



Alma Mater Society

Annual Report 2020-2021

Message from the 2021-2022 AMS Executive

Queen's is known for its student-driven campus, its unparalleled spirit, and the traditions we all cherish. As the oldest student union in Canada, the AMS strives to improve the Queen's experience for the 20,000+ students we represent. Our vision is to enhance student life by providing meaningful volunteer, part-time, and salaried job opportunities that are tailored to the diverse interests and needs of the student body. AMS services are run entirely by students, for students. We also have various advocacy efforts throughout each year to cultivate a sense of social awareness and responsibility in our membership.

The AMS administers a wide array of resources that fulfill students' day-to-day needs, but it must also engage in long-term projects that extend beyond a single year. We are privileged to build on the work of generations of dedicated student leaders who came before us. We will build on these past achievements and work toward a brighter future for all Queen's students.

This report is intended to describe the Society's operations and finances during the 2020-2021 year, while also identifying the emerging challenges, trends, and strategic direction that will define the coming year. We are happy to share this report with you and are excited for all that we will accomplish together going forward.



2021-2022 AMS Executive:

Zaid Kasim (President), Tiana Wong (VPOP) and Ryan Sieg (VP UA)



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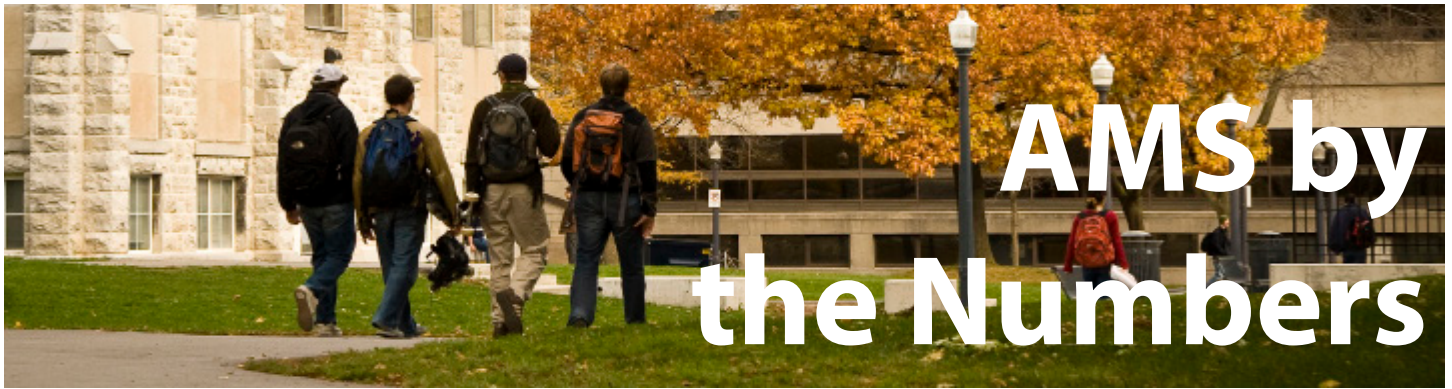
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**20,000+
students**

**9 Faculty
Societies**

**60+ salaried
student staff**

**10 student-run
services**

**700+ paid
student staff**

**6,000+ job
applications**

**1,500+ student
volunteers**

**5 Commissions
& 6 Offices**

**\$200,000+ in
bursaries**

**163 years of
excellence**

**Affordable
Health & Dental**

**300+ ratified
clubs**

Year ended April 30:

2021

2020

Consolidated Statement of Operations:

Revenue	\$12,880,370	\$15,460,182
Expenses	\$9,433,040	\$14,562,577
Excess of revenues over expenses	\$3,447,330	\$897,605
Operating fund	\$1,202,798	\$229,512
Restricted funds	\$2,244,532	\$668,093

Consolidated Statement of Financial Position:

Assets	\$14,477,618	\$12,053,529
Liabilities	\$1,367,769	\$2,391,010
Net Assets	\$13,109,849	\$9,662,519

Net Assets Comprise:

Invested in Capital Assets	\$199,050	\$208,783
Other Reserves - Internally Restricted	\$250,000	\$250,000
Internally Restricted Funds	\$9,375,538	\$7,201,008
Externally Restricted Funds	\$271,430	\$201,428
Operating Fund - Unrestricted	\$3,013,831	\$1,801,300





AMS Mission Statement:

To serve and represent the diversity of students at Queen's University.

AMS Mandate:

- To represent Queen's University students within the university and externally by working to further the best interests of the members of the AMS, giving particular concern to representation on issues related to education.
- To provide services and activities to students, as well as to act in a facilitating role for services and activities where appropriate.
- To cultivate a sense of social awareness and responsibility in its membership.
- To serve as a liaison between the various affiliated student societies.

The oldest student association in Canada, the Alma Mater Society (AMS) of Queen's University was founded in 1858 and incorporated in 1969 as a non-profit organization without share capital.

The Society's highest legislative body is AMS Assembly, which consists of representatives from all AMS member societies. The voting members of Assembly also comprise the voting members of the Corporation, and in this capacity, they annually elect a Board of Directors. The Board of Directors is responsible for overseeing the management of the Alma Mater Society's corporate services, offices and associated financial affairs, and more broadly, for ensuring the financial viability of the Society.

Membership in the AMS is automatically extended to all students of the University who are enrolled in at least one course in one of the member faculties/programs listed on the next page, and who have paid the AMS Membership Fee. Each student normally belongs to a member society as well as the AMS and enjoys the rights and privileges of both societies.

AMS members enjoy the right:

- to vote in all Society elections and referenda;
- to hold offices or positions within the Society, subject to the restrictions of the office or position, as outlined by Assembly and/or Board Policy;
- to attend meetings of the Society subject to the rules of procedure as prescribed by the AMS Constitution;
- to move or second motions at such meetings;
- to speak for or against any motion;
- to vote at Society Annual Meetings or Society Special General Meetings, and;
- to gain admission to and/or actively participate in any Society sponsored event and/or program subject to any restrictions of the particular event and/or program.

The 2020-2021 AMS Assembly was comprised of the following members from the constituent Faculty Societies and those directly elected by students.
Ex officio members without voting privileges are marked by an asterisk.

Alma Mater Society

President
Vice-President (Operations)
Vice-President (University Affairs)
Commissioner of Campus Affairs*
Commissioner of External Affairs*
Commissioner of Social Issues*
Commissioner of Clubs*
Commissioner of Environmental Sustainability*

Nursing Science Society

President
Vice-President

Engineering Society

President
Vice-President (Student Affairs)
4 Elected Representatives

Commerce Society

President
Vice-President (Operations)
Vice-President (Student Affairs)
2 Elected Representatives

Arts & Science Undergraduate Society

President
Vice-President
5 Elected Representatives

Computing Students' Association

President
Vice-President (Operations)
Vice-President (University Affairs)

Concurrent Education Students' Association

President
2 Elected Representatives

Physical & Health Education & Kinesiology Students' Association

President
Vice-President (University Affairs)
Equity and Wellness Officer

MBA Student Executive Council

President
Vice-President

Health Sciences Society

President

Other Ex-Officios (Non-Voting)

Undergraduate Student Trustee*
Queen's University Rector*
Student Senate Caucus Chair*
AMS Board of Directors Chair*
SGPS President*
AMS Secretary*
Residence Society President*





Executive Overview

TEAM AJA

The three-member AMS Executive is comprised of the President, the Vice-President (Operations), and the Vice-President (University Affairs). Together, they are responsible for representing the interests of all undergraduate and MBA students and for the day-to-day management of the AMS. The Executive is elected annually during the winter term.

The President is responsible for the external representation of the Society and is ultimately accountable for ensuring the fulfilment of the Society's mandate and mission. They directly oversee the Advancement, Marketing, Communications, Human Resources, and Information Technology Offices, as well as the Secretariat and Student Life Centre. They also preside over Presidents' Caucus, which consists of the member society presidents.

The Vice-President (Operations) is responsible for all day-to-day operational and financial matters of the Society. They oversee the AMS corporate services,

administer the student activity fees, the AMS Health & Dental Plan, the Bus-It Program, and the consolidated budget for the AMS.

The Vice-President (University Affairs) is responsible for all political and educational matters within the Society, research and policy development, and academic issues at Queen's. They oversee the various Commissions and advocate to the university administration, the City of Kingston, and the Province of Ontario.

The 2020-2021 executive consisted of Jared den Otter, President; Alexandra Somoyloff, Vice-President (Operations), and; Alexia Henriques, Vice-President (University Affairs).

Key matters in team AJA's year were Provincial Advocacy and Ontario Undergraduate Student Alliance (OUSA), Sustainability, Student Mental Health and Wellness, COVID-19 and Service Operations, Organization Restructure, Increased Support for International Students, Equity Diversity, Inclusion, and Indigeneity (EDI), and Sexual Violence Prevention and Response.

Provincial Advocacy

The AMS has achieved significant victories in provincial advocacy, in collaboration with the Ontario Universities Student Alliance (OUSA). The Ministry of Colleges & Universities took direct feedback and recommendations from the OUSA Gender Based Violence policy paper for changes proposed to Ontario Regulation 131/16. These changes would mandate that all campuses across Ontario establish a Sexual Violence Policy, and ensure they are more trauma-informed (i.e. substance amnesty and limitations on unnecessary questions during an investigation).

The Commissioner of External Affairs and VPUA advocated for increased funding towards student mental health supports. Following our Lobby week in the Fall, the MCU announced an additional \$7 million dollars in mental health funding to institutions.

The AMS has reassessed OUSA membership to audit student dollars/spending and ensure all faculty societies and AMS assembly members were content with OUSA as an external organization.

Sustainability

The AMS reinstated & redesigned the Commissioner of Environmental Sustainability from the 2019-2020 school year. The position has been taken on as a full-time, 12-month position for the 2020-2021 school year. The Commissioner has focused on rebuilding the commission, creating internal and external stakeholder relationships, and implementing more green spaces on campus as a major project. The commission will continue to grow and adopt new and exciting initiatives for years to come.

International Students

The Campus Affairs Commission (CAC), along with other internal AMS stakeholders, has implemented more advocacy work to support international students at Queen's. The CAC implemented a new position, the Deputy of International Affairs, which is to be held by an international student who can speak to the experiences of international students, attend University administration meetings, and act as a resource for other international students. Additionally, the AMS has advocated to the University (through speeches and in meetings) for increased financial support and funding for international students, who pay astronomical amounts in tuition, to make their experience more accessible.

EDII

The AMS has released the EDII (Equity, Diversity, Inclusivity, and Indigeneity) report, outlining our past, present, and future commitments to advancing equity at Queen's University. As proposed by the AMS Social Issues Commission (SIC), and passed during AMS Assembly, this report will be revised annually. The Incoming Director of Communications will take on the project this year and involve more internal AMS voices to assess EDII in all areas of the organization.

AMS Restructuring and Changes to AMS Apply

The AMS team has restructured to optimize operations of the organization. We have hired a permanent staff Human Resources professional, created new paid positions, increased honorariums, among other changes. AMS Apply has evolved to be a more equitable hiring platform, to be paperless, to use blind applications, and to allow candidates to better showcase their talents in the application system.

Sexual Violence Prevention and Response

The AMS has facilitated an accessible consultation period for the Sexual Violence policy. We met with students, survivors, and clubs to discuss and compile feedback on the policy. These concerns were presented to Queen's Senior Leadership Team and the Board of Trustees. We have advocated to include more diverse AMS members on the Sexual Violence Prevention and Response (SVPR) task force. The Social Issues Commission (SIC) led Gender-based Violence Awareness month, in collaboration with Queen's SVPR Services. We are working with Sexual Assault Centre Kingston (SACK) and Student Wellness Services (SWS) to invest in SACK counselling services, prioritize students, and create spaces for student support groups on campus.

COVID-19

The AMS worked with Queen's Campus Operations Group to allow AMS staff, volunteers, and students at large to safely return to campus in the fall. A provincial lockdown closed campus for Winter Term (2021), and the AMS offices and services were able to reopen in the Summer (2021).

Operations of Services

Apart from AMS Pub Services, the AMS was able to successfully operate student services despite the

COVID-19 pandemic for the 2020-2021 school year. Services were adapted to allow for best practices related to social distancing, as well as washing and sanitizing policies. Some services operated fully online.

Through the unprecedented nature of the pandemic, the AMS managed to participate in advocacy initiatives, host events, run services in an adapted nature, and support students through uncertain times.

Compass

AJA and their team helped to facilitate a new mental health and wellness platform for students that will be adopted for the 2021-2022 school year. This platform centralizes all aspects related to health and wellness at Queen's and in the greater Kingston community, for student to easily access.

Common Ground Renovation

The Head Manager of Common Ground secured approval for a capital expenditure to update the look and style of Common Ground. The project was facilitated by the Common Ground Head Manager, the Operations Officer, and the Facilities Officer. The renovation was completed during the February reading week. The main reasons for this project were related

to improving customer experience, optimizing space and efficiency, mitigating health and safety risks, and fulfilling the service's mission of efficient service and high-quality products. The renovation consists of larger counter spaces, more physical space for working staff and for patrons, improved displays, and improved aesthetics. These changes have improved the atmosphere and boosted employee performance at Common Ground.

Policy Manual 3 Replacement

The Secretary of Internal Affairs, Commissioner of External Affairs, Commissioner of Campus Affairs, and Social Issues Commissioner, along with the President and Vice President of University Affairs, have worked very hard to completely revamp the AMS Policy Manual 3 and replace it with a new Principles and Positions Policy. This updated policy presents AMS position on different social issues such as EDII, gender-based violence, health and wellness, international students, teaching evaluation, and tuition.

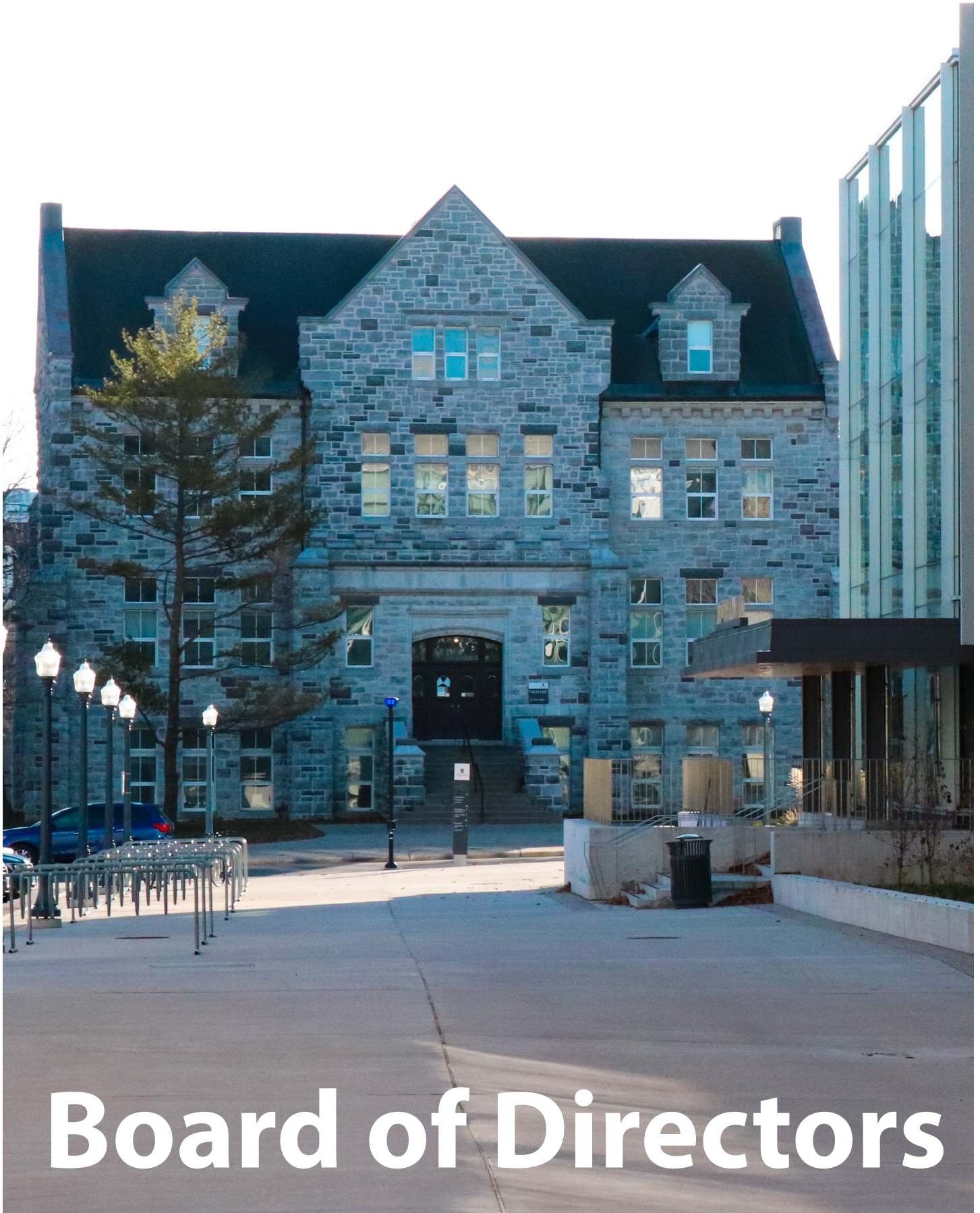
2020-2021 AMS Executive:



Jared Den Otter
President

Alexia Henriques
VP University Affairs

Alexandra Samoyloff
VP Operations



Board of Directors

The Board of Directors of the Alma Mater Society of Queen's University Incorporated (AMS Inc.) provides oversight to the management of the affairs of the Corporation. The Board exists to serve three key roles: financial, human capital, and strategic oversight.

The Board of Directors is composed of six Student Directors and four Non-Student (Community) Directors elected by AMS Assembly, the AMS Executive, and the General Manager. The Board meets monthly to review committee recommendations and to discuss business pertaining to AMS Inc. Consistent with years previous, the Board approved several capital expenditures throughout the year. Over and above the regular business, the Board undertook various internal projects through its committees.

The Board had six standing committees: Finance & Risk, Investment, Audit, Personnel, Governance and Strategic Planning.

The Finance and Risk Committee worked with the Executive to create a revised staff appreciation structure for the organization for every service, commission, and office. The F&R Committee collaborated with the Personnel Committee to review honoraria positions within the AMS. The F&R Committee also conducted a review of the AMS' discretionary spending over the last three years and the controls currently in place.

The Personnel Committee reviewed the management restructuring proposals from the government and corporate sides of the AMS. There was a significant number of proposals as the organization addressed gaps in service delivery resulting from the Student Choice Initiative. A summary of motions approved by the committee alongside the financial implications of the proposals were submitted by the Personnel Committee to the Board. The Personnel Committee made edits to the Employee Policy and Procedures Manual and the Harassment, Discrimination, and Violence in the Workplace Policy & Program.

The Governance Committee completed edits to the Board Policy Manual, Corporate By-Laws, Investment Policy, and the Student Activity Fee Policy. This work was critical in ensuring policies and procedures reflected the current environment accurately.

As expressed by the AMS' auditors, KPMG, the audited financial statements within this report are an accurate reflection of the financial position of the AMS. The Board continually collaborates with Management to ensure the organization is financially viable for current and future generations of students.

To conclude the year, the Board emphasized the importance of strategic planning, risk management and fiscal prudence. The COVID-19 pandemic required the AMS was required to be continually prepared to respond to the challenges that were brought due to the predominantly virtual learning environment. The Board will continue to enthusiastically offer strategic advice, human capital support and financial oversight to support Management.

AMS Assembly



The Assembly is the highest governing body of the Alma Mater Society. It is comprised of roughly 55 representatives from Faculty Societies, 36 of whom are voting members. Assembly fulfills its mandate by debating motions, asking questions of elected student leaders, and reviewing recommendations submitted by the Executive, AMS Senior Management, and Faculty Society Executives. The Assembly is constitutionally empowered to direct the Executive, Commissioners, Judicial Affairs Manager and Secretary to conduct their responsibilities in the best interest of the student body.

All AMS members are encouraged to attend the monthly Assembly meetings. While we hope to return to engaging Assemblies back in our home-base of McLaughlin and MacDonald Hall, we invite you to join us at online Assembly! The registration links are posted on the AMS website, and students are still free to submit motions and requests to speak to advertise their club, group or initiative to the school.



ALMA MATER SOCIETY

SECRETARIAT

Highlights of Assembly 2020-21:

All past agendas and minutes can be found on myams.org/assembly!

- AMS Assembly engaged in the restructuring of our principles and positions policy, which outlines the advocacy efforts, as well as the values and stances that the AMS holds year to year
- Created the COVID-19 Relief Fund which helped redistribute money to clubs in need
- Approved budgets for different AMS-run commissions, Vice-President University Affairs, the Ontario Undergraduate Student Alliance, and Foodbank
- Ratified and discussed the inclusion of 40+ new clubs to our campus
- Re-established the Commission of Environmental Sustainability
- Helped ratify 10+ groups in search of student fees
- Created a report and breakdown of the AMS' membership Ontario Undergraduate Student Alliance's (OUSA) to assist in lobbying efforts to the Provincial Government
- Held an Indigenous Initiatives workshop for students by Dr. Terri-Lynn Brennan
- Helped facilitate the implementation of the new Undergraduates of Canadian Research-Intensive Universities (UCRU) by-laws
- Held various teaching award, policy, and external relations subcommittees chaired by AMS Senior Management members
- Hosted Dr. David Walker, Professor, Emergency Medicine, Family Medicine and Policy Studies to discuss the pandemic and the effects on Queen's students and leaders
- Approved the Alma Mater Society Procedure for Sustainable Action, which assists in helping to fund different sustainable events, green spaces, the creation of a student environmental collation and more to reaffirm the AMS' commitment to sustainability
- Facilitated the update to the AMS' Non-Academic Misconduct Policy and Procedures, to better reflect the diversity of the society, as well as to reaffirm the 6 pillars of peer-to-peer restorative justice within the Judicial Affairs Office



Commissions, Offices, and Services

AMS COMMISSIONS

The core components of the AMS are the five Commissions that work to enhance student life, with some advocating on behalf of Queen's students to the University, the City of Kingston, and to the provincial government on student issues. There are a wide range of work and volunteer opportunities available within each of the Commissions.

The Commission of External Affairs (CEA) is responsible for a range of student advocacy, both within the university on academic issues, and externally on issues with the municipal, provincial, and federal governments. The Commission also contains the Academic Grievance Centre and Housing Resource Centre, providing peer support for academic and housing related issues.

A large restructuring initiative will take effect for the 2021-22 academic year. The two head manager positions will increase weekly hours and shift their focus to more advocacy research and support. The deputy commissioners will be converted to a new management position, responsible for increasing the AMS' engagement with provincial and federal stakeholders.

Between feedback collection on the remote academic experience, policy writing on access to post-secondary education and student mental health with Ontario Undergraduate Student Alliance (OUSA), and participating in the Undergraduates of Canadian Research-Intensive Universities (UCRU) incorporation process, the Commission set the groundwork for successful advocacy for years to come.



The Campus Affairs Commission (CAC) is an advocacy-based commission focusing on and overseeing various projects that include Orientation Week (through Orientation Roundtable), NEWTS (New, Exchange, Wordly, Transfer Students) Orientation, Queen's Model Parliament, Health and Wellness, and an International Affairs Deputy.



This year, the commission has focused on creating a clear advocacy path for the AMS for International Students, working on different AMS-facing policies and procedure papers, working with the Sexual Violence Prevention and Response Task Force and assisting in the high-level planning of Orientation Week. The commission works closely with Faculty Societies and the Division of Student Affairs at the University to allow for open communication and planning across the board. Due to COVID-19, Event Sanctioning was adapted for online events and formalized as the process for all AMS student-group events.

COMMISSIONS



The Social Issues Commission (SIC) aims to speak to issues of equity while challenging systems of oppression at Queen's. They seek to serve and provide safer spaces for marginalized students and facilitate opportunities for (un)learning. They provide students with resources and education as well as offer an open, safe space for those who face oppression and their allies. By fostering close ties with various student groups and the Queen's administration the SIC aim to leverage their access to the Queen's administration to hold the University accountable and eliminate marginalization on campus. In 2020-21, we reinstated the Internal Equity Affairs Manager, as well as added the position of Education and Outreach Manager.

The Commission of Environmental Sustainability (CES) works toward education, accessibility, and advocacy for sustainability on Queen's campus. This year focused on creating a structure and mandate for the Commission, while leaving it room to grow and prosper in the years to come! This inaugural year saw the introduction of many important initiatives and procedures, including the Sustainable Event Certificate, the Environmental Procedure Manual, AMS Environmental Training, and a student environmental coalition. The Commission also introduced a Deputy of Environmental Sustainability and Deputy of Environmental Justice for the 2021-2022 academic year, with plans on expanding as the years go on. This Commission has also had exciting opportunities to support student led projects and initiatives. This included a Green Campus Project to introduce more native garden spaces to campus, assisting the re-introduction of the HuskeeSwap program to the Common Ground Coffee House, and granting funds through the Sustainable Action Fund.



The Clubs Commission began the year representing 295 ratified clubs. 42 new clubs were ratified during the Fall 2020 semester, and 23 clubs during the Winter 2021 semester. At the end of the year in April, 286 Clubs re-ratified with the AMS.

This commission supports AMS ratified clubs by providing financial resources (grants, bursaries, fundraising, etc.), managing club space, insurance, and resources for event planning and marketing.

Major accomplishments include the first ever virtual Tricolour Open house, and the re-opening of club spaces on-campus. In September 2020, the Clubs Commission hosted the Tricolour Open House in partnership with the Student Experience Office. The event was run centrally through an OnQ page, where zoom links to club booths were posted. The event attracted over 1,600 student attendees. In the Fall semester, the Clubs Commission successfully passed amendments to update the Clubs Policy through AMS Assembly. In March 2021, the Clubs Commission in partnership with the Student Life Centre was able to safely re-open club spaces in the Queen's Centre for administrative work.

This year there were two roles within the Clubs Commission, the Commissioner of Clubs and the Assistant Commissioner of Clubs. This year two new positions were proposed and approved and will join the team next year. These positions are the Clubs Deputy and the Clubs Communications Assistant.



AMS OFFICES

The six AMS offices support the activities of all students presently involved with the AMS as well as those looking to get involved. Directors work closely with the Executive, Commissioners, and Service Managers to ensure that the day-to-day operations of the AMS run smoothly and are accessible to all students. They also work toward strengthening the organizational and reputational standing of student leadership.

The Advancement Office (ADO) is responsible for ensuring that the AMS has a cohesive strategy for fundraising, sponsorship, and meaningful engagement with alumni. This Office works to build and maintain relationships with donors, sponsors, and the alumni community, and works closely with the Queen's Office of Advancement on these goals. The ADO supports the functions of the AMS by securing financial contributions and mentorship opportunities that will enhance the programming and services provided by the Society. A restructuring proposal received from the office at the end of the year was approved by the Board. It recommended that activities of the office be absorbed into certain Commissions and under the office of the President during 2021-22 for better utilization of student dollars.

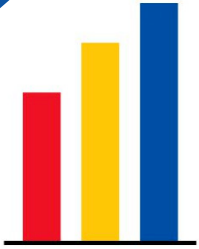


The Human Resources (HR) Office is responsible for ensuring that all AMS members receive equitable access to employment and volunteer opportunities within the AMS and that the experience is safe, productive, and welcoming for all. The HRO works to ensure that all AMS Services, Offices, and Commissions comply with AMS Policies and Procedures and oversees the hiring, recruitment, training, discipline, evaluation, and appreciation procedures for all AMS employees and volunteers. This past year (2020/2021), the HRO worked on becoming paperless (by moving interviewing and contract signing online), worked with the Human Rights and Equity Office to create an online comprehensive Hiring Equity Training module, created an AMS-Wide Transition Manual for managerial staff, worked extensively on updating the online application system; AMS Apply (including implementing no-named applications for hiring), updated Employee Policy, revamped the transition process, and recruited an HR Permanent Staff member.

The Office of Internal Affairs is responsible for ensuring that internal functions of the AMS are running smoothly. This includes elections and referendum, AMS Assembly (the AMS legislative body), AMS Board of Directors, the judicial branches, and keeping policy up to date. The office is managed by the Secretary of Internal Affairs and works to provide students with open access to the electoral processes and assembly.



OFFICES



The Marketing Office aims to promote AMS initiatives, opportunities, and services by establishing various channels to engage students with the AMS. They accomplish this using market research to gauge the opinions of the Queen's student body while monitoring the AMS's brand awareness. They are also responsible for the supervision and creation of AMS digital media content, and interacting with students and the city through social media. The Marketing Office runs various media campaigns to better connect students and encourage them to take advantage of AMS opportunities. The Marketing Office provides resources for services, clubs, and societies to assist in social media and event promotion and collaboration.

The Communications Office facilitates the two-way flow of information between the AMS and student body, communicating intended messaging from the AMS to the students, and back again. Using local and national media outlets, they manage public relations and supervise the creation of AMS publications, such as the Annual Report and Orientation Handbook. The Communications Office provides resources for services, clubs, and societies to assist in event promotion, information campaigns, and media relations. The Communications Office acts to inform, facilitate, and engage members of the AMS in events, referendums, and initiatives.



The Information Technology (IT) Office works to provide and maintain the IT infrastructure on which the AMS depends to conduct its affairs and work on behalf of our members. The IT Office operates internally in support of services, offices, and commissions by driving secure, efficient technologies to increase productivity, provide strong return on investment, and ensure readily available access to tools required for all students and staff. The readiness of the IT has fallen behind in the past few years in its ability to support the future growth and productivity of the AMS. In response to this risk, a full-time information technology professional was hired to plan, manage, and work with the AMS to develop medium and long-term programs that will meet the needs of the AMS and its members. The AMS is excited to secure this resource.



Student Life Centre

Space • Information • Resources

The Student Life Centre (SLC) is a collection of facilities, services, and resources dedicated to enhancing the quality of student life at Queen's. Encompassing the John Deutsch University Centre (JDUC), the non-athletics portion of the Queen's Centre (QC), the Mackintosh-Corry Student Street (MC), and the Grey House, the SLC provides space for Societies and clubs, bookable spaces for meetings and performances, and public spaces for a wide range of student and community uses. In the near future, the JDUC Redevelopment Project will create transformative new opportunities for student life and engagement. Excellent student life requires exceptional spaces, and the SLC works toward providing them.



AMS SERVICES

All AMS services are entirely student-run and dedicated to providing affordable products and services in a safe, student-friendly environment. Thousands of student employees and volunteers work hard to bring on-campus resources to those who need them, whether that's a cup of coffee at Common Ground, online campus news from the Queen's Journal, or academic support from the Academic Grievance Centre.



Common Ground Coffeehouse is a student run coffee shop that offers a wide variety of specialty drinks, sandwiches and fresh baked goods. We pride ourselves on our low prices and our use of fair-trade coffee and local products wherever possible. Located in the Queen's Center, Common Ground is at the heart of the Queen's experience, striving to offer a welcoming environment for all members of the Queen's and Kingston communities.

Despite having to operate with reduced hours and a smaller team due to COVID-19, this year has offered a number of opportunities to the service. We launched our successful mobile ordering app at the beginning of May 2020, and have seen increasing usage throughout the year. We continued to operate our HuskeeSwap program this year, which allowed our customers to continue to reduce their use of disposable cups despite the pandemic, worked closely with Hospitality Services to help them join the HuskeeSwap program, and also joined Hospitality Services' eco-container program with the help of the AMS Sustainable Action Fund. We completed a major renovation on our storefront in early 2021, revitalizing our space for years to come. We are excited to see what the next year has in store for Common Ground!

Print and Copy Centre is located in the heart of the JDUC, the Printing & Copy Centre (P&CC) offers a wide variety of products and services including: black & white and colour printing; course packs; poster printing; business cards; rave cards; binding; booklets; lamination; office supplies, and more. The staff at the P&CC work hard to provide the Queen's community with document and graphic solutions efficiently, effectively, and affordably - all while in a fun, welcoming environment.





The Housing Resource Centre (HRC) is a confidential space where students can talk freely about their concerns with any current or potential housing situation. The HRC also offers tips on house hunting and finding housemates.

The Peer Support Centre (PSC) is comprised of a dedicated group of trained volunteers for listening and empathetic peer support to students at Queen's. The PSC provides a safe, non-judgmental, and strictly confidential environment for students to speak with our compassionate volunteers, as well as resource referral and support groups.

Throughout the 2020-21 academic year the PSC continued to provide its confidential, non-judgmental, empathetic, peer-based support. However, to overcome the obstacles presented by COVID, the PSC took its services online for the first time ever. The PSC is now operating entirely via Zoom with the same operating hours of 10am-10pm Mon.-Sun. If you're looking for someone to talk to, we're here to listen.



TRICOLOUR OUTLET

Tricolour Outlet is retail store that serves Queen's current and prospective students, faculty and alumni. They provide high-quality options for Queen's clothing and merchandise, event tickets and a safe and convenient bus service. In 2020-21, they are operating through their online store, www.tricolouroutlet.ca to continue to provide customers with a safe and effective shopping experience. Customers can have their orders shipped directly to their door or use their curbside pickup service located on the lower level of the John Deustch University Centre.

Studio Q is one of the largest and longest-running student-run media production services. We offer student organizations, the broader Queen's community, and local businesses professional quality media projects including publications, graphic design, photography and videography. Founded in 1928, Studio Q also produces the annual Tricolour Yearbook. With industry-level equipment and exceptionally talented staff, Studio Q provides students with learning opportunities to develop valuable media production skills and build their experience in the media sector.

This year we have continued our mandate by transitioning our service to operate almost entirely remotely! Although we cannot continue some of our traditional work (such as photographing events around campus and providing hoods and gowns for convocation ceremonies), the pandemic has presented unique learning opportunities and areas of improvement in our service. This year has been one of learning: providing the foundational skillset for our volunteers, and refining the skills of our staff. It's also been one of organization, creating new procedures and manuals to standardize our operations in the future. A lot of hard and invaluable work has been put in this past year, and our team is excited to see how these changes will impact the service in years to come.



SERVICES



The Queen's Student Constables are committed to facilitating experiences through our professional and inclusive peer-to-peer security services. In ensuring the safety of all patrons, QSC removes barriers to experience fulfilment and gives each individual equitable access to enrichment. This past year, the service has been engaged with the university's COVID-19 management strategy in a variety of on-campus locations, most notably in residence. We will be taking this partnership into the new year as our main scope of work.

The Academic Grievance Centre (AGC) is the place to go with questions or concerns about academic grievances, discipline, or regulations. The volunteers that work in the centre (JDUC 040), are very knowledgeable about the academic policies of the University and can be a resource and support when students simply need someone to listen to their academic concerns.



Walkhome is a student-run service that provides members of the Queen's community with a safe and comfortable way to travel Kingston at night. It is an anonymous and confidential service, so our staff members do not wear clothes identifying them as a Walkhome team. In 2020, Walkhome released its fully functioning, updated, app, implemented mandatory police checks for all Walkhome staff and management, and increased its boundaries to reach anywhere within 2.2km of the JDUC. Whether students feel unsafe or just want company they can call (613) 533-9255 or use the mobile app to request a walk. Walkhome has remained fully operational through the pandemic since September.

The AMS Food Bank provides confidential and non-judgmental food options to members of the Queen's community. The Food Bank (JDUC 343) helps to ensure that Queen's students can be healthy and productive as they pursue academic achievement and works to alleviate poverty amongst Queen's community members. Learn more at www.AMSfoodbank.com.



The Queen's Journal (QJ), with a staff of almost 30 students, puts out print issues every Friday and releases online content throughout each week at www.queensjournal.ca. They welcome all students as writers and photographers as well as letters or opinion pieces from all members of the Queen's community. The Journal House is located at 190 University Ave.



Awards and Bursaries

(Established by AMS;
Administered by Queen's University)

The Agnes Benidickson Bursary

An endowed fund established in 1998 by the AMS in honour of the Chancellor Emeritus, Agnes Benidickson. Funds have been donated through student activity fees and raised through Project Millennium. Awarded to an undergraduate student in financial need in any year of the any faculty or school at Queen's. Twenty-five (25) recipients shared in the \$58,400 awarded leaving a balance of \$30 in the account. The capital account market value of the fund as of April 30, 2021 was \$1,743,670.

The AMS Accessibility Queen's Bursary

An endowed fund established by the AMS in 2007, and revised in 2015, awarded on the basis of the financial need of students with disabilities who are not eligible for funding through the OSAP Bursary for Students with Disabilities. The bursary will help with the costs associated with adaptive technology, transportation costs, etc. Seven (7) recipients shared in the \$19,500 awarded, leaving a balance of \$84 in the income account. The capital account market value of the fund as of April 30, 2021 was \$582,625

The AMS Membership Bursary

Established in 2014, this bursary is awarded on the basis of demonstrated financial need to Alma Mater Society members challenged in paying the cost of the AMS Mandatory Student Activity Fees. Contributions made by the AMS since inception of the bursary total \$156,982. Twenty-seven (27) recipients shared in a total award of \$15,777. The income account balance as of April 30, 2021 was \$695.

The AMS Indigenous Student Awards

An endowed fund established in 1990 by the AMS and awarded to Indigenous students entering First year in any faculty or school at Queen's with preference given to undergraduate students. Selection is based on academic standing and/or financial need. One (1) recipient received an award of \$3,500, leaving a balance of \$3 in the income account. The capital account market value of the fund as of April 30, 2021 was \$111,260.

AMS Sesquicentennial Bursaries

An endowed fund established by the AMS in 1990. Bursaries are awarded to students in any faculty or school with preference to single parents with day-care

expenses. In 2020-2021, awards between \$290 and \$8,145 were divided among six (6) recipients with a total disbursement of \$16,000. The capital market value of the fund as of April 30, 2021 was \$477,711 and the income account balance of the fund was \$11.

Disabled Students' Bursaries

An endowed fund established by the AMS and Arts and Science '82, to assist disabled students attending Queen's. Bursaries are awarded on the basis of need. One (1) recipient was awarded \$1,400. The capital market value of the fund as of April 30, 2021 was \$44,568, with an income account balance of \$95.

The Ida Mmari Scholarship for Refugee Students

An expendable fund established by students at Queen's University in memory of Ida Mmari of Tanzania, M. Pl. '83. Funded from a mandatory AMS student activity fee and donations, scholarships are awarded to refugee students and the scholarship is renewable for up to four years. Five (5) recipients shared awards of \$29,950. The income account balance of the fund as of April 30, 2021 was \$145,128.

Queen's International Students' Society Bursary

Established in 1993 by the Queen's International Students' Society, this bursary is awarded on the basis of financial need with preference given to an international student. The bursary is funded through a student activity fee. One (1) recipient shared total awards of \$4,805. The income account balance as of April 30th, 2021 was \$1,241.

Queen's Work Study

The Work Study program is jointly funded through student activity fees and Queen's Administration. The objective of the program is to provide an opportunity for students in financial need to receive priority for certain part-time jobs (generally, on campus) during their academic studies. In 2020-2021 the AMS received \$2,208 to be allocated to students in the program employed at our services.

Student Loans Program

An expendable fund established by resolution of the AMS Board of Directors in 1976 for the purpose of providing short-term loans to Queen's Students. Funding derives from interest on capital held by the

AMS and from interest earned on the loans to students. As of April 30, 2021, the student loan fund amounted to \$43,870.

The AMS/SGPS Out-of-City Healthcare Travel Bursary

Established in March 2016 by the AMS and the Society of Graduate and Professional Students, and awarded on the basis of self-identified need on the part of the applicant who requires financial support to attend healthcare appointments outside of the City of Kingston, generally, with a Specialist. The AMS contributes an annual amount of \$4,000. One (1) recipient received an award totaling \$300. The fund balance as of April 30, 2021, was \$22,300.

The AMS Emergency Taxi Fund

Established in 2000 by the AMS and created for students with temporary mobility impairments, who require taxi assistance to and from campus and

classes. AMS contributes an annual amount of \$5,500. No awards were distributed in this year. The balance in the fund as of April 30, 2021 was \$6,495.

The Reflection Award

Established in 2018 by the AMS, the Arts and Science Undergraduate Society (ASUS), and the Faculty of Arts and Science. Awarded to an undergraduate student on the basis of advocacy, leadership, and contributions to the Indigenous community at Queen's, with preference given to Indigenous students. One (1) recipient received an award of \$1,750. The balance in the fund as of April 30, 2021 was \$0.



Accessibility Queen's Fund

The Accessibility Queen's Fund was created by referendum in 1983 to support the capital needs of Queen's community members with disabilities on campus. The Accessibility Queen's Committee recommended payments totalling \$1,800 to continue to fund accessibility needs from capital projects and an annual \$9500 towards existing bursaries. The balance of this fund as of April 30, 2021 was \$136,945.

Advantage Fund

The Advantage Fund was created by the Board of Directors in 1997. It was designed to take advantage of the annual income growth made on the AMS' pooled investment assets. Transfers from the fund to the operating fund are made annually to fund the operations of the Board and are recorded as interfund transfers. The fund balance as of April 30, 2021 was \$2,228,387.

Health and Dental Plans Fund

The Health and Dental Plans Fund was created by the AMS Board of Directors in 2001 to provide accountability and visibility of accumulated surpluses and deficits arising from the Plan's activity. The AMS operates these plans under what is known as "self-insured" meaning that all administrative and financial risk is the responsibility of the AMS. The balance of the fund as of April 30, 2021, was \$4,998,019.

AMS Student Centre Fund

The AMS Student Centre Fund was established in 1991 and its purpose is to provide the AMS with control over the surpluses and deficits of its facility operations. The fund is to be used by the AMS to fund major renewal and renovation projects for the JDUC. The balance in the fund as of April 30, 2021 was \$1,982,309.

Student Life Centre Facilities Fund

The AMS entered into an agreement in 2011, and renewed in 2015, with Queen's University and The Society of Graduate and Professional Students which provides for the sharing of costs associated with the operation and maintenance of certain facilities known as the Student Life Centre. The agreement provides for the provision of two reserves; Long Term Operating and Capital, in support of these facility costs. The balance in the fund as of April 30, 2021 was \$271,430.



Financial Statement Guide

The Alma Mater Society of Queen's University Incorporated ("AMS") prepares financial statements on an annual basis which are audited by an independent public accounting firm approved annually by the Assembly and AMS Board of Directors. The current auditors of the AMS are KPMG LLP. The financial statements are comprised of the statement of financial position as of April 30th, which is the AMS' fiscal year end, the statements of operations, changes in net assets, cash flows for the year ended April 30th and notes to financial statements. Schedules of revenue, expenses and interfund transfers by major activity are included for further detail. Copies of the audited financial statements including the Independent Auditors' Report may be obtained from the AMS office or www.myams.org.

Selected financial information is included to highlight the financial position and results of operations of the AMS. In addition, a brief synopsis of terms and definitions follow to assist in the understanding of the financial information and serve as a guide to the inexperienced reader.

INDEPENDENT AUDITOR'S REPORT

An Auditor's Report is a formal opinion issued by an independent public accounting firm to the stakeholders of an entity on completion of an audit. The report describes both management and auditor responsibilities for the financial statements, a description of what an audit involves, and an opinion on the fair presentation of the financial statements in accordance with accounting standards. An opinion is given based on "reasonable assurance" that "material misstatement" does not exist. There may be errors but none significant to impact decisions made by users of the financial statements. A clean or unreserved opinion means that the auditors were able to satisfy themselves that the above conditions were met.

STATEMENT OF FINANCIAL POSITION

The statement of financial position, also known as the balance sheet, is a snapshot of the financial position of an entity on the last day of its year-end. The balance sheet is divided into three main sections; assets, liabilities and net assets. Net assets represent the financial health of the entity.

Assets: An asset is an expenditure which is expected to provide benefit to the entity now and into the future. Assets are listed on a balance sheet in order of liquidity (i.e. ease with which the asset can be converted into cash). Capital assets are recorded at historical cost and are amortized (a charge to operations) over a period of time determined by the Board of Directors.

Liabilities: A liability is an obligation. Liabilities are segregated between those due in one year and less (current liabilities) and those which will come due in greater than one year. The majority of liabilities of the AMS consist of short-term obligations due to suppliers, government agencies and amounts held by the AMS on behalf of other non-AMS groups.

Net assets: Net assets or equity is the residual after deducting liabilities from assets. In essence, it represents the “net worth” of the company. The equity section is typically divided into several key components; the operating fund, reserves and restricted funds. The operating fund is the accumulated surpluses and deficits from operations from inception of the entity. The operating fund includes all activities except for those managed by a fund or reserve. Reserves are established and approved by the Board of Directors. Lastly, an entity establishes restricted funds to separately account for certain activities outside normal operations. These restricted funds are designated either internal or external dependent upon the entity’s control over the fund and the involvement by external persons.

STATEMENT OF OPERATIONS

The statement of operations reports revenues less expenses for an entity for a reporting period which is usually one year. The AMS reported a net surplus from the operating fund of \$1,202,798 for the 12 months ended April 30th, 2021. Also reported for the year are the results for the restricted funds, which is a surplus of \$2,244,532.



Financial Statements

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED

Statement of Financial Position

April 30, 2021, with comparative information for 2020

	2021	2020
Assets		
Current assets:		
Cash	\$1,883,651	\$806,344
Marketable securities	11,446,846	9,907,932
Accrued interest	13,978	16,937
Accounts receivable	697,236	842,670
Inventories	176,997	210,359
Prepaid expenses	15,990	16,874
	14,234,698	11,801,116
Capital assets	199,050	208,783
Other Assets:		
Student loans program	43,870	43,360
	\$14,477,618	\$12,053,529
Liabilities and Net Assets		
Current Liabilities:		
Accounts payable and accrued liabilities	\$1,303,244	\$2,127,936
Funds held for Queen's Bands	27,970	234,844
Funds held for Union Gallery	36,555	28,230
	1,367,769	2,391,010
Net assets:		
Net assets invested in capital assets	199,050	208,783
Other reserves – internally restricted	250,000	250,000
Internally restricted funds	9,375,538	7,201,008
Externally restricted funds	271,430	201,428
Operating fund- unrestricted	3,013,831	1,801,300
	13,109,849	9,662,519
	\$14,477,618	\$12,053,529

Financial Statements

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED

Statement of Operations

Year ended April 30, 2021, with comparative information for 2020

	2021			2020		
	Operating Fund	Restricted Funds	Total	Operating Fund	Restricted Funds	Total
Revenue:						
Services revenue	\$ 2,528,735	\$ –	\$ 2,528,735	\$ 4,804,133	\$ –	\$ 4,804,133
Other corporate revenue	1,983,579	–	1,983,579	3,645,990	–	3,645,990
Government revenue	831,403	–	831,403	1,064,938	–	1,064,938
Restricted fund revenue	–	7,536,653	7,536,653	–	5,945,121	5,945,121
	5,343,717	7,536,653	12,880,370	9,515,061	5,945,121	15,460,182
Operating expenses:						
Services expenses	2,272,003	–	2,272,003	4,538,718	–	4,538,718
Other corporate expenses	1,727,798	–	1,727,798	3,972,599	–	3,972,599
Government expenses	494,469	–	494,469	995,291	–	995,291
Restricted fund expenses	–	4,938,770	4,938,770	–	5,055,969	5,055,969
	4,494,270	4,938,770	9,433,040	9,506,608	5,055,969	14,562,577
Excess of revenue over expenses (expenses over revenue)	849,447	2,597,883	3,447,330	8,453	889,152	897,605
Interfund transfers - general	353,351	(353,351)	–	221,059	(221,059)	–
Excess of revenue over expenses, net of interfund transfers - general	\$ 1,202,798	\$ 2,244,532	\$ 3,447,330	\$ 229,512	\$ 668,093	\$ 897,605

Alma Mater Society 2020-2021

Executive

Vice President (Operations) Alex Samoyloff	President Jared den Otter	Vice President (University Affairs) Alexia Henriques
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Permanent Staff

General Manager Lyn Parry	Facilities Officer Troy Buchanan	Administrative & Payroll Officer Kim Campbell
Controller Lyn MacFarlane	Operations Officer Dom Conacher	Administrative & Payroll Assistant Maria Barzowski
Accounting Assistant Darlene Perry	Information Officer Wayne Pender	Special Projects Officer Chloe Draeger
	Human Resources Officer Ian Trew	

Government Managers

External Affairs Commission Matthew Mellon – Commissioner Eric Flowers – Housing Resource Centre Manager Josée Lalonde – Academic Grievance Centre Manager	Campus Affairs Commission Charlotte Galvani – Commissioner Alessia Rizzello – Orientation Roundtable Coordinator	Social Issues Commission Angela Sahi – Commissioner Max Moloney – Foodbank Manager
Advancement Office Emma Solecki – Director of Alumni and Sponsorship	Marketing Office Kassandra Greenhalgh – Director Serena Geng – Marketing Research Manager	Clubs Commission Olivia Stanton – Director Sarah Deckers – Deputy Director
Human Resources Office Eve Garrison – Director Bryn Harvey-Raymond – Talent Acquisition Manager	Communications Office Patrice Oliveira - Director	Environmental Sustainability Commission Molly Urquhart - Commissioner
	Information Technology Office Nathaniel Gerchikov – Director	Secretariat Caroline Hart – Secretary Rosalyn Martin – Judicial Affairs Laura Devenny - Chief Electoral Officer

Service Managers and Board of Directors

Common Ground Emily Thompson – Head Manager	Peer Support Centre Peter Mendolia – Head Manager	AMS Board of Directors
Printing and Copy Centre Jessica Brender – Head Manager	Walkhome Ben Davies – Head Manager	Student Directors Jordan Nensi – Chair Lucas Borchenko – Vice Chair Bani Arora Tim Lampen Zoey Aliasgari Alexia Tesca
Queen's Student Constables Wendy Li – Head Manager	StudioQ Raj Brar - Head Manager	Non-Student Directors Patrick Kennedy Ryan Campbell David Masotti Joseph Villamizar
Queen's Journal Raechel Huizinga – Editor-in-Chief	Tricolour Outlet Caroline Uchida - Head Manager	
Student Life Centre Julia Andersen – Head Manager		

Contact:

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