

SGPS Fee Referendum Application 2018
The Grad Club

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Group Description

The Grad Club is a non-profit social club on campus for graduate and professional students. The Club's operations are coordinated through a Board of Directors, elected annually from the Membership. Our main objective is to provide an inclusive and safe space on campus for graduate students to work, collaborate, socialise, and relax. As part of this objective, we provide both an extensive study space during daytime hours which has areas dedicated to graduate and professional student use only. We also provide event space through the day and evening for a variety of groups and organizations. The Grad Club seeks to offer affordability and accessibility to our members and the membership fee contributes immensely to achieving these goals. In off-setting our costs, the fee allows us to provide a diverse menu of food options including a variety of homemade vegan, vegetarian, halal, and standard pub food options. Our food is fresh, made in-house daily.

The building which the Grad Club operates out of, is essential to the achievement of the Grad Club's objectives, providing a versatile, on-campus space for the use of Graduate and Professional students at Queen's University. The student fee covers the full rent and contributes to general maintenance of the building, inside and outside, which provides our members safe and comfortable space. We have recently made several major repairs, provided new furniture, and installed eco-friendly lights in order to meet our holistic goals as set out in our long-term strategic planning. Our patio and recently renovated veranda provide the only outdoor space for meeting and/or working on campus and it requires regular upkeep.

The Grad Club strives to provide a platform to encourage graduate students to meet and collaborate across fields and share ideas and research. For example, experts across any field of interest can present through our Ideas on Tap speaker series which encourages collaboration between the Queen's and the wider Kingston communities. We also coordinate events directly with the SGPS; our co-hosted Trivia Night is a staple of the Queen's community. Our space hosts a variety of community events including department events, live theatre, comedy nights, drag shows, local

fundraisers, and more. Most importantly, however, the Grad Club fee allows us to cover the operational costs so that we can provide this space to our membership for free, 12 months of the year. Without the fee, the Grad Club would not be able to remain open through the summer months.

Through provision of a safe, inclusive, environmentally friendly, and dedicated space to our Graduate and Professional student community at Queen's, the Grad Club offers a variety of benefits and contributions to the wider Queen's community. As the Club is a non-profit, the annual optional student fee carries a lot of weight in ensuring that we can continue to offer our food and space at an accessible cost to our members and that we maintain a premises year-round within which to pursue our main objectives as a social and academic hub here at Queen's University.

Budgetary Breakdown

The Grad Club external fee covers many of the costs in providing accessible services to our Graduate and Professional Student membership. In particular, the fee offsets our provision of a 10% discount on all food for SGPS members and covers the monthly rent of the Grad House (approx. 70% of the total fees, for reference see Table 1.1). Our membership discount on food alone in 2017 was \$12,272.30. We also allot a significant portion of the fees to maintenance and upkeep of the Grad Club Building as part of our objectives to provide a dynamic, inclusive space for Graduate and Professional Students to work and socialize (approx. 25%). Approximately 5% of the fees is budgeted for outreach to the student community. This includes advertising, welcome week promotion, hosting events such as the monthly Speaker Series, and other activities. This also covers our AGM costs including advertising, printed materials, and the provision of free food and drink to all member attendees. Any additional fee monies are dedicated to reducing costs where possible to continue to provide financially accessible space, food, and beverage to our membership. Offsetting our operating costs helps us to provide free rental space to our SGPS members and continue to provide quality services to our members and the wider Queen's community. This would not be possible without the annual influx of student fees. A detailed 2018 budget and provisional year-end financial report is attached.

Student Fee Questionnaire

1. Why is your group seeking a fee?

The Grad Club is seeking to renew our optional fee so that we can continue to provide our services of a dedicated and accessible Graduate student space on campus. The fee is essential to ensuring that we can continue to operate out of the Grad Club building on Queen's campus and that we can continue to provide affordable and fresh food and refreshments to our membership as well the free event and other work space on campus.

2. What direct benefit will SGPS members derive from granting your group a fee?

The fees help the Grad Club to provide a dedicated space on campus for Graduate and Professional students. SGPS members have free use of the space for their events, and during certain hours of the day, the third floor is open only to members so that they have a dedicated

space for working and studying. SGPS members also benefit from a 10% discount on all food and non-alcoholic beverages at the Grad Club. The renewal of our optional fee will continue to help the Grad Club keep food and beverage price-points fair and affordable.

3. How is the dollar value of the fee related to the benefit you are proposing to provide?

Over the course of a year, Graduate and Professional Students may freely use and book Grad Club space for work or social events for a one-time \$20 fee. This is a potential savings of several hundred dollars in space-booking fees per person per event. The fee further allows the Grad Club to offer free events on campus. The discounted food is also a significant return on the invested \$20 fee. If a student visited the Grad Club and purchased roughly \$13 worth of food and non-alcoholic beverages, they would save \$1.30. The fee would be recovered in 15 similar visits over the course of a year. Because our fee is optional, we must maintain a \$20 fee in order to account for those students who need to opt out for financial reasons. The fee is a voluntary show of support for the Grad Club to continue offering our services on campus.

4. When was your group established?

The Grad Club was originally founded in 1963, and we officially incorporated as a non-profit in 1975. Though the Grad Club was originally located in a house just off campus, we moved into the Grad Club building on Bagot Street in 1975.

5. If you have collected a fee in the past, what initiatives and/or opportunities have you provided the Queen's Community with the collected funds?

The Grad Club provides an inclusive and safe space on campus for members of the wider Queen's community to work, socialise, and relax. We strive to foster a positive community environment, renting our event space throughout the day and evening to a variety of groups and organizations from both the Queen's and greater Kingston community. The Grad Club also participates actively in campus-wide events including Welcome Week and Homecoming. We annually host the Law Homecoming on Friday of Homecoming weekend as well as other alumni events.

Since 2017, The Grad Club has been hosting a monthly speaker series on issues of interest or importance to the Queen's and Kingston community. The Ideas on Tap Speaker Series has featured a broad combination of professors, graduate students, and community leaders in this series, providing the opportunity for ground-breaking research and unique expertise and experience to reach a wider audience.

Appendix I: Budget Breakdown and 2018 Revenue and Expenses

Appendix II: Signatures from current SGPS members

The Grad Club
2018 Budget and Provisional Year End Financial Statement

TABLE 1.1 – Grad Club 2018 Budget with Student Fee Breakdown

Expenditures		Revenue		
		Other (Space Rental...)	Food & Beverage	Student Fees
		\$12,500	\$657,500	\$50,000
Product Purchases (Food, Beverage, & Sundry)	\$288,890		-\$266,390	-\$22,500 ~45%
Wages and Benefits	\$260,000		-\$260,000	
Entertainment & Advertising	\$14,500	-\$12,000		-\$2,500 ~5%
Equipment Rental	\$3,200		-\$3,200	
Insurance, Licensing, Bank Fees	\$35,500		-\$35,500	
Professional Fees & Travel	\$13,000		-\$13,000	
Rent	\$11,004			-\$11,004 ~22%
Utilities (power, waste, etc.)	\$45,500	-\$500	-\$45,000	
Repairs & Maintenance	\$12,406			-\$12,406 ~25%
Supplies/Telephone/Cable	\$21,000		-\$19,410	-\$1,590 ~3%
Depreciation	\$15,000		-\$15,000	
Balance	\$720,000	\$0	\$0	\$0

~45% Fee	\$9.00	10% discount on food & non-alcoholic beverages, plus maintaining low base prices
~25% Fee	\$5.00	Use and wear of space at Grad Club Building, renovations and updates
~25% Fee	\$5.00	Free space rental and use of Grad Club Building, other cost reduction
~5% Fee	\$1.00	Membership outreach, Welcome Week, AGM advertising, etc

TABLE 1.2 – Grad Club Provisional¹ Statement as at November 30, 2018

		Budget	Annual	Year to Date
Revenue		2018	2017	2018
	Sales (Food & Beverage)	\$657,500	\$618,424	\$584,380
	Student Fees (SGPS)	\$50,000	\$59,160	\$67,952
	Student Fees (Meds, PSAC, AMS)		\$5,704	\$5,452
	Other (Talk Sponsorship, Space Rental, etc.)	\$12,500	\$9,570	\$11,228
TOTAL REVENUE		\$720,000	\$692,858	\$669,011
Expenditures				
	Product Purchases (Food, Beverage, & Sundry)	\$288,890	\$286,611	\$249,110
	Wages and Benefits	\$260,000	\$238,575	\$231,951
	Entertainment & Advertising	\$14,500	\$13,877	\$11,594
	Equipment Rental	\$3,200	\$3,101	\$2,842
	Insurance, Licensing, Bank Fees	\$35,500	\$33,880	\$34,417
	Professional Fees & Travel	\$13,000	\$11,418	\$6,343
	Rent	\$11,004	\$11,510	\$11,004
	Utilities (power, waste, etc.)	\$45,500	\$47,194	\$33,432
	Repairs & Maintenance	\$12,406	\$12,615	\$9,126
	Supplies/Telephone/Cable	\$21,000	\$20,223	\$17,091
	Depreciation	\$15,000	\$15,124	\$0
Total EXPENSES		\$720,000	\$694,128	\$606,910
Net Profit (as at Nov 2018)		\$0	-\$1,270	\$62,101
Projected Year-End, including budgeted depreciation:				\$32,883
Members Surplus² (projected)		n/a	-\$16,155	\$16,728

¹As we are still closing our books for the 2018 year-end, this provisional statement is based on our month-end from November. Our audited 2018 finances will be shared with the SGPS membership at our Annual AGM, to be held in March of this year.

²The Member Surplus is Member Equity, calculated as an accumulation of all profits and losses since incorporation. Should the Grad Club close down, any amount in surplus would be dispersed to the membership.