



**THE ALMA MATER SOCIETY  
OF THE UNIVERSITY OF BRITISH COLUMBIA VANCOUVER**

**AMS EXECUTIVE COMMITTEE**

Minutes of June 13, 2024

**Attendance**

Present: Christian (CK) Kyle (President), Drédyn Fontana (VP Academic & University Affairs), Gavin Fung-Quon (VP Finance), Amy Liao (VP Administration), Ayesha Irfan (VP External), Justin Lieu (Managing Director, left at noon), Kathleen Simpson (Senior Manager of Student Services, away 12-12:20), Sheldon Goldfarb (Archivist & Clerk of Council)

Guests: Harleen Hundal (Assistant Manager, Student Services)

Recording Secretary: Sheldon Goldfarb

**Call to Order**

- The meeting was called to order at 11:05 am in Nest Room 3511.

**Agenda**

- The agenda was approved (CK, Gavin).

**Teamwork**

- Harleen presented on how the Teamwork project management platform works in the Services, including such things as:
  - Task lists.
  - Sub-tasks.
  - Due dates.
  - Stakeholder management.
- Drédyn:
  - Are there sub-teams?
- Harleen:
  - You can set up your own teams.
  - There is a Services team.
- Drédyn:
  - Is this linked to Microsoft Office?
- Harleen:
  - No.

- Justin:
  - You have to copy from Office to Teamwork.
- CK:
  - All emails are connected, just files are not.
- Justin:
  - Different teams will use the account structure in different ways.
  - You have to be strategic in advance, when setting it up.
  - Need to set task end dates so can port it into the next year.
  - The idea is to give the next year's person a head start, for long-term sustainability.
  - Important to set proper end dates for tasks.
- CK:
  - Really good for future events.
- Drédyn:
  - What are the costs?
- Justin:
  - You can have unlimited collaborators.
  - You pay per person for users.
  - We're looking to confirm the prices.

## Financial Policies

- Gavin:
  - Policy FN2 (credit cards).
    - We want spending to be sustainable and responsible.
    - Procedures are established by the VP Finance office.
    - We've ordered credit cards.
    - Keep yours in a safe place.
    - Use it safely.
    - You're the only one using it, with certain exceptions (e.g., your staff, but not your friends).
    - Collect receipts and submit them as soon as possible.
    - Use the correct account codes.
    - Violations:
      - Maximum of three lost receipts.
      - Losing your credit card.
      - Misuse of cards for personal expenses.
    - Penalties:
      - First, a warning.
      - Then card can be frozen temporarily.
      - Could go to EPA and Council.

[Justin and Kathleen left.]

- Gavin:
  - Policy FN3 (expenditures):
    - Phone, travel, alcohol.
    - \$60 per month reimbursed for cellphones.
    - Alcohol expenses permitted if on official AMS business, for partnership building, volunteer appreciation:
      - Volunteer appreciation must be budgeted for.
    - \$3,000 a year for travel (to conferences etc.)
      - May revisit this. It's not very much if you're bringing your AVP's with you.
- CK:
  - In the past we have not adequately followed the travel limit.
  - Would like to revise the policy.
- Gavin:
  - You're supposed to find the cheapest form of travel, economy rates.
- CK:
  - Our carbon policy (PC7: Air Travel and Expenditures) doesn't agree with FN3.
  - Will look at this.
- Dréydn:
  - Is Academic Caucus part of partnership building under FN3?
- CK:
  - It should be a budget line.

## Minutes

- The minutes of May 16 and June 6 were approved (CK, Gavin).

[Kathleen returned.]

## Updates

- *Gavin's update:*
  - Sent out Treasury Canvas course: 50% enrollment.
  - Credit cards for the VP Finances in the Constituencies, and meeting with them.
  - Fincom meeting tomorrow: subcommittee appointments, the budget.
  - Scheduling the Health & Dental Committee.
  - Waiting for actuals.
- *Ayesha's update:*
  - SUDS August 9-11:
    - Planning workshops, keynote speakers.

- Good engagement: already 80 people have signed interest forms.
- Provincial election.
  - Working with UVic and SFU through our new BC3 group.
  - Housing is our issue: vacancy control.
  - The parties say they will consult us on student issues.
- *Drédyn's update:*
  - Academic Caucus Tuesday: great turnout.
    - Setting up working groups.
    - Met with some individuals beforehand.
  - University Committees:
    - Teaching and Learning Enhancement Fund (TLEF):
      - Upgrading spaces.
      - Lecture capture.
  - Trying to set up meetings with UBC VP's and Directors in the VP Students Office.
  - Met with the University Ombudsperson about training for our Constituencies' VP Academics.
  - Senate.
- *Amy's update:*
  - Canvas courses for clubs: 50% enrollment.
  - Student Leadership Week for club executives starting July 30.
  - Sustainability priorities due at Council:
    - Waiting for Indigenous Committee response.
  - Executive goals.
  - Club migration.
  - Opscom meeting next week.
- *Kathleen's update:*
  - Updating the booking platform for Peer Support.
  - Met with Chapman Learning Commons to discuss funds for Tutoring.
  - Food security: Hoping to raise awareness of resources beyond the Food Bank (e.g., the Food Hub).
  - Training on Teamwork.
  - Updating the Safewalk policy: strike system for clients.
- *CK's update:*
  - Working with Justin on training.
  - Executive goals:
    - Looking at priorities in the Strategic Plan.
    - Want to go beyond operational duties.
    - Implementation of the Strategic Plan.

- My own goals: relation between President's goals and Executive goals.
- Executive goals format:
  - Sticking to action items, due dates: bullet points.
  - Away from paragraph writing and superfluous language.
  - Make them clear and easy to look to for accountability.
- Policy briefs/policy reviews:
  - Want to cut down on duplication within policies and between policies and Code.
  - Remove bloat.

### **Adjournment**

The meeting adjourned at 12:35 pm.