

Office of the VP Administration  
Report to Council: October 11th, 2023

**Goal 2D: Food Truck Features**

To help promote cultural diversity on campus, one of our goals is to have food truck features! We started with this by making sure that we trucks as **Tokyo Sando** and **Shameless Buns** on Clubs Fair 2023 and we are currently in conversation with the Greater Vancouver Food Truck Festival to plan out other opportunities during the school year.

**Goal 3B: Club Promotions**

We are meeting with AMS Marketing to plan out the scheduling of filming and posting for our new promo series titled **Clubs Corner** on social media. We are reaching out to The Ubyyssey for their deadlines on the **Featured Clubs** section on their print editions. We are also finalizing our **Guide to AMS Clubs** one-pager which will be printed out and distributed across campus. The **Club of the Week** project is being started on by the Clubs and Commuters Engagement Coordinator. Lastly, we are working with AMS Marketing in launching the **AMS Clubs Logo** which will be available to all AMS clubs for marketing and graphics when promoting their events and initiatives.

**Goal 3C: Office Hours, VP Admin Open House and CES 2023**

The Clubs and Commuter Engagement Coordinators have begun planning the **VP Admin Open House** which is an opportunity for club executives to meet and chat with the team. This event is scheduled to happen for late October and will be announced through the Clubs Newsletter. The **Club Experience Survey 2023**, after some delays, will also be released this week. Additionally, our Clubs Administrator and AVP Administration will also be hosting the Club Assistance Office Hours for clubs and students in need of assistance.

**Goal 3D: Booking Verifications and Resources**

For some context, bookings in the Nest made by any AMS Clubs are required to have at least two-thirds of attendees be AMS Active Members or Associate Members. To ensure that this rule is being followed, the Clubs Management team (inc. volunteers) will be providing assistance to our Catering and Conferences Department in **verifying student IDs** at high-risk events. Additionally, we have started working on the **Club Bookings Resources** to help decrease the number of inquiries delivered to our Booking Coordinator.

**Goal 4A: ASAP Consultations**

Consultations for ASAP Review are being started this October by the AMS Sustainability team. We will be having multiple meetings with our **focus groups and working group**, and an **Open Forum** event will be hosted at the Interactive Sustainability Centre as a chance for students to provide feedback and learn about ASAP. The **Sustainability Subcommittee** will also be consulted during this process.

**Goal 4E: AMS Sustainability Week Planning**

In our first meeting with the Sustainability Subcommittee, we have asked our present members to come up with ideas for initiatives and programming for **AMS Sustainability Week**. We are also in the process of securing collaborations with other groups such as **Common Energy and UBC Sustainability Ambassadors**.

### Goal 5A: Commuter Student Mailing List

Our main focus of hosting monthly events at the Commons is to have a space dedicated for commuter students who might not have access to other spaces such as Collegia. We will be making a **call out for our commuter students mailing list** on our social media so we are able to send direct communication to those interested in our events.

### Goal 5B: Online Presence of the Office

Increasing the online presence of the Admin Office is one of our goals this year. For the rest of the month of October, we have the following projects and initiatives scheduled to be promoted: **Return-It Bins, Lending Library, ASAP Open Forum, UBC Free Store, SPF Applications, Drink Refill Station, Prayer Spaces, Office Hours, Commuter List and our Quarterly Updates!**

### Goal 5D: 75th Anniversary of the PAC

The exhibit for the **75th Anniversary of the Permanent Art Collection** is in the process of being curated by the Hatch Art Gallery Manager and their volunteers. This exhibition is scheduled for November 2023. We also have a dedicated volunteer team called **Collection Management** that is working on creating a new online catalogue.

### Goal 5D: Makers' Market 2023

This year's Art Fair, now called **Makers' Market 2023**, is now a confirmed collaboration between the Hatch Art Gallery and four other clubs which are **AMS Atelier, UBC Anime Club, UBC PRINT Arts and Crafts, and the Visual Arts Students' Association**. The **Call for Vendors** has been promoted on our social media and student newsletter and, as of October 6th, has received 240 applications. Makers' Market will be held on both the main floor and the lower level of the Nest.

### Goal 5F: Student Leadership Trainings Canvas Course

The Canvas Course has now been completed! This **Canvas Course for Student Leadership Trainings** will be required for completion to Club Presidents who missed the in-person training in August 2023, and it will also be open as a resource for everyone. Thank you to AMS SASC, our Equity and Inclusion Specialist, the Centre for Community Engaged Learning and the UBC Wellness Centre for working with us on creating the course.

### Other Updates

- **Resource Groups Database** - We are in the process of updating our info database for the resource groups and we plan to update their page on the AMS website with the newly collected info which includes their president's information and their bylaws.
- **Sustainability Priorities** - This October 2023 Updates has been submitted as a report!
- **AMS CampusBase Issues** - Students are having struggles logging-into CampusBase. We have communicated with the Affiliated Colleges to get their student info for access.
- **Club Referral Programs** - Catering and Conferences is looking into bringing this new program as a way for clubs to raise funds and be a part of the booking work.
- **AMS Affordable Meals** - Each of our food outlets will be offering their own affordable meal options. Promotions will be coming out soon on AMS pages and Campus Nutrition.
- **VP Admin Caucus** - I am in the planning process of creating the VP Admin Caucus which will consist of the Vice Presidents of Administration or their equivalent from each of the constituencies. This caucus will focus on collaborations, club commissioning, sustainability initiatives, booking assistance, and other relevant topics.