AMS Operations Committee
Monday, January 13th, 2020 - Room 3511 at 5:00pm

Members: Cole Evans (Chair - VP Administration), Katherine Westerlund (Councillor), Alex Gonzalez (Senator), Jeanie Malone (BoG Representative), Max Holmes (BoG Representative), Aidan Wilson (Vice-Chair and Student at Large), Lily Liu (Student at Large)

Guests: N/A

Regrets: Jeanie Malone

Call to Order
Called to order at 5:10 pm

Adoption of the Agenda

Moved by: Max Seconded by: Alex
Motion passes unanimously.

Approval of Committee Minutes

Be it resolved that the Operations Committee approve the minutes of the November 22nd, 2019 meeting along with the amendments.

Moved by: Cole Seconded: Aiden
Motion passes unanimously.
Chair Updates - 10 minutes

Cole: New club applications open on AMS website! All digital. Admin is very business as usual, no major excitement beyond clubhouse. Sustainability; been working with SHHS on the green2go program, have been doing work on the new Sustainability Action Plan! Don’t think we will run a sustainability case conference, think it will be similar to “Get seeded” but more sustainability. CRC is going well, going to come to council with metrics next meeting, and will bring more to a later council as well.

Aiden: What metrics are you using?
Cole: Equipment rentals, traffic, bookings. We have a weighting system.

Cole: HATCH show occurring soon, everything is going good, UBC has given us the WRONG PAINT for the space, we are working on getting the right paint. Signage project is going, finalizing signs with the vendor, probably executing late Jan early Feb.

Clubhouse Update - 5 minutes

Cole: we have been looking at a few options, have a favourite right now (campus groups). Lots of features that we want that already exist!! Have had a couple calls already, more calls with them in the future. Seems like a good platform, would also integrate ticketing and online reimbursements potentially! Very preliminary still, hasn’t come to council or fincomm yet.

Aidan: what does the eval process look like?
Cole: no RFP process. Lots of these systems are vendors, info is available online. We do benchmarking, look for features we need and price points. Feature comparison, look for a variety of services.

Max: data stored in canada?
Cole: yes.

Katherine: have we talked to other schools that use this?
Cole: not yet, would come next in the process if the next call looks good. Not many other canadian schools use it, mostly american and international.

Aidan: what is the payment model?
Cole: annual payments, 1, 2, 3, or 5 year contracts. Would be a conversation to be had about the merits of signing shorter vs longer term contracts.

Max: would you put together a group of clubs to demo the service?

Cole: putting a survey in the clubs newsletter asking what people like/don’t like in systems. Would hopefully put together a focus group of prominent clubs to look at it too.

Max: think there is value in bringing in clubs earlier rather than later.

Aiden: Agree with Max, didn’t like clubhouse, think it’s smart to get clubs to come in to use some demo account especially if we are looking to have it replace lots of other things.

**IFC Deconstitution and Quick Update - 5 minutes**

BE IT RESOLVED THAT the Operations Committee deconstitute the UBC Inter-Fraternity Council.

Moved: Cole     Seconded: Governor Holmes     Thirded: Senator Gonzalez

Cole: the money is frozen in the account, we have not decided what we are going to do with it yet.

Approved unanimously.

Minutes lost after this point.

**Policy I-7 Chat - 20 minutes**

**Operations Committee Policy Manual Updates - 20 minutes**

**Adjournment**

Meeting adjourned at 6:30pm
AMS Operations Committee
Monday, January 20th, 2020 - Room 3511 at 5:00pm

**Members:** Cole Evans (Chair - VP Administration), Katherine Westerlund (Councillor), Alex Gonzalez (Senator), Jeanie Malone (BoG Representative), Max Holmes (BoG Representative), Aidan Wilson (Vice-Chair and Student at Large), Lily Liu (Student at Large)

**Guests:**

**Regrets:** Lily Liu (Student at Large), Katherine Westerlund (Councillor)

**Call to Order**
Called to order at 5:24pm

**Adoption of the Agenda**

Moved by: Cole          Seconded by: Aidan
Motion passes unanimously.

**Approval of Committee Minutes**

Be it resolved that the Operations Committee approve the minutes of the January 13th, 2020 meeting.

Moved by: Aidan          Seconded: Cole
Motion passes, with two abstentions.
Chair Updates - 5 minutes
- Clubs Day starts tomorrow, nothing to note
- UBC sustainability fair is happening, and there is a sustainability sub-committee meeting
- Hatch business, we need to sell some art

Club Management System Update - 5 minutes
- Cole has to give a presentation and a recommendation to the executive committee on the new club management system
- Cole wants general support from ops comm, the hope is that council can see the final recommendation by Feb 5th
- Cole is considering a number of systems, but there is a preference for one system in particular
- Max: Are we going to consult with clubs and other groups before we choose a system
- Aidan: Should we value expectancy over consultation?
- Cole: Through my general consultation with clubs and other groups, I have a sense of what features clubs want and expect
- Jeanie: What are the fees of online ticketing?
- Cole: it is a lot less
- Max: What is the rush?
- Cole: Club renewal
- Jeanie: You only need the minimum amount of operability to do renewals
- Max: Seriously, why not more consultation?
- Alex: Why don’t you have at least a few clubs test it first?
- Cole: No other system has the amount of features as the preferred system
- Jeanie: What is the contract length?
- Cole: the longer you commit the cheaper it is
- Max: Can you wrap up price negotiations by Feb?
- Cole: It won’t take us too long, but we haven’t started yet
- Jeanie leaves the room at 5:55pm
- Cole: This could potentially allow us to transition our ticketing after agreements are up.
- Max: Check the contract with Showpass to see terms.
- Aidan: Look into a termination contract with this system, we should think longevity
- Cole: Clubs need consistency.

IFC MOU Chat - 15 minutes
- Cole is currently drafting an MOU and will present it at the next Ops Comm meeting
- Cole is checking in with Panhel

Operations Committee Policy Manual Updates - 20 minutes
- Program Clubs
- What do we want from Constituencies
- No conversation on this item

Adjournment
Meeting adjourned at 6:04pm
AMS Operations Committee

Wednesday February 26th, 2020 - THE GALLERY

**Members:** Cole Evans (Chair - VP Administration), Katherine Westerlund (Councillor), Alex Gonzalez (Senator), Jeanie Malone (BoG Representative), Max Holmes (BoG Representative), Aidan Wilson (Vice-Chair and Student at Large), Lily Liu (Student at Large)

Agenda was distributed less than 48 hours in advance.

**Present:** Jeanie, Max, Cole, Katherine, Aidan

**Guests:**

**Regrets:** Alex, Lily

**Call to Order**

Called to order at 5:16pm.

**Adoption of the Agenda**

Moved by: Jeanie  Seconded by: Max

Motion passes unanimously.

**Approval of Committee Minutes**

Be it resolved that the Operations Committee approve the minutes of the January 30th, 2020 meeting.

Moved by: Jeanie  Seconded: Max

Motion passes unanimously.
Cole Updates - 5 minutes

[Cole]: I am elections. Also I have talked to constituencies and got data/feedback and have a list of recommendations. Really helpful to identify what the VP Admin portfolio priorities should be from student groups (club exec, etc). Some AMS general stuff. Will be circulated to council.

Working on securing clubhouse replacement.

Sustainability subcommittee met in January - new ASAP (action plan) based on UNSDG. Went to conference on this.

Hatch - new show! There was a Unist'ot'en legal fund fundraiser art show, raised a few hundred dollars. Some SHAPE updates in council tonight!

[Aidan]: Is bookings system included in new clubhouse?

[Cole]: No, working on solution.

[Max]: Is this software updated regularly? Cloud-based?

[Cole]: Not entirely static, there are update pushes. Still working on some of the due diligence. Good testimonials from other users so far.

[Max]: Can you ask them what features/innovation they are thinking about moving onward? Want to make sure we are getting something that is pushing forward.

[Cole]: Yep!
Policy I-7 Check In - 5 minutes

[Cole]: Is everyone okay with this? Not everyone voted, but it still passed email vote.

[Katherine]: I am okay!

[Max]: I am neutral but looks good.

New Club Approvals - 20 minutes

[Katherine]: Many have already been rejected.

BIRT the operations committee approve the clubs highlighted in the circulated document. The non-approved clubs will be revisited at the next meeting for further discussion.

Moved: Max Seconded: Katherine
Motion passes unanimously.

IFC Updates - 10 minutes

[Cole]: MOU still in progress; waiting on a revised draft from IFC.

[Cole]: UBC Sororities - thinking about whether the rule about clubs needing to be open to all AMS members - we could consider clubs that are restricted to historically marginalized groups… alignment with BC human rights tribunal.

[Katherine]: Still not sure about the governance issues… you can't join an IFC direct, you need to be in a subsidiary org etc.

[Cole]: UBC Sororities has a judicial board, etc.
Adjournment

Meeting adjourned at 5:55pm. No OPS NEXT WEEK
AMS Operations Committee
Monday, March 9th, 2020 - THE GALLERY

Members: Cole Evans (Chair - VP Administration), Katherine Westerlund (Councillor), Alex Gonzalez (Senator), Jeanie Malone (BoG Representative), Max Holmes (BoG Representative), Aidan Wilson (Vice-Chair and Student at Large), Lily Liu (Student at Large)

Agenda was distributed less than 48 hours in advance.

Present: Cole Evans (Chair - VP Administration), Katherine Westerlund (Councillor), Alex Gonzalez (Senator), Max Holmes (BoG Representative), Lily Liu (Student at Large)

Guests:

Regrets:

Call to Order
Called to order at 5:18 pm

Adoption of the Agenda

Moved by: Alex Seconded by: Max
Motion passes unanimously.

Approval of Committee Minutes

Be it resolved that the Operations Committee approve the minutes of the February 26th, 2020 meeting.

Moved by: Max Seconded: Katherine
Motion passes unanimously.
**Cole Updates - 5 minutes**

Cole:
- I am president-elect
- MoU, IFC sent over new draft. Hopefully will be brought to this committee by this month.
- Clubroom applications coming up imminently
- BOG AND SENATE GETTING AN OFFICE
- Will be challenging but we thrive in chaos
- Club renewals will be hard without clubhouse, but hopefully we will get a new one ASAP!

Katherine: HATCH?
Cole: going back to the drawing board. Working on a strat plan for the gallery and the collection.
Max: we had a referendum, I think we have a Vision.

**Operations Committee Policy Manual Changes - 45 minutes**

Go to page 24!!
Max: I am concerned about section 16 - please review with HR. Why is Cole/VP admin the man in charge?
Cole: we will review with HR
Katherine: sends these HR things to HR committee and HR dept and VP admin
Max: I hate rules. Too many rules - we can’t enforce.
Cole: we need rules.
Max: the bureaucracy is a lot
Katherine: we need it to point out when/if things are wrong. Prevents abuse of power
Cole: we. need. rules.

**Adjournment**

Meeting adjourned at 5:59 pm.
**Attendance**
Present: Sylvester Mensah Jr. (AMS VP Admin), Ben Du, Katherine Feng, Alex Arbelaez, Lawrence Liu, Daniel Martin

Regrets: None (Ryan Wong, resigned)

**Call to Order**
Moved by: Alex, Seconded by: Lawrence
The meeting was called to order at 6:33pm.

**Land Acknowledgement**
We acknowledge that this meeting is taking place on the traditional, ancestral and unceded territory of the Musqueam people. It is important to recognize that learning, teaching, and discussion has happened long before our time here and that we are very privileged to be on these territories that are not our own.

**Approval of the Agenda**
Moved by: Katherine, Seconded by: Lawrence
BE IT RESOLVED THAT the agenda is adopted as presented.

1. **Committee Updates**
   a. Resignation of Ryan Wong from the Operations Committee

2. **Appointment of Vice Chair**
   Katherine Feng was appointed Vice-Chair by unanimous decision

3. **VP Administration Updates**
   Overview of VP goals for the year (Sylvester): providing clubs with operational support (event planning, marketing, membership growth etc.) to make sure they’re sustainable, creation of a Permanent Art Collection database on the AMS website, executive orientations will be online and different times to accommodate people in different time zones

4. **Discussion about Club Membership Fee**

   **Ben:** Will clubs meet in person? If not, membership fees may not be reflective of the services clubs provide

   **Katherine:** How will clubs operate without the collection of membership fees?
**Sly:** Clubs may potentially get funding from the Club Benefit Fund (typically used to fund events)

**Daniel, Ben:** How will clubs collect fees?
- Everyone can e-transfer money into the club account

**Sylvester:** The committee can remind clubs that people may be facing financial difficulty, encourage lowering of fees

**Alex:** Fees may disincentivize people from joining clubs

**Ben:** Club executives could potentially make the decision

**Katherine:** Are clubs likely to reduce/waive fees?

**Sylvester:** clubs will likely choose to reduce fees rather than waive

Future action decided on by unanimous decision: Notice to be sent out informing clubs to be mindful of people’s financial situations, consider reducing fees, send updated fees. This will be communicated during Executive Orientations next week.

5. **Discussion about the name of new Resource Group: The Neurodiverse and Disabled Alliance**

**Sylvester:** would be good to hear RGAC’s reasoning in choosing the name

**Alex:** federal government uses the term “people with disabilities”

**Ben:** Quoting the federal government “The word ‘disabled’ is an adjective, not a noun. People are not conditions. It is therefore preferable not to use the term 'the disabled' but rather 'people with disabilities’”


**Recommendation for renaming (Daniel):** The Neurodiverse and Disabled Community Alliance

Next meeting: invite RGAC representative to explain the intention behind the name and considerations they may have had

6. **COVID-19 & AMS Operations**
   1. **Gradual Nest Reopening**

   Sylvester: The Nest is currently open but not at full capacity. COVID-19 operations of Nest planned until the end of the summer: increased signage, max 2 people in the elevator, all club facilities closed due to inadequate custodial staff, no room bookings available

   2. **Safety Measures**
See above

Ben: Is hand sanitizer available and are doors propped open?
Sylvester: Yes and only the Blue Chip exit door is propped open. The main Nest doors are not propped open, mainly to not encourage more people to enter the Nest

3. Room Bookings
Sylvester: how do we adjust the room booking system appropriately in the fall? Would sending out a survey to clubs asking what their expectations are be useful?
- Katherine: Survey useful as long as enough information is given to club executives to make decisions

4. Adjusting for the fall semester
Sylvester: in the fall, limit room bookings to events that need to be in person, create a room booking priority system
Task for Admin team (Sylvester) agreed on unanimously: creation of a resource document suggesting how clubs can operate without being in person

7. Any additional items
None

Adjournment
Moved by Lawrence, Seconded by Katherine
The meeting was adjourned at 7:33pm
Agenda of the AMS Operations Committee  
(Agenda for June 19th, 2020 Meeting | Zoom)

Attendance
Present: Sylvester Mensah Jr. (AMS VP Admin), Ben Du, Katherine Feng, Alex Arbelaez, Lawrence Liu, Daniel Martin, Nadir Nurali

Regrets: None

Guests: Kay McDonald

Recording Secretary: Katherine Feng

Call to Order

The meeting was called to order at 1:07 pm.

Territorial Acknowledgement

Approval of the Agenda
Moved: Ben  Seconded: Lawrence

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

Agenda Items

1. Club Membership Fees
   As discussed at our last meeting, we agreed to give AMS Clubs a notice, alerting them of the financial strain that members may be in, coming into this year, and hence advised them to lower membership fees for those whose fees may pose barriers to entry for their targeted audience. Since Membership Fees are a part of Club Bylaws, in allowing clubs to change their fees after the renewal deadline, we will need to suspend the code for proper procedure.

Motion
BE IT RESOLVED THAT the Operations Committee suspend Section 4.7h of the Operations Committee Manual that states that:
“All bylaw amendments, including club name and membership fee changes, must be
passed by two-thirds (2/3) majority at a General Meeting where quorum is met.” - only with regards to the change of membership fees, post club renewal, upon the request of the Office of VP Administration until September 2020.

Moved: Sylvester  Seconded: Katherine

This motion passed unanimously

Sylvester: This give clubs some room to change fees without having to meet with all their members

2. Visit by RGAC Concerning Neurodiverse and Disabled Alliance

We will have a member of the Resource Group Allocation Committee, join our meeting to talk more about the new resource group as well as address the concerns that were shared about the use of the word, ‘Disabled’ in its name. This individual will be present from 1:10pm - 1:30pm

Discussion Period:

Kay: I don’t understand why “diabled” is a concern. It’s there for people who are physically disabled, whereas neurodiverse is for people who have mental disabilities.

Sylvester: as long as the name doesn’t hinder someone’s ability to seek help from the group, we don’t have any reason to change it

Ben: To echo what Sylvester said, we just wanted to adapt to whatever language is considered most welcoming

Sylvester: Kay please send a record of the president/elected official from the RGAC

Kay: Most people who use the word disabled are disabled. Other language hasn’t been proposed by people who actually have disabilities. Other names like “differently abled” are kind of insulting

Sylvester: Thank you for joining us. This clarifies things.

3. Operations Committee Goal Setting

Each committee is required to submit a list of goals to the Steering Committee of which they hold themselves accountable. I have attached previous goals to the email I sent so you have an idea what has been done in previous years, to help guide our discussion and focus this year

Potential Goals:
Club Audit: The AMS currently has a scarcity issue with its clubs - ‘infinite’ clubs competing for ‘finite’ resources. The aim of this audit will be to ease out the pressures from both the AMS and clubs to ensure better operations, communication and functionality.

- Encouraging the merging/dissolution of similar clubs
- Updating club resources: Club Handbook
- Reviewing criteria for new clubs applications to better judge the value added by students wishing to constitute clubs

COVID 19 Response

- Room bookings
- Alternative Programming for clubs

Discussion Period:
- Move to next week’s meeting

VP Admin COVID 19 Plans

I have attached a document that outlines the effects that COVID19 has on the VP Admin portfolio which will be presented at our next council meeting. Kindly read through it so we can discuss any recommendations/changes any of you will like to add.

Discussion Period:
Sylvester: Students want to know more about what the AMS is doing (council) so
Katherine: Is it possible to get Daniel’s plan?
Sylvester: They’re about sanitizing the Nest and plexi-glass installation. They’re going to put signs on tables so people know which ones have been cleaned. It will be presented at Council on Wednesday.
Daniel: Our affiliate school (Regent) won’t be in person. How can we use the Nest for clubs and book spaces? What’s the process for us?
Sylvester: They are considered an AMS Subsidiary so they do have access to the Nest already. We can have this conversation later.
Nadir: Why isn’t symptoms of COVID-19 considered a reason to not be allowed into a booked space?
Sylvester: That’s already a requirement for people to enter the building and a consideration before people are allowed to make a booking
Sylvester: Clubs day is planned to be online (on Campus Base). I’m confident for the most part that it will replicate the in-person experience of finding clubs you’re passionate about. JumpStart and other orientations are also happening online and much cheaper and available to everyone. UBC reached out to the AMS to help with the social component of orientations and we’re planning to incorporate this into Imagine day.
Ben: In the event that this doesn’t work, there’s usually also a winter clubs day.
Sylvester: Yeah we have one in September and one in January. Hopefully the January one will be in person but we have the resources to adapt.
4. Final VP Admin Goals

Presentation about my final goals for the year after which we will have a discussion to address any questions, suggestions or concerns anyone may have.

Discussion Period:

Sylvester: Club House was terrible and Campus Base has a lot more functionality. This is a Facebook for the AMS.

Presentation:

- Ensure an active clubs community (successful launch of CampusBase)
- Help clubs adapt to COVID-19 (Clubs operation survey to gauge expectations for booking, resources needed from the AMS)
- Providing resources (programs, workshops) to help executives and clubs operate better

We’re very on track - a lot of these are in progress or almost done

- Creation of a HATCH website that has a catalogue of all the permanent pieces of the AMS art collection (help increase visibility - not limited to physical space)
  - more multi-disciplinary interaction with the HATCH so people who are not necessarily super interested in art will still interact with it
  - launched colouring pages series, use art as a way to engage in current movements (still getting submissions from artists)
- Improving usability and inclusivity of Nest
  - More Halal and Kosher options, working with Food and Beverages Manager
  - Exploring ways to add study spaces to the Nest (motion that was tabled in the first council meeting - furniture replacement), will probably come up in second semester
- Sustainability: develop a more collaborative and unified approach to sustainability, work with other organizations, hold people accountable
  - Sustainability symposium: monthly meeting for constituents to share progress, educate people about what’s happening
  - Interactive sustainability center
- Developing a more comprehensive AMS Sustainable Action Plan
  - Include food security framework, how AMS will make food more accessible
  - Ambitious goal: Put together a net zero guideline for AMS

These are things I’m confident my team and I can complete

Lawrence: are there other institutions that use this?
Sylvester: UCSB uses the same provider. Here’s what it looks like (shoreline.ucsb.edu). We’re going to have the CWL as a way to keep certain things to just UBC students. Clubs can be suggested based on the interests people put in their profile. I’ll send a follow-up email with links to how the platform will work.
Next Meeting

The next scheduled meeting will be on June 26th, 1-2pm.

Adjournment

Moved: Sylvester
Seconded: Alex

There being no further business, the meeting was adjourned at 2:05pm.
Agenda of the AMS Operations Committee
(Agenda for July 3rd, 2020 Meeting | Zoom)

Attendance
Present: Sylvester Mensah Jr. (AMS VP Admin), Ben Du, Katherine Feng, Alex Arbelaez, Daniel Martin, Nadir Nurali

Regrets: Lawrence Liu

Guests: None

Recording Secretary: Katherine Feng

Call to Order
The meeting was called to order at 1:05pm.

Territorial Acknowledgement

Approval of the Agenda
Moved: Nadir Seconded: Katherine

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

1. Approval of Previous Minutes
   Moved: Alex             Seconded: Ben

   “BE IT RESOLVED THAT the minutes from the June 26th Committee meeting be approved and sent to AMS Council”

   This motion was passed unanimously

2. Goal Setting Approval

   **Sylvester:** this format is set by the Steering Committee.
   COVID-19 Response (Club Alternative Programming): The clubs Fall Engagement Survey was sent out a couple weeks ago to see what their expectations and needs are to operate during the pandemic.
   **Ben:** Is this goal the same as the survey thing Katherine brought up in a past meeting?
   **Sylvester:** Yes. The deadline for this survey was supposed to be tonight but we’re going to extend it to Monday so more people get the chance to respond. This goal is a short term goal because the main objective is to collect more information on what steps we should take next.
   **Sylvester:** UBC Orientations has figured out the academic aspects but doesn't have many social activities planned. The early introduction to the AMS through AMS Clubs goal will help clubs and the AMS increase their visibility.
   **Nadir:** Who decides which clubs are involved?
   **Sylvester:** Any club can express interest. Our Committee looks at submissions and decides on a shortlist that is given an opportunity to put together workshops in collaboration with JumpStart.
   **Ben:** It seems that the AMS isn’t really being introduced. It’s the clubs that are being introduced.
   **Sylvester:** Typically people are introduced to the AMS just through First Week or other events. This helps expand the types of people who hear about the AMS and know that clubs are associated with the AMS.
   **Ben:** I agree. In first year I didn’t hear much about the AMS. Maybe we could make an introductory (“welcome”) sheet about the AMS to new club members?
   **Sylvester:** I like that idea. The AMS sends newsletters already, but we could try spreading that further. We run the risk of sending out unnecessary information though. Do you think we should add that as a goal or just on the side?
   **Ben:** Maybe on the side.
   **Sylvester:** This will be easier with CampusBase too.
   **Katherine:** Are AMS Services like the Food Bank and SASC involved in JumpStart? Would they benefit from being able to do the same thing as clubs?
   **Sylvester:** Yes, the Student Life Committee has been working on increasing the visibility of services and they do talk at Jump Start. AMS CampusBase: I will share our plans for
CampusBase with this Committee and use Operations as an advisory body on how to implement it.

**Nadir:** Do we have any usership goals such as the number of students who use it?

**Sylvester:** Thanks to our collaboration with UBC Orientations, we expect a large portion of first years using CampusBase to find clubs. We can definitely track the numbers. Do we want to make a goal for how many clubs/users we would like to have create a page? If clubs use the system, their members will likely have to as well.

**Alex:** I think this would be a future goal once everyone’s on the site and we have a baseline. Then next year the Committee can start making usership goals. What we have now is good.

**Ben:** Similarly to social media, the more people that use CampusBase, the more likely it is for people to join

**Alex:** Are undergraduate clubs included in this?

**Sylvester:** Right now it says AMS Clubs, but that could be changed to AMS Subsidiaries. That makes it broader. Or we could say Clubs and Societies

**Alex:** For example, Forestry isn't a very active undergraduate society so it might be a good idea to strongly encourage them to use it.

**Sylvester:** We can't make anyone use it, but we will suggest that people do.

**Nadir:** I think this will be useful if lots of users are on there.

**Sylvester:** Do we want to make any changes?

**Alex:** I think it’s fine as it is. AMS Subsidiaries is probably too broad and harder to reach as a goal

**Sylvester:** Goal number 4, AMS club audit. The Operations Committee will perform an audit and write a report to Council on its findings.

**Ben:** I actually like the broadness of the goal and the report, it allows for flexibility and some breathing room.

**Sylvester:** Next goal - Engaging AMS Clubs more with AMS Operations. We will increase the inclusion of clubs more in consultation and programming of Operations, especially with the Sustainability Subcommittee.

**Katherine:** Do we have any performance indicators for this goal?

**Sylvester:** They’re mostly actions we can take when we identify a possibility for a club to do something with the AMS. It’s like using the strengths and specialities of clubs. Right now we haven’t identified areas of collaboration other than sustainability. We just have to find more areas when they come up. Do we like this goal?

**Alex:** I like it. I think it’s good to have the AMS be more involved.

**Ben:** This sounds great. I guess its success depends on what the AMS does and how clubs can be included.

**Katherine:** Even though it’s quite a general goal, I think it’s good to make an effort to involve clubs more when we can.

**Sylvester:** I tried to include goals that can be accomplished in the summer and also later so we can add goals. Are we happy with the goals?

“BE IT RESOLVED THAT the Operations Committee approve the five Committee goals”

Moved: Sylvester Seconded: Alex
This motion was passed unanimously.

3. Change to Chairpersonship Discussion

Code currently requires that the VP Administration serve as the Chair of the Operations Committee, however, in discussions with the executive team prior to the formation of this year’s committee, we addressed the idea of changing this requirement through the Governance Committee to allow other members of the committee to serve as chairs if voted into. Below is the written submission I gave to the Governance Committee on why I think this could be a good idea:

Sylvester’s Written Proposal:

I believe the Chair position provides additional value to being a committee member which is not realized when an Executive such as myself is the Chair for the Operations Committee. Being a chair provides students with the ability to harness their leadership, coordination and communication skills which are qualities already embedded in my daily operations as the VP Administration. A lot of times, councillors and students at large join committees with the hope of learning more about specific areas in our organization but their capacity to learn is limited by their inability to chair committees such as this one. In addition to the benefits stated above, chairs also get some compensation for their work which could make a big difference for committee members under financial strain – providing them with more disposable income that can be directed to their personal areas of need.

In my opinion, the purpose of having a council is to ensure that adequate student voices are involved in the society’s decision making process and hence a reason for having a speaker of council who is not an acting executive of the society. This speaker is able to hold all parties accountable in their contribution to council, however, this element of accountability is sometimes lost in committees especially when other members outside of the executive are new to the organization and its procedures – as is the case this year with my committee. As an executive I have the unspoken ability to steer the conversation given the perception that “I may know best” per my position in the society. This allows me to unintentionally control decisions made by the committee with close to little accountability from committee members which is not in the best interest of the society if knowingly acted upon.

I think this change will have a positive effect on all parties involved providing more gain for council members than currently exists. If you will like more reasons as to why I am in support of this, I would love to come by next Tuesday and hear what the thoughts of the Governance Committee are.

Discussion:
Sylvester: In no way am I overwhelmed by my position or the duties laid out in Code. I just think the Chair position provides more merits for non-executives as it allows such individuals to better understand the society as well as gain transferable skills which will be relevant if any committee member was interested in being more involved with the AMS, past their councillorship. A Chair who is not the VP Admin would also help the Committee hold me accountable. I will email everyone for their comments and thoughts on this idea.

Sylvester: Soon we’ll be looking at deconstitutions. All clubs get a two week notice to make an appeal and then we will decide what to do with them.

Nadir: Are you planning to bring the COVID Survey results?

Sylvester: Yes, we can have a meeting for that next week.

Next Meeting

The next scheduled meeting is next week. A time has not yet been decided.

Adjournment

Moved: Sylvester

Seconded: Alex

There being no further business, the meeting was adjourned at 2:12pm
Agenda of the AMS Operations Committee
(Agenda for July 10th, 2020 Meeting @ Zoom)

Attendance
Present: Sylvester Mensah Jr. (VP Admin), Ben Du, Katherine Feng, Daniel Martin, Nadir Nurali

Regrets: Alex Arbelaez, Lawrence Liu

Guests: Nicolas Williams (Associate VP Admin)

Recording Secretary: Katherine Feng

Call to Order

The meeting was called to order at 5:05pm.

Territorial Acknowledgement

Approval of the Agenda
Moved: Katherine Seconded: Nadir

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

Approval of Previous Minutes
Moved: Daniel Seconded: Sylvester

“BE IT RESOLVED THAT the minutes from July 3rd Operations Committee meeting be approved and sent to AMS Council”

Agenda Items

1. Fall Clubs Engagement Survey Report

Nicholas: The purpose of this survey was originally related to room bookings. We received 180 unique responses and didn’t ask for club names. Many clubs are uncertain about whether they will book rooms. This indicates that some clubs are still planning on using Nest space. Most clubs are likely to actively host events in the fall. Most clubs said they would benefit from
support from the AMS in the following ways: Zoom accounts, access to PPE/sanitization, access to additional training/resources on how to host events.

Most clubs are very or somewhat concerned about recruiting new members and interested in a virtual clubs day and workshops. The AMS can better support membership recruitment with marketing support. Clubs also want a better way to interact with members (CampusBase). Smaller clubs need more support in the form of workshops and training. Some clubs suggested workshops on management, financial, sexual assault/harrassment/racism within clubs.

Sylvester: Currently we have resumed allowing bookings. Clubs will be required to provide information like who is at events so contact tracing will be easier if necessary. Clubs are mostly concerned on how many students will be on campus. We can’t do anything about who is on campus, but we can help clubs to operate given the circumstances.

Ben: Providing clubs with resources to operate online will be very important. As clubs adapt to the effects of the pandemic and shift their operations online, our assistance to these clubs should accommodate this as well.

Sylvester: Some clubs are hesitant to be active because they feel like they need to be in person to function. We are considering free or subsidized Zoom accounts, but the question is whether the AMS can afford it. We can arrange for PPE to be borrowed from the Clubs Resource Center if events are not in the Nest. Rooms in the Nest have hand sanitizer and are frequently cleaned. We can create an alternative clubs programming resource document. We’re able to use the Clubs Benefit Fund but we need to make sure that when we use it, it’s useful to clubs.

Nicolas: It would cost about $34,000 to provide Zoom to all clubs.

Katherine: That seems like a lot just to provide all clubs with Zoom accounts when we don’t yet know how many will need it. I do think it’s good to help clubs out if they need software to operate online though.

Sylvester: I agree. Are these 360 clubs going to make use of their Zoom accounts at least once a month for club activities? It would be a good service but the benefit might not be that great.

Ben: Could we just make a central Zoom account? (One that can be handed over and transitioned into another club’s possession after a period of time…maybe more cost-effective).

Sylvester: That might be logistically difficult.

Daniel: Clubs collect fees so it’s natural that they have funding to buy a Zoom account if necessary. The question is just whether there are clubs that don’t have the budgets that we can help.

Sylvester: We can make a reimbursement form.
Daniel: Yes, a subsidy form would help clubs that need funding.

Sylvester: I would move away from a full subsidy, but I think a subsidy of a certain percentage up to 50% would be reasonable.

Katherine: Are there cheaper or free alternatives like Skype or Hangouts that may work in place of Zoom for some clubs? These alternatives may be a better use of funds. Also how much is available in Clubs Benefit Fund to be spent?

Daniel: Some of those have participant caps, but we could make a resource document to help them choose. Then some clubs could just use the free or cheaper alternatives. Facebook Messenger has a maximum capacity of 50 participants and Hangouts has a maximum of 150.

Sylvester: We’ll put together a document like that. It will be a good way to make the best use of the funds. $522,559.02 is available in the Clubs Benefit Fund, but we have the responsibility to not use the money unnecessarily and this way will be a good way to accommodate club needs.

Ben: I also think a subsidy is better than fully paying for Zoom, which would be very expensive.

Sylvester: We will present alternatives to Zoom and then if they need Zoom, we can implement a subsidy. For alternative operating venues, we will reach out to undergraduate societies to see if they are willing to let clubs use their spaces and put those additional spaces and some open areas around UBC in the resources document.

Daniel: Does the AMS system allow people to book venues for different sizes of events?

Sylvester: Right now they don’t need to make bookings for outdoor spaces. We’ll just identify areas on campus that they may find useful for events.

Nadir: I think we should let clubs know how to use the UBC booking system too. Having a support structure for using other booking systems would be helpful.

Sylvester: There is a lot of support for online clubs day and since we’re participating in Jump Start, we will figure out how to host clubs day by the time it happens. Campus Base will probably make it a lot easier to recruit members but how effective it is depends on how engaging the clubs are on the platform. Does anyone have ideas for how else we can help clubs get members? And if clubs decided to collect membership fees, how can we help them collect fees?

Nicolas: There is one possibility, which is that when you ask to join a group on CampusBase, you need to be approved by club executives. So prior to being approved, you have to pay through whatever ticketing software is there like Showpass. I think we need to ask how much responsibility the AMS has in helping clubs get new members, particularly this year. We’re
already doing clubs day and providing the CampusBase database. Some clubs suggest the AMS should be using its social media and website to promote clubs and we need to decide whether that’s going too far.

Sylvester: We can suggest ways for them to collect fees, but is the Operations Committee willing to allow members to not pay membership fees?

Ben: In the past, what I’ve noticed is that if there’s some sort of payment, it signifies that there’s some sort of commitment being made to join the club.

Katherine: Most clubs allow people to sit in on meetings without paying a membership fee so people could still figure out whether they want to commit to the club or not. Often membership fees are just required to access events or equipment and charging a small fee gives us a better indication of how many people are invested or active members of the club.

Sylvester: Yes, clubs don’t have to and often don’t collect membership fees right away on clubs day. If some clubs are really having trouble getting members this year, we could allow some clubs to not collect membership fees at all on a case-by-case basis.

Nicolas: If a person doesn’t pay the fee, they’re not considered a member of the club. Having a fee is helpful in assessing how big the club is and how many active or committed members it has. It would be harder to understand which clubs are strong enough to meet the new 25 member minimum. A club audit would be harder to do without a fee.

Ben: The AMS page on joining a club is pretty bare so something could be added there to encourage more people to join clubs. I’d imagine new students would look at our website first, to find information on joining clubs. We should announce the transition to Campus Base there.

Sylvester: We’re making the Campus Base announcement in an AMS newsletter later this week. It wouldn’t make sense to invest too much time into fixing the site since we’re moving everything to Campus Base anyway.

Sylvester: If a club does reach out to us with an issue about membership fees, we will give them the go-ahead to drop their fee through a form from the office of the VP Admin.

Katherine: Is there a criteria for determining which clubs are able to drop membership fees?

Sylvester: We will leave clubs to make that decision and deal with them on a case-by-case basis.

Nadir: Are the criteria for being active enough to count as a member outlined anywhere?
Sylvester: I don’t think we need a criteria. We can just make a note of which clubs aren’t collecting fees and we can see their members on Campus Base and then we can pass on this information next year.

Katherine: Is this something we’re able to do within the guidelines of the Operations Committee Manual?

Sylvester: We make the Operations Committee Manual, so yes. If there’s a general agreement within the Committee then we can do it.

Nicolas: One dollar being the minimum is not a very limiting factor and it ensures that potential members are committed and feel more connected. Fee requirements exist to ensure the financial stability of clubs. It also makes the club audit a lot harder.

Nicolas: What are your thoughts on getting clubs involved in workshops, so for example, asking marketing clubs to give marketing workshops?

Ben: I think it’s a good idea. It seems to align well with our goal of engaging clubs more with AMS operations.

Sylvester: I like that idea as well. We wouldn’t want to force clubs to participate and we would provide compensation for what they do. Social justice information can be provided by the AMS, but things that are more specialized like how to operate and have events during the pandemic, we should probably consult professionals who are more knowledgeable.

Katherine: I also think it’s a good idea

Nadir: Me too.

Sylvester: Nicolas and I will work on creating a resource document. We might also decide to publicize the results of the survey, but we’ll have to discuss if that’s necessary. Let us know if you have ideas for resources.

This year, clubs are still allowed to apply for grants from the Clubs Benefit Fund, so we’ll let them know about this and advertise it so clubs know that we can help them if they need help.

2. Change to Chairpersonship Discussion
   - Moved to next meeting
Adjournment
Moved: Katherine           Seconded: Nadir

There being no further business, the meeting was adjourned at 6:22pm.

Next Meeting

The next scheduled meeting will be on July 17th, 2020
Agenda of the AMS Operations Committee
(Agenda for August 21st, 2020 Meeting @ 1-2pm | Zoom)

Attendance
Present: Sylvester Mensah Jr. (AMS VP Admin), Ben Du, Katherine Feng, Alex Arbelaez, Lawrence Liu, Daniel Martin, Nadir Nurali

Regrets: None

Guests: None

Recording Secretary: Katherine Feng

Call to Order

The meeting was called to order at 1:04pm.

Territorial Acknowledgement

Approval of the Agenda
Moved: Katherine Seconded: Lawrence

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

Approval of Previous Minutes
Moved: Lawrence Seconded: Katherine

“BE IT RESOLVED THAT the minutes from the June 24th Committee meeting be approved and sent to AMS Council.”

Agenda Items

1. New Club Appeals

Sylvester: There is no formal appeal process for new club applications. This year the Clubs and Societies Working Group was much more critical in our analysis of applications because we have limited resources to support them.
**Generation Fitness:**
Syvlester: We decided to not constitute them on the basis of being similar to powerlifting club. The AMS doesn't own any of the facilities they would need to operate so we can't help them with that and it doesn't make sense for them to be an AMS club.

Katherine: Based on their application, the difference seems to be that they have a philosophy aspect

Daniel: The lack of a space for them to meet in and use is a good justification for rejecting the appeal

**Eczema Awareness Club:**
Syvlester: It's a more specific version of the skin diseases club so people looking for a community are likely to be able to find one anyway.

Daniel: A significant portion of the population has eczema

Ben: If we accept this appeal, it creates the possibility for other clubs focused on a specific skin disorder.

Alex: I think students would benefit from a community like this, but I can see that there could be liabilities in offering certain medical advice and resources.

Lawrence: I don't know how this club would operate and what it could offer.

Syvlester: I will have a further conversation with Valerie to get a clearer idea of what she would do as a club.

**Interdisciplinary Graduate Student Network:**
Syvlester: The GSS has expressed their ability to provide resources for this as a program club. It exists to support interdisciplinary graduate students and fills a gap in the clubs that exist.
2. Nest Study Space Project

Sylvester: This is a capital project that was tabled at the first Council meeting of the summer. We're bringing it back to the next Council. Several buildings will be closed and since the Nest is so central, it will be a good space to have study areas in. We also wanted to bring this back
because based on last year’s Nest experience survey, studying is the second most common reason people go to the Nest.

Daniel: Is this the same as the initial proposal?

Sylvester: Yes.

3. **Videoconferencing Grant Procedure Discussion**

Sylvester: We’ve finalized the procedure and will communicate it to clubs on Monday. Constituencies and resource groups won’t have access to this form because they already have the resources. Starting in September, all students will have access to Microsoft Teams. The form will be available from Aug 24th to Sept. 30th. Applications will be processed by the accounting team at the end of every week. They’re currently understaffed so it might take extra time to get the grants administered. We’ve also completed the alternative resources document now.

4. **AMS CampusBase Updates**

Sylvester: We started uploading users yesterday since there are 50,000 students. Someone said somewhere on CampusBase, they were able to see the emails of some students so that’s something we will fix very soon. CampusBase is ready for launch on Monday.

5. **Alternative Resources Document Review**

Ben: We should add that everyone has access to Microsoft Teams.

Sylvester: We got word of that after making this document. We can do that but the University should be communicating that to everyone.

Alex: Forestry has sent out an email about that.

**Adjourn**

The meeting was adjourned at 1:44pm.
Agenda of the AMS Operations Committee
(Agenda for Oct. 28th, 2020 Meeting @ 10:00 - 11:00 AM | Zoom)

Attendance

Present: Alexandra Arbelaez, Emma Dodyk, Ben Du, Katherine Feng (Chair), Lawrence Liu, Sylvester Mensah (VP Administration), Ghazal Rezaei

Regrets: None

Guests: Michael Kingsmill

Recording Secretary: Ben Du

Call to Order

The meeting was called to order at 10:05am.

Territorial Acknowledgement

Email Vote

The following motion was put to an email vote and passed unanimously:

“BE IT RESOLVED THAT the minutes from August 21st approved”

Approval of the Agenda

Moved: Emma          Seconded: Ben

“BE IT RESOLVED THAT the agenda is adopted with the proposed amendment.”

Sylvester: Addition of agenda item 1 (East Side Furniture Discussion).
Agenda Items

1. East Side Furniture Discussion

Sylvester: We are considering whether to put in open multi-purpose tables or cubicles-like study spaces where the tables have dividers.

Michael: The east side is the quiet side of the Nest and the current layout is good but operationally, it has some issues. The furniture can be difficult to move without damaging it and that's part of what prompted this idea for change. Open tables and cubicles give the space a different feel.

Emma: It would be nice to have tables where dividers could be taken down so students have a choice but I'm not sure if that's logistically possible. Will there be power outlets near tables?

Michael: A table where dividers can go up and down might be hard to find or expensive. Constantly putting up and removing dividers with tape could damage tables. There will be power outlets.

Sylvester: Absolutely. Power outlets were one of the first things we considered when thinking about this project.

Katherine: The Nest has a lot of spaces where students can study in groups so having dividers would fill a gap in the types of study spaces available in the Nest.

Michael: It's true that the Nest currently has no study spaces with dividers so this would bring a new option for students.

Emma: I think a student approaching a table where one person is already sitting might want to sit at a different table if there are no dividers so dividers could help maximize use of the space.

Alex: I agree. Having semi-height partitions is good because they create a more personal space for studying and groups can still see each other and work together if they want to.
Ben: I think that the west side chairs are quite spaced apart for group work though. Deciding which option we choose will fundamentally impact the east side’s atmosphere. The semi-partitions is a great idea with including a sense of community, but also having a personal dedicated space for studying. It sort of accommodates the best of both worlds.

2. **Vice-Chair Appointment**

Ben: I would like to be the Vice-Chair of this Committee to continue expanding my learning, and I can dedicate my time as this is the only position I hold within the AMS. I believe the experience I have from being on the Committee in the summer will benefit the AMS moving forward.

Moved: Emma  
Seconded: Katherine

“BE IT RESOLVED THAT Ben Du is appointed Vice-Chair of the Operations Committee”

This motion passed unanimously.

3. **Operations Committee Manual Line Suspension**

Moved: Sylvester  
Seconded: Alex

“BE IT RESOLVED THAT the requirement for the VP Administration to be Chair in Subparagraph 3(l)(a)(i) of the Operations Committee Policy Manual is suspended”

This motion passed unanimously.

Katherine: This is just so that our manual is consistent with other AMS documents. However, it would be confusing to have another copy of the manual with just this change.

Sylvester: Maybe we can suspend this line of code and save the change for when we publish a revised version with more amendments. That way it is still consistent.
4. Club Constitutions

Reviewed:
CP-U (Computer Science for Undergrads), AMS Data Science Club at UBC, STRIVE Business and Engineering, AMS Potluck Club at UBC, AMS BOLT at UBC, UBCO Transfer Club, AMS First Connections @ UBC, Multi-Organ Transplant Association at UBC, UBC Mental Health Initiative, Biochemistry Student Association, UBC Middle East Studies Student Association, Radio Broadcasting Club, and HanVoice UBC.

STRIVE Business and Engineering (recommended for further discussion):

Katherine: This club was recommended to us for further discussion because many engineering clubs already exist but the Clubs & Societies Working Group wasn’t sure if the additional business aspect could fill a gap.

Sylvester: We thought this one should be discussed further since it bridges the two. It seems quite similar to existing business clubs though.

Emma: There are plenty of opportunities and lots of ways for engineering students to get introduced to business and do business-related things through their degrees (ex. Design teams, entrepreneurship minor, commerce minor, co-ops).

Katherine: Since the application indicates that they intend to mainly host guest speakers, I’m not sure how the AMS can support them beyond providing booking privileges. I think their application has potential to be stronger in the future.

Emma: They may be interested in being an EUS club, where the EUS can help by providing booking privileges for spaces like the ESC and funding too.

Additional Review of Clubs & Society Working Group’s Recommendations

BOLT UBC:
Sylvester: BOLT and Data Science have similar mandates and since BOLT is already operational and has a presence online, they demonstrate that they’re likely to have members and host events. For this reason, we chose to recommend BOLT for constitution over Data Science.
U&I Korea Club (elective deconstitution):

Katherine: The club held an AGM, met quorum, and over two-thirds voted for elective deconstitution.

There were no objections to the recommendations made. Review of the remainder of the recommendations was tabled to the next meeting.

5. Committee Goals Discussion

This agenda item was tabled to the next meeting.

Next Meeting

The next scheduled meeting is Wednesday, Nov. 4th from 10-11am.

Adjournment

The meeting was adjourned at 11:01 AM.
Agenda of the AMS Operations Committee
(Agenda for Nov. 4th, 2020 Meeting @ 10:00am - 11:00am | Zoom)

Attendance

Members: Alexandra Arbelaez, Emma Dodyk, Ben Du, Katherine Feng (Chair), Lawrence Liu, Sylvester Mensah Jr. (VP Administration), Ghazal Rezaei

Present: Alexandra Arbelaez, Emma Dodyk, Ben Du, Katherine Feng (Chair), Sylvester Mensah Jr. (VP Administration), Ghazal Rezaei

Regrets: Lawrence Liu

Guests: None

Recording Secretary: Ben Du

Call to Order

The meeting was called to order at 10:05am.

Territorial Acknowledgement

Approval of the Agenda

Moved: Katherine Seconded: Emma

“BE IT RESOLVED THAT the agenda be adopted with the proposed amendment.”

Agenda Items

1. Approval of Previous Minutes

Moved: Emma Seconded: Alex

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

2. Keycard Reader Approval

Moved: Sylvester Seconded: Emma

“BE IT RESOLVED THAT $5435.01 from the Clubs Benefit Fund is approved for expenditure on a Club Storage Room keycard reader.”

Sylvester: We wanted to create more space for clubs, but accessing the Club Storage Room is currently inconvenient. A keycard reader for UBC cards will help keep better track of who gets into the room and contributes to safety. Pricing includes equipment and installation.

Emma: When is the installation expected to happen?

Sylvester: In January 2021.

3. Club Constitutions

Moved: Katherine Seconded: Ben

“BE IT RESOLVED THAT the motions to constitute the clubs recommended for constitution by the Clubs and Societies Working Group are omnibused.”

Moved: Katherine Seconded: Sylvester

“BE IT RESOLVED THAT the AMS BOLT at UBC, Biochemistry Student Association, UBC Middle East Studies Student Association, AMS Cosmetics Club at UBC, UBC Backgammon Club, AMS Nepalese Students Association @ UBC, AMS Bangladeshi Students Association UBC, and AMS Product Management Club
@ UBC are constituted as AMS clubs, as recommended by the Clubs and Societies Working Group.”

Moved: Sylvester  Seconded: Emma

“BE IT RESOLVED THAT the U&I Korea Club is deconstituted as an AMS Club, as recommended by the Clubs and Societies Working Group.”

Moved: Sylvester  Seconded: Emma

“BE IT RESOLVED THAT club applications for the CP-U (Computer Science for Undergrads), AMS Data Science Club at UBC, STRIVE Business and Engineering, AMS Potluck Club at UBC, UBCO Transfer Club, AMS First Connections @ UBC, Multi-Organ Transplant Association at UBC, UBC Mental Health Initiative, Radio Broadcasting Club, HanVoice UBC, AMS Theatre and Film Student Association at UBC, AMS Sustainability Kitchen at UBC, AMS Poets’ Club at UBC, Developer Student Club at University of British Columbia (UBC), Chinese Mobile Game Club (CMGC), UBC Health Equity Club, Sauder Investment Group, UBC’s Pediatrics and Art Association, Children Ubiquitously Burdened or CUBs, AMS Comagape at UBC, Project Flavour, AMS IDEAS at UBC (Inclusion, Diversity, Equity, Access & Safe Space), Students for International Development, and UBC Social Change are not accepted and the that clubs are therefore not constituted as AMS clubs, as recommended by the Clubs and Societies Working Group.”

Additional Review of Clubs & Society Working Group’s Recommendations

The Operations Committee reviewed the purpose and mandates of: HanVoice UBC, AMS Theatre and Film Student Association at UBC, AMS Sustainability Kitchen at UBC, AMS Poets’ Club at UBC, Developer Student Club at University of British Columbia (UBC), Chinese Mobile Game Club (CMGC), UBC Health Equity Club, Sauder Investment Group, UBC’s Pediatrics and Art Association, AMS Cosmetics Club at UBC, Children Ubiquitously Burdened or CUBs, UBC Backgammon Club, AMS Nepalese Students Association @ UBC, AMS Comagape at UBC, AMS Bangladeshi Students Association UBC, Project Flavour, AMS IDEAS at UBC, Students for International Development, AMS Product Management Club @ UBC, and UBC Social Change.

The following applications were recommended for further discussion:
AMS Theatre and Film Student Association at UBC:
Their mandate overlaps with another theater/film club that is not a departmental club. If this club does intend to become a departmental club, there is not enough information to determine whether they would have sufficient departmental support. Intention to become a departmental club may be something to ask for on future application forms.

Developer Student Club at University of British Columbia (UBC):
The information in the application shows overlap with mandates of nwPlus and BizTech. While backing from Google is unique, further information on their focus on Google and further explanation regarding how their club’s purpose differentiates from other similar aforementioned clubs, is required to be constituted. We encourage re-application in the next cycle.

AMS Cosmetics Club at UBC:
This club fills a gap in the existing AMS Clubs and suggests viable events. It may be a good idea to reach out to this club and request some further information regarding how the AMS can support its events since it is not entirely clear in the application.

UBC Backgammon Club:
Although Backgammon is a little bit niche, similar clubs like Chess Club, Go Club, and Board Games Club exist and are successful, suggesting that Backgammon Club will be able to operate similarly. It’s also an activity that members of the AMS can enjoy together.

AMS Bangladeshi Students Association UBC:
While the Committee is concerned with the club’s stability as they failed to apply for renewal in May of 2020, there is a sizable community of students that could benefit from this club.

Ben: I’m seeing a lot of repetition with clubs not providing a good-enough basis for achieving our requirements for constitution. It may be a good idea to look “upstream” and revise our application process and questions. It’s one thing if clubs don’t have enough information, but it’s another if clubs don’t know to include the details we’re looking for. I think this applies especially to clubs recommended for further review.

Sylvester: We can go over the questions of the application process after this constitution period. Another improvement we can make is asking whether clubs intend to be program clubs. We’re currently in the process of making these changes for next term.
4. **Committee Goals Discussion**

5. **COVID-19 Club Procedures**

Moved: Ben          Seconded: Ghazal

“BE IT RESOLVED THAT agenda items 4 and 5 are tabled to the next meeting.”

**Next Meeting**

The next scheduled meeting is on Wednesday, Nov. 18th from 10:00am - 11:00am.

**Adjournment**

The meeting was adjourned at 11:06am.
Agenda of the AMS Operations Committee
(Agenda for Nov. 18th, 2020 Meeting @ 10:00am - 11:00am | Zoom)

Attendance

Members: Alexandra Arbelaez, Emma Dodyk, Ben Du, Katherine Feng (Chair), Lawrence Liu, Sylvester Mensah Jr. (VP Administration), Ghazal Rezaei

Present: Alexandra Arbelaez, Emma Dodyk, Katherine Feng (Chair), Sylvester Mensah Jr. (VP Administration)

Regrets: Lawrence Liu, Ben Du, Ghazal Rezaei

Guests: None.

Recording Secretary: Sylvester Mensah Jr.

Call to Order

The meeting was called to order at 10:09am.

Territorial Acknowledgement

Approval of the Agenda

Moved: Alex          Seconded: Katherine

“BE IT RESOLVED THAT the agenda is adopted as presented”
Agenda Items

1. Approval of Previous Minutes
   
   Moved: Alex    Seconded: Katherine
   
   “BE IT RESOLVED THAT the minutes from November 4th are approved.”

2. Committee Goals Discussion
   
   Katherine: explained current goals from the summer, discussed possible new goals and directions for the Committee

   The Committee decided to focus on the following for the year, in addition to existing goals:
   - Finding new ways to support clubs moving into the second semester, renewing the videoconferencing grant for term 2
   - Creating a document outlining resources/funds

3. COVID-19 Club Procedures
   
   Sylvester: explained draft changes
   Emma: The AMS strongly discourages holding in-person events.
   Alex: Remove any loopholes in the policy and be extremely clear in our communication.
   Katherine: This should apply both on and off campus

Next Meeting

The next scheduled meeting is on December 2 at 10:00am.

Adjournment

The meeting was adjourned at 11:00am.