



AGENDA

Fall Annual General Meeting  
Wednesday, October 20th, 2021, 5:30 PM  
Virtual Meeting via Zoom ([link](#))

---

1. Opening remarks and Land Acknowledgment
2. Adoption of the Agenda
3. Adoption of the minutes from the previous General Meeting
4. Lectureship Awards – Chloe DesRoche, VP Internal
5. Past President's Report – Tony Li, Past President
6. Reading and Adoption of the President's Report – Bryan Wong, AS President
7. Reading and Adoption of the Financial Report & 2021-2022 Budget – Ciara Morrison, VP Finance
8. AS Committee Reports – Bryan Wong, AS President
9. AS Accessibility Policy Presentation / Q&A – Abby Christi, Disability and Accessibility Subcommittee
10. Amendments to the Constitution
  - a) Motion to redefine elections platform regulations
    - Mike Arnason, Speaker / CEO
  - b) Motion to redefine General Meeting regulations
    - Mike Arnason, Speaker / CEO
  - c) Motion to redefine the duties of the Speaker
    - Mike Arnason, Speaker / CEO
  - d) Motion to redefine duties of Equity Officer, Junior
    - Bryan Wong, AS President
  - e) Motion to redefine duties of Global Health Liaison, Junior
    - Bryan Wong, AS President
  - f) Motion to redefine duties of Global Health Liaison, Senior
    - Bryan Wong, AS President
  - g) Motion to redefine duties of President
    - Bryan Wong, AS President
  - h) Motion to redefine Ex Officio non-voting members
    - Bryan Wong, AS President
  - i) Motion to update AS Round Tables
    - Tony Li, Past President
  - j) Motion to update white coat ceremony responsibilities
    - Tony Li, Past President
11. Question and Answer Period
12. Adjournment



## MINUTES

Fall Annual General Meeting  
Wednesday, October 20th, 2021, 5:30 PM  
Virtual Meeting via Zoom ([link](#))

---

### **1. Opening remarks and Land Acknowledgment**

- Meeting called to order at 5:34PM
- Motion to start the meeting: Bryan, Peter

### **2. Adoption of the Agenda**

- Motion to amend agenda: AS Accessibility Policy Presentation to be moved to after the Question & Answer Period
- Rebecca, Jessica

### **3. Adoption of the minutes from the previous General Meeting**

- Bahar, Amelia

### **4. Lectureship Awards – Chloe DesRoche, VP Internal**

- Presented to up to two faculty members per term for professors who have made the most outstanding contributions to the education of students
  - Term 4B 2020: Presented to Dr. Jason Sack & Dr. Debra Hamer
  - Term 2B 2020: Presented to Dr. Robert Connelly & Dr. Michelle Gibson

### **5. Past President's Report – Tony Li, Past President**

- 2020/2021 AS highlights
  - Reintroduction and organization of rotating observerships
  - Policy statement for selection process of AS Honourary President
  - Held many successful social, athletic, and wellness events
  - Strengthened efforts for more interprofessional collaborations
  - Facilitating interest group functioning changes due to COVID-19
  - Codification of equity in elections statement and continued commitment to action against racism
  - AS Report & Demands to School of Medicine Admissions Committee
  - Creation of: Advisory Group to Admissions Committee, Student Representative Role to Adcom, Equity Officer, Jr. and Equity Committee
  - Accreditation, Strategic Plan, Advocacy
  - COVID-19 healthcare initiatives

### **6. Reading and Adoption of the President's Report – Bryan Wong, AS President**

- Goals for the 2021/2022 AS Council
  - Integrating the principles of equity, diversity, inclusion, Indigeneity, and Accessibility (EDIIA) throughout all aspects of AS
  - Facilitating the smooth transition back into in-person school
  - Reigniting the characteristic QMed spirit by continuing to encourage high class morale and prioritizing student experience

- Creating a fun positive environment for AS, class councils and student body
- Build on previous work of existing projects established by past councils
- Actively seeks student input for future projects and initiatives
- Represent QMed and establish ourselves as a leader in student government, local and national advocacy efforts, and Kingston community initiatives
- Completed Work
  - AS and class councils have been filled
  - Governance committee is proposing various constitutional amendments
  - Implementation of new AS accessibility policy
  - Second Social Affairs officer role created, Integrated clerkship representative role created, implementation of Jr. and Sr. student representative to the admissions committee role
  - Successful organization of hybrid orientation week from Meds 2025
  - Continued communication with UGME regarding evolving COVID situation
- Plan for 2021/2022
  - Increase integration of and accountability to the principles of EDIIA throughout all aspects of AS and Queen's medicine, including curriculum, admissions, student representation, and community initiatives
  - Review and refine policy statements including role descriptions of Student Representative to the Admissions Committee and Academic Coordinator, clarify AS accessibility policy and integrate feedback to improve its policy implementation
  - Create and maintain strong connections with other MedSoc presidents and Councils amidst changing structure of CFMS roundtables
  - Establish Queen's medicine as a key stakeholder in new FHS Strategic plan; provide input and influence decision-makers wherever necessary
  - Seek opportunities for interprofessional collaboration, especially within the faculty of Health Sciences
  - Continue advocacy efforts for increased access to SMB
  - Advocacy on 2023 CaRMS timeline: ensure sufficient time for electives and career exploration
  - Maximize clinical opportunities for pre-clerks while making up for missed experiences due to COVID
  - Increased visibility and accessibility of AS communication
- Motion to adopt the report: Bryan, Dileas

## **7. Reading and Adoption of the Financial Report & 2021-2022 Budget – Ciara Morrison, VP Finance**

- Overview of 2020/2021 AS Operating Budget
  - Surplus of about \$5,000 - much of this was then allocated to Dream Fund, Global Health Fund, SLP, and Athletics Savings
- Standard year-to-year expenses:
  - Class transfers now set at \$4.75 per student in year 1-3 with the rest for 4<sup>th</sup> years

- BAMS
  - a. Largely unspent due to COVID restrictions
- CFMS Transfer
  - a. \$80 per first-year student
- Overview of 2020/2021 Dean's Fund Budget
  - Spent about 40% of the budget – quite low compared to previous years due to COVID restrictions and shift to virtual events
- Dean's Fund 2021/2022
  - Largely the same as last year – same amount of funding allocated to each portfolio despite not using it all last year in hopes of shift to in-person events
  - May have to make changes to budget if MedGames happen – about \$5,000 would be re-allocated, mostly from athletics and wellness budget
- AS Operating Budget 2021/2022
  - Largely the same as last year
    - a. BAMS should see an increase in funding for in-person sessions
- Motion to adopt the report: Ciara, Christine
- 8. AS Committee Reports – Bryan Wong, AS President**
  - *Academic Affairs & Finance*
    - Advocacy for more Zoom lecture accessibility, proposed solutions to faculty
    - Assisted in faculty review changes to student assessment methods/policies
    - Continue to represent students on CFRC & address common course issues
    - Facilitate smooth transition to in-person learning, especially with scheduling
    - Created and received UGME approval for budget
    - Work alongside finance office to further streamline virtual reimbursement process
    - Increase amount of funding being provided
    - Help students better understand reimbursement process, including relevant funds
  - *External & University Affairs*
    - Organized OMSA & CFMS info sessions during O-Week
    - Planning for Municipal Day of Action 2022 following success of MDoA 2021
    - Facilitate Queen's delegation to CFMS & OMSA AGMs
    - Continue to send regular OMSA & CFMS updates and connect students with opportunities
    - Updated and disseminated QMed student handbook for Meds 2025
    - Planning next annual MedLaw mingler (COVID permitting), making up for last year!
    - Running election for new AS Honorary President in Spring 2022
    - Continue to advocate for Queen's Medicine at SGPS and Senate level amidst evolving structure and membership
  - *SIRO & Global Health*

- Ran Term 1 funding applications process and new IG applications (over 10!)
- Supported Medical Student Research Showcase through Research Task Force
- IG exec training in late October/early November (anticipating updates re: in-person IG events)
- Expand Research Task Force
- Planning the annual Health and Human Rights Conference
- Facilitating recruitment of CFMS National Officers
- Organize land acknowledgment workshop following success from last year
- Created and leading adhoc committee to restructure Health Determinants and Population Health courses, including formal feedback from last year
- *Athletics & Social*
  - Increased QMed Yoga accessibility through Zoom recording option
  - Created centralized process for QMed intramural groups to connect students
  - Designed, sold, and distributed intramural t-shirts; organizing QMed jersey orders
  - Planning QMed delegation to MedGames in January 2022; Med-Law Games PreClerk Cup in the works!
  - Launching first ever online QMed clothing store and delivery option, opening clothing sale to broader alumni network
  - Working with travel company to organize QMed ski trip
  - Beginning to plan AS formal
- *Equity & Wellness*
  - Worked with D&A Committee to run anti-oppression and accessibility training for all Orientation Week leaders and planners; first time accessibility training has been run
  - Selection of Student Representative to the Admissions Committee; further advocacy for the AS Report and Demands to the School of Medicine Admissions Committee
  - Planning anti-racism training for AS Council and Class Councils
  - Discussed and solidified role of Wellness Committee in meetings with Dr. Fitzpatrick
  - Established pan-class Wellness Committee
  - Wellness surveys distributed to each class; Wellness Committee to discuss results
  - Planning Wellness Week (late November, before 2023s begin clerkship), Wellness Month (January or February), and in-person Pre-Clerk and Clerkship Confidentials
- *Internal Affairs & Communications*
  - Continuation of Mentorship Groups and encouragement of in-person events
  - Advocate for increased access to SMB as we function within university and government COVID guidelines; increased study room access and seating areas

- Working on solutions for eating areas, lockers, and in-person IG events
- Updated AS website to include profiles for current & new council members
- Revised academics section of AS website with updated information on AEPs
- Continue to post bi-weekly graphics to AS Twitter account following council meetings, highlighting major discussion points
- *Governance*
  - Successful Fall Election season including 2025 Class Council, AS Council, MD/PhD representative and new position of Integrated Clerkship Representative
  - Completed hiring of ex-officio members
  - Organized first Governance Committee meeting, reviewing first half of constitution; proposed changes to streamline and remove obsolete policies
  - Continue to facilitate smooth elections in January and spring
  - Continue to review AS Constitution with goal of making it more concise and accessible
  - Potentially host AS Presidential Candidates Q&A during spring elections

## 9. Amendments to the Constitution

- **Motion to redefine elections platform regulations - Mike Arnason, Speaker / CEO**
  - Previous: Constitution currently mandates that candidates submit their written submission to the AS webpage
    - a. Concern: Mandating the posting of platforms to the society's webpage is rather specific and not reflective of current practice – bios are currently submitted to the Elentra voting community
  - Amendment: Written submissions of candidates are to be posted online, alongside voting, for the duration of the election
    - a. No need to mention Elentra as the online location as this may change
  - Motion: Mike, Imran
- **Motion to redefine General Meeting regulations - Mike Arnason, Speaker / CEO**
  - Previous: Regulations surrounding dates of general meeting are outlined in two sections (By-Law 4 section 3.1 and By-Law 5 sections 1.2 and 1.3)
    - a. Concern: Redundant to mention requirement of having AGM and SGM in both sections
      - Scheduling of meetings seems to fit better within
      - Scheduling of meetings fits better in By-Law 4 section 3.1 which pertains to meetings rather than By-Law 5 which pertains to rules of order
  - Amendment: Remove redundant General Meeting scheduling information from By-Law 5 (rules of order) and add any important details from this section into the lines currently in By-Law 4 section 3.1

- a. *Ex. By-Law 4 section 3.1 previously did not explain that there can be more than 2 meetings while By-Law 5 did. These details have now been included in By-Law 4.*
    - Previous: Constitution states that the AGM must be held no later than 30 days into the term of the newly elected council
      - a. Concern: Language is unclear – if referring to the council elected in spring, the timeline is unrealistic. If referring to AS council elected in the fall, more realistic but still unclear
    - Amendment: The AGM should be scheduled and held no later than 60 days from start of the academic year.
      - a. This allows the AGM to occur at any time in September or October which is more realistic and is currently common practice
    - Motion: Mike, Rebecca
- Speaker's List*
- Candice: For the other repetitive portion that will be removed, are there any references to that section anywhere else that need to be amended?
      - a. Mike: No, all repetitive portions have been removed.
  - **Motion to redefine the duties of the Speaker - Mike Arnason, Speaker / CEO**
    - Previous: Constitution states that the speaker shall preside over all meetings of the AS and the AS council (By-law 3)
      - a. Concern: non-specific language about which AS meetings and reference to By-Law 3 instead By-Law 4
    - Amendment: The speaker shall preside over all AS Council meetings and General meetings (By-Law 4)
    - Motion: Mike, Imran
  - **Motion to redefine duties of Equity Officer, Junior - Bryan Wong, AS President**
    - Previous: the constitution does not state that the Equity Officer, Jr. sits in ASIG
      - a. Concern: Equity Officer, Sr. is already sitting on ASIG. ASIG committee leader mentioned that Equity Officer, Jr. has also been sitting on this committee this year and will continue to do so.
    - Amendment: the constitution will state that the Equity Officer, Jr. will sit on the ASIG grant distribution committee.
    - Motion: Bryan, Duva
  - **Motion to redefine duties of Global Health Liaison, Junior - Bryan Wong, AS President**
    - Previous: The constitution states that the Global Health Liaison, Jr. coordinates the production of the Annual Global and Community Health Report alongside the GHL, Sr.
      - a. Concern: this report no longer exists
    - Amended: The constitution will no longer include this statement
    - Motion: Bryan, Rebecca
  - **Motion to redefine duties of Global Health Liaison, Senior - Bryan Wong, AS President**

- Previous: The constitution states that the Global Health Liaison, Sr. coordinates the production of the Annual Global and Community Health Report to be presented at the Fall General Meeting
  - a. Concern: this report no longer exists
- Amended: The constitution will no longer include this statement
- Motion: Bryan, Rebecca
- **Motion to redefine duties of President - Bryan Wong, AS President**
  - Previous: the constitution states that the President represents the Society on the Canadian Federation of Medical Students (CFMS) Presidents Roundtable
    - a. Concern: CFMS discontinued the Roundtable. It is no longer relevant that the president represents the Society on the CFMS Roundtable.
  - Amendment: The constitution will no longer include this statement as a responsibility of the President.
  - Motion: Bryan, Imran
- **Motion to redefine Ex Officio non-voting members - Bryan Wong, AS President**
  - Previous: the constitution does not state that the Student Representatives to the Admissions Committee are EX Officio members
    - a. Concern: Student Representatives to the Admissions Committee are in fact EX Officio members
  - Amendment: the constitution will state that the Student Representatives to the Admissions Committee are EX Officio members (sit on AS but not as an official voting member).
  - Motion: Bryan, Ciara
- **Motion to update AS Round Tables - Tony Li, Past President**
  - Previous: the section currently does not mention the Professionalism Roundtable
    - a. Concern: the Professionalism Roundtable was recently ratified
  - Amendment: The constitution will include the Professionalism Round Table in the list of roundtables
  - Motion: Tony, Bryan
- **Motion to update white coat ceremony responsibilities - Tony Li, Past President**
  - Previous: the constitution outlines the white coat ceremony as a responsibility of the second-year presidents
    - a. Concern: white coat ceremony organization has been moved from second-year presidents to the third year Co-Presidents
  - Amendment: the constitution will outline the white coat ceremony as a responsibility of the third year Co-Presidents
  - Motion: Tony, Jessica

## 10. Question and Answer Period

- N/A

## 11. AS Accessibility Policy Presentation / Q&A – Abby Christi, Disability and Accessibility Subcommittee

- What is the Policy?
  - Rules and regulations around accessibility focused on event planning
  - Provides resources and definitions for different ways accessibility options can be requested/implemented
- Why do we need this policy?
  - Every medical student deserves and has the right to be included in events, particularly medical students with disabilities, health conditions and/or accessibility needs
  - Accessible spaces can improve the experience for everyone, even students without disabilities!
- Who does the policy apply to?
  - Everyone who falls into the AS structure
  - **Starting September 1, 2021, all AS events taking place should be planned in accordance with the Policy Checklist**
- Policy Key Points
  - Event Approval
    - a. Complete the [Accessibility Checklist](#)
    - b. Potentially feedback for any accessibility concerns
    - c. Approved to use the AS zoom
  - For All Events
    - a. Collect + check accommodation requests (2-3 wks prior!)
    - b. Promo material should have: A contact person (from your group, not only from D&A); 2 methods of contact (e.g. email and phone number); deadline for accommodation requests; length + format of event; alternate text or image description (where applicable); closed-captioning (where applicable); large font size, good colour contrast + linear, logical layout
    - c. Consider financially inclusive options (e.g. sliding scale, pay what you like)
    - d. Make materials available in advance
    - e. Provide multiple means for question and comment submission in advance and during the event
    - f. Adequate breaks (10 min per hour)
    - g. Post-event:
      - Provide anonymous accessibility feedback tool
      - Offer and provide materials (e.g. recordings, chat transcripts, slides, links, notes)
  - For Events on Zoom or the Medical Building
    - a. Can bypass parts of the accessibility checklist due to pre-approval
    - b. Please note: you still need to do the checklist as there are other accessibility considerations
  - For Virtual Events
    - a. Real-time closed captioning - \*if specific request for closed captioning, must be manual, please reach out to D&A\*
    - b. Option for dial-in
    - c. Don't overlap with live classes

- d. Inform speakers/organizers of best practices:
  - For In-Person Events
    - a. Label food with allergens + dietary restrictions
    - b. If transportation is being provided/coordinated, ask and coordinate accessible options if required
    - c. Check venue's accessible features by visiting or talking to vendor
    - d. Keep entrances barrier-free
    - e. Mitigate impact of renovations + construction work on accessibility features (e.g. noise, limited space, unavailability of some features)
    - f. Keep floors clean in trafficked areas (e.g. no cables or cords)
    - g. Ask about and identify/book accessible lodging for participants as needed
    - h. The venue should have:
      - Elevators/lifts to access the event; Barrier-free accessible entrance; Accessible washrooms at location; Accessible parking nearby; Provide location and distance to attendees; Easy-to-open or propped open doors; Space for people with mobility aids to move easily
- Getting Feedback
  - Please submit anonymous feedback for the accessibility policy here: <https://forms.gle/VHAFtdmPsPZwbyFR7>
- Speaker's List*
  - Candice: If accessibility issues require an additional cost, is there budget for that?
    - a. Abby: We have applied for funding and will be happy to be in touch with any group that requires funding. We will be applying for a second funding pool that we can support members with. On a long-term basis, we hope that all IGs can include an accessibility budget in their own group budget!
- Chloe: For in-person events, are you required to have a Zoom link?
  - Abby: No. This may change from event-to-event, depending on how accessible the event already is and whether the event coordinators can put a Zoom component in.
- Chloe: What feedback have you received since the policy has been put in place? Is there any way to make the checklist more accessible?
  - Abby: We have not had anyone fill out the accessibility feedback form yet. As for the checklist, it is lengthy because we are now moving to in-person events and wanted to set out a standard of accessibility.
  - Sloane: In the development of this policy, many people were consulted – many said the list could be longer and that it only includes the minimum for what is expected of an accessible event.

## 12. Adjournment

- Motion to adjourn: Imran, Rebecca
- Meeting closed at 7:07PM