

Name	Attendance
Lawrence Liu	P
Keith Hester	P
Thomas Dunsmore	P
Rachel Kim	P
Ben Du	P
Kana	P
Annabelle	P

Meeting called to order at 10:15 AM

Lawrence: Fee restructure tabled to next meeting

Adoption of the Agenda

BIRT the agenda is adopted

Moved by Lawrence

Seconded by Thomas

Approval of the minutes

BIRT

Moved by Kana

Seconded by Thomas

Lending Library

Annabelle: lending library allows students to pursue passion projects and try new things. ALready released a survey to ubc students inquiring about equipment needs, borrowing fees, and other technical aspects of operating a Lending Library. Drafted an inventory list. Overall received 254 student responses. Around 2/3 of students indicated that they did see themselves interacting with this facility at some point in time. Around half of students indicated that they will

probably be needing the equipment for about a week. $\frac{2}{3}$ of the students preferred a pay to borrow fee as opposed to membership fee. Students sampled were distributed between years 1-4. Location will be beside AMS storage in the basement of life. Current plan has 2 tables with chairs. Next steps involve continued consultation, student engagement, construction and operation. Logistics involve liability waivers, 1 week borrowing cap, sign out log, open simultaneously with ISC drop in hours, volunteer callout, incentivized with future potential for work learn. Another feature would be attaching QR codes that have information on operating procedures and safety of the equipment. Assurance of return and liability: credit card info kept on file. Exhaustive waivers include things like contact info, credit card info, time and info on borrowing the item, and cost of item. Signed by both staff and borrower. information storage: all transactions locked into spreadsheet (using Moneris) and equipment serviced. Estimated cost is \$38 000 for construction, equipment for \$4000, total \$42 000.

Kana: Have you considered receiving items from students who are graduating?

Annabelle: that was brought up and our sustainability meetings. It's something we can consider, but because we are charging a fee, we want to make sure that we are offering reasonably new equipment. With that said, we can develop a checklist for donated equipment to ensure high quality.

Lawrence: You mentioned that in the future equipment will be assessed monthly. WOULD that be by staff?

Annabelle: That would be by certified employees and current AMS Staff.

Keith: On the operational bit, how are we going to store the credit card information?

Annabelle: Log it into a spreadsheet that only a few people have access to. Will also be an ipad or some sort of secure device for storing transactions that can be connected to the internet.

Keith: If it's connecting to the internet in the lending library, you're probably connecting to UBCVisitor (insecure connection)

Ben: Can explore the option of getting a CWL (secure connection). Could also store locally

Keith: From a privacy perspective, who would have access?

Annabelle: As of now, student staff would be conducting these transactions.

Keith: You mentioned that you will be using Moneris to do the transactions. Have you looked at them to store the credit information? They have corporate level security

Annabelle: i have not used it yet, but we can consider it

Lawrence: You can even set up an online store. Any other thoughts

Thomas: I love the idea

Keith: Is this for the presentation, or for funding?

Ben: Funding from SPF

Keith: The terms of the SPF are not to build things

Ben: We did check it, and we can build an argument that this aligns. Can we bring up the code?

Lawrence: Could fall under "reducing the footprint of UBC Vancouver, sustainable operations at UBC Vancouver". What else would the alternative be?

Keith: Capital projects. The ongoing projects would be sustainability, but building the location would be capital projects. If we go for funding from the Capital projects fund, we'd have to also go to council.

Ben: The utility for a project like this in terms of sustainability is abundantly clear.

Lawrence: Why was this recommended for SPF?

Ben: Seen as a sustainability project more than anything. Also capital funds is drawing surplus every year.

Lawrence: What does the committee think?

Thomas: I think it falls under SPF.

Lawrence: Can fall under both

Rachel: I believe the part you read out fits into SPF.

Annabelle: For yearly cost, it depends on usage. We have data on current students using the equipment and have projected costs based on that, but it may not be that accurate.

Ben: We wouldn't actually have to worry about the equipment being lost or broken, because that's covered by the user. The fee that they pay for the equipment accumulates so we have a source that we can draw from if we have to purchase additional items.

Lawrence: What would the fee be?

Annabelle: At our last discussion, we were leaning toward a \$2 fee for all equipment.

BIRT The AMS Finance Committee approves of \$42 000 to be disbursed from the sustainability projects fund for the Lending Library Project

Moved by Lawrence

Seconded by Thomas

Unanimous vote, passed.

Vacuum Wrap Machine in the Commissary Kitchen

Keith: Commissary Kitchen is the biggest kitchen in the AMS. It provides food for all the C&C events and bulk prep for all the AMS Outlets. The current vacuum pack machine (bought in 2014) came to the Nest from the old building. IN 2019 after the last repair, we were informed that the life cycle of the machine is done and it's not worth repairing it any more. Currently, the machine is broken and we need a new one to continue the operation. The Vacuum pack machine is used to pack food items. We pack over 40 bags a day. Foodpak is the wholesaler of vacuum pack in Greater Vancouver area, that's why we only got a single quote. Other restaurant suppliers order through Foodpak, so prices are higher with other restaurant equipment sellers. The vacuum machine is in stock with this vendor and can be delivered immediately. So we do not have to wait for months. This vendor will also remove the broken equipment and dispose of it for us, which reduces costs. The quote we received is \$5452. With tax, it comes out to \$6106.24. We're asking for the fund to be disbursed from the SUB REpairs and REnewals Fund. The current balance of the fund is \$649 781.

Kana: If we only have \$600 in the fund, how can we afford it?

Keith: We have \$649 781.

Lawrence: how long do we see this lasting?

Keith: The last one was from 2014, so approximately 8 years.

BIRT that the Finance Committee approve the sum of \$6,106.24 to be spent from the SUB Repairs and Renewals Fund.

Moved by Kana

Seconded by Thomas

LFS Community Dinner

Amber: I'm one of 8 dietetic students coordinating this year's Community Dinner. It is a longstanding faculty tradition for 160 faculty staff, students, and community members. Theme this year is change and sustainability. We are implementing sustainability by featuring a vegan menu, local to the Pacific Northwest region of Vancouver, seasonal, foraged or repurposed decor either through UBC or personal resources, education, and featuring keynote speaker Will Valley, a UBC Professor whose research focuses on sustainable food education and will encourage students to incorporate sustainability in their everyday lives. These efforts align with the goals of the AMS SPF by focusing on education and awareness, community organizing, and student empowerment. We propose to use the funds by purchasing items for our vegan menu, supporting volunteer education, training activities, and needs, against cost of rental for serving dishes, against cost of hot holding items that prevent food waste/spoilage, to purchase a thank you gift for our organizers.

Rachel: I wonder if you're going to break even with all the revenues and sponsorships. I think the total project budget you had was \$8415. And the total cost is \$8498.

Amber: Currently, our budget shows that we have a deficit of \$1655. So our budget total allowable is \$7400.

Lawrence: Is the difference including the SPF?

Amber: No

Rachel: On the application, the projected fees are \$8415. Different from the \$7400 presented.

Amber: This was an initial projection on costs, but inflation on rentals have gone up a lot. In the past they've spent around \$2200, but now we spent around \$4000 for the same thing.

Lawrence: I think upon seeing the budget, it's very detailed and we really appreciate that. How much do you expect for attendance and will they all be UBC students?

Amber: The majority will be UBC students, but there will be an option for them to bring guests. The majority of ticket purchases have been UBC students. The total attendance will be 160.

Keith: Who's doing the cooking for this?

Amber: Myself and three others did the recipe design. We will be doing the cooking and guiding of staff on the night of starting four days before.

BIRT The community disburses \$1098.91 from the SPF towards the LFS Community Dinner

Moved by Lawrence

Seconded by Rachel

Unanimous decision. Passed.

Fee Restructure

Tabled to the next meeting.

BIRT

Moved by

Seconded by

Adjournment

Meeting Adjourned at 11:02