



The Finance Committee met four times this month and, in addition to approving agendas and minutes, the Committee covered the following items:

AMS Food Bank Freezer Replacement

The AMS Food Bank requested funding to replace their current obsolete freezer that doesn't close properly and is currently taking up space in the storage room. Consultation with vendors, the chef, and building operations was conducted to determine the most suitable freezer option (Vortex). The new freezer should last 5-10 years. Since this purchase falls under the purposes of the Sub-repairs and Renewals Fund (and is under 2% of the fund balance), the committee has approved \$3,775.50 to be used from the Sub-repairs and Renewal Fund for the new freezer purchase.

UTSAV Terms of Repayment

The UTSAV Terms of Repayment was finalized. Due to the cancelled Holi 2020 Event, UTSAV is approved to go into a \$36,000 deficit given that they repay the AMS by April 30th, 2023. The Terms of Repayment is active for 2 years and the Finance Committee reserves the right to request and review record logs at any time. If there is any fraudulence detected or if the loan is not paid in full, the Finance Committee reserves the right to retract assets if necessary, freeze the club account, put the club in bad standing, and potentially deconstitute the club as a last resort.

AMS Payscale

In amendment to the AMS Dayforce Project, Payscale was selected to develop market salary reviews and a wave band structure for the AMS. Payscale was selected due to its low cost (compared to Mercer and Salary.com) and will likely require a 2-3 years contract. The committee has agreed to release \$8,960 from the Capital Projects Fund for the purchase of Payscale products.

Blue Chip Cafe Espresso Machine Replacement

Blue Chip Cafe generates \$1.5 million per year for the society. Blue Chip Express has been opened next door to offer students faster service. In order to compensate for the extra workload on the Blue Chip Regular, the purchase of an Espresso Machine for the Blue Chip Express was proposed (for a total of 3 coffee machines). The machine will be used for both orders from the Blue Chip Regular storefront and the Blue Chip Express storefront to lower line-up time for customers. Since this purchase falls under the purposes of the Sub-repairs and Renewals Fund (and is under 2% of the fund balance), the committee has approved \$9,137 to be used from the Sub-repairs and Renewal Fund for the new Appia Life Compact Espresso machine and a Eureka 120/60 Grinder purchase.

AMS Enterprise Resource Planning System Replacement

Since the current Microsoft Dynamics GP (used in the past 20 years) can't be upgraded any further, the AMS has looked into cloud-based solutions. Microsoft Business Essentials was proposed to incorporate systems together and Continia Expense Management System was to come with this program. After consultation, comparison with other programs, and feedback from other universities, the decision was to move GP from server-based to the cloud. The one-time implementation is approximately \$145,000 with



a manual licensing fee of \$5,000. Furthermore, there will be a total maintenance fee of approximately \$16,000 per year but that will not be from the Capital Projects Fund. This new system would allow faster reimbursement processes and allow clubs to see their balances from SharePoint more conveniently. New transitioning orientation to the new program will also be offered to club/constituency treasurers following implementation (approximately 3 months after approval). The committee has approved \$150,000 to be taken from the Capital Projects Fund for ERP system replacement and recommends the motion to AMS Council for final approval.

Simply Voting Cost Recovery

The committee discussed whether Simply Voting (used since 2014) should be updated to cloud-base, which would require an annual license fee of approximately \$5,700 per year. The committee has agreed to continue discussion on whether some of the cost should be recovered from constituencies or services using the Simply Voting software.

SPF Application: AMS Sustainability

AMS Sustainability has requested funding from the Sustainability Projects Fund for their three promotional videos. The videos will focus on how students can take advantage of sustainability resources, how to access SPF, and the AMS Sustainable Action Plan (ASAP). Issues on whether the society should hire regular videographers instead of collaborating with external sources like Ampliar Creative and if promotional videos would fall under the fund's objectives were discussed. The committee has approved \$2,250 to be taken from the Sustainability Projects Fund for the AMS Sustainability Promotional Videos.

SPF Application: Common Energy

Common Energy has applied for SPF funding due to complications with their previous memorandum of understanding (MOU). Their projects range from zero-waste events to various sustainability initiatives. Due to uncertainty regarding whether the MOU between Common Energy and the AMS is still ongoing, the funding proposal has been deferred. The Finance portfolio will confirm whether a standing MOU is active or not, and bring the application back to the Finance Committee if there is no active MOU.

Thingery

The AMS Administration team has been working on the Thingery project. They have requested funding from the Capital Projects Fund for the development of the Thingery (e.g. physical enclosing of the Thingery, tools, and other resources). Due to concerns with insurance/liabilities, project longevity, and quorum, the proposal was deferred to a future Finance Committee meeting.

VP External Budget Amendment

The committee moved in camera for the discussion of increasing the "Campaigns and Research" line item within the VP External's budget. After leaving in-camera discussion, the committee recommends to the AMS council that the VP External's budget (Campaigns and Research, line 068-7510-00) is increased by \$7,400.



Archery Club Terms of Repayment (TOR)

The Committee discussed potential terms of repayment for the Archery Club, whom have caused damages to an expensive wall in the Nest's Great Hall. The VP Administration presented a plan for the club to go into a \$12,000 loan so that they can repay us for the fixing costs incurred. The Committee debated the length of the MOU and whether it was a possibility to allow for some funding from the Clubs Benefit Fund to go towards helping the Archery Club. The Committee was comfortable with the AMS Clubs Benefit Fund covering \$3,500 of the \$12,000 in damages and requesting the club to pay the remaining \$8,500 back. The VP Administration is to bring this update to the Administration team and return to Finance Committee with a revised ToR.

VP Academic and University Affairs (AUA) Budget Amendment

The VP Academic joined Finance Committee to request a budget increase of \$5,000 for Academic Projects in order to launch a Student Experience Instruction campaign. The AUA Portfolio is planning a survey to increase student engagement with student evaluation of teaching surveys. Changes have been made by UBC to the survey after 15 years, and the AUA portfolio identifies the surveys as an important place for students to voice academic feedback. Planning a campaign for students to fill out their student evaluation of teaching surveys, show confirmation, and enter a giveaway for tuition credit. Planning to work with Enrolment Services to directly credit student accounts, and have received commitment from UBC to create promotional videos. The Committee debated the details regarding how we could maximize the amount of giveaway winners and how to maximize the current AUA budget. The Committee voted to approve the \$5,000 increase in Academic Projects.

Items brought to Council

- BIRT \$3,775.50 is approved from the Sub Repairs & Renewal Fund to fund the purchase of a new freezer for the AMS Food Bank to replace our old and obsolete freezer.
- BIRT that the Terms of Repayment between the AMS of UBC Vancouver and UTSAV (Indian Students' Association) is approved as presented, and a \$36,000 deficit is allowed for UTSAV with intention they will pay back.
- BIRT the sum of \$8,960 be released from the Capital Projects Fund for the purchase of Payscale products to enable the AMS to conduct market salary reviews and to establish a pay banding structure.
- BIRT \$9,137 is approved from the SUB Repairs and Renewal Fund to purchase an Appia Life Compact Espresso Machine and a Eureka 120/60 Grinder for Blue Chip Café.
- BIRT Finance Committee recommends to AMS Council the approval of \$150,000 from the Capital Projects Fund for an ERP system replacement.
- BIRT \$2,250 is approved from the Sustainability Projects Fund for AMS Sustainability's Promotional Videos.
- 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 \$7,400.00.



- BIRT Finance Committee recommends to AMS Council the approval of a \$5,000 increase in the Academic Projects Line under the VP AUA Portfolio for the Student Experience of Instruction (SEI) Campaign