



**Meeting Minutes**  
November 23<sup>rd</sup>, 2021- 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.



**I. Announcements**

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**A. Presentation of the SGPS 2020-21 Audit by Katie Mahon (KPMG).**

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- 88,000 annual budget. This is a strict calculation.
  - There were no adjustments or differences noted; no audit adjustments were made this year.
  - With the surplus generated this year, the cash was expected to go up, but the cash position is slightly down this year.
  - No changes regarding the account receivables. Capital assets have decreased (but this was not unusual).
  - Financial statements are up on the SGPS website, so you can look at them there.
  - SGPS Health and Dental Plan has decreased, but the payable has also decreased. Reason behind the change is because fewer students have opted in for the SGPS Health and Dental Plan. *(More information about the Health and Dental Plan discussed in the VP Financial Report, summarized below)*
  - End-of-year surplus: 333,000
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**B. Approval of the SGPS 2020-21 Financial Audit**

**MOTION 11/23/21:01**

BIRT SGPS Council approve the SGPS 2020-21 Financial Audit.

Ross Denny-Jiles moves the motion to adopt the agenda, Sandra Smeltzer seconds. No points of discussion. No dissenting votes, the motion passes unanimously.



**II. Adoption of the Agenda**

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**A. Adoption of the Agenda**

**MOTION 11/23/21:02**

BIRT SGPS Council adopt the Agenda for the November 23<sup>rd</sup>, 2021 Meeting

Courtney Bannerman moves the motion to adopt the agenda, Monica Garvie seconds. No points of discussion. No dissenting votes, the motion passes unanimously.



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**III. Minutes**

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**A. Approval of the Meeting Minutes**

**MOTION 11/23/21:03**

BIRT SGPS Council adopt the minutes from the November 9<sup>th</sup>, 2021 Council Meeting

Ross Denny-Jiles moves the motion to adopt the agenda, Sandra Smeltzer seconds. No points of discussion. No dissenting votes, the motion passes unanimously.



**IV. Executive & Speaker Reports**

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**A. Executive Reports**

a. President – Rohit Shukla (oral report)

Great response to the recent survey (more details below). AMS subsidies (bus) for the Winter term, i.e. Kingston transit. They also have a survey coming out shortly, which will be distributed out to students. If your department or society is looking to hold an in-person event, you can apply to the SGPS for event sanctioning (see website). We have also recently received updated protocols from the University (see website). SOLUS feedback have mostly been received by Rohit but if there are more feedback and opinions regarding SOLUS please reach out. Rohit working with SGS regarding funding review with the Funding Review Committee. If you have any qualms or anything to bring up, then please reach out to Rohit via email. Working on Student Wellness Services with Student Professional Development Advisory Group (with Vice-Provosts) which hope to have a positive impact on graduate students' professional development. The group will start working in Winter 2022; please reach out if you have any ideas or input.

Question from Ross Denny-Jiles (supported by Lucy Warren): with the COVID numbers in Kingston rising, is the University thinking of reintroducing testing capacity on campus, as it is quite arduous for Queens students to get testing now via KFLA health? This is especially important for the examination period.

Answer from Rohit: no updates regarding this from the University, as of now.



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Answer from Anthony: nothing directly, but the University is currently working on updated guidelines – issue regarding availability of tests will be raised with the University.

b. VP Graduate – *position vacant* (no report)

c. VP Professional – Jennifer Li (report attached)

From an HR perspective (which is part of the executive portfolio), we have hired two external HR consultants with whom we have been working very closely. We had a resignation this year as well as several employee exchanges, so the consultants have been very helpful with that. We have also decided to change the Executive Director contract from having to be renewed every two years to an indefinite length. Currently developing a list of mandatory training, as per our Bylaws and Policies regarding training, training is mandatory but none in particular were specified. Professional development events being held in-person would be quite difficult this year. One popular event is the professional headshots that SGPS offers to students, but this would not be possible due to COVID. There will be some workshops and sessions, e.g. resume building, for students. Jennifer just noted that VP Professionals have been mostly dominated by Law students, but it would be great to have a variety of representation.

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d. VP Finance and Services – Courtney Bannerman (oral report)

Earlier this Fall, SGPS has gone with a bookkeeping firm/company. They cost less than what it would cost to hire a Financial Services Director. One of the main things that they have implemented concerns the distribution of SGPS bursaries. In the past, we would need to receive your banking information but we would only need e-transfer now, which is a positive from an efficiency and security standpoint. Any questions regarding bursaries and grant. Additional information regarding the Health and Dental Plan: Accordance to the Bylaw, the Health and Dental Plan needs to be in a separate account. Over the past years, this has only been in a subsidiary/secondary account within the main account which does not conform with Bylaw. So the Health and Dental Plan will be moved to its own separate account; it is relatively inexpensive to open (\$150/year). Moreover, as Katie mentioned, the Health and Dental Plan will be moved from the previous provider to StudentCare as they identified that there was some money, that was meant to be in the Health and Dental Plan, that had been incorrectly sorted into another fund. The SGPS currently has a lot of surplus (from an ethical standpoint raises questions as the SGPS is meant to be a non-profit organization).



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e. VP Community – Anthony Lomax (oral report)  
Reviewing the distribution of awards; overview of EII committees that are on-campus, publishing a timeline of report containing the activities of those committees. It is hoped that this information could be utilized to encourage and support activism on campus, and will be a helpful resource in general. Anthony also mentioned the possibility of there being an opening for a Commissioner or Deputy spot; further information will be on [sgps.ca/jobs](http://sgps.ca/jobs). Another thing to discuss is event sanctioning. Due to the rise in COVID numbers, the University might change their policies. Although at the time of the meeting the process was still open (and individuals needed to submit event sanctioning request 3 weeks prior to the event), changes have been made since then. Rohit has also added that the University has already updated some policies.

#### B. Speaker Report

a. Speaker – Devin Fowlie (oral report)  
In between last meeting and now, most work has been done (along with CRO and Deputy) to work on the election.

#### C. Approval

**MOTION 11/23/21:04**

BIRT SGPS Council approve the Executive and Speaker Reports.

Sandra Smeltzer moves, and Ross Denny-Jiles seconds the motion. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.



### Senator, Trustee, Commissioner, Committee & Other Reports

A. **Senator Report** – Graduate Student Senator – Emils Matiss (no report)

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

#### C. Commissioner Reports

a. Athletics & Wellness Commissioner – Cassandra Coyle (report attached)  
Any questions or suggestions about athletic events, get in touch with Cassandra.

b. Equity & Diversity Commissioner – Monica Garvie (report attached)

c. Indigenous Graduate Liason – Brittany McBeath (report attached)  
Indigenous student network on-campus has been successful. This month marked the commencement of conversations regarding questions about identity and indigenous culture. The book club will open up registration soon, and the Office of



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Indigenous Initiatives has taken over the Cultural Safety Training—please feel free to contact Brittany about these two events and other events/initiatives.

- d. Social Commissioner – Emilia Ganslandt (report attached)  
Still looking for people with special interests/hobbies/skills that they would like to share with their SGPS colleagues. Please reach out to Emilia if you are interested in leading something and/or if you have any suggestions.
- e. International Students’ Affairs Commissioner – Sabrina Masud (report attached)  
Working on creating more engagement with the International committee, and they are starting a new International committee with graduate student advisors. We will meet once a month.

**D. Committee Reports**

**E. Department Reports**

**F. Other Reports**

- a. University Rector – (no report)
- b. Chief Returning Officer – Fatema Kamalia (oral report)

**G. Approval**

**MOTION 11/23/21:05**

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

Monica Garvie moves, Carolyn Bonta seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.



**VI. Question Period and Departmental Issues**

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**VII. Business Arising from the Minutes**

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**VII. Main Motions & Discussion**

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**A. Approval**

**MOTION 11/23/21:06**

**BIRT SGPS Council ratify the Proposed Member Society Bylaw.**

This has passed two readings in Council Meetings and will be ratified in the General Meeting.



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Courtney Bannerman moves, Jennifer Li seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

The SGPS provides logistical support to our Member Societies, which are defined as a professional faculty, school, department, division, or institute of the University recognized by the SGPS as a member society. This logistical support may include the remittance of Member Society fees and sanctioning for Member Society events.

#### B.x.x Remittance of Member Society Fees

- a. SGPS Member Societies are able to set a Member Society specific fee or fees via the referendum process laid out in their governance documents. SGPS Member Societies are not required to have a Member Society specific fee in order to be recognized by the SGPS.
- b. The SGPS will collect and distribute all Member Society specific fees, which are to be paid out both November and March of each calendar year. These dates are dependent on the receipt of funds and reports provided by the Queen's University Registrar.
- c. Member Societies will be notified by the SGPS when fees are ready for distribution and will be required to complete an Activity Fee Declaration form in order to receive their remittance via electronic funds transfer.
- d. The SGPS will not release funds from Member Society specific fees to personal bank accounts. The banking information provided must indicate the name of Member Society as the payee.
- e. Failure to complete an Activity Fee Declaration form or failure to provide appropriate banking information may result in the Member Society Fee or Fees being suspended pending an investigation by the SGPS Finance and Services Committee.

#### B.x.x Reporting for Member Society Fees

- a. As per P.1.2.5.a. all groups who obtain a Fee through the SGPS must comply with the continuous reporting obligations in order to continue to receive disbursements of that Fee.
- b. Member Societies who receive a student fee disbursement from the SGPS are required on an annual basis to supply the SGPS with
  - i. An annual report which contains:
    1. A summary of the Member Society's activities over the past year and a description of how the fee has been used;
    2. A letter from the group naming the executive team along with their contact information;
    3. Annual financial statements/bank statements for the previous year;
    4. A budget for the previous year; and
    5. Any other financial information to verify that disbursed Fees were used for their intended purpose.
  - ii. A proposed budget for the coming year; and,



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- iii. Any other information as requested by the Committee to aid in the determination of the Fee's continued eligibility.
- c. Failure to submit the required documents by the prescribed deadline or refusal to submit complete information will result in the suspension of the fee according to P.1.2.5.d.

#### B.x.x Sanctioning of Member Society Events

- a. The SGPS agrees to provide insurance coverage for Member Society events and activities that adhere to process outlined within this section. This insurance coverage will be renewed annually and is coordinated by the Executive Director.
- b. The Member Society is responsible for advising the SGPS through completion of the online "Event Registration" form of any and all events run, overseen, or administered by the Member Society or its clubs and committees.
- c. Should the Member Society and its clubs and committees, fail to inform the SGPS, through the event sanctioning process, of any event involving any of the factors described B.x.x.b, the insurance of the SGPS will provide no coverage for the event or any incidents or occurrences associated with the event.
- d. Should the SGPS determine that the Member Society has failed to mitigate risks associated with the event in accordance with the event sanctioning process and the conditions required of the event being sanctioned, or fails to provide information that would be considered important to the risk profile of the event and the decision to sanction, the insurance of SGPS may not provide insurance coverage for the event.

#### B.x.x. Member Society Duties

- a. Member Societies are required to follow the processes outlined in within the entire B.x section.
- b. Member Societies will undertake all reasonable and appropriate measures to mitigate any and all risks associated with its operations or the operations of any of its clubs and committees.
- c. The Member Society will inform the SGPS Executive Director and SGPS President, immediately upon receiving knowledge and no later than 3 business days, of any and all incidents that occur within the Member Society and/or as a result of the actions of the Member Society that cause and/or have the potential to cause harm to persons, property, and/or the reputation of the Member Society, the SGPS or Queen's University.

- B. Ratification of the results of the Vice-President Graduate By-Election MOTION 11/23/21:07**  
BIRT Brittany McBeath serve as the Vice-President Graduate for the remainder of the 2021-22 Executive Term.

By a majority vote of council, Brittany McBeath has been elected as the new Vice-President Graduate to serve for the remainder of the position's Term.



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Ross Denny-Jiles moves, Monica Garvie seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.

#### C. Ratification of the new 2021-22 SGPS Executive

**MOTION 11/23/21:08**

Whereas the former SGPS President Justine Aman has resigned.

Whereas Rohit Shukla has assumed the role of interim SGPS President per B.12 in accordance with the policies further outlined in B.10.

Whereas Brittany McBeath has been elected as the Vice-President Graduate.

Wherein each of these positions will remain occupied by those elected until the end of the 2021-22 Executive Term

BIRT SGPS Council ratify the 2021-22 SGPS Executive to serve for the remainder of the Executive Term.

President – Rohit Shukla

VP Graduate – Brittany McBeath

VP Professional – Jennifer Li

VP Finance and Services – Courtney Bannerman

VP Community – Anthony Lomax

Sandra Smeltzer moves, Kassandra Coyle seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.



#### Other Business

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Sabrina Massud asks: where does SGPS stand on the PSAC protest on Thursday?

Rohit answered: would need some time to discuss this with the SGPS Executive, and will come to a conclusion about the SGPS position.

Kassandra: the SGPS has not yet had the opportunity to discuss this and to put a joint statement.

Rohit: Although we need to talk about this together, we also wanted to emphasise that the SGPS has been supportive of student bodies.



#### Notices of Motion & Announcements

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## Adjournment

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### Adjournment

**MOTION 11/23/21:09**

BIRT this meeting of SGPS Council be adjourned.

Jennifer Li moves, Carolyn Bonta seconds. No points of discussion on this motion. No dissenting votes; the motion passes unanimously.