



## Operations Committee

### *Meeting Minutes for November 9th, 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)
- Urmi Patel (Student-at-Large)
- Priscilla Ng (CCEC & Recording Secretary)

##### **Guests**

- Amy Liao (Clubs Administrator)
- Savannah (SASC Assistant Manager)
- Christine (Catering and Conferences)

##### **Regrets**

- Michael Kingsmill (Project Manager and Design Services)
- Vince Markarian (Building Operations Manager)
- Hong Lok Li (Chief Technology Officer)
- Julia Do (Student-at-Large)



## Call to Order

The meeting was called to order at **12:36 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 xwməθkwəy̓ əm (Musqueam) People.

## Next Meeting: Amaan

## Adoption of the Meeting Agenda

**Moved:** Tanvi

**Seconded:** Yuki

**“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:  
October 26, 2023 - In Camera Operations Committee Minutes; October 31, 2023 - Operations Committee Minutes; August 17, 2023 - Art Gallery Subcommittee Minutes; August 11, 2023 - CSWG Minutes; September 1, 2023 - CSWG Minutes; November 7th, 2023 - CSWG Minutes; August 11, 2023 - IT Subcommittee Minutes; and September 18, 2023 - Sustainability Subcommittee Minutes.”



## Important Links:

- [October 31st Operations Committee Minutes.pdf](#)
- [AMS Art Gallery Subcommittee Meeting Agenda - Aug 17th.pdf](#)
- [CSWG 08\\_11\\_2023.pdf](#)
- [CSWG 09\\_01\\_2023.pdf](#)
- [CSWG 11\\_07\\_23.pdf](#)
- [IT SUBCOM MINUTES 08\\_11\\_2023.pdf](#)
- [Sustainability Subcommittee September Meeting Minutes.pdf](#)

*This motion passes unanimously.*

## Agenda Items

### 1. **Student Services on OCPM**

Important Link: [Rationale: SASC Workshop Points System.pdf](#)

**Recommendation:** Add the following point under ‘Section 4 (Clubs Policy): Article 11 - Access to AMS Services and Privileges’ as well as on the other Access to AMS Services and Privileges articles on Sections 5 and 6 of the Manual:

**“AMS Clubs/Constituencies/Resource Groups and their members shall be able to access programs and offerings of all AMS Student Services.**

- **The AMS may penalize groups who fail to cancel workshop and program bookings before the 72-hour deadline. Groups that will do so will be automatically charged \$20 on their account for each instance and the collected monies will be transferred to the Clubs Benefit Fund. ”**
  - **The relevant student services will provide ample communication to the group before the event/programming.**
  - **Three consecutive last-minute cancellations will incur the club one strike in Bad Standing.**
- Amaan
  - Why keep it \$20, not lower or higher? I suggest a little higher.
- Ian
  - \$20 suggestion is just for affordability, a lot of our clubs don’t have that much money, they only receive membership money at the same time, so

start with no money in accounts codes. If the committee thinks it should be higher that we are comfortable with too.

- Anna
  - Is there a recommendation on how many days hours to cancel and higher fees for that?
- Savannah
  - We've had issues where people cancel 2 hours before. That might be a good idea to explore - 24 hours cancel is \$50, 72 is \$20
- Tanvi
  - Are the workshops free?
- Savannah
  - Yes.
- Amaan
  - I like the idea of increasing the timeline, let's say it gets canceled, because it's free and I got charged \$50, as a President I would feel like doing it again might be a risk - so would put me off from doing a free workshop in the future.
  - Might create a negative effect on people being worried and not taking the free resources.
- Savannah
  - Our plan is that if people book a workshop, we put clear cancellation guidelines. Our intention is not to hold all clubs accountable to this, it's more to encourage clubs to communicate. We are willing to be flexible to students, but it's more to get them to be communicative with us, and we will do it on a case-by-base basis. Let us know if you don't think you will get as much attendance.
- Ian
  - I'm wondering for 1 workshop, how much would the average be for the labour cost?
- Savannah
  - Just facilitation of the workshop: \$135, not including set up take down time or developing workshop..
- Yuki
  - I'm in favor of the 24-hour.
- Ian
  - On the recommendation I made, I put it as a blank hour deadline to get the committee's thoughts.
- Savannah



- I think 48 would be ideal, so people can adjust schedules.
- Anna
  - I think 72-hours would be better - so you can change your schedule. 24 feels soon.
- Tanvi
  - I'm good with 72.
- Savannah
  - At 72, we can keep it at \$20.
- Ian
  - I would like to see that whenever these penalties are charged, it would also be good to have communication exchanges to see if they aren't responding to you, just to back up why we are charging them.
- Savannah
  - If we are ever looking to charge a workshop we would give you a rundown, if you want emails and slack messages we can provide that too.
- Anna
  - What about sending clubs a notification reminder before the 72 hours happens
- Savannah
  - We could put something in place, 5 days before as a kind reminder of the cancellation policy.
- Tanvi
  - What about clubs that fail to let you know 72 hours ahead of time, and then try to book a workshop again, should that penalty be increased because it's their second offense?
- Ian
  - I looked into this, it doesn't increase for other booking things related to AMS, so probably won't have the increasing charges.
- Amaan
  - Maybe we can have a cap to make sure students actually show up, depending on the number, does it work with clubs having different numbers and minimum numbers or attendance if its below that.
- Savannah
  - The attendance thing is not as impactful, we have the time and will still do the workshops. It would be hard to put something in place.
- Ian
  - Also comes to members' comfortability with this, some people might want to meet with 3 people at a time. We shouldn't limit this.



- Tanvi
  - Whatever club is reaching out for a workshop, different clubs have different reach, you can't really decide how many people will come. A straightforward 72 hours \$20 fine would be good.
- Yuki
  - Maybe include the costs it takes you to set up to help clubs understand .
- Ian
  - Borderline guilt shaming to put the number.
- Savannah
  - Even reaching 1 person is a win in our minds.

**Moved:** Anna

**Seconded:** Tanvi

“**BE IT RESOLVED THAT** the Operations Committee amends the Access to AMS Services and Privileges articles on Sections 4, 5 and 6 to include the recommended AMS Student Services wording above.”

*This motion passes unanimously.*

## 2. **Urgent AV Replacements Project**

Important Link: [AV Capital ask 2023.pdf](#)

- Amaan
  - Why is the screen so expensive?
- Christine
  - Includes labor to install them, that's just the cost of them.
- Ian
  - Some of the wall panels are locked onto the wall.
- Christine
  - We have the keys for those
  - We need to replace those, Jackie was asking for 3, we don't need 3, we just need 1 and then can move it around just to save us some money there.

**Moved:** Amaan

**Seconded:** Tanvi



“**BE IT RESOLVED THAT** the AMS Operations Committee approves \$14,000.00 for the Urgent AV Replacements Project from the SUB Repairs and Replacement Fund.”

*This motion passes unanimously.*

### 3. **Disabilities United Collective Constitution Changes**

**Relevant Sections of Code:** XI. Student Resource Groups - Article 1.

*“Each Resource Group shall establish its own rules, regulations, and procedures, and shall record those rules, regulations, and procedures in a constitution or other similar document which it shall submit to the Operations Committee for information purposes. Any amendments to the constitution or other document shall also be submitted to the Operations Committee. In the event that such amendments significantly alter the purposes of the Resource Group, the Operations Committee may, by a Two-thirds (2/3) Resolution, recommend to Council that it reject the amendments. After such a recommendation from the Operations Committee, Council may reject such amendments by a Two-thirds (2/3) Resolution.”*

*“The rules, regulations, and procedures of a Resource Group must ensure that it operates democratically and must also ensure that only those members of the Resource Group who are Active Members of the Society shall:*

- (a) exercise voting rights at Resource Group meetings and other Resource Group events; and*
- (b) hold Executive positions, or similar positions, within the Resource Group.”*

Important Link(s):

[DUC Constitution 2023.pdf](#)

[OLD Constitution of the Disabilities United Club \(DUC\).pdf](#)

- Amaan
  - From my understanding, are they going to suggest to us the changes and then it passes to us to change? So we will be considering those rules and regulations and procedures that they bring up and then we can consider it.
- Ian
  - It is only within our power to ask questions and raise those concerns.



- Unless the change is regarding the the purpose of the resource group which on this case isn't being changed, that's what we can raise as a big concern.

**Moved:** Yuki

**Seconded:** Tanvi

“**BE IT RESOLVED THAT** the AMS Operations Committee approves the new Constitution of the Disabilities United Collective.”

*This motion passes unanimously.*

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

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

- Ian
  - Include EDI + sustainability!
  - Election rules in general
    - Incorporating Roberts Rules in elections
- Amaan
  - Section 2 on charity clubs - should we maybe explain what we consider as charity?
- Ian
  - We are looking into that in CSWG, we will expand or give an example
  - Relevant policies for our clubs too - CM4 PC1, PC2
- Yuki
  - Maybe add BU1 there too.
- Ian
  - We can rework that into relevant policies section too - add a section dedicated to CM4.
- Tanvi
  - Would stuff form 16 be moved there.
- Ian
  - Might just keep it and add BU1 stuff.
  - And then add a section for CM4.
- Anna





- We can't use "union" as a club name.
- Amy
  - In 7G + 10D, it says newly elected execs need to do the 2 step canvas course + SLT - should we change that or keep that.

### **Old Business**

### **New Business**

- Ian
  - OpsCom training for PC1/PC2 is on Sunday, November 26th in the Nest.

### **Next Meeting**

The next scheduled meeting will take place between **12:30 PM to 1:30 PM on November 23rd, 2023.**

### **Adjournment**

There being no further business, the meeting was adjourned at **1:31 PM PDT.**