



AMS Finance Committee Minutes

Alma Mater Society of UBC Vancouver
Sep 10, 2021 at 3:00 PM PDT
@ <https://zoom.us/j/91667532872>

Attendance

Members Present:

Cole Evans, Mary Gan, Keith Hester, Kamil Kanji

Members Present (Remote):

Rita Jin (Staff)

Members Absent:

Ben Morrison (SaL), Lucy Li (SaL), Max Holmes, Grace Lee

Guests Present:

Lorris Leung, Lawrence Liu

I. Adoption of the Agenda

BIRT the agenda is adopted

Moved by Mary, Seconded by Cole.

II. Approval of the Minutes

BIRT the minutes for the August 27th, 2021 Finance Committee meeting are approved

 [August 27th, 2021 AMS Finance Committee Minutes.pdf](#)

Moved by Mary, Seconded by Kamil.

III. Gallery Freezer Replacement

BIRT \$3,339 is approved from the SUB Repairs & Renewal Fund to fund the purchase of a new freezer for the Gallery Lounge & Patio.

 [Gallery Freezer.pptx](#)

Mary:

Hi Keith, would you like to speak on the gallery freezer replacement?

Keith:

Thanks everyone for having a look at this. I don't know if anyone has been to the gallery in the recent one. One of the issues they've been having recently is with the freezer. Before COVID, the gallery was doing about ~\$1 million dollars. A little bit less right now. The food in the gallery contributes ~60% of the revenue. If the freezer was used nicely, it typically lasts 5 years but we've pushed it to 7. It's broken down a bunch of times and we

paid ~\$3000 just on repairs to keep it going. The latest thing it'll need is the compressor which also costs a lot. So, we thought to look into purchasing a new one instead of just repairing it. We are looking to replace a one-door with a two-door freezer. We went to the suppliers we typically use. Refer to slide.

1) \$3,300 + tax and delivery (back order for 10 weeks)

2) \$3,180 + tax and delivery

3) \$3,350+ tax and delivery (back order 8-10 weeks)

Vortex has the cheapest price and it is in stock. So we plan to take \$3,339 from the Sub-repairs and Renewals fund to finance this purchase. This purchase falls within the purposes of that fund. If the ask is under 2% of the balance in the fund, Finance Committee can approve it. So, here to ask if we can do that or not. Anybody got any questions about what we plan to do?

Mary:

I'm for it. We can't let our food go back. That would be terrible if it did.

Keith:

Thanks Mary, I agree.

Mary:

Any questions from everyone else?

BIRT \$3,339 is approved from the SUB Repairs & Renewal Fund to fund the purchase of a new freezer for the Gallery Lounge & Patio.

Moved by Kamil, Seconded by Cole.

IV. Penelope Case Management Software

BIRT \$9,269 is approved from the Capital Projects Fund for SASC's Penelope Case Management software.

Mary:

We can get started on the Case Management Software. Last year, we approved a new budget line for the case management software but it wasn't actually implemented because the project didn't go through until this year - however, it wasn't included in the 2021-22 budget. So, the motion is to approve or disapprove \$9,269 from the Capital Projects Fund for SASC's Penelope Case Management software. The invoice is already prepared, we just need to go over it and make sure everything is good.

Lorris:

In the SASC, we are still using paper-based filing management system. Due to COVID, we are moving hybrid and we need a new case management to store information and to save space in our office as well. It would provide reports and input on our service. We hope to get the funding from the Capital Projects Fund for SASC's Penelope Case Management software.

Aashna:

Penelope is one of the lowest cost systems we can use after research was done. It is a pretty basic case as well. The database streamlines the information and make the process more efficient. We're a bit late to the party actually in implementing the system so we can better manage our paperwork and confidential information as well. Anyone have questions?

Cole:

So, have we not already been using Penelope? It was a year ago when we approved something to integrate this. Have we not started using it yet?

Aashna:

The first year is the development year so folks at Penelope has been working with us to tailor it to our needs. So, now we can actually utilize it and bring it into SASC.

Lorris:

There was a delay because the previous SASC managers went on leave and we had no one to work on the project/with Penelope.

Cole:

Another question is this is an annually recurring fee for this offer right?

Aashna:

Yes.

Cole:

Those we know me, I love playing fast and loose with rules sometimes - but I do love rules at the same time. I think this motion is out of order because the number requested is greater than 2% from what we plan to take out of the Capital Projects Fund this year. It's like just over. \$9,273 is actually the 2% threshold. That's number one. Number two, before I continue, have we been paying an annual fee to Penelope for the development?

Aashna:

No, this is the first fee for the implementation.

Cole:

Okay, that's fine then. Personally, I would put this as a budget amendment so that it is outlined in the budget especially since it'll be an annual cost. If we're taking out of the Capital Projects Fund, we should amend it from \$9,345 to \$9,273 to be in order.

Mary:

Keith, correct me if this is wrong, but someone had mentioned they would prefer it to be from the Capital Projects Fund? If it does get approved in Finance Committee, we can move it to Council as a submission and then see if council approves it.

Keith:

Yes, Finance Committee can't approve it without going to Council since it is over the 2% threshold.

Cole:

According to CPF guidelines, you would need to go to Council for consultation and then come back to Finance Committee. Or, instead of that process, you could just do the budget amendment. I apologize to Lorris and Aashna because this has nothing to do with the service itself and more just governance. But yeah, these are the options.

Lorris:

Can we just ask for the right amount to be approved by Finance Committee and then SASC can pay the rest?

Cole:

Mary, it's ultimately your call. It's like a \$70 difference so it's not huge. If we want to approve it now, the number has to be changed.

Mary:

Will the fee continue for future years? What is the push to be taken out of CPF?

Lorris:

It will be an annual fee. Going forward, we will be adding this to SASC's computer and software/hardware line.

Mary:

As long as it is added in the future, it should be okay.

Lorris:

Yes, it will be added in the future. I was told that the initial fee would be from the CPF or else I would have added it in.

Mary:

Let me double check the exact amount Finance Committee can approve from the CPF.

The maximum you can get approve is \$9,269.56. Total projected to be \$463 478.40.

Cole:

Actually, for some reason, the actual number in the budget is not accurate.

Keith:

We pay an administration fee of 0.8%.

Cole:

Sorry, I thought I was onto something there. Nevermind, we still have to change the number to \$9,269.56.

BIRT \$9,269 is approved from the Capital Projects Fund for SASC's Penelope Case Management software.

Moved by Mary, Seconded by Kamil.

V. VPAUA Budget Amendment (Presenters: Eshana Bhangu)

BIRT that a \$5,000 increase is approved for the Academic Projects budget line under the VP Academic and University Affairs portfolio

Current budget: \$12,500

Proposed budget: \$17,500

 [AMS Budget 2021-22 Revised.xlsx](#)

Mary:

Eshana and her team wants to increase the academic project line by \$5000 (from \$12,500 to \$17,500).

Lawrence:

Thanks Mary. We are increasing it by \$5k due to our Textbook Broke Campaign. With our new staff, we had a bunch of new ideas that include giveaways, boothing (for 5-6 days),

and other open resource campaigns. This increase will allow us to engage students even more.

Mary:

Do you have more quantitative plans on how the \$5000 will be spent?

Lawrence:

Majority of it will be giveaway - the main component of our campaign. Around 3 raffles a day to reimburse students their entire textbook bill. Averaging it out to ~\$800/day in terms of reimbursements. \$4000 for 5 days. The remaining \$1000, we are thinking of doing merch. Some are spent on fun things - e.g. costumes for the boothing. That would be a way to bring students to our booth.

Mary:

Which campaign is this for again?

Lawrence:

The Textbook Broke Campaign to raise awareness of how much students are spending on textbooks and such.

Mary:

For the giveaways/paying for textbooks, will the bulk of it be for gift cards or will it be paying for students' textbooks?

Lawrence:

The "giveaways" are essentially reimbursing students for their textbook fees. There are no gift cards.

Mary:

Okay, are there any questions? If not, we can vote on it.

BIRT that a \$5,000 increase is approved for the Academic Projects budget line under the VP Academic and University Affairs portfolio

Moved by Mary, Seconded by Kamil.