



Alma Mater Society of
UBC Vancouver

Quarterly Executive Report

Tom Dvorak, Vice-President Finance

September 24, 2009 to November 18, 2009

Table of Contents

Opening Remarks

Staff Updates

AMS Committees

AMS/GSS Extended Health and Dental Plan Committee

Appointments Review Committee

Budget Committee (Chair)

Business Operations Committee (Chair)

Finance Commission

Fundraising & Sponsorship Committee

Hiring Committees

Human Resources Committee (Chair)

Impacts Committee (Chair)

Information Technology Planning Group (Chair)

Renovations Planning Group

SUB Renewal Committee

External Committees

Alumni Association Board of Directors

Canadian Students' Horizons Group

CiTR Board of Directors

Walter Gage Memorial Fund Committee

Opening Remarks

Thank you for tuning in! I will keep my comments here brief and to the point. Much of my work is done as support for committees and commissions, so please reference those headings for detailed actions.

Let me begin with a formal apology. I originally chose to include comments about executive dynamics within this report in an attempt to shed light on the causes of recent events. I now realize that an official quarterly record is not the appropriate venue in which to raise these issues. On that note, I had a very candid and productive discussion with the Oversight Committee recently and will continue to work with them in the weeks to come.

While the comments above may sound somewhat “doom and gloom,” there do continue to be many positive aspects of my work which can be read in detail throughout the remainder of this quarterly. I greatly enjoy many aspects of my contributions to the AMS and feel that I can continue to drive value to this organization in the coming months. In particular, there are four key areas where I plan to focus my energy in my final months:

- I. Finishing an education platform for the new Rezgo (www.rezgo.com) online registration system
- II. Creating an AMS alumni engagement function
- III. Investigating ways to further engage students in certain aspects of our organization
- IV. Reformatting the AMS budget for better disclosure

My experience from transition last year has taught me that I need to personally see to it that projects are finished before the end of my term, because otherwise they will not be followed through on and a lot of work will have gone to waste. The four modest deliverables listed above are what I plan to complete before my term's end.

Take care,

-Tom Dvorak

Staff Updates

A lot of the great work that comes out of my portfolio could not happen without my dedicated staff. They've all continued to work hard despite academic obligations and constraints this fall.

Associate Vice-President Finance

Catherine Metrycki - avpfinance@ams.ubc.ca

Catherine wrapped up with acceptance of club and constituency budgets several weeks ago, and has since been sifting through piles of waivers and is now looking at possibly reforming some of the ways we assign deadlines for club and constituency compliance.

Financial Orientations Coordinator

Edwin Chan - finorientations@ams.ubc.ca

Edwin has more or less wrapped up treasurers' orientations for this year. This has left him with time to assist in other aspects of Fin Com as well as assist me in other project areas such as student internship coordination. If you've read this report in time for the Nov. 18th council meeting, be the first to mention this paragraph during my executive remarks for a free lunch at the AMS.

Business Promotions Coordinator

Mike Brown - businesspromotions@ams.ubc.ca

Mike brought forth a proposal that was approved by BOC for a campaign to increase recognition of AMS outlets. This should be launching early in the new year. He has also put in an amazing amount of work in conducting surveys at our outlets. His analysis of this data has resulted in some very enlightening discussions at BOC.

Sustainability Coordinator

Joyce Shen - sustainability@ams.ubc.ca

Joyce and I gave a mid-year update to council earlier this month on the work that's been done largely thanks to Joyce's commitment and drive. Some of the things she's continuing to work on are updates to our website, compostable cutlery, and eradicating bottled water from the UBC campus.

AMS Committees

Note: Transition into the new committee system has consciously delayed action on items that cannot be guaranteed to wrap up before the end of the year

Hiring Committees

I was unable to attend the hiring of the Elections Administrator and Safety Coordinator recently, but otherwise these committees have been relatively inactive. Hiring was a long and grueling process this year. Thanks again to all councillors who contributed!

AMS/GSS Extended Health and Dental Plan Committee

This committee received an end of opt-out period update on our enrollment statistics, and a similar update was presented to Council at our last meeting. I was also fortunate enough to attend a Stakeholder Meeting of Studentcare in Montreal where several of their clients were gathered to help drive strategic direction for the company.

Budget Committee (Chair)

The budget was completed and submitted to council back in July, completing this committee's main role for the year. Since then it's been reviewing some follow-up budget requests and made a decision not to continue with a structural audit along with Oversight Committee as this would constitute strategic planning and would be outside of the committee's mandate. Further, I'll be doing some work in my final quarter to reformat the budget in such a way that it provides more comprehensive disclosure of AMS activities.

Business Operations Committee (Chair)

This committee put together a proposal earlier this term to rent out the Whistler Lodge for several hundred thousand dollars, but this proposal was ultimately not adopted. We've also been looking at the comprehensive results of Mike Brown's business survey, and are developing some action items moving forward. A key project that I've personally taken on is looking forward at how to integrate more hands-on student learning into our business operations.

Human Resources Committee (Chair)

We were pleased to hire David Hannigan earlier this term and help him get settled at the AMS. We look forward to seeing an HR plan to begin rolling out in the new year.

Appointments Review Committee

This committee will see a revival of work with our new Senior Manager, HR coming on board. Tons of issues to address around salary grade design and pay equity in general, but in particular as this relates to Workstudy positions. We have some student staff making north of \$20/hr while others are making close to minimum wage. Questions around the committee's role in an HR framework need to be answered too.

Fundraising & Sponsorship Committee

This committee met earlier in the year and upon assessing our sponsorship situation, will continue to leave the task of sponsorship management to our Communications Manager given the efficiencies behind having a function with continuity take care of sponsor relationships.

Impacts Committee (Chair)

Many sustainability-related initiatives have been planned and coordinated by Joyce Shen, our Sustainability Coordinator. In the interest of everyone's time on this committee, a lot more responsibility has been put on the Sustainability Coordinator this year for executing initiatives that in the past has been an operational function of the committee. We have however restarted regular bi-weekly committee meetings that serve as a discussion forum for different environmental groups on campus.

Finance Commission

We continue to receive and review funding and loan applications as part of the day to day. The new Rezgo system is up and running, albeit in a trial form with limited user groups. Some functional customizations have been made and I am working on an educational platform to accompany the system moving forward. Also, the use of credit cards by student groups and creation of endowments has been looked at this past quarter.

Renovations Planning Group

This committee has recently brought forth a proposal to create new club office spaces on the lower level, and has also examined the costing of new security camera systems. This proposal will come to Council following an updated Video Surveillance Policy coming from BOC. If you've read this report in time for the Nov. 18th council meeting, be the first to mention this paragraph during my executive remarks for a free lunch at the AMS. Say the word "Kingsmill" if you'd like a beverage with that free lunch.

SUB Renewal Committee

My work with this committee continues to centre around coordination with the Alumni Centre project as well as the financing terms of our own building. This financing is very important, as it dictates what scale of a project we're able to undertake. The recent changes around the Underground Bus Terminal are also something that is being considered.

External Committees

Walter Gage Memorial Fund

This committee continues to meet quarterly to review applications for this generous source of student initiative funding.

Innovative Projects Fund Committee

This joint University-AMS committee is currently deliberating on this year's IPF applications. Our decisions should be made public by the end of the term.

Alumni Association Board of Directors

This is an exciting organization to work with, as they're just now climbing out of a complete strategic review, and are starting to see mechanisms put into place that are yielding amazing results. Definitive agreements around the Alumni Centre project are almost complete, and the search for a new Executive Director for the Alumni Association will be commencing in the coming weeks. There are also some changes coming from a recent governance review where in-camera sessions are pushed towards the beginning of an agenda, making more controversial issues come to the surface for everyone's benefit. Also, I have been attending meetings of the Student Alumni Relations Coordinator team. This is a new initiative to get student representatives from different campus groups involved in engaging their alumni. My hope is to design an alumni engagement function for the AMS to begin work under next year's executive.

CiTR Board of Directors

A project now underway for CiTR is a FUNDrive campaign to raise money for upkeep of the station. Having launched recently, the campaign has already raised over \$6000 through many on-air activities.

Canadian Students' Horizons Group

This national group is composed of the student unions of UBC, the University of Alberta, the University of Western Ontario, and Queen's University. Of significant news is the recent sale of Travel CUTS which was historically owned by CSHG and CFS-S. The national travel is under the new ownership of Merit Travel effective October 26,2009. Fun fact: if we were to ever consider joining the CFS, we would have to first vote to resign our seats on CSHG, as the CSHG bylaws prevent us from being a part of both CSHG and the CFS.