

## **Operations Committee**

### *Meeting Minutes June 2nd, 2023*

#### **Meeting Link (Hybrid)**

<https://ubc.zoom.us/j/83176618039?pwd=NmYvQjd3djhJWkFMaUdjV1hWTW12dz09>

#### **Attendance**

##### **Present**

- Ian Caguiat (VP Administration & Chair)
- Tanvi Pandhi (Kinesiology Councillor)
- Anna Shubina (Arts Councillor)
- Rowan Bapty (Engineering Councillor)
- Amaan Panchbhai (Commerce Councillor)
- Daniella Kufe (Student-at-Large)
- Michael Kingsmill (Project Manager and Design Services)
- Vince Markarian (Building Operations Manager)
- Hong Lok Li (Chief Technology Officer)

##### **Regrets**

- Fariha Islam (Student-at-Large)

##### **Guests**

- N/A

##### **Recording Secretary**

- Priscilla Ng (Clubs and Commuters Engagement Coordinator)

#### **Call to Order**

The meeting was called to order at **12:10 PM PDT**.

## Adoption of the Meeting Agenda

**Moved:** Rowan

**Seconded:** Amaan

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

*This motion passes unanimously.*

## Agenda Items

### 1. Member Introductions

All members introduced themselves with their name, pronouns, area of study, and what their favourite self-care activity is.

- Michael: he/him, staff member, self-care: painting and reading
- Vince: building ops manager, self-care: walking, hiking and jogging
- Rowan: he/him, EUS VPX, self-care: read, camping, gymnastics
- Priscilla: she/her, CCEC, self-care: puzzles and crosswords
- Ian: he/him, VP Admin, self-care: long showers would be nice
- Hong: CTO of AMS, self-care: skiing, playing music instruments
  - Gave Ian a big shoutout - loves Ian
- Anna: she/her, Arts rep, self-care: go outside
- Daniella: she/her, Commerce 3rd yr, self-care: discovering new tea flavors
- Amaan: he/him, Sauder rep, self-care: spending time with friends outdoors
- Tanvi: she/her, KUS VP Fin, self-care: Netflix + bed + food + outdoor

### 2. Vice Chair Appointment

**Moved:** Anna

**Seconded:** Ian



“**BE IT RESOLVED THAT** the AMS Operations Committee designates Anna Shubina as Vice Chair for a period effective immediately and ending at the first AMS Council meeting in September 2023.”

*This motion passes unanimously.*

### 3. **Committee Responsibilities**

Important Link:  [Important Info from Code\\_ Operations.pdf](#)

- Ian sums up what the doc is for and goes into detail about the function of Chair.
- Anna: Are these reports different from usual council reports?
- Ian: Oral reports are just overview, Aug-Nov-March more of a timeline compilation of the reports
- Ian goes on to talk about sub-committees (CSWG, Sustainability, Hatch) and about funds.

### 4. **Committee Goal-Setting**

Important Links:  [DRAFT AMS Operations Committee Goals 2022-2023 \(1\).pdf](#)

 [2020-2021 Operations Committee Summer Goals \(1\).pdf](#)

 [2018-2019 Operations Committee Summer Goals \(1\).pdf](#)

- Anna emphasizes increasing awareness about AMS (i.e. enhancing communications, figuring out what we do with CampusBase)
- Tanvi asks about making changes in the room booking process and continuing last year’s work on reviewing the process.
- Amaan suggests keeping the Nest open 24/7 and Ian agrees saying there will be people-counters installed this year as well to collect data.
- Anna mentions reintroducing the Event Venue Benefit from last year.
- Tanvi asks about more transparency on dates and updates regarding Nest bookings to reduce wait times, back-and-forth communication and labour. Back up is to have a clear timeline from the Booking person.
- Anna and Rowan ask about helping new clubs in navigating how to start a club; how to spread awareness; how to get funding and sponsorships.
- Ian talks about reviewing subcommittees and working groups (IT Subcommittee), supporting the 75th Anniversary of the PAC, and continuing



to revise the AMS Operations Committee Policy Manual and looking into the AMS Clubs Handbook.

## 5. Summer Committee Timeline

Important Link: [Operations Committee Summer Timeline.pdf](#)

### New and Other Business

- Michael raises concerns about the jurisdiction of the committee, and talks about making Council streamed on the big Atrium screen, enhancing sustainability efforts, having more oversight on club office allocation, and having an exhibit for the 75th Anniversary.
- Vince raises concerns about blocked windows in club offices and poorly maintained Resource Group area.
- Anna asks about reviewing the lack of booking system about the often over-occupied study rooms and perhaps exploring creating one so that it is not on a first-come, first-serve basis; and the dirty red armchairs in the 2nd floor facing the bus loop.
- Ian mentions the floor scratches and confirms that they will be included in the Clubs Newsletter.
- Rowan asks about the administration of clubroom checks, Ian explains the creation of a clubroom guide to enforce clubroom policies, and Michael suggests not telling the clubs the specific time of visitation.

### Next Meeting

The next scheduled meeting will take place between **12:00 PM to 1:00 PM on June 16, 2023.**

### Adjournment

There being no further business, the meeting was adjourned at **01:03 PM PDT.**