

Operations Committee

Meeting Minutes for July 28th, 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)
- Amaan Panchbhai (Commerce Councillor)
- Daniella Kufe (Student-at-Large)
- Vince Markarian (Building Operations Manager)
- Hong Lok Li (Chief Technology Officer)
- Priscilla Ng (CCEC & Recording Secretary)
- Michael Kingsmill (Project Manager and Design Services)

Regrets

- Fariha Islam (Student-at-Large)
- Rowan Bapty (Engineering Councillor)

Guests

- Henry Li (Associate Vice-President Administration)

Call to Order

The meeting was called to order at **12:07 PM PDT**.

Territorial Acknowledgement (Amaan)

I would like to begin by acknowledging that the land on which we gather is the traditional, ancestral, and unceded territory of the xwməθkwəy̓əm (Musqueam) People.

Next Meeting: Tanvi

Adoption of the Meeting Agenda

Moved: Tanvi

Seconded: Amaan

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

This motion passes unanimously.

Approval of the Minutes

Moved: Anna

Seconded: Tanvi

“**BE IT RESOLVED THAT** the following minutes be accepted as presented:
July 14th Operations Committee Minutes; CSWG 07_06_23; CSWG 07_17_23;
CSWG 07_18_23; CSWG 07_20_23; CSWG 07_25_23; and ARTGALLERY
07_12_23.”

This motion passes unanimously.

Agenda Items

1. **June 2023 New Club Recommendation Package**

Important Link: [June 2023 New Club Recommendation Package.pdf](#)

- Amaan: Regarding the AI club that got accepted and the one that didn't. In terms of detail, is that all that was sent?
- Henry: We ask clubs lots of questions including purpose, leadership structure, affiliations. The first AI club we approved had a lot more of a thoughtful application with room for growth. The blurb we attach on the package is just a short description of the club.
- Ian: There were 2 clubs applied to be Baking clubs, the first was AMS BAKE which are approving, and then the other is AMS Batch Made in Heaven, but we are only approving AMS BAKE because the other one was not willing collaborate whereas AMS BAKE was willing to collaborate so we went with the club more likely to be



interested in collaborations between clubs. We told AMS Batch Made in Heaven that if they want to hold events which are more specific and training focused, they can also do so through AMS BAKE.

- Amaan: Does this apply to AI clubs? Can they collaborate too?
- Ian: Yes, for all clubs that had similar applications we ask whether they are willing to collaborate. We will send a follow up email regarding this to the club that got rejected to offer the opportunity to collaborate.
- Vince: Where can AMS Baking Club do their baking?
- Ian: CIRS has a kitchen that they allow clubs and student groups to use.
- Anna: Or they can rent a room with the UBC Food Department.
- Vince: So not in this building?
- Ian: Yes, the email for them will include a list of locations they can hold their events because we don't have available baking equipment in the Nest.
- Michael: Vishwa said one of the things he's looking to do is to hold cooking classes downstairs, for clubs or students or something like that.
- Ian: Maybe something to collaborate on with F&B.

Moved: Tanvi

Seconded: Michael

Thirded: Amaan

“BE IT RESOLVED THAT the Operations Committee constitutes the new club applications recommended for approval by the Clubs and Societies Working Group, as outlined in the June 2023 New Club Recommendation Package.”

“BE IT RESOLVED THAT the Operations Committee declines the new club applications recommended for rejection by the Clubs and Societies Working Group, as outlined in the June 2023 New Club Recommendation Package.”

This motion passes with simple majority. Anna abstains.

2. **AMS Clubs Event and Programming EDI Guidelines**

Important Link:  [EDI Guidelines July 28 Draft.pdf](#)

- Anna: Have we consulted with SASC? We should include Safewalk as one of the resources available.



- Priscilla: We are in the process of consulting with SASC; and yes, we can include Safewalk on the resources.
- Tanvi: It would be good to have a table of contents or clickable shortcuts.
- Amaan: If this is approved and published, how can this be amended?
- Ian: This can be amended through the editing of the Clubs Handbook. Although it is not in the Manual, it should be a rule that the Handbook gets reviewed every year by the new VP Admin.
- Michael: For the Clubs Handbook, core piece of it that is more fixed and parts of it that need to be reviewed?
- Ian: The way it should be set up that the VP Admin should review it during the summer so it's revised and ready to be distributed in September.
- Michael: In this handbook is there stuff on getting health permits, etc?
- Ian: Yes, there are parts on holding events in the Nest, including C&C, and how to get food and alcohol and security permits, etc. We should work with Finance on adding their info as well.
- Michael: Does the Handbook also have a section about after the party and cleaning up?
- Ian: Yes
- Anna: Will the guidelines be taken as rules?
- Ian: One of your ideas is good - we can have self-evaluations as a part of renewal applications, to ensure they are working towards being equitable and sustainable, We will come up with some sort of scoring/evaluation system but it will all be through self evaluation because it is inefficient for us to visit each and every club event being hosted by our 370+ clubs.
- Vince: Regarding clean up of events, where will they pick up brooms, mops, for clean up?
- Ian: John was asking what are the resources we are giving them for clean up? We are still looking into that, but if it was to be resources it would probably be the Admin Office or the Reception Desk so a club can just come and ask for a plastic bag and we would get it for them.
- Vince: Normally the cleaners don't voice issues unless it's super dirty.
- Amaan: What's the time limit for cleanup, and what happens if it's still messy after?
- Vince: Probably under 30 minutes.
- Ian: We ask the clubs how long they want, clean up is included in take down time.
- Amaan: If it's still messy even after they leave and the next club has to come in what happens? Does the second club keep going on their activity or reschedule or rebook them somewhere else?



- Ian: Failure to clean Great Hall is a \$150 fine and labor charges we incur for that mess. Failure to reset room after use, first occurrence is warning and labor charges, future is \$50 fine.
- Vince: Not usually an issue except for large late night events in the Great Hall.

3. **Art Gallery Subcommittee Updates**

- Ian: Non-voting advisory seats are being added.

4. **Clubs and Societies Working Group Updates**

- Ian: Had 5-6 meetings to review new clubs.

5. **Sustainability Subcommittee Updates**

- Ian: ToR will be coming to the Committee for review this August.

6. **IT Subcommittee Updates**

- Hong: Vishwa and Michael are working together planning for the AV System Renewal Program which will be started for this year. Communication to clubs on the Clubs Newsletter about the Google Workspace was great: currently working with 13 clubs. TechSoup has changed their protocol for acquiring the discounted software and will be discussed in the subcommittee. The Simply Voting system will be talked about.

Next Meeting

The next scheduled meeting will take place between **12 PM to 1 PM on August 11th, 2023.**

Adjournment

There being no further business, the meeting was adjourned at **1:05 PM PDT.**