



Agenda
November 24th, 2020 - 5:30pm
Zoom

The Society of Graduate and Professional Students recognizes the traditional and ancestral territories of the Anishinaabe and Haudenosaunee Nations on whose lands we gather on today. This land acknowledgement reminds us that rich Indigenous governances still exist, and will go into the future. This should also serve as a reminder that we are benefitting by living on this land that is a traditional territory of indigenous people.

Speaker: For anyone who doesn't know, I am Mary Rita Holland and am speaker of the SGPS. I will run through council protocol. Ask that you keep chat section clear for the most part, since we will look there for Qs. If you want to speak, there is an opportunity after motions; I will call for speakers, put name in chat, when time to speak I will call your name and make sure unmuted. Voting process for this online format is I will ask if there are any dissenting votes. If in favour, you don't need to do anything. I think that's it but I may provide more guidance as we go along here; hopefully you all had a look at the documents, sent out earlier. First motion is to adopt the Agenda; before that, I will draw attention to audit presentation. You will see in the approval of the audit there is an error, because there was an error in who was supposed to approve the motion. It should be that the SGPS approve the audit. Later on in the agenda, you will note there is a financial report, which includes the budget, for anyone interested.



I. Announcements



II. Adoption of the Agenda

A. Adoption of the Agenda MOTION 11/24/20:01

BIRT SGPS Council adopt the Agenda for the November 24th, 2020 Council Meeting.
Carolyn Bonta moves, Justine Aman seconds.
No dissent, passes unanimously.



III. Minutes

A. Approval of the Meeting Minutes

MOTION 11/24/20:02

BIRT the SGPS adopt the minutes from the November 10th, 2020 Council Meeting.
Fifi Haile moves, Carolyn Bonta seconds. No dissent, passes unanimously.

B. Presentation on the Financial Audit



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Tamara Mitter

So...I don't have a lot to say about this, other than that there are no major issues. Audit for last fiscal year in July with KPMG, Stefanie will present.

Stefanie:

Here to give brief overview and summary. Find contribution to financial statement on page 1-3, outlines responsibilities with regards to the audit. We have provided a clean audit report, means they report fairly. If you flip a couple pages, statement of financial position. Cash increased as of April, explained by cash flow on page 4, due to surplus of revenue over expenses. Also, short term investment decrease because many were matured. For accounts payable and liabilities, due to Bussit fees payable to AMS. Also increase in net assets, due to increase in dental fees, remainder of surplus allocated to surplus fund, outlined on page 3. Student fees collected, net increase of 2% or 27,000 dollars due to increase in students, fee rates; due to increase, there is increase in payment to organization. Next page is broken down by org. Also increase in dental fees because more students opting in and increased cost, there is increased fee paid to service provider. Slight decrease in cost, due to decrease in cost to JDUC. Financial statements remain mostly the same; couple things: note 13, speaks to changes in accounting policies, updated for non-profit, no real impact for SGPS as a result. Other is note 15, COVID, talks about impacts on operations and notes element of uncertainty with regards to financial impact. We have completed the audit with respect to financial statements, consistent with obtaining approval from council at this meeting, per approval at this meeting. No changes in audit standards this year, independent of SGPS, identify misstatements, conducted audit at 96,000 dollars. We have expressed a clean audit opinion; we did not find any matters to bring to your attention. If there are any questions, I will open the floor.

Courtney Bannerman note that she is not there from 6pm-7pm

Any questions? Seeing none. Andria Burke has contact information in case there are any questions. Andria Burke confirms.

Speaker: Need a mover

Benjamin Mercado-Cruz moves, Tamara Mitterer seconds. No dissent, passes unanimously



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Executive & Speaker Reports

A. Executive Reports

- a. President – Justine Aman (report attached)

Justine

Hi everybody, thanks for coming. Submitted report, more lengthy than usual, link in email also. Want to take a second to thank all for the hard work over the past 6 months, hard time to adapt. I think that we have done a good job collaborating and working together to overcome issues. Want to thank for patience in bus subsidy program; not included in report, but totals in account in December (15th, roughly) to be deposited into Solus. If assessed fees for the winter, it will go to that, if not then it can be a credit by requesting. Other than that, want to thank everyone on the SGPS team including reps who make this happen. I really appreciate you.

No questions.

- b. VP Graduate – Courtney Bannerman (report attached)

Speaker: Stepped out. If [there are] questions we can take on her return, but will give email

- c. VP Professional – John Jeyarantnam (report attached)

No questions.

- d. VP Finance & Services – Tamara Mitterer (report attached)

Tamara

Thank you for attending. Lengthy report attached, no details, just highlights, find people don't always read them with limited time. I did mention audit in my report, also mentioned stuff with formation of budget, but I will discuss that later. Also health and dental plan, planning around reduction of the fee and setting an appropriate reserve fund percentage. 4 members and me on committee looking at bursaries; I gave some stats, found in report. I made an error in the total dispersed, numbers reversed with emergency and dental. Also mentioned grants, giving reasons why not opening them up for the remainder of the year, and chatted about fees generally and rebates. Email to depts and societies for fees



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we collect, results will be given once we hear about rebates. Also mentioned some meetings and internal discussions about restructuring.

No questions.

- e. VP Community – Anthony Lomax (oral report)

Anthony

Hello. Hi everyone, I am Anthony VP Community. I handed in my report a bit late, maybe not in Agenda but in reports. Main thing to highlight is the conference. Second annual scholarship beyond boundaries conference March 20-21, 2021, amazing dates. Proud that we raised \$2850 to support this; organizations, students, administration have all donated funds. Providing unique opportunity; we ask sponsors to come up with panel theme for students to submit abstracts to, rather than being disciplinary. Rather than that, multi-disciplinary. Maybe someone a geographer, engineer, etc. We tell people before and create space for the conversations to take place. Not for jargon, insider vocab, but to expand knowledge, literature, that you hadn't thought of or weren't aware of and meet interesting people, so cool conversations you can't find elsewhere. There is a website in the chat, doing that now, where the call for papers is up there (<https://sgps.ca/sbbc/>). Email is in the chat (vp.community@sgps.ca). Hired first conference coordinator yesterday, meeting with them this week, name is Nick. Released call for presenters, website is live, in coming weeks we are opening volunteer opportunities, panel moderators, let people know about this. I can't say enough good things, it's a great opportunity.

Plugged that enough, let you know we have hired Kel as Social commissioner, Rohit as International commissioner. Excited for them and sure they will talk in their reports. Want to stress Queen's being siloed, I'm sure you've felt even more distanced, because depts tend to be separate and not speak often. Point out we are looking for international and equity reps; I want to stress the importance of this project. Important that we have as many ways to chat with students as possible; if you're interested, just let those commissioners know. That's all I will say, so thanks.

No questions.

C. Speaker Report

- a. Speaker – Mary Rita Holland (oral report)

Mary Rita Holland

The main work I've done is organizing the monthly council meetings and facilitating with Devin who is the deputy speaker. The other main component is the ongoing work of the Bylaw and Policy review



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committee making sure those policies are up to date. As you can imagine, this year has necessitated a number of changes; anything not on campus or not applicable needs to be updated. Other thing is that Queen's frequently updates their policies, for example the privacy policy was updated, the committee worked on the elections policy which is attached. My hope is we have a complete document by the end of the winter term or by the end of my time as Speaker. I really appreciate the ongoing work of the committee members to that end, including Andria who is such wonderful institutional memory for this organization, pointing out things we need to change and update given broader Queen's environment. I will happily take questions; as we said at the beginning, quite a privilege to be in this role. My email will be provided as well; if you have anything in terms of the process or any of the policies/bylaws laid out there, you can reach out to me any time. That's it; questions?

No questions.

D. Approval

MOTION 11/24/20:03

BIRT SGPS Council approve the Executive and Speaker Reports.

Speaker: Note in Minutes that it is not council, but general meeting. [This change affects II.

A. The change has been applied and is reflected in these minutes.]

Elyse Visentin moves, Carolyn Bonta seconds

No dissent, passes unanimously.



Senator, Trustee, Commissioner, Committee & Other Reports

A. **Senator Report** – Graduate Student Senator – Courtney Bannerman (report attached)

Courtney not available to provide this report at this time, but her email will be available, and she may return.

B. **Trustee Report** – Graduate Student Trustee – (no report)

C. **Commissioner Reports**

a. **Athletics & Wellness Commissioner** – Madison Danford (report attached)

Madison

Thanks MR. I don't have a lot to add, the report is there to read, can't believe end of semester. Final cooks with grandmas will be December 16th, registration opening soon, grandmas are excited. Looking at



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cookies/bit of baking into this one, should be fun end to the semester. Put out survey to ask about events people want to participate in, going through that data, once we go through it, we will make sure that the events fit the needs and wants of the community. Stay tuned, should be a fun winter semester.

We will get questions at the end.

b. Equity & Diversity Commissioner – Fikir Haile (report attached)

Fikir

Thank you! Hi everyone, lovely to speak to you. Written report, not much to add. But the working group we established, per Anthony. Hopefully reps have relayed this info, but we would like to make international rep and EDII rep, to serve everyone in their grad student associations. Bring people together to navigate the challenges; due to siloed nature, cross-campus is difficult, so this is made to make sure that voices are heard. Claudia and Rohit also worked together on this, encouraging all grad student societies to ratify solidarity networks. That's all, happy to take questions.

c. Indigenous Graduate Liason – Paige Van Tassel (report attached)

Paige

Hello everyone, it's nice to speak to you all and thanks for coming. Indigenous reads talking poll and winter social from 4-6pm in the winter. If willing to join the conversation email me at [indigenous@sgps.ca/](mailto:indigenous@sgps.ca) Also the soft working group, as far as I know we have gotten interest from art history, geography and planning, so cool that people are noticing that EDII is important and needs to be done. Also...starting writing group for self-identified indigenous, starting in Jan 2021 in collaboration with 4 directions. IF you know anyone or are self-identified, shoot me an email and we can chat. That's all, thanks.

d. International Students Affairs Commissioner – Rohit Shukla (report attached)

Not much to add to report, detailed report published on SGPS website, just draw to some points. First is request that all members spread word about intl student checking on November 30th to chat with each other, send those to me, good platform for interaction so spread word. Other thing to mention is, per Anthony, good intl and EDII representation at Queen's university; in that respect, all members encourage reps to have their voice heard on campus, same stuff we have been doing, Claudia was also doing. Also intl scholarship hopefully coming in the coming weeks so keep eyes out for it. Any questions, please ask.



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- e. Social Commissioner – Kel Martin (report attached)

Hello, name is Kel. Been working with Angie and Anthony to work on show and tell and arts and crafting (felted, painting, galaxy painting), you can register for one free kit and \$5 thereafter.

Here are the events on our website:

Plants - <https://sgps.ca/event/sgps-show-and-tell-plants/>

Holiday - <https://sgps.ca/event/sgps-holiday-crafting/>

Speaker: Thanks for holding onto questions. Any questions? Not seeing any, we will need to hear from one other. Okay, now the financial report from Tamara [Mitterer].

Tamara

Put together slideshow, can't do it now; I emailed it, can you bring it up since we don't have any way to do it with this format?

Speaker: Prompt me, when you need.

Tamara: Thanks, general overview of budget, if you need further details, we can discuss offline. Flip to next slide. Okay, before I get into the budget going to go over reductions we did and the fees. Fees go into revenue part of budget, touch base since summer discussion with planning. SGPS-specific fee and activity fee for other societies and departments (i.e., law student society, Canadian federation of students, Kingston youth shelter project), this doesn't stay with us and doesn't go into our budget. Next slide. This is...the SGPS specific fees we collected; highlighted in purple are reductions for this year, relative to last year. Originally 626, now 610' also society fee 81.87, this year 70.00. Also reduction of commissioner fees and peer academic advisors. Next page. Break down into revenue side of things, expense side, bottom line. When creating budget, challenges due to covid, transition to remote, Qs about what would happen to intl students, real possibilities of enrollment down. Other is whether SCI issue would come up again so had to budget for that as well; though enrollment was down, not as bad as we thought. Next page. Revenue side of things; numbers to pay attention to are red boxes, first is the budget for the year. Of course, reevaluating as the year progresses and most likely have an update from me in the winter as to whether we had to correct anything. 3 things to rise revenue: society fee, dental fee, interest from capital investments. Circled in purple, budgeted for 688,000; if things go as they are, projecting revenues of closer to 675,000. Next page. Expenses side, more categories, which also further broken down. For this pres, keep it at this level; you can see variation from initial budget to projections if how things are going, in the forecast column. For example, wages



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and benefits, budgeting 186,00 but if going as they are, probably around 178,000 if things go as they are. For example, front desk staff due to covid. Overall, 545,000 in expenses. Should leave us in 126-130,000 revenues over expenses. Where does this leave us? By having this amount in excess of expenses, we have met the goal of not running a deficit. However, also a non-profit so cognizant of not having too positive of a bottom line. What happens is that it gets moved into capital or rebates are possible. For capital funds, we have general fund generating interest, also health and dental reserve fund. Won't go into general for this prez as it isn't what we're talking about, but health and dental. To maintain the affordable plan, we need a fund to protect from short term volatility; we came to figure of 25-30% of annual health and dental revenues (2.1 million), most of it is paid to insurer, but some left over. Likely most of the bottom line will be put into the reserve fund for health and dental. Current reserve is 320,000 but we need up to 635,000 to meet the 25-30%. Also the option of rebates; currently, considering giving rebates to students in the winter, some of which may come from the 131,000 bottom line. Also rebate from health and dental provider, not included because didn't expect and never occurs, but due to covid we mentioned and advocated for it. Likely the rebate in the winter will probably come from the health and dental service provider, but some could come from that bottom line.

Speaker: If you have questions, note in the chat. Okay... Tamara, no motion at the moment but need to approve. If you would make a motion?

Tamara Mitterer: Sure. Motion to approve the 2021 SGPS Budget

Justine Aman seconds.

Speaker: Any discussion? Seeing none, move to vote. Dissent? No dissent, passes unanimously. Thank you again Tamara for your hard work on that, especially during time of lots of change. That brings us to the end of the reports.

D. Approval

MOTION 11/24/20:04

BIRT SGPS Council approve the Senator, Trustee, Commissioner, Committee & Other Reports.

Kel Martin moves, Anthony Lomax seconds

No dissent, passes unanimously



Question Period and Departmental Issues



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VII. Business Arising from the Minutes



VIII. Main Motions & Discussion

Speaker: Draft elections and referenda policy, available on the website, updated per covid with references to signatures, hard copies of things, in order to make sure we are flexible to conduct elections during this time. Before moving.

Justine moves, Benjamin seconds

Benjamin: Hi Mary Rita, point of information. We didn't set election dates as of last council, that might be worth putting in the agenda if that sounds correct.

Speaker: According to Andria, who talked to AMS, we tend to go with them, they won't be until Feb. We will have more time to discuss then, since we have more time, but it hasn't been included. Justine or other exec should be able to speak to it;

Justine: Since this is the policy that is coming through, we don't want to put the dates in since it will change every year. The dates will come up at the January or December meeting if there is one.

No dissent, passes unanimously.

Speaker: Based on last discussion with Andria, we will have info in December and we should have council in December. Thankfully now we have what we need in place to organize and do that election process. Next item is other business; does anyone have anything? Other business is generally if you haven't brought things to our attention, announcements or anything.



VI. Other Business

Benjamin Mercado-Cruz: We might be ready to call the dates, per Andria, not sure if you're comfortable bringing that into the agenda today.

Speaker: General info that should be sent to everyone so we should wait until we circulate to everyone. Within the policy, the dates are significant not just for voting but for everyone who is running.

Justine Aman: Completely forgot since it came up at 3pm. Exams coming up for folks, either midterms or finals, I'm sure quiet study space and library is hard to come by. Discussions with dean of



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sgs, and couple other organizations. There should be no barrier to you having access to your office space, there are avenues for them to apply to have you have office space. If your dept is not allowing that, this is not true; we are adults and can control the space we work in. You can contact me and we can arrange through the academic group, nothing to prevent you from having access to that space.

Speaker: For clarification: people going through the department don't need to; go through you if nothing?

Justine: Yes, if hitting a wall CC me and CC Dean. Also, give your dept a chance again, maybe you emailed them early and they said no but give them the opportunity since things are more organized. If you do hit a wall, email and I can give as much assistance as possible.

Speaker: Thank you. Any other business? Seeing none and no notices of motion.



Notices of Motion & Announcements



Adjournment

A. Adjournment

MOTION 11/24/20:07

BIRT this meeting of SGPS Council be adjourned.

Benjamin Mercado-Cruz moves, Kaitlin seconds.
No dissent, passes unanimously.