



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

August 26th, 2018, at 12:00 PM
 Queen's Centre 506, Queen's University, Kingston, Ontario

ITEM 1: CALL TO ORDER

The August 26th, 2018 meeting of the AMS Board of Directors in open session was called to order at 12:04 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 amended.

- *Amended to include the ratification of Joe Palubiski to the position of Human Resources Director*

- *Table the Corporate Bylaw update*
- *Move ITEM 6.6 ahead of ITEM 6.5*

Moved: M. Martinez

Seconded: L. Tharp

All for.

Motion unanimously adopted at 12:05 pm.

ITEM 4: APPROVAL OF THE PAST MINUTES

BE IT RESOLVED THAT the minutes of the July 21th, 2018 meeting of the Board of Directors of AMS Inc. in open session are adopted, as amended.

- *Name misspelling Leah Bourque*
- *6.22a copy and paste error mentioning Advancement Office*

Moved: A. Mair

Seconded: M. Watters

All for.

Motion unanimously adopted at 12:07 pm.

ITEM 5: REPORTS

ITEM 5.1: CHAIR OF THE BOARD

- Working on dates for fall term meetings, will cross reference with Assembly. Most meetings will be held last Monday of each month.
- Committee meetings will be queued up ahead. Will be flexible until we figure out when those dates are coming in re: month ends for services.

ITEM 5.2: PRESIDENT

- The RFP has been pushed with PPS by about a week as the architects have requested extension on their bid. Not expected to impact process timeline.
- Kate Rowbotham was the professor who presented the professional development.

ITEM 5.3: VICE-PRESIDENT (OPERATIONS)

- JDUC Flood – Have an insurance adjustor working group of sorts. Some services like the P&CC and the Underground, as well as the AMS offices are being analyzed for possible damages. In the next week damages will be assessed, and if there is water in drywall they will be cutting it out and then going into repair it. Relocation is not looking as if it will be necessary.
 - This is broader than just the Offices – the insurance policy holds things for Faculty Societies. Beamish Munro Hall and the Tea Room are incorporated in anything we do. The emergency phase is drying and trying to avoid mold.
- P&CC was the only service affected and renovations have been pushed a day, so there might be some impacted revenue, but cannot say yet.

ITEM 5.4: VICE-PRESIDENT (UNIVERSITY AFFAIRS)

- For co-curricular records, the AAC has been working and looking at avenues for experiential learning to be recognized. Looking at co-curricular records which is a legitimized resume. There is a department in administration who could approve experiential learning. This is like internship legitimacy, but still in preliminary steps.

ITEM 5.5: GENERAL MANAGER

- Nothing to add.

ITEM 6: NEW BUSINESS

ADDED ITEM: HR Director Ratification

- At this time the Board will entertain questions on the hiring process.

Motion to *ratify Joe Palubiski to the position of Human Resources Director*

Moved: M. Martinez

Seconded: Munro

All in favour

Motion unanimously adopted at 12:21 pm.

ITEM 6.1: Finance and Risk Committee Work Plan

- Risk registry will be expanded in the goal plan to further breakdown the process.
- Section of analysis of min wage - We are monitoring the government's process and if they stick to their campaign promise, and are working with VPOPs to see how it impacts services etc.
- The risk register was to be created and approved, and moving forward incorporated.

Motion *that the AMS Board of Directors approve the Work Plan of the Finance and Risk Committee*

Moved: M. Page

Seconded: L. Bourque

All for.

Motion unanimously adopted at 12:26 pm.

ITEM 6.2: P&CC Budget

- The P&CC has gone through some changes in the past month, at the last meeting the facilities manager was approved, their salary and capital expenditure projected impacts have been incorporated. This is ambitious but not unrealistic.
- Photocopy sales through the AMS went down because of the moving of the old printer. Bjork doesn't work well and Kohl is moving to us in the main offices.
- On the service contract line repair and maintenance, it refers to annual upkeep for the new machines as opposed to repair and maintenance
- Increase in training \$126 to \$457 is a 300% increase but P&CC has had increased maintenance, it would be beneficial for increased training, and food for trainings

Motion *That the AMS Board of Directors approve the 2018-19 P&CC Budget*

Moved: L. Tharp

Seconded: M. Martinez

All in favour.

Motion unanimously adopted at 12:30 pm.

ITEM 6.3: Common Ground Budget

- Wages in training were incorporated and were added to the wages section.
- Office supplies and expenses have increased due to last minute changes, phones to be purchased cost associated with that. The increase is also due to new software purchased (that went through IT steering). A \$2000 cost associated with that due the fact that CoGro did not have an attendant software and had to manually count hours.
- Increase in repair and maintenance because the coffee machines are now not under warrantee.

Motion *That the AMS Board of Directors approve the 2018-19 Common Ground Budget*

Moved: L. Tharp

Seconded: M. Watters

All in favour

Motion unanimously adopted at 12:38 pm.

ITEM 6.4: AMS General Office Budget

- Consulting fees – decrease in that line because last year the navigator fees were expensed there and this year that \$4000 is for event sanctions software.
- Payroll expenses – planned this year to move toward integrated platform onboarding through payment, similar costs from prior year and a hefty implementation charge.
- Minimum Wage – legally the minimum wage is \$15 (January 2019). The impact to bottom line is \$200,000 purely in wages (wages total is \$1,500,000). The budget was constructed with current legislation in mind. Will be \$15 in January as currently legislated.

Tabled for ITEM 6.6

Motion *That the AMS Board of Directors approve the 2018-19 Alma Mater Society General Office Budget*

Moved: L. Tharp

Seconded: M. Watters

All in favour.

Motion unanimously adopted at 12:52 pm.

ITEM 6.6: Common Ground Capital Expenditure

- For a new coffee machine three options have been presented to meet the demand at CoGro. CoGro has more volume than the machines were made for. Could not buy espresso for most of last year because they always are down and are unreliable. One at the Brew works because its working at the capacity is was designed for.
- Implementation at the Brew for a trial run.
- In graphic, option highlighted in green which is the model being recommended. The Frankie A800 FM, doesn't include HST, at \$28,888 dollars.
- This machine can handle non-dairy products.
- Ours are breaking because not built to handle the demand (standard for 160 cycles but giving it 300 cycles right now).

BE IT RESOLVED that the AMS Board of Directors approve the Common Ground Espresso Machine Capital Expenditure \$28,885 A800 model

Moved: L. Tharp

Seconded: M. Martinez

All in favour.

Motion unanimously adopted at 12:51 pm.

ITEM 6.5: 2018-2019 Consolidated Budget

- There is a projected deficit in the services, but not worried about this a sign of the times largely influenced by personnel changes.
- Restricted funds are working well, the SLC facilities budget going under changes, used to be more allocation style but digging in and looking at what is there.
- JDUC project is big with the RFP.
- Volunteer appreciation line – allocated based on amount of people at each service – assigned a dollar amount with less allocated per person as the volume of staff at the service increased
 - Mangers agreed that it is equitable, sought input and it was agreed upon
 - \$40,000 to \$29,000 is an overall decrease. Increase from last year but accounting for more staff, the adjusted dollars per staff is looking at the same amount.
- Why is there a decrease in the AMS membership bursary?
 - It is the revenue from the SAF and expired cheques from the AMS front desk. IA while ago, all fees not being picked up were used to fund the Queen's Centre, then when QC was finished VPOPS decided to enter an agreement with DSA to redirect funds.
- Question about VPUA budget and cost – due to an error in the budget, all of the actuals were updating but the government side was not correctly updated. Costs for VPUA have actually decreased.

Motion That the AMS Board of Directors approve the Common Ground Espresso Machine Capital Expenditure

Moved: L. Tharp

Seconded: M. Martinez

All in favour.

Motion unanimously adopted at 1:01 pm.

ITEM 6.7: AMS Board of Directors Policy Manual Updates

- Motion tabled – More amendments to come

Motion tabled at 1:04pm.

ITEM 6.8: AMS Corporate Bylaw Updates

- Motion tabled
- To address question of why take the check off of Service Directors – the Service Director positions were replaced by the Operations Analyst

Motion tabled at 1:05pm.

ITEM 6.9: Journal Ad Hoc Committee

- Concern related to the date proposed – This committee has a lot of moving parts (i.e. Board, the Journal Advisory Board, Journal staff getting comfortable in their positions) which is why the date is later to allow flexibility – it is not saying that the meeting cannot happen before then.
- Question regarding wording of motion – Every member appointed to the ad hoc as specified in the motion has a vote
- Friendly amendment – that three members are appointed by the Journal Advisory Board (as opposed to the original two)
- Friendly amendment – that the Student Director appointed from the Board be returning in the following year (a two year term) so that the knowledge is not lost

***Motion** be it resolved, that the AMS Board of Directors strike an ad-hoc sub-committee named the Journal Strategic Planning Committee. The members of the committee shall be the President, VPOPS, Chair of the Board, 1 returning Student Director, 2 Non-Student Directors, the GM, and 3 Journal Representatives (to be appointed through the Journal Advisory Board). The individuals appointed to the committee shall be the voting members of the Committee. A Chair shall be elected amongst the voting members of the Committee. The Chair is empowered to invite non-committee members to the committee proceedings at their discretion.*

THAT the Committee shall develop recommendations to address the increasing costs associated with the Queen's Journal with a focus on increasing revenues and submit them to the Board as they are completed.

THAT the Committee shall explore opportunities for professional development and industry guidance for Journal Staff.

THAT the Committee will meet on or before December 1, 2018 for an inaugural organizational meeting. At this meeting, a Chair will be elected, and a detailed Terms of Reference will be developed by the committee to supplement the directives of this motion. The ToR will be submitted to the Board for approval at the January 2019 meeting.

Moved: M. Page

Seconded: M. Watters

All in favour

Motion adopted at 1:09pm.

ITEM 6.10: Journal Advisory Board Appointment

- The Journal Advisory Board is more on the business side of the Journal, internally focused on the organization, and distinction between this and the ad hoc (holistically and outside) this Board is not inside.
- Was intended to be strategic but tends to look at current year and one year out, operating results. Meets monthly to update members of the Board on significant decisions, issues, or success.

A. Mair nominated.

Vote of confidence

Motion *be it resolved that the Board of Directors of the AMS appoint Aniqah Mair to the Journal Advisory Board.*

Moved: M. Page

Seconded: L. Tharp

Abstention: A. Mair

All in favour.

Motion unanimously adopted at 1:14 pm.

ITEM 7: ADJOURNMENT

Open session ended at 1:15 pm.

Moved: A. Mair

Seconded: L. Bourque