

Operations Committee

Meeting Minutes for June 16, 2023

Meeting Link (Hybrid)

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

Attendance

Present

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

Regrets

- Daniella Kufe (Student-at-Large)

Guests

- Kathleen Simpson (Student Services Manager)

Call to Order

The meeting was called to order at **12:03 PM PDT**.

Territorial Acknowledgement - Michael Kingsmill

Adoption of the Meeting Agenda

- Ian adds the Appointment for the Art Gallery Subcommittee (if approved) as a final agenda item.



- Michael adds the Funding Approval for Food Bank Area Scanning as an agenda item.

Moved: Amaan

Seconded: Tanvi

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

This motion passes unanimously.

Approval of the Minutes

Moved: Amaan

Seconded: Tanvi

“**BE IT RESOLVED THAT** the minutes from the June 2nd Committee meeting be approved as presented.”

Important Link: [📄 June 2nd Operations Committee Minutes.pdf](#)

“**BE IT RESOLVED THAT** the minutes from the June 5th Clubs and Societies Working Group meeting be approved as presented.”

Important Link: [📄 FINAL CSWG Minutes 06_05_2023.pdf](#)

The motions pass unanimously.

Agenda Items

1. Funding Approval for Food Bank Area Scan

- Kathleen
 - Changes: Expand space to improve general experience + operations in 2 areas (Ability to pack an resort food better and internal distribution logistics) + improve on safety elements of Food Bank
 - Replace fridges with a walk in fridge, rip up carpeting, separating back of house and distribution area, add sink



- These changes will make incredible difference and help address current challenges
- At this time just looking for seed money to help us understand the budget a little bit better - make sure we accurately measure how much things cost (eg. install sink)
- Michael
 - Foodsafe is enhanced with the renovation, the flow through is currently congested/long line ups but the renovation will improve this, more proportioning of produce/meat/etc.
 - 0032 will be the back/warehouse area where the food comes in
 - Better service for everyone but will come at a price
 - Adding a double compartment sink, the challenge is how to grain it (adding plumbing) - going 12 feet across the corridor - to do that have to cut the floor to excavate below - would take about a month
 - Ultrasonic scan to reveal what we need
 - But for now need to request seed money to request the ultrasonic scanners to come and scan the slab
 - The cost is probably \$20,000 by the time we x-ray, cut, rebuild, need a structural engineer signed off on this
 - \$63,000 is the total cost
 - But may need to be increased depending on the outcome of the scan (which costs \$2500)
- Ian
 - First we fund the \$2500 for scanning.
 - Then, we will present this to Council for consultation before we present it to ExecComm and FinCom for concept approval.
 - If everything is good, we will bring it to Council once again for funding.

Moved: Anna

Seconded: Amaan

“BE IT RESOLVED THAT the Operations Committee approves \$2,500 for the scanning of the Food Bank Area from the Capital Projects Fund.”

This motion passes unanimously.

2. Updates from Hong

TechSoup Discount and GSuite Support

- Hong
 - TechSoup Canada - we subscribe to this, if any student club needs to buy computer software u can get significant amounts of discount through TechSoup but have to purchase through AMS IT by request and generate a token to the club, the club opens a TechSup account and then uses the token to get the discount
 - GSuite - most clubs use their own email addresses, to make it more professional we have been providing the GSuite subscription to student clubs for many years. All the club needs to do is to register their club as a domain name, and then Hong can set it up and configure you to GSuite. Then any email accounts you have can simply be switched to (ian@gmail.com to ian@abc.com)
- Ian
 - Is there a cost to the club for this service?
- Hong
 - They only have to pay the cost (very small amount) of creating their own domain/domain subscription service but no costs for merging to GSuite
 - GSuite also offers cloud storage for clubs + provides a really good collaboration service for each member
 - They get the OneSuite package service
 - The club pays nothing for this service
- Amaan
 - We will do our jobs of communicating with clubs we know, but are we also sending in communication to club presidents about these services?
- Hong
 - Communication will be best through Operations Committee or Ian to send out email to clubs on behalf of the IT Department
 - 1 more thing: in the past some clubs have approached the IT Department for help to purchase shared devices like a big printer. In case any clubs need help of acquisition and installation of shared big machines, refer them to the IT Dept
- Ian
 - Will send this out through the Clubs Newsletter!

3. Clubs and Societies Working Group Recommendations

Important Link: [CSWG Recommendations Package \(06/16\).pdf](#)

- Ian
 - 360 clubs being reconstituted with no errors in their renewals
 - Those with errors have been communicated with and responded accordingly
 - Some clubs did not apply for renewal so will be reconstituted
 - There are also clubs in poor general standing
- Rowan
 - why the electrical and computer engineering student society was found to have an error in their membership fee? I thought that department clubs had a different policy on charging students fees?
- Ian
 - Most of problems when it comes to fees, we have a policy that clubs must charge members by at least \$1, and those with external associate members must be 1.5x more than \$1
- Amaan
 - For the ones that didn't apply for renewal, do we give them a timeline to reapply and they can apply later in future?
- Ian
 - At the end of the previous school year, clubs were told and given 30 days to renew - Extended from April 15 to 30th.
 - Yes they can reapply but they have to apply as a new club so there are more things to consider.

Moved: Amaan

Seconded: Fariha

“BE IT RESOLVED THAT the list of clubs to reconstitute and deconstitute from the CSWG Recommendations Package (06/16) be approved as presented.”

Aside from an abstention from Anna due to COI, this motion passes unanimously.



4. **Operations Committee Goals**

Important Links: [Operations Committee Goals Draft.pdf](#)

- Anna: Can you explain the permanent art collection and why its important?
- Ian: \$2.5 million worth of art pieces going back to 1947-8, we have 72 pieces.
- Michael: Every year we look at every piece and verify that they are accounted for.

Moved: Fariha

Seconded: Tanvi

“**BE IT RESOLVED THAT** the Operations Committee Goals be approved as presented.”

This motion passes unanimously.

5. **Art Gallery Subcommittee Terms of Reference**

Important Links: [AMS Art Gallery Subcommittee.pdf](#)

[42021-Art-Gallery-Subcommittee-ToR-1.pdf](#)

[APRIL 2023_Hatch Art Gallery Selection Working Group - Google Docs.pdf](#)

- Ian: We are trying to bring back this subcommittee which was struck down last year. We want to bring it back to help provide recommendations and be consulted on the permanent art collection and to help administer the art fund (\$3000/year).

Moved: Amaan

Seconded: Anna

“**BE IT RESOLVED THAT** the Terms of Reference of the Art Gallery Subcommittee be approved as presented.”

“**BE IT RESOLVED THAT** the Operations Committee Policy Manual be amended to include Art Gallery Subcommittee (Membership and Roles and Responsibilities) and replace the Hatch Art Gallery Selection Working Group as presented.”

The motions pass unanimously.

6. **Appointment for Art Gallery Subcommittee (if approved)**



- Anna and Amaan nominate themselves (30 secs each to motivate)
 - Amaan: the roles and responsibility moved him, he thinks he can contribute because in high school he worked on projects done by students
 - Anna: represent arts, in arts committee, done stuff with arts and culture district, visual arts department, experience and knowledge about arts community on campus
- Anna gets the majority of the votes.

Moved: Amaan

Seconded: Tanvi

“**BE IT RESOLVED THAT** the AMS Operations Committee appoints Anna Shubina to the Art Gallery Subcommittee for a period effective immediately and ending at the first AMS Council meeting in September 2023.”

Next Meeting

The next scheduled meeting will take place between **12 PM to 1 PM on June 30, 2023.**

Adjournment

There being no further business, the meeting was adjourned at **1:10 PM PDT.**