



# Finance Committee Minutes

Alma Mater Society of UBC Vancouver  
Aug 17, 2021 at 4:00 PM PDT  
@ <https://us06web.zoom.us/j/91667532872>

## Attendance

### Members Present:

Ben Morrison (SaL), Lucy Li (SaL), Cole Evans, Mary Gan, Keith Hester, Max Holmes, Kamil Kanji

### Members Absent:

Rita Jin (Staff), Grace Lee

### Guests Present:

David Gill, Jason Pang

#### I. Adoption of the Agenda

BIRT the agenda is adopted

Moved by Mary, Seconded by Lucy.

#### II. SEEDS SPF Application (Guests: David Gill, Jason Pang)

BIRT \$15,000 is approved out of the Sustainability Projects Fund for the SEEDS Sustainability Program  
SPF: <https://www.ams.ubc.ca/get-involved/sustainability-projects-fund/#!/tab/how-to-apply/>

[Application- MOU SEEDS 2021-2022.pdf](#)

Mary:

Are there any questions anyone has for the SEEDS application? Jason and David can address them.

Jason:

This SPF application is a bit different - it is a SPF MOU. We are able to give a SPF MOU to include a large sum of money and towards general projects. Kind of like a sponsorships. We have a SPF MOU with UBC Climate Hub and Sustainability Ambassadors.

David:

Thanks for having me here today. I am a program and policy planner with the SEEDS Sustainability program with a focus on the collaboration between academic, student, and operations side on campus. We are here because we have been collaborating with the AMS for 20 years. No part of campus where students haven't been impacted from our SEEDS projects (student-led). Usually, AMS is a partner in these projects. Most of our projects do not require specific funding but a lot of our signature projects (e.g. runoff in

the nest, hanging gardens outside conference centre, climate friendly food forum, etc.) require funding. When dealing with these students projects, we have a constraint on timing. We had a number of instances where the timeline for applying for SPF does not align with course timelines - cause stress on student groups. Some projects did not get funding in time which causes us to go over the term limit which is not good. We are asking for \$15,000 this coming year to continue these collaborations and increase student access to their funds to create sustainability impacts. Funding will go towards mainly research materials and supplies. With the AMS alone, 7 projects planned for this following year. 80-100 projects over the year with all partners that involve UBC students. Some of the projects are marketing/research incentives that don't require too much funding. Some, in particular the design builds, would be larger projects that collaborate with the engineering capstone project with higher material costs. They require a certain number of engineering materials and supplies, equipment costs, and professional sign offs to ensure safety. Support for data collection will also add to the cost (surveys, interviews, etc.). \$50-100 gift cards per survey or feedbacks via workshops/focus groups. Other funds that were requested include publications and communication support. Putting up a report on a website is not enough to show the effort students put into the work so we want to publish their research and actions with the aim of greater impact. These are all things that can increase the impact of these projects. The last one is knowledge sharing events (asking for \$3000) which includes room bookings, food, and other specific showcases/focus group events. Overall, we are a long standing partner and we hope to continue and deepen our collaboration with the AMS. We also have dedicated commitment from our leadership and faculty funding.

Keith:

Thanks for the presentation. A question about the staff salaries. Is the SPF reimbursing UBC for staff salaries?

David:

No, we mean that we are willing to commit 10% of our time to support AMS projects. This is a commitment of \$7000 (from their staff time) to AMS collaborations.

Mary:

Any other questions? Personally, I'm in support of it.

Kamil:

Super super in favour of it. Application is pretty fool-proof and a long term partnership which is an interest of the AMS and student goals. I would be in favour of it.

Cole:

Not super related to this but this is a long application. Does the length of application discourage students from applying to the fund? Might be a barrier. Something to think about for the finance team if we want more applicants for the SPF Fund - make it more student friendly.

Mary:

I think with the application, there are various types. Small projects, large projects, and MOU. Smaller projects have a shorter form. We can look into this with the Sustainability team and Administration team. Any other questions?

BIRT \$15,000 is approved out of the Sustainability Projects Fund for the SEEDS Sustainability Program

Moved by Mary, Seconded by Kamil.

### III. Finance Committee Goals 2021-22

BIRT the Finance Committee Goals for 2021-22 are approved

 [AMS Finance Committee Goals 2021-22.pdf](#)

Mary:

I organized the AMS Finance Committee goals and cut them down to 4 main goals. Everyone read over them and if they look okay, we can go approve these. Some are not necessarily AMS Finance goals (e.g. looking at fund applications more carefully), that is something we have as our own practice. These 4 overarching goals are things we need to pay attention to the most. Let me know your thoughts and any last minute edits we should make.

A general run-down:

- 1) Outline AMS budget creation and streamlining the steps. A list of what can be done for the annual budget so future VP Finance knows what to do and what should be reviewed given the tight timeline.
- 2) Improving transparency of the AMS budget via budget reports. Hopefully by the end of September we will have it out.
- 3) Completing a thorough review of AMS fees and funds. Examining ways to maximize AMS fund usage and/or student fee reduction.

4) Standardizing short-term loan processes for clubs. Determine methods to keep clubs accountable and finalizing repayment template. We will process to work on this with future clubs as well as current clubs that are in deficit. This issue has been popping up in the past couple of years so we aim to work on setting a structure for this.

Any thoughts/feedback?

BIRT the Finance Committee Goals for 2021-22 are approved

Moved by Lucy, Seconded by Kamil.

#### IV. Approval of Minutes

BIRT Finance Committee meeting minutes for August 10th, 2021 are approved

 [August 10th, 2021 AMS Finance Committee Minutes.pdf](#)

Moved by Kamil, Seconded by Lucy.