

Operations Committee

Meeting Minutes for July 14, 2023

Meeting Link (Hybrid)

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

Attendance

Present

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

Regrets

- Daniella Kufe (Student-at-Large)

Guests

- Isabel Chen (Hatch Gallery Director)
- Henry Li (Associate Vice-President Admin)

Call to Order

The meeting was called to order at **12:04 PM PDT**.

Territorial Acknowledgement

Amaan to give the land acknowledgement for the upcoming meeting.

Adoption of the Meeting Agenda

- Ian adds the Notice about AMS eSports Association as an agenda item.

Moved: Ian

Seconded: Anna

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

This motion passes unanimously.

Approval of the Minutes

Moved: Ian

Seconded: Tanvi

“**BE IT RESOLVED THAT** the minutes from the June 16th, 2023 Committee meeting be adopted as presented.”

Important Link:  [June 16th Operations Committee Minutes.pdf](#)

This motion passes unanimously.

Agenda Items

[Notice about AMS eSports Association](#)

- Ian: After discussing with our Building Operations Department, we decided to charge the AMS eSports Association club with a \$150 fine and issued their 1st strike in bad standing. Receiving their 1st strike means that their club's financial accounts will be frozen for the next two weeks. As an AMS club, they are not able to appeal this 'Bad Standing' designation.
 - Ian: The reason for this fine and strike allocation is because of the floor damage that was caused by the club after an event on June 2nd, 2023. We are also aware that this is the second time that this has happened from their club. This would be considered as a major violation as it is a damage that costs more than \$250 to get fixed hence the issuance of the strike in Bad Standing for the school year. However, we have also decided not to

- charge them with the full cost of damages and labour, hence the \$150 which is what a regular violation would usually amount to.
- Ian: We also gave them a warning on their use of chairs from Club Precincts during their games. This is allowed and Building Ops has no issue with this, except that they never return them to where they are supposed to be placed after their event. We told them that if this happened again in the future, there will be a fine of \$50.
 - Michael: Good that we have some form of accountability, the measures to deconstitute them on 3rd offense seems extreme instead of having no booking privilege in the building. Why so extreme?
 - Ian: 3rd strike is what is in the manual. The 2nd strike is a booking suspension for 1 month and losing club room access, and financial accounts frozen. The constitution from a 3rd strike is just a recommendation so the Committee decides. We have not had a club gone past the 1st strike.
 - Michael: If you get reconstituted, do they lose the whole clubroom?
 - Ian: Yes, they lose the room and the items in it because it's AMS property. Also, the financial account will be frozen for 1 year and then the money will be transferred into the Clubs Benefit Fund. The charge of \$150 is put to the Clubs Benefit Fund.

Monthly Building Report - July

- Vince: Bikes inside buildings are a regular occurrence. Maybe Eric can assist on this because it's a bigger communication issue. Building policy says bikes in passing on the main floor is allowed, but we are finding it in common areas and club rooms, so recommendation is to use the bike storage in LIFE. Majority of students are concerned about theft of their bikes, so that's a good option being kept at the LIFE cage room.
 - Michael: The cage room has a capacity of 250 bikes, so there is room.
- Vince: The other issue is people skateboarding inside the building. There have been minors (not UBC students) and we have told them to not do it, but they don't listen and know that we can't really do anything. It is a health and safety issue but its limited what we can do.
 - Ian: If something were to happen, AMS would have to provide aid to the person. Unfortunately, there's not much we can do on having non-UBC students not bringing their skateboards in the Nest.
 - Michael: Might come back to Eric. These rules are on the side of a window, too small and too low but official. So it might be hard to see.

- Ian: We can work with Eric on this.
 - Bikes: draft up 2 blurbs 1 goes to student newsletter, other goes to club newsletter focused on club rooms so students don't bring them inside. Those blurbs should also talk about LIFE Building's Bike Cage.
 - We will talk to Eric about the signages.
- Ian: Something else we are currently looking into is the Aquasoc. They use the LIFE basement hallway to change out of their wetsuits which is a hazard for students. This is something we are trying to communicate with them on.
 - Micheal: This doesn't include indecent exposure does it?
 - Ian: No, or else we would have to expel them.

[IT Subcommittee Terms of Reference](#)

Important Link:  [IT Subcommittee Terms of Reference.docx.pdf](#)

- Hong: Thank you, Ian, for bringing back the IT Subcommittee. It is important and prevents lots of issues. Thank you, Ian, again because the terms of reference are well balanced and well written. There are 2 important upcoming projects that need to go through IT committee for review and approval:
 - The society's CCTV project - there will be significant expenses on that project. A lot of significant technological details for the project.
 - The AV system upgrade project - needs to go through the IT committee for thorough discussion. Need to make sure it's cost effective and operational in the future, once it's set up it will last for a long time in the future. Annually we need 1-2 meetings to review its performance.
 - In terms of membership, it would be ideal for the OpsCom Vice Chair to be an automatic member of the IT Subcommittee.
- Ian: Anna has the idea to include Eric in the IT Subcommittee.
 - Anna: Because communications includes lots of data privacy, he also deals with newsletter, spam, emails and communication and signage.
 - Hong: Good idea!
- Ian: The IT subcommittee makes recommendations to Opscomm, some of those projects maybe IT Subcom can approve smaller projects making things less of a hassle when it comes to Opscom. No big changes for roles and responsibilities, meetings held at least once a month and reports coming out after those meetings.



Moved: Tanvi

Seconded: Fariha

Thirded: Amaan

“**BE IT RESOLVED THAT** the Terms of Reference of the IT Subcommittee be approved as presented with the following revision; the Senior Communications and Marketing Manager is a member of the subcommittee; and that the Vice Chair of the Operations Committee serves as the first representative from the Committee.”

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

This set of motion passes unanimously.

Appointment for IT Subcommittee (if approved)

- Ian: Anna (OpsCom Vice Chair) is automatically appointed. Tanvi nominates herself as the second representative from the Operations Committee.

Moved: Ian

Seconded: Fariha

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

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

This motion passes unanimously

Hatch Art Gallery Tentative Schedule and Programming

Important Link: [📄 Hatch Tentative Schedule and Programming.pdf](#)



- Anna: Would you like to make Hatch press physical?
 - Bel: Some financial considerations so not a priority but won't disrupt vision of the project. This discussion was had with Ian.
- Michael: We published a permanent art collection catalogue a couple of years ago. We are coming up to another milestone, will there be a new catalogue?
 - Bel: We want to explore it but it will be a large undertaking.
 - Ian: It will be there for the pieces which we have digital rights for.
 - Bel: I'm hiring a team to help with the catalog, hopefully by the end of the year, there's a Wikipedia page which will help people know about this permanent art collection.
- Michael: Installed 2 big projectors at the lower level, Michael hopes these will be taken advantage of especially as people walk past it, good to reach out to people about these.
 - Ian: Will be talking to Eric about this.
- Hong: It's a very nice presentation!

[AMS Clubs Handbook Outline](#)

Important Link: [☰ Clubs Handbook Outline](#)

- Anna: What about adding CRC borrowing equipment?
 - Ian: Add that on Nest for Programming.
- Anna: Hong presented a new email domain for clubs, would be good to have instructions on this as IT Support. In the old handbook, there was a guideline of all the deadlines. It might be good to have this.
 - Henry: Maybe good as a checklist.
 - Ian: Good as a separate section either at the start or end
- Anna: What about Student Leadership Week?
 - Ian: That's under Exec Training and Workshop.

Next Meeting

The next scheduled meeting will take place between **12:00 PM to 1:00 PM on July 28, 2023.**

Adjournment

There being no further business, the meeting was adjourned at **1:08 PM PDT.**