I see, we want Student Services, Sylvester, and the AMS Events team to come in. I will compile a question bank and we can take turn asking them

- James: What is the Clubs and Societies System budget, and why is it so high?
  - Lucia: This is the budget for our platform (we used Clubhouse last year) that we use for clubs, constituencies, and offer a place for forms

- James: How is the AGM going to work if it is likely online? How is the budget affected?
  - Cole: Likelihood of AGM being online is high, but we will need the budget to hold it online- however, we will likely not use as much money as before

Next Meeting
The next scheduled meeting is June 1st, 2020, 11 am to 12 pm.

Adjourn
The meeting was adjourned at 5:00 PM.
AMS Finance Committee

Attendance

Committee members:
Lucia Liang (AMS VP Finance)
Cole Evans (AMS President)
Brandon Connor
Katherine Feng
Mathew Ho
James Chen
Jimmy Kim
Keith Hester (Managing Director, non-voting)
Mary Gan (Non-Voting, AVP Finance)

Present: Lucia Liang, Cole Evans, Katherine Feng, Brandon Connor, Matthew Ho, James Chen, Jimmy Kim, Keith Hester, Mary Gan

Guests: Sylvester Mensah Jr. (VP Admin), Rishavraj Das (AMS Events)

Regrets:

Recording Secretary: Mary Gan, Katherine Feng

Call to Order

The meeting was called to order at 11:06 am.
Adoption of Agenda

MOVED by Mathew, SECONDED by Jimmy

“BE IT RESOLVED THAT the agenda be adopted”

1. Approval of May 25th and 26th Minutes

MOVED by James, SECONDED by Mathew

“BE IT RESOLVED THAT the minutes from May 25th and 26th are approved”

The minutes were approved unanimously

2. Clubs Benefit Funds Transfer

MOVED by Cole, SECONDED by Brandon

“BE IT RESOLVED THAT $2,608.21 is transferred from the Clubs Benefit Fund to pay off the Showpass COVID-19 refund”

The funds transfer was approved unanimously

- Lucia: Cut-off date was the 13th, and we have a mistake with Showpass
  - Taking money from the Clubs Benefit Fund into the club so that they can operate
  - Showpass refunded the ticketing purchase back to the AMS account- now we are putting the money back into the club accounts so that they can cover their reimbursements

3. AMS Budget Presentation

Update: Lucia working on budget and updating based on business numbers. Need to make sure that if we need to do a budget cut, there are places we can get from

- If we do a 10% cut for executive committee, we will need to make sure that it is cut evenly amongst executives
AMS Finance Committee

Agenda for June 1st, 2020

- VP Admin (Sylvester)

Sylvester: We are currently working from home, so computer hardware/software budget has increased. Looking to purchase another Adobe suite and other software for HATCH manager and team. Also hoping to purchase a projector for the Art Gallery, but can wait until second semester due to the first semester being online.

Lucia: What will Adobe be used for?

Sylvester: Improve digital presence, marketing, create website for HATCH

Cole: Adobe money was taken out of computer hardware/software, Adobe costs about $720 a year. Last year as VP Admin they bought Adobe Cloud for Hatch Art Gallery, and were able to work without having to communicate with Communications

Lucia: Can line items be reduced?

Sylvester: General updates can be reduced to $1500. Currently hoping to improve our digital presence, creating a new website for Hatch. Huge chunk of Hatch’s work is involved with making attractive graphics, videos

Sylvester: How to spend clubs day $5000 - week or two weeks, space out clubs and rotate to maintain distancing, possible virtual clubs day, can be reduced to $3000, executive orientations budget can be cut completely as well if needed.

Cole: Budget extra so that we can have some money left over to have a proper clubs day in January, most cost comes from booking space and advertising,

Sylvester: Trying to hold planning/operation workshops for clubs, help them keep going even with reduced capacity

Cole: Clubs events is flexible but can be cut since events make less sense when they can’t be in person

Lucia: Irresponsible to allocate $2000 to events if we don’t know if there will be events

Sylvester: Could reduce amount to around $1000, reallocate to operational workshops

Cole: Keep some money there in case it’s needed in second term

Lucia: have to plan for proportional cuts based on revenue, enrollment numbers

Prepared by: Katherine Feng
Events

Rish: Lots of things need to be cut. Sponsorship revenue, originally $1,500/day and $5,000 per week, should be reduced. First week is run for two weeks, sponsorship activities are usually outside Nest and can’t really happen this year. $80,000 looks difficult to generate - $25,000 would be a better estimate since we cannot promise the same foot traffic and promotion as before. Make 450-500 kits rather than 700 based on how many students accept first-year housing.

Lucia: Send revised numbers. Where would AMS events in general be cut?

Rish: Salary, first week events, halloween and concert expenses can be cut.

Keith: Festivals won’t be happening, can be cut

Lucia: Request a three version budget based on different scenarios, lots will likely change

Keith: Block party is happening probably, leave in there

Rish: Virtual performances are associated with reduced fees (artists charge about 15% of original) so this budget can also be cut. If the Halloween event can’t happen or has reduced size, expenses don’t drop very much but revenue drops a lot.

Matthew: Is it possible to go into more detail about plans for the first week? Imagine Day?

Rish: First week events budget cut in half, 30-35 different events (mostly small), don’t want to cut media and advertising expenses, will estimate costs later in the summer when we have more information. We can do small scale events (Pastels and Pinot, dog therapy events) where we can still maintain social distancing and use venues such as the Great Hall. More skeptical about bigger events- may need to be cancelled. We cannot promise our sponsors that there will be a lot of students walking around and engaging with booths

Lucia: Rish will have to come back later with budget

Keith: We are keeping next year’s Block Party for now as it’s 10 months away

Lucia: Do we really want to allocate money to areas where we don’t have a plan or don’t know what will happen yet? Other thoughts?

James: Scale budget as a whole or by event?

Lucia: Scale budget as a whole and then AMS Events decides what to do with it
AMS Finance Committee

Agenda for June 1st, 2020

Lucia: If we’re going to be in 10-15% deficit, we need to prioritize funding to top services, events not as necessary for operation

Next Meeting

The next scheduled meeting is June 2nd, 2020, 4-5pm.

Adjourn

The meeting was adjourned at 11:57am.

Prepared by: Katherine Feng
AMS Finance Committee

Attendance
Committee members:
Lucia Liang (AMS VP Finance)
Cole Evans (AMS President)
Brandon Connor
Katherine Feng
Mathew Ho
James Chen
Jimmy Kim
Keith Hester (Managing Director, non-voting)
Mary Gan (Non-Voting, AVP Finance)

Present: Lucia Liang, Brandon Connor, Katherine Feng, Mathew Ho, James Chen, Jimmy Kim
Keith Hester

Guests:

Regrets: Cole Evans, Mary Gan

Recording Secretary: Katherine Feng

Call to Order
The meeting was called to order at 4:05pm.
AMS Finance Committee

Agenda for June 2nd, 2020

Adoption of Agenda

MOVED by Jimmy, SECONDED by Brandon

“BE IT RESOLVED THAT the agenda be adopted”

1. AMS Budget Presentation

- AMS Businesses

Keith’s Presentation:

Minimum wage increased, new employer health tax (employer now has to pay instead of employee ~1.9% of payroll), cost of produce keeps going up, trying to increase sustainability practices in businesses

Due to COVID-19, no bookings in building, much less revenue expected from business operations this year

Total revenue expected from businesses down $1.3 million this year (just over $9 million)

Ph Tea will be closed due to competition, transformed into an additional food prep area for Honour Roll

Commissary kitchen increase reflects set up of new test kitchen

Some food and beverage improvement initiatives

Matthew: 1. I’m surprised that businesses are expected to be open 2. Contingencies in case some businesses get shut down? 3. Food delivery? 4. Commissary kitchen is to test out new foods? Can the test kitchen be postponed until there are more favourable business conditions?

Keith: 1. This is version two of the budget (based on the assumption that there would be some in person classes, some not), working on version three (all online classes) based on more information 2. If it’s necessary, the vacancy will be filled as quickly as possible, shouldn’t affect budgeting. 3. We’ve signed up with Uber Eats, takeout/delivery option 4. Sort of, it makes a lot of the food for the restaurants since many don’t have their own kitchens (makes cookie dough for Blue Chip). This year there’s an additional test kitchen as well - valuable now to have innovative products to incentivize people to come in.

Jimmy: Competition businesses opening up in May - marketing budget went up by $41,000 used for what?

Prepared by: Katherine Feng
Keith: Advertising on buses, at bus shelters

Lucia: Brown’s Social House will have higher pricing according to Keith’s research, the Gallery is cheaper

Matthew: 5. Honour Roll closed over the summer? 6. Is there interaction between AMS student housing and community services? Are they counted as a competitor?

Keith: 5. It’s open right now as are the other top-selling businesses 6. Scholar’s catering is a competitor and we also provide catering. Scholar’s is more expensive but some faculties have a rule requiring them to use only Scholar’s

- Executive Committee

Lucia’s comments:

The budget was updated yesterday and this is the version we’re looking at

Numbers depends on enrollment and student residence, will have to make a revised budget after Q1

Changes: Events budget cut in half, make different budgets based on enrollment numbers for

Originally we were going to hire a financial analyst, no longer necessary since clubs aren’t running at full capacity - cut budget for that

Every 4-5 years we usually switch auditors but since this year is not a good year for that so we cut budget for switching

AMS Experience Survey to evaluate services in the Nest - new this year ($9,000, contract out to Insights West) but probably not necessary for this year given the circumstances.

Matthew, James, Katherine: Could just conduct without Insights West for this year to prioritize other things Projects and Events

Lucia: AMS Strategic Plan - Cole will do a consultation in Council, good idea to keep in, will ask about this in future budgeting meetings

Event expenses: AGM will probably be online this year

Katherine: $4000 can likely be reduced since it’s online and we won’t need to pay for food

Prepared by: Katherine Feng
AMS Finance Committee

Agenda for June 2nd, 2020

Lucia: I agree and the AGM gets lots of marketing from the Ubyssey, won’t need to pay much for advertising. What value can we reduce it to?

Brandon: Will residences be open? If there are less people living in residences, shouldn’t it be allocated more money?

Lucia: UBC Housing will be open, confirmed numbers are pending, I’m not comfortable giving people more money when they don’t have a plan yet. I will ask Cole to provide a breakdown of the student government event expenses, fix some things.

Next Meeting

The next scheduled meeting is June 8th, 2020, 11am-12pm.

Adjourn

The meeting was adjourned at 5:00pm.

Prepared by: Katherine Feng
Attendance

Committee members:
Lucia Liang (AMS VP Finance)
Cole Evans (AMS President)
Brandon Connor
Katherine Feng
Mathew Ho
James Chen
Jimmy Kim
Keith Hester (Managing Director, non-voting)
Mary Gan (Non-Voting, AVP Finance)

Present: Lucia Liang, Cole Evans, Brandon Connor, Katherine Feng, Matthew Ho, James Chen, Jimmy Kim, Keith Hester

Guests: Abdulramahan Alnara, Ian Stone

Regrets: Mary Gan

Recording Secretary: Katherine Feng

Call to Order

The meeting was called to order at 11:02am.
Adoption of Agenda

MOVED by Matthew, SECONDED by Jimmy

“BE IT RESOLVED THAT the agenda be adopted”

1. Approval of June 1st and June 2nd Minutes

MOVED by Katherine, SECONDED by Matthew

“BE IT RESOLVED THAT the minutes from June 1st and June 2nd are approved”

The motion passed unanimously.

2. Approval of I-20 Executive Expenditures Policy

MOVED by Katherine, SECONDED by Jimmy

“BE IT RESOLVED THAT Policy I-20 is accepted as amended”

“BE IT FURTHER RESOLVED THAT the Executive Smart Phones Policy, Alcohol Reimbursement Policy, and AMS Travel Policy are repealed”

The motion passed unanimously.

Lucia: This is a combination of three old policies

Cole: We decided to merge it and update it. Need a policy to regulate these things because we budget for the general purpose but not the specific scenarios. Travel used to be limited to $1500 for travel, $1500 for a specific conference and this is outdated. Student services manager used to not be included in professional development and now they are. Reimbursement of alcohol used to be very limited - used to be $12 a month. Now it’s not limited in amount but there are restrictions on why you can be reimbursed.

Lucia: I was hesitant to reimburse alcohol last year because there weren’t clear guidelines for it

Katherine: This policy looks good but I do have one concern. Was an upper limit on alcohol reimbursement or some sort of regulation for it ever considered?
Cole: We thought about that but it’s hard to track an upper limit for each person. We could add a section to say the VP Finance has some discretion over what they can reimburse like if it’s an unreasonable amount.

Lucia: Yes the flexibility is important but Keith and I are looking into a system to track all our expenses.

Cole: Clause based on Katherine’s concern: 3. All alcohol-related expenses must be made within reason, and are subject to reimbursement at the discretion of the Vice-President Finance and/or the President.

Katherine: That looks good.

Cole: I will ask for this to be added.

Matthew: What does buying carbon offsets mean?

Lucia: We always try to find the closest location possible. Sometimes the money doesn’t get spent on flights so paying for carbon offsets could be a way to use some of that.

Matthew: Could the language be clarified?

Lucia: Currently a vague description for this is good because these policies are broad guidelines.

Cole: In the future we could give more specific guidelines for sustainable travel like within 200km you shouldn’t fly but we can do that later.

Lucia and Cole: the point of the clause is to encourage people to look into carbon offsets and reduce the environmental impact of their travel.

Cole: it’s more of a value thing than a black and white rule.

Keith: Alcohol expenditure is currently only allowed if in budget but we don’t currently have anything in the budget for that.

Lucia: It just has to be taken out of something reasonable.

Cole: Can’t reimburse to the clubs day line item for example.

3. Budget Discussion

- AMS Services
Abdul: SASC reallocation of salaries and wages to the right account numbers, increase in salaries, peer support budget is increasing, account code changes: keep last six digits the same, change first three to 074, higher photocopying, less tech expenditures, more furniture/membership

Lucia: what are the key services during the pandemic?

Abdul: SASC - keeping the staffing model the same, pandemic exacerbates sexual violence issues

Lucia: Increase in furniture and equipment budget - why specifically this year?

Ian: Moving the TV into the conference room to make it more useful (quite expensive), printer in office costs a lot

Lucia: Could the printing cost be moved to photocopying and administration?

Abdul: Yes. We will have to update it on our end so it’s all under one account.

Ian: Why advocacy cost is lower this year: Originally budgeted to have two advocacy staff, but in the end we decided it wasn’t very necessary and we don’t need to hire them still this year. Advocacy has volunteers from law too.

Lucia: Food bank increase is self-explanatory. Safe Walk - reduction in car costs? Explanation?

Matthew: What is special projects under advocacy for?

Ian: Intention was to use it for computer hardware and software. Would like to keep the advocacy line item separate because we use different software (PracticePanther).

Abdul: some changes need to be made to the services budget

Lucia: Please send updated budget

Ian: Jackets that Safe Walk employees need to wear aren’t great, broken umbrellas - increased budget is intended to make sure equipment is usable. People might feel less safe walking across campus if there are less people around so it’s important to give the team the resources they need to do their work.

Abdul: Special projects for Safe Walk is for new ideas, unexpected costs

Ian: An example of this is the QR code stickers for feedback on Safe Walk cars
Abdul: credit card costs are automatically put under miscellaneous but we try not to put under miscellaneous so that’s why it has been reduced.

Lucia: we want to keep our budget as close to breaking even as possible without going into deficit but it depends on how much enrollment there is. If we can spend more money, what services would you put it into?

Abdul: Some of our goals are to increase our grants by 20% and work on the housing and assistance project.

Lucia: Is there another service we can put more money into during the pandemic?

Ian: Probably providing more tutoring, higher quality tutoring.

4. Q4 Report Discussion

Lucia: Q4 is a month after the executive transition because it’s at the end of the year (finalize numbers), have more time to reflect and make it more accurate. There probably won’t be major changes, but if there are I’ll implement them in the next Q1 report.

Matthew: Which months are Q4?

Lucia: February, March, April. This Q3 report will be used as a template for Q4.

Matthew: Budgeted vs. actual amounts could be useful

Lucia: They’re linked in the Appendix on the website even though they’re not in the PDF. It’s presented this way because the years help people understand the numbers more than just tables.

Next Meeting

The next scheduled meeting is June 15th, 2020, 11am-12pm.

Adjourn

The meeting was adjourned at 12:22pm.
AMS Finance Committee

Attendance
Committee members:
Lucia Liang (AMS VP Finance)
Cole Evans (AMS President)
Brandon Connor
Katherine Feng
Mathew Ho
James Chen
Jimmy Kim
Keith Hester (Managing Director, non-voting)
Mary Gan (Non-Voting, AVP Finance)

Present: Lucia Liang, Katherine Feng, Mathew Ho, Jimmy Kim, Keith Hester

Guests: None

Regrets: Cole Evans, Brandon Connor, James Chen, Mary Gan

Recording Secretary: Katherine Feng

Call to Order
The meeting was called to order at 11:09am.
Adoption of Agenda

MOVED by Jimmy, SECONDED by Mathew

“BE IT RESOLVED THAT the agenda be adopted”

1. Approval of June 8th Minutes

MOVED by Mathew, SECONDED by Katherine

“BE IT RESOLVED THAT the minutes from June 8th are approved”

The minutes were approved unanimously

2. Constituency Endowment Fund Discussion

Lucia: Constituencies have large surpluses, AUS suggested it’s given to the university, used ultimately to give to students. Investing will decrease the amount of money the AMS has available

Mathew: Where do surpluses usually go?

Lucia: We invest it in other places where the money can be taken out. If our investments don’t do well, we’ll have to look at other ways to finance services to keep them reasonably priced for students. We could use the money in other ways that are more beneficial to students.

Jimmy: The AMS gives the money to the university or the endowment fund?

Lucia: The AMS has a separate bank account from the university.

Mathew (in chat): A bit more context, so basically when AUS was considering financial bursaries and scholarships, they decided that money could be either directly taken from the surplus and used over time, or a large amount of money can be moved to an endowment fund, where the interest can pay for the scholarships sustainably, but it leads to the concerns about money being pulled

Lucia: There are a lot of bursaries and scholarships. If the AMS allows constituencies to pull out money, it might end up putting us in a tough situation. Or the surpluses could be amalgamated into a large fund for students. We can look into reducing fees in constituencies where they have a lot of surplus and don’t end up using all their money - could use a percentage model too.
Lucia: Eventually if the endowment fund grows to a certain size, we could consider not charging that AMS fee but right now we’ll need the help of constituencies. I’ll send Mary to reach out to different VPs and start having conversations with them.

Mathew: More consultation is needed.

3. Final Budget Discussion

Keith: AMS Events tab might need updating on version 3

Lucia: Ok I’ll take a look at it and change it and then we can send it back to the committee. If we have more cuts, the first thing to be taken out will be Block Party. I’ll send the updated numbers later today.

Mathew: government wage subsidy?

Keith: We’re applying for the rent subsidy. The other programs we don’t qualify for (they’re related to access to expanded credit and we don’t need them) Do you have another one in mind?

Mathew: No

Keith: The universities act doesn’t allow universities to have an expected deficit but we’re governed by the societies act so we can predict a deficit if we need to

Lucia: it will take us a year to a year and a half to pay this all off including other debt from before like paying for the Nest. Keeping services is important so I’m comfortable going into a $200,000 deficit. We also don’t know how long COVID-19 will last so if it lasts for a long time, we’re not going to pay it off that quickly. We’re not really cutting anything in terms of services - the budget just reflects the different enrolment numbers which we should have soon.

4. Q4 Report Discussion

Lucia: Q2 is our best month. I wouldn’t make changes based on quarter-reports. These are to give students and council a snapshot of what’s going on, give us recommendations. My portfolio is very on target because we don’t do many events

Katherine: Typo to fix - some pages say 2010/2019

Lucia: I will fix that

Keith: Did you incorporate the updated graphs I sent you?
Lucia: Yes

Mathew: VP Admin part feels a bit vague. Are more clarifications for VP Admin accounting problems needed?

Lucia: We have been considering merging the quarterly reports and the executive goals so it’s clearer. Executive goals got a review last year. Sometimes changes reflect changes in goals.

Katherine: Why is the policy advisor actual so much lower than the previous years?

Lucia: The Policy Advisor quit. It’s very difficult to have competent people in that position stay since they can get a similar pay in the government and can’t really move up here. We’re looking at different ways to finance it. Last year the person we hired declined our offer.

Mathew: Which section is that?

Katherine: Ancillary services

Mathew: That’s interesting. Would it be useful to put the budgeted amounts for funds and grants too so people can know if the funds are actually under or over-utilized?

Lucia: That’s in the budget but we can look into that. Any other comments? (none) Now that we’ve discussed everything, tomorrow hopefully we can just approve things with minimal discussion.

Next Meeting

The next scheduled meeting is June 16th, 2020, 4-5pm.

Adjourn

The meeting was adjourned at 11:56am.
AMS Finance Committee

Attendance

Committee members:
Lucia Liang (AMS VP Finance)
Cole Evans (AMS President)
Brandon Connor
Katherine Feng
Mathew Ho
James Chen
Jimmy Kim
Keith Hester (Managing Director, non-voting)
Mary Gan (Non-Voting, AVP Finance)

Present: Lucia Liang, Cole Evans, Brandon Connor, Katherine Feng, Mathew Ho, James Chen, Jimmy Kim, Keith Hester

Guests: None

Regrets: Mary Gan

Recording Secretary: Katherine Feng

Call to Order

The meeting was called to order at 4:04pm.
Adoption of Agenda

MOVED by Jimmy, SECONDED by James

“BE IT RESOLVED THAT the agenda be adopted”

1. Approval of the AMS Budget

MOVED by Katherine, SECONDED by Mathew

“BE IT RESOLVED THAT the AMS Final Budget is approved”

The motion passed unanimously

Discussion:

Lucia: “Jimmy is a gem” for screensharing the budget (in the minutes as requested by Lucia)

Mathew: AMS Events tab and AMS First Week tabs don’t match each other

Lucia: We should just delete them since they’re not updated. We heavily reduced a lot of expenses like Halloween.

Cole: Have we talked about the wages for the social media people yet?

Lucia: We put the money in AMS events instead of social media and sort of merged them because we didn’t want to cut the AMS budget too much

Cole: They don’t really report to events so they should

Lucia: Let me know which line to reduce and where to add it to

Cole: I need to check in on Governance Committee. I’ll be back.

Lucia: Now we’re putting executive goals with the quarterly reports which is exciting. Thanks to Keith for being forward-thinking with reporting on our services. The new format is going to be great.
Cole: Subtract $25,968, put under Ancillary Services part time salaries and wages. Media training for executives is not included in this version of the budget - put it under professional development.

Lucia: Are you sure? Is it under professional services?

Cole: There’s no money under that but you could put it under either. Put $2635 under professional services.

James: Why is sponsorship revenue positive?

Lucia: Yeah that should be negative.

Lucia: We’ll likely end up between version one and two.

Mathew: How are businesses expected to do?

Lucia: I think they expect to do well, but the upper and lower bounds still stand.

Katherine: What did the University end up predicting for enrollment and residence numbers?

Keith: The University did expect a decline but they're looking at different possibilities like us and estimate a 5-20% decline. They say probably closer to 5%.

James: Are we going to collect the athletics and intramural fee?

Lucia: Probably but there’s some bureaucracy involved in being allowed to not collect it. It doesn’t really impact us since we give it straight to the University and it’s a non-discretionary fee

2. Approval of the Q4 Report

MOVED by Katherine, SECONDED by Brandon

“BE IT RESOLVED THAT the Q4 Report is approved”

The motion passed unanimously.
Discussion:

Mathew: What was the form you sent yesterday about?

Lucia: The fee receiving group now has a standardized form. Now we can make sure the fees we charge students are more affordable and we know where they’re being used. This year we’re going to need these reports to conduct a review. This form helps improve financial transparency.

Next Meeting

The next scheduled meeting is July 7th, 2020, 4-5pm.

Adjourn

The meeting was adjourned at 4:45pm.
AMS Finance Committee

Attendance

Committee members:
Lucia Liang (AMS VP Finance)
Cole Evans (AMS President)
Brandon Connor
Katherine Feng
Mathew Ho
James Chen
Jimmy Kim
Keith Hester (Managing Director, non-voting)
Mary Gan (AVP Finance, non-voting)

Present: Lucia Liang, Cole Evans, Brandon Connor, Katherine Feng, Mathew Ho, James Chen, Jimmy Kim, Keith Hester

Guests: Annette Angell

Regrets: Mary Gan

Recording Secretary: Katherine Feng

Call to Order

The meeting was called to order at 4:03pm.
Adoption of Agenda

MOVED by Brandon, SECONDED by Jimmy

“BE IT RESOLVED THAT the agenda be adopted”

1. Approval of June 15th and 16th Minutes

MOVED by Mathew, SECONDED by Katherine

“BE IT RESOLVED THAT the minutes from June 15th and June 16th are approved”

2. Budget Amendments

MOVED by Cole, SECONDED by Mathew

“BE IT RESOLVED THAT the Finance Committee recommend to Council the addition of an $8,500 line item in the SASC budget for “Case Management Software” and that the Budget be amended as presented.”

This motion passed unanimously.

Annette: We’d like to amend the budget to buy the Penelope case management software so we can increase our capacity to track SASC statistics and work remotely.

Lucia: I think this is essential spending so I don’t think there’s a problem.

Annette: We reviewed 5-8 companies in total, looking primarily between Penelope and Apricot. We narrowed these down because they work a lot with social services sectors. We picked Penelope because 1. They have data storage centers in Canada (better set up to meet Canadian privacy laws) 2. They have the capacity for in-software communication systems so members of the support team can collaborate and communicate securely and 3. They have a more sophisticated capacity to extract statistics and generate reports.

Mathew: Is this a one-time fee or a subscription-type fee?

Annette: $8,500 will be an annual software purchase fee.

Keith: And we’re going to deal with the hardware related costs separately?

Annette: Yes, and an amendment to the hardware budget isn’t needed.
MOVED by Cole, SECONDED by James

“BE IT RESOLVED THAT the Finance Committee recommend to Council that an additional $17,180 be added to the AMS Budget for the AMS Equity Plan line item for a total of $24,680 and that the Budget be subsequently amended.”

The motion passed unanimously.

Cole: This is just another operational increase. We got the feedback that only $7,500 is a very low number and that we won’t be able to do much. Then we increased it to $25,000 and we got a lot better quality proposals. The presentation we got from the successful proposal was $24,680 and she’s only charging us $75 an hour, which is very cheap, so this is an increase to be able to accommodate that cost and move forward. The extra money is so that we can have a good plan.

3. Finance Committee Goals Discussion

Cole: Change the wording of the second goal. This format was made a few years ago and I think we need to rethink how Committees set goals. Same for executive goals. There needs to be better guidance for how to set them.

Lucia: Should we make the goals more detailed?

Mathew: I think we need more detail and a way of evaluating the progress on the goals.

Lucia: I’ll change it and send it for approval before Friday.

4. Conference and Catering Capital Request Presentation

MOVED by Cole, SECONDED by Lucia

“BE IT RESOLVED THAT $72,968 is transferred from the SUB Repairs and Renewals Fund to Conference & Catering for the replacement of worn out equipment.”

The motion passed unanimously

Keith: C&C contributes most to AMS Annual Budget. Audio/visual equipment has been used heavily and needs replacement earlier than expected. Equipment: scalers, amplifiers, podium, projector lamps (which are very expensive)

Lucia: How much can we spend on this?
AMS Finance Committee

Agenda for July 7th, 2020

Cole: We don’t have a limit. Every year the AMS collects a fee from each student. 50% goes toward the capital projects fund, 30% goes toward SUB repairs and renewals (~$180,000), last 20% stays in the general reserve of the capital projects fund.

Jimmy: Will this all be done before the academic year starts?

Keith: Yes, so clubs can start using it.

5. IT Subcommittee Dissolution

Cole: A long time ago it was found that lots of IT-related upgrades were made without consulting IT managers (new software getting approved), so it used to provide more oversight. It’s a decent idea but it just has a lot of executives and staff so it creates more bureaucratic roadblock for getting things approved and gives Lucia more work. Getting rid of the Subcommittee would make things more efficient, especially since it doesn’t really do much.

Mathew: How involved is the committee?

Lucia: Not very. Last year we had 4 meetings last year and it delayed a lot of good projects. Anyone who wanted to make a statement to the IT Subcommittee could just come to the Finance Committee. Operationally it would be the same.

MOVED by Cole, SECONDED by Lucia

“BE IT RESOLVED THAT the IT Subcommittee is dissolved”

This motion passed unanimously

Next Meeting

The next scheduled meeting is July 14th, 2020, 4-5pm.

Adjourn

The meeting was adjourned at 4:56pm.

Prepared by Katherine Feng
AMS Finance Committee

Attendance

Committee members:
Lucia Liang (AMS VP Finance)
Cole Evans (AMS President)
Brandon Connor
Katherine Feng
Mathew Ho
James Chen
Jimmy Kim
Keith Hester (Managing Director, non-voting)
Mary Gan (AVP Finance, non-voting)

Present: Lucia Liang, Cole Evans, Brandon Connor, Katherine Feng, Mathew Ho, James Chen, Jimmy Kim, Keith Hester

Guests: None

Regrets: Mary Gan

Recording Secretary: Katherine Feng

Call to Order

The meeting was called to order at 4:04pm.
Adoption of Agenda

MOVED by Mathew, SECONDED by Brandon

“BE IT RESOLVED THAT the agenda is adopted”

1. Approval of July 7th Minutes

MOVED by James, SECONDED by Katherine

“BE IT RESOLVED THAT the minutes from July 7th are approved”

2. Nest Surveillance Server Replacement Presentation

MOVED by Katherine, SECONDED by Jimmy

“BE IT RESOLVED THAT $44,646.00 is transferred out of the SUB Repairs and Renewals Fund for the purposes of paying for the replacement of CCTV servers in the Nest. The motion passed unanimously.

Keith: We have a server that works with the Nest’s surveillance system. The RCMP has been complaining in the last year that the resolution of the footage stored in the server is too low because it’s getting old. We would like to replace that server with a higher end one that can store higher resolution video. This includes the cost of license configuration and tax. We looked at buying the server ourselves and configuring it, but that turned out to be more expensive so we’re buying the server from Securicom. The current provider is no longer providing server licensing so that’s why we need to switch. We have 44 security cameras and we need a license to connect them to the server and then a license to the software to manage the surveillance system. The new system will have a lot of memory so it will be able to run constantly and store footage with high quality.

James: Does the footage get stored indefinitely or does it get written over?

Keith: We have a video surveillance policy where we can only store 2 weeks of footage at a time

James: What’s the expected lifespan of this?

Keith: About 5 years.
Jimmy: What is the benefit of Securicom over Cypress Technologies other than cost?

Keith: We also use it in the LIFE building and it’s working flawlessly so far.

Cole: Also with the current server, none of the security cameras are synced up with each other.

Keith: Right now, we use motion activation with the cameras to save space. The new system will always be on so all motion will be there.

### 3. Student Services Wage Restructure Discussion

Written statement from Lucia:

1. Figuring out how to reconcile that most student-staff positions in Executive portfolios and Services (especially the latter) require significantly more skills to perform than other student jobs such as those in typical service-focused divisions like Food and Beverage
2. Reconciling that these student staff take on significantly more responsibility and decision-making independence in their roles compared to others, sometimes making choices that have significant impact on finances, advocacy, and student/organizational wellbeing
3. Figuring out how to address the fact that while most positions don’t have explicit “qualifications”, most hiring managers for these student-staff positions almost always seek some sort of baseline qualifications that would exceed what could be considered as having “no experience”
4. Figuring out how to address that certain student-staff have to deal with a significantly higher degree of emotional labour and burden for work that is a part of their job description, and would usually be handled by personnel with “experience” and therefore would be comparatively paid a higher wage.

Mathew: How does the process of restructure wages work?

Lucia: We can work with other Committees like the HR Committee. We just have to report monthly on what we’ve investigated and provide an outline of our decision moving forward.

Cole: I think for now we can have Keith examine this and then later get the Finance Committee’s thoughts.

Keith: I think a lot of the issues are perceived issues. I don’t think they’re real issues but I’ll report back.

Lucia: We’ll see if it’s feasible within the budget

Prepared by Katherine Feng
Keith: I don’t think it’s about feasibility. I think it’s really a question of whether it’s legal or equitable.

Mathew: How about hazard pay?

Lucia: A lot of other employers have now ended hazard pay. If we do it, it will be retroactively for March and April.

Cole: Lucia went over the things Executive identified as the reasons we’re considering this. Like Keith said, we’ll have to look further into this to see if these are actual issues or not.

Keith: Any pay structure we come up with has to be equitable to all the different groups of people?

Katherine: I agree that it should be equitable to everyone, but what specific groups are you referring to?

Keith: Students who work in student services versus other areas of the AMS. We don’t want to reward any group more than others.

4. Code Changes to Chair Requirements Discussion

Lucia: We’re having a discussion on code changes regarding whether Councillors should be allowed to Chair Finance Committee. Governance believes you don’t need to know too much about finance to run the Committee.

Keith: I think that this is wrong. I think the VP Finance should be the Chair because they work directly on the budget. I understand where the Governance Committee is coming from. The Chair role involves a lot of administrative work, which could be delegated to the Associate VP Finance.

Cole: I would make the argument that, like we see with Advocacy Committee, if a VP Finance wanted to sit on Finance Committee to control the process, the VP Finance would have no issue getting appointed as Chair. This just gives more flexibility to executives. The only negative impact I can think of here is during the budget creation process but usually that just works by the VP Finance showing the budget and explaining it and getting comments on it. The Board of Governors also works similarly. I can see the VP Finance sitting as chair in the summer to make the budget and then letting someone else be chair later. Our Chairs aren’t that powerful so they wouldn’t be able to hinder the process too much. The system also works similarly at UBC where Peter Smailes doesn’t chair the Finance Committee.

Lucia: During the budgeting process, I believe it’s important that I’m the chair, but throughout the year, the things we pass are more operational things that we just have to do. Mary (AVP

Prepared by Katherine Feng
Finance) can’t come to meetings and can’t write reports because she has to deal with daily operational stuff with clubs. Figuring out agenda items can take a long time. It also gives other people the chance to be a Chair and get more involved.

Mathew: If the VP Finance wants to stay on as Chair, would they be required to run against people in Council?

Cole: Yes, there would be an election in Council.

James: I agree with Keith. If the Chair leads discussions, I think it’s important, particularly for finance, to have more awareness of what’s going on financially in the Society.

Cole: As executives, we’re trying to reduce the rubber stamp feel of Committees and give Councillors the ability to lead and be more involved if they want to. That way they can lead discussions and take things in different directions.

James: Maybe we could look at how Committees work and have Chairs delegate some of their administrative responsibilities. I think if there are changes to the way Finance Committee is chaired, then the structure of the Committee as a whole will change too.

Cole: We suggested to Governance that we could also pay the Vice-Chair, but I’m not sure how much they considered that.

Mathew: Why do we pay Committee Chairs? What is the incentive behind that?

Cole: To create more accountability and provide more incentive to do it well. Have we ever had volunteer Chairs?

Keith: They used to all be volunteer chairs until Council decided they wanted monthly reports.

Cole: We definitely need to pay Councillor Chairs to keep them accountable. I think it holds them accountable and encourages them to do a good job. Currently all Committee Chairs are paid except the exec ones.

Brandon: I think it depends for different Committees. The situations are different. And what happens in the different scenarios? For example, what happens if we get an irresponsible Councillor as Chair while Finance Committee is looking over the budget? Do we have any control over what happens then? I think it’s better to keep it as it is because we don’t know how well a Councillor will be able to Chair the Committee like Finance where you might need to know why some decisions on the budget were made and be able to explain them. There are other ways to give councillors more responsibility.
Cole: That’s what this code change accomplishes. It makes it optional for VPs to Chair Committees. In the end, Council still gets to vote like with other Committees that have Councillor Chairs.

Katherine: First of all, I think that a lot of the more administrative tasks like preparing agendas and writing monthly Committee reports can easily be delegated if it’s too much of a burden, like Keith and James said. As Vice-Chair, I do administrative things anyway like sending out documents, writing monthly reports, and arranging email votes. Secondly, getting Councillors more involved is a great idea, but if Councillors need to constantly ask VPs about what discussion points they should bring up because they aren’t familiar enough with the AMS, I think that’s functionally the same as the VP being Chair. I also think the situation for the Operations Committee is a little different.

Mathew: I think even if the VP Finance is required to be Chair, we should have incentives for Vice-Chairs because they do a lot of work as well. Also if these code changes go ahead, it is important to have training for new Chairs so that they can do their jobs properly. I would also like to point out that a lot of people who ran for VP positions started off as Committee Chairs.

Lucia: I would like to make one last comment. I wasn’t always knowledgeable about finance. The councillors there could have chaired better than me in my first year. For someone to chair the committee with zero council knowledge is definitely possible, but in my first term, in the summer, other people could have chaired better than me. This year I’m a better Chair because I learned from last year and watched how other people did things.

Next Meeting
The next scheduled meeting is August 4th, 2020, 4-5pm.

Adjourn
The meeting was adjourned at 5:05pm.
AMS Finance Committee

Attendance

Committee members:
Lucia Liang (AMS VP Finance)
Cole Evans (AMS President)
Brandon Connor
Katherine Feng
Mathew Ho
James Chen
Jimmy Kim
Keith Hester (Managing Director, non-voting)
Mary Gan (AVP Finance, non-voting)

Present: Lucia Liang, Brandon Connor, Katherine Feng, Mathew Ho, James Chen, Jimmy Kim, Keith Hester, Mary Gan

Guests: None

Regrets: Cole Evans

Recording Secretary: Katherine Feng

Call to Order

The meeting was called to order at 4:03pm.
Adoption of Agenda

MOVED by Jimmy, SECONDED by Mathew

“BE IT RESOLVED THAT the agenda is adopted”

1. Approval of July 7th Minutes

MOVED by Katherine, SECONDED by Mathew

“BE IT RESOLVED THAT the minutes from July 28th are approved”

2. AMS Budget Q1 Reforecast Update

Lucia: Major changes that I will send to everyone after the meeting

1. Added section on student gov tab for indigenous committee
2. Changed summary tab
3. $21 fee removal
4. Revised SASC budget
5. Student Services Manager Assistant
6. Corrected errors
7. Updated wage subsidy numbers
8. Deleted version 2 and 3 of budget
9. Added in advisory board expenses
10. President’s equity plan implementation increased

Keith: Businesses have a net negative $198,000 with the wage subsidies taken into account

Lucia: We’re working on wages but nothing is set yet.

Mathew: What’s the indigenous committee thing

Lucia: It was a special committee made last year. They get money to operate that comes from the Indigenous Fee. They get paid salaries and they have money for events and the budget is a breakdown of how their fee is administered. I need to be the final approver of their expenditure.
AMS Finance Committee

Agenda for August 4th, 2020

3. Certify Presentation

MOVED by Mathew, SECONDED by Katherine

“BE IT RESOLVED THAT $11,790.28 is transferred out of Clubs Benefit Fund for the purpose of paying for Certify”

The motion passes unanimously

Lucia: I’ve been working on this for a long time and I’m excited about it. Certify is an expense management system. It would allow treasurers to submit receipts without coming to the Nest. Current treasurer issues include: reimbursements have to be done manually in the Nest and are not integrated. Treasurers usually don’t know when payments have been processed. There’s a high administrative cost to printing out every single submitted reimbursement. Sending EFTs also costs money. It’s also hard to let treasurers know what’s wrong with their submission. This software will generate a response according to policy automatically. Treasurers often fill out information incorrectly, which can lead to errors of transferring to the wrong account. We have to do manual tax breakdowns for everything which can delay the process and it’s hard to do financial modelling but with this software we can do this automatically. The annual cost of Certify for 1,100 is $11,790.28 and then it will cost $9,700 after the first year. Since we’re mandated by code to do comparisons for all our contracts, SAP Concur and Sage Intracct are both quite a bit more expensive and seem to have worse reviews than Certify too.

Mathew: Is this going to replace Sharepoint? Is there going to be a system for lost receipts? Do undergraduate societies pay into the Clubs Benefit Fund?

Lucia: It’s not a replacement. It’s a way of allowing treasurers to submit things online. Right now we can do that by email but it’s a lot more complicated. There will be an option to select which type of form is needed and then it will ask for all the information necessary for submission. Several people still have to sign to verify lost receipts for reimbursement. This system will flag repeat submissions. The reserve we have in the fund right now is just accumulating.

Mathew: is it possible to get the system to flag large amounts?

Lucia: Right now all checks for above $200 have to be signed by 2 Executives.

Jimmy: Would this be implemented this year?

Lucia: The way we payed for it, we don’t have enough transactions to implement it everywhere. I want to get it tested with constituencies first.

Katherine: What’s the implementation timeline for this? Do you expect it to be done by September?
Lucia: It should be done around the beginning of the school year.

James: How much faster will this make reimbursement?

Lucia: It might not necessarily be faster. Hopefully we will just follow the 3-5 business days. This is also good because it helps the AMS work toward being paperless.

James: Why are there so many delays now?

Lucia: Most of the time it’s because of an error the Treasurer has made. After Mary and I check it, accounting needs to check lots of things and if something doesn’t line up, the reimbursement gets rejected and an email has to be manually sent out.

Mary: Any errors end up being very time consuming for everyone, especially now that we’re doing it over email rather than in person. We need a platform to help deal with the huge volume of online reimbursements.

Lucia: Reimbursements from months ago are hard to deal with because people can’t remember what happened.

Mary: If a previous AVP misses an email, especially about an old reimbursement, it’s very difficult to trace everything back.

Lucia: Now Treasurers can see whether the reimbursement as been processed (or what stage it’s at) so they can let students know to pick up a cheque or get their e-transfer.

Katherine: Will Certify let accounting communicate discrepancies or issues directly to Treasurers?

Lucia: Yes and if something wrong is identified by the system, it won’t let Treasurers submit. Also now signatures can’t be forged because everyone has their own account.

Next Meeting

The next scheduled meeting is August 18th, 2020, 4-5pm.

Adjourn

The meeting was adjourned at 4:58pm.
AMS Finance Committee

Attendance

Committee members:
Lucia Liang (AMS VP Finance)
Cole Evans (AMS President)
Brandon Connor
Katherine Feng
Mathew Ho
James Chen
Jimmy Kim
Keith Hester (Managing Director, non-voting)
Mary Gan (AVP Finance, non-voting)

Present: Lucia Liang, Cole Evans, Katherine Feng, Mathew Ho, James Chen, Jimmy Kim, Keith Hester

Guests: None

Regrets: Brandon Connor, Mary Gan

Recording Secretary: Katherine Feng

Call to Order

The meeting was called to order at 4:05pm.
Adoption of Agenda

MOVED by Jimmy, SECONDED by Mathew

“BE IT RESOLVED THAT the agenda is adopted”

1. Approval of July 7th Minutes

MOVED by Katherine, SECONDED by Mathew

“BE IT RESOLVED THAT the minutes from July 28th are approved”

2. Budget Discussion

MOVED by Katherine, SECONDED by Jimmy

“BE IT RESOLVED THAT the AMS reforecast Q1 budget is approved as presented”

This motion passed unanimously

- Lucia: Nothing has changed. Overhead costs are putting us in a deficit. Running the building and paying staff are the main costs and money for that comes from $40 general fee
  - Government wage subsidy will slowly decrease from 75%
  - Prioritize food bank over block party
  - Originally 3 restaurants were open in May and another 2 opened recently. The rest are planned to slowly reopen (2 in October and more in January) but since Term 2 will be online, not all may open
  - Block Party may or may not happen. It will most likely be cancelled but it’s possible it will run if the pandemic gets better by February

3. In-camera Wage Discussion

MOVED by Lucia, SECONDED by Katherine, THIRDED by James

“BE IT RESOLVED THAT the Committee enter in-camera discussion”
Upon consideration of five wage structure options, the Finance Committee recommends the implementation of wage structure 2. If more research is done and it is decided that another wage structure would be more appropriate, the Committee suggests options 1 and 4 as alternatives.

Next Meeting

The next meeting has not yet been scheduled.

Adjourn

The meeting was adjourned at 6:00pm.
AMS Finance Committee

Attendance
Committee members:
Lucia Liang (AMS VP Finance)
Cole Evans (AMS President)
Katherine Feng
James Chen
Jimmy Kim
Emma Borhi
Kamil Kanji
Keith Hester (Managing Director, non-voting)
Mary Gan (Non-Voting, AVP Finance)

Present:

Guests:

Regrets:

Recording Secretary: [AVP Finance]

Call to Order
The meeting was called to order at 4:00 PM.
Adoption of Agenda (3 min)

MOVED by Katherine, SECONDED by Jimmy

“BE IT RESOLVED THAT the agenda be adopted”

1. Vice-Chair Appointment

“BE IT RESOLVED that Katherine Feng is appointed as Vice-Chair of the AMS Finance Committee”

MOVED by James, SECONDED by Lucia

2. SPF Subcommittee Terms of Reference (TOR)

“BE IT RESOLVED that the SPF Subcommittee’s TOR is revised to have the Associate Vice President, Funds sit on the committee in replacement of the Associate Vice President, Finance”

- Lucia: New Associate Vice President, Funds hired. Will be transferring responsibilities of SPF from AVP Finance to AVP Funds

MOVED by James, SECONDED by Katherine

3. Fund Subcommittee Terms of Reference (TOR)

“BE IT RESOLVED that the Fund Subcommittee’s TOR is revised to have the Associate Vice President, Funds sit on the committee in replacement of the Associate Vice President, Finance”

MOVED by Jimmy, SECONDED by James

4. AMS Subsidy Discussion

“MOTION for the AMS Finance Committee to go in-camera”

MOVED by Katherine, SECONDED by Jimmy, THIRDED by James

Prepared by: Lucia Liang
VP Finance
“MOTION for the AMS Finance Committee to move out of camera”

MOVED by Katherine, SECONDED by Emma

- Lucia: Having a package that outlines how AMS subsidies are distributed would be very transparent towards what the AMS is looking for when determining who subsidies go to

Next Meeting

The next scheduled meeting is October 30th, 2020 at 4-5 PM.

Adjourn

The meeting was adjourned at _____.

Prepared by: Lucia Liang

VP Finance
AMS Finance Committee

Agenda of October 30th, 2020

AMS Finance Committee

October 30th, 2020

Attendance

Committee members:

Lucia Liang (AMS VP Finance)
Cole Evans (AMS President)
Katherine Feng
James Chen
Jimmy Kim
Emma Borhi
Kamil Kanji
Keith Hester (Managing Director, non-voting)
Mary Gan (Non-Voting, AVP Finance)

Present: Lucia Liang, Cole Evans, Katherine Feng, Jimmy Kim, Emma Borhi, Keith Hester, Mary Gan

Guests: Aleena Sharma

Regrets: James Chen, Kamil Kanji

Recording Secretary: Katherine Feng

Call to Order

The meeting was called to order at 4:04pm.
Adoption of Agenda

MOVED by Katherine, SECONDED by Jimmy

“BE IT RESOLVED THAT the agenda be adopted”

• Amendment: item 7

1. Square Readers Order

“BE IT RESOLVED that $5,105.00 from the Clubs Benefit Fund is approved for the purchase of Square readers”

MOVED by Emma, SECONDED by Katherine

This motion passed

• Clubs frequently ask to borrow square readers to collect fees when operating in person. This money will be used to buy 100 more square readers so we can lend them out from the Clubs Resource Center so clubs don’t have to continue paying for their own devices.

  o Emma: I think this makes a lot of sense and will be useful for a lot of clubs.

  o Lucia: We’re ordering 100 so more clubs can use them for a longer period of time. If clubs lose the device or don’t return it, the cost of it will come out of their accounts.

2. Climate Hub MOU Approval

“BE IT RESOLVED that the Memorandum of Understanding between the AMS of UBC Vancouver and Climate Hub is approved”

MOVED by Emma, SECONDED by Jimmy

This motion passed

• Aleena: This is an agreement that outlines the collaborate relationship between the AMS and the Climate Hub. The AMS will support Climate Hub initiatives.

• Emma: Why is this coming to Finance Committee?
AMS Finance Committee

Agenda of October 30th, 2020

- Aleena: So their funding can be approved

  - Jimmy: Why has their requested amount remained the same pre- and post-pandemic?
    - Aleena: They have determined that they will still be needing the same amount of money for promotion to make sure they can operate effectively online.

  - Lucia: They still have to let us know what they use the money for by submitting a report. This MOU must be reviewed for renewal in a year.

3. AMS Bike Kitchen Loan Discussion

  - Lucia: The Bike Kitchen Club has money but the Bike Kitchen business has been losing money. We plan to talk with the manager about the situation and potentially merging these accounts soon

    - Katherine: When are you planning to have this discussion? Why hasn’t it happened yet?

    - Lucia: Manager was hired last month so we will reach out in the next few weeks. They’ve been focused on fee opt-outs and have a shortage of staff

  - Mary: The loan should be one year instead of multiple year since this year they’re nearly 60k in debt and a multi-year loan puts more pressure on them. They also have a system where they have to spend money on parts in order to make money. Their budget is optimistic in their number of sales based on what we saw in the summer.

    - Lucia: I agree. Their funding model makes the fee goes toward paying their manager rather than funding inventory and they also haven’t been able to provide updates on their inventory numbers.

    - Katherine: Can the loan be dependent on certain conditions like them submitting their inventory and making structural changes?

    - Keith: The loan can be contingent on terms we lay out, including structural changes.

    - Lucia: If they don’t get this loan, the managers can’t get paid because of their structure.

    - Keith: We might be able to give them part of the loan to meet their current needs.

    - Jimmy: I think that’s a good idea to see if they’re able to repay the loan.

Prepared by: Lucia Liang

VP Finance
AMS Finance Committee

Agenda of October 30th, 2020

- Discussion on having the Bike Kitchen become an AMS Service
  - Cole: They already collect 60k a year in student fees and I don’t want them to keep taking more student money if they continue to have structural issues that make them financially unviable and they can’t pay back loans

4. UBC Sailing Club Loan Discussion

- Lucia: We got an application requesting a loan to pay for storage of their boats. They request this every year but I’m not sure whether their membership fees and ability to pay this loan back will be impacted this year.
  - Keith: We should look into whether they can get a deferral or forgiveness from Jericho Sailing Center
  - Lucia: We’ll get them to sign a loan agreement so they need to submit their inventory and we have terms in case they can’t pay us back.

5. AMS Budget Preparation Discussion

- Lucia: There’s money left over because some portfolios have not yet hired staff and we need to do a reforecast for more accurate reporting.
- Cole: Is there interest in coming up with a new budget template so it’s a document that’s easier to read rather than a big spreadsheet? That way it’s easier to visualize and explain changes.
  - Lucia: I think it would be good to have an accompanying document to go with the spreadsheet

6. Budget Consultation Form Discussion

- Lucia: This form asks for budget proposals so we can evaluate requests for funding
AMS Finance Committee

Agenda of October 30th, 2020

7. Subcommittees Discussion

- Lucia: What do people think about removing the requirement for Finance Committee to approve grants Subcommittees approves that are under a certain threshold? Currently our approval is like a rubber stamp so this doesn’t really change anything.
  - Katherine: A benefit is that it will take less time for students to receive funding
- Jimmy: What’s the threshold?
  - Lucia: $5,000

Next Meeting

The next scheduled meeting is November 13th, 2020 at 4-5 PM.

Adjourn

The meeting was adjourned at 5:11pm.

Prepared by: Lucia Liang

VP Finance
AMS Finance Committee

Agenda of December 4th, 2020

AMS Finance Committee
December 4th, 2020

Attendance
Committee members:
Lucia Liang (AMS VP Finance)
Cole Evans (AMS President)
Katherine Feng
James Chen
Jimmy Kim
Emma Borhi
Kamil Kanji
Keith Hester (Managing Director, non-voting)
Mary Gan (Non-Voting, AVP Finance)

Present: Lucia Liang, Cole Evans, Katherine Feng, James Chen, Jimmy Kim, Keith Hester, Mary Gan

Guests:

Regrets: Emma Borhi, Kamil Kanji

Recording Secretary: [AVP Finance]

Call to Order
The meeting was called to order at 4:06 PM.
Adoption of Agenda (3 min)

MOVED by Katherine, SECONDED by Jimmy

“BE IT RESOLVED THAT the agenda be adopted”

1. Bike Kitchen Short-Term Loan

MOVED by ________, SECONDED by ______

“BE IT RESOLVED that the Bike Kitchen Short-Term Loan Application for $25,000 is approved.”

Mary

• They currently need to earn more money but they need to purchase repair parts in order to use in repairs/sell
• Needs to spend money to earn money
• Marketing budget increase may not be possible to increase revenue as the money must go to

Lucia

• Has a small ~12k deficit right now and so they need to pay that off, plus some more money for parts that they can use to repair bikes and sell
• $25,000 is enough for them to buy parts/repair bikes and use the revenue to pay off the $12,000 deficit

Cole

• Doesn’t see a plan if we give them more money, how would they spend it? May be overly optimistic
• Their statement that a marketing budget increase will not improve revenue is debatable

Lucia

• If we have their $12k deficit and the $25k loan, it would be $38k to return back to the AMS

Prepared by: Lucia Liang

VP Finance
- Look into merging two accounts together of Bike Kitchen and Bike Coop so that they’re not in a deficit
- Bike Coop may have to reduce people working there since entire Bike Kitchen fee may be paying salaries right now and not a lot of it is going towards parts, etc

Cole

- We shouldn’t authorize $25k without it going to council
- We should put a threshold of what Finance Committee can pass and what must go to Council for approval

James

- Not sure if pouring more money into the Bike Kitchen would help- they had to turn away repairs?

Mary

- Had to turn away repairs because not enough staff- staff are few and hard to train, takes 6-12 months

Sylvester

- Bike Kitchen was not operational for a while during the beginning of the pandemic
- Managers may have been continued to be paid when the store was closed
- Should not warrant same compensation when the store is closed as when the store is open
- Should discuss with them in terms of cutting down costs to reduce salary if store is closed

Keith

- They have been in debt for around the past 10 years, was in trailers that were AMS-paid
- We need to investigate more, perhaps ask them to come in and have a presentation

James

- Lots of critical assumptions made in the budget proposal (~$20k assumed)
- Assuming mandate of $1 fee increase will happen
- Assuming these revenues on hypothetical situations

Prepared by: Lucia Liang
VP Finance
Assuming that business will go back to pre-COVID-19 operations

Cole

- Has not demonstrated clearly that they would be profitable in 4 years, only hypothetical scenario that could potentially happen
- If they can show us with confidence that they will be able to pay off the loan and be sustainable - if not, then this conversation needs to move to a bail-out conversation (ex. Giving them lumpsum to pay off deficit and reform/change structure so that it can be sustainable in the future)
- Prove confidence in paying loan to us or we can have bail-out conversation

2. AMS Sustainability Maintenance Project Budget Amendment

MOVED by Jimmy, SECONDED by Katherine

“BE IT RESOLVED that $7,000 is approved from the Sustainability Projects Fund for the AMS Sustainability Maintenance Project”

Sylvester

- Got in touch with SMITH Industries to fix the Runoff structure - the company was responsible for consulting the issue and seeing what needed to be fixed
- Initial estimates for cost were not accurate - turns it to be more than expected
- Since we did start the project already, we chose to continue as the figure is something that animates the Nest and revitalize the building, create new presence
- Fast forward to now when the project was reassessed and extent of repair determined, we need to have new bearings of gears (which controls spinning of the garden) and other supplies needed to fix the garden
- Expenses were exhausted from initial approved amount of $6,000 and have gone over currently paid out around $7.8k but total project cost would sum up to around $13.6k
- Here to request budget amendment of $7,000 from SPF to the project to address outstanding costs
- Once cleaned, it will look as brand new and functioning

Prepared by: Lucia Liang
VP Finance
AMS Finance Committee

Agenda of December 4th, 2020

3. Educate and Activate Budget Amendment

MOVED by Katherine, SECONDED by Cole

“BE IT RESOLVED that $3,000 is approved from the Impact Grant Fund for the VP Academic portfolio’s Educate and Activate anti-racism campaign”

4. Approval of Minutes

MOVED by Katherine, SECONDED by Lucia

“BE IT RESOLVED that the November 27th minutes are approved”

Next Meeting

The next scheduled meeting is TBD.

Adjourn

The meeting was adjourned at 5:05 PM.