



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

July 21th, 2018, at 12:00 PM
 Queen's Centre 506, Queen's University, Kingston, Ontario

ITEM 1: CALL TO ORDER

The July 21th, 2018 meeting of the AMS Board of Directors in open session was called to order at 12:14 pm.

ITEM 2: ROLL CALL OF MEMBERS

			Present	Excused	Electronically Present	Absent
Page, Mikela	Chair	Voting	X			
Nensi, Jordan	Student Director	Voting	X			
Tharp, Liam	Vice President (Operations)	Voting	X			
Kelly, Diane	Non-student Director	Voting	X			
Kennedy, Patrick	Non-student Director	Voting			X	
Kruja, Julia	Student Director	Voting	X			
Martinez, Miguel	President	Voting	X			
Bourque, Leah	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

BE IT RESOLVED THAT the agenda of the July 21th, 2018 meeting of AMS Inc. is adopted, as presented.

- *Amended to include the Advancement Office's proposal passed through the Personnel Committee*

- *Motion that we adopt flexible agenda for this meeting*

Moved: L. Tharp

Seconded: M. Watters

All for.

Motion unanimously adopted at 12:16 pm.

ITEM 4: APPROVAL OF THE PAST MINUTES

BE IT RESOLVED THAT the minutes of the June 17th, 2018 meeting of the Board of Directors of AMS Inc. in open session are adopted, as presented.

- *Section 5.2, under SLC- "now falls under the President's office."*

Moved: L. Bourque

Seconded: M. Martinez

All for.

Motion unanimously adopted at 12:16 pm.

ITEM 5: REPORTS

ITEM 5.1: CHAIR OF THE BOARD

- Currently working on a few projects. F&R is ironing out the final details in the goal plan and Chair is currently working on the Board budget.
- Chair has been having weekly conversations with the Executive to stay up-to-date.
- Summer Report is underway. Received a suggestion from the Governance Committee to summarize the essential points of meetings for the year as part of the transition material.

ITEM 5.2: PRESIDENT

- Alcohol project is close to completion, ironing out details this week and hoping to use in the first weeks of August. Consulting SWS and DSA to review the message being sent. Alcohol video is close to completion as well.
- Over the last couple of weeks, IT Training Sessions held which have improved efficiency and effectiveness. Next year this should happen in June.
- With Communications Office and MAC working on communications for the city initiative and nuisance party bylaw. On the AMS website, adding disclaimer (we did not develop these initiatives); information about their differences and similarities; making a myams.org/partysafe site; and trying to engage students. Should be ready for beginning to mid-August.
- JDUC Bursary - it is available to everyone via application. Bursaries are handled by the Registrar's Office due to information sensitivity and are determined based off of financial need.
- Training initiative was unique this year.

ITEM 5.3: VICE-PRESIDENT (OPERATIONS)

- In addition to event sanctioning, have met with the new vendor and Kim Murphy with University Risk Management looking for an integrated solution.

ITEM 5.4: VICE-PRESIDENT (UNIVERSITY AFFAIRS)

- ORT - significant issue where unable to use city space for events. Worked with a lot of people (the MAC, Principal, and Mayor) to secure most of the space back. Working on a MoU with the city which has been finalized. Had conversations with administration about the ORT working group and our role.
 - City rationale was that damages were incurred; however, they were not brought to our attention until eight months ago.
- Budgeting – done looking at first drafts with direct reports.
- VPUA’s projects stem from direct reports - reevaluating these and looking at VPUA role in them.

ITEM 5.5: GENERAL MANAGER

- Item for AMS Health and Dental plan - looking at greater flexibility for students.
- Increased flexibility resolves confusion and issues which occurred before when changes could only be done in September. Additional categories have been added as well as an assessment process for students entering in January.

ITEM 6: NEW BUSINESS

ITEM 6.1: Advancement Office Budget

- Error on the actuals happened in between telephone and salary line, shift it up and at phone line add \$769.87 to the 2018 actual line. The \$35 should be in line with the conference fee.
- Phone costs are at a base fee and there is a cost added on the phones depending on usage.
- Regulated in the sense all phones are managed from ITO to Queen’s and they charge us. Can be complex with office changes.
- Want to make sure that we’re not misunderstanding expenses, a 266% increase down to 5% is substantial.
- Not likely to see an increase, looks like 2018 is a more accurate representation, not growth but misallocation.

Motion to approve the Advancement Office budget pending the re-evaluation of the volunteer/staff appreciation budget line.

Moved: M. Martinez

Seconded: L. Tharp

All for.

Motion unanimously adopted at 12:51pm.

ITEM 6.2: Human Resources Office Budget

- Support for the AMS as organization on the corporate and government side so costs incurred are spread throughout the AMS. One change is that the TAM went from a 12 to an 8-month position, their responsibilities moved to the Brand Manager. Due to portfolio changes, recruitment last year budgeted close to \$11,000 but this year only \$1,200. Those other funds were allocated to the Marketing and Communications Office.
- Not seeing decrease but reallocation of funds.
- Full-time HR is in the AMS general budget.

- When talking to Directors, the philosophy is map expenses, then critically analyze every dollar spent, asked to be critical in philosophy and evaluation of budgets.
- Had several budgeting meetings with each person where expenses justified and budgets altered.
- Discussion regarding the line for volunteer appreciation – Are the volunteer appreciation lines equitable and reasonable across Offices and Services? It is necessary to not only understand how this line is being allocated, but also to account for variances between services.

Motion to continue with the budget excluding each line on volunteer and staff appreciation (to be brought back to Board)

Motion is deemed friendly.

- Budget amended to included \$500 budgeted to the HR deputy.

Motion to approve the Human Resources Office budget pending addition of the depreciation budget line, the \$500 honorarium amendment, and the re-evaluation of the volunteer/staff appreciation budget line.

Moved: L. Tharp

Seconded: J. Kruja

All in favour.

Motion unanimously adopted at 1:18pm.

ITEM 6.3: Information Technology Office Budget

- Changes due to permanent staff absence - ITO has lost technical knowledge and institutional knowledge. Working to better relations between the Office and the University ITS. The increase is to maintain the mitigation of issues and to assess vulnerability within the it structure.
- Staff wage line increase - more projects that are part of IT goal plan to increase experiential learning (i.e. Common Ground new network framework) as well as minimum wage increase.
- Uniforms line - service staff to an extent, create morale, legitimacy, and brand recognition
- Why is travel included in the staff appreciation line? – easier for accounting
 - Clarification is travel included in the staff appreciation? - Ensure that staff appreciation doesn't also account for travel, so we are not double accounting
- Transparency a fundamental conversation.

Motion to approve the ITO budget pending the re-evaluation of the volunteer/staff appreciation budget line.

Moved: L. Tharp

Seconded: M. Martinez

All in favour

Motion unanimously adopted at 1:30pm.

ITEM 6.4: Marketing & Communications Office Budget

- Change in printing line and marketing changes - ORT giveaways were budgeted under printing but should be under marketing promotion.

- Increase in salary - minimum wage and change of brand manager; honorarium change, and shift to waged position.
- Amendment - Wage line should be \$2,000.
- Amendment - Bus It should be \$8,000 to reflect the allocation from the Bus It program.

Motion to approve the Marketing & Communications Office budget pending the re-evaluation of the volunteer/staff appreciation budget line, the addition of the \$2,000 wage line and Bus It.

Moved: L. Tharp

Seconded: M. Martinez

All in favour.

Motion unanimously adopted at 1:37pm.

ITEM 6.5: Studio Q Photography Camera Capital Expenditure

- Is to replace a single camera which is out of date (5-years old).
- Old cameras are probably still used just not prioritized.
- Did read that they were thinking of lending the cameras to another service - they have a sharing agreement with the Queen's Journal who can still use the camera.

BE IT RESOLVED That the AMS Board of Directors approve the capital expenditure of \$4,598.85 for the Canon 5D Mark IV for Studio Q from Amazon, to be depreciated over 3 years.

Moved: L. Tharp

Seconded: M. Watters

All in favour.

Motion unanimously adopted at 1:40pm.

ITEM 6.6: Studio Q Computer Capital Expenditure

- Follow up from last year, most of their computers were upgraded to these do it yourself PCs. This is to replace one or two Mac computers that don't work with the rest of the service, this is the least prioritized, but important for quality consistency.

BE IT RESOLVED that the AMS Board of Directors approve the capital expenditure of \$7,447.47 for the Custom Built Computers for Studio Q from Canada Computers, to be depreciated over 3 years.

Moved: L. Tharp

Seconded: M. Watters

All in favour.

Motion unanimously adopted at 1:42pm.

ITEM 6.7: Studio Q Video Camera Capital Expenditure

- This is the most pressing - the video camera used is at least 4 years out of date.
- Will look into resale value for the older technology.

BE IT RESOLVED that the AMS Board of Directors approve the capital expenditure of \$2,881.32 to upgrade 3 Canon T3i cameras with Canon T7i cameras from Amazon, to be depreciated over 3 years.

Moved: L. Tharp

Seconded: M. Watters

All in favour.

Motion unanimously adopted at 1:44pm.

ITEM 6.8: Tricolour Outlet Cash Register Capital Expenditure

- There are two parts of this proposal, they are updating IT and TRO is moving cash from back to side of the store.

Moved: L. Tharp

Seconded: M. Watters

All in favour.

Motion unanimously adopted at 1:46pm.

ITEM 6.9: P&CC Black & White Printer Capital Expenditure

Joined by the Head Manager of the P&CC for questions regarding the P&CC Capital Expenditures.

- Proposal to bring in the VarioPrint due to the breakdown of the printer 'Tiny Dancer.' New printer will also reduce paper waste, hydro usage and toner waste while improving efficiency, as it will allow jobs to be scheduled overnight, and image quality. This will also likely reduce course pack costs and expenditures.
- P&CC has bought a machine almost every year.
- Hopefully looking at a 5-year lifespan but because we're a heavily used service, errors sometimes speed up the depreciation.
- Important to note in the future value section, these are machines that can be moved in the event of the JDUC redevelopment - by putting money in now won't have to replace these machines when we move into a new space. Disregarding the JDUC redevelopment, the P&CC still needs to be run.
- Option analysis is it the same printer from different companies - Due to our relationship between OT group we get 40 to 50 percent off our purchases, machine would be under service warranty.
- Questions regarding projected increases in profits – intent to demonstrate the value of the purchase but only a projection

D. Kelly leaves at 2:47pm

BE IT RESOLVED That the AMS Board of Directors approve the capital expenditure of 52,437.00 dollars for the Canon VarioPrint Copier for the Printing and Copy Centre from OT

Group, including the cost of replacing and retiring old equipment by OT Group, to be depreciated over 5 years.

Moved: M. Martinez

Seconded: L. Tharp

Opposed: E. Goldman and J. Nensi

Abstention: J. Kruja

Motion adopted at 2:51pm.

ITEM 6.10: P&CC Card Cutter Capital Expenditure

- Expenditure needed to support an increasing product line, to decrease waste due to unreliability of the current machine, and to increase overall product quality.
- Depreciation schedule is over 5 years.
- Competitors in the market but the P&CC is not attempting to beat bulk services.
- Outsourcing still happens, relevant to business cards anything over 1,000 have to outsource. New cutter would eliminate.

BE IT RESOLVED That the AMS Board of Directors approve the capital expenditure of \$3,500 for the Card Cutter for the Printing and Copy Centre from OT Group, including the cost of replacing and retiring old equipment by OT Group, to be depreciated over 5 years.

Moved: L. Tharp

Seconded: M. Martinez

All in favour.

Motion unanimously adopted at 2:58pm.

ITEM 6.11: P&CC EFI PrintMe Solution Capital Expenditure

- This expenditure will allow for the integration of online sales and submissions. This system is compatible with all copiers in the P&CC. This will reduce volume in the store, can be expanded in the future, and will help the P&CC compete in the market. Additionally it allows for data analysis and targeted marketing.
- Printers around campus is a future goal - intention to bring one kiosk into store to allow monitoring and introduction to customers (testing phase).
- If \$9,500 upfront, 5 years of support or annual contract - 1st year would be \$2,200 less and in the future - can buy more and keep them on a schedule.

BE IT RESOLVED That the AMS Board of Directors approve the capital expenditure of \$9,500 for EFI's PrintMe Solution, specifically the M600 hardware, for the Printing and Copy Centre from OT Group, including the cost of integrating Freedom payment plan and integration of SSAC Network by Queen's Computing, to be depreciated over 5 years.

Moved: L. Tharp

Seconded: M. Martinez

All in favour.

Motion unanimously adopted at 3:06pm.

ITEM 6.12: P&CC ImagePROGRAF Capital Expenditure

- Wide format printer intended for expanding areas of the business such as poster printing. The current printer is experiencing numerous hardware issues and is not meeting the needs of the business in a consistently growing area of demand. Additionally it will allow for higher quality output.

BE IT RESOLVED That the AMS Board of Directors approve the capital expenditure of \$9,086.00 for the Canon ImagePROGRAF PRO-4000 Wide Format Printer for the Printing and Copy Centre from OT Group, including the cost of replacing and retiring old equipment by OT Group, to be depreciated over 5 years.

Moved: L. Tharp

Seconded: M. Martinez

All in favour.

Motion unanimously adopted at 3:10pm.

ITEM 6.13: P&CC Store Revitalization Capital Expenditure

- To preface, the growth and capacity of a service should not be limited by the JDUC redevelopment which may or may not occur.
- General rebrand which increases efficiency, quality, volume capacity, professionalism, and decrease wait times by allowing the introduction of an additional cash.
- Address customer feedback regarding confusion in the layout of the store and frustration.
- Discussion regarding the value of a revitalization if the JDUC redevelopment occurs.
- Maximize service now and not allow the service to stagnate.

BE IT RESOLVED That the AMS Board of Directors approve the capital expenditure of \$3,007.20 for the revitalization of the physical space of the Printing and Copy Centre through OT Group and AMS ITO, including the cost of machine care and re-installation, new store fixtures and layout, and remapping of the store's network service to be depreciated over 2 years.

Moved: L. Tharp

Seconded: M. Martinez

Opposed: E. Goldman and J. Nensi

Motion adopted at 3:27pm.

Motion to move ITEM 6.23 up in the agenda.

Moved: M. Martinez

Seconded: L. Tharp

All in favour.

ITEM 6.14: P&CC Budget

- Table until August

Moved: L. Tharp

Seconded: J. Kruja

All in favour.

Motion unanimously adopted at 3:33pm.

ITEM 6.16: Queen's Student Constable Budget

- Concern regarding increase in licencing costs – reimbursement cost which is the maximum that could be claimed
- Clarification re: PR – includes biweekly advertisements in the Journal supporting the goal plan
 - **amendment proposed to increase the amount in the line** by 5% (\$31,200 to \$32,760)
- Incentive to elect to have StuCons based on event sanctioning complexity, presence of alcohol, and risk mitigation for insurance
- Bigger presence of StuCons and TAPS branding them almost together.

Motion to approve the Queen's Student Constable budget pending volunteer appreciation and amendment for 5% raise

Moved: L. Tharp

Seconded: M. Watters

Abstention: A. Mair

Motion adopted at 3:55pm.

ITEM 6.17: Student Life Centre Budget

- 600% increase in advertising because the goal plan focuses on marketing the SLC
- \$1,500 for special projects was established by a managing director 5 to 6 years ago, what they found there was no budget line to cap expenses around programming. Project could be the breakfast they do in the ARC - Could be revisited.
- 3 major things: corkboards downstairs, minor front desk beautification with a focus on accessibility, and breakfast at night for SLC presence on campus.

Motion to approve the SLC budget pending the re-evaluation of the volunteer/staff appreciation budget line.

Moved: L. Tharp

Seconded: M. Martinez

All in favour

Motion unanimously adopted at 4:02pm.

ITEM 6.18: Studio Q Budget

- Capital expenditures not included - depreciation line to be changed.
- A&R renegotiation happening there so it could affect annual contract revenue.
- Looking at streaming for SLC as well.
- Publication revenue line is higher because of the agenda being sold. A net increase due to advertising revenue not having this previously.

Motion to approve the Studio Q budget pending the re-evaluation of the volunteer/staff appreciation budget line and the amendment to the depreciation line.

Moved: L. Tharp

Seconded: M. Martinez

All in favour

Motion unanimously adopted at 4:05pm.

ITEM 6.19: TAPS Budget

- For vendor negotiations, decrease in expenditures due to bulk purchase discount.
- Deficit due primarily because Underground was underperforming, lacking marketing and other factors that are more salient.

Motion to approve the TAPS budget pending the re-evaluation of the volunteer/staff appreciation budget line.

Moved: L. Tharp

Seconded: M. Martinez

All in favour

Motion unanimously adopted at 4:07pm.

ITEM 6.20: Tricolour Outlet Budget

- Recommended to have personnel re-evaluate staffing and roles at TRO– 8 product lines managed
- Discussion regarding surplus from last year compared to the deficit budgeted for this year – deficit primarily due to employment costs increasing
- Note regarding expired consignments contributing to surplus
- Static margin of 10% on Tricolour Express
- Looking to advertise other product lines. No major infrastructural changes.
- Looking to expand large orders of custom clothing to increase the profit margin.
- Had management turnover but this will be a focus this year.

Motion to approve the Tricolour Outlet budget pending the re-evaluation of the volunteer/staff appreciation budget line and the amendment to the depreciation line.

Moved: L. Tharp

Seconded: M. Martinez

All in favour

Motion unanimously adopted at 4:19pm.

ITEM 6.21: WalkHome Budget

- Wages - 90% expenses are wages and wages have increased – important to look at utilization levels but also to balance staffing levels with the important safety service being provided
- Grants - stagnant rate (allocated by VPOPS)
- Analysis from Operations Analyst on working hours - expectation that demand will go up because visibility with the app this year.
 - App - Beta testing phase with official launch in September (licencing costs associated)
- Looking into this is a complex endeavor, there is analysis to conduct.
- Discussion regarding what can be done differently
- Can we get Advancement to look at a sponsor for WalkHome?

Motion to approve the WalkHome budget pending the re-evaluation of the volunteer/staff appreciation budget line.

Moved: L. Tharp

Seconded: M. Martinez

Opposed: J. Nensi

Motion adopted at 4:36pm.

ITEM 6.22: Peer Support Centre Budget

- PSC new as a service with a student fee (non-reviewable) - PSC is a confidential and anonymous peer support based service, peers are there to provide an ear not advice, has been expanding significantly in the past couple of years. Waged shift leaders, due to nature of service based on the hours they work, peers are volunteer.

Motion to approve the Peer Support Centre budget pending the re-evaluation of the volunteer/staff appreciation budget line.

Moved: L. Tharp

Seconded: M. Martinez

All in favour

Motion unanimously adopted at 4:45pm.

ITEM 6.24: Governance Committee Work Plan

Moved: M. Page

Seconded: L. Bourque

All in favour

Motion unanimously adopted at 4:46pm.

ITEM 6.25: Personnel Committee Work Plan

Moved: M. Page
Seconded: J. Kruja

All in favour
Motion unanimously adopted at 4:47pm.

ITEM 7: ADJOURNMENT

Open session ended at 4:51 pm.

Moved: M. Watters
Seconded: E. Goldman