

Operations Committee

Meeting Minutes for August 11th, 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)
- Hong Lok Li (Chief Technology Officer)
- Fariha Islam (Student-at-Large)
- Daniella Kufe (Student-at-Large)
- Amaan Panchbhai (Commerce Councillor)
- Michael Kingsmill (Project Manager and Design Services)
- Vince Markarian (Building Operations Manager)
- Melissa Bautista (CCEC & Recording Secretary)

Regrets

- Rowan Bapty (Engineering Councillor)

Guests

- Henry Li

Call to Order

The meeting was called to order at **12:05 PM PDT**.

Territorial Acknowledgement - Tanvi

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: Daniella

Adoption of the Meeting Agenda

- Ian wants to add the AMS Timeline Project as an agenda item.

Moved: Tanvi

Seconded: Amaan

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

This motion passes unanimously

Approval of the Minutes

Moved: Anna

Seconded: Amaan

“**BE IT RESOLVED THAT** the following minutes be accepted as presented:
July 28th Operations Committee Minutes; OPSCOM 12_08_23; OPSCOM
02_09_23; OPSCOM 03_23_23; OPSCOM 03_30_23; and OPSCOM 04_27_23.”

Important Links:

[📄 July 28th Operations Committee Minutes.pdf](#)

[📄 OPSCOM 12_08_23.pdf](#)

[📄 OPSCOM 02_09_23.pdf](#)

[📄 OPSCOM 03_23_23.pdf](#)

[📄 OPSCOM 03_30_23.pdf](#)

[📄 OPSCOM 04_27_23.pdf](#)

This motion passes unanimously.

Agenda Items

1. Sustainability Subcommittee Terms of Reference (Consultation)

- Ian: Membership should be more focused on students.
 - Other members should be for consultation and discussion which the Sustainability team can do through regular meetings and one-on-ones.
 - Need to distinguish between voting and non-voting.
 - Meetings should be started in the summer
- Michael: Purpose doesn't emphasize students and student empowerment.
 - Ian: Everyone is welcome to join the sub-committee meeting where they can ask for support and advice as well.
- Michael: Subcommittee has a lot of members.
 - Ian: UBC waste management is also good to include on the regular meetings outside the subcommittee.
- Will be working on this doc in the next week so please add your comments.

2. AMS Clubs Handbook (Ongoing Consultation)

- Henry: This should be released by late September and the purpose is to have a guidebook of resources for clubs.
- Michael: References are mainly from the Nest.
 - Ian: We should also include booking info for other buildings outside the Nest such as the Life building, student centres, and lecture halls.
- Michael and Vince: Also include that they need other documents like special events permits, other alcohol permits for some events.
- Michael: Waivers
 - Ian: Need to let people know that they need to sign a waiver. After coming out of campus base, we need to find a way to inform clubs about waivers. Waiver has to be there and signed for clubs.
 - Michael: Need to make sure at least that there are waivers for clubs or events that are more dangerous (ie: cliff jumping).
- Vince: Clubs need to have some training on not damaging the floors etc. when booking rooms.
 - Anna: Tips and video tutorials on how to not damage anything.

- Ian: From my club experience, someone from C&C would give instructions on how to use the equipment at the start of each event.
- Michael: Create a Canvas course module regarding running events, special events focus.

3. Subcommittee & Working Group Updates

Clubs and Societies Working Group

- Working on manual and club updates.

Sustainability Subcommittee

- Working on the Terms of Reference .

IT Subcommittee

- First meeting happening today.

Art Gallery Subcommittee

- Meeting next week from 12 to 1 pm.
- Meeting with Advisors that Bel networked with.

4. Monthly Building Report for August

- Vince: Resource Group Lounge
 - An egg exploded in the microwave and it smells like rotting fish.
 - Lounge room is in poor condition.
 - Many repairs and cleanups, little accountability (dirty dishes, damaged countertops, floors, sink clogging) from the groups.
 - Custodians are not responsible for this.
- Vince: Sprouts
 - Rodent infestation and recurrent floods is a problem.
 - Ian: These are due to the construction beside the Life building.
 - Will be communicating with the construction company.

5. Committee Report Review

Important Link:  Operations Committee: Quarter 1 Report to Council

- Submitting one for Operations Committee to the August 23rd Council.



- All of the points are just the agenda items from our summer meetings.
- This is an outline that Anna and Ian will be working on until August 18.

6. **AMS Timeline Project**

- Anna: Are they going to be protected?
 - Michael: Picture frames will be fixed firmly, but there is still the possibility of being taken away.
 - Michael: Pictures are not original.
- Ian: Will pictures be in colour or black and white?
 - Michael: All black and white pictures. This looks more archival than having coloured pictures.
- Michael: Theme will be about student life and the student union.
- Anna: How will the money be spent?
 - Michael: At least \$368 for the frames and \$250 for printing plus tax.

Moved: Fariha

Seconded: Amaan

“BE IT RESOLVED THAT the Operations Committee approves \$800.00 for the AMS Timeline Project from the SUB Repairs and Replacement Fund.”

This motion passes unanimously.

Next Meeting

The next scheduled meeting will take place between **7 PM to 8 PM on August 24th, 2023.**

Adjournment

There being no further business, the meeting was adjourned at **1:03 PM PDT.**