



Finance Committee Minutes

Alma Mater Society of UBC Vancouver
Mar 4, 2022 at 1:00 PM PST
@ <https://us06web.zoom.us/j/91667532872>

Attendance

Members Present:

Rita Jin (Staff), Cole Evans, Mary Gan, Keith Hester, Kamil Kanji, Lorris Leung, Mitchell Prost

Members Absent:

Francesca Kohn (SaL), Juliane Jou (SaL), Emily Covell (Staff), Archives Assistants, Aryan Mishra

I. Adoption of Agenda

BIRT agenda is adopted as presented

Moved by Mary, Seconded by Mitchell.

II. Approval of Minutes

BIRT the February 25th, 2022 AMS Finance Committee minutes are approved as presented

 [February 25th, 2022 AMS Finance Committee Minutes.pdf](#)

Moved by Mary, Seconded by Kamil.

III. Formula Electric SPF Application

BIRT \$15,000 is approved from the Sustainability Projects Fund for UBC Formula Electric

Kai: Hello everyone. So, Formula Electric is a team of students working towards a fully electric car. In recent years, we have made changes to the team to make it more structured. This year, we are planning to attend a competition hosted by Formula SAE and the team will be travelling to Michigan to compete.

Harrison:

The team also plans to do a lot of public outreach. We intend to present at ElectraFest (the largest electric vehicle show), Vancouver E-Fest, and UBC Applied Open House. Furthermore, we plan to do a lot more student outreach & provide more learning opportunities to students. We have partnered with Geering Up, Women in Engineering, and Sustainengineering.

Mary:

So, the key budget proposal is to request funding for the AMK motors right?

Chris:

Yes, to keep it simple, the funding proposal from SPF will be for AMK motors. We will also have other funders and industry individuals to sponsor the other parts of the project.

Mary:

I think this project in the past has been consistently funded so we should look into a long-term MOU so that you do not have to constantly reapply for funding for regular projects like this.

Chris:

Oh, I did not know that was an option but yes, we would want to discuss the possibility of that.

Mary:

For opportunities and recruitment, how do you share the message to students?

Chris:

Our main recruitment process is in September alongside the Imagine Day timeline. This year we got over 100 applications (even without presenting at Imagine Day). There are also various opportunities throughout the year for students to join the team.

Mary:

Does the team do any other projects aside from the ones for competitions?

Chris:

We have worked on the electrification of a standard car as a side project (conversion) but we mainly focus on competition projects. We also have limited space so we can't really keep the competition cars around year to year.

Mary:

Okay, thank you for presenting. We will vote on it internally.

I do believe this should be a MOU for the future because I've seen these applications roll by 2 or 3 times over the time I've been in the Finance Portfolio.

BIRT \$15,000 is approved from the Sustainability Projects Fund for UBC Formula Electric

Moved by Mary, Seconded by Mitchell.

IV. Blue Chip Display Fridge

BIRT \$5,240 is approved from the SUB Repairs and Replacement Reserve to replace one of the Display Fridges in Blue Chip Cafe.

 [Blue Chip Display Fridge.pptx](#)

Keith:

Blue Chip is a popular coffee and cookie location so pre-COVID, Blue Chip was doing about \$1.5M of revenue and it is projected to be ~\$1.2M next year. Blue Chip has 3 display fridges. The one closest to the war is broken. We store sandwiches and goods in that fridge. We've repaired the current one many times. There's a problem with supply in Vancouver right now due to the global issues. There's not a lot of spare parts here in Vancouver. One of the vendors has one that we can use but it has a rounded edge instead of the 2 other square ones we have right now.

Mary:

I think the rounded edges look nice!

Keith:

Yes, it just won't match with the other two which have square ones. For Dunlevy, we would have to back-order and would take 16 weeks - which is too long. On the other hand, Vortex has one in stock and they could get it to us next week. Since we bought some pieces from them previously, we can get some discount as well. So, what I'm asking for today is to ask for \$5,240 which includes the cost of the fridge, tax, and delivery fees. Any questions?

Kamil:

This is a necessity so not much around it.

Mary:

Where are the food located right now if the fridge is gone?

Keith:

They are in the back right now. We can't display them in the front anymore until we get a new fridge.

BIRT \$5,240 is approved from the SUB Repairs and Replacement Reserve to replace one of the Display Fridges in Blue Chip Cafe.

Moved by Mary, Seconded by Kamil.

V. AMS Services: Data Collection Funding Request

BIRT \$18,547 is approved from the Capital Project Fund to fund the development and implementation of AMS Services data collection and reporting solution.

 [AMS Services - Data Collection Software Request.pdf](#)

 [Encore - AMS Student Service Quote.pdf](#)

 [Kwixand - AMS Student Society Solution Proposal.pdf](#)

Lorris:

Hi everyone. Services is hoping to request money for a new data collection software. Each service would use different data collection softwares and then they would generate a report to the Student Services Manager who then propose it in Council. To make services more efficient, we hope to use 1 software that all services and departments can use as well as generate report/data with the same method. Instead of having coordinators doing a manual calculation each time. With the new system, the student service manager should be able to see that. With the new data collection, we can assess data usage needs to anticipate needs as well. As well as to integrate a streamline process. In the past year, based on the Microsoft programs we use right now, I did a bit of research and found a Microsoft Power BI software with a more dashboard style and more selectivity of data. Its Power App also allows us to enter the data more easily. I went to the Microsoft website to find a vendor that is based in Canada and would work with non-profits. I also chose to be less than 10 employees because I believe smaller companies can adapt and be more flexible with our needs. They are likely also more dedicate in adapting for AMS' needs. AMS IT also recommended the team that is working with the AMS Finance Portfolio for the integration of the new financial system. I reached out to 3 vendors and found Kwixand to be the best vendor. Both quotes are provided for reference as well. There are additional costs to get a Pro version of the softwares we wanted to use. The annual licensing cost is ~\$2,559 (tax exclusive). The project is estimated to take 6-8 weeks to complete and the tax will be ~12%.

Mary:

This will have to go to Council because it is above the threshold Finance Committee can approve.

Lorris:

Yes, that would be good with me.

Mary:

In the budget, there is already money allocated for the project. Is this the same one?

Lorris:

I refer to Keith for his recommendation.

Keith:

There's quite a lot of money here and it falls under the requirement of the Capital Projects Fund so I think we should apply for funding from the Capital Projects Fund reserve instead of the operating budget.

Mary:

Okay, then we should adjust the budget to reflect that.

Keith:

Yes, we won't be spending on the original budgeted amount if we can get funding.

Cole:

If it will use funds from Capital Projects Fund, then it needs to go through consultation at Council first and then go to Council for approval. The earliest that all could be done by would be April 6th.

Lorris:

Either way, I would still go forward with this project. I hope to have this implemented and ready by end of April and to have this ready for the new batch of employees.

Mary:

So it will be presented on March 23rd to go through Consultation and then April 6th for Council Approval.

Lorris:

Does that mean I'll be presenting at Council?

Keith:

Yes.

Mary:

It is not an enormous sum of money so it shouldn't be too big of an issue.

Referred to go to Council for Consultation.

Moved by Cole, Seconded by Mary.

