

Annual Report

Alma Mater Society
of Queen's University

2021 - 2022



Annual Report Editorial Board

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About Executive Message

The 2022-2023 AMS Executive consists of Eric Sikich, President; Tina Hu, Vice-President (Operations); and Callum Robertson, Vice-President (University Affairs).



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 2021-2022 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.

Mission Statement

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

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 Mandatory fees which include 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.

About AMS By the Numbers

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Commissions

9

Faculty Societies

20+

Salaried student-staff

300+

Ratified clubs

400+

Student volunteers

20,000+

Student members

6

Offices

11

Services

164

Years of excellence

400+

Paid student-staff

1,000+

Job applications

\$292,000+

Bursaries given



Year ended April 30, 2022

2022

2021

Consolidated Statement of Operations

Revenue	\$12,433,467	\$12,880,370
Expenses	\$11,499,677	\$9,433,040
Excess of revenues over expenses	\$933,790	\$3,447,330
Operating fund	\$327,217	\$1,202,798
Restricted funds	\$606,573	\$2,244,532

Consolidated Statement of Financial Position

Assets	\$15,372,872	\$14,477,618
Liabilities	\$1,329,233	\$1,367,769
Net Assets	\$14,043,639	\$13,109,849

Net Assets Comprise

Invested in Capital Assets	\$220,736	\$199,050
Internally Restricted Funds	\$10,162,109	\$9,625,539
Externally Restricted Funds	\$341,432	\$271,430
Operating Fund - Unrestricted	\$3,319,362	\$3,013,831

About Management Team



EXECUTIVE

President	Zaid Kasim
Vice President, Operations	Tiana Wong
Vice President, University Affairs	Ryan Sieg

PERMANENT STAFF

General Manager	Lyn Parry
Controller	Lyn MacFarlane
Senior Accountant	Sajjad Khan
Accounting Assistant	Darlene Perry
Facilities Officer	Troy Buchanan
Operations Officer	Dom Conacher
Information and Records Officer	Wayne Pender
Human Resources Officer	Ian Trew
Administrative & Payroll Officer	Kim Campbell
IT Officer	Matthew Guy
IT Systems Technician	Andrew Phillips

OFFICES

Director of Communications	Maddie Zarb
Director of Marketing	Peter Brickell
Secretariat	Laura Devenny
Student Life Centre Head Manager	Summer Chen
Talent Acquisition Manager	Nicole Sobolewski

COMMISSIONS

External Affairs Commissioner	Jacob Marinelli
Campus Affairs Commissioner	Anika Chowdhury
Orientation Roundtable Coordinator	Alessia Rizzello
Social Issues Commissioner	Samara Lijiam
Clubs Commissioner	Brian Seo
Environmental Sustainability Commissioner	Jessica Wile

SERVICES

Common Ground Head Manager	Jack Martindale
Print & Copy Centre Head Manager	Paige Flippance
Student Constables Head Manager	Josh Bolton
Queen’s Journal Editors-in-Chief	Aysha Tabassum & Shelby Talbot
Peer Support Centre Head Manager	Chris Yuen
Walkhome Head Manager	Amanda French
Studio Q Head Manager	Ashley Cowie
Tricolour Outlet Head Manager	Meghan Soares
AMS Food Bank Head Manager	Paige Redmond

BOARD OF DIRECTORS

Chair	Bani Arora	
Vice Chair	Alex MacDonald	
Student Directors	Tim Lampen	Rafea Rawan
	Rody Yehia	Jinho Lee
Community Directors	David Masotti	Joseph Villamizar
	Ryan Campbell	Patrick Kennedy

About Assembly Composition

The 2021-2022 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
Four Elected Representatives

HEALTH SCIENCES SOCIETY

President

CONCURRENT EDUCATION STUDENTS' ASSOCIATION

President
Two Elected Representatives



ARTS & SCIENCE UNDERGRADUATE SOCIETY

President
Vice President
Five Elected Representatives

COMPUTING STUDENTS ASSOCIATION

President
Vice President, Operations
Vice President, University Affairs

COMMERCE SOCIETY

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

HEALTH & PHYSICAL EDUCATION & KINESIOLOGY STUDENTS ASSOCIATION

President
Vice-President, University Affairs
Equity and Wellness Officer

MBA STUDENT EXECUTIVE COUNCIL

President
Vice President

OTHER EX OFFICIOS (NON-VOTING)

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

Executive Overview Team RTZ



The 2021-2022 AMS Executive consisted of Zaid Kasim, President; Ti-ana Wong, Vice-President (Operations); and Ryan Sieg, Vice-President (University Affairs).

This year proved to be unique for Team RTZ, with the effects of COVID-19 resulting in mostly remote operations for the AMS. Regardless, the Executive accomplished many achievements and worked on several key matters, such as COVID-19 and Service Operations, the JDUC Redevelopment Project, Sustainability, Internal Relations and Community Building, Advocacy Work, the Bus-It Program, and Equity Work.



President

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 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.



VP, Operations

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.



VP, University Affairs

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.

Executive Overview

Action

COVID-19

After a semester of in-person academics and campus activities during the Fall, the AMS services and offices were once again closed, amongst the University's decision to transition academics back to remote delivery for the beginning of the Winter term. The AMS worked with the Campus Operations Group to pass various safety plans and push through reopening plans for student services. Given the many restrictions on in-person activities mandated by public health and the University, we also advocated for the student body to allow the reopening of the food court in the Queen's Centre to enhance student life. Following the return to in-person activity after the Reading Break, the AMS successfully ensured the smooth transition of services from online operations back to in-person spaces. This included the implementation of curbside pickup and mobile ordering options. Several event planning guidelines were also implemented for students to easily access and reference changing COVID-19 and risk management regulations.

JDUC REVITALIZATION PROJECT

The John Deutsch University Centre (JDUC) Revitalization project has undergone many exciting and new developments.

The AMS has advocated in support of the University waiving the \$10 million fundraising requirement, which was an initial condition that had to be met in order for the project's approval; this has allowed the project to move forward. Additionally, the AMS advocated for the Muslim community and has secured an interim prayer space in a temporary location while the JDUC is under construction. With the JDUC redevelopment and construction underway, the AMS worked with the Facilities Officer and the University to relocate all services and operations out of the JDUC and into our new temporary homes, the LaSalle and Rideau Buildings during April.

SUSTAINABILITY

As the second year of reinstating the Commission of Environmental Sustainability (CES), the AMS saw the implementation and prioritization of several sustainable initiatives. Major accomplishments included the Plastic-Free July and Local Business of the Week campaigns, the creation of the Deputy of Environmental Justice position which oversaw the Student District Clean-Up Volunteer Project, and the opposition to the Coca-Cola exclusivity contract with Queen's University.



Furthermore, the CES successfully ran Sustainability Month in October, with initiatives such as the dumpster painting contest and hosting several different exciting guest speakers. This year also saw a successful Veganuary, which is an initiative to encourage individuals in the community to contribute to the humanitarian goals of veganism. Through the Sustainability Action Fund, the AMS allocated funds to several different sustainability groups on campus. The CES also collaborated with different AMS Senior Managers and staff, such as Common Ground Coffeehouse to find more sustainable suppliers.

INTERNAL RELATIONS AND COMMUNITY BUILDING

This year, the AMS saw an importance in improving and optimizing internal relations and operations within the organization. This included mandated bystander intervention training for all AMS volunteers and employees, as well as the Gender Based Violence certificate for all AMS elected and senior management members. Furthermore, both the Resident Society and Queen's Student Alumni Association were added to join President's Caucus and AMS Assembly to facilitate better and more efficient collaboration.

The AMS also rekindled relationships with Faculty societies by holding weekly President's Caucus meetings to cater to each society's individual needs and offering our support. Additionally, HR Downloads was implemented to enhance delivery of training, contracts, and policy development within the Human Resources Office. The AMS also facilitated and supported various projects by our permanent staff IT team to bring the organization forward into a current, up-to-date, safe and secure IT environment; such as the IT helpdesk, enhanced security, and IT procedure and processes.

ADVOCACY WORK

The AMS has accomplished several advocacy-based initiatives this year. After continuous discussions advocating for various topics such as academics, wellbeing, and culture, the University has committed \$420,000 to enhance and support Student Wellness Services as well as the prioritization of prayer space on campus. Additionally, the AMS facilitated and attended the Ontario Universities Student Alliance (OUSA) and hosted the virtual General Assembly in March, as well as authorizing a Student Financial Aid Paper.

Executive Overview

Action

We have also lobbied student needs to Members of Provincial Parliament (MPP) and the provincial government, such as affordability, racial equity, disability, and Sexual Violence Prevention and Response. Furthermore, the AMS has lobbied with the Undergraduates of Canadian Research Intensive Universities (UCRU) to discuss financial aid, employment, and mental health support for students to various Members of Parliament, as well as sat on Co-Curricular Restart Advisory Group (CRAG) to advocate for a student-focused campus reopening framework.

BUS-IT GRANT PROGRAM

In Summer 2020, the Bus-It program between the City of Kingston and the AMS was cancelled due to COVID-19 and the strong indication that students would not return to campus in the fall. The AMS cancelled the contract so that students would not be paying for a service they were unable to use.

The City of Kingston introduced a student pass during the period when there was no Bus-It program, however, it cost students more than it would have if the Bus-It program were still in place. In response to this, the AMS offered a Bus Pass Bursary to help those students that purchased a bus pass to

ensure that the bus was financially accessible to both AMS and SGPS members. The bursary program was in effect from the Fall of 2020 to the Summer of 2022.

During Winter 2022, the AMS ran a referendum to determine if students wanted the return of the Bus-It program and it successfully passed. Negotiations commenced with the City of Kingston and the AMS facilitated the reinstatement of the Bus-It Program to commence in Fall 2022.

EQUITY WORK

With an ongoing goal to make meaningful equity work and continuous improvements in this sector, the AMS organized a successful Walk-Out in solidarity with the victims of Western University who experienced sexual and gender-based violence. Spearheaded by the Social Issues Commission, the AMS released its second annual EDII Commitments, as well as created four new AMS Equity Awards to honour and celebrate equity work on campus. Furthermore, the AMS has supported external organizations, such as the Mutual Aid Alliance and the Gender Affirming Assistance Project, in their application for a student fee, which was successful during referendum.



We also partnered with the Sexual Violence Prevention and Response Services (SVPR) to host Gender Based Violence Prevention and Awareness Month.

Other notable initiatives included the collaboration with the Peer Support Centre to create the Queers Supporting Peers initiative, the introduction of a new Indigenous Initiatives Coordinator part-time position, and one new student fee for the AMS Equity Grants.

NOTABLE ACHIEVEMENTS

The AMS has facilitated and organized various projects and initiatives this year, such as the AMS Charity Month that successfully raised \$2500 for the Kingston Youth Shelter. Other achievements included participation in our first worldwide event in Shanghai for international students through our International Affairs Deputy, the issuing of the first ever AMS International Student Bursary and AMS International Student Council, and the ratification of Queen's Model Parliament as an AMS Club beginning in May 2022. Furthermore, the Commission of Internal Affairs held successful Fall and Winter referenda and elections, as well as the most contested Rector election yet in AMS's recent history.

Report 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 Incorporated.

To better serve students and the corporation, the Board approved several capital expenditures throughout the year for long-term investments in our services. Over and above the regular business, the Board undertook various internal projects through its committees.



Board accomplishments:

- Strategically faced the COVID-19 pandemic assessing the best options for AMS operations, prioritizing offering recommendations and human capital support to management.
- Oversight of the beginning of the JDUC Revitalization Project.
- Approved and supported all goal plans, budgets from services, offices, commissions.
- Adopted 10+ new key restructuring proposals, such as the addition of two new student human resources staff and the Queens 4 Peers manager.
- Reviewed policies such as Harassment, Discrimination, and Violence policy, Information and Record Management Policy, Hiring and Appointment Policy and Procedures and revised policy change procedure to provide increased accountability.
- The Finance and Risk committee began to develop a high-level risk matrix to better assess and manage our risk registry.
- Successfully increased compensation for the President, VP/UA and VPOPs to provide competitive and fair pay.
- Held the Corporate Special General Meeting and Corporate Annual Meeting to meet with student and faculty society stakeholders to answer questions, be held accountable, and provide transparency in board activities.
- 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 Board will continue to enthusiastically offer strategic advice, human capital support and financial oversight to support Management.



Report Assembly



The Assembly is the highest governing body of the Alma Mater Society. It is comprised of representatives from all Undergraduate Faculty Societies and other interest groups, such as the Board of Directors and Rector. Assembly fulfills its mandate by debating motions, asking questions of elected student leaders, and reviewing recommendations submitted by the AMS Executive, AMS Senior Management, and Faculty Society Executives. The Assembly is constitutionally empowered to direct the Executive, Commissioners, Judicial Affairs Manager, and Secretariat to conduct their responsibilities in the student body's best interest. This system facilitates the democratic involvement of all AMS students in their governance.

All AMS members are encouraged to attend the monthly Assembly meetings. This year, Assembly was held predominantly online, but one meeting was held in the Rose Innovation Hub of Mitchell Hall. Some major undertakings at Assembly were several major Policy overhauls and updates that refined how we operate. Furthermore, many clubs were ratified, and the Rector was elected along with normal operations.

Highlights of Assembly 2021-2022:

- Ratified 50+ new clubs.
- Approved the opposition to the University's exclusivity agreement with Coca-Cola.
- Approved budgets and goal plans for AMS Commissions, Orientation Roundtable, and Secretary of Internal Affairs.
- Approved election budgets and requirements.
- Validated election and referenda questions for candidates and student fees.
- Hosted guest speakers from different equity groups on campus.
- Discussed advocacy from the Fall Term Break survey results, to better understand the needs of students.
- Discussed the Student Experience survey and different tangible ways to implement the results in student government at all levels.
- Voted to improve Assembly policy, ensuring the safety of Online Assembly, and a 500 to 1 member to student ratio.
- Added the Queen's Student Alumni Association to Assembly.
- Improved conflict of interest and endorsement guidelines in elections policy, as well as improved formatting and clarity.



- Ratified students to different positions within the AMS and the Judicial Affairs Office to provide accountability to the Assembly.
- Launched an accessible how-to-run guide for AMS Elections.
- Improved guidelines for the Robert Sutherland Award.
- Advocated for student orientation leaders.
- Nominated students to various committees, such as the External Relations Committee, AMS Staff Award Committee and more.
- Administered different preventative safety approaches during homecoming, including increasing support staff and providing food trucks on campus.
- Planned new approaches to student elections and advocacy for the Office of the Rector, producing 6 candidates and high engagement.
- Revived the role of the Rector by advocating to the University Secretariat to improve support for the Office.
- Became a critical liaison between students and University Administration regarding student feedback on online schooling, the COVID-19 Pandemic and response.
- Produced the first-ever Annual General Meeting Report, providing further insight on the goals that the executive, Commissioners and Secretariat completed throughout the year.
- Facilitated the connection between Faculty Society Presidents and the AMS President through a weekly President's Caucus, improving communication and collaboration between the AMS and Faculty Societies.
- Created an accessible how-to-assemble guide featuring history of AMS Assembly, how to create motions, how to debate, and detailed profiles and contact information of Assembly members to be available to students.

Report 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 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 recruitment, training, discipline, evaluation, and appreciation procedures for employees and volunteers.

The Human Resources Office has undergone a great deal of change over the last year. We ended the 2020-21 year with hiring a permanent staff HR Officer, Ian Trew. We struggled this year with staffing the Director of Human Resources role, and as a result we have restructured the entire office. Moving forward, Ian Trew will be accountable for all HR related tasks. Reporting to him will be the Human Resources Manager (HRM), The Talent Acquisitions Manager (TAM), and the Human Resources Admin. This will be a cross functional team allowing for flexibility in the day-to-day HR activities and the ability for us to shift resources where needed.

This year, the HRO adopted HRDownloads as our new Online Human Resources Information System, to be used as the primary system for storing employee information, communicating policy and disciplinary measures, and assigning/monitoring training completion. This system combined with the support of the IT department has allowed the HRO to become paperless!

Other developments include improvements to relationships with other Key stakeholders within the AMS.



Most notably, clearly defining the relationships with I.T. and Payroll have allowed us to streamline tasks across the organization. This has had many benefits including improved communication and the establishment of a much more professional onboarding experience.

At the end of the year, we encountered challenges with recruitment this year due to lack of applicants. The TAM and HR Admin worked closely with the Marketing director through the use of social media, hiring events, boothing, and targeted e-mails to increase engagement on AMS Apply. They lead multiple meetings to update stakeholders and created a hiring calendar to ensure clear communication of key dates and times, and adjusted it as necessary.



The Office of the Secretariat (SIA) is responsible for the society's overall governance

and ensuring that the internal functions of the AMS are running smoothly. This includes elections, referenda, AMS Assembly (the AMS legislative body), AMS Board of Directors, judicial affairs, and keeping policy up to date. The SIA houses two distinct sub-offices, the Judicial Affairs Office, and the Elections Team. The Office of Internal Affairs works to provide students with open access to the electoral processes and Assembly.

2021-22 was a successful year, seeing twelve Assemblies (with the return to in person), three elections/referenda's, the Report on Non-Academic Misconduct, and the updating of many key policies. Elections policy, as well as related material such as the website and a new elections logo, got an overhaul. The elections team saw the highest candidate turnout for the University Rector, with six candidates. Other policies were improved and updated, such as Assembly policy, awards policy, Rector policy, and clubs' policy, and the AMS Constitution has been set up with much needed improvements and updates, with a focus surrounding transparency, accessibility, and equity.

Report Offices

The office created the AMS Governance social media account, to create increased transparency to the governance of the AMS. Also, new, accessible documents including How to Run (elections), How to Assembly (AMS Assembly) and the first iteration of the Annual General Meeting Report outlining Assembly accomplishments were released. The office was also involved in Queen's University committees, such as the Policy Advisory Subcommittee and Committee on Academic Integrity to advocate for students. Lastly, the office continued to fulfil its mandate of being the corporate Secretary of the Board of Directors.



The Marketing Office aims to promote AMS initiatives, opportunities, and services by establishing various channels to engage students with the AMS. Through running various media campaigns and providing resources to services, clubs, and societies to assist in social media and event promotion, the Mar-

keting Office works towards helping students connect with their student government and the opportunities that exist. The Marketing Office is also responsible for monitoring the AMS's brand awareness, the supervision and creation of AMS digital media content, and interacting with the student body.

This year brought with it several challenges, opportunities, and achievements for the Marketing Office. Two of the major challenges that the AMS found itself facing over the 2021-2022 period centered around a lack of transparency and navigating changes along COVID-19 restrictions. The AMS experienced a higher-than-usual level of Management turnover in the first half of the year which led to a series of highly critical articles created by the Queen's Journal pointing towards a failure to remain transparent. The second challenge presented itself as Kingston continued to navigate through various levels of restrictions attributed to the COVID-19 pandemic and the presence of new variants. This impacted the ability for AMS offices to return to in-person and further affected many of the offices, commissions, and services through limiting their ability to serve and support the student population consistently and extensively.



Despite the challenges faced this year, the Marketing Office was able to achieve consistent social growth and, engagement, increasing the follower count by approximately 1000 accounts on our Instagram page, as well as supporting other offices in facilitating events that were impacted by COVID-19 restrictions. Of particular importance, the AMS WTF "What's This Fall" hiring event, an event hosted by the Human Resource Office, was set to take place in-person but was required to transition online within the final two weeks prior to it taking place. Through this, the Marketing Office was able to provide logistical and technical support in ensuring this event was able to run, with over 600 attendees gathering knowledge about opportunities and experiences available within the AMS for the following year.



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.

This year, the Communications Office worked closely with the Queen's University Integrated Communications team to facilitate the return to campus and ensure that students received accurate, up-to-date information. A communications policy was established in the AMS to streamline operations and implement consistent and effective communications strategies and procedures AMS-wide.

Report Offices



The Information Technology (IT) Office works to provide and maintain the IT infrastructure, security, and support services to the AMS and its stakeholders. These services come in the form of both individual department plans and consultation on other stakeholder initiatives that require an IT component. 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 IT department spent a lot of time and effort in 2021-22 designing and implementing many foundational IT pillars to strengthen the AMS. These areas included:
Infrastructure improvements in the form of

further integrations with the Microsoft 365 cloud, New Microsoft Dynamics platform, IT Ticketing Platform, New Backup Platforms and New Remote Remediation platform.

Security improvements in the form of better software and firewall stacks, server improvements, multifactor authentication rollout and policy enhancements.

Support improvements in the form of new helpdesk system to streamline support, a more reliable and cost-effective partner for our internal IT tools, and a strong backup platform to bolster redundancy in our data stacks.

Management and administrative improvements in the form of improving our automation process for common issues, better and more accurate inventory reporting, stronger permission-based systems for more granular user access, and more reliable Windows patch management.

Moving forward, the primary objective of the IT department for 2022-23 is to continue to enhance and utilize existing systems that were implemented during the 2021 fiscal year.



Typically, with a large implementation year, it is best practice to leverage the following year to enhance the new architecture and ensure the organization is extracting the highest possible value from these completed initiatives.



The Student Life Centre (SLC) is the heart of student life on campus. It comprises three buildings with numerous spaces, services, and resources dedicated to enhancing the quality of student and campus life at Queen's. The SLC provides exclusive 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 2021-22 school year, the SLC was able to achieve different initiatives and projects. For example, the SLC collaborated with over

30 Kingston local businesses and organized both summer & winter giveaways. Additionally, the SLC established new price rates to support the Queen's student bodies and broader Kingston communities. Moreover, the SLC prepared exam care packages and organized Late Night Breakfast for students during the exam session. In April, we moved our front desk from the John Deutch University Centre to the first floor of the Queen's Centre.

Report Commissions

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



The Commission of External Affairs (CEA) plays a key role in connecting Queen's student populations to an accessible and quality post-secondary education through issues that run external to the AMS. The 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.

The 2021-22 year had the goal of establishing 4 objectives. The first objective was to so-

lidify the commissions following restructure. This includes strengthening the Academic Affairs manager, strengthening the Housing Resource manager, reopening the service for in person capacity, reengaging the commission after COVID-19, and reimplementing the QSSET evaluations to in person.

The second objective was to strengthen municipal relations and improve quality of life of students within the university district. This was proposed by making the university district safer, collecting information about housing concerns, reconnect with municipal stakeholders from the past, reintroducing community development summit, investigating waste management potential within the University district, and investigating the implications of sidewalk salting in the district.

The third objective was to strengthen advocacy potential within the commission. This was proposed to be done by strengthening the advocacy potential of the commissioner role and engagement, increasing transparency between OUSA and UCRU advocacy effort, and advocating for enhanced professional skill-building and experiential learning opportunities.



Finally, the fourth objective is to increase transparency and knowledge of student body surrounding commission affairs. This was done by raising awareness surrounding AMS provincial affairs, promote general understanding of academic policies and procedures among students at large.

This year proved to be very unique for the AMS due to the uncertainties of what could be accomplished given the year being online. Any planning that was taken place considered the uncertainties of whether they would get accomplished. Unfortunately, the CEA role last year was cut short early in February, resulting in a lack of updates to be reported on. The role was vacated after February and was taken on by the VP of University Affairs, on top of their previous outlined tasks. This caused events such as the Housing Resource Fair, Housing Resource Summit, and office hour sessions to not occur.



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, Worldly, Transfer Students) Orientation, Queen's Model Parliament, Health and Wellness, and an International Affairs Deputy.

This year, the Campus Affairs Commission worked further to solidify its mandate since its transition from Campus "Activities" Commission two years ago. We have introduced a stronger framework amongst the CAC team and prioritized projects to contribute to bettering the campus climate. We introduced the first ever AMS International Student Bursary and an AMS International Student Council. With these initiatives, the AMS will be able to increase the support and advocacy efforts for international students. Through Orientation Roundtable, we worked with the Student Experience Office in planning for the return of a fully in-person Orientation which will continue over the summer. The AMS will now have two full-time staff completely dedicated to Orientation planning and supporting the Faculty Societies for the entire summer term, May to August. The CAC also implemented an automated system for the existing Event Sanctioning procedure to better the workflow and communication to event organizers.

Report Commissions

To wrap up, Queen's Model Parliament, the last club remaining in the CAC, was ratified as an AMS club much like the other student-led groups on campus. This allowed for the expansion of the Sponsorship Coordinator role to an Assistant Manager of Sponsorship and Special Projects which will allow the CAC to take on more advocacy initiatives as aligns with the newer mandate.



The Social Issues Commission (SIC) aims to address equity issues, facilitate dialogue, and promote social justice in the Queen's community. The SIC seeks to serve and 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 aims to leverage their access to the Queen's administration to hold the University accountable and eliminate marginalization on campus.

In the 2021-22 year, the SIC worked to up-keep ongoing initiatives and create new initiatives to better serve students. Ongoing initiatives include the Period Product Distribution Project, which aims to provide students with equitable access to period products, and the various equity awards and grants which aim to highlight and celebrate members of the Queen's community. New initiatives include the creation of a Whistleblower Policy and the Street Party Task Force. The SIC is excited for the upcoming year, and we are dedicated to the ongoing goal of making Queen's an inclusive and welcoming place for all!



The Clubs Commission acts as a support system for AMS-ratified clubs by facilitating club space, event insurance, student funding via grants and bursaries. The Clubs Commission acts as the steward in developing resources for event planning, leadership and



marketing. It engages in advocacy efforts within the university setting on behalf of student led co-curricular engagement on campus.

The Clubs Commission began the year representing 284 ratified clubs providing community and membership for the 26,000+ AMS & SGPS members of Queen's University. The 2021-22 academic year ended with 354 ratified clubs with 241 re-ratifying for the 2022-23 academic year.

Major accomplishments include the return to campus via on campus co-curricular activities and sequential re-opening of club spaces on-campus. Cornerstone events such as the fall Tricolour Open House held in collaboration with the Athletics & Recreation and the Student Experience Office attracted over 1,800 student attendees. The Clubs Commission also passed policy changes mandating training for Club executives on campus on sensitive topics such as sexual violence with plans to grow the programming further.



The Commission of Environmental Sustainability (CES) advocates for sustainable actions to fight climate change and encourages student engagement. The CES also works towards education, accessibility, and advocacy for sustainability on Queen's campus.

In the second year since the reinstatement of the CES, the AMS saw the prioritization and implementation of several sustainability initiatives. Our biggest projects included the Sustainable Action Fund, Sustainability Month, the Sustainable Event Certificate, and the Collective Closet. These projects will continue into the next year with the new commissioner, alongside a newly introduced position, the Marketing Deputy.

Report 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.



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 experiencing continued store closures due to changing public health restrictions and measures, Common Ground operated only through mobile pick-up for the 2021 summer months and February 2022, closed early in December 2021, and remained entirely closed for January 2022. These continued closures greatly impacted our sales as well as waste management. As public health recommendations shifted throughout the year, so did the need for Common Ground to adjust its cleanliness responsibilities and tasks completed by our staff and managers-on-duty. Due to this, cleanliness was a challenge as cleaning tasks were often being missed or forgotten. On the other hand, the 2021-22 year still offered several opportunities to the service.

Two new automatic espresso machines were purchased, which helped us match the increased demand for hot drinks from our customers, as well as giving customers better quality brew of espresso. The Purchasing Manager found compostable stickers to use for our premade wraps and sandwiches, which means that our entire premade packaging is now compostable.



To add to our sustainability efforts, Common Ground introduced a partnership with Queen's Hospitality in which students can receive their food item in a reusable good-to-go container instead of a to-go package. This is similar to the HuskeeCup swap program and aims to increase the use of reusables around campus.



The Printing and 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.

This year, the P&CC introduced an environmentally friendly paper type at the same cost as our old standard paper type, as well as digital Course Packs for students as opposed to printing the materials as part of a more sustainable effort. We also continued to facilitate and foster a one stop shop for students that combines both the services of the Printing & Copy Centre and Studio Q. Therefore, we are actively looking into initiatives that can streamline both services for the P&CC & Studio Q Merger.

The P&CC was also faced with the challenges of reopening, navigating our role as a print shop post-pandemic, and remaining relevant amongst students and the Kingston community due to the multiple COVID-19 pandemic related closures. Given we are a print shop, waste management and sustainability has also been a challenge. However, this year's team worked to improve operational efficiency to reduce the overall waste produced by the service; such as implementing new and stronger training strategies to mitigate the learning curve that comes with hiring new staff.

Report Services



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. In addition to student support, the HRC runs a number of advocacy campaigns and events related to tenants' rights, property standards, and finding housing for students. The Centre works closely with the Queen's Off-Campus Living Advisor and the City of Kingston to ensure that students are made aware of their rights and responsibilities while living in and around the University district.

Due to the changing nature of campus health guidelines this year, the HRC was not able to run its signature Housing Fair and Housing Conference this year, but we are looking forward to running said events in the next academic year. While our in-person office

was closed to the public, our HRC Officers oversaw our online communications and participated in a number of City/Queen's leaflet drops around the University District this year. Overall, this year marked a turning point for the service as we look to grow our advocacy efforts next year, and to re-engage with students as more return to campus.



The Peer Support Centre (PSC) provides students at Queen's University with confidential, non-judgemental, empathetic peer-based support including resource referrals and practical assistance on a drop-in basis. The PSC also works to contribute to the development of a supportive and inclusive campus environment within the Centre and externally through outreach and marketing campaigns.



This year, the PSC introduced a new hybrid model to increase the accessibility of the service and accommodate for pandemic-related safety precautions. This new model provided students with the opportunity to seek support both online or in-person, depending on what they were most comfortable with. Furthermore, the PSC x CARED initiative underwent a major rebrand to become BIPOC Talk: a collaborative effort between the PSC and the Social Issues Commission (SIC) to provide peer support and outreach to BIPOC-identifying students.

Additionally, Queers 4 Peers was launched in Winter of 2022 as another collaboration with the SIC to cater to queer-identifying students. However, with the uncertainty of the pandemic and the move of many events to an online format, the PSC experienced decreased engagement in its marketing and outreach efforts. Following the reintroduction of expanded in-person services and the continued growth of the BIPOC Talk and Queers 4 Peers initiatives, we are excited to see the service flourish in the upcoming year.



Tricolour Outlet is an on-campus retail store that aims to serve students by providing a variety of affordable products and services including Queen's University clothing and merchandise, custom ordering and bus tickets.

This year, several changes were made to Tricolour's visual identity. Over the summer, the team worked on redesigning the Tricolour logo. In September, Tricolour reopened the physical storefront to customers for the first time since March 2020. The online store remained fully operational throughout the year. Tricolour reintroduced the Tricolour Express service which offers discounted bus tickets for students. In April, Tricolour temporarily closed while the store was being relocated to the second floor of the Queen's Centre.

Report Services



The Academic Grievance Center (AGC) is mandated to support students through the Academic Grievance Process, and to ensure a transparent, open system of academic grievance at Queen's. The AGC provides resources and support to students regarding questions and concerns about academic policies, discipline, and regulations.

In the 2021-22 academic year, the AGC worked to re-establish its on-campus role after a year of online learning. This was hampered due to the return of COVID-19 restrictions part-way through the year. Regardless, online and hybrid operations allowed for the AGC's continued work on campus providing important resources to students. By holding online office hours and meeting with students in new formats, the AGC has found innovative ways to increase engagement with its patrons and increased its reach during the 2021-22 academic year. on-campus locations, most notably in residence. This upcoming year we will be

focusing on rebuilding the QSC Roster to meet the needs of our AMS Clubs and other campus related organizations as we move into a post-covid reality.



Walkhome is a student-run service that works to provide safe and confidential walks during evening hours at Queen's University. It is an anonymous service that provides walks to anyone in the Kingston community that is within the designated boundaries.

This year, Walkhome has made some exciting changes to the service. In March, we successfully made the move from the JDUC to the Queen's Centre as our primary service location. Additionally in March, Walkhome upgraded the Walkie-Talkie program to an online, pay-per-walkie system. During COVID-19 outbreaks, Walkhome has worked to remain open for most of the year by adjusting hours.



Finally, Walkhome introduced several new training programs for staff this year to make the service more accessible including teaching staff common ASL and learning accessible routes with Queen's accessibility. Introducing a specialized LivingWork training has prepared staff to handle walks where mental illness is discussed and teaches them how to successfully manage these situations. Overall, we are looking forward to seeing the service grow next year and operate in a busier atmosphere on campus.



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. Studio Q also produces the Tricolour Yearbook, the oldest university yearbook in the country, with the first copy dating back to 1928. 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.

During the 2021-22 term, Studio Q proved itself to be an asset to the Alma Mater Society with a higher number of video commission projects, a large amount of on-campus photography, increased graphic design work being displayed in Queen's buildings, and the creation of two wonderful publications, the Tricolour Agenda and Tricolour Yearbook. This year, Studio Q has also been working closely with the University Registrar to plan regalia for convocation ceremonies including 2020, 2021 and 2022 graduates. The service worked a significant amount with the AMS Operations Officer and Printing & Copy Centre Head Manager to solidify details of the merger. Print Media Hub (PMH) has been decided on as the joint name for the two services. At the end of the term, the Studio Q office spaces were packed up to prepare for the relocation to the Rideau Building for the duration of the JDUC renovation.

Report Services



The AMS Food Bank serves confidential and non-judgmental food service to members of the Queen's community in the most comfortable environment possible. The AMS Food Bank provides a reliable and confidential service to ensure that Queen's students and postdocs can be healthy and productive as they pursue academic achievement. We also seek to address the underlying causes of poverty so as to alleviate, and ultimately eliminate food insecurity among Queen's community members. The Food Bank also works closely with other food-focused organizations in the Queen's and Kingston community to provide alternative forms to address food insecurity on Queen's campus.

Our funding goes directly towards the regular purchase of healthy foods, including produce, eggs, meat, and dairy products. As a result of the funds received in from the AMS student fee, we are able to have sufficient inventory to be open once a day during the week. In

addition, we have been able to expand our service to provide food requests for patrons who have alternative dietary requirements such as gluten-free, non-dairy, and meat alternatives.



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. This upcoming year we will be focusing on rebuilding the QSC Roster to meet the needs of our AMS Clubs and other campus related organizations as we move into a post-covid reality.



The Queen's Journal is one of Canada's longest-running student-run newspapers that provides students journalism opportunities. We cover what is happening in the Queen's and broader Kingston community across several sections, including News, Features, Sports, Arts, Lifestyle, Opinions, and Editorials. In 2021-22, The Journal made strides in its coverage of BIPOC communities through the launch of a revamped Black History Month Issue in February. This issue received praise and recognition for both its written content and visuals, a significant step forward given The Journal's history of inequality and underrepresentation. The Journal also reworked its production schedule to move away from print and focus more on online content, which proved financially beneficial on the business side of things.

Overall, it was a successful year for The Journal that set a strong precedent to be followed in subsequent Volumes.

Unfortunately, in 2021-22, The Journal failed to secure the required 100 signatures to be featured in the SGPS fee referendum, resulting in the loss of the fee. Losing this fee equates to a roughly \$15 000 loss in revenue that changed our financial outlook significantly. This, combined with the backlash The Journal received in response to a controversial statement made over the summer put a damper on the year.

Overall, while it is important for The Journal to get back on the ballot and get the SGPS fee reinstated, the service is nonetheless in a good position. We are slowly-but-surely working to improve our reputation and presence on campus post-COVID 19.

Financials

Awards & Bursaries



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 any faculty or school at Queen's. Twenty-six (26) recipients shared in the total of \$61,400 disbursed, ranging in awards from \$445 - \$6,595, leaving a balance of \$82.56 in the income account. The market value of the capital account as of April 30, 2022 was \$1,716,330.

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. Nine (9) recipients shared in the \$20,600 disbursed, ranging in awards from \$125 - \$6,485, leaving a balance of \$17.71 in the income account. The market value of the capital account as of April 30, 2022 was \$573,490.

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. Ten (10) recipients shared in a total of \$5,695 disbursed, ranging in awards from \$425 - \$600. The income account balance as of April 30, 2022 was \$0.

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 \$3,700, leaving a balance of \$4.09 in the income account. The market value of the capital account as of April 30, 2022 was \$109,726.

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 2021-2022, awards between \$1,040 and \$5,695 were divided among five (5) recipients with a total disbursement of \$16,800. The market value of the capital account as of April 30, 2022 was \$470,221 and the income account balance of the fund was \$46.85.

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 \$1,600. The market value of the capital account as of April 30, 2022 was \$43,869, with an income account balance of \$65.66.

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 re-

newable for up to four years. Three (3) recipients shared awards ranging from \$9,820 to \$25,370 for a total disbursement of \$57,180.. The income account balance of the fund as of April 30, 2022 was \$103,888.

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 and donations. Two (2) recipients shared equally a total award of \$4,200. The income account balance as of April 30th, 2022 was \$691.

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 2021-2022 the AMS received \$653 to be allocated to students in the program employed at our services.

Financials

Awards & Bursaries

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, 2022, the student loan fund amounted to \$44,110.

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 however due to lack of use and sufficient balances in the fund the AMS did not contribute this year. Three (3) recipients received awards ranging from \$100 - \$300 with a total disbursement of \$700. The fund balance as of April 30, 2022, was \$21,600.

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 however, due to lack of use and sufficient balances in the fund the AMS did not contribute this year. Ten (10) recipients received awards ranging from \$90-\$300 with a total disbursement of \$2,037. The balance in the fund as of April 30, 2022 was \$4,708.

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, 2022 was \$0.



Financials

AMS Funds

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 totaling \$4,000 to continue to fund accessibility needs from capital projects. The balance of this fund as of April 30, 2022 was \$137,760.

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 inter-fund transfers. The fund balance as of April 30, 2022 was \$2,053,190.

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 finan-

cial risk is the responsibility of the AMS. The balance of the fund as of April 30, 2022, was \$5,347,887.

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, 2022 was \$2,296,812.

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, 2022 was \$341,432.



Financials

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 \$327,217 for the 12 months ended April 30th, 2022. Also reported for the year are the results for the restricted funds, which is a surplus of \$606,573.

Financial Statements

Statement of Financial Position

Year ended April 30, 2022, with comparative information for 2021

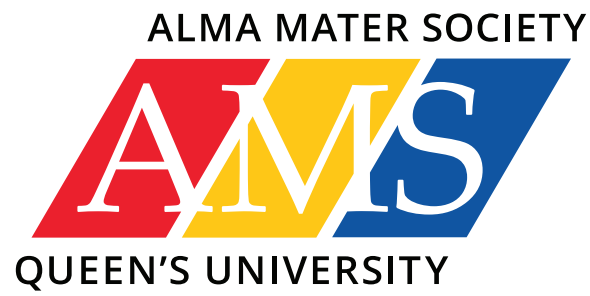
	2022	2021
Assets		
Current assets:		
Cash	\$4,757,378	\$1,883,651
Marketable securities	9,567,583	11,446,846
Accrued interest	22,763	13,978
Accounts receivable	588,226	697,236
Inventories	164,482	176,997
Prepaid expenses	7,594	15,990
	<u>15,108,026</u>	<u>14,234,698</u>
Capital assets	220,736	199,050
Other Assets:		
Student loans program	44,110	43,870
	<u>\$15,372,872</u>	<u>\$14,477,618</u>
Liabilities and Net Assets		
Current Liabilities:		
Accounts payable and accrued liabilities	\$1,296,012	\$1,303,244
Funds held for Queen's Bands	-	27,970
Funds held for Union Gallery	33,221	36,555
	<u>1,329,233</u>	<u>1,367,769</u>
Net assets:		
Net assets invested in capital assets	220,736	199,050
Internally restricted funds	10,162,109	9,625,539
Externally restricted funds	341,432	271,430
Operating fund- unrestricted	<u>3,319,362</u>	<u>3,013,831</u>
	<u>14,043,639</u>	<u>13,109,849</u>
	<u>\$15,372,872</u>	<u>\$14,477,618</u>

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY INCORPORATED

Statement of Operations

Year ended April 30, 2022, with comparative information for 2021

	2022			2021		
	Operating Fund	Restricted Funds	Total	Operating Fund	Restricted Funds	Total
Revenue:						
Services revenue	\$ 3,232,980	\$ -	\$ 3,232,980	\$ -	\$ -	\$ 2,528,735
Other corporate revenue	1,652,988	-	1,652,988	2,528,735	-	1,983,579
Government revenue	782,045	-	782,045	1,983,579	-	831,403
Restricted fund revenue	-	6,765,454	6,765,454	831,403	7,536,653	7,536,653
	<u>5,668,013</u>	<u>6,765,454</u>	<u>12,433,467</u>	<u>-</u>	<u>7,536,653</u>	<u>12,880,370</u>
				5,343,717		
Operating expenses:						
Services expenses	2,936,961	-	2,936,961	-	-	2,272,003
Other corporate expenses	2,057,868	-	2,057,868	2,272,003	-	1,727,798
Government expenses	708,194	-	708,194	1,727,798	-	494,469
Restricted fund expenses	-	5,796,654	5,796,654	494,469	4,938,770	4,938,770
	<u>5,703,023</u>	<u>5,796,654</u>	<u>11,499,677</u>	<u>-</u>	<u>4,938,770</u>	<u>9,433,040</u>
				4,494,270		
Excess of revenue over expenses (expenses over revenue)	(35,010)	968,800	933,790	849,447	2,597,883	3,447,330
Interfund transfers - general	362,227	(362,227)	-	353,351	(353,351)	-
Excess of revenue over expenses, net of interfund transfers - general	\$ 327,217	\$ 606,573	\$ 933,790	\$ 1,202,798	\$ 2,244,532	\$ 3,447,330



The Alma Mater Society of Queen's University

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