

# SAF Annual General Meeting Minutes

## Wednesday, September 20th, 2017

**Meeting Time:** 18h00 - 20h30

**Meeting Chair:** Mark Underwood

**SAF Overview Presentation:** Nadra Wagdy

**Metrics Presentation:** Antonious Petro

**Budget Presentation:** Ariel Dabora

**Meeting Minute Taker:** Jordan Beaulieu

**# Members in Attendance:** 41 at 18h15

### 1. Welcome and call to order

- 18h15, Quorum (21) met, meeting called to order
- Land recognition and welcoming statements given

### 2. Review and approval of agenda

- Review of SAF's voting procedure (Robert's Rules)
- Review of today's agenda

**Motion** for the assembly to approve the agenda as presented. Motion approved.

- Moved by: Julia
- Seconded by: Alice
- *Motion passed unanimously*

### 3. Review and approval of the September 27th 2016 AGM minutes

- Brief review of 2016 AGM minutes

**Motion** to approve the minutes of the 2016 Annual General Meeting. Motion approved.

- Moved by: Camille
- Seconded by: Lucas
- *Motion passed unanimously*

### 4. Annual overview of the Sustainability Action Fund

#### **About the Sustainability Action Fund:**

- What is SAF? SAF is A Concordia University fee-levy granting organization for students who want to develop projects in sustainable infrastructure, community-building, and education around social and environmental sustainability issues. SAF is financed by a 25-cent per-credit undergraduate student fee levy, and a \$1.25 per term

graduate student fee levy. SAF funded projects fall under a wide variety of themes including community, education, energy, resources & technology, food, health & wellbeing, social justice, and waste.

- Who works for SAF? SAF's team includes the following positions:
  - Chief Executive Officer (CEO) @ 35 hours/week (Nadra Wagdy)
  - Chief Financial Officer (CFO) @ 15 hours/week (Ariel Dabora)
  - Project Coordinator @ 15 hours/week (Antonious Petro)
  - Outreach and Communications Coordinator @ 15 hours/week (Justine Provost)
  - Board Meeting Minute Taker (Jordan Beaulieu)
  - Board Meeting Facilitator (TBD)
- Who composes SAF's Board of Directors? The Sustainability Action Fund is governed by a board of 11 directors, who are elected by various student groups and organizations whose members pay into the fund. These include a representative from CSU executive, CSU council, CASA, ECA, FASA, GSA, Sustainability Concordia, two representatives from ASFA, one Concordia Community member, and two Members-at-Large.

#### **SAF's year in review:**

- Funded 35 projects
- Streamlined the SAF application process
- Celebrated SAF's 10th Anniversary by organizing Room to Grow event featuring community discussions hosted in collaboration with Sustainable Concordia and a key-note presentation by Steven Guilbeault
- Awarded two (2) sustainability scholarships during Room to Grow
- Partnered with 4 Concordia-based organizations including Sustainable Concordia, the Concordia Student Union, Technoculture, Arts and Games Research Centre, and Cinema Politica
- Co-developed and co-facilitated two (2) Financial Literacy Workshops
- Developed "Bold Aspirations for a Sustainable Future", SAF's vision for Strategic Directions in 2017-2020
- Worked on a Major in Leadership in Sustainability, growing out of the Sustainable Curriculum project
  - "Towards a Sustainable Curriculum" event coming up on October 4th, 5 à 7 in MB 2.130 on the SWG campus

#### **5. Project metrics**

- 46 project proposals received this year
- 35 projects funded, and only 11 rejected
- Of the 35 funded projects, 21 projects were fully funded
- 1700 students engaged in SAF-funded projects and many more as a larger public

- 55 jobs were created for Concordia students
- A total of \$135,395 was allocated to project funding this year, a 25% increasing in project funding allocations
- More than one million dollars of funding allocated in 10 years
- Most projects funded fell between 1k and 5k this year
- 30% of funded projects came from education and research, 15% from resource & technology
  - Resource and Technology will be a larger focus for SAF in 2017-18
- Of the \$93,975 reimbursements allocated to projects in this financial year, 37% went toward equipment purchases, 36% toward the payment of honorariums, 16% toward food, 9% toward space rental, and 2% goes toward marketing and outreach.

<b>2016-2017 FUNDED PROJECTS</b>			
<b>Project Name</b>	<b>Amount Allocated</b>	<b>Project Name</b>	<b>Amount Allocated</b>
ICOP	\$5,581.50	Silvia in the Waves	\$2,500
Open Source Birth Project	\$5,000	Bread and Puppet	\$3,500
iGem Concordia	\$10,000	JSEC Sustainability Competition	\$540
Food Preservation Project	\$700	Beacon Project	\$10,000
Waste Not Want Not	\$1,000	SAE Forumla Electric	\$7,000
Women in Engineering	\$550	First Voices	\$4,500
Human Right to Breathe Freely	\$7,800	Enamel	\$1,500
MBA International Competition	\$3,000	Carbon City Project	\$485
Loudspeaker Women in Music	\$2,852	Concordia's Farmers Market	\$1,000
Nature of Institutional Racism	\$453	ImmerseBox Water	\$1,200
FIFEQ	\$400	Concordia Famers Market #2	\$1,500
Rap Battle Against Police Brutality	\$2,470	Dodge for a Cause	\$400
Resist Trump	\$4,150	Concordia Film Festival	\$900

2016-2017 FUNDED PROJECTS			
Project Name	Amount Allocated	Project Name	Amount Allocated
Petit Velo Rouge	#3,883	HIV/AIDS Workshop Series	\$2,000
Transitions Conference	\$5,000	CEED Concordia	\$998
Creative Centre for Reuse	\$14,000	Re-centering Indigenous Experience	\$1,000
Rap Battle Against Consumerism	\$2,470	Concordia Greenhouse	\$10,263
SPCA Panel on the Right to Die	\$299		

## 6. Project presentations

### **Centre for Creative Reuse (CUCCR)**

- Opened in March, 2017 with great help from SAF; a \$14,000 grant enabled the CUCCR space to be built
- Project rooted in research; reacting to useable materials being sent to landfills while new materials are sourced from unsustainable stores
- CUCCR space built in the basement of the Hall building with 90% used materials found on campus, many of which were repurposed from the Design department
- SAF grant money allowed tools and equipment to be purchased for the build, for space maintenance, as well as for workshops
- The Grand Opening was on March 22nd, 2017, after being pushed back a week because of a snowstorm. Over 100 people attended the grand opening
- In six months of being open CUCCR has gained 500 members, brought in 1,139.57 kg of reusable material from around Concordia, checked out 2,455.39 kg of materials in 650 check-outs to its members, saving them \$26,477.93 to date
- CUCCR is most popular among fine arts students; the initiative is hoping to reach out to other departments this year, especially to engineering students (their fastest growing membership)
- CUCCR's check-out system had to be built from the ground-up due to few platforms being friendly to money-free check-out arrangements. CUCCR now has a functional check-out system and can gather their complete metrics this way
- Many related initiatives developed this year, including collaborations such as "SustainabiliTeas", art hives, and "CUCCR on tour" to engage with people and groups across campus

### **Living Soil Symposium Montreal**

- A SAF funded three-day bilingual event taking place October 13th-15th, 2017, in H-110 on the SGW campus
- Focused on the regeneration of soil health with regard to areas such as agriculture, climate change, water, medical health. Bringing disciplines together to foster change
- Expecting 400 participants, and 30+ multidisciplinary international speakers
- The event is eco-responsible and carbon-neutral, keeping track of all carbon consumption and materials used. Emissions will be off-set by the implementation of a “food-forest” here in Quebec
  - EcoCert certification
  - Agroforestry project
- Budget: \$80,000
- Lunch and coffee breaks will be provided
- SAF grant of \$10,000 allocated to coffee breaks provided by the Hive, as well as the carbon-offset project. Additionally, Concordia students will be able to attend for a reduced admission cost
- Positive experience with SAF so far, w/r/t application process, cooperative and responsive team, grant and conditions
- Hoping to sell as many student tickets as grant allows

## 7. Constitution amendements

- Constitution reviewed and updated this year by Nadra and Mark
- Lots of unnecessary legal jargon made document difficult to read, understand, use
- Looking to improve the accessibility of the document for SAF employees and members
- Unnecessary content has been removed, some changed, and three articles added:

Removed the following articles from the constitution after research and validation (in collaboration with The Centre for Community Organizations or COCo) that they are not required to be in the constitution:

- Interpretation
- Head Office
- Corporate Seal
- First Meeting of Board of Directors (no longer must be held within seven days after the AGM; will instead be held ASAP following AGM)
- Statements

Removed from the Constitution and moved to the governance handbook to increase accessibility, comprehension and usability by SAF members, and provide better control of internal policies by the SAF Board of Directors:

- Governance and human resources policies and procedures (Annexes)
- Job descriptions of all employees (change too frequently to be voted on by members at an AGM, thus removed from constitution and moved to handbook)
- Task description of all board committees

Change to the Constitution: Voting rights of members was not clear in the current constitution. In the amended constitution, it is proposed that:

- All members (general and supporting members) shall have voting privileges in elections and general meetings of the Sustainability Action Fund. Supporting members must be approved by the membership in order to gain voting rights.

Added to the Constitution:

- ARTICLE 7: CONFLICT OF INTEREST
  - General statement added while a detail procedure is moved to the handbook
- ARTICLE 8: AMENDMENTS TO THE CONSTITUTION
  - Policy for amending the constitution
- ARTICLE 9: SEPARABILITY OF ARTICLES
  - Basic clause that deems that any articles found to be unlawful or unrecognizable do not then negate the rest of the document in which they are contained

Comments and questions from the floor on the changes to the constitution:

Q: How do supporting members gain voting rights?

A: Faculty, staff, and community members who request voting rights will be presented at a general assembly and then voted in by majority.

Q: With regard to Article 8, if an urgent amendment to the constitution is required and a special membership meeting is called, does it include the supporting and voting membership?

A: Yes. Special membership meeting procedure is outlined in governance handbook.

Q: Can we read Article 7 out loud?

A: Article 7: Conflict of Interest is read for the audience.

Q: With regard to Article 6 Section 3. Bills of Exchange of less than \$5000, as cheques under \$5,000 must be jointly signed, is it necessary to reselect the second signing authority every year?

A: Yes, the BoD selects one of its members to be the secondary signing authority each year.

**Motion** to approve the amendments to the constitution. Motion approved.

- Moved by: Bianca
- Seconded by: Julia
- *Motion passed by majority; 1 abstention*

**8. Presentation and ratification of new Board of Directors**

- This year’s Board of Directors is presented, note that most BoD seats are appointed by student organizations who require a delegate.
- If the new Board is ratified, FASA and CSU shall be granted permission to choose their representative for this year (since they have not yet done so).
- Two Student-at-Large and one Community Member must be elected:
  - Alice Wei, Student-at-Large candidate, introduces themselves to the membership.
  - Vanessa Macri, Student-at-Large candidate, introduces themselves to the membership.
  - Julia Couture-Glassco, Concordia Community Member, introduces themselves to the membership.

**Motion** to ratify the SAF Board of Directors as proposed for 2017-2018. Motion approved.

- Moved by: Carol
- Seconded by: Eric
- *Motion passed unanimously*

<b>Representing</b>	<b>Representative</b>
Concordia Student Union Executive	Devon Ellis-Durity
Concordia Student Union Councilor	TBA
Arts & Science Federation of Association	Bianca Bruzzese
Commerce and Administration Students’ Association	Lucas Fraser
Fine Arts Student Alliance	TBA
Graduate Student Association	Adrienne Murphy
Engineering and Computer Science Association	Mira Marhaba
Sustainable Concordia	Mark Underwood
Concordia Community	Julia Couture-Glassco
Student-at-Large	Alice Wei
Student-at-Large	Vanessa Macri

## 9. Presentation and approval of proposed budget and finance auditor

- Ariel Dabora serves as SAF's financial officer, in addition, approximately three BoD members may sit on a Financial Committee to perform spot-audits on a monthly basis, as well as other financial assessments
- And external audit takes place once a year by an accounting firm to assess the accuracy of SAF's financial reports for the membership
- All financial statements are available to view on SAF's website
- Key internal controls of funds include:
  - Dual signing authority on all cheques (fund disbursement)
  - Cheque Requisition forms
  - Payroll system done online, timesheet reviewed before biweekly payroll
  - Spot-audits occurring monthly
  - Quarterly budget review by line item (performed every three months)
  - Year-end audits of financial statements
  - Passwords changed every 90 days, petty-cash locked and stashed

### **Highlights of 2016-2017:**

- 35 projects funded (up from 31 year over year)
- ~\$130k Allocated representing 24% increase year over year
- ~\$20K of funding towards SAF Partnerships
- Savings account with Desjardins used to generate ~\$1K interest income then used to provide scholarships to recognize student contributions to sustainability at Concordia
- \$93,975 given out during this fiscal year (June 1st 2016 to May 31st 2017)
- Organization grew by half a percent as opposed to the expected 3 percent due largely in-part to a non-renewal of CUAA funding (see Revenues line of chart below)
- Salaries over-budget due to overlap in employee turnover to ensure adequate training as well as a 5% increase in salaries; more budget will be added for employee turnover this year
- Large anniversary event caused outreach to go over-budget.
- Spent less than collected overall, though large surpluses are intentionally avoided so that Concordia students paying the fee levy can benefit while still at Concordia
- Summer audits issued a "clean opinion"
- Bookkeeper is hired to come in and check up on the books annually

Comments and questions from the floor about the budget:

Q: About how much budget was lost to opt-outs this year?

A: About \$200 per semester, less than half a percentage of SAF's total revenues. A transparent out-opt campaign is run twice a year to inform students about SAF's opt-out procedure.

Q: How much surplus has accumulated over the years?

A: Right now the surplus is about \$50,000. We try to keep a minimum \$30,000 surplus at all times as a safety net, but large surpluses (e.g. \$100K) are avoided so that students benefit from the fees they've paid while they're still at Concordia.

Q: Do projects always claim all of the grant money allocated to them?

A: About 95% is usually claimed. Awarded funds may not be claimed if projects are under budget or if a project is cancelled, but this is rare. Any unclaimed funds return to the budget line and are reallocated to new projects.

Q: Is there an expiration time on allocated funds?

A: Yes, two years ago it was decided that projects have 1 year from the date their contract is signed to claim their expenses, though extensions may be granted under special circumstance decided upon by the BoD, which is outlined in the contracts.

Q: What is the approval process to increase a budget item?

A: Line items may be reallocated throughout the year by review of the BoD finance committee.

**Presentation of the operating budget for this year, June 1st 2017 to May 31st 2018.** The full operating budget as presented may be viewed online on SAF's website at <http://www.safconcordia.ca> (About - Reports - Budgets)

**Motion** to ratify the operating budget for June 1st 2017, to May 31st 2018. Motion approved.

- Moved by: Lucas
- Seconded by: Sherif
- *Motion passed unanimously*

KEY FIGURES 2016-2017	
General members (undergraduate and graduate students)	<b>\$40,000</b>
Employment Opportunities	8
Revenues	\$205,000
% of Fee-Levy Revenue towards Project Funding and Partnerships	63% (129k / 205k)
Funds distributed to current and previous year projects in 2016-2017	\$93,975

<b>Budget Overview 2016-2017</b>			
	2016-2017 Actual Results	2016-2017 Approved Budget	Comment on Variance
Revenues	\$205,832	\$215,946	Revenue shortfall due to aggressive growth rates in budget, affected by enrolment & bad debt recharges
Project/Partnership Funding Expense	\$93,975	\$133,500	Subjective to allocations by the BOD (\$129K as allocated but only ~\$94K spent in the year, due to timing)
Salaries & Fringe Benefits	\$82,984	\$77,000	Salary increases throughout the year due to turnover in two key positions CEO and Project coordinator
Operating/Office Expenses	\$12,578	\$15,700	The difference was allocated to events
Marketing	\$1,947	\$2,721	The difference was allocated to events
Events, Outreach & Internal Projects	\$6,235	\$2,600	10 Year anniversary campaign
Income	\$8,113	-\$12,975	Under budget!

**10.** Other matters (first BOD meeting)

- First BoD meeting will happen at the beginning of October!

**11.** Closing remarks, adjournment and prize draw

- 1st prize: One (1) ticket to TedXConcordia this Saturday, September 23rd (value of 75\$): Sarah!

- 2nd prize: One large house plant: Eric!
- 3rd prize: Two (2) Sustainable Campus Passports: Satoshi!
- And lots of people get to take home a plant from the Concordia Greenhouse!

**Motion** to adjourn the meeting:

- Moved by: Julia
- Seconded by: Bianca
- *Motion passed unanimously*

Meeting adjourned at 19h49