

## **AMS Finance Committee**

Alma Mater Society of UBC Vancouver

March 8th, 2023

Meeting called to order 4:06 PM

Present:

- Lawrence Liu
- Sneha Agrawal
- Rachel Kim
- Thomas Dunsmore
- Kana Kawanishi
- Celia Chung (nv)
- Gavin Fung-Quon (nv)

Guests:

- Kathleen Simpson
- Abeer Amir
- Lea Anderson
- Nomi Danzig

### **Minutes**

Lawrence motions to approve minutes, seconded by Rachel

Unanimous consent

### **Item I: Services Budget Overview Presented by Kathleen Simpson**

- Note beforehand, broken down food bank car has been fixed by dealership free of charge after negotiations, future discussions to be had about other vehicles at later date
- Today all budgets under services will be broken down except for SASC. Food Bank will take considerable time
  - Senior Manager of Student Services and Student Services Manager combined
    - With combination high savings
  - Housing & Advocacy have consolidated budget considerably
  - Food Bank
    - Requesting full time staff
    - Realistic budget including vehicle expenses, day to day goods like ziplocks
  - Peer support: additional training so that there is increased ability to help with crisis situations for students
  - Safewalk: budget break down between day 1 and 2 team, busiest day with two cars is Wednesday
  - Tutoring:
    - 1500 budget for tutoring in first year housing is not enough
      - In house tutoring for first year not seeing good returns on investment

- Adding graduate student tutoring services, as well as other upper year tutoring services to be looked into
- Additional Exam Review, often reliant on faculties push

### **Budget Breakdown**

- Services Budget
  - Increase in funding because of approved UBC work learn student for social media services
  - Wages & Salary - Kathleen's
  - Professional Services
  - Training: for one off training that may occur
  - Eliminated many subscriptions from previous person in position
  - Equipment: Requesting purchase of OWL system for video conferencing rather than using open laptop
  - Software: project management software
  - Advertising: \$1500 per service, excluding SASC
    - Next year less on merchandise and more on outreach events
  - Volunteer appreciation
  - Special projects: maintenance expenses, data system needs to be updated to include and represent those at affiliated colleges and one not traditionally document so needs more funding for upgrade
- Breakdown of AMS Tutoring Budget Breakdown
  - In house residence tutoring, likely looking to cut as there is not much return on investment
  - Contract tutoring: brings in money that is then in turn used to pay for software and services
  - Review sessions: coordinated with constituencies and clubs
  - Donations: Chapman learning fund
  - Misc. revenue: Worklearn
  - Salaries, wages and benefits: broken down as a
  - Administrative expenses: photocopying, office supplies etc
  - Equipment: Nimbus contract \$32025 to offer online tutoring app
  - Special Projects: special service for graduate exam aid
  - TOTAL: 158 000
- Advocacy Budget:
  - Staff Salary: maintaining the same staffing salaries, no change.
    - Budget wise no change, but consolidating the housing and advocacy roles
  - Advertising: Making sure that students are aware of how the services are applied for housing support
- Safewalk:
  - Hourly wages: 3 people on staff on nights 365 days a week. 2 teams on wednesdays, 1 team for every other week
  - Benefits: calculated from budgets in wage
  - Phone: makes up a portion of budget to maintain this infrastructure
  - Repairs: Car repairs estimated \$2500 x 2
  - Insurance: ~4400 per vehicles, but adjusted for future premium increases
  - Volunteer appreciation

- Lawrence: question about criteria for safwalk for intoxicated students
  - Kathleen: clarifying
- Peer Support:
  - Salaries: Note previous years budget numbers split
  - Advertising: to increase awareness of the services and any potential changes to systems
  - Workshop and Supplies: harm reduction supplies and workshop events
  - Team building: 2 week training by professionals for volunteers, regarding how to approach sensitive topics
  - Volunteer appreciation: higher due to the amount of time put forward by volunteers
  - Special projects: increasing push behind expanding harm reduction services
- Food Bank
  - Note budget will need considerable discussion at future date
  - Revenues not shown as it is not confirmed, hope for UBC funding support for purchasing food. But UBC funding will not be enough, so will need to approach the situation next year different
  - Proposal Salary: Combine the 3 student staff into one permanent staff member
    - Amount of work and attention to detail too difficult with schedules of student staff
      - small mistakes in purchasing can create large budgeting problems due to the scale of the Food Bank
    - Lawrence: how many hours do students work
      - Kathleen: 3 at 15hr/s a week
  - Furniture and Equipment: Fridges are expensive to operate, need to have them serviced for optimal efficiency. Car repairs were not
  - Special projects: additional food for times of need
  - Food And Beverage:
    - Making adjustment for inflation,
    - shifting needs surrounding different foods purchased in order to save money
    - Vancouver food bank has advised that over 100% increase per year for the next 3 years, reflected with the increase of 100% from previous year
    - Potential ending support for UBC staff, focus on students
      - Reducing amount of available visits
      - Staff make up larger amount due to families
    - Lawrence asks: Clarifying purchasing from vendors
      - Kathleen: all of the food is supplied by vendors at competitive rates, furthermore: items such as frozen vegetables and pasta

## **Sustainability Project Funds Application Presentations**

### **Item 2: Enactus: Project Patch Presented by Abeer Amir**

- Missions: Reducing textile waste, by upcycling. Raising awareness about sustainability and ethical consumption. Executing sales, initiatives and projects
- 2022/23 Breakdown
  - Hand embroidered patches for purchase

- New website including blog and consignment
- Instagram and website for updating fashion choices and promoting ethical consumption
- Plan: Workshops to educate, increase blogs on website, promote embroidery services, host fashion show events
  - Buy more materials for production (sewing machines, thread, fabric)
  - Fashion show support
  - Workshop materials
  - Funding for next year
- Funding:
  - 200\$ in tote bag sales, 60+ consignment items, 700+ IG followers
- Question from Lawrence: Revenue clarification?
  - Tote bag sales and embroidery items throughout year

**BIRT finance committee approves \$765 for disbursement to Project Patch**

Moved by Lawrence, Seconded by Thomas

Unanimous consent

**Item 3: Brewing Internet of Things - pH Sensing in Prebiotic Beer by Nomi Danzig**

- Engineer design team, brewing different speciality drinks on campus by students, kombucha, beers, etc
- Background: Turning waste product from spent material from beer brewing, process the material and reintroduce them into kombucha or beers as beneficial bacteria
  - In past have used algae as well
- Need for funding for Sensing System
  - Monitoring and analyzing parameters for brewing
  - pH, temperature, dissolved oxygen probes
    - Cannot use CHBE Dissolved Oxygen Probes supplies as this is for food products and may be needed for long term use
- Future:
  - Collecting data will optimize every brewing run
- Rachel asking clarification of amount funding request
  - Lawrence: 959.36
- Lawrence asking for clarification of what is end goal
  - Nomi: sharing end goals with faculty members, industry professionals, and create goals of creating

**BIRT: Finance committee approves disbursement of \$960 to Brewing Internet of Things** Moved by Lawrence, Seconded by Rachel

Unanimous consent

**Item 4: Climate Hub Community Garden Presented by Lea Anderson**

- Project team has variety of backgrounds to support their projects goals
- Community Garden with no continuous revenue
- Funding breakdown

- Soil, mulch, seeds and other 850\$
- Start date: starting in March 2023, Harvest will be in October 2023
  - Harvested food will be donated to student groups like sprouts and others
- Goals Outcomes:
  - Space for land and food production
  - Creating restorative relationships between students and land
  - Community engagement
- Rachel asks: Will it only be a single round of funding?
  - Will be relatively self sustaining and will only need initial revenue from SPF, but other funding will be from other sources
- Lawrence: Project applies to fund
  - Lea clarifies it will also be used for research as well as workshops

**BIRT:finance committee approves disbursement of \$850 to Climate Hub Community Garden**

Moved by Lawrence, Seconded by Thomas

Unanimous consent

**Meeting adjourned at 5:13**