



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

January 27th, 2019 at 11:00 AM
 AMS Boardroom, Queen's University, Kingston, Ontario

ITEM 1: CALL TO ORDER

The January 27th, 2019 meeting of the AMS Board of Directors in open session was called to order at 11:13 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			
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 January 27th, 2019 meeting of AMS Inc. is adopted, as presented.

Moved: J. Kruja

Seconded: M. Watters

All for.

Motion unanimously adopted at 11:14pm.

ITEM 4: APPROVAL OF THE PAST MINUTES

BE IT RESOLVED THAT the minutes of the October 22nd, 2018 and November 26th meeting of the Board of Directors of AMS Inc. in open session are adopted, as presented.

Moved: A. Mair

Seconded: L. Tharp

All for.

Motion unanimously adopted at 11:15 pm.

ITEM 5: REPORTS

ITEM 5.1: CHAIR OF THE BOARD

- Do not have anything to report on in open session other than the new teleconferencing system
- Will be sending out an email about the Community Director working group to expand our sources/options, but no updates yet.
- There will also be a Strategic Planning meeting scheduled shortly.

ITEM 5.2: PRESIDENT

- Have done a lot of JDUC Campaigning, now time occupied by elections and the provincial government announcement.

ITEM 5.3: VICE-PRESIDENT (OPERATIONS)

ITEM 5.4: VICE-PRESIDENT (UNIVERSITY AFFAIRS)

ITEM 5.5: GENERAL MANAGER

- Mostly working on the JDUC and framework for redevelopment – the framework agreement is key how the three parties will work together (update in closed session).

ITEM 6: NEW BUSINESS

ITEM 6.1: Journal Strategic Planning Committee Terms of Reference

- Had a meeting on November 30th and met again a week ago to determine the terms of reference and updated during second meeting. It went well and there was lots of participation and consensus on spending time on strategic updates. We will be working through a document that will help the organization move through a strategic planning exercise as a model.
- The Journal Members participated and were receptive to change and long-term planning.

Moved: L. Bourque
Seconded: L. Tharp

All for.

Motion unanimously adopted at 11:23 pm.

ITEM 6.2: Professional Development

- Institute Corporate Directors Canada – before we ask them for anything, want to know what you want to see and planning for associated costs of over \$2,500.
- They teach how to properly manage a board, and we got a positive reception from them, but we need to determine what we are asking for and what we are willing to pay.
- They cannot teach us about how our business works, but transition can do that. Board needs a more comprehensive transition.
- Think about the things you would have benefited from in transition and bring them back to Governance.

ITEM 6.3: TAPS

- 5 to 4 assistant managers, lower amount of overhead salary

Moved: L. Tharp
Seconded: J. Kruja

All in favour.

Motion unanimously adopted at 11:34 pm.

ITEM 6.4: Studio Q

- Moving honoraria staff to waged staff – they work on client projects and are managed by the manager (their hours would be preapproved by the incoming manager)
 - Concern over domino effect, but not that many honoraria staff on corporate side
 - Studio Q has consistent work and produces profits
 - Media has tended to operate on an honoraria structure (QJ and Studio Q)
- Staff is required to have technical skills and should be paid for the benefit Studio Q gets from their work – if they are making money for the service, they should be paid
- Should we be adding positions for jobs that will likely not exist for a while with the JDUC?
 - Cannot remain stagnant and should provide the starting manager with a better framework when the service fully reopens (depends what service looks like when JDUC redevelopment underway)
 - Studio Q just needs desks and computers (plus their equipment) and the likelihood of the service continuing in some capacity is high

Moved: L. Tharp
Seconded: J. Kruja

All in favour.

Motion unanimously adopted at 11:41 pm.

ITEM 6.5: Studio Q Rush Pricing

- Clients are charged more when they book within short periods of time, but staff are not compensated in accordance with this and therefore have limited incentive
 - Working more on these rush days than they would on a regular job – standard to pay overtime in a lot of places

Moved: L. Tharp

Seconded: J. Kruja

11:46am

ITEM 6.6-6.10 Studio Q Staff Changes (Omnibus)

Motion to open agenda

Moved by M. Page

Seconded by L. Tharp

Omnibus motions 6.6 – 6.10 regarding Studio Q

Omnibus motions 6.12-6.14 regarding QSC

Omnibus motions 6.16-6.17 regarding P&CC

Motion to close the agenda.

Moved by M. Page

Seconded by J. Kruja

All in favour

Motion to approve omnibus motion 6.6 – 6.10

Moved by L. Tharp

Seconded by J. Kruja

All in favour

11:52am

ITEM 6.11: Studio Q Athletics & Recreation

- Adds 3 more teams for us to have for the ability to livestream
- We are negotiating the A&R contract and still bidding

Moved: L. Tharp

Seconded: J. Kruja

All in favour.

Motion unanimously adopted at 11:52am.

ITEM 6.12 - 6.14: QSC

- Splitting HR Manager into two positions – logistics manager and HR manager (15 hours a week)
- Two distinct portfolios: appears all office admin, but need different skill sets for both of these
- Number of events and incidents with student code of conduct
- Working 600 events in one year, 22 events in the last 3 days (excluding QMP)
- Would the 2 new managers be able to be on call?
 - HR but not the logistics

Moved: L. Tharp

Seconded: J. Kruja

All in favour.

ITEM 6.15: PSC

- PSC is growing at a rapid rate and the management structure has not kept up.
- Remove coordinator positions and establishing more assistant manager roles.
- PSC is functioning similar to Walkhome at this point – having 4 levels of management is a lot (management difficulties)

Moved: M. Watters

Seconded: J. Kruja

All in favour.

Motion unanimously adopted at 11:58 am.

ITEM 6.16 – 6.17: P&CC

- Head Manager 35 to 40 – requires more hours to do the position
- Facilities Manager to 12 months – allows for more training because mistakes at the P&CC can cost a lot of money and managers need to be well trained on the machines
- P&CC very busy in September which reduces the need for summer staff

Moved: L. Tharp

Seconded: J. Kruja

All in favour.

Motion unanimously adopted at 12:03 pm.

ITEM 6.18: Common Ground

- Same as TAPS (4 Assistant Managers and supervising roles).

Moved: L. Tharp

Seconded: J. Kruja

All in favour.

Motion unanimously adopted at 12:04 pm.

ITEM 6.19: Walkhome

- SGPS – Change the fee amount to \$12 and reserve 10% of positions for SGPS (if not filled, then for undergraduate students)

Moved: L. Tharp

Seconded: A. Mair

All in favour.

Motion unanimously adopted at 12:05 pm.

ITEM 6.20: CAC

- Assisting with event sanctioning and working above hours – having someone who is part-time on such a big portfolio with only 15 hours should be adjusted to ensure that the portfolio has the time to take care and allow for more training
 - Work with VPOPs and Kim Murphey for event sanctioning
- They are supposed to be a resource for students and events (as well as Faculty Societies)

Moved: M. Watters

Seconded: J. Kruja

All in favour.

Motion unanimously adopted at 12:10 pm.

ITEM 6.21: Assistant Clubs Director

Moved: M. Watters

Seconded: J. Kruja

All in favour.

Motion unanimously adopted at 12:10 pm.

ITEM 6.22: Clubs Director

- Consistently working over hours – they have a lot of work to do, administrative tasks have increased, and also act as a resource to clubs.
 - Administrative tools are almost nonexistent – mostly spreadsheets and manual entry
 - Granting a significant time commitment – go through each application, add to spreadsheet (but this is a broader issue that needs to be addressed)
- Now the Assistant Director is decreased by 5 hours, less help.

Moved: M. Watters

Seconded: L. Bourque

All in favour.

Motion unanimously adopted at 12:14 pm.

ITEM 6.23: Shift Leaders

Moved: L. Tharp

Seconded: A. Mair

Miguel opposed (liked term 'supervisor' better #LP)

All in favour.

Motion unanimously adopted at 12:16 pm.

ITEM 6.24: Director of Advancement

- Summer 30 hours a week (when they busy for RSF and O-Week)
 - 2 years ago, the position was 25 – RSF went under that portfolio (moved to CAC)
- Once Advancement efforts have begun for the JDUC, will go through that office

Moved: M. Martinez

Seconded: J. Kruja

All in favour.

Motion unanimously adopted at 12:18 pm.

ITEM 6.25: Management Declaration

Moved: M. Page

Seconded: M. Watters

All in favour.

Motion unanimously adopted at 12:19 pm.

ITEM 7:

Open session ended at 12:20 pm.

Moved: M. Watters

Seconded: M. Martinez

All in favour.