

**Caldwell, Cheryl Y MEM:EX**

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**From:** Caldwell, Cheryl Y SG:EX  
**Sent:** Thursday, February 23, 2012 4:33 PM  
**To:** 'Smailes, Peter'  
**Subject:** Your voice mail

Thanks for getting back to me, Peter.

I'll give you a shout at 1.30 tomorrow and see if we can connect then.

Regards,

Cheryl

Cheryl Caldwell  
Deputy General Manager, Licensing  
Liquor Control & Licensing Branch

## **Caldwell, Cheryl Y MEM:EX**

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**From:** Caldwell, Cheryl Y MEM:EX  
**Sent:** Friday, July 27, 2012 4:35 PM  
**To:** 'Smailes, Peter'  
**Subject:** RE: Call on Monday

Hi Peter,

Yes, call me at 2 on Monday. I have it in my calendar.

Have a good weekend,

Cheryl

Cheryl Caldwell  
Deputy General Manager, Licensing  
Liquor Control & Licensing Branch

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**From:** Smailes, Peter [<mailto:peter.smailes@ubc.ca>]  
**Sent:** Friday, July 27, 2012 4:18 PM  
**To:** Caldwell, Cheryl Y MEM:EX  
**Subject:** Call on Monday

Hi Cheryl

My morning and early afternoon are rather full on Monday. Can I call you at 2:00pm on Monday?

Regards,

Peter

Peter Smailes  
Treasurer  
The University of British Columbia  
2336 West Mall  
Vancouver, BC V6T 1Z4  
Tel: 604-822-9625

## **Caldwell, Cheryl Y MEM:EX**

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**From:** Smailes, Peter [peter.smailes@ubc.ca]  
**Sent:** Tuesday, August 7, 2012 3:19 PM  
**To:** Caldwell, Cheryl Y MEM:EX  
**Subject:** UBC AMS Information  
**Attachments:** AMS Org Chart 2012 Aug.pdf; AMS Operations Overview Aug 2012.pptx; AMS Financial Overview Aug 2012.pptx

Hi Cheryl

I managed to dig up some information on the AMS. It gives you a sense of the scope of operations. If you look at the first attachment slides 1 and 2 show the elected student structure and slides 3,4, and 5 show the paid administrators. Please let me know if you require additional information.

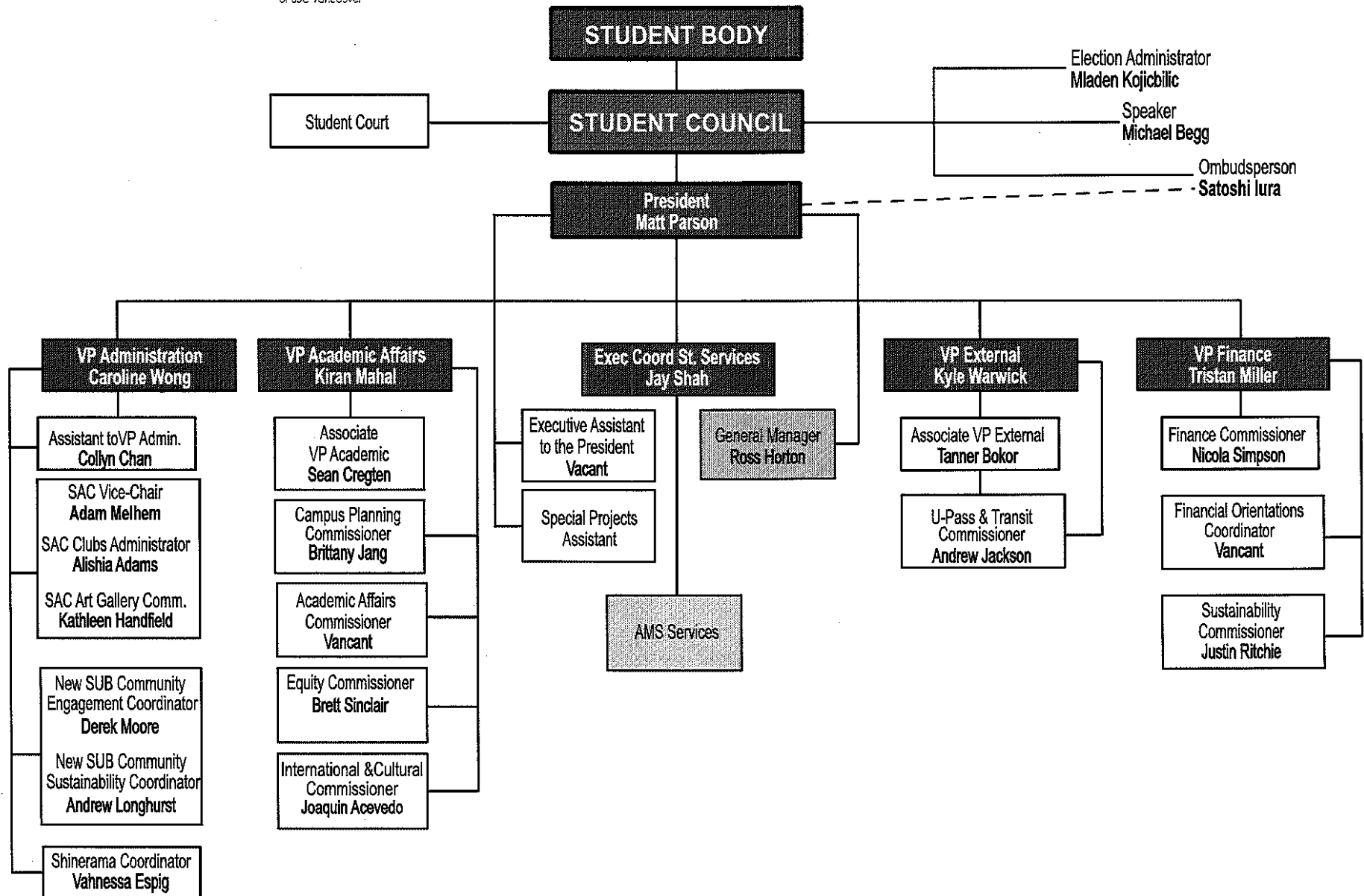
Regards,

Peter

Peter Smailes  
Treasurer  
The University of British Columbia  
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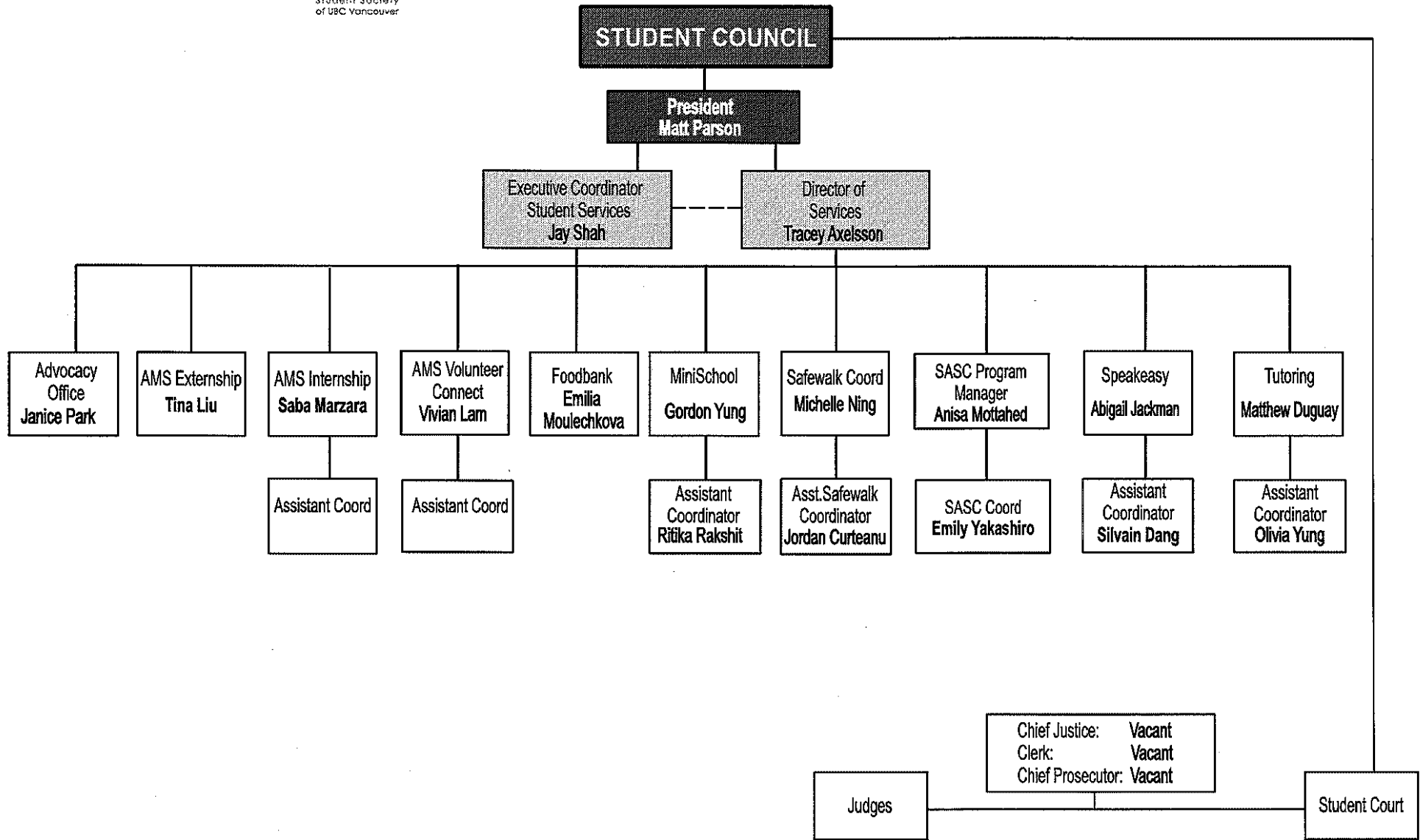
# Organizational Structure





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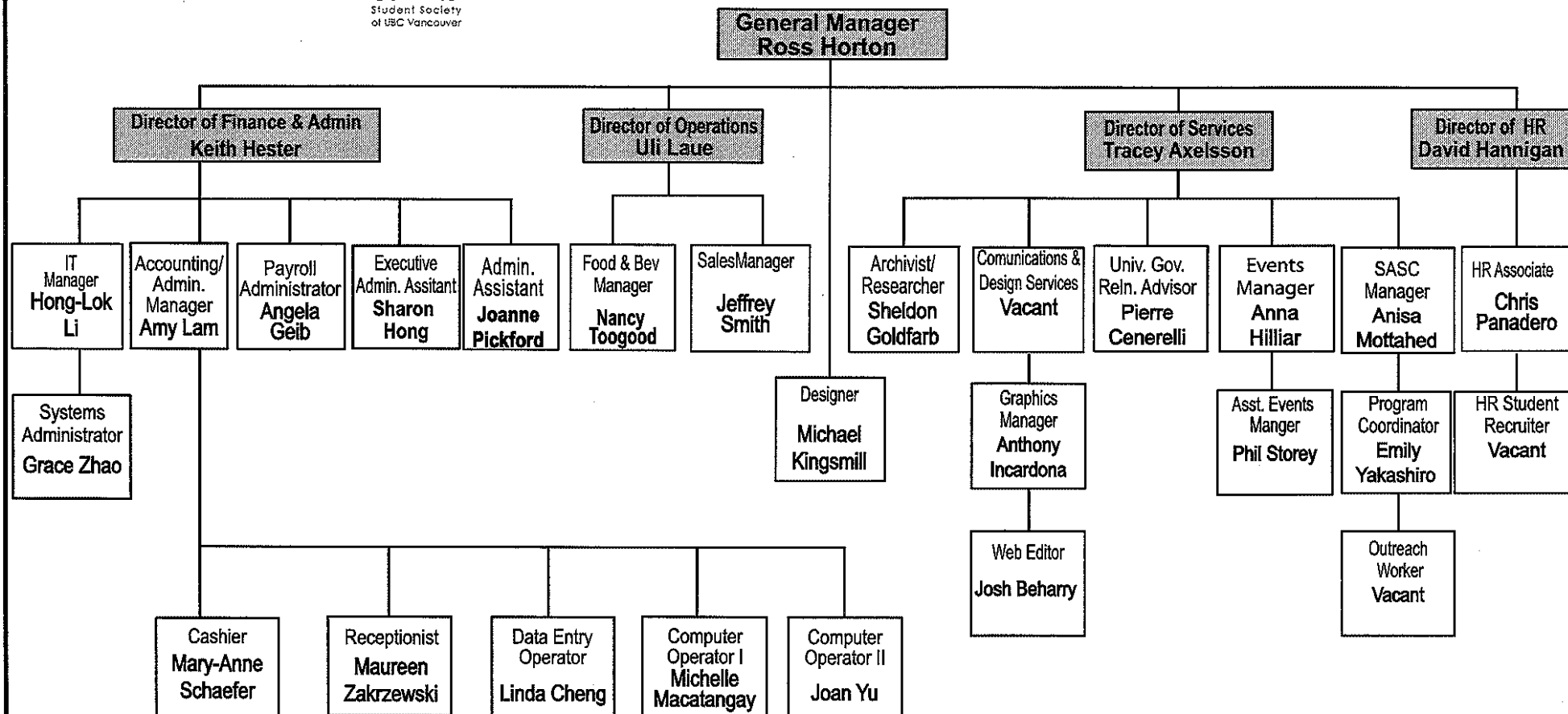
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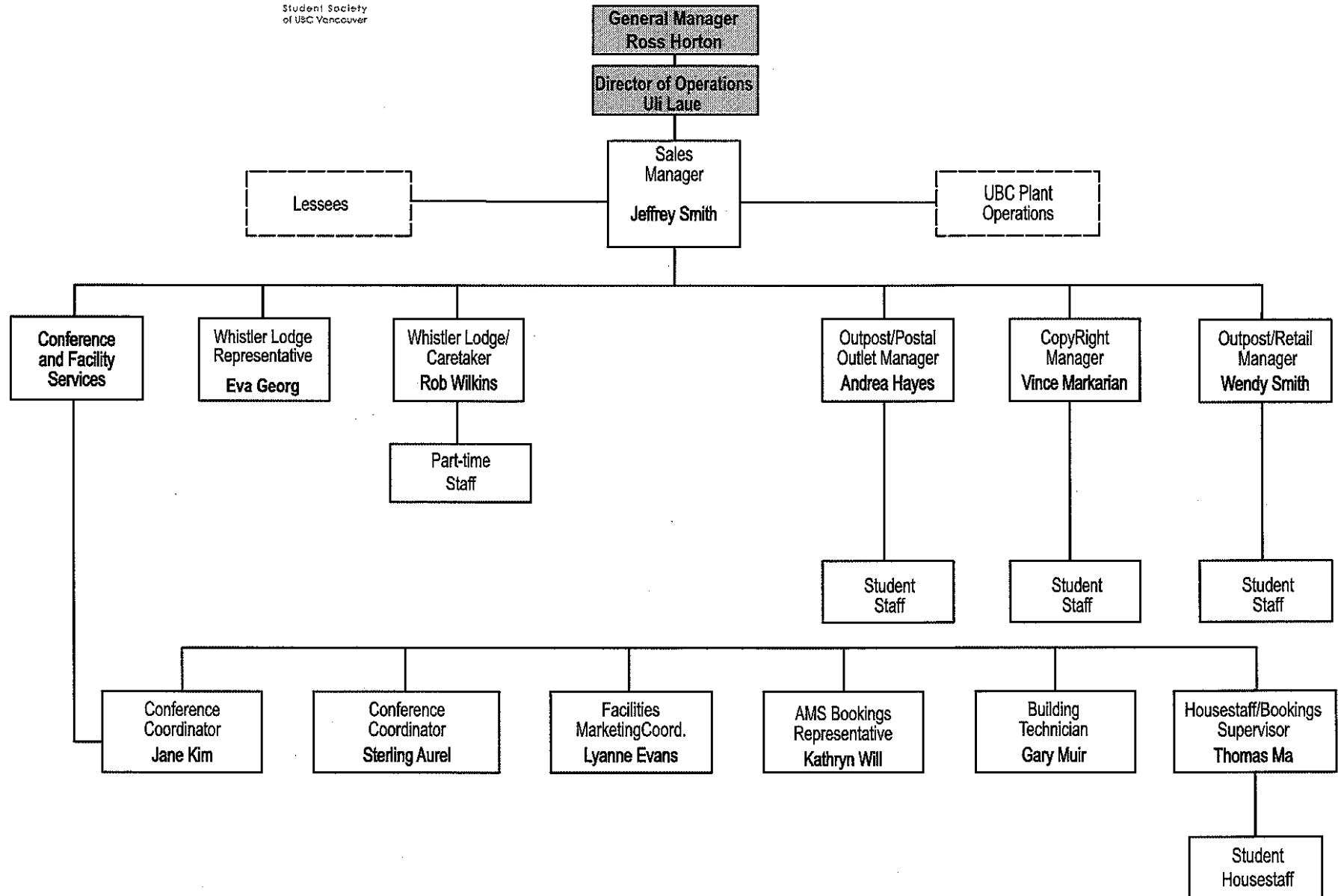
# Organizational Structure

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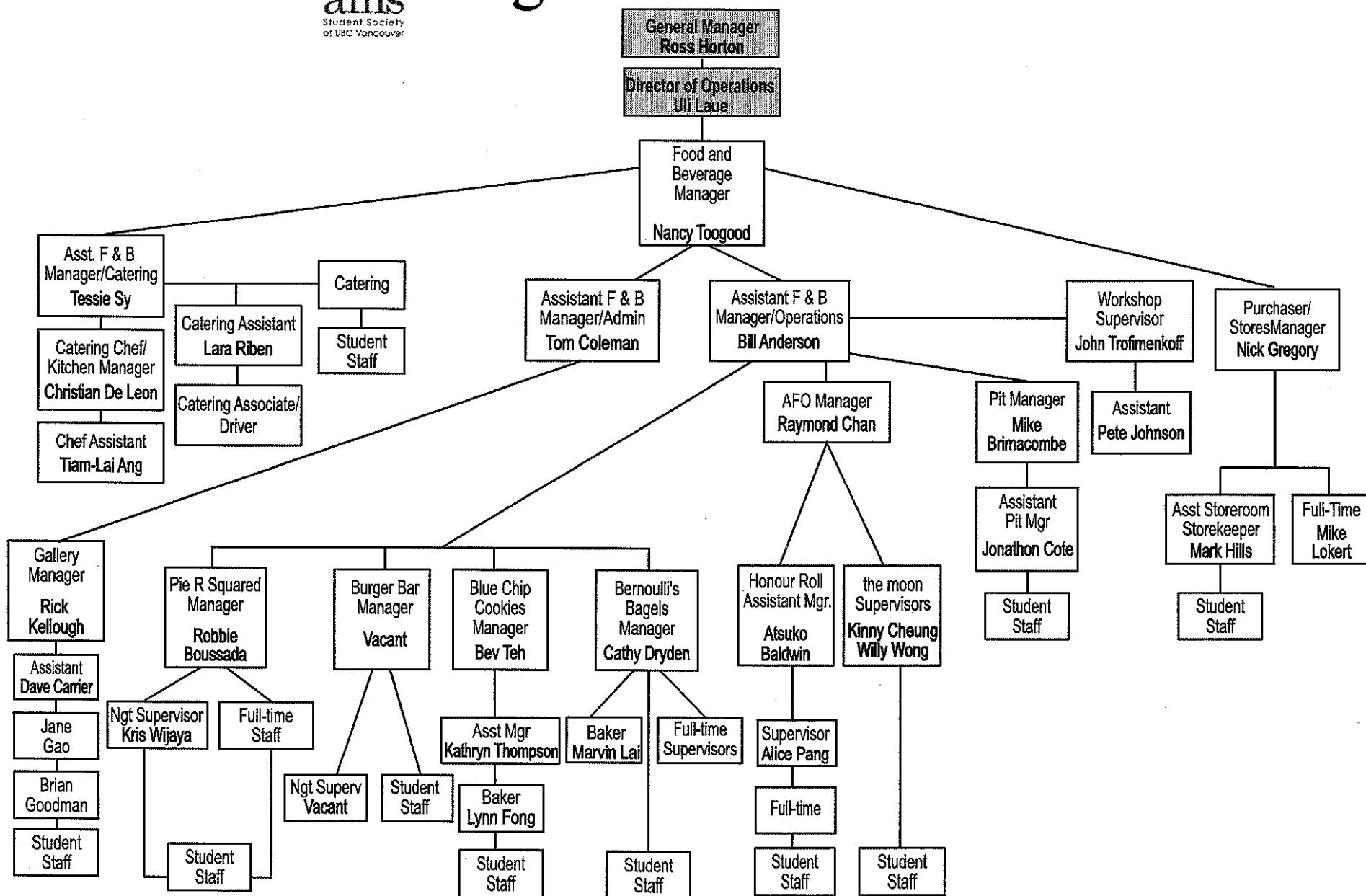


# Organizational Structure

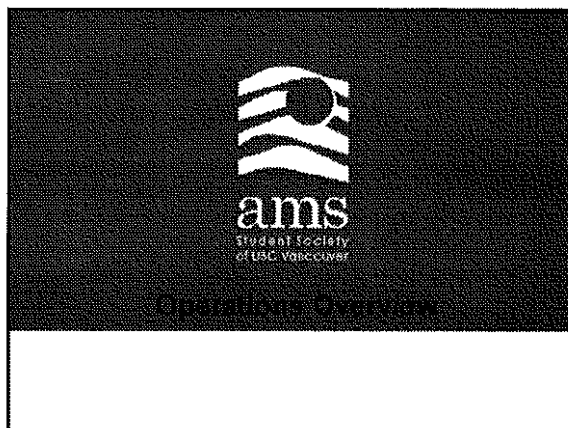




# Organizational Structure



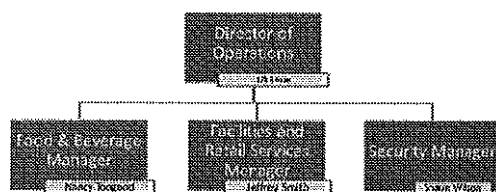




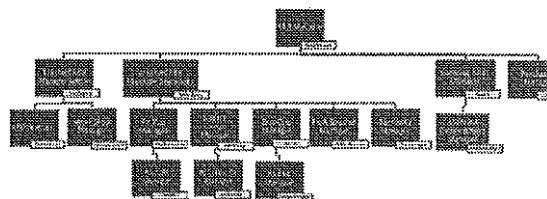
## AMS Operational Facts

- The AMS was founded in 1915
- The AMS has been operating commercial ventures since the 1940's
- The Pit Pub first opened on November 28, 1968, and was named by Dr. David Suzuki
- The AMS currently operates 16 businesses
- The AMS employs more than 60 permanent staff, has 400 FTE's in peak periods and produces almost 1000 T4's annually
- The AMS Food & Beverage management team has more than 100 years of combined industry experience

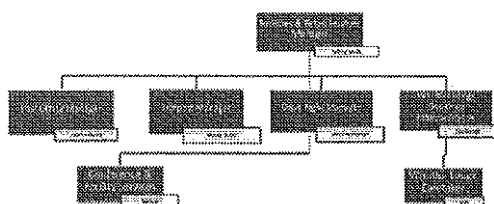
## Organisational Charts



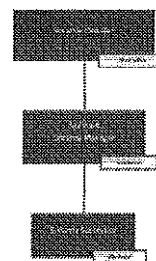
## Organisational Charts cont.



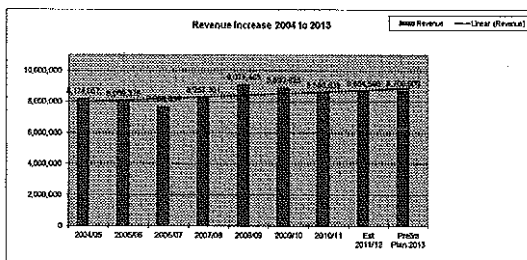
## Organisational Charts cont.



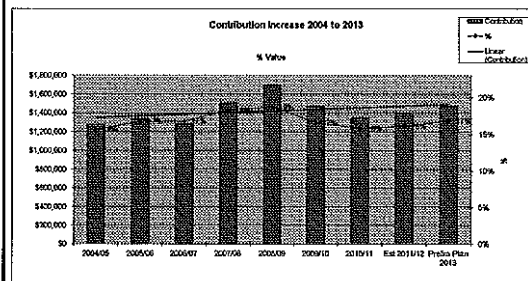
## Organisational Charts cont.



### Revenue Comparison 2004-2013



### Contribution Comparison 2004-2013





## Financial Overview

## Mission Statement

*Our mission is to improve the quality of the educational, social, and personal lives of the students of UBC Vancouver.*

## How do we do that?

AMS Services  
Advocacy Office  
AMS Food Bank  
AMS Minischool  
AMS Safewalk  
AMS Internship  
Sexual Assault Support Centre

Speakeasy  
AMS Tutoring  
Externship  
AMS Volunteer Connect  
Rentsline  
Health & Dental Plan

## How do we finance these services?

**Student Fees:**

\$6.5MM in 2010/11, forecast for 2011/12 \$6.5MM

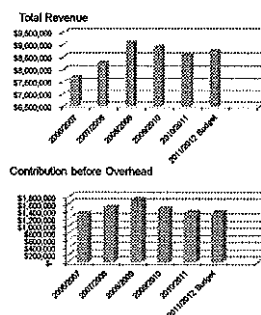
**Health & Dental Fees:**

\$7.8MM in 2010/11, forecast for 2011/12 \$7.2MM

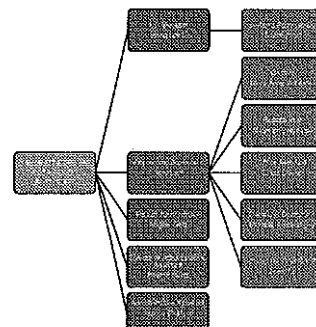
### AMS Businesses:

Contribution before Overhead \$1.3MM in 2010/11,  
forecast for 2011/12 \$ 1.4MM

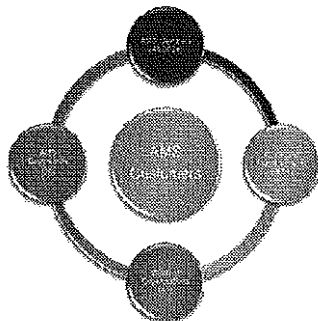
## AMS Businesses



## Finance & Administration Organizational Chart



## Our Customers



## What do we do for them?

### TREASURY

- Cash, Debit/Credit, and Banking, \$8.6MM in Revenue
- AMS Fees , general \$6MM, Health & Dental \$7MM
- Investments, e.g. Reserve funds
- Risk and Insurance Issues, e.g. clubs
- Lease Administration, tenants in SUB
- Capital Planning, e.g. new SUB
- AMS Pension , RRSP & RPP

## What do we do for them?

### Controllership

- Accounting and Reporting, monthly, annual, and adhoc
- Budgets and Forecasts, annually with mid year reforecast
- Evaluation and Consulting
- Tax compliance and Filings, e.g. HST
- Business Processes and Internal Controls, constantly reviewed and updated
- Accounts Payable and Disbursements, 7,500 cheques, 15,000+ invoices
- Payroll Administration, 900 T4 slips
- Audit requirements and Compliance, e.g. annual audit, non-profit filings

## What do we do for them?

### Administration

- Enquiries e.g. reimbursement procedures
- Executives and Treasurers liaison e.g.co-ordinate business activities
- Mail and fax distribution, over 40,000 pieces annually
- Office Management, e.g. photocopiers, printers
- Keys Assignment, e.g. club offices
- Program Administration e.g. health & dental plan