

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED
Board of Directors Regular Meeting Open Session Minutes

August 15th, 2015 at 9:00AM
Room 506, Queen's Centre, Kingston, Ontario

1. Call To Order

Meeting was called to order at 9:39am.

2. Roll Call of Members

Present:

A. Aguilar, Student Director
K. Beaudry, Vice-President (Operations)
M. Blair, Chair
K. Chinniah, President
D. Coderre, Community Director
A. Dungca, Student Director
E. Fuller, Media Services Director
G. Giannopoulos, Student Director
Q. Giordano, Vice-Chair
S. Harper, Hospitality & Safety Director
N. Kalergis, Corporate Secretary
T. Lively, Retail Service Director
E. McElroy, Student Director
L. Parry, General Manager

Absent:

M. Lindsay, Community Director
D. McConomy, Community Director
C. Wright, Vice-President (University Affairs)

3. Approval of Agenda

That the Board adopts the agenda as circulated.

4. Approval of the minutes of previous meeting

a. Minutes: July 25th 2015

That the Board adopts the minutes of July 25th 2015 as circulated.

5. Reports

a. Chair of the Board

- b. President
- c. Vice President (University Affairs)
- d. Vice President (Operations) & CEO
- e. Hospitality and Safety Services Director
- f. Retail Services Director
- g. Media Services Director
- h. General Manager

6. Business Arising from the Minutes

a. [ADO] 2015 Goal Plan

WHEREAS the 2015 Goal Plan for the AMS Advancement Office has been submitted for approval.

THEREFORE BE IT RESOLVED that the AMS Board of Directors approves the goal plan as presented.

Moved by: President Chinniah

Seconded by: VP Beaudry

7. New Business

1. Budgets

- 1.1 Common Ground Budget
- 1.2 Food Bank Budget
- 1.3 PC&C Budget
- 1.4 Queen's Journal Budget
- 1.5 Queen's Student Constables Budget
- 1.6 Media Conferences Budget
- 1.7 S.M.A.R.T. Budget
- 1.8 StudioQ Budget
- 1.9 The AMS Pubs Services Budget
- 1.10 Tricolour Outlet Budget
- 1.11 Walkhome Service Budget
- 1.12 Restricted Funds Budget
- 1.13 Capital Renewal Budget

WHEREAS budgets for the various AMS services, commissions, offices, and funds have been submitted for approval to the AMS Board of Directors.

THEREFORE BE IT RESOLVED that the AMS Board of Directors approves these budgets as presented.

Moved by: VP Beaudry

Seconded by: President Chinniah

2. [WLKHM] Wage Increase

WHEREAS the Walkhome Shift Coordinators are not presently compensated at a rate reflective of the duties performed and commitment required to the service.

THEREFORE BE IT RESOLVED that the AMS Board of Directors approves of a \$0.50 increase in the hourly wage of Walkhome Shift Coordinators to \$13.00 per hour; effective October 2015.

Moved by: VP Beaudry
Seconded by: President Chinniah

3. [QJ] New Positions

WHEREAS the positions of the Outreach Manager and Digital Manager require ratification by the AMS Board of Directors. The positions are currently occupied for the 2015 year due to a miscommunication between the Journal Editors-In-Chief and the Human Resources Office.

THEREFORE BE IT RESOLVED that the AMS Board of Directors retroactively ratifies the new Queen's Journal positions of Digital Manager & Outreach Manager.

Moved by: VP Beaudry
Seconded by: President Chinniah

4. Capital Expenditures:

4.1 [CFRC] Accessibility Grant Approval

WHEREAS an application for an Accessibility Queen's Grant has been submitted by Radio Queen's University and requires final approval by the AMS Board of Directors insofar as the AQQ Policy requirements.

THEREFORE BE IT RESOLVED that the AMS Board of Directors approves the AQQ application as presented.

Moved by: VP Wright
Seconded by: President Chinniah

4.2 [TRO] Mannequin Form Proposal

WHEREAS a capital expense proposal for TriColour Outlet have been submitted for approval to the AMS Board of Directors.g

THEREFORE BE IT RESOLVED that the AMS Board of Directors approves the capital expenditure of \$1928.87 for the Television and Mounting for Tricolour Outlet from I.T. and Best Buy including the cost of \$300.00 and \$500.00 for

computer software and installation by Queen's Physical Plant Services and I.T. Services to be depreciated over three (3) years.

Moved by: BP Beaudry
Seconded by: President Chinniah

4.3 [TRO] Television Remount

WHEREAS a capital expense proposal for TriColour Outlet have been submitted for approval to the AMS Board of Directors.

THEREFORE BE IT RESOLVED that the AMS Board of Directors approves the capital expenditure of \$2144.00 for the Mannequin forms for Tricolour Outlet from W.M. Prager, to be depreciated over five (5) years.

Moved by: VP Beaudry
Seconded by: President Chinniah

5. Honoraria Grids & Service Organizational Chart
 - 5.1 Honoraria Review
 - 5.2 Queen's Journal Honoraria Grid
 - 5.3 Service Organizational Chart
6. Strategic Planning: Part 2

8. Other Business

9. Adjournment

3. Approval of Agenda

- Adding approval of the four offices to the budget – Advancement, IT, HR and Marketing Communications office
- Also adding the PC&C Colour Printer Proposal
- Presentation before budgets will take place with respect to admin fees

Motion: To approve the agenda.

Mover: Q. Giordano
Secunder: A. Aguilar

For: All
Against: 0
Abstentions: 0

Motion passed and Board agenda approved at 9:42am.

4. Approval of minutes of previous meeting

Board has adopted the minutes for July 25th, 2015 as circulated.
Board has adopted the minutes for August 5th, 2015 as circulated.

Mover: K. Beaudry

Secunder: Q. Giordano

For: All

Against: 0

Abstention: 0

Motion passed at 9:42am.

5. Reports

Chair of the Board

Report ended 9:42am.

President

- The annual report will be brought to the first September meeting
- Does another Board member get added? (D. Coderre)
 - We are following the procedure – constitution says that the executive members can bring another replacement to the Board; when the assembly members are all consulate, we can't speculate on time frame (K. Chinniah)
 - Trying to get someone we want to work with, don't want to rush and have someone we don't want to work with for the rest of the year (K. Beaudry)

Report ended 9:45am.

Vice-President (Operations)

- Will go through what the budgets will look like during the presentation and the changes we want to make for the admin fees (K. Beaudry)
- Motion for road closure passed; legal agreement is a month ahead of last year; our legal counsel is involved in that (K. Beaudry)
- Can see cost drivers, financial performance, and what they had in their goal plan to see updates relative to their financials
- At the end of the agenda, we have added both the organizational charts and the Honoraria

- Q: Union gallery administrative – not sure of purpose, talks about removing AMS from the union gallery, is that saying we are distancing ourselves from the Union Gallery? (Q. Giordano)
 - Right now we are acting as their banker, their insurance and banking goes through us; there was some talks about drafting agreements; Lyn and I developed an agreement between us and them; credit card and limit; the other one is with Queen's If the union gallery goes to a financial level they are not comfortable with; there is an organizational review of the gallery by two PhD students (K. Beaudry)
- Looking at future and difference between Agnes and Union Gallery (Q. Giordano)
 - Agnes is run by Queen's; professional gallery and artwork (E. McElroy)
- Budget is on space, salaries, student fee typically funds their salary (K. Beaudry)
- Biggest exposure is salary and when their student fee was denied, Queen's charges the AMS for that salary so we are at the front of that funding; we are trying to protect ourselves (L. Parry)
- Haven't figured out who at Queen's can sign off on that (K. Beaudry)

Report ended 9:52am.

Vice-President (University Affairs)

- Live streaming of meetings is a great idea but where will it be shown? (A. Dungca)
 - Link will be posted to StudioQ page; AMS page will also share the link (E. Fuller)
- Do we have any feedback saying this is a very popular program? (Q. Giordano)
 - We will be establishing metrics with the Arts and Sci program include the uptake of courses and courses not traditionally taken in the program; we will have the policy first before we determine the criteria which will be done in two or three years (K. Chinniah)
- We are looking at a pass or fail; or a pass D or fail; we are looking at a limit of 9 units during the academic year; you cannot take a course that is a required course towards your degree program (K. Chinniah)
- We will not allow professors to know if they are pass or fail, they can decide at the end during the add drop period if they want to use that course as a pass/fail; only the registrar will know if they are considered a pass/fail (K. Chinniah)

Report ended 9:57am.

Hospitality & Safety Director

- Q: Last meeting their was mentioned about additional seating at CoGro (E. McElroy)
 - Proposal has been submitted to SLC; everything has been quoted/sourced, just waiting for it to pass; can be purchased in a short period of time (K. Chinniah)
- Has Underground been open anymore? (D. Coderre)
 - Yes, once more since last meeting, and doubled what we made last summer (S. Harper)

Report ended 9:59am.

Retail Services Director

- Up to 17 for course packs (T. Lively)
- We were not able to get a large arts/sci class; got DEVS 300 (100 students) (T. Lively)

Report ended 10:00am.

Media Services Director

No questions.

Report ended 10:00am.

General Manager

- What were your impressions for the first Journal Advisory meeting? (Q. Giordano)
 - I thought the Editors handled it very well, they gave it a lot of thought and structure, including strategic component (L. Parry)
- The committee chairs of the Boards will have reports to the Board once they begin meeting (M. Blair)

Reports ended 10:02am.

6. Business Arising from the Minutes

[ADO] 2015 Goal Plan

- Clarify the purpose of the office? It seemed like a lot under one office and a one person? (A. Dungca)
 - Supposed to primarily that we retain some level of connection with the AMS alumni; branches out to HR and clubs; has not been a resource that has been tapped to efficiently; main source has been targeted or an element of student life they were apart of; last year Walkhome received an \$1,000 donation out of the blue in March; only showed up at the end of April for the financial analysis; we have never been able to have the stewardship to thank people and their donations; AMS president receives the report every quarter about every person who has been giving to the AMS; simple things like that to strengthen connection with our alumni; one person has donated his time for the past 8 years, he has shown up at AMS training and given a presentation; he never had someone from the AMS exec thank him; we need someone who will push the exec to do certain things for that relationships (K. Chinniah)

- So essentially the role is building the relationship with sponsorship and the AMS (A. Dungca)
- Can I ask about the roll index? (Q. Giordano)
 - A lot do once or twice and then they leave because we don't take the time to send thank you notes (K. Chinniah)
- This is a 20 hour per week position; are you worried that time is not sufficient? (A. Aguilar)
 - We need to make sure this model will work because last time it didn't work; as of now the 20 hours is sufficient (K. Chinniah)
- I think over the next few years we will see if we have improvements over engaged alumni; Queen's has metrics on how engaged certain alumni are (K. Chinniah)
- You'll be posting jobs for that position; one of the key jobs is creating a transitional manual for the next person; are there alumni events? (D. Coderre)
 - Normally under campus activity commissioners to create alumni events, but will be moved to advancement office (K. Chinniah)
 - All donations we have had now are unsolicited; most donations are in response to a project and a call-to-action; one of the things is working with some services to establish what kind of projects they want to do (K. Chinniah)

WHEREAS the 2015 Goal Plan for the AMS Advancement Office has been submitted for approval.

THEREFORE BE IT RESOLVED that the AMS Board of Directors approves the goal plan as presented.

Moved by: President Chinniah
 Seconded by: VP Beaudry

All for.
 None opposed.

7. New Business

I. BUDGETS

Common Ground Budget

- Q: Budgeting for 15% increase of sales; where is that coming from? Especially since it was projected like that last year (D. Coderre)
 - Renovating the space; expecting more foot traffic (S. Harper)
- About the main Common Ground and reaching it's peak; it is the one that brings in the most revenue; don't lose focus on that (D. Coderre)

Ended 10:34am.

Food Bank Budget

- Budget submitted through corporate but it is actually through Alex Chung; student fee and expenses for buying food (K. Beaudry)
- No Questions

Ended 10:34am.

PC&C Budget

- Any significant changes from last year? (D. Coderre)
 - Copyright royalties have gone up substantially; projecting a 15% decrease in sales which will leave us where we were last year (T. Lively)
 - There are a number of things have come off depreciation; colour printer; air conditioning; a few smaller things (T. Lively)
- Overall you're projecting a revenue increase from last year? (D. Coderre)
 - Yes mostly from binding and wide format printing (T. Lively)
- Course pack sales – biggest item that has risk from decreasing over the years; the print volumes have come up substantially as have lowered prices; we have more binding and wide formats; has always been the biggest revenue; I think the last year or two has focused on diversifying revenue streams (T. Lively)

Ended 10:37am.

Queen's Journal Budget

- The commission numbers should be the same as in the supplementary version; deficit of \$450 before the changes that Kyle presented (E. Fuller)
- Projected more advertising revenue; every year they present it but never happens; has there been any progress towards meeting that goal? (D. Coderre)
 - The rest of the projections are expected to meet that (E. Fuller)
 - Journal Editors reshuffled certain ads that were meant to be campus vs. local (E. Fuller)

Ended 10:40am.

Queen's Student Constables Budget

- Comment about wage increase – this is due to increase of special events and increase number of StuCons at the football game; as well as increase in the Underground (S. Harper)
- I don't see that reflected in increase in revenue? Is there some reason for that? (E. McElroy)
 - I think it was difficult to estimate the number of events we are needed for (S. Harper)
- Last year we budgeted for \$16,200, this year it's budgeted for \$16,800 (K. Chinniah)

Media Conferences Budget

No questions.

S.M.A.R.T. Budget

- Wages have really spiked as well as admin fee; reason behind that is double their workforce this year; more expected payroll and physical wage (K. Beaudry)
- Why have salaries gone down? (G. Giannopoulos)
 - She's only working seven months (K. Chinniah)

StudioQ Budget

- A new consolidated service; that's why it has increased so much, but are some aggressive advertising revenue built in? (D. Coderre)
 - Within these numbers, there is actually of ad sales that have actually gone through and I believe they've hit their target there; but that's still up in the air (E. Fuller)
 - A&R is looking to do a dual partnership with StudioQ and Station 14; us doing a minimum of 10 and up to how ever many they want us to do (E. Fuller)
- This is a win-win contract; we can sell off equipment that is unused, etc. (K. Beaudry)
- All other talk will be in closed session regarding this (M. Blair)

The AMS Pubs Services Budget

- No questions

Tricolour Outlet Budget

- One thing – with depreciation number; we haven't heard back from UPS to see when those changes will get done; that figure is not included in the depreciation number; with the CapEx that the Board approved with the desks; it doesn't look like we will go with that as planned; customization is more costly than anticipated (T. Lively)

Walkhome Service Budget

- No questions

General Office

- New general office budget is in presentation; weird amount in permanent staff because of intern controller hired for a couple of months; new this year is an allocated expense for the advancement officer; a lot of these calculated based on what we spent in the past year (K. Beaudry)

Advancement Office

- The student activity fee is for Reunion Street? (A. Aguilar)
 - Yes (K. Beaudry)
 - We get an additional \$15,000 from Principal Woolf and also budgeted from the advancement office that we applied to (K. Chinniah)
 - The reunion street festival budget; everything that applies to festival is through the ADO budget into festival coordinator budget (K. Beaudry)
- Is the sponsorship revenue meeting expectations or goals that have been set in the past?(Q. Giordano)
 - That is the amount of sponsorship we get from donations; just putting that while it flows through (K. Chinniah)

HR Office

- Small update – we have a special project of around \$4,000 for the HR suite that we are getting; we currently don't have an HR database; making a targeted investment in infrastructure to have that built as well; we think our IT office will be able to negotiate a deal so potentially less (K. Chinniah)
- Why are there two lines of volunteer appreciation and difference between employee development and training? (G. Giannopoulos)
 - One is supposed to be staff appreciation; we separated appreciation of the single staff member into that line item; other volunteer appreciation line is for the entire AMS appreciation gala; employee development is when we send employees to special conferences and professional development and other events that happen over the year; training is training week (K. Chinniah)

Information & Technology Office

- Biggest change – reduced hosting cost from a Canadian server to an Irish server; we have special economic zones that make it more desirable (K. Chinniah)
- Quite a reduction in computer supplies and maintenance; will we suffer from this three years from now? (D. Coderre)
 - From that issue; we have started making investments in one brand of computers with a three year warranty, in terms of licensing and software support; we used to pay for everyone's Adobe CS licenses; now Queen's provides us the Office Suite for free; the licenses are the bulk of it; the Adobe licenses – we found some offices did not have any need for it; once we told some people that they can pay for it themselves, they can self respect (K. Chinniah)
- Development and support? (D. Coderre)
 - Development and support is basically the support that we pay; now that we have a permanent staff (K. Chinniah)
- Is there only one server now? (E. McElroy)
 - We migrated our server so there is less hardware (K. Chinniah)
 - We used to own a bunch of domains; one was ghettohouses.ca; couple of things we managed to get rid of (K. Chinniah)

Marketing and Communications Office

- We are reducing ad quite substantially that we put in the Journal because we reach the same people that the Journal reaches anyway; we almost doubled the design budget; they wanted to increase this contribution to provide some video services to the AMS; Salaries have gone up because the brand coordinator is now a 10 month position instead of an 8 month position (K. Chinniah)
- Market research should be marketing research; this officer has been looking at the budget and what spending has been done (K. Chinniah)

SLC Admin Office

- What happened to our revenues? (A. Dungca)
 - New management and operations agreement; has carried forward into our year and the SLC has the admin budget and then the facilities budget; the SGPS pays and Queen's pays; bank machine revenues and the tenants paid into our budget which would then fund admin type expenses; leaves big void in the budget; at the bottom there is the management feed that has both budgets equal to zero (K. Beaudry)
- It does introduce an element of risk with new structure because we are budgeting for zero; we need to make sure we don't run into a deficit because the surplus is now all ours; other rationale of moving revenue items was because we got new tenants coming in; it was creating quite a surplus; and gave a tendency to start to spend differently (L. Parry)
- Is there any need for us to create a regular business corporation to run any of these revenue generating so that we can keep that revenue aside and mitigate the risk of AMS running foul and non-profit revenues? If too much revenue comes in, can we solve it? (D. Coderre)
 - Looking more at surplus deficit picture than revenue picture; because Revenue Canada is still trying to figure out policies; haven't seen anything yet from them on how they want to proceed; we have the social bottom line; big numbers that are wage and employment; continue to be consistent in our language (L. Parry)

Board of Directors Budget

- Change in legal fees; had \$6,000 before; didn't know why legal was there, should go through general office budget; other change is recruitment; actual last year was nothing, considered we would leave it at \$1,000; for information piece, Board budget is coming from the Advantage Fund, not General Office (K. Beaudry)
- The PSC bursary is the benefit to the permanent staff if they have children in post-secondary education or if they are going through their education; in policy that it has to be in the Board budget (L. Parry)

Restricted Funds Budget

BUS-IT

- No questions

Accessibility Queen's Fund

- SGPS has 0 and was budgeted for an amount last year (K. Beaudry)
- The budget numbers are basically allowing the flow of money, but we don't have any figures yet about the pool? (A. Aguilar)
- Yes (K. Beaudry)

Advantage Fund

- The interest revenue is calculated based on weighted average interest rate; you'll notice special projects doesn't have anything huge; because festival is in it's own budget; and allocation for the Board budget (K. Beaudry)
- Couple of funds within total that is in American dollars so we will earn some more money on that (K. Beaudry)

Dental Plan

- We have combined balance of about \$1.2 million which is considered very acceptable (L. Parry)

Health Plan

- Because we've committed to pay, if there is a surplus, that number will be a positive number; promotional expenses are 0 because of communication plan a few years ago (K. Beaudry)
- The operating expenses are the broker fee? (A. Aguilar)
 - We have set it higher in dental plan; opt-out percentage is based on reconciliation of student fees from last year (K. Beaudry)
 - We are self insured so that is a fund that has built up over time (L. Parry)

Student Centre Fund

- The flow through of what we will get with the SLC (K. Beaudry)
- The \$700,000 amount is for the management operation agreement and it is a calculated number; that budget has been developed and that is the result (L. Parry)
- ARC has a contract they usually have to use space for clubs; the number of clubs that has signed on is drastically lower (K. Beaudry)
Not considered in management operations; the AMS fully funds that space; it would be helpful for future conversations on how to get out of this (K. Beaudry)

Queen's Centre

- Interest and dividends were pro-rated; those are both lower because they will only earn revenue on 6 out of the 12 months of the year; arrived at 542 when I started on May 1st; market place plus accrued interest it would earn (Beaudry)

SLC Facilities

- What is the long term capital fund? (A. Aguilar)
- The SLC budget will have a surplus; it will be allocated to a different fund; there is \$70,000 that can go forward each year and be invested (K. Beaudry)
- We borrowed money from SGPS because they had money; so we could start that project and it will be 70 each year (L. Parry)

Motion:

WHEREAS budgets for the various AMS services, commissions, offices, and funds have been submitted for approval to the AMS Board of Directors.

THEREFORE BE IT RESOLVED that the AMS Board of Directors approves these budgets as presented.

Moved by: VP Beaudry

Seconded by: President Chinniah

All for

0 opposed.

Passed at 11:33am.

Capital Renewal Budget

- Board policy says Board has to approve the budget of a guest of what we need to replace for all the services each year; couple updates: Journal has gone ahead and leased a printer; PCC new amount is \$41,000; what I'm requesting is for the two TAPS figures; had conversations already about replacing fryers and repairing fridge; likely will happen since conversations (K. Beaudry)
- We will discuss this as a separate piece (M. Blair)
- \$23,334.50 for the TAPS amount (K. Beaudry)
- As referenced in 4.5.2 in policy, the renewal capital requirement allows the VPOPS to request a specific dollar amount to operate – a preemptive emergency capital expense to use up to the set figure (M. Blair)
- Has been used for over 10 years; should only last half that long (K. Beaudry)

Motion:

To approve a figure of \$23,334.50 as the capital renewal budget for TAPS as seen in the schedule to be approved as per the section 4.5.2 of the Board policy manual.

Moved by: K. Beaudry

Seconded by: K. Chinniah

All for.

0 Opposed.

Motion passes at 11:36am.

[Break for lunch]

Resumed at 12:03pm.

2. [WLKHM] Wage Increase

WHEREAS the Walkhome Shift Coordinators are not presently compensated at a rate reflective of the duties performed and commitment required to the service.

THEREFORE BE IT RESOLVED that the AMS Board of Directors approves of a \$0.50 increase in the hourly wage of Walkhome Shift Coordinators to \$13.00 per hour; effective October 2015.

Moved by: VP Beaudry

Seconded by: President Chinniah

- What do the not-shift coordinators make? (D. Coderre)
 - \$11 – minimum wage (E. Fuller)
- No budget reason why we can't go up further (E. Fuller)
- The new consolidated budget would be \$3,800 with that; we can add that it coincides with inflation rates; (K. Beaudry)
- For Queen's, they use Core CPI because it's connected with the wage (K. Chinniah)
- 4-5 shifts per week for shift coordinator; so it's not a big change (\$560) (K. Beaudry)
- Add CPI (poll: 3 votes in favour/4 opposed); this is a common thing that happens with fees, don't know why we would want to make a process more cumbersome (K. Beaudry)
- Did not actually increase our salaries with CPI, therefore we had to bump our salaries by a lot in one particular year, we would rather have the certainty of this level rather than up for renew every year
- Motion would like to add index to government CPI (M. Blair)

- If it went up by \$0.25 next year, can we go back and say we want to go up by a certain percentage? (G. Giannopoulos)
 - We can always revisit (K. Beaudry)
- We won't know what the difference will be with the CPI? (Q. Giordano)
 - CPI will just be for the years to follow (K. Beaudry)
- Do we want to keep it as a \$0.50 increase, does the Board want to set a dollar figure difference or use CPI? (M. Blair)
 - It has always been tied with an index; same with other services (K. Beaudry)
 - I would not like a \$0.75 increase without considering any sort of reasoning for more; considering they have an assistant manager now, their shift load is less; I don't think it's responsible for the Board to give a higher amount than what they are asking for (K. Chinniah)
- We are being attentive to Walkhome wage increases, have we considered a differential for all other services as well? (A. Dungca)
 - All service staff get paid minimum wage; there are services such as Walkhome that have a buffer; there are StuCons that get more than minimum wage; that has been incorporated into the wages that were previously passed (K. Beaudry)
- Would StuCon seniors wages be tied to CPI? (A. Aguilar)
 - Not sure about that; We have only accounted for the fact that the minimum wage is increasing in October (K. Beaudry)
 - We might have similar conversations with StuCons and tying their own wages with CPI (A. Aguilar)
 - That can be something the personnel committee can look into when evaluating the differences and potentially standardizing these processes (M. Blair)

Amended as follows:

WHEREAS the Walkhome Shift Coordinators are not presently compensated at a rate reflective of the duties performed and commitment required to the service.

THEREFORE BE IT RESOLVED that the AMS Board of Directors approves of a \$0.50 increase in the hourly wage of Walkhome Shift Coordinators to \$13.00 per hour; effective October 2015, which will be adjusted once annually to the Ontario government CPI at the time the annually adjustment to the minimum wage.

All for.

0 against.

Motion: That the Board of Directors approve the payment of \$250 be paid out as a transition bonus to the Walkhome shift coordinators.

Moved by: K. Beaudry

Secunder: K. Chinniah

All for.

0 Opposed.

Motion passed at 12:22pm.

3. QUEEN'S JOURNAL: NEW POSITIONS

WHEREAS the positions of Outreach Manager and Digital Manager require ratification by the AMS Board of Directors. The positions are currently occupied for the 2015 year due to a miscommunication between the Journal editors-in-chief and the Human Resources Office.

THEREFORE BE IT RESOLVED that the AMS Board of Directors retroactively ratifies the new Queen's Journal positions of Digital Manager & Outreach Manager.

Moved by: VP Beaudry
Seconded by: President Chinniah

All for.
0 Against.

4. CAPITAL EXPENDITURES

[CFRC] Accessibility Grant Approval

WHEREAS an application for an Accessibility Queen's Grant has been submitted by Radio Queen's University and requires final approval by the AMS Board of Directors insofar as the AQG Policy requirements.

THEREFORE BE IT RESOLVED that the AMS Board of Directors approves the AQG application as presented.

Moved by: President Chinniah
Seconded by: VP Beaudry

- Found budget under Class B includes a \$2,000 buffer that does not go into any project at all; so we might take a bit less from the fund
- I thought the application was quite well done (D. Coderre)

All for
0 Opposed.

[TRO] Mannequin Form Proposal

WHEREAS a capital expense proposal for TriColour Outlet have been submitted for approval to the AMS Board of Directors.

THEREFORE BE IT RESOLVED that the AMS Board of Directors approves the capital expenditure of \$2144.00 for the Mannequin forms for TriColour Outlet from W.M. Prager, to be depreciated over five (5) years.

Moved by: VP Beaudry
Seconded by: President Chinniah

- All updates touches on all of McConomy concerns (T. Lively)

All for.
0 Against.
E. McElroy abstains.

Motion moved 12:26pm.

[TRO] Television Remount

WHEREAS a capital expense proposal for TriColour Outlet have been submitted for approval to the AMS Board of Directors.

THEREFORE BE IT RESOLVED that the AMS Board of Directors approves the capital expenditure of \$1928.87 for the Television and Mounting for Tricolour Outlet from I.T and Best Buy including the cost of \$300.00 and \$500.00 for computer software and installation by Queen's Physical Plant Services and I.T services to be depreciated over three (3) years.

- What is the computer software installation? (D. Coderre)
 - We want to put things up on the TV and need to hook it up to a software system (T. Lively)

All for.
0 Against.
E. McElroy abstains.

PC&C Proposal

Motion:

That the AMS Board of Directors approve the capital expenditure of \$51,914.00 for the Canon ImagePress C700 for the Publishing & Copy Centre from OT Group, to be depreciated over 5 years.

- We are going to sell the old printer for \$5,000; we visited Canon two weeks ago we noticed there have been problems with the one coloured printer we have that just went off depreciation; proposing that we buy this, we shift the coloured printer we have now as a walk up printer for smaller scale jobs; and use the new one for larger scale production jobs; saving costs with the larger sized documents on the new printer; with the difficulties with the older model; we are having to redo it on the new printer; there is a financial case to be made for it as well, especially when looking at volume; cost savings for about \$4000-\$5000 per year. The 7765 is the one we are looking to replace, the 9280 is the one we currently have, and the C700 is the one we want to attain. (T. Lively)
- If you look at the revenue over the past few years, you don't see a decrease in anything; major difficulty we faced was the drop in course packs; now being forced to diversify revenue (T. Lively)
- Is there a danger that subsequent Canon models will be even better? (A. Aguilar)
 - Real concern, but right now this is when we should be making that jump; this is a new image press series which represents new technology bought by the acquisition (T. Lively)
- What type of warranty do you get? (G. Giannoplous)
 - More of a service contract; in the past, it's under a 3 year advanced warranty; they will replace entire printer if not performing at It's attended quality level; about 7-8 million prints; can last 8-10 years if there is no increase to volume and if we shifted all production to this one printer (T. Lively)

All for.

0 Against.

E. McElroy abstains.

Motion passed at 12:39pm.

Moving strategic planning to now.

Strategic planning in Closed Session

Back to Open Session at 1:58pm.

Special Guests: Editors in Chief S. Leck & A. Rawhani enter room.

5. HONRARIA GRIDS & SERVICE ORGANIZATIONAL CHART

Honoraria Review

- Everyone else is on honoraria they set certain levels based on number of hours worked; they only receive honoraria for doing the work (S. Leck)
- We have our editorial side and our business side; we have our business manager that is salaried; also in portfolio is the outreach manager, used to be known as marketing manager and now expands other manager; on editorial side, much more staff members, all run their own section, and our visual team which includes photo editors; (A. Rawhani)
- The assistant editors write a large amount of content; assistant news editors take care of interviews (S. Leck)
- We have our production manager with printing, ads, printing company, layout, and digital manager which is a new position, if you look at our website, we have embedded tweets, more interactive, biggest responsibility now is building microsites; their main responsibility is creating those websites (A. Rawhani)
- Last year, production manager was designing websites and interactive graphics, which was a large amount of work. Separated into digital and production. If you notice in chart, there are three copy editors listed, it means you're waiting on people and working late in the night and reducing their work (S. Leck)
- In terms of honoraria grid, you mentioned time, do you consider technical skills listed? (A. Aguilar)
 - Solely on the time range (A. Rawhani)
- You can assume they already have a higher level of skills based on the position (S. Leck)
- What happened to level 2? (G. Giannopoulos)
 - From 2011 to now, there has been no level 2 (E. Fuller)
- In a given year, how many contributors would you see each year? (E. McElroy)
 - 75-80 contributors last year, looking to increase a lot, so many people want to contribute and they don't know how (A. Rawhani)
- The outreach manager and sales reps are on the same level; outreach is exclusively contributors and sale is looking for ads? (M. Blair)
 - Yes (A. Rawhani)
- When looking at digital and outreach manager, it appeared to be an overlap of jobs, thank you for clarifying that (M. Blair)
- Want to have a discussion with the minimum 60 hours per week, is there a way we can change that? (K. Beaudry)
 - On that note, we need to address the fact with how your honoraria is set up, legally it's a gift to support volunteer contributions, the trouble is when you have a job description and an expectation of hours, then it's as though they have a job, you need to match money with number of hours; we are obligated to at least look at this. (M. Blair)
- What other documents is this on? Thoughts in terms of reorganization to make sure this isn't the case? (K. Beaudry)

- On every application that we put online we have the number of hours; when we started hiring, we looked at ways to restructure. Our staff are just writers right now so we have to look at long term vision of contributors, they have fewer editors that are paid salaries, right now we don't have the contributors for the content (A. Rawhani)
- Given you have this structure and you'd like more contributors, what's the bare-bone operation for running if you have to cut most of the honoraria positions? (E. McElroy)
 - All of the section editors, so you would start cutting assistants; looking at two news editors, however the reason that works is someone who has been through the system to do that job; this year we only had five returning staff members; even with our two photo editors, you almost need on person to coordinate all of that (A. Rawhani)
 - There is legal risk to us if there is an inexperienced person doing the job; one thing we are talking about is that we are building a newspaper from scratch; people send in articles to put through redesign; our other mandate is to educate others on journalism (S. Leck)
 - One way to reduce hours of all of our staff is having templates so we speed up the process; that can reduce a significant amount of time (A. Rawhani)
 - Moving to a contributor model and cutting back on editors, you can expect quality of material to increase, quality of finished product to increase, also alleviates the honoraria (M. Blair)
 - Looking into a long term vision of the Journal; two weeks after you're elected you need to hire your staff, want to set up something for the next editor-in-chief to come in and use (A. Rawhani)
 - A big issue is a lot of the higher level thinking is just us because everyone else is producing content; wanting to push that down to lower management (S. Leck)
- As a % of all of your content, how much is produced by contributor? (A. Aguilar)
 - If I had to estimate, 10-20% of content is done by contributors, would be ideal if it was closer to 20% (A. Rawhani)
 - Lifestyle and Opinion section are always easier to be done by contributors (S. Leck)
- Any immediate things we want to do the 60 hours a week? (S. Leck)
 - Could you disclose that there are peaks and falls? (K. Beaudry)
 - No, don't want it to be dishonest for the next person coming into the position (A. Rawhani)
 - If we did have another salary position, it would be for the news editors (A. Rawhani)
- Making sure you give some thought to what is feasible for next year (L. Parry)
- Just take a minute and establish some objectives to what we're trying to do with the Journal this year; understanding what the jurisdiction the Advisory Board has over ours, second is evaluating honoraria; third is changes to job description to make sure there are legal compliances; some of the biggest things that happen is a big change (K. Beaudry)

Discussion ended 2:36pm. S. Leck and A. Rawhani leave.

Motion to adjourn.

All in favour.

PUBLIC