

**Arts  
and  
Science  
Undergraduate  
Society —  
Assembly**

Annual General Meeting (AGM)  
Meeting 8

## AGENDA

1. **Guest Speaker** - Dr. Jenn Stephenson, Associate Dean (Academic)
2. **Motion 1** - Approval of the Agenda
3. **Motion 2** - Approval of the Minutes
4. Speaker's Business
5. Discussion Period
  - a. **Anonymous Social Media Pages and Student Feedback**
  - b. **Where do you hope to see ASUS in five years time?**
6. Executive Reports
7. Society Reports
  - a. **Business of ASUS Council**
  - b. **Business of the Sibling Societies**
8. Other Reports
  - a. **Business of the Senate**
  - b. **Business of Other Members (Academic Representatives)**
9. Statements by Members
10. Question Period
11. Old Business
12. New Business
  - a. **See attached motion sheet, motions 3 - 9.**
13. Speaker's Last Word
14. Adjournment of the ASUS Assembly

## PREAMBLE

Dear Assembly,

Welcome to our Annual General Meeting (AGM). AGM is the last meeting of the 2022 - 2023 ASUS Assembly. Significantly, all Society members can present motions, discussion topics and vote. Please find below information about Assembly if this is your first time joining us:

*ASUS Assembly is the highest legislative body of the Arts and Science Undergraduate Society. Assembly fulfills its mandate by debating reports, recommendations and motions as submitted by ASUS Council or any individual ASUS member. ASUS policy is approved and discussions regarding student affairs within the Faculty are also carried out here.*

To our Assembly members who have been here since last April's Transition Assembly: thank you. It has truly been an honour and a privilege to sit on Assembly with you. I appreciate your dedication and passion that you demonstrate through representing and advocating for your peers. Together, we have made ASUS Assembly into a welcoming and open space. I am proud of the conducive conversations we have had and the changes we have implemented to better the ArtSci student experience.

While it is bittersweet that this is the last Assembly, it is rewarding to know that we have left Assembly and the Arts and Science Undergraduate Society better than it was last April. Thank you for being a part of this journey and thank you for your contributions to ASUS Assembly. Best of luck in your future endeavours!

Yours in governance,



Caitlin Sankaran-Wee (She/Her/Hers)  
Governance Officer  
governance@asus.queensu.ca

*ASUS acknowledges that Queen's University is situated on the territory of the Haudenosaunee & Anishinaabek.*

## MOTION SHEET

**1. That ASUS Assembly formally approve this agenda and the consent agenda.**

- MOVED BY: CAITLIN SANKARAN-WEE
- SECONDED BY: YARA HUSSEIN

Est Time: 2 mins

**2. That ASUS Assembly formally approve the minutes from the last Assembly held on February 9<sup>th</sup>, as seen on the ASUS website.**

- MOVED BY: CAITLIN SANKARAN-WEE
- SECONDED BY: YARA HUSSEIN

Est Time: 2 mins

**3. That ASUS Assembly formally approve the changes to the Marketing and Communications Office Policy Manual as seen in Appendix A: "MarComms Policy Amendments."**

- MOVED BY: MONICA SZALAJKO
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

**4. That ASUS Assembly approve the reallocation of unused grant funding from the Fall Professional Development grant to the Winter Sibling Society Grant.**

- MOVED BY: ALOKA WIJESUNDARA
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

**5. That ASUS Assembly approve the reallocation of unused grant funding from the Winter DSC grant to the Winter Professional Development Grant.**

- MOVED BY: ALOKA WIJESUNDARA
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

**6. That ASUS Assembly approve the distribution of the ASUS Professional Development Grant Winter semester allocation, as seen in Appendix B: "Winter PD Grant Allocation."**

- MOVED BY: ALOKA WIJESUNDARA
- SECONDED BY: EMMA FARRELL

Est Time: 2 mins

**7. That ASUS Assembly approve the distribution of the ASUS Student Initiative Grant Winter semester allocation, as seen in Appendix C: "Winter Student Initiative Grant Allocation."**

- MOVED BY: ALOKA WIJESUNDARA
- SECONDED BY: YARA HUSSEIN

Est Time: 2 mins

**8. That ASUS Assembly approve the distribution of the ASUS Committee Grant Winter semester allocation, as seen in Appendix D: "Winter Committee Grant Allocation."**

- MOVED BY: ALOKA WIJESUNDARA
- SECONDED BY: YARA HUSSEIN

Est Time: 2 mins

**9. That ASUS Assembly approve the distribution of the ASUS Sibling Society Grant Winter semester allocation, as seen in Appendix E: "Winter Sibling Society Grant Allocation."**

- MOVED BY: ALOKA WIJESUNDARA
- SECONDED BY: YARA HUSSEIN

Est Time: 2 mins

FROM THE OFFICE OF THE  
**PRESIDENT**  
ARTS & SCIENCE UNDERGRADUATE SOCIETY



## **PRESIDENT REPORT**

Presented by **Yara Hussein**, President

Dear ASUS Assembly,

Happy week 7! I hope you all had restful and enjoyable reading weeks, soaking in the final stretch of the semester, and taking care of yourselves. Having written my first ever report to ASUS in 2019 as my first role with ASUS (as First-Year ASUS Representative to the AMS), I am filled with emotion, excitement, and Nostalgia as I present my final report to ASUS Assembly as ASUS President. Here we go.

### **ArtSci Cup Basketball Charity Game**

On February 11<sup>th</sup>, ASUS held an incredibly successful Basketball Charity Game and raised \$20,000 after matching donations, to the CCS! A special thank you to Council for their tireless efforts and labour into bringing this initiative to life! And a thank you to all volunteers, the players, the Dean's office, and all others who contributed to the event for their passion and support. We are enthralled to commence an initiative that will carry out for years to come and continue to bring our faculty together.

### **Indigenization and Black Advocacy**

Last year, we saw Portia Chapman's Art addition to the Reflection Room. This semester, we are collaborating with a local artist, Abenaki Wliwini, to commission one of his art pieces to also be added in the Reflection Room. A formal presentation revealing his art piece will take place before the exam period in April.

I have been consulting with Black student clubs, namely the Queen's Black Clubs Caucus and the Queen's Black Academic Society, to find ways in which we can introduce a Black Clubs Student Liaison. This position would take on a similar role to the QNSA Liaison and would provide, a horizontal relationship of support. I will be continuing conversations with Black student leaders to see how best this

## **Awards and Grants**

The Mark R. Wilson Award is also currently live and accepting applications to recognize outstanding ArtSci student leaders and their contributions in the community. You can nominate a friend, peer, colleague, or yourself no later than March 17<sup>th</sup>! With over \$33,000 of the Arts and Science Undergraduate Research Fund being granted to 20 student projects, the spring applications are also currently live and accepting applications until March 25<sup>th</sup>. I encourage you to consider applying if you have a research project that you wish to pursue this summer and are looking for funding. I am also collaborating with the Principal's Undergraduate Research Lead (PURL) representative of FAS in creating a streamlined research inventory for undergraduate students to make such opportunities more accessible for future students.

## **Direct Reports**

Life After ArtSci 2023 is bringing a busload of students to Ottawa this March 22<sup>nd</sup> for a full day of visiting firms and networking with Queen's Alumni. We will be visiting some notable science-based firms, such as ThermoFischer, as well as Parliament hill! Keep an eye out for ticket sales, which will be going live in week 10, we hope you can join us on this exciting trip! Leading up to St. Patrick's Day, SVPR Director Kerry will be hosting another sheet-painting initiative to spread positive messaging surrounding consent and safety. Kerry is also continuing advocacy efforts through the SVPR Coalition and with university administration on communicating the Sexual Violence Policy report to students.

## **Orientation**

The orientation team successfully hosted their candy grams fundraiser throughout February and is finalizing their planning for their St. Patrick's Day merchandise sale happening in week 9. I encourage you to check-out the amazing sales they will have and make a purchase as all proceeds go to the Canadian Cancer Society. I have also been supporting Head Gael Georgia with putting on a coveralls painting event for the class of 2024 who never experienced the joys of the event during their orientation three years ago. This is currently planned for the end of the semester and we're hoping it can give the class of 2024 the opportunity to participate in tradition.

This past month I have also meet with the AMS Vice President of University Affairs and ORT Leader to discuss the AMS Orientation budget and ensure it meets a level of transparency and fairness that is representative of ASUS. This is one part of the yearlong advocacy I have committed my time and efforts

towards this semester surrounding improving orientation relationships and solidifying policy on a university and AMS level. I look forward to passing this to the incoming executive so they can continue championing for a more productive and well-supported orientation experience.

### **Upcoming Reports**

DSAR Charlotte Falck is in the final stages of writing and editing her report on Food Insecurity and Financial Inaccessibility, which will be going live. She will also be presenting her findings and recommendations at the March Faculty Board later this month.

For the past couple of weeks, I have been working on putting together the "ASUS 132, a year in review" - which is planned to be released in mid-April. The purpose of this report is three-fold. 1) It will make reference to our platforms and strategic plans to and highlight what came out of our initial goals, 2) It will feature some of the great accomplishments, events, and success stories of volunteers, committees, council, and executive, and finally 3) It will consist of the large-scale projects that current leadership has commenced/contributed to this year and where the 132 vision wishes to see things in the future along with recommendations. As our terms are 1 year long and institutional memory is a feeble yet vital thing, I hope that the "ASUS 132, a year in review" holistically acts to preserve the mark we made this year. If you have any recommendations, insights, or questions about this report, please don't hesitate to contact me. This report will also be an asset to transition with the incoming executive team and a document they can reference as well.

Moreover, some of the work that will be highlighted in the report above will also be presented at the March Faculty Board on the ASUS Leadership Panel wherein we will also let Faculty know of the successes, weaknesses, and future projections of ASUS. I look forward to the opportunity of engaging with faculty on this with the incoming executive team as well.

### **Thank you, ASUS 132!**

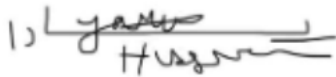
Wow! It's hard to believe that we have arrived near the end of our terms and our final assembly together. I would be remised to not recognize and thank all the phenomenal individuals who allowed this year to happen.

To ASUS Assembly - thank you or your willingness to engage in critical conversations throughout the year inspired our initiatives and our advocacy in the most remarkable ways. Despite how late it would be, your remarkable



participation made every assembly absolutely worth it. To ArtSci students - thank you for trusting in us and our leadership to advocate and build this community with you. I am forever honoured and humbled to be part of this faculty. To the ASUS volunteers, the heartbeat of ASUS - thank you for your care in organizing and putting on amazing events, and for your passion towards this community. To ASUS Council - thank you for being the most driven and inspiring team of student leaders we had the pleasure of working with. Thank you for holding your accountability, and for your resilience, consistency, and enthusiasm for our community have taught me and hundreds of other students so much. I am immensely appreciative of everything this team has offered and dedicated to ASUS. Finally, a special thank you to my Vice Presidents, Emma and Aloka, for whom I accredit where I am today to. They are absolute powerhouses, whose keen and compassionate leadership has inspired me in many ways. Thank you for all that you have shared with me, ASUS, and the students.

When we were campaigning, our mission statement was *"building an ASUS for you"*, and over the past 10 months, each of you has contributed to building an ASUS for over 13,000 ArtSci students. And for this, thank you! For the final time.  
Yours in leadership,

A handwritten signature in black ink, appearing to read 'Yara Hussein', with a horizontal line underneath the name.

Yara Hussein  
ASUS President  
[President@asus.queensu.ca](mailto:President@asus.queensu.ca)



## VICE PRESIDENT OF SOCIETY AFFAIRS REPORT

Presented by **Emma Farrell**, Vice President of Society Affairs

Dear Assembly,

Welcome back! I hope that you all had a fantastic winter term break and that you got an opportunity to relax in the midst of what has been a bustling semester. As this is my last official report of the year to Assembly, I just want to say what an honour it has been to serve on ASUS Assembly for the past year. It has been an absolute pleasure to get to know each and every one of you; it has made our Thursday evening meetings all the more enjoyable each month!

Below you will find my updates from the past three weeks since we last met. Since one of these weeks was winter term break, you will find a shorter list of items for this report.

**ArtSci Cup** | On February 11<sup>th</sup>, our Council team hosted a very successful Arts vs. Science Charity Basketball Game. This was a sold-out event, thanks to Dean Crow and the Dean's Office within the Faculty of Arts and Science for sponsoring the event. This week, Aloka and I are confirming final fundraising totals for the Canadian Cancer Society, but what I can announce now is that we raised an estimated \$20,000 after a matching donation for the Canadian Cancer Trials Group. We are very grateful for all of the support from CCS throughout the past few years we have partnered with them through Orientation and Community Outreach. It was very exciting that we were able to partner with them once again, and it was lovely to have Kelly Merrithew at the game for the cheque presentation. I would also like to thank Dean Crow and the Associate Deans from FAS for their attendance and support as well as Brandon Aldworth, last year's ASUS VP, for his continuous willingness to lend a helping hand at any and all ASUS events. Lastly, thank you to Council for their countless hours of work that they put into this event. I am always in awe of their passion, dedication, and drive and cannot thank them enough for everything they have done to allow this event to come to life!

**Community Outreach** | As you may know, the Community Outreach Commissioner role is now vacant and will be assumed by myself, and the CO Deputies, Anna Shewchuk and Sara Oshry in the interim. As such, a great deal of

time these past three weeks has been dedicated to ensuring that all CO volunteers feel comfortable and confident in their abilities to end the year on a high note. I hope to do my best throughout the next two months to support the core team as well as all ten committees and their volunteers. Please see the Community Outreach report for all updates on the Commission.

**Hiring and Volunteer Gala** | Spring hiring has officially begun with council hiring closing this past week. Kristin and her team have been working diligently to open hiring positions and create a detailed timeline for the next few months. Stay tuned for more hiring updates soon – I encourage you to stay involved with ASUS next year!

**Exec Transition** | Over the past few weeks, Yara, Aloka, and I have been regularly meeting with the Incoming Executive, Team ATP, and have begun the transition process. They have been progressing excellently and are very eager to hire their new council team. I will begin meeting with Preston, Incoming VPSA, later this week for individual transition and am very eager to share with him all that the VPSA portfolio entails!

**Camps Counsellor Hiring** | Hiring for ASUS Camps Counsellors has begun and will be open until Friday, March 3<sup>rd</sup> at 4:00pm. Please encourage anyone you know to apply who is looking for full-time employment from the end of June to end of August this upcoming summer. It is guaranteed to be a lot of fun!

**Deputy Caucus** | This week, we have our second Deputy Caucus meeting of the year. I am excited to see everyone once again and take part in a Good Times Diner service this coming Sunday with the deputy team!

**Faculty Board** | I am very excited to be taking part in the process of changing the culture of Faculty Board alongside Yara, Aloka, and Dr. Bill Nelson, the Associate Dean Teaching & Learning. The three of us will hopefully be able to provide more updates within the coming weeks on the status of this project!

**Dean's Council** | Next week, Yara, Aloka, and I will be taking part in a long-awaited Dean's Council meeting. If you have any information that you feel is pertinent to pass along to notable alumni, or any student accomplishments that you think would be vital to highlight, please let us know!

**Final Words** | Although we still have half of the semester to go, I want to take the time in this last report to thank Caitlin Sankaran-Wee, Kiana Pilon, Christian Luchin, and John Black and the entire governance team who have done a phenomenal job this year in planning and carrying out ASUS Assembly, especially because it was the first year of in-person assemblies since the 2019-2020 year. I am so proud of what this team has been able to accomplish – hosting Assembly in a new room, inviting new and exciting special guests, and continuously adapting each month to improve procedure.

Lastly, thank you to all of the ASUS volunteers who have made this year so incredible. You are the heart of ASUS and embody the essence of all that the society is.

**Thursday, March 2<sup>nd</sup>, 2023**

**ROSE EVENT COMMONS**

Please let me know if you have any questions about the contents of this report. Thank you all again for all of your work this semester – we appreciate you more than you know!

For the last time, respectfully submitted,

A handwritten signature in black ink that reads "Emma Farrell". The signature is written in a cursive, flowing style.

Emma Farrell  
Vice President (Society Affairs)  
[vpsa@asus.queensu.ca](mailto:vpsa@asus.queensu.ca)



# VICE PRESIDENT OF OPERATIONS REPORT

Presented by **Aloka Wijesundara**, Vice President of Operations

Dear Members of Assembly,

I hope you are all doing well! I cannot believe that we have already arrived at the 2023 ASUS Annual General Meeting. When last year's Executive advised team YEA during transition that this year will fly by quickly so enjoy every moment, they were undoubtedly correct. As we are nearing the end of this school year, and for some of us the end of our undergraduate careers, I hope we can all take a moment to reflect on this year and all the lessons learned. That being said, this report encapsulates some of the work that I and my team have been doing this past month, thank you in advance for taking the time to read it!

## **Transition**

With the first phase of transition having been already laid out, incoming VP OPS Therese and I have begun conducting 1:1 chats and shadowing my meetings with direct reports. In addition to this direct transition, Team YEA continues to meet regularly with Team ATP, especially as they are undergoing council hiring. Furthermore, I am engaging in ensuring the logistical aspects of transition related events such as council retreat, which is an exciting opportunity for incoming and outgoing teams to bond and share their advice and experiences!

## **Services Support**

I am elated to support the hard work undertaken by Benysha and Sofia, our Formal Co-Convenors, under Services Commissioner Kana's leadership. I am particularly engaged with the budgeting aspect to ensure that Formal 2023 happening April 1-2 remains entertaining and accessible to all students. I am particularly excited to announce that this year we are introducing a new financial assistance program specifically directed towards Formal tickets. This new fund has a budget allocation of \$12, 000 and I hope that it helps alleviate some of the financial burden which may unfairly pose a barrier to students enjoying a very

well-deserved formal experience. This financial assistance fund will be heavily advertised in tandem with calls for formal ticket purchasing.

### **Direct Reports**

IT Director Sylvie has been working incredibly hard on the ongoing project to transition Orientation communication to Microsoft Suite, to enhance accountability and security in all ASUS communications. Furthermore, Store Manager Robel has worked hard to give our online store a whole new look! Please visit <https://theasusstore.com/> to see our new look. Next up, all three Accounting Directors have been hard at work, meeting the high amount of financial activity which typically occurs at the end of the academic year. We have reallocated the duties of our Payout Accounting Director to assist in reimbursements due to their high volume. Therefore, Nate has been taking over the reimbursements pertaining to financial assistance grants while Ijaz has been mainly overseeing departmental student council and committee reimbursements. Budget Accounting Director Wadii is working tirelessly to continue making live updates to the budget on our website and will be assisting me with efforts to close the budget ahead of our next Transition Assembly! Lastly, this coming month I will be working with our team of Receptionists to complete the Experiential Learning Wraparound process, which is mandated by the requirements of the Work Study Office that our receptionist team is under.

### **Operations Support - Orientation and Camps**

I have begun weekly meetings with both Camps Operations Director Natalie and Head Gael Georgia in order to close the 2022 Orientation and Camps budgets and support them in creating their respective portfolio budgets for the upcoming year! 2022 budgets for both portfolios will be closed at the next Transition Assembly, and Natalie and Georgia will both be present then to seek Assembly approval for the newly build 2023 budgets.

### **Grants & Financial Assistance**

We have just wrapped around our final granting period for the 2022/23 year, with recipients of the ASUS winter group and individual grants present at the Annual General Meeting to seek approval for their funding. Members may also notice motions during today's AGM proposing to reallocate grant funding. This is an effort to optimize grants distribution by reallocating budgeted funds that went unused last semester to this semester's grants that have had higher numbers of applicants. We hope this helps us grant funds to as many applicants as possible. A sincere thank you to Advisory Board members for their assistance in the deliberation process as always, and the important role they play in realizing ASUS Financial Assistance.

On another note, following conversations and advice from Dean Crow, I have also begun to embark on a piece of my passion project to expand the Society's financial assistance by looking into establishing an additional ASUS Bursary with the Student Awards Office. Currently, ASUS funds two bursaries through the Student Awards Office, and I am in the process of consulting folks to assess gaps in funding that could be targeted by a new fund. More information on this will be finalized and released as discussions continue, and I hope that this is a project that can come to fruition in the next two months before the end of my term.

### **ArtSci Cup**

While ArtSci Cup 2023 sadly came to an end last month, we are still working to finalize the logistical details before closing this chapter. Thanks to the generous donation by the Faculty office to support with some of the expenses, I have been working with VPSA Emma to finalize the budget for this year's game and make the final contribution cheque to the Canadian Cancer Society. I am elated to share that our \$10 000 fundraised amount was matched dollar by dollar by an anonymous donor, enabling us to donate \$20 000 to the Canadian Cancer Society! A huge thank you to all that helped make this event a success by helping with its planning or attending and cheering on our teams!

### **Final Thoughts**

Thank you for making it all the way to the end of my report! While I am still in slight disbelief that our year has almost come to an end, I am determined to make the remaining few weeks of my term productive and fruitful, and I know that this is a sentiment shared by YEA. This work will not be possible without your input and suggestions, so as always please feel free to attend my office hours or contact me by e-mail if you would like to chat, I am always happy to be a listening ear and bring your thoughts into action. Till next time, I hope you all find an opportunity for rest and productivity for the remainder of this year.

Your Sincerely,



Aloka Wijesundara (She/Her)

ASUS Vice President of Operations, 2022/23

# ACADEMICS REPORT

Presented by **Alicia Parker**, Academics Commissioner

Hello Arts & Science!

I hope everyone had a restful reading week and are reaching the end of midterms season. With just 6 short weeks left, we are working hard to finalize all projects and close out the year as a Commission.

## Journals

The four academic journals are now turning their efforts to copyediting and developing layouts for their year-end journals. With publishing just around the corner, it is the busiest time of the year for the journals and their teams, and they are doing an incredible job. We look forward to seeing dozens of student pieces headed to print later this month. Congratulations Politicus, QSURJ, QJERS, and Undergraduate Review!

## Supports & Resources

In preparation for their winter semester exam sessions, ASUS Review recently brought a new team of volunteers on board. This is an exciting update that will hopefully enable the service to offer review sessions for PSYC 100, Math 121, and STAT 263. Kate and David are doing a great job organizing the upcoming sessions, and we hope it eases some exam stress for ArtSci students!

ASUS Appeals Resource Centre is continuing to support students through the appeal process. As we approach the late drop deadline on March 3, they are anticipating a surge in cases and look forward to supporting appellants this semester. Due to exam season, the ASUS Appeals Resource Centre portal will be closing on March 31 (end of Week 11), so make sure to submit any support requests prior to then. The service will be back online after the next team is hired and trained. Congratulations to Mary and Sarah for an incredible 2022-2023 AARC year!

## DSCs

The DSCs have had another great month! Individually, they have hosted candy sales, yoga classes, paint nights, study halls, peer mentorship activities, and professional development opportunities. They also have engaged in some incredible advocacy work through Faculty Board and independently. As a team, they also engaged with over 800 incoming first-year students at Majors Night earlier in the month. Currently, new DSC President teams are campaigning to



be your next round of student leaders, so we have been working hard to prepare a comprehensive and exciting transition process for them. Current DSCs are working hard on position manuals, as a team, they are cowriting a DSC Survival Guide, and alongside my DSC Support Deputy, I am planning for DSC training later in March.

Additionally, many DSCs are looking forward to hosting their year-end formals in the next few weeks. We are very excited to see these events come to life after months of hard work by presidents and event teams. Another ongoing project is merch sales. Don't forget to check if your DSC/PSC is selling any exciting clothing, stickers, or other merchandise!

### **Other notes**

In my own portfolio, I am preparing for transition and look forward to meeting my successor. By May 1<sup>st</sup> I am hoping to have updates completed to the ASUS Peer Tutoring portal to ensure a smoother transition next year, and also create more clear budgeting guidance for DSCs and committees. In the Executive and I's recent meetings with the Faculty. We have been discussing the upcoming SOLUS update which will hopefully be a huge improvement for students. Additionally, curriculum committee has seen a busy semester of approving new courses and opportunities for students.

### **Conclusion**

I wish you all an incredible rest of your Winter Semester and congratulations to those who are graduating. Our next assembly will be full of a new council, and I am incredibly excited to see all their exciting new ideas for ASUS. It has been a pleasure to be the 2022-2023 Academics Commissioner, and I encourage anyone with any questions to please reach out we've got two months left!

All the best,



Alicia Parker

ACS 22/23

# COMMUNITY OUTREACH REPORT

Presented by **Emma Farrell**, Vice President of Society Affairs

Presented by **Sara Oshry**, Deputy C/O (Volunteer Support & Appreciation)

Presented by **Anna Shewchuck**, Deputy C/O (Fundraising & Sponsorship)

Dear Assembly,

I hope that you had a fantastic winter term break and had the opportunity to recharge during this busy midterm season. As many of you may know, the position of Community Outreach Commissioner became vacant as of Friday, February 17<sup>th</sup>. From this point forward, Vice President of Society Affairs Emma Farrell and Community Outreach Deputies Anna Shewchuk and Sara Oshry will be assuming the duties of Community Outreach Commissioner. Over the past two weeks, the three of us have been working diligently to make this transition process as smooth as possible for all committees and volunteers. We are resuming a similar structure undertaken throughout the month of January and so we are confident that we will be able to foster a positive environment for all committees to thrive and accomplish their goals over the last two months. Below you will find some updates from the past few weeks and an exciting look ahead at what the next month will entail.

## Committees

This past week, I have been meeting with all ten committee co-chairs in-person to kickstart bi-weekly meetings which will continue for the remainder of the semester. Going forward, Sara and Anna will start meeting with the committees, as they did during the month of January. The committee reporting is now split in half with five reporting to Sara and five to Anna, with Emma taking care of budgeting and financial oversight of all ten.

In terms of event highlights, Crohn's and Colitis collaborated with ASUS Good Times Dinner for a service this past Sunday while Lost Paws hosted a successful Trivia Night event this past Monday. There are also some very exciting events up and coming with Kids 4 Kids and Autism Partnership hosting events this Saturday. Some other highlights include a "Gutsy Walk" and conference hosted by Crohn's and Colitis in March as well as a potential Partners in Education trivia night event as well. I hope to report on other events through my oral report at Assembly as I gather more updates through committee biweeklies later this week.

### Volunteer Appreciation

Sara as Volunteer Support and Appreciation Deputy has been doing excellent work within her portfolio these past few weeks. Sara helped purchase and distribute the gift for the CO Volunteer of the Semester from last semester and will be undertaking this task again shortly for this semester's volunteer highlight. Additionally, Sara hosted an exciting Yoga CO Co-Chair Social at the ARC a few weeks ago and is planning for a larger End-of-Year social for all volunteers set to take place in late March or early April.

Sara is also undertaking the task of creating CO team sweaters for all co-chairs and the core team. Keep your eyes peeled for some sharp new CO merch around campus in the next few weeks!

Lastly, Sara has completed her draft of the CO newsletter and will be sending this out to all partner charities next week.

### Fundraising and Sponsorship

Over the past few weeks, Anna has been continuing her sponsorship outreach to local Kingston businesses. We have made the decision to alter the traditional silent action this year to a smaller adapted giveaway style initiative to still raise awareness and funds for the Charity of the Year, Dawn House. We hope to keep the spirit of the Silent Action alive while being cognizant of timeline and acknowledging the challenges that the past six weeks have brought us in pushing back our original timelines.

Furthermore, I will be meeting with Katherine, our Supper Series Chair, and Anna next week to develop a Supper Series plan for the rest of this year and for next. Anna and I worked on a detailed Supper Series guide or event plan that can be used year to year. This will hopefully allow for increased consistency in the event and to streamline and standardize communications going forward.

Anna will also be reaching out to the ASUS Marketing and Communications Office, particularly Alexander as the Web Director, to finally update the Charity of the Year page and highlight Dawn House on the site.

### Gazette Article

This past week, I have been in touch with Andrew Willson from the Queen's Gazette who is interested in writing a story about the incredible work that the Community Outreach Commission's volunteers have done this past year. If you have anything in particular that you think should be highlighted within CO, please let me know. I will be speaking with Andrew later in the week and will be sure to update everyone once the story is out!

## Transition

By the time of the transition Assembly when we next meet, the new Community Outreach Commissioner will be hired and so Anna, Sara, and I are developing a plan to transition the Incoming CO Commissioner given the unique circumstances of the year. While some aspects of the transition process remain largely unknown, what is certain is the fact that Anna, Sara, and I will work our hardest to ensure that the Incoming Commissioner receives a full and effective transition and that they are well prepared to take on the role in May, in spite of the unconventional circumstances of their arrival. We are very excited to welcome the new commissioner and larger council team within the next few weeks!

If you have any questions about the contents of this report or Community Outreach more generally, please reach out to Emma, Sara, or Anna. Have a wonderful rest of your semester!

All our best,

Emma, Anna, and Sara

# EQUITY REPORT

Presented by **Layla Haddad**, Equity Commissioner

## March 2<sup>nd</sup> Assembly Report

Hello Members of Assembly!!

Happy week 7 everyone, I hope the return from reading break has not been too difficult. I am eager to update you all on what has been happening in the Equity Commission recently.

### **Committees**

All committees have been doing great work! The Queen's Equity Conference committee will be hosting their conference this Sunday, March 5<sup>th</sup> from 9:30 AM – 5:30 PM and tickets are still available at [this link](#). A lot of incredible work and dedication has been put into this conference so buy your tickets and come support the team! Queer Space has been working on finalizing their queer student giveaway mugs, and have been contributing to the planning of Queer Prom occurring on March 17<sup>th</sup> from 8:00 PM -12:00 AM, so any queer students out there hoping to meet new people and have fun, check out the tickets [here](#)! The Students of Colour Collective will be hosting a movie night on March 2<sup>nd</sup> (I guess tonight!) for all racialized students on campus. The sign-up sheet is [here](#), and they will be watching *Everything, Everywhere, All at Once*, and snacks will be provided! They have also been hosting other exciting events throughout the semester. The Disability and Neurodiversity Alliance has been collaborating with other clubs and alliances on campus to advocate for students with disabilities and for neurodivergent students.

### **Initiatives & Collaborations**

In terms of collaborations, we have been working with the Queen's Tissue and Organ Donor Advocates group to create a 5-week equity in healthcare series to educate students on inequities within the healthcare system. Keep an eye out for that, we just started week 1 this week! The Commission has also been creating content for Black History Month in the form of education, resources, interviews and advertising of Black-specific books within the Equity Library. The Commission's core team, Jolin, Preity, Megan and I, have been working to plan out a booth for the Shift Equity Market occurring on February 14<sup>th</sup> where we will be sharing information about the commission, and opportunities we have as well as including interactive components to the booth. Finally, I will be opening the Equity and Accessibility grants within the next week for students to seek out financial support.

**Thursday, March 2<sup>nd</sup>, 2023**

**ROSE EVENT COMMONS**

Thank you for reading this brief report and I look forward to seeing you soon!

Warmly,

A handwritten signature in black ink, appearing to read 'Layla Haddad'.

Layla Haddad (she/her/hers)

Equity Commissioner 2022-2023

[equity@asus.queensu.ca](mailto:equity@asus.queensu.ca)

Arts and Science Undergraduate Society | ASUS

# GOVERNANCE REPORT

Presented by **Caitlin Sankaran-Wee**, Governance Officer

Dear Assembly,

Welcome back from reading week! Hope you had an enjoyable and restful break.

While this is the last meeting for the 2022 - 2023 year, current Assembly members are invited to attend Transition Assembly. This is taking place later in the month (date and time TBD) where we will ratify the incoming ASUS Council and begin a new ASUS season with the opening of Camps and Orientation budgets.

I would also like to thank my elections team for their continued work during the DSC Election Period. Piper Veloso, our CRO, and Allen Zha, our CEO, look forward to welcoming the new DSC Presidents and assisting the Academics Commission in the transition process.

Thank you as well to our Advisory Board, chaired by Jacob Johnston, who have guided ASUS Council throughout the year. AB has additionally increased financial accessibility to ArtSci students by approving numerous financial aid applications.

Another highlight within the Governance Office is the work of our Chief Archivist, Kerik Clarke. His passion for the Archives has furthered the institutional memory of our Society to be shared and appreciated in the future.

Thank you for this year, it has been a pleasure connecting with you.

Yours in governance,



Caitlin Sankaran-Wee (she/her/hers)

Governance Officer 2022 - 2023

[governance@asus.queensu.ca](mailto:governance@asus.queensu.ca)

Arts and Science Undergraduate Society | ASUS

**After May 1<sup>st</sup>**

[19ccsw@queensu.ca](mailto:19ccsw@queensu.ca)

## HUMAN RESOURCES AGM REPORT

Presented by **Kristin Papaconstantinou**, Human Resources Officer

**Hello AGM |** As the Human Resource Officer, I feel privileged that I am able to attend the Annual General Meeting, as per policy, I am not allowed to attend assembly and so I feel very excited to share this space with you all today and provide a personal update on behalf of the Human Resource Office.

**Council Hiring |** Council positions for the 2023/2024 academic school year has been closed and there is a healthy pool of applicants that have applied for each position. It is crazy to think that has the Human Resource Officer, it was a year ago that I was in the same position as all these passionate and strong individuals who are applying today. Time flies and as I reflect on my time as the Human Resource Officer, I am feel grateful to not only hold this role, but to have had the opportunity to work alongside such as strong group of women who I can confidently say have positively impacted my university experience and as an individual. I look forward to the hiring of the 2023/2024 council and I am so excited for what experiences they will have to come.

**Deputies, Directors and Co-Chair's Hiring |** The Human Resource Office anticipates to open hiring for Deputies, Directors and Co-Chair's on Friday, March 3rd. The goal of opening hiring this Friday is to hopefully extend the period and opportunity for Deputy of Talent Acquisition, Madeline McLean, to fulfill recruitment, by filling out a marketing graphic request and sending emails to students in order to increase engagement.

**Volunteer Gala |** For the 2022/2023 school year, the ASUS Volunteer Gala will be held at the Isabel Bader in the Lobby on Tuesday, March 28th from 5:00-10:00pm EST. There will be a variety of cold and hot appetizers that are lactose free, gluten free, vegan, vegetarian and meat options to accommodate for any dietary restrictions students may have. For the past few years and due to the nature of the COVID-19 pandemic, the Volunteer Gala has been put on hold. For the first time in a few years, I feel incredibly privileged that through the support of my Director of Volunteer Appreciation, Jessica Meleca, this will be the first in-person gala following the COVID-19 pandemic and the Human Resource Office as well as the Executive and Council, look forward to celebrating all ASUS volunteers, which are the heart of the organization.

**Professional Development Workshops |** The Director of Workforce Development, Kaitlyn Chevrier, in collaboration with the Professional



Development team are in the process of facilitating Professional development workshops for Arts and Science students. These include but are not limited to “How to Build a Resume,” “How to Prepare for an Interview” and an opportunity to engage with Career services, as well as Queen’s alumnus. Since the inception of the Director or Workforce Development portfolio this year, the goal of this portfolio has been to provide opportunities for students to develop professionally in the workplace. As such, these workshops are a great opportunity for students to network leading up to the Life After ArtSci Conference.

**Transition Manual |** Transition manuals for Deputies, Directors and Co-Chair’s are due on March 17th, at 4:00pm EST. The value of the transition manual is to provide an institutional record of all the work that each Deputies, Directors and Co-Chair’s may have encountered in their respective positions. The value of the transition record is not even just to provide for director, deputy and co-chair predecessors, but also a great opportunity for everyone to be reflective of the positives and challenges that each person experienced in their roles throughout the course of the school year. As per the Human Resources Policy (HRP) and contingent within Honouraria, the completion of the transitional manual is vital.

**Volunteer Month |** The February volunteer of the month has been sent out and will be the second last opportunity that the executive and council will be able to recognize all the hard work that ASUS volunteers do for this organization. The last volunteer of the month recipients will be awarded at the end of March for the 2022/2023 school year. On behalf of the Human Resource Office, it has been a privilege to recognize all the positive hard work that each recipient has put in, in various different capacities for the organization. All the volunteers should be incredibly proud of themselves, their teams and also the amount of impact that has been afforded to all Arts and Science students.

**ArtSci Cup Recap |** As a former Varsity Athlete on the Queen’s Women’s Soccer team, sports has been something that has fuelled a passion for myself since I was younger. I remember when Monica and I were sitting at the COMM x ENG Tricolour Classic game, and during the game, Monica looked at me and said “why does Arts and Science not do this.” As the largest undergraduate student faculty on campus, Monica and I discussed during that game the many opportunities and ways in which the ArtSci Cup could be established. From considering the passion and drive it can extend in students beyond the coveted ArtSci Cup in orientation, the very inception of the idea was to foster a sense of community for Arts and Science students that is often challenging given the sheer number of students. I had the Privilege to spear head the Talent portfolio and worked closely with Cassiel Penalosa, who was hired as a Coaching Advisor. The ArtSci

Cup was a huge success and I feel so incredibly proud of all of council who not only took on a task that had never been done before, but for raising an approximate \$20,000 for the Canadian Cancer Society. I look forward to witness its continued success and longterm growth in the future.

# MARKETING & COMMUNICATIONS REPORT

Presented by **Monica Szalajko**, Marketing & Communications Officer

## ***Hello Assembly,***

Hope everyone had a restful break! I am looking forward to the remainder of the term and all the exciting upcoming ASUS events. As always, the marketing office has been busy supporting the initiatives and projects of the society which is exciting but we are looking forward to completing some of those outlying tasks and leaving the office in a great position for the upcoming year.

## ***Policy Changes***

In my opinion, expanding the Social Media Team would be advantageous for the marcomms team. To achieve this, I plan to propose a policy change during today's assembly to hire an additional social media director and two social media coordinators. This would enable the team to better assist with the planning and execution of ideas.

In addition, I also recommend updating the Marcomms Policy to align with the latest HR Policy and making some vocabulary changes for consistency purposes.

## ***Transition***

I'm looking forward to transition with the next marcomms officer, as I'm looking forward to sharing my insights on what worked well during my tenure and where there's room for improvement. At the same time, I'm excited to see what the team will achieve in the upcoming year and beyond.

## ***Graphics/Photo/Video Teams***

The creative teams have been working very well and efficiently this year. Receiving a request form and then allocating volunteers to complete each task. We are also looking to film a couple more videos this semester such as a house/office tour and position hiring videos.

## ***Website***

I am pleased with the website's improvements that were implemented during my tenure as an officer. Our team has made significant efforts to enhance the tabs section, resulting in a modern, streamlined, and well-organized appearance.

**Merch**

Last week, we launched a new merchandise line comprising a hoodie, sweatpants, and crew neck. We're super proud with the design, and the promotional content featuring our outstanding ASUS council members and marcomms team as fantastic models. Don't miss out on the opportunity to grab yours today from our website!

Thank you all for taking the time to read through this report. If you have any questions, comments, or ideas for the Marketing and Communications Office please reach out at [marketing@asus.queensu.ca](mailto:marketing@asus.queensu.ca)!

Best,  
Monica Szalajko (she/her/hers)



Marketing and Communications Officer  
[Marketing@asus.queensu.ca](mailto:Marketing@asus.queensu.ca)

# SERVICES REPORT

Presented by **Kana Ogawa**, Services Commissioner

Dear Arts and Science Students,

I hope everyone had a great reading week with lots of rest! It is hard to believe that this is the last assembly that I will be reporting in, and that soon a new ASUS Council will come in to continue our legacies. For one last time, I would like to provide you with some highlights that have been going on in the Services Commission.

## **ASUS Mentorship Program x Exchange Buddies**

The ASUS Mentorship Program (AMP) led by Trina Dykstra-MacPherson and the Exchange Buddies Team led by Co-Chairs Elise Gork and Erika Spagnuolo have been hard at work planning the AMP x Exchange Buddies banquet, scheduled to take place on Sunday, March 26<sup>th</sup>. This is a unique opportunity for mentors, mentees, exchange students, and their buddies to not only come together to celebrate their accomplishments, but to foster meaningful connections with one another. I would like to thank everyone who has been involved in planning this event!

## **Good Times Diner**

Good Times Diner led by Co-Directors McKinley Zavitz and Vincent Dinh has done an excellent job partnering with multiple organizations throughout campus and the Kingston community, including recent collaborations with Queen's Crohn's and Colitis, Queen's First Aid, and Soulful Delish. They plan to facilitate exciting pop-up events to distribute a variety of unique foods to students throughout the remaining months of March and April. Additionally, Good Times Diner has been awarded \$500.00 from the ASUS Committee grants, and \$4,200.00 from the Alma Mater Society Sustainability Action Fund to be used for our environmental sustainability initiatives, including the use of compostable containers.

## **ASUS Formal**

The annual ASUS Formal is scheduled to take place on Saturday April 1<sup>st</sup>, and Sunday April 2<sup>nd</sup>! I would like to recognize the Formal Co-conveners Benysha Johal Pascal and Sofia Skebo for their excellency in organizing this event. Early Bird Sales for the Formal will occur in the next upcoming weeks, with financial aid being available to students. The Formal will be held at Four Points by Sheraton Kingston and will be an exhilarating opportunity for students to commemorate their time at Queen's.

As my time as Services Commissioner comes to an end, I would like to thank everyone that I have had the pleasure to work with – including my wonderful team and the members of ASUS Council – in addition to the entire Arts and Science student body for allowing me this unique opportunity to take on this role. It has been a life changing experience full of excitement and learning experiences, and I hope that students were able to benefit from the services provided this year.

I hope everyone has a great rest of the semester, and I look forward to the initiatives Services will part take in until the very end.

Kindly,

Kana Ogawa (she/her/hers)

A handwritten signature in black ink, appearing to be 'KO' with a stylized flourish extending to the right.

Services Commissioner  
services@asus.queens.ca

# GENERAL MANAGER REPORT

Presented by **Sean Thompson**, General Manager



# ASUS

Dear ASUS Assembly and the Arts and Science Student Body,

It is my pleasure to provide this report to the ASUS132 AGM. Unfortunately, I am most likely not in attendance tonight as I have a previously booked dental surgery this afternoon. This year has been about re-establishing personal contact as we move out of the virtual platform that came with COVID. This is the final Assembly for Team YEA so I thought that it would be appropriate to provide a recap, and where appropriate provide comparisons to the previous fiscal year.

On Feb 11, the first annual ArtSci Cup basketball took place in front of a sold-out crowd at the ARC. This was a culmination of weeks of effort from everyone on Executive and Council. The crowd was involved, Faculty was engaged, and the teams played their hearts out. At the buzzer, in a nail biter, Science earned their name on the trophy with the win. The true winner on the evening was Canadian Cancer Society with almost \$20,000.00 raised for local research. The old acronym TEAM Together Everyone Achieves More was certainly centre court as the players, Executive, Council, and volunteers all stepped up and delivered nothing but net! I am looking forward to next year to see how we can make it even bigger!

Our Camps Directors, Alyssa, Juno, and Natalie are getting down to work as they plan the camp curriculum and start hiring camp counsellors. Last year was a first with three camp leaders, taking on a French camp, and the first in-person camp experience as COVID restrictions eased. Looking at an Income comparison of the last two Fiscal years to date income went from \$23,436 to \$70,977. I am confident that Alyssa, Juno and Natalie will be able to improve on these numbers.

Orientation planning is ongoing, and Georgia and her team (Alli, Charlotte, and Sophie) are putting together their plans to welcome the class of '27. This year, working with Sylvie Garabedian, our IT wizard, we will be working to integrate their processes within our MS Teams environment as they do their planning. This will better setup both themselves and ASUS Orientation planning and

documentation for this year's orientation as well as the transition to the '28 O-Team.

When looking at financial year to year comparisons, Phoebe and her Jackets team truly stood out this year! The Jackets team sales for this year are currently at \$174,500 compared to \$106,500 last year, an increase of 164%, and they aren't quite done yet. Due to a national shortage of blue and black leather, production for ConEd, Computing, and Health jackets is delayed, and payment due dates were extended for these orders... so that figure can still go up!

My big initiatives as GM this year have been; reducing time and cost of our Annual Financial Review with our accountants MNP via digital storage of all financial and banking records, completing our not-for-profit status with CRA, and completing the transition from BMO to RBC. We accomplished all of these! Digitizing records saved hours of work for MNP reducing our annual review cost. We received approval of our not-for-profit status from CRA allowing us to now claim payroll deductions with Canada Summer Jobs. BMO accounts are all closed, and banking service charges YTD have gone from \$2840 with BMO last year to -\$615 with RBC. That is \$3400 that can be applied to supporting students! Additionally, all our long-term investments are in ESG and Fossil Free funds. I especially want to thank Aloka for all her time and dedication to accounting and QBO categorization, and Emma for her diligence and efforts every other week with payroll.

I look forward to continuing my work with Team YEA Executive and council, supporting them as they wrap up their year and look forward to working through the transition with team ATP, Amaiya, Therese, and Preston, as they start to hire their Council and develop their plans for ASUS133!

Cha Gheill!



Sean Thompson  
General Manager, ASUS

From the desk of the General Manager



## ADVISORY BOARD REPORT

Presented by **Jacob Johnston**, Chair of Advisory Board

Dear Assembly,

The advisory board held their last meeting of the year Wednesday, March 1st. Advisory board members will now conduct their final check-ins with their councillors and begin work on their SWOT analysis which will be completed for Monday, April 10th.

Members of the board's financial assistance committee were able to successfully assess applications for jacket financial assistance earlier this month and recently completed assessing a first round of winter financial assistance requests.

Thank you for taking the time to read my report. Should you have any questions or requests for the Advisory Board, please do not hesitate to reach out at [board@asus.queensu.ca](mailto:board@asus.queensu.ca).

It was an honour serving as Chair of the Advisory Board this year, I'm wishing you all the best in your future endeavours!

All the best,



Jacob Johnston  
Chair of the ASUS Advisory Board

## YEAR REPRESENTATIVES REPORTS

### 2023 YEAR REPRESENTATIVES

Position Vacant

### 2024 YEAR REPRESENTATIVES

Position Vacant

### 2025 YEAR REPRESENTATIVES

Presented by Franki-Lynne Mauro & Alice Brisbin

NO REPORT SUBMITTED.

### 2026 YEAR REPRESENTATIVES

Position Vacant



# CONCURRENT EDUCATION STUDENT ASSOCIATION (CESA) REPORT

Presented by **Hanna Slowikowska**, Vice-President Internal

NO REPORT SUBMITTED.



# COMPUTING STUDENTS' ASSOCIATION (COMPSA) REPORT

Presented by **Catie Austin**, Vice President (Student Affairs)

NO REPORT SUBMITTED.



**PHYSICAL AND HEALTH EDUCATION  
AND KINESIOLOGY  
STUDENTS ASSOCIATION (PHEKSA)  
REPORT**

Presented by **Natalie Pryor**, Vice President of Operations

NO REPORT SUBMITTED.

## **BUSINESS OF ACADEMIC REPRESENTATIVES**

### **SOCIAL SCIENCES REPORT**

Presented by **Anisha Chaudhary**, Social Sciences Academic Representative

No REPORT SUBMITTED.

### **NATURAL & PHYSICAL SCIENCES REPORT**

Presented by **Colleen Tordoff**, Natural and Physical Sciences Academic Representative

No REPORT SUBMITTED.

### **HUMANITIES REPORT**

Presented by **Dillon Chicoski**, Humanities Academic Representative

No REPORT SUBMITTED.

### **ARTS & LANGUAGES REPORT**

Position Vacant

# INTERNATIONAL REPRESENTATIVE REPORT

Presented by **Yuxuan Zhao**, International Representative

Good evening Members of Assembly,

I hope everyone had a wonderful reading week and is prepared for the remaining two months of the semester. As we are approaching the end of this school year, I would like to say a sincere “thank you” to all the members in ASUS assembly. It was a pleasure working with everyone here! I learned so much from this team by reading and listening to the opinions voiced in reports and discussions.

Over the past year, I focused on responding to questions from international students and reaching out on their behalf. I collected some of the most frequently asked questions and created posts on my social media page (Instagram: vote\_yuxuan). In addition to responding to inquiries, I looked for and shared with the student community useful information and resources. I’ve made many posts on the topic of medical care, including insurance matters, accessing dental clinics and visiting the Student Wellness Center on campus. Since many students are worried about renting a place in Kingston, I went over the standard lease agreement in Ontario and gave some advice on what to look for when choosing a place to stay. Recently, I found some summertime job opportunities in Kingston and Ontario and shared them with the student body. Most of the posts were written in both English and Chinese to make my writing more accessible and comprehensible. I was glad that many people found my responses helpful and my Instagram posts informative.

Looking ahead: although my role as the International Representative will end in a few months, I will continue to respond to inquiries and provide the best assistance I can to the international student community. If anyone has any suggestions or would like me to pass along any messages or resources to the students, please feel free to send me a message on my Instagram vote\_yuxuan or via email 20yz48@queensu.ca.

Thank you for reading my report and I wish everyone the best in the future.

**Thursday, March 2<sup>nd</sup>, 2023**

**ROSE EVENT COMMONS**

Sincerely,

Yuxuan Zhao  
International Representative





**BUSINESS OF THE ALMA MATER SOCIETY**

**FIRST-YEAR ASUS REPRESENTATIVE  
TO THE AMS**

Position Vacant

**ASUS REPRESENTATIVE TO THE AMS**

Position Vacant



## **BUSINESS OF THE SENATE**

Presented by **Femi Abiola, Robert Hughes and Leo Yang**

No REPORT SUBMITTED.

# APPENDICES

## APPENDIX A

### MarComms Policy Amendments

#### PART 2: THE CREATIVE TEAMS

##### SECTION 1 | DEPUTY MARKETING & COMMUNICATIONS OFFICER (CREATIVE)

###### 2.01.01

The Deputy Marketing & Communications Officer (Creative) shall be chosen by the Incoming Officer of Marketing & Communications in March.

###### 2.01.02

The Responsibilities of the Deputy Marketing and Communications Office (Creative) shall be the following:

- 1) Creating and submitting to the Marketing & Communications Officer a strategic plan for the team in conjunction with the Officer's Marketing Plan;
- 2) Supporting the Marketing & Communications Officer in various initiatives as directed by the Officer;
- 3) Attending office wide meetings as required;
- 4) Creating and instituting a broader creative vision for the Marketing Office, in collaboration with the Officer;
- 5) Leading graphic directors, photo ~~manager~~ **director**, and video ~~manager~~ **director** with day to day operations
- 6) Assuming responsibility for longer term graphics projects and requests submitted on shorter notice in collaboration with the Graphics ~~Manager~~ **director**;
- 7) Liaising between creative teams and clients submitting requests
- 8) Holding eight to ten (8-10) office hours per week. It is recommended that these office hours be evenly distributed throughout the week;

- 9) Meeting with the Officer on a weekly basis for the purposes of updating each other on progress, problem areas and future plans;
- 10) Assisting in strict regulation and approving of graphics presented to the Marketing & Communications Office, in accordance to the Visual Identity Standards;
- 11) Creating and fixing graphics with the use of Photoshop and Illustrator and other programs as seen fit;
- 12) Supporting the Marketing & Communications Officer in various other initiatives as directed by the Officer;
- 13) Checking all created materials for correctness and appropriateness;
- 14) Preparing a transition manual in March of the outgoing term for the Incoming Deputy;
- 15) Ensuring all created materials are distributed to the requester or the appropriate campus publications before deadlines.

#### 2.01.03

The Creative Deputy is ascribed a Tier 1 honorarium of \$1000 (2 installments of \$500), pending review from the Marketing & Communications Officer. All honoraria shall be distributed in accordance with the ASUS Human Resources Policy and Procedures Manual on honorarium.

## SECTION 2 | GRAPHIC DESIGN TEAM

#### 2.02.01

The Graphic Design Team shall be responsible for designing and creating graphics for use across the Society. They will be required to quickly and professionally create digital media as requested by the students of Arts and Science.

#### 2.02.02

The membership of this committee shall consist of:

- 1) The Deputy Marketing & Communications Officer (Creative);
- 2) Graphic Design ~~Manager~~ Director;

- 3) Four (4) Graphic Design ~~Directors~~ **Coordinators**.

#### 2.02.03

The responsibilities of the Graphic Design ~~Manager~~ **Director** shall include, but are not limited to:

- 1) Meeting with and report to the Creative Deputy and Marketing & Communications Officer regularly;
- 2) Holding six to eight (6-8) office hours per week. It is recommended that these office hours be evenly distributed throughout the week;
- 3) Assigning and delegating graphics requests to the graphics directors and ensuring their completion well in advance of deadlines;
- 4) Communicating with the requester(s) as necessary in order to ensure the creation of a suitable design;
- 5) Checking all created materials and ensuring that they follow the ASUS Visual Identity Standards on correctness and appropriateness;
- 6) Creating any graphics deemed to be necessary in the day to day operations of the graphics team.

#### 2.02.04

The Graphic Design ~~Manager~~ **Director** is ascribed a Tier 2 honorarium of \$800 (2 installments of \$400), pending review from the Marketing & Communications Officer. All honoraria shall be distributed in accordance with the ASUS Human Resources Policy and Procedures Manual on honorarium.

#### 2.02.05

The responsibilities of the Graphic Design ~~Director~~ **Coordinators** shall include, but are not limited to:

- 1) To complete all requests well in advance of deadlines;
- 2) Meeting with and report to the ~~Creative Deputy~~, Graphics ~~Manager~~ **Director**, and ~~Marketing and Communications Officer~~ regularly;

- 3) Communicating with the requester(s) as necessary in order to ensure the creation of a suitable design;
- 4) Checking all created materials and ensuring that they follow the ASUS Visual Identity Standards on correctness and appropriateness.

2.02.06

~~Graphics Directors are each ascribed a Tier 4 honorarium of \$500 (2 installments of \$250), pending review from the Marketing & Communications Officer. All honoraria shall be distributed in accordance with the ASUS Human Resources Policy and Procedures Manual on honorarium.~~

### SECTION 3 | PHOTOGRAPHY TEAM

2.03.01

The Photography Team shall act as society wide photographers for use at events hosted by the Society. Photographers may also be commissioned on a needs-basis for external groups requesting photographers.

2.03.02

The membership of this committee shall consist of:

- 1) The Deputy Marketing & Communications Officer (Creative);
- 2) Photo ~~Manager~~ Director;
- 3) Eight (8) or more photographers at the discretion of the Photo ~~Manager~~ Director.

2.03.03

The responsibilities of the Photo ~~Manager~~ Director shall include, but are not limited to:

- 1) To hire photographers with oversight from the Creative Deputy and Marketing & Communications Officer
- 2) Meeting with and reporting to the Creative Deputy and Marketing & Communications Officer regularly;
- 3) Holding six to eight (6-8) office hours per week. It is recommended that these office hours be evenly distributed throughout the week;
- 4) Assigning and delegating photo requests to the photographers and ensuring their completion well in advance of deadlines;

- 5) Communicating with the requester(s) as necessary in order to ensure the execution of projects;
- 6) To communicate with ASUS Commissions, Offices, Committees, and services to seek opportunities to provide photography;
- 7) Checking all created materials and ensuring that they follow the ASUS Visual Identity Standards on correctness and appropriateness.
- 8) To provide Society members with images from the archive as necessary;
- 9) To create, sign, and adhere to a contract relating to camera sign-out privileges as directed by the Marketing Officer with the video ~~manager~~ Director;
- 10) To take on photography duties as necessitated by the day to day operations of the team.

#### 2.03.04

The Photo ~~Manager~~ Director is ascribed a Tier 3 honorarium of \$600 (2 installments of \$300), pending review from the Marketing & Communications Officer. All honoraria shall be distributed in accordance with the ASUS Human Resources Policy and Procedures Manual on honorarium.

#### 2.03.05

The responsibilities of photographers shall include, but are not limited to:

- 1) Attending all meetings of the Photography Team;
- 2) Meeting with the Photo ~~Manager~~ Director on a regular basis;
- 3) Responding to messages from the Photo ~~Manager~~ Director as quickly as possible;
- 4) Filming ASUS events as directed by the Photo ~~Manager~~ Director;
- 5) Signing and adhering to a contract relating to camera sign-out privileges created by the Creative Deputy, and Marketing & Communications Officer;
- 6) Promptly uploading and organizing all recently taken photos;
- 7) Coordinating with any Offices, Committees, or Commissions to film video projects assigned by the Photo ~~Manager~~ Director.

## SECTION 4 | VIDEOGRAPHY TEAM

2.04.01

The Video Team shall act as a resource to ASUS Commissions, Offices, and any Committees that require video projects as part of the promotion strategies for events that they carry out throughout the year.

2.04.02

The membership of this committee shall consist of:

- 1) The Deputy Marketing & Communications Officer (Creative);
- 2) Video ~~Manager~~ Director;
- 3) Eight (8) or more videographers at the discretion of the Video ~~Manager~~ Director.

2.04.03

The responsibilities of the Video ~~Manager~~ Director shall include, but are not limited to:

- 1) To hire videographers with oversight from the Creative Deputy and Marketing & Communications Officer;
- 2) Meeting with and reporting to the Creative Deputy and Marketing & Communications Officer regularly;
- 3) Holding **four to six (4-6)** office hours per week. It is recommended that these office hours be evenly distributed throughout the week;
- 4) Assigning and delegating video requests to the videographers and ensuring their completion well in advance of deadlines;
- 5) Communicating with the requester(s) as necessary in order to ensure the execution of projects;
- 6) To communicate with ASUS Commissions, Offices, Committees, and services to seek opportunities to provide videography;
- 7) Checking all created materials and ensuring that they follow the ASUS Visual Identity Standards on correctness and appropriateness;
- 8) Contributing general (ie. Non-event related) video to the image database on a regular basis;
- 9) Keeping video files in the image archive, organized in an easy-to-navigate structure;
- 10) To provide Society members with video from the archive as necessary;



11) To create, sign, and adhere to a contract relating to camera sign-out privileges as directed by the Marketing Officer in coordination with the photo ~~manager~~ **Director**;

12) To fulfill videography requests as necessitated by the day to day operations of the Society.

#### 2.04.04

The Video ~~Manager~~ **Director** is ascribed a Tier 3 honorarium of \$600 (2 installments of \$300), pending review from the Marketing & Communications Officer. All honoraria shall be distributed in accordance with the ASUS Human Resources Policy and Procedures Manual on honorarium.

#### 2.04.05

The responsibilities of videographers shall include, but are not limited to:

- 1) Attending all meetings of the Videography Team;
- 2) Meeting with the Video ~~Manager~~ **Director** on a regular basis;
- 3) Responding to messages from the Team Lead as quickly as possible;
- 4) Filming ASUS events as directed by the Video ~~Manager~~ **Director**;
- 5) Signing and adhering to a contract relating to camera sign-out privileges created by the Creative Deputy, and Marketing & Communications Officer;
- 6) Promptly uploading and organizing all recently taken videos;
- 7) Coordinating with any Offices, Committees, or Commissions to film video projects assigned by the Video ~~Manager~~ **Director**.

## SECTION 5 | ORIENTATION PHOTOGRAPHY TEAM

#### 2.05.01

The Orientation Photographer shall strive to provide initiative and high quality performance with the guidance of the Marketing & Communications Officer. They shall adhere to and follow official ASUS policy as interpreted by Council and the Assembly. The Photographer shall assist and be held accountable to the Marketing & Communications Officer.

2.05.02

The composition of the Orientation Photography Team shall be as follows:

- 1) One (1) Chair;
- 2) Five (5) Photographers.

2.05.03

The Orientation Photography Chair is ascribed a one-time Tier 2 (\$400) honorarium for their services. The Orientation Photographer is ascribed a one-time Tier 4 (\$250) honorarium for their services.

2.05.04

The responsibilities of the Orientation Photography Chair shall include, but are not limited to:

- 1) Taking, editing and uploading photos taken during ASUS Orientation Week;
- 2) Adhering to a 24-Hour turnaround for the uploading of photos, barring extenuating circumstances;
- 3) Maintaining the visual identity, integrity and quality of the Arts & Science Undergraduate Society by following the Marketing & Communications Officer's guidelines;
- 4) Attending ASUS sanctioned events during Orientation;
- 5) Maintaining communication with Marketing & Communications Officer over the Summer Break and throughout the Orientation Week period;
- 6) Collaborating with the Marketing & Communications Officer in any capacity they see fit that pertains to the nature of this position and in efforts for the overall vision of the Marketing Office.

## SECTION 6 | ORIENTATION VIDEOGRAPHY TEAM

2.06.01

The Orientation Videographer shall strive to provide initiative and high quality performance with the guidance of the Marketing & Communications Officer. They shall adhere to and follow official ASUS policy as interpreted by Council and the

Assembly. The Photographer shall assist and be held accountable to the Marketing & Communications Officer.

2.06.02

The composition of the Orientation Videography Team shall be as follows:

- 1) One (1) Chair;
- 2) One (1) Videographer.

2.06.03

The Orientation Videography Chair is ascribed a one-time Tier 2 (\$400) honorarium for their services. The Orientation Videographer is ascribed a one-time Tier 4 (\$250) honorarium for their services.

2.06.04

The responsibilities of the Orientation Videographers shall include, but are not limited to:

- 1) Keeping in contact with Orientation videographers over the Summer Break;
- 2) Creating and executing a training regimen for Orientation Videographers over the Summer Break;
- 3) Creating a schedule in which the Videographers will be adhering to during Orientation Week;
- 4) Ensuring all Orientation Videographers are present during assigned time slots.
- 5) Filming, editing and uploading video taken during ASUS Orientation Week;
- 6) Adhering to a 1 week turnaround for the uploading of the video, barring extenuating circumstances;
- 7) Maintaining the visual identity, integrity and quality of the Arts & Science Undergraduate Society by following the Marketing & Communications Officer's guidelines;
- 8) Attending ASUS sanctioned events during Orientation;
- 9) Maintaining communication with Marketing & Communications Officer over the Summer Break and throughout the Orientation Week period;

- 10) Collaborating with the Marketing & Communications Officer in any capacity they see fit that pertains to the nature of this position and in efforts for the overall vision of the Marketing Office.

## PART 3: THE COMMUNICATIONS TEAMS

### SECTION 1 | DEPUTY MARKETING & COMMUNICATIONS OFFICER (COMMUNICATIONS)

#### 3.01.01

The Deputy Marketing & Communications Officer (Communications) shall be chosen by the incoming Officer of Marketing in March.

#### 3.01.02

The Deputy Marketing & Communications Officer (Communications)

- 1) Assisting the Marketing & Communications Officer in preparing the Society's Marketing Plan;
- 2) Creating and submitting to the Marketing & Communications Officer a strategic plan for the team in conjunction with the Officer's Marketing Plan;
- 3) Attending Marketing-wide meetings as required;
- 4) Working with any Marketing committees as required for the purposes of achieving shared goals;
- 5) Meeting with and reporting to the Marketing & Communications Officer on a regular basis; Ensuring that all created materials follow the ASUS External Representation Policy;
- 6) Ensure that existing communications channels within the commissions are consistently generating engaging content in coordination with the Social Media Director;
- 7) Checking all created materials for correctness and appropriateness;
- 8) Ensuring all created materials are distributed to the requester or the appropriate campus publications before deadlines;
- 9) Assisting and providing guidance to the Web Director in maintaining websites as requested by ASUS groups;

- 10) Preparing a transition manual in March of the outgoing term for the Incoming Deputy;
- 11) Holding at least eight to ten (8-10) office hours per week. It is recommended that these office hours be evenly distributed throughout the week.
- 12) Supporting the Marketing & Communications Officer in various other initiatives as directed by the Officer.

### 3.01.03

The Communications Deputy is ascribed a Tier 1 honorarium of \$1000 (2 installments of \$500), pending review from the Marketing & Communications Officer. All honoraria shall be distributed in accordance with the ASUS Human Resources Policy and Procedures Manual on honorarium.

## SECTION 2 | MARKET RESEARCH TEAM

### 3.02.01

The Market Research Team shall assist clubs or committees as a resource to gain insights on initiatives done by ASUS commissions and offices over the course of the academic year by conducting surveys, questionnaires, and focus groups. The Market Research Team can be commissioned on a needs-basis for external groups requesting their services.

### 3.02.02

The composition of the Market Research Team shall be as follows:

- 1) Two (2) ~~chairs~~ **Directors**;
- 2) ~~Eight (8)~~ **Four (4)** or more team members at the discretion of the Marketing & Communications Officer & Communications Deputy.

### 3.02.03

The Market Research Chairs will be hired by the incoming Marketing & Communications Officer in the spring. The Market Research Team members shall be chosen by the Market Research Team Chairs in the fall. They shall be hired in accordance with the hiring policies as described in the ASUS Human Resources Policy and Procedures Manual.

### 3.02.04

The responsibilities of the Market Research ~~Chairs~~ **Directors** shall include, but are not limited to:

- 1) Assigning its members to report on the work being done in each ASUS Commission and Office at least four (4) times per academic year;
- 2) Understanding business objectives and designing surveys to discover prospective customers' preferences;
- 3) Remaining fully informed on market trends, other parties practices and best practices in the field;
- 4) Collecting data on consumers, competitors and market place and consolidate information into actionable items, reports and presentations;
- 5) Interpreting data, formulate reports and make recommendations;
- 6) Compiling and analyzing statistical data using modern and traditional methods of collection.

#### 3.02.05

The responsibilities of the Market Research ~~Team members~~ **Coordinators** shall include, but are not limited to:

- 1) Reporting on the work being done in each ASUS Commission and Office at least four (4) times per academic year to the Market Research Team.
- 2) Attending regular team meetings as prescribed by the chair of the team;
- 3) Working with the chairs and other team members in planning and executive promotions based on the Marketing & Communications Office's strategic plan and events happening throughout the society.

#### 3.02.06

**The Market Research Directors is ascribed a Tier 2 honorarium of \$800 (2 installments of \$400), pending review from the Marketing & Communications Officer. All honoraria shall be distributed in accordance with the ASUS Human Resources Policy and Procedures Manual on honorarium**

## SECTION 3 | WEB DIRECTOR

3.03.01

The Web Director will be hired by the Incoming Marketing & Communications Officer and Communications Deputy in the spring.

3.03.02

The responsibilities of the Web Director shall include, but are not limited to:

- 1) Attending Marketing-wide meetings as required;
- 2) Working with any Marketing committees as required for the purposes of achieving shared goals;
- 3) Meeting with and reporting to the Marketing & Communications Officer on a regular basis;
- 4) Ensuring that all created materials follow the ASUS External Representation Policy;
- 5) Checking all created materials for correctness and appropriateness;
- 6) Ensuring all created materials are distributed to the requester or the appropriate campus publications before deadlines;
- 7) Maintaining websites as requested by ASUS groups;
- 8) Creating websites as requested by ASUS groups;
- 9) Holding at least five (5) office hours per week. It is recommended that these office hours be evenly distributed throughout the week.
- 10) The Web Director will create and maintain all society web pages; i.e. [www.queensasus.com](http://www.queensasus.com), [www.lifeafterartsci.com](http://www.lifeafterartsci.com), [www.asuscamps.ca](http://www.asuscamps.ca) and other websites created for ASUS committees or conferences.

3.03.03

The Web Director is ascribed a Tier 2 honorarium of \$800 (2 installments of \$400), pending review from the Marketing & Communications Officer. All honoraria shall be distributed in accordance with the ASUS Human Resources Policy and Procedures Manual on honorarium.

## SECTION 4 | SOCIAL MEDIA DIRECTOR TEAM

### 3.04.01

The Social Media Director will be hired by the Incoming Marketing & Communications Officer and Communications Deputy in the spring.

The Social Media Team shall assist in planning social media initiatives to market ASUS commissions and offices over the course of the academic year by utilizing various platforms such as Instagram, Twitter, LinkedIn, Youtube, TikTok. The Social Media Team can be commissioned on a needs-basis for external groups requesting their services.

### 3.04.02

The membership of this committee shall consist of:

- 4) The Deputy Marketing & Communications Officer (Communications);
- 5) Two (2) Social Media Directors;
- 6) Two (2) Social Media Coordinators

### 3.04.03

The responsibilities of the Social Media Directors shall include, but are not limited to:

- 1) Performing research on current benchmark trends and social media audience preferences;
- 2) Designing and implementing social media strategy to align with business goals;
- 3) Generating, editing, publishing and sharing engaging content daily (e.g. original text, photos, videos and news);
- 4) Monitoring web traffic metrics;
- 5) Collaborating with other teams, like marketing, sales and customer service to ensure brand consistency;
- 6) Communicate with followers, respond to queries in a timely manner and monitor customer reviews;
- 7) Overseeing the ASUS social media accounts' design (e.g. Facebook, Instagram, etc.);



- 8) Suggesting and implementing new features to develop brand awareness, like promotions and competitions;
- 9) Staying up-to-date with current technologies and trends in social media, design tools and applications.

#### 3.04.04

The Social Media Director~~s~~ is ascribed a Tier 2 honorarium of \$800 (2 installments of \$400), pending review from the Marketing & Communications Officer. All honoraria shall be distributed in accordance with the ASUS Human Resources Policy and Procedures Manual on honorarium.

#### 3.04.05

The responsibilities of the Social Media Coordinators shall include, but are not limited to:

- 1) Attending regular team meetings as prescribed by the chairs of the team;
- 2) Working with the chairs and other team members in planning and executive promotions based on the Marketing & Communications Office's strategic plan and events happening throughout the society.

### ~~SECTION 5 | BRAND AMBASSADOR TEAM~~

#### ~~3.05.01~~

~~The Brand Ambassador Team shall actively execute promotional events for the Society as identified by the Marketing Strategic Plan. These promotions will be designed to inform students of the scope of ASUS and the opportunities it provides for student involvement throughout the year, in addition to promoting the Society and establishing a positive interaction with its membership.~~

#### ~~3.05.02~~

~~The composition of the Brand Ambassador Team shall be as follows:~~

- ~~1) Two (2) chairs;~~
- ~~2) Eight (8) or more team members at the discretion of the Marketing & Communications Officer.~~

~~3.05.03~~

~~The Brand Ambassador Team members shall be chosen by the Brand Ambassador Team Chairs in the fall. They shall be hired in accordance with the hiring policies as described in the ASUS Human Resources Policy and Procedures Manual.~~

~~3.05.04~~

~~The responsibilities of the Brand Ambassador Chairs shall include, but are not limited to:~~

- ~~1) Creating a marketing plan for the year based on the priorities and objectives outlined in the Marketing & Communications Officer's Strategic Plan;~~
- ~~2) Working in collaboration with various other ASUS committees for the purposes of achieving shared goals;~~
- ~~3) Maintaining regular communication with the Human Resources Officer and Talent Acquisition Deputy for insight into opportunities to get involved~~
- ~~4) Coordinating regular team meetings to discuss and plan upcoming events;~~
- ~~5) Scheduling ambassadors to attend events.~~

~~3.05.05~~

~~The responsibilities of the Brand Ambassador Team members shall include, but are not limited to:~~

- ~~1) Attending regular team meetings as prescribed by the chair of the team;~~
- ~~2) Participate in larger recruitment initiatives such as job fairs;~~
- ~~3) Working with the chairs and other team members in planning and executive promotions based on the Office's strategic plan.~~
- ~~4) Attending events as scheduled by the Brand Ambassador Chairs~~
- ~~5) Assist the Human Resources Office and the Marketing Office with all recruitment periods (Orientation Week events, Winter Hiring, career fairs, information booths, etc.)~~

## APPENDIX B

### Winter PD Grant Allocation

Awarding \$450 to Sophia Pourmatin's costs towards MCAT preparation, including prep course and MCAT registration.

Awarding \$400 to Katya Kredl's costs towards attending the Personality and Social Psychology Annual Conference in Atlanta, Georgia.

Awarding \$300 to Lauren Russo's costs towards completing their Fine Arts thesis which will be presented at the annual fourth-year exhibition.

Awarding \$250 to Luci Bast's costs towards appropriate professional attire for the post-grad workplace.

Awarding \$600 to Jordyn Moreno's costs towards covering their internship at the Travel for Impact NGO in Maun, Botswana.

## APPENDIX C

### Winter Student Initiative Grant Allocation

Awarding \$450 to Matthew Weidemann to assist in funding for their attendance to the NATO Field School run by Simon Fraser University.

Awarding \$550 to the Queen's Arab Student Association to assist in funding for their Ramadan breaking of fast dinner event.

## APPENDIX D

### Winter Committee Grant Allocation

Awarding \$400 to Kids 4 Kids (Community Outreach) to help cover costs for multiple events and initiatives including social media giveaways, hospital drop-off programs, Send a Message Share a Smile campaign, and speaker series.

Awarding \$600 to ASUS Orientation to contribute towards covering some of the mandatory costs paid by Orientation Coordinators towards required merchandise.

## APPENDIX E

### Winter Sibling Society Grant Allocation

Awarding \$500 to CESA towards funding their formal event.

Awarding \$1300 to CESA towards funding for Con-Ed Orientation.

Awarding \$200 to PHEKSA towards funding their International Women's Day event raising awareness for Afghan women's rights.