



**ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED  
 2018-2019 AMS BOARD OF DIRECTORS OPEN SESSION MINUTES**

November 26<sup>th</sup>, 2018, at 5:30 PM  
 AMS Boardroom, Queen's University, Kingston, Ontario

**ITEM 1: CALL TO ORDER**

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The November 26<sup>th</sup>, 2018 meeting of the AMS Board of Directors in open session was called to order at 5:36 pm.

**ITEM 2: ROLL CALL OF MEMBERS**

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			Present	Excused	Electronically Present	Absent
<b>Page, Mikela</b>	Chair	Voting	X			
Nensi, Jordan	Student Director	Voting	X			
Tharp, Liam	Vice President (Operations)	Voting	X			
Kennedy, Patrick	Non-student Director	Voting	X			
Kruja, Julia	Student Director	Voting	X			
Martinez, Miguel	President	Voting	X			
<b>Bourque, Leah</b>	Vice Chair	Voting	X			
Watters, Munro	Vice President (University Affairs)	Voting		X		
Mair, Aniqah	Student Director	Voting	X			
Neretlis, John	Non-student Director	Voting			X	
Goldman, Evan	Student Director	Voting		X		
Parry, Lyn	General Manager	Non-Voting	X			

**ITEM 3: APPROVAL OF AGENDA**

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*BE IT RESOLVED THAT the agenda of the November 26<sup>th</sup>, 2018 meeting of AMS Inc. is adopted, as presented.*

- Amend to table the minutes of the October meeting.

**Moved:** J. Nensi

**Seconded:** J. Kruja

All for.

**Motion unanimously adopted at 5:38 pm.**

ITEM 4: APPROVAL OF THE PAST MINUTES

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*Tabled until next meeting.*

ITEM 5: REPORTS

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ITEM 5.1: CHAIR OF THE BOARD

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ITEM 5.2: PRESIDENT

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- OSACHS - there were over 70 students and 4 panel discussions on health and wellness. Taking to SWS some of the things discussed at the symposium.
- Submitting the signed management declaration to the Chair which will be added to the minutes of this meeting (once the template is approved). From F&R to ensure that we are declaring management's compliance with the laws.
- Mitchell hall will be open to hold exams.
- 2 motions from me, the HDV and SLC changes which have come through Personnel.

ITEM 5.3: VICE-PRESIDENT (OPERATIONS)

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- No audits failed.
- There is not a specific process for restructuring services. Primarily analyzing the when to work schedules as the most accurate indicators, hours worked by each Assistant Manager, and looking to reconcile wages and hours worked.

ITEM 5.4: VICE-PRESIDENT (UNIVERSITY AFFAIRS)

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*Excused*

ITEM 5.5: GENERAL MANAGER

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ITEM 6: NEW BUSINESS

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ITEM 6.1: Personnel Committee Proposal P&CC

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- P&CC Head Manager position needs to be re-evaluated – there is a lot of additional workload to the Manager. The reason this is so late and off sync from other restructurings is that we wanted to wait until after the new Assistant Manager was added. 35 hours will be more accurate and will reflect workload.
- This motion was adopted unanimously by Personnel.

*BE IT RESOLVED THAT the AMS Board of Directors approve a 2 hour increase to the position of the Printing and Copy Centre Head Manager (PCC HM) from 33 hours per week to 35 hours per week. Salary will be adjusted according to the AMS salary grid.*

**Moved:** L. Tharp

**Seconded:** J. Kruja

All for.

**Motion unanimously adopted at 5:45pm.**

ITEM 6.2: Personnel Committee Proposal WalkHome

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- Found that would be appropriate to make hiring non-binary as it is not inclusive as of right now. There has been both professional and public consultation. This will make the service more inclusive to all members of the AMS.
- What is their process if patron is uncomfortable with the chosen team?
  - Still being explored but perhaps using taxi chits or having 1 or 2 groups that are self-identified male or female. It is the optional identification where professionals are having conversations and are not sure yet.

*BE IT RESOLVED THAT the AMS Board of Directors approve the elimination of the positions of “WalkHome Self-Identified Male Service Staff” and “WalkHome Self-Identified Female Service Staff” and substitute them with “WalkHome Service Staff”.*

**Moved:** L. Tharp

**Seconded:** A. Mair

All in favour.

**Motion unanimously adopted at 5:47 pm.**

ITEM 6.3: SAF Policy Change

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- Changes with respect to the format and the audit section. Previously the only audits that were permitted were no later than mid-October and there was no provision for discretionary audits. The change makes discretionary audits possible.
- Recommendations for audits come from the Secretary.
- There is no explicit procedure for what documents are used in an audit, but look at finances, submission packages, and the eligibility of the group in the SAF criteria. Most importantly, if they have used an overwhelming amount of their fee in the year (around 90%).
- We ask for a transaction list as well as an income statement and balance sheet. Cash balance tied in and out of opening and closing cash balance. Pretty good process for most of the clubs to get an idea of how they are spending.

*BE IT RESOLVED THAT the AMS Board of Directors accept the proposed changes to the AMS Student Activity Fee Policy.*

**Moved:** L. Tharp

**Seconded:** L. Bourque

All in favour.

**Motion unanimously adopted at 5:52 pm.**

ITEM 6.4: Harassment, Discrimination, and Violence in the Workplace Policy and Program

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- Back in 2015-2016 the government mandated workplaces to create HDV policy, so the AMS created an interim policy and procedure. Hired Human Resources Officer at the end of last year to review the policy beginning with HDV and they built the policy from the bottom up. This policy has been to Personnel and updated.
- Amendment on the floor regarding right to review section – Page 32 of the Agenda - The decision will only be subject to appeal in the event that this policy and/or its procedures have been violated.
- Board handles appeal, not to have final say on termination.

*BE IT RESOLVED THAT the AMS Board of Directors approve the revisions and amendments of Harassment, Discrimination, and Violence in the Workplace Policy and Program.*

**Moved:** M. Martinez

**Seconded:** J. Nensi

All in favour.

**Motion unanimously adopted at 5:56 pm.**

ITEM 6.5: Management Declaration

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- Template has gone through F&R and will be approved at a later date.

ITEM 6.6: Community Director Vacancy

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- Candidate was interviewed and hiring committee decided not to recommend them.
- Striking working group to fill this position - looking for a legal and risk background.
- Need experience, not just an academic, they need years of experience to really help us.

ITEM 7: SLC Management Structure Proposal

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- Omitted restructuring of the SLC managing structure. President will put forward via email.
- There are inefficiencies of portfolio structure – do not need 4 positions in the management structure. Added responsibilities and changed them around. One does HR and marketing. Key change is the assigning of on call hours to 3 manager positions.

Open session ended at 6:05pm.

**Moved:** J. Nensi

**Seconded:** A. Mair