



AMS Finance Committee

Alma Mater Society of UBC Vancouver
January 25 2022 at 4:00 PM PDT to January 25 2022 at 4:20 PM PDT
Room 3529

Name	Attendance
Lawrence Liu	P
Eshana Bhangu	P
Celia Chung	L
Thomas Dunsmore	P
Rachel Kim	P
Kana Kawanishi	P
Sneh Agarwal	P

Agenda

I. Adoption of the Agenda

BIRT the agenda is adopted

Moved by Thomas

Seconded by Rachel

II. Approval of the Minutes

BIRT the minutes for the January 20th, 2022 Finance Committee meeting are approved as presented.

Moved by Lawrence

Seconded by Kana

III. SPF Application: Re-Mold

Tabled to the next meeting.

IV. Budget Reforecast: VP Administration Office

Tabled to the next committee meeting

V. Quarterly Report

Thomas: More diagram and visual as it is very text heavy.

Lawrence: More holistic approach but we are noting it for the next one.

BIRT Q2 Report is approved as presented

Moved by Lawrence

Seconded by Thomas

VI. AMS Financial System Consultation Cost

Presented by: Eshana and Lawrence

Note: unlikely to reach this amount

ERP system backlog and issues, calling for external aid. Currently experiencing reimbursement backlogs .Fragmented implantation across the board in the implementation of Continia System. Problems with turnover rates, but in general not enough resources and human power in the implementation, testing. Difficult to process volume information with not just single solutions, cataloguing user errors.Errors on treasurers end of submitting documents Initial design that needs to be fixed. The amalgamation in them has caused delays in the process of reimbursements. The timeline shows stabilization by the end of February and everything good by March. Cataloging and form. Already approved by the executive committee, waiting for approval by the finance committee and then brought to council after.

Rachel: How much of the root problem is our fault?

Eshana: A lot of it is on the initial program and the initial employee from the beginning . Design decision without a lot of consultation.

Rachel: Are we paying Oncord again?

Eshana: No, we are paying MMP for this to fix this.

Eshana: this is to create a system that helps

Lawrence: We are currently caught up until Jan 15th. Everything submitted up to that time should be submitted but that isn't the case right now due to different factors such as incorrect material but these are all things we are hoping to clarify and get done. Better use training and better use a guide for student leaders to process the information. Long time system enhancement and make this system run stability and run with no problems by end of March

BE IT RESOLVED that the Finance Committee approved up to \$120,000 from the Capital Projects Fund for the ERP system transition and stabilization.

BE IT FURTHER RESOLVED THAT Code Section IX B, Article 6(5)(a) be suspended to allow an expenditure of more than half the annual CPF intake and to allow approval without consultation at a previous Council meeting.

Note: Requires 2/3rds

Note: The approximate annual intake in CPF is \$450,000

Note: Current Balance of the CPF is \$2,004,998.27.

If motion is approved, the balance of CPF will be: \$1,234,998.27.

Moved by Rachel

Seconded by Thomas

Meeting adjourned: 4:20 PM



AMS Finance Committee

Alma Mater Society of UBC Vancouver
February 3rd 2022 at 10:18AM PDT to February 3rd 2022 at 11:00 AM
PDT
<https://us06web.zoom.us/my/vpmoney>

Name	Attendance
Lawrence Liu	P
Eshana Bhangu	EA
Celia Chung	P
Thomas Dunsmore	P
Rachel Kim	P
Kana Kawanishi	P
Sneh Agarwal	P

Agenda

I. Adoption of the Agenda

BIRT the agenda is adopted

Moved by Lawrence

Seconded by Thomas

II. Approval of the Minutes

BIRT the minutes for the February 1st, 2022 Finance Committee meeting are approved as presented.

Moved by Lawrence

Seconded by Kana

III. Budget Reforecast: Nadeem (AMS Events)

Nadeem: Anticipating 200k for this year due to inflation and increase in minimum wage. There is a block party and welcome back BBQ in this budget. Hourly wages to accommodate the increase of wages and increase of people on the team. Benefits increase. Photocopying increases for events. Retreat expense is new since there is a new code. Less costly retreat but achieving the same goals. Media expenses were reduced by 1k and added to advertising and promotion. Rentals have increased for events. Bottom line: spending extra money than last year.

Celia: Run us through for 2022/2023 and what you think it will end up looking like? For all 4 budgets

Nadeem: 2022/23 is 417.8k and next year is 460.6k for welcome back bbq as expenses are really high. Block Party balances events out. Increase of sponsorship for these two events. 75 to 70k for the first week. Block party raised 40k for this year which was the goal. Now trying to aim for 60k as there are a few sponsors waiting to hear back from.

Celia: The highlighted column is the column for next year. We are looking for a reforecast for the current budget.

Lawrence: We check in with every group to see if they are looking to increase or decrease anything in their budget for this year. This is great for the next few months following but we are looking for the budget for this year.

Nadeem: This year's budget seems like there is no need for reforecasting. There is more revenue to come but it isn't gonna make a big difference. Most events are done so the expenditure has been completed.

Lawrence: For the first week, what was the factor for the loss?

Nadeem: from sponsorship but there are bigger companies with a lot more to offer than going to smaller companies that give 1k. We got less than what we wanted for as well as in first week kits. Sponsors were still good but we cut down the number of events as well. For the Block Party this year, in terms of entertainment we did budget 180 usd and we are at that budget and we might spend a little less as we confirm one last person. Ticket sales are 100k in net revenue. Production cost will be reaching around the same mark but we are still trying to get the best prices possible. Increasing sponsorship revenue.

IV. Budget Reforecast: Executives

Tabled for next week

V. Referendum

We are looking to increase health and dental costs. We need to increase to adjust to the premium. We don't have confirmed numbers but potentially \$25 or \$30 but other schools with similar situations also had to increase their student fees as well to maintain their fees.

Rachel: It's a very tough discussion in what we propose. If we do have to increase the fee, is there a way to put justification for the ballot? Councilors would understand but students might only see the money and not want the increase.

Lawrence: There are certain limitations on what we can put on it. Letting students know that without the increase, students would lose... At the very least, this is what we would be campaigning for to get the message out.

Thomas: Was gonna ask about putting something on the ballot as well.

Lawrence: That would be the very least

Thomas: Do we have historical data on what has passed and what hasn't?

Lawrence: I'll find data from other schools. At ubc, we've never had to do this. This is the very first time we have been in this situation.

Rachel: Can we gather students and see what students want and gauge their interest. This wouldn't come from AMS but from the constituency to gather this data.

Lawrence: Workshops and etc. would be a good idea potentially. Possibly from the President's council.

Lawrence: We can only increase by 5% every year for health and dental without going to council/referendum.

Meeting adjourned: 10: 42 AM



AMS Finance Committee

Alma Mater Society of UBC Vancouver
February 3rd 2022 at 10:18AM PDT to February 3rd 2022 at 11:00 AM
PDT
<https://us06web.zoom.us/my/vpmoney>

Name	Attendance
Lawrence Liu	P
Eshana Bhangu	P
Celia Chung	A
Thomas Dunsmore	P
Rachel Kim	A
Kana Kawanishi	P
Sneh Agarwal	P

Agenda

I. Adoption of the Agenda

BIRT the agenda is adopted

Moved by Lawrence

Seconded by Thomas

II. Approval of the Minutes

BIRT the minutes for the February 3rd, 2022 Finance Committee meeting are approved as presented.

Moved by Lawrence

Seconded by Thomas

III. Food and Beverage Budget Reforecast: Vishwa Mohan

Gallery has been reforecasted to be higher as there are more bookings. Honour roll has seen great turnover and revenue with the new fridge. Blue chip - much higher profit than what it was before. That's because the price increase has increased as well. You will see higher purchases as well because costs went up as well. For Porch, we can see the increase of Porch but we haven't increased the prices at Porch For Grand Noodle, a little bit of profit expected. For the flavor lab, we have been using it as a testing lab. The amounts have increased so the cost has increased. Store room has an assistant manager. We have spent 1 fte. There should be a decrease with the fte. It does need more labor. With Pie R there were plans for changes but we kept paying the internet and the machines so that's why there is a small loss. The operation manager was hired a little later so it's showing on the budget. The Pit has shown a little loss as this is based on the use of two days without counting the event from clubs. Anticipating a positive.

Thomas 100-150k What was the incentive to raise the prices?

Vishwa: JJ bean and Great Dane- we try to keep ours lower even with the rising prices

Lawrence: Flavor lab form is still running. Do we have one for other food outlets?

Vishwa: We do have them but it's mainly for flavor labs as it's new.

Lawrence: What is the original plan

Vishwa: Was gonna be pasta, and then brewery so this is based upon the brewery.

Lawrence: How much more anticipated loss in XXX?

Vishwa: 15-16% higher for loss

Lawrence: Can you explain more about the specialization?

Vishwa: For example, the menu right now we are getting a specialized supplier to get specific ingredients. We make everything in house which means the labour to make the food is increased.

Thomas: Is it because of the short period of time?

Vishwa: Yes, that's because we change the menus.

IV. Budget Reforecast: Anisha

Anisha: There's two asks i'm coming for today. Increase in two budget lines today. The reason for the increase is because OER got quite expensive and we only have the amount of the food and we haven't heard back from the Open Bar. Would still like room for potential projects from this just in case. Would not like to pull from the other accounts for this. Also here to seek clarification on the Academic survey. It has been said that the previous portfolio pays for it.

Lawrence: Yes, that's right.

Eshana: It's not our decision. It's how their invoices from the survey work.

Ansiha: trying to understand what it should be for the reforecast amount because of the change of the new company. I think the base rate was 12k for the survey itself and the option of doing a three year trend analysis which will cost additional. The company said they would like to be flexible with the budget. Hoping to get back to them with 2.5k and the upper limit would be 4k but could be less. We will be okay with the survey as this is the lowest rate we have received. Want to hear if it is feasible from the committee and if we should do a 3-5 trend analysis as well.

Lawrence: I worked really closely with the data previously. I don't know how beneficial it would be for the analysis.

Eshana: The company used to offer this to us. Kind of like a software to assist trends for this. It would be a trend tracker to help make it easier. So data that would help with cross tabbing which would be valuable. To my understanding, that's what I think. Was offered previously from the company I worked with before.

Lawrence: That makes more sense as it is different from what I had in mind.

Ansiha: What they have here is what Eshana said. They also have additional services as well.

Lawrence: Try to bargain with them more.

Anishja: trying to understand the limit and what the most would be.

Thomas: Who had they previously worked with?

Ansiha: University of Regina, Thompson Unive4rsity... etc.

Anisha: Previous quote the survey alone was 14.5k.

Lawrence: That is a comfortable number for me to start with.

Anisha: The purple indiates room to move. The team was from less staff members so it leaves an amount for this budget line. Their hours went up and down multiple times. Saving a lot of money from student staff salaries. There are two and a half months left of the budget and might not be used.

Lawrence: We can play around with the numbers a lot. There won't be a big difference at the very end as well. 3.5k would be the highest we could go. We will do it again for the final reforecast as well. Everything looks good.

Anisha: The payments are split over two. If they wanna charge x amount are we okay with that

Eshana: Just no full payment. Split payment method would be preferred.

Anisha: 50% at the start and 50% when we receive the report.

V. Budget Reforecast: Ben Du

Lawrence: Two of Ben's staff are leaving so we will be saving quite a bit of money here. Some of it allocated to clubs day seems fair. This is for the Art Gallery. Ben has been putting up a lot of events from the Gallery. There is a decrease in his budget. I am not opposed to that. Do we have any questions to bring back to him?

VI. Budget Reforecast: Erin Co

Lawrence: The biggest was \$500 for telecommunication and \$1k for lobbying activities because she is going to Victoria to form new relations there. The total increase will be 1.5k and they earned revenue from SUDS.

VII. Referendum

Eshana: More for health and dental. Could talk more about this next week. Just to survive, we are looking at a \$52 increase. We have been considering adding gender affirming care so that it will increase that our base increase can be passed. If we cannot afford this, we cannot afford affirming care. You will see this on the agenda on Friday. If both pass, we are looking at a \$58 increase. It could be larger as we don't have final numbers yet.

Lawrence: This will be a win-win situation for everyone.

Kana: Is it possible to do.. What if we can do a subsidy for it

Lawrence: It lies on the CWL system. It is impossible for UBC to charge you an additional fee afterward. It would be better if there is a system for that.

Kana: There is specific care already offered by UBC. There is supposedly only one practitioner there. I'm not really sure

Lawrence: BC actually covers a lot of transgender affirming care. It would be filling in gaps that BC doesn't offer.

Thomas: It's a little vague in its description.

Eshana: I think there will be updates on this. It was a lot for councilors to handle. We would like to be upfront with you. There has been constant communication. The big thing is if we can even afford basic healthcare.

Kana: Are there alternatives to this instead of putting strain on students. This is just something talked about with others.

Lawrence: Anything else to discuss?

Meeting adjourned: 4:52PM



AMS Finance Committee

Alma Mater Society of UBC Vancouver
February 15th 2022 at 4:11PM PDT to February 15th 2023 at 4:17PM
PDT
<https://us06web.zoom.us/my/vpmoney>

Name	Attendance
Lawrence Liu	P
Eshana Bhangu	A
Celia Chung	P
Thomas Dunsmore	P
Rachel Kim	P
Kana Kawanishi	P
Sneh Agarwal	P

Agenda

I. Adoption of the Agenda

BIRT the agenda is adopted

Moved by Lawrence

Seconded by Kana

II. Approval of the Minutes

BIRT the minutes for the February 8th, 2023 Finance Committee meeting are approved as presented.

Moved by Lawrence

Seconded by Kana

III. Funds Report

The funds team, Harrison and Stephanie, has been working really hard on this. This report is created annually by the VP Finance office. This is an overview of all funds and fees we have. This includes expenditure and individual fees from students as of September this year. We have a quick recommendation at the end.

Thomas: How many recommendations is average for every year?

Lawrence: There is no average. Last year there were around 2. Each year is a little different. Last year, there were a lot of changes on referendums such as the climate action fund. This year, we don't see any issues with the funds that we have so we only created one recommendation.

BIRT the 2022/23 funds and fees report is approved to council for review

Moved by Rachel

Seconded by Thomas

Meeting adjourned: 4:17 PM

AMS Finance Committee

Alma Mater Society of UBC Vancouver

Meeting called to order March 1st, 2023 from 4:15 PM PDT to 4:44PM PDT

Present:

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

Guests:

- Michael Kingsmill
- UBC Formula Electric Team

Item I: Corridor Seat Replacement Proposal Presented by Michael Kingsmill

- Corridor seating is a nest hotspot for seating, but with missing chairs, due to damage, or theft, there are an assortment of chairs spread about from other areas of the Nest (ie Chairs from gallery supplementing)
- Research into the comfort and durability of chairs with padded cushion as opposed to hard seating. Acknowledging the potential of damage and durability of chairs, so upholstered cloth was instead vinyl or leatherette covering for durability.
- Three suppliers bid on this project, two were considerably higher, but Staples presented itself with good service and pricing. Global Brand, high quality chairs offered at a price of \$44,850 to outfit corridor seating in the Nest (included in packaging is assembly). Design of the chair's wood would fit the style would fit the nest
- Question from Lawrence on durability. Response is that the seating has high durability. Warranty is dependant on the part of chair (ie seat, legs, etc), producers is good supporting warranty criteria, as well as Staples, so the AMS is double covered.
- Michael confirming that total budget \$545,940 and for this action of chair purchases, may not exceed more than 15% of the budget at \$81,892?
- Some discussion surrounding the clauses and wording around the budget and how much can be spent, but \$44,850 is well below the 15% limit.
- Regarding sustainability of replacement: old chairs will be offered to constituency centers first before they would be taken away for recycling.
- Timeline 6-8 weeks after council approval and payments processed.

BIRT fincom approves \$44 850 from the SUB repairs and Replacement Fund for new chairs as part of the Corridor Seat Replacement Proposal.

Moved by Lawrence, Seconded by Eshana

Unanimous consent

Item II: Sustainability Projects Fund - UBC Formula Electric

- Discussing future plans for the future, and some background. Formed in 2009, team created first EV to travel across Canada.
- Last Season, placed 20th team in NA during Formula SAE and for season.
- Gained large increase in social media followers and support for their projects and team, having collaborated in many areas of UBC, SPF video, CUS podcasts and more
- Provides many benefits from student outreach, as well as technical and professional development for students involved
- Lawrence goes over budget, budget is ~\$15000, there is a \$2000 difference after funding from SPF and other sources. How will you make up for it?
 - Formula E: Applying to many different sources of funding in order to achieve this budget goal, so this difference will not be a problem to achieve goals

BIRT the finance committee approves the disbursement of \$15 760 for UBC Formula Electric.

Moved by Lawrence, Seconded by Thomas

Unanimous Consent

Meeting adjourned at 4:44 PM

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

AMS Finance Committee

Alma Mater Society of UBC Vancouver

March 22nd, 2023

Meeting called to order 4:08 PM

Present:

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

Guests:

- Ben Du
- Nadeem Kajani

Minutes

Lawrence motions to approve minutes,

Unanimous consent

Item I: Event Venue Benefit Presented by Ben Du

- Background Problem: Benefit Great Hall is the biggest bookable venue for free for clubs , but currently the requests have to be denied because of the scarcity
 - Other venues on campus: very high cost
 - Barrier to participants of clubs who cannot afford
- Fund for Venues
 - Assess application within 3 business days, and have amount deposited within 5 business days
 - 50% of venue cost up to 1000\$
- Why?
 - Full academic year since COVID-19 restrictions
 - Ending the year off well for clubs to have their year end events without financial difficulties of venue costs
- Asking for:
 - Up to \$60 000 from Clubs Benefit
 - Minimum of 60 successful clubs applications
 - Liberal estimate for request
- Precedent
 - Clubs Recovery Benefit
 - Should not worry about this
- Eshana Asks: this funding date is close to the end of year why?
 - Ben: it is a two month interval which is enough time, but for clubs who have had events, it can potentially be accessed retroactively

- Lawrence:
 - Current spending of \$20 000 if the Clubs Benefit Fund, so there is space to move
 - Could this be used to book out say night clubs?
 - Ben: Perhaps, but must be used smartly for venue costs, not catering or other expenses.
- Rachel: Is this for clubs only or constituencies?
 - Since it will be coming from clubs benefit fund, not clubs & constituencies fund, it would be exclusively for clubs.
- Ben: It is acceptable to spend more than intake because since it is the first full year, we need to help in the recovery since the club's growth has been limited in the past two years.
- Lawrence: Who would be in charge of processing?
 - Ben: Administration office

BIRT the finance committee approves the disbursement of up to \$60 000 for the event venue grant

Moved by Lawrence, seconded by Rachel

Unanimous consent

Note : Committee update by Ben Du on April 5th

Item II: AMS Events Budget Presentation by Nadeem Kajani

- Total Budget 550K
- Increase in AMS Events Office budget 282K for events office:
 - Salaries, of a full time new staff, senior events coordinator for planning events like music festivals, will be hourly
 - Paying staff better than minimum wage
- Eshana asks: Would this be a full time staff you are adding on?
 - Nadeem: Yes because the previous person working has been moved into a different role. They will be turning this into a permanent staff position
 - Eshana: Will not be able to hire students for that position?
 - No this will be a professional full time person who has experience working with festivals and planning
 -

WBBQ: Need an increase in budget for Welcome Back Barbeque

- Cost of hosting for both all ages and 19+ events
- Expenses remain the same, but ticket revenue will take a hit

First week

- Drop in first week kit sales, but to address spending, more sponsorship revenue
- 10K, 1/3 of what was spent previously
- Eshana: Will these be sold?

- Nadeem: the kits will be given out for free and lets sponsors use the
 - Eshana: generally against these sales, so move in right direction because they are often given out already and it presents AMS Events as sales people
- Events in first week
 - Projected to be higher because of increased revenue of ticket sales

Block Party:

- Change in talent expenses, more expensive over year
- Push to move for increased advertising
 - Physical postering around town
- Production and venue costs continue to go up with market

Lawrence: Inquiring more about the permanent staff + Eshana adds: they need to be given benefits as well.

- Nadeem: more clarity and transparency on production side which should save money compared to current third party business who handles this task
 - Day to day: checking and overseeing team, helping with hiring as well as helping out with tasks as well

Lawrence: What about reducing associates in the light of this new hire?

- Nadeem: agreed cutting down on paid associates, having more student volunteers to help would be beneficial

Lawrence: support this position as long as salary and benefits are approved, as long as associates roles are limited and inclusion of more volunteer roles

Nadeem Ends his presentation:

Meeting adjourned at 4:45