

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED

Board of Directors Regular Meeting Open Session Minutes

July 25<sup>th</sup>, 2015 at 9:00AM  
Room 506, Queen's Centre, Kingston, Ontario

**1. Call To Order**

Meeting was called to order at 9:06am.

**2. Roll Call of Members**

Present:

A. Agulair, Student Director  
K. Beaudry, Vice-President (Operations)  
M. Blair, Chair  
K. Chinniah, President & CEO  
A. Dungca, Student Director  
E. Fuller, Media Services Director  
Q. Giordano, Vice-Chair  
S. Harper, Hospitality & Safety Director  
N. Kalergis, Corporate Secretary  
M. Lindsay, Community Director  
T. Lively, Retail Service Director  
D. McConomy, Community Director  
E. McElroy, Student Director  
L. Parry, General Manager  
C. Wright, Vice-President (University Affairs)

Absent:

D. Coderre  
G. Giannopoulos (arrived at 9:28am)

**3. Approval of Agenda**

That the Board adopts the agenda as circulated.

**4. Approval of the minutes of previous meeting**

a. Minutes: June 20<sup>th</sup> 2015

That the Board adopts the minutes of June 20<sup>th</sup> 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**

### **7. New Business**

- 1. Queen's Journal: Approval of New Positions
- 2. *Capital Expenditures*
  - 2.1 EQuIP Space Renovation
  - 2.2 [TRO] Renovation Proposal
  - 2.3 [TRO] Mannequin Form
  - 2.4 [TRO] Television Remount Proposal
  - 2.5 [QSC] New Jackets
- 3. *Budgets*
  - 3.1 The AMS Pubs Services
  - 3.2 Common Ground
  - 3.3 Queen's Student Constables
  - 3.4 PC&C
  - 3.5 TriColour Outlet
  - 3.6 Queen's Journal
  - 3.7 StudioQ
  - 3.8 Walkhome
- 4. Shared Services Agreement
- 5. *Corporate Strategic Planning*
  - 5.1 Introduction
  - 5.2 Part I: Identifying Priorities

### **8. Other Business**

### **9. Adjournment**

### **3. Approval of Agenda**

Board has adopted the circulated agenda with the addition of the topics: student fees for Studio Q and fossil fuel divestment.

Motion: To change the order of the agenda.

Mover: D. McConomy  
Secunder: Q. Giordano

For: All  
Against: 0  
Abstentions: 0

Motion passed and Board agenda approved at 9:08am.

### **4. Approval of minutes of previous meeting**

Board has adopted the minutes for June 20<sup>th</sup>, 2015 as circulated.

- "The Journal should take it as its mission to encourage the broadest possible participation of the student body in both the editorial/business functions of the paper." (M. Lindsay)
- Advancement Goal Plan (move that section all to closed session)

Mover: M. Lindsay  
Secunder: A. Dungca

For: All  
Against: 0  
Abstention: 0

Motion passed at 9:11am.

### **5. Reports**

#### **Chair of the Board**

- Survey – only received two responses; used to prime people for strategy at the Board level; for corporate strategic planning, this meeting is the first formal step for the year, the day after the budget, we will lay the groundwork for the next meeting in August (M. Blair)
- Emergent capital expense that I approved is added to the late agenda (M. Blair)

Report ended 9:15am.

## President

- Item discussed in closed session but can talk about it now; meeting with faculty of arts and sci yesterday; all positions that are on full time are able for 6.0 units of internship; 114 credit degree will instead be a 120 degree and will get a degree with an internship designation instead of having those credits count towards the degree; another issue is that students who wish to enroll would be that the students would have to pay for the 6.0 units; does not alter jobs in any way, every four months if a student wishes to participate in internship program, they can opt into the program and they will receive for every 4 months, evaluation meeting with permanent staff (internship supervisor) (K. Chinniah)
  - Is that final? Anymore flexibility? (A. Dungca)
  - With tuition, we had concerns, however it stays in line with QUIP; allows international students to more easily access internship; also helps with not collecting interest on student loans (Wright)
  - My understanding was that they could devote more time to the jobs they were doing by having it worth 6 units; by the sounds of it, we're not getting anything; students aren't getting a reduction in workload and they are having to pay more money; might be better off not offering the internships (McConomy)
  - Regardless of course implications; students would take another year to complete the internship; point is that there is an added year on top of your degree; you're electives can be completed before (Wright)
  - So internship would replace having to take a course to still be considered a student (McConomy)
  - Still have to discuss if this would replace course; we don't have to make a determination yet on that (K. Chinniah)
  - Most students would not be happy with having to pay money to have "internship" added to degree; must spin it to students to make sure the benefit is clear to students (D. McConomy)
  - All the info has been presented; for the coming year, if the student is successful, they can opt into the program by contacting QUIP and can get the designation on the transcript at the end of their degree; does not change operations unless a student chooses to opt-in; they will have a meeting every four months with their internship supervisor (K. Chinniah)
  - It is a QUIP requirement as a break from your degree; for any other internship; those internship credits don't count towards their degree; but for this, it does count toward their degree (K. Chinniah)
  - Is there a guidance for the permanent staff for evaluations? (L. Parry)
  - The student in question would have to do a reflection and a permanent staff member would go over it with them (K. Chinniah)
- Reunion street festival – Board requested that we discuss it today, will it happen? (M. Lindsay)
  - No, 10 weeks left until reunion street festival (K. Chinniah)

Report ended 9:23

### Vice-President (Operations)

- 1.2 Million dollar project; more conversation at university level; more challenging to carry on with the project; people not on the same page; might request construction not start until March and finished mid-way through the summer; no concern that it will carry into the next academic year (K. Beaudry)
- Studio Q contract – it is a win-win the way we see it; with the contract previously signed we were to lose \$50,000; we proposed that they provide a depreciation subsidy to help us cover some costs; don't have many other options for live stream games; left the ball in their court; if it doesn't pan out, we have other opportunities (K. Beaudry)
- Who sits on evaluation committee for the SLC project? (M. Lindsay)
  - PPS – we ranked projects in terms of student preference (K. Beaudry)

Report ended 9:26am.

### Vice-President (University Affairs)

- Need update on university distract; street signs would not be on princess but leading up to princess street; they have put street signs to go to council right up to princess; they are on our side and want to see it through (C. Wright)
- Looking at alternative to FERC (C. Wright)
- Any benchmarking information that could be made available? (M. Lindsay)
  - Not formally, but if Board is interested in what other schools do, we could provide (C. Wright)
  - We lead the way in job growth, services, etc. (K. Chinniah)

*[G. Giannopoulos entered at 9:28am.]*

- Question about sustainability: will it require significant sponsorship and is there an alternative? (Q. Giordano)
  - We intend most of our funding coming from ticket sales; we have Earth Centre that might make a \$10,000 contribution; Coke fund that we could probably get another \$10,000; also a secret Coke fund available (C. Wright)
  - Queen's gets a sum of money from Coca Cola because they use Coke instead of Pepsi on campus; we have the rights to some of that money (K. Beaudry)
  - Still some uncertainty, wanting until its confirmed; Bill Nye would be the most suitable for connecting with students (C. Wright)

Report ended 9:32am.

### Hospitality & Safety Director

No questions or comments regarding this report.

Report ended 9:32am.

### Retail Services Director

- I added that we added a six pack for charter bus; want to remove because it is a logistical nightmare; not going to go forward (T. Lively)
- You mentioned you decided to against the POS system this year; if its not acceptable to you this year, why would you suggest doing it next year? (McConomy)
  - Would be throwing away \$2,000 just for a new system due to the contract (T. Lively)
  - By the time we get the system, we are very close to training week; the managers would not have time to get the experience to teach (T. Lively)
  - I suggest making the decision in February and get the work to become done in May and have all the kinks worked out by September; will be in a better position than a new group coming in to make the decision (McConomy)

Report ended 9:34am.

### Media Services Director

- We heard about the new website with the Journal; any stats on how it's helping the Journal? (M. Lindsay)
  - No, will have that for September when there is more traffic (E. Fuller)

Report ended 9:37am.

### General Manager

- One update on agreement; we were targeting on July; while a lot of work has been done, the other two parties are going for holidays so it will more likely be end of August (L. Parry)

Reports ended 9:37amam.

## 7. New Business

### Queen's Journal: Approval of New Positions

*Motion:*

*That the Board approve the creation of the Queen's Journal Outreach Manager and Digital Manager as per these job descriptions.*

Moved by K. Beaudry

Seconded by K. Chinniah

- The HR officer did not catch that there were two new positions that the Journal had created; mix of that and the Journal not being aware that the positions have to come to the Board; we have realized that they have already hired the two individuals (K. Beaudry)
- This motion is to approve the creation of these two positions as per these job descriptions (M. Blair)
- Can you touch on why these positions are needed and how they have been helpful? (A. Dungca)
  - Only 8 month position so they haven't begun; idea of outreach manager is on engaging rest of student body; that will be useful; with digital manager, journal is hoping to have more video production (E. Fuller)
- Do we have a description of the organizational chart for the Journal? When reading the descriptions, it seems like they have a significant overlap with the duties of the marketing manager; are they necessary considering the existing roles? (M. Lindsay)
  - To my knowledge, there is no marketing manager at the Journal (E. Fuller)
    - It says that the outreach manager meets with the marketing manager (M. Lindsay)
    - There is no marketing manager (E. Fuller)
    - Might want to see an organizational chart and comments from the Editor-In-Chief for the future board meeting (M. Lindsay)
    - For each of the services, we should have an organizational chart because it makes it easier to understand who's doing what (D. McConomy)
- Also no headers on agenda; whenever there is something being included there should be a heading and why there is a transition to the next one (D. McConomy)
  - I will try to add title pages to aid in that (M. Blair)
- We can approve it this year considering they already hired these individuals; pending a review when we have the organizational chart and confirmation of the unknown marketing manager (K. Beaudry)
- Can we pass a motion asking certain things of the Journal that we want to review the organizational chart with the Editor-In-Chief? (M. Lindsay)
  - They shouldn't have any issues, very interested in learning about the Board (E. Fuller)
- The Journal Honoraria levels are quite high; setting these two positions at \$1,000 each; which is much less than other Journal positions (E. Fuller)
- Not sure if they have even signed anything because they haven't started (K. Beaudry)

- Does the Director participate in the hiring practice? (McConomy)
  - No (E Fuller)
  - Doesn't happen in any way, not just Journal (K. Chinniah)
  - Concerning; we might run into the position where we don't know what has gone in the discussion (D. McConomy)
- Would it be a huge delay to move these Honorarias to August? (A. Agulair)
  - Concern if they have been communicated a dollar figure; need to confirm that information and then return to it (L. Parry)
- We will tabling this (M. Blair)

Mover: M. Lindsay

Secunder: D. McConomy

*Motion:*

*The Board moves that the Editors in Chief of the Queen's Journal make a presentation to the Board at its August meeting concerning: (a) the organizational structure of the Journal; (b) the hiring process used to fill positions; (c) the honorarium grid.*

For: all

Against: 0

9:49am.

Capital Expenditures: EQuIP Space renovation

*Motion:*

That the AMS Board of Directors approve the capital expenditure of \$4,093.88 for the furniture and labour costs EQuIP Lounge Revitalization for the Education on Queer Issues Project of the Social Issues Commission from IKEA and PPS/SMART respectively, including the cost of electrical work from PPS, to be depreciated over 5 years.

- Nothing to add besides what was sent to Mike in an email (C. Wright)
- There is a comment in proposal that current space is not being used; can you explain why? (McConomy)
- Best practices for LGBT students is to provide dedicated space for students; necessary that space is welcoming; current state is the reason why its not being used (C. Wright)
- In the pros/cons, we are focusing on the cost difference; is there a major quality difference over these options? (Q. Giordano)
  - Ikea was better for quality over Walmart; still meeting those requirements; atmosphere is better than Walmart (C. Wright)
- A note that space is not properly insulated in the winter; anything done to address that? (McConomy)



- At this time, I don't believe so (C. Wright)
- If we spend \$3,600 on furniture; and it costs \$10,000 to insulate the space, we are talking about a nearly \$15,000 allocation (McConomy)
- The biggest problem is the outlook of the space, not the insulation problem (C Wright)
- The limited amount of club space is the most concerning to me; with two buildings dedicated to student life and services; we are concerned about a space update, leads us to have to approve a number of these capital expenditures; I think its meant to be more of a partnership than it is with the administrative (M. Lindsay)
  - Can we include that in the strategic discussion later? (Q. Giordano)
- They do have a resource library and open living room and kitchen, is it possible to relocate that space back to the grey house? (A. Agulair)
  - In terms of the library; commissioner is working to create more engaging library on campus; however this still seems necessary (C. Wright)
  - How did design on the proposed layout? Are there enough chairs in that area? We have a couch and five chairs within that location. Should we look at if we can fit in more chairs to make it more accommodating? Appliances in existing space are not working well; however there is no suggestion about that in the new layout; are we talking about a kettle or something else? Should we spend more? If we're making a capital expenditure, we should make sure its totally encompassing; don't wan these people to think we are only going half way to address these issues (McConomy)
    - I believe they were making a realistic ask when making the diagram, relative to the size of the community that they are planning on bringing it; they were looking to remove what's currently there (C. Wright)
    - I recommend an email vote if that is a path we want to talk (M. Blair) referring to David's comment
- We could do a supplementary proposal (McConomy)

Mover: C. Wright  
 Seconder: K. Chinniah

*Motion:*

*That the AMS Board of Directors approve the capital expenditure of \$4,093.88 for the furniture and labour costs EQulP Lounge Revitalization for the Education on Queer Issues Project of the Social Issues Commission from IKEA and PPS/SMART respectively, including the cost of electrical work from PPS, to be depreciated over 5 years.*

All for: All  
 Against: 0

End 10:01am.

## TriColour Outlet Renovation Proposal

### *Motion:*

*That the AMS Board of Directors approve the capital expenditure of \$5,000.00 for the purchase and installation of a Custom Cash Desk from Queen's Physical Plant Services (PPS) and Grand and Toy.*

- Two questions: when we reconfigured the space a few years ago that should last a number of years and meet all of our requirements; what happened? (McConomy)
  - Don't think the desks were replaced during that; we want to set up the desks to work efficiently with the store; we want to add in wrapping for the clothes when you pay it; more aesthetically pleasing; paint is chipped; regardless we are going to spend a few hundred dollars to do that; the head manager wanted to bring this forward (T. Lively)
- Difference between \$1,000 custom desks and Grand and Toy supply desk; why is it justified rather than PPS doing the work? (McConomy)
  - Grand and Toy is a custom desk; we are working with them currently; more experience doing it; looking to bring additional renovation proposals; PPS wasn't able to give us a quote in time; not sure about change room project that has been going on (T. Lively)
  - PPS custom desks would bring in a carpenter whereas Grand and Toy, we know what quality and what materials they will be using and fit it to our purposes (T. Lively)
- There are no associated installation costs? (A. Agulair)
  - I believe that's included in the price (T. Lively)
  - PPS does have to do the installation; Grand and Toy is just making it (T. Lively)

Mover: K. Beaudry

Secunder: K. Chinniah

### *Motion:*

*That the AMS Board of Directors approve the capital expenditure of \$5,000.00 for the purchase and installation of a Custom Cash Desk from Queen's Physical Plant Services (PPS) and Grand and Toy.*

All for

None against

Motion is passed

Ended 10:07am.

## Tricolour Mannequin Form

### *Motion:*

*That the AMS Board of Directors approves the capital expenditure of \$2,144.00 for the Mannequin forms for Tricolour Outlet from W.M. Prager, including the cost of \$200.00 for shipping and duties to be depreciated over five years.*

Moved by K. Beaudry

Seconded by K. Chinniah

- We wanted to bring these to Board even though its under 2,500 limit, we want to make sure you are comfortable with our three different proposals. (T. Lively)
- Question about point 2 about diversity in our clothing; was there a survey done? (Q. Goirdan)
  - T. Lively: no
- Is it worth it to go from one option to the other for gender neutral and plus size mannequins; is it necessary to pursue that instead of other mannequins? (Q. Giordano)
  - These models are much more durable in student environment; material is significantly different (T. Lively)
- Comments on proposal; under clothing of the year to date; we should want margins increased not lowered in proposal; even though there is a 40-45% differential is more than a slight change in price; are the prices quoted USD or CND? Last page for shipping and duties from Toronto, when it comes from the Canadian supplier there is no duty. A lot of this stuff does not reflect the appropriate situation; we need to approve something that reflects what the true proposal is; I want to make sure they are 100% accurate (D. McConomy)
  - Well taken, Updates were sent out; I think coming back with proper proposals is necessary; I will distribute and we can do an email vote if preferred (T. Lively)
- Do we have the ability to put them on the ground floor of this building instead of in front of the store? (M. Lindsay)
  - Possible if we ask the holder of the space; would put it on a display case (T. Lively)
  - Concern is that people don't pass by this store; trying to use these mannequins to drive traffic to this store (M. Lindsay)

As discussed, this will be finalized via an email vote (M. Blair)

No objections to that.

Ended 10:16am.

## Tricolour Television Remount Proposal

### *Motion:*

*That the AMS Board of Directors approves the capital expenditure of \$2,200.00 for the Television and Mounting for Tricolour Outlet from IT and Best Buy including the cost of \$300.00 for installation by Queen's Physical Plant Services to be depreciated over five years.*

- Only thing not 100% clear from original cap ex is that we are proposing that we go with the LG TV from best buy and the total cost would be \$2,050 but should be \$2,500. We changed depreciation to 3 years so that would be more appropriate for a TV (T. Lively)
- How big is the TV? (McConomy)
  - Not sure (T. Lively)
- Are we looking at retail televisions or are they personal television? (E. McElroy)
  - Wasn't sure that there is a difference; probably just a standard home model; I don't see it getting a lot of wear and tear

Will table this and finalize via email vote (M. Blair)

End 10:18am.

## QSC New Jackets

### *Motion:*

*That the AMS Board of Directors approve the capital expenditure of the \$3,005.04 for 40 waterproof jackets for the Queen's Student Constables from Trimark Clothing Supplier.*

Moved by K. Beaudry  
Seconded by K. Chinniah

- Are the StuCons required to wear jackets at all times? (Q. Giordano)
  - Nope, but most events are outside; turns out old jackets are not appropriate
- How long are the jackets expected to last? (D. McConomy)
  - 3-4 years, but decided not to depreciate them for reasons in the proposal (S. Harper)
  - Did not seem consistent with acquisition that lasts 3-4 years (D. McConomy)
- It has qualities of a capital asset; firm and in place and does not take it to places; the fact that it has inventory qualities makes it more difficult to manage; tend to put it through as an operating expense in the past; they are an investment; you might have someone sign something to return it at the end of the year or deposit proposal (L. Parry)
- Typically they pay for the shirts throughout the year; figuring out ways to handle this
- These jackets will be grey; yellow is not appropriate because it has a negative view (S. Harper)

- Part of the point should be a bright neon colour so people can point them out, seems to be counterproductive (D. McConomy)
- We can add on reflectors to the jacket (S. Harper)
- We are all aware that we need to make sure they are highly visible and also not overly obvious, let's be thoughtful about that (M. Lindsay)
- StuCons have been yellow for 7 years (S. Harper)
- Will this change in colour represent the new student image? (M. Blair)
  - I don't think it'll ever change the student representation of the StuCons, we are just trying to make them more comfortable and ton it down (S. Harper)

*Motion:*

*That the AMS Board of Directors approve the capital expenditure of the \$3,005.04 for 40 waterproof jackets for the Queen's Student Constables from Trimark Clothing Supplier.*

Mover: K. Beaudry

Secunder: K. Chinniah

All for

None against

Motion passed

10:25am.

### Budgets

- Keep in mind to look at the budget from the top to the bottom and see that the numbers will be pretty similar to last year; we will get space and allocation costs later; due to timelines of the societies (K. Beaudry)
- We will be treating budgets as an "on the bus?" motion (M. Blair)

### AMS PUBS SERVICES BUDGET

- 40% increase in sales at the underground; very confident; if we over perform, excellent; but can we chat why 40%, why not take a more conservative line (M. Lindsay)
- We could, we have surpassed our expectations; summer sales were around \$2,700; it typically does great in the first couple of months; then it takes a dive after; people start going out at the end of the year; 40% used as a base mark; could lower it (S. Harper)
- We will spend a lot of time on the Board talking about variance, are we setting ourselves up to fail? Principle advice to the budget – we should have numbers that are 90% probability of achieving instead of stretching out expectations (M. Lindsay)
- Nightclub has been the most variant service; difficult to get some numbers; huge variability (S. Harper)
- Everyone would be more comfortable with empirical data (M. Blair)
- I think it benefits not to make in huge increases and huge decreases in the budget numbers; based on goals, we can expect improvements; and then debate actual performance with reference to that (M. Lindsay)

- Noted that there will be increase in Net Sales; with reference to past performance, there was a decrease in net sales (A. Agulair)
- Underground two years ago, they had a big increase at the start and went down; on a monthly basis its reflected (S. Harper)
- We were seeing improvement in the last three months of the year, if you looked at your projected numbers and took the last three months, would you have an idea of the increase that you are projecting? If you looked at what those three months was, how does it compare with the budget for the underground? (D. McConomy)
- Would like to find more data related to this as Mike suggested (S. Harper)
- Suppose things completely turn around, what would be the back up plan? (Q. Giordano)
- You will go back with the Board talking about whether or not the Underground is necessary, if students want it, etc. (S. Harper)

10:36am.

### Common Ground

- If an increase in the sale at the Brew from last year to the year before was from food credit? (A. Agulair)
  - Increase would probably be due to people in the building use their food credit (k Beaudry)
  - At last meeting, we discussed about branding with the Brew) (M. Blair)
    - Met with Ken Wong and decided that we are going to create its own brand for the Brew and making it a bit cozier, creating own visual identity cues and have people gravitate towards the Brew (S. Harper)
    - Also looking at a couple of products at the Brew that are different than CoGro, will help gather a new group of people (K. Beaudry)
    - Do you see more operating expenses or savings by changing the product lines? (M. Blair)
    - No, unless costs rise (S. Harper)
    - Should we expect any capital expenditure proposals from the Brew? (M. Blair)
    - No, only thing I could see in the upcoming years is a new espresso machine that's faster (S. Harper)
    - Counter tops were replaced, painted; below the threshold of a capital ex (K. Beaudry)
    - Relative to the budgeted wages for the year, the avg student will make \$2,130 from the course of the year; interesting statistic for us to have; spending \$20 per front line on staff appreciation (M. Lindsay)
    - Last year, Justin realized some services were spending thousands on staff appreciation and that could effect what services students want to work for. Developed a amount per head and if they pay for their own uniform, different benefits per service, factors in and then multiplied by number of staff (K. Beaudry)

- In Exec platform, additional seating and CoGro was suggested (A. Agulair)
  - Yup, pretty far along moving forward. Will be pretty expensive and waiting for quote to come in, in the final stages before the Board is made aware, looking at making high top or low top bar tables and run from the column poles directly towards the window to break up the space and powered for laptops; fire and safety individual said 238 can fit in that space; we have also added more coffee tables and chairs to get exactly to that number; other consideration is furniture that is gross looking, university says we can just give it away if we want (K. Beaudry)
  - Do we have to pay to get rid of it? (M. Blair)
  - Could move couches to other spaces in the JDUC (K. Beaudry)
- Lets make sure CoGro is not taken for granted, I am concerned that we are ignoring and only looking at the Brew this year (A. Dungca)
  - Huge issue of lack of study space on campus so hoping this plan with CoGro will help that (K. Beaudry)
  - A few years ago, CoGro was usually empty and the perception of study space (D. McConomy)
  - Interior designer suggested that bar tables should be same height as coffee tables (K. Beaudry)

10:48am

#### QSC Budget

- How many StuCons draw wages? (M. Lindsay)
  - Ragnes between 80-90 (S. Harper)
- Therefore, average student constable makes \$3,000 per year (M. Lindsay)
- StuCons have mandatory fee, going up slightly due to increased enrollment numbers (S. Harper)
- What mistake was made last year? (McConomy)
- Registrar considered law students as under grad students; was fixed this year and therefore we think budget is more accurate (K. Chinniah)
- Significant increase in wage numbers, why? (McConomy)
  - Thought that was a more accurate number; last year they cut a lot of stucons and wages went down; this could be variable due to the number of stucons needed at the underground (S. Harper)

10:52am.

## PC&C

- Believe training number is wrong, should be corrected by August, an oversight on my part (T. Lively)
- I will work with Kyle for the budgets and the standardization for the final go about (M. Blair)
- You indicated that wide format printing has increased by 20%, but its not reflected in the budget (L. Parry)
- This is the first year that PC&C has budgeted fr a deficit, we will talk about their future for the year

10:55am

## TriColour

- \$14,478 should be the depreciation, it is reflected in the depreciation schedule handed out (T. Lively)
- Used book sales have gone down this year, why do you think it will go up next year? (A. Dungca)
- From success this year with consignment and end of year book drive, can't see the market changes that will destroy the books, we think its pretty realistic (T. Lively)
  - About the express charters, since we make such a small margin on that? (L. Parry)
  - We have done a lot of them recently for things like Model Parliament, I don't think we should do a lot of them because we put on a risk (T. Lively)
  - Are we collectively comfortable with the fact that students don't pick up their consignments and we get that money? (M. Lindsay)
    - I can look into it from an operational stand point; will take that data from POS system and notify people via email (T. Lively)
- In the past, there has been repeat emails (3 over the course of 3-6 months), and we don't take this back as income at the end of year, and we do send cheques out as the student has the option to pick it up or get mailed (L. Parry)
- Is there a possibility for these consignments to be donated to the AMS bursary? (A. Agulair)

11:02am

Recess at 11:02am.

*S Harper Leaves*

11.15am resumed.

## Queen's Journal Budget

- \$3,000 in donations – from who? (M. Lindsay)



- Reaching out to QJ alumni and using advancement officer to do that (E. Fuller)
- Are the reallocations of revenues simply that? If you look at campus, we have a \$20,000 increase, and if we look at web advertising that might be a little bit different, but are we looking at same dollar values ?
  - With the web, they have accounted for 40% ad block and will be determined by views per page; (E. Fuller)
  - About double amount of space on new website; editors in chief are quite confident (E. Fuller)
  - IT office said 40% to visitors who visit websites use ad block (K. Chinniah)
- New pricing model for web and advertising (L. Parry)
  - People will pay for web ads based on number of views per page (E. Fuller)
  - If ad doesn't get viewed, then they make no revenue? (L. Parry)
  - Then they can move the ad to a different spot (E. Fuller)
  - Volunteer appreciation, 3x of what it is from other services (M. Lindsay)
    - From Dominos, besides that it is in line with other services (E. Fuller)
  - Commission number seems very different from last year, if you take out student interest fee, looking at \$11,000 worth of commission, are we paying a 10% commission on advertising? Why is it so different from previous years? (McConomy)
    - To account for significant increase in advertising, I can look into those numbers for August (E Fuller)
  - Space cost recovery – do we rent from university housing office? (A. Agulair)
    - Yes (K. Beaudry)

11:22am.

### Studio Q

- How was the budget prepared for StudioQ? (A. Dungca)
- Looked at the three services from the previous year and budgeted it conservatively for this year (E. Fuller)
- Given that its somewhat of a new service, outside of grants/donations/student fees, how much of that revenue is contractually bound and therefore secure? (L. Parry)
  - For ad revenue, numbers in here are 60% based on actuals and some from live stream revenue from last year (E. Fuller)
- Why is there a sudden decrease in revenue from Queen's? (A. Agulair)
  - Some reallocation within the funds (E. Fuller)
- If Athletics leaves us, we would look at selling a tricaster (E Fuller)
- Live stream revenue is where this is coming from, we have two tricasters, negotiation with athletics, we would liquidate one of those directly back, we would make \$11,000 and therefore virtually unchanged (K. Beaudry)
- If we continue with our contract previously, we would lose this year, if we started to increase prices, in 3-4 years we would not have dug ourselves (K. Beaudry)
- The allocation is dependent on the commission budget and so there's nothing there until August (K. Beaudry)
- \$77,000 allocation if you combined all these services into StudioQ (D. McConomy)

- I'll be going through to make sure overhead allocation makes sense; Nicola started it and Justin finalized it last year (K. Beaudry)
- Don't know what the reason would be to change their method if it makes sense (K. Beaudry)

11:31am.

### Walkhome Budget

- What happened to the grants from Queen's from two years prior? (E. McElroy)
- Safety grant is split between StuCons and Walkhome, they decided last year that StuCons needed it more so than Walkhome and therefore Walkhome only got \$1,000. Submitted two grant proposals this year (E. Fuller)
- Use the Chinniah model for forecasting wages, is that still in place? (M. Blair)
- Manager allocated to account for overtime costs; therefore one extra shift per night to account for costs that relate to overtime; looked at busiest nights i.e. throwback nights and staff accordingly (E Fuller)
- Communicate levels in a standardized ways
- 0 budgeted for donations – seems to be a service ideal for the advancement office; uniforms are low cost; is there a way to unify the uniforms for StuCons; (M. Lindsay)
- Staff are anonymous so they dress casually, just manager uniforms (E. Fuller)
- For community outreach, allocated amount for taxi costs because that's what they spent the most on last year (E. Fuller)
- Are there any other attempts to standardize across services? (M. Blair)
  - No current plans (E. Fuller)

End of budgets 11:36am.

They will come back for action in August for final approval.

### Shared Services Agreement

- Agreement not updated since 2011. K. Chinniah and I went through it, services that we contribute, we should pay the same amount since we have access to the same services. There were some spelling mistakes in the ones you received but those have been corrected. They are ready to sign it, point 10 on the final page (page 3), there has been an internal disagreement about whether that point should stand. If they are paying, they could have access to even apply to get the job. And if they should violate the agreement, it would provide enforcement for us. (K. Beaudry)
- At the time, we entered this as an information piece but it will require the Board's approval as per the bylaws (M. Blair)
- We are fine with that (K. Beaudry)

Moved by K. Beaudry

Seconded by K. Chinniah

.....

- What do the shared fares look like for the student wellness services? (E. McElroy)
- That's HDCS; \$58 dollars; mandatory fee (K. Beaudry)
- Item 12 "quote.." why does it not read that they would forfeit their rights immediately instead (M. Lindsay)
  - That was left in the old agreement (K. Beaudry)
  - I don't understand how we can take CFRC from the Board because they have their own bylaws; I don't see how that its separated from services; don't know why they have to make them pay the same amount ; we don't have jurisdiction what they should pay in terms of fees (E. McElroy)
  - Not sure why the AMS would have a fee connected to CFRC (M. Lindsay)
  - It's a separate mandatory fee not controlled by AMS, its through the office of the registrar (E. McElroy)
  - So we have divested responsibility from CFRC; we should note that its a separate service with its own Board so getting the AMS to review it is wrong (M Lindsay)
- To clarify, we decided that when CFRC left that they have the right to receive a fee from the students, we have fees to external groups all the time; fee doesn't flow through us, but we govern if that fee exists (K. Chinniah)
- We are acting as a proxy for the university (D. McConomy)
- Is it friendly to remove the RQU references? (M. Blair)

Move for a recess.

11:53am.

Lunch break

- Providing employment as part of the agreement to Walkhome; we take on the risk and have the management; I question whether we should be offering that service, we should have equal access to the service, but not sure if they should have access to the employment (L. Parry)
- This is something we could give the SGPS and could revoke that, also the argument while this isn't a fully presented solution, it could help that they could volunteer at the Journal, just providing an opportunity to even reply, it's there as a bargaining point (K. Beaudry)
- What level are they able to apply to? Can an SGPS student become a manager? (E. McElroy)
- Did not draw that line (K. Beaudry)
- HR did not see any issues, I have not gone through to check
- The SLC does employ SGPS students and that is accomdating within the employment procedures, only at the staff levels (K. Chinniah)
- It's reassuring in terms of walkhome and recruitment issues and the SLC brings up a good point, no issues with it (A. Agulair)

- Clause 6 “...” in a contract, I always find that if you can’t get specific, that language is unhelpful down the road because it leads to accusations, it becomes a part of the legal discussion, can we get more specific about the type of support we are seeking? (M. Lindsay)
  - Addition of “good faith”
- Aren’t we just renewing this agreement? (A. Dungca)
  - We rewrote 50% of it (K. Beaudry)

Brief poll to solidify the changes made to the employment clause:

- Clause 10 – SGPS members will have ability to apply to walkhome and volunteer at the Journal at the service staff position (K. Beaudry)
- Amended – “Employment will lapse if the fee is terminated”
- Removal of the RQU references
- Every effort will be made in good faith for Clause 6

All in favour to adopt those changes.

All for  
None opposed

- Should the jobs be tied to the payment of the fee? I don’t know how we would prevent them from being employed? (M. Lindsay)
- Amended – “Employment will lapse if the fee is terminated”
- We might want to terminate the entire agreement instead of waiting for three years (M. Lindsay)
- Restrict access to the services, I see this as standing and guiding us as to what we would do (K. Beaudry)

Adopt to shared services agreement with the changes.

All for  
None Opposed

12:22pm.