



AMS Finance Committee Minutes

Alma Mater Society of UBC Vancouver
Oct 25, 2021 at 12:00 PM PDT
@ <https://us06web.zoom.us/j/91667532872>

Attendance

Members Present:

Francesca Kohn (SaL), Rita Jin (Staff), Lauren Benson, Cole Evans, Mary Gan, Keith Hester, Kamil Kanji, Aryan Mishra, Mitchell Prost, Saad Shoib

Guests Present:

Christine Mohan, Angelica Tso

I. Adoption of the Agenda

Moved by Kamil, Seconded by Mitchell.

II. Approval of Minutes

BIRT the meeting minutes from the October 18th, 2021 Finance Committee is approved

 [October 18th, 2021 AMS Finance Committee Minutes.pdf](#)

Moved by Mitchell, Seconded by Francesca.

III. SPF Application: AMS Sustainability (Presenters: Lauren Benson, Jason Pang, Anisha Sandhu)

BIRT \$2,250 is approved from the Sustainability Projects Fund for AMS Sustainability's Promotional Videos

 [Application Form-Large feb2020 \(2\).docx.pdf](#)

Lauren:

The plan for the video is to raise awareness around sustainability projects around the building (e.g. ISC, student-led projects) so that students can be more aware of them and appreciate it. There will be 3 videos (already scripted for).

The cost will be ~\$2250 for all three videos. We are hoping to have the videos up by November. The videos will focus on how students can take advantage of the sustainability resources, how to access SPF, and the ASAP (AMS Sustainability Plan). We will be working with Ampliar Creative which we have collaborated a lot with before for campus based videos, they are our go-to videographers.

Kamil:

Will we be giving a discount from Ampliar Creative for being a frequent customer?

Lauren:

They are quite flexible and generous with our rates. I would say the price is quite reasonable and reflects that. I've worked with other videographers because and they are not as flexible in comparison so I think Ampliar Creative is quite reasonable.

Mary:

What will the videos will be directed on? Will it be more staff based or student based?

Lauren:

Mix of both, ASAP and ISC video will be focussed on more AMS based. The SPF video will focus on more the past success stories of the SPF projects.

Cole:

I don't have a problem with the project but with the fund itself. The fund is supposed to be for more project-based. Promotional material is not technically what the fund is outlined for. I, personally, think we should be able to use because there is so much build up of the fund but as it is written right now, it might be better to come as a budget amendment in the sustainability project of the admin portfolio. If we plan to spend the fund on promotional material, I think we should edit that in the fund outline itself.

Mary:

Has your team talked to Eric about this? Can the Communication team help with this or will it have to be outsourced?

Lauren:

Typically, something of this scale needs to be done by videographers - we don't have the materials and staff to complete the scale of the project. As for Cole's question, the goal of the video is to promote the sustainability project fund so that students can access it better.

Cole:

Personally, it is not a huge concern for this approval. But from an organization standpoint, it should be looked at. The wording is vague so we can stretch it - it is not super black and white. I think Finance Committee should review this and make it more clear.

Kamil:

Another question I had was how pressing is it for this to be passed this Finance Committee?

Lauren:

We would like to get it done quite soon because the videos are scripted and Nick (from Ampliar Creative) can start shooting the videos. We would like to have it out by Term 1 so ideally as soon as possible. How frequent does Finance Committee meet?

Mary:

Weekly.

Lauren:

I think waiting a week will be fine.

Cole:

If we are all in agreement with this spending, we can give Lauren a verbal go-ahead. Then, we can decide on what to allocate the money to whether that be from the SPF or the budget line.

Mary:

We can adjust the motion to be the budget amendment as well.

Cole:

But that would require approval at the next Council meeting - which is 2 weeks away.

Mary:

In the future, we can increase the sustainability project line in the admin budget. On a separate thought, have we considered hiring videographers for the AMS instead of outsourcing? I feel like outsourcing is quite expensive.

Cole:

I think it depends. For videographers, salary is kinda of set versus contracting where we can adjust what costs we approve.

Keith:

We used to have a videographer. The problem in the past would be consistency - we didn't have enough project to keep the videographer all the time. The person actually left because there weren't enough consistency.

Mary:

I will look into this because I feel like in recent years, there has been more spending on videography.

Saad:

Have we ever explored an adjusted retainer contract with our videographers?

Keith:

We have not.

Saad:

We are able to do a lot more with videos. E.g. for the federal election, we were able to create an engaging video.

Mary:

Okay, good conversation. Let's bring it back to the motion. Does anyone have any objections for this motion?

BIRT \$2,250 is approved from the Sustainability Projects Fund for AMS Sustainability's Promotional Videos.

Moved by Aryan, Seconded by Francesca.

IV. SPF Application: Common Energy

BIRT \$2,250 is approved from the Sustainability Projects Fund for Common Energy UBC's operations

 [CE SPF application.docx](#)

Angelica:

Hi, I am the President for Common Energy. I'm in my 5th year in LFS.

Christine:

I'm Christine. I'm in my last year in Commerce. I'm the treasurer for the Common Energy.

Christine:

We are applying for the SPF Fund ~2,000 based on past events and estimates. Our projects will range from zero-waste events to sustainability all-round. This week, we will have a beach clean-up so the funding will help finance those types of events in terms of ensuring sustainability in and out of UBC.

Angelica:

Based on past on-campus events, we would really appreciate funding this year because we are transitioning to on-campus. It would be helpful for our transition back to in-person.

Keith:

Don't we have a MOU for Common Energy to give them \$10,000 a year for this kind of activity? What is this for then?

Christine:

We had some kind of issue previously with the MOU because there were complications in previous years and we wanted to avoid that. The MOU issue was back in 2018/19 and there were reimbursement issues that spanned up to a year so we think the SPF funding will help avoid those reimbursement issues. That's why we went this route instead.

Keith:

Cool, thank you.

Mary:

I don't think there has been an updated MOU ever since. Does anyone have any questions right now?

Cole:

The whole point of the MOU is so that Common Energy doesn't have to come in. So are we saying that we don't need the MOU anymore?

Mary:

Not sure if the MOU was ever signed by the AMS.

Cole:

It definitely is. I remember it quite vividly.

Angelica:

The original MOU was signed for 5 years. Somewhere in between, communication was lost and there was some reimbursement issues so to play on the safe side, Christine and I decided to come in this year to avoid these issues. Not sure if the MOU is still honoured.

Cole:

Oh yes, that's okay. We should reevaluate if the model is working and/or if we should look into other models.

Mary:

Is there any other funding that Common Energy rely on aside from SPF.

Christine:

No, not right now. It is mainly SPF.

Mary:

Has Common Energy always relied on SPF funding?

Christine:

I think we just relied on it this year. Previously, we relied on the MOU for several years until those reimbursement issues happened.

Mary:

Any other questions/objections?

Cole:

Do we have the MOU with Common Energy?

Mary:

Based on my past emails, I don't have the MOU signed by both parties. I might have to check in with Archives. I think the best move is to host off on this motion for now and to review with the AMS to check if there already is a signed version of the MOU - so we don't have to go through with this.

Kamil:

Does Common Energy still want to move forward with the MOU?

Christine:

If the terms are clearly laid out so that both parties are clear, In terms of simplicity, the SPF looks like the best option for now. If reviewing the MOU is best, we can go forward with that too.

Mary:

I will check in with Sheldon to check if there is a signed MOU. If there is one, we should adhere with the MOU. The MOU seems to be up to \$7000 so if we can get that, it will be higher than what is requested here.

Mitchell:

We can approve it now and if the MOU is signed, we can deduct from the total approved funding. If we don't want to delay their project, we can do that now and they can take more money from it.

Mary:

A week wait is okay for this. It might be best to have all the documents. If not, we can approve it next week.

Kamil:

Is a week delay okay?

Christine:

I think we are good. It is funding that we are basing our future events on, not required at the moment.

Mary:

That should be alright then. We'll keep you in contact and invite you to the next Finance Committee meeting. Thanks for coming!

V. Thingery (Presenters: Lauren Benson)

BIRT Finance Committee recommends to AMS Council the approval of \$25,000 from the Capital Projects Fund for the Thingery project.

 [Thingery Presentation KH questions \(2\).pdf](#)

Mary:

Thingery will have to go through Finance Committee and then consultation at Council for approval.

Lauren:

Some of you may have heard about this a few councils ago so bear with me! Thingery is a project that the Admin team has been really excited for getting off the ground. It is a parent organization of Thingery branches. It is a leading neighbourhood lending libraries that are self-service at their convenience. They have been established in Vancouver since 2016. Collectively, there has been 500 Thingery members and 300+ equipment. Research

demonstrated a high demand in sharing equipment with their peers and lot of initial members interested in helping with this. A survey was put out to students in residence (please see slides for results).

The cost will involve the development of the Thingery itself. It needs a "house" basically. So it will include the shell, doors/windows, outlets, enclosing of the Thingery, etc. I can pull up a picture later. It is wooden and can withstand the longevity of the project. The timeline is a little out-of-date. Aside from that, everything else is about the same. We just need approval from Finance Committee and Council before we get started.

Keith:

It's a really cool idea. One, who is responsible for the equipment maintenance and repairs.

Lauren:

That is a shared responsibility. Thingery will have staff and volunteers to help with it. Students will also be given volunteer opportunities.

Keith:

Who will be insuring them?

Lauren:

Do you mean insurance for the items or the usage?

Keith:

Both. The equipment itself, the storage space, and the students using it. If a student is hurt from the equipment, who will be responsible of that?

Cole:

There will be a liability with that. They could technically sue the AMS if someone is hurt and they didn't sign a waiver. If they sign waivers, will they sign with the Thingery or the AMS?

Lauren:

In terms of liability, Thingery will have insurance that they can use.

Mary:

Will this be an AMS service or will it be a collaboration? Who actually holds the power in decision making?

Lauren:

Since we are funding it, we can make a lot of the decisions. Say in 10-15 years, we will still have that shell - it would not go anywhere. Since we funding it and it is in our space, decisions can really come down to us. In coordination, it will be a community effort - sustainability team and UBC community members for programming and workshops. We can tailor it as much to the needs of UBC students. The goal is to make this project as low-cost and low-barrier for students as possible.

Keith:

I think this is something that Council needs to discuss.

Lauren:

For my team, it seemed like the project is more sustainability focus rather than an AMS service.

Cole:

What this reminds me is that this is similar to the Clubs Resource Centre. Obviously, COVID has taken an impact on that but that has barely taken off the ground. So without a clear operational plan for this, I worry that this will turn into a storage closet for this. If there is no strong partnership or communication on how to share this with people, I would rather see a pilot program.

Lauren:

First of all, this is the same budget breakdown that went to Council - nothing has changed since. In terms of having a pilot site, that was the first route looked at prior to my term with CCP. However, they weren't interested. Having this project in house, we want this to have this sustainability implementation as visible as possible. A sustainability-dedicated section of the building. In terms of agreement with the Thingery, it is hard to explore these things without knowing if we can go forward with it or not. While the scope of Thingery is different and it is a new partnership, the working group will be dedicated to ensure there is longevity. I do think it will be quite useful. From my understanding, I think we will be a partner but because the funding is coming from us, I will make sure that we have the say on how it operates.

Mary:

Lowkey, I feel like the AMS will be paying for it but Thingery will get the credit. There would be a lot of funding just coming from the AMS.

Lauren:

We don't have to follow the exact blueprint from previous Thingery locations. It links very well with the ASAP and other projects which I really like.

Francesca:

Also, I see the weekly maintenance would include community involvement. Is there consideration for promotional materials in this?

Lauren:

Yes, we would market it with the AMS and ISC. There are many ways to reach students so that they know these things are happening.

Mary:

Some members just left so we no longer have quorum. Let's revisit this. I can set up a short Finance Committee meeting this Thursday and we can go over this with Archery Club and UNA Budget Amendment.

VI. Archery Club ToR

BIRT the UBC Archery Club Terms of Repayment is approved as presented and a \$12,000 short term loan is approved.

 [Terms of Repayment AMS and Archery Club.pdf](#)

VII. UNA Budget Amendment (IN-CAMERA) (Presenters: Saad Shoaib)

BE IT RESOLVED THAT the AMS Finance Committee recommends to AMS Council that the VP External's budget is increased through the 068-7510-00 ("Campaigns and Research") line item by \$4,000.00.