



## Minutes of the Operations Committee

March 16, 2023

6:00 PM PDT

<https://us06web.zoom.us/j/83471859741?pwd=WGtVZ3ZGKzBlbW51V1dFM3JhUk5Fdz09>

### Attendance

Present: Ben Du (Vice President Administration), Kana Kawanishi (Councilor for Forestry), Cissy Zhang (Councilor for Land and Food Systems), Rachael Peng (Student at Large), Tim Vong (Student at Large)

Regrets: Thomas Dunsmore (Councilor for Commerce), Katherine Feng (Councilor for Science)

Guests: None

Recording Secretary: Ben Du

### Call to Order

The meeting was called to order at 6:06 PM PDT.

### Territorial Acknowledgement

### Adoption of the Meeting Agenda

Moved: Kana                      Seconded: Cissy

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

This motion passes unanimously.

## Agenda Items

### 1. New Club Applications (January 2023 Application Intake)

Supporting documentation attached as files or links on OnBoard Board Management Software.

A new process is being piloted to expedite the internal review process and turnaround times for applicants. A Qualtrics form, distributed among committee members prior to the meeting along with supporting materials, contains a voting sheet that every member must submit on their own time. In the form, members can also flag an application for discussion. Should this occur, the committee will allocate time to discuss those applications on March 23. It should be noted this form is only used for cases where the Clubs and Societies Working Group has recommended an application be approved or declined.

The Clubs and Societies Working Group has referred the four following applications to the committee for further discussion: The Women's Network, Crowd Experience, Strategy Management Consulting Club, UBC Hope. The committee will allocate time to discuss the first two applicants in the current meeting session, and will allocate additional time in subsequent meeting sessions to discuss the following two applicants.

Moved: Kana

Seconded: Tim

*BE IT RESOLVED THAT the Women's Network club application is approved.*

This motion was defeated (0 in favor, 4 against, 0 abstentions).

The committee understands that The Women's Network is an already established group on campus with a membership of roughly 200, although proposed event ideas seem to be largely focused on business with potential overlap of other existing clubs such as Young Women in Business, and a headshot event introduced concerns over the appropriate classification of what an event entails.

Suggestions arose with differentiating themselves from other existing groups under the AMS umbrella, and reinforcing the need or benefit of obtaining AMS club status.

Moved: Cissy

Seconded: Kana

*BE IT RESOLVED THAT the Crowd Experience club application is approved.*

This motion was defeated (0 in favor, 4 against, 0 abstentions).

The committee appreciates the Crowd Experience's purpose to connect students with local communities, especially for international students, however, collaboration with external parties

introduces concerns with ties to third parties external to the AMS. Receiving curated lists for fun things to do in Vancouver could add value to the student community, however it appears the core purpose of the club is to curate and send newsletters, which is troublesome for the longevity and events-oriented nature of a student club.

The application appears fragmented between a mission that lacks specificity and their proposed events, some of which can overlap with AMS Events programming. The mission seems to be focused on gathering people to attend events, rather than hosting events for students. The committee considered other campus-affiliated organizations with similar missions who have been successful, and a lack of justification for obtaining AMS club status.

## 2. Vandalism Incident in the Nest

Supporting documentation shared during an in camera session due to ongoing police investigation.

Moved: Ben

Seconded: Kana

Third: Cissy

*BE IT RESOLVED THAT the committee enters an in camera session.*

This motion passes unanimously.

There are details involved in this discussion that reveal personal information. The committee would like to protect the privacy of individuals, and ensure no comments affect the process of an ongoing police investigation. The committee entered in-camera during this agenda item.

Moved: Ben

Seconded: Cissy

*WHEREAS*

- 1. The current balance for the Student Union Building Repairs and Replacement Fund is \$545,940.00 CAD as verified by the VP Finance;*
- 2. Pursuant to AMS Code of Procedure IX.B Article 6.6(b)(iii), an expenditure of less than 5% of the total amount in the Fund may be approved by the Finance Committee or the Operations Committee without submission to Council; and*
- 3. Five percent of the \$545,940.00 CAD is \$27,297.00 CAD.*

*THEREFORE BE IT RESOLVED*

- 1. THAT up to \$800.00 is approved from the Student Union Building Repairs and Replacement Fund to replace the damaged glass composite and television screen from the incidents of vandalism on February 14, 2023.*

This motion passes unanimously.

### 3. Microwave Addition Project

Supporting documentation attached as files or links on OnBoard Board Management Software.

Moved: Ben

Seconded: Cissy

#### *WHEREAS*

- 1. The annual intake for the Capital Projects Fund is approximately \$480,700.00 CAD as verified by the VP Finance;*
- 2. Pursuant to AMS Code of Procedure IX.B Article 6.5(a)(vi), an expenditure of less than 2% of the annual intake of the Fund may be approved by the Operations Committee without submission to Council, but the Operations Committee may only approve expenditures relating to renovations or maintenance of the AMS Nest; and*
- 3. Two percent of \$480,700.00 CAD is \$9,614.00 CAD.*

#### *THEREFORE BE IT RESOLVED*

- 1. THAT up to \$3,500.00 CAD is approved from the Capital Projects Fund for the Microwave Addition Project.*

This motion passes unanimously.

From January 16 to January 20, the AMS conducted an in-person public engagement process in the form of multiple interactive presentation display boards to inform the future direction of making the act of heating food more convenient in the Nest. The following three takeaways were learned: (1) building a microwave hub would decrease accessibility and promote over-crowding, therefore pivoting future actions to focus on satellite locations, (2) cleanliness is a priority, from signage and collaboration with custodial services for maintenance and upkeep, and (3) crowd-control is important to ensure queues don't obstruct the surrounding environment, such as at Honour Roll and near GNE.

This project proposes additional microwaves for the lower level (+4), first floor (+2), second floor (+4), third floor (+1), fourth floor (+1), increasing the microwave count by 12, for a total of 18 microwaves after project implementation.

On the presentation display board, for the question "Do you think the Nest needs more public microwaves?" data collection resulted in 450 people indicating YES, 30 people indicating NO. Other questions asked to the public included "Where would you most use a microwave?" and "What should we consider if we were to build a microwave 'hub'?", and data was collected to inform the direction of this project as well. The committee discussed new microwave placement, funding, power provisioning, contingencies in the event that smoke exits from a microwave, signage to point to the next nearest microwave to disperse over-crowding, and concerns with the feasibility of stacking microwaves.

#### **4. Discussion - End of Year Large Venue Benefit**

The committee discussed that 2022W is the first full academic year since COVID-19 restrictions were set on gatherings. At the beginning of the year, Clubs Fair 2022 was a large-scale event with an ultimate goal of bringing the UBC student community together and connecting clubs with prospective members. As we reach the end of the year, and as membership counts recover to pre-pandemic levels, successful year-end events mark an opportunity for clubs to ensure membership retention for the 2023W academic year.

The Great Hall is free for clubs to book, however is the only venue in the Nest that accommodates large audiences for event formats like end of year celebrations and galas. Availability for the Great Hall has plummeted for the remainder of March and April 2023 and Internal Bookings continues to receive an influx of booking requests for events with large audiences, resulting in many clubs being turned away. Alternative venues offering similar capacity to the Great Hall (e.g. Jack Poole Hall at RHL Alumni Center) present rates of approximately \$1.5K - \$2.5K for a 6-hour evening booking, imposing a significant financial barrier to clubs and their membership from hosting a year-end large gathering.

The committee agreed that this Benefit would keep financial barriers low for club members attending year-end events, minimize the risk of financial instability for clubs, and ensure clubs have the opportunity of hosting events in large venues despite the scarce availability of internal venues like the Great Hall. Additional details: The provision of the Benefit will be application-based under a strict criteria, via a CampusBase form and internal workflow, processed by staff members in the VP Admin's office. Applications will be assessed within three (3) business days of their submission. If approved, the Benefit amount will be deposited into the club's account within five (5) business days from approval. Similar to financial benefits administered in the past, the method of delivery will be via an internal journal voucher (JV), initiated by the VP Admin's office and executed by accounting staff. The Benefit would cover 50% of event venue costs only, up to \$1,000 CAD. Proof of venue invoice, booking contract confirmation, and event budget would be required. Each club will be limited to one external booking covered under this Benefit.

Under the details outlined above, the committee expressed support for the financial benefit.

#### **Next Meeting**

The next scheduled meeting will take place between 6:00 PM to 7:00 PM on March 23, 2023.

#### **Adjournment**

There being no further business, the meeting was adjourned at 7:33 PM PDT.