



AAMS

**Alma Mater Society
Annual Report
2016-2017**

Message from the Executive

Our vision for the AMS is to enhance student life by tailoring our services and advocacy to student needs, while building a more caring campus for everyone at Queen's. By working together, student leaders at Queen's have made great strides toward these goals in the past year, and we hope that this report will demonstrate the commitment of the AMS to helping Queen's students get the most out of their undergraduate experience. This report reflects the work of over 1,500 student volunteers and hundreds of student staff over the 2016-2017 term. Included within are summaries of the major initiatives and achievements of the AMS, as well as honest assessments of areas for improvement. Although the focus of the Annual Report is to review the previous year, it also identifies emerging challenges, trends, and strategic objectives. With the support of our staff and the engagement of all students, we look forward to building on our successes in the year to come.



—Jennifer Li, Palmer Lockridge, and Chelsea Hollidge
2017-2018 AMS Executive

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17,706 members

9 Faculty Societies

60 full-time
student staff

14 student-run
services

700 paid
student staff

6,000 job
applications

4 Commissions

8 conferences

\$170,000 awarded
in bursaries

\$75,000 distributed
annually in grants

1,500 student
volunteers

159 years of
excellence

Year ended April 30:

2017

2016

Consolidated Statement of Operations:

Revenue	\$16,321,113	\$15,705,582
Expenses	\$15,279,186	\$16,172,572
Excess of revenues over expenses:	\$1,041,927	\$(466,990)
Operating fund	\$429,236	\$(206,742)
Restricted funds	\$612,691	\$(260,248)

Consolidated Statement of Financial Position:

Assets	\$7,907,665	\$6,894,973
Liabilities	\$2,106,621	\$2,135,856
Net Assets	\$5,801,044	\$4,759,117

Net Assets Comprise:

Invested in Capital Assets	\$275,237	\$292,978
Other Reserves - Internally Restricted	\$250,000	\$250,000
Internally Restricted Funds	\$3,659,738	\$2,686,264
Externally Restricted Funds	\$(45)	\$360,738
Operating Fund - Unrestricted	\$1,616,114	\$1,169,137



AMS Mission:

To serve and represent the diversity of students at Queen's



AMS Mandate:

1. To represent Queen's University students within the university and externally by working to further the best interests of the members of the AMS, giving particular concern to representation on issues related to education.
2. To provide services and activities to students, as well as to act in a facilitating role for services and activities where appropriate.
3. To cultivate a sense of social awareness and responsibility in its membership.
4. To serve as a liaison between the various affiliated student societies.



The oldest student association in Canada, the Alma Mater Society (AMS) of Queen's University was founded in 1858 and incorporated in 1969 as a non-profit organization without share capital.

The Society's highest legislative body is AMS Assembly which consists of representatives from all AMS member societies. The voting members of Assembly also comprise the voting members of the Corporation, and in this capacity annually elect a Board of Directors. The Board of Directors is responsible for overseeing the management of the Alma Mater Society's corporate services, offices and associated financial affairs, and more broadly, for ensuring the financial viability of the Society.

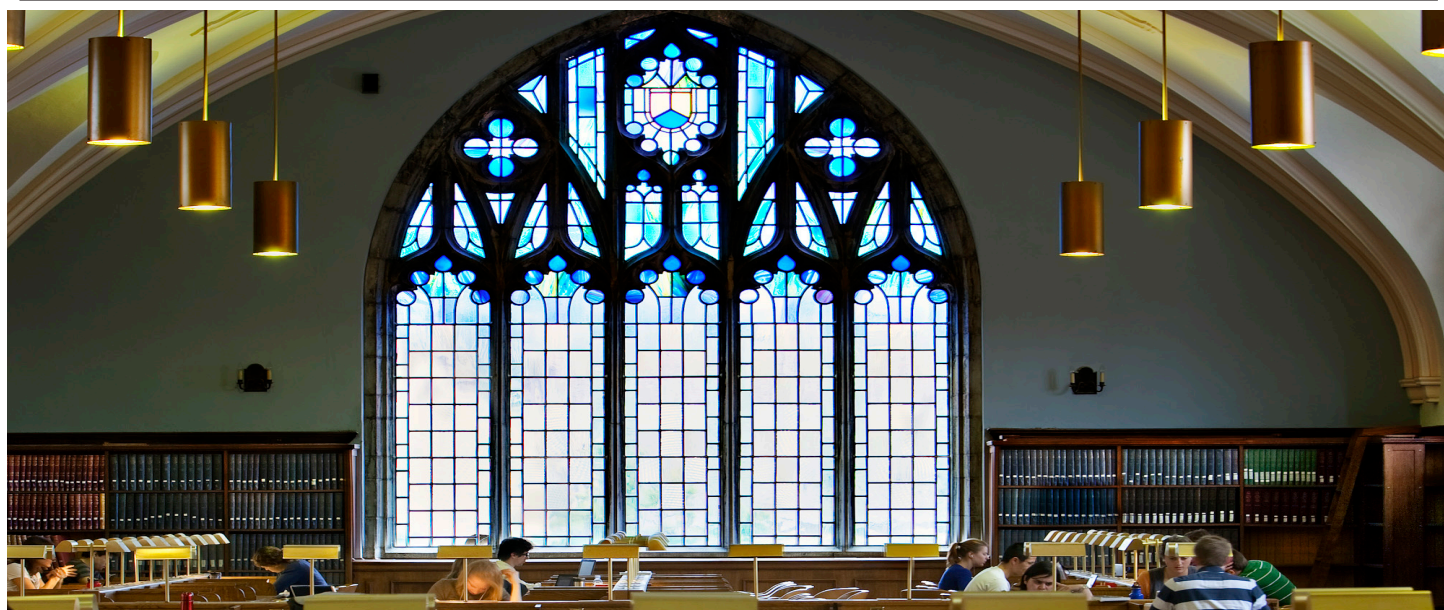
Membership in the AMS is automatically extended to all students of the University who are enrolled in at least one course in one of the member faculties/programs listed on the next page, and who have paid the full slate of AMS mandatory student activity fees. Each student normally belongs to a member society as well as the AMS, and enjoys the rights and privileges of both societies.

AMS members enjoy the right:

- to vote in all Society elections and referenda;
- to hold offices or positions within the Society, subject to the restrictions of the office or position, as outlined by Assembly and/or Board Policy;
- to attend meetings of the Society subject to the rules of procedure as prescribed by the AMS Constitution;
- to move or second motions at such meetings;
- to speak for or against any motion;
- to vote at Society Annual Meetings or Society Special General Meetings;
- to gain admission to and/or actively participate in any Society sponsored event and/or program subject to any restrictions of the particular event and/or program.

The AMS Assembly is comprised of the following members from the constituent faculty societies and those directly-elected by students. Ex officio members without voting privileges are marked by an asterisk.

<p style="text-align: center;">Alma Mater Society</p> <p>President Vice-President (Operations) Vice-President (University Affairs) Commissioner of Academic Affairs* Commissioner of Campus Activities* Commissioner of Municipal Affairs* Commissioner of Social Issues* Director of Clubs*</p>	<p style="text-align: center;">Aesculapian Society</p> <p>2 Elected Representatives</p>
<p style="text-align: center;">Nursing Science Society</p> <p>President Vice-President</p>	<p style="text-align: center;">Computing Students' Association</p> <p>President Vice-President (Operations) Vice-President (University Affairs)</p>
<p style="text-align: center;">Engineering Society</p> <p>President Vice-President (Student Affairs) 4 Elected Representatives</p>	<p style="text-align: center;">Concurrent Education Students' Association</p> <p>President 2 Elected Representatives</p>
<p style="text-align: center;">Commerce Society</p> <p>President Vice-President (Operations) Vice-President (Student Affairs) 2 Elected Representatives</p>	<p style="text-align: center;">Physical & Health Education & Kinesiology Students' Association</p> <p>President Vice-President (University Affairs) Equity and Wellness Officer</p>
<p style="text-align: center;">Arts & Science Undergraduate Society</p> <p>President Vice-President 8 Elected Representatives</p>	<p style="text-align: center;">MBA Student Executive Council</p> <p>President Vice-President</p>
	<p style="text-align: center;">Other Ex-Officios</p> <p>Undergraduate Student Trustee* Queen's University Rector* Student Senate Caucus Chair* AMS Board of Directors Chair* SGPS President* AMS Secretary*</p>





Team LWT

The three-person AMS Executive comprises the President, the Vice-President (Operations), and the Vice-President (University Affairs). Together, they are responsible for representing the interests of all undergraduate, medical, and MBA students and for the day-to-day management of the AMS.

The Executive is elected annually during the winter term. The President is responsible for the external representation of the Society and is ultimately accountable for ensuring the fulfilment of the Society's mandate and mission. The President directly oversees the Advancement, Marketing & Communications, Human Resources, and Information Technology Offices and presides over Presidents Caucus, which consists of the member society presidents.

The Vice-President (Operations) is responsible for all day-to-day operational and financial matters of the Society. The VP (Operations) oversees the Retail, Hospitality & Safety, Media, and Student Life Centre departments of the AMS. Additionally, the VP (Operations) administers student activity fees, the AMS Health & Dental Plan, the Bus-It program, and the consolidated budget for the AMS.

The Vice-President (University Affairs) is responsible for all political and educational matters of the Society, research and policy development, internal academic issues, and university administration affairs. The VP (University Affairs) oversees the four Commissions and advocates on these specific issues to the university administration, the City of Kingston, and the Province of Ontario. They also oversee the Clubs Office.

The 2016-17 Executive—Tyler Lively, President; Dave Walker, Vice-President (Operations), and; Carolyn Thompson, Vice-President (University Affairs)—built the foundation for future success with a commitment to the best interest of the undergraduate student body at Queen's. They built upon their predecessors' success by renewing AMS-University relations, addressing long-standing cultural issues within the AMS, and

initiating key reforms that will affect the Society and its members for years to come.

Supporting Student Wellness

During their election, Team LWT promised determined advocacy. A focal point in achieving this was tangible improvements to Student Wellness Services (SWS). Over the summer, Vice-President Thompson started meeting with key administrators in Student Affairs and SWS to develop a strong relationship and understand the challenges the service faces.

Recognising the importance of student-driven advocacy, the Executive worked with survey experts from the Smith School of Business to develop a feedback mechanism for the AMS website. After receiving over 350 responses, several themes began to develop: SWS staff required additional training in areas like transgender health and support for survivors of sexual violence, counselling hours were inconvenient for many students, and weekend evening walk-in clinics were a preferred time for students. After months of discussions with Student Wellness Services, all staff are receiving extra training, hours for the walk-in clinic have increased, and evening and group counselling sessions will be available starting in Fall 2017.

In line with their commitment to Student Wellness, the AMS successfully advocated for a Fall Reading Break proposal that provides students with a much-needed break in the fall semester and minimises the impact on Orientation Week. In the fall of 2016, it appeared that the Fall Term Break Task Force, the body tasked with structuring the break, would propose a radical overhaul of the Orientation Week schedule. After months of work, President Lively drafted two options that went to a plebiscite question in January. Students narrowly supported a full week break, with Orientation Week and move-in day being a week earlier. In the end, the Task Force proposed the less popular option: a two-day break that left Faculty Orientation intact.

Building for the Next Generation

Capitalising on the momentum from the \$1.2 million renovations of the John Deutsch University Centre (JDUC), the Executive began to develop a long-term plan for the building. The plan is the first step in a major capital project to renovate the building, revitalise the centre of Queen's campus, and recreate the JDUC as the hub of student life.

Over the summer, President Lively, Vice-President Walker, Student Life Centre Managing Director Sam Anderson, and General Manager Lyn Parry struck a project team to do preliminary research. They visited Ryerson's Student Learning Centre, a state of the art student life centre, and investigated projects across Canada and the United States. It became apparent that the quality of the JDUC does not meet the standards that Queen's students should expect from their facilities.

In the fall of 2016, the Executive began laying the groundwork for a feasibility study of the renovation. After selecting N45, the architects that worked on the Isabel Bader Centre, the project team worked to complete the study and present the results to the incoming Executive.

AMS Culture

During their election, Team LWT heard from countless students that their biggest issue with the AMS was the organisational culture. Students were not applying to jobs and not participating because they often saw the AMS as toxic, riddled with nepotism, and that its leaders held themselves to a double standard compared with clubs and faculty societies. Coming into their roles, the Executive sought to change this.

During hiring, they introduced procedural changes in consultation with the Queen's Equity Office. Later these changes were put into AMS policy during a full review of hiring policy. Specific changes include regular hiring audits, where AMS human resources staff sit in on interviews to ensure hiring panels follow policy.

A Harassment and Discrimination Policy and Procedures Manual was created this year to make the AMS a more equitable workplace and equity training was extended to all senior volunteers as well as staff. The Human Resources Office also enshrined fairness in hiring and rehiring by creating a Job Creation Procedure and a Rehire Procedure. All of this complemented the





improvements to the AMS Apply system to make for a better user experience and much easier application of HR policy.

Following a hazing incident during training at The AMS Pub Services (TAPS), the Executive took swift action to condemn a long-standing training week activity. Realising that this is a problem beyond TAPS, the Executive introduced anti-hazing training as a requirement for all full-time and part-time service training. They cancelled TAPS socials for the remainder of the year, and sent a strong message that the AMS needs to change—the organisation could no longer allow student leadership opportunities to be the sole domain of students who drink or are comfortable with these kinds of rites of passage.

An AMS That Works for Everyone

For two successive years, the AMS Executive has promoted a view that the AMS must do better rather than do more. Having expanded rapidly over the five years previous, Teams CBL and LWT believed that there was a need to reflect on why the AMS exists, what services it should offer, and how it should be structured. This past year, the Executive did just that by reviewing and restructuring the Commission of Environmental Affairs, initiating a governance review, and introducing greater accountability and transparency to the student fee process.

Upon being elected, the Executive consulted Assembly on the future of the Commission of Environmental Affairs. The Commission had taken on new initiatives with no thought to long-term strategy and was ineffective at improving the sustainability of AMS operations. After a thorough review process, the Executive proposed a plan to redistribute the education, service, and sustainability functions across the AMS and close the Commission. It was a prime example of doing better rather than doing more. The efficiency gains will allow the AMS to invest in more sustainable equipment for its services, offices, and commissions and other projects.

Ensuring student money is well spent was an important priority all around. Continuing the work of the previous Executive, Team LWT completed a reform of the AMS student fee policy. Queen's undergraduate students pay more fees than any other student body in Canada, and it is important that fees be introduced in a transparent manner and groups are accountable to students for the money they receive. Changes to the student fee policy will ensure that all fees go through referendum rather than being passed at AGM. Now, the policy allows mandatory fees only for essential services, to ensure students have the chance to opt out of levies for programming. Groups who receive a student fee will also be responsible for providing yearly reports on how they spent their funding. These reporting obligations will force groups to

be accountable and address the issue of groups misappropriating student dollars.

Lastly, the Executive, in keeping with their commitment to ensuring a transparent and open AMS, launched a review of AMS governance. If the AMS is to work for everyone, it must be accessible to everyone. With that in mind, the Executive has posed a series of questions for review. President Lively will chair the review, working alongside a variety of experienced student leaders, AMS permanent staff, and experts in not-for-profit and corporate governance.

Better Resources for Clubs

During their election, Team LWT released the first clubs platform in an AMS election. The team made a clear promise that clubs would have meaningful input into AMS decision-making and that the AMS would provide better resources

for them.

In the fall of 2016, the Clubs Office released the first Clubs Manual, a comprehensive guide to starting and running a club. The manual clarified the event sanctioning process, which caused confusion amongst many club leaders since the AMS implemented it.

The second semester saw a continued emphasis on additional resources—the Clubs Office released a jobs board for clubs, which allows clubs to advertise for their next great volunteers. Building on the momentum, the IT Office started developing a Clubs Compass; a tool students can use to find clubs that match their interests.



— Tyler Lively, Carolyn Thompson, and David Walker
2016-2017 AMS Executive



The Board of Directors of the Alma Mater Society of Queen's University Incorporated is responsible for all matters concerning the corporate affairs of the AMS. The Board is composed of six students elected by the members of AMS Assembly (who are also the members of the corporation), the elected AMS Executive, three non-student directors appointed by the Board, the hired service directors, and the General Manager. The Board meets monthly to discuss pertinent business concerning the AMS, to review reports from its various committees, and to assess the current position of all business units in relation to their individual goal plans. The Chair of the Board organizes two general meetings during the academic year for the purpose of electing new directors, confirming resolutions of the board, and approving financial statements and the auditor's report.

This past year, the Board concerned itself with a number of major projects in addition to its regular business. The first project was launched in response to reports of hazing at the AMS Pub Services. Allegations about employee safety at TAPS shook the confidence of the liquor license holder and raised a serious risk of the service being forced to shut down indefinitely. This compelled Board to strike a special committee to evaluate TAPS and implement a temporary closure of the service among other immediate reforms in order to regain the confidence of the liquor license holder and protect the long-run interests of TAPS. Following further personnel changes, the liquor license holder declared a renewed confidence in TAPS and the temporary closure was lifted. Throughout the year, Board continued to monitor TAPS and utilize the findings of its special committee in strategic planning dialogues.

The second major project was the evaluation of the strategic direction of The Queen's Journal. With an interest in preserving the traditional relationship of editorial autonomy while ensuring that best practices guide the business management of the Journal, the Board advanced a series of policy changes and struck an ad-hoc committee to specifically seek out best practices for the Journal from professionals and alumni.

The third project was the implementation of new evaluation tools to improve the accountability of members' performance and the performance of the Board as a whole. By collecting direct and anonymous data about committees and the completion of set goals, Board will be able to

identify its weaknesses and strengths with greater clarity and thus be able to make needed corrections at an earlier pace than before.

In addition to these changes, the transition timeline for new Student Directors at Board was shifted to begin at an earlier date to enable new Board members to participate in open session Board meetings. In this way, new members were able to actively engage with experienced members and gain practical knowledge of how Board operates. As well, the hiring schedule for the Corporate Secretary was moved forward to March to coincide with regular AMS hiring and provide Board with access to streamlined job advertising and a wider applicant pool.

The Board found itself in need of two new Community Directors, and after working throughout the year to secure qualified applicants, appointed John Neretlis and Diane Kelly, returning Board membership to full capacity.

The audited financial statements contained within this Annual Report reflect the solid financial position of the AMS. AMS management worked alongside the Board to ensure that the AMS is positioned to succeed in future years. In addition to its annual audit, the AMS investigated the AMS Specific Fee to determine whether changes were warranted in the near future to benefit students or the strategic direction of the AMS. No changes were recommended, but the investigation and its findings will be beneficial to future considerations at Board.

The Board concluded the year by articulating the importance of managing risks, finding innovative solutions to future problems, and continuing the strategic discussions regarding the future of the JDUC. With a plan to revitalize the John Deutsch University Centre and make it more accessible to students, Board is confident that the JDUC will continue to be a space for thriving student life for the foreseeable future.

Our Board of Directors has been defined by the belief that the AMS should engage in persistent, critical analysis that challenges assumptions and traditions to produce a wider understanding of how the AMS can fulfill its commitment to service. With the support of a committed Executive and dedicated Student Directors, Board has continued to uphold the principles of student service that make the AMS an indelible part of life at Queen's University.



AMS Assembly

AMS Assembly is the highest legislative and decision-making body for the undergraduate student government at Queen's University. It is comprised of roughly 45 representatives from the member societies, AMS Executive Team, the Chair of the Board of Directors, the Rector, and the Undergraduate Student Trustee. The Assembly fulfils its mandate by debating reports, recommendations and motions as submitted by the Executive, the Faculty Societies, or any individual AMS member. It is constitutionally empowered to direct the Executive, Executive Team, and the Board of Directors as they carry out their respective duties in the best interests of AMS members. All AMS members are encouraged to attend the bi-weekly Assemblies and submit motions.

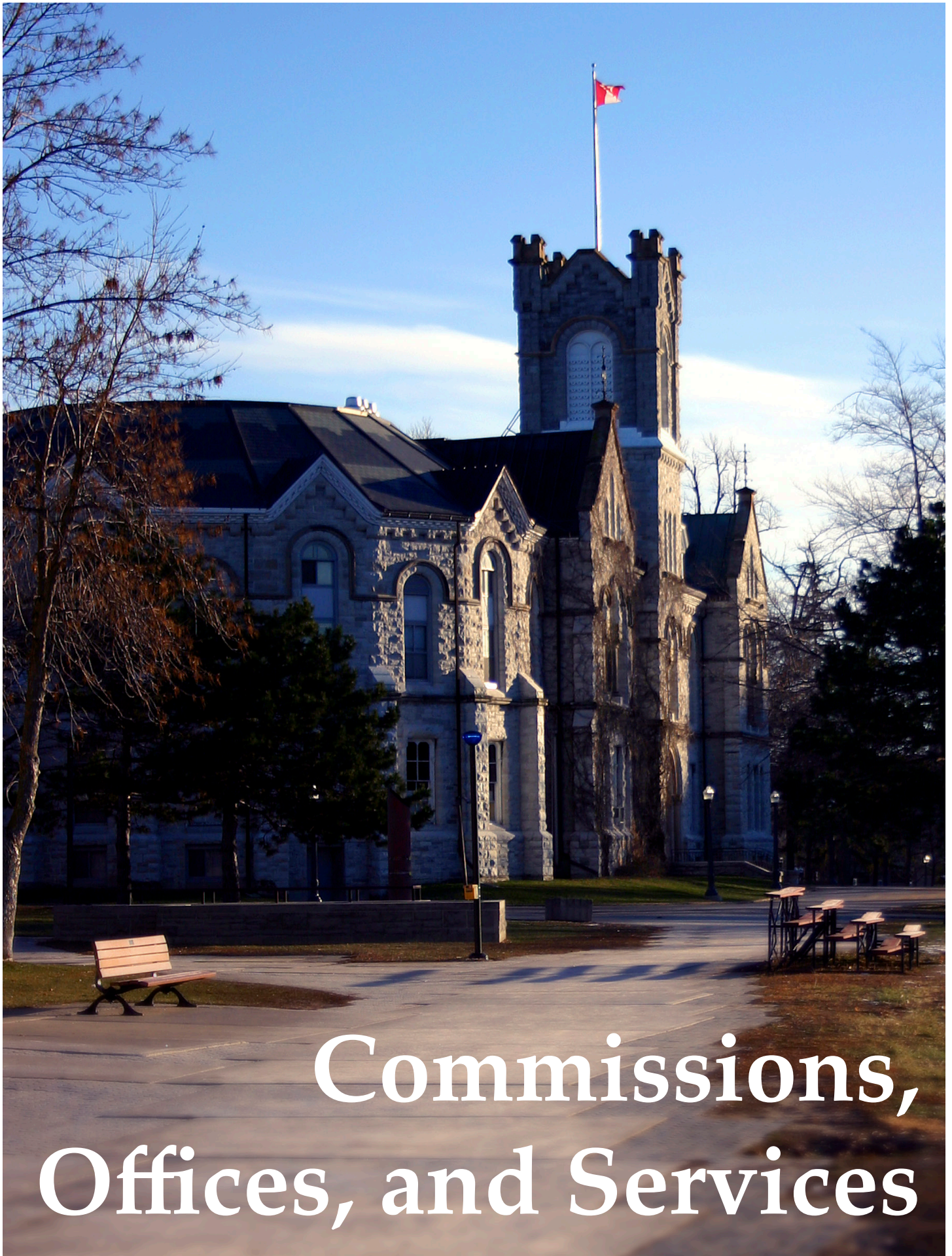
This year, Assembly was held in various locations around campus including MacDonald Hall, Wallace Hall, and Dunning Hall. The tradition of holding annual meetings in Kingston City Hall was maintained in both the fall and winter term.

Highlights:

- AMS Assembly approved changes to the AMS Constitution to prevent student fees from being passed through Assembly or Annual General Meetings. Any future changes to this policy will need to go through a referendum as per AMS Constitution Section 3.3.3
- The Fall Term Break Task Force visited AMS Assembly for a consultation session
- AMS Assembly conducted a discussion period around racism, diversity and inclusion in response to the well-known "costume party" in October, 2016
- Changes were made to the AMS Constitution to remove the CEA and move its committees to other Commissions, while reiterating that sustainability would remain a priority for the AMS
- AMS Assembly approved the striking of a Governance working group in consultation with the AMS Board of Directors
- AMS State of the Society Address and 2016/17 NAM End-of-Year Report were tabled at the Annual General Meeting, with approximately 50 students in attendance
- The Queen's Substance Abuse Awareness Committee was created under the SIC
- Membership in OUSA was renewed for three years
- Government Environmental Procedures Manual was adopted
- Amended Student Activities Fee Policy approved by Assembly
 - Committee created to review more debated portions of changes including requirement of 2/3 vote to pass student fee referendum and definition for advocacy vs. lobbying

The Assembly did not appoint an Honorary President nor did it grant any Honorary Life Memberships in the Society.





Commissions, Offices, and Services

AMS Commissions

Representing five different facets of student life at Queen's, the Commissions of the Alma Mater Society strive to advocate on behalf of Queen's students to the University, the City of Kingston, and to the provincial government on student issues.



The Academic Affairs Commission (AAC) supports students in all academic matters. Their mission is to educate and engage with students on post-secondary issues, to advocate on their behalf both internally and externally, and to facilitate student needs through our various committees, coordinators, and services.

The Campus Activities Commissions (CAC) strives for the betterment of student life through social, inclusive, and entertaining extracurricular activities. They run events and conferences that enrich the Queen's experience for undergraduates in unique and memorable ways.



The Commission of Environmental Affairs (CEA) strove to create a culture of sustainability in the AMS and Queen's University by incorporating social, economic, and environmental considerations in its actions. It was dissolved at the end of 2016-2017 and its initiatives were absorbed into other parts of the AMS.

The Municipal Affairs Commission (MAC) advocates for student interests at a municipal level on such issues as property standards, waste programs, and snow removal. They also facilitate a wide range of opportunities for students to volunteer in the Kingston community. Finally, the MAC helps to prepare students to live responsibly in off-campus housing.



The Social Issues Commission (SIC) aims to speak to issues of equity while engaging with oppression at Queen's. They seek to provide students with resources and education as well as offer an open, safe space for those who face oppression and their allies. By fostering close ties with various groups and the Queen's administration as well as facilitating student learning about oppression, we aim to eliminate marginalization on campus.

AMS Offices

The four AMS offices support the activities of all students presently involved with the AMS as well as those looking to get involved. Officers work closely with the Executive, Commissioners, Directors, and service managers to ensure that the day-to-day operations of the Society run smoothly and are accessible to all students. They also work toward strengthening the organizational and reputational standing of student leadership.

The Advancement Office (ADO) is responsible for ensuring that the AMS has a cohesive strategy for fundraising, sponsorship, and meaningful engagement with alumni. This Office works to build and maintain relationships with donors, sponsors, and the alumni community, and works closely with the Queen's Office of Advancement on these goals. The ADO supports the functions of the AMS by securing financial contributions and mentorship opportunities that will enhance the programming and services provided by the Society.



The Human Resources (HR) Office ensures that working for the AMS is rewarding, productive, and welcoming. Whether volunteering on a committee, serving as an AMS intern, or working for one of the many AMS services, the HR Office is a key resource for students. This office also conducts recruitment on behalf of the AMS and works to develop policies and procedures that make the AMS a fair, safe, and equitable workplace.

The Information Technology (IT) Office works to provide and maintain the IT infrastructure on which the AMS depends. The IT Office operates internally on both the government and corporate sides of the AMS to ensure the continued support and maintenance of all IT equipment and services. The IT Office works to develop applications, databases, and websites for the various AMS Services in conjunction with Queen's IT Services. The AMS IT Office employs part-time student staff members, helping to develop students' passion for Information Technology.



The Marketing & Communications (MarComm) Office serves as the public relations channel for the AMS and facilitates the two-way flow of information between the AMS and students. They accomplish this by conducting marketing research to gauge the opinions of the Queen's student body while monitoring the AMS's media relations with both local and national media. The MarComm Office is also responsible for the supervision and creation of AMS publications, web content, and interacting with students through social media.



QUEEN'S
CLUBS



The Clubs Office is comprised of over 250 unique organizations, ranging from cultural groups to health outreach initiatives and so many more. For many students, one of the most important experiences outside of the classroom is participating in clubs on campus. The Clubs Office works to provide resources and support to AMS ratified groups through financial means (grants, bursaries, fundraising, etc.), providing club space, insurance, and resources for event planning and marketing. There are also various workshops held throughout the year, along with the annual Tricolour Open House which gives clubs the opportunity to showcase their organization to the entire student body.

The Director of Clubs is responsible for the day to day operations of the office which includes connecting with club members, students, and stakeholders (on and off campus) as well as overseeing the Assistant Director of Clubs, the HR Coordinator and the Marketing Coordinator. Additionally, they act as the main liaison between the AMS and the clubs community with regular office hours 10:00 AM—12:00 PM and 1:00 PM—3:00 PM Monday to Friday. A complete list of clubs and organizations can be found on the AMS website with other useful club information.



Student Life Centre

Space • Information • Resources

The **Student Life Centre (SLC)** is a collaboration of facilities, services, and resources dedicated to enhancing the quality of student life at Queen's. Encompassing the John Deutsch University Centre (JDUC), the non-athletic portion of the Queen's Centre (QC), the Mackintosh-Corry Student Street (MC), and the Grey House, the SLC provides space for Societies and clubs, bookable spaces for meetings and performances, and public spaces for a wide range of student and community uses. In the long term, the JDUC revitalization project will create transformative new opportunities for student life and engagement. Excellent student life requires exceptional spaces, and the SLC works toward them.



AMS Services

All AMS services are entirely student-run and dedicated to providing affordable products and services in a safe, student-friendly environment. Thousands of student employees and volunteers work hard to bring on-campus resources to those who need them, whether that's a cup of coffee at Common Ground, weekly campus news from the Queen's Journal, or academic support from the Academic Grievance Centre.



The **Common Ground Coffeehouse (CoGro)** is a student run coffeehouse found at the heart of the Queen's Campus in the Athletics & Recreation Centre. They offer a large variety of espresso based drinks, iced drinks, bagels, delicious sandwiches, and local baked goods. The CoGro lounge space is used for studying, hanging out with friends, grabbing lunch, and can be booked for events. Common Ground operates The Brew, as a second location in the Upper JDUC (by Tricolour Outlet).

Located in the heart of the JDUC, the **Printing & Copy Centre (P&CC)** offers a wide variety of products and services including black & white and colour printing; scanning; faxing; business card, booklet, brochure, and program printing; rave cards; binding; poster printing and more. The staff at the P&CC work hard to help students complete their publishing projects efficiently, effectively, and affordably—all while in a fun, welcoming environment.



Walkhome is a student-run service that provides all members of the Queen's Community with a safe and comfortable way to travel Kingston at night. It is a completely anonymous and confidential service, so our staff members do not wear clothes identifying them as a Walkhome team. Whether students feel unsafe or just want company on their night walk, they can call (613) 533-WALK or visit the kiosk in the lower ceiling of the JDUC.

Since 1977, the Queen's Pub (QP) has been a tradition at Queen's University. The relaxed atmosphere and great tunes keep students coming back. The menu has vegetarian options, a multitude of beers, fine wines, and cocktails, as well as a variety of non-alcoholic drinks. Whether using the Pub to meet a study group or watch sports on the HD flat screen TVs, QP staff will always make visits the best they can be. The **AMS Pub Services (TAPS)** constitutes the only student-run bars in Canada, and include the Queen's Pub (QP) and The Underground Nightclub.





The **Housing Resource Centre (HRC)** is a confidential space where students can talk freely about their concerns with any current or potential housing situation. The HRC also offers tips on finding housemates and house hunting.

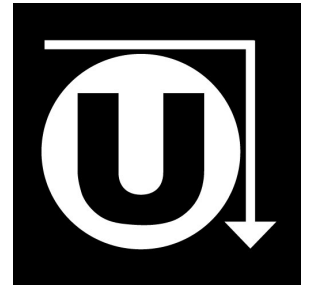
The **Peer Support Centre (PSC)** is comprised of a dedicated group of trained volunteers offering personal and social support to students at Queen's. The PSC provides a safe, non-judgmental, and strictly confidential environment for students to speak with our empathetic volunteers, as well as resource guidance and support groups.



TRICOLOUR OUTLET

Tricolour Outlet is a one-stop shop that serves students, alumni, and the Queen's community. They provide high-quality options for Queen's clothing and merchandise, a means for students to save money on used textbooks, inexpensive school supplies, event tickets, and a safe and convenient bus service. They are located on the upper ceiling of the JDUC and have a website: www.tricolouroutlet.ca

Since opening its doors in 1976, the **Underground** has served generations of students and alumni. Administered along with the QP by **The AMS Pub Services (TAPS)**, the Underground is the only student-operated club in the country and offers a level of acceptance and warmth that is unparalleled in the Kingston community. It doesn't matter what faculty you are from, The Underground welcomes all students who are invested in making each night special. The Underground is available for booking to all students for club events, team socials, or even birthday parties.



Studio Q is a student-run creative agency, providing professional design, photography, video, and broadcasting services. As well, they produce the Tricolour Yearbook & Agenda and livestream the Queen's Gaels home games.

The **AMS Food Bank** provides confidential and non-judgmental food options to members of the Queen's community. The Food Bank (JDUC 343) helps to ensure that Queen's students can be healthy and productive as they pursue academic achievement and alleviates poverty amongst Queen's community members. Learn more at www.AMSfoodbank.com



With a staff of almost 30 students, the **Queen's Journal (QJ)** puts out print issues every Friday and releases online content throughout each week at www.queensjournal.ca. They welcome all students as writers and photographers as well as letters or opinion pieces from all members of the Queen's community. The Journal House is located at 190 University Ave.

The **Queen's Student Constables (StuCons)** are a peer to peer security service that embodies the unique idea of students being responsible for students. StuCons work to keep everyone safe by upholding the AMS and University rules and regulations at sanctioned events and venues.



The **Academic Grievance Centre (AGC)** is the place to go with questions or concerns about academic grievances, discipline, or regulations. The volunteers that work in the centre (JDUC 040), are very knowledgeable about the academic policies of the University and can be a resource and support when students simply need someone to listen.

The **Student Maintenance and Resource Team (SMART)** provides property maintenance and community clean-up services to students, landlords, and others living in and around the University District. SMART focuses on lawn care and garbage removal for their clients throughout the summer months. As students arrive in the fall, SMART ensures that the University District is clean and safe through community-wide clean ups, paying particular attention to times of the year like Orientation Week, Homecoming, Halloween, and St. Patrick's Day. They also provide a free student housecheck program for summer and holidays. Visit www.smartkingston.ca for more information.





Financials



The Agnes Benidickson Bursary

An endowed fund established in 1998 by the AMS in honour of the Chancellor Emeritus, Agnes Benidickson. Funds have been donated through student activity fees and raised through Project Millennium. Awarded to an undergraduate student in financial need in any year of any faculty or school at Queen's. Twelve (12) recipients shared in the \$47,900 awarded. The capital account balance of the fund as at April 30, 2017 was \$913,737 and the income account balance is \$44.

The AMS Accessibility Queen's Bursary

An endowed fund established by the AMS in 2007, and revised in 2015, awarded on the basis of the financial need of students with disabilities who are registered with Queen's Disability Services and who are not eligible for funding through the OSAP Bursary for Students with Disabilities. The bursary will help with the costs associated with adaptive technology, transportation costs, etc. The (10) recipients shared in the \$15,998 awarded, leaving a balance of \$7 in the income account. The capital account balance of the fund as at April 30, 2017 was \$350,488.

The AMS Membership Bursary

Established in 2014, this bursary is awarded on the basis of the demonstrated financial need to Alma Mater Society members challenged in paying the cost of the AMS Mandatory Student Activity Fees. Forty-one (41) recipients shared in a total award of \$25,000. The income account balance as of April 30, 2017 is \$0.

The AMS Native Student Awards

An endowed fund established in 1990 by the AMS and awarded to native students entering first year in any faculty or school at Queen's with preference given to undergraduate students. Selection is based on academic standing and/or financial need. One (1) recipient participated in an award of \$3,000. The

capital account balance of the fund as at April 30, 2017 was \$38,095 and the income account balance is \$40.

AMS Sesquicentennial Bursaries

An endowed fund established by the AMS in 1990. Bursaries are awarded to students in any faculty or school with preference to single parents with day-care expenses. In 2016-2017, awards of \$13,100 were divided among the recipients. The capital balance of the fund as of April 30, 2017 was \$140,922 and the income account balance of the fund was \$20.

Disabled Students' Bursaries

An endowed fund established by the AMS and Arts and Science '82, to assist disabled students attending Queen's. Bursaries are awarded on the basis of need. One (1) recipient was awarded \$1,100. The capital account balance of the fund as of April 30, 2017 was \$11,172, and the income account balance is \$93.

The Ida Mmari Scholarship for Refugee Students

An expendable fund established by students of Queen's University in memory of Ida Mmari of Tanzania, M. PI. '83. Funded from a mandatory AMS student activity fee and donations, scholarships are awarded to refugee students and the scholarship is renewable for up to four years. Three (3) recipients shared awards of \$38,863. The income account balance in the fund as at April 30, 2017 is \$155,031.

Queen's International Students' Society Bursary

Established in 1993 by the Queen's International Students' Society, this bursary is awarded on the basis of financial need with preference given to an international student. The bursary is funded through a student activity fee. Two (2) recipients shared \$4,500 in bursaries. The income account balance as at April 30th, 2017 is \$2,039.

Queen's Work Study

The Work Study program is jointly funded through student activity fees and Queen's Administration. In the past the Ontario government also funded this program but funding was discontinued effective 2012-2013. The objective of the program is to provide an opportunity for students in financial need to receive priority for certain part-time jobs (generally on campus) during their academic studies. Each year approximately 500 students participate in the program across campus. In 2016-2017 the AMS received \$23,840 to be allocated to students in the program employed at our services.

Student Loans Program

An expendable fund established by resolution of the AMS Board of Directors in 1976 for the purpose

of providing short-term loans to Queen's Students. Funding derives from interest on capital held by the AMS and from interest earned on the loans to students. As at April 30, 2017, the student loan fund amounted to \$42,910.

The AMS/SGPS Out-of-City Healthcare Travel Bursary

Established in March 2016 by the AMS and the Society of Graduate and Professional Students, and awarded on the basis of self-identified need on the part of the applicant who requires financial support to attend healthcare appointments outside of the City of Kingston, generally with a Specialist. One (1) recipient received awards totalling \$300. The fund balance as at April 30, 2017 is \$4,700.





Accessibility Queen's Fund

The Accessibility Queen's Fund was created by referendum in 1983 to support the capital needs of Queen's community members with disabilities on campus. The Accessibility Queen's Committee recommended payments totaling \$31,400 to fund accessibility needs from capital projects and annual ongoing accessibility programs and services. The balance of this fund as at April 30, 2017 is \$71,777.

Advantage Fund

The Advantage Fund was created by the Board of Directors in 1997. It was designed to take advantage of the annual income growth made on the AMS's pooled investment assets. Transfers from the fund to the operating fund are made annually to fund the operations of the Board and are recorded as interfund transfers. The fund balance as at April 30, 2017 is \$1,123,644.

AMS Membership Bursary Fund

The AMS Membership Bursary Fund was created by the AMS Board of Directors in 2014 to assist students facing financial challenges in paying the cost of the AMS mandatory activity fees. A minimum of \$5,000 is committed for each of the five years ending in April 2019. This Bursary is administered by Queen's Student Awards. During the year, \$29,000 was awarded to students to reduce fees. The fund balance as at April 30, 2017 is \$32,679.

Health and Dental Plans Fund

The Health and Dental Plans Fund was created by the AMS Board of Directors in 2001 to provide accountability and visibility of accumulated surpluses and deficits arising from the Plan's activity. The AMS operates these plans under

what is known as "self-insured" meaning that all administrative and financial risk is the responsibility of the AMS. The balance of the fund as of April 30, 2017 is \$1,515,982.

AMS Student Centre Fund

The AMS Student Centre Fund was established in 1991 and its purpose is to provide the AMS with control over the surpluses and deficits of its facility operations. The fund is to be used by the AMS to fund major renewal and renovation projects for the JDUC. During the year, an amount of \$276,000 was transferred from the Queen's Centre Fund. The balance in the fund as of April 30, 2017 is \$915,656.

Queen's Centre Fund

The AMS had entered into an agreement with Queen's University which set out the terms and conditions relating to the AMS's financial commitment of \$25.5 million to support the capital costs of the Queen's Centre project and Queen's acknowledgement that they were unable to complete the original project. A total amount of \$1.2 million was set aside to complete renovations to the JDUC. These projects, as determined by surveying students, were completed during 2016. The unspent balance was transferred to the AMS Student Centre fund to be used for future renovations.

Student Life Centre Facilities Fund

The AMS entered into an agreement in 2011, and renewed in 2015, with Queen's University and The Society of Graduate and Professional Students which provides for the sharing of costs associated with the operation and maintenance of certain facilities known as the Student Life Centre. The agreement provides for the provision of two reserves; Long Term Operating and Capital, in support of these facility costs.



Financial Statement Guide

INTRODUCTION

The Alma Mater Society of Queen’s University Incorporated (“AMS”) prepares financial statements on an annual basis which are audited by an independent public accounting firm approved annually by the Assembly and AMS Board of Directors. The current auditors of the AMS Board of Directors are KPMG LLP. The financial statements are comprised of the statement of financial position as of April 30th, which is the AMS’ fiscal year end, the statements of operations, changes in net assets, cash flows for the year ended April 30th and notes to financial statements. Schedules of revenue, expenses and interfund transfers by major activity are included for further detail. Copies of the audited financial statements including the Independent Auditors’ Report may be obtained from the AMS office or www.myams.org.

Selected financial information is included to highlight the financial position and results of operations of the AMS. In addition, a brief synopsis of terms and definitions follow to assist in the understanding of the financial information and serve as a guide to the inexperienced reader.

INDEPENDENT AUDITOR’S REPORT

An Auditor’s Report is a formal opinion issued by an independent public accounting firm to the stakeholders of an entity on completion of an audit. The report describes both management and auditor responsibilities for the financial statements, a description of what an audit involves, and an opinion on the fair presentation of the financial statements in accordance with accounting standards. An opinion is given based on “reasonable assurance” that “material misstatement” does not exist. There may be errors but none significant to impact decisions made by users of the financial statements. A clean or unreserved opinion means that the auditors were able to satisfy themselves that the above conditions were met.

STATEMENT OF FINANCIAL POSITION

The statement of financial position, also known as the balance sheet, is a snapshot of the financial position of an entity on the last day of its year-end. The balance sheet is divided into three main sections; assets, liabilities and net assets. Net assets represent the financial health of the entity.

Assets: An asset is an expenditure which is expected to provide benefit to the entity now and into the future. Assets are listed on a balance sheet in order of liquidity (i.e. ease with which the asset can be converted into cash). Capital assets are recorded at historical cost and are amortized (a charge to operations) over a period of time determined by the Board of Directors.

Liabilities: A liability is an obligation. Liabilities are segregated between those due in one year and less (current liabilities) and those which will come due in greater than one year. The majority of liabilities of the AMS consist of short term obligations due to suppliers, government agencies and amounts held by the AMS on behalf of other non-AMS groups.

Net assets: Net assets or equity is the residual after deducting liabilities from assets. In essence, it represents the “net worth” of the company. The equity section is typically divided into several key components; the operating fund, reserves and restricted funds. The operating fund is the accumulated surpluses and deficits from operations from inception of the entity. The operating fund includes all activities except for those managed by a fund or reserve. Reserves are established and approved by the Board of Directors. Lastly, an entity establishes restricted funds to separately account for certain activities outside normal operations. These restricted funds are designated either internal or external dependent upon the entity’s control over the fund and the involvement by external persons.

STATEMENT OF OPERATIONS

The statement of operations reports revenues less expenses for an entity for a reporting period which is usually one year. The AMS reported a net surplus from the operating fund of \$429,236 for the 12 months ended April 30th, 2017. The breakdown for this number is provided on the following schedules; Schedules of Service, Other Corporate, and Government Revenue, Expenses and Interfund Transfers. Also reported for the year are the results for the restricted funds, which is a surplus of \$612,691. The composition of this number is provided on the schedule of Restricted Funds Revenue, Expenses and Interfund Transfers.

STATEMENT OF CHANGES IN NET ASSETS

The statement of changes in net assets provides a continuity of the opening balance, activity during the year, and ending balance for each component of net assets for the 12 months ended April 30th.

STATEMENT OF CASH FLOWS

The statement of cash flows shows how changes in balance sheet accounts and results from operations affect cash and cash equivalents, and breaks the analysis down between operating, investing and financing activities. The cash flow statement is concerned with the flow of cash in and out of the entity, identifying an increase or decrease in cash and cash equivalents during the year.

NOTES TO FINANCIAL STATEMENTS

Notes to financial statements are additional information found at the end of the financial statements. Notes to financial statements help explain specific accounting policies used by the entity and additional details required for the assessment of the entity’s financial condition.

Financial Statements

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED

Statement of Financial Position

April 30, 2017, with comparative information for 2016

	2017	2016
Assets		
Current assets:		
Cash	\$ 1,245,231	\$ 221,031
Marketable securities	5,954,001	5,778,109
Accrued interest	22,571	15,980
Accounts receivable	177,012	305,672
Inventories	182,820	228,876
Prepaid expenses	7,883	9,657
	<u>7,589,518</u>	<u>6,559,325</u>
Capital assets	275,237	292,978
Other Assets:		
Student Loans Program	42,910	42,670
	<u>\$ 7,907,665</u>	<u>\$ 6,894,973</u>
Liabilities and Net Assets		
Current Liabilities:		
Accounts payable and accrued liabilities	\$ 1,742,990	\$ 1,760,811
Funds held for Queen's Bands	189,521	132,965
Funds held for Union Gallery	20,941	25,936
Current portion of loan payable	65,022	62,975
	<u>2,018,474</u>	<u>1,982,687</u>
Long term liabilities		
Loan Payable	88,147	153,169
Net assets:		
Net assets invested in capital assets	275,237	292,978
Other reserves – internally restricted	250,000	250,000
Internally restricted funds	3,659,738	2,686,264
Externally restricted funds	(45)	360,738
Operating fund- unrestricted	1,616,114	1,169,137
	<u>5,801,044</u>	<u>4,759,117</u>
	<u>\$ 7,907,665</u>	<u>\$ 6,894,973</u>

Financial Statements

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED

Statement of Operations

Year ended April 30, 2017, with comparative information for 2016

	2017			2016		
	Operating Fund	Restricted Funds	Total	Operating Fund	Restricted Funds	Total
Revenue:						
Services revenue	\$ 5,821,947	\$ –	\$ 5,821,947	\$ 5,918,926	\$ –	\$ 5,918,926
Other Corporate revenue	3,645,456	–	3,645,456	3,543,815	–	3,543,815
Government revenue	1,252,366	–	1,252,366	1,257,032	–	1,257,032
Restricted fund revenue	–	5,601,344	5,601,344	–	4,985,809	4,985,809
	10,719,769	5,601,344	16,321,113	10,719,773	4,985,809	15,705,582
Operating expenses:						
Services expenses	5,424,810	–	5,424,810	3,825,664	–	5,767,028
Other Corporate expenses	3,578,179	–	3,578,179	1,230,243	–	3,825,664
Government expenses	1,180,133	–	1,180,133	–	–	1,230,243
Restricted fund expenses	–	5,096,064	5,096,064	–	5,349,637	5,349,637
	10,183,122	5,096,064	15,279,186	10,822,935	5,349,637	16,172,572
Excess of revenue over expenses (expenses over revenue)	536,647	505,280	1,041,927	(103,162)	(363,828)	(466,990)
Interfund transfers - general	(107,411)	107,411	–	(103,580)	103,580	–
Excess of revenue over expenses (expenses over revenue), net of interfund transfers - general	\$ 429,236	\$ 612,691	\$ 1,041,927	\$ (206,742)	\$ (260,248)	\$ (466,990)

Financial Statements

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED

Schedule of Service Revenue, Expenses and Interfund Transfers

Year ended April 30, 2017, with comparative information for 2016

	2017				2016			
	Revenue	Expenses	Interfund Transfers	Net Contribution (Loss)	Revenue	Expenses	Interfund Transfers	Net Contribution (Loss)
AMS Food Centre	\$ 27,925	\$ 17,304	\$ 710	\$ 9,911	\$ 23,843	\$ 14,453	\$ 4,000	\$ 5,390
Common Ground Coffeehouse	1,301,850	1,176,039	66,468	59,343	1,289,810	1,256,899	65,700	(32,789)
Publishing and Copy Centre	471,551	421,880	23,877	25,794	421,331	387,845	28,800	4,686
Queen's Journal	228,838	245,831	28,900	(45,893)	230,350	234,109	36,400	(40,159)
Queen's Student Constables	372,238	310,744	1,092	60,402	351,176	309,534	7,200	34,442
S.M.A.R.T.	41,493	52,349	2,178	(13,034)	46,809	42,731	3,800	278
Studio Q	418,819	350,461	10,629	57,729	389,344	373,757	16,500	(913)
The AMS Pub Services	1,176,664	1,225,999	66,072	(115,407)	1,300,468	1,373,408	37,600	(110,540)
Tricolour Outlet	1,355,611	1,221,450	76,955	57,206	1,455,865	1,384,480	79,600	(8,215)
Walkhome	426,958	402,753	4,699	19,506	409,930	389,812	13,100	7,018
	\$5,821,947	\$5,424,810	\$281,580	\$115,557	\$5,918,926	\$5,767,028	\$292,700	\$(140,802)

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED

Schedule of Other Corporate Revenues, Expenses and Interfund Transfers

Year ended April 30, 2017, with comparative information for 2016

	2017				2016			
	Revenue	Expenses	Interfund Transfers	Net Contribution (Loss)	Revenue	Expenses	Interfund Transfers	Net Contribution (Loss)
AMS General Office	\$ 2,733,659	\$ 2,672,081	\$ (140,000)	\$ 201,578	\$ 2,640,106	\$ 2,900,323	\$ (140,000)	\$ (120,217)
Advancement Office	307,598	306,564	-	1,034	310,103	305,962	-	4,141
Board of Directors	-	42,235	(42,235)	-	-	43,683	(52,020)	8,337
Marketing & Communications Office	86,451	88,965	-	(2,514)	87,229	83,868	-	3,361
Human Resources Office	91,072	83,337	-	7,735	83,366	80,889	-	2,477
Information Technology Office	98,411	80,218	-	18,193	100,305	101,017	-	(712)
Student Life Centre	328,265	304,779	-	23,486	322,706	309,922	-	12,784
	\$ 3,645,456	\$ 3,578,179	\$ (182,235)	\$ 249,512	\$ 3,543,815	\$ 3,825,664	\$ (192,020)	\$ (89,829)

Financial Statements

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED

Schedule of Government Revenue, Expenses and Interfund Transfers

Year ended April 30, 2017, with comparative information for 2016

	2017				2016			
	Revenue	Expenses	Interfund Transfers	Net Contribution (Loss)	Revenue	Expenses	Interfund Transfers	Net Contribution (Loss)
Academic Affairs Commission	\$ 42,241	\$ 39,112	\$ -	\$ 3,129	\$ 42,068	\$ 39,009	\$ -	\$ 3,059
Assembly	45,070	281	-	44,789	29,607	4,261	-	25,346
Campus Activities Commission	634,433	651,823	-	(17,390)	686,270	676,719	-	9,551
Clubs Office	96,537	87,328	-	9,209	-	-	-	-
Judicial Affairs Office	25,758	23,963	-	1,795	-	-	-	-
Internal Affairs Commission	-	-	-	-	133,665	150,043	-	(19,378)
Municipal Affairs Commission	90,949	90,765	-	184	91,592	89,770	-	1,822
O.U.S.A	63,546	64,930	-	(1,384)	62,846	67,532	-	(4,686)
Secretariat	24,143	21,046	-	3,097	-	-	-	-
Social Issues Commission	112,583	100,786	-	11,797	103,856	101,064	-	2,792
Commission of Environmental Affairs	102,756	92,073	8,066	2,617	93,978	89,453	2,900	1,625
Vice-President University Affairs	14,350	8,026	-	6,324	13,150	9,392	-	3,758
	\$ 1,252,366	\$ 1,180,133	\$ 8,066	\$ 64,167	\$ 1,257,032	\$ 1,230,243	\$ 2,900	\$ 23,889

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED

Schedule of Restricted Funds Revenue, Expenses and Interfund Transfers

Year ended April 30, 2017, with comparative information for 2016

	2017				2016			
	Revenue	Expenses	Interfund Transfers	Net Contribution (Loss)	Revenue	Expenses	Interfund Transfers	Net Contribution (Loss)
Internally restricted:								
Accessibility Queen's Advantage	\$ 52,040	\$ 32,365	\$ 5,000	\$ 14,675	\$ 51,221	\$ 154,894	\$ 5,000	\$ (108,673)
AMS Membership Bursary	591,308	50,886	47,235	493,187	37,308	46,266	57,020	(65,978)
AMS Student Centre	30,015	29,000	-	1,015	31,664	25,000	-	6,664
Health and Dental Plans	553,195	74,560	339,534	139,101	531,003	97,414	427,242	6,347
	3,471,651	3,332,109	90,000	49,542	3,272,193	2,937,527	90,000	244,666
	4,698,209	3,518,920	481,769	697,520	3,923,389	3,261,101	579,262	83,026
Externally restricted:								
Queen's Centre	(75,878)	190,147	-	(266,025)	4,207	-	-	4,207
Student Life Centre Facilities	979,013	1,386,997	(589,180)	181,196	1,058,213	2,088,536	(682,842)	(347,481)
	903,135	1,577,144	(589,180)	(84,829)	1,062,420	2,088,536	(682,842)	(343,274)
Total Restricted Funds	\$ 5,601,344	\$ 5,096,064	\$ (107,411)	\$ 612,691	\$ 4,985,809	\$ 5,349,637	\$ (103,580)	\$ (260,248)

Alma Mater Society 2016—2017

Executive		
Vice President (Operations) Dave Walker	President Tyler Lively	Vice President (University Affairs) Carolyn Thompson
Executive Team		
Commissioner of Academic Affairs Leah Brockie	Commissioner of Campus Activities Greg Kurcin	Commissioner of Environmental Affairs Liam Dowling
Commissioner of Municipal Affairs Francis Campbell	Comissioner of Social Issues Lea Keren	Director of Advancement Caitlyn McKeen
Director of Clubs Grace Kim	Director of Communications Bianca Balazic	Director of Hospitality and Safety Services Brandon Kim
Director of Human Resources Emma Jones	Director of Information Technology Michael Judd	Director of Media Services Max Garcia
Director of Retail Services Leo Burns Scully		Managing Director of the Student Life Centre Sam Anderson
Permanent Staff and Board of Directors		
General Manager Lyn Parry	Information Officer Wayne Pender	Board of Directors Chair Quinn Giordano
Facilities Officer Troy Buchanan	Administrative and Payroll Assistant Maria Haig	Retail Operations Officer John McDiarmid
Controller Lyn MacFarlane		Accounting Assistant Janice Kirkpatrick



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