



Operations Committee

Meeting Minutes for October 31st, 2023

Meeting Link (Hybrid)

Ian Caguiat (he/him) is inviting you to a scheduled Zoom meeting.

Topic: Operations Committee 2023/24

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

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

Meeting ID: 831 7661 8039

Passcode: 924677

Attendance

Present

- Ian Caguiat (VP Administration & Chair)
- Tanvi Pandhi (Kinesiology Councillor)
- Anna Shubina (Arts Councillor)
- Yuki Ichikawa (Science Councillor)
- Amaan Panchbhai (Commerce Councillor)
- Julia Do (Student-at-Large)
- Michael Kingsmill (Project Manager and Design Services)
- Melissa Bautista (CCEC & Recording Secretary)

Guests

- Henry Li (AVP Admin)

Regrets

- Vince Markarian (Building Ops Manager)
- Hong Lok-Li (Chief Tech Officer)
- Urmi Patel (Student-at-Large)

Call to Order



The meeting was called to order at **3:34 PM PDT**.

Territorial Acknowledgement - Yuki

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: Amaan

Seconded: Yuki

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

This motion passes unanimously.

Approval of the Minutes

Moved: Anna

Seconded: Julia

“BE IT RESOLVED THAT the following minutes be accepted as presented: October 26th Operations Committee Minutes.”

Important Links:

 [October 26th Operations Committee Minutes \(1\).pdf](#)

This motion passes unanimously.

Agenda Items

1. September 2023 New Club Recommendations

Important Link:  [Sept 2023 New Club Recommendation Overview.pdf](#)

- Concerns on the rejection of the AMS Women’s Health Research Club at UBC: Not a lot of research focusing on women's health; and the URO is too broad and Women’s Health Club doesn't focus on research.
- Why is the UBC Hot Tub and Sauna being rejected? The AMS doesn't have resources to give them the equipment they need; and there is nowhere to store a hot tub.
- The Ice Cream Club? We accepted the Barista Club and the Baking Club last round and they have well thought out events.
- Why did we reject the AMS 3D Media? Because they didn’t have a well thought out application. We will recommend for them to apply in January 2024. It is different from UX Hub.
- Rejection for the Sikh Student Association? Even though it might be a different religion, there are already other existing clubs with similar initiatives and events.
- Will the new clubs have lockers and club rooms? They might be able to apply for lockers if we get through the waitlist and once the lockers are built this late November.
- What happens to the applications that are rejected? Some are very similar to existing clubs so we ask them if they want to collaborate with them. We also ask them to re-apply for next cycle.

Moved: Amaan

Seconded: Yuki

“**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 Sept 2023 New Club Recommendation Overview with the addition of the AMS Women's Health Research Club at UBC.”

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

This motion passes unanimously.

2. **AMS Clubs Handbook**

Important Link:  [OFFICIAL Clubs Handbook.pdf](#)

- Domains
 - The only payment to make is for google work space (\$40)
 - Then google work space is free.
- Slack
 - We provide a letter of support to try to get a premium account.
 - Add on the handbook to let the clubs know that we can provide support with Slack.
- EDI Guidelines
 - We want to make it enforceable but there is a self evaluation at the end of the year.
 - Not a policy but for clubs to look into (just for this year).
- Quorum Number
 - Not mentioned in the Clubs Handbook?
- Zoom and Slack
 - If we mention Slack, we should also mention that we support them with Zoom accounts and support.
- Constituency Handbook
 - Ask the President's team if this exists or if one can be created.

Moved: Tanvi

Seconded: Amaan

Thirded: Julia

“**BE IT RESOLVED THAT** the AMS Operations Committee approves the Clubs Handbook 2023 which is to be distributed for all AMS clubs as a resource, and to be reviewed annually starting from July 2024, with the addition of separate sections on Google Workspace, Zoom and Slack support, contracts, and quorum number.”

This motion passes unanimously.

3. **Operations Committee Policy Manual: Section 4 (Discussion)**

Important Links: [SECTION 4_ Operations Committee Policy Manual.pdf](#)

New Business

- Missed Meeting and Disagreements



- What if a member disagrees on a certain topic and they are not present during a meeting to speak about their opinion?
 - Agenda items will be sent out a day before so the member will have a day to speak up.
- Ian to add New and Old Business sections into the agenda to ensure that all members agree.
 - Members are able to send Ian a message to raise concerns.

Next Meeting

The next scheduled meeting will take place between **12:30 PM to 1:30 PM on November 9th, 2023.**

Adjournment

There being no further business, the meeting was adjourned at **4:32 PM PDT.**